

COUNCIL PROCEEDINGS

Regular Meeting

April 9, 2018

CALL TO ORDER: By Mayor Lewis on Monday, April 9, 2018 at 7:00 p.m.

PRESENT: Councilmembers Johnston, Russo, Baker, Dyer, Mitchell, Mayor Lewis, Deputy City Clerk Walters and City Manager Guetschow.

The invocation was offered by Pastor Victor Williams, New Hope Community Church followed by the Pledge of Allegiance.

APPROVAL OF MINUTES FOR REGULAR MEETING OF MARCH 26, 2018: Mayor Pro-Tem Baker moved, supported by Johnston to approve the regular meeting minutes of March 26, 2018 as presented. Carried. 6 Yes. 0 No.

ABSENT: Council member Ridge.

Council member Russo moved, supported by Baker to excuse Council member Ridge due to traveling for business. Carried. 6 Yes. 0 No.

PUBLIC HEARINGS: None

PUBLIC COMMENT: None

APPROVAL OF AGENDA: Mayor Pro-Tem Johnston moved, supported by Dyer to approve the agenda as presented. Carried. 6 Yes. 0 No.

SPECIAL PRESENTATIONS:

A. RV PARKING:

Community Development Director Myrkle stated he had consulted with the City's building department regarding permitting and enforcement. He discussed the definition of an RV and outlined standards to be presented including accessory building maximum height, standard setback, roofing, covering, driveway use, and accessory building definition.

Mayor Lewis recommended that council form an ad hoc committee for workshop purposes on RV Parking. He appointed Council members Johnston and Mitchell to that committee.

B. REORGANIZING FINANCE OPERATIONS

City Manager Guetschow discussed the need to consider a long term decision regarding contracting services for the Finance Department. He reported that finding quality finance employees may be difficult at this time. He recommended looking at restructuring with the contracted services and pointed out that a corporation can provide consistency in place of this employment concern. He stated that there would not be much difference in cost to the City. He proposed that the City Clerk and City Treasurer positions be combined into a single Clerk/Treasurer position. He stated that some of the work would need to stay

here at the City and be distributed to different offices including the City Manager's office.

Discussion was held among council members and it was determined that City Manager Guetschow would begin by providing initial details regarding his proposal.

EXPEDITED RESOLUTIONS AND ORDINANCES

A. CONSIDER APPROVAL OF RESOLUTION NO. 2018-35 COMMUNITY ROOM CARPET PROJECT:
RESOLUTION NO. 2018-35

A RESOLUTION TO REJECT BID FOR THE CITY HALL COMMUNITY ROOM CARPET PROJECT

WHEREAS, the Community Room Carpet Project was approved in the FY 17-18 budget, and
WHEREAS, sealed bids were received on March 14, 2018; and
WHEREAS, five (5) bids were received, but none met the overall specifications needed in order complete the project as prepared by the City Clerk; and
WHEREAS, the project will be sent out for bid with a more defined set of specifications in order to meet the needed carpet product for the project; and
THEREFORE, BE IT RESOLVED, that the five bids received be hereby rejected and a new set of specifications shall be described for a new bidding process.

Mayor Pro-Tem Baker moved, supported by Johnston to approve Resolution No. 2018-35 granting community room carpet project as presented. Carried. 6 Yes. 0 No.

B. CONSIDER APPROVAL OF RESOLUTION NO. 2018-36 FIRE DEPARTMENT READY ROOM CARPET PROJECT:

RESOLUTION NO. 2018-36

A RESOLUTION TO AUTHORIZE A CONTRACT WITH JEWETTS CARPET AND WALLCOVERINGS FOR SERVICES RELATED TO CARPET PROJECT FOR FIRE DEPARTMENT READY ROOM

WHEREAS, this project was approved in the FY 17-18 City Budget; and
WHEREAS, five (5) sealed bids were received on March 14, 2018; and
WHEREAS, Jewett's Carpet and Wallcoverings submitted the lowest bid in the amount of \$1,710.00 to complete the project per specifications prepared by the City Clerk; and
WHEREAS, the cost presented in the bid was acceptable to complete the project; and
THEREFORE, BE IT RESOLVED, that the City enter into a contract with Jewett's Carpet and Wallcoverings to provide quoted carpet services for the Fire Department Ready Room.

Council member Johnston moved, supported by Dyer to approve Resolution No. 2018-36 Fire Department Ready Room Carpet Project as presented. Carried. 6 Yes. 0 No.

C. CONSIDER APPROVAL OF RESOLUTION NO. 2018-39 REGARDING PAYMENT OF CLAIMS & ACCOUNTS:

APPROVAL OF CLAIMS AND ACCOUNTS BY ROLL CALL VOTE: Mayor Pro-Tem Baker moved, supported by Dyer to approve Resolution 2018-39 for expenditures of the City for April 9, 2018 as presented. Carried. 6 Yes. 0 No.

ACTION ITEMS – RESOLUTIONS AND ORDINANCES:

A. CONSIDER APPROVAL OF RESOLUTION NO. 2018-33 TO AUTHORIZE TO PURCHASE ROAD SALT:

RESOLUTION NO. 2018-33

A RESOLUTION TO AUTHORIZE PARTICIPATION IN A CONTRACT WITH STATE OF MICHIGAN FOR ROAD SALT PURCHASE

WHEREAS, the City participates in a cooperative purchasing contract with the State to secure lower road salt prices; and
WHEREAS, this contract guarantees certain amounts of salt are available to the municipalities at fixed prices; and
WHEREAS, the determination has been made by DPW staff for salt needs in the upcoming fiscal year; and
WHEREAS, Section 2-186 of the City Ordinances allows for the waiver of sealed bids for purchases over the amount of \$5,000 if the purchase is made through another governmental agency.
THEREFORE, BE IT RESOLVED That the City participate in the statewide cooperative purchasing agreement with the State of Michigan to provide road salt and that the Mayor or Clerk be directed to sign said contract on behalf of the City.

Council member Johnston moved, supported by Russo to approve Resolution No. 2018-33 to purchase road salt as presented. Carried. 6 Yes. 0 No.

INTRODUCTION OF RESOLUTIONS AND ORDINANCES:

A. CONSIDER FIRST READING OF RESOLUTION NO. 2018-37 TUB GRINDING:

RESOLUTION NO. 2018-37

A RESOLUTION TO AUTHORIZE TUB GRINDING CONTRACT

WHEREAS, the Department of Public Works collects leaves and brush throughout the year and contracts for its grinding a removal each Spring; and
WHEREAS, the Department issued a bid request to the few companies who own the equipment necessary to provide this service; and
WHEREAS, the only response was from Hammond Farms, Inc. of Dimondale, MI in the amount of \$8,150.00; and
WHEREAS, Hammond Farms was the low bidder last year and their work was timely and satisfactory.
THEREFORE, BE IT RESOLVED That the City Council approve the tub grinding of the brush by Hammond Farms, Inc. and it be paid for from the General Fund Leaf Collection account as budgeted.

Mayor Pro-Tem Baker moved, supported by Russo to approve first reading of Resolution No. 2018-33 tub grinding as presented. Carried. 6 Yes. 0 No.

B. CONSIDER FIRST READING OF RESOLUTION NO. 2018-38 PREIN NEWHOF CO#2

RESOLUTION NO. 2018-38

A RESOLUTION TO APPROVE CHANGE ORDER #2 FOR PREIN & NEWHOF FOR THE STATE AND LINCOLN STREET PROJECT

WHEREAS, the State and Lincoln Street Project engineering contract was awarded to Prein & Newhof by City Council on October 23, 2017 in the amount of \$125,000.00; and

WHEREAS, Change Order #1 was approved to cover \$4,500.00 in additional costs associated with design for the replacement of the sanitary sewer on S. Lincoln Street from Lawrence Avenue to W. Seminary Street; and

WHEREAS, it has been determined that two easements will be necessary to construct sidewalk that will help with safer pedestrian travel; and

WHEREAS, Prein & Newhof has proposed a cost of \$2,400.00 to prepare the two easement documents; and

WHEREAS, these additional costs will be paid for out of the Major Street Fund.

THEREFORE, BE IT RESOLVED that the City Council authorizes contract Change Order #2 in the amount of \$2,400.00 for Prein & Newhof for additional work preparing two easements as part of the State and Lincoln Street Reconstruction Project.

Council member Johnston moved, supported by Dyer to approve first reading of Resolution No. 2018-38 Prein & Newhof CO#2 as presented. Carried. 6 Yes. 0 No.

COMMUNICATIONS AND COMMITTEE REPORTS

CITY ATTORNEY REPORT: None.

CITY MANAGER REPORT: City Manager Guetschow reported that the vactor truck recently purchased is being well utilized on the streets. He reported that Dairy Queen is appealing the recent decision of City Council and the City is currently responding to a request for records. He reported that he represented the City in Eaton Rapids as they joined Governor Snyder's Rising Tide project. He announced that he will post the budget and provide copies to council members at the next meeting.

COUNCILMEMBER COMMITTEE REPORTS: None.

PUBLIC COMMENT: Ben Phlegar, 425 Horatio, stated his opposition to the Dairy Queen appeal. He stated opposition to the proposed accessory building maximum height as presented.

Lothar Konietzko, 534 High St, stated his concern regarding infrastructure issues in the City. He suggested a Blue Ribbon Committee. He suggested code enforcement be done using a part time employee separate from the fire department.

MAYOR AND COUNCIL COMMENTS:

- Council member Johnston thanked Mr. Konietzko for the suggestions.
- Mayor Pro-Tem Baker addressed and clarified Mr. Konietzko willingness to serve on a road committee.

DRAFT

Council member Johnston moved, second by Baker to adjourn at 8:05 p.m. Carried. 6 Yes. 0 No

Mayor Tim Lewis

Jessica Walters, Deputy City Clerk