

**CITY OF REED CITY**  
**REGULAR COUNCIL PROCEEDINGS**  
**November 18, 2019**

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

- Present** Mayor, Trevor Guiles. Council Members: Dan Burchett, Karen Lea McKinney, Roger Meinert and Dave Scharlow. Nate Bailey and Carol Tillotson were absent. City Attorney, Cynthia Wotila and City Manager, Ron Howell, were also present. Department Heads, Interim Police Chief Brian Koschmider, Barb Westerburg and Jeffrey Stein also attended. The meeting was opened with the pledge to the flag. There were citizens in the audience.
- Agenda** Motion by Burchett, seconded by Scharlow, **CARRIED**, to approve the Agenda as presented. Affirmed by voice vote.
- Minutes** Motion by Scharlow, seconded by Burchett, **CARRIED**, to accept the minutes of the October 21, 2019 regular meeting as presented. Affirmed by voice vote.
- Bills** Motion by Burchett, seconded by McKinney, **CARRIED**, to approve paying bills as presented for a grand total approved amount of \$316,051.41. Roll call vote. Voting yes were, Scharlow, Meinert, Guiles, Burchett and McKinney.
- Audience** Dave Maynard, State of Michigan Dept. of EGLE, presented the history and an update of the cleanup of the plume at the Andy's Standard site. They plan to pump the ground water down and then they will vacuum it out of the soil. The discharge into the City system would be approximately \$65,000 which they do not have that amount in their budget. They are requesting the City to discount it by \$15,000 to bring it down to \$50,000.
- Doug Vredevel, of Vredevel Haefner, LLC, appeared and presented the 2018-2019 Audit. Doug reviewed highlights of the audit, noted no adjustments needed to be made and answered questions from the Council. Auditors did not identify any material weaknesses and also commented the City received a good clean opinion and Barb does a great job for the City.
- Audit** Motion by McKinney, seconded by Meinert, **CARRIED**, to accept the 2018/2019 Audit as presented. Roll call vote. Voting yes were, Meinert, Scharlow, Burchett, McKinney and Guiles.
- Reports** Chief Jeffrey Stein, Fire Dept., Interim Chief Brian Koschmider, Police Dept, Rich Rehkopf, DPW, and Curt Brackenrich, WWTP, filed written reports. Barb Westerburg, Treasurer, also submitted a Revenue/Expenditure Report as of October 31, 2019.
- Motion by McKinney, seconded by Burchett, **CARRIED**, to approve the Department Head reports as presented. Affirmed by voice vote.
- Grant Projects** No action was taken. It was the consensus of council members to bring this agenda item back to the December meeting for discussion.
- MSHDA** Motion by Guiles, seconded by McKinney, **CARRIED**, to approve the City Manager to apply for Round 5 of the MSHDA Neighborhood Enhancement Grant including the current group we have. Roll call vote. Voting yes were, McKinney, Burchett, Guiles and Meinert. Voting no was Scharlow.
- Billboard** No action was taken. It was decided to look for a new site for the sign due to the complicated process to remove the trees which block the sign from view.

- Rental Ord. Ordinance No. 003-2019 governing rental housing was reviewed and changes made. The attorney will make the changes and bring it back in final form for the next meeting.
- Richmond Twp. Ron reported he had received an email from Rich Saladin of Gerber Construction indicating they would like to host a meeting between the City and Richmond Township. Council talked it over and is open to a discussion between the two entities.
- SAW Grant Motion by McKinney, seconded by Scharlow, **CARRIED**, to approve Disbursement Request #16 from Fleis & VandenBrink in the amount of \$61,430.60 for the SAW Grant Project. Roll call vote. Voting yes were, McKinney, Burchett, Meinert, Guiles and Scharlow.
- Water Tower Motion by McKinney, seconded by Scharlow, **CARRIED**, to authorize the Mayor and City Manager to sign the Agreement for Professional Services with Dixon Engineering & Inspection Services in the amount of \$49,370.00 for the Church Street Water Tower project. Roll call vote. Voting yes were, Scharlow, McKinney, Burchett, Meinert and Guiles.
- 2nd Right of Ref Motion by Scharlow, seconded by McKinney, **CARRIED**, to reject the Second Right of Refusal for parcel #67-52-266-009-00 property address of 116 E. Osceola Avenue. Roll call vote. Voting yes were, Scharlow, Meinert, Guiles, Burchett and McKinney.
- Consent Motion by McKinney, seconded by Burchett, **CARRIED**, to accept the Consent Agenda as presented. Affirmed by voice vote.
- Committee There were no committee reports.
- City Manager Ron reported on the following:
- Ron reported everything is running smoothly and shifts are being covered at the Police Dept. Acting Chief was able to get the used patrol car from Chicago and Ron extended his appreciation for all of the work Sgt. Koschmider is doing. Ron will email a copy of the current job description for the Chief position and ask council members to email him back with comments what they feel is important in the criteria of the selection of the new Chief of Police.
  - It was the consensus the Fire HD 10” tablet with case and charger for approximately \$190.00 each would work sufficiently for council members to receive their packets and emails on.
  - Concern was voiced regarding Steve Hedstrom of Disc Golf Course Designs does not carry liability insurance. Ron will contact our liability insurance carrier regarding a Waiver of Liability and Kent County to see what they did when Steve was hired to develop disc golf there. Ron also mentioned a Budget Amendment will need to be done.
  - Presented a letter from Fleis & VandenBrink regarding the Church street sidewalk issue. Ron asked council to review it and will bring it back on the agenda at the December meeting.
  - Reviewed a draft letter to businesses concerning solid waste collection. It was decided to follow up on this after the Residential Solid Waste contract is awarded.
  - Small Business Loan Application– Ron will send out Bank comments to council members again. Council would like the bank comments sent to the business and have her respond to the concerns.
  - Announced the West Michigan Credit Union will be having their ribbon cutting on December 18<sup>th</sup> at 10:00 A.M.
  - Presented an updated Uncompleted Items List and Longer Range Projects update.
- Disc Golf Motion by Burchett, seconded by McKinney, **CARRIED**, to approve the hiring of Steve Hedstrom, of Disc Golf Course Designs, for a 24 hole (basket) disc golf course project not to exceed \$20,000.00. Roll call vote. Voting yes were, Scharlow, McKinney, Burchett, Guiles and Meinert.

Bills Mayor Guiles appointed himself to review bills prior to the next meeting.

City Attorney Attorney Wotila commented she has not heard back from Brian Kibblesmith, from Government Payment Services, on the changes for the GovPayNet Merchant Agreement. She will follow up with Mr. Kibblesmith regarding the status of the Agreement.

Adjourn Mayor Guiles adjourned the meeting at 9:49 P.M.

Jacalyn R. Beam  
City Clerk