

**VEVAY TOWNSHIP  
BOARD OF TRUSTEES  
Regular Meeting  
Monday, May 14, 2018  
Vevay Township Hall - 7:00 p.m.**

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**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 and Deputy Treasurer Debbie Blair  
**Others Present:** Drew Seguin, President Experimental Aircraft Association Chapter 55 and three interested residents

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

**Set/Amend Agenda.**

**MOTION by Ramey, seconded Kean, to set agenda as presented.**

**Passed Unanimously**

**Consent Agenda.** Clerk Kean noted the date on the Revenue and Expenditure Report should be May 9, 2018 instead of April 9, 2018. Treasurer Sherwood explained the negative cash 101 fund balance as of April 30, 2018 is due to the fact a cash bank transfer was not made until May 1, 2018. The bank account at Commercial Bank was not overdrawn because several funds deposit money into the same bank account. Trustee Lazet stated for the minutes the negative cash fund balance does not indicate the Township is insolvent and the Township continues to meet all financial obligations.

**MOTION Ramey, seconded Kean, to adopt the consent agenda as presented.**

**Roll Call Vote**

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

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

- Meeting Minutes for Regular Meeting on April 9, 2018 \*approved & filed
- Financial Reports – April 2018, 1) Fund Balances 2) Balance Sheets 3) Revenue &

- Expenditure Reports and 4) Accounts Receivable Report \*received & filed
- Planning Commission Regular Meeting on 4-4-18. \*distributed
  - April 2018 AGS Building/Zoning Report. \*received & filed
  - Correspondence from:
    - 1.) Mason Fire Department re: April Response Reports. \*filed
    - 2.) MI Bell Telephone Franchise Fees 1<sup>st</sup> Quarter of 2018. \*filed
    - 3.) MI PSC: Notice of Hearing for Consumers Electric Co. Case #U-20102. \*filed

**Public Comment.** None

**Sergeant Treat re: Vevay Township Incident Report for April.** Report was received and placed on file.

**Accounts Payable Disbursement Authorization.** Clerk Kean gave a brief report on the disbursements and EFT's including a response to Trustee Lazet's question about the vendor Business Card.

**MOTION Kean, seconded Lazet, to approve the Disbursement Authorization Report for General Fund Checks #28922-28970 and EFT's #278, #279, #280, #281 and #282 in the total amount of \$40,211.58.**

**Roll Call Vote**

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

**MTA Conference Reports.** Supervisor Ramey reported the conference was very informative. Sessions he attended included Right to Farm and Cemeteries. Trustee Lacasse stated the conference was action packed. He attended sessions on constitutionality relative to Townships and a session on pensions. Trustee Lacasse felt the speakers were "Top Notch". Clerk Kean stated she had the honor to carry the Vevay Flag at the opening of the conference. Clerk Kean attended sessions on How to be a Great Township and How to make Great Things Happen in your Township. Clerk Kean stated our Attorney, David Revore, was an exceptional speaker at the conference. The Township is fortunate to have him as our legal representative.

**Supervisor's Report: Mobile Home @ 637 Rolfe Road Update.** Supervisor Ramey reported the mobile home at this address has been removed. Previously, our Zoning Administrator from AGS approved the placement of the mobile home even though it did not conform to our zoning ordinance. The property has been purchased and the new owner has contracted with Mayberry Homes to build a new structure.

**Assessor's Office Missing PTA's Report.** Supervisor Ramey referred to the new Missing Property Transfer Affidavits Report in the packet. Assessor MacKenzie is reviewing County Transfer Records weekly. The report should be presented to the Board only when there is activity.

**Audit of Minimum Assessing Requirements Corrective Action Plan.** Per previous Board request, the Corrective Action Plan sent to the State was included in the Board packet and reviewed.

**Treasurer's Report: Delinquent Miscellaneous Receivables/MMCB Update.** Treasurer

Sherwood referred the Board to the information provided in the Board packet. Clerk Kean asked for clarification on the letter from *MMCB* allowing dispute of the debt. Treasurer Sherwood stated this is a legal requirement for *MMCB*. Treasurer Sherwood indicated *MMCB* has received a partial payment from Melissa Medrano which the Township will receive in June. Trustee Lazet gave an update on the Shaw's outstanding accounts receivable. The Shaw's are challenging the assessment of the costs. There are several misconceptions of the facts and procedures as stated by Tami Shaw. Trustee Lazet suggested to invite Doug & Tami Shaw to the next Board meeting to present their position. This will provide one last opportunity for everyone to receive a fluid understanding of the issues. Trustee Lazet will call the Shaw's before a letter will be sent from the Clerk's Office inviting them to the Board meeting. Treasurer Sherwood asked the Board to approve submitting Taylor Bashore and Kristen McNeil to *MMCB* for collections. Included in the report are Treasurer Sherwood's attempts to collect from these two individuals (Non-residents).

**MOTION Sherwood, seconded Ramey, to authorize the following miscellaneous receivables to be submitted to Mid-Michigan Collection Bureau, in the amount of \$764.00, for non-payment of agreed monthly payments (Bashore) and inability to contact debtor (McNeil).**

<b>Taylor Bashore</b>	<b>393.00</b>
<b>Kristen K. McNeil</b>	<b>371.00</b>

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

**MMTA Advanced Training Update.** Treasurer Sherwood attended several informative sessions including Financial Policy, GASB update, T&A Accounting, Internal Controls, Fraud Prevention and Legislative update. Treasurer Sherwood will provide a report of the new information at the next Board meeting. Treasurer Sherwood thanked the Board for their approval for her attendance.

**Clerk's Report: MTA-ICC Quarterly Mtg.** The Ingham County Chapter of MTA will meet on May 23, 2018 at the Ingham Road Department on Bush Street. Everyone is invited. Director, Bill Conklin will be the guest speaker.

**Audit Field Visit at Township.** The Audit firm, Gambridge & Co., will be conducting their field work on June 15<sup>th</sup> & 16<sup>th</sup>. Clerk Kean invited the trustees to meet the auditors.

**MAMC Summer Conference Housing Update.** Clerk Kean reported the housing accommodations cost for the MAMC has been reduced by approximately \$500.00. The individual rooms for the Clerk and Deputy Clerk have been exchanged for a condo suite. This room accommodation was not offered initially. Trustee Lazet thanked the Clerk for being a good steward of Township funds.

**Pending Business:**

**Outdoor Assembly Permit Requests.**

**EAA55, Scheduled for August 18, 2018.** Supervisor Ramey stated the Township has received an application from the EAA55 for their annual Outdoor Assembly Permit. Clerk Kean stated the application is complete and the required proof of insurance on file. EAA55 is asking the required \$250 application fee and bond requirement be waived. President, Drew Seguin, stated they are a

not-for-profit Corporation that provide scholarships to Lansing Community College and Eastern Michigan University Aviation Programs. The “Mason Aviation Day” is a family-oriented event with free admission and parking. Trustee Lazet stated waiving the requirements is a long-standing practice from early 1980’s.

**MOTION Kean, seconded Sherwood, to grant the EAA55 an Outdoor Assembly Permit for Mason Aviation Day on August 18, 2018 and to waive the \$250 application fee and bond requirement contingent on receipt of all required documents.**

**Roll Call Vote**

**Ayes: Lacasse, Lazet, Sherwood, Ramey & Kean**

**Nays: None**

**Michigan Steam Engine & Threshers Club Scheduled for July 27-28-29, 2018.** Supervisor Ramey stated the Township has received an application for an Outdoor Assembly Permit from the Michigan Steam Engine & Thresher Club. This revised application is complete. Clerk Kean stated the Health Department and Well Water Samples cannot be completed until just prior to the event. Discussion followed regarding Sheriff Services provided at the event.

**MOTION Lazet, seconded Lacasse, to grant the Michigan Steam Engine & Threshers Club and Outdoor Assembly Permit for the annual event on July 27<sup>th</sup> through July 29<sup>th</sup>, 2018, contingent upon receipt of remaining required documents.**

**Roll Call Vote**

**Ayes: Lazet, Sherwood, Ramey, Kean & Lacasse**

**Nays: None**

**Resolution to Adopt the Hawley Cemetery Fund Balance for FY Beginning 2018-19.** Supervisor Ramey stated the Auditors require the Board to pass each year the “Resolution for Committed Fund Balance” for Hawley Cemetery.

**The following Preamble and Resolution was introduced for adoption by Kean and supported by Lazet;**

**TOWNSHIP OF VEVAY  
INGHAM COUNTY, MICHIGAN  
RESOLUTION FOR COMMITTED FUND BALANCE  
RESOLUTION No. 18-05**

WHEREAS, the Government Standards Accounting Board (GASB) has issued Statement No. 54 establishing a hierarchy clarifying the constraints that govern how a government entity can use amounts reported as fund balance; and

WHEREAS, the Board of Trustees is the highest level of decision-making authority, and has the authority to commit, assign, or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds; and

WHEREAS, the Board of Trustees has a committed fund known as the Hawley Cemetery Fund, previously considered an “endowment” and restricted fund; and

WHEREAS, the Board of Trustees' through its officials and legal counsel have researched Hawley Cemetery documents, the committed fund and its establishment, and determined that said committed fund is not an "Endowment fund" subject to the Uniform Prudent Management of Institutional Funds Act, PA 87 of 2009; and no "gift instrument" transferred the Hawley Cemetery or any of its assets to the Township; and

WHEREAS, the committed fund balance classification reflects amounts subject to internal constraints self-imposed by the Board of Trustees; and

WHEREAS, once the committed fund balance constraints are imposed, it requires the constraint to be removed by the Board of Trustees prior to redirecting the funds for other purposes; and

WHEREAS, THE Board of Trustees has determined it will commit \$27,767.16 or the balance of committed funds known as Hawley Cemetery Fund (211) (Investments and Savings) to the Hawley Cemetery Fund; and

WHEREAS, the Board of Trustees has determined it will use the committed Cemetery Fund for the preservation, special maintenance, repair, and purchase of equipment for said preservation, special maintenance, repair, and to make capital improvements, and as otherwise necessary to maintain and improve Hawley Cemetery.

NOW, THEREFORE, be it resolved, that the Board of Trustees of Vevay Township, in accordance with the provisions of GASB 54 hereby commits, Cemetery Fund balance for the preservation, special maintenance, repair, and purchase of equipment for said preservation, special maintenance, repair, and to make capital improvements, and as otherwise necessary to maintain and improve Hawley Cemetery; and said Cemetery Fund cannot be used for any purpose other than directed above, unless the Board of Trustees adopts another resolution to remove or change the constraint.

**Roll Call Vote**

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

**City of Mason Fire Department Contract (expires 6-30-18).** Supervisor Ramey stated the proposed changes to the Fire Contract with the City of Mason are included in the Board packet. Supervisor Ramey reviewed the current contract and the goals for changing the contract. All three proposed fee options received from the City of Mason were discussed. Option 1-Standby fee of \$91,000, no Run Fee billed to Township is most favorable to the Township with the predictability of costs as it relates to budgeting. Clerk Kean stated the contract should be very clear that only Vevay Township can invoice for fire services provided in Vevay Township (the City cannot). Clerk Kean proposed a three-year contract, as in previous contracts.

**MOTION Ramey, seconded Lacasse, to authorize the City of Mason to write a Fire Service Contract incorporating Option 1-Standby fee of \$91,000, no Fire Run Fee billed to Township for Board review and approval.**

**Roll Call Vote**

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

**Discussion of Vevay Voice Newsletter 2018 Being Created for Mailing with the Summer Tax Bills.** A copy of The Vevay Voice-Summer Edition 2017 was included in the Board packet. Discussion followed regarding items to be included in the newsletter. Clerk Kean spoke with Catherine Mullhaupt from MTA. Attorney Mullhaupt indicated the Township Board action determines what can be included with the Tax Bill. Inclusion of articles will be discussed at the next Board meeting.

**MOTION Kean, seconded Lazet, to authorize the expense, payment and creation of a 2018 newsletter for placement in the summer tax bills.**

**Roll Call Vote**

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

**Approval of Maintenance for 2018 Local Roads Program.** Supervisor Ramey stated a follow-up response from William Conklin, Director of the Ingham County Road Department, regarding questions from his presentation at the April 2018 Board meeting was included in the packet. Discussion and review followed on the 2017 Vevay Township Draft Local Roads Plan & Map. The consensus of the Board is the 2 miles of Hull Road between Tomlinson Road and Barnes Road is the priority road maintenance project for the 2018 Local Roads Program. Based on the average daily traffic volumes, this is the busiest road in Vevay Township. Further clarification of costs from the Ingham County Road Department will be requested.

**MOTION Ramey, seconded Kean, to authorize the expense and payment up to \$57,000 to complete the 2017 Local Roads Program and for the 2018 Local Roads Program for two miles of Hull Road, between Tomlinson Road and Barnes Road.**

**Roll Call Vote**

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

**T-1 District Agreement with the City of Mason.** Supervisor Ramey reviewed the proposed changes to the T-1 District Agreement sent to the City of Mason. This includes dividing the T-1 District into two sub-districts; Legion Drive District and the Dart District. Discussion followed regarding the allocation of gallons per day. Supervisor Ramey is waiting for a revised agreement from the City of Mason and a final report from the Alaiedon Township Supervisor. Trustee Lazet stated Attorney Revore should review the revised T-1 District Agreement. Supervisor Ramey will provide more information at the next Board meeting.

**Board Appointment.**

**MOTION Kean, seconded Lazet, to re-appoint Gary Howe as an Alternate for the Zoning Board of Appeals for a three year term effective April 13, 2018 through April 13, 2021.**

**Roll Call Vote**

**Ayes: Lacasse, Sherwood, Kean, Lazet & Ramey**

**Nays: None**

**Any Other Business.** Trustee Lazet stated the Planning Commission approved a site plan for solar panels. The sizes of these panels are 24x24 feet. Trustee Lazet asked the Board for any recommendations or suggestions as the Planning Commission looks to update the ordinances concerning solar panels.

**Additional Public Comment.** The Board received public comment from a resident regarding the presentation of William Conklin, Director of the Ingham County Road Department at the last monthly meeting. The resident stated the road condition at the bottom of the hill on Tomlinson Road and Tuttle Road needs to be addressed. Supervisor Ramey will review the situation and contact Mr. William Conklin.

**Adjournment.** The meeting adjourned at 9:02 p.m.

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JoAnne Kean, Clerk

Transcribed by Deputy Clerk Mary Ruttan  
Version 5/24/18