



**REGULAR MEETING
CEDAR SPRINGS CITY COUNCIL
WORKSHOP**

Thursday, January 12, 2017

6:15 p.m. Workshop

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

Members Present: Clark, Conley, Gross, Hall, Hopkins, Nixon, Powell, City Manager, Finance Director, Department of Public Works Director, City Clerk, Douglas Vredevelde

Douglas Vredevelde reviewed the findings of the audit conducted for the year ended June 30, 2016. He reported that overall the audit was clean, but did have a couple of areas for improvement. Pages 3-8 of the audit report highlight the findings of the audit.

Agenda for the Thursday, January 12, 2017 City Council was reviewed.

**REGULAR MEETING
CEDAR SPRINGS CITY COUNCIL
MINUTES**

Thursday, January 12, 2017

7:00 p.m. Meeting

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

1. The meeting was called to order by Mayor **Hall** at 7:08 p.m. The Pledge of Allegiance was recited.

2. ROLL CALL:

Mr. Daniel Clark	<u>Present</u>
Mrs. Pamela Conley, Mayor Pro Tem	<u>Present</u>
Mr. Jerry Gross Sr.	<u>Present</u>
Mr. Gerald Hall, Mayor	<u>Present</u>
Mr. Perry Hopkins	<u>Present</u>
Mrs. Molly Nixon	<u>Present</u>
Ms. Rose Powell	<u>Present</u>

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 your name and address for the record.

Dan Spitsburgen addressed concerns with his water bill. He reported that his water bills have increased each month by 30%, 60%, and up to 115%. He reported an extra \$500 on his water bills.

Frank Bransba addressed concerns with his increasing water bill. He reported that his water bill has increased by \$1000. He reported that he has his units checked 3 times per year and there are no leaks.

4. PUBLIC HEARINGS.

There were no scheduled public hearings.

5. ADOPTION OF AGENDA.

Motion by **Conley** supported by **Hopkins** to approve the agenda as presented with two changes; move item 8E to 7F and to change 8F to 8E.

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 Special Meeting of December 21, 2016.

B. Approval of the Checks Paid Prior #s 39451-39538	totaling \$167,040.83
; the January Accounts Payable #s 39539-39546	totaling \$11,866.19
and Electronic Transfers	totaling \$2,305.28
The total of all checks and transfers is	\$181,212.30

7. DISCUSSION ITEMS:

A. Use of Council Chambers fees/guidelines.

Hall requested a draft policy for a fee associated with afterhours use of council chambers. **Clark** also supported a fee for use afterhours because heat will need to be

on. **Nixon** reported support for a policy that states no food, limited to city residents/businesses. City events take precedence and others a \$10 fee. **Powell** reported that there needs to be some application process. **Womack** will draft a policy.

- B. IFT request for Display Pack for \$2,161,292 in Real Property Improvements for a length of 12 years.

Gavin Schutten reported that the company is looking forward to a long prosperous life in Cedar Springs and that the potential for growth in the community. **Hopkins** requested information on the recycling process. **Schutten** reported approximately 90% of material is recycled on site. **Conley** clarified that there are approximately 200 employees (170 Display Pack employees and 30 temporary workers) and that any applicants can apply in person at 650 West St.

- C. Establishing a subcommittee to narrow down names for the new walking park and nature preserve.

Hall established a subcommittee to bring 10 names for the new walking park back to City Council for the next meeting. **Powell, Conley, and Gross** comprise the subcommittee.

- D. Cedar Springs Industrial Facilities Tax Abatement Guidelines discussion:

1. Use of Personal Property in addition to Real Property to determine overall capital investment abatement points.

Conley reported that the personal property does not stay within the city if the company moves on, but the real property bricks and mortar stays in the community. **Nixon** clarified that the proposed policy is only a recommendation. **Clark** provided a different model from Sterling Heights and it factors in silver/gold rankings for the technology of the personal property.

2. Use of “number of employees” instead of “number of employees earning a certain wage”

Hall reported in the past that all jobs counted. **Hopkins** reported all jobs should count. **Nixon** suggested two columns for twice the national minimum wage

3. Adding 1 point to “Years in business” for new category of 1-5 and then shifting all other categories upwards.

Clark reported Romulus gives points for out of state businesses.

- E. Farmer’s Market Ordinance

Womack stated that he would like to have a 15 day notice and a \$200 Administrative fee. **Powell** reported that the City of Rockford has a Farmer’s Market Ordinance to use for additional ideas.

- F. Agreement for Library Services with Solon Township.

Conley stated she was on the library board for 6 years and that she doesn't understand why Solon Township does not pay the same mileage. **Nixon** said she was not supportive of a 3 year contract because it is a new construction and Solon has twice the population. **Powell** wanted to approach the board of Solon Township to discuss options. **Hopkins** suggested a one year contract. **Gross** stated he sees it both ways and is in favor of a one year agreement at the rate of .4 mil. **Clark** reported that historically Solon Township and the need to tread lightly. He reported that .4 mil is a step in the right direction. He also wanted to know what percentage of Solon Township residents utilize the library. **Conley** questioned the rate of a library card for a nonresident for Kent District Libraries. **Womack** reported that the CBDT will provide 3 years of operating expense and will bring it to vote for February's meeting.

8. ACTION ITEMS:

- A. Resolution 2017-01 to approve the Cedar Springs Manufacturing request for Industrial Facilities Tax Exemption for \$1,200,000 Real Property.

Motion by **Nixon** supported by **Powell** to approve Resolution 2017-01 for Cedar Springs Manufacturing request for Industrial Facilities Tax Exemption for \$1,200,000 Real Property for 12 years.

Roll Call Vote **7-0** **Motion Carried.**

- B. Motion to approve Purchase of a Western Wide Out Plow from Hookstra Equipment not to exceed \$5,480.00

Motion by **Hopkins** supported by **Nixon** to approve the purchase of a Western Wide Out Plow from Hookstra Equipment not to exceed \$5,480.00.

Roll Call Vote **7-0** **Motion Carried.**

- C. Motion to approve Library Budget amendments to reflect new library construction costs.

Motion by **Hopkins** supported by **Nixon** to approve the budget amendment as proposed.

Roll Call Vote **7-0** **Motion Carried.**

- D. Motion to approve Final Preliminary Plat Approval to the Prairie Run North development subject to compliance with the requirements of the City Planner, City Engineer, County Plat Board and Country Drain Commission and requiring the applicant to reimburse the City for any inspection costs incurred for inspection of the utility and roadway installation.

Motion by **Hopkins** supported by **Clark** to approve Final Preliminary Plat Approval to the Prairie Run North development subject to compliance with the requirements of the City Planner, City Engineer, County Plat Board and Country Drain Commission and requiring the applicant to reimburse the City for any inspection costs incurred for inspection of the utility and roadway installation.

Roll Call Vote **7-0** **Motion Carried.**

E. Motion to approve RESOLUTION APPROVING POSSESSION AND CONSUMPTION OF ALCOHOLIC BEVERAGES ON CITY PROPERTY BY THE YANKEE ZEPHYR RACING PROMOTIONS AT THEIR FEBRUARY 17th AND 18th MICHIGAN WINTER FEST EVENT

Motion by **Gross** supported by **Hopkins** to approve the contingent upon approval of community event application.

Roll Call Vote

7-0

Motion Carried.

9. COMMUNICATIONS:

A. 12-09-2016 GVMC

B. 12-16-2016 GVMC

C. 12-23-2016 GVMC

D. Medical Marijuana Communication

- a. **Womack** stated he received a call from an individual regarding the city policy on Marijuana dispensaries. He explained that he read that it was forbidden, but needs to do additional research to determine what the city policy is regarding the topic.

E. 01-06-2017 GVMC

F. Kathy Bremmer Noon Whistle

G. Kent County Report Newsletter JAN2017

H. NLC SLW Why Offer Program

10. DEPARTMENT REPORTS:

A. City Manager- **Womack** suggested possibly getting a tour of Cedar Springs Manufacturing. He also suggested a team building activity at the Coldbreak facility.

B. Department of Public Works- No report.

C. Police Department- **Kelley** reported that the shop with a cop event went very well and that approximately 30 kids shopped with an officer for holiday needs.

D. Fire Department- **Fraiser** stated that he wanted to pursue an auto thumper to aid in administering CPR. The device could be purchased through a couple of line items. He stated that often times during the daytime hours there is only one staff member available to take calls.

- a. Monthly Summary
- b. Monthly Report

E. City Clerk.

- a. MML Newly Elected Officials Weekender February 17th-18th Frankenmuth, MI w/stay at Holiday Inn Express

b. Shirley Merlington resigned from Election Commission and the alternate of Board of Review. Open seats have been advertised to the public via social media. Applications for board/commissions can be found online and then sent to the City Manager.

F. Finance Director/Treasurer- **Flacon** reported that W-2 forms are placed at each seat for each councilor.

- a. Cash Summary Report.
- b. Revenue/Expenditure Report.

G. Code Enforcement.

H. Building Inspection.

- I. Board and Commission Minutes:
 - a. 11-7-16 CSAPR Board Meeting

11. COUNCIL COMMENTS.

Clark- wants to revisit new property in the 425 Agreement and who pays for sewer service.
Powell- inquired about how to make home insurance available to citizens to cover sewage damage.

Conley- Thanked Womack for 6 months of service and is thrilled where the city is at with new staff.

Hopkins- Happy new year.

Nixon- Reported that she and councilor Conley will draft a letter regarding the sewer rates for citizens.

Hall- thanked the DPW workers for keeping the roads safe.

12. CLOSED SESSION.

Motion by **Conley** supported by **Clark** to go into closed session to consider a periodic personnel evaluation of the City Manager at the City Manager's request.

Roll Call Vote 7-0 Motion Carried.

Closed session began at 8:55 p.m.

Motion by **Conley** supported by **Nixon** to reconvene into Open Session.

13. OPEN SESSION

Open session resumed at 10:10 p.m.

Motion by **Hall** supported by **Conley** to affirm the retention of City Manager and issue a \$2,000 raise for the 2017 year that will bring annual salary to \$74,000.

Roll Call Vote 7-0 Motion Carried.

12. ADJOURNMENT.

Motion by **Nixon** supported by **Hopkins** to adjourn meeting.

Roll Call Vote

7-0

Motion Carried.

Meeting Adjourned at 10:15 p.m.

Rebecca Newland, City Clerk

Gerald Hall, Mayor