

The Village of Alanson

Minutes

Village of Alanson

7631 US 31 North, Alanson, MI 49706

Regular Council Meeting of March 10th, 2025

Call to Order: Meeting called to order by Village Trustee Mark Fairbairn at 6:00pm.

Pledge of Allegiance: Recited

Council Present: Trustee Jamie Breithaupt, Trustee Mark Fairbairn, Trustee Gail Greenwell, Trustee Scott Latva

Council Absent: None

Staff Present: Jason Losey, Jennifer Murphy, Craig Wilson

Approval of Agenda: Motion by Trustee Mark Fairbairn to accept the agenda as written for March 10th, 2025. Seconded by Trustee Scott Latva. All votes in favor. 4/0. Motion carried.

Approval of Minutes:

- A. **Regular Council Minutes for February 10th, 2025:** Motion by Trustee Scott Latva to approve the minutes as written for the Regular Council meeting of February 10th, 2025. Seconded by Trustee Gail Greenwell. All votes in favor. 4/0. Motion carried.
- B. **Special Meeting Minutes for February 10th, 2025:** Motion by Trustee Scott Latva to approve the minutes as written for the Special Meeting of February 10th, 2025. Seconded by Trustee Gail Greenwell. All votes in favor. 4/0. Motion carried.

Public Comment:

- Barbara Boz of 7838 Lake St. inquired about the annual Spring Cleanup Day, expressing disappointment that it did not occur last year. She requested permission to collect quotes and volunteers to the present at the next Regular Council meeting for consideration. Council was open to her proposal.
- Vi Keller of 6227 River St. asked about zoning regulations for signage size and permission to place a dumpster in the street during construction. Council allowed the dumpster placement for approximately one month and suggested Keller refer to the Village website for ordinance information.

Visitors:

- A. **Habitat for Humanity:** Project Manager Andrea Jacobs provided updates on ongoing projects and requested guidance on the access roads once the Lantern Lane home is completed by the end of September or early October.

W.M.
[Handwritten signatures and initials]

New Business:

A. Accept resignation of President Greg Babcock: Motion by Trustee Gail Greenwell to approve President Greg Babcock's resignation. Seconded by Trustee Scott Latva. All votes in favor. 4/0. Motion carried.

B. Appoint new Trustee: Motion by Trustee Mark Fairbairn to approve Wayne McPhall as a Village of Alanson Trustee. Seconded by Trustee Gail Greenwell. All votes in favor. 4/0. Motion carried.

Recess for Swearing-In of Trustee McPhall: Recessed at 6:14pm. Meeting resumed at 6:17pm.

C. Appoint new Village of Alanson President: Motion by Trustee Gail Greenwell to approve Jamie Breithaupt as the new Village President. Seconded by Trustee Mark Fairbairn. Roll Call Vote: Breithaupt-Abstained, Fairbairn-Yes, Greenwell-Yes, Latva-Yes, McPhall-Yes. All votes in favor. 4/0. Motion carried.

Recess for Swearing-In of President Breithaupt: Recessed at 6:22pm. Meeting resumed at 6:26pm.

D. Appoint Village of Alanson President pro-tem: Motion by Trustee Gail Greenwell to approve Mark Fairbairn as Village President Pro-Tem. Seconded by Trustee Wayne McPhall. All votes in favor. 4/0. Motion carried.

E. Remove resigned President Greg Babcock from Nicolet and Citizens National accounts as signer: Motion by Trustee Mark Fairbairn to remove Greg Babcock from the Nicolet and Citizens National Bank accounts. Seconded by Trustee Scott Latva. All votes in favor. 5/0. Motion carried.

F. Add new signer to Nicolet and Citizens National Bank accounts: Motion by Trustee Wayne McPhall to approve President Breithaupt as a new signer on the Nicolet and Citizens National Bank accounts. Seconded by Trustee Gail Greenwell. All votes in favor. 4/0. Motion carried.

G. David Cenefels- Zoning Board: Motion by Trustee Mark Fairbairn to approve David Cenefels to the Planning and Zoning Board. Seconded by Trustee Gail Greenwell. All votes in favor. 5/0. Motion carried.

H. Resolution #1 of 2025 - Sewer Fee Increase: Motion by Trustee Mark Fairbairn to approve Resolution #1 of 2025 to increase sewer fees from \$45 to \$47.25. Seconded by Trustee Scott Latva. All votes in favor. 5/0. Motion carried.

I. Bridge Tender Posting: Motion by Trustee Gail Greenwell to approve posting the 2025 Bridge Tender Position. Seconded by Trustee Mark Fairbairn. All votes in favor. 5/0. Motion carried.

J. Doug Larson grant writing: Motion by Trustee Gail Greenwell to approve paying Doug Larson \$100 for writing the grant for flowers and brackets. Seconded by Trustee Mark Fairbairn. Roll Call Vote: Breithaupt-Yes, Fairbairn-Yes, Greenwell-Yes, Latva-Yes, McPhall-Yes. All votes in favor. 5/0. Motion carried.

K. Appoint Harbor Springs Area Sewer Authority representative: Motion by Trustee Gail Greenwell to appoint Scott Latva as the Harbor Springs Sewer Authority representative. Seconded by President Breithaupt. All votes in favor. 5/0. Motion carried.

L. Appoint Zoning Administrator: Topic tabled.

M. Appoint Crooked River Locks Consortium representative: Motion by Trustee Gail Greenwell to approve Wayne McPhall as the Crooked River Locks Consortium representative. Seconded by Trustee Mark Fairbairn. All votes in favor. 5/0. Motion carried.

N Wade Trim Master Plan Quote/ Retain Existing Plan: Discussion regarding the need to update the Master Plan last updated in 2003. Cost estimates were discussed, ranging from \$20,000 to \$30,500.

O. Ordinance Enforcement Officer Proposal for raise: Motion by Trustee Mark Fairbairn to approve a \$1,500 pay increase for the Ordinance Enforcement Officer position, to be reevaluated in three months. Seconded by Trustee Gail Greenwell. Roll Call Vote: Breithaupt-Abstained, Fairbairn-Yes, Greenwell-Yes, Latva-Yes, McPhall-Yes. All votes in favor. 4/0. Motion carried.

P. Proposed Budget Increases:

Clerk- Treasurer Murphy highlighted proposed budget increases.

Motion by President Breithaupt to increase Master Plan line item from \$7,500 to increase \$30,500 to meet the Wade Trim proposal. Seconded by Trustee Greenwell. All votes in favor. 5/0. Motion carried.

Proposed increase for Street Commissioner Losey from \$2,400 to \$6,000 to align with OEO proposed pay increase. *Motion by Trustee Latva to table the discussion regarding Street Commissioner pay raise. 2nd Mark Fairbairn. All in favor. Motion carried.*

Proposed increase for Wages - Deputy Clerk to \$16,000 and Clerk-Treasurer to \$30,000. Motion by Trustee- Greenwell to approve the request for the year 2025 budget. Seconded by President Breithaupt.

Roll call vote-All votes in favor. 5/0. Motion carried.

Q. Top O Michigan Boat Race Request Letter:

Motion by Trustee Mark Fairbairn to approve the Top O Michigan's request on the weekend of August 9th & 10th 2025. Seconded by Trustee Gail Greenwell. All votes in favor. 5/0. Motion carried.

R. Village of Alanson Zoning/ Emmet County: Deputy Clerk Craig Wilson explained that Greg Babcock had briefly entered into discussions with the Emmet County Planning & Zoning Dept. on the topic of taking on the zoning administration duties for the village. Wilson reached out to the Emmet County Planning & Zoning department which sent Wilson information on the proposal. Wilson presented the council with the information. Discussion ensued.

Motion by Trustee Mark Fairbairn to move forward with discussions with Emmet County Planning & Zoning Department. Seconded by Trustee Jamie Breithaupt. All votes in favor. 5/0. Motion carried.

S. Hire Gardener for Parks:- Trustee Gail Greenwell mentioned that Bob Evans expressed interest in working in the parks. Evans has previously done work in the parks on a volunteer basis. Greenwell said that the parks can use some extra work to spiff them up. Discussion ensued. Greg Babcock suggested the council make it a 1099 position. It was suggested that Bob Evans submit a proposal for the position to the council. Street Commissioner Jason Losey commented that if Evans starts a job, he needs to finish the job and not have Losey come and clean it up. Greg Babcock suggested that Evans would need to form a business and be insured.

T. Morgan Park Tree Removal Quote: Trustee Gail Greenwell had reached out to Paul's Tree Service to remove 3 trees from Memorial/ Morgan Park and to grind down 5 stumps. The quote came in at \$1500. Greenwell had called two other companies, and no one responded.

Motion by Trustee Mark Fairbairn to approve the tree removal quote from Paul's Tree Service not to exceed \$1500. Seconded by Trustee Wayne McPhall. Roll Call Vote. Jamie Breithaupt-Y, Trustee Mark Fairbairn- Yes, Trustee Gail Greenwell- Yes, Trustee Scott Latva- Yes, Trustee Wayne McPhall- Yes. All votes in favor. 5/0. Motion carried.

U. Village Assist Purchase Flower Baskets/Flag Attachments: Trustee Gail Greenwell discussed purchasing more flower baskets and hardware as well as flags for the streetlights down US 31 and River St. Greenwell mentioned Doug Larson was working on getting a grant to help cover the expense. Greenwell asked the council if they would consider budgeting \$3000 for the project. Deputy Clerk Wilson commented that the DDA may be willing to contribute as well.

Motion by Trustee Gail Greenwell that the village is to provide up to \$3000 to go towards the purchase of flower baskets and hardware. Seconded by Trustee Mark Fairbairn. Roll Call vote. President Jamie Breithaupt-Yes, Trustee Mark Fairbairn- Yes, Trustee Gail Greenwell- Yes, Trustee Scott Latva- Yes, Trustee Wayne McPhall- Yes. All votes in favor. 5/0. Motion carried.

Old Business:

A. **Crooked River Locks sewer update:** Clerk/Treasurer Jennifer Murphy reported she had spoken with the village attorney. There isn't much of an update other than they are working on coming up with a solution to running the sewer line down to the Crooked River Locks.

B.. **Bricker Property Update:** Trustee Gail Greenwell did a recap of the sale and property line situation on 7661 Bass Avenue. The Village Attorney had discovered that the original agreement on the property was not valid, and the village should not have entered into the 99-year lease. They are currently waiting to determine what to do. Greg Babcock commented that he has spoken to a contact at the DNR and they are trying to get it released. They are currently waiting on a vote.

C. **Bridge Repairs-**Street Commissioner Jason Losey reported that he has been in contact with Spicers and they have recommended an electric company that services movable bridges. Losey said

the entire electrical system in the Bridgetender booth needs to be redone. Losey also reported that both gates need significant repairs. Trustee Mark Fairbairn asked what the turn around time was. Losey responded that he was told 2-3 weeks. Losey reported the one gate was hit by a car. Trustee Mark Fairbairn asked if we could get the persons insurance to pay for the damage. Losey reported the insurance, and the plate did not match the correct vehicle. President Breithaupt commented that the bridge needs to get the repairs completed before the upcoming season.

- A. **Alta Holmes River St Homeowner Snow:** Trustee Gail Greenwell followed up with the homeowner at 6284 River St. The homeowner has reported that the snow piled up next to her home has caused water damage and makes the home very cold. The plow causes her home to shake as well as garbage gets pushed into her yard. Trustee Greenwell stopped by the house to see the snow piles and provided photos to the council. Discussion ensued. Trustee Greenwell asked Street Commissioner Losey if there was another place to pile the snow up. President Breithaupt said he would meet Losey down on River St. and look at other options to put the snow.

COMMITTEE REPORTS:

President Jamie Breithaupt- Reported he has sent a letter to the homeowner at 7847 Lake St. to move his camper out of the right of way which is under the jurisdiction of the Village. Breithaupt also spoke with the library on their parking lot and wants to speak with LAMA on putting up Library parking only signs. He'd also like to see the parking lot and sidewalks around the library maintained better with the snow and ice.

Trustee Mark Fairbairn- Reported that he has spoken with Deputy Clerk Craig Wilson and Clerk Treasurer Jennifer Murphy. He would like to try limit the number of phone call or limit them to a certain times. Fairbairn people mentioned have other jobs and it can be difficult to be receiving calls while working. Deputy Clerk Craig Wilson commented that it also applies to Trustee Fairbairn who has people showing up to his place of business while he is working. Trustee Fairbairn asked Street Commissioner Losey if he bought the drop spreader that was brought up to a vote at a previous meeting. The vote did not pass. Losey responded that he did purchase the spreader. Clerk/ Treasurer Jennifer Murphy commented that she had spoken with Losey and the money for the new equipment was budgeted for and previously approved. Trustee Scott Latva asked why we voted on it if we were going to be overridden. Trustee Gail Greenwell asked what they would like to do in this situation. Trustee Scott Latva said that the businesses need to maintain their own sidewalks. Clerk Treasurer Murphy suggested we put the topic on the agenda to discuss next month.

Trustee Gail Greenwell- Reported when she was speaking with the new village attorney, she would like to set up a time on April 16th to meet everyone on the village council and zoning board.

Trustee Wayne McPhall- N/A

Clerk- Treasurer Jennifer Murphy-

CLERK- TREASURER REPORT

Village of Alanson
7631 US 31 North, Alanson, MI 49706
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March 2025

- New building on River Street - 17 units - Greg Babcock suggested new attorney firm work on this - not within our zoning.
- DNR regarding Randy Bricker - never should have leased property, potential for State to take property back over and assess damages for having leased.
- Request new law firm to review zoning book.
- Tax settlement is complete.

Sick Leave: Earned Sick Time Act (ESTA)

Eligible Participants

- All employees are entitled to accrue sick leave (part-time and full-time)

The Earned Sick Time Act (ESTA) of 2024 mandates that all employers (up to 10 employees) accrue 40 hours of paid time off and 32 hours of unpaid time off for all employees on a basis of 1 hour accrued per 30 hours worked. It is the policy of the Village of Alanson that all employees shall have frontloaded access to 40 hours of paid sick time during the fiscal year and 32 hours unpaid. Unused paid and unpaid leave will carry over into the following year, but employees can only use 72 hours of paid leave per calendar year.

Sick time may be used for foreseeable and unforeseen circumstances including but not limited to children's or personal appointments, personal or family illnesses, public health emergencies, and all other applicable uses under ESTA. Should an employee require 3 or more consecutive days of leave, the Village reserves the right to request documentation supporting the leave. The Village however, cannot and will not restrict an employee from taking the leave due to delay in providing documentation. Unused time at termination of employment will not be paid out. If the employee requires sick time off, they are to inform their immediate supervisor as soon as practical.

Motion by President Breithaupt to adopt ESTA sick leave plan compliant with the new law. Seconded by Trustee Greenwell.

Deputy Clerk Craig Wilson –Wilson reported having spoken with Ron Kardosh who has a piece of the old railroad track switch from Alanson. Kardosh would like to donate the piece to the village. He approached the Inland Waterway Historical Society who didn't have room to take it. Wilson presented pictures of

the piece to the council. Discussion ensued. The council agreed to accept the donated railroad switch. Wilson also reported that the DDA was looking into creating a website. The DDA determined it would be easier to add a page for the DDA to the current Village Website. The village website has not been updated in many years. Wilson said the DDA is working on getting quotes on updating the website and would get back to the village council.

Street Commissioner- Losey reported he received prices on the solar flashing crosswalk signs of \$1,800 apiece. Losey is waiting to hear back from MDOT on if they will allow them on US 31. Losey reported he has submitted the forms to change Bonz St. to a Major St. vs a Local St. which will bring in more state funding. It was discussed that more signs need to be put on the Milton/ Bonz street intersection as people do not stop and there have been many close calls with accidents. Discussion ensued. Losey said he would look at placing stop ahead signs up. Clerk/Treasurer Murphy commented that the grant the insurance company provides may help with covering the cost of the signs.

Monthly Bills: *Motion* by Trustee Gail Greenwell to pay the current monthly bills. Seconded by Trustee Mark Fairbairn. All votes in favor. 5/0. Motion carried.

Public Comment: Charles Rehmann reported that he has been talking with Wayne Blomberg about having dredging done near the village boat slips. Rehmann asked the village for permission to look into getting a DNR grant. Rehmann said that he may have to speak with EGLE. He asked the council for support. The council had no issues with Rehmann looking into the dredging project.

Adjournment: Motion by Trustee Jamie Breithaupt to adjourn the meeting. Seconded by Trustee Gail Greenwell. All votes in favor. 5/0 Motion carried.

Meeting adjourned at 9:02pm.

