

October 17, 2017

**IMLAY CITY COMMISSION
150 N. Main Street
IMLAY CITY, MI 48444
REGULAR MEETING
October 17, 2017**

1. CALL TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Mayor Bargen led the Pledge of Allegiance.

3. ROLL CALL

Present: Mayor Walt Bargen
Commissioner Frank Demske
Commissioner Al Ramirez
Commissioner Robert Tanis

Mayor Pro-Tem Joi Kempf
Commissioner Amy Planck
Commissioner Mike Romine

Absent: None

Also Present: City Manager Tom Youatt; Chief of Police Scott Pike; Fire Chief Richard Horton; Police Sgt. Tim Wolford; Police Officer Michael Scigel; Doug Skyllis of ROWE Professional Services Company; Imlay City Community Schools Superintendent Dr. Stu Cameron; six members of the community; and one member of the media.

4. APPROVAL OF AGENDA

Moved by Romine, seconded by Kempf, to approve the agenda with the following additions: 4.A. Swearing-In of Officer Michael Scigel; 7.B. ROWE Invoices; 7.C. Spicer Invoices; 7.D. M-53 Gateway Project.

MOTION CARRIED UNANIMOUSLY

A. Swearing-In of Officer Michael Scigel

City Clerk Nicole Frost administered the Oath of Office to Michael Scigel as a full-time Imlay City Police Officer. Chief of Police Scott Pike administered the Oath of Ethics to Officer Scigel. The Commission welcomed Officer Scigel to the Imlay City Police Department.

5. APPROVAL OF CONSENT AGENDA ITEMS

Motion by Romine, seconded by Demske, to approve the following Consent Agenda Items as presented:

A. Approval of Minutes – Regular Meeting – October 3, 2017

October 17, 2017

- B. Other Minutes - Lamb Steele Board – September 28, 2017
- C. Payment of Bills - Payroll totaling \$89,514.50
Accounts Payable and Trust & Agency totaling \$268,098.68

ROLL CALL VOTE

Ayes: Kempf, Romine, Demske, Ramirez, Tanis, Planck, Barga

Nays: None

MOTION CARRIED 7 - YEAS; 0 – NAYS

6. CITIZENS FROM THE FLOOR

Alan Rosenbalm, Imlay City, addressed the Commission with a concern regarding the continued vandalism of the Polly Ann Trail, especially in the tunnels. Mr. Rosenbalm inquired as to when the new security lights would be installed on the Trail.

At this time Mayor Barga offered the floor to Imlay City Community Schools Superintendent Dr. Stu Cameron to address the school millage proposal agenda item. Dr. Cameron announced that he was present to speak with the City Commission regarding the school millage proposal on the November 7, 2017 ballot. Dr. Cameron noted that the proposal is seeking 1.25 mills for 3 years for a sinking fund for major repairs and renovations and if approved would raise approximately \$1,422,000.00 over the three year period. Dr. Cameron explained that it is necessary to seek the millage due to cuts in State funding and declining enrollment, and detailed some of the cost saving measures they have already implemented.

City Manager Tom Youatt inquired as to whether a renewal of the millage would be sought in the fourth year. Dr. Cameron responded that the current plan is to not seek a renewal and the current debt millage will soon expire.

Commissioner Romine inquired as to a projection of the savings realized from proposed energy efficiency upgrades. Dr. Cameron responded that he did not have the information with him for the proposed upgrades, but savings of over \$200,000.00 had been realized in the last 2 years due to the implementation of cultural changes.

7. OLD BUSINESS

A. Meter Pit Project – Final Pay #5

City Manager Tom Youatt presented a Final Application for Payment No. 5 prepared by ROWE Professional Services Company for services performed by Boddy Construction Co. Inc. on the Meter Pit Project in the amount of \$10,903.32. Youatt noted this is the final payment on this project, and DPW Superintendent Ed Prihs has completed training on the new water controls and has the necessary manuals. Youatt reiterated to the Commission that this now allows the City to better monitor and time the water coming into the City, leading to more efficiency in water use and purchase.

October 17, 2017

Motion by Romine, seconded by Ramirez, to approve the final payment for construction services to Boddy Construction Co. Inc. for the Meter Pit Project in the amount of \$10,903.32, as presented.

ROLL CALL VOTE

Ayes: Romine, Demske, Ramirez, Tanis, Planck, Kempf, Bargaen

Nays: None

MOTION CARRIED 7 - YEAS; 0 – NAYS

B. ROWE Invoices

City Manager Tom Youatt presented the final payment request from ROWE Professional Services Company for design and construction engineering services in the amount of \$248.75 for the Meter Pit Project.

Motion by Kempf, seconded by Romine, to approve the payment for Design and Construction Engineering from ROWE Professional Services Company for the Meter Pit Project in the amount of \$248.75, as presented.

ROLL CALL VOTE

Ayes: Demske, Ramirez, Tanis, Planck, Kempf, Romine, Bargaen

Nays: None

MOTION CARRIED 7 - YEAS; 0 – NAYS

City Manager Tom Youatt presented a progress payment request from ROWE Professional Services Company for design and construction engineering services in the amount of \$19,541.50 for the North Fairgrounds and Capac Roads Scrap Tire Grant Project. Youatt noted that the Capac Road Project is nearly complete with minor punchlist items.

Motion by Tanis, seconded by Romine, to approve the payment for Design and Construction Engineering from ROWE Professional Services Company for the North Fairgrounds and Capac Roads Scrap Tire Grant Project in the amount of \$19,541.50, as presented.

ROLL CALL VOTE

Ayes: Ramirez, Tanis, Planck, Kempf, Romine, Demske, Bargaen

Nays: None

MOTION CARRIED 7 - YEAS; 0 – NAYS

C. Spicer Invoices

City Manager Tom Youatt presented payment requests from Spicer Group on the Water Asset Management Plan and Capital Improvement Plan projects. Youatt noted that the WAMP is similar to the SWAMP and is required by the State to be completed by the first of

October 17, 2017

the year. Youatt reiterated that the Commission has previously approved contracts for these services and these payment requests are typical progress billings.

Commissioner Planck inquired as to the total budgeted cost of the Capital Improvement Plan. City Manager Tom Youatt responded \$18,500.00 in total.

Motion by Ramirez, seconded by Romine, to approve the Water Asset Management Plan payment invoice for Spicer Group in the amount of \$7,803.50, as presented.

ROLL CALL VOTE

Ayes: Tanis, Planck, Kempf, Romine, Demske, Ramirez, Borgen

Nays: None

MOTION CARRIED 7 - YEAS; 0 – NAYS

Motion by Kempf, seconded by Demske, to approve the Capital Improvement Plan payment invoice for Spicer Group in the amount of \$720.00, as presented.

ROLL CALL VOTE

Ayes: Planck, Kempf, Romine, Demske, Ramirez, Tanis, Borgen

Nays: None

MOTION CARRIED 7 - YEAS; 0 – NAYS

D. M-53 Gateway Project

City Manager Tom Youatt stated that in order to move the M-53 Gateway Project forward, the Commission would need to approve a sign option for the Gateway Sign. Youatt presented three design options prepared by Spicer Group and noted that Spicer Group recommended option #2.

Commissioner Demske inquired as to the material that the letters would be constructed of. City Manager Tom Youatt responded that the letters would be fabricated from metal.

Commissioner Ramirez inquired as to the rationale for choosing option #2. City Manager Tom Youatt responded that option #2 includes a brick face and is clean, neat and classy. Youatt further noted that the letters can be fabricated in any font the City chooses.

Mayor Borgen noted that the planned uplighting will enhance the sign and the lettering.

City Manager Tom Youatt noted that the project would be bid out this winter with construction taking place in the spring, and is estimated to total \$150,000.00.

Commissioner Planck inquired as to who would take care of the plantings around the sign and median. City Manager Tom Youatt responded that the City would maintain the plantings.

October 17, 2017

Commissioner Demske inquired as to which direction the Gateway Sign would face. City Manager Tom Youatt responded that the sign would be placed on the east side of M-53 and will face south.

Commissioner Ramirez noted that option #3 fits in best with the wayfinding signs throughout the City. Commissioner Tanis added that option #3 matches other signs within the City.

Mayor Barga noted the coordination of brick on the median and the Gateway Sign option #2.

Motion by Romine, seconded by Kempf, to approve design option #2 for the M-53 Gateway Sign, as recommended by Spicer Group.

ROLL CALL VOTE

Ayes: Kempf, Romine, Demske, Planck, Barga

Nays: Ramirez, Tanis

MOTION CARRIED 5 - YEAS; 2 – NAYS

8. NEW BUSINESS

A. Dr. Stu Cameron, Imlay City School Superintendent – School Millage

See agenda item 6. *Citizens From the Floor*, for Dr. Stu Cameron's presentation on the school millage proposal.

B. Capac Road – Change Order #1

City Manager Tom Youatt presented a letter of recommendation from ROWE Professional Services Company for Commission approval of Change Order #1 for the North Fairgrounds and Capac Roads Scrap Tire Grant Project reducing the contract amount with James P Contracting, Inc. by \$10,070.90. Youatt explained that a unit price decrease for paving was the major cause for the change and the resulting contract price is now \$284,573.85. Youatt noted the project has been very well done, and the City will be reimbursed 50% of the costs through the DEQ Scrap Tire Grant. Doug Skylis of ROWE Professional Services Company explained the storm sewer work necessary on North Fairgrounds Road and the installation of a concrete gutter for improved drainage.

Motion by Romine, seconded by Demske, to approve Change Order No. 1 to the North Fairgrounds and Capac Roads Scrap Tire Grant Project resulting in a net reduction of the contract price with James P Contracting, Inc. in the amount of \$10,070.90, with a new contract price of \$284,573.85.

ROLL CALL VOTE

Ayes: Tanis, Planck, Kempf, Romine, Demske, Ramirez, Barga

October 17, 2017

Nays: None

MOTION CARRIED 7 - YEAS; 0 – NAYS

C. Capac Road – Pay #1

City Manager Tom Youatt presented a Contractor's Application for Payment No. 1 request prepared by ROWE Professional Services Company for construction services by James P Contracting in the amount of \$248,137.66 for the North Fairgrounds and Capac Roads Scrap Tire Grant Project. Youatt noted \$14,228.69 remaining in retainage on the project with minor punchlist items.

Motion by Romine, seconded by Tanis, to approve the payment request from James P Contracting for construction services for the North Fairgrounds and Capac Roads Scrap Tire Grant Project in the amount of \$248,137.66, as presented.

ROLL CALL VOTE

Ayes: Planck, Kempf, Romine, Demske, Ramirez, Tanis, Borgen

Nays: None

MOTION CARRIED 7 - YEAS; 0 – NAYS

D. DNR Property Purchase Agreement

City Manager Tom Youatt presented a letter from the DNR Real Estate Services regarding the Land Transaction Agreement for the Imlay City Field Office property. The agreement details a total of \$189,400.00 for acquisition of the property including: \$187,000.00 Land Price; \$2,100.00 Appraisal Fee; and \$300.00 Legal Notice. Youatt noted that this 2.66 acre parcel is the most ideal location for a new fire hall. Youatt added that the City Attorney has reviewed the proposed agreement and found no objections to it.

Commissioner Planck inquired as to whether a Phase I and II will need to be conducted on the property. City Manager Tom Youatt responded that the City will have to demolish the existing building and will perform a Phase I and other due diligence as necessary.

City Manager Tom Youatt added that he will be presenting a reimbursement resolution to the Commission whereby the General Fund can be reimbursed the land acquisition costs should the City opt to bond for new fire hall construction in the future.

Motion by Ramirez, seconded by Kempf, to approve the Land Transaction Agreement with the DNR for City purchase of the DNR Imlay City Field Office in the amount of \$189,400.00, and authorize City Manager Tom Youatt to execute the agreement on behalf of the City.

ROLL CALL VOTE

Ayes: Kempf, Romine, Demske, Ramirez, Tanis, Planck, Borgen

Nays: None

MOTION CARRIED 7 - YEAS; 0 – NAYS

October 17, 2017

E. Design Engineering Proposal – E. Capac Road

City Manager Tom Youatt presented a proposal for design engineering services from ROWE Professional Services Company for the East Capac Road Rehabilitation Project in the amount of \$21,400.00. Youatt noted that the total road project cost is estimated at \$238,700.00 and will be 80% funded through an MDOT Rural Task Force Grant, matched with approximately \$48,000.00 in City funds. Youatt noted the need to rebuild Capac Road especially given the recent bridge work performed by the Lapeer County Road Commission.

Commissioner Ramirez inquired as to the project area for the East Capac Road Project. City Manager Tom Youatt responded that the project will include from M-53 east to the City limits, and will extend to the bridge.

Motion by Romine, seconded by Demske, to approve the proposal from ROWE Professional Services Company for design engineering services for the East Capac Road Project in the amount of \$21,400.00, as presented.

ROLL CALL VOTE

Ayes: Demske, Ramirez, Tanis, Planck, Kempf, Romine, Bargaen

Nays: None

MOTION CARRIED 7 - YEAS; 0 – NAYS

F. Approve Trick-or-Treat Hours

Mayor Bargaen noted the need for the Commission to set the hours for trick-or-treating and further noted the hours had traditionally been 6:00 p.m. to 8:00 p.m.

Motion by Romine, seconded by Demske, to set Trick-or-Treating hours for 6:00 p.m. to 8:00 p.m. on October 31, 2017.

MOTION CARRIED UNANIMOUSLY

9. MANAGER’S REPORT

Additional information was attached to the packet.

City Manager Tom Youatt reported that the Capital Improvement Plan (CIP) Project was well underway with 19 project proposals having been submitted by the Department Heads. Youatt announced the Policy Group for the CIP would meet on October 30, 2017 from 10:00 a.m. to 2:00 p.m. to review and score the project proposals. Youatt reiterated that a CIP is required for eligibility to receive CDBG funds. Youatt reported that the Polly Ann Trail Lighting Project had been re-staked as work is beginning soon and will be completed shortly. Youatt reported that he, along with DPW Superintendent Ed Priehs will be attending a meeting with GLWA to review the water purchase contract and daily flows and rates. Youatt noted that the City of Flint remains undecided between GLWA and KWA. Youatt informed the Commission that he had contacted MML regarding the City’s property insurance and requested a reassessment of the coverages on all City buildings. Youatt reported that the City should be covered for \$19 million versus the current \$17 million. Youatt reported that the fire contract with Imlay Township expires December 31, 2017, and he will be meeting with the Township Supervisor and Fire Chief Richard Horton to determine a fair charge for the services provided by the City. Youatt reported

October 17, 2017

that the south half of Cheney Street will be paved this month and noted some traffic control issues he had handled related to the N. Fairgrounds and Capac Roads Project.

10. OTHER BUSINESS

Commissioner Ramirez inquired as to the status of Officer Martin. City Manager Tom Youatt responded that Officer Martin is scheduled to return to duty in November.

11. ADJOURNMENT

Motion by Romine, seconded by Demske, to adjourn the meeting at 8:09 p.m.

MOTION CARRIED UNANIMOUSLY

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

Approved: November 8, 2017