

DRAFT
IMLAY CITY COMMISSION
150 N. Main Street
IMLAY CITY, MI 48444
REGULAR MEETING
February 7, 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 Al Ramirez
Commissioner Robert Tanis

Commissioner Amy Planck
Commissioner Marty Rankin

Absent: Commissioner Mike Romine

Also Present: City Manager Tom Youatt; DPW Superintendent Ed Priehs; City Attorney Brian Garner; Fire Captain Scott Stone; John and Christina Murphy of Venture Global Engineering Foundation; Doug Skylis of ROWE Professional Services Company; John Olson of Spicer Group; four members of the community; and two members of the media.

4. APPROVAL OF AGENDA

Moved by Ramirez, seconded by Tanis, to approve the agenda with the following additions: 8.L. Water Asset Plan Proposal and 8.M. Pay Request #3 for Meter Pit Project.

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 – January 17, 2017
- B. Other Minutes - None
- C. Payment of Bills - Payroll totaling \$136,503.26
Accounts Payable and Trust & Agency totaling \$281,984.12

ROLL CALL VOTE

Ayes: Rankin, Kempf, Ramirez, Tanis, Planck, Bargaen

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Nays: None

MOTION CARRIED 6 - YEAS; 0 - NAYS

6. CITIZENS FROM THE FLOOR

Mr. Alan Rosenbalm, Imlay City, addressed the Commission to suggest that the statistics included in the Public Safety Report be read publicly as part of the meeting agenda, as is done in some neighboring communities. Mr. Rosenbalm announced his support of Police Chief Scott Pike in encouraging the MSP to increase its patrols on M-53. Mr. Rosenbalm also noted his support of a contract whereby Imlay City Police Department would provide police services to Imlay Township, but cautioned the Commission to ensure it possessed the necessary manpower to patrol the additional area.

7. OLD BUSINESS - None

8. NEW BUSINESS

A. To Approve Board of Review Dates and Times

City Manager Tom Youatt discussed the need for the Commission to set the times of the March Board of Review meetings and noted desired times expressed by the City Assessor. Youatt further noted the importance of holding evening hours to increase accessibility for those wishing to attend.

Motion by Rankin, seconded by Kempf, to set the time of the March Board of Review Organizational Meeting on March 14, 2017 at 8:30 a.m.; the Public Appeal Meeting on March 20, 2017 from 2:00 p.m. to 5:00 p.m. and 6:00 p.m. to 9:00 p.m.; and the Public Appeal Meeting on March 21, 2017 from 9:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:00 p.m.

MOTION CARRIED UNANIMOUSLY

B. Resolution 2017-2 – Venture Global Engineering Foundation Gaming License

John and Christina Murphy of Venture Global Engineering Foundation addressed the Commission to request approval of a Raffle License Application to the Gaming License Division. Christina Murphy distributed news articles documenting the philanthropic history of the Foundation and discussed the results of their recent fundraising success. The Murphys noted the physical presence of Venture Global Engineering in Imlay City and relayed their desire to provide Foundation funding to recipients in the local area. Mayor Barga inquired as to whether the fundraising occurred in a single event, and Christina Murphy responded that it included a single golf outing event, with the goal of raising \$400,000.00 this year. City Attorney Brian Garner noted that the local governing body resolution is a requirement of MCL.432.103(K)(ii) for local civic organizations seeking the State Gaming License. Garner further explained that nationally established organizations are recognized by the State in a different manner to have satisfied this requirement. Garner added that the requesting organization meets the qualifications of

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non-profit status and approval of the resolution is appropriate, if the Commission is so inclined.

Motion by Rankin, seconded by Planck, to approve Resolution 2017-2 recognizing Venture Global Engineering Foundation as a nonprofit organization operating in the community for the purpose of obtaining charitable gaming licenses.

ROLL CALL VOTE

Ayes: Kempf, Ramirez, Tanis, Planck, Rankin, Bargaen

Nays: None

MOTION CARRIED 6 - YEAS; 0 – NAYS

C. Resolution 2017-3 – 2016-2017 Budget Amendment No. 3

City Manager Tom Youatt presented the third budget amendment for FY2016-2017, explaining that it serves to allocate the additional \$100,000.00 payment to the MERS Defined Benefit retirement plans previously approved by the Commission in December. Youatt further explained that the entirety of the \$100,000.00 additional payment is coming from the General Fund fund balance.

Motion by Planck, seconded by Ramirez, to approve Resolution 2017-3 Budget Amendment No. 3 for FY2016/17, as presented.

ROLL CALL VOTE

Ayes: Ramirez, Tanis, Planck, Rankin, Kempf, Bargaen

Nays: None

MOTION CARRIED 6 - YEAS; 0 – NAYS

D. Resolution 2017-4 – To Establish 2017 Special Assessment Tax Roll of Unpaid 2016 Charges

City Manager Tom Youatt presented Resolution 2017-4 to establish the 2017 Special Assessment Roll of 2016 unpaid charges for the City. Youatt explained that these charges remain unpaid since their original presentation to the Commission on January 3, 2017 and will be placed on the City's 2017 Summer Special Assessment Tax Roll.

Motion by Ramirez, seconded by Kempf, to approve Resolution 2017-4 to establish the 2017 Special Assessment Roll of 2016 unpaid charges.

ROLL CALL VOTE

Ayes: Tanis, Planck, Rankin, Kempf, Ramirez, Bargaen

Nays: None

MOTION CARRIED 6 - YEAS; 0 – NAYS

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E. Resolution 2017-5 – To Designate City of Imlay City Depositories for Public Funds

City Manager Tom Youatt presented Resolution 2017-5 to designate depositories of the City's public funds. Youatt explained this requirement under P.A. 40 of 1932 and noted it would be an annual resolution presented for approval.

Motion by Planck, seconded by Ramirez, to approve Resolution 2017-5 to designate City of Imlay City depositories for public funds, as presented.

ROLL CALL VOTE

Ayes: Planck, Rankin, Kempf, Ramirez, Tanis, Bargaen

Nays: None

MOTION CARRIED 6 - YEAS; 0 – NAYS

F. Lapeer County EMS Third Amended Interlocal Agreement

City Manager Tom Youatt presented the third amended interlocal agreement for operations of the Lapeer EMS Authority. Youatt noted revised language regarding the distribution of assets for municipalities leaving the Authority and terms of dissolution. Youatt explained the document serves to identify Authority membership and needs to be approved by at least 75% of the governing boards of all of the member municipalities.

Motion by Rankin, seconded by Planck, to approve the Third Amended Interlocal Agreement between the City of Imlay City and the Lapeer County Emergency Medical Service Authority.

ROLL CALL VOTE

Ayes: Rankin, Kempf, Ramirez, Tanis, Planck, Bargaen

Nays: None

MOTION CARRIED 6 - YEAS; 0 – NAYS

G. Approve DPW Purchase of Smartpoint Meters (Radio Reads)

City Manager Tom Youatt presented a proposal from Etna Supply in the amount of \$14,940.00 for Smartpoint Radio Reads, noting that this is a vendor exclusive product and a budgeted expense. Commissioner Ramirez inquired as to how many radio reads are currently installed throughout the City. DPW Superintendent Ed Priehs responded that out of 1,300 meters, 250 radio reads have been installed. Priehs stated the goal of installing radio reads throughout the City so that one person could read the entire City in one day. Commissioner Ramirez inquired as to whether there had been any issues with the radio reads previously installed? Priehs responded there had been no issues.

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Motion by Ramirez, seconded by Kempf, to approve the purchase of 113 Smartpoint Radio Reads from Etna Supply in the amount of \$14,940.00.

ROLL CALL VOTE

Ayes: Kempf, Ramirez, Tanis, Planck, Rankin, Bargaen

Nays: None

MOTION CARRIED 6 - YEAS; 0 – NAYS

H. Letter of Resignation – WWTP Operator, Wayne Grover

City Manager Tom Youatt presented the letter of resignation from WWTP Operator Wayne Grover, effective January 16, 2017. Youatt noted the need for the Commission to approve the unfortunate resignation.

Motion by Rankin, seconded by Planck, to accept the resignation of WWTP Operator Wayne Grover, retroactive to January 16, 2017, with regrets.

MOTION CARRIED UNANIMOUSLY

I. I.T. Right Contract Renewal

City Manager Tom Youatt presented the annual I.T. RIGHT service contract renewal for technology services for the period March 1, 2017 through February 28, 2018 at a cost of \$4,500.00. Youatt noted that I.T. RIGHT has taken good care of the City's networks and computer equipment and offers this contract at no increased cost from last year.

Motion by Planck, seconded by Ramirez, to approve the annual I.T. RIGHT service contract renewal for technology services for the period March 1, 2017 through February 28, 2018 at a cost of \$4,500.00.

ROLL CALL VOTE

Ayes: Ramirez, Tanis, Planck, Rankin, Kempf, Bargaen

Nays: None

MOTION CARRIED 6 - YEAS; 0 – NAYS

J. Approve Carpet Bid

City Manager Tom Youatt announced the two bids received for City Commission Room carpet from Romeo Floors in the amount of \$2,900.00, with \$448.00 additional for base molding; and from Rick Guerrero Flooring in the amount of \$3,128.60. Youatt noted that Rick Guerrero Flooring had recently done an outstanding job installing City Hall carpet in a timely and professional manner, and he recommended award of the flooring bid to this local vendor. Youatt noted that the City has excess base molding existing from the previous flooring job.

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Commissioner Ramirez announced that he would like to abstain from the vote on awarding of the flooring bid, due to his relationship with the owner of Rick Guerrero Flooring.

Motion by Rankin, seconded by Tanis, to allow Commissioner Ramirez to abstain from the vote on awarding of the flooring bid.

MOTION CARRIED UNANIMOUSLY

Motion by Planck, seconded by Kempf, to approve the bid from Rick Guerrero Flooring for Commission Room Flooring in the amount of \$3,128.60, as recommended.

ROLL CALL VOTE

Ayes: Planck, Rankin, Kempf, Tanis, Borgen

Nays: None

Abstain: Ramirez

MOTION CARRIED 5 - YEAS; 0 – NAYS

K. Emergency Pump Replacement

City Manager Tom Youatt explained the need to replace the booster pump at the Vlastic water tower and his subsequent approval of an emergency order from Peerless Midwest, Inc. at a cost of \$10,984.62. Youatt noted that, per an existing contractual agreement, the City will split the cost of the booster pump with Vlastic.

Motion by Ramirez, seconded by Tanis, to ratify the approval of the purchase of parts and labor to replace the booster pump at the Vlastic water tower from Peerless Midwest, Inc. at a cost of \$10,984.62.

ROLL CALL VOTE

Ayes: Rankin, Kempf, Ramirez, Tanis, Planck, Borgen

Nays: None

MOTION CARRIED 6 - YEAS; 0 – NAYS

L. Water Asset Plan Proposal

City Manager Tom Youatt reported to the Commission that the DEQ is requiring all cities to develop a Water Asset Management Plan by January 2018. Youatt noted similarities with the Asset Management Plan completed through the SAW Grant Program, but further noted that no grant monies were available for the water portion. Youatt then presented a proposal from Spicer Group for development of a Water System Asset Management Plan at a total estimated cost of \$72,000.00, along with a proposal from Stantec for the associated Water Revenue Sufficiency Analysis at a cost of \$19,500.00.

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Youatt noted the \$91,500.00 cost was not budgeted for, but alerted the Commission to a potential offset due to the estimated savings of \$112,000.00 in water purchases in the coming year. John Olson of Spicer Group explained that with the SAW Grant Program, Spicer Group had compiled the base GIS data for the City's sewer and stormwater system and is leveraging this base data to provide the water portion at a much reduced cost. DPW Superintendent Ed Priehs explained the proposal will result in an updated capital improvement plan and an inventory of assets that allows for more thoughtful equipment replacement versus the current reactionary mode. Youatt added that with the completion of the Water System Asset Management Plan, the City's infrastructure system will be state of the art. Priehs noted the value from the resulting rate study and prioritization of projects.

Motion by Rankin, seconded by Kempf, to approve the proposal from Spicer Group for development of a Water System Asset Management Plan at an estimated cost of \$72,000.00.

ROLL CALL VOTE

Ayes: Kempf, Ramirez, Tanis, Planck, Rankin, Bargaen

Nays: None

MOTION CARRIED 6 - YEAS; 0 – NAYS

Motion by Planck, seconded by Ramirez, to approve the proposal from Stantec for development of a Water Revenue Sufficiency Analysis/Water AMP Implementation at a fixed cost of \$19,500.00.

ROLL CALL VOTE

Ayes: Rankin, Kempf, Ramirez, Tanis, Planck, Bargaen

Nays: None

MOTION CARRIED 6 - YEAS; 0 – NAYS

M. Pay Request #3 for Meter Pit Project

City Manager Tom Youatt presented Payment No. 3 from Boddy Construction Co. Inc. for the Meter Pit Project in the amount of \$40,361.58, leaving \$68,374.20 in retainage. Youatt noted the retainage is sufficient to cover the installation costs of the electrical panel and Pressure Relief Valves later this spring, and recommended approval of the pay request.

Motion by Rankin, seconded by Tanis, to approve Payment No. 3 to Boddy Construction Co. Inc. for the Meter Pit Project in the amount of \$40,361.58, as presented.

ROLL CALL VOTE

Ayes: Ramirez, Tanis, Planck, Rankin, Kempf, Bargaen

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Nays: None

MOTION CARRIED 6 - YEAS; 0 – NAYS

9. MANAGER’S REPORT

Additional information was attached to the packet.

City Manager Tom Youatt presented the bid tabulation of the four proposals received on the new phone system. Youatt announced that he, along with Clerk/Treasurer Nicole Frost, had met with third party administrator Abilita to narrow down the responses to two finalists, and he urged interested Commissioners to attend the March 1, 2017 presentations from Frontier Communications and IVS COMM. Youatt noted that the new phone system is a budgeted expense and that the City will likely end up paying less for a more advanced system. Youatt reported that he, along with Clerk/Treasurer Nicole Frost, had met with Financial Advisor Tom Traciak to discuss upcoming projects and potential funding sources. Youatt distributed a Project Funding Chart resulting from that meeting and encouraged a special meeting with the Commission for more thorough discussion. Youatt reported that the 5-Year Community Recreation Plan had been submitted to the DNR for approval and noted some minor items for final completion. Youatt noted once the Plan obtains DNR approval, the City can move forward with grant applications. Youatt updated the Commission on the issue of cameras at intersections, noting that Police Chief Scott Pike is investigating vendors and cost and will be reporting his findings. Youatt reported that City Attorney Brian Garner had drafted a license agreement pertaining to the office space at the Imlay City Police Department that will be utilized by MSP and Lapeer County Sheriff’s Department as a satellite office. Youatt noted having sent the draft agreement to the agencies involved for their concurrence prior to Commission approval of the same. Youatt announced the final payment on the street sweeper had been made and noted it is always great to provide the departments with necessary equipment. Lastly, Youatt noted that the final appeal with the Michigan Tax Tribunal had been withdrawn by a local business resulting in no appeals before the MTT that would impact Imlay City.

Mayor Barga inquired as to the need to ratify the police vehicle sale. City Manager Tom Youatt responded that Clerk/Treasurer Nicole Frost had alerted him that the vehicle was advertised for bids as a 2009 and later found to be a 2010 model. Youatt reported that the City is doing the right thing and the vehicle is currently being rebid.

10. OTHER BUSINESS – None

11. ADJOURNMENT

Motion by Tanis, seconded by Kempf, to adjourn the meeting at 7:49 p.m.

MOTION CARRIED UNANIMOUSLY

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

Approved: _____