

APPROVED - 10/27/15

City of Hamtramck

Receivership Transition Advisory Board Meeting Minutes

Tuesday, September 22, 2015

Hamtramck City Hall

Council Chambers - 2nd Floor

3401 Evaline

Hamtramck, Michigan 48212

RTAB MEMBERS PRESENT:

KAREN YOUNG

MARK STEMA

DEB ROBERTS

ABSENT:

CATHY SQUARE

ALSO PRESENT:

KATRINA POWELL

City Administrator

DREW VAN de GRIFT

Michigan Dept of Treasury

Office of Fiscal Responsibility

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Called to order at 1:05 p.m.

MS. ROBERTS: I would call the Hamtramck Transition Advisory Board to order for Tuesday, August 25th. Roll call, Mr. Van de Grift?

MR. VAN DE GRIFT: Deborah Roberts?

MS. ROBERTS: Here.

MR. VAN de GRIFT: Cathy Square?

(No response)

MR. VAN de GRIFT: Absent; Mark Stema?

MR. STEMA: Here.

MR. VAN de GRIFT: Karen Young?

MS. YOUNG: Here.

MR. VAN de GRIFT: Our quorum is present.

MS. ROBERTS: Thank you. Just a reminder to the public, if anyone would like to speak during public comment, please sign up on the signup sheet.

The first item is approval of the agenda. I would entertain a motion to approve the agenda as presented.

MS. YOUNG: So moved.

MR. STEMA: Second it.

MS. ROBERTS: Any discussion?

(No response)

MS. ROBERTS: Seeing none, all those in favor say aye. Aye.

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MS. YOUNG: Aye.

MR. STEMA: Aye.

MS. ROBERTS: Opposed, the same.

(No response)

MS. ROBERTS: Motion carries.

Next on the agenda, I would entertain a motion to approve the August 25, 2015 RTAB meeting minutes.

MR. STEMA: Motion.

MS. YOUNG: Second.

MS. ROBERTS: Any discussion?

(No response)

MS. ROBERTS: Seeing none, all those in favor say aye. Aye.

MS. YOUNG: Aye.

MR. STEMA: Aye.

MS. ROBERTS: Opposed, the same.

(No response)

MS. ROBERTS: Motion carries.

There is no Old Business.

The first item under New Business is "Resolutions from the Regular City Council Meeting of August 11, 2015."

I would entertain a motion to approve all ordinances and resolutions from the August 11, 2015 regular city council meeting with the exceptions of

1 Resolution 2015-39 for Tyler Technologies; Resolution
2 2015-40 setting of construction fees for SRF project and
3 Resolution 2015-41, contract for reconstruction of Goodson
4 Street and water main replacement of Gallagher Street and
5 Resolution 2015-42, contract for Hanley Street
6 Resurfacing.

7 I would entertain that motion.

8 MS. YOUNG: Motion to approve.

9 MR. STEMA: Second it.

10 MS. ROBERTS: Any discussion?

11 (No response.)

12 MS. ROBERTS: Seeing none, all those in favor
13 say aye.

14 Aye.

15 MS. YOUNG: Aye.

16 MS. ROBERTS: Opposed the same?

17 (No response.)

18 MS. ROBERTS: Motion carries.

19 Next on the agenda is Resolution 2015-39, "Tyler
20 Technologies, Contract for Complete Re-appraisal for
21 Hamtramck Properties." Because the contract is not yet
22 available for review it seems that this matter should be
23 tabled until the final contract for re-appraisal services
24 is submitted. Therefore, ~~I would~~ I would entertain a
25 motion to postpone Resolution 2015-~~39~~ until that contract

-39

1 is received.

2 MR. STEMA: Motion to postpone.

3 MS. YOUNG: Second.

4 MS. ROBERTS: Any further discussion?

5 (No response.)

6 MS. ROBERTS: Seeing none, all those in favor
7 say aye.

8 Aye.

9 MS. YOUNG: Aye.

10 MS. ROBERTS: Aye. Opposed the same?

11 (No response.)

12 MS. ROBERTS: Motion carries.

13 Resolution 2015-40, "Setting of Construction
14 Fees for the SRF Project." Ms. Powell, would you please
15 provide a summary of this item to the Board?

16 MS. POWELL: Actually, I'm going to defer to our
17 city engineer who is here to discuss that.

18 Would you introduce yourself?

19 MR. KERN: I'm Ryan Kern with Hennessey
20 Engineers.

21 If I recall, I believe this is for our
22 construction service fees for the SRF program which
23 involves a sanitary relief sewer project along Joseph
24 Compeau as well as the city-wide sewer rehabilitation
25 program. These fees cover our time for inspecting the

1 project as well as any material testing that needs to take
2 place as well as any construction staking and layout. And
3 I'm not sure what the final cost of that will be, \$330,000
4 I believe it was, somewhere around that.

5 MS. ROBERTS: Okay.

6 MR. KERN: And that's based on the bid amount
7 that was received for both projects. It's based on a
8 percentage.

9 MS. ROBERTS: Okay. I would entertain a motion
10 to either approve, deny or postpone Resolution 2015-40,
11 "Setting of Construction Fees for SRF project"?

12 MR. STEMA: Motion to approve.

13 MS. YOUNG: Second.

14 MS. ROBERTS: Any discussion?

15 (No response.)

16 MS. ROBERTS: Seeing none, all those in favor
17 say aye.

18 Aye.

19 MS. YOUNG: Aye.

20 MS. ROBERTS: Opposed the same?

21 (No response.)

22 MS. ROBERTS: Motion carries.

23 Next on the Agenda is "Resolution 2015-41,
24 Contract for Reconstruction of Goodson and Water Main
25 Replacement of Gallagher Street."

1 Ms. Powell, could you provide a summary of this
2 item to the Board?

3 MS. POWELL: I will once again defer to our city
4 engineer.

5 MR. KERN: This item is for the partial
6 reconstruction of Goodson Avenue. It's about a 300 foot
7 section west of Gallagher that we're doing a full
8 reconstruct as well as replacement of water main; it's
9 \$293,000 plus a 10 percent contingency. That work is
10 anticipated to start next week with the removal of the
11 road and start the water main replacement contingent upon
12 DTE Energy finishing their gas main replacement work
13 that's currently ongoing there. As of right now that
14 should be completed in time for RRV Enterprises to start
15 on the Goodson project.

16 MR. STEMA: I just have one quick question. I
17 didn't have time to review all the details of the
18 contract. Are the standard warranties and all that for
19 the road construction in there and all that for --

20 MR. KERN: Yeah. There is a two-year
21 maintenance and guarantee bond which starts at the
22 completion of the project.

23 MS. ROBERTS: I would entertain a motion to
24 either approve, deny or postpone Resolution 2015-41,
25 "Contract for Reconstruction of Goodson Street and Water

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Main Replacement of Gallagher Street."

MR. STEMA: Motion to approve.

MS. YOUNG: Second.

MS. ROBERTS: Any further discussion?

(No response.)

MS. ROBERTS: All those in favor say aye.

Aye.

MS. YOUNG: Aye.

MR. STEMA: Aye.

MS. ROBERTS: Opposed the same?

(No response.)

MS. ROBERTS: Motion carries.

Resolution 2015-42, "Contract for Hanley Street Resurfacing." Ms. Powell, will you provide a summary?

MS. POWELL: I will refer to our city engineer.

MR. KERN: This involves the milling and resurfacing of two and a half inches of the center lane of Hanley Street. The center lane was in far worse condition of the parking lanes along the street; at a cost of \$255,000. That's basically a summary of that project. That also goes to concrete base repairs where needed.

MR. STEMA: Same question for me, warranties, all that in order?

MR. KERN: Yep.

MS. ROBERTS: I would entertain a motion to

1 either approve, deny or postpone Resolution 2015-42,
2 "Contract for Hanlon Street Resurfacing."

3 MR. STEMA: Motion to approve.

4 MS. YOUNG: Second.

5 MS. ROBERTS: Any further discussion?

6 (No response.)

7 MS. ROBERTS: Seeing none, all those in favor
8 say aye; aye.

9 MS. YOUNG: Aye.

10 MR. STEMA: Aye.

11 MS. ROBERTS: Opposed the same?

12 (No response.)

13 MS. ROBERTS: The motion carries.

14 Next on the agenda, "Resolution from the Regular
15 City Council meeting of August 25, 2015." I would
16 entertain a motion to approve all ordinances and
17 resolutions from the August 25, 2015 Regular City Council
18 meeting with the exception of "Resolution 2015-44,
19 Requesting City Manager to Inquire about HUD Declared
20 Disaster Recovery Funds."

21 MR. STEMA: Motion to approve.

22 MS. YOUNG: Second.

23 MS. ROBERTS: Any further discussion?

24 (No response.)

25 MS. ROBERTS: Seeing none, all those in favor

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say aye.

Aye.

MS. YOUNG: Aye.

MS. ROBERTS: Opposed the same?

(No response.)

MS. ROBERTS: Motion carries.

Next on the Agenda is "Resolution 2015-44
Requesting City Manager to Inquire about HUD Declared
Disaster Recovery Funds."

Ms. Powell will you provide a summary of this
item to the Board?

MS. POWELL: One of our Council members,
Councilman Zwolek requested that I inquire about HUD
Disaster Recovery funds and a grant for some flooding that
happened here in the city and so I'll be looking into that
for future year funding.

MS. ROBERTS: I would entertain that motion to
approve, deny or postpone "Resolution 2015-44, Requesting
City Manager to Inquire about HUD Declared Disaster
Recovery Funds."

MR. STEMA: Motion to approve.

MS. YOUNG: Second.

MS. ROBERTS: Any further discussion?

(No response.)

MS. ROBERTS: Seeing none, all those in favor

1 say aye.

2 Aye.

3 MS. YOUNG: Aye.

4 MS. ROBERTS: Opposed the same?

5 (No response.)

6 MS. ROBERTS: Motion carries.

7 Next on the Agenda re the "Claims and Accounts

8 from the Regular City Meeting draft minutes of September

9 8." I would entertain a motion to approve Claims and

10 Accounts from the Regular City Council Meeting draft

11 minutes of September 8, 2015.

12 MS. YOUNG: Motion to approve.

13 MR. STEMA: Second.

14 MS. ROBERTS: Any further discussion?

15 (No response.)

16 MS. ROBERTS: Seeing none, all those in favor

17 say aye.

18 Aye.

19 MS. YOUNG: Aye.

20 MS. ROBERTS: Opposed the same?

21 (No response.)

22 MS. ROBERTS: Motion carries.

23 Under City Administrator Items.

24 Approval of City Council minutes was addressed

25 in New Business.

1 Next on the Agenda is "Approval of Budget-to-
2 Actual and Cash Flow Reports."

3 Ms. Cairn, do you want to say anything to say
4 about the cash flow?

5 MS. CAIRNS: Any questions?

6 MR. STEMA: I actually do. I just had question.
7 I forget the fund, it's the expenses for the human
8 resources. There is just one item on there on the
9 worker's comp. The worker's comp was budgeted at \$150,000
10 for the year. I notice that two months into it we're
11 already at \$53,000.

12 MS. CAIRNS: Yes.

13 MR. STEMA: If projected over the year it's
14 basically double, you know what I mean. I'm just curious,
15 is that a timing issue or?

16 MS. CAIRNS: No, we have to budget more for it.

17 MR. STEMA: So you might have to do some budget
18 adjustments later in the year?

19 MS. CAIRNS: Yes.

20 MR. STEMA: Because it's been higher?

21 MS. CAIRNS: Yes.

22 MS. POWELL: And actually, we -- it's going to
23 decrease what we've paid in the past. We actually got a
24 lower quote. We went out for bid and we got a lower quote
25 for our worker's comp. So it should go down.

1 MS. CAIRNS: And we have the one settlement.

2 MS. POWELL: And the settlement, of course, is
3 going to come out of this as well. We've got the \$90,000
4 settlement that you all approved at the last meeting so
5 that will also be included in here so we'll do a budget
6 amendment to reflect that. But overall our costs for
7 worker's comp should go down for this year.

8 MR. STEMA: Do you know, estimate about what you
9 think you're going to be over then going to have to amend
10 or no?

11 MS. POWELL: I don't at this point.

12 MR. STEMA: Okay.

13 MS. POWELL: Any other questions? I would
14 entertain a motion to approve, deny or postpone the
15 Budget-to-Actual and Cash Flow Report.

16 MR. STEMA: Motion to approve.

17 MS YOUNG: Second.

18 MS. ROBERTS: Any discussion?

19 (No response.)

20 MS. ROBERTS: Seeing none, all those in favor
21 say aye.

22 Aye.

23 MS. YOUNG: Aye.

24 MS. ROBERTS: Opposed the same?

25 (No response.)

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MS. ROBERTS: Motion carries.

Next on the agenda is "Approval of Invoice Register and Pre-Approved Expenditures." I would entertain a motion to approve, deny or postpone the "Invoice Register and Pre-Approved Expenditures.

MR. STEMA: Motion to approve.

MS. YOUNG: Second.

MS. ROBERTS: Any further discussion?

(No response.)

MS. ROBERTS: Seeing none, all those in favor say aye.

Aye.

MS. YOUNG: Aye.

MS. ROBERTS: Opposed the same?

(No response.)

MS. ROBERTS: Motion carries.

Approval of Resolution 2015-44 was addressed in New Business.

Approval of 2015-45 was addressed in New Business.

Approval of Resolution 2015-46, "Submittal of Transportation Asset Management Plan to State of Michigan Transportation Asset Management Council."

Well, action on this item occurred during a Council meeting outside the normal review period for

1 today's Board Meeting. The Board recognizes the city's
2 need to have this item reviewed timely.

3 Ms. Powell, please provide a summary of this
4 item for the Board.

5 MS. POWELL: Actually, I would defer to the city
6 engineer but we will also be bringing this before you at a
7 later date.

8 MS. ROBERTS: I assume you want this pulled from
9 the agenda? Or tabled?

10 MS. POWELL: No, actually I don't. I'm sorry.

11 MS. ROBERTS: Okay.

12 MS. POWELL: I'm in the wrong item. There's
13 another item.

14 MR. KERN: Back in April of this year our office
15 went through the entire city, rated each street using
16 what's called the PSER System, Pavement Surface Evaluation
17 Rating which is what MDOT uses to rate all the streets,
18 one through ten. One being a poor, failing street; ten
19 being a street in good condition. We compiled all that
20 information and put it into a transportation asset
21 management report to submit to the state for review and
22 approval. If the state approves this plan right now the
23 city can transfer up to 50 percent of major road funds
24 into the local road fund. With the approval of this plan
25 it will allow the city to transfer additional funds from

1 the major Act 51 fund, over to the local Act 51 fund.
2 Part of that plan does provide a five to ten year capital
3 improvement plan for the roads. It's not a plan that's
4 set in stone. It's basically to be used as a guideline.
5 It can change throughout the course of time. It is
6 recommended that the plan is updated every one to two
7 years as well.

8 MS. ROBERTS: I would entertain a motion to
9 approve --

10 MR. STEMA: I have just a quick question.

11 MS. ROBERTS: Okay.

12 MR. STEMA: Just for an educational standpoint,
13 is something like this done so we have some better
14 chances, the state has some chance to get more funds in
15 the future based on the roads or it's not going to affect
16 the funding at all? Just curious.

17 MR. KERN: No, it wouldn't affect the funding.
18 It's basically a way to get more money.

19 MR. STEMA: Okay, so it is to get potentially
20 more grants for roads and all that because you have an
21 asset management. Okay.

22 MR. KERN: There is the potential for that, yes.

23 MR. STEMA: Just curious.

24 MS. POWELL: Well, we were just able to transfer
25 money that we may not use on our major roads into our

1 local roads.

2 MR. STEMA: Right.

3 MS. POWELL: Because that's where we need the
4 most money. That's your side streets, your thoroughfares
5 that have the potholes that we need to repair. So this
6 will allow us to have more money in that fund versus the
7 major road fund that we probably won't be able to use all
8 of that.

9 MR. STEMA: Okay. I would entertain a motion to
10 approve/deny/postpone Resolution 2015-46, "Submittal of
11 Transportation Asset Management Plan to State of Michigan
12 Transportation Asset Management Council."

13 MS. YOUNG: Motion to approve.

14 MR. STEMA: Second.

15 MS. ROBERTS: Any further discussion?

16 (No response.)

17 MS. ROBERTS: Seeing none, all those in favor
18 say aye.

19 Aye.

20 MS. YOUNG: Aye.

21 MS. ROBERTS: Opposed the same?

22 (No response.)

23 MS. ROBERTS: Motion carries.

24 Next on the agenda is "Approval of Employment
25 Position for Part-Time Police Dispatcher."

1 Ms. Powell, will you provide a summary at this
2 time to the Board?

3 MS. POWELL: Yes. I will, as you can recall
4 you approved this item for us to hire a central dispatcher
5 to lower our overtime and this was a case we have chosen a
6 current employee, actually, with the city of Hamtramck.
7 She currently works in the city clerk's office and she's
8 looking again into getting into the criminal justice field
9 and so she would like to become a part-time dispatcher and
10 so we've already completed her background information and
11 now she just needs through a psychological and a physical
12 exam and we'll be able to hire her. So we're extremely
13 excited to be able to keep one of our team members still
14 on our team in a different capacity in something that she
15 really aspires to excel in.

16 MS. ROBERTS: I would entertain a motion to
17 either approve, deny or postpone "Employment Position for
18 Part-time Police Dispatcher."

19 MS. YOUNG: Motion to approve.

20 MR. STEMA: Second it.

21 MS. ROBERTS: Any further discussion?

22 (No response.)

23 MS. ROBERTS: Seeing none, all those in favor
24 say aye.

25 Aye.

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MS. YOUNG: Aye.

MS. ROBERTS: Opposed the same?

(No response.)

MS. ROBERTS: Motion carries.

Approval of "Contract for Reconstruction of Goodson Street and Water Main Replacement" was addressed in new business.

Approval of the "Contract for Hutch Paving for Hanley Street" was addressed in New Business.

Approval for "Contract to Alan C. Young for Citywide Auditing Services." The city administrator has requested that this item be reviewed at a later date so no action is required.

Approval of "Purchase of Used Vehicle for Auto Theft Investigator with Matching Grant Funds." The city administrator is requesting that this item be reviewed at a later date so no action is required.

Approval of "Citywide Overtime Report for August, 2015."

Ms. Powell, would you provide a summary of this item for the Board?

MS. POWELL: Yes. Actually, I'm going to defer to the city controller on this item.

MS. CAIRNS: Do you have any questions?

The traffic overtime, if you look at the

1 district court revenues, that \$83,000 should cover that.

2 MS. POWELL: We also provided you the district
3 court revenues, it's your last item. The fines and costs.

4 MR. STEMA: The fines and costs is what covers
5 the --

6 MS. CAIRNS: Yes. The traffic. Police traffic.

7 MR. STEMA: Oh, all right.

8 MS. CAIRNS: The FBI is -- there is total
9 reimbursement for that.

10 MR. STEMA: And then some of these other ones
11 you said are automatically reimbursed, then too, right?

12 MS. CAIRNS: The drug forfeiture. It comes from
13 the drug forfeiture funds.

14 MR. STEMA: Okay.

15 MS. CAIRNS: The rest are borne by the general
16 fund.

17 MR. STEMA: So the amount that's being absorbed
18 is the \$38,000, is that what gets absorbed? Back into the
19 general fund?

20 MS. CAIRNS: That 23 plus the 15? No, the 23
21 you mean?

22 MR. STEMA: Well, that's traffic, right, the
23 \$23,000?

24 MS. CAIRNS: Yes.

25 MR. STEMA: Yeah, that gets offset by the fines,

1 right?

2 MS. CAIRNS: Yes, that is correct.

3 MR. STEMA: So the \$38,278, that is what affects
4 the general fund?

5 MS. CAIRNS: The general fund, yes.

6 MR. STEMA: Okay.

7 MS. CAIRNS: And the eleven of the fire.

8 MR. STEMA: Okay.

9 MS. POWELL: Well, that's the year-to-date
10 totals. The current one is \$13,000 and --

11 MS. ROBERTS: I think the hours are down a
12 little bit.

13 MS. POWELL: Yeah, they are.

14 MS. ROBERTS: You guys had some special
15 festivals and stuff going on last month.

16 MS. POWELL: And you'll actually see that in the
17 next month's overtime report but 290 hours of that
18 overtime will be reimbursed by the festival so you'll see
19 that at next month's report that the majority of that will
20 be reimbursed.

21 MR. STEMA: Okay.

22 MS. POWELL: Yes, the numbers are down this
23 month.

24 MS. ROBERTS: I would entertain a motion to
25 either approve, deny or postpone the Citywide Overtime

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Report for August 2015?

MS. YOUNG: Motion to approve.

MR. STEMA: Second it.

MS. ROBERTS: Any further discussion?

(No response.)

MS. ROBERTS: Seeing none, all those in favor
say aye.

Aye.

MS. YOUNG: Aye.

MS. ROBERTS: Opposed the same?

(No response.)

MS. ROBERTS: Motion carries.

Next on the agenda, "Approval for Accepting
Assistant for Firefighters Grant." The city administrator
is requesting that this item be reviewed at a later date
so no action is required.

The last item is the "District Court Revenues."

Ms. Powell, would you like to provide a summary
of that request?

MS. POWELL: Yes, ma'am and we actually just
kind of covered it. You can see in the report under fines
and costs that's the revenue that was brought in by our
traffic this month for tickets. You also see it's broken
down by our parking ticket revenue as well and any parking
tickets that were issued in our DDA, which is our downtown

1 district on Joseph Compeau. You can see that we brought
2 in revenue from that also.

3 We just really wanted to show you the breakout
4 of how we're collecting the funds now to cover the cost of
5 the traffic. I believe the Board requested that we do
6 that.

7 MS. ROBERTS: Okay.

8 That request is for information only and no
9 action is required.

10 Mr. Van de Grift, do we have anybody for public
11 comment?

12 MR. VAN DE GRIFT: Only one. Councilman Zwolek.
13 Two minutes.

14 COUNCILMAN ZWOLEK: Good afternoon.

15 MS. ROBERTS: Good afternoon.

16 COUNCILMAN ZWOLEK: My chief concern that I
17 wanted to bring to the attention of the TAB Board is that
18 our legal account. I voice my concern because we've
19 experienced one current tax judgment of -- currently on
20 the -- which would depend on the urban renewal tax
21 judgment to make up for the shortfall in monies for the
22 development of properties that will be going on December
23 and possibly next summer's tax roll. The thing that I am
24 concerned with is that our legal expenses, we're not
25 seeing any real victory, so to speak, in our legal defense

1 and in force so we see this pattern of tax judgments
2 rather than coming out of the general fund and otherwise.
3 I'm concerned with some of our ongoing legal cases that we
4 have and I don't know if the TAB Board is being apprised
5 of some of these cases that are ongoing right now but it
6 might be something that you might want to be aware of for
7 the future expenses and how it's going to impact our
8 budget.

9 Again, I'm concerned with tax judgments. I know
10 that more often than not that's how things are going to be
11 settled in court cases that will be thrown back to the
12 homeowner, the taxpayer. So, and again we don't get an
13 update per se from the Council in terms of how these cases
14 are going. We have -- I just had a recent loss with one
15 of the cases. We don't know how that impact is or if
16 that's going to be appealed. I hate to see us keep on
17 appealing things if we're going to continue to lose
18 situations or we're going to continue to have extensive
19 legal procedures in trying to win cases that we can't win.
20 It's like saying well, you've got an awful lot invested in
21 this case so we can't afford to stop right now defending
22 this city. So, those are my concerns in terms of our
23 legal expenses and to bring it to your attention that
24 maybe you can be brought up-to-date also with that in your
25 reports and things of that nature.

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Thank you.

MS. ROBERTS: Thank you.

MR. VAN DE GRIFT: That concludes public
comment.

MS. ROBERTS: Any Board comment?

(No response.)

I would entertain a motion for adjournment.

MS. YOUNG: Motion to adjourn.

MR. STEMA: Second that.

MS. ROBERTS: It's approximately 1:30 -- oh,
it's 1:23 (sic) and I close the meeting. Thank you all.

(At 1:30 p.m. meeting adjourned.)

1 STATE OF MICHIGAN
2 COUNTY OF WASHTENAW) .ss

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4 I certify that this transcript is a complete, true, and
5 correct transcript to the best of my ability of the RTAB
6 meeting held on September 22, 2015, City of Hamtramck. I also
7 certify that I am not a relative or employee of the parties
8 involved and have no financial interest in this case.

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14 RESPECTFULLY SUBMITTED: September 30, 2015,

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16 *s/ Amy Shankleton-Novess*

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18 _____
19 Amy Shankleton-Novess (CER 0838)
20 Certified Electronic Reporter
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