

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Monday, October 14, 2019 at 7:00 p.m.
Vevay Township Hall – 780 Eden Road, Mason**

MINUTES

Members Present: Supervisor Jesse Ramey, Clerk JoAnne Kean, Trustee Richard Lacasse and Trustee John Lazet
Members Absent: Treasurer Shaun Sherwood
Staff Present: Deputy Clerk Mary Ruttan and Deputy Treasurer Debbie Blair
Others Present: 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.

MOTION Kean, seconded by Lazet, to excuse Treasurer Sherwood (due to her attendance at the MMTA Fall Conference).

Voice Vote

Passed Unanimously

Set/Amend Agenda. Supervisor Ramey announced Pending Business Item C and Item D will be reversed. The following was added to the agenda:

Supervisor Reports: Ingham County Roads Update
Clerk Reports: Rayner Creek Drain Update
Pending Business: Payment Authorization for Superior Saw
Pending Business: Payment Authorization for 2018 IFT Money
Pending Business: Payment Authorization for MTT Refund

Consent Agenda.

Recommendations are preceded by an asterisk (*).

- Meeting Minutes for the Regular Meeting on 9-16-19. *received & filed
- Financial Reports – September 2019, 1) Fund Balances & Investments 2) Balance Sheets 3) Revenue & Expenditure Reports 4) Delinquent Misc. Receivables. *received & filed
- Report for Missing Property Transfer Affidavits (No Changes 7-30-19). *received & filed
- Planning Commission Regular Meeting/Public Hearing on 9-11-19. *distributed
- Building Report – September 2019. *received & filed
- Zoning Administrator Report: Bldg./Enforce. Report for September 2019. *received & filed
- Correspondence from:
 - 1.) Mason Fire Department re: September Response Reports. *filed
 - 2.) Letter from Alix Jenkins to Withdraw from PA116 Program. *filed

MOTION by Kean, seconded Lazet, to adopt the consent agenda as presented.

Roll Call Vote

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

Items Removed from Consent Agenda – Discussion. None.

Public Comment. Resident Bill Diamond announced that Colon Crawl passed away at the age of 99. Supervisor Ramey express his sympathy on behalf of the Board. Trustee Lazet also expressed appreciation for Mr. Crawl’s many contributions to the community. Mr. Crawl was a Township Historian and will be missed. Resident Bill Diamond, 376 S. Diamond Road, spoke on Township business.

IC Sheriff Department Sergeant Treat Vevay Township Incident Report for September.

Sergeant Treat was not in attendance at the meeting. The September Incident Report was received and filed.

Accounts Payable Disbursement Authorization. Clerk Kean reviewed the Disbursement Authorization indicating no unusually large disbursements.

MOTION Kean, seconded Lazet, to approve the Disbursement Authorization Report for General Fund Checks #29972-30023 and EFT’s #369 #370, #371, #372 and #373 in the total amount of \$33,972.21

Roll Call Vote

Ayes: Lazet, Ramey, Kean & Lacasse

Absent: Sherwood Nays: None

Supervisor’s Report: Ordinance Violations at 3265 Rolfe Road Update. Supervisor Ramey informed the Board the resident at 3265 Rolfe Road has had sufficient time to comply with Ordinance Violations and has not. Therefore, the matter has now been forwarded to Attorney Revore to pursue legal action, as previously authorized by the Board.

Supervisor’s Report: Generator Maintenance Update. The maintenance on the generator has been completed. All is in working order except for the temperature sensor; the sensor will be re-checked once colder weather arrives. The maintenance did not include the purchase of a new battery. The battery will be replaced next year.

Supervisor’s Report: Ingham County Road Update. Supervisor Ramey referred the Board to the e-mail response from William Conklin, Director Ingham County Road Department regarding the status of the 2019 Local Roads Program road projects. Several projects have been delayed or deferred until next year due to the Operator Employees strike at Rieth-Riley. The portions of Eden Road that were previously pulverized will be completed and Eden Road will be fully re-opened to traffic for the winter.

Clerk’s Report: ICC-MTA Next Meeting. The next ICC-MTA meeting is on October 23, 2019 at 6:30 p.m. at the Vevay Township Hall. Bill Haun from the Ingham County Environmental Health Department will be presenting information on the proposed change of the well and septic inspection from Point of Sale to a mandatory every 10-year inspection.

Clerk’s Report: Election Update. The Public Accuracy Test for the November 5, 2019 Dansville School Special Election was successful. All the hardware and software programing passed all the Board of Election requirements.

Clerk's Report: Memo Regarding Public Comment being Recorded in Board Minutes.

Clerk Kean referred the Board to her enclosed memorandum. Clerk Kean explained the rationale behind making the change to the public comment section of the written monthly Board Minutes. After extensive research and on the recommendation of Parliamentarian Eleanor "Coco" Siewert that Public Comment is strictly that, the public may state their comments, but there is not a question/answer period, and no response from the Board. The typed minutes will no longer reflect the comments made, only the name and address of the person who made them. Supervisor Ramey expressed concern regarding the change. Trustees Lazet and Lacasse supported the change, stating that the purpose for the minutes is to record the actions of the Board. Discussion followed on how the response to public comment should be conducted. The Board adamantly encouraged all residents to communicate through public comment, electronic and/or written communication with their concerns. No change has been made to receiving public comment at the meeting or to a resident's lawful right of participation during public comment.

Clerk's Report: Rayner Creek Drain Update. Clerk Kean stated that she recently attended a meeting regarding the Rayner Creek Drain Project. Clerk Kean referred the Board to the notice regarding the road closure on Dexter Trail. A special E-news will be sent to inform residents. Costs of the project was discussed; however, Vevay Township's portion of the total cost is unknown at this time.

Planning Commission Report. Trustee Lazet provided a detailed update on the activities and projects of the Planning Commission.

ZO Amendment Regarding Mining of Earthen Materials. Supervisor Ramey stated that the grammatical changes suggested by Trustee Lacasse have been incorporated in the proposed Ordinance Amendment. The concern regarding escrows is a process issue and will be addressed during the next budget cycle.

The following ordinance was introduced for adoption by Kean and supported by Ramey:

VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
ORDINANCE NO. 68.48

PREAMBLE

AN ORDINANCE TO AMEND ORDINANCE NO. 68, THE VEVAY TOWNSHIP ZONING ORDINANCE, SPECIALLY TO ADD CHAPTER 21, AND TO AMEND CHAPTER 16, SECTION 16.06, TO DELETE SUBSECTION 1, AND TO REPEAL ANY ORDINANCES IN CONFLICT THEREOF; AND TO PROVIDE AN EFFECTIVE DATE HEREOF.

Roll Call Vote

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

(Note: The official record of Ordinance No. 68.48 is printed in its entirety in Vevay Township Ordinances, Volume II.)

ORDINANCE DECLARED ADOPTED.

Clerk Kean thanked the Planning Commission for their extra efforts, and diligence on this matter.

Class Action Suit Re: Opioids. The Class Action Notice and Frequently Asked Questions was provided to the Board for information only. A short discussion followed. No action was taken.

Second Quarter Budget Adjustments. Clerk Kean explained in detail the need for each of the budget adjustments. Due to the Roads Maintenance budget not being fully utilized in this Fiscal Year, the necessary budget adjustments transfer will be expensed from this GL #. However, the Board intends to fully restore the transferred funds back to the Roads budget in the next fiscal year.

MOTION Kean, seconded by Lazet, to authorize the second quarter budget adjustments as follows. Transfer to:

101-101-801.002 Computer Website	500.00
101-101-805.000 Bad Debt Expense	6,700.00
101-101-957.001 IC Tax Tribunal Refund	725.00
101-101-900.000 Printing/Publishing/Postage	650.00
Newsletter 500.00 & Postage 150.00	

Transfer from:

101-444-969.000 Roads Maintenance	8,575.00
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Roll Call Vote	Ayes: Lazet, Ramey, Kean & Lacasse
	Absent: Sherwood Nays: None

Authorization Request for KCI Printing to Print and Mail the 2019 Winter Tax Bills and Newsletter. The Board reviewed the proposal from KCI Printing for the printing and mailing of the 2019 Winter Tax bills and Newsletter. Discussion followed on the need for “full color”. The Summer Newsletter was a two-color print. The Treasurer’s Office will follow up on this matter with KCI Printing.

MOTION Kean, seconded Lacasse, to authorize the expense and payment for the Treasurer’s office to contract with KCI Printers for the printing and mailing of the 2019 Winter Tax Bills, up to \$1100.00 to be paid from Print/Publish/Postage Treasurer (GL# 101-253-900.000) and for the printing and mailing of the Newsletter, up to \$500.00 to be paid from Print/Publish/Postage Gov Body (GL# 101-101-900.000). The estimated cost of postage will need to be pre-paid before the tax bills can be mailed and charged to Print/Publish/Postage Treasurer (GL# 101-253-900.000).

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

Authorization Request for Wolverine Engineering to Draw Plans for the Township Hall Addition. Supervisor Ramey explained to the Board the DDA requested that professional plans be drawn for the proposed Township Hall addition. Discussion followed on the need for the

additional storage space versus the conversion of paper stored data to electronic format. Supervisor Ramey and Clerk Kean will pursue information on the cost of systems to convert paper documents to electronic format. No action was taken. The matter discussed was presented for information only.

Authorization Request for Superior Saw. Supervisor Ramey explained the wheel broke off the lawnmower. An emergency repair was needed.

Motion Kean, seconded Lacasse, to authorize the expense and payment to Superior Saw in the amount of \$403.09 for the emergency repair of the Scag lawnmower to be charged to TwnhallGroundsRepair&Maint (Outside) (GL #101-265-932.000).

Roll Call Vote

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

Authorization Request for 2018 Industrial Facilities Tax (IFT) Money to be Sent to the State of Michigan. Clerk Kean reviewed the handout regarding the Treasurer's request for a General Fund (GF) check to be used to send 2018 IFT money to the State of Michigan which has been received from the Intermediate School District. A GF check requires Board approval before it can be mailed. When the Treasurer returns, clarification on this matter will be given to the Board.

MOTION Kean, seconded Lacasse, to authorize the payment to the State of Michigan for the 2018 IFT money in the amount of \$568.03 based on the report/calculations provided by the Treasurer's Office.

Roll Call Vote

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

Authorization Request for the Michigan Tax Tribunal Refund. Clerk Kean referred the Board to the invoice from the Ingham County Treasurer for reimbursement of several Michigan Tax Tribunal Taxable Value changes for prior year tax rolls.

MOTION Ramey, seconded Lacasse, to authorize the expense and payment up to \$725.00 to the Ingham County Treasurer for the Michigan Tax Tribunal Taxable Value Refunds to be charged to Ingham County Tax Tribunal Refunds (GL #101-101-957.001).

Roll Call Vote

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

DDA Contribution Agreement for Fire Protection Services. Supervisor Ramey informed the Board that the DDA has offered to pay \$24,000 toward the purchase of Fire Services from the City of Mason. Discussion followed on the effective date of the Second Amendment to the 2018 Agreement. The agreement with the DDA provides the legal basis for the contribution.

MOTION Ramey, seconded Lacasse, to adopt the Second Amendment to the 2018 Agreement for the purpose to adequately support and provide fire protection services to properties in the District, the DDA will contribute the amount of \$24,000 towards the Township's Fire Contract Service fee, for June 2019 through June 2020.

Roll Call Vote

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

Agreement for the 2020 Collection of Summer School Property Taxes. Deputy Treasurer Blair explained the suggested change to the previous agreement. This change would include adding a sentence "Agreement to continue yearly as stated until re-negotiated by all parties".

MOTION Ramey, seconded Lazet, to charge a total of \$7.50 per parcel for summer tax collections, divided as follows:

Mason School	2.50 per parcel
Ingham Intermediate	2.50 per parcel
Lansing Community College	2.50 per parcel

Roll Call Vote

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

Board Appointments.

MOTION Kean, seconded Lazet, to Re-appoint:

Jim Minster	Mason/Vevay Joint P/C	Full (3yrs.) Term 11/9/19 to 11/9/22
George Hayhoe	City of Mason LDFA	Full (4yrs.) Term 12/31/19 to 12/31/23

Roll Call Vote

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

Capital Improvement Plan. Trustee Lazet provided a synopsis of the process and creation of the CIP Plan. The CIP will be reviewed each year during the budget process for implantation and/or changes. A short discussion followed. The first resolution adopts the Capital Improvement Plan and the second resolution provides the funding for the Capital Improvement Plan.

**TOWNSHIP OF VEVAY
INGHAM COUNTY, MICHIGAN
RESOLUTION TO ADOPT THE CAPITAL IMPROVEMENT PLAN 2019-2025
RESOLUTION #19-09**

At a regular meeting of the Township Board of Trustees of Vevay, Ingham County, Michigan, held in the Township Hall, 780 Eden Road, Mason, Michigan 48854 on the 14th day of October 2019.

Present: Supervisor Ramey, Clerk Kean, Trustee Lazet and Trustee Lacasse
Absent: Treasurer Sherwood

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

WHEREAS, a Capital Improvement Plan is a tool that can be used to implement the Township Master Plan; and

WHEREAS, the Capital Improvement Plan is a budgeting process used to determine public improvement needs over a 6-year period; and

WHEREAS, the Capital Improvement Plan will assist the Township in strategic and comprehensive planning; and

WHEREAS, the Capital Improvement Plan represents sound planning and management techniques that improves the efficiency and economy of local government; and

WHEREAS, the Capital Improvement Plan informs the public about the Township's investment in Capital Assets;

NOW, THEREFORE, be it resolved, that the Board of Trustees of Vevay Township adopts the 2019-2025 Capital Improvement Plan, as presented in Attachment A.

NOW, THEREFORE, BE IT RESOLVED that Resolution 19-09 is hereby adopted effective October 14, 2019.

Roll Call Vote

Ayes: Lazet, Ramey, Kean & Lacasse

Absent: Sherwood Nays: None

THE RESOLUTION DECLARED ADOPTED.

**TOWNSHIP OF VEVAY
INGHAM COUNTY, MICHIGAN
RESOLUTION TO FUND THE CAPITAL IMPROVEMENT PLAN 2019-2025
RESOLUTION #19-10**

At a regular meeting of the Township Board of Trustees of Vevay, Ingham County, Michigan, held in the Township Hall, 780 Eden Road, Mason, Michigan 48854 on the 14th day of October 2019.

Present: Supervisor Ramey, Clerk Kean, Trustee Lazet and Trustee Lacasse

Absent: Treasurer Sherwood

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

WHEREAS, a Capital Improvement Plan has been adopted by the Vevay Township Board of Trustees; and

WHEREAS, the Capital Improvement Plan is updated annually; and

WHEREAS, adjustments for anticipated projects can also be made each year during the annual revision of the Township's budget; and

WHEREAS, the Board authorizes the reallocation of undersigned funds within Fund Balance to support the following projects: Building & Grounds \$54,850, Technology \$9,166.67, Vehicles \$8,650, General \$5,000 and Roads \$25,000;

NOW, THEREFORE, be it resolved, that the Board of Trustees of Vevay Township adopts the funding for the 2019-2025 Capital Improvement Plan, as presented in Attachment A.

NOW, THEREFORE, BE IT RESOLVED that Resolution 19-10 is hereby adopted effective October 14, 2019.

Roll Call Vote

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

THE RESOLUTION DECLARED ADOPTED.

Any Other Business. None.

Additional Public Comment. None.

Adjournment. The meeting adjourned at 8:48 p.m.

JoAnne Kean, Clerk

Transcribed by Deputy Clerk Ruttan