

**CITY OF REED CITY
REGULAR COUNCIL PROCEEDINGS
December 09, 2024**

Mayor Meinert called the meeting to order at 6:00 P.M. in Council Chambers, 227 E. Lincoln Avenue, Reed City, Michigan.

Present Mayor, Roger Meinert. Council Members: Nicole Woodside, Dan Burchett, Brad Nixon Trevor Guiles, Charles Lupo, and Nate Bailey. The City Attorney, Michael Figliomeni, was also in attendance. Department Heads attending were Kadee Kidd, Jeffery Stein, Chris Lockhart, Amanda Grant and Curt Brackenrich. The meeting was opened with the pledge to the flag. There were citizens in the audience.

Agenda Motion by Bailey, seconded by Lupo, **CARRIED**, to approve the agenda as amended with the addition of #7 under new business, incorporating Sesquicentennial to current website. Affirmed by voice vote.

Minutes Motion by Woodside, seconded by Nixon, **CARRIED**, to accept the minutes of November 18, 2024, regular meeting as presented. Affirmed by voice vote.

Bills Motion by Woodside, seconded by Nixon, **CARRIED**, to approve paying bills as presented for total amount of \$3,148137.55 as presented. Roll call vote. Voting yes were Nixon, Meinert, Guiles, Burchett, Bailey, Lupo, Woodside.

Audience Doug Vredeveld presented a summary of the 2023/2024 Audit; this was a positive report and Kadee Kidd was recognized for her outstanding job performance as City of Reed City Treasurer.

Audit Motion by Guiles, seconded by Burchett, **CARRIED**, to approve the 2023/2024 City Audit Report as presented. Roll call vote. Voting yes were Bailey, Lupo, Meinert, Guiles, Burchett, Woodside, Nixon.

Reports Fire Chief Jeffrey Stein, Police Chief Christopher Lockhart, Rich Rehkopf, DPW, and Curt Brackenrich, WWTP, filed written reports. Kadee Kidd provided by email Financial Reports including a Revenue/Expenditure Report as of November 30, 2024. Motion by Nixon, seconded by Burchett, **CARRIED**, to approve the Department Head reports as submitted. Affirmed by voice vote.

Unfinished Business

Pocket Park at 125 S. Chestnut

Motion by Bailey, seconded by Nixon, **CARRIED**, to approve the current bid specs and submit project for bid. Roll call vote. Voting yes were Nixon, Woodside, Burchett, Bailey, Guiles, Meinert and Lupo.

Resolution 2024-07 (D) Sick Leave

Motion made by Guiles, seconded by Bailey, **CARRIED**, to accept updated resolution 2024-07 with the changes to (D) Department Head sick time. Roll call vote. Voting yes were Burchett, Nixon, Woodside, Bailey, Lupo, Meinert and Guiles.

CITY OF REED CITY
DEPARTMENT HEAD/ADMIN
BENEFIT RESOLUTION
Resolution 2024-07
Effective July 1, 2024

WHEREAS, the City Council of the City of Reed City, Michigan, pursuant to the provisions of Section 5.16 of the City Charter has heretofore established the positions of the Department Heads and Administrative Officers and designated benefits and;

WHEREAS, it is necessary to enumerate the benefits from time to time;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Reed City, Michigan that the following benefits are provided to Department Heads and Administrative Officers effective July 1, 2024.

A. Insurance

1. Life Insurance: Term life insurance for each Department Head in the amount of Fifty Thousand (\$50,000) dollars except the Chief of Police which will be in the amount of One Hundred Thousand (\$100,000) dollars.
2. Medical Insurance: Offer three plans: Blue Cross Blue Shield SB PPO Gold 1500 Medical Insurance, Blue Care Network Gold Option B HMO, and Blue Care Network HSA Gold Option C HMO.

Employee Monthly Copay: Co-pay is calculated based on each individual or family unit. Available to all full-time employees.

Employees are now allowed to have more than one medical insurance plan and Treasury "hard cap" would be used to calculate monthly copay. Employee pays any amount over the treasury "hard cap." If employee chooses an HSA plan and is below the Treasury "hard cap," then city would contribute the difference up to the hard cap amount to be deposited into the employee's HSA plan.

3. Dental Insurance: (80/50/50)
4. Optical Insurance: (24-24-24)
5. Payment in lieu of Medical Insurance coverage is the amount \$500.00 per month.
6. Health Care Savings Plan: The City agrees to adopt Health Care Savings Plans selected by majority vote of the non-union employees that allows employees to authorize a payroll deduction deposit of pre-tax earnings to that plan.
7. Sick and Accident Insurance: The City agrees to pay for all full-time employees to be on a Short-Term Disability (STD) and Long Term Disability (LTD) insurance through the Municipal Employees Retirement System of Michigan – Standard Insurance Company of Portland, Oregon, with plan based on paying 66 2/3 of base pay not to exceed \$1,000/week.

B. Retirement

Municipal Employees Retirement System of Michigan Defined Benefit Plan B-3 with F55/15 rider. New Employees after October 19, 2009 will receive B-2 Plan with F55/25.

C. Vacations

Employees shall be eligible for vacation according to the following schedule:

Years of Service

	<u>Days Paid Vacation</u>	10
Less than 5		
At least 5 but less than 10 or step 3 or 4 on Dept Head Pay Scale	15	
At least 10 or Step 5 or higher on Dept Head Pay Scale	20	

A maximum accumulation equal to twice the employee's annual benefit may be carried over from fiscal year to fiscal year.

D. Sick Leave

All employees shall accumulate paid sick leave on the basis of one (1) day earned for each month of service with a maximum accumulation of one hundred forty five (145) days.

Sick Leave Payout:

- A. 6 months to ten years of service employee receives 50% payout upon separation.
- B. Ten years of service or more the employee receives 100% payout upon separation.

E. Funeral Leave

Employees may be granted paid Funeral leave to attend the funeral of a member of the immediate family. Paid leave shall be limited to three (3) regularly scheduled workdays for the Lower Peninsula or five (5) days if outside the Lower Peninsula. The immediate family is defined as spouse, child, parent, grandparent, brother, sister, mother-in-law, father-in-law, brother-in-law, and sister-in-law, son-in-law and daughter-in-law.

F. Holidays

The following are designated as holidays:

New Year's Eve Day
 New Year's Day
 Martin Luther King Jr's Birthday
 President's Day
 Good Friday
 Memorial Day
 Juneteenth (Emancipation Day)
 Independence Day (July 4)
 Labor Day
 Thanksgiving Day
 Friday after Thanksgiving
 Christmas Eve Day
 Christmas

G. Personal Days

Employees shall be entitled to five (5) personal leave days per fiscal year

H. Longevity Pay

Employees shall be paid an annual lump sum longevity payment, based on their hiring anniversary date, on the first pay period in November as follows:

<u>Years of Service</u>	<u>Longevity Pay</u>
At least 3 but less than 6	\$400.00
At least 6 but less than 11	\$600.00
At least 11 but less than 16	\$750.00
At least 16 but less than 21	\$850.00
21 or more	\$950.00

I. Work Clothing/Uniform Allowance

The City will provide an allowance for the Department Heads of the Public Works, Wastewater, and Police Departments for obtaining approved work clothing or uniforms.

An allocation of \$416.00 will be designated for the Police Department to have their uniforms dry cleaned.

The City will provide an allotment to the Director of Public Works and the Wastewater Treatment Plant Superintendent for safety shoes.

The City will provide at hire 1 Pair of Approved Safety summer and winter Shoes or Boots (75 lb. test per ANSI Z41.1 – 1967) not to exceed \$250 value each of the employees choice. The employee turns them in when damaged or unusable for replacement by employer with equal or better pair.

J. Automobile Allowance

The Director of Public Works, Wastewater Treatment Plant Superintendent and Chief of Police will be provided, depending on availability, either a City owned vehicle for official use or an equivalent monetary allowance for using their private vehicle on official business.

All other Department Heads and Administrative employees shall be reimbursed mileage for using their private vehicle on official business at the prevailing IRS rate.

K. Phone Allowance

Any full-time regular employee who is offered by the City Manager to compensate them for the use of their personal cell phone for City business, and accepts, shall be paid \$30/month.

All previous provisions inconsistent with this resolution are hereby declared not applicable.

The foregoing resolution declared approved on this date June 10, 2024.

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Reed City, County of Osceola, State of Michigan, at a regular meeting held on June 10, 2024 the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Public Acts of Michigan of 1976, including in the case of a special or rescheduled meeting, notice by posting at least eighteen (18) hours prior to the time set for said meeting.

Dated: June 10, 2024

Clerk

Amye Hensel, City

New Business

Resolution 2024-20

Motion made by Guiles, seconded by Woodside, **CARRIED**, to approve the 2025 meeting schedule, resolution 2024-20 with the time change from 6 PM to 5:30 PM beginning the May 2025 meeting. Roll call vote. Voting yes were Guiles, Nixon, Woodside, Lupo, Burchett, Meinert and Bailey.

**CITY OF REED CITY
RESOLUTION ESTABLISHING
2025 MEETING SCHEDULE**

Resolution No. 2024-20

WHEREAS Section 6.1 of the City Charter requires Council to meet for at least one (1) regular meeting each month, and

WHEREAS the Reed City Council decided at their regular meeting on Monday, December 09, 2024 to set their monthly meetings for the second Monday of each month at 6 P.M. from January until April meeting, May until December will begin at 5:30, according to the City Charter.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Reed City that the meeting schedule for 2025 is approved as follows:

January 13, 2025, 6pm	July 14, 2025, 5:30pm
February 10, 2025, 6pm	August 11, 2025, 5:30pm
March 10, 2025, 6pm	September 8, 2025, 5:30pm
April 14, 2025, 5:30pm	October 13, 2025, 5:30pm
May 12, 2025, 5:30pm	November 10, 2025, 5:30pm
June 09, 2025, 5:30pm	December 8, 2025, 5:30pm

CERTIFICATION

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the City Council of the City of Reed City, County of Osceola, Michigan, at a meeting held on December 09, 2024, the original of which is on file in my office and available to the public. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, Act No. 267 of the Michigan Public Acts of 1976, including in the case of a special or rescheduled meeting, notice by posting at least 18 hours prior to the time set for said meeting.

Dated: December 09, 2024

Amye Hensel, City Clerk

Review of Bills

Review of Bills were discussed and accepted by the board. No motion or vote was applicable.

Change order 85540-3

Motion made by Guiles, seconded by Bailey, **CARRIED**, to accept change order 85540-3 FY23 Contract change order from Gerber Construction for a decrease in contract price of \$80,039.75. Roll call vote. Voting yes were Meinert, Nixon, Burchett, Woodside, Guiles, Bailey and Lupo.

Rental Inspection Ordinance

Discussion on adoption of a rental inspection ordinance. Tabled until further information is available to the board.

WWTP Sludge Pump

Motion by Guiles, seconded by Bailey, **CARRIED** to approve quote #Q54354 from JGM Valve for \$11,700 to purchase the Vaughn Model HE6U8CS-115 for use at the Reed City

WWTP. Roll call vote. Voting yes were Meinert, Guiles, Lupo, Bailey, Woodside, Nixon and Burchett.

BS&A integrated payments and Addendum

Motion made by Guiles, seconded by Burchett, **CARRIED**, to approve change of credit card/ACH processors to BS&A and allow City Manager to sign. Roll call vote. Voting yes were Lupo, Burchett, Guiles, Meinert, Bailey, Nixon and Woodside.

Sesquicentennial Web page

Motion made by Guiles, seconded by Burchett, **CARRIED**, to allow the sesquicentennial committee to oversee a sesquicentennial web page that can be accessed from the City's website. This will have its own informational page specific to the Sesquicentennial Celebration; to be overseen by Charles Lupo. Affirmed by voice vote.

Consent Agenda

Motion by Woodside, seconded by Nixon, **CARRIED**, to approve consent agenda. Affirmed by voice vote.

City Manager's Report

City Manager, Rich Saladin provided an update on positive improvements happening in our community. The Evergreen Festival was a huge success thanks to many volunteers and the hard work of the DPW team putting together the tree in a short time frame. Renewable energy topic has been discussed and determined that we are not affected by the Public Acts 229, 231, 233, 234, and 235 bills.

Mayor's Report

Library Commission Board member appointment

Motion made by Meinert, seconded by Burchett, **CARRIED**, to approve nominating Anna Maria Herrera to the library board term expiring December 31, 2029. Affirmed by voice vote.

Council No comments.

Audience No comments.

Adjourned Mayor Meinert adjourned the meeting at 8:02 PM.

Amye Hensel, City Clerk

