

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE REGULAR COUNCIL MEETING
DATE 07/24/2017**

The meeting was called to order at 7:00 p.m. by Mayor Krueger in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Invocation and Pledge of Allegiance.

Councilmembers Present: Cramer, Florence, Gilbert, Hicks, Krueger, Pinkston, Porath.

Councilmembers Absent: None.

Staff Present: City Manager Adam Zettel, Clerk Connie Eskew, Director of Public Services Tom Svrcek.

Others Present: Lania Rocha, Steve Shumaker, Bob Plumb, Faye Porath, Tommy Butler, David Stamm, Lou Fleury, Connie Karhoff, Steve Long.

APPROVAL OF MINUTES

Resolution No. 170724-01

(Carried)

Motion by Councilmember Porath
Second by Councilmember Florence

I Move the Swartz Creek City Council approve the Minutes of the Regular Council Meeting held Monday July 10, 2017, to be circulated and placed on file.

YES: Florence, Gilbert, Hicks, Krueger, Pinkston, Porath, Cramer.
NO: None. Motion Declared Carried.

APPROVAL OF AGENDA

Resolution No. 170724-02

(Carried)

Motion by Councilmember Cramer
Second by Councilmember Gilbert

I Move the Swartz Creek City Council approve the Agenda as, presented for the Regular Council Meeting of July 24, 2017, to be circulated and placed on file.

YES: Gilbert, Hicks, Krueger, Pinkston, Porath, Cramer, Florence.
NO: None. Motion Declared Carried.

CITY MANAGER'S REPORT

Resolution No. 170724-03

(Carried)

Motion by Councilmember Florence
Second by Councilmember Gilbert

I Move the Swartz Creek City Council accept the City Manager's Report of July 24, 2017, including reports and communications, to be circulated and placed on file.

YES: Hicks, Krueger, Pinkston, Porath, Cramer, Florence, Gilbert.
NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

Lou Fleury, Rowe Professional Services, update on construction, last of water main will be done this week. Preservation work is starting on Ingalls. Everything is moving along as scheduled. The work in the park is slated to be started next week.

Connie Karhoff, resident at 7434 Cross Creek, commented on the water leak that was found and if water rates would be decreased.

Mayor Krueger responded that water rates are on the agenda tonight.

COUNCIL BUSINESS:

RESOLUTION TO APPROVE ROAD PAINT STRIPING COOPERATIVE BID

Resolution No. 170724-04

(Carried)

Motion by Councilmember Hicks
Second by Councilmember Cramer

WHEREAS, the city finds it necessary to properly and adequately mark its streets with paint for lane delineation and related purposes; and

WHEREAS, this process requires approximately 110,000 lineal feet of various pavement markings to be applied to the city streets to complete this process; and

WHEREAS, the City's Purchasing Ordinance, Chapter 2, Article VI, Section 2-406 provides for and encourages cooperative government purchasing practices; and

WHEREAS, the Genesee County Road Commission accepts and awards bids for the purchase of pavement markings to public rights of way; and

WHEREAS, bids received on September 2, 2015 indicate that M&M Pavement Marking, Inc is the successful low bidder; and

WHEREAS, the extended unit costs bid to the GCRC for 2017 have been made available to the City and the city council finds that the lineal foot costs listed cannot be matched if attempts were made to bid on the open market or through private sources.

NOW, THEREFORE, I MOVE the City of Swartz Creek City Council accept the Genesee County Road Commission's cooperative purchasing extension for the purchase of pavement marking services from M&M Pavement Marking, Inc., said contract to be based upon the unit costs listed therein, expenses to be distributed to the Local and Major Street funds proportionate to use at the direction of the City's Treasurer.

Discussion Ensued.

YES: Krueger, Pinkston, Porath, Cramer, Florence, Gilbert, Hicks.

NO: None. Motion Declared Carried.

Utility Rate

Discussion

Adam Zettel, City Manager reviewed the 25 unit threshold that the city agreed with the county. Based upon the units and fixed cost the city will have about a 9% increase from the county. Now that several leaks have been repaired, at this point we could absorb the county rate increase. He recommends at this point to leave water rates alone, but we can alter the sewer rates. Before the rate increase the city might have been in a position to reevaluate the water rates. He requested input from council on direction to take. The council consensus was to wait until we get more information.

RESOLUTION TO APPROVE APPRAISALS FOR HUZINIGA AND GENESEE VALLEY GOLF COURSE

Resolution No. 170724-05

(Carried)

Motion by Councilmember Gilbert
Second by Councilmember Cramer

WHEREAS, the city assesses property and collects taxes per the Michigan General Property Tax Act; and

WHEREAS, the City Assessor is charged with determining values for property to be taxed under the same act and rules promulgated by the Michigan Department of Treasury, with the intent of valuing real and personal property in the city accurately, fairly, and consistently; and

WHEREAS, from time to time, the city finds it necessary to defend valuations that are appealed by owner interests in order to achieve those intentions.

NOW, THEREFORE, BE IT RESOLVED, the City of Swartz Creek City Council amend the budget to allocate \$9,000 of unencumbered, unreserved general fund monies to the assessing department for the purpose of contesting the tax appeals

by parties commonly referred to as the Genesee Valley Golf Course and Huziniga, costs to include an appraisal, legal services, and other related expenses to be provided by the city's legal counsel and an appraisal firm, as selected by the city manager or assessor, with the authority of the city council under Section 2-402(a)(2) of the city ordinances.

Discussion Ensued.

YES: Pinkston, Porath, Cramer, Florence, Gilbert, Hicks, Krueger.
NO: None. Motion Declared Carried.

Winchester Woods Improvements

Discussion

Adam Zettel, City Manager addressed the council on how we should move forward with Winchester Woods. He is looking for a direction from council on the process. Rowe Professional Services has created a set of investment options for this subdivision. One proposal cost \$2.6 million and addresses all outstanding drainage, sanitary sewer and water service needs.

Second proposal cost \$750,000 and only addresses the immediate needs necessary to make the vacant land buildable. This includes sanitary sewer installation on a more limited basis, as well as targeted drainage to alleviate future impacts. This proposal is about \$20,000 per vacant lot.

Council would like landowners contacted and ask for their input through public discussion, phone call or emails.

RESOLUTION TO APPROVE PROFESSIONAL SERVICES TO MAP AND INVENTORY EXISTING WATER MAIN USING GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY

Resolution No. 170724-06

(Carried)

Motion by Mayor Pro Tem Pinkston
Second by Councilmember Cramer

WHEREAS, the City of Swartz Creek owns, operates, and maintains a water distribution system, and

WHEREAS, the city is required by the State of Michigan Department of Environmental Quality to create a 'water reliability study' and 'asset management plan', and

WHEREAS, the city must inventory its water distribution system, including mains, hydrants, and valves, including composition, age, diameter, length, and location, and

WHEREAS, records indicating this data are inadequate due to circumstances which include: installation of components prior to municipal incorporation, undocumented

repairs and maintenance of existing components, and inaccurate construction/as-built plans, and

WHEREAS, the city desires to accurately map and inventory this data in a system that is easily updated and manipulated to engage in long term asset management; and

WHEREAS, Rowe Professional Services Company, functioning as the city's engineer, delivered a proposal, dated July 17, 2017 to provide such services.

NOW, THEREFORE BE IT RESOLVED that the City of Swartz Creek City Council accepts the proposal from Rowe in the amount of \$7,940 for the noted services.

BE IT FURTHER RESOLVED that the City of Swartz Creek directs the Treasurer to apportion expenses from the water fund.

BE IT FURTHER RESOLVED, that the City Council directs the City Manager to execute said proposal on behalf of the city.

Discussion Ensued.

YES: Porath, Cramer, Florence, Gilbert, Hicks, Krueger, Pinkston.
NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE PURCHASE OF METER READING DEVICES, SOFTWARE, AND SUPPORT

Resolution No. 170724-07

(Carried)

Motion by Councilmember Porath
Second by Councilmember Cramer

WHEREAS, the city attempts to meter all private water use within in the city as a means to accurately and fairly apportion costs of water and sewer usage; and

WHEREAS, contemporary metering and billing technology includes meters, registers, and transponders (physical read and wireless read); and

WHEREAS, the city finds that it must update its handheld meter reading devices and software to ensure reliable and efficient meter reading capabilities; and

WHEREAS, the cities Neptune meters and registers are proprietary in nature and require specific technology and devices that are also of a proprietary nature to read such meters; and

WHEREAS, the dealer for such technology, Ferguson Waterworks, holds exclusive sales rights for the geography that Swartz Creek City is in, making the purchase non-competitive; and

WHEREAS, the city received a quote for two reading devices, two charging stations, a belt clip transceiver, and three years of maintenance from Ferguson Waterworks on July 17, 2017.

NOW, THEREFORE, I MOVE the City of Swartz Creek City Council accept the quote for such materials and service, funds to be appropriated evenly to the Water and Sewer Funds.

Discussion Ensued.

YES: Cramer, Florence, Gilbert, Hicks, Krueger, Pinkston, Porath.

NO: None. Motion Declared Carried.

RESOLUTION TO APPROVE PROFESSIONAL SERVICES ENGAGEMENT LETTERS FOR GENERAL AND ACT 51 AUDIT SERVICES

Resolution No. 170724-08

(Carried)

Motion by Councilmember Cramer
Second by Councilmember Florence

WHEREAS, Section 8.13 of the City Charter requires an audit of all accounts of the city government; and

WHEREAS, the city desires an independent and professional audit of financial statements in compliance with accounting principles generally accepted in the United States of America (GAAP); and

WHEREAS, independent auditors, Plante Moran, PLLC, chosen by the city per a qualified bidding selection process, have submitted an engagement letter, dated July 17, 2017, to perform auditing services related to the city's general fund, public utilities, enterprise accounts, Downtown Development Authority, and Act 51 monies,

NOW, THEREFORE BE IT RESOLVED that the City of Swartz Creek City Council accepts the engagement letters for general audit and Act 51 audit services, as submitted by Plante Moran, PLLC, in the amount of \$23,700 and no more than \$5,000, respectively, for the noted services.

BE IT FURTHER RESOLVED that the City of Swartz Creek directs the Treasurer to apportion expenses to city funds at her discretion.

BE IT FURTHER RESOLVED, that the City Council directs the City Manager to execute said engagement letters on behalf of the city.

YES: Florence, Gilbert, Hicks, Krueger, Pinkston, Porath, Cramer.

NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC:

Connie Karhoff, resident at 7434 Cross Creek, commented on the decision making of the board members and on the length of time it took to find the city's water leak.

REMARKS BY COUNCILMEMBERS:

Councilmember Porath commented on the Fire Board meeting.

Councilmember Cramer request entertaining thought of digitizing city records

Councilmember Florence commented it was nice to see public input tonight and he requested someone check the Springvale property for water drainage problems. He also mentioned he was contacted by a Brimley family member questioning if city was interested in some records they have.

Councilmember Hicks thanked Adam for allowing the Emergency Management presentation prior to the council meeting and asked for pamphlets to be put out for the public.

Councilmember Gilbert commented that his property is on Brimley Farms. He also inquired of any updates of removing the extra pole on his property.

Mayor Pro Tem Pinkston commented according to Facebook users a dragon is preferred on the water tower.

ADJOURNMENT

Resolution No. 170724-09

(Carried)

Motion by Mayor Pro Tem Pinkston
Second by Councilmember Porath

I Move the Swartz Creek City Council adjourn the regular meeting at 8:48 p.m.

Unanimous Voice Vote.

David A. Krueger, Mayor

Connie Eskew, City Clerk