

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Monday, April 9, 2018
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, Deputy Treasurer Debbie Blair and Legal Counsel David Revore
Others Present: Sergeant Josh Treat, William Conklin and eight interested residents

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

Set/Amend Agenda. The following item was added to the agenda under Supervisor's Report:

Transfer Authority

The following item was removed from the agenda under Pending Business:

Outdoor Assembly Permit Request from Michigan Steam Engine & Threshers Club
Scheduled for July 27-28-29, 2018

MOTION by Ramey, seconded Sherwood, to set agenda as amended.

Passed Unanimously

Supervisor Ramey stated Ingham County Road Director William Conklin will be presenting after Sergeant Treat.

Consent Agenda. Supervisor Ramey distributed fiscal year ending 2017 Cash and Investment Account Summary for comparison to the current fiscal year ending Cash and Investment Summary. This represents a \$78,213.22 cash and investment balance increase. Treasurer Sherwood presented a revised investment report which includes earned interest for the 2017-18 fiscal year.

***All items listed below are considered routine by the Township Board and will be enacted by one (1) motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Agenda and**

considered separately. Recommendations are preceded by an asterisk (*).

- Meeting Minutes for Regular Meeting on March 12, 2018. *approved & filed
- Financial Reports – March 2018, 1) Fund Balances & Investments 2) Balance Sheets 3) Revenue & Expenditure Reports (end of FY2017-18 and beginning of FY2018-19), and 4) Accounts Receivable Report. *received & filed
- Planning Commission Regular Meeting on 3-14-18. *distributed
- March 2018 AGS Building/Zoning Report. *received & filed
- Correspondence from:
 - 1.) Mason Fire Department re: March Response Reports. *filed
 - 2.) IC Sheriff Office Invitation to Awards Ceremony. *filed
 - 3.) 2018 IC Surface Water Round Table. *filed
 - 4.) Correspondence from Residents George & Melody Bigg re: Business Activity Concerns at 1937 W. Barnes Road, Leslie MI (Vevay Township). *filed

MOTION Kean, seconded Lacasse, to adopt the consent agenda with the revised Investment Report.

Roll Call Vote

Ayes: Ramey, Sherwood, Lazet, Lacasse & Kean

Nays: None

Public Comment. The Board received public comment from residents who live on Barnes Road regarding the activities taking place at 1937 W. Barnes Road. Two residents spoke of their concerns regarding illegal commercial logging activities taking place on the property. Some concerns were decreased property values, hazardous road conditions, operating a commercial business on residential property and blocking passage at night on Barnes Road.

Supervisor Ramey stated he appreciated the residents' comments and concerns. The Township is aware of the situation. They currently are coordinating efforts with the Planning Commission and the Ingham County Road Department. Supervisor Ramey assured the residents the situation would be resolved; however, it may take some time.

Sergeant Treat re: Vevay Township Incident Report for March. Sergeant Treat reviewed the synopsis of the calls for service for the month of March 2018. Sergeant Treat stated he was aware of the periodic blocking of Barnes Road and will do further investigation.

2018 Local Road Project-Director William Conklin, IC Road Department. Director William Conklin was invited to provide and update the Board on the 2018 Local Road Projects and answer questions regarding the Local Road Budget Modelling Reports. Discussion followed on maintenance paving and chip-sealing versus complete rehabilitation and resurfacing, road drainage issues and the history and impracticality of road shoulder maintenance. Director Conklin explained the use and tax funding sources for federal, state and local road funding projects. Approximately, two miles of road repair costs \$60,000. Director Conklin answered questions regarding the differences between the three Strategy Comprehensive Reports. Director Conklin informed the Board the road maintenance match has increased from \$30,000 to \$45,000. Discussion followed regarding specific road maintenance needs in Vevay Township. Clerk Kean

inquired about the continual need for a traffic light at the corner of Kipp and Eden/Barnes Road. Clerk Kean stated the traffic survey was completed when the high school senior drivers were no longer in session. Director Conklin state the survey could be completed again at a more appropriate time. MTA's Ingham Chapter will be meeting on May 23, 2018 at the Ingham County Road Department.

Accounts Payable Disbursement Authorization. Clerk Kean gave a brief report on the disbursements and EFT's.

MOTION Kean, seconded Lazet, to approve the Disbursement Authorization Report for General Fund Checks #28853-28921 and EFT's #271, #272, #273, #274, #275, #276 and #277 in the total amount of #38,879.50.

Roll Call Vote

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

Supervisor's Report: 2020 US Census Update. Supervisor Ramey stated he was asked to verify the Census Bureau's list of addresses for Vevay Township. He added nine addresses not on the list, deleted four address that were in the City of Mason, corrected eight addresses and deleted 8 incorrect addresses.

ABC's of ZBA Training Report. Supervisor Ramey stated the training included a review of membership and voting; interpretations, appeals and variances; making effective decisions and consequences of decisions.

Audit of Minimum Assessing Requirements Review. The requirements of the audit were all met except for not receiving and acting on Property Transfer Affidavit forms for 3 properties. Two of the Transfer Affidavits were for Mason Manor. Per statute, the fine is \$1,000 for each property. An invoice has been sent, but no response has been received. A possible third is still being investigated. The Audit requires a corrective action plan to be sent by 4-23-18. Trustee Lacasse would like the Board to receive a copy.

Transfer Authority. Supervisor Ramey informed the Board that under the General Appropriations Act, he is authorized to make transfers not to exceed \$4,000 per transfer. Supervisor Ramey reviewed with the Board the necessary transfers for the month of March which is also the FY end for 2017-18.

Treasurer's Report: Delinquent Miscellaneous Receivables/MMCB Update. Mid-Michigan Collection Bureau has mailed an initial collection letter to each delinquent accounts. Trustee Lacasse would like the Board to receive a copy of the letter. Treasurer Sherwood reviewed the current miscellaneous outstanding list. Trustee Lazet gave a brief update on the Shaw delinquent Miscellaneous Receivable. Trustees Lacasse and Lazet met with Doug and Tami Shaw. Trustee Lazet would be back in touch with the Shaw's and update the Board at the next meeting.

Preliminary Tax Settlement. Treasurer Sherwood stated the County Treasurer has received, as of March 15, 2018, all the settlement documents. Treasurer Sherwood reviewed the delinquent tax amounts in comparison to last year. The 2017 settlement is slightly up (\$4,203) from last year (\$3,462). Township penalties collected from February 15 through March 28th were \$1,432. Treasurer Sherwood stated the Personal Property Tax Delinquents are being actively collected by

her.

Clerk's Report: MAMC Master Academy. Clerk Kean reviewed the sessions of the conference. Information was presented at the Master Academy on making the website ADA compliant. Currently, Clerk Kean is working with our website administrator (Brett Linsley) to meet this requirement. Deputy Clerk Ruttan stated the sessions were very informative and thanked the Board for her attendance.

Fringe Benefits Ordinance/MERS Update. As of the April 1, 2018 payroll, the MERS benefit for Trustees was removed. The Township will submit their first lump sum payment of \$2,024 in late April. After the first report to MERS indicating final wages and termination date of 4-1-18, the Trustees may complete the necessary requirements (if they so choose) to remove their investment.

Authorization Request for Two New Computers (Office Secretary & Assessor). A written price quote from *Vargas Computer Systems, Inc.*, was included in the packet.

MOTION Lazet, seconded Kean, to authorize the expense and payment for the purchase of two computers for the Office Secretary & Assessor to *Vargas Computer Systems, Inc.*, in the amount of \$1,580, to be charged to *Uncapitalized Capital Outlay* (GL #101-210-770.000).

Roll Call Vote

Ayes: Lazet, Sherwood, Ramey, Kean & Lacasse
Nays: None

Authorization Request for Attendance to the MAMC Annual Conference for the Clerk & Deputy Clerk. Clerk Kean asked the Board to approve funding for her attendance at the upcoming conference that would support some of her recertification requirements. Clerk Kean informed the Board that Deputy Clerk Ruttan applied for and received a \$175.00 Scholarship towards her registration fee. Monies are available in the Clerk's Educational Budget. Trustee Lazet requested Clerk Kean to explore a lower accommodation rate.

Motion Lazet, seconded Ramey, to authorize the expense and payment in the amount of \$1,055 for the Clerk's registration fee and 3 nights of hotel expense to attend the MAMC Annual Conference held in Grand Traverse Resort from June 20-22, 2018 expensed to *Clerk Educational Meetings* (GL #101-215-960.000) and authorize the expense and payment in the amount of \$1,080 for the Deputy Clerk's registration fee, 3 nights of hotel expense and 2 full & 1 half days of per diem wage to attend the MAMC Annual Conference held in Grand Traverse Resort from June 20-22, 2018 expensed as \$880 to *Clerk Educational Meetings* (GL #101-215-960.000) and \$200 to *Wages-Deputy Clerk* (GL #101-215-703.000).

Roll Call Vote

Ayes: Lacasse, Lazet, Sherwood, Ramey & Kean
Nays: None

Authorization Request to Attend the MMTA 2018 Advanced Institute for Treasurers. Treasurer Sherwood has requested authorization to attend training to retain her MiCPT accreditation. The total cost would be \$725.00 for registration as well as three nights of lodging.

MOTION Lazet, seconded Lacasse, to authorize the expense and payment of \$725.00 for the

Treasurer to attend re-accreditation training in Midland, MI from May 7th to 9th, charged to Treasurer-Educational Meetings (GL #101-253-960.000)

Roll Call Vote

Ayes: Kean, Lacasse, Lazet, Sherwood & Ramey

Nays: None

T-1 District Agreement with the City of Mason. Supervisor Ramey reviewed the current and proposed agreements. The T-1 District is located on Legion Drive and represents 27 parcels. Discussion followed about possible new commercial development and usage patterns. Supervisor Ramey would like to do additional research and contact some of the business owners. The item was postponed until the next meeting.

Closed Session at 8:46 p.m.

MOTION Ramey, seconded Kean, to move that the Board of Trustees convene in closed session under section 8(h) of the Open Meetings Act, to consider material exempt from disclosure by state statute, section 13(1)(g) of the Freedom of Information Act, being letters from its attorney dated April 9, 2018, and September 13, 2017 for the reason that the letters are exempt from disclosure under State law due to the attorney-client privilege.

Roll Call Vote

Ayes: Ramey, Sherwood, Lazet, Lacasse & Kean

Nays: None

Adjournment of Closed Session and Recommencement of Regular Meeting.

MOTION Ramey, seconded Lazet, to reconvene to open session at 9:55 p.m.

Roll Call Vote

Ayes: Sherwood, Ramey, Kean, Lacasse & Lazet

Nays: None

MOTION Lazet, seconded Sherwood, to approve the April 9, 2018 Closed Session Minutes as presented.

Roll Call Vote

Ayes: Lazet, Sherwood, Ramey, Kean & Lacasse

Nays: None

MOTION Lazet, seconded Ramey, to terminate the agreement between *Associated Governmental Services, Inc.*, (AGS) and Vevay Township effective June 15, 2018 and notice

to be sent to AGS per the agreement.

Roll Call Vote

Ayes: Lacasse, Lazet, Sherwood, Ramey & Kean

Nays: None

Going forward, the Board decided to review all available options on this matter.

Any Other Business. None.

Additional Public Comment. None.

Adjournment. The meeting adjourned at 9:58 p.m.

JoAnne Kean, Clerk

Transcribed by Deputy Clerk Mary Ruttan

Note: Clerk JoAnne Kean transcribed minutes during the closed session and for the remainder of the meeting until adjournment at 9:58 p.m.