

February 7th, 2022

Minutes of the regular meeting of the city council of the City of Kingsford, County of Dickinson, and State of Michigan.

A regular meeting of the Kingsford City Council was held on Monday, February 7th, 2022 at 6:30pm in the council chambers at City Hall.

Roll Call: Present: Councilmember Flaminio, Groeneveld, Dixon-Miller, Remer and Baldinelli
Absent: none

Also present were City Manager Mike Stelmaszek, City Attorney Bruce Brouillette, Public Safety Director Brian Metras, Treasurer Holly Palmer, Deputy Clerk Tanya Hiltonen, Maggie Lanthier [The Daily News], Superintendent of Public Works Jeff DeMuri, Auditor Scott Kenney & Admin Assistant/Accounts Payable Jennifer Freeman

The pledge of allegiance was stated.

A motion was made by Councilmember Flaminio and supported by Councilmember Groeneveld to approve the January 18th, 2022 City Council Meeting minutes as presented.
ALL AYES. NO NAYS. MOTION CARRIED.

A motion was made by Councilmember Baldinelli and supported by Councilmember Dixon-Miller to approve the agenda as amended.
ALL AYES. NO NAYS. MOTION CARRIED.

A motion was made by Councilmember Baldinelli and supported by Councilmember Dixon-Miller to approve the invoices for January 19, 2022 through February 7, 2022 in the amount of \$411,041.44.
ALL AYES. NO NAYS. MOTION CARRIED.

The consent agenda consisted of the following:

- Public Works Report – January 2022

A motion was made by Councilmember Flaminio and supported by Councilmember Groeneveld to receive and place on file the consent agenda.
ALL AYES. NO NAYS. MOTION CARRIED.

There was no Public Comment at this time.

There were no Communications at this time.

The Manager's Report was presented by Stelmaszek:

- Due to President's Day, the next City Council Meeting will be held on Tuesday, February 22nd, 2022.
- It was announced that Jennifer Freeman was selected to fill the open position of Administrative Assistant/Accounts Payable. She started on February 1st and was present and introduced.
- The City is on board with other local municipalities to be involved with a state funded low-income water assistance program. The program is more streamlined than the previous one with very little effort needed to be completed by our staff. The city's participation is very helpful for our citizens who are most in need of this kind of assistance. The program is in place until September 30th, 2023, unless funding is depleted prior to this date.
- Starting in 2023, all Board of Review (BOR) Members will be required by the State Department of Treasury to receive a mandatory three-hour training class every two years. Stelmaszek instructed Kyle Mulka to add this issue to the March BOR meeting agenda for further discussions. The notice for March Board of Review was provided with the report.
- During the monthly DAEDA infrastructure & Housing Development Task Force meeting in the Kingsford Council Chambers, Ryan Soucy for CUPPAD will be taking in impute for the development of a local Economic Resiliency Strategy Plan. He is encouraging local elected officials and Planning Commission members to attend and contribute at this workshop. The meeting was originally planned for February 8th at 9:30AM but will be rescheduled. Stelmaszek will send out notice of the new meeting date and time.
- From the DPW, both Scott Winters and Anthony Santi have submitted their retirement letters with retirement dates set towards the end of March 2022. It was noted that there was agenda item later in the meeting that would address circumstances related to the vacancy created by the two retirements.
- At the Request of the Public Safety Director, Holly Palmer prepared the pre-application for another Squad Car through the Rural Development (RD) Grant program if approved the City's cost would be \$23,825.00. This is a planned expense in the cities Capital Improvement Plan. A request was made to the Council for approval to file the pre-application with Rural Development and set a hearing on this issue for Tuesday, February 22nd, 2022 at 6:45pm.

A motion was made by Councilmember Groeneveld and supported by Councilmember Baldinelli to approve to file the pre-application with Rural Development and set a hearing on it for Tuesday, February 22nd at 6:45pm

ALL AYES. NO NAYS. MOTION CARRIED.

- Tanya Hiltonen requested to attend a one-day class in Marquette on February 16th, 2022 to maintain her certification as a certified human resource professional. The class is hosted by the U.P Human Resources Association (UPHRA), and is free of charge. The only cost to the city are her expenses. She is planning on carpooling with another attendee. A request was made to the Council to approve Tanya attending this one-day class along with the costs associated.

A motion was made by Councilmember Flaminio and supported by Councilmember Groeneveld to approve attending the one-day class in Marquette for Tanya Hiltonen on February 16th, 2022 along with the costs associated.

ALL AYES. NO NAYS. MOTION CARRIED.

A motion was made by Councilmember Baldinelli and supported by Councilmember Dixon-Miller to receive and place on file the February 7th, 2022 Manager's Report.

ALL AYES. NO NAYS. MOTION CARRIED.

There was no Old Business at this time.

New Business:

- Auditor's Presentation for the fiscal year 2020 – 2021 Budget Year. A copy of the audit report was distributed to the councilmembers. Mr. Scott Kenney, the City's independent auditor, attended the meeting for an in-person PowerPoint presentation for the City Council. Mr. Kenney began by noting his audit opinion is "Unmodified" which is the highest audit opinion an auditor can render on a set of financial statements. Descriptions of the fund activity and balances were presented, while referencing the audit report throughout. Mr. Kenney submitted a letter of comments and recommendations, which reported no material weaknesses, no material non-compliances and no significant deficiencies. With actuarial reporting, he recommended that each of the balances be verified prior to reporting the actuary & not to wait for the auditor to determine the balances to be reported. For proposed adjustments, he recommended reviewing the current year adjustments when closing the books and accruing at year end, not on a monthly basis. In summary, Mr. Scott Kenney stated the financial position of the City had improved on an overall basis and procedural improvements continue to be made by staff. The audit presentation was concluded. Mr. Scott Kenney announced his retirement from auditing and shared his appreciation working with the City of Kingsford. A brief discussion took place.

A motion was made by Councilmember Baldinelli and supported by Councilmember Groeneveld to accept the FY 2020-2021 Audit.

ROLL CALL: Ayes: Flaminio, Groeneveld, Dixon-Miller, Remer and Baldinelli
Nays: None
MOTION CARRIED.

- Request for approval of the AFSCME Contract Addendum. James Stearns has been selected to replace Dennis Nelson as the new Assistant Public Works Superintendent position. He is currently the only one in the city who has the S2 Water Operator certification. A level of certification required in the Union contract to be a Water Department Crew Leader. There are two crew members in this department who have the S4 certification who are working toward their S2 level, and there may be other employees in the DPW interested in this opportunity. The Union has agreed to allow James Stearns to maintain his position of seniority in the Water Department for the next two years or until someone else in the department obtains the S2 Certification, while also assisting the Superintendent of Public works. The Addendum provides for this temporary split job description, Stearns' compensation, and a process to certify and select his replacement. The Personnel Committee agrees with this arrangement. Stelmaszek and Jeff DeMuri requested support of the proposed AFSCME Union Contract Addendum and to postpone filing the entry level Union position already approved by the City Council until the expiration of the proposed Addendum. A brief discussion took place.

A motion was made by Councilmember Flaminio and supported by Councilmember Remer to approve the City Manager and Personnel Committee signing the AFSCME Contract Addendum and to postpone filing the entry level Union Position.

ALL AYES. NO NAYS. MOTION CARRIED.

- Manager's desired use of America Rescue Plant Act (ARPA) memo. The city expects to receive the second and final distribution of the \$259,000 of ARPA funds in May 2022. The total amount received is expected to be just over \$518,000. \$74,232 of this funding was spent on Covid-19 sick leave benefits and bonus benefits, leaving \$443,768 for other approved uses. The following are requested City infrastructure and Capital improvement projects, that cannot be funded by a proprietary fund, designed to provide revenue for needed infrastructure improvements. Stelmaliszek is seeking approval to complete each project this year upgrading the city intime for next year's Centennial celebration.

- Building a new salt shed at the DPW to eliminate the need for one of our loaders and increase the efficiency of the DPW employees in performing their duties. MDOT has just approved the city for a grant that will pay for 22% of the cost of a new Salt shed. Jeff DeMuri has found a design that would result in a bigger shed able to house both of our salt and sand in one shed. The cities cost of this grant will be about \$180,000.00.
- Follow through with the street light replacement project in our CIP plan. In the plan this project is to be completed over a six-year period with the cost of savings to come eventually over time. Doing it all at once this year would allow the City to benefit from the energy use savings right away, lowering the electrical cost we pay for street lighting out of General Fund, while also resulting in a better lit and more energy efficient City before the Centennial celebration next year. The budgeted amount in the CIP plan is \$113,000.00.
- After multiple unsuccessful attempts to fund new playground equipment and a new pickle ball court at Lodal Park through grant funding attempts, Stelmaszek would like to follow through with needed improvements in 2022 using ARPA Funds. The total cost of these two projects is planned for in the CIP at a cost of \$120,000. Funding these improvements in this way would accomplish this CIP planned project at Lodal Park before our Centennial event next year.
- Proposal to repurpose the Ford Park tennis courts into a parking lot and limit access to the park along the alley to only foot traffic. This would increase the safety conditions of the park and bring it up to the same standards of the city's other major parks. Jeff DeMuri estimates the cost to have the resurfacing done, pay for the rocks, and the DPW labor is about \$35,000.00.

City Manager Stelmalszek plans to seek approval for each projects individually in the months to come. The first two projects could be done this year, 2022, with an immediate positive impact for our city by cutting the city's yearly expenditures and increasing efficiencies of our DPW. Completing projects three and four will help improve our park system leading up to our city's Centennial celebrations next year.

Stelmaszek requested the Council's consideration in supporting the proposed use of the ARPA funding.

A motion was made by Councilmember Groeneveld and supported by Councilmember Baldinelli to receive and place on file the request for planned spending of the ARPA funding.
ALL AYES. NO NAYS. MOTION CARRIED.

- Request to release RFP (Request for Proposal) for Automated Sanitation and Recycling Collection
 - The retirement of two members of DPW combined with the condition of the garbage trucks in our fleet necessitate the need to evaluate the alternative of contracting out the pickup and disposal of the City's sanitation services. Jeff DeMuri and Stelmaszek have been working with the City Attorney to develop a Request for Proposal (RFP) to obtain bids that will provide the cost information needed to prepare a proper review of contracting out the sanitation pick up and disposal needs, or to continue to provide this service using the city's DPW staff as it is currently being done. If the release of an RFP is approved, once completed, Stelmaszek requested that this matter be forwarded to the Planning Commission for their review. He would then bring their recommendation on this issue to the full Council for a final decision. Stelmaszek sought the City Council's support to release the RFP to initiate the process and to bring the findings to the Planning Commission.

A lengthy discussion took place to clarify the request, along with possible changes and concerns. Stelmaszek explained that at this time no changes are being made but with the upcoming retirements and state of the garbage trucks it was a good time to explore the city's options.

A motion was made by Councilmember Flaminio and supported by Councilmember Groeneveld to release the RFP to initiate the process and to bring the findings to the Planning Commission.

ROLL CALL:
Ayes: Remer, Groeneveld and Flaminio
Nays: Baldinelli & Dixon-Miller
MOTION CARRIED

- Request to Revise Intent to Apply for Funding through DWRFP Program for Heights project
 - Jeff DeMuri, City Manager Stelmaszek and GEI Engineers Jeff Ball and Ryan Morgan met with State DWRFP Program officials on January 25th, 2022 regarding the recently submitted Intent to Apply (ITA) loan application for EGLE. During the course of the meeting, it was explained that the city would be able to eliminate components of the project submitted in the ITA, but would not be able to increase the cost of the project from what was originally submitted. Any potential interest forgiveness or other opportunities that may become available because of Federal funding will only be available for projects and proposals submitted in the city's initial ITA.

The ITA can be amended but it must be amended by the end of the day on February 11th. Increasing the ITA does not mean the project could not be decreased in the future if it is not in the city's best interest, but it was the last chance to increase the project and potentially take advantage of opportunities that may become available through the America Rescue Plan Act funding. After consultation with GEI Engineers along with Jeff DeMuri, digital images were distributed to the council showing the current project (in blue) and the proposed additions (in red) that would increase the projects costs up to approximately 6 million dollars from 4 million. Additional project approvals will be forthcoming and can be lowered and/or changed, but not increased.

Stelmaszek sought approval from the City Council to revise and increase the recently approved ITA from 4 million dollars to 6 million dollars.

A brief explanation was given by Stelmaszek to clarify the reason for the requested modification. Questions and concerns were addressed.

A motion was made by Councilmember Flaminio and supported by Councilmember Baldinelli to approve amending the ITA from 4 million to 6 million.
ALL AYES. NO NAYS. MOTION CARRIED.

There were no scheduled public hearings at this time.

There were no public comments at this time.

Under Councilmember's Privilege, Councilmember Groeneveld wanted to congratulate to Scott Winters & Anthony Santi on their retirements and thank them for their years of service with the City of Kingsford. Groeneveld thanked Scott Kenney for his years of service as the city's Auditor and wished him well in his future endeavors. He also welcomed Jennifer Freeman in her new role as Administrative Assistant/Accounts Payable. Councilmember Dixon-Miller thanked Scott Kenney for his years of service. Councilmember Baldinelli thanked Scott Kenney for his service as well as Scott Winters and Anthony Santi. Councilmember Flaminio clarified his initial reaction to the RFP for sanitation pick up and looked forward to getting the results back to see the pros and cons. City Manager Michael Stelmaszek reiterated that the next city council meeting would be Tuesday, February 22nd due to President's Day. Mayor Remer thanked Scott Kenney for all of his help throughout the years, welcomed Jennifer Freeman to her new role and asked everyone to stay safe.

There being no further business, a motion was made by Councilmember Dixon-Miller and supported by Councilmember Groeneveld to adjourn the meeting. Meeting adjourned at 8:15 pm.
ALL AYES. NO NAYS. MOTION CARRIED.



Mayor



Clerk