

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Wednesday, November 12, 2025, at 6:30 p.m.
Vevay Township Hall – 517-676-9523**

MINUTES

Members Present: Supervisor John Lazet, Clerk Mary Ruttan, Treasurer Christopher Lewis, Trustee Richard Lacasse & Trustee Patricia McNeilly

Members Excused: None

Staff Present: Deputy Clerk Tracy Ayres

Others Present: Christine Winters

The meeting was called to order by Supervisor Lazet at 6:30 p.m. and followed by the Pledge of Allegiance.

Roll Call/Excused Member Roll call was taken. All the members were present.

Set/Amend Agenda

MOTION Lewis, seconded McNeilly, to adopt the agenda as presented.

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

Consent Agenda

Recommendations are preceded by an asterisk (*).

- Board of Trustees Regular Meeting Minutes 10/8/2025. *approve & file
- Financial Reports – October 2025: 1) Cash & Investment Account Summary 2) Balance Sheets 3) Revenue & Expenditures 4) Tax Report. *receive & file
- Recreation Commission Regular Minutes 10-2-25. *file
- Building Report October 2025. *file
- Code Enforcement Report October 2025. *file
- Correspondence from:
- Mason Fire Department October 2025 Report. *file (to be distributed)
- IC Sheriff Office Twp. Incident Report October 2025. *file (to be distributed)
- Coronavirus State & Local Fiscal Recovery Funds (SLFRF). *file

MOTION Lewis, seconded Lacasse, to adopt the consent agenda as presented.

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

Public Comment

No public comment.

Old Business:

Disaster Declaration Preparedness – Adoption of Resolution for the amended Purchasing Policy

Treasurer Lewis proposed an updated policy for \$10,000 to be available for a declared disaster that includes Vevay Township. Expenditures will be documented for reimbursement from the

state or federal government.

MOTION Ruttan, seconded McNeilly, to adopt Resolution #25-16, Purchasing Policy, as presented.

Roll Call Vote

Ayes: Lacasse, McNeilly, Ruttan, Lewis, & Lazet
Nays: None Excused: None

New Business:

Adoption of 2026 Poverty Guidelines

MOTION Ruttan, seconded Lewis, to adopt Resolution #25-13, 2026 Poverty Guidelines, as presented.

Roll Call Vote

Ayes: McNeilly, Ruttan, Lazet, Lewis & Lacasse
Nays: None Excused: None

Adoption of 2026 Board of Trustees Meeting Dates

MOTION McNeilly, seconded Lewis, to adopt Resolution #25-14, to establish the 2026 Board of Trustees meeting dates as presented.

Roll Call Vote

Ayes: Ruttan, Lazet, Lewis, Lacasse & McNeilly
Nays: None Excused: None

Adoption of Resolution for the Mason Manor Street Lighting Fund

Treasurer Lewis discussed the need for increasing street lighting fees for Mason Manor due to higher utility costs.

MOTION Lewis, seconded McNeilly, to adopt Resolution #25-15, Mason Manor Street Lighting Fund, as presented.

Roll Call Vote

Ayes: Lazet, Lewis, Lacasse, McNeilly & Ruttan
Nays: None Excused: None

Approval of 2026 Holiday Schedule

MOTION Lewis, seconded Lacasse, to approve the 2026 Holiday Schedule as follows:

New Year's Day – Thursday, January 1, 2026
Martin Luther King Day – Monday, January 19, 2026
President's Day – Monday, February 16, 2026
Good Friday – Friday, April 3, 2026
Memorial Day – Monday, May 25, 2026
Juneteenth – Friday, June 19, 2026
Independence Day – Friday, July 3, 2026
Labor Day – Monday, September 7, 2026

Columbus Day – Monday October 12, 2026
Veterans Day – Wednesday, November 11, 2026
Thanksgiving Day – Thursday, November 26, 2026
& Friday Following – Friday, November 27, 2026
Christmas Eve – Thursday, December 24, 2026
& Christmas Day – Friday, December 25, 2026
New Year's Eve – Thursday, December 31, 2026
& New Year's Day (2027) – Friday, January 1, 2027

Roll Call Vote

Ayes: Lewis, Lacasse, McNeilly, Ruttan & Lazet
Nays: None Excused: None

Board Appointments

MOTION Lazet, seconded Lewis, to reappoint Richard Lacasse, ZBA, 3 Years, 12/2/2025 to 12/2/2028.

Roll Call Vote

Ayes: Lazet, Lewis, McNeilly & Ruttan
Nays: None Recused: Lacasse

MOTION Lazet, seconded Lewis, to reappoint Patricia McNeilly, Recreation Comm., 3 Years, 12/15/2025 to 12/15/2028.

Roll Call Vote

Ayes: Lacasse, Ruttan, Lazet & Lewis
Nays: None Recused: McNeilly

MOTION Lazet, seconded McNeilly, to reappoint Mary Ruttan, Recreation Comm., 3 Years, 12/15/2025 to 12/15/2028.

Roll Call Vote

Ayes: McNeilly, Lazet, Lacasse, Lewis
Nays: None Recused: Ruttan

MOTION Lazet, seconded Lewis, to reappoint the following:

Greg Mauldon	DDA	4 Years	4/5/2025 to 4/5/2029
Ted Stroud	DDA	4 Years	4/5/2025 to 4/5/2029
Jack Cady	Planning Comm.	3 Years	5/17/2025 to 5/17/2028
Jack Cady	ZBA	3 Years	5/17/2025 to 5/17/2028

Roll Call Vote

Ayes: Lacasse, McNeilly, Ruttan, Lazet, & Lewis
Nays: None Excused: None

Supervisor Lazet recommended reappointing Roger Cargill at the December 10, 2025 Board of Trustees meeting.

Authorization:

Top Notch Tree Care LLC (no enclosures)

MOTION Lazet, seconded Lewis, to authorize the expense and payment to Top Notch Tree Care, LLC in an amount up to \$3,000 for tree removal and stump grinding at Hawley Cemetery to be charged Cemetery Maintenance & Repairs (GL #101-567-931.000).

Roll Call Vote

Ayes: McNeilly, Ruttan, Lazet, Lewis & Lacasse
Nays: None **Excused: None**

Wolverine Electric Service Franchise Extension

Supervisor Lazet explained position of Wolverine Electric Service for a franchise extension. Township attorney has reviewed contract and approved general ordinance language.

MOTION Lazet, seconded Lacasse, to set the public hearing for December 10, 2025, on the Wolverine Power Supply Cooperative Electric Service Franchise ordinance and to have supervisor have legal draft language for publication.

Roll Call Vote

Ayes: Ruttan, Lazet, Lewis, Lacasse, & McNeilly
Nays: None **Excused: None**

Rayner Creek Drain Pond Phragmites Treatment

Supervisor Lazet shared communication received from Ingham County Drain Commission regarding treatment of Rayner Creek Drain Pond.

Acceptance of Letter of Resignation from Interim Clerk Ruttan

MOTION Lewis, seconded Lazet, to accept the resignation of interim Clerk Mary Ruttan with the effective date of November 14, 2025; further, to remove Mary Ruttan as an authorized signatory from all bank accounts and township credit cards for Vevay Township with TIN 38-1904346 effective Friday, November 14, 2025, 4:00 p.m.

Roll Call Vote

Ayes: Lazet, Lewis, Lacasse, McNeilly & Ruttan
Nays: None **Excused: None**

Appointment of Township Clerk

MOTION Lazet, seconded Lacasse, to appoint Tracy Ayres as Vevay Township Clerk per MCL –168.370, and add her as an authorized signatory for all bank accounts excluding DDA checking account ending in 5068 and DDA MMA account ending in 1106; further, to authorize “read only” internet access to all bank accounts including DDA Checking and DDA MMA; further, to authorize payment of accrued Personal Leave, and Annual Leave earned as Deputy Clerk and as accrued on payroll ending 11/14/25 effective Friday, November 14, 2025, 4:01 p.m.

Roll Call Vote

Ayes: Lewis, Lacasse, McNeilly, and Lazet
Nays: None **Recused: Ruttan**

MOTION Lewis, seconded Lacasse, to appoint Christine Winters as Deputy Clerk, at the

hourly rate of \$20 per hour for 12 hours a week and add her as an authorized signatory for all bank accounts excluding DDA checking account ending in 5068 and DDA MMA account ending in 1106; further, to authorize "read only" internet access to all bank accounts including DDA Checking and DDA MMA effective Friday, November 14, 2025, 4:01 p.m.

Roll Call Vote

Reports:

Accounts Payable Disbursement Authorization

MOTION Ruttan, seconded Lewis, to approve the Disbursement Authorization Report for October 9, 2025, thru November 12, 2025, for General Fund Checks #33425 – 33447, Direct Deposits 680 – 716, EFT's 789 – 794, MERS E4 for a total of \$93,962.92

Roll Call Vote

Ayes: McNeilly, Ruttan Lazet, Lewis, & Lacasse
Nays: None **Excused:** None

Trustee McNeilly Reports:

Planning Commission

Trustee McNeilly was not in attendance of the last meeting. Supervisor Lazet gave the master plan report. Almost 200 surveys have been received. Consultant, Cindy Dodge, recommended sending a second appeal to Mason Manor. Supervisor Lazet contacted park manager and was told residents were unlikely to give much response.

Recreation Commission

Trustee McNeilly reported there was no meeting held.

Supervisor Reports:

Various Parcel Updates

Supervisor Lazet discussed various parcels in the township including the Michigan Public Service Commission hearings for the proposed solar farm.

Budget Update

Supervisor Lazet gave an update that revenue sharing is expected to go down \$18,000, the drain commission bill could possibly be as high as \$20,000 per year and BS&A software upgrade will cost \$25,000.

Fire Run Update

Supervisor Lazet reviewed City of Mason fire ordinance and would like to use City of Mason ordinance language as township language for fire billing and will review at next meeting.

Clerk Reports:

Clerk Ruttan gave an update on DocuWare training and implementation progress. Supervisor and treasurer have received their passwords for search and retrieval access.

Elections

Clerk Ruttan reported election went well. Mason School proposal passed in the township.

Treasurer Reports:

General Fund Financial Graph

Treasurer Lewis briefly reviewed graphs for the October financial reports. Winter tax bills will go out at the end of November to be received by property owners by December 1. Treasurer Lewis will be giving a tax seminar on November 18, 2025 at 10:30.

Any Other Business:

Clerk Ruttan stated she would like to swear new clerk in on November 13th at 12:00 p.m.

Trustees Lacasse reported 13 car deer accidents were reported in the township for the month of October.

Additional Public Comment:

No additional public comment received.

Adjournment: The meeting was adjourned at 7:56 p.m.



Mary Ruttan, Clerk

Recorder Deputy Clerk Tracy Ayres