

Approved 10/18/18

**CITY OF KEEGO HARBOR STUDY SESSION MEETING MINUTES
MONDAY SEPTEMBER 17, 2018, 7:00 P.M.**

CALL TO ORDER: Mayor Yoder called the meeting to order at 7:00 p.m.

ROLL CALL:

PRESENT: Mayor Joel Yoder, Mayor Pro Tem John Fletcher, Council Member Rob Kalman, Council Member John Newberry, Council Member Karen Meabrod arrived at 7:10 PM.

STAFF PRESENT: Administrative Clerk Tammy Bleashka, Police Chief John Fitzgerald, and DPW Foreman Doug Waldon and Acting City Manager Mark Gilbert.

PUBLIC COMMENT:

Amy MacWilliams, 1925 Maddy Lane; Could the City post signs (Pets must be kept on leashes and clean up your animal refuse. Another option the city could create a list of do's and don't list that could be given out when new residences move into Keego Harbor (Keep dogs on a leash at all times, you must, if you speed you will be ticketed, maintain landscaping on their property. Mayor Yoder stated the City does have a welcome packet.

Bill Betakes, 2120 Park circle; The residence's using Willow Beach swim site this year did a good job of keeping it clean, no late night swimming, no fireworks and being courteous. Mayor Pro Tem Fletcher would like to give credit to Chief Fitzgerald for the great job. Chief Fitzgerald will pass this information along to the Officers.

Ron Wild 2182 Willow Beach; The City has a lot of cars on Willow Beach and Park Circle. Chief Fitzgerald stated that we do have an ordinance, get us the information. Can the City enact an ordinance for a speed limit 15- 20 and curfew for the canal? Snowmobiles are going 60 miles an hour at 2:30 am. My neighbor has had a lawn mower in his yard for 2 years and is collecting a second mower. It is commercial and should not be allowed. The Enforcement Officer stated this is allowed. Mayor Yoder suggested formalizing your complaint in writing with the City. Mr. Wild has done this with Administrative Clerk about the lawn mowers. I will contact the Chief about the junk car issue.

Study Session Topics

Civic Center TV Event Calendar Application Civic Center TV Terms & Agreement

Deputy Clerk Gilman explained Civic Center could not have a representative available tonight. I will know tomorrow if they will be able to attend Thursday Council Meeting. If they can attend Thursday's meeting it will be left on the agenda otherwise it will be tabled until next month.

Storm Water SAW Grant (Brad Shepler and Helen David Hubble Roth and Clark)

Helen Davis; 2013 Saw Grant Application were submitted to the DEQ. In 2016 the City received SAW Grant, round 4, all work must be completed within 3 years, November 2019. The Grant is \$796,330 with a 10% match from the City.

Mayor Yoder asked if the match has to be monetary or can it be labor hours. Ms. Davis explained the 10% match can be equipment and labor cost. The portion of the Sanitary Grant is being administered by WRC, because they maintain your system. The Sewer grant portion is \$366,330. The system was GIS in 1993; WRC portion of the sewer grant is to : GIS Update, System Model, Review of Frequently cleaning Sewers, Cleaning and Televising, and Manhole Inspections. WRC has completed; GIS, CMMS, Cleaning and Televising System. Manhole inspections are in progress. HRC is reviewing the work that has been completed. Sanitary System Modeling and review of frequently cleaned Sewers. Sanitary next step; Criticality scoring of sewers and manholes, Probability of failure observed condition, consequence of failure- cost of failure, Business risk evaluation, Level of service – system goals and expectations, Capital Improvement plan, and Funding study. Mayor Pro Tem Fletcher the City is going to pave Stennett Street. Do we need to coordinate this with WRC, in case any issues are found? Brad will contact ASI about this issue.

Brad Shepler; the City received \$430,000 for Storm Sewer System. The storm sewer system is maintained by the City. HRC is doing the Storm Sewer Grant; Work completed to date; GIS, City owned system 107 sewers (6,147 feet cleaned and televised 56 Road Culverts (5,153 feet), County and private mapped for reference, 110 Structure inspections.

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The next steps Storm water system; Cleaning & televising storm system, Criticality scoring of sewers and manholes, Los –system and goals, Review of storm drainage and areas with frequent flooding, Master drainage plan to address flooding, could include Guidance on culvert placement and grading, update of standard details for all development including residential, to ensure drainage plan is implemented, Develop storm water management plan for public properties. If you have any funds left over before the grand expires, money can be used for education of residences. This Grant would allow the City to address this issue, and set a plan into place for the future on ditching. Mayor Pro Tem asked if the money Storm water did not use the entire funding can it be transferred to Sewer. Ms. Davis stated that it could be transferred.

Dollar Lake & Sunset Park Survey: HRC

Brad Shepler; the survey for Dollar Lake and Sunset Park are completed. Mayor Pro Tem Fletcher would like for the south and east side of the boat ramp surveyed. This would be paid from the SAW Grant. The strip mall on Dollar Lake has discrepancies with the survey in the parking lot area. HRC has a few discrepancies in the survey; they have obtained the needed documents from Oakland County. HRC will be back out this week to look at the discrepancies. HRC is doing a boundary survey.

Mayor Yoder would like for Curtis to look at 1704 Cass Lake Front, a red tag needs to be put on the fence. Due to no Zoning Permit for a fence. When the survey comes back, the City will know if the fence is on City property.

WRC- Insurance rates

The contract has no end date, nor dollar amount. We do not sign contracts like this.

Smart Contract and Application

Contract looks good.

GFL Oil Spill

Mayor Yoder asked if anyone had spoken to GFL about this matter. Acting Manager Gilbert stated yes he had and Administrative Clerk Bleashka had also. GFL sent them mechanic out to check the trucks in Keego Harbor and did not find any issues with the trucks. The City needs more proof that this is a GFL truck for sure. The city needs more proof that GFL trucks leaking video or footage from home security cameras. The only complaints we have about the oil is from Park Circle. Mayor Yoder asked that Acting Manager Gilbert contact GFL with the pictures we received.

Sewer Repair Quote from WRC

This repair is needed in front of Harbor Steak house. Mayor Yoder asked to have someone from HRC at Thursday night meeting to explain this \$18,000 dollar repair bill. We want to know if this was identified under the SAW Grant. We would like pictures of the damage.

Color Copier For City Hall

Mayor Yoder asked if this was put out to bid. Deputy Clerk stated that three estimates were received; council asked for demo machine be brought in. Only one company would bring in a demo machine. The current copy machine is a lease. Mayor Yoder asked if MITN or Bid for Michigan was contacted too.

Add Mark Gilbert to Bank Account as Signer

The bank will not talk to Mark about any City Accounts if he is not added.

City Staff Responsibilities

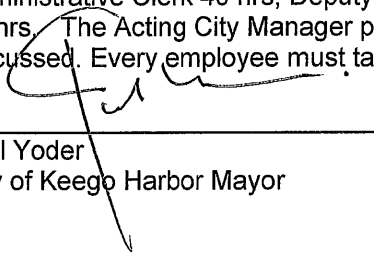
Acting Manager Gilbert drafted a proposed Organizational Structure of the City.

Currently by City Charter the Police Chief, DPW and all admin staff reports to the City Manager.

Office hours 8am-5pm Mon.- Fri. Currently the city administration has 1 full time, and 3 part time employees;

Administrative Clerk 40 hrs, Deputy Clerk not to exceed 30 hrs, Deputy Treasurer not to exceed 24 hrs, Clerical

15 hrs. The Acting City Manager position is also part time. Employee's job descriptions were reviewed and discussed. Every employee must take a lunch break.



Joel Yoder
City of Keego Harbor Mayor



Tammy Bleashka
City of Keego Harbor Administrative Clerk