

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Wednesday, January 13, 2021 at 6:30 p.m.
Vevay Township Hall – 780 Eden Road, Mason**

VIA ZOOM MEETING ID 831 3751 3463/Passcode #562117

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 removed Consent Agenda item M1-Mason Fire Department December 2020 report, as it is not yet available also under New Business, item C-, Board Appointments.

MOTION Kean, seconded Lacasse, 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 12-14-20. *approved & filed
- Financial Reports – December 2020: 1) Fund Balances & Investments 2) Balance Sheets 3) Revenue & Expenditures and 4) Receipt Register. * received & filed
- Report for Missing Property Transfer Affidavits. *filed
- Planning Comm. Regular Meeting Minutes 12-9-20. *distributed
- Planning Comm. 2020 Annual Report. *filed
- Building Report – December 2020. *filed
- Building Report – Annual 2020. *filed
- Zoning Administrator Report: Enforcement Report for December 2020. *filed
- Zoning Administrator Report: Enforcement Report for Annual 2020. *filed
- DDA Annual Report for 2019 and 2020. *filed
- Correspondence from:

1.) IC Sheriff Office Sergeant Seymour Vevay Twp. Incident Report for December. *filed
MOTION Kean, seconded Lacasse, to adopt the consent agenda as amended.

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

Items Removed from Consent Agenda - Discussion. None.

Public Comment. None.

Discussion on Township Hall Rentals. Supervisor Lazet reviewed previous actions taken by the Board to stop hall rentals based on COVID-19 state orders. Clerk Kean stated that in anticipation of the COVID-19 restrictions potentially being loosened, the Township is accepting reservations for the hall and pavilion rental but are not requiring payment. Discussion followed on the need of residents to plan for graduation celebrations. It was the consensus of the Board to accept reservations placed on a priority but not require a payment until further direction is received from MDHHS regarding public gatherings.

Fire Protection Services Ordinance Review. Supervisor Lazet present information on the different “types” of fire runs for the past several years, the number of fire runs in each type, and several invoicing options. Supervisor Lazet provided a synopsis of a phone conversation with Mason Fire Chief Kerry Minshall regarding the cost of fire service. Supervisor Lazet asked Chief Minshall to provide a letter to Vevay Township documenting the actual costs of the fire protection service. Discussion followed on the invoicing for providing fire service as it relates to the Fire Protection Services Ordinance. The Board directed Supervisor Lazet to pursue changing the Fire Protection Services Ordinance allowing a fee schedule.

Authorization Request for Payment of Local Roads Maintenance for 2019 and 2020. Supervisor Lazet reviewed the e-mail from William Conklin, *Manager of the Ingham County Road Department*. The total Township match expense for the 2019 and 2020 road maintenance is \$85,000, though the invoice has not yet been received. Discussion followed on road maintenance being a priority of the Board.

MOTION Lazet, seconded Kean, to authorize the expense and payment to the *Ingham County Road Department* for the 2019 and 2020 contracted road maintenance up to \$90,000, to be charged to Roads Maintenance (GL #101-444-969.000).

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

Authorization Request for 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. Supervisor Lazet stated that six individuals would like to attend the training. The group rate of \$90.00 allows the entire board of review including the assessor, supervisor and alternate to attend the training. The Board of Review green guidebooks do not need

to be purchased. The enacting section 1 of Public Act 660 of 2018 may allow for eventual state reimbursement.

MOTION Lazet, seconded Sherwood, to authorize the expense and payment to *Michigan Township Association* in the amount of \$90.00 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 **Ayes: McNeilly, Lacasse, Sherwood, Lazet, and Kean**
Nays: None

Authorization Request for Board Compensation Training by MTA. Clerk Kean requested approval to attend Michigan Township Association’s “Now you Know” webinar regarding board compensation.

MOTION Kean, seconded Lacasse, to authorize the expense and payment of \$25.00 to *Michigan Township Association* for the Clerk to attend the “Now You Know” learning series regarding board compensation, to be charged to *Clerk’s Office Educational Meeting* (GL #101-215-960.000).

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

Review of Third Quarter 2020-21 Budget Adjustments. Supervisor Lazet referred to a previously sent e-mail to all Board members regarding 3 required cost center adjustments. In the future, to keep the Board fiscally advised of necessary changes, the cost center and transfer authority adjustments will be e-mailed when the budget adjustment is created.

Set Public Hearing/Work Sessions for 2021-22 Budget (BS&A Building Permit Software & Municode). Supervisor Lazet informed the Board that BS&A will present a demonstration of their Building Permit Software on February 5, 2021. The software will address the need for digital records and better service to our residents. The funding for the software was in the CIP plan and has been budgeted. Trustee McNeilly recommended reviewing the Municode software which is an integrated organizational platform.

MOTION LAZET, seconded Kean, to schedule the Special Work Session meetings for consideration and development of the Township budget for fiscal year 2021-22 on January 28, 2021, February 4, 2021, February 11, 2021, February 25, 2021, and March 11, 2021 (if needed) all at 1 p.m., and the Public Hearing and Budget Adoption for March 25, 2021 at 6:30 p.m.

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

Accounts Payable Disbursement Authorization. Clerk Kean reviewed the disbursement report and the only invoice that has not previously been on the Disbursement Authorization is the request from the Ingham County Clerk for reimbursement for the County's August Trustee election recount expense. 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.

MOTION Kean, seconded Lacasse, to approve the Disbursement Authorization Report for General Fund Checks #30863-30906 and EFT's #445, #446, #447, #448, and #449 in the total amount of \$31,347.05.

Roll Call Vote

**Ayes: Sherwood, Lazet, Kean, McNeilly, and Lacasse
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: Legal Services. Attorney Revore is changing from a cost per service invoicing system to a retainer-based system. This change will be the basis for the 2021-22 budget but should not exceed the current budgeted amount. Attorney Thall is preparing a settlement agreement for the City of Mason PPT loss reimbursement lawsuit.

Supervisor Report: Cemetery Update. The sale of grave sites in the "old" section of Hawley Cemetery has been suspended because of the need to review the availability of spaces. However, the sale of grave sites in the new section of Hawley, as well as Eden and Rolfe are available.

Supervisor Report: DDA Projects Update. Wolverine Engineering completed a study on the ground restructuring of the back field and replacement of the pavilion floor. The project continues to move forward.

Supervisor Report: Best Interests of the Township. The Board discussed addressing the best interests of the Township by starting with three broad categories of action: Township budget, Township policies, and Township service to residents and businesses. Talk on the budget revolved around focusing on "must do", "should do", and "could do" items in the budget, and how best to fund identified priorities. Talk on policies included discussion of comprehensively reviewing and updating as needed the Zoning Ordinance, General Ordinances, Office Policies, and perhaps codifying best practices and internal controls. Talk on serving residents involved timeliness and completeness of responses, operating in a transparent and open manner, and improving digital record keeping and digital interactions to improve effectiveness and efficiency of services. Trustee McNeilly referred to a survey of residents and landowners prepared during the prior review of the Master Plan. Trustee McNeilly will present the synopsis of that survey at the next meeting.

Supervisor Report: Budget Priorities. Supervisor Lazet noted that Township revenues are decreasing or remaining flat, requiring a focused approach to spending. The Board discussed what the priorities should be in the next budget with a focus on costs that were likely to only be paid for by Township tax dollars. Issues discussed included fully funding pension obligations (required by

Constitution, Art. IX, Sec. 24), funding the Capital Improvement Plan out of current revenues, fully funding the road maintenance match, and transforming the paper process into electronic technology. Also discussed was maintaining and replacing various Township assets, such as cemetery maintenance and Township hall and garage maintenance, some of which has been effectively neglected for several years, resulting in the likely need for more expensive repairs. There has been talk for several years of needing more physical space for record storage, so digital storage and a digital approach to certain functions is likely to save the Township money over a three-to-four-year time frame.

Treasurer Report: City of Mason Receipt of PPT Loss Payment. Treasurer Sherwood provided the Board with a copy of the 2020 Mason 425 PPT reimbursement receipt as informational only.

Treasurer Report: Foreclosure Information. Treasurer Sherwood provided a list of Vevay residents subject to foreclosure for non-payment of 2018 taxes as published by the Ingham County Treasurer. This was presented as informational only.

Clerk Report: Invoice for Trustee Recount August Primary 2020. The invoice from the Ingham County Clerk has been received for their portion of the expense for the August 4, 2020 recount for the Trustee positions (\$763.19). This invoice does not reflect the cost incurred by the Township which is (approximately \$215.00) for election wages plus the closing of the Clerk's office for the majority of the day. Trustee McNeilly was unaware that the Township is financially responsible for a great majority of the recount costs when a candidate requests a recount. This expense was a non-budgeted item, but there were additional funds in the elections contractual budget because of the CTCL COVID-19 grant program.

MOTION Kean, seconded Lazet, to authorize payment to the Ingham County Clerk in the amount of \$763.19 for the non-budgeted expense of the candidate requested recount petition for the Trustee positions for the August 4, 2020 Primary Election to be charged to *Elections-Contractual* (GL #101-191-818.000).

Roll Call

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

Clerk Report: COVID-19 Grant Update. The required reporting to CTCL for the closure of the COVID-19 grant has been submitted. The total grant amount of \$5,000 has been expensed. The grant allowed for additional election inspectors, additional training, sanitization supplies and equipment, and reimbursement to the Township for previously purchased COVID-19 expenses. The Township continues to benefit from the purchases allowed through the grant. Supervisor Lazet appreciated the grant having covered up to \$5,000 of unbudgeted extra expenses.

Clerk Report: State of Michigan Refund for AV Ballot Envelopes. Clerk Kean announced to the Board that Vevay Township will be receiving from the State a reimbursement of \$400.00 for COVID-19 supplies as well as \$707.00 for reimbursement of election absent voter envelopes. This reimbursement was funded through the Federal CARES act.

Clerk Kean was informed today by the Ingham County Clerk that Vevay for the first time has been selected to participate in the Risk Limiting Audit (RLA) process. A Risk Limiting Audit is a method to ensure the election results matches the voter selection (counting the votes) versus the County audit as a verification of the election process. RLA's are now required due to the passage of Prop 3 of 2018. This new requirement mandates additional responsibilities and training for the Clerk's Office.

Trustee McNeilly: Planning Commission. The planning commission continues to work on ordinance amendment currently focusing on Landscaping Requirements – Section 15:05 and Accessory Buildings and Structures – Section 3.09. Trustee McNeilly stated that the Planning Commission will need legal guidance on further drafting of these ordinances.

Any Other Business. Trustee McNeilly, as newly elected, would like the opportunity to meet with individual departments and employees to discuss responsibilities and budgetary needs. Clerk Kean stated the W-2's will be mailed on Thursday. Please review as soon as possible. The IRS report is due on January 31, 2021. Supervisor Lazet stated that PA 253 of 2020 poverty exemptions permits the Board to adopt a resolution to exempt qualifying taxpayers from having to re-apply in 2021, 2022, and 2023 the application timeframe for the exemption. Supervisor Lazet will bring recommendations to the next Board meeting.

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

Adjournment. The meeting adjourned at 8:36 p.m.

JoAnne Kean, Clerk

Scribed by Deputy Clerk Ruttan