

**Present:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**Absent:** None.

**Work Session began at 5:30 p.m.**

City Manager Moore informed the Commissioners:

Last month, we had an oil spill on Bridge Avenue. Fortunately, our staff witnessed the spilled as it occurred and the driver of the vehicle stopped. The vehicle owner worked with the city crews to clean up the mess. Under Michigan law, polluters are required to pay for the cleanup. In this case, we were lucky. However, under both the federal and state laws communities have experienced difficulties in collecting unless the community has a local ordinance that addresses may of the issues.

One key issue for local units is that the ordinance should address all hazards. The federal and state laws are often limited to named materials. A local ordinance can be broader and make it easier for public safety and public works officials to incur cost necessary to prevent hazardous materials from harming the environment. Gratiot County Emergency Manage, Dan Morden and myself are working on developing such an ordinance.

We have a number of budget adjustments to make. Overall the budget is performing well. We will be recognizing part of the Kahn grant revenue this year. We had expected to recognize it all in the last fiscal year. We received the final payment too late to be included in last year's report. The result was more expenditures than revenues last year. The grant money make up most of our project difference for this year. The overall result between the two years will be close to what was forecast overall.

The biggest adjustment is \$90,000 for the final bills for the demolition of 100 Park Street in Economic Development.

Downtown Maintenance needs \$36,000 of which \$31,000 was for our share of the new parking lot on Woodworth. We also need \$5,000 for Public Works department time. Overall public works labor allocation is within budget.

We will spend an additional \$37,000 for Parks and Recreation. \$17,000 is an internal service fund allocation adjustment, for labor, and \$20,000 is a July 2016 Capital Expenditure for the Restrooms at Scottish Heights (Charles Ave) that was part of the Kahn Grant for FY 2016.

We had a tax settlement for previous fiscal year revenue. The Treasurer budget needs to be adjusted by \$13,000 for the assessment appeal.

Related to the tax settlement, the legal fees for Assessing needs to be increased by \$6,500 for our legal defense of the assessed values.

The City Commission budget should be increased by \$10,000, half of which, is the dues for the Michigan Municipal League which were forgotten in the budget preparation. The balance is legal fees and IT costs.

Planning and Zoning needs \$6,500 for salaries and fringes. This is an allocation issue.

The last General Fund adjustment is \$5,000 for the Cable Consortium. The revenues are higher than anticipated which means our allocation to the Consortium will be increasing.

In other funds, the following adjustments need to be made:

The Housing Rehabilitation Fund needs \$300,000 re-appropriated. These funds are pass through funds. We received them and paid them out in the same amount. These were costs related to the Maples building.

DART took over the specialized transportation from Patient Equipment Locker. We received many of their assets and took over their state grant. We need to appropriate an additional \$93,000 for the service.

Wastewater will be close. I am recommending an additional \$25,000 for disconnection of storm drains. There is good news on the storm drain disconnects that are in place, no homes reported incidents with the Pine River flooding and the Wastewater treatment plant was running at its normal rate.

We need an additional \$30,000 for engineering in Water. The construction projects are requiring more than anticipated engineering time.

Between the warm winter and our need to make sure the compost piles are fully composted for removal from the site, we need to appropriate \$49,000 for Solid Waste.

Finally, the Downtown Development Authority has allocated \$6,000 of their fund balance for façade grants.

A few years back, we discussed posting the newsletter to the City Commission on our web site. The newsletter is a public document and could be posted. There is no requirement that the newsletter be posted on the web site. The decision at the time was that the City Commission liked to have a few days to read and review the issues before the content was made public. I plan to continue with that direction unless the City Commission would prefer to have the newsletters on the web site. Commissioners asked that they get the newsletter on Fridays as usual and place the newsletter on the web site on Mondays before the Tuesday meeting.

The City Staff is working on a few possible ordinance amendments with the City Attorney. As the drafts become available, the Commission will be asked to review and provide comment, before setting a public hearing. The proposed amendments will affect when yard waste is set at the curb, more clearly define restoration of sites after demolition, notice of code violations, ground signs in the Central Business District, and is it required to have a local ordinance to require fire inspections?

Staff is continuing to review other communities for the development of a Fire Inspection program for commercial buildings in the City. One of the first steps in creating a program is to have certified personnel who can complete the inspections. Through our research we have found staff may get certified by the completing the Fire Inspector Certification (CF-I) training offered by the National Fire Protection Association (NFPA).

The closest location offering the classroom training is a 5-day course in Indianapolis, Indiana, September 18-22. After some discussion staff thinks it is best to get two individuals certified at the same time, which will save on travel and hotel costs. The recommendation is to send Aaron Hale, and Aeric Ripley to this training.

The cost of the training is \$1,200 each and includes the applicable code manuals, study aides, four days of instruction and the proctored exam. The average room rate appears to be around \$90/night. Since we currently do not have a functioning program here locally, it makes sense the face to face instruction would be the most beneficial. The overall cost of the training for two individuals would be around \$2,850 plus travel expenses.

At the Downtown Development Authority Board meeting on June 19<sup>th</sup>, the board approved paying for the DDA Director's fees to attend the training. The DDA board feels the development of a Fire Inspection program is important to stopping the fires that have taken place in the downtown over the past 7 years.

The course will familiarize participants with:

- The responsibilities of a fire inspector and the knowledge required to perform the job
- The use and application of NFPA codes and standards
- Fire and life safety principles and how they are applied
- Requirements associated with the storage, handling and use of flammable and combustible liquids and gases
- Requirements associated with the storage, handling and use of hazardous materials
- Requirements for fire alarm and suppression systems

On Tuesday, June 13<sup>th</sup>, Mr. Moore, Aeric Ripley, Jim Wheeler and Kasey Zehner from Greater Gratiot Development completed #4-6 Best Practice Training for Redevelopment Ready Communities conducted by the MEDC. The Best Practices in this section included: Best Practice #4 – Recruitment and Education of Elected Officials, Best Practice #5 – Redevelopment Ready Sites, and Best Practice #6 Community Prosperity, i.e. Master Plans, and Action Plans.

With the completion of the Six Best Practice Trainings the City of Alma should now be considered a Redevelopment Ready Community in Progress. The community had already completed the Self Survey, and passed a resolution to participate in the RRC program. Receiving the designation of a Community in Progress keeps the City of Alma in the running for State Strategic Fund dollars, CDBG dollars, and any other funding opportunities that may become available. Without moving along the plan of becoming a RRC Certified Community, the likelihood that the City will receive grant dollars in the future is next to zero. These Best Practices sessions will again be presented by the MEDC in September and October of 2017. City Commissioners would find the 2<sup>nd</sup> day of the Best Practices sessions most worthy to attend.

**Alma, Michigan**  
**June 27, 2017**  
**6:00 p.m.**

**Present:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**Absent:** None.

Mayor Mapes called a regular meeting of the Alma City Commission to order at 6:00 p.m. at the Alma Municipal Building.

**Present:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo

**Absent:** None.

Mayor Nyman asked the City Commission and members of the audience to stand and recite the Pledge of Allegiance.

Motion by Commissioner Ayers as supported by Commissioner Allman to approve the minutes of the June 13, 2017 regular meeting.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo

**No:** None.

Motion by Commissioner Mott as supported by Commissioner Allman to receive a letter sent to the Subcommittee members of the Alma City Commission in regards to the hiring of the Public Service Director.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

A public hearing was held at 6:05 p.m. to consider FY 2017 year-end budget adjustments resolution. City Manager, Phillip Moore explained the proposed adjustments. There being no further questions or any comments, a motion to close the public hearing was entertained.

Motion by Commissioner Piccolo as supported by Commissioner Ayers to close the public hearing at 6:13 p.m.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

The following preamble and resolution was offered by Commissioner Harrington as supported by Commissioner Allman:

**Whereas**, the City Manager prepared and submitted his recommendation for the Fiscal 2016-2017 annual budget and capital improvement plan to the Alma City Commission on April 12, 2016; and

**Whereas**, the Alma City Commission reviewed the recommended budget and capital improvement plan in detail during numerous work sessions; and

**Whereas**, the Alma City Commission did give notice of a public Hearing held May 10, 2016 at 6:00 p.m. at the Alma Municipal Building. In conformity with the provisions of Section 6.3 Article VI of the City Charter, proof of publication is now on file, and which Public Hearing was duly held pursuant to said notice and in conformity therewith.

**Be it Resolved**, the General Fund expenditures for the fiscal year commencing July 1, 2016 and ending June 30, 2017, are hereby appropriated on an activity basis as follows:

	<b>FY 2017</b>	<b>Amended</b>	
	<b><u>Budget</u></b>	<b><u>Budget</u></b>	<b><u>Difference</u></b>
Economic Development	\$ 376,591	\$ 466,591	\$ 90,000
Downtown Maintenance	\$ 101,190	\$ 137,190	\$ 36,000
Planning & Zoning	\$ 16,604	\$ 23,104	\$ 6,500
Police	\$ 1,801,836	\$ 1,801,836	\$ -
Contribution to Rural Urban Fire Board	\$ 234,635	\$ 234,635	\$ -
Inspection Services	\$ 128,805	\$ 128,000	\$ -
Cemetery	\$ 286,227	\$ 286,227	\$ -
Municipal Building and Grounds	\$ 177,907	\$ 177,907	\$ -
Contribution to Airport Authority	\$ 26,000	\$ 26,000	\$ -
Street Opening Permits	\$ 11,854	\$ 11,854	\$ -
Street Lighting	\$ 156,977	\$ 156,977	\$ -
Sidewalks	\$ 165,711	\$ 165,711	\$ -
Parks and Recreation	\$ 238,866	\$ 275,866	\$ 37,000
Contribution to Library	\$ 175,000	\$ 175,000	\$ -
Contribution to Mid-Michigan Area Cable	\$ 42,000	\$ 47,000	\$ 5,000
City Commission	\$ 41,959	\$ 51,959	\$ 10,000
City Manager	\$ 95,301	\$ 95,301	\$ -
City Clerk	\$ 81,632	\$ 81,632	\$ -
City Treasurer	\$ 87,358	\$ 100,358	\$ 13,000
Assessor	\$ 161,504	\$ 168,004	\$ 6,500
Installment Purchases	\$ 11,330	\$ 11,330	\$ -
Transfers to Other Funds	\$ -	\$ -	\$ -
<b>Total Expenditures</b>	<b>\$ 4,419,287</b>	<b>\$ 4,623,287</b>	<b>\$ 204,000</b>

**Be It Further Resolved**, General Fund Revenues for the 2016-2017 fiscal year is estimated as follows:

	<b>FY 2017</b>	<b>Amended</b>	
	<b>Budget</b>	<b>Budget</b>	<b>Difference</b>
Taxes	\$ 2,523,655	\$ 2,427,964	\$ (95,691)
Licenses and Permits	\$ 39,200	\$ 80,179	\$ 40,979
Federal Grants	\$ 35,000	\$ 35,000	\$ -
Intergovernmental	\$ 1,101,383	\$ 1,606,707	\$ 505,324
Charges for Services & Rents	\$ 300,050	\$ 223,252	\$ (76,798)
Rents	\$ 14,350	\$ 27,214	\$ 12,864
Fines and Forfeits	\$ 25,000	\$ 27,772	\$ 2,772
Interest	\$ 20,000	\$ 18,195	\$ (1,805)
Other Revenues	\$ 20,000	\$ 47,518	\$ 27,518
Transfers from Other Funds	\$ 320	\$ 1,000	\$ 680
<b>Total Revenues</b>	<b>\$ 4,078,958</b>	<b>\$ 4,494,801</b>	<b>415,843</b>

**Be It Further Resolved**, the City Commission hereby approves appropriations for the period July 1, 2016 through June 30, 2017 for the amounts set forth below:

	<b>FY 2017</b>	<b>Amended</b>	
	<b>Budget</b>	<b>Budget</b>	<b>Difference</b>
<b>City of Alma Special Revenue Funds</b>			
Major Street	\$ 489,248	\$ 489,248	\$ -
Local Street	\$ 428,414	\$ 428,414	\$ -
Street Millage Fund	\$ 466,788	\$ 466,788	\$ -
Housing Rehabilitation Fund	\$ 8,637	\$ 308,637	\$ 300,000
<b>City of Alma Enterprise Funds</b>			
State Street Plaza Fund	\$ 103,729	\$ 103,729	\$ -
Alma Transit Services Funds	\$ 820,361	\$ 913,361	\$ 93,000
Wastewater Utility Fund	\$ 1,539,909	\$ 1,564,909	\$ 25,000
Water Utility Fund	\$ 1,297,271	\$ 1,327,271	\$ 30,000
Solid Waste Disposal Fund	\$ 683,568	\$ 732,568	\$ 49,000
<b>City of Alma Internal Service Funds</b>			
Administration Services (Internal Service) Fund	\$ 622,575	\$ 622,575	\$ -
Public Works (Internal Service) Fund	\$ 2,037,123	\$ 2,037,123	\$ -
<b>Discretely Presented Component Units</b>			
Alma Downtown Development Authority	\$ 11,566	\$ 17,566	\$ 6,000
Library Fund	\$ 830,430	\$ 830,430	\$ -
<b>Joint Operations and Joint Ventures</b>			
Rural Urban Fire Board	\$ 446,019	\$ 446,019	\$ -
Gratiot Area Solid Waste Authority	\$ 475,116	\$ 475,116	\$ -
Gratiot Community Airport	\$ 184,874	\$ 184,874	\$ -
Gratiot Area Water Authority	\$ 1,315,750	\$ 1,315,750	\$ -

Be It Further Resolved, that the City Manager is hereby authorized to make budgetary transfers within appropriation centers established through this budget, and that all transfers between appropriations may be

made only by further action of the City Commission pursuant to Section 19.2 of the provisions of the Michigan Uniform Accounting and Budgeting Act.

Now, Therefore, the City Commission hereby approves the City of Alma Budget containing the appropriations and levy of taxes for the period July 1, 2016 through June 30, 2017, and all sums to be paid into the funds to which they belong.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

#### **Resolution Declared Adopted.**

Motion by Commissioner Allman as supported by Commissioner Harrington to approve the following items on the Consent Agenda for payment: \$54,381.00 to Michigan Municipal League Worker's Compensation Fund for the annual policy premium and \$2,048.67 to Midwest Collaborative Library Services for the annual contract renewal for RIDES Courier delivery and pick-up services for the Alma Public Library.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

Motion by Commissioner Ayers as supported by Vice-Mayor Nyman to approve the request for purchase in the amount of \$3,453.00 to Grainger for a brine pump for the Public Works Department.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman and Piccolo.

**No:** None.

Motion by Commissioner Ayers as supported by Commissioner Piccolo to approve the request for purchase in the amount of \$9,850.00 to Van's Plumbing and Heating for the replacement of four furnaces at the Municipal Building.

The Commission asked the age of the furnaces? Mr. Turner, Public Services Director responded that two were put in place in 1991 and the other two were put in place in 1992.

Mayor Mapes asked if there was documentation on the poor quality record of the Tempstar furnaces.

Mr. Turner, Public Services Director stated it has been the City's experience that the Tempstar furnace may cost less to purchase but the maintenance cost will be high to keep them running. The low quoted bid was for Tempstar furnaces, they do not have the quality record of Trane furnace and have been proven to be sub-par at other City facilities. There is no written report of their substandard quality. Local Preference Policy applied to all quoted bid amounts and Vans Plumbing and Heating is the next low quoted bid.

**Yes:** Allman, Ayers, Harrington, Mott, Nyman & Piccolo.

**No:** Mapes.

Motion by Commissioner Harrington as supported by Commissioner Piccolo to receive the bids for the construction of the Grafton Avenue Watermain Abandonment Project and to award the bid to the low bidder Ward's Excavating of St. Louis in the amount of \$79,120.08.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

Motion by Commissioner Mott as supported by Commissioner Piccolo to approve the resolution approving the request from the All Class Alma High School Reunion, to allow the placement of porto-potties, the use of a golf cart for transportation, the use of a small P. A. system, additional trash containers, barbeque grill and

allow attendees with vintage automobiles to park their cars in a designated area within Wright Park on August 20, 2017.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

Motion by Commissioner Harrington as supported by Commissioner Ayers to approve the resolution authorizing the execution of an Engagement letter between the City of Alma and Yeo & Yeo, CPAs & Business Consultants for the purpose of conducting the single performance audit at the approved amount (CC 3/28/2017) of \$3,500.00.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

Motion by Commissioner Ayers as supported by Vice-Mayor Nyman to approve the resolution authorizing the execution of an Engagement letter between the City of Alma and Yeo & Yeo, CPAs & Business Consultants for the purpose of conducting the annual year-end audit at the approved amount (CC 3/28/2017) of \$23,950.00.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

Motion by Commissioner Ayers as supported by Commissioner Piccolo to receive the following reports and place them on file: ZBA Minutes of June 12, 2017 and DDA Minutes of June 19, 2017.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

At this time Mayor Mapes reported that the Subcommittee has completed the interviews. The Committee is creating the draft of their report to the City Commission. It will be ready for discussion at the next City Commission meeting of July 11, 2017. It will be on the City web site before the meeting. Mayor Mapes wanted to thank all the participants for their help and honesty.

Motion by Commissioner Allman as supported by Vice-Mayor Nyman to approve Warrant No. 17-24 and to authorize the City Treasurer to issue checks in payment of all claims.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman & Piccolo.

**No:** None.

Commissioner Ayers wanted to wish everyone a great and safe 4<sup>th</sup> of July holiday.

City Manager, Moore addressed the question posed at the last meeting in regards to the savings the City may have obtain by the recent layoffs. Mr. Moore stated that the calculations are complicated. As of now the savings on just the layoffs of the two officers is at \$18,000 but if you calculate in the additional loss of a command officer the savings is at \$27,000. Overtime hours were reviewed both before the layoff and after and they are running about the same. Overtime was reviewed to last year at this time and more overtime was being used during that time frame.

Mayor Mapes also wanted to wish everyone a Happy 4<sup>th</sup> of July and be safe.

Mayor Mapes opened the floor to public comments.

There being no public comments, Mayor Mapes called for a motion to adjourn the meeting.

Motion by Commissioner Ayers as supported by Vice-Mayor Nyman to adjourn the meeting at 6:31 p.m.

**Yes:** Allman, Ayers, Harrington, Mapes, Mott, Nyman and Piccolo.

**No:** None.

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Gregory S. Mapes, Mayor

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Sheila Letourneau, City Clerk