

**IMLAY CITY COMMISSION
150 N. MAIN STREET
IMLAY CITY, MI 48444**

**WORK SESSION MEETING
Thursday, February 25, 2021
6:00 PM**

1. CALL TO ORDER

Mayor Joi Kempf called the meeting to order at 6:04PM.

2. PLEDGE OF ALLEGIANCE

Mayor Joi Kempf led the Pledge of Allegiance

3. ROLL CALL

Present: Mayor Joi Kempf
Commissioner Stu Davis
Commissioner Bob Tanis

Mayor Pro Tem Frank Demske
Commissioner Ted Sadler
Commissioner Kelly Villanueva

Absent: Commissioner Greg Rowden

Also Present: City Manager Craig Horton, City Clerk Dawn Sawicki-Franz

Commissioner Greg Rowden arrived 6:22PM

4. APPROVAL OF AGENDA

MOTION by Tanis supported by Sadler to approve the agenda as presented
MOTION CARRIED UNANIMOUSLY

5. CITIZENS FROM THE FLOOR

None

6. WORK SESSION INTRODUCTION

Mayor Joi Kempf stated that we need to review the goals set at the last work session. Kempf asked to start with City Manager Craig Horton's overview as he has been here for a bit and will inform the commission on his plans.

7. MANAGER'S OVERVIEW

City Manager Craig Horton – communicated to the council that he has four topics that he would like to address:

- A.** Garbage Pick-Up-The garbage pick-up 3-year contract will be expiring this year on July 30th. Horton would like commissioner feedback on what they would like to include in the RFP that will be sent out soon. Things that need discussion are: opt out option, vendor provided garbage cans, recycling, recycling special events and joint bid with another municipality for possible efficiency through numbers. Discussion followed.
- B.** RFP Zoning Bids-Horton informed the board that six bids were received from the recent RFP that was sent out and prices range from \$24,500 to \$47,115. Horton recommended to the Planning Commission to hold a special meeting to begin vetting the vendors with the four lowest bids. The date set by the Planning Commission for the special meeting is Wednesday, April 14, 2021 at 6:00PM. Discussion followed.
- C.** City Wide Sidewalk Snow Removal-Horton presented the City of Imlay City Snow Removal From Sidewalks Policy 2011-01 that states that at the October 4, 2011 City Commission meeting a motion was made and approved to no longer provide snow removal of public sidewalks. Horton also presented a bid from Yard Services Inc obtained by DPW Superintendent Ed Priehs for \$27,800 to clear 16.7 miles of sidewalk with a trigger of 1 inch of snow, based off of \$175 per mile of sidewalk. Discussion followed.

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- D. New Park Reservation Form-to include wavier of liability, various fees and minimal cost for residents and a separate fee schedule for non-residents. With Covid-19 still active, the outlook is good for more outdoor family events such as weddings and reunions. Discussion followed.

8. **DISCUSSION**

A. **Prioritize Goals and Create an Action List with Group Discussion**

1. 10-20 Year Capital Improvement Plan/Budgeting for Expenses
 - a. Equipment age and Replacement Schedule
 1. DPW has 20-year road plan, need equipment list and plan
 2. WWT- need equipment list and plan
 3. FD-need list of trucks and other equipment with replacement plan
 4. PD-need list of rotation of vehicles for replacement and plan
 - b. Review township fees for fire service and protection
2. M-53 Safety
 - a. Light at Borland and M-53 **(remains a top priority)**
 1. Continue to involve senators and other officials with this major request
 2. MDOT wants to have town hall meeting regarding the upcoming boulevard proposal
 3. Residents have expressed their support for much needed traffic light at Borland Road
 4. Combine forces to obtain light where needed most
 - b. Access Road Behind Dairy Queen to go from Kroger to Borland
 1. MDOT does not want the access road due to possibly blocking FD traffic
 - c. Walk Ways/Bike Paths/Trails/Linear Park Paths
 1. As roads are updated bike lanes are installed as required
 2. Map needed to show city parks and paths
 - d. Emergency Evacuation Plan/Nixle Alert Use
 1. Nixle flyers were mailed with the December 2020 utility bills-two sided English/Spanish
 2. Magnets are available at the city office
 3. Need copy of shelter plan for city
 - e. Trestle
 1. MDOT stated that the Railroad was here first so they have priority
 2. Possibly coordinate work when railroad is shut down for their updates
 3. Safe passageway is still needed
 4. Do we need to get an engineer to draft a proposal for a future trestle
3. Promote the city
 - a. Actively Bring New Businesses to the City-Actively Market Imlay City
 1. DDA promotes the downtown area
 2. Katrina is working on ideas with graphics regarding promoting the city and new logo/slogan and will present in the future
 3. DDA/Chamber/City are starting to collaborate together and working together regarding upcoming events
 4. Sesquicentennial event-planning together

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- b. Visitors-Attractive Destination Community
 - 1. City Calendar with events
- c. Creative Slogan for promoting-possibly "City of Country Living"
- 4. Community Campus/Community Area/Activities (Sign Shop, Fire Hall, DPW building)
 - a. Farmer's Market Expansion
 - 1. Currently going well as it is
 - b. Making it Easier for visitors with more signage
 - c. Activities, Build Attractions
 - 1. Dana Walker – Guest Speaker
- 5. Water Pricing and Water Review
 - a. More Fair or Equal in Pricing
 - b. Did not implement the fee increase in July 2020 due to Covid19
 - c. Implemented the annual fee increase that was effective December 5, 2020 and will be included in the billing that will go out on March 15, 2021 for the billing cycle of December 6, 2020 to March 5, 2021 with a 4% increase for business and residential utility accounts.
 - d. Original amount of 51 utility customers that were more than six months past due was reduced to one by the Utility Biller's collection efforts and then was brought to the council on February 16, 2021.
 - e. Still in the process of studying a fee schedule that includes an access fee and a usage fee that is fair to all.
- 6. City Staff Safety
 - a. Safety Procedures
 - b. AED/CPR/First Aid training
 - 1. City Employees-Training
 - 2. Probably difficult to get this training right now with Covid19 restrictions and having to touch the equipment and the CPR mannequins.
 - c. Alarm System use at City Hall
 - 1. Lock review and entrance scan card
 - 2. Change employee entrance to back door with metal/magnetic brackets and scan card entrance
- 7. Personal Defense
 - a. Training/Certification
- 8. Zoning Ordinance Review and Updating
 - a. RFPs have been received and are ready for review
- 9. Vendor Bids Reviewed/Accountability-as contracts come up
 - a. Garbage bids – RPF needs to go out soon
 - b. Be strict with bids – If you give the city a bid, that is what we pay for and only changes that we request will be approved, not changes that bidder forgot to include in their bid.
- 10. Blight
 - a. Cory Martin is full time 8am – 5pm, Monday thru Friday as Code Enforcement Officer and back up officer for the city
 - b. Martin uses the Segway to review blight cases in the city as "Community Policing"
 - c. Questioning - closed store fronts and blocking off windows for any length of time
 - d. Gerry Edwards – signs and requests

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Stu Davis – Suggests ornamental tall grass for the middle of the road of M-53 as an improvement. Possibly use the grass from the time capsule removal. Also, more trees are needed at the sign location and consider staggering them for color backdrop to be able to see the letters of IMLAY CITY.

Bob Tanis – Review the tree removal and issues with Paul LaFontaine. LaFontaine has been given new deadlines for compliance. The four issues-Tietz sign, tree issues, parking cars behind Jets Pizza without a temporary use permit and the Car Wash.

Ted Sadler – Nothing left to add to tonight's discussion.

Greg Rowden – Asked about financial concerns of the city. Horton stated that one of the largest sources of revenue is Revenue Sharing. These payments come from sales tax and if you close 90% of the businesses for a year, there won't be sales tax going to the state and if the state is not getting sales tax then there won't be any coming to us. The Federal Government has been supplementing the states, and the states are sending this to us for the time being.

Kelly Villanueva – Requested information regarding the Governor's orders regarding water shut offs. Currently no water customers can be shut off per the order. Bills have continued to be sent out as scheduled. Clerk Dawn Sawicki-Franz reported that at the beginning of the 2021 year there were 51 accounts with water bills that were past due by six months or more. Utility Biller Cindy Adams sent letters to the owners and occupants of the accounts that were past due and made phone calls and sent emails to them. Adams was able to collect on all but one account. This account is currently working with DHS for payment and should be paid soon.

Frank Demske – Asked about the old Fire Hall and possible environmental issues involved with this building as well as the old sign shop and does this limit us as to what we can do with these buildings? Horton informed that he had a conversation recently with Mayor Kempf and Ed Priehs regarding these buildings' history and all the background of the buildings. Horton plans to contact the Egle (Environment, Great Lakes & Energy-State of Michigan) representative that we have been working with during the current project, and ask for a status update and information as to what we have to work with regarding this new project.

Mayor Joi Kempf – Informed that Old School Park needs a plan with pavilion and more equipment as well as we need to redo Lions Park. In addition, we need to gather information on a bandstand at Lamb Steele Park. Lumber is very high right now and the quote to redo the Lamb Steele Gazebo is around \$12,000.

9. SCHEDULE NEXT WORK SESSION

Thursday, May 13, 2021 at 6:00PM

10. ADJOURNMENT

MOTION by Davis supported by Tanis to adjourn at 8:59pm.

MOTION CARRIED UNANIMOUSLY

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Next Regular Commission Meeting Date: Tuesday, March 02, 2020
Next Scheduled Work Session: Thursday, May 13, 2021

Respectfully submitted by: _____
Dawn Sawicki-Franz, Clerk/Treasurer

APPROVED: March 16, 2021