

The Village of
Alanson
Minutes

Village of Alanson
7631 US 31 North, Alanson, MI 49706
Regular Council Meeting of July 10th, 2023.

Call to Order: Meeting called to order by Village President Greg Babcock at 6:00pm.

Pledge of Allegiance- Recited

Council Present: Trustee Mark Fairbairn, Trustee Doug Larson, Trustee Josh Larson, Trustee Scott Latva, President Greg Babcock

Council Absent: N/A

Staff Present: Jason Losey, Jennifer Murphy, Craig Wilson

Approval of Agenda: *Motion* by Trustee Scott Latva to accept the agenda as written for July 10th, 2023. Seconded by Trustee Mark Fairbairn. All votes in favor. 5/0 Motion carried.

Approval of Minutes: *Motion* by Trustee Josh Larson to approve the minutes as written for the regular council meeting of June 12th, 2023. Seconded by Trustee Scott Latva. All votes in favor. 5/0 Motion carried.

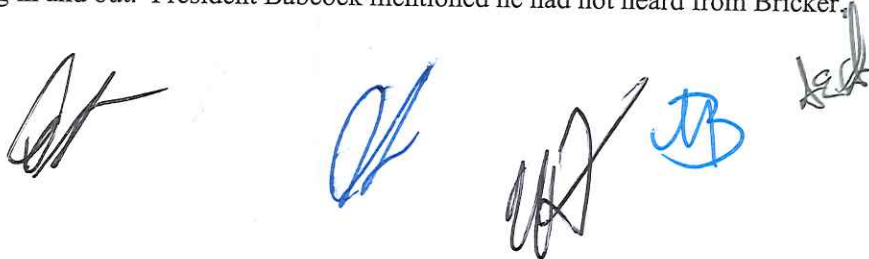
Public Comment:

Property Owner Sherrie Bradley of 6238 West Street presented an overlay map showing her property on US 31 & West St. Bradley informed Council that M-DOT blocked access to her property from US- 31. Bradley stated that she had attended both public meetings and spoke to M-DOT several times and was assured that her US 31 access would continue. Currently the drainage dumps all the water onto her property. Discussion ensued. Trustee Mark Fairbairn mentioned getting ahold of Bob with M-DOT. President Babcock said that he had spoken with Bob and was told that Bob is willing to work with Bradley. Bradley said she doesn't believe them because M-DOT lied three times to her. Bradley wanted to bring this issue to the attention of the Council.

Bridge Tender Eric Mink- Informed Council he has the approved insurance information as requested, provided a copy to Clerk-Treasurer Murphy.

Resident Kim Morgan- Inquired onto the status of Morgan Park. President Babcock responded saying that he's called Bee Friendly multiple times and has not heard back. He will follow up again.

Resident Kevin Kelly of 7702 Bass Street inquired if Randy Bricker had reached out to President Babcock over the weekend. Kelly mentioned there was a camper parked on Bass Street that was blocking people from getting in and out. President Babcock mentioned he had not heard from Bricker.



Resident Kim Morgan mentioned the application for Michigan Fire Equipment grant was completed last week.

Visitor Presentation:

A. N/A

New Business:

- A. **Removal of Jim & Nicole Weller from DDA:** President Babcock explained the Wellers were approved last year to be new board members of the DDA, attended one meeting and have not attended a meeting since. Babcock requested that Council remove them from the board allowing for a quorum and new members to be appointed.

Motion by Trustee Doug Larson to remove Jim & Nicole Weller from the DDA board. Seconded by Trustee Josh Larson. All votes in favor. 5/0. Motion carried.

- B. **Approval of Employee Manual Documents:** President Babcock reported that Lori Burton, from the Village's liability insurance company has suggested several new proposed employee policies. Babcock went over these new proposed policies. Clerk-Treasurer Jennifer Murphy mentioned Burton had sent her samples of the new policies where Murphy revised them to fit the Village. Trustee Doug Larson inquired as to if we needed the volunteer waiver form. President Greg Babcock responded – Yes- we need the waiver. Babcock explained that if any volunteers get hurt while working on a Village project the Village is liable. Babcock read the list of proposed policies.

Concealed Weapons Policy: *Motion* by Trustee Doug Larson to approve the Concealed Weapons Policy as presented. Seconded by Trustee Mark Fairbairn. All votes in favor. 5/0. Motion carried.

Volunteer Waiver Form: *Motion* by Trustee Josh Larson to approve the Volunteer Waiver form as presented. Seconded by Trustee Doug Larson. All votes in favor. 5/0. Motion carried.

Employee Manual: Trustee Doug Larson requested changes to the Employee Manual including employee evaluations, cost of living increases or merit-based adjustments. Street Commissioner Losey stated that business hours should be adjusted to reflect his schedule. President Babcock also wanted the manual to include the "Snow Watch" schedule.

Motion by Trustee Doug Larson to approve Employee Manual as modified. Seconded by Trustee Josh Larson. All votes in favor. 5/0. Motion carried.

Vehicle Use Policy: *Motion* by Trustee Doug Larson to approve the Vehicle Use Policy as presented. Seconded by Trustee Scott Latva. All votes in favor. 5/0. Motion carried.

Personnel Employee Disclaimer: *Motion* by Trustee Doug Larson to approve the Personnel Employee Disclaimer as presented. Seconded by Trustee Mark Fairbairn. All votes in favor. 5/0. Motion carried.

Driving Record Review: Trustee Doug Larson questioned the pathway for an employee to return to work if there were a suspension. Discussion ensued.

Motion by Trustee Doug Larson to approve the Driving Record Review as modified. Seconded by Trustee Josh Larson. All votes in favor. 5/0. Motion carried.

Disclosure of use of Consumer Reports for Employment Purposes: Trustee Doug Larson stated that he feels this form is intrusive. Larson said, "I don't feel we need an employee's credit score." President Babcock responded that they are also running criminal background checks. Discussion ensued. Clerk-Treasurer Jennifer Murphy reminded Council that it may be prudent to run a credit check on the people handling Village finances.

Motion by Trustee Doug Larson to approve the Disclosure of use of Consumers Report for Employment Purposes as presented. Seconded by Trustee Scott Larva. All votes in favor. 5/0. Motion carried.

Social Media Policy: Trustee Doug Larson suggested modifying line 3 to include language "in their official capacity".

Motion by Trustee Doug Larson to approve the social media policy with the changes he suggested to line 3. Seconded by Trustee Josh Larson. All votes in favor. 5/0. Motion carried.

Motor Vehicle Policy: *Motion* by Trustee Doug Larson to adopt the Motor Vehicle Policy as presented. Seconded by Trustee Scott Latva. All votes in favor. 5/0. Motion carried.

At Will Statement: *Motion* by Trustee Doug Larson to approve the At Will Statement as presented. Seconded by Trustee Josh Larson. All votes in favor. 5/0. Motion carried.

Employee Manual Acknowledgement: *Motion* by Trustee Doug Larson to approve Employee Manual acknowledgement as presented. Seconded by Trustee Mark Fairbairn. All votes in favor. 5/0. Motion carried.

Employment Application: *Motion* by Trustee Doug Larson to approve the Employment Application as modified. Seconded by Trustee Mark Fairbairn. All votes in favor. 5/0. Motion carried.

Old Business: -

A. **Sewer Position:** President Babcock reminded Council that Jasmine Blumke resigned from the Sewer Clerk position -June 12th, 2023. Babcock did reach out to Melissa Krussell, a previous Sewer Clerk applicant, to see if she was still interested. Babcock stated, "Melissa is interested but there would need to be an increase in pay, and she can only work on Saturdays." Babcock informed Council that Clerk-Treasurer - Jennifer Murphy had expressed interest in absorbing the position for \$100/ month as she is doing the job currently.

Motion by Trustee Doug Larson to offer Jennifer Murphy the Sewer Clerk Position at a rate of \$100 a month. Seconded by Trustee Mark Fairbairn. Roll Call Vote. Trustee Mark Fairbairn- Yes, Trustee Doug Larson- Yes, Trustee Josh Larson- Yes, Trustee Scott Latva- Yes, President Greg Babcock- Yes. All votes in favor. 5/0. Motion carried.

B. **Village of Alanson Street and Drainage Improvement Quotes:** Street Commissioner Losey presented quotes from M&M Excavating (attached). Losey requested several

street projects to be quoted with a breakdown of costs per street. Trustee Mark Fairbairn inquired into how much money was available in the bank to do these projects. Clerk-Treasurer Murphy directed Council the balance sheets included in the agenda packets. Discussion ensued. Losey reported that Spring and Cheboygan Streets require the most work to be done. Trustee Mark Fairbairn mentioned "North Pine Street needs to be done." Fairbairn said, "it has been pushed off for 20 years." Trustee Doug Larson asked Clerk-Treasurer Murphy "how much can we spend without being spread too thin?" Further discussion ensued.

Trustee Doug Larson asked Council to determine an objective way to determine a 4 year plan toward choosing the projects each year.

Motion by Trustee Doug Larson to approve the North Pine Street and Spruce Street project as long as the accounts stay healthy. Seconded by Trustee Scott Latva.

Roll Call Vote. Trustee Mark Fairbairn- Abstained, Trustee Doug Larson- Yes, Trustee Josh Larson- Yes, Trustee Scott Latva- Yes, President Greg Babcock- Yes. All votes in favor. 4/0. Motion carried.

- C. **Streetscape:** Local business owner and DDA Vice Chair- Charles Rehmann inquired if there is a copy of the Streetscape Plan that can be accessible to the public. Babcock responded that they only have the initial rendering in which there have been multiple changes since the drawing was done. Rehmann asked what they plan on doing with the sections along the sidewalk filled with Afton stone. Babcock said the sections are to be filled with concrete. Rehmann inquired if brick can be put in there instead? Babcock responded that it would change the price. Trustee Doug Larson commented that we would need to submit a change modification to the Tap Grant if there were to be any changes. Babcock said they had talked about putting grass in those sections but decided it would be too difficult to maintain. The Council and businesses agreed to put concrete in them once the streetscape is completed.

COMMITTEE REPORTS:

Trustee Mark Fairbairn- Reported that resident Randy Bricker called him about the camper parked on Bass Street over the weekend. Bricker also asked if the Village had gotten the appraisal. President Babcock responded that we need to get the appraisal scheduled. Trustee Fairbairn asked Street Commissioner Losey if he could put a patch down on the road leading up to Milton Rd near the Depot Restaurant to prevent the road's edge from breaking up.

Fairbairn asked if anyone knew what was going on with the brown house on Cheboygan Street. Babcock responded that last, he had heard, the homeowner was going to sell it. Babcock said he will reach out to the homeowner again. Trustee Fairbairn also commented that the new Blight Officer is doing a good job.

Trustee Josh Larson- N/A

Trustee Doug Larson- Reported that the Hall Bathroom Project is finally completed. Trustee Fairbairn commented that the bathroom looks good. Larson thanked Losey for doing a lot of the work. Losey commented that it was himself and Joint Employee Kevin Phillips. Larson commented that the bathroom has a time lock system now. Larson said "The grant is finally done. This year's grant is the kayak launch. We are just waiting for it to be delivered." Larson said they plan to place the launch in Memorial/ Morgan

Park in one of the slips. President Babcock expressed concern about losing the use of one of the boat slips. Discussion ensued regarding the placement of the launch.

Larson also reported that he and President Babcock have been in talks with the Alanson Public School over the athletic complex. Larson mentioned the complex is in very bad shape. Larson is looking into the possibility of the Village buying the complex for a small sum, perhaps \$1. Larson said that Council would need to be committed to spending a significant amount of funds, roughly a few hundred thousand dollars to revamp the complex. Of note, Larson mentioned 1. a baseball field 2. little league complex 3. softball field 4. a track 5. a playground 6. bathroom/ concessions. It would be approximately 4 acres and require maintenance and upkeep by our staff. Larson is looking into writing a DNR Grant to help fund the project. Discussion ensued. Larson said that he wanted to mention this project so that everyone had time to consider it. He would like to discuss it further at the next Council meeting.

Business owner Charles Rehmann commented that he thought it would be an awesome project. Rehmann also mentioned the platform taking people over to Sanctuary Island is broken again. Rehmann suggested having a list of priorities to focus on. President Greg Babcock stated that the list of priorities is done with the 5 year Recreation Plan.

Trustee Doug Larson exited the meeting at 7:19pm

Trustee Scott Latva- Stated that the businesses south of town do not have accessibility due to the M-DOT project. President Babcock advised that businesses can be accessed by the US-31 northbound shoulder. Trustee Josh Larson mentioned that the Alanson Dairy Queen did a nice video they posted on Facebook showing how to get there.

President Greg Babcock: Has a Sewer Authority meeting this week. Has no further updates.

Clerk- Treasurer Jennifer Murphy: Report included. – Load Rating QA/ QC Compliance Issues - Motion by President Greg Babcock to approve the Spicer Group contract in the amount of \$2,025. Seconded by Trustee Josh Larson. All votes in favor. 4/0. Motion carried.

Deputy Clerk Craig Wilson- N/A

Street Commissioner Jason Losey: Reported he will be on vacation July 22nd to July 30th. Losey reported erosion issues at the end of Chicago Street. Gravel is washing down onto the bike path. He believes the lack of grass is a part of the problem. Losey said he received a call from Resident Angela Papi. She is working on different projects with the Hillside Gardens and is willing to work on gardening projects around town to clean things up. Losey mentioned he had wanted to ask Trustee Doug Larson about where the Bike Repair station is to be installed. President Babcock advised he thought was to go to the bike path but to confirm with Trustee Larson.

Resident Kim Morgan reported concerns that the wooden train in the park appears unsafe. Losey responded that he may need to pull the train out of there.

Monthly Bills: *Motion* by Trustee Josh Larson to pay the current monthly bills. Seconded by Trustee Mark Fairbairn. All votes in favor. 4/0. Motion carried.

Public Comment: Resident and DDA Member Gail Greenwell mentioned she has been working on updating the website directory. Greenwell asked Council if they wanted her to continue working on it. Greenwell said some businesses are on the website, some are not. Babcock asked Council if we wanted to

list businesses outside of the Village or just those within the Village. Trustee Josh Larson suggested listing more business on the website than just those within the village, stating "the more the merrier".

Resident Sherrie Bradley commented that she has been inspired by some of the work done in the Village with the park improvements and updates to WW. Fairbairn's hardware. She and her husband would like to eventually do something with their vacant property. Bradley thanked the council for listening to her.

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

Meeting adjourned at 7:29pm.

CLERK- TREASURER REPORT
Village of Alanson
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Load Rating QA/ QC Compliance Issues - Rich Kathrens at Spicer Group submitted an engagement agreement 7/7/2023 in the amount of \$2,025. From Kathrens: "This will resolve the current load rating issues. We will complete this work within the following week from when you authorize us to proceed and have the data uploaded to MiBRIDGE."

Resolution of Support Request - Michigan Township Participating Plan Grant Application - Can receive up to \$5,000 per request. Fall cycle is Aug. 1st - Sept. 15th. If we want to apply we must complete the resolution of support. Sample attached.

Employee Forms- to be approved by council.

FOIA Policy- to be approved by council.

2nd Qtr. 2023 Payroll Reports Complete.

Tax bills went out 7/1 and payments are now being processed.

