

**VEVAY TOWNSHIP  
BOARD OF TRUSTEES  
Regular Meeting  
Monday, September 14, 2015  
Vevay Township Hall – 7:00 p.m.**

MINUTES

**Members Present:** Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustees Douglas Shaw and Bruce Walker

**Members Absent:** None

**Staff Present:** Deputy Clerk Brett Linsley and Auditor David Williamson

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

**Set/Amend Agenda.** The following items were added to the agenda under Pending Business:

- Training for Planning Commission Members Thayer and McNeilly
- Resignation of Roger Cargill from the Planning Commission
- Appointment Richard Lacasse to the Planning Commission
- Distribution of Information Regarding September 9<sup>th</sup> Planning Commission Minutes and Updated SLU Permit Application

**Consent Agenda.**

**MOTION Kean, seconded Shaw, to adopt the consent agenda as published.**

**Roll Call Vote:**

**Ayes: Ramey, Sherwood, Shaw, Walker & Kean**

**Nays: None**

**\*All items listed in Item IV 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 (\*).**

- Regular Meeting Minutes from August 10, 2015. \*approve & file
- Financial Reports – August 2015: 1) Fund Balances 2) Balance Sheets and 3) Revenue & Expenditure Report. \*receive & file
- Planning Commission Regular/Public Hearing Mtg. Minutes from 8-05-15.\*distribute
- August 2015 AGS Building/Zoning Report. \*receive & file
- Correspondence from:
  1. Mason Fire Dept. re: August Response Report.\*file
  2. Dart Bank re: “Mason Cares” Donations for Mason Fire Dept. on 9-11-2015. \*file.
  3. MI Employees’ Retirement System re: Quarterly Report ending 6-30-2015. \*file
  4. ICHD/Environmental Health Re: Results of Sanitary Survey at Vevay Township.\*file

5. WOW! Services re: Services Rate Increases effective 9-15-2015. \*file
6. WOW! Services re: Quarterly Fee Payment for Period Ending 6-30-15. \*file
7. Michigan PSC re: Notice for Tri-County Electric Cooperative to Fully Comply with PA 295 of 2008. \*file
8. Michigan PSC re: Notice of Hearings for Gas & Electric Customers of Consumers Energy Company Case No. U-17334-R, No. U-17803 & No. U-17771. \*file

**Public Comment.** None.

**Approval and Continuation of Certain Special Land Use Permits (SLUs).** The Planning Commission has recommended approval and continuation of the following SLUs:

- #11 Capital Region Airport, Mason-Jewett Roads – Terminal
- #13 Gerald Smith, 800 Jewett Road – Storage Tank
- #26 William Rogers, 1494 Tuttle Road – Consultant
- #78 Kevin Lovell, 1681 Hull – Landscaping
- #120 Doug & Tami Shaw, 1826 Rolfe Road – Farm Market/Agritourism

All fees have been paid.

**MOTION Walker, seconded Kean, to approve continuation of SLUs #11, #13, #26, and #78 as recommended by our Planning Commission.**

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

Supervisor Ramey – explained that SLU #120 would be voted on separately as Trustee Shaw owns Shaw Haven Farms which would create a conflict of interest. He (Ramey) recently made a visit to the site to review its compliance with the necessary SLU permit standards. Trustee Shaw informed the Board that he recently sold the inflatable that was used in previous years.

**MOTION Sherwood, seconded Walker, to approve continuation of SLU #120 as recommended by our Planning Commission.**

**Ayes: Sherwood, Ramey, Kean & Walker**  
**Nays: None**  
**Abstain: Shaw**

**Accounts Payable Disbursement Authorization.** Clerk Kean – explained that from this meeting forward, authorization of disbursements will be removed from the consent agenda to be approved by a separate vote. Trustee Walker – suggested showing both a start and end date on the report instead of only the end date.

Clerk Kean – directed the Board’s attention to two phone bills on the report that are listed as August and clarified that the second should be listed as the September phone bill.

**MOTION Kean, seconded Shaw, to approve the Disbursement Authorization Report as presented for General Fund Checks #26978 – #27036 and EFTs #117, #118, and #119 in the total amount of \$41,592.09.**

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

**Supervisor's Report:**

- 1. College Road Properties Update.** When the Township purchased its properties on College Road, there was an understanding that the land could be returned to the County at a future date for resale. The County Treasurer recently indicated that, because the property no longer classifies as a forfeited property due to delinquent taxes, the County cannot resell the property as the Township initially understood. The Township's Attorney has been asked to review future options for these vacant properties. A local farmer currently leases the land. That lease will expire on December 31<sup>st</sup>, 2015. This matter will be discussed at a future meeting.
- 2. Kipp Road/Local Roads Projects Update.** The Township expects repairs on Kipp Road to be completed sometime in October as scheduled. The 2015 local road projects have been completed as well as carry-over projects from 2014's maintenance.
- 3. Mud Creek Drain Project Update.** The Drain Commission has indicated that the Mud Creek Drain Project remains on schedule to finish on October 1<sup>st</sup>. An update meeting will be held at the Township Hall on the 17<sup>th</sup> at 9:00 a.m.
- 4. MTA Training/Supervisor's Retreat Update.** Supervisor Ramey updated the Board regarding the MTA Supervisor training he received on September 10<sup>th</sup> and 11<sup>th</sup>. He (Ramey) thanked the Board for the opportunity to attend.

**Clerk's Report:**

- 1. Health Insurance Update.** Last month the Board adopted a new health insurance plan from *Blue Care Network HMO*. The new plan will save the Township approximately \$3,300. All of the necessary paper work was completed as of this morning. The effective date of the plan will begin on October 1<sup>st</sup>, 2015.
- 2. Proposed Brochure for New Township Landowners, Residents, or Businesses.** Following discussions between the Clerk and Supervisor regarding how the Township may better serve new residents, business and property owners, the Clerk's Office created a welcome pamphlet. Clerk Kean – noted that residents have expressed gratefulness for the Township's efforts to keep them informed through Facebook and the weekly e-mail newsletter. The Township Assessor has indicated that the proposed brochure would be the most proactive action he has seen a municipality take to welcome and inform new residents/owners.

**Outdoor Assembly Permit Request from Ingham Conservation District.** The Ingham Conservation District, a tax-exempt organization under Section 501 c-3 of the Internal Revenue Code, requested approval of an outdoor assembly permit as well as the waiving of the \$250 application fee for said permit. The Board has approved the fee waiver in past years. The 7<sup>th</sup> Annual Green Space Trail Race will take place in Vevay Township on Saturday, October 10, 2015.

**MOTION Shaw, seconded Sherwood, to approve the Outdoor Assembly Permit, including the waiver of the \$250 application fee, for *Ingham Conservation District's Annual Green Space Trail Race* to be held on October 10<sup>th</sup>, 2015.**

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

**Adoption of Ordinance Amendment #68.25.** In response to concerns posed by Trustee Shaw, the proposed zoning map has again been reviewed for accuracy. The Official Zoning Map with revisions was included for approval in the evening's packet.

**The following ordinance was introduced for adoption by Shaw and supported by Walker:**

VEVAY TOWNSHIP  
INGHAM COUNTY, MICHIGAN  
ORDINANCE NO. 68.25  
PREAMBLE

AN ORDINANCE TO AMEND ORDINANCE NO. 68, THE VEVAY TOWNSHIP ZONING ORDINANCE, TO AMEND CHAPTER 4 SECTION 4.02, "OFFICIAL ZONING MAP" TO ADD PARAGRAPH G TO ADOPT THE OFFICIAL ZONING MAP AND TO REPEAL ANY ORDINANCE, MAP, AND MOTION INCONSISTENT THEREOF AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

The Township of Vevay, Ingham County, Michigan, hereby ordains:

**SECTION I. OFFICIAL ZONING MAP.** The Vevay Township Zoning Ordinance No. 68 shall be amended to revise Chapter 4, Section 4.02 of the Vevay Township Zoning Ordinance entitled "'Official Zoning Map" which shall be and is hereby amended to add paragraph G., as follows:

- G. The Official Zoning Map, dated August 21, 2015, is hereby adopted and by reference and declared to be a part of Ordinance 68 and this Amending Ordinance.

**SECTION II. SEVERABILITY.**

The various sections and provisions of this Ordinance shall be deemed to be severable and, should any section or provisions of this Ordinance be declared by any court of competent jurisdiction to be unconstitutional or invalid, the same shall not affect the validity of the Ordinance as a whole or any section or provisions of this Ordinance, other than the section or provision so declared to be unconstitutional or invalid.

**SECTION III. REPEAL OF CONFLICTING PROVISIONS; SAVINGS CLAUSE.**

All ordinances, maps and motions in conflict or inconsistent with the provisions of this Ordinance and Map are hereby repealed. Except as specifically amended herein, all other provisions of the Vevay Township Zoning Ordinance shall remain in full force and effect.

**SECTION IV. EFFECTIVE DATE.**

This Ordinance shall become effective immediately upon its adoption and publication as required by law.

**Roll Call Vote**

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

Clerk Kean – in response to Trustee Walker, noted that the Zoning Map will become part of the ordinance as an amendment but it will not be blended into its direct context until the next recompilation of the Zoning Ordinance. The Official Map will also be on the Township website.

**Authorization Request for Expenses of Emergency Generator Maintenance Agreement.** At last month's meeting, Trustee Walker requested for electrician Ron Wieferrich to sign a list of specific generator maintenance services from *Wolverine, Inc.* to indicate that he (Wieferrich) would provide the same services proposed by *Wolverine, Inc.* A signed copy of that list was included in the evening's packet. Mr. Wieferrich will charge \$290 per year for the listed services.

**MOTION Shaw, seconded Walker, to authorize expense and payment of \$290 per year to Ron Wieferrich for power generator maintenance, expensed to *Townhall Grounds Repairs & Maintenance (Outside)* (GL #101-265-932.000)**

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

**Authorization Request for Expenses of Hall Rental Refund to Township Resident.** Township resident Donald Graham recently rented the Township Hall for an event. On the day of the rental (Saturday, August 15<sup>th</sup>), Mr. Graham reported that the air conditioning was not functioning properly in the hall. Supervisor Ramey worked with electrician Ron Wieferrich for approximately an hour that day to remedy the problem but attempts were unsuccessful. Treasurer Sherwood brought two fans to the hall to better accommodate the guests. On Monday the 17<sup>th</sup>, Mr. Wieferrich was ultimately able to find that the dysfunctional air conditioning was due to a faulty ignition control panel which he was able to replace. Because the repair was not made in time to accommodate Mr. Graham's rental, Clerk Kean has requested that the Board refund Mr. Graham's entire hall rental fee.

**MOTION Kean, seconded Sherwood, to authorize expense and payment of the \$75 Hall Rental Refund to Donald Graham and expensed to *Hall Rentals* (#101-000-668.000).**

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

**Authorization Request for Expenses for MSU Training.** Michigan State University Extension will be providing a seven week course on planning and zoning. Planning Commission members Ilene Thayer (Chair) and Patricia McNeilly have requested authorization of expenses to attend the training.

**MOTION Kean, seconded Walker, to authorize expense and payment for two Planning Commission members to attend Michigan State University’s *Fundamentals of Planning and Zoning* training, expensed to *Planning Commission Educational Meetings* (GL #101-801-960.000)**

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

**Resignation Letter from Roger Cargill.** Planning Commission member Roger Cargill has notified Supervisor Ramey that he will be resigning from his position. The Board expressed thanks for Mr. Cargill’s service on both the Planning Commission and Board of Review.

**MOTION Sherwood, seconded Walker, to regretfully accept the resignation letter from Roger Cargill to be effective immediately.**

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

**Board Appointment to the Planning Commission.** Township resident and Board of Review member Richard Lacasse has been suggested as a replacement for Roger Cargill on the Planning Commission. Supervisor Ramey discussed Mr. Lacasse’s credentials. He (Ramey) noted that Mr. Lacasse’s credentials make him extremely qualified for the appointment.

**MOTION Sherwood, seconded Walker, to appoint Richard Lacasse to the Planning Commission for a partial term effective immediately through May 17, 2017.**

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

**Distribution of Information Regarding September 9<sup>th</sup> Planning Commission Minutes and Updated SLU Permit Application Form.** Clerk Kean – distributed a draft copy of the Planning Commission’s September meeting minutes as well as the revised version of the SLU Permit Application form. The form has been revised to include items that were previously attached separately as part of the application. The Board discussed Section F on the form. Beginning next month, the Board will begin taking a more active role in the SLU approval process as stipulated in Section 16.03 of the Zoning Ordinance. When an application comes to the Board, the PC will have already reviewed the requirements and made a recommendation for the Board. The Board will still be responsible for reviewing the findings of the Planning Commission and verifying their validity. Mr. Fischer of *J&J Properties* gave approval for the Board to delay review of his application until the October Board meeting.

As the SLU approval process continues to be reviewed, Trustee Walker suggested making a flow chart to illustrate how duties are assigned during the process. Supervisor Ramey – noted that only the way the Board approves SLUs will be changing. The materials and duties needed from the Planning Commission will not change as a result.

**Presentation of 2015 Audit Report.** The Township’s Auditor, David Williamson, was present at the meeting to discuss *PSLZ, LLP*’s 2015 Audit Report. The report was prepared in compliance with Generally Accepted Accounting Principles. He (Williamson) said that the audit went very well and has already been submitted to the State. This was the second year in which no audit adjustments were necessary. The Township has made other improvements to its internal controls. The Clerk has become involved in the tax settlement process with the County, while the Office Secretary has become involved in bank reconciliation. Mr. Williamson noted that the equivalent of almost one year’s revenue remained in the 2014-15 Fiscal Year final fund balance. Even with the major expenses that have been incurred during 2015, the final fund balance indicates the Township’s financially strong situation. Mr. Williamson also discussed pension plans and the Township’s unfunded liability in relationship to changes in GASB 68 next year. In response to Supervisor Ramey, Mr. Williamson suggested contacting MERS with any additional questions regarding pension plans.

Responding to Trustee Walker, Mr. Williamson clarified that the \$5,500 public works grant listed in the audit report represents METRO Fees. The required F65 report has been completed and sent into the State.

Clerk Kean – noted that the Township’s three-year agreement with *PSLZ, LLP* ends this year and that the matter will need to be discussed further at a later date.

The Board – thanked Mr. Williamson for his exceptional work and for being in attendance at tonight’s meeting.

**MOTION Sherwood, seconded Walker, to accept the 2015 Audit Report from *PSLZ, LLP* as presented.**

**Ayes: Sherwood, Ramey, Kean, Walker & Shaw**  
**Nays: Nays**

**Adjournment.** The meeting was adjourned at 8:18 p.m.

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JoAnne Kean, Clerk