

City Commission  
January 3, 2017

Mayor Mark Warba called the regular meeting of the City Commission to order at 6:30 p.m.

Present: Commissioners Tom Hogenson, and Lorraine James; Mayor Mark J. Warba; Asst. City Manager Mark Gifford; City Attorney Eric D. Williams; and City Treasurer Aaron Kuhn.

Absent: Commissioner Anderson and Commissioner Rothstein

There were 10 people in the audience.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF THE AGENDA** - Resolutions excusing Commissioners Anderson and Rothstein will be taken up under General Business as 10 c and 10 d.

**APPROVAL OF MINUTES**

Commissioner Hogenson moved, seconded by Commissioner James that the minutes of December 19, 2016 regular meeting be accepted.

Yeas: Hogenson, James, Warba

Nays: None

**SPECIAL ORDERS OF THE DAY** – none

**STUDY SESSION**

a. Audit Presentation

Joe Verlin, of Gabridge & Co., presented the Comprehensive Annual Financial Report, Year Ending June 30, 2016, and reviewed the highlights of the audit with the City Commission. He complimented the City staff for their assistance in the process. He stated that the City received an unmodified opinion, which is the highest opinion that an auditing firm can render on financial statements.

A few of the financial highlights included:

- The assets and deferred outflows of the City exceeded its liabilities at the close of this fiscal year by \$24,559,262, representing an increase of \$812,168 over the previous fiscal year.
- During the year, the city received \$17,542,333 in revenues and \$16,730.165 in expenses, resulting in an increase in net position of approximately \$812,168. Of

the City's \$16,730,165 expense total, \$6,672,148 related to business-type activities and the balance of \$10,058,017 related to governmental activities.

- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$681,037, or 9 percent of the General Fund's total expenditures. It is recommended that this number be around 17 percent.
- There were no matters to report under the Financial Statement Findings and there were no findings or questioned costs.

It was discussed as to how the City could increase the General Fund. Mr. Kuhn commented that there are three areas of income: Property taxes, State Revenue Sharing, and Income Tax. The State revenue sharing is less every year, but the income tax has been on the rise for the past several fiscal years.

Mr. Verlin presented a series of graphs showing the current year's status compared to previous years. Mr. Verlin and City Treasurer Aaron Kuhn answered questions that the City Commissioners had. Mayor Warba appreciated the "good" references regarding the City's performance pertaining to the audit report and commended the staff of the Treasurer's Office for their fine work.

#### b. Library Update & See Click Fix App

Chris Cook, Assistant Library Director, updated the Commission on the many programs that the library is currently promoting. Some of these include:

- Big Rapids Lets Read – reaching out to the schools and offering books/materials to the teachers so that the teachers are able to check out materials for students. This way the students can use these materials to for projects and reports
- Michigan electronic library
- Computer classes in the morning and evening
- Mid-Michigan Library League – Can check out a maker kit from the league free of charge
- Monthly book clubs and foreign films
- Seed Library – February 28, 2017. Classes in growing and sharing seeds.

See Fix Click – this is an App that can be downloaded on a phone or electronic device and can be used to inform the City of problems. A person can take a picture of the problem and send it to the City. After this is received the sender is sent an acknowledgement and then it is sent to the proper department of review. Once the problem has been resolved, it is then closed and an email is sent to the sender letting them know that the problem has been corrected. Ms. Cook will also be having a class on the See Fix Click App at the library.

The Commission took a five-minute break.

c. Rules of Procedures

The Commission discussed the suggestion that the city clerk made to Sections 12 (Notification to Media and Others) and 25 (Public Access to Meeting Records) regarding adding e-mail as a way to communicate with residents. The City Clerk was asked to prepare the Rules of Procedures for the next meeting with the discussed changes.

d. Update on Ordinance Amending Section 51.08(D) – Eric Williams

City Staff initiated a discussion about amending Section 51.08(D) of the City Code regarding the placement of water meters in inaccessible locations. The discussion expanded to include changes to the City Code regarding the cost of relocating water meters, with particular focus on a few water meters that were in locations not found to be inaccessible for several years. The City Commission expressed a desire to see the City share or pay for the cost to relocate water meters from places that had been deemed accessible and acceptable to the City Water Department for many years. Drafting amendments to Section 51.08(D) to express exceptions to the code provisions on inaccessible meters proved to be challenging and confusing.

Mr. Williams recommended that the discussion of amendments to City Code Section 51.08(D) be suspended while City Staff works through the replacement of water meters and the few cases of relocating water meters to more accessible locations, with the City sharing the cost or paying the cost of relocating water meters that were in locations acceptable to the City for several years.

The Commission did not wish to amend the ordinance at this time.

**PUBLIC COMMENT** - None

**PUBLIC HEARING** – None

**RESOLUTION NO. 17-01**

Commissioner Hogenson moved, supported by Commissioner James, the adoption of the following:

**RESOLUTION ADOPTING 2017  
CITY COMMISSION MEETING SCHEDULE**

WHEREAS, Section 6.1 of the City Charter requires the City Commission to adopt its meeting schedule for the upcoming year before or at their first regularly scheduled meeting.

NOW, THEREFORE, BE IT RESOLVED, that the attached 2017 meeting schedule be adopted, which sets the regular meeting for 6:30 p.m.

Yeas: Hogenson, James, Warba  
Nays: None  
The Mayor declared the resolution adopted.  
Dated: January 3, 2017

**RESOLUTION NO. 17-02**

Commissioner James moved, seconded by Commissioner Hogenson, the adoption of the following:

**RESOLUTION AUTHORIZING DEER CULL**

WHEREAS, in 2014 City Commission received a petition signed by approximately 90 citizens requesting that the City develop, establish and implement an on-going annual plan to eliminate deer herds in the area of Cherry, Willow, Magnolia, Lilac, Cypress, and Osburn Streets, and

WHEREAS, the Director of Public Safety has proposed that if a deer culling is to be conducted within the City of Big Rapids, it shall be conducted by the U.S. Department of Agriculture Wildlife Services with a minimum of 2 and a maximum of 20 antlerless (does) being harvested, and

WHEREAS, the U.S. Department of Agriculture Wildlife Services has drafted a Cooperative Service Agreement, which will include a Work Plan and a Financial Plan, that would allow for 3 visits (one site visit prior to removal efforts and two visits to conduct the removal) not to exceed \$4,183.35, and

WHEREAS, if the deer cull is successful on the first day there will be no need for a second day and the cost will be half of the original quote, whereby the City will only be billed for the work required to harvest an acceptable number of does, and

WHEREAS, harvested deer would be field dressed by Wildlife Services and turned over to the City for donation to charity, and

WHEREAS, advanced notice of a culling will be provided to residents via newspaper and personal contact.

NOW, THEREFORE, BE IT RESOLVED, that the Director of Public Safety is hereby authorized to conduct a deer cull during night time hours between January 16-20, 2017, within the specified areas of Cherry, Willow, Magnolia, Lilac, Cypress, and Osburn Streets.

BE IT FURTHER RESOLVED, that a contract be established between the City and the U.S. Department of Agriculture Wildlife Services for actual expenses incurred and Mayor to sign said contract.

BE IT FURTHER RESOLVED that the cost be expensed to Account No. 101-301-801.009 (Contracted Services – deer cull).

Yeas: Hogenson, James, Warba  
Nays: None  
The Mayor declared the resolution adopted.  
Dated: January 3, 2017

**RESOLUTION NO. 17-03**

Commissioner Hogenson moved, supported by Commissioner James, the adoption of the following:

**RESOLUTION EXCUSING COMMISSIONER ANDERSON  
DUE TO ILLNESS**

NOW, THEREFORE, BE IT RESOLVED, that the City Commission excuses Commissioner Anderson from the regular meeting of January 3, 2017 due to illness.

Yeas: Hogenson, James, Warba  
Nays: None  
The Mayor declared the resolution adopted.  
Dated: January 3, 2017

**RESOLUTION NO. 17-04**

Commissioner James moved, supported by Commissioner Hogenson, the adoption of the following:

**RESOLUTION EXCUSING COMMISSIONER ROTHSTEIN  
DUE TO ILLNESS**

NOW, THEREFORE, BE IT RESOLVED, that the City Commission excuses Commissioner Rothstein from the regular meeting of January 3, 2017 due to illness.

Yeas: Hogenson, James, Warba  
Nays: None  
The Mayor declared the resolution adopted.  
Dated: January 3, 2017

**UNSCHEDULED BUSINESS**

- Ives Drain Study – Mark Gifford has not heard from the County Drain Commissioner Jackie Fitzgerald on this study.
- Mark Gifford was asked to give what his organizational structure of management would look like.
  - Mr. Gifford stated that Heather Bowman will now be the new Director of Public Works and that there would be no Assistant City Manager. In Mr.

Gifford's absence Ms. Bowman would be in charge and if she were to be absent Mr. Gifford would assign another employee.

- o Melissa Hauger will now be reporting to the Treasurer's Office instead of the City Manager.
- o Roger Schneidt has expressed his interest in retiring in the Spring of 2017.
- o The City will be hiring a part-time recreation person. Mr. Gifford also has a meeting with the schools scheduled to discuss the Recreation Authority.

City attorney contract will be ready for the January 17<sup>th</sup> Commission meeting.

There being no further business to come before the City Commission, the Mayor declared the meeting adjourned at 8:15 p.m.

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Mayor Mark J. Warba

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Tamyra K. Gillis, City Clerk