**Meeting Minutes**

**City Commission Meeting**

**Three Rivers, Michigan**

**October 15, 2013**

1. **Call to Order**

Mayor Lowry called the regular meeting of the Three Rivers City Commission to order at 6:00 p.m. in the Commission Chambers of City Hall.

1. **Roll Call**

The following members were present at roll call:

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| --- | --- |
| Jared Hoffmaster | Alison Haigh |
| Darryl Griffith | Carolyn McNary |
| Thomas J. Lowry, Mayor | Diane Clay |
| Larry Matson |  |

1. **Invocation**

Pastor Bob Anderson of the Three Rivers Church of the Nazarene gave the invocation.

1. **Pledge of Allegiance**

Mayor Lowry led those present in the Pledge of Allegiance.

1. **Approval of Agenda**

It was moved by Commissioner Griffith and seconded by Commissioner Hoffmaster to approve the agenda. The motion passed 7-0.

1. **Presentations and Recognitions**

None scheduled.

1. **Approval of Minutes**
	1. Minutes of the Regular Meeting held October 1, 2013

It was moved by Commissioner Matson and seconded by Commissioner Haigh to approve the minutes as presented. The motion passed 7-0.

1. **Public Hearings**

None scheduled.

1. **General Comments**

Mayor Lowry opened the floor to public comment at 6:03p.m.

Richard Price commented on the need for a crosswalk when Aldi’s opens. Price also stated that he would like to participate in an upcoming 5k but needed a partner.

Jeff Zimont, DDA Chair, commented in favor of moving forward in the application process to the Michigan Main Street select level and provided a status update and details of what is entailed. Zimont also summarized successes of the recently held Main Street community gathering stating it attracted a broad base of supporters and reiterated the need for support and financial pledges to build on the growing momentum.

Mayor Lowry closed the floor to public comment at 6:09p.m.

1. **Business**
	1. **Communications**
		1. Water System Reliability Study and Master Plan

It was moved by Commissioner McNary and seconded by Commissioner Haigh to accept the proposal from Wightman and Associates for the completion of the WSRS and Master Plan. Discussion included whether Wightman and Associates have been utilized in the past and responsible parties for water quality. Details on equipment and processes were explained. Motion passed 7-0.

* + 1. Ferric Chloride Tank Construction Engineering

It was moved by Commissioner Hoffmaster and seconded by Commissioner Griffith to approve the ferric chloride tank construction engineering service with Jones and Henry Engineers for $12,540.00. Motion passed 7-0.

* + 1. WWTP Tank and Structural Rehabilitation Engineering

It was moved by Commissioner Griffith and seconded by Commissioner Clay to approve the Tank and Structures Rehabilitation engineering services with Jones & Henry Engineers for $18,290.00. Motion passed 7-0.

* + 1. Hazmat Technician Level Training for WWTP Staff

It was moved by Commissioner Hoffmaster and seconded by Commissioner Clay to approve HazMat Solutions of Holland, MI to provide HAZMAT Technician Training for the WWTP Staff at a cost of $13,600.00. Discussion included length of training, number of staff to be trained, and certification to be achieved. Motion passed 7-0

* + 1. Michigan Main Street-Select Level

It was moved by Commissioner Hoffmaster and seconded by Commissioner Haigh to adopt the attached resolution. Discussion included ADA compliancy of new developments, obligations and benefits of attaining the select level status, and what follows after the five-year commitment. Discussion also included positive feedback about the community meeting, the momentum behind it, and financial obligation concerns. Motion passed 7-0. Resolution 32-13 was adopted.

* 1. **Consent**

It was moved by Commissioner Matson and seconded by Commissioner Haigh to approve the consent agenda. Motion passed 7-0.

* + 1. Invoices Payable

The Commission authorized payment of the invoices.

* + 1. Revenue/Expenditure Report September 2013

The Commission placed the report on file.

* + 1. Check Register Report of September 2013

The Commission placed the report on file.

* + 1. Cemetery Board Minutes of August 6, 2013

The Commission placed the minutes on file.

* + 1. Fire Department Monthly Report for September 2013

The Commission placed the report on file.

* + 1. WWTP Department Monthly Report for September 2013

The Commission placed the report on file.

* + 1. Airport Board Minutes of September 9, 2013

The Commission placed the minutes on file.

1. **Appointments**
	1. Appointments to Advisory Boards and Commissions

None.

1. **City Commission and City Manager’s Communications**

Commissioner McNary inquired about the new skate parks progress.

City Manager Bippus commented the GIS Tech is working with reputable companies and is in the planning phases.

Commissioner Griffith commented on WWTP Director James Baker’s decision to take another employment opportunity and commended Baker on his outstanding work he did while at the City.

Commissioner Hoffmaster agreed with Commissioner Griffith and commented favorably on the Chamber of Commerce’s Fall Color Tour.

Mayor Lowry commented on Baker’s great service to the City and increasing improvements within budget.

Mayor Lowry commented on several dead trees that should be taken down on Memory Isle.

City Manager Bippus stated that he is also sorry to see Baker go and turned conversation to the transition to follow.

WWTP Director Baker recommended that second in command, Doug Humbert be the next WWTP Director and spoke of Humbert’s success with increasing responsibility and has done much of the behind the scenes work with the new improvements that have been made, and that he is currently being trained in Director’s roles.

City Manager Bippus commented in favor of Humbert stepping into this role.

City Attorney O’Malley provided updates on the 815 N. Main St show cause. The recommendation was for the family’s designate to contact a probate attorney and Building Inspector Lindsey to recommend improvements to save the house.

City Attorney O’Malley advised that provisions of Resolution 19-13 stated that necessary repairs were to be made in August, that there were attempted contacts were made with no result and recommended a lien be placed on the property.

City Attorney O’Malley commented on a bill regarding rental inspection fees, inspection intervals, and landlord inspection fees was referred to Senate.

Mayor Lowry requested the Commission be kept informed of the bill’s progress.

1. **Adjournment**

It was moved by Commissioner Matson and seconded by Commissioner Clay to adjourn the meeting. The motion passed 7-0.

Mayor Lowry adjourned the meeting at 7:01p.m.

Respectfully submitted,



Brandi M. DeRuiter

Deputy City Clerk