

CITY COUNCIL
121 N CHURCH STREET, HUDSON, MI
PUBLIC HEARING
October 17, 2023 at 7:00 P.M.

CALL TO ORDER:

ROLL CALL:

ORDERS OF THE DAY:

- A. 800 N Maple Grove Ave – Conditional Use Permit

ADJOURN SINE DIE:

CITY COUNCIL
121 N CHURCH STREET, HUDSON, MI
REGULAR MEETING
October 17, 2023 (Immediately Following Public Hearing)

AGENDA

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. PLEDGE OF ALLEGIANCE**
- IV. ORDERS OF THE DAY**
 - A. Excuse Absent Members(s)
 - B. Setting the Agenda
 - C. Approval of Minutes of October 3, 2023
- V. PUBLIC COMMENT**
- VI. NEW BUSINESS**
 - A. Approve: 800 N Maple Grove Ave – Conditional Use Permit
 - B. Approve: City Credit Card Use
 - C. 2nd reading 403-23 Amending Fence Ordinance
 - D. Discuss: Employee Health Plan Renewal
 - E. EXECUTIVE SESSION: OMA Sec. 8 (a) City Manager Performance Evaluation
- VII. UNFINISHED BUSINESS**
 - A. Bills
 - B. Account Balances and Check Register
 - C. Department Head Reports

VIII. CITY MANAGER'S REPORT

IX. COUNCIL COMMENTS

X. ADJOURNMENT

Jeaniene McClellan, City Clerk

**** MINUTES FOR THIS MEETING WILL BE AVAILABLE AT HUDSON CITY OFFICE ****
**** 121 N. CHURCH STREET, HUDSON, MI 49247 ****

NOTE: Anyone planning to attend the meeting who has a need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the city clerk's office at (517) 448-8983 forty-eight (48) hours prior to the meeting. Staff will be pleased to make the necessary arrangements to provide necessary reasonable accommodations.

**CITY COUNCIL
121 N CHURCH STREET, HUDSON, MI
REGUALR MEETING
October 3, 2023 at 7:00 p.m.**

747952:

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

ROLL CALL: PRESENT: Carmel Camp, Lisa Enerson, Sherry Kirkland, Rick Moreno, Daniel Schudel and Carl Sword

ABSENT: Natalie Loop

ALSO PRESENT: Brian Leibrandt and Steve Witte – Tractor Supply Company, Kari Hickman, George Race, Bruce VanWieren, Richie Wheaton, Lisa Whitehead, Maddy Whitehead, Carolyn Halliwill, Sara Schudel, Barb Ireland – Hudson Post Gazette, DPW Superintendent Jay Best, City Manager Charles Weir and City Clerk Jeaniene McClellan

ORDERS OF THE DAY:

Excuse Absent Members:

747953:

Motion by Sherry Kirkland, seconded by Rick Moreno to approve to excuse Natalie Loop from the meeting. CARRIED 6-0 by roll call

Approval of Minutes of September 5, 2023:

747954:

Motion by Carl Sword, seconded by Daniel Schudel to approve minutes of September 5, 2023 and place on file. CARRIED 6-0 by roll call

PUBLIC COMMENT:

Barb Ireland – Trick or Treating needs to be on October 31st.

Carolyn Halliwill - Trick or Treating needs to be on October 31st.

Lisa Whitehead - Trick or Treating needs to be on October 31st.

Kari Hickman – would like to have a retail store at her property “Hometown Vintage”, she did ask the Planning Commission but they turned her down because of the ordinance the City has. She is asking Council to reconsider the ordinance to allow people to have retail at their homes.

NEW BUSINESS:

Approve: Halloween Trick or Treat Time:

Halloween falls on a Tuesday this year. In the past several years we had Trick or Treating on the Saturday before Halloween so the kids would not have to get up for school the next morning.

The feed back from people is about 50 – 50 to keep on a Saturday. The 50% feels that Halloween is on the 31st period and that should be when trick or treating should be.

The time will remain the same from 5:30 pm to 7:30 pm.

747955:

Motion by Carl Sword, seconded by Sherry Kirkland **approve Trick or Treating to be on October 31, 2023 from 5:30 pm to 7:30 pm and have Trick or Treating permanently on October 31st.** CARRIED 5-1 by roll call (Camp, Enerson, Kirkland, Moreno, Sword – yes Schudel – no)

Approve: Hudson High School Homecoming Parade:

The Hudson High School Homecoming Parade will be held on Friday, October 13th. The parade line-up will originate on Tiffin Street at approximately 5:45 p.m. The parade will commence west on M-34 to US-127 turning north on US-127, and continue north to Tiger Drive at Thompson Field.

An advanced notice of permitted activity will be sent to MDOT for permission to close Main Street for the duration of the parade. We request that Council authorize “no parking” in the 200 and 300 block of W. Main Street from approximately 5:30 pm to 6:30 pm for the parade. This will allow for a safer environment for the children and others attending the parade. Allowing parking on Main Street causes people to stand in between the cars and/pr on the inside of the cars in the parade route.

If Council authorizes “no parking” in the 200 and 300 block of W. Main Street for the parade, DPW and HPD will take care of setting up and removing the appropriate barricades. In the event that parking can be opened up sooner than 6:30 pm, they will do so.

747956:

Motion by Daniel Schudel seconded by Rick Moreno **authorize “No Parking” in the 200 and 300 block of W. Main Street from 5:30 pm until 6:30 pm on Friday, October 13, 2023 from the Hudson High School Homecoming Parade.** CARRIED 6-0 by roll call

Approve: Rezoning Request: 458 Cross Street:

The Planning Commission voted on Monday, September 25th to recommend that Council approve a request from CBE LLC to rezone the property at 458 Cross Street from Office to Highway Commercial.

During the meeting there were no objections received. The request is being submitted to the City Council, acting as the Zoning Board of Appeals. Attached for Council's review is a copy of the Rezoning Request as well as the relevant Zoning Ordinance and supporting documents.

747957:

Motion by Lisa Enerson seconded by Daniel Schudel **approve the rezoning at 458 Cross Street from Office to Highway Commercial.** CARRIED 6-0 by roll call

Approve: Site Plan 458 Cross Street:

The Planning Commission voted on Monday, September 25th to recommend that Council approve the site plan for Tractor Supply Company at 458 Cross Street.

During the meeting there were no objections received. The plan is being submitted to the City Council. Attached for Council's review is a copy of the blue prints as well as the supporting documents.

747958:

Motion by Sherry Kirkland seconded by Daniel Schudel **approve the Site Plan for Tractor Supply Company at 458 Cross Street.** CARRIED 6-0 by roll call

Approve: 1st Reading – Ordinance 403-23 Amending Fence Ordinance:

At the Planning Commission meeting on September 25, 2023, the board members agreed to have the fence ordinance amended instead of doing a variance request.

At 458 Cross Street, Tractor Supply Company would like to have a 16 foot fence on the north side of the property. The amendment would read as follows; "Fences in the commercial and industrial districts in certain situations where greater height may be necessary for screening and security purposes, may be approved by the city."

The amendment would be under section 19-128 (c) Requirements: (3).

747959:

Motion by Daniel Schudel, seconded by Rick Moreno **approve the first reading and waive the actual reading of Ordinance No. 403-23, amending the Fence Ordinance under Section 19-128.** CARRIED 6-0 by roll call

UNFINISHED BUSINESS:

Bills:

Bills to Council
October 3, 2023

Bills to be Approve

	0.00	
Total	\$0.00	

Bills to be Confirmed

Stevens	\$10,597.00	Monthly Contract
Nofziger Door Sales	\$13,500.00	DPW Door
Kenn Feld Group	\$11,237.69	Fire Battery Donation purchase
Nickel & Staph	\$12,690.65	2 nd Installment on Package
Nickel & Staph	\$11,732.35	2 nd Installment on Property
Total	\$59,757.69	

747960:

Motion by Lisa Enerson, seconded by Rick Moreno to approve to pay the bills. CARRIED 6-0 by roll call

Account Balances and Check Register:

Account Balances:

General Fund	\$539,620.79
Cemetery Trust Fund	\$ 2,290.86
Major Street Fund	\$190,141.47
Local Street Fund	\$ 59,797.08
Fire Department Fund	\$152,388.92
Recreation Fund	\$ 2,820.86
Cemetery Foundation	\$ 11,444.47

Ambulance	\$173,432.50
Community Center	\$ 28,464.73
Thompson Museum Fund	\$ 58,083.80
Library Fund	\$ 0.00
Thompson Library Fund	\$ 0.00
Museum Fund	\$ 40,272.18
Downtown Development	\$ 43,170.76
Industrial Park Fund	\$ 17,447.63
L D F A	\$ 0.00
2021 Capital Improvement Bond Fund	\$112,456.63
Sidewalk Fund	\$ 16,269.77
Utilities Fund	\$399,798.12
Motor Veh and Equip Fund	\$ 85,089.68
Property Tax Collection	\$ 28,555.56
Income Tax Fund	\$ 85,409.13
Payroll Fund	\$ 7,522.73

747961:

Motion by Daniel Schudel, seconded by Rick Moreno to accept the account balances and check register and place on file. CARRIED 6-0 by roll call

MINUTES FROM OTHER BOARDS AND COMMISSIONS:**Planning Commission minutes dated September 25, 2023****747962:**

Motion by Carl Sword, seconded by Rick Moreno to accept the Planning Commission minutes dated September 25, 2023 and place on file. CARRIED 6-0 by roll call

CITY MANAGER'S REPORT:

- The school resource officer position has not been filled yet. Hudson Area Schools and Chief Keck are still looking for a qualified person to fill the position. Chief Keck does have a couple applicants to possibly fill some open officer positions at HPD.
- During the Industrial Park water tower cleaning and inspection, it was discovered that there is a part involving the cathodic protection system that needs some repair. It is still working but will need to be fixed the next time the tank is drained. The leaking pipe inside of the tank I mentioned July 18th was investigated further and will have to be replaced. We should have a cost estimate for the replacement before the October 18th Council meeting.
- The Habitat for Humanity Rock the Block was a success. Three properties on Grove, Lafayette and Oak Street took part in the Rock the Block program this year. Habitat for Humanity will be back in Hudson again next year. Property owners will have another opportunity then to get assistance with cleaning up and minor repairs to their properties.
- Mr Weir has been advised by EGLE that the city did not qualify for the DWSRF this round. Even though the city did not qualify for the CWSRF or the DWSRF grant, the project plan by Jones and Henry can be used to reapply over the next five years. We have a meeting scheduled October 6th

with Bakertilly, the city's municipal advisor, to look at possible funding opportunities with the USDA as another funding option.

- City receptionist Kris Eschedor is attending grant writing training to assist the city with future grant opportunities. Kris has some grant writing experience. She is also very good at research, correspondence and creating professional documents.
- The cemetery maintenance building has been repainted by two dedicated city employees Jeaniene McClellan and Linda Cross. The upper windows on the north and south end of the building will have to be replaced due to dry rot. We have purchased the replacement windows and will be putting them in soon. The replacement windows were \$50.00 each.
- Dangerous structures update:
 1. 225 Grove Street, the city attorney is filing an Affidavit and Default with the Court and once that is entered, he will then file a Motion to enter an order for the property to be brought into compliance.
 2. 218 Grove Street, the city attorney has filled a Summons and Complaint with the Circuit Court and the property owner will be served with a notice and have 21 days to respond to the Court, with a hearing scheduled for January 8, 2024.
 3. 109 Mechanic Street, the city attorney is filing a Summons and Complaint with the Circuit Court due to very little to no cleanup of the property by the owner. We do not know if the property was sold at auction at this point. We have sent an email to the property owner.
- The concrete floor in the Fire Department has been poured and is expected to be back in service next week.
- The automatic renewal of the City Manager Contract will be renewed December 7, 2023. Per the contract, the contract will be renewed for successive one-year periods. Per Section 2 (b) Mr Weir is to notify the Council of the automatic renewal date in writing. Please accept this as written notification.

COUNCIL COMMENTS:

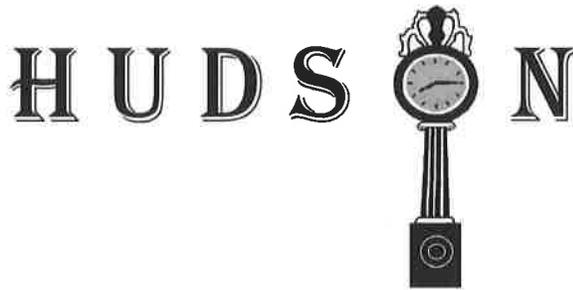
ADJOURNMENT:

747963:

Motion by Lisa Enerson, seconded by Rick Moreno to **adjourn the meeting at 7:58 pm**

APPROVED: _____
Carmel Camp, Mayor

ATTEST: _____
Jeaniene McClellan, City Clerk



AGENDA ITEM
REVIEW FORM

<u>ITEM:</u> APPROVE: Conditional Use at 800 N Maple Grove	<u>SUBMITTED BY:</u> Charles Weir
<u>ACTION REQUESTED:</u> Grant the conditional use at 800 N Maple Grove Ave for a Vintage and Décor Store	<u>DEPARTMENT:</u> City Manager <u>DATE:</u> October 17, 2023
<u>SUMMARY:</u> Kari Hickman asked the Planning Commission at their last meeting on Monday, September 25th to have the retail store at their old home at 788 N Maple Grove Ave. The Planning Commission advised her they could not approve the request since that would be spot zoning. Mrs. Hickman appeared before the City Council at the October 3, 2023, Council meeting and under public comment addressed the Council about changing the ordinance or re-consider her request. The Council instructed me to look into it further. The 800 N Maple Grove location is where her family resides, and we could use a building on the property to have the store and she is between two businesses now. The planning commission wanted her to have the store in the downtown area, but she would have to rent space that is not economically feasible for her at this time. After that meeting the city staff found 14 different suspected businesses in the residential zoning district where residents have started their own home business. Some are retail, most are service oriented. Searching local records, most of them I do not believe followed the conditional use permit process. Many of the existing businesses in these neighborhoods have not caused a noticeable disruption in their respective neighborhoods. A public hearing notice was published and residents within 300 feet of the 800 N. Maple Grove address were mailed notices of the conditional use permit request, per the city ordinance. Sec. 19-135.1 gives the City Council the authority to grant conditional use permits after review and recommendation by the planning commission.	
<u>RECOMMENDATION:</u> Approve the conditional use permit to allow the Vintage and Décor Store at 800 N Maple Grove Avenue.	
<u>SIGNATURE:</u> 	<u>TITLE:</u> City Manager



October 6, 2023

Resident and/or Property Owner

Re: 800 N Maple Grove – Vintage & Decor

On October 17, 2023 the City of Hudson will have a public hearing on 800 N Maple Grove Ave for the purpose of conditional use permit request. Kari Hickman is requesting to have a Vintage and Décor store on her property.

Sincerely,

Jeaniene McClellan
City Clerk

CITY OF

H U D S O N



121 North Church St.
Hudson, MI 49247
Phone: 517-448-8983
Fax: 517-448-7339

NOTICE OF PUBLIC HEARING

The Council will be holding a public hearing on Tuesday, October 17, 2023 at 7:00 p.m. at the Hudson City Office. The purpose of this hearing is to hear comments and review the Conditional Use Permit for 800 N Maple Grove Avenue, Hudson MI. The request is for a Vintage & Décor store.

Jeaniene McClellan
City Clerk

Sec. 19-63. - Residential districts.

(a) *Single-family residential district.*

- (1) *Purpose.* This district is designed to provide residential areas principally for moderate suburban densities where necessary urban services and facilities, including central sewerage and water supply systems, can be feasibly provided. In promoting the general purpose of this chapter, the specific intent is:
 - a. To encourage the construction of, and the continued use of the land for single-family dwellings.
 - b. To prohibit business, commercial or industrial use of the land, and to prohibit any other use which would substantially interfere with development or continuation of single-family dwellings in the district.
 - c. To encourage the discontinuance of existing uses that would not be permitted as new uses under the provisions of this chapter.
 - d. To discourage any land use which would generate traffic on minor or local streets other than normal traffic to serve the residences on those streets.
- (2) *Permitted principal uses.* The following uses are permitted in a single-family residential district. Any use not expressly permitted is prohibited.
 - a. Single-family detached dwellings.
 - b. Home occupations only in accordance with the regulations specified in section 19-127.
 - c. Publicly owned and operated museums, libraries, parks, playfields, playgrounds, recreation facilities and conservation.
 - d. Public, parochial or other private elementary, intermediate and/or high schools offering courses in general education, not operated for profit, with a minimum site size of ten acres.
 - e. Churches.
 - f. Essential services, only in accordance with the regulations specified in section 19-130.
 - g. Accessory uses and buildings customarily incidental to the permitted principal uses of this subsection.
- (3) *Conditional uses.*
 - a. Daycare facilities.
 - b. Professional offices.
 - c. Museums owned and operated by non-profit 501c(3) organizations, or any other non-profit tax-exempt organizations.

(b) *Two-family residential district.*

Sec. 19-127. - Home occupation.

A home occupation shall be clearly incidental and secondary to the use of the dwelling unit for residential purposes. The following additional conditions shall be observed:

- (1) Such home occupation, as defined in section 19-22, shall be carried on within the dwelling or within a building accessory thereto and entirely by the inhabitants thereof.
- (2) No article shall be sold or offered for sale on the premises except such as is produced within the dwelling or accessory building or is provided incidental to the service or profession conducted within the dwelling or accessory building.
- (3) There shall be no exterior storage of materials or equipment.
- (4) Adequate offstreet parking shall be provided to avoid the necessity of onstreet parking.

(Ord. of 2-2-82, § 6.12)

Home occupation shall mean a gainful occupation or profession which is clearly incidental to the use of the dwelling unit for residential purposes, and therefore not involving the conduct of a retail business, manufacturing business or a repair shop of any kind on the premises.

- (1) Home occupations shall not include the employment of any additional persons in the performance of such services nor shall there be any mechanical or electrical equipment used, other than is usual for purely domestic or hobby purposes.
- (2) Home occupations shall include personal services, such as or similar to those provided by the professions of a doctor, dentist, barber, beautician, osteopath, chiropractor, chiropodist, optometrist, architect, artist, engineer, lawyer, accountant, music teacher and dressmaker. The conducting of a clinic, hospital, tea room, tourist home, animal hospital or any similar use on the premises shall not be deemed to be a home occupation.

Hotel shall mean a building containing guest rooms in which lodging is provided, with or without meals, for compensation and which is open to transient or permanent guests, or both, and where no provision is made for cooking in any guest room.

Junkyard shall mean a structure or parcel of land where junk, waste, discard, salvage, or similar materials such as old iron or other metal, wood, lumber, glass, paper, rags, cloth, leather, rubber, bagging, cording, barrels, containers, etc., are bought, sold, exchanged, stored, baled, packed, disassembled or handled, including auto wrecking yards, inoperative machines, used lumberyards, house wrecking, and structural steel materials and equipment and including establishments for sale, purchase or storage of salvaged machinery and the processing of used, discarded or salvaged materials, for any 30 consecutive days.

Kenel shall mean any lot or premises on which three or more dogs, four months old or more are confined either permanently or temporarily.

Lot shall mean a parcel of land at least of sufficient size to meet minimum zoning requirements for use, coverage and area; and to provide such yards and other open spaces as required in this chapter. Such lot may consist of a single lot of record; a portion of a lot of record; a combination of contiguous lots of record, or contiguous portions of lots of record; or a parcel of land described by metes and bounds.

Lot area shall mean the area within the lot lines, but excluding that portion in a road or street right-of-way. INSERT DIAGRAM ON MSP 1640 HERE

Lot, corner, shall mean a parcel of land at the junction of and fronting or abutting on two or more intersecting streets (see diagram "Interior, through and corner lots").

Lot coverage shall mean the part or percent of the lot occupied by buildings or structures, including accessory buildings or structures.

Lot depth shall mean the average distance between the front and rear line of a lot measured in the general direction of its side lot lines.

Sec. 19-135.1. - Authority to grant permits.

The planning commission as hereinafter provided, shall have the authority to recommend to the city council to grant conditional use permits, subject to such conditions of design, operation, and safeguards as the city council may determine for all conditional uses specified in the various district provisions of this division.

(Ord. No. 347, § 9, 2-19-02)

Sec. 19-135.2. - Application and fee.

Application for any conditional use permit permissible under the provisions of this division shall be made to the planning commission through the City of Hudson clerk by filling in an official conditional use permit application form; submitting required data, exhibits, and information; and depositing the required fee as established by resolution of the city council except that no fee shall be required of any government body or agency. No part of such fee shall be returnable to the applicant.

(Ord. No. 347, § 9, 2-19-02)

Sec. 19-135.3. - Data, information and site plan application requirements.

An application for a conditional use permit shall include the applicant's name and address in full, a statement that the applicant is the owner involved or is acting on the owner's behalf, the address of the property involved, and a site plan as specified in, and in accordance with section 19-120, site plan review and approval, of this division.

(Ord. No. 347, § 9, 2-19-02)

Sec. 19-135.4. - Public hearings.

After a preliminary review of the site plan and an application for conditional use permit, the planning commission shall hold a hearing on the site plan and conditional use request. Notice of the hearing shall be given by mail or personal delivery to the owners of property for which conditional use permit approval is being considered, to all persons to whom real property is assessed within 300 feet of the boundary of the property in question, and to the occupants of all structure within 300 feet. Notice of the public hearing shall be published in a newspaper of general distribution in the city. Public notice shall be given not less than five nor more than 15 days before the date of the public hearing on the application. If the name of the occupant is not known the term "occupant" may be used in notification. Notification need not be given to more than one dwelling unit or spatial area owned or leased by different individuals, partnerships, businesses, or organizations, one occupant of each unit or spatial area shall receive notice. In the case of a single structure

containing more than four dwelling units or other distinct spatial areas owned or leased by different individuals, partnerships, businesses or organizations, notice may be given to the manager or notice posted at the primary entrance to the structure. Each notice given under this section shall:

- A. Described the nature of the conditional use request.
- B. Indicate the property which is the subject of the conditional use request.
- C. State when, where and what time the public hearing on the conditional use request will be considered; and
- D. Indicate when and where written comments will be received concerning the request.

(Ord. No. 347, § 9, 2-19-02)

Sec. 19-135.5. - Required standards and findings for making determinations.

The planning commission shall review the particular circumstances and facts of each proposed use in terms of the following standards and required findings and shall find and record adequate data, information, and evidence showing that such a use on the proposed site, lot, or parcel meets the following requirements:

- A. Will be harmonious with and in accordance with the general objectives, intent, and purposes of this division.
- B. Will be designed, constructed, operated, maintained, and managed so as to be harmonious and appropriate in appearance with existing or intended character of the general vicinity.
- C. Will be served adequately by essential public facilities and services, such as: highways, streets, police and fire protection, drainage structures, refuse disposal, or that the persons or agencies responsible for the establishment of the proposed use shall be able to provide adequately any such service.
- D. Will not be hazardous or disturbing to existing or future neighboring uses.
- E. Will not create excessive additional requirements at public costs for public facilities and services.

(Ord. No. 347, § 9, 2-19-02)

Sec. 19-135.6. - Determination and imposition of conditions.

Upon review of the application and site plan in accordance with the standards established in section 19-135.5 and the requirements of other provisions of this division the city council may require reasonable conditions necessary to insure that public services and facilities affected by the proposed land use or activity shall be capable of accommodating increased services and facility loads generated by the land use or activity; to protect the natural environment and conserve natural resources and energy; to insure compatibility with adjacent uses of land; and to promote the use of land in a socially and economically

desirable manner. Conditions imposed with respect to the approval of a land use or activity shall be recorded in the record of the approval action, and shall remain unchanged except upon mutual consent of the city council and the landowner.

(Ord. No. 347, § 9, 2-19-02)

Sec. 19-135.7. - Approval, grant or permit.

Upon holding a public hearing and the finding that the requirements of sections 19-135.2 through 19-135.6 of this division have been satisfactorily met by the applicant, the planning commission shall within 30 days recommend approval or disapproval to the city council. When the city council has given final approval, a conditional use permit shall be issued to the applicant. the city council shall forward a copy of the permit to the applicant, clerk, zoning inspector, and planning commission. The zoning inspector shall not issue a zoning compliance permit until he has received a copy of the conditional use permit approved by the city council.

(Ord. No. 347, § 9, 2-19-02)

Sec. 19-135.8. - Voiding of conditional use permit.

Any conditional use permit granted under this Ordinance shall become null and void and fees forfeited unless construction and or use is commenced within 210 days and completed within 575 days of the date of issuance.

A violation of a requirement, condition, or safeguard shall be considered a violation of this division and grounds for the zoning board to terminate and cancel such conditional use permit.

(Ord. No. 347, § 9, 2-19-02)

Secs. 19-136—19-150. - Reserved.

CITY OF HUDSON

APPLICATION FOR CONDITIONAL USE PERMIT

Application No: _____

Site Plan Fee: \$75.00

PLEASE PRINT OR TYPE (Use back of application if more space is needed)

I/We Kari Hickman of 800 N. Maple Grove Ave., hereby requests a Conditional Use Permit.

Property Owner: Kari & Kevin Hickman

Telephone Number: (517) 403-3890

Address of Property Involved: 800 N. Maple Grove Ave. Hudson

Legal Description: Part of Lot 20 Comm at a PT 180.45 ft W from SE cor SD Lot TH N 90 FT TH W 28° 35' E 11.28 FT TH W 160.78 FT TH W 144.78 FT TH S 207 FT TH E 300 FT TO POB Assess plat

I/We are requesting a Conditional Use Permit for the following reason(s): To open Hamtown Vintage Decor No. 5

Dated: 10-6-23

Kari Hickman
Applicant Signature

(Do Not Write Below This Line)
FOR CITY OFFICE USE ONLY

At the meeting of the Planning Commission held on _____, the above described Conditional Use Permit was considered and it was recommended that the Council:

Grant Deny Other: _____

For the following reasons: _____

At the meeting of the Council held on _____, the above described Conditional Use Permit was: Granted Denied Other: _____

For the following reasons: _____

Copy to: Applicant
 City Clerk
 Building Inspector

Hometown Vintage & Decor BUSINESS PLAN

Prepared by:

Kari Hickman

**788 N Maple Grove Ave
Hudson, Michigan 49247
5174033890
Hometownvintage788@gmail.com**

**RECEIVED
SEP 20 2023
City of Hudson**

I. EXECUTIVE SUMMARY

Hometown Vintage & Decor (referred to from hereon in as the "Company") is intended to be established as a Sole Proprietorship at 788 N Maple Grove Ave, Hudson, Michigan 49247 with the expectation of rapid expansion in the vintage, antique and repurposed retail industry.

Business Description

The Company shall be formed as Sole Proprietorship under Michigan state laws and headed by Kari Hickman.

I have been creating and procuring vintage and handmade decor and furniture for over 20 years. I have business experience with two consignment boutique spaces in other small communities nearby. This is my passion, and I love providing people with unique and quality merchandise.

Having my business in a home is intentional. The displays will be set up much like a home. The kitchen, dining items will be displayed on vintage or antique pieces and everything will be for sale. The wall décor and repurposed furniture will also be for sale. A few main pieces and shelving will remain as display pieces, but most items will be for sale.

Store Hours will be: Thursday 10 - 5
Friday 10 - 5
Saturday 10 - 2

In the future, possibly by appointment also

Business Mission

Hometown Vintage & Decor's mission is to provide our small community and surrounding areas with a new opportunity for purchasing home décor, vintage and handmade items.

Product

The Company's primary product will be Home Décor, Vintage, Antique and Repurposed Items: Many items I have for sale include repurposed furniture, handmade crafts/decor items and vintage items for use in home decor.

The store will stock:

Kitchenware:

Pot holders, dish cloths, tea towels, aprons, table runners

Natural Items:

Goats' milk soap and lotions, candles, rugs, throws, pillows

Vintage, Antique and Repurposed items:

Lamps, shelves, trays, wall décor

Seasonal and Gift Items

Eventually we will stock some baby gift items and unique toys.

II. BUSINESS SUMMARY

Industry Overview

In the United States, the vintage, antique and repurposed retail industry presently makes thousands of dollars in sales.

Farmhouse decor is a current market trend, as is vintage and handmade decor. Antiquities and antique repurposed furniture are also very popular current trends in this market.

Research shows that consumers in this industry primarily focus on the following factors when making purchasing decisions:

Customers will make decisions to shop our business due to location, price and quality. We have a unique opportunity to offer people something that is not normally found in this area, i.e. rustic and vintage home décor, seasonal gift items and refinished furniture.

Business Goals and Objectives

Short Term:

Our short term goal is to get the shop open for the spring season decorating.

Long Term:

Our long term goals include: To create a client base that brings people back again and again looking for unique and quality items. Also to have clients that use us for decorating tips and tricks as well as having Hometown Vintage & Decor do their shopping.

Legal Issues

The Company affirms that its promoters have acquired all legally required trademarks and patents.

III. MARKETING SUMMARY

Target Markets

The Company's major target markets are as follows:

Our target market for this business is the homeowner, interior designer, new home purchaser or others that are looking for unique and affordable home decor to fit into a certain genre, such as rustic or vintage.

The estimated number of potential clients within the Company's geographic scope is 3,000.

Promotional Strategy

The Company will promote sales using the following methods:

We have a comprehensive marketing and promotion plan which includes, direct mail, online and social media marketing and print advertisement in other areas as well as other businesses of like products.

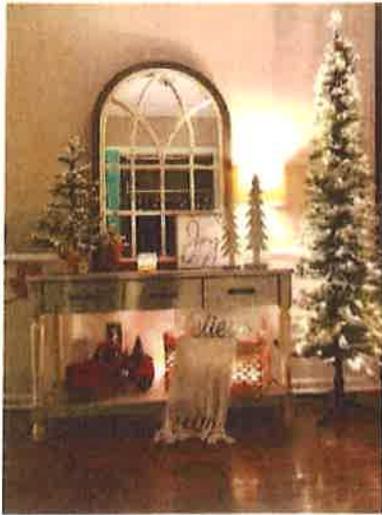
Services

First-rate service is intended to be the focus of the Company and a cornerstone of the brand's success. All clients will receive conscientious, one-on-one, timely service in all capacities, be they transactions, conflicts or complaints. This is expected to create a loyal brand following and return business.

IV. FINANCIAL PLAN

12-Month Profit and Loss Projection

Monthly expense for overhead (projected):	\$450.00
Revenue and sales for first year of business (projected):	\$7,100.00
Gross profit for first year of business (projected):	\$3,050.00





AGENDA ITEM
REVIEW FORM

<u>ITEM:</u> City Credit Card Use, Resolution and Policy	<u>SUBMITTED BY:</u> Charles Weir
<u>ACTION REQUESTED:</u> Approve the City Credit Card Use, Resolution and Policy.	<u>DEPARTMENT:</u> City Manager <u>DATE:</u> October 17, 2023
<u>SUMMARY:</u> The State of Michigan, Treasury Credit Card Transactions Act 266 of 1995, requires local governments adopt by resolution, a Credit Card Use Policy that complies with the act. The city does not have a written credit card use policy. I have drafted a policy that complies with the provisions of the act. I have also included an attachment, a card holder agreement, that authorized city employees will have to sign before a city credit card is issued to them.	
<u>RECOMMENDATION:</u> Approve the City of Hudson Credit Card Use Resolution and Policy.	
<u>SIGNATURE:</u> 	<u>TITLE:</u> City Manager



CITY OF HUDSON CREDIT CARD USE POLICY

DRAFT

The Hudson City Council, through *Adoption of Resolution on* [REDACTED] established this **CREDIT CARD POLICY** permitting the use of City-issued credit cards by authorized City Personnel.

To receive your assigned or temporary-use credit card, please read this Credit Card Policy, sign and return the Credit Cardholder Agreement (Attachment A) to the City Treasurer. Retain a copy of the policy and the signed agreement for your reference.

Cardholder Responsibilities:

- a. Ensure that the credit card is used in compliance with the City's purchasing policies.
- b. Only authorized employees of the City of Hudson may use the municipal credit card.
- c. A municipal credit card may be used for the purchase of goods or services only for official business of the City of Hudson.
- d. The employee using the credit card must submit receipts, documentation detailing the goods or services purchased, cost, date of the purchase and note the General Ledger line they want the purchase debited too.
- e. Above said receipts and documentation must be submitted to the City Treasurer in a timely manner to reconcile against the monthly credit card statement.
- f. The employee who is issued the card is responsible for its protection and custody and shall immediately notify the City Treasurer or City Manager if the card is lost or stolen.
- g. Municipal credit card users must notify vendors or merchants that the credit card transaction should be exempt from Michigan sales and use taxes. (IRS Tax Identification # 38-600-4699 will be used for the purchase of goods and services in the State of Michigan).
- h. The credit card may not be used for cash advances, personal use or any other type of purchase not permitted under the City's purchasing ordinance.
- i. Employees must immediately surrender the card upon termination of employment. The City reserves the right to withhold final payroll checks and payout accrued leave until the card is surrendered.

Internal Control Procedures:

The City Manager is the administrator of this policy and shall be responsible for the issuance and retrieval of the assigned municipal credit cards and generally for overseeing compliance with this policy. The City Treasurer shall be responsible for:

- a. Assisting and maintaining record of issuance and retrieval of municipal credit cards and overseeing compliance with this policy.
- b. Accounting and payment expenses. All documentation must accompany invoices before payment is made.
- c. Ensuring accuracy of the statement and that the activity and account information is noted on the credit card statement for each line entry.
- d. The balance including interest due on an extension of credit under the credit card arrangement shall be paid within 30-days of the initial statement date.
- e. Compliance with the State of Michigan records retention requirements for safekeeping of statements and receipts for seven years.

The total combined authorized credit limit of all credit cards issued by the City of Hudson shall not exceed 5% of the total budget of the city for the current fiscal year. Any employee found guilty of illegal or unauthorized use of a municipal credit card may be subject to penalties allowed by law and/or disciplinary action(s) under the city's employee handbook up to and including termination of employment.



CITY OF HUDSON CREDIT CARD USE POLICY

Attachment A – Cardholder Agreement

Requirement for the Use of a Municipal Credit Card:

1. The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of, the City of Hudson.
2. The credit card must be used in accordance with the provisions of the Credit Card Policy established by the City of Hudson.

Violations of these requirements may result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the City for all costs associated with such improper use through direct payment or payroll deduction. Disciplinary action may be taken per the City's Personnel Policies up to and including termination of employment. The City of Hudson will investigate and commence in appropriate cases criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Received by: _____
printed name

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said policy.

Signature: _____ Date: _____

City Manager/City Treasurer Use Only

Credit Card Returned

Signature: _____ Date: _____
City Manager or City Treasurer

CITY OF HUDSON
LENAWEE COUNTY, MICHIGAN
CITY CREDIT CARD USE POLICY

Minutes of a regular meeting held by the Hudson City Council on October 17, 2023, at Hudson City Hall.

Present:

Absent:

The following resolution was offered by _____ and supported by _____.

WHEREAS, beginning October 17, 2023, the Michigan Credit Card Transactions Act 266 of 1995 requires a local government to adopt by resolution a written City Credit Card Use Policy and;

WHEREAS, the Hudson City Council desires to comply with that Act and adopt the following policy.

NOW, THEREFORE, BE IT HEREBY RESOLVED that the policy as set forth below is hereby adopted and will be referred to as the City of Hudson Credit Card Use Policy.

POLICY

The City of Hudson (the "City") is required by the Michigan Credit Card Transaction Act 266 of 1995 (the "Act") to create a credit card use policy concerning the use of city credit cards when purchasing goods and services for official city business.

Pursuant to the Act, the policy must at least:

- a. Ensure that the credit card is used in compliance with the City's purchasing policies.
- b. Only authorized employees of the City of Hudson may use the municipal credit card.
- c. A municipal credit card may be used for the purchase of goods and services only for official business of the City of Hudson.

- d. The employee using the credit card must submit receipts, documentation detailing the goods and services purchased, cost, date of the purchase and note the General Ledger line number they want the purchase debited too.
- e. Above said receipts and documentation must be submitted to the City Treasurer in a timely manner to reconcile against the monthly credit card statement.
- f. The employee who is issued the credit card is responsible for its protection and custody and shall immediately notify the City Treasurer or City Manager if the card is lost or stolen.
- g. Municipal credit card users must notify vendors or merchants that the credit card transaction should be exempt from Michigan sales and use taxes. (IRS Tax Identification # 38-600-4699) will be used for the purchase of goods and services.
- h. The credit card may not be used for cash advances, personal use or any other type of purchase not permitted under the City's purchasing ordinance.
- i. Employees must immediately surrender the card upon termination of employment. The City reserves the right to withhold final payroll checks and payout accrued leave until the card is surrendered.

Internal Control Procedures

The City Manager is the administrator of this policy and shall be responsible for the issuance and retrieval of the assigned municipal credit cards and generally for overseeing compliance with this policy. The City Treasurer shall be responsible for:

- a. Assisting and maintaining record of issuance and retrieval of municipal credit cards and overseeing compliance with this policy.
- b. Accounting and payment expenses. All documentation must accompany invoices before payment is made.
- c. Ensuring accuracy of the statement and that the activity and account information is noted on the credit card statement for each line entry.
- d. The balance including interest due on an extension of credit under the credit card arrangement shall be paid within 30 days of the initial statement date.
- e. Compliance with the State of Michigan records retention requirements for safekeeping of statements and receipts for seven years.

The total combined authorization credit card limit of all credit cards issued by the City of Hudson shall not exceed 5% of the total budget of the city for the current fiscal year. Any employee found guilty of illegal or unauthorized use of a municipal credit card may be subject to penalties allowed by law and/or disciplinary action(s) under the city employee handbook up to and including termination of employment.

Policy Guidance

If you have any questions regarding the policy, contact the City Manager or City Treasurer for policy clarification and guidance.

RESOLUTION DECLARED: October 17, 2023.

CERTIFICATE

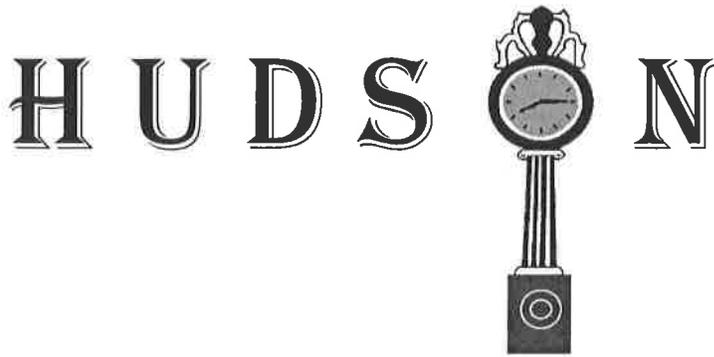
I, Jeaniene McClellan, Hudson City Clerk, do hereby certify that the foregoing Resolution was adopted by the Hudson City Council at a regular meeting held on October 17, 2023. Upon motion of _____ supported by _____, and the vote on said Resolution was as follows:

AYES

NAYS

ABSENT

Jeaniene McClellan



AGENDA ITEM
REVIEW FORM

ITEM: Second Reading Ordinance 403-23 – Amending Fence Ordinance	SUBMITTED BY: Charles Weir
ACTION REQUESTED: Approve the second reading and waive the actual reading of Ordinance 403-23 to Amend the Fence Ordinance	DEPARTMENT: City Office DATE: October 17, 2023
SUMMARY: At the Council meeting on October 3 rd , Council approved the first reading for amending the fence ordinance. If Council approves the second reading it will in be in effect on November 2 nd .	
RECOMMENDATION: Approve the second reading and waive the actual reading of Ordinance No.403-23, Amending the Fence Ordinance under Section 19-128.	
SIGNATURE: 	TITLE: City Manager

Ordinance No. 403-23

AN ORDINANCE TO AMEND CHAPTER 19 OF THE CODE OF ORDINANCES OF THE CITY OF HUDSON, BY AMENDING SECTION 19-128 (c) OF CHAPTER 19.

THE CITY OF HUDSON ORDAINS:

Section 1. Amending Section 19-128 ((c) (3))

Section 19-128 ((c) (3)) of the Code of Ordinances, City of Hudson, Michigan (the "Code"), is hereby amending:

(c) (3) "Fences on all lots of record in all districts which enclose property and/or are within a required side or rear yard shall not exceed six feet in height measured from the surface of the ground."

Adding: ((3) (a)) "Fences in the commercial and industrial districts in certain situations where greater height may be necessary for screening and security purposes, may be approved by the city."

Section 2.

This Ordinance shall become effective on November 2, 2023.

Non-emergency Ordinance

Emergency Ordinance

Introduced: October 3, 2023

Summary of Minutes Published: October 26, 2023

Enacted: October 17, 2023

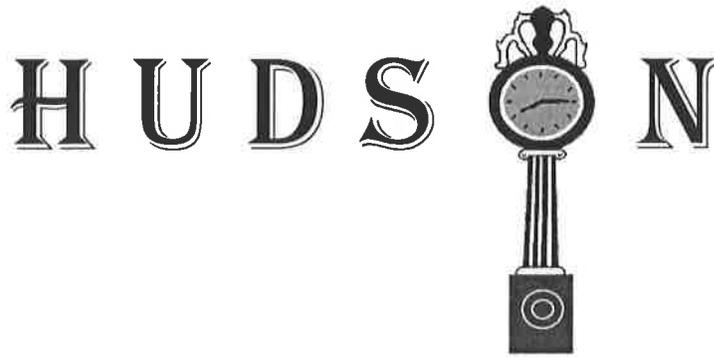
Vote: _____ Yes: _____ No: _____ Abstain: _____

Ordinance Published: October 12, 2023

Effective Date: November 2, 2023

Approved: _____, Mayor

Attest: _____, City Clerk



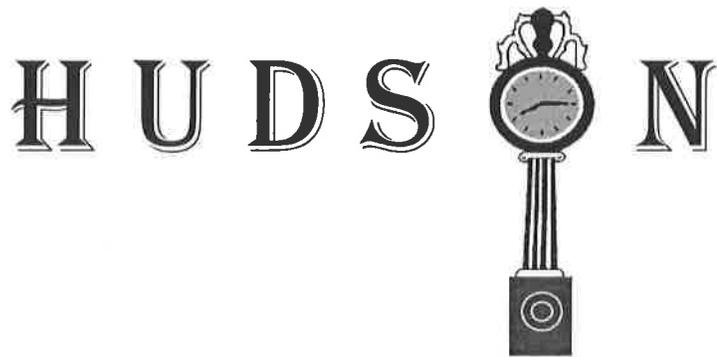
AGENDA ITEM
REVIEW FORM

ITEM: Discuss: Employee Health Plan Renewal	SUBMITTED BY: Charles Weir
ACTION REQUESTED: Discuss if the City will fully fund the HSA again this year.	DEPARTMENT: City Office DATE: October 17, 2023
SUMMARY: The Michigan Municipal League - League Employee Benefit Services has submitted the 2024 Blue Cross Blue Shield of Michigan rates, effective as of December 1 st . The renewal didn't change the deductible but the out of pocket went from \$3,000 to \$4,500 for the individual and from \$6,000 to \$9,000 for the family plan. The Prescription drug plan changed also, for the non-Preferred Brand (\$50 more), Preferred Specialty (\$100 more max) and the Non-Preferred Specialty (\$200 more max). The proposed 2024 Plan renewal has a premium increase of 4.33 %. We did budget for 5% so we are ok for budget purposes. Council decided to fully fund this year's deductible of \$2,000 for singles and \$4,000 for the family plan. Since the out of pocket has increase 50% for the employees to have to pay and some of the prescriptions increase 50% also. The employees are asking if their HSA will be fully funded this year?	
RECOMMENDATION: Discussion: Will the City fully fund the HSA for the City Employees?	
SIGNATURE: 	TITLE: City Manager

Medical Benefit Comparison for City of Hudson
Prepared for Theodore Souphis



	Current Platinum	Renewal Platinum	Current Gold	Renewal Gold
	Blue Cross Blue Shield	Blue Cross Blue Shield	Blue Cross Blue Shield	Blue Cross Blue Shield
	CB Platinum \$250 EA	CB Platinum \$250 EA	SB HSA Gold \$2000 EA	SB HSA Gold \$2000 EA
	12/1/2022	12/1/2023	12/1/2022	12/1/2023
	PPO	PPO	PPO	PPO
	In-Network	In-Network	In-Network	In-Network
Deductible				
Individual	\$250	\$250	\$2,000	\$2,000
Family	\$500	\$500	\$4,000	\$4,000
Coinsurance				
Coinsurance	20%	20%	0%	0%
Individual Max	\$1,250	\$4,000	Not Applicable	Not Applicable
Family Max	\$2,500	\$8,000	Not Applicable	Not Applicable
Annual Out of Pocket Max				
Individual	\$8,700	\$9,100	\$3,000	\$4,500
Family	\$17,400	\$18,200	\$6,000	\$9,000
Physician Office Services				
Preventive Care	No Charge	No Charge	No Charge	No Charge
Primary Care	\$20	\$20	No Charge after deductible	No Charge after deductible
Specialist	\$20	\$30	No Charge after deductible	No Charge after deductible
Virtual Visit	\$0	\$0	No Charge after deductible	No Charge after deductible
Behavioral Health	\$20	\$20	No Charge after deductible	No Charge after deductible
Hospital Services				
Urgent Care	\$60	\$60	No Charge after deductible	No Charge after deductible
Emergency Room	\$150	\$150	No Charge after deductible	No Charge after deductible
Inpatient	20% after deductible	20% after deductible	No Charge after deductible	No Charge after deductible
Outpatient	20% after deductible	20% after deductible	No Charge after deductible	No Charge after deductible
Diagnostic Services				
Imaging/CT/PET/MRI	20% after deductible	20% after deductible	No Charge after deductible	No Charge after deductible
Labs	20% after deductible	20% after deductible	No Charge after deductible	No Charge after deductible
X-Rays	20% after deductible	20% after deductible	No Charge after deductible	No Charge after deductible
Prescription Drugs				
Generic	\$5	\$5	\$20 Copay after deductible	\$20 Copay after deductible
Preferred Brand	\$40	\$40	\$60 Copay after deductible	\$60 Copay after deductible
Non-Preferred Brand	\$80	\$100	\$100 Copay after deductible	\$150 Copay after deductible
Preferred Specialty	\$40	\$40	20% after deductible/\$200 max	20% after deductible/\$300 max
Non-Preferred Specialty	\$80	\$100	25% after deductible/\$300 max	25% after deductible/\$500 max
Employee Count	2	2	2	2
Employee + Spouse Count	9	9	9	9
Employee + Children Count	1	1	1	1
Family Count	4	4	4	4
Total Number of Employees	16	16	16	16
Monthly Total Premium w/dental & vision	\$36,967.89	\$37,254.53	\$26,458.96	\$27,603.74
Annual Total Premium	\$443,614.68	\$447,054.38	\$317,507.52	\$331,244.88
Compared To		Current Platinum		Current Gold
Annual Change (%)		7.80%		4.33%
Annual Change (\$)		\$3,439.68		\$13,797.36



AGENDA ITEM - REVIEW FORM

ITEM: City Manager Annual Performance Appraisal	SUBMITTED BY: Charles Weir
ACTION REQUESTED: Complete the City Manager Annual Performance Appraisal	DEPARTMENT: City Manager DATE: October 17, 2023
SUMMARY: I have submitted a written request to enter into Executive Session in order to complete this year's performance appraisal. Each Council member was given an evaluation form to complete and discuss during the executive session.	
RECOMMENDATION: Complete the City Manager's Performance Appraisal	
SIGNATURE: 	TITLE: City Manager

EXECUTIVE SESSION: OMA Sec. 8(a) to have the City Manager Annual Performance Appraisal

Motion by _____, seconded by _____ to go into Executive Session pursuant to Section 8(a) of the Open Meetings Act for the purpose of discussing the City Manager's Annual Performance Appraisal

Return to Open Session:

Motion by _____, seconded by _____ that the Council's consensus is

Or briefly summarize Council's decision

Bills to Council
Tuesday, October 17, 2023

Bills to be Approved

Total **\$0.00**

Bills to be Confirmed

WEST SHORE SERVICES INC	\$28,281.14
TRI STATE CONCRETE	\$7,100.00
WOLVERINE RENTAL & SUPPLY	\$5,555.00
STEVENS	\$10,609.00

Total **\$51,545.14**

FIRE TURNOUT GEAR
FIRE STATION FLOOR REPAIR
LANE SHARK
TRASH SERVICE

Check Date	Bank	Check	Vendor Name	Amount
Bank CNB - CNB- PROPERTY TAXES				
10/03/2023	CNB -	1266	LENAWEE INT SCHOOL DISTRICT	8,530.21
10/03/2023	CNB -	1267	LENAWEE COUNTY TREASURER PROP TAX	26,670.52
10/03/2023	CNB -	1268	CITY OF HUDSON	35,173.08
10/03/2023	CNB -	1269	HUDSON AREA SCHOOLS	12,641.76
CNB - TOTALS:				
Total of 4 Checks:				83,015.57
Less 0 Void Checks:				0.00
Total of 4 Disbursements:				<u>83,015.57</u>

Check Date	Bank	Check	Vendor Name	Amount
Bank CNB-C CNB--COMBINED ACCOUNT				
10/03/2023	CNB-C	103576	A T & T	41.54
10/03/2023	CNB-C	103577	JEFF VANDERLOOVEN	147.34
10/03/2023	CNB-C	103578	D & P COMMUNICATIONS INC.	1,126.83
10/03/2023	CNB-C	103579	FUEL OX LLC	327.53
10/03/2023	CNB-C	103580	WOLVERINE RENTAL & SUPPLY	5,555.00
10/03/2023	CNB-C	103581	TRI STATE CONCRETE	7,100.00
10/03/2023	CNB-C	103582	AVOCATION SOFTWARE	250.00
10/03/2023	CNB-C	103583	AVOCATION SOFTWARE	250.00
10/03/2023	CNB-C	103584	BLADE RUNNER OUTDOOR SERVICE	80.00
10/03/2023	CNB-C	103585	JENNIFER MASON	200.00
10/03/2023	CNB-C	103586	B S & A SOFTWARE	250.00
10/03/2023	CNB-C	103587	MICHIGAN MUNICIPAL TREASURERS ASSOC	99.00
10/03/2023	CNB-C	103588	HUDSON AUTO CENTER	365.00
10/03/2023	CNB-C	103589	HUDSON AUTO CENTER	365.00
10/03/2023	CNB-C	103590	LENAWEE COUNTY TREASURER	12.75
10/03/2023	CNB-C	103591	PETTY CASH	16.68
10/05/2023	CNB-C	103592	FIRST BANKCARD	28.58
10/05/2023	CNB-C	103593	UV SUPERSTORE	1,645.50
10/05/2023	CNB-C	103594	WHITE, HOTCHKISS & FALAHEE, PLLC	960.00
10/05/2023	CNB-C	103595	BURNIPS EQUIPMENT COMPANY	67.47
10/05/2023	CNB-C	103596	CITY OF ADRIAN	210.00
10/05/2023	CNB-C	103597	THEE OLD MILL LLC	139.13
10/05/2023	CNB-C	103598	ADDISON LUMBER	10.09
10/05/2023	CNB-C	103599	WORKSPHERE	330.00
10/05/2023	CNB-C	103600	APEX SOFTWARE	520.00
10/05/2023	CNB-C	103601	HUDSON POST GAZETTE	198.00
10/05/2023	CNB-C	103602	J McELDOWNEY INC	123.38
10/05/2023	CNB-C	103603	FIRST BANKCARD	129.93
10/05/2023	CNB-C	103604	FIRST BANKCARD	112.84
10/05/2023	CNB-C	103605	CONSUMERS ENERGY CITY HALL	818.58
10/05/2023	CNB-C	103606	CONSUMERS ENERGY	3,876.58
10/05/2023	CNB-C	103607	FIRST BANKCARD	620.39
10/05/2023	CNB-C	103608	FIRST BANKCARD	550.81
10/09/2023	CNB-C	103609	GALLS/QUARTERMASTER	67.39
10/09/2023	CNB-C	103610	GALLS/QUARTERMASTER	269.60
10/09/2023	CNB-C	103611	STEVENS DISPOSAL	10,609.00
10/09/2023	CNB-C	103612	W S DARLEY & CO	3,376.00
10/09/2023	CNB-C	103613	BRINER OIL CO INC	369.12
10/09/2023	CNB-C	103614	JEANIENE MCCLELLAN	161.80
10/09/2023	CNB-C	103615	NICKEL & SAPH	167.00
10/09/2023	CNB-C	103616	MAUMEE PRINT & GRAPHICS	220.00
10/09/2023	CNB-C	103617	FIRST BANKCARD	5,683.94
10/11/2023	CNB-C	103618	FRAMES PEST CONTROL	47.50
10/11/2023	CNB-C	103619	TRACTOR SUPPLY CO. OF MI, LLC	75.00
10/11/2023	CNB-C	103620	FIRST BANKCARD	1,052.87
10/11/2023	CNB-C	103621	ELHORN ENGINEERING COMPANY	655.00
10/11/2023	CNB-C	103622	GRAINGER	487.06
10/11/2023	CNB-C	103623	BURNIPS EQUIPMENT COMPANY	29.99
10/11/2023	CNB-C	103624	SAMANTHA GERIG	200.00
10/11/2023	CNB-C	103625	REGION 2 PLANNING COMMISSION	652.05
10/11/2023	CNB-C	103626	RENIUS & RENIUS	1,512.50
10/11/2023	CNB-C	103627	LENAWEE COUNTY PRINTING/PURCHASING.	30.78
10/11/2023	CNB-C	103628	USA BLUE BOOK	176.29
10/11/2023	CNB-C	103629	LOWES BUSINESS ACCOUNT	272.64
10/11/2023	CNB-C	103630	HBC LAWN SERVICE, LLC	2,600.00

CNB-C TOTALS:

Total of 55 Checks:	55,243.48
Less 0 Void Checks:	0.00
Total of 55 Disbursements:	55,243.48

REPORT TOTALS:

Total of 59 Checks:	138,259.05
Less 0 Void Checks:	0.00
Total of 59 Disbursements:	138,259.05

CASH SUMMARY BY FUND FOR CITY OF HUDSON
 FROM 10/01/2023 TO 10/15/2023
 FUND: ALL FUNDS
 CASH AND INVESTMENT ACCOUNTS

Fund	Description	Beginning Balance 10/01/2023	Total Debits	Total Credits	Ending Balance 10/15/2023
101	GENERAL FUND	559,295.06	46,838.71	89,686.32	516,447.45
151	CEMETERY TRUST FUND	2,290.86	0.00	0.00	2,290.86
202	MAJOR STREET FUND	180,249.17	23,781.80	803.49	203,277.48
203	LOCAL STREET FUND	53,826.74	11,066.73	618.10	64,275.37
206	FIRE DEPARTMENT FUND	123,175.52	20.00	14,607.59	108,587.93
208	RECREATION FUND	2,780.65	0.00	101.34	2,679.31
209	CEMETARY FOUNDATION	9,969.71	218.00	3,718.85	6,468.86
210	AMBUANCE	158,855.56	12,975.07	30,208.65	141,621.98
211	COMMUNITY CENTER	27,787.23	1,405.56	447.50	28,745.29
270	THOMPSON MUSEUM FUND	58,128.46	0.00	0.00	58,128.46
271	LIBRARY FUND	0.00	0.00	0.00	0.00
272	THOMPSON LIBRARY FUND	0.00	0.00	0.00	0.00
273	MUSEUM FUND	40,194.50	550.00	36.93	40,707.57
410	DOWNTOWN DEVELOPMENT	43,170.76	0.00	0.00	43,170.76
412	INDUSTRIAL PARK FUND	17,509.24	0.00	0.00	17,509.24
418	L D F A	0.00	0.00	0.00	0.00
444	2021 CAPITAL IMPROVEMENT BOND FUND	112,853.69	0.00	0.00	112,853.69
450	SIDEWALK FUND	16,327.20	0.00	0.00	16,327.20
590	UTILITIES FUND	110,341.78	54,448.93	38,532.55	126,258.16
661	MOTOR VEH AND EQUIP FUND	78,844.08	6,914.68	5,924.12	79,834.64
703	PROPERTY TAX COLLECTION	83,015.57	6,719.24	83,015.57	6,719.24
705	INCOME TAX FUND	89,809.36	20,553.10	13,030.16	97,332.30
750	PAYROLL FUND	991.05	210,075.34	205,287.53	5,778.86
TOTAL - ALL FUNDS		1,769,416.19	395,567.16	486,018.70	1,678,964.65



Plant office Phone (517) 448-4701
 Ted Cell # (517) 306-0023
 Second cell # (517) 306-3879
 E-Mail: wwtp@ci.hudson.mi

Monthly Report of Operations at the
 Wastewater Treatment Plant for August 2023

	23-Jul	23-Aug	
Rain	6.11	1.66	Inches
Average Influent Flow	0.283	0.267	MGD
Max Influent Flow	0.476	0.341	MGD
Total Influent Flow	8.48	7.754	MG
Average Primary Sludge Pumped	8,767	5,334	Gal/day
Total Primary Sludge Pumped	271,785	160,029	Gallons
Average Secondary Sludge Pumped	431,833	309,690	Gal/day
Total Secondary Sludge Pumped	12,955,000	8,981,000	Gallons
Average Sludge Wasted	15,330	12,782	Gal/day
Total Sludge Wasted	352,580	293,992	Gallons
Average Ferrous Feed	75	58	lbs/day
Total Ferrous Feed	2,242	1,672	lbs
Average Electrical Usage	922	902	Kilowatt hrs/day
Total Electrical Usage	27,650	26,160	kilowatt hrs
Average Natural Gas Usage	14	11	M cu ft/day
Total Natural Gas Usage	416	312	M cu ft



Respectfully Submitted

Theodore L Hutchison

City of Hudson WWTP Superintendent.



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Monthly Report of Operations at the
Wastewater Treatment Plant for September 2023

	23-Aug	23-Sept	
Rain	1.66	1.16	Inches
Average Influent Flow	0.267	0.237	MGD
Max Influent Flow	0.341	0.370	MGD
Total Influent Flow	7.754	6.884	MG
Average Primary Sludge Pumped	5,334	5,716	Gal/day
Total Primary Sludge Pumped	160,029	171,479	Gallons
Average Secondary Sludge Pumped	309,690	292,862	Gal/day
Total Secondary Sludge Pumped	8,981,000	8,493,000	Gallons
Average Sludge Wasted	12,782	11,574	Gal/day
Total Sludge Wasted	293,992	266,198	Gallons
Average Ferrous Feed	58	89	lbs/day
Total Ferrous Feed	1,672	2,584	lbs
Average Electrical Usage	902	883	Kilowatt hrs/day
Total Electrical Usage	26,160	25,600	kilowatt hrs
Average Natural Gas Usage	11	14	M cu ft/day
Total Natural Gas Usage	312	415	M cu ft



Respectfully Submitted

Theodore L Hutchison

City of Hudson WWTP Superintendent.

**City of Hudson Fire Dept.
Department Head Report
Month AUGUST Year 2023**

**MONTHLY RUN TOTAL: 13
BREAKDOWN BY SERVICE AREA**

2023 YEAR TO DATE CALLS 166

CITY OF HUDSON	<u>4</u>	YTD	<u>48</u>	2022 YEAR END TOTALS	<u>218</u>
HUDSON TWP.	<u>3</u>	YTD	<u>31</u>	2021 YEAR END TOTALS	<u>241</u>
PITTSFORD TWP.	<u>1</u>	YTD	<u>31</u>	2020 YEAR END TOTALS	<u>208</u>
MEDINA TWP.	<u>0</u>	YTD	<u>8</u>	2019 YEAR END TOTALS	<u>210</u>
				2018 YEAR END TOTALS	<u>174</u>

ASSIST TO:

CLAYTON	<u>0</u>	YTD	<u>8</u>	WALDRON	<u>0</u>	YTD	<u>1</u>
ADDISON	<u>0</u>	YTD	<u>11</u>	HUDSON AMBULANCE	<u>2</u>	YTD	<u>13</u>
MORENCI	<u>3</u>	YTD	<u>3</u>	NORTH ADAMS		YTD	<u>0</u>
JEFFERSON	<u>0</u>	YTD	<u>10</u>	OTHER	<u>0</u>	YTD	<u>2</u>

TRAINING/ACTIVITY/OTHER

**TRAINING #1 TOPIC Vehicle Extrication/Rescue tools FIREFIGHTERS ATTENDED 14 HRS
TOTAL 3**

**TRAINING #2 TOPIC Master Streams/Severe Weather Watch Procedures FIREFIGHTERS
ATTENDED 17 HRS TOTAL 2.3**

TRAINING #3 TOPIC Ground Ladders FIREFIGHTER ATTENDED 17 HRS TOTAL 2.5

TRAINING #4 TOPIC Grain Bin Rescue FIREFIGHTER ATTENDED 3 HRS TOTAL 8

OTHER ACTIVITIES:

Issued 5 Burning permits for August. YTD= 67

2022 total permits issued was 69.

Truck Check was held 8/20/23. 9 Firefighters Attended. 2 Hrs. Total

C-1 working on Building and entering data into the new Fire Reporting Software Program.

C-1 Working with representatives from NVFC and Globe Mfg for AFG FEMA grant for gear and equipment.

C-1 has met twice with Lenawee County Dispatch Supervisors fine tuning our Dispatch info and also CAD dispatching to our new I-Pads in Engines 1 & 4.

C-1 and Madison Twp C-1 have working together on making sure to provide coverage to the Citizens in our neighboring Departments area as they work through issues.

Jerry Tanner

82 - C1

**City of Hudson Fire Dept.
Department Head Report
Month SEPTEMBER Year 2023**

**MONTHLY RUN TOTAL: 12
BREAKDOWN BY SERVICE AREA**

2023 YEAR TO DATE CALLS 178

CITY OF HUDSON	<u>3</u>	YTD	<u>51</u>	2022 YEAR END TOTALS	<u>218</u>
HUDSON TWP.	<u>1</u>	YTD	<u>32</u>	2021 YEAR END TOTALS	<u>241</u>
PITTSFORD TWP.	<u>3</u>	YTD	<u>34</u>	2020 YEAR END TOTALS	<u>208</u>
MEDINA TWP.	<u>0</u>	YTD	<u>8</u>	2019 YEAR END TOTALS	<u>210</u>
				2018 YEAR END TOTALS	<u>174</u>

ASSIST TO:

CLAYTON	<u>1</u>	YTD	<u>2</u>	WALDRON	<u>2</u>	YTD	<u>3</u>
ADDISON	<u>0</u>	YTD	<u>11</u>	HUDSON AMBULANCE	<u>1</u>	YTD	<u>14</u>
MORENCI	<u>0</u>	YTD	<u>3</u>	NORTH ADAMS		YTD	<u>0</u>
JEFFERSON	<u>1</u>	YTD	<u>11</u>	OTHER	<u>0</u>	YTD	<u>2</u>

TRAINING/ACTIVITY/OTHER

TRAINING #1 TOPIC Physical Agility Testing FIREFIGHTERS ATTENDED 18 HRS TOTAL 3

TRAINING #2 TOPIC Officers Training on Records and Report Entry OFFICERS ATTENDED 5 HRS TOTAL 1

TRAINING #3 TOPIC Treestand Rescue/Backboarding/Triage FIREFIGHTER ATTENDED 18 HRS TOTAL 3

OTHER ACTIVITIES:

Issued 5 Burning permits for September. YTD= 72

2022 total permits issued was 69.

Truck Check was held 9/17/23. 14 Firefighters Attended. 2 Hrs. Total

September 9th we were notified that we were awarded the MI Fire Equipment Grant in the amount of \$30,000.00. This will outfit our 6 firefighters with expiring/expired gear from head to toe as well as provide us with replacement radio batteries for the 800 MHZ radios. This will bring everyone into compliance with NFPA Guidelines. Now we start the process of working on replacing the 17 sets that will start to expire at the end of 2024 through 2028.

Officers met with Turnout Gear suppliers to review and compare gear for grant purchasing.

C-1 and F/F Kuenzer taught Kitchen Fire Safety to the Cooking class at Hudson Area Schools.

Picked up most of our Battery powered tools and accessories that were purchased through a grant and specified donations for those tools. Two saws are still on backorder.

Annual pump testing was completed on 9/22/23 with all three Engines certified as passing.

Jerry Tanner

82 - C1

CITY OF HUDSON



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Jay Best
DPW Superintendent
Phone #517-403-9216

Water:

1. August total 6.7233 Max day 269,000 ave. day 216,000 min day 164,000 Sept 6.785,000
Max day 282,000 ave day 226,000 min day 178,000
2. Water tower wet interior cleaned
3. Corro pro cathodic protection was in to service rods had issue with Chlorine levels in tank inspection was visual and approved for service. Report for each to follow
4. Radiological testing for the water completed

Distribution:

1. Meter reads
2. Turn off and turn Ons as requested
3. 308 w. main street water service repair
4. Re reads complete
5. Requested MDOT to change mix and static roll main street through out downtown to not disturb water main
6. TSC plans reviewed and discussed with City Manager
- 7.

Streets:

1. Cold patch
2. Alley and State graded
3. Road edge filled on newly paved streets
4. Street signs replaced
5. Street side tree trims started
- 6.

Parks:

1. Mowed and maintained
2. Repaired playground equipment

Misc:

1. Employee DOT physicals updated
2. Cemetery garage door replaced
3. New mower used in town and works very well
4. New mower in and in service
5. Trimmed and cleared Mian Street bridge west side complete
6. Fire station floor electric complete plumbing complete and floor poured
7. Flushed sanitary drains
8. Foundations poured
9. Bridge inspection meeting
10. Employees went to continuing education classes
11. Worked on new truck for WWTP has been delivered
12. Equipment maintenance required and completed
13. Garage door at warm storage installed and complete
14. Removed damage fence panels at cemetery for replacement
15. Mail box and voting booth set
16. G and G glass and other companies looking at broken glass at dance studio
- 17.

Summary:

Monthly Ambulance Department Head Report
September 2023

	<u>2023</u>	<u>2022</u>	<u>Difference</u>
Dispatches for the Month	<u>109</u>	<u>122</u>	<u>-13</u>
Dispatches Year to Date	<u>919</u>	<u>1,001</u>	<u>-82</u>

Average Overall Response Time (Dispatch to Arrival, Minutes)	<u>September 2023</u>	<u>10.19</u>	Year to Date <u>10.00</u>
Fractile Response Time Percentage (Percentage of response times made at or below goal for each response area)	<u>September 2023</u>	<u>93.10%</u>	Year to Date <u>93.21%</u>
Number of mutual aide responses	<u>September 2023</u>	<u>17</u>	Year to Date <u>173</u>

Roster Information

Number of Personnel on Current Roster	<u>20</u>	Number of Members Active this Month	<u>18</u>
Number of Members with Extended Inactivity	<u>0</u>	Number of New Hires Year to Date	<u>4</u>
Number of Members on Leave	<u>0</u>	Number of Members that have left the Service	<u>4</u>
Number of Members Ineligible for Primary Response			<u>0</u>

General Notes

- * The floor has been poured in the rear of bay 1. It should be ready to park on by 10.11.23
- * Special Event coverage for Hudson Schools has been added to the schedule through October
- * Dispatch stats are being reviewed to establish better coverage options if needed

Report from the Main Office August and September 2023

9 building permits and 3 electrical permits issued in August also 1 plumbing and 4 building permits in September.

4 burials in August and September at the Maple Grove Cemetery and also sold 1 lot.

We sold 3 dog tags in August and 1 in September.

Community Center had 5 rentals, 10 park reservations and 1 garage sale in August and 8 rentals, 2 park, and 2 garage in September.

Another 16 more code violations letters have been sent out on tall grass, junk in the yard and a 3 dog limit within the city limits.

In the utilities, the office billed \$114,910.70 in August and additional \$5,858.67 in late charges. In September we billed \$103,840.00 and \$7,798.08 in late charges.

The absentee applications went out in the mail for the permanent absentee voters list. Since the new law that allows the citizens to skip the application process in the future elections has started with this election. Most of applications coming back has asked to be put onto the permanent ballot list. We have sent out 110 so far in ballots for this election.

Jeaniene McClellan
City Clerk

CLEAR-1019 Reported Offense By Date

Between 08/01/2023 Thru 08/31/2023

Agency: HN Hudson Police Department



Offense Code	Description	Incident Count
1172	CSC 3rd Degree -Penetration Penis/Vagina	1
1313	Assault/ Battery/Simple (Incl Domestic and Police Officer	1
2309	Larceny - From Yards (Grounds Surrounding a Building)	1
2404	Vehicle Theft UDAA (reported by your jurisdiction)	1
2406	Possess/Receive Stolen Vehicle	1
2609	Identity Theft	1
2674	Fraud (Larceny) by Conversion	2
2799	Embezzlement (Other)	1
5015	Failure to Appear (FTA)	5
5311	Disorderly Conduct	1
5561	Animals at Large	1
5707	Trespass (Other)	1
C2822	Lost / Missing Juvenile	2
C2825	Juvenile - Incurability	2
C2999	All Other Traffic Offenses	2
C3020	Misdemeanor Arrest Warrant (Originating Agency)	6
C3145	Property Damage Traffic Crash PDA	1
C3170	Private Property Traffic Crash	1
C3175	Private Property H&R Traffic Crash	1
C3215	Adult Suicide	1
C3299	Welfare Check	6
C3312	Neighborhood Trouble	1
C3324	Suspicious Circumstances	7
C3328	Suspicious Persons	2
C3330	Assist Other Law Enforcement Agency	10
C3331	Assist Medical	1
C3332	Assist Fire Department	2
C3333	Assist Motorist	1
C3337	Assist Citizen - Vehicle Lockout	2
C3355	Civil Matter - Other	1
C3392	Miscellaneous Investigation	1
C3799	Miscellaneous Traffic Complaint	1
C3808	Animal Bite / Scratch	2
C3902	Burglary Alarm	1
L3517	Subpoena Service - HN	1
L3524	Freedom of Information - HN	4
L3538	Animal - CWB (Check Well Being) - HN	1
L3544	Background/Records Check - HN	1
L3552	Noise Complaint - HN	3
L3560	Harassment - No Report - HN	3
L3585	Trespass Warning - HN	1
L3590	Traffic Stop - HN	8
L3597	Ordinance Violation -HN	10
	Sum:	103



CLEAR-1019 Reported Offense By Date

Between 09/01/2023 Thru 09/30/2023

Agency: HN Hudson Police Department



Offense Code	Description	Incident Count
1313	Assault/ Battery/Simple (Incl Domestic and Police Officer	4
2308	Larceny - From Building (Includes Library, Office used by Public, etc)	1
2309	Larceny - From Yards (Grounds Surrounding a Building)	1
2902	Damage to Property - Private Property - MDOP	1
3078	Retail Fraud Theft 3rd Degree	2
3085	Organized Retail Fraud, All Other	1
3550	Narcotic Equipment - Paraphernalia	1
5013	Conditional Release Violation	1
5015	Failure to Appear (FTA)	1
5308	False Fire Alarm	1
5311	Disorderly Conduct	1
5312	Disturbing the Peace	1
5560	Dog Law Violations	1
5707	Trespass (Other)	1
C2822	Lost / Missing Juvenile	1
C2840	Juvenile - Malicious Mischief	1
C2899	Juvenile - All Other	1
C3020	Misdemeanor Arrest Warrant (Originating Agency)	1
C3050	Misdemeanor Arrest Warrant - Other Jurisdiction	1
C3104	Crash, Angle	1
C3108	Crash, Sideswipe-Same	1
C3145	Property Damage Traffic Crash PDA	2
C3170	Private Property Traffic Crash	2
C3250	Mental Health Call	1
C3299	Welfare Check	7
C3310	Family Trouble	3
C3312	Neighborhood Trouble	1
C3318	Found Property	1
C3324	Suspicious Circumstances	11
C3326	Suspicious Vehicles	3
C3328	Suspicious Persons	1
C3330	Assist Other Law Enforcement Agency	6
C3331	Assist Medical	2
C3334	Assist Other Govt Agency	1
C3355	Civil Matter - Other	7
C3357	Protective Services Referral (CPS/APS)	1
C3399	Miscellaneous All Other	1
C3803	Animal Barking Dog	1
C3804	Animal Complaint	2
C3808	Animal Bite / Scratch	1
C4035	Hit and Run Citation	1
C4802	Nicotine Violation - Civil Infraction	1
L3507	Blight/Code Enforcement - HN	1
L3512	Warrant Attempt - HN	2
L3513	Property Check - HN	1
L3517	Subpoena Service - HN	2
L3524	Freedom of Information - HN	1

CLEAR-1019 Reported Offense By Date

Between 09/01/2023 Thru 09/30/2023



Agency: HN

Offense Code	Description	Incident Count
L3536	Opened in Error - HN	1
L3544	Background/Records Check - HN	3
L3552	Noise Complaint - HN	1
L3562	Animal - Stray Canine - HN	1
L3585	Trespass Warning - HN	1
L3590	Traffic Stop - HN	15
L3597	Ordinance Violation -HN	10
Sum:		120



City Manager Report

October 17, 2023

- I received notification from the DNR that the city Spark Grant application was not recommended by the DNR Director. The reason, according to the email, was due to the volume of applications received and the available funding.
- I met with Andy Campbell of Bakertilly financial about the CWSRF/DWSRF grants that the city did not score high enough to be funded through EGLE. I sent Andy the Project Plans drafted by Jones & Henry to review for possible funding through the USDA. Most USDA grants cover 50%-75% of projects. Bakertilly will provide the city with some information about the USDA option at a Council meeting tentatively in November or December.
- I had Jones & Henry send in the Intent to Apply (ITA) documents to EGLE to stay in the running for the CWSRF/DWSRF grant for the 2025 grant cycle as well. This allows the city both potential funding options for the Clean Water and Drinking Water projects.
- Chief Keck has hired two part-time officers. Chad Rogers who is currently a full-time officer with the City of Tecumseh, and Blane Tanner who is a current full-time officer in Morenci. Chief Keck is currently in the process with another officer to fill the full-time officer position. Chief Keck and the Hudson Schools Superintendent are still working on filling the SRO position.
- Jay and I will be having a meeting with Steve Witte again about the TSC project and suggested improvements to the water main at the site. The existing water main is suspected to be 60 years old and thought that now would be the time to consider improvements.

Charlie