

CITY COUNCIL MINUTES

City of Hillsdale
 City Council Chambers
 April 18, 2017
 6:00 P.M.

Special Meeting

Call to Order and Pledge of Allegiance

Mayor Scott Sessions opened the meeting with the Pledge of Allegiance.

Roll Call

Mayor Scott Sessions called the meeting to order.

Council Members present: Scott M. Sessions, Mayor
 Timothy Dixon, Ward 2
 William Morrissey, Ward 2
 Bruce Sharp, Ward 3
 William Zeiser, Ward 3
 Patrick Flannery, Ward 4

Council Members absent: Adam Stockford, Ward 1
 Brian Watkins, Ward 1
 Matthew Bell, Ward 4

Also present were: City Manager David Mackie, City Clerk Stephen M. French, Finance Director Bonnie Tew, Recreation Director Michelle Loren, BPU Director Mike Barber, BPU Deputy Director Chris McArthur, and Public Services Director Jake Hammel.

Budget Presentations

1. Recreation/Field of Dreams

Recreation Director Loren reviewed the programs being offered by the department including baseball, softball, football, basketball, and volleyball team sports. Ms. Loren also discussed the increasing park system opportunities at Sandy Beach, dock rentals, and Mrs. Stock's Park. Ms. Loren stated staff had created and distributed new informational flyers that highlighted park events, and had increased the use of social media to promote the recreation department.

Council Member Sharp noted the number of employees at Sandy Beach may need to be increased, especially during the busiest times of the summer.

2. Board of Public Utilities

BPU Director Barber reviewed the proposed FY2018 budget, which had been estimated using the new BS&A Software system. Mr. Barber stated the BPU continued to work to integrate the utility with the new software program, as well as integrating human resource and finance functions with City Hall.

Director Barber reviewed the proposed revenue for the wastewater, water, and electric funds expected in the upcoming fiscal year and discussed the proposed 2% increase in electric rates beginning in January 2018, which would be presented to Council for final approval in the upcoming weeks.

Finance Director Tew stated she would continue to monitor the estimated net income of the water fund, which was unusually low in comparable to previous years. Ms. Tew stated the reduction in the level of net income may be due to unrecognized data migration errors between the previous software system at BPU and the new BS&A Software.

Responding to a question from Council Member Flannery, BPU Director Barber stated the utility continued to work with ACD.net in regards to the installation of a new fiber optic system for faster Internet connection.

City Manager Mackie provided Council with an update on the shared services between the BPU and city government that included human resource and finance administration. City Manager Mackie stated the city continued to review any changes that would save public funds, while improving service delivery to the BPU customers.

3. Department of Public Services (DPS)

DPS Director Hammel presented the proposed DPS budget that included major and local streets, parks maintenance, parking lots, cemeteries, building & grounds, and the Revolving Mobile Equipment Fund.

Director Hammel reported a number of projects had been included within the proposed FY2018 maintenance budget including:

1. \$1,000 for on-going maintenance to the HVAC system at City Hall
2. \$1,500 for plaster, paint, and window sealing repair at City Hall
3. \$2,000 for audio-visual repair and improvements in the Council Chambers
4. Funding for routine building maintenance at the fire station, which had been historically performed by fire department staff

Director Hammel stated the department would expand the use of growth retardant spray in the cemeteries to reduce the expenses for mowing and trimming near the headstones. Mr. Hammel stated the city received approximately \$20,000 per year from the cemetery Perpetual Care Funds, although the total, city expenses for the cemeteries exceeded \$120,000 per year.

Director Hammel noted a slight increase within the "Parking Lots" budget due to the increase in the grass mowing contract, which may be re-bid in the next year or two. Director Hammel stated additional funds may be necessary for parking lot improvements, based on the implementation of the "Placemaking Study" requested by TIFA.

Director Hammel reported the Street Lighting Budget was increased by approximately 15%, as the department anticipated the replacement of certain mercury-vapor street lights with energy-saving LED fixtures, when appropriate.

Director Hammel then reviewed the maintenance costs for the city parks that included lawn mowing, weed control, parking lot repairs at Fields of Dreams, and the rehabilitation of playground equipment at Cold Springs Park. Director Hammel stated the city had received a grant from the Exchange Club to partially fund the installation of a new drinking-water fountain at Fields of Dreams.

Director Hammel publically commended the members of the Hillsdale College Track Team who helped with the spring clean-up of Oak Grove Cemetery. Director Hammel stated the team did an outstanding job in cleaning branches, leaves, and dead flowers that had accumulated during the winter.

4. Dial-a-Ride (DART)

Finance Director Tew presented the FY2018 DART budget that was a combination of federal funding sources (18.5%), state funds (38%), city General Fund dollars (25.5%), and rider's fares (18%). Finance Director Tew stated the city had submitted a grant application for the purchase of two, new buses in the upcoming fiscal year.

Finance Director Tew stated city staff continued to look for ways to increase ridership and to promote revenue opportunities to the program. Ms. Tew noted that only 11% of the riders paid the full fare (\$3.00), as senior citizens and the handicapped paid a reduced rate of \$1.50.

Responding to a question from Council Member Zeiser, Ms. Tew explained DART would most likely have to hire additional drivers and purchase more buses to realize their increased ridership goals.

5. Revolving Mobile Equipment Fund (RMEF)

DPS Director Hammel reviewed the RMEF budget which included the capital purchase of a new plow truck in the amount of \$145,000. Mr. Hammel stated the new front-end loader had been received and was being used by city staff.

Director Hammel stated the purchase of a new pickup truck from the RMEF fund may be presented to Council prior to the end of the current fiscal year due to the overwhelming need for the new vehicle.

6. DPS Inventory

DPS Director Hammel stated the FY2018 budget included the allocation of \$80,000 to contract for concrete and asphalt crushing that had accumulated at the DPS property. Mr. Hammel stated this amount would be increased dramatically if the waste from the Garden-Vine-Mead-Rippon Street project was brought to the DPS yard.

7. Streets Maintenance

DPS Director Hammel reviewed the road maintenance funding for FY2018 that included 2.0 miles of chip seal & fog at a cost of \$46,000 and 4.6 miles of full-depth spot replacement and crack fill at a cost of \$250,000. Mr. Hammel stated the chip seal & fog application would be contracted through the Hillsdale County Road Commission.

8. Capital Projects

DPS Director Hammel and Finance Director Tew reported on the proposed capital projects that included:

1. Replacement of the sea-wall at Sandy Beach (\$32,000)
2. Drain improvements on South Howell (\$45,000)
3. Mill Pond Dam Repair (\$50,000)
4. Purchase of a new telephone system for all city offices (\$40,000)
5. Improvements to Mrs. Stock's Park (\$15,200)
6. New apron at the Airport (\$1,205,500)

9. Miscellaneous

City Manager Mackie reported the FY2018 proposed budget included the implementation of a 3.0 mil sinking fund as recommended by the Funding Alternatives Identification & Recommendation (F.A.I.R.) Committee. City Manager Mackie stated the debt service revenues would create \$360,000 in annual funding that would be used for road improvement projects.

City Manager Mackie also noted the BPU Board of Directors had already recommended approval of their annual budget at their previous board meeting.

City Manager Mackie then reviewed the nearly \$2.3 million in grant funding the city had received in the past fiscal year. City Manager Mackie stated the grant funds were vital in the purchase of new city equipment, road improvement projects, and public service initiatives.

Public Comment

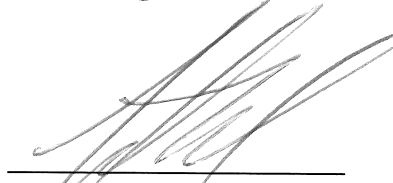
No public comments were offered.

Adjournment

Council Member Zeiser, seconded by Council Member Flannery, moved to adjourn the meeting. By a voice vote, the motion passed unanimously.

The meeting adjourned at 8:20 p.m.



Scott M. Sessions, Mayor

Stephen M. French, City Clerk