

Village of Ortonville
Township Offices – 395 Mill Street, Ortonville, MI 48462
Village Council Meeting Minutes
February 25, 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, Batten, Green, Champion, Kassuba, Eschmann, Quisenberry
Absent: None.

Also Present: Village Manager – Ed Coy, Village Clerk/Recording Secretary – Julie Alexander, and approximately 13 residents.

Approval of Agenda:

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

All in favor, the motion carried.

Approval of Council Meeting Minutes:

Minutes of the Ortonville Regular Council Meeting – February 11, 2008.

Clarifications –Nivelt absent with notice.

Motion by Kassuba, seconded by Champion, to approve the meeting minutes of the February 11, 2008, Village Council Meeting.

All in favor, the motion carried.

Disbursements:

Clarifications sought for the following invoices:

-Morton Salt for \$2,995.44

-Cable franchise fee to Brandon Township for \$10,233.59

-Gadaletto, Rentrop, Lewis & Knopf services

-Oxford Bank for \$9,053.52 (final payment on street sweeper)

Motion by Eschmann, seconded by Kassuba, to approve disbursements in the amount of \$28,797.17, less \$5,000.00 (adjustment to cable franchise fee), also to approve disbursements due prior to the next Council meeting in the amount of \$27,694.30.

Roll Call:

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

Nays: None.

All in favor, the motion carried.

Treasurer's Report:

Included in Council packets for review. No questions or clarifications.

Motion by Kassuba, seconded by Eschmann, to accept the Treasurer's Report.

All in favor, the motion carried.

Acceptance of Other Items:

Brandon Fire Department Expenditures – February 2008

No corrections or clarifications.

Receipt of Brandon Fire Department Fire Runs – February 2008

No corrections or clarifications.

Minutes to DDA Board Meeting – January 17, 2008

No corrections or clarifications.

Minutes to Regular Planning Commission Meeting – February 5, 2008

No corrections or clarifications.

Public Comments (Agenda Items Only):

Amy Guirey requested a closed meeting regarding the Village Ordinance in respect to the Village Pub patio. She would like to discuss and resolve this issue. President Quisenberry assured Ms. Guirey that Council would consider adding the issue to a future agenda.

Unfinished Business:

A. Replacement of South Street Guard Rail – Ed Coy

Awaiting estimate from insurance company before making decision on repair. Contractor bid amounts were discussed. Insurance agent will be invited to the next Council meeting to discuss the possibility of covering the repair through the insurance policy. Issue postponed until next Council meeting.

B. Sidewalk for Mann Schoolhouse – Ed Coy

The plan is to keep sidewalks that are in good condition so that Mann Schoolhouse work can be included in original bid. Work will begin as weather permits. Ed clarified specific work to be performed.

C. Placement of “Main Street” Signs – Ed Coy

Revisited sign placement discussion from last Council meeting. DDA agreed that sign placement at the four entrances into Village would be acceptable. Robert Renchik verified locations selected.

Motion by Champion, seconded by Green, to approve Main Street sign placement.

All in favor, motion carried.

New Business:

A. Ordinance Enforcement Tracking – Nivel

Tim Palulian presented process used to handle ordinance violations. He discussed the timeframes relating to the notices/letters. He detailed the progression from the writing of a citation to the court involvement. He expressed the need to work in cooperation with the public while still maintaining effective enforcement of the ordinances. He noted that there are a few outstanding violations that will probably require council involvement due to their on-going nature. It was decided that all violations need to be handled in a consistent manner; creating a necessary written record. The log of ordinance violations will be added to the Council meeting packets monthly (2nd meeting of the month). Escalated violations will be presented to the Council by the Village Manager.

B. Staff Reviews – Nivelt

During the hiring process it was decided that the new employees would be evaluated on a 30, 60, and 90 day schedule. It is time for the first performance evaluation for Julie Alexander and Larry Brown. Ed Coy will complete a written evaluation for both employees, and present the evaluations to the personnel committee (Quisenberry and Green) by next week. The evaluations will also be discussed with the employees individually. It was stressed that on-going communication is important for all employees. It was clarified that the Village Manager is evaluated by the Council annually.

C. Amendments to Zoning Ordinances – Ed Coy

The Planning Commission held a public hearing on February 19, 2008 for the proposed Zoning Ordinance amendments. There was some discussion over wording and standards used in ordinances, in general. Council reviewed amendments.

Motion by Champion, seconded by Nivelt, to adopt amendments to the Zoning Ordinance as presented by the Planning Commission.

Roll Call:

Ayes: Nivelt, Batten, Champion, Kassuba, Quisenberry

Nays: Green, Eschmann

Motion passed with a 5/2 vote.

D. Equipment Maintenance Report – Council Committee

The committee (Eschmann, Kassuba, and Batten) presented the audit of DPW equipment. Each piece of equipment was identified, evaluated for maintenance needs, mileage detail, and photographed. The garage condition was part of the report summarization. Maintenance since the last Council meeting was reviewed. Ed Coy is in the process of creating a maintenance tracking system/procedure. A maintenance ticket and a database with reporting capabilities will be in place next month. The tracking system will be presented to Council at the March 24, 2008 Council meeting.

Informational Items:

Manager’s Report – Ed Coy

Ed Coy updated Council on the availability of road salt, the status of 21 Church Street, and DPW equipment maintenance/repairs.

Public Comments (Items Not on Agenda):

Robert Renchik thanked Council for their dedication and hard work.

Glennis Hubbard inquired as to the inclusion of small hand tools in the DPW equipment audit. While not included in the report, it was determined that the DPW has sufficient equipment to do their job. Pothole repairs were also mentioned. Pothole repairs will begin as weather permits. Glennis reiterated the need for the DPW to improve their salting/plowing methods, as they are plowing after salting.

John Nivelt commented on the perception that the Council is without procedures for many issues that arise. While it was acknowledged that many issues do not have documented procedures in place, the Council is working diligently to change that.

Items from Trustees:

Green reminded all that the skate park will need to be discussed soon.

Quisenberry informed all that there would be a closed session during the next Council meeting.

The meeting was adjourned at 8:34 p.m.

Respectfully Submitted,

Julie Alexander
Recording Secretary