



132 E. Broad Street • Linden, MI 48451 • P.O. Box 507  
Phone: (810) 735-7980 • Fax: (810) 735-4793

---

**COUNCIL WORK SESSION MINUTES**  
**Monday, January 14, 2019**  
**Council Chambers**  
**201 N. Main Street**  
**6:30pm**

**Call to Order**

The meeting was called to order at 6:30pm.

**Roll Call**

Present: Mayor Danielle Cusson, Mayor Pro-Tem Ray Culbert, Dave Franz, Pam Howd, Heather MacDermaid  
Brenda Simons

Absent: Brad Dick

Also Present: Scott Sutter, Interim City Manager (arrived at 6:36 pm)

**Approval of Minutes**

Motion by Culbert, second by Simons, to approve the regular meeting minutes of the December 10, 2019 City Council Regular Meeting, as amended to include the moment of silence recognition for President George H.W. Bush. Motion carried.

**Presentations**

None.

**Citizens' Comments**

Ramona Deese of 506 N. Bridge St.:

She spoke regarding Main St. It is in terrible shape and needs to be fixed. The millage failed, I voted for it, but I have serious reservation. Others are already paying a high assessment . She proposes that the Council ask for a millage to repair Main St. It would not be a huge financial burden, and the cost would be shared by everyone already because the City owns property there. It could be a viable solution to fix that one street, and to use special assessments when other streets need to be repaired.

**CAS 57b-18 City Manager Search**

The City Council requested that we gather information on an executive search for the purpose of hiring a new City Manager. We have contacted the Michigan Municipal League and GovHR as it relates to the search. Each have different levels of searches and price options available. Council discussed the option of doing the hiring themselves, but determined it was beneficial to utilize a service like the MML. The MML provides guidance, screening, and presents only qualified candidates.

Motion by Culbert, seconded by Cusson for the City Council to contract with the Michigan Municipal League for an Executive Search, the basic package, to hire a City Manager. Motion carried.

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

**NAYS: None**

**ABSENT: Dick**

#### **CAS 01-19 MML Trainings**

Each year the City allocates dollars into training for Boards and Commissions. This is to be used for training and/or conferences. Tonight, we should review who will be attending the upcoming MML Capitol Conference. The Conference is scheduled for March 19th-20th. Additionally, there is an MML Elected Officials Academy Core Weekender February 22nd and 23rd in Frankenmuth. We should also review who will be attending this upcoming training. Culbert, Howd, and Dick will attend the Capital Conference and Simons, Culbert, Cusson and Howd will attend the Weekenders.

Motion by Cusson, seconded by Culbert for the City Council authorize up to 3 people to attend the annual Michigan Municipal Leagues Capitol Conference and authorize up to 5 City Councilors to attend the Michigan Municipal Leagues Elected Official Academy Core or Advanced Weekender. Motion carried.

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

**NAYS: None**

**ABSENT: Dick**

#### **Discussion Regarding:**

##### **Committees-**

Every year the Mayor and Council review the committees we have and appoint people to our Boards and Commissions. Council discussed reviewing what various committees the City has as well as their makeup. Additionally, it was discussed that many of the committees may have overlapping goals and purposes that may be advanced by working more closely together with each other. There are some committees that are more formalized than others, as well as some that are more public based and some that are Council based. Council would like to continue to review this at the next work session a list of what we have currently, discuss if we need to form additional committees, and if we need to formalize some of our committees. Additionally, we could increase contact with less formal groups, and maintain a contact database at a minimum.

##### **FY 2018-2019 Budget-**

The manager reviewed with Council the recommendations made by Council member and other potential budget priorities for the upcoming fiscal year that have been submitted thus far. Council will be discussing these items at all upcoming meetings, and if there are more priorities they should be submitted to the Interim Manager. Additionally, the Manager will be reviewing the budget with Department Heads. The Mayor mentioned wanting to give staff the opportunity for training as well on this issue in particular, but also other items they may be beneficial with people taking on new roles etc. . . The National Incident Management System (NIMS) Training Program was also mentioned in regards to our elected officials getting training and budgeting for these items.

#### **Local and Major Road Improvements**

#### **Redevelopment Relocate DPW**

Boone Property/DPW Redevelopment  
City Hall

### **Mill Building Restoration**

### **Sidewalks**

### **Triangle Park Improvements**

### **Capital Improvements**

#### **Cemetery Improvement**

Veterans Memorial

#### **Police**

Police Vehicle

Contract

#### **DPW**

Purchase of a road grader

#### **VFW**

Repair parking lot

#### **Staffing Issues**

Training

Policies and Procedures

Wage Increases

Code Enforcement Officer

#### **Security Cameras**

Eagles Wooden Park

Water Plant

City Hall

#### **Discussion for Future Work Session Agenda Items**

- **Committees**
- **FY 2018-2019 Budget (invite DDA to February Meeting)**

#### **City Manager's Update**

**Redevelopment Ready Communities:** The Michigan Economic Development Corporation is holding several Redevelopment Ready Communities training sessions this year. Attending the RRC trainings signals that the community is taking proactive steps for development and investment. Completion of the training series is required for any community looking to formally participate in the RRC program. Participants must attend training sessions for all six (two days) Best Practices courses to receive a certificate of completion. Anyone interested should contact our City Clerk. The deadline to register is February 7<sup>th</sup>. The training is free, but there is a cancellation fee of \$50 if you are unable to attend. There is also an online course available.

**Building Inspector/DPW:** Jason Payne's last day of work was January 7, 2019. I have had conversations with the City of Fenton in reference to shared services with their building inspector and will hopefully have more information in the next few weeks. We have also advertised with the MML, as well as placing it on our website, the open DPW laborer position. Staff and I will be reviewing applications next week and scheduling interviews. Council would like to look at other options besides the City of Fenton for shared services, whether it is shared services, with another community or something on a contract basis. Council would like to review and consider all the options before making a choice.

**Beacon and Bridge:** Per Mr. David LaBrecque, DEQ, the State has received a notice of onsite work activity on January 7 for continued pilot testing to evaluate supplemental corrective actions to be included in the FAR/CAP. Mr. LaBrecque spoke with PM /B&B in December and they will be submitting the supplemental information by January 31, 2019 to be included in the DEQ's audit of their FAR/CAP.

Based upon his conversations with PM, they are still planning on starting remediation this year. Once the information is received from PM/B&B, the DEQ has committed to providing our audit response by March 15, 2019.

**Demo Building:** We have been looking for a contractor to bid and demo the building on Walmar Street. The original bid yielded no bidders. Since that time, we have been having conversations with additional demolition contractors to see if they can do the work. We have ion. We will be taking this to the DDA meeting on January 24th and then bringing it to Council at the January 28th meeting.

**Council Comments:**

Culbert- Planning Commission approved a preliminary site plan for Pine Valley II, 34 single family units, about \$200,000 a piece, so a good tax base. Sandalwood is another development moving along on N. Bridge, 24 units, senior living. The LAFF Path millage is on going to the State for approval and there will be a campaign to support the millage. It will be on the ballot in May.

Simons- Cleanup will be coming up and we will choose a date and keep you informed.

Franz- Any word from the insurance company on the wall?

Sutter- Yes, we got the check and we will be getting the block and moving forward with the repairs.

Howd- I attended the Newly Elected Officials Training through the MML and it was really informative.

Cusson- Had a request from the DEQ to do an interview regarding the treatment plant in Fenton Township and how the City of Linden is a neighbor to that facility. They wanted to highlight Linden as part of an upcoming award ceremony they are having. I attended the Forecast Breakfast for the Chamber and listened to where the economy is and where we are in our community. Did hear from others good things about how I stressed all of our great community events. Small Cities, we had our first meeting, an economic recap, but a short meeting due to the weather. I went to the Winter Warmup in Flint and spoke to some of our contacts there and would like to reach out as much as we can, and would like to be in contact with Mueller to and maybe invite him to a meeting. Good way to hear about funding opportunities etc. . . Joey Spencer won again yesterday, and it is great to see how proud he is of Linden and being from here. I would also still like to look into an Ethics Ordinance and I have been looking into that as well as the Mill building and where we are, what has been done, and what still needs to be done. We need to look at all the different options for funding these projects as well.

**Adjournment -**

The meeting was adjourned at 7:50pm

Respectfully Submitted,

\_\_\_\_\_  
Erica Armstrong, City Clerk

Approved: \_\_\_\_\_