

VILLAGE OF GAINES
Regular Council Meeting
June 14, 2017

The regular monthly meeting was called to order by President Sam Stiff at the Village of Gaines Office, 113 Genesee Street at 7:00 p.m. with a pledge of allegiance to the flag.

Roll Call

Present: Carol Erickson, Melissa Neal, Diane Nowak, President Sam Stiff, Treasurer Demi Manutes-Pyles, and Clerk Vicky Sandlin.
Absent: Emily Alexander, Barbara Ferris, James Savage

Police Report

Report received from Chief Mark Schmitzer and on file.
Chief Schmitzer mentioned that there may be classes offered for council members regarding Marijuana Facilities 281 and 282 that will take effect in December. Chief Schmitzer will forward the information as soon as it is available.
It was noted that parents need to be reminded that children are not allowed to be on the streets with motorized vehicles.

Audience Comments

Jeff Neal presented information regarding the possible development of a steel mill in Durand and the impact to the Village of Gaines.

Approval of Minutes

Under DPW Report - B. Amend Budget – Is correct, as is.
Under Unfinished Business - A. New Computers – “Reviewed quotes for President Stiff”, needs to be changed to “Reviewed quotes from President Stiff”.
Under Council Concerns - “when a motion is amended, it cannot be changed without voting”, needs to be changed to “*a motion cannot be changed without being amended*, it cannot be changed without voting.
Motion Neal, second Nowak to approve May 10, 2017 regular council meeting minutes as presented with changes as noted.
All Ayes – Motion carried

Treasurer Report

- A. Bank Balance – Bank Balance of \$250,320.00 in Huntington and \$328,226.61 in investments.
- B. Update on Audit Process & Payroll – This should be completed in a couple weeks by Taylor-Morgan.
Treasurer has assumed the task of Payroll Liabilities to provide a check and balance with the Clerk’s processing of Payroll and Payroll Transfers. Payroll Liability payments are due monthly and state and federal reports are due quarterly. In regards to reports: We do not pay Unemployment because we are a municipality, but we do have to file a report each quarter or we will have to pay penalties.
We pay a monthly and annual fee for the QuickBooks Payroll Module which calculates taxes and includes liability formulas. It is connected and can automatically file federal reports. However, we still have to manually input the state reports.
We also are required to file a New Hire report with the state. This has not been done for 6 or 7 years and we are checking to see if there will be any penalties.
- C. Amend Budget – Added Workman’s Comp, added year-to-date for each item, and updated all information.
- D. Unemployment Hearing – Former Clerk has filed for unemployment even though she quit and was part-time. Treasurer prepared requested information and took part in a hearing via conference call.
- E. Approval of Extra Hours – Due to various circumstances (i.e., IT Right installing new computers, Taylor Morgan on-site auditing). Treasurer has logged extra hours and still has a large amount of upcoming work, such as taxes.
Motion Erickson, second Nowak to increase Treasurer’s hours to 20 hours per week
Roll Call: All Ayes - Motion carried

Approval of The Bills

Motion Erickson, second Neal to approve bills as presented
Roll call: All Ayes – Motion carried

DPW Report

- A. Delta Paving, Tentative Start Date (Walker Street and Elm Street) – Harold DeMott is hoping they will begin in the next couple weeks.
- Requested to check Walker Street ditch and clear trees on Lansing Street.
 - Discussed conditions of some sidewalks.

Fire Board Report

Erickson shared agenda from meeting. Report on file.

Building Inspector Report

President Stiff and Building Inspector Marty Johnson went to lumber yard and the report will be placed in Council members boxes once it is received.

President's Report

- The MTA is presenting a Planning & Zoning seminar regarding Medical Marijuana Facilities Licensing Act, medical marijuana zoning ordinance, rental regulations, and zoning provisions for solar farms.
Motion Nowak, second Erickson to approve spending \$89 for the registration fee by July 26 for MTA Planning & Zoning seminar, plus mileage.
Roll call: All Ayes – Motion carried
- Would like to remind parents that the Village has curfew. Any children 16 & under are to be off the streets between midnight to 6:00am unless accompanied by a parent or guardian, or an adult designated by the parent or guardian. Any children 12 & under are to be off the streets between 10:00pm to 6:00am, unless accompanied by a parent or guardian.
- Waiting for removal of tree in vacant lot next to hall. Once tree is removed, Land Bank will contact the demolition company to complete landscaping (top soil and seed). We are also purchasing new lamp post to replace one that was damaged, then switching places with new post and park lamppost, since there are slight differences. Once all work is completed, Land bank will pay the demolition company.
- It is time for rental inspections again, as it has been three (3) years since last completed. Notifications will be sent out to landlords to make appointments.
- Waiting for appraisal on Lot #7 and #8 of Block #9 on Lansing Street. If we have no further information by our next meeting, we will go with the SEV (State Equalized Evaluation).

Unfinished Business

- A. Depot Sign – There were three (3) quotes presented by Diane Nowak:
1. Bill Carr - \$2,225 vinyl sign with 1 year warranty on craftsmanship & materials
 2. Sign-a-Rama - \$2,769.80 wood sign with 1 year warranty on wood/paint/materials and 2 year warranty on labor/workmanship
 3. Mastyl Signs - \$1,275 vinyl-type sign with 5 year warranty on paint and 10 year warranty on materials. Three (3) style options.
- Motion Nowak, second Neal to hire Mastyl Sign for the Gaines Station Library sign, style #3 with gold leaf (\$150) and installation (\$100) for a total of \$1,525.*
Roll call: All Ayes – Motioned carried

New Business

- A. Dedication of Historical Centennial Marker Saturday, July15, 2017, 11:00am at the Gaines Station Library - Officials from the State Historical Society from Lansing will be in attendance. Representatives from Genesee District Library will be invited to attend also. Len Thomas, President of the Swartz Creek Area Historical Society is in charge of event and will be sending an invitation. He will contact President Stiff to review. Per President Stiff, Tim Buda will put in footing for pole a few weeks prior to event.

- B. Mow Point
Motion Nowak, second Erickson to hire Harold DeMott for \$40 to brush hog the point southeast of Elm Street and Symons Street
Roll call: All Ayes – Motioned carried
- C. Library and Memorial Park
Motion Nowak, second Neal to hire Dawn Buchanan to weed the Library and Memorial Park for a maximum of 12 hours/season at \$10/hour and Village to purchase hedge trimmers
- D. New Back Steel Service Door and Frame – Sam will write up spec sheet and start working on getting quotes.
- E. Wi-Fi
Motion Neal, second Nowak to install Wi-Fi for \$126 one-time fee.
Roll call: All Ayes – Motioned carried
- F. Watering Flowers Planted by Men's Club - Dave Aurand of the Lion's Club asked for assistance in watering flowers that the Lion's Club planted at Memorial Park, Library, and gazebo.
Motion Nowak, second Neal to hire Leann Cross to water the extra flowers planted by the Lion's Club for a one-time payment of \$50
Roll call: All Ayes – Motioned carried
- G. Stevenson Company Insurance Renewal
Motion Neal, second Erickson to pay Steveson Company \$7,888 for insurance
Roll call: All Ayes – Motioned carried

Communications

- A. Water & Waste Meeting - Nowak shared agenda from meeting. Report on file.
- B. Small Cities/Villages Meeting – No one attended.
- C. Gaines Township Meeting - President Stiff shared there were short discussions concerning the Durand Steel Mill and residents' concerns regarding mosquito control.
- D. TAC Meeting - TAC meeting representative was not in attendance at Council Meeting.

Council Concerns

- Erickson would like desk manuals for each position. This is being done by both the Treasure and the Clerk. Other process improvements are also being implemented (i.e. footers that indicate the document's location being placed on each document)
- Past minutes will be checked for approval of monies for Clerk training.

Audience Comments

- Chief Schmitzer recommended residents to call APM for a free backpack spray if having problems with mosquitos.
- Chief Schmitzer advised council to check with insurance company for Risk Management Grants. Treasurer offered to contact Stevenson Company to check into this issue.

Adjournment

Motion President Stiff, second Erickson to adjourn at 8:19 p.m.
All Ayes – Motion carried

Respectfully Submitted,

Vicky Sandlin, Clerk