

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting**

**Thursday, June 18, 2020 at 6:30 p.m.
Vevay Township Hall – 780 Eden Road, Mason
517-676-9523**

VIA ZOOM MEETING ID 831 6331 4756

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 and Deputy Treasurer Debbie Blair

Others Present: Five interested residents

The meeting was called to order by Supervisor Ramey at 6:32 p.m. and followed by the Pledge of Allegiance.

Roll Call/Excuse Absent Member. Clerk Kean called the roll. All members were present through remote Zoom access.

Set/Amend Agenda.

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

Roll Call Vote

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

Consent Agenda. Trustee Lazet had a question regarding MER's investments, which will be addressed later in the agenda.

Recommendations are preceded by an asterisk (*).

- Meeting Minutes for the Regular Meeting on 5-11-20. *approved & filed
- Financial Reports – May 2020, 1) Fund Balances 2) Balance Sheets and 3) Revenue and Expenditure Reports. *received & filed
- Report for Missing Property Transfer Affidavits (No Changes). *received & filed
- Building Report – February/March/April/May. *received & filed
- Zoning Administrator Report: Building/Enforcement Report for March/April/May. *received & filed
- Correspondence from:
 - 1.) Mason Fire Department re: May Response Reports. *filed
 - 2.) Vevay Township Incident Report for May 2020. *filed
 - 3.) WOW! Rate Increase Letter. *filed
 - 4.) WOW! /Quarterly Fee Payment Ending 3-31-20. *filed
 - 5.) MERS Quarterly Report, Ending 3-31-20. *filed

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

Roll Call Vote

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

Items Removed from Consent Agenda-Discussion. None

Public Comment. None

Accounts Payable Disbursement Authorization. Clerk Kean referenced the audit invoice from Gabridge & Company. The payment represents the first of two payments after their remote field visit. The DDA will pay \$500 toward the total bill.

MOTION Kean, seconded Sherwood, to approve the Disbursement Authorization Report for General Fund Checks #30432-30481 and EFT's #408, #409, #410, #411, #412 and #413 in the total amount of \$38,828.36.

Roll Call Vote

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

It was the consensus of the Board to affix these Board minutes as their signature on the Accounts Payable Disbursement Authorization Report, due to the meeting being conducted via Zoom.

Supervisor's Report – COVID-19. The workplace daily report is being completed by all employees. The 6-foot social distancing is being maintained when applicable. New health signage has been posted. A plexiglass barrier has been placed between the secretary and deputy treasurer. The COVID-19 Preparedness and Response Plan has been followed. A water test was completed and tested positive for bacteria. An excel spreadsheet listing all expenses related to COVID-19 is being maintained. Clerk Kean will give a monthly update on the total costs.

Supervisor's Report – 3265 Rolf Road Violations Update. Supervisor Ramey stated the house has been demolished, but the residents at 3265 Rolf Road are living in the RV which is an ordinance violation. In addition, they have not cleaned up the property. Further court action may be required.

MOTION Ramey, seconded Sherwood, to authorize up to \$3,900 to cover additional court fees and costs for the 3265 Rolf Road Ordinance Violations to be charged to *Enforcement & Special Inspections* (GL#101-371-824.000).

Roll Call Vote

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

Treasurer's Report – 2019 Tax Settlement. Treasurer Sherwood referred the Board to the Tax Settlement Report. The delinquent tax amount turned over to the County Treasurer for collections was \$109,256.15 which represented 59 parcels. There were no delinquent personal property taxes. Vevay Township's DDA Capture was \$30,360.02. The DDA amount is about \$6,000 less than last year due to declining taxable values and EMPP exemptions.

Treasurer's Report – Summer Tax Information & Bills. Treasurer Sherwood highlighted the

changes on the information sheet due to COVID-19. There were no other questions.

Treasurer's Report – MR Report & Payments. Treasurer Sherwood reviewed the report.

Treasurer's Report – Cash Receipt Report. Treasurer Sherwood said this was a new report for presentation to the Board. It is a listing of monthly cash receipts in receipt number and GL number order.

Clerk's Report – Election Update. The Clerk's office mailed 877 permanent Absentee Voter Applications, as well as the Secretary of State mailed approximately 2,100 applications to the remaining Township residents. So far, we have received 702 applications back. We currently have 987 registered voters on our permanent Absentee Voter List. Clerk Kean referred the Board to the letter from Janice Smith regarding her experience working on the Presidential Primary Election. There will be COVID-19 funding available for a second electric letter opener and other equipment needed to help with the processing of Absentee Voter Applications and Ballots. On June 29, 2020 at 2:15 p.m. the Public Accuracy Test for the State Primary will be conducted by Election Source. This is open to the public. All legal notices will be published in the newspaper.

Clerk's Report – MERS. Clerk Kean stated that Marne Daggett, representative from the Municipal Employee Retirement System (MERS), will attend the August 12, 2020 Board meeting. The Annual Valuation Report will be available at that meeting.

Trustee Lazet – Planning Commission Report. Trustee Lazet stated that the Planning Commission has received a SLU application for the repurposing of an industrial building to an indoor recreational facility. The approval is very time sensitive and he (Lazet) would like the Board to consider the approval of the SLU at their July Board meeting. The public hearing is set for July 8, 2020. The industrial building has been vacant for some time. Due to COVID-19, the Planning Commission has not had a Planning Commission meeting since March and would like the Board to consider not charging the applicant for a Special Planning Commission Meeting.

MOTION Lazet, seconded Ramey, that as the applicant of SLU permit application 20-03 had a time sensitive need for the Planning Commission to meet in June, and as the Township is obligated by law to have a Planning Commission to consider such requests, and as the Township has cancelled the Planning Commission meetings for several months due to the COVID-19 restrictions, that the Township this one time, and in this one case only, consider the June 17, 2020 Planning Commission meeting as its one meeting for June, and not charge the application the cost of a special meeting.

Roll Call Vote

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

COVID-19 Required Preparedness and Response Plan – Revision. Clerk Kean spoke with Attorney Revore. As the Executive Order restrictions are lessened, Attorney Revore will submit a new plan in a timely manner. Going forward, per Attorney Revore, the Board will not be required to approve each of the revised plans. A copy of the revised plan will be e-mailed to each employee.

COVID-19 Township Office Re-opening. The Township opened on June 8, 2020. The Board approved Preparedness and Response Plan is being followed.

COVID-19 Township Hall Rental-June & July (June 28). The Township Hall has not been rented for the months of April, May, and June. A resident has requested a rental for June 28, 2020, both the hall and pavilion. Discussion following on the Executive Orders allowing group meetings and the cleaning of the facility. It was the consensus of the Board, if allowed by the Governor’s E.O., to rent to the resident on June 28 and any rentals for the month of July with the understanding it is the renter’s responsibility to adhere to all Executive Orders and restrictions. Clerk Kean will contact Housekeeping Services (Brett Linsley) regarding additional cleaning responsibilities.

EAA55 Request for Fee Waiver of Outdoor Assembly Permit. The EAA55 has not formally decided to hold the event, however, they are requesting an Outdoor Assembly Permit and that the required \$250 application fee and bond requirement be waived. EAA is a not-for-profit Corporation that provides 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. The waiving of the fee and bond for the EAA has been a long-standing practice.

MOTION Kean, seconded Lacasse, to grant the EAA Chapter 55 an Outdoor Assembly Permit for Mason Aviation Day on August 15, 2020 and to waive the \$250 application fee and bond requirement contingent upon receipt of all required documents and Executive Order restrictions.

Roll Call Vote

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

Authorization Request – Ingham County Board of Review/ MTT Refund. The Township is in receipt of an invoice from the Ingham County Treasurer for the Board of Review and/or various Michigan Tax Tribunal Refund Orders Taxable Value Changes for prior year tax rolls. Treasurer Sherwood stated the invoice is for the Taxable Value Reduction for the *FairView* Corner Store. A budget adjustment will be required.

MOTION Kean, seconded Lacasse, to transfer \$97.00 from *Education Meetings* (GL #101-101-960.000) to *Ing Co Tax Tribunal Refunds* (GL #101-101-957.001) to cover the budget shortage.

Roll Call Vote

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

MOTION Ramey, seconded Sherwood, to authorize the expense and payment to the Ingham County Treasurer in the amount of \$96.23 for the payment of BOR/MTT Taxable Value Reductions to be charged to *Ing Co Tax Tribunal Refunds (GL #101-101-957.001)*

Roll Call Vote

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

Authorization Request MTA 2020 Dues & Training Packages. Supervisor Ramey reviewed the MTA's annual dues invoice. Clerk Kean stated the Online Learning Subscriptions were available to purchase for another month. The Board did not have to decide tonight regarding the various online learning packages. Discussion followed regarding education costs and accreditation requirements.

MOTION Kean, seconded Lacasse, to authorize the expense and payment to Michigan Township Association in the amount of \$2,732.21 for the 2020 Annual Dues to be charged to *Dues & Subscriptions (GL #101-101-958.000)*.

Roll Call Vote

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

Authorization Request Foundation Request in Hawley. A son has been buried in Hawley for 30 years without a monument. The family has saved and purchased a modest monument. They were previously quoted \$85 for a foundation. Since that time, the fee has increased to \$200. Given the financial circumstances of the family, Supervisor Ramey would like to honor the original quote. Discussion followed on waiving of fees. The Township does not have a poverty contingency standard to waive fees. Three anonymous donations will pay for the balance due.

Authorization Request for Refund from MI Steam Engine & Threshers. The Michigan Steam Engine & Threshers Club has cancelled the 62nd annual reunion due to COVID-19. Their priority was the safety of everyone that attends.

MOTION Lazet, seconded Sherwood, that in light of the COVID-19 shut down of the economy and the corresponding prohibition of large gatherings having led to the cancellation of the 2020 Michigan Steam Engine & Threshers Club annual reunion/outdoor assembly; and the cancellation therefore being beyond the ability of the sponsors to control, that the Township this one time, and in this one case only, refund to the applicant the applications fee of \$250 from *Miscellaneous (GL #101-101-956.000)*.

Roll Call Vote

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

Authorization Request AV Counting Board Sequestering Requirement. Clerk Kean stated election law requires the Absentee Voter Counting Board (AVCB) be sequestered. The renting of the "Pipe & Drape" is less costly than renting a facility to accommodate the AVCB.

MOTION Kean, seconded Lacasse, to authorize the expense and payment to Art Craft Display for the renting of the required sequestering “Pipe & Drape” in the amount of \$316.08 to be charged to *Election Supplies* (GL #101-191-728.000).

Roll Call Vote

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

Authorization Request for the Purchase of Face Shields. Clerk Kean recommended the purchase of face shields for the election inspectors. The face shields will better protect the residents and be more comfortable for the election inspectors. The inspectors will be required to wear a face covering for up to 18 hours or more on election days. Supervisor Ramey expressed his opposition to the effectiveness of face shields. Trustee Lazet stated his daughter, who is a doctor, uses the same equipment in her work at a respiratory clinic. This expense will be added to the COVID-19 expense spreadsheet for reimbursement. Clerk Kean informed the Board that the face shields are reusable and will be used for both August and November Elections. The expense amounts to \$5 per person per Election Day.

MOTION Kean, seconded Lacasse, to authorize the expense and payment up to \$150 for the purchase of 11 face shields to be charged to *Election Supplies* (GL #101-191-728.000).

Roll Call Vote

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

Authorization Request Misc. Receivables Collection Expense Budget Adjustment. Supervisor Ramey referred the Board to the Revenue & Expenditure Report line item 101-101-804.000. This overage represents collection fee from Congress Collection for two delinquent miscellaneous receivable accounts that were collected.

MOTION Kean, seconded Lacasse, to authorize the budget adjustment for the Collection Fee expense from Congress Collection for the Miscellaneous Receivable from Delinquent Accounts in the amount of \$570 to be transfer to *M/R Collection Expense* (GL #101-101-804.000) from *Miscellaneous* (GL #101-101-956.000).

Roll Call Vote

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

Fire Protection Services Ordinance Review. The Fire Protection Services Ordinance 32.02 revision was previously tabled. Discussion followed on previous Board action, established fees, billing procedures, Fire Chief Kerry Mitchell’s reporting information, actual cost verses fee schedules and Attorney Revore’s recommendations. This item was tabled until next month.

MOTION Lazet, seconded Sherwood, to hold in abeyance the miscellaneous receivable billings from January 1, 2020 thru September 1, 2020 until actual costs have been determined.

Roll Call Vote

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

Discussion on Decreased Revenue Sharing. The Board reviewed the proposed 2019-2020 and 2020-2021 revenue sharing projections. Based on Michigan Department of Treasury documents, the loss of revenue sharing for Vevay Township due to COVID-19 is estimated to be just over \$31,000. Discussion followed on budget reduction preparation.

Any Other Business. Treasurer Sherwood stated that she has not been able to receive information from Attorney Revore regarding a new collection agency. She has a few names from other municipalities. Treasurer Sherwood will continue to update the Board with information.

A one-page, front and back, newsletter will be included with the summer tax bills. Information is needed by June 24, 2020 to be included in the newsletter.

Additional Public Comment. Resident Randy Ketchum, 2135 Laxton, spoke on Township business.

Adjournment. The meeting adjourned at 8:59 p.m.

JoAnne Kean, Clerk

Scribed by Deputy Clerk Ruttan