

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

**CITY COUNCIL MINUTES – REGULAR MEETING**  
**MONDAY, 12 DECEMBER 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, Thom Sowle, and Don Willems  
**OTHERS PRESENT** – Adam Smith, City Administrator; Gregory Newman, City Clerk; Cheryl Grice, Finance Director / City Treasurer; Martin Underhill, Chief of Police; Susan Stachowiak, Zoning Administrator; Ameer King, Assistant City Administrator; Kurt Ristow, Utilities Supervisor; Gordon VanWieren, City Attorney;

**II. PLEDGE OF ALLEGIANCE**

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

**III. AUDIENCE PARTICIPATION**

Don Keller, 201 Ledge St., commented on the “Park Property” signs at the Oak Park boundary and the lack of signs at other park property.

Tom Dart, 10549 Eaton Hwy., commented on the “No Trespassing” signs at the Grand Ledge Willis Industrial Park boundary.

Kassandra Lutz, 715 W. Main St., commented on the Water and Sewer Fund and General Fund fund balances, asked about the Water and Sewer Fund bonds, and commented on an online petition addressing the cost and quality of City water.

Linda Parks, 43 Ferguson St., commented on the cost and quality of City water, and the City’s attitude toward water customers.

Andrew Marsh, 300 W. South St. and McDonald’s, commented on the cost and quality of City water, and the impact of City water quality on local businesses.

Ranjit Singh, 11747 W. Andre Dr., commented on the cost and quality of City water.

Tim Holland, Representative Tom Barrett’s office, introduced himself and welcomed comments.

John Phillipich, 11805 Stonebluff Dr., commented on the cost and quality of City water, and the City’s communication with utility customers.

Edward Webber, 212 E. Front St., commented on the cost and quality of City water.

Dan Muska, Grand Ledge Ravines Manager, commented on the testing and quality of City water.

**IV. APPROVAL OF CONSENT AGENDA**

- A. Motion (from staff)** – To approve the Monday, 12 December 2016 City Council consent agenda, as follows:

- i. Financial transactions and bills.

- ii. Monday, 28 November 2016 regular City Council minutes.
- iii. Traffic Control Orders #2016-06 and #2016-07.
- iv. Resolution #42 of 2016 – To approve Contract Modification #01 for the Jenne St. Reconstruction Project.

COUNCIL MEMBER MALECKI MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO APPROVE THE MONDAY, 12 DECEMBER 2016 CITY COUNCIL CONSENT AGENDA. MOTION CARRIED UNANIMOUSLY.

**V. APPROVAL OF REGULAR AGENDA**

- A. Motion** – To approve the Monday, 12 December 2016 regular City Council agenda.

COUNCIL MEMBER LANTZ MOVED, COUNCIL MEMBER WILLEMS SECONDED, TO APPROVE THE MONDAY, 12 DECEMBER 2016 REGULAR CITY COUNCIL AGENDA. MOTION CARRIED UNANIMOUSLY.

**VI. COMMITTEE AND BOARD REPORTS**

**VII. STAFF REPORTS**

**Administrator's Office**

Michigan Rural Water Association

Mike Engels, Michigan Rural Water Association, presented the rate study used to establish the current water and sewer rates.

The Council discussed the rate study used to establish the current water and sewer rates, the City's infrastructure improvements, the quarterly billing cycle, the City's efforts to communicate with residents and business owners, the accounting constraints on the Water and Sewer Fund prohibiting use of the money in other funds, the costs included in the rate study, the codes listed on the utility bill to designate the different rates and charges, the City's fiscal year and the time-frame of water and sewer rates, the State of Michigan's new asset management requirement for all communities with greater than 1,000 population, the Water and Sewer Fund fund balance needed to provide adequate cost coverage, and the \$4.5M wastewater treatment plant improvement project.

Dick Peffley, Board of Water and Light General Manager, commented on the Board of Water and Light's utilities and coverage area, and on its current negotiations with five municipalities.

Scott Hamelink, Board of Water and Light Water Division Director, commented on the past year's discussions to serve the City, mentioned the preliminary \$5,500,000 to \$6,500,000 cost to connect to the City, and commented on expected reduced water usage due to the Board's softened water.

The Council discussed the redundancies needed to maintain emergency water supply and the ongoing costs of maintaining the City's system to distribute water, the continued sewage treatment by the City, the options of bringing Board of Water and Light water from Watertown Township or Delta Township, the State's requirement for a study to determine feasibility and safety, and the option of building a water softening plant.

Adam Smith, City Administrator, mentioned the public statement available on the City's website and at City Hall explaining the City's Water and Sewer Fund revenues and expenditures, and the additional water and sewer information available on the City's website and at City Hall.

Amee King, Assistant City Administrator, reported on personnel turn-over and the Library parking lot project, and thanked Don Collins for his extra effort in maintaining City Hall.

**Clerk's Department**

Gregory Newman, City Clerk, reported on the Charter Commission and the 08 November 2016 recount.

**Finance Department – Revenue / Expenditure Report**

Cheryl Grice, Finance Director / City Treasurer, reported on the audit services request for proposal and the online credit card payment system.

**Police Department**

Martin Underhill, Chief of Police, reported on the traffic study and traffic calming measures implemented at the E. Lincoln St. and Taylor St. intersection, and on downtown resident parking permit changes and communication efforts.

**Department of Public Services**

Adam Smith, City Administrator, mentioned the Department of Public Services monthly report included in the packet, and mentioned last night's staff efforts to clear roads, sidewalks, and parking lots.

**Assessing Department**

Adam Smith, City Administrator, mentioned the City Assessor's monthly report included in the packet.

**Planning and Zoning Department**

Susan Stachowiak, Zoning Administrator, reported on the Planning Commission's approval of Meadow Woods East Phase 2, Fieldstone Farms Estates Phase 5, Zoning Ordinance amendments, and its annual report and work plan.

COUNCIL MEMBER WILLEMS LEFT, AT 9:04 P.M.

The Council discussed the development approved in Meadow Woods East Phase 2.

**Building Department**

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

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

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

**VII. UNFINISHED BUSINESS**

**IX. NEW BUSINESS**

- A. **Resolution #43 of 2016** – To approve the Site Plan for Meadow Woods East Phase 2, contingent upon the conditions contained in the Engineer's letter dated 22 November 2016.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER SOWLE SECONDED, TO ADOPT RESOLUTION #43 OF 2016, TO APPROVE THE SITE PLAN FOR MEADOW WOODS EAST PHASE 2, CONTINGENT UPON THE CONDITIONS CONTAINED IN THE ENGINEER'S LETTER DATED 22 NOVEMBER 2016.

Adam Smith, City Administrator, explained the continued Meadow Woods East development.

Susan Stachowiak, Zoning Administrator, reported the Planning Commission recommends approving Meadow Woods East Phase 2 and the site plan meets all Zoning Ordinance requirements.

MOTION TO ADOPT RESOLUTION #43 OF 2016, TO APPROVE THE SITE PLAN FOR MEADOW WOODS EAST PHASE 2, CONTINGENT UPON THE CONDITIONS CONTAINED IN THE ENGINEER'S LETTER DATED 22 NOVEMBER 2016, CARRIED UNANIMOUSLY.

- B. Motion** – To receive the Planning Commission 2016 Annual Report and 2017 Work Plan.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO RECEIVE THE PLANNING COMMISSION 2016 ANNUAL REPORT AND 2017 WORK PLAN.

Susan Stachowiak, Zoning Administrator, explained the Annual Report and Work Plan covers the Planning Commission's work in 2016 and its proposed work for 2017.

MOTION TO RECEIVE THE PLANNING COMMISSION 2016 ANNUAL REPORT AND 2017 WORK PLAN, CARRIED UNANIMOUSLY.

- C. Motion** – To approve a revised Fieldstone Subdivision Phase 5 Preliminary Plat, dated 27 January 2016, contingent upon the conditions contained in the Zoning Administrator's memorandum dated 07 December 2016.

COUNCIL MEMBER SOWLE MOVED, COUNCIL MEMBER LANTZ SECONDED, TO APPROVE A REVISED FIELDSTONE SUBDIVISION PHASE 5 PRELIMINARY PLAT, DATED 27 JANUARY 2016, CONTINGENT UPON THE CONDITIONS CONTAINED IN THE ZONING ADMINISTRATOR'S MEMORANDUM DATED 07 DECEMBER 2016.

Susan Stachowiak, Zoning Administrator, reported on the development of the land covered in the 425 Agreement approved 22 June 2015 and the Planning Commission recommends approving the Fieldstone Subdivision Phase 5 Preliminary Plat.

MOTION TO APPROVE A REVISED FIELDSTONE SUBDIVISION PHASE 5 PRELIMINARY PLAT, DATED 27 JANUARY 2016, CONTINGENT UPON THE CONDITIONS CONTAINED IN THE ZONING ADMINISTRATOR'S MEMORANDUM DATED 07 DECEMBER 2016, CARRIED UNANIMOUSLY.

- D. Motion** – To approve the 2017 - 2021 Parks and Recreation Master Plan, as recommended by the Parks and Recreation Commission.

COUNCIL MEMBER MULDER MOVED, COUNCIL MEMBER LANTZ SECONDED, TO APPROVE THE 2017 - 2021 PARKS AND RECREATION MASTER PLAN, AS RECOMMENDED BY THE PARKS AND RECREATION COMMISSION.

Adam Smith, City Administrator, mentioned the Parks and Recreation Commission's work on the Parks and Recreation Master Plan, and reported the Parks and Recreation Commission recommends approving the Parks and Recreation Master Plan.

MOTION TO APPROVE THE 2017 - 2021 PARKS AND RECREATION MASTER PLAN, AS RECOMMENDED BY THE PARKS AND RECREATION COMMISSION, CARRIED UNANIMOUSLY.

**X. AUDIENCE PARTICIPATION**

Unidentified audience member expressed support of getting water from the Board of Water and Light.

Andrew Marsh, 300 W. South St. and McDonald's, asked for an explanation for the change in acronyms from DS to FW.

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

Council member Mulder mentioned the successful Christmas Parade.

**XII. CLOSED SESSION**

- A. Motion** – To move into closed session, per the Open Meetings Act, Section 8(h), to consider material exempt from discussion or disclosure by state or federal statute, per the Freedom of Information Act, Section 13(g), information or records subject to the attorney-client privilege.

COUNCIL MEMBER MALECKI MOVED, COUNCIL MEMBER SOWLE SECONDED, TO MOVE INTO CLOSED SESSION, PER THE OPEN MEETINGS ACT, SECTION 8(H), TO CONSIDER MATERIAL EXEMPT FROM DISCUSSION OR DISCLOSURE BY STATE OR FEDERAL STATUTE, PER THE FREEDOM OF INFORMATION ACT, SECTION 13(G), INFORMATION OR RECORDS SUBJECT TO THE ATTORNEY-CLIENT PRIVILEGE, AT 9:26 P.M. MOTION CARRIED UNANIMOUSLY.

COUNCIL MEMBER MALECKI MOVED, COUNCIL MEMBER SOWLE SECONDED, TO RETURN TO THE MONDAY, 12 DECEMBER 2016 REGULAR CITY COUNCIL MEETING, AT 10:49 P.M. MOTION CARRIED UNANIMOUSLY.

**XIII. ADJOURNMENT**

COUNCIL MEMBER MALECKI MOVED, COUNCIL MEMBER SOWLE SECONDED, TO ADJOURN THE MONDAY, 12 DECEMBER 2016, REGULAR CITY COUNCIL MEETING, AT 10:50 P.M. MOTION CARRIED UNANIMOUSLY.

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Gregory L. Newman, City Clerk

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Kalmin D. Smith, Mayor