

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

Absent: Harrington.

Work Session began at 5:30 p.m.

Interim City Manager Schooley informed the Commissioners of the following items:

POVERTY EXEMPTION ASSET TEST

Starting in 1995, PA 390 of 1994 states that the governing body of the local assessing unit shall determine the policies and guidelines that the local assessing unit will use when deciding whether to grant poverty exemptions. The State Tax Commission is concerned regarding the apparent trend towards the abuse of the poverty exemption. Those poverty guidelines set by the governing body of the local assessing unit are required to include income and asset levels. Income levels cannot be set lower than the federal poverty income standards. The determination of the amount of the asset levels is left to the discretion of the local governing board. The City Assessor, Kathy Roslund has prepared the material for you to look at as the Commission and will need to make some decisions as we move forward.

PERSONNEL POLICY MANUAL UPDATE

He has started the process of updating our City of Alma Employee Personnel Policy Manual. He updated some of the sections and changed the format. We will begin utilizing an electronic format with one written manual available in each department. He has passed the updated version to department heads for some critique and review. The goal is to eventually put all of the city related policies in one place that allows for efficient access when needed. The next section he will begin working on is consolidating and updating the numerous city policies that are scattered around different departments and computer files throughout the city. Controller, Cynthia Michels has also been starting to compile financial policies into a useable form.

GEORGE CLARK APPOINTED TO THE HOUSING COMMISSION

George Clark has been appointed to the Alma Housing Commission Board of Directors effective January 1, 2018. He is appointed to a four-year term. Mr. Clark is a former member of the Board who has recently returned to the area. He is replacing Todd Friesen who resigned his board position in October due to health issues. Welcome back and thank you to Mr. Clark.

EMERGENCY OPERATIONS PLAN APPROVED AS A SUPPORT EOP

In November Director Williams and I met with Gratiot County Emergency Manager Dan Morden in regard to the City of Alma's Emergency Operations Plan (EOP). EM Morden had requested we submit the plan to the State Police Emergency Management Division for approval as a recognized Support Plan to Gratiot County. Approval of the plan ensures the City of Alma is eligible for Michigan Emergency Relief/Contingency funds - up to \$100,000.00 in the event of a disaster. Although not required the EMHSD will be able to make the argument to the Governor's office for disaster funding if a local community has a current supplemental EOP in place. If not, there is no chance of emergency funds at all. Our plan was forwarded to the Michigan State Police Emergency Management Division. The State Police EMD approved the plan and stated that the level of detail in the plan is greater than most county plans – by far the most comprehensive support plan to date. We will be bringing the support plan to the commission for signatures within the next month or so. Eric Schalm recently completed an emergency operations plan for the Alma Housing Commission as required by the Federal Government. The addition of the AHC as an annex and some updated contact information will be brought before the city commission in the next month or so for approval, then forwarded onto Gratiot County and the State of Michigan.

CITY OF ALMA WATER DISTRIBUTION AND GAWA ASSET MANAGEMENT PROGRAM

For the better part of the year, the City of Alma Engineering Staff (in no small part thanks to former Public Works Director Ron Turner) has been working on building the City of Alma Water Distribution and Gratiot Area Water Authority's (GAWA) Asset Management Plan to submit to the State of Michigan Department of Environmental Quality. The plans are due to the State of Michigan by January 1, 2018 and without these plans, the City of Alma would not be able to acquire its licensing necessary for water treatment or distribution.

The list of items that are tracked on both plans include but are not limited to asset location, size, year installed or re-built, type, manufacturer information, asset criticality, asset specifications, initial cost, replacement cost, status, capacity, as well as life expectancy. The list of assets includes buildings, pumps, valves, water mains and lines, process equipment, software, electrical equipment, hydrants, blowers, and filtration equipment.

This plan requires constant monitoring and routine updating as well as vigilance to make sure assets are maintained and upgraded according to the management plan. Coordination and communication with St. Louis is paramount as GAWA deals with both Alma and St. Louis. Both the Water distribution and Gratiot Area Water Authority have been submitted to the State MDEQ.

GRATIOT AREA WATER AUTHORITY PROJECT UPDATE

The Gratiot Area Water Authority is in the process of finishing construction activities associated with the new wells (#10 and #11) located south of Van Buren Road and the Raw Water Transmission Main to serve these wells that was constructed this last Summer and Fall. There remains some miscellaneous restoration work and punch list items that will need to be completed or touched up in the spring of 2018, however the wells and pipeline are near the point where they can be put into service. Testing and commissioning activities are currently scheduled for this week (week of December 18th, 2017). If that work goes as planned, we are tentatively planning to begin production from these wells on or around January 2nd, 2018.

The December 21, 2017, City Commission work session concluded at 5:59 p.m.

**Alma, Michigan
December 21, 2017**

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 Mapes asked the City Commission and members of the audience to stand and recite the Pledge of Allegiance to the Flag.

Motion by Commissioner Piccolo as supported by Vice-Mayor Nyman to approve the minutes of the December 12, 2017 regular meeting.

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

No: None.

Motion by Vice-Mayor Nyman as supported by Commissioner Harrington to approve the consent agenda requests for payment in the following amounts of \$1,795.25 to Wallaceberg Bookbinding & Mfg. Co., Ltd. for bindery repair on

library books for the Alma Public Library and \$1,715.95 to Sensus USA, Inc. for the annual software support for the utility autoread program.

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

No: None.

Motion by Commissioner Ayers as supported by Commissioner Mott to approve the request for purchase in the amount of \$3,831.89 to Nye Uniform Company for Alma firefighter dress and informal training uniforms. Funds for this purchase will be deducted from the Rural Urban Fire District Fund.

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

No: None.

Motion by Vice-Mayor Nyman as supported by Commissioner Harrington to approve the request for payment in the amount \$2,500.00 to Carolyn's Cakes & Candies for a façade improvement grant.

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

No: None.

Motion by Commissioner Harrington as supported by Commissioner Piccolo to approve the request for purchase in the amount of \$2,088.00 to Michigan Precast for various sizes of foundations for Riverside Cemetery.

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

No: None.

The following preamble and resolution was offered by Commissioner Mott as supported by Commissioner Piccolo:

In order to ease the burden on taxpayers, the assessor and the board of review and to ensure that all taxpayers have an equal opportunity to be heard by the board of review, the City of Alma hereby resolves, according to provisions of MCL 211.30 (7) of the General Property Tax Act, that the board of review shall receive letters of protest regarding assessments from resident taxpayers from the first Tuesday in March until it adjourns from the public hearings for which it meets to hear such protests.

All notices of assessment change and all advertisements of board of review meetings are to include a statement that the resident taxpayers may protest byletter to the board.

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

No: None.

Resolution Declared Adopted.

The following preamble and resolution was offered by Commissioner Piccolo as supported by Commissioner Ayers:

WHEREAS, MCL 211.27a (10) requires the buyer, grantee, or other transferee of the property shall notify the appropriate assessing office in the local unit of government in which the property is located of the transfer of ownership of the property within 45 days of the transfer of ownership, on a form prescribed by the state tax commission; and

WHEREAS, MCL 211.278 (1) imposes penalties for the failure to file a Property Transfer Affidavit after the 45-day period has elapsed; and

WHEREAS, MCL 211.27b(5) allows the governing body of the local tax collecting unit to waive, by resolution, the penalty levied under subsection (1); and

WHEREAS, the City of Alma hereby waives the penalties for failure to file a Property Transfer Affidavit within 45 days of a transfer of ownership.

NOW THEREFORE BE IT HEREBY RESOLVED , that the City of Alma hereby waives penalties under Section 211.27b(1) of the General Property Tax Act.

IT IS FURTHER RESOLVED that all resolutions or parts of resolution in conflict herewith are hereby repealed.

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

No: None.

Resolution Declared Adopted.

Motion by Commissioner Ayers as supported by Vice-Mayor Nyman to receive the following reports and place them on file:

1. Board of Review minutes of December 12, 2017.
2. Alma Planning Commission meeting minutes for December 4, 2017.

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

No: None.

Motion by Commissioner Piccolo as supported by Commissioner Vice-Mayor Nyman to approve Warrant No. 18-11 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 the Commission to acknowledge the passing of Sam Ortisi. He was instrumental in getting Don to run for City Commissioner. He respected him it was like losing an old friend.

Commissioner Harrington wanted to apologize for arriving late and missing the work session. She gives her best wishes for the Holidays.

City Attorney Costanzo wants to wish everyone Happy Holidays. He echoes the sentiments for Mr. Ortisi. He was an amazing guy. He wishes his grandson much success in running Pizza Sam's.

Interim City Manager Schooley wishes everyone a Merry Christmas and asked the Commissioners to stop by tomorrow for "Ugly Sweater Day" at City Hall.

Mayor Mapes wanted to relay his feelings about the passing of Sam Ortisi. He knew him to be a generous individual and he will certainly be missed. He also wishes his grandson the best of luck.

Mayor Mapes opened the floor for Public comment.

Being no Public comment, Mayor Mapes asked for a motion to adjourn.

Motion by Commissioner Allman as supported by Commissioner Piccolo to adjourn the regular meeting at 6:20 p.m.

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

No: None.

Gregory S. Mapes, Mayor

Sheila Letourneau, City Clerk