

## **CITY OF PERRY PROPOSED MINUTES**

### **PERRY COMMUNITY BUILDING**

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Regular City Council meeting held on February 1, 2024.

Invocation presented by: Mayor Sue Hammond.

#### **Call to Order:**

Mayor called the meeting to order at 7:00 p.m. and led the Pledge of Allegiance.

#### **Roll Call:**

Mayor Hammond, Mayor Pro-Tem, Larry Lambert. Councilmembers Mike Connell, Bob Porter, Chad Fuller, Keena Dunn and Jacob Puffer

Also present: City Clerk, Shirley Smith; Supt. Of DPW, Kevin Tyler, Treasurer, Meggen Galbreath, Police Chief, Kyle Bawks and Studio 123, Alex Malloy.

Absent: Chad Fuller, Council excused.

#### **Approval of Agenda:**

02-01-2024-01

Moved by Connell, seconded by Lambert that the agenda be adopted as printed. f

Carried: all yes.

#### **Council Meeting Minutes of January 18, 2024:**

02-01-2024-02

Moved by Lambert, seconded by Porter that we suspend the rules, waive the reading and approve the minutes from the January 18, 2024 regular council meeting.

Carried: all yes.

#### **Preapproved Reports or Presentations:**

None.

#### **Public Comment:**

None.

#### **Communications:**

None.

## **Mayor & Department Head Reports:**

Treasurer Meggen Galbreath:

Meggen reported that winter taxes are due by February 14, 2024. Residents can pay summer and winter taxes in our office February 29, 2024 at the latest, with an additional penalty. On March 1<sup>st</sup> the tax roll will be sent to the County. Summer taxes are 96% collected and winter taxes are about 66% collected. She will be exploring options at other financial institutions to open CD's. The Building Authority Audit is in the works. She should hear back from the auditor sometime in March.

Supt. Of DPW Kevin Tyler:

Kevin reported the switch for the generator project for City Hall will be delivered on April 8, 2024 and the generator will be delivered on August 14, 2024. These are confirmed delivery dates from Motor City Electric. There was an onsite walk through again with SA Morman. States that changes in the industry makes it had to get away from having a monthly maintenance fee or yearly fee. Looks like the only buildings we can do is City Hall and the new Veterans Pavilion. City Hall has provided more information to residents on the inspections of service line inspections.

City Clerk Shirley Smith:

Nothing to report.

Police Chief Kyle Bawks:

Chief Bawks reported the new mass notification system, Everbridge is available for people to access, go to [Shiawssee.net](https://Shiawssee.net) for more details. On February 22, 2024 he will be meeting with the High School and Middle School principals and will be discussing ALICE – which stands for Alter, Lockdown, Inform, Counter and Evade. In February 2020 he became an instructor. He has trained all of the staff at the school and they are looking to incorporate instruction to the students. He has met with five other trainers and has started training for the active violence incidence training for the year and will meet a few more times before May. Perry PD is working on policy refresher. General reminder, make sure snow and ice are cleared from sidewalks and no overnight parking between 3 am to 6 am.

Mayor Sue Hammond:

Nothing to report.

## **Committee Reports:**

Jacob Puffer – Parks Committee reported the Park Committee the Veterans Pavilion is gearing up to move forward. The committee has chosen July 17, 2024 from 6 pm – 8 pm for the Summer Park Fun Night. Meggen has obtained quotes for playscapes. The crowd funding project is set for \$12,500. He has had one business verbally confirm a \$1,000 donation toward the playscape. They brainstormed on different ways to raise money. Downtown beautification discussion was decided to focus on downtown to start.

**Presentation and Approval of Bills:**

02-01-2024-03

Moved by Lambert, seconded by Puffer that we approve the bills as presented and that payment be authorized.

Carried: all yes.

**Old Business:**

None.

**New Business:**

**1. Downtown beautification:**

02-01-2024-04

Jacob Puffer reported during his committee report on the ideas for the downtown beautification.

**2. Second quarter budget comparison:**

02-01-2024-05

Meggen Galbreath reported on the second quarter budget comparison. She has no recommended adjustments. She states we are running about 50% revenue and 50% expenses as we should for this time of year. Interest revenue update: our interest revenue budget across all of the funds is about \$12,000, she has already recognized \$16,000 and expects it to double by the end of the year due to the investments in the CD's. We received the large insurance check and she is going to invest that in CD's until we start rebuilding. She reported the tornado related revenue is about \$120,000, that includes insurance reimbursements and donations, expenses were \$138,000. There will be audit adjustments to go along with those line items, but will wait until we are completed with the rebuild and the auditors will do that for us. DPW salary line is over budget due to the overtime during the tornado clean up, all other DPW salary lines are within budget. The Planning Commission budget will be over budget because of the master plan project. She received the Master Plan update draft. If there are not major changes it will come to Council and then we will have sixty days to review and make changes. There is miscellaneous revenues in the Water fund of \$7654 which was the mutual aid from Village of Bancroft and then also an insurance claim from the water treatment plant.

**3. DPW mower approval:**

02-01-2024-05

Moved by Connell, seconded by Porter that we approve the trade in of the 2005 Exmark mower, receiving \$1,000 trade in and approve the purchase of a John Deere Z950 ZTrak mower from Hutson, Inc. in the amount of \$10,930.38. We authorized Kevin Tyler, DPW Supervisor to sign the sales agreement.

Carried: all yes.

**4. DPW gutter replacement approval:**

02-01-2024-06

Moved by Lambert, seconded by Connell that we approve to replace the eavestrough and downspouts on the East side of City Hall to match the new eavestroughs and downspouts that were replaced after the tornado by Precision Roofing Services. Payment not to exceed \$3,000.

Carried: all yes.

**5. Poverty Resolution approval:**

02-01-2024-07

Moved by Connell, seconded by Porter that we approved the following resolution:

WHEREAS the adoption of guidelines for poverty exemptions is required of the City Council; and

WHEREAS, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994(MCL211.7u); and

WHEREAS, pursuant to PA 390 of 1994, that City of Perry, Shiawassee County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

1. Be an owner of and occupy as a principal residence the property for which an exemption is requested.
2. File a claim with the Assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, *Poverty Exemption Affidavit*.
3. File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
4. Produce a valid driver’s license or other form of identification if requested.
5. Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
6. Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
7. The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the 2024 federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

Federal Poverty Guidelines Used in the Determination of Poverty Exemptions

Size of Family Unit	2024 Poverty Guidelines
1	\$14,580
2	\$19,720
3	\$24,860
4	\$30,000

5	\$35,140
6	\$40,280
7	\$45,420
8	\$50,560
For each additional person	\$5,140

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Assessor and Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

BE IT FURTHER RESOLVED, if asset levels exceed the items/amounts below, the individual/property owner shall not be eligible for a Property Tax Poverty Exemption.

1. The homestead being claimed and personal property used in connection with the use and occupancy of the homestead.
2. All assets up to a cumulative dollar value of \$25,000.

Carried: all yes.

**6. Approval of City Council meeting dates:**

02-01-2024-08

Moved by Connell, seconded by Puffer that we approved the council meeting dates as presented. Cancelling the July 4, 2024 meeting and authorizing the Mayor to approved the mailing of the payments for that bill list period.

Carried: all yes.

**7. Discussion on scheduling budget meetings:**

02-01-2024-09

Mayor Hammond provided dates for budget discussions:

- 02/15/2024: Council sets date for work session (after March 15).
- 03/21/2024: Council sets date if another work session is needed.
- 04/04/2024: If it is ready, the proposed budges and reported milage is presented. The public hearing is scheduled. IF it is not ready to be presented, it would move to the 04/18/2024 meeting.
- 04/18/2024: If the proposed budget was presented at the last meeting and the public hearing was scheduled, then the public hearing is held as scheduled.
- 05/02/2024: Proposed budges and milage could be approved at this meeting.
- 05/16/2024: The proposed budget and milage must be approved by this meeting or a special meeting would be needed before the end of the month.

NOTE: Per Perry Charter: Not later than the last meeting of May the Council shall adopt the budget for the next fiscal year.

**8. Bath Road Sidewalk Committee report and discussion:**

02-01-2024-10

The Bath Road Sidewalk Committee met on January 24, 2024 attendees were: Mayor Hammond, Chief Kyle Bawks, Keena Dunn, DPW Supervisor, Kevin Tyler and Chris Cannon from the Shiawassee County Road Commission. The purpose of the meeting was to explore installing sidewalks on Bath Road east to M-52 to the city limits. Safety is the primary concern of this meeting. Chris Cannon reported that the engineering cost would be in excess of \$200,000 and the construction would be in excess of \$500,000. The committee concluded that it would be best to explore other options for safety until funding could be obtain for a project like this. They will leave this on a list for projects for the future. Chris Cannon suggested placing “advisory speed limit” signs. He said the Road Commission makes their own signs and they can make the signs and advise on placement. They decided that was best for now and no other meetings have been scheduled.

**9. Report on pavilion rebuild progress and approval of contractor:**

02-01-2024-11

Shirley Smith reported on the pavilion rebuild progress. She reported we would like to award the project to Scepka Builders.

Moved by Puffer, second by Lambert that we approve Scepka Builders for the rebuilding of the Veteran Pavilion, the price not to exceed \$201,480 and authorize Shirley Smith, City Clerk to proceed on scheduling the project.

Carried: all yes.

**Any Other Business That May Come Before Council:**

None.

**Council Discussion & Observations:**

None.

**Agenda Items For Next Meeting:**

Council to set dates for the budget meetings.

Set Public Hearing for Special Assessment Public Safety.

Set yard sale dates – May 17, 18 and 19<sup>th</sup>.

Set community wide clean up dates.

Reminder next park meeting is February 26<sup>th</sup> and will report back in March.

**Meeting Adjourned: 8:16 pm**

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Susan J. Hammond, Mayor

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Shirley Smith, City Clerk