

Vermontville Village Council
January 10, 2013

Call to Order: 7:00pm

Roll Call:

Present: Jason Sheridan, Sue Villanueva, Ruth Wineman, Mark Jorgensen, Garry Patrick, Charles Viele

Also Present: Monte O'Dell, Shari Carney, Kelly Williams, Kathy Laseur, Joe Harvey, Virginia Harvey, Gary McDaniel, Peg McDaniel, Jassen Dowling, Jeff Seavolt, Tom Williams, Steve Hayes, MaryAnn Hayes, and Eugene Fisher.

Pledge

Public Comment:

Jassen Dowling talked about bringing back the Syrup 5K run. It will start at 8:00 a.m. Last year had around 100 participants. This year advertised on the website. Anticipate more than 100. The 5K run has a new logo and t-shirts will also be available. The route will be similar to the previous year. The proceeds this year will go to the class of 2013. Years following the proceeds will go to the Maple Valley scholarship foundation. Jassen will work with Monte and Terry on setting up cones. Councilman Patrick made a motion to allow the run this year. Councilman Jorgensen seconded. Called for vote. All ayes, motion passed.

Jeff Seavolt talked about the Safe Route to School Trail. Arches are premade and ready to install on the trail. Signs are also ready to put up. \$12,000 shortfall for engineering fees. Asked if the village could help out at this time. President Wineman said not at this time, but encouraged him to keep looking for grants.

Councilman Jorgensen talked about the fact that in December he mentioned to the treasurer he would like to have her resign. He has had many concerns over past years. The Sewer account had 16 checks returned. Every day the account was negative the village was charged money. \$734 in fees was paid. 13 checks in water were returned. He is concerned that when a check bounces to someone who provided the village a service, the person will not do business with the village again. He realizes the treasurer is trying, but can't get the accounts to work. Council is responsible for public money. He mentioned the treasurer missed meetings with the CPA.

Tom Williams said before Kelly came on board the clerk transferred funds. He stated the council approved the checks so it was their responsibility.

Sue Villanueva asked how much has been spent on the CPA to do the treasurer work so far. She stated the village could not continue to pay a CPA and an auditor to clean up the treasurer books all the time.

Kelly Williams told the council that, yes, there had been overdrafts because she did not know the proper way to transfer funds at that point. In past practice she was issued checks to make water/sewer transfers. Kathy Sheldon showed her how to transfer correctly. Kelly took money from her own checking to cover fees. Kelly stated Laurie Tamez has been good with information in teaching. Kelly stated the

CPA was not brought in just for her. Kelly now does withdraw slips at the bank instead of checks for transfers. Judy gives a report to Kelly at the first of the month for water/sewer reconciliations.

Consent Agenda: Councilman Jorgensen asked that treasurer's report be discussed separately. Councilman Patrick made a motion to approve minutes and bills. Councilman Jorgensen seconded. All ayes, motion passed.

Treasurer Kelly Williams presented her report to the council. She spoke about the CD;s. She made a new CD to split major and local street per Laurie Tamez. The CD has been cashed for Monte's new truck. CD;s were cashed and put into local street bank account for the 4th/5th Elm Street project. She explained that the sewer CD is currently stated as water, Laurie researching. What is going on with the ones that will mature? Try to negotiate with banks for better rates. Old ones have been transferred to newer higher rates. Talked about cashing in a CD so local streets can increased in checking balance. Councilman Sheridan motioned to accept the treasurer report. Councilman Viele seconded. Ayes- Councilman Sheridan, Councilman Viele. Nays- Councilwoman Vilanueva, Councilman Patrick, Councilman Jorgensen. Motion not passed.

Committee Reports

Water/Sewer – Councilman Patrick, proposal by Councilman Patrick to accept water/sewer contract for 140 East 1st St. Jason Sheridan seconded. Councilman Jorgensen had a question on policy of who would be eligible. Councilman Patrick explained the contract would be for those who had a serious leak that had been verified by Monte O'Dell. Sewer would not be taken off if it was deemed that the leakage went in the sewer. All ayes, motion passed.

Ordinance- Councilman Sheridan stated he will be out and about making sure ordinances are being followed by the residents of the village.

Street/Drains/Sidewalks- Councilman Patrick spoke to a resident who wanted to move a stop sign. He found this to not be legal. President Wineman told Councilman Patrick to proceed as legally permitted.

Technology –President Wineman talked about having Excel purchased by Nathan to be used on clerk and deputy clerk's computers. Currently have the starter version.

Personnel – President Wineman talked about having an increase of 1.7% in wages for DPW. President Wineman would like to have a personnel meeting the week of January 13, 2013.

DPW Report – Monte O'Dell

- Thanked Councilman Patrick for finding fleet numbers so trucks could be bought cheaper.
- Scrap/tire clean-up being investigated.
- Sewer- dye tests will commence when there is snow.
- A motion was made by Councilman Sheridan and seconded by Councilwoman Vilanueva to purchase the Chevy truck by Shaheen for \$23,892. All ayes, motion passed.
- The DPW will be ordering two new LG phones from Verizon. The cost includes carrying cases, protected screen, car chargers and phone insurance. There is \$125 deductible per phone if phone needs to be replaced before the two year contract is up. The two year contract cost is \$429.81. This includes both phones.

Planning/zoning – Councilman Sheridan spoke about the pavilion that is going in the park. There is a meeting to be held on Saturday, the 12th, at 9 A.M. in the park. It will cost around \$1300 for all the permits for the pavilion. It must have site plan approval, a building permit and an architect stamp. Councilman Sheridan wanted to know if the village would be able to reimburse because it would be located on village property. If an itemized list of permits is presented, it will be paid for. The pavilion will have free usage. Go through the clerk to reserve. Would like to see the pavilion have events scheduled, such as a concert in the park series. This will fall under building/grounds. Lighting type will be decided later. Councilman Patrick would like to see meetings to discuss the future of the pavilion. The insurance cost of the pavilion will be covered by the village.

Presidents Report-President Wineman - EVIP meeting with Clerk Kathy Laseur and Monte O'Dell to gather the data needed and complete the forms to be done on the 17th of January. President Wineman presented the new committee list, noting that after the 30th of January, the council would be presented with the people interested in the open seat position. Motion made by Councilman Jorgensen to accept new committees. Seconded by Councilman Sheridan. All ayes, motion passed. President Wineman stated she will be going to Eaton County for a meeting on January 24. Councilman Patrick stated he would also like to go. The meeting is on wind energy. A class is offered at no charge on January 14 for conflict resolutions. Monte and Judy will be attending. President Wineman discussed that dues were coming up for Michigan Association of Mayors. Councilman Sheridan motioned to renew. Councilman Jorgensen seconded. All ayes, motion passed. Mayor Exchange- did Vermontville want to participate this year? Councilwoman Vilanueva motioned to accept going through with Mayor Exchange day. Seconded by Councilman Patrick. All ayes, motion passed.

Old Business

Printer bids- AOS Lexmark is what is budgeted. AOS is to be purchased outright at \$1523 and add a \$29.80 monthly service contract. Motion to accept by Councilman Sheridan. Seconded by Councilman Patrick. All ayes, motion passed.

Banking business- Direct deposit capabilities for Kathy Laseur for on-line banking. Treasurer/clerk should have separate log-ins with “view only” capabilities. Make an inventory of CD’s and what is in the safety deposit box. Have safety deposit box organized by 2 people for security purposes.

Recommendation for bank accounts:

Councilman Viele made a motion that all bank accounts, including savings, certificate of deposits, and the checking accounts held by the Village of Vermontville, use mailing address PO Box K only. President Ruth Wineman, Treasurer Kelly Williams, and Clerk Kathy Laseur are to be the authorized signatures of all bank accounts, including savings, certificate of deposits, checking accounts, and credit card. Shirley Harmon, Kay Marsh and Amy Jo Kinyon are to be removed. Seconded by Councilman Patrick. All ayes, motion passed.

New Business

Recommendations from the auditor are as follows:

Weekly deposits by the treasurer during nontax season, daily deposits during tax season by treasurer, check signing should be done while inputting information in the revenue/expense report so as not to overdraft an account, office hours to be maintained at village hall on a consistent basis for public

accessibility and transparency to public and council (including treasurer having consistent hours), all village records kept at office, board to see updated CD report monthly, reconciled bank balances for previous month to be shown monthly at board meeting.

Recommendations tabled until February so the phrasing “all village records” can be better defined.

Public Comment

Councilwoman Vilanueva- Letters need to be sent to business owners to remind them to put shovel and put out salt on the sidewalks. It is in the ordinances that business owners are responsible.

Councilwoman Vilanueva motioned to adjourn. Seconded by Councilman Patrick. All ayes, motion passed. Meeting adjourned 10:00pm

Respectfully submitted,

Kathy Laseur

Clerk

01-10-2013