



**REGULAR MEETING
CEDAR SPRINGS CITY COUNCIL
MINUTES**

Thursday, May 10, 2018

7:00 p.m. Meeting

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

1. Mayor Hall call to Order at 7:00 pm and Pledge of Allegiance was recited.

2. <u>ROLL CALL:</u>	Mrs. Lisa Atchison	<u>Present</u>
	Mrs. Pamela Conley, Mayor Pro Tem	<u>Present</u>
	Mr. Jerry Gross Sr.	<u>Present</u>
	Mr. Perry Hopkins	<u>Present</u>
	Mrs. Molly Nixon	<u>Present</u>
	Ms. Rose Powell	<u>Present</u>
	Mr. Gerald Hall, Mayor	<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.

Henry Greeb Amateur Radio representative – saw event on consent agenda- Thank you for allowing us to host this event June 23/24 2018

Donna Clark Happy Birthday to the Library! Grand opening was this time last year. There are a record number of new member cards issued since the Library opened.

4. PUBLIC HEARINGS.

A. 2018-2019 Budget

Motion by **Nixon** supported by **Conley** to open the public hearing of the 2018-2019 Budget at 7:07 pm.

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

Public Comments: **Falcon** stated the only items added was the DDA Budget in the amount of \$22,055.00.

Motion by **Hopkins** supported by **Conley** to close the public hearing of the 2018-2019 Budget at 7:08 pm.

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

B. 2018 Property Maintenance Code Ordinance Revision

Motion by **Atchison** supported by **Hopkins** to open the public hearing of the 2018 Property Maintenance Code Ordinance Revision at 7:09 pm.

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

Public Comments: We are now using the 2006 Property Maintenance Code; this will update us to the 2018 Property Maintenance Code.

Motion by **Conley** supported by **Hopkins** to close the public hearing of the 2018 Property Maintenance Code Ordinance Revision at 7:10 pm.

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

5. ADOPTION OF AGENDA.

Motion by **Nixon** supported by **Conley** to approve the agenda with changes.

Roll Call Vote **7-0** **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 April 10, 2018.
- B. Approval of the Checks Paid Prior #s 40849-40928 totaling \$184,057.20
and Electronic Transfers totaling \$2,723.76
The total of all checks and transfers is \$186,780.96
- C. Motion to approve the allocation the remaining \$5,462.58 towards the DDA 2018-2019 snow removal budget.
- D. Motion to approve the Community Event Application for Cedar Springs Library June 11th, 2018 –Second Reading.
- E. Motion to approve the Community Event Application for Alpha Family Center Life walk June 16th, 2018 – Second Reading.
- F. Motion to approve the Community Event Application for Grand Rapids Amateur Radio Association June 23-June 24, 2018 – Second Reading.
- G. Motion to approve the Community Event Application for Michigan Cheap Runs on July 1, 2018 – Second Reading.

Motion by **Nixon** supported by **Gross Sr.** to approve consent agenda with changes to the minutes.

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

7. ACTION ITEMS:

- A. Motion to approve the Revised Cedar Springs Summer Celebration Community event Application for June 15th, June 16th and 17th at the third reading.
 - a. List of potential events
 - b. Event Map

Womack stated this was tabled last meeting because of location of Port-a-potties on main street. **Hopkins** questioned why he needed to submit formal map, when others don't have to? If conditions, be consistent. **Conley** stated port-a-potties, due to smell, should not be located on Main Street. **Gross Sr.** If we are going to impose conditions on community event applications we need to let the entity know ahead of time; be consistent.

Motion by **Gross Sr.** supported by **Nixon** to approve the Revised Cedar Springs Summer Celebration Community event Application for June 15th, June 16th and 17th as proposed in the application.

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

- B. Motion To Approve Resolution 2018- 14 A Resolution To Adopt The City Of Cedar Springs' 2018-2019 Annual Budget

Motion by **Powell** supported by **Conley** to approve Resolution 2018-14 A Resolution to adopt the City of Cedar Springs 2018-2019 Annual Budget

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

- C. Motion To Approve Resolution 2018-15 A Resolution To Establish The Millage Rate For Real And Personal Property In The City Of Cedar Springs For The Fiscal Year 2018 – 2019

Womack mentioned the City and Library millage's would remain the same and the Solid Waste millage would be .5, raised from .4 last year

Motion by **Atchison** supported by **Hopkins** to Approve Resolution 2018-15 A Resolution To Establish The Millage Rate For Real And Personal Property In The City Of Cedar Springs For The Fiscal Year 2018 – 2019.

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

- D. Motion To Approve Resolution 2018-16 A Resolution To Adopt The 2018 Fees And Charges For Municipal Services.

Hopkins requested the word "Pavilion" be added to the Morley Park Rental line item.

Motion by **Conley** supported by **Atchison** to approve Resolution 2018-16 A Resolution to adopt the 2018 Fee and Charges for Municipal Services.

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

- E. Motion to approve the annual 2018-2019 MML Insurance renewal for General/Property Liability for \$37,979 and Workers Compensation not to exceed \$14,006.

Motion by **Hopkins** supported by **Nixon** to approve the annual 2018-2019 MML Insurance renewal for General/Property Liability for \$37,979 and Workers Compensation not to exceed \$14,006.

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

F. Motion to accept Mark Laws resignation from the Planning Commission Board.

Conley Thanked Mark for his service; **Powell** stated Mr. Laws did a good job.

Motion by **Conley** supported by **Nixon** to accept Mr. Laws resignation from the Planning Commission Board.

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

G. Motion to allow the CS Brewery Company Farmer's Market to open on Public land at the Heart of Cedar Springs from June 14th through September on a weekly basis.

Motion by **Hopkins**; supported by **Gross Sr.** to allow the CS Brewery Company Farmer's Market to open on Public land at the Heart of Cedar Springs from June 14th through September

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

H. Motion to approve Resolution 2018-19 recommending approval of a Small Winery License and Micro Brewery License as requested by Sietsma Cider LLC for his business to be located at 70 N. Main Street.

Womack explained this will be a hard Cider tasting room; LARA will make final decision on Liquor License.

Motion by **Conley**; supported by **Hopkins** to approve Resolution 2018-19 for the Small Winery License and Micro Brewery as requested by Setsma Cider LLC

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

8. DISCUSSION ITEMS:

A. Ordinance 208 AN ORDINANCE TO AMEND Sec. 10-44. – Adopted THROUGH Sec. 10-46. - Local Standards OF THE CITY CODE OF ORDINANCES - First Reading

Womack explained the IPMC is used by the Building Inspector and City Manager. Part of the code is that all properties are required to have address visible from the street side of the property. Womack has drafted a policy – please have all comments to City Manager before next council meeting. The address is ok if it is on the mailbox or post at end of driveway if building is not visible from Road.

- B. Motion To Approve Resolution 2018-17 A Resolution To Establish A Waiver Of Penalty Associated With Not Filing Property Transfer Affidavits (PTA-Form 2766) Timely

Motion by **Gross Sr.** supported by **Hopkins** to approve Resolution 2018-17 A Resolution to Establish a Waiver of Penalty Associated with Not filing Property transfer Affidavit

Roll Call Vote

7-0

Motion Carried.

- C. Cedar Springs Community Summer Celebration Event Application for July 20th, July 21st, and July 22nd – First review

Hopkins explained this application is only covering what the Chamber of Commerce is doing. It is similar to last years event “Christmas in July”

- D. Brett Rowland -Hot Dog Cart
 - a. Vendors Ordinance Example

Womack explained that Mr. Rowland has permission from MCU Body Shop to sell hot dogs from his Hot Dog Cart Portable Business on private property. Womack said we might get complaints from brick & mortar businesses that pay property taxes; food trucks and portable food vendors do not pay property taxes. There are pros and cons to allowing portable food vendors and food trucks in the city. Our current zoning code does not allow these types of businesses.

Mr. Rowland explained this is his business and how he makes money to support his family. He sells Polish Dogs, Chilly Cheese dogs, pop and chips. He would like to sell in other locations of the city as well.

City Council would like **Womack** to develop a policy to allow this activity.

- E. Wayfinding Signs
 - a. Quote

Womack showed sample of way finding sign; these signs would be placed at Main/Maple and on Muskegon pointing towards downtown. DDA and city would each pay 50%.

- F. FTC&H Cedar Springs Wastewater Treatment Plant Grounding

Motion by **Gross Sr.**; supported by **Hopkins** to approve **Wastewater Plant Electric Grounding** not to exceed \$16,000.00.

Roll Call Vote

7-0

Motion Carried

Powell wants this done immediately to avoid any danger.

- G. Revised Forms (Mike)
 - a. Zoning Permit
 - b. Fence Permit
 - c. Sign Permit
 - d. Sandwich Board Sign
 - e. Site Plan Application
 - i. Procedures
 - ii. Checklist
 - iii. Escrow Policy

Womack mentioned all the forms he is updating.

- H. Employee Compensation Review
 - a. 2005 Compensation Study
 - b. Proposed 2018 Compensation Review, estimated cost \$3,000-\$4,000.

Motion by **Hall** supported by **Conley** to hire Rahmberg Stover & Associates to establish compensation for staff this year and not to exceed \$4,000.00.

Roll Call Vote

7-0

Motion Carried

9. COMMUNICATIONS:

- A. May 2018 GVMC Board Agenda & Minutes
- B. 2017 Regional Pavement Condition Survey Report

10. DEPARTMENT REPORTS:

- A. City Manager.
- B. Department of Public Works.
 - a. Infrastructure Alternative's operational and maintenance report.
- C. Police Department – Sgt. Kelley accepted a position with the Detective Bureau at Kent County. At the June meeting he will introduce his replacement. He loved this assignment at Cedar Springs!
- D. Fire Department.
- E. City Clerk.
- F. Finance Director/Treasurer.
 - a. Cash Summary Report.
 - b. Revenue/Expenditure Report.
 - c. Balance Sheet

G. Code Enforcement.

H. Building Inspection.

I. Board and Commission Minutes:

a. Library board March 26, 2018

b. Community Building Development Team March 20, 2018

11. COUNCIL COMMENTS.

Atchison – enjoys working with others on city council; thank you Sgt. Kelley for your service; when do Morley Park restrooms get opened for the season? Usually May 1st

Conley - Thanked Sgt. Kelley for his service; Congratulation to Ms. Newland on her upcoming wedding; Thanks to Mr. Womack for all the work on the city surveys; Thank you folks at Community Night; Thanks to DPW for all the sewer work lately.

Gross –Thank you Sgt. Kelley, you and Sheriff dept took over something that community had feelings about, it was a smooth transition and never missed a beat, if anything stepped it up a notch and I appreciate that. It was all under your leadership. Thank everybody else for what they do.

Hopkins – Thank you Sgt. Kelley, glad it wasn't challenging enough for you. I want to thank everyone for their time. There are a lot of things done behind the scenes that people don't see.

Nixon –Thank you Sgt. Kelley, good luck with your new endeavors; citizen survey, grateful for fellow council members, thank you to staff.

Powell –June 21st 7 pm meeting with the Drain Commission at the high school. Hope everyone comes out for Memorial Day events in Cedar Springs at the cemetery and Vets Park.

Hall –Thank you Sgt. Kelley; mayor comes to city hall regularly for discussion with city manager, there are a lot of things happening in the city; city council - please wear Fire Dept t-shirts next month!

12. ADJOURNMENT.

The mayor adjourned the meeting at 9:02 pm

Rebecca Newland, City Clerk

Gerald Hall, Mayor