

CITY OF SYLVAN LAKE
STUDY SESSION
February 25, 2010

A Study Session of the Sylvan Lake City Council was held on Thursday, February 25, 2010; opening at 6:08 p.m. Mayor Lorenz presided.

Present: Lorenz, Meskin, Wiegand, Zubrzycki
Absent: Maurina
Also Present: City Manager Martin and Clerk Clippert

Yes: All
No: None

MOTION CARRIED

Approval of Agenda

Mayor Lorenz requested to add Checking Accounts for Fundraisers, Playgroups, Unfunded Taxes and Update on Retirees Benefits. Wiegand requested to add Discussion of Trash Receptacles.

Moved by Wiegand, seconded Meskin, to approve the agenda as amended.

Yes: All
No: None

MOTION CARRIED

Discussion of Community Center Policy-Fees for Use Types

CC-003-10

Mayor Lorenz read the changed wording for category VI. Meskin read how he would like it to read. Lorenz asked Meskin if he could email everyone ahead of time when he is going to suggest a lengthy change. Council discussed Meskin's proposed language and liked adding "a business plan to be presented." Meskin will email council his suggested language.

Discussion of Advertising Community Center Rental to Public

CC-004-10

Meskin would like the center open to non-residents. Lorenz stated they could make the rental fee higher and set some restrictions for reservations so they can't be made within X number of days before the event. Lorenz would be in favor of this. Then he wouldn't have to put his own deposit down because he is sponsoring someone.

Zubrzycki is interested for the business industry to be able to rent it.

Wiegand asked what the cleaning charge would be. Martin stated the city is charged \$75 for inspecting and additional cleaning after each event.

MaryAnn Smith suggested using a party planner to coordinate with the renter. Most renters are going to need different tables, chairs and linens. The party planner handles all this and makes sure they are removed within the required time.

Zubrzycki feels the finances compel them to look at opening the center to non-residents. He doesn't want to compete with other rental facilities. Meskin would like to know if renter's insurance is available. Martin will ask the city's insurance company. Wiegand is for this. He feels they need to spend some money on advertising the center. Lorenz is also interested in it. He agreed with Zubrzycki in not competing with other rental facilities. He feels it is a community center first and not a business.

Lorenz asked Martin to send an email to the Community Center Rules Committee and ask them for a recommendation to set a fee and policy to renting to non-residents. Zubrzycki recommended emphasizing on day time rental.

Wiegand would like to work on making a brochure for advertising. It could be a tri-fold brochure. Zubrzycki asked if it could be digital to put on the website. Lorenz suggested a newsbyte be sent out asking for pictures of events held at the Community Center to help make the brochure and he will send an email to the stewards.

Martin stated he is looking at installing a heavy drape or curtain across the area where the tables and chairs are stored. Wiegand is going to help him with this. Wiegand would really like to see the storage area extended out further. Martin stated this has been discussed and he is getting a price for this.

Priority of Capital Expense Items

B-001-10

F-001-10

Martin provided a spreadsheet for discussion on capital projects and one time cost with ongoing maintenance for the 2010/11 budget. He reminded council in the millage presentation things they said they do were: fund post employment retirement benefits, police computers, City Hall improvements, update the Master Plan and repair the seawall. Things Martin is suggesting they could do in the next year are:

- Tennis Courts-temporarily fix them to get open. From what he understands it would last 4-5 years. During this time they can raise the money which is really needed. Lorenz added, the money raised for the Sylvan Shuffle is going toward fixing the tennis courts.
- City Hall Improvements, more adequate work space is needed.

- Trail improvements are needed. Martin met with West Bloomfield Parks & Recreation. In early spring they will clean the trail, trim trees and scrub the bottom. This doesn't include the Orchard Lake Road crossing. He was told by the rails-to-trails committee that they would come up with the Tri-party funds for this.
- In-Car Cameras, Martin suggested getting one a year.
- Computer workstation upgrades are needed as well as the server.
- Community Center parking lot lighting, Martin has some information from DTE. The cost of \$25,000 is for the installation. Then there would be around \$1,500 annually each year. Wiegand asked if neighbors will complain with having the parking lot lit. Martin stated they could have the lights on sensors and timers. The cost to install ourselves would be \$35,000-\$45,000.
- Storm Water Management is required by law
- Tree Replacement would include removal and replacing
- Planning-next year they are going to be getting ordinances to follow the Master Plan. He doesn't foresee using McKenna. There are smaller planners we could use.
- Seawall maintenance, Martin suggested to spend \$25,000 (\$10,000 is paid from increasing the dock fee, net \$15,000 from the 2 mill) Martin looked at all the seawall and stated Lakeview is probably the worst area by the beach, on both sides. Cost depends on the type of seawall, depth of water and soil type. Zubrzycki agreed this would show the city is meeting the commitments and expectations.
- Ferndale Restroom maintenance and Community Center maintenance/improvements- Martin suggested setting up an escrow account for these. Lorenz agreed with this.

The total for all these improvements/maintenance would be \$133,000.

Zubrzycki asked who helps with the trail. Martin stated Betty Delaney, Sharon Hughes, and Fran Hines. Zubrzycki stated they could probably help get the word out to help clean the trail. Also the Parks and Recreation Committee could help.

Martin explained using DTE verses an outside source installing the lighting. The city would have to get a plan and quotes for installation and maintenance. We would have to know if the company has been in business for a long time and how long they keep parts.

Martin would like something with LED lights. It uses less energy. They were having some issues with LED's in the cold weather. Council agreed to have Martin get some more information for lighting the Community Center parking lot.

Zubrzycki asked if they had a planner for Tim's Horton's, if this had helped with the layout for traffic flow. Martin replied, that was Oakland County Road Commission's requirement. The city wanted two. The Road Commission is trying to cut down on access width and curb cuts because the fewer there are, the less possibility for accidents.

Martin reminded council this list is for budget discussion. Lorenz stated another option they have is not doing anything and not levying the full two mills.

Discussion of Sale of City Property

ZP-001-10

Martin stated he spoke with Bibeau regarding this. They will first need to have a survey to see what the property is, then come up with a zoning classification, figure out setbacks to see if it is a usable piece of property, issue a sidwell, if there isn't one already, get an appraisal and then put together ballot language. There are three parcels on Telegraph which would be simple to lay out. They require a lot of work, but they are on the water.

Lorenz inquired as to when this could be put on the ballot. Martin stated they have to do the other stuff first, but he feels they can get it done and have it on the ballot in November. Lorenz provided from a Real Estate's perspective, if you were to sell the Pontiac Drive property as an income piece of property, it could be worth \$40,000. Zubrzycki added they would be no worse off if they don't sell. He suggested they have a meeting to announce and discuss this topic. Meskin suggested waiting until April when the snow is melted.

Martin would like to have Joe Bishop do a quick survey for the Pontiac Drive property.

City Manager Review Criteria

A-003-10

Martin reported Clippert got several criteria reviews from other communities. Martin will go through them and make one which would match to our municipality. Council will each fill out the review. It will be anonymous and given to the Mayor. Martin will get something to City Council when he can.

In-Car Cameras for Patrol Cars

P1-001-10

Martin informed council the grant for the in-car cameras was applied for and should be approved. The grant covers \$1,500 per camera. Lorenz asked if Martin could provide incidents where cameras would have been useful. Martin stated he can try to. He added with the camera you can hear and see everything. Costs to the city could be avoided if they have cameras. Lorenz and Wiegand are for getting the cameras.

Trash Receptacles

PR-001-10 FR-002-10

Wiegand would like all new trash containers throughout both parks. He had magazines showing concrete and painted steel containers. The city's logo can be embossed on them. He showed

examples of the benches the Home and Garden Tour would like to purchase to put along the beaches.

Lorenz asked if funds can come out of the Garbage and Rubbish Fund. Martin stated they could. He would be comfortable with spending \$15,000-\$20,000. Lorenz feels they need to maintain a solid image of the city. It sends a message to those looking to live here. Lorenz likes the cement containers. He feels the steel containers would get scratched up.

Martin discussed covered containers verses not covered. He talked with the DPW and their issue is when it rains the bag fills with water. Zubrzycki feels if it is covered it needs to be big enough to be able to put a pizza box in it.

Martin liked the planter seats for the Community Center. Wiegand showed concrete seals/whales that could be put in the water for the kids to play on. The Home and Garden Tour would buy these too if council agreed. Council agreed to continue with this. Martin suggested they put out a few containers at a time.

Unfunded Taxes

T-002-10

Lorenz wanted to know how the tax tribunal cases are being funded or planned for. Martin explained there is a line item in the budget, but it wasn't enough for all the cases filed. Lorenz asked how much of a possible liability there could be. Martin stated Clippert provided a recent spreadsheet showing \$25,000 in liability for the city. Lorenz asked if there is any protocol for setting aside money for this. Martin stated if you reserve funds for this, then that is the only thing you can use the money for. Budgeting for it is fine.

Update on Retiree Benefits

R1-001-10

Lorenz asked where we are with the advantage plan for retirees and funding retirement and post retirement benefits. Martin reported MERS tells the city how much has to be paid. The city is 85% funded currently. The quote for the rate of return for investments is 8%. This is over 30 years they average it. The city is in good shape with MERS. Martin and Clippert met with MERS to discuss setting up an account for the OPEB reserve funds. Last year council budgeted \$25,000 which was put aside for this. \$85,000 is what the actuarial report recommends. Martin noted of that \$85,000, \$50,000 of that is already budgeted and spent for retirees. It can be spent from the various funds where employees work. There will be two resolutions presented at the next City Council meeting to setup the OPEB fund account and an HSA for new hires.

Currently the city pays for supplemental coverage for retirees. Nothing has happened with the Blue Cross Advantage Plan. Lorenz would like City Council to evaluate and minimize the cost to the city. From the two legal opinions the city received, one states the city could possibly pay

for supplemental. He suggested paying everybody cash and then have everybody pay their benefits themselves from the pool. Martin and Clippert met with Humana. They provided a much lower cost, which would save the city an estimated \$15,000 a year. It is less benefits. Now they will investigate other options.

Lorenz asked Martin if he would be willing to modify his contract for this one section regarding medical retirement benefits. Martin stated, he would not have a problem with saying when he reaches age 65 (medicare eligibility) he will take X dollars for supplement coverage.

Checking Accounts for Fund Raisers

FR-003-010

Lorenz stated fund raising groups are no longer allowed to funnel their fund raising money through the city. He asked if there is a way to do an off-balance sheet account. Martin explained, the Parks & Recreation program that is under City Council would be a city function. It would be different from the Home & Garden Tour. They wouldn't necessarily be overridden on what they want to do, but they would need City Manager approval and they would have to follow the rules of the city. The benefit of them having it on their own is they do whatever they want with the funds. Some of purchases in the past where not legal because they were being done through the city. Wiegand will find out how the Home & Garden Tour setup their checking account. He doesn't believe they had to provide a social security number.

Adjournment

Moved by Wiegand, seconded Meskin, to adjourn the study session.

Yes: All

No: None

MOTION CARRIED

The meeting was adjourned at 8:19 p.m.

Dennise Clippert, City Clerk