

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting**

**Monday, December 14, 2020 at 6:30 p.m.
Vevay Township Hall – 780 Eden Road, Mason**

VIA ZOOM MEETING ID 819 3399 8489

MINUTES

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

Members Absent: None

Staff Present: Deputy Clerk Mary Ruttan and Deputy Treasurer Debbie Blair

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. Clerk Kean called the roll. All members were present through remote zoom access.

Set/Amend Agenda. Supervisor Lazet added under new business the authorization and payment of the invoice from Alan Conn Video Consultant LLC.

MOTION Kean, seconded Lazet, to set agenda as amended.

Roll Call Vote

Ayes: Lazet, Sherwood, Lacasse, McNeilly, and Kean

Nays: None

Consent Agenda.

Recommendations are preceded by an asterisk (*).

- Minutes for the Regular Meeting on 11-16-20 & Special Meeting 12-3-20. *approved & filed
- Financial Reports – November 2020: 1) Fund Balances 2) Balance Sheets 3) Revenue & Expenditures and 4) Receipt Register. * received & filed
- Report for Missing Property Transfer Affidavits. *filed
- Planning Comm. Minutes: Special 11-5-20 & Regular/Public Hearing 11-10-20. *distributed
- ZBA Minutes: Regular/Public Hearing 11-9-20 & Regular Meeting 12-7-20. *distributed
- Building Report – November 2020. *filed
- Zoning Administrator Report: Building/Enforcement Report for November 2020. *filed
- Correspondence from:
 - 1.) Mason Fire Department November Response Reports. *filed
 - 2.) IC Sheriff Office Sergeant Seymour Vevay Twp. Incident Report for November. *filed
 - 3.) Al's Aerial Spraying, LLC Introduction to Gypsy Moth Spraying. *distributed
 - 4.) XG Sciences Annual Report. *filed

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

Roll Call Vote

Ayes: Sherwood, Lazet, Kean, McNeilly, and Lacasse

Nays: None

Fire Protection Services Ordinance Review. Supervisor Lazet summarized the previous discussions regarding fees and changing the Fire Protection Services Ordinance. Each Board member provided their purview and recommendation. Upon direction from the Board, Supervisor Lazet will contact Legal Counsel Revore for his suggestions and guidance on modifying the Fire Protection Services Ordinance.

Discussion of 2021-22 Budget. Supervisor Lazet asked each Board member, prior to the January budget meetings, to evaluate budget priorities, purpose of funding, cost center updates, revenue resources, and any anticipated future expenses.

Adoption of Parliamentary Procedures. Supervisor Lazet explained the difference between the Mason's Rules of Order and Robert's Rules of Order for basic parliamentary procedures. The Board informally agreed to use the Robert's Rules of Order to conduct Township meetings.

Assessor's Office: Poverty Guidelines for 2021. Supervisor Lazet reviewed the guidelines for poverty exemptions. Each year the Board must pass a new Poverty Guideline Resolution as the threshold for the exemption changes. Trustee Lacasse stated that one township resident has qualified for the exemption.

**TOWNSHIP OF VEVAY
INGHAM COUNTY, MICHIGAN
RESOLUTION FOR POVERTY GUIDELINES
RESOLUTION #20-13**

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 judgement 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 assets 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 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 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 guidelines 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 the board of review.
- 8) Any additional eligibility requirements as determined by the township board;

NOW, THEREFORE, BE IT RESOLVED that the board of review shall follow the above stated policy and federal guidelines (Attachment A) 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 part of Resolution in conflict with the provision of the Resolution be and the same hereby are rescinded.

MOTION Kean, seconded Sherwood, to Adopt Resolution #20-13 for Poverty Guidelines as presented.

Roll Call Vote

Ayes: Lacasse, Sherwood, Lazet, Kean, and McNeilly

Nays: None

RESOLUTION DECLARED ADOPTED.

Assessor's Office: Ingham County Designated Assessor & Interlocal Agreement. Public Act 660 of 2018 requires a county to have a Designated Assessor on file with the State Tax Commission as of December 31, 2020. An additional requirement is an Interlocal Agreement authorizing the Designated Assessor to act as the assessor of record for an assessing district when required by the State Tax Commission.

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
INGHAM COUNTY DESIGNATED ASSESSOR
INTERLOCAL AGREEMENT
RESOLUTION #20-12**

Authorized the approval and signing of an interlocal agreement for the Ingham County Designated Assessor

WHEREAS, MCL 211.20g establishes the requirement for a designated assessor in each county and that such designation should be made before December 31, 2020; and,

WHEREAS, to meet the requirement of appointing a Designated Assessor for Ingham County, the assessing districts in Ingham County and the Ingham County Board of Commissioners have agreed to designate William E. Fowler as Designated Assessor; and,

WHEREAS, the Interlocal Agreement naming the Designated Assessor shall be binding upon all assessing districts upon its approval by the County Board of Commissioners, William E. Fowler, a majority of the assessing districts, and the State Tax Commission; and,

WHEREAS, the Designated Assessor shall only act as the assessor of record for an assessing district when required to by the State Tax Commission pursuant to MCL 211.10g.

NOW, THEREFORE, BE IT RESOLVED that the Vevay Township Board of Vevay Township approves the Interlocal Agreement naming William E. Fowler, an individual qualified and certified by the State Tax Commission as a Michigan Master Assessing Officer, to be the County Designated Assessor for Ingham County; and

BE IT FURTHER RESOLVED THAT, the Supervisor is authorized to sign the Interlocal Agreement.

This Resolution shall be effective Immediately.

MOTION Kean, seconded Lacasse, to approve and authorize the Supervisor to sign the Ingham County Designated Assessor Interlocal Agreement for the period January 1, 2021 through December 31, 2025.

Roll Call Vote **Ayes: McNeilly, Lacasse, Sherwood, Lazet, and Kean**
Nays: None

RESOLUTION DECLARED ADOPTED.

College Road Properties: Property Lease Agreement. Supervisor Lazet explained the College Road properties are two tax foreclosed parcels deeded from the County Treasurer for possible future development as a park or cemetery. Currently the property is being leased as farmland. The

current lease agreement expires on December 31, 2020. Discussion followed on reposting the property lease or extending the agreement.

MOTION Lazet, seconded Kean, to authorize the Supervisor to extend the lease for three (3) years, to negotiate at the current rate of \$155 per acre, and the payment to be received by March 31 of each year.

Roll Call Vote **Ayes: Kean, McNeilly, Lacasse, Sherwood, and Lazet**
Nays: None

College Road Properties: Payment of Drain Assessments. The tax billed on the two College Road Properties represents drain tax on Havens and Willow Creek Drains. Discussion followed on why these drain taxes are not included on the Drain Tax At-Large invoice for the Township.

MOTION Kean, seconded Lazet, to authorize the expense and payment for the 2020 College Road Drain Taxes in the amount of \$118.00 to be charged to College Road Property Expense (GL #101-101-956.002).

Roll Call Vote **Ayes: Lazet, Kean, McNeilly, Lacasse, and Sherwood**
Nays: None

Resolution Revising Remote Meetings Resolution #2020-10. Supervisor Lazet explained the rationale for the amendment to Resolution #2020-10 viewing items 6e and 8d.

**VEVAY TOWNSHIP
BOARD OF TRUSTEES**

RESOLUTION NO. 2020-14

A RESOLUTION TO AMEND RESOLUTION #2020-10 AND RE-ESTABLISHING RULES FOR ELECTRONIC/REMOTE MEETINGS FOR ATTENDANCE BY TOWNSHIP BOARD MEMBERS, AND OTHER PUBLIC BODIES OF THE TOWNSHIP, AND MEMBERS OF THE PUBLIC AT REMOTE MEETINGS AS PROVIDED FOR UNDER THE OPEN MEETINGS ACT.

Vevay Township Board of Trustees, Ingham County, Michigan, hereby resolves:

At a regular meeting of the Vevay Township Board of Trustees (“Board”) held at 780 Eden Road, Mason, Michigan 48854, in the County of Ingham, State of Michigan, on the 14th day of December 2020, at 6:30 o'clock in the PM.

The meeting was called to order at 6:30 o'clock in the PM by Supervisor Lazet.

Present: Supervisor Lazet, Clerk Kean, Treasurer Sherwood, Trustee Lacasse, and Trustee McNeilly.

Absent: None

The following preamble and resolution were offered by Kean and supported by Lacasse:

WHEREAS: Public Act 228 of 2020 amended the Open Meetings Act, PA 267 of 1976, section 3 and added section 3a to allow for electronic/remote meetings under certain circumstances;

WHEREAS: In the interest of the public health, safety, and welfare, the Board finds electronic/remotes meetings to be of value to the Board and others participating in public meetings under this Resolution and as provided by law;

WHEREAS: The Board desires to establishes rules to guide and facilitate electronic/remote meetings as provided by law;

WHEREAS: The Board desires to authorize and directs its Township Supervisor, Clerk, Treasurer, and Township Staff to take all necessary measures to enable the Board to facilitate public meetings as permitted under the Open Meetings Act.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board authorizes and directs its Township Supervisor, Clerk, Treasurer, and Township Staff to take all necessary measures to enable the Board to facilitate public meetings as permitted under the Open Meetings Act.

The Board immediately authorizes its Board members, Township Staff, and members of the general public to attend all public meetings of the Board as permitted under the Open Meetings Act and hereby establishes the following rules:

1. The Board may conduct electronic meetings with remote participation for any reason through the end of 2020, as provided below:
 - a. Any member of an elected or appointed Board may choose to attend a meeting of that Board electronically for any reason.

- b. All members of elected or appointed Boards or Commission may be required to attend meetings of those Boards or Commission electronically by vote of the Board.
 - c. All members of the media and public wishing to attend a meeting of any of the Board's elected or appointed Boards or Commission must do so electronically, or as limited under state or local health orders.
2. Between January 1, 2021 and December 31, 2021, the Township of Vevay provides:
- a. Any member of an elected or appointed Board or Commission may choose to attend a meeting of that Board or Commission electronically due to military duty, a medical condition (i.e., an illness, injury, disability or other health-related condition), or a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or a local official or local governing body that would risk the personal health or safety of members of the public or the public body if the meeting were held in person.
 - b. Upon a vote requiring such by the Board, all members of an elected or appointed Board or Commission may be required to attend a meeting of that Board electronically if a statewide or local state of emergency or state of disaster is declared pursuant to law or charter by the governor or a local official or local governing body that would risk the personal health or safety of members of the public or the public body if the meeting were held in person.
 - c. Upon a vote requiring such by the Board, all members of the media and public wishing to attend a meeting of any of the Board's elected or appointed boards must do so electronically if a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or a local official or local governing body that would risk the personal health or safety of members of the public or the public body if the meeting were held in person.
3. After December 31, 2021, only members of public bodies who are absent due to military duty may participate remotely in public meetings.
4. Procedures:
- a. A meeting of a public body held electronically must be conducted in a manner that permits 2-way communication so that members of the public body can hear and be heard by other members of the public body, and so that public participants can hear members of the public body and can be heard by members of the public body and other participants during a public comment period.
 - b. For each member of the public body attending the meeting remotely, a public announcement must be made at the outset of the meeting by that member, to be included in the meeting minutes, that the member is in fact attending the meeting

remotely. If the member is attending the meeting remotely for a purpose other than for military duty, the member's announcement must further identify specifically the member's physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely.

- c. A public body shall not, as a condition of participating in an electronic meeting of the public body, require a person to register or otherwise provide his or her name or other information or otherwise to fulfill a condition precedent to attendance, other than mechanisms established and required by the public body necessary to permit the person to participate in a public comment period of the meeting.
 - d. Members of the general public otherwise participating in a meeting of a public body held electronically are excluded from participation in a closed session held electronically during that meeting if the closed session is convened and held in compliance with the requirements of the Open Meetings Act applicable to a closed session.
5. Notice:

Notice of the electronic meeting or where a member is attending electronically, shall be posted at least 18 hours in advance of the meeting to be held electronically on the Township's website on the homepage and Township office at 780 Eden Road, Mason, Michigan 48854. Notice shall include the following:

- a. An explanation of why the Board or Commission is meeting remotely.
 - b. The Agenda for the meeting at least 2 hours prior to the meeting.
 - c. Contact information for all members of the Board or Commission along with information about how the public may contact the member(s) to provide input on any business that will come before the Board or Commission.
 - d. Procedures for public participation, such as: a link to an electronic link for online meeting participation, or a telephone number for conference calling, or both.
 - e. Procedures to allow for participants with disabilities to participate in the remote meeting.
6. Conduct of the Meeting:
- a. The 2-way telephone or other electronic technology being utilized to allow the remote meeting shall allow Board or Commission members, Township Staff, and the general public to communicate.
 - b. Upon the start of the electronic remote meeting, Township Staff shall immediately ensure that the dial-in number or other means of conducting the meeting is working. If the system is not working properly, the meeting shall either be paused temporarily or adjourned without any decision or deliberation on any matter until such time as the system is working properly.

- c. Attendance. Board or Commission members' whose attendance is permitted under the Open Meetings Act shall be considered in attendance for the purpose of establishing a quorum.
- d. Board or Commission Action. Board or Commission members may make motions and vote as he or she would during a physical meeting. Any vote by a Board or Commission member participating remotely pursuant to this Resolution shall be counted in the total number of votes for any matter and shall not be held invalid for the reason that it was cast by a Board or Commission member remotely. All votes taken during the meeting shall be completed by roll call vote so the general public will know how each Board or Commission member voted; this information will then be properly recorded in the meeting minutes.
- e. Emails, texting, or other forms of electronic communication ~~by or~~ between Board or Commission members during the meeting are prohibited.
- f. Board or Commission members receiving electronic communications from a member of the public thirty (30) minutes prior to the start of the meeting related to any item on the agenda for the meeting may be read by the member receiving the communication during the agenda item and it shall be addressed by the Board or Commission as appropriate during the meeting.
- g. Adjournment of a meeting shall require a roll call vote of the Board or Commission.

7. Closed Session.

- a. The Board or Commission may conduct a closed session portion of the meeting as regulated by the Open Meetings Act.
- b. For closed sessions conducted under this Resolution, each Board member and authorized attendee of the closed session shall not allow anyone else to hear, view or record the closed session. Except the person designated to keep minutes of the closed session, individual Board members and authorized attendees shall not record or cause to be recorded the closed session.
- c. All members and authorized attendees of the closed session shall affirm, before the start of the closed session, that they are in compliance with this Resolution subsection No 7.
- d. A separate call-in number or other electronic means of remotely participating shall be available for the Board or Commission to utilize for closed session that is not available to the public, and that shall not be recorded other than closed session meeting minutes. A Board or Commission member or Staff shall clearly indicate during the agenda when the closed session will occur and that the general public will not be able to hear or participate or provide comment during the closed session. The

Board or Commission shall return to the public meeting following closed session to adjourn the meeting or take other action as necessary.

8. Attendance by Members of the Public:

Except for closed session, the general public may tape-record, videotape, broadcast on live radio, or telecast on live television the proceedings of the Board or Commission meeting without prior approval in accordance with the OMA. Press and other news media are allowed to participate.

- a. General public attendance will not require registration in order to attend. Persons addressing the Board or Commission may be requested to state their name and home address.
- b. Members of the public participating remotely shall be provided an opportunity to provide public comment during a public comment section of the agenda pursuant to the rules of the Board or Commission on public comment.
- c. Persons addressing the Board or Commission may be muted and/or removed from the meeting for obscene or profane language, delivery of obscene or profane materials, or disturbing the peace.
- d. All public comment before the Board or Commission shall be limited in length per individual as indicated within the agenda. Staff or designated facilitator will maintain the official time. Persons wishing to address the Board or Commission are encouraged to submit comments in writing in advance to: ~~(Email—address)~~ Clerk@vevaytownship.org.
- e. Public Hearings. Matters heard by Board or Commission are subject to this Resolution and the Board or Commission may provide sufficient time as necessary for consideration and review of the matter.
- f. Staff or designated facilitator will mark the number of public members indicating a desire to address the Board or Commission at the beginning of the Public Comment item and inform the Board or Commission of that number.
- g. Upon the request of a Board or Commission member or Staff, a designated member may recognize a member of the audience who shall be permitted to address the Board or Commission at a time other than that designated on the agenda for public comment; however, all other rules as provided herein shall apply. The person recognized shall only address the agenda item being considered.

9. Public Health, Safety, and Welfare:

This Resolution is intended to establish rules for and authorize participation by electronic/remote access by Board or Commission members, Township Staff, and attendance of the general public in the interest of the public health, safety, and welfare as permitted under the Open Meetings Act.

10. Conflict:

In the event of a conflict between this Resolution and the Rules of the Township, this Resolution shall control. In the event of a conflict between this Resolution and the Open Meetings Act, the OMA shall control. This Resolution shall supersede all prior Resolutions and rules and repeal sections thereof in conflict herein.

11. Effective:

This Resolution shall be effective immediately and shall remain in effect as permitted by law.

Roll Call Vote **Ayes: Sherwood, Lazet, Kean, McNeilly, and Lacasse**
Nays: None

RESOLUTION DECLARED ADOPTED.

Discussion on Changes to SLU Application Form. The Board reviewed the proposed changes to the Special Land Use Permit/Site Plan Application form. Discussion followed on changing the form to address the varying uses of the document. Supervisor Lazet asked Trustee McNeilly to work with the Planning Commission to recommend possible SLU application form changes to better accommodate the various levels of zoning ordinance site plan standards and review: Chapter 14 site plans, reduced standards when a building is repurposed (Chapter 15), solar array site plans, home occupation site plans, and gravel mining site plans.

MOTION Lacasse, seconded McNeilly, to approve the Special Land Use Permit/Site Plan Application form changes as presented.

Roll Call Vote **Ayes: Lacasse, Sherwood, Lazet, Kean, and McNeilly**
Nays: None

COVID-19 Response. Supervisor Lazet stated that the Township is required by Ingham County order to establish procedures for disinfection, in accordance with CDC guidelines, if it is suspected or confirmed that an employee, visitor, or customer has tested positive for COVID-19.

MOTION Lazet, seconded Sherwood, that the Township adopt the CDC List N, at List N Tool: COVID-19 Disinfectants I US EPA, for determining which chemical agents to use in disinfecting the Township Hall and Township personal property.

Roll Call Vote **Ayes: McNeilly, Lacasse, Sherwood, Lazet, and Kean**
Nays: None

MOTION Lazet, seconded Kean, that the Township implement the procedures found at the CDC cleaning and disinfection guidance webpage: Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes (cdc.gov).

Roll Call Vote **Ayes: Kean, McNeilly, Lacasse, Sherwood, and Lazet**
Nays: None

Authorization for Alan Conn Video Consultant LLC. Supervisor Lazet reviewed previous invoices.

MOTION Lazet, seconded Kean, to authorize the expense and payment to Alan Conn Video Consultant LLC in the amount of \$130.00 for services rendered to be charged to *Townhall Repairs & Main (inside)* (GL #101-265-931.000).

Roll Call Vote **Ayes: Lazet, Sherwood, Lacasse, McNeilly, and Kean**
Nays: None

Accounts Payable Disbursement Authorization. Clerk Kean reviewed the disbursement report and highlighted City of Mason, Election Source, and American Office Solutions.

MOTION Kean, seconded McNeilly, to approve the Disbursement Authorization Report for General Fund Checks #30795-30862 and EFT's #440, #441, #442, #443, and #444 in the total amount of \$35,816.29.

Roll Call Vote **Ayes: Lazet, Sherwood, Lacasse, McNeilly, and Kean**
Nays: None

It was the consensus of the Board to affix these Board minutes as their signatures on the Accounts Payable Disbursement Authorization Report, due to the meeting being conducted via Zoom.

Supervisor Report: Vevay Township Policies/Office Policies. Supervisor Lazet brought to the attention of the Board that there are some office polices that have not be approved/adopted by the Board. Supervisor Lazet will establish a workgroup to address the issue and bring recommendations to the Board.

Supervisor Report: City of Mason PPT Lawsuit. Supervisor Lazet followed up with Attorney Thall regarding the disposition of the Lawsuit. The City of Mason's attorney wants Attorney Thall to draft a settlement document. Attorney Thall will forward the draft document to Supervisor

Lazet upon completion. The Board previously approved the settlement and would like to bring the lawsuit to closure by the end of the year.

Supervisor Report: SB431 Gravel Mining. A letter was mailed last week to Representative Hope and Senator Hertel per Board's instructions. The senate bill is still pending if the lame duck session is extended.

Clerk Report: November Election Audit. Clerk Kean stated a four-hour extensive audit was conducted on 2,300 Vevay Township ballots and materials. 155 required audit items were reviewed and scrutinized. Clerk Kean announced only one item out of 155 will need to be reviewed going forward. Vevay Township was one of ten jurisdictions to be selected for the Ingham County Audit. Clerk Kean announced that tomorrow the Senate Oversight Committee on Elections will have a presentation from the CEO of Dominion Voting Systems. Vevay Township uses the Dominion Voting System Software.

Clerk Report: Letter from Board to IC Sheriff Wriggelsworth. Clerk Kean shared a draft letter to Ingham County Sheriff Scott Wriggelsworth expressing the Township's appreciation and gratitude for their commitment to public safety on election day. Supervisor Lazet will sign the letter on behalf of the Board.

Trustee McNeilly: Planning Commission. The planning commission continues to work on ordinance amendments in between addressing resident requests and issues.

Any Other Business. Clerk Kean stated that starting in January the Board of Trustees will meet on the Wednesday after the 2nd Monday of each month at 6:30 p.m.

Additional Public Comment. Resident Fred Kiefer, 864 Chickasaw Drive, spoke on township business.

Adjournment. The meeting adjourned at 7:52 p.m.

JoAnne Kean, Clerk

Scribed by Deputy Clerk Ruttan