

**GRAND LEDGE CITY COUNCIL
310 GREENWOOD ST.
GRAND LEDGE MI 48837
(517) 627-2149**

**CITY COUNCIL MINUTES – REGULAR MEETING
MONDAY, 09 NOVEMBER 2015
7:30 P.M.
COUNCIL CHAMBERS, CITY HALL
310 GREENWOOD ST.**

I. OATH OF OFFICE

Judge Harvey Hoffman, District Court 56A, administered the Oath of Office to Mayor Smith, and Council members Mulder, Bartholomew, and Sowle.

II. ELECTION OF MAYOR PRO-TEM

Council member Willems nominated Council member Mulder for Mayor Pro-Tem.

No other nominations.

COUNCIL MEMBER MULDER ELECTED MAYOR PRO-TEM, UNANIMOUSLY.

- III. ROLL CALL OF COUNCIL** – Mayor Kalmin Smith; Mayor Pro-Tem Keith Mulder; and Council members Christina Bartholomew, Rick Lantz, Sue Roberts, Thom Sowle, and Don Willems
OTHERS PRESENT – Adam Smith, City Administrator; Gregory Newman, City Clerk; Martin Underhill, Chief of Police; Susan Stachowiak, Zoning Administrator; Ameer King, Assistant City Administrator; Chad Brunton, Street Supervisor;

IV. PLEDGE OF ALLEGIANCE

Mayor Smith led those in attendance in the Pledge of Allegiance.

V. AUDIENCE PARTICIPATION

VI. APPROVAL OF CONSENT AGENDA

- A. Motion (from staff)** – To approve the Monday, 09 November 2015 City Council consent agenda, as follows:
- i. Financial transactions and bills.
 - ii. Monday, 26 October 2015 regular City Council minutes.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER BARTHOLOMEW SECONDED, TO APPROVE THE MONDAY, 09 NOVEMBER 2015 CITY COUNCIL CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

VII. APPROVAL OF REGULAR AGENDA

- A. Motion** – To approve the Monday, 09 November 2015 regular City Council agenda.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER BARTHOLOMEW SECONDED, TO APPROVE THE MONDAY, 09 NOVEMBER 2015 REGULAR CITY COUNCIL AGENDA. MOTION CARRIED UNANIMOUSLY.

VIII. COMMITTEE AND BOARD REPORTS

IX. STAFF REPORTS

Administrator's Office

Adam Smith, City Administrator, reported on the successful closing on the purchase of 603 E. River St. for \$225,000, mentioned the ninety-day timeframe to vacate the property and determine the use of remaining structures according to the Michigan Department of Natural Resources regulations, mentioned the Parks and Recreation Commission action to solicit proposals for a Five-Year Parks and Recreation Plan, reported on the completed water / sewer rate analysis and planned Council committee meetings to incorporate the study in the Annual Budget for the Fiscal Year Ending 30 June 2017, reported on the City Treasurer / Finance Director interview process, mentioned the Senior Utilities Operator job description, mentioned the 2016/2017 Downtown Development Authority Priorities report, mentioned the 06 December 2015 Committee of the Whole to develop a 2016/2017 City Priorities list, and mentioned the revenue/expenditure summary report to supplement the detailed report in the packet.

Amee King, Assistant City Administrator, reported on the newly hired Assistant to the City Administrator.

Clerk's Department

Gregory Newman, City Clerk, reported on the Freedom of Information Act request from the Guilford family, the Tuesday, 04 November 2014 Regular Election, and the proposed Korean War memorial in Oakwood Cemetery.

Finance Department - Revenue / Expenditure Report

Adam Smith, City Administrator, reported on the included financial reports.

Police Department

Martin Underhill, Chief of Police, reported on the delivery of the new patrol vehicle by the end of the month, reported on new full-time Police Officer Sean Read, mentioned Officer Jill Fewer is the new Youth Liaison Officer, and reported on recent K-9 unit activities.

Department of Public Services

Chad Brunton, Street Supervisor, reported on continuing education classes and winterization efforts in the Water Department, completed paving projects and continuing leaf pickup in the Street Department, and Parks and Recreation activities.

The City Council discussed the leaf pickup schedule.

Assessing Department

Adam Smith, City Administrator, reported on the 4.7% increase for 2015, reported on the Lowe's tax settlement case, and reported the City Assessor is assisting with Industrial Exemption Certificates.

Planning and Zoning Department

Susan Stachowiak, Zoning Administrator, reported on permit and violation activities, reported on a variance request for a replacement ground sign, reported on the Speedway site plan, reported on the Planning Commission work on the Zoning Ordinance and Master Plan, and mentioned the Planning Commission's work on its annual report and work plan.

Adam Smith, City Administrator, reported on the Zoning Administrator's on-site office hours at City Hall.

Building Department

Adam Smith, City Administrator, mentioned the building report included in the packet.

- A. Motion** – To receive and place on file the October 2015 staff reports.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO RECEIVE AND PLACE ON FILE THE OCTOBER 2015 STAFF REPORTS. MOTION CARRIED UNANIMOUSLY.

- X. UNFINISHED BUSINESS**

- XI. NEW BUSINESS**

- XII. AUDIENCE PARTICIPATION**

- XIII. COMMUNICATIONS FROM THE MAYOR AND COUNCIL**

Council member Roberts asked about the community Thanksgiving dinner.

Council member Willems congratulated the Grand Ledge High School Varsity football team.

Mayor Smith mentioned he will include information about the Community Thanksgiving Dinner in his newsletter, thanked the public for his re-election, and mentioned the new City Council nominating procedures.

- XIV. CLOSED SESSION**

- XV. ADJOURNMENT**

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO ADJOURN THE MONDAY, 09 NOVEMBER 2015, REGULAR CITY COUNCIL MEETING, AT 8:06 P.M. MOTION CARRIED UNANIMOUSLY.

Gregory L. Newman, City Clerk

Kalmin D. Smith, Mayor