

IMLAY CITY COMMISSION
150 N. Main Street
IMLAY CITY, MI 48444
REGULAR MEETING
November 21, 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	Mayor Pro-Tem Joi Kempf
Commissioner Frank Demske	Commissioner Amy Planck
Commissioner Al Ramirez (@ 7:02 p.m.)	Commissioner Robert Tanis

Absent: Commissioner Mike Romine

Also Present: City Manager Tom Youatt; Utility Billing Clerk/Deputy Clerk Anne McAvoy; Fire Captain Scott Stone; Chamber of Commerce Event Coordinator Shannon Hamel; Chamber of Commerce Board Member John Powell; two members of the community; and one member of the media.

4. APPROVAL OF AGENDA

Moved by Kempf, seconded by Tanis, to approve the agenda with the following additions: 7.A. ROWE North Fairgrounds Road Payment; 8.D. ROWE E. Capac Road Payment; and 8.E. Clerk/Treasurer Resignation.

MOTION CARRIED UNANIMOUSLY

5. APPROVAL OF CONSENT AGENDA ITEMS

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

- A. Approval of Minutes – Regular Meeting – November 8, 2017
- B. Other Minutes - Parks & Recreation Meeting – November 14, 2017
- C. Payment of Bills - Payroll totaling \$92,220.22
Accounts Payable and Trust & Agency totaling \$46,574.51

ROLL CALL VOTE

Ayes: Kempf, Demske, Ramirez, Tanis, Planck, Bargen
Nays: None

MOTION CARRIED 6 - YEAS; 0 – NAYS

6. CITIZENS FROM THE FLOOR

Alan Rosenbalm, Imlay City, addressed the Commission to compliment them on the various security upgrades that have been implemented on the Polly Ann Trail including lighting and camera installations. Mr. Rosenbalm reiterated that many vandals are of a certain age and may not have enough healthy local recreational opportunities available to them.

7. OLD BUSINESS

A. ROWE North Fairgrounds Road Payment

City Manager Tom Youatt presented a progress payment request from ROWE Professional Services Company for design and construction engineering services on the North Fairgrounds and Capac Road Rehabilitation Project in the amount of \$6,357.00. Youatt noted that this leaves a balance of \$2,843.25 remaining for ROWE Professional Services Company on the project and a few touch ups remain before final payment is approved.

Mayor Barga inquired as to the level of DEQ funding for the project. City Manager Tom Youatt responded that he will wait until final completion and billing of the project before submitting all required documentation to the DEQ for 50% reimbursement through the Scrap Tire Grant Project.

Motion by Tanis, seconded by Kempf, to approve the payment for design and construction engineering services from ROWE Professional Services Company for the North Fairgrounds and Capac Road Rehabilitation Project in the amount of \$6,357.00, as presented.

ROLL CALL VOTE

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

Nays: None

MOTION CARRIED 6 - YEAS; 0 – NAYS

8. NEW BUSINESS

A. Site Plan Review Proposal – Spicer

City Manager Tom Youatt presented the Commission with a proposed letter agreement from Spicer Group for site plan review services for future development projects within the City. Youatt explained that recently a site plan was submitted for a forty unit assisted living facility which required professional review. Youatt further explained that the former LSL Planner utilized by the City was no longer with LSL. Youatt reiterated the good experience the City has had with Spicer Group and noted their proposed fee of \$1,000.00 to \$2,500.00 per review is typical and would be passed on to the developer.

Mayor Barga inquired as to whether the proposed fee from Spicer Group was in line with the fees previously paid to LSL Planning for site plan review services. City Manager Tom Youatt responded that the fees are in line.

Motion by Tanis, seconded by Demske, to approve the letter agreement with Spicer Group for site plan review services in the amount of \$1,000.00 to \$2,500.00 per review, and authorize Tom Youatt to sign on behalf of the City.

ROLL CALL VOTE

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

Nays: None

MOTION CARRIED 6 - YEAS; 0 - NAYS

B. Busker Festival Date Approval

Chamber of Commerce Event Coordinator Shannon Hamel addressed the Commission to request approval of the dates of June 15 & 16, 2018 for the Michigan Busker Festival.

Mayor Barga noted that in years past the request had been for certain road closures and DPW assistance, in addition to the requested dates. Ms. Hamel noted that the Chamber is still determining details for the festival and will come before the Commission again once more details are known. Mayor Barga noted that he believes there is no opposition to the proposed dates but there needs to be more specific information presented. Commissioner Kempf stated that she believes the Chamber is looking for approval on the dates so that they can begin their advertising efforts. City Manager Tom Youatt stated that he wants to be clear that there is a lot of information that needs to come before the Commission before approvals are granted.

Chamber of Commerce Board Member John Powell addressed the Commission noting that the Chamber understands it must work with the City to develop specifics and to gain necessary approvals. Mr. Powell stated that the Chamber is working diligently to be able to announce specifics in January. Mr. Powell reiterated that the Chamber desires to keep road closures to a minimum and at this time only requests approval of the proposed dates.

Motion by Ramirez, seconded by Tanis, to approve the dates of June 15 & 16, 2018 for the Michigan Busker Festival.

MOTION CARRIED UNANIMOUSLY

C. Approve December Board of Review Date – December 12, 2017 at noon

City Manager Tom Youatt stated the need to set the December Board of Review meeting date and time, and he relayed the recommendation of City Assessor Nathan Hager of December 12, 2017 at noon.

Motion by Ramirez, seconded by Tanis, to establish the December Board of Review meeting for December 12, 2017 at 12:00 p.m.

Commissioner Demske requested he be allowed to abstain from the vote, given his appointment on the Board of Review.

Motion by Ramirez, seconded by Tanis, to withdraw the motion to establish the December Board of Review meeting for December 12, 2017 at 12:00 p.m.

MOTION CARRIED UNANIMOUSLY

Motion by Demske, seconded by Tanis, to allow Commissioner Demske to abstain from voting on establishing the December Board of Review date.

MOTION CARRIED UNANIMOUSLY

Motion by Ramirez, seconded by Tanis, to establish the December Board of Review meeting for December 12, 2017 at 12:00 p.m.

MOTION CARRIED UNANIMOUSLY

Abstain: Demske

D. ROWE E. Capac Road Payment

City Manager Tom Youatt presented a payment request from ROWE Professional Services Company for design engineering services on the E. Capac Road Rehabilitation Project in the amount of \$5,060.50. Youatt noted that the project will include milling and resurfacing of E. Capac Road from M-53 east to the City limits. Youatt noted that an MDOT Rural Task Force Grant will reimburse the City 80% of the 2018 road project costs.

Motion by Tanis, seconded by Demske, to approve the payment for design engineering services from ROWE Professional Services Company for the E. Capac Road Rehabilitation Project in the amount of \$5,060.50, as presented.

ROLL CALL VOTE

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

Nays: None

MOTION CARRIED 6 - YEAS; 0 – NAYS

E. Clerk/Treasurer Resignation

Mayor Bargaen noted the letter of resignation from Clerk/Treasurer Nicole Frost and noted the need for a motion to accept. City Manager Tom Youatt stated that it has been a pleasure to work with Nicole and she has done an outstanding job for the City.

Motion by Tanis, seconded by Kempf, to accept the resignation of Clerk/Treasurer Nicole Frost effective December 1, 2017, with regrets.

MOTION CARRIED 5 - YEAS; 1 – NAYS

9. MANAGER'S REPORT

Additional information was attached to the packet.

City Manager Tom Youatt reported that the Clerk/Treasurer position will be advertised through MML and the local newspapers, with applications due December 8, 2017. Youatt recommended that he, along with Mayor Barga and Commissioner Ramirez, comprise the interview committee for the Clerk/Treasurer replacement. Youatt reported the potential development of a forty unit assisted living facility in the City and noted that a variance request associated with it will be considered at the November 27, 2017 Zoning Board of Appeals (ZBA), and the associated site plan review will be considered by the Planning Commission (PC) at its November 28, 2017 meeting. Youatt noted that a second variance request has developed for the setback from the parking lot to the building that will be addressed through another ZBA meeting, and that the PC could approve the site plan contingent upon ZBA approval. Youatt reported that site plans had been distributed to Department Heads for input prior to the PC meeting. Youatt reported that he has a conference call scheduled with GLWA on December 4, 2017 to review water usage data from November and show that the City can meet the requirement for peak hour water usage. Youatt reported he has submitted the required reports for the CVTRS program so that the City can receive full State Revenue Sharing payments. Youatt reported that he completed the Management Discussion and Analysis for the FY16/17 financial audit and Treasurer Frost will meet with the auditors to finalize the financial statements for presentation to the Commission at its December 5, 2017 meeting. Youatt noted that with the resignation of Clerk/Treasurer Nicole Frost, she will designate him as FOIA Coordinator until a new Clerk/Treasurer is in place. Youatt reported that he has a meeting scheduled December 7, 2017 with Financial Advisor Tom Traciak and Bond Counsel Tom Colis to discuss financing options for the projects identified through the CIP process.

10. OTHER BUSINESS

Mayor Barga inquired as to the future revenue the City would gain from the \$3 million assisted living facility investment. City Manager Tom Youatt responded that the facility would bring in roughly \$26,000.00 in annual property tax revenue for the City operating levy, provide significant revenue as a new utility customer through tap-in fees and ongoing usage, and enhance the local economy through job creation.

Commissioner Demske inquired as to whether the DPW would perform the work for the previously approved sewer extension to the proposed assisted living facility. City Manager Tom Youatt responded that the developer would be responsible for the construction.

Commissioner Ramirez inquired as to the difference in peak hour water usage between now and the summer months, given the dramatic increase in water usage by Pinnacle in the summer. City Manager Tom Youatt responded that the water usage is extremely lower now than in the summer months and Pinnacle is typically responsible for half of the citywide water usage.

City Manager Tom Youatt added that the fire contract with Imlay Township expires at the end of the year, and he is working with the township and confident that a successful contract will be negotiated and presented to the Commission for approval.

11. ADJOURNMENT

Motion by Kempf, seconded by Tanis, to adjourn the meeting at 7:34 p.m.

MOTION CARRIED UNANIMOUSLY

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

Approved: December 5, 2017