



# Village of Wolverine Lake

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## VILLAGE OF WOLVERINE LAKE REGULAR COUNCIL MEETING MINUTES WEDNESDAY, JUNE 12, 2019

1. **CALL TO ORDER.**

President Nedrow called the meeting to order at 6:59pm.

2. **PLEDGE OF ALLEGIANCE.**

3. **ROLL CALL.**

Present: Nedrow, Dumont, Duff, Malek, Scott, Yourke, Sienkiewicz

Absent: None

Others: Chief Ellsworth, Attorney Elowsky, Engineer Powell, Administrator Smith, Treasure Kondek and approximately 10 members of the public.

4. **RC 6/12/2019 20691 ADDITION(S) TO BUSINESS | APPROVAL OF AGENDA.**

Administrator Smith stated that he would like to amend the Agenda to add Item 11K - Resolution for Street Vacation (Wakito) and Item 11L - Amendment Number 2 – Village of Wolverine Lake Retirement Savings Plan.

**MOTION** by Duff, seconded by Sienkiewicz, to approve the July 12, 2019 Agenda with the following changes: Add Agenda Item 11K - Resolution for Street Vacation (Wakito) and Item 11L - Amendment Number 2 – Village of Wolverine Lake Retirement Savings Plan.

All in favor.

**MOTION CARRIED.**

5. **RC 6/12/2019 20692 CORRESPONDENCE AND INFORMATION.**

Nedrow reviewed the correspondences that the Village received.

**MOTION** by Duff, seconded by Dumont, to receive and file correspondence and information, as presented.

All in favor.

**MOTION CARRIED.**

6. **RC 6/12/2019 20693 1<sup>ST</sup> CALL TO THE PUBLIC – THIS IS AN OPPORTUNITY FOR CITIZENS TO ADDRESS THE COUNCIL ON AGENDA ITEMS.**

Nedrow opened the 1<sup>st</sup> Call to the Public.

Dave Renwick, 685 Amenia, stated that he feels the Village's fund balance is too high and that Council should do away with the trash collection fee.

Nedrow closed the 1<sup>st</sup> Call to the Public.

**7. RC 6/12/2019 20694 CONSIDERATION OF APPROVING THE FOLLOWING CONSENT AGENDA:**

- A. Minutes of a Regular Council Meeting held on Wednesday, May 8, 2019, as presented.
- B. Minutes of a Council Budget Work Session held on Wednesday, May 22, 2019, as presented.
- C. List of Warrants for the month of May in the amount of \$112,137.<sup>89</sup>.
- D. Receive and File Department Reports:
  1. Building Report for May 2019
  2. Code Enforcement Report for May 2019
  3. Fire Report for May 2019
  4. Police Report for May 2019
- E. Receive and File Board Meeting Minutes:
  1. Park & Recreation Board for May 2019
  2. Water Management Board for June 2019
  3. Zoning Board of Appeals for May 2019
- F. Approving the 2018-2019 Fiscal Year Budget Amendments as listed.

**MOTION** by Dumont, seconded by Malek, to approve the Consent Agenda, as presented.

**ROLL CALL VOTE**

AYES – Sienkiewicz, Nedrow, Dumont, Duff, Malek, Scott, Yourke

NAYS – None

ABSENT – None

**MOTION CARRIED.**

**8. RC 6/12/2019 20695 BOARD APPOINTMENTS.**

None.

**9. RC 6/12/2019 20696 PRESENTATIONS.**

- A. Introduction and swearing in of Officer Jessica Keller.

Chief Ellsworth introduced Officer Keller and shared her history with the Wolverine Lake Police Department. He stated she is set to start on June 17, 2019.

**MOTION** by Duff, seconded by Sienkiewicz, to hire Jessica Keller as a full time Officer with the Village of Wolverine Lake Police Department.

All in favor.

**MOTION CARRIED.**

Administrator Smith swore in Officer Keller.

**B. Recommendations and updates from Engineer Mike Powell.**

**1. Road Paving Pay Recommendations.**

Powell stated that Asphalt Specialists, Inc (ASI) is doing an excellent job on the roads in Phase I. He recommends paying them \$368,321.13 to cover their invoiced amount to date. This leaves a 10% balance in retainage. Powell also recommends paying JJM Backhoe Service \$300.00 for the culvert work done on Shankin Court.

**MOTION** by Duff, seconded by Malek, to approve paying ASI the invoiced amount of \$368,321.13, as presented.

**ROLL CALL VOTE**

AYES – Yourke, Sienkiewicz, Nedrow, Dumont, Duff, Malek, Scott

NAYS – None

ABSENT – None

**MOTION CARRIED.**

**MOTION** by Malek, seconded by Duff, to approve paying JJM Backhoe Service the invoiced amount of \$300.00, as presented.

**ROLL CALL VOTE**

AYES – Scott, Yourke, Sienkiewicz, Nedrow, Dumont, Duff, Malek

NAYS – None

ABSENT – None

**MOTION CARRIED.**

Sienkiewicz asked Powell if the pathway from Clara Miller Park to the corner of Benstein and Glengary would be done in the next round of paving and Powell answered yes. Sienkiewicz also asked if Oak Island was completed and Powell stated that the landscaping was completed and that he would know next week when the paving repairs would be done.

Powell stated that the worst roads were done in Phase I. He would like Council's guidance on Phase II. He recommends doing some creative shaping so that less paving and milling is needed and removing the repaving of Apple Orchard so that

Phase II stays within budget. Council discussed options, the paving budget and advised Powell to go forward with his recommendation for Phase II.

**2. Vita Trail Extension Paving.**

Council discussed the extension of the Vita Trail Parking Lot. The area will be prepped and millings from Phase II Road Paving will be used as a base for this project. It was decided to only do the base now and not do the final paving of the parking lot until the Veteran's Memorial is completed. The final paving will be paid from the general fund as it is park parking lot.

**3. Wakito Paving and Planning.**

Powell discussed vacating a portion of Wakito and presented two options for a parking area off of Wakito, east of Woodlawn, near the tennis courts. Council agreed with Powell that option 1, with the parking area north off of Wakito, was the best option. It was also decided that millings from Phase II Road Paving would be put down on the portion of Wakito remaining.

**10. RC 6/12/2019 20697 PUBLIC HEARINGS – FY 2019-2020 BUDGET**

**MOTION** by Duff, seconded by Malek, to open the Public Hearing for the FY 2019-2020 Budget.

All in favor.

**MOTION CARRIED.**

No public comment.

**MOTION** by Malek, seconded by Duff, to close the Public Hearing for the FY 2019-2020 Budget.

All in favor.

**MOTION CARRIED.**

**11 A. RC 6/12/2019 20698 RECOMMENDATION TO EXECUTE THE AMENDED IT SERVICES AGREEMENT RENEWAL WITH OAKLAND COUNTY.**

Smith stated this is a standard renewal agreement to continue IT services with Oakland County.

**MOTION** by Yourke, seconded by Sienkiewicz, to approve and execute the amended IT Services Agreement renewal with Oakland County, as presented.

All in favor.

**MOTION CARRIED.**

**11 B. RC 6/12/2019 20699 RESOLUTION AWARDING THE BID TO REVIZE FOR WEBSITE REDESIGN SERVICES.**

Smith reminded Council that at the end of this calendar year Oakland County will no longer support the current Village website. He reviewed the bids that were received for redesign of the website and recommends that Council award the agreement to Revize.

**MOTION** by Malek, seconded by Duff, to approve the website redesign bid award to Revize, in the amount not to exceed \$11,000.00, and to authorize the Village Administrator to sign the agreement, as presented.

**ROLL CALL VOTE**

AYES – Malek, Scott, Yourke, Sienkiewicz, Nedrow, Dumont, Duff

NAYS – None

ABSENT – None

**MOTION CARRIED.**

- 11 C. **RC 6/12/2019 20700 RESOLUTION APPROVING THE THREE YEAR RENEWAL OF THE INTERLOCAL AGREEMENT BETWEEN THE CITY OF WIXOM AND THE VILLAGE OF WOLVERINE LAKE FOR POLICE RECORDS MANAGEMENT AND TO AUTHORIZE VILLAGE COUNCIL PRESIDENT BRIAN NEDROW AND ADMINISTRATOR MICHAEL SMITH TO SIGN THE AGREEMENT ON BEHALF OF THE VILLAGE.**

Ellsworth stated that this arrangement with the City of Wixom has been working really well and it has been a great asset for the Police Department.

**MOTION** by Duff, seconded by Youke, to resolve to approve the three year renewal of the interlocal agreement between the City of Wixom and the Village of Wolverine Lake for Police Records Management and to authorize Village Council President Brian Nedrow and Administrator Michael Smith to sign the agreement on behalf of the Village, as presented.

**ROLL CALL VOTE**

AYES – Duff, Malek, Scott, Yourke, Sienkiewicz, Nedrow, Dumont

NAYS – None

ABSENT – None

**MOTION CARRIED.**

- 11 D. **RC 6/12/2019 20701 RESOLUTION APPROVING THE THREE YEAR RENEWAL OF THE INTERLOCAL AGREEMENT BETWEEN THE CITY OF WIXOM AND THE VILLAGE OF WOLVERINE LAKE FOR INTERGOVERNMENTAL LODGING SERVICES AND TO AUTHORIZE VILLAGE COUNCIL PRESIDENT BRIAN NEDROW AND ADMINISTRATOR MICHAEL SMITH TO SIGN THE AGREEMENT ON BEHALF OF THE VILLAGE.**

Ellsworth stated that this also been going very well with the City of Wixom and he reviewed for Council how the arrangement works.

**MOTION** by Duff, seconded by Dumont, to resolve to approve the three year renewal of the interlocal agreement between the City of Wixom and the Village of Wolverine Lake for Intergovernmental Lodging Services and to authorize Village Council President Brian Nedrow and Administrator Michael Smith to sign the agreement on behalf of the Village, as presented.

**ROLL CALL VOTE**

AYES – Dumont, Duff, Malek, Scott, Yourke, Sienkiewicz, Nedrow

NAYS – None

ABSENT – None

**MOTION CARRIED.**

**11 E. RC 6/12/2019 20702 RECOMMENDATION TO APPROVE POLICE CHIEF JOHN ELLSWORTH'S 3 YEAR CONTRACT AGREEMENT.**

Smith stated that this was the final draft supplied to Council by the Negotiating Committee.

**MOTION** by Yourke, seconded by Sienkiewicz, to approve Police Chief John Ellsworth's 3 year contract agreement.

**ROLL CALL VOTE**

AYES – Nedrow, Dumont, Duff, Malek, Scott, Yourke, Sienkiewicz

NAYS – None

ABSENT – None

**MOTION CARRIED.**

**11 F. RC 6/12/2019 20703 RECOMMENDATIONS FROM THE NEGOTIATING COMMITTEE REGARDING NON-UNION EMPLOYEE WAGES FOR FISCAL YEAR 2019-2020.**

Smith stated that this would be a 2% wage increase for the Village Administrative Assistants and the Village Treasurer.

**MOTION** by Dumont, seconded by Sienkiewicz, to approve a 2% wage increase for the Village Administrative Assistants and the Village Treasurer.

**ROLL CALL VOTE**

AYES – Sienkiewicz, Nedrow, Dumont, Duff, Malek, Scott, Yourke

NAYS – None

ABSENT – None

**MOTION CARRIED.**

**11 G. RC 6/12/2019 20704 2<sup>ND</sup> CALL TO THE PUBLIC – APPROXIMATELY 9:00 P.M. OR AT THIS AGENDA ITEM (WHICHEVER COMES FIRST). THIS IS AN OPPORTUNITY FOR CITIZENS TO ADDRESS THE COUNCIL REGARDING VILLAGE BUSINESS.**

Nedrow opened the 2<sup>nd</sup> call to the public.

John Macdonald, 1155 Glengary, stated that something needs to be done to slow down traffic on Roselawn. Ellsworth stated he can temporarily place the electronic speed limit sign and the Department will do extra patrols.

Nedrow closed the 2<sup>nd</sup> call to the public.

**11 H. RC 6/12/2019 20705 APPROVAL OF THE FISCAL YEAR 2019-2020 BUDGET AND RELATED ITEMS:**

**1. MOTION TO ADOPT THE PROPOSED BUDGET FOR FISCAL YEAR 2019-2020**

Treasure Kondek reviewed the proposed budget.

Council discussed several items in the proposed budget, such as the canal study and the Clara Miller Park bathroom building.

**MOTION** by Scott, to open the discussion to the Park and Recreation Chairperson.

**ROLL CALL VOTE**

AYES – Dumont, Scott

NAYS – Malek, Duff, Nedrow, Sienkiewicz, Yourke

ABSENT – None

**MOTION FAILED.**

**MOTION** by Dumont, seconded by Duff, to approve the following 2019-2020 Budget Summary:

**WHEREAS**, in accordance with provisions of Public Act 621 of 1978, the Uniform Budgeting and Accounting Act, it is the responsibility of the Village of Wolverine Lake Council to establish and adopt an annual budget; and

**WHEREAS**, the Village of Wolverine Lake Administrator has submitted a detailed 2019-2020 Budget; and

**WHEREAS**, the Village Council has held the required Public Hearing on the budget, **NOW, THEREFORE BE IT RESOLVED**, that the Village of Wolverine Lake Council does hereby adopt the 2019-2020 Budget Summaries for the General Fund, Drug Forfeiture Fund and Major and Local Street Funds, in accordance with Public Act 2 of 1968 and for the Water and Sewer Fund for management control purposes only.

**ROLL CALL VOTE**

AYES – Yourke, Nedrow, Dumont, Duff, Malek, Scott

NAYS – Sienkiewicz

ABSENT – None

**MOTION CARRIED.**

**2. APPROVAL OF APPROPRIATIONS RESOLUTION**

**MOTION** by Duff, seconded by Dumont, to adopt the appropriations resolution as follows:

**WHEREAS**, the Village Council of Wolverine Lake has adopted its annual budget for the fiscal year beginning July 1, 2019, in accordance with State law and the Village Charter and

**WHEREAS**, the Village Council is also required to adopt an appropriations act to provide the authority to incur obligations and expend public funds,

**NOW, THEREFORE, BE IT RESOLVED**, that the adopted budget for the fiscal year beginning July 1, 2019 and ending June 30, 2020 shall establish the approved appropriations levels for the said fiscal year.

**BE IT FURTHER RESOLVED**, that the Village Council does hereby authorize the Village Administrator to execute transfers between appropriations provided that each transfer be approved by the Village Council prior to execution.

**BE IF FURTHER RESOLVED**, that the Village Council retains authority to amend the Village Budget and this Appropriations Act at such times when deviations from the authorized expenditure levels become necessary and the amount of the deviation becomes known.

**ROLL CALL VOTE**

AYES – Scott, Yourke, Sienkiewicz, Nedrow, Dumont, Duff, Malek,

NAYS – None

ABSENT – None

**MOTION CARRIED.**

**3. ESTABLISH MILLAGE RATE FOR FISCAL YEAR 2019-2020**

**MOTION** by Duff, seconded by Dumont, to approve the FY2019-2020 proposed budget as presented with a millage rate of 9.573 mills for general operating purposes.

**ROLL CALL VOTE**

AYES – Scott, Yourke, Sienkiewicz, Nedrow, Dumont, Duff, Malek

NAYS – None

ABSENT – None

**MOTION CARRIED.**



**4. SET TAX COLLECTION FEE**

**MOTION** by Duff, seconded by Dumont, to authorize the Village Treasurer to impose a collection fee of 2% pursuant to Section 9.15 of the Village Charter and State Act #503 on all taxes unpaid on September 4, 2019 and on each succeeding month, an additional ½ of one percent of said taxes shall be added to all taxes unpaid (with the exception of deferred taxes).

**ROLL CALL VOTE**

AYES – Scott, Yourke, Sienkiewicz, Nedrow, Dumont, Duff, Malek

NAYS – None

ABSENT – None

**MOTION CARRIED.**

**5. APPROVAL OF WAIVER OF TAX PENALTY AND INTEREST – SUMMER DEFERMENT**

**MOTION** by Duff, seconded by Dumont, to waive the 4.5% penalty on summer deferred taxes from February 15, 2020 through March 2, 2020 for all who receive a deferment.

**ROLL CALL VOTE**

AYES – Scott, Yourke, Sienkiewicz, Nedrow, Dumont, Duff, Malek

NAYS – None

ABSENT – None

**MOTION CARRIED.**

**6. ADDITION OF SPECIAL ASSESSMENTS AND DELINQUENT BILLS TO THE 2019 TAX ROLL**

**MOTION** by Duff, seconded by Dumont, to direct the Village Treasurer to add the current Special Assessment installments, delinquent Special Assessments and delinquent bills excluding those paid prior to July 1, 2019 to the 2019 tax roll.

**ROLL CALL VOTE**

AYES – Scott, Yourke, Sienkiewicz, Nedrow, Dumont, Duff, Malek

NAYS – None

ABSENT – None

**MOTION CARRIED.**

**11 I. RC 6/12/2019 20706 DISCUSSION ON THE LAKE TREATMENT PROGRAM.**

Administrator Smith stated that the lake has been treated twice now and that the treatment notices are available on the Village website.

**11 J. RC 6/12/2019 20707 SET TOPICS FOR THE JUNE 26, 2019 WORK SESSION.**

**MOTION** by Duff, seconded by Malek, to cancel the June 26, 2019 Work Session.

All in favor.

**MOTION CARRIED.**

**11 K. RC 6/12/2019 20708 RESOLUTION FOR STREET VACATION – PORTION OF WAKITO.**

Attorney Elowsky reviewed with Council the portions of Wakito that would be vacated. She stated Council should adopt the resolution and set a Public Hearing for July 10, 2019.

**MOTION** by Duff, seconded by Yourke, to adopt the Street Vacation Resolution as follows and set a Public Hearing for July 10, 2019:

**WHEREAS** the Village of Wolverine Lake has received a request for the vacation and discontinuance of a portion of Wakito Street in the Village of Wolverine Lake, County of Oakland, State of Michigan; and

**WHEREAS** the Village of Wolverine Lake Council has the authority to vacate streets pursuant to MCL 67.13; and

**WHEREAS** the Village Council has considered the necessity and advisability of absolutely vacating and discontinuing that portion of Wakito Street; and

**WHEREAS** a Public Hearing shall be held on July 10, 2019 to hear any objections registered with respect to the subject abandonment;

**NOW THEREFORE BE IT RESOLVED THAT** the Village of Wolverine Lake Village Council hereby declares and determines that it is in the best interest of the public to absolutely vacate, abandon and discontinue a portion of the subject public road being described as follows and subject to an easement for public utility purposes:

Existing right-of-way of Wakito Street (platted as Locust Court) from Terry St. west to Roselawn, and an additional portion of Wakito Street abutting parcel 17-22-308-012 from Roselawn west ½ block, 137 feet. Being part of “Wolverine Lake Manor Subdivision” L-38P-34 Oakland County Records, and being part of the west ½ of the southwest ¼ Section 22, Village of Wolverine Lake T2NR8E, Oakland County, Michigan.

All in favor.

**MOTION CARRIED.**

**11 L. RC 6/12/2019 20709 AMENDMENT NUMBER 2 – VILLAGE OF WOLVERINE LAKE RETIREMENT SAVINGS PLAN**

Smith stated that an official resolution was needed to remove Nathan Burd and to add himself and Treasurer Kondek as the official names on the Village’s Retirement Savings Plan with Transamerica.

**MOTION** by Duff, seconded by Yourke, to adopt resolution Amendment Number 2 to

remove former Administrator Nathan Burd and to add current Administrator Michael Smith and Treasurer Michael Kondek as the official names on the Village's Retirement Savings Plan with Transamerica, as presented.

All in favor.

**MOTION CARRIED.**

**12. RC 6/12/2019 20710 PENDING BUSINESS.**

None

**13. RC 6/12/2019 20711 UPDATE FROM POLICE CHIEF ELLSWORTH.**

Ellsworth thanked Council for their confidence in him as Chief of Police. He stated that it's great to have Officer Keller back but it's going to be hard having Officer Sutko leave. He advised Council he will be presenting at the next meeting a traffic order for a No Parking sign in the cul-da-sac at the end of Ventura. He reminded everyone to be safe on Tiki Night.

**14. RC 6/12/2019 20712 UPDATE FROM TREASURER KONDEK.**

Kondek had no comment.

**15. RC 6/12/2019 20713 UPDATE FROM ADMINISTRATOR SMITH.**

Smith thanked Treasurer Kondek for all his hard work on preparing the budget. He mentioned the 19<sup>th</sup> Amendment Suffragette Victory flag is flying at the Village Hall entrance for the week. He stated Oakland County has established a Complete Count Committee for the upcoming 2020 Census. He mentioned two bids were received for Code Enforcement Lawn Maintenance. Smith stated they had a great meeting with the Oakland County Water Resources Commissioner about some issues, one being the Greenaway Drain. He will be investigating grant monies to use at the Drain. He stated the new sign has been installed at Clara Miller Park, the Oak Island Park is done and a Weed Harvester Operator has been hired. He mentioned some upcoming items such as preparing an ordinance regarding invasive species and a parks ordinance.

**16. RC 6/12/2019 20714 COUNCIL COMMENTS.**

Malek thanked Kondek for his work on the Budget and Smith for the updates.

Duff agreed with Malek's comments and wished everyone a safe Tiki Night.

Dumont had no comment.

Scott and Yourke also agreed with Malek's comments.

Sienkiewicz mentioned that Friday, June 14, 2019 is Flag Day and he wished everyone a safe and happy 4<sup>th</sup> of July.

Nedrow stated that Kondek did a fantastic job on the Budget. He mentioned that long time Village resident, Danny Lada, passed away last week. He wished everyone a safe Tiki Night.

**17. ADJOURNMENT**

Next regular Council meeting scheduled for Wednesday, July 10, 2019.

**MOTION** by Sienkiewicz, seconded by Malek, to adjourn the meeting at 9:00 p.m.  
All in favor.

**MOTION CARRIED.**

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Michael Smith, Village Clerk  
Recording Secretary Tabitha Linsenmeyer

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Brian Nedrow, Village President

PRELIMINARY