

**Village of Ortonville**  
Township Offices – 395 Mill Street, Ortonville, MI 48462  
**Village Council Meeting Minutes**  
**February 11, 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: Batten, Kassuba, Champion, Green, Eschmann, President Quisenberry  
Absent: Nivelte - with notice.

**Also Present:** Village Manager – Ed Coy, Village Clerk/Recording Secretary – Julie Alexander, and approximately 5 residents.

**Special Presentation to Former Council Members:**

Council recognized former Village Council members with plaques and words of gratitude for their service to the community.

**Sue Bess** – former Village Council President, Planning Commission, and Trustee

**Larry Hayden** – past and present Planning Commission, and Trustee

**Bob Flath** and **Marcy Hanes** were not able to attend meeting, but were acknowledged and will receive their plaques at a future date.

**Approval of Agenda:**

**Batten** requested discussion of his DPW Equipment Report. Added as item K to the agenda. Correction to Brandon Fire Department Expenditures date. It should read January 2008, not December 2007.

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

**All were in favor, the motion carried.**

**Approval of Council Meeting Minutes:**

No corrections requested.

**Motion** by Champion, seconded by Batten, to approve the Meeting Minutes of the January 28, 2008, Village Council Meeting.

**All were in favor, the motion carried.**

**Disbursements:**

Clarifications sought for seven invoices:

- Rentrop for \$2508.00 – Itemized invoice for 2/25 Council packets
- Mckenna for \$3000
- Northwest Heating & Cooling for \$249.46 – Old Mill furnace repair
- BS & A Software- T. Karsney training and software set-up
- Belinda Fenton – Recording secretary for 1/14/08 Council Meeting
- IGD Solutions – Website maintenance/updates and hosting
- Nextel/AllStar - Cell phones and replacement battery/car chargers

**Motion** by Eschmann, seconded by Champion, to approve disbursements in the amount of \$9512.52.

**All were in favor, the motion carried.**

**Motion** by Batten, seconded by Kassuba, to approve payment of invoices due prior to next Council Meeting.

**Roll Call:**

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

**Motion approved.**

**Correspondence and Other Items:**

**Minutes of Ortonville Planning Commission – February 5, 2008**

No corrections or clarifications.

**Brandon Fire Department Expenditures – January 2008**

No corrections or clarifications.

**Public Comments (Agenda Items Only):**

**Larry Hayden** – questioned progress of eliminating fund deficit in respect to capital improvement to roadways. Timeliness of budget planning was discussed as to avoid this issue in the future. Kassuba plans to provide a copy of the Capital Improvement Plan to President Quisenberry.

**Unfinished Business:**

None.

**New Business:**

**A. Sidewalks at Mann Schoolhouse – Champion**

It was requested that Ed Coy meet with the sidewalk contractors to confirm details prior to the March Old Mill General Membership Meeting. Sidewalk work will begin April-May timeframe, as weather permits. It was clarified that Mann Schoolhouse sidewalk work was not included in the original bid. It was determined that the dollar amount for the sidewalk work was approved, but that details were not voted on as to what specific work will be completed. It was suggested that the DPW pour the Mann Schoolhouse sidewalk with the Village cement mixer. This issue will be readdressed at the 2/25/08 Village Council Meeting.

**B. Repairs to South Street Guard Rail – Ed Coy**

Ed Coy presented both contractor bids for the guard rail repair. J & J Contracting, which the Village has used in the past, and Curbcoc Parking Lot Contractors. It was suggested that Ed Coy receive a quote from the insurance company for possible coverage. Ed will gather the information to determine cost effectiveness.

**Motion** by Batten, seconded by Green, to hold off on making guard rail repairs at this time.

**All were in favor, the motion carried.**

**C. Placement of Mainstreet Signs – Ed Coy**

Council reviewed the DDA map provided showing proposed placement of Mainstreet Signs. It was clarified that the DPW would be installing the signs, using extra poles already in DPW possession. Concerns were noted regarding the size of the signs, and some of the proposed locations. It was decided to readdress the sign issue until the 2/25/08 Village Council Meeting when a DDA representative would be present to discuss.

**D. Council Pay Periods – Kassuba**

It was suggested that Council consider a quarterly pay schedule to eliminate extra work for the Village staff. After discussion, it was decided that the Village Council will submit timesheets monthly, and be paid with the 1<sup>st</sup> payroll cycle of the next month.

**E. Memorial for Larry Roberts – Green**

It was suggested that Council plan a memorial to honor Larry Roberts and his relationship within the community. It was decided that a plaque for the fire department would be appropriate. Ed Coy will handle the ordering of such plaque.

**F. Discussion of Council Elections – President Quisenberry**

President Quisenberry led a discussion over the ramifications of changing the Village election schedule. While it was originally thought that changing the Village election dates to coincide with Brandon Township would only extend the terms of some Council members by 2 months, it was later learned that it would actually extend those terms by 14 months. Jeanne McCreery clarified the rules governing an election date change and general costs to run an election. It was decided, that because of the lengthy term extensions, this is not something the Council will pursue at this time.

**G. Street Sweeper – Ed Coy**

Ed Coy gave an overview of this issue to date. In the past, two bids were received and rejected for the sale of the street sweeper. The street sweeper was re-bid with a minimum bid amount set at \$7,500.00, but there were no other interested parties. Discussion over any known interested parties and final payment details (February 2008) led Council to agree to have Ed Coy handle the sale of the street sweeper to the highest bidder. It was requested that Ed Coy inquire with past bidders as to any interest they may have in the equipment.

**Motion** by Green, seconded by Champion, to grant the Village Manager the authority to sell the street sweeper to the highest known bidder.

**Roll Call:**

Ayes: Batten, Champion, Green, Quisenberry

Nays: Kassuba, Eschmann

Absent: Nivelt

**Motion approved with 4/2 vote.**

**H. Training Proposal for Clerk & Treasurer – Ed Coy**

Ed Coy provided a training proposal for BS & A Software to do a full day of on-site training for the Village Clerk, Village Treasurer, and Office Support person. It was clarified that the Clerk and Treasurer would be present for the entire day to benefit from the information covered. It was further clarified that topics to be covered would include accounts payable, payroll, cash receipts, and general ledger.

**Motion** by Kassuba, seconded by Green, to approve BS & A Software on-site training for Village staff in the amount of \$400.00.

**Roll Call:**

Ayes: Batten, Kassuba, Champion, Green, Eschmann, Quisenberry

Nays: None

Absent: Nivelt

**Motion approved.**

**I. Resolution to Eliminate Fund Deficit – Ed Coy**

Ed Coy reviewed issue presented by Steve Kidd, the Auditor, at the 1/28/08 Village Council Meeting. The Major Street Fund owes the General Fund \$67,347.00. Ed presented the resolution required by the State that forgives that debt, therefore eliminating the liability for the Major Street Fund.

After some confusion over wording of the resolution, and the rescission of a motion by Green to approve the resolution, further discussion occurred clarifying such wording. The resolution addresses the appropriate journal entries to eliminate the deficit.

**Motion** by Eschmann, seconded by Kassuba, to approve the resolution to eliminate the fund deficit.

**Roll Call:**

Ayes: Batten, Kassuba, Champion, Eschmann, Quisenberry

Nays: None

Absent: Nivelt

**Motion approved.**

**J. Expenditure Limitations – Green**

It was suggested that expenditure limits be increased to help effectively run the daily activities of the Village office and DPW. It was generally agreed that this was needed; that the current \$200 limit per purchase was insufficient.

**Motion** by Green, seconded by Kassuba, to raise the Village Manager’s expenditure limit per purchase to \$1,000.00.

**Roll Call:**

Ayes: Batten, Kassuba, Champion, Eschmann, Quisenberry

Nays: None

Absent: Nivelt

**Motion approved.**

### **DPW Equipment Report – Batten**

As one of three committee members assigned to complete an extensive inventory analysis for Village equipment, Batten supplied Council with the committee inventory spreadsheet and an overview of his personal opinions as to what should occur regarding the DPW. Specifically, the overview noted lack of maintenance as a big concern. It also noted his disagreement with the timing of eliminating a DPW worker.

It was requested that the life expectancy of the equipment be included in the inventory spreadsheet. Also, the higher priority maintenance issues are to be addressed as soon as weather permits.

Eschmann clarified that the overview was Batten's view only. He did agree with the maintenance neglect noted by Batten. It was also stated that the maintenance issues are not a result of recent staffing changes, as they appear to be long-standing issues. Eschmann suggested the committee meet again before the 2/25/08 Council Meeting to prepare their findings. At that time, the committee will present their findings collectively.

Ed Coy is to provide an update of what maintenance items have been addressed at the 2/25/2008 Council Meeting.

### **Public Comments (Items Not on Agenda):**

**Terry Darnell** – noted dissatisfaction with quality of the local cable coverage of Council Meetings. It was clarified that the Village is not paying Charter for this service. Council recommended Charter be contacted directly.

**Ed Stone** – noted dissatisfaction with unenforced sign ordinance that was approved by Council at the 1/28/08 Council meeting. His concern is specifically over the Valvoline Oil signs on M-15. He stated that Ed Coy was to address ordinance with Valvoline Oil on 2/4/08, but did not. Ed informed Mr. Stone that he did go to Valvoline Oil on 2/6/08 to address issue, but the sign in question was not on display. Mr. Stone supplied a photo of the sign. President Quisenberry reminded Mr. Stone of process for new ordinance to take effect. The Planning Commission will hold a public hearing on 2/19/08, issue will return to Council for voting at the 2/25/08 Council meeting. The ordinance will then be published on 2/29/08 in the newspaper.

It was decided that Tim Palulian, the Village Enforcement Officer, will be addressing this issue on behalf of the Village.

**Larry Hayden** – questioned the posting of meeting minutes on the Village website. He was informed that approved minutes are currently being posted.

### **Items from Trustees:**

Eschmann – questioned unsecured equipment on Village property (not owned by the Village). It was noted that Village would not be responsible.

Champion – noted that parking spots not plowed near middle school.

**The meeting was adjourned at 8:53.**

Respectfully Submitted,

Julie Alexander  
Recording Secretary