

**VEVAY TOWNSHIP  
BOARD OF TRUSTEES  
Regular Meeting  
Wednesday, June 16, 2021, at 6:30 p.m.  
Vevay Township Hall – 780 Eden Road, Mason**

**In-Person Meeting**

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**MINUTES**

**Members Present:** Supervisor John Lazet, Clerk JoAnne Kean, Treasurer Christopher Lewis, Trustee Richard Lacasse and Trustee Patricia McNeilly

**Members Absent:** None

**Staff Present:** Deputy Clerk Mary Ruttan

**Others Present:** Two interested residents

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.** All members were present.

**Set/Amend Agenda.** Deletion: PA116 Partial Release was removed from the agenda.

Additions: Outdoor Assembly Permit Application from EAA Chapter 55  
Fire Services Contract (3-Year) Agreement with City of Mason

**MOTION Kean, seconded McNeilly, to set agenda as amended.**

**Roll Call Vote**

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

**Consent Agenda.** Clerk Kean referred the Board to the Revenue & Expenditure report transfer authority budget adjustments for the Treasurer supplies, Tax Collection Expense, and DDA Legal. Trustee Lacasse inquired if XG Sciences was in compliance with the number of proposed employees in the Industrial Facilities Exemption Certificate Agreement. Clerk Kean replied that in a recent conversation with Scott Murray, Vice President of XG Sciences, that 2020 was a difficult year due to Covid-19, but this year there is improvement (growth) as they plan to add sales personnel.

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

- Minutes for the Regular Meeting 5-12-21 and Special Meeting 5-20-21. \*approved & filed
- Financial Reports – May 2021: 1) Fund Balances 2) Balance Sheets 3) Tax & DDA Disbursements 4) Revenues & Expenditures. \* received & filed
- Report of Missing Property Transfer Affidavits. \*filed
- Planning Comm. Public Hearing/ Regular Meeting Minutes 5-19-21. \*distributed

- Building Report – May 2021. \*filed
- Zoning Administrator Report: Building/Enforcement Report for May 2021. \*filed
- Correspondence from:
  - Mason Fire Department re: May Response Reports. \*filed
  - IC Sheriff Dept. Sgt. Seymour Vevay Township Incident Report for May. \*filed
  - WOW! Franchise Fee Report Dated 3-31-21. \*filed
  - MERS Quarterly Report Ending 3-31-2021. \*filed
  - Annual Performance Report from XG Sciences. \*filed

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

**Roll Call Vote**

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

**Nays: None**

**Items Removed from Consent Agenda - Discussion.** None.

**Public Comment.** None.

**Set Public Hearing for Revision of the Fringe Benefit Ordinance.** Clerk Kean and Treasurer Lewis are the subcommittee working on the Ordinance revision. Treasurer Lewis provided a synopsis of the proposed changes. Specific language changes in the Ordinance still need to be resolved and drafted. Attorney Revore will need to review and draft the Ordinance before the Public Hearing can be set. The proposed Ordinance will be presented at the July Board meeting for Board action.

**Michigan Steam Engine & Threshers Club Outdoor Assembly Permit Application 21-01.**

The Township has received an application for an Outdoor Assembly Permit from the Michigan Steam Engine & Threshers Club (cancelled last year due to COVID-19). Clerk Kean stated the Health Department and Well Water Samples cannot be completed until just prior to the event.

**MOTION Kean, seconded Lazet, to grant the Michigan Steam Engine & Threshers Club an Outdoor Assembly Permit for the annual event on July 30, July 31, & August 1, 2021, contingent upon receipt of remaining required documents.**

**Roll Call Vote**

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

**Nays: None**

**Outdoor Assembly Permit Application from EAA Chapter 55.** The Township has received an application for an Outdoor Assembly Permit from the EAA Chapter 55. The EAA is a not-for-profit Corporation that provides scholarships to aviation programs. The EAA has requested the required \$250 application fee and bond requirements be waived. The “Mason Aviation Day” is a family-oriented event with free admission and parking.

**MOTION Kean, seconded McNeilly, to grant the EAA Chapter 55 an Outdoor Assembly Permit for Mason Aviation Day on August 21, 2021, and to waive the \$250 application fee and bond requirement contingent upon receipt of all required documents.**

**Roll Call Vote**

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

**Resolution to Rescind Resolution 21-05 & Revise Fire Protection Services Rate Schedule.**

**Vevay Township**  
**Ingham County, Michigan**  
**Resolution No. 21-10**

**Rescind Resolution #21-05 and**

**Revise 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 June 16, 2021, at 6:30 p.m.

PRESENT: Supervisor Lazet, Clerk Kean, Treasurer Lewis, Trustee Lacasse, and Trustee McNeilly

ABSENT: None

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

**WHEREAS**, Board of Trustees at their April 14, 2021, meeting adopted Fire Protection Services Rate Schedule Resolution #21-05; and

**WHEREAS**, a clarification of chargeable services was deemed necessary; and

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

**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 immediately.

Fire Protection Services Rates:

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. There is no charge for a response to outdoor open burning where the resident has obtained a burning permit and is in full compliance with the Township burning guidelines as posted on the Township website.

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. There is no charge for a response to outdoor open burning where the resident has obtained a burning permit and is in full compliance with the Township burning guidelines as posted on the Township website.

Please note, that the above charges are a minimum cost for 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.

**Roll Call Vote**

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

*RESOLUTION DECLARED ADOPTED.*

**Authorization Request for MTA 2021 Dues & Training Packages.** The MTA dues increase from last year is approximately \$100. The MTA Online subscription courses can be purchased at any time and are available for one year from date of purchase.

**MOTION McNeilly, seconded Lewis, to authorize the expense and payment of the MTA dues invoice in the amount of \$2,841.50, to be charged to *Dues & Subscriptions (GL #101-101-958.000)***

**Roll Call Vote**

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

**MTA Principles of Governance.** MTA would like every township Board to adopt their Principles of Governance. These are not legally binding. Discussion followed on the content of the principles. The Board determined more information was needed. After meeting with MTA Executive Director Neil Sheridan, Clerk Kean will provide additional information at the next Board meeting.

**MERS Annual Actuarial Valuation Report 2020.** The Board reviewed the Annual Actuarial Valuation Report as of December 31, 2020. The Pension Plan is currently at 56% funded due to the extra payments being made yearly. If the Board had not taken the aggressive action to fund the plan with extra payment, the funding percent would be in the mid 40 percentile funded.



**Roll Call Vote**

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

**Supervisor Report: Feedback on Office Policies Review.** Each of the subcommittees on the review of Office Policies provided an update. On the recommendation of the subcommittee on policy #17-Late Penalty Charges on Property Taxes and #18-New Address Procedures within Vevay Township, no changes to the policies are necessary.

**Supervisor Report: 2021-22 Fee Schedule – Language Clarification Decision.** There is no action necessary to clarify the 2021-22 Fee Schedule language.

**Supervisor Report: Code Enforcement Report Addendum.** Supervisor Lazet handed out a written addendum to be included with the May Building/Enforcement Report completed by Zoning Administrator David Vincent.

**Supervisor Report: Discussion on Township Hall Security Deposit Refunds due to Damages.** After two recent rentals, there were new red-carpet stains, and the kitchen sink was backed up (not due to the rental). Discussion followed on a policy for refunding the security deposit, increasing the amount of the hall rental rate, increasing the amount of the security deposit, and the hall rental contract language. A proposal will be presented at the next Board meeting.

**Supervisor Report: American Rescue Plan Act.** Treasurer Lewis provided an update on the American Rescue Plan Act. Vevay Township is considered a “non-entitlement unit”. All non-entitlement units will have to request funding from the state. The state Department of Treasury has not yet released the application process. Reporting will be required if the Township receives funding.

**Treasurer Report: General Fund Cash Flow.** Treasurer Lewis met with Commercial Bank to develop a banking relationship. Commercial Bank agreed to waive the NSF return check fee. Treasurer Lewis presented for the first time a graph depicting the general fund cash flow for the months of January through May for a visual representation to the Board.

**Treasurer Report: Summer Tax Information & Bills.** The Board reviewed the July tax bill and Summer Tax Info Sheet. Any delinquent tax amount due to the County will appear on the current tax bill as a reminder to our residents. The tax bills will be mailed out at the end of the month.

**Treasurer Report: Delinquent Miscellaneous Receivables Synopsis.** Treasurer Lewis provided the Board with a delinquent miscellaneous receivable synopsis indicating the previous actions taken to collect the amount invoiced. This matter will be discussed during the next budget session.

**Clerk Report: Summer Newsletter.** The Board reviewed “The Vevay Voice” newsletter which will be included with the July tax bill. Any changes or updates need to be sent to Clerk Kean as soon as possible. The printing of the newsletter will be on Friday.

**Clerk Report: Internet and New Phones.** Clerk Kean and Treasurer Lewis presented information on updated internet service and new phones. They had three goals: 1) improve the internet speed 2) purchase new phones, and 3) save on the monthly cost of phone service. After extensive research and comparison, they are recommending fiber internet service from AT&T moving from 10Mbps to 1GIG/1GIG, and the purchase of 10 one-talk lines and Yealink model T46S IP desk phones from Masters Telecom (Verizon). There will be no overall cost to the Township for the new phones due to a \$500 rebate. These recommendations will save the Township approximately \$100 a month. The prior estimate for new phones was approximately \$8,000, which is currently part of the Capital Improvement Plan. This new agreement will not cost the township anything for the new phones, thus the \$8,000 can be reallocated in the Capital Improvement Plan.

**MOTION Kean, seconded Lewis, to authorize the expense and payment to Masters Telecom (Verizon) for the purchase of 10 Yealink model T46S IP desk phones in the amount up to \$500 and to authorize the monthly expense and payment to Masters Telecom (Verizon) for 10 One Talk Lines and 1 Auto Receptionist service at the monthly rate of \$270 plus taxes and fees to be charged to *Telephones* (GL #101-265-853.000).**

**Roll Call Vote**

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

**MOTION Lewis, seconded Kean, to authorize the monthly expense to AT&T for Fiber Optic Internet 1GIG/1GIG service and on-line fax service in the amount of \$135 plus taxes and fees to be charged to *Telephones* (GL #101-265-853.000).**

**Roll Call Vote**

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

**Trustee McNeilly: Planning Commission.** The Planning Commission continues to work on zoning ordinance amendments especially accessory structures and buildings. The Planning Commission approved two residential and one commercial solar arrays. A public hearing will be held in July for the ordinance amendment on screening and landscaping.

**Any Other Business.** Supervisor Lazet provided a short update on the response from Senator Hertel on the Gravel Mining legislation. Clerk Kean announced that the Ingham County Chapter of the Michigan Township Association will meet on Wednesday June 23, 2021, via Zoom. The Vevay Township in-person audit will be held on July 13, 2021, and the changed chart of accounts has been submitted to the auditors for their review.

**Additional Public Comment.** Fred Kiefer, 864 Chickasaw Drive and Jeff Carter, 3379 Tomlinson Road spoke on Township business.

**Adjournment.** The meeting adjourned at 8:40 p.m.

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JoAnne Kean, Clerk

Recording Deputy Clerk Ruttan