

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Wednesday, April 14, 2021 at 6:30 p.m.
Vevay Township Hall – 780 Eden Road, Mason**

**In Person Meeting
(Zoom ID #831 3234 6959)**

MINUTES

Members Present: Supervisor John Lazet, Clerk JoAnne Kean, Treasurer Christopher Lewis, Trustee Richard Lacasse and Trustee Patricia McNeilly (Mason/OMA exception)

Members Absent: None

Staff Present: Deputy Clerk Mary Ruttan

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. Trustee McNeilly was present via zoom per the Opening Meetings Act allowable exception.

Set/Amend Agenda.

MOTION Kean, seconded Lacasse, to set agenda as presented.

Roll Call Vote

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

Nays: None

Recess to Public Hearing. The Board recessed to hear public comment on the proposed Fire Ordinance Amendment 32.03.

MOTION Lazet, seconded Lewis, to recess for the public hearing a 6:32 p.m.

Roll Call Vote

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

Nays: None

Public Comment – Amendment Only. Supervisor Lazet presented a review of the proposed changes. Resident Fred Kiefer, 864 Chickasaw Drive expressed his support.

Adjournment of the Public Hearing.

MOTION Lazet, seconded Kean, to adjourn the Public Hearing at 6:40 p.m. and reconvene in regular session.

Roll Call Vote

Ayes: McNeilly, Lacasse, Lewis, Lazet, & Kean
Nays: None

Consent Agenda. Clerk Kean confirmed that all members received the updated document revisions. Clerk Kean noted that under correspondence the references to Sgt. Treat should be Sgt. Seymour and highlighted the correspondence from the Seventh-day Adventist Church Program Notice.

Recommendations are preceded by an asterisk (*).

- Minutes for the Regular Meeting 3-10-21, Budget Work Session/Special Meeting 3-18-21, and Budget Adoption/Public Hearing Meeting 3/25/21. *approved & filed
- Financial Reports – March 2021: 1) Fund Balances & Investments 2) Balance Sheets 3) Tax & DDA Disbursements, and 4) Revenues & Expenditures. * received & filed
- Planning Comm. Regular Meeting Minutes 3-3-21 and Special Meeting 3-24-21. *distributed
- Building Report – March 2021. *filed
- Zoning Administrator Report: Building/Enforcement for March 2021. *filed
- Correspondence from:
Mason Fire Department re: March Response Reports. *filed
IC Sheriff Dept. Sgt. Seymour Vevay Township Incident Report for March. *filed
Seventh-day Adventist Church Program Notice (5-30-21 to 8-8-21). *filed

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

Roll Call Vote

Ayes: Kean, McNeilly, Lacasse, Lewis, & Lazet
Nays: None

Items Removed from Consent Agenda - Discussion. None.

Public Comment. None.

Discussion on Township Hall Rentals. Supervisor Lazet reviewed the previous actions taken by the Board on Township hall rentals. Discussion followed on the CDC COVID-19 sanitization requirements and the Ingham County Health Department declaration of a local state of emergency based on COVID-19 enforcement of COVID-19 restrictions, rental days & times, and on new rental agreement language that would hold Vevay Township harmless from contracting COVID-19 during the rental of the Township hall. Supervisor Lazet will contact the current list of proposed renters and explain the current guidelines and expectations.

MOTION Lazet, seconded Lacasse, to allow the rental of the Township hall and pavilion with clear communication that the Township is not liable and will not be enforcing COVID-19 restrictions. The office be given the flexibility to determine the dates the Township hall and pavilion is available for rental with an eye toward limiting the rentals to one per weekend. Attorney Revore will draft an addendum to the rental agreement waiving the Township's COVID-19 liability.

Roll Call Vote

Ayes: Lazet, Lewis, Lacasse, McNeilly, & Kean
Nays: None

Fire Services Ordinance. Clerk Kean stated the ordinance will be published as required and the effective date of the ordinance is May 1, 2021. Discussion followed on the use of the word “vehicle crash” instead of “vehicle accident”. Treasurer Lewis appreciated all the time and work of the Board on this important subject.

The following ordinance was introduced for adoption by Kean and supported by Lazet, as presented:

**TOWNSHIP OF VEVAY
COUNTY OF INGHAM, STATE OF MICHIGAN
ORDINANCE NO. 32.03**

An ordinance to amend Ordinance No. 32, the same being an Ordinance pursuant to PA 1951, No. 33, as amended, by PA 1990, No. 102 (MCL 41.806a) to provide a basis for and collection of fees for Fire Protection Services performed within the Township; to provide for policies and modification of Fire Protection Services fees by resolution of the Township Board; to amend the definition of “Fire Protection Services”; to provide a savings clause; to repeal conflicting ordinances; and to provide an effective date hereof.

Roll Call Vote

Ayes: Lewis, Lazet, Kean, McNeilly, & Lacasse
Nays: None

(Note: The Official record of Ordinance No. 32.03 is printed in its entirety in *Vevay Township Ordinances, Volume II.*)

ORDINANCE DECLARED ADOPTED.

Fire Protection Services Rate Schedule – Resolution #2021-05.

**Vevay Township
Ingham County, Michigan
Resolution No. 2021-05**

Fire Protection Services Rate Schedule

At a regular meeting of the Board of Trustees of the Township of Vevay, located in the County of Ingham, State of Michigan, held in the Vevay Township Hall, 780 Eden Road, Mason, MI 48854, on April 14, 2021 at 6:30 p.m.

PRESENT: Lacasse, Lewis, Lazet, Kean and McNeilly.

ABSENT: None.

The following preamble and resolution was offered by JoAnne Kean and supported by Richard Lacasse:

WHEREAS, the Police and Fire Protection (Excerpt), Public Act 33 of 1951, allows for the collection of fees for fire protection services;

WHEREAS, the Township has enacted Ordinance, No. 32, as amended, for the collection of fees, said rates to be established by Township Resolution; and

THEREFORE, be it Resolved that the Township of Vevay hereby adopts the following rate schedule for fees for fire protection services, as determined by contracted fire protection services, that shall become effective upon publication.

Fire Protection Services Rates:

1. The First Tier (defined as an administrative response to a service call involving one or two personnel) shall be a minimum response at \$75.00 per hour, with a one-hour minimum charge inclusive of vehicle(s) and fire personnel. No charge for first service call to a malfunctioning or false alarm; however, a charge will be invoiced for any additional alarm calls in the same calendar year.
2. The Second Tier (defined as a service call involving multi-personnel, fire-suppression vehicles or emergency response vehicles and equipment, shall be full response at \$500,.00 for the first hour. After the first hour, \$125.00 shall be charged in half-hour increments for the remainder of the incident until all vehicles are back in service. This shall be inclusive of vehicle(s) and fire personnel.

Please note, that the above charges are a minimum cost of these types of calls and do not necessarily include the total expense of a service call.

That all Resolutions or parts of Resolutions in conflict with the provisions of this Resolution be and the same hereby are rescinded.

MOTION Kean, seconded Lacasse, to adopt Resolution #2021-05, Fire Protection Services Rate Schedule.

Roll Call Vote

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

Approval of DDA Awarding a Contract to Improve Athletic Fields and Pavilion. The DDA has awarded the contract for the “Sports Complex” project. The project includes addressing the field drainage problems, bringing in additional fill dirt, leveling and seeding of the athletic fields. Also, the project includes a new concrete floor in the pavilion. The DDA will cover all costs. However, as representatives of the property, the Board must accept the project.

MOTION Lazet, seconded Kean, that the Board of Trustees, representing the owners of the athletic fields and pavilion, accept the project proposal from the Vevay Downtown Development Authority Board to grade and improve the athletic fields, and replace the floor of the pavilion, and authorize the work to be done as described in the bid proposal.

Roll Call Vote

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

Resident Mary Ruttan (In memory of Trustee Dale Ruttan) and Trustee Patricia McNeilly (Spartan Barricading & Traffic) have generously offered to donate the funding for two park benches for the playscape area. In addition, the two trash receptacles near the pavilion need to be replaced. Supervisor Lazet estimates the cost to be approximately \$2,000, with donations expected to cover about half of the costs.

MOTION Lazet, seconded Lacasse, to authorize the expense and payment of up to \$2,000 for the purchase and placement of two benches near the playscape area, and to replace the two trash receptacles on both ends of the pavilion to be charged to Townhall Repair & Maint-Outside (GL #101-265-932.000). One-half of the expense will be reimbursed by donations.

Roll Call Vote

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

2021 Ingham County Trails & Park Millage Grant Program. The County is now accepting grant applications through July 30, 2021. The grant funds are from the County Trails and Park millage. The County is not requiring matching funds for the grant. Any project ideas should be forwarded to Trustee McNeilly.

American Recovery Plan Funding from Ingham County. Supervisor Lazet explained the American Rescue Plan Funding and the eligible cost reimbursements. The current COVID-19 expense sheet was reviewed.

Approval/Acceptance of Donation from Exteriors of Lansing. Clerk Kean explained the donation is a result of an overpayment by Exteriors of Lansing.

MOTION Kean, seconded Lewis, to accept the \$10.00 donation from Exteriors of Lansing, which will be used toward the installation costs of the playscape benches.

Roll Call Vote

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

Authorization Request for the Supreme Sanitation Agreement for Portable Toilet Services. Each summer the portable toilet services are provided for the residents and users of the ballfields and playscape. The rental fee remains the same as last year.

MOTION Lazet, seconded Kean, to authorize the expense and payment of \$85.00 per month for the portable toilet service from Supreme Sanitation for the period April 1, 2021 to

October 31, 2021 to be charged to Townhall Grounds Repairs and Maintenance (GL #101-265-932.000).

Roll Call Vote

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

Authorization Request for BS&A Tax Software Training for Treasurer and Deputy Treasurer. Treasurer Lewis explained the rationale behind the need for the training. The Tax Software training will be conducted virtually in one day. Aurelius Township may participate in the Tax Level I and Tax Level II training and share in the training costs.

MOTION Kean, seconded Lazet, to authorize the expense and payment of \$850.00 to BS&A Software for Tax Level I and Tax Level II software training for the Treasurer and Deputy Treasurer, further, to authorize Supervisor Lazet to sign the training Proposal agreement to be charged to Treasurer's Education (GL #101-253-960.000)

Roll Call Vote

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

Township Hall Playscape Repairs. The Board viewed the picture of the hole on the playscape bubble window. They all concurred this is a safety/liability issue.

MOTION Lazet, seconded Lacasse, to authorize the expense and payment of \$454.59 to Snider Recreation Inc. for the repair of the bubble window on the outdoor playscape to be charged to Townhall Grounds Repairs and Maintenance (GL #101-265-932.000).

Roll Call Vote

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

Accounts Payable Disbursement Authorization. Clerk Kean reviewed the report and highlighted the MERS payment, Legal Services retainer, and payment of the folding machine. This authorization request did not include a payment to Blue Care Network because we still have a credit due to the reduction of a participant.

MOTION Kean, seconded Lacasse, to approve the Disbursement Authorization Report for General Fund Checks #31028-31084 and EFT's #463, #464, #465, #466, #467 and #468 in the total amount of \$56,453.44.

Roll Call Vote

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

Supervisor Report: The Municipal Employees' Retirement System (MERS) updated information for the 2020 year will be available in June. The Board will need to consider future changes to the plan.

Due to the prevalence of COVID-19 in Ingham County, the County has declared a State of Emergency until April 30, 2021.

Clerk Report: MTA Training on Open Meetings Act. Clerk Kean thanked the Board for allowing her to participate in the virtual training. The OMA requires that the Board have an in-person quorum if one member is participating virtually through OMA virtual exceptions.

Clerk Report: MTA Annual Conference. The virtual conference is next week. However, several Board members have listened to the pre-conference session on Board Roles.

Trustee McNeilly: Planning Commission. The Planning Commission continues to work on ordinance amendments for landscaping and accessory buildings. Treasurer Lewis has an update on the application from Harvest Solar. The Planning Commission is holding a special meeting on April 21, 2021.

Any Other Business. Clerk Kean stated that each Board member should have received a copy of the adopted budget. The document should be kept for future reference.

Clerk Kean stated that 39 Senate Bills on election reform were introduced. Many included non-funded mandates. She will continue to keep the Board updated.

Treasurer Lewis stated that the Township has received the check for \$24,000 from the DDA for its share of the fire truck contract with the City of Mason for the 2020-21 fiscal year.

Additional Public Comment. None

Adjournment. The meeting adjourned at 8:05 p.m.

JoAnne Kean, Clerk

Recording Deputy Clerk Ruttan