

Village of Stevensville
Regular Council Meeting
Minutes
Wednesday, June 10, 2015
6:00pm

Meeting called to order by President Slavicek at 6:00P.M., followed by the Pledge of Allegiance.

Present: Trustees: Ken Hansen, Carl Steinberger, Donna Thompson, Larry Wozniak, Pat Arter, President Steve Slavicek

Absent: Trustee: Brian Liggett

Also Present: Clerk: Tiffany Moore, Treasurer: Barbi Hammond, Manager: Bret Witkowski

Motion by Arter to approve the agenda as written. 2nd by Steinberger. Motion carried.

Motion by Arter to approve the Regular Council minutes of May 13, 2015. 2nd by Wozniak. Motion Carried.

Motion by Hansen to approve the Special Council minutes of May 19, 2015. 2nd by Arter. Motion Carried.

Code Enforcement Interviews

Not conducting interviews tonight

Unfinished Business:

a. Center St Drain

John Olson from Merritt Engineering gave an update concerning the easement for the Center St drain. The legal description will be sent to the Village Attorney Thursday for the easement. The contractor will begin preliminary work within 2 weeks.

On another note, Demorrow Circle should be paved Thursday, weather permitting.

New Business:

- a. Motion by Hansen to allow Sara Bears/Jay Walkers Relay for Life team to hold a fundraiser on the corner of St Joseph Ave & John Beers Rd on June 20, 2015. 2nd by Steinberger. Motion Carried.
- b. Motion by Steinberger to allow the Lakeshore Basketball Boosters to fundraise on the corner of St Joseph Ave & John Beers Rd on July 3 & 4, 2015. 2nd by Wozniak. Discussion included whether to allow the fundraiser on a holiday. All opposed. Motion does not carry. Motion by Steinberger to allow the Lakeshore Basketball Boosters to fundraise on the corner of St Joseph Ave & John Beers Rd on July 3, 2015. 2nd by Arter. Motion Carried.
- c. Motion by Arter to allow Whitman & Associates to conduct a Phase II environmental study on 5811 St Joseph Ave. 2nd by Thompson. President Slavicek asked for a Roll Call Vote:
Ken Hansen – Yes
Brian Liggett – Absent
Carl Steinberger – Yes

Donna Thompson – Yes

Larry Wozniak – Yes

Pat Arter – Yes

Steve Slavicek – Yes

Motion Carried.

- d. Clerk Moore presented Finance & Policy & Procedures meetings with a proposal and sample websites from CivicPlus. She is going to send the information to the rest of Council & contact CivicPlus to see if they will extend their offer until after the July Council meeting. She will also check references from some other municipalities that use their website services.

Reports:

Treasurer's Report

Treasurer Hammond read the bank balances ending June 6, 2015, totaling \$617,377.16

Committee Reports:

Finance – Given by Chair Arter

The Audit has been rescheduled to begin on June 16, 2015 & will be finished before the September 1st deadline for Act 51 reports.

Budget Amendments:

Motion by Arter to amend the General Fund Chief Executive Expense from \$1,800 to \$1,900. 2nd by Steinberger. President Slavicek asked for a Roll Call Vote:

Brian Liggett – Absent

Carl Steinberger – Yes

Donna Thompson – Yes

Larry Wozniak – Yes

Pat Arter – Yes

Ken Hansen – Yes

Steve Slavicek – Yes

Motion Carried.

Motion by Arter to amend the General Fund Clerk Expense from \$28,100 to \$40,927. 2nd by Steinberger. President Slavicek asked for a Roll Call Vote:

Carl Steinberger – Yes

Donna Thompson – Yes

Larry Wozniak – Yes

Pat Arter – Yes

Ken Hansen – Yes

Brian Liggett – Absent

Steve Slavicek – Yes

Motion Carried.

Motion by Arter to amend the General Fund Treasurer Expense from \$12,870 to \$14,425. 2nd by Steinberger. President Slavicek asked for a Roll Call Vote:

Donna Thompson – Yes

Larry Wozniak – Yes

Pat Arter – Yes

Ken Hansen – Yes

Brian Liggett – Absent

Carl Steinberger – Yes

Steve Slavicek – Yes

Motion Carried.

Motion by Arter to amend the General Fund Building & Grounds Expense from \$35,775 to \$53,975.

2nd by Steinberger. President Slavicek asked for a Roll Call Vote:

Larry Wozniak – Yes

Pat Arter – Yes

Ken Hansen – Yes

Brian Liggett – Absent

Carl Steinberger – Yes

Donna Thompson – Yes

Steve Slavicek – Yes

Motion Carried.

Motion by Arter to amend the General Fund Public Works from \$249,806.66 to \$258,808.66. 2nd by Steinberger. President Slavicek asked for a Roll Call Vote:

Pat Arter – Yes

Ken Hansen – Yes

Brian Liggett – Absent

Carl Steinberger – Yes

Donna Thompson – Yes

Larry Wozniak – Yes

Steve Slavicek – Yes

Motion Carried.

Motion by Arter to amend the General Fund Recreation and Culture Expense from \$1,000 to \$4,000.

2nd by Steinberger. President Slavicek asked for a Roll Call Vote:

Ken Hansen – Yes

Brian Liggett – Absent

Carl Steinberger – Yes

Donna Thompson – Yes

Larry Wozniak – Yes

Pat Arter – Yes

Steve Slavicek – Yes

Motion Carried.

Motion by Arter to amend the Local Streets Fund Expense Account from \$53,765 to \$73,765. 2nd by Steinberger. President Slavicek asked for a Roll Call Vote:

Brian Liggett – Absent

Carl Steinberger – Yes

Donna Thompson – Yes

Larry Wozniak – Yes

Pat Arter – Yes

Ken Hansen – Yes

Steve Slavicek – Yes

Motion Carried.

Motion by Arter to pay June bills totaling \$46,504.01 (General \$45,999.92, DDA \$369.28, Major \$134.81) 2nd by Steinberger. Motion Carried.

Policy & Procedures – Given by Trustee Arter

Motion by Arter to increase the rent at 5781 St Joseph Ave from \$525 to \$600 and have the lawn duties be the responsibility of the tenant. 2nd by Steinberger. Clerk Moore will redraft a 1 year lease, after the 1st year, the agreement will be month to month. Motion Carried.

Motion by Arter to increase Clerk Moore's hours to 37.5 per week, with a six month performance review for a pay scale increase. 2nd by Wozniak. Additional duties include working with Manager Witkowski to oversee DPW, represent the Village at some community functions, take on the role of Ordinance Officer. Motion Carried.

Planning – Did Not Meet

DPW – Given by Trustee Hansen

DPW received a fax with options for a new leaf vac. The committee will review and report next month.

Motion by Hansen to approve bid by Arnt Asphalt to complete asphalt repairs on Yasdick Dr in the amount not to exceed \$6500. 2nd by Steinberger. The area leased to Chassix where the semi-trucks pull up and turn around will be their responsibility to repair. Clerk Moore will contact John Olson at Merritt Engineering to see what needs to be done to request making Yasdick Dr a major road.

President Slavicek asked for a Roll Call Vote:

Carl Steinberger – Yes

Donna Thompson – Yes

Larry Wozniak – Yes

Pat Arter – Yes

Ken Hansen – Yes

Brian Liggett – Absent

Steve Slavicek – Yes

Motion Carried.

Manager Witkowski stated that the municipal parking lot sealing & stripping is complete and ready for the Lions Club Car Show & Liberty Days. DPW employees are scheduled to be available if and when needed.

Council was asked to let Chair Liggett know thoughts on which three streets they would like to have the traffic study done on.

President Slavicek reported that DPW employee Steve Joslyn's six month probationary period ends June 15. During this period, he has received two written reprimands. DPW committee is recommending the termination of Joslyn's employment.

Motion by Arter to honor the DPW Committee request to terminate Steve Joslyn before his six month probationary period is up on June 15. 2nd by Wozniak. Will look into filling position by leaf season. Motion Carried with Hansen abstaining.

Ordinance – Nothing to report.

DDA – Given by Shirley Kerlikowske

Would like a representative from DDA to have a 30-60min meeting with Village Attorney to discuss the opinion of Township attorney concerning the legality of the current DDA & TIF capture.

\$300 expenditure was approved for Santa's protection.

Parks – Given by Shirley Kerlikowske

Had some volunteers come forward to serve on the committee.

Had signs made listing hours and rules for the play park.

Walked with Suzy Crow down Jung parkway. 1 ½ mile down and back. Is going to look into signs for that park as well. Reported it needed mowed.

Kerlikowske will be attending the Wetlands Workshop at Harbor Shores on June 18.

Liberty Days – Given by Trustee Wozniak

Final meeting will be Thursday at 2:00pm.

Waiting on liquor control commission verification for the beer tent.

The tent will also be available for movie night in case of rainy weather.

Public Comment:

Carol Petros would like to see ornamental trees blocking the site of the Railroad Tracks on St Joe Ave. Maybe something in memory/honor of.

Correspondence:

Thank you letters from Knights of Columbus & Lakeshore Lions Club

Announcements:

June Dates:

Lakeshore Lions Club Car Show – Friday, 12th

Movie Night “Big Hero 6” – Friday, 12th

Liberty Days – Saturday, 13th

Wetlands Workshop – Thursday, 18th

Village Wide Garage Sale – Thursday-Saturday, 25th-27th

Large Trash pick-up – Monday, 29th

July Dates:

Planning – Thursday, 2nd

Office Closed – Friday 3rd

Finance – Monday, 6th

Policy & Procedures – Monday, 6th

DPW – Monday, 6th

DDA – Tuesday, 7th

Council – Wednesday, 8th

Ordinance – Monday, 20th

Council Comments

Arter would like to schedule a Saturday morning workshop after the holiday.

Treasurer Hammond is trying to obtain a garnishment for Todd Gardner’s retirement fund.

Motion to adjourn by Hansen. 2nd by Steinberger. Motion carried.

Meeting adjourned by President Slavicek at 8:03pm

Submitted by: Tiffany Moore, Clerk