

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting/Public Hearing
Wednesday, September 15, 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: Attorney David Revore, *Revore Law Firm*, and Deputy Clerk Mary Ruttan

Others Present: Matt Holland, *Gabridge & Company*, Courtney Samson & Jason Beebe, *Commercial Bank*, Michael Curtis, *Elavon Merchant Credit (via zoom)* and two interested residents

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 McNeilly, to approved Agenda as presented on the Revised Agenda.

Roll Call Vote

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

Presentation by Matt Holland, Gabridge & Company, on the 2020-21 Audit. Auditor Matt Holland presented and reviewed the annual audit report. The audit report was given an “unmodified opinion”, the most favorable opinion given. Responding to Supervisor Lazet’s question regarding fund balance, Mr. Holland stated the Township has a healthy fund balance. Government Finance Office Association (GFOA) recommends a fund balance of at least 25% of revenue. Mr. Holland recommended for cash flow purposes as well as fiscal responsibility that the fund balance be between 50-100% of yearly revenue. New reporting requirements this year include a detailed reporting of all fiduciary Funds. Discussion followed on pension funding. Currently, the Township is funded at 58.99%, which compared to other townships is near the bottom of the percent of funding. Supervisor Lazet stated the pension funding was one of the four priorities of the Township.

MOTION Kean, seconded Lewis, to accept the 2020-2021 Vevay Township Audit Report as presented by Gabridge & Company.

Roll Call Vote

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

Presentation by Jason Beebe/Courtney Samson, Commercial Bank and Michael Curtis, Elavon Merchant Credit. Treasurer Lewis provided a synopsis for the presentation including upgraded technology and reduced credit card fees for Township residents. Mr. Curtis presented a zoom presentation on credit card processing. Credit card funding would be available the next day instead of the current three day wait and the credit card fee would be reduced to 2.75% instead of 3%. Ms. Samson and Mr. Beebe presented the current banking and treasury services available from Commercial Bank including the second quarter shareholders report. The upgraded technology would include a check scanner at the Township Office for remote check deposit into the account. There are no fees for any services provided. In response to Treasurer Lewis' question regarding FDIC requirements, Mr. Beebe explained the process and when the FDIC insurance requirement is used. Further information will be presented at the next Board meeting to transfer the current tax accounts at Dart Bank to Commercial Bank and change the credit card processing from Point-n-Pay to Elavon Merchant Credit.

Recess to Public Hearing.

MOTION Lazet, seconded McNeilly, to open the Public Hearing on the Revision of Fringe Benefits Ordinance 46 at 7:41 p.m.

Roll Call Vote

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

Supervisor Lazet provided the background and circumstances for the revision of the Ordinance, then asked for public comment.

Public Comment. Resident, Fred Kiefer, 864 Chickasaw Drive, spoke in favor of the ordinance revision.

Reconvene to Regular Meeting.

MOTION Lazet, seconded Kean, to close the Public Hearing on the Revision of Fringe Benefits Ordinance 46 at 7:45p.m.

Roll Call Vote

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

Board Discussion and Consideration on the Revision of Fringe Benefits Ordinance 46. Clerk Kean reviewed the proposed revisions on Ordinance No. 46.06 and stated the effective date would be November 1, 2021.

The following ordinance was introduced for adoption by Lewis and supported by Lacasse.

**TOWNSHIP OF VEVAY
INGHAM COUNTY, MICHIGAN
EMPLOYEE HEALTHCARE, DEATH BENEFITS AND PENSION
ORDINANCE NO. 46.06**

AN ORDINANCE TO AMEND VEVAY TOWNSHIP FRINGE BENEFITS ORDINANCE TO AMEND THE PROVISION OF HEALTHCARE, DEATH BENEFITS AND PENSION; TO ESTABLISH AN EFFECTIVE DATE OF THIS ORDINANCE; AND TO REPEAL ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.

Roll Call Vote

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

(Note: The text of Ordinance No. 46.06 is printed in its entirety in the Vevay Township Ordinances Record book and attached to these minutes.)

ORDINANCE DECLARED ADOPTED.

Compensation-In-Lieu of Benefit Resolution. Supervisor Lazet explained that Ordinance No. 46.06 allows for a compensation-in-lieu of healthcare benefits. The Board must establish the allowable compensation rate.

**Vevay Township
Ingham County, Michigan
Resolution No. 2021-13**

Compensation-In-Lieu of Benefit Under the Group Health Insurance Plan Under the Vevay Township Employee Healthcare, Death Benefit, and Pension Ordinance, No. 46.06

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 September 15, 2021, at 6:30 pm.

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

ABSENT: None

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

WHEREAS, Section 110b of Public Act 77 of 1989, as amended, (MCL 41.110b) allows a Township to make arrangements with a repayment plan for health, hospitalization, and medical and surgical service and expense insurance for any classes of elected or appointed township officers and employees, and dependents of those officers or those employees; and

WHEREAS, the Township has enacted Ordinance, No. 46.06, as amended, to establish Group Health Insurance Plans for its various classes of employees and officers to only include eligible officers and employees as the Supervisor, Clerk and Treasurer, and full-time employees regularly working 30 hours per week or more (i.e., “eligible officers and employees”); and

WHEREAS, the Township’s Group Health Insurance Plan is a Section 125 Cafeteria Plan that allows as an option compensation-in-lieu of the Group Health Insurance Plan; and

WHEREAS, the Township recognizes the mutual benefits for cost savings; and

WHEREAS, eligible officers and employees may elect at his/her sole discretion an option to receive compensation-in-lieu of the Group Health Insurance Plan rather than coverage under the Township’s Group Health Insurance Plan.

NOW THEREFORE BE IT RESOLVED, that the Township of Vevay hereby adopts the following annual amount, as determined by the Township Board as the compensation-in-lieu of benefit rather than coverage under the Township’s Groups Health Insurance Plan: \$2,500.00 (“annual amount”) paid on the regular monthly payroll cycle to eligible officers and employees who election the compensation-in-lieu option; and

BE IT FURTHER RESOLVED, that the Township shall make payment of said annual amount in compliance with state and federal laws and IRS and Treasury Regulations, and tax withholdings, as applicable; and

BE IT FURTHER RESOLVED, that all Resolutions or parts of Resolutions in express conflict with the provisions of the Resolution be and the same hereby are rescinded; and

BE IT FURTHER RESOLLVED, that Resolution No. 2021-13 is hereby adopted effective November 1, 2021.

Roll Call Vote

Ayes: Lazet, Kean, McNeilly, Lacasse, and Lewis
Nays: None

RESOLUTION DECLARED ADOPTED.

Consent Agenda.

Recommendations are preceded by an asterisk (*).

- Minutes for the Regular Meeting 8-11-21. *approved & filed
- Financial Reports – August 2021: 1) Cash & Investment Account Summary 2) Balance Sheets 3) Revenue & Expenditure, and 4) Tax & DDA Registers. *received & filed
- Report of Missing Property Transfer Affidavits. (No changes) *filed
- Planning Comm. Regular Meeting Minutes 8-4-21. *distributed
- Building Report – August 2021. *filed
- Zoning Administrator Report: Building/Code Enforcement Report for August 2021. *filed

- Correspondence from:
Mason Fire Department re: August Response Reports. *filed
IC Sheriff Dept. Sgt. Jacob Newtown August Incident Report. *filed
Thank You Letter from Mason Area Chamber of Commerce. *filed
Mason Sycamore Creek Garden Club Dedication of Gold Star Memorial
By-Way Marker. *filed
Ingham County Comments 9-1-1. *filed
WOW! Q2 Franchise Fees 2021. *filed

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

Roll Call Vote

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

Nays: None

Items Removed from Consent Agenda - Discussion. None.

Public Comment. None.

ARPA: Township Policies to Comply with Federal Grant Requirements. Vevay Township's application for the Coronavirus recovery funding [American Rescue Plan Act (ARPA)] is still pending. Attorney Revore noted the Township will need to adopt the following policies to be in compliance with federal requirements to receive the money: Ethics and Conflict of Interest, Substance Use and Alcohol/Drug and Testing, Seat Belt, and Texting Prohibited While Driving. The funding is subject to audit, and to be in compliance with the funding the policies need to be adopted.

Review of Fire Run #2021-155 @1560 W. Dansville Road, Mason on 7-1-21 as it Relates to Resolution #21-12. Supervisor Lazet discussed the previous actions of the Board.

MOTION Lazet, seconded Lewis, based on the August 11, 2021 decision of the Board to not charge fire response fees if "...upon investigation, the reason that led to the call for assistance turned out not to necessitate an response;" to not invoice for the fire response to 1560 W. Dansville Road on July 1, 2021, FR #2021-155, as the response was found, upon investigation, to not necessitate a response, and thus fully met the conditions to not be charged a fire response fee had this language been in effect on July 1, 2021.

Roll Call Vote

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

Nays: None

Acceptance of Donation from Fred Kiefer. The Board expressed their sincere appreciation and thanks to Mr. Kiefer for his generous donation.

MOTION Kean, seconded McNeilly, to accept the \$100.00 donation from Fred Kiefer to Vevay Township to assist in covering Township costs incurred in support of the EAA event that was held at Mason Jewett Airport in 2021.

Roll Call Vote

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

Committed Fund Balances Resolutions. Clerk Kean explained these resolutions are an audit requirement.

**TOWNSHIP OF VEVAY
INGHAM COUNTY, MICHIGAN
RESOLUTION FOR COMMITTED FUND BALANCE FOR
FISCAL YEAR ENDING 3/31/20
RESOLUTION #21-14**

At a regular 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 15th day of September 2021.

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

ABSENT: None

The following Preamble and Resolution was offered by Kean and supported by Lacasse.

WHEREAS, the Governmental Accounting Standards Board (GASB) has issued Statement No. 54 establishing a hierarchy clarifying the constraints that govern how a government entity can use amounts reported as fund balance; and

WHEREAS, the Board of Trustees is the highest level of decision-making authority, and has the authority to commit, assign, or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds; and

WHEREAS, the Board of Trustees has a committed fund known as the Hawley Cemetery Fund, previously considered an “endowment” and restricted fund: and

WHEREAS, the Board of Trustees through its officials and legal counsel have researched Hawley Cemetery documents, the committed fund and its establishment, and determined that said committed fund is not an “endowment fund” subject to the Uniform Prudent Management of Institutional Funds Act, PA 87 of 2009; and no “gift instrument” transferred the Hawley Cemetery or any of its assets to the Township; and

WHEREAS, the committed fund balance classification reflects amounts subject to internal

constraints self-imposed by the Board of Trustees; and

WHEREAS, once the committed fund balance constraints are imposed, it requires the constraint to be removed by the Board of Trustees prior to redirecting the funds for other purposes; and

WHEREAS, THE Board of Trustees has determined it will commit \$25,385.85 or the balance of committed funds known as Hawley Cemetery Fund (211) (Investments and Savings) to the Hawley Cemetery Fund; and

WHEREAS, the Board of Trustees has determined it will use the committed Cemetery Fund for the preservation, special maintenance, repair, and purchase of equipment for said preservation, special maintenance, repair, and to make capital improvements, and as otherwise necessary to maintain and improve Hawley Cemetery.

NOW, THEREFORE, be it resolved, that the Board of Trustees of Vevay Township, in accordance with the provisions of GABS 54 hereby commits, Cemetery Fund balance for the preservation, special maintenance, repair, and purchase of equipment for said preservation, special maintenance, repair, and to make capital improvements, and as otherwise necessary to maintain and improve Hawley Cemetery; and said Cemetery Fund cannot be used for any purpose other than directed above, unless the Board of Trustees adopts another resolution to remove or change the constraint.

NOW, THEREFORE, BE IT RESOLVED that Resolution #21-14 is hereby adopted effective September 15, 2021.

MOTION Kean, seconded Lacasse, to Adopt Resolution #21-14 Committed Fund Balance for Fiscal Year 2019-20.

Roll Call Vote

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

RESOLUTION DECLARED ADOPTED.

**TOWNSHIP OF VEVAY
INGHAM COUNTY, MICHIGAN
RESOLUTION FOR COMMITTED FUND BALANCE FOR
FISCAL YEAR ENDING 3/31/21
RESOLUTION #21-15**

At a regular 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 15th day of September 2021.

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

ABSENT: None

The following Preamble and Resolution was offered by Kean and supported by Lacasse.

WHEREAS, the Governmental Accounting Standards Board (GASB) has issued Statement No. 54 establishing a hierarchy clarifying the constraints that govern how a government entity can use amounts reported as fund balance; and

WHEREAS, the Board of Trustees is the highest level of decision-making authority, and has the authority to commit, assign, or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds; and

WHEREAS, the Board of Trustees has a committed fund known as the Hawley Cemetery Fund, previously considered an “endowment” and restricted fund: and

WHEREAS, the Board of Trustees through its officials and legal counsel have researched Hawley Cemetery documents, the committed fund and its establishment, and determined that said committed fund is not an “endowment fund” subject to the Uniform Prudent Management of Institutional Funds Act, PA 87 of 2009; and no “gift instrument” transferred the Hawley Cemetery or any of its assets to the Township; and

WHEREAS, the committed fund balance classification reflects amounts subject to internal constraints self-imposed by the Board of Trustees; and

WHEREAS, once the committed fund balance constraints are imposed, it requires the constraint to be removed by the Board of Trustees prior to redirecting the funds for other purposes; and

WHEREAS, THE Board of Trustees has determined it will commit \$25,368.70 or the balance of committed funds known as Hawley Cemetery Fund (211) (Investments and Savings) to the Hawley Cemetery Fund; and

WHEREAS, the Board of Trustees has determined it will use the committed Cemetery Fund for the preservation, special maintenance, repair, and purchase of equipment for said preservation, special maintenance, repair, and to make capital improvements, and as otherwise necessary to maintain and improve Hawley Cemetery.

NOW, THEREFORE, be it resolved, that the Board of Trustees of Vevay Township, in accordance with the provisions of GABS 54 hereby commits, Cemetery Fund balance for the preservation, special maintenance, repair, and purchase of equipment for said preservation, special maintenance, repair, and to make capital improvements, and as otherwise necessary to maintain and

Supervisor Report: COVID-19. Supervisor Lazet found no Federal or State orders that apply to Vevay Township, and according to County Commissioner Naeyaert, there are no County orders on face mask and distance mandates that apply to Vevay Township government.

Supervisor Report: Schedule Meeting on Township Priorities. Supervisor Lazet would like to schedule a special October meeting to review the Township priorities and budget. He requested an e-mail from each Board member of their availability.

Supervisor Report: Assignment and Feedback on Office Policies. No update.

Treasurer Report: Tax Season Progress and Revenue Sharing. Treasurer Lewis provided a tax collection report. As of September 15, 2021, a total of \$3,489,290.26 of summer taxes has been collected. This represents 1,421 transactions. Treasurer Lewis also provided a graph illustrating the increase and decrease in State Revenue Sharing since 2015. Treasurer Lewis would like Board support to move the Tax Bank Accounts from Dart Bank to Commercial Bank. Additional information will be provided next month. If approved, he would like the transfer to be completed before the winter tax collection season.

Clerk Report: Phones/Internet. This Township is still waiting for the credits from AT&T to be applied to our account. Clerk Kean will provide another update next month.

Clerk Report: Change Chart of Accounts. The State mandated change to the chart of accounts is scheduled for October 7, 2021, with BS&A at 3:00 p.m. The 2-step process should be completed the same day.

Clerk Report: State Ballot Proposal. Secure MI Vote is sponsoring a petition ballot drive to change voter identification procedures. Currently, the Board of State Canvassers are meeting to consider the petition summary as provided by the Director of Elections. Additional information will be provided as it becomes available.

Trustee McNeilly: Planning Commission. The Planning Commission continues to work on the amendments to the Ordinance for Accessory Buildings and Home Occupations.

Trustee McNeilly: Trails & Parks Grant Update/Schedule Public Input Meeting. The application for the Planning Grant for Trails & Parks has been submitted. In an anticipation of the approval of the grant, a public input meeting is required as part of the Recreation Master Plan. The public notice will be published in the newspapers, e-mail blast and Facebook posting.

Any Other Business. None.

Additional Public Comment. None.

Adjournment. The meeting adjourned at 9:22 p.m.

Recorder Deputy Clerk Ruttan
9-29-21

JoAnne Kean, Clerk