

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Wednesday, December 11, 2024 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: Deputy Clerk Mary Ruttan
Others Present: Five 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 a quorum was present.

Set/Amend Agenda.

Addition: Township Office Closure – December 23, 2024

MOTION Kean, seconded Lewis, 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 Regular Meeting on 11-13-24. *approved & filed
- Financial Reports – November 2024: 1) Cash & Investment Account Summary 2) Balance Sheets, 3) Revenue & Expenditure Rpts, and 4) Tax Disbursement Report. *received & filed
- Planning Commission Regular Meeting Minutes 11-6-24. *filed
- Recreation Commission Regular Meeting Minutes 11-7-24. *filed
- Building Report – November 2024. *filed
- Code Enforcement Report – November 2024. *filed
- 2025 Annual MAMC Due for Clerk & Deputy Clerk. *approved &filed
- Correspondence from:
 - Mason Fire Department November 2024 Report. *filed
 - Mason Area Chamber of Commerce Annual Dues. *approved & 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. Two residents spoke on Township business.

Old Business: DRAFT Resolution for Earned Sick Time Policy. Treasurer Lewis explained the changes in the updated draft resolution. The resolution needs to be adopted at the February 2025 meeting.

New Business:

Deputy Clerk/Project Manager Job Posting. One application from Tracy Ayres was received. Ms. Ayres was interviewed by Supervisor Lazet and Clerk Kean. Discussion followed on a probationary period, rate of pay, benefits and date of hire. It was the consensus of the Board that due to the governmental experience and knowledge of Ms. Ayres, that a probationary period was not necessary.

MOTION Kean, seconded McNeilly, to authorize filling the position of Deputy Clerk and the position of Project Manager as follows:

- Deputy Clerk Hours = 20 hours weekly (primarily Monday, Wednesday & Thursday)**
- Project Manager Hours = 10 hours weekly (primarily Tuesday & Friday)**
- Includes unforeseen duties on each day**
- Benefits provided for as stated in the current Fringe Benefits Ordinance**

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

MOTION Lazet, seconded Kean, to appoint Tracy Ayres as Deputy Clerk and as Project Manager at an hourly rate of \$22.00 effective January 6, 2025.

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

MOTION Kean, seconded McNeilly, to accept, with sincere appreciation, the resignation of Deputy Clerk Mary Ruttan effective January 5, 2025 at 12:00 midnight. Further to appoint Mary Ruttan as Accounting Services Manager at her current rate of pay effective January 6, 2025.

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

MOTION Kean, seconded Lewis, to authorize the removal of Mary Ruttan as a signatory on the Township bank accounts and add Deputy Clerk Tracy Ayres effective January 6, 2025.

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

Items Removed from Consent Agenda - Discussion. None.

Public Comment. Two residents spoke on Township business.

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Project Manager Hours = 10 hours weekly (primarily Tuesday & Friday)

Includes unforeseen duties on each day

Benefits provided for as stated in the current Fringe Benefits Ordinance

Roll Call Vote

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

MOTION Lazet, seconded Kean, to appoint Tracy Ayres as Deputy Clerk and as Project Manager at an hourly rate of \$22.00 effective January 6, 2025.

Roll Call Vote

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

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Roll Call Vote

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

MOTION Kean, seconded Lewis, to authorize the removal of Mary Ruttan as a signatory on the Township bank accounts and add Deputy Clerk Tracy Ayres effective January 6, 2025.

Roll Call Vote

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

MOTION Lazet, seconded Kean, to authorize the following budget transfers:

\$600 from MERS GL #101-237-715.000 to Accounting GL #101-223-809.002 (for the Accounting Services Manager) and \$1,200 from MERS GL #101-237-715.000 to Medical Buyout GL #101-211-711.000.

Roll Call Vote

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

Budget 2025-2026 Initial Discussion. Supervisor Lazet reviewed the current Capital Improvement Plan and recommended four new items for additional consideration for the 2025-2026 budget year. A list of budgetary items including new priorities were reviewed.

Budget 2025-2026 Set Work Sessions, Public Hearing & Budget Adoption Dates.

MOTION Kean, seconded McNeilly, to set the schedule for the Budget Work Sessions, the Budget Public Hearing, and the Budget Adoption of the proposed 2025-26 budget as follows:

Budget Work Session	Tuesday, January 21, 2025 @ 1:00 pm
Budget Work Session	Tuesday, January 28, 2025 @ 1:00 pm
Budget Work Session	Tuesday, February 11, 2025 @ 1:00 pm (if needed)

Budget Public Hearing	Wednesday, March 12, 2025 @ 6:30 pm (Board Regular Meeting)
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Budget Adoption:	Monday, March 24, 2025 @ 6:30 pm (Board Special Meeting)
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Roll Call Vote

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

Authorization Request – MMTA 2025 Winer Workshop.

MOTION Kean, seconded McNeilly, to authorize the expense and payment to the Michigan Municipal Treasurers Association in the amount of \$199 for Treasurer Lewis to attend the MMTA Winter Workshop in Lansing on January 16 & 17, 2025 to be charged to Educational Meetings (GL #101-101-960.000).

Roll Call Vote

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

Grant Writing Expense. Supervisor Lazet explained that there will be upfront expenses for the “prime professional” when applying for the next Michigan Department of Natural Resources Passport Grant.

MOTION Lazet, seconded McNeilly to authorize the following budget adjustments:

\$10,550 from Bad Debt Expense GL #101-101-955.000 to Grant Writing Expense GL 101-751-818.002 and \$3,500 from MERS GL #101-237-715.000 to Prof Contract Services GL 101-751-818.000.

Roll Call Vote

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

Township Office Closure.

MOTION Kean, seconded Lewis, to close the Township on Monday, December 23, 2024.

Roll Call Vote

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

Accounts Payable Disbursement Authorization.

MOTION Kean, seconded Lazet, to approve the Disbursement Authorization Report for November 14, 2024, to December 11, 2024, for General Fund Check #33094-330141, Direct Deposits DD386-DD417, EFT's 719-724 for a total of \$40,603.35.

Roll Call Vote

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

Trustee McNeilly Report – Recreation Commission. Robert Ford from Spalding DeDecker attended the Recreation Commission December meeting and provided an update on the current status of easement agreements for the trail feasibility study. Spartan Barricading & Traffic Control Inc. has offered to loan to Vevay Township two pedestrian barricades to block-off the park pathway during the winter months. Pedestrian warning signs are being ordered.

Supervisor Reports:

2025 Township Priorities. Previously discussed.

LSES Update. The notice to construct has not been received from Ranger Power. Supervisor Lazet has offered the Township Hall to hold a residential informational meeting regarding the proposed solar farm by Ranger Power.

Clerk Report – Elections Update. The early voting grant #2 reimbursement in the amount of \$2,800 has been submitted. There are several voter rights bills being presented during the lame-duck session. These bills represent an unfunded mandate and are strongly opposed as written. The four-year school election contracts are coming up for renewal in January/February 2025. There is a possible November 2025 school ballot proposal election. New election equipment will be required as the certification on the current equipment will expire in February 2027.

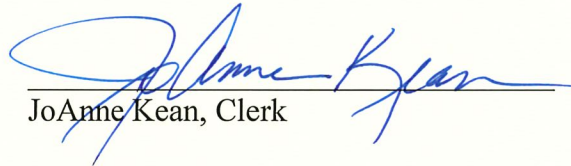
Treasurer Report – General Fund Financial Graph. Treasurer Lewis briefly reviewed the financial graph and provided an update on current tax collections.

Trustee Lacasse Report – ZBA Meeting. The Zoning Board of Appeals met and approved their previous meeting minutes, elected officers, and set the 2025 meeting date schedule.

Any Other Business. Supervisor Lazet will research and respond to the information provided regarding the Launstein Sawmill during public comment.

Additional Public Comment. None

Adjournment. The meeting was adjourned at 8:09 p.m.


JoAnne Kean, Clerk

Recorder Deputy Clerk Ruttan

