



**REGULAR MEETING
CEDAR SPRINGS CITY COUNCIL**

MINUTES

Thursday, September 7, 2017

7:00 p.m. Meeting

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

1. Mayor Hall called the meeting to Order at 7 p.m. and Pledge of Allegiance was recited.

2. <u>ROLL CALL:</u>	Mr. Daniel Clark	<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.

Randy VanDuyn stated that the Red Flannel store is open 10am-2pm Tuesday-Saturday. He brought the new Red Flannel Tumbler for each council member and

stated they are currently for sale for \$20 at the shop. He announced that the store will soon have online sales.

Donna Clark stated that there are 4 plaques left at \$1,000 and 126 bricks at \$50 available. She also thanked Pam Conley for sponsoring the Read to Ride Program on Red Flannel Day.

Bonnie Steed stated that she has lived in the city since 1997. She would like to ask for an exception on a portion of her water sprinkler usage. She stated there was a leak that caused 48,000 to be leaked into the ground. She wanted an exception on the sewer rate because the water did not go into the sewer system.

Sarah Cunningham stated that she has been a business owner in town for one year. She suggested that it would be helpful to have a new business welcome packet and have the City Manager/Mayor visit new businesses. She suggested having a process to submit social media to the city. She stated that would like the City Manager to be more communicative and that he is not very friendly in his approach.

Darla Falcon received a donation of \$1,000 in honor of Joseph Watson SR and a donation of \$2,700 from a golf outing.

Joel Franks thanked everyone for their hard work in the city. He stated that Mr. Hopkins made a good point at the Planning Commission meeting regarding keeping enough honey in the hives for winter. He checked with his insurance company and he is covered for having bee hives. He offered to help assist relocating some of the bees from the parks in town.

4. PUBLIC HEARINGS.

None.

5. ADOPTION OF AGENDA.

Motion by **Conley** supported by **Clark** to approve the agenda as presented with the following changes: Addition of 8J to approve emergency spending for a 12 inch water main on White Creek, Move 6D to 8K and 7E to 8L.

Voice 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 August 10, 2017 and Special Meeting August 29, 2017.

B. Approval of the Checks Paid Prior #s 40154-40258

totaling \$587,162.26

and Electronic Transfers totaling \$1,144.96
The total of all checks and transfers is \$588,307.22.

C. CS Brew Fall Festival Community Event Application October 6-7, 2017 – Second review.

D. 2017-15 A Resolution To Permit Community Event Applicants And Farmers Markets To Issue Temporary Business Permits

E. 2017-17 A Resolution To Revise And Adopt The 2017 Fees And Charges For Municipal Services.

Nixon removed item 6G from the consent agenda and moved it to 8M Action items.

Motion by **Hopkins** supported by **Gross** to approve the consent agenda.

Voice Vote **7-0** **Motion Carried.**

7. DISCUSSION ITEMS:

A. Pocket Park Plan (Cost estimate/turf from the High School)

Womack stated that the concrete in front of City Hall is in need of repairs and that the estimate is approximately \$7,000 that was not budgeted for. He estimates that he can get \$3,000-\$5,000 for in a grant for a pocket park. **Gross** would like to see the entrance removed and proceed with fixing the concrete.

B. Bee Ordinance (Presented to the Planning Commission on 9/5/2017) – First Reading.

Womack stated that the Planning Commission recommended approval with requiring that the bee permit application require there be enough honey produced by the hive for winter. He thought the Planning Commission needed more time to review.

Conley questioned how do you enforce if a person does harvest too much or replaces the honey with corn syrup. **Nixon** stated that it is an overreach to tell someone what to feed their bees.

Motion by **Clark** supported by **Conley** to send the ordinance back to the Planning Commission for additional language changes.

Voice Vote **7-0** **Motion Carried.**

C. City Property Taxes

Womack is working to get the property taxes lowered for next year. He will begin working on getting the land reserved for the recreation center designated as a park.

D. Codification Errors

- a. Ordinance 157
- b. Ordinance 193
- c. Ordinance 194

E. Quarterly water meter reads.

Ducat explained that the first and second bills of the quarter would be estimates and that the third bill would be an actual read. He stated that monthly reads are time consuming. **Falcon** stated that from a cash flow perspective the program would need to have a cycle start in July 1st. **Womack** suggested having a public hearing and publish the change in the paper. **LaRose** stated that the money that is saved in labor can be used to purchase radio read meters.

Nixon was concerned that if a resident had a leak and didn't know it that it this process would be difficult to find out in a reasonable time. **Conley** questioned how snow birds might be impacted by this change. **Clark** clarified that the estimate would be based on the average for the year.

F. ICCF land donation

- a. Water and Sewer Availability fees

Womack stated that if he waived the water/sewer fees the city would see a return within 6 years.

Powell would like to put a time line on the process and if it isn't donated by then to explore selling the land. **Nixon** stated that the last time the idea was brought to the council it was voted down because the ICCF didn't want to put low step housing to help achieve goals of the Master Plan.

G. Water leak sewer fee reduction policy

Clark, Conley, Nixon, Gross were in favor of allowing the City Manager to make these decisions based on evidence of problem, proof of repairs, the permission to use his discretion on a case by case basis.

H. Senior Citizen fixed income water/sewer late fee waiver policy

The council was generally in favor of allowing the City Manager the permission to use his discretion on a case by case basis.

I. HC and B-2 district sign ordinance changes

- a. Putting HC district into different sign standards
- b. HC-Pole/Pylon signs, permitting signage on sides of building viewable from street not just facing street, menu board signs
- c. B-2 Allowing 1 wall and 1 projecting sign
- d. Requesting input from business owners what changes they would like to see made

Conley stated that she was not in favor of pole signs and that they are obsolete because of GPS systems. **Powell** stated that the businesses want pole signs. **Hopkins** stated that the Planning Commission previously voted 5-4 to not allow pole signs. He would like to have pole signs in the H-C district.

8. ACTION ITEMS:

- A. Red Flannel Community Event Application – Second Review.
 - a. Deputy Estimate
 - b. 5k/10k race
 - c. Road Closures/no parking/barricades
 - d. Alcohol Resolution

Gross expressed concerns with how the Skinner field Rocket Football games would be able to enter and exit the area. **Powell** stated that a Skinner Field representative visited the Red Flannel office after last year's event and was up in arms and stated that they wouldn't be having football games on Red Flannel day anymore.

Motion by **Nixon** supported by **Clark** to approve the Red Flannel Community Event application and the alcohol resolution.

Roll Call Vote

7-0

Motion Carried.

- B. Yankee Zephyr Community Event Applications for February 16-17 and December 15-16 Second review.
 - a. Alcohol resolution

Womack stated that the council can approve if they wish, but he would recommend that they table the decision because he is concerned with the alcohol and safety plan.

Hall has a concern that this is a for profit organization and he would like to see some of the revenue go to cover the tax bill on the property used. **Nixon** stated that in the past the Fire Department has provided medical standby.

Motion by **Clark** supported by **Conley** to postpone the discussion and action on the Yankee Zephyr Community Event Application.

Voice Vote

7-0

Motion Carried.

- C. An ordinance to amend Sec. 40-545. – SPECIFIC SIGN- Fourth Reading and Passage

Motion by **Conley** supported by **Nixon** to amend the Chapter 40 Sec. 40-545. – SPECIFIC SIGN standards for the Code Ordinance for the City of Cedar Springs to 10% of front façade or 1 square foot per linear running foot which is larger.

Roll Call Vote

7-0

Motion Carried.

Conley confirmed that these repairs are part of the to-do list to get the WWTP up to speed on repairs and that these are not unexpected repairs.

Motion by **Nixon** supported by **Conley** to approve of using 2017-2018 capital replacement fund to repair the cracked concrete wall on reactor #3 and other miscellaneous concrete repair at the Waste Water Treatment facility not to exceed \$13,990.

Roll Call Vote

7-0

Motion Carried.

- I. Motion to approve the authorization purchase a plow truck in conjunction with the Kent County Road Commission not to exceed \$105,000.

Falcon reported that \$40,000 was budgeted and the remainder would be financed.

Motion by **Conley** supported by **Clark** to approve the authorization purchase a plow truck in conjunction with the Kent County Road Commission not to exceed \$105,000.

Roll Call Vote

7-0

Motion Carried.

- J. To approve emergency spending for a 12 inch water main on White Creek

Womack stated that The Brooks is already putting an 8 inch main on White Creek, but if they allow the City to upgrade it to a 12 inch main it will cost approximately \$5,000 in materials and another \$3,000-4,000 in engineering fees. The upgrade now will save the city a lot of money in the long run. **Conley** appreciated the forward thinking and confirmed that this is part of the master plan.

Motion by **Hopkins** supported by **Conley** to approve the purchase of the 12 inch water main not to exceed \$10,000 with the approval of the City Manager and Mayor.

Roll Call Vote

7-0

Motion Carried.

- K. Chamber of Commerce Mingle With Kris Kringle Community event application 12-2-17—Second review.

Womack stated that The Chamber will be paying for the two deputies.

Motion by **Nixon** supported **Gross** to approve the Chamber of Commerce Mingle With Kris Kringle Community event application 12-2-17.

Roll Call Vote

7-0

Motion Carried.

- J. Spooktacular/Set City wide Trick or Treating hours—October 31st, 2017 from 4:30pm-8pm
 - a. Paying for deputies-\$480
 - b. Candy for City Hall/Bathrooms

Womack stated that the city should pay for the \$320 deputy coverage this year and work with the city business to help sponsor the event in the future.

Conley wanted to change the starting time of the downtown trick or treating to 5 pm. **Hopkins** stated that younger kids started at 4:30 pm because of the younger kids. They used to do 5pm-7pm for the older kids.

Motion by **Conley** supported by **Powell** to have downtown trick or treating from 5pm-6:30pm and City Wide hours from 5pm-8pm.

Yes: Clark, Powell, Conley, Gross, and Hall
No: Hopkins and Nixon

Roll Call Vote

5-2

Motion Carried.

Motion to approve the city to provide police coverage out of the community event budget for trick or treating that is approximately \$500 that may exceed at the discretion of the City Manager.

Roll Call Vote

7-0

Motion Carried.

L. Green Family Community Event Application – First Review

Cordell Green stated that he is doing a fundraiser for the Ricker family. **Womack** stated that the event is expected to have 1,000 participants and it looks fairly well organized. The only recommendation would be to close the entrance to Morley Park. **Nixon** confirmed that it would be open to everyone and not just Red Flannel Acres.

Motion by **Nixon** supported by **Clark** to approve the Green Family Community Event Application contingent that it meets all of the City manager requirements.

Roll Call Vote

7-0

Motion Carried.

9. COMMUNICATIONS:

- A. Bars by Butch - Transfer ownership of escrowed 2017 Class C and SDM License
- B. MK Kohley, Inc. - Transfer Ownership Escrowed 2017 SDD License
- C. MIAMP Monthly Newsletter
- D. GVMC September Agenda

10. DEPARTMENT REPORTS:

A. City Manager expects to be out of town September 10-13th for a conference and from March 5th-15th for a vacation.

B. Department of Public Works.

- a. Infrastructure Alternative's operational and maintenance report.

C. Police Department

- 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 July 24, 2017

11. COUNCIL COMMENTS.

Powell- Happy Red Flannel Days!

Conley- Is proud to celebrate underwear!

Gross- Thanked the Department Heads for all of their hard work and to keep families in Texas in your thoughts.

Hopkins- Is looking forward to the Green Family Event and will tell individuals with questions on the trick or treating to the City Manager.

12. CLOSED SESSION.

- A. Motion to go into closed session to consider a one year personnel evaluation of the City Manager at the City Manager’s request.

Motion by **Conley** supported by **Clark** to enter closed session at 9:50 pm to consider a one year personnel evaluation of the City Manager at the City Manager’s request.

Roll Call Vote

7-0

Motion Carried.

- B. Motion to reconvene into Open Session

Motion by **Conley** supported by **Clark** to reconvene into open session at 10:46 pm

Roll Call Vote

7-0

Motion Carried.

13. OPEN SESSION

Powell presented information regarding the wishes of the CBDT in regards to the Veteran’s Clock tower. She explained that the CBDT would like to put removable letters on the clock tower that displays “We honor our veterans” on two sides and “Red Flannel USA” on the other two sides.

Womack stated he was disappointed that this wasn't brought to him earlier and was brought up without his knowledge. He stated that he was uncomfortable with any action until more information was provided.

14. ADJOURNMENT.

Motion by **Clark** supported by **Nixon** to adjourn at 10:54 pm.

Voice Vote.

7-0

Motion Carried.

Rebecca Newland, City Clerk

Gerald Hall, Mayor