

Williamsfield Village Board Meeting May 3, 2021

The Williamsfield Village Board met in-person on Monday, May 3, 2021 at 7:00 p.m. at the Norman Legion Hall. The public was invited to join via a free teleconference line due to COVID-19. Present were Trustees Michael Gray, Stanley King, Pam Courson, Trudy Self, Julie Van Dran and Andrew Scott. Also present were Jeremy Eagle, Stuart Hickerson, Mary Rice (Treasurer), Tom Rice (R/O Plant), James Robertson (Police Chief), Tori Courson (Village Clerk) and Matt Tonkin (Village President).

Motion by Trustee Courson and seconded by Trustee Self to approve the minutes from the April 2021 meeting as presented. All in favor. Motion carried.

Newly elected Trustees Jeremy Eagle, Stuart Hickerson and Andrew Scott were sworn in.

New Bills: The following bills were presented for approval. Mary added a bill from Doubet Mechanical for repairs to the Village tractor for \$534.73. Motion by Trustee Gray, seconded by Trustee Van Dran to approve the bills as presented. All in favor. Motion carried.

<u>GENERAL</u>		
<b>Vendor / Category</b>	<b>Details</b>	<b>Amount</b>
Motorola Solutions	Computer Usage	\$52.00
West Central FS	Maintenance-Gas, oil & diesel	\$412.43
West Central FS	Police Gas & oil	\$116.08
Brimfield Hardware	Husqvarna blower & trimmer, barrel bold, tylo passage knob, rags, PVC cement, primer, connectors, adapters, tape and elbows	\$684.87
Ladd's Food Mart	Police-batteries	\$2.99
Lampe Publications	Clean up days	\$66.00
Card Service Center	Ink, keys, cut off saw and blades	\$1,128.41
Menards	2 gal gas can & insert drive bit spanner	\$15.98
Massie & Quick LLC	2021-2022 Retainer Fee	\$1,500.00
Staples	Scotch tape, stapler, staples, canon printer ink & hammermill paper	\$202.37
Metal Culverts Inc	8" underdrain, 8" 2 piece band, 8" dia 20' L, rivet 30" 14 ga & 30" dia band, 12" wide	\$1,083.00
Doubet Mechanical	Repairs to tractor	\$534.73
	<b>TOTAL</b>	<b>\$5,798.86</b>
<u>OPERATIONS AND MAINTENANCE</u>		
<b>Vendor / Category</b>	<b>Details</b>	<b>Amount</b>
Hawkins	Chemicals	\$0.00
PDC Laboratories, Inc	Testings	\$114.50
Core & Main	(18) touchpads, #22 GA cond meter wire, (24) 5/8x3/4 fittings & (25) 5/8x3/4x3/4 meter couplings	\$3,128.25

	<b>TOTAL</b>	<b>\$3,242.75</b>
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Financial Statements: Trustee Gray provided details on the review of financial statements, percent over and percent under for the month. Motion by Trustee Gray and seconded by Trustee Van Dran to approve the financial statements. All in favor. Motion carried.

Public Comment: NA

Correspondence: President Tonkin reminded the Board about the online Elected Officials Municipal Law Seminar hosted by Miller, Hall and Triggs on Saturday, May 15 from 9am to 11:30am; he received a flier from Brocke Well and Pump Inc advertising their services; IML sent information on workman's comp, risk, and management insurance.

Street Report: Trustee King said they laid cold patch, straightened culverts. They plan to purchase more cold patch.

Police Report: Chief Robertson stated he has not noticed as many people not stopping at Gale street; he is going to give notices to homeowners with nuisance ordinance violations. The following calls for service were handled by the police department for the month of April:

**POLICE REPORT**

Category	Status / Resolution
(2) Harassment complaints	Report of File
(1) Person down	No report
(4) Alarm Calls	False alarms/accidental
(3) 911 hang up	No report/accidental
(1) Fraud complaint	Report on file (county handled)
(1) Accident report	Report on file
Driving complaint	Provided for extra patrol
Order Protect Violation	Report on file (county handled)
ATV Ordinance Violation	Report on file

**CITATIONS ISSUED IN APRIL**

Violations	Citations	Warnings
Seatbelt	0	0
Speeding	0	0
Disobeyed Stop Sign	1	0
Ordinance Violations	3	0
Other	2	2

Parks Report: Pam Courson stated the park association met on Tuesday, April 27 at the park pavilion. Despite the year, they had some accomplishments for 2020; the pathway was extended and resurfaced, the golf hut was painted, a big disc golf event was held with 35 participants, National Honor Society decorated the park for Halloween, some Christmas lights were installed. Unfortunately, there was no Ag Day, Lighting of the Park, volunteer

work days and only a few pavilion reservations. The Parks Association wanted to thank all who helped with the workday on April 17; there were 23 volunteers (7 were high school students). Garden Club will host a plant swap on May 8<sup>th</sup> from 9:00-10:00. People are asked to bring perennials they have divided to swap with the other area gardeners, any perennial left over will be donated. Even if you do not have any plants to swap, please join us for a morning of meeting other gardeners, asking gardening questions and enjoying refreshments. Please call Pam Courson to reserve the pavilion. Ideas were discussed as to what to do about the broken bricks at the entrance for the gazebo obtaining new garbage cans, a few minor repairs at the golf hut and the broken field tile by the iron bridge. They will be making contacts about getting disc golf events scheduled for the summer and fall.

**Veteran's Park Report:** President Tonkin stated a meeting was held last Tuesday and a sketch of potential upgrades/changes was distributed from Andy Fritz showing an expanded monument area leaving space for new monuments and the sign, new wheels on the cannon, pathways throughout the park including one from the future ADA parking in front of the KP Hall and a path dividing the front from the back of the park which contained the caboose and a new pavilion and hopefully farmers/craft markets can be held there. The biggest response from the surveys sent out was a request for a farmers/craft market; President Tonkin reached out to Joanie Stiers and Kent Rigg from FFA and asked if they would be interested in hosting; President Tonkin, Kent and Joanie plan to meet Wednesday to discuss goals.

**Infrastructure and Maintenance Committee Report:** President Tonkin stated he has met with Trustee Scott and discussed holding monthly meetings a week prior to the Village Board meeting to report to the Board; proposed members possibly including 2 Village Trustees, a maintenance department member, Township member, Sewer District member and 3 community members. They also discussed the near term like general maintenance, summer sidewalk reports, siren relocation, prioritizing spending, seeking grant opportunities and long terms goals like new sidewalks, drainage/stormwater improvement, prioritizing spending, unsightly properties and seeking grant opportunities.

**Water Report:** Tom Rice stated he will need to purchase steel fittings to have on hand before it becomes a problem in the near future. Tom requested that the non-profit Williamsfield Historical Society water bill be waived, it would cost the Village over \$100 to install the meter and reader and they are at the building only 1 hour every day and would not need garbage or recycle pickup. Trustee Eagle made a motion to waive the Williamsfield Historical Society's water bill. Seconded by Trustee Van Dran. All in favor. Motion carried. Trustee Gray inquired about other non-profit's in Williamsfield; it will be added to next month's agenda.

**Maintenance Report:** Trustee Scott stated the maintenance department fixed the KP Hall's furnace, they installed water meters and readers, they have been busy mowing, purchased a cut saw and blade to prepare to replace the culvert at Olive and Gale. The maintenance department requested the Parks committee have some trees trimmed at the Doubet-Benjamin Park to avoid getting scratched and a drain tile needs to be installed under the bridge.

**Covid Status:** President Tonkin stated The Village could expect up to \$23,000 from the American Rescue Plan Funds and Andy at Bruner, Cooper and Zuck stated Villages are using the funds for infrastructure and water updates.

**Old Business:** President Tonkin stated there is no update on the Water Grant. All the necessary documents are submitted to USDA for the KP Hall renovations, and the funds are secured to the Village, President Tonkin has provided a few more items relating to the Village's budget. Courtright construction and Backhoe Joe are busy but will make time for the repairs. The Bank of Farmington in Williamsfield offers bill pay and President Tonkin is going to meet with them on setting up online bill pay for the homeowners to pay their water bills. The Trustees received an email listing the current Trustee's roles and would like the new Trustees to see what vacant roles would interest them. Trustee Scott is going to

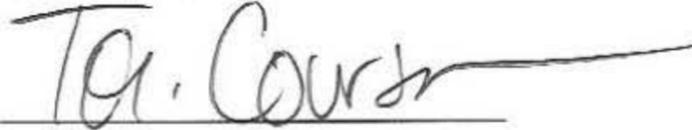
approve the maintenance department's timecards and audit bills submitted. The new Village phone system that was voted to upgrade last month is in the works. There was one application for the summer help position, Joseph Johnson, Motion by Trustee Scott and seconded by Trustee Gray to hire Joseph Johnson. The maintenance department was concerned on the depth of the trench where the tile and drainage way on Gale Street is going to be installed, the home owner hired someone to complete the job and the Village had volunteered to back fill and seed. The curb side clean up will be Friday, May 7.

New Business: Prevailing Wages Ordinance is no longer required to be passed. Pam Courson reminded the new Trustees they are required to do the open meetings act, FIOA and sexual harassment training within 90 day of becoming a Trustee.

Motion by Trustee Self and seconded by Trustee Van Dran to adjourn the meeting. All were in favor.

The next meeting will be held on June 7, 2021.

Minutes approved as presented:

  
Tori Courson