

**CITY OF HUDSON  
121 N CHURCH STREET, HUDSON, MI  
ORGANIZATIONAL COUNCIL MEETING  
DECEMBER 3, 2024 at 7:00 p.m.**

**AGENDA**

- I. CALL TO ORDER**
- II. ROLL CALL (Current Council)**
- III. PLEDGE OF ALLEGIANCE:**
- IV. ORDERS OF THE DAY**
  - A. Excuse Absent Member(s)
  - B. Setting the Agenda
  - C. Approval of Minutes of November 19, 2024
- V. READING OF CERTIFICATION OF NOVEMBER 05, 2024 ELECTION**
- VI. OATHS OF OFFICE FOR NEWLY-ELECTED COUNCIL MEMBERS**

**ADJOURN SINE DIE:**

**CITY OF HUDSON  
121 N CHURCH STREET, HUDSON, MI  
REGULAR COUNCIL MEETING  
TUESDAY, DECEMBER 3, 2024  
Immediately Following Organizational Meeting**

**AGENDA**

- I. CALL TO ORDER**
- II. ROLL CALL: (New Council)**
- III. ORDERS OF THE DAY:**
  - A. Excuse Absent Member(s)
  - B. Setting Agenda
  - C. Election of Mayor
  - D. Election of Mayor Pro-Tem
  - E. Oath of Office to Mayor and Mayor Pro-Tem

**IV. PUBLIC COMMENT**

**V. NEW BUSINESS**

- A. Rules of Procedure
- B. Code of Conduct
- C. Resolution: Rick Moreno
- D. Approve: 2025 MDOT Annual Performance Resolution for Local Government
- E. Approve: Council and Planning Commission Meeting Dates for 2025

**VI. UNFINISHED BUSINESS**

- A. Bills
- B. Account Balances & Check Register
- C. Department Head Reports

**VII. CITY MANAGER'S REPORT**

**VIII. COUNCIL COMMENTS**

**IX. ADJOURNMENT**

*Jeaniene McClellan*  
*City Clerk*

**MINUTES FOR THIS MEETING WILL BE AVAILABLE AT HUDSON CITY OFFICE, 121 N. CHURCH STREET, HUDSON, MI or on our website at [www.ci.hudson.mi.us](http://www.ci.hudson.mi.us)**

NOTE: Anyone planning to attend the meeting who has a need of special assistance under the Americans with Disabilities Act (ADA) is asked to contact the city clerk's office at (517) 448-8983 forty-eight (48) hours prior to the meeting. Staff will be pleased to make the necessary arrangements to provide necessary reasonable accommodations.

**CITY COUNCIL**  
**121 N CHURCH STREET, HUDSON, MI**  
**REGULAR MEETING**  
**November 19, 2024 at 7:00 p.m.**

**748245:**

The regular meeting was called to order by Mayor Daniel Schudel at 7:00 pm. in the Council Chambers.

ROLL CALL: PRESENT: Daniel Schudel, Brandi Clark, Lisa Enerson, Sherry Kirkland, Natalie Loop, Rick Moreno and Carl Sword

ABSENT: None

ALSO PRESENT: Emma Maxwell, Tore Williams, Audey Thonnissen – Sand Creek School, City Auditor Brent Shea, City Treasurer Megan Thompson, Neil Coates, DPW Superintendent Jay Best, Candi Best, Police Chief Ron Keck, WWTP Superintendent Joshua Mattek, Barb Ireland – Hudson Post Gazette, Sara Schudel, City Manager Charles Weir and City Clerk Jeaniene McClellan

**ORDERS OF THE DAY:**

**Setting the agenda:**

**748246:**

Motion by Rick Moreno, seconded by Brandi Clark **to add Public Act 152 to Item B and Employee Health Plan Renewal to Item C under New business.** CARRIED 7-0 by roll call

**Approval of minutes dated November 11, 2024:**

**748247:**

Motion by Natalie Loop, seconded by Rick Moreno **to approve minutes of November 11, 2024 and place on file.** CARRIED 7-0 by roll call

**PUBLIC COMMENT:**

No Public Comments received.

**PRESENTATION:**

Brent Shea CPA – Audit Report Fiscal Year 2023-2024

Brent Shea went over the report with the Council and there were no comments given.

**NEW BUSINESS:****Approve: Financial Audit Report for FY 2023-2024:**

Brent Shea, City Auditor, has prepared the financial statement of accounts for the fiscal year period of July 1, 2023 to June 30, 2024. The auditor will review his opinion with the Council.

Council should carefully review the findings and give close consideration to the financial position of the city.

**748248:**

Motion by Rick Moreno seconded by Lisa Enerson to **approve the financial report for the Fiscal Year 2023-2024**. CARRIED 7-0 by roll call

**Approve: Public Act 152 Compliance for the 2025 Health Care Plan Year:**

The 2011 Public Act 152 (The Public-Funded Health Insurance Contribution Act) requires a resolution from Council indicating compliance with the law's provisions. A municipality may comply with P.A. 152 by adopting the Exemption option each health plan year (with a two-thirds vote of Council). Council has voted every year since 2013 to adopt the Exemption, and we recommend that the City adopt the Exemption option again this year.

By adopting the resolution, the City can maintain full eligibility for State Statutory Revenue-sharing, and also meet the requirements of P.A. 152.

**748249:**

Motion by Carl Sword seconded by Rick Moreno to **adopt the resolution adopting the Exemption option of 2011 Public Act 152 for the upcoming health care plan year which begins on December 1, 2024**. CARRIED 7-0 by roll call

**Approve: Employee Health Plan Renewal:**

The Michigan Municipal League – League Employee Benefit Services has submitted the 2024 Blue Cross Blue Shield of Michigan rates, effective as of December 1<sup>st</sup>. The renewal changed the deductible to \$2,500 – single and \$5,000 – family but the out of pocket stayed at \$4,500 for the individual and \$9,000 for the family plan.

The proposed 2025 plan renewal has an average premium increase of 11.92%.

**748250:**

Motion by Lisa Enerson seconded by Brandi Clark to **approve the renewal of the Blue Cross Blue Shield Simply Blue HSA Gold Plan for the contract year beginning December 1, 2024**. CARRIED 7-0 by roll call

**UNFINISHED BUSINESS:****Bills:**

Bills to Council  
November 11, 2024

**Bills to be Approve**

	\$0.00	
Total	\$0.00	

**Bills to be Confirmed**

MRO-PT	\$5,249.00	Motor Drive for WWTP
Total	\$5,249.00	

**748251:**

Motion by Lisa Enerson, seconded by Brandi Clark to **approve to pay the bills.** CARRIED 7-0 by roll call

**Account Balances and Check Register:****Account Balances:**

General Fund	\$1,148,869.02
Cemetery Trust Fund	\$ 0.00
Major Street Fund	\$274,350.53
Local Street Fund	\$ 95,591.83
Fire Department Fund	\$103,737.87
Recreation Fund	\$ 685.59
Cemetery Foundation	\$ 13,018.17
Ambulance	\$ 75,441.29
Community Center	\$ 38,823.94
Income Tax Fund	\$ 61,178.53
Downtown Development	\$ 42,170.76
Thompson Museum Fund	\$ 0.00
Library Fund	\$ 0.00
Thompson Library Fund	\$ 0.00
Museum Fund	\$ 12,214.50
Industrial Park Fund	\$ 13,282.16

2021 Capital Improvement Bond Fund	\$ 94,594.90
Water and Sewer Fund	\$181,609.75
Motor Veh and Equip Fund	\$132,936.59
Property Tax Collection	\$ 4,310.77
Payroll Fund	\$ 31,074.32
Sidewalk Fund	\$ 17,233.37

**748252:**

Motion by Rick Moreno, seconded by Natalie Loop **to accept the account balances and check register and place on file.** CARRIED 7-0 by roll call

**MINUTES FROM OTHER BOARDS AND COMMISSIONS****DDA Minutes Dated October 8, 2024:****748253:**

Motion by Carl Sword, seconded by Rick Moreno **to accept the DDA minutes dated October 8, 2024 and place on file.** CARRIED 7-0 by roll call

**Planning Commission Minutes Dated October 28, 2024:****748254:**

Motion by Carl Sword, seconded by Rick Moreno **to accept the Planning Commission minutes dated October 28, 2024 and place on file.** CARRIED 7-0 by roll call

**MANAGER'S REPORT:**

- We are having troubles with the credit card company so we will be moving over to Premier Bank for the Credit Cards. One of our Department Head needed a part immediately for over \$5,000 and the cards we had was going through a conversion. He ended up putting the part on his own credit card and the City will be reimbursing him.

**COUNCIL COMMENTS:**

Thanked Chief Ron Keck for helping a handicap person on the side of the road.

Would like to see the permanent licenses have a review on the cost at a meeting in the near future.

Very thankful for the leaf pick up. 175 loads of leaves at this time.

44 tee posts were installed and the trees are now ready for decorating after the 22<sup>nd</sup>.

The Christmas parade for November 30<sup>th</sup> is getting ready. Participates are now calling to be in the parade and businesses are donating baskets.

City Christmas Tree lighting will be at 6:00 pm on December 7<sup>th</sup> and the Hudson Christmas Forest will be at 6:30 pm.

**ADJOURNMENT:**

**748255:**


Motion by Rick Moreno, seconded by Lisa Enerson to **adjourn the meeting at 7:26 pm**

APPROVED: \_\_\_\_\_  
Daniel Schudel, Mayor

ATTEST: \_\_\_\_\_  
Jeaniene McClellan, City Clerk



**AGENDA ITEM**  
**REVIEW FORM**

<b>ITEM:</b> Rules of Procedure	<b>SUBMITTED BY:</b> Charles Weir City Manager
<b>ACTION REQUESTED:</b> Adopt the Rules of Procedure for 2024-2025	<b>DEPARTMENT:</b> City Office <b>DATE:</b> December 3, 2024
<b>SUMMARY:</b>  Every year the Council reviews and adopts its Rules of Procedure. Attached is a copy of the Rules of Procedure for 2024-2025 for Council's review for adoption.	
<b>RECOMMENDATION:</b> Adopt the Hudson City Council Rules of Procedure for 2024-2025 as presented.	
<b>SIGNATURE:</b> 	<b>TITLE:</b> City Manager



# **HUDSON CITY COUNCIL**

**2024-2025**

## **RULES OF PROCEDURE**

**Adopted December 3, 2024**

# HUDSON CITY COUNCIL

## RULES OF PROCEDURE

1. **AUTHORITY:**

These rules are adopted by Resolution of the City Council pursuant to the authority of the City of Hudson City Charter. None of the rules herein stated may supersede the City Charter, City Code, or Laws of the State of Michigan.

2. **MEETINGS:**

**2.1 Regular Meetings:**

Per City Charter, the regular meetings of the Council shall be on the first Tuesday of each month, unless that day is a Holiday or Election Day. A regular meeting is also customarily held on the third Tuesday of each month. A regular meeting shall be held at 7:00 P.M. on the Monday next following each regular city election. The Council will approve by resolution each December the regular meeting schedule for the following calendar year, including any exceptions to the first Tuesday meeting requirements.

**2.2 Special Meetings:**

Special meetings of the Council shall be called by the City Clerk upon the written request of the Mayor, City Manager, or any two (2) members of the Council. Notice of Special Meetings shall be given to each member of the Council at least 24 hours in advance of the Special Meetings. Such notice shall be served personally or left at the members' usual place of residence by the City Clerk or designee. The notice shall contain the time, place, and purpose of the meeting.

**2.3 Emergency Special Meetings:**

An emergency meeting may be held in the event of a severe and imminent threat to the health, safety, or welfare of the public when two-thirds (2/3) of the members serving on the City Council decide that delay would be detrimental to efforts to lessen or respond to a threat.

**2.4 Place of Meeting:**

All regular or special meetings of the Council will be held in the Council Chambers at City Hall. If the Council Chamber appears to be inadequate for members of the public to attend, the City Clerk may change the meeting to a larger facility, preferably within the city limits. A notice of such change shall be prominently posted on the outside door of the regular meeting place. If time permits, the City Clerk will also publish notice of the change of meeting place in the newspaper of general circulation and the City Website.

**2.5 Time of Meetings:**

All regular meetings of the Council will begin at 7:00 P.M., unless the Council, by four (4) votes, sets a different starting time. Special meetings may be scheduled at times other

than 7:00 P.M. as long as the time is included in the meeting notice. Meetings will not be scheduled at a time that purposely excludes public attendance.

**2.6 Changes in Schedule:**

Changes in the regular meeting schedule may be made upon the approval of four (4) members of Council. The City Clerk will publish notice of such change as soon as practical in a newspaper of general circulation in the community and the City Website.

**3. PUBLIC NOTICE OF MEETINGS:**

The City Clerk shall be responsible for providing proper notices of all meetings of the Council.

**3.1 Regular Meeting Schedule:**

The City Clerk shall post within 10 days after the first Council meeting each calendar year, a notice of the regular meeting schedule for the next calendar year at City Hall and publish said notice in a newspaper of general circulation in the community prior to the beginning of each calendar year. Said notice shall indicate the dates, times, and places of the regularly scheduled meetings.

**3.2 Schedule Change:**

Whenever the Council shall change its regular meeting date, the City Clerk shall post a notice of the change as soon as practical, but not later than three (3) days following the meeting in which the change was made. The City Clerk will publish notice of such change as soon as practical in a newspaper of general circulation in the community.

**3.3 Special Meetings:**

If a Special Meeting is called pursuant to Section 2.2 of these rules, the City Clerk shall post notice of such meeting immediately, but no meeting except emergency meetings may be held until such notice has been posted at least 18 hours.

**3.4 Emergency Meetings:**

No notice is required for an Emergency Special Meeting called pursuant to Section 2.3 of these rules.

**4. QUORUM:**

Four (4) members shall constitute a quorum for the transaction of business at all meeting of the Council.

**5. AGENDA:**

The City Manager shall prepare the Agenda of business for all regularly scheduled Council meetings. The City Manager will distribute Agendas to the Council on the Friday afternoon preceding each regular meeting. Anyone may present an item for the Agenda. Only items presented to the City Manager before 4:00 P.M. on the Wednesday before the Friday that Council packets go out will be considered for the Agenda.

**5.1 Special Meeting:**

The Agenda of a Special Meeting will consist only of the matters so stated in the notice of the meeting.

**5.3 Order of Business:**

The City Manager shall determine the order of business of the meeting. The City Council may change the order of business upon the approval of four (4) members of Council.

**6. CONDUCT OF MEETING:**

**6.1 Chairperson:**

The Mayor shall moderate and chair all meetings of the Council. In the absence of the Mayor, the Mayor Pro-Tem shall assume the duties of the chair. In the absence of both the Mayor and Mayor-Pro Tem, Council shall by a majority of those present, elect a chair for the meeting.

**6.2 Members of the Public:**

Members of the public at the meeting shall not speak among themselves or otherwise in a manner that disturbs the meeting. Members of the public shall be limited to speaking for a maximum of five (5) minutes on any agenda item under discussion and a maximum of five (5) minutes during any public hearing or public comment. The Council may waive the five (5) minute limit by a majority vote of those present. A person shall not address the Council unless first being recognized by the chair. All speakers who wish to address the chair shall rise, wait to be recognized, state name and address for the public record, and remain standing while addressing Council.

**6.3 Disorderly Conduct at Meetings:**

The chairperson may call to order any person who is being disorderly by speaking when not recognized by the chair or otherwise disrupting the proceeding by failing to be germane, by speaking longer than the allotted time, or by speaking vulgarities. Such persons shall thereupon be seated until the chair shall have determined whether the person is out of order or not. If a person so engaged in presentation shall be called out of order, he or she shall not be permitted to speak at the same meeting, except upon special leave by Council. If the person shall continue to be disorderly and disrupt the meeting, the chair may order the Police Department to remove the person from the meeting. No person shall be removed from a public meeting except for an actual breach of peace committed at the meeting.

**7. RECORD OF MEETINGS:**

**7.1 Recording Responsibility:**

The City Clerk shall be responsible for maintaining the official records and minutes of each meeting of the Council. The minutes shall include all actions of the Council with respect to motions, including the names of who made the motion and who supported it. If the vote is by roll call, the minutes shall show who voted "YES", "NO" or abstained.

The City Clerk shall also maintain in the City Hall a file of each Resolution and Ordinance acted upon by Council.

**7.2 Record of Discussion:**

The City Clerk shall not be responsible for maintaining a written record or summary of all the discussion or comments of the Council or members of the public made at Council Meeting.

**7.3 Public Access to Meeting Records:**

The City Clerk shall make available to members of the public the minutes of all meetings of the Council except for minutes of closed sessions. Proposed minutes prepared by the City Clerk, but not approved by Council, shall be available for public inspection not more than eight (8) business days following the meeting. Minutes approved by the Council shall be available within five (5) business days after the meeting at which they were approved.

**7.4 Publication of the Minutes:**

The City Clerk shall be responsible for the publication of a summary of the proposed minutes of any Council meeting within fifteen (15) business days of the meeting. The Hudson Post Gazette shall be designated as the official newspaper for purposes of publication, however, any other newspaper of general circulation may be used.

**8. CLOSED SESSIONS:**

**8.1 Purpose and Procedure:**

Upon a 2/3 roll call vote of the total number of members of the Council (not just the quorum present), the meeting may go into a closed session for any of the following reasons:

- A. To consider the purchase or lease of real property, provided the City is the purchaser or lessee.
- B. To consult with their attorney regarding trial or settlement strategy in connection with specific litigation.
- C. To review contents of an application for employment or appointment, but only when the candidate requests confidentiality. However, an interview must be in an open meeting.
- D. To consider material specifically exempt from discussion or disclosure by state or federal statute.

Upon a simple majority roll call vote of the total number of members of Council (not just the quorum present), the meeting may go into a closed session for the following reasons:

- A. To consider the dismissal, suspension, or disciplining of, or to hear complaints or charges brought against an employee, but only when the named person requests a closed hearing.
- B. For strategy and negotiation sessions connected with negotiation of a collective bargaining agreement.

The roll call vote to go into a closed session must be recorded in the regular minutes of the meeting with reference to the specific section exempt number found in the Open Meetings Act that permits the closed session.

**8.2 Minutes of the Closed Sessions:**

A separate set of minutes must be kept for the closed session. However, the minutes of closed sessions are not to be made available to the public, unless required under MCL 15.267: MSA 4.1800(7). The City Clerk should retain the minutes of a closed session meeting for one (1) year and one (1) day after approval of the minutes of the regular meeting at which the closed session was approved.

**9. PARLIAMENTARY PROCEDURE:**

The rules of Parliamentary Procedure, as contained in Robert's Rules of Order, shall govern the Council in all cases to which they are applicable, unless they are in conflict with these rules, the City Code or Charter, or the laws of the State of Michigan.

**10. MOTIONS AND RESOLUTIONS:**

**10.1 Statement of the Motion:**

All motions, resolutions, or ordinances shall be reduced to the written word and restated by the City Clerk prior to the vote of the Council.

**10.2 Non-Debatable Motions:**

A motion to adjourn, recess, lay on the table, or to vote immediately shall be voted upon without further debate.

**11. VOTING:**

**11.1 Duty to Vote:**

Whenever the chair asks a question, every member present shall vote. No member present shall abstain from voting unless that member states his or her conflict of interest. Conflict of interest shall be the sole reason for a request to abstain from voting. If a question of conflict of interest arises, the Council shall by a simple majority vote of the remaining members determine whether a conflict exists.

**11.2 Roll Call Votes:**

Votes on ordinances and resolutions shall be taken by a roll call vote and entered in the minutes, except that where the vote is unanimous it shall only be necessary to so state. Votes on motions may be by roll call or show of hands at the option of the presiding officer, however, if the Clerk or person keeping the minutes cannot determine if the motion has passed or failed, the presiding officer shall conduct a roll call vote.

**12. APPOINTMENTS:**

Where no appointment procedure is defined by law, the City Charter, or ordinance, such appointments will be made by the Mayor and be subject to the approval of a majority of the full Council. Boards and Commissions operating under the jurisdiction of the City Council may make recommendations to the Council regarding appointment, but the Mayor or Council shall not be bound by such recommendations.

**13. MODIFYING RULES OF PROCEDURE:**

At the meeting of the new Council held on the Monday next following each regular city election, Council shall review and confirm the Rules of Procedure by a majority vote of the full Council. If the Council wishes to modify the Rules of Procedure it has adopted or confirmed, it may do so upon the approval of four (4) members of Council.

**14. SUSPENDING THE RULES OF PROCEDURE:**


Upon the approval of five (5) members of Council, these rules may be suspended, however, to the extent any of the rules are superceded or mandated by law or the City Charter or City Code, such suspension shall have no effect.

**15. LIMITATIONS ON EFFECT OF RULES:**

These rules shall not be interpreted or construed in any manner that would create a conflict between the rules and any applicable law or Charter provision to the contrary. These rules are subservient to any law or City Charter or City Code provision to the contrary.



**AGENDA ITEM**  
**REVIEW FORM**

<b>ITEM:</b> Code of Conduct	<b>SUBMITTED BY:</b> Charles Weir City Manager
<b>ACTION REQUESTED:</b> Adopt the Code of Conduct for 2024-2025	<b>DEPARTMENT:</b> City Office <b>DATE:</b> December 3, 2024
<b>SUMMARY:</b>  Every year the Council reviews and adopts its Code of Conduct. Attached is a copy of the Code of Conduct for the Hudson City Council for 2024-2025.	
<b>RECOMMENDATION:</b> Adopt the Code of Conduct for the Hudson City Council for 2024-2025 as presented.	
<b>SIGNATURE:</b> 	<b>TITLE:</b> City Manager



**HUDSON CITY  
COUNCIL**

**2024-2025**

**CODE OF  
CONDUCT**

**Adopted December 3, 2024**

# City of Hudson

## Code of Conduct for Elected Officials

### Introduction

The Fourth Class City Act, Home Rule, and the Michigan Municipal League provide detailed information on the roles and responsibilities of Council Members, the Mayor Protem, and the Mayor. The City's Rules of Conduct provides guidance on ethical issues and questions of right and wrong. Until now, what has not been clearly written down is a Code of Conduct for Hudson's elected officials.

This Code of Conduct is designed to describe the manner in which Council Members should treat one another, City staff, constituents, and others they come into contact with while representing the City of Hudson.

The contents of this Code of Conduct include:	Pages
• Overview of Roles and Responsibilities.....	2-3
• Policies and Protocol Related to Conduct .....	3-5
• Council Conduct with One Another .....	5-6
• Council Conduct with City Staff.....	6-8
• Council Conduct with the Public .....	8-10
• Council Conduct with Other Public Agencies .....	10
• Council Conduct with Boards and Commissions .....	10-11
• Council Conduct with the Media .....	12
• Sanctions.....	12-13
• Principles of Proper Conduct.....	13-14
• Checklist for Monitoring Conduct .....	14
• Glossary of Terms .....	15

The constant and consistent theme through all of the conduct guidelines is “respect.” Council Members experience huge workloads and tremendous stress in making decisions that could impact thousands of lives. Despite these pressures, elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is a touchstone that can help guide Council Members to do the right thing in even the most difficult situations.

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## **Overview of Roles & Responsibilities**

Other resources that are helpful in defining the roles and responsibilities of elected officials can be found in the resources from organizations such as the Michigan Municipal League (MML) and International City Management Association (ICMA).

### **MAYOR**

- Acts as the official head of the City for all ceremonial purposes
- Chairs Council meetings
- Calls for special meetings
- Recognized as spokesperson for the City
- Selects substitute for City representation when Mayor cannot attend
- Makes judgement calls on proclamations, Special Orders of the Day, etc.
- Recommends subcommittees as appropriate for Council approval
- Leads the Council into an effective, cohesive working team
- Signs documents on behalf of the City
- Serves as official delegate of the City

### **MAYOR PRO TEM**

- Performs the duties of the Mayor if the Mayor is absent or disabled
- Chairs Council meetings at the request of the Mayor
- Represents the City at ceremonial functions at the request of the Mayor

### **ALL COUNCIL MEMBERS**

All members of the City Council, including those serving as Mayor Pro tem, have equal votes. No Council Member has more power than any other Council Member, and all should be treated with equal respect.

All Council Members should:

- Fully participate in City Council meetings and other public forums while demonstrating respect, kindness, consideration, and courtesy to others
- Prepare in advance of Council meetings and be familiar with issues on the agenda
- Represent the City at ceremonial functions at the request of the Mayor
- Be respectful of other people's time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community
- Inspire public confidence in Hudson government

- Provide contact information with the City Clerk in case an emergency or urgent situation arises while the Council Member is out of town
- Demonstrate honesty and integrity in every action and statement
- Participate in scheduled activities to increase team effectiveness and review Council procedures, such as this Code of Conduct

### **MEETING CHAIR**

The Mayor will chair official meetings of the City Council, unless the Mayor Protem or another Council Member is designated as Chair of a specific meeting.

- Maintains order, decorum, and the fair and equitable treatment of all speakers
- Keeps discussion and questions focused on specific agenda item under consideration
- Makes parliamentary rulings with advice, if requested, from the City Clerk who acts as an advisory parliamentarian. Chair rulings may be overturned if a Council Member makes a motion as an individual and the majority of the Council votes to overrule the Chair.

### **FORMER COUNCIL MEMBERS**

Past members of the City Council who speak to the current City Council about a pending issue should disclose who they are speaking on behalf of (individual or organization).

## **Policies & Protocol Related To Conduct**

### **Ceremonial Events**

Requests for a City representative at ceremonial events will be handled by City staff. The Mayor will serve as the designated City representative. If the Mayor is unavailable, then City staff will determine if event organizers would like another representative from the Council. If yes, then the Mayor will recommend which Council Member should be asked to serve as a substitute. Invitations received at City Hall are presumed to be for official City representative. Invitations addressed to Council Members at their homes are presumed to be for unofficial, personal consideration.

### **Correspondence Signatures**

Council Members do not need to acknowledge the receipt of correspondence, or copies of correspondence, during Council meetings. City staff will prepare official letters in response to public inquiries and concerns. These letters will carry the signature of the Mayor unless the Mayor requests that they be signed by another Council Member or City staff.

If correspondence is addressed only to one Council Member, that Council Member should check with staff on the best way to respond to the sender.

**Endorsement of Candidates**

Council Members have the right to endorse candidates for all Council seats or other elected offices. It is inappropriate to mention endorsements during Council meetings or other official City meetings.

**Legislative Process**

The City uses parliamentary procedure for meeting management.

**Non-agenda Items**

During a designated period of the agenda, citizens, Council Members, and staff may bring forth issues of questions that are not on the meeting's agenda. Topics should be legislative items requiring action by the Mayor or the Council, study issues for future consideration, and requests for information. Each speaker, citizen, or elected official, will be limited to five minutes.

**Public Announcements in Council Meetings**

Council Members who want to speak first during the Public portion of the Council meeting should notify the Chair in advance. Otherwise, Council Members will be recognized when the Chair acknowledges them. Council Members, like members of the public who use this portion of the agenda to recognize achievements or promote an event, will be limited to three minutes each and should keep the focus on matters of community-wide interest.

**Public Meeting Hearing Protocol**

The applicant or appellant shall have the right to speak first. The Chair will determine the length of time allowed for this presentation. Speakers representing either pro or con points of view will be allowed to follow. The Chair will determine how much time will be allowed for each speaker, with 5 minutes as the standard time granted. The applicant or appellant will be allowed to make closing comments. The Chair has the responsibility to run an efficient public meeting and has the discretion to modify the public hearing process in order to make the meeting run smoothly.

Council Members will not express opinions during the public hearing portion of the meeting except to ask pertinent questions of the speaker or staff. "I think" and "I feel" comments by Council Members are not appropriate until after the close of the public hearing. Council Members should refrain from arguing or debating with the public during a public hearing and shall always show respect for different points of view.

Main motions may be followed by amendments, followed by substitute motions. Any Council Member can call for a point of order. Only Council Members who voted on the prevailing side may make motions to reconsider. Council Members who desire to make the first motion on issues which they feel strongly about should discuss their intention with the Chair in advance of the Council meeting.

**Travel Expenses**

The policies and procedures related to the reimbursement of travel expenses for official City business by Council Members are outlined in the City Policy. All Council travel in excess of the allowed budget, in which the Council Member expects to officially represent the City and/or be

reimbursed by the City for travel costs, must be approved in advance by the Council. The travel policy and budget for Council should be reviewed at each annual budget cycle.

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## **Council Conduct with One Another**

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. In all cases, this common goal should be acknowledged even as Council may “agree to disagree” on contentious issues.

### **IN PUBLIC MEETINGS**

- **Use formal titles**

The Council should refer to one another formally during public meetings as Mayor, Mayor Protem or Council Member followed by the individual’s last name.

- **Practice civility and decorum in discussions and debate**

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Council Members to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

- **Honor the role of the Chair in maintaining order**

It is the responsibility of the Chair to keep the command of Council Members on track during public meetings. Council Members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair’s actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

- **Avoid personal comments that could offend other Council Members**

If a Council Member is personally offended by the remarks of another Council Member, the offended Council Member should make notes of the actual words used and call for a “point of personal privilege” that challenges the other Council Member to justify or apologize for the language used. The Chair will maintain control of this discussion.

- **Demonstrate effective problem-solving approaches**

Council Members have a public stage to show how individuals with different points of view can find common ground and seek a compromise that benefits the community as a whole.

### **IN PRIVATE ENCOUNTERS**

- **Continue respectful behavior in private**

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

- **Be aware of the insecurity of written notes, voicemail messages, and e-mail**

Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message was played on a speaker phone in a full office? What would happen if this e-mail message was forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially “public” communication.

- **Even private conversations can have a public presence**

Elected officials are always on display – their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted.

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## Council Conduct with City Staff

Governance of a City relies on the cooperative efforts of elected officials, who set policy, and City staff, who implement and administer the Council’s policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contributions made by each individual for the good of the community.

- **Treat all staff as professionals**

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

- **Limit contact to specific City staff**

Questions of City staff and/or requests for additional background information should be directed only to the City Manager, or Department Heads. The Office of the City Manager should be copied on any request.

Requests for follow-up or directions to staff should be made only through the City Manager. When in doubt about what staff contact is appropriate, Council Members should ask the City Manager for direction. Materials supplied to a Council Member in response to a request will be made available to all members of the Council so that all have equal access to information.

- **Do not disrupt City staff from their job.**

Council Members should not disrupt City staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

- **Never publicly criticize an individual employee**

Council should never express concerns about the performance of a City employee in public, to the employee directly, or to the employee's manager. Comments about staff performance should only be made to the City Manager through private correspondence or conversation.

- **Do not get involved in administrative functions**

Council Members must not attempt to influence City staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of City licenses and permits.

- **Check with City staff on correspondence before taking action**

Before sending correspondence, Council Members should check with the City staff to see if an official City response has already been sent or is in progress.

- **Do not attend meetings with City staff unless requested by staff.**

Even if the Council Member does not say anything, the Council Member's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively.

- **Limit requests for staff support**

Requests for additional staff support – even in high priority or emergency situations – should be made to the City Manager who is responsible for allocating City resources in order to maintain a professional, well-run City government.

- **Do not solicit political support from staff**

Council Members should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from City staff. City staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

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## **Council Conduct with the Public**

### **IN PUBLIC MEETINGS**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice, or disrespect should be evident on the part of individual Council Members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- **Be welcoming to speakers and treat them with care and gentleness**

"I give many public presentations so standing up in front of a group and using a microphone is not new to me. But I found that speaking in front of Council was an entirely different experience. I was incredibly nervous and my voice was shaking. I think the reason was because the issue was so personal to me. The Council was going to take a vote that would affect my family's daily life and my home. I was feeling a lot of emotion. The way that Council treats



people during public hearings can do a lot to make them relax or to push their emotions to a higher level of intensity.”

- **Be fair and equitable in allocating public hearing time to individual speakers**

“The first thing the Mayor said to me was to be brief because the meeting was running late and the Council was eager to go home. That shouldn’t be my problem. I’m sorry my item was at the end of the agenda and that there were a lot of speakers, but it is critically important to me and I should be allowed to say what I have to say and believe that the Council is listening to me.”

The Chair will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated five-minutes with applicants and appellants or their designated representatives allowed more time. If many speakers are anticipated, the Chair may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he or she exhibits inappropriate behavior. Each speaker may only speak once during the public hearing unless the Council requests additional clarification later in the process. After the close of the public hearing, no more public testimony will be accepted unless the Chair reopens the public hearing for a limited and specific purpose.

- **Give the appearance of active listening**

It is disconcerting to speakers to have Council Members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of facial expressions, especially those that could be interpreted as “smirking,” disbelief, anger or boredom.

- **Ask for clarification, but avoid debate and argument with the public**

Only the Chair – not individual Council Members – can interrupt a speaker during a presentation. However, a Council Member can ask the Chair for a point of order if the speaker is off the topic or exhibiting behavior or language the Council Member finds disturbing.

If speakers become flustered or defensive by Council questions, it is the responsibility of the Chair to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Council Members to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Council Members’ personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

- **No personal attacks of any kind, under any circumstance**

Council Members should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

- **Follow parliamentary procedure in conducting public meetings**

The City Clerk serves as advisory parliamentarian for the City and is available to answer questions or interpret situations according to parliamentary procedures. Final rulings on parliamentary procedure are made by the Chair, subject to the appeal of the full Council.

## **IN UNOFFICIAL SETTINGS**

- **Make no promises on behalf of the Council**

Council Members will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of City policy and to refer to City staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise City staff will do something specific (fix a pothole, remove a library book, plant new flowers in the median, etc.).

- **Make no personal comments about other Council Members**

It is acceptable to publicly disagree about an issue, but it is unacceptable to make derogatory comments about other Council Members, their opinions and actions.

- **Remember that Hudson is a small town**

Council Members are constantly being observed by the community. Their behaviors and comments serve as models for proper behavior in the City of Hudson. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Council Members, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

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## **Council Conduct with Other Public Agencies**

- **Be clear about representing the City or personal interests**

If a Council Member appears before another governmental agency or organization to give a statement on an issue, the Council Member must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the City; 2) whether this is the majority or minority opinion of the Council.

If the Council Member is representing the City, the Council Member must support and advocate the official City position on an issue, not a personal viewpoint.

If the Council Member is representing another organization whose position is different from the City, the Council Member should withdraw from voting on the issue if it significantly impacts or is detrimental to the City's interest. Council Members should be clear about which organizations they represent and inform the Mayor and Council of their involvement.

- **Correspondence should be clear about representation**

City letterhead may be used when the Council Member is representing the City and the City's official position. A copy of official correspondence should be given to the City Clerk to be filed in the Clerk's Office as part of the permanent public record.

It is best that City letterhead not be used for correspondence of Council Members representing a personal point of view, or a dissenting point of view from an official Council position. However, should Council Members use City letterhead to express a personal opinion, the official City position must be stated clearly so the reader understands the difference between the official City position and the minor viewpoint of the Council Member.

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## **Council Conduct with Boards and Committees**

The City has established several Boards and Committees as a means of gathering more community input. Citizens who serve on Boards and Committees become more involved in government and serve as advisors to the City Council. They are a valuable resource to the City's leadership and should be treated with appreciation and respect.

- **If attending a Board or Committee meeting, be careful to only express personal opinions**

Council Members may attend any Board or Committee meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation – especially if it is on behalf of an individual, business, or developer – could be viewed as unfairly affecting the process. Any public comments by a Council Member at a Board or Committee meeting should be clearly made as individual opinion and not a representation of the feelings of the entire City Council.

- **Limit contact with Board and Committee members to questions of clarification**

It is inappropriate for a Council Member to contact a Board or Committee Member to lobby on behalf of an individual, business, or developer. It is acceptable for Council Members to contact Board or Committee members in order to clarify a position taken by the Board or Commission.

- **Remember that Boards and Committees serve the community, not individual Council Members**

The City Council appoints individuals to serve on Boards and Committees, and it is the responsibility of Boards and Committees to follow policy established by the Council. But Board and Committee members do not report to individual Council Members, nor should Council Members feel they have the power or right to threaten Board and Committee members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Committee should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board or Committee appointment should not be used as a political “reward.”

- **Be respectful of diverse opinions**

A primary role of Boards and Committees is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. Council Members may have a closer working relationship with some individuals serving on

Boards and Committees, but must be fair and respectful of all citizens serving on Boards and Committees.

- **Keep political support away from public forums**

Board and Commission members may offer political support to a Council Member, but not in a public forum while conducting official duties. Conversely, Council Members may support Board and Committee members who are running for office, but not in an official forum in their capacity as a Council Member.

- **Inappropriate behavior can lead to removal**

Inappropriate behavior by a Board or Committee member should be noted to the Mayor, and the Mayor should counsel the offending member.

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## Council Conduct with the Media

Council Members are frequently contacted by the media for background and quotes.

- **The best advice for dealing with the media is to never go “off the record”**

Most members of the media represent the highest levels of journalistic integrity and ethics, and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

- **The Mayor is the official spokesperson for the representative on City position**

The Mayor is the designated representative of the Council to present and speak on the official City position. If an individual Council Member is contacted by the media, the Council Member should be clear about whether their comments represent the official City position or a personal viewpoint.

- **Choose words carefully and cautiously**

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

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## Sanctions

- **Public Disruption**

Members of the public who do not follow proper conduct after a warning in a public hearing may be barred from further testimony at that meeting or removed from the Council Chambers.

- **Inappropriate Staff Behavior**

Council Members should refer to the City Manager any City staff or to the City Attorney and City Attorney's staff who do not follow proper conduct in their dealings with Council Members, other City staff, or the public. These employees may be disciplined in accordance with standard City procedures for such actions. (Please refer to the section on Council Conduct with City Staff for more details on interaction with Staff.)

- **Council Members Behavior and Conduct**

City Council Members who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the City of Hudson or with inter-government agencies) or have official travel restricted. Serious infractions of the Code of Ethics or Code of Conduct could lead to other sanctions as deemed appropriate by Council.

Council Members should point out to the offending Council Member infractions of the Code of Ethics or Code of Conduct. If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Mayor Pro tem.

It is the responsibility of the Mayor to initiate action if a Council Member's behavior may warrant sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

If violation of the Code of Conduct is outside of the observed behaviors by the Mayor or Council Members, the alleged violation should be referred to the Mayor. The Mayor should ask the City Manager and/or the City Attorney to investigate the allegation and report the findings to the Mayor. It is the Mayor's responsibility to take the next appropriate action. These actions can include, but are not limited to: discussing and counseling the individual on the violations; recommending sanction to the full Council to consider in a public meeting; or forming a Council ad hoc subcommittee to review the allegation; the investigation and its findings, as well as to recommend sanction options for Council consideration. Videotaping of the complaint hearing should be used for a Council ad hoc subcommittee.

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## **Principles of Proper Conduct**

### **Proper conduct IS...**

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available

- ❑ Demonstrating patience
- ❑ Showing empathy
- ❑ Holding onto ethical principles under stress
- ❑ Listening attentively
- ❑ Studying thoroughly
- ❑ Keeping integrity intact
- ❑ Overcoming discouragement
- ❑ Going above and beyond, time and time again
- ❑ Modeling a professional manner

**Proper conduct IS NOT...**

- ❑ Showing antagonism or hostility
- ❑ Deliberately lying or misleading
- ❑ Speaking recklessly
- ❑ Spreading rumors
- ❑ Stirring up bad feelings, divisiveness
- ❑ Acting in a self-righteous manner

## **The Guiding Principle of Conduct is RESPECT**

Respect for one another as individuals...respect for the validity of different opinions...

respect for the democratic process...respect for the community that we serve.

## **Checklist for Monitoring Conduct**

- ❑ Will my decision/statement/action violate the trust, rights, or good will of others?
- ❑ What are my interior motives and the spirit behind my actions?
- ❑ If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- ❑ How would my conduct be evaluated by people whose integrity and character I respect?
- ❑ Even if my conduct is not illegal or unethical, is it done at someone else's painful expense?  
Will it destroy their trust in me? Will it harm their reputation?

- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

## Glossary of Terms


<b>Attitude</b>	The manner in which one shows one's dispositions, opinions, and feelings
<b>Behavior</b>	External appearance or action; manner of behaving; carriage of oneself
<b>Civility</b>	Politeness, consideration, courtesy
<b>Conduct</b>	The way one acts; personal behavior
<b>Courtesy</b>	Politeness connected with kindness
<b>Decorum</b>	Suitable; proper; good taste in behavior
<b>Manners</b>	A way of acting; a style, method, or form; the way in which things are done
<b>Point of order</b>	An interruption of a meeting to question whether rules or bylaws are being broken, such as the speaker has strayed from the motion currently under consideration
<b>Point of Personal privilege</b>	A challenge to a speaker to defend or apologize for comments that a fellow Council Member considers offensive
<b>Propriety</b>	Conforming to acceptable standards of behavior
<b>Protocol</b>	The courtesies that are established as proper and correct
<b>Respect</b>	The act of noticing with attention; holding in esteem; courteous regard

Revised 11/11/16





**AGENDA ITEM - REVIEW FORM**

<b>ITEM: RESOLUTION:</b> Rick Moreno	<b>SUBMITTED BY:</b> Charles Weir
<b>ACTION REQUESTED:</b> Adopt the Resolution acknowledging Rick Moreno, commending him for his dedicated service to the City of Hudson.	<b>DEPARTMENT:</b> City Manager <b>DATE:</b> December 3, 2024
<b>SUMMARY:</b>  Rick Moreno has served on the City of Hudson Council from November 2012 to December 3, 2024.  Therefore, I recommend that Council adopt the resolution for Rick Moreno, officially commending him for his loyal efforts and dedicated service to the City of Hudson.	
<b>RECOMMENDATION: Adopt the Proclamation acknowledging Rick Moreno, commending him for his years of dedicated service to the City of Hudson.</b>	
<b>SIGNATURE:</b> 	<b>TITLE:</b> City Manager

# RESOLUTION

**WHEREAS**, the City of Hudson depends on its citizens to carry out the process of government, and;

**WHEREAS**, the duties of a Council member are becoming increasingly complex and time consuming, and;

**WHEREAS**, the quality and effectiveness of the governing process is determined by the capabilities, concerns, and enthusiasm of those who serve, and;

**WHEREAS**, the Hudson City Council wishes to acknowledge those who have served their community well.

**NOW THEREFORE, BE IT RESOLVED**, that **RICK MORENO** be officially commended for his dedicated service to the City of Hudson and that it be known that **RICK MORENO** served on the Hudson City Council from November 2012 to December 3, 2024. Due to his loyal efforts, the City of Hudson has continued to grow and prosper.

Dated this 3rd day of December, 2024.

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Brandi Clark, Council Member

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Lisa Enerson, Council Member

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Greg Hillegas, Council Member

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Sherry Kirkland, Council Member

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Natalie Loop, Council Member

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Daniel Schudel, Council Member

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Carl Sword, Council Member



**AGENDA ITEM**  
**REVIEW FORM**

<b>ITEM:</b> APPROVE: Performance Resolution for Governmental Agencies	<b>SUBMITTED BY:</b> Charles A Weir
<b>ACTION REQUESTED:</b> Adopt the attached resolution for the Annual MDOT Application and Permit for Miscellaneous Operations Within State Trunkline Right of Way.	<b>DEPARTMENT:</b> City Office <b>DATE:</b> December 3, 2024
<b>SUMMARY:</b>  Adopting the attached resolution will allow the City to continue to receive MDOT approval for the different parades along the trunkline throughout the year.  Government agencies must apply annually, prior to February, for the on-line permit application.	
<b>RECOMMENDATION:</b> Adopt the attached resolution "Annual Application and Permit for Miscellaneous Operations Within State Trunkline Right of Way" for the calendar year 2025.	
<b>SIGNATURE:</b> 	<b>TITLE:</b> City Manager

## PERFORMANCE RESOLUTION FOR MUNICIPALITIES

*This Performance Resolution (Resolution) is required by the Michigan Department of Transportation for purposes of issuing to a Municipality an "Individual Permit for Use of State Highway Right of Way", and/or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".*

RESOLVED WHEREAS, the \_\_\_\_\_  
(County, City, Village, Township, etc.)

hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the MUNICIPALITY agrees that:

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY. Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.
4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.
5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

- 6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
- 7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
- 8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the MUNICIPALITY.

Title and/or Name:

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I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the \_\_\_\_\_

(Name of Board, etc.)

of the \_\_\_\_\_ of \_\_\_\_\_

(Name of MUNICIPALITY)

(County)

at a \_\_\_\_\_ meeting held on the \_\_\_\_\_ day

of \_\_\_\_\_ A.D. \_\_\_\_\_.

\_\_\_\_\_  
*Signed*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Print Signed Name*



**AGENDA ITEM**  
**REVIEW FORM**

<b>ITEM:</b> 2025 Council and Planning Commission meeting dates.	<b>SUBMITTED BY:</b> Charles Weir
<b>ACTION REQUESTED:</b> Approve the 2025 Council and Planning Commission meeting dates.	<b>DEPARTMENT:</b> City Office <b>DATE:</b> December 03, 2024
<b>SUMMARY:</b> Attached are the proposed meeting dates for the Council and Planning Commission. These dates must be approved by Council and published in a paper of general circulation. The regular City Council meetings are usually at 7:00 p.m. the first and third Tuesdays of each month, and the regular Planning Commission meetings are at 6:30 p.m. on the fourth Monday of each month.  The organizational meeting will be on the first meeting in December.	
<b>RECOMMENDATION:</b> Approve the 2025 Council and Planning Commission meeting dates.	
<b>SIGNATURE:</b> 	<b>TITLE:</b> City Manager

# CITY COUNCIL/PLANNING COMMISSION MEETINGS FOR 2025

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## CITY COUNCIL:

**REGULAR MEETINGS:** at 7:00 P.M. the FIRST and THIRD Tuesday of each month.

### Tentative Dates

January 07	July 01
January 21	July 15
February 04	August 05
February 18	August 19
March 04	September 02
March 18	September 16
April 01	October 07
April 15	October 21
May 06	November 04
May 20	November 18
June 03	December 02 Organizational meeting
June 17	December 16

## PLANNING COMMISSION:

**REGULAR MEETINGS:** 6:30 P.M. on the FOURTH Monday of each month

### Tentative Dates

January 27	July 28
February 24	August 25
March 24	September 22
April 28	October 27
May 19 (3 <sup>rd</sup> Monday)	November 24
June 23	December 22

All meetings will be held in the Council Chambers at City Hall, 121 N. Church Street, Hudson, MI and are *subject to change with prior notice given.*

**Bills to Council**  
**Tuesday, December 3, 2024**

**Bills to be Approved**

<b>Total</b>	<b>\$0.00</b>
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**Bills to be Confirmed**

blas tek

\$7,906.00

WTP MAINTENANCE

<b>Total</b>	<b>\$7,906.00</b>
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Fund	Description	Beginning Balance 11/15/2024	Total Debits	Total Credits	Ending Balance 11/27/2024
101	GENERAL FUND	1,148,915.99	81,369.91	60,496.69	1,169,789.21
151	CEMETERY TRUST FUND	0.00	0.00	0.00	0.00
202	MAJOR STREET FUND	274,350.53	0.00	10,212.42	264,138.11
203	LOCAL STREET FUND	95,591.83	0.00	6,881.55	88,710.28
206	FIRE DEPARTMENT FUND	103,737.87	174.95	532.78	103,380.04
208	RECREATION FUND	685.59	0.00	0.00	685.59
209	CEMETARY FOUNDATION	13,018.17	400.00	6,175.66	7,242.51
210	AMBULANCE	75,441.29	16,080.06	28,072.85	63,448.50
211	COMMUNITY CENTER	38,823.94	710.00	2,728.54	36,805.40
213	INCOME TAX FUND	61,178.53	13,290.88	10,468.13	64,001.28
248	DOWNTOWN DEVELOPMENT AUTHORITY	42,170.76	0.00	0.00	42,170.76
250	LOCAL DEVELOPMENT FINANCE AUTHORITY	0.00	0.00	0.00	0.00
270	THOMPSON MUSEUM FUND	0.00	0.00	0.00	0.00
271	LIBRARY FUND	0.00	0.00	0.00	0.00
272	THOMPSON LIBRARY FUND	0.00	0.00	0.00	0.00
273	MUSEUM FUND	12,214.50	0.00	485.99	11,728.51
412	INDUSTRIAL PARK FUND	13,282.16	0.00	0.00	13,282.16
444	2021 CAPITAL IMPROVEMENT BOND FUND	94,594.90	0.00	1,838.41	92,756.49
592	WATER AND SEWER FUND	181,867.14	40,659.64	65,396.68	157,130.10
661	MOTOR VEH AND EQUIP FUND	132,936.59	10,655.29	6,738.44	136,853.44
703	PROPERTY TAX COLLECTION	4,310.77	15,074.76	5,660.94	13,724.59
704	IMPREST PAYROLL FUND	31,074.32	140,506.22	170,186.41	1,394.13
809	SIDEWALK FUND	17,233.37	0.00	0.00	17,233.37
TOTAL - ALL FUNDS		2,341,428.25	318,921.71	375,875.49	2,284,474.47

11/27/2024 12:04 PM  
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CHECK REGISTER FOR CITY OF HUDSON  
CHECK DATE FROM 11/15/2024 - 11/27/2024

Page: 1/3

Check Date	Check	Vendor Name	Invoice Vendor	Amount
Bank CIVIC CIVIC PROMOTIONS-COUNCIL				
11/19/2024	508	DAN SCHUDEL	DAN SCHUDEL	445.48
11/20/2024	509	PRO SHOP	PRO SHOP	484.00
11/25/2024	510	DAN SCHUDEL	DAN SCHUDEL	222.57
CIVIC TOTALS:				
Total of 3 Checks:				1,152.05
Less 0 Void Checks:				0.00
Total of 3 Disbursements:				1,152.05

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User: MEGAN  
DB: Hudson

CHECK REGISTER FOR CITY OF HUDSON  
CHECK DATE FROM 11/15/2024 - 11/27/2024

Check Date	Check	Vendor Name	Invoice Vendor	Amount
Bank CNB - CNB- PROPERTY TAXES				
11/18/2024	1376	LENAWEE INT SCHOOL DISTRICT	LENAWEE INT SCHOOL DISTRICT	548.97
11/18/2024	1377	LENAWEE COUNTY TREASURER PROP	LENAWEE COUNTY TREASURER PROP	1,716.38
11/18/2024	1378	CITY OF HUDSON	CITY OF HUDSON	2,313.77
11/18/2024	1379	HUDSON AREA SCHOOLS	HUDSON AREA SCHOOLS	1,081.82
CNB - TOTALS:				
Total of 4 Checks:				5,660.94
Less 0 Void Checks:				0.00
Total of 4 Disbursements:				5,660.94

Check Date	Check	Vendor Name	Invoice Vendor	Amount
Bank CNB-C CNB--COMBINED ACCOUNT				
11/15/2024	105188	ELAN FINANCIAL SERVICES	ELAN FINANCIAL SERVICES	940.92
11/15/2024	105189	ELAN FINANCIAL SERVICES	ELAN FINANCIAL SERVICES	295.11
11/15/2024	105190	ELAN FINANCIAL SERVICES	ELAN FINANCIAL SERVICES	3,445.48
11/15/2024	105191	ELAN FINANCIAL SERVICES	ELAN FINANCIAL SERVICES	3,969.76
11/15/2024	105192	VOID		0.00 V
11/19/2024	105193	FAITH BOWEN	FAITH BOWEN	250.00
11/19/2024	105194	BROOKE LEUPP	BROOKE LEUPP	200.00
11/19/2024	105195	BRINER OIL CO INC	BRINER OIL CO INC	333.05
11/19/2024	105196	BRINER OIL CO INC	BRINER OIL CO INC	334.36
11/19/2024	105197	ELECTION SOURCE	ELECTION SOURCE	633.00
11/19/2024	105198	HBC LAWN SERVICE, LLC	HBC LAWN SERVICE, LLC	3,800.00
11/19/2024	105199	RENIUS & RENIUS	RENIUS & RENIUS	1,512.50
11/19/2024	105200	SHARE CORPORATION	SHARE CORPORATION	246.68
11/19/2024	105201	SHARE CORPORATION	SHARE CORPORATION	246.68
11/19/2024	105202	SUPERIOR INDUSTRIAL SALES & SE	SUPERIOR INDUSTRIAL SALES & SE	911.50
11/19/2024	105203	TERRY HICKS	TERRY HICKS	25.00
11/19/2024	105204	SPECTRUM PRINTERS INC	SPECTRUM PRINTERS INC	105.00
11/20/2024	105205	PRO SHOP	PRO SHOP	484.00 V
11/20/2024	105206	CITY OF HUDSON	CITY OF HUDSON	100.00
11/20/2024	105207	CITY OF HUDSON	CITY OF HUDSON	100.00
11/21/2024	105208	BLAS TEK, LLC	BLAS TEK, LLC	7,906.00
11/21/2024	105209	ELAN FINANCIAL SERVICES	ELAN FINANCIAL SERVICES	2,914.06
11/21/2024	105210	FRAMES PEST CONTROL	FRAMES PEST CONTROL	51.18
11/21/2024	105211	HUDSON KIWANIS CLUB	HUDSON KIWANIS CLUB	151.00
11/21/2024	105212	ODP BUSINESS SOLUTIONS, LLC	ODP BUSINESS SOLUTIONS, LLC	185.89
11/21/2024	105213	K & B ASPHALT SEALCOATING INC	K & B ASPHALT SEALCOATING INC	1,820.00
11/21/2024	105214	OTIS ELEVATOR COMPANY	OTIS ELEVATOR COMPANY	173.58
11/21/2024	105215	QUADIENT FINANCE USA, INC.	QUADIENT FINANCE USA, INC.	999.92
11/21/2024	105216	WOLVERINE RENTAL & SUPPLY	WOLVERINE RENTAL & SUPPLY	389.93
11/21/2024	105217	WOLVERINE RENTAL & SUPPLY	WOLVERINE RENTAL & SUPPLY	77.33
11/25/2024	105218	CORRINA SMITH	CORRINA SMITH	200.00
11/25/2024	105219	BILLIE KELLEY	BILLIE KELLEY	200.00
11/25/2024	105220	BRINER OIL CO INC	BRINER OIL CO INC	260.66
11/25/2024	105221	BRINER OIL CO INC	BRINER OIL CO INC	298.14
11/25/2024	105222	BURNIPS EQUIPMENT COMPANY	BURNIPS EQUIPMENT COMPANY	370.97
11/25/2024	105223	BURNIPS EQUIPMENT COMPANY	BURNIPS EQUIPMENT COMPANY	1.99
11/25/2024	105224	ELAN FINANCIAL SERVICES	ELAN FINANCIAL SERVICES	1,483.67
11/25/2024	105225	HILLSDALE COUNTY TREASURER	HILLSDALE COUNTY TREASURER	1,060.00
11/25/2024	105226	MICHIGAN GAS UTILITIES	MICHIGAN GAS UTILITIES	1,298.39
11/25/2024	105227	MAUMEE PRINT & GRAPHICS	MAUMEE PRINT & GRAPHICS	42.00
11/25/2024	105228	MAUMEE PRINT & GRAPHICS	MAUMEE PRINT & GRAPHICS	1,845.00
11/25/2024	105229	UNIFIRST CORPORATION	UNIFIRST CORPORATION	62.22
11/25/2024	105230	USA BLUE BOOK	USA BLUE BOOK	954.40
11/27/2024	105231	DAVE BLACK	DAVE BLACK	100.00
11/27/2024	105232	ELHORN ENGINEERING COMPANY	ELHORN ENGINEERING COMPANY	1,414.00
11/27/2024	105233	FIRE PROS	FIRE PROS	1,071.73
11/27/2024	105234	HUDSON AUTO CENTER	HUDSON AUTO CENTER	25.56
11/27/2024	105235	CITY OF HUDSON	CITY OF HUDSON	432.01
11/27/2024	105236	MICHIGAN STATE FIREMENS ASSOCI	MICHIGAN STATE FIREMENS ASSOCI	100.00
11/27/2024	105237	ROE COMM. INC	ROE COMM. INC	209.00

CNB-C TOTALS:

Total of 50 Checks:	44,031.67
Less 2 Void Checks:	484.00
Total of 48 Disbursements:	43,547.67

REPORT TOTALS:

Total of 57 Checks:	50,844.66
Less 2 Void Checks:	484.00
Total of 55 Disbursements:	50,360.66



Jay Best  
DPW Superintendent  
Phone #517-403-9216

**Water:**

1. Total 5.838,000 Max Day: 235,000 Ave.day:188,000 Min Day: 137,000
2. Iron Filter paint repair complete
3. Lead copper report sent to State
4. Monthly testing complete
5. Scada issues at plant
6. Well work completed logs sent

**Distribution:**

1. Hydrant flushing this month
2. School street low pressure being investigated
3. Cathodic Protection tested at both towers complete
4. Water reads complete
5. Rereads complete
6. House calls complete

**Streets:**

1. Cold patch
2. Leaf pick-up begins
3. Culvert repair Meadow brook completed after service line leak repair completed
4. Repair catch basin Maple Grove complete
5. Sewer Maintenance jetting complete
- 6.

**Parks:**

1. Parks closed
2. Leaves mulched
3. Light installed Carlton Park Pavilion
4. Trees trimmed

**Misc:**

1. 50 Ton salt delivered (early fill)
2. Hydro Vac truck in for service and repair
3. Exmark mower in for service and repair
4. 1 Ton ford dump in for repair
5. Working on quote for directional bore on McKenzie Street
6. Fire extinguishers inspections scheduled
7. Furnace checks
8. Crack seal work on trails completed
9. Foundations poured
10. Brush bins emptied 2 times a week
11. Edge sidewalks in parks and police and fire station
12. Utility truck search and bids Approval to move forward with truck purchase to replace )5 dump truck (working)
13. Graves dug Burials complete

**Summary:**

Equipment serviced for winter use had a busy and full month. I am grateful for the team we have here at the city. We had a flu bug come thru and worked thru it, Guys came to work not fully over the bug but showed up and busted the work out in spite of being sick. We are better now and still going hard everyday to keep the city clean and moving forward. Jay



# CLEAR-1019 Reported Offense By Date

Between 10/01/2024 Thru 11/01/2024

Agency: HN Hudson Police Department



Offense Code	Description	Incident Count
1178	CSC 4th Degree -Forcible Contact	1
1313	Assault/ Battery/Simple (Incl Domestic and Police Officer)	2
2674	Fraud (Larceny) by Conversion	1
2901	Damage to Property - Business Property - MDOP	1
5005	Contempt of Court (PPO Violation, etc)	2
5015	Failure to Appear (FTA)	2
C2822	Lost / Missing Juvenile	1
C2825	Juvenile - Incurrigibility	1
C2840	Juvenile - Malicious Mischief	4
C2899	Juvenile - All Other	1
C3010	Felony Arrest Warrant (Originating Agency)	2
C3145	Property Damage Traffic Crash PDA	1
C3148	Motor Vehicle - Animal Traffic Crash	1
C3170	Private Property Traffic Crash	1
C3299	Welfare Check	3
C3310	Family Trouble	2
C3311	Customer Trouble	1
C3318	Found Property	3
C3319	Found Bicycle	1
C3324	Suspicious Circumstances	1
C3326	Suspicious Vehicles	1
C3328	Suspicious Persons	2
C3330	Assist Other Law Enforcement Agency	8
C3331	Assist Medical	1
C3333	Assist Motorist	1
C3336	Assist Citizen	1
C3351	Civil - Landlord / Tenant	1
C3355	Civil Matter - Other	6
C3399	Miscellaneous All Other	1
C3702	Traffic Complaint / Road Hazard	1
C3704	Traffic Complaint / Abandoned Auto	7
C3804	Animal Complaint	5
C3806	Animal Alive - Put to Sleep	1
C3808	Animal Bite / Scratch	1
C3902	Burglary Alarm	2
L3512	Warrant Attempt - HN	1
L3517	Subpoena Service - HN	1
L3524	Freedom of Information - HN	1
L3536	Opened in Error - HN	2
L3538	Animal - CWB (Check Well Being) - HN	1
L3543	Purchase Permit - HN	6
L3544	Background/Records Check - HN	2
L3552	Noise Complaint - HN	1
L3557	Trouble with Subject - HN	1
L3590	Traffic Stop - HN	21
L3597	Ordinance Violation -HN	2
	Sum:	110



Phone (517) 448-4701  
 E-Mail: [wwtp@ci.hudson.mi.us](mailto:wwtp@ci.hudson.mi.us)

Monthly Report of Operations at the  
 Wastewater Treatment Plant for October 2024

	24-Sep	24-Oct	
Rain	0.98	1.88	Inches
Average Influent Flow	0.197	0.198	MGD
Max Influent Flow	0.223	0.291	MGD
Total Influent Flow	5.703	5.934	MG
Average Primary Sludge Pumped	5,853	5,788	Gal/day
Total Primary Sludge Pumped	181,435	179,435	Gallons
Average Secondary Sludge Pumped	417,552	313,333	Gal/day
Total Secondary Sludge Pumped	12,109,000	9,400,000	Gallons
Average Sludge Wasted	9,860	12,027	Gal/day
Total Sludge Wasted	285,953	360,808	Gallons
Average Ferrous Feed	72	67	lbs/day
Total Ferrous Feed	2,090	2,014	lbs
Average Electrical Usage	883	880	Kilowatt hrs/day
Total Electrical Usage	25,600	26,400	kilowatt hrs
Average Natural Gas Usage	8	9	M cu ft/day
Total Natural Gas Usage	231	284	M cu ft



Respectfully Submitted      **Joshua M Mattek**      City of Hudson WWTP Superintendent.



Monthly Ambulance Department Head Report  
October 2024

	<u>2024</u>	<u>2023</u>	<u>Difference</u>
Dispatches for the Month	<u>105</u>	<u>114</u>	<u>-9</u>
Dispatches Year to Date	<u>932</u>	<u>1,033</u>	<u>-101</u>

Average Overall Response Time (Dispatch to Arrival, Minutes)	<u>October 2024</u>	<u>10.58</u>	Year to Date <u>10.22</u>
<b>Fractile Response Time Percentage</b> (Percentage of response times made at or below goal for each response area)	<u>October 2024</u>	<u>97.40</u>	Year to Date <u>95.83</u>
Number of mutual aide responses	<u>October 2024</u>	<u>21</u>	Year to Date <u>153</u>

<b>Roster Information</b>			
Number of Personnel on Current Roster	<u>17</u>	Number of Members Active this Month	<u>15</u>
Number of Members with Extended Inactivity	<u>1</u>	Number of New Hires Year to Date	<u>2</u>
Number of Members on Leave	<u>0</u>	Number of Members that have left the Service	<u>4</u>
Number of Members Ineligible for Primary Response			<u>0</u>

General Notes

# Hudson Fire Department Department Head Report Month OCTOBER Year 2024

**MONTHLY RUN TOTAL: 13**  
**BREAKDOWN BY SERVICE AREA**

**2024 YEAR TO DATE CALLS 135**

			<b>2023 YEAR END TOTALS <u>222</u></b>
CITY OF HUDSON	<u>1</u>	YTD <u>27</u>	<b>2022 YEAR END TOTALS <u>218</u></b>
HUDSON TWP.	<u>3</u>	YTD <u>24</u>	<b>2021 YEAR END TOTALS <u>241</u></b>
PITTSFORD TWP.	<u>4</u>	YTD <u>24</u>	<b>2020 YEAR END TOTALS <u>208</u></b>
MEDINA TWP.	<u>0</u>	YTD <u>5</u>	<b>2019 YEAR END TOTALS <u>210</u></b>

**ASSIST TO:**

CLAYTON	<u>3</u>	YTD <u>8</u>	WALDRON	<u>1</u>	YTD <u>8</u>
ADDISON	<u>0</u>	YTD <u>4</u>	HUDSON AMBULANCE	<u>0</u>	YTD <u>12</u>
MORENCI	<u>0</u>	YTD <u>11</u>	SOMERSET	<u>0</u>	YTD <u>2</u>
JEFFERSON	<u>1</u>	YTD <u>6</u>	OTHER	<u>0</u>	YTD <u>5</u> (North Adams, Hillsdale Twp, Adrian)

**TRAINING/ACTIVITY/OTHER**

**TRAINING #1 TOPIC Extrication Training FIREFIGHTERS ATTENDED 17 HRS  
TOTAL 3.5**

**TRAINING #2 TOPIC Rapid Intervention and Down FF CPR FIREFIGHTERS  
ATTENDED 11 HRS TOTAL 2.5**

**TRAINING #3 TOPIC            FIREFIGHTERS ATTENDED    HRS TOTAL**

**OTHER ACTIVITIES:**

**Issued 7 Burning permits for October. YTD= 97                      2023 total permits issued was 89.**

Fire Prevention and County Smoke House at Pittsford Schools for K-5<sup>th</sup> grade. Firefighters attended 5 Total Hours 3.5 10/11/2024.

Truck Check was held 10/16/2024 at 1800 hrs. for both Crew #1 and #2. Firefighters attended 14 Total Hours 2.

Fire Prevention at Sacred Heart School 10/17/2024. Firefighters attended 2 Total Hours 1.5

Traffic Control and Crossing Guard's for Downtown Trick-or-Treating 10/26/2024. Firefighters attended 8 Total Hours 2.

Ashley Swanson and Owen Lafollette started Firefighter School October 1<sup>st</sup>, wishing all the best in their class.

Chief attended the Hillsdale County Fire Association Meeting 10/20/24.

*Jerry Tanner*

82 - C1

# Report from the Main Office

## October 2024

4 building 1 mechanical and 3 electrical permit were issued in October.

We had 1 burial at the Maple Grove Cemetery.

2 more code violation letters on fix or tear down and leaves in street.

In the utilities, the office billed \$125,631.42 in October and with an additional \$6,530.89 in late charges.

Community Center had 4 rentals and there were 2 garage sale permits in October.

Election Commissioners met on the 10th of October to set the inspectors and the date for the Public Accuracy testing. Everything went very smooth and we are all set for the election. All of our new equipment and signs came in.

The following items were purchased and paid for by the grant we received;

- 2 table top voting booth
- 4 duo voting booths
- Rolling supply bag (used for ballots at the end of the night)
- Scanner
- Headphones
- ICX voting booth (vat and printer)
- Handicap voting booth
- Tabulator Bag
- Training for Samantha
- Security meeting with Linda and Lenawee County
- Election supplies (voters ID cards, paper rolls, vote instructions, envelopes)
- Security bags for the testing
- Signs (2 sided)
- Feather Angled Flag
- Some of the election workers compensation

We were able to receive all new equipment and supplies that should last us a couple of election cycles.

Jeaniene McClellan  
City Clerk



## City Manager Report

December 3, 2024

- The Housing Solution Conference I attended in Tecumseh November 13<sup>th</sup> was educational and informative. Due to the housing shortages and the high price of new construction being unaffordable for most people, many municipalities and townships are changing their building ordinances and zoning allowing for smaller homes or multi units in their residential districts. This is something that the Planning Commission and the City Council will need to consider soon and with the updating of the City Master Plan.
- I have reached out to the Michigan Municipal League for a quote for the City property and liability insurance to compare it to our current Insurance Carrier Nickel & Saph. I know the city several years ago had MML for insurance but changed for a reason unknown to me. I suspect affordability. The MML is currently the city's Workman's Comp carrier. Based on the MML quote and the renewal proposal numbers from Nickel & Saph, it will help determine what option will be more economically beneficial for the city for the FY 2025-2026 budget.
- Speaking of insurance, I request an update on the status of the (2) slip and fall claims filed this year. I have been advised that one of the cases has been closed with no liability to the City, and the other case the City has not been officially named in the suit at this point.
- Dangerous Structure Updates:
  - 138 LaFayette Street: There is a Pre-Trial scheduled for January 27<sup>th</sup>, 2025. The property owner has an attorney for the hearing. (Property owner attorney and the City will discuss a resolution for the clean-up).
  - 210 West Street: The Court has set the matter for the Entry of Judgement for December 30, 2024. (The city will receive a Court Order to clean-up the property).
  - 109 Mechanic Street: I spoke with the owner, and he advised that he was hoping to be farther along on the cleanup, but his company work schedule has slowed the progress down. He advised that he intends to have it cleaned up by the end of January.

Charlie