

March 18, 2015
Worksession
6:30 p.m.

Present: Councilors Bauman, Hodur, McKenzie, Slivon and Blau.

Absent: Councilors Belej and Tuisku.

Also present: Wayne Butler, Bill Marlor, Wayne Goudge, Traci Williams, Mike Markham, Rick Allen, John Helms and Mark Loch, John Haeussler, Susan Burack, .

Reviewed and Discussed:

1. Agenda Update.
2. John Slivon's notice regarding Central States Tower III LLC to erect an 80 foot cell tower at 635 Emma Street, Hancock.
3. March 2015 CEO Report for SmartZone
 - 15 new jobs in January were created.
4. Update on the MEDC Vollwerth's Project.
 - Proposal was sent out this week now in for team review
 - \$200,000 grant with \$300,000 in private investment
 - created 8-10 jobs in the next two years
5. Update on LaSalle Tech
6. Update date on Military Vet exemption from property taxes.
 - this year City has 5-6 who have filed.
 - this exemption has to be filed every year to qualify
7. Water Project fund is approved, just waiting for official approval.
8. Water Project MDOT
 - water improvement in the downtown area will be bid out with the MDOT Project.
 - additional water work the City will bid out
9. Dave Talvensarri comments at the last meeting.
 - 2015 Tahoe is pursuit rated
10. Houghton cell Tower on leased property owned by the elementary school.
11. DHS Building located at 200 Quincy has been leased by Finnish Mutual for 3 months.
12. Steve Pawalski owner of the Elks building is open for business. Building can be rented for Dinners, Parties or Receptions. Also has a golf simulator.
13. Reminder to return the Manager evaluation forms to the Mayor.
14. Update on foreclosed properties bill by John Haeussler.

Special Presentation

March 18, 2015
7:30 p.m.

1. Fire Chief Joe Neher gave the Hancock Fire Department 2014 Annual Report.
- One major fire at 930 Summit, one mutual aid to the City of Houghton at 108 Calverly Street, over 1000 training hours, participated in Fire Prevention Week at the Elementary School, Annual Pancake Breakfast, Santa came to town and delivered 150 goodie bags, and the Department worked the doors at the Hockey Holiday Classic.

2. OHM and MDOT Streetscape Project (2016)

Presentation by Ken Filpus, Project Manager and Rob Tervo MDOT

Presentation by Josh Helms of OHM

Regular Meeting

March 18, 2015
7:33 p.m.

The regular meeting of the Hancock City Council was held in the Council Chambers on Wednesday, March 18, 2015 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: Bauman, Hodur, McKenzie, Slivon and Blau.

Absent: Councilors Tuisku and Belej.

Moved by Councilor Blau and seconded by Councilor Hodur to amend the Agenda as follows:

Add: to new business #12 Spring Clean Up May 8th and 9th; #13. DEQ \$75,000 with \$500 in-kind match for an Enhancement Grant; 14. Proposed 2014-2015 Budget Amendments.

Yes: All

No: None

Motion Carried.

correspondence

Letter from Ben Jaehnig, 419 Michigan to Mayor and Councilors.

No action.

guests

Public Comments:

1. Wayne Goudge, Lower Pewabic re: Pothole he hit at the Hancock side of the bridge that did considerable damage to his car. Damage is well over \$1000.
2. John Haeussler, 1203 Portage Drive, re: Senate Bill 17 2015, there have been no updates to the bill.
3. Resident re: Not in favor allowing a Cell Tower at the Emma Street Location; medical programs and too close to school.

minutes approval

Moved by Councilor Hodur and seconded by Councilor Slivon approving the minutes of the February 18, 2015 worksession, public hearing and regular meeting as presented.

Yes: All

No: None

Motion Carried.

reports

Financial for February, 2015 for all funds

- Cash balances
- Due to/from Report
- Interest Report
- Revenue and Expenses

Moved by Councilor Hodur and seconded by Councilor Bauman to place the Financial Report for February, 2015 on file.

Yes: All

No: None

Motion Carried.

Recreation Commission minutes of November 11, 2014

Planning Commission minutes of January 26, 2015

DDA minutes of February 2, 2015

Planning Commission minutes of February 23, 2015

US-41 / M-26 Corridor Advisory Team minutes of January 8, 2015

PLWSA minutes of February 10, 2015

Portage Life Bridge communications working group minutes of March 4, 2015

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

Yes: All

No: None

Motion Carried.

admin. report

1. Update on Saturday's bridge closing from 9 pm to 8:30 am.
2. Update on Streetscape project business and public forums.
-March 19th at 6 pm and 8 pm at the Finnish Heritage Building on Quincy Street.
3. UP Energy Updates.
4. Water Project Update 3.8 Million Project.
5. Larn Grove Plaque.
-thanks John Haeussler for the plaque wording and background
6. 2016 Quincy Street Project Update.
-December 5, 2015 bidding date
7. Update on Scallon Street house fire.
-home is a complete loss
-city received \$12,000 for escrow
-department lost an \$850 nozzle and ladder
-tenants found new housing
8. Update on the St. Patrick's Day Parade and Celebration
-about 30 participants
-nice job Deb Mann

old business

None at this time.

new business
february a/p

Moved by Councilor Hodur and seconded by Councilor Blau approving the accounts payable for February in the amount of \$126,525.74 and authorizing payment as follows as funds become available.

General	\$29,636.11
Transit	3,953.46
Sewer	49,879.98
Water	23,393.52
Motor V	18,918.67
<u>DDA</u>	<u>744.00</u>
Total	\$126,525.74

Roll Call Vote:

Yes: Councilors Blau, Slivon, McKenzie, Hodur and Bauman.

No: None

Motion Carried.

add'l checks typed in feb

Moved by Councilor Hodur and seconded by Councilor Slivon approving the additional checks typed in the month of January, in the amount of \$722,896.25 and authorize payment as follows:

Expenses	\$ 67,216.42
<u>Transfers</u>	<u>655,679.83</u>
Total	\$722,896.25

Roll Call Vote:

Yes: Councilors Bauman, Hodur, McKenzie, Belej and Blau.

No: None

Motion Carried.

approved statement of
agreement

Moved by Councilor Hodur and seconded by Councilor Bauman approving the MDOT Statement of Agreement for National Functional Classification Update and Revision:

Section 470.105(b) (1) Title 23-Code of Federal Regulations state that “the State transportation agency (MDOT) shall have the primary responsibility for developing and updating a statewide highway functional classification in rural and urban areas to determine functional usage of the existing roads and streets...The state shall cooperate with responsible local officials...in developing an updating the functional classification.”

After reviewing the materials and the current NFC. No revisions are proposed and authorize the Mayor and City Manager/Act 51 Administrator to execute the document.

Yes: All

No: None

Motion Carried

Senate bill no. #17

Moved by Councilor Slivon and seconded by Councilor Hodur oppose proposed Senate Bill #17 on tax foreclosed properties and direct the City Manager to send a letter of opposition to our Representatives.

Yes: All.

No: None

Motion Carried.

pc appointment

Moved by Councilor Hodur and seconded by Councilor Bauman appointing Dan Sequin to the Planning Commission to fill Bill Baxandall’s term ending February 15, 2017. Roll Call

Yes: All

No: None

Motion Carried.

ohm designing engineering
costs for water project

Moved by Councilor Blau and seconded by Councilor Slivon approving a contraction with OHM Advisors for design engineering cost for the water project at a 6% annual interest rate cost and authorizing the City Manager and Clerk to execute the agreement.

-Total project costs are \$3.8 million

-Design costs are estimated to be \$188,810

-Interest will accrue at a 6% annual rate beginning March 1, 2015

-The project design would start upon award of the RD funds to the City in March 2015

-Eight month design duration and a November 2015 construction bid date

-A RD loan closing in January 2016

-Bidding and Construction Engineering construction administration and construction observation) services will be performed after the RD loan closing.

Estimated interest: \$6,650.00

Roll Call Vote:

Yes: Councilors Bauman, Hodur, McKenzie, Slivon and Blau.

No: None

Motion Carried.

teamsters agreement
amendment #406

Moved by Councilor Hodur and seconded by Councilor Bauman to amend the #406 Teamsters Agreement to add a new classification: Effective 3-23-15 and authorize the City Manager to execute the amended agreement.

S-2/Heavy Equipment Operator \$22.19 1-1-2016 rate \$22.86

*Reason – Joseph Pizzi has acquired the State of Michigan S-2 Water Distribution System Operators License and will move to the new classification.

Roll Call Vote:

Yes: Councilors Blau, Slivon, McKenzie, Hodur and Bauman.

No: None

Motion Carried.

Moved by Councilor Hodur and seconded by Councilor Bauman approving the City of Hancock Transit ADA Complaint Policy as follows:

CITY OF HANCOCK TRANSIT

Date Board Adopted: MARCH 18, 2015

ADA Complaint Policy

Title II and III of the American Disability Act of 1990 (ADA) provides that no entity shall discriminate against an individual with a disability in connection with the provision of transportation services. The law sets forth specific requirements for vehicle and facility accessibility and the provision of service, including access to fixed route bus and complementary paratransit service. The City of Hancock Transit is committed to providing safe and reliable transportation to all people without discrimination based on disabilities.

Hancock Transit Responsibility

If the City of Hancock Transit receives a complaint regarding discrimination against an individual under the ADA, we will respond within 30-days of receiving the complaint and will work to resolve the issue with the complainant as quickly as possible. This may involve legal assistance and/or mediation. We will document all of the process including the resolution and will notify our MDOT project manager of the complaint and the resolution. We will keep the complaint and all related documents on file for at least one year. We will keep a summary of all complaints filed for at least five years. Records will be made available to MDOT upon request.

The attached flyer will be posted in all public buses and facilities.

If additional information is requested, the following will be provided.

What information should my ADA complaint include?

Provide the following information:

- A. Your full name, address, the telephone numbers where we can reach you during the day and evening, and the name of the party discriminated against (if known);
- B. If known, the name of the person you believe has committed the discrimination;
- C. A brief description of the acts of discrimination, the dates they occurred;
- D. Other information you believe necessary to support your complaint, including copies (not originals) of relevant documents; and 1.
- E. Information about how to communicate with you effectively. Please let us know if you want written communications in a specific format (e.g., large print, Braille, electronic documents).

To guide you in providing the requested information, you may use the attached complaint form. (Attachment A)

How do I file an ADA complaint by email?

Include all of the information listed above, either in the body of the email or in an attachment. Attach relevant documents to your email. Send your complaint to the City of Hancock Transit at manager@cityofhancock.net. You will receive a reply email confirming that your complaint has been received within 48 business hours. Please keep a copy of your complaint and the reply email for your records. If you do not receive a reply email, please contact the City of Hancock Transit Director at (906) 482-1121.

What happens after my complaint is received?

After the complaint is received, we will inform you of our action, which may include:

- A. Contacting you for additional information or copies of relevant documents;
- B. Working with you to resolve the issue;
- C. Referring your complaint for possible resolution through the ADA Mediation Program; or
- D. Referring your complaint to another federal agency with responsibility for the types of issues you have raised.

How can I find out the status of my complaint?

We will review each complaint carefully. If you have not heard from us within three weeks, please contact us at (906) 482-1121.

Attachment A

Title II of the Americans with Disabilities Act

Section 504 of the Rehabilitation Act of 1973

Discrimination Complaint Form

Instructions: Please fill out this form completely, sign and mail, fax, or email to:

City of Hancock Transit ADA Coordinator, Glenn Anderson
399 Quincy Street
Hancock, MI 49930
Fax: (906)482-7910
manager@cityofhancock.net

Complainant:

Address:

City, State and Zip Code:

Telephone: Home: _____

Business: _____

Person Discriminated Against:

(if other than the complainant)

Address:

City, State and Zip Code:

Telephone: Home: _____

Business: _____

When did the discrimination occur? Date: _____

Describe the acts of discrimination providing the name(s) where possible of the individuals who discriminated:

Signature: _____

Date: _____

Flyer to be posted in all public buses and facilities
City of HANCOCK TRANSIT
Procedure to File a Complaint Under the
Americans with Disabilities Act (ADA)
If you believe you, or another person has been discriminated against under Title II and III of
the American Disability Act of 1990 by the City of Hancock Transit or one of our

employees, you can file a complaint by mail, fax, or email at: City of Hancock Transit
ADA Coordinator, Glenn Anderson
399 Quincy Street
Hancock, MI 49930
Fax: (906)482-7910
manager@cityofhancock.net

Take the first step: Before filing your complaint, you may contact the City of Hancock Transit's ADA Coordinator to discuss your concerns. The ADA Coordinator can look into the issue and try to come up with an acceptable resolution to the situation. If you would like additional information you may contact Glenn Anderson, the ADA Coordinator.

You can file a complaint against the City of Hancock Transit using the following procedures:

1. File a written complaint with the City of Hancock Transit ADA Coordinator as soon as possible, but no later than 60 calendar days after the alleged violation.

- The written complaint should be submitted by the grievant and/or designee.
- Alternative means of filing complaints – such as a personal interview or a tape recording – will be made available on request by people with disabilities.
- The written complaint should contain information about the alleged discrimination such as name, address, phone number of complainant and location, date, and description of the problem.
- Within 15 calendar days after receiving the complaint, a City of Hancock Transit official will meet with the complainant to discuss the complaint and possible resolutions.
- Within 15 calendar days of the meeting, the City of Hancock Transit ADA Coordinator will respond in writing or by other appropriate accessible format. The response will explain the position of the City of Hancock Transit and offer options for substantive resolution of the complaint.
- If the response by the City of Hancock Transit ADA Coordinator does not resolve the issue, the complainant and/or designee may appeal the decision within 15 calendar days after receiving the response to the Federal Transit Administration Office for Civil Rights.
- All written documents in the process will be retained by the City of Hancock Transit for at least 1 year. Alternative formats and language translations for this document are available on request.

Yes: All

No: None

Motion Carried.

joint meeting with Houghton

Moved by Councilor Blau and seconded by Councilor Hodur to schedule a joint meeting with the City of Houghton on Thursday, April 23, 2015 at 5:30 pm at the Carnegie Museum.

Yes: All

No: None

Motion Carried.

budget worksessions

Moved by Councilor Hodur and seconded by Councilor Blau to schedule the following dates for 2015-2016 Budget Worksessions:

April 29th

May 14th

May 27th (if needed)

Where: City Hall

Time: 6-8 pm

Yes: All

No: None

Motion Carried.

transit conference mt. pleasant

Moved by Councilor Hodur and seconded by Councilor Slivon authorizing the City Manager/Transit Director to attend the Rural Transit Managers Workshop and Community transportation Expo in Mt. Pleasant on April 1st and 2nd and approving appropriate travel advance.

Yes: All

No: None

Motion Carried.

spring clean-up

Moved by Councilor Hodur and seconded by Councilor Bauman setting May 8th and May 9th as the annual Spring Clean-Up dates in the City of Hancock.

Yes: All

No: None

Motion Carried.

deq recycling grant

Moved by Councilor Blau and seconded by Councilor Hodur authorizing the City Manager to apply for a DEQ Enhancement Grant for recycling in the amount of \$75,000 with a City match of \$500.00 or in-kind.

Roll Call Vote:

Yes: Councilors Blau, Slivon, McKenzie, Hodur and Bauman.

No: None

Motion Carried.

14-15 budget amendments

Moved by Councilor Hodur and seconded by Councilor Bauman approving the six month proposed budget amendments to bring our budget expenditures in line as presented.

Roll Call Vote:

Yes: Councilors Bauman, Hodur, McKenzie, Slivon and Blau.

No: None

Motion Carried.

Moved by Councilor Slivon and seconded by Councilor Blau that this regular meeting of the Hancock Councilor be adjourned. Time: 9:55 p.m.

Yes: All

No: None

Motion Carried.

Lisa McKenzie, Mayor

Karen Haischer, CMC City Clerk