







Commission has recommended that the Clerk be paid a sum of \$500 per election. These recommendations were made at the Compensation Commission’s March 1, 2017 meeting. The elected officials’ salary rates will be effective April 1<sup>st</sup> for 2018, to be paid on May 1, 2018 as follows:

Township Official	2018 Recommended Lump Sum Payment	2018 Percentage Increase in Base Salary	2018 Recommended Base Salary
Supervisor	\$500	2%	\$33,304
Clerk *	\$500	2%	\$43,524
Treasurer	\$500	2%	\$39,929
Trustee	\$200	2%	\$4,543
<b>TOTAL</b>	<b>\$1,700</b>		<b>\$121,300</b>

\*Clerk receives \$500 per election

**2018-19 Property Tax Millage Rate.** The property tax rate will be 1.0 mills. Last year the Vevay operating millage rate was 0.9161. The State authorizes townships like Vevay to assess 1.0 mills. The Headlee rollback reduced Vevay to 0.9161 over time. Last year Ingham County passed a millage to help pay for their unfunded mandates. Part of that millage allowed for Vevay to restore the operating millage back to 1.0 mills. Over time, Headlee will begin reducing it again. The Board of Trustees voted to restore the operating millage to 1.0 for the 2018-2019 fiscal year. This will change the 2018-2019 property tax revenue from \$116,000 to \$131,000 as reflected in the “Recommended Budget”.

**Adoption of The General Appropriations Act Resolution.** Supervisor Ramey brought Section 10, Transfer Authority of the resolution to the attention of the Board. If desired, the Board may adjust the amount the Supervisor is allowed to transfer or nullify this portion of the resolution all-together.

**VEVAY TOWNSHIP  
 RESOLUTION ADOPTING  
 GENERAL APPROPRIATIONS ACT  
 RESOLUTION NO. 18-03**

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 18, 2018, and a public hearing on the proposed budget was held on March 7, 2018.

**Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2018-19, including an allocated millage of 1.0 mills; and various miscellaneous revenues shall total \$ 666,254.

**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 2018-19 for the various township cost centers shall total \$664,249.

**Section 8: Adoption of Budget by Cost Center**

The Board of Trustees of Vevay Township adopts the 2018-19 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 made by Kean, seconded by Ramey, to adopt the foregoing resolution as amended in Section 10.**

**MOTION Lazet to amend the budget by \$1,103 to be transferred to the Hawley Cemetery Fund.** Discussion followed. **Trustee Lazet withdrew his motion.** The consensus of the Board was to table this matter until the end of this meeting.

**Roll call vote for the motion to adopt Resolution 18-03, General Appropriations Act:**

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

*THE RESOLUTION WAS DECLARED ADOPTED.*

**Adoption of Special Revenue Fund Budgets. MOTION Ramey, seconded Kean, that the 2018-19 Special Revenue Fund Budgets be adopted as follows:**

<b><u>Budget for:</u></b>	<b><u>Revenues:</u></b>	<b><u>Expenditures:</u></b>
Hawley Cemetery Fund	\$3,400	\$3,000
Downtown Development Authority	\$41,000	\$38,900
Eden Street Lighting Fund	\$825	\$792
Lone Oak Street Lighting Fund	\$1,050	\$1,000
Bullen Estates Street Lighting Fund	\$1,460	\$1,416
Mason Manor Lighting Special Account	\$8,320	\$8,220

Treasurer Sherwood has communicated with Mason Manor regarding the monthly payment being increased to \$685 effective 4-1-18. Discussion followed regarding the reserve amount in the account.

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

Trustee Lazet stated the 2018-19 Budget prioritizes and accomplishes the goals as established by the Board. It fulfills our constitutional requirements, augments efficiency, maximizes the County Road funding match, addresses the Hawley Cemetery Fund accountability as well as providing funding for the Mud Creek Project Assessment. The budget substantially addresses the constitutional requirement to fund pension obligation. Road Maintenance was a major budgetary goal. Trustee Lazet expressed a concern with some of the recent resurfacing of Sitts Road. The Mud Creek Project Assessment continues to be a major obligation and limits the funding of other line items. Trustee Lazet believes this budget meets all legal obligations and maximizes the use of revenues. Supervisor Ramey stated revenues will be reduced in the future due to the loss of revenue from the PA425 City of Mason Agreement, reduction of Personal Property Tax, and unfunded mandates.

**\*All items listed below are considered routine by the Township Board and will be enacted by one (1) motion. There will be no separate discussion of these items unless a Board member so requests, in which event the item will be removed from the Consent Agenda and considered separately.**

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

- Meeting Minutes for Regular Meeting on 2-12-18 & Special Meetings 2-16-18, 2-22-18 & 3-1-18 and Public Hearing 3-7-18. \*approved & filed
- Financial Reports – February 2018, 1) Fund Balances & Investments 2) Balance Sheets 3) Revenue & Expenditure Reports 4) Accounts Receivable Report. \*received & filed
- Planning Commission Regular Meeting on 2-7-18. \*distributed
- February 2018 AGS Building/Zoning Report. \*received & filed
- Correspondence From:
  - 1.) Mason Fire Department re: February Response Reports. \*filed
  - 2.) WOW! Re: Quarterly Franchise Fee Payment. \*filed
  - 3.) WOW! Impending Billing Adjustments for Customers. \*filed
  - 4.) MERS Quarterly Report Ending 12-31-17. \*filed

**Consent Agenda. MOTION Kean, seconded Lacasse, to adopt the consent agenda as presented.**

**Roll Call Vote**

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

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

**Public Comment. None**

**Accounts Payable Disbursement Authorization Report. Clerk Kean reviewed the Disbursement Report.**

**MOTION Kean, seconded Sherwood, to approve the Disbursement Authorization Report as presented for General Fund Checks #28804 – #28852 and EFTs #266, #267, #268, #269, and #270 in the total amount of \$35,474.81.**

**Roll Call Vote**

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

**Supervisor's Report - BOR Educational Update. Supervisor Ramey stated that he and two Board of Review members attended MTA's yearly educational meeting. Sessions included desired expectations of the July, December & March Board of Review. Supervisor Ramey informed the Board that three people appeared today before the Board of Review. Assessor Mackenzie works to address assessment issues on an individual case before residents need to address the Board of Review.**



**Supervisor's Report - Property Transfer Affidavit Penalty Update.** Supervisor Ramey stated Mason Manor did not send two Property Transfer Affidavit forms to the Assessor as required by statute. Clerk Kean stated Assessor Mackenzie previously sent two requests for the Property Transfer Affidavit form and Mason Manor did not respond. The cost to Mason Manor for not filing the form timely is \$1,000 for each property per statute. An explanatory letter, invoice and revised taxable value notice has been sent.

**Treasurer's Report - Tax Collection Update.** Treasurer Sherwood stated she is completing the final settlement process with the County and will have a report next month. Currently, the Township can expect to receive a check from the County for approximately \$3,300 for the Township's portion of the delinquent taxes. In February, the Township received from the State a PPT reimbursement in the amount of \$15,834.

**Treasurer's Report - Delinquent Miscellaneous Receivables Update.** Treasurer Sherwood gave an update on the miscellaneous receivables sent to Mid-Michigan Collection Bureau (MMCB). The data will be entered into their system and we will have a chance to review. Treasurer Sherwood explained that a returned check and NSF service fee were added to the list prior to it being sent to MMCB. Treasurer Sherwood will present a detailed report in April.

**Clerk's Report - Elections Update.** Clerk Kean reported the receipt of the payment from Michael Smalley regarding the College Road Property lease agreement in the amount of \$4,418. The Township also received a check for the November election reimbursement from the County in the amount of \$5,849.26, which includes the \$220 amount invoiced to the Mason Schools. The outstanding miscellaneous receivable from Mason Schools will be reversed.

**Review & Adoption of 2018-2019 Fee Schedule.** Supervisor Ramey reviewed the fee schedule noting the alphabetical change, the added wording at the bottom of the page regarding escrows and the individual fees that were increased.

**VEVAY TOWNSHIP, COUNTY OF INGHAM  
RESOLUTION ADOPTING THE VEVAY TOWNSHIP 2018-19 FEE SCHEDULE  
RESOLUTION #18-04**

At a regular 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 12 day of March, 2018.

PRESENT: Supervisor Ramey, Clerk Kean, Treasurer Sherwood, Trustee Lacasse & Trustee Lazet  
ABSENT: None

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

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 2018-2019 Vevay Township Fee Schedule is hereby adopted effective April 1, 2018.

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

*THE RESOLUTION WAS DECLARED ADOPTED.*

**Authorize the Payment of the February AGS Invoice.** There was discussion regarding improper placement of two structures within the Township despite AGS's review.

**MOTION Ramey, seconded Sherwood, to authorize the expense and payment of \$573 to Associated Government Services, Inc., for February 2018 services, charged to GL #101-371-819.000 in the amount of \$223 and GL #101-371-820.000 in the amount of \$350.**

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

**Board Appointments.** **MOTION Kean, seconded Sherwood, to re-appoint Pattie McNeilly and Jim Minster to the Planning Commission for a three-year term effective May 17, 2018 through May 17, 2021.**

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

**Any Other Business – Hawley Cemetery Funds**

**MOTION Lazet, seconded Sherwood, to transfer \$1,103 from General Fund 101 to the Hawley Cemetery Fund 211 to reimburse the Hawley Cemetery Fund for monies used towards the purchase of the lawnmower in 2016.**

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

**Public Comment.** None

**Adjournment.** The meeting was adjourned at 8:26

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JoAnne Kean, Clerk