



Nays: None

**Project Manager.**

**MOTION Lazet, seconded McNeilly, to approve the hourly wage for the Project Manager position at \$18.90 per hour effective 4/1/24.**

**Roll Call Vote**

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

**Deputy Treasurer.** Trustee Lacasse recused himself from the vote. Treasurer Lewis announced Deputy Treasurer Smith's hours will increase from 8 hours per week to 12 hours per week.

**MOTION Lewis, seconded McNeilly, to approve the hourly wage for the Deputy Treasurer position at \$20.16 per hour effective 4/1/24.**

**Roll Call Vote**

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

**Deputy Clerk.**

**MOTION Kean, seconded McNeilly, to approve the hourly wage for the Deputy Clerk position at \$23.10 per hour effective 4/1/24.**

**Roll Call Vote**

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

**Custodian.**

**MOTION Lazet, seconded McNeilly, to approve the hourly wage for the Custodian position at \$18.90 per hour effective 4/1/24.**

**Roll Call Vote**

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

**Cemetery Sexton.** Supervisor Lazet has requested not to be compensated for the Cemetery Sexton duties for the 2024-25 fiscal year.

**Zoning Administrator.**

**MOTION Lazet, seconded McNeilly, to approve the per inspection or review rate for the Zoning Administrator at \$45.00 per inspection or review effective 4/1/24.**

**Roll Call Vote**

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



**Roll Call Vote**

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

**Housekeeping Services at Township Hall.**

**MOTION Lazet, seconded Lewis, to approve the weekly housekeeping Per Diem at \$85.00 per cleaning effective 4/1/24.**

**Roll Call Vote**

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

**Compensation Commission Recommendation.**

**MOTION Kean, seconded McNeilly, to approve the recommendation of the Compensation Commission effective April 1, 2024, as follows:**

**Compensation Commission Recommendations**

Township Official	Current Salary	2019-2022 Compounded Inflation Rate	Assumed 2023 inflation	Recommended 2023 Percentage Increase	Recommended 2023 Salary	Assumed 2024 Inflation	Recommended 2024 Percentage Increase	Recommended 2024 Salary
Supervisor	\$34,819	17.2%	6.0%	4.5%	\$36,386	2.0%	4.0%	\$37,841
Clerk	\$46,849	17.2%	6.0%	4.5%	\$48,957	2.0%	4.0%	\$50,915
Treasurer	\$41,746	17.2%	6.0%	4.5%	\$43,625	2.0%	4.0%	\$45,370
Trustees	\$4,750	17.2%	6.0%	4.5%	\$4,964	2.0%	4.0%	\$5,163
<b>Total</b>	<b>\$128,164</b>	<b>17.2%</b>	<b>6.0%</b>	<b>4.50%</b>	<b>\$133,932</b>	<b>2.0%</b>	<b>4.00%</b>	<b>\$139,289</b>

**Roll Call Vote**

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

**2024-25 Fee Schedule: Adoption of Fee Schedule by Resolution.**

**VEVAY TOWNSHIP, COUNTY OF INGHAM  
 RESOLUTION ADOPTING THE VEVAY TOWNSHIP  
 2024-25 FEE SCHEDULE  
 RESOLUTION #24-03**

At a special 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 21<sup>st</sup> Day of March 2024 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 Lazet and supported by Lewis.

**WHEREAS**, the Vevay Township Board of Trustees is committed to delivering government services as efficiently as possible while being responsible with Township resources; and

**WHEREAS**, the Vevay Township Board of Trustees have reviewed the current fee schedule; and

**WHEREAS**, it has been determined that the fees will remain the same as the 2023-2024 fee schedule.

**NOW, THEREFORE, BE IT RESOLVED**, that the attached 2024-2025 Vevay Township Fee Schedule is hereby adopted effective April 1, 2024; and

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

**MOTION Lazet, seconded Lewis, to adopt Resolution #24-03, Vevay Township 2024-25 Fee Schedule as presented.**

**Roll Call Vote**

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

*RESOLUTION DECLARED ADOPTED.*  
(See Addendum for Fee Schedule)

**2024 Work Related IRS Standard Mileage Rate.**

**MOTION Lazet, seconded Kean, to adopt the Federal 2024 rate of 67 cents per mile for work-related mileage reimbursement.**

**Roll Call Vote**

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

**Compensation-In-Lieu of Benefits New Rate.** Supervisor Lazet explained that Ordinance No. 46.06 allows for compensation-in-lieu of healthcare benefits. It was the consensus of the Board Members that the rate will remain the same as the 2023-24 rate.

**Vevay Township  
Ingham County, Michigan  
Resolution No. 2024-04**

**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 special 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 March 21, 2024, 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 Lazet and supported by McNeilly:

**WHEREAS**, Section 110b of Public Act 77 of 1989, as amended, (MCL 41.110b) allows a Township to make arrangements with a prepayment 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 Group Health Insurance Plan: \$3,333.00 (“annual amount”) paid on the regular monthly payroll to eligible officers and employees who elect 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 withholding, as applicable; and

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

**BE IT FURTHER RESOLVED**, that Resolution #24-04 is hereby adopted effective April 1, 2024.

**MOTION Lazet, seconded McNeilly, to adopt Resolution #24-04, Compensation-In-Lieu of Benefit Under the Group Health Insurance.**

**Roll Call Vote**

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

**Nays: None**

*RESOLUTION DECLARED ADOPTED.*

**General Appropriations Act.** The Board reviewed the Resolution and completed Section 5: Estimated Revenues and Section 7: Estimated Expenditures. It was the consensus of the Board members the Transfer Authority amount will remain at \$5000.

**VEVAY TOWNSHIP  
RESOLUTION ADOPTING  
GENERAL APPROPRIATIONS ACT  
RESOLUTION NO. 24-05**

A resolution to establish a general appropriation act for Vevay Township; to define the powers and duties of the Vevay Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Vevay Township resolves:

**Section 1: Title**

This resolution shall be known as the Vevay Township General Appropriations Act.

**Section 2: Chief Administrative Officer**

The Township Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

**Section 3: Fiscal Officer**

The Township Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

**Section 4: Public Hearings on the Budget**

Pursuant to MCLA 141.412; notice of a public hearing on the proposed budget was published in a newspaper of general circulation on February 4, 2024, and a public hearing on the proposed budget was held on March 13, 2024.

**Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2024-25, including an allocated millage of .9901 mills; and various miscellaneous revenues, shall total \$1,219,194.



**Section 6: Millage Levy**

The Vevay Township Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll in an amount equal to .9901 mills as set forth by the Township Board.

**Section 7: Estimated Expenditures**

Estimated township general fund expenditures for fiscal year 2024-25 for the various township cost centers shall total \$1,213,213.

**Section 8: Adoption of Budget by Cost Center**

The Board of Trustees of Vevay Township adopts the 2024-25 fiscal year general fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel may be made without prior board approval by budget amendment.

**Section 9: Appropriation not a Mandate to Spend**

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations and shall not issue any township order for expenditures that exceed appropriations.

**Section 10: Transfer Authority**

The Chief Administrative Officer shall have the authority to make transfers among the various cost centers without prior Board approval, if the amount to be transferred does not exceed \$5,000. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

**Section 11: Periodic Fiscal Reports**

The fiscal officer shall transmit to the Board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. a summary statement of the actual financial condition of the general fund at the end of the previous quarter;
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous quarter month;
- c. a detailed list of:

I. Expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; and any revisions in revenue estimates resulting from collection experience to date.



II. For each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revision in the estimate of expenditures.

**Section 12: Limit on Obligations and Payments**

No obligation shall be incurred against, and no payment shall be made from any appropriation account, unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

**Section 13: Budget Monitoring**

Whenever it appears to the Chief Administrative Officer or the Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

**Section 14: Violations of This Act**

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A. 621 of 1978 and the Vevay Township personnel manual (if applicable).

**Section 15: Board Adoption**

**MOTION Kean, seconded Lacasse, to adopt Resolution #24-05, General Appropriations Act.**

**Roll Call Vote**

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

*RESOLUTION DECLARED ADOPTED.*

**Special Revenue Funds.**

**MOTION Kean, seconded Lewis, that the 2024-25 Special Revenue Fund Budgets be adopted as follows:**

<b><u>Budget for</u></b>	<b><u>Revenues</u></b>	<b><u>Expenditures</u></b>
Hawley Cemetery Fund	\$ 25,050	\$ 25,000
Downtown Development Authority	\$250,373	\$216,350
Bullen Estates Street Lighting Fund	\$ 2,200	\$ 2,150
Mason Manor Lighting Special Account	\$ 9,600	\$ 9,500
Eden Street Lighting Fund	\$ 640	\$ 600

**Lone Oak Street Lighting Fund**

**\$ 1,625      \$ 1,600**

**Roll Call Vote**

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

**Nays: None**

**Capital Improvement Plan (CIP) Resolutions.** Supervisor Lazet recommended allocating \$50,000 from the 2023-24 net surplus to the Parking Lot Repair.

**TOWNSHIP OF VEVAY  
INGHAM COUNTY, MICHIGAN  
RESOLUTION TO ADOPT THE CAPITAL IMPROVEMENT PLAN 2024-2030  
RESOLUTION #24-06**

At a special 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 21<sup>st</sup> day of March 2024 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 Lazet and supported by Lewis.

**WHEREAS**, a Capital Improvement Plan is a tool that can be used to implement the Township Master Plan; and

**WHEREAS**, the Capital Improvement Plan is a budgeting process used to determine public improvement needs over a 6-year period; and

**WHEREAS**, the Capital Improvement Plan will assist the Township in strategic and comprehensive planning; and

**WHEREAS**, the Capital Improvement Plan represents sound planning and management techniques that improves the efficiency and economy of local government; and

**WHEREAS**, the Capital Improvement Plan informs the public about the Township's investment in Capital Assets; and

**WHEREAS**, the Capital Improvement Plan should be reviewed and updated annually.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Trustees of Vevay Township adopts the 2024-2030 Capital Improvement Plan, as presented in Attachment A.

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

**BE IT FURTHER RESOLVED**, that Resolution #24-06 is hereby adopted effective April 1, 2024.

**MOTION Lazet, seconded Lewis, to adoption #24-06 Capital Improvement Plan 2024-2030 as amended.**

**Roll Call Vote**

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

**Nays: None**

*RESOLUTION DECLARED ADOPTED.*

(See Addendum for Attachment A)

**Capital Improvement Plan Funding.**

**TOWNSHIP OF VEVAY  
INGHAM COUNTY, MICHIGAN  
RESOLUTION TO FUND THE CAPITAL IMPROVEMENT PLAN 2024-2030  
RESOLUTION #24-07**

At a special 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 21<sup>st</sup> day of March 2024 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 Lazet and supported by Lewis.

**WHEREAS**, a Capital Improvement Plan has been adopted by the Vevay Township Board of Trustees; and

**WHEREAS**, the Capital Improvement Plan is updated annually; and

**WHEREAS**, adjustments for anticipated projects can also be made each year during the annual revision of the Township's budget; and

**WHEREAS**, the Board authorizes the allocation of committed funds to support the following projects: Building & Grounds \$127,500, Vehicles \$60,000, Recreation \$55,000, and Roads \$50,000.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Trustees of Vevay Township adopts the funding for the 2024-2030 Capital Improvement Plan, as presented in Attachment A.

**BE IT FURTHER RESOLVED** that Resolution #24-07 is hereby adopted effective April 1, 2024.

**MOTION Lazet, seconded Lewis, to adopt Resolution #24-07, To Fund the Capital Improvement Plan 2024-2030 as amended.**

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

*RESOLUTION DECLARED ADOPTED.*

(See Addendum for Attachment A)

**2023-24 Budget Adjustments.** Supervisor Lazet announced the transfer authority budget adjustments previously made between cost centers.

**Authorization Requests.**

**MOTION Kean, seconded Lazet, to authorize the expense and payment to Election Source for programming & testing for the Presidential Primary election equipment in the amount of \$2,645.00 to be charged to Contractual (GL #101-262-818.000)**

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

**MOTION Kean, seconded Lewis, to authorize the expense and payment to Election Source for new voting equipment & printer in the amount up to \$8,000 to be charged to Supplies (GL #101-262-728.000).**

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

**MOTION Lazet, seconded Kean, to authorize the expense and payment to Top Notch Tree Care in the amount up to \$700 for stump grinding at Hawley Cemetery to be charged to Maintenance & Repair (GL#101-567-931.000).**

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

**Zoom Invoice.** Clerk Kean recommended not authorizing the annual Zoom hosting invoice. This hosting service was used primarily during COVID. It was the consensus of the Board Members not to renew the service.



**State Challenge Process re: Broadband Coverage.** The Broadband Equity, Access, and Deployment (BEAD) program offers the opportunity for residents to challenge the level of service identified in their area. The period to challenge the finding is March 25, 2024, to April 23, 2024. The challenge process information will be posted on the website as a “popup” on the home screen.

**Any Other Business.** A request from the Capital Regional Airport Authority for a letter of support for their FY2025 Congressionally Directed Spending Grant for the rehabilitation of a runway and taxiway pavement project at Mason Jewett Field has been received. Supervisor Lazet provided the Board with a draft copy of the support letter. It was the consensus of the Board Members to send the letter.

Supervisor Lazet provided an update and pictorial review of the property at 384 S. Every Road.

**Adjournment.** The meeting was adjourned at 7:27 p.m.

  
JoAnne Kean, Clerk

Recorder Deputy Clerk Ruttan