



**REGULAR MEETING
CEDAR SPRINGS CITY COUNCIL**

MINUTES

Thursday, January 10, 2019

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 7:00 pm and the Pledge of Allegiance was recited.

2. ROLL CALL:

Ms. Lisa Atchison	<u>Present</u>
Mrs. Pamela Conley, Mayor Pro Tem	<u>Present</u>
Mr. Jerry Gross Sr.	<u>Present</u>
Mrs. Molly Nixon	<u>Present</u>
Ms. Rose Powell	<u>Present</u>
Mrs. Renee Race	<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 if you would like.

None.

4. PUBLIC HEARINGS.

None.

5. ADOPTION OF AGENDA.

Motion by **Nixon** seconded by **Conley** to approve the agenda as presented with the addition of 7D Purchase of a 1999 Ford F-550 and the addition of 8F Cheap Run Community Event.

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 December 13, 2018.
- B. Approval of the Checks Paid Prior #s 41565 thru 41670 totaling \$175,192.75 and Electronic Transfers totaling \$2,800.69. The total of all checks and transfers is \$177,993.44.
- C. Motion to approve Resolution 2019-01 A Resolution To Collect 100% Of The Kent Intermediate School District Property Tax In The Summer Of 2019 As Requested Pursuant To Act 451, Public Acts Of Michigan, 1976, As Amended.
- D. Motion to approve Resolution 2019-02 A Resolution To Collect 100 % Of The Grand Rapids Community College School District Property Tax In The Summer Of 2019 As Requested Pursuant To Section 144 Of The Community College Act Of 1966, As Amended, And Part 26 Of The School Code Of 1976, As Amended.
- E. Motion to approve Resolution 2019 – 03 A Resolution To Collect 100 % Of The Cedar Springs Public Schools Imposed Summer Property Tax Levy For 2019.
- F. Motion to approve Resolution 2018-33 A Resolution to Establish a Compensation System for Full Time Non-Union Positions within the City of Cedar Springs.
- G. Motion to approve Uniform Video Service Local Franchise Agreement dated December 12, 20158 and to authorize the City Clerk to execute the agreement.
- H. Motion to approve Resolution 2019-04 A Resolution To Award The Bid For The SCBA Equipment

- I. Motion to approve Influent Pump rebuild for the Waste Water Treatment Plant with Richland Machine in an amount not to exceed \$19,918
- J. Motion to authorize a payment of \$6482.50 as a deposit on the Library Snow Blockade system

Motion by **Conley** seconded by **Gross** to approve the Consent Agenda items A-J.

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

7. ACTION ITEMS:

- A. Motion to approve Resolution 2019-XX A Resolution Authorizing Reimbursement of Expenses from Bond Proceeds

Motion by **Conley** seconded by **Nixon** to approve Resolution 2019-05 A Resolution Authorizing Reimbursement of Expenses from Bond Proceeds

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

- B. Motion to approve the HRC Agreement Phase 2 services for professional services related to the design and construction of a fire station and direct the City Manager to sign the agreement on behalf of the City for an amount not to exceed \$99, 500.00.
 - a. Original Estimate of Costs

Womack stated that the project has reduced costs as much as \$30,000. **Jesse Morgan** stated that HRC is working closely with the Kent County Drain Commission and the City Engineers to bring cost down and to finish the design of the building.

Motion by **Nixon** seconded by **Conley** to approve the HRC Agreement Phase 2 services for professional services related to the design and construction of a fire station and direct the City Manager to sign the agreement on behalf of the City for an amount not to exceed \$99, 500.00.

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

- C. Sandwich Board Sign and Sidewalk Display fee waiver for 2019
 - a. Sandwich Board Sign application
 - b. Sidewalk Display application

Motion by **Nixon** seconded by **Powell** to waive Sandwich Board Sign and Sidewalk Display fee for 2019.

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

- D. Purchase 1999 Ford F-550

Frasier thanked Mr. Womack and Mrs. Falcon for their assistance in presenting this to the Council. He stated that the Fire Department is not going to add to the fleet, but replace truck #6. **Gross** stated that the cube truck could be used to assist on accidents to get victims out of the elements. **Frasier** reported that because Rockford Ambulances stages trucks in the area that they are usually the first on the scene. He stated that the 1999 Ford F-550 does have a rear seat that can fit 3 adults if need be.

Motion by **Nixon** seconded by **Conley** to permit the Cedar Springs Fire Department to place a bid up to \$20,000 for the purchase of a 1999 Ford F-550.

Roll Call Vote

7-0

Motion Carried.

8. DISCUSSION ITEMS:

A. 1000 Feet from Schools

- a. Downtown
- b. HC District
- c. Muskegon
- d. West of Downtown

B. Pavement Warranty Program

Womack stated that he would bring additional information to future meetings as information becomes available.

C. 2018 Personnel Policy for the City of Cedar Springs Employees.

Womack stated that this would clean up some language and add previously adopted policies. **Powell** asked how the unpaid lunch works for staff. **Womack** explained how lunch breaks work for staff.

D. Road and Bridge Funding

- a. 2021 Main Street Critical Bridge Fund replacement \$1.4 million
- b. 2023 Main Street rotomill and resurface \$391,000

E. Draft Community Event Application revamp

Conley stated that part of the reason to have the City Council review the Community Event was to help with the promotion of the event. She also stated that the City of Rockford contacts all of the Community Events held the previous year and sets up a yearly meeting to discuss plans for the next year.

F. Cheap Run Community Event

Womack stated that the event was held last year and without incident.

Mayor Hall read into the record and email he received:

“Hello Mayor Hall,

I am writing you to inform you of the outstanding services I received yesterday from Bryan Jager. I came in with questions regarding our (CS Tool Engineering, Inc.) personal property tax fillings. Bryan went above and beyond the call of duty in providing assistance and information. I am very thankful for his time and concern. Also, the front office staff is top notch. They are always kind and prompt with their service. You are truly blessed with a terrific staff.

Joe Reddering”

9. COMMUNICATIONS:

- A. Recreational Marihuana White Paper MML
- B. Minute Index
 - a. 2018 CC Minute Index/Yearly Report
 - b. 2018 PC Minute Index/Yearly Report
 - c. 2018 DDA Minute Index/Yearly Report
- C. Attendance Report
 - a. 2018 CC Attendance Report
 - b. 2018 PC Attendance Report
 - c. 2018 DDA Attendance Report
- D. Purchasing Thresholds of Michigan Municipalities

10. DEPARTMENT REPORTS:

- A. City Manager.

Womack reported that he will be on vacation in May. He will also be at a City Manager conference the second week of February.

- 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

Falcon reported that she has been working on W-2's, yearend reporting, and budget workshop preparation. The Northern Kent Community Enrichment needs volunteers for the Daddy Daughter Dance on February 2nd from 5pm-9pm.

G. Code Enforcement.

H. Building Inspection.

I. Board and Commission Minutes:

a.

11. COUNCIL COMMENTS.

Atchison is glad that we are working on the new Fire Station.

Powell hopes we get the winning bid for the Fire Department truck. She also stated that the Cedar Springs Gardening Club will have a fundraiser on February 11 from 4-9 at The Brewery. 10% of proceeds will go to help purchase an underground sprinkler.

Conley thanked Mr. Frasier for his work on the Fire Department truck. She also thanked the Fire Department volunteers for 20 years of service. She remarked that she was happy to see a foundation at the amphitheater as well.

Gross Thanked everyone and appreciated the work put in on the Clerks yearly reports.

Race Enjoyed the Waste Water Treatment Plant tour and she is confident that the plant is well taken care of. Gerry is top notch.

Nixon was glad that the assessor got a thank you note and is glad to have a great staff.

Hall thanked staff for all of the hard work that they put in.

12. CLOSED SESSION

Motion by **Conley** seconded by **Atchison** to go into closed session at 8:13pm pursuant to the law for personnel review.

Roll Call Vote

7-0

Motion Carried.

City Manager Review

Motion by **Gross** seconded by **Nixon** to return to open session at 8:36pm.

Roll Call Vote

7-0

Motion Carried.

13. RETURN TO OPEN SESSION

Statements or motions related to City Manager Review

Motion by **Hall** seconded by **Conley** to appoint Nixon to negotiate the City Manager Contract.

Roll Call Vote

7-0

Motion Carried.

Atchison stated that she thought the City Manager was doing a great job and that she looks forward to a proposed contract.

14. ADJOURNMENT.

Hall adjourned the meeting at 8:39pm

Rebecca Johnson, City Clerk

Gerald Hall, Mayor