

Present: Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.

Absent: None.

Work Session began at 5:30 p.m.

City Manager Schooley presented the January 4, 2019 Newsletter for discussion:

Agenda Items

- Introduction of Solid Waste Ordinance

In today's agenda is an introduction to Ordinance #807, Ordinance to amend chapter 46, Solid Waste. In looking at requirements for marihuana solid wastes, we found the existing Ordinance was very outdated. We incorporated comments from Finance, Public Works, Code Enforcement and our current Solid Waste Collector - Republic Services.

Corrections include:

Better define our waste streams and how we handle, including recyclables and future organic (food) waste collection.

Eliminate rate of \$15.50 in the ordinance

Provide basis for reasonable waste (2 cubic yards)

Add ability to impose late fees and lien on delinquent accounts

- Request for Purchase Chrouch Communications

A request in the amount of \$4,144.75 to Chrouch for the purchase of a new Digital radio and charger for the Fire Department. A \$2,000 donation from the Luneack Family Foundation will be used to assist this purchase. The Patrick Kenneth Luneack Memorial Fund is a Field of Interest Fund held by the Gratiot County Community Foundation. The purpose of the fund is to provide equipment to emergency service agencies in Gratiot County.

Informational

- Wastewater Treatment Plant (WWTP) Update from A. Leute and D. Johnson

City Commission approved a \$2,366 RFP in May for WWTP Lab equipment to analyze Oxidation Reduction Potential (ORP) and Nitrates. These on-site analyses have allowed the Plant personnel to successfully switch from the historical mode of operation to include Anoxic and Anaerobic Selector Processes. By cycling through basins of aerobic (adding air), anoxic (without added air) and anaerobic (without added air, plus sufficient detention time to reduce all oxygen), the microbes have been naturally removing nitrates and phosphorous in our wastewater stream. This leading-edge technology increases plant efficiency, produces a cleaner effluent, reduces sludge production and helps to control filamentous bacteria (still working to fully achieve this benefit). We are seeing significantly cleaner discharge water as compared to the past 20 years. For example, we have been operating for several months with phosphorous in the discharge water at less than 0.6 ppm (most recently less than 0.4 ppm), which is well below the 1.0 ppm MDEQ permit limit. This has been achieved without the use of ferric chloride, a \$10,000 per year savings in chemicals alone, plus lower electricity costs. Additionally, nitrogen levels on our discharge have been less than 1.0 ppm. This decreases the nitrogen loading to the Pine River by a minimum of 40 Lbs./Day or 14,600 Lbs./year. Plant personnel continue to monitor/adjust operation and explore other process improvements.

- Utility Billing Update from C. Michels

As a part of conversion to BS&A as well as reorganizing and revamping to strengthen internal controls, the Finance Department began a review of procedures, practices and systems. During the last quarter of 2018, we began an overhaul of our utility billing system.

The first step was to condense the billing cycles; moving from two per month to one per month. This change offers us a couple advantages; 1) the meter readers are members of our Public Works department; therefore, Finance department pulls those crew people from their regular work to perform this task. By reducing this duty to once per month, it frees them up to do other assignments; 2) there are several dates associated with each utility billing cycle; by running the software billing process once per month, staff has only one set of time frames to work with. This should improve staff ability to work consistently within these parameters.

The next step was the introduction of BS&A software. The software allows for “real-time” servicing of the accounts; such as bill paying and account balance. Additionally, it allows for customer payment and inquiry online. BS&A also accommodates documentation and monitoring of payment arrangements. These changes were made to streamline our utility billing process and to be more efficient with our service to our citizens.

The final phase of this process is to clean up the delinquent/ outstanding bills. This effort will be led by Jeff Thompkins of the Finance Department. In the coming weeks, letters will be sent out and calls will be made to resolve the large number of delinquent utility accounts. He will review the bills, contact the customer and make payment arrangements or order a shut-off of the services. Any issues or concerns which arise from your communication with residents can be addressed with Mr. Thompkins.

- Board Openings

Currently the City has a number of openings on various boards and commissions that we need to get filled in the first part of the new year. The planning commission, housing commission and the Gratiot Area Water Authority (GAWA) all have openings. Don Pray resigned from the GAWA Board last month. We thank him for his service. He was of great assistance as a member of the finance committee. His expertise will be missed. I would like to put out a request for application on our Facebook page and website this next week to see if we can generate some applicants.

- Goal Setting: January 23rd

A reminder that the City Goal Setting Session is planned for January 23rd at 5:30 pm at the Library. Goal Setting Packets have been distributed and in order to prepare the information for the meeting I ask that they be returned to me by January 14th. I am personally looking forward to the short presentations of the departmental goals!

- Opinions and Discussion on Recreational Marihuana – Opt In/Opt Out

As we first discussed in December, unlike the Medical Facilities Act, for which municipalities had to “opt-in” municipalities must “opt-out” of the Michigan Regulation and Taxation of Marihuana Act. The State of Michigan has one year to assemble regulatory framework so as to begin accepting applications for licensure. However, if the State does not put regulatory framework in place within one year, licensure will, by default under the MRTMA, fall to local municipalities. The municipality, not the State, becomes the regulatory body. For that reason alone, I believe we would be smart to “opt-out” at this time. If the commission agrees, staff would be ready with such a resolution at our next meeting.

- Update on Hoffman Road Property – A. Ripley

In July 2016 the City of Alma purchased the home at 675 W Hoffman, adding it to the future industrial property east of Jerome Road. The individual the City purchased the property from leased the home and structures back from the City of Alma as she finished out her career here in Gratiot County. She ended up staying for two and a

half years and has now moved out. Since there isn't an immediate need for the property, there is no need to demo the home and structures right away. The home and the garage would make a nice place for someone to live for a while. After discussing the how to handle the property, staff felt it may be best to find a Property Management Firm to oversee the marketing, renting, maintenance calls, etc.

Staff has met with New Horizons Property Management located here in Alma. The firm oversees many rental properties with the City. We have found their work to be very professional, and efficient. The fee for overseeing the property is 12% of the total gross monthly rent for all occupied properties being managed. When there is a vacancy between tenants the firm would collect 8%. All management contracts are renewed on a yearly basis, unless terminated by either party with 60 days written notice. New Horizons Property Management has presented a document which outlines the services offered by New Horizons Property Management. If this is agreeable to the Commission, staff would like to bring the contract before the Board next meeting for execution.

Questions and discussions followed.

The January 8, 2019, City Commission work session concluded at 6:00 p.m.

**Alma, Michigan
January 8, 2019**

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, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.

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 Harrington to approve the Amendment to the Agenda adding a communication received concerning the Conditional Rezoning of 601 Woodworth and 119 Hastings.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.

No: None.

Motion by Commissioner Piccolo as supported by Vice-Mayor Harrington to approve the minutes of the December 27, 2018 regular meeting

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.

No: None.

Motion by Vice-Mayor Harrington as supported by Commissioner Allman to receive the communication from Debra S. McLaughlin of 619 Woodworth concerning the Conditional Rezoning of 601 Woodworth and 119 Hastings. She is asking the Commission to deny the request for the Conditional Rezoning of 601 Woodworth and 119 Hastings from R-1, Single Family Residential District to OS, Office Services Zoning District. Her letter points out that according to Ordinance #803- Conditional Rezoning, the property owner is the only one to apply for Conditional Rezoning of their property. The applicant, Ivory Manor, LLC is the potential buyer not the owner of the properties.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.

No: None.

Mayor Mapes opened a Public Hearing to consider the establishment of an Obsolete Property Rehabilitation District for the parcel at 313 N State St. at 6:04 p.m.

Aeric Ripley, Assistant City Manager/DDA Director explained that developer Gemini Capital Management IX, LLC is the owner of 313 N State St. and wants to develop the upper story and annex into apartments. An Obsolete Property Rehabilitation District (OPRA) is being requested for this parcel. The Obsolete Property Rehabilitation Act (OPRA), Public Act 146 of 2000, provides for a tax incentive to encourage the redevelopment of obsolete buildings. Designed to assist in the redevelopment of older buildings which may be contaminated, blighted or functionally obsolete. The goal is to rehabilitate older buildings into vibrant commercial and commercial housing projects. Setting an OPRA district is the first step to this property being developed. Setting an OPRA District is both beneficial to the developer and the City. A Special Use Permit has been granted by the Planning Commission for the upper story apartments.

Commissioner Allman asked if the OPRA District is established and the developer rescinds his plans for development, what becomes of the district. Mr. Ripley noted that once an OPRA District is established it stays with the property.

Mayor Mapes opened the floor for Public comments.

Being no additional Comments, Mayor Mapes asked for a motion to close the Public Hearing.

Motion by Commissioner Allman as supported by Commissioner Piccolo to close the Public Hearing at 6:10 p.m.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.

No: None.

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

Whereas, the City of Alma has been deemed a Qualified Local Governmental Unit, according to Section 2(k) of PA 146 of 2000, and

Whereas, a request to establish an obsolete property rehabilitation district was made by Gemini Capital Management, LLC. with the City Clerk, and

Whereas, the property located at 313 N. State Street, Alma, Michigan is found to be obsolete property for the following reasons:

- a) It is functionally obsolete for the reasons that the electrical, mechanical and plumbing systems are inadequate for the highest and best use of the property.
- b) The second story floor plan is inappropriate for the highest and best use of the property.

Whereas, the City of Alma is authorized under the provisions of PA 146 of 2000 to establish obsolete property rehabilitation districts by resolution, and

Whereas, The City Commission of the City of Alma scheduled a Public Hearing on January 8, 2019 at 6:00 p.m. in the Commission Chambers in regard to this matter and the owner of all real property within the Obsolete Property Rehabilitation District and any other resident or taxpayer of the City of Alma shall have the right to appear and be heard, and

Now Therefore Be It Resolved, that the City Commission of the City of Alma does hereby establish an Obsolete Property Rehabilitation District for the property located at 313 N State Street, Alma Michigan, further described as: Elyton Addition. Lot 4 except N 3.5 ft, Block 3 (313 N State Street). 2951 031 041 00

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.

No: None.

Resolution Declared Adopted.

Motion by Commissioner Mott as supported by Vice-Mayor Harrington to approve the request for purchase in the amount of \$4,144.15 to Chrouch Communications for a portable radio, charger and trunking setup in the new Fire Squad 1 fire vehicle.

The Luneack Foundation has issued a grant of \$2,000 to offset the cost of this radio purchase and setup.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.

No: None.

Motion by Commissioner Allman as supported by Commissioner Pitts to approve the request for purchase in the amount of \$1,800.00 to the Michigan Association of Chiefs of Police for the Michigan Law Enforcement Accreditation Program application fee for the Alma Police Department.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.

No: None.

Motion by Commissioner Allman as supported by Commissioner Piccolo to approve a Performance Resolution required by the Michigan Department of Transportation authorizing the Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way which will include the street closures and banner placements in conjunction with 2019 Special Community Events use of the State Highway right-of-way.

Commissioner Mott stated that the Fall Festival is growing and asked if the Fall Festival event should close Superior Street (State Highway) not just Woodworth Avenue? Commissioner Stahl added that more community groups plan to get involved next year. Aeric Ripley will speak to the downtown businesses.

Motion by Commissioner Allman as supported by Commissioner Piccolo to approve an amended Performance Resolution required by the Michigan Department of Transportation authorizing the Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way which will include the street closures and banner placements in conjunction with 2019 Special Community Events use of the State Highway right-of-way to include closure of the State Highway for the Fall Festival.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.

No: None.

Motion by Commissioner Mott as supported by Commissioner Allman to adopt a resolution approving the City of Alma Procurement Policy.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.

No: None.

Motion by Commissioner Allman as supported by Commissioner Piccolo to approve the Budget Amendment request to increase the Communications Budget line item in the FY2019 Budget for the Rural Urban Fire Board by \$2,000.00 and to increase the Private Donations (Luneack Foundation) line item of the FY2019 budget for the Rural Urban Fire Department by \$2,000.00.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.

No: None.

City Attorney Costanzo explained that when the State wrote the Conditional Rezoning Statute it called for the

owner of property to petition for their property to be conditionally rezoned. City Ordinance #803 Conditional Rezoning was written per State Statute. In consideration of Ordinance #806 per State Statute the petition for the change in Zoning, as it appears in Section 32-32 of the Ordinances, to rezone the property at 601 Woodworth and 119 Hastings from R-1, Single Family Residential to OS, Office Services Zoning District needs to be declared null and void for noncompliance with the Conditional Rezoning Ordinance.

Motion by Commissioner Mott as supported by Commissioner Allman to declare the petition to rezone the property at 601 Woodworth and 119 Hastings from R-1, Single Family Residential to OS, Office Services Zoning District as null and void the for noncompliance with the Conditional Rezoning Ordinance and State Statute.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.

No: None.

Motion by Commissioner Allman as supported by Vice-Mayor Harrington to approve the introduction of Ordinance #807 to amend Chapter 46 Solid Waste as it appears in the Ordinances of the City of Alma.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.

No: None.

Consideration of a resolution to authorize the execution of a Conditional Rezoning Agreement between the City of Alma and Ivory Manor, LLC for the property at 601 Woodworth and 119 Hastings.

City Commission took no action.

Motion by Vice-Mayor Harrington as supported by Commissioner Piccolo to receive the following reports and place them on file: Alma Transit Center Report for December 2018; Alma Building Permit Report for December 2018 and the Year End Building Permit Report for 2018.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.

No: None.

Motion by Commissioner Piccolo as supported by Commissioner Allman to approve Warrant No. 19-13 and to authorize the City Treasurer to issue checks in payment of all claims.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.

No: None.

Mayor Mapes asked for Commissioner comments.

Vice-Mayor Harrington welcomed the new Commissioners and thanked everyone for their support in electing her Vice-Mayor.

Commissioner Allman wished all a Happy new year.

Commissioner Stahl expressed her thanks for the opportunity to sit here.

Commissioner Pitts is looking forward to the next four years of serving. She has seen a lot of improvement in Alma in the last year.

City Attorney Costanzo welcomed the new Commissioners and Happy New Year to everyone. It will be a great 2019.

City Manager Schooley spoke that 2018 was a tough year for the City. A lot of changes have been going on. He asks the Community to trust us in making the right decisions. We need to look at the Community, the City of Alma as a whole. Changes need to be made in order to move forward. So, as we move into 2019 he asks the Community to get engaged with us.

Commissioner Pitts asked a question on the Planning Commission Board membership. Since she is the new City Commissioner she would need to be appointed by the Commission as their representative on that Board.

Motion by Commissioner Allman as supported by Commissioner Piccolo to appoint Michelle Pitts as the City Commission representative on the Planning Commission for a four term.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.

No: None.

Motion by Commissioner Allman as supported by Commissioner Piccolo to appoint Donald Ayers as a member at large to the Planning Commission to fulfill the unexpired term of Michelle Pitts, term ending May 1, 2021.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.

No: None.

Mayor Mapes also welcomed the new Commissioners.

Mayor Mapes opened the floor for Public Comments.

Laurie Wilson, 517 Michigan, St Louis again appeared thanking all for their support and has received a certificate from the Cancer Society that she has completed her treatments.

Chuck Murphy, 823 Pine addressed the Commission as our County Commissioner for District One that includes Alma's Precinct Two. He has been appointed to the Mid-Michigan Health Department Board. If anyone needs to contact him his cell phone number is 989-620-0122. He also wanted to compliment the Water Department for taking care of the water main break in front of his residence. They did an outstanding job.

Being no further 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 6:45 p.m.

Yes: Allman, Harrington, Mapes, Mott, Piccolo, Pitts & Stahl.

No: None.

Gregory S. Mapes, Mayor

Sheila Letourneau, City Clerk