

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

**CITY COUNCIL MINUTES – REGULAR MEETING
MONDAY, 09 MAY 2016
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, Thom Sowle, and Don Willems
– Council member Tom Jancek was absent
- OTHERS PRESENT** – Adam Smith, City Administrator; Gregory Newman, City Clerk; Cheryl Grice, Finance Director / Treasurer; Martin Underhill, Chief of Police; Larry LaHaie, Public Service Director; Susan Stachowiak, Zoning Administrator; Nick Sizeland, Graduate Intern;

II. PLEDGE OF ALLEGIANCE

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

III. AUDIENCE PARTICIPATION

Alex Morris, United States Representative Tim Walberg's office, reported on activities from Representative Walberg's office.

Lynne MacDowell, Grand Ledge Area Chamber of Commerce, explained the decision to sell the Chamber's building and lease office space in City Hall.

State Representative Tom Barrett, thanked the City Council for its work and reported on activities from his office.

IV. APPROVAL OF CONSENT AGENDA

- A. Motion (from staff)** – To approve the Monday, 09 May 2016 City Council consent agenda, as follows:

- i. Financial transactions and bills.
- ii. Monday, 25 April 2016 regular City Council minutes.
- iii. Amended job description for Public Works Supervisor.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO APPROVE THE MONDAY, 09 MAY 2016 CITY COUNCIL CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

V. APPROVAL OF REGULAR AGENDA

- A. Motion** – To approve the Monday, 09 May 2016 regular City Council agenda.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO APPROVE THE MONDAY, 09 MAY 2016 REGULAR CITY COUNCIL AGENDA. MOTION CARRIED UNANIMOUSLY.

VI. COMMITTEE AND BOARD REPORTS

A. Planning Commission

Council member Mulder reported on the Planning Commission's disappointment with the Jaycee Park Boat Launch Improvement Project final plan.

VII. STAFF REPORTS

Administrator's Office

Lt. Col. Todd Fitzpatrick, Michigan Army National Guard Aviation Support Facility
Parks and Recreation Survey
Jaycee Park Boat Launch Improvement Project
City Facebook page

Lt. Col. Todd Fitzpatrick, Michigan Army National Guard Aviation Support Facility, commented on the City's positive support of the Facility, commented on continuing and expected deployments, and offered further assistance and involvement from the Facility in the Grand Ledge community.

The City Council discussed the possibility of interaction between the Facility and the Grand Ledge Area Emergency Services Authority, and the positive impact of the Facility on the Grand Ledge community.

Adam Smith, City Administrator, reported on the ongoing Parks and Recreation Survey, the importance of the survey on future Parks and Recreation Commission activities and discussions, the Jaycee Park Boat Launch Improvement Project, the additional parking space for the Jaycee Park Boat Launch from the E. River St. Reconstruction project, and the Oak Park Expansion Project.

The City Council discussed the Planning Commission's dissatisfaction with the final Jaycee Park Boat Launch Improvement Project and the ability to develop the boat launch area further with additional grants.

Nick Sizeland, Graduate Intern, presented the new City Facebook Page.

The City Council discussed the City's social media policies and future plans.

Clerk's Department

Gregory Newman, City Clerk, reported on work enhancing public access to City records and improvements to the Council Chambers audio / video equipment.

Finance Department – Revenue / Expenditure Report

Cheryl Grice, Finance Director / Treasurer, reported on the end of year work for the Fiscal Year Ending 30 June 2016 and on the ongoing work developing the budget for the Fiscal Year Ending 30 June 2017.

Police Department

Martin Underhill, Chief of Police, reported on the successful Victorian Day festival, trespassing on the railroad trestle, the successful prescription drug turn-in event and work to allow prescription drug turn-in year-round, Detective James' retirement and Officer DeWitt's move into the Detective position, and Officer involvement in area schools.

The City Council discussed the sidewalk monitoring project for development of future walking paths in the City.

Department of Public Services

Larry LaHaie, Public Service Director, reported on increasing activity with the warming weather, employee training, employees returning to Oakwood Cemetery for the season, the Eaton County Jail crew working at Oakwood Cemetery, the Korean War Memorial construction, sidewalk replacement work, and the E. River St. and Russell St. Reconstruction Project.

Assessing Department

Adam Smith, City Administrator, mentioned the Assessor's report is in the packet and mentioned the Assessor will hold office hours at City Hall on Tuesdays and Thursdays.

Planning and Zoning Department

Susan Stachowiak, Zoning Administrator, reported on increased permit and violation work with the warmer weather, the Planning Commission's work updating the Master Plan and on higher density single-family use, and the intent to hold an information session on preferences for smaller, higher-density homes.

Building Department

Adam Smith, City Administrator, mentioned the Building Official's report is included in the packet.

- A. **Motion** – To receive and place on file the April 2016 staff reports.

COUNCIL MEMBER SOWLE MOVED, COUNCIL MEMBER LANTZ SECONDED, TO RECEIVE AND PLACE ON FILE THE APRIL 2016 STAFF REPORTS. MOTION CARRIED UNANIMOUSLY.

VII. UNFINISHED BUSINESS

- A. **Resolution #14 of 2016** – To approve an Agreement Regarding Fairview Development / Frazier Holdings Special Assessment District.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO ADOPT RESOLUTION #14 OF 2016, TO APPROVE AN AGREEMENT REGARDING FAIRVIEW DEVELOPMENT / FRAZIER HOLDINGS SPECIAL ASSESSMENT DISTRICT.

Adam Smith, City Administrator, explained the agreement provides water and sanitary sewer to the property, and mentioned the need for Oneida Township approval.

The City Council debated the need for Oneida Township approval.

MOTION TO ADOPT RESOLUTION #14 OF 2016, TO APPROVE AN AGREEMENT REGARDING FAIRVIEW DEVELOPMENT / FRAZIER HOLDINGS SPECIAL ASSESSMENT DISTRICT, CARRIED UNANIMOUSLY.

- B. **Resolution #15 of 2016** – To approve the lease of T-Hangars at Abrams Municipal Airport to private entities.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO ADOPT RESOLUTION #15 OF 2016, TO APPROVE THE LEASE OF T-HANGARS AT ABRAMS MUNICIPAL AIRPORT TO PRIVATE ENTITIES.

Adam Smith, City Administrator, explained the revision of the "blanket" lease for T-Hangars.

The City Council debated the reduction in late fees from \$50.00 to \$25.00.

MOTION TO ADOPT RESOLUTION #15 OF 2016, TO APPROVE THE LEASE OF T-HANGARS AT ABRAMS MUNICIPAL AIRPORT TO PRIVATE ENTITIES, CARRIED UNANIMOUSLY.

- C. Public Hearing** – On the Annual Budget for the Fiscal Year Ending 30 June 2017 and the property tax millage rate proposed to be levied to support the proposed budget.

MAYOR SMITH OPENED THE PUBLIC HEARING ON THE ANNUAL BUDGET FOR THE FISCAL YEAR ENDING 30 JUNE 2017 AND THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET, AT 8:54 P.M.

Adam Smith, City Administrator, explained the public hearing requirement, mentioned the possibility of holding a Committee of the Whole after the Monday, 23 May 2016, regular City Council meeting to discuss the budget for the Fiscal Year Ending 30 June 2017, and mentioned the water and sewer rate increase recommended by the City Council.

No public comment.

MAYOR SMITH CLOSED THE PUBLIC HEARING ON THE ANNUAL BUDGET FOR THE FISCAL YEAR ENDING 30 JUNE 2017 AND THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET, AT 8:57 P.M.

- D. Public Hearing** – On an Agreement for Conditional Transfer of Property and Governmental Functions Pursuant to 1984 P.A. 425 and 1967 P.A. 8.

MAYOR SMITH OPENED THE PUBLIC HEARING ON AN AGREEMENT FOR CONDITIONAL TRANSFER OF PROPERTY AND GOVERNMENTAL FUNCTIONS PURSUANT TO 1984 P.A. 425 AND 1967 P.A. 8, AT 8:57 P.M.

Adam Smith, City Administrator, explained the 425 Agreement would cover four properties owned by the City located in Oneida Township and contiguous to the City.

No public comment.

MAYOR SMITH CLOSED THE PUBLIC HEARING ON AN AGREEMENT FOR CONDITIONAL TRANSFER OF PROPERTY AND GOVERNMENTAL FUNCTIONS PURSUANT TO 1984 P.A. 425 AND 1967 P.A. 8, AT 8:59 P.M.

- E. Resolution #16 of 2016** – To approve an Agreement for Conditional Transfer of Property and Governmental Functions Pursuant to 1984 P.A. 425 and 1967 P.A. 8.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO ADOPT RESOLUTION #16 OF 2016, TO APPROVE AN AGREEMENT FOR CONDITIONAL TRANSFER OF PROPERTY AND GOVERNMENTAL FUNCTIONS PURSUANT TO 1984 P.A. 425 AND 1967 P.A. 8. MOTION CARRIED UNANIMOUSLY.

IX. NEW BUSINESS

- A. Resolution (Introduction)** – To approve a Lease Agreement with the Grand Ledge Area Chamber of Commerce.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO INTRODUCE A RESOLUTION TO APPROVE A LEASE AGREEMENT WITH THE GRAND LEDGE AREA CHAMBER OF COMMERCE.

Adam Smith, City Administrator, explained the one-year lease of room B103 in City Hall to the Grand Ledge Area Chamber of Commerce for \$400.00 cash and \$600.00 in-kind per month.

MOTION TO INTRODUCE A RESOLUTION TO APPROVE A LEASE AGREEMENT WITH THE GRAND LEDGE AREA CHAMBER OF COMMERCE. AYES: LANTZ, MALECKI, SMITH, SOWLE, WILLEMS. NAYS: NONE. MOTION CARRIED UNANIMOUSLY.

B. Motion – To approve Traffic Control Orders #2016-02, #2016-03, and #2016-04.

COUNCIL MEMBER WILLEMS MOVED, COUNCIL MEMBER MULDER SECONDED, TO APPROVE TRAFFIC CONTROL ORDERS #2016-02, #2016-03, AND #2016-04.

Martin Underhill, Chief of Police, explained the Traffic Control Orders establish “No Parking” and “Loading Only” zones on E. River St. and W. River St., and reported the business owners support the Traffic Control Orders.

MOTION TO APPROVE TRAFFIC CONTROL ORDERS #2016-02, #2016-03, AND #2016-04, CARRIED UNANIMOUSLY.

X. AUDIENCE PARTICIPATION

XI. COMMUNICATIONS FROM THE MAYOR AND COUNCIL

Council member Mulder reported he completed the Parks and Recreation Survey online.

Mayor Smith appointed Michael Doty to the Parks and Recreation Commission for a term expiring 09 January 2017, and appointed Dave Rademacher to the Planning Commission for a term expiring 08 January 2018.

COUNCIL MEMBER SOWLE MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO APPROVE THE MAYOR’S APPOINTMENT OF MICHAEL DOTY TO THE PARKS AND RECREATION COMMISSION FOR A TERM EXPIRING 09 JANUARY 2017. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO APPROVE THE MAYOR’S APPOINTMENT OF DAVED RADEMACHER TO THE PLANNING COMMISSION FOR A TERM EXPIRING 08 JANUARY 2018. MOTION CARRIED UNANIMOUSLY.

XII. CLOSED SESSION

XIII. ADJOURNMENT

COUNCIL MEMBER WILLEMS MOVED, COUNCIL MEMBER SOWLE SECONDED, TO ADJOURN THE MONDAY, 09 MAY 2016, REGULAR CITY COUNCIL MEETING, AT 9:11 P.M.

Gregory L. Newman, City Clerk

Kalmin D. Smith, Mayor