

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Regular Meeting
Wednesday, October 8, 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: None

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 Lacasse, to adopt the agenda as presented.

Roll Call Vote

Ayes: Lazet, Lewis, Lacasse, McNeilly & Ruttan

Nays: None

Excused: None

Consent Agenda

Recommendations are preceded by an asterisk (*).

- Board of Trustees Reg.&Spl. Meeting Minutes 9/9, 9/10, & 9/11/2025. *approve & file
- Financial Reports – September 2025: 1) Cash & Investment Account Summary 2) Balance Sheets 3) Revenue & Expenditures 4) Tax & DDA Reports. *receive & file
- Planning Commission Regular Minutes 9-3-25. *file
- Building Report September 2025. *file
- Code Enforcement Report September 2025. *file
- Correspondence from:
 - 1) Mason Fire Department September 2025 Report. *file (to be distributed)
 - 2) IC Sheriff Office Twp. Incident Report September 2025. *file (to be distributed)

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

Roll Call Vote

Ayes: Lewis, Lacasse, McNeilly, Ruttan & Lazer

Navs: None

Excused: None

Public Comment

Public Comment

Old Business:

Old Business.
Fire Run Fees

Fire Run Fees Fire run fees were discussed and no consensus was reached on billings.

Park Rules Signage

Park Rules Signage The Recreation Commission recommended signage for the township park. Township board consensus was to add courtesy to the list of rules.

MOTION Lazet, seconded Lacasse, to authorize the acceptance of the Recreation Commission recommended park rules as amended: Support our community with courtesy, No alcohol,; No motorized vehicles on the pathway; and No glass containers, further, to authorize the purchase of "Park Rules" signage to be charged to GL #101-751-932.000.

Roll Call Vote

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

New Business:

BS&A Cloud Conversion (no enclosure)

Treasurer Lewis shared report on BS&A cloud conversion timeline. \$50,000 will be needed for the conversion. BS&A support for current version will be going away within the next couple of years. He recommends budgeting next year to put software in place for 2027.

Disaster Declaration Preparedness

Treasurer Lewis attended recent conference that promoted emergency preparedness. He recommended contacting county officials to include them as part of the plan. Clerk Ruttan recommended creating a general ledger line item to fund emergencies.

Authorization:

Anderson-Fischer & Associates, Inc.

MOTION Ruttan, seconded Lewis, to authorize the expense and payment to Anderson-Fischer & Associates, Inc., in the amount of \$1,500 for the replacement of concrete at the rear door entrance in connection with the MAMC Grant installation of the ADA accessibility ramp to be charged to GL #101-210-967.000.

Roll Call Vote

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

Reports:

Accounts Payable Disbursement Authorization

MOTION Lazet, seconded McNeilly, to approve the Disbursement Authorization Report for September 11, 2025, thru October 8, 2025, for General Fund Checks #33394 – 33424, Direct Deposits 651 – 679, EFT's 784 – 788, MERS E3 for a total of \$41,807.18.

Roll Call Vote

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

Trustee McNeilly Reports:

Planning Commission

Trustee McNeilly reported the planning commission did not meet for the regularly scheduled meeting date. There is nothing new to report.

Recreation Commission

Trustee McNeilly reported the Recreation Commission is discussing future development including a new recreation master plan. Board members discussed timeline for the Hayhoe trail extension through Vevay Township as well as creating an ad hoc committee to work on easements.

Supervisor Reports:

Various Parcel Updates

Supervisor Lazet discussed various parcels in the township.

Township Property Maintenance

No report at this time.

Clerk Reports:

Clerk Ruttan reported DocuWare contract has been signed and sent off. A kick-off meeting will be held between the clerk's office and Applied Innovation on October 14, 2025.

Elections

Clerk Ruttan reported Early Absent Voting Counting Board processing will be conducted with the Deputy Clerk as the chairperson. She also reported the public accuracy test will be performed on October 9th as required, for testing election machines.

Treasurer Reports:

General Fund Financial Graph

Treasurer Lewis briefly reviewed graphs for the September financial reports and presented tax collections spreadsheets.

Any Other Business:

No additional business to discuss.

Additional Public Comment:

No additional public comment received.

Adjournment: The meeting was adjourned at 8:03 p.m.



Mary Ruttan, Clerk

Recorder Deputy Clerk Tracy Ayres

