

CITY OF LINDEN
Minutes for City Council Special Meeting
Held at 7pm on January 31, 2019

CALL TO ORDER

The meeting was called to order at 6 PM by Mayor Danielle Cusson. The meeting was held in the Council Chambers on the lower level of the Mill Building at 201 N. Main Street, Linden, Michigan.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance to the American Flag was recited by all present. A moment of silence in memory of those who have served on behalf of the United States was observed by all.

ROLL CALL

City Council Present: Mayor Danielle Cusson, Brad Dick, Ray Culbert, Brenda Simons, Dave Franz, Heather MacDermaid (arrived 6:23 PM), Pam Howd

Absent: None

Others Present: Scott Sutter, Interim City Manager, Mike Gildner, City Attorney, Tonya Lall, Assessor

MINUTES

Motion by Simons, second by Franz, to approve the minutes as amended of the January 14, 2019 City Council work session. Motion carried.

PUBLIC HEARING/PRESENTATION

(A) Jerry Richards, MML Executive Recruiter – City Manager Search

The presentation was conducted by Jerry with City Council discussion after the conclusion of all other meeting business.

Data (research not completed)

- Demographics:
 - Median Age: 39.5
 - Median Household Income (2017) \$62,388 (Michigan) \$54,909
 - 96% white, 1.7% black, Two or more 1.5%
 - Under 18 years old, 25.6%; 18 to 64 years old, 54.4%; 65 years and over, 20%
- 2.4 sq miles of land
- 3,991 population (2010 Census),
- Cost of living factor 104 (U.S Average set at 100)

Minimum qualifications: Bachelor's Degree in a related field preferred plus 3-5 years government management experience, MPA desirable

Starting salary range: \$75,000 - \$85,000

Community Profile

Community Identifiers and Culture

Historical/Historical Commission & appreciation for historical structures

Safe

Parks & Recreation facilities and programs

Small city providing full services

Has small city “feel”
Active with numerous events throughout the year
Great Schools
Good relationship between city and Linden schools
Large senior population with senior housing and senior center
Welcoming community
Most workers commute to their jobs in Flint, Ann Arbor, Detroit areas
Close to major shopping centers
Within hour of major airport
Nearby Lakes with public access for recreation
Shiawassee River runs thru the City

Arts/Cultural Activities & Festivals

Ice Fishing derby
Farmers Market
Back to the Bricks Auto Show
Holiday Happening Christmas Event
Gus Macker Basketball Tournament
Easter Egg Hunt
Several parades
Zombie Walk on Halloween

City Government Organization Profile

Limited budget
High service expectations by citizens
High citizen involvement, question city actions
Strong volunteer Base
Involved elected officials, ask questions
Elected officials come from diverse backgrounds
Council members work well together, usually reach consensus
Strong intergovernmental relations with City of Fenton and neighboring township
Wide range of experience on the Council from 2 months to 33 years
Experienced staff
One collective bargaining unit for full and part time police officers
Have plans ready for road improvements, capital improvements, utility upgrades and DPW Garage relocation

Ideal CM Candidate Profile

Skills

Budgeting
Human Resources
Economic Development
Finance
Grants
Historic Districts
Project management

Personality/Traits

Transparent
Open to ideas from Council

Understands role of day to day manager of operations, implementer of Council priorities
Relationship builder with Council, staff, business community, residents
Servant-Leader, no task too small for the manager
Continual learner
Very strong communicator
Delegates, shares responsibilities with staff

Challenges & Opportunities

Challenges

Street improvement program, recent millage failed by 26 votes
Redevelopment Ready Community Designation
Infrastructure upgrades
DPW Building replacement & relocation
Gas station DEQ issue at downtown location and ripple effect on the Central Business District
Upkeep and long-range plan for City owned, historic Mill Building

Opportunities/Goals

Obtain Redevelopment Ready Community Certification
Implement 10-year road improvement program
Redevelopment of vacant site on main four corners of downtown
Relocating DPW Garage and opening the site for private development on the riverfront
Developing plan for maintaining and upgrading historic Mill Building
LAFF Non-Motorized Pathway development which connects Linden with three neighboring municipalities

CORRESPONDENCE

(A) Planning Commission Annual Report from Adam Young

(B) Freeman Inquiry – The Freeman’s were present for the receipt of this correspondence. Council referred the request to staff.

CITIZENS COMMENTS

None.

CONSENT AGENDA

(A) Street Corner Collection for Kiwanis Club of Linden – December 7, 2019

(B) Application/Permit to Use Public Property - Kiwanis Chicken BBQ (Saturday, May 18, 2019)

(C) Application/Permit to Use Public Property - Kiwanis Chicken BBQ (Saturday, August 10, 2019)

(D) Planning Commission Appointment – Kathryn Prose (2019)

Motion by Dick, seconded by Simons to approve the consent agenda items, as presented. Motion carried.

UNFINISHED BUSINESS

(A) CAS 49b-18 Approval of Appearance By Letter to the Board of Review for Resident Taxpayers Resolution No. 15-18

Our Assessor appeared before Council to discuss changes to the appeal process for the Board of Review. She recommends that the City should make a change to our appeal process to allow resident taxpayers to file a protest by letter, without an appearance. Currently, only non-residents can protest by letter to the Board of Review. Based upon the Audit of Minimum Assessing Requirements (AMAR), we should allow residents file a protest at the Board of Review.

Motion by Howd, seconded by Dicks to adopt Resolution No. 15-18 allowing residents to file a protest of property assessment by letter without an appearance by the taxpayer or his / her agent at the Board of Review, in certain circumstances outlined in the resolution. Motion carried.

YEAS: Dick, Franz, Simons, Culbert, Cusson, Howd

NAYS: None

ABSENT: MacDermaid

NEW BUSINESS

(A) CAS 02-19 Resolution No. 01-19 – Failure to File Affidavit Penalty Policy

Our Assessor has made a recommendation that the City of Linden adopt a resolution to be compliant with the new AMAR requirements. The Michigan State Tax Commission has added additional requirements to the AMAR review (Annual Minimum Assessing Requirements). Section 211.27a of the General Property Tax Act requires the buyer, grantee, or other transferee of property to file a property transfer affidavit as prescribed by the State Tax Commission with the appropriate Assessing Officer in the local unit of government in which the property is located. Section 211.27b of the General Property Tax Act imposes penalties for failure to file a Property Transfer Affidavit. The City of Linden has not levied a penalty for a late filed PTA.

Motion by Dick, seconded by Simons, that the City Council adopt Resolution No. 01-19, so the City of Linden will be compliant with the new AMAR requirements and have a policy choosing not to levy a penalty for a late filed Property Transfer Affidavit. Motion carried.

YEAS: Cusson, Culbert, Simons, Howd, Dick, Franz

NAYS: None

ABSENT: MacDermaid

(B) CAS 03-19 FY 2019-2020 Budget Discussion

The City of Linden's FY 2019-2020 Budget will be presented to City Council on April 8, 2019. We have already had one budget meeting two weeks ago, and will have additional meetings as outlined in the attached schedule. Each meeting the Budget will be on the agenda, to give City Council the opportunity to bring up items that they would like to see addressed in the FY 2019-2020 budget. The DDA will be attending the next City Council Work Session to discuss budget priorities.

Cusson- The Budget Work Session, Brenda and I will be out of town for April 15th.

Culbert- Let's reschedule so we can all be here.

The budget work session was rescheduled for Thursday, April 11th at 6:00 PM.

(C) CAS 04-19 FACT Consortium Grant Monies

The Fenton Area Cable Television Consortium (FACT) has recommended the approval of the Southern Lakes Parks and Recreation and Lake Fenton, Hartland and Linden Schools PEG grant

applications. The communities that are represented by the FACT board are the Cities of Linden and Fenton and the Townships of Fenton and Tyrone. Educational and governmental agencies that serve the four communities are permitted to apply for funding through a grant process to take advantage of the Public Education Government (PEG) monies received from Charter Communications to the participating communities.

The three school districts, and for the PEG Coordinator together, are requesting a grant in the amount of \$4,042.86. The monies will be used to purchase capital equipment for the production studio at the schools. The money can only be used for capital equipment that is directly related to the production of programming for the public access channel.

Motion by Culbert, seconded by Simons that the City Council approve the PEG Grant Request from the three FACT Consortium schools for a total amount of \$4,042.86.

Separate checks to be written:

Lake Fenton Community Schools	\$644.60
Linden Community Schools	\$1,727.52
Southern Lakes Parks and Rec	\$1,670.74
	\$ 4,042.86

Motion Carried.

YEAS: Culbert, Franz, Cusson, MacDermaid, Howd, Dick, Simons

NAYS: None

ABSENT: None

(D) CAS 05-19 City Hall Copier and Folding Machine Lease

The City is looking to lease a new copier/folding machine. The current copiers lease is over. After researching copier/folding machines, it was found the best one to suit the City of Linden's staff needs is the Xerox Altalink C8035. Michigan Office Services was awarded the bid through the MiDeal program. The cost for a 48-month lease would be \$394.36 per month on average as presented in the proposal.

Motion by Culbert, seconded by Simons that City Council approve the 48-month lease on one (1) Xerox Altalink C8035 Copier/Folding Machine from Michigan Office Services as presented. Motion carried.

YEAS: MacDermaid, Simons, Howd, Dick, Culbert, Franz, Cusson

NAYS: None

ABSENT: None

CITY MANAGER'S REPORT

Fishing Tournament: The Linden Fishing Tournament (sponsored by the Chamber of Commerce) will be Sunday February 10, 2019. The event will award for fish caught on Lobdell or Byram Lake. There will also be a chili cook-off.

Cusson- We should keep an eye on the ice leading up to this event.

Sutter- They do keep watch and have made the decision not to allow people on the ice before.

Linden Elementary Winter Blast: This event will take place on Friday January 25th from 5:30-8 PM at Linden Elementary Schools.

DPW: We conducted interviews for the DPW Laborer position. Scott Fairbanks will be contacting the potential candidate to offer a conditional proposition of employment.

Demo Building: The City received two bids from demolition contractors for the building on the Walmar property. On January 24, 2019, the DDA Board approved contracting with Case Construction for the demolition of the building. The total cost of the demolition is \$18,400.00.

Previously, the City Council agreed to pay up to \$7,500.00 for the demolition. The DDA Board agreed to pay the additional \$10,900.00.

DDA: The DDA Board has agreed to attend the February 11th, City Council work session to discuss this year's budget and activities of the DDA.

City Manager Search: We have scheduled a special meeting with the MML to discuss the City Manager search for January 31, at 6:30pm. The meeting is anticipated to last approximately two hours.

CITY ATTORNEY'S REPORT

The City Attorney Mike Gildner reported that the lawsuit is still pending and an answer was filed by the County just a few days ago. Now we are just waiting for the Michigan Supreme Court to make a decision.

DEPARTMENT REPORTS

The Council reviewed the Police Department Monthly Activity Report, Fire Department Monthly Activity Report, the Building Official's Monthly Activity Report and Code Enforcement Report.

COUNCIL COMMENTS AND REPORTS

Franz- where are we with replacing Jason?

Sutter- We are still using the interlocal cooperation with Fenton and we are getting quotes per Council's instruction and I want to get all the information and I will bring it back to Council.

Simons- We handed over the Cleanup to the Parks and Rec team to lead it this year and we will be getting the flyer out for advertising.

Culbert- We elected officers at SLPR but it was uneventful.

Dick- Inquired with our Interim City Manager on where we were at with that and found out that the last change order we approved was to extend it until June. Can we have Darga give us an update on this and provide a schedule at the next meeting.

Cusson- I have started the RRC training online. I spoke with our City Planner today and I encourage everyone to do the online training. The DDA meeting, we had a great first meeting of the year and had some good ideas regarding economic development and implementing a small business liaison process. Met with the Mill Committee and the Historical Society. It was productive and a lot of good ideas. We will have a follow up on Feb. 27th at 6:30 PM.

FINANCIAL REPORTS

Motion by MacDermaid, second by Franz, to approve accounts payable in the amount of \$344,216.06. Motion passed.

YEAS: Simons, Dick, MacDermaid, Culbert, Cusson, Howd, Franz

NAYS: None

ABSENT: None

CLOSED SESSION

None.

ADJOURNMENT

The meeting was adjourned at 8:37 PM.

Respectfully Submitted,

Erica Armstrong, Clerk

Approved: _____