

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Special Meeting
Friday, September 6, 2019
Vevay Township Hall – 780 Eden Rd.
517-676-9523
3:00 p.m.**

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, Zoning Administrator David Vincent, Legal Counsel David Revore, Planning Commission Chairperson Patty McNeilly

Others Present: One interested resident

The meeting was called to order by Supervisor Ramey at 3:01 p.m. and followed by the Pledge of Allegiance.

Set/Amend Agenda. Set as presented.

Public Comment. None.

Monthly Retainer Fee for Legal Counsel. Upon the Board’s request, Attorney Revore provided a synopsis of the components of a general retainer agreement. Any such agreement for the Township would not include services for the Vevay Township’s Downtown Development Authority. Currently the hourly rate is based on a historical relationship with no rate increase since 2012. A retainer-based fee may offer to stabilize the budgetary process, outline utilization of services and demonstrate trust between Vevay Township and the Law Firm. Supervisor Ramey asked for a motion and Treasurer Sherwood said she would second. Attorney Revore responded he would like to meet with Supervisor Ramey to discuss any such agreement and provide further information to the Board. The Board expressed their appreciation for Attorney Revore’s dedication to Vevay Township and his fiscal consciousness of public money.

Evaluation of Zoning Administrator David Vincent. Supervisor Ramey stated the Board expressed their desire to meet with Zoning Administrator David Vincent to conduct the evaluation. Mr. Vincent indicated he was acclimating to the procedures and processes. He felt very comfortable with Code Enforcement, but Zoning Administration was still a “work in progress”. Discussion followed through questions and answers. Each of the 14 job description elements were discussed. Mr. Vincent provided recommendations for future improvements. Planning Commission Chair, Patty McNeilly stated Mr. Vincent was very insightful, expressed a positive demeanor and communicated well with the Planning Commission. Supervisor Ramey previously provided the Board with a written evaluation of Mr. Vincent. Trustee Lazet suggested the Board accept Supervisor Ramey’s evaluation with the addition of “Each of the 14 job description requirements were evaluated and Mr. Vincent provided insightful recommendations to improve procedures and processes”.

MOTION Lazet, seconded Lacasse, to approve Supervisor Ramey’s written letter of evaluation with the addition of “Each of the 14-job description elements were evaluated and Mr. Vincent provided insightful recommendations to improve procedures and processes” as Mr. Vincent’s first evaluation dated September 6, 2019.

Roll Call Vote

Ayes: Ramey, Sherwood, Lacasse, Lazet & Kean

Nays: None

Any Other Business. None.

Adjournment. The meeting adjourned at 4:16 p.m.

JoAnne Kean, Clerk

Transcribed by Deputy Clerk Ruttan