

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Monday, March 10, 2014 - 7:00 p.m.
Vevay Township Hall**

MINUTES

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

Members absent: None

Staff present: Deputy Clerk Brett Linsley

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

Additions to the Agenda.

Item F. Authorization for Online Training by Michigan Townships Association (MTA)

Item G. Approval of Board of Trustee Closed Session Minutes from 2-11-14 and 2-19-14

Consent Agenda. Trustee Walker commented on the 2-10-14 Board minutes on page 2 regarding the Supervisor's Report on the Planning Commission's (PC) Progress for Zoning Ordinance Revisions. He (Walker) said the minutes state that ... "Cell Towers, GAMPS, Solar Energy and Signs are near completion..." however, that may not be so (near completion). The update regarding *Signs* has been completed and the other three amendments are on their first draft. Also with regard to the 2-5-14 PC minutes, there were a few corrections (typos) noted at their 3-5-14 meeting which are not noted on the copy of the minutes before the Board.

MOTION Shaw, seconded Walker, that the Consent Agenda be adopted as published.

Roll call vote

Ayes: Howe, Sherwood, Shaw, Walker & Kean

Nays: None

***All items listed on the Consent Agenda are considered to be 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 or citizen so requests, in which event the item will be removed from the Consent Agenda and considered separately. Recommendations are preceded by an asterisk (*).**

- A. Regular Meeting Minutes on 2-10-14 and Special Meetings Minutes on 2-11-14 & 2-19-14 Minutes. *approve & file
- B. Treasurer's Report on February 2014 Fund balances. *receive & file
- C. Clerk's Report – February 2014 Balance Sheets. *receive & file
- D. Disbursements: General Fund Checks #25759 - #25826, EFTs #72 & #73 in the amount of \$38,621.66. *approve & file
- E. AGS February 2014 Building/Zoning Report. *receive & file
- F. Planning Comm. 2-5-14 Regular Meeting & 2-26-14 Special Meeting Minutes. *distribute

G. Zoning Board of Appeals 3-3-14 Minutes. *distribute

H. Correspondence

1. Mason Fire Dept. re: February Response Report.*file
2. WOW! re: Quarterly Fee Payment for Period Ending 12/31/13.*file
3. WOW! re: Operation Increases require Rate Increases effective April 1, 2014.*file
4. MERS re: Quarterly Statement ending 12/31/13. *file
5. IC Drain Commissioner's Office re: Notice of Violation/Rescind Violation for ITC/ Michigan Electric Transmission Company. *file
6. BS&A Software re: 2013 Statics for On-line Use. *file

Items Removed from Consent Agenda for Separate Discussion. None

Limited Public Comment. The Sign Ordinance, particularly with regard to utilizing barn roofs for advertising purposes, was brought to the Board's attention by resident Greg Shaw. He (Shaw) was not satisfied with revisions to the ordinance coming from the Planning Commission. Supervisor Howe remarked on the nature of public comment and stressed that discussion should be limited. Furthermore, this issue particularly would be better suited for the Planning Commission's public hearing scheduled for April 9, 2014.

Fire Chief's Report. Fire Chief Minshall was present and distributed the Mason Fire Department 2013 Annual Report. His report outlined changes to the fire department's roster, special events hosted by the Fire Department, as well as various incidents and their causes. He said that extremities in weather throughout the year caused a uniform increase in most kinds of incidents in 2013. Through ongoing involvement in Mutual Aid agreements with surrounding cities and townships, response times and efficacy were improved.

The Board congratulated Fire Chief Minshall on his recent appointment to the *Citizen-Community Emergency Response Coordinating Council* and praised the exemplary performance and service the Fire Department has provided to Vevay Township and nearby municipalities.

Special Land Use (SLU) Report. The February SLU Report was reviewed. The Planning Commission recommended continuation and approval of SLU # 77 - Capital City Car Club at 2373 West Barnes Road.

Supervisor Howe recommended retiring SLU #111 - Expired gravel mine at 1494 Tuttle Road due to the successful completion of its reclamation plan. Also recommended by Supervisor Howe that SLU #117 - Commercial Kennel at 2363 Tomlinson be voided by provisions stated in the Zoning Ordinance, Section 16.04(B) "*A Special Land Use must be initiated within two (2) years from the date of approval, or the special land use permit shall be null and void.*" This SLU originated in 2007 and has never opened for business due to many difficulties.

MOTION Kean, seconded Sherwood, that Special Land Use Permit (SLU) #77 be approved as recommended by our Planning Commission. Furthermore that SLU #111 & #117 respectively be retired and voided.

Roll Call Vote

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

Supervisor's Reports:

- 1.) College Road Properties Lease. This week the Township received the second \$5,000 payment on a three year lease for grain crop production.
- 2.) Public Hearing Schedule for Planning Commission. Handouts were distributed regarding ordinances that would be addressed at the Planning Commission's public hearing on April 9, 2014.

Mason Fire Department (MFD) Equipment Need. Supervisor Howe informed the Board that at our upcoming Budget meeting, he will be presenting an equipment need in our Township to assist the MFD. Locations for two dry fire hydrants for a total cost of \$3,000 have been selected, approved by the property owner and have ample water supply for use by MFD. The locations are one on Kelly Road (east boundary) and the other on Rolfe Road.

Authorization for Treasurer's Attendance to the Michigan Municipal Treasurers Association (MMTA) Advanced Institute. This training is required every two years in order to keep the Treasurer's certification current. Because Treasurer Sherwood did not attend last year, it is mandatory that the training be completed this year. Expenses in the approximate amount of \$600 will be charged to the new 2014-15 budget.

MOTION Kean, seconded Shaw, that authorization be granted for the Treasurer's attendance at the MMTA Advanced Institute in May 2014 in Mt. Pleasant, MI.

Roll Call Vote

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

Authorization for Office Secretary's Attendance to Administrative Assistants Conference. The request was made to authorize the expense for the Office Secretary's attendance to the conference in Lansing, MI on May 14, 2014. The approximate cost is \$200 plus expenses (i.e., mileage, lunch and 1 extra hour of work).

MOTION Shaw, seconded Walker, that authorization be granted for the Office Secretary's Attendance to the Administrative Assistants Conference on May 14, 2014 in Lansing, MI.

Roll Call Vote

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

Authorization Request for the Clerk's Application Fee for Certified Michigan Municipal Clerk (CMMC) Certification. This application will cost \$100 and confirm that the Clerk's CMMC Certification is complete.

MOTION Walker, seconded Shaw, that authorization be granted for the Clerk's application fee for CMMC Certification in the amount of \$100.

Roll Call Vote

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

State Representative Tom Cochran re: Requests Attendance at Forum. Representative Cochran extended an invitation to the Board for a forum on municipal government. The Representative suggested several potential times for this forum and requests the Board's input on which of these dates would work best. Upon review of their schedules, at least one Board member will be available to attend each of the proposed times, except for Friday, March 21st from 4 to 6 p.m. Clerk Kean will call Representative Cochran's office and inform him of the Boards availability.

Authorization for Online Training by Michigan Townships Association (MTA). Because MTA online training sessions are now available at a discount price, Supervisor Howe requested that \$400-500 be allocated for these educational purposes if Township officials, employees and commission members are interested. The training must be paid for by the end of March in order to receive the discounted rates.

MOTION Shaw, seconded Walker, that \$500 be allocated and authorization be granted for access to online training by MTA.

Roll Call Vote

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

Approval of Closed Session Minutes from 2-11-14 and 2-19-14. Supervisor Howe requested inspection and initials from each of the Board members on the original, hand-written minutes from the Closed Session meetings on February 11 and February 19, 2014. These documents are to be sealed and kept for one year and a day, after which time they will be destroyed as required by law.

MOTION Kean, seconded Walker, to approve, as written, the Closed Sessions minutes from 2-11-14 and 2-19-14.

Roll Call Vote

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

Any Other Business of the Board. On behalf of the Board, Supervisor Howe welcomed new employee, Deputy Clerk Brett Linsley, as he was in attendance at tonight's meeting. We are excited to use his talents in the office and are glad to have him on board.

Additional Public Comment. Resident Greg Shaw announced that his father, Tom Shaw, was a Mason Fire Fighter and retired with 15 years of service.

Meeting adjourned 8:14 p.m.

JoAnne Kean, Clerk