

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Monday, June 11, 2018
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

Staff Present: Deputy Clerk Mary Ruttan

Others Present: CADL Staff: Scott Duimstra, Cheryl Lindemann, Sally Trout, and Debora Blomquist. Max Donovan Candidate for the 67th District House Seat, and four interested residents

The meeting was called to order by Supervisor Ramey at 7.02p.m. and followed by the Pledge of Allegiance.

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

1. Consent Agenda item I8- City of Mason Letter re: 154 W. Maple Site Plan
2. Clerks Reports E2 - Ingham County Treasurer Vevay Township Foreclosed Property
3. Pending Business F4 - Treasurer's Expense Report
4. Pending Business F5 - AGS May Invoice

MOTION by Kean, seconded Lacasse, to set agenda as amended.

Passed Unanimously

Consent Agenda. Clerk Kean inquired about the payment status of the \$2,000 Property Transfer Affidavit late fee. Treasurer Sherwood stated she has been in contact with them, sent the information again and FSA Mason Property LLC intends to remit payment.

MOTION Kean, seconded Lazet, to adopt the consent agenda as presented including new item I8.

Roll Call Vote

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

Recommendations are preceded by an asterisk (*).

- Meeting Minutes for Regular Meeting on 5-14-18 *approved & filed
- Financial Reports – May 2018, 1) Fund Balances 2) Balance Sheets 3) Revenue & Expenditure Reports and 4) Accounts Receivable Report *received & filed
- Report for Missing Property Transfer Affidavits *distributed
- Planning Commission Regular Meeting on 5-9-18 *distributed
- May 2018 AGS Building/Zoning Report *received & filed
- Vevay Township Incident Report for May from Sergeant Treat *received & filed

- Correspondence from:
 - 1.) Mason Fire Department re: May Response Reports. *filed
 - 2.) MERS Quarterly Report Ending 3-31-18. *filed
 - 3.) WOW! Quarterly Report Ending 3-31-18 & Payment of Fees. *filed
 - 4.) PAR Plan Dividend Disbursement for 2014-2015. *filed
 - 5.) 55th District Court Invitation to Reception for 50th Celebration. *filed
 - 6.) MI PSC: re: Notice of Hearing for Consumers Energy Electric Customers Case #U18142. *filed
 - 7.) E-Mail Complaint from Resident Concerning 1937 W. Barnes Rd. *filed
 - 8.) City of Mason re: 154 E Maple site plan. *filed

Public Comment. A resident living on Laxton Road expressed his irritation about receiving a call from Mid-Michigan Collection Bureau regarding the outstanding \$448.00 fire run invoice. The resident stated he was not involved in the accident. He had not seen a bill for two years. He has previously tried to collect the invoice from his insurance company, but they will not cover the incident. Supervisor Ramey suggested the resident contact Treasurer Sherwood or himself. This cannot be solved during public comment.

Capital Area District Library 2017 Annual Report. Executive Director Scott Diumstra, Sally Trout, and Debora Bloomquist were introduced by Mason Branch Head Librarian Cheryl Lindermann. Mrs. Lindermann presented a review of the services provided to the community. She distributed information to the Board members regarding the CADL Millage Renewal on the August Primary. Clerk Kean inquired about the ballot language regarding the DDA capture. Executive Director Diumstra stated since 2017 there must be a written agreement to permit the tax capture and the Vevay Township DDA does not have such an agreement. Mrs. Lindermann stated the Library is a place where people come together as a community.

Accounts Payable Disbursement Authorization. Clerk Kean gave a brief explanation regarding the check dated 5-14-18 list on the check register.

MOTION Kean, seconded Lazet, to approve the Disbursement Authorization Report for General Fund Checks #28971-29024 and EFT's #283, #284, #285 and #286 in the total amount of \$57,107.58.

Roll Call Vote

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

Supervisor's Report: 2018 Local Roads Project Update. Supervisor Ramey referred the Board to the e-mail included in the packet from Director Conklin. The email on the \$7,048 is still outstanding to complete last year's Roads Project and the \$50,000 Vevay Township match will complete two miles of road repair on Hull Road between Tomlinson and Barnes for the 2018 Project. Supervisor Ramey stated that \$57,000 has been budgeted.

Supervisor's Report: 1937 W. Barnes Road Violation Update. Supervisor Ramey stated they are operating an illegal logging business out of this address. He has written two letters to the resident with some corrective action being taken but the resident remains in a state of non-compliance. Supervisor Ramey has referred the situation to Attorney Revore. Attorney Revore sent a letter on June 8, 2018, stating that there will be legal consequences if violations continue.

MOTION Lacasse, seconded Lazet, to set the compensation at zero (\$0) for the Zoning Administrator two month appointment.

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

Motion Lazet, seconded Lacasse, that Supervisor Ramey resumes his position on the Board of Trustees.

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

Resolution to Rescind Past Appointed Officials.

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
Resolution to Rescind Resolutions Designating Previously
Appointed Officials/Inspectors for Vevay Township
RESOLUTION NO. 18-06**

Resolution moved by Kean and seconded by Lacasse to rescind the following listed resolutions.

WHEREAS, the Vevay Township Board has adopted at their regularly scheduled meeting held on August 12, 2014 the following resolutions:

- 14-002 Designation of Building Official
- 14-003 Designation of Electrical Official
- 14-004 Designation of Mechanical Official
- 14-005 Designation of Plumbing Official
- 14-006 Designation of Mechanical Inspector
- 14-007 Designation of Plumbing Inspector
- 14-008 Designation of Building Inspector
- 14-009 Designation of Mechanical Inspector
- 14-010 Designation of Electrical Inspector
- 14-011 Designation of Building Inspector

WHEREAS, the services of these Officials/Inspectors are no longer required in Vevay Township as of June 15, 2018.

NOW, THEREFORE, BE IT RESOLVED that these Resolutions and any other resolution or parts thereof in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict effective June 15, 2018.

- 14-002 Designation of Building Official
- 14-003 Designation of Electrical Official
- 14-004 Designation of Mechanical Official
- 14-005 Designation of Plumbing Official

14-006 Designation of Mechanical Inspector
14-007 Designation of Plumbing Inspector
14-008 Designation of Building Inspector
14-009 Designation of Mechanical Inspector
14-010 Designation of Electrical Inspector
14-011 Designation of Building Inspector

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

Resolution to Appoint Building Inspector.

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
RESOLUTION TO DESIGNATE THE BUILDING INSPECTOR FOR VEVAY
TOWNSHIP
RESOLUTION NO. 18-07**

Resolution moved by Lacasse and seconded by Kean to designate the **Building Inspector** of Vevay Township, Michigan;

WHEREAS, Vevay Township adopted Ordinance No. 8 to designate an enforcing agency to discharge the responsibilities of Vevay Township under the provisions of the State Construction Code Act, 1972 PA 230; and

WHEREAS, Vevay Township has designated the Code Officials as the enforcing agency to discharge the responsibilities of Vevay Township under 1972 PA 230; and

NOW, THEREFORE, BE IT RESOLVED that **Milan Rakich** is hereby appointed as the **Building Inspector** for Vevay Township charged with the duty of ensuring the issuance of all permits, overseeing all inspections, and keeping a record of all activities as part of the permanent records of Vevay Township, and discharging the responsibilities of the enforcing agency for Vevay Township under the provisions of the Michigan Construction Codes in accordance with 1972 PA 230.

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

Resolution to Establish the Rate of Compensation for the Building Inspector.

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
RESOLUTION TO ESTABLISH THE RATE OF COMPENSATION FOR THE
VEVAY TOWNSHIP BUILDING INSPECTOR POSITION
RESOLUTION NO. 18-08**

Resolution moved by Kean, seconded by Sherwood, to Establish the Rate of Compensation for the Vevay Township Building Inspector position;

WHEREAS, Vevay Township adopted Ordinance No. 8 to designate an enforcing agency to discharge the responsibilities of Vevay Township under the provisions of the State Construction Code Act, 1972 PA 230; and

WHEREAS, Vevay Township has designated the Code Officials as the enforcing agency to discharge the responsibilities of Vevay Township under 1972 PA 230; and

WHEREAS, The Vevay Township Building Inspector position is an employee of Vevay Township; and

WHEREAS, the Vevay Township Board of Trustees has the authority to establish the rate of compensation for the Vevay Township Building Inspector position.

NOW, THEREFORE, BE IT RESOLVED that the Vevay Township Board of Trustees shall establish the rate of compensation for Vevay Township Building Inspector position charged with the duty of ensuring the issuance of all permits, overseeing all inspections, and keeping a record of all activities as part of the permanent records of Vevay Township, and discharging the responsibilities of the enforcing agency for Vevay Township under the provisions of the Michigan Construction Codes in accordance with 1972 PA 230 to be paid the amount of \$50 for each inspection performed and \$50 for each building plan reviewed; and

BE IT FURTHER RESOLVED that the Vevay Township Building Inspector position, as an employee of Vevay Township, shall be paid monthly.

Roll Call Vote

Ayes: Lacasse, Lazet, Sherwood, Ramey & Kean

Nays: None

New GL #s – Building/Zoning Services Department. Clerk Kean referred the Board to page 4 of the Revenue & Expense Report. New account line items were created to represent the services now being provided by the Township. Transfer Authority cost center adjustments were made to create the necessary budgets. This is an administrative accounting function. Informational only for the Board.

Resolution to Adopt a Revised 2018-19 Fee Schedule. Supervisor Ramey reviewed the recommended changes to the Fee Schedule. Clerk Kean presented her revision to the Fee Schedule and changes to the proposed Resolution. Short discussion followed.

**VEVAY TOWNSHIP, COUNTY OF INGHAM
RESOLUTION ADOPTING THE VEVAY TOWNSHIP
2018-19 REVISED FEE SCHEDULE
RESOLUTION #18 -09**

At a regular meeting of the Township Board of Trustees of the Township of Vevay, Ingham County, Michigan, held in the Township Hall, 780 Eden Road, Mason, Michigan 48854 on the 11th day of June, 2018.

The following Preamble and Resolution were offered by Kean and supported by Lacasse.

WHEREAS the Vevay Township Board of Trustees is committed to delivering government services as efficiently as possible while being responsible with Township resources; and

WHEREAS on 3-12-18 The BOT adopted the 2018-19 Fee Schedule to be effective 4-1-18; and

WHEREAS the Vevay Township Board of Trustees have reviewed the current fee schedule; and

WHEREAS it has been found that due to increased costs in delivery of services and operations the fee schedule must be revised to meet these needs.

NOW, THEREFORE, BE IT RESOLVED that the attached 2018-2019 Vevay Township Revised Fee Schedule is hereby adopted effective June 11, 2018.

BE IT FURTHER RESOLVED, that any resolution or parts thereof in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict.

Roll Call Vote

Ayes: Kean, Lacasse, Lazet, Sherwood & Ramey

Nays: None

METRO Act Right of Way Permit Five Year Extension for AT&T. Supervisor Ramey stated this request for a permit extension allows AT&T to perform work in the Right of Way. The 5-year permit extension is a normal request.

MOTION Ramey, seconded Lazet, to adopt the METRO Act Right of Way Permit Extension for a 5-year period for AT&T ending 12-31-2023.

Roll Call Vote

Ayes: Ramey, Sherwood, Lazet, Lacasse & Kean

Nays: None

Review and Approval - 2018 Summer Newsletter. Supervisor Ramey reviewed the items to be included in The Vevay Voice-Summer Edition 2018. Clerk Kean stated the Brush Burning Permit Regulations will also be included. Trustee Lazet suggested the following sentence be added to the Pension Article; "By Constitution, the Township is obligated to fund its system, and recent law requires the Township to develop full-funding plans".

MOTION Kean, seconded Ramey, to approve The Vevay Voice-Summer Edition 2018 with the changes noted in the Pension Article.

Roll Call Vote

Ayes: Sherwood, Ramey, Lazet, Lacasse & Kean

Nays: None

Review and Approval - Tax Bill Information. Treasurer Sherwood reviewed the example Tax Bill and Summer Tax Info Sheet included in the packet.

MOTION Kean, seconded Ramey, to approve the Tax Bill and Summer Tax Info Sheet as presented.

Roll Call Vote

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

Trust & Agency Account Balance for Aggregate Industries. Supervisor Ramey referred the Board to the Memorandum from Clerk Kean included in the packet. This T&A account has been on the financial statement for over ten years with no contact from *Aggregate Industries*. This escrow account was established to cover consulting fees. Clerk Kean provided the historical accounting detail of the T&A and associated costs. It was determined the attorney consulting fees had not been deducted from the escrow. Treasurer Sherwood was not in support of retaining the escrow balance. Treasurer Sherwood believes the intention of the escrow was for engineering costs. Treasurer Sherwood stated, historically, attorney fees were not included in the escrow amount. Discussion followed on the past and future accounting for escrow accounts and what constitutes consulting fees. The e-mail dated 3-26-18 from *Aggregate Industries* representative, Randy Willie, was reviewed. Mr. Willie states in his e-mail that if the Board decides that the “legal fees” are “consulting fees” then the Township can take these expenses from the proceeds of the escrow.

MOTION Ramey, seconded Lacasse, to pay Vevay Township the remaining \$926.29 from the *Aggregate Industries* escrow account for reimbursement of legal consulting fees incurred in 2010.

Roll Call Vote

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

Authorization for Payment of the Michigan Township Association 2018-19 Annual Dues for \$2,543.75 (\$2,443.73 last year). Funds have been budgeted for Michigan Township Association (MTA) annual dues. As in previous years there was a slight increase in fee. The Board concurred that involvement in MTA has been invaluable.

MOTION Lazet, seconded Kean, to authorize expense and payment of the MTA annual dues invoice in the amount of \$2,543.75, charged to *Due & Subscriptions* (GL #101-101-958.000)

Roll Call Vote

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

Emergency Replacement of the Office Air Conditioning Unit. Supervisor Ramey stated there needed to be an emergency repair and replacement of the “Office” Air Conditioning Unit. The expense was covered by \$2,500 in *Capital Outlay* (GL# 101-265-970.000) and a cost center adjustment for \$2,610 from *Townhall Grounds Repairs & Maintenance (outside)* (GL# 101-265-932.000) to *Capital Outlay* (GL# 101-265-970.000)

MOTION Kean, seconded Ramey, to authorize the expense and payment for the emergency repair of the “Office” air conditioner by Ron Wieferich in the amount of \$5,110.

Roll Call Vote

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

Authorize Expense for Septic Tank Cleaning @ Township Hall. Supervisor Ramey stated the Township Hall septic tank is in need of cleaning. No one can remember the last time it was cleaned. Since we don’t know the tank size, included in the packet are quotes for three sizes.

MOTION Kean, seconded Lazet, to authorize the expense and payment for Shunk-Fiedler Septic Service to provide septic tank cleaning at the Township Hall in an amount not to exceed \$340 to be charged to *Townhall Grounds Repairs & Maint (outside) GL #101-265-932.000*.

Treasurer’s Expense Report. Treasurer Sherwood stated the expense report represents attendance and mileage for MMTA Advance Institute and banking mileage for the month of May. The expenses have been previously authorized.

Motion Lazet, seconded Kean to authorize the immediate reimbursement for the May/June expense report for Treasurer Sherwood in the amount of \$106.82

Roll Call Vote

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

Authorize the Payment of the Associated Government Services (AGS) Invoice. The monthly invoice was received today. The invoice covers the period of April 16th- May 15, 2018. One more invoice will be received from AGS covering expenses through June 15, 2018.

MOTION Kean, seconded Ramey, to authorize the expense and payment of the May AGS Invoice No. 1548 in the amount of \$848.00 to be charged to *Building Permits (GL #101-371-819.000) \$498.00 and Zoning Permits & Retainer Contractual Fee (GL #101-371-820.000) \$350.00.*

Roll Call Vote

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

Delinquent Miscellaneous Receivables – Treasurer’s Office Update. Treasurer Sherwood gave a status update on each of the miscellaneous receivables that are current or have not been turned over to Mid-Michigan Collection Bureau. The resident who spoke at Public Comment was the owner of the vehicle invoiced in the accident. That is why his name is on the collection.

Clerk’s Office – New GL#s. Clerk Kean referred the Board to page 2 of the Revenue & Expenditure Report for the newly created GL #101-101-804.000 -*M/R Collection Expense*. This general ledger number will be used to record the 30%/50% collection fee charged by Mid-Michigan Collection Bureau. This is an administrative accounting function. Informational only for the Board.

City of Mason Fire Contract Three Year Agreement for Fire Services. A proposed contract for \$91,000 has been received from the City of Mason for Fire Services. Attorney Revore has reviewed the contract and suggested three minor changes. Discussion followed regarding those suggested changes. The current agreement expires on 6-30-18.

MOTION Ramey, seconded Lazet, to approve the 3-year agreement with the City of Mason in the amount of \$91,000, (equal quarterly payments) contingent upon the city agreeing to our attorney recommendations, for fire service in Vevay Township.

Roll Call Vote

Ayes: Ramey, Sherwood, Lazet, Lacasse & Kean

Nays: None

Any Other Business. None

Additional Public Comment. Max Donovan, candidate for the 67th District House Seat, commended the Board for their transparency and conscientious of government. He presented his candidacy platform.

Adjournment. The meeting adjourned at 9:57p.m.

JoAnne Kean, Clerk

Transcribed by Deputy Clerk Mary Ruttan
Version 6/25/18 @ 5 pm