



IC Sheriff Dept. Sgt. Jacob Newtown November Incident Report. \*filed  
WOW! Third Quarter Franchise Fees. \*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.

**Old Business.** None.

**Poverty Guidelines Resolution for 2022.** The guidelines developed by the federal government were reviewed which includes a \$400.00 increase from prior years.

**TOWNSHIP OF VEVAY**  
**INGHAM COUNTY, MICHIGAN**  
**RESOLUTION FOR POVERTY GUIDELINES**  
**RESOLUTION #21-19**

WHEREAS, the adoption of guidelines for poverty exemptions is within the purview of the township board; and

WHEREAS, the homestead of persons who, in the judgment of the supervisor and board of review, by reason of poverty, are unable to contribute to the public charges is eligible for exemption in whole or part from taxation under Public Act 390, 1994(MCL 211.7u); and

WHEREAS, pursuant to PA 390, 1994 Vevay Township, Ingham County adopts the following guidelines for the supervisor and board of review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the supervisor or board of review, accompanied by federal and state income tax returns for all persons residing in the residence, including any property tax credit returns filed in the immediately preceding year or current year.
- 3) Produce valid drivers' license or other form of identification if requested.
- 4) Produce a deed, land contract, or other evidence of ownership of the property for which an exemption is requested if requested.

- 5) Meet the federal poverty income standards as defined and determined annually by the United States Office of Management and Budget.
- 6) Meet the Township guidelines for asset level for all persons residing in the residence. The guideline for assets is no more than 60 % of the current federal poverty guidelines established each year by the office of the management and budget for size of the family unit, but in no case to exceed \$10,000.00. Some assets would be exempt; they would include the residence and one automobile. In special circumstances such as two residents working in separate locations, two automobiles could be exempt at the discretion of the Supervisor or the Board of Review.
- 7) The application for the exemption shall be filed after January 1, but before the day prior to the last day of board of review.
- 8) Any additional eligibility requirements as determined by the township board;

NOW, THEREFORE, BE IT RESOVED that the board of review shall follow the above stated policy and federal guidelines (Attachment A) in granting or denying an exemption, unless the board of review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines, and these are communicated in writing to the claimant.

NOW BE IT FURTHER RESOLVED that all Resolutions or parts of Resolutions in conflict with the provisions of this Resolution be and the same hereby are rescinded.

The foregoing resolution offered by Board Member Kean and supported by Board Member McNeilly.

**Roll Call Vote**

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

*RESOLUTON DECLARED ADOPTED.*

**Set 2022 Township Holidays.** As in prior years, these dates are mirrored to the County holiday observances and office closures.

**MOTION Lacasse, seconded Lewis, to approve the 2022 Holiday Schedule as follows:**

**Martin Luther King Day – Monday, January 17, 2022**  
**President’s Day – Monday, February 21, 2022**  
**Good Friday – Friday, April 15, 2022**  
**Memorial Day – Monday, May 30, 2022**  
**Juneteenth – Monday, June 20, 2022**  
**Independence Day – Monday, July 4, 2022**  
**Labor Day – Monday, September 5, 2022**  
**Veterans Day – Friday, November 11, 2022**  
**Thanksgiving Day – Thursday, November 24, 2022**  
**& Friday Following – Friday, November 25, 2022**  
**Christmas Eve – Friday, December 23, 2022**  
**&Christmas Day – Monday, December 26, 2022**  
**New Year’s Eve – Friday, December 30, 2022**

**& New Year's Day (2023) – Monday, January 2, 2023**

**Roll Call Vote**

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

**Accounts Payable Disbursement Authorization.** Clerk Kean reviewed the Disbursement Authorization Report highlighting the payments to MERS, BS&A, and Revore Law Firm. Clerk Kean explained the seven-month long phone and internet conversion is also complete. The conversion included a new phone system at no cost (Savings of \$8,000), reducing monthly payments, enhancing internet speed, and enabling voicemail with links to email accounts. The Township's annual savings on service is approximately \$1,700. To date, Clerk Kean has received approximately \$3,000 in phone and internet credit.

**MOTION Kean, seconded McNeilly, to approve the Disbursement Authorization Report for General Fund Checks 31444-31514 and EFT's #505, #506, #507 #508, #509, #510 and ACH #4191 for the total of \$51,188.21.**

**Roll Call Vote**

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

**Supervisor Lazet: Policies Needed to Comply with Federal Grant Guidelines.** The stylistic and language changes of the policies were reviewed from prior distributions. Clerk Kean presented a Certification Form that employees must sign certifying they have read and understand the policies. This form was recommended by Attorney Revore.

**VEVAY TOWNSHIP**

**INGHAM COUNTY, MICHIGAN**

**RESOLUTION NO. 2021-20**

**A RESOLUTION ADOPTING TOWNSHIP POLICIES AND PROCEDURES**

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 December 15, 2021, at 6:30 p.m.

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

ABSENT: None.

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

**WHEREAS**, the Board of Trustees recognize that the safety and welfare of Township employees and visitors are important goals of the Board;

**WHEREAS**, the Board of Trustees recognize that the safe, effective, and efficient operation of local government works best when rules, policies, and procedures (collectively, “policies”) provide notice, guidance, and direction to its employees and those providing contracted services;

**WHEREAS**, the Board of Trustees has previously adopted relevant policies for the Township’s operations; and

**WHEREAS**, the Board of Trustees has reviewed certain policies identified herein for the Township’s operations; and

**THEREFORE**, be it Resolved that the Township of Vevay Board of Trustees hereby resolves, approves, and adopts the following five policies and procedures contained therein:

- A. **“CODE OF ETHICS AND CONFLICT OF INTEREST”.**
- B. **“SUBSTANCE USE AND ALCOHOL/DRUG POLICY AND TESTING”.**
- C. **“ILLEGAL DRUGS, MARIHUANA USE, POSSESSION OF MARIHUANA PRODUCTS PROHIBITED; TOBACCO SMOKING OR CHEWING PROHIBITED”.**
- D. **“SEATBELT USE POLICY”.**
- E. **“TEXTING PROHIBITED WHILE DRIVING POLICY”.**

**THEREFORE**, let it be further Resolved that the Township Supervisor and Clerk, with the review of the Township Attorney, may amend the policies identified herein from time to time.

**THEREFORE**, that all previously adopted policies and procedures in conflict with the provisions of the policies identified herein be and the same hereby repealed.

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

*RESOLUTON DECLARED ADOPTED.*  
(See Addendum of the five adopted Policies)

**Supervisor Lazet: Recreational Plan/Committee.** The Trails and Parks Millage Grant Application scoring summary from Ingham County was reviewed. Vevay Township’s application scored 3<sup>rd</sup> out of twenty-two applications. Supervisor Lazet recommended establishing a Recreation Commission which would enhance our position in applying for Federal and State Grants. The responsibilities and composition of the Recreation Commission was reviewed.

**VEVAY TOWNSHIP  
INGHAM COUNTY, MICHIGAN  
A RESOLUTION TO ESTABLISH THE VEVAY TOWNSHIP  
RECREATION COMMISSION  
RESOLUTION #21-21**

**WHEREAS**, the Vevay Township Board of Trustees (Board) established a Recreation Committee in 2003 to develop a Community Recreation Plan; and

**WHEREAS**, the Recreation Committee has completed their obligation and the Committee dissolved; and

**WHEREAS**, the Board is committed to assuring Vevay Township residents are afforded opportunities for quality recreation facilities and trails in a safe and convenient setting; and

**WHEREAS**, the Board is committed to establishing and maintaining a purposeful and realistic strategy to guide and improve recreation programs and facilities in Vevay Township to meet the recreation needs of area residents; and

**WHEREAS**, the Board is in the process of developing a 5-Year Community Parks & Recreation Plan (Plan) to not only guide the Township in its decision making, but to also enhance the Township's ability to obtain grants and private donations, especially the Ingham County Parks and Trails millage fund and various grant funds available through the state, such as the Natural Resources Fund; and

**WHEREAS**, the Board, at the end of July 2021, has submitted a planning grant application to the Ingham County Parks and Trails Commission for millage funds; and

**WHEREAS**, the Board has sought public input in the formulation of the Plan, including a public hearing on October 12, 2021, and a widely publicized internet survey; and

**NOW, THEREFORE BE IT RESOLVED**, that the Board hereby establishes a Recreation Commission (Commission) to assess Township recreational needs and solicit public input in the formulation of a new Plan, as well as guide the Township through the various grant processes to leverage funds to maximize the effective use of taxpayer dollars in developing recreational facilities and possibilities; and

**BE IT FURTHER RESOLVED**, that the Board shall appoint a Commission consisting of five to nine members; and

**BE IT FURTHER RESOLVED**, that the Board shall appoint members to three year terms except that the initial appointment terms in 2021 shall be staggered at one, two, and three years, as determined by the Board, and all appointments in 2022 and after shall be for full three year terms; and

**BE IT FURTHER RESOLVED**, that members appointed to the Commission shall receive a payment of \$70, Chairperson \$75, Recording Secretary \$50 per meeting and that the per diems will be reviewed by the Board as deemed necessary; and

**BE IT FURTHER RESOLVED**, that the Commission shall elect a Chairperson, Vice-Chair, and Secretary to serve one year terms; and

**BE IT FURTHER RESOLVED**, that the Commission shall meet at least twice annually and as often as deemed necessary to fulfill its duties, and shall submit an annual report to the Board of its actions for the prior year; and

**BE IT FURTHER RESOLVED**, that the Commission assist the Board in any pertinent manner in preparing grant applications, seeking public input and assistance, and communicating with the public; and

**BE IT FURTHER RESOLVED**, that the Commission plan for future recreation possibilities, maintenance, and upgrades; make recommendations to the Board of Trustees for revisions to the Plan; and have open meetings to discuss issues relating to recreation; and

**BE IT FURTHER RESOLVED**, that Resolution 21-21 is hereby adopted effective December 15, 2021.

**BE IT FURTHER RESOLVED**, that all Resolutions or parts of Resolutions in conflict with the provisions of this Resolution be and the same hereby are rescinded.

**MOTION Lacasse, seconded McNeilly, to adopt Resolution #21-21 establishing the Vevay Township Recreation Commission.**

**Roll Call Vote**

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

*RESOLUTION DECLARED ADOPTED.*

Supervisor Lazet presented his slate of proposed Recreation Commission members. The term of office for each member was discussed.

**MOTION Lazet, seconded Lacasse, to appoint the following to the Recreation Commission:**

**Patricia McNeilly** 1yr. Term 12/15/21 to 12/15/22  
**Mary Ruttan** 2yr. Term 12/15/21 to 12/15/23  
**Roger Cargill** 2yr. Term 12/15/21 to 12/15/23  
**Coe Emens III** 3yr. Term 12/15/21 to 12/15/24  
**John Fischer** 3yr. Term 12/15/21 to 12/15/24

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

Supervisor Lazet recommend the Recreation Commission hold its first meeting prior to the public hearing for the 5-Year Community Parks & Recreation Plan.

**MOTION Lazet, seconded Lacasse, that the newly established Recreation Commission hold its first meeting prior to January 13, 2022, for the purpose of organizing, electing officers, and starting the review of the 5-Year Community Parks & Recreation Plan.**

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

**Supervisor Lazet: Right to Farm Act.** Supervisor Lazet provided an update to the Board on the resident who believes he qualifies under the Right to Farm Act and believe he does not need a permit to construct an outbuilding.

**Treasurer Lewis: Winter Tax Bill Collection/Mail Log.** Treasurer Lewis reviewed the credit card processing and check depositing changes made in the Treasurer's office. A graph comparing 131 walk-in payments to 102 mail-in payments, received for the first eleven days of December, was presented for a total of \$316,208 in payment.

**Treasurer Lewis: G/F Financial Report.** Treasurer Lewis reviewed the monthly General Fund Financial report. Our American Rescue Plan Act funding, in the amount of \$195,625.50, has been received. Treasurer Lewis is recommending investing the funds until future obligations have been determined. Treasurer Lewis will provide the Board with potential investment opportunities.

**Treasurer Lewis: Application for New Revenue Sharing/CVTRS Update.** Vevay Township did not qualify for the new (CVTRS) revenue sharing as the statutory requirement include, based on 2010 census revenue sharing, population equal to or greater than 4,500 and receipt of a statutory revenue sharing payment in the state's fiscal year 2010.

**Treasurer Lewis: BS&A Training.** The Ingham County Treasurer Office is subsidizing a two-day BS&A tax training on January 13-14, 2022, for \$125. Normally, a two-day training is \$300.

**MOTION Kean, seconded McNeilly, to authorize the expense and payment to the Ingham County Treasurer, in the amount of \$125, for BS&A tax training to be held January 13-14 at the Hilliard Building in Mason, to be charged to Treasurer Educational Meetings (GL #101-253-960.000).**

**Roll Call Vote** Ayes: **Kean, McNeilly, Lacasse, Lewis, & Lazet**



**Nays: None**

**Clerk Kean: MAMC Master Conference Update.** Clerk Kean appreciated the opportunity to attend the Clerk's Master Academy and MTA's Legislative Update. She presented a synopsis of each session.

**Trustee McNeilly: Planning Commission/ZO Amendment on Accessory Buildings.** The Planning Commission has completed the proposed amendments on Accessory Buildings. They have been sent to Attorney Revore for review.

**Trustee McNeilly: Trails & Parks Grant.** Trustee McNeilly expressed appreciation to Robert Ford from LAP, Inc., for his expertise and experience in preparing the Trails & Park Grant application. A public hearing on the 5-Year Community Parks & Recreation Plan needs to be set.

**MOTION McNeilly, seconded Kean, to set the public hearing for the 5-Year Community Parks & Recreation Plan to be held during a special Vevay Township Board meeting on Tuesday, January 18, 2022, at 6:30 p.m.**

**Roll Call Vote**

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

**Any Other Business.** None

**Additional Public Comment.** Resident, Jeff Carter, spoke on Township business.

**Adjournment.** The meeting adjourned at 7:28 p.m.

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JoAnne Kean, Clerk

Recorder Deputy Clerk Ruttan  
Addendum of five Township Policies (See Attached)