

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Budget Work Session/ Special Meeting
Tuesday, February 8, 2022, at 12:30 p.m.
Vevay Township Hall – 780 Eden Road, Mason**

MINUTES

Members Present: Supervisor John Lazet, Clerk JoAnne Kean, Treasurer Christopher 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 12:30 p.m. and followed by the Pledge of Allegiance.

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

Set/Amend Agenda.

MOTION Kean, seconded Lacasse, to approve the agenda as presented.

Roll Call Vote

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

Public Comment. None.

Capital Improvement Plan (CIP). The draft copy of the Capital Improvement Plan and attached schedules were reviewed. Discussion followed on the committed funds to the Recreation Plan, road matching funds, and Multi-Media Equipment. The Multi-Media Equipment was funded from the committed funds of the phone system. This was decided as a new phone system was purchased in 2021 at no cost to the Township. The Board reviewed the timeline for the budget approval.

Review of the 2021-22 Fee Schedule for 2022-23. The Board reviewed the fees for building permits, cemetery lots, non-sufficient funds, site plan review, Zoning Board of Appeals Petition, and credit card payments. Treasurer Lewis informed the Board that E-Checks are not accepted by the current credit card processing firm. Additional information regarding the fee schedule will be presented at the next meeting for review.

Mileage Rate Increase from IRS for January 2022. The Internal Revenue Service issued the standard mileage rate, for the use of a car, which is driven for business purposes as 58.5 cents per mile effective January 1, 2022.

MOTION Lewis, seconded McNeilly, to adopt the Internal Revenue Service 2022 standard mileage rate of 58.5 cents per mile effective April 1, 2022.

Roll Call Vote

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

Supervisor Lazet informed the Board of the transfer authorities that were made to the Recreation Commission and the Assessor's budget from the Zoning Administrator and Building & Grounds budget.

Continued Review of the 2022-23 Budget. Trustee McNeilly presented information regarding the funding of fire protection services by surrounding jurisdictions. Discussion followed on a special assessment or millage-based funding for fire services. The Township will exercise due diligence and explore Township priorities and funding options. Supervisor Lazet presented the Board with his 2022-23 recommended budget. He explained his rationale and logic for several of the budgetary line items. A detailed discussion followed on several of the items including the creation of the Recreation Department budget and funding. The overall budget shows a sizable increase over previous years because of unspent prior year's road funding of \$33,000 and a funding commitment from the Downtown Development Authority (DDA) in the amount of \$159,750. The budget will be finalized at the next budget meeting.

Any Other Business. The Board members reviewed current employee benefits and office safety. Supervisor Lazet provided a synopsis of his meeting with Kelly Jones, the new Director of Engineering for the Ingham County Road Department.

MOTION Lewis, seconded Lacasse, to approve an additional 6 hours of paid personal leave for office secretary Shirley Harmon.

Roll Call Vote

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

Nays: None

Adjournment. The meeting adjourned at 3:04 p.m.

JoAnne Kean, Clerk

Recorder Deputy Clerk Ruttan