

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Monday, May 9, 2016
Vevay Township Hall at 7:00 p.m.**

MINUTES

Members Present: Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustees Doug Shaw and Bruce Walker
Members Absent: None
Staff Present: Deputy Clerk Brett Linsley
Others Present: Vicki Vanderbelt of Experimental Aircraft Association, Chapter 55

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 item was removed from the agenda under Pending Business:

Treasurer's Office: Township Address for Summer Tax Billings

The following items were added to the agenda under Pending Business:

Authorization Request for Supervisor's Attendance at MTA Cemetery Sexton Training
Authorization Request for Payment of City of Mason Fire Services Contract and Granger Invoices

Consent Agenda. MOTION Walker, seconded Kean, to approve 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 (*).**

- **Meeting Minutes on 4-11-16. *approve & file**
- **Financial Reports – 1) Fund Balances 2) Balance Sheets and 3) Revenue & Expenditure Reports. *receive & file**
- **Planning Comm. Minutes Regular Meeting 4-6-16 & Special Meeting 4-20-16.*distribute**
- **April 2016 AGS Building/Zoning Report. *receive & file**
- **Correspondence from:**
 - 1.) **Mason Fire Department re: April Response Report. *file**
 - 2.) **USDA re: Rural Development Program Guide of Comm. Development Programs. *file**

ballot passed. Clerk Kean also noted that combining precincts one and two for the election was very successful in terms of efficiency and saving costs.

2. Presidential Primary Reimbursement Update. Clerk Kean has completed the necessary forms to be submitted to the State for the March Primary Election reimbursement. The Township has asked the State to reimburse \$7,798.36. The State should send the check within 60 days of the due date for requests. Clerk Kean also noted that while she asked the Board to budget 111 reimbursable hours for the Deputy Clerk, the actual number of hours that she asked the State to reimburse was 136.

Treasurer's Office.

1. Discussion on Imposing a 3% Late Penalty on Property Taxes. A resolution was included in the Board packet that, if passed, would impose a 3% penalty on late property taxes payable to the Township. Treasurer Sherwood – explained that there would be only two weeks where the 3% fee could be collected. After those two weeks, taxes are turned over delinquent to the County who would charge a 5% fee. She (Sherwood) said that around 160 notices were sent out for late taxes last season after February 15th. Seventy of those were paid within the two weeks time. Treasurer Sherwood stated that she has not previously wished to impose the penalty because at those times the Township was in better financial shape and did not think it was necessary. Supervisor Ramey – explained that the resolution in the packet was a sample from MTA. The Board can address it in one of two ways. The first option would be for the Board to pass the resolution every year or to make it effective for a set amount of time. The second option would be to make the resolution effective until the Board wished to discontinue it. Clerk Kean – noted that this decision would be consistent with the Board's recent decisions to create a leaner budget without going to voters for a tax increase.

**TOWNSHIP OF VEVAY
INGHAM COUNTY, MICHIGAN
RESOLUTION TO IMPOSE 3% LATE PENALTY CHARGE ON PROPERTY TAX
COLLECTIONS
RESOLUTION NO. 16-08**

WHEREAS, The Township of Vevay, Ingham County, Michigan is responsible for assessing ad valorem property taxes, collecting property tax levies, and handling review and appeal matters arising therefrom, and

WHEREAS, PA 206 of 1893, MCL 211.44(3), provides for imposition of a late penalty charge equal to 3% of the tax on all taxes paid after February 14 and before March 1, and,

WHEREAS, it is the desire of this Township Board to encourage the timely payment of taxes,

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Township Board of Vevay Township that: The Township Board does hereby approve and authorize the imposition of a late penalty charge equal to 3% of the tax on all taxes paid after February 14 and before March 1.

BE IT FURTHER RESOLVED that this resolution shall apply to all property tax levies that shall become due in 2017 or any year thereafter and this resolution shall continue in full force and

effect unless and until revoked or rescinded by resolution of Vevay Township Board.

MOTION Ramey, seconded Walker, to adopt the foregoing resolution.

Roll Call Vote

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

RESOLUTION DECLARED ADOPTED.

2. Small Balances Due on Taxes. Treasurer Sherwood asked the Board to consider whether letters should be mailed to residents who have taxes due for balances under \$1. The County Treasurer requests that balances under \$1 be deleted before the tax roll is turned over to the County. As recommended by the Board, Treasurer Sherwood said she would contact the Township auditor for his recommendations.

Authorization Request for Additional Training Per Diem for the Deputy Treasurer. At a previous meeting, the Board approved \$350 of per diem wages for the Deputy Treasurer to attend training. Treasurer Sherwood noted that the amount should have been \$400 to cover the total amount of time the Deputy Treasurer spent in training. She (Sherwood) asked the Board to approve the additional \$25 necessary to cover per diem wages for training that Deputy Treasurer Dockter has already completed.

MOTION Kean, seconded Walker, to authorize expense and payment of an additional \$25 in per diem wages for training completed by the Deputy Treasurer, charged to *Deputy Treasurer – Wages (GL #101-253-703.000)*.

Roll Call Vote

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

Clerk Kean noted that the additional \$25 will be included in the next payroll.

Authorization Request for Attendance to the MAMC Annual Conference for the Clerk & Deputy Clerk. Deputy Clerk Linsley has submitted a request for a scholarship from the local Clerk's association that would cover the cost of his registration fee to attend the 2016 MAMC annual summer conference. Clerk Kean would also like to attend. As the conference will be held in Lansing, the Clerk and the Deputy Clerk could carpool and there would be no hotel costs and very minimal mileage expenses.

MOTION Ramey, seconded Walker, to authorize the expense and payment of the \$300 registration fee for the Clerk's attendance (GL# 101-215-960.000) and \$225 per diem wages for the Deputy Clerk's attendance (GL# 101-215-703-000) to the Michigan Association of Municipal Clerks Annual Conference to be held in Lansing, MI on June 15 – 17, 2016. Furthermore, that the payment of the Deputy Clerk's per diem be contingent on his receiving a scholarship from the Capital Area Municipal Clerk's Association for the registration fee for this event.

Roll Call Vote

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

Authorization Request for Purchase of a New Computers Hard Drive in the Clerk's & Treasurer's Offices. IT Frank Vargas has suggested that both the Clerk and Treasurer upgrade their computers. Given the importance of the Clerk and Treasurer's functions and the reliance of those functions on software, the age of the computers could cause major problems. \$1,600 was budgeted for this cost.

MOTION Ramey, seconded Kean, to authorize the expense and payment of \$1,600 for the purchase of two computers for the Clerk and Treasurer's Offices as advised by the Township's IT provider, charged to *Capital Outlay* (GL #101-210-970.000).

Roll Call Vote

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

Training for Cemetery Sexton. Supervisor Ramey submitted his request for funds to attend a Michigan Townships Association half-day training on cemetery management. The funds for the training are currently budgeted in the Supervisor's educational fund. No hotel expenses would be incurred.

MOTION Kean, seconded Sherwood, to authorize expense and payment of the \$81 registration fee for the Supervisor to attend *Cemeteries: Challenges and Solutions* training on July 13, 2016 in Howell, Michigan, charged to *Supervisor – Educational Meetings* (GL #101-171-960.000).

Roll Call Vote

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

City of Mason Fire Contract and Granger. Two invoices were received after the April disbursement report was created. Those bills must be approved separately from that report. Treasurer Sherwood requested that the City of Mason fire contract invoice be paid the week of May 20th to coincide with payroll.

MOTION Shaw, seconded Ramey, to authorize expense and payment of the City of Mason quarterly fire services contract invoice in the amount of \$18,673.56 charged to (GL #101-336-811.000). Additionally, to authorize the expense and payment of the May *Granger* invoice for refuse services at the town hall in the amount of \$79.92 charged to (GL #101-526-819.000).

Roll Call Vote

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

Board Appointment to DDA. Following the resignation of Bob Selig from the DDA, Jonathon Vrabel has been filling the vacant seat without the ability to vote. Like Mr. Selig he represents the Capital Airport Authority. Supervisor Ramey suggested that Mr. Vrabel be appointed to finish a partial term on the DDA.

MOTION Sherwood, seconded Walker, to appoint Jonathon Vrabel to the Downtown Development Authority for a partial term effective immediately through April 5, 2018.

Roll Call Vote

Ayes: Kean, Ramey, Sherwood, Shaw & Walker

Nays: None

Public Comment. Greg Shaw – noted that Federal law still views marijuana as illegal and was under the impression that the Township followed Federal and not State Law on this matter.

Vicki Vanderbelt – thanked the Township for approving the EAA’s request and noted that her organization gives out scholarship will be offering free airplane rides for children on second Saturdays of June, July and August.

Adjournment. The meeting adjourned at 8:20 p.m.

JoAnne Kean, Clerk

*Transcribed by Deputy Clerk Brett Linsley
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