

**CITY COUNCIL
121 N CHURCH STREET, HUDSON, MI
REGULAR MEETING
December 19, 2017 at 7:00 p.m.**

746571:

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, Lee Ann Minton, Rick Moreno, Lee Daugherty, Darlene VandeZande and Carl Sword

ABSENT: Tyler Mattison

ALSO PRESENT: WWTP Superintendent Ted Hutchison, Police Chief Charlie Weir, DPW Superintendent Jay Best, Daily Telegram – Dan Cherry, City Manager Steven Hartsel, City Clerk Jeaniene McClellan

ORDERS OF THE DAY:**Excuse Absent Members:****746572:**

Motion by Lee Ann Minton, seconded by Carl Sword to **excuse Tyler Mattison from the meeting**, CARRIED: 4-2 by roll call vote. (Carmel Camp, Lee Ann Minton, Rick Moreno, Carl Sword – yes Lee Daugherty, Darlene VandeZande – no)

Setting the agenda:**746573:**

Motion by Carl Sword, seconded by Rick Moreno to **add Approve Water System Asset Management Plan under New Business Item F and to add Approve DNR Volunteer Fire Assistance Grant Project Agreement under New Business Item G**, CARRIED: 6-0 by roll call vote.

Approval of Minutes of November 21, 2017:**746574:**

Motion by Lee Ann Minton, seconded by Rick Moreno to **approve the minutes of November 21, 2017, and place on file**, CARRIED: 6-0 by roll call vote.

PUBLIC COMMENT:

No public comment received

NEW BUSINESS:**APPROVE: 2018 Council and Planning Commission Meeting Dates:**

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

746575:

Motion by Lee Ann Minton, seconded by Rick Moreno to **approve the 2018 Council and Planning Commission meeting dates**, CARRIED 6-0 by roll call vote.

APPROVE: 2018-2024 Capital Improvement Plan:

As required annually, the Planning Commission approved the Capital Improvement Project Plan at their November 27, 2017 meeting. The Plan covers a time period of 6 years.

746576:

Motion by Carl Sword, seconded by Rick Moreno to **accept the 2018-2024 Capital Improvement Project Plan from the Planning Commission**, CARRIED 6-0 by roll call vote.

APPROVE: Proposal for SAW Asset Management Financial Plan:

Fleis & VandenBrink Engineering has solicited the proposal from H.J. Umbaugh & Associates to prepare a Financial Plan as part of Fleis & VandenBrink's current development of Asset Management Plans (AMPs) for the Storm and Sanitary Sewer systems. The AMP's comprise part of the SAW grant-funded work. The Sanitary Sewer work is 100% grant-funded and the Storm Sewer work is 90% grant-funded. Umbaugh's proposed cost for their services is \$12,000, with the City's non-reimbursed portion amounting to approximately \$600.

746577:

Motion by Lee Ann Minton, seconded by Carl Sword to **approve the proposal from H. J. Umbaugh & Associates to provide an Asset Management Financial Plan for \$12,000 as part of the SAW Grant work, and authorize the City Manager to sign the letter of engagement with Umbaugh to authorize the work detailed in the proposal**. CARRIED 6-0 by roll call vote

APPROVE: Payment Application 4 and Change Order 2 for the NW Parking Lot:

The 4th and Final Payment Application from Slusarski Excavating & Paving for the Northwest Parking Lot Reconstruction Project in the amount \$16,440.49. Fleis & VandenBrink has verified the quantities and recommends authorizing the payment. This is the final invoice for the project and includes the previously withheld retainage. Change Order 2 reflects a final contract cost decrease of a further \$6,555.74, for a new project construction cost of \$164,404.66. This includes the remaining repair work on the NE Parking Lot. This reduction is partly offset by additional engineering costs of \$3,323.50 from Fleis & VandenBrink for the NE Parking Lot repair work. The total remains below the overall project budget of \$170,000 (\$80,000 from the City Parking Lot fund, \$10,000 from the City Metro Act fund, and \$80,000 from the DDA).

746578:

Motion by Carl Sword, seconded by Darlene VandeZande to **approve Payment Application 4 from Slusarski Excavating & Paving for \$16,440.49 for the Northwest parking Lot Reconstruction Project and approve Change Order 2 which lowers the final contract amount to \$164,404.66**. CARRIED 6-0 by roll call vote

APPROVE: Police Patrol Vehicle Equipment and Installation:

The Police Chief Charles Weir, requested bids from three vendors for equipment and installation for the new 2018 Dodge Charger patrol vehicle and received two options from only one of the vendors. He provided two options from Adrian Sign. He made several attempts to get bids from the other two vendors, but they have failed to provide any after several requests.

After meeting with the owner and touring their operations he is recommending going with Adrian Sign.

746579:

Motion by Lee Ann Minton, seconded by Rick Moreno to **authorize Chief Weir to accept the bid #1166 from Adrian Sign in the amount of \$9,586.00 for the equipment and set up for the new 2018 patrol vehicle and two camera systems for \$6,170.00.** CARRIED 6-0 by roll call vote

APPROVE: Water System Asset Management Plan:

Earlier this year, the DEQ informed all municipalities of a requirement to submit a Water System Asset Management Plan with a January 2018 deadline. Jones & Henry Engineers submitted a proposal to help prepare this plan for a cost of \$15,000, which was approved by Council on May 16th. We have reviewed the completed plan and recommend its approval. The DEQ will receive it ahead of the deadline.

746580:

Motion by Carl Sword, seconded by Rick Moreno to **approve Water System Asset Management Plan.** CARRIED 6-0 by roll call vote

APPROVE: DNR Volunteer Fire Assistance Grant Project Agreement:

Chief Tanner received notification this week that his request for a Volunteer Fire Assistance Grant for a portable pump has been approved in the amount of \$3,850.00. DNR has sent the grant agreement to us, and this agreement needs to be approved, signed and returned to the DNR by January 5th.

The portable pump is primarily intended to address a firefighting capability shortfall such as at the Posey Lake island, where vehicle access is not possible.

746581:

Motion by Lee Ann Minton, seconded by Rick Moreno to **approve the DNR Volunteer Fire Assistance Project Agreement for \$3,850.00 and authorize the Fire Chief and the City Manager to sign the agreement.** CARRIED 6-0 by roll call vote

UNFINISHED BUSINESS:**Bills:****Bills to be Approved for Payment: \$86,971.99**

Buck & Knobby Equipment Co	\$ 1,095.01	Backhoe Rental for DPW
Boyd Media	\$ 1,320.00	Ordinance 396.17 Publication for Bonding
Unique Paving Materials	\$ 1,689.60	17.6 Tons Cold Mix for Streets
Detroit Salt Company	\$ 1,860.64	51.67 Tons Rock Salt for Winter
Consumers Energy	\$ 1,929.97	Dec 2017 Electrical Charges for WTP
State of Michigan DEQ	\$ 1,950.00	Annual Discharge Permit for WWTP
Jones & Henry Engineers Ltd	\$ 2,350.99	Asset Management Invoice #1
Burnips Equipment	\$ 2,386.94	Old Ford Tractor/Mower Service
Buck & Knobby Equipment Co	\$ 2,984.49	2011 John Deere Tractor Service
Fleis & VandenBrink	\$ 3,323.50	NE Parking Lot Repairs
Fleis & VandenBrink	\$ 3,521.75	Lane Street Design Services October 2017
Consumers Energy	\$ 3,699.12	November 2017 Street Lights
H. J. Umbaugh & Associates	\$11,500.00	SRF Bond Fee
S & P Global Rating	\$12,000.00	Standard & Poor's Financial Rating Fee
Jones & Henry Engineers Ltd	\$16,387.22	WWTP Improvement Owners Advisor
Blue Cross Blue Shield of MI	\$18,972.76	January 2017 Health Insurance Premium

Bills to be Confirmed for Payment: \$3,247.00

BS & S Software	\$ 747.00	Annual Support for Assessing & Dog Tags
Deo's Lawn Maintenance	\$ 2,500.00	2017 Fall Clean Up at Cemetery

746582:

Motion by Carl Sword, seconded by Lee Daugherty to **pay the bills with the correction of the \$1,929.97 for Consumers Energy for the Street Lights to pay the correct amount of \$3,699.12**, CARRIED: 6-0 by roll call vote.

Department Head Reports for November 2017:**746583:**

Motion by Carl Sword, seconded by Rick Moreno to **accept the Department Head Reports for November 2017 and place on file**, CARRIED: 6-0 by roll call vote.

Account Payable Report for November 2017:**746584:**

Motion by Rick Moreno, seconded by Carl Sword to **accept the Account Payable Report for November 2017 and place on file**, CARRIED: 6-0 by roll call vote.

MINUTES FROM BOARDS AND COMMISSIONS:**Planning Commission minutes dated November 27, 2017 (Pending Approval):****746585:**

Motion by Rick Moreno, seconded by Carl Sword to **accept the Planning Commission minutes dated November 28, 2017 (pending approval) and place on file**, CARRIED: 6-0 by roll call vote

DDA minutes dated October 19, 2017 (Pending Approval):**746586:**

Motion by Rick Moreno, seconded by Carl Sword to **accept the DDA minutes dated October 19, 2017 (pending approval) and place on file**, CARRIED: 6-0 by roll call vote

CITY MANAGER'S REPORT:

- DPW had their initial snow event of the season last week, and tried a new approach involving staggered crews overnight. This was successful, and resulted in faster and earlier completion, with less impact on school and work traffic.
- Jeff Aronoff has informed us that the Bond closing with the Michigan Finance Authority (MFA) was completed on Tuesday. City Manager, Steven Hartsel will continue to coordinate with him on the next steps in the financing process. Another important upcoming item is consideration of an amendment to the Phase I contract with Fleis & VandenBrink to formally move into Phase II (construction). The current status is a contingent contract award with Fleis & VandenBrink depending on successful financing with MFA. This is almost complete, so within the next month, Fleis & VandenBrink should present a cost. According to the MFA/DEQ Fiscal Year 2018 First Quarter schedule, the Notice to Proceed will be issued no later than February 10th, and probably earlier. The utility easement to permit the replacement of the sanitary sewer line south of the

football field and across West Street has been sign by all parties and registered with the County, so that potential hurdle has been met.

- DPW Superintendent Jay Best and City Manager Steven Hartsel met with Jones & Henry on December 14th to review and help provide input to the draft Water System Asset Management Plan they are preparing on our behalf. This plan is required to be received by the DEQ by the end of the year. We expect to receive the final version on Monday and request to add the item to Tuesday Evening’s agenda. This will allow Council to approve it in time to meet the State’s deadline.
- Similarly, the State has also notified us of a requirement to update our existing Wellhead Protection Plan within the next month. Jones & Henry is also drafting a proposal to perform this work for us as part of their ongoing water system-related engineering work.
- Fleis & VandenBrink held a Utility Coordination meeting here on the 6th for the upcoming Lane Street Reconstruction Project. Besides paving, the major project elements involve replacing the water line and much of the storm sewer. We still hope to go out for bids in January – February, very early in the construction season, in order to get lower bids.
- City Manager Steven Hartsel was approached by a development group who might be interest in coordinating another round of downtown Rental Rehabilitation. We are hoping to hold a public informational meeting for interested property owners in late January.

ADJOURNMENT:

746587:

Motion by Rick Moreno, seconded by Carl Sword to **adjourn the meeting at 8:03 p.m.**

APPROVED: _____
Carmel Camp, Mayor

ATTEST: _____
Jeaniene McClellan, City Clerk

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