

VILLAGE OF ORTONVILLE
Township Offices – 395 Mill Street, Ortonville, MI 48462
Village Council Meeting Minutes
January 28, 2008 – 7:00 p.m.

President Quisenberry called the meeting to order at 7:00 p.m., followed by the Pledge of Allegiance.

Roll Call: Present: Nivelt, Kassuba, Eschmann, Champion, Green, Quisenberry.
Absent: Batten (arrived during Unfinished Business at 7:30 p.m.).

Also Present: Village Manager-Ed Coy, Village Clerk/Recording Secretary-Julie Alexander, and approximately 10 residents.

Approval of Agenda:

Nivelt requested discussion regarding training of council members. Added.

Nivelt requested Carla Spradlin discuss CDBG Program. On agenda.

Nivelt requested to remove Luminaries from agenda. Removed.

Quisenberry requested discussion of how DPW staffing changes are going. Added.

Nivelt requested discussion regarding the process for setting the meeting agenda. Added.

Motion by Green, seconded by Eschmann, to approve agenda.

All were in favor, the motion carried.

Approval of Council Minutes:

No corrections noted.

Motion by Kassuba, seconded by Nivelt, to accept the Minutes of the January 14, 2008 Village Council Meeting.

All were in favor, the motion carried.

Acceptance of Other Items:

Brandon Fire Department Expenditures – December 2007.

Minutes from DDA Board Meeting – January 17, 2008.

Clarifications for: -\$18.30 to Village for Native Plant Grant expenses.
 -DPW Staffing change affecting DDA.
 -Who is responsible for Streetscape maintenance.

Minutes from Regular Planning Commission meeting – January 12, 2008.

Minutes from Brandon/Ortonville Fire Board Authority – January 11, 2008.

Roll Call:

Ayes: Nivelt, Kassuba, Eschmann, Champion, Green, Quisenberry.

Nays: None.

Absent: Batten.

Motion approved.

Disbursements:

Clarification sought for two invoices:

- \$959 to Jim Waldron (hood repair to truck – 1 ton)
- \$500 to BS&A (T. Karsney payroll set-up & training)

Motion by Green, seconded by Champion, to approve disbursements in the amount of \$5,846.08.

Roll Call:

- Ayes: Kassuba, Green, Eschmann, Champion, Nivelt, Quisenberry.
- Nays: None.
- Absent: Batten.

Motion approved.

Public Comments for Agenda Items Only:

Robert Flath (Village Photographer) discussed need for council to move forward with equipment repairs as noted at 1-14 council meeting by the Fire Chief. He disagreed with tabling the decision on repairing the John Deere tractor, as current process is unsafe and ineffective. President Quisenberry responded to concern by noting that item is on the agenda.

Edward Stone (C & J Oil Change) voiced dissatisfaction over timeframe for sign ordinance. Mr. Stone stated he has gathered village council meeting minutes for the past year, except cannot locate minutes from March 26, 2007. The sign ordinance was discussed at that meeting. President Quisenberry assured Mr. Stone that the Village Council was working on an enforceable ordinance, and that the issue is on the agenda.

Unfinished Business:

Case 580 – Ed Coy provided council additional details regarding estimates from the two vendors under consideration. The part can be removed from the tractor for transport. Labor cost is \$85 per hour and OEM parts will be used. The difference in the repair bids is the estimated time it will take to make the repair, and the price charged for the parts. Ed's recommendation was to go with the less expensive estimate.

Motion by Champion, seconded by Nivelt, to contract AIS to repair Case 580 as noted on estimate for \$802.99.

Roll Call:

- Ayes: Green, Eschmann, Nivelt, Batten, Kassuba, Champion, Quisenberry.
- Nays: None
- Absent: None.

Motion Approved.

New Business:

A. Ordinance Enforcement – Nivel

It was suggested a process be put into place to provide the status of outstanding ordinance violations. Council would like to be updated on a monthly basis. Tim Palulian will be invited to the council meeting on February 25, 2008, to go over the process & tracking of such violations. It was determined that an official letter has not been sent to the residents storing the ambulance. Council would like all future ordinance violations to be trackable.

B. CDBG Program – Carla Spradlin

Carla Spradlin, a Planner with Oakland County Planning and Economic Development Services, discussed the CDBG Program. The purpose of CDGB is to serve and benefit low/moderate income areas. It is a federal program that is administered through HUD. The program analyzes data provided from the last census to determine how much money is given to each of the 50 participating communities. Ortonville is considered a threshold community, meaning it qualifies for less money than the \$8,000 minimum set by the program. Ortonville is 1 of 10 such communities. Carla explained the extensive application and approval process. There are strict guidelines to be followed for how the funds will be used. It was noted that until the approval process is complete contracts cannot be put into place. Ortonville has money left over from the Old Mill fire suppression system. These funds can be carried over to another approved project, and a monthly report is provided to the Village Manager. There is not a generic list of eligible activities. Informational materials were provided.

C. Audit – Stephen Kidd & Laura D’Ella (Lewis & Knopf, CPAs, P.C.)

Stephen Kidd addressed the council with a summary of the June 30, 2007, audit. There were no fines or penalties (for delaying audit), but definite areas for improvement.

Among those are:

- 1) Fund balance deficit pertaining to the streets. Village Manager explained the deficit occurred two years (engineering fees to Rowe), that the established account has not been credited, and this will be corrected. State of MI will dictate resolution.
- 2) Timeliness of bank reconciliations.

Copies of the full audit were provided to council. There were no questions presented by council.

D. Office Staff Training – Ed Coy

Specific training courses were presented to council for the Clerk and Treasurer. Council requested that all training be thoroughly researched to ensure the most relevant and cost effective courses are considered. It was generally understand that this would be the case. It was recommended that Oakland County be contacted for their recommendations on the best training for the Clerk and Treasurer, at this time. It was also clarified that training not be delayed when it becomes available between council meetings, but still presented to council for approval.

E. Election Date – President Quisenberry

President Quisenberry proposed changing the election date from September to November due to low attendance, cost, and statewide trends. A resolution will need to be passed. A public hearing will be held at next council meeting, as required.

F. Zoning Ordinance Infraction – Mary Kassuba

Mary inquired as to current status of the Village Pub litigation. After much discussion and disagreement, it was decided to not pursue the issue at this time. Without a guarantee of the desired outcome, President Quisenberry noted the cost to pursue could be high. The terms “occasional use” and “expansion” are undefined as it pertains to this case. President Quisenberry stated the need for prioritizing village expenditures. Mary had concern over the decision to not pursue this particular violation, as well as the message being sent to other businesses within the village. The issue was tabled.

G. Amendment to Zoning Ordinance (Signs) – Ed Coy

Ed briefed council on sign ordinance. Tim Palulian has reviewed. Ed offered board to pass amendment as it pertains to the signs within the village.

Motion by Green, seconded by Champion, to accept new sign ordinance.

All were in favor, the motion carried.

H. Repair to John Deere 4100 – Ed Coy

Ed advised council that the left front wheel on the John Deere tractor (used to plow sidewalks) is in need of repair. The tires were worn and tractor slips when in 4- wheel drive. This could have contributed to the problem. The tractor is at Tri-County, the estimate to get two new front tires is \$1,371.44.

Motion by Kassuba, seconded by Eschmann, to have Tri-County repair the tractor at the estimated \$1371.44.

Roll Call:

Ayes: Nivelt, Eschmann, Champion, Green, Battan, Kassuba, Quisenberry

Nays: None.

Absent: None.

Motion approved.

I. DPW Equipment – President Quisenberry

Due to the many equipment failures with DPW equipment, President Quisenberry recommended a comprehensive analysis of all equipment by a committee of three council members. The analysis should include items such as equipment age, present condition, depreciation, maintenance/repair history, life expectancy, and use. It was suggested that there be an equipment demonstration, as well. This analysis will be helpful when considering equipment repairs and purchases. Eschmann, Kassuba, and Battan volunteered, and will complete the analysis in February.

J. Council Training – Nivelt

Nivelt requested approval for a \$115 MML sponsored course for new council members. It was also mentioned that other council members could benefit from this (and other) education opportunities.

Motion by Green, seconded by Kassuba, to approve needed training for Nivelt, and other council members in the near future.

All in favor, motion carried.

K. DPW Status – Ed Coy

Ed noted that DPW staffing changes are going well. It has been busy due to inclement weather, but the work is getting done. The DPW staff is constant communication with Ed.

Public Comments:

Robert Flath noted dissatisfaction over the decision to not pursue Village Pub violations.

Edward Stone requested immediate action by council regarding the sign ordinance and his particular complaint. He was advised that ordinance was just approved during course of the council meeting. President Quisenberry acknowledged the need to address the violation and requested opportunity to enforce.

Items from Trustees:

Battan requested status of street sweeper bids. Ed advised no bids received, last bid was rejected and cannot be reconsidered.

Nivelt requested Tim Palulian attend second council meeting in February. Questioned DDA Calendar of Events being posted to village website. Requested that if agenda items are not going to be included that requestor be notified.

Kassuba had no comments.

Eschmann clarified President Quisenberry's decision to prioritize, not selectively enforce, ordinance violations.

Champion clarified that street sweeper is being rented at \$75 per day.

Green had no comments.

The meeting was adjourned at 9:35 p.m.

Respectfully Submitted,

Julie Alexander
Recording Secretary