

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Special Meeting
Wednesday, April 20, 2022, at 10:00 a.m.
Vevay Township Hall – 780 Eden Road, Mason**

MINUTES

Members Present: Supervisor John Lazet, Clerk JoAnne Kean, Treasurer Christopher Lewis, Trustee Richard Lacasse, and Trustee Patricia McNeilly
Members Absent: None
Staff Present: Deputy Clerk Mary Ruttan
Others Present: Aaron Barden

The meeting was called to order by Supervisor Lazet at 10:00 a.m. and followed by the Pledge of Allegiance.

Roll Call/Excuse Absent Member. All members were present.

Set/Amend Agenda.

MOTION McNeilly, seconded Lacasse, to adopt the agenda as presented.

Roll Call Vote	Ayes: Lazet, Lewis, Lacasse, McNeilly, & Kean Nays: None
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Public Comment. None.

Interview for Zoning Administrator Position. Supervisor Lazet introduced Aaron Barden, a candidate for the Zoning Administrator position. Mr. Barden provided a synopsis of his experience. Each Board member asked specific questions. Mr. Barden will be employed on an “as needed basis”. Discussion followed on conflict of interest, rate of pay per review, and attendance and per diem at the Planning Commission and Zoning Board of Appeal meetings.

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
RESOLUTION TO APPOINT THE ZONING ADMINISTRATOR
FOR VEVAY TOWNSHIP - RESOLUTION NO. 22-11**

Resolution moved by Lazet, seconded by Lewis to appoint the **Zoning Administrator** for Vevay Township, Michigan.

WHEREAS, Vevay Township adopted Ordinance No. 68, Section 19.01 authorizes the Board of Trustees to appoint a **Zoning Administrator** to administer Zoning Ordinance 68; and

NOW THEREFORE BE IT RESOLVED, that Aaron Barden is hereby appointed as the **Zoning Administrator** for Vevay Township charged with the duty of administering Ordinance 68; and

BE IT FURTHER RESOLVED, that the **Zoning Administrator's** job duties are further described in Attachment A, Zoning Administrator Job Description; and

BE IT FURTHER RESOLVED, that should the **Zoning Administrator** be conflicted or temporarily unavailable to perform these duties, the Township Supervisor shall perform the duties for those projects; and

BE IT FURTHER RESOLVED, that the Vevay Township Board of Trustees shall establish the rate of compensation for Vevay Township **Zoning Administrator** position to be paid the amount of \$30 per review during a probationary period of 90 days, which upon successful evaluation, shall increase to \$35 per review, to be effective starting April 20, 2022; and

BE IT FURTHER RESOLVED, that if the **Zoning Administrator** is requested to attend the Planning Commission or the Zoning Board of Appeals, that compensation for such attendance is the same rate as the member per diem for those bodies; and

BE IT FURTHER RESOLVED, that the Vevay Township **Zoning Administrator** position, as an employee of Vevay Township, shall be paid monthly; and

BE IT FURTHER RESOLVED, that an employee evaluation shall be completed quarterly for the first year; and

BE IT FURTHER RESOLVED, this agreement is valid until written notice of termination is issued by either party at least sixty (60) days prior to the desired termination date; and

BE IT FURTHER RESOLVED, that any resolution or parts thereof in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict.

Roll Call Vote

Ayes: Lewis, Lazet, Kean, McNeilly, & Lacasse
Nays: None

RESOLUTION DECLARED ADOPTED.
(See Addendum for Attachment A)

Federal Grant Application for FY23 Community Project Funding. Supervisor Lazet provided an update on the status of applying for Congresswoman Slotkin's Community Project Funding Grant. The Application falls under the Department of Transportation's Highway Infrastructure Projects (HIP) account which requires a 20% match. Supervisor Lazet wanted Board members to know that if the application is accepted, we will need to fund the 20% in the next 18 months. It was the consensus of the Board members to continue the application process.

Office Assistant Position/Vacancy. Treasurer Lewis and Trustee Lacasse presented their findings on comparable compensation rates for the Administrative (Office) Assistant position. They presented a draft copy of the announcement of the position. Discussion followed on compensation rate, intern position, advertising/announcing the available position, and background checks and drug testing as it relates to the current policy.

MOTION Kean, seconded Lacasse, to authorize the expense and payment up to \$600 for the advertising expense for the Vevay Township Administrative (Office) Assistant position to be charged to Print/Publish/Postage (GL #101-101-900.000).

Roll Call Vote

Ayes: Lacasse, Lewis, Lazet, Kean, & McNeilly
Nays: None

Any Other Business. Clerk Kean announced that the candidate filing date for the August 2, 2022, primary has passed. Treasurer Lewis was the only candidate to submit the required filing for the Township treasurer position. Supervisor Lazet recommended that the increasing inflation rate be reviewed halfway through the fiscal year as it relates to office staff pay rates.

Additional Public Comment. None

Adjournment. The meeting adjourned at 11:12 a.m.

JoAnne Kean, Clerk

Recorder Deputy Clerk Ruttan