

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Monday, May 13, 2019
Vevay Township Hall – 780 Eden Rd.
517-676-9523
7:00 p.m.**

MINUTES

Members Present: Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustee Richard Lacasse and Trustee John Lazet
Members Absent: None
Staff Present: Deputy Clerk Mary Ruttan and Deputy Treasurer Debbie Blair
Others Present: Ingham County Sheriff Scott Wriggelsworth and four interested residents

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

Roll Call/Excuse Absent Member. None.

Set/Amend Agenda. Pending Business Item was postponed until the next month: Presentation from Kristen Angel, Regional Director Marketing Michigan CLASS.

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

Voice Vote

Passed Unanimously

Consent Agenda. Treasurer Sherwood noted that on the Property Transfer Affidavit Report that the Launstein fee has been paid and should now be marked completed.

Recommendations are preceded by an asterisk (*).

- Meeting Minutes for the Regular Meeting on 4-8-19. *approved & filed
- Financial Reports – April 2019, 1) Fund Balances 2) Balance Sheets 3) Revenue & Expenditure Reports and 4) Accounts Receivable Report. *received & filed
- Report for Missing Property Transfer Affidavits. *received & filed
- Planning Commission Regular Meeting minutes of 4-3-19. *distributed
- Zoning Administrator Report: Building/Enforcement Report for April 2019. *received & filed
- Correspondence from:
 - 1.) Mason Fire Department re: April Response Reports. *filed
 - 2.) MI Bell Telephone Co./AT&T Video Service Franchise Fees Rpt. Jan-March 2019. *filed
 - 3.) MI Township Par Plan dividend notice. *filed
 - 4.) MI PSC: Notice of Hearing for Consumer Elect.Cust. #U-20202. *filed
 - 5.) WOW! Quarterly Fee Payment Dated 3-31-2019. *filed
 - 6.) MERS Quarterly Report Ending 3-31-19. *filed

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

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

Items Removed from Consent Agenda – Discussion. None.

Public Comment. None.

Ingham County Sheriff's Office Update – Sheriff Scott Wriggelsworth. Sheriff Wriggelsworth presented updates on the Justice Complex project, jail medical services, forensics services, the pay to stay program, the Sheriff's Department mission, vision & values, the Roberto Brain Health Institute, staffing levels, community out-reach and major cases. The Board thanked Sheriff Wriggelsworth for his service and dedication as well as Sergeant Josh Treat.

The April 2019 Incident Report was received.

Accounts Payable Disbursement Authorization. Clerk Kean reviewed the revised Disbursement Authorization list. Clerk Kean noted the large disbursement to the City of Mason was for the quarterly fire service contract.

MOTION Kean, seconded Lazet, to approve the Disbursement Authorization Report for General Fund Checks #29645-29695 and EFT's #341, #342, #343, #344, and #345 in the total amount of \$60,820.96.

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

Supervisor's Report: Census Participation. Supervisor Ramey reviewed the Census participation report. Vevay Township's 2010 first contact participation rate was 87%. The census will start in 2020 and they are looking for workers. Clerk Kean will include information in the E-News.

Supervisor's Report: Oil Well Drilling Plans. Supervisor Ramey stated drilling for an oil well will begin on Kipp Road next to the John Fischer's property in Vevay Township. Supervisor Ramey reviewed the packet enclosed information as well as the picture presentation and drilling process. This project is regulated by the Department of Environmental Quality and the Township has no control over the drilling. The project is slated to start in early fall.

Clerk's Report: Township Newsletter 2019. Clerk Kean referred the Board to the example of the 2018 Township Newsletter included in the packet. The 2019 newsletter will be included with the summer tax bills. Discussion followed on possible items of inclusion. A draft newsletter will be presented at the June Board meeting.

Clerk's Report: Elections Update. Clerk Kean gave a report on the May 7, 2019 Election. There was a 23% voter turnout. This included 499 Absent Voter ballots and 180 votes cast at the precinct. The Absent Voter Permanent request list is up by 69%. Clerk Kean is working on the ability to re-distribute resources to allow the Township to maintain the Absent Voter Counting Board.

Clerk Kean presented the dates for the three 2020 Elections. Vevay Township has been selected as a jurisdiction for audit of the May 7, 2019 Election. The audit process is always a positive learning experience.

Clerk's Report: Letter from County Clerk Barb Byrum. Clerk Kean referred the Board to the packet enclosed letter from County Clerk Barb Byrum regarding the anticipation of increase Election costs for the 2020 budget due to the passing of Proposal 3 in November of 2018.

Treasurer's Reports: 2018 Tax Settlement. Treasurer Sherwood reviewed the enclosed tax settlement report with attachments. The figures are very similar to last year. The Township should be expecting a check for \$4,645.37 from the County which represents the Township's portion of the delinquent tax including special assessments. Treasurer Sherwood will continue to collect delinquent Personal Property.

Treasurer's Report: MR Year End Reports. Treasurer Sherwood presented a year end Miscellaneous Receivables Report. The report included the current outstanding receivables, payments for the month of April and payments received for the 2018-19 fiscal year. Discussion followed on the collectability of two accounts. Treasurer Sherwood has received notice that Meredith T. Moshauer has filed bankruptcy.

MOTION Sherwood, seconded by Lacasse, to forward the outstanding receivable balance of Jason Andrew Wilkins in the amount of \$71.00 to Mid-Michigan Collection Bureau for collection.

Roll Call Vote

Ayes: Lazet, Sherwood, Ramey, Kean & Lacasse

Nays: None

Trustee Lazet: Planning Commission Report. Trustee Lazet presented a Planning Commission update to the Board. A revised ZO Amendment on Solar Arrays will be forthcoming.

KCI Printers for Summer Tax Bills & Newsletter. Treasurer Sherwood reviewed the proposal from KCI Printers with the Board for the printing, folding, inserting, envelopes & postage for outsourcing of the 2019 Summer tax bills. Also, included was an estimate for printing the 2019 newsletter. Treasurer Sherwood indicated the outsourcing of the preparation of the tax bills would be a saving on the wear & tear of our equipment, staff time and postage. There is sufficient budget allocation to cover the cost. KCI Printers cannot collocate tax bills, thus residents with multiple parcels will receive multiple copies of the newsletter.

MOTION Sherwood, seconded by Kean, to authorize the expense and payment for the Treasurer's office to use KCI Printers for 2019 Summer tax bills, the cost to be up to \$500.00 to be paid from Print/Publish/Postage Treasurer (GL# 101-253-900.000). The estimated cost of postage up to \$650.00 will need to be pre-paid before the tax bills are printed and to be paid from Print/Publish/Postage Treasurer (GL# 101-253-900.000). Included in the tax bill will be the township newsletter costing up to \$470.00 to be paid from Print/Publish/Postage GovBody (GL# 101-101-900.000).

Roll Call Vote

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

PA116 Application by DJO Vevay 1 LLC (Jeff Oesterle) for 1801 Tomlinson Road, Mason.

Clerk Kean referred the Board to the packet enclosed PA116 22-year application agreement from DJO Vevay 1 LLC for 36.65 acres on Tomlinson Road in section 22. There is no building on this property. Letters were sent to the reviewing agencies: Mason City Planning Director; Tri-County Planning Commission; and, the Ingham Conservation District. Responses are required in the next 30 days. Once approved by the Board and favorable responses received from the reviewing agencies, the application will be forwarded to the State of Michigan. The application must be turned into the State by November 1, 2019 to be effective for the current tax year.

MOTION Kean, seconded Lazet, to approve and forward to the State the PA116 application from DJO Vevay 1 LLC for 36.65 acres in Section 22, contingent upon favorable reviews by the Mason City Planning Director, Tri-County Planning Commission, and the Ingham Conservation District.

Roll Call Vote

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

EAA – Chapter 55 (EAA) Application #19-02, August 17, 2019. Supervisor Ramey stated the Township has received an application from the EAA for their annual Outdoor Assembly Permit. Clerk Kean stated the application is complete and the required proof of insurance is on file. EAA has requested the required \$250 application fee and bond requirement be waived. EAA is a not-for-profit Corporation that provides scholarships to Lansing Community College and Eastern Michigan University Aviation Programs. The “Mason Aviation Day” is a family-oriented event with free admission and parking. Trustee Lazet stated that waiving the fee and bond for the EAA has been a long-standing practice.

MOTION Kean, seconded Sherwood, to grant the EAA Chapter 55 an Outdoor Assembly Permit for Mason Aviation Day on August 17, 2019 and to waive the \$250 application fee and bond requirement contingent upon receipt of all required documents.

Roll Call Vote

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

USA High School Clay Target League Application #19-03, July 11, 2019. Supervisor Ramey stated the Township has received an Outdoor Assembly Permit application from the USA High School Clay Target League to hold a country music concert on the Michigan Trapshooting grounds in conjunction with the High School National Championship Competition. This will be a closed concert, only open to those participating in the competition and family. The application fee has been paid and many of the other requirements will be handled by the Michigan Trapshooting Association.

MOTION Kean, seconded by Ramey, to grant the USA High School Clay Target League an Outdoor Assembly Permit for a Country Music Concert on July 11, 2019 contingent upon

receipt of all required documents.

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

2019 Local Roads Project – Discussion. Supervisor Ramey reviewed the several e-mails received from William Conklin, *Director of the Ingham County Road Department*. Mr. Conklin confirmed the budgeted amount of \$80,000 will cover the asphalt paving on Kelly Road, from Plains to Dexter Trail, and Ives Road, from Plains to Barnes. In addition, the *Ingham County Road Department* will provide 4 miles of chip-seal at no cost to the Township as part of the gradually increasing state road revenue. Discussion followed on future funding verses future need.

MOTION Ramey, seconded Lazet, to authorize Supervisor Ramey to request a formal contract from William Conklin, Director of the Ingham County Road Department for the asphalt paving on Kelly Road, from Plains to Dexter Trail and on Ives Road, from Plains to Barnes. Cost not to exceed \$80,000. The Contract is to include 4 miles of chip-sealing at no cost to the Township which would cover Sitts, from College to the Mason City Limits; Tomlinson, from Tuttle to Service; Jewett, from Tomlinson to Kipp and Columbia, from Mason City Limits to Ives.

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

Authorization Request for Pest Control Service Plan. The Board reviewed each of the four quotes for pest control service. Discussion followed regarding the cost and need for service.

MOTION Kean, seconded Sherwood, to authorize the acceptance of the service agreement for pest control services from The Bug Man at \$98.00 per quarter.

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

Authorization Request for ZA's Attendance @ MTA Intro to Planning & Zoning, Jackson, Michigan on May 30, 2019. Supervisor Ramey referred the Board to the packet enclosed request for Zoning Administrator/Code Enforcement Officer Dave Vincent's attendance at MTA's Introduction to Planning & Zoning. Clerk Kean stated the evening session was not available and Mr. Vincent will be attending the afternoon session. If approved. Mr. Vincent will take time off from his other employment to attend the training session. The request covers the registration and book costs.

MOTION Kean, seconded by Lazet, to authorize the expense and payment of \$163.00 to cover registration and book fees for Zoning Administrator/Code Enforcement Officer Dave Vincent to attend MTA's Introduction to Planning & Zoning on May 30, 2019 in Jackson, Michigan to be charged to *Educational Meetings ZBA (GL# 101-815-960.000)*.

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

Authorization Request for Supervisor’s Attendance @ MTA How to Hang on To Your Township’s Assessing, Frankenmuth, Michigan on June 25, 2019. Supervisor Ramey reviewed the packet enclosed documentation. The training will review assessing requirements, audit preparation and general assessing responsibilities.

MOTION Sherwood, seconded by Lazet, to authorize the expense and payment of \$91.00 “early-bird” registration fee for Supervisor Ramey to attend MTA’s How to Hang on to your Township’s Assessing on June 25, 2019 at Frankenmuth, Michigan to be charged to Supervisor Educational Meetings (GL# 101-171-960.000).

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

MTA Professional Development Retreats for Elected Officials. The Board reviewed the MTA’s 2019 Professional Development Retreat Programs being offered in July at Shanty Creek. This was presented for informational only.

Marihuana Ordinance (set public hearing). Supervisor Ramey referred the Board to the two previously distributed draft “Opt-out” Marihuana ordinances prohibiting marihuana facilities and marihuana establishments. Discussion followed on the differences between the two draft ordinances, the implementation of the new laws and regulations, and setting a public hearing. Clerk Kean stated she will be contacting Attorney Revore regarding the publication requirements and the final version of the proposed Marihuana Ordinance.

MOTION Kean, seconded by Ramey, to set a public hearing on the Marihuana Ordinance Prohibiting Commercial Marihuana Facilities for the June 10, 2019 Board Meeting.

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

Purchasing Policy Discussion. Supervisor Ramey reviewed and explained the draft revision of the purchasing policy as it relates to the addition of legal services. Discussion followed regarding the need for the change to the policy, accountability, authorization, and the proposed process. This item was tabled until the June meeting.

Board Re-Appointments.

MOTION Kean, seconded Lacasse, to re-appoint Jack Cady to the Zoning Board of Appeals for a full (3yr) term 5/17/19 to 12/2/2022.

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

MOTION Lazet, seconded Kean, to recuse Richard Lacasse from the vote to re-appoint himself to the Zoning Board of Appeals due to a conflict of interest of the per diem payment.

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

MOTION Sherwood, seconded Kean, to re-appoint Richard Lacasse to the Zoning Board of Appeals for a full (3yr) term 5/17/19 to 12/2/2022.

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

Any Other Business. Trustee Lazet requested the Capital Improvement Plan be included on the June Board agenda and all Board members bring their recommendations. Trustee Lacasse inquired about HB 4105 that would create “Local Government Sanctuary Policy Prohibition Act”. Supervisor Ramey responded with his understanding of the proposed house bill.

Additional Public Comment. Resident Tami Shaw expressed her opinion regarding the draft Purchasing Policy discussion as it relates to legal services. Resident Jim Blair expressed his opinion regarding the same draft Purchasing Policy discussion as it relates to legal services.

Adjournment. The meeting adjourned at 9:45 p.m.

JoAnne Kean, Clerk

Transcribed by Deputy Clerk Ruttan