

VILLAGE OF SARANAC  
REGULAR MEETING MINUTES  
November 9, 2015

The Saranac Village Council Regular Meeting was called to order by President Darby at 7:00 p.m. at the Saranac Municipal Building, 27 N. Bridge Street.

The meeting was opened with the Pledge of Allegiance.

Present: President Darby, Smith, Straubel, trustees – Doll, Klutman, Simmons, Whorley; DPW Simmons

Absent: Mackey

Guests: Todd Richter, Alec Doll and several Boy Scouts from Troop 71

Motion was made by Whorley, supported by Simmons, to approve the Regular Agenda. All yeas.

Public Comments

Alec Doll addressed council members regarding his completed Eagle Scout project in the Village of Saranac. Doll's project consisted of clearing brush and placing a sign and a picnic table on village property located at the west end of Dollar General's parking lot. Doll explained that this project helped him develop leadership skills and that he hopes other Eagle Scout projects will spring from this. He thanked council members for the opportunity and they thanked him in return, for a job well done.

Todd Richter was in attendance to review Fleis & VandenBrink's (F & V) "Scope of Services" and "Professional Services Agreement" for the Village's SAW (Stormwater, Asset Management and Wastewater) Grant Project.

Richter explained that the grant covers a 3 year project period beginning November 2015 and ending October 2018. The project includes items such as GIS mapping, televising and cleaning of village sewers, sewer rate analysis and development of asset management plans.

Richter inquired about assigning a committee to oversee the project and meet with F & V personnel on a regular basis throughout the project. Council agreed that village DPW personnel be assigned as committee members, with DPW Simmons reporting back to council as necessary.

Doll inquired if village personnel would be trained to use the GPS unit. Training is included, per Richter, as well as the unit itself and software/hardware to operate it.

Darby inquired whether there would be ongoing licensing fees. Richter stated that purchasing a license would only be required if the village chooses to update the data themselves, after the project is complete. The alternative is that F & V update the data periodically, which may be the most practical solution, as the software is very specific to the field. Richter will inquire about the cost of software licensing.

Darby inquired whether additional costs were likely to arise from this project. Richter stated that no additional costs are expected.

Darby inquired about resources that would be required from village personnel. Richter stated that F & V will need assistance collecting existing information. DPW Simmons stated that existing personnel would be made available to assist F & V.

Discussion was held regarding the possibility of collecting water distribution data in conjunction with the SAW grant project. The SAW grant covers collection of the wastewater and storm sewer data only. Richter will prepare a separate proposal for collecting water distribution data as well as conducting a water rate analysis. Richter's rough verbal estimate for this additional service is \$12,000 - \$15,000.

Richter advised council that rate studies now require the involvement of a Certified Municipal Financial Advisor. F & V does not employ a CMFA but they are currently looking for someone to work exclusively with their firm. Straubel will inquire if Karl Drake (village auditor) holds this certification.

Upon council approval of F & V's "Scope of Services" and "Professional Services Agreement" for the SAW Grant Project, Richter would like to schedule a kick-off meeting this month with committee members assigned to the project. Straubel or Simmons will coordinate with Richter.

Motion was made by Simmons, supported by Doll, to accept F & V's "Scope of Services" and "Professional Services Agreement" for the SAW Grant Project in the amount of \$494,440 (\$477,423 Michigan DEQ SAW Grant, \$17,017 Village Match), as presented.

Roll call vote: yeas – Doll, Klutman, Simmons, Whorley, Darby; nays – none; absent – Mackey.

Council reviewed Allied Mechanical Service's Application for Payment #1 for the WWTF Pump Station Project.

Motion was made by Klutman, supported by Whorley, to approve Allied Mechanical's Application for Payment #1, in the amount of \$7,830.

Roll call vote: yeas – Doll, Klutman, Simmons, Whorley, Darby; nays – none; absent – Mackey.

Council discussed the Ionia County Economic Alliance's letter of request for financial investment.

Motion was made by Simmons, supported by Whorley, to contribute \$550 to the ICEA, per their letter of request.

Roll call vote: yeas – Klutman, Simmons, Whorley, Darby; nays – Doll; absent – Mackey.

Motion was made by Whorley, supported by Klutman, to accept the minutes of the October 12, 2015 Regular Meeting. All yeas.

Motion was made by Klutman, supported by Simmons, to approve the Treasurer's Report of October 31, 2015. All yeas.

Various Accounts Payable items were reviewed.

Motion was made by Doll, supported by Whorley, to approve the Accounts Payable of November 9, 2015, in the amount of \$76,989.70.

Roll call vote: yeas – Doll, Klutman, Simmons, Whorley, Darby; nays – none; absent – Mackey.

The Zoning Administrator's Report was reviewed.

Council members received a copy of Jeanne Vandersloot's 2<sup>nd</sup> draft of proposed revisions to the Sign Section of the Village of Saranac Zoning Ordinance.

The Planning Commission met October 14<sup>th</sup> and November 4<sup>th</sup> to discuss Vandersloot's proposed revisions. At their November 4<sup>th</sup> meeting, the Planning Commission made a motion to approve the 2<sup>nd</sup> draft of Vandersloot's proposed revisions and to hold a Public Hearing on the topic at their December 2<sup>nd</sup> Regular Meeting.

After the Public Hearing, the Planning Commission will recommend to the Village Council Vandersloot's 2<sup>nd</sup> draft of proposed changes or the 2<sup>nd</sup> draft with additional changes that may result from the Public Hearing. The Village Council will then have the opportunity to approve, or approve with changes, the Planning Commission's recommendations. The changes will become effective upon publication.

Darby encouraged council members to review the proposed changes to the Sign Section of the Zoning Ordinance prior to the December 14, 2015 council meeting, as council members may be asked to vote on the topic at that time.

### Committee Reports

#### Public Safety

Council members reviewed Deputy Jack Pieters Law Enforcement Report for October 2015.

#### Budget

Straubel encouraged committee members to begin working on their budgets for the 2016/2017 budget year.

#### Parks & Recreation

The Parks Committee met for a 2<sup>nd</sup> time with F & V Engineer Aaron Catlin, to review projected costs of property improvements at the Boat Launch Park. Two village residents who are interested in being involved in the project, attended the meeting as well. For the upcoming committee meeting which is scheduled for December 3<sup>rd</sup> at 6 p.m., Catlin will provide more specific project costs, based on priority items agreed upon by committee attendees.

Grant applications for development of the Boat Launch Park property are due by April 1, 2016.

Klutman attended the rescheduled meeting of the Grand River Water Trail Committee. The next meeting is scheduled for December 11<sup>th</sup>.

#### Buildings & Grounds

Council members were provided with the results of recent Village property valuations conducted by CBIZ Valuation Group, LLC. This service was provided free of charge to the Village, as a member of the Michigan Municipal League. Village properties had not been valued by an outside appraisal service since 1997. Straubel and Dale Eaman (MML agent for the Village) reviewed in detail, the proposed adjustments in property values. Adjustments are noted on the Property Schedule (see attached). Per Eaman's estimation, said adjustments will result in an increase of \$1,219,029 in blanket property coverage, resulting in a premium increase for next year of approximately \$1,050.

The Building & Grounds Committee will meet November 19<sup>th</sup> at 7 p.m., to review the property appraisals and report their recommendations to council at the December 14<sup>th</sup> council meeting.

Streets

The Streets Committee will meet November 30<sup>th</sup> at 6 p.m. with Todd Richter, to review potential street projects for the 2016/2017 budget year.

Water & Sewer – No report.

Personnel – No report.

Additional Business

Per Darby, the Saranac Promise fundraiser kicked off last week and is going very well. Darby encouraged council members to make a financial pledge to the program.

Public Comments

Roy Hawkins, Troop 71 Boy Scout Leader, thanked Village Council members for the service they provide to the Saranac community.

Meeting adjourned at 8:15 p.m.

Roberta Jo Smith, Clerk