

Mason, Michigan, 48854, for a Shooting Range as provided for under Section 5.02 of the Vevay Township Zoning Ordinance, on property zoned A-1 Agricultural, commonly known as 1534 W Service Road, Vevay Township, Ingham County, Michigan, and further herein described as:

Parcel #33-10-10-20-300-001 - W Service Road, Mason, MI

V 20-7 W 100 A. OF SW 1/4 OF SEC. 20, T2NR1W - 100 A

Parcel #33-10-10-20-300-002 - W Service Road, Mason, MI

V 20-8 N 20 A. OF E 60 A. OF SW 1/4 OF SEC. 20, T2NR1W - 20 A

Parcel #33-10-10-20-300-003 - W Service Road, Mason, MI

V 20-9-2 S 40A OF E 60A OF SW 1/4 OF SEC 20, T2NR1W

Parcel #33-10-10-20-400-003 - W Service Road, Mason, MI

V 20-9 S 1/2 OF SE 1/4 OF SEC 20 EXC ALL THAT PT OF S 1/2 OF SE 1/4 E OF LN 155 FT W OF MEAS AT R/A & PLL TO SURVEY LN OF HWY US-127 RELOC. SEC 20, T2NR1W. 73.270A

Parcel #33-10-10-29-100-017 - W Service Road, Mason, MI

V 29-5 A PARCEL 100 RDS E & W BY 64 RDS N & S IN NW COR OF SEC 29 EXC BEG AT NW COR SEC 29 -S89D55'20"E ALNG N SEC LN 264 FT -S PLL TO W SEC LN 660 FT - S89D55'20"E 286 FT -S 396 FT -N89D55'20"W 550 FT TO W SEC LN -N ALNG W SEC LN 1056 FT TO POB SEC 29 T2NR1W 31.0 AM/L

Parcel #33-10-10-29-200-007 - 1534 W Service Road, Mason, MI

V29-1 V29-4 N 60A OF NE1/4 SEC29 LYING W OF C/L SERVICE RD ALSO BEG @ N ¼ COR SEC 29 -N89D55'20"W 993.31 FT -S00D10'35"W 440 FT - S89D55'20"E 993.31 FT -N00D10'35"E 440 FT TO POB SEC29 T2NR1W 64.93A M/L

Said permit is subject to annual review and said standards upon which this permit is issued must be maintained. In addition to the stipulations listed herein, the undersigned, *Michigan Trapshooters Association*, hereby agrees to abide by the provisions set forth by Vevay Township Zoning Ordinance No.68, Chapter 16, Section 16.02 (II), and the following conditions.

ELIMINATE the existing 13 conditions and replace with the following:

1. The MTA shall maintain and have inspected annually the Lagoon Sanitary Waste Management System. Results of the inspection shall annually be submitted to the Township.
2. The MTA shall maintain dust control practices, utilizing best practices. The MTA shall annually report to the Township the efforts it has undertaken to reduce dust.
3. The MTA may construct and use up to 44 traps for shooting purposes.

4. The MTA may have no more than four (4) lighted traps for use after dark. Shooting on these traps must end by 10:15 pm, though the lights may remain on until 10:30 to allow for clean-up activities only.
5. The MTA may rent the clubhouse and kitchen to up to members for social events, with a capacity of no more than 250 persons. The MTA shall annually report to the Township the number of days such rentals occurred.
6. The MTA may rent the campgrounds with use of the clubhouse and kitchen, for up to 500 persons, to non-profit organizations.
7. The MTA may maintain and use up to 300 camping sites.
8. There shall be no general announcements or National Anthem on the public address system prior to 8:45 am or after shooting has ended for the day. There may be amplified announcements as early as 7:30 am on days when more than 1,000 shooters are expected to participate.
9. Area to be completed as shown in the site plan, excluding the Tuttle Road exit.
10. The MTA shall develop an updated Environmental Stewardship Plan as outlined in the Generally Accepted Operating Practices adopted by the state. The Plan shall be filed with the Township no later than September 15, 2019.
11. The MTA shall annually test the pH of the soil in the shotfall area, and use the results to meet the requirements of their Environmental Stewardship Plan for reducing lead migration to ground water.
12. The MTA shall annually test their potable water wells for the presence of lead, and submit the results to the Township.
13. The MTA shall test the surface waters and sediment of Sycamore Creek for the presence of lead, at the southern side of the property where the Creek enters the property, and where the Creek leaves the property. Results shall annually be submitted to the Township.
14. Lead shall be reclaimed starting in 2019. The MTA shall submit to the Township a site map indicating reclaimed areas by the end of the year in which efforts occurred, and how much lead was reclaimed.
15. Any sampling of lead pellet concentrations shall be reported to the Township, including location and
16. Lead reclamation efforts shall commence no later than five years since the last reclamation efforts.

17. Tournament shoot days shall not exceed 48 days per year, allocated as follows:

- a. May 12 days
- b. June 12 days
- c. July 12 days
- d. August 4 days
- e. September 6 days
- f. October 2 days

18. The facility may be open for practice by youth teams for up to two (2) days per week, from March through October. The traps used shall be as far to the eastern side of the property as feasible. Shooting shall not extend beyond 7:00 pm., and trap lighting shall not be used during these days.

MOTION Ramey, seconded Sherwood, to approve *Michigan Trapshooting Association* amended Special Land Use Permit No. 72.01 as recommended by the Planning Commission with special conditions 1-18, striking special condition 19.

Roll Call Vote

Ayes: Ramey, Sherwood, Lazet & Kean

Absent: Lacasse

Nays: None

Mr. Lewis, President of the *Michigan Trapshooting Association* thanked the Planning Commission and the Township Board.

Zoning Administrator Position. Trustee Lazet explained the miscommunication regarding the salary consideration for Mr. Vincent. Clerk Kean stated Resolution 19-03 rescinds resolution 19-02 passed at the Special Board Meeting on March 19, 2019.

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
RESOLUTION TO RESCIND RESOLUTION 19-02 AND APPOINT THE
ZONING ADMINISTRATOR CODE ENFORCEMENT OFFICER
FOR VEVAY TOWNSHIP RESOLUTION NO. 19-03**

Resolution moved by Kean and seconded by Lazet 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 \$15,060 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 Resolution #19-02 be rescinded and 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: Sherwood, Ramey, Kean & Lazet

Absent: Lacasse

Nays: None

Review Motion on 2019-20 Elected Officials Salaries. The previous March 7, 2019 motion to accept the Compensation Commission recommendation for a 1% base salary increase was a failed motion because it did not receive a 2/3 vote per MCL 41.95. If no action is taken by the Board, the Compensation Commission recommendation shall be effective 30 days following the filing of the recommendations with the township clerk. Supervisor Ramey felt the lump sum and per election payments are not salary and therefore are not within the Compensation Commission's authority to recommend. Trustee Lazet noted that the appropriate review is through the Compensation Commission process and that he intends to honor that process. Discussion followed regarding the future Compensation Commission standards and presentation format.

MOTION Ramey, seconded Sherwood, to reject the Compensation Commission salary recommendations for the 2019-20 fiscal year.

Roll Call Vote

Ayes: Sherwood & Ramey

Absent: Lacasse

Nays: Lazet & Kean

Motion failed. The Compensation Commission recommendations are accepted.

Supervisor Ramey presented a written statement to the Board regarding his position on the Compensation Commission recommendations. This statement is available upon request from the Township Clerk.

2019-2020 Budget Adoption. Supervisor Ramey indicated that no motion would be necessary for the following salary declarations if amounts remain the same for the 2019-20 Fiscal Year as were approved for the 2018-19 Fiscal Year.

Assessor Salary. Assessor Jeff Mackenzie and Assessor Assistant Jill Schliep's combined wages will remain at \$31,620. Assessor Assistant Jill Schliep's hourly rate will increase by \$2.00 to 18.00 per hour effective 4/1/19.

Office Secretary Wages. Office Secretary Shirley Harmon's hourly wage will remain at \$16.00 per hour for 30 hours per week. A motion would be necessary to approve personal leave hours, vacation hours and a one-time payment of \$500.00 in lieu of a wage increase. These hours must be used within the fiscal year. The position does not have sick leave; however other benefits include term life insurance, 80% of health care benefit is paid by the Township, and a portion of MERS retirement is paid by the Township.

MOTION Kean, seconded Ramey, to make a one-time payment of \$500 to the Office Secretary, Shirley Harmon, in the month of May, and to approve three hours of vacation time per month as well as a total of twelve hours of personal leave to be used within the fiscal year. The hourly wage will remain the same at \$16.00 per hour.

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

Deputy Clerk Wages. Deputy Clerk Ruttan hourly wage will remain at \$16.00 per hour. A motion will be necessary to approve a one-time payment of \$1,000 in lieu of a wage increase. There are no benefits for this position.

MOTION Kean, seconded Lazet, to authorize a one-time payment of \$1,000 to the Deputy Clerk, Mary Ruttan, to be paid in the month of May. The hourly wage will remain the same.

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

Deputy Treasurer Wages. Deputy Treasurer Debbie Blair's wage will remain set at \$15.00 per hour. There is no planned wage increase; however, \$1,000 for additional work hours was added to the adopted budget. There are no benefits for this position.

Custodian Wages. The custodian's wage will remain the same at \$15.20 per hour. Supervisor

Ramey has again this year, recommended authorizing a one-time payment of \$200 in lieu of an hourly increase.

MOTION Ramey, seconded Lazet, to authorize a one-time payment of \$200 to the custodian, Roger Shiery, to be paid in the month of May. The hourly wage will remain the same.

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

Cemetery Sexton Wage. The Cemetery Sexton's wage will remain the same at \$4,000 per year. Clerk Kean - noted that these wages are not included in the MERS retirement program as decided by the previous Board.

Planning Commission/Joint Mason Vevay PC/Zoning Board of Appeals/Building Board of Appeals Per Diem. The Board has recommended the Per Diem rate for members of the Planning Commission, Joint Mason Vevay PC, Zoning Board of Appeals, and Building Board of Appeals remain at \$70 per meeting with an additional five dollars for the Chairperson of each body (a total of \$75) as agreed to in the past few years.

Board of Review/Per Diem. The current per diem rate of \$95 for Board of Review members will remain the same as agreed to in the past several years.

Election Inspectors/Per Diem & Meal Expense. Clerk Kean recommends same as the past several years, maintaining the current per diem rates of \$11 per hour for regular Election Inspectors, \$12 per hour for Electronic Poll Book Inspectors, and \$15 for Precinct Chairpersons. The recommended meal expense will remain \$300 per Election Day.

Clerical per diem for Planning Commission and Zoning Board of Appeals. The current clerical per diem rate of \$50 for the Planning Commission and Zoning Board of Appeals Secretaries will remain the same. As elected secretary of the Planning Commission, Trustee Lazet will donate his clerical time to the Township. In the event of the absence of the elected (PC) Secretary, the substitute secretary will be paid a \$50 per diem.

Housekeeping Services at Township Hall. The per diem rate of \$65 per weekly cleaning of the Township Hall will remain the same as the previous year. Duties will be performed by Brett Linsley.

Website Services Support. Supervisor Ramey recommended a one-time upfront stipend of \$275 and a hourly rate increase to \$17 per hour. The current website support is being provided by Brett Linsley.

MOTION Kean, seconded Lazet, to pay a one-time upfront stipend of \$275 and hourly rate of pay set at \$17 to Brett Linsley for website services support.

Roll Call Vote **Ayes: Kean, Ramey, Sherwood & Lazet**

Absent: Lacasse
Nays: None

2019-20 Property Tax Millage Rate. The property tax rate will be 1.0 mills. Over time the Headlee rollback will begin reducing this rate.

Review of Recommended Budgets 2019-2020. The Board reviewed the 2019-2020 recommended budget by line item. Discussion followed on recommended changes.

Trustee Lazet left the meeting at 7:57 and returned at 7:59.

Treasurer Sherwood would like the BS&A Support Service for on-line access to be a one year trial period and the Board agreed.

Supervisor Ramey recessed the meeting at 8:21. Clerk Kean will prepare a finalized recommended budget incorporating the changes.

The meeting reconvened at 8:46.

Adoption of The General Appropriations Act Resolution. Supervisor Ramey referred the Board to the packet enclosed General Appropriation Act Resolution. The revenue and expense totals were added to Section 5 and Section 7.

**VEVAY TOWNSHIP
RESOLUTION ADOPTING
GENERAL APPROPRIATIONS ACT
RESOLUTION NO. 19-04**

A resolution to establish a general appropriations act for Vevay Township; to define the powers and duties of the Vevay Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Vevay Township resolves:

Section 1: Title

This resolution shall be known as the Vevay Township General Appropriations Act.

Section 2: Chief Administrative Officer

The Township Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

Section 3: Fiscal Officer

The Township Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

Section 4: Public Hearings on the Budget

For general law townships: Pursuant to MCLA 141.412; MCLA 141.413, notice of a public hearing on the proposed budget was published in a newspaper of general circulation on February 24, 2019, and a public hearing on the proposed budget was held on March 11, 2019.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2019-20, including an allocated millage of 1.0 mills; and various miscellaneous revenues shall total \$711,901.

Section 6: Millage Levy

The Vevay Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll an amount equal to 1.0 mills as set forth by the Township Board.

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2019-20 for the various township cost centers shall total \$707,463.

Section 8: Adoption of Budget by Cost Center

The Board of Trustees of Vevay Township adopts the 2019-20 fiscal year general fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel may be made without prior board approval by budget amendment.

Section 9: Appropriation not a Mandate to Spend

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations, and shall not issue any township order for expenditures that exceed appropriations.

Section 10: Transfer Authority

The Chief Administrative Officer shall have the authority to make transfers among the various cost centers without prior board approval, if the amount to be transferred does not exceed \$4,000. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

Section 11: Periodic Fiscal Reports

The fiscal officer shall transmit to the board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. a summary statement of the actual financial condition of the general fund at the end of the previous quarter;
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous quarter month;
- c. a detailed list of:

- I. Expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
- II. For each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

Section 12: Limit on Obligations and Payments

No obligation shall be incurred against, and no payment shall be made from any appropriation account unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

Section 13: Budget Monitoring

Whenever it appears to the Chief Administrative Officer or the Township Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the township board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

Section 14: Violations of This Act

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A. 621 of 1978 and the Vevay Township personnel manual (if applicable).

Section 15: Board Adoption

MOTION Kean, seconded Ramey, to adopt Resolution 19-04, General Appropriations Act.

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

THE RESOLUTION WAS DECLARED ADOPTED.

Adoption of Special Revenue Fund Budgets.

MOTION Ramey, seconded Kean, that the 2019-20 Special Revenue Fund Budgets be adopted as follows:

<u>Budget for:</u>	<u>Revenues:</u>	<u>Expenditures:</u>
Hawley Cemetery Fund	\$3,005	\$3,000
Downtown Development Authority	\$44,500	\$40,400
Eden Street Lighting Fund	\$950	\$900
Lone Oak Street Lighting Fund	\$1,050	\$1,110
Bullen Estates Street Lighting Fund	\$1,651	\$1,560
Mason Manor Lighting Special Account	\$9,200	\$9,200

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

Adoption of 2019-2020 Fee Schedule. The fee schedule reflects the increase in cemetery lots, grave openings, foundations for markers, and tax/Assessing Roll Request. Discussion followed on the fee for providing faxing service, which has been added to the fee schedule.

**VEVAY TOWNSHIP, COUNTY OF INGHAM
RESOLUTION ADOPTING THE VEVAY TOWNSHIP
2019-20 FEE SCHEDULE
RESOLUTION #19 -05**

At a special 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 25 day of March 2019.

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

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 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 2019-2020 Vevay Township Fee Schedule is hereby adopted effective April 1, 2019.

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

THE RESOLUTION WAS DECLARED ADOPTED.

2018-19 Budget Amendments. Clerk Kean informed the Board of a transfer authority adjustment for the Clerk. Transferring \$150.00 from *Print/Publish/PostageClerk* (GL #101-215-900.000) to *Print/Publish/PostageElection* (GL #101-191-900.000).

Authorization to Place Portable Toilet on Township Grounds for Seven Months.

MOTION Lazet, seconded Sherwood, to authorize the placement of a portable toilet on Township Grounds for seven months at \$85.00 a month, not to exceed \$595.00.

Roll Call Vote

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

Public Comment. Resident Jim Blair expressed his disagreement with the Board's decision regarding the Compensation Commission recommendations.

Any Other Business. None.

Adjournment. The meeting was adjourned at 9:16 p.m.

JoAnne Kean, Clerk

Transcribed by Mary Ruttan, Deputy Clerk