

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Monday, January 14, 2019
Vevay Township Hall - 7:00 p.m.**

MINUTES

Members Present: Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustees John Lazet and Richard Lacasse
Members Absent: None
Staff Present: Deputy Clerk Mary Ruttan and Deputy Treasurer Debbie Blair
Others Present: Dillon Rush from *Lansing Economic Area Partnership* and one interested resident

The meeting was called to order by Supervisor Ramey at 7:00 p.m. and followed by the Pledge of Allegiance.

Set/Amend Agenda.

MOTION by Ramey, seconded Kean, to set agenda, as presented.

Voice Vote

Passed Unanimously

Consent Agenda. Trustee Lazet inquired about the Balance Sheet account Due to Township, the process for Missing Property Transfer Affidavits, and the WOW! rate increases. Trustee Lazet asked if the funds were available in the Treasurer's budget to attend the Township Governance Academy Class. Treasurer Sherwood replied that scholarship funds will be used. A short discussion followed.

Recommendations are preceded by an asterisk (*).

- Meeting Minutes for Regular Meeting on 12-10-18 *approved & filed
- Financial Reports – December 2018, 1) Fund Balances & Investments 2) Balance Sheets 3) Revenue & Expenditure Reports, and 4) Accounts Receivable Report *received & filed
- Report for Missing Property Transfer Affidavits *received & filed
- Planning Commission Regular Meeting minutes of 12-5-18 *distributed
- Correspondence from:
 - 1.) Mason Fire Department re: December Response Reports. *filed
 - 2.) Mason Area Chamber of Commerce Member Renewal Thank You. *filed
 - 3.) WOW! Letter of Rate Increases for 2019. *filed
 - 4.) IC Farmland & Open Space Preservation Board Annual Report. *filed
 - 5.) Dept. of Agriculture & Rural Development Brochures on Enrollment, Eligibility and Requirements. *filed

MOTION by Ramey, seconded Lazet, to adopt the consent agenda as presented.

Roll Call Vote

**Ayes: Ramey, Sherwood, Lazet, Lacasse & Kean
Nays: None**

Items Removed From Consent Agenda – Discussion. None.

Public Comment. Dillon Rush introduced himself as the new Tri-County Development & Placemaking Manager for the *Lansing Economic Area Partnership* (LEAP). Mr. Rush gave a short resume' and said he is looking forward to working with Vevay Township in conjunction with the Economics Development Contract with Ingham County.

Sergeant Treat re: Township Incident Reports for November & December. Sergeant Treat reviewed the synopsis of calls for the service months of November & December. The Board thanked Sergeant Treat for attending the Board meeting on his day off.

Accounts Payable Disbursement Authorization. Clerk Kean reviewed the Disbursement Authorization list. Trustee Lazet inquired about the expense to the vendor "Business Card". Supervisor Ramey explained these are necessary credit card purchases.

MOTION Lazet, seconded Lacasse, to approve the Disbursement Authorization Report for General Fund Checks #29405-29476 and EFT's #319, #320, #321, #322, #323 and #324 in the total amount of \$92,650.50.

Roll Call Vote

**Ayes: Sherwood, Ramey, Kean, Lacasse & Lazet
Nays: None**

Supervisor's Report: Local Road Projects Update. Supervisor Ramey indicated receipt of the final billing for the 2017 and 2018 Local Road Projects. The invoice was greater than the budgeted amount. After discussion with Director Conklin from the Ingham County Road Department, the invoice was reduced. In the future, an additional 10% should be added to the budgeted amount to cover overruns. A complaint was received from a resident about the quality of work on Tomlinson Road. Director Conklin said the work is not complete and will be finished in the 2019 year. There will be no additional costs.

Supervisor Ramey announced that at 8 p.m. the Board will move into closed session,

Treasurer's Report: City of Mason PPT Reimbursement. Treasurer Sherwood passed out an additional receipt of payment from the City of Mason for the PPT reimbursement. Full payment has been received from the City of Mason for the 2018 PPT Loss year. Discussion followed regarding future years payments.

Treasurer's Report: Ingham County Judicial Foreclosure List. Treasurer Sherwood referred the Board to the list of non-payment of 2016 Vevay Township Property Taxes included in the packet. She indicated most of these will be paid before they are foreclosed.

Treasurer's Report: Miscellaneous Receivables Report. Treasurer Sherwood presented an update on the collection effort on the outstanding miscellaneous receivable for Jason Wilkins. If the outstanding balance is not paid, Treasurer Sherwood will bring the matter before the Board at the next meeting. Treasurer Sherwood informed the Board that the *Peak Odell I. LLC* miscellaneous receivable has been paid by the new owner on the December 2018 tax bill and the Township has received their funds. Clerk Kean inquired if the payment report will be presented to the Board month to month or on a monthly basis. Treasurer Sherwood stated in the future the information will be presented on a monthly basis.

Treasurer's Report: Township Governance Academy Class. Treasurer Sherwood stated the documentation presented in the packet was for informational purposes only. Treasurer Sherwood has a scholarship to cover the costs. The class furthers her accreditation.

Clerk's Report: MERS Payroll Audit. Clerk Kean informed the Board that MER's asked for volunteer employers to have a MER's auditor review payroll records. This was not a mandated audit. There were no significant findings. Clerk Kean will receive a final report within a month. The audit was meant to educate employers and determine if this is an effective tool.

Clerk's Report: Raynor Creek Drain Update. Clerk Kean reported the Ingham County Drain Commission will hold a "Scope Meeting" for the Raynor Creek Drain Project on January 31, 2019 at 6:30 p.m. at the Vevay Township Hall. The Ingham County Drain Commissioner and an engineer will be present. Notices will be sent to the applicable Vevay Residents.

Interim Zoning Administrator Report: December 2018 Building/Enforcement Report. Interim Zoning Administrator Ramey reviewed the report included in the packet.

Interim Zoning Administrator Report: 2018 Yearly Building/Enforcement Report. Interim Zoning Administrator Ramey referred the Board to the summary page of the included packet report. Discussion followed regarding individual items.

2018 Winter Tax Bills Due Date Notices. Treasurer Sherwood informed the Board as of today 622 parcels have not paid their 2018 tax. Treasurer Sherwood is in the process of preparing a letter to be mailed to an estimated 430 property owners clarifying the due date issue on the 2018 tax bill. There are funds available to cover the additional mailing costs. Supervisor Ramey requested the Board receive a copy of the final draft letter before mailing.

Assessor's Office: Resolution for Poverty Guidelines. Supervisor Ramey stated each year the Board must pass a new Poverty Guidelines Resolution.

**TOWNSHIP OF VEVAY
INGHAM COUNTY, MICHIGAN
RESOLUTION FOR POVERTY GUIDELINES
RESOLUTION #19-01**

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, foiled 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 evidence of ownership of the property for which an exemption is requested if requested.
- 4) Produce a deed, land contract, or other form of identification 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 RESOVED that the board of review shall follow the above stated policy and federal guidelines 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 Kean, seconded Lazet, to Adopt Resolution #19-01 For Poverty Guidelines, as presented.

Roll Call Vote

**Ayes: Lazet, Sherwood, Ramey, Kean & Lacasse
Nays: None**

RESOLUTION DECLARDED ADOPTED.

Authorization Request for Attendance @ MTA Annual Conference April 2-4, 2019 being held in Grand Rapids, MI. Supervisor Ramey reviewed the documentation included in the packet. Treasurer Sherwood, Trustee Lacasse, and Trustee Lazet are unable to attend due to prior commitments. Supervisor Ramey will confirm the attendance of Assessor MacKenzie.

MOTION Kean, seconded Sherwood, to authorize the expense and payment up to \$600.00 for registration fees for the Elected Officials to attend the MTA's Annual Educational Conference & Expo to be charged to *Educational Meetings* (GL #101-101-960.000) and the expense and payment up to \$200.00 for the Assessor to attend the MTA's Annual Educational Conference & Expo to be charged to *Educational Meetings* (GL #101-209-960.000).

Roll Call Vote **Ayes: Lacasse, Lazet, Sherwood, Ramey & Kean**
Nays: None

Board Appointments. Supervisor Ramey reviewed the resume' of Becky Brimley.

MOTION Kean, seconded Lacasse, to appoint Becky Brimley to the Compensation Commission for a partial term effective January 14, 2019 through September 30, 2023.

Roll Call Vote **Ayes: Kean, Lacasse, Lazet, Sherwood & Ramey**
Nays: None

Closed Session at 8:00 p.m.

MOTION Kean, seconded Ramey, to move that the Board of Trustees convene in closed session under section 8(h) of the Open Meetings Act, to discuss the City of Mason lawsuit that is exempt from disclosure under State Law due to attorney-client privilege.

Roll Call Vote **Ayes: Ramey, Kean, Lacasse, Lazet & Sherwood**
Nays: None

Adjournment of Closed Session and Recommencement of Regular Meeting at 8:33 p.m.

MOTION Ramey, seconded Lazet, to reconvene to open session.

Roll Call Vote **Ayes: Sherwood, Ramey, Kean, Lacasse & Lazet**
Nays: None

MOTION Lazet, seconded Kean, to approve the January 14, 2019 Closed Session Minutes, as presented.

Roll Call Vote **Ayes: Lazet, Sherwood, Ramey, Kean & Lacasse**
Nays: None

MOTION Lazet, seconded Lacasse, to authorize legal counsel to enter into possible negotiations with the City of Mason in the matter of the PPT Reimbursement 425 lawsuit.

Roll Call Vote **Ayes: Ramey, Sherwood, Lazet & Lacasse**
Nays: Kean

Cemetery Fee Schedule. Supervisor Ramey referred the Board to the memo enclosed in the board packet. Discussion followed regarding the fee schedule.

MOTION Kean, seconded Lazet, to revise the fee schedule: \$700 for grave openings, \$150.00 for cremation opening, and Footing Foundations at \$.50 per square inch with a \$200.00 minimum effective January 14, 2019.

Roll Call Vote **Ayes: Lacasse, Ramey, Kean, Lazet & Sherwood**
Nays: None

Cemetery fees for lot sales will be reviewed during the up-coming Budget Workshops.

Review of Third Quarter 2018-2019 Budget Adjustments. The Board reviewed the Revenue and Expenditure Report. Discussion followed on several items to watch. No adjustments were necessary.

Set Public Hearing and Work Sessions for the 2019-2020 Budget. Supervisor Ramey stated the proposed dates for the 2019-2020 budget work sessions, public hearing, and budget adoption are included in the packet.

MOTION Ramey, seconded Sherwood, to schedule the Special Work Session Meetings for January 25th, January 31st, and March 7, 2019 (if necessary) all at 10 a.m., the Public Hearing for March 11th at 7p.m., and the Budget Adoption for March 25th at 7 p.m.

Roll Call Vote

**Ayes: Kean, Sherwood, Ramey, Lacasse & Lazet
Nays: None**

Zoning Administrator Job Description. Supervisor Ramey referred to the previously distributed Zoning Administrator job description. The Board reviewed the description. A final version will be presented at the next Board meeting. After a brief discussion, Trustee Lacasse agreed to draft a step-by-step Complaint Policy to be followed when a complaint has been received by the Township.

Any Other Business. To answer Trustee Lazet's question, Clerk Kean replied that the Board is one step closer to scheduling a meeting to work on a Capital Improvement Plan for the Township.

Additional Public Comment. None

Adjournment. The meeting adjourned at 9:27 p.m.

JoAnne Kean, Clerk

Transcribed by Deputy Clerk Ruttan