

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Wednesday, November 14, 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 and Deputy Treasurer Debbie Blair
Others Present: Ingham County Sheriff Scott Wriggelsworth and three interested residents

The meeting was called to order by Supervisor Ramey at 7:00 p.m. and followed by the Pledge of Allegiance.

Set/Amend Agenda.

MOTION by Ramey, seconded Kean, to set agenda as presented.

Voice Vote

Passed Unanimously

Consent Agenda. Clerk Kean informed the Board the missing Property Transfer Affidavit Fee due from Peak O'Dell I, LLC will be added to the December tax bill as prescribed by State law.

MOTION Kean, seconded Lacasse, 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 10-8-18 *approved & filed
- Financial Reports – October 2018, 1) Fund Balances & Investments 2) Balance Sheets 3) Revenue & Expenditure Reports 4) Accounts Receivable Report and 5) Money Market Report *received & filed
- Report for Missing Property Transfer Affidavits *received & filed
- Planning Commission Regular Meeting minutes of 10-3-18 *distributed
- Correspondence from:
 - 1.) Mason Fire Department re: October Response Reports. *filed
 - 2.) Rayner Creek Drain Petition Letter. *filed
 - 3.) MI Bell Telephone Co./AT&T Video Service Franchise Fees Rpt. July-Sept 2018. *filed
 - 4.) Vevay Township Incident Report for October. *filed
 - 5.) MERS Quarterly Report Ending 9-30-18. *filed

Items Removed From Consent Agenda – Discussion. None.

Public Comment. None.

Ingham County Sheriff's Office Update –Sheriff Wriggelsworth. Sheriff Wriggelsworth gave a brief update on the Justice Complex construction project including a timeline, the potential to combine policing services with Lansing and East Lansing, several community outreach programs, the Sheriff Safe School Program and the All Hands-on Deck Program. One additional deputy has been added to the out-county road patrol as well as fostering a relationship with the Michigan State Police to help in patrolling out-county roads. Treasurer Sherwood inquired about the school busing program. Sheriff Wriggelsworth stated deputies and unmarked cars are surveilling school buses for traffic offenders.

Accounts Payable Disbursement Authorization. Clerk Kean reviewed the Disbursement Authorization list. There were no questions.

MOTION Kean, seconded Lazet, to approve the Disbursement Authorization Report for General Fund Checks #29283-29338 and EFT's #310, #311, #312, and #313 in the total amount of \$56,669.66.

Roll Call Vote

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

Supervisor's Report: City of Mason 425 Law Suit. Supervisor Ramey stated on November 7, 2018 a motion for summary disposition was held. Judge Canady heard both positions and determined neither was unambiguous so no decision could be made at this time. The next step is a court trial if no compromise can be reached.

Treasurer's Report: City of Mason P.A. 425 and 108 Areas Payment Report. Treasurer Sherwood referred the Board to the packet enclosed Tax Collection/Payment Report. She (Sherwood) added last years figures for reference. Discussion followed regarding the expiration of the 425 agreements and the reduced millage rate.

Treasurer's Report: Collection Payment Report/Invoice Short List. Treasurer Sherwood reviewed the Invoice Short Listing Report. She (Sherwood) asked the Board for authorization to refer Lisa Shroufe to Mid-Michigan Collection Bureau for collection.

Motion Kean, seconded Lacasse, to forward Lisa Shroufe outstanding accounts receivable in the amount of \$382.00 to Mid-Michigan Collection Bureau for collection.

Roll Call Vote

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

Treasurer's Report: 2018 Winter Tax Info Sheet Draft. Treasurer Sherwood reviewed the 2018 Winter Tax Info Sheet with the Board. Discussion followed regarding suggested changes. Treasurer Sherwood stated any payments received in the drop box on December 31, 2018 before 12:01a.m. would be receipted in fiscal year 2018. As well as, any credit card payments received by Point & Pay on December 31, 2018 (funds received in 2019) will be receipted in fiscal year 2018. It was the consensus of the Board, with the suggested changes, to approve the 2018 Winter Tax Info Sheet for inclusion with the winter tax bills.

Clerk's Report: Elections Update. Clerk Kean reviewed the hand-out of the November 2018 election results. Vevay Township has 2,932 registered voters with a voter turnout of 1,884 or 64.25%. The election turnout was very similar to the 2016 Presidential Primary. Vevay Township participated in a statewide Line Survey. At 7a.m. there were 32 voters in line for precinct 1 and 17 in line for precinct 2. The count was taken every hour. Clerk Kean stated Precinct 2 has been selected for State audit. Trustee Lazet commended Clerk Kean on a well-run election.

Clerk's Report: MERS Update. Clerk Kean reminded the Board that a representative from MER's will be on sight to review the actuarially report on November 19, 2018 at 12:30p.m.

Interim Zoning Administrator Report: October 2018 Building/Enforcement Report. Interim Zoning Administrator Ramey reviewed the report included in the packet in detail. The hearing for show cause for 3243 Kipp has been re-scheduled for November 28, 2018. A demolition permit for 3265 Rolfe has been issued.

Authorization Request for Expense and Payment of Anti-Virus Software Protection. Supervisor Ramey referred the Board to the packet enclosed Antivirus quotation from *Vargas Computer Systems, Inc.* The current Anti-Virus Software Protection expires on 12/1/18. Supervisor Ramey stated this expense has been budged.

MOTION Kean, seconded Lazet, to authorize the expense and payment of \$287.00 to *Vargas Computer Systems, Inc.* for the Anti-Virus Protection Software for our workstations and server to be charged to *Computer Services* (GL# 101-101-802.000).

Roll Call Vote

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

Supervisor's Office request for Budget Increase for Hawley Cemetery Lawn Mowing/Upkeep Services. Supervisor Ramey referred the Board to the packet enclosed memorandum. Budgeting for cemetery upkeep and mowing has many variables and a budget adjustment is necessary to cover the remainder of the year.

MOTION Kean, seconded Sherwood, to authorize a budget transfer of \$1,500 to *Upkeep & Mowing – Hawley* (GL #101-276-818.209) from *Building Permits* (GL #101-371-819.000).

Roll Call Vote

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

Establishing 2019 Holiday Schedule. The Board reviewed Ingham County's list of 2019 Holidays. Supervisor Ramey stated we usually follow the County holiday schedule. He (Ramey) asked the Board to consider adding July 5th as a holiday since July 4th is on a Thursday. Clerk Kean stated the only person affected by this change is the office secretary being paid one additional holiday. Discussion followed.

MOTION Kean, seconded Sherwood, to approve the 2019 Holiday schedule as follows:

New Year's Day – Tuesday, January 1, 2019
Martin Luther King Day – Monday, January 21, 2019
President's Day – Monday, February 18, 2019
Good Friday – Friday, April 19, 2019
Memorial Day – Monday, May, 27, 2019
Independence Day – Thursday, July 4, 2019
& the Friday following – Friday, July 5, 2019
Labor Day – Monday, September 2, 2019
Veterans Day – Monday, November 11, 2019
Thanksgiving Day – Thursday, November 28, 2019
& the Friday following – Friday, November 29, 2019
Christmas Eve – Tuesday, December 24, 2019
& Christmas Day – Wednesday, December 25, 2019
New Year's Eve – Tuesday, December 31, 2019

Roll Call Vote

Ayes: Ramey, Kean, Lacasse & Sherwood

Nays: Lazet

Resolution to Establish 2019 Meeting Schedule. Clerk Kean stated a revised version of the resolution has been provided. Clerk Kean stated to better serve our residents; it is advantageous for the Board to meet after the Planning Commission meetings.

**RESOLUTION
NO. 18-12
VEVAY TOWNSHIP
BOARD MEETING RESOLUTION**

Under provisions of law and statute provided, the following resolution is hereby adopted by the Vevay Township Board of Trustees, Ingham County Michigan, in meeting assembled this 14th day of November 2018, at the Vevay Township Hall, 780 Eden Road, Mason, Michigan.

RESOLVED, that the Township Board of Trustees of the Township of Vevay, County of Ingham, State of Michigan, does hereby establish that there will be one (1) regular monthly meeting held by the Township Board as follows:

- 1) All regular meetings will be held at the Township Hall, 780 Eden Road.
- 2) Meetings will be held on the second (2nd) Monday of each month, unless otherwise noted below.
- 3) All meetings shall commence promptly at 7:00 p.m.
- 4) Dates of the meetings mentioned in paragraph two (2) shall be as follows:

January 14, 2019
February 11, 2019
March 11, 2019
April 8, 2019
May 13, 2019
June 10, 2019

July 15, 2019 (third Monday)
August 12, 2019
September 16, 2019 (third Monday)
October 14, 2019
Wednesday, November 13, 2019 (due to Veterans Day)
December 9, 2019

MOVED for adoption by Kean, and supported by Lazet, that the foregoing resolution establishing the Township Board meeting dates for the year 2019, be hereby adopted.

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

RESOLUTION DECLARED ADOPTED.

Code Enforcement Officer Rules and Regulations. Treasurer Sherwood referred the Board to the previously presented document. Trustee Lazet presented his suggested revisions. Discussion followed. Treasurer Sherwood will revise the Code Enforcement Officer Rules and Regulation to include the suggested revisions, e-mail it to the Board, and present the document at the next Board Meeting.

Zoning Administrator Job Description. Treasurer Sherwood referred the Board to the previously presented document. Trustee Lazet presented his suggested revisions. Discussion followed. Trustee Lazet will revise the Zoning Administrator Job Description to include the suggested revisions, e-mail it to the Board, and present the document at the next Board Meeting.

Board Appointments.

MOTION Lazet, seconded Sherwood, to appoint:

Al Winters	Mason/Vevay Joint Planning Comm.	Full (3yr.) Term 11/9/18 to 11/9/21
Jim Minster	Mason/Vevay Joint Planning Comm.	Full (3yr.) Term 11/9/18 to 11/9/21
Ilene Thayer	Zoning Board of Appeals	Full (3yr.) Term 12/2/18 to 12/2/21
Roger Cargill	Board of Review	Full (2yr.) Term 1/1/19 to 12/31/20
Jim Minster	Board of Review	Full (2yr.) Term 1/1/19 to 12/31/19
Stephanie Keith	Board of Review (alternate)	Full (2yr.) Term 1/1/19 to 12/31/19

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

Any Other Business. Trustee Lazet stated during the next budget cycle he would like the Board to maximize the \$45,000 match provided by the Ingham County Road Department for road repair.

Trustee Lazet would appreciate information being provided regarding a Capital Asset Management Plan.

Clerk Kean stated the authorized amount for attorney expense for the 425 Lawsuit is near the maximum. Additional information will be presented at the next meeting.

Additional Public Comment. A resident stated “Good Job” to the Board regarding tonight’s meeting.

Adjournment. The meeting adjourned at 8:37 p.m.

JoAnne Kean, Clerk

Transcribed by Deputy Clerk Mary Ruttan