

December 18, 2013
Worksession
6:30 p.m.

DRAFT

Present: Councilors Haeussler, Laitila, Hodur, McKenzie, Belej, Slivon and Givens.
Also present: Manager Anderson, City Clerk Haischer, Bill Marlor, Mike Beaudoin, Traci Williams, Mitch Lake, Scott Kotila and Susan Burack.

Reviewed and Discussed:

1. Portage Health Update.
2. SAW Grant application submission. (State received 673 apps.) 4-6 month review.
3. The new Cat loader will be shipped this week.
4. DHS is moving from Quincy Street in Hancock to the Mall.
-building is owned by the County, will put it up for sale.
5. City Manager will be back in the office on Tuesday, December 31st.
6. Update on the Hospital Foundation
7. The Hospital Foundation will be taking over the 4th floor at the FirstMerit Building.
8. City Christmas party is at Gino's on Friday, December 20th from 1-4 pm
9. Chuck Johnson will be retiring from OHM. Last day is Friday, January 3rd, 2014.
10. Advisory Committee is close to getting funds to purchase the smelter property.
11. Update on the 2012-2013 Audit Report. Deb Bradford, Rukkila & Negro
-deficit in the parking meter fund of \$2166
-non-compliance issue with the budget and budget amendments (financial repeat)
-city will need a single audit next year
-general fund balance, suggested 15-17% of expenses
-note: school is 17%
12. Update on the request for webcam on the bridge to view falcons.

Regular Meeting
December 18, 2013

The regular meeting of the Hancock City Council was held in the Council Chambers on Wednesday, December 18, 2013 at 7:30 p.m. with Mayor McKenzie presiding. The United States Flag was honored by all in attendance with the following duly qualified Councilors being present: Councilors Givens, Slivon, Belej, McKenzie, Hodur, Laitila and Haeussler.
Absent: None

Moved by Councilor Laitila and seconded by Councilor Belej to amend the December 18, 2013 agenda as follows:

New business: add #11. Approval of Non-Union, Teamsters, POAM and AFSCME Union Contracts.

Yes: All

No: None

Motion Carried.

correspondence

MSHDA re: Hancock's NSP Grant #NSP-2008-0657

MDOT Maintenance memo re: snow removal

Notice of 2014 meetings

Moved by Councilor Laitila and seconded by Councilor Belej to accept the correspondence as presented and place them on file.

Yes: All

No: None

Motion Carried.

public comment

Guests:

1. Susan Burack, 113 E. Quincy Street

-concern tipping fees would be reduced if more people would participate in

recycling. City should work on that.

-The Heikinpaiva Committee would like to get the forms for the snow building that were stored at the DPW garage and erect a building this year. Deb Mann and the clean up crew from Make a Difference Day would build.

2. Scott Kotila, 540 Hancock Street

-concerns regarding McGann's snow plowing across Dakota Street near Depot Street and pushing snow into his parking area.

minutes approval

Moved by Councilor Belej and seconded by Councilor Givens approving the minutes of the November 20, 2013 worksession, and regular meeting as presented.

Yes: All

No: None

Motion Carried.

reports

Planning Commission minutes of October 28, 2013

PLLB Emergency Management Long Term Outage Group minutes of November 6, 2013

US41/M-26 Corridor Advisory Team minutes of November 14, 2013

PLWSA minutes of October 8, 2013

PLWSA minutes of November 19, 2013

Moved by Councilor Belej and seconded by Councilor Haeussler to acknowledge the reports as presented and place them on file.

Yes: All

No: None

Motion Carried.

admin report

1. Update on DNR Waterfront Park Boardwalk Project.

-completed in December. DPW to do landscaping in the spring.

2. DNR PASSPORT Grant application update.

-city was turned down, will try again.

3. Update on new ownership exemption to prevent property uncapping.

4. MIOSH Update.

-violations were taken care of

5. Elected Officials Academy, January 16th in Marquette.

6. Portage Health Update.

7. Property Tax Exemption for disabled veterans update. Must be 100% disabled.

8. DEQ permit for Yeoman's proposed dock.

9. Update on the PLWSA FY 12/13 audit results.

- Hancock owes \$106,329.21; Houghton refund of \$58,335.40; Franklin Twp owes \$4,431.40.

old business

None at this time.

new business

november 13 a/p

Moved by Councilor Belej and seconded by Councilor Hodur approving the November, 2013 accounts payable in the amount of \$258,898.61 and authorize payment as follows as funds become available.

General \$51,149.53

Transit 3,495.26

Sewer 156,498.53

Water 22,417.60
Motor V 23,202.71
DDA 1,300.00
TIFA 834.98
Total \$258,898.61

Roll Call Vote:

Yes: Councilors Haeussler, Laitila, Hodur, McKenzie, Belej, Slivon and Givens.

No: None

Motion Carried.

add'l checks typed in
november

Moved by Councilor Belej and seconded by Hodur approving the additional checks typed in the month of November in the amount of \$660,529.79 and authorize payment as follows:

Expenses \$244,433.77
Transfer 416,096.02
Total \$660,529.79

Roll Call Vote:

Yes: Councilors Givens, Slivon, Belej, McKenzie, Hodur, Laitila and Haeussler.

No: None

Motion Carried.

12-13 audit report & findings

Moved by Councilor Givens and seconded by Councilor Belej approving the FY 12/13 Audit Report and Findings FYE 6-30-13 as presented.

Yes: All

No: None

Motion Carried.

fye 6-30-13
deficit reduction plan

Moved by Councilor Givens and seconded by Councilor Belej to adopt the proposed FYE 6-30-13 Deficit Reduction Plan and 2013-2014 Budget Amendments as follows:

2nd year of the 11/12 Deficit Reduction Plan

*11/12 & 12/13 Deficit Reduction Plan for the Parking Meter Fund: Deficit amount of \$11,395.00. (1/3 reduction \$3,798.34) over 2013, 2014, 2015

- Transfer \$5,964.34 from the General Fund to Parking Meter Fund.

Amendment: General Fund-Transfer Out 101999999516 \$0 to \$5,964.34.

Parking Meter Fund-Transfer In 516000699101 \$0 to \$5,964.34.

**11/12 Plan for \$3798.34 and 12/13 Plan for \$2,166.00 = \$5,964.34.

*11/12 Deficit Reduction Plan for the Local Street Fund: Deficit amount of \$23,298.00. (1/3 reduction \$7,766.00) over 2013, 2014, 2015

- Transfer \$107,766.00 from the General Fund to Local Street Fund.

Amendment: General Fund-Transfer Out 101999999203 \$100,000.00 to \$107,766.00.

Local Street Fund-Transfer In 203000699101 \$100,000.00 to \$107,766.00

Yes: All

No: None

Motion Carried.

Moved by Councilor Givens and seconded by Councilor Belej to adopt Resolution #15-13 "A RESOLUTION TO ADOPT THE HOUGHTON COUNTY 2013-2018 HAZARD MITIGATION PLAN" as follows:

At its regular meeting on Wednesday, December 18, 2013 at City Hall, 399 Quincy Street, Hancock, Michigan, the Hancock City Council adopted the following Resolution.

WHEREAS, Houghton County and its communities are at risk of natural, technological and societal hazards; and

WHEREAS, the Disaster Mitigation Act of 2000 requires communities to have a five-year Hazard Mitigation Plan approved by FEMA in order to receive funds available through certain mitigation grant programs; and

WHEREAS, the Houghton County Hazard Mitigation Plan prepared by the Western U.P. Planning & Development Region, in cooperation with the Houghton County Office Emergency Management, identifies the hazard threats to the County and feasible mitigation projects to minimize hazard impacts; and

WHEREAS, the contents of the Hazard Mitigation Plan were reviewed by and account for input from residents and local officials representing the local units of government within Houghton County.

NOW, THEREFORE, BE IT RESOLVED that the Hancock City Council hereby adopts the Houghton County Hazard Mitigation Plan.

Yes: All

No: None

Motion Carried.

e-mail retention policy

Moved by Councilor Givens and seconded by Councilor Slivon to adopt the City of Hancock e-mail Retention Policy as follows:

E-MAIL RETENTION POLICY

1. This policy is written to conform with the guidelines promulgated by the State of Michigan Records Management Services for State use.
2. The sender of a message containing a transitory record or an official record that is required to be retained is the person responsible for retaining the record. That person shall print the record portion only of the e-mail and file it appropriately.
3. An official record contains information that is prepared, used, in the possession of, or retained by the City in the performance of an official function.
4. A transitory record are records that have temporary value to City activities, but have no long term value and may be discarded after their intended purpose has been fulfilled.
5. All other types of communications, e-mails received, including personal communications, are not to be retained.
6. All City e-mail communications are contained off site by a contractor, and retention of messages, whether they contain records or not, that are not to be retained according to this policy, is subject to the space and time limitations of the communications service provider's policies and capacity.

Yes: All

No: None

Motion Carried.

Webcam at PLLB

Moved by Councilor Slivon and seconded by Councilor Haeussler approve and authorize the sponsorship of the Webcam Project on the PLLB to view and monitor Peregrines Falcons that may come to nest.

Yes: All

No: None
Motion Carried.

medc blight grant

Moved by Councilor Laitila and seconded by Councilor Belej to approve the submission of a \$250,000 MEDC Blight Grant for the building located at 119 Quincy Street and authorize the Mayor and Clerk to execute the appropriate documents.

Roll Call Vote:

Yes: Councilors Haeussler, Laitila, Hodur, McKenzie, Belej, Slivon and Givens.

No: None

Motion Carried.

non-union and union
wages and contracts

Moved by Councilor Laitila and seconded by Councilor Belej to accept the recommendation of the City Manager and the Personnel Committee to approve the following wage, benefits and contracts:

Non-Union Wages and Benefits:

1. Effective January 1, 2014
2. Implement provisions of PA 152 on health premium for employee cost share.
3. Adopt Michigan Conference of Teamsters Welfare Fund Health Insurance Plan Key 1 a/RX 1.
4. Eliminate retiree medical rider for new hires.
5. Clarify employees can choose sick leave or accident & sickness policy, but not both at the same time.
6. Cap sick leave accumulation and pay out at 360 hours for new hires.
7. Full time non-union employees Clerk/Treasurer, Police Chief and *DPW Director, and Office Staff 3% year effective January 1, 2014 (with the exception of the DPW Director 1.5% for 2014) 3% effective January 1, 2015 and 3% January 1, 2016.
*Note: The DPW Director to receive 1.5% wage increase effective January 1, 2014 as he was just hired in November.
8. Non-Union Transit, water meter reader and seasonal workers, 2.0% effective July 1, 2014, and 2% effective July 1, 2015.
9. PA 152 and new health Plan KEY 1 a. RX 1 apply to City Manager contract effective January 1, 2014.

Teamsters Local #405

1. Term 3y ear, effective January 1, 2014.
2. PA 152 implement hard cap provisions on health insurance premium.
3. Agreed to numerous Language updates and changes.
4. Agreed to new arbitration and grievance language.
5. Clarifies part-time employee benefits.
6. Continues freeze on COLA formula.
7. Increased clothing allowance from \$300 to \$400 per year.
8. Adopts Right to Work letter of agreement.
9. Accept new Michigan Conference of Teamsters Welfare Fund Health Insurance plan KEY 1 a/RX 1.
10. Accepts 3 year fixed weekly rates for pension and health insurance premiums.
11. Clarifies probation period for new hires to start health insurance after 183 calendar day period.
12. Agrees to have employee take either sick pay or weekly accident and sickness benefit, but not both while out on sick leave.
13. Clarifies employee performing higher classification work to be paid higher wage rate.
14. Eliminates Schedule 1 Laborer rate.
15. Increase Laborer rate from \$15.44 to \$17.00 effective 1-1-14.
16. Eliminates wage reduction rate for new hires.
17. Caps both sick leave accumulation and pay out at 45 days or 360 hours for hires after 1-1-14.
18. Removes retiree medical benefit rider from health insurance for hires after 1-1-14.

19. Caps employee contribution for pension at 10% of pay for hires after 1-1-14.
20. Wage increase of 3.0% annually

POAM – Police

1. Term 2 years effective January 1, 2014.
2. Implement provisions of PA 152 on health insurance premiums for employee cost share.
3. Accept new MI Conference of Teamsters Welfare Fund Health Insurance Plan KEY 1 a/RX 1.
4. Eliminate retiree medical rider for new hires.
5. Accept language that requires an employee to either use sick leave or the weekly accident and sickness policy, but not both at the same time.
6. Caps sick leave accumulation at 360 hours for new hires.
7. Agree to meeting to discuss part-time police employee utilization.
8. Wage increase 1st year 3.25%, 2nd year 3.0% and 3rd year 3.0%

AFSCME – Police Supervisory Union

1. Effective January 1, 2014
2. Implement provisions of PA 152 on health insurance premium for employee cost share.
3. Adopt MI conference of Teamsters Welfare Fund Health Insurance Plan KEY 1 a/RX 1.
4. Wage increase 2.0%.

Roll Call Vote:

Yes: Councilors Givens, Slivon, Belej, McKenzie, Hodur, Laitila and Haeussler.

No: None

Motion Carried.

navy st boardwalk

Moved by Councilor Hodur and seconded by Councilor Belej approving the final payment to DP Construction, Inc. in the amount of \$32,092.82 and authorize payment as funds become available.

Roll Call Vote:

Yes: Councilor Haeussler, Laitila, Hodur, McKenzie, Belej, Slivon and Givens.

No: None

Motion Carried.

Moved by Councilor Laitila and seconded by Councilor Belej that this regular meeting of the Hancock City Council be adjourned. Time: 8:43 p.m.

Yes: All

No: None

Motion Carried.

Lisa McKenzie, Mayor

Karen Haischer, CMC City Clerk