

**CITY OF REED CITY
REGULAR COUNCIL PROCEEDINGS
December 8, 2025**

Mayor Roger Meinert called the meeting to order at 5:30 P.M. in Council Chambers, 227 E. Lincoln Avenue, Reed City, Michigan.

- Present Roger Meinert, Trevor Guiles, Nicole Woodside, James Anderlohr (arrived at 6:13), Charles Lupo, Nate Bailey (arrived at 5:33), and Brad Nixon. Also in attendance: City Attorney Dave Porteous, Fire Chief Jeff Stein, City Manager Rich Saladin, Wastewater Treatment Plant Supervisor Curt Brackenrich, City Deputy Clerk Chastity Eads and City Treasurer Kadee Kidd. The meeting was opened with the Pledge of Allegiance. There were citizens in the audience.
- Agenda Motion by Lupo, seconded by Woodside, **CARRIED**, to approve the agenda as presented. Affirmed by voice vote.
- Minutes Motion by Woodside, seconded by Nixon, **CARRIED**, to accept the minutes of the November 10, 2025, regular meeting as presented. Affirmed by voice vote.
- Bills Motion by Lupo, seconded by Nixon, **CARRIED**, to approve paying bills in the total amount of \$3,061,332.01 as presented. Roll call vote. Voting yes were Woodside, Guiles, Lupo, Meinert, and Nixon. Absent Anderlohr and Bailey.
- 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, 2025. Motion by Nixon, seconded by Lupo, **CARRIED**, to Department Head written reports as submitted. Affirmed by voice vote.
County Commissioner Russ Nehmer provided a written report from the November County Commission meeting. Motion by Woodside, seconded by Bailey, **CARRIED**, to approve the County Commissioner report as submitted. Affirmed by voice vote.

New Business

City Clerk Recommendation

Motion by Guiles, seconded by Woodside, **CARRIED**, to confirm Chastity Eads as the City Clerk per Rich Saladin, City Manager's recommendation. Roll call vote. Voting yes were Nixon, Woodside, Bailey, Lupo, Meinert, Guiles. Absent Anderlohr

Resolution 2025-19 Council 2026 Schedule of Meetings

Motion by Woodside, seconded by Bailey, **CARRIED**, to approve the Resolution 2025-19 Council 2026 Schedule of Meetings as amended. Roll call vote. Voting yes were Guiles, Nixon, Woodside, Lupo, Meinert and Bailey. Absent Anderlohr

**CITY OF REED CITY
RESOLUTION ESTABLISHING
2026 MEETING SCHEDULE**

Resolution No. 2025-19

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 8, 2025, to set their monthly meetings for the second Monday of each month at 5:30 PM 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 2026 is approved as follows:

January 12, 2026	July 13, 2026
February 9, 2026	August 10, 2026
March 9, 2026	September 14, 2026
April 13, 2026	October 12, 2026
May 11, 2026	November 9, 2026 – 7 p.m.
June 8, 2026	December 14, 2026

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 8, 2025, 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 8, 2025

Chastity Eads
Acting City Clerk

2026 Council Schedule to Review Bills

Motion made by Guiles, seconded by Woodside, **CARRIED**, to approve 2026 Council Schedule to Review Bill as amended. Roll call vote. Affirmed by voice vote.

Rental Registration Form & Checklist

Discussion with no action needed.

Resolution 2025-20 Addition to Schedule of Fees

Motion by Guiles, seconded by Woodside, **CARRIED**, to approve Resolution 2025-20 addition to Schedule of Fees as presented. Roll call vote, voting yes were Nixon, Woodside, Bailey, Lupo, Meinert and Guiles. Absent Anderlohr.

RESOLUTION NO. 2025-20 - SCHEDULE OF FEES

Effective January 1, 2026

At a regular meeting of the City Council of the City of Reed City, County of Osceola, Michigan, held in said City on December 8, 2025.

PRESENT: Nixon, Woodside, Bailey, Lupo, Meinert and Guiles.

ABSENT: Anderlohr

The following resolution was offered by

RESOLUTION TO ADOPT AN UPDATED SCHEDULE OF FEES FOR CERTAIN PERMITS AND SERVICES

City Code Violations

City Charter- Penalties for Violations of Ordinances:

Section 7.6 The Council may provide in any ordinance for the punishment of those who violate its provisions. The punishment for the violation of any city ordinance shall not exceed a fine of five hundred dollars or imprisonment for ninety days, or both in the discretion of the court.

Metropolitan Extension Telecommunications Rights-of-Way Oversight Act (Act No. 48 of the Public Acts of 2002) ("Act")

The purposes of this code is to regulate access to and ongoing use of public rights-of-way by telecommunications providers for their telecommunications facilities while protecting the public health, safety, and welfare and exercising reasonable control of the public rights-of-way.

Application Fee. Except as otherwise provided by the Act, the application shall be accompanied by a one-time non-refundable application fee in the amount of \$500.00.

City Charter 1044.02 FIXING RATES.

The rates to be charged for water and sewage disposal service furnished by the system shall be as prescribed by the City Council. (1981 Code § 2.112)

WHEREAS, Act 94 and the Bond Ordinance require the City Council to establish, by separate resolution of the City Council, rates and charges which will be sufficient to provide for the payment of the Water System's administration and operation expenses, such expenses for the Water System's maintenance as may be necessary to preserve it in good repair and working order and expenses incurred in the acquisition and construction of the Water System; to provide for the payment of principal of and interest on all bonds and junior lien bonds payable therefrom as and when the bonds and junior lien bonds shall become due and payable; and to provide for such other expenditures and funds for the Water System as are required by Act 94 and the Ordinance;

WATER RATES

Ready to Serve Charge – Effective with July 2025 billing cycle

Meter Size	Monthly Charge
5/8" and 3/4"	\$18.00

1"	\$31.86
1.25"	\$49.14
1.5"	\$72.00
2"	\$128.16
3"	\$288.00
4"	\$512.10
6"	\$1,152.00
8"	\$1,606.86

Consumption Charge
\$2.71 per 1000 gallons

Connection Fees		
Meter Size	Residential	Commercial
5/8" - 3/4"	\$ 350.00	\$ 700.00
1"	\$ 420.00	\$ 840.00
1 1/2"	\$ 512.00	\$ 1,024.00
2"	\$ 695.00	\$ 1,390.00
3"	\$ 1,544.00	\$ 3,088.00
4"	\$ 2,779.00	\$ 5,558.00
6"	\$ 6,176.00	\$12,352.00
8"	\$11,001.00	\$22,002.00
10"	\$16,984.00	\$33,968.00

SEWER RATES

Ready to Serve Charge		
Meter Size	Monthly Charge	Volume Included
5/8" 3/4"	\$ 4.69	0
1"	\$ 8.34	0
1 1/4"	\$ 11.20	0
1 1/2"	\$ 18.77	0
2"	\$ 33.36	0
3"	\$ 75.07	0
4"	\$ 133.45	0
6"	\$ 173.56	0
8"	\$ 480.00	0

Consumption Charge
\$5.49 per 1000 gallons

Connection Fees		
Meter Size	Residential	Commercial
5/8" 3/4"	\$ 1,050.00	\$ 2,100.00
1"	\$ 1,260.00	\$ 2,520.00
1 1/2"	\$ 1,554.00	\$ 3,108.00
2"	\$ 2,324.00	\$ 4,648.00
3"	\$ 4,396.00	\$ 8,792.00
4"	\$ 9,296.00	\$ 18,592.00
6"	\$17,584.00	\$ 35,168.00
8"	\$37,100.00	\$ 74,200.00
10"	\$64,190.00	\$128,380.00

Surcharge Fees		
Phosphorus	\$3.488 per pound	>300 mg/L
BOD	\$.315 per pound	>7.5 mg/L

Miscellaneous Fees		
Delinquent account Shut Off fee		\$100.00
Delinquent utility account which has to be added to tax roll for delinquency	\$100.00	
After hours call out fee		\$50.00
Turn on fee – after a customer has requested that the water be turned off	\$25.00	

Solid Waste Collection Fees

1060.07 RATES FOR Residential GARBAGE COLLECTION SERVICES.

The rate for garbage collection services for each single-family residential unit shall be as established from time to time by Council.

Reed City uses a per bag charge to pay for residential waste collection.

Garbage bags [Effective January 1, 2026]	\$ 2.75/ bag
[Effective January 1, 2027]	\$ 2.86/ bag
[Effective January 1, 2028]	\$ 2.97/ bag
Reed City uses a monthly charge on the utility bill to pay for monthly clean up expenses	
Monthly Clean Up (Code CU) [Effective January 1, 2026]	\$2.55/ month
[Effective January 1, 2027]	\$2.65/ month
[Effective January 1, 2028]	\$2.75/ month

Yard Waste (Code YW) \$2.00/month

1061.10 LICENSE; WASTE HAULERS.

Commencing on December 1, 1993, no person shall engage in the business of collecting, transporting, delivering, or disposing of solid waste in the City without first obtaining a Waste Hauler License.

Annual Waste Hauler License fee \$250.00

Property Tax Administration Fee

Whereas, in accordance with Section 44 (7) of Act No. 206 of P.A. of 1893

1% Property Tax Administration Fee

THEREFORE BE IT RESOLVED, by the Council of the City of Reed City, Michigan, that the City Treasurer, of the City of Reed City, be authorized to collect a 1 percent administration fee on all County and School Taxes collected before February 15, and an additional 3 percent late penalty charge from September 1 on County and School Taxes due August 31 and from February 15 on all County and School Taxes due February 14, until March 1 when the taxes are turned back to the County Treasurer for collection. DATED: June 15, 2020

Adopted March 15, 2004 effective May 1, 2004

Street Opening Permit	\$20.00	(After Hours \$30.00)
Curb Cuts	\$10.00	
Sidewalk Permit	\$40.00	
(Refundable security deposit plus proof of liability insurance) (Returned after inspection)		
Fence Permit	\$10.00	
Demolition Permit	\$50.00	
Outdoor Café Permit (initial permit)	\$100.00	- annual renewal \$25.00

ZONING FEES

Zoning Compliance Permit	\$ 10.00
Rezoning Petition	\$400.00
Site Plan Review	\$100.00
Special Land Use Application	\$300.00
Variance Application	\$300.00

SIGN PERMIT

<u>Wall Mount</u>	\$10.00 for 1 – 50 sq ft
	\$15.00 for 51-100 sq ft
	\$20.00 for 101-150 sq ft
	\$25.00 for 150

<u>Free Standing</u>	\$.60 per sq ft
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Rental Fees

Rental Inspection Application Fee	\$10.00/application:
Rental Non-Compliance Fine:	\$30.00

MISCELLANEOUS

Winter Parking Violations	\$30.00 plus towing charges
Accident Report	\$ 5.00
Photocopies	\$.25 Black and White .50 Color
Fax (sending)	\$.25 per page
Marriage Performed by Mayor	\$25.00
Notary Fee	\$10.00
NSF Fee	\$25.00

ASSESSMENT RECORDS

View tax assessment records	No Charge
Copy of a tax assessment record by a City resident	No Charge
Copy of a tax assessment record by Appraisers, Realtors and non City residents	No Charge
Parcel Division Application	\$ 30.00 each new parcel

DEPOT RENTAL RATES

Community Meeting Room: Sunday-Saturday: \$25.00/hour
Full Day Rental (any day): \$175.00/day

Outdoor Pavilion (any day): \$10.00/hour up to \$50.00 for Full Day

FIRE DEPT. TRAINING ROOM (effective July 2025)

CITY PARK FEES

Pavilion in either park	(Resident)	\$50.00
	(Non-resident)	\$75.00
Concession Building		\$100.00 plus \$100.00 security deposit
Ball Field rental		\$ 50.00 per day/night
Ball Field lights		\$ 5.00 per hour
Gazebo in Linear Park		\$10.00
Camp Sites		\$25.00 per night
Dumping Fees		\$15.00 Non-Campers
Shower key deposit		\$ 5.00 Charged if key not returned.

PEDDLERS AND SOLICITORS (effective July 2025)

<u>Peddler (850.01)</u>	Per day	\$10.00
	Per week	\$20.00
	Per month	\$30.00
	Per year	\$100.00

Food Truck(850.01) Per Day \$20.00
Per Week \$60.00
Per Month \$120.00
Per Year \$300.00

<u>Solicitor (850.02)</u>	Per day	\$10.00
	Per week	\$20.00
	Per month	\$30.00
	Per year	\$100.00

WOODLAND CEMETERY - Burial Fees (Effective 2015)

<u>Grave Opening</u>	<u>Weekdays</u>	<u>Weekend</u>
Adult	\$480.00	\$720.00
Infant – Child under 3 years	\$200.00	\$275.00
Cremains	\$150.00	\$200.00
Family burial of Ashes are NOT ALLOWED		
Holidays	Burial rate applies plus additional \$400.00	

Winter interments may be restricted during inclement weather at the discretion of the Sexton.

Additional Fee after 3:30 P.M. - \$100.00 per half hour per employee
Lot Transfer \$15.00

Graves: Per grave (Residents) \$400.00
Per grave (Non-Resident) \$600.00

Disinterment - Add \$100.00 to burial rate
Reinterment - Burial rate applies

Reimbursement for Cleanup of Dangerous or Hazardous Materials

1066.01 The purpose of this chapter is to enable the City of Reed City, hereinafter referred to as the City, to require reimbursement from those responsible for the leaking, spilling, or otherwise allowing certain dangerous or hazardous substances or materials to escape containment, thereby requiring cleanup and disposal by the City or its agents.

(Ord. 9.137. Passed 12-15-97.)

Any such person or entity which fails to comply with Section 1066.04 shall be liable to and shall pay the City for its costs and expenses, including the costs incurred by the City to any party which it engages (which includes any fire suppression unit utilized) for the complete abatement, cleanup and restoration of the affected area. Costs incurred by the City shall include, but shall not be limited to, the following: actual labor costs of City personnel, including worker's compensation benefits, fringe benefits, administrative overhead; cost of equipment operation, cost of materials obtained directly by the City; and cost of and contract labor and materials.

REMOVAL OF TREES, PLANTS, SHRUBBERY AND GRASS BY CITY.

674.06 ASSESSMENT OF COSTS BY CITY.

Whenever any tree, plant or shrubbery, or part thereof, or weeds, noxious weeds, and grass are growing in any street or public place, or upon private property contiguous to a street or sidewalk, or public place, or are a public nuisance as defined by this chapter, and are trimmed or removed by the City or its contractor, then, after the work is done, the City shall give five days notice, by regular mail, to the owner of such lot or parcel of land, at his or her last known address, to pay the cost of such trimming or removal of trees, plants, shrubbery, grass, noxious weeds, or weeds, or parts thereof. The expense shall include any actual costs or charges incurred by the City, plus any administrative charges as deemed necessary by the City Council. Said notice shall be accompanied by a statement of the amount of cost incurred, and in the event the same is not paid within thirty days after the mailing of said notice, then such amount shall be certified to the City Treasurer for collection of the same as other taxes and assessments are collected. The City Clerk or Treasurer may also file with the County Register of Deeds a statement of lien claim. This statement shall contain a legal description of the premises, the amount of the costs and expenses incurred, the date the weeds, grass, or other vegetation was cut or removed, and a notice that the City claims a lien in that amount.

674.99 PENALTY

Any violation of this chapter shall constitute a violation punishable as a municipal civil infraction. For purposes of enforcing this chapter, appearance citations may be issued by any police officer of the City.

Increased civil fines may be imposed for repeated violations by a person of any requirement or provisions of this chapter. As used in this chapter, "repeat offense" means any second (or any subsequent) municipal civil infraction violation of the same requirement or provision committed by a person within the calendar year (January 01 - December 31) and for which the person admits responsibility or is determined to be responsible. The increased fine for a repeat offender shall be as follows:

- (a) The fine for any offense which is a first repeat offense shall be no less than one hundred dollars (\$100.00) plus reimbursement to the City for charges assessed for the expense of abatement, plus costs and other sanctions for each infraction.
- (b) The fine for any offense which is a second repeat offense or any subsequent repeat offense shall be no less than two hundred dollars (\$200.00) plus reimbursement to the City for charges assessed for the expense of the abatement, plus costs and other sanctions for each infraction.
- (c) If the offender has received a municipal civil infraction citation during the previous calendar year for an offense of this chapter, after serving an abatement notice for the current calendar year, the person shall be deemed a chronic offender and fines for the first repeat offense shall be increased to \$200 and increased to \$400 for any second or subsequent repeat offense plus reimbursement to the City for charges assessed for the expense of the abatement, plus costs and other sanctions for each infraction

Ord. 001-2020. Passed 9-21-2020.)

UNIFORM TRAFFIC CODE VIOLATIONS

****The below listed violations are by example and not limited by those presented and do not include any fees imposed by the Court.

430.05 TRAFFIC TICKETS AND VIOLATION NOTICES.

The issuance of a traffic ticket or notice of violation by a police officer of the City shall be deemed an allegation of a parking violation. Such traffic ticket or notice of violation shall indicate the length of time in which the person to whom the same was issued must respond before the **Parking Violations Bureau**. It shall also indicate the address of the Bureau, the hours during which the Bureau is open and the amount of the penalty scheduled for the offense for which the ticket was issued and advise that a warrant for the arrest of the person to whom the ticket was issued will be sought if such person fails to respond within the time limit.
(1981 Code § 10.105)

430.06 SCHEDULE OF FINES.

The following schedule of fines shall apply for all violations relating thereto:

OFFENSE	UTC SECTION	PENALTY
Parking too far from curb	(8.1, 8.2)	*
Angle parking violations	(8.3)	*
Obstructing traffic	(8.5)	*
Prohibited parking (signs unnecessary)	(8.10)	
(a) on sidewalk		*
(b) in front of drive		*
(c) within intersection		*
(d) within 15 feet of hydrant		*
(e) on cross walk		*
(f) within 20 feet of cross walk or 15 feet of corner lot lines		*
(g) within 30 feet of street side traffic sign or signal		*
(h) within 50 feet of railroad crossing or within ten feet of the nearest track of a railroad track		*
(i) within 20 feet of fire station entrance		*
(j) within 75 feet of fire station entrance on opposite side of street (signs required)		*

(k) beside street excavation when traffic obstructed		*
(l) double parking		*
(m) on bridge		*
(n) within 200 feet of accident where police in attendance		*
(o) blocking emergency exit		*
(p) blocking fire escape		*
In prohibited zone (signs required)	(8.10(r))	*
In alley	(8.13)	*
Parking for prohibited purpose	(8.14)	
(a) displaying vehicle for sale		*
(b) working on or repairing vehicle		*
(c) displaying advertising		*
(d) selling merchandise		*
(e) storage over 48 hours		*
Wrong side of boulevard roadway	(8.15)	*
Loading zone violation	(8.16, 8.17)	*
Bus, parking other than bus stop	(8.19)	*
Failure to set brakes	(5.58)	*
Parked on grade wheels not turned to curb	(5.58)	*
Parking when prohibited for snow removal plus, if impounded, towing fee	(8.26)	*
Bicycle parking violations	(6.17)	*

* The penalty (fine) for a violation of any offense in this section shall be \$30.00 as established by resolution of the City Council.
(Ord. Unno. Passed 6-17-96; Ord. 007-05-A. Passed 12-18-06.)

430.07 PARKING IN MUNICIPAL PARKING LOTS.

No person shall park in a municipal parking lot in violation of any of the posted signs. A person who parks a vehicle in a municipal parking lot in violation of any of the posted signs will be subject to a fine as provided in Section [430.06](#) and the vehicle may be towed and the person is responsible for all towing and storage costs.
(Ord. 006-06. Passed 12-18-06.)

I, hereby, certify that the foregoing is a true copy of a Resolution adopted by the Reed City Council, Osceola County, Michigan, at a regular council meeting, December 8, 2025.

Chastity Eads
Acting City Clerk

Resolution 2025-21 Authorized Bank Signatures

Motion by Woodside, seconded by Lupo, **CARRIED**, to approve Resolution 2025-21 Authorized Bank Signatures. Roll call vote. Voting yes were Lupo, Guiles, Meinert, Bailey, Nixon, and Woodside. Absent Anderlohr.

CITY OF REED CITY

RESOLUTION FOR AUTHORIZED BANK SIGNATURES

Resolution No. 2025-21

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 Roger W. Meinert
Mayor Pro-Tem Trevor Guiles
City Clerk Chastity Eads
City Treasurer Kadee Kidd

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.

I, hereby, do certify that the foregoing is a true copy of a resolution
adopted by the City Council of the City of Reed City, County of Osceola,
State of Michigan, at a council meeting held on December 8, 2025.

Chastity Eads
Acting City Clerk

Consent Agenda

Motion made by Guiles, seconded by Bailey, **CARRIED**, to approve Consent Agendas as submitted. Affirmed by voice vote.

City Manager Report

Rich Saladin reported that grant projects are nearing completion. Trestle bridge is in the process of being fully removed which will complete the WWTP Phase 1 (WRI Grant). Many of projects checked off on the DWSRF Grants. Many buildings are in use and functioning including the headworks building. Next steps will be to identify additional project proposals to bring to Council to continue to use the remaining grant funds. MEDC Pocket Park grant agreement is in place to extend the deadline through April 30th with the hopes that the weather will allow for the installation of the synthetic turf. The performance pavilion should arrive by mid-January. No ice rink installation this winter due to the continuing projects. The Planning Commission has approved the Master Plan. A Public Hearing is being held at the next Planning Commission meeting on January 5th at 5:30 pm. The final Master Plan will be presented to Council soon. DDA is progressing thru the process of finalizing their goal objectives and estimated preliminary budget with more to come. Rich asked for flexibility in adjusting City Hall holiday hours due to staff shortage and previously scheduled vacations with some days closing at 3 pm and being closed on Friday, December 26th.

Mayor Report

Roger Meinert has bills next month.

Attorney Report

City Attorney provided written report as submitted.

Council Comments

Nicole Woodside thanked Rich, Kadee & Chastity for the extra work being done during staff shortages at City Hall.

Charles Lupo shared his appreciation for DPW crew for keeping the roads cleared with all the excess snow.

Audience comments

Donna Wheeler shared her appreciation for the support she received on the Historic Home Walking Tour. She also shared an update on the Pere Marquette State trail group.

Adjournment Mayor Meinert adjourned the meeting at 6:22 P.M.

Chastity Eads

Chastity Eads, City Clerk