



**Public Comment Budget Only.** None.

**Adjournment of Public Hearing.**

**MOTION** Lazet, seconded Lacasse, to adjourn the Public Hearing at 6:41 p.m. and reconvene in regular session.

**Roll Call Vote**

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

**Compensation Commission Recommendation.** The Board reviewed the Compensation Commission’s recommendations, noting that the Board did not receive raises for the past two years and that raises were calculated considering inflation. Additional duties for the Clerk’s position were reviewed and an additional 1 percent increase was recommended.

Township Official	Current Salary	2019-2021 Compounded Inflation Rate*	Recommended 2021 Percentage Increase	Recommended 2021 Salary	Assumed 2022 Inflation	Recommended 2022 Percentage Increase	Recommended 2022 Salary
Supervisor	\$33,304	5.8%	2.5%	\$34,137	2.0%	2.0%	\$34,819
Clerk	\$43,524	5.8%	4.0%	\$45,265	2.0%	3.5%	\$46,849
Treasurer	\$39,929	5.8%	2.5%	\$40,927	2.0%	2.0%	\$41,746
Trustees	\$4,543	5.8%	2.5%	\$4,657	2.0%	2.0%	\$4,750
Total	\$121,300	5.8%		\$124,985	2.0%		\$128,164

**MOTION** Lacasse, seconded McNeilly, to approve the recommendation of the Compensation Commission effective April 1, 2021 and April 1, 2022 as follows:

**Roll Call Vote**

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

**Fire Protection Service Ordinance.** A Public Hearing for the proposed ordinance amendment was conditionally set for April 14, 2021. The language for the hearing has been published. Once adopted by the Board it must be published before it becomes effective. Earliest the effective date would be April 25, and so it was recommended the effective date will be May 1<sup>st</sup>.

**MOTION** Ruttan, seconded Kean, to extend the moratorium on miscellaneous receivable invoicing for fire protection fee to May 1, 2021.

**Roll Call Vote**

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

**Assessor & Assessor Assistant.** Assessor Jeff Mackenzie's and Assessor Assistant Jill Schliep's combined wages will increase to \$32,897. Assessor Assistant Jill Schliep's hourly rate will increase by \$2.00 to \$21.00 per hour effective 4/1/21. The Assessor Assistant's salary does not increase the assessor's cost to the Township.

**MOTION Kean, seconded McNeilly, to increase the combined salary of the Assessor's Department for Assessor Jeff Mackenzie and Assessor Assistant Jill Schliep by 2% to \$32,897 effective 4/1/21. The hourly wage for Jill Schliep will increase to \$21.00 per hour with a maximum of 240 hours effective 4/1/21.**

**Roll Call Vote**

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

**Office Secretary.** Supervisor Lazet noted that Office Secretary Shirley Harmon will be taking some time off and that temporary help will be needed. Payment for the time away is reflected in the suggested pay rate. Secretary Harmon's hourly wage will increase to 16.32 per hour for 30 hours per week. A motion would be necessary to approve leave hours, vacation hours and a one-time payment of \$1,000. Personal leave hours must be used within the fiscal year. The position does not have paid sick leave; however other benefits include term life insurance, 80% of health care benefit is paid by the Township, and a portion of MERS retirement is paid by the Township.

**MOTION Lazet, seconded Lacasse, to increase the office secretary's wage by 2% to a budgeted wage of \$25,460 effective 4/1/21, to make a one-time payment of \$1,000 to the Office Secretary, Shirley Harmon, in the month of May, and to approve three hours of vacation time per month. Further, to approve a total of twelve hours of personal leave to be used within the fiscal year. The hourly wage will be \$16.32 per hour.**

**Roll Call Vote**

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

**Deputy Clerk.** Deputy Clerk Mary Ruttan's hourly wage will increase to \$16.32 per hour. A motion will be necessary to approve a one-time payment of \$1,000. There are no benefits for this position.

**MOTION Kean, seconded McNeilly, to increase the Deputy Clerk's wage by 2% to a budget wage of \$16,993 effective 4/1/21, to make a one-time payment of \$1,000 to the Deputy Clerk, Mary Ruttan in the month of May. The hourly wage will be \$16.32 per hour.**

**Deputy Treasurer.** Incoming Treasurer Christopher Lewis was present and informed the Board that he had chosen resident Janice Smith to be his Deputy. The hourly wage for Deputy Smith will

start at \$15.00 per hour. There are no benefits for this position. Trustee Lacasse stated, due to transparency, he will recuse himself from voting on wages for Janice Smith.

**MOTION Lazet, seconded Ruttan, to set the Deputy Treasurer's budgeted wage at \$8,000.00 effective 4/1/21. The hourly wage will be \$15.00 per hour.**

**Roll Call Vote**

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

**Custodian.** Supervisor Lazet noted that Custodian Roger Shiery has been with the Township for many years and that his expertise has been very helpful. The custodian's wage will increase to \$15.50 per hour. A motion will be necessary to approve a one-time payment of \$500.

**MOTION Lazet, seconded Lacasse, to increase the Custodian's wage by 2% to a budgeted wage of \$4,800.00 effective 4/1/21, to make a one-time payment of \$500 to the Custodian, Roger Shiery, in the month of May. The hourly wage will be \$15.50 per hour.**

**Roll Call Vote**

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

**Cemetery Sexton.** Supervisor & Cemetery Sexton John Lazet opted not to be additionally compensated for the Cemetery Sexton duties when he took office in November 2020. Supervisor Lazet requested not to be compensated for the 2020-21 Fiscal Year.

**Zoning Administrator.** The Board discussed the agreement to extend the existing Resolution #19-03 for the Zoning Administrator Code Enforcement Officer.

**MOTION Lazet, seconded Kean, to extend Resolution #19-03 to March 31, 2022 and set the salary at \$15,000.00 effective 4/1/21.**

**Roll Call Vote**

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

**Planning Commission/Joint Mason Vevay PC/Zoning Board of Appeals/Building Board of Appeals Per Diem.** The Board has recommended the Per Diem rate for members of the Planning Commission, Zoning Board of Appeals, and Building Board of Appeals remain at \$70 per meeting with an additional five dollars for the Chairperson of each body (a total of \$75) as agreed to in the past few years.

**Board of Review/Per Diem.** The current per diem rate of \$95 for Board of Review members will remain the same as agreed to in the past several years.

**Election Inspectors/Per Diem & Meal Expense.** Clerk Kean has recommended the same pay rate for Election Inspectors as the past several years, maintaining the current Per Diem rates of \$11 per hour for regular Election Inspectors, \$12 per hour for Electronic Poll Book Inspectors,

and \$15 for Precinct Chairpersons. The recommended meal expense will remain \$300 per Election Day.

**Clerical Per Diem for Planning Commission and Zoning Board of Appeals.** The current clerical per diem rate of \$50 for the Planning Commission and Zoning Board of Appeals Secretaries will remain the same.

**Housekeeping Services at Township Hall.** Brett Linsley has requested an increase to \$75 per cleaning to compensate for additional time spent on COVID-19 sanitization and disinfection. Supervisor Lazet noted that the Township is in possession of funds that can be used specifically for COVID-19 related cleaning costs.

**MOTION Lazet, seconded Kean, to increase the weekly housekeeping per diem to \$75.00 per cleaning. The cleaning duties will be performed by Brett Linsley.**

**Roll Call Vote**

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

**Website Services Support.** Brett Linsley has requested a continuation of his current rate with a \$300 retention fee for website services support and an hourly rate of \$17.00.

**MOTION Lazet, seconded Ruttan, to authorize an upfront stipend of \$300.00 to Brett Linsley, to be paid in the month of May. The hourly wage will remain the same at \$17.00 per hour.**

**Roll Call Vote**

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

**General Appropriations Act.** Supervisor Lazet commented on the Board's commitment to prioritizing Township needs. The four main priorities are roads, digitization, unfunded retirement liability and maintenance of Township assets, such as the townhall and the cemeteries.

**VEVAY TOWNSHIP  
RESOLUTION ADOPTING  
GENERAL APPROPRIATIONS ACT  
RESOLUTION NO. 21-06**

A resolution to establish a general appropriations act for Vevay Township; to define the powers and duties of the Vevay Township officers in relation to the administration of the budget; and to provide remedies for refusal or neglect to comply with the requirements of this resolution.

The Board of Trustees of Vevay Township resolves:

**Section 1: Title**

This resolution shall be known as the Vevay Township Fiscal Year 2021-22 General Appropriations Act.

**Section 2: Chief Administrative Officer**

The Township Supervisor shall be the Chief Administrative Officer and shall perform the duties of the Chief Administrative Officer enumerated in this act.

**Section 3: Fiscal Officer**

The Township Clerk shall be the Fiscal Officer and shall perform the duties of the Fiscal Officer enumerated in this act.

**Section 4: Public Hearings on the Budget**

Pursuant to MCLA 141.412; notice of a public hearing on the proposed budget was published in a newspaper of general circulation on March 7, 2021, and a public hearing on the proposed budget was held on March 25, 2021.

**Section 5: Estimated Revenues**

Estimated township general fund revenues for fiscal year 2021-22, including an allocated millage of 1.0 mill; and various miscellaneous revenues, shall total \$729,076.

**Section 6: Millage Levy**

The Board shall cause to be levied and collected the general property tax on all real and personal property within the township upon the current tax roll in an amount equal to 1.0 mill as set forth by the Board.

**Section 7: Estimated Expenditures**

Estimated township general fund expenditures for fiscal year 2021-22 for the various township cost centers shall total \$723,731.

**Section 8: Adoption of Budget by Cost Center**

The Board adopts the fiscal year 2021-22 general fund budget by cost center. Township officials responsible for the expenditures authorized in the budget may expend township funds up to, but not to exceed, the total appropriation authorized for each cost center, and may make transfers among the various line items contained in the cost center appropriation. However, no transfers of appropriations for line items related to personnel may be made without prior board approval by budget amendment.

**Section 9: Appropriation not a Mandate to Spend**

Appropriations will be deemed maximum authorizations to incur expenditures. The fiscal officer shall exercise supervision and control to ensure that expenditures are within appropriations and shall not issue any township order for expenditures that exceed appropriations.

**Section 10: Transfer Authority**

The Chief Administrative Officer shall have the authority to make transfers among the various cost centers without prior Board approval, if the amount to be transferred does not exceed \$5,000. The Board shall be notified at its next meeting of any such transfers made, and reserves the right to modify, amend or nullify any such transfers made. Under no circumstances may the total general fund budget be changed without prior board approval.

### **Section 11: Periodic Fiscal Reports**

The fiscal officer shall transmit to the Board at the end of each of the first three quarters, and at the end of each month occurring during the fourth quarter, a report of financial operations, including, but not limited to:

- a. a summary statement of the actual financial condition of the general fund at the end of the previous quarter;
- b. a summary statement showing the receipts and expenditures and encumbrances for the previous quarter and for the current fiscal year to the end of the previous quarter month;
- c. a detailed list of:

- I. Expected revenues by major source as estimated in the budget; actual receipts to date for the current fiscal year compared with actual receipts for the same period in the prior fiscal year; the balance of estimated revenues to be collected in the then current fiscal year; and any revisions in revenue estimates resulting from collection experience to date.
- II. For each cost center: the amount appropriated; the amount charged to each appropriation in the previous quarter for the current fiscal year and as compared with the same period in the prior fiscal year; the unencumbered balance of appropriations; and any revisions in the estimate of expenditures.

### **Section 12: Limit on Obligations and Payments**

No obligation shall be incurred against, and no payment shall be made from any appropriation account, unless there is a sufficient unencumbered balance in the appropriation and sufficient funds are or will be available to meet the obligation.

### **Section 13: Budget Monitoring**

Whenever it appears to the Chief Administrative Officer or the Board that the actual and probable revenues in any fund will be less than the estimated revenues upon which appropriations from such fund were based, and when it appears that expenditures shall exceed an appropriation, the Chief Administrative Officer shall present to the Board recommendations to prevent expenditures from exceeding available revenues or appropriations for the current fiscal year. Such recommendations shall include proposals for reducing appropriations, increasing revenues, or both.

### **Section 14: Violations of This Act**

Any obligation incurred or payment authorized in violation of this resolution shall be void and shall subject any responsible official(s) or employee(s) to disciplinary action as outlined in P.A. 621 of 1978 and the Vevay Township personnel manual (if applicable).





WHEREAS, the Board authorizes the reallocation of Committed Net Assets -General Master Plan for \$5,000.00 to Unrestricted Net Assets; and

WHEREAS, the Board authorizes the 2020-2021 fund surplus to be allocated to the funding of the Capital Improvement Plan.

NOW, THEREFORE, be it resolved, that the Board of Trustees of Vevay Township adopts the funding for the 2019-2025 Capital Improvement Plan, as presented in Attachment A.

NOW, THEREFORE, BE IT RESOLVED that Resolution 21-07 is hereby adopted effective March 25, 2021.

**MOTION Kean, seconded Lacasse, to Adopt Resolution #21-07, Capital Improvement Plan.**

**Roll Call Vote**

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

**Nays: None**

**2021-22 Fee Schedule.** The Board reviewed the proposed fee schedule for the 2021-22 Fiscal Year.

**TOWNSHIP OF VEVAY  
INGHAM COUNTY, MICHIGAN  
RESOLUTION ADOPTING THE VEVAY TOWNSHIP  
2021-22 REVISED FEE SCHEDULE  
RESOLUTION #21 - 08**

At a Special Meeting of the Township Board of Trustees of the Township of Vevay, Ingham County, Michigan, held in the Township Hall (via Zoom), 780 Eden Road, Mason, Michigan 48854 on the 25<sup>th</sup> day of March 2021.

WHEREAS the Vevay Township Board of Trustees is committed to delivering government services as efficiently as possible while being responsible with Township resources; and

WHEREAS the Vevay Township Board of Trustees have reviewed the current fee schedule; and

WHEREAS it has been found that due to increased costs in delivery of services and operations the fee schedule must be revised to meet these needs.

NOW, THEREFORE, BE IT RESOLVED that the attached 2021-2022 Vevay Township Revised Fee Schedule is hereby adopted effective April 1, 2021.

BE IT FURTHER RESOLVED, that any resolution or parts thereof in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict.

**MOTION Kean, seconded Ruttan, to adopt Resolution #21-08, 2021-22 Fee Schedule**

**Roll Call Vote**

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

**MERS Unfunded Pension Liability.** The Board discussed how to allocate additional revenue funds. Clerk Kean proposed a lump sum payment to MERS for pension liability which would require line-item transfers.

**MOTION Kean, seconded Lacasse, to reduce the unfunded pension liability and make a MERS contribution in the amount of \$20,000 charged to Retirement Benefit (GL #101-237-874.000) and to authorize the transfer of \$15,000 from Building Zoning Services (GL #101-371-970.00) and \$5,000 from Road (GL #101-444-969.000) to Retirement Benefit (GL #101-237-874.000).**

**Roll Call Vote**

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

**2020-21 Budget Adjustments.** Clerk Kean reviewed cost center adjustments for the month of March. However, there were no additional transfer authority adjustments needed other than for the MERS unfunded pension liability lump sum payment.

**Downtown Development Authority Fiscal Year.** Supervisor Lazet noted that the DDA has for decades been operating in a fiscal year different than what the ordinance provides. Supervisor Lazet asked that the Board approve a resolution that would resolve this discrepancy and recognize long-standing practice.

**VEVAY TOWNSHIP, COUNTY OF INGHAM  
RESOLUTION ADOPTING THE VEVAY TOWNSHIP  
DOWNTOWN DEVELOPMENT AUTHORITY FISCAL YEAR  
RESOLUTION #21 -09**

At a Special Meeting of the Township Board of Trustees of the Township of Vevay, Ingham County, Michigan, held in the Township Hall (via Zoom), 780 Eden Road, Mason, Michigan 48854 on the 25<sup>th</sup> day of March 2021.

WHEREAS the Vevay Township Board of Trustees by Ordinance No. 24 established a Downtown Development Authority (DDA) in 1989; and

WHEREAS the DDA fiscal year by the 1989 Ordinance was set as beginning on January 1 and ending December 31; and

WHEREAS in 1991 the DDA voted to change its fiscal year to starting April 1 and ending March 31, and since 1991 the DDA has operated under a fiscal year starting April 1 and ending March 31; and

WHEREAS Vevay Township Ordinance No. 24, Section 250.010 authorizes the Township to set the fiscal year for the DDA.

NOW, THEREFORE, BE IT RESOLVED that the Vevay Township DDA fiscal year be set as starting April 1 and ending March 31.

BE IT FURTHER RESOLVED that any resolution or parts thereof in conflict with the provisions of this resolution are hereby repealed to the extent of such conflict

**MOTION Lazet, seconded McNeilly, to adopt Resolution #21-09, Downtown Development Authority Fiscal Year.**

**Roll Call Vote**

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

**Nays: None**

**Bank Authorizations.** Incoming Treasurer Christopher Lewis and Deputy Treasurer Janice Smith need to be added as signees to the bank cards. This will require a motion as will the removal of the current Treasurer and Deputy Treasurer. Interim Deputy Clerk Brett Linsley will also need to be removed so that Mary Ruttan can be added as the Deputy Clerk signee. Supervisor Lazet expressed his thanks to those who have helped the Township after the former Treasurer's resignation.

**MOTION Kean, seconded McNeilly, to remove Treasurer Mary Ruttan, Deputy Treasurer Shirley Harmon, and Deputy Clerk Brett Linsley as an authorized signatory on all Vevay Township Investments and bank accounts identified with TIN 38-1904346 effective 4/1/21.**

**Roll Call Vote**

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

**Nays: None**

**MOTION Kean, seconded Ruttan, to add Treasurer Christopher Lewis and Deputy Treasurer Janice Smith as an authorized signatory for all investments and bank accounts for Vevay Township identified with TIN 38-1904346 effective 4/1/21.**

**Roll Call Vote**

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

**Nays: None**

**MOTION Kean, seconded Lacasse, to add Deputy Clerk Mary Ruttan as an authorized signatory for all bank accounts for Vevay Township identified with TIN 38-1904346 effective 4/1/21.**

**Roll Call Vote**

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

**Nays: None Abstain: Ruttan**

**Public Comment.** Trustee McNeilly thanked Supervisor Lazet for his leadership during the budgetary process. Incoming Treasurer Christopher Lewis noted his appreciation for Treasurer Ruttan's willingness to fill the role. Deputy Clerk Brett Linsley thanked the Board for continuing to utilize his services.

**Adjournment.** The meeting was adjourned at 7:44 p.m.

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JoAnne Kean, Clerk

Recording Deputy Clerk Brett Linsley