



**SPECIAL MEETING
CEDAR SPRINGS CITY COUNCIL
AGENDA**

Wednesday, December 21, 2016

5:00 p.m. Meeting

**Cedar Springs City Hall
66 S. Main St.
Cedar Springs, Michigan**

1. Call to Order and Pledge of Allegiance.

2. <u>ROLL CALL:</u>	Mr. Daniel Clark	_____
	Mr. Perry Hopkins	_____
	Mrs. Molly Nixon	_____
	Mr. Jerry Gross	_____
	Mrs. Rose Powell	_____
	Mrs. Pamela Conley	_____
	Mr. Gerald Hall	_____

3. PUBLIC COMMENTS.

The Council welcomes and encourages the public to speak during the public comment and public hearing portions of the agenda. However, Council policy is to hear the public comment, not to act on the public comment at this time. Concerns brought before the Council during the Public Comment portion of the agenda will be referred to the City Manager for action. If, after communicating with the City Manager, no resolution is reached, the concern will be elevated to the Mayor and then eventually to the Council for action.

Those citizens wishing to speak on agenda and non-agenda items will be allowed a maximum of four minutes each to address their concerns. This is the only time during the Council meeting that citizens are allowed to address the Council. Please state you name and address for the record.

4. PUBLIC HEARINGS.

A.

5. ADOPTION OF AGENDA.

6. CONSENT AGENDA.

Councilmembers may request that any or all items be removed from the Consent Agenda. A motion is then in order to adopt all items not removed from the Consent Agenda. Requesting the removal of an item from the Consent Agenda is a prerogative afforded each councilmember and does not require the support of other councilmembers.

A. Approval of the minutes of the Regular Meeting of December 8, 2016.

B.

C.

7. DISCUSSION ITEMS:

A.

B.

8. ACTION ITEMS:

A. Motion to approve the following Mayoral Appointments:

a. Planning Commission

i. Appointment of Sarah Hendricks to Planning Commission to fill the seat of Sherri Foster.

b. Parks and Recreation Board

i. Removal of Rick Knapp from the Recreation Board because he no longer lives inside the jurisdiction.

ii. Appointment of Allen Rasor to the Parks and Recreation Board to fill the seat of Rick Knapp.

c. Zoning Board of Appeals

i. Appointment of Craig Owens to the Zoning Board of Appeals to fill the seat of Sherri Foster.

B. Motion to approve Resolution 2016-31 A RESOLUTION DEDICATING A PARK IN THE CITY OF CEDAR SPRINGS

9. COMMUNICATIONS:

A.

B.

10. DEPARTMENT REPORTS:

A. City Manager-

B. Department of Public Works

C. Police Department

C. Fire Department.

E. City Clerk.

F. Finance Director/Treasurer.

G. Code Enforcement.

H. Building Inspection.

I. Board and Commission Minutes:

11. COUNCIL COMMENTS.

12. ADJOURNMENT.



**REGULAR MEETING
CEDAR SPRINGS CITY COUNCIL
AGENDA**

Thursday, December 8, 2016

**6:15 p.m. Workshop
7:00 p.m. Meeting**

**Cedar Springs City Hall
66 S. Main St.
Cedar Springs, Michigan**

1. The City Mayor **Gerald Hall** called the meeting to order at 7:02 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Mr. Daniel Clark	<u>Present</u>
Mr. Perry Hopkins	<u>Present</u>
Mrs. Molly Nixon	<u>Excused</u>
Mr. Jerry Gross	<u>Present</u>
Mrs. Rose Powell	<u>Present</u>
Mrs. Pamela Conley	<u>Present</u>
Mr. Gerald Hall	<u>Present</u>

Motion by **Conley** supported by **Clark** to excuse Nixon.

Voice Vote

6-0

Motion Carried.

3. PUBLIC COMMENTS.

The Council welcomes and encourages the public to speak during the public comment and public hearing portions of the agenda. However, Council policy is to hear the public comment, not to act on the public comment at this time. Concerns brought before the Council during the Public Comment portion of the agenda will be referred to the City Manager for action. If, after communicating with the City Manager, no resolution is reached, the concern will be elevated to the Mayor and then eventually to the Council for action.

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the Council meeting that citizens are allowed to address the Council. Please state your name and address for the record.

- A. **Scott Pevey**-Suggested that the noon siren be tested once a month and noted that the daily siren is undesirable.
- B. **Kurt Mabie**- Updated council on CBDT progress. CBDT is working on Amphitheater, clock tower, and boardwalk. CBDT received a local bid for the clock tower that is 1/3 the cost of out of state bid. The railroad may have to be removed for the boardwalk for betterment of the community flood plains. Mabie noted he enjoyed seeing local craftsmanship of library. He also noted discounted cost on materials from several local companies.
- C. **Dan Clark**- Introduced the CBDT Community Promotion Video on the capital campaign project and the video was shown later in the meeting due to technical difficulties.

4. PUBLIC HEARINGS.

Motion by **Conley** supported by **Hopkins** to open public hearing for Cedar Springs Manufacturing request for Industrial Facilities Tax Exemption for \$1,200,000 Real Property and \$1,000,000 Personal Property.

Voice Vote

6-0

Motion Carried.

Discussion- **Powell** clarified that the personal property has been eliminated. **Conley** noted that the IFT is a useful way to bring new jobs to the city. **Gross** would like to see feedback on how many local candidates will fill expected number of jobs.

Motion by **Hopkins** supported by **Clark** to close public hearing for Cedar Springs Manufacturing request for Industrial Facilities Tax Exemption for \$1,200,000 Real Property and \$1,000,000 Personal Property.

Voice Vote

6-0

Motion Carried.

5. ADOPTION OF AGENDA.

Motion by **Conley** supported by **Hopkins** to adopt agenda.

Voice Vote

6-0

Motion Carried.

6. CONSENT AGENDA.

Councilmembers may request that any or all items be removed from the Consent Agenda. A motion is then in order to adopt all items not removed from the Consent Agenda. Requesting the removal of an item from the Consent Agenda is a prerogative afforded each councilmember and does not require the support of other councilmembers.

- A. Approval of the minutes of the Regular Meeting of November 17, 2016 with one change to Hopkins comments on Morley Park.

- B. Approval of the Checks Paid Prior #s 39361-39444 totaling \$100,696.93;
the January Accounts Payable #s 39445-39450 totaling \$2,767.65;
and Electronic Transfers totaling \$2,464.74.
The total of all checks and transfers is \$105,929.32.
- C. Approval of the \$5,000.00 annual disbursement to the Cedar Springs Area Parks and Recreation.
- D. Approval of the annual disbursement of the Evelyn Cossin fund to the CS Ministerial Association for needy families within the Cedar Springs City limits.

Motion by **Conley** supported by **Hopkins** to approve consent agenda.

Roll Call Vote

6-0

Motion Carried.

7. DISCUSSION ITEMS:

- A. 12 Noon tornado siren- **Conley** reported two city managers ago discussed the change in siren, but it was not a popular change. **Hall** reported that there is no way to change the volume of the siren. **Clark** suggested trying something new for 2-3 months. **Gross** would like to see the tradition carried on and would like to see it kept. **Hopkins** people get used to the bell and discussed the possibility of having a noon bell at the Veteran's clock tower. **Powell** would like to see how the community feels. **Womack** will get community poll and will talk with the CDBT regarding the Veterans clock tower.
- A. Corunna IFT guidelines- **Hall** found the information very beneficial and would like to see the city adopt a similar policy. **Conley** thanked councilor Clark for finding the policy. **Womack** stated he would bring a similar policy to the January meeting for council to consider.
- B. Cedar Springs Manufacturing request for Industrial Facilities Tax Exemption for \$1,200,000 Real Property and \$1,000,000 Personal Property- **Womack** reported would like to hold off until January unless CS Manufacturing objects.
- C. Martin Luther King Day-City Hall Closed to public- no objections by Council
- a. City Hall closing early on December 22nd- Council was supportive of closing early to promote team building.
- D. Rick Knapp resignation from Parks and Recreation board- **Womack** reported a letter has not been received as official resignation. **Womack** proposed to wait until January to give time to receive a letter of resignation before removing Rick Knapp from the board.
- E. Planning Commission membership rules- **Womack** explained that it is legal to allow individuals who do not reside in the jurisdiction to serve on the board. He encouraged the Council to decide as a whole if they would like to allow not residents as a whole on the board and not a specific individual. **Hall** suggested

waiting to get clarity. **Clark** was not supportive of non-resident serving on the Planning Commission. **Powell** would prefer someone from local community. **Conley** strongly opposed to a non-resident on the Planning Commission. **Hopkins** would like to review each instance on a case by case basis.

- a. Sherri Foster resignation from Planning Commission and Zoning Board of Appeals
 - i. **Hall**- accepted the letter of resignation from Sherri Foster. **Conley**- Thanked Foster for her service and stated this was not a reflection of her as a person
- F. DDA TIF reset/Dedicated Millage/Retain funds year to year- **Womack**- city attorney is working on language for two options; reset the TIF or dissolve the Downtown Development Authority and then reestablish. **Conley** would like additional information regarding when and how the process would go. **Womack** stated that the tax would not raise taxes for city residents. If the TIF was reset it would capture the amount above the base level to go to the DDA.
- G. Yankee Zephyr Racing Winter Festival Snow Mobile Racing- **Jimmy McHugh** discussed events he offers. **McHugh** discussed the proposed sale of beer at the event and how it has helped cut down on the number of alcohol related issues at other shows. **Conley** asked McHugh if he would be willing to pay a portion of taxes on the land used for the event. **McHugh** responded he would pay a respective portion of property taxes on the land used. McHugh is waiting to hear back from a couple of vendors regarding the offsite alcohol permit.
 - a. Community Event Application
 - b. Yankee Zephyr Alcohol Resolution
- H. City Manager 6 month Probationary Review at January City Council Meeting
 - a. Cedar Springs City Council Performance Evaluation of City Manager form (paper copy to be provided to Council Members)
 - b. Evaluation shall be a closed session per city manager's request but written evaluations will be provided to the clerk. Clerk will condense the information and the information will be made available for the public.
- I. Deputy Treasurer position- **Womack** reports that the position will be posted before leaving for the holiday break.

8. ACTION ITEMS:

- A. Motion to approve Prairie Run Preliminary Site Plan subject to recommendations

Motion by **Conley** supported by **Powell** to approve the Prairie Run Preliminary Site plan subject to recommendations of the attorney, engineers, and planner; The submission of details for the sidewalks, road surface, turnaround surface, and streetlights; Installation of a temporary turnaround at the end of the proposed road on Pioneer Trail; Review and approval of the Declaration of Restrictions by the City Attorney; The Declaration of Restrictions must indicate that if the Homeowners Association fails to maintain the storm

water management system, that the City has the right to make the improvements and bill the cost back to the property owners; and Review and approval from other applicable departments and agencies.

Roll Call Vote

6-0

Motion Carried.

B. Motion to approve the following Mayoral Appointments:

- a. Local Government Liason Committee
 - i. Mayor Gerald Hall (2017)
 - ii. Mayor Pro Tem Pamela Conley (2017)
 - iii. City Manager Mike Womack (2017)
- b. Zoning Board of Appeals
 - i. Rose Powell (2017-2019)
 - ii. Pat Capek (2017-2019)
- c. DDA Board of Directors/Brownfield Committee
 - i. David Ringler (2017-2020)
 - ii. Perry Hopkins (2017-2020)
- d. Board of Review
 - i. Stacey Velting (2017-2018)
- e. Planning Commission
 - i. Dale Bray (2017-2019)
 - ii. Kathy Bremmer (2017-2019)
- f. Construction Board of Appeals
 - i. Steve Grecheski (2017-2018)
 - ii. Darrin Caudill (2017-2018)
 - iii. Aaron Kindel (2017-2018)
- g. IFT Advisory Committee
 - i. Mayor Gerald Hall (2017)
 - ii. Kathy Bremmer (2017)
 - iii. City Assessor Brian Jager (2017)
 - iv. City Manager Mike Womack (2017)
 - v. City Finance Director Darla Falcon (2017)
 - vi. Councilor Dan Clark (2017)
- h. Cedar Springs Library Board
 - i. Becky Powell (2017-2021)
- j. Grand Valley Metro Council
 - i. Mike Womack (2017)
- k. REGIS Board of Directors
 - i. Mike Womack (2017)
 - ii. Tom Stressman-Alternate (2017)
- l. GVMC Policy Transportation Committee
 - i. Mike Womack (2017)
 - ii. Tom Stressman-Alternate (2017)
- m. West Michigan Regional Planning Commission
 - i. Mike Womack (2017)
- n. GVMC Transportation Technical Committee
 - i. Tom Stressman
 - ii. City Engineer Mike Berrevoets

Motion by **Conley** supported by **Hopkins** to accept the Mayoral appointments as presented.

Roll Call Vote **6-0** **Motion Carried.**

- C. Library Appointment Board Mayoral Appointment
 - a. Terry Fales
 - b. Pam Ringler
 - c. Paul Stark

Motion by **Conley** supported by **Hopkins** to accept the Mayoral appointment of Paul Stark to the Library Board.

Roll Call Vote **6-0** **Motion Carried.**

- D. Motion to approve the purchase of a new dump box in the amount of \$2,700.00

Motion by **Conley** supported by **Hopkins** to approve the purchase of a new dump box not to exceed \$2,700.00

Roll Call Vote **6-0** **Motion Carried.**

- E. Motion to approve Resolution 2016-31, RESOLUTION DEDICATING A WALKING TRAIL AND NATURE PRESERVE PARK IN THE CITY OF CEDAR SPRINGS

Motion by **Hopkins** supported by **Clark** to approve resolution 2016-31 Resolution dedicating a walking trail and nature preserve park in the City of Cedar Springs.

Roll Call Vote **6-0** **Motion Carried.**

- a. Name for the new city park, citizen poll- **Amanda Gerhardt** suggested Trout Trail.

9. COMMUNICATIONS:

- A. CVTRS & CIP Compliance Report - Cedar Springs
- B. Advance Newspaper-Cedar Springs Council looks to add color to Main Street
- C. Sarah Hendricks request to join Planning Commission
- D. Display Pack News article
- E. Heart of Cedar Springs Video

10. DEPARTMENT REPORTS:

- A. City Manager- Distribution of Master Plan, Dave Ringler Farmer's Market
All city related business will be sent via City e-mail addresses by new year

- B. Department of Public Works
 - a. November 2016 DPW Report

C. Police Department- Shop with the Sheriff will be Sunday December 11th at 6:30pm

- F. Fire Department – Fire Barn Meeting Wednesday December 14th at 6pm
 - a. City Summary
 - b. Monthly Report
 - c. Lucas CPR device

E. City Clerk.- Clerk worked the recount for 2 days. City of Cedar Springs was re-countable and the totals matched the machine and the physical recount. There could be a possible May election for Kent Intermediate School Department. There may be a Industrial Facilities Tax exemption application coming soon from Display Pack. MML Elected Officials Accreditation on February 17-18 2016 in Frankenmuth, MI.

- F. Finance Director/Treasurer- audit went well and will have a complete report by December 31st, 2016. Sent out winter bills and working on calendar year end.
 - a. Cash Summary Report.
 - b. Revenue/Expenditure Report.

G. Code Enforcement.

H. Building Inspection.

- I. Board and Commission Minutes:
 - a. DDA Minutes 11-28-16 Regular Meeting
 - b. CBDT Agenda/Minutes 11-15-18 Meeting
 - c. Library Board Minutes 10-24-16 Meeting

11. COUNCIL COMMENTS.

Clark- Email works and thanked for help with video during the meeting.

Powell- Glad to see the Evelyn Cossin Christmas tree lit. Happy Christmas.

Conley- Thanks to Chamber of Commerce for the events with Santa. Thanked city staff.

Gross- Thank you to Sara for volunteering for Planning commission. Seasons Greetings.

Hopkins- Santa celebration was a success.

Hall- It is a great time and we have a lot to be thankful for.

12. ADJOURNMENT

Hall adjourned the meeting at 8:47 p.m.



**CITY OF CEDAR SPRINGS
CITY COUNCIL
Kent County, Michigan**

Councilmember _____ supported by Councilmember _____,
moved the adoption of the following resolution:

RESOLUTION NO. 2016 – 33

**A RESOLUTION DEDICATING A PARK IN THE CITY OF CEDAR
SPRINGS**

WHEREAS, the City of Cedar Springs owns property composed of parcels 41-02-25-427-012, 41-02-25-427-006 and 41-02-25-427-001 with commonly known addresses of 157 Main, 162 Second St. and 160 Second St. in the City of Cedar Springs, Michigan; and

WHEREAS, the City has determined that the identified land is ideally located to serve as an area for walking, recreation and the enjoyment of nature, and

WHEREAS, the City Council shall provide for the public peace and health and for the safety of persons and property, and

WHEREAS, the City Council has determined that the dedication of the identified land as a City Park shall increase public peace, health the safety of persons and property, and

WHEREAS, the identified property has been donated to the City specifically for use as a walking park, for recreation and natural preservation for all of the citizens of Cedar Springs, and

WHEREAS, the City intends to preserve this land for those purposes, now

THEREFORE, BE IT RESOLVED AS FOLLOWS:

The City of Cedar Springs hereby dedicates the lands composed of parcels 41-02-25-427-012, 41-02-25-427-006 and 41-02-25-427-001 with commonly known addresses of 157 Main, 162 Second St. and 160 Second St. in the City of Cedar Springs, Michigan as a public park in furtherance of promoting walking, recreation and the enjoyment of nature for the public peace and health.

YEAS: Councilmembers: _____

NAYS: Councilmembers: _____

ABSENT: Councilmembers: _____

ABSTAIN: Councilmembers: _____

Resolution no. 2016-33 – DECLARED ADOPTED

Dated December 21st, 2016

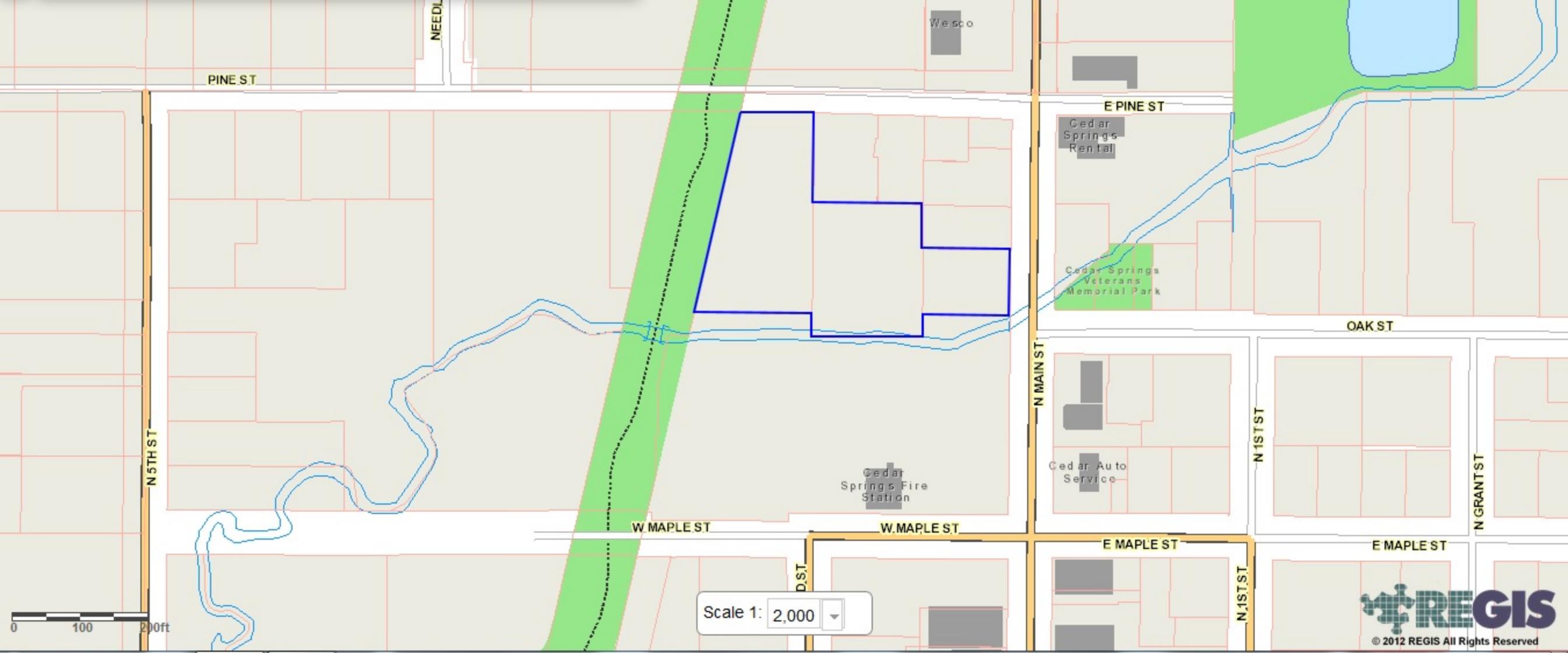
Rebecca Newland, City Clerk

CERTIFICATION

I certify that this is a true and complete copy of a resolution adopted by the City Council of the City of Cedar Springs at a Regular Meeting held August 11, 2016 and that public notice of the meeting was given pursuant to and in compliance with Act 267 of the Public Acts of Michigan of 1976, as amended.

Dated: December 21st, 2016

Rebecca Newland, City Clerk



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Cedar Springs

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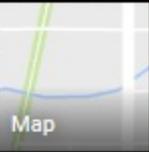
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