

VILLAGE OF SARANAC
REGULAR MEETING MINUTES
July 11, 2011

The Saranac Village Council Regular Meeting was called to order by President Darby at 7:04 p.m. at the Saranac Municipal Building, 27 N. Bridge Street.

The meeting was opened with the Pledge of Allegiance.

Present: President Darby, Smith, trustees – Hendrick, Klutman, Mackey, McClellan, DPW Bowen

Absent: Straubel, Brown, Whorley

Motion was made by McClellan, supported by Hendrick, to approve the Regular Agenda. All yeas.

Public Comments – None.

Doug Borup, representing the Saranac Community Club, reported that the Community Club would like to partner with other clubs and organizations in the Saranac area, to raise funds for banner poles to be installed near the old railroad tracks. The purpose of the banner poles is to allow for promotion of village activities and events. Borup estimates that the project will cost approximately \$8,000.00. The Community Club will fund the first \$2,000.00 to purchase the poles.

Borup will take responsibility for developing a way to change the banners. Criteria will need to be set regarding what banners can be displayed. A calendar or a sign-up sheet will be needed, as well.

Darby questioned if there were any liability or maintenance issues. Borup will follow up with information regarding insurance questions. Straubel will be asked to check with the village's insurance carrier as well.

Mackey questioned who would have ownership of the banner poles. Borup indicated that both maintenance and ownership of the poles is yet to be determined.

Darby stated that if council's questions can be addressed, the project could be beneficial.

Dave Shaw from Add Ventures Inc. was in attendance to give council an update on the Village of Saranac website design project, which he has been working on with Straubel. Shaw also mentioned that Add Ventures is continuing to work with the Planning Commission regarding uses for 28 Vosper Street.

Shaw would like to see the website up and running by Bridge Fest, so it can be promoted at that time. The site could also be promoted via Facebook and Twitter. The domain name will be villageofsaranacmi.org.

Shaw suggested that the village website have a link to the "Pure Michigan" website, which is the leading website for Michigan. The site could also include a "Citizens Guide" and "Dashboard", as outlined in Governor Snyder's Economic Vitality Incentive Program.

Darby questioned who would be able to make changes or updates to the website. Shaw stated that Add Ventures would make the updates upon request through the village office and that there is generally a 3-hour turn around time, with a 24 hour guarantee.

Mackey questioned if the website could accommodate e-commerce for bill paying, such as water bills. Per Shaw, the website could allow for bill paying.

Motion was made by McClellan, supported by Klutman, to accept the minutes of the June 13, 2011 Regular Meeting. All yeas.

Motion was made by Mackey, supported by Hendrick, to approve the Treasurer's Report of June 30, 2011. All yeas.

Council discussed Millbocker & Son's Application for Payment No. 1 for the Water System Improvements Project in the amount of \$159,737.38. Todd Richter of Fleis & VandenBrink will prepare a Payment Request for submittal to the MEDC, for the grant portion of this payment.

Motion was made by McClellan, supported by Klutman, to approve Millbocker & Sons Application for Payment No. 1 for the Water Systems Improvements Project, in the amount of \$159,737.38.

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

Motion was made by Klutman, supported by McClellan, to approve the Accounts Payable of July 11, 2011 in the amount of \$234,360.68.

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

The Zoning Administrator's report was reviewed.

The Planning Commission minutes were reviewed.

Klutman requested that a Special Joint Meeting of the Planning Commission and the Village Council be set for Wednesday, August 3, 2011 at 7:00 p.m. The purpose of the Special Meeting is to begin the process of updating the Village of Saranac Master Plan and to set a date for a village "walk-through". The Planning Commission would like to invite Boston Township Board members and Saranac Community Schools Board members to attend the meeting as well. Jason Ricket will Chair the meeting. He has been temporarily appointed to Planning Commission Chair, as Mark Talcott is unable to attend the meetings due to an employment shift change.

Motion was made by Mackey, supported by Hendrick, to reappoint Bob Vreeland and Kevin Klutman to the Saranac Planning Commission with 3 year terms to expire the 2nd Monday of June 2014. All yeas.

Motion was made by McClellan, supported by Klutman, to appoint Carla Day and John Guessenbauer to the Saranac Library Board, to fulfill the terms of Pam Ruid and Shari LaWarre, which expire September 30, 2012. All yeas.

Committee Reports

Personnel

Bowen inquired if council would consider vacation pay in lieu of time off. The current policy does not allow vacation time to carry over. The Personnel Committee will discuss this issue at their next meeting.

Buildings & Grounds – No report.

Budget Committee – No report.

Parks & Recreation

Per Bowen, the cement surface of the small shelter in Scheid Park needs to be replaced.

Bowen requested council to consider purchasing an answering machine that would forward calls to the on-call DPW employee, for after-hours public concerns.

Mackey suggested that a phone be purchased for the “on-call” person to carry. Per McClellan, our current phone system may allow for “call-forwarding”. Darby will follow up on this issue.

Water & Sewer

The Watermain project is going well, per Bowen. The goal is to have the project completed by July 22nd.

Public Safety

McClellan shared a report submitted by Deputy Charon of the Ionia County Sheriff's Department.

Bowen will attempt to get pricing for re-painting the double yellow lines on village major streets.

Darby reported that there were some issues regarding the purchase of the medical unit for the Fire Department, but that the purchase is on track at this time.

Streets

Council reviewed a proposal submitted by Scott Civil Engineering, for routine bi-annual bridge inspections, as required by MDOT.

Motion was made by Klutman, supported by Darby, to accept the proposal submitted by Scott Civil Engineering in the amount of \$1,375.00, for bi-annual inspection of five bridges in the Village of Saranac.

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

Bowen reported that an invisible dog fence at 240 S. Vosper Street was damaged when a fire hydrant was installed during the Watermain Project.

Motion was made by Mackey, supported by Klutman, to reimburse the homeowner \$97.43, as per a service order from Invisible Fence Westland, for repairs to the invisible dog fence.

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

Bowen reported that a property owner near the corner of Church and Pleasant Street would like to place a bench in the right-of-way for public use. Council members voiced concerns about potential misuse or vandalism. Bowen will relay the council's concerns to the property owner.

Klutman reported that village streets are in pretty good shape at this point, per the Street Inventory Report prepared by Fleis & VandenBrink.

Klutman requested that the council approve the Capital Outlay budget for Local Street as a lump sum and allow the Streets Committee to meet with Fleis & VandenBrink engineer to determine which streets require maintenance or repair.

McClellan questioned if the job needed to be bid out. Per Bowen, the chip and seal work has been bid out by the Ionia County Road Commission and the contractor who was awarded the bid has agreed to chip and seal village streets for the same price quoted to the county.

Council discussed the Local Street Capital Outlay budget of \$95,000.00.

Darby proposed that \$75,000.00 be spent on Local Streets at this time, as per the Street Committee's recommendation.

Motion was made by Klutman, supported by Mackey, to approve Local Street Capital Outlay expenditures up to \$75,000.00, at the discretion of the Streets Committee and with the direction of Fleis & VandenBrink engineer.

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

Public Comments – None.

Additional Business – None.

Meeting adjourned at 9:17 p.m.

Roberta Jo Smith, Clerk