

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

**CITY COUNCIL MINUTES – REGULAR MEETING  
MONDAY, 10 OCTOBER 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 Tom Jancek, Rick Lantz, Jamie Malecki, and Thom Sowle  
– Council member Don Willems was absent
- OTHERS PRESENT** – Adam Smith, City Administrator; Gregory Newman, City Clerk; Cheryl Grice, Finance Director / City Treasurer; Martin Underhill, Chief of Police; Larry LaHaie, Public Services Director; Ameer King, Assistant City Administrator; Susan Stachowiak, Zoning Administrator;

**II. PLEDGE OF ALLEGIANCE**

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

**III. AUDIENCE PARTICIPATION**

Kathryn Burkholder, Consumers Energy, presented information on the Smart Energy meter replacement program.

Shirley Bobryk, District Court Judge candidate, introduced herself and explained her qualifications.

**IV. APPROVAL OF CONSENT AGENDA**

- A. Motion (from staff)** – To approve the Monday, 10 October 2016 City Council consent agenda, as follows:

- i. Financial transactions and bills.
- ii. Monday, 12 September 2016 regular City Council minutes.
- iii. Fiscal Year 2017 budget amendment.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER MALECKI SECONDED, TO APPROVE THE MONDAY, 10 OCTOBER 2016 CITY COUNCIL CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

**V. APPROVAL OF REGULAR AGENDA**

- A. Motion** – To approve the Monday, 10 October 2016 regular City Council agenda.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER MALECKI SECONDED, TO APPROVE THE MONDAY, 10 OCTOBER 2016 REGULAR CITY COUNCIL AGENDA. MOTION CARRIED UNANIMOUSLY.

**VI. COMMITTEE AND BOARD REPORTS**

**VII. STAFF REPORTS**

**Administrator's Office**

Amee King, Assistant City Administrator, reported on personnel hirings, training, a library parking lot project meeting, and City Hall fire alarm system.

**Clerk's Department**

Gregory Newman, City Clerk, reported on the 08 November 2016 election, a voter registration drive at Grand Ledge High School, and the German exchange student tour of City Hall.

**Finance Department – Revenue / Expenditure Report**

Cheryl Grice, Finance Director / City Treasurer, reported on the Fiscal Year 2017 audit presentation tonight.

**Police Department**

Martin Underhill, Chief of Police, reported on the 22 October 2016 prescription drug take-back event, expected delivery of new vehicle, new lock-out tools, ongoing search for substitute crossing guards, and two new full-time officers hired from existing part-time officers.

**Department of Public Services**

Larry LaHaie, Public Services Director, reported on water main breaks, the 21 – 23 September 2016 boil water advisory, new Wastewater Treatment Plant lab equipment, ongoing street projects, the Jaycee Park boat launch project, and crack sealing.

Adam Smith, City Administrator, thanked the City staff that worked on the boil water advisory to ensure residents' safety, reported on a meeting to review the City's actions and improve plans for future emergencies, reported on new protocols reducing sanitary sewer overflows enacted by the new Wastewater Treatment Plant Supervisor, and mentioned a \$33,000.00 change order for the Jaycee Park boat launch for the 24 October 2016 City Council agenda.

**Assessing Department**

Adam Smith, City Administrator, reported on the report in the packet.

**Planning and Zoning Department**

Susan Stachowiak, Zoning Administrator, reported on permits and violations, the Planning Commission's approval of the O'Reilly Autoparts, the Planning Commission's approval of a rezoning request for office and overnight lodging, mentioned the rezoning request on the 24 October 2016 City Council agenda, and reported on construction at the Speedway, ongoing development of architectural guidelines, and the ongoing comment period for the Master Plan.

**Building Department**

Adam Smith, City Administrator, reported on the report in the packet.

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

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

**VII. UNFINISHED BUSINESS**

- A. Ordinance #557 (Public Hearing and Adoption)** – On an ordinance amending the Grand Ledge City Code Chapter 39, Purchasing, to add a new §39-2, Selling Policy.

Adam Smith, City Administrator, explained the City Charter provides for an ordinance providing an alternative to selling City property and found property by bid.

MAYOR SMITH OPENED THE PUBLIC HEARING ON AN ORDINANCE AMENDING THE GRAND LEDGE CITY CODE CHAPTER 39, PURCHASING, TO ADD A NEW §39-2, SELLING POLICY, AT 8:17 P.M.

No public comment.

MAYOR SMITH CLOSED THE PUBLIC HEARING ON AN ORDINANCE AMENDING THE GRAND LEDGE CITY CODE CHAPTER 39, PURCHASING, TO ADD A NEW §39-2, SELLING POLICY, AT 8:18 P.M.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER MALECKI SECONDED, TO ADOPT ORDINANCE #557, AMENDING THE GRAND LEDGE CITY CODE CHAPTER 39, PURCHASING, TO ADD A NEW §39-2, SELLING POLICY. MOTION CARRIED UNANIMOUSLY.

**IX. NEW BUSINESS**

- A. Motion** – To receive the Audit of the Fiscal Year Ending 30 June 2016 and place it on file.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER MALECKI SECONDED, TO RECEIVE THE AUDIT OF THE FISCAL YEAR ENDING 30 JUNE 2016 AND PLACE IT ON FILE.

Adam Smith, City Administrator, introduced Mark Kettner, Rehmann Robson.

Mark Kettner, Rehmann Robson, presented the Fiscal Year 2016 financial audit with an unqualified opinion, the highest level of assurance the city can receive.

MOTION TO RECEIVE THE AUDIT OF THE FISCAL YEAR ENDING 30 JUNE 2016 AND PLACE IT ON FILE, CARRIED UNANIMOUSLY.

**X. AUDIENCE PARTICIPATION**

**XI. COMMUNICATIONS FROM THE MAYOR AND COUNCIL**

Council member Mulder mentioned the 14 and 15 October 2016 Color Cruise and Island Festival.

Mayor Smith appointed Paul Viles and Stephen Rivet to the Planning Commission for terms expiring 09 January 2017 and 08 January 2018, respectively, and reappointed Kalmin Smith to the Grand Ledge Area Emergency Services Authority for a term expiring 30 June 2019.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER SOWLE SECONDED, APPROVED THE MAYOR'S APPOINTMENT OF PAUL VILES AND STEPHEN RIVET TO THE PLANNING COMMISSION FOR TERMS EXPIRING 09 JANUARY 2017 AND 08 JANUARY 2018, RESPECTIVELY. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER MALECKI MOVED, COUNCIL MEMBER MULDER SECONDED, TO APPROVE THE MAYOR'S REAPPOINTMENT OF KALMIN SMITH TO THE GRAND LEDGE AREA EMERGENCY SERVICES AUTHORITY FOR A TERM EXPIRING 30 JUNE 2019. MOTION CARRIED UNANIMOUSLY.

**XII. CLOSED SESSION**

**XIII. ADJOURNMENT**

COUNCIL MEMBER SOWLE MOVED, COUNCIL MEMBER JANCEK SECONDED, TO ADJOURN THE MONDAY, 10 October 2016, REGULAR CITY COUNCIL MEETING, AT 8:47 P.M. MOTION CARRIED UNANIMOUSLY.

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Gregory L. Newman, City Clerk

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Kalmin D. Smith, Mayor

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