

BOARD OF TRUSTEES
Regular Meeting
Monday, January 9, 2017
Vevay Township Hall – 7:00 p.m.

MINUTES

Members Present: Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustees Richard Lacasse and John Lazet
Members Absent: None
Staff Present: Deputy Clerk Lindsay Brower, and Legal Counsel David Revore

The meeting was called to order by Supervisor Ramey at 7:01 p.m. and followed by the Pledge of Allegiance.

Set/Amend Agenda. The following item was deleted from the Agenda:

Possible Update of Cemetery Ordinance – Review/Revise

Consent Agenda

MOTION Kean, seconded Lacasse to adopt the Consent Agenda as published.

Adopted actions are preceded by an asterisk (*).

- Minutes for Regular Meeting on 12-12-16. *approved & filed
- Financial Reports – December 2016: 1) Fund Balances/Investments 2) Balance Sheets and 3) Revenue & Expenditure Report. *received & filed
- Planning Comm. Regular Meeting on 12-7-16.*distributed
- Planning Comm. 2016 Annual Report. *filed
- December 2016 AGS Building/Zoning Report. *received & filed
- 2016 Annual AGS Building/Zoning Report. *received & filed
- Correspondence from:
 - 1.) Mason Fire Department re: October 2016 & November 2016 Response Reports. *filed
 - 2.) MI Employees' Retirement System re: Retirement Planning & Education. *filed
 - 3.) Tri-County Regional Planning Commission re: Thank You! *filed
 - 4.) National School Choice Week re: Proclamation Request Memo. *filed
 - 5.) Communities In Schools re: Help Us Grow (donation request). *filed
 - 6.) Ingham Intermediate School District re: 100% Summer Tax Collection. *filed
 - 7.) Mason Public Schools re: Resolution to Collect Summer Property Tax. *filed

Roll Call Vote **Ayes: Ramey, Sherwood, Lazet, Lacasse & Kean**
 Nays: None

Public Comment. None.

Accounts Payable Disbursement Authorization. The Board reviewed this report with no questions asked.

MOTION Kean, seconded Sherwood, to approve the Disbursement Authorization Report as presented from December 13, 2016 to January 9, 2017 with the Accounts Payable amount totaling \$31,402.46 and General Fund check numbers #27979 – 28043 EFT #193, #194, #195, & #196.

Roll Call Vote **Ayes: Sherwood, Ramey, Kean, Lacasse & Lazet**
 Nays: None

Supervisor’s Report: Master Plan Update. Trustee Lazet (the Planning Commission liaison) stated the Planning Commission has been working on a new Master Plan as it has been more than 10 years since its last major revision. The next step in the approval process for the Planning Commission will be to hold a public hearing which has been scheduled for March 8, 2017.

Supervisor’s Report: Signed Contract with Mason Schools re: Summer Tax Collection Fee. Treasurer Sherwood will notify L.C.C. and Ingham Intermediate School District of the newly signed contract for the Summer Tax Collection Fee (\$1.67 per parcel). A copy of the communications will be given to the Clerk’s Office.

Treasurer’s Report: Mason State Bank Merger. Treasurer Sherwood stated as of January 1, 2017, Mason State Bank will officially be “Commercial Bank of Mason.” She (Sherwood) stated she noticed better interest rates and lower fees for the customer as being the only considerable change.

Clerk’s Office Report. Clerk Kean expressed her gratitude to the Board for authorizing expenses to support the transition of the new Deputy Clerk. Deputy Clerk Brower also thanked the Board as the extra training was invaluable.

Clerk’s Office Reports: MERS Update. Clerk Kean informed the Board that a former employee has filed and will be receiving their first retirement benefit check in January for an approximate amount of \$350 per month.

Third Quarter Budget Revenue & Expenditure Report – Review/Amendments. The Board reviewed the third quarter report. There were no amendments required at this time. The Board discussed the upcoming budget process which will occur during the months of February and March. The Budget must be adopted by April 1st. Budget work session dates will need to be scheduled. Also reviewed was the *General Appropriations Act*, specifically the language on page 2, Section 10: Transfer Authority. Supervisor Ramey informed the Board of a \$3,000 transfer made today from the Fire Department Capital Outlay into the Building/Zoning Services Department.

Authorization Request for IC Drain Commissioner Drain Assessment at Large Invoice for 2016-17. The Township has received the 2016-17 invoice for County Drain Assessments at Large for the amount of \$20,015.30 due on February 14, 2017. The Board budgeted approximately \$28,000 for this invoice; however, at the Drain Commissioner’s discretion, Mr. Lindemann did not include approximately \$8,000 of interest for the Mud Creek Drain Project due to the project’s expenses coming in under budget.

MOTION Sherwood, seconded Lacasse, to authorize the expense and payment of the 2016-17 Drain Assessment at Large invoice in the amount of \$20,015.30 expensed to GL# 101-445-969.000.

Roll Call Vote **Ayes: Lazet, Sherwood, Ramey, Kean & Lacasse**
 Nays: None

Authorization Request for Attendance at Michigan Township Association (MTA) Annual Conference, April 10-13, Lansing, MI. The Board reviewed their availability to attend this year's MTA Conference. Expenses for the Conference will be charged to GL# 101-101-960.000 - *Educational Meetings*. No housing will be authorized due to the close proximity of the Conference.

MOTION Ramey, seconded Kean, to authorize the expense and payment of the Elected Officials attendance for an amount not to exceed \$2,000 for the 2017 MTA Conference in Lansing.

Roll Call Vote **Ayes: Lacasse, Lazet, Sherwood, Ramey & Kean**
 Nays: None

Authorization Request for Establishing a Per Diem Rate for Minutes/Transcription Services for Meetings. Clerk Kean stated that the former Deputy Clerk Brett Linsley would be willing to provide services to the Township on an “as needed basis.” A per diem amount of \$70 per meeting has been suggested. The \$70 would include any prep work, transcription of the minutes, and the actual time spent in the meeting. Funds to be paid would come out of different GL numbers depending on the meeting. (Example: services provided to the Planning Commission would be expensed to GL# 101-801-705.000 – *Planning Commission Clerical*).

MOTION Kean, seconded Lacasse, to establish a \$70 per diem per meeting rate for services to transcribe minutes, any prep time, and the actual time spent in the meeting on an as needed basis.

Roll Call Vote **Ayes: Kean, Lacasse, Lazet, Sherwood & Ramey**
 Nays: None

Authorization Request for Website Technical Support. Clerk Kean suggested the Board pre-approve up to 10 hours for Brett Linsley, the creator and developer of the Township’s website, at the rate of \$15 per hour for services, for a total cost of \$150. Funds are available in GL# 101-101-802.001 – *Computer Website* to cover this expense.

MOTION Sherwood, seconded Ramey, to pre-approve up to 10 hours at a rate of \$15 per hour for technical website support from Brett Linsley on an as needed basis expensed to GL# 101-101-802.001 - *Computer Website*.

Roll Call Vote **Ayes: Ramey, Kean, Lacasse, Lazet & Sherwood**
 Nays: None

Authorization Request for Michigan Association of Municipal Clerks (MAMC) Institute in Mt. Pleasant for the Deputy Clerk (1 Year). Clerk Kean informed the Board that this would be

Discussion ensued by the Board regarding the presented options. Attorney Revore recommended that the AGS Contract be reviewed for thorough explanation of their duties and responsibilities. It was the consensus of the Board that this matter be brought back to the next meeting for continued discussion after the AGS Contract had been reviewed.

Community Room Rental Policy – Review/Revise. A draft rental agreement was created and presented by Legal Counsel Revore with highlighted areas requiring the Board to make policy decisions. Currently, the policy is silent on the type of uses that are allowed; however social activities (such as family reunions, birthday parties, graduation open houses, etc.) have been the primary use for the Hall rentals. The main decision for discussion was whether to allow commercial activity rentals. Mr. Revore also recommended clarifying who is allowed to rent; residents, property owners, and/or taxpayers. Currently, the policy states “Township residents.”

Discussion ensued regarding:

- governmental immunity; to remain under its umbrella – or not
- the level of commercial use; to choose a specific list of uses allowed
- to allow profit or nonprofit groups
- to allow educational gatherings for services; however, no sale of products allowed
- the addition of “individual” resident allowed to rent
- Competition with the private sector, including nearby facilities

MOTION Lazet, seconded Kean that effective January 9, 2017, the Township have a moratorium on future Township hall rentals for commercial purposes, while still allowing residents to rent the hall for social purposes.

Roll Call Vote **Ayes: Kean, Lacasse, Lazet, Sherwood & Ramey**
 Nays: None

It was the consensus of the Board to allow Mr. Hayhoe to continue the rental for February 11, 2017, as a contract has already been signed and payment made.

This matter will be revisited at next month’s meeting.

Mason Art Guild Request for Use of the Township Hall in 2017 with Fee Waiver. Annually, the Mason Art Guild requests use of the Township Hall during the day on specific Thursday’s throughout the year. The use of the hall with the rental fee waived has been approved since the inception of this group for more than 20 years.

MOTION Lazet, seconded Sherwood, that the Township allows the Mason art Guild to utilize the Township hall on March 2, June 1, August 3 (for room and pavilion), September 7, October 5, and November 2, 2017 with a Fee Waiver.

Roll Call Vote **Ayes: Lazet, Kean, Sherwood, Ramey & Lacasse**
 Nays: None

Contract Review of the 425 Agreement with the City of Mason. Supervisor Ramey would like to have special counsel look at this agreement and give advice to what they feel the actual impact of the 1978 Court Settlement has on the 425 Agreement as it relates to additional

payments from the State Local Community Stabilization Authority for personal PPT exemption loss. He (Ramey) will be mindful in keeping the expenses down as much as possible.

MOTION Kean, seconded Lacasse, to appoint special Counsel to review the 425 Agreement and any relevant materials, and take necessary action. (Expensed to GL# 101-210-826.000)

Roll Call Vote **Ayes: Ramey, Lazet, Kean, Lacasse & Sherwood**
 Nays: None

Board Appointments. Supervisor Ramey informed the Board of two re-appointments and two appointments that were needed and distributed a handout indicating such.

MOTION Sherwood, seconded Lazet, to approve the following appointments:

- Re-appoint Ted Stroud–Downtown Development Authority – 4 years – 4/5/2017 to 4/4/2021**
- Re-appoint Ted Stroud-LDFA – 4 years – 1/1/2017 to 12/31/2020**
- Appoint Debbie Blair-Compensation Commission – partial term – 1/9/2017 to 9/30/2020**
- Appoint Kevin Weise-Compensation Commission – 5 years – 1/9/2017 to 9/30/2021**

Roll Call Vote **Ayes: Sherwood, Kean, Lazet, Ramey & Lacasse**
 Nays: None

Any Other Business. At the recommendation of Legal Counsel, Mr. Revore suggested a joint Board of Trustees and Planning Commission meeting on January 25, 2017 to discuss new legislation concerning medical marijuana.

MOTION Ramey, seconded Lazet, to schedule a joint Board of Trustees and Planning Commission meeting for discussion on medical marijuana law changes to be held on January 25, 2017 at 6 p.m.

Roll Call Vote **Ayes: Kean, Lacasse, Lazet, Sherwood & Ramey**
 Nays: None

Additional Public Comment. David Hayhoe thanked the Board for continuing to honor the signed rental agreement for his class to be held in February and would like the Board to honor his verbal agreement for a June 17th class.

The meeting was adjourned at 9:33 p.m.

JoAnne Kean, Clerk