

**VEVAY TOWNSHIP  
BOARD OF TRUSTEES  
Regular Meeting  
Wednesday, April 10, 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, and Trustee Patricia McNeilly  
**Members Absent:** None  
**Staff Present:** Deputy Clerk Mary Ruttan  
**Others Present:** Three 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.** Roll call was taken, and all members were present.

**Set/Amend Agenda.**

Additions: Commercial Kennels SLU Moratorium Extension

**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 Public Hearing/Regular Mtg. on 3-13-24 & Special Budget Meetings on 3-7-24 & 3-21-24. \*approved & filed
- Financial Reports – March 2024: 1) Cash & Investment Account Summary 2) First Quarter Investments 3) Balance Sheets, 4) Revenue & Expenditure Reports, and 5) DDA & Tax Disbursement Reports. \*received & filed
- Planning Commission Public Hearing/Regular Meeting Minutes 3-6-24. \*filed
- Recreation Commission Regular Meeting Minutes 3-7-24. \*filed
- Building Report – March 2024. \*filed
- Code Enforcement Report – March 2024. \*filed
- Correspondence from:
  - Mason Fire Department March 2024 Report. \*filed
  - IC Sheriff Office. Sgt. Newton Incident Report for March 2024. \*filed
  - Med Mutual Life Insurance Renewal. \*filed

**MOTION Kean, seconded McNeilly, 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: Township Hall Rental Policy Revisions.** Supervisor Lazet reviewed the recommended changes to the Township Hall Rental Agreement form. It is becoming an insurance business best practice not to issue a one-day additional insured policy to an individual entity. On the recommendation from Jason Orton, our representative from Chapman Insurance Agency, a written communication from the renter's homeowner's insurance carrier verifying that their insurance coverage will insure against any personal injury or property damage arising out of, or in any way related to, renter's use of the Township property will be sufficient to replace the one-day additional insured policy.

**MOTION Kean, seconded Lacasse, to authorize the revisions to the Vevay Township Hall Rental Agreement form as presented.**

**Roll Call Vote**

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

**New Business:**

**Home Occupations Proposed Zoning Ordinance Amendment #68.57, Sec. 2.09 & 3.08.**

Trustee McNeilly provided an explanation of the proposed changes including examples of Tier I and Tier II Home Occupations. The difference between a Home Occupation and Home-Based Business was discussed in detail. Trustee McNeilly informed the Board members that a de minimis wording change in Chapter 5 Section 5.02 Table of Uses and Chapter 6 Section 6.02 Table of Uses was not included in the proposed Ordinance Amendment. This item was placed on hold for further discussion later in the meeting.

**Commercial Kennels SLU Moratorium Extension.** Supervisor Lazet explained that due to publishing requirements of the newly adopted Commercial Kennel Zoning Ordinance, the Commercial Kennels SLU moratorium needs to be extended.

**MOTION Lazet, seconded Lewis, to extend the moratorium on Special Land Use applications for Commercial Kennels pursuant to Section 16.06(I) of the Zoning Ordinance through May 7, 2024.**

**Roll Call Vote**

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

**Authorization Requests:**

**King Motors-Truck Repair.** Supervisor Lazet referred to the packet enclosed memo with an explanation of the emergency repairs.

**Digital Impact – Website Forms Update.**

**MOTION Lazet, seconded Lewis to authorize the expense and payment in the amount of \$400 to Digital Impact for website forms update to be charged to Computer Services (GL #101-101-802.000).**

**Roll Call Vote**

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

**Final 2023-24 Budget Notification of Transfer Authorities.** Clerk Kean provided an update on the required budget transfers.

**MOTION Kean, seconded McNeilly, to authorize a Parks & Recreation cost center adjustment of \$100 for additional maintenance wages from Print/Publish/Postage GL #101-751-900.000 to Maintenance & Repairs Outside Grounds GL #101-751-932.000.**

**Roll Call Vote**

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

**Accounts Payable Disbursement Authorization.** Clerk Kean reviewed the Disbursement Authorization Report highlighting several invoices.

**MOTION Kean, seconded Lewis, to approve the Disbursement Authorization Report for March 14, 2024, to April 10, 2024, for General Fund Checks #32841-32885, Direct Deposits DD174-DD201, EFT's 670-675, and MERS ACH for a total of \$232,537.20.**

**Roll Call Vote**

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

**Trustee McNeilly Reports:**

**Planning Commission.** The Board Members continued on the de minimis wording change on the proposed Home Occupations Zoning Ordinance. Upon advice from Attorney Revore, the proposed amendment be updated and adopted at a future Board of Trustee's meeting.

Trustee McNeilly and Treasurer Lewis provided an update on the Ordinance Codification project highlighting the differences between Clearzoning and Municode. A representative from Giffels Webster/Clearzoning will make a presentation at the next Planning Commission meeting.

**Recreation Commission:** The 10-foot easement agreement with Greif Packaging, LLC has been executed and forwarded to MDNR to be included in the project agreement. The Commission reviewed the final bid specifications document for the Passport Grant. The anticipated construction start date will be in July. The Ingham County Board of Commissioners approved the Round 8 Trails & Parks Millage Grant which includes approximately \$1.5 million for Vevay Township. However, funding is predicated on the renewal of the Trails & Parks Millage in 2026. The funds would not be available until 2028-29.

**Supervisor Reports Update.** Supervisor Lazet provided an update on the brush cleanup in Hawley Cemetery, future placement of the truck garage, and potential commercial development on the Frederick Farm Property.

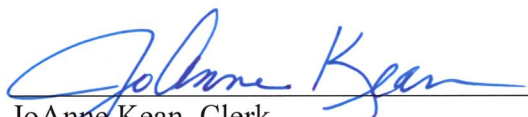
**Clerk Report: Election Update.** The Presidential Primary reimbursement from the State and County has been requested in the amount of approximately \$19,000. Clerk Kean and Deputy Clerk Ruttan attended two training sessions. The first was an interactive tabletop discussion with law enforcement. This discussion encouraged Clerk Kean to consider the need for additional voters in line control support and potential ballot processing interruptions for the November election. The second training session focused on accessible voting. Currently, the ADA Advocacy groups, in partnership with the Bureau of Elections, are doing accessibility audits. Clerk Kean provided current voter numbers on the Permanent Ballot List and Permanent Absent Voter Application list. Postage will increase on July 14, 2024, by approximately 7 or 8 percent. Clerk Kean is considering using a mail service to take advantage of the lower non-profit postage rate. Clerk Kean will be applying for new early voting equipment and supplies in the second round of Early Voting Grant Funds.

**Treasurer Report: General Fund Financial, Tax Collection Update & Tax Increases 2018-2023.** Treasurer Lewis provided a review of the monthly general fund revenue/expenditure graph highlighting the increase in interest revenue. Treasurer Lewis submitted his settlement to the County Treasurer on March 1, 2024, and has not received the final settlement reports from the County as of this date.

**Any Other Business.** Clerk Kean announced the purchase of a new vacuum. Trustee Lacasse announced that the commercial Launstein property is listed for sale on Zillow.

**Additional Public Comment.** One resident spoke on Township business.

**Adjournment.** The meeting was adjourned at 8:03 p.m.

  
JoAnne Kean, Clerk

Recorder Deputy Clerk Ruttan