

VILLAGE OF CALEDONIA

County of Kent, Michigan

Minutes - Village Council – Budget Workshop

May 20, 2024 6:00 p.m.

250 S. Maple St. SE

Caledonia, MI 49316

1. Call to order 6:08PM
2. Pledge of Allegiance.
3. Roll call – President Lindsey, Trustees Erskine, Schuler, Miller, Hahn, Soest, Niles, Treasurer Eardley, Manager Segard. Also Present: Ryan Cotton – Consultant, Jon Moxey – Fleis & VandenBrink.
4. Ryan Cotton – Budget assistance contract, not to exceed \$4,758.50 plus a potential contingency of \$660.00. Motion to accept letter of agreement by Schuler, support by Miller. All Aye
5. Discussion and review of the proposed 2024-2025 budget.
Expenses – Routine & regular i.e.: computer support & programs, insurances, are predictable. Revenues – State of Michigan has issued most forecasted for FY24-25

FY23-24 Capital Outlay items – tractor & parking lots leaving just over 6,000.00 in addition to 50,000.00 in contingency funds. Establishing Capital Outlay for FY24-25 98 International (aka Big Red), 08 Chevy PU, 97 Ford Dump with potential hook bed frame allowing this to be multifunctional. Potential salt storage here on our property & a riding lawn mower with a wider cutting deck to expedite mowing tasks.

Other wish list items: HVAC maintenance contracts for 230 & 250 S Maple, Village limits signs, ChargePoint EV charging station to support multifamily housing & visiting travelers, Paper Street Emmons – convert to parking to support downtown, Streetscape irrigation installation, additional Speed Radar signs, upgrade unreliable lighting in 250 Maple foyer & basement to efficient LED, add motion sensor on light switch, sign in front of 250 Maple for CFE & Village, replace aging retaining walls in front of 250 Maple, DPW tool box / storage bench, white board, towable broadcast fertilizer spreader, auto leveler on new Kubota tractor (omitted at time of order), furnace / AV for DPW office workspace, Extending N Rodgers to WWTP, for safe access to the compost site.

Trustee Niles asked details on paper street Emmons. Manager Segard offered that it could be developed into a one-way parking lot from Mill to Lake with up to 30 parking spots. If downtown business owners would encourage their staff to park there, it would open up many spots on Main for customers. President Lindsey asked why was this not done before? Engineer Moxey offered it was probably cost alone. The initial plan was part of the 2007 streetscape & included decorative lighting & landscape. We could start with the bare minimum to reduce costs.

Jon Moxey – Fleis & VandenBrink – FY24-25 Category B project - Emmons, Maple, Duncan Lake, Casey Court. Summer of 2024. Kent County Road Commission Chip Seal Project Main, School & Johnson - Summer of 2024. GVMC – MDOT Kinsey Phase II – 2027? N Rodgers Ct is currently the worst of the Glen Valley streets need mill & fill in the next year or two.

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Ryan Cotton – Consultant – Five Year Plan not in existence, can be created, Capital Improvement Committee has not met for several years. Typically, we would have preliminary numbers at this point. As consultant, Ryan will assemble numbers in time for the June 10th Council meeting. Reviewed various expenditure & revenue lines - Resolution for Reimbursement will be reviewed. Has not been updated in several years, Tree Board Five Year Plan – Review numbers on the budget vs predictions on the Five-Year Plan to be certain it is an adequate budget allocation. Christmas Decorations, Clothing, DPW cell phone, Storm Sewer, Water Tap revenue offsets the past expense of running a water line down Main Street. Vehicle Rental is an accounting exercise, rectified at audit, not an actual expenditure. MiCLASS interest revenue is performing well.

Employee Compensation increases recommended to use COLA 3.2%. President salary increase to 4000.00 motion by Schuler, supported by Niles. Clerk should be an office-based employee, not an on-call staffer, Treasurer & Clerk should be paid equal amounts. 3750.00 annual salary.

1:19 Current fiscal year expenditures –Funds Remaining - 250 Maple – 2200.00 +/- energy efficient foyer & basement lights, 250 Maple – Sign not to exceed 4000.00, DPW Tool Box 1700.00 & White Board 140.00.

Is there anything on the wish list that you want to nix from the list? No, leave it all on. 8) Manager search expenses should be included in the budget. Search firm last time 20,000.00. Current quotes range from 9500.00 -16,000.00. Add 20,000.00 in this upcoming FY.

Administrative Assistant position – 12 candidates. Committee to meet to review resumes, interviews to follow. Reaffirm approval for 4 final purchases? Yes. Supported

6. **Extended Public Comments any topic (3 minutes).**
7. **Village Council member comments and announcements.**
8. **Adjournment**

Motion by Hahn, Supported by Miller

Lisa Segard

Lisa Segard, Village Clerk