

**CITY OF HANCOCK
COUNCIL MEETING MINUTES
WEDNESDAY, JANUARY 15, 2020**

6:02 P.M.

Call to order and pledge of allegiance
Roll Call and verification of quorum

Present: Blau, Slivon, LaBine, Seguin, Warstler
Absent: Tubman

Motion by Councilor Warstler and supported by Councilor Slivon to excuse Councilor Tubman from tonight's meeting.

Yes: All
No: None
Motion Carried

Also present: Susan Burack, Beth Fredianelli, John Haeussler, Glenn Anderson, Deb Bradford, John Zurcher, Mike Markham, Mitch Lake, Bill Marlor, Jeff Radcliffe, Jared Hyrkas and other community members.

Motion by Councilor Slivon and supported by Councilor Warstler to approve and review the agenda and amend it with an addition to New Business #19, Update on PASSPORT grant and then removal of Items #1, #2 and #3 of Old Business.

Yes: All
No: None
Motion Carried

Public Comment-Anyone wishing to address the council will be recognized by the Mayor at this time.

Susan Burack-Scott Building-Encourages landlords to purchase recycling bins from the grant the city received and make them available to their renters.

John Haeussler-Portage Dr.-appreciates the council's efforts on recycling, would like to publicly apologize to Deb Mann for a misunderstanding of showing support for her efforts. Wants it known that he supports the Business and Tech Park, it comes with some risk but it will be an important and wise investment.

Presentations:

Deb Bradford from Rukkila, Negro & Associates, CPA presented the 2019 Audit. There was a single audit this year. There were 4 letters in the audit: Independence report,

Yellow book audit, Single audit and Management letter. Credit to Mary and staff for all the work on the federal grant awards, it was handled very well.

Glenn Anderson -Hancock Business and Technology Park-a proposal for developing a 40-acre parcel with 15 two to four acre lots owned by the City to accommodate the startup and expansion of local and manufacturing companies. There are federal appropriated funds for natural disaster areas. August 2020 is the deadline to apply. 2 options to choose from: Option A=\$3 million est. cost includes water, sewer, electric, gas, conduit, curbs and gutters, paved road, underground storm sewers, street lighting and four cleared lots. Option B- \$2 million est. cost includes water, sewer, electric, gas, conduit, paved road, open storm water management system, and two cleared lots.

Communications

Houghton County Historical Society-Our 2019 Year in Review

Waste Management-disposal rate will be increased effective January 2020

Southeast Publication-responsible for the campground guest guide

Bridgefest 2020- will be held the weekend of June 18th-21st, 2020

State of Michigan-request for improvement of deficiencies-corrective action plan

Keweenaw Chamber of Commerce-would like to express sincere appreciation for continuing membership

KEDA 2019 Annual Report

WUPPDR-looking for continued support

Beverly and Risto Alholinna-concerns of marijuana sales

Saving the Dark-2020 Sustainability film series, Thursday, 1-16-2020

Motion by Councilor Lytle and supported by Councilor Warstler to review and place on file communications as presented.

Yes: All

No: None

Motion Carried

Review and approval of previous meeting minutes

Motion by Councilor Warstler and supported by Councilor Lytle to approve and file the meeting minutes of 12-18-2019.

Yes: All

No: None

Motion Carried

Review of Reports

US-41 / M-26 Corridor Advisory Team meeting minutes of 11-14-19

Portage Lake Water and Sewage Authority-flows and percentages

Hancock Bike and Pedestrian Committee Meeting minutes of 1-7-2020

Recreation Commission Meeting Minutes of 9-11-19

Motion by Councilor Lytle and supported by Councilor Seguin to receive and file the reports as presented.

Yes: All

No: None

Motion Carried

Administrative Report

- Heikinpaiva 2020 schedule-parade Saturday, 1-25-2020 at 11:00 a.m., past practice, the council represents the city and marches.
- Barnelopet-13th Annual KNSC/Sons of Norway, Children's Races, Sunday, February 9th, 2020
- Recycling Bins for purchase, \$10.00, may be picked up at the DPW garage
- Swedetown Creek Nature Corridor Project-city wants to acquire the gorge
- Detroit Institute of Arts-art grant submitted by Cynthia Cote and Deb Mann, grant was awarded and the city will have 7 pictures to display outside for the summer
- Hancock Tori/Farmer's Market-meeting Thursday, 1-16-2020 at 5:00 p.m. to discuss the future of the Hancock Farmer's Market/Tori
- MDOT-Corridor Update-will be milling from Lake Annie Rd. to Ginos this summer and milling project set for 2021.
- SIB Loan update-asked for an extension and hoping we receive forgiveness
- Radon Testing Kit-free radon kits available at the Hancock Western Upper Peninsula Health Dept. or call (906) 482-7382 or visit them at: www.wuphd.org
- FHWA-final close out in progress
- FEMA-7 completed projects, 3 in close out process, 8-time extension and design phase, 4 waiting on obligation
- Water tank controls-preconstruction meeting in the next couple of weeks
- Full-time police officer vacancy in the Hancock Police Dept.

OLD BUSINESS

Consider appointment of Devon Leonarduzzi as the Planning Commission representative in a non-voting position on the Recreation Commission.

Motion by Councilor Lytle and supported by Councilor Seguin to appoint Devon Leonarduzzi as the Planning Commission representative in a non-voting position on the Recreation Commission.

Yes: All

No: None

Motion Carried

NEW BUSINESS

Motion by Councilor Warstler and supported by Councilor Lytle to approve the current accounts payable in the amount of \$532,810.54.

Roll Call

Yes: Warstler, Seguin, LaBine, Slivon, Lytle, Blau

No: None

Motion Carried

Motion by Councilor Slivon and supported by Councilor Lytle to approve Resolution #20-01 to designate Mary Babcock as the Street Administrator for MDOT.

Yes: All

No: None

Motion Carried

Motion by Councilor Slivon and supported by Councilor Warstler to restart efforts to pursue Michigan Trust Fund Grant to acquire Swedetown Creek Nature Corridor Property.

Yes: All

No: None

Motion Carried

Motion by Councilor Blau and supported by Councilor Slivon to approve Resolution #20-02 FY 2021 Resolution of Intent to apply for state formula operating assistance for fiscal year 2021 under Act 51.

Yes: All

No: None

Motion Carried

Motion by Councilor Slivon and supported by Councilor Warstler to approve hosting an intern in association with the National Science Foundation's National Research Traineeship Program and to have Mary draft a letter of support.

Yes: Blau, Slivon, LaBine, Seguin, Warstler

No: None

Abstain: Lytle

Motion Carried

Motion by Councilor Seguin and supported Councilor Blau to approve Resolution #20-04 to direct the Acting City Manager to take the necessary steps to prepare and submit an application for EDA funding including the issuance of a request for qualifications for engineering services.

Yes: Blau, Slivon, LaBine, Seguin

No: Warstler and Lytle

Motion Carried

Motion by Councilor Seguin and supported by Councilor Blau to amend the above motion to reflect Option A, from the development options, and to have protected covenants drafted.

Yes: All
No: None
Motion Carried

Motion by Councilor Slivon and supported by Councilor Lytle to approve a payment application for the FEMA PW29, White Street Outlet for Portage Lake Construction in the amount of \$741.45

Roll Call
Yes: Blau, Lytle, Slivon, LaBine, Seguin, Warstler
No: None
Motion Carried

Motion by Councilor Lytle and supported by Councilor Slivon to approve FEMA 31 & 34 Poplar Street Culvert and Navy Street Trail for Portage Lake Construction in the amount of \$6,855.89.

Roll Call
Yes: Warstler, Seguin, LaBine, Slivon, Lytle, Blau
No: None
Motion Carried

Motion by Councilor Lytle and supported by Councilor Warstler to approve Michigan Council for Arts and Cultural Affairs mini-grant in the amount of \$4,000.00 to create the panels to hold the bronze medallions.

Yes: All
No: None
Motion Carried

Motion by Warstler and supported by Councilor Lytle to approve the payment for life insurance premium for Barry Givens.

Yes: All
No: None
Motion Carried

Motion by Councilor Slivon and supported by Councilor Warstler to approve the update of the 2020 Hancock Transit Title VI Plan.

Yes: All

No: None
Motion Carried

Motion by Councilor Slivon and supported by Councilor Lytle to appoint Mary Babcock as the City of Hancock Transit Director.

Yes: All
No: None
Motion Carried

Motion by Councilor Blau and supported by Councilor Warstler to file an extension on repayment of the State Infrastructure Bank loan by one year.

Yes: All
No: None
Motion Carried

Motion by Councilor Blau and supported by Councilor Seguin to approve of the amended budget for the 2020 General Fund Budget.

Roll Call
Yes: Blau, Lytle, Slivon, LaBine, Seguin, Warstler
No: None
Motion Carried

Motion by Councilor Slivon and supported by Councilor Blau to approve workorder for the PASSPORT grant on the Campground bathhouse in the amount of \$25,000.

Roll Call
Yes: Warstler, Seguin, LaBine, Slivon, Lytle, Blau
No: None
Motion Carried

Public Comment- Anyone wishing to address the council will be recognized by the Mayor at this time.

Allyson Jabusch-concerned about the removal of snow in the 2nd, 3rd and 4th block of Quincy St.

Closed at 8:00 p.m.

Councilor Blau-wants everyone to march in the Heikinpaiva parade
Councilor Lytle-will be selling the new recycling bins for \$10.00, Thurs, Friday and Saturday
Councilor Slivon-wants to be notified of cemetery meetings


Councilor Warstler-moving forward with grant writing projects

Motion by Councilor Slivon and supported by Councilor Warstler to adjourn this meeting at 8:14 p.m.


Yes: All

No: None

Motion Carried



Paul LaBine, Mayor



Mary Babcock, City Clerk

20-01
**RESOLUTION FOR DESIGNATION
OF STREET ADMINISTRATOR**

*This information is required by Act 51, P.A. 1951 as amended. Failure
to supply this information will result in funds being withheld.*

MAIL TO: Michigan Department of Transportation, Financial Operations
Division, P.O. Box 30050, Lansing, MI 48909.
or Fax to: (517) 335-1828

NOTE: Indicate, if possible, where Street Administrator can usually be reached during normal
working hours, if different than City or Village Office. List any other office held by the Administrator.

Councilperson or Commissioner _____ Paul LaBine

offered the following resolution and moved its adoption:

Whereas, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, "the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act."

Therefore, be it resolved, that this Honorable Body designate _____ Mary Babcock

_____ as the single Street Administrator for the City or Village of
Hancock _____ in all transactions with the State Transportation Department
as provided in Section 13 of the Act.

Supported by the Councilperson or Commissioner Slivon / Lytle

Yeas 6

Nays 0

I hereby certify that the foregoing is a true and correct copy of a resolution made and adopted at a regular meeting
of the governing body of this municipality on the 15th day of
January, 2020.

CITY OR VILLAGE CLERK (SIGNATURE) <u>Beth Judianelli</u>	E-MAIL ADDRESS clerk@cityofhancock.net	DATE <u>1-15-2020</u>
STREET ADMINISTRATOR (SIGNATURE) <u>Mary Babcock</u>	E-MAIL ADDRESS <u>manager@cityofhancock.net</u>	DATE <u>1-15-2020</u>
ADDRESS OF CITY OR VILLAGE OFFICE 399 Quincy Street		P.O. BOX
CITY OR VILLAGE Hancock	ZIP CODE 49930	PHONE NUMBER (906) 482-2720

20-02

Michigan Department
Of Transportation
3078

FY 2021 RESOLUTION OF INTENT

The approved resolution of intent to apply for state formula operating assistance for fiscal year 2021 under Act 51 of the Public Acts of 1951, as amended.

WHEREAS, pursuant to Act 51 of the Public Acts of 1951, as amended (Act 51), it is necessary for the Hancock, City of (hereby known as THE APPLICANT) established under Act 55 to provide a local transportation program for the state fiscal year of 2021 and, therefore, apply for state financial assistance under provisions of Act 51; and

WHEREAS, it is necessary for the governing body, to name an official representative for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51; and

WHEREAS, it is necessary to certify that no changes in eligibility documentation have occurred during the past state fiscal year; and

WHEREAS, the performance indicators have been reviewed and approved by the governing body.

WHEREAS, THE APPLICATION , has reviewed and approved the proposed balance (surplus) budget, and funding sources of estimated federal funds \$ 52,200 estimated state funds \$ 105,600 estimated local funds \$ 122,250 with total estimated expenses of \$ 280,037

(Note: Local funds include fare box and any other local revenue)

NOW THEREFORE, be it resolved that THE APPLICANT hereby makes its intentions known to provide public transportation services and to apply for state financial assistance with this annual plan, in accordance with Act 51; and

HEREBY, appoints Mary Babcock as the Transportation Coordinator, for all public transportation matters, who is authorized to provide such information as deemed necessary by the State Transportation Commission or department for its administration of Act 51 for 2021

I, Mary Babcock (Name) City Clerk

(Secretary/Clerk) of THE Applicant , having custody of the records and proceedings of THE APPLICANT, does hereby certify that I have compared this resolution adopted by THE APPLICANT at the meeting of

January 2020 with the original minutes now on file and of record in the office and that this resolution is true and correct.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed seal of said City , this 15 day of January A.D 2020

SIGNATURE Mary Babcock

Hancock City Public Transit Title VI Plan 2020 Update

Date Adopted: 1-15-2020

I. Program Statement

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, or national origin in programs and activities receiving Federal financial assistance. Specifically, Title VI provides that "no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance" (42 U.S.C. Section 2000d).

Hancock Transit is committed to ensuring that no person is excluded from participation in, or denied the benefits of its transit services on the basis of race, color, or national origin, as protected by Title VI in Federal Transit Administration (FTA) Circular 4702.1.B.

This plan was developed to guide the Hancock Transit in its administration and management of Title VI related activities.

Title VI Coordinator Contact information

*Transit Director, 399 Quincy St. Hancock, MI 49930
Phone: 906.482.2720 Email: clerk@cityofhancock.net*

II. Title VI Information Dissemination

Title VI information posters shall be prominently and publicly displayed in the Hancock Transit facility and on their revenue vehicles (see Appendix G). The name of the Title VI coordinator is available on the Hancock Transit's website, at

<http://www.cityofhancock.com/info-transit.php>.

Additional information relating to non-discrimination obligation can be obtained from the Hancock Transit Title VI Coordinator.

Title VI information shall be disseminated to Hancock Transit employees annually via the Employee Education form (see Appendix A) in payroll or pay stub envelopes. This form reminds employees of the Hancock Transit's policy statement, and of their Title VI responsibilities in their daily work and duties.

During new employee orientation, new employees shall be informed of the provisions of Title VI, and the Hancock Transit's expectations to perform their duties accordingly.

All employees shall be provided a copy of the Title VI Program and are required to sign the Acknowledgement of Receipt (see Appendix B).

III. Subcontracts and Vendors

All subcontractors and vendors who receive payments from Hancock Transit where funding originates from any federal assistance are subject to the provisions of Title VI of the Civil Rights Act of 1964 as amended.

Written contracts shall contain non-discrimination language, either directly or through the bid specification package, which becomes an associated component of the contract.

IV. Record Keeping

The Title VI Coordinator will maintain permanent records, which include, but are not limited to, signed acknowledgements of receipt from the employees indicating the receipt of the of Hancock Transit Title VI Plan, copies of Title VI complaints or lawsuits and related documentation, and records of correspondence to and from complainants, and Title VI investigations.

V. Title VI Complaint Procedures

How to file a Title VI Complaint?

The complainant may file a signed, written complaint up to one hundred and eighty (180) days from the date of the alleged discrimination. The complaint should include the following information:

- Your name, mailing address, and how to contact you (i.e., telephone number, email address, etc.)
- How, when, where and why you believe you were discriminated against. Include the location, names and contact information of any witnesses.
- Other information that you deem significant

The Title VI Complaint Form (see Appendix C) may be used to submit the complaint information. The complaint may be filed in writing with Hancock Transit at the following address

HANCOCK TRANSIT
399 QUINCY ST
HANCOCK, MI 49930

NOTE: Hancock Transit encourages all complainants to certify all mail sent through the U.S. Postal Service and/or to ensure that all written correspondence can be tracked easily. For complaints originally submitted by facsimile, an original, signed copy of the complaint must be mailed to the Title VI Coordinator as soon as possible, but no later than 180 days from the alleged date of discrimination.

What happens to the complaint after it is submitted?

All complaints alleging discrimination based on race, color or national origin in a service or benefit provided by Hancock Transit will be directly addressed by Hancock Transit. Hancock Transit shall also provide appropriate assistance to complainants, including those persons with disabilities, or who are limited in their ability to communicate in English. Additionally,

Hancock Transit shall make every effort to address all complaints in an expeditious and thorough manner.

A letter acknowledging receipt of a complaint will be mailed within seven business days (Appendix D). Please note that in responding to any requests for additional information, a complainant's failure to provide the requested information may result in the administrative closure of the complaint.

How will the complainant be notified of the outcome of the complaint?

Hancock Transit will send a final written response letter (see Appendix E or F) to the complainant. In the letter notifying complainant that the complaint is not substantiated (Appendix F), the complainant is also advised of his or her right to 1) appeal within seven calendar days of receipt of the final written decision from Hancock Transit, and/or 2) file a complaint externally with the U.S. Department of Transportation and/or the FTA. Every effort will be made to respond to Title VI complaints within 60 working days of receipt of such complaints, if not sooner.

In addition to the complaint process described above, a complainant may file a Title VI complaint with the following offices:

Federal Transit Administration Office of Civil Rights
Attention: Title VI Program Coordinator
East Building, 5th Floor – TCR
1200 New Jersey Ave., SE
Washington, DC 20590

VI. Limited English Proficiency (LEP) Four Factor Analysis Data

The Hancock Transit has a LEP plan that was adopted on August 15, 2008 that offers steps the Hancock Transit will take to provide language assistance to transit users who need assistance, including identification of a person in need, staff training, and availability of “I speak” cards.

VII. Community Outreach

From 2008 – 2017 the City of Hancock has done the following:

As an agency receiving federal financial assistance, we have made the following community outreach efforts: Our transit staff is trained to identify a person in need, and to offer assistance. We offer to translate key print materials and to find an interpreter, if available, to assist a person in need of LEP help.

The Hancock Transit has engaged the public in its transit planning, budgeting, operation, and decision making, annual budget public hearings, in local advisory council meetings, and transit outreach activities to users and local neighborhoods.

The Hancock Transit submits to the Michigan Department of Transportation annually an application for funding. The application requests federal and state funding for both capital and operating assistance. Part of the annual application is a public notice in the local newspaper, The Daily Mining Gazette, which includes a 30-day public comment period.

City Council meetings: The governing agency for the Hancock Transit is the Hancock City Council. It holds a monthly meeting every third Wednesday of the month and the public is invited to attend and may address the Council in either a public comment forum or be placed on the agenda with an advance written request. Requests to be placed on the agenda should be submitted to the Hancock City Clerk, 399 Quincy St., Hancock, MI 49930. In addition, city staff and the transit director are available from 8am to 5pm weekdays, except holidays, where anyone can ask questions, lodge a complaint, or comment on transit business or operations. The office is located at city hall, 399 Quincy Street.

Small Urban Task Force: Hancock Transit requests funding through the Houghton/Hancock Small Urban task force for capital projects, when funds are available. The projects are presented during a public meeting, which are advertising in advance and encourages public participating.

Customer Complaint Process: Bus riders and citizens may call the Transit director at (906) 482-1121 to lodge a complaint or comments. Citizens may additionally address complaints to their City Council member or the Hancock City Clerk.

VIII. NOTICE

The City of Hancock Transit will post the Title VI notice on the public bulletin board at City Hall, 399 Quincy St.

IX. INVESTIGATIONS/LAWSUITS

The City of Hancock Transit will log any complaint, lawsuit or investigation under Title VI; however, no complaints, lawsuits or investigations have been received or undertaken from 2008 to 2017,

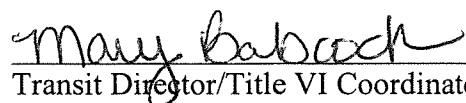
X. EQUITY ANALYSIS

The City of Hancock Transit currently has no plans to construct a facility, but will comply with all FTA requirements when necessary.

Date Approved by the Hancock City Council:



Mayor, City of Hancock



Transit Director/Title VI Coordinator

CITY OF HANCOCK RESOLUTION #20-04

WHEREAS, the City of Hancock supports the growth and development of its local economy;
and

WHEREAS, economic growth and development depends on having appropriate sites and
infrastructure; and

WHEREAS, there is an identified shortage of sites with appropriate infrastructure for the
location and expansion of manufacturing and technology companies in the
area; and

WHEREAS, the City of Hancock has identified in its plans the development of a business park
on approximately 40 acres of property owned by the City located between Tomasi
road and Lake Annie Road and east of the City's Department of Public Works
facility; and


WHEREAS, as a result of the federal disaster declaration related to the 2018 Father's Day Flood,
the City is eligible for 80% US Economic Development Administration (EDA)
grant funding for projects that support the growth and development of
manufacturing and technology companies; and

WHEREAS, the installation of infrastructure including water, sewer, storm sewer and roadway
to provide sites for the location of manufacturing and technology companies is
considered an eligible EDA project; and

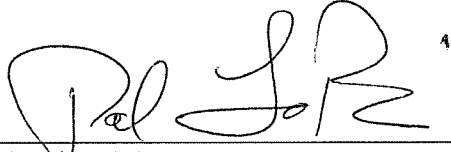
WHEREAS, an application for EDA assistance at the 80% grant rate must be made prior to the
two-year anniversary of the federal disaster declaration.

NOW THEREFORE BE IT RESOLVED, that the Hancock City Council directs its Acting City
Manager to take the necessary steps to prepare and submit an application for EDA
funding including the issuance of a Request for Qualifications for engineering
services.

Dated this 15th day of January, 2020.



Mary Babcock, City Clerk



Paul LaBine, Mayor