

VILLAGE OF BURBANK
2015 BUDGET PUBLIC HEARING & REGULAR MEETING
JUNE 3, 2014

Mayor Joy Sherwin called the meeting to order at 7:06 PM.

A roll call was taken with the following officials present: Dennis Rigerman, Carolyn Dibler, Chris Letzelter, Tracy Lenhoff and Gary Gallion. Also in attendance: Allan Michelson – Solicitor, Gary Harris – Fiscal Officer; Officer Brian, Bob Morehead with The Post, Abby Armbruster with The Daily Record and Village residents Robert Reed, Janet McDermott and Leo Rowe.

The Mayor asked everyone to stand and Pledge Allegiance to the Flag.

Gary made a motion to excuse Jason Balyer, seconded by Carolyn. 5 ayes, 0 nays

Public Hearing - 2015 Budget

- ✚ Gary Harris addressed the two revisions he made to the 2015 proposed budget to that of the original budget version issued to Council and the Mayor at April's Meeting – added a net increase to the General Fund of \$3,340 to cover the increased salary and impact to benefits for the new Zoning Inspector and a net deduct to Streets Maintenance of \$25,000
- ✚ Council raised questions as to the deduction for Street Maintenance and Gary Harris explained that this was needed to avoid further deterioration of the agreed upon Street Emergency Fund targeted at \$150,000 that would be reduced from its current \$111,800 (still nearly \$40,000 short of target) down to \$81,800 by just spending the \$30,000 in 2014 for the Traffic Light poles and battery back-up and forget the other targeted projects for 2014 comprised of retaining walls, drain repairs and Henrietta street resurfacing/repair
- ✚ Gary Harris stressed the need for the Village to complete an Income Survey as this is one of the criteria used to award Grant monies and without this survey completed our ability to be awarded any grant monies will be greatly reduced if not eliminated from participation; he further stressed the need for Grant monies to be able to do the level of work and repair projects for both Streets and Parks due to the limited revenues that the Village earns each year; Gary asked who will head this up and it was mentioned that Jason investigated this after the hand-off from Gary Harris and all felt that Jason

should head-up this effort with all of Council participating in distributing and picking-up completed documents

- ✚ Gary Harris asked if there were any other questions or discussions on the budget from Council or the public - nothing was presented
- ✚ Gary Harris requested a motion asking for approval to submit this revised 2015 Budget to the Wayne County Auditor's Office
- ✚ **Carolyn made a motion to approve the submittal of the revised 2015 Budget to the Wayne County Auditor's Office, seconded by Chris. 5 ayes, 0 nays;** this concluded the Public Hearing

Regular Meeting

Minutes - May 6, 2014 Regular Meeting

Carolyn made a motion to waive the reading of the Minutes as issued, seconded by Dennis. 5 ayes, 0 nays.

Gary made a motion to approve the Minutes as issued, seconded by Carolyn. 5 ayes, 0 nays.

Committee Reports:

Zoning - met to discuss the application of James Brandenburg as the replacement Zoning Inspector for Bob Reed who resigned effect May 6, 2014; his background includes his being the current Zoning Inspector for Lodi and Chippewa Lake; there is interest in offering him this position

Parks, Safety, Finance, Streets and Water/Sewer - nothing to report

Council Reports:

Safety

Tracy had nothing to report.

Officer Brian reporting:

- 13 citations issued in May; of these 4-5 were "Click It or Ticket" citations
- With some of the changes in the Village, two primary cruiser parking locations have been lost
- Mentioned that parking on Depot Street needs to be 100' away from the intersection and that signs to that effect should be erected; Chris stated that he will proceed to obtain information

- Spoke about an inexpensive camera system that we may want to consider for our Park; Carolyn offered to call Creston to obtain information from the Mayor

Zoning

Carolyn reporting:

- ✓ Asked about copies being obtained on the updated Zoning Book; Joy asked Council and will make 5 hard copies as were requested
- ✓ Recommended that the Committee review this book in preparation for voting on the acceptance and implementation of the updated Zoning Book; Allan reminded Council of the need for a Public Hearing and a 30 day advance notice; a question was raised if the “proposed” Zoning Book could be installed on the Village website, Allan confirmed that it could be so long as it is identified as “proposed”; Tracy is to install this on the Village website
- ✓ Allan amended a previous statement and confirmed that it is not required for the Village to notify individual property owners who would be impacted on proposed zoning changes as we do not meet the criteria for sending out such notices; Council members Gary and Carolyn reviewed the new Zoning Map with Allan
- ✓ Allan to confirm if there will be a Zoning Board of Appeals meeting on July 3rd

Parks

Dennis had nothing to report.

- o Joy stated that she has received a lot of positive comments from Village residents now that the repairs and upgrades have been completed in the Park and expressed her thanks to Jason and Dennis on this effort
- o Gary confirmed the Park Clean-up scheduled for this Saturday (June 7th) at 9:00 AM; Joy asked how many people or groups have signed-up and Gary reported none but he hopes to see people arrive just the same to assist; Gary Harris raised concerns that minimal progress has been made in completing the PEP Insurance issues from 2013; Gary requested copies of the Insurance write-ups and he will try to complete some of the tasks this Saturday

Streets

Chris and Gary reporting:

- ❖ Reported that no concerns or complaints were received in May
- ❖ Based on comments made during the Public Hearing, Joy asked Chris to obtain new bids for the Traffic Light project less the battery back-up so that work on Henrietta Street can also be done in 2014 along with the basic work

needed on the Traffic Light project and to keep total costs at or below \$30,000 for all this work

Finance

Tracy reporting:

- ✓ Read the Bills to be Paid and the Automatic Deductions amounting to \$14,254.52. **Tracy made the motion to pay the bills, seconded by Chris. 5 ayes, 0 nays.**
- ✓ Gary Harris requested a motion to pay an MB Excavators invoice held since April
- ✓ **Chris made a motion to pay MB Excavators April invoice in the amount of \$522.50; seconded by Tracy. 5 ayes, 0 nays**

Water & Sewer

Gary and Chris had nothing to report.

- Allan reported that West Salem is proceeding to work on the (water) well-fields

New Business:

Gary Harris reporting:

- Stated that with the recent Park repairs and upgrades this will only leave approximately \$600 of available “other spending” for 2014 if all other appropriated monies are spent; he also stated that Grants can be very important to Parks, and/or an increase or a definite renewal of the Park Fund Levy, to finance other projects that want to be done especially in light of the limited revenues collected each year
- Emphasized the need for Streets to select one single project/priority each year as the Village cannot afford to perform multiple projects each year based on the limited revenues received; he stated once again the very definite need for Grant Monies for Streets and/or a new levy to be able to conduct the level of projects desired and needed for our Village
- Reported that Streets should only operate from the balance of monies available in the Checking Accounts for Streets, Highway and Permissive MV License Tax; further he stated that later in 2014 he will be requesting Council’s approval to move monies from the Checking Accounts for Streets and/or General Fund (target \$21,000), Highway (target \$10,000) and Permissive (target \$7,000) and move these monies into a CD, if such funds are available in November, as we strive to accumulate the \$150,000 Emergency Road Repair set-aside monies; he stated monies sitting in the

Checking Accounts are too easily spent and need to move into a more restrictive reserve capacity

- He deposited \$622 in May for April Court Fines
- Our next Council Meeting is July 1st
- He will post the next Zoning Board of Appeals Meeting for July 3rd at 6:00 PM
- Since postings cannot be done at Cochrell's, he contacted Liz at Furbank Dog Grooming and received the OK to post our Ordinances at that site (45 Front Street)
- Reported that no Financial Reports will be available at July's Meeting since we meet on July 1st
- He gave Council a 12 month advance notice on the upcoming (2015) Levy renewals for Parks and Safety and suggested they begin to consider now if they should be looking at increasing the millage if they want more Police services and Park projects; he stated that he will provide another reminder 6 months before we need to file an Ordinance on these matters (June, 2015)
- Asked Street Chairs to obtain a new Workers Comp. Certificate from MB Excavating as theirs expires on 8/31/2014; Gary Harris reported that he contacted this contractor as they also need to provide Commercial Vehicle Insurance as required by the contract
- Reported that he had two CD's mature in May and he rolled them over for reinvestment at the annual interest rates of 0.21% and 0.31%
- He distributed a document to all of Council and Allan for use when talking with contractors/vendors about how the Village pays invoices; based on some possible misunderstandings he felt this to be important and mentioned that it might be a good idea to include in future contracts; Allan agreed that this should be incorporated into contracts

Old Business:

- ✚ Gary Harris asked about the fire extinguishers at Village Hall and if they have been tagged yet; Joy reported not yet but plans to have this done in June
- ✚ Carolyn asked about flags for displaying on Front Street; Chris stated there might be some, but in poor condition, in the Park storage shed rafters and he also stated that they needed to be on lit poles; Chris offered to check to see if any flags are in storage

Public Participation:

- Janet asked about storm drain issues and if any of the work being looked into will impact her; Chris didn't believe this to be the case

Executive Session

A motion was made by Gary, at 8:15 PM, to enter into Executive Session to discuss the hiring of a new Zoning Inspector, his rate of pay and Village expectations, seconded by Carolyn. 5 ayes, 0 nays

A motion to return to the Regular Meeting was made by Carolyn, at 8:25 PM, and seconded by Gary. 5 ayes, 0 nays

Regular Meeting

Allan did the 1st reading of Ordinance 2014-07 to hire James Brandenburg as Zoning Inspector for the Village setting his rate of pay and declaring the same an emergency.

Gary made a motion to waive the 2nd and 3rd readings of Ordinance 2014-07, seconded by Carolyn. 5 ayes, 0 nays

Gary made a motion to adopt Ordinance 2014-07 as an emergency, hiring James Brandenburg at a salary of \$300/month with a 6 month review, seconded by Carolyn. 5 ayes, 0 nays

There being no further business to come before council, Gary made a motion to adjourn, seconded by Chris at 8:35 PM. Unanimous.

X

Mayor, Joy Sherwin

X

Fiscal Officer, Gary Harris