

**VEVAY TOWNSHIP  
RECREATION COMMISSION  
Regular Meeting  
Thursday, December 7, 2023, at 5:30 p.m.  
Vevay Township Hall – 780 Eden Road, Mason**

**MINUTES**

**Members Present:** Chair Roger Cargill, Secretary Mary Ruttan, Member Patricia McNeilly, and Member John Fischer  
**Members Absent:** Vice-Chair Coe Emens (with notice)  
**Staff Present:** Supervisor John Lazet  
**Others Present:** Robert Ford, Landscape Architects and Planners

The meeting was called to order by Chair Cargill at 5:31 p.m. and followed by the Pledge of Allegiance.

**Roll Call/Excuse Absent Member.** Roll call was taken, a quorum was present.

**Set/Amend Agenda.**

**MOTION McNeilly, seconded Ruttan, to set the agenda as presented.**

<b>Roll Call Vote</b>	<b>Ayes: Fischer, McNeilly, Ruttan, &amp; Cargill</b>
	<b>Absent: Emens</b>
	<b>Nays: None</b>

**Approval of the October 5, 2023, Minutes.** There were no additions or corrections.

**MOTION McNeilly, seconded Fischer, to approve the October 5, 2023, minutes as presented.**

<b>Roll Call Vote</b>	<b>Ayes: McNeilly, Fischer, Cargill, &amp; Ruttan</b>
	<b>Absent: Emens</b>
	<b>Nays: None</b>

**Public Comment.** None.

The Recreation Commission celebrated with cookies, provided by Chair Cargill, the award of \$150,000 MDNR Recreation Passport Grant. This grant award is the first phase in the implementation of the Recreation Master Plan. Supervisor Lazet expressed his appreciation to the Recreation Commission. This is the “first” development grant the Township has ever received.

**Robert Ford, Landscape Architects and Planners.** Mr. Ford provided an explanation of the Recreation Passport grant project procedures including plans, specifications and bid documents, contractor selection, funding and reimbursement, and a possible timeline. Mr. Ford will be attending the January 11, 2024, meeting with more detailed information. Per our contract with Landscape Architects and Planners, Mr. Ford will serve as our “Prime Professional” to design and oversee the construction of the project.

An extensive update was given on the Hayhoe Trail Extension feasibility study. Mr. Ford provided a synopsis of his meeting with the property owners. Discussion followed on possible design routes for the trail.

The Ingham County Trails and Parks Round 8 grant application “phase approach” was explained. The amended grant request for the Vevay Township Community Park Improvement is \$240,000. Mr. Ford will attend the Ingham County Parks Commission meeting on December 11, 2023.

**Facebook/Website/Outreach.** No action was taken.

**Vevay Township December Board Meeting.** Chair Cargill will attend the December meeting and express the Commission’s appreciation for all the support from the Vevay Township Board, as well as provide an update on the Recreation Passport Grant.

**Legacy Tree Donation Policy.** A draft policy was provided to each member. Secretary Ruttan asked that each member review the draft policy and provide changes, additions, or deletions to the draft policy at the January meeting.

**October Meeting – Date Change.** The Commission previously scheduled our October meeting for the 10<sup>th</sup> day of the month based on the Vevay Township Board of Trustees meeting schedule. The Vevay Township Board is changing their meeting date from October 16 to October 9<sup>th</sup>. For us to meet prior to that date, we need to reschedule our meeting date to October 3, 2024.

**MOTION Cargill, seconded Fischer, to change the regular meeting date for the month of October 2024 from October 10, 2024, to October 3, 2024, at 5:30 p.m.**

Roll Call Vote

Ayes: Fischer, McNeilly, Ruttan, & Cargill  
Absent: Emens  
Nays: None

**Any Other Business.** None.

**Additional Public Comment.** None.

**Adjournment.**

**MOTION Fischer, seconded McNeilly, to adjourn at 7:16 p.m.**

  
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Mary Ruttan, Secretary