

**VILLAGE OF ARMADA  
BUDGET WORKSHOP  
MONDAY, MARCH 15, 2021  
5:30 PM**

The meeting was called to order at 5:39 p.m. Present: Boelke, Clark, Clerk Poulos and Treasurer Adair. Ballard arrives at 5:41.

Discussed Village Water and Sewer Funds.

Meeting Adjourned at 7:07 p.m.

**VILLAGE OF ARMADA  
BUDGET WORKSHOP  
MONDAY, MARCH 22, 2021  
4:00 PM**

The meeting was called to order at 4:09 p.m. Present: Coenen, Boelke, Clark, Treasurer Adair and Clerk Poulos. Sledz arrives at 4:09 p.m. Ballard arrives at 4:15 p.m.

Discussed all Village Funds.

Meeting Adjourned at 4:55 p.m.

**VILLAGE OF ARMADA  
REGULAR COUNCIL MEETING  
MONDAY, MARCH 22, 2021  
7:00PM**

President Pro Tem Coenen called the meeting to order at 7:00 p.m. All rose for Pledge of Allegiance. Present at roll call: Clark, Ballard, Sledz, Boelke, and Coenen. Absent: Shall and Wolak. Also present: Clerk Poulos, Treasurer Adair, Edward Serwatowski, and Kevin Grand.

**AGENDA, APPROVAL OF**

**MOTION** by Ballard, seconded by Sledz, to approve agenda as amended:

Added **CHANGE ORDER NUMBER 6** as New Business Item L.  
Removed **TREASURE'S REPORT** from Administrative Reports.

All Ayes

**CARRIED**

**CITIZEN COMMENT**

None.

**PRESENTATIONS**

The Council recognized and thanked Edward Serwatowski for his 46 years of service to the Village of Armada and presented him with an engraved pocket knife for his retirement.

**ADMINISTRATIVE REPORTS**

- F & V presented Council with the February, 2021, Monthly Operating Report. Sewer Commissioner Clark stated that he has nothing to add and Water Commissioner Boelke stated that if the F & V Agreement is approved tonight, the Waste Water and Water Works will be combined into one report.
- Business Liaison Boelke stated that he attended the Chamber of Commerce Meeting recently and the Chamber is looking to work with the Village regarding the four gateway signs to the Village. Boelke stated that the Village would need to remain in control of the signage that is placed at these locations but the Chamber is interested in maintaining.
- Received the February 2021 Code Enforcement Report.

**GENERAL BUSINESS**

**1. CONSENT AGENDA**

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

- A. Approval of RCM Minutes of 3/8/21** approved as presented.
- B. Payment of Bills** totaling **\$249,413.19** approved for payment as follows:

1. General Fund	\$ 8,008.21
2. Water Fund	\$ 7,444.11
3. Sewer Plant Fund	\$ 229,861.73
4. Sewer System Fund	\$ 1,134.19
5. Major Street Fund	\$ 1,058.56
6. Local Street Fund	\$ 1,070.82
7. Municipal Street Fund	\$ 290.14
8. STI	<u>\$ 545.43</u>
Total	\$ 249,413.19

- C. List of Depositories for FY 2021/2022** approved the following banking/depository facilities: Fifth Third Bank, Choice One Bank and Bank of New York Mellon for Village of Armada deposits, drafts, transfers, wires and/or investments
- D. Investment Policy** approved the Village President’s submittal of the Treasurer’s annual Investment Policy for Fiscal Year 2021/2022.
- E. To Set the Administrative Fees for Village Accounts** to set the Administration Fees for the Village accounts as follows: Local Street Fund \$2,600.00, Major Street Fund \$2,600.00, Water Fund \$12,500.00, Sewer Fund \$12,500.00, Police STI \$10,000.00.

All Ayes

**CARRIED**

**OLD BUSINESS**

**A. SEWER PLANT UPDATE**

Sewer Commissioner Clark updated Council on the SRF Project at the Waste Water Treatment Plant. He stated that the SBR tank is being sandblasted and they will patch the cracks after. There is still wiring and pipe gallery work to be done.

**B. WATER DEPARTMENT UPDATE**

Water Commissioner Boelke informed Council that he received a letter EGLE which stated that they have approved the Water Asset Plan and that they are very pleased especially with the inclusion of a Street and Sewer plan. He stated that he is still waiting for news on the two grants that he has applied for, which should be awarded in April and May of 2021.

**2. NEW BUSINESS**

**A. APPROVAL OF EMPLOYEE AGREEMENTS**

The Negotiation Committee and Village employees have agreed on the terms of agreements.

**MOTION** by Ballard, seconded by Sledz, to approve employment agreements between the Village of Armada and Rebecca Henderson, Michael Patrick, James Sharp, Andrew Cubitt, David Wagner, and Victor Curtis.

Ayes: Ballard, Sledz, Boelke, Clark, Coenen

Nays: None

Absent: Shall and Wolak

**CARRIED**

**B. CAPITAL CHARGES FOR WATER AND SEWER**

The Clerk presented Council with the annual proposed water and sewer rate resolutions (as discussed in Budget Workshops and are on file) reflecting an increase of 3%, on the water commodity charges and a 10% increase on the sewer commodity charges. The water DWRF bond cost has also been raised 3% as required by the bond, which requires at least a 3% increase.

**MOTION** by Boelke, seconded by Ballard, to adopt the attached resolutions approving the new water and sewer rates.

Ayes: Boelke, Ballard, Clark, Sledz, Coenen

Nays: None

Absent: Shall and Wolak

**CARRIED**

**C. SET PROPOSED MILLAGE RATES**

Treasurer Adair explained that the Council needs to set the proposed millage rates for fiscal year 2020/2021. The millage will not be set until we receive the Headlee Rollback amount from the County.

**MOTION** by Ballard, seconded by Clark, to accept the recommendations by Treasurer Adair to propose the 2021 Tax Millage rate at the maximum allowable levy as permanently reduced by MCL211.34d and authorized under Truth in Taxation, MCL.21124e, with full understanding that these requested tax levy rates will be reduced, if necessary, to comply with the state constitutional (Article 9 Section 31) MCL Sections 211.34 and 211.24e. The following rates shall be proposed:

General Fund	8.9817 mills
Municipal Streets Fund	3.5923 mills
PA 33	<u>2.2500 mills</u>
Total Proposed Millage Rate	14.8240 mills

Ayes: Ballard, Clark, Coenen, Boelke, Sledz  
Nays: None  
Absent: Shall and Wolak

**CARRIED**

**D. LONG TERM WATER WORKS AGREEMENT BETWEEN F & V AND THE VILLAGE OF ARMADA**

As discussed in length at previous Council meetings, Water Commission Boelke submitted a copy of the F & V Proposal (on file), less contractual language, for Council's consideration. He reminded Council that this proposal is combining the water and sewer operations for the Village and only requested Council approve the cost for one year for now.

**MOTION** by Boelke, seconded by Clark, to approve the Operating and Maintenance Agreements between the Village of Armada and F & V Operations and Resource Management, Inc in the total amount of \$289,332.00 for contract year one for the publicly owned Wastewater Treatment Plant and Water Treatment Plant facilities, subject to review and approval by the Village Attorney and Water and Sewer Commissioners, and authorize the President and Clerk to sign the Agreements on behalf of the Village.

Ayes: Boelke, Clark, Ballard, Sledz, Coenen  
Nays: None  
Absent: Shall and Wolak

**CARRIED**

**E. 2021-2022 WAGE ALLOCATIONS FOR TREASURER, CLERK AND NON-CONTRACTED PART-TIME POLICE OFFICERS**

The Clerk and Treasurer wages need to be approved every budget year by Council resolution. The wages proposed have 5% increases for this fiscal year. The Part-Time Police Officers wages are also requested to be increased by \$1.00.

**MOTION** by Ballard, seconded by Clark, to establish the compensation for the Treasurer of the Village of Armada in the amount of \$42,170.63 annually effective April 1, 2021.

Ayes: Ballard, Clark, Coenen, Sledz, Boelke  
Nays: None  
Absent: Shall and Wolak

**CARRIED**

**MOTION** by Ballard, seconded by Coenen, to establish the compensation for the Clerk of the Village of Armada in the amount of \$29,517.23 annually effective April 1, 2021.

Ayes: Ballard, Boelke, Sledz, Coenen, Clark  
Nays: None  
Absent: Shall and Wolak

**CARRIED**

**MOTION** by Ballard, seconded by Clark, to approve hourly wage rates effective April 1, 2021 for current part-time police officers as follows:

- (1) \$17.00 per hour for part-time police officers having six months or less of service to the Village;

- (2) \$17.50 per hour for part-time police officers having six months to one year of service to the Village;
- (3) \$18.00 per hour increase for part-time police officers having one year or more of service to the Village.

Ayes: Ballard, Clark, Boelke, Coenen, Sledz

Nays: None

Absent: Shall and Wolak

**CARRIED**

**F. BUDGET AMENDMENTS TO SEWER FUND**

Treasure Adair submitted Budget Amendments for Council's approval.

**MOTION** by Clark, seconded by Ballard, to approve the Sewer Fund Budget Amendments for Fiscal Year 20/21 as follows: Revenue as listed on Budget Amendment in the adjusted amount of \$75,000.00 increasing the fund revenue from \$787,216.16 to \$862,216.16 and to further adjust the expenditures as listed on the Budget Amendment in the adjusted amount of \$10,956.00 from \$769,700.90 to \$780,656.90 giving a total adjusted estimated fund balance of \$140,479.26.

Ayes: Clark, Ballard, Boelke, Sledz, Coenen

Nays: None

Absent: Shall and Wolak

**CARRIED**

**G. PUBLIC HEARING – 7:00 PM – TO DISCUSS A PROPOSED ORDINANCE ESTABLISHING THE COMPENSATION TO BE RECEIVED BY THE PRESIDENT AND TRUSTEES**

**MOTION** by Ballard, seconded by Clark, to enter into Public Hearing at 7:37 p.m.

Ayes: Ballard, Clark, Coenen, Sledz, Boelke

Nays: None

Absent: Shall and Wolak

**CARRIED**

No Public comment received.

**MOTION** by Clark, seconded by Ballard, to exit Public Hearing at 7:38 p.m.

All Ayes

**CARRIED**

**MOTION** by Ballard, seconded by Shall, to adopt the ordinance establishing the compensation to be received by the President and Trustees at \$350.00 per meeting and \$250.00 per meeting, respectively.

Ayes: Ballard, Boelke, Clark, Sledz, Coenen

Nays: None

Absent: Shall and Wolak

**CARRIED**

**H. PUBLIC HEARING – 7:00 PM - TO SET THE FISCAL YEAR 2021/2022 PROPOSED BUDGETS FOR THE VILLAGE OF ARMADA**

**MOTION** by Boelke, seconded by Ballard, to enter into Public Hearing at 7:40 p.m.

Ayes: Boelke, Ballard, Sleds, Clark, Coenen

Nays: None

Absent: Shall and Wolak

**CARRIED**

The Village of Armada's fiscal year 2021/2022 begins April 1, 2021. The Village is required to adopt budgets for its various funds prior to this date. After several workshops conducted by the Village Council, a budget was prepared and submitted for this public hearing and Council vote. No public comments were received.

**MOTION** by Ballard, seconded by Clark, to exit Public Hearing at 7:41 p.m.

All Ayes

**CARRIED**

**MOTION** by Boelke, seconded by Ballard, to adopt the fiscal year 2021/2022 budgets for the following funds as presented: General Fund as presented with a projected fund balance of \$464,251.29, Municipal Street Fund as presented with a projected Fund Balance at year-end of \$174,393.61, Major Street Fund as presented with a projected Fund Balance at year-end of \$116,788.05, the Local Street Fund as presented with a projected Fund Balance at year-end of \$14,915.65, the Water Fund as presented with a projected Fund Balance at year-end of \$116,789.51, the Sewer Fund as presented with a projected Fund Balance at year-end of \$15,426.60, and Salvage Title Fund as presented with a projected Fund Balance at year-end of \$47,787.92.

Ayes: Boelke, Ballard, Sledz, Clark, Coenen

Nays: None

Absent: Shall and Wolak

**CARRIED**

**I. SET WAGE SCALES FOR THE TREASURER AND CLERK**

The Treasurer and Clerk's wages are set yearly by Council in a Public Meeting. Since these positions are elected, unless one needs to be appointed, the Treasurer and Clerk are suggesting that Council set beginning and capped wages for these positions.

**MOTION** by Ballard, seconded by Boelke, to establish the base compensation for a newly elected or appointed Treasurer or Clerk of the Village of Armada in the amount of \$20,000.00. Increases in pay are set annually at a Regular Meeting of Council, but the wages may not exceed \$45,000.00 annually.

Ayes: Ballard, Boelke, Sledz, Coenen, Clark

Nays: None

Absent: Shall and Wolak

**CARRIED**

**J. RE-APPOINTMENT TO THE CABLE COMMISSION**

Jo Adair has requested to be reappointed to the Cable Commission.

**MOTION** Ballard, seconded by Sledz, to comply with the President's recommendation to appoint Jo Adair to the Cable Commission to a term ending December 31, 2023, subject to the appointee meeting the qualifications set forth in Chapter II of the Village Charter.

All Ayes

**CARRIED**

**K. PAY OUT OF VACATION TIME TO EDWARD SERWATOWSKI**

Edward Serwatowski will be retiring on March 31, 2021 and has requested the Village pay out his five weeks vacation time upon his retirement.

**MOTION** by Boelke, seconded by Clark, to to pay Edward Serwatowski the balance of unused vacation time, after his retirement, to be paid with the payroll of April 8, 2021.

Ayes: Boelke, Clark, Sledz, Coenen, Ballard

Nays: None

Absent: Shall and Wolak

**CARRIED**

**L. CHANGE ORDER #6**

Sewer Commissioner Clark submitted Change Order #6 for the Waste Water Treatment Plant SRF Project Number 5645-01 for Council's approval. Clark stated that he has discussed with Doug Scott and Doug Skylis of Rowe Professional Services that he is not pleased with these change orders. Unfortunately, the work needs to be done for the project to continue. Clark is contesting some items relating to electrical issues that are being discussed now and will most likely be included on a future change order. He read the change order to Council so they would be aware of the contents.

**MOTION** by Clark, seconded by Ballard, to approve Change Order #6 for a net increase of \$47,587.00 to the Contract for the Waste Water Treatment Plant SRF Project 5645-01 to allow for Grit System additional wiring, to replace 1-1/2" flushing valve, and 12" and 10" waste activated sludge piping and valve removal and to allow the Sewer Commissioner to sign Change Order Six on behalf of the Village.

Ayes: Clark, Ballard, Coenen, Boelke, Sledz

Nays: None

Absent: Shall and Wolak

**CARRIED**

**UPCOMING AGENDA ITEMS**

None.

**CITIZENS COMMENTS**

None.

**COUNCIL COMMENTS/COMMUNITY EVENTS**

Water Commissioner Boelke again stated that the F & V transition will be completed and in place by April 1, 2021 and thanked Ed Serwatowski for working so well will Chris Munson of F & V to complete the transition to management from the Village DPW to

F & V. He also informed the public that the Governor's moratorium on shutting off water ends March 31, 2021 and the Village will be turning off water services that have not set up a water arrangement with the Village office prior to this date. He stated that the Village does not wish to shut off anyone's water but this is the way the ordinance reads and it is not fair to the people who have paid their bills all along as this is used water that needs to be paid for. He urged anyone who has past due water bills to make an arrangement.

Sewer Commissioner Clark reminded the public that wipes cannot be flushed down the toilets even if they say flushable. These wipes will clog the sewer system.

No further business.

**MOTION** by Ballard, seconded by Clark, to adjourn the meeting at 8:03 pm.

All Ayes

**CARRIED**

Minutes submitted by:

Michelle Poulos, CMMC  
Armada Village Clerk