



REGULAR COUNCIL MEETING
TUESDAY, MAY 17, 2011
5:30 P.M.
AGENDA

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE
2. ROLL CALL
3. APPROVAL OF AGENDA, CHANGES OR ADDITIONS
4. CONSENT AGENDA
 - A. Minutes of Regular Council Meeting, April 19, 2011
 - B. Minutes of Council Workshop, May 3, 2011
 - C. Village Manager's Report
 - D. Financial Reports and Statistics
5. APPROVAL OF PAYMENT OF BILLS
6. PUBLIC HEARING
 - A.
7. PUBLIC COMMENTS
 - A.
8. PETITIONS AND COMMUNICATIONS
 - A. Branch County Sheriff's Department Update
 - B. Branch County Commissioner Update
 - C. Fire Department Update
 - D. Utility Department Update
9. UNFINISHED BUSINESS
 - A.
10. NEW BUSINESS
 - A. Deputy Clerk/Treasurer appointment
 - B.
 - C.
11. PUBLIC COMMENTS
12. ANNOUNCEMENTS/INFORMATION
 - A.
13. ADJOURNMENT

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COUNCIL WORKSHOP
TUESDAY, April 5, 2011
5:30 P.M.

MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

President Hargreave called the meeting to order at 5:30 p.m.

2. ROLL CALL

Those Present: Hargreave, Sullivan, Russell, Salyer, Swallow, Price, Gardon

Also Present: Village Manager Eric Zuzga

3. PUBLIC COMMENTS

None noted.

4. DISCUSSION ITEMS

A. Junk/Blight Review- discussion was held over the current state of properties in the Village. Prior policy was to respond to complaints and not be proactive in enforcement. Council directed Zuzga to change to a proactive approach and to prioritize enforcement on houses that are falling apart and those properties with major junk issues. Council members were asked to forward to Zuzga those properties on which they had issues/concerns.

B. Clerk/Treasurer position- discussion was held over the vacant Clerk/Treasurer position. Zuzga indicated that he would be posting the job shortly and starting interviews as soon as possible.

5. ANNOUNCEMENTS

None noted.

6. ADJOURNMENT

The meeting was adjourned at 6:30 p.m.

Respectfully submitted,

Eric Zuzga
Village Manager

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TO: Village Council
FROM: Eric Zuzga, Village Manager
DATE: May 12, 2011

Meetings/Activities

- Council Meeting/Workshop
- Union Negotiations
- Staff Meeting/Department Head meeting
- Rotary
- Branch County Economic Growth Alliance
- BATA
- County House Committee
- Township Recreation Project discussion
- Quincy Daze meeting
- Lake Sewer discussion and discussion with Drain Commissioner
- Joint Planning Commission
- Breakfast with the CHC CEO meeting
- MML ED Committee
- MML Regional meeting

Administration

- We continue to work with the County, Township, and Rotary to explore the recreation project possibilities. This will be a discussion item at the June workshop.
- The final package for the North Main Street (Broughton to Village limits) project has been delivered to MDOT. The last thing to do before the project can be let is to appoint a Construction Engineer (on this agenda). MDOT requires construction engineering on all local agency projects. The construction of the road, storm sewer, and curb is 100% funded by the grant. Our cost is limited to the sewer fix and engineering. The project should be let in early June. We are still exploring options on the water main replacement from Cole to Broughton. We will present at the June meeting if we determine that this is a possibility.
- The Clerk/Treasurer position has been posted. Applications are due Thursday, May 19. We have had several calls and e-mails already. We will be working with Michigan Works to see if the chosen applicant will qualify for a training grant (reimbursement of a portion of the person's wages).
- MDOT has migrated their permit process to all internet based. We have completed the first three permits on the new format and will be working to train the staff on the new process. They also informed us that we will be limited in our ability to close US-12 for parades and events to what is currently in place. They are getting a lot heat on any closures or traffic restrictions on state trunklines. We are also having to step up our

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traffic signage and traffic control for parades. I am working on the upcoming 5k traffic control plan with the new requirements as I write this.

- Inspection of sidewalks and trees will begin next week.
- Union negotiations have been ongoing for the past three weeks. I hope to finish this process next week and have an initial proposal for your review soon.

Street Department Items

- Spring Fling was rescheduled for May 13 due to the forecast last Friday. Work will be completed on the welcome signs, downtown/museum, park, and garbage pick up on all streets.
- Removal and trimming of trees will begin in the next few weeks.

Planning/Zoning

- Work continues on the Master Plan. A public input session was held at the Quincy Middle School. We will be adding a link to the master plan's web site that will allow the public to have additional avenues of input on the process.
- The Joint Planning Commission and I are working to update the application process for all zoning related issues. More info to follow.
- Final property inspections for blight and zoning issues will finish next week. I will provide a summary of inspections after the process is completed. I am also taking this opportunity to change our forms for the planning process.

Water/Sewer

- Jason has submitted our wastewater discharge permit. We are still hoping to get the copper limit removed and will continue working with DEQ on this issue.
- As part of the permit process, ongoing operations, and lake sewer discussion the basis of design for our wastewater plant continues to be brought up. In exploring our files, we have never been able to find this information. This information is very important to each of the aforementioned issues. We are working with one of our engineering firms, Fleis & Vandenbrink, to fill this gap in our files. Developing this information could show that we have more/less capacity at the plant, which would impact all aspects of our operations. More info to follow.
- We are finishing up the Spring discharge period, which will run through next week.
- Jason and I are continuing to meet with parties on the Lake Sewer project. We expect more information in the next month or so.
- DEQ is requiring us to develop an O&M Manual as part of their review process. We do not have this ability in house and are having Fleis & Vandenbrink work on this project.

REGULAR COUNCIL MEETING
TUESDAY, APRIL 19TH, 2011
5:30 PM

MINUTES

1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

President Hargreave called the meeting to order at 5:30 p.m. and led the Pledge of Allegiance.

2. ROLL CALL

Those present: Hargreave, Sullivan, Russell, Swallow, Gardon, Price and Salyer.

Also present: Village Attorney Charles Lillis, Village Manager Eric Zuzga, Utility Manager Jason Laney and Village Clerk Diane Beckman.

The audience included Wendy Salyer of 36 West Jefferson Street, Quincy, Michigan.

3. APPROVAL OF AGENDA, CHANGES OR ADDITIONS

Motion by Sullivan, support by Russell to approve the agenda with the addition of Item 10C. Staff Issue.

Ayes: 7 Nays: 0 Absent: 0

MOTION CARRIED.

4. CONSENT AGENDA

The items listed in the consent Agenda are considered to be routine by the Council and Manager and will be enacted in one motion. There will be no separate discussion of these items unless requested by a Councilmember. In this event, the item will be removed from the Consent Agenda and Council action will be taken separately on said item. Those items so approved under the heading "Consent Agenda" will appear in the Council minutes in their proper form.

- a. Minutes of Regular Council Meeting, March 15, 2011
- b. Minutes of Council Workshop, April 5, 2011
- c. Village Manager's Report
- d. March 2011 Financial Reports and Statistics

Motion by Russell, support by Salyer to approve the consent agenda as presented.

Ayes: 7 Nays: 0 Absent: 0

MOTION CARRIED.

5. APPROVAL OF PAYMENT OF BILLS

MOTION CARRIED.

Street Closure: Motion by Gardon, support by Price to approve the closure of North Main Street from Cole Street to US 12 on Friday, May 27th, 2011 from 5 p.m. to 6 p.m. for the Civil War Days Presidential Arrival and Parade. A ROLL CALL vote was taken (Hargreave-aye; Sullivan-aye; Russell-aye; Swallow-aye; Gardon-aye; Price-aye; Salyer-aye)

Ayes: 7 Nays: 0 Absent: 0

MOTION CARRIED.

Staff Issue: Zuzga announced that Village Clerk Diane Beckman submitted her resignation as of April 28, 2011 to accept a new position. Motion by Price, second by Garden to allow the part time office position to be increased to 40 hours at the rate of \$12.00 per hour during this transition period. A ROLL CALL vote was taken (Hargreave-aye; Sullivan-nay; Russell-aye; Swallow-aye; Gardon-aye; Price-aye; Salyer-aye)

Ayes: 7 Nays: 0 Absent: 0

11. PUBLIC COMMENTS

None noted.

12. ANNOUNCEMENTS

Zuzga reminded Council of the Quincy Daze Meeting scheduled for Wednesday, April 20th, 2011 at 6:00 p.m.

13. ADJOURNMENT

Hargreave motioned to adjourn the meeting at 6:15 p.m. With support from Sullivan, MOTION CARRIED.

Meeting adjourned.

Respectfully submitted,
Diane Beckman
Village Clerk