

VILLAGE OF SARANAC  
REGULAR MEETING MINUTES  
November 10, 2025

The Saranac Village Council Regular Meeting was called to order by President Darby at 7:02 p.m. at the Saranac Village Office, 27 N Bridge Street.

The meeting was opened with the Pledge of Allegiance.

Present: President Darby, Straubel, DPW Koster; Trustees – Day, Klutman, Mulnix, Talcott, Whorley

Absent: Doll

Guests: Kayla Palmer & Brian Sinnott – Fleis & VandenBrink

Motion was made by Mulnix, supported by Talcott, to approve the Regular Agenda. All yeas.

Public Comments – None

Law Enforcement Report

Council members reviewed Ionia County Sheriff Office stats for Village of Saranac patrol for the month of October 2025.

Kayla Palmer & Brian Sinnott of Fleis & VandenBrink (F & V), were in attendance to review with council, F & V's proposal to develop a Scheid Park Master Plan with optional 3D rendering, as well as a proposal to complete a MDNR Trust Fund Grant Application for Scheid Park Improvements.

An in-depth discussion ensued, regarding the proposed Scheid Park Master Plan. Council members could see the benefit, but questioned why the plan wouldn't include all Village parks. Palmer stated that it most certainly could, and council members acknowledged that this would increase the cost of developing the plan. Council members concurred that a better name for the plan would be Village Parks Concept Plan.

After much discussion, council members concurred to move forward with the Scheid Park portion of the concept plan as proposed by Palmer, as well as F & V's proposal to submit a MDNR grant application by April 1, 2026. If awarded the grant, the project would likely take place in the spring of 2027.

In the meantime, Palmer will work on a proposal to add the rest of the Village parks to the concept plan.

Motion was made by Mulnix, supported by Talcott, to accept F & V's proposal to develop a Parks Concept Plan (Scheid Park portion) for a fee of \$9,300 as well as a MDNR Trust Fund Grant application for improvements to Scheid Park for a fee of \$7,600.

Roll call vote: yeas – Day, Klutman, Mulnix, Talcott, Whorley, Darby; nays – none; absent – Doll.

Council members reviewed Ordinance No 114 – an Ordinance to Amend Ordinance No 112, an Ordinance Regulating the Operation of Food Trucks, and the Issuance of Permits, Licenses or Approvals for Food Trucks (the "Food Truck Ordinance").

At last month's council meeting, council passed a motion to amend Ordinance No 112, Section 8.A.1. which pertains to hours of operation. The motion was to change the hours of operation from 9 am – 11:30 pm, to 6 am – 11:30 pm. Ordinance No 114 amends the hours of operation to 6 am – 11:30 pm.

Motion was made by Klutman, supported by Day, to adopt Ordinance No 114 as presented.  
Roll call vote: yeas – Day, Klutman, Mulnix, Talcott, Whorley, Darby; nays – none; absent – Doll.

Motion was made by Day, supported by Talcott, to accept minutes of the October 13, 2025 Regular Meeting. All yeas.

Motion was made by Mulnix, supported by Whorley, to accept the Treasurer's Report of October 31, 2025. All yeas.

Various Accounts Payable items were reviewed and questions answered.

Motion was made by Mulnix, supported by Klutman, to approve the Accounts Payable of November 10, 2025, in the amount of \$128,852.89.  
Roll call vote: yeas – Day, Klutman, Mulnix, Talcott, Whorley, Darby; nays – none; absent – Doll.

The Zoning Administrator's Report of Services for October 2025 was reviewed.

The Planning Commission did not meet in November.

### Committee Reports

#### Budget

The Budget Committee met to discuss options for new Utility Billing software, as Tyler Tech's FundBalance software will no longer be supported as of December 31, 2026.

After much research, Straubel and the Budget Committee concluded that the best option for the Village is to move forward with BS&A as the provider of Utility Billing software and to upgrade the BS&A Property Tax software that the Village is currently utilizing. Both software programs are cloud-based. The Committee's recommendation is based on several factors, one of them being annual fees. Tyler Tech's annual fees would be \$11,027, compared to BS&A's at \$3,515.

Motion was made by Whorley, supported by Klutman, to proceed with BS&A's Utility Billing software and Property Tax software upgrade at an approximate one-time cost of \$15,375 and an annual fee of \$3,515.

Roll call vote: yeas – Day, Klutman, Mulnix, Talcott, Whorley, Darby; nays – none; absent – Doll.

Straubel requested that all committees submit their 2026/2027 budget items to her by December 8, 2025.

#### Personnel

The Personnel Committee met to discuss a request from the hourly DPW employees, that holidays be paid at 10 hours as opposed to 8 hours, now that they have switched to 10-hour work days.

The Personnel Committee recommends that council make the following changes:

- 1) Change the number of paid holidays from 8 to 7 by removing the Personal Choice Holiday.
- 2) Change the remaining 7 holidays from 8-hour days to 10-hour days.
- 3) Change the 2 floating holidays from 8-hour days to 10-hour days.

These changes will result in all employees receiving an extra 10 hours of paid time.

In addition, the Personnel Committee recommends changing the tracking of vacation and floating holidays from days to hours. Sick/personal time is already tracked in hours. They also recommend changing the tracking of Bereavement Leave from hours to day(s).

Motion was made by Mulnix, supported by Talcott, to accept all changes as recommended by the Personnel Committee, and to update the Employee Handbook accordingly.

Roll call vote: yeas – Day, Klutman, Mulnix, Talcott, Whorley, Darby; nays – none; absent – Doll.

Public Safety

Chief Koster reported that the number of calls increased in October, and November to date.

Parks & Recreation – No report

Streets – No report

Buildings & Grounds

Koster reported that the roof on the DPW building has been replaced and the siding will be done soon.

Water & Sewer

Koster reported that the Sewer Lining & Culvert project should be completed this week.

Public Comments – None

Additional Business – None

Meeting adjourned at 8:36 p.m.



Becky Straubel,  
Village Treasurer/Deputy Clerk