

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Wednesday, October 13, 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, and Trustee Richard Lacasse
Members Absent: Trustee Patricia McNeilly
Staff Present: Deputy Clerk Mary Ruttan
Others Present: Jason Orton, *David Chapman Agency*, Courtney Samson & Jason Beebe, *Commercial Bank* 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 except Trustee McNeilly with a prior excused absence.

Set/Amend Agenda.

Addition: Miscellaneous Receivable Removal
Authorization Request from Vargas Computer Systems, Inc., for Computer and Equipment Upgrades

MOTION Lazet seconded Kean, to approved Agenda as amended.

Roll Call Vote	Ayes: Lazet, Lewis, Lacasse, & Kean
	Nays: None
	Absent: McNeilly

Consent Agenda.

Recommendations are preceded by an asterisk (*).

- Minutes for the Regular Meeting/Public Hearing 9-15-21. *approved & filed
- Financial Reports – Sept. 2021: 1) Cash & Investment Account Summary 2) Balance Sheets 3) Revenue & Expenditure, and 4) Tax Register. *received & filed
- Report of Missing Property Transfer Affidavits. *filed
- Planning Comm. Regular Meeting Minutes 9-8-21. *distributed
- Building Report – September 2021. *filed

- Zoning Administrator Report: Building/Code Enforcement Report for September 2021. *filed
- Correspondence from:
Mason Fire Department re: September Response Reports. *filed
IC Sheriff Dept. Sgt. Jacob Newtown September Incident Report. *filed

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

Roll Call Vote

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

Items Removed from Consent Agenda - Discussion. None.

Public Comment. None.

American Rescue Plan Act (ARPA): Township Policies to Comply with Federal Grant Requirements. Vevay Township will be a recipient of Federal ARPA funds. To comply with Federal policies, the Township is required to have specific Township policies. Attorney Revore has been researching and writing these required policies. The cost of these policies is an allowable expense covered by ARPA funds.

MOTION Kean, seconded Lazet, to authorize the purchase of the Federal Grant Requirement Township Polices in the amount up to \$2,500 to be charged to General Services-Legal (GL #101-210-826.000)

Roll Call Vote

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

Treasurer's Office: Depository Resolution for a Tax Collection Account & Tax Investment Account. Treasurer Lewis reviewed the previous presentation by Commercial Bank and the reasons for changing the depository accounts. The change to the credit card processing vendor will be addressed at an up-coming Board meeting.

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
DEPOSITORY RESOLUTION FOR TAX COLLECTION ACCOUNT
AND TAX INVESTMENT ACCOUNT
RESOLUTION NO. 21-16**

At a regular meeting of the Board of Trustees of Vevay Township, held at the Vevay Township Hall, Mason, Michigan, on October 13, 2021, at 6:30 pm.

Members Present: Supervisor Lazet, Clerk Kean, Treasurer Lewis, & Trustee Lacasse

Members Absent: Trustee McNeilly

The following resolution was offered by Lewis and supported by Lazet.

WHEREAS, Public Act 77 of 1989, MCL 41.77, states that a Township Board may provide by resolution for the depositing of money coming to the hands of the Treasurer; and

WHEREAS, the Treasurer shall deposit the money in the Board approved financial depository institution; and

WHEREAS, Resolution No.17-08 establishes Commercial Bank as a legal depository institution; and

WHEREAS, said established tax collection depository account will be utilized to accept the credit card payment system.

NOW, THEREFORE, BE IT RESOLVED that the Vevay Township Board of Trustees authorizes the Township Treasurer to close the Tax Account (Waive) and Tax Investment Account (HI-FI) at Dart Bank.

BE IT FURTHER RESOLVED that the Tax Account (Waive) and Tax Investment Account (HI-FI) will not be closed until all transactions and outstanding checks have been reconciled.

BE IT FURTHER RESOLVED that the Vevay Township Board of Trustees authorizes the Township Treasurer to open a Tax Collection Account and Tax Investment Account at Commercial Bank effective November 1, 2021.

BE IT FURTHER RESOLVED that any resolution or parts thereof in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict.

Roll Call Vote

Ayes: Kean, Lacasse, Lewis, & Lazet

Nays: None

Absent: McNeilly

RESOLUTION DECLARED ADOPTED.

Financial Reporting Recommendations for Bad Debts. On the recommendation of the auditors and the best practice guidance from Government Finance Officers Association (GFOA), the removal of miscellaneous receivables for financial reporting purposes is recommended. The miscellaneous receivable report was reviewed. There is funding in the budget to cover the expense.

MOTION Kean, seconded Lewis, to remove for financial reporting purposes Miscellaneous Receivable Invoices, #498, #500, #501, #504, #506, and #517 for a total of \$3,600 to be charged to Bad Debt Expense (GL #101-101-955.000) and establish the Allowance for Doubtful Accounts (GL #101-000-042.000) in the amount of \$3,600 for the same invoices.

Roll Call Vote

Ayes: Lazet, Lewis, Lacasse, & Kean

Nays: None

Absent: McNeilly

Financial Reporting Recommendations for Allowance for Doubtful Accounts. Based on the best practice guidance from Government Finance Officers Association (GFOA), the Allowance for Doubtful Account should be reviewed periodically to ensure the proper reporting of account balances.

MOTION Lewis, seconded Kean, to reduce the Allowance for Doubtful Accounts (GL #101-000-042.000) for invoice #206, #207, #210, #221, #277, #298, #311, #415, #422, #443, #444, #449, and #450 for a total of \$4,536.17 and reduce Other Current Accounts Receivable (GL #101-000-040.000) in the same amount to properly reflect the appropriate amount on the financial statement.

Roll Call Vote

Ayes: Lewis, Lazet, Kean, & Lacasse

Nays: None

Absent: McNeilly

Presentation by Jason Orton from the David Chapman Agency. Mr. Orton introduced himself and gave a brief history of the *David Chapman Agency*. He explained the advantages and grant opportunities that are available by participating in the “Michigan Township Participating Plan”. Mr. Orton reviewed the policy coverage. The Board expressed their appreciation to Mr. Orton for his years of dedication to Vevay Township as their Insurance Agent.

Authorization Request for MAMC Master Academy Training. Clerk Kean respectfully requested authorization to attend the Master Academy Training for education and credits towards her continuing Clerk’s accreditation.

MOTION Lazet, seconded Lewis, to authorize the expense and payment to the Michigan Association of Municipal Clerks (MAMC) in the amount of \$450 to be charged to Clerks Office Educational Meetings (GL #101-215-960.000) for the Clerk to attend the MAMC Master Academy to be held November 30 through December 2 in Mt. Pleasant.

Roll Call Vote

Ayes: Lacasse, Lewis, Lazet, & Kean

Nays: None

Absent: McNeilly

Authorization Request for Services to Send New Voter Registration ID Cards. Due to the redistricting of our congressional, state senate, state representative, and county commission districts voter registration ID cards are required to be reissued.

MOTION Kean, seconded Lewis, to authorize the expense and payment to Printing Systems, Inc. in the amount up to \$1,700 for the printing and mailing of Voter Registration ID Cards because of the state and local redistricting to be charged to Elections-Postage and Printing (GL #101-262-900.000).

Roll Call Vote

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

Miscellaneous Receivable Removal. Clerk Kean informed the Board that there was an error on the address of a deed regarding the Dirt Werx Excavating LLC/Richard Floyd Property Transfer Affidavit. The miscellaneous invoice was issued to the wrong address.

MOTION Kean, seconded Lazet, to authorize the removal of invoice #555 in the name of Dirt Werx Excavating LLC/Richard Floyd inadvertently invoiced to the wrong owner due to deed errors.

Roll Call Vote

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

Second Quarter 2021-22 Budget Adjustments. No budget adjustments needed.

Authorization request for Vargas Computer Systems, Inc. IT support, Frank Vargas, is recommending the upgrading of four hard drives to a solid-state hard drive and a replacement of one computer.

MOTION Kean, seconded Lewis, to authorize the expense and payment to Vargas Computer Systems, Inc., in the amount of \$1,425 for 4 256GB SSD and one VCS Computer to be charged to Computer Services (GL #101-101-802.000).

Roll Call Vote

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

Accounts Payable Disbursement Authorization. Clerk Kean reviewed the Disbursement Authorization report highlighting Blue Care Network and King Motors.

Motion Kean, seconded Lacasse, to approve the Disbursement Authorization Report for General Fund Checks #31346-31390 and EFT's #496, #497, #498, and #499 for the total amount of \$32,471.40.

Roll Call Vote

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

Supervisor's Report: Schedule Meeting on Priorities of Township. A special meeting was scheduled for October 21, 2021, at 1:00 p.m. to discuss the current budget position and address the Township priorities for the current year and the next fiscal year.

Supervisor's Report: Land Division Ordinance. The Board discussed the possibility of admending the Land Division Ordinance relative to the Road Department pre-approval of the land division. There was no desire by the Board to amend the current ordinance at this time.

Treasurer's Report: MMTA Conference. Treasurer Lewis thanked the Board for the approval to attend the conference. The information presented and the networking opportunities were beneficial to the current tax collection cycle and the on-going learning curve.

Treasurer's Report: Tax Collection. To date, a total of \$3,542,210.21 has been collected. This represents a total of 1,474 transactions. Treasurer Lewis presented a graph depicting the collections by two-week intervals. Treasurer's Lewis General Fund Financial report showed a decline in revenue and expenses for the month of September as compared to August.

Authorization Request for Training for the Deputy Treasurer. Treasurer Lewis respectfully requested funding for Deputy Treasurer Smith to attend the monthly MMTA "Treasurer-to-Treasurer" meetings. These meetings enhance learning opportunities and networking with other local treasurers.

MOTION Lewis, seconded Kean, to authorize the expense and monthly payment to the Michigan Municipal Treasurers Association in the amount of \$15.00 monthly, not to exceed \$90 for the remainder of the fiscal year, for the Deputy Treasurer Smith to attend the monthly "Treasurer-to-Treasurer" meetings to be charged to Treasurer Educational Meetings (GL #101-253-960.000).

Roll Call Vote

Ayes: Lazet, Lewis, Lacasse, & Kean

Nays: None

Absent: McNeilly

Clerk's Report: ICC-MTA Active Shooter Training. Clerk Kean reported on the presentation of the Active Shooter Training including topics on de-escalation techniques, emergency kits, and safe rooms. Clerk Kean recommend that this would be a good topic for an office staff meeting.

Clerk's Report: New Phones and Internet Speed. The finalization of the new phones and internet speed is an on-going issue. We are still waiting for the credit reimbursement for the new phones. The internet is still slow. Eighty percent of the internet speed being utilized by the firewall subscription. IT support, Frank Vargas, is researching a solution.

Clerk's Report: Update Vevay Township Flyer. The Board reviewed the revised "Welcome Flyer" changes. The information sheet was changed to the "Vevay Township Guide" to accommodate the current Vevay resident that purchases another home in Vevay Township. No changes were suggested.

Trustee McNeilly Report: Planning Commission. Treasurer Lewis presented on behalf of Trustee McNeilly. The Planning Commission continues to work on the Accessory Building Ordinance amendments.

Trustee McNeilly Report: Trails & Parks Grant. Supervisor Lazet presented on behalf of Trustee McNeilly. The awarding of the grant by the county has been moved from December 2021 to February 2022.

Trustee McNeilly Report: Public Input Meeting on Recreation Master Plan. Supervisor Lazet presented on behalf of Trustee McNeilly. The attendance at the public input meeting was good. The current use of the fields for soccer and baseball was recommended to continue. There was discussion on the advantages of connecting water and sewer to the Township Hall. Supervisor Lazet encouraged all residents to respond to the public input survey on the website and E-news.

Any Other Business. None

Additional Public Comment. Resident Jeff Carter, commented on Township business.

Adjournment. The meeting adjourned at 7:40 p.m.

JoAnne Kean, Clerk

Recorder Deputy Clerk Ruttan