

# **VILLAGE OF CALEDONIA**

County of Kent, Michigan

## **Minutes – Village Council Meeting January 13, 2025, 7:00 p.m. 250 S. Maple St. SE, Caledonia, MI**

1. **Call to Order** – 7:02 p.m.
2. **Pledge of Allegiance**
3. **Roll Call:** Daley, Soest, Lindsey, Miller, Schuler, Erskine, Niles
4. **Brief public comment on agenda items (3 minutes)** - None
5. **Communications** – Report from IAI
6. **Inquiry of Conflict of Interest**
  - a. Niles – Committee issues, President is removing herself from committee, Niles is able to take the president’s spot
7. **Approval of consent and regular agenda.** \*
8. **Consent Agenda.** (*One Motion Accepts All*)
  - a. Approval of Minutes of Regular Meeting of December 9, 2024
  - b. Approval of Minutes for the Special Meeting on January 4, 2025
  - c. Approval of Amended Minutes for May 13, 2024 Council Meeting
    - i. Kathryn Stegnik – looking at the minutes there was a page missing with items discussed at the meeting, a couple sections of New Business that were addressed at the meeting that were not on the signed copy online
  - d. Treasurer report
  - e. Payment of bill
    - i. **Motion by Miller, 2<sup>nd</sup> by Schuler**
    - ii. **Vote: All Ayes**
9. **Reports from Council, Staff and Consultants**
  - a. Engineers & Consultants – *Fleis & Vanden Brink, Infrastructure Alternatives*
    - i. Peter – Parks and Recreation Plan - no update, MDOT Cat B project we will follow up on any issues in the spring 95% done, Kinsey St phase 2 design proposal is being worked on should be ready to present at the next council meeting, the project is slated to begin in Spring 2027, we did not get approved for the Right Place grant for the parking proposal. Going to apply for a DNR Passport Grant, application due April 1<sup>st</sup>, results announced in December. DNR grant does include covering the engineering costs. MDOT fiscal year starts in October.
  - b. Liaisons – *School Board, Township*
    - i. Miller – School Board did a recognition of outgoing board members leaving Jason Saidoo and Marcy White, budget amendments discussed, closed session to do the Superintendent Dirk Weeldreyer evaluation
    - ii. Lindsey – There was no Township Council meeting in December due to lack of agenda items and holidays, they will meet on 1/15/2025.
  - c. Other Committees
    - i. Wrap up meeting for Christmas in Caledonia
  - d. DPW Foreman Report - None
  - e. Manager Report
    - i. Salt truck replacement, got chassis meetings completed, still waiting on quotes
    - ii. Chevy 1 ton truck is here and should be delivered by 1/15/2025
    - iii. DPW list of projects for down days, building is taking shape, office is cleaned out, tools are organized, wash sink is installed
    - iv. Possible road projects, maybe we can chip away at some smaller projects

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- v. The Right Place had 30 grant submissions and they only moved 8 forward

## 10. Discussion Item(s)

- a. Document Retention / Shredding options
  - i. We do follow the State retention schedule requirements
  - ii. Options: On-Site, Off-Site, and then companies who will take the boxes, scan the documents and shred the documents for you
  - iii. Get quotes for all 3 options so we can compare

## 11. Unfinished Business

- a. Still waiting on pricing to come in for the purchase of new Dump Truck with Plow package
- b. Employee Handbook
  - i. Kathryn Stegnik helped review and discuss information that was questioned on the Employee Handbook
  - ii. Page 9 – Personnel files, Page 10 – Hiring Decisions, Page 10 – Physical Examination, drug testing is in a separate area, Page 8 & Page 35 - Eligibility for Benefits who is considered PT/FT and what type of benefits, Page 11 – Probationary Period & Standard Workday – Village Manager to notify Village President when they will not be in the office, Sick days will be prorated after 90 days, Lunch paid breaks if eating at desk, 30 minute unpaid lunch, Page 12 – Flexible Scheduling clarification, not flex time to accrue PTO, it is a schedule adjustment and the time is made up in the 2 week pay period, Page 13 – Severe Weather, Village manager will decide if we need to close early, Page 40 – Holiday Leave, 12 Days & 1 Floating holiday to replace Juneteenth, Page 14 – 4.9 Payroll Procedure, bi-weekly, Thursday is pay day, Page 18 – Ethical Conduct – Accept gift of \$25 and under, Page 20 – Building Keys, there is a sign out sheet and keys are numbered, Page 21 5.11 – Call 9-1-1 if there is an emergency, Page 22 5.14 – Phone usage, Jess has a village cell phone, Brian has a reimbursement for his personal cell phone, Page 22 5.16 – Internet usage, apply to all electronic devices with internet capabilities, a more detailed internet policy will be created, Page 23 – 5.17 & 5.18, Village President and Administrative Assistant have access to the Facebook page, Posting Agenda on official website is considered giving notice, Facebook page is not considered official

## 12. Closed Session for Attorney opinion – 8:34 p.m.

- i. **Motion by Schuler, 2<sup>nd</sup> by Miller to meet in closed session pursuant to section 8(h) of the Open Meetings Act to consider material which is exempt from disclosure under Section 13(1)(g) of Michigan’s Freedom of Information Act**
- ii. **Roll Call:** Erskine (Aye), Schuler (Aye), Miller (Aye), Lindsey (Aye), Soest (Aye), Daley (Aye), Niles (Aye)

## 13. Return to Open Session – 9:30 p.m.

## 14. New Business

- a. Village Manager to sign proposal for Fleis & Vandenbrink to prepare DNR Passport Grant Application
  - i. **Motion by Miller, 2<sup>nd</sup> by Schuler**
  - ii. **Vote: All Ayes**
- b. Approval to adopt Employee Handbook (Motion)
  - i. **Motion to table until we get through the rest of it by Miller, 2<sup>nd</sup> by Soest**
  - ii. **Vote: All Ayes**
- c. Approval of Sick Leave Policy addendum (Motion)
  - i. **Motion to table for next meeting pending revisions by Miller, 2<sup>nd</sup> by Schuler**
  - ii. **Vote: All Ayes**

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- d. Resolution R\_\_-25 – Amend Compensation for Village Officers and Employees to include Sick Time Policy leave (Previous Compensation Resolution R15-24 (July 2024))
  - i. **Motion to table by Miller, 2<sup>nd</sup> by Schuler**
  - ii. **Vote: All Ayes**
- e. **Resolution R01-25** – Annual Appointments, Committee Members & Public Relation Liaisons
  - i. Remove Village President from the Tree Board and Sidewalk Committee, will be replaced by Trustee Niles
  - ii. **Motion by Miller to adopt Resolution, 2<sup>nd</sup> by Schuler**
  - iii. **Roll Call:** Daley, Soest, Lindsey, Miller, Schuler, Niles
  - iv. **Vote: All Ayes**

**15. Extended Public Comments on any topic (3 minutes) - None**

**16. Manager comments**

- a. **Thank you for your patience, we appreciate all that**

**17. Village Council member comments and announcements**

- a. Niles – Go LIONS!
- b. Daley – Fun 2<sup>nd</sup> meeting, excited to be here
- c. Soest – Thank you everyone for being here
- d. Erskine – Have a great night
- e. Schuler – Have a great night, thank you
- f. Miller – Would like to thank Jason Saidoo & Marcy White for their service
- g. Lindsey – Thank you everyone, it’s been a great meeting

**18. Adjournment – 9:35 p.m.**

- a. **Motion by Miller, 2<sup>nd</sup> by Lindsey**

**\*Any council member shall have the right to add items to the regular agenda.**

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*Lisa Sondag, Clerk., Village of Caledonia*