

**VEVAY TOWNSHIP  
BOARD OF TRUSTEES  
Regular Meeting  
Wednesday, August 11, 2021, at 6:30 p.m.  
Vevay Township Hall – 780 Eden Road, Mason**

**In-Person Meeting**

**MINUTES**

**Members Present:** Supervisor John Lazet, Clerk JoAnne Kean, Treasurer Christopher Lewis, Trustee Richard Lacasse and Trustee Patricia McNeilly  
**Members Absent:** None  
**Staff Present:** Deputy Clerk Mary Ruttan  
**Others Present:** Robert Ford, *Landscape Architects and Planners*, and one interested resident

The meeting was called to order by Supervisor Lazet at 6:30 p.m. and followed by the Pledge of Allegiance.

**Roll Call/Excuse Absent Member.** All members were present.

**Set/Amend Agenda.**

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

**Roll Call Vote**

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

**Consent Agenda.** The IC Sheriff Office. July Incident Report should be removed because it was not yet received.

**Recommendations are preceded by an asterisk (\*).**

- Minutes for the Regular Meeting 7-14-21. \*approved & filed
- Financial Reports – July 2021: 1) Cash & Investment Account Summary 2) General Fund Cash Flow Graph 3) Balance Sheets 4) Revenues & Expenditures 5) Tax & DDA Registers. \*received & filed
- Report of Missing Property Transfer Affidavits. (No changes) \*filed
- Planning Comm. Public Hearing/Regular Meeting Minutes 7-7-21. \*distributed
- Building Report – July 2021. \*filed
- Zoning Administrator Report: Building/Code Enforcement Report for July 2021. \*filed
- Correspondence from:
  - Mason Fire Department re: July Response Reports. \*filed
  - IC Sheriff Dept. Sgt. Jacob Newtown June Incident Report. \*filed
  - Michigan Bell Telephone Company 14<sup>th</sup> Annual Video Report 2020. \*filed

MI Bell Franchise Fees Report 4-1-21 to 6-30-21. filed

**MOTION Kean, seconded Lacasse, to adopt the consent agenda as amended.**

**Roll Call Vote**

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

**Items Removed from Consent Agenda - Discussion.** None.

**Public Comment.** None.

**Ingham County Trails and Parks 2021 Grant.** Supervisor Lazet introduced Robert Ford, President of *Landscape Architects and Planners* and provided a review of the Trails and Parks Program Application Grant. The grant request titled Vevay Township Community Park and 5-Year Recreation Master Plan, in the amount of \$84,500 for Planning & Engineering, was submitted on July 30, 2021. Mr. Ford provided a comprehensive explanation of the three areas that comprise the grant: Planning, Design, and Hayhoe Trail Feasibility Study. The planning segment includes the development of a 5-year Recreation Master Plan and MDNR Grant Application. The current Vevay Township Recreation Plan expired in 2015. The design portion creates a Master Plan for updates to the current Township Park and other Township assets. The Hayhoe Trail Feasibility Study addresses the extension of the Hayhoe Trail into Vevay Township. The grant application timeline was reviewed. The planning process includes public input meetings, opinion surveys, and public hearings. The grant is an approach to obtain future visualization of township assets and recognition opportunities, build on current asset improvements, and capitalize on available funding.

**VEVAY TOWNSHIP  
INGHAM COUNTY, MICHIGAN  
Resolution #21-11**

At a regular meeting of the Board of Trustees of Vevay Township, held at the Vevay Township Hall, Mason, Michigan, on August 11, 2021, at 6:30 pm.

PRESENT: Supervisor Lazet, Clerk Kean, Treasurer Lewis, Trustee Lacasse, & Trustee McNeilly  
ABSENT: None

**RESOLUTION FOR INGHAM COUNTY TRAILS AND PARKS PROGRAM GRANT**

The following resolution was offered by member Kean and supported by member McNeilly.

**WHEREAS**, the Ingham County Trails and Parks Program Application requires the governing body of the local unit of government to pass a resolution including the amount of the local match in terms of dollar amount or percentage of total project cost; and

**WHEREAS**, the Vevay Township's current 5-Year Recreation Master Plan has expired; and

**WHEREAS**, the grant funding will update the 5-Year Recreation Master Plan and provide for design and preliminary engineering for park and trail improvements to Vevay Township Community Park that would become eligible for future DNR or MDOT funding.

**WHEREAS**, Vevay Township Board of Trustees will commit \$3,000 match to the Ingham County Trails and Parks Grant program to come from the Vevay Township's general fund budget for the 2022-23 fiscal year.

**NOW, THEREFORE, BE IT RESOLVED** that the Vevay Township Board of Trustees commits \$3,000 match to the Ingham County Trails and Parks Grant Program; and

**BE IT FURTHER RESOLVED** that the Vevay Township Board of Trustees approves the application to the Ingham County Trails and Parks Program for the Vevay Township Community Park and 5-Year Recreation Master Plan.

**Roll Call Vote**

**Ayes: Lacasse, Lewis, Lazet, Kean, & McNeilly**

**Nays: None**

*RESOLUTION DECLARED ADOPTED*

**Review of the Fringe Benefit Ordinance 46 - Review Resolution & Set Public Hearing.**

Supervisor Lazet reviewed the proposed language changes to the Fringe Benefit Ordinance and Resolution.

**MOTION Kean, seconded Lewis, to set the public hearing for the Fringe Benefit Ordinance revision to be held at a regular Vevay Township Board Meeting on Wednesday, September 15, 2021, at 6:30 p.m.**

**Roll Call Vote**

**Ayes: McNeilly, Lacasse, Lewis, Lazet, & Kean**

**Nays: None**

**Presentation of 2021 Township Liability Policy.** Representative Jason Orton from *David Chapman Agency* was unable to attend the Board meeting due to personal reasons. Mr. Orton will attend a future meeting.

**Motion Kean, seconded McNeilly, to authorize the expense and payment of the 2021 liability insurance invoice from the David Chapman Agency in the amount of \$12,978.00 to be charged to Insurance and Bonds (GL #101-950-910.000).**

**Roll Call Vote**

**Ayes: Kean, McNelly, Lacasse, Lewis, & Lazet**

**Nays: None**

**Authorization Request for MMTA Monthly Training.** Treasurer Lewis explained the MMTA monthly "Treasurer-to-Treasurer" zoom meetings. The information presented is informative and valuable to his learning curve.

**MOTION Kean, seconded Lacasse, to authorize the one-time prepaid expense and payment of \$45.00 to Treasurer Christopher W. Lewis for the months of June, July, and August MMTA monthly meetings and to authorize the expense and payment of \$15.00 per month for the MMTA monthly meeting for the remaining of the fiscal year ending 3/31/22 to be charged to Treasurer Office Educational Mtgs (GL #101-253-960.000).**

Roll Call Vote

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

**Authorization Request MMTA Annual Conference.** Treasurer Lewis respectfully requested approval to attend the MMTA Fall Conference in Kalamazoo. This will be an excellent learning and networking opportunity. No hotel expenses will be incurred.

**MOTION Lazet, seconded McNeilly, to authorize the expense and payment for Treasurer Lewis to attend the Michigan Municipal Treasurers Association 2021 Fall Conference, September 19-22, at the Radisson Hotel in Kalamazoo in the amount of \$359.00 to be charged to Treasurer Office Educational Mtgs (GL #101-253-960.000).**

Roll Call Vote

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

**Accounts Payable Disbursement Authorization.** Clerk Kean reviewed the Disbursement Authorization report highlighting the one voided check and the payment to the City of Mason.

**MOTION Kean, seconded McNeilly, to approve the Disbursement Authorization Report for General Fund Checks #31241-31295 and EFT's #486, #487, #488, #489, and #490 in the total amount of \$58,893.14.**

Roll Call Vote

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

**Supervisor Report: Township Hall Rental Agreement.** Supervisor Lazet reviewed the proposed language changes to the Rental Agreement. The Board did not have any questions.

**MOTION Lacasse, seconded Kean, to approve the proposed hall rental form dated August 11, 2021.**

Roll Call Vote

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

**Supervisor Report: Fire Services Resolution Revision.** Supervisor Lazet explained the proposed language changes from the previously reviewed resolution revision. Discussion followed on specific words as they relate to accepted policy.

**Vevay Township  
Ingham County, Michigan  
Resolution No. 21-12**

**Rescind Resolution #21-10 and**

**Revise Fire Protection Services Rate Schedule**

At a regular meeting of the Board of Trustees of the Township of Vevay, located in the County of Ingham, State of Michigan, held in the Vevay Township Hall, 780 Eden Road, Mason, MI 48854, on August 11, 2021, at 6:30 p.m.

PRESENT: Supervisor Lazet, Clerk Kean, Treasurer Lewis, Trustee Lacasse, & Trustee McNeilly

ABSENT: None

The following preamble and resolution were offered by Kean and supported by Lewis:

**WHEREAS**, Board of Trustees at their June 16, 2021, meeting adopted Fire Protection Services Rate Schedule Resolution #21-10;

**WHEREAS**, a clarification of chargeable services was deemed necessary;

**WHEREAS**, the Police and Fire Protection (Excerpt), Public Act 33 of 1951, allows for the collection of fees for fire protection services;

**WHEREAS**, the Township has enacted Ordinance, No. 32, as amended, for the collection of fees, said rates to be established by Township Resolution; and

**THEREFORE**, be it Resolved, that the Township of Vevay hereby adopts the following rate schedule for fees for fire protection services, as determined by contracted fire protection services, that shall become effective immediately.

No Charge

There is no charge for the following Mason Fire Department response:

1. A first service call to a malfunctioning or false alarm; however, a charge will be invoiced for any additional alarm calls in the same calendar year
2. Outdoor open burning where the resident has obtained a burning permit and is in full compliance with the Township burning guidelines as posted on the Township website.
3. A request from an ambulance service for lift assistance.
4. Where a person on which the call is based is deceased or dies within 7 days as a result of the actions that led to the call for a response.

5. When upon investigation, the reason that led to the call for assistance turns out not to necessitate a response.

Fire Protection Services Rates:

The First Tier (defined as an administrative response to a service call involving one or two personnel) shall be a minimum response at \$75.00 per hour, with a one-hour minimum charge inclusive of vehicle(s) and fire personnel.

The Second Tier (defined as a service call involving multi-personnel, fire-suppression vehicles or emergency response vehicles and equipment) shall be a full response at \$500.00 for the first hour. After the first hour, \$125.00 shall be charged in half-hour increments for the remainder of the incident until all vehicles are back in service. This shall be inclusive of vehicle(s) and fire personnel.

Please note, that the above charges are a minimum cost for these types of calls and do not necessarily include the total expense of a service call.

That all Resolutions or parts of Resolutions in conflict with the provisions of this Resolution be and the same hereby are rescinded.

**Roll Call Vote**

**Ayes: Lazet, Lewis, Lacasse, McNeilly, & Kean**

**Nays: None**

*RESOLUTION DECLARED ADOPTED*

**Supervisor Report: Assignment and Feedback on Office Policies Review.** Policy #12-Expense Reimbursement was assigned to Clerk Kean and Trustee McNeilly. Clerk Kean explained the relationship and intent of Policy #12-Expense Reimbursement and Policy #22-Purchasing.

**Supervisor Report: Special September Board of Trustees Meeting on Priorities.** The Board is 6-months into the current budget year. Supervisor Lazet would like to have a special Board meeting specifically to review Township priorities and the budget. The date will be determined at the September 15, 2021, regular Board meeting.

**Supervisor Report: COVID-19.** Supervisor Lazet provided a review of the Township's current COVID-19 practices. The Board is satisfied with all the current procedures.

**Treasurer Report: ARPA/Tax Collection.** Treasurer Lewis reported that as of tonight's meeting he has collected \$563,801.80 of summer tax. This represents 292 parcels. Total disbursement to date is \$395,878.00. In response to Trustee McNeilly questions, Treasurer Lewis explained the collection and disbursement schedule. On July 23, Vevay Township applied for the Coronavirus Local Fiscal Recovery Fund allocation in the amount of \$392,251.00. Currently the application is being audited for approval.

**Clerk Report: New Phones & Faster Internet Speed.** The new phones and internet service have been installed. There is a noticeable difference in speed. Treasurer Lewis commended Clerk Kean on a complicated project well done.

**Trustee McNeilly: Planning Commission.** The Planning Committee has forwarded to Attorney Revore the proposed Zoning Ordinance changes on Accessory Buildings. They will now be reviewing the Zoning Ordinances on Home Occupations. Attorney Revore attended the previous Planning Commission meeting and spoke on Medical Marijuana as it relates to Zoning.

**Any Other Business.** The Auditor will be at the September 15, 2021, Board of Trustees meeting to present the results of the audit. He would like to hold the exit interview in the afternoon before the meeting.

**Additional Public Comment.** Jeff Carter, 3379 Tomlinson Road spoke on Township business.

**Adjournment.** The meeting adjourned at 8:22 p.m.

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JoAnne Kean, Clerk

Recording Deputy Clerk Ruttan