

CITY COUNCIL MINUTES

City of Hillsdale
 City Council Chambers
 April 24, 2017
 6:00 P.M.

Special Meeting

Call to Order and Pledge of Allegiance

Mayor Pro-Tem Patrick Flannery opened the meeting with the Pledge of Allegiance.

Roll Call

Mayor Pro-Tem Flannery called the meeting to order.

Council Members present: Mayor Pro Tem Patrick Flannery
 Timothy Dixon, Ward 2
 William Morrissey, Ward 2
 Bruce Sharp, Ward 3
 William Zeiser, Ward 3

Council Members absent: Scott M. Sessions, Mayor
 Adam Stockford, Ward 1
 Brian Watkins, Ward 1
 Matthew Bell, Ward 4

Also present were: City Manager David Mackie, City Clerk Stephen M. French, Chief Scott Hephner (HCPD & HCFD), Bonnie Tew (Finance Director), Kim Thomas (Assessing), Alan Becker (Zoning), and Jason Walters (Patriot Aviation).

Council Member Excused

Mayor Pro-Tem Flannery reported Mayor Sessions would not be in attendance at the meeting due to a family emergency.

Council Member Morrissey, seconded by Council Member Zeiser, moved to excuse the absence of Mayor Sessions from the meeting. By a voice vote, the motion passed unanimously.

Approval of Agenda

Council Member Zeiser, seconded by Council Member Morrissey, moved to approve the April 24, 2017 special meeting agenda as submitted. By a voice vote, the motion carried unanimously.

Budget Presentations

1. Assessing/Planning/Code Enforcement

Assessor Kim Thomas presented the budget for the department and detailed the changes from previous year's budgets. Ms. Thomas stated the city had no tax tribunal cases pending, which would allow a reduction in the "Administrative Services-Legal Services – Tax Cases" line-item from \$15,000 in FY2017 to \$2,500 in FY2018. Ms. Thomas also reported the Code Enforcement section of the budget had been amended to include only those costs directed attributed to the enforcement and remediation of city code violations.

Council Member Morrissey inquired on the number of tax tribunal cases that the city had been involved in throughout the past few years. Assessor Thomas stated her first year at the city in 2013, there were 11 on-going tax tribunal appeals; in 2016, the city had only 2 appeals to the tax tribunal.

Assessor Thomas also reported staff continued to review the current fee schedule for city services and permits, and proposed changes to the schedule would be presented to Council in the near future.

2. TIFA/EDC

Zoning Administrator Beeker presented the Economic Development Corporation (EDC) budget, which was identical to the FY2017 budget. Mr. Beeker stated the EDC would continue to market the six remaining lots in Phase I of the Three Meadows subdivision by increasing advertising and by clearing overgrowth and weeds from the open sites. Council engaged in general discussion regarding the plan to construct a roadway from Three Meadows to Bacon Road to further market the development.

Responding to a question from Council Member Dixon, City Manager Mackie stated the properties that are being advertised for sale by the EDC would be soon placed on the Multiple Listing Service (MLS) to further promote the developments.

Council Member Morrissey questioned the upcoming programs of the Rising Tide Initiative. Zoning Administrator Beeker stated the next steps would be to finalize the city's Economic Development Strategy, accept and implement the proposed branding strategy, and develop the city's marketing campaign.

Zoning Administrator Beeker then presented the Tax Increment Financing Authority (TIFA) budget, which was slightly less than the previous fiscal year due to a reduction in tax capture receipts. Mr. Beeker stated the Business Attraction Program budget would be reduced, while the façade grant program would remain the same. Mr. Beeker also reported Capital Improvement expenses for FY2018 would include the purchase of the liquor license and the matching grant funds for improvements to the Dawn Theatre.

3. Airport

Mr. Jason Walters of Patriot Aviation presented the FY2018 budget for the Hillsdale Municipal Airport. Mr. Walters noted the proposed budget was the first, complete budget for the airport following the most recent expansion of the airport property. Mr. Walters provided extensive information on the on-going improvements to the airport that included a new fuel truck, hangar maintenance, and a recent "Make-A-Wish" event. Mr. Walters also distributed a spreadsheet that detailed the costs of the airport, as compared to comparable airports in the area. Mr. Walters reported the construction of the new apron at the airport would be presented to Council in the upcoming weeks for contract award and finalization.

4. Public Safety – Police and Fire

Chief Hephner provided the proposed budget for the police and fire departments and discussed the changes from previous year's budgets that included costs associated with the new body cameras, Lexipol training software, increases to health insurance & pension costs, and savings from a new records management software contract. Chief Hephner stated the department continued to research the possibility of submitting insurance claims for certain fire department responses to create revenue for equipment sustainability costs.

Responding to a question from Council Member Morrissey, Chief Hephner stated the department continued to stress the importance of the departments interacting with the youth in the community and schools.

Chief Hephner reported the department was staffed by eight (8) patrol officers, three (3) sergeants, one detective, a department secretary, and himself. Chief Hephner noted the proposed budget included the promotion of the part-time dispatcher to a full-time position.

5. Library

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1. 1-mil property tax levy (44% of the revenue totals)
2. Penal Fines (22%)
3. Ordinance Fines (2%)
4. Contracts with Jefferson & Hillsdale Townships (5%)
5. Miscellaneous/State grants/Donations, etc... (27%)

Finance Director Tew reported the library's budget included funding for two, full-time employees and six, part-time employees. Ms. Tew stated the budget had no major increases from previous years, although some increases were included for necessary building maintenance issues and computer upgrades.

6. City Clerk's Office

City Clerk French presented the City Clerk's Office budget for FY2018 to the City Council. Mr. French discussed the goals and priorities for the office including the August and November 2017 elections and a continued review of the city's records management program. City Clerk French noted new election equipment would be used in August 2018, which would necessitate a budget increase in next year's capital budget.

7. City Council

Finance Director Tew reviewed the City Council budget and noted the expenses were very similar from previous years.

8. Administrative Services

Finance Director Tew reviewed the Administrative Services budget, which covered general expenses such as elevator maintenance at City Hall, legal services, computer maintenance contracts, bike path leases, and the like. Ms. Tew noted the FY2018 budget included a total of \$8,000 to be used towards the development of a new city website.

9. City Manager's Office

City Manager Mackie presented the City Manager's Office budget, which included expenses for the City Manager's Office and the city's Human Resources Director. City Manager Mackie noted a slight increase in personnel costs, but also a decrease in the training line-item.

10. Economic Development

Finance Director Tew presented the Economic Development budget that included costs for the Hillsdale Police Group and city advertising. Ms. Tew noted the budget may require amendments if the city obtained grant funding for the renovations of the Dawn Theatre and/or the Keefer House.

11. Treasurer

Finance Director Tew presented the City Treasurer's budget that included a slight increase to the Treasurer's wages due to increased work responsibilities. Ms. Tew stated the City Treasurer, Julie Becker, had accepted some additional duties, including the administration of accounts payable.

~~12. Finance~~

12. Finance

Finance Director Tew reviewed the Finance Office budget, which had been reduced from FY2017. Ms. Tew reported that 50% of her wages and fringe benefits would be paid by the BPU, due to her responsibilities at the utility.



13. Miscellaneous Funds

Finance Director Tew reviewed the Special Revenue Funds (Police OWI Enforcement & Drug Forfeiture Funds) and the Fiduciary Funds (Cemetery Care, RL Owen Park Memorial, and Mrs. Stock's Park Perpetual Maintenance).

Adjournment

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

The meeting adjourned at 7:45 p.m.


Patrick Flannery, Mayor Pro-Tem
Stephen M. French, City Clerk