

CITY COUNCIL MINUTES

City of Hillsdale
 Council Chambers
 February 19, 2018
 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.

Council Members present:	Adam Stockford, Mayor R. Gregory Stuchell, Ward 1 Timothy Dixon, Ward 2 William Morrissey, Ward 2 Bruce Sharp, Ward 3 William Zeiser, Ward 3 Raymond Briner, Ward 4
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Council Members absent:	Brian Watkins, Ward 1 Matthew Bell, Ward 4
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Also present were: City Manager David Mackie, City Clerk Stephen M. French, City Attorney John Lovinger, City Attorney Tom Thompson, Scott Hephner (HCPD & HCFD), Mark Hawkins (HCFD), Kim Thomas (Assessing), Jake Hammel (DPS), Chris McArthur (BPU), Mary Hill (Library), Corey Murray (Hillsdale Daily News), Nic Rowin (Hillsdale Collegian), Peter Merritt, Dennis Wainscott, Brian DuBois, Ted Jansen, George Allen, and Ruth Brown.

Council Member Excused

Mayor Stockford reported Council Member Bell and Council Member Watkins would not be able to attend the meeting due to other obligations.

Council Member Briner, seconded by Council Member Sharp, moved to excuse the absences of Council Member Bell and Council Member Watkins from the meeting. By a voice vote, the motion passed unanimously.

Approval of Agenda

City Manager Mackie requested the agenda be amended to add "New Business – Item F: Purchase of vehicle for the Department of Public Services (DPS).

Council Member Morrissey, seconded by Council Member Dixon, moved to the February 19, 2018 agenda as amended. By a voice vote, the motion passed unanimously.

Public Comment

Mr. Ted Jansen, 104 Hillsdale Street, requested a moment of silence for the high school students murdered at Marjory Stoneman Douglas High School in Parkland, Florida on February 15, 2018. Mr. Jansen then reviewed recent actions of the Tax Increment Finance Authority (TIFA) involving the Dawn Theater, Keefer House, and Courthouse Annex.

Consent Agenda

- A. Approval of Bills
 - 1. City Claims of February 9, 2018: \$114,611.55
 - 2. BPU Claims of February 9, 2018: \$93,281.29
 - 3. Sewer Fund Claims of February 9, 2018: \$251,523.32
- B. Payroll
 - 1. Annual Sick-time payout: \$33,820.91
 - 2. Annual Personal-time payout: \$38,802.64
 - 3. Payroll of January 25, 2018: \$157,328.65
 - 4. Payroll of February 8, 2018: \$158,855.00
- C. City Council Minutes of February 5, 2018
- D. ZBA Minutes of November 8, 2017
- E. TIFA Meeting Minutes of January 16, 2018
- F. TIFA Targeted Development Meeting Minutes of January 23, 2018
- G. Operations and Governance Committee Meeting Minutes of January 18, 2018
- H. Finance Committee Meeting Minutes of February 12, 2018
- I. Shade Tree Committee Meeting Minutes of February 7, 2018
- J. Economic Development Corporation (EDC) Meeting Minutes of Dec. 21, 2017
- K. City Police Reports for Third & Fourth Quarter 2017
- L. Center for Family Health February 2018 Newsletter

Council Member Morrisey, seconded by Council Member Sharp, moved to approve the Consent Agenda as presented.

Roll call:	Council Member Briner	Aye
	Council Member Dixon	Aye
	Council Member Morrisey	Aye
	Council Member Sharp	Aye
	Council Member Stuchell	Aye
	Council Member Zeiser	Aye
	Mayor Stockford	Aye

Motion passed 7-0.

Communications/Petitions

- A. Recreation Department Survey Results

The survey results were received for informational purposes.

- B. Assessing Department Overview

City Assessor Kim Thomas provided a review of the Assessing Department that included office responsibilities, personnel, equalization, and Board of Review. Ms. Thomas reviewed her state-certified credentials as an assessor and commended all of the department employees for their dedication and hard work.

- C. Waste Water Treatment Plant Construction Update

BPU Interim Director McArthur and City Manager Mackie reviewed the on-going construction schedule for the wastewater treatment plant. Director McArthur noted the project's completion date remained September 2018.

Introduction and Adoption of Ordinance/Public Hearing

There was no ordinances or public hearings on the meeting agenda.

Unfinished Business

A. Council Goals for 2018

Mayor Stockford noted a special City Council meeting would be held on Tuesday, March 27, 2018 at 6:00 p.m. to discuss long-term financing for the Public Safety Department and other pertinent issues.

B. Update on the Garden, Vine, Mead and Rippon Streets Project

DPS Director Hammel reported the six (6) bids received for the construction project had all exceeded the engineer's estimate of \$1,880,300. Mr. Hammel stated city staff was reviewing the bids to determine a formal recommendation that would be presented to Council at the March 5, 2018 meeting.

City Manager Mackie discussed the options available to the city in regards to the project. City Manager Mackie noted the city could choose to go forward with the project with no changes or could elect to reduce the scope of the project to reduce the costs of the project. City Manager Mackie stated that if the Council elected to go forward with the project without any changes, the city would be obligated to pay the \$1.2 million difference between the grant award and the contract costs. City Manager Mackie stated the city could also elect to reduce the scope of the project on Rippon Street, which would decrease the project costs, along with the city's expenses for the contract.

Council Member Sharp noted many residents on Rippon Street were anticipating their utility infrastructure and road be improved with this project. Council Member Sharp also discussed the 3-mil sinking fund levy and noted it would create more revenue in FY2019, due to the increase in property values in the city.

Old Business

There was no old business on the meeting agenda.

New BusinessA. **Resolution 3331:** Resolution of Intent to Apply for State Formula Operating Assistance for Fiscal Year 2018-2019 under Act No. 51 of the Public Acts of 1951, as Amended

Finance Director Tew reviewed the proposed resolution, which was the annual funding request for the DART program. Director Tew noted the DART's Local Advisory Committee had recommended approval of the resolution at their meeting held earlier in the day.

Responding to a question from Council Member Sharp, Director Tew reported the resolution would budget approximately \$100,000 from the city's General Fund to the DART program.

Council Member Stuchell requested information on the number of riders of the DART program. Director Tew reported DART had a slight increase in the number of riders from the previous fiscal year. Council Member Stuchell questioned if Wal-Mart or Meijer would support the DART program by funding a special bus service to their store. Clerk French noted many stores and professional offices, including Market House and Kroger, already purchased DART tickets for their customers.

Mayor Stockford noted all of the schools in the area utilized the DART program to transport children during the school year. Mayor Stockford stated that with the Council's priority of education in the City of Hillsdale, transportation to the schools was vital for the children.

Council Member Briner, seconded by Council Member Morrissey, moved to adopt Resolution 3331: Resolution of Intent to Apply for State Formula Operating Assistance for Fiscal Year 2018-2019 under Act No. 51 of the Public Acts of 1951, as Amended

Roll call:	Council Member Briner	Aye
	Council Member Dixon	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stuchell	Aye
	Council Member Zeiser	Aye
	Mayor Stockford	Aye

Motion passed 7-0.

B. **Resolution 3332:** Guideline Resolution for Poverty Exemption

Mayor Stockford reviewed the staff memo of the proposed resolution.

Council Member Morrissey, seconded by Council Member Dixon, moved to adopt Resolution 3332: Guideline Resolution for Poverty Exemption.

Roll call:	Council Member Briner	Aye
	Council Member Dixon	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stuchell	Aye
	Council Member Zeiser	Aye
	Mayor Stockford	Aye

Motion passed 7-0.

C. Wastewater Treatment Plant (WWTP) Project Change Orders

City Manager Mackie reviewed the individual change orders that had been submitted by the contractor and engineer. City Manager Mackie noted the majority of the change orders were due to improvements made to the anaerobic digester that were not anticipated in the original project estimates. City Manager Mackie stated other change orders were for unexpected expenses due to ground water contamination and related dewatering costs. City Manager Mackie noted city staff, including BPU Board President Barry Hill, had met with the contractor on multiple occasions to carefully review the necessary change orders and to minimize the expenses incurred by the BPU.

BPU Interim Director McArthur noted a concern of the contractor was the lack of as-built drawings prior to the start of the project.

Council Member Stuchell argued the contractor and the engineer should have anticipated many of the proposed change orders and included them in the original estimates for the project. Council Member Stuchell also stated the absence of as-built drawings should not have impacted the engineer's estimates of the project scope and the contractor should share in the unanticipated expenses of the project.

Council Member Stuchell, seconded by Council Member Sharp, moved to approve the Wastewater Treatment Plant (WWTP) Project Change Orders as submitted by staff.

Roll call:	Council Member Briner	Aye
	Council Member Dixon	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stuchell	Aye
	Council Member Zeiser	Aye
	Mayor Stockford	Aye

Motion passed 7-0.

D. Wastewater Treatment Plant (WWTP) Interdepartmental Loan

Mayor Stockford reviewed a staff recommendation to transfer \$300,000 from the Electric Fund to the Sewer Fund within the BPU to fund the change orders for the wastewater plant project. Mayor Stockford noted the funds would be repaid at a monthly amount of \$5,324.21 per month and repaid over a five (5) year period.

Council Member Zeiser, seconded by Council Member Briner, moved to approve a transfer of \$300,000 from the Electric Fund to the Sewer Fund within the BPU to fund the change orders for the wastewater plant project.

Roll call:	Council Member Briner	Aye
	Council Member Dixon	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stuchell	Aye
	Council Member Zeiser	Aye
	Mayor Stockford	Aye

Motion passed 7-0.

E. Cemetery Grave Excavation Services Agreement with St. Anthony's Church

Council Member Stuchell announced he was a member of St. Anthony's Church, but had no financial interest in the proposed service agreement.

City Attorney Lovinger noted the agreement was being reviewed by a legal representative from St. Anthony's Church, and Council would have to reconsider the contract, if any substantive changes were requested by the church.

DPS Director Hammel reviewed the staff recommendation to approve a service agreement with St. Anthony's Church for cemetery excavation services. Director Hammel reported staff had recommended the agreement, as the cemetery had only 6-10 burials per year and was located in very close proximity to the DPS facility. Director Hammel stated the agreement would allow the city to recoup all of its expenses for any services rendered.

Clerk French noted the City of Hillsdale already maintained the burial records for St. Anthony's Cemetery.

Council Member Morrissey, seconded by Council Member Sharp, moved to approve the Cemetery Grave Excavation Services Agreement with St. Anthony's Church.

Roll call:	Council Member Briner	Aye
	Council Member Dixon	Aye
	Council Member Morrissey	Aye
	Council Member Sharp	Aye
	Council Member Stuchell	Aye
	Council Member Zeiser	Aye
	Mayor Stockford	Aye

Motion passed 7-0.

F. Purchase of vehicle for the Department of Public Services (DPS).

DPS Director Hammel reported the Environmental Protection Agency (EPA) and Department of Environmental Quality (DEQ) had notified the city that grant funds remained from a clean diesel grant opportunity that had assisted the city in purchasing two plow/dump trucks that were approved at the January 15, 2018 Council meeting. Director Hammel stated the two agencies had offered the

city a conditional grant award in the amount of \$72,500 for the purchase of a third plow/dump truck, pending final approval at the federal level. Director Hammel stated the low bid for the three (3), 5-7 yard dump/plow trucks was \$145,000 per truck, or \$435,000 in total costs; the total obligation of the city for the purchase of the three trucks would be \$326,250. Director Hammel stated the third truck purchase would allow the city to replenish its fleet of large plow/dump trucks and satisfy the needs of this portion of the fleet for 18-20 years.

Council Member Briner, seconded by Council Member Morrisey, moved to approve the purchase of a third, 5-7 yard dump/plow truck at a cost of \$145,000, subject to the receipt of a grant from the EPA and DEQ.

Roll call:	Council Member Briner	Aye
	Council Member Dixon	Aye
	Council Member Morrisey	Aye
	Council Member Sharp	Aye
	Council Member Stuchell	Aye
	Council Member Zeiser	Aye
	Mayor Stockford	Aye

Motion passed 7-0.

Miscellaneous Reports

There were no miscellaneous reports on the agenda.

General Public Comment

Mr. Ted Jansen discussed program at "The Cascades" that had photographed many architectural highlights in the Jackson area. Mr. Jansen encouraged the city to develop a map of historical sites and relevant architecture found throughout the City of Hillsdale.

Mr. Brian DuBois discussed the bids received for the Garden/Vine/Mead/Rippon Streets project and noted the high bid results may have been due to the required fringe benefits and prevailing wages. Mr. DuBois noted his company's proposal included many local subcontractors that would benefit the local economy.

Mr. Dennis Wainscott, 34 Garden Street, encouraged Council to approve contracts from local companies for projects in the city. Mr. Wainscott also commended the DPS crew for their response to the recent snow storm.

Mr. Jack McLain, 1445 South Bunn Road, also encouraged the Council and city staff to approve the bid received from DuBois Trucking for the Garden/Vine/Mead/Rippon Streets project. Mr. McLain also questioned if the Comcast franchise fees were designated to certain city projects or to specific departments. Mr. McLain discussed a proposed state law that would require all schools to provide busing for their students. Mr. McLain also encouraged the city to appoint a cross-section of the city's population to the various boards and commissions of the city. Mr. McLain also requested a letter from the city that documented his \$1,100 donation made to the city in November 2017.

City Manager's Report

City Manager Mackie:

1. Stressed the city was reviewing the bid received from DuBois Trucking and Brussee-Brady for the Garden/Vine/Mead/Rippon Streets project and the proposal was still being considered by city staff.
2. Commended the DPS, BPU staff, and Public Safety personnel for their excellent response to the recent snow storm, the plowing of the city streets, and the group effort of everyone involved.

3. Reported himself and Mr. Brett Boyd from the Market House had traveled to Lansing to support proposed legislation concerning economic development initiatives sponsored by Rep. Eric Leutheuser.
4. Stated Assessor Kim Thomas would be interviewed on the next "Community Spotlight" on WCSR Radio on February 27, 2018.
5. Announced he would attend the next "Community Conversations" with County Commissioner Ruth Brown at Rough Draft Coffee House, 42 Union Street, on February 20, 2018 at 1:00 p.m.
6. Invited everyone to attend a special presentation on Oak Wilt Disease on March 1, 2018 at the Hillsdale Community Library.
7. Announced the first tornado siren test for the season would be held on March 5, 2018.


Council Comments

Mayor Stockford thanked Mr. McLain for the \$1,100 donation to the city and stated staff would provide him with documentation necessary for his income taxes. Mayor Stockford noted he had received a parking ticket during the snow emergency, which proved that no one was above the law and immune from abiding by local ordinances in the city.


Adjournment

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 8:55 p.m.



Adam L. Stockford, Mayor



Stephen M. French, City Clerk

