

VILLAGE OF FARWELL
COMMITTEE of the WHOLE MEETING MINUTES
Tuesday, February 19, 2013

Meeting was called to order at 6:00 p.m.

Pledge of Allegiance

Roll Call: Barb Roe, James Conlay, Vicky Gunden, Delores Knepper, Elton Marshall and President
Pro-Tem Gina Hamilton.

Absent: President Grim

Present: John Koch

- I. **Zoning Officer Report:** No Report.

- II. **DPW Report:** Written report presented to Council.
 - A. Intergovernmental contract with the City of Harrison presented to Council. **Motion by C/Marshall, supported by C/Conlay, to approve the intergovernmental contract between the City of Harrison and the Village of Farwell.*
 - B. Consumer's Energy Resolution presented to Council. **Motion by C/Conlay, supported by C/Roe, to adopt the Resolution to authorize Consumer's Energy Company to make changes in the light service at no cost to the Village for work to replace due to condition of facilities.*
 - C. Discussion of overtime for DPW employees near the end of the fiscal year. Council approved use of overtime if necessary for public safety/emergency that requires more than one employee.

- III. **President's Report:**
 - A. Discussion of invoice for excavation expense for water line repair at the corner of Michigan St. and Hall St. **Motion by C/Conlay, supported by C/Roe, to approve the \$440 payment of the Harsh Excavating invoice for the water line/valve repair excavation expense at Michigan Street and Hall Street.*
 - B. Discussion of budgeting wages for meetings attended and miscellaneous hours for zoning officer. **Motion by C/Conlay, supported by C/Knepper, to approve the budget amendment to increase the line item #101-101-703.002 for 2013/14 by \$1344 for meeting wages and miscellaneous hours authorized for and attended by zoning officer.*
 - C. Discussion of Office Assistant hours for weekends (two/month) as Market Master to be used toward a day off during the week to keep within the budget. Also discussed was budgeting wages for meetings attended for office assistant. *Motion by C/Conlay, supported by C/Roe, to approve the budget amendment to increase the line item #101-172-703.253 for 2013/14 by \$600 for meeting wages authorized for and attended by office assistant (to be placed under New Business at the next Regular Council Meeting).*

- IV. **Office Report:** written report presented to Council.
 - A. **Weinlander Fitzhugh Audit Agreement** presented to Council. **Motion by C/Conlay, supported by C/Marshall, to approve the signing of the 2012-13 Audit Engagement Letter with Weinlander-Fitzhugh and to set the audit date for May 6-8, 2013.*

B. Community-wide Yard Sale dates set for Labor Day Weekend (August 31, September 2, 2013) and approved by Council to be an on-going event for the Village of Farwell residents. The office received a lot of positive feedback from participants of last year's Community-Wide Yard Sale event. The suggestion to add the Farmer's Market address on the "map" provided to participants for distribution was approved by Council.

C. Clerk Training request for attendance to the Clerk Institute and Clerk Conference.

**Motion by C/Roe, supported by C/Knepper, to approve the attendance of the Clerk Institute for \$600 (March 17-22 in Mount Pleasant) and the Clerk Conference for \$250 (June 18-21 in Frankenmuth) with funds budgeted for Clerk Training.*

D. Safe Routes to School Final Engineering Invoice submitted for Council approval. Elton asked John if the new sidewalks are being maintained; John said yes. **Motion by C/Marshall, supported by C/Conlay, to approve the final engineering invoice for the Safe Routes to School project in the amount of \$20,133.74. *Motion by C/Marshall, supported by C/Conlay, to approve the budget amendment to decrease the line item 202-463-818.002 by \$19,000 for the 2013-14 Budget.*

E. Credit Card and Policy presented to Council. Clerk to research credit cards offered by Isabella Bank and Chemical Bank. **Motion by C/Conlay, supported by C/Roe, to adopt the Village of Farwell Government Credit Card Policy Resolution 2013-1 with addition of "all purchases with credit card to be pre-approved by committee or Council." *Motion by C/Conlay, supported by C/Marshall, to set the credit limit for the Village Credit Card at \$1000.*

F. Market Master Training

1. **Motion by C/Conlay, supported by C/Roe, to approve Tracy Lee to attend Market Master Boot Camp on March 5-6, with \$75 registration for two days and up to \$100 for one night lodging expense.*

2. **Motion to approve Tracy Lee to attend monthly EMCOG (East Michigan Council of Governments) meetings, with consideration to the needs of the Village Office as agreed by the office staff, on the meeting dates.*

V. General – Topics of Interest and Concerns:

A. Discussion of the signs for the Farmer's Market location. Barb Roe would like to see student art work featured on signs, if possible.

B. Ideas for monthly events for the Farmer's Market were presented to Council.

C. Tom Bihlmeyer, from Wade Trim, filled out an EDA Project Submission form for Council support to get the South Hall Street proposed improvements on a list of regional projects being considered, with cost estimates broke down into three parts: 1. Hall St- Main St to the culvert (road, curb/gutter and sidewalk) - \$334,000 2. Box Culvert and headwalls replacement - \$43,000 and 3. Hall St. – culvert to South Rd. - \$113,000 [Total project - \$490,000]. Council supports the submittal to EMCOG.

Meeting adjourned at 7:45 p.m.

Minutes taken by Janet Conlay, Village Clerk/Treasurer

**Motion offered by Committee of the Whole to be approved at the next Regular Village Council Meeting.*