

**VEVAY TOWNSHIP
BOARD OF TRUSTEE
Special Meeting/ Budget Adoption
Monday, March 23, 2020
Vevay Township Hall – 10:30 a.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
Others Present: None

The meeting was called to order by Supervisor Ramey at 10:36 a.m. and followed by the Pledge of Allegiance. (This meeting was originally scheduled for March 25, 2020 at 6:30 p.m., however, due to COVID-19 the meeting was moved ahead to be certain that the 2020-21 budget was adopted prior to the new fiscal year that begins on April 1st.)

Set/Amend Agenda.

MOTION Kean, seconded Lazet, to set agenda as presented.

Voice Vote

Passed Unanimously

Supervisor Ramey indicated that no motion would be necessary for any of the following salaries, if amounts remain the same for the 2020-21 Fiscal Year as were approved for the 2019-20 Fiscal Year.

Zoning Administrator Position. The Board discussed the agreement to extend the existing Resolution #19-03 for the Zoning Administrator Code Enforcement Officer.

MOTION Kean, seconded Lazet, to extend Resolution #19-03 to March 31, 2021, and to authorize a one-time payment of \$300 to the Zoning Administrator, Dave Vincent, to be paid in the month of May. The monthly wage will remain the same.

Roll Call Vote

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

Building Inspector Fee. Supervisor Ramey said the Building Spector Fee of \$50 per inspection will remain the same.

2020-21 Budget Adoption.

Assessor Salary. Assessor Jeff Mackenzie's and Assessor Assistant Jill Schliep's combined wages will increase by 2% to \$32,252. Assessor Assistant Jill Schliep's hourly rate will increase by \$1.00 to \$19.00 per hour effective 4/1/20.

MOTION Ramey, seconded Sherwood, to increase the combined salary of the Assessor's Department for Assessor Jeff Mackenzie and Assessor Assistant Jill Schliep by 2% to \$32,252 effective 4/1/20. The hourly wage for Jill Schliep will increase to \$19.00 per hour with a maximum of 160 hours effective 4/1/20.

Roll Call Vote

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

Office Secretary Wages. Office Secretary Shirley Harmon's hourly wage will remain at \$16.00 per hour for 30 hours per week. A motion would be necessary to approve leave hours, vacation hours and a one-time payment of \$1,000 in lieu of a wage increase. Personal leave hours must be used within the fiscal year. The position does not have sick leave; however other benefits include term life insurance, 80% of health care benefit is paid by the Township, and a portion of MERS retirement is paid by the Township.

MOTION Kean, seconded Lacasse, to make a one-time payment of \$1,000 to the Office Secretary, Shirley Harmon, in the month of May, and to approve three hours of vacation time per month as well as a total of twelve hours of personal leave to be used within the fiscal year. The hourly wage will remain the same at \$16.00 per hour.

Roll Call Vote

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

Deputy Clerk Wages. Deputy Clerk Mary Ruttan's hourly wage will remain at \$16.00 per hour. A motion will be necessary to approve a one-time payment of \$500 for accounting services hours and a one-time payment of \$1,000 for deputy hours in lieu of a wage increase. There are no benefits for this position.

MOTION Kean, seconded Lacasse, to authorize a one-time payment of \$1,500 to the Deputy Clerk, Mary Ruttan, to be paid in the month of May. The hourly wage will remain the same.

Roll Call Vote

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

Deputy Treasurer Wages. Deputy Treasurer Debbie Blair's hourly wage will remain at \$15.00 per hour. A motion will be necessary to approve a one-time payment of \$500 in lieu of a wage increase. There are no benefits for this position.

MOTION Sherwood, seconded Ramey, to authorize a one-time payment of \$500 to the Deputy Treasurer, Debbie Blair, to be paid in the month of May. The hourly wage will remain the same.

Roll Call Vote

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

Custodian Wages. The custodian's wage will remain the same at \$15.20 per hour. A motion will be necessary to approve a one-time payment of \$500 in lieu of a wage increase.

MOTION Ramey, seconded Kean, to authorize a one-time payment of \$500 to the custodian, Roger Shiery, to be paid in the month of May. The hourly wage will remain the same.

Roll Call Vote

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

Cemetery Sexton Wage. The Cemetery Sexton's wage will remain the same at \$4,000 per year. Clerk Kean noted that these wages are not included in the MERS retirement program as decided by the previous Board in 2015.

Planning Commission/Joint Mason Vevay PC/Zoning Board of Appeals/Building Board of Appeals Per Diem. The Board has recommended the Per Diem rate for members of the Planning Commission, Zoning Board of Appeals, and Building Board of Appeals remain at \$70 per meeting with an additional five dollars for the Chairperson of each body (a total of \$75) as agreed to in the past few years.

Board of Review/Per Diem. The current per diem rate of \$95 for Board of Review members will remain the same as agreed to in the past several years.

Election Inspectors/Per Diem & Meal Expense. Clerk Kean recommends same as the past several years, maintaining the current per diem rates of \$11 per hour for regular Election Inspectors, \$12 per hour for Electronic Poll Book Inspectors, and \$15 for Precinct Chairpersons. The recommended meal expense will remain \$300 per Election Day.

Clerical per diem for Planning Commission and Zoning Board of Appeals. The current clerical per diem rate of \$50 for the Planning Commission and Zoning Board of Appeals Secretaries will remain the same. As elected secretary of the Planning Commission, Trustee Lazet will donate his clerical time to the Township. In the event of his absence, the substitute Planning Commission secretary will be paid a \$50 per diem.

Housekeeping Services at Township Hall. The 2019-20 rate for cleaning the Township Hall was \$65 per cleaning effective April 1, 2020. Brett Linsley has requested an increase to \$70 per cleaning. The cleaning duties will be performed by Brett Linsley.

MOTION Kean, seconded Lazet, to increase the weekly housekeeping per diem to \$70.00 per cleaning and that Brett Linsley will perform these duties.

Roll Call Vote

Ayes: Lazet, Sherwood, Ramey, Kean & Lacasse

Nays: None

Website Services Support. A one-time upfront stipend of \$300 for website services support has been recommended, which is an increase of \$25 from last year. The hourly wage of \$17.00 per hour will remain the same. Brett Linsley will perform the duties.

MOTION Kean, seconded Lazet, to authorize a one-time upfront stipend of \$300 to Brett Linsley, to be paid in the month of May. The hourly wage will remain the same.

Roll Call Vote

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

2020-21 Property Tax Millage Rate. The property tax rate will be 1.0 mills.

Review of Recommended Budgets 2020-21. The Board reviewed the recommended budgets and no changes were necessary.

Adoption of The General Appropriations Act Resolution. Supervisor Ramey referred the Board to the General Appropriation Act Resolution. The revenue and expense totals were added to Section 5 and Section 7.

**VEVAY TOWNSHIP
RESOLUTION ADOPTING
GENERAL APPROPRIATIONS ACT
RESOLUTION NO. 20-03**

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 23, 2020, and a public hearing on the proposed budget was held on March 17, 2020.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2020-21, including an allocated millage of 1.0 mills; and various miscellaneous revenues shall total \$728,292.

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 2020-21 for the various township cost centers shall total \$728,262.

Section 8: Adoption of Budget by Cost Center

The Board of Trustees of Vevay Township adopts the 2020-21 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 Kean, seconded Lacasse, to adopt Resolution 20-03, General Appropriations Act.

Roll Call Vote

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

THE RESOLUTION WAS DECLARED ADOPTED.

Adoption of Special Revenue Fund Budgets.

MOTION Sherwood, seconded Lazet, that the 2020-21 Special Revenue Fund Budgets be adopted as follows:

<u>Budget for</u>	<u>Revenues</u>	<u>Expenditures</u>
Hawley Cemetery Fund	\$25,001	\$25,000
Downtown Development Authority	\$127,500	\$125,400
Eden Street Lighting Fund	\$1,000	\$950
Lone Oak Street Lighting Fund	\$1,175	\$1,150
Bullen Estates Street Lighting Fund	\$1,651	\$1,630
Mason Manor Lighting Special Account	\$9,880	\$9,723

Roll Call Vote

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

2019-20 Budget Amendments. The Board reviewed the Revenue and Expense report and no changes were necessary.

Capital Improvement Plan Resolution. Supervisor Ramey stated the resolution needs to be updated yearly.

**TOWNSHIP OF VEVAY
INGHAM COUNTY, MICHIGAN
RESOLUTION TO FUND THE CAPITAL IMPROVEMENT PLAN 2019-2025
RESOLUTION #20-04**

At a Special Meeting/ Budget Adoption 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 23rd day of March 2020.

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

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 undesignated funds within Fund Balance to support the following projects: Building & Grounds \$11,100.00, Technology \$ 1,666.67, Vehicles \$8,650.00, General \$5,000.00, Roads \$25,000.00; and

WHEREAS, the Board authorizes the reallocation of Committed Net Assets – Building & Grounds \$43,750.00 and Committed net Assets – Technology \$7,500 to Unrestricted Net Assets.

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 20-04 is hereby adopted effective April 1, 2020.

Roll Call Vote

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

THE RESOLUTION WAS DECLARED ADOPTED.

Township Offices Closure Update. Discussion followed on the Governor's Executive Order #2020-21 -"Stay Home, Stay Safe" - which was announced at 11:00 a.m. today and will go into effect as of 12:01 a.m. on March 24, 2020. Discussion continued on how this will affect the Township services. The offices will be closed until April 14, 2020. During this time, the Board requested Brett Linsley to perform a deep cleaning and sanitizing of all the hard surfaces in both the office and hall.

Public Comment. None

Any Other Business. Clerk Kean noted that the meeting was open to the public and all doors were unlocked.

Adjournment. The meeting was adjourned at 11:40 a.m.

JoAnne Kean, Clerk

Transcribed by Mary Ruttan, Deputy Clerk