

BOARD OF TRUSTEES
Regular Meeting
Wednesday, February 10, 2021 @ 6:30 p.m.
Vevay Township Hall - 780 Eden Road, Mason, MI
517-676-9523
VIA ZOOM MEETING ID# 897 3076 8859

Members Present: Supervisor John Lazet (Mason), Clerk JoAnne Kean (Mason), Treasurer Mary Ruttan (Mason), Trustees Richard Lacasse (Marinette, Wisconsin) and Patricia McNeilly (Mason)

Members Absent: None

Others Present: Scribe Brett Linsley and one interested resident.

The meeting was called to order by Supervisor Lazet 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 with the Officials' locations noted as required (see above).

Set/Amend Agenda. Additions to the Agenda:
Resolution to Allow Extension of Poverty Exemption
Supervisor Report - County Parks and Trails Millage

MOTION Kean, seconded McNeilly, to adopt the agenda as amended.

Roll Call Vote **Ayes: Lazet, Ruttan, Lacasse, McNeilly & Kean**
Nays: None

Consent Agenda. Treasurer Ruttan noted the addition of a new Financial report called "Tax Disbursement."

Recommendations are preceded by an asterisk (*).

- Meeting Minutes for Regular Meeting on 1-13-21, Budget Work Session/Special Meeting 1-28-2021, and Budget Work Session/Special Meeting 2-4-2021. *approved & filed
- Financial Reports - January 2021: 1) Fund Balances 2) Tax Disbursement 3) Balance Sheets 4) Revenue & Expenditure. *received & filed
- Report for Missing Property Transfer Affidavits. *file
- Planning Commission Regular Minutes 1-6-21. *distribute
- Building Report – January 2021. *file
- Zoning Administrator Report: Building/Enforcement Report for January 2021. *file
- Correspondence from:
 - 1.) IC Sheriff's Office Sgt. Treat Vevay Township Incident Report for January. *file
 - 2.) MI PSC: re: Notice of Hearing for Consumers Energy Gas Co. Case #U-20814. *file
 - 3.) MI Bell Telephone Franchise Fees Report 12-31-2020. *file

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

Roll Call Vote **Ayes: Kean, McNeilly, Lacasse, Ruttan & Lazet**
Nays: None

Public Comment. Resident Jeff Carter comment on Township business.

Review of Special Board of Trustee Meeting Minutes from February 1, 2021. Supervisor Lazet explained that the Board of Trustees minutes for February 1, 2021 need to be revised. The newly appointed Treasurer, Mary Ruttan, was not sworn into office until after the meeting was over. Consequently, Treasurer Ruttan was not eligible to make a motion to appoint her deputy or vote on any proposed motions. The strike through verbiage needs to be removed. The motion to appoint Shirley Harmon as Deputy Treasurer needs to be made again.

MOTION Kean, seconded Lacasse, to approve the February 1, 2021 Special Board Meeting Minutes as amended.

Roll Call Vote

**Ayes: Ruttan, Lazet, Kean, McNeilly & Lacasse
Nays: None**

MOTION Ruttan, seconded Lazet, to appoint Shirley Harmon as Deputy Treasurer and add her as an authorized signatory for all bank accounts for Vevay Township identified with TIN 38-1904346 effective February 10, 2021.

Trustee Lacasse noted that Treasurer Ruttan's vote would not have changed the outcome of the vote to appoint the Deputy Treasurer because a quorum was present at the 2-1-21 Special Meeting.

Roll Call Vote

**Ayes: Lacasse, Ruttan, Lazet, Kean & McNeilly
Nays: None**

Township Resolutions: Allow Written Protests for The Vevay Township Board of Review. Governor Whitmer recently extended meeting prohibitions through March 29, 2021. The Board of Review is scheduled to meet before that date. The proposed resolution would allow protests to be submitted in writing so that all business can be done remotely.

**VEVAY TOWNSHIP, COUNTY OF INGHAM
RESOLUTION TO ALLOW LOCAL RESIDENTS TO PROTEST TO
BOARD OF REVIEW IN WRITING
RESOLUTION 21-02**

WHEREAS, the General Property Tax Act, MCL 211.30(4) states that, when appealing to the Board of Review, "a nonresident taxpayer may file his or her appearance, protest, and papers in support of the protest by letter, and his or her personal appearance is not required"; and

WHEREAS, MCL 211.30(8) states that "The governing body of the township or city may authorize, by adoption of an ordinance or resolution, a resident taxpayer to file his or her protest before the board of review by letter without a personal appearance by the taxpayer or his or her agent. If that ordinance or resolution is adopted, the township or city shall include a

statement notifying taxpayers of this option in each assessment notice under section 24c and on each notice or publication of the meeting of the board of review”; and

WHEREAS, under the Open Meetings Act, MCL 15.263a, a meeting of a public body may be held electronically through March 30, 2021, and “a public body may use technology to facilitate typed public comments during the meeting submitted by members of the public participating in the meeting that may be read to or shared with members of the public body and other participants to satisfy the requirement under this subsection that members of the public be heard by others during the electronic meeting and the requirement under section 3(5) that members of the public be permitted to address the electronic meeting”;

THEREFORE BE IT RESOLVED that, for the 2021 Board of Review, in order to ease the burden on taxpayers, the assessor and the Board of Review, and to ensure that all taxpayers have an equal opportunity to be heard by the Board of Review, the Vevay Township Board hereby resolves, according to the provisions of MCL 211.30(8) of the General Property Tax Act, that the Board of Review shall receive letters of protest regarding assessments from all property owners until it adjourns from the public hearings for which it meets to hear such protests. Letters from property owners may either be mailed or emailed. All notices of assessment change and all advertisements of board of review meetings must include a statement that the resident taxpayers may protest by letter to the board. Letters of protest must include a properly completed form L-4035 petition to Board of Review.

MOTION Kean, seconded Ruttan, to adopt Resolution #21-02 to Allow Written Protest for Board of Review as presented.

Roll Call Vote

Ayes: McNeilly, Lacasse, Ruttan, Lazet & Kean

Nays: None

Township Resolution: Recognition of Treasurer Sherwood’s Service. Clerk Kean requested the addition of a fifth “Whereas” clause recognizing Treasurer Sherwood’s appointment as Treasurer for the Downtown Development Authority.

**VEVAY TOWNSHIP INGHAM COUNTY
RESOLUTION IN RECOGNITION OF
SHAUN SHERWOOD
RESOLUTION #21-03**

WHEREAS, On February 1, 2021, **Shaun Sherwood** retired her term on the Vevay Township Board as Treasurer; and

WHEREAS, in November 2008, **Shaun Sherwood** was first elected as the Treasurer; and

WHEREAS, during her tenure with the Township, **Shaun Sherwood** served as member and Treasurer of the Vevay Township Board; and

WHEREAS, during her tenure with the Township, **Shaun Sherwood** was the appointed Treasurer for the Downtown Development Authority on 12-14-2011; and

WHEREAS, **Shaun Sherwood's** dedication and service has not gone unnoticed by the citizens of Vevay Township.

NOW, THEREFORE BE IT RESOLVED that the people of Vevay Township, hereby extends a heartfelt *thank you* to **Shaun Sherwood** for her dedicated service.

BE IT FURTHER RESOLVED that the people of Vevay Township, wish **Shaun Sherwood**, along with her entire family, much good health, happiness, and prosperity in her life and in any other endeavor she may pursue.

BE IT FURTHER RESOLVED that a copy of this resolution be suitably enrolled, framed, and presented to **Shaun Sherwood** as a symbol of Vevay Township's sincere gratitude.

MOTION Kean, seconded Lazet, to adopt Resolution #21-03 in Recognition of Treasurer Sherwood as amended.

Roll Call Vote

Ayes: Kean, McNeilly, Lacasse, Ruttan & Lazet
Nays: None

Exemption Resolution. Supervisor Lazet explained that the proposed resolution would extend approved poverty exemptions for up to three years. Clerk Kean thanked Supervisor Lazet for his efforts to make the resolution's verbiage more comprehensible.

VEVAY TOWNSHIP, COUNTY OF INGHAM

RESOLUTION TO ALLOW EXTENSION OF POVERTY EXEMPTION

RESOLUTION #21-04

WHEREAS, the General Property Tax Act, MCL 211.7u, states that the homestead of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under the General Property Tax Act; and

WHEREAS, a township board has the option under MCL 211.7u(6) to permit by resolution a principal residence granted poverty exemption from the collection of taxes in tax year 2019 or 2020, or both, to remain exempt in tax years 2021, 2022, and 2023 without subsequent reapplication for the exemption, provided there has not been a change in ownership or occupancy status of the person eligible for exemption, and the person also receives a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits; and

NOW, THEREFORE, BE IT RESOLVED, pursuant to MCL 211.7u(6), that Vevay Township, Ingham County, permits a principal residence granted poverty exemption from the collection of taxes in tax year 2019 or 2020, or both, to remain exempt in tax years 2021, 2022, and 2023 without subsequent reapplication for the exemption, provided there has not been a change in ownership or occupancy status of the person eligible for exemption, and if the person receives a fixed income solely from public assistance that is not subject to significant annual increases beyond the rate of inflation, such as federal Supplemental Security Income or Social Security disability or retirement benefits.

MOTION Kean, seconded McNeilly, to adopt Resolution #21-04 to Allow Extension of Poverty Exemption.

Roll Call Vote

**Ayes: Lazet, Kean, McNeilly, Lacasse & Ruttan
Nays: None**

Authorization Request for Payment to Ingham County for Assessments of Drains at Large 2020. The Township received an invoice for annual drain work from the Ingham County Drain Commissioner in the amount is \$19,628.77 for 2020. Clerk Kean noted that the previous year's invoice was closer to \$24,000. Supervisor Lazet noted that because of drain work being done in Rayner Creek Project, he anticipates that the invoice amount will increase next year.

MOTION Kean, seconded Lacasse, to authorize the expense and payment to Ingham County for the 2020 Drain at Large invoice in the amount of \$19,628.77 to be charged to *Drains Tax at Large* (GL #101-445-969.000).

Roll Call Vote

**Ayes: Ruttan, Lazet, Lacasse, McNeilly & Kean
Nays: None**

Authorization Request for Ingham County HazMat Dues 2021. The Township received an invoice for annual dues to the Ingham County Hazardous Materials program. Clerk Kean noted that the annual dues have remained \$500 since the Township Board adopted a resolution in 1996 to support the HazMat Team.

MOTION Kean, seconded McNeilly, to authorize the expense and payment of the 2021 HazMat dues in the amount of \$500 to be charged to *HazMat Funding* (GL #101-336-813.000).

Roll Call Vote

**Ayes: Ruttan, Lazet, Lacasse, McNeilly & Kean
Nays: None**

Accounts Payable Disbursement Authorization. Clerk Kean noted a decrease in the Health Care Expenditures this month due to Treasurer Sherwood's resignation. She also noted the large disbursement this month is due to two large invoices; ICRD's annual Local Roads Projects for 2019 & 2020 (\$85,000) and the Drains at Large (\$20,000). Clerk Kean reminded the Board that this month's approved minutes will be affixed to the disbursement report in lieu of a signature sheet.

MOTION Kean, seconded McNeilly, to approve the Disbursement Authorization Report for General Fund Checks #30907 to #30969 and EFT's #450, #451, #452, (VOID #453), #454, 455, 456 and #457 in the total amount of \$139,957.92.

Roll Call Vote

**Ayes: McNeilly, Lacasse, Ruttan, Lazet & Kean
Nays: None**

Supervisor Report: Township Office Policies Discussion. Supervisor Lazet said that six office policies were never formally approved by the Board. The Board assigned teams to review unapproved policies. Supervisor Lazet asked that the teams come prepared to discuss their policy review at the March 11, 2021, Board Meeting so that these policies will be ready to adopt with the budget. He also said that he would like to have all 30 office policies reviewed by the end of the calendar year. Finally, he noted that any instances of the name "Shaun" in the policies will be replaced with "Mary."

Supervisor Report: BS&A Building Software Update. Supervisor Lazet recently spoke with Steve Rennell at BS&A Software regarding their building permit program that generates permits and inspection schedules. The software would allow digitizing many of the Township's documents which could help the Township's limited storage space for hard copies. The soonest rollout date for installation of the program would be in August. The Board discussed the merits of pursuing these updates now or after a new Zoning Administrator has been hired. Trustee McNeilly noted that the longer the Township waits the farther out the rollout date will be pushed and that the software upgrades may actually benefit an incoming Zoning Administrator. Supervisor Lazet noted that this project has already been funded and is in the budget for this fiscal year in Capital Outlay.

Supervisor Report: Trails Millage. Trustee McNeilly informed the Board that funds from the county parks and trails millage may be available to the Township and asked that possibilities be investigated further. The Board discussed other approved and potential projects for improving Township grounds. Supervisor Lazet announced he will be bringing a proposal for the replacement of trash cans and the addition of a bench to the playground. He also noted that the DDA has approved improvements to the Township recreation fields to fix flooding issues. The DDA had previously developed plans for trails in the Township. Trustee Lacasse noted that the Board should consult the Master Plan's information on trails and recreational properties.

Treasurer Report: Folding Machine Annual Maintenance Agreement vs New Purchase.

Treasurer Ruttan explained that the office folding machine is not working well and the envelope stuffer has completely stopped working. The Township currently pays \$600 for an annual maintenance agreement. Treasurer Ruttan presented options available for purchasing new machines and explained that the new machines would not require maintenance agreements. Supervisor Lazet recommended that Clerk Kean and Treasurer Ruttan look at some more options and bring a proposal for a new folding machine to the next Board meeting.

Clerk Report: Health Insurance Savings. Clerk Kean informed the Board that, due to Treasurer Sherwood's resignation, there will be a savings of \$1000 for the Township health plan this month. She also noted that currently only one employee remains on the Township's health plan.

Clerk Report: Publishing of Treasurer Vacancy. Clerk Kean informed the Board that publishing a job posting for the Treasurer vacancy will cost \$420 to run in two papers for two weeks. The Township website is currently down but the posting can be put on that platform when it is running again.

Trustee McNeilly: Planning Commission Report. Trustee McNeilly reported that the Planning Commission continues to work on ordinance amendments, and is currently working on the five year review of the Master Plan. She (McNeilly) also informed the Board that Chris Lewis has done very well as the new Planning Commission Chair.

Any Other Business. Clerk Kean reviewed with the Board the transfer authority and cost center adjustments that had been made this month.

Additional Public Comment. None.

Adjournment. The meeting was adjourned by Supervisor Lazet at 7:47 p.m.

JoAnne Kean, Clerk

Scribed by Deputy Clerk Brett Linsley