

CITY COUNCIL
121 N CHURCH STREET, HUDSON, MI
REGULAR MEETING
December 05, 2023 at 7:00 p.m.

748002:

The regular meeting was called to order by Mayor Pro Tem Sherry Kirkland at 7:00 pm. in the Council Chambers.

ROLL CALL: PRESENT: Lisa Enerson, Teresa Frantz, Sherry Kirkland, Rick Moreno and Carl Sword

ABSENT: Daniel Schudel and Natalie Loop

ALSO PRESENT: Candy Best, DPW Superintendent Jay Best, City Treasurer Megan Thompson, WWTP Superintendent Josh Mattek, City Auditor Brent Shea, Barb Ireland – Hudson Post Gazette, Ambulance Director Jim Stevens, City Manager Charles Weir and City Clerk Jeaniene McClellan

ORDERS OF THE DAY:

Excuse Absent Members:

748003:

Motion by Lisa Enerson, seconded by Teresa Frantz **to excuse absent members from the meeting.** CARRIED 5-0 by roll call

Setting the agenda:

748004:

Motion by Carl Sword, seconded by Rick Moreno **to approve to add consolidating bank accounts under New Business Item F.** CARRIED 5-0 by roll call

Approval of Minutes of November 21, 2023:

748005:

Motion by Lisa Enerson, seconded by Teresa Frantz **to approve the minutes of November 21, 2023 and place on file.** CARRIED 5-0 by roll call

PUBLIC COMMENT:

No Comments Received

PRESENTATION:**Brent Shea CPA – Audit Report Fiscal Year 2022-2023**

Brent Shea summarized the audit for the meeting. He stated that it is the first time since 2018 the Government Activities has shown a net income since Fiscal Year end June 2018. The ambulance fund balance report that showed a deficit in June 2021 has done been corrected and looks to be in a stable position. This is the first time the utilities fund in over 10 years have shown increase in net position before transfers. Overall the City is finally looking better financially and going forward.

NEW BUSINESS:**Approve: Financial Audit Report for FY 2022-2023:**

Brent Shea, City Auditor, has prepared the financial statement of accounts for the fiscal year period of July 1, 2022 to June 30, 2023. The auditor will review his opinion with the Council.

Council should carefully review the audit findings and give close consideration to the financial position of the City.

748006:

Motion by Lisa Enerson, seconded by Teresa Frantz **approve the audit report for the fiscal year 2022-2023 and place on file.** CARRIED 5-0 by roll call

Approve: 2024 Council and Planning Commission Meeting Dates:

The proposed meeting dates for 2024 was given to Council for their review. These dates must be approved by Council and published in a paper of general circulation. The regular City Council meetings are usually at 7:00 p.m. the first and third Tuesday's of each month, and the regular Planning Commission meetings are at 6:30 p.m. on the fourth Monday of each month.

748007:

Motion by Carl Sword seconded by Rick Moreno **approve the 2024 Council and Planning Commission meeting dates.** CARRIED 5-0 by roll call

Approve: Conditional Use Permit 23-03:

Andrea Hamilton at 607 Grove Street has asked to have a day care at her residence. At the Planning Commission meeting on November 27, 2023, the commissioners approved to forward to Council to pass the Conditional Use Permit 23-03 by voice vote.

A public hearing notice was published and residents within 300 feet of the 607 Grove Street were mailed notices of the conditional use permit request, per the city ordinance.

748008:

Motion by Lisa Enerson seconded by Teresa Frantz **approve the conditional use permit 23-03 to allow a day dare at 607 Grove Street.** CARRIED 5-0 by roll call

Approve: Utility/Public Road Easement Application Form:

D & P Communications will be starting a fiber upgrade city wide 2025 and part of the upgrade they will be placing a larger utility box for the network on the city property on Munson Highway south of M-34 next year (2024). There is no record of an easement being granted to D & P Communications for the equipment that is already in place.

The city does not have an easement application form for businesses / persons requesting an easement on city property. Due to the upcoming project, Mr Weir has drafted the Utility / Public Road Easement application form for the city going forward. This form is modeled after the State of Michigan DNR easement application with changes to meet the city's needs.

The City Planning Commission has reviewed the draft form at the November 27, 2023 meeting and approved it and recommended it to be sent to the City Council for final approval.

748009:

Motion by Lisa Enerson seconded by Carl Sword **approve the Utility or Public Road Easement Application Form and the associated \$100.00 application fee.** CARRIED 5-0 by roll call

Approve: Annual Guideline Resolution for Poverty Exemption:

On November 8, 2023, Governor Whitmer approved and signed Public Act 191 of 2023. The Act amends MCL211.7u, the poverty exemption, and MCL 211.53b, July and December Board of Review qualified errors. The new Act was given immediate effect.

PA 191 amends the poverty exemption to allow local units to grant a 75% partial exemption, in addition to the previously allowed 100%, 50%, and 25%, without prior approval by the State Tax Commission.

748010:

Motion by Lisa Enerson seconded by Rick Moreno **Approve the Resolution adopting the 2024 Annual Guidelines for Poverty Exemptions.** CARRIED 5-0 by roll call

Approve: Consolidating Bank Accounts:

During the Audit it was suggested that we make some changes with our accounts. The first suggestion was to turn over all Museum funds remaining in the General Fund to the Museum. These funds are not considered City owned funds and the City does not have control over them. This is a total of \$14,958.51 from the General Fund as well as have City Employee signatures taken off the remaining 2 CD's.

The ALS has a Membership Fund they use that is not considered City Funds. This account needs taken off the Ledger and turned over to Jim Stevens.

We also have two accounts open that are not used. One is the HPD Abandoned Property account with a balance of \$228.42 and a Public Funds account with a balance of \$1,396.74. It would simplify bookkeeping if we could close out these two accounts and combine them into the General Fund. Both of these accounts have received a dormant fee during the past year due to non-usage.

748011:

Motion by Teresa Frantz seconded by Lisa Enerson **approve to keep the \$14,958.51 here at the City Office to keep paying the bills. Remove the signers from the 2 CD's for the museum and let the historical society have control over the CD's. The ALS membership fund will be handed over to Jim Stevens for him to control. The HPD abandoned property account and the public funds account will be added to the general fund and the two accounts will be closed.** CARRIED 5-0 by roll call

UNFINISHED BUSINESS:

Bills:

Bills to Council
December 5, 2023

Bills to be Approve

Total	\$0.00	
Jones & Henry Engineers	\$8,029.78	DWAM Grant

Bills to be Confirmed

	\$0.00	
Total	\$8,029.78	

748012:

Motion by Carl Sword, seconded by Lisa Enerson **to approve to pay the bills.** CARRIED 5-0 by roll call

Account Balances and Check Register:

Account Balances:

General Fund \$605,215.66

Cemetery Trust Fund	\$ 2,290.86
Major Street Fund	\$208,078.64
Local Street Fund	\$ 68,244.86
Fire Department Fund	\$ 58,627.02
Recreation Fund	\$ 2,590.25
Cemetery Foundation	\$ 23,428.93
Ambulance	\$163,506.20
Community Center	\$ 31,712.06
Income Tax Fund	\$ 93,170.76
Downtown Development	\$ 43,170.76
L D F A	\$ 0.00
Thompson Museum Fund	\$ 58,181.21
Library Fund	\$ 0.00
Thompson Library Fund	\$ 0.00
Museum Fund	\$ 40,532.35
Industrial Park Fund	\$ 17,582.07
2021 Capital Improvement Bond Fund	\$113,322.95
Water and Sewer Fund	\$ 134,154.58
Motor Veh and Equip Fund	\$ 87,038.89
Property Tax Collection	\$ 140.00
Payroll Fund	\$ 2,540.56
Sidewalk Fund	\$ 16,395.07

748013:

Motion by Lisa Enerson, seconded by Rick Moreno **to accept the account balances and check register and place on file.** CARRIED 5-0 by roll call

OTHER BOARDS AND COMMISSIONS:**Planning Commission Minutes dated November 27, 2023:****748014:**

Motion by Lisa Enerson, seconded by Teresa Frantz **to accept Planning Commission minutes dated November 27, 2023 and place on file.** CARRIED 5-0 by roll call

DDA Minutes dated November 14, 2023:**748015:**

Motion by Carl Sword, seconded by Lisa Enerson **to accept DDA minutes dated November 14, 2023 and place on file.** CARRIED 5-0 by roll call

CITY MANAGER'S REPORT:

- Josh Mattek has been officially accepted the WWTP Superintendent position. The city has posted the open WWTP operator position and will be accepting applications until 2:00 pm January 8, 2024.

- Mr Weir had a conversation with Lenawee Now and was informed that the Detroit Regional Partnership (DRP) has a Verified Industrial Properties (VIP) program that assists in marketing industrial properties across the State. There is no initial cost to get the City of Hudson Industrial Park on the list of industrial sites. At some point the City’s industrial park will likely be selected for the three-part marketing process which are identified as: Desktop Diligence, Conceptual Site Planning and Physical Site Studies.
- Fire Chief Tanner advised that it was discovered through the annual DMOT inspection, that the 2003 tanker has a broken leaf spring. The tanker is out of service until it is repaired. Chief Tanner is getting estimates for the repair.
- The dumpster enclosure behind the City Hall was hit by a vehicle and the entire east side of the enclosure was damaged. HPD is investigating and will likely identify the responsible driver with video evidence from the city’s camera system.
- We are working on a grant application through the Michigan Rural Development for SCADA (Supervisory Control and Data Acquisition) equipment for the Water Treatment Plant, Wastewater Treatment Plant and lift stations. SCADA monitors and controls some of the plants processes improving efficiencies in operation and maintenance. The systems at both plants are old and in need of replacement. There is a minimum of a 30% match. \$100,000.00 maximum grant fund max. The grant application is due January 9, 2024, at 3:00 pm. We intend to have the request approved by the Council at the December 19, 2023 meeting. The city currently has \$113,322.95 in the 2021 Capital Improvement Bond Fund is where we suggest the matching funds be pulled from if the city is awarded the grant.

COUNCIL COMMENTS:

ADJOURNMENT:

748016:

Motion by Lisa Enerson, seconded by Rick Moreno to **adjourn the meeting at 7:39 pm**

APPROVED: _____
Sherry Kirkland, Mayor Pro Tem

ATTEST: _____
Jeaniene McClellan, City Clerk