

**VEVAY TOWNSHIP  
BOARD OF TRUSTEES  
Regular Meeting  
Monday, December 10, 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 and Deputy Treasurer Debbie Blair  
**Others Present:** Two interested residents

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

**Set/Amend Agenda.**

**MOTION by Kean, seconded Sherwood, to set agenda as presented.**

**Voice Vote**

**Passed Unanimously**

**Consent Agenda.** Supervisor Ramey announced a budget adjustment was made to re-allocate \$4,000.00 from the Planning Commission Legal Services (GL #101-801-826.000) to General Legal Services (GL #101-210-826.000).

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

- Meeting Minutes for Regular Meeting on 11-14-18 \*approved & filed
- Financial Reports – November 2018, 1) Fund Balances 2) Balance Sheets 3) Revenue & Expenditure Reports, and 4) Accounts Receivable Report \*received & filed
- Report for Missing Property Transfer Affidavits \*received & filed
- Planning Commission Regular Meeting minutes of 11-7-18 \*distributed
- Correspondence from:
  - 1.) Mason Fire Department re: November Response Reports. \*filed
  - 2.) WOW! Quarterly Report Ending 9-30-18 & Payment of Fees. \*filed

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

**Roll Call Vote**

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

**Items Removed From Consent Agenda – Discussion.** None.

**Public Comment.** None.

**Accounts Payable Disbursement Authorization.** Clerk Kean reviewed the Disbursement Authorization list explaining the additional check register for EFT 314. There were no questions.

**MOTION Kean, seconded Lazet, to approve the Disbursement Authorization Report for General Fund Checks #29339-29404 and EFT's #314, #315, #316, #317 and #318 in the total amount of \$38,323.24.**

**Roll Call Vote**

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

**Supervisor's Report: College Road Properties.** Supervisor Ramey referred the Board to the packet enclosed information. The farmland lease agreement with Mike Smalley Farms expires on December 31, 2018. Discussion followed on extending the agreement. The lease agreement allows for an extension.

**MOTION Lazet, seconded Sherwood, to authorize the Supervisor to extend the lease for three (3) years and negotiate at the current rate of \$155 per acre.**

**Roll Call Vote**

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

**Supervisor's Report: City of Mason 425 Agreement Lawsuit.** Supervisor Ramey referenced the packet enclosed 425 Agreement Expense Sheet. Through an e-mail, Attorney Thall indicated the City of Mason would like to discuss a settlement. The amount due Vevay Township is 11,618.81 for tax year 2016 and 9,343.40 for tax year 2017. Trustee Lacasse inquired regarding the 2018 amount due. Supervisor Ramey said it is about \$7,000, but we are still trying to verify the amount.

**Treasurer's Report: Collection Payment Report/Invoice Short List.** Treasurer Sherwood reviewed the Collection Payment Report/Invoice Short List. Since the report was published, Consumers Energy and Russell Holding LLC have made payment.

**Clerk's Report: Elections Update.** Clerk Kean stated the election audit on Precinct 2 was completed by County staff and there were no findings. The election workers did an excellent job. The audit included hand counting the Attorney General, Probate Judge and Proposal 3 races. Clerk Kean gave an update on the new election legislation due to the passing of Proposal 3. In future elections, additional workers will be need because of the no reason AV Ballot and same day registration. Clerk Kean is pursuing the idea of establishing an Absent Voter Counting Board (AVCB) which would require the purchase of a third tabulator. Additional information will be provided during the budget cycle.

**Interim Zoning Administrator Report: November 2018 Building/Enforcement Report.** Interim Zoning Administrator Ramey reviewed the report included in the packet.

Supervisor Ramey stated the Planning Commission approved a ground mount Solar Panel Array for 504 Diamond Road.

The residence at 1850 Service Road has been purchased and will be converted to an Adult Foster Care facility. Per Michigan Zoning Enabling Act 110 of 2006, section 206, a Special Use Permit (SUP) is not required. A building permit will be issued.

The Michigan Trapshooters Association has applied for an amendment to their Special Use Permit #72. The Board reviewed the information provided in the packet. A public hearing has been scheduled by the Planning Commission for Wednesday, January 9, 2019 at 6:30 p.m.

**Authorization Request for Expense and Payment of 2018 IC Drain Assessment at Large.**

**MOTION Kean, seconded Lazet, to authorize the expense and payment of the 2018 Drain Assessment At Large invoice in the amount of \$18,291.21, to be paid in the month of February 2019, and charged to *Drain Tax at Large* (GL# 101-445-969.000).**

**Roll Call Vote**

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

**Nays: None**

**2018 Winter Tax Bills.** Treasurer Sherwood referred the Board to her memo included in the packet regarding the due date error on the winter tax bills. Treasurer Sherwood's recommendation is to wait until January and send a notice to all unpaid taxpayers. Clerk Kean inquired if there will be enough postage in the budget to cover the additional mailing. This agenda item will be included in the January Board meeting.

**Authorization Request for Educational Training: Treasurer's Office - MMTA Winter Workshop.** Treasurer Sherwood stated the request and informational workshop sheet was included in the packet. Clerk Kean stated that past practice would pay the Deputy Treasurer a per diem rate of \$75.00/full day and \$50.00/half day to be charged to *Wages-Deputy Treasurer* (GL #101-253-703.000)

**MOTION Kean, seconded Lazet, to authorize the expense and payment in the amount of \$248.00 for the Treasurer and Deputy Treasurer to attend the MMTA Winter Workshop in Lansing to be charged to *Treasurer's Educational Meetings* (GL #101-253-960.000)**

**Roll Call Vote**

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

**Nays: None**

**Authorization Request for Educational Training: MTA Board of Review Training.** Supervisor Ramey stated a new member will be appointed to the Board of Review and will require attendance at a Board of Review Training. The training is schedule for February 20, 2019. The discounted rate is \$91.00 plus \$34.50 for the book.

**MOTION Sherwood, seconded Lazet, to authorize the expense and payment in the amount of 125.50 for the newly appointed Board of Review member to attend the 2019 Board of Review Training class to be charged to *Board of Review Educational Meetings* (GL #101-247-960.000)**

**Roll Call Vote**

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

**Nays: None**

**Authorization Request for Educational Training: Clerk's Office – MAMC Master's Academy Training.** Clerk Kean asked the Board to favorably consider the request included in the Board packet. Both present excellent opportunities for the Clerk's office to better meet its responsibilities.

**MOTION** Lazet, seconded, Lacasse, to authorize the expense and payment of \$900.00 for the Clerk and Deputy Clerk to attend the MAMC Master Academy; \$450.00 charged to *Clerk-Educational Meetings* for the Clerk's registration fee (GL #101-215-960.00) and \$300.00 charged to *Clerk-Educational Meetings* for the Deputy Clerk's registration fees (GL #101-215-960.000) and \$150.00 Per Diem charged to *Deputy Clerk's Wages* (GL #101-215-703.000).

Roll Call Vote

Ayes: Sherwood, Ramey, Kean, Lacasse & Lazet

Nays: None

**MERS Retirement Benefit Review.** Supervisor Ramey stated the requested information by Trustee Lazet is included in the packet. The Board all agreed the meeting with MERS Regional Manager, Marne J. Daggett, was very informative. Further information and discussion is needed to determine future considerations.

**Asset Maintenance and Replacement Schedule Discussion.** The information provided in the packet was Government Finance Officers Association's "Best Practices" regarding policy and budgeting for Asset Maintenance and Replacement. Discussion followed on how and why to include Asset Maintenance and Replacement in the budget cycle. Supervisor Ramey and Trustee Lazet will collaborate and present recommendations to the Board before the beginning of the budget cycle.

**Code Enforcement Officer Rules and Regulations.** Treasurer Sherwood presented the proposed Municipal Ordinance Violations Bureau Rules & Regulations. This includes the recommendations from Trustee Lazet. Discussion followed line by line. Clerk Kean would like to add a Complaint Log as a requirement. Suggested wording is "Treasurer's Office will maintain a Complaint Log" to be added to the end of line 5.

## MUNICIPAL ORDINANCE VIOLATIONS BUREAU

### RULES & REGULATIONS

Ref: Ord. No. 55

4.005 Sec 5(b)

The Code Enforcement Officer is appointed by the Township Board and shall be under the supervision and control of the Township Treasurer.

The Code Enforcement Officer shall complete a violation information sheet for all reported or suspected violations.

The Treasurer will be given a copy of the info sheet when completed by the Enforcement Officer.

Upon request of the Treasurer, the violation is investigated by the Code Enforcement Officer. Written notice of the violation is sent to the violator with a time frame for response.

The Enforcement Officer will maintain a file copy of all written and verbal communications regarding the suspected, reported, and substantiated violation. Treasurer will maintain a complaint log report.

The Treasurer will be kept informed of all actions before any formal citations are issued for collection by the Code Enforcement Officer (See 4.006, Sec 6 (a). The Treasurer will notify the Enforcement Officer when payment has been received.

Any further legal action required for correction of violations must be authorized by the Board of Trustees.

**MOTION, Kean, seconded Lazet, to approve the Municipal Ordinance Violations Bureau Rules & Regulation with the addition of the Complaint Log.**

**Roll Call Vote**

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

**Zoning Administrator Job Description.** Supervisor Ramey referred to the proposed changes to the Zoning Administrator's Job Description. Clerk Kean spoke with the original creator of the job description for clarification on intent. Discussion followed regarding proposed changes and a recently discovered Ordinance Enforcement Policy. The agenda item was postponed until the next meeting.

**Board Appointments.** Clerk Kean explained the "Notes" on the Board Appointments for December 2018 enclosure. Discussion followed on the appointments. Roger Wood requested not to be re-appointed to the Zoning Board of Appeals. The Board is very grateful to Roger Wood for his years of service to Vevay Township.

**MOTION Ramey, seconded Kean, to appoint or re-appoint\*:**

<b>Brad Erickson</b>	<b>Compensation Commission</b>	<b>Partial (4yr.) Term 1/1/19 to 9/30/22</b>
<b>Richard Claeys*</b>	<b>Compensation Commission</b>	<b>Partial (2yr.) Term 12/10/18 to 9/2/20</b>
<b>Robert Bernstein</b>	<b>DDA</b>	<b>Partial (4yr.) Term 12/10/18 to 4/5/22</b>
<b>Bill Potter</b>	<b>ZBA</b>	<b>Full (3yr.) Term 12/2/18 to 12/2/21</b>

**Roll Call Vote**

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

**MOTION Ramey, seconded Kean, to recuse Trustee Lacasse from voting on the appointment of Janice Smith to the Board of Review due to a conflict of interest.**

**Voice Vote**

**Passed Unanimously**

**MOTION Lazet, seconded Sherwood, to appoint Janice Smith to the Board of Review for a full (2yr.) term effective 1/1/19 to 1/1/21.**

**Roll Call Vote**

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

**Abstain: Lacasse**

**Nays: None**

**Any Other Business.** The Planning Commission will have a public hearing for the Trapshooters Association on January 9, 2019 at 6:30 p.m. Trustee Lazet offered to present a residents comments at the public hearing.

**Additional Public Comment.** A resident offered his support for the Trapshooters Association and commended them for providing employment opportunities for Michigan youth.

**Adjournment.** The meeting adjourned at 8.38 p.m.

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JoAnne Kean, Clerk

Transcribed by Deputy Clerk Mary Ruttan