

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Wednesday, December 14, 2022, at 6:30 p.m.
Vevay Township Hall – 780 Eden Road, Mason**

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: 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.

Set/Amend Agenda.

Addition: Veterans Property Tax Exemption
Replacement of Michigan Flag

MOTION Kean, seconded Lewis, to adopt 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. 11-16-22. *approved & filed
- Financial Reports – November 2022: 1) Cash & Investment Account Summary 2) Balance Sheets, 3) Revenue & Expenditure Report, and 4) Tax Check Register. *received & filed
- Planning Comm. Regular Meeting 11-9-22. *filed
- Recreation Comm. Regular Meeting 11-10-22. *filed
- Zoning Board of Appeals Minutes 12-5-22. *filed
- Building Report - November 2022. *filed
- Code Enforcement Report - November 2022. *filed
- Authorization for 2023 MMTA Due for Treasurer & Deputy Treasurer. *filed
- Authorization for 2023 CAMCA Dues for Clerk & Deputy Clerk. *filed
- Authorization for 2023 MAMC Dues for Clerk & Deputy Clerk. *filed
- Quarterly Hall Rental Report *filed
- Approved 2023 Meeting Dates. *filed

- Correspondence from:
 - 1.) Mason Fire Department re: November Response Reports. *filed
 - 2.) IC Sheriff Dept. Sgt. Newton Incident Report November 2022. *filed
 - 3.) WOW! Third Quarter Franchise Fees. *filed
 - 4.) Michigan Employees Retirement System Quarterly Report 9-30-22. *filed

MOTION Kean, seconded McNeilly, to adopt 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. None.

Old Business. None.

Budget 2023-2024. Treasurer Lewis has been tracking revenue sharing and it appears to be up by 10% from previous forecasts. The first budget work session will include a discussion on compensation. Supervisor Lazet asked that any information regarding compensation be forwarded to Clerk Kean. Supervisor Lazet would like to simplify the 2023-24 budget in several areas and establish a two-year schedule for ARPA funding.

MOTION Kean, seconded McNeilly, to set the schedule for the Budget Work Sessions, schedule the Public Hearing, and adoption of the proposed 2023-24 budget as follows:

Budget Work Session	Thursday, January 26, 2023 @ 12:30 p.m.
Budget Work Session	Monday, January 30, 2023 @ 12:30 p.m.
Budget Work Session	Tuesday, February 7, 2023 @ 12:30 p.m.
Budget Work Session	Thursday, February 23, 2023 @ 12:30 p.m. (If needed)
Budget Public Hearing	Wednesday, March 15, 2023 @ 6:30 p.m.
Budget Adoption	Thursday, March 23, 2023 @ 6:30 p.m.

Roll Call Vote

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

Poverty Guidelines Resolution for 2023. There was a discussion on granting the Board of Review the authority to deviate from the resolution based on substantial and compelling reasons. The Board members decided to vote on the resolution as presented.

TOWNSHIP OF VEVAY
INGHAM COUNTY, MICHIGAN
RESOLUTION FOR POVERTY GUIDELINES
RESOLUTION #22-16

WHEREAS, the adoption of guidelines for poverty exemptions is within the purview of the township board; and

WHEREAS, the homestead of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994(MCL 211.7u); and

WHEREAS, pursuant to PA 390, 1994 Vevay Township, Ingham County adopts the following guidelines for the supervisor and board of review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the supervisor or board of review, accompanied by federal and state income tax returns for all persons residing in the residence, including any property tax credit returns filed in the immediately preceding year or current year.
- 3) Produce valid drivers' license or other form of identification if requested.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.
- 5) Meet the federal poverty income standards as defined and determined annually by the United States Office of Management and Budget.
- 6) Meet the Township guidelines for asset level for all persons residing in the residence. The guideline for assets is no more than 60% of the current federal poverty guidelines established each year by the office of the management and budget for size of the family unit, but in no case to exceed \$10,000.00. Some assets would be exempt; they would include the residence and one automobile. In special circumstances such as two residents working in separate locations, two automobiles could be exempt at the discretion of the Supervisor or the Board of Review.
- 7) The application for the exemption shall be filed after January 1, but before the day prior to the last day of board of review.
- 8) Any additional eligibility requirements as determined by the township board;

NOW, THEREFORE, BE IT RESOLVED that the board of review shall follow the above stated policy and federal guidelines (Attachment A) in granting or denying an exemption, unless the board of review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines, and these are communicated in writing to the claimant.

NOW BE IT FURTHER RESOLVED that all Resolutions or parts of Resolutions in conflict with the provisions of this Resolution be and the same hereby are rescinded.

MOTION Lazet, seconded Lewis, to adopt Resolution #22-16 for Poverty Guidelines as presented.

Roll Call Vote

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

Nays: None

RESOLUTION DECLARED ADOPTED.

Payment Authorization Request for the City of Mason Fire Service Contract. Supervisor Lazet recommended that this quarterly contract payment be placed on the Board adopted Post Audit Approved List.

MOTION McNelly, seconded Lacasse, to authorize the expense and payment to the City of Mason in the amount of \$26,261.46 for Oct/Nov/Dec 2022/23 Fire Service Contract to be charged to Standby Fees (GL #101-336-811.000) and place the City of Mason Fire Service Contract on the Board Adopted Post Audit Approved List.

Roll Call Vote

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

Nays: None

Payment Authorization Request for the Purchase of New Office Chairs. Clerk Kean stated that the recommended chair has been available for all staff to sit in and that the funds are budgeted.

MOTION Lewis, seconded Lacasse, to authorize the expense and payment to DBI in the amount of \$959.92 for the purchase of 4 office chairs to be charged to Uncapitalized Capital Outlay (GL #101-210-967.000).

Roll Call Vote

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

Nays: None

Payment Authorization for Treasurer Lewis to attend the MTA Training on Assessing. The Ingham County assessment roll audit by the State Tax Commission is scheduled for 2023. Therefore, the training will be valuable and timely.

MOTION Kean, seconded Lazet, to authorize the expense and payment to the Michigan Township Association in the amount of \$134.00 for Treasurer Lewis to attend the training on

“What Every Board Member Needs to Know About Assessing” to be charged to Treasurer Office Educational Mtgs. (GL #101-253-960.000).

Roll Call Vote

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

Board Re-Appointment. Trustee McNeilly recused herself from voting.

MOTION Lewis, seconded Lazet, to re-appoint:

Patricia McNeilly Recreation Commission 3Yr. Term Ending 12/15/25

Roll Call Vote

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

Proposed Zoning Ordinance Large Solar Energy System Amendment. Trustee McNeilly provided the Board Members with a synopsis of the amendment. Supervisor Lazet will provide to the Board Members his PowerPoint presentation on Large Solar Energy Systems. The adoption of the ordinance will be scheduled for January 2023.

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

MOTION Kean, seconded McNeilly, to approve the Disbursement Authorization Report from November 17 to December 14, 2022, for General Fund Checks #32124-32192, EFT's #573, #574, #575, #576, #577, #578, and #579 for a total of \$67,478.24.

Roll Call Vote

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

Supervisor Report: Michigan Employees Retirement System Unfunded Pension Liability. Supervisor Lazet recommended not making an additional lump sum contribution until March of 2023, closer to the end of our current fiscal year. All the Board members agreed.

Supervisor Report: Ingham County Road Department. Supervisor Lazet presented the list of recommended 2023 Local Road Program maintenance. The Ingham County Road Department will no longer pay in total for boundary roads, and they increased the road maintenance match to \$55,000.

Supervisor Report: Federal ARPA Funds. The Revenue and Expense report for ARPA funds was presented. The ARPA funds have been segregated by cost centers; cemetery, recreation, Township Hall & Grounds, Transportation (Roads) and Digitization.

Supervisor Report: Cost Center Adjustments and Transfer Authority.

MOTION Lazet, seconded Kean, to authorize the cost center adjustment in the amount of \$250 from Maintenance & Repairs Inside (GL #101-567-931.000) to Upkeep & Mowing Rolfe & Eden (GL #101-567-930.000) and the transfer authority in the amount of \$4,000 from Planning Commission Legal Services (GL #101-701-826.000) to Building Inspector (GL #101-371-829.000).

Roll Call Vote

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

Supervisor Report: Township Hall Renovation. Wolverine Engineers & Surveyors, Inc. will prepare a contractor bid specification document. The bidding process should begin in January 2023.

Treasurer Reports: Treasurer Lewis reviewed the monthly general fund cash receipt and disbursement graph. Treasurer Lewis provided an update on tax collection and stated that they will be open the required additional hours on December 29, 2022, from 9:00 a.m. to 5:00 p.m. All payments in the “Drop Box” on January 3, 2023 will be receipted as 2022 payments.

Clerk Report: MAMC Master Conference. Clerk Kean provided a brief update on the morning session “Just Throw Strikes”. One of the main factors of the conference is the importance of networking. The afternoon session was a “debriefing” by Kristie Dougan from the Board of Elections on “lessons learned” from the November Election.

Clerk Report: Election Update. Due to a statewide partial recount, the State/County procedural audits have not been announced. The City of Lansing’s recount was completed in one day. The recount included 39 precincts with one precinct not re-countable.

Trustee McNeilly: Planning Commission. The Planning Commission will schedule a public hearing on January 4, 2023, for Section 309 (D) Breezeways and Section 3.17(C) Setback Measurements.

Trustee McNeilly: Recreation Commission. Vevay Township was not awarded the Department of Natural Resource Passport Grant. We were 5 points under the funded dollar amount. The Department of Natural Resource Spark Grant is due December 19, 2022. The grant amount request is \$1,000,000 to implement the park renovations from the 5-Year Community Park Master Plan.

Trustee Lacasse: Zoning Board of Appeals. The Zoning Board of Appeals met and elected officers, set meeting dates and approved the previous meeting minutes.

Any Other Business. Supervisor Lazet updated the Board on the Michigan Court of Appeals decision regarding disabled veterans’ exemption eligibility of unremarried surviving spouse as it affects one of our residents. The Michigan flag on our outside flagpole in is disrepair. It was the consensus of the Board members to continue flying the Michigan flag and to purchase a new flag when needed.

Additional Public Comment. Resident Jeff Carter, 3379 Tomlinson Rd., spoke on Township Business.

Adjournment. The meeting adjourned at 7:38 p.m.

JoAnne Kean, Clerk

Recorder Deputy Clerk Ruttan