

CITY OF REED CITY
REGULAR COUNCIL PROCEEDINGS
April 16, 2018

Mayor McKinney called the meeting to order at 7:00 P.M. in Council Chambers, 227 East Lincoln Avenue, Reed City, Michigan.

- Present** Mayor, Karen Lea McKinney. Council Members: James Anderlohr, Dan Burchett, Trevor Guiles, Roger Meinert, Dave Scharlow and Carol Tillotson. City Attorney, Cynthia Wotila and City Manager, Ron Howell, were also present. Department Heads, Chief Chuck Davis, Fire Chief Jeff Stein, Rich Rehkopf, Curt Brackenrich and Barbara Westerburg also attended. The meeting was opened with the pledge to the flag. There were citizens in the audience.
- Add/Deletions** Addition under Audience Presentations: No. 1. Amber Hutchinson, President of Crossroads Festival Committee, and No. 2. Troy Todd, Boy Scout from local troop regarding Eagle Service Project Proposal. Addition under Unfinished Business: No. 5. Discussion and Action on MDOT Invoice for \$13, 300 and appropriate Budget Amendment for same.
- Agenda** Mayor McKinney motioned the Agenda be approved as amended. Affirmed by voice vote.
- Minutes** Motion by Guiles, seconded by Scharlow, **CARRIED**, to accept the minutes of the March 19, 2018 regular meeting as presented. Affirmed by voice vote.
- Bills** Motion by Burchett, seconded by Anderlohr, **CARRIED**, to approve paying bills as presented for a grand total approved amount of \$313,386.22. Roll call vote. Voting yes were, Scharlow, Meinert, Guiles, Burchett, Tillotson, Anderlohr and McKinney.
- Audience** Amber Hutchinson, President of the Crossroad Festival Committee, presented information on the proposed plans for the Crossroads Festival scheduled for the third weekend of August. Similar to last year's schedule, there will be softball, a children's carnival, a pet pageant and new this year, there will be food trucks! Activities will be in the same areas as last year. The committee has been working on getting the necessary licenses needed and Amber requested permission for use of the downtown area. She will have more information for council at the May meeting along with a map of proposed events.
- Troy Todd, Boy Scout from the local troop, appeared to request permission for his Eagle Scout Service Project Proposal to install a 25 foot flagpole at the Depot that would benefit the public that is using the building.
- Flag Pole** Motion by Meinert, seconded by Burchett, **CARRIED**, to approve the creation of a flag pole at the Depot location and authorize the City Manager to work with Troy Todd to establish the guidelines for the assembly and the location of the flag pole at the Depot, and authorize the Mayor to sign Troy's Eagle Scout Service Project document. Affirmed by voice vote.
- Reports** Chief Stein, Fire Dept., Chief Davis, Police Dept, Rich Rehkopf, DPW, and Curt Brackenrich, WWTP, filed written reports.
- Barb Westerburg handed out a Revenue/Expenditure Report as of 3-31-2018.
- Councilman Meinert commented on the Fire Chief 101 program and Elected Officials training attended by the Fire Chief, Asst. Chief and himself. The training confirmed everything already being done and being done correctly by the Reed City Fire Dept. Meinert also noted the great leadership from our Fire Department.
- Disposal** Motion by Anderlohr, seconded by Meinert, **CARRIED**, to authorize the Dept. of Public Works to scrap out the list of items contained in March 2018 DPW monthly report. Affirmed by voice vote.

- Bids Motion by Meinert, seconded by Anderlohr, **CARRIED**, to authorize the Dept. of Public Works to seek bids for the package sale of a New Holland 60” front mount snow blower with frame, a 6’ 6” Snow Plow and a hydraulic front mount broom “homemade”. Affirmed by voice vote.
- Cleaning Motion by Scharlow, seconded by Meinert, **CARRIED**, to approve Clean Bee office cleaning services bid in the amounts of \$185.00 a month for cleaning the Fire Station and City Hall. Roll call vote. Voting yes were, Anderlohr, Burchett, Tillotson, Guiles, Meinert, Scharlow and McKinney.
- Parking Lot Motion by Guiles, seconded by Tillotson, **CARRIED**, to extend the lease with Yoplait to use the dirt area west of the Pompeii parking lot and east side of Chestnut Street for an additional six (6) months. Affirmed by unanimous voice vote.
- Escanaba Motion by Tillotson, seconded by Guiles, **CARRIED**, to authorize the City Manager to write a letter of support to the efforts of the City of Escanaba regarding the fight to preserve the correct assessment of large big box stores and inquire from them what their expectations are. Affirmed by voice vote.
- Todd Intersection Motion by Meinert, seconded by Burchett, **CARRIED**, to authorize the City Manager to seek contractor bids for utility work at the intersection of Todd and Chestnut Street. Affirmed by voice vote.
- MDOT Inv. Motion by Meinert, seconded by Guiles, **CARRIED**, to approve payment to MDOT for Invoice #AD175503con in the amount of \$13,300.00 and to appropriate the necessary Budget Amendment for same. Roll call vote. Voting yes were, Tillotson, Scharlow, McKinney, Guiles, Anderlohr, Meinert and Burchett.
- Resolution Motion by Anderlohr, seconded by Tillotson, **CARRIED**, to approve Resolution 2018-05 a Resolution for Authorized Bank Signatures. Affirmed by unanimous voice vote.

**RESOLUTION FOR
AUTHORIZED BANK SIGNATURES**

Resolution No. 2018-05

BE IT HEREBY RESOLVED by the Reed City Council that the following individuals are authorized signatures at the various banks and saving institutions affecting City business:

Mayor	Karen Lea McKinney
Mayor Pro-Tem	Trevor Guiles
City Clerk	Jacalyn R. Beam
City Treasurer	Barbara J. Westenburg

BE IT FURTHER RESOLVED that two signatures are required on all checking accounts, and one signature required on transfers from savings accounts for the City of Reed City.

- Consumers Motion by Anderlohr, seconded by Burchett, **CARRIED**, to approve the Consumers Energy Company Standard Lighting Contract (Company-Owned) Form 548 and Resolution and authorize the Mayor and Clerk to sign. Roll call vote. Voting yes were, Anderlohr, Scharlow, McKinney, Tillotson, Burchett, Meinert and Guiles.
- Brownfield Motion by Guiles, seconded by Burchett, **CARRIED**, to approve the grant and submission of the letter signed by the Mayor to MDEQ supporting the environmental study project at 214 N. Chestnut. Affirmed by voice vote.
- Charter Franch Motion by Anderlohr, seconded by Burchett, **CARRIED**, to table action of the Charter Communications Agreement until the City Attorney has addressed her concerns with Charter regarding terms contained in the Agreement. Affirmed by voice vote.

- Rental Inspect Motion by Anderlohr, seconded by Guiles, **CARRIED**, to authorize the City Attorney to prepare a first draft of an ordinance, based on the Planning Commission and Council’s guidelines, to establish a Reed City Rental Inspection program. Affirmed by voice vote.
- Budget Amend Motion by Guiles, seconded by Anderlohr, **CARRIED**, to approve Budget Amendments as presented by the City Treasurer. Roll call vote. Voting yes were, Meinert, Scharlow, Burchett, McKinney, Guiles, Tillotson and Anderlohr.

RESOLUTION FOR BUDGET AMENDMENTS

DATE:

Resolution by the City Council to Amend the 2017/18 fund/department budgets as follows:

<u>FUND/ACCOUNT DESCRIPTION</u>	<u>PRESENT BUDGET</u>	<u>ACTUAL TO DATE</u>	<u>ESTIMATED YEAR END</u>	<u>AMENDED BUDGET</u>	<u>INCREASE (DECREASE)</u>
<u>Fund # 402 Equipment Replacement</u>					
<u>Expenditures (by Department)</u>					
<u>Capital Outlay - Building</u>	3,100	-	7,500	7,500	4,400
<u>Total Increase(Decrease) in Expenditures</u>					\$ 4,400
<u>Revenues (by account)</u>					
<u>Fund Reserve</u>	-	-	4,400	4,400	4,400
<u>Total Increase(Decrease) in Revenues</u>					\$ 4,400

Reason:
Increase expenditures budget to cover the cost of our new phone system.

- Yoplait Motion by Guiles, seconded by Burchett, **CARRIED**, to approve request from Yoplait to make reinforced road improvements to the north end of Davenport at no cost to the City, conditional on Yoplait working with the Chief of Police on any parking and traffic issues in that area. Affirmed by voice vote.
- Consent Motion by Guiles, seconded by Anderlohr, **CARRIED**, to accept the Consent Agenda as presented. Affirmed by voice vote.
- Committee No Committee Reports.
- City Manager Ron Howell reported on the following:
 - Distributed 2018-2019 proposed Budget and Attachments. Budget Workshop and Budget Adoption meetings were discussed and scheduled.
 - Ron provided a copy of the DDA Balance/Commitments – a short spreadsheet of the balance of projects.
 - Commented he had received a counter proposal from Richmond Township and will be setting up a meeting with the Mayor and Mayor Pro-Tem to discuss it.
 - Presented for review, his Unfinished Items List and List of Longer Range Projects.

- Budget Motion by Guiles, seconded by Burchett, **CARRIED**, to schedule the Public Hearing on the 2018-2019 Budget and a Special Meeting for adoption of the 2018-2019 Budget, on Thursday, May 10, 2018 at 7:00 P.M.. Affirmed by voice vote.
- Councilman Anderlohr left the council chambers at 8:35 P.M.
Councilman Anderlohr returned to the council chambers at 8:37 P.M.
- Workshop Motion by Burchett, seconded by Scharlow, **CARRIED**, to schedule a Budget Workshop for Monday, April 30, 2018 at 7:00 P.M. Affirmed by voice vote.
- Depot Motion by Anderlohr, seconded by Scharlow, **CARRIED**, to approve the quote from CLS Linen/Facility Service in the amount of \$26.98 weekly to provide mat service for the new flooring at the Depot. Roll call vote. Voting yes were, Anderlohr, Scharlow, McKinney, Tillotson, Burchett, Meinert and Guiles.
- Bills Mayor McKinney appointed councilperson Carol Tillotson to review bills prior to the next meeting.
- City Attorney Attorney Wotila distributed her attorney report and reviewed the revised Sidewalk Ordinance. Council requested the attorney to clarify the fines language and bring it back at the next council meeting. The revised Sewer Ordinance will be brought back at the next meeting. Attorney Wotila also reported she is working on language for a Vaping Ordinance and will be in contact with Charter Communications regarding the renewal of their contract. Cindy spoke with Susan Wyngaarden, of Varnum, regarding the Todd St. Project and the City can expect a Letter of Engagement from her sometime in the next week.
- Councilman Scharlow left the council chambers at 8:51 P.M.
Councilman Scharlow returned to the council chambers at 8:52 P.M.
- Comments Dan Burchett reminded everyone of the Community Informational meeting for open public discussion about building a Reed City Dog Park. The meeting will be held at the District Library on Thursday, April 19. Roger Meinert requested the monthly City Attorney Report be included in the Council Packets when they go out on Thursdays. Trevor Guiles provided information of the World Vision Global 6K for water walk. This event will take place on May 19, 2018 starting at the Depot and to participate you have to register ahead of time. Trevor will email the event information to council members.
- Audience Jeff Stein, Fire Chief, commented the Crossroads Apartment fire on March 25th proved again how well all of our community works together. Between various law enforcement, four other departments, Reed City Schools, McDonalds and Wesco, you saw the community come together in a terrible situation.
- Adjourn Mayor McKinney adjourned the meeting at 9:02 P.M.

Jacalyn R. Beam
City Clerk