

**VILLAGE OF SPRINGPORT
REGULAR COUNCIL MEETING
JULY 11TH 2023**

Call to Order:

President Webb called the meeting to order at 7:03pm

Opening Ceremonies:

Pledge of Allegiance

Roll Call:

Clerk Saylor took roll.

Council and Village Employees: Barnette, Bartley, Bryant, Severns, Austin Ward, Cara Ward, President Webb.

Absent:

Public: Raymundo Hernandez, Treasurer Laura Bartley, Jennifer Naylor

Approval of Minutes:

Motion by Barnette, seconded by Severns to approve the minutes of the previous Regular Council Meeting on June 13th, 2023 as written.

Ayes: Barnette, Bartley, Bryant, Severns, Austin Ward, Cara Ward, Webb.

Nays: None

Absent or abstain: None

MOTION CARRIES

Motion by Barnette, seconded by Severns to approve the minutes of the previous Special Council Meeting on June 13th, 2023 as written.

Ayes: Barnette, Bartley, Bryant, Severns, Austin Ward, Cara Ward, Webb.

Nays: None

Absent or abstain: None

MOTION CARRIES

Motion by Barnette, seconded by Severns to approve the minutes of the previous Special Council Meeting on June 28th, 2023 as written.

Ayes: Barnette, Bartley, Bryant, Severns, Austin Ward, Cara Ward, Webb.

Nays: None

Absent or abstain: None

MOTION CARRIES

DPW Report:

Jacob Mead will be moving to two days per week through the end of the month. A lot of mowing has been done. Replacing the Exmark is on the horizon.

Delinquent Accounts/Shut offs:

Delinquent accounts were discussed.

Account Balances:

Council reviewed the account balances from June 2023.

Disbursements:

The June 2023 Vendor Activity report was discussed.

Presentations:

None

Correspondence:

None

Public Comment:

Jennifer Naylor asked for the Village Amazon account to be updated with current information.

Manager's Report:

President Webb gave the Manager's Report. The office has been looking into blight situations in the Village. Security changes have taken place in the office and will continue to be updated and renewed. Microsoft will soon be reactivated in the office, new processes for purchase orders and petty cash disbursements are being reviewed. Budget reports will be reviewed and monitored for upcoming amendments. VC3 will be finalizing the server updates on July 31st. The .gov registration has been sent and is processing. A meeting with the Shumaker Technology group was held via zoom this week and the office will be sending over the various materials needed to update the village website. The Bypass pump is being re-quoted and will be ordered and installed as soon as possible. More information will be sent to our attorney on the Pombier property. Pontem software will be sending a quote to get another license which will help the updating process. Clerk Saylor is working on the process to become a Notary.

Committee Reports:

- a. Planning Commission: No Report
- b. Zoning: No Report
- c. Cemetery Board: No Report
- d. Emergency Management: No Report
- e. Police Committee: Council reviewed the June 2023 Police Report
- f. Wellhead Protection: No Report
- g. Operations: No Report

- h. Administration: No Report
- i. Parks and Recreation: No Report

Unfinished Business:

- a.) Manager

Motion by Bartley, seconded by Barnette to Terminate Jennifer Naylor effective July 11, 2023, and offer a Separation Agreement with Severance package to include the amount of 1 week's pay for each year of service (9) and paid health benefits to the end of the year. If Jennifer Naylor declines to agree to the separation agreement Termination will be effective July 11, 2023 with no Severance payout or benefits.

Roll Call Vote

Ayes: Bartley, Barnette, Bryant, Severns, Austin Ward, Cara Ward, Webb.

Nayes: None

Absent or abstain: None

MOTION CARRIES

Motion by Barnette, seconded by Austin Ward to Appoint Gordon Webb to act as Village Manager until a replacement can be hired and include compensation at the salary of \$58,000/year, without healthcare benefits or retirement.

Roll Call Vote

Ayes: Barnette, Austin Ward, Bartley, Bryant, Severns, Cara Ward,

Nayes: None

Absent or abstain: Webb

MOTION CARRIES

Motion by Bartley, seconded by Cara Ward to Advertise to fill the position of Village Manager.

Roll Call Vote

Ayes: Bartley, Cara Ward, Barnette, Bryant, Severns, Austin Ward, Webb.

Nayes: None

Absent or abstain: None

MOTION CARRIES

- b.) 2020 Capital Improvement Project- No Report
- c.) M99 Revitalization- Still has an April 2025 start-up date
- d.) Mater Plan- No Report
- e.) Personnel Manual- No Report
- f.) Updating and Managing Website- Covered in Manager's Report
- g.) VC3

Motion by Bartley, seconded by Cara Ward to to Approve the email conversion to Microsoft at a cost not to exceed \$3,000.

Roll Call Vote

Ayes: Bartley, Cara Ward, Barnette, Bryant, Severns, Austin Ward, Webb.

Nayes: None

Absent or abstain: None

MOTION CARRIES

- h.) Bypass Pump- covered in Manager's report

New Business:

- a.) Employee Compensation

Motion by Bartley, seconded by Severns to approve a 6% Simple IRA Match for a period of 39 weeks for Theresa Woolworth in the amount of \$25/weekly on average and then falling back to a 3% match thereafter.

Roll Call Vote

Ayes: Bartley, Severns, Barnette, Bryant, Austin Ward, Cara Ward, Webb.

Nayes: None

Absent or abstain: None

MOTION CARRIES

Motion by Bartley, seconded by Cara Ward to approve a 6% Simple IRA Match for a period of 43 weeks for Jodie Saylor in the amount of \$25/weekly on average and then falling back to a 3% match thereafter.

Roll Call Vote

Ayes: Bartley, Cara Ward, Barnette, Bryant, Severns, Austin Ward, Webb.

Nays: None

Absent or abstain: None

MOTION CARRIES

b.) Lagoon Services, LLC

Motion by Austin Ward, seconded by Severns to Approve entering a contract with Lagoon Services LLC to provide services for Operator in Charge for Fresh Water and Wastewater systems in an amount not to exceed \$80,000/year.

Roll Call Vote

Ayes: Austin Ward, Severns, Barnette, Bartley, Bryant, Cara Ward, Webb.

Nays: None

Absent or abstain: None

MOTION CARRIES

Announcements: Trustee Cara Ward inquired about the blight process. Trustee Barnette inquired about business cards once the .gov is approved and emails change. Trustee Bryant accepted an offer on his house on Green Street and will close on the 31st. President Webb and Trustee Bartley will be heading to Seattle, WA for the weekend for an Air Show and will return Monday morning.

Adjournment:

President Webb adjourned the meeting at 8:46pm.

Upcoming Public Meetings:

Village Council Workshop: August 8th, 2023 at 7:00pm

Village Council Meeting: August 10th, 2023 at 7:00pm

Respectfully Submitted by

Jodie Saylor, Village Clerk

