

**CITY COUNCIL
121 N CHURCH STREET, HUDSON, MI
REGULAR MEETING
October 18, 2022**

747703:

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

ROLL CALL: PRESENT: Carmel Camp, Lee Daugherty, Pam Ely, Natalie Loop, Rick Moreno, Bruce VanWieren and Carl Sword

ABSENT: None

ALSO PRESENT: John Irvine, Ashley Hanson-Grimes, Dave Sheely, Will Terrill, Daniel Schudel, Tyler & Lexi Mattison, DPW Superintendent Jay Best, WWTP Superintendent Ted Hutchison, City Manager Charles Weir, and City Clerk Jeaniene McClellan

ORDERS OF THE DAY:**Setting the Agenda:****747704:**

Motion by Rick Moreno, seconded by Carl Sword **to add Purchase Auto Read Gun for the Utility Meters as Item C, SRF Grant as Item D and then Move Executive Session to E under New Business.** CARRIED 7-0 by roll call

Approval of Minutes of October 4, 2022:**747705:**

Motion by Carl Sword, seconded by Natalie Loop **to approve the minutes from October 4, 2022 and place on file.** CARRIED 7-0 by roll call

PUBLIC COMMENT:

Ashley Hanson-Grimes introduced herself to Council and the member of the audience for the District Court Judge. She is on the November 8th ballot running against Todd Morgan.

Lexi Mattison asked Council to finish the process of vacating the street named Cedar Street. The property her and her husband are buying has a property tax description that included Cedar Street. Sometime back around 1985 the street was given to the present property owner.

NEW BUSINESS:**Approve: Uniform Chart of Accounts Update:**

The State of Michigan Treasury is requiring that all local units of government update the Uniform Chart of Accounts. This will need to be done before this fiscal year end. Due to the amount of work involved with this, many local units of government hire outside contractors to do the work.

Treasurer Megan Thompson stated working on this and found quickly that it would be a long difficult process. Brandon Hudson who was the city's part-time treasurer before Megan was hired, advised that he did the Village of Blissfield, and it took him several months to complete.

Plante & Moran has done the work for several Michigan local units of government. Mr Weir contacted Plante & Moran and they advised they are very busy with other local units with their updates. Plante & Moran advised that they need a signed agreement to schedule the work to be done. Due to the amount of work they have scheduled already, it would be behoove the city to get scheduled as soon as possible.

Mr Weir provided the Council the information from the Michigan Department of Treasury and the agreement with Plante & Moran to do the Uniform Chart of Accounts work. In the agreement the estimated cost for the work to be done is \$5,000.00 - \$6,000.00. When he attended the Managers Conference earlier this year and the managers he spoke with advised that it is money well spent.

General Funds Miscellaneous will be utilized to cover the expense. Current balance in the two miscellaneous funds is \$16,465.31.

747706:

Motion by Carl Sword, seconded by Bruce VanWieren **approve the Profession Service agreement with Plante & Moran to update the Uniform Chart of Accounts for the city and authorize the City Manager to sign the agreement.** CARRIED 7-0 by roll call vote.

Approve: Vehicle Repairs for the 2011 Charger City Vehicle:

The 2011 Charger has a bad radiator and thermostat. The cost of the repairs through CR Motors is just over \$1,200.00. CR Motors has been servicing the vehicle since the city bought it new in 2011.

The motor vehicle fund repair and maintenance line currently has \$24,755.83 to cover the expense.

747707:

Motion by Natalie Loop, seconded by Pam Ely **approve the cooling system repairs on the 2011 Dodge Charger for \$1,200.00 by CR Motors.** CARRIED 7-0 by roll call vote.

Approve: Purchase of an Auto Read Gun:

The current auto read gun the City uses for the water meter has stopped working over a month ago and Etna has stated the gun is too old and can not be repaired. The City Staff has been using a loaner from Etna but we need to replace the gun in order to get actual reads every month.

747708:

Motion by Natalie Loop, seconded by Pam Ely **approve the purchase of an Auto Read Gun from Etna in the amount of \$2,300.** CARRIED 7-0 by roll call vote.

Discuss: SRF Grant:

Mr Weir has been notified that if the City would like to have their name in for a possible grant for the infrastructure, we need to have it filed by November 1st. For this process it will not cost the City any money, this is only to get our name into the grant application.

Executive Session: OMA Sec. 8 (a) City Manager Performance Evaluation:

Mr. Weir has submitted a written request to enter into Executive Session in order to complete this year's performance appraisal. He understands that after leaving Executive Session, Council usually entertains a motion in Regular Session to characterize the City Manager's overall performance as either Satisfactory or Unsatisfactory.

747709:

Motion by Bruce VanWieren, seconded by Rick Moreno **to enter into Closed Session pursuant to OMA Section 8 (c) for the City Manager's Performance Appraisal.** CARRIED 7-0 by roll call vote.

**Entered executive session at 7:24 pm.

**Returned to open session at 7:48 pm.

747710:

Motion by Bruce VanWieren, seconded by Rick Moreno **Mr Weir Performance Appraisal is a Satisfactory Rate.** CARRIED 7-0 by roll call vote.

747711:

Motion by Bruce VanWieren, seconded by Pam Ely **to give Mr Weir a \$500 Performance Bonus and effective October 18, 2022 he will receive an \$1.00 more a hour plus 3% cost of living .** CARRIED 7-0 by roll call vote.

UNFINISHED BUSINESS:**MERS Retirement:**

Council has had presentations from the city's current employee retirement services provider, Mission Square and from tentative provider MERS. Council wanted feedback from the employees before deciding. Mr Weir advised Council that the information was given to the Department Heads to pass on to the employees during this process. He had only a few employees ask a few questions that were answered. No major concerns noted from the employees.

He checked the performance of the city's funds for the month of September and the MERS funds still were outperforming Mission Squares. Again, a reminder that the expense ratio to manage the funds is 1/3 of the cost compared to Mission Square costs. With MERS there is no quarterly billing fee of \$125.00 that Mission Square is currently billing the city.

If Council approves the change to MERS, the process of transferring the funds will take place and be completed around the first of the year. Mission Square will charge a fee for the transfer, but MERS advised that they take care of the fees for the transfer process.

Mr. Weir provided Council with the resolutions and agreement documents that require his signature to move forward. Council has seen these document previously and the only changes are the dates on the documents.

747712:

Motion by Lee Daugherty, seconded by Carl Sword **approve the resolutions to move the city retirement 401 and 457 plans to Municipal Employees Retirement System (MERS) from Mission Square and authorize the City Manager to sign the agreements on behalf of the city.** CARRIED 7-0 by roll call vote.

Bills:

Bills to Council
October 18, 2022

Bills to be Approve

Total	\$0.00
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Bills to be Confirmed

Hillsdale County Inspections	\$1,685.00	August 2022 Inspections
Detroit Salt Company	\$2,970.58	Rock Salt – Pre Fill
Detroit Salt Company	\$2,515.18	Rock Salt – Last year’s contract
Jackson Truck Service	\$1,858.29	DPW Truck Repairs
Unique Paving Materials	\$2,185.02	Cold Mix
Consumers Energy	\$2,809.51	WWTP Electrical
Consumers Energy	\$1,949.35	WTP Electrical
Brady Sand & Gravel	\$107,789.00	Washington & Aldrich St
BS & A Software	\$8,820.00	GL, AP, CR & Payroll Program Charges
Jones & Henry Engineers	\$4,166.29	DWAM Grant
All Seasons	\$4,500.00	Water Service
Haviland	\$1,651.20	Treatment Chemicals
Consumers Energy	\$1,653.83	Street Lights Electrical
BS & A Software	\$1,453.00	UB, AI & Assessing Program Charges
Total	\$146,006.25	

747713:

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

Account Balances & Check Register:**Account Balances:**

General Fund	\$510,341.19
Cemetery Trust Fund	\$ 2,262.45
Major Street Fund	\$170,785.16
Local Street Fund	\$121,797.02
Fire Department Fund	\$ 81,824.67
Recreation Fund	\$ 3,860.25
Cemetery Foundation	\$ 42,325.03
Ambulance	\$ 50,826.25
Community Center	\$ 15,210.77
Thompson Museum Fund	\$ 57,662.33
Library Fund	\$ 0.00
Thompson Library Fund	\$ 0.00
Museum Fund	\$ 40,209.52
Downtown Development	\$ 43,670.76
Industrial Park Fund	\$ 11,105.69
L D F A	\$ 0.00
2021 Capital Improvement Bond Fund	\$112,082.42
Sidewalk Fund	\$ 2,565.98
Utilities Fund	\$299,809.20
Motor Veh and Equip Fund	\$215,275.26
Property Tax Collection	\$ 11,389.00
Income Tax Fund	\$ 57,596.60
Payroll Fund	\$ 2,956.30

747714:

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

Revenue Expenditure Report:**747715:**

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

Department Head Reports:**747716:**

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

MANAGER'S REPORT:

- Mr Weir spoke with Andy Campbell of Bakertilly Municipal Advisors about the State Revolving Fund grant opportunities over the next 3-5 years with the federal funding dollars that will be available and the process of applying for funding of water and sewer projects. He also was consulting with Jones & Henry Engineers who the city is currently involved with the Drinking Water Asset Management (DWAM) Grant about the process. The city will have to identify projects and will need assistance from engineering with the process and submit an Intent to Apply document to get the application process started.
- ALS Director Jim Steven and Charles Weir are working with the USDA on possible grant funding for another ambulance. Jim advised that build times for ambulance several months out and may have trouble getting bids for a build. If a USDA grant was awarded it would be 15% up to 35% of the total cost depending on the blended median household income of the Hudson Ambulance Service area.
- Monroe Valuation was on site for the commercial property appraisal on Friday October 7th. We should have the completed appraisal mid to late next week.
- WWTP Ted Hutchison, Operator Josh Mattek and Charles Weir have been in discussion on the possibility and feasibility of hiring another full time WWTP operator. They have been understaffed for several years and Ted gave Mr. Weir a copy of a 2007 DEQ inspection report of the WWTP. In the report the DEQ made the recommendation to hire another WWTP operator immediately, which did not happen.
- There is a meeting scheduled with Lenawee Now at Adrian College November 14th that Charles Weir will be attending along with other local officials regarding economical development County wide. Locally Mr. Weir have been talking with other Hudson entities and individuals that would like to be more aggressive in pursuing economic development opportunities for the City of Hudson. The city has contributed to Lenawee Now but has not over the past two years. He will be following up with Council with consideration to contribute again. He will have Lenawee Now meet with Council soon.

COUNCIL COMMENTS:**ADJOURNMENT:****747717:**

Motion by Lee Daugherty, seconded by Rick Moreno to **adjourn the meeting at 8:25 pm**

APPROVED: _____
Carmel Camp, Mayor

ATTEST: _____
Jeaniene McClellan, City Clerk