

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Wednesday, September 10, 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: Joe Verlin, Gabridge & Company

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 Lazet seconded McNeilly, to adopt the agenda as presented.

Roll Call Vote	Ayes: Lazet, Lewis, Lacasse, McNeilly & Ruttan Nays: None	Excused: None
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Gabridge & Company Presentation of 2025 Audit

Auditor Joe Verlin of Gabridge & Company gave a presentation of the 2024-25 township financial audit including financial highlights. The audit report was given an “unmodified opinion”, the most favorable opinion given. There we no issues with internal controls and no adjusting journal entries.

Consent Agenda

Recommendations are preceded by an asterisk (*).

- C. Board of Trustees Regular Meeting Minutes 8-13-25. *approve & file
- D. Financial Reports – August 2025: 1) Cash & Investment Account Summary 2)Balance Sheets 3) Revenue & Expenditures 4) Tax Report. *receive & file
- E. Planning Commission Regular Minutes 8-6-25. *file
- F. Recreation Commission Regular Minutes 8-7-25. *file
- G. Building Report August 2025. *file
- H. Code Enforcement Report August 2025. *file
- I. Correspondence from:
 - 1) Mason Fire Department August 2025 Report. *file (to be distributed)
 - 2) IC Sheriff Office Twp. Incident Report August 2025. *file (to be distributed)
 - 3) Dart Bank – “Mason Cares” Event. *file

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

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

None.

Old Business:

Fire Run Fees

Discussion of fire run fees is postponed until next meeting.

Applied Innovation – Digitalization

The board discussed staffing for the digitalization project once the software is received.

MOTION Ruttan, seconded McNeilly, to authorize the acceptance, expense and payment to Applied Innovations for the purchase of the DocuWare records management system including 36 months of cloud storage at \$5,280 and 6 days of professional services at \$10,800, further, to authorize Supervisor Lazet to sign and execute the proposal to be charged to Capital Outlay GL #101-210-971.000.

Roll Call Vote

Ayes: McNeilly, Ruttan, Lazet Lewis, & Lacasse

Nays: None

Excused: None

New Business:

Board discussion /Adoption of Draft 2025 Audit

The board members discussed the audit report.

MOTION Lewis, seconded Lacasse, to accept the 2024-2025 Vevay Township Audit Report as presented by Gabridge & Company.

Roll Call Vote

Ayes: Ruttan, Lazet, Lewis, Lacasse, & McNeilly

Nays: None

Excused: None

Authorizations:

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

From:

101-262-705.000	Elections Per Diem	2,000
101-262-728.000	Elections Supplies	5,000
101-262-730.000	Elections Early Voting	4,800
101-262-818.000	Elections Contractual	7,000
101-262-900.000	Elections Print/Publish	1,000
101-262-971.000	Elections Capital Outlay	<u>5,800</u>
		25,600

To:

101-210-967.000	Repair Infrastructure	9,500
101-210-971.000	Capital Outlay	<u>16,100</u>
		25,600

Roll Call Vote

Ayes: Lazet, Lewis, Lacasse, McNeilly & Ruttan

Nays: None

Excused: None

Reports:

Accounts Payable Disbursement Authorization

MOTION Ruttan, seconded Lewis, to approve the Disbursement Authorization Report for August 14, 2025, thru September 10, 2025, for General Fund Checks #33377 – 33393, Direct Deposits 623 - 650, EFT's 779 – 783, MERS E2 for a total of \$28,491.12.

Roll Call Vote

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

Trustee McNeilly Reports:

Planning Commission

Trustee McNeilly reported the planning commission is continuing to develop the master plan language and she is anticipating a draft being available for board review November or December. Daniel Pinkerton, Vevay Township Planning Commissioner, gave a presentation on Battery Energy Storage Systems to educate the Planning Commission.

Recreation Commission

Trustee McNeilly reported the recreation commission did not meet last month. The Recreation Passport Grant application for the new restroom is progressing and the preliminary points received from the Michigan Department of Natural Resources are looking favorable.

Supervisor Report:

Various Parcel Updates

Supervisor Lazet discussed various parcels in the township. Supervisor Lazet also reported Meals-On-Wheels has requested using space on the township property for placement of a shed. Board members discussed the current park projects being incomplete making space for a shed difficult at this time.

Clerk Report:

Clerk Ruttan reported MAMC ADA grant has been awarded and project will be constructed by Anderson Fischer. The project should be completed before the November election.

Treasurer Report: Financial Graphs

Treasurer Lewis briefly reviewed graphs for the September financial reports and reported tax collections. Treasurer Lewis discussed the tax uncapping process that takes place when a property is sold to a new owner.

Any Other Business:

Trustee McNeilly commented on previous discussions on many topics and stressed the importance of moving forward on previously discussed projects.

Additional Public Comment:

Public comment taken from Deputy Clerk Ayres regarding MAMC grant award.

Adjournment: The meeting was adjourned at 7:48 p.m.



Mary Ruttan, Clerk

Recorder Deputy Clerk Tracy Ayres

