

DRAFT
IMLAY CITY COMMISSION
150 N. Main Street
IMLAY CITY, MI 48444
REGULAR MEETING
August 1, 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 Amy Planck

Commissioner Al Ramirez

Commissioner Joi Kempf

Commissioner Robert Tanis

Absent: Commissioner Marty Rankin and Commissioner Mike Romine

Also Present: City Manager Tom Youatt; City Attorney David Churchill; Fire Captain Scott Stone; five members of the community; and one member of the media.

4. APPROVAL OF AGENDA

Moved by Ramirez, seconded by Tanis, to approve the agenda with the following additions: 8.B. MML Delegate and Alternate, 8.C. PD Shower Lighting Bids, 8.D. Mayor Pro-Tem Rankin Letter of Resignation, and 8.E. Election of Mayor Pro-Tem.

MOTION CARRIED UNANIMOUSLY

5. APPROVAL OF CONSENT AGENDA ITEMS

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

A. Approval of Minutes - Regular Meeting – July 18, 2017

B. Other Minutes - DDA Meeting – June 12, 2017

C. Payment of Bills - Payroll totaling \$138,996.53
Accounts Payable and Trust & Agency totaling \$536,753.47

ROLL CALL VOTE

Ayes: Kempf, Ramirez, Tanis, Planck, Bargaen

Nays: None

MOTION CARRIED 5 - YEAS; 0 – NAYS

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6. CITIZENS FROM THE FLOOR

Mayor Barga offered time for Citizens from the Floor and there was no participation.

7. OLD BUSINESS

A. Spicer Payment – Median/Gateway Landscaping Design

City Manager Tom Youatt presented an invoice from Spicer Group for landscaping design services in the amount of \$6,130.90 and for the Median/Gateway Project. Youatt noted that Spicer Group had previously proposed a total cost of \$19,400.00 for preliminary design work and construction administration on the project and recommended approval of the payment.

Motion by Planck, seconded by Ramirez, to approve the payment for landscaping design services from Spicer Group for the Median/Gateway Project in the amount of \$6,130.90, as presented.

ROLL CALL VOTE

Ayes: Kempf, Ramirez, Tanis, Planck, Barga

Nays: None

MOTION CARRIED 5 - YEAS; 0 – NAYS

B. Blueberry Festival Parking Review

Mayor Barga initiated discussion regarding downtown parking for the Blueberry Festival and other events, referencing correspondence from Commissioner Romine as having insight into the topic. City Manager Tom Youatt noted having met with Commissioner Romine to consider a process for improved event parking downtown. Youatt reiterated the need to discuss the topic as a Commission after the Blueberry Festival to generate ideas and keep the discussion going and noted the importance of working with the Blueberry Committee to gain their input as well.

Commissioner Planck noted it was a good time for discussion while the City Attorney is present so that the Commission can learn the proper steps involved. Commissioner Ramirez noted the need to create an ordinance. City Attorney David Churchill stated that a traffic control order could suffice for such parking situations, but it is much better if the process is authorized through the Commission than through the Chief of Police. Commissioner Ramirez noted he would like to hear from the DDA and the Chamber of Commerce on this issue. Commissioner Planck inquired as to whether a shuttle system could be implemented.

8. NEW BUSINESS

A. Resolution 2017-13 – 2017-2018 Budget Amendment No. 1

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City Manager Tom Youatt presented the first budget amendment for FY2017-2018, explaining that it is necessary to allow for the Polly Ann Trail Lighting expenditure and contribution to the Historical Commission. Youatt further noted that these expenditures are covered by General Fund fund balance and a \$10,000.00 donation from Pinnacle Foods towards the trail lighting project.

Motion by Planck, seconded by Kempf, to approve Resolution 2017-13 Budget Amendment No. 1 for FY2017/18, as presented.

ROLL CALL VOTE

Ayes: Planck, Kempf, Ramirez, Tanis, Borgen

Nays: None

MOTION CARRIED 5 - YEAS; 0 – NAYS

B. MML Delegate and Alternate

City Manager Tom Youatt presented a request from the MML for the Commission to select a delegate and an alternate for the business portion of the upcoming MML Annual Convention taking place September 13-15, 2017. Youatt recommended naming Mayor Walt Borgen as delegate and himself as alternate.

Motion by Tanis, seconded by Ramirez, to designate Mayor Walt Borgen as voting delegate, and City Manager Tom Youatt as alternate voting delegate for the MML Annual Convention.

MOTION CARRIED UNANIMOUSLY

C. PD Shower Lighting Bids

City Manager Tom Youatt announced the bid opening held on July 31, 2017 for Police Department Shower Lighting and noted that the bid specifications were unclear and the regular bid procedure was not followed, leading to discrepancies in the two bids received. Youatt recommended rejecting the bids received, drafting improved specifications, and re-advertising. Youatt noted that the potential for additional lighting upgrades exist at the Police Department and he will be consulting DTE regarding its rebate program prior to re-advertising new specifications.

Motion by Tanis, seconded by Kempf, to reject the two bids received for the Police Department Shower Lighting, with the intention of re-advertising for bids with improved specifications.

MOTION CARRIED UNANIMOUSLY

D. Mayor Pro-Tem Rankin Letter of Resignation

Mayor Borgen presented a letter of resignation from Mayor Pro-Tem Marty Rankin effective August 1, 2017, as he no longer resides within the City limits. City Manager Tom

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Youatt affirmed his appreciation for the time he worked with Commissioner Rankin, noting his extended service to the City throughout the years. Mayor Barga directed that a proclamation honoring Commissioner Rankin be prepared for the next meeting.

Motion by Tanis, seconded by Planck, to accept the resignation of Mayor Pro-Tem Marty Rankin, effective August 1, 2017, with regrets.

MOTION CARRIED UNANIMOUSLY

E. Election of Mayor Pro-Tem

Mayor Barga announced the need for the Commission to elect a Mayor Pro-Tem to serve the remaining term vacated by Commissioner Rankin. City Manager Tom Youatt noted that the term of Commissioner Rankin had previously been extended to November 6, 2018. Commissioner Planck nominated Commissioner Kemp for Mayor Pro-Tem. Mayor Barga called for any other nominations and there were none.

Motion by Ramirez, seconded by Tanis, to close nominations and cast a unanimous ballot for Commissioner Joi Kemp as Mayor Pro-Tem.

MOTION CARRIED UNANIMOUSLY

9. MANAGER'S REPORT

Additional information was attached to the packet.

City Manager Tom Youatt presented a letter from the DEQ referencing the closeout of the City's very successful SAW Grant with \$806,375.10 received in DEQ funds, and a local City match of \$33,259.18. Youatt also presented a letter from the DEQ along with the executed Grant Agreement for the Scrap Tire Grant. Youatt presented correspondence from the LCEMS Board of Directors detailing progress on base expansion, personnel, fleet maintenance, administration and legal defense. Youatt announced that litigation over the millage language has ended. Youatt reported he and DTE staked the locations of the twenty-two lights that will be installed along the Polly Ann Trail and met with contractors regarding tree clearing and brush removal. Youatt recognized WWTP Operator Casey Linck for the successful completion of his six month probationary period and reported that he is now classified as a regular full-time employee. Youatt recognized the staff of the DPW and Police Department for their exemplary work and dedication shown during the recent Blueberry Festival and Eastern Michigan State Fair events. Youatt announced the MML Annual Convention in Holland on September 13-15, 2017 and encouraged commissioners to let him know of any interest to attend. Youatt reported that he, along with DPW Superintendent Ed Priehs, met with Pinnacle Foods regarding their sanitary sewer project along Newark Road and learned that there is a City storm connection into the Pinnacle Foods sanitary sewer that the City will have to relocate. Youatt reported he is working with Spicer Group to determine the necessary curb and ditch work and will have an engineering proposal for Commission consideration at the next meeting. Youatt announced the unfortunate resignation of Wendy Muehleisen as Chamber of Commerce Director, noting that the Blueberry Festival had been ran very well under her direction. Youatt reported that initial designs are

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forthcoming related to the M-53 Gateway Project and construction estimates from Spicer Group will follow.

10. OTHER BUSINESS

Mayor Barga inquired as to any further information received from Richard and David Nash regarding development of the Green Property. City Manager Tom Youatt responded that he had received some information and would place the item on the next meeting agenda.

Commissioner Ramirez inquired as to the timeline for the new LCEMS station. City Manager Tom Youatt responded that LCEMS is negotiating a lease on a building in Metamora. Youatt stated it will not take long to retrofit the building to their needs and it should be complete with additional staffing in 60 to 90 days. Commissioner Ramirez reiterated the importance to the voters of following through on the planned improvements.

Commissioner Planck inquired as to the progress of rehabilitating the downtown building that suffered extensive fire damage last summer. City Manager Tom Youatt responded that the contractor involved is managing multiple projects and is focusing on the upstairs apartments of the building.

11. ADJOURNMENT

Motion by Tanis, seconded by Kempf, to adjourn the meeting at 7:36 p.m.

MOTION CARRIED UNANIMOUSLY

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

Approved: _____