

**VEVAY TOWNSHIP  
BOARD OF TRUSTEES  
Budget Work Session/Special Meeting  
Thursday, March 7, 2024, at 12:00 p.m.  
Vevay Township Hall – 780 Eden Road, Mason**

**MINUTES**

**Members Present:** Supervisor John Lazet, Clerk JoAnne Kean, Treasurer Lewis, Trustee Richard Lacasse, and Trustee Patricia McNeilly  
**Members Absent:** None  
**Staff Present:** Deputy Clerk Mary Ruttan  
**Others Present:** None

The meeting was called to order by Supervisor Lazet at 12:00 p.m. and followed by the Pledge of Allegiance.

**Roll Call/Excuse Absent Member.** All the members were present.

**Set/Amend Agenda.**

**MOTION Kean, seconded Lacasse, to adopt the agenda as presented.**

<b>Roll Call Vote</b>	<b>Ayes: Lazet, Lewis, Lacasse, McNeilly &amp; Kean</b>
	<b>Nays: None</b>

**Public Comment.** None.

**2024 IRS Mileage Rate.** The 2024 Federal mileage rate is 67 cents per mile. This is an increase of 1.5 cents per mile from last year. This motion to adopt the increase will be presented at the March 21, 2024, budget adoption meeting.

**2023-24 Budget Adjustments.** Supervisor Lazet reviewed the MERS Actuarial Accrual Unfunded Liability Chart. Supervisor Lazet recommended transferring the unused appropriated budget balances from several line items into the Retirement Contribution line item and making a lump sum payment to MERS towards the unfunded balance.

**MOTION Lazet, seconded Lewis, to transfer the following line items into line item Retirement Contribution ERCON (GL #101-237-715.000) for a total of \$128,850 and to authorize the lump sum payment to MERS in the amount of \$150,000 to be paid prior to the close of business on March 31, 2024.**

Line Item	Amount	Line Item	Amount
101-101-955 – Bad Debt Expense	875.00	101-371-900 – Print/pub	100.00
101-101-956 – Gov Body Miscellaneous	500.00	101-445-962 – Drains, Tax at large	5,500.00
101-101-961 – College Rd land expense	250.00	101-446-962 – Roads maintenance	41,500.00
101-101-964 – Tax Tribunal Refunds	200.00	101-567-729 – Foundations	2,100.00
1-01-171-702 – Supervisor	150.00	101-567-818 – Grave openings	1,500.00
101-210-704 – Clerical Assistant	4,000.00	101-567-964 – Repurchase lots	1,975.00
101-210-826 – Legal Services	3,000.00	101-701-705 – PC per diem	2,500.00
101-210-967 – Repair/replacement	1,000.00	101-701-818 – professional services	24,950.00
101-253-703 – Deputy Treasurer	1,000.00	101-701-826 – Legal Services	3,000.00
101-336-811 – Standby fees	3,900.00	101-702-705 – per diem	2,600.00
101-336-813 – Hazmat fees	250.00	101-702-826 – Legal Services	3,850.00
101-371-824 – Enforcement	6,250.00	101-702-900 – Print/publish	200.00
101-371-828 – Zoning Admin	1,000.00	101-751-705 – per diem	800.00
101-371-829 – Bldg Insp	2,000.00	101-751-707 – grant compliance	10,900.00
101-371-860 – Transportation	100.00	101-751-971 – Grant Match	2,900.00
		Total	128,850.00

**Roll Call Vote**

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

**MOTION Kean, seconded McNeilly, to make the following Budget adjustments:**

**\$2,000 from 101-262-705.000 Election Per Diem to 101-262-818.000 Elections Contractual**  
**\$1,000 from 101-262-730.000 Early Voting to 101-262-728.000 Election Supplies**  
**\$250 from 101-101-900.000 General PrintPublishPostage to 101-257-900.000 Assessor**  
**PrintPublishPostage.**

**Roll Call Vote**

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

**Review of 2024-25 Fee Schedule.** Supervisor Lazet recommended no fee amount changes. However, there are a few line description changes to the form. The fee schedule will be adopted by resolution at the March 21, 2024, budget adoption meeting with the revised description changes.

**Review of the Health Insurance Buyout Rate for 2024-25.** No changes were recommended.

**Copier Replacement Quotes.** Clerk Kean reviewed each of the four quotes for a new copier. As well as the advantages of leasing versus purchasing the equipment. Clerk Kean recommended leasing the RICHO-Model #IM C3510 from Applied Innovation.

**MOTION Kean, seconded McNeilly, to accept the new copier proposal from Applied Innovation for a 5-year lease agreement for a RICHO Copier and authorize Supervisor Lazet to sign the agreement effective April 1, 2024.**

**Roll Call Vote**

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

**Capital Improvement Plan.** Several items have been removed from the Capital Improvement Plan because they were completed with funding from American Rescue Plan Act (ARPA). Supervisor Lazet recommended reallocating those funds to Community Park Upgrades and Parking Lot Repair. The Zoning Ordinance reformatting is included in the proposed 2024-25 budget. Treasurer Lewis reviewed the two proposals received for the Zoning Ordinance Codification.

**Authorization Requests:**

**MOTION Kean, seconded Lacasse, to authorize the expense and payment in the amount of \$938.36 to DBI for 4 Office Chairs to be charged to RepairReplaceTwpInfrastructure (GL #101-210-967.000).**

**Roll Call Vote**

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

**MOTION Lazet, seconded Lewis, to authorize the expense and payment in the amount of \$650 to Digital Impact for website design and updates to be charged to Computer Services (GL #101-101-802.000).**

**Roll Call Vote**

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

**MOTION Kean, seconded McNeilly, to authorize the expense and payment in the amount of \$100 to the Michigan Association of Municipal Clerks for Clerk Kean and Deputy Clerk Ruttan to attend the Member Education Day on April 9, 2024, at Mt. Pleasant, Michigan to be charged to Educational Meetings (GL #101-101-960.000).**

**Roll Call Vote**

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

**MOTION Lazet, seconded Kean, to authorize the expense and payment in the amount of \$360 to Top Notch Tree Company for tree and brush removal from Hawley Cemetery to be charged to Upkeep & Mowing (GL #101-567-930.000).**

**Roll Call Vote**

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

**Continued Review of 2024-2025 Budget.** Supervisor Lazet presented a written explanation of the changes to several revenue and expense line items. Discussion followed on various line items with a comprehensive explanation. The proposed budget will be presented at the March Public Hearing to be held on March 13, 2024.

**Any Other Business.** The Board discussed the low Presidential Primary early voting turnout, election reimbursement, the final days of tax collection, future millages, and Board of Review Appeal requests.

**Adjournment.** The meeting was adjourned at 1:32 p.m.

  
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JoAnne Kean, Clerk

Recorder Deputy Clerk Ruttan