

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Wednesday, November 16, 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: County Commissioner-elect, Karla Ruest 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 members were present.

Set/Amend Agenda.

Addition: Payment authorization for ServiceMaster Restoration Invoice

MOTION Kean, seconded McNeilly, to adopt the agenda as amended.

Roll Call Vote

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

Nays: None

Consent Agenda. Clerk Kean provided an update on the Missing Property Transfer Affidavit report. Treasurer Lewis explained the increased number of building permits for Mason Manor Mobile Home Park.

Recommendations are preceded by an asterisk (*).

- Minutes for the Regular Mtg. 10-12-22. *approved & filed
- Financial Reports – October 2022: 1) Cash & Investment Account Summary 2) Balance Sheets, 3) Revenue & Expenditure Report, and 4) Tax Check Register. *received & filed
- Report of Missing Property Transfer Affidavits. *filed
- Planning Comm. Regular Meeting 10-5-22. *filed
- Recreation Comm. Regular Meeting 10-6-22. *filed
- DDA Minutes. *filed
- Building Report - October 2022. *filed
- Code Enforcement Report - October 2022. *filed
- City of Mason Tax Collection/Paid Report for PA425 and PA108 Areas. *filed
- Correspondence from:
 - 1.) Mason Fire Department re: September & October Response Reports. *filed

- 2.) IC Sheriff Dept. Sgt. Newton Incident Report October 2022. *filed
- 3.) Direct TV Franchise Fees for Quarter Ending 9-30-22. *filed
- 4.) Michigan Employees Retirement System Quarterly Report 6-30-22. *filed
- 5.) Notice from Delhi Charter Township preparing for a Master Plan Update. *filed
- 6.) Notice from Aurelius Township preparing for a Master Plan Update. *filed

MOTION Kean, seconded Lewis, to adopt the consent agenda as presented.

Roll Call Vote

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

Nays: None

Items Removed from Consent Agenda - Discussion.

Public Comment. County Commissioner-elect, Karla Ruest thanked and appreciated the support from the members of the Board.

Old Business. None.

Michigan Employees Retirement System Unfunded Pension Liability. Supervisor Lazet and Clerk Kean provided a brief review of past actions and the advantage of making a lump sum payment within the Michigan Employees Retirement System fiscal year which ends on December 31. Supervisor Lazet will provide a conservative payment recommendation at the next board meeting.

2023 Holiday Schedule. These dates follow the Ingham County schedule.

MOTION Kean, seconded McNeilly, to approve the 2023 Holiday Schedule as follows:

Martin Luther King Day – Monday, January 16, 2023
President’s Day – Monday, February 20, 2023
Good Friday – Friday, April 7, 2023
Memorial Day – Monday, May 29, 2023
Juneteenth – Monday, June 19, 2023
Independence Day – Tuesday, July 4, 2023
Labor Day – Monday, September 4, 2023
Veterans Day – Friday, November 10, 2023
Thanksgiving Day – Thursday, November 23, 2023
& Friday Following – Friday, November 24, 2023
Christmas Eve – Monday, December 25, 2023
& Christmas Day – Tuesday, December 26, 2023
New Year’s Eve (2024) – Monday, January 1, 2024
& New Year’s Day (2024) – Tuesday, January 2, 2024

Roll Call Vote

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

Nays: None

Resolution for 2023 Board of Trustees Meeting Dates. The location, day of the week, and time remain the same as last year.

**VEVAY TOWNSHIP
2023 BOARD OF TRUSTEES MEETINGS
RESOLUTION NO. 22-14**

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 16th day of November 2022, at the Vevay Township Hall, 780 Eden Road, Mason, Michigan.

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 (2nd) 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 11, 2023
February 15, 2023
March 15, 2023
April 12, 2023
May 10, 2023
June 14, 2023

July 12, 2023
August 16, 2023
September 13, 2023
October 11, 2023
November 15, 2023
December 13, 2023

MOTION Kean, seconded Lewis, to adopt Resolution #22-14 Establishing the Vevay Township Board meeting dates for the year 2023.

Roll Call Vote

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

RESOLUTION DECLARED ADOPTED.

Authorizing Resolution for SPARK Grant Application. Supervisor Lazet explained the Michigan Spark Grant is a \$65 million program administered by the Michigan Department of Natural Services to support recreation. The funding is part of the Building Michigan Together Plan. Trustee McNeilly provided an update from the Recreation Commission. The grant application would be for the full amount to renovate and upgrade the park based on the approved 5-year Community Parks & Recreation Master Plan 2022-2026.

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
A RESOLUTION TO AUTHORIZE THE SUBMISSION OF THE SPARK GRANT
APPLICATION FOR THE VEVAY TOWNSHIP COMMUNITY PARK
RESOLUTION #22-15**

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 16th day of November 2022.

PRESENT: Supervisor Lazet, Clerk Kean, Treasurer Lewis, Trustee Lacasse, and
Trustee McNeilly
ABSENT: None

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

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

WHEREAS, Vevay Township will obligate \$125,000 in match funding.

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 and obligate matching funds in the amount of \$125,000.

MOTION Lewis, seconded McNeilly, to adopt Resolution #22-15 authorizing the submission of the Spark Grant in the amount of \$1,000,000 and obligate \$125,000 in matching funds.

Roll Call Vote

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

RESOLUTION DECLARED ADOPTED.

Spark Grant Public Comment. Received positive public comment from all visitors present for submission of the Spark Grant for the renovations and upgrades to the Vevay Township Community Park.

Vevay Voice Winter Newsletter for the December 1st Tax Bill Mailing. A draft copy of the 2022 Board Report was handed out to Board members for review. It was the consensus of the board members to include the report with the December tax bill. Any suggestions need to be submitted by November 23rd.

Budget Adjustments. At the October 12th Board Meeting, the board members voted to authorize employee lump sum payments; however, they inadvertently did not authorize the transfer of funds.

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

Transfer \$4,700 from GL # 101-210-704.000 to the following:

Building Inspector	\$250	GL# 101-371-829.000
Zoning Administrator	\$250	GL# 101-371-828.000
Housekeeping	\$250	GL# 101-265-702.000
Assessor Office	\$1,700	GL# 101-257-702.000
Maintenance	\$550	GL# 101-265-702.000
Deputy Clerk	\$1,200	GL# 101-215-702.000
Deputy Treasurer	\$500	GL# 101-253-702.000

Roll Call Vote

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

Zoning Board of Appeal Re-appointments. Trustee Lacasse rescued himself from voting on his re-appointment.

MOTION Lazet, seconded Kean, to re-appoint:

Jack Cady Zoning Bd of Appeals Full 3 Yr. Term Ending 5/17/2025

Roll Call Vote

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

MOTION Lazet, seconded McNeilly, to re-appoint:

Richard Lacasse Zoning Bd of Appeals Full 3 Yr. Term Ending 12/2/2025

Roll Call Vote

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

Payment Authorize for ServiceMaster Restoration Invoice. Clerk Kean stated that ServiceMaster did an excellent job removing all the stains from the carpet in the main hall and entrance way.

MOTION Kean, seconded McNeilly, to authorize the expense and payment to ServiceMaster Restoration Services in the amount of \$130.00 for carpet cleaning to be charged to Maintenance and Repairs Inside (GL #101-265-931.000).

Roll Call Vote

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

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

MOTION Kean, seconded Lewis, to approve the Disbursement Authorization Report from October 13 to November 16, 2022, for General Fund Checks #32059-32123, EFT's #566, #567, #568, #569, #570, #571, and #572 for a total of \$44,410.08.

Roll Call Vote

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

Supervisor Report: Update on 1668 W. Dansville Road Violation. Supervisor Lazet provided a brief update of the case.

Supervisor Report: Estimates for Building Renovation – Leo Trumble Group, LLC. Contractor Leo Trumble, had provided to the board members a preliminary draft budget on several areas under consideration for renovation and updating. The Board members reviewed the document section by section. After discussion, several sections and items were removed. Treasurer Lewis will provide cost information on audio visual equipment. It was the consensus of the Board members to procedure to the contractor bid specification preparation phase and authorized Clerk Kean and Supervisor Lazet to make color/material decision. The Bid Specification document will be presented to the Board members for final approval before being let out to bid. The American Rescue Plan Act (ARPA) will fund the renovations.

Supervisor Report: Estimates for Building Renovation – Carpet Studio Flooring American. The new quote on replacing the carpet in the main hall and entrance way was due to a revision in the floor plan.

Supervisor Report: Hall Rental Policies. The rental agreement and community room information sheet was previously approved as to policy and form. This revision includes minor changes for consistency between both forms.

MOTION Kean, seconded Lewis, to approve the revision of the rental agreement for the Vevay Township Community Room and the accompanying Community Room Information sheet effective 11/16/22.

Roll Call Vote

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

Treasurer Reports: Treasurer Lewis reviewed the monthly revenue sharing and general fund cash receipt and disbursement graph. Two tax bills-Mason School District & Dansville School District-were presented for review. Deputy Treasurer Smith will start preparation for printing and mailing the winter tax bills on November 28, 2022.

Clerk Report: Election Update. Clerk Kean reported the November 8, 2022, general election was a very busy and successful election. She (Kean) reported on election results, a new line study, the excellent work of the election inspectors, special thanks to Supervisor Lazet and Treasurer Lewis for their help, the presence of the Ingham County Sheriff, the Board of Canvassers, and it all was done under budget. Currently, there are two FOIA requests for the tabulator totals tapes.

Trustee McNeilly: Planning Commission. The Planning Commission has scheduled three public hearings on December 7, 2022, for Section 3.09 (D) Breezeways, Section 3.17(C) Setback Measurements, and Section 3.27 Large Solar Energy Systems.

Any Other Business. The Board members thanked Spartan Barricading & Traffic Control for the donation of the Vevay Township Community Park Sign.

Clerk Kean invited everyone to the Ingham County Chapter of MTA meet and greet.

Additional Public Comment. None.

Adjournment. The meeting adjourned at 8:09 p.m.

JoAnne Kean, Clerk

Recorder Deputy Clerk Ruttan