

**St. Charles Village Council
Minutes of Regular Meeting
September 11, 2019**

Meeting called to order at 7:00 PM with the Pledge of Allegiance by President Hoerner.

A moment of silence was held after the pledge of allegiance in honor of the victims of 9/11/2001.

Members present: L. Theile, Kutz, Neumann, Hoerner, Dennis and S. Theile.

Members absent: McPhail.

Others present: Dennis Collison, Jennifer Rosser-Nesbit, John Meehleder, Don Ackerman, John Olson, Luanne McNally, Jean Fowler, Susie Tanney, Zach Theile, Jeanne Marcello, Chuck Bussinger, Marie Roe, Caleb Browne, John Kaczor, Ken Kutz, Dave Adams.

Motion by S. Theile, second by Kutz to accept the adjustment to the agenda to add Fulton and Hosmer Street paving as letter B under Spicer Engineering Report. Motion carried.

During public comment resident Caleb Browne addressed his concerns over his latest water bill with council. He expressed his disappointment and frustration that the last two bills he received had been estimates and that the postcard bill that is mailed out doesn't have a code stating that the E on the bill is an estimate. Browne felt that there should be a different manner in which residents are notified that their bill is an estimate. He did have a leak at his home which he addressed, but felt that the water usage on his bill was excessive and had he had accurate reads he may have been able to catch his leak sooner. He did come in and speak with Interim Manager Dennis Collison in regards to his bill along with office and DPW staff, but felt that council should do something about this large bill. Neumann along Hoerner, Kutz and L. Theile all expressed their sympathies and that this does happen, but if they adjusted Browne's bill, they would have to do it for everyone and that is just not something that has or should ever be done. Council did agree to let Browne make payments on the large bill with no penalties as long as his succeeding bills are paid in full.

It was also discussed that at the time of reorder on the water bill postcards to have the E for Estimate and A for Actual added to the list of codes on the back. And also, the water ordinance would be reviewed when the ordinance book is reviewed next year.

Motion by Neumann, second by L. Theile to direct Dennis Collison to make a payment arrangement with Caleb Browne, but not more than two years for his August 2019 water bill on 109 Sunview Dr. Motion carried.

John Olson from Spicer and John Kaczor from Municipal Analytics were in to discuss with Council what they had decided to in regards to the rate structure they needed to pass in order to fund the 5-year asset management plan to submit the certificate of completeness to EGLE for the Wastewater Asset Management Plan by November 2019. This multi-year plan can be adopted and add that it will be reviewed each and every year and adjusted as needed.

Olson also updated Council on the FY 2020 Scrap Tire Market Development Grants that EGLE had announced with applications due November 1, 2019. This grant is to find new uses for tires. Olson explained to the Council that if the Village were able to receive this grant it might be a good fit to pave Fulton & Hosmer Streets after the main project is completed in 2020.

Motion by Neumann, second by L. Theile to approve Spicer to begin work on preparing the application for the EGLE Scrap Tire Market Development Grant and preparing preliminary estimates of cost and background information to supplement application in the amount of \$2,500. Motion carried.

Motion by S. Theile, second by Kutz to accept Phase 1 Improvements Revenue Structure with the intention of reviewing and updating annually as a part of the Village's budgeting process. Roll call vote: L. Theile- yes; Kutz-yes; Neumann-yes; Hoerner- yes; McPhail-absent; Dennis- yes; S. Theile-yes. Motion carried.

Motion by Kutz, second by Dennis to approve the August 14, 2019 Village Council Minutes with the correction of Sarah Theile's initials in the role calls from last meeting. Motion carried.

Motion by Kutz, second by S. Theile to approve the August 28, 2019 Village Council Minutes as presented. Motion carried.

Motion by Kutz, second by Neumann to accept and file the September 6, 2019 D.D.A. minutes. Motion carried.

Communications from Fire Insurance Withholding Program, AKT Peerless Village of St. Charles Soil Excavation Activities, Pocket Park Picture Example and The Review Magazine accepted and filed.

Motion by Dennis, second by Neumann to approve the payment of claims in the amount of \$114,348.55. Motion carried.

Collison updated Council that the 5-year contract the Village currently holds with Berthiaume and Company, the Village's auditor, is up for renewal. Berthiaume and Company has sent an updated 5-year contract for the Village with FY 2018-2019 audit. They have been the Village's auditor for some time and have done a good job. Collison recommends to sign the contract, but that possibly at the next renewal look for someone else, as it is good to have fresh eyes on the information.

Motion by Neumann, second by Dennis to accept the contract with Berthiaume & Company to prepare and submit annual Village audits for the next 5 years. Motion carried.

Collison updated Council on his meeting with the D.D.A. They have voted to have two new sets of banner poles installed along with two new banners and new Village entrance signs and one new sign out in front of the Fire Department that currently states the Library is still located there. The new sign would read Village Hall/Fire Department.

Motion by Neumann, second by L. Theile to approve the D.D.A.'s purchase of 4 new banner poles a set for each end of town from Hydaker-Wheatlake in the amount of \$14,000. Motion carried.

Motion by Neumann, second by L. Theile to approve the D.D.A.'s purchase of 2 banners from Sign Image in the amount of \$2,932.50. Motion carried.

Motion by L. Theile, second by Dennis to approve the D.D.A.'s purchase of 5 new and the repair of 2 welcome signs with Dan Hauman in the amount of \$1,350. Motion carried.

Motion by Kutz, second by Dennis to approve the purchase of a new Village Hall/Fire Department sign with approval from the D.D.A. from Dan Hauman in the amount of \$585. Motion carried.

Collison updated Council on the D.D.A. reporting requirements that the Department of Treasury passed in 2018 that are due October 1, 2019. The office staff has been working on these, but he wanted to advise Council of them.

Collison presented the updated Manager Contract to Council and Council agreed to the changes and Kutz found one date that needed to be adjusted. This will be the one that is presented to the next Village Manager.

Accepted and Filed Department Reports.

During public comment residents Marie Roe and Ken Kutz each had questions. Ken Kutz stated his frustration that with the new technology being used to read the meters there are more estimates than there has been in the past. Marie Roe asked if the Police had a union yet. Council did answer that there is one in progress right now.

Motion by Kutz, second by S. Theile to adjourn the meeting at 9:04 PM. Motion carried.

Respectfully submitted,

Jennifer L. Rosser-Nesbit, Village Clerk