

**VEVAY TOWNSHIP  
RECREATION COMMISSION  
Organizational/Regular Meeting  
Thursday, January 6, 2022, at 5:30 p.m.  
Vevay Township Hall – 780 Eden Road, Mason**

**MINUTES**

**Members Present:** Roger Cargill, Coe Emens III, Mary Ruttan, Patricia McNeilly, John Fischer  
**Members Absent:** None  
**Staff Present:** Supervisor John Lazet  
**Others Present:** Robert Ford, *Landscape Architects & Planners, Inc.*

The meeting was called to order by Supervisor Lazet at 5:32 p.m. and followed by the Pledge of Allegiance.

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

**Set/Amend Agenda.**

**MOTION** McNeilly, seconded Cargill, to approved Agenda as presented.

**Roll Call Vote**

**Ayes: Cargill, Emens, Ruttan, McNeilly, & Fischer  
Nays: None**

**Public Comment.** None.

**Charge to the Commission from the Vevay Township Board.** Supervisor Lazet provided a synopsis and timeline of the previous actions taken by the Vevay Township Board of Trustees including the reasons for the creation of the Recreation Commission. Vevay Township has applied to Ingham County Parks for a Trails and Parks Millage Grant to create the Vevay Township Community Parks & Recreation Master Plan. Supervisor Lazet charged the Commission with developing a contagious vision of recreation, the magnet for the shakers and doers, and to be the heart, pulse, vision, mind, and voice of Vevay Recreation. Each member provided a verbal resume of their experience in the field of recreation and their passion for accepting the appointment to the Commission.

**Election of Officers.** The nominations for the positions of Chairperson, Vice-Chairperson, and Secretary were opened for considerations.

**MOTION** Fischer, seconded Ruttan, to nominate Roger Cargill as Chairperson and that nominations for Chairperson be closed, and a unanimous vote be cast for Roger Cargill as Chairperson.

**Roll Call Vote**

**Ayes: Ruttan, Cargill, Emens, McNeilly, & Fischer  
Nays: None**

**MOTION** Ruttan, seconded Fischer, to nominate Coe Emens III as Vice-Chairperson and that nominations for Vice-Chairperson be closed, and a unanimous vote be cast for Coe Emens III as Vice-Chairperson.

**Roll Call Vote**

**Ayes: Emens, Cargill, Ruttan, McNeilly, & Fischer  
Nays: None**

**MOTION** McNeilly, seconded Fischer, to nominate Mary Ruttan as Secretary and that nominations for Secretary be closed, and a unanimous be cast for Mary Ruttan as Secretary.

**Roll Call Vote**

**Ayes: Fischer, Cargill, Emens, McNeilly, & Ruttan  
Nays: None**

Supervisor Lazet turned the meeting and gavel over to Chairperson Cargill.

**Adoption of By-Laws (Includes Robert's Rules of Order).** The Commission reviewed the proposed by-laws. Discussion followed on Article 3: number 3, with a further explanation of the requirement. Further discussion was held on Article 6: Section 6.1, that the meetings shall primarily be held on Thursdays at 5:30 pm. The Commission made a correction to Article 1, the third line; MCL 15.261-15.2 should be MCL 15.261-15.275.

**MOTION Emens, seconded Fischer, to adopt the Recreation Commission By-Laws as revised.**

**Roll Call Vote**

**Ayes: Ruttan, McNeilly, Fischer, Cargill, & Emens  
Nays: None**

**Set Meeting Dates.**

**MOTION Fischer, seconded Cargill to set the regular meeting dates and time as follows:  
The first Thursday, following the first Monday of the month at 5:30 pm.**

**February 10, 2022  
March 10, 2022  
April 7, 2022  
May 5, 2022  
June 9, 2022  
July 7, 2022**

**August 4, 2022  
September 8, 2022  
October 6, 2022  
November 10, 2022  
December 8, 2022**

**Roll Call Vote**

**Ayes: Fischer, McNeilly, Ruttan, Emens, & Cargill  
Nays: None**

The Commission also set the following Special Meeting Dates:

Thursday, January 27, 2022  
Thursday, February 24, 2022  
Thursday, March 24, 2022

**Open Meetings Act & Freedom of Information Act.** Supervisor Lazet stated that the Recreation Commission is subject to all regulations under the Open Meetings Act (OMA) and Freedom of Information Act (FOIA). This includes posting meeting requirements and quorum limitations in person and via e-mail. All documents of the Recreation Commission are subject to FOIA and should be processed through the secretary which will then be forwarded to the designated Township Staff.

**Robert Ford, Landscape Architects & Planners (LAP).** Mr. Ford provided a detailed review of the recreation grant application process, deadlines, funding sources available through the DNR, and the need for additional funding resources. Mr. Ford divided the 5-Year Community Parks & Recreation Plan into two segments. The first being the Hayhoe Trail connection to Vevay and the second segment being the Township Park. Discussion followed regarding public response to the recreation survey, private funding opportunities, the need for regional collaboration between adjoining jurisdictions, and the recommendation to the Vevay Township Board for the adoption of the 5-Year Community Parks & Recreation Plan. Two revisions to the plan were made: Page 24, Public Hearing—the date reads “2021” should be “2022” and Page xi, Q12, Responses include “nature whatching” should be “nature watching”.

**Review/Recommendation of 5-Year Recreation Plan to Board of Trustees.** Each member provided a summary review of the Recreation Plan.

**MOTION Cargill, seconded Fischer, to recommend to the Vevay Board of Trustees, adoption of the 5-Year Community Parks & Recreation Plan as revised.**

**Roll Call Vote**

**Ayes: Ruttan, Emens, Cargill, McNeilly, & Fischer  
Nays: None**

**Board of Trustees Public Hearing on 5-Year Recreation Plan on 1/18/2022.** All members of the Recreation Commission plan to attend.

**Any Other Business.** None.

**Additional Public Comment.** None.

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

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Mary Ruttan, Secretary