

**CITY OF HUDSON
121 N. CHURCH STREET, HUDSON, MI 49247
REGULAR MEETING
August 5, 2014 7:00 P.M.**

745715:

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

ROLL CALL: PRESENT: Carmel Camp, Namrata Carolan, Lee Ann Minton, Bruce VanWieren, Lee Daugherty, and Rick Moreno
ABSENT: Tyler Mattison

ALSO PRESENT: Wes Boyd, WWTP Superintendent Ted Hutchison, Carl Sword, Dan Cherry, Diane Bulmer, Police Chief Charlie Weir, County Commissioner Jim Driskill, Brad Vanderlooven, City Manager Steve Hartsel and City Clerk Jeaniene McClellan.

ORDERS OF THE DAY:**745716:****Excuse Absent Member:**

Motion by Namrata Carolan, seconded by Lee Ann Minton to excuse Tyler Mattison from the meeting, CARRIED: 6-0 by roll call vote

Setting the Agenda:

Add Amendment to City Manager's Contract under New Business item K.

745717:

Motion by Lee Ann Minton, seconded by Namrata Carolan to **approve adding Amendment to City Manager's Contract under New Business Item K**, CARRIED: 6-0 by roll call vote.

Approval of Minutes:**745718:**

Motion by Namrata Carolan, seconded by Rick Moreno to **approve the minutes of July 1, 2014 and place on file**, CARRIED: 6-0 by roll call vote.

PUBLIC COMMENT:

Diane Bulmer 130 S. Maple Grove Ave – She received an income tax letter about not filing so she wanted to know how the income tax fund was used.

County Commissioner Jim Driskill – On September 12th, residents may take their used tires to the Lenawee County Fair Grounds for free.

NEW BUSINESS:**APPROVE: Re-appoint Amy Hill and Kim Decker to the Recreation Advisory Board**

Amy Hill and Kim Decker's terms expired this year.

Amy and Kim have expressed an interest in being reappointed to the Recreation Advisory Board, meet all the minimum requirements, and are not indebted to the City.

745719:

Motion by Lee Ann Minton, seconded by Bruce VanWieren to **confirm the re-appointment of Amy Hill and Kim Decker to the Recreation Advisory Board with a 3-year term expiring in July 2017**, CARRIED 6-0 by roll call vote.

AUTHORIZE: Street closure for the 4th annual Fire Fighters' Field Day

As part of the 4th Annual Fire Fighters' Field Day event, the City Manager has requested that Council consider the closure of Railroad Street between Lane and West Streets on Saturday, August 9th, 2014 from 7:00 am – 4:00 pm for the Fire Fighters' Field Day competition to be held from approximately 10:00 am to 3:00 pm. The extra time is to allow set-up and break-down/cleanup before and after the event.

745720:

Motion by Namrata Carolan, seconded by Bruce VanWieren to **authorize the closure of Railroad Street between Lane and West Streets on Saturday, August 9th, 2014 from 7:00 a.m. to 4:00 p.m. for the 4th Annual Fire Fighters' Field Day event**, CARRIED 6-0 by roll call vote.

APPROVE: MDOT Contract and Resolution for the Engle Trail

City Manager Steven Hartsel provided for council review a copy of contract 14-5337 between the Michigan Department of Transportation and the City of Hudson. This contract is for the purpose of beginning the Engle Trail Congestion Mitigation/Air Quality (CMAQ) Project, Federal Item #HH 9477/MDOT Job #120163A. The estimated cost of the project is \$151,900, consisting of \$120,000 in federal funds and \$31,900 in local match from the Engle Trail budget line in the FY 14/15 City Budget.

MDOT requires a certified resolution to authorize two city officials to sign the contract. MDOT requires that the resolution specifically name the officials who are authorized to sign the contract.

City Manger recommended that Council approves the Michigan Department of Transportation Contract and Authorizing Resolution. He requested that Council authorize City Manager Steven Hartsel and City Clerk Jeaniene McClellan to sign the contract.

745721:

Motion by Lee Ann Minton, seconded by Namrata Carolan to **approve the Michigan Department of Transportation Contract No. 14-5337 and Resolution, and authorize City Manager Steven Hartsel and City Clerk Jeaniene McClellan to sign the contract**, CARRIED 6-0 by roll call vote.

AUTHORIZE: \$180,696.70 for MDOT to start the contract for the Engle Trail

The low project bid at MDOT came in \$28,796.70 over the approved contract cost of \$151,900. Council needs to approve the bid amount of \$180,696.70 in order for MDOT to proceed with the project.

745722:

Motion by Lee Ann Minton, seconded by Namrata Carolan to **approve the bid amount of \$180,696.70 including an additional \$28,796 in local match for the Engle Trail**, CARRIED 5-1 by roll call vote (Daugherty- no)

APPROVE: Purchase of Sodium Metabisulfite - WWTP

The Waste Water Treatment Plant will need to use this chemical 24 hours a day to remove any chlorine in the final effluent before discharging to the Bean Creek.

745723:

Motion by Bruce VanWieren, seconded by Namrata Carolan to **approve the purchase and delivery of 44 fifty pound bags of Sodium Metabisulfite at \$28.00 per bag, for a total of \$1,232.00. Line item 590-561-743-000, treatment chemical, CARRIED 6-0 by roll call vote.**

APPROVE: Purchase Cemetery Software

City Clerk Jeaniene McClellan started checking on cemetery software after she attended clerks training last summer. Our cemetery records are all done by hand. We do not have any backup if these records were destroyed. This software will allow us to have cemetery records on the server for a backup, and be able to access it from any computer. This software will not only create burial cards and deeds, but after the data is entered we will have a GIS Mapping of our whole cemetery.

Jeaniene and Rita have both looked at existing cemetery software and they both think that Pontem would be the best for our cemetery. The cost is \$2,420.00 for the software and training. This item is included in the current budget. There will be an annual support fee of \$607.50 starting the second year.

745724:

Motion by Lee Ann Minton, seconded by Bruce VanWieren to **approve the purchase of Pontem Cemetery Software for Maple Grove Cemetery record keeping for \$2,430.00 from budget line item 209-277-977.000 (Capital Outlay – New Cemetery Software), CARRIED 6-0 by roll call vote.**

ACCEPT BID: 115 N Church St Demolition

At the July 1, 2014 meeting, Council authorized seeking sealed bids for the demolition of the city-owned building at 115 N Church St. Sealed bids for this demolition were accepted until 2 pm on Monday, August 4th. The following bids were received:

Bidder	Bid Amount
Rising Excavating, Inc., Hudson, MI	\$72,400.00

As indicated above, the sole bidder was Rising Excavating, Inc., with a bid of \$72,400.00. This bid meets the requirements listed in the published Bid Specifications. The City and the DDA have budgeted \$60,000.00 towards this project. Though more than budgeted, in light of the current high regional demand for contractors and the likely further increase in cost for this project in the future, the City Manager recommended that Council approve this bid, and authorize him to sign the required documents to move forward with the demolition of the structure at 115 N. Church St.

745725:

Motion by Namrata Carolan, seconded by Lee Ann Minton to **accept the bid from Rising Excavating, Inc. of Hudson, MI in the amount of \$72,400.00 for the demolition of the building at 115 N. Church St., and authorize the City Manager to sign the necessary documents to proceed with this demolition, CARRIED 6-0 by roll call vote.**

APPROVE: Purchase of Ballistic Vests - HPD

The Hudson Police Department has five police officers that need new ballistic vests. The U.S. Department of Justice and most vest manufactures recommend that a vest be replaced every five years. The vests that would be replaced are going on or near the ten year mark. Chief Weir has a balance in the Bullet Proof Vest Partnership under the U.S. Department of Justice, to pay half of the cost of the new vests. He purchased four vests back in 2012 using BPVP funds, and this would be the second half of the vest replacement.

Attached are three bids for the purchase of the 5 vests. All 3 vests meet the MIJ 0101.06 standard and qualify for the grant funding.

Armor Express through CMP Distributors	\$3,475.00	
U.S. Armor N. E. Uniform & Equipment	\$3,240.00	
Calls SE Body Armor Galls	\$3,210.00	No Shock Plate / Shipping

The four vests previously ordered in 2012 (Armor Express) have been in service and the officers using them are very happy with the vests comfort and durability.

745726:

Motion by Lee Ann Minton, seconded by Bruce VanWieren to **approve the purchase of five new ballistic vests from CMP Distributors in the amount of \$3,475.00. Funds for the purchase coming from line items 101-301-977 Equipment Repair and Replacement, and 101-301-961 Training and Equipment. 50% of the purchase will be reimbursed by the U.S. Department of Justice BPVP fund., CARRIED 6-0 by roll call vote.**

APPROVE: Purchase of Equipment for new Patrol Vehicle - HPD

Attached are three bids to set up the new Ford patrol vehicle. All three bids reflect the equipment option configurations Chief Weir is requesting.

Adrian Communications	\$ 8,181.16	Adrian Michigan
Pro Comm Inc	\$ 9,501.32	Mt. Pleasant Michigan
Cruisers	\$10,645.00	Brighton Michigan

745727:

Motion by Namrata Carolan, seconded by Bruce VanWieren to **accept the bid from Adrian Communications in the amount of \$8,181.16. Funds coming from line item 101-301-977.100 Police Car replacement, CARRIED 6-0 by roll call vote.**

APPROVE: 2013-14 Fiscal Year-End Budget Amendments

As recommended by the City's Auditor, Phil Rubley, we have amended the final budget to properly reflect actual revenue and expenditures for fiscal year ending June 30, 2014.

As required by the Michigan Department of Treasury, these amendments need to be approved by the Hudson City Council.

745728:

Motion by Lee Ann Minton, seconded by Namrata Carolan to **request that Council approve the budget amendments for the Fiscal Year ending June 30, 2014, CARRIED 6-0 by roll call vote.**

EXECUTIVE SESSION: OMA Sec. 8(a) City Manager Performance Evaluation:

The last performance appraisal for the City Manager was conducted on October 15, 2013. City Manager Steven Hartsel submitted a written request to enter Executive Session in order to complete this year's performance appraisal. He understood that after leaving Executive Session, Council usually entertains a motion or comments in Regular Session to characterize the City Manager's overall performance as either Satisfactory or Unsatisfactory.

745729:

Motion by Bruce VanWieren, seconded by Lee Ann Minton to **go into Executive Session pursuant to Section 8(a) of the Open Meetings Act for the purpose of conducting a performance appraisal of the City Manager**, CARRIED: 6-0 by roll call vote.

**Go Into Executive Session at 7:45 p.m.

**Return to Open Session at 7:57 p.m.

745730:

Motion by Lee Ann Minton, seconded by Rick Moreno **that the Council's consensus is a Satisfactory recommendation for City Manager Steven W. Hartsel**. CARRIED: 6-0 by roll call vote.

APPROVE: Amendment to the City Manager's Contract:**745731:**

Motion by Lee Ann Minton, seconded by Namrata Carolan to **approve an amendment to the City Manager's contract to increase his annual salary to \$63,600, and to increase his monthly health insurance allowance by \$200**. CARRIED: 6-0 by roll call vote.

UNFINISHED BUSINESS:**Bills:****Bills to be Approved for Payment: \$80,756.88**

Midwest Collaborative Svc's	\$ 1,458.48	Library Annual RIDES Contract Renewal
Michigan Municipal League	\$ 1,748.00	Annual Membership Dues
Lenawee County Equalization	\$ 3,487.40	Property Tax Contract & Summer Bills
Quality Piping	\$ 6,146.00	Boiler Repair at 313 W. Main Street
Berends Hendricks Stuit	\$ 67,917.00	Annual Liability Insurance Premium

Bills to be Confirmed: \$63,420.02

Consumer Energy	\$ 1,050.57	Community Ctr Electricity July 2014
Consumer Energy	\$ 1,084.23	City Hall/Fire Dept Electricity July 2014
Consumer Energy	\$ 2,744.89	WTP/DPW Electricity July 2014
Consumer Energy	\$ 4,759.58	WWTP Electricity July 2014
Fleis & Vandenbrink	\$ 5,000.00	S2 I & I Study Project May 2014
Game Time	\$ 5,000.00	Down Payment for Playground Equipment
Blue Cross & Blue Shield	\$ 21,474.22	Employee Health Insurance Aug 2014
Game Time	\$ 22,306.53	Final Payment for Playground Equipment

745732:

Motion by Namrata Carolan, seconded by Bruce VanWieren to **pay the bills**, CARRIED: 6-0 by roll call vote

Department Head Reports for June 2014:**745733:**

Motion by Lee Ann Minton, seconded by Namrata Carolan to **accept the Department Head Reports for June 2014, and place on file**, CARRIED: 7-0 by roll call vote

Accounts Payable Report for June 2014:**745734:**

Motion by Namrata Carolan, seconded by Bruce VanWieren to **accept the Accounts Payable Report for June 2014, and place on file**, CARRIED: 7-0 by roll call vote.

CITY MANAGER'S REPORT:

- The State Housing Development Authority has informed us that we provisionally approved to receive \$421,893.00 in Community Development Block Grant funds for the first round of our Downtown Rental Rehabilitation Project which covers roughly a dozen upstairs apartments.
- There will be a one-day Window Repair Workshop on August 10th at 300 W. Main, conducted by Turner Window Restoration and Eriksen Development. This free workshop will train people to properly refurbish wooden windows, as well as help to complete the current project to place the original windows at 300 W. Main back into service as part of the nearly-completed 2011 Façade Project.
- The 4th Annual Will Carleton Cup Firefighters Field Day and Water Ball Tournament appear poised to have a good amount of area participation, with at least 10 teams slated to complete. Jamie Myers has been doing a very good job setting up the tournament and lining up teams, and he also reports that our Firefighters even won a tournament recently.
- The City Treasurer and Steven Hartsel have been continuing to investigate health care plan options for the City ahead of our Plan renewal on December 1st. We will begin discussions with employees this month, and expect to have this topic as an agenda item for discussion with Council in September before a vote in late October. Our goal is to meet the requirements of the Affordable Care Act, while also providing a good plan for our employees that yields savings to the General Fund.
- City Treasurer Marcia Willett has ensured that our annual Fiscal Year Audit is beginning early this year, with a start date of August 5th. City Auditor Phil Rubley and his team will again be conducting the audit. The results of the audit are expected to be present to Council in late September.
- City Manager Steven Hartsel was very relieved that the recent prospect of losing either our Dollar General or Family Dollar store seems to have been averted. There has been national business media discussion recently regarding a stockholder push by Family Dollar to merge with Dollar General; however, the merger will now be between Family Dollar and Dollar Tree, which should leave our stores unaffected.

ADJOURNMENT:

745735:

Motion by Lee Ann Minton, seconded by Rick Moreno to **adjourn the meeting at 8:17 p.m.**

APPROVED: _____
Carmel Camp, Mayor

ATTEST: _____
Jeaniene McClellan, City Clerk

REVIEWED BY: _____
Denis F. Jodis, City Attorney
Dated: _____