

A worksession of the City Council was held at City Hall, 200 S. Main Street, on Monday, January 17, 2011, at 5:00 p.m.

Present were Mayor Platte and Councilpersons Brown, Greenhoe and Harri. Councilman Letarte was absent and excused.

Administrative Staff Present was City Manager Jon Stoppels, Police Chief Paul Malewski, Building Inspector Jon Hill, WWTP Director Todd Nichols, City Assessor Mike Baker, Fire Chief Roger McNutt, City Treasurer Robert Damon, City Superintendent Scott Poyer, Deputy Carla Mazur and City Clerk Kristy Reinecke.

Purpose of the meeting was a worksession. Notice of the meeting was duly given.

Department Head Reports:

City Treasurer Damon reported on the following: passed out draft forms for the Internal Controls Policy and Procedures as well as the Fraud Risk Management Program. Treasurer Damon stated that Council needed to review these and any questions, concerns or changes would be made so that these could be on the January 24th Agenda as MSHDA needs this information in order to proceed with the Facade Improvement Grants.

Public Comments:

Brenda Wineman, from the Eaton Rapids Home and Garden Club, appeared before Council regarding the placement of a Blue Star Memorial Marker, in celebration of the 50th Anniversary of the Home and Garden Club. Council thanked Ms. Wineman for the presentation and asked that this be discussed at the next Worksession when more information could be presented by DPW Director Poyer on where this could be located.

Old Business Topics of Discussion were:

None.

New Business Topics of Discussion were:

City Manager Stoppels reviewed with Council the request from the LDFA to have the City pay for the house to be demolished at 233 Union Street, which the LDFA has purchased for future flood plain expansion. After discussion, it was decided to have City Manager Stoppels take a proposal back to the LDFA at their next meeting.

DPW Director Poyer reviewed with Council the Transfer of Property that needs to happen at the South Industrial Park for URV. DPW Director Poyer stated that the Resolution for the Transfer of Land needs to be on file for 30 days. This item will appear on the January 24th Agenda.

DPW Director Poyer reviewed with Council the Resolution that needs to be approved by Council for the CDBG Funding and for the City to designate a Certifying Officer. DPW Director Poyer stated that in the past this has been the City Manager. This item will appear on the January 24th Agenda.

City Manager Stoppels reviewed with Council the bidding/selection process for professional services. City Manager Stoppels stated that since it has been some time since Council has bid out services, that maybe this should be done for Auditing, Attorney and Engineering Services. After discussion, it was the direction of the Council to have City Manager Stoppels draft RFP's for the auditing services and that City Manager Stoppels have several different Attorney Firms come and give presentations to Council.

City Manager Stoppels reviewed with Council the safety concerns regarding City Hall and Council. City Manager Stoppels stated that he had a security company come in to City Hall last week and do a walk through of the facilities and review safety features that could be added for security. City Manager Stoppels stated that he would be reviewing the recommendations made by this firm and bring this back to Council to look at the proposals that were made and the costs involved.

City Manager Stoppels reviewed with Council the idea of having the second floor of the Library cleaned up and archived materials properly stored or disposed of and to use this facility as a possible leased property for commercial businesses such as an Architecture Firm, Engineering Firm, Accounting Firm or Law Office. City Manager Stoppels stated that he will continue researching this issue with Assessor Baker and report back to Council his findings and if this would even be feasible.

City Clerk Reinecke reviewed with Council the upcoming Michigan Municipal League Capitol Conference that is being held in Lansing on April 5th and 6th. City Clerk Reinecke asked that Council let her know by Friday, January 28th if they are interested in attending.

Councilman Greenhoe requested that the Dutton Street property be added as a discussion item. Councilman Greenhoe asked what has been done as far as getting this property cleaned up. City Manager Stoppels stated that the City has on file a check from the insurance company and has been working trying to get this matter resolved. City Manager Stoppels stated that he would have Building Inspector Hill prepare a report for Council with the background information regarding this property as well as the other two homes that have burned in the City and the steps that have been taken thus far by the City.

Public Comments:

None.

Other Items of Discussion:

None.

The meeting was adjourned at 6:46 p.m.