

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Wednesday, January 12, 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.

Additions: Payment Authorization for Treasurer MMTA 2022 Basic Institute
Removal: IC Sheriff Department December Incident Report removed from Consent Agenda

MOTION Kean, seconded Lewis, to approved Agenda as amended.

Roll Call Vote

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

Consent Agenda. Kean informed the Board the five ARPA required Township Policies and Procedures will be attached to the Regular Meeting Minutes of 12-15-21. The ARPA funds are reflected in the Balance Sheet as Unearned Revenues.

Recommendations are preceded by an asterisk (*).

- Minutes for the Regular Meeting 12-15-21. *approved & filed
- Financial Reports – December 2021: 1) Cash & Investment Account Summary 2) Quarterly Investments Report Ending 12/31/21 3) Balance Sheets 4) Revenue & Expenditure, and 5) Tax Check Register. *received & filed
- Planning Comm. Regular Meeting Minutes 12-8-21. *distributed
- Building Report – December 2021. *filed
- 2021 Yearly Building Report. *filed
- Zoning Administrator Report: Building/Code Enforcement Report for December 2021. *filed
- Correspondence from:
Mason Fire Department re: December Response Reports. *filed

MOTION Kean, seconded Lacasse, to adopt the consent agenda as amended.

Roll Call Vote

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

Items Removed from Consent Agenda - Discussion. None.

Public Comment. Resident Jay Jenkins, 2661 Tomlinson Road, spoke on Township Business.

Old Business. None.

Authorization Request: Attendance at Board of Review Training. Public Act 660 of 2018 requires every Board of Review Member to receive training once per term. Michigan Township Association is providing the required training. Currently, there is one vacancy on the Board of Review and one member needs the training.

MOTION Kean, seconded McNeilly, to authorize the expense and payment to Michigan Township Association in the amount up to \$250 for Public Act 660 of 2018 required Board of Review training, to be charged to Board of Review Educational Meetings (GL #101-247-960.000).

Roll Call Vote

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

Authorization Request: Attendance at MTA's Annual Conference. Clerk Kean would like to attend the conference virtually. The Trustees are considering attendance and will confirm with Clerk Kean.

MOTION Kean, seconded McNeilly, to authorize the expense and payment for registration fees for the Elected Officials to attend the MTA's Annual Educational Conference & Expo to be held at the Lansing Center April 25-28, 2022, as follows:

Trustees – Up to \$500 to be charged to Education Meetings (GL #101-101-960.000)
Clerk – Up to \$200 to be charged to Clerk Edu. Meetings (GL #101-215-960.000)

Roll Call Vote

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

Authorization Request: 2022 Drains-at-Large & Petition Drains Invoice. Supervisor Lazet explained that the increased billing and the budget overage is due to the emergency maintenance work on the Rayner Creek Drain. A transfer authority budget adjustment was made from outdoor maintenance to Drain Tax At Large.

MOTION Kean, seconded McNeilly, to authorize the expense and payment to the Ingham County Drain Commissioner for the 2021 Drain at Large & Petition Drains in the amount of

\$27,359.75 to be charged to Drain Tax at Large (GL #101-445-962.000) to be paid on or after February 1, 2022.

Roll Call Vote

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

Authorization Request: Treasurer MMTA 2022 Basic Institute. Treasurer Lewis would like to begin the 3-year Michigan Certified Professional Treasurer (MiCPT) Certification Program.

MOTION Lewis, seconded Lacasse, to authorize the expense and payment to the Michigan Municipal Treasurer's Association for registration fees and lodging in the amount up to \$1,250 for the 2022 Basic Institute to be held April 24-29, 2022 at the Mt Pleasant Comfort Inn & Suites to be charged to Treasurer's Education Meetings (GL #101-253-960.000) with a cost center adjustment in the amount of \$325 from Treasurer's Supplies (GL #101-253-728.000) and \$325 from Treasurer's Tax Collection Expense (GL #101-253-910.000).

Roll Call Vote

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

Schedule 2022-23 Budget Workshops. Supervisor Lazet would like to continue focusing on the four priorities of digitalization, roads, township assets, and pensions. A review of the Capital Improvement Plan is scheduled for the first work session.

MOTION Kean, seconded McNeilly, to set the schedule for the Budget Work Sessions, schedule the Public Hearing, and adoption of the proposed 2022-23 Budget as follows:

Budget Work Session	January 31, 2022 @ 12:30 pm
Budget Work Session	February 8, 2022 @ 12:30 pm
Budget Work Session	February 22, 2022 @ 12:30 pm
Budget Work Session	March 1, 2022 @ 12:30 pm (if needed)

Budget Public Hearing March 16, 2022 @ 6:30 pm (regular meeting)

Budget Adoption: March 28, 2022 @ 6:30 pm

Roll Call Vote

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

Recreation Commission. Trustee McNeilly provided a review of the Recreation Commission meeting on January 6, 2022. Draft copies of the Recreation Commission minutes with their recommendation were distributed. A transfer authority budget adjustment was created to fund the Recreation Commission. Supervisor Lazet reviewed the changes to the proposed resolution.

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
A RESOLUTION TO RESCIND RESOLUTION #21-21
AND
TO ESTABLISH THE VEVAY TOWNSHIP
RECREATION COMMISSION**

RESOLUTION #22-01

WHEREAS, the Vevay Township Board of Trustees (Board) established a Recreation Committee in 2003 to develop a Community Recreation Plan; and

WHEREAS, the Recreation Committee has completed their obligation and the Committee dissolved; and

WHEREAS, the Board is committed to assuring Vevay Township residents are afforded opportunities for quality recreation facilities and trails in a safe and convenient setting; and

WHEREAS, the Board is committed to establishing and maintaining a purposeful and realistic strategy to guide and improve recreation programs and facilities in Vevay Township to meet the recreation needs of area residents; and

WHEREAS, the Board is in the process of developing a 5-Year Community Parks & Recreation Plan (Plan) to not only guide the Township in its decision making, but to also enhance the Township's ability to obtain grants and private donations, especially the Ingham County Parks and Trails millage fund and various grant funds available through the state, such as the Natural Resources Fund; and

WHEREAS, the Board, at the end of July 2021, has submitted a planning grant application to the Ingham County Parks and Trails Commission for millage funds; and

WHEREAS, the Board has sought public input in the formulation of the Plan, including a public hearing on October 12, 2021, and a widely publicized internet survey; and

NOW, THEREFORE BE IT RESOLVED, that the Board hereby establishes a Recreation Commission (Commission) to assess Township recreational needs and solicit public input in the formulation of a new Plan, as well as guide the Township through the various grant processes to leverage funds to maximize the effective use of taxpayer dollars in developing recreational facilities and possibilities; and

BE IT FURTHER RESOLVED, that the Board shall appoint a Commission consisting of five to

nine members; and

BE IT FURTHER RESOLVED, that the Board shall appoint members to three year terms except that the initial appointment terms in 2021 shall be staggered at one, two, and three years, as determined by the Board, and all appointments in 2022 and after shall be for full three year terms; and

BE IT FURTHER RESOLVED, that *unless declined by a member*, members appointed to the Commission ~~shall~~ may receive a ~~payment~~ *per diem* of \$70, Chairperson \$75, Recording Secretary *an additional* \$50 per meeting, and that the per diems will be reviewed by the Board as deemed necessary; and

BE IT FURTHER RESOLVED, that the Commission shall elect a Chairperson, Vice-Chair, and Secretary to serve one year terms; and

BE IT FURTHER RESOLVED, that the Commission shall meet at least twice annually and as often as deemed necessary to fulfill its duties, and shall submit an annual report to the Board of its actions for the prior year; and

BE IT FURTHER RESOLVED, that the Commission assist the Board in any pertinent manner in preparing grant applications, seeking public input and assistance, and communicating with the public; and

BE IT FURTHER RESOLVED, that the Commission plan for future recreation possibilities, maintenance, and upgrades; make recommendations to the Board of Trustees for revisions to the Plan; and have open meetings to discuss issues relating to recreation; and

BE IT FURTHER RESOLVED, that Resolution 22-01 is hereby adopted effective *January 12, 2022*; and

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 McNeilly, to rescind Resolution #21-21 and Adopt Resolution #22-01 Establishing the Vevay Township Recreation Commission.

Roll Call Vote

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

RESOLUTION DECLARED ADOPTED.

Accounts Payable Disbursement Authorization. Clerk Kean reviewed the Disbursement Authorization Report highlighting the payment to the Ingham County Road Department.

MOTION Kean, seconded McNeilly, to approve the Disbursement Authorization Report for General Fund Checks #31515-31564 and EFT's #511, #512, #513, #514, and #515 for a total of \$85,051.78.

Roll Call Vote

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

Supervisor Report: Ingham County Road Department Invoice. The invoice was less than the budgeted amount. There will be an additional \$33,000 for road funding match next year. The priority of township road repair needs to be determined.

Supervisor Report: Special Meeting/Public Hearing re: 5-Year Recreation Plan. A public hearing on the 5-Year Community Parks & Recreation Plan is schedule for January 18, 2022 @ 6:30 pm. The proposed agenda was reviewed.

Treasurer Report: GF Financial, December Tax Collection, December Tax Payments, & Revenue Sharing. Treasurer Lewis reviewed and explained the patterns developing on the four graphs. Treasurer Lewis would like the graphs attached to the E-news monthly.

Treasurer Report: ARPA Investment – MiClass Edge. Treasurer Lewis recommended the ARPA funds be invested in MiClass Edge until the use of funds can be determined. MiClass Edge is an intermediate duration yield investment and fully complies with all legal investment requirements. A Participation Agreement Resolution (Resolution #19-07) with MiClass has already been adopted by the Board. It was the consensus of the Board to invest the ARPA funds with the MiClass Edge program. Treasurer Lewis stated that the final rule on the use of the ARPA funds has been released. The new release broadens and simplifies the use of the funds.

Clerk Report: Re-Districting. Clerk Kean reviewed the final decisions of the Michigan Independent Citizens Redistricting Commission. Maps were available for review. New voter identification cards will to be mailed to every registered voter with the new districting information.

Clerk Report: Election Source 2022 Annual Maintenance. Clerk Kean explained the invoice from Election Source for the annual maintenance on the Voting Tabulator (ICP) and Disability Voting Monitor (ICX). Per previous agreement, the State of Michigan has paid the maintenance contract since 2017 and the Township is responsible for the next 5 years. The maintenance covers yearly updates, but more importantly, election day on site response.

Trustee McNeilly Report: Planning Commission. The Zoning Amendment on Accessory Buildings has been sent to Attorney Revore for review. A public hearing has been set for February.

Any Other Business. Treasurer Lewis stated that he has been notified by the County Treasurer that 5 properties will be forfeited and will start the foreclosure process. The Board would like a list of the properties.

Additional Public Comment. Resident Jay Jenkins, 2661 Tomlinson Road, spoke on Township Business.

Adjournment. The meeting adjourned at 7:53 p.m.

JoAnne Kean, Clerk

Recorder Deputy Clerk Ruttan