

CITY COUNCIL MINUTES

City of Hillsdale
November 7, 2022
7:00 P.M.

Regular Meeting

Call to Order and Pledge of Allegiance

Mayor Adam Stockford opened the meeting with the Pledge of Allegiance.

Roll Call

Mayor Adam Stockford called the meeting to order. Clerk Price took roll call.

Council Members present:	Adam Stockford, Mayor R Greg Stuchell, Ward 1 Anthony Vear, Ward 1 William Morrissey, Ward 2 Cynthia Pratt, Ward 2 Bruce Sharp, Ward 3 Bill Zeiser, Ward 3 Raymond Briner, Ward 4 Robert Socha, Ward 4
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Council Members absent:	None
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Also Present: Attorney John Lovinger, Katy Price (City Clerk), Jason Blake, Scott Hephner (HPD/HFD), Jake Hammel (BPU), Kristin Bauer (City Engineer), Karen Landcaster (Finance), Brad Martin, Lisa Martin, Penny Swan, Doug Ingles, CJ Toncray, Jack McLain, Joan Harvey, Brandon Janes, James Galloway, Kathy Beckwith, Hope PoPour, Janice Plummer, Jeff Cooley, Jeanette Cooley, Aaron Freese, Terry Page, Kelly Lantis, Lorrissa Mekelburg, Carter Ballinger, Stephanie Myers, Leon Rogers, Carolyn Freese, Gary Freese, Sue Walter, Dennis Wainscott, L. Filppula, Leisha Taylor and Shawn Vondra.

Approval of Agenda

Council Member Socha requested to add Communication item K. Matt Loren's letter regarding Howell St.

Council Member Stuchell requested any items that weren't time sensitive be pulled from the agenda as the election is on Tuesday and the City Clerk will have a long day ahead.

Items are time sensitive and remain.

Motion by Council Member Briner, seconded by Council Member Vear to add Communication item K. Matt Loren's letter to the agenda.

By a voice vote, the motion passed unanimously.

Motion by Council Member Morrissey, seconded by Council Member Briner to approve the agenda as amended.

By a voice vote, the motion passed unanimously.

Public Comment

Doug Ingles, Commissioner, reviewed the News Release from County Commissioners.

Jack McLain, commented on the homeless letter submitted to Council.

Matt Loren, commented on the public safety issue on Howell Street.

James Galloway, commented on the Homeless letter submitted to Council.

Kathy Beckwith, commented on the Homeless letter and gave stats on Share the Warm of Hillsdale County.

Dennis Wainscott, commented on the Homeless letter.

Aaron Freese, commented on the flooding issue at his property and on Wildwood Drive.

Lorrisa Mekelburg, commented on the flooding issue at her property and her neighbors properties.

Hope PoPour, commented on the flooding issue in the Wildwood Drive neighborhood.

Elijah Hardgrove, resident at Share the Warmth, commented on the homeless letter.

Consent Agenda

- A. Approval of Bills
 - 1. City and BPU Claims of October 13, 2022: \$584,472.51
 - 2. Payroll of October 13, 2022: \$182,687.56
- B. City Council Minutes of October 17, 2022
- C. Shade Tree Commission of October 5, 2022
- D. Operations & Governance Committee/BPU Minutes of October 5 & October 19, 2022
- E. Hillsdale College Noise Variance
- F. Finance Report for the Quarter ending 9/30/2022
- G. Finance Investment Report of 9/30/2022
- H. Code Enforcement Report
- I. Assessing Report 2022 Winter Tax Warrant

Motion by Council Member Morrissey, seconded by Council Member Sharp to approve the consent agenda as presented.

Roll call:

Council Member Stuchell	Aye
Council Member Vear	Aye
Mayor Stockford	Aye
Council Member Sharp	Aye
Council Member Socha	Aye
Council Member Briner	Aye
Council Member Zeiser	Aye
Council Member Morrissey	Aye
Council Member Pratt	Aye

Motion passed 9-0

Communications/Petitions

- A. REU- Celebrate 52 Years
- B. News Release Hillsdale Co. Road Commission Appointment
- C. BPU Round Up Eligibility Criteria
- D. CCA BPU Round Up Annual Report 21-22
- E. Comcast Programming Email
- F. Electronics Recycling Event Flyer
- G. Homeless Concern Email
- H. Dump Truck Purchase Email
- I. Wildwood Subdivision Flooding Letter
- J. Parking at City Hall Email

Council discussion on items G. Homeless Concern Email, H. Dump Truck Purchase email, I. Wildwood Subdivision Flooding Letter and J. Parking at City Hall email.

All items presented for the purpose of information only.

Introduction and Adoption of Ordinances/Public Hearings

Old Business

A. City Manager/BPU Director Position Review

City Manager Mackie reviewed In fall of 2021 a Joint Committee (Committee) of the City Council O&G Committee and the BPU Personnel Committee met to discuss the possibility of combining the City Manager and BPU Director positions (Manager/Director), for a period of time, in an effort to save the City’s General Fund money. After discussions the Committee recommended to the City Council amending the City Manager’s contract to include BPU Director’s duties. Additionally, it was agreed that the combined position would be re-evaluated in a year to see how it was working, determine if it was worth continuing and see if any changes needed to be made to the combined contract. City Council approved the recommended changes in October 2021.

The Committee recently reconvened on two occasions to discuss the above questions. It was the consensus of the Committee that the combined position was working and it was worth continuing. The Committee reviewed current market wage data for utility general managers and city managers and compared it to the combined position in Hillsdale.

Additionally, based on the amended agreement, the City Council needs to consider the Manager/Director’s annual merit increase of up to 2% for the 2021-22 year.

Motion by Council Member Morrissey, seconded by Council Member Vear to approve the amended City Manager/BPU Director position agreement as presented.

Roll call:

Council Member Stuchell	Aye
Council Member Vear	Aye
Mayor Stockford	Aye
Council Member Sharp	Aye
Council Member Socha	Aye
Council Member Briner	Aye
Council Member Zeiser	Aye
Council Member Morrissey	Aye
Council Member Pratt	Aye

Motion passed 9-0

B. WoodHill Group Service Agreement Amendment

City Manager Mackie mentioned In August of 2021 the City Council approved contracting with the Karen Lancaster (WoodHill Group) for Finance Director services. Mrs. Lancaster and WoodHill are doing a good job for the City. WoodHill and the City’s staff would like to continue the relationship for another year.

Motion by Council Member Briner, seconded by Council Member Sharp to approve and extend the agreement for an additional year as presented.

Roll call:

Council Member Stuchell	Aye
Council Member Vear	Aye
Mayor Stockford	Aye
Council Member Sharp	Aye
Council Member Socha	Aye
Council Member Briner	Aye
Council Member Zeiser	Aye
Council Member Morrissey	Aye
Council Member Pratt	Aye

Motion passed 9-0

New Business

A. Storm Water Engineering Services – Oak at Willow

City Engineer Bauer stated she had completed an investigation of options to re-route the storm sewer system that is under the building located at 59 Willow Street. City records indicate this building was constructed around 1972 and it is unknown as to why it was allowed to be constructed over the storm sewer system.

This investigation yielded several options for relocation of the storm sewer around the building with two of the options recommending an increased pipe size to improve the margin of safety as it relates to the system being blocked by debris and allowing the passage of a larger storm event.

Tetra Tech, Inc. completed this investigation following approval of City Council in December 2021 after city staff completed the bid process to find an Engineering Consultant. As Tetra Tech has completed the investigation and obtained the necessary preliminary data for the investigation we requested pricing for them to proceed with the completion of construction drawings of one of the proposed alternatives.

Motion by Council Member Morrissey, seconded by Council Member Sharp to approve the agreement with Tetra Tech, Inc. not to exceed the amount of \$26,000.00.

Roll call:

Council Member Stuchell	Aye
Council Member Vear	Aye
Mayor Stockford	Nay
Council Member Sharp	Aye
Council Member Socha	Aye
Council Member Briner	Aye
Council Member Zeiser	Aye
Council Member Morrissey	Aye
Council Member Pratt	Aye

Motion passed 8-1

B. High Water Grant Application from EGLE Funds (Resolution)

City Engineer Bauer stated The Michigan Department of Environment, Great Lakes, and Energy (EGLE) – Water Resource Division is providing grant funds to councils of government and local units of government through the State High Water Infrastructure Grant Program. The program requires a “Resolution of Support” in the form of official action by the Governing Body.

The City is completing this grant application, due on November 30, 2022, for the Manning Street Storm Water Mitigation Project. The proposed project would construct a subsurface detention/infiltration basin under the city owned parking lot at the northwest corner of Bacon and Manning Streets to provide storage and infiltration of storm water from the nearby 5.63 acre area including the low area on Manning Street in an effort to reduce/improve the current street flooding situation.

Through this grant application we are requesting \$1,220,000 in grants funds together with matching funds of \$305,000 for a total estimated project cost of \$1,525,000.

Approval of the resolution will allow staff to submit the grant application for consideration by EGLE.

Motion by Council Member Socha, seconded by Council Member Sharp to approve the Resolution for the project and submittal of the grant. **Resolution # 3522.**

Roll call:

Council Member Stuchell	Aye
Council Member Vear	Aye
Mayor Stockford	Aye
Council Member Sharp	Aye

Council Member Socha	Aye
Council Member Briner	Aye
Council Member Zeiser	Aye
Council Member Morrissey	Aye
Council Member Pratt	Aye

Motion passed 9-0

C. Airport Field Rules and Regulations

City Manager Mackie reviewed the updated Field Rules and Regulations for the Hillsdale Municipal Airport. The Rules were originally adopted in the 1960s. MDOT Aero has requested we update the document as part of their annual inspection.

Motion by Council Member Sharp, seconded by Council Member Morrissey to approve the updated Airport Field rules and regulations.

By a voice vote, the motion passed unanimously.

D Resolution for a new on-premises license application – Ballinger Holdings, LLC, 47 N Broad Street, Hillsdale, MI 49242

Ballinger Holdings, LLC is looking to start a business focused on golf and entertainment. They will be installing two, state of the art golf simulators with incredible capabilities. They stated that golfing and drinking go hand in hand. Not too often does someone go play a round of golf without getting a drink. They'd like to be able to offer that same service. Along with the alcohol, they will also be offering a range of vintage pops. Somewhere around fifty different flavors. The goal of the business is to not only create a space for adult, but also younger ages to enjoy time together playing golf, watching sports, and hanging out. We will have certain times and days where it will be alcohol free (where the vintage pops/sodas come into play) to create a fun space for kids in the community. The business will likely create 4-6 jobs between management, cleaning, bartending, and golf instruction.

Ballinger Holdings, LLC is applying for a Development District (DDA) License - MCL 436.1521a(1)(b). They are applying for a Class C license to be located at 47 N Broad Street, Hillsdale.

Motion by Council Member Socha, seconded by Council Member Sharp to approve resolution to obtain a DDA License from the state of Michigan. **Resolution #3523.**

By a voice vote, the motion passed unanimously.

E School Resource Officer Grant Program

Police Chief Hephner reviewed that the Michigan Legislature has provided an appropriation for the Michigan State police Grants and Community Services Division to award grants to public schools partnering with local Law Enforcement to secure at least one school resource officer. This grant provides 50% of the officer's wages and benefits, plus training, for three years.

Motion by Council Member Socha, seconded by Council Member Sharp to approve the partnership and submission of the grant application.

By a voice vote, the motion passed unanimously.

F Updated Fund Balance Policy

Some decades ago, the City Council adopted a resolution to set the minimum fund balance of the General Fund to 15% of expenditures. Since that time, accounting standards have changed to provide for the City Council and the City Manager to set aside fund balance in varying levels of restriction. The creation of the attached fund balance policy outlines the varying levels of restriction as well as expands the fund balance policy to include other key funds of the City.

As of June 30, 2022, the fund balance of the General Fund (unaudited) is \$3.3 million. As a percent of the fiscal year 2023 General Fund expenditure budget, the City has a fund balance percentage of 64.5%.

Motion by Council Member Socha, seconded by Council Member Sharp to approve the updated Fund Balance Policy as presented.

By a voice vote, the motion passed unanimously.

G Budget Amendments for FY 2023 Budget (Resolution)

The Uniform Budget and Accounting Act of 1968, as amended, requires the City to make amendments to the budget when appropriations exceed the current budget. These amendments must be approved by the City Council. This is also a great opportunity for Council to review the types of items that may impact the budget.

In the General Fund, the City Council adopts a budget for each department so the amendments address any budget needs by department, rather than by fund total. For all non-General Funds, a budget amendment is only necessary if the City finds the total fund appropriation will exceed the budget adopted by Council.

Motion by Council Member Socha, seconded by Council Member Vear to approve the Fiscal year 2023 Budget Amendments as presented. **Resolution #3524.**

By a voice vote, the motion passed unanimously.

Miscellaneous Reports

- A. Proclamation – Family Court Awareness Month
- B. Appointments- Board of Review – Jeff Cooley
Reappointment – Shade Tree – Elaine Tillinger

Motion by Council Member Socha, seconded by Council Member Sharp to approve the appointments as presented.

By a voice vote, the motion passed unanimously.

- C. Other- None

General Public Comment

Brad Martin, commented on the Wildwood Drive flooding issue. He thanked Council for reviewing the letter and asked Council to do something temporarily so the incident doesn't happen again.

Jack McLain, commented water run off study on the airport and the homeless issue.

CJ Toncray, commented on the street parking and being side swiped by vehicles driving on the streets.

Leisha Taylor, commented on the homeless situation and quoted bible verses.

Jeff Cooley, thanked the Mayor for appointing him to the Board of Review. He has commented on homeless email that was submitted to council.

L. Filppula commented on a situation that happened this past summer.

James Galloway, commented on the homeless situation and how actions speak louder than words.

City Manager's Report

Transfer Station sale has been completed.

Meijer Stores are moving forward with the ground breaking this spring.

Bonds sales for the Westwood project was started and the City received seven (7) bids.

Congratulations to Hillsdale Terminal as they had a Ribbon Cutting and is their eighth (8) expansion.

Council Comments

Council Member Stuchell thanked all that served in the armed forces. Honoring all the veterans.

Council Member Zeiser thanked Council and stated it was an honor to serve the community in this capacity and stated that the City is small and there are no true goodbyes.

Council Member Briner thanked Council and enjoyed his time serving the City.

Mayor Stockford stated Zeiser and Briner will be greatly missed.

Adjournment

Motion by Council Member Sharp, seconded by Council Member Briner moved to adjourn the meeting.

By a voice vote, the motion passed unanimously. The meeting adjourned at 9:14 p.m.


Adam L. Stockford, Mayor


Katy Price, City Clerk