



**REGULAR MEETING  
CEDAR SPRINGS CITY COUNCIL  
MINUTES**

**Thursday, May 11, 2017**

**7:00 p.m. Meeting**

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

1. **Hall** called the meeting to Order at 7:01 p.m. and 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.*

**Donna Clark** reported that there have been 900+ individuals through the library since it first opened on Monday. She stated that they received new furniture and tables. She thanked everyone for their support and reported getting a \$15,000 printing machine for \$3,000.

4. PUBLIC HEARINGS.

A. 2017-2018 Budget

Motion by **Hopkins** supported by **Nixon** to open the public hearing on the 2017-2018 Budget at 7:07 p.m.

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

There were no public comments.

**Conley** thanked Falcon for her excellent work. **Gross** thanked the department heads for their work. **Womack** thanked the council for their effort in the creation of the budget.

Motion by **Clark** supported by **Conley** to close the public hearing on the 2017-2018 Budget at 7:10 p.m.

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

5. ADOPTION OF AGENDA.

Motion by **Hopkins** supported by **Gross** to adopt the agenda.

**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 13, 2017 and the Special Budget Workshop of May 4, 2017.

B. Approval of the Checks Paid Prior #s 39814 - 39896                      totaling \$193,379.70  
and Electronic Transfers                      totaling \$2,306.99  
The total of all checks and transfers is                      \$195,686.69.

C. City Insurance Renewal

D. Approval of the July 14-15th Xmas in July Movie and Sidewalk Sales

E. Approval of the Community Event Application- Ham Radio

F. Approval of June 9th-10th Movies in the park and sidewalk sales community event application

G. Amended Resolution 2017-2 Display Pack Resolution

H. RESOLUTION NO. 2017 – 09 A RESOLUTION TO SUBMIT THE REQUIRED STATE GRANT APPLICATION FOR ELECTION EQUIPMENT

- I. Cedar Springs Parks and Recreation Concerts in Morley Park Community Event Application June 15, July 11 and August 17 (first review)

**Womack** reported that item (I) was a late addition and will be brought back to the council for a second review next month. **Hopkins** stated he thought all community events should be treated equally and if some organizations can group 3 consecutive events on one application than all should be able to. **Conley** reported that she would like to see organizations come in and present a yearly community event application.

Motion by **Conley** supported by **Hopkins** to approve the consent agenda as presented.

**Roll Call Vote**

**7-0**

**Motion Carried.**

7. DISCUSSION ITEMS:

- A. Curb Bump-outs cost estimate and diagram

**Womack** reported that he received a quote for \$33,000 per bump-out. **Conley** inquired the life span of Main Street and the possibility of adding the bump-outs when the road is redone. **Stressman** reported that Main Street is scheduled to be redone in 2020. **Gross** reported that he thought it looked great and would improve the view, but was concerned about loss of parking. **Stressman** reported losing at least one parking space and that it would make plowing a little more difficult.

- B. Raising Parking Citation fees from \$10 to \$20 per incident in Fee Schedule

**Womack** reported that there are very few cars that get tickets, but this change could help in the winter when cars need to be moved for plowing purposes. **Powell** asked if the City currently tows cars that are illegally parked. **Womack** reported that the City cannot currently tow cars, but it is exploring the option of placing a boot on a car for outstanding parking violations.

- C. Moving the clay tractor-pull track from behind CS Mfg. to the West St. lagoon site
  - a. Tax Consequences
  - b. Liability

Straw Poll vote of the council; Mayor approved the clay to be deposited to the lagoon site temporarily.

8. ACTION ITEMS:

- A. Motion to approve Driveway Permit Application
  - a. Motion to approve using the “Kent County Road Commission Rules to regulate driveways, banners and parades upon and over public highways Revised April 1, 2010” as guidelines for the City in driveway design.
  - b. Discussion regarding establishing a \$30 inspection fee for Driveway permit application in Fee Schedule

Motion by **Conley** supported by **Gross** to approve the driveway permit using the Kent County Road Commission rules to regulate driveways, banners and parades upon and

over public highways Revised April 1<sup>st</sup>, 2010 as guidelines for the City driveway design and to establish a \$30 inspection fee for Driveway permits.

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

- B. Motion to approve the purchase of 3 ISI High Pressure Viking Carbon Cylinder Air Bottles not to exceed \$2650 from Douglass Safety Systems, *Requested By Fire-Chief Fraser*

**Fraser** reported that he was looking at the budget and he could purchase 6 bottles and still be within the budget. He stated that the bottles have a 15 year lifespan and there were 12 purchased in 2002.

Motion by **Conley** supported by **Hopkins** to approve the purchase of 6 ISI High Pressure Viking Carbon Cylinder Air Bottlers not to exceed \$5,225.

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

- C. Motion to approve Paid Time Off personnel policy change

Motion by **Hopkins** supported by **Nixon** to approve paid time off policy.

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

- D. Motion to approve waiving sign permit application fees for the City of Cedar Springs and its constituent subsidiary bodies.

Motion by **Conley** supported by **Clark** to approve waiving sign permit application fees for the City of Cedar Springs and its constituent subsidiary bodies

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

- E. Motion to approve FTC&H to create a Sampling and Analysis Plan (SAP) for the City of Cedar Springs at an estimated cost of \$3000.

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

Motion by **Conley** supported by **Hopkins** to approve FTC&H to create a Sampling and Analysis Plan (SAP) for the City of Cedar Springs at an estimated cost of \$3,000.

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

- F. RESOLUTION NO. 2017-10, RESOLUTION TO ADOPT THE CITY OF CEDAR SPRINGS' 2017-2018 ANNUAL BUDGET

**Falcon** reported that the changes from the budget workshop have been made to the presented budget.

Motion by **Nixon** supported by **Conley** to approve Resolution 2017-10 A Resolution to Adopt the City of Cedar Springs 2017-2018 Annual Budget.

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

G. RESOLUTION No. 2017- 11, A RESOLUTION TO ESTABLISH THE MILLAGE RATE FOR REAL AND PERSONAL PROPERTY IN THE CITY OF CEDAR SPRINGS FOR THE FISCAL YEAR 2017 – 2018

**Womack** reported that the only change was an increase from .38 mills to .40 mills for refuse pick up.

Motion by **Conley** supported by **Powell** 2017-11 A Resolution to Establish the Millage Rate for Real and Personal Property in the City of Cedar Springs for the FISCAL year 2017-2018.

**Roll Call Vote**

**7-0**

**Motion Carried.**

H. RESOLUTION NO. 2017 – 12, A RESOLUTION TO ADOPT THE 2017 FEES AND CHARGES FOR MUNICIPAL SERVICES.

Motion by **Nixon** supported by **Clark** to approve 2017-12 A Resolution to adopt the 2017 Fees and Charges for Municipal Services.

**Roll Call Vote**

**7-0**

**Motion Carried.**

9. COMMUNICATIONS:

- A. County Imposed Millage Factor
- B. Foreclosure tax reversion property
- C. Kent County Newsletter 5-17

10. DEPARTMENT REPORTS:

A. City Manager- Staff has been doing a great job. He posted the DPW Supervisor position to local job postings and reported that Tom would be willing to stay to help the new person begin.

B. Department of Public Works.  
a. Infrastructure Alternative's operational and maintenance report.

C. Police Department- **Kelley** reported that the City was 1<sup>st</sup> in calls per resident and that most criminal activity is down.

D. Fire Department.-**Fraser** clarified with the council that he does not need to get multiple offers on ISI flow testing because there is only one vendor in the State of Michigan. **Conley** stated that she could begin working with Fraser to attend local meetings for the new fire barn. **Gross** stated that he thought that it was just an idea the this time and to wait to see what the actual necessities will cost. A straw poll of the council sounded to create a groundswell and get public opinion on a new fire barn.

E. City Clerk.-May 18<sup>th</sup> Cedar Springs High School Voter registration drive.

F. Finance Director/Treasurer.  
a. Cash Summary Report.  
b. Revenue/Expenditure Report.

G. Code Enforcement.

H. Building Inspection.

- I. Board and Commission Minutes:
- a. CBDT March 21, 2017 Minutes
  - b.
  - c.

11. COUNCIL COMMENTS.

**Clark-** pass

**Powell-** delighted to work with everyone on the library and was entertained to see Kurt on a tractor.

**Conley-** thanked everyone for the hard work on the library.

**Gross-** when we work together everything works out.

**Hopkins-** looking forward to library and renaissance festival.

**Nixon-** thanked Clerk for doing the registration drive and thanked the council for being reasonable and voicing opinions even when they differ.

**Hall-** thanked everyone for the great turnout to volunteer at the library. He also thanked staff for their work on the budget.

12. ADJOURNMENT.

**Hall** adjourned at 8:21 p.m.

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Rebecca Newland, City Clerk

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Gerald Hall, Mayor