

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Wednesday, February 14, 2024, 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: Two non-residents 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 the members were present.

Set/Amend Agenda.

Additions: Township Facebook Page/Recreation Commission

MOTION Kean, seconded Lacasse, to approve the agenda as amended.

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

Consent Agenda.

Recommendations are preceded by an asterisk (*).

- Minutes for the Regular Mtg. on 1-17-24 & Spl Budget Mtg. 1-25-24. *approved & filed
- Financial Reports – January 2024: 1) Cash & Investment Account Summary 2) Balance Sheets, 3) Revenue & Expenditure Reports, and 4) DDA & Tax Disbursement Reports. *received & filed
- Planning Commission Public Hearing/Regular Meeting Minutes 1-10-24. *filed
- Recreation Commission Regular Meeting Minutes 1-11-24. *filed
- Downtown Development Authority Regular Minutes 1-31-24. *filed
- Building Report – January 2024. *filed
- Code Enforcement Report – January 2024. *filed
- Renewal of IIMC International Clerk Association 2024 Due. *authorized & paid
- Correspondence from:
 - Mason Fire Department January 2024 Report. *filed
 - IC Sheriff Office. Sgt. Newton Incident Report for January 2024. *filed
 - Direct TV Franchise Fees 10-1-23 to 12-31-23. *filed
 - Consumers Energy MPSC Case No. U-21437. *filed

MOTION Kean, seconded McNeilly, to approve 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. Two individuals spoke on the Citizens for Local Choice petition drive.

Old Business. None.

New Business:

Authorization Request for Attendance for Clerk & Deputy Clerk @ 2024 MAMC Annual Conference, Grand Traverse Resort.

MOTION McNeilly, seconded Lacasse, to authorize the expense and payment up to \$2,100 to the Michigan Association of Municipal Clerks for registration fees and lodging for Clerk Kean and Deputy Clerk Ruttan to attend the annual summer conference held at the Grand Traverse Resort on June 17-21, 2024, to be charged to Educational Meetings (GL #101-101-960.000) split between two fiscal years, 2023-24 and 2024-25.

Roll Call Vote

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

Authorization Request for Treasurer @ 2024 Basic Institute (Year 3).

MOTION Kean, seconded Lacasse, to authorize the expense and payment to the Michigan Municipal Treasurers Association for registration fees and lodging in the amount up to \$1,400 for the 2024 Basic Institute to be held April 21-26, 2024, at the Mt. Pleasant Comfort Inn & Suites to be charged to Educational Meetings (GL #101-101-960.000) split between two fiscal years 2023-24 and 2024-25.

Roll Call Vote

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

Authorization Request for Treasurer to Register for Eight Treasurer-to-Treasurer Sessions.

MOTION McNeilly, seconded Lacasse, to authorize the expense and payment in the amount of \$99 to the Michigan Municipal Treasurers Association for the Treasurer to register for the eight online Treasurer-to-Treasurer panel discussions to be charged to Educational Meetings (GL #101-101-960.000).

Roll Call Vote

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

Par Plan Risk Control Assessment. Supervisor Lazet and Clerk Kean participated in the phone evaluation with the representative from Par Plan. Supervisor Lazet provided a recap of the evaluation. There were very few improvement recommendations. The Township has very little potential liability exposure due to the proactive actions of the Board.

2023-24 Budget Adjustments.

MOTION Lazet, seconded Kean, to authorize the following budget adjustments:

**\$1,000 from GL #101-567-818.000 to 101-567-930.000 Cemeteries Upkeep & mowing
\$1,554 from GL #101-567-818.000 to 101-567-931.000 Maintenance & Repair**

Roll Call Vote

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

Township Facebook Page/Recreation Commission. Treasurer Lewis provided an update on the revitalization of the Township's Facebook page. A cost estimate was received from Digital Impact. Treasurer Lewis recommended that the Facebook page be used for announcements of Board actions or accomplishments especially regarding recreation improvements. Treasurer Lewis will serve as the facilitator for Facebook.

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 January 18, 2024, to February 14, 2024, for General Fund Checks #32789-32811, Direct Deposits DD122-DD147 and EFT's 660-664 for a total of \$45,935.89.

Roll Call Vote

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

Clerk Kean announced a transfer authority in the amount of \$340 from Retirement Contribution ERCON (GL #101-237-715) to Print/Publish/Postage (GL #101-247-900.000) has been made.

Trustee McNeilly Reports:

Planning Commission. The Board reviewed the draft language for the Zoning Ordinance Amendment to Commercial Kennels. A performance bond or hold harmless clause was discussed as a special condition for the special land use permit. A public hearing has been scheduled for the March 6, 2024, Planning Commission meeting. The final draft language for the Zoning Ordinance Amendments to Home Occupations has been sent to Attorney Revore with the anticipation of a public hearing in April.

Recreation Commission: The Commission reviewed the Development Plan provided by Robert Ford, from Spalding DeDecker. The development of the infrastructure for the park was the main issue discussed. The project should be available for contractor bids in March or April.

Supervisor Reports:

Hall Rental Policy. Supervisor Lazet described two situations regarding multiple day rental security deposits and the timeframe for receipt of payment that are not addressed in the current policy. A policy recommendation will be provided at the next meeting.

LSES Update. Supervisor Lazet provided information on potential regulated utility acquisition of Ranger Power and the effect it will have on the proposed Vevay and Leslie Township's Large Solar Energy System.

DDA Meeting Update. The Downtown Development Authority (DDA) authorized the payment of \$50,000 of matching funds for the Michigan Department of Natural Resources Passport Grant. They also committed \$150,000 of matching funds for recreation grant opportunities. Supervisor Lazet provided an update on the replacement of the pavilion floor. John Fischer, a member of the DDA, will serve as the point person for the project.

New Business Update. Supervisor Lazet provided an update on a proposed new business on Ives Road and likely R-T-F issues.

Clerk Report: Election Update. The nine days of early voting will begin on Saturday, February 17, 2024, which includes Aurelius, Onondaga, and Vevay voters. Currently 685 absent voter ballots have been issued and 386 have been returned. Promote the Vote and Election Integrity Fund have been approved as official election challengers. Clerk Kean provided information regarding the 2024 township candidate filing requirements. The filing deadline is Tuesday, April 23, 2024, at 4:00 p.m.

Treasurer Report: General Fund Financial, Tax Collection Update & Tax Increases 2018-2023. Treasurer Lewis provided a review of the monthly general fund revenue/expenditure graph and monthly tax collection comparison. Treasurer Lewis explained the last 3-day demographics of tax collection before the 3% penalty takes effect on February 15, 2024. The by-year tax parcel increase comparison report which are owned by the elderly or individuals on fixed income was discussed.

Any Other Business. Supervisor Lazet discussed reviewing the excess of revenue over expenditures, road maintenance on Plains Road, and the possible sale of the Launstein Sawmill on Every Road, as it relates to the Special Land Use Permit.

Treasurer Lewis discussed the digital codification of the Zoning Ordinances and Amendments. One proposal from Civic Plus has been received.

Clerk Kean announced the next budget work session meeting is March 7, 2024. The budget public hearing will be held on March 13, 2024, with adoption on March 21, 2024.

Additional Public Comment. A member of the public commented on the Board's professionalism and mutual respect.

Adjournment. The meeting was adjourned at 7:54 p.m.


JoAnne Kean, Clerk

Recorder Deputy Clerk Ruttan

