

**VEVAY TOWNSHIP
BOARD OF TRUSTEES
Special Meeting
Friday, January 18, 2019
Vevay Township Hall –11:00 a.m.**

MINUTES

Members Present: Supervisor Jesse Ramey, Clerk JoAnne Kean, Treasurer Shaun 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 11:01 a.m. and followed by the Pledge of Allegiance.

Set/Amend Agenda. Agenda was set as presented.

Public Comment. None

Capital Improvement Planning Work Session. Deputy Clerk Ruttan gave a brief explanation of each page in the packet. Statutorily, a Capital Improvement Plan is not required for Vevay Township however; it is a management tool to identify future needs, rehabilitation or replacement of existing Capital Assets and to allocate financial resources.

Supervisor Ramey left the meeting at 11:20 a.m. and returned at 11:22 a.m.

Discussion followed on financial requirements, future Township needs, and the process to create a Capital Improvement Plan. Each Board member will complete their own Capital Improvement Plan-Capital Needs List. The information will be presented at the January 25, 2019 Budget Work Session. Clerk Kean, Trustee Lazet, and Deputy Clerk Ruttan will be on the sub-committee to create the Capital Improvement Plan for future presentation to the Board.

Additional Public Comment. None

Any Other Business that may lawfully come before the Board. Treasurer Sherwood presented her draft letter to residents explaining the tax due date issues. The Board suggested the words “by law” be added to make clear the February 14, 2019 due date. The letter will be mailed on Tuesday, January 22, 2019. Clerk Kean would like to know the number of residents who complained after February 14, 2019.

Adjournment. The meeting adjourned at 12:02 p.m.

JoAnne Kean, Clerk

Transcribed by Deputy Clerk Ruttan