

MINUTES

for medical insurance and a portion of MERS retirement is paid by the Township.

MOTION Lazet, seconded Lewis, to increase the office secretary's wage to \$16.80 per hour for a budgeted wage of \$26,208 effective 4/1/22, to make a one-time payment of \$1,000 to the office Secretary, Shirley Harmon, in the month of May, and to approve three hours of vacation time per month. Further, to approve a total of twenty-four hours of personal leave to be used within the fiscal year.

Roll Call Vote

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

Deputy Clerk. Deputy Clerk Mary Ruttan's hourly wage will increase to \$16.80 per hour. A motion will be necessary to approve a one-time payment of \$1,000. There are no benefits for this position.

MOTION Kean, seconded McNeilly, to increase the Deputy Clerk's wage to \$16.80 per hour for a budgeted wage of \$22,512 effective 4/1/22, and to make a one-time payment of \$1,000 to the Deputy Clerk, Mary Ruttan in the month of May.

Roll Call Vote

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

Deputy Treasurer. Deputy Treasurer Janice Smith's hourly wage will increase to \$15.75 per hour. There are no benefits for this position. Trustee Lacasse stated, due to transparency, he will recuse himself from voting on wages for Janice Smith.

MOTION Lewis, seconded Lazet, to increase the Deputy Treasurer's wage to \$15.75 per hour for a budgeted amount of \$8,000 effective 4/1/22.

Roll Call Vote

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

Custodian. Supervisor Lazet noted that Custodian Roger Shiery has been with the Township for 15 years and that his expertise has been very helpful. The custodian's wage will increase to \$16.00 per hour. A motion will be necessary to approve a one-time payment of \$500.

MOTION Lazet, seconded Lewis, to increase the Custodian's wage to \$16.00 per hour, to make a one-time payment of \$500 to Custodian, Roger Shiery, in the month of May, for a budgeted amount \$14,859 effective 4/1/22.

Roll Call Vote

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

Cemetery Sexton. Supervisor & Cemetery Sexton John Lazet opted not to be additionally compensated the \$4,000 for Cemetery Sexton duties when he took office in November 2020.

Supervisor Lazet requested not to be compensated for the 2021-22 fiscal year. Supervisor Lazet has requested not to be compensated for the Cemetery Sexton duties for the 2022-23 fiscal year.

Zoning Administrator. Supervisor Lazet stated that he may have a candidate interested in the position. Supervisor Lazet offered to serve as interim Zoning Administrator for no additional compensation.

MOTION Kean, seconded McNeilly, to appoint John Lazet Interim Zoning Administrator for the 2022-23 fiscal year, at no additional compensation.

Roll Call Vote

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

Nays: None

Planning Commission/Zoning Board of Appeals/Building Board of Appeals/Recreation Commission Per Diem. The Board has recommended no change in the Per Diem rate for members of the Planning Commission, Zoning Board of Appeals, Building Board of Appeals and Recreation Commission remain at \$70 per meeting with an additional five dollars for the Chairperson of each body (a total of \$75).

Board of Review/Per Diem. The current Per Diem rate of \$95 for Board of Review members will remain the same.

Election Inspectors/Per Diem & Meal Expense. Clerk Kean has recommended a pay rate increase for Election Inspectors to \$13 per hour for regular Election Inspectors, \$14 per hour for Electronic Poll Book Inspectors, and \$17 for Precinct Chairpersons. The recommended meal expense will increase to \$325 per Election Day.

MOTION Kean, seconded Lewis, to increase the rate of pay for regular Election Inspectors to \$13 per hours, Electronic Poll Book Inspectors to \$14, Precinct Chairperson to \$17, and the election day meal expense will increase to \$325 per election.

Roll Call Vote

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

Nays: None

Clerical Per Diem for Planning Commission/Zoning Board of Appeals/Building Board of Appeals/Recreation Commission. The current clerical Per Diem rate of \$50 for the Planning Commission, Zoning Board of Appeals, Building Board of Appeals, and Recreation Commission Secretaries will remain the same.

Housekeeping Services at Township Hall. This fiscal year, Brett Linsley's rate was increased to \$75 per cleaning to compensate for additional time spent on COVID-19 sanitization and disinfection. The rate will remain the same for fiscal year 2022-23.

MOTION Lazet, seconded Lewis, to authorize the weekly housekeeping Per Diem to \$75.00 per cleaning. The cleaning duties will be performed by Brett Linsley.

Roll Call Vote

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

Website Services Support. Brett Linsley has requested a continuation of his current rate with a \$300 retention fee for website services support and an hourly rate of \$17.00.

MOTION Lazet, seconded Kean, to authorize an upfront retainer of \$300.00 to Brett Linsley, to be paid in the month of May. The hourly wage will remain the same at \$17.00 per hour.

Roll Call Vote

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

General Appropriations Act. Clerk Kean reviewed the Resolution and Board members completed Section 5: Estimated Revenues, Section 6: Millage Levy, and Section 7: Estimated Expenditures. It was the consensus of the Board members the Transfer Authority amount will be \$5000.

**VEVAY TOWNSHIP
RESOLUTION ADOPTING
GENERAL APPROPRIATIONS ACT
RESOLUTION NO. 22-05**

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 Fiscal Year 2021-22 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 22, 2022, and a public hearing on the proposed budget was held on March 16, 2022.

Section 5: Estimated Revenues

Estimated township general fund revenues for fiscal year 2022-23, including an allocated millage of 1.0 mill; and various miscellaneous revenues, shall total \$831,981.

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 .9952 mills as set forth by the Township Board.

Section 7: Estimated Expenditures

Estimated township general fund expenditures for fiscal year 2022-23 for the various township cost centers shall total \$829,084.

Section 8: Adoption of Budget by Cost Center

The Board of Trustees of Vevay Township adopts the 2022-23 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:

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; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.

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 revisions 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 Lewis, to adopt Resolution #22-05, General Appropriations Act.

Roll Call Vote

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

Nays: None

RESOLUTION DECLARED ADOPTED.

Special Revenue Funds. The Board members reviewed the Special Revenue Funds.

MOTION Lazet, seconded Lewis, that the 2022-23 Special Revenue Fund Budgets be adopted as follows:

<u>Budget for</u>	<u>Revenues</u>	<u>Expenditures</u>
Hawley Cemetery Fund	\$25,030	\$25,000
Downtown Development Authority	\$259,750	\$259,750
Eden Street Lighting Fund	\$480	\$420
Lone Oak Street Lighting Fund	\$1,300	\$1,290
Bullen Estates Street Lighting Fund	\$1,960	\$1,950
Mason Manor Lighting Special Account	\$8,220	\$8,500

Roll Call Vote

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

Nays: None

Capital Improvement Plan (CIP).

**TOWNSHIP OF VEVAY
INGHAM COUNTY, MICHIGAN
RESOLUTION TO ADOPT THE CAPITAL IMPROVEMENT PLAN 2019-2025
RESOLUTION #22-06**

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 21 day of March 2022.

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

ABSENT: None

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

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 2019-2025 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 #22-06 is hereby adopted effective March 21, 2022.

Roll Call Vote

Ayes: McNeilly, Lacasse, Lewis, Lazet, & Kean
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 2019-2025
RESOLUTION #22-07**

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 21th day of March 2022.

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 reallocation of undesignated funds within Fund Balance or current year 2022-23 revenues to support the following projects: Building & Grounds \$23,600, Technology \$0 Vehicles \$8,650, Recreation \$50,000, Roads \$ 0; and

WHEREAS, the Board authorizes the reallocation of Committed Net Assets Building & Grounds Phone System to Technology Multi-Media Equipment \$7,500 and General Master Plan \$5,000 to Building & Grounds Office/Public Area Carpet; and

WHEREAS, the Board authorizes the 2021-2022 fund surplus to be allocated to the funding of the Capital Improvement Plan.

NOW, THEREFORE, be it resolved, that the Board of Trustees of Vevay Township adopts the funding for the 2019-2025 Capital Improvement Plan, as presented in Attachment A.

NOW, THEREFORE, BE IT RESOLVED that Resolution 22-07 is hereby adopted effective March 21, 2022.

Roll Call Vote

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

RESOLUTION DECLARED ADOPTED.
(See Addendum for Attachment A)

Large Solar Energy System Resolution. Supervisor Lazet reviewed the resolution, highlighting changes made from the prior version.

**RESOLUTION SETTING SCHEDULE OF FEES FOR LARGE SOLAR ENERGY
SYSTEMS UNDER THE VEVAY TOWNSHIP ZONING ORDINANCE
RESOLUTION NO. 22-08**

At a special meeting of the Vevay Township Board of Trustees, Ingham County, Michigan, held at the Vevay Township Hall, Vevay Township, 780 Eden Road, Mason, MI 48854, on March 21, 2022, at 6:30 p.m.

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

ABSENT: None

The following resolution was offered by Kean and supported by McNeilly.

WHEREAS, MCL 125.3406 and Section 19.03 (A) of the Township Zoning Ordinance authorize the Township Board to establish a schedule of fees for 5 inspections the issuance of permits required under the Ordinance; and

WHEREAS, such fees are intended to be based upon the Township's direct and indirect costs of review and oversight; and

WHEREAS, the Township Board has determined that its current fee schedule should be updated to reflect the Township's costs associated with the regulation of Large Solar Energy Systems (LSES), including the review of any applications for any permits for a LSES within the Township.

NOW, THEREFORE, BE IT RESOLVED by the Vevay Township Board of Trustees, Ingham County, Michigan, as follows:

1. The Township's Schedule of Fees is hereby amended to add the following fees for any LSES application:
 - a. Application Fee for LSES: Applicant shall pay to the Township a non-refundable Base Application Fee of **\$10,000.00** for each LSES as a combined application fee for the special land use permit, site plan review, and zoning compliance permit.
 - b. Application Escrow Deposit: In addition to the Base Application Fee, an escrow deposit shall be paid to the Township by the applicant when the applicant applies

for a special land use permit for a LSES. The monetary amount deposited by the applicant in escrow with the Township shall be **\$15,000.00** or such amount estimated by the Township to cover all reasonable costs and expenses associated with the special land use permit, site plan review, and zoning compliance permit review and approval process, which costs shall include, but are not limited to, reasonable fees of the Township Attorney, retained consultants for specialized review, as well as costs for any expert reports or studies that are reasonably related to the zoning review process for the LSES. Such escrow amount shall be in addition to any filing or application fees established by resolution. At any point during the zoning review process, the Township may require that the applicant place additional funds into escrow with the Township if the existing escrow amount deposited by the applicant is deemed insufficient by the Township. If the escrow account needs replenishing and the applicant refuses to do so promptly, the zoning review process shall cease unless and until the applicant makes the required additional escrow deposit. Any applicable zoning escrow resolutions or other ordinances adopted by the Township must also be complied with by the applicant.

- c. Continuing Restoration Security: If a special land use permit is approved, the Township Board may require security in the form of a cash deposit, irrevocable letter of credit, or surety bond acceptable to the Township, which will be furnished by the applicant to the Township in order to ensure full compliance with requirements of the Zoning Ordinance and all conditions of approval. When determining the amount of the required security, the Township may also require an annual escalator or increase based on the Consumer Price Index (or its equivalent or successor). Such financial guarantee shall be deposited or filed with the Township after a special land use permit has been approved but before construction commences on the LSES. At a minimum, the financial security shall be in an amount determined by the Township to be reasonably sufficient to restore the property to its previous condition prior to construction and operation of the LSES. Such financial security shall be kept in full force and effect during the entire time that the LSES exists or is in place, and such financial security shall be irrevocable and non-cancelable. In addition, the party operating a LSES approved by the Township shall inform the Township in the event that system, or a material portion of that system is sold to a third party, and any such sale shall require the purchasing party to provide the Township with the security described by this section, along with relevant contact information.

- d. Continuing Compliance and Enforcement Escrow Deposit: A continuing escrow deposit may be held, as approved or set by the Township Board and shall be funded by a cash deposit, letter of credit, or surety bond by the applicant prior to the commencement of construction of any LSES and shall be maintained by the owner or operator until the LSES has been permanently decommissioned and removed. The monetary amount placed by the applicant in escrow with the Township shall be **\$10,000.00** or such amount estimated by the Township to cover all reasonable costs and expenses associated with continuing enforcement of this Ordinance and the terms of the special land use permit, which costs can include, but are not limited to, reasonable fees for the Township Attorney, retained consultants for specialized reviews, as well as costs for any expert reports or studies that the Township determines are reasonably related to enforcement of the Ordinance and the special land use permit. If the Township is required to expend any portion of the escrow deposit or if the existing escrow amount paid by the applicant proves to be insufficient to cover the Township's enforcement costs, applicant shall place additional monies into escrow with the Township.

2. All prior resolutions that are inconsistent herewith are hereby repealed.

BE IT FURTHER RESOLVED that these fees shall be immediately added to the Vevay Township Fee Schedule.

Roll Call Vote

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

Nays: None

RESOLUTION DECLARDED ADOPTED.

2022-23 Fee Schedule. The Board members reviewed the proposed fee schedule for the 2022-23 Fiscal Year.

**VEVAY TOWNSHIP, COUNTY OF INGHAM
RESOLUTION ADOPTING THE VEVAY TOWNSHIP
2022-23 FEE SCHEDULE
RESOLUTION #22-09**

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 21st day of March 2022.

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

ABSENT: None

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

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 found that due to increased costs in delivery of services and operations the fee schedule must be revised to meet these needs.

NOW, THEREFORE, BE IT RESOLVED that the attached 2022-2023 Vevay Township Fee Schedule is hereby adopted effective April 1, 2022.

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

RESOLUTION DECLARED ADOPTED.

(See Addendum for Fee Schedule)

Lapse Report. The Board members reviewed the Lapse Report as of 3-18-2022. Revenues increased sufficiently that the revenue from prior year fund balance was not needed.

2021-22 Budget Adjustments. None.

Any Other Business. Trustee Lacasse referred to an article in the Detroit Free Press regarding the funding of road repair in subdivisions. This is not only an issue for Vevay Township, but statewide. Special assessments are being considered for the funding source.

Clerk Kean distributed a sample Township Policy Manual table of contents as provided by Attorney Revore. Supervisor Lazet recommended that the Clerk, Treasurer, and Supervisor review the list and bring suggested policy updates to the next meeting for review.

Treasurer Lewis attended a webinar from the US Treasury on allowable expenditures for ARPA funds. Under the new “standard allowance” for revenue losses, up to \$10 million, the Township can elect to use the funds for government services except for the 6 restrictions. The allowable expenditures can be handles in the manner as State Revenue Sharing.

Adjournment. The meeting was adjourned at 7:10 p.m.

JoAnne Kean, Clerk