

**BOARD OF TRUSTEES**  
**Regular Meeting**  
**Wednesday, March 10, 2021**  
**Vevay Township Hall – 6:30 p.m.**

**VIA ZOOM ID# 868 6562 6954**

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**MINUTES**

**Members Present:** Supervisor John Lazet (Mason), Clerk JoAnne Kean (Mason), Treasurer Mary Ruttan (Mason), Trustees Richard Lacasse (Mason) and Patricia McNeilly (Mason)

**Members Absent:** None

**Others Present:** Brett Linsley, Compensation Commission Chair Nate Ross, Treasurer Candidate Christopher Lewis, CADL Executive Director Scott Duimstra and 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 and each member stated their location as required.

**Set/Amend Agenda.** Supervisor Lazet requested that the agenda item regarding the City of Mason Capital Area District Library (CADL) deed be moved to the first order of business. Clerk Kean asked for the addition of the following items under New Business:

- Outdoor Assembly Permit Application for the Michigan Engine and Threshers Club
- M/R Transfer Authority
- Clerk's Request for MTA Training on the Open Meetings Act

**MOTION Lazet, seconded Lacasse, to adopt the agenda as amended.**

**Roll Call Vote**

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

**Consent Agenda.**

**Recommendations are preceded by an asterisk (\*).**

- Meeting Minutes for Regular Meeting on 2-10-21, Budget Work Session/Special Meetings 2-11-21 and 20-25-21. \* approved and filed
- Financial Reports – February 2021: 1) Fund Balances 2) Balance Sheets 3) Tax & DDA Disbursements and 4) Revenue & Expenditure. \* received and filed

- Report of Missing Property Transfer Affidavits. \*filed
- Planning Commission Regular Minutes 2-3-21. \*distributed
- Building Report – February 2021. \*filed
- Zoning Administrator Report: Building/Enforcement Report for February 2021. \*filed
- Correspondence from:
  - Mason Fire Department re: December, January, and February Response Reports. \*filed
  - IC Sheriff Dept. Sergeant Seymour Vevay Township Incident Report for February. \*filed
  - WOW! Franchise Fee Report for 12-31-21. \*filed
  - MERS Quarterly Report 12-31-20. \*filed
  - MERS Yearly Report 12-31-20. \*filed

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

**Roll Call Vote**

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

**Public Comment.** None.

**Set Public Hearing Fire Protection Services Ordinance.** Supervisor Lazet announced that the Board will discuss the Fire Protection Services Ordinance at their Special Meeting on March 18th. The Ordinance would authorize the Board to set fees by resolution. The Board will review the relevant fee schedule at that time.

**Action on City of Mason CADL Re: Library Deed.** The building in Mason that houses the Capital Area District Library was deeded to the City of Mason for library purposes with reversionary clauses to Ingham County, Mason Public Schools, and Vevay Township. Residents in the Mason area have expressed an overwhelming desire for the library to remain in this location. If the Township was to retain ownership, the library building requires significant improvements to structural and ADA compliance issues. In addition, the Township would be responsible for the operation of the Library.

**MOTION Lazet, seconded Kean, that the Board convey to the City of Mason by quit claim deed all rights and interests in the property located at 201 West Ash Street, Mason, MI, and that the Supervisor be authorized to sign the deed and perform all necessary legal actions to terminate the Township reversionary interests in this property.**

**Roll Call Vote**

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

**PA116 Application by Anthony & Jeanine Igl on Barnes Road, Mason.** Clerk Kean referred the Board to the enclosed PA 116 10-year application agreement from Anthony & Jeanine Igl for 26.94 acres on Barnes Road in Section 30. The Township sent letters to the Tri-County Planning Commission and the Ingham Conservation District. Responses are required in the next 30 days. Once approved by the Board and favorable responses received from the reviewing agencies, the Township will forward the application to the State of Michigan. The application must be turned into the State by November 1, 2021 to be effective for the current tax year.

**MOTION Kean, seconded McNeilly, to approve and forward to the State the PA 116 application from Anthony & Jeanine Ig for 26.94 acres in Section 30, contingent upon favorable reviews by the Tri-County Planning Commission, and the Ingham Conservation District.**

**Roll Call Vote**

**Ayes: McNeilly, Lacasse, Ruttan, Lazet & Kean  
Nays:**

**Compensation Commission Recommendations for 2021-22 – Chair Nate Ross.** Compensation Commission Chair Nate Ross presented the 2021-22 report and explained the decision-making process behind the Commission’s salary recommendations. He noted that the Commission reviewed Townships of similar size and location as well as inflation rates. Additionally, Mr. Ross explained that, due to substantial changes in election law, the Clerk has significantly more work. Compensation for the Clerk position was determined accordingly. The Board will vote on recommendations at its March 25<sup>th</sup> budget adoption meeting. The Board thanked Mr. Ross for his and the Compensation Commission’s detailed work.

**Appointment to Fill the Treasurer Vacancy.** On February 1st, the Board received the unexpected resignation of the former Treasurer. Without a Treasurer and, by law, no Deputy Treasurer, the Township could not perform basic functions such as paying bills and receiving tax payments. Deputy Clerk Mary Ruttan agreed to fill the position through April 1st. The Board posted the open position in several publications and received two applications. Treasurer Ruttan noted that by law she must abstain from voting on the appointment. The Board commented on the excellent interviews and work experiences of both applicants. The Board reached a consensus that applicant Christopher Lewis, in addition to his qualifications, has demonstrated a commitment to the Township in his service on Commissions and as an Election Inspector.

**MOTION Kean, seconded Lacasse, to appoint Christopher Lewis as Vevay Township Treasurer effective April 1, 2021.**

**Roll Call Vote**

**Ayes: Lacasse, McNeilly, Kean & Lazet  
Nays: None  
Abstain: Ruttan**

**Retainer Agreement with Township Attorney.** The Township’s attorney, David Revore, transitioned from an hourly pay rate to a retainer fee effective March 1, 2021. Supervisor Lazet said that Mr. Revore’s rate of \$1,900 per month is very competitive in the municipal field and he anticipates saving money in the long run. The Board discussed frequency of contact with the Attorney and the potential benefits of transitioning away from an hourly rate. The retainer fee would cover all Township business operations except for the DDA. Treasurer Ruttan suggested putting the retainer fee on the Township’s list of pre-authorized vendors.

**MOTION Lazet, seconded Lacasse, that the Board accept the proposed retainer agreement for legal services from Revore Law Firm, P.L.C., for legal services as General Counsel and Municipal Prosecutor, effective March 1, 2021, as outlined in the proposed contract submitted by Revore Law Firm on March 4, 2021.**

**Roll Call Vote**

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

**MOTION Kean, seconded Ruttan, to add the Revore Law Firm, P.L.C. monthly invoice to the post-audit approved list of the Accounts Payable Policy.**

**Roll Call Vote**

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

**Board Appointments.**

**MOTION Lazet, seconded McNeilly, that the Board: re-appoint Ted Stroud and Greg Mauldon to the Vevay DDA for four year terms starting April 5, 2021, and ending April 5, 2025; re-appoint Jim Minster to the Planning Commission for a three year term beginning May 17, 2021 and ending May 17, 2024; re-appoint Gary Howe to the Zoning Board of Appeals as an Alternate for a three year term starting April 13, 2021, and ending April 13, 2024; appoint Nathaniel Ross to the Planning Commission to fill a vacant three year term of office that expires May 17, 2021, and further that he be re-appointed to a three year term beginning May 17, 2021, and ending May 17, 2024.**

**Roll Call Vote**

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

**Authorization Request for Central Security System Annual Fee 2021-22 Invoice.** The invoice for the Township's security system fees for the 2021-22 Fiscal Year is due in March. Central Security agreed to let the Township pay in April for accounting purposes. Clerk Kean asked that the Board approve the expense tonight so that the bill can be paid as soon as possible in April.

**MOTION Kean, seconded McNeilly that the Board authorize the expense and payment of \$575.40 to Central Security Alarm, Inc., to cover the monitoring costs for FY 2021-2022 for security measures at the Township Hall (GL# 101-210-818.000).**

**Roll Call Vote**

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

**Outdoor Assembly Permit for Michigan Steam Engine & Thresher's Club.** Last year the Michigan Steam Engine and Thresher's Club requested an outdoor assembly permit for their annual event that was cancelled due to COVID-19. The Club has requested an extension of the application due date to June 14th. This would be shorter notice than the sixty-day period required by Ordinance. The Board discussed different ways of handling the situation given ordinance requirements. The Board reached a consensus to write a letter to the Club requesting they follow the application process with the assurance that the Board will consider a refund should COVID-19 restrictions require cancellation of the event. Supervisor Lazet agreed to write the letter.

**Miscellaneous Receivables Transfer.** At the February 25, 2021 Budget Work Session, the Board authorized the rescinding of miscellaneous receivable invoices #529, #531 and invoices #538 - #546 due to the impossibility of calculating the actual amount of all costs related to these specific fire run invoices. However, the motion did not include the necessary transfer to cover the expenses.

**MOTION Kean, seconded Ruttan, to authorize the transfer authority in the amount of \$4,750 into Bad Debt Expense (GL#101-101-805.000) from Drains Tax at Large - \$3,750 and from Employee Medical Insurance Benefits - \$1,000 to cover the expenses to rescind M/R invoices #529, #531 and invoices #538 - 546.**

**Roll Call Vote**

**Ayes: Ruttan, Lazet, Kean, McNeilly & Lacasse**

**Nays: None**

**MTA Open Meetings Act Training.** Clerk Kean requested that the Board approve expenses for her attendance at a Michigan Township Association lunch and learn virtual training regarding the Open Meetings Act. Clerk Kean explained what the training would entail and that the necessary funds are budgeted in the Clerk's training account.

**MOTION Kean, seconded Lazet, to authorize the expense and payment of the Clerk's attendance at the MTA Open Meetings Act Training to be held virtually on April 7, 2021 in the amount of up to \$50 to be expensed to GL# 101-215-960.000.**

**Roll Call Vote**

**Ayes: Lacasse, Ruttan, Lazet, Kean & McNeilly**

**Nays: None**

**Accounts Payable Disbursement Authorization.** Clerk Kean noted the payment for the Township health insurance premium in the disbursement report. She said she does not anticipate any payments in April or May as this payment as well as last months were overpayments for the former Treasurer who is no longer on the Township's plan. Clerk Kean reminded the Board that this month's approved minutes will be affixed to the disbursement report in lieu of a signature sheet.

**MOTION Kean, seconded Lacasse, to approve the Disbursement Authorization Report for General Fund Checks #30970 to #31027 and EFT's #458, #459, #460, #462 and #462 in the total amount of \$62,237.60.**

**Roll Call Vote**

**Ayes: McNeilly, Lacasse, Ruttan, Lazet & Kean**

**Nays: None**

**Supervisor Report: PPT Settlement.** Supervisor Lazet said pursuant to the Board's decision in 2020 the Township has reached a settlement with the City of Mason regarding the Personal Property Tax loss matter. The Township will receive a check shortly.

**Supervisor Report: Vevay Township Policies #12 and #22.** The Board of Trustees is currently reviewing policies. Supervisor Lazet noted that the expense reimbursement policy will need to be updated to reflect the increase of the mileage rate to 56 cents. Supervisor Lazet asked that Clerk

Kean and Trustee McNeilly review the purchasing policy regarding educational trainings and legal fees. He would like to see these issues addressed as soon as possible.

**Supervisor Report: Review of Ordinance Amendments.** In light of the Treasurer's recent resignation, the Board will need to review the Township's medical insurance policy. The former Treasurer and the office secretary are the only persons insured on the plan. Depending on the new Treasurer's decision, come November there may be no employees on the policy, and the Board will need to review how to handle this situation in the future. Supervisor Lazet also explained that the DDA has been operating in a different fiscal year than that provided by ordinance. The Board will need to review this as well.

**Treasurer Report: Tax Collection Update.** Treasurer Ruttan reported that she has finished settling with the County. There were 94 delinquent properties delinquent for \$154,309.21 which was much more than last year. The Township should receive a \$6,000.00 payment from the County in June. The DDA capture was \$27,562.69 which was less than last year. Treasurer Ruttan also explained that the Township had received a revenue sharing check for November and December sales tax receipts which sets the Township revenue sharing \$2,404.00 over budget. Finally, she reported that the Township received the February Personal Property Tax reimbursement in the amount of \$7,005.60 which is what the Township budgeted for the fiscal year.

**Clerk Report: MTA Annual Conference Training.** Registration for the MTA annual conference will end on Thursday. Four Board members have confirmed that they will attend. The Board has authorized the necessary funds for all members, including the new Treasurer, to attend both the conference and pre-conference training.

**Clerk Report: FOIA Training.** Clerk Kean thanked the Board for authorizing her virtual attendance at a recent FOIA training. She reported on key points from the training regarding the complexity of FOIA and document retention. Clerk Kean noted that more time is spent on FOIA requests during election years. A single request can take hours. Treasurer Ruttan noted that efforts to digitize Township documents will make fulfilling FOIA requests simpler.

**Trustee McNeilly: Planning Commission Report.** Trustee McNeilly explained that there are some ambiguities the Planning Commission still needs to address in the Accessory/Main Building Ordinance. Members of the Commission will discuss this matter at a meeting on March 24<sup>th</sup>. Planning Commission Chair Christopher Lewis is working on relevant documentation to help the Commission's review.

**Any Other Business.** None.

**Additional Public Comment.** None

**Adjournment.** The meeting was adjourned at 8:14 p.m.

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JoAnne Kean, Clerk

Recording Deputy Clerk Brett Linsley