

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

CITY COUNCIL MINUTES – REGULAR MEETING
MONDAY, 14 DECEMBER 2015
7:30 P.M.
COUNCIL CHAMBERS, CITY HALL
310 GREENWOOD ST.

- I. ROLL CALL OF COUNCIL** – Mayor Kalmin Smith; Mayor Pro-Tem Keith Mulder; and Council members Rick Lantz, Jamie Malecki, 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;

II. PLEDGE OF ALLEGIANCE

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

III. AUDIENCE PARTICIPATION

IV. APPROVAL OF CONSENT AGENDA

- A. Motion (from staff)** – To approve the Monday, 14 December 2015 City Council consent agenda, as follows:
- i. Financial transactions and bills.
 - ii. Quarterly amendments to the Annual Budget for the Fiscal Year Ending 2016.
 - iii. Monday, 23 November 2015 regular City Council minutes.
 - iv. Monday, 23 November 2015 Closed Session minutes.
 - v. Monday, 07 December 2015 special City Council minutes.
 - vi. Fiscal Year 2017 Budget Calendar
 - vii. Cancel the Monday, 28 December 2015 regular City Council meeting.
 - viii. No objection to transfer of tax-foreclosed property.
 - ix. City Charter § C-4.6C compliance.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER LANTZ SECONDED, TO APPROVE THE MONDAY, 14 DECEMBER 2015 CITY COUNCIL CONSENT AGENDA.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO AMEND THE MONDAY, 14 DECEMBER 2015 CITY COUNCIL CONSENT AGENDA, BY INSERTING AS ITEM IX. CITY CHARTER § C-4.6C COMPLIANCE. MOTION CARRIED UNANIMOUSLY.

MOTION TO APPROVE THE MONDAY, 14 DECEMBER 2015 CITY COUNCIL CONSENT AGENDA, AS AMENDED BY INSERTING AS ITEM IX. CITY CHARTER § C-4.6C COMPLIANCE, CARRIED UNANIMOUSLY.

V. APPROVAL OF REGULAR AGENDA

A. Motion – To approve the Monday, 14 December 2015 regular City Council agenda.

COUNCIL MEMBER WILLEMS MOVED, COUNCIL MEMBER ROBERTS SECONDED, TO APPROVE THE MONDAY, 14 DECEMBER 2015 REGULAR CITY COUNCIL AGENDA. MOTION CARRIED UNANIMOUSLY.

VI. COMMITTEE AND BOARD REPORTS

VII. STAFF REPORTS

Administrator's Office

Adam Smith, City Administrator, mentioned the Oak Park expansion project.

Amee King, Assistant City Administrator, reported on the Utilities Operator hiring process, her Human Resources education progress, the Fortion's canopy removal, and the City Hall generator testing and the need to add additional HVAC equipment to the generator.

Clerk's Department

Gregory Newman, City Clerk, reported on the Tuesday, 04 November 2014 Regular Election, the facility rental policy development, and the generator and the IT room.

Finance Department - Revenue / Expenditure Report

Adam Smith, City Administrator, mentioned the revenue / expenditure report.

Police Department

Martin Underhill, Chief of Police, reported on the Police Department's volunteer activities in the community and mentioned approved traffic safety projects with the Michigan Department of Transportation.

Department of Public Services

Chad Brunton, Street Supervisor, reported on improvements to the water supply system to better accommodate inspections and maintenance, the 25 November 2015 sewer back-up on Andre Dr. due to a pipe damaged by Consumers Energy, Oakwood Cemetery activities are finished for the season, leaf pick-up is completed for the season, and four street projects were submitted for 2017 – 2020.

Assessing Department

Adam Smith, City Administrator, reported on the City Assessor's report included in the packet.

Planning and Zoning Department

Susan Stachowiak, Zoning Administrator, reported on the Planning Commission recommendation to amend the Zoning Ordinance to regulate accessory structures and allow overnight lodging, mentioned the Planning Commission Annual

Report and Work Plan for City Council approval, and mentioned discussions to allow smaller lot sizes and home sizes in some residential districts.

Building Department

Adam Smith, City Administrator, mentioned the building permit summary in the packet.

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

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

VIII. UNFINISHED BUSINESS

IX. NEW BUSINESS

- A. Ordinance** – To introduce and set a Public Hearing for Monday, 11 January 2016, on an ordinance amending the Grand Ledge City Code Chapter 220, Zoning, Article X, CBD: Central Business District, §220-36, Uses permitted subject to special conditions., to add new subsection F to allow overnight lodging and G to regulate accessory structures.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO INTRODUCE AND SET A PUBLIC HEARING FOR MONDAY, 11 JANUARY 2016, ON AN ORDINANCE AMENDING THE GRAND LEDGE CITY CODE CHAPTER 220, ZONING, ARTICLE X, CBD: CENTRAL BUSINESS DISTRICT, §220-36, USES PERMITTED SUBJECT TO SPECIAL CONDITIONS., TO ADD NEW SUBSECTION F TO ALLOW OVERNIGHT LODGING AND G TO REGULATE ACCESSORY STRUCTURES. MOTION CARRIED UNANIMOUSLY.

- B. Resolution #68 of 2015** – To approve a Michigan Natural Resources Trust Fund Declaration and Notice for the property at 603 E. River St.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO ADOPT RESOLUTION #68 OF 2015, TO APPROVE A MICHIGAN NATURAL RESOURCES TRUST FUND DECLARATION AND NOTICE FOR THE PROPERTY AT 603 E. RIVER ST.

Adam Smith, City Administrator, explained part of purchasing 603 E. River St. is the requirement to certify the property will be used for recreational purposes.

MOTION TO ADOPT RESOLUTION #68 OF 2015, TO APPROVE A MICHIGAN NATURAL RESOURCES TRUST FUND DECLARATION AND NOTICE FOR THE PROPERTY AT 603 E. RIVER ST., CARRIED UNANIMOUSLY.

- C. Resolution #69 of 2015** – To approve and authorize a Bid Award to Guilford's for Department of Public Service Garage roof replacement.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER LANTZ SECONDED, TO ADOPT RESOLUTION #69 OF 2015, TO APPROVE AND AUTHORIZE A BID AWARD TO GUILFORD'S FOR DEPARTMENT OF PUBLIC SERVICE GARAGE ROOF REPLACEMENT.

Adam Smith, City Administrator, explained the need to replace the Department of Public Services garage roof and reported staff recommends awarding the id to Guildford's.

MOTION TO ADOPT RESOLUTION #69 OF 2015, TO APPROVE AND AUTHORIZE A BID AWARD TO GUILFORD'S FOR DEPARTMENT OF PUBLIC SERVICE GARAGE ROOF REPLACEMENT, CARRIED UNANIMOUSLY.

- D. Motion** – To accept the letter of resignation from Chuck Remenar, Finance Director / Treasurer, effective 31 January 2016.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER LANTZ SECONDED, TO ACCEPT THE LETTER OF RESIGNATION FROM CHUCK REMENAR, FINANCE DIRECTOR / TREASURER, EFFECTIVE 31 JANUARY 2016.

Adam Smith, City Administrator, explained the Finance Director / Treasurer's pending retirement.

MOTION TO ACCEPT THE LETTER OF RESIGNATION FROM CHUCK REMENAR, FINANCE DIRECTOR / TREASURER, EFFECTIVE 31 JANUARY 2016, CARRIED UNANIMOUSLY.

- E. Motion** – To hire Cheryl Grice as Finance Director / Treasurer, per the employment offer dated 24 November 2015, and appoint Cheryl Grice as Finance Director / Treasurer, effective 01 February 2016.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO HIRE CHERYL GRICE AS FINANCE DIRECTOR / TREASURER, PER THE EMPLOYMENT OFFER DATED 24 NOVEMBER 2015, AND APPOINT CHERYL GRICE AS FINANCE DIRECTOR / TREASURER, EFFECTIVE 01 FEBRUARY 2016.

Adam Smith, City Administrator, explained the Finance Director / Treasurer transfer of duties on 01 February 2016 and the 04 January 2016 hire date to allow for transition time.

Cheryl Grice introduced herself.

MOTION TO HIRE CHERYL GRICE AS FINANCE DIRECTOR / TREASURER, PER THE EMPLOYMENT OFFER DATED 24 NOVEMBER 2015, AND APPOINT CHERYL GRICE AS FINANCE DIRECTOR / TREASURER, EFFECTIVE 01 FEBRUARY 2016, CARRIED UNANIMOUSLY.

- F. Motion** – To receive the Planning Commission 2015 Annual Report and 2016 Work Plan.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO RECEIVE THE PLANNING COMMISSION 2015 ANNUAL REPORT AND 2016 WORK PLAN.

Adam Smith, City Administrator, thanked the Planning Commission for its work during 2015.

Susan Stachowiak, Zoning Administrator, explained the 2016 Work Plan and the 2015 Annual Report.

MOTION TO RECEIVE THE PLANNING COMMISSION 2015 ANNUAL REPORT AND 2016 WORK PLAN, CARRIED UNANIMOUSLY.

X. AUDIENCE PARTICIPATION

Joseph Frazier, Fairview Adult Foster Care & Assisted Living, 11656 Hartel Rd., mentioned the expansion of his business, the costs of hooking up to the City water / sewer system, and the City Administrator authorizing a partial payment to cover the sewer system hook-up, and requested the City allow a twenty-year payment plan for the remaining hook-up fees.

XI. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Council member Mulder wished everyone a Merry Christmas.

Mayor Smith appointed Rick Lantz, Kalmin Smith and Thom Sowle to the Local Development Finance Authority for terms expiring 13 January 2020, appointed Robert Doty and Keith Mulder to the Local Development Finance Authority for terms expiring 14 January 2019, appointed David Jonas and Bruce MacDowell to the Local Development Finance Authority for terms expiring 08 January 2018, reappointed William Kane and Matthew Salmon to the Planning Commission for terms expiring 14 January 2019, reappointed Mike Stevens, Dennis Woodworth, and Rodney Young to the Construction Board of Appeals for terms expiring 14 January 2019, reappointed Gary Cypher and Greg Minshall to the Construction Board of Appeals for terms expiring 08 January 2018, reappointed Don Willems to the Grand Ledge Area Emergency Services Authority for a term expiring 30 June 2018, appointed Kalmin Smith to the Election Commission for a term expiring 31 December 2016, and appointed Council member Malecki to the City Council Human Resources Committee, as an alternate member to the Abrams Municipal Airport Advisory Commission for a term expiring 31 December 2016, to the Public Art Committee, and as City Council liaison to the Zoning Board of Appeals.

COUNCIL MEMBER WILLEMS MOVED, COUNCIL MEMBER ROBERTS SECONDED, TO APPROVE THE MAYOR'S APPOINTMENT OF RICK LANTZ, KALMIN SMITH AND THOM SOWLE TO THE LOCAL DEVELOPMENT FINANCE AUTHORITY FOR TERMS EXPIRING 13 JANUARY 2020, ROBERT DOTY AND KEITH MULDER TO THE LOCAL DEVELOPMENT FINANCE AUTHORITY FOR TERMS EXPIRING 14 JANUARY 2019, AND DAVID JONAS AND BRUCE MACDOWELL TO THE LOCAL DEVELOPMENT FINANCE AUTHORITY FOR TERMS EXPIRING 08 JANUARY 2018. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER WILLEMS MOVED, COUNCIL MEMBER ROBERTS SECONDED, TO APPROVE THE MAYOR'S REAPPOINTMENT OF WILLIAM KANE AND MATTHEW SALMON TO THE PLANNING COMMISSION FOR TERMS EXPIRING 14 JANUARY 2019. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO APPROVE THE MAYOR'S REAPPOINTMENT OF MIKE STEVENS, DENNIS WOODWORTH, AND RODNEY YOUNG TO THE CONSTRUCTION BOARD OF APPEALS FOR TERMS EXPIRING 14 JANUARY 2019, AND GARY CYPHER AND GREG MINSHALL TO THE CONSTRUCTION BOARD OF APPEALS FOR TERMS EXPIRING 08 JANUARY 2018. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO APPROVE THE MAYOR'S REAPPOINTMENT OF DON WILLEMS TO THE GRAND LEDGE AREA EMERGENCY SERVICES AUTHORITY FOR A TERM EXPIRING 30 JUNE 2018. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER ROBERTS SECONDED, TO APPROVE THE MAYOR'S APPOINTMENT OF KALMIN SMITH TO THE ELECTION COMMISSION FOR A TERM EXPIRING 31 DECEMBER 2016. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER MULDER SECONDED, TO APPROVE THE MAYOR'S APPOINTMENT OF COUNCIL MEMBER MALECKI TO THE CITY COUNCIL HUMAN RESOURCES COMMITTEE, AS AN ALTERNATE MEMBER TO THE ABRAMS MUNICIPAL AIRPORT ADVISORY COMMISSION FOR A TERM EXPIRING 31 DECEMBER 2016, TO THE PUBLIC ART COMMITTEE, AND AS CITY COUNCIL LIAISON TO THE ZONING BOARD OF APPEALS. MOTION CARRIED UNANIMOUSLY.

XII. CLOSED SESSION

- A. Motion** – To move into closed session to consider material exempt from discussion or disclosure by state or federal statute, per the Open Meetings Act, Section 8(h).

COUNCIL MEMBER WILLEMS MOVED, COUNCIL MEMBER LANTZ SECONDED, TO MOVE INTO CLOSED SESSION TO CONSIDER MATERIAL EXEMPT FROM DISCUSSION OR DISCLOSURE BY STATE OR FEDERAL STATUTE, PER THE OPEN MEETINGS ACT, SECTION 8(H), AT 8:22 P.M. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER WILLEMS MOVED, COUNCIL MEMBER SOWLE SECONDED, TO RETURN TO THE MONDAY, 14 DECEMBER 2015, REGULAR CITY COUNCIL MEETING, AT 8:52 P.M. MOTION CARRIED UNANIMOUSLY.

XIII. ADJOURNMENT

COUNCIL MEMBER ROBERTS MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO ADJOURN THE MONDAY, 14 DECEMBER 2015, REGULAR CITY COUNCIL MEETING, AT 8:52 P.M. MOTION CARRIED UNANIMOUSLY.

APPROVED 11 JANUARY 2016.

Gregory L. Newman, City Clerk

Kalmin D. Smith, Mayor