

SUNFIELD VILLAGE COUNCIL
September 9, 2024 Corrected
MEETING OF THE VILLAGE COUNCIL 2024-2025

MEETING HELD SUNFIELD PUBLIC LIBRARY

CALL TO ORDER: 7:01 PM

ROLL CALL: In attendance were Vicky Beers, Emery Fox, Brett McCoy, Roy Morris, and Rachel Steele. Absent Michelle Decker. Wendel Peabody arrived at 7:11 pm.

PLEDGE OF ALLEGIANCE AND PRAYER lead by McCoy.

Clerk read a resignation letter dated September 6, 2024, from Michelle Decker. The resignation letter stated that Trustee Brett McCoy has accepted to fill the position as Interim President until the election.

GUEST COMMENTS: Heather Reschner asked if there were any plans to repair and upgrade the current condition of the dugouts. DPW Manager Desegranges responded that he had not addressed that matter lately but would act. Reschner then asked for further information regarding the cut off date for Water and Sewer balances to be placed on the property tax bills. She made a recommendation of an earlier deadline and allow property owners time to resolve the delinquent amount rather than on the tax bill. Treasurer Grosshans noted the suggestion.

In attendance was Joanna Wellwood who had nothing to comment on. Guest Scott Smith rose concern in the matter of reading the resignation letter. It was stated that this was the same procedure followed when Weller resigned, and Decker accepted an Interim position until the election. There was no concern taken then. McCoy noted that it wasn't the correct process as stated in 2024 edition of Handbook for General Law Village Officials. McCoy detailed the correct steps to take and asked if there was a nomination from the floor. Fox nominated Brett McCoy as Interim President and it was seconded by Morris. All present Trustees replied yah. Motion passed for McCoy to hold Interim President position.

There was then the concern with McCoy's empty Trustee seat. The Clerk stated that in the past with nearly everyone seated at the table as Trustee, would attend a meeting, an introduction made, each detailed to the council time spent in the community and strengths they could bring to council. This process allowed the council to ask any questions of the interested party. At which time the decision was tabled till the following month's meeting, where the vote would be cast yes or no. If the yes's have it, then the individual is sworn into the office of active Trustee.

Guest Scott Smith volunteered to fill the empty seat of McCoy because his name was on the upcoming election ballot. The motion was made by Morris and seconded by Beers. Motion passed.

COMMENT ON AGENDA: Morris asked who developed the information on the agenda. Clerk Snedegar stated she gathered information from previous meeting minutes, for tonight's agenda. Morris asked to add to the agenda: minutes/text of Jason Solgat matter, update on QuickBooks, and Website. The council was told to add the three items under XI Unfinished Business as e, f, and g agenda items. The Clerk advised the council that in continued efforts of organization that both the Treasurer and Clerk would conclude business by the 3rd day of the month and print all reports and materials for the upcoming meeting. At which time all the information would be distributed to the council on the 4th day of the month to allow ample time to review and prepare questions for the meeting. Motion was made by McCoy and seconded by Steele to accept the agenda with the additional items under the unfinished business. Motion passed unanimously.

APPROVAL OF MINUTES: A moment was given to Smith so he could read the August 12, 2024, minutes. No questions or concerns regarding the minutes from the August meeting. The motion was made by McCoy and seconded by Beers to approve the minutes. Motion passed unanimously.

TREASURER'S REPORT: Grosshans began by pointing out payroll items from her predecessor were listed in the report incorrectly, stating no totals changed just their location on the report. Reviewed the split of drain payments and that she will confirm with Wacha where to enter the check for Trista McCoy. This brought her to update on matters with a check scanner. Union Bank is unable to split individual payments into the water or sewer accounts with a check scanner; and the option to either pay a fee per check or stop the interest rate. The suggestion was made to continue with deposits made at the bank.

Grosshans reported that tonight's guest Reschner wasn't the only water/sewer account holder with a concern of delinquent balance on the tax bill. She presented to the council a program to collect email addresses and permission for account holders to receive all future bills via email distribution, going paperless. Morris commented that this was a good idea. Grosshans reviewed the draft letter and Clerk Snedegar asked if there was any investigation or knowledge of what the council was legally required to store said personal information in the form of a mailing list. The reply was no. Morris suggested that we have the Attorney review the letter and establish steps the council must take to ensure we handle this legally. Motion was made by Morris to go paperless with the water and sewer billing processes. Seconded by Fox. Motion passed unanimously.

Motion was made by McCoy to accept the September Treasurer's report and seconded by Beers. Motion passed unanimously.

It was brought to the council's attention that the approval of the August Treasurer's report was omitted. Beers made a motion to approve the August Treasurer's report and seconded by Morris. Motion passed unanimously to accept the report from the August meeting.

APPROVAL OF BILLS: The council took a moment to review the list of bills. McCoy asked the DPW Manager why the use of City of Ionia for test reports. The remark from Desegranges was quicker turnaround time by City of Ionia over the State of Michigan, in matters that were time sensitive. There were no further questions about the report. Motion made by Smith and seconded by Beers to accept and pay the bills. Motion passed unanimously.

COMMITTEE REPORT: Morris began asking for another report on the abandonment of non-working automobile ordinance report. Still in search of a list and letter. Clerk will ask past President Decker if she is aware of the list of names and addresses. It was reported that progress has been made on the removal of non-working automobiles. Further investigation will be made to find this specific list and letter.

DPW Manager reported that updates are needed in the cross connections written program, he has answered the questions on our Sanitary Survey Asset Management that will be completed for the Village of Sunfield by Engineers and a Legal team. This is done every 3-5 years. Desegranges reports that water tower has been completed and the final punch items resolved. For the new pavilion in Van Buren Park, they are scheduled to pour concrete this week. Tree removal has been completed. Precision Grade is scheduled to remove the concrete basketball goal base on 145 Kent Street later this week. Currently there is no plan burn the brush pile. Desegranges received notification that the removal of the old building on Main Steet should begin demolition in October. Made the recommendation to the council to partner with the Spy's on the upgrades and replacement of boards in the dugout and bleachers. Beers volunteered to attend the Spy's meeting.

The Water and Sewer report was given by Grosshans who reported outstanding balances due at this time are \$14,470.42. The Clerk reported on the continued time spent organizing and searching for historical documents that are currently items of importance. A file cabinet broke, and she asked if the council would purchase a fireproof 4-draw file cabinet to hold 4 current years of Village business and documents. The motion was made by Smith to spend up to \$500 at the MSU Surplus and seconded by Morris. Motion passed unanimously. Clerk Snedegar reported on the delay for an active new QuickBooks account and agreed to be operational by October 1, 2024.

UNFINISHED BUSINESS: First item for unfinished business involved the continued discussion on the Fire Department funding. The clerk distributed information from the Attorney dated 2018 involving a SAD, she also found in search of other documents a signed Fire Department SAD dated 1999. This brought a conversation of the action taken in 1999 to the current. Grosshans reported that she couldn't find in years past a specific line item on the tax bills for the 1999 SAD. ~~Smith volunteered to investigate and complete a step-by-step action plan.~~ The following is a correction made by Trustee Smith and to read: Smith Advised that he located (at the library in archived Sunfield Sentinels) past Sunfield Village Council meeting minutes and public hearing notices that confirm that the Council did correctly design and pass a SAD (Special Assessment District) – Resolution 99 on April 12, 1999. This SAD was completed correctly and is proper to implement going forward. Village Treasurer will inform the Eaton County Equalization office concerning the SAD documents given to both Sunfield Village clerk and Treasurer to keep on file. Motion made and passed on October 14, 2024 meeting by all attendees to accept Smith's corrections.

The next item on the Unfinished Business is the Pavilion. There will be an additional \$3500 added to the Stowell Builders quote to meet the specifications by the inspections including additional LED lighting. The final bill will be \$28,550.

Desegranges meet with the local John Deere rep at Hutson's. With a cash purchase on the zero-turn lawn mower this will qualify for the off-set mower to be financed at approximately \$800 a month over a 3 year term with zero interest. The purchase agreement has been signed, but the equipment will not be in stock for several months because of the off-season purchase time. Desegranges did trade in an old walk behind mower at \$1200. Desegranges is to confirm the equipment listed on the purchase agreement as collateral. Motion made by Morris and seconded by Beers to pay cash for the zero-turn, and finance to the off-set mower, spending up to \$38,000. Motion passed unanimously.

Desegranges was asked if he had received any quotes to fence around the water tower and the new generator, his reply was not at this time. He is waiting to confirm the location of the new propane tank that will feed the generator. We need to make assurance that the number of feet from the tank is acceptable.

Morris asked that under unfinished business we add the property matter at 145 Kent Street – Jason Solgat. He asked for clarification on the events leading up to the matter and involving an attorney. Both Clerk Snedegar, and Trustee McCoy detailed the events. Unable to report any comments by Decker. Smith asked if the removal of the cement base that once held a basketball pole and hoop could be paused and placed on hold until there was an estimate presented by Precision Grade and approved. Motion made by Morris not to remove until the estimate was approved, seconded by Steele. Motion passed unanimously.

NEW BUSINESS: ~~Morris would like the Ordinance for abandon and non-working automobiles to have added RV, Travel Trailer, and Boats. It was his understanding that the Attorney must update the Ordinance. No one challenged this remark; therefore, Smith will present a mock-up of the current ordinance including RV, Travel~~

~~Trailer and Boats to present at the October meeting. An update to the abandoned automobile ordinance is tabled until the next meeting.~~ Correction made by Trustee Smith for this area of the minutes to read: Smith stated if he could get a copy of the blight ordinance he would work on a letter that could be sent to residents in violation (10 day letter) that Morris said was not sent after McCoy and he visited those in violation. Motion made and passed on October 14, 2024 meeting by all attendees to accept Smith's corrections.

The next item for the new business is Health Insurance. The Clerk reported that there could possibly be a matter in the future that the health insurance for the DPW Manager position could once again fall in the hands of the Village of Sunfield to pay. She detailed how this had happened prior to 2022. Morris asked if the Clerk could investigate rates and plan coverage and present at the October meeting. She accepted. The insurance is tabled till then.

COORESPONDENCE: Reminder of the upcoming Township hosted clean-up for Saturday, September 14, 2024.

ADJOURNMENT: Motion made by Beers and seconded by Steele to adjourn. Motion carried unanimously. The meeting was adjourned at 9:15 PM.

SUNFIELD VILLAGE COUNCIL
September 17, 2024
SPECIAL MEETING OF THE VILLAGE COUNCIL 2024-2025

MEETING HELD SUNFIELD COMMUNITY BUILDING

CALL TO ORDER: 7:00 PM

ROLL CALL: In attendance Vicky Beers, Emery Fox, Brett McCoy, Roy Morris, Scott Smith and Rachel Steele. Absent Wendel Peabody.

PLEDGE OF ALLEGIANCE AND PRAYER lead by McCoy.

Trustee McCoy was sworn in to the position of President, followed by Smith as a Trustee.

GUEST COMMENTS: none

COMMENT ON AGENDA: No comments regarding the agenda for the Special Meeting. Motion by Beers and seconded by Steele to accept the Agenda for the Special Meeting. Motion carried unanimously

APPROVAL OF MINUTES: It was pointed out by the Clerk that at no time during the September 9, 2024 regular meeting was a motion made or passed to accepted the minutes from the August 12, 2024 meeting.

Motion made by Steel and seconded by Fox to approve August 12, 2024, minutes. Motion carried unanimously.

TREASURER'S REPORT: Motion made by Beers and seconded by Morris to accept the Treasurer Report. Motion carried unanimously.

APPROVAL OF BILLS: Morris asked to see the Foster Swift Collins & Smith Attorney bill. The clerk confirmed it will be scanned and emailed to all council members at the conclusion of the meeting. Motion to pay bills made by Beers, seconded by Steele. Motion carried unanimously.

COMMITTEE REPORT: Motion was made by Smith to spend up to \$500 for the purchase of fireproof file cabinet at MSU Surplus Store, followed by a second from McCoy. Motion carried unanimously.

UNFINISHED BUSINESS: The council again discussed the matters at 195 Kent Street regarding the concrete base that was once a basketball goal. Morris commented that he would like verification it is Village property. Fox questioned the detailed breakdown of Precision Grade bill for the expense on removing the concrete base. DPW is to confirm the property and easement footage. Morris made the motion to pay the \$400 Precision Grade bill for the removal of the concrete base once it has been verified Village property. Smith stated that this entire matter wasn't done correctly. Morris commented if it's on Village property it could cause more concern for damage. Smith followed that this was a concern at the last meeting. Morris again made the motion to pay the Precision Grade bill of \$400 if it is proven to be Village property. Motion seconded by Beers. Motion passed with 5 yes and 1 no.

COORESPONDENCE: none

ADJOURNMENT: Motion made by Smith and seconded by Fox to adjourn. Motion carried unanimously. The meeting was adjourned at 7:23 PM.

Regular and Special minutes taken and summarized by Tricia Snedegar, Village Clerk. The summary of minutes is not official until approved by the Village Council at the October 14, 2024, meeting.