

CITY COUNCIL MEMBERS  
Jane Pacheco, Mayor  
Tony Iannelli, Mayor Pro-Tem  
Eric Keaton  
Kate Mehuron  
George Merkel  
Beth Morris  
Bill Ruddock

CITY OF CHELSEA  
REGULAR COUNCIL MEETING  
MONDAY, AUGUST 5, 2024, AT 7:00PM  
311 S. MAIN ST.  
CHELSEA, MI 48118

CITY MANAGER  
Martin Colburn

CITY CLERK  
Lyn Sebestyen

DEPUTY CLERK  
Laura Kaiser

**Call to Order**

Present: Mayor Pacheco, Council Members Iannelli, Keaton, Merkel, Morris, Ruddock,  
Manager Colburn, Clerk Sebestyen

Absent: Mehuron

Mayor Pacheco called the meeting to order at 7:01 p.m.

**Pledge of Allegiance to the Flag of the United States**

**Approval of Consent Agenda**

1. Meeting minutes of July 15, 2024
2. Approval of Bills

MOTION Iannelli SECONDED Merkel to approve the consent agenda. All Ayes. Motion Carried.

**Approval of Regular Agenda**

MOTION Ruddock SECONDED Morris to approve the regular agenda as amended. All Ayes. Motion Carried.

**Public Comments** (available in person and via Zoom)

**Presentation**

**Public Hearing**

**Council Business**

1. Appointment of Title VI Non-Discrimination Plan Coordinator – Susan Montenegro (Manager Colburn)

The current Title VI plan is from 2016 and needs revisions, including appointing Assistant City Manager Susan Montenegro as the Title VI Coordinator. The City of Chelsea serves all people, including minority populations, low-income populations, the elderly, persons with disabilities, and those who traverse the City. The purpose of the plan is to provide fairness and equity in all its programs, services, and activities, and that it must abide by and enforce federal and state civil rights legislation. The City of Chelsea must provide access to individuals with limited ability to speak, write, or understand the English language.

Assistant City Manager Montenegro spoke about the training she had received and some of the requirements of Title VI. She spoke about the role of the Human Rights Commission locally regarding complaints, and then also about Michigan Department of Transportation's role in Title VI complaints.

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MOTION Iannelli SECONDED Morris to adopt the updated Title VI Non-Discrimination Plan appointing Susan Montenegro, Assistant City Manager, as the Title VI Coordinator. All ayes. Motion carried.

2. Middle Street Change Order (Manager Colburn)

Midwestern Consulting, acting as the City of Chelsea's engineer for design and construction oversight of the West Middle Street reconstruction project, has submitted a change order request related to work performed by the sub-contract MTC. MTC performs many tests of materials and compaction to ensure that the materials are correct materials, placed correctly using scientific testing and devices.

This project included waterline being added and enlarged underground. A number of unknown abandoned utilities were discovered. These items were removed and additional backfill work was required. Additional work was required, and the contractor requested a change order of \$18,000.

Members of Council had questions regarding the substantiation of the additional work.

MOTION Merkel SECONDED Keaton to approved Change Order #1 for the West Middle Street reconstruction project in the amount of \$18,000 to Midwestern Consulting. All ayes. Motion carried.

3. Approve at First Reading Ordinance 187 Local Officers Compensation Commission (Assistant City Manager Montenegro)

Discussion of creating a Local Officers Compensation Commission (LOCC) was held at the May 6, 2024, City Council meeting. A motion by Merkel seconded by Ruddock was made directing the City Manager and City Attorney to develop an ordinance outlining the role and responsibility of the LOCC. The draft ordinance was presented for consideration and the first reading. Language in the draft ordinance mirrors requirements found State Law MLC 117.5c.

Assistant City Manager Montenegro responded to questions from Council Members and will make amendments to the Second Reading of the ordinance for review at the next meeting.

MOTION Ruddock SECONDED Merkel to approve at First Reading, Ordinance 187 – Local Officers Compensation Commission. All ayes. Motion carried.

4. Approval of Proposal from Midwestern Consulting for Surveying and Engineering Design Services for Connection Communities Northwest Pathway (Assistant City Manager Montenegro)

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Midwestern Consulting, LLC has presented a proposal for surveying and design services to connect the existing pathways in the City of Chelsea to the Border-2-Border pathway at the north end of the City for a not-to-exceed fee of \$20,000. The proposal is broken out into three tasks:

- Task 1 is for the conceptual design for \$3,000
- Task 2 is for the survey for \$11,000
- Task 3 is for the pathway design for \$6,000

MOTION Merkel SECONDED Keaton to approve the proposal from Midwestern Consulting, LLC for surveying and engineering design services for the non-motorized pathway extension southwest from the Border-to-Border trail located in the northwestern section of the City for a not-to-exceed fee of \$20,000. All ayes. Motion carried.

5. Approval of Sanitary Sewer System Capacity Study Proposal (Superintendent Freeman)

The City of Chelsea sent out a request for proposal (RFP) for the sanitary sewer system capacity study. The study will review existing capacity, existing system improvements, and future capacity increases with related system improvements. The City received 2 responses to the RFP: IMEG (\$14,000), and Fleis & Vandenbrink (F&V) (\$44,200).

The City staff recommends we contract with IMEG to complete the sanitary sewer system capacity study. The study will be completed within 13 weeks from awarding of contract.

MOTION Merkel SECONDED Iannelli to approve an expenditure of \$14,000 procuring professional services from IMEG to provide a sanitary sewer capacity study, to be completed by the first week of November (13 weeks). All ayes. Motion carried.

6. Approval of Proposal from Grass Lake Concrete for Water Plant Storage Barn Approach (Water Foreman Powell)

The Water Department added a storage building last year at the water treatment plant site. We would like to put a concrete approach in front of the building. Three bids were requested and received:

- Clear Lake Concrete LLC - \$16,050.00
- R.J. Karasek Concrete Contractors - \$16,464.00
- Grass Lake Concrete - \$16,659.00

MOTION Iannelli SECONDED Merkel to approve the quote from Grass Lake Concrete in the amount of \$16,659.00. All ayes. Motion carried.

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### **Staff Reports**

Manager Colburn reported on the installation of the ADA door at the 311 S. Main Street building. He reported on the status of the Timbertown project. Manager Colburn stated that the interview group had been established for the Community Social Worker candidates. He then provided pictures of the barn demolition on Dexter-Chelsea Road, the demolition of the burned-out house on Provincial, and then pictures of Light & Power staff installing light poles.

### **Council Reports**

Council Member Merkel reported that there is a Parks Commission meeting the following day.

Council Member Ruddock reported that he had viewed the previous School Board meeting. Pierce School received its Certificate of Occupancy for pre-school this fall. Tonight, the School Board will be discussing their candidates for High School Principal and Public Safety Director.

Council Member Morris had a WAVE meeting where they were discussing by-laws. They also have a new fleet and are reviewing their budget. There is a financial sub-committee working on investment plans. Council Member Morris also attended a CAFA meeting. There are new members, and they plan to look at budgeting, a new station location, and the Chief's review. She also attended an Implementation Group meeting this week.

Council Member Keaton volunteered at the Sounds & Sights Festival. He reported that it was a success and thanked the community.

Council Member Iannelli attended the Planning Commission where they approved the special land use request for the apostolic church. He also volunteered at the Sounds & Sights Festival with the Zero Waste Coalition. He has a Planning Commission work session tomorrow night where they will discuss the Solar Ordinance and the Master Plan survey results.

Mayor Pacheco had a meeting with community partners about the work location of the Community Social Worker position. She reported that there is an upcoming MSHDA Region K meeting on August 9<sup>th</sup>. The Timbertown rebuild is this week. On August 13<sup>th</sup> Congresswoman Dingell will be having a town hall at the Chelsea Library. On August 14<sup>th</sup> there is a Western Washtenaw Regional Advisory Group meeting. Election Day is tomorrow, and Early Voting has taken place over the last two weeks.

### **Adjournment**

MOTION Keaton SECONDED Merkel to adjourn at 7:55 p.m. All Ayes. Motion Carried.

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**Approved: August 19, 2024**

  
Jane Pacheco, Mayor

  
Lyn Sebestyen, Clerk