

VILLAGE OF SARANAC  
REGULAR MEETING MINUTES  
February 14, 2011

The Saranac Village Council Regular Meeting was called to order by President Darby at 7:01 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 – Hendrick, Klutman, Mackey, McClellan, Whorley, DPW Bowen

Absent: None

Guests: Chris Brown, Troy Carlson, Greg Grieves, Todd Richter

Motion was made by Mackey, supported by Klutman, to approve the Regular Agenda. All yeas.

Public Comments – None.

Motion was made by McClellan, supported by Whorley, to open the Public Hearing to set the property tax millage and approve the budget for fiscal year March 1, 2011 through February 29, 2012. All yeas.

Darby stated that the council must be prudent in regard to General Fund expenditures for 2011/2012.

There was discussion and clarification on water, sewer, streets and fire department expenditures.

Motion was made by McClellan, supported by Klutman, to close the Public Hearing to set the property tax millage and approve the budget for fiscal year March 1, 2011 through February 29, 2012. All yeas.

Motion was made by McClellan, supported by Hendrick, to approve the property tax millage for 2011 as follows: General Fund – 11.50 mills, Streets – 2.50 mills, for a total of 14.00 mills (1 % administrative fee will not be added). All yeas.

Motion was made by Klutman, supported by Mackey, to approve the budget for fiscal year March 1, 2011 through February 29, 2012, as presented.

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

Todd Richter of Fleis & VandenBrink Engineering was in attendance to present to council, a Street Capital Improvements Planning Proposal (Streets Plan). The Streets Plan includes developing a street inventory and assessing the current condition of village streets using the Pavement Surface Evaluation and Rating (PASER) manual for street surface condition rating. Additionally, the Streets Plan would include existing sanitary sewer and watermain utility data and recommend maintenance treatments for each street segment. Fleis and VandenBrink propose to provide a Streets Plan to the Village of Saranac, for a lump sum fee of \$4,200.00.

Bowen noted that in the future, the PASER rating used in the Streets Plan may be required by state and federal government as a prerequisite to grant funding. Bowen has had training in PASER rating, so once the Streets Plan is established, he could maintain it.

Council members discussed the Streets Plan proposal with Richter, at length.

Motion was made by Klutman, supported by Hendrick, to accept the Street Capital Improvements Planning Proposal presented by Richter, for a lump sum amount of \$4,200.00. Roll call vote: yeas – Hendrick, Klutman, Mackey, McClellan, Whorley, Darby; nays – none; absent – none.

Troy Carlson, a representative of Fahrner Asphalt, talked about various sealing treatments for different types of road maintenance. Carlson left brochures with Klutman and Bowen regarding the options discussed.

Motion was made by Mackey, supported by McClellan, to accept the minutes of the January 10, 2011 Regular Meeting. All yeas.

Motion was made by Klutman, supported by Hendrick, to approve the Treasurer's Report of January 31, 2011. All yeas.

Discussion was held regarding various Accounts Payable items.

Council discussed the pros and cons of renting Christmas decorations as opposed to purchasing them and having the village DPW employees put them up. The subject will be tabled until a later date.

Motion was made by McClellan, supported by Whorley, to approve the Accounts Payable of February 14, 2011 in the amount of \$72,114.64. Roll call vote: yeas – Hendrick, Klutman, Mackey, McClellan, Whorley, Darby; nays – none; absent – none.

The Zoning Administrator's report was reviewed.

The Planning Commission did not meet.

Council reviewed a letter received from Rick Dashkovitz, Scoutmaster for BSA Troop 71, requesting that the Village of Saranac recognize two members of Troop 71 for achieving Eagle Scout status.

Motion was made by Mackey, supported by McClellan, to proclaim February 26, 2011 as Trever Gordon Hopkins and Nicholas Bradley Stiles Eagle Scout Day, in honor of their highest achievement in the Boy Scouts of America. All yeas.

Darby will attend the Eagle Court of Honor which is being held on February 26<sup>th</sup>, 2 p.m. at the Saranac Community Church and will present both Eagle Scouts with a framed Proclamation.

### Committee Reports

#### Streets

The committee did not meet.

Bowen stated that the high bid for the village's 1990 Ford truck was from Weller Salvage in the amount of \$2,610.00. He accepted the bid and the vehicle has been picked up and payment has been received.

Bowen requested clarification from council members regarding snow removal from sidewalks in the road right of way adjacent to the depot grounds.

#### Water & Sewer

The committee did not meet.

Bowen will seek a professional assessment of the water concerns at 33 Union Street, which resulted from a watermain break last year.

#### Buildings & Grounds

The committee did not meet.

Council discussed the bid from Grand Valley Automation, for installation of various cameras. Council's consensus was that village employees are capable of installing the cameras, as opposed to hiring an outside source.

Council discussed whether a laptop would be required to download activity from the various camera locations or if a flash drive would be sufficient.

Council discussed the final bill received from Overbeck Construction, for the renovation of 27 Bridge Street. Whorley has been attempting to contact Bill Overbeck to discuss the Change Order portion of the billing.

Whorley stated that Overbeck Construction will return in the spring after "settling" has occurred, to address any remaining punch list items, i.e. cracks, nail pops.

Motion was made by Klutman, supported by Mackey, to approve payment to Overbeck Construction in the amount of \$3,487.00 (balance of the original contract).

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

The Change Order billing in the amount of \$8,320.00 will not be paid until such time that Whorley is able to discuss it with Bill Overbeck.

#### Parks & Recreation

Mackey reported on the committee's meeting. The committee discussed replacing the "fall zone" under the playground equipment as well as adding a couple of new pieces of equipment.

Mackey also reported that the committee is in favor of installing lighting and cameras at the Nature Park. Both items have been budgeted for.

Discussion was held regarding the village's Recreation Plan, which expires at the end of 2011. With the assistance of Fleis & VandenBrink Engineering, the committee will begin working on plan updates. The development of a Trailhead that will tie in with the Rails to Trails Project that runs from Ionia to Saranac, will be incorporated into the plan.

### Budget

The committee met and recommended the budget that was approved at the conclusion of the Public Hearing that was held this evening.

### Public Safety

McClellan reported on the committee's meeting. Committee members are pleased with the monthly report they are receiving from Deputy Charon.

Council discussed the proposed 2011/2012 Fire Department budget, specifically the projected cost of remodeling/improving 10 N Bridge Street. Clarification is needed in regard to responsibility of the townships.

This topic, along with the suggestion that the townships consider updating the existing Fire Department Cooperative Agreements, will be discussed at the Fire Board meeting in March.

### Personnel

The committee met and Darby provided council members with their proposed list of adjustments to the Employee Handbook, as well as a new handbook with said adjustments incorporated.

Motion was made by Klutman, supported by McClellan, to approve the updated Employee Handbook with the adjustments proposed by the Personnel Committee. All yeas.

The committee is continuing their work on new employee evaluation forms and should have them to Bowen and Straubel for review shortly.

Chris Brown introduced himself as a village resident who is interested in giving back to his community, by filling the vacant Trustee position on the Saranac Village Council.

Motion was made by Hendrick, supported by McClellan, to appoint Christopher S. Brown to the office of Village Trustee, term to expire 9/30/11, to fill the vacancy left by Sharon Darby's appointment to Village President. All yeas.

Christopher S. Brown took the Oath of Office for the position of Village Trustee, term to expire 9/30/11.

### Public Comments

Greg Grieves commented that the new village office is nice.

### Additional Business

Bowen presented council members with a breakdown, by category, of DPW time for 2010.

Meeting adjourned at 9:15 p.m.