

REGULAR CITY COUNCIL MEETING
November 28, 2017

The Regular City Council Meeting was called to order by Mayor Bronson in the Council Chambers at City Hall at 7:00 p.m.

Roll Call:

Present: Kwiatkowski, Lavender, Bronson, Temple, King, Riddle and Couture

Councilwoman Kwiatkowski led the Pledge of Allegiance to the Flag.

Public Comments:

Mr. Ray Lofgren introduced himself commenting he is not sure he likes the public comments at the front of the meetings. He stated the Meijer's project was not talked about at the last meeting, wondering if it will be discussed by the City Manager this evening. City Manager Eustice replied he will be making some comments. Mr. Lofgren then stated he hoped everybody had a nice Thanksgiving.

Approval of Agenda, and Receive and File all Communications:

Councilman King moved to approve the Agenda and receive and file all communications; supported by Councilwoman Kwiatkowski. Motion carried unanimously.

Approval of Prior Meeting Minutes:

Councilwoman Kwiatkowski moved to approve the Regular City Council Meeting Minutes of November 14, 2017 as presented; supported by Councilman Lavender. Motion carried unanimously.

Communications and Petitions:

▪ **Presentation of Asset Management and Rates – Jason Karmol, DPW Director – DPW Director** Karmol stated he has given the Council an outline because he will be talking about a few different things for this, which is as follows:

Purpose: Update on Rates, Asset Management, Road Report (verbal) and Level of Service

➤ **Rates:**

- Mike Engels from Michigan Rural Water spent the following days in Cheboygan working on Water / Sewer Rates: 9/27/17, 11/20/17, 11/21/17, and 11/28/17
- We set the rates to balance the budget for both water and sewer without the additional proposed projects
- Projects can now be individually added to show rate increase (if rate funded)
- Suggested separating Water and Sewer proposed projects before entering cost into Rate calculations
- Mike will be back to help with this process
- Would like to suggest a special budget meeting in late Jan, early Feb just for these enterprise accounts (Water / Sewer)
- DPW and General Fund should be addressed separately

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- **Asset Management**
 - Overview (What is it?)
 - Tried 4 different free programs, ultimately built the one displayed
 - It will be used for Water, Sewer, DPW
- **Road Report**
 - Started with Paser Study, then added
 - Locust St. (Credit Union)
 - Lincoln (Western to City limits)
 - Duncan Ave (Eastern to end)
 - West State Street
 - West Elm St (Modern Pharmacy)
- **Level of Service**
 - Water System needs this to be in compliance as of 1/1/18
 - Limit upper end of Rate, contemplated putting 1.5% as minimum
 - City does not qualify for grants until we reach 1.5%

He stated Mike Engels of Rural Water spent four days here working on water and sewer rates. The first thing they did was balance the budget and then started adding proposed improvements. One of the things they noticed was we need to raise rates just to balance both budgets. It is a small increase in the water and a little bit more in the sewer. One of the suggestions Mr. Engels had was for the Council to have a special meeting just for the enterprise funds of water and sewer because of the complications involved with the rates and the choices we have moving forward. Mr. Karmol went on to explain he has a whole file that went into these rates on the four days spent on it. It is fairly complicated, but they tried to boil it down to the choices and the dollar amount associated with those choices. Mr. Engels offered to come back a fifth and sixth day to answer questions and DPW Director Karmol would like to take him up on it and is suggesting either late January or early February ahead of the other meeting, because he is looking for adoption by Council. He wants to preview this first so Council can consider having a special meeting and believes it will take at least 1 ½ hours to go over the information and explain the choices. Mr. Engels does not want to confuse this with General Fund money because these are enterprise accounts and they are trying to make them self-sufficient. It is now up to DPW Director Karmol to convince Council to have a separate special budget meeting just for the enterprise funds.

Mr. Karmol explained they did some things with the rates, which they will show when Mr. Engels comes back, noting they did a spreadsheet with all the projects listed and we can take projects away or add them and it will show cost.

With regard to Asset Management, DPW Director Karmol stated a spreadsheet calculates out all of the known items that we list in the Water System, and he showed a sample to Council. He went on to state there are 80 items in the Water System that are over \$1,000.00; anything under \$1,000.00 they did not bother to list. They inputted all of the items, i.e. water tower; they did a replacement value; it was done in 1964 and its service is 100 years. What this does is calculates out all of our painting and maintenance and at 100 years it tries to give us enough money to at least fund a replacement. DPW

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Director Karmol explained some systems say Asset Management is too complicated to try to teach the township. What he did was go to four different asset managers (programs) and he tends to agree that those asset managers are too complicated to use for budgetary approval. They are built for technical people like him. After running four numbers through four different asset managers he realized he does not like any of them. There was one he liked from the EPA, but it was water specific. So he built one from scratch that he can use the same asset manager for Water, Wastewater and DPW, as well as a blank that we can use for whatever we want. It helps to balance the budget and project future costs out. He then demonstrated how the asset manager works, noting they take the line items and input the 80+ water system items and then it starts to spit out the number on the funding table. We give each of those a rating. In the level of service when we have a problem or customer complaint it is going to change the asset criticality rating, the condition and the performance. For example on Center Street where we had water complaints, if it was adequate for medium what it does is make him change that to 4 or failing, so that this will escalate the replacement of that asset. Each one gets a condition rating based off of those perimeters and it spits out a funding table. He chose 20 years for the Funding Table to go out. The first year also shows how far we are behind. After the first year, it starts to show you a pattern of how much money you need on an average to maintain the system, or at least if you don't buy the piece there's money there when it fails. He noted at the bottom it says we are \$890,000.00 behind on the Water System, but that doesn't necessarily scare him because he has done a lot of these and has seen a lot of crazy numbers in the first year. It just shows how much you would have to have to make everything not poor, to get out of the high risk rating. We see the next year is \$205,000.00, \$181,000.00, \$200,000.00... to maintain it. This is a picture of what we should plan in the budget so that in future years we will have money to replace Well 5 at \$175,000.00 or money to paint the tower, so he does not have to come and ask Council repeatedly for items we know have maintenance needs in the future. We did all this so we could see what the average is in some of these years. DPW Director Karmol stated he built this to have a budgetary tool for Council and would like to take a little bit of time to train Council because all of his are going to look the same now. Each line item will tell if we have a low risk, medium risk or a high risk. He is always going to be trying to fund the high risk items that are listed; right now there are only a few and reviewed the same. By using this tool, Council will be able to project and see what he is going to ask for in the near future or in the long term future. If we have to make concessions it is always prioritized so that Council knows what the first thing is on the chopping block.

DPW Director Karmol went on to state this also figures out depreciation on another page, which shows the service years left. It is trying to assess useful life, as well. He likes to use analogies because most people own a vehicle; one knows when a vehicle is past its useful life because you are spending way more money then you will get back out of it. He informed Council he wanted to give them this overview because as the budget meetings come up or there is a budget workshop, this is not necessarily new to them and it's simple enough to understand; in addition, he needs to do a report for the MDEQ and he will be asked if we use Asset Management as a live tool, as well as a whole list of questions. He would like to be all answering the transparent side or working with Council to understand this. Some of the other tools he did not want to present because they were not usable tools to the Council for budgetary reasons. He then asked if there were any questions.

DPW Director Karmol then moved on to the Road Report, which he was asked about. He reminded Council the City invested in a PASER Study, which tested the conditions of the roads. He then showed Council a map with the conditions of the roads in different colors. DPW Director Karmol informed Council he has been going by the PASER Study and wants to take a few minutes to explain

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the process. He is trying to attack the old roads, but he needs old roads with new infrastructure but he is running out. He noted that the roads that have been done are Locust, Lincoln, Duncan, W. State and W. Elm, which have 1970's or newer infrastructure underneath. As we go into the budgetary process we are going to have some choices to make on what we pave over. We might have to take some risk and pave over some older infrastructure and hope it holds on for 15 to 20 years. DPW Director Karmol told Council he would like input from them on where do we try and do this, noting he will give them some choices based off the PASER Study. He then showed Council where work was done on a map. He then showed Council the areas, overlaid on a Google map, the areas where he wants to do improvements, stating this has been reviewed with the Utility Committee. He is coordinating this map with the PASER Study in order to pave. If we have money to fund a project, he is going to make sure we have enough money to pave it, as well. Then if we have additional monies he will start attacking the lowest rated roads with the most recent infrastructure. The plan is pretty simple, even though some of the details get kind of complicated. He then asked for questions.

Councilman Lavender asked, with regard to Asset Management, if DPW Director Karmol will be sending the actual spreadsheets to Council. DPW Director Karmol replied yes, he will do that, and has a blank one if Council wishes to do for whatever they need. Councilman Lavender then asked on the risk assessments for the high risk assets in that category are determined, is that something that is determined by DPW Director Karmol? DPW Director Karmol replied they took three different classes on this because the rating of risk assessments are subjective. They took a class just to show that they could give a description of a utility and each of us rated it slightly different and they had to provide justification for their ratings and wanted to know what was going to be funded next. There were a whole list of broken down items and had us put them in and try to prioritize that spending in a tight budget. What is helpful is that there are not three department heads rating this; there is one department head applying the same principle to each department. What came out of the meeting was to try and have the same person do the same condition rating and keep things consistent and then try to pass that methodology down to the next person doing it so that it remains consistent. Most of them have five levels of condition all the way from zero to five and those get multiplied out to get the risk rating. Councilman King asked if Council can have a view only of the spreadsheet as it is ongoing and the map, as well. DPW Director Karmol stated he tried, for public view on Google map, but started to get comments from people that were not in town, so he put it back to private because he realized he did not want this information to be editable and there are some people that can get into his map program. He closed it down when he saw there were other people in there; although he did not give them editing permission it does not mean they were not savvy enough to edit his work. He needs to find out how to give private links to Council to view all of his Google maps, which he believes he has 28 on various things. He needs to make these links private and sees that he can embed them in e-mail, but he needs to figure out how to make user permission for Council. Councilwoman Riddle stated she likes the idea of a January 2 meeting so Council can understand this more, so when they get the information they can understand the Asset Management and all the elements presented to them. DPW Karmol replied he agreed and implores Council to use Mike Engels time, as Mr. Engels knows more about this than he will ever learn; he got to spend 4 days with him, and is very appreciative of his time. He got to learn a lot of things and take a lot of input. Having Mr. Engels here to answer questions from Council is the best. When they were doing rates, he thinks he saw 80 files from other communities that Mr. Engels is consistently working on; most of which were smaller communities. Everybody that uses Rural Water are not big cities, but rural communities. If Mr. Engels offered to have two more visits with the Council to help us determine the rates, he would definitely consider making a special meeting and utilizing his time to get the most out of him and the work he did.

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Mayor Bronson inquired on Bailey Street and Young Street, EI. DPW Director Karmol stated he is noting what kind of pipe and EI is cast iron. There is also a transite or AC, but you won't see any plastic on it now because it is too new for him to worry about. There is still a lot of 1892 cast iron in the ground and some of it he has dug up since he has been here. Most of the cast iron companies estimate it as a 75-year life and he thinks the City got their monies worth. It's time to start going after it before we spend money and we need to put new stainless steel repair clamps on. We are also starting to get some water quality issues with 1920 cast iron on Center, Byron and Brown Streets. There is also iron coming off the mains and causing other customer complaints. It is disheartening to see how crystal clean the water comes out of the well and then a customer hands him a jar of discolored water and says they do not want to pay their water bill. We need to fix the transmission of this excellent quality water so that it gets to people's homes in the same condition it is pumped out at. DPW Director Karmol stated he also listed proposed Tower no. 2 at the Wells 7 & 8 site with regards to the proposed development that the State will make him do right away. He is not sure the Utility Committee knows he is using this as part of the street program to go along with the PASER Study to help him plan out where is the next paving; if we do a watermain project he will make sure the paving is funded and then we will take care of somebody else. DPW Director Karmol stated he will send Council the original and update, explaining how to see each layer for each year. It might be helpful to show some detail on a computer.

DPW Director Karmol stated the most important thing tonight is to have Council adopt a Level of Service Policy. If we don't adopt a Policy we will be out of compliance with our Water System as of January 1. His report to the MDEQ will look almost exactly like his Annual Report. He has been practicing his reports and is ready to put it into practical application, noting Council has been the Guinea pig of the format and now he is ready to utilize that format to submit it to MDEQ. He is going to save a lot of time by copying and pasting a lot of sections. He should be able to expedite the report after the Level of Service because most of the overview of the service he has given in several other reports. DPW Director Karmol stated he would like to point out he contemplated a lot regarding the rates. They put one level of service goal that tells us the top rate; 5% is a lot and the City will not get there and will not get there even with all the projects he is proposing. What that is doing is limiting the water and sewer to \$1,200.00 a year. The reason he has placed that in there is because we are kind of a low income community so that top end rate should not be above 5%, which they call a threshold of pain for customers. 5% would be about a \$1,200.00 utility bill annually or about \$100.00 per month. Even with all these projects we are not approaching that. What is going through DPW Director Karmol's mind is that several times he put in a minimum; we should set rates between 1 ½ and 5%. This he took out at the last minute. We need a rate of 1 ½ times our median household income even to qualify for grants and we are not even to that point. It would add about \$8.00 a month to everyone's bill to be at that point, but we do not qualify for any other grants that the State or EPA offers or even USDA. Our rates are not high enough and we do not qualify for these grants. He did not want to lock us into that in the future and that is why he did not put that in there. If we decide to aggressively attack some of these things in a short period of time, he didn't want to hold us into raising rates just to keep it at 1.5%. If we spend more than that for a while, he didn't want to take away the opportunity for the City to dip below 1.5% when we don't need the grants; we could allow the rates to stay the same because we aggressively attacked something. DPW Director Karmol noted grants are going away and it will be loan only funding in the future. We kind of need to meet that goal in order to get grant funding; he is hoping we maintain above the 1.5% so we are always grant eligible.

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Councilwoman Riddle stated there is also something we have to maintain in order to apply for loans, asking if he has addressed this. DPW Director Karmol replied yes, stating 5 of the Levels of Service are required and the other ones he addresses as 2 of them are goals he is trying to meet. As he stated in the last Council meeting, he wants to come to Council and tell them when he does not meet his own goals for the City. One of them he did just for grant funding. DPW Director Karmol informed Council the most important thing they can do tonight is to approve the Level of Service Goals so that the City's Water System is in compliance and he can include those in the report to the MDEQ. He then asked for any questions.

General Business:

• Consideration of Adoption of Level of Service Goals – Water Department

Councilman Lavender moved to adopt the Level of Service Goals for the City of Cheboygan Water Department as presented; supported by Councilman Temple. A roll call vote was taken. Motion carried unanimously.

Mayor Bronson asked DPW Director Karmol to check with Mr. Mike Engels to see what a good date is for Mr. Engels to meet. DPW Director Karmol stated Mr. Engels would like to hear from Council, noting the end of January/early February is long enough out for him to arrange his schedule. Mr. Engels knows when the City Council meetings are and can come at 5:30 p.m. before a regular meeting, because he would not be just available during the day. Mayor Bronson suggested 5:30 p.m. on January 23, 2018. Clerk/Treasurer Kwiatkowski commented he does not feel that is enough time because when he met with DPW Director Karmol and Mr. Engels it took a lot longer than 1 ½ hours because there is a lot to cover. DPW Director Karmol stated he thought 1 ½ hours is enough time for the first meeting. It was recommended that the January 23 meeting with Mr. Engels begin at 5:00 p.m. DPW Director Karmol stated he will contact Mr. Engels tomorrow morning on his availability and then will get back with City Council.

City Clerk's and Treasurer's Comments:

▪ **Munetrix Information** – Clerk/Treasurer Kwiatkowski stated Council has been provided with Munetrix information, which he provides and updates every year for the City's website. There are budgets, retention information, and debt schedules for every year, etc. On the third page, he updated the 2017 budget that's on the website, which is the actual. There is a 2018 budget and a forecast budget for 2019. The City gets a fiscal score for each year – 1 being the very best and 10 meaning you are in a world of hurt financially. The City has consistently received ones and twos. There is no score for 2018 yet; this is all done for the State Treasury. Clerk/Treasurer Kwiatkowski stated he checked a couple of days ago and there is approximately \$152,000.00 in Revenue Sharing Funds that are connected to this information being available on our website. If the information is not there, the funds are lost.

▪ **Rural Development 40 Year Loans** – Clerk/Treasurer Kwiatkowski stated he met with DPW Director Karmol and Mr. Engels today and the Federal Government is looking at doing away with the 40 year loans that we get through Rural Development. The loans at 40 years were typically 3% or less simple interest, very affordable and great for big projects. They are looking at a 20-year revolving fund for the State which would price a lot of projects that we do out of our capability. So as Council is looking at rates and grants and funding different projects in water and sewer, hopefully we can do it sooner than later because within a year or two we may not have the ability to do any projects at all. If

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we do them, it will come at a much higher cost. The 20 years really puts a financial burden on a small community.

City Manager's Report:

- **Bridge on North Central Trail System** - City Manager Eustice reported between the trail groomers, local snowmobile club and the MDNR came up with a remedy for the bridge. They have a temporary replacement bridge they hope to have in place by mid-December. The trail groomer will be able to cross it, as well. This is good news. Eventually it will be replaced.
- **December Board of Review** - City Manager Eustice informed Council the December Board of Review will take place before the December 12, 2017 City Council Meeting at 5:15 p.m.
- **Winter Tax Bills** - City Manager Eustice stated the December tax bills will be mailed this week.
- **Meijer's** - City Manager Eustice reported Mr. Jeff Lawson is still meeting with the Township officials individually and may eventually want to meet with Council Members individually. The City has provided Mr. Lawson with a lot of data from the original sewer agreement and the City's interpretation of it both in concept and cost; the most recent USA document; the 425 Agreement; and a sewer agreement related to the 425 Agreement that we would like to have updated. The Committee does not believe the changes that were made to the Sewer Agreement are that significant, which the Township seems to be balking at. City Manager Eustice noted the original Agreement does have some flaws in it and we are trying to correct those flaws. Mayor Bronson commented he met with Mr. Lawson last week and Mr. Lawson would be contacting other Council Members. Mayor Pro Tem Couture said he met with Mr. Lawson today and Councilman Temple stated he meets with Mr. Lawson tomorrow.
- **Christmas Parade** – City Manager Eustice announced the Christmas Parade/Parade of Lights is Saturday, December 2, 2017 at 6:00 p.m. We are going to close the east side of Main Street from Elm Street to State Street, although the Chamber wanted all of Main Street closed downtown. The parade goes from the Salvation Army to the Eagles and the number of participants is much less. There will be a small event in Festival Square following the Parade. Councilwoman Riddle asked if anything is planned at Festival Square for the New Year. City Manager Eustice replied there is not. Councilman King noted various events taking place for New Year's.
- **Ice Skating in Festival Square** – City Manager Eustice stated the City will try and build a skating rink in Festival Square this year. The fencing is put up and the rope chains have been put away for the year.
- **Monitors in Council Room** – City Manager Eustice informed Council there have been issues using a projector for a presentation, so we are going to put up video monitors for the Council and audience. We are hoping to have them up by Monday for a Port workshop with Lisa Waller from BDG International of Elgin, Illinois. They move a lot of cargo around the Great Lakes. Ms. Waller was here about five years ago and is well aware of what we have in Cheboygan far as a Port and what our capabilities are. She will be here Monday to make a presentation to a group and will have a marketing plan or proposal and ideas to help us develop the Port. She will also help us recruit manufacturers. It is going to be a valuable experience and helpful as we continue to move forward on the Port of Cheboygan Project in trying to get investors to locate here and use the Port facility. Mayor Bronson questioned whether this would be an open meeting. City Manager Eustice stated no.

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Messages and Communications from Mayor and City Council Members:

- **City's New Website** – Councilman King inquired when the new website will go live. City Manager Eustice replied he will ask Mr. Ginop to turn it on tomorrow, noting he was ready to go two weeks ago, but he will try and get it turned on this week. He did not want to turn it on last week because he was gone. Councilwoman Riddle asked how to access the new website. City Manager Eustice replied the address will be the same – www.cheboygan.org.
- **Presentation by DPW Director Karmol** – Councilman Lavender commented it was nice to see the Asset Management Tool, the outlook, planning and transparencies.
- **Palmyra Street Patch** – Councilman Temple asked DPW Director Karmol what the status of getting the watermain leak cleaned up on Palmyra Street. DPW Director Karmol replied it is still wet there and they need to allow it to dry. They are going to keep putting gravel in it and he is not sure it will get patched until spring. They are going to try and maintain it this winter and leave cones or barricades there because of the dip. Councilwoman Riddle asked if a communication can go out to residents close to that watermain as to what the plan is and why. DPW Director Karmol replied they could start using door hangers. Right now just with maintaining that gravel hole, it is going to be difficult. They seem to find his number to complain about it and is not sure they need an additional piece of information. Councilwoman Riddle stated she feels the residents need some kind of alert and explanation, i.e. the ground is too wet and the cold patch won't hold and this is what we have to do until spring. DPW Director Karmol said two residents there are dealing with sand and debris that washed out and we still need to clean that area in the ditch. There is some further clean-up we can do that isn't road related, so that is what made him think of the door hangers to let the residents know he has not forgotten about the sand that washed onto your property, etc. One property owner wanted to personally use some of the sand and was given permission.
- **Asset Management Tool** – Mayor Pro Tem Couture told the City Manager this would be an ideal tool to use department wide. Any department with assets would benefit from this and other department heads could be trained.
- **Teachers' Contract** – Councilman King reported the Teachers' Contract was passed last night. One thing added was three civil days and he will be able to use these with a couple days advance notice from the City.
- **Kiwanis Park Equipment** – Councilman King informed Council the Kiwanis Park equipment has been delivered and thanked Durocher for helping with that. Clerk/Treasurer Kwiatkowski stated it will cost the City \$300.00 to have the equipment insured, which has been added.
- **The Urban Bird Company** – Councilman King mentioned Ms. Lindsey Miller, The Urban Bird Company, for her success in the regional Pitch Night event.
- **Microsoft Office and Spreadsheets** – Councilman King asked DPW Director Karmol how often he uses Microsoft Office and spreadsheets. DPW Director Karmol said he tries to stay away from it. Mayor Pro Tem Couture commented it is part of his job. DPW Director Karmol stated it saves him a lot of time in management to utilize that correctly. He is not sure he can get everything that he is doing done without Outlook alerting him, etc. They are an invaluable tool for him to try to responsibly take care of the infrastructure. He is not sure he can do it without it. He would not be the same kind of manager without those tools at his disposal.
- **High School Government Class** - Councilman King commented all Government students have the opportunity to get certified in Microsoft software.
- **DPW Director Karmol's Asset Management Presentation** - Councilwoman Kwiatkowski thanked DPW Director Karmol for all his hard work.

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- **Fall Clean-Up** - Mayor Bronson asked if leaf pick-up is still going on. City Manager Eustice replied no. Councilwoman Riddle commented we have in the last couple years alerted people to the fact that they can load up their leaves and take them to behind the DPW garage. She added maybe we need to send that alert out again. DPW Director Karmol stated he relays that message verbally to anyone that calls him and a lot of people have done that. We are continuing to move that pile nearly every week. Mayor Pro Tem Couture asked if this information is in the newsletter and on the website. DPW Director Karmol replied he did not think so. Mayor Pro Tem Couture stated it should be available on the internet, Facebook page and website. Councilwoman Riddle commented it should be noted that there will be another pick-up in the spring. Mayor Pro Tem Couture stated the notice can be reinforced with door hangers. Councilman King commented people sign up for the school’s text alerts and automatic phone calls. Mayor Bronson stated he feels there are still a fair number of people that do not have electronics. Councilwoman Riddle added or they don’t understand it.
- **December 26, 2017 Council Meeting** - Mayor Bronson stated if no one is opposed the December 26, 2017 Council meeting will be cancelled, noting if something comes up a special meeting can be called.
- **January Budget Meetings** – Mayor Bronson asked the City Manager if he begins to build the budget in January, noting they talked about getting the Council members involved. City Manager Eustice replied yes. Mayor Bronson stated they need to talk about how to set this up, adding he does look at the Munetrix on the current website and it is a good starting point. City Manager Eustice mentioned the second week of January would be a good starting point. Mayor Bronson mentioned the budget has to be approved by the end of June.

Adjournment:

Councilman King moved to adjourn the meeting at 8:05 p.m.; supported by Councilwoman Kwiatkowski. Motion carried unanimously.

Mayor Mark C. Bronson

Clerk/Treasurer Kenneth J. Kwiatkowski

Councilman Joseph Lavender

Councilwoman Winifred L. Riddle

Councilman Vaughn Temple

Councilman Nathan H. King

Mayor Pro Tem Nicholas C. Couture

Councilwoman Betty A. Kwiatkowski