

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Wednesday, November 13, at 6:30 p.m.
Vevay Township Hall – 517-676-9523**

MINUTES

Members Present: Supervisor John Lazet, Clerk JoAnne Kean, Treasurer Christopher Lewis, Trustee Richard Lacasse & Trustee Patricia McNeilly
Members Absent: None
Staff Present: Brett Linsley
Others Present: One interested resident, and SLU Permit Requesters Stephanie and Mark LeBeau

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. A roll call was taken and a quorum was present.

Set/Amend Agenda. Additions: Updated Lightning District Assessments
Deletions: Clerk Reports: New Staff Update

MOTION Lewis, seconded Lacasse, to approve the agenda as amended.

Roll Call Vote

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

Consent Agenda.

Recommendations are preceded by an asterisk (*).

- Minutes for the Board of Trustees Regular Meeting on 10-9-24. *approved & filed
- Financial Reports – October 2024: 1) Cash & Investment Account Summary 2) Third Quarter Investments 3) Balance Sheets, 4) Revenue & Expenditure Reports, and 5) DDA & Tax Disbursement Reports. *received & filed
- Planning Commission Regular Meeting Minutes 10-2-24. *filed
- Recreation Commission Regular Meeting Minutes 10-3-24. *filed
- Building Report – October 2024. *filed
- Code Enforcement Report – October 2024. *filed
- MMTA Membership Renewal 2024. *approved & filed
- Correspondence from:
 - Mason Fire Department October 2024 Report. *filed
 - IC Sheriff Office Deputy Brandy-Incident Reports for Sept. & Oct. 2024. *filed
 - Consumers Energy PSA Case No. U21784 & U21592. *filed
 - DIRECTV, LLC Franchise Fees 9-20-24. *filed
 - Comcast Cable Payment Notification. *filed

MOTION Kean, seconded Lewis, to approve 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:

MERS Defined Contribution Plan Update.

Supervisor Lazet updated the Board on our MERS plan. In June of 2025 MERS will send the Township an official valuation of the Defined Contribution Plan; however, we recently received a valuation estimate that indicates our plan is 114% funded as compared to four years ago when the unfunded liability was approximately \$320,000.

New Business:

Special Land Use Permit #135 – Commercial Kennel @ 1801 Tomlinson Rd, Mason – Basis of Determination Approval.

Supervisor Lazet reviewed the Basis of Determination for Special Land Use Permit #135 with the Board. He invited residents Stephanie and Mark LeBeau to share details about their plan with the Board.

MOTION McNeilly, seconded Lewis, to approve the following:

SECTION 16.03 BASIS OF DETERMINATION

Prior to approval of a Special Land Use application, the Township Board shall ensure that the standards specified in this Section, as well as applicable standards established elsewhere in this Ordinance, shall be satisfied by the completion and operation of the Special Land Use under consideration.

A. The Township Board shall review the particular circumstances of the application under consideration in terms of the following standards, and shall approve a Special Land Use only upon a finding of compliance with each of the following standards, as well as applicable standards established elsewhere in this Ordinance:

1. The Special Land Use shall be designed, constructed, operated and maintained in a manner harmonious with the character of adjacent property and the surrounding area.

An existing building, drive, and parking area are to be utilized for the kennel. The only new structure will be a fenced in play area for the dogs. Neighboring residential uses are over 900' distant, and there is existing vegetative screening between the proposed kennel and adjacent parcels. The renovated outbuilding is insulated to keep in warmth and reduce noise. With only new fencing and noise abating improvements, the operation will be harmonious with the character of adjacent parcels and the surrounding area.

2. The Special Land Use shall not change the essential character of the surrounding area.

While this will be an allowable new business use, the minimal change in structures and in traffic will not change the essential character of the surrounding area.

3. The Special Land Use shall not be hazardous to adjacent property, or involve uses, activities, materials or equipment which will be detrimental to the health, safety or welfare of persons or property through the creation of hazardous or potentially hazardous situations or the excessive production of traffic, noise, odor, smoke, dust, fumes, glare or site drainage.

Dogs will be confined to a single building, and the play area will be double fenced. The barn will be insulated to reduce noise, and traffic will be limited to two times a day. Animal waste will be overseen by the County and will be in compliance with law.

4. The Special Land Use shall not place demands on public services and facilities in excess of current capacity.

There is no expectation of any need for public services and facilities.

5. The Special Land Use shall be in general agreement with the Township Master Plan.

A commercial kennel is permitted in the Agricultural District as a low impact business use, in compliance with the Master Plan objective of maintaining the rural character of the Township

6. The Special Land Use shall comply with all site plan review standards.

The Planning Commission reviewed the site plan in detail in October and November, and approved the site plan during the November 6, 2024, Planning Commission meeting.

Roll Call Vote

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

Special Land Use Permit #135 – Commercial Kennel @ 1801 Tomlinson Rd, Mason – Approval of Special Land Use Permit #135 & Authorize Execution of Agreement.

Supervisor Lazet reviewed changes within the agreement for SLU #135 pertaining to the Township's Ordinance and Ingham County Animal Control licensing requirements.

MOTION McNeilly, seconded Lewis, to approve the SLU Permit Application, and issue SLU Permit No. 135 for a Commercial Dog Kennel at 1801 Tomlinson Road, issued to Mark & Stephanie LeBeau. Furthermore, to authorize as amended the execution of the Agreement between both parties.

Roll Call Vote

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

Recreation Passport Grant Resolution.

Trustee McNeilly reviewed the various outdoor projects overseen by the Recreation Commission that are almost complete. The DNR has encouraged the Township to continue improvements and submit another Passport Grant application to install outdoor bathrooms on the Township grounds.

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
RESOLUTION TO APPROVE THE SUBMISSION OF A DEPARTMENT OF NATURAL
RESOURCES RECREATION PASSPORT GRANT APPLICATION
RESOLUTION #24-12**

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 November 13, 2024, at 6:30 p.m.

PRESENT: Supervisor John Lazet, Clerk JoAnne Kean, Treasurer Christopher Lewis, Trustee Richard Lacasse & Trustee Patricia McNeilly

ABSENT: None

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

WHEREAS, the Vevay Township Board supports the submission of an application titled Vevay Township Community Park Restroom and Amenities with Disabilities Act (ADA) Improvements to the Michigan Department of Natural Resources Recreation Passport grant for the development of a new restroom, utilities, amenities, and ADA accessibility; and,

WHEREAS, the proposed application is supported by the Township's 5-Year approved Parks and Recreation Plan; and,

WHEREAS, the Township is hereby making a financial commitment to the project in the amount of \$50,000 matching funds, in cash and/or force account; and

NOW THEREFORE, BE IT RESOLVED that the Vevay Township Board hereby authorizes submission of a Michigan Department of Natural Resources Recreation Passport grant application for \$150,000, and further resolves to make available its financial obligation amount of \$50,000 (25%) for a total of \$200,000 project costs, during the 2025-2026 fiscal year.

MOTION McNeilly, seconded Kean, to adopt resolution #24-12, to approve the submission of a Department of Natural Resources Recreation Passport Grant.

Roll Call Vote

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

RESOLUTION DECLARED ADOPTED.

Poverty Guidelines Resolution.

Supervisor Lazet explained that the Board is required to adopt a Poverty Guidelines Resolution annually.

**VEVAY TOWNSHIP
INGHAM COUNTY, MICHIGAN
POVERTY GUIDELINES RESOLUTION
RESOLUTION #24-14**

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 November 13, 2024, at 6:30 p.m.

PRESENT: Supervisor John Lazet, Clerk JoAnne Kean, Treasurer Christopher Lewis, Trustee Richard Lacasse & Trustee Patricia McNeilly

ABSENT: None

The following preamble and resolution was offered by Lazet and supported by Lewis:

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 (MCL 211.7u) as amended by Public Act 191, 2023 and

WHEREAS, pursuant to under (MCL 211.7u) as amended by Public Act 191, 2023 Vevay Township, Ingham County adopts the following guidelines for the 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 a owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the 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) The Board of Review shall follow the policy and guidelines of the local assessing unit in granting or denying as exemption under the eligibility requirements, the Board of Review shall grant the exemption in whole or in part, as follows:
 - (a) A full exemption equal to a 100% reduction in taxable value for the tax year in which the exemption is granted.
 - (b) A partial exemption equal to 75%, 50% or 25% reduction in taxable value for the tax year in which the exemption is granted.
- 9) A person who files a claim for a poverty exemption is not prohibited from also appealing the assessment on the property for which that claim is made before the Board of Review in the same year.

NOW, THEREFORE, BE IT RESOVED that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption.

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.

MOTION Lazet, seconded Lewis, to adopt resolution #24-14, Poverty Guidelines

Roll Call Vote

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

RESOLUTION DECLARED ADOPTED.

2025 Meeting Dates Resolution.

**VEVAY TOWNSHIP
INGHAM COUNTY MICHIGAN
2025 BOARD OF TRUSTEES MEETING DATES
RESOLUTION #24-13**

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 November 13, 2024 at 6:30 p.m.

PRESENT: Supervisor John Lazet, Clerk JoAnne Kean, Treasurer Christopher Lewis, Trustee Richard Lacasse & Trustee Patricia McNeilly

ABSENT: None

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

RESOLVED, that the Township Board of Trustees of the Township of Vevay, County of Ingham, State of Michigan, does hereby establish that there will be one (1) regular monthly meeting held by the Township Board as follows:

- 1) All regular meetings will be held at the Township Hall, 780 Eden Road.
- 2) Meetings will be held on **Wednesday** after the second (2nd) Monday of each month, unless otherwise noted below.
- 3) All meetings shall commence promptly at 6:30 p.m.
- 4) Dates of the meetings mentioned in paragraph two (2) shall be as follows:

January 15, 2025
February 12, 2025
March 12, 2025
April 9, 2025
May 14, 2025
June 11, 2025

July 16, 2025
August 13, 2025
September 10, 2025
October 8, 2025
November 12, 2025
December 10, 2025

MOTION Kean, seconded McNeilly, to adopt resolution #24-13, to establish the 2025 Board of Trustees Meeting Dates.

Roll Call Vote

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

RESOLUTION DECLARED ADOPTED.

2025 Holiday Schedule. The Board reviewed proposed Holiday closure dates for the Township. These dates follow the Ingham County schedule except for Columbus Day.

MOTION Lewis, seconded McNeilly, to approve the 2025 Holiday Schedule as follows:

New Year's Day – Wednesday, January 1, 2025
Martin Luther King Day – Monday, January 20, 2025
President's Day – Monday, February 17, 2025
Good Friday – Friday, April 18, 2025
Memorial Day – Monday, May 26, 2025
Juneteenth – Thursday, June 19, 2025
Independence Day – Friday, July 4, 2025
Labor Day – Monday, September 1, 2025
Columbus Day – Monday October 13, 2025
Veterans Day – Tuesday, November 11, 2025
Thanksgiving Day – Thursday, November 27, 2025
& Friday Following – Friday, November 28, 2025
Christmas Eve – Wednesday, December 24, 2025

Roll Call Vote

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

Board Re-Appointments.

MOTION Lewis, seconded Kean, to re-appoint the following:

John Lazet	DDA	Full 4 Yr. Term	11/20/24 to 11/20/2028
Patti McNeilly	Planning Comm.	Full 4 Yr. Term	11/20/24 to 11/20/2028

Roll Call Vote

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

Updated Lighting District Assessments.

Treasurer Lewis explained recent expense fluctuations in various lighting districts ranging from 21% to over 80%. The reduced fund balances will require increased assessments.

MOTION Lazet, seconded McNeilly, that the 2024-25 Special Revenue Street Light Funds be revised as follows:

	<u>Revenues</u>	<u>Expenditures</u>
Bullen Estates Street Lighting Fund	\$ 2,200	\$ 2,150
Mason Manor Lighting Special Account	\$ 10,800	\$ 10,500
Eden Street Lighting Fund	\$ 2,000	\$ 1,900
Lone Oak Street Lighting Fund	\$ 1,950	\$ 1,900

Roll Call Vote

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

Accounts Payable Disbursement Authorization. Clerk Kean highlighted several large disbursements in this month’s report including an invoice from the Ingham County Road Department and an invoice for Fire Services from the City of Mason.

MOTION Kean, seconded McNeilly, to approve the Disbursement Authorization Report for October 10, 2024, to November 13, 2024, for General Fund Check #33064-33093 (note: #33064 & 33065 are void) Direct Deposits DD353-DD385, EFT’s 712-718 for a total of \$121,906.11.

Roll Call Vote

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

Trustee McNeilly Reports:

Planning Commission (PC). SLU Permit #135 was the first major project presented to the PC for some time. The time is now approaching for the PC to do a 10-year review of the Master Plan. Trustee McNeilly informed the Board that the PC may wish to distribute a resident survey in preparation for that project.

Recreation Commission. The Recreation Commission and Supervisor Lazet have been in contact with Capital Area District Library regarding the timing of installing a story trail along the new walking path. The Commission is also discussing whether the park trail should remain open in winter months.

Supervisor Reports: Supervisor Lazet discussed possible land developments in the Township and informed the Board that the Ingham County Road Department came in under budget on the repaving of a portion of Plains Road.

Clerk Report: Election Update. Clerk Kean reviewed the voting data graph regarding percentages of absentee, early, and Election Day voters in the Township, as well as procedures for swearing in local Officials who won the Election. She also informed the board that the Zoning Board of Appeals will be meeting on November 20th to set 2025 meeting dates.

Treasurer Reports:

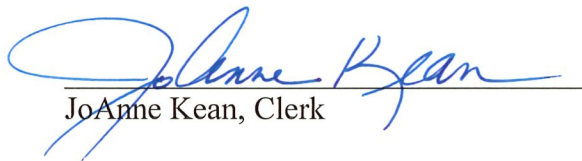
Summer Tax Collection Graph. Treasurer Lewis informed the Board that after tax collection he moved money into an interest-bearing account, accruing \$2,000 in interest for the Township.

General fund Financial Graph. Treasurer Lewis reviewed income and expenditure reports for the General Fund.

Any Other Business. None.

Additional Public Comment. A Resident inquired about 100+ state-wide clerk shortage candidates on the November ballot.

Adjournment. The meeting was adjourned at 7:55 p.m.


JoAnne Kean, Clerk

Recorder Brett Linsley