

**VEVAY TOWNSHIP  
BOARD OF TRUSTEES  
Budget Work Session/Special Meeting  
Friday, March 11, 2016  
Vevay Township Hall at 10:00 a.m.**

---

**MINUTES**

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

**Members Absent:** None

**Others Present:** Deputy Clerk Brett Linsley

The meeting was called to order by Supervisor Ramey at 10:01 a.m. and followed by the Pledge of Allegiance.

**Public Comment.** None.

**2015-16 Budget Amendments.** The revenue and expenditures report was briefly reviewed. No budget amendments were needed. Clerk Kean noted that there were, however, several line items to watch as the Township has not received all March invoices.

**Final Settlement with the County.** Treasurer Sherwood reported the final tax disbursement figures for the Township on 2015 property tax collection for year-end budgeting purposes. The final settlement numbers are as follows:

<i>Current Property Taxes (GL #101-000-403.000)</i>	\$121,219.18
<i>Property Tax Administration Fee (GL #101-000-406.000)</i>	\$ 49,682.57
<i>Eden Street Lighting Fund (GL #861-000-445.000)</i>	\$ 700.00

**Review of Fee Schedule.** The Board reviewed the fee schedule in detail in an effort to ensure all Township costs are being adequately covered. One area requiring revision to achieve these goals was fees incurred by the Office Staff in the permit & zoning administration process. The Board was in agreement that time and materials used by office staff to complete various permit processes should be reimbursed completely by the individual requesting the permit. Furthermore, the Board agreed that an escrow account of \$500 upfront may be required on all requests being presented to the Planning Commission, ZBA, and Building Board of Appeals.

**MOTION Ramey, seconded Sherwood, that a 20% administrative fee will be added to cover permits, including building, trades, inspection, zoning, and demolition permits issued by Associated Government Services (zoning administration), effective April 1, 2016.**

**Roll Call Vote**

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

**MOTION Shaw, seconded Walker, to approve the following increases/additions to the fee schedule, effective April 1, 2016:**

<b>Application for IFT (Tax Abatement)</b>	<b>\$1,000</b>
<b>Application for Industrial Development District Or Plant Rehabilitation District</b>	<b>\$1,000</b>
<b>Cellular Towers</b>	<b>\$500</b>
<b>Demolition Permits</b>	<b>\$120 (Permit \$60 + 1<sup>st</sup> Inspection \$60)</b>
<b>Land Divisions/Land Combined</b>	<b>\$100 + \$25 per additional split</b>
<b>Petitions to Building Board of Appeals</b>	<b>\$250. Additional \$500 upfront for escrow account may be needed</b>
<b>Tax Roll Request</b>	<b>\$50 per season</b>
<b>Zoning Permits</b>	<b>\$60</b>
<b>Site Plan Review (without SLU) Commercial</b>	<b>\$120</b>
<b>Site Plan Review (without SLU) Residential</b>	<b>\$60</b>
<b>Petitions to Zoning Board of Appeals</b>	<b>\$500. Additional \$500 upfront for escrow account may be needed</b>

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

**Review of 2016-17 Budgets.** The Board continued its review of the recommended budgets.

Treasurer Sherwood reported that, according to Assessor Jeff Mackenzie, there will be a \$9 million decrease in taxable value due to a reduction in Industrial Personal Property tax. The \$9 million became exempt due to a new Personal Property Tax law which went in to effect in 2016.

The Board took a brief break from 11:20 a.m. to 11:25 a.m.

**Hawley Cemetery Maintenance Funds.** Supervisor Ramey said that Attorney Revore has submitted paperwork regarding the Hawley Cemetery funds. The Attorney anticipates it should take about a month for the appropriate paperwork to be processed through Probate Court.

In 2015, the Compensation Commission recommended a 2% increase for elected officials, effective April 1<sup>st</sup> of 2016, but the Board reached a consensus not to include that increase as part of the 2016-17 fiscal year budget.

The Board discussed revenues further before breaking for lunch at 12:35 a.m. The meeting resumed at 1:10 p.m.

**Mileage Reimbursement.** In his personal review of the budget, Supervisor Ramey concluded that reducing the mileage reimbursement rate could save a noteworthy amount of money. He

suggested setting the mileage rate at 30 cents to cover the cost of gas. Trustee Walker suggested 35 cents. Clerk Kean asked for an effective date of April 1<sup>st</sup>.

**MOTION Kean, seconded Walker, to set the mileage reimbursement at the rate of 35 cents per mile effective April 1<sup>st</sup> 2016.**

**Roll Call Vote**

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

**Nays: None**

Clerk Kean noted that the mileage reimbursement rate for non-profit organizations is currently set at 36 cents per mile.

**Local School Districts Summer Tax Collection.** The Board continued a discussion started at the last Budget Workshop regarding renegotiation of summer tax collection fees. Clerk Kean recently confirmed with the Michigan Townships Association that negotiations with the school districts must be completed by December 31<sup>st</sup> of each year. She (Kean) presented an alternative to the current invoicing process that could potentially be implemented in 2017. The alternative would be to charge a \$2.50 fee per parcel that would be subtracted from the final disbursement check to the school districts, as allowed by State law. That fee would generate a higher revenue amount for the Township than the current fees being collected. Treasurer Sherwood agreed to contact the schools regarding fee negotiations.

Trustee Shaw left the meeting at 2:03 p.m.

**Other Business.** The Board discussed the possibility of implementing a 3% penalty on taxes paid after February 14<sup>th</sup> and before March 1<sup>st</sup>. A resolution would be required to implement the penalty. The matter will be reviewed in more detail at an upcoming meeting.

Trustee Walker commented on a recently published notice in the newspaper regarding assessing rates. Based on his calculation of the listed multipliers, industrial and commercial properties may be receiving tax breaks from the Township in addition to those they already receive for State and Federal taxes.

The meeting adjourned at 2:13 p.m.

---

JoAnne Kean, Clerk