

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Special Meeting
Tuesday, March 19, 2019
Vevay Township Hall – 6:00 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: David Vincent, Applicant for the Zoning Administrator and Code Enforcement Officer Position.

The meeting was called to order by Supervisor Ramey at 6:00 p.m. and followed by the Pledge of Allegiance.

Set/Amend Agenda.

MOTION Ramey, seconded Lazet, to set agenda, as presented.

Voice Vote

Passed Unanimously

Public Comment. None

Resignation of Interim Zoning Administrator and Code Enforcement Officer. Supervisor Ramey read his letter of resignation as Interim Zoning Administrator and Code Enforcement officer. The Board greatly appreciated and thanked Supervisor Ramey for filling the position of Zoning Administrator and Code Enforcement Offer during a time of transition.

MOTION Kean, seconded Lazet, to accept the resignation, effective March 8, 2019, with gratitude and praise for the efforts Jesse Ramey has provided to the Township and his continued support until a new Zoning Administrator and Code Enforcement Officer is appointed.

Voice Vote

Passed Unanimously

Interview of Zoning Administrator/Code Enforcement Applicant. The Board reviewed the resume of David Vincent. Trustee Lazet stated he was impressed with Mr. Vincent's background, skills and licensing. Each Board member was given the opportunity to ask Mr. Vincent questions regarding his experience in code enforcement and zoning administration, his hours of availability, situation examples (how he would resolve them), and salary requirements. Mr. Vincent thanked the Board for the opportunity to interview for the position and left the meeting.

Discussion followed regarding Mr. Vincent's qualifications, flexibility of hours, salary requirements, references, terms and length of contract, monthly reporting requirements, primary contact responsibilities, and administrative requirements.

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
RESOLUTION TO APPOINT THE ZONING ADMINISTRATOR
CODE ENFORCEMENT OFFICER
FOR VEVAY TOWNSHIP RESOLUTION NO. 19-02**

Resolution moved by Kean and seconded by Ramey to appoint the **Zoning Administrator and Code Enforcement Officer** of Vevay Township, Michigan; and

WHEREAS, Vevay Township adopted Ordinance No. 68, Section 19.01 authorizes the Board of Trustees to appoint a **Zoning Administrator** to administer and enforce the Zoning Ordinance 68; and

WHEREAS, Vevay Township adopted Ordinance No. 55, Section 5 authorizes the Board of Trustees to appoint a **Code Enforcement Officer** to administer and enforce the Municipal Ordinance Violations Bureau.

NOW, THEREFORE, BE IT RESOLVED that David Vincent is hereby appointed as the **Zoning Administrator and Code Enforcement Officer** for Vevay Township charged with the duty of administering and enforcing Zoning Ordinance 68 and Municipal Ordinance Violations Bureau; and

BE IT FURTHER RESOLVED, that the **Zoning Administrator's** job duties are further described in Attachment A, Zoning Administrator Job Description; and

BE IT FURTHER RESOLVED, that the **Code Enforcement Officer's** job duties are further described in Attachment B, Municipal Ordinance Violations Bureau Rules & Regulations Policy; and

BE IT FURTHER RESOLVED that the Vevay Township Board of Trustees shall establish the rate of compensation for Vevay Township **Zoning Administrator and Code Enforcement Officer** positions to be paid the amount of \$12,000 per year effective April 1, 2019; and

BE IT FURTHER RESOLVED that the Vevay Township **Zoning Administrator and Code Enforcement Officer** positions, as an employee of Vevay Township, shall be paid monthly; and

BE IT FURTHER RESOLVED, that an employee evaluation shall be completed quarterly for the first year; and

BE IT FURTHER RESOLVED, this agreement is valid until March 31, 2020, or until written notice of termination is issued by either party or the other at least sixty (60) days prior to the desired termination date; and

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

Any Other Business that may lawfully come before the Board. None

Adjournment. The meeting adjourned at 7:26 p.m.

JoAnne Kean, Clerk

Transcribed by Deputy Clerk Ruttan