

VILLAGE OF ARMADA
SEMCOG PRESENTATION
MONDAY, NOVEMBER 13, 2023
6:00 PM

President Coenen called the Presentation to order at 6:00 p.m. Present: Coenen, Clark, Adair, Ballard, Clerk Poulos, Treasurer Porter, Jeff Nutting (SEMCOG), Kevin Grand, Amy Barzyk, Joe Jabara, Sara Murray, and Stacy Sobotka.

Trustee Boelke and Jeff Nutting from SEMCOG presented Council with the data of SEMCOG's projections (on file) for the next 27 years. ~~Boelke stated that he feels the Village is not doing a good job for future proactive planning in association with the data presented. He would like to see the Village and Township work together towards development.~~

Presentation was ended by President Coenen at 6:47 p.m. as the Regular Council Meeting begins at 7:00 p.m.

Removed @ RCM 12-12-23

Amended @ RCM 12-12-23 to include with amendments

Removed @ RCM 11-27-23

VILLAGE OF ARMADA
REGULAR COUNCIL MEETING
MONDAY, NOVEMBER 13, 2023
7:00 PM

President Coenen called the meeting to order at 7:00 p.m. All rose for Pledge of Allegiance. Present at roll call: Coenen, Ballard, Adair, Clark, Sledz, Boelke, Shall. Also Present: Clerk Poulos, Treasurer Porter, Jeff Bahorski, Amy Barzyk, Kevin Grand, Stacy Sobotka, Sam Boelke, and Police Chief Maierle.

AGENDA, APPROVAL OF

MOTION by Shall, seconded by Clark, to approve agenda as amended:

Moved Item D – Budget Amendments to the last item in New Business.

All Ayes

CARRIED

CITIZEN COMMENT

None.

PRESENTATIONS

None.

ADMINISTRATIVE REPORTS

- The Code Enforcer submitted his October, 2023, Report.
- The Treasurer submitted her October, 2023, Treasurer's Report.
- Planning Commission Liaison Shall informed Council that the Planning Commission will be reviewing an auto detail shop at 73350 Floral Street.
- Trustee Boelke thanked Council for attending the SEMCOG Presentation this evening.
- Sewer Commissioner Clark stated that all is quiet at the Sewer Plant and that approximately 20 truckloads of sludge were pumped out.

- Street Administrator Sledz stated that the Lathrop Street Project is completed with only a few punch list items left to close it out including removing the port-a-john and knocking down a swale. He stated that there is a Category B grant meeting approaching and that Rowe, Treasurer Porter, Clerk Poulos, and himself will attend.
- Police Commissioner Adair read aloud the Police Action Report for October, 2023.

1. CONSENT AGENDA

MOTION by Ballard, seconded by Shall, to approve the Consent Agenda as presented.

- A. Approval of RCM Minutes of 10/23/23** approved as presented.
- B. Payment of Bills** totaling **\$61,627.62** approved for payment as follows:

1. General Fund	\$ 12,525.33
2. Police STI	\$ 864.09
3. Water Fund	\$ 11,683.58
3. Sewer Plant Fund	\$ 19,388.79
4. Sewer System Fund	\$ 3,303.62
5. Major Street Fund	\$ 2,396.81
6. Local Street Fund	\$ 7,342.39
7. Municipal Street Fund	<u>\$ 4,123.01</u>
Total	\$ 61,627.62

C. Special Event Permit Application – Armada Agricultural Society – Lighted Christmas Parade approved the Application from the Armada Agricultural Society for a Special Event Permit on December 2, 2023, for the Lighted Christmas Parade.

D. Special Event Permit Application – Armada Lions Club for Special Event Permits on:

- December 1 – 3, 2023, for the Goodfellows Paper Four Corner Fundraiser
- November 25, 2023, for the Christmas Tree Set-Up
- December 2, 2023, for Breakfast With Santa and Holly Days Activities
- December 16, 2023, for Santa Day

All Ayes

CARRIED

2. OLD BUSINESS

None.

3. NEW BUSINESS

A. PUBLIC HEARING – PROPOSED ORDINANCE AMENDING THE VILLAGE CODE OF ORDINANCES TITLE VII – BUSINESS AND TRADES CHAPTERS 71-78

Attorney Bahorski explained the changes to the Ordinance and stated that this has been discussed for many years. The Ordinance is very outdated and did not have clear definitions, especially of solicitors and peddlers. He went through the Ordinance revisions with Council.

MOTION by Adair, seconded by Shall, to enter into Public Hearing at 7:26 p.m.

Ayes: Adair, Shall, Boelke, Sledz, Clark, Coenen, Ballard
 Nays: None

CARRIED

Kevin Grand asked if residents circulating petitions or political literature are exempt from pulling a permit to solicit. Bahorski stated only if soliciting money for campaigns.

MOTION by Boelke, seconded by Shall, to exit Public Hearing at 7:28 p.m.

All Ayes

CARRIED

No Council discussion.

MOTION by Boelke, seconded by Clark, to authorize the Village Clerk to finalize the Ordinance amending Title VII, entitled "Business and Trades," Chapter 71 through and including Chapter 78, of the Village Code of Ordinances for consideration at the first Regular Meeting in December along with a resolution establishing a new licensing fee schedule.

All Ayes

CARRIED

B. CHANGE REGULAR COUNCIL MEETING DATE OF DECEMBER 11, 2023

President Coenen asked Council to change the regular meeting date of December 11, 2023, to December 12, 2023.

MOTION by Ballard, seconded by Sledz, to change the Regular Council Meeting date December 11, 2023, to December 12, 2023, and to direct the Clerk to post.

Ayes: Ballard, Boelke, Coenen, Clark, Shall, Sledz
 Nays: Adair

CARRIED

C. CORRECTION TO PREVIOUS MOTION FROM OCTOBER 27, 2023 RCM

The Clerk asked Council to rescind the motion to hire Thomas Vilas made at the last RCM as it needed clarity. She prepared a more detailed motion for Council's consideration.

MOTION by Shall, seconded by Sledz, to rescind the motion adopted at the Regular Council Meeting of October 27, 2023, to hire Thomas Vilas in its entirety.

All Ayes

CARRIED

MOTION by Sledz, seconded by Shall, to authorize the Village of Armada to extend an offer of employment to Thomas Vilas originally made October 27, 2023, at the base hourly rate of \$19.00 per hour, with overtime, comp time, clothing allowance, workers comp and liability insurance benefits comparable to those provided to current full-time DPW employees. Eligible for medical, dental, disability and life insurance after 90 days of full-time employment, personal and sick time, and holiday pay upon successful completion of the probationary period. Background and medical examinations are waived, as Vilas has already completed them for his part-time employment. Continued employment is contingent upon Vilas completing a six-month probationary period (beginning on the first day of his full-time status) after which an employment agreement may be

offered. Vilas is required to obtain a CDL within the six-month probationary period to continue employment, after which time his rate of pay will increase to \$20.00/hour.

Ayes: Sledz, Shall, Ballard, Coenen, Clark, Boelke, Adair
Nays: None

CARRIED

D. COMPUTER PURCHASE FOR POLICE DEPARTMENT STI

Part-time Police Officer Walter Tripp has completed the STI training and needs a computer to begin doing inspections for the Village.

MOTION by Adair, seconded by Clark, to accept the quote from Dell Technologies in the not to exceed amount of \$1,141.12 for the Armada Police Department. This expense will be paid for with STI funds.

Ayes: Adair, Clark, Ballard, Coenen, Sledz, Boelke, Shall
Nays: None

CARRIED

E. ESTABLISH A CAPITAL IMPROVEMENT PLAN (CIP) FOR THE GENERAL FUND

This was a discussion item brought forth by Trustee Boelke. He stated that the Auditor recommends that the Village have a General Fund Capital Improvement Plan like the Infrastructure Capital Improvement Plan that the Village recently assembled. Treasurer Porter stated that it is her intention to set this up during the next budget discussions. She stated that when Council meets with her for their individual commissions, they need to come prepared with a detailed budget for the year and a four-year wish list. This would equal a five-year plan for all departments, including the General Fund.

F. ESTABLISH A PHILOSOPHY FOR AN UNRESTRICTED FUND BALANCE AND SET A TARGET PERCENTAGE OF REVENUES TO MAINTAIN AS A "RAINY DAY" FUND

Trustee Boelke brought this item to Council. He stated that during the Audit, Curtis McBride stated that the Village should consider establishing a fund balance policy of 100% of projected yearly revenues. Treasurer Porter suggested that the Village keep 100% of the expenditures, not the revenues as suggested by Boelke. Boelke had prepared a motion but, after discussion and suggestion from Attorney Bahorski, he withdrew the discussion until budget time.

Curtis McBride recommended during the Audit

Presentation that the Village should consider establishing a fund balance philosophy - amended @ RCM 11-27-23

Removed @RCM 11-27-23

G. USE OF UNRESTRICTED VILLAGE FUNDS TO PAY FOR INFRASTRUCTURE PRELIMINARY DESIGN ENGINEERING (PDE) INITIATIVE

Water Commissioner Boelke explained that budgeted items are planned for but some expenses are unexpected. At the 8-14-23 RCM, the Council approved an unexpected expense for a contract with Rowe Professional Services Company for the Infrastructure Preliminary Design Engineering (PDE) initiative. Boelke explained that at the time, he suggested that the cost of \$21,500.00 be paid for out of the unrestricted funds in the General Fund, but that this ~~did~~ distinction was not included in the motion. He would like Council to not take the monies from the Water, Sewer and Street Funds, as recommended in the budget amendments put forth by Treasurer Porter, as it will leave the Water Fund with a very low fund balance and he still has items he is trying to complete in this year's budget.

because Council had not yet addressed the issue of the unrestricted Fund balance. - amended @ RCM 11-27-23

MOTION by Boelke, seconded by Shall, to direct the Treasurer to restore the funds expended to date for the Infrastructure PDE effort from the Street, Water, and Sewer budgets and pay for this initiative with unrestricted General Funds.

Treasurer Porter explained that from an auditing standpoint, the expenses should be paid for from the department in which the expense is coming from. Boelke stated that this is a Council decision, not his, but that the Water Department will not have enough money to pay for items he needs this year. Treasurer Porter explained that if he does not have the funds this year, he can take a loan from the General Fund and pay it back in next year's budget.

Boelke withdrew his motion.

H. BUDGET AMENDMENTS

Treasurer Porter presented several budget amendments to the Council for approval. She stated that there were more than she anticipated and explained the reasons for them. Some were unexpected expenses and a lot were for the new DPW employee as the budget did not allow for adding an employee. She did state that going forward she would like the Council to make the budget amendment prior to the purchase.

MOTION by Ballard, seconded by Shall, to approve the attached budget amendments as presented which brings the total estimated fund balances for the:

- Local Street Fund from \$6,797.60 to \$6,424.60
- Major Street Fund from \$142,889.84 to \$135,529.84
- Municipal Street Fund from \$145,001.60 to \$100,001.60
- Sewer Fund from \$105,029.60 to \$85,131.60
- Water Fund from \$7,271.15 to \$2,246.15
- General Fund from \$756,956.17 to \$714,251.17
- and STI from \$0 to \$3,093.67.

Ayes: Ballard, Shall, Clark, Coenen, Adair, Boelke, Sledz
Nays: None

CARRIED

UPCOMING AGENDA ITEMS

None.

CITIZENS COMMENTS

None.

COUNCIL COMMENTS/COMMUNITY EVENTS

Trustee Shall inquired about the Code Enforcement Report and the letters to residents about cars being parked on lawns. Trustee Adair stated that the Planning Commission will be looking at the Zoning Ordinance to amend.

The Clerk asked the Council if anyone knew where the Welcome to Armada sign went from the west end of town as it is missing. No one knows where it went.

No further business.

MOTION by Ballard, seconded by Clark, to adjourn the meeting at 8:13 pm.

All Ayes

CARRIED

Michelle Poulos

Minutes submitted by:
Michelle Poulos, MiPMC, CMMC, Armada Village Clerk

*Approved as Amended
@ RCM 11-27-23
MP*