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**VILLAGE OF FRANKLIN
SPECIAL COUNCIL MEETING
MONDAY, MAY 3, 2021 7:00 P.M.
32325 Franklin Road, Franklin, Michigan 48025
BUDGET WORKSHOP**

**The Village Council did not assemble to meet at a physical place;
the meeting was held electronically via “Zoom.us®”, in accordance with the
Michigan Open Meetings Act, as amended by 2020 PA 228**

I. CALL TO ORDER

The Special Council Meeting was called to order by President, Bill Lamott at 7:04 PM via Zoom.

II. ROLL CALL

III.

Present: Mike Seltzer, Scottsdale, AZ; Brian Gordon, Franklin, MI;
Pam Hansen, Franklin, MI; Mark Hanke, Franklin, MI; Kathy Erlich, Franklin, MI;
and Bill Lamott, Franklin, MI.

Absent: Ed Saenz

Also Present: Roger Fraser, Village Administrator, Andrea Paulsen, Finance Clerk,
Tim Currier, Village Attorney, Lance Vainik, Village Treasurer and
Heather Mydloski, Village Clerk.

IV. ADOPTION OF AGENDA

Motion by Seltzer, seconded by Hanke to adopt the Agenda as presented.

Roll Call Vote

Seltzer	AYE
Hanke	AYE
Erlich	AYE
Hansen	AYE
Gordon	AYE
Lamott	AYE

Motion carried.

V. PUBLIC REQUESTS AND COMMENTS

Resolution to Adopt Rules for Electronic Meetings Rule 34, PUBLIC COMMENTS, During Village Council meetings conducted electronically, members of the public attending the meeting, once recognized by the chair, shall identify themselves for the record and indicate the municipality where they reside. Comments by the public will be limited to 2 minutes for each speaker unless the time is extended by the chair or by vote of the Council. Comments by the public during electronic meetings will be restricted to the public requests and comments portion of the meeting.

David Sahli, 26172 MEADOW

Inquired of a downed tree on a power line that had been there for a few weeks on Thirteen Mile.

Lamott asked Fraser to speak to the Code Enforcement Officer to check on it and report back to the Council.

VI. DISCUSSION ITEMS

A. PROPOSED BUDGET REVIEW

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101-General Fund

- **402-Real & Personal Property Taxes:** The Village missed a deadline to get the millage renewed and we are down \$120,000.
- **580-Cablecast Board Grant:** reduced from \$33,780.00 to \$10,000.00. Currier and Mydloski are on the Birmingham Area Cable Board and explained that the PEG revenues are continuing to decline, but they reminded the Council an awarded PEG grant was used to update the Village Hall video equipment for the last budget and that was the difference.
- **627- Administrative Charges-Act 51:** Lamott asked Fraser what caused the variance. Fraser asked Paulsen to explain. Paulsen stated that ACT 51 allowed the Village to move 10% as an administration cost to the General Fund. Being as the GF has a cash flow challenge next year, it was increased to absorb the full 10%.
- **501-Communitiy Devel Blk Grant:** The money has not been officially confirmed so it is not added. It is expected to be \$7,000, once confirmed it will be added.
- **Forecast for the General Fund Total Revenue:** is \$1,336,890.83. Fraser stated that we are down significatory from previous years on dividends and return on insurance premiums. Paulsen confirmed and said that we will know in June and made a conservative estimate, hoping for \$30,000.00.

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- **705-Group Insurance:** Lamott asked why the increase? Fraser stated that Mydloski is married to an FBFPD Police Officer and not an additional expense. He referenced the insurance premium spike expected. Paulsen further stated that the insurance rates were expected to rise by 10%, and the plan is also age related, so they are additional costs opposed to a traditional Group Plan. She also mentioned that the Economic Development Director and the full time Finance Clerk positions to be added would be additional insurance costs to the Village as well.
- **721-820- Historic Study Committee:** Hanke asked what the HSC was and why it needed money. Lamott explained that they support the Historic District Commission to investigate Historic properties in the Village, they have a paid consultant that works with the Historic Preservation Office in Lansing. Hanke stated he didn't think Historic houses should be added to the Village. Lamott advised Hanke to have a discussion with Gary Roberts, the HDC Chairman.
- **721-Boards and Commissions:** Hanke asked if the Diversity, Equity & Inclusion Committee (DE&I) could be added to the list so they could obtain training. David Sahli, the DE&I Chairman spoke to the Council about the needs of the committee, he estimated \$1000.00 as a baseline need to begin training. Lamott was open to supporting the DE&I

Committee and asked for an outline of how monies would be spent once allocated. It was determined to add the DE&I to the list and allot them \$3,000.00.

- **172-704-Administrative Salaries:** Lamott asked if we could consider contract employees instead of employees to reduce costs. Erlich asked why there was a need to change from a part time Finance Clerk to a full time Finance Clerk. Fraser defined that a full-time individual was needed for the Finance Clerk position in order to meet the demands of the office, as well as the finance responsibilities. Lamott stated that the Building department would slow down and the learning curve would level out as time went, so there would not be a need for additional employees. Gordon asked if the Personnel Committee could take this on and analyze the needs before a judgment was made on hiring. Hansen weighed in that she understood the former Administrator to indicate the same as Fraser, that the office was not properly staffed due to prior budget cuts. She further stated that there is a lot to be done to get the Village back on track from the lack of man power and that will cost money. Fraser made it clear that he was fine with working with the Personnel Committee but that he was hired to work 32 hours a week and consistently works considerably more hours and would not continue to do so. He was emphatic that he required assistance in order to execute his responsibilities and was not dogmatic on the 32 hours, but rather reducing the workload. Gordon suggested a pro forma organizational chart. Seltzer supported Fraser's request and didn't feel it needed to be revisited.
- **Economic Development Director:** Both finalists declined the offer, the Personnel Committee is back to the drawing Board.
- **MME Fellowship Apprentice:** Fraser announced that the Village won a grant we applied for and would be interviewing an intern candidate that would work in the office for twelve (12) months. He will be interviewed by Fraser and Doreen Martin in the next week.

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- **747-880-Main Street Expense:** Seltzer asked that the Main Street budget be adjusted to \$30,000.00 under the direction of the Economic Development Director once they are on Board.

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- **101-821-General Engineering Services:** Lamott asked why the increase from \$8,000.00 to \$35,000.00? Fraser explained that the management of storm drains, including culverts had added additional costs as they are required to be measured and monitored by the state for storm water management in order to keep the Village compliant. HRC is providing the support as they are qualified to do so and Fraser and Johnson Landscaping would require training to become certified to handle in their stead.
- **101-826 Legal & Related Items:** Lamott joked with Currier that his rates were going up. Fraser expressed his concern that the Village could be sued and wanted to ensure extra monies were allotted to accommodate potential lawsuits. Currier further mentioned there was no way to know how to budget for it, but a cushion was prudent.
- **Vainik, Village Treasurer:** After talking with the Village Auditor, he cautioned the Council to be mindful of the rise in future pension liabilities and to invest and work the budget with that in mind moving forward.

Page 5-Building Department

- **704-Administrative Salaries:** Fraser informed the Council that Megan Bohm was working at the Village to assist Martin with her workload. Paulsen clarified that Bohm's salary was included with 50% of Martins salary.

- **813-Building Admin:** Dinnan had an increase in salary to accommodate the additional need for him in the office on Friday.
- **825-A Code Enforcement Consultant:** A Code Enforcement Officer was added and that was an additional expense.
- **728-Computer Software & Supplies (BS&A):** Hansen asked for clarification from the administrative staff as to the impact of the BS&A software investment the Village had made and if that was working to enhance processes. Paulsen mentioned that previously the Village had purchased the Building Software and not the Credit Card posting capability. She stated that the program with initiated quickly and subsequently, due to haste and lack of staff, there were a lot of errors. She further stated that we were now moving to a more robust program with BS&A to enhance processes. Mydloski reiterated Paulsen's comments and explained that in her short time she had witnessed Martin continually working to correct mistakes, build programs - adjusting to Village needs as they arise, manually scan hard copies to provide an effective digital record. On top of her heavy work load, Martin has trained Mydloski on the basics, is training Bohm and continues working to refine and enhance the usage of the BS&A software for the Village.

Page 9-Pressure Sewer

- Lamott questioned how the sewer service charges determined and do we have any influence on that? Fraser mentioned that he had a webinar scheduled with the Water Resource Commission to discuss that very topic next week.

Page 10-Police

- **301-708-Police Retirement Contributions:** Lamott asked how much we were allocating to the fund according to our Treasurer's suggestion. Fraser stated that he had allotted \$50,000.00 over the calculated minimum. Vainik mentioned that \$50,000.00 is too low. He suggested that over the next 10 years, we needed to add \$200,000.00 a year to keep us on track with the anticipated annual increases.
- Hanke mentioned that Chief Dan Roberts did an excellent job on the Police Departments' budget.

Page 13-Fire

- Lamott asked what the Fire Budget was. Paulsen and Fraser defined the submitted budget to be \$426,000.00.
- Hansen asked if there was any movement on the Senior Center as it would put a strain on the fire department. Gordon stated that he drives down Telegraph Road all the time and has seen no movement. Fraser stated that he believes the project to be dead at this point.

Page 14-Garbage and Rubbish

- **528-704-Administrative Clerk:** Lamott asked Fraser to define what the \$6,000.00 was for and should we have more as there is a healthy fund balance. He asked if we could take money out of the General Fund and place it here, we needed to do so. Fraser said he had taken a small portion of an appropriation from this fund balance last year to minimize changes in rates, he could look into the possibility and make a recommendation to the Council. Gordon said he believed that the line item should stay the same as it is an indication of direct time worked. Gordon was not in full agreement of moving funds; he felt the allocation of administrative time should be reflective of time spent in that department. Fraser said he will look into it and see what is justified. Fraser mentioned that he had not fully understood Lamott's question.

Page 17-Road Millage Debt

- **Street Project** -The Street Project should be completed by June this year.
- Lamott told Fraser that according to his calculations the Village would spend about \$200,000.00 more for the Street Project that is in the bond revenue and it is not reflected anywhere, he wanted to know if that had been considered? Fraser told Lamott that he and Paulsen had gone over the accounts associated with this and there was a portion of ACT 51 funds that was planned for use but had not yet been allocated to the Street Project, as the bills that came in were not charged against the ACT 51 accounts as planned. The payment schedule was reconstructed and has a balance of \$951,000.00 that was moved to Major and Local Roads. Fraser believed there was now an adequate fund balance.
- Hanke mentioned we are in good shape.
- Erlich asked for a simpler explanation. Fraser explained that the Village would come in within the funds available and he cannot predict if there will be funds left.

Page 18-19-Major Streets

- **000-546-ACT 51**- For Lamott, Fraser clarified that the amount listed was the forecasted amount by the State of Michigan. Paulsen mentioned that the ACT 51 consistently runs two (2) months behind. She also said the Marijuana sales were being moved into the road funds and there have been increases in the State Revenue.

VII. ADJOURNMENT

Motion by Seltzer, seconded by Hanke to adjourn the meeting.

Motion was approved unanimously.

There being no further business, the meeting adjourned at 8:36 PM.

Heather Mydloski
Village Clerk
