

**VEVAY TOWNSHIP  
BOARD OF TRUSTEES  
Regular Meeting  
Wednesday, December 13, 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 and Recreation Commission Chairperson Roger Cargill  
**Others Present:** 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: Authorization Request for Annual Maintenance and Repair of the SCAG Mower.

**MOTION** Kean, seconded McNeilly, 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 11-15-23. \*approved & filed
- Financial Reports – November 2023: 1) Cash & Investment Account Summary 2) Balance Sheets, 3) Revenue & Expenditure Reports, and 4) Tax Disburse. Reports. \*received & filed
- Planning Comm. Regular Meeting Minutes 11-8-23. \*filed
- Recreation Commission Regular Meeting Minutes 10-5-23. \*filed
- Building Report – November 2023. \*filed
- Code Enforcement Report - November 2023. \*filed
- Website Traffic Comparison. \*filed
- Correspondence from:
  - Mason Fire Department November Report. \*filed
  - IC Sheriff Office. Sgt. Newton Incident Report for November. \*filed
  - WOW Franchise Fees ending 9/30/23. \*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.** None.

**Old Business:**

**Resolution Adopting Revised 2024 Meeting Date Schedule.**

**VEVAY TOWNSHIP  
2024 BOARD OF TRUSTEES MEETINGS  
RESOLUTION NO. 23-16**

Under provisions of law and statute provided, the following resolution is hereby adopted by the Vevay Township Board of Trustees, Ingham County Michigan, at a regular meeting assembled this 13<sup>th</sup> day of December 2023, at the Vevay Township Hall, 780 Eden Road, Mason, Michigan.

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

ABSENT: None

**RESOLVED**, that the Township Board of Trustees of the Township of Vevay, County of Ingham, State of Michigan, does hereby establish that there will be one (1) regular monthly meeting held by the Township Board as follows:

- 1) All regular meetings will be held at the Township Hall, 780 Eden Road.
- 2) Meetings will be held on **Wednesday** after the second (2<sup>nd</sup>) Monday of each month, unless otherwise noted below.
- 3) All meetings shall commence promptly at 6:30 p.m.
- 4) Dates of the meetings mentioned in paragraph two (2) shall be as follows:

January 17, 2024  
February 14, 2024  
March 13, 2024  
April 10, 2024  
May 15, 2024  
June 12, 2024

July 17, 2024  
August 14, 2024  
September 11, 2024  
October 16, 2024  
November 13, 2024  
December 11, 2024

**BE IT FURTHER RESOLVED**, that Resolution #23-15, 2024 Board of Trustees Meetings is hereby rescinded.

**MOTION Kean, seconded Lacasse, to adopt Resolution #23-16 Revising the Vevay Township Board meeting dates for the year 2024.**

**Roll Call Vote**

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

**Nays: None**

*RESOLUTION DECLARED ADOPTED.*

**ARPA Funds Update.** To maximize Revenue Sharing for the upcoming fiscal year, the ARPA funds must be fully obligated or expensed by the end of December 2023. The remainder of the ARPA funding will be allocated to roads allowing the Township to be eligible for increased Revenue Sharing. To finalize the ARPA fund a budget amendment and budget adjustments are required. Clerk Kean explained the new early voting line-item budget adjustment.

**MOTION Kean, seconded Lacasse, to authorize a 2023-2024 Fiscal Year ARPA (Fund 285) Budget Amendment in the amount of \$8,485.63 increase to Federal Grants-Other (GL# 285-000-528.000) and ARPA Transportation (GL #285-000-962.003).**

**Roll Call Vote**

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

**Nays: None**

**MOTION Kean, seconded McNeilly, to authorize the following budget adjustments:**

\$4,371.00 from 285-000-962.000 to 285-000-962.003

\$1,166.52 from 285-000-962.001 to 285-000-962.004

\$5,861.35 from 285-000-962.002 to 285-000-962.004

\$271.17 from 285-000-962.002 to 285-000-962.003

\$3,000.00 from 101-262-705.000 to 101-262-730.000

**Roll Call Vote**

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

**Nays: None**

**Vevay Voice Winter Newsletter Insert.** Supervisor Lazet responded to the Trustee McNeilly and Trustee Lacasse inquiry stating the newsletter insert was not ready in time for insertion into the tax bill. The newsletter may be sent out at a later date.

**New Business:**

**Board Appointment.** Robert Schnabelrauch will no longer be serving on the Zoning Board of Appeals.

**MOTION Lewis, seconded Lacasse, to appoint Gary Howe to the Zoning Board of Appeals for a Partial 3-Year Term 12/2/23 to 12/2/26.**

**Roll Call Vote**

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

**Nays: None**

**Recreation Commission – Chair Roger Cargill.** Recreation Commission Chair Roger Cargill expressed sincere appreciation from the Recreation Commission to the Vevay Township Board of Trustees for their support, including financial support towards the implementation of the Recreation Master Plan. He announced the award of a \$150,000 Department of Natural Resources Passport Grant. Discussion followed on the need for fundraising guidelines, alternate forms of financial and in-kind support, and the use of social media. Chair Cargill will collaborate with office staff Natalia Catanzarite to develop a social media plan. Treasurer Lewis will be the point person.

**Resolution Adopting 2024 Poverty Guidelines.** Supervisor Lazet provided an explanation of changes from 2024.

**VEVAY TOWNSHIP  
INGHAM COUNTY, MICHIGAN  
POVERTY GUIDELINES RESOLUTION  
RESOLUTION #23-17**

**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 (MCL 211.7u) as amended by Public Act 191, 2023 and

**WHEREAS**, pursuant to under (MCL 211.7u) as amended by Public Act 191, 2023 Vevay Township, Ingham County adopts the following guidelines for the 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 a owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the 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 a 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) The Board of Review shall follow the policy and guidelines of the local assessing unit in granting or denying as exemption under the eligibility requirements, the Board of Review shall grant the exemption in whole or in part, as follows:
  - (a) A full exemption equal to a 100% reduction in taxable value for the tax year in which the exemption is granted.
  - (b) A partial exemption equal to 75%, 50% or 25% reduction in taxable value for the tax year in which the exemption is granted.
- 9) A person who files a claim for a poverty exemption is not prohibited from also appealing the assessment on the property for which that claim is made before the Board of Review in the same year.

**NOW, THEREFORE, BE IT RESOVED** that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

**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 Lewis, seconded Lacasse to Adopt Resolution #23-17 2024 Poverty Guidelines.**

<b>Roll Call Vote</b>	<b>Ayes: Lewis, Lazet, Kean, McNeilly, &amp; Lacasse</b>
	<b>Nays: None</b>

*RESOLUTION DECLARED ADOPTED.*

**Authorization Request for Annual Maintenance and Repair of SCAG Mower.** Supervisor Lazet explained that additional repair work is needed on the mower that was not anticipated last month.

**MOTION Lazet, seconded Lewis, to rescind the motion of November15, 2023 authorizing the payment for the annual maintenance of the SCAG mower, and to authorize the expense and payment to Superior Saw, LLC, up to \$1,200 for the annual maintenance and repair of the SCAG mower, to be charged to 101-265-932.000.**

<b>Roll Call Vote</b>	<b>Ayes: Lacasse, Lewis, Lazet, Kean, &amp; McNeilly</b>
	<b>Nays: None</b>

**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 November 16, 2023, to December 13, 2023, for General Fund Checks #32734-32757, Direct Deposits DD70-DD92 and EFT648-EFT653 for a total of \$ 174,414.34.**

**Roll Call Vote**

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

**Nays: None**

**Trustee McNeilly:**

**Planning Commission.** The Planning Commission is recommending extending the moratorium on the Special Land Use Permits for Large Wind Energy Conversion Systems. The Planning Commission will hold a Public Hearing at their next regularly scheduled meeting for a Special Land Use permit from Southyard, LLC, for an agricultural service establishment.

**Recreation Commission.** Updated information was presented by Recreation Commission Chair Roger Cargill's.

**Supervisor Report:**

**Solar/WECS Ordinances.** Supervisor Lazet is expecting a Large Solar Energy System SLU permit application from Ranger Power. Additional information on the extension of the moratorium on the Large Wind Energy Conversion Systems will be presented next month.

**Zoning Ordinance Considerations.** Supervisor Lazet asked the Board to provide any zoning issues or concerns they may have that can be addressed by the Planning Commission.

**Budget Questions, Priorities & Data Points.** The first budget work session will be held on December 21, 2023. Any changes in priorities will be discussed at that meeting.

**Zoning Map.** Correcting and updating the zoning database has been a long process. The corrected data is now at Wolverine Engineering for the creation of new zoning maps.

**Clerk Report: Election Update.** Over 1,300 Absent Voter Applications will be mailed on December 14, 2023. Clerk Kean explained the new Permanent Ballot List. The new "drive up" drop box has been installed on the SW corner of the building. Absent Voter Ballots are required to be sent by January 18, 2024. Clerk Kean will need additional office staff help during that week. The election update information sheet included in the December tax bill was well received by residents.

**Treasurer Report: General Fund Financial & Comparison Graph.** Treasurer Lewis provided a numerical current tax collection update as well as a review of the General Fund Financial and Comparison graphs.

**Trustee Lacasse: ZBA Meeting.** The Zoning Board of Appeals held their annual meeting. The elected officers remained the same as the previous year. Supervisor Lazet will act as recording secretary. They adopted their meeting dates and times, moving their meetings date from the first Monday of the month to the fourth Wednesday of the month.

**Any Other Business.** The budget work session meeting will be on December 21, 2023, at 1:00 p.m.

**Additional Public Comment.** None

**Adjournment.** The meeting was adjourned at 8:00 p.m.

  
JoAnne Kean, Clerk

Recorder Deputy Clerk Ruttan