

May 2, 2017

**IMLAY CITY COMMISSION
150 N. Main Street
IMLAY CITY, MI 48444
REGULAR MEETING
May 2, 2017**

1. CALL TO ORDER

Mayor Bargaen called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

Mayor Bargaen led the Pledge of Allegiance.

3. ROLL CALL

Present: Mayor Walt Bargaen
Commissioner Joi Kempf
Commissioner Marty Rankin

Commissioner Al Ramirez
Commissioner Robert Tanis

Absent: Commissioner Amy Planck and Commissioner Mike Romine

Also Present: City Manager Tom Youatt; Chief of Police Scott Pike; four members of the community; and one member of the media.

4. APPROVAL OF AGENDA

Moved by Rankin, seconded by Kempf, to approve the agenda with the following additions: 5.A. Consent Agenda Approval of Minutes for Special Meeting April 19, 2017; 8.F. Code Enforcement Officer Letter of Resignation; and 8.G. Code Enforcement Officer Proposed Job Description.

MOTION CARRIED UNANIMOUSLY

5. APPROVAL OF CONSENT AGENDA ITEMS

Motion by Rankin, seconded by Kempf, to approve the following Consent Agenda Items as presented:

A. Approval of Minutes – Regular Meeting – April 18, 2017
Special Meeting – April 19, 2017

B. Other Minutes - DDA Special Meeting – March 28, 2017

C. Payment of Bills - Payroll totaling \$105,150.36
Accounts Payable and Trust & Agency totaling \$202,878.58

ROLL CALL VOTE

Ayes: Rankin, Kempf, Ramirez, Tanis, Bargaen

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Nays: None

MOTION CARRIED 5 - YEAS; 0 - NAYS

6. CITIZENS FROM THE FLOOR

Alan Rosenbalm, Imlay City, made a formal request of the Commission to be appointed to either the Planning Commission or the Parks and Recreation Commission at the time of the next available open seat. Mr. Rosenbalm indicated he will be seeking a seat on the City Commission at the next opportunity and would appreciate the experience and insight that serving on another City Commission would provide him.

Mayor Barga instructed Mr. Rosenbalm to complete an application for appointment to a Board or Commission and indicated that the Commission would strongly consider it.

7. OLD BUSINESS

A. First Street Sanitary Sewer Pay #2

City Manager Tom Youatt presented the final payment invoice to DiPonio Contracting, Inc. for the First Street Sanitary Sewer Project in the amount of \$5,675.30. Youatt indicated that the project started last fall, DiPonio has completed the punch list items, and a subcontractor has agreed to level the area of concern around the protruding manhole.

Motion by Rankin, seconded by Tanis, to approve the First Street Sanitary Sewer Project invoice for DiPonio Contracting, Inc. in the amount of \$5,675.30, as presented.

ROLL CALL VOTE

Ayes: Kempf, Ramirez, Tanis, Rankin, Barga

Nays: None

MOTION CARRIED 5 - YEAS; 0 – NAYS

8. NEW BUSINESS

A. Michigan Law Enforcement Policy Manual & Daily Training Bulletins

City Manager Tom Youatt presented the proposal from Lexipol for provision of a policy manual and daily training bulletins for the Imlay City Police Department, noting the reasonable annual cost of \$5,139.00. Chief of Police Scott Pike explained the risk management services provided by Lexipol to local law enforcement agencies including a policy manual in compliance with current legislation, weekly officer bulletins, and an acknowledgment process for officers receiving the information. Chief Pike explained the accreditation available through the Michigan Association of Chiefs of Police through which 130 standards must be met and further explained that the Lexipol services will help the Imlay City Police Department to earn its certification. Chief Pike noted that these services will provide consistency in how the officers respond and ultimately serves to limit exposure for the City. Youatt added that the services will help protect the City and its officers.

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Motion by Ramirez, seconded by Rankin, to approve the Agreement for Use of Subscription Material with Lexipol, LLC and the Imlay City Police Department in the annual amount of \$5,139.00 for the period July 1, 2017 through June 30, 2018, and a prorated cost for the current fiscal year through June 30, 2017, as presented.

ROLL CALL VOTE

Ayes: Ramirez, Tanis, Rankin, Kempf, Borgen

Nays: None

MOTION CARRIED 5 - YEAS; 0 – NAYS

B. Metcalf Street Pavement Bids

City Manager Tom Youatt announced the three bids received for the Metcalf Street Pavement Improvements from Astec Asphalt, Inc. in the amount of \$8,344.80; from T. G. Priehs Paving Co. in the amount of \$9,100.00; and Allied Construction in the amount of \$12,520.00. Youatt noted that Astec Asphalt, Inc. had performed good work for the City in the past and that funds were budgeted within the Local Street Fund to perform the work in the current fiscal year.

Motion by Rankin, seconded by Kempf, to approve the bid from Astec Asphalt, Inc. for Metcalf Street Pavement Improvements in the amount of \$8,344.80.

ROLL CALL VOTE

Ayes: Rankin, Kempf, Ramirez, Tanis, Borgen

Nays: None

MOTION CARRIED 5 - YEAS; 0 – NAYS

C. Street Micro-Surfacing Bids

City Manager Tom Youatt announced that only one bid had been received for Street Micro-Surfacing. Youatt explained the bid from Pavement Maintenance Systems LLC included options for a single course in the amount of \$17,340.00; a double course in the amount of \$24,960.00; and a cape seal in the amount of \$25,500.00. Youatt noted that DPW Superintendent Ed Priehs had reported that a single course would suit the City's needs. Youatt stated that these improvements will not be funded with road millage dollars, but it is important to keep the City streets in good shape.

Motion by Ramirez, seconded by Tanis, to approve the bid from Pavement Maintenance Systems LLC for single course Street Micro-Surfacing in the amount of \$17,340.00.

ROLL CALL VOTE

Ayes: Kempf, Ramirez, Tanis, Rankin, Borgen

Nays: None

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MOTION CARRIED 5 - YEAS; 0 – NAYS

D. Spicer Gateway Proposal

City Manager Tom Youatt presented a proposal from Spicer Group for design engineering services for the Median/Gateway Improvement Project by I-69 in the amount of \$19,400.00. Youatt reported to the Commission that the cost estimate for construction is \$150,000.00 to \$200,000.00 and will include a boulevard, decorative lighting and attractive landscaping. Youatt further proposed a new welcome sign for the City in this prime location and stated the project will make a very positive statement to residents and visitors that they are coming to a special place. Youatt referenced the conceptual drawing of the Median/Gateway Improvement Project within the M-53 Corridor Plan and noted that the implementation of this project will drastically change the perception of Imlay City and have a lasting impact. Youatt reported that the project would be funded through General Fund fund balance, noting that the Spicer proposal under consideration includes only design engineering services.

Motion by Ramirez, seconded by Kempf, to approve the Median/Gateway Improvement Project proposal for design engineering services from Spicer Group in the amount of \$19,400.00, as presented.

ROLL CALL VOTE

Ayes: Kempf, Ramirez, Tanis, Rankin, Bargaen

Nays: None

MOTION CARRIED 5 - YEAS; 0 – NAYS

E. Bar Screen Grinder Proposal

City Manager Tom Youatt presented a proposal from Duperon for a bar screen grinder for the WWTP in the amount of \$70,000.00. Youatt reported to the Commission that the expense had been budgeted for in the current year budget of the Power and Pumping Department of the Water/Sewer Fund. Youatt reported that the proposal is to replace the existing bar screen grinder unit as a continuation of the necessary upgrades at the WWTP to continue operating efficiently.

Motion by Ramirez, seconded by Tanis, to approve the bar screen grinder proposal for the WWTP from Duperon in the amount of \$70,000.00, as presented.

ROLL CALL VOTE

Ayes: Ramirez, Tanis, Rankin, Kempf, Bargaen

Nays: None

MOTION CARRIED 5 - YEAS; 0 – NAYS

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F. Code Enforcement Officer Letter of Resignation

City Manager Tom Youatt presented the letter of resignation from Code Enforcement Officer Anthony J. Rodriguez, effective April 28, 2017. Youatt noted his appreciation for the service Mr. Rodriguez provided to the City. Mayor Barga noted that Mr. Rodriguez had written a separate letter to himself and the other Commissioners.

Commissioner Ramirez complimented Mr. Rodriguez on his performance and noted the City came a long way during his tenure.

Motion by Rankin, seconded by Ramirez, to accept the resignation of Code Enforcement Officer Anthony J. Rodriguez, retroactive to April 28, 2017, with regrets.

MOTION CARRIED UNANIMOUSLY

G. Code Enforcement Officer Proposed Job Description

City Manager Tom Youatt presented the proposed job description for the part-time Code Enforcement Officer position. Youatt noted that complaints received by several City departments are forwarded to the Code Enforcement Officer position for action. Youatt reported that the job description is presented in the same format as those recently updated by the MML and is needed as part of the application process to set forth the expectations for the position.

Motion by Tanis, seconded by Rankin, to approve the job description for the part-time Code Enforcement Officer, as presented.

MOTION CARRIED UNANIMOUSLY

9. MANAGER'S REPORT

Additional information was attached to the packet.

City Manager Tom Youatt presented the Commission with a response letter he had received from the DNR acknowledging their receipt of the Land Transaction Application for the Borland Road property and noted the application will now be reviewed by a DNR committee. Youatt reported that Pinnacle Foods is performing work at the intersection of M-53 and Newark Road to replace a sanitary sewer discharge pipe that runs along Newark. Youatt noted the sizeable investment this represents on the part of Pinnacle Foods. Youatt reported he will schedule a meeting with financial advisor Tom Traciak in mid-June to look at current debt load, borrowing capacity, and options for financing priority projects. Youatt reported that Richard Alberg had been hired as the new WWTP Operator and will start on May 15, 2017. Youatt noted that Mr. Alberg has good experience in WWTP operations and will bring the WWTP to full staff. Youatt reported that the public hearing for the proposed FY17/18 Budget is scheduled to be held at the May 16, 2017 Commission meeting. Youatt reported he is working to finalize the SAW Grant documentation required by the DEQ. Youatt reported he is working on the renewal of the City's property and liability insurances through MML and noted he has asked for an appraisal of the

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City facilities to make certain that coverages are sufficient. Youatt noted he had met with Mayor Barga and Commission Rankin to go over the City Manager evaluations completed by the Commission. Youatt commended Chief of Police Scott Pike and the Police Officers for their response to recent parking issues throughout the City. Youatt detailed areas in the City that present unique parking concerns and noted he is working through the process.

10. OTHER BUSINESS

Mayor Barga inquired as to the strain on traffic resulting from the work being done at the intersection of M-53 and Newark Road. Chief of Police Scott Pike responded that less accidents are occurring as it is serving to slow traffic. City Manager Tom Youatt pointed out the need to work with MDOT to change the timing of the traffic signals at that intersection and this represents one of the things that can be done to improve safety.

Mayor Barga noted the need for the Commission to produce a five year capital improvement plan in preparation for the upcoming meeting with financial advisor Tom Traciak. City Manager Tom Youatt responded that it would be beneficial to establish such priorities and noted that he would schedule the meeting within the next few weeks.

Mayor Barga announced Garage Sale Mania taking place throughout Imlay City this week.

11. ADJOURNMENT

Motion by Kempf, seconded by Ramirez to adjourn the meeting at 7:45 p.m.

MOTION CARRIED UNANIMOUSLY

Respectfully submitted by: Nicole F. Frost: _____
City Clerk/Treasurer

Approved: May 16, 2017