

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting**

**Wednesday, November 13, 2019 at 7:00 p.m.
Vevay Township Hall – 780 Eden Road, Mason**

MINUTES

Members Present: Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Sherwood, Trustee Richard Lacasse and Trustee John Lazet
Members Absent: None
Staff Present: Deputy Clerk Mary Ruttan and Deputy Treasurer Debbie Blair
Others Present: Two interested residents

The meeting was called to order by Supervisor Ramey at 7:07 p.m. and followed by the Pledge of Allegiance.

Roll Call/Excuse Absent Member. None

Set/Amend Agenda.

The following was added to the agenda:

Pending Business: Authorization Request for payment of invoice to Superior Saw

Treasurer Report: Accounts Receivable Policy Update was moved to
Pending Business: under Bad Debt Expense Removal Options

MOTION Kean, seconded Ramey, to set agenda as amended.

Voice Vote

Passed Unanimously

Consent Agenda. Supervisor Ramey explained item under correspondence. Upon recommendation by Attorney Revore, the Easement for Electric Facilities requires approval by the Board. It was the consensus of the Board to add the word “approve” to item 5.

Recommendations are preceded by an asterisk (*).

- Meeting Minutes for the Regular Meeting on 10-14-19. *received & filed
- Financial Reports – October 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 10-09-19. *distributed
- Building Report – October 2019. *received & filed
- Zoning Administrator Report: Bldg./Enforce. Report for October 2019. *received & filed
- Correspondence from:
 - 1.) Mason Fire Department re: October Response Reports. *filed
 - 2.) WOW! Letter re: New Rate Hikes as of December 1st. *filed
 - 3.) Incident Report from Sheriff’s Office for October. *filed
 - 4.) MERS Quarterly Report 9-30-19. *filed
 - 5.) Consumers Energy re: Easement for Electric Facilities. *approved & filed

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

Roll Call Vote

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

Items Removed from Consent Agenda – Discussion. None.

Public Comment. None

Accounts Payable Disbursement Authorization. Clerk Kean reviewed the Disbursement Authorization, highlighting the quarterly fire contract payment to the City of Mason.

MOTION Kean, seconded Lazet, to approve the Disbursement Authorization Report for General Fund Checks #30024-30080 and EFT's #374, #375, #376, and #377 in the total amount of \$58,933.27.

Roll Call Vote

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

Supervisor's Report: Update on Faucet Repairs in Restrooms. The prior approved repair to the bathroom faucets has not been completed. The plumber has been extremely busy, but the repair will happen soon.

Supervisor's Report: DDA Contribution Update. A partial payment has been received from the DDA to reimburse the Township for their share of the Fire Contract with the City of Mason. A DDA budget adjustment is needed to pay the balance. The DDA will meet in January.

Treasurer's Report: Update on Report re: IFT Money Sent to the State of Michigan. Treasurer Sherwood referred the Board to her response regarding the need for the Board to approval a tax disbursement check. Discussion followed on the required procedures for different types of accounts payable requests. Treasurer Sherwood will provide Clerk Kean with the required verification calculation report on the amount for check #30024 for \$568.03.

MOTION Ramey, seconded Lazet to add "Tax Disbursement from General Fund" to the Board Adopted Post Audit Approved List effective November 13, 2019.

Roll Call Vote

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

Treasurer Sherwood clarified that the prior approval would be for tax disbursements that are for IFT prior year adjustments.

Treasurer's Report: City of Mason: Tax Collection/Paid Report for PA425 and PA 108. The payment from the City of Mason for 2019 has been received in the amount of \$58,272.92, which is \$9,475.58 less than the 2018 payment. The Board reviewed the Tax Collection/Paid Report for PA 425 and PA 108. The reduced amount is due to the reduction of taxable values. Clerk Kean inquired about the substantial reduction, approximately 6,000,000, for parcel 90-911-490. Treasurer Sherwood offered to contact the City of Mason for an explanation and report back to the Board at the next meeting.

Treasurer's Report: Sample Winter Tax Bill/Newsletter. The Board reviewed the draft 2019 winter tax bill and proposed newsletter. Clerk Kean asked Treasurer Sherwood to verify that the operating fiscal years listed were correct.

Treasurer's Report: MMTA Fall Conference Highlights. Treasurer Sherwood gave a synopsis of topics covered at the Conference. Sessions included changes to the State Chart of Accounts, new regulations and reporting requirements for DDA, investment strategies and several other informational sessions.

Clerk's Report: Election Update. Clerk Kean provided an update on the November Special School Election. The proposed Dansville School Sinking Fund Millage Renewal passed overall; however, it did not pass in Vevay. The next election is the President Primary in March 2020 which is a closed Primary. Discussion followed on the large increase of Absentee Voters ballot requests due to Proposal 18-3. Clerk Kean provided an example and explanation of the new absentee voter ballot envelopes which are mandated to be used starting in 2020.

Clerk's Report: Rayner Creek Drain Project Update. The Vevay portion of the project is about 75% complete. Ditch work will need to be completed in the spring. The Ingham County Drain Commission found a new sanitary tile which tested positive for E. coli. Further DNA testing is being completed to determine whether the source is human or otherwise.

Planning Commission Report. Trustee Lazet provided an update on the activities and projects of the Planning Commission including a detailed report on solar arrays.

Authorization Request for an Electric Letter Opener for Elections. Clerk Kean explained with the passing of "no reason" absentee voting the number of Absentee Application and Ballot requests will increase substantially. Clerk Kean explained a needed tool is the electric opener and the Martin Yale Model #1632 has been suggested due to its reliability and durability. Funds are available in the Elections budget. Supervisor Ramey and Treasurer Sherwood expressed opposition on the need of this purchase. Trustee Lacasse supported the purchase because if she (Kean), the person responsible for Elections, needs the tool; she needs the tool. Trustee Lazet supported the purchase as the opener is expected to improve use of limited time on Election Day especially given the dramatically increasing amount of absent voter ballots.

MOTION Lacasse, seconded Kean, to authorize the expense and payment for the purchase of a Martin Yale #1632 brand electric letter opener from DBI in the amount up to \$450.00 to be charged to *Election Supplies* (GL #101-191-728.000)

Roll Call Vote

Ayes: Lazet, Kean & Lacasse

Nays: Sherwood & Ramey

Authorization Request for New Tires on the Township Truck. Discussion followed on the safety need for the new tires and the age & use of the truck. Supervisor Ramey provided several price quotes.

MOTION Ramey, seconded Sherwood, to authorize the expense and payment for the purchase of new tires for the Township truck based on tire availability up to \$600.00 to be charged to *TwnhllGroundsRepair&Maint(outside)* (GL #101-265-932.000)

Roll Call Vote

Ayes: Lacasse, Lazet, Sherwood, Ramey & Kean

Nays: None

Authorization Request for Services to Install Divided Power Pole in Front Office. Currently electrical and data cables are running across the floor in the office creating a safety hazard. The cables need to be rerouted across the ceiling from the mechanical room to the office. Supervisor Ramey provided two estimates.

MOTION Ramey, seconded Lazet, to authorize the expense and payment up to \$1,400.00 for the purchase of services to install a divided power pole for power and data in the office near the central desk area to be charged to *Townhall Repairs & Maint (inside)* (GL #101-265-931.000)

Roll Call Vote

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

Authorization Request for Rate Increase for Grave Excavator, Robert Baker. Supervisor Ramey referred the Board to his (Ramey) memorandum regarding the Excavator's increased winter rate for grave excavation. Trustee Lazet expressed concerns on this fee increase request stating that this would be a one-third increase in the past two years to the fee charged to residents. As the current fee already covers the Excavator's increased rate; he (Lazet) is not in support of the requested fee increase. Discussion followed on the possibility of another excavator with a lower rate.

MOTION Ramey to authorize a fee increase from \$700 to \$800 for grave excavation. (Motion died due to lack of support.)

Discussion continued. Supervisor Ramey will contact other excavators and present the information at the next Board meeting. No further action was taken by the Board.

Authorization Request for Superior Saw. Supervisor Ramey stated the lawnmower required its annual end of season maintenance. This included a new battery and blades.

MOTION Kean, seconded Sherwood, to authorize the expense and payment of \$355.56 to Superior Saw for the annual maintenance of the Township's lawnmower to be charged to *TwnhllGroundsRepair&Maint(outside)* (GL #101-265-932.000).

Roll Call Vote

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

Congress Collection Debt Collection Service Agreement. Attorney Revore has reviewed the Debt Collection Service Agreement and made revisions. It was the consensus of the Board to forward the revised document to Congress Collection for comment.

MERS Retirement Benefit Review. Clerk Kean gave further explanation of her (Kean) memo regarding the additional MERS payment for 2019. The amount of \$10,000 has already been budgeted for an additional payment. Discussion followed on the urgent need to fund the unfunded pension liability. Trustee Lazet stated we need to be aggressive in funding the pension liability because of the Michigan Department of Treasury's annual review and reporting requirement. There are no other funding sources available to fund the pension liability.

MOTION Lazet, seconded Lacasse, to reduce the unfunded pension liability, and make a MERS contribution in the amount of \$20,000. To be funded by \$10,000 from *Retirement Benefit* (GL #101-237-874.000) and \$10,000 be transferred from *Road Maintenance* (GL #101-444-969.000) to be paid by December 31, 2019.

Roll Call Vote

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

Bad Debt Expense Removal Options. Clerk Kean explained the different options regarding the removal for accounting purposes the outstanding miscellaneous receivables for the years 2013-2017. This action is in response to an audit comment on the March 31, 2019 audit. Auditor Joe Verlin recommended an Allowance for Doubtful accounts be established. These amounts are still outstanding and due to the Township.

MOTION Sherwood, seconded Lazet, to remove for accounting purposes only up to \$6,665.00 from *Other Current Accounts Receivable* (GL#101-000-035.000) to be charged to *Bad Debt Expense* (GL #101-101-805.000) to record misstatements and classification errors on the year-end financial statements for the years 2013-2017 and to setup the Allowance for *Doubtfull Accounts* (GL #101-000-041.000).

Roll Call Vote

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

Accounts Receivable Policy Update. Treasurer Sherwood referred the Board to the “red marked” draft Accounts Receivable Policy. Treasurer Sherwood would like comments and suggestions. This will be brought back to the Board at the next meeting.

Renewal of the Zoning Permit Application for Residential Protocol. Zoning Administrator David Vincent previous established a Zoning Permit Application for Residential Protocol which was temporarily approved August 12, 2019 to be effective through November 15, 2019. The protocol has been successful.

MOTION Lazet, seconded Lacasse, to permanently approve the Zoning Permit Application for Residential Protocol, previously approved on August 12, 2019, with no end date.

Roll Call Vote

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

Elections re: Optional Early Reduced Payment Plan for Equipment. Clerk Kean explained after receiving additional information this is not a Reduced Payment Plan. The proposal only suggests budgeting options. Beginning May 2021, payment for a five-year maintenance agreement will be required. A one-time payment of \$4,950 or five annual payments of \$990 must be made. At the Clerk Kean’s recommendation, it was the consensus of the Board to revisit this matter during the next budget cycle.

Set Holidays for 2020. The Board reviewed the proposed 2020 Holiday Schedule. The County Holiday schedule has not been established.

MOTION Kean, seconded Ramey, to approve the 2020 Holiday schedule as follows:

New Year's Day – Wednesday, January 1, 2020
Martin Luther King Day – Monday, January 20, 2020
President's Day – Monday, February 17, 2020
Good Friday – Friday, April 10, 2020
Memorial Day – Monday, May 25, 2020
Independence Day – Friday, July 3, 2020
Labor Day – Monday, September 7, 2020
Veterans Day – Wednesday, November 11, 2020
Thanksgiving Day – Thursday, November 26, 2020
& the Friday following – Friday, November 27, 2020
Christmas Eve – Thursday, December 24, 2020
& Christmas Day – Friday, December 25, 2020
New Year's Eve – Thursday, December 31, 2020

Roll Call Vote

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

Set Meeting Dates. The Board reviewed the proposed meeting dates considering scheduled elections, scheduled commission meeting dates and conference schedules.

MOTION Kean, seconded Lazet, to approve the 2020 Township Board Meeting Dates as follows:

January 13, 2020	July 13, 2020
February 10, 2020	August 12, 2020 (Wednesday)
March 17, 2020 (Tuesday)	September 14, 2020
April 13, 2020	October 12, 2020
May 11, 2020	November 16, 2020 (third Wednesday)
June 18, 2020 (Thursday)	December 14, 2020

Roll Call Vote

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

Any Other Business. An example resolution from Leslie Township was distributed opposing the Ingham County Periodic (Ten Year or other) inspection of Septic Systems. Trustee Lazet will provide additional information at the next Board meeting for Vevay Township to create a resolution opposing the proposed change to be sent to the Ingham County Board of Commission. Treasurer Sherwood requested clarification on how public comment will be recorded in the Board of Trustees Minutes. Clerk Kean and Trustee Lazet responded.

Additional Public Comment. None.

Adjournment. The meeting adjourned at 9:38 p.m.

JoAnne Kean, Clerk

Transcribed by Deputy Clerk Ruttan