

**Minutes**  
Village of Alanson  
7631 US 31 North, Alanson, MI 49706  
Regular Council Meeting of August 8th, 2022.

**Call to Order:** Meeting called to order by Village President Greg Babcock at 6:05pm.

**Council Present:** Trustee Mark Fairbairn, Trustee Doug Larson, Trustee Josh Larson, Trustee David Stepanovich. President Greg Babcock.

**Council Absent:** N/A

**Staff Present:** Jennifer Murphy, Craig Wilson

**Approval of Agenda:** *Motion* by Trustee David Stepanovich to approve the agenda as written for the regular council meeting of August 8th, 2022. Seconded by Trustee Josh Larson. All votes in favor. Motion carried. 5/0

**Approval of Minutes:** *Motion* by Trustee Josh Larson to approve the minutes as written for the regular council meeting of July 11th, 2022. Seconded by Trustee David Stepanovich. All votes in favor. Motion carried. 5/0

**Public Comment:** N/A

**Visitor Presentation:**

A. N/A

**New Business:**

- A. **Sewer Clerk Interviews:** See sign in sheet for Sewer Applicants. Applicants' resumes have been presented to the council. The council asked several questions of the applicants and applicants responded. Discussion ensued.

*Motion* by Trustee Doug Larson to go into closed session for discussions at 6:14pm. Seconded by Trustee Josh Larson. All votes in favor. Motion Carried 5/0.

Trustee Doug Larson made a motion to return to the regular council meeting at 6:17. Seconded by Trustee Mark Fairbairn. All votes in favor. Motion Carried. 5/0

*Motion* by Trustee Doug Larson to offer the Sewer Clerk position to Jasmine Blumke. Seconded by Trustee Josh Larson. All votes in favor. Motion carried 5/0.

- B. **Village Trustee & President Salary:** Trustee Doug Larson mentioned that a new council will be starting in December. Larson had called around to other municipalities to see if the Village of Alanson's President and Trustee positions are competitive on pay. Larson determined, the President's pay in other municipalities is closer to \$10,000 a year with health insurance

provided. The Village of Alanson is paying under \$5,000 a year for the President's position. Littlefield Township pays \$3,500 a year to its Trustees. The Village of Alanson pays \$1,500 a year to the Trustees. Larson commented that the pay increase for the President's position was previously budgeted for but not approved. Trustee David Stepanovich commented "I'm not on the board for the money". Trustee Mark Fairbairn commented that "I don't care about the money". Trustee Doug Larson mentioned that he wanted to see if there was any interest from the board. If the board wanted to increase the pay, there would need to be a resolution made. The Council tabled the discussion until next month.

#### **Old Business:**

**A. Emmet County Recycling Contract Renewal:** At July's meeting the council asked to verify the number of households in the village. According to the Emmet County DWP there are 344 households in the village. Only 322 households are currently being counted for. Trustee David Stepanovich asked to confirm if a new council comes in, that the topic can be reviewed again. President Babcock responded that the recycling contract would be able to be reviewed by the new board.

*Motion* by Trustee Doug Larson to execute the recycling contract with the Emmet County DPW for a 5-year period; and to allow the Clerk and President to sign the contract. Seconded by Trustee Josh Larson. Roll call vote: Mark Fairbairn- Y, Doug Larson -Y, Josh Larson -Y, David Stepanovich -N, Greg Babcock -Y. Votes 4/1. Motion carried.

**B. TITLE VI Compliance:** President Babcock reported that he had reached out to the Village Attorney regarding the Title VI compliance. The attorney mentioned he's never done anything with Title VI before. Babcock asked the council if they wanted to have the attorney review the Title VI template or just approve the template provided by the State of Michigan and sign it. Trustee Doug Larson suggested the template be sent to the Attorney to review.

*Motion* by Trustee Doug Larson to send the Title VI compliance template to the attorney for review. Seconded by Trustee David Stepanovich. All votes in favor. Motion carried 5/0.

#### **COMMITTEE REPORTS:**

**Trustee Mark Fairbairn: N/A**

**Trustee Josh Larson: N/A**

**Trustee Doug Larson:** Reported that the bathroom project is on schedule for the 1<sup>st</sup> or 2<sup>nd</sup> week of September. The remodel should take two weeks. Larson also reported that he is working on a grant this fall with the Community Foundation to install an electric charging station located at the lot near Milton Avenue and Warren St. which will be 100% grant funded and will also provide revenue to the Village.

**Trustee David Stepanovich:** Reported that he has been in contact with David Tallon from MDOT who had printed a new map of the streetscape reflecting the changes made by the council. Stepanovich mentioned Tallon had asked what the Village wanted between the curb & sidewalk- grass or concrete. Discussion ensued. President Babcock commented that we will need to look at the streetscape design. Stepanovich also reported receiving complaints on the Bridgetender.

**President Greg Babcock:** Reported that he did not attend the last Sewer Authority Meeting. The Sewer authority is hoping to replace the Station 9 Flow meter that had failed. The board estimates the cost to be \$6,671 which would be divided between the village and Littlefield township

**Clerk- Treasurer Jennifer Murphy- See attached Clerk/Treasurer Report**

Trustee Doug Larson made a motion to move the budgeted amount in the General Fund of \$68,000 to the Local Street Fund. Seconded by Trustee Josh Larson.

Trustee Doug Larson made a motion to move the budgeted amount in the General Fund for Delq. Street Income in the amount of \$7,423.06 to the Local Street Fund. Seconded by Trustee Josh Larson.

Trustee Doug Larson made a motion to move the budgeted amount in the General Fund of \$8,050 for Delq. Street Tax to the Local Street Fund. Seconded by Trustee Josh Larson.

**DPW/Zoning/ Street Commissioner Glen Pemberton - Absent**

**Deputy Clerk Craig Wilson- N/A**

**Monthly Bills:** *Motion* by Trustee Doug Larson to pay the current monthly bills. Seconded by Trustee David Stepanovich. All votes in favor. Motion carried 5/0.

**Public Comment:** N/A

**Adjournment:** *Motion* by Trustee Doug Larson to adjourn the meeting. Seconded by Trustee Josh Larson. All votes in favor. Motion carried 5/0.

Meeting adjourned at 6:46 pm.

**Village of Alanson  
Profit & Loss Budget vs. Actual  
March 2022 through February 2023**

	Mar '22 - Feb 23	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
Income				
101-000-676 EMP. REIMBURSEMENT	0.00	0.00	0.00	0.0%
101-000-402 TAXES CURRENT	65,238.57	153,000.00	-87,761.43	42.6%
101-000-412 DELQ GENERAL FUND	15,628.46	16,950.00	-1,321.54	92.2%
101-000-573 METRO AUTHORITY	3,840.91	8,000.00	-4,159.09	48.0%
101-000-574 STATE REV SHARE CVT	48,560.00	75,150.00	-26,590.00	64.6%
101-000-607 ZONING FEES	0.00	100.00	-100.00	0.0%
101-000-665 INTEREST INCOME	1,085.07	180.00	905.07	602.8%
101-000-666 DIVIDENDS PAID				
101-000-678 MISC	565.43	40.00	525.43	1,413.6%
101-000-681 REIMBURSEMENT SRVCS	35.00			
101-251-667 EQUIP RENTAL TRANSF	0.00	5,000.00	-5,000.00	0.0%
101-253-403 DELQ STREET TAX	0.00	50,000.00	-50,000.00	0.0%
101-253-473 CHICKEN PERMIT FEES	0.00	0.00	0.00	0.0%
101-253-477 FRANCHISE FEES	0.00	20.00	-20.00	0.0%
101-253-528 ARPA	1,895.58	3,000.00	-1,104.42	63.2%
101-253-566 GRANT INCOME	80,287.78	80,127.85	159.93	100.2%
101-266-611 ATTY FEE REIMBURSE	13,000.00	0.00	13,000.00	100.0%
101-266-611 ATTY FEE REIMBURSE	544.00			
<b>Total Income</b>	<b>230,680.80</b>	<b>391,567.85</b>	<b>-160,887.05</b>	<b>58.9%</b>
<b>Expense</b>				
101-100-832 VIL GRANT MATCH	0.00	0.00	0.00	0.0%
101-000-922 RECYCLING	4,717.30	11,200.00	-6,482.70	42.1%
101-100-716 Simple Plan Expense	1,619.39	2,300.00	-680.61	70.4%
101-100-961 SEASONAL DECOR				
101-100-962 ELECTRIC	0.00			
101-100-961 SEASONAL DECOR - Other	0.00	500.00	-500.00	0.0%
<b>Total 101-100-961 SEASONAL DECOR</b>	<b>0.00</b>	<b>500.00</b>	<b>-500.00</b>	<b>0.0%</b>
101-100-964 EQUIPMENT PURCHASES				
101-210-801 PROFESSIONAL FEES	1,882.55	5,000.00	-3,117.45	37.7%
101-210-802 OMS COMPLIANCE	0.00	500.00	-500.00	0.0%
101-223-801 AUDIT	9,800.00	12,000.00	-2,200.00	81.7%
101-266-801 ATTORNEY	646.00	2,500.00	-1,854.00	25.8%
101-210-801 PROFESSIONAL FEES - Other	1,550.00			
<b>Total 101-210-801 PROFESSIONAL FEES</b>	<b>11,996.00</b>	<b>15,000.00</b>	<b>-3,004.00</b>	<b>80.0%</b>
101-211-900 LEGAL ADS	782.68	1,000.00	-217.32	78.3%
101-249-880 CLEANUP DAY EXPENSE	6,761.03	6,000.00	761.03	112.7%
101-249-881 PROMOTION	0.00	500.00	-500.00	0.0%
101-250-406 GRANT PROJECT EXP.	5,878.23	0.00	5,878.23	100.0%
101-253-999 ARPA EXPENSE	0.00	80,127.85	-80,127.85	0.0%
101-253-999 TAX ACCOUNT EXP	856.71	500.00	356.71	171.3%
101-266-940 RENT				

Village of Alanson  
Profit & Loss Budget vs. Actual  
March 2022 through February 2023

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101-266-942 PROPERTY RENT	0.00	0.00	0.00	0.0%
101-266-940 LIBRARY RENT	4,075.00	8,150.00	-4,075.00	50.0%
101-266-941 EQUIPMENT RENTAL	92.20	2,000.00	-1,907.80	4.6%
Total 101-266-940 RENT	4,167.20	10,150.00	-5,982.80	41.1%
101-294-728 OFFICE SUPPLIES				
101-294-753 OFFICE EQUIPMENT	32.62	1,500.00	-1,467.38	2.2%
101-299-730 HARDWARE	0.00	1,000.00	-1,000.00	0.0%
101296-957 SOFTWARE SUBSCRIPTN	2,278.88	6,200.00	-3,921.12	36.8%
751-294-751 SUPPLIES	1,207.15	1,500.00	-292.85	80.5%
751-294-752 POSTAGE	337.65	500.00	-162.35	67.5%
Total 101-294-728 OFFICE SUPPLIES	3,856.30	10,700.00	-6,843.70	36.0%
101-295-955 DUES	782.00	900.00	-118.00	86.9%
101-295-956 EDUCATION	0.00	4,200.00	-4,200.00	0.0%
101-295-958 MISC	0.00	0.00	0.00	0.0%
101-411-803 FUEL VEHICLES	2,114.85	4,000.00	-1,885.15	52.9%
930 REPAIRS & MAINTENANCE				
101-250-930 OPERATIONS	8,253.32	7,000.00	1,253.32	117.9%
101-250-931 EQUIPMENT REPAIR	1,747.64	7,000.00	-5,252.36	25.0%
101-250-932 DPW	182.06			
101-751-931 PARKS & REC MNTNCE	1,382.68	5,000.00	-3,617.32	27.7%
Total 930 REPAIRS & MAINTENANCE	11,565.70	19,000.00	-7,434.30	60.9%
BANK SERVICE CHARGES				
101-210-803 SAFETY DEPOSIT FEE	0.00	70.00	-70.00	0.0%
101-210-804 BANK SERVICE FEES	0.00	300.00	-300.00	0.0%
Total BANK SERVICE CHARGES	0.00	370.00	-370.00	0.0%
INSURANCE EXPENSE				
101-100-711 HEALTH INSURANCE	-4,589.62	18,000.00	-22,589.62	-25.5%
101-100-712 WORKER COMPENSATION	0.00	5,100.00	-5,100.00	0.0%
101-100-962 GENERAL LIABILITY	0.00	15,000.00	-15,000.00	0.0%
Total INSURANCE EXPENSE	-4,589.62	38,100.00	-42,689.62	-12.0%
Payroll Expenses				
101-100- 941 TAX EXPENSE	5,980.90	10,000.00	-4,019.10	59.8%
101-100-703 Street Comm Wage	1,200.00	2,400.00	-1,200.00	50.0%
101-100-716 RETIREMENT	0.00	0.00	0.00	0.0%
101-173-701 EXTRA MEETINGS	0.00	1,360.00	-1,360.00	0.0%
101-173-701 VILLAGE PRESIDENT	2,300.00	7,800.00	-5,500.00	29.5%
101-173-702 WAGES COUNCIL	3,000.00	6,000.00	-3,000.00	50.0%
101-215-702 WAGES CLERK	5,056.00	8,500.00	-3,444.00	59.5%
101-253-702 WAGES CLERK - TREAS	12,065.34	23,500.00	-11,434.66	51.3%
101-253-702 WAGES TREASURER	0.00	0.00	0.00	0.0%

**Village of Alanson**  
**Profit & Loss Budget vs. Actual**  
 March 2022 through February 2023

	Mar '22 - Feb 23	Budget	\$ Over Budget	% of Budget
101-400-702 WAGES PLANNING	0.00	1,400.00	-1,400.00	0.0%
101-411-703 WAGES JOINT EMPLOYEE	711.50	15,000.00	-14,288.50	4.7%
101-441-702 Wages - Holidays	478.40			
101-441-702 Wages - Snow Watch	150.00	1,200.00	-1,050.00	12.5%
101-441-702 Wages - Vacation	2,409.30	3,040.00	-630.70	79.3%
101-441-702 Wages - Personal	1,073.60			
101-441-702 WAGES DPW	32,133.96	70,000.00	-37,866.04	45.9%
101-441-702 WAGES DPW OVERTIME	981.69	1,200.00	-218.31	81.8%
590-536-701 WAGES SEWER CLERK	0.00	2,700.00	-2,700.00	0.0%
LIABILITY PAYROLL EXPENSE	96.29	0.00	96.29	100.0%
WAGES STREET COMMISSIONER	0.00	0.00	0.00	0.0%
Zoning Admin/Ord Enforcement	0.00			
101-702 - 703 ZONING ADMIN/ ORD. ENFORCE	1,500.00	3,000.00	-1,500.00	50.0%
Payroll Expenses - Other	104.90	0.00	104.90	100.0%
<b>Total Payroll Expenses</b>	<b>69,241.88</b>	<b>157,100.00</b>	<b>-87,858.12</b>	<b>44.1%</b>
<b>UTILITIES</b>				
101-000-921 GARBAGE	405.76	800.00	-394.24	50.7%
101-297-850 TELEPHONE/INTERNET	2,451.81	3,800.00	-1,348.19	64.5%
101-297-920 ELECTRIC	8,549.82	12,000.00	-3,450.18	71.2%
101-441-802 HEAT DPW	641.20	2,600.00	-1,958.80	24.7%
<b>Total UTILITIES</b>	<b>12,048.59</b>	<b>19,200.00</b>	<b>-7,151.41</b>	<b>62.8%</b>
66900 - Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
<b>Total Expense</b>	<b>133,680.79</b>	<b>385,847.85</b>	<b>-252,167.06</b>	<b>34.6%</b>
<b>Net Ordinary Income</b>	<b>97,000.01</b>	<b>5,720.00</b>	<b>91,280.01</b>	<b>1,695.8%</b>
<b>Other Income/Expense</b>				
Other Income	0.00	0.00	0.00	0.0%
204-000-401 TAXES STREET	0.00	0.00	0.00	0.0%
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
<b>Net Income</b>	<b>97,000.01</b>	<b>5,720.00</b>	<b>91,280.01</b>	<b>1,695.8%</b>