

# VILLAGE OF CALEDONIA

County of Kent, Michigan

**Agenda - Village Council Meeting  
February 10, 2025, 7:00 p.m.  
250 S. Maple St. SE, Caledonia, MI**

1. **Call to Order**
  2. **Pledge of Allegiance**
  3. **Roll Call**
  4. **Brief public comment on agenda items (3 minutes)**
  5. **Communications**
  6. **Inquiry of Conflict of Interest**
  7. **Approval of consent and regular agenda\***
  8. **Consent Agenda. (*One Motion Accepts All*)**
    - a. Approval of Regular Meeting Minutes for January 13, 2025 Council Meeting
    - b. Treasurer report
    - c. Payment of bills
  9. **Reports from Council, Staff and Consultants**
    - a. Engineers & Consultants – *Fleis & Vanden Brink, Infrastructure Alternatives*
    - b. Liaisons – *School Board, Township*
    - c. Other Committees
    - d. DPW Foreman Report
    - e. Manager Report
  10. **Discussion Item(s)**
    - a. Village Branding Campaign information - Sarah Buer
  11. **Unfinished Business**
    - a. Still getting quotes for shredding costs
    - b. Employee Handbook
    - c. Approval of Sick Leave Policy addendum
    - d. **Resolution R\_\_-25** – Amend Compensation for Village Officers and Employees to include Sick Time Policy leave
      - i. Previous Compensation Resolution R15-24 (July 2024)
  12. **Closed Session to discuss client-attorney opinion letter on employment matter**
  13. **Return to Open Session**
  14. **New Business**
    - a. Approval for Jessica Kantner & Joe Brisco to attend APWA Snow Conference on Tuesday April 8, 2025
      - i. Total budget of \$800 (including entrance fees, meals, parking and mileage)
    - b. Approval for 16 spinning flagpoles and 16 aluminum flag brackets for use on street lights and utility poles
      - i. Total budget of \$650.00, purchased through [www.liberty-flag.com](http://www.liberty-flag.com)
    - c. Approval of Budget Amendments
    - d. Approval to Purchase new Dump/Plow Truck to replace Big Red
  15. **Extended Public Comments on any topic (3 minutes)**
  16. **Manager Comments**
  17. **Village Council Comments and Announcements**
  18. **Adjournment**
- \*Any council member shall have the right to add items to the regular agenda.**

# 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

# VILLAGE OF CALEDONIA

County of Kent, Michigan

- 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.**

Village of Caledonia  
Status Report  
On  
Engineering Activities  
February 6, 2025

1. Park & Recreation Plan Update
  - The draft plan has been approved by the DNR.
  - Prepared an updated draft and distributed it to Township and Village staff for comment. After Township comments are received, we plan to meet to discuss them and make revisions as required. Once all comments have been addressed, we anticipate submitting an amended plan to the DNR.
2. MDOT Category B Project
  - Project will close out in the Spring once we confirm the restoration is completed.
3. Kinsey Street Phase II– Maple Street to 100<sup>th</sup> Street
  - Conversations ongoing with Kent County Road Commission to include redesigning 100<sup>th</sup> Street and Kinsey Street intersection as a part of this project.
  - Project is funded for MDOT fiscal year 2027. F&V will provide a design proposal during March's meeting to begin environmental clearance and permitting.
4. DNR Passport Grant:
  - Application due April 1<sup>st</sup>. We are still on track to meeting this deadline.

# 1-28-25 Village Event Meeting

## 2025 Egg Hunt & 2024 Christmas in Cal Review

### Caledonia Egg Hunt 2025

**Date:** Saturday 4-19-25

**Location:** OUTSIDE

- We are considering the Community Green & Lakeside Park.
- **Jennifer** will reach out to the Township and **Jess** will reach out to the County about availability.

### Activities:

- Egg Hunt (We need to settle on a location before going into detail of age separation & timing etc.)
- Sidewalk Chalk - will be provided by the village
- I will source a volunteer to help manage this & bubbles
- Bubbles / Bubble machines will be provided by the village
- **We will need to source a small sponsor for bubble liquid**
- Photos with Easter Bunny (Costume & throne will be provided by the village)
- **Jennifer** will ask Lisa Segard if she would like to be the bunny again
- **Jess** and I will reach out to local greenhouses for flowers to decorate photo area
- Live Bunnies/Lambs ?
- We need to get permission from the township to bring animals to the community green
- I will reach out to Cherry Valley Livestock Club and FFA from the schools regarding interest and availability

### Advertising:

- I will create flyers for local businesses to display.
- I will also create some advertising for the village to post on Facebook. (that can then be shared by our local businesses!)
- I will also create a print advertisement to be published in the Sun & News the week of the 7<sup>th</sup>
- **We will need a sponsor for the printing of the flyers & to publish our ad in the paper. We also need a volunteer to help distribute flyers to local businesses.**

### Christmas Review

Overall, there was very positive feedback from the community and village.

Here are some things we need to consider when planning this year's Christmas in Cal:

1. **Alamo Club** for cookie decorating.
  - a. This was a great space to use for this activity. However, we need to make more of an effort to **clearly mark the entrance door**. There was some confusion about what door to use and some people missed the activity entirely
  - b. Kim suggested putting garland around the door and making a sign to go on the sidewalk.
2. **I would like to start implementing an "information table" at all village events to help with these kinds of issues.**
3. **Food Trucks**
  - a. We need to figure out better placement for trucks (possibly on Lake St?). The hotdog stand did really well but the trucks in the kid's area did not do as well.
  - b. There was some feedback about the need for tables and chairs. However, weather conditions could make this difficult.
  - c. **Let's carefully consider the layout for Christmas 2025 with special attention to truck placement & selection**
4. **Kids Area (BWD)**
  - a. I will make sure the snowball toss has a clear sign (Village has a sign we can use)
  - b. There was some talk about moving the Santa tent to this area so all the kid stuff is in the same spot.

- c. I will give a clearer directive to our wonderful Mrs. Claus, so she is interacting with kids as much as possible.
- 5. **Vendor Tear Down**
  - a. We need to set a clear “Tear Down Time” for our Vendors to avoid any of them trying to leave early.
  - b. I will create a vendor info email that has set up and tear down times. Along with set up and tear down rules (You can’t leave early or drive through the barricades)
- 6. **Mini Vendor Market**
  - a. There were mixed reviews on sales. We will need to start reaching out to vendors in early fall that we feel would be a good fit for this event. **If you know of anyone interested, please feel free to share my contact information with them**
  - b. Needed more lighting
  - c. Need to make sure the space is plowed and salted before set-up
- 7. **Parade**
  - a. We need more Fire Truck riders. Kim will reach out to the robotics club this year
  - b. **The Route-** Having the parade go all the way to Maple caused a lot of traffic & parking issues. We talked about having the route go from Main, to Church, to South St, to Maple to get back to DPW. This way we would only have to close off a small section of Maple only during the parade.
  - c. We need to make sure we communicate with the apartments on Maple about road closures
  - d. Volunteers leading the parade and helping off load at DPW need more lighting. Kim suggested light-up batons.
- 8. **Road Barricades**
  - a. **WE NEED MORE VOLUNTEERS TO MAN BARRICADES AT ALL TIMES.** This was the most important thing we discussed. Our method of volunteer sourcing in 2025 needs to be more direct.
  - b. Kim will reach out to Davenport to see if any of their athletes would be interested in volunteering.
  - c. We will also be looking into how much it would cost to have the police help enforce barricades at larger events in the future
  - d. We will also be looking into the cost of purchasing heavy-duty cement barricades to put on either side of Main St. With everything going on in our world right now, we need to be mindful of the safety risks we are taking by having large gatherings

Thank you all for your time and the awesome stuff you do for our Village!

**Sarah Buer**

# Inspections Performed

From: 01/01/25 To: 01/31/25

Type E

Inspection Date	Permit Number	Permit Address	Ins Type	Pass	Comments
1/28/2025	CC24023E	9595 Cherry Valley	OT	<input checked="" type="checkbox"/>	Above ceiling-passed
1/28/2025	CC24023E	9595 Cherry Valley	FL	<input type="checkbox"/>	Final-not passed. Also need low voltage permit with 2 inspections.
1/30/2025	CC25003E	218 W Main St	FL	<input checked="" type="checkbox"/>	

Summary for 'Type' = E (3 detail records)

Type M

Inspection Date	Permit Number	Permit Address	Ins Type	Pass	Comments
1/21/2025	CC24021M	9595 Cherry Valley	FL	<input checked="" type="checkbox"/>	
1/28/2025	CC25001M	9030 North Rogers Ct SE	FL	<input checked="" type="checkbox"/>	
1/28/2025	CC24021M	9595 Cherry Valley	FL	<input checked="" type="checkbox"/>	

Summary for 'Type' = M (3 detail records)

Type P

Inspection Date	Permit Number	Permit Address	Ins Type	Pass	Comments
1/28/2025	CC25001P	350 Vine Street	UG	<input checked="" type="checkbox"/>	
1/28/2025	CC24017P	9021 Lenter Drive	FL	<input type="checkbox"/>	call for reinspect per Art
1/28/2025	CC24013P	9595 Cherry Valley	FL	<input checked="" type="checkbox"/>	

Summary for 'Type' = P (3 detail records)



# Permit Listing - Active and Inactive

From: 01/01/25

To: 01/31/25

UnitID: CC

Type B

Use	Issue Date	Permit Number	Permit Address	Const Cost	Permit Cost	Active	Owner	Permit Description
R	1/8/2025	CC25001B	250 Vine Street	\$160,000.00	\$590.00	<input checked="" type="checkbox"/>	Caledonia United Met	Interior renovations require for installation of new barrier free vertical lift between lower and upper level sanctuary and new unisex toilet room in narthex.
R	1/14/2025	CC25002B	350 Vine St	\$35,000.00	\$215.00	<input checked="" type="checkbox"/>	Max Hillton Builders	Basement Finish for Beds, Bath, & Living Space

Summary for 'Type' = B (2 detail records)

Sum \$195,000.00 \$805.00

Type E

Use	Issue Date	Permit Number	Permit Address	Const Cost	Permit Cost	Active	Owner	Permit Description
R	1/20/2025	CC25001E	350 Vine St SE	\$0.00	\$142.00	<input checked="" type="checkbox"/>	Max Hillton Builders	Bathroom Remodel
C	1/21/2025	CC25002E	146 East Main St	\$0.00	\$277.00	<input checked="" type="checkbox"/>	Caledonia Farmer Ele	Maintenance, Fuel Pump Motors, Shed Power, Cleaner
R	1/24/2025	CC25003E	218 W Main St	\$0.00	\$90.00	<input type="checkbox"/>	Mike Williams	Service

Summary for 'Type' = E (3 detail records)

Sum \$0.00 \$509.00

Type M

Use	Issue Date	Permit Number	Permit Address	Const Cost	Permit Cost	Active	Owner	Permit Description
C	1/15/2025	CC25001M	9030 North Rogers Ct SE	\$0.00	\$150.00	<input type="checkbox"/>	SouthKent Vet Hospit	Furnace/AC Commercial

Summary for 'Type' = M (1 detail record)

Sum \$0.00 \$150.00

Type P

Use	Issue Date	Permit Number	Permit Address	Const Cost	Permit Cost	Active	Owner	Permit Description
R	1/21/2025	CC25001P	350 Vine Street	\$0.00	\$287.00	<input checked="" type="checkbox"/>		basement finish

## VILLAGE OF CALEDONIA

### PAID SICK LEAVE POLICY

The Village of Caledonia (the “Village”) fully complies with applicable law, including Michigan’s Earned Sick Time Act (“ESTA”), related to leave requirements. Accordingly, all Village employees are entitled to paid sick leave under this policy.

A. For the purposes of the Village’s Paid Sick Leave Policy (the “Policy”), the following definitions apply:

1. “Employee” means an individual engaged in service to the Village in the business of the Village. This includes all full-time, part-time, temporary and seasonal Village employees.
2. “Family member” includes all of the following:
  - (a) A biological, adopted or foster child, stepchild or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis.
  - (b) A biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee’s spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child.
  - (c) A person to whom the employee is legally married under the laws of any state or a domestic partner.
  - (d) A grandparent.
  - (e) A grandchild.
  - (f) A biological, foster, or adopted sibling.
  - (g) Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

B. Employees may use paid sick leave for any of the following reasons:

- The employee’s or the employee’s family member’s mental or physical illness, injury, or health condition; medical diagnosis, care, or treatment of the employee’s mental or physical illness, injury, or health condition; or preventative medical care for the employee;
- If the employee or the employee’s family member is a victim of domestic violence or sexual assault, for medical care or

psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault;

- For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
- For closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease.

C. Full-time employees are, starting on July 1, 2025, granted 40 hours of paid sick leave and 32 hours of unpaid sick leave each fiscal year. For purposes of granting and using paid and unpaid sick leave, the Village uses the twelve month period commencing on the first day of the fiscal year. Full-time employees are granted the paid and unpaid sick leave on the first day of the fiscal year or upon the employee's date of hire, if the employee is hired after the first day of that fiscal year.

1. For the 2024-2025 fiscal year only, full-time employees will be granted a prorated 26 hours of paid sick leave on February 21, 2025, or upon the employee's date of hire, if the employee is hired after February 21, 2025.
2. Full-time employees shall also earn an additional one hour of paid sick leave for every 30 hours worked over 2160 hours in a fiscal year.
3. All other employees, including part-time employees, will earn one hour of paid sick leave for every 30 hours worked, with such accrual starting on February 21, 2025, or upon the employee's date of hire, if the employee is hired after February 21, 2025.

D. Village employees that are exempt from overtime requirements are assumed to work 40 hours in each workweek unless the employee's normal workweek is less than 40 hours, in which case earned sick time will accrue based upon hours worked by that employee in a normal workweek.

- E. Paid sick leave is paid on the basis of the employee's rate of pay at the time paid sick leave is used.
- F. Employees are not permitted to use paid sick leave within the first ninety (90) days of the employee's employment with the Village.
- G. Employees must notify the Village of all foreseeable use of paid sick leave at least seven (7) days prior to the date the sick leave is to begin. Employees must notify the Village of all unforeseeable use of paid sick leave as soon as reasonably possible. Employees are required to use applicable call-in and notification procedures when notifying the Village of the need to use paid sick leave. Employees who take or plan to take 3 or more consecutive days of paid sick leave may be required to provide limited documentation signed by a health care professional or other appropriate individual confirming the employee's need to use the leave. The Village will pay all out-of-pocket costs incurred by an employee in providing such documentation, if it is requested by the Village.
- H. Employees may use paid sick leave in one (1) hour increments.
- I. Unused paid sick leave will accumulate from year to year. Unused paid sick leave may not be converted to money. Except as otherwise approved by the Village Board, the Village will not pay employees for accrued, unused paid sick leave upon termination of employment for any reason.
- J. All Village employees are limited to using a maximum of 40 hours of paid sick leave and 32 hours of unpaid each service year. Full-time employees shall be entitled to use awarded paid sick leave before using awarded unpaid sick leave. All other employees shall be entitled to use earned paid sick leave before using unpaid sick leave.
- K. This Paid Sick Leave Policy will become effective on February 21, 2025.

Adopted: \_\_\_\_\_

# VILLAGE OF CALEDONIA

County of Kent, Michigan

R \_\_\_-25

Minutes of the Regular meeting of the Village Council of the Village of Caledonia held at Village Hall, 250 South Maple Street, Caledonia, Michigan, on the \_\_\_\_ day of \_\_\_\_\_ 2025 at 7: 00P.M.

Present: \_\_\_\_\_

Absent: \_\_\_\_\_

## RESOLUTION TO AMEND COMPENSATION FOR VILLAGE OFFICERS AND EMPLOYEES

WHEREAS, the Village Council has considered the amounts of compensation and benefits to be paid to members of the Village Council, to other Village officers for the fiscal year commencing July 1, 2024, and ending June 30, 2025, and Village salaried employees and Village employees effective PA 14-24.

WHEREAS, the Village Council adopted a Resolution to Establish Compensation for Village Officers the fiscal year commencing July 1, 2024, and ending June 30, 2025, and Village salaried employees and Village employees effective PA 14-24.

WHEREAS, changes to state law regarding the state minimum wage and paid sick leave, per a Michigan Supreme Court decision, are set to become effective on February 21, 2025;

WHEREAS, the Council desires to amend Resolution R15-24, adopted by the Council on July 8, 2024, with this Resolution.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The Village Council hereby determines that the Village shall pay the following compensation, including wages, salaries, and benefits, to the following Village Council members, officers, and full & part time employees, effective February 21, 2025 and for the remainder of the fiscal year ending June 30, 2025.

2. Vacation.

a Amount. Unless otherwise stated in this Resolution or as otherwise approved by the Council, employees eligible to receive paid vacation will receive vacation based on the following schedule:

- 1 week (defined as 40 hours for full-time employees) after the employee completes 6 months of employment.
- 2 weeks (i.e., 80 hours for full-time employees) upon the first payroll of the fiscal year commencing after the employee completes 1 year of employment with the Village.

- 3 weeks (i.e., 120 hours for full-time employees) upon the first payroll of the fiscal year commencing after the employee completes 5 years of employment with the Village.
  - After the employee completes 10 years of employment with the Village, the vacation amount allotted to the employees at the beginning of each fiscal year is increased by 1 day for every completed year of service after 10 years, up to a maximum of 4 weeks (i.e., 160 hours for full-time employees).
- b Fiscal Year Award. Unless expressly stated herein, vacation shall be awarded to each eligible Village employee upon the first payroll falling after the beginning of each fiscal year (not on the anniversary of the employee's date of hire with the Village).
- c Transition.
- Employees who have completed one year of employment with the Village but who, prior to July 1, 2024, received their vacation allotment on the anniversary of their date of hire with the Village shall receive a pro-rated amount of vacation upon the first payroll falling after July 1, 2024; thereafter, such employees will not receive any additional vacation upon the anniversary of their date of hire and will only receive their vacation allotment upon the first payroll following after the beginning of each fiscal year. For example, if Employee A completed 1 year of employment on January 1, 2024, and received 2 weeks of vacation at that time, Employee A would receive an additional 1 week of vacation on the first payroll following July 1, 2024. Employee A would not receive additional vacation until after the first payroll following July 1, 2025, bringing the total amount awarded to Employee A during the 18-month period between January 1, 2024 and July 1, 2025 to 3 weeks, i.e., 1.5 times the amount of their annual vacation allotment.
  - Employees who receive 1 week of vacation following completion of 6 months of employment with the Village, but who have not yet completed 1 year of employment with the Village at the commencement of the next fiscal year will receive a pro-rated amount of vacation upon the first payroll falling after the 1 year anniversary of their employment, and will thereafter only receive additional vacation upon the first payroll following the commencement of each fiscal year. For example, if Employee A began working for the Village on October 1, 2023, completed 6 months of employment on March 1, 2024, and received 1 week (i.e., 40 hours) of vacation at that time, Employee A would receive an additional 30 hours of vacation on the first payroll after October 1, 2024 (i.e., 75% of 2 weeks of vacation, as there are 9 months between October 1 and the commencement of the next fiscal year). Employee A would then receive 2 weeks of vacation on the first payroll after the commencement of the next fiscal year.
- d Roll Over. Full-time employees may roll over up to one week of unused vacation to the following fiscal year or be compensated at their regular rate of pay for up to one week of pay

at the end of the fiscal year. The Village's part-time Administrative Assistant may roll over up to one week's vacation (based on that employee's average work week) or be compensated for the time at the end of the fiscal year at their regular rate of pay.

- e Payout. Unless authorized by the Village Council or rolled over/paid out pursuant to Section 2.d. of this Resolution, all unused vacation remaining at the end of the fiscal year will be forfeited without compensation. Employees are not entitled to payment for available, unused vacation upon termination of employment for any reason.
- f Use. Employees' use of vacation shall be subject to applicable Village policies, if any.

### 3. Sick Leave –

- a Fiscal Year Award for Full-Time Employees and Accrual of Sick Leave. Full-time employees shall be awarded 40 hours of paid sick leave and 32 hours of unpaid sick leave upon the first payroll falling after the beginning of each fiscal year. Full-time employees will also earn one hour of paid sick leave for every 30 hours worked after 2160 hours are worked by that employee in that fiscal year. For the 2024-2025 fiscal year only, full-time employees shall be awarded a prorated 26 hours of sick leave. All other employees, including part-time employees, will earn one hour of paid sick leave for every 30 hours worked, with such accrual starting on February 21, 2025, or the employee's date of hire, if the employee is hired after February 21, 2025.
- b Remainder of Previous 2024-2025 Fiscal Year Award. [Option 1] Employees shall still be entitled to use sick leave that was previously awarded to each eligible Village employee for the 2024-2025 fiscal year.  
[Option 2] Employees shall be paid for accrued sick leave that was already awarded for the 2024-2025 fiscal year that remains unused as of February 20, 2025.
- c Waiting Period. New employees of the Village shall not be entitled to use awarded or earned paid sick leave until those employees complete ninety (90) of employment with the Village.
- d Roll Over and Payout. Employees may roll over an unlimited amount of awarded or earned sick leave from one fiscal year to the next fiscal year. Employees will not be compensated for available, unused sick leave at the end of the fiscal year. Employees are not entitled to payment for available, unused sick leave upon termination of employment for any reason.
- e Use. Employees shall be entitled to use sick leave for any of the permitted uses provided in the Village's Paid Sick Leave Policy, subject to applicable Village policies, if any.

4. Compensation and Other Benefits:

Village President	<u>\$4,000.00</u> annually plus \$95 for each regular meeting attended and \$75 for each special meeting attended, payable in biweekly installments.
Village Clerk	<u>\$3,750.00</u> annually, payable in biweekly installments. In addition, will receive 1 hour of paid sick leave for every 30 hours worked.
Village Treasurer	<u>\$3,750.00</u> annually, payable in biweekly installments.
Village Trustee	\$95.00 for each regular meeting attended; \$75 for each special meeting attended; \$150 for each regular meeting attended and \$100 for each special meeting attended by a trustee serving as president pro tem of the Council or otherwise presiding at Village Council meeting (such amount being in lieu of the usual amount for attending the meeting).
Village Manager	<u>\$75,000 to \$98,000</u> annually (DOQ/E) plus 13 paid holidays and 40 hours of paid sick leave and 32 hours of unpaid sick leave per fiscal year. Ten days (i.e., 80 hours) of paid vacation provided per fiscal year (with more awarded following certain years of service, pursuant to Section 2.a. of this Resolution), with a pro-rated amount available upon hire. Group medical insurance, short-term and long-term disability insurance, and life insurance of one time the salary (or nearest the plan allows), will be provided, subject to plan documents and eligibility requirements. Group medical insurance will be partially provided with an employee contribution of 10%. Subject to applicable plan documents, a matching contribution by the Village to the Village's retirement program; such contribution by the Village will be equal to the employee's contribution; however, the Village's contribution shall not exceed 5% of the Village Manager's annual salary.
Interim Village Manager or Special Projects	<u>\$41.28 per hour</u> (total, inclusive of other duties, if applicable). In addition, will receive 1 hour of paid sick leave for every 30 hours worked.
Administrative Assistant	<u>\$21.00 per hour</u> plus 13 paid holidays and 1 hour of paid sick leave for every 30 hours worked. Two weeks paid vacation per fiscal year, calculated on a 28-hour work week. Subject to applicable plan documents, a matching



contribution by the Village to the Village's retirement program; such contribution by the Village will be equal to the employee's contribution; however, the Village's contribution shall not exceed 5% of the employee's annual wages.

Full-time Public Works  
Employee-Laborer

As an hourly, non-exempt employee; will receive \$21.00/hr. and will be entitled to receive authorized overtime pay. In addition, they will receive 13 paid holidays and 40 hours of paid sick leave and 32 hours of unpaid sick leave per fiscal year (and 1 hour of paid sick leave per every 30 hours worked over 2160 hours in a fiscal year), and vacation pursuant to Section 2 of this Resolution. Group medical insurance, short-term and long-term disability insurance, and life insurance of one time the employee's regular, annual compensation (or nearest the plan allows), will be provided, subject to plan documents and eligibility requirements. Group medical insurance will be partially provided with an employee contribution of 10%. Subject to applicable plan documents, a matching contribution by the Village to the Village's retirement program; such contribution by the Village will be equal to the employee's contribution; however, the Village's contribution shall not exceed 5% of the employee's annual wages.

Full-time Public Works  
Employee-Foreman

As an hourly, non-exempt employee; will receive \$25.80 and will be entitled to receive authorized overtime pay. In addition, they will receive 13 paid holidays and 40 hours of paid sick leave and 32 hours of unpaid sick leave per fiscal year (and 1 hour of paid sick leave per every 30 hours worked over 2160 hours worked in a fiscal year), and vacation pursuant to Section 2 of this Resolution. Group medical insurance, short-term and long-term disability insurance, and life insurance of one time the employee's regular, annual compensation (or nearest the plan allows), will be provided, subject to plan documents and eligibility requirements. Group medical insurance will be partially provided with an employee contribution of 10%. Subject to applicable plan documents, a matching contribution by the Village to the Village's retirement program; such contribution by the Village will be equal to the employee's contribution; however, the Village's contribution shall not exceed 5% of the employee's annual wages.

Part-time Public Works Employee-Casual (1) As an hourly, non-exempt employee, will receive \$19.13 per hour and will be entitled to receive authorized overtime pay, if any. In addition, they will receive 1 hour of sick leave per every 30 hours worked.

Part-time Public Works Employee-Casual (2) As an hourly, non-exempt employee, will receive \$18.88 per hour and will be entitled to receive authorized overtime pay, if any. In addition, they will receive 1 hour of sick leave per every 30 hours worked.

Planning Commission  
Presiding chairperson \$ 90.00 per meeting attended.  
Member - \$ 75.00 per meeting attended; Recording Secretary \$85.00 per meeting attended. Substitute Chairperson \$90.00, Substitute Secretary \$85.00 per meeting attended.

Construction Board of Appeals  
Presiding chairperson - \$ 50.00 per meeting attended;  
Member - \$ 30.00 per meeting attended; Recording Secretary - \$40.00 per meeting attended, if not recorded by the Clerk Substitute Chairperson \$40.00 per meeting attended.

Zoning Board of Appeals  
Presiding Chairperson- \$ 60.00 per meeting attended;  
Member- \$60.00 per meeting attended; Recording Secretary-\$60.00 per meeting attended. Such Compensation shall be payable from the appropriate funds where expenses are incurred against Village accounts.

4. Except in accordance with policies of the Village Council, or as otherwise authorized by the Village Council, the Council members, Village officers, and Village employees shall receive no other compensation for services performed for or on behalf of the Village during the fiscal year.
5. Thirteen Paid Holidays: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day & Friday following, Christmas Eve & Christmas Day, New Year's Eve. In addition, employees shall be entitled to one floating holiday. Use of the floating holiday shall be subject to applicable Village policies.
6. The provisions of Sections 2 and 3 of this resolution, which provisions address vacation and sick time, shall continue in effect until amended by the Village Council.

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

MOTION Passed,

RESOLUTION ADOPTED.

\_\_\_\_\_  
Lisa Sondag, Village Clerk

\_\_\_\_\_  
Date



# NORTH AMERICAN SNOW CONFERENCE 2025

THE PREMIER EVENT IN SNOW & ICE MANAGEMENT  
DEVOS PLACE CONVENTION CENTER | GRAND RAPIDS, MI  
HOSTED BY THE MICHIGAN CHAPTER  
APRIL 6-9, 2025 | [www.apwa.org/snow](http://www.apwa.org/snow)

## ATTENDEE PRE-REGISTRATION FORM — PAGE 2 OF 3

Register Before March 4 and Save \$100 on a Full Registration  
REGISTER ONLINE: [www.apwa.org/snow](http://www.apwa.org/snow)  
**COMPLETE ALL FOUR SECTIONS OF THIS FORM TO REGISTER**

### 1 - REGISTRANT INFORMATION

Name (one registrant per form)	APWA Membership ID # (call (800) 848-2792 to obtain your #)	Nickname (for badge)
Title	Organization	
Street Address		
City	State/Province	Zip/Postal Code
Work Phone Number	Cell Phone Number	Email
Emergency Contact (someone not traveling with you)	Emergency Contact Phone Number/Emergency Email	

### 2 - REGISTRATION TYPE

Full Registration	SAVE \$100		SUBTOTAL
	BEFORE MARCH 4	AFTER MARCH 4	
<input type="checkbox"/> APWA Member Full Registration	\$620	\$720	
<input type="checkbox"/> Nonmember Full Registration	\$890	\$990	
<input type="checkbox"/> Please apply \$124 of my nonmember registration fee to a one-year APWA individual membership. Offer extended to new APWA members only.			
One Day Registration (do not check if you have a full registration)	MEMBER	NONMEMBER	SUBTOTAL
<input type="checkbox"/> Sunday One-Day Registration	\$290	\$400	
<input type="checkbox"/> Monday One-Day Registration	\$290	\$400	
<input checked="" type="checkbox"/> Tuesday One-Day Registration 4/8 Joe + Jess	\$290	\$400	\$580
<input type="checkbox"/> Wednesday Traffic Incident Management Workshop	\$0	\$0	
Expo Only Passes (do not check if you have a full or one-day registration)	MEMBER	NONMEMBER	SUBTOTAL
<input type="checkbox"/> Sunday Expo Only Pass	\$50	\$50	
<input type="checkbox"/> Monday Expo Only Pass	\$40	\$40	
<input type="checkbox"/> Tuesday Expo Only Pass	\$40	\$40	
Workshops and Additional Activities (Only available to full or corresponding one-day registrations)	MEMBER	NONMEMBER	SUBTOTAL
<input type="checkbox"/> No, I will not be participating in a workshop.			
<input type="checkbox"/> Sunday Winter Maintenance Supervisor Certificate Workshop	\$0	\$50	
<input type="checkbox"/> Sunday Public Fleet Management Certificate Workshop	\$0	\$50	
<input type="checkbox"/> Monday DEI and First Timers Breakfast	\$25	\$25	
<input type="checkbox"/> Tuesday Emergency Management Real World Scenario Workshop (Limited availability)	\$0	\$0	
<input checked="" type="checkbox"/> Tuesday Winter Maintenance Operator Certificate Workshop Joe	\$0	\$0	0
<input checked="" type="checkbox"/> Tuesday Snow Celebration (Included in Full Conference Registration) Joe + Jess	\$50	\$50	\$100
<input type="checkbox"/> Wednesday Traffic Incident Management Workshop	\$0	\$0	
<b>TOTAL AMOUNT DUE</b>			\$ 680

Budget \$800 for mileage, food, parking, entrance

We have a variety of technical tours offered throughout the course of the Snow Conference. If you are interested please register online instead of in the PDF/written form.

14a

FREE SHIPPING When You Spend Over \$99



All categories ▾ [VIEW ALL WITH CONDITIONS](#)

Clearance

Login

## Your cart

Subtotal   
**\$472.00**



### Spinning Flagpoles

Size: 5'  
Color: Silver  
Price \$29.50

Quantity

- 16 +

\$472.00

x

S **Save 10%** x

**\$472.00**

(16)



## Your Cart (16 items)

[Empty cart](#)



**Super Tough**  
Electric Way Silver Aluminum Flag Pole Bracket (use on street lights & utility poles)

Price  
\$9.99

Quantity:

Total  
**\$159.84**

x

**Subtotal:** \$159.84  
**Shipping:** [Add Info](#)  
**Coupon Code:** [Add Coupon](#)  
**Grand total:** \$159.84

**PayPal** Pay in 4 interest-free payments of \$39.96. [Learn more](#)

- or use -

Monday-Friday • 8am-5pm

14b

**Fiscal Year 24-25  
Budget Amendments 2/10/2025**

Account Description	Current Budget Balance	Amendments Proposed	Amended Budget
E 101-101-8560 MISC EXPENSE	\$ (3,807.59)	\$ 4,000.00	\$ 192.41
E 101-172-8100 TRAVEL & TRAIN	\$ 5,850.00	\$ (3,000.00)	\$ 2,850.00
E 101-215-7260 OFFICE SUPPLIES	\$ (605.90)	\$ 1,500.00	\$ 894.10
E 101-228-8260 COMPUTER & TECH	\$ 1,522.22	\$ 800.00	\$ 2,322.22
E 101-253-7260 OFFICE SUPPLIES	\$ 200.00	\$ (200.00)	\$ -
E 101-253-8560 MISC EXPENSE	\$ (180.12)	\$ 200.00	\$ 19.88
E 101-266-8020 LEGAL FEES	\$ 2,550.50	\$ 12,000.00	\$ 14,550.50
E 101-441-8030 ENGINEERING FEES	\$ (1,312.05)	\$ 3,000.00	\$ 1,687.95
E 101-441-8100 TRAVEL & TRAIN	\$ 500.00	\$ 1,500.00	\$ 2,000.00
E 101-441-8110 VEHICLE REPAIRS	\$ (3,698.62)	\$ 5,000.00	\$ 1,301.38
E 101-441-8120 MAINT BY OTHERS	\$ (9,408.63)	\$ 10,000.00	\$ 591.37
E 101-441-8251 BUILDING EXPENSE	\$ (6,237.54)	\$ 8,500.00	\$ 2,262.46
E 101-441-8560 MISC EXPENSE	\$ 9,501.56	\$ (8,000.00)	\$ 1,501.56
E 101-442-8060 TREE PROGRAM	\$ (4,289.47)	\$ 4,300.00	\$ 10.53
E 101-721-8031 PROF. SERVICES	\$ (11.25)	\$ 100.00	\$ 88.75
E 101-721-8100 TRAVEL & TRAIN	\$ 2,000.00	\$ (1,000.00)	\$ 1,000.00
E 101-751-9670 PARKS & REC	\$ 8,073.44	\$ (3,000.00)	\$ 5,073.44
E 101-999-9720 TRANS BTWN FUNDS <small>*Money allotted to move between funds*</small>	\$ 140,000.00	\$ (35,700.00)	\$ 104,300.00

**Budget Amendment Total**

**\$0.00**

## PURCHASE REQUEST

**Date:** January 28, 2025  
**Subject:** Dump/Plow Truck Purchase  
**Meeting Date:** February 10, 2025

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### RECOMMENDATION:

It is recommended that the Village of Caledonia purchase a dump truck with an underbelly plow and slide in salter to replace the 1998 International salt plow truck.

### DISCUSSION:

We are requesting this purchase because we need to replace the 1998 International 4900 salt unit. We have had this truck repaired multiple times this current year. Due to its age and continuing repair costs it is time to replace the unit. The current truck is only set up for winter use. This new truck will be multi-purpose with a dump body which will allow us to use it year-round for any public works projects, i.e. small road work, fall clean up, winter salting, brush clean up.

We have been able to source the chassis through West Michigan International via the Sourcewell contract. Sourcewell bidding is done by the State of Michigan and then vetted by the state for the best deal possible. Public organizations utilizing Sourcewell contracts automatically satisfy pricing due diligence for public institutions. This is sole source purchase.

The chassis will be delivered in mid-summer of 2025, which will require a payment. We may need to process a budget amendment to cover this cost at that time, if it is delivered before June 30, 2025.

Construction and outfitting of the Dump Body, Salter, underbelly blade and installation will be completed through Truck & Trailer Specialties via MiDeal state contracting. The total budgeted amount will be \$132,000.00 to ensure we have enough funds set aside for any modification(s) that need to be made during installation.

The payment to Truck & Trailer won't need to be paid until the assembly is completed, this could be up to 18 months after we receive the chassis.

### BUDGET IMPACT:

Funds will need to be budgeted and available to pay for the chassis if it arrives prior to June 30, 2025 in the Capital Outlay Account: 101-970-9700 for a total of \$96,583.80. Budget for FY 2026 will have the remaining amount of \$132,000.00 budgeted in the Capital Outlay Account: 101-970-9700.

Quotes for Purchase

Vendor	Purchase Price	Product
West Michigan International - Sourcewell Contract	\$ 96,583.80	International 2026 HV607
Truck & Trailer Specialties – MiDeal Contract	\$ 132,000.00	Dump Body, salt box, under body scraper, tarp system, lighting and electrical, stainless steel leg kit on the salt box for storage