



**REGULAR MEETING
CEDAR SPRINGS CITY COUNCIL
MINUTES**

Thursday, October 12, 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 7:02 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. 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.

None.

4. PUBLIC HEARINGS.

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E. Motion to approve Resolution 2017-19 a Resolution for Designation of Street Administrator naming David Ducat as the Designated Street Administrator for the City of Cedar Springs.

F. Motion to approve City Staff to hire a cleaning company for the janitorial services at City Hall.

Cleaning Quotes

- a. T&S Cleaning
- b. Jillian Cleaning
- c. Clean Corners
- d. J&K Cleaning

G. Motion to authorize the Finance Director to make the adjustments in the amount of \$4,851.35 to the bank reconciliation to bring it into balance.

H. Motion to approve Resolution 2017-21 A Resolution to Approve of The Transfer of Industrial Facilities Exemption Certificate 2012-275 For Display Pack, Inc to end December 30, 2020.

I. Motion to approve Asset Management Data Sharing Agreement and authorize the City Manager to sign the agreement and execute necessary documents.

J. South Peat Environmental REGIS Direct Access Agreement

Motion by **Conley** supported by **Nixon** to approve the consent agenda.

Roll Call Vote.

7-0

Motion Carried.

7. ACTION ITEMS:

A. 4 Day Work Week review

Conley remarked that she has received positive feedback from the public on the change. **Hopkins** stated that he has had some residents come to his shop on Fridays to ask questions. **Gross** said that it will take some time to get used to. **Hall** would like to continue the 4 day work week.

B. Yankee Zephyr Community Event Applications for February 16-17 and December 15-16 Third review

Jimmy McHugh stated that he cannot purchase insurance until 2 weeks prior to the event, but he has added the city as additionally insured through his contracting company. He will not be having a beer tent because he is unable to find a vendor to serve the alcohol.

Motion by **Clark** supported by **Conley** to approve the December and February community event contingent to administration satisfaction of qualifications.

Roll Call Vote.

7-0

Motion Carried.

C. Quarterly Water Meter Reads

Nixon expressed concern that high reads will not be caught quickly. **Womack** remarked that homeowners have some personal responsibility to check water meters regularly for potential water leaks. **Hall** reported that the new meters have the technology to give a reading 24 hours per day. He also wanted to ensure that the City Manager would be able to make arrangements regarding high usage. **Womack** stated there may be hiccups in the process, but that staff will work through them as they arise.

Motion by **Hopkins** supported by **Nixon** to switch to quarterly water meter reads.

Roll Call Vote.

7-0

Motion Carried.

D. Culver's sidewalk waiver request

Motion by **Hall** supported by **Nixon** to approve the Culvers sidewalk Waiver request contingent that if sidewalk connects on north or south they will be required to install sidewalk on the property.

Powell would like to see a timeline that if they do not install now they would install within the next two years. She expressed concerns with campers reaching the restaurant/gas station.

Roll Call Vote.

7-0

Motion Carried.

E. City Hall concrete repair

- a. Stamped Concrete
 - i. Rockford Stamped \$14,527
 - ii. KAT Concrete \$14,067
- b. Brushed Concrete
 - i. KAT Concrete \$7,432

Powell expressed concerns with removing the two handicap spaces. She would like to see handicap spaces near the front entrance of city hall. **Hopkins** stated that he would like to match the lighter red color on City Hall building.

Motion by **Conley** supported by **Powell** to use KAT Concrete for repair in front of City Hall not to exceed \$14,067 for stamped concrete and allow for administration approval of the color and style

Roll Call Vote.

7-0

Motion Carried.

8. DISCUSSION ITEMS:

A. Comparative Fund Balance

Conley appreciated and thanked the staff for the transparency.

- B. Request for an additional \$40,000 per fiscal year (18/19 and 19/20) from unrestricted water fund balance to use on replacing water meters.

Hall stated that the sewer fund could also be used for replacing meters. **Falcon** remarked doubling the amount pulled from the water/sewer funds wouldn't be beneficial because staff can't install twice as many in one year.

- C. Lagoon site proposals

- a. Purchase of 7-10 acres for a 100,000 square foot industrial building
- b. Lease of 20-30 acres for solar array

Womack reported that he is in the process of working with two different companies for possible development on the Lagoon site. He is working on getting additional information from the DEQ regarding requirements and restrictions on the land.

- D. Act 51 Non-motorized Transportation spending

Womack stated that the city needs to submit a plan for the spending of non-motorized transportation spending. The plan will include sidewalk replacement and concrete repair for approximately \$27,400.

- E. Motion to approve 2017 Clocktower Agreement and direct Mayor Hall to execute Agreement on behalf of the City

- a. Clocktower Concept Art
- b. Clocktower Photos
- c. Legion Support Letter

Womack reported that he attempted to get a temporary approval of the sign prior to it being painted, but council was not in favor of allowing the sign to be a temporary sign. **Nixon** expressed that she was not happy regarding how it happened and would like who painted it to come to council and explain why it was completed without due process. **Conley** also stated she was frustrated because due process was not properly followed.

Motion by **Powell** supported by **Clark** to approve the 2017 Clocktower Agreement and direct Mayor Hall to execute agreement on behalf of the city.

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

Roll Call Vote.

6-1

Motion Carried.

9. COMMUNICATIONS:

- A. Kent County Report
- B. MIIAMP September Monthly newsletter
- C. ICCF Land donation
- D. City Planner Training Scheduled for November 29th 6:30pm-8:30pm at City Hall---
Other communities invited to attend at cost of training materials (\$15 per person)
- E. Community Electronic Recycling Event Scheduled for April 28th, 2018
- F. MIIAMP October Monthly Newsletter
- G. GVMC Board October Agenda

10. DEPARTMENT REPORTS:

- A. City Manager- **Womack** stated that he has been working on updating the city forms. He also reminded everyone that he will be in Disney from November 2nd-8th.
- B. Department of Public Works.
 - a. Infrastructure Alternative's operational and maintenance report.
- C. Police Department
- D. Fire Department-**Frasier** thanked Mr. Clark for his services. He stated that the Red Flannel Festival went fairly well and that they didn't have nay fire or medical calls.
- E. City Clerk.- **Newland** reported that the Clerk's office has been very busy over the last month. She also stated that the new election equipment had arrived!
- F. Finance Director/Treasurer.-**Falcon** reported that she attended a well-planned seminar and that Doug Vredeveld will be at the next council meeting to do an audit review.
 - a. Cash Summary Report.
 - b. Revenue/Expenditure Report.
 - c. Balance Sheet
- G. Code Enforcement.
- H. Building Inspection.
- I. Board and Commission Minutes:
 - a. Cedar Springs Public Library Board Meeting Minutes for August 8th, 2017
 - b. Cedar Springs Parks and Recreation Board Meeting Minutes for September 5th, 2017

11. COUNCIL COMMENTS.

Clark reported that he has enjoyed serving with the City Council and thanked everyone for all of their hard work.

Powell stated that the library yard is looking great and that this Red Flannel was the best one yet.

Conley thanked Mr. Clark for his service and stated that his fingerprint will be on the town for many years.

Gross thanked Mr. Clark for his well thought out comments during their shared time on City Council.

Hopkins thanked Mr. Clark for his service to his community. He also reported that 1/3 of the businesses downtown have donated money for Christmas lights. He would also like to see the many boards begin working together more.

Nixon thanked Mr. Clark for their many heated conversations and thanked staff for working through the challenges as they arise.

Hall thanked Mr. Clark for being an asset to the community.

12. ADJOURNMENT.

Hall adjourned the meeting at 8:53 p.m.

Rebecca Newland, City Clerk

Gerald Hall, Mayor