

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Monday, August 12, 2019
Vevay Township Hall – 780 Eden Rd.
517-676-9523
7:00 p.m.**

MINUTES

Members Present: Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun Sherwood, Trustee Richard Lacasse and Trustee John Lazet

Members Absent: None

Staff Present: Deputy Clerk Mary Ruttan, Zoning Administrator David Vincent and Deputy Treasurer Debbie Blair

Others Present: ICSO Sgt. Josh Treat and six interested residents

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

Roll Call/Excuse Absent Member. None.

Set/Amend Agenda. The following items were added to the agenda under Pending Business:

Eden Cemetery Driveway Repair
Hawley Cemetery Shed Repair
Authorization Request for Payment of Invoices
Resolution for Committed Fund Balance for Hawley Cemetery Funds

MOTION Kean, seconded Ramey to set agenda as amended.

Voice Vote

All Ayes

Consent Agenda.

Recommendations are preceded by an asterisk (*).

- Meeting Minutes for the Regular Meeting on 7-15-19. *approved & filed
- Financial Reports – July 2019, 1) Fund Balances & Investments 2) Balance Sheets 3) Revenue & Expenditure Reports and 4) Delinquent Miscellaneous Receivables. *received & filed
- Report for Missing Property Transfer Affidavits. *received & filed
- Planning Commission Regular Meeting/Public Hearing of 7-10-19. *distributed
- Building Report - July. *received & filed
- Zoning Administrator Report: Enforcement Report for July 2019. *received & filed
- Correspondence from:
 - 1.) Mason Fire Department re: July Response Reports. *filed
 - 2.) MI Bell Telephone/AT&T Video Serv. Fees April-June 2019. *filed
 - 3.) WOW! Channel Line-up Change *filed
 - 4.) MI PSC: Notice of Hearing for Cons. Energy Co Case U-20209. *filed
 - 5.) MERS Quarterly Report Ending 6-30-2019. *filed

MOTION by Ramey, seconded Sherwood, 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. None.

Accounts Payable Disbursement Authorization. Clerk Kean reviewed the Disbursement Authorization list highlighting several items with an explanation. There were no questions from Board members.

MOTION Kean, seconded Lazet, to approve the Disbursement Authorization Report for General Fund Checks #29845-29906 and EFT's #357, #358, #359, #360, #361 and #362 in the total amount of \$73,593.77.

Roll Call Vote

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

Supervisor's Report: Vevay Township Property Drain Tile Update. Supervisor Ramey presented a summary of the Drain Tile issue. The blockage in the tile has been removed and the flooded field drained within one day.

Supervisor's Report: Parking Lot Maintenance Update. The parking lot has had the cracks filled, seal coated, and the stripes repainted. The expense should be the same as the estimate provided at the previous Board meeting. The Board is very pleased with the end result.

Supervisor's Report: Legal Services Policy Update. Supervisor Ramey presented a retainer based legal fee payment scenario. The monthly legal fee costs would be a constant amount each month except for special litigation. Trustee Lazet stated the August Revenue and Expenditure report indicates legal services at a 16% usage rate. Based on per month retainer fee, the usage rate would be at 33% for the same time frame. The Board will hold a special meeting to discuss the retainer agreement option with Attorney Revore.

Clerk's Report: Election Update. Clerk Kean announced that Dansville Schools will have a ballot proposal for their Sinking Fund Renewal on the November 5, 2019 Election. This is for Dansville School residents only. This Election will afford the opportunity to test new election hardware, software and reporting requirements before the Presidential Primary in 2020. The Election Commission will need to meet to "temporarily" combine precinct 1 and 2. The law requires the permanent consolidation be 120 days before the November Election. The previous consolidation action by the Election Commission was only 119 days before the November Election.

IC Sheriff Department Sergeant Treat Vevay Township Incident Report for July. Sergeant Treat reviewed the synopsis of calls for the service month of July. The report will be forwarded to Clerk Kean. Sergeant Treat referred to the new Black uniform. The uniform is light weight and less expensive. The Brown uniforms will still be used for special events. The Board thanked Sergeant Treat for his dedication to Vevay Township.

Trustee Lazet: Planning Commission (PC) Update. Trustee Lazet gave an update to the Board on the PC Sub-Committee's efforts working with the public regarding ZO Amendment on mining of earthen materials, and on solar arrays. The Commission hopes to present changes to the Board by the end of the year. A second public hearing for the Amendment on mining of earthen materials may be required if the changes made are substantial.

Township Policy Review: Introduction of Policy for Zoning Requests for Residential Permits. Supervisor Ramey referred the Board to the proposed Zoning Permit application process enclosed in the monthly packet. Zoning Administrator, David Vincent presented a short review of the proposed changes. Board discussion continued.

MOTION Lazet, seconded Lacasse, that the proposed Zoning Permit application process submitted by Zoning Administrator David Vincent on August 9, 2019 be adopted as a protocol for issuing Zoning Compliance Residential Permits effective through November 15, 2019.

Roll Call Vote

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

Township Policy Review: Introduction of Revised Account Receivables Policy. Treasurer Sherwood referred the Board to the draft Accounts Receivable and Miscellaneous Receivable Policy. Discussion followed on the need for the change, actual change in the policy and the best practices according to Generally Accepted Accounting Practices (GAAP). Treasurer Sherwood agreed to present a revised draft to show a "marked up" version of the recommended changes. The item was postponed until the September meeting.

Evaluation of Zoning Administrator. Supervisor Ramey presented the Board with a draft Zoning Administrator evaluation document for review. Discussion followed regarding the procedure and content on how to best evaluate the Zoning Administrator. It was the consensus of the Board to hold a special Board meeting to conduct a face-to-face evaluation. A special Board meeting will be scheduled.

Authorization Request to Repair or Replace Faucets for Both Restrooms. Supervisor Ramey explained that both the women's and men's restroom faucets are leaking. The two faucets in the women's restroom need to be replaced and the men's faucet can be repaired. Supervisor Ramey received one quote for service. Trustee Lazet requested a second quote. The agenda item was postponed until the September meeting.

Eden Cemetery Driveway. The entrance to the Eden Cemetery is wet and nearly impassable in the spring. Presently, there would be no access for excavating equipment used to prepare grave sites. Quotes were received from Anderson Fischer and Greg Mauldon. Currently there is only a \$200 budget allotment. Funds will need to be transfer from road maintenance to cover the deficiency.

MOTION Kean, seconded Lacasse, to authorize the expense and payment to Anderson Fischer up to \$1,000 for the repair to the entrance of the Eden Cemetery to be charged to *Cemeteries Repairs & Maintenance Eden & Rolfe* (GL# 101-276-931.000) and to transfer \$1,000 from Roads Maintenance (GL# 101-444-969.00) to *Cemeteries Repairs & Maintenance Eden & Rolfe* (GL# 101-276-931.000) to cover the budget deficiency.

Roll Call Vote

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

Hawley Cemetery Shed. Supervisor Ramey stated the Shed at Hawley Cemetery needs repair. The roof needs re-roofing, a lockable front door installed, and the windows replaced. The building needs to be painted and “spruced up” which will be done by Township staff. Once the repairs are complete, the shed can be used as a storage facility. He (Ramey) referred the Board to the two estimates. This item was tabled for further action.

Trustee Lazet left at 8:04 p.m.

Distribution of 2019 Township Liability Policy from David Chapman Insurance Agency. Clerk Kean stated this is the third year of a three-year contract with a slight increase in cost. The Municipal Insurance Renewal Proposal was presented for informational only.

Distribution of 2018-2019 Draft Audit Report. The draft audit was presented for information only. Auditor Joe Verlin will present the audit to the Board at the September Meeting.

Trustee Lazet returned 8:07 p.m.

Hawley Cemetery Shed Re-introduced. Resident Bill Diamond informed the Board that the shed when originally built was paid with Hawley Cemetery Association funds. Mr. Diamond is in support of using Hawley Cemetery Fund monies for the repairs.

MOTION Ramey, seconded Sherwood to authorize the expense and payment to Zischke Builders up to \$3,000 for the repair of the Hawley Cemetery Shed to be charged to *Cemeteries Repairs & Maintenance- Hawley* (GL# 211-276-931.209) and to transfer \$3,000 from the *Savings/Hawley Cemetery Account* (GL# 211-000-005.209) to be deposited into the *Hawley Cemetery General Fund Account* (GL# 211-000-001.000)

Roll Call Vote

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

Discussion of IC Sheriff Office Framed Mission Statement. The Board expressed appreciation to Ingham County Sheriff Scott Wriggelsworth for the collaboration of his office and Vevay Township to better serve the residents of Vevay. It was the consensus of the Board to accept the framed mission statement from Sheriff Wriggelsworth.

Capital Improvement Plan. As a member of the CIP Sub-committee, Clerk Kean ask that all CIP proposals be submitted to her and she will prepare a draft CIP plan for the September meeting. Trustee Lacasse and Supervisor Ramey handed their suggestions to Clerk Kean at the meeting. Treasurer Sherwood announced that she would need to make a copy of her suggestions and would give to the Clerk tomorrow.

Authorization Request for Payment of Invoices. Clerk Kean stated these invoices were received after the Board disbursement report was generated.

MOTION Kean, seconded Sherwood, to authorize the expense and payment for services rendered by the following:

King Motor – Truck Repair/Right Sensor - \$290.44 charged to GL #101-265-932.000
Ron Wieferrich – Light fixture/Ballast Repair- \$505.79 charged to GL #101-265-931.000
Pierce Plumbing – Restroom Leak Repair - \$113.00 charged to GL #101-265-931.000.

Roll Call Vote

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

Resolution for Committed Fund Balance. This resolution is required annually per the auditors.

**TOWNSHIP OF VEVAY
INGHAM COUNTY, MICHIGAN
RESOLUTION FOR COMMITTED FUND BALANCE
RESOLUTION #19-08**

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 12th day of August 2019.

PRESENT: Supervisor Ramey, Clerk Kean, Treasurer Sherwood, Trustee Lazet and Trustee Lacasse
ABSENT: None

The following Preamble and Resolution were offered by Kean and supported by Lazet.

WHEREAS, the Government Standards Accounting Board (GASB) has issued Statement No. 54 establishing a hierarchy clarifying the constraints that govern how a government entity can use amounts reported as fund balance; and

WHEREAS, the Board of Trustees is the highest level of decision-making authority, and has the authority to commit, assign, or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds; and

WHEREAS, the Board of Trustees has a committed fund known as the Hawley Cemetery Fund, previously considered an “endowment” and restricted fund; and

WHEREAS, the Board of Trustees’ through its officials and legal counsel have researched Hawley Cemetery documents, the committed fund and its establishment, and determined that said committed fund is not an “Endowment fund” subject to the Uniform Prudent Management of Institutional Funds Act, PA 87 of 2009; and no “gift instrument” transferred the Hawley Cemetery or any of its assets to the Township; and

WHEREAS, the committed fund balance classification reflects amounts subject to internal constraints self-imposed by the Board of Trustees; and

WHEREAS, once the committed fund balance constraints are imposed, it requires the constraint to be removed by the Board of Trustees prior to redirecting the funds for other purposes; and

WHEREAS, THE Board of Trustees has determined it will commit \$27,768.14 or the balance of committed funds known as Hawley Cemetery Fund (211) (Investments and Savings) to the Hawley Cemetery Fund; and

WHEREAS, the Board of Trustees has determined it will use the committed Cemetery Fund for the preservation, special maintenance, repair, and purchase of equipment for said preservation, special maintenance, repair, and to make capital improvements, and as otherwise necessary to maintain and improve Hawley Cemetery.

NOW, THEREFORE, be it resolved, that the Board of Trustees of Vevay Township, in accordance with the provisions of GASB 54 hereby commits, Cemetery Fund balance for the preservation, special maintenance, repair, and purchase of equipment for said preservation, special maintenance, repair, and to make capital improvements, and as otherwise necessary to maintain and improve Hawley Cemetery; and said Cemetery Fund cannot be used for any purpose other than directed above, unless the Board of Trustees adopts another resolution to remove or change the constraint.

NOW, THEREFORE, BE IT RESOLVED that Resolution 19-08 is hereby adopted effective August 12, 2019.

Roll Call Vote

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

RESOLUTION DECLARED ADOPTED.

Any Other Business. None.

Additional Public Comment. Resident Fred Kiefer spoke regarding debt collections, MI CLASS investments, solar panel locations, cemetery shed painting and the Sheriff's framed mission statement.

Adjournment. The meeting adjourned at 8:31 p.m.

JoAnne Kean, Clerk

Transcribed by Deputy Clerk Ruttan