

HUDSONVILLE CITY COMMISSION
City Commission Minutes

May 28, 2019

Mayor Northrup called a Work Session of the Hudsonville City Commission to order on Tuesday, May 28, 2019 at 6:30 PM.

Present: Mayor Northrup, Commissioners Brandsen, Bolhuis, Holtrop, Leerar, Raterink, Steigenga, City Manager Waterman and City Clerk VanSlyke.

9203. Proposed Summer Office Hours.

City Manager Waterman discussed the growing trend of municipalities that have employees work 10 hour days and offices remain closed on Friday's. Waterman proposed a hybrid plan that would affect primarily City Hall but could possibly be altered and used at other city facilities. We would begin on a trial basis for the summer and reevaluate in the fall. The idea would be to expand the hours available to the public on Monday through Thursday, opening at 7:30 am and remaining open till either 5pm or 5:30 pm. The office would then close early on Fridays. Waterman believes that it would benefit the community and employees. The commissioners stated that many had experienced similar schedules in the private sector and had favorable results. Raterink had concerns that employees with young children may find the earlier hours challenging with daycare or school drop offs. Holtrop liked the idea of remaining open 30 minutes before and after normal business hours, giving residents more flexibility. Steigenga suggested that during this trial period, Waterman should keep an eye on productivity levels and employee attendance. The City Commissions consensus was for Waterman to go ahead and implement this new summer office hour's model and reevaluate in the fall.

9204. 2019-2020 Budget Overview.

City Manager Waterman reviewed with the City Commission the Executive Summary as an attachment to the proposed 2019-2020 Budget. The following sections were reviewed:

- (1) City Commission Goals. Waterman reviewed highlights of years 1-3 of the Strategic Plan with the City Commission. The City's current Strategic Plan goals and objectives were the basis for many of the planned expenditures in this year's budget.
- (2) Restoring the City's General Fund Reserve. City Manager Waterman stated that the City's fund balance is expected to be back to 20% by the end of next fiscal year. Waterman stated that he would like to continue

to build the fund balance back up in case there is ever a down turn in the economy.

- (3) Revenue Sources. City Manager Waterman reviewed the different revenue sources that the General Fund receives. He stated that they are anticipating an increase in property taxes which is a result of increased property values and new development.
- (4) Revenue Sharing. An increase in Revenue Sharing funds are expected this next fiscal year. However, due to Statutory Revenue never being fully implemented as it was originally designed, the amount that the city is expecting to receive is below full funding projections.
- (5) Property Tax Revenues. Property Tax revenues are expected to increase by \$108,000 and are attributed primarily to an increase in the city's total taxable value.
- (6) Taxable Values. For 2019-2020 the total taxable value is expected to increase by \$2.46 million.
- (7) Debt Obligation. City Manager Waterman reviewed the current debt obligations for the City. The City currently has two remaining debt obligations, the DPW Building and the Quality of Life Enhancement Projects, which total \$4,665,000.
- (8) Capital Expenses. City Manager Waterman reviewed a list of the road projects, park improvements, water/sewer projects and equipment purchases proposed for 2019-2020.
- (9) Personnel. City Manager Waterman reviewed the current staffing level and some possible future staffing changes. The proposed cost of living wage increase of 2% has been recommended.
- (10) Employee Benefits. City Manager Waterman reported that employee health care premiums are projected to increase by 2.9% for 2019-2020. MERS DB Pension Plan will be increasing \$1,533 per month. There are no current employees on this plan. Waterman is also exploring the possibility of creating a liability insurance pool with several other local municipalities. This new pool could possibly save the city between 20-40% per year.

City Manager Waterman will give a presentation at the public hearing on the proposed budget at the June 11 City Commission meeting.

9205. Other Items.

City Manager Waterman informed the City Commission of a property that is currently on the market and located in an area that has been looked at for intersection improvements in the past. Waterman will begin to explore design improvement concepts available for this area.

ADJOURNMENT

9206. Motion by Leerar, seconded by Holtrop, to adjourn the meeting at 8:00 p.m.

All aye, motion carried.

Diana VanSlyke
Hudsonville City Clerk

Mayor Northrup