

## **CALL TO ORDER**

The special meeting of the Michiana Village Council was called to order at 9:10 am EDT by Village President Sheila Stein.

## **ROLL CALL**

Council members Present: President Sheila Stein, President Pro-Tem Beverly Bruesch, and Council member Patricia Carpenter.

Council members Absent: Council member Hillary Herbst and Council member George Hermelink.

Others Present: Chief of Police Lyn Papke, Public Works Superintendent Rick Reitz, and Clerk Cathy Ganus.

**Motion by Patricia Carpenter, second by Beverly Bruesch, to excuse George Hermelink. Voice vote showed unanimous approval, motion carried.**

**Motion by Patricia Carpenter, second by Beverly Bruesch, to excuse Hillary Herbst. Voice vote showed unanimous approval, motion carried.**

## **NEW BUSINESS**

### *New Clerk – Cathy Ganus*

President Stein welcomed Cathy Ganus as the newly appointed clerk. Her first 'official' day was January 23, 2009.

### *New Treasurer*

President Stein welcomed Beatrice Carr as the newly appointed treasurer. Her first 'official' day was January 15, 2009.

### *Office Equipment Purchase*

President Stein advised that an external hard drive was needed for the treasurer's computer for backing up information as well as a new network cord to allow for access to the internet. A quotation was obtained from Flash Pro Techsperts.

**Motion by Beverly Bruesch, second by Patricia Carpenter, to approve the purchase of an external hard drive and network cord with cost not to exceed \$125.**

Bruesch then amended the motion as follows.

**Motion by Beverly Bruesch, second by Patricia Carpenter, to approve the purchase of an external hard drive, network cord, and flash drive with cost not to exceed \$150. Roll call vote showed unanimous approval, motion carried (3-0).**

### *New Business Card Logo*

In the absence of Council member George Hermelink, this item was placed on the table.

## **NEW BUSINESS (continued)**

### *New Payroll Company*

Ganus apprised the Council of a suite of fund accounting products that were written for municipalities. BS & A Software is located in Bath, Michigan, and Ganus has previously used the products. There would be no training involved as Ganus is already familiar with the product and could train the treasurer. Ganus went on to state that she could save the village monies with regard to payroll outsourcing in that she has used the payroll module of the BS & A Software and could prepare the payroll reports as well.

Stein placed this item on the table until the next meeting to allow for further investigation.

### *Office Furniture Update*

Stein advised that Horizon Bank purchases other banks and they sell office furniture at auction. She believes the clerk / treasurer office is in need of the following office furniture: two desks, two office chairs, a conference table, and a coat stand. Ganus advised that she may be able to obtain the office furniture at little or no cost. This item was placed on the table to allow for further investigation.

### *Day Camp Contract Update*

Stein provided an update on the Michiana Day Camp contract process. This item will be addressed at the next meeting.

***[Patricia Carpenter had to take care of an emergency and the meeting was recessed at 9:45 am due to a lack of a quorum. Carpenter returned and the meeting was reconvened at 9:54 am.]***

### *Building Permits / Blue Prints Deadline – Tax Assessor’s Office*

Stein advised that the New Buffalo Township assessor is in need of the building permits and blue prints for those permits pulled in 2008. Ganus advised she would compile the information and forward same to the New Buffalo Township assessor.

### *Zoning Administrator*

Stein advised that she has received information from a resident threatening to file a suit because zoning is not being administered within the village. The police department and public works has the responsibility to make sure that the streets are safe. If there is a zoning violation, a citation should be issued.

### *Local Revenue Sharing Board (LRSB) Review*

A meeting is to be held to determine if the local unit of government elects to participate on the Local Revenue Sharing Board. George Hermelink has agreed to be the Michiana Village representative to the Local Revenue Sharing Board and Beverly Bruesch has agreed to be the alternate representative.

## **POLICE REPORT**

### *Hiring Full Time Police Officer*

Due to the recent resignation of Officer Scott Scalf, a replacement needs to be sought. Ryan Layman is currently a part-time officer with the Village and he has expressed his interest in the full-time position.

Discussion ensued in reference to the appropriate wage for the full time officer. Stein advised that a 5-year officer in neighboring Grand Beach earns \$20 per hour and starting pay for officers with the City of New Buffalo is \$18.85 per hour. Starting salary in the Michiana Village Human Resource Manual shows a range of \$13 - \$17 per hour.

## **POLICE REPORT (continued)**

### *Hiring Full Time Police Officer (continued)*

**Motion by Beverly Bruesch, second by Patricia Carpenter, to hire Ryan Layman as a full-time police officer at a wage of \$17 per hour. Voice vote showed all in favor, motion carried (3-0).**

### *Roger's Wrecker Service*

Stein advised that the Village should appoint an official towing service and repair service as there were issues in the past with using other wrecker services (billing issues). She stated that Rogers Wreckers Service is certified for towing; however, she is uncertain about repair certification. This item was placed on the table.

### *Police Schedule and Wages*

A draft schedule for the police department was presented. Stein advised she would like the new schedule to go into effect on February 1, 2009.

Officer Ken Books would work 7 am to 6 pm on Sunday, 7 pm to 6 am on Monday and Tuesday, and 7 pm to 5 am on Wednesday (for a total of 43 hours). Officer Ryan Layman would work 7 pm to 6 am on Sunday, 7 pm to 6 am on Thursday and Friday, and 7 pm to 5 am on Saturday (for a total of 43 hours). Chief Lyn Papke is scheduled for 7 am to 7 pm on Monday, Tuesday, Wednesday, and Thursday (for a total of 48 hours). The part time officer is scheduled to work 7 am to 7 pm on Friday and Saturday.

In the event that an officer calls in sick, Papke was advised that he was to attempt to secure a replacement; however, if a replacement is unavailable, Papke work the shift himself. Papke stated he has no problems with the draft schedule and two of the three officers have agreed with the schedule.

**Motion by Beverly Bruesch, second by Patricia Carpenter, to approve the implementation of the Village of Michiana police schedule as submitted with the schedule to take effect February 1, 2009. Voice vote showed all in favor, motion carried (3-0).**

### *Sale of Old Police Vehicle - Update*

Papke advised that the old police car is no longer in working condition. The police department has used it to deter traffic violations by installing a mannequin behind the wheel to simulate a police officer conducting stationery patrol. After much discussion it was decided that Papke should create a flyer for disbursement to other local police agencies for possible recycling of equipment.

### *Exit Interviews*

Stein provided the Council with exit interview questions to be used to obtain feedback from employees who have resigned in reference to their employment experience with the village.

## **BUILDING & GROUNDS / PUBLIC WORKS REPORT**

### *Meeting with Merritt Engineering and Southwest Transport*

Public Works Superintendent Rick Reitz advised that he will be meeting with project manager Merritt Engineering and contractor Southwest Transport in reference to the finalization of the Lakeshore Drive Watermain Project. Southwest Transport has deducted \$2,000 from the contract in reference to the concrete overrun.

**BUILDING & GROUNDS / PUBLIC WORKS REPORT (continued)**

*Water Shut Offs / Turn Offs Documentation Form*

Reitz provided the Council with a draft form in reference to water shut off and water turn off requests. This form shall be copied onto Michiana Water Authority letterhead and shall include homeowner contact information for final billing purposes.

*Village Bulletin Boards*

Stein advised that Joel Brussell requested to be able to place an advertisement on the village bulletin board in reference to services he performs for out of town residents. This item was placed on the table until the next meeting.

*Public Works Superintendent's Salary*

Discussion ensued in reference to the public works superintendent's salary with general consensus being that the public works superintendent shall be salaried at \$55,072 per year, which equates to 44 hours per week at \$24.07 per hour. Any hours over and above the 44 hours, the superintendent shall get hour for hour compensatory time.

**Motion by Patricia Carpenter, second by Beverly Bruesch, to set the salary for the public works superintendent at \$55,072 (44 hours per week at \$24.07 per hour). Roll call vote showed unanimous approval, motion carried (3-0).**

**PUBLIC COMMENT**

None.

**ADJOURNMENT**

There being nothing further before the Council, the meeting was adjourned at 11:13 am EST.

Cathy A. Ganus  
Michiana Village Clerk