

Minutes of the work session of the City Commission held Monday, September 9, 2013 at 6:17 p.m. at City Hall in the City Commission Room.

Mayor Ling called the meeting to order.

Commissioners Present: Mayor Ling and Vice Mayor Tilmann; Commissioners Holton (6:25p.m.), Joslin (6:27p.m.), Rautanen and Sous

Commissioners Absent: Commissioner English

Others Present: City Manager Grinzinger, City Clerk Howard and City Attorney Smith

Work Session – Vendor/Mobile Food Service Provider Draft Ordinance

City Clerk/Information Technology Director Jeremy Howard gave a presentation on the current status of the Vendor/Mobile Food Service Provider Draft Ordinance.

Discussion ensued.

Mayor Ling adjourned the meeting without objection at 6:57 p.m.

Kathleen Ling, Mayor

Jeremy Howard, City Clerk

Minutes of the regular meeting of the City Commission held Monday, September 9, 2013 at 7:01 p.m. in the City Commission Room.

Mayor Ling called the meeting to order and the Pledge of Allegiance was recited.

Commissioners Present: Mayor Ling and Vice Mayor Tilmann; Commissioners Holton, Joslin, Rautanen and Sous

Commissioners Absent: Commissioner English

Others Present: City Manager Grinzinger, City Clerk Howard and City Attorney Smith

Receipt of Petitions and Communications

Received the following petitions and communications:

1. Mt. Pleasant Zoning Board of Appeals Minutes (July)
2. Communication from Rick McGuirk of United Apartments regarding Special Assessment District #1-13.

Moved by Commissioner Joslin and supported by Commissioner Sous to approve the following items on the Consent Calendar:

1. Minutes of the work session of the City Commission held August 26, 2013.
2. Minutes of the regular meeting of the City Commission held August 26, 2013.
3. Second extension to contract with Mid Michigan Industries (MMI) for recycling collection services for six months, effective October 1, 2013 through March 31, 2014, at the monthly rate of \$4,279.80.
4. Receive fall 2013 Saginaw Chippewa Indian Tribal 2% funding requests from various City departments.
5. Payrolls dated August 30, 2013 and warrants dated August 28 and September 5, 2013 all totaling \$738,641.49.

Motion unanimously adopted.

A public hearing was held on Special Assessment District #1-13 for the Revised Special Assessment Roll.

Chuck Allan, 804 S. Washington, spoke in opposition to the roll for the Special Assessment District #1-13.

There being no additional public comments or communications, the Mayor closed the public hearing.

The following Resolution No. 5 for Special Assessment District No. 1-13 was offered by Commissioner Sous and supported by Commissioner Joslin as follows:

WHEREAS, the City Commission has met after due and legal notice and reviewed the revised special assessment roll to defray Special Assessment District No. 1-13 share of the cost of certain public expenditures, described as: install pedestrian lighting on the west side of South Washington St. from West Bellows St. on the south to West High St. on the north, in the City;

WHEREAS, after hearing all persons interested therein at the additional public hearing on September 9, 2013, and after carefully reviewing the revised special assessment roll, the Commission deems said special assessment roll to be fair, just and equitable and that each of the assessments contained thereon are in accordance with the benefits to be derived by each parcel of land assessed;

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Said revised special assessment roll as prepared by the City Assessor, in the amount of \$90,233, is hereby confirmed.
2. Said special assessment roll may be divided into seven annual installments, the first of which shall be due and payable on July 1, 2014.
3. Interest shall be charged on the unpaid balance of said special assessment roll at the rate of three percent (3%), commencing one (1) month after notification that the project has been completed. There will be no interest if paid within one month of the written notification from the City Treasurer.
4. The City Clerk is directed to attach his warrant to a certified copy of this resolution within ten (10) days after its adoption requesting the Assessor to spread and the Treasurer to collect the sums and amounts as directed by the Commission.
5. The City Clerk is directed to endorse the date of confirmation on the roll.
6. All resolutions and parts of resolutions conflicting with the provisions of this resolution are rescinded.

AYES: Commissioners Holton, Joslin, Ling, Rautanen and Sous
 NAYS: Commissioner Tilmann
 ABSENT: Commissioner English
 Resolution adopted.

Moved by Commissioner Joslin and supported by Commissioner Rautanen to receive recommendation from Planning Commission on the adoption of a zoning amendment creating U-University District, and set a public hearing for October 14, 2013 at 7:00 p.m. in the City Commission Room, City of Mt. Pleasant, 320 W. Broadway St. Motion unanimously adopted.

Assistant City Manager/Finance Director Ridley gave a presentation on the proposed 2014 general fund revenues. Discussion ensued. No Commission action required at this time.

Moved by Commissioner Rautanen and supported by Commissioner Holton to approve the following Resolution to Amend 2013 Operating Budget.

WHEREAS, Article VII, Section 10 authorizes the City Commission to amend the annual operating budget by resolution, and

WHEREAS, the 2013 operating budget was originally adopted by resolution on December 10, 2012 and

WHEREAS, the activities of the City since the budget was adopted have been such as to necessitate an amendment at this time,

NOW THEREFORE, BE IT RESOLVED, that the following revenue and expenditure appropriations be approved and the 2013 operating budget be amended, effective immediately.

	Fund Balance <u>January 1</u>	2013 Revenue <u>Revenue</u>	2013 Expenditures <u>Expenditures</u>	Fund Balance <u>December 31</u>
<u>GOVERNMENTAL FUNDS</u>				
GENERAL FUND				
Unassigned	\$621,484	\$11,955,620		
Legislative Division			616,280	
Finance Division			1,618,460	

Public Safety Division			6,305,040	
Community Services Division			2,799,460	
Public Works Division			755,270	
Amount from Fund Balance			(504,210)	
Total Unassigned	\$621,484	\$11,955,620	\$11,590,300	\$986,804
Assigned for Next Year's Budget	504,210	0	504,210	0
Assigned for Economic Development	1,182,305	0	29,700	1,152,605
Assigned for "Rainy Day"	1,700,000	0	0	1,700,000
Assigned for Projects/Programs	1,555,760	30,000	129,780	1,455,980
Restricted	211,355	100,500	182,770	129,085
Non-spendable	414,420	0	0	414,420
Total General Fund	\$6,189,534	\$12,086,120	\$12,436,760	\$5,838,894

SPECIAL REVENUE FUNDS

MAJOR STREET FUND

Restricted	\$793,492	\$1,182,660	\$1,162,410	\$813,742
Restricted for Donation	15,399	12,500	0	27,899
Assigned for Projects	18,410	2,420	20,830	0
Total Major Street Fund	827,301	1,197,580	1,183,240	841,641

LOCAL STREET FUND

Restricted	572,408	942,090	615,790	898,708
Restricted for Donation	43,430	0	43,430	0
Total Local Street Fund	615,838	942,090	659,220	898,708

SPECIAL ASSESSMENT COMMITTED DOWNTOWN IMPROVEMENT & PARKING FUND

Restricted for Donation	0	0	0	0
Restricted from Special Assessment	36,831	212,400	213,990	35,241
Assigned	1,288	0	0	1,288
Total Downtown Fund	38,119	212,400	213,990	36,529

PARKS & RECREATION FUND

Non-spendable	0	0	0	0
Restricted for PEAK	178,549	308,000	486,540	9
Restricted for Parks	85,371	0	0	85,371
Assigned for PEAK	438,983	305,000	118,310	625,673
Assigned for Projects	60,654	5,000	20,600	45,054
Assigned for Recreation	177,865	444,240	459,990	162,115
Total Parks & Recreation Fund	941,422	1,062,240	1,085,440	918,222

BLOCK GRANT FUND

Assigned for Owner Occupied - Hsg.	60,171	0	60,100	71
Assigned	410,424	20,070	0	430,494
Total Block Grant Fund	470,595	20,070	60,100	430,565

Economic Development Rev Loan Fund

Restricted	426,550	16,800	443,350	0
Building Authority Fund Restricted	6,051	309,940	309,910	6,081
Cemetery Fund Committed	159,848	6,300	0	166,148

Total Governmental Funds

Appropriated Budget	\$10,041,095	\$15,857,360	\$16,392,010	\$9,506,445
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FURTHER, BE IT RESOLVED, that the following informational summaries be approved for the Capital Project, Debt Service, Component Units, and Proprietary Funds for the year beginning January 1, 2013 and ending December 31, 2013

	Fund Balance <u>January 1</u>	2013 <u>Revenue</u>	2013 <u>Expenditures</u>	Fund Balance <u>December 31</u>
CAPITAL PROJECT FUNDS				
Borden Building Redevelopment Assigned	\$133,472	\$900	\$0	\$134,372
CAPITAL IMPROVEMENT FUND				
Committed for Projects	455,000	403,640	458,640	400,000
Committed	378,370	212,260	300,000	290,630
Total Capital Improvement Fund	833,370	615,900	758,640	690,630
DEBT SERVICE FUNDS				
Borden Building Debt Restricted	49,268	292,500	341,750	18
Capital Project and Debt Service Funds				
Informational Summaries	<u>\$1,016,110</u>	<u>\$909,300</u>	<u>\$1,100,390</u>	<u>\$825,020</u>
	Working Capital <u>January 1</u>	Sources of Working Capital <u>Capital</u>	Uses of Working Capital <u>Capital</u>	Working Capital <u>December 31</u>
Component Units				
MISSION STREET DDA FUND				
Assigned	\$560,000	\$30,000	\$140,000	\$450,000
Unassigned	334,031	241,000	522,100	52,931
Total Mission Street DDA Fund	894,031	271,000	662,100	502,931
TAX INCREMENT FIN AUTH FUND				
Central Business District Restricted	42,437	0	0	42,437
Central Business District Assigned	325,000	167,500	287,500	205,000
Central Business District Unassigned	161,944	58,060	170,910	49,094
Ind Park North Assigned	130,000	0	10,000	120,000
Ind Park North Unassigned	11,260	680	3,570	8,370
Univ Park Assigned	130,000	0	0	130,000
Univ Park Unassigned	29,843	105,260	57,200	77,903
Total TIFA	830,484	331,500	529,180	632,804
LOCAL DEVELOPMENT FIN AUTHORITY				
Assigned	92,208	0	42,208	50,000
Unassigned	58,656	251,420	183,702	126,374
Total LDFA	150,864	251,420	225,910	176,374
BROWNFIELD REDEVELOPMENT FUND				
Assigned for Remediation	23,177	83,330	59,300	47,207
Assigned for Incentives	55,682	7,700	7,300	56,082
Assigned for Developers	3,754	55,350	55,320	3,784
Total Brownfield	82,613	146,380	121,920	107,073
ECONOMIC DEVELOPMENT CORPORATION				
Assigned Parking Lot	0	3,000	0	3,000
Assigned Downtown Loans	21,916	13,480	4,510	30,886
Assigned Economic Development	134,946	0	78,446	56,500
Unassigned	28,249	0	5,404	22,845
Total EDC	185,111	16,480	88,360	113,231
Total Component Unit Funds				
Informational Summaries	<u>\$2,143,103</u>	<u>\$1,016,780</u>	<u>\$1,627,470</u>	<u>\$1,532,413</u>

	Working Capital January 1	Sources of Working Capital	Uses of Working Capital	Working Capital December 31
<u>PROPRIETARY FUNDS</u>				
Enterprise Funds				
Land Development	\$373,814	\$2,103,700	\$2,291,470	\$186,044
Airport Fund				
Restricted	78,946	0	57,000	21,946
Assigned	82,519	0	0	82,519
Unassigned	63,417	479,150	497,790	44,777
Sewer Fund				
Committed	150,212	247,300	349,550	47,962
Assigned	941,384	490,000	426,980	1,004,404
Unassigned	1,376,358	1,620,700	2,068,540	928,518
Water Fund				
Restricted	596,700	0	0	596,700
Assigned	1,313,519	342,500	440,000	1,216,019
Unassigned	796,711	2,371,240	2,392,700	775,251
Solid Waste Fund				
Restricted	297,346	0	0	297,346
Assigned	38,000	0	0	38,000
Unassigned	767,569	495,830	547,360	716,039
Internal Service Funds				
Central Stores Fund	159,496	66,360	60,610	165,246
Motor Pool Fund				
Assigned	115,000	0	115,000	0
Unassigned	750,071	636,920	707,030	679,961
Self Insurance Fund	2,556,170	2,201,300	2,303,600	2,453,870
Total Proprietary Funds				
Informational Summaries	\$10,457,232	\$11,055,000	\$12,257,630	\$9,254,602

Resolution unanimously adopted.

Moved by Commissioner Holton and supported by Commissioner Rautanen to approve a one year extension of the appropriation of funds of \$78,000 to the Economic Development Corporation to August, 2014. Motion unanimously adopted.

Moved by Commissioner Joslin and supported by Vice Mayor Tilmann to enter into closed session pursuant to Section 8(a) of the Open Meetings Act to consider a periodic evaluation of a City employee.

AYES: Commissioners Joslin, Ling, Rautanen, Sous and Tilmann
 NAYS: Commissioner Holton
 ABSENT: Commissioner English
 Motion carried.

Announcements on City-Related Issues and Concerns

Commissioner Rautanen communicated that he has received requests from residents at Riverview Apartments to leave the City Hall parking lot lights on later into the night. They currently shut off around midnight. They would also like extra patrols.

Vice Mayor Tilmann announced that the Isabella County Council of Governments will be meeting on Wednesday, September 18 at 7:00 p.m. at Nottawa Township Hall.

Commissioner Joslin requested an update on the status of M-2 language. He also reminded the community of the Zombie Run which will be taking place on Friday, September 13 from the Campus of CMU to Downtown Mt. Pleasant.

Mayor Ling announced that three Commissioners and several City staff will be participating in a Mayor exchange with the City of Adrian on Tuesday, September 10. She also requested that the Commissioners respond about possible work session times to meet with Union Township to discuss the dog park proposal.

Public Comment on Agenda and Non-Agenda Items

Harold Bell, 1738 Somerset Dr, spoke regarding questions he has on storm water drainage issues in Eastpointe Subdivision.

Alec Neale introduced himself as CMU Student Government Association liaison to the City Commission.

Mike Verleger, 402 S. Fancher, introduced himself as a candidate for City Commissioner on the November 5th ballot.

Lisa Ferden, 1113 Kent Dr. introduced herself as a candidate for City Commissioner on the November 5th ballot.

Work Session – Vendor/Mobile Food Service Provider Draft Ordinance

Discussion continued from earlier work session.

The Commission recessed at 8:04 p.m. and went into a closed session at 8:12 p.m. A separate set of minutes was taken for the closed session. The Commission went back into open session at 9:20 p.m.

The Mayor adjourned the meeting without objection at 9:21 p.m.

Kathleen Ling, Mayor

Jeremy Howard, City Clerk