

**VEVAY TOWNSHIP  
BOARD OF TRUSTEES  
Regular Meeting  
Monday, April 10, 2017  
Vevay Township Hall - 7:00 p.m.**

**MINUTES**

**Members Present:** Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustees John Lazet and Richard Lacasse

**Members Absent:** None

**Others Present:** Scribe Brett Linsley, and ICSO Liaison Sgt. Josh Treat

The meeting was called to order by Supervisor Ramey at 7:04 p.m. and followed by the Pledge of Allegiance.

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

Supervisor's Report: Transfer Authority Update

Resolution Recognizing Bruce Walker for Vevay Township Service

New Deputy Clerk Hourly Wage

Supervisor's Recommendation re: Authorizing Website Services from Brett Linsley

The following item was removed:

Treasurer's Office: New Computer and Printer for Office Front Counter (Cash Receipting)

**Consent Agenda.** Revised balance sheets were submitted to the Board that reflect street lighting expenditures and additional accounts payable liabilities that took place after distribution of the packet. She (Kean) also noted that the Board of Trustees meeting minutes from 3-1-17 will be removed from consent agenda.

**MOTION, Ramey, seconded Kean to adopt the consent agenda as revised.**

**Roll Call Vote**

**Ayes: Ramey, Sherwood, Lazet, Lacasse & Kean**

**Nays: None**

**Recommendations are preceded by an asterisk (\*).**

\* Meeting Minutes for Budget Workshop on 3-1-17 (removed)

\* Regular/Public Hearing 3-15-17 Minutes.\*approved & filed

\* Financial Reports - March 2017 & Year End 1) Fund Balances & Investments 2) Balance Sheets and 3) Revenue & Expenditure Reports. \*received & filed

\* Planning Comm. Regular/Public Hearing Meeting on 3-8-17.\*distributed

\* March 2017 AGS Building/Zoning Report. \*received & filed

\* Correspondence from:

1.) Mason Fire Department re: March Response Reports. \*filed

2.) 2017 Ingham County Community Surface Water Meeting, April 20<sup>th</sup> at 9am. \*filed

3.) WOW! re: Addition of Fox Business Channel to Medium Cable package. \*filed

4.) Tri-County Office on Aging re: Thank You! \*filed

**Public Comment.** None.

**Ingham County Sheriff's Office Vevay Township Report.** Sergeant Treat presented his incident report for the month of March.

**Accounts Payable Disbursement Authorization.** Last month the Board authorized a payment to MERS. That payment is reflected in the revenue and expenditure report but not in the disbursements report.

**MOTION Kean, seconded Lazet, to approve the Disbursement Authorization Report as presented for General Fund Checks #28161 -- #28208 and EFTs #208, #209, #210, #211 and #212 in the total amount of \$51,978.93.**

**Roll Call Vote**

**Ayes: Sherwood, Ramey, Kean, Lacasse & Lazet  
Nays: None**

**Supervisor's Reports:**

**Board of Review Update.** Supervisor Ramey reviewed the Board of Review's decisions from their last two meetings and their effects on the Township's equalized valuation.

Clerk Kean left the room at 7:27 p.m. and returned at 7:28 p.m.

**Drainage Update on Vevay Township Property.** Supervisor Ramey explained that the DDA recently approved funds to remove plugs in the drainage system that are causing flooding on the Township Hall's grounds. *Michigan Packing Company* granted permission to do work on their property where the plug occurred.

**City of Mason LDFA Claim.** The LDFA is responsible for financing development in the 425 area near Gestamp and Meijer. The LDFA and Vevay Township DDA Plans from 1989 alluded to a large financial contribution from the Township to fund expansion of a sewage treatment plant in the City. The LDFA has submitted a claim to the Township DDA for funds. The attorney is looking at the issue to determine whether this claim is valid.

**Transfer Authority.** Supervisor Ramey reviewed *Transfer Authority* budget transactions made during the month of March.

**Treasurer's Report: 2016 Tax Settlement Report & Delinquent PPT Report.** Treasurer Sherwood reviewed a report of the 2016 Tax Settlement. \$79,866.02 in real property tax was turned over delinquent to the County (which was less than last year's tax settlement). The County will pay the Township for Vevay's portion of the delinquent taxes in June. Treasurer Sherwood is responsible for collecting delinquent personal property tax of which there is \$1,133.11 outstanding. The DDA capture was \$34,566.67 (which was less than last year's capture).

**Clerk's Office Reports: MAMC Master's Institute Re-Accreditation Update.** Clerk Kean thanked the Board for approving her attendance at re-accreditation classes. She reviewed some of the new ideas she hopes to implement at the Township.

**MTA – ICC Quarterly Meeting.** The Ingham County Chapter of the Michigan Townships Association will be meeting on May 24 at the Ingham County Road Department. Ingham County Roads Department Director Bill Conklin will be the special speaker for the event.

**Distribution of 2017-18 Approved Budget.** Clerk Kean informed the Board that the budget and budget resolution included in the evening's packets are final copies to be used for reference during the 2017-18 Fiscal Year.

**Text Amendments for Zoning Ordinance.** At its April 5th meeting, the Planning Commission (PC) approved seven text amendments to the Zoning Ordinance. After review the Board may approve these amendments or return them to the Planning Commission for further review. Trustee Lazet provided a brief explanation for each of the amendments. Trustee Lazet proposed and the Board agreed to accept the Basis of Determination (Z.O. Section 16.03) as outlined in the Planning Commission minutes from April 5, 2017 for the next seven text amendments to the Zoning Ordinance.

**The following ordinance was introduced for adoption by Ramey and supported by Lazet:**

VEVAY TOWNSHIP  
INGHAM COUNTY, MICHIGAN  
ORDINANCE NO. 68.31  
PREAMBLE

AN ORDINANCE TO AMEND ORDINANCE NO. 68, THE VEVAY TOWNSHIP ZONING ORDINANCE AND SPECIALLY TO AMEND CHAPTER 3, SECTION 3.09, AND TO REPEAL ANY ORDINANCES IN CONFLICT THEREOF; AND TO PROVIDE AN EFFECTIVE DATE HEREOF

**Roll Call Vote**                      **Ayes: Lazet, Sherwood, Ramey, Kean & Lacasse**  
**Nays: None**

**(Note: The official record of Ordinance No. 68.31 is printed in its entirety in *Vevay Township Ordinances, Volume II.*)**

*ORDINANCE DECLARED ADOPTED.*

**The following ordinance was introduced for adoption by Ramey and supported by Lazet:**

VEVAY TOWNSHIP  
INGHAM COUNTY, MICHIGAN  
ORDINANCE NO. 68.32  
PREAMBLE

AN ORDINANCE TO AMEND ORDINANCE NO. 68, THE VEVAY TOWNSHIP ZONING ORDINANCE AND SPECIALLY TO AMEND CHAPTER 5, SECTION 5.02, AND TO REPEAL ANY ORDINANCES IN CONFLICT THEREOF; AND TO PROVIDE AN Effective DATE HEREOF.

**Roll Call Vote**                      **Ayes: Lacasse, Lazet, Sherwood, Ramey & Kean**  
**Nays: None**

**(Note: The official record of Ordinance No. 68.32 is printed in its entirety in *Vevay Township Ordinances, Volume II.*)**

*ORDINANCE DECLARED ADOPTED.*

**The following ordinance was introduced for adoption by Ramey and supported by Lacasse:**

VEVAY TOWNSHIP  
INGHAM COUNTY, MICHIGAN  
ORDINANCE NO. 68.33  
PREAMBLE

AN ORDINANCE TO AMEND ORDINANCE NO. 68, THE VEVAY TOWNSHIP ZONING ORDINANCE AND SPECIALLY TO AMEND CHAPTER 7, SECTION 7.03, AND TO REPEAL ANY ORDINANCES IN CONFLICT THEREOF; AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

**Roll Call Vote**                      **Ayes: Kean, Lacasse, Lazet, Sherwood & Ramey**  
**Nays: None**

**(Note: The official record of Ordinance No. 68.33 is printed in its entirety in *Vevay Township Ordinances, Volume II.*)**

*ORDINANCE DECLARED ADOPTED.*

**The following ordinance was introduced for adoption by Ramey and supported by Sherwood:**

VEVAY TOWNSHIP  
INGHAM COUNTY, MICHIGAN  
ORDINANCE NO. 68.34  
PREAMBLE

AN ORDINANCE TO AMEND ORDINANCE NO. 68, THE VEVAY TOWNSHIP ZONING ORDINANCE AND SPECIALLY TO AMEND CHAPTER 8, TO AMEND SECTION 8.03, AND TO REPEAL ANY ORDINANCES IN CONFLICT THEREOF; AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

**Roll Call Vote**                      **Ayes: Ramey, Kean, Lacasse, Lazet & Sherwood**  
**Nays: None**

**(Note: The official record of Ordinance No. 68.34 is printed in its entirety in *Vevay Township Ordinances, Volume II.*)**

*ORDINANCE DECLARED ADOPTED.*

**The following ordinance was introduced for adoption by Ramey and supported by Lacasse:**

VEVAY TOWNSHIP  
INGHAM COUNTY, MICHIGAN  
ORDINANCE NO. 68.35  
PREAMBLE

AN ORDINANCE TO AMEND ORDINANCE NO. 68, THE VEVAY TOWNSHIP ZONING ORDINANCE AND SPECIALLY TO AMEND CHAPTER 9, SECTION 9.02, AND TO REPEAL ANY ORDINANCES IN CONFLICT THEREOF; AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

**Roll Call Vote**                      **Ayes: Sherwood, Ramey, Sherwood, Lacasse & Lazet**  
**Nays: None**

**(Note: The official record of Ordinance No. 68.35 is printed in its entirety in *Vevay Township Ordinances, Volume II.*)**

*ORDINANCE DECLARED ADOPTED.*

**The following ordinance was introduced for adoption by Ramey and supported by Kean:**

VEVAY TOWNSHIP  
INGHAM COUNTY, MICHIGAN  
ORDINANCE NO. 68.36  
PREAMBLE

AN ORDINANCE TO AMEND ORDINANCE NO. 68, THE VEVAY TOWNSHIP ZONING ORDINANCE AND SPECIALLY TO AMEND CHAPTER 16, TO AMEND SECTION 16.05, AND TO REPEAL ANY ORDINANCES IN CONFLICT THEREOF; AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

**Roll Call Vote**                      **Ayes: Lazet, Sherwood, Ramey, Kean, & Lacasse**  
**Nays: None**

**(Note: The official record of Ordinance No. 68.36 is printed in its entirety in *Vevay Township Ordinances, Volume II.*)**

*ORDINANCE DECLARED ADOPTED.*

**The following ordinance was introduced for adoption by Ramey and supported by Lacasse:**

VEVAY TOWNSHIP  
INGHAM COUNTY, MICHIGAN  
ORDINANCE NO. 68.37  
PREAMBLE

AN ORDINANCE TO AMEND ORDINANCE NO. 68, THE VEVAY TOWNSHIP ZONING ORDINANCE AND SPECIALLY TO AMEND CHAPTER 19, SECTION 19.05 TO DELETE CURRENT SUBPARAGRAPH C. 4. AND RESERVE FOR FUTURE USE; AND TO AMEND SUBPARAGRAPH C. 5.; AND TO REPEAL ANY ORDINANCES IN CONFLICT THEREOF; AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

**Roll Call Vote**                      **Ayes: Lacasse, Lazet, Sherwood, Ramey, & Kean**  
**Nays: None**

(Note: The official record of Ordinance No. 68.37 is printed in its entirety in *Vevay Township Ordinances, Volume II.*)

*ORDINANCE DECLARED ADOPTED.*

**Re-zoning Request from B-1 to B-2 at 4149 Legion Drive.** Petitioner & Operator Eric Harter has requested a rezoning of the property on Legion Drive from B-1 to B-2. Surrounding properties were previously rezoned to B-2 at which time the owner, ***R&B Company LLC***, was not interested in having his property rezoned. Mr. Harter has also recently requested a Special Land Use permit that would only be permissible if the property was zoned B-2. A Zoning Ordinance amendment (Z.O. # 68.38) would be required to allow the re-zoning.

Clerk Kean left the room at 8:10 p.m. and returned at 8:12 p.m.

**The following ordinance was introduced for adoption by Ramey and supported by Sherwood:**

VEVAY TOWNSHIP  
INGHAM COUNTY, MICHIGAN  
ORDINANCE NO. 68.38  
PREAMBLE

AN ORDINANCE TO AMEND ORDINANCE NO. 68, THE VEVAY TOWNSHIP ZONING ORDINANCE, AND OFFICIAL ZONING MAP TO REZONE THE PROPERTY DESCRIBED HEREIN FROM THE B-1 LOCAL BUSINESS ZONING DISTRICT TO THE B-2 HIGHWAY SERVICE ZONING DISTRICT AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

**Roll Call Vote**                      **Ayes: Kean, Ramey, Sherwood, Lazet & Lacasse**  
**Nays: None**

(Note: The official record of Ordinance No. 68.38 is printed in its entirety in *Vevay Township Ordinances, Volume II.*)

*ORDINANCE DECLARED ADOPTED.*

**SLU Application by Eric Harter at 4149 Legion Drive.** Petitioner & Operator Eric Harter is in the process of procuring a broker's license to sell classic cars via the internet on the Legion Drive property. The property is owned by ***R&B Company LLC***. The permit would allow the property for the display of these vehicles and visits would be by appointment only. The Board's responsibility will be to review the Planning Commission's Basis of Determination (Z.O. Section 16.03) before granting or rejecting the request for an SLU. The Board now reviewed the Basis of Determination as presented by the Planning Commission. Clerk Kean – noted that a SLU agreement will need to be composed and signed by all parties. Trustee Lazet requested a revision to A(3) & A(4) of the ***Basis of Determination*** that would read “the application meets this condition.”

**MOTION Ramey, seconded Lacasse, to approve SLU Permit #129 for Eric Harter and *R&B Company* for an open air business at 4149 Legion Dr. with no conditions attached.**

**Roll Call Vote**                      **Ayes: Lacasse, Sherwood, Kean, Ramey, & Lazet**  
**Nays: None**

**Outdoor Assembly Permit Request from EAA55, Event Date August 19, 2017.**

**MOTION Kean, seconded Sherwood, to grant the EAA an Outdoor Assembly Permit for Mason Aviation Day on August 19, 2017 and to waive the \$250 application fee and bond requirement contingent on receipt of all required documents including proof of insurance.**

**Roll Call Vote**                      **Ayes: Ramey, Sherwood, Lazet, Lacasse, & Kean**  
**Nays: None**

**Michigan Steam Engine & Threshers Club, Event Dates July 28-29-30, 2017.**

**MOTION Kean, seconded Sherwood, to grant the Michigan Steam Engine & Threshers Club an Outdoor Assembly Permit for their annual event on July 28<sup>th</sup> through 30<sup>th</sup>, 2017, contingent upon receipt of remaining required documents.**

**Roll Call Vote**                      **Ayes: Sherwood, Ramey, Kean, Lacasse & Lazet**  
**Nays: None**

**SLU Application-Gravel Mine-Richard Lyon/Sunrise Aggregates LLC at Ives Road.** SLU #82.03, if approved, would be a renewal allowing a longstanding operation in the Township. The Township has been working with operator John Warvel in making site plan and mining plan revisions. Mr. Warvel has been pleasant to work with, compliant, and receptive to resident concerns. Mining plan was found to be acceptable.

Trustee Lazet proposed and Board agreed to accepting the Basis of Determination (Z.O. Section 16.03) as outlined in the Planning Commission minutes from April 5, 2017. A SLU Agreement will be composed and signed by all parties.

**MOTION RAMEY, seconded Lazet, to approve SLU #82.03 for Richard Lyon and *Sunrsie Aggregates LLC* for mining operations on Ives Rd.**

**Roll Call Vote**                      **Ayes: Lacasse, Lazet, Sherwood, Ramey & Kean**  
**Nays: None**

**2017 Local Roads Improvement Program.** Supervisor Ramey recently completed a tour of the Township to determine what roads should be prioritized for repairs during the 2017-18 Fiscal Year. Sitts, Hull, and Tomlinson Roads are in particularly bad shape. The Board has budgeted enough money for about one mile of chip sealing in the 2017-18 fiscal year. Trustee Lazet – voiced concerns regarding the impermanence of chip sealing repairs. Clerk Kean proposed asking the City of Mason to contribute for repairs on Sitts and Tomlinson Roads as they are travelled heavily by residents from the City.

**MOTION Kean, seconded Lacasse, to authorize repairs on Sitts and Tomlinson Roads as part of the 2017-18 Local Roads Improvement Program.**

**Roll Call Vote**                      **Ayes: Kean, Ramey, Sherwood, Lazet, & Lacasse**  
**Nays: None**

Supervisor Ramey will contact the ICRD to request these repairs.

**Resolutions to Recognize Service by Township Officials.** The following resolutions were presented to the Board for approval:

TOWNSHIP OF VEVAY  
INGHAM COUNTY, MICHIGAN  
RESOLUTION IN RECOGNITION OF  
ILENE THAYER  
ON THE OCCASION OF HER RETIREMENT  
RESOLUTION NO. 17-03

TOWNSHIP OF VEVAY  
INGHAM COUNTY, MICHIGAN  
RESOLUTION IN RECOGNITION OF  
DOUGLAS SHAW  
ON THE OCCASION OF HIS RETIREMENT  
RESOLUTION NO. 17 - 04

TOWNSHIP OF VEVAY  
INGHAM COUNTY, MICHIGAN  
RESOLUTION IN RECOGNITION OF  
BRUCE WALKER  
FOR HIS SERVICE TO VEVAY TOWNSHIP  
RESOLUTION NO. 17 - 05

**MOTION Kean, seconded Lacasse, to adopt Resolutions #17-03, #17-04, and #17-05.**

**Roll Call Vote**                      **Ayes: Lacasse, Kean, Ramey, Sherwood & Lazet**  
**Nays: None**

**Resolution to Authorize Grant Application for New Voting System.**

**The following resolution was introduced for adoption by Kean and supported by Lacasse:**

TOWNSHIP OF VEVAY  
INGHAM COUNTY, MICHIGAN  
AUTHORIZATION TO APPLY FOR FULL  
FUNDED GRANT APPLICATION TO PURCHASE  
NEW VOTING SYSTEM FROM DOMINION VOTING  
RESOLUTION NO. 17 - 06



WHEREAS, the Vevay Township Board wishes to apply to the Secretary of State for a grant to purchase a new voting system from Dominion Voting, which includes precinct tabulators, accessible voting devices for use by individuals with disabilities, and related Election Management System (EMS) software.

WHEREAS, full funding for the new voting system will be provided by the State, and will include a combination of Federal Help America Vote Act and State-appropriated funds. Local funding obligations, if any, are detailed in the attached Dominion quote.

WHEREAS, Vevay Township plans to begin implementation of the new voting system in 2017.

WHEREAS, the deadline for submitting the required State Grant Application is March 10th, 2017 for "First Use" in August 2017.

NOW, THEREFORE, BE IT RESOLVED that the Vevay Township Clerk is authorized to submit this Grant Application on behalf of Vevay Township, Ingham County on this day of April 10, 2017.

**Roll Call Vote**                      **Ayes: Lazet, Lacasse, Kean, Ramey & Sherwood**  
**Nays: None**

*RESOLUTION DECLARED ADOPTED.*

**New Deputy Clerk.** Township Resident Mary Ruttan has agreed to accept the position of Deputy Clerk. Ms. Ruttan has previously served Vevay Township as a Precinct Chairperson for 2015 & 2016 Elections. Trustee Lazet complimented Ms. Ruttan for her previous work for the Clerk's Office.

**MOTION Kean, seconded Lazet, to appoint Mary Ruttan at the pay rate of \$15/hour as Deputy Clerk, effective April 10, 2017.**

**Roll Call Vote**                      **Ayes: Sherwood, Ramey, Kean, Lacasse & Lazet**  
**Nays: None**

**MOTION Kean, seconded Lacasse, to authorize Mary Ruttan as a signee on the Vevay Township bank accounts (General Fund, Money Market and T&A accounts).**

**Roll Call Vote**                      **Ayes: Sherwood, Ramey, Lacasse, Lazet & Kean**  
**Nays: None**

**Website Support.** Supervisor Ramey submitted a written recommendation for the Board to authorize a stipend to Brett Linsley who created the Township's website. The stipend would be compensation for Mr. Linsley to be on call for all website services. He would also be paid at the rate of \$15 an hour.

**MOTION Ramey, seconded Kean, to authorize expense and payment of a \$250 stipend to Brett Linsley and to authorize website services as needed at the rate of \$15/hr.**

**Roll Call Vote**                      **Ayes: Ramey, Sherwood, Lazet, Lacasse & Kean**  
**Nays: None**

**Master Plan Update – Authorize Expense for Duplicating of Adopted Plan.** Now that the new Township Master Plan process has been completed and adopted by the Planning Commission, authorization for the expense of duplicating it must be authorized by the Board. Printed copies, electronic copies and enlarged maps will be needed. The Board reviewed the handout regarding duplication costs.

**MOTION Kean, seconded Ramey, to authorize expense and payment of up to \$800 to be used for duplication of the new Master Plan and maps.**

**Roll Call Vote**                      **Ayes: Lazet, Ramey, Kean, Lacasse & Sherwood**  
**Nays: None**

**MMTA Advance Institute Education Conference Request.** Treasurer Sherwood has requested authorization to attend training to retain her MiCPT accreditation. The total cost would be \$550 for registration as well as lodging.

**MOTION Kean, seconded Lazet, to authorize expense and payment of \$550 for the Treasurer to attend reaccreditation training in Mt. Pleasant from May 8th to 10th, charged to *Treasurer – Educational Meetings* (GL #101-253-960.000).**

**Roll Call Vote**                      **Ayes: Lacasse, Sherwood, Ramey, Kean & Lazet**  
**Nays: None**

**Change of the May Board of Trustees Meeting.** Treasurer Sherwood noted that she would not be able to attend the May Board meeting as she would be in Mount Pleasant for training. The Board discussed alternate dates.

**MOTION Ramey, seconded Lacasse, to reschedule the May Regular Board of Trustees meeting from May 8<sup>th</sup> to Wednesday, May 10, 2017.**

**Roll Call Vote**                      **Ayes: Kean, Ramey, Sherwood, Lazet & Lacasse**  
**Nays: None**

**Board Appointment and Re-Appointment of Planning Commission Members.**

**MOTION Ramey, seconded Lazet, to appoint Chris Lewis to the Planning Commission for a three year term effective 5-17-17 to 5-17-2020; and to reappoint Bruce Walker to the Planning Commission for a three year appointment effective 5-17-17 to 5-17-2020.**

**Roll Call Vote**                      **Ayes: Ramey, Kean, Lacasse, Lazet & Sherwood**  
**Nays: None**

**Other Business.** Trustee Lazet requested receiving electronic packets so that he would have easier access to older documents that are pertinent to current issues. He also asked if it might be worthwhile to invite Mr. Conklin from the Ingham County Road department to a Board meeting to explain some of the processes by which the Road Department repairs roads.

**Additional Public Comment.** Resident Jeff Carter – said that he would be interested in having Director Conklin present information at a Board meeting. He would also like to have our County Commissioner and our State Representatives attend meetings.

The meeting was adjourned at 9:29 p.m.

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JoAnne Kean, Clerk

Transcribed by Scribe Brett Linsley  
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