

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Special Meeting/Budget Work Session
Monday, March 3, 2014
Vevay Township Hall – 11:00 a.m.**

MINUTES

Members Present: Supervisor Gary Howe, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustee Douglas Shaw and Trustee Bruce Walker

Members Absent: None

The work session was called to order at 11:04 a.m. by Supervisor Howe followed by the Pledge of Allegiance.

Approval of Agenda. The agenda was set as published.

Public Comment. None.

Hourly Wage for New Deputy Clerk. A Deputy Clerk or Deputy Treasurer appointment is made by the Clerk/Treasurer respectively; however, the Board's involvement will be to set the compensation. The Clerk has spoken to and interviewed several candidates for the position. Even though the Board authorized the expense, the position was not posted. (Note: the deputy position does not require posting because it is an "at-will" employee).

Township resident Brett Linsley has been offered and accepted the Deputy Clerk position and is available to begin the week of March 10, 2014. He (Linsley), a college graduate from Central Michigan University, majored in History, Political Science and Social Science, with a 3.96 GPA. He also has previously worked as an election inspector for the Township. He anticipates being in the Mason area for the next few years and looks forward to learning, first hand, about local government. Clerk Kean was impressed with his work ethics while employed as an election inspector and knows he will be an asset for the Township. She (Kean) requests a beginning rate of \$12/hour. The Clerk is required to appoint a Deputy authorized to act as Clerk in the event of the Clerk's absence, sickness, death or other disability; therefore, not only will Township training be required but also from the County and State levels as well. Kean further asked the Board to consider an increase to \$13/hour effective May 1, 2014, upon successful training and receipt of a positive job performance evaluation. Clerk Kean will be solely responsible of said evaluation.

MOTION Kean, seconded Shaw to approve the hourly wage for new Deputy Clerk Brett Linsley at rate of \$12 per hour beginning March 11, 2014. Further, upon successful training and receipt of a positive job performance evaluation, an increase to \$13 per hour will be effective on May 1, 2014.

Roll call vote

**Ayes: Howe, Sherwood, Shaw, Walker & Kean
Nays: None**

Beginning the first week of employment, Clerk Kean anticipates that the deputy clerk will need additional hours (beyond 12 hours per week) due to required training and preparations for the upcoming two elections (August Primary and November General).

2013-14 Budget Amendments as of 3-3-14. The Board extensively reviewed the 2013-14 Revenues and Expenditures Report. It was noted that the Report actually included wages and invoices paid as of 3-3-14; of which there were several.

At 12:35 p.m. the Board recessed for lunch. The meeting resumed at 1:22 p.m.

As stated in the 2013 General Appropriations Act (Resolution #13-01, Section 8, on page 2), “no transfers of appropriations for line items related to personnel may be made without PRIOR Board approval by budget amendment.” The Planning Commission Department (#801) was in need of the following adjustments, which include line items related to personnel:

MOTION Kean, seconded Howe, that the 2013-14 GF Budget be amended by debiting Legal Services (GL# 101-801-826.000) in the amount of \$2,100 and crediting the following accounts:

101-801-703.000	Planning Commission Clerical	\$ 100
101-801-705.000	Planning Commission Per Diem	\$ 1,500
101-801-819.001	Contracted Zoning Administration	\$ 500

Roll call vote

**Ayes: Sherwood, Howe, Kean, Walker & Shaw
Nays: None**

Upon further review of the 2013-14 Revenues and Expenditures Report, the following additional adjustments were required:

MOTION Kean, seconded Howe, that the 2013-14 GF Budget be amended by debiting the following:

101-000-676.000	Unappropriated General Fund	\$ 1,900
101-210-970.000	Capital Outlay/General Serv.	\$ 9,000
101-237-874.000	Retirement Benefits – ERCON	\$ 5,000
101-801-826.000	Legal Services/Planning Comm.	\$ 6,000
		<hr/>
		\$ 21,900

and crediting the following accounts:

101-276-819.209	Hawley Grave Openings	\$ 2,000
101-276-818.209	Contractual Upkeep- Hawley	\$ 200
101-299.860.000	Transportation	\$ 1,500
101-371-819.000	Building Inspection Contracted Serv.	\$ 1,000
101-444-969.000	Road Maintenance	\$12,200
101-957-715.000	Social Security/Medicare	\$ 5,000
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		\$ 21,900

Roll call vote

Ayes: Sherwood, Howe, Kean, Walker & Shaw
Nays: None

MOTION Walker, seconded Sherwood, to authorize payment of the 2013 invoice to the Ingham County Dept. of Transportation and Roads for the Local Pavement Marking Contract in the amount of \$12,107.94.

Roll call vote

Ayes: Walker, Shaw, Sherwood, Howe & Kean
Nays: None

Initial Review of 2014-15 Budgets. At this time, the Preliminary Budgets were reviewed. Several cost centers were noted for adjustments.

Trustee Walker had to leave the meeting at 2:44 p.m.

The adjustments will be made and a revised Preliminary Budget Report will be copied and made available at the March 13, 2014 Budget Workshop scheduled for 11 a.m.

Being no further business for the Board or additional public comment, the meeting adjourned at 3:36 p.m.

JoAnne Kean, Clerk

*Transcribed by JoAnne Kean, Clerk
Mar 3, 2014 SpecMtgWkSesMins.wrd*