

**CITY COUNCIL
121 N CHURCH STREET, HUDSON, MI
SPECIAL MEETING
February 8, 2022**

747495:

The regular meeting was called to order by Mayor Carmel Camp at 7:00 pm.

ROLL CALL: PRESENT: Carmel Camp, Lee Daugherty, Natalie Loop, Lee Ann Minton,
Rick Moreno, Carl Sword, and Pam Ely
ABSENT: None

ALSO PRESENT: Will Terrill, Dan Schudel, Michael Sessions, Brandon Hudson, Joann
Simmons, Mike Mills, Barb Ireland – Hudson Post Gazette, Ambulance
Director Jim Stevens, City Treasurer Linda Cross, WWTP Superintendent
Ted Hutchison, DPW Superintendent Jay Best & Candi Best, City Manager
Charles Weir, and City Clerk Jeaniene McClellan

Setting the agenda:

747496:

Motion by Lee Daugherty, seconded by Carl Sword **to move item F and G to Items A and B under New Business and then move the rest accordingly.** CARRIED 7-0 by roll call

Approval of Minutes of January 18, 2022:

747497:

Motion by Carl Sword, seconded by Natalie Loop **to approve the minutes from January 18, 2022 and place on file.** CARRIED 7-0 by roll call

PUBLIC COMMENT:

No public comments received.

NEW BUSINESS:

Approve: Purchase of a Power Cot and Lucas Unit:

Due to the fact that the majority of the coverage area we respond to does not have First Response, along with the continued and increasing staff shortages facing the First Responders who respond, we are asking you to authorize the purchase agreement for the following equipment: Lucas Device. This is a mechanical CPR Compression Device which provides quality, continuous compressions while eliminating the need for at least two personnel doing

compressions. Power Cot. Requires only two operators to load an occupied cot from the foot end. With wing rails which expand the surface area, it can accommodate patients up to 870 pounds. The purchase plan is as follows:

**American Rescue Plan Act Eligible
Lucas Device, Power Cot Purchase**

Lucas Device Tier 2 pricing with Demo Power Cot:	
Lucas Device:	\$16,100.21 (-\$ 748.76)
Power Pro Cot:	\$16,567.09 (-\$4659.41)
Service Plan:	\$8,991.20
Total	\$41,658.50

Total Discount: \$5,408.17

Payment Plan: Three Year, paid annually at 0% interest - \$13,886.16

Full service including parts and labor for both devices covered through 2027

2022 Pricing for the same above package: \$49,560.18 (+\$7,901.68)

Total cost this budget year for equipment is \$13,886

\$ 7,544.00 from misc. income towards 1st equipment payment

\$ 6,342.17 from Hillsdale County Capital

\$13,886.17 Total

Leaves a balance of \$2,258.43 in Hillsdale Capital in the 2021-22 budget

The remaining two payments for the equipment will be taken out of the Hillsdale Capital Line Item which increases to \$20,708.56 this year.

747498:

Motion by Natalie Loop, seconded by Carl Sword **approve the purchase of the power cot and lucas unit for \$41,658.50.** CARRIED 7-0 by roll call vote.

Resolution: Budget Amendment Ambulance Fund:

If Council agrees to the purchase of a power cot and the Lucas CPR device, Council will have to approve a budget amendment in the Ambulance Fund under the Hillsdale County Capital Improvement line item. The agenda review form submitted by ALS Director Jim Stevens regarding the purchase, gives a good explanation of how the devices will be paid for over a three year period.

747499:

Motion by Carl Sword, seconded by Pam Ely **approve the Budget Amendment Resolution in the Ambulance Fund, Hillsdale County Capital Improvement Line Item, for Fiscal year 2021-2022.** CARRIED 7-0 by roll call vote.

Accept: Capital Improvement Project Plan for 2022-2028:

As required annually, the Planning Commission approved the 2022-2028 Capital Improvement Project Plan at their January 24, 2022 meeting.

CAPITAL IMPROVEMENT PLAN 2022-2028

BUDGET YEAR	IMPROVEMENT	ESTIMATED COST (INC. GRANTS)
Current FY 21 - 22	Lift Stations Upgrades Water Meter Replacement (Ongoing) Fire Hydrant Replacement (Ongoing) DWAM Grant Service Line Identification Replacement Pump WWTP ALS Equipment (Power Cot / Lucas Device)	\$ 260,000 \$ 30,000 \$ 15,000 \$ 294,000 \$ 18,000 \$ 41,000
22 - 23	Cemetery Expansion Development Street Signage Replacement Local Street Improvements Water Meter Replacement (Ongoing) New Ambulance or Loan Pay Off of Ambulances 3 Phase 40 K W Generator Lead Service Line Identification (Grant Funded) Fire Station Sinking Floor repair	\$ 20,000 \$ 10,000 \$ 19,000 \$ 15,000 \$ 160,000-170,000 \$ 40,000 \$ 300,000 \$ 20,000
23 - 24	N Maple Grove Reconstruction Design (Phase 2) New Patrol Vehicle Water Meter Replacement (ongoing) Local Street Improvements Lead Service Line Replacement I.D. (Grant)	\$ 150,000 \$ 50,000 \$ 15,000 \$ 19,000 \$ 300,000
24 - 25	N Maple Grove Reconstruction (Phase 2) Water Meter Replacement (finish) Local Street Improvements	\$1,000,000 \$ 15,000 \$ 50,000

	Lead Service Line Replacement I.D. (Grant)	\$ 300,000
25 - 26	N Maple Grove Reconstruction (Phase 3)Design/Eng DPW Dump Truck Replacement Lead Service Line Replacement Local Street Improvements	\$ 80,000 \$ 150,000 \$ \$ 50,000
26 - 27	Lead Service Line Replacement Local Street Improvements	\$ \$ 50,000
26 – 27	Lead Service Line Replacement Local Street Improvements	\$ \$ 50,000

Approved by City of Hudson Planning Commission on January 24, 2022

747500:

Motion by Carl Sword, seconded by Natalie Loop **accept the 2022-2028 Capital Improvement Project Plan from the Planning Commission.** CARRIED 6-1 by roll call vote. (Camp, Daugherty, Ely, Loop, Moreno, Sword – yes Minton – no)

Approve: Appoint Will Terrill to the Board of Review:

Carol Davidoff resigned from the Board of Review in January 2022.

We asked a few people if they would like to help and Will Terrill accepted the position. He meets all the requirements to be appointed to the Board of Review and is willing to start training this month for the March meetings.

747501:

Motion by Lee Ann Minton, seconded by Lee Daugherty **appoint Will Terrill to the Board of Review for a 3-year term expiring in December 2024.** CARRIED 7-0 by roll call vote.

Approve: Silversmith GIS Data Service Agreement:

The City has electronic data of the water, waste water systems and the storm drains. This information was collected over the past few years by Fleis and VandenBrink and Jones & Henry while doing various projects. Our DPW and Wast Water staff do not have easy access to this information that would be very beneficial in the field. It would also allow the City to track its assets more accurately and update it in real time. This is the goal when we started looking for a solution.

Jay Beast and Charles Weir have been working on this on and off over the past several months and recently had a meeting with Silversmith Data and they gave us a demonstration of their product. We were impressed with the product and the ease of use.

Over the past few months Mr Weir received two other quotes for the GIS services. One from Jones & Henry and the other from RCAP (Rural Community Assistance Partnership). The cost of each is as follows:

Jones & Henry \$18,000

Initial set up and training. Update information annually. Does not include hardware and cellular service.

RCAP \$2,639.52

Initial set up and year fee. Update information annually. Does not include hardware and cellular service.

Silversmith Data \$3,750.00

Initial set, annual fee (\$1,850.00) hardware and cellular service. Real time data updates.

747502:

Motion by Carl Sword, seconded by Natalie Loop **approve the Service Agreement with Silversmith Data for GIS services for the City of Hudson, and authorize the City Manager to sign the contract.** CARRIED 7-0 by roll call vote.

Approve: Control Panel Cabinet for Lift Station Improvements:

As part of the improvements made at the lift stations on South Church Street and Sunrise Meadows, two new electrical control panel cabinets will need to be purchased to house the new control panels. The cabinets will be made of stainless steel and are expensive. Ted has provided three quotes for the new cabinets.

USA Blue Book \$9,325.15 each

Gordon Reliability \$6,252.98 each

Metal Methods Manufacturing \$5,500.00 each

Metal Methods Mfg. is a local company out of Morenci. They are the most reasonable in price and there will be no shipping charges. These cabinets will be custom built to our specific needs.

747503:

Motion by Carl Sword, seconded by Natalie Loop **approve the purchase of two stainless steel cabinets from Metal Methods Manufacturing for \$5,500.00 a piece, with funds from the 2021 Capital Improvement Bond funds.** CARRIED 7-0 by roll call vote.

Approve: Wood Benches for Downtown Business District:

City Manager, Charles Weir was approached by members of the Chamber of Commerce about putting four benches in the downtown area. He has spoken with Dan Rogers of the Hudson Center for Science and Industry (CSI) and he advised that the students at the center would build and maintain the benches. The benches would be placed in the Spring and removed over the winter season. The benches would have the City official logo on them. There will be no cost to the City.

The Planning Commission looked at the photos and approved of the design but requested that a back be put on the benches. The benches would give pedestrians a few more spots to sit while walking downtown and would be a great way for local students to support their community and showcase their talents.

747504:

Motion by Natalie Loop, seconded by Pam Ely **approve the fabrication and placement of wood benches in the Downtown Business District.** CARRIED 6-1 by roll call vote. (Camp, Daugherty, Ely, Loop, Moreno, Sword – yes Minton – no)

Approve: City Treasurer Role:

Due to the work load of the Treasurer and administrating the City Income Tax, Linda has expressed an interest in stepping away from the Treasurer's position and focus on the City Income Tax and resume her duties as Deputy Clerk. By her ability to devote more time to the City Income Tax will benefit the City with more outstanding revenue, and allow her to assist Jeaniene with City Clerk duties.

City Manager Charles Weir, met with Brandon Hudson and Michael Sessions along with Office Staff and Brandon Hudson and Michael Sessions have agreed to take on the City Treasurer duties part-time. They would average around a combined 25-30 hours a week on the duties and would be in the office on select day (Michael on Fridays; Brandon possibly on Tuesdays, though he is still working details out with his primary employer – the Village of Blissfield). They would be considered part-time employees and would only draw a wage from the City of Hudson, and no other fringe benefits. They would receive \$30.00 an hour since they aren't receiving fringe benefits. They both know the City's financials in great detail and their expertise has played a big part in the City's financial recovery.

In terms of work, the following would be split between the two (2) of them:

Brandon Hudson

Tax Disbursement, Tax Questions, and Administration of Tax Roll: Done every 15 days from July until March; will also answer relevant tax questions that are given to him; will also administer the tax roll.

Bank Transfers: Done whenever.

Bank Reconciliations: Done monthly.

Review of Daily Deposits: A review of staff daily deposits will occur each day by Brandon Hudson is in the office to ensure that the daily deposits are done right.

General Ledger Entries: Done when needed

Annual Audit: Will prepare and be present for annual audit.

Payroll Taxes & Reports: Will complete payroll taxes and reports.

Michael Sessions

Accounts Payable: Done weekly.

Budget: Creation of the municipal budget on behalf of the administration and providing budget updates to the municipality; creation of budget amendments, if need be.

Cash Flow: Tracking and advising on cash flow for various accounts and providing a monthly update on this status.

Review of Daily Deposits: A review of staff daily deposits will occur each day by Michael Sessions is in the office to ensure that the daily deposits are done right.

General Ledger Entries: Done when needed.

There, of course, will be more work that will be done by both depending on the projects that are going on at that time. They will also be used to advise on various projects, as the City Manager sees fit.

There is a substantial savings by going with this setup, as a full-time employee would need to be provided with fringe benefits. This setup will save the municipality anywhere between \$30,000.00 to \$40,000.00 a year.

In terms of titles, Brandon Hudson would be the City Treasurer and Michael Sessions would be Deputy City Treasurer.

747505:

Motion by Natalie Loop, seconded by Carl Sword **approve the staffing plan for the City Treasurer position.** CARRIED 5-2 by roll call vote. (Camp, Ely, Loop, Moreno, Sword – yes Daugherty, Minton – no)

Approve: Pay Stipend for Employees:

In an order to offset the cost of inflation and to provide an incentive to our employees, we are proposing a \$1.00 an hour pay stipend for employees of the Administrative Department, Department of Public Works (DPW), Police Department, EMS, and Wastewater. The cost of the stipend is the following:

Administrative Department = \$2,760.00 (City Manager will not be taking this benefit)

DPW = \$4,600.00

Police Department = \$3,864.00

EMS = \$11,952.00

Wastewater = \$1,840.00

Total = \$25,016.00

The stipend is being asked to be given retroactive to January 16, 2022. There would be budget amendment for each fund that would been to be completed at a later date, however, each fund will be able to withstand this increase, as the amended budget approved back in November 2021 had projected an excess of revenue all around.

747506:

Motion by Pam Ely, seconded by Rick Moreno **approve a \$1.00 an hour stipend for employees of the Administrative Department, DPW, Police Department, EMS, and Wastewater.** CARRIED 5-2 by roll call vote. (Camp, Ely, Loop, Moreno, Sword – yes Daugherty, Minton – no)

UNFINISHED BUSINESS:

Bills:

Bills to Council
February 8, 2022

Bills to be Approved

Renius & Renius	\$1,512.50	January 2022 Assessing Fee
Etna	\$1,960.00	14 - 3/4" IPERL 1,000 gal meters
Jones & Henry Engineers LTD	\$3,360.29	DWAM Grant Engineer services
Innovative Software Services Inc	\$3,824.55	Income Tax Software - One year service and support contract
MML Worker's Compensation Fund	\$6,134.00	#4 installment on the Policy Premium

Total \$16,791.34

Bills to be Confirmed

Lincoln Life	\$1,140.73	Employee Life Insurance - February 2022
Michigan Gas Utilities	\$1,054.50	WWTP - January 2022 Statement
Modern Waste Systems	\$9,762.55	January 2022 Refuse
City of Adrian	\$10,998.60	SCBA Grant Match Portion
D & P Communications	\$1,236.98	February 2022 Statement (all dept's - internet, phone, tv)
Detroit Salt Company	\$2,545.42	51.35 Tons of Rock Salt @ \$49.57 per ton
Spencer Manufacturing	\$1,682.39	10 - 5" LDH, 100' lengths (replaced by Consumers)
Total	\$28,421.17	

747507:

Motion by Rick Moreno, seconded by Carl Sword **to pay the bills.** CARRIED 7-0 by roll call vote

Account Balances & Check Register:

Account Balances:

General Fund	\$218,785.70
Cemetery Trust Fund	\$ 2,262.45
Major Street Fund	\$ 89,823.57
Local Street Fund	\$ 95,758.46
Fire Department Fund	\$ 33,032.26
Recreation Fund	\$ 6,018.40
Cemetery Foundation	\$ 26,958.17
Ambulance	\$ 54,803.57
Community Center	\$ 16,916.10
Thompson Museum Fund	\$ 57,662.33
Library Fund	\$ 12,047.65
Thompson Library Fund	\$ 0.00
Museum Fund	\$ 42,079.27
Downtown Development	\$ 8,699.36
Industrial Park Fund	\$ 14,651.52
L D F A	\$ 0.00
2021 Capital Improvement Bond Fund	\$256,479.16
Sidewalk Fund	\$ 2,565.98
Utilities Fund	-\$155,566.53)

Motor Veh and Equip Fund	\$209,473.52
Property Tax Collection	\$135,852.72
Income Tax Fund	\$122,698.20
Payroll Fund	\$ 48,535.28

747508:

Motion by Carl Sword, seconded by Natalie Loop **to accept the Account Balances & Check Register and place on file.** CARRIED 7-0 by roll call vote

Revenue Expenditure Report:**747509:**

Motion by Carl Sword, seconded by Rick Moreno **to accept the Revenue Expenditure Report and place on file.** CARRIED 7-0 by roll call vote

Department Head Reports:**747510:**

Motion by Rick Moreno, seconded by Pam Ely **to accept the Department Head Reports and place on file.** CARRIED 7-0 by roll call vote

MINUTES FROM OTHER BOARDS AND COMMISSIONS:**Planning Commission minutes dated November 22, 2021:****747511:**

Motion by Carl Sword, seconded by Rick Moreno **to accept the Planning Commission minutes dated November 22, 2021 and place on file.** CARRIED 7-0 by roll call vote

MANAGER'S REPORT:

- City Manager, Charles Weir still has not heard from Michigan Treasury regarding the Deficit Elimination Plans or the Corrective Action Plan that have been submitted.
- Maple Grove Cemetery Lawn Mowing Bid Invitation has been posted.
- City staff will start sending out notices to residents for the random lead service line identification process under the DWAM Grant. DPW will start inspecting the lead service line identifications inside the residences and businesses from the random list after the notices are sent out. We are asking the property owners to contact City Hall to coordinate the inspections.
- Jeaniene and the City staff have completed the updating of the Maple Grove Cemetery records. The Cemetery records were unorganized and some of the records were missing and required a lot of research. The staff started the process in 2013. There are 9,306 graves in the Maple Grove Cemetery. A job well done.

- Charles Weir attended the Lenawee Now Stakeholders meeting on Tuesday. Representatives from the Michigan Economic Development Corporation, Detroit Regional Partnership, Michigan Works Southeast were present and gave updates in their respective offices. Overall the meeting was positive regarding growth of the Michigan economy in our region.
- Mr Weir would like to have a Council of the Whole meeting again at the Hudson Fire Department the first week of March to prepare for the new budget. He believes this will be beneficial with developing the 2022-2023 budget.
- Mr. Weir has obtained a list of structural engineers from our Building Inspector Ray Taylor, to have them come out and check the sinking floor problem in bay #1 in the Fire Station. He will set up a date and time for one of them to come on site and access the situation.

COUNCIL COMMENTS:

ADJOURNMENT:

747512:

Motion by Pam Ely, seconded by Rick Moreno to **adjourn the meeting at 8:47 pm**

APPROVED: _____
Carmel Camp, Mayor

ATTEST: _____
Jeaniene McClellan, City Clerk