

**VEVAY TOWNSHIP  
BOARD OF TRUSTEES  
Regular Meeting/Public Hearing  
Wednesday, March 15, 2023, at 6:30 p.m.  
Vevay Township Hall – 517-676-9523**

**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:** James Venier, Compensation Commission, 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.**

Additions:

Old Business: Office Assistant Position Update  
Supervisor Report: Legislative Update  
Burchfield Park Grant Letter of Support  
Board of Review Update

**MOTION McNeilly, seconded Kean, to approve the agenda as amended.**

**Roll Call Vote**

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

**2023 Vevay Township Compensation Commission Report – Dr. James Venier.** Compensation Commission member James Venier presented the 2023-24 report and explained the decision-making process behind the Commission's salary recommendations. He noted that the Commission reviewed townships of similar size and location as well as inflation rates. The Board will vote on the recommendations at the March 23<sup>rd</sup> Budget Adoption meeting. The Board thanked Dr. Venier for his and the Compensation Commission's detailed work.

**Recess to Public Hearing.**

**MOTION Lazet, seconded Kean, to open the Public Hearing on the 2023-2024 Property Tax Millage Rate and Presentation of the 2023-2024 Budget.**

**Roll Call Vote**

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

**2023-24 Property Tax Millage Rate.** The 2023-24 Vevay Township millage rate is 0.9901 instead of 1 mill due to the Headlee Rollback. The Headlee Rollback requires a local unit of government to reduce its millage when the annual growth on existing property is greater than the rate of inflation. This is the same rate as last year.

**Presentation of 2023-24 Budget.** Supervisor Lazet reviewed, with explanation, the proposed general fund budget. He recommended several budget changes. The budget will be presented for adoption on March 23, 2023.

**Public Comment.** None.

**Reconvene to Regular Meeting.**

**MOTION Lazet, seconded Lewis, to close the Public Hearing on the 2023-24 Property Tax Millage Rate and Presentation of the 2023-24 Budget.**

**Roll Call Vote**

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

**Consent Agenda.**

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

- Minutes for the Regular Meeting on 2-15-23. \*approved & filed
- Financial Reports – February 2023: 1) Cash & Investment Account Summary 2) Balance Sheets, 3) Revenue & Expenditure, and 4) DDA & Tax Check Register. \*received & filed
- Planning Comm. Regular Meeting Minutes 2-8-23. \*filed
- Recreation Comm. Regular Meeting Minutes 2-9-23. \*filed
- Building Report – February 2023. \*filed
- Code Enforcement Report - February 2023. \*filed
- Correspondence from:
  - Mason Fire Department re: February Response Reports. \*filed
  - IC Sheriff Dept. Sgt. Newton Incident Report February. \*filed
  - Michigan Employees Retirement System Annual Report 12-31-22. \*filed

**MOTION Lewis, seconded McNeilly, to remove all items from the Consent Agenda.**

**Roll Call Vote**

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

**Items Removed from Consent Agenda - Discussion.** Treasurer Lewis presented rational for the removal of the items from the consent agenda. Each agenda item was discussed individually. The Board members also discussed making some of the consent agenda items available electronically. Clerk Kean will contact Michigan Township Association regarding what items are required on a consent agenda. Supervisor Lazet would like Clerk Kean and Treasurer Lewis to make recommendations at the next meeting.

**MOTION Kean, seconded Lacasse, to place the items back on the consent agenda and adopt the consent agenda as presented.**

**Roll Call Vote**

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

**Abstain: Lewis**

**Nays: None**

**Public Comment.** Resident, Jeff Carter, spoke on Township business.

**Old Business – Office Assistant Update.** Clerk Kean stated the Office Assistant position was posted on Lansing Community College’s electronic employment bulletin board without results. Currently, there are two individuals interested in the position. Interviews will be conducted next week. The Board members discussed the job description, required duties and the clerical responsibilities under the Supervisor. The Board members would like specific details regarding the job description and duties of the office assistant. This item will be on the April agenda.

**Outdoor Assembly Permit Request from EAA Chapter 55.** The EAA55 has submitted application number 2023-01, requesting an Outdoor Assembly Permit and that the required \$250 application fee and bond requirement be waived. EAA is a not-for-profit Corporation that provides Scholarships to Lansing Community College and other schools in Michigan. The “Mason Aviation Day” is a family-oriented event with free admission and parking. The waiving of the fee and bond for the EAA has been a long-standing practice.

**MOTION Kean, seconded Lazet, to grant the EAA Chapter 55 an Outdoor Assembly Permit for Mason Aviation Day on August 19, 2023, and to waive the \$250 application fee and bond requirement contingent upon receipt of all required documents.**

**Roll Call Vote**

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

**Nays: None**

**Resolution Authorizing Submission of the 2023 Passport Grant Application.** The grant application is due on April 1, 2023. Supervisor Lazet explained that the Recreation Commission is actively applying for several grants to fund the 5-Year Community Park Recreation Master Plan.

**VEVAY TOWNSHIP  
INGHAM COUNTY, MICHIGAN**

**RESOLUTION TO APPROVE THE SUBMISSION OF A DEPARTMENT OF NATURAL  
RESOURCES RECREATION PASSPORT GRANT APPLICATION  
RESOLUTION # 23-01**

WHEREAS, the Vevay Township Board supports the submission of an application titled Vevay Township Community Park Americans with Disabilities Act (ADA) Improvements to the Michigan Department of Natural Resources Recreation Passport grant for the development of a new park entry, pathways, and additional playground equipment to make the park more ADA accessible; and,

WHEREAS, the proposed application is supported by the Township's 5-Year approved Parks and Recreation Plan; and,

WHEREAS, the Township is hereby marking a financial commitment to the project in the amount of \$50,000 matching funds, in cash and/or force amount; and,

NOW THEREFORE, BE IT RESOLVED that the Vevay Township Board hereby authorizes submission of a Michigan Department of Natural Resources Recreation Passport grant application for \$150,000, and further resolves to make available its financial obligation amount of \$50,000 (25%) of a total \$200,000 project cost, during the 2024-2025 fiscal year.

**MOTION McNeilly, seconded Lazet, to adopt Resolution #23-01 authorizing the submission of the 2023 Passport Grant in the amount of \$150,000 with a 25% match of \$50,000.**

**Roll Call Vote**

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

**Nays: None**

*RESOLUTION DECLARED ADOPTED.*

**Resolution Authorizing Submission of the 2023 Round 2 Spark Grant Application.**

**VEVAY TOWNSHIP  
INGHAM COUNTY, MICHIGAN  
A RESOLUTION TO AUTHORIZE THE SUBMISSION OF THE SPARK GRANT  
APPLICATION FOR THE VEVAY TOWNSHIP COMMUNITY PARK  
RESOLUTION #23-02**

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 March 2023.

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

ABSENT: None

The following Preamble and Resolution were offered by McNeilly and supported by Lacasse.

**WHEREAS**, the Vevay Board of Trustees supports the submission of a Michigan Department of Natural Resource Spark Grant for the new construction, renovation and upgrade to the Vevay Township Community Park; and

**WHEREAS**, the proposed application is supported by the Township's 5-Year Community Parks & Recreation Plan to enhance and increase the quality of life for the residents of Vevay Township by providing a full range of recreation programs, recreation facilities, athletic fields, and

pathways to meet their recreational needs; and

**THEREFORE, BE IT RESOLVED**, that the Vevay Board of Trustees hereby authorizes submission of a Spark Grant application in the amount of \$1,000,000.

**MOTION McNeilly, seconded Lacasse, to adopt Resolution #23-02 authorizing the submission of the Round Two Spark Grant in the amount of \$1,000,000.**

**Roll Call Vote**

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

**Nays: None**

*RESOLUTION DECLARED ADOPTED.*

**Parks & Recreation Grant Opportunities.** Supervisor Lazet gave a brief description of each of the grant opportunities that the Recreation Commission is exploring. Both the Community Foundation Grant and FY24 Community Project Funding Grant – Rep. Slotkin are due in March.

**MOTION Lewis, seconded Kean to authorize the submission of a Community Foundation Impact Grant in the amount up to \$75,000 with a 1:1 match funding.**

**Roll Call Vote**

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

**Nays: None**

**MOTION McNeilly, seconded Lacasse, to authorize the submission of the FY24 Community Project Funding Grant in the amount of \$940,000.**

**Roll Call Vote**

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

**Nays: None**

**2022-23 Fiscal Year – Budget Adjustment, Amendment & MERS Unfunded Liability.** After reviewing the 2022-23 fiscal year budget and the increased revenue sharing payments, Supervisor Lazet recommended making a \$40,000 lump sum payment to the Municipal Employees Retirement System to reduce the unfunded pension liability. Also, a budget adjustment in the amount of \$99 is necessary to cover the additional day's per diem for the Board of Review. Clerk Kean stated that a transfer authority was made in the amount of \$50 from Elections Contractual (GL #101-262-818.000) to Contracted Refuse Service (GL #101-526-818.000).

**MOTION Lazet, seconded Kean, to authorize a 2022-23 Fiscal Year Budget Amendment in the amount of \$56,318.82 as follows:**

**Increase \$44,636.00 to State Revenue Sharing (GL #101-000-574.000), \$11,682.83 to LCSA/Mason PPT Tax (GL #101-000-573.000), \$40,000 to Retirement Contribution ERCON (GL #101-237-715.000) and to authorize the expense and payment of \$40,000 to the Municipal Employees Retirement System (MERS) for a one-time lump sum contribution to reduce the unfunded pension liability to be charge to Retirement Contribution ERCON (GL #101-237-715.000).**

**Roll Call Vote**

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

**MOTION** Lazet, seconded Lacasse, to authorize the budget adjustment in the amount of \$99 from Board of Review supplies (GL #101-247-728.000) to Board of Review Per Diem (GL #101-247-000-705.000).

**Roll Call Vote**

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

**Accounts Payable Disbursement Authorization.** Clerk Kean reviewed the Disbursement Authorization Report highlighting several invoices.

**MOTION** Kean, seconded McNeilly, to approve the Disbursement Authorization Report for February 16, 2023, to March 15, 2023, for General Fund Checks #32322-32362, EFT's 592, #593, #594, #595, #596, and #597 for a total of \$33,131.17.

**Roll Call Vote**

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

**Supervisor Report: LSES Ordinance Amendment.** The Planning Commission continues to work on the Large Solar Energy System amendment addressing limiting grading, preserving woodlands, larger set back requirements, use of overlay districts and preserving prime farmland.

**Supervisor Report: Townhall Renovation Update.** There will be one additional mandatory contractor meeting on March 16, 2023. The bid opening will take place on March 23, 2023.

**Supervisor Report: Legislation Update.** There is pending legislation that may expand paying prevailing wage to local units of government.

**Supervisor Report: Burchfield Park Letter of Support.** The Ingham County Parks Department is applying for a grant to renovate Burchfield Park. It was the consensus of the Board members that Supervisor Lazet write a letter of support and authorize him to sign the letter.

**Supervisor Report: Board of Review.** Previously reported.

**Treasurer Reports:** Treasurer Lewis reviewed his general fund and revenue sharing report including the DDA capture figures. The 2022 tax collection cycle ended on February 28, 2023. Treasurer Lewis explained the tax settlement report with a comparison to last year. This year 98% of taxes billed were collected. He and the County Treasurer are still in the process of balancing.

**Treasurer Report: Memo to Board Regarding Office Administration Ideas.** Treasurer Lewis explained his recommendations to improve office administration as outlined in the memo. Discussion followed on the need for a payroll service and direct deposit. It was the consensus of the Board members that the Treasurer and Clerk inquire into the feasibility of direct deposit and contact the other commission members relative to the upcoming change. Any new information will be presented at next month's meeting.

**Clerk Report: Protecting MI Pension Grant Program.** The Protecting MI Pension Program was created to help Michigan's underfunded municipal pension systems. Any municipal under 60% funded ratio as of fiscal year 2021 is eligible for grant assistance. Additional information will be available in April.

**Trustee Lacasse: Work Schedules.** Trustee Lacasse presented additional hours worked on the comparison municipalities that were used by the Compensation Commission. Discussion followed on the importance of providing service to the residents. Supervisor Lazet requested that Trustee Lacasse and Treasurer Lewis develop a transition plan with recommended hours to a four-day work week in consultation with the Clerk and Supervisor.

**Trustee McNeilly: Planning Commission.** Previously reported.

**Trustee McNeilly: Recreation Commission.** Previously reported.

**Any Other Business.** None

**Additional Public Comment.** Jeff Carter and Bill Kean spoke on Township business.

**Adjournment.** The meeting was adjourned at 8:45 p.m.

  
JoAnne Kean, Clerk

Recorder Deputy Clerk Ruttan

