

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Wednesday, November 15, 2017
Vevay Township Hall - 7:00 p.m.**

MINUTES

Members Present: Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustees John Lazet and Richard Lacasse

Members Absent: None

Staff Present: Deputy Clerk Mary Ruttan

Others Present: ICSO Sgt. Josh Treat and two other interested residents.

The meeting was called to order by Supervisor Ramey at 7:02 p.m. followed by the Pledge of Allegiance.

Set/Amend Agenda. The following items were added under Pending Business:

Set Public Hearing for the IFT Exemption Certificate application from *XG Sciences*
Clerk's Office: Budget Adjustments and Payment of *Election Source* Invoice

Consent Agenda. Treasurer Sherwood referred the Board to the Cash and Investment Account Summary and stated the Money Market account balance is \$67,000 dollars higher than last year; Supervisor Ramey noted we have not yet paid for scheduled 2017 road maintenance.

MOTION Kean, seconded Ramey, to adopt the consent agenda as presented.

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

Recommendations are preceded by an asterisk (*).

- Meeting Minutes for Regular Meeting on 10-09-17. *approved & filed
- Financial Reports – October 2017 1) Fund Balances, 2) Balance Sheets, 3) Revenue & Expenditure Reports, and 4) Accounts Receivable Report. *received & filed
- Planning Commission Meeting Minutes on 10-4-17 & Special Meeting 10-18-17. *distributed
- Zoning Board of Appeals Meeting Minutes on 10-2-17. *distributed
- October 2017 AGS Building/Zoning Report. *received & filed
- Correspondence from:
 - 1.) Mason Fire Department re: October Response Report. *filed
 - 2.) AT&T Michigan re: Franchise Fees Quarterly Report ending 9-30-17. *filed
 - 3.) MI PSC: re: Notice of Hearing for Consumers Gas/Electric Customers Case #U18231.*filed
 - 4.) MERS Quarterly Report Ending 9-30-17. *filed

Items Removed From Consent Agenda. None

Public Comment. None

IC Sheriff's Office Sgt. Treat re: Vevay Township October Incident Report.

Sergeant Treat reviewed the monthly synopsis of calls for service. He stated the Property Check Program is very successful in Vevay Township. Sergeant Treat explained an incident requiring the use of a canine to find a missing person. He stated the canine unit is an efficient and great tool for the Sheriff Department. They currently have two "bomb sniffing" canines and two "drug sniffing" canines. Clerk Kean asked for an update on the recent break-in situation. Sergeant Treat stated it is still an open investigation and there have not been any recent incidences.

Accounts Payable Disbursement Authorization. Clerk Kean stated the Accounts Payable Disbursement report included an invoice from the City of Mason for the October-November-December quarterly fire contract payment in the amount of \$19,415.36.

MOTION Kean, seconded Ramey, to approve the Disbursement Authorization Report for General Fund Checks #28558 - #28618 and EFTs #244, #245, #246, #247 and #248 in the total amount of \$ 56,499.93

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

Supervisor's Reports:

Crazy C Gravel Mine Update. Supervisor Ramey stated that he had made a personal site evaluation and Mr. Hayhoe has completed the required Reclamation and Site Rehabilitation per Vevay Zoning Ordinance Chapter 16. The stock piles of material have been removed and what is left will be used for personal use. The required top soil placement and seeding have also been completed.

New Playground Mulch. Supervisor Ramey stated the Downtown Development Authority approved \$1,000 for the purchase of playground mulch for the play area on Township grounds. This type of maintenance needs to be completed every couple of years. The mulch serves as a safety cushion in case of a fall.

Treasurer's Report:

County Equalization Headlee Rollback. Treasurer Sherwood reported to the Board that with the passing of the County's Headlee Amendment rollback, the Township's millage rate will reset to 1 mill in 2018. This represents approximately an \$11,000 revenue increase for the township. The reset value is again subject to the Headlee rollback in 2018.

City of Mason P.A. 425 and 108 Areas Payment Report. Treasurer Sherwood stated we received our yearly payment from the City of Mason, including a slight increase over what was budgeted. Clerk Kean advised the Board that she and Supervisor Ramey spoke with the new City of Mason Treasurer regarding the substantial change in Personal and IFT taxable value for Michigan Packaging. They are waiting for clarification regarding the differences between last year and this current payment.

Delinquent Miscellaneous Receivables Report. Treasurer Sherwood passed out an updated Miscellaneous Receivables Delinquent List. Trusted Lazet appreciated all of her phone calls and letters in an effort to collect these delinquent receivables. Supervisor Ramey stated he spoke with Attorney Revore regarding the use and success of hiring a collection agency. Further research is necessary and additional information will be presented at the next board meeting. Trustee Lacasse inquired how many individuals are delinquent. Treasurer Sherwood said currently there are 8; however, there are more on the list that, while delinquent, are making payments. The Board requested the “short list” and “Delinquent List” be presented at each Board meeting under the consent agenda.

Clerk’s Reports:

Election Update. Clerk Kean stated the November 7, 2017 Special Election was a success due to the training and dedication of all the election workers. It was a “well-oiled” machine. Total voters were 1094 (393 AV’s & 701 precinct voters). The Mason School Bond was defeated in Vevay Township by 87 votes but passed county wide. The County Headlee Rollback was defeated in Vevay Township by 133 votes but passed county wide. There were not any issues with the new voting tabulator or Voter Assist Terminal. Vevay Township has been chosen by the State Bureau of Elections for an audit. Clerk Kean will report back to the Board next month with their findings. Trustee Lazet stated based on his experience, Clerk Kean’s dedication to the process and detail makes Vevay Elections one of the best in the state, as he has personally viewed many polling locations over many years on election days.

Pending Business:

Application for Farmland Preservation Agreement (PA 116) from David and Laura Cheney for 32.45 Acres in Section 18. The Clerk’s Office received a 10-year PA116 application from David and Laura Cheney on October 11, 2017. Letters must be sent to the reviewing agencies (Tri-County Planning Commission, City of Mason, and the Ingham Conservation District). Responses are required from these agencies in the next 30 days. Once approved by the Board, the application must be forwarded on to the State of Michigan. Mr. Cheney is aware that the application was not presented timely to be effective this tax year.

Motion Ramey, seconded Kean, to approve and forward to the State the PA116 Application from David and Laura Cheney for 32.45 Acres in Section 18, contingent upon favorable reviews by the Tri-County Planning Commission, City of Mason and the Ingham Conservation District.

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

Zoning Ordinance Amendments:

Section 3.05: Regulations Applicable to all Single-Family Dwelling. Trustee Lazet stated that the amendment would revise the dimensional structure requirements and clarify which residential additions are subject to the section, as well as subject Large Solar Energy Systems (LSES) to the site plan process and requirements of Chapter 14. It was the consensus of the Board to adopt the Planning Commission findings as their own pursuant to section 19.05(B) (1) of the Zoning Ordinances as follows:

- a. The proposed text amendment would clarify the intent of the Ordinance. – The Ordinance was drafted in a manner to require newly built and newly placed structures to meet certain requirements; the proposed amendment would clearly delineate dimensions for various elevations of single-family dwellings, and delete language that is already regulated by other Ordinance provisions, such as the proposed use of solar energy. The proposed amendment would better provide that any particular residential development meet the goal of maintaining rural character. The amendment to Section 3.27 would clarify that the approval process of a LSES would be subject to the site plan requirements of Chapter 14; requiring this express review was thought to be in need of clarification, as that has been the practice of the Township to date.
- b. The proposed text amendment would correct an error in the Ordinance. - Not applicable.
- c. The proposed text amendment would address changes to the State legislation, recent case law or opinions from the Attorney General of the State of Michigan. – Not applicable.
- d. The proposed text amendment would promote compliance with changes in other County, State or Federal regulations. – Not applicable.
- e. In the event the amendment will add a use to a district, that use shall be fully consistent with the character of the range of uses provided for within the district. – Not applicable.
- f. The amendment shall not create incompatible land uses within a zoning district, or between adjacent districts. – Not applicable.
- g. The proposed text amendment is supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements and similar technical items. – Not applicable.
- h. As applicable, the proposed change shall be consistent with the Township’s ability to provide adequate public facilities and services. – Not applicable.

i. The proposed change shall be consistent with the Township's desire to protect the public health, safety, and welfare of the community. – The proposed amendment was considered a better means of maintaining the rural character of the Township, and would therefore be in the best interest of Township residents.

The Ordinance amendment was introduced for adoption by Ramey, and supported by Sherwood:

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
ORDINANCE NO. 68.44
PREAMBLE**

AN ORDINANCE TO AMEND ORDINANCE NO. 68,
THE VEVAY TOWNSHIP ZONING ORDINANCE AND
SPECIALLY TO AMEND CHAPTER 3, SECTION 3.05,
AND TO REPEAL ANY ORDINANCES IN CONFLICT
THEREOF; AND TO PROVIDE AN EFFECTIVE DATE
HEREOF.

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

(Note: The official record of Ordinance No. 68.44 is printed in its entirety in *Vevay Township Ordinances, Volume II.*)

ORDINANCE DECLARED ADOPTED.

Chapter 14: Required Site Plan Submission Requirements. Trustee Lazet stated that these proposed amendments would eliminate the option of preliminary site plans and replace it with a process of a preliminary review by the Township; clarify when a site plan change is required to an already approved site plan; allow for site plans to be prepared by a homeowner when requesting a SLU permit for a home occupation; and substantially revise the Table of Requirements in Sec. 14.03 to reflect these changes, to combine redundant requirements, and to eliminate some requirements deemed unnecessary for a site plan review. It was the consensus of the Board to adopt the Planning Commission findings as their own pursuant to section 19.05(B) (1) of the Zoning Ordinances as follows:

a. The proposed text amendment would clarify the intent of the Ordinance. – The Ordinance was drafted to optionally allow for multiple reviews of a site plan. After many years of experience with this process, the Commission proposed to re-write these sections of Chapter 14 to reflect actual Township practice, and codify what has been found to be most helpful in assisting applicants with developing compliant site plans. Further, duplicative and unnecessary

requirements for site plans are proposed to be deleted. The proposed amendment would reflect a simpler and more applicant-friendly process, as was originally intended.

b. The proposed text amendment would correct an error in the Ordinance. - The proposed amendment would correct grammatical errors in Section 14.06 and Section 14.09.

c. The proposed text amendment would address changes to the State legislation, recent case law or opinions from the Attorney General of the State of Michigan. – Not applicable.

d. The proposed text amendment would promote compliance with changes in other County, State or Federal regulations. – Not applicable.

e. In the event the amendment will add a use to a district, that use shall be fully consistent with the character of the range of uses provided for within the district. – Not applicable.

f. The amendment shall not create incompatible land uses within a zoning district, or between adjacent districts. – Not applicable.

g. The proposed text amendment is supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements and similar technical items. – Not applicable.

h. As applicable, the proposed change shall be consistent with the Township's ability to provide adequate public facilities and services. – Not applicable.

i. The proposed change shall be consistent with the Township's desire to protect the public health, safety, and welfare of the community. – Allowing for Township flexibility in determining how better to assist applicants with drafting site plans in compliance with the Zoning Ordinance was deemed to be in the best interest of Township residents.

The Ordinance amendment was introduced for adoption by Ramey, and supported by Lazet:

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
ORDINANCE NO. 68.45
PREAMBLE**

AN ORDINANCE TO AMEND ORDINANCE NO. 68, THE VEVAY TOWNSHIP ZONING ORDINANCE AND SPECIALLY TO AMEND CHAPTER 14, SECTIONS 14.02, 14.03, 14.06, AND 14.09; AND TO REPEAL ANY ORDINANCES IN CONFLICT THEREOF; AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

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

(Note: The official record of Ordinance No. 68.45 is printed in its entirety in *Vevay Township Ordinances, Volume II.*)

ORDINANCE DECLARED ADOPTED.

Section 15.05 (H) (1): Utility Buildings, Outdoor Equipment, Outdoor Storage and

Waste Receptacles. Trustee Lazet stated that the proposed amendment would clarify that all required fencing must be in compliance with the fencing standards of Section 3.10 of the Ordinance. It was the consensus of the Board to adopt the Planning Commission findings as their own pursuant to section 19.05(B) (1) of the Zoning Ordinances as follows:

- a. The proposed text amendment would clarify the intent of the Ordinance. – A recent commercial site plan overlooked an important regulation on fencing in the Ordinance. The proposed amendment would include a pertinent Ordinance reference in another Chapter to assist future applicants in planning for appropriate fencing.
- b. The proposed text amendment would correct an error in the Ordinance. – Not applicable.
- c. The proposed text amendment would address changes to the State legislation, recent case law or opinions from the Attorney General of the State of Michigan. – Not applicable.
- d. The proposed text amendment would promote compliance with changes in other County, State or Federal regulations. – Not applicable.
- e. In the event the amendment will add a use to a district, that use shall be fully consistent with the character of the range of uses provided for within the district. – Not applicable.
- f. The amendment shall not create incompatible land uses within a zoning district, or between adjacent districts. – Not applicable.
- g. The proposed text amendment is supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements and similar technical items. – Not applicable.
- h. As applicable, the proposed change shall be consistent with the Township’s ability to provide adequate public facilities and services. – Not applicable.
- i. The proposed change shall be consistent with the Township’s desire to protect the public health, safety, and welfare of the community. – Helping applicants to be in compliance with site development standards was deemed to be in the best interest of Township residents.

The Ordinance amendment was introduced for adoption by Ramey, and supported by Lazet:

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
ORDINANCE NO. 68.46
PREAMBLE**

AN ORDINANCE TO AMEND ORDINANCE NO. 68, THE VEVAY TOWNSHIP ZONING ORDINANCE, AND SPECIALLY CHAPTER 15 ENTITLED “SITE DEVELOPMENT REQUIREMENTS,” SECTION 15.05 ENTITLED “LANDSCAPING REQUIREMENTS,” AND PARAGRAPH H. ENTITLED “UTILITY BUILDINGS, OUTDOOR EQUIPMENT, OUTDOOR

STORAGE AND WASTE RECEPTACLES,” SUB-PARGRAPH 1.; THEREOF;
AND TO REPEAL ANY ORDINANCES IN CONFLICT THEREOF; AND TO
PROVIDE AN EFFECTIVE DATE HEREOF.

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

(Note: The official record of Ordinance No. 68.46 is printed in its entirety in *Vevay Township Ordinances, Volume II.*)

ORDINANCE DECLARED ADOPTED.

Section 18.02: Zoning Board of Appeals-Interpretations Paragraph B. Trustee Lazet stated that the proposed amendment would amend the standard of interpretation for the Zoning Board of Appeals, to clarify that the standard set forth in Sec. 18.02 (B)(1) of the Ordinance – that decisions be narrow, address only the situation to be interpreted and limit the possibility of abuse of discretion – is to be utilized in all appeals heard by the Board. It was the consensus of the Board to adopt the Planning Commission findings as their own pursuant to section 19.05(B) (1) of the Zoning Ordinances as follows:

- a. The proposed text amendment would clarify the intent of the Ordinance. – The proposed amendment is drafted in a manner for ZBA hearings and decision-making processes to be conducted as objectively as possible in order to minimize any abuse of discretion by the Commission, Zoning Administrator, and/or the Township.
- b. The proposed text amendment would correct an error in the Ordinance. - Not applicable.
- c. The proposed text amendment would address changes to the State legislation, recent case law or opinions from the Attorney General of the State of Michigan. – Not applicable.
- d. The proposed text amendment would promote compliance with changes in other County, State or Federal regulations. – Not applicable.
- e. In the event the amendment will add a use to a district, that use shall be fully consistent with the character of the range of uses provided for within the district. – Not applicable.
- f. The amendment shall not create incompatible land uses within a zoning district, or between adjacent districts. – Not applicable.
- g. The proposed text amendment is supported by the findings of reports, studies, or other documentation on functional requirements, contemporary building practices, environmental requirements and similar technical items. – Not applicable.
- h. As applicable, the proposed change shall be consistent with the Township’s ability to provide adequate public facilities and services. – Not applicable
- i. The proposed change shall be consistent with the Township’s desire to protect the public health, safety, and welfare of the community. – Limiting ZBA interpretational authority should

enhance the ability of the Township to provide consistent enforcement of the Zoning Ordinance. This approach was deemed to be in the best interest of Township residents.

The Ordinance amendment was introduced for adoption by Ramey, and supported by Lazet:

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
ORDINANCE NO. 68.47
PREAMBLE**

AN ORDINANCE TO AMEND ORDINANCE NO. 68, THE VEVAY TOWNSHIP ZONING ORDINANCE AND SPECIALLY TO AMEND CHAPTER 18, SECTION 18.02, AND TO REPEAL ANY ORDINANCES IN CONFLICT THEREOF; AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

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

(Note: The official record of Ordinance No. 68.47 is printed in its entirety in *Vevay Township Ordinances, Volume II.*)

ORDINANCE DECLARED ADOPTED.

City of Mason PPT Reimbursement Update. Supervisor Ramey presented an update to the Board on the status of the Personal Property Tax Reimbursement owed to the Township from the City of Mason within the PA425 Agreement. Supervisor Ramey directed the attorney to pursue further actions. All actions have been previously authorized by the Board. The cost of the action is approximately \$4,000 to \$5000 dollars. The amount due the township this year is between \$9,000 and \$11,000 dollars and increases each year going forward. Trustee Lazet offered to look into legislation regarding the future process for the loss of Personal Property Tax within PA425 Agreements.

Authorization Request for Expense and Payment of Anti-Virus Software Protection. Clerk Kean stated the current Anti-Virus Software Protection expires on 12/1/17. This anti-virus software protection was recommended by Frank Vargas of *Vargas Computer Systems, Inc.*

MOTION Kean, seconded Lazet, to authorize the expense and payment of \$252.90 to *Vargas Computer Systems, Inc.* for the Anti-Virus Software Protection, charged to 101-101-802.000.

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

Authorization Request for Expense and Payment of Additional MTA Webcast Training for Deputy Treasurer. Treasurer Sherwood stated for the month of November the MTA Webcast training classes are half off and she would like to take advantage of the savings. Deputy Treasurer Blair has completed four of the tax classes and would like to take additional classes to help with her training in accounting and internal controls. In response to Trustee Lazet's question, Treasurer Sherwood stated that \$100 dollars would be enough to cover the costs. No additional funds will be needed.

MOTION Sherwood, seconded Lazet, to authorize the expense and payment of \$100 for additional MTA Webcast training for the Deputy Treasurer to be charged to 101-253-960.000.

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

Agreement for Collection of Summer School Property Taxes for Mason Schools, Ingham Intermediate School District and Lansing Community College. Treasurer Sherwood presented to the Board the prior year's summer property tax collection agreement between the Mason School District and Vevay Township. Discussion followed regarding the reimbursement rate to charge per parcel. Trustee Lacasse stated the cost per parcel should cover both the direct and indirect costs. He stated there has not been an increase in 30 years. Treasurer Sherwood stated the reimbursement rate should include reasonable costs and not to exceed \$2.50 per parcel. Further research is needed to determine the most accurate and fair cost possible. Clerk Kean suggested \$6.00 per parcel to be split between the Mason School District, Intermediate School District and Lansing Community College.

MOTION Lacasse, seconded Kean, to charge a total of \$6.00 per parcel for summer tax collection for the period of one year, divided as follows:

Mason Schools	\$2.00 per parcel
Ingham Intermediate	\$2.00 per parcel
Lansing Community College	\$2.00 per parcel

**Roll Call Vote Ayes: Kean, Lacasse, Lazet & Ramey
 Nays: Sherwood**

Revision to Fire Insurance Withholding Program Resolution (Res.#14-14). Supervisor Ramey stated Resolution No. 14-14 needs to be modified. Currently, there is language referring to Mason State Bank as the depository bank for holding funds received pursuant to said fire program. Since Mason State Bank has recently changed to Commercial Bank, Supervisor

Ramey felt the wording should be changed to generic terminology. Supervisor Ramey suggested changing Item 3 under **NOW, THEREFORE, BE IT RESOLVED**, the wording Mason State Bank to “the authorized financial institution”.

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
FIRE INSURANCE WITHHOLDING PROGRAM
RESOLUTION NO. 17-12**

At a regular meeting of the Township Board of Trustees of the Township of Vevay, Ingham County, Michigan, held in the Township Hall, 780 Eden Road, Mason, Michigan 48854 on the 15th day of November 2017

PRESENT: Supervisor Ramey, Clerk Kean, Treasurer Sherwood
Trustee Lazet and Trustee Lacasse

ABSENT: None

Resolution moved by Kean and seconded by Sherwood.

WHEREAS, the provisions of Act 495 of the Public Acts of 1980; as amended by Act 216 of the Public Acts of 1998, and the provisions of Act 217 of the Public Acts of 1998, which enactments provide that a portion of certain casualty losses for fire and/or explosion otherwise payable by an insurers to policyholder may be withheld and placed in escrow by a participating municipality for the purpose of securing repair, replacement, removal and cleanup of premises damaged by such occurrence; and

WHEREAS, the Township of Vevay, Board of Trustees, on the 7th Day of June, 1999, adopted Resolution No. 99-02 to become a participating municipality in the program providing for escrow of insurance proceeds as established by the provisions of Act 495 of the Public Acts of 1980; as amended by Act 216 of the Public Acts of 1998, and the provisions of Act 217 of the Public Acts of 1998; and

WHEREAS, the Township of Vevay Board of Trustees hereby determines that its continued participation in that program will protect the health, safety and welfare of the community and therefore desires to remain included and listed as a participating member in the list published by the Commissioner of Insurance; and

WHEREAS, the Township of Vevay will continue to comply with the procedures necessary to comply with said enactments and has hereby designates the Township Treasurer who shall be responsible for the administration of the program and does hereby establish and maintain an escrow account for that purpose; and

NOW, THEREFORE, RE IT RESOLVED that;

1. The Township of Vevay, Ingham County, Michigan, shall and does hereby continue to be a participating municipality in the program providing for escrow of insurance proceeds as established by Act 495 of the Public Acts of 1980; as amended by Act 216 of the Public Acts of 1998, or as established by Act 217 of the Public Acts of 1998, and does declare its intention to uniformly apply the provisions of Section 2845 to all property within its boundaries.
2. The Vevay Township Official responsible for the administration of Section 2845 of said Acts and any rules promulgated by the Commissioner of Financial and Insurance Services is hereby designated as follows: Vevay Township Treasurer.
3. The Vevay Township Official designated above shall establish an escrow account with the authorized financial institution for the purpose of receiving and holding deposits of money received insurers pursuant to said enactment, which account shall be separately maintained from all other accounts and may be an interest bearing account.

Ayes: Lacasse, Ramey, Kean, Lazet & Sherwood

Nays: None

Absent: None

RESOLUTION DECLARED ADOPTED.

MERS Retirement Benefit Review. Supervisor Ramey stated we need to make a lump sum contribution payment to MERS to reduce our unfunded pension liability. Budgeted for this year is \$6,000 dollars in addition to our regular monthly payments. Supervisor Ramey suggested we pay \$10,000 dollars. Supervisor Ramey stated we have the money in the line item. Discussion followed regarding the future funding of the unfunded liability. Trustee Lazet stated there are legislative proposals currently being discussed.

MOTION, Lacasse, seconded Lazet, to reduce the unfunded pension liability, and make a MERS contribution in the amount of \$10,000 from Retirement Benefits (GL #101-237-874.000)

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

Review of Fringe Benefits Ordinance #46. Supervisor Ramey reviewed the changes he presented to the Board for Ordinance #46. He stated the only change that must be completed by April 1st is Section 4. (A) annual contribution change from 13% to 16%. Supervisor Ramey stated that a public hearing for January 2018 must be set.

MOTION Lazet, seconded Lacasse, to set a Public Hearing at the regular January Board of Trustee's 2018 meeting at 7:00 p.m. at Vevay Township Hall regarding Fringe Benefit Ordinance #46.04.

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

Board Appointment.

MOTION Ramey, seconded Kean, to re-appoint Jack Cady to the Mason/Vevay Joint Planning Commission for a 3 year term effective November 9, 2017 through November 9, 2020, and to re-appoint Robert Schnabelrauch to the Zoning Board of Appeals for a 3 year term effective December 2, 2017 through December 2, 2020.

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

Set A Public Hearing for the Industrial Facilities Tax (IFT) Exemption Application from XG Sciences. The Clerk's Office has received an application for an IFT Exemption. Clerk Kean reviewed with the Board the application for the IFT Exemption Certificate. She stated the product they will be making is called Graphene. Clerk Kean stated a public hearing is required.

MOTION Kean, seconded Lazet, to set a public hearing for the Board of Trustees meeting to be held on Monday, December 11, 2017 at 7 p.m. at the Vevay Township Hall for an application request for an Industrial Facilities Exemption Certificate submitted by XG Sciences at the location of 4215 Legion Drive, Mason, MI, also known as parcel #33-10-10-06-204-018

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

Budget Adjustments for Clerk's Office and Payment of Election Source Invoice.

Clerk Kean requested an office budget adjustment. Previously, the Clerk's office supplies budget was reduced to cover the cost of the unfunded election. Final costs have been completed and adjustments need to be made. We have also received the final invoice from *Election Source*.

MOTION Kean, seconded Ramey, to authorize a transfer, within the Clerk's budget, of \$600 from Per Diem (GL #101-191-705.000) into Contractual (GL #101-191-818.000) in the amount of \$100 and into Clerk Supplies (GL #101-215-728.000) in the amount of \$500.

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

MOTION Kean, seconded Ramey, to authorize expense and payment of \$600 to *Election Source*, invoice 38006, for the November 7, 2017 Special Election Services, charged to Contractual (GL #101-191-818.000).

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

Any Other Business. Clerk Kean stated the section of Sitts Road has been paved which is part of the requested maintenance for the 2017 Local Road Improvement Program. The IC Road Department will invoice the Township next year once all requested 2017 repairs have been completed.

Public Comment. None.

Adjournment. The meeting was adjourned at 9:04 p.m.

JoAnne Kean, Clerk

Transcribed by Mary Ruttan, Deputy Clerk
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