

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Budget Work Session/Special Meeting
Thursday, March 1, 2018
Vevay Township Hall - 1:00 p.m.**

MINUTES

Members Present: Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Sherwood,
Trustees John Lazet and Richard Lacasse
Members Absent: None
Staff Present: Deputy Clerk Mary Ruttan,
Others Present: None

The meeting was called to order by Supervisor Ramey at 1:02 p.m. followed by the Pledge of Allegiance.

Set/Amend Agenda.

MOTION by Kean, seconded Lacasse to set agenda, as presented.

Passed Unanimously

Public Comment. None

Initial Review of 2018-19 Budgets (continued from 2-22-18 meeting). Clerk Kean presented an updated Budget Worksheet with the addition of a new fund for Hawley Cemetery. Supervisor Ramey described how the fund would account for the funds designated for Hawley Cemetery and reviewed each line item. It was noted a Board motion would be required to return the requested \$1,103.00 to the fund.

MOTION Lazet, seconded Kean, to create Fund 211 – Hawley Cemetery Fund and the associated line items, and transfer Hawley CD's & Savings balance of \$26,664.05 from 101 fund balance to 211 fund balance.

Roll Call Vote: **Ayes: Ramey, Sherwood, Lacasse, Lazet & Kean**
Nays: None

Clerk Kean explained the need for the creation of account 101-210-770.000 – *Uncapitalized Capital Outlay*. This account would be used to budget and authorize expenses that do not meet the current Capitalization Policy. Trustee Lazet stated the Board needs to address the future requirement of capital outlay after addressing the Road Maintenance issue.

Trustee Lazet left the meeting at 1:30 due to a previous work commitment.

MOTION Kean, seconded Lacasse, to create account GL# 101-210-770.000 – Uncapitalized Capital Outlay to budget and authorize expenses that do not meet the current Capitalization Policy. Also,

Transfer from:

Assessor’s Capital Outlay (GL #101-209-970.000)	\$800.00
General Services Capital Outlay (GL #101-210-970.000)	\$800.00

Transfer to:

Uncapitalized Capital Outlay (GL #101-210-770.000)	\$1,600.00
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Discussion followed regarding the need for the motion to transfer the funds. It was stated the Budget Worksheet is a working document and not adopted. Therefore some board members did not see the need for a formal authorized transfer.

Roll Call Vote:	Ayes: Kean
	Nays: Sherwood, Lacasse & Ramey
	Absent: Lazet

MOTION Kean, seconded Ramey, to create account GL# 101-210-770.000 – Uncapitalized Capital Outlay to budget and authorize expenses that do not meet the current Capitalization Policy.

Roll Call Vote:	Ayes: Lacasse, Kean, Ramey & Sherwood
	Nays: None
	Absent: Lazet

Several previous budget items were re-visited. New information was received, and therefore some budgets were reduced. The Board continued the review of each budget line item with discussion. Supervisor Ramey presented to the Board the recommended budget request for the Street Light Funds. Supervisor Ramey stated the Auditor’s recommended the fund balance in the Street Light Funds be 50% of the expected expenses and the requested budget reflects this recommendation. Each Board member reviewed the worksheet. Supervisor Ramey suggested a short break so that Clerk Kean could print a final worksheet, which would include all changes.

The break began at 2:09 p.m. The meeting resumed at 2:28 p.m.

The Board reviewed the revised Budget Worksheet to be presented at the public hearing. The Board found no further changes were necessary.

Review of the 2018-2019 Fee Schedule. The current fee schedule was reviewed. Discussion followed regarding the language presented on the fee schedule, actual expenses associated with several of the fees versus the fee charged. The escrow language at the bottom of the fee schedule needs clarification for residents to better understand what is being asked. After a thorough review of the commercial site plan requests, it was agreed to raise the Site Application fee to \$240.00. Before proceeding, additional information is needed from Attorney Revore. Action on this item was postponed until the next Board meeting.

Any Other Business. None

Adjournment. The meeting was adjourned at 3:12 p.m.

JoAnne Kean, Clerk

Transcribed by Mary Ruttan, Deputy Clerk
(version 3.9.18)