

Alma, Michigan  
January 9, 2018

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

**Absent: None.**

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

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

#### WELCOME TO NEW PUBLIC SERVICES DIRECTOR

Our newly appointed Public Services Director Alan Leute officially began his duties on January 2<sup>nd</sup>. Alan has spent his first week diving right in getting to know staff and working on gaining an understanding of all phases of the Public Services Department. I have received nothing but positive feedback from personnel all week. We all are look forward to working alongside Alan here at the city. We hope we didn't overwhelm him in his first week!

#### VICIOUS DOG ORDINANCE UPDATE

Public Safety Director Williams will be presenting information on the vicious dog ordinance at the January 23<sup>rd</sup> meeting. The media has made some inquiries as to the status of the ordinance and I wanted to make you aware that we do have plans to bring you information at that time. I have had contact with Madison Amlotte who was one of the students that presented at the commission meeting in November and advised her of the reporting on the 23<sup>rd</sup>.

#### GOAL SETTING SESSION

Just a reminder that the goal setting session is scheduled for January 22<sup>nd</sup> at 5:30 pm at the Alma Public Library. Please contact me if you have any questions on the packet that was sent out last week.

#### POVERTY EXEMPTION RESOLUTIONS

As discussed at the work session prior to the December 21<sup>st</sup> meeting, the commission will be presented with two resolutions at the January 9<sup>th</sup> meeting in reference to Poverty Exemptions. Attached are copies of the 2 resolutions and the memo from Assessor Kathy Roslund dated 12-15-18 that explains the local governing body's responsibility in determining the amount allowed utilizing the poverty asset test:

In order to determine a taxpayer's eligibility for poverty exemption guidelines, PA 390 of 1994 states that the poverty exemption guidelines established by the governing body of the local assessing unit shall also include an asset level test. An asset test means the amount of cash, fixed assets or other property that could be used, or converted to cash for use in the payment of property taxes for the year the property exemption claim was filed. The asset test should calculate a maximum amount permitted and all other assets above that amount should be considered as available. The determination of the amount of the asset level test is left to the discretion of the local assessing unit.

The first resolution is to set the Maximum Asset Standards to be Eligible for a Poverty Exemption. The attached resolution is just an example. The commission needs to determine the amount. It is the recommendation of staff that we utilize the combined assets of the total household in our standard.

The second resolution is the actual Resolution for Poverty Exemption. The determined amount of the Maximum Asset Standards to be Eligible for a Poverty Exemption shall be inserted into section 3.

#### COMPREHENSIVE ANNUAL FINANCIAL REPORT

Ali Barnes, Yeo and Yeo, presented the FY2017 Comprehensive Annual Financial Report (CAFR) during the work session. Cynthia Michels and her staff did an outstanding job in preparing all of the documents for the audit. The audit shows that the General Fund compared to cash and investments is at 76.6%. Water, wastewater and refuse

funds are in good shape. Internal controls that need to be worked on are Journal Entries and Federal Written procedures. Communication between management and accounting staff is improving. There are a few old outstanding receivables that need to be addressed, possibly they should be written off. Ms. Barnes thanked the Commissioners for their attention to this report.

City Attorney Costanzo informed the Commission that his research on the request for a Zoning change presented to the Planning Commission was done correctly.

The January 9, 2018, City Commission work session concluded at 6:18 p.m.

**Alma, Michigan  
January 9, 2018**

Mayor Mapes called a regular meeting of the Alma City Commission to order at 6:20 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 Commissioner Allman to approve the minutes of the December 21, 2017 regular meeting.

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

**No:** None.

Motion by Commissioner Harrington as supported by Commissioner Allman to approve the consent agenda item for payment in the following amount of \$1,703.98 to Michigan Department of Environmental Quality for the Biosolids Land Application annual fee for year 2017 for the Waste Water Treatment Plant.

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

**No:** None.

Motion by Commissioner Piccolo as supported by Commissioner Harrington to approve the request for purchase in the amount of \$5,200.00 to Etna Supply Company for inventory replacements of residential water meters.

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

**No:** None.

Motion by Commissioner Allman as supported by Commissioner Ayers to approve the request for purchase in the amount \$1,700.00 to ESRI, Inc. for the GIS annual software maintenance and licensing fee for the Engineering Department.

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

**No:** None.

Motion by Commissioner Allman as supported by Commissioner Ayers to receive and award the bids for the annual chemical procurement for the Waste Water Treatment Plant. The following bids were received on January 3, 2018:

<b>BIDDER</b>	<b>Bid Security</b>	<b>Chlorine 16 tons</b>	<b>Ferric Chloride 26 dry tons</b>
PVS Technologies, Inc. Detroit, MI	Bid Bond	No Bid	\$512.00/ton** \$13,312.00
Kemira Water Solutions Lawrence, KS	Check	No Bid	\$545.00/ton \$14,170.00
JCI Jones Chemicals Riverview, MI	Bid Bond	\$650.00/ton ** \$10,400.00	No Bid
Nalco Naperville IL		No Bid	No Bid

**\*\*Recommended bidder**

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

**No:** None.

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

**WHEREAS**, the adoption of the Maximum Asset Standards is required of the City Commission; and

**WHEREAS**, pursuant to PA 390 of 1994 the City of Alma, Gratiot County states that the poverty exemption guidelines established by the governing body of the local assessing unit shall include an asset level test; and

**WHEREAS**, the City of Alma adopts the following Maximum Asset Standards for a household to be eligible for a POVERTY EXEMPTION. The below asset levels DO NOT include the value of your homestead. (Per Tribunal ruling 08-13-97, Docket #236230, and the equity of the homestead should not be included within the asset test to be valid).

Combined assets to the total household may not exceed \$5,000.00.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the Assessor and Board of Review shall follow the above stated Maximum Asset Standards in granting or denying an exemption and that if the household assets exceed the above stated Maximum Asset Standards the household is NOT eligible for a POVERTY EXEMPTION.

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

**No:** None.

**Resolution Declared Adopted.**

The following preamble and resolution was offered by Vice-Mayor Nyman as supported by Commissioner Harrington:

**WHEREAS**, the adoption of guidelines for poverty exemptions is required of the City Commission; and

**WHEREAS**, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

**WHEREAS**, pursuant to PA 390 of 1994, the City of Alma, Gratiot County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission form 4988, Poverty Exemption Affidavit.
- 3) File a claim reporting that the combined assets of all persons do not exceed \$5,000. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 4) Produce a valid driver’s license or other form of identification if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the 2018 federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

**Federal Poverty Guidelines Used in the Determination of Poverty Exemptions**

Size of Family Unit	2018 Poverty Guidelines
1	\$12,060
2	\$16,240
3	\$20,420
4	\$24,600
5	\$28,780
6	\$32,960
7	\$37,140
8	\$41,320
For each additional person	\$4,180

**NOW, THEREFORE, BE IT HEREBY RESOLVED** that the assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

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

**No:** None.

**Resolution Declared Adopted.**

Motion by Commissioner Allman as supported by Commissioner Piccolo to adopt the Amendment to Section 23. Water Policies of the City of Alma Municipal Policy, **Section 23.1 Frozen lines:**

When determined by the Water Department that weather conditions present the possibility of frozen water service lines, a *Notice to Run Water* will be issued. The property owner/resident will be directed to run water at a pencil stream (a stream of water the diameter of a pencil) at one faucet within the home on a continuous basis until a *Notice of Discontinuance* is issued.

The City is responsible for frozen service lines from the water main to the curb shut off unless the property owner has been issued a *Notice to Run Water*. The property owner is responsible for all costs incurred to thaw and/or repair the service line including the City's portion, should it freeze after a *Notice to Run Water* is issued.

In the case of a frozen water service prior to the issuance of a *Notice to Run Water*, if water is available at the curb shut off valve, the property owner is responsible for all costs incurred to thaw and/or repair the service line. The property owner must arrange to thaw and/or repair the line as soon as possible to prevent freezing of the City's portion of the service line. If water is not available at the shut off, the City will be responsible for thawing of the entire service line.

Following similar criteria, the property owner is also responsible for the repair or replacement of water meters caused from freezing conditions. Property owners are responsible to protect meters from damage and provide an adequate environment for the water meter.

Once a *Notice to Run Water* has been issued, the property owner will be charged a monthly rate equal to their average water usage for October, November and December of the previous year, or actual usage, whichever is less, for water and/or sewer service until a *Notice of Discontinuance to Run Water* is issued by the Water Department. No allowances are made for water usage between adjacent properties. When water is unavailable to a customer due to the City's responsibility, the water and/or sewer service bill will be reduced proportionally based upon the length of time service was not available (including readiness to serve).

All notices and bills for services provided herein will be sent to the property owner of record.

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

**No:** None.

Motion by Commissioner Piccolo as supported by Commissioner Allman to approve Ordinance #794 to amend the zoning map of the City of Alma as it appears in Section 32-32 of the Ordinances of the City of Alma. The property currently zoned as R-3, Multi-Family Residential, is recommended by the Alma Planning Commission to be rezoned to BMR, Business Multi-Family Residential.

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

**No:** None.

Motion by Commissioner Harrington as supported by Commissioner Piccolo to approve Attachment #2 of the Charter Communication Cable Franchise Agreement to discontinue collecting the PEG (Public, Education and Government) fees for the duration of the term of the franchise and to have Interim City Manager execute the Attachment.

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

**No:** None.

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

on file: Building Permits report for October, November and December 2017 and the Alma police report for December 2017.

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

**No:** None.

Motion by Commissioner Allman as supported by Commissioner Piccolo appointing Tadd Godfrey, Joel Lucas and David Justin to the City of Alma Board of Review for a one-year term.

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

**No:** None.

Vice-Mayor Nyman announced that he wishes to resign his appointment as Vice-Mayor. He will retain his seat as City Commissioner until his term ends on December 31, 2018.

Motion by Commissioner Piccolo as supported by Commissioner Allman to receive Vice-Mayor Nyman's resignation of his position as Vice-Mayor and to bring before the Commission, nominations for his replacement at the next meeting.

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

**No:** None.

Motion by Commissioner Piccolo as supported by Commissioner Allman to approve Warrant No. 18-12 and to authorize the City Treasurer to issue checks in payment of all claims.

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

**No:** None.

The Commissioners all wanted to thank Mr. Nyman for his service to the City. It has been a pleasure and honor to work with him. He has been a great mentor.

Mayor Mapes welcomed Alan Leute as the new Public Services Director, glad to have him on the staff.

Mayor Mapes opened the floor for Public comment.

Laurie Wilson, 839 W Superior asked the Commission to look into an incident that happened to her with a pitbull. She was walking on Grafton when a pitbull on that street rushed at her barking. The dog scared her by his barking. She called Central Dispatch who then referred her concerns to Animal Control. She wanted a police officer to investigate a dog running at large, no leash and being vicious.

Mayor Mapes asked Interim Public Safety Director Williams to check into this incident.

David Rowley, 132 Allen who works for MSU Extension office out of Mt Pleasant wanted to introduce himself to the City Commission. He wanted to let the Commissioners know that not only does MSU Extension office deal with 4H and Agriculture issues they also work on Government and Public Policy. MSU Extension could be a valuable resource for the City.

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

Motion by Commissioner Piccolo as supported by Commissioner Allman to adjourn the regular meeting at 6:50 p.m.

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

**No:** None.

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Gregory S. Mapes, Mayor

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Sheila Letourneau, City Clerk