

**VEVAY TOWNSHIP  
BOARD OF TRUSTEES  
Regular Meeting  
Monday, July 15, 2019  
Vevay Township Hall – 780 Eden Rd.  
517-676-9523  
7:00 p.m.**

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**MINUTES**

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

**Members Absent:** None

**Staff Present:** Deputy Clerk Mary Ruttan and Deputy Treasurer Debbie Blair

**Others Present:** Mason Branch Head Librarian Cheryl Lindemann and three CADL representatives and five interested residents.

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

**Roll Call/Excuse Absent Member.** None.

**Set/Amend Agenda.** The following Items were added under:

Pending Business:

Site Plan Cost for Elhorn Engineering  
PTA Discussion

Supervisor's Report:

Zoning Compliance Permits

**Consent Agenda.**

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

- Meeting Minutes for the Regular Meeting on 6-10-19. \*approved & filed
- Financial Reports – June 2019, 1) Fund Balances & Investments 2) Balance Sheets 3) Revenue & Expenditure Reports and 4) Delinquent Miscellaneous Receivables. \*received & filed
- Report for Missing Property Transfer Affidavits. \*received & filed
- Planning Commission Regular Meeting minutes of 6-5-19. \*distributed
- Building Report - June. \*received & filed
- Zoning Administrator Report: Enforcement Report for June 2019. \*received & filed
- IC Sheriff's Office – Vevay Twp. June Incident Report June 2019. \*received & filed
- Correspondence from:
  - 1.) Mason Fire Department re: June Response Reports. \*filed
  - 2.) MTA Letter of Thank You for Renewing Membership 2019-20. \*filed
  - 3.) MS 2019 Bike Event – July 20<sup>th</sup> & 21<sup>st</sup>. \*filed
  - 4.) WOW! Channel Line-up Change 8-1-19. \*filed
  - 5.) MI PSC: Notice of Hearing for Cons. Energy Co Case U-20563. \*filed

**MOTION by Kean, seconded Lacasse, 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.

**CADL 2018 Annual Report – Mason Branch Head Librarian Cheryl Lindemann.** Ms. Lindemann announced she has accepted another position within CADL and introduced Heather Goupil as the new Mason Branch Head Librarian. Ms. Lindemann presented a recap of the statistics and services provided by the CADL during their 20<sup>th</sup> year of serving communities. Ms. Lindemann stated the Mason Branch is the “little library that could” serving over 84,937 visitors.

**Accounts Payable Disbursement Authorization.** Clerk Kean reviewed the “revised” Disbursement Authorization list highlighting several items with an explanation. There were no questions from Board members.

**MOTION Kean, seconded Lacasse, to approve the Disbursement Authorization Report for General Fund Checks #29756-29844 and EFT’s #351, #352, #353, #354, #355 and #356 in the total amount of \$51,957.81.**

**Roll Call Vote**

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

**Supervisor’s Report: 2019 Agreement for Local Road Improvement.** Supervisor Ramey referred the Board to the 2019 Agreement for Local Road Improvement. He (Ramey) explained the miscommunication with the Ingham County Road Department regarding the budget amount of \$80,000. The Ingham County Road Department interpreted the request to be for \$40,000 from Vevay Township with a \$40,000 match from the Ingham County Road Department. Consequently, the Township will have \$40,000 budgeted that will not be spent on roads.

**Supervisor’s Report: Zoning Compliance Permits.** Trustee Lazet inquired from Supervisor Ramey if he was signing the Zoning Compliance Permits and under what authority gave him permission to sign the permits. The authorization of signing of the permits is invested in the Zoning Administrator. Discussion followed on the question if the permits signed by the Supervisor are valid permits and if new permits will need to be reissued.

**Treasurer’s Report: Summer Tax Bill.** Treasurer referred the Board to her memo regarding the Printing of the Tax Bills and Newsletter. She (Sherwood) was very delighted and satisfied with the performance and quality of work of KCI Printing. The outsourcing of the tax bills with KCI is a cost savings to the Township. The Board approved contract with KCI was only for the summer tax bill. Treasurer Sherwood will present the Board with a new request from KCI for the printing and mailing of the winter tax bills.

**Clerk's Report: Election Update.** Clerk Kean informed the Board that the Election Commission passed Resolution #19-03 to Abolish the Division of Precincts and Consolidate Vevay Township into a Single Precinct. This will be a cost savings to the Township eliminating the need to purchase a third tabulator. Approximately 1,060 New Voter ID Cards will be sent to residents in precinct 2 informing them of the change, as required by law.

**Trustee Lacasse: ZBA Update.** As a member of the ZBA, Trustee Lacasse presented to the Board an update on the ZBA meeting regarding the request from *Elhorn Engineering* for two variances. He (Lacasse) gave a brief synopsis of the meeting and described the findings of fact the ZBA created. Both variance requests were approved. The Zoning Board of Appeals did a commendable job.

**Trustee Lazet: Planning Commission Update.** Trustee Lazet gave the Board an update on the Public Hearing on the changes to the Gravel Mining Ordinance. To be more effective to address issues and supplement resident input, the Planning Commission will be using a sub-committee. The sub-committee for the Gravel Mining Ordinance is comprised of two Planning Commission members and five volunteer residents.

**Authorization Request for MTA Training "Hot Topics in Planning & Zoning" by Chris Lewis.** Supervisor Ramey stated a request from Planning Commission Member Chris Lewis has been received to attend MTA's training on "Hot Topics in Planning & Zoning". We qualify for the early bird registration fee and no hotel is needed. After discussion, Clerk Kean recommended including the 2-book package.

**MOTION Kean , seconded Lacasse , to authorize the expense and payment of \$232.00 for Chris Lewis to attend MTA's "Hot Topics in Planning & Zoning" on August 20, 2019 at Frankenmuth, Michigan to be expense to *Planning Commission Educational Meeting* (GL #101-801-960.000) in the amount of \$232.00 and transfer \$72.00 from *Planning Commission-Print/Publish/Postage* (GL#101-801-900.000) to *Planning Commission Educational Meeting* (GL #101-801-960.000)**

**Roll Call Vote**

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

**Authorization Request for IT Contract Renewal with *Vargas Computer Systems, Inc.* (8-1-19 to 8-1-20).** Supervisor Ramey stated the proposal from *Vargas Computer Systems, Inc.*, in the amount of \$550.00 is included in the packet which covers servicing of the computers and server. The amount is the same as the previous year. Mr. Vargas is exceptional at providing service by phone or in person.

**MOTION Sherwood, seconded Lazet, to approve the contract renewal with *Vargas Computer Systems, Inc.*, at the rate of \$550 per month for the period from 8-1-19 to 8-1-20.**

**Roll Call Vote**

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

**Authorization Request for the “Jet Out” of Drain Tile on Vevay Township Property, Eden Road.** Supervisor Ramey stated the field behind the Township Hall is once again not draining. John Fisher from *Anderson Fisher* advised Supervisor Ramey to “jet out the drain tile”. This process is using pressurized water to flush out the blockage and track where the problem occurs for future issues. Supervisor Ramey stated the last time the tile was cleared, the DDA payed for it. He is confident they will reimburse the Township. Supervisor Ramey considers this a safety issue.

**MOTION Ramey, seconded Lazet, to authorize the expense and payment to up \$800.00 for the cleaning of the drain tile in the field behind the Township Hall to be charged to *Building and Grounds Capital Outlay* (GL# 101-265-970.000).**

**Roll Call Vote**

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

**Health Insurance Proposals from *Burnham & Flower* Effective 10-1-2019.** The Township’s employee healthcare is due for renewal with an increase of 10.92%. The insurance coverage is for two employees. Discussion followed regarding the effectiveness of the insurance and the option of other plans. Both employees are satisfied with the current insurance coverage. During the 2020-2021 budget process, alternatives will be reviewed for the possibility of substantial cost savings.

**MOTION Kean, seconded Lacasse, to authorize the expense and payment of \$22,910.64 at the rate of \$1,909.22 per month for the *Blue Care Network* HMO health insurance plan with benefit coverage as specified by the information provided by *Burnham & Flower*, to be effective October 1, 2019 and an employee contribution rate of 20% of the monthly premium to be collected as a payroll deduction.**

**Roll Call Vote**

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

**First Quarter 2019-2020 Budget Adjustment.** Supervisor Ramey informed the Board that he has reviewed the current budget positions and no adjustments are required.

**Cemetery Sexton: Burial Space Correction.** Supervisor Ramey referred the Board to the memo and map enclosed in the packet. He (Ramey) explained in detail the situation and recognized that the error is on the part of the Township. Supervisor Ramey recommendation to remediate this error is to transfer, at no cost, space 5 on lot 144 to Mr. Conaty. Mr. Conaty agrees with the resolution.

**MOTION Ramey, seconded Lazet, to convey burial space 5, Lot 144 in Hawley Cemetery to Mr. John Conaty, at no cost, for compensation for the burial space 1, Lot 141 which has been deemed unusable.**

**Roll Call Vote**

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

**Cemetery Sexton: Cemetery Sexton Salary.** Through research by Trustee Lazet, the cemetery sexton duties have been part of the supervisor responsibilities included as part of their duties and annual salary since the year 1875. Board discussion continued that, currently, Supervisor Ramey is receiving an additional \$4,000 for performing these duties; the first supervisor ever to receive additional compensation. Supervisor Ramey stated Cemetery Sexton duties are not part of his statutory responsibility and he can legally receive compensation. The supplemental compensation was Board approved in February 2015 and was in place when Supervisor Ramey started in April of 2015. The additional pay was requested by the former Supervisor, Gary Howe. Supervisor Howe left the Township (on 3-31-15) and never received additional compensation.

**MOTION Lazet, seconded Lacasse, that Supervisor Ramey let the Township Board know by the end of July, if he will continue to receive the salary for Cemetery Sexton.**

Supervisor Ramey responded in the affirmative that he will continue to receive the compensation. He (Ramey) said that he was leaving regular employment entering into retirement and, due to family commitments, he needed additional compensation.

Trustee Lacasse withdrew his second and Trustee Lazet withdrew the motion. The Cemetery Sexton compensation will be addressed during the 2020-2021 Budget.

**Legal Services Policy.** Supervisor Ramey stated he brought before the Board two month ago his proposed purchasing policy change regarding legal Services. Supervisor Ramey reiterated his position and proposed changes. Treasurer Sherwood would like to have a cap on the amount of legal services that can be charged back to the petitioner. Trustee Lazet asked what data, statistics and analysis are available to support the change. The Board continued dialogue on the procedures for acquiring legal services both current and historically.

**MOTION Lazet, seconded Lacasse, to add new section “5. Legal Services” and add (1) Before any contact by an appointed Township person with retained legal counsel which could result in the Township being billed, an explanation and approval must first be sought from the Clerk or the Board of Trustees. (2) All Board members have the authority to contact retained legal counsel if the contact is made pursuant to a matter before the Township.**

Sherwood and Ramey were in strong opposition. They both were opposed to the Clerk being the authorization individual; they rather it be the Supervisor. It was decided that Supervisor Ramey and Trustee Lazet will meet to discuss the legal services issue. They will report back to the Board.

Trustee Lacasse withdrew his second, and Trustee Lazet withdrew the motion.

**Draft Letter to Compensation Commission.** The draft letter prepared by Trustee Lazet was reviewed. The letter was well written and conveys the appreciation of the Township Board to the

Compensation Commission members even though there was a division of the Board over whether law allowed such payments, and whether they constituted part of the salary of each Board member. However, the Board voted against the commission's recommendations.

**MOTION Ramey, seconded, Lacasse to send the letter to the Compensation Commission Members.**

**Roll Call Vote**

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

**Capital Improvement Plan.** The Board determined that \$150,000 to \$200,000 of fund balance could be allocated to the Capital Improvement Plan. This item was postponed until next month.

**Site Plan Cost for Elhorn Engineering.** Clerk Kean referred the Board to the expense sheet for the site plan review for *Elhorn Engineering*. There currently is an outstanding balance of \$635.00. *Elhorn Engineering* paid the site plan fee of \$240.00 and is not aware of the additional cost.

**MOTION Ramey, seconded Sherwood, to consider the \$240.00 review fee as payment in full. The remaining balance of \$635.00 would not be charged to Elhorn Engineering because of the Findings of Fact of the Zoning Board of Appeal and granting the two variances.**

**Roll Call Vote**

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

**PTA Discussion.** Supervisor Ramey presented the special circumstances regarding Serena Craft and parcels 33-10-10-35-200-026 and 027 relative to the recording of the Property Transfer Affidavits. The outstanding balance for not recording the Property Transfer Affidavit is \$400.00. The required letters were sent to her by Assessor MacKenzie. Due to circumstances beyond her control she did not receive the notification in a timely matter. Upon receipt of notice, Ms. Craft responded immediately to the required compliance.

**MOTION Sherwood, seconded by Ramey, to wave the \$400.00 Property Transfer Affidavit fees due to the findings of fact as stated above in the minutes.**

**Roll Call Vote**

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

**Any Other Business.**

Clerk Kean gave a brief update and concern on:

1. The Rayner Creek Drain Project.
2. A camera in an elected official's office. A surveillance policy needs to be created.
3. Zoning Administrator's evaluation. Supervisor Ramey will put something together for Board review.

Trustee Lacasse announced that tomorrow at 1 p.m. is Board of Review.

**Additional Public Comment.** Resident Jay Jenkins spoke regarding his disappointment in the Township Board. Resident John Conaty appreciated the compassion showed by Supervisor Ramey regarding the remediation of the burial space.

**Adjournment.** The meeting adjourned at 9:43 p.m.

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JoAnne Kean, Clerk

Transcribed by Deputy Clerk Ruttan