



**REGULAR MEETING  
CEDAR SPRINGS CITY COUNCIL**

**Minutes**

**Thursday, December 09, 2021**

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

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

1. **Mayor Conley** called the meeting to order at 7:01 pm and Pledge of Allegiance was recited.

2. <u>ROLL CALL:</u>	Ms. Lisa Atchison	<u>Present</u>
	Mr. Jerry Gross Sr.	<u>Excused</u>
	Ms. Ashley Hamel	<u>Present</u>
	Mrs. Molly Nixon, Mayor Pro Tem	<u>Present</u>
	Ms. Rose Powell	<u>Present</u>
	Mrs. Renee Race	<u>Present</u>
	Mrs. Pamela Conley, Mayor	<u>Present</u>

Motion by **Atchison** seconded by **Hamel** to excuse Jerry Gross from the meeting.

**Voice Vote                      6-0                      Motion Carried**

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.*

**Sue Wolfe** congratulated Hamel and Mayor Conley. She stated that she appreciates the public comments section of the Council Meetings as it is important for the community to be heard. First, she wanted to invite all of the staff and council members to the free movie at the Northstar this Wednesday, December 15<sup>th</sup>. She would prefer to see the proposed playground at the Heart of Cedar Springs not take up the grassy area in front of the amphitheater for visiting guests. She would like to see a pickleball facility added to the community and feels it would enhance and draw attention to and grow our community. She offered her services to help in any way to make that happen.

**Kurt Mabie** from CBDT stated that they will be placing three 3-ft clock faces on the clock tower. Also, the trails are paved on the north side of the creek. He thanked the board for the Christmas lights in downtown. He would like to keep the grassy area for the amphitheater and place the playground in an area where the adults can watch the entertainment while also watching the children play on the playground. His concern was for the safety of the children.

4. PUBLIC HEARINGS.

None.

5. ADOPTION OF AGENDA.

Motion by **Nixon** seconded by **Race** to approve the agenda as amended with the revision of 6F Ashley Hamel Planning Commission resignation; 6G MDOT bridge resolution; 6Caii to Shandell Napieralski and moving 6D to 7C.

**Roll Call Vote          6-0          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 November 11, 2021.

B. Approval of the Checks Paid Prior #s 45767 thru 45866 and Electronic Transfers totaling \$245,236.45.

C. Motion to approve the following Mayoral Appointments:  
a. Planning Commission

- i. Gerald Hall (2022-2024)
  - ii. ~~Ashley Hamel~~ Shandell Napieralski (2022-2024)
- b. DDA Board of Directors/Brownfield Committee
  - i. Pamela Conley (2022) (Mayor Established by statute & local bylaws)
  - ii. Sally Howland (2022-2025)
  - iii. Todd Vriesenga (2022-2025)
- c. Zoning Board of Review
  - i. Joe Jernigan (2020-2022)
- d. Election Commission
  - i. City Clerk Rebecca Johnson (2022)
  - ii. Nancy Fraser (2022)
  - iii. Stacey Velting (2022)
- e. IFT Advisory Committee
  - i. Gerald Hall (2022)
  - ii. Kathy Bremmer (2022)
  - iii. City Assessor Bryan Jager (2022)
  - iv. City Manager Mike Womack (2022)
  - v. City Finance Director Darla Falcon (2022)
  - vi. Lisa Atchison (2022)
- f. Construction Board of Appeals
  - i. Dale Larson (2022-2023)
  - ii. Keith Williams (2022-2023)
  - iii. VACANT (2022-2023)
- g. North Kent Community Enrichment Board
  - i. Darla Falcon (2022)
- h. Cedar Springs Library Board
  - i. Becky Powell (2022-2026)
- i. Local Government Liaison Committee
  - i. Mayor Pamela Conley (2022)
  - ii. Mayor Pro Tem Moly Nixon (2022)
  - iii. City Manager Mike Womack (2022)
- j. Grand Valley Metro Council
  - i. City Manager Mike Womack (2022)
- k. REGIS Board of Directors
  - i. City Manager Mike Womack (2022)
  - ii. DPW Supervisor Bill LaRose-Alternate (2022)
- l. GVMC Policy Transportation Committee
  - i. City Manager Mike Womack (2022)
  - ii. DPW Supervisor Bill LaRose-Alternate (2022)
- m. West Michigan Regional Planning Commission
  - i. City Manager Mike Womack (2022)
- n. GVMC Transportation Technical Committee
  - i. Tanya Baker (2022)
  - ii. DPW Supervisor Bill LaRose (2022)

~~D. Motion to approve Resolution 2021-23 A Resolution To Approve Regular Meeting Dates Of The City Council From January 2022 Through December 2022.~~

- E. Motion to approve Resolution 2021-24 A Resolution To Approve Policy & Guidelines For Use By The Board Of Review For Granting Poverty Exemptions For Tax Year 2022.
- F. Ashley Hamel Planning Commission Resignation
- G. MDOT Bridge Resolution

Motion by **Atchison** seconded by **Nixon** to approve the consent agenda as amended.

**Roll Call Vote          6-0          Motion Carried**

7. ACTION ITEMS:

- A. Motion to approve of the Planning Commission Bylaw modifications

Motion by **Hamel** seconded by **Atchison** to approve the Bylaw modifications.

**Voice Vote                  6-0          Motion Carried**

- B. Motion to approve of the Release of Drain Easement and Damages document and authorize the City Manager to sign it on behalf of the City.

Motion by **Atchison** seconded by **Race** to approve the Release of Drain Easement and Damages document and authorize the City Manager to sign it on behalf of the City.

**Voice Vote                  6-0          Motion Carried**

- C. Motion to approve Resolution 2021-23 A Resolution To Approve Regular Meeting Dates Of The City Council From January 2022 Through December 2022.

**Hamel** mentioned that she will not be present at the May 12 meeting.

**Womack** will be out of town for the January and February meeting, but plans on attending via zoom.

Motion by **Nixon** seconded by **Atchison** to approve the Resolution 2021-23 A Resolution To Approve Regular Meeting Dates Of The City Council From January 2022 Through December 2022.

**Voice Vote                  6-0          Motion Carried**

8. DISCUSSION ITEMS:

- A. Public/Staff Zoom Participation (ends December 2021)

**Nixon** states that due to transparency and access, Zoom has been well worth the money and we should make it a priority.

**Hamel** agrees that the public needs to be able to have access to the meetings.

The Board was in agreement to continue Zoom for an indeterminate amount of time.

B. Discussion on Marihuana Caregiver Fee Schedule

**Powell** feels the \$50 fee seems low. The cost is supposed to cover expenses of staff interaction and staff fees for administration processing. **Womack** stated Caregivers are treated as a home business. Home occupations are set at \$50, so that is where the amount came from.

C. Discussion on 5-year Rec Plan

- a. Heart of Cedar Springs Conceptual Master Plan
- b. Master Plan enlarged
- c. 5-Year Rec Plan Public Notice

**Powell** feels the playground takes up too much of the audience area and thought that the area needed room for children to run and play where participants can see them is needed. **Atchison** reminds all that this is a conceptual plan and balance is important. **Womack** stated that the 5-year Plan is due on Feb 1, 2022 and the Master Plan is due in April 1<sup>st</sup>. **Nixon** and **Hamel** love the equipment choice for the playground. **Race** loves the idea of the new playground and loves that it could be used during the day and not just during amphitheater events. But safety is a concern, such as putting fencing in by the roads and creek. **Womack** would appreciate feedback on the parks. If there is something you would like to see in a park, please let him know. **Conley** wanted to get an idea how many people the venue can ideally hold. She also would like to see some more ADA equipment.

D. Discussion on Agenda Creation Policy

**Conley** would like to see an official policy to be written. She will draw up the language for a policy to vote on at a later date. **Hamel** suggested that the policy requires a council member to submit the agenda item 7 days before the meeting. If a council member wanted to add an item after the 7 days, they would need to add it the night of the meeting.

E. Discussion of proposed Planning Commission City E-mail addresses

- a. 7 new City e-mail addresses for \$896 and \$336 yearly.
- b. May wish to also add a new Fire Department City e-mail address for \$128 and \$48 yearly.

**Womack** reported adding city issued emails for the Planning Commission and the Fire Department would protect members personal emails and be much easier if they were part of a FOIA request. **Powell** was in favor of adding City emails for Planning Commission and the Fire Department. She thought the city should consider DDA. **Womack** will go ahead with the implementation.

- F. Discussion on Sidewalk Policy
  - a. Policies of other communities
  - b. City Manager memo

**Womack** states that this proposed policy encompasses several different types of sidewalks. **Hamel** suggested starting a sidewalk fund even if only setting aside a small amount at first and adding to it. **Conley** proposed setting a percentage of marihuana money towards replacing sidewalks. **Womack** stated that he and the Finance Director will work on the budget in March or April to create a sidewalk fund; and he requested that the City Council begin articulating a sidewalk policy.

9. COMMUNICATIONS:

- A. Community Event Calendar
- B. Old Fire Barn Inspection Report
- C. Open Meetings Act Handbook
- D. 2021 Board Meetings Calendar

10. DEPARTMENT REPORTS:

- A. City Manager - stated that is has been extremely busy this last month. He will be present for the Jan and Feb meetings via Zoom.
- B. Department of Public Works - explained that it has a lot to do with the new storm drain that was put in and absorbing the ground water and it gained us in capacity.
  - a. Infrastructure Alternative's operational and maintenance report.
- B. Police Department - passed out his business card in case anyone needs to get a hold of him.
- C. Fire Department - wanted to mention that the carriage rides were barely visible in the dark. He appreciates what the Chamber does for the community, but safety is an issue and maybe next time make sure the carriages are well lit.
- D. City Clerk. - Secure MI Vote Proposal information was given to each member to look over.
- F. Finance Director/Treasurer - is working on a State updated Chart of Accounts so it is complete before the budget process in about 6 weeks.
  - a. Cash Summary Report.
  - b. Revenue/Expenditure Report.
  - c. Balance Sheet

- G. Code Enforcement.

**Conley** stated that the town is looking nice.

H. Building Inspection.

- I. Board and Commission Minutes:
  - a. 10-26-21 Library Board Minutes

**Conley** was present for the Library Board and stated that they are narrowing down the applicants for the new director position. No decisions were made at the time of the council meeting. The Board needs to follow Open Meetings Act and Womack will contact The Library Board to discuss.

11. COUNCIL COMMENTS.

**Powell** mentioned the blood drive is being moved to the library in January. The Kent Theater is bringing in a comedian. Thanks to the Chamber and Library for the Kris Kringle and Holiday celebrations.

**Atchison** is happy to see all the events in the community but is worried about safety. **Race** knows that the Council is dealing with a lot of stuff but appreciates how well it's going.

**Hamel** is excited about everything and hopes that the public continues to give their input in ways to serve them.

**Nixon** mentioned the long meeting, however thankful it didn't go to midnight.

**Conley** stated that we've have had our Mingle with Kris Kringle and more lights on the trees and it's a really nice expansion on tradition.

12. Proposed 2021 Code Recodification

**Womack** stated this is an ordinance and it is 400 pages long.

**Conley** recessed for 5 minutes for a break at 9:21pm.

13. CLOSED SESSION

- A. Motion to go into closed session to consider material exempt from discussion or disclosure by state or federal statute MCL 15.243(1)(g)

Motion by **Nixon**, seconded by **Atchison** to go to closed session at 9:31pm.

**Voice Vote                      6-0                      Motion Carried.**

14. OPEN SESSION

- A. Motion to return to open session

Motion by **Atchison**, seconded by **Race** to go to open session at 10:39pm.

**Voice Vote                      6-0                      Motion Carried.**

B. Any motions or discussions related to the closed session.

Motion by **Nixon** seconded by **Atchison** to request the City Manager to move forward on submitting a work plan as requested by the State.

**Voice Vote                  6-0                  Motion Carried**

14. ADJOURNMENT

**Conley** adorned the meeting at 10:40pm

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**Tracey Blackmer    Deputy Clerk**

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**Pam Conley, Mayor**