

**VEVAY TOWNSHIP  
BOARD OF TRUSTEES  
Regular Meeting  
Wednesday, July 14, 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.**

Addition: Payment Authorization for Accident Fund Invoice

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

**Roll Call Vote**

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

**Nays: None**

**Consent Agenda.** Clerk Kean explained the Mason Fire response to 996 West Dansville Road. Discussion followed on amending the Fire Ordinance and Fee Schedule. Suggested recommendations will be presented next month.

**MOTION Lewis, seconded Lacasse, to table the invoicing of fire run #2021-149 at 996 W. Dansville Road on June 27, 2021.**

**Roll Call Vote**

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

**Nays: None**

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

- Minutes for the Regular Meeting 6-16-21. \*approved & filed
- Financial Reports – June 2021: 1) Cash & Investment Account Summary 2) Quarterly Investments 3) Balance Sheets 4) Revenues & Expenditures 5) DDA Register. \* received & filed

- Report of Missing Property Transfer Affidavits. (No changes for June) \*filed
- Planning Comm. Regular Meeting Minutes 6-9-21. \*distributed
- Building Report – June 2021. \*filed
- Zoning Administrator Report: Code Enforcement Report for June 2021. \*filed
- Correspondence from:
  - Mason Fire Department re: June Response Reports. \*filed
  - MI PSC: re: Notice of Hearing for Consumers Energy #U20865. \*filed

**MOTION Kean, seconded Lacasse, 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.** Resident Jeff Carter, 3379 Tomlinson Road, asked for clarification regarding the charging for ambulance service and the invoicing for MFD service response. Supervisor Lazet and Clerk Kean provided information. There is no Township charge for ambulance service.

**American Rescue Plan Act (ARPA).** The actual funding name is “Coronavirus Local Fiscal Recovery Fund (CLFRF). Treasurer Lewis provided an overview of the application process and funding options available to Vevay Township. Vevay Township is scheduled to receive \$391,251 in two payments. The Board must take affirmative action to accept or decline the funding. The deadline to submit the application is July 27, 2021. The CLFRF grant is a one-time offer. Treasurer Lewis recommends accepting the Grant. Discussion followed on the regulations and requirements of the funding, as well as many unanswered questions. These funds do not need to be committed until 2024, and must be disbursed by 2026.

**MOTION Lewis, seconded McNeilly, that as the federal government has passed the American Rescue Plan Act that includes an estimated \$391,251 in funding for Vevay Township that can be used for water, sewer, and broadband enhancement, and front line responder wages, and as the funding must be definitively accepted or rejected by July 27, 2021, and if the funding is rejected it will not be available in the future, move that the Township respond to the Coronavirus Local Fiscal Recovery Fund (non-entitlement unit of local government) funding election and budget certification by choosing Option One, on form 5751 as provided by the Michigan Department of Treasury, to accept the funding and request payment from the State of Michigan.**

**Roll Call Vote**

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

**Nays: None**

**Review of the Fringe Benefit Ordinance 46.05 Revisions.** Clerk Kean and Treasurer Lewis provided an updated overview of the proposed fringe benefit ordinance revisions and changes since the last Board meeting. The document has been reviewed by Attorney Revore and MERS. Next month the Board will set the public hearing for September.

**Adoption of Ordinance Amendment for Section 15.05, Landscaping Requirements.** Trustee McNeilly stated the changes in the ordinance provide for clear, concise, and user-friendly language. The proposed ordinance changes allows the Planning Commission more flexibility. Trustee McNeilly recommends passage of the proposed changes. The proposed ordinance was amended to include an effective date of August 1, 2021.

**The following ordinance was introduced for adoption by Lewis and supported by McNeilly, as amended:**

**TOWNSHIP OF VEVAY  
COUNTY OF INGHAM, STATE OF MICHIGAN  
ORDINANCE NO. 68.51**

**An ordinance to amend Ordinance No. 68, the Vevay Township Zoning Ordinance, and Specially to amend Chapter 15, section 15.05 Landscaping Requirements; to repeal any Ordinances in conflict thereof; and to provide an effective date as of August 1, 2021.**

**Roll Call Vote**

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

**(Note: The Official record of Ordinance No. 68.51 is printed in its entirety in *Vevay Township Ordinances, Volume II.*)**

***ORDINANCE DECLARED ADOPTED.***

**Approval of Health Insurance Proposals from Burnham & Flowers Effective 10-1-21.**

The Township's employee healthcare policy is due for renewal with an increase of 4.45%. The insurance coverage is for one employee for one month. After one month, the employee will be eligible for Medicare.

**MOTION Kean, seconded McNeilly, to authorize the expense and payment of \$12,938.04 at the rate of \$1,078.17 per month for the *Blue Care Network* HMO health insurance plan with benefit coverage as specified by the information provided by *Burnham & Flower*, to be effective October 1, 2021, and an employee contribution rate of 20% of the monthly premium to be collected as a payroll deduction to be charged to *Insurance and Bonds* (GL #101-950-910.000).**

**Roll Call Vote**

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

**First Quarter 2021-2022 Budget Adjustments.** The Board was previously e-mailed notification of a DDA budget adjustment. The Board reviewed the percent of budget used by various line items on the Revenue and Expenditure Report. Discussion followed on the Township's priorities of Digitalization, Roads, Township Assets, and Pensions as they relate to the current budget.

**Contract Renewal with Vargas Computer Systems, Inc. (8-1-21 to 8-1-22).** The Board reviewed the proposed contract agreement which covers the servicing of the computers and server. There is a \$10 per month increase from the last contract. Frank Vargas is very responsive to issues and invaluable to the Township.

**MOTION Lewis, seconded Kean, to approve the contract renewal with Vargas Computer Systems, Inc., at the rate of \$575 per month for the period from 8-1-21 to 8-1-22 to be charged to Computer Services (GL #101-101-802.000).**

**Roll Call Vote**

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

**Township Hall Rental Form and Refund Proposal.** Supervisor Lazet reviewed the July 13, 2021, letter to the Board on rental hall provision and recommendations. Discussion followed on the recommendations on security deposit and violations. Next month the rental agreement form will be presented to the Board with suggested revisions.

**MOTION Lazet, seconded Lacasse, to adopt the recommendations for Security Deposit and Violations for the hall rental as outlined and detailed in the July 13, 2021, memo from Supervisor Lazet.**

**Roll Call Vote**

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

**Authorization for Workers Compensation Invoice.** Clerk Kean presented the invoice from the Accident Fund. This invoice covers Workers Compensation for the period August 1, 2021, to August 1, 2022. The invoice amount is the same as the previous year.

**MOTION Lewis, seconded Kean, to authorize the expense and payment to the Accident Fund for the annual workers compensation period August 1, 2021, to August 1, 2022, to be charged to Insurance and Bonds (GL #101-950-910.000).**

**Roll Call Vote**

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

**Accounts Payable Disbursement Authorization.** Clerk Kean highlighted and explained the checks to Milan Rakich and Pontem Software.

**MOTION Kean, seconded Lacasse, to approve the Disbursement Authorization Report for General Fund Checks #31186-31240 and EFT's #481, #482, #483, #484, and #485 in the total amount of \$38,488.24.**

**Roll Call Vote**

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

**Supervisor Report: COVID-19.** Supervisor Lazet reported no change since the June Board meeting.

**Supervisor Report: Zoning Administrator Position.** Supervisor Lazet continues to pursue options to hire a Zoning Administrator.

**Supervisor Report: Assignment and Feedback on Office Policies Review.** The sub-committees continue to work on their assigned Policy Handbook sections. Each sub-committee provided an update. It was the consensus of the Board to remove policy #25 Rental Hall Fee Waived Criteria. Also, to accept policy #17 Late Penalty Charges on Property Taxes and #18 New Address Procedures within Vevay Township as currently drafted. Policy #8 Code of Ethics and Conflict of Interest was assigned to Treasurer Lewis and Trustee Lacasse.

**Supervisor Report: 2021 Road Maintenance Update.** The road projects continue as previously approved. There has been a favorable response from residents.

**Supervisor Report: Recent MI Supreme Decision Regarding Marijuana.** Supervisor Lazet provided a recap of the Michigan Supreme Court decision regarding the growing of marijuana by care givers pursuant to the Michigan Medical Marijuana Law. Considering the decision, Supervisor Lazet has asked the Planning Commission to research the ordinances regulating the growing of medical marijuana by care givers. To gather additional information, the Board will schedule a joint meeting with the Planning Commission and Attorney Revore.

**Treasurer Report: Summer Tax Collection Update.** The summer tax collection process has begun. Currently, the total collected is \$210,171.55, representing 120 taxpayers.

**Clerk Report: Internet Speed and New Phones.** The new phones will arrive on July 17, 2021, and the internet upgrade will occur on August 2, 2021.

**Clerk Report: Vevay Voice Newsletter.** The total cost to produce the Vevay Voice Newsletter in black and white was \$250. Residents have positively responded with comments and questions.

**Clerk Report: Audit Field Day Visit 7-13-21.** The auditors found no significant findings. No issues of fraud were identified. They were impressed with the current level of capability and qualifications of the elected officials and staff.

**Clerk Report: 2021 Parks and Trails Grant Application and Resolution.** Clerk Kean reviewed the design and expansion of the playscape/playground. The grant request will be approximately \$30,000 to \$33,000 dollars. The grant application is due July 30, 2021; however, the required Board resolution cannot be submitted until after an application number has been assigned. Trustee McNeilly and Clerk Kean will continue completing the application for presentation at the August Board meeting.

**Trustee McNeilly: Planning Commission.** The Planning Commission continues to work on the accessory structure ordinance with completion in the fall. Next, the Planning Commission will address the ordinances on Home Occupation and Medical Marijuana Caregiver Regulations Restrictions.

**Any Other Business.** Residents continue to compliment on how well our cemeteries are maintained.

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

**Adjournment.** The meeting adjourned at 8.26 p.m.

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JoAnne Kean, Clerk

Recording Deputy Clerk Ruttan