

APPROVED MINUTES
MANCHESTER VILLAGE COUNCIL
May 2nd, 2022
COUNCIL CHAMBERS-VILLAGE HALL
7:00 PM

President Vaillencourt called the regular meeting of the Manchester Village Council to order at 7:00pm with the Pledge of Allegiance to the Flag. Council members present: Chartrand, Vaillencourt, Way, Woods, DuRussel, Andrews and Dresch. Council members absent: None. Also present were: Manager Sessions; Clerk Schaible; Brent Jones (DPW); Jeff Wallace (Retiring Manager); Danell Proctor (Manchester Township); Carol Palms (Riverfolk); Dan Budd (MAYS); Duane Vaillencourt; George Daubner; Lester Koch (Am. Legion) and Linda Stevens (Chamber of Commerce).

The minutes of the April 18th, 2022 regular meeting were approved on a motion by Dresch, seconded by Woods.

AGENDA – The agenda was approved as amended: deleting Old Business item A) Vacant Building Ordinance; adding New Business items A)1 Memorial Day Ceremony; B)2 Gazebo Concerts; J) WWCA; K) 402 Ann Arbor St.; 12) Closed Session; and deleting Committee Reports: A) Sheriff; B) Parks; C) Planning Commission; D) DDA; E) Healthy Communities/Wellness Coalition; F) Manchester Community Joint Planning Commission; G) Building; H) Personnel Committee and I) Finance Committee on a motion by Dresch, seconded by Andrews.

PUBLIC PARTICIPATION- None

SPECIAL SESSION CITY STATUS- Vaillencourt explained the process and reminded that nominating petitions for the Charter Commission are due back July 26th.

OLD BUSINESS-None

NEW BUSINESS-

MEMORIAL DAY CEREMONY- Lester Koch, representing the American Legion, requested closure of Main Street to accommodate the annual Memorial Day Ceremony/Parade. A motion was made by Andrews, seconded by Woods, that Main Street be closed beginning at 11am on May 30th with the closure rolling west on Main to Oak Grove Cemetery. Motion passed. Jones will facilitate a meeting between Koch and Sgt. Gebauer to coordinate the Sheriff Department.

KIRK PARK TOURNAMENT- Dan Budd, Manchester Area Youth Sports, requested the use of Kirk Park to host a 6 team, 12 and under, baseball tournament on the same Saturday as the Chicken Broil, July 16th. A motion was made by Andrews, seconded by Woods, that the request be approved. Motion carried.

PTSA HIGH SCHOOL DANCE-Woods, representing the Parent, Teacher, Student Association, requested a variance of the noise ordinance on May 13th for a high school dance to be held on the football field from 9 to 11 pm. A motion was made by Andrews, seconded by Dresch, that the noise ordinance exemption be extended from the normal 10pm to 11pm on May 13th. Motion passed.

GAZEBO CONCERTS-Carol Palms, representing Riverfolk Music and Arts Organization, requested the use of Wurster Park for Gazebo Concerts the evenings of June 9, 23, 30, July 7, 14, 28 and August 4. The requested include the use of advertising banners on the Gazebo and on the fence at Chi-Bro Park. A motion was made by Andrews, seconded by Chartrand, that the request be granted as presented. Motion passed.

SCHOOL PROPERTY USAGE AGREEMENT- Vaillencourt presented the proposed agreement to use a portion of the Manchester District School property adjacent to Chi Bro Park for a disc golf course. She reported that the School Board has approved the agreement. Council discussed the 1-yr term agreeing that an annual review is beneficial. A motion was made by Dresch, seconded by Woods, that the agreement, dated April 18th, 2022, be approved contingent upon the addition of "at no charge" to the agreement. Roll call vote: ayes-all. Motion carried.

E. DUNCAN ST. GENERATOR- Sessions reviewed the detail regarding the control failure at the lift station. A motion was made by Chartrand, seconded by Woods, that the Village accept the recommendation to replace the control panel and tune-up the generator at a cost of \$ 2787.97. roll call vote; ayes-all. Motion carried.

SHARED USE TRAIL PAVING BIDS-Sessions reviewed the bid tabs and details of the project. Jones and Sessions recommended the 2" asphalt due to the settled limestone base on this portion of the Trail. It was noted that \$20,000 will be granted by 5 Healthy Towns towards the paving. A motion was made by Andrews, seconded by Dresch, that the K&B Asphalt bid of \$48,100 be accepted. Roll call vote: ayes-all. Motion carried.

DUST CONTROL CONTRACT- Sessions presented and reviewed the 2022 agreement with the Washtenaw County Road Commission to apply contact brine to unpaved Village roads. A motion was made by Way, seconded by DuRussel, that the agreement be approved in the amount of \$1,009.12. roll call vote; ayes-all. Motion carried.

FIREWORKS PERMIT- Sessions reviewed the information regarding the 2022 annual fireworks display sponsored by the Manchester Men's Club and permitted to Wolverine Fireworks Display. He noted that additional deputies would be assigned to the event. A motion was made by Andrews, seconded by DuRussel, that the permit be issued to Wolverine as presented. Schaible noted that the Men's Club will secure the appropriate insurances closer to the event. Motion passed.

FY 2022/2023 BUDGET- Wallace reviewed the proposed FY 2022/2023 Budget. He highlighted the rolling budget process that allows the Village to take advantage of funding options that may appear. Wallace did note that the details would be finalized once Washtenaw County Equalization sends their reports. A motion was made by Dresch, seconded by Woods, that the budget public hearing be set for June 6th at 7pm. Motion passed.

MISC. APPOINTMENTS- Sessions advised that due to Jeff Wallace's retirement, new appointments would be needed for the Street Administrator, alternate to the Western Washtenaw Construction Authority and Zoning Inspector. He indicated he would take on those responsibilities. A motion was made by Andrews, supported by Dresch, that the appointments be made as presented. Motion carried.

WESTERN WASHTENAW CONSTRUCTION AUTHORITY- Way reported on the recent meeting of the WWCA Board. Administrative Assistant, Tammy Koteles, has asked for a job title and salary change. The request is a 30% increase and the WWCA Board requested that each Authority member review the request. Council reviewed the letter Koteles had written. Koteles' letter reflects that research on her comparable jobs at other building departments plus her tenure, multiple and added responsibilities is prompting this request.

Way reported that Koteles had received a 30% raise about a year and a half ago when she took on several new duties from the outgoing Building Official. Council discussed the purpose of the WWCA is to deliver services more quickly and at a reduced cost compared to other jurisdictions. Council indicated that they are not opposed to a current cost of living raise to be determined by the WWCA Board.

402 ANN ARBOR ST.- Sessions reviewed the garbage situation at 402 Ann Arbor Street and the anonymous note of complaint. He reported that Deputy Dezwann has issued a five-day notice for cleanup. The DPW will take care of the items in the right-of-way.

CORRESPONDENCE- Council acknowledged the following correspondence:

- Village DDA minutes from their April 20, 2022 meeting.

ACCOUNTS PAYABLE – Council reviewed the payables list. A motion was made by Dresch, seconded by Chartrand, to approve for payment the list dated 05/02/2022 totaling \$95,254.06. Roll call vote: ayes-all. Motion carried.

REPORTS-

DPW- Jones reviewed his report highlighting DuRussel's help with removing debris from Chi-Bro Park.

MANAGER- Sessions reported he is enjoying getting to know the people in the Village. He is working with a couple potential businesses in the downtown district. Wallace reported that he and Sessions have been meeting with Village consultants to help get current with ongoing Village projects and processes.

A motion was made by Andrews, seconded by Dresch, that Council meet in closed session to consider purchase or lease of real property up to the time an option to purchase or lease is obtained as permitted under the Michigan Open Meetings Act, MCL 15.268 Section 8(d). roll call vote; ayes-all. Motion passed.

Council returned to open session.

There being no further business, Vaillencourt adjourned the meeting at 9:57pm

Respectfully submitted,
Julie Schaible, Village Clerk