

**CITY OF WILLIAMSTON
CITY COUNCIL
JUNE 25, 2007
REGULAR MEETING MINUTES**

1. Call To Order:

The meeting was called to order at 7:03 p.m. by Mayor Ken Zichi and the Pledge of Allegiance was recited.

3. Roll Call:

Mayor Ken Zichi, Council Members Penny Davis, Michelle Hyne, George Monroe, and Scott VanAllsburg. Absent: Robert Hanna.

Also Present:

City Manager Lisa Hitchcock, Deputy Clerk Holly Thompson, City Attorney Tim Perrone, JFM Productions, Enterprise Reporter Will Whelton, McKenna Representative John Jackson, Williamstown Township Supervisor Mickey Martin, and citizens Mese Wilson, Mr. & Mrs. St. John, Mr. & Mrs. Vandenberg, Mike Thomas, Tim Grossman, John Pratt, Patty Kuptz, Larry Wittrup, Joe Eiffert, Susan Graff, Dawn Marie Joseph, and Gwen Hulbert.

Motion by **Davis**, second by **VanAllsburg**, to excuse Hanna. **Motion passed by voice vote.**

4. Approval of Agenda:

Motion by **Monroe**, second by **VanAllsburg**, to approve the agenda as presented. **Motion passed by voice vote.**

5. Audience Participation:

Mese Wilson commented that she does not understand the scope of the work to be done on South Putnam Street. She believes the construction should be held off until the economy improves, but if it is not possible, incentives should be discussed for early completion.

Mayor Zichi commented that the construction is also to replace old water mains.

Manager Hitchcock commented that the only way construction would start next year is if the funding is approved by MDOT. Public Meetings would be scheduled to discuss the plans, effects, and time frames of the project.

6. Council Minutes of June 11, 2007:

On page 1, item 7. add "Councilmember Hyne requested a hard copy of the payables from Councilmember Davis." On page 3, item 9f. add the audience conversation and comments. On page 4, 12 lines down, add "fee schedule and contract and have the City Attorney review it before voting."

Motion by **Hyne**, second by **VanAllsburg**, to approve the Council minutes of June 11, 2007 as amended. Yes: Davis, Monroe, VanAllsburg, Hyne. No: Zichi. **Motion passed.**

7. Accounts Payable:

Councilmember Davis reported that the accounts payable totaled \$53,167.83 and included C2AE, DTE, Wilcox, River's Edge, Commercial Fuel, Nye Uniform, and other miscellaneous supplies and services. Reference #'s 8915-8976.

Motion by **Davis**, second by **Monroe**, to approve the accounts payable as presented. Yes: Davis, Monroe, VanAllsburg, Zichi. No: Hyne. **Motion passed.**

8. Dog Park Presentation:

Patty Kuptz provided written information regarding putting a dog park in Williamston. The plan has been presented to the Parks and Recreation Commission for consideration. The goal is to provide responsible dog owners a place for dogs to run off leash. She would like to know if Williamston is interested in the concept and is working on getting the information by way of a petition.

Councilman VanAllsburg asked where they are considering locating the park.

Ms. Kuptz answered that the park behind Grand Rental Station is being considered.

Councilmember Hyne asked if the area behind Grand Rental Station is being utilized for anything else.

John Pratt answered that it is not being used and believes it would be the perfect place for it.

9. Action Items

9a. McKenna Service Agreement:

John Jackson of McKenna Associates gave the Council a presentation regarding the services McKenna provides and projects done. He commented that McKenna has developed strong personal relationships and currently manages sixteen clients.

Attorney Perrone commented that the City has asked for a clause to allow less time to cancel the contract and McKenna chose to take out the clause all together. He felt that a 90 to 60 day clause should be added to protect both parties.

Manager Hitchcock reported that she has asked other municipalities how they handle the Community Development Director, and Planning Administrator

positions and many responded that they do not have a Community Development Director, contract the work out, or have combined positions with others.

Councilman Monroe asked if this would replace two people and save the City money.

Manager Hitchcock responded that it should save the City money. The cost should be around \$117,000 as opposed to \$147,0500 **for two employees.**

Councilman Monroe commented that people are used to having someone in the office full time.

Manager Hitchcock responded that the City does not pay well enough to keep a good full time Planner.

Councilmember Davis commented that she is willing to see how this works out.

Councilmember Hyne commented that although she believes McKenna is professional she is concerned that it will not be enough to have someone in the community only one day a week.

John Jackson commented that their company has many resources to draw from to get the job done.

Councilmember Hyne commented that she is concerned with fees being increased.

Manager Hitchcock commented that the new administrative assistant is capable of handing information out to people.

Mickey Martin, Williamstown Township Supervisor, commented that she cannot speak highly enough of McKenna. They are always available and they always give a complete answer. McKenna has a wealth of information and always abides by the ordinances.

Attorney Perrone commented that the City needs to be sure that the fees charged are appropriate and cover costs. The automatic increase by the CPI has been extended to 2008.

Mesee Wilson commented that she has not looked at the cost or seen other bids, but is concerned with McKenna only being in office one day a week.

John Pratt expressed concerns about there only being one proposal, the increase in fees, the complaints and enforcement, disbelief that it will be a cost savings, the too high forty two cent per mile fee, and asked who has been interviewed.

Barb Vandenberg commented that she did not realize that the McKenna proposal would replace two full time employees. She believes that there are probably people out there to fill the positions. She stated that there are many differences between the Township and the City. The service organizations have had better relationships with the City and the information that McKenna can provide can be found on the internet.

Councilmember Davis commented that she is willing to give it a try, and believes McKenna will be beneficial in rewriting the Zoning Ordinance.

Councilmember Hyne commented that she is concerned with the potential for a fee schedule increase.

Noah Bellinger commented that he was a Councilman and believes that they always had a policy of taking three bids.

Larry Wittrup commented that with the replacement of two full time employees by people that only work one day a week, what will fall through the cracks. He thinks it should only be considered as a short term solution.

John Donahoe commented that he is a Chamber member and read aloud the letter from Rosemary Phillips.

Councilman VanAllsburg asked why there is only one bid.

Manager Hitchcock stated that she looked into three companies and one was a national company that was too broad with no local knowledge and the other local company was too small with only one person doing the work. She also believes that the positions will be well covered with the help of the Administrative Assistant and Executive Secretary.

Motion by **Monroe**, second by **Davis**, to approve the contract with McKenna and Associates for a six month trial period as modified by the City Attorney with McKenna giving a sixty day notice of termination. Yes: Davis, Monroe, VanAllsburg, Zichi. No: Hyne. **Motion passed.**

9b. AGS Service Agreement:

Manager Hitchcock reported that the agreement will add more zoning enforcement services to the current Associated Government Services contract. The City has been divided into four quadrants and will be monitored by the Police Department for zoning violations.

Motion by **Davis**, second by **Monroe**, to approve the service agreement with Associated Government Services as presented. Yes: Zichi, Hyne, Davis, Monroe, VanAllsburg. No: None. **Motion passed.**

9c. Williamston Road Speed Limit:

Councilmember Davis commented that she believed the study would be done to see if the speed limit is set correctly, not to figure out the costs of restructuring the road to increase the speed limit.

Councilmember Hyne commented that the new study is to address the **issue concern** that the businesses and citizens have of the speed limit being too slow there.

Mayor Zichi commented that either way everyone still will not agree with it.

Motion by **Hyne**, second by **VanAllsburg**, to approve the Williamston Road Speed Limit Study proposal from C2AE as presented. Yes: Monroe, VanAllsburg, Zichi, Hyne, Davis. No: None. **Motion passed.**

9d. Finance Committee Determination on Art Funding:

Manager Hitchcock reported that she has spoken with Bond Attorney Keim, but still has not received a determination on the issue. A special meeting may need to be held to take care of the issue.

9e. 2007/2008 Fiscal Year Budget:

Manager Hitchcock reported that the tax rate will stay the same as the previous year. A few projects are budgeted for in this fiscal year and there will be no change in services. The budget includes money for the South Putnam streetscape work, a new street sweeper, and imaging software.

Councilmember Hyne commented that she cannot support a budget that includes spending money on the community center.

Motion by **Davis**, second by **Monroe**, to approve the 2007/2008 fiscal year budget as presented. Yes: VanAllsburg, Zichi, Davis, Monroe. No: Hyne. **Motion passed.**

9f. Orchard Park Paving:

Motion by **Davis**, second by **VanAllsburg**, to direct the City Manager to address the critical areas and driveways in Orchard Park. Yes: Hyne, Davis, Monroe, VanAllsburg, Zichi. No: None. **Motion passed.**

9g. Master Plan for Street Improvements:

Motion by **Davis**, second by **VanAllsburg**, to approve the proposal from C2AE for a Master Plan for Street Improvements as presented in an amount not to exceed \$9500. Yes: Zichi, Hyne, Davis, Monroe, VanAllsburg. No: None. **Motion passed.**

9h. Board Appointments:

Motion by **Hyne**, second by **VanAllsburg**, to concur with the Mayor's reappointment of Gwen Hulbert to the Parks and Recreation Commission for a term to expire 6-30-10. **Motion passed by voice vote.**

Motion by **VanAllsburg**, second by **Hyne**, to concur with the Mayor's reappointment of Tom Mitchell, and Jeremy Emmi to the Downtown Development Authority for terms to expire on 6-30-11. **Motion passed by voice vote.**

Motion by **Davis**, second by **Hyne**, to concur with the Mayor's reappointment of Jane Reagan and Frank Buzzitta to the Planning Commission for terms to expire on 6-30-10. **Motion passed by voice vote.**

Motion by **Hyne**, second by **VanAllsburg**, to concur with the Mayor's reappointment of Peter Porciello to the Economic Development Corporation for a term to expire 6-30-13. **Motion passed by voice vote.**

Motion by **Hyne**, second by **VanAllsburg**, to concur with the Mayor's reappointment of Peter Porciello to the TIFA 2A/TIFA 2B board for a term to expire 6-30-13. **Motion passed by voice vote.**

9i. Budget Adjustments:

Motion by **Davis**, second by **VanAllsburg**, to approve the budget adjustments as presented. Yes: Zichi, Hyne, Davis, Monroe, VanAllsburg. No: None. **Motion passed.**

12. Staff Reports

12a. City Manager:

Manager Hitchcock announced that community members Mary LaClear and Charlotte Keller passed away.

The siren wiring was wrong and had to be retested. The sirens will be manned 24/7 by dispatch and will be able to be set off three different ways.

12b. City Attorney:

No report.

12c. WWTP:

Statistics for May were received from the Waste Water Treatment Plant for Council review.

14. Audience Participation:

Joe Eiffert asked when the sidewalk issue was going to be addressed.

Manager Hitchcock responded that it will be addressed this budget year.

Joe Eiffert commented that there are just as many problems with people driving over the speed limit on North Putnam Street.

Susan Graff asked if anything had been decided about the old library building.

Manager Hitchcock answered that nothing has been determined at this time but the appraisal has been received.

15. Councilmember Comments:

Councilman VanAllsburg commented that he would like to know immediately if there is any discontent among the business owners when dealing with McKenna. He stated that the Labor Committee will meet in response to the environment concerns. He added that he is concerned that the Council did not handle the issue with the cut of funding to the Red Cedar Recreation Association well.

Councilmember Hyne commented that this year had another successful Jubilee and congratulated the Bucket for being able to open back up.

Mayor Zichi commented that the Jubilee was great and encouraged everyone to go to the Farmers' Market and the ArtFest.

16. Adjournment:

Motion by **Davis**, second by **Monroe**, to adjourn. **Motion passed by voice vote.**

Meeting Adjourned at 9:55 p.m.

Respectfully Submitted by: _____
Holly M. Thompson, Deputy Clerk

Kenneth V. Zichi, Mayor

Date Approved: _____