

CITY OF ITHACA  
CITY COUNCIL MEETING  
January 6, 2015  
7:00pm

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Schafer gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, L.D. Hollenbeck, Rick Koppleberger, Alice Schafer and John Thomas (by electronic means of FaceTime) and Attorney Jefferson Arnold. Staff present was Interim City Manager Bill Cousins and City Clerk-Treasurer Barbara Fandell.

Audience in attendance was Jill Gilbert, Cheryl Rhein-O'Neill, Rose and Greg Dillon, Janet Thelen, Brandon Fandell, Tom and Vivian McClintic and Helen Fandell.

Moved by Hollenbeck, second by Henderson to approve the minutes of the meeting held December 16, 2014. Motion carried.

***Presentation and Resolution***

Mayor Palmer welcomed the members of the Michigan Municipal Treasurers Association (MMTA). Cheryl Rhein-Oneill, President and PRIME Committee members Rose Dillon and Janice Thelen presented the Professional Recognition In Municipal Excellence to Barbara Fandell. Ms. Dillon expressed that the PRIME Award is the most prestigious award given to a member of the MMTA and the winner is selected from their peers. Mayor Palmer and the Council commended Treasurer Fandell and thanked the MMTA for coming to present.

Mayor Palmer presented Resolution 2015-01 honoring the Ithaca High School Varsity Football Team. He informed members that the team was unable to attend so he would be making arrangements with the school to present it at the half time of a basketball game.

Moved by Koppleberger, second by Henderson to adopt Resolution 2015-01 Honoring the 2014 Runner Up State Champion Ithaca High School Football Team. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments.

Jill Gilbert of the Gratiot Agriculture Society Board reviewed upcoming fair activity schedule for Council approval. Mayor Palmer thanked her for the early notice of events and will have the schedule reviewed by the Parks and Cemetery Committee.

***Committee Reports***

Councilperson Thomas reported the Personnel Committee met regarding the City Manager to offer the position to Tim Wolff, who ultimately declined the position. The Committee talked with Interim Manager Cousins and he agreed to stay on through the end of March on a flexible schedule. The Committee recommends to extend Bill Cousins contract and work on hiring a manager during the next quarter. It further recommends that Manager Cousins help in hiring a part-time rental and code officer.

Moved by Gruesbeck, second by Koppleberger to extend the contract for Bill Cousins to the terms worked out by the Personnel Committee and approve the hiring of a part-time rental and code enforcement officer. Motion carried.

Councilperson Schafer reported the Water, Sewer and Solid Waste Committee met to review storm sewer issues and letter from a resident regarding drainage problems. Manager Cousins suggest budgeting \$20,000 in the next fiscal year budget for cost sharing of sewer issues with residents paying 50%. The City will have the

engineer oversee the issues and the Committee recommends trying to incorporate the \$20,000 in to the budget if funds allow.

Councilperson Gruesbeck reported the Technology Committee met to review the Charter Communication Franchise Agreement. The Committee recommends sending a letter in support of an additional PEG Channel for local programming and signing the contract.

Moved by Schafer, second by Gruesbeck to send a letter of support for an additional PEG Channel for local programming. Motion carried.

***City Manager Report***

City Manager Cousins reported that he reviewed the applications that were received for the Assistant to the Manager position last spring and have 4-5 he will contact next week for the Rental/Code Officer position. He reported that a resident reported a sewer drainage issue and is a private issue; however the DPW was able to do some work on the public side to help alleviate some of the water. He updated Council on BinRax's and their lack of compliance to the terms set by the Planning Commission.

Moved by Hollenbeck, second by Henderson to receive the City Manager's report. Motion carried.

***New/Old Business***

Manager Cousins presented the Animal Control Property Lease Agreement and reported the County would be acting on it at their meeting today.

Moved by Henderson, second by Schafer to approve the Property Lease Agreement with the County of Gratiot for the Animal Control property at 2675 W. Washington Road, Ithaca. Motion carried.

Moved by Gruesbeck, second by Koppberger to approve the Uniform Video Service Local Franchise Agreement with Charter Communications and authorize the City Manager to sign. Motion carried.

***Claims, Accounts and Payroll***

Moved by Schafer, second by Gruesbeck to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #41329-41384 and Payroll Checks #13002-13037, DD552-DD562, EFT #326-330 as listed in the Check Register Book. Motion carried.

***Public Comment***

Mayor Palmer asked for public comments. None were offered.

Mayor Palmer set a Cemetery and Parks Committee meeting for January 14, 2015 at 5:30pm.

Mayor Palmer asked for any additional business to come before the City Council. None was offered.

Moved by Henderson, second by Koppberger to adjourn. Motion carried.

The meeting adjourned at 7:32pm.

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Barbara Fandell, Clerk-Treasurer

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING  
January 20, 2015  
7:00pm

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Koppleberger gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, L.D. Hollenbeck, Rick Koppleberger, Alice Schafer and John Thomas (by electronic means of FaceTime) and Attorney Jefferson Arnold. Staff present was Interim City Manager Bill Cousins, City Clerk-Treasurer Barbara Fandell, Fire Chief Dave Nelson and Lt. Roy McCollum.

Mayor Palmer asked to amend the agenda to add item 9a to add the Participation Agreement for the pathway project. Moved by Henderson, second by Koppleberger to amend the agenda to add Item 9a: Participation Agreement with the Gratiot County Parks and Recreation Department for the pathway project. Motion carried.

Moved by Hollenbeck, second by Henderson to approve the minutes of the meeting held January 6, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments. None were offered.

***Committee Reports***

Councilperson Hollenbeck reported the Cemetery and Parks Committee met to review the events calendar as submitted by the Gratiot Agricultural Society, the GAS Lease Agreement and park rental fees. The Committee recommends adopting the park fee schedule and adding time limits on reservations, approving the events calendar and lease agreement.

Moved by Hollenbeck, second by Henderson to approve the GAS events calendar as listed pending proper insurance and parade route approval is received prior to events:

4/25/15-Family Fun Day, 5/7/15-Princess/Queen Pageant, 5/14/15-Appreciation Dinner, 5/30/15-Mom to Mom Sale/Showmanship clinic, 6/12/15-Bow Shoot in the Beef Barn, 6/20-25/15 – Fair Week, 6/20/15-Fireworks at the Fairgrounds, 6/21/15-Spirit Run (same route as last year), 6/21/15-Parade.

Motion carried.

Moved by Hollenbeck, second by Henderson to approve the Lease Agreement with Gratiot Agricultural Society for two years. Motion carried.

Moved by Hollenbeck, second by Henderson to adopt the park fee schedule and time limits (as listed) and rental of any park for an entire day would require full Council approval.

**McNabb Park:**

Harness Race Track	\$150.00 (Non-Resident \$200.00) – 4 hour maximum time between 10am and dusk.
Soccer Fields	\$20.00 (Non-Resident \$30.00)-13 Total–4 hour maximum time between 9am - dusk.
Picnic Pavilion	\$15.00 -4 hour maximum time between 9am and dusk.
Exhibit Arena Area & Open Barns	\$50.00 (Non-Resident \$60.00) per day
Jail House Trail	\$50.00 (Non-Resident \$60.00) per day
Exhibit Barn Area	\$30.00 (Non-Resident \$40.00) per day *No Access to Exhibit Barn allowed
Horse Boarding	\$60.00 (Non-Resident \$75.00) per horse per month

**Woodland Park:**

Large Pavilion	\$30.00 (Non-Resident \$40.00) -4 hour maximum time between 9am and dusk
Small Pavilion	\$15.00 (Non-Resident \$20.00) -4 hour maximum time between 9am and dusk
Stage Area	\$30.00 (Non-Resident \$40.00) -4 hour maximum time between 9am and dusk

**Atkinson Small Pavilion** \$15.00 (Non-Resident \$20.00) -4 hour maximum time between 9am and dusk

Councilperson Thomas asked for clarification if the fee was per hour or for 4 hour block. Manager Cousins stated it was one fee for up to four hours. Clerk Fandell asked what if a party rented for 5-6 hours. Council stated for exclusive use/guarantee, they would pay a second rental, however if no one else reserves they could stay with no charge. Motion carried.

Councilperson Hollenbeck reported the committee also discussed the Pet Cemetery and recommends changing it to a cremains burial section of the cemetery due to lack of sales.

Moved by Hollenbeck, second by Henderson to move forward with the ordinance change to disallow the Pet Cemetery and turn it into a cremains section of the cemetery. Motion carried.

Councilperson Gruesbeck reported the Greater Gratiot Development Board met and things are quiet and progressing normally.

### ***Department Reports***

Lt. McCollum reported on the December activity of the Ithaca Unit. Officers Trevino and Morell bid to stay on in Ithaca. Lt. McCollum inquired if the Council would prefer reporting on a quarterly basis as previously discussed; he would still provide monthly reports and attend meetings as requested. Mayor Palmer said a quarterly basis would be okay and discussion was held on the monthly detail provided in the reports. Councilperson Schafer agreed the detail was necessary. Councilperson Thomas suggested the monthly reports remain the same for the next quarter, but Lt. McCollum come at the end of the quarter to report, then make a decision on the reports. Members agreed.

Moved by Koppleberger, second by Schafer to accept the Ithaca Unit report. Motion carried.

Fire Chief Nelson reported on the quarter activity of the Fire and Rescue Departments. He reported Dillon Weaver had been hired to fill the last First Responder position and the two new fire personnel will begin training classes on March 1<sup>st</sup> for cross training in the departments. Chief Nelson showcased the new auto defibrillators purchased with grant funds from the Gratiot County Community Foundation. One will be placed in City Hall and the other in the Library. When funds are raised, two more will be purchased for the DPW and the Community Center. He further reported on the Gratiot County Dive Team and its inactivity. The decision has been made to disband the Dive team as it would be too costly to meet the standards for training and equipment. Ithaca does not have any divers. The plan is to sell some of the equipment and equip each department with some water surface rescue equipment. In the past thirty years, the dive team has only been used for recovery and not lifesaving. Each department would operate independently and the mutual aid agreement would bring in St. Louis and Alma if more equipment was necessary.

Councilperson Gruesbeck asked for the guidelines for legal use of lights and sirens for volunteers. He has witnessed some unsafe driving when going to a call. Chief Nelson explained the law and will continue to address the issue with the staff.

Moved by Henderson, second by Hollenbeck to receive the Fire Department report. Motion carried.

### ***City Manager Report***

City Manager Cousins reported the advertisement for the Code Enforcement position would be in the Sunday paper and in this week's Gratiot County Herald. The City Manager advertisement has been posted on the MML website and will soon be on the ICMA site as well. The applications for the code position are due February 1 and the City Manager position by February 17<sup>th</sup>. He reported that a citation was issued to Binrax but he wasn't able to deliver it today as Mr. Fairbanks was in Detroit, he talked with his attorney and it will be delivered tomorrow. Mr. McCaw was also cited for failure to comply with the rental code.

Mayor Palmer inquired if Binrax had to be delivered personally. Attorney Arnold stated that it was the most effective method. Once the ticket is served it becomes an outstanding warrant.

Moved by Hollenbeck, second by Koppleberger to receive the City Manager's report. Motion carried.

### ***New/Old Business***

Manager Cousins presented the Participation Agreement for the pathway project and noted it formalizes the process and allows the county to be the fiduciary.

Moved by Schafer, second by Henderson to approve the Participation Agreement between the City and the Gratiot County Parks and Recreation Department for the Mid-Michigan Community Pathway project. Motion carried.

Councilperson Henderson commented on the letter to Commissioner Denman as being well written and asked if the council should meet with Mr. Denman. Councilperson Hollenbeck commented that the public is not aware as no press was in attendance and the city should do a press release. Mayor Palmer asked if a response had been received; Manager Cousins stated no, but the holiday may have delayed his receiving it.

Mayor Palmer asked Clerk Fandell to invite Commissioner Denman to the next council meeting to discuss the drain issue.

### ***Claims, Accounts and Payroll***

Moved by Gruesbeck, second by Schafer to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #41385-41417 and Payroll Checks #13038-13050, DD563-DD569, EFT #331-334 as listed in the Check Register Book. Motion carried.

### ***Public Comment***

Mayor Palmer asked for public comments. None were offered.

Mayor Palmer set the following Committee meetings:

Streets and Parking Committee for January 27, 2105 at 4:30pm regarding a dedicated sidewalk millage

Public Safety/Code Enforcement Committee for February 3, 2015 at 6:00pm. for the Fire/Rescue budget

Public Safety/Code Enforcement Committee for February 17, 2015 at 7:45pm. for the Fire/Rescue budget with the Townships.

Mayor Palmer asked for any additional business to come before the City Council. None was offered.

Moved by Hollenbeck, second by Koppleberger to adjourn. Motion carried.

The meeting adjourned at 7:40pm.

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Barbara Fandell, Clerk-Treasurer

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING

February 3, 2015

7:00pm

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Schafer gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, L.D. Hollenbeck, Rick Koppleberger, Alice Schafer and Attorney Jefferson Arnold. Staff present was Interim City Manager Bill Cousins and City Clerk-Treasurer Barbara Fandell.

Absent was Councilperson John Thomas (participated by electronic means of FaceTime)

Audience in attendance was Dave and Sherry Weber, Sue Meier, Deana and Gunner McDaid, Teresa Clemetson, Lincoln Peters, Shelby and Carsen Shankel, Lily O'Neil, Jen and Gibson Rondy, Jill and Nevaeh Gilbert, Steve Clark and Brian Denman.

Moved by Hollenbeck, second by Henderson to approve the minutes of the meeting held January 20, 2015. Motion carried.

***Presentation and Resolution***

Mayor Palmer presented the proclamation for Random Acts of Kindness Week.

Moved by Henderson, second by Schafer to adopt the Proclamation for Random Acts of Kindness Week. Motion carried.

Mayor Palmer welcomed Mrs. Sue Meier and her kindergarteners. Mrs. Meier and class, gave a presentation on the acts of kindness they have been doing for the community. The children decorated bags for Meals on Wheels, created and colored posters, told about the Ithaca bee travels, helped raise funds for Books for Babies and decorated bags for birthday celebrations for children that contain everything needed for the food pantry to provide a birthday cake for children that might not otherwise get a cake. Mayor Palmer read the Proclamation aloud and presented it to Mrs. Meier and the children.

***Public Comment***

Mayor Palmer asked to receive public comments.

Jill Gilbert of the Gratiot Agriculture Society, addressed the Council and shared that she had worked out with Manager Cousins to use some of the wood from the old barn to help repair the other barns and will trade the labor for the fairground fees this year. The GAS is applying for grants to try and raise additional funds.

Dave Weber addressed the Council on the International Property Maintenance Code (IPMC) and rental inspection issues. He requested to work with the City on changing some of the requirements in the code as a few need some work and questioned if the City was working on them.

Mayor Palmer asked where the IPMC derives from. Manager Cousins shared the history and that it is the International level code maintenance which is adopted by many states. Prior to 2000, there were three different codes which were combined to form the IPMC. The State of Michigan adopted the code and made a few administrative changes in order to standardize the codes across the State. Every three years the code is reviewed and covers the entire country, and is updated as decided by the committee.

Mr. Weber noted that items are being randomly selected and not all are being followed, making an example of "what is considered a bedroom", smoke detector placement, house numbers, etc. and asked for some changes to the code and why only certain homes had to comply. Mayor Palmer stated that the Council was not going to change the IPMC. Manager Cousins noted the IPMC was adopted by City Ordinance and applies to all homes. The City has selected to adopt a rental inspection program policy and explained the issue of the room being used as bedroom and required a smoke detector.

Councilperson Schafer added that for insurance reasons, all home owners need smoke detectors in sleeping rooms for safety. Mr. Weber agreed they were for safety, however not needed in every room. He said there were other items in the code that were not being enforced, such as garbage disposals, and following this code will require two additional detectors, one in the kitchen which could go off all of the time. Mayor Palmer said if it was used for sleeping, then it was a bedroom and the code applies.

***Committee Reports***

Councilperson Hollenbeck reported Streets and Parking Committee met to discuss a sidewalk millage and would like a meeting of the full Council to discuss further. The current ordinance is a 50/50 cost share and a millage would be dedicated. Sidewalks need attention and have been cut due to street maintenance and bad winters. Mayor Palmer took the idea to the committee based on requests to fix them by residents and putting in new sidewalk where none exist. Time to become proactive and not reactive to crisis areas. He added the May election is out, the August Primary would be tight so it may have to be on the November ballot if that route is taken. Councilperson Gruesbeck asked that it be discussed more thoroughly at another time. Councilperson Thomas asked what a study from Rowe for a 5-year proposal would cost. Steve Clark, Rowe

Professional Services, said the proposal of \$7900.00 was for the evaluation, walk through, rating and 5-10 year budget. Councilperson Thomas added before we work the plan, we needed to plan the work. Councilperson Koppleberger asked on a survey. A survey yields about a 10% response.

Moved by Hollenbeck, second by Henderson to approve the proposal of Rowe Professional Services for the sidewalk work at a cost of \$7,900.00.

Mayor Palmer wondered if the DPW staff could do the walk through to help lower the cost. Motion failed.

Councilperson Gruesbeck reported the Public Safety/Code Enforcement committee met to review and deer cull request, the rental inspection policy and recommends setting a public hearing to take comment on it and also met to review the Fire and Rescue budgets so they were ready for the townships to review on the 17<sup>th</sup>.

Moved by Gruesbeck, second by Hollenbeck to set a public hearing to take comment on the Rental Inspection Policy for February 17, 2015 at 7:00pm or as soon after as the agenda allows. Motion carried.

Councilperson Schafer reported the Library Board will be meeting on February 11, 2015 with the City Manager to look over plans for the completion of the library basement and review of architects.

### ***Storm Water Drains***

Drain Commissioner Brian Denman, updated Council on the Tillman property drainage. The contractor started last week, however was unable to start digging yesterday due to weather. The 18" or 24" culvert will be put in an open ditch. It will be lower but will leave room for expansion. The ditch that is there is on a clay tile that is breaking down, so that will be removed and the new ditch will be left open.

The next item was 215 N. Main and Mr. Denman said the Drain office has no record of tile going through that location so he doesn't know whose it is. Attorney Arnold said it had been resolved over the years between individuals and has been there for over 50 years. There is a manhole at the alley and used to go under the house and years ago they rerouted it. Councilperson Schafer said it also goes across her property and the house next door. Her husband has seen a map at the drain office on the wall that is showed it was a county drain. Because of the problems, Mrs. Vernon experienced, she had it rerouted at her own expense. They tied in and went around the house so under it is abandoned and her yard has sink holes from the broken tile that was left. Commissioner Denman said usually the maps are pretty accurate, but he can't find anything. The closest county drain is one block away. Steve Clark said it is too deep to be anything the City would have put in, but Commissioner Denman said that would depend on the ground and there is a 50 foot topo drop with a 10% grade there. Steve Clark asked if a title search had been done. Commissioner Denman said the chances of finding it are slim because back then they didn't record them and this has been in the family for 60 years. Mayor Palmer asked if the City had any 24" drains. Steve Clark said of recent ones, only two.

Commissioner Denman said in order to make the drain larger there was a process and explained that to Council, but said he couldn't do the work until jurisdiction could be claimed.

Commissioner Denman addressed the new Center Street water line issue. He had the engineer redraw the route and course and it showed pretty close to where they mapped. He also had the road commission recheck their maps. They found plans from 1958 that showed tile on the south side and the map shows county sewer drain #43, but he has no official record of it so his hands are tied. Irregardless, the drain has been hit by the contractor and needs fixed. He stated that recent legislation makes Drain offices exempt from Miss Dig. The drain office will give the pipe to the City at a cheaper rate. Manager Cousins added that they have agreed to provide the labor and purchase the material and once in place, Brian will start the documents to get the drain mapped and begin the maintenance. The cost will be \$3300.00 plus a driveway to repair. Steve Clark said from what we can tell, it drains from the ZFS property and south. He talked with the contractor and when they were boring they lost resistance and tried to turn it and couldn't because they were in the pipe. The first calculation was a 170 feet but it could be up to 300 feet. It is surcharging at the church and investigation shows east of ZFS also.

### ***City Manager Report***

City Manager Cousins reported that he is still working with Tom McDonald on the Herald office sidewalk and Tom will be getting back with him on whether he really wants it torn out or an easement done. Manager Cousins does not recommend that the City buy the property. He reported he met with Commissioner Denman on the drain issues and staff will be meeting with the IPC on Christmas decorations for the new poles, etc. The IPC would like to move more east and the current contract expired this year so a new one is needed.

Manager Cousins met with Seth Wolff from GAS. They are having a calf scramble on March 21, 2015 and will be coming to Council to request waiver of the fees. They had some changes to the lease agreement on the buildings being used for fair and will represent to their Board for approval. He gave an update on Binrax and stated they are still violating and have not appeared in front of the judge. They did say they are moving to a larger building in the Mt. Pleasant area.

Moved by Henderson, second by Koppleberger to receive the City Manager's report. Motion carried.

### ***New/Old Business***

Councilperson Gruesbeck received a request from Dick Allen, Chair of the Senior Activity Board to appoint Jerry Rummer to the Board. A recently elected member has to leave the board and the bylaws allow them to appoint a replacement. Council had no objections.

Mayor Palmer asked on the McCaw status and what will happen if Binrax moves. Attorney Arnold stated the McCaw pretrial would be Monday and Binrax was issued a ticket and he has only been instructed to enforce the ticket at this point. They must appear before the judge to enter a plea.

**Claims, Accounts and Payroll**

Moved by Schafer, second by Gruesbeck to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #41419-41468 and Payroll Checks #13051-13086, DD570-DD578, EFT #335-339 as listed in the Check Register Book. Motion carried.

***Public Comment***

Mayor Palmer asked for public comments. None were offered.

Mayor Palmer asked for any additional business to come before the City Council. None was offered.

Moved by Henderson, second by Koppleberger to adjourn. Motion carried.

The meeting adjourned at 8:20pm.

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Barbara Fandell, Clerk-Treasurer

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING  
February 17, 2015  
7:00pm

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Koppleberger gave the invocation.

Present were Mayor Tim Palmer and Councilpersons Brian Henderson, L.D. Hollenbeck, Rick Koppleberger, Alice Schafer and Attorney Jefferson Arnold. Staff present was City Clerk-Treasurer Barbara Fandell.

Absent was Councilperson James Gruesbeck; Councilperson John Thomas and Interim City Manager Bill Cousins (both participated by electronic means of FaceTime).

Audience in attendance was Christina Webster, Susan Greear, Jayne Norris and Becky Roslund.

Moved by Hollenbeck, second by Henderson to approve the minutes of the meeting held January 20, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments.

Christina Webster of "We Love Our Troops" addressed the Council asking for permission to hold their annual motorcycle ride event co-sponsored by the Ithaca American Legion Post #334. The request included use of McNabb Park near and including the Exhibit Barn on Saturday, June 13, 2015 and a waiver of all fees. The event is a fund raiser to cover care packages for troops deployed in harm's way. Ms. Webster said the organization is now holding Military PTSD and Caregivers meeting in Ithaca at the Commission on Aging the first Thursday of each month.

Mayor Palmer offered the Council the option to go to Committee or act as it was a repeat event. Councilperson Hollenbeck asked if the insurance was in place and Ms. Webster agreed it would be provided.

Moved by Schafer, second by Hollenbeck to allow the June 13, 2015 motorcycle ride co-sponsored by We Love Our Troops and the Ithaca American Legion #334 and for use of McNabb Park in the area of the Exhibit Barn, including the barn with rental fees waived provided a reservation form is completed and filed with the City. Motion carried.

Mayor Palmer offered Jayne Norris the time to address New Business Item 10(A). Jayne Norris, Gratiot Area Chamber of Commerce Director addressed the Council for permission to use McNabb Park for the Agri-Fit Challenge on September 19, 2015. She said an earlier date was selected in hopes of better weather and will allow for greater attendance. The Chamber has contacted AYSO as there is a soccer event scheduled for that day and the two are located in different areas of the park. Ms. Norris asked for a waiver of fees and stated the resident rate was given last year.

Councilperson Hollenbeck asked why the Council should consider waiving the fees. Ms. Norris stated that the event is a fund raising event and the largest Chamber event that is located in Ithaca; a portion of the raised funds is donated to the Harvest For All which helps to fund the local food banks.

Moved by Hollenbeck, second by Schafer to allow the Gratiot Area Chamber of Commerce to allow the use of the south portion of McNabb Park as approved last year for September 18-19, 2015 with rental fees waived provided a reservation form is completed and filed with the City. Motion carried.

***Public Hearing***

Mayor Palmer stated it was time for the public hearing on the Rental Certification Policy.

Moved by Schafer, second by Koppleberger to enter into the public hearing on the Rental Certification Policy. Motion Carried.

Mayor Palmer opened the public hearing at 7:16pm.

City Manager Cousins presented the policy and reviewed. The policy does not change the procedures currently in place, but documents and places it in writing to gain clarification. Eventually it could become an ordinance for the City. One main area of clarification is rentals to immediate family members (Section 6c) and vacancy of a unit. Under this policy, those situations would not be considered rentals.

Mayor Palmer asked if the policy could be placed on the website. Clerk Fandell informed that the draft version currently was. Attorney Arnold advised that the policy could be adopted and turned into an ordinance at a later date to make sure it is working properly.

Mayor Palmer asked for additional comments. None were offered.

Moved by Henderson, second by Schafer to close the public hearing. Motion carried.

Return to open session 7:22pm.

Moved by Schafer, second by Henderson to adopt the Rental Certification Policy effective immediately. Roll Call:

Ayes: (5) Henderson, Hollenbeck, Koppleberger, Schafer, Palmer

Nays: (0) None

Absent: (2) Gruesbeck, Thomas

Abstain: (0) None

Motion carried.

### ***Committee Reports***

Councilperson Hollenbeck reported the Fair board met and information was provided in the packet.

Councilperson Schafer reported the Library Board met to review the bids for the architect services for finishing the basement project.

### ***Department Reports***

City Council reviewed the Ithaca Unit report. Councilperson Henderson questioned our car being out of town. Mayor Palmer said it was explained that if a person has an incident out of town and comes into town to report it, our officers may take their report, so it is misleading on the reports provided to Council.

Moved by Henderson, second by Koppleberger to accept the Ithaca Unit report. Motion carried.

### ***City Manager Report***

City Manager Cousins reported that interviews for the Code Enforcement position were held and background and reference checks are being conducted. Should have a decision within a week. He reported that thirteen applications had been received for the City Manager position and a new zoning map was produced and being placed in City Hall for staff use.

Moved by Henderson, second by Koppleberger to receive the City Manager's report. Motion carried.

### ***New/Old Business***

Manager Cousins received a request from GAS to use McNabb Park for the Calf/Pig Scramble and waiver of the \$50.00 fee. The scramble fees raised all go to purchasing animals for the fair. GAS members are working to get volunteers to help with labor to repair the barns in return.

Moved by Hollenbeck, second by Henderson to allow the Calf/Pig Scramble on March 21, 2015 and the \$50.00 rental fee is to be waived. Motion carried.

City Manager Cousins presented the recommendation of the Library Board for architect services to finish the basement. Drawings are needed to help with the bid process and the new millage funds will be used to help with the project. Three bids were received from WTA Architects, TSSF Architects and Hobbs & Black Architects. Bids were verified that all were bidding the same project and the submitted amounts were still valid. The recommendation is to award to TSSF Architects for the amount of \$6,900.00.

Moved by Schafer, second by Henderson to award the bid contract to TSSF Architects in the amount of \$6,900.00 for Phase II of the Library Basement project and authorize the City Manager to sign.

Councilperson Hollenbeck asked where the funds would come from. Councilperson Schafer said from the building fund, some from the new millage. Manager Cousins added that the Council also previously authorized up to \$75,000 as a loan from the Caldwell Fund to finish the project. Motion carried.

Councilperson Schafer asked for an update on the McCaw rental. Attorney Arnold reviewed that Mr. McCaw has 60 days to sell or fix and is expected to plead guilty and pay a fine. He also updated Council on the Binrax suit. Arraignment was scheduled for earlier in the day and a notice should soon be received of a pre-trial conference. He was informed by Binrax's attorney that they were almost moved out of the location, however they are not.

### ***Claims, Accounts and Payroll***

Moved by Schafer, second by Koppleberger to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #41469-41510 and Payroll Checks #13087-13099, DD579-DD585, EFT #340-343 as listed in the Check Register Book. Motion carried.

### ***Public Comment***

Mayor Palmer asked for public comments. None were offered.

Mayor Palmer asked for any additional business to come before the City Council. None was offered.

Moved by Henderson, second by Koppleberger to adjourn. Motion carried.

The meeting adjourned at 7:41pm.

CITY OF ITHACA  
CITY COUNCIL MEETING  
March 3, 2015  
7:00pm

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Schafer gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, L.D. Hollenbeck, Rick Koppleberger, Alice Schafer and Attorney Jefferson Arnold. Staff present were Interim City Manager Bill Cousins and City Clerk-Treasurer Barbara Fandell.

Absent was Councilperson John Thomas (participated by electronic means of FaceTime).

Audience in attendance was Richard Heathcock, Conner Fairchild, Mekenna Davidson, Teighlor Malik, Nick Shaull, Brenden Malek, Mason Bulo, Zac Prowley, Carey-Mac3TV, Justin and Danette Watson.

Moved by Hollenbeck, second by Henderson to approve the minutes of the meeting held February 17, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments.

Richard Heathcock requested the opportunity to address the Council later in the meeting if an item was brought up that was not listed on the agenda. Mayor Palmer granted his request.

***Committee Reports***

Councilperson Thomas reported the Public Safety Committee met on the Fire and Rescue budget for the 2015-2016 fiscal year with the Townships. A discussion on the current formula was held and will be meeting on it in the future. Mayor Palmer added that New Haven Twp was going to change its coverage area, but decided to wait another year. No recommendation, but it will be forwarded to Ways and Means for budget incorporation.

Councilperson Thomas reported the Personnel Committee met to review the City Manager applications and have selected five to interview via telephone or Facetime. The City Manager is setting up the interviews for Friday, March 6<sup>th</sup>.

***City Manager Report***

City Manager Cousins reported he is working with three property owners in the downtown on the MSHDA Rental Rehab and Façade grants for their building projects. These grants are 75% grant / 25% private match. He reported he met with the County on the Homeowner Rehabilitation program and after the meeting we went from one qualified home to four homes and hope to get more. He received a request from AT&T to work on the water tower lease agreement, however the current lease has several years left on it so they have rescinded their request for an update.

Moved by Hollenbeck, second by Henderson to receive the City Manager's report. Motion carried.

***New/Old Business***

Clerk-Treasurer Fandell presented Resolution 2015-02 to adopt the Section 125 Premium Conversion Plan. If adopted, it will allow the employees to continue deducting their qualified medical premiums on a pre-tax basis in accordance with IRS rules. The plan has been in place, but must be renewed.

Moved by Schafer, second by Koppleberger to Resolution 2015-02 Section 125 Premium Conversion Plan. Roll Call:

Ayes: (6) Gruesbeck, Henderson, Hollenbeck, Koppleberger, Schafer, Palmer

Nays: (0) None

Absent: (1) Thomas

Abstain: (0) None

Motion carried.

City Manager Cousins presented the Gratiot Agricultural Society Lease Agreement for consideration. The Council had previously approved the agreement, however the G.A.S. Board wanted wording in the agreement that would allow the option of fees to be waived outside of fair week so the following was added to item #5. "However, the CITY is willing to consider waiving fees for uses of the park by G.A.S. provided G.A.S. helps to maintain the agricultural buildings in McNabb Park".

Moved by Schafer, second by Henderson to approve the Gratiot Agricultural Society Lease Agreement dated February 1, 2015 with Item #5 amended to include: "However, the CITY is willing to consider waiving fees for uses of the park by G.A.S. provided G.A.S. helps to maintain the agricultural buildings in McNabb Park". Motion Carried.

**Claims, Accounts and Payroll**

Moved by Koppleberger, second by Hollenbeck to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #41511-41547 and Payroll Checks #13100-13118, DD586-DD592, EFT #344-348 as listed in the Check Register Book. Motion carried.

***Public Comment***

Mayor Palmer asked for public comments. None were offered.

Mayor Palmer asked the government class students to introduce themselves and thanked them for attending.

The following committees were set:

Ways & Means: 3/10/15 at 3:45pm Fee Schedule

Water & Sewer: 3/10/15 at 3:00pm Solid Waste RFP

Parks & Cemetery: 3/10/15 at 3:30pm Swing set grant

Mayor Palmer asked for any additional business to come before the City Council. None was offered.

Moved by Henderson, second by Koppleberger to adjourn. Motion carried.

The meeting adjourned at 7:20pm.

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Barbara Fandell, Clerk-Treasurer

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING  
March 17, 2015  
7:00pm

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Koppleberger gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, L.D. Hollenbeck, Rick Koppleberger, Alice Schafer and Attorney Jefferson Arnold. Staff present were Interim City Manager Bill Cousins and City Clerk-Treasurer Barbara Fandell.

Absent was Councilperson John Thomas (participated by electronic means of FaceTime).

Audience in attendance was Carl Wymer and Carey Hammel.

Moved by Hollenbeck, second by Henderson to approve the minutes of the meeting held March 3, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments.

Carl Wymer of 304 S. Jeffery addressed the Council on a noise problem due to barking dogs in his neighborhood. He requested that Council consider passing an ordinance to require bark collars be put on any dog that is outside and not on a leash being walked. He also shared that the City should consider purchasing a cherry picker for the DPW and not use the cage/loader they are currently using.

Councilperson Henderson said the City ordinance does address barking dogs and he should call Animal Control. Mayor Palmer asked Mr. Wymer if he had done so. Mr. Wymer said no, because he didn't want the police to come to his house after the complaint as it would make for an uncomfortable neighborhood. Council advised him to call Animal Control when the dogs are barking and ask them to follow up with a phone call and not stop by.

Carey Hammel, Operator and Administrative Director of MAC3TV, gave a presentation and review of the Cable Consortium services, programs, channels, personnel and studio updates. MAC3TV is currently putting together promotional videos for each community that can be used as a marketing tool on their website.

***Committee Reports***

Councilperson Thomas reported the Personnel Committee met and conducted phone/FaceTime interviews with City Manager candidates and narrowed the field down to two. Personal interviews were conducted with the two candidates and the committee asked Manager Cousins to communicate with Chris Yonker on a possible contract. The Committee is recommending that it be allowed to negotiate a contract with Mr. Yonker and present it to the full Council when it is ready.

Moved by Gruesbeck, second by Koppleberger to have Manager Cousins work on the contract for Chris Yonker for the position of City Manager and refer the contract negotiations to the Personnel Committee. Councilperson Hollenbeck stated it should be a Committee of the Whole. Motion carried.

Councilperson Thomas reported the committee also discussed City Hall staff wages and recommend the Manager's recommendations be followed and placed into the budget with an effective date of July 1, 2015.

Moved by Schafer, second by Koppleberger that the wages for the Deputy Clerk be \$17.00/hour, Deputy Treasurer be \$15.00/hour and DDA Coordinator/Reception Clerk be \$14.00/hour effective July 1, 2015 with the fiscal year budget. Motion carried.

Councilperson Thomas reported the Ways and Means Committee met to review the general fee schedule and recommends it be adopted as presented. The committee also discussed new City Banners and recommend the purchase of the brackets at a cost not to exceed \$1,000.

Moved by Schafer, second by Gruesbeck to adopt the general fee schedule (copy attached). Motion carried.

Moved by Henderson, second by Gruesbeck to purchase banner brackets at a cost not to exceed \$1,000. Motion carried.

Councilperson Schafer reported the Water, Sewer and Solid Waste Committee met to review the solid waste contract request for proposal. The committee discussed that they are pleased with the current set up and design and service. Recommend to keep the current system and put out the service for bid as stipulated in the Request for Proposal.

Moved by Schafer, second by Henderson to release the Request for Proposal for the Solid Waste and Recycling contract. Motion carried.

Councilperson Schafer reported the committee also met to discuss the Water and Sewer Rate Study. The study was done by Michigan Rural Water Association for no fee. The committee discussed the study results and concur with the new rates. It recommends adopting the new rates starting with usage billed on the July 2015 billing and increase the rates with a 2.5% Cost of Living annually. The largest change is in the ready to serve or base charge, but this is the fairest way to equivocate the cost. The State of Michigan is going to require a capital management plan and more planning for the future of the system and the change in the rate structure will also help move us in that direction.

Moved by Schafer, second by Gruesbeck to have the Resolution prepared for adoption of the new water and sewer rates effective with the usage billed in the July 2015 billing and to include language to annually increase the rates by a 2.5% cost of living increase factor. Motion carried.

Councilperson Hollenbeck reported the Parks and Cemetery Committee met regarding the Swing set Grant received for McNabb Park. The design was selected and the city staff will prepare the ground and install the equipment when received.

#### ***Department Report***

The written Ithaca Unit Report was reviewed for February's activity. Manager Cousins informed Council that the 2012 patrol car will be sold as it requires too costly repairs to fix.

Moved by Gruesbeck, second by Koppleberger to receive the Ithaca Unit Report. Motion carried.

Councilperson Henderson left the meeting at 7:45pm.

#### ***City Manager Report***

City Manager Cousins reported that work is still being done on the Tilton drain issue, four applications were received for the Homeowner Rehabilitation Program Grant and the DPW is working on the sidewalk status report and brush and tree trimming. He reported that the Library project ran into an issue with the finishing of the lift and a safety standard that was not in any of the specifications or drawings. It will be another three to four weeks before completed. The board is meeting with the architect on the finishing work this week.

Mayor Palmer asked how the Code Officer was doing. Manager Cousins said he was doing well. He currently is working on junk cars and a shed issue.

Jeff Arnold updated Council on the Binrax case.

Moved by Koppleberger, second by Schafer to receive the City Manager's report. Motion carried.

#### ***New/Old Business***

Clerk-Treasurer Fandell presented Resolution 2015-03 to add Serenity Drive to the Act 51 Map. She said adoption would allow the street to be added to the Act 51 and the City would receive funding as it does with the other streets. The process was not completed back in 2005 due to the survey not being completed. It now has been.

Moved by Schafer, second by Koppleberger to adopt Resolution 2015-03 Adding Public Streets to Act 51 Street System for the addition of Serenity Drive. Motion carried.

City Manager Cousins presented the Capital Improvement Plan and reviewed the history of the plan and State of Michigan requirements to have one. This plan allows the City a six-year window for all department to see larger expenditures and better planning mechanisms. The Equipment Fund helps and the Fire has a plan in place. This plan is all encumbering and will be updated each year. This is a tool to help the City keep up on purchases and to keep the City operating.

Councilperson Hollenbeck inquired if approval of the plan obligated the city to the expenditures. Councilperson Gruesbeck said it is just a plan/guideline for future boards to follow. Manager Cousins added that it has no binding action and is reviewed and updated annually.

Moved by Schafer, second by Koppleberger to adopt the Capital Improvement Plan and place on file in the Clerk's office. Roll Call:

Ayes: (5) Gruesbeck, Hollenbeck, Koppleberger, Schafer, Palmer

Nays: (0) None

Absent: (2) Henderson, Thomas

Abstain: (0) None

Motion carried.

Councilperson Gruesbeck asked about the RC Raceway and if it had moved. Clerk Fandell said she had spoken with Troy Turner and he moved residences, but nothing has changed with the Raceway. He is working on the 2015 schedule now.

**Claims, Accounts and Payroll**

Moved by Gruesbeck, second by Schafer to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #41549-41590 and Payroll Checks #13119-13131, DD593-DD599, EFT #349-353 as listed in the Check Register Book. Motion carried.

***Public Comment***

Mayor Palmer asked for public comments. None were offered.

Mayor Palmer asked for any additional business to come before the City Council. None was offered.

Moved by Hollenbeck, second by Koppleberger to adjourn. Motion carried. 8:04pm

Mayor Palmer requested the meeting be reopened to clarify action.

Moved by Gruesbeck, second by Koppleberger to reopen the meeting. Motion carried. 8:04pm

Mayor Palmer said they need to set a Special meeting of the Council or give the authority to the Personnel Committee to negotiation and act on the City Manager contract.

Moved by Gruesbeck, second by Koppleberger to give authority to the Personnel Committee to act on the contract for the City Manager position between the City of Ithaca and Chris A. Yonker and allow the City Manager and Mayor to sign. Roll call:

Ayes: (4) Koppleberger, Schafer, Gruesbeck, Palmer

Nays: (1) Hollenbeck

Absent: (2) Henderson, Thomas

Abstain: (0) None

Motion carried.

Moved by Koppleberger, second by Schafer to adjourn. Motion carried.

Mayor Palmer adjourned the meeting at 8:08pm.

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Barbara Fandell, Clerk-Treasurer

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING

April 7, 2015

7:00pm

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Thomas gave the invocation.

Present were Mayor Tim Palmer and Councilpersons Brian Henderson, L.D. Hollenbeck, Rick Koppleberger, Alice Schafer John Thomas and Attorney Jefferson Arnold. Staff present were Interim City Manager Bill Cousins, City Manager Chris Yonker and City Clerk-Treasurer Barbara Fandell.

Absent was Councilperson James Gruesbeck.

Audience in attendance was Carl Wymer, Scott Hardman and Trevor Paradise.

Mayor Palmer introduced Chris Yonker as the new City Manager and thanked Bill Cousins for his exemplary service as the City's Interim Manager.

Mayor Palmer asked to amend the agenda to add item 8a. Delinquent Items for Tax Roll Placement. Moved by Henderson, second by Koppleberger to amend the agenda to add item 8a Delinquent Items for Tax Roll Placement. Motion carried.

Moved by Hollenbeck, second by Henderson to approve the minutes of the meeting held March 17, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments.

Carl Wymer of 304 S. Jeffery, inquired if any action had been taken on his barking dog proposal and if not, why. Interim Manager Cousins said the Sheriff was informed and they would follow up on any complaints if received. Mr. Wymer asked if tickets would be written and Manager Cousins stated that was the Sheriff or Deputy on duty's determination. Councilperson Henderson shared that the City has an ordinance on barking nuisance and residents need to call the police when it is occurring. Mr. Wymer addressed the issue stating it was up to Council to do something about it and he still would like bark collars to be enforced and vicious dogs not allowed outside. Councilperson Thomas asked if Mr. Wymer had contacted the police and he stated he and the homeowner took the dogs inside and now stays outside with them.

Mr. Wymer also asked that the tree at 221 E. South Street be cut down as it is dead.

Scott Hardman of 204 E. South Street addressed the Council in support of Mr. Wymer's complaint of the barking dogs. He has spoken with his neighbor, but they fail to do anything. He reported that he too has a rotten tree in the right of way and limbs are falling.

Mayor Palmer noted the staff would be made aware of the trees and an article would be placed in the newsletter regarding the barking dog ordinance.

***Committee Reports***

Councilperson Thomas reported the Personnel Committee met to finalize the contract with Mr. Yonker for the City Manager's position. The contract was signed and authorized as directed by the City Council.

***City Manager Report***

City Manager Cousins reported that he and Manager Yonker had attended two ribbon cuttings for the Bee Hive Diner and Stay Fit Gratiot and they had been reviewing current projects, meeting staff and other colleagues in the County. He gave an update on Binrax court status and noted that Mr. McDonald had gotten possession of the building and clean-up has started. He further reported that contact was made with all top ten water users regarding the new rates. Some were disappointed, and a couple may attend the May 5<sup>th</sup> meeting.

Moved by Hollenbeck, second by Thomas to receive the City Manager's report. Motion carried.

***New/Old Business***

Clerk-Treasurer Fandell presented the list of delinquencies to place on the 2015 Summer Property Tax Roll. The list includes debts that are 90 days delinquent as of April 1, 2015 and are being presented as directed by City Charter. Letters of final demand were mailed and any not paid by April 30, 2015 will be placed on the 2015 Summer Tax Roll if approved.

Moved by Henderson, second by Schafer to approve the list of delinquencies as presented by the City Clerk-Treasurer and authorize the placement of those unpaid on the 2015 Summer Tax Roll. Councilperson Hollenbeck would like to have received the list on April 1<sup>st</sup>. Motion carried.

Councilperson Thomas noted the Weaver Family request for a park bench and tree and asked if staff would make contact. Clerk Fandell said they want to match the current memorial bench and Director Studt was preparing an acceptable tree species list.

Councilperson Schafer reported that Director Root was back and the Library Board would be meeting with the architect later in the week.

**Claims, Accounts and Payroll**

Moved by Thomas, second by Koppleberger to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #41591-41640 and Payroll Checks #13132-13148, DD600-DD606, EFT #354-357 as listed in the Check Register Book. Motion carried.

**Public Comment**

Mayor Palmer announced there would be a public reception for the Managers on Friday morning, April 10, 2015 from 9:00am to 11:00am.

Mayor Palmer asked for public comments. None were offered.

Mayor Palmer set the following committees:

Personnel: 4/10/15 at 3:00pm

Streets and Parking: 4/13/15 at 3:00pm

Ways & Means: 4/13/15 at 3:30pm

Water & Sewer: 4/15/15 at 5:30pm

Mayor Palmer asked for any additional business to come before the City Council. None was offered.

Moved by Koppleberger, second by Thomas to adjourn. Motion carried.

The meeting adjourned at 7:45pm.

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Barbara Fandell, Clerk-Treasurer

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING  
April 21, 2015  
7:00pm

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Schafer gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, L.D. Hollenbeck, Rick Koppleberger, Alice Schafer John Thomas and Attorney Jefferson Arnold. Staff present were Clerk-Treasurer Barbara Fandell, Fire Chief Dave Nelson, DPW Director Bob Studt, Library Director Vicki Root and Lt. Roy McCollum.

Absent was City Manager Chris Yonker.

Audience in attendance was Trevor Paradise.

Moved by Hollenbeck, second by Henderson to approve the minutes of the meeting held April 7, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments. None were offered.

***Committee Reports***

Councilperson Thomas reported the Personnel Committee met to discuss a consulting contract for Bill Cousins for sixty days and also the need for summer help. Since the funds are in the budget for up to three seasonal laborers the hiring will be left to management staff. The Committee recommends the City enter into a consulting contract with Bill Cousins.

Moved by Thomas, second by Koppleberger to enter into a sixty day consulting contract with Bill Cousins which includes one on-site visit each month, weekly (minimum of one) planned phone conversations with Manager Yonker, answer and respond to calls and questions throughout the contract as needed, and a salary to be paid of \$2,500 per month. Councilperson Hollenbeck asked if the price would be all inclusive, with no other expenses. Thomas stated yes. Motion carried.

Councilperson Thomas reported the Ways and Means Committee met to review the 2015-2016 Fiscal Year budget. The Committee recommends introducing the budget for public review and members to ask questions of staff if needed.

Moved by Thomas, second by Schafer to introduce the 2015-2016 Fiscal Year Budget. Motion carried.

Councilperson Hollenbeck reported the Streets and Parking Committee met to discuss sidewalks and a sidewalk plan. No recommendations at this time. Councilperson Koppleberger said the Committee also discussed the critical sidewalks which are marked for repair and those need to be done, but residents should not be charged as stated in the new ordinance.

Moved by Koppleberger, second by Henderson to repair the critical marked sections of sidewalks and the City is to bear the full cost, with no resident share, of those identified. Motion carried.

Councilperson Schafer reported the Water, Sewer and Solid Waste Committee met to review a request made by a resident to install a private well and septic system. Ordinance states the owner must connect to the sewer system as the property line is within 200 feet of the system. Due to a letter from former City Manager Foster and the absence of direct wording in the ordinance on the water, the committee recommends allowing the private well. Councilperson Hollenbeck asked how the sewer would be charged when based on the water usage. Councilperson Henderson said the well can be metered. Director Studt confirmed that this was the method use and informed Council that contact with the DEQ said the well could be allowed by the City even though it is in a well head protection zone.

Moved by Schafer, second by Henderson to allow Mr. Chamberlin to drill a private well conditional on it being metered at his cost and the septic is denied as he must connect to the City sewer for the North Pine River property identified as 29-52-080-01-50. Motion carried.

***Department Reports***

Lt. McCollum reported on the Ithaca Unit activity for March. He reported the arson listed was under investigation and further reported the 2<sup>nd</sup> Youth Police Academy would be held in June and will be led by Paul Morningstar. He reported the last City-owned patrol car had been sold and the new city cars will be a Caprice and a SUV. Clerk Fandell reported \$9,700 was the selling price.

Mayor Palmer asked if the Unit was writing parking violations and also if the 2:00am-5:00am parking in the street was seasonal by ordinance. Clerk Fandell will check the ordinance and report back to members.

Moved by Thomas, second by Koppleberger to receive the Ithaca Unit report. Motion carried.

Chief Nelson reported on the quarter activity for the Fire and Rescue Departments. He reported mutual aid runs and fiscal year numbers were added to the report. Chief Nelson further reported on the ISO rating. The Department received a rating of six (6), but is very close to receiving the higher rating. The data is being reanalyzed and may improve the rating. He explained that points are given in new areas such as improvements to water distribution systems; the city scored 34.5 points out of 40 which is very good. Achieving the next rating could save home and business owners up to 10% on their insurance premiums.

Moved by Thomas, second by Hollenbeck to receive the Fire and Rescue report.

Councilperson Hollenbeck asked how many runs were on US-127 and if the State of Michigan could be billed for the runs. Chief Nelson stated he did not have the exact number available, and the State of Michigan has governmental immunity and therefore is not responsible for the bill.

Motion carried.

### ***City Manager Report***

City Manager Yonker reported his activity for his first two weeks in written format.

Moved by Henderson, second by Hollenbeck to receive the City Manager's report. Motion carried.

### ***New/Old Business***

Mayor Palmer addressed the Library Renovation Phase I Change Order #3. Director Root explained that the lift did not pass inspection as there was too much of a gap between the lift and the shaft and someone could get injured. Councilperson Thomas asked why the architect and contractor didn't get together to make sure it was correct and Councilperson Gruesbeck said it is the architect's responsibility and the cost should lie with them. Councilperson Schafer reported the Board was told there was a change in code. Councilperson Hollenbeck stated that the architect was hired to make sure it was built to code. Councilpersons discussed that the fault was with the architect and contractor and the City should not bear the cost of the change order.

Moved by Gruesbeck, second by Koppleberger to direct Attorney Arnold to send Goudreau and Associates and Hardwood Hills Construction a letter regarding the City's displeasure with Library Renovation Phase I Change Order #3. Motion carried.

Councilperson Schafer informed that the action would delay the project and inquired when it could be brought back for consideration. Mayor Palmer stated it was dependent on the response to the letter.

Councilperson Schafer spoke to Library Renovation Phase II and the request to amend the Architect Design Services Agreement. She explained that the architect shows that code would require a fire sprinkler system in the basement and the County Inspector agreed and would also then require one on the upper level as well. An alternative option is a fire door or egress out the back of the building from the basement level. This has an approximate cost of \$10,850 and would need to be designed by an engineer. Director Root added that it would be an emergency exit for fire issues, not ADA as in the original design. It would not require as much sloping or being covered. If neither were installed, the capacity would be limited to 50 people, by installing the door, the capacity increases to a range of 80-170.

Mayor Palmer commented that Goudreau and Associates, in addition to the error on the lift, never discussed either of the fire code requirements.

Moved by Thomas, second by Gruesbeck to approve the Amendment to the Architect Design Services Agreement for Phase II of the Library Renovation Project in the amount of \$10,850.00 subject to receiving a letter from TSSF Architects Inc. and the County Building Inspector certifying that a fire sprinkler system is not required. Motion carried.

### ***Claims, Accounts and Payroll***

Moved by Thomas, second by Koppleberger to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #41641-41685 and Payroll Checks #13149-13210, DD607-DD625, EFT #358-367 as listed in the Check Register Book. Motion carried.

### ***Public Comment***

Mayor Palmer asked for public comments. None were offered.

Mayor Palmer asked for any additional business to come before the City Council. None was offered.

Moved by Henderson, second by Koppleberger to adjourn. Motion carried.

The meeting adjourned at 7:57pm.

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Barbara Fandell, Clerk-Treasurer

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING

May 5, 2015

7:00pm

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Koppleberger gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, L.D. Hollenbeck, Rick Koppleberger, Alice Schafer and John Thomas. Staff present were City Manager Chris Yonker and Clerk-Treasurer Barbara Fandell.

Absent was Attorney Jefferson Arnold.

Audience in attendance was Sean McHugh, Trevor Paradise, Don Schurr and Kasey Zehner.

Moved by Hollenbeck, second by Koppleberger to approve the minutes of the meeting held April 21, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments. None were offered.

***Committee Reports***

Mayor Palmer stated the Public Safety Committee met on February 6, 2015 and a portion of the discussion and recommendation from that meeting was omitted from the report and required action. Councilperson Gruesbeck reported that since the retirement of Paul Showers, the two active engineers have been performing the duties of all three and it was requested by the Chief that the pay for the third engineer be split among the other two to cover the additional duty.

Moved by Schafer, second by Gruesbeck that effective January 1, 2015, the vacant engineer officer pay of \$300 per quarter is to be divided between the two active Engineer positions due to the additional duties created by the vacancy, until the vacant engineer position is appointed. Motion carried.

Councilperson Thomas reported the 9-1-1 Authority Board met and the annual report was included for Council's review.

Councilperson Schafer reported the Water, Sewer and Solid Waste Committee met to review the Waste Hauler Contract bids. Two were received, one from Granger Waste Services and the other from Republic Services. The low bidder for refuse and recycling services was Granger Waste Services and in addition to being the low bidder, they also enclosed an alternate bid for using recycle blue bags in lieu of recycle bins at an even lower price to residents.

Move by Schafer, second by Henderson to award the Waste Hauler Contract bid to Granger Waste Services and authorize the City Manager to enter into a three-year contract with terms as stated in the request for proposal bid documents for the 95-Gallon Cart with Blue Bag recycling at a price of \$9.25/month and Senior Tag option price of \$1.70 per tag for all three years effective August 1, 2015. Motion carried.

Sean McHugh of Granger Waste Services thanked the City Council for the opportunity.

***City Manager Report***

City Manager Yonker reported updates on his transition and meetings with community leaders. He updated Council on the Library Building renovation project, the RLF Fund loan application that GGDI is assisting on, the Planning Commission agenda items, the McNabb park swing set grant progress, city parking regulations for commercial trucks, waste hauler contract bids and LED lighting use. He thanked the Council and city staff for their support and understanding during the last week with his family loss.

Moved by Thomas, second by Koppleberger to receive the City Manager's report. Motion carried.

***New/Old Business***

Clerk-Treasurer Fandell requested a public hearing be set for the 2015-2016 Fiscal Year Budget.

Moved by Councilperson Henderson, second by Councilperson Koppleberger to set a public hearing to take comment on the 2015-2016 Fiscal Year budget for May 19, 2015 at 7:00pm or as soon thereafter as the agenda allows. Motion carried.

Manager Yonker presented Resolution 2015-04 which if approved would amend the current Subrecipient Agreement with the regional development corporation and update the authorized allowed signers and appointments to the loan approval committee on a "by position" not name basis. This was a change MEDC made since the initial agreement was entered into.

Don Schurr of Greater Gratiot Development explained the procedure for loan application that was being prepared for submittal and this change is necessary before Part 1 can be submitted.

Moved by Thomas, second by Schafer to adopt Resolution 2015-04 Amending the Subrecipient Agreement with Great Lakes Bay Regional Development Corporation. Motion carried by Roll Call vote:

Ayes (7) Koppleberger, Schafer, Thomas, Gruesbeck, Henderson, Hollenbeck, Palmer  
Nays (0) None  
Absent (0) None  
Abstain (0) None

Mayor Palmer presented Resolution 2015-05 to amend the water and sewer rates; if adopted the rates would change as recommended by the Water and Sewer Committee as a result of the rate study. Clerk Fandell reported that Interim Manager Cousins met with the top users individually and all were informed of the meeting. The rates would become effective with the usage being billed on the July 25, 2015 billing cycle.

Moved by Henderson, second by Koppleberger to adopt Resolution 2015-05 Amending the Water and Sewer Rates. Motion carried by Roll Call vote:

Ayes (7) Schafer, Thomas, Gruesbeck, Henderson, Hollenbeck, Koppleberger, Palmer  
Nays (0) None  
Absent (0) None  
Abstain (0) None

City Manager Yonker discussed changes needed for Ordinance Chapter 8 Article III to update the Property Maintenance code. The current adopted code is from 2009 and revision would bring the city current with the 2015 code.

Moved by Henderson, second by Thomas to introduce Ordinance Chapter 8 Building and Building Regulations, Article III Property Maintenance Code. Motion carried.

Moved by Schafer, second by Henderson to set a public hearing to take comment on Ordinance Chapter 8, Building and Building Regulations, Article III Property Maintenance Code for May 19, 2015 at 7:00pm or soon thereafter as the agenda allows. Motion carried.

City Manager Yonker updated Council that notice was received that afternoon from Kyle McDonald of Goudreau and Associates that after review of the project, it has been agreed that the shaft wall is not required to meet code and therefore is not needed. A revised Change Order was sent and presented to the Council for approval of the Supply Diffuser.

Moved by Thomas, second by Schafer to approve Change Order #3 for the Library Building Renovation Project Phase I in the amount of \$425.50. Motion carried.

#### **Claims, Accounts and Payroll**

Moved by Thomas, second by Koppleberger to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #41686-41719 and Payroll Checks #13211-13226, DD626-DD633, EFT #368-372 as listed in the Check Register Book. Motion carried.

#### **Public Comment**

Mayor Palmer asked for public comments.

Councilperson Schafer received comments on a contractor mowing in Woodland Park and blowing the grass into the street. Manager Yonker will investigate.

Mayor Palmer set the following committee meetings:

Public Safety/Code Enforcement: 5/12/15 at 4:30pm

Streets and Parking: 5/12/15 at 5:00pm

Mayor Palmer asked for any additional business to come before the City Council. None was offered.

Moved by Henderson, second by Koppleberger to adjourn. Motion carried.

The meeting adjourned at 7:43pm.

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Barbara Fandell, Clerk-Treasurer

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING  
May 19, 2015  
7:00pm

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Thomas gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, L.D. Hollenbeck, Rick Koppleberger, Alice Schafer and John Thomas. Staff present were City Manager Chris Yonker and Clerk-Treasurer Barbara Fandell.

Absent was Attorney Jefferson Arnold.

Audience in attendance was Steve and Lisa Radak and Aaron Wendzel.

Moved by Hollenbeck, second by Henderson to approve the minutes of the meeting held May 5, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments. None were offered.

***Committee Reports***

Councilperson Gruesbeck reported the Public Safety Committee met to discuss parking on city streets and within the city. No recommendations at this time.

Councilperson Hollenbeck reported the Streets and Parking Committee met to discuss city sidewalks and are recommending the City place a millage proposal on the November ballot and develop a sidewalk repair plan. Mayor Palmer addressed item 11-A and asked Aaron Wendzel to speak to the proposal. Mr. Wendzel, Rowe Professional Services, explained the proposal details that will analyze the data provided by the DPW walk through, create cost for the repairs, create schematics and maps over the six-year millage plan versus an all-at-one-time plan. The City's input will be included in the overall plan prior to completion.

Councilperson Thomas asked to discuss the millage to be sure that was the correct direction. Mayor Palmer said the recommendation is 1 mill for 6 years. Repairs and replacement would be addressed first and new construction once the other is complete. Thomas liked the time frame and option for renewal if needed.

Moved by Hollenbeck, second by Henderson to place a proposal for one mill for six years for sidewalk repair, replacement and new construction to residents and direct administrative staff to prepare it for the November ballot. Motion carried.

Moved by Thomas, second by Koppleberger to enter into a contract with Rowe Professional Services for Sidewalk Improvement Plan at a cost of \$7,900.00. Motion carried.

Councilperson Schafer reported the Library Board received confirmation from the architect and building inspector that the plan for Phase II has been approved and will meet code requirements. The summer reading program is starting and they are in the process of hiring a new Children's Librarian as Julie Rau has resigned.

***Department Report***

City Council reviewed the Ithaca Unit Report submitted by Lt. McCollum. Moved by Thomas, second by Schafer to receive the Ithaca Unit Report. Motion carried.

***Public Hearings***

Moved by Henderson, second by Schafer to open the Public Hearing to take comments on the 2015-2016 fiscal year budget. Motion carried.

Mayor Palmer opened the hearing at 7:17pm. He stated the Ways and Means Committee had met, reviewed and recommended the budget prior.

Manager Yonker presented an overview adding that former Interim Manager Cousins and Treasurer Fandell had it completed upon his arrival. He reported the City is sitting in pretty good shape and not budgeting to spend all of the revenue coming in and estimated \$103,000 to be put into fund balance at this point; however with the failure of Proposal 1, revenue sharing is still questionable until the State budget is finalized. He reviewed the capital items and projects, including the street paving projects and new water well.

Manager Yonker added that notice of award was received on the DEQ Scrap Tire Grant and that this project is in the budget. The City's cost is \$54,389 plus engineering and will pave the 100 blocks of S. Pine River and S. Main Street. The street funds are lower and fund balance will be used to do the budgeted projects.

He reviewed the Water and Sewer fund, noting the new rates from the rate study are included in the budget. The city also received notice that the Library millage funds received for this year will be \$182,000 and they will not need the Caldwell loan as previously approved by the City Council. The increased amount received was due to the cities of Alma and St. Louis placing a library millage on their summer tax bills, so as not to double dip their tax payers, this year's distribution did not include those libraries. Next year will be lower. He reported the Equipment fund would be using about 50% of its fund balance for equipment purchases being made.

Mayor Palmer asked for comments. None were offered.

Moved by Henderson, second by Hollenbeck to close the public hearing. Motion carried.  
Mayor Palmer closed the public hearing at 7:26pm.

Mayor Palmer asked Council to act on the Scrap Tire Grant award.

Moved by Schafer, second by Thomas to accept the MDEQ Scrap Tire Market Development Grant award in the amount of \$54,389.00 with a local match of \$54,389.00 plus engineering and authorize the City manager to sign the contract. Motion carried.

Mayor Palmer asked to open the public hearing on Ordinance amendment to Chapter 8.  
Moved by Schafer, second by Henderson to open the public hearing to take comment on amending Ordinance Chapter 8, Article III Property Maintenance Code. Motion carried.

Mayor Palmer opened the hearing at 7:30pm.

Manager Yonker reviewed the ordinance changes stating adoption would replace the 2009 International Property Maintenance Code currently followed with the 2015 Code.

Steve Radak of 421 N. Pine River asked if there were any major changes that may affect his development in the downtown. Manager Yonker explained it was a code update which addresses and improves on the 2009 code, example is a section on grass mowing, etc.

Mayor Palmer asked for comments. None were offered.  
Moved by Henderson, second by Thomas to close the public hearing. Motion carried.  
Mayor Palmer closed the public hearing at 7:33pm.

Moved by Schafer, second by Koppleberger to adopt Resolution 2015-06 Amending Code of Ordinances Chapter 8 Building and Building Regulations, Article III Property Maintenance Code.

Motion carried by Roll Call vote:

Ayes: (7) Thomas, Gruesbeck, Henderson, Hollenbeck, Koppleberger, Schafer, Palmer

Nays: (0) None

Absent: (0) None

### ***City Manager Report***

City Manager Yonker reported the swing set for the GCCF grant was installed, but the swings were not on yet until the concrete sets and base material is installed. He reported a transition meeting was held with Granger regarding the trash service contract and went very well. A similar meeting is scheduled with Republic Services for the next day and they have already indicated they are looking for a smooth transition out. Both are being very cooperative. He reported he and his wife attended the Dust Off Car Show which was a success and Clerk Fandell had given him an update on the filling of Board positions, which will be brought to the next meeting as there are still vacancies to fill. He asked the Council to let the Clerk know of any potential interested candidates.

Moved by Henderson, second by Hollenbeck to receive the City Manager's report. Motion carried.

### ***New/Old Business***

Manager Yonker received a letter from Steve Radak requesting an OPRA District be established for his property at 129 E. Center Street to help with the development of the property. He said a public hearing was required and the Radak's were in attendance to answer any questions.

Mayor Palmer asked for details. Mr. Radak shared that their goal is to promote the City and help to keep people in the downtown. They would eventually like to do upper level apartments and would like to match the Jens Lens Building to create an alley scape. They are looking to place a fresh deli that will double as a place to go after a game or after 5:00pm and stay open at night and be a draw. Mrs. Radak shared the food served would be kept as a fresh food and cold, healthy choices and not compete with any other restaurant for hot meals. They would also like to do joint marketing efforts with other downtown businesses, and have had discussions with some for example, Liz from Stay Fit may endorse a "Liz Approved sandwich". Steve shared that he is friends with the owners of Cops and Donuts who visited the downtown and had all good things to say about the downtown and the new farmer's market and streetscape was definitely noticed.

Councilperson Thomas said the City hosted a speaker that talked about businesses working together in marketing efforts and partnerships for support and commended their marketing strategy. Mayor Palmer added that as a destination downtown he was encouraged by what they have planned.

Moved by Schafer, second by Henderson DEQ Scrap Tire Grant and that this project is in the budget. The City's cost is \$54,389 plus engineering and will pave the 100 blocks of S. Pine River and S. Main Street. 2015 at 7:00pm or soon thereafter as the agenda allows. Motion carried.

Manager Yonker presented the recommendation of the Planning Commission to amend the Zoning Ordinance for 327 S. Pine River. He explained it was a three part process all contingent on one another. The parcel will be split a portion would be rezoned from Industrial to Residential. The remaining portion would become more conforming so if allowed, the Planning Commission would give a variance on the remaining portion of the parcel. Once split and rezoned, the newly zoned residential piece would be combined with the adjoining lot so that a garage can be built. The Assessor has confirmed the split and combination can be allowed prior to the Planning Commission review.

Moved by Hollenbeck, second by Gruesbeck to adopt Resolution 2015-07 Amending the Zoning Ordinance and Map to rezone a portion of Parcel 29-52-010-250-10 from I-1 Industrial to R-3 Community Residential.

Motion carried by Roll Call vote:

Ayes: (7) Gruesbeck, Henderson, Hollenbeck, Koppleberger, Schafer, Thomas, Palmer

Nays: (0) None

Absent: (0) None

Councilperson Schafer inquired when the water hydrants are being flushed if there was a way to attach something to keep the water from spraying in the air that can cause accidents. Manager Yonker said there was and he would talk with Director Studt to see if the City has any.

City Manager Yonker presented an agreement from State Chemical Solutions for the lagoon treatment chemicals. Director Studt had researched and found that State Chemical can supply the same additives/chemicals for a lower price than that currently being paid to Nu Systems and would ask permission to change companies for the lower rate. The savings would be \$337.50/month or \$4,050 annually which is shared with Cartridges Are Us.

Moved by Gruesbeck, second by Thomas to enter into an agreement with State Chemical Solutions for the lagoon pretreatment at a cost of \$1,704.17 per month. Motion carried.

**Claims, Accounts and Payroll**

Moved by Thomas, second by Gruesbeck to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #41720-41763, Water/Sewer Bond Debt Check#1037 and Payroll Checks #13227-13243, DD634-DD641, EFT #373-376 as listed in the Check Register Book. Motion carried.

**Public Comment**

Mayor Palmer asked for public comments. None were offered

Mayor Palmer asked for any additional business to come before the City Council. None was offered.

Moved by Henderson, second by Koppleberger to adjourn. Motion carried.

The meeting adjourned at 7:58pm.

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Barbara Fandell, Clerk-Treasurer

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING

June 2, 2015

7:00pm

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Schafer gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, L.D. Hollenbeck, Rick Koppleberger, Alice Schafer, John Thomas and Attorney Jefferson Arnold. Staff present were City Manager Chris Yonker and Deputy Clerk Cathy Cameron.

Audience in attendance was Aaron Wendzel, Jim Tilton and Cole Tilton.

Moved by Hollenbeck, second by Henderson to approve the minutes of the meeting held May 19, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments. None were offered.

***City Manager Report***

City Manager Yonker reported that a donation was received to purchase flowers to be planted in front of the fire hall. He reported on a request to close a city street for a fundraiser event; discussion was held with the approval to use the city parking lot on the corner of Pine River and Center Street. Mayor Palmer stated that future requests were at the discretion of City Manager. He updated Council on the Library Building renovation project, the Planning Commission agenda items, procedure to place a millage for sidewalk purposes, MDEQ scarp tire/paving project, MDOT's milling and resurfacing project on Business Route 127 and the MSHDA housing rehab grant project. Manager Yonker inquired on a recommendation on how the council would like to operate the farmers market pavilion for other venues. Councilperson Thomas recommended that the Building and Grounds Committee meet with DDA representatives to create an agreement to bring back to Council.

Moved by Thomas, second by Koppleberger to receive the City Manager's report. Motion carried.

***New/Old Business***

Manager Yonker presented the proposal from ROWE for the MDEQ Scrap Tire Paving Grant, being a 50/50 grant for construction work with engineering expense to come from the Major Street Fund. The proposal includes the design, bidding process, preconstruction meeting and in progress inspections for a total lump sum fee of \$14,200.

Moved by Schafer, second by Thomas to approve the contract with Rowe Professional Services Company for engineering services of the MDEQ Scrap Tire Paving Grant in the amount of \$14,200 and authorize the City Manager to sign. Motion carried.

Mayor Palmer presented Resolution 2015-08 to approve the 2015-16 Fiscal Year Millage Rates.

Moved by Gruesbeck, second by Koppleberger to adopt Resolution 2015-08 approving the 2015-16 Fiscal Year Millage Rates. Motion carried.

Mayor Palmer presented Resolution 2015-09 to approve the 2015-16 Fiscal Year Budget.

Moved by Thomas, second by Schafer to adopt Resolution 2015-09 to approve the 2015-16 Fiscal Year Budget. Motion carried by Roll Call vote:

Ayes (7) Henderson, Hollenbeck, Koppleberger, Schafer, Thomas, Gruesbeck, Palmer

Nays (0) None

Absent (0) None

Abstain (0) None

Mayor Palmer presented Resolution 2015-10 to approve the Designation of City Depositories for Fiscal Year 2015-16.

Moved by Schafer, second by Henderson to adopt Resolution 2015-10 to approve the Designation of City Depositories for Fiscal Year 2015-16.

Councilperson Hollenbeck inquired if the local Credit Unions were contacted to be included. Councilperson Thomas stated that he spoke with Clerk-Treasurer Fandell and she had made contact; but had not received back the signed documents that are required by the City's Investment Policy.

Mayor Palmer presented the Board/Commission Appointments.

Moved by Henderson, second by Thomas to appoint Dr. Kelvin Grant and Dale Sherman to the Planning Commission for three year term ending 6/30/2018. Motion carried.

Moved by Thomas, second by Koppleberger, to appoint Marci Browne, Aaron Hale and Kim Hodges to the Downtown Development Authority for three year term ending 6/30/2018. Motion carried.

Manager Yonker requested action to accept the resignation of DDA board member Tony Duplessis; this would allow for the vacancy to be filled midterm.

Moved by Hollenbeck, seconded by Henderson to accept the resignation from Tony Duplessis from the DDA board effective immediately. Motion carried.

Mayor Palmer stated that no letters of interest were received for the Board of Review.

Moved by Schafer, second by Henderson to appoint Joy Heinlein to the Library Board for a five year term ending 6/30/2020. Motion carried.

Moved by Gruesbeck, second by Hollenbeck to appoint the position of City Manager to the Greater Gratiot Development Board. Motion carried.

Mayor Palmer presented the permit for the Gratiot Agricultural Society to have a fireworks display. Councilperson Thomas stated that Wolverine Fireworks Display, Inc is a premier fireworks display company presenting a certificate with liability coverage.

Moved by Thomas, second by Hollenbeck to approve the permit for the Gratiot Agricultural Society to hold a fireworks display on June 20, 2015 at McNabb Park. Motion carried.

**Claims, Accounts and Payroll**

Moved by Thomas, second by Gruesbeck to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #41764-41799 and #1056 and Payroll Checks #13244 -13263, DD642-DD649, EFT #377-381 as listed in the Check Register Book. Motion carried.

**Public Comment**

Mayor Palmer asked for public comments. None was given.

Mayor Palmer asked for any additional business to come before the City Council. None was offered.

Moved by Henderson, second by Koppleberger to adjourn. Motion carried.

The meeting adjourned at 7:27pm.

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Cathy Cameron, Deputy Clerk

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING  
June 16, 2015  
7:00pm

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Koppleberger gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, Rick Koppleberger, Alice Schafer and John Thomas and Attorney Jefferson Arnold. Staff present were City Manager Chris Yonker and Clerk-Treasurer Barbara Fandell.

Absent was Councilperson L.D. Hollenbeck

Audience in attendance was Steve and Lisa Radak.

Moved by Henderson, second by Koppleberger to approve the minutes of the meeting held June 2, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments.

Lisa Radak commented that it was nice to see an invocation given before the meetings.

***Committee Reports***

Councilperson Schafer reported the Library Board met and is looking to landscape the left front side of the library and the patio has been installed.

***Department Report***

City Council reviewed the Ithaca Unit Report submitted by Lt. McCollum. Moved by Henderson, second by Thomas to receive the Ithaca Unit Report. Motion carried.

***Public Hearings***

Moved by Thomas, second by Henderson to open the Public Hearing to take comments on the establishment of OPRA District #3. Motion carried.

Mayor Palmer opened the hearing at 7:04pm.

Manager Yonker gave an overview of the OPRA District and the tax abatement process.

Councilperson Thomas asked if this was similar to the others, Clerk Fandell stated it was and would become District #3. Steve Radak shared that he would be seeing the preliminary plans within the next few days.

Mayor Palmer asked for comments. None were offered.

Moved by Thomas, second by Koppleberger to close the public hearing. Motion carried.

Mayor Palmer closed the public hearing at 7:07pm.

Moved by Koppleberger, second by Schafer to adopt Resolution 2015-11 Establishment of Obsolete Property Rehabilitation Act (OPRA) District #3.

Motion carried by Roll Call vote:

Ayes: (6) Thomas, Gruesbeck, Henderson, Koppleberger, Schafer, Palmer

Nays: (0) None

Absent: (1) Hollenbeck

***City Manager Report***

City Manager Yonker reviewed the benefits of obtaining the Fire ISO rating of a five. He commended the Fire Chief and informed Council that the City is very close to a four and that Chief Nelson was looking into obtaining a four rating. He updated Council on the library project, MDEQ Scrap Tire grant, noxious weeds and the MDOT paving project.

Moved by Thomas, second by Koppleberger to receive the City Manager's report. Motion carried.

***New/Old Business***

Manager Yonker presented the Planning Commission's recommendation to amend the Zoning Ordinance and map for the Ithaca Motel property and Gratiot County Road Commission properties. The Planning Commission took several options under consideration when performing the review of the motel project. The avoidance of spot zoning, lead to encumbering the road commission properties as well, and if amended will place both in a better zone for their current and future use.

Moved by Schafer, second by Thomas to set a public hearing to take comment on amending the Zoning Ordinance and map for the Ithaca Motel and Gratiot County Road Commission properties as recommended by the Planning Commission for July 7, 2015 at 7:00pm or soon thereafter as the agenda allows. Motion carried.

Clerk-Treasurer Fandell reviewed the 2014-2015 proposed budget amendments. Councilperson Thomas stated most were for projects and items already discussed throughout the year. Treasurer Fandel confirmed and added others were based on actual activity, such as insurance rates and unknown repairs.

Moved by Thomas, second by Schafer to approve the 2014-2015 budget amendments as presented:

General Fund Department	Current Budget	Amended Budget	Difference	Reason
000 - Revenues	1,445,210.00	1,486,746.00	41,536	Grants recd, Banner project, move METRO Act funds to LS, DDA contribution to Farm Mkt, 5/14 Election Reimb
Fund Revenue Amendments			41,536	
101 -Legislative City Council	26,995.00	32,410.00	5,415	Banner project, Add'l Christmas Decorations, Wages for increased mtgs, MML Conf not attended
172 -City Manager	96,361.00	62,686.00	(33,675)	Vehicle not purchased, Interim Manager, no Assistant hired
215 -Clerk-Treasurer	118,270.00	123,870.00	5,600	Code publishing, new printer, Staff benefits for full time
228 -Technology	6,151.00	7,503.00	1,352	Fire Dept/Police Building rewiring/cabling for internet
247 - Board of Review	828.00	1,541.00	713	2014 Chargeback taxes for BOR adjustments
262 -Elections	4,600.00	5,400.00	800	5/14 Special Election
263 -Community Center	5,150.00	5,820.00	670	Refrigerator replacement
264 -Other Building & Ground	18,560.00	19,560.00	1,000	Equipment Rental and Labor
265 -City Hall & Grounds	27,570.00	28,570.00	1,000	Maps and generator repairs
266 -Attorney	18,000.00	14,700.00	(3,300)	adjust to actual
282 -DDA Activity	2,674.00	500.00	(2,174)	Payroll expenses in 248 fund - move to transfer out: Dept 999
301 -Police	339,726.00	369,726.00	30,000	Vehicle leases, body cameras, payroll to actual
372 -Code Enforcement	47,111.00	13,971.00	(33,140)	Position changed to part-time and hired last quarter
447 -Alley Maintenance	3,915.00	1,915.00	(2,000)	adjust to actual
752 -McNabb Park	30,915.00	57,890.00	26,975	Demolition of barn/buildings, tree grant, swingset grant
851 -Insurance and Bonds	18,000.00	16,200.00	(1,800)	adjust to actual
899 -Tax Tribunal Refunds	1,000.00	-	(1,000)	None ordered by tribunal
999 -Transfer Out	304,925.00	146,525.00	(158,400)	DDA payroll expense and DIG Grant adj to match not loan
Fund Total Expense Amendments			(161,964)	
Fund	Current Budget	Amended Budget	Difference	Reason
202 -Major Street Revenue	225,360.00	219,110.00	(6,250)	Resident sidewalk cost share removed per Council action
202 -Major Street Expense	318,575.00	301,575.00	(17,000)	Reduction for winter maint, increase RR crossing signal fees
Net Change			10,750	
203 -Local Street Revenue	147,270.00	140,520.00	(6,750)	Resident sidewalk cost share removed, add METRO Act funds
203 -Local Street Expense	185,712.00	178,962.00	(6,750)	Reduce winter & traffic maint, inc routine maint & administration
Net Change			0	
206 -Fire Revenue	177,192.00	185,943.00	8,751	Increase grants & donations, restitution and Insurance claim
206 -Fire Expense	177,192.00	190,355.00	13,163	Vehicle repairs, memorials, server/comp equip, grant equip
Net Change			(4,412)	
248 -DDA Revenue	26,120.00	73,842.00	47,722	Hdwe building sale, Transfer from 101, Reduce rent
248 -DDA Expense	25,484.00	54,834.00	29,350	Building sale, Farm Mkt contribution, rest area booklets
Net Change			18,372	
266 -Police Educ & Training	-	756.38	(756)	transfer balance to 101 to close fund
271 -Library Revenue	253,458.00	342,158.00	88,700	Library millage to actual, inc building contributions, video rental
286 -Grant Program Fund	932,000.00	718,783.00	(213,217)	Adjust DIG Grant to actual expense, add MSHDA Home Exp
592 -Water/Sewer Revenue	1,007,506.00	897,506.00	(110,000)	Adj water and sewer sales estimated too high
592-590 -Sewer Operations	330,479.00	344,302.00	13,823	IPP, remove manhole lining, lift station inspection, sewer repair
592-591 - Water Operations	737,941.00	819,141.00	81,200	Center St Water line, well testing, Wellhead protection
Net Change			(205,023)	

Motion carried.

Manager Yonker presented Resolution 2015-12 for consideration. As directed by Council, staff has worked with the attorney to place a proposed sidewalk millage on the November ballot. There are only a few millages allowed directly on a ballot and a sidewalk millage falls under a Charter Amendment as it is for general purposes and not a specific one named in law. This will be for one mill for a six year period. Clerk Fandell added that if adopted, it will then be sent to the Attorney General and Governor's office for approval.

Moved by Councilperson Henderson, second by Gruesbeck to adopt Resolution 2015-12 Proposing Amendment to the Charter of the City of Ithaca for the purpose of repairing, improving and constructing sidewalks in the city.

Motion carried by Roll Call vote:

Ayes: (6) Gruesbeck, Henderson, Koppleberger, Schafer, Thomas, Palmer

Nays: (0) None

Absent: (1) Hollenbeck

**Claims, Accounts and Payroll**

Moved by Thomas, second by Gruesbeck to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #41800-41842 and Payroll Checks #13264-13281, DD650-DD657, EFT #382-385 as listed in the Check Register Book. Motion carried.

***Public Comment***

Mayor Palmer asked for public comments. None were offered

Mayor Palmer asked for any additional business to come before the City Council.

Councilperson Thomas asked if the City would be represented at the Drain Commission meetings on the large drain projects residents are receiving notice on. Manager Yonker will be in attendance.

Mayor Palmer set a Ways and Means Committee meeting for Thursday, June 18<sup>th</sup> at 4:00pm.

Moved by Thomas, second by Koppleberger to adjourn. Motion carried.

The meeting adjourned at 7:32pm.

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Barbara Fandell, Clerk-Treasurer

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING

July 7, 2015

7:00pm

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Thomas gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, L.D. Hollenbeck, Rick Koppleberger, John Thomas and Attorney Jefferson Arnold. Staff present were City Manager Chris Yonker and Clerk-Treasurer Barbara Fandell.

Absent was Councilperson Alice Schafer.

Audience in attendance was Mr. & Mrs. Clyde Rose.

Moved by Hollenbeck, second by Henderson to approve the minutes of the meeting Held June 16, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments. None were offered.

***Committee Reports***

Councilperson Thomas reported the Ways and Means Committee met to discuss the foreclosed properties that the City will have refusal rights to and the Police Service contract with the County. The committee recommends refusing the properties and let them go to tax sale due to no public purpose use and further recommended staff to continue discussion with the Sheriff on flat contract amount and payment schedule.

Councilperson Thomas reported the Personnel Committee met to discuss the extended leave of an employee, staff to take minutes at Planning Commission and possibility of short term disability benefit. The Committee recommends allowing the City Manager the discretion to extend unpaid leave for the Receptionist Clerk beyond the six month limit due to a non-job related illness. It further directed staff to do further research on a Short term Disability benefit for non-union staff. The Committee also recommends authorizing an office staff person to be made available as a recording secretary for the Planning Commission at a per meeting fee of \$25.00.

Moved by Thomas, second by Koppleberger to allow the City Manager the discretion to extend unpaid leave for the Receptionist Clerk beyond the six month limit due to a non-job related illness and allow administrative staff to research a short term disability benefit for non-union staff. Motion carried.

Moved by Thomas, second by Gruesbeck to authorize the use of an office staff person to be a recording secretary for the Planning Commission at a fee of \$25.00 per meeting. Motion carried.

Councilperson Hollenbeck reported the Parks and Cemetery Committee met to review the request of Den Cooper to purchase and place a bench in the memory of Pauline Merchant in Memory Park. The Committee recommends allowing the purchase.

Moved by Hollenbeck, second by Thomas to allow Den Cooper to purchase a bench for Memory Park in the memory of Pauline Merchant at his cost. Motion carried.

***Zoning Ordinance Amendment***

Moved by Henderson, second by Koppleberger to enter into a public hearing to take comment on amending the Zoning Ordinance. Motion carried.

Mayor Palmer opened the hearing at 7:08pm.

Manager Yonker noted that there was an error in the legal description of the first portion of the Resolution and should read "Lots 1-5, 9 & 10, Block 1" the +96 was printed in error. He explained the amendment came from a request from the owner of the Ithaca Motel to the Planning Commission for renovations and additions to the property. The Planning Commission's review showed a nonconforming use of the RO Zone and recommend rezoning it and the Road Commission properties in the R-3 Zone to a C-2 to fit the current operations and not cause spot zoning.

Mr. Clyde Rose of 201 S. Nelson Street asked if the rezone would make his property become zoned commercial. Mayor Palmer showed him it did not as his property was outside of the area to be rezoned.

Mayor Palmer asked for additional comments. None were offered.

Moved by Henderson, second by Koppleberger to close the hearing. Motion carried.  
Mayor Palmer closed the public hearing at 7:15pm.

Moved by Henderson, second by Hollenbeck to adopt Resolution 2015-13 Amending the Zoning Ordinance with the elimination of “+96” in the first property description line. Motion carried by roll call vote:

Ayes (7) Henderson, Hollenbeck, Koppleberger, Thomas, Gruesbeck, Palmer  
Nays (0) None  
Absent (1) Schafer  
Abstain (0) None

***City Manager Report***

City Manager Yonker reported the Library Board has approved the 90% building plans provided by the architect. When the final selections are completed the project will be ready for bid. The design meets the ADA requirements and Fire Code and allows access to the lower level without having the upper library open. An alternate to the bid was included which is for the upper cabinets in the kitchen area and other minor changes. He reported that the MML sent information on the bill introduced for the E-fairness loophole for sales tax on online purchases. It is estimated that Michigan lost out on \$288M in sales tax due to online sales. It hurts local businesses and companies still use the roads and services for shipping and delivering products without sharing in the sales tax which is part of State revenue sharing for the City. He contacted the legislators in support of the bill. He gave an update on the MDOT Center Street project issues and how they were addressed with MDOT and the contractor. Manager Yonker informed Council he has moved into his new home.

Councilperson Thomas inquired on the status of Serenity Drive. Manager Yonker said it was nearly complete.

Moved by Thomas, second by Koppleberger to receive the City Manager’s report. Motion carried.

***New/Old Business***

Clerk-Treasurer Fandell reviewed the FOIA Procedures and Guidelines and the state law requiring municipalities to adopt the new guidelines. Manager Yonker added that most of the policy was predetermined by state law.

Moved by Thomas, second by Gruesbeck to adopt the Freedom of Information Act Procedures and Guidelines. Motion carried.

Clerk Fandell presented the MML Workers Compensation Fund Board of Directors ballot for action.

Moved by Thomas, second by Henderson to approve the MML Workers Compensation Fund Board of Trustees ballot and cast a unanimous vote. Councilperson Hollenbeck expressed dissatisfaction that all of the nominees were all managers. Motion carried.

Mayor Palmer asked to set a public hearing for the CDBG Revolving Loan Fund loan application for the The Keg.

Moved by Henderson, second by Hollenbeck to set a public hearing to take comment on the loan application for The Keg for a CDBG Revolving Loan Fund loan for July 21, 201 at 7:00pm or as soon as the agenda allows. Motion carried.

***Claims, Accounts and Payroll***

Moved by Thomas, second by Koppleberger to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #41843-41895 and Payroll Checks #13282-13316, DD658-DD666, EFT #386-389 as listed in the Check Register Book. Motion carried.

***Public Comment***

Mayor Palmer asked for public comments. None was given.

Mayor Palmer asked for any additional business to come before the City Council. None was offered.

Moved by Henderson, second by Koppleberger to adjourn. Motion carried.

The meeting adjourned at 7:45pm.

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Barbara Fandell, Clerk-Treasurer

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING  
July 21, 2015  
7:00pm

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Schafer gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, L.D. Hollenbeck, Rick Koppleberger, Alice Schafer and John Thomas and Attorney Jefferson Arnold. Staff present were City Manager Chris Yonker, Clerk-Treasurer Barbara Fandell and Fire Chief Dave Nelson.

Audience in attendance was Richard Heathcock, Don Schurr, Steve Clark, Trevor Paradise and Mark Boyer.

Moved by Hollenbeck, second by Henderson to approve the minutes of the meeting held July 7, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments. None were offered.

***Committee Reports***

Councilperson Thomas reported the Ways and Means Committee met to discuss the police contract of the Ithaca Unit cost and reviewed changing the payment for the continuation of the contract at \$360,000.00 per year. The City has paid \$347,000 and \$356,000 respectively for the past two years. The Committee recommends changing the contract amount to the flat per month billing.

Moved by Thomas, second by Gruesbeck to amend the contract between the City and Gratiot County Sheriff's Department for police services to \$360,000 annually, or \$30,000 per month effective with the July 2015 billing and authorize the manager to execute the amendment to the contract. Motion carried.

Councilperson Gruesbeck reported the Public Safety/Code Enforcement Committee met to review the revised agreement for Fire and Rescue Service Contract with the townships.

Moved by Thomas, second by Gruesbeck to approve the revised Fire and Rescue Service Contract and send to the townships for approval. Motion carried.

Councilperson Schafer reported the Library Board would be meeting on July 30<sup>th</sup> to review the bids for Phase II of the Library basement renovations. A recommendation will be brought to the next meeting.

***Department Report***

Lt. Roy McCollum reported on the June activity of the Ithaca Unit. He reported that one of the part-time officers has been moved to cover the second day spot on a regular basis. He further reported that there were no accidents on the Center Street during the repaving, despite the difficulties and the spray painting incidents were solved and managed in the same day. The Unit has been making stop of trailers going through the mall.

Moved by Thomas, second by Schafer to receive the Ithaca Unit Report. Motion carried.

Fire Chief Dave Nelson reported on the quarter activity of the Fire and Rescue Departments. The average attendance for Fire personnel is now 59% and 66% for Rescue personnel. This shows the changes made to the programs are working as attendance has increased. In addition to his written report, an update on the 101 Center Street fire and court case was given.

Moved by Hollenbeck, second by Henderson to receive the Fire Chief's report. Motion carried.

***City Manager Report***

City Manager Yonker informed Council that the City Newsletter included another update on the trash changeover and that Granger had started the delivery of their carts. A copy was provided to members. He reported that staff has received call from residents who did not call to tell Granger that they were tag customers and were taking names to have the carts picked up. Residents will also be receiving a two-sided waste and recycling guideline flyer in the utility bills. He reported he attended Rural Urban Day with the Mayor and his wife and there were about 1500 people in attendance.

Manager Yonker reported the school is looking to turn E. Arcada back to a two-way street and traffic order #107 would need to be repealed or changed if the decision to do so was made. A meeting to review the request will be set for next week. He further reported that the quality of work on the sidewalks by the DPW has been very good and they are getting a lot done. A punch list has been sent to MDOT for the Center Street project which includes the baths created from the drains (which will have to be fixed or they will cause issues come winter), paint issues, etc. No response has been received to date, but he will follow up until received.

Moved by Hollenbeck, second by Thomas to receive the City Manager's report. Motion carried.

Manager Yonker presented the Citizen Participation Plan for consideration. He explained the CPP is needed for future CDBG projects and is a new requirement of the MEDC. The plan looks at and describes how the City involves citizens in the input process on projects and how the information is disseminated.

Moved by Schafer, second by Henderson to adopt the Citizen Participation Plan for the City of Ithaca. Motion carried.

***Regional Loan Fund Application***

Moved by Henderson, second by Schafer to enter into a public hearing to take comment on the Regional Loan Fund Application Part 2 for The Keg. Motion carried.

Mayor Palmer opened the hearing at 7:20pm.

City Manager Yonker explained that the Part 2 application for The Keg was what was under review and comment. It states the City's and applicant's plans, past and ongoing projects in relation to the loan project.

The regional loan approval committee reviewed and approved the application. The full regional board reviewed and approved the application and now the City needs to approve and submit to MEDC.

There were several steps, and the end result will be beneficial to the owners and the City. The help we have got from Don Schurr and Kasey Zehner of Greater Gratiot Development, Inc. has been instrumental to the process and shows the importance of having the EDC as an extended arm of the City.

Don Schurr stated that Kasey has done an outstanding job working with all of the parties and hopefully August will be the month it is completed.

Mark Boyer, owner of The Keg, said the project is ready to go as soon as the loan goes through. He understands it has been a long process, but is ready to complete the project and thanked all for their help.

Mayor Palmer asked for additional comments.

Moved by Henderson, second by Hollenbeck to close the public hearing. Motion carried.

Mayor Palmer closed the hearing at 7:26pm.

Moved by Hollenbeck, second by Henderson to adopt Resolution 2015-14 Approving Regional Revolving Loan Fund Application – The Keg. Resolution declared adopted by Roll Call Vote:

Ayes: (7) Hollenbeck, Koppleberger, Schafer, Thomas, Gruesbeck, Henderson, Palmer

Nays: (0) None

Absent: (0) None

Abstain: (0)None

***New/Old Business***

Clerk-Treasurer Fandell asked for appointment of the Officer Delegate to the MERS Annual meeting. Staff is recommending that City Manager Yonker be the delegate and DPW Director Studt be the alternate. The employees have chosen Cathy Cameron as the Employee Delegate.

Moved by Schafer, second by Koppleberger to appoint Chris Yonker as the Officer Delegate and Bob Studt as the Officer Alternate for the MERS Annual Meeting. Motion carried.

Manager Yonker presented information on the MDOT Local Agency Railroad Grade Crossing Improvement projects. Director Studt met with the MDOT staff on the Pine River railroad crossing regarding the traffic flow and sight issues with the curve. There is currently a bell system that would be removed and the annual maintenance fee of \$1200 also, however, crossing bars and lights will be installed and the new maintenance cost will be \$1700-\$1900 annually. The fees are set by state statute. MDOT will do all construction at a cost of about \$250,000 with no city match. Manager Yonker said they inquired about repaving of the track crossing, but the funds being used are for safety and not maintenance. If the City did a project, then MDOT would consider repairing at that time. Councilperson Gruesbeck asked if the City could repair them. Manager Yonker said with the proper permitting from MDOT and the Railroad we could, but the catch is knowing what the base is underneath for cost determination. Staff also discussed the Elm Street crossing. At this point, MDOT has requested the City be the local agency, but full construction cost will belong to MDOT. Staff recommends signing the Local Road Agency form.

Moved by Schafer, second by Thomas to approve and authorize Bob Studt to sign as the Street Administrator, the application for Local Agency Highway-Railroad Grade Crossing Improvement Projects Contract #94-0804. Motion carried by Roll Call Vote:

Ayes: (7) Koppleberger, Schafer, Thomas, Gruesbeck, Henderson, Hollenbeck, Palmer

Nays: (0) None

Absent: (0) None

Abstain: (0)None

Don Schurr of Greater Gratiot Development presented the Council with the Certified Business Park Certifications for the North and South Industrial Parks. He reported that both parks passed inspection and have been recertified for three years. The Industrial Park tenants are really good to work with and the City has a lot to be proud of boasting two of the five certified parks in the County. Mr. Schurr confirmed that GGDI pays the fee for the parks and relies on the City of Ithaca staff for much of the information. Mayor Palmer thanked Don and his staff for their work.

**Claims, Accounts and Payroll**

Moved by Thomas, second by Gruesbeck to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #41896-41953 and Payroll Checks #13282-13370, DD658-DD673, EFT #390-400 as listed in the Check Register Book. Motion carried.

***Public Comment***

Mayor Palmer asked for public comments. None were offered

Mayor Palmer asked for any additional business to come before the City Council.

Councilperson Hollenbeck inquired on the letter from the Drain Commissioner. Councilperson Thomas said he, Barb and Chris attended the 115 Drain passed but the other did not. Councilperson Schafer asked how the assessments were assessed. Clerk Fandell stated normally they are per acre and the cost for the drain maintenance is unknown.

Moved by Henderson, second by Koppleberger to adjourn. Motion carried.

The meeting adjourned at 7:43pm.

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Barbara Fandell, Clerk-Treasurer

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING  
August 4, 2015  
7:00pm

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Koppleberger gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, L.D. Hollenbeck, Rick Koppleberger, Alice Schafer, John Thomas and Attorney Jefferson Arnold. Staff present were City Manager Chris Yonker and Clerk-Treasurer Barbara Fandell.

Absent was Councilperson Brian Henderson.

Audience in attendance was Library Director Vicki Root, Darin Evon and Trevor Paradise.

Moved by Hollenbeck, second by Koppleberger to approve the minutes of the meeting Held July 21, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments. None were offered.

***Committee Reports***

Councilperson Hollenbeck reported the Streets and Parking Committee met to hear a presentation and request by Steve Bakker for the City to consider becoming the applicant for MDOT's Adopt-A-Landscape program for the area of the highway on US-127 from St. Charles Road to Center Street. The request is to have the area landscaped so the Ithaca High School football field would be more noticeable for highway travelers. Mr. Bakker informed Council that he spoke with the Road Commission and they have denied being the applicant. The program was discussed, but no recommendation at this time.

***Department Reports***

Mayor Palmer presented the County Building Permit listing from April 2014 through July 2015. He requested the county Building Inspector provide the information to the Council quarterly.

Moved by Thomas, second by Gruesbeck to receive the County Building Department report. Motion carried.

***City Manager Report***

City Manager Yonker reported the Airport Authority met and is doing some work on the corporate hangers. It has issues with the lower number of flights keeping the county down on the State level; however flights are about equal to last year. He reported the scrap tire paving grant bid opening would be August 12<sup>th</sup> at 11:00am and we are hoping for two to three bids. Once awarded and project started, there will be a two week construction period and it must be completed by the end of October. Manager Yonker further reported the on the library renovation bid award.

Moved by Koppleberger, second by Thomas to receive the City Manager's report. Motion carried.

***New/Old Business***

City Manager Yonker presented information on the Phase II Library Basement Renovation Bid opening. Gerace Construction, of Midland, was the low bidder. The bids were higher than anticipated but came in at \$51.00 per square foot. The architect felt \$50-\$56 was acceptable for the project scope. He reported the Library Board met and are recommending to award the bid to Gerace Construction at the net bid of \$213,442.00 with a 60-day completion. Councilperson Schafer said a review of the budget and the project timeline shows the Library may run into a cash flow issue. If this happens, the Board is asking for a loan from the Caldwell Fund as originally requested. They would like a 5-year, low interest repayment plan. Manager Yonker stated the loan could be very short term and Director Root added that the cash flow could occur in or about March. Treasurer Fandell added that loaning the funds up front to cover the project would fit the terms of the Caldwell Fund loan as set up by the Council as the funds cannot be loaned to bridge or balance a budget, but can be for specific projects. She shared concerns for the 5-year payback with a 50% fund balance.

Mayor Palmer called for action on the bid award.

Moved by Schafer, second by Koppleberger to award the Phase II Library Basement Renovation Bid to Gerace Construction at a cost of \$218,323.00 and also Alternate #1 at a cost of (\$4,881.00) for a net cost of \$213,442.00 and authorize the City Manager to sign the contract. Motion carried.

Councilperson Thomas suggested the City Manager, Treasurer and Library Director work out the details of the loan and bring back to Council for consideration. Mayor Palmer made that direction.

Clerk-Treasurer Fandell asked that the Council appoint delegates to the Michigan Municipal League Annual Convention. Mayor Palmer stated he would be attending.

Moved by Thomas, second by Koppleberger to appoint Mayor Palmer as the delegate and Manager Yonker as the alternate delegate to the MML Annual Convention for 2015. Motion carried.

Councilperson Gruesbeck inquired on the activity and payment of the RC Raceway. Treasurer Fandell reported that no payment has been received to date, however she has been in contact with Troy Turner. Mr. Turner is going through a family tragedy and has turned the finances of the track over to Kirk Root. He thought payment had been made and will look into it and get back with her after Sunday. Treasurer Fandell will bring an update to the next meeting.

**Claims, Accounts and Payroll**

Moved by Thomas, second by Gruesbeck to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #41954-41979 and Payroll Checks #13333-13370, DD674-DD682, EFT #396-400 as listed in the Check Register Book. Motion carried.

***Public Comment***

Mayor Palmer asked for public comments. None was given.

Mayor Palmer asked for any additional business to come before the City Council.

A Personnel Committee meeting was set for Tuesday, August 11, 2015 at 6:00pm to review the Code Enforcement position.

Mayor Palmer said he received a request to review the lack of restrooms in the downtown in the evenings and weekends. Short discussion held, no action.

Moved by Hollenbeck, second by Koppleberger to adjourn. Motion carried.

The meeting adjourned at 7:30pm.

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Barbara Fandell, Clerk-Treasurer

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING

August 18, 2015

7:00pm

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Thomas gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, L.D. Hollenbeck, Rick Koppelerger, Alice Schafer and John Thomas. Staff present were City Manager Chris Yonker and Clerk-Treasurer Barbara Fandell.

Absent was Attorney Jefferson Arnold.

Audience in attendance were Sheriff Doug Wright and Steve Clark.

Moved by Hollenbeck, second by Koppelerger to approve the minutes of the meeting Held August 4, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments. None were offered.

***Committee Reports***

Councilperson Thomas reported the Personnel Committee met to review the Code Enforcement position. The committee is not in favor of a full-time position and asked the City Manager to do some further research on sharing the position with a neighboring community and looking into contracting the service. The option of reposting the part-time position is open pending the research results.

Councilperson Gruesbeck reported the Public Safety Committee met to review the recommendation for the Fire Captain Officer appointment. The committee is recommending Martin Lott.

Moved by Gruesbeck, second by Schafer to appoint Martin Lott as the Fire Captain. Motion carried.

Councilperson Hollenbeck reported the Streets and Parking Committee met at the request of Ithaca Public Schools to reverse the one-way on Arcada Street at North School. This is due to a bussing issue and bringing the school into compliance for the bus routes. Councilperson Henderson expressed concern for the frequency of changing this street for the school. It has been done too many times and is costing time, signage changes, money and confusing the parents again. Councilperson Schafer had concerns that cars will be backed up to Barber Street and that would be dangerous for residents. Mayor Palmer asked if an engineer was consulted, and one had not been. He stated some of the issues is the increase in parent drop-offs.

City Manager Yonker, Bob Studt, Bob Stall, Lt. McCollum and Steve Clark from Rowe were asked to meet on site and develop a change that is the most safe and workable. A Traffic Order is to be brought to the next meeting.

***Department Reports***

Sheriff Wright was in attendance to address any questions the Council had regarding the Ithaca Unit. He reported the County overall had a lot of things happening the past few weeks. The officers have had to deal with six suicide attempts, not in the City, but referenced that last year there were 75 calls and this year they are already at 95. He has working with mental health and the substance abuse coalition to research why the numbers are increasing and to help officers deal with these situations. He reported the Ithaca officers were doing a good job and he had a lot of confidence in them. They were very visible during Fun Fest. Mayor Palmer said he receive several compliments on Logan Bussell for his professionalism, awareness, kindness and interaction with the residents.

Councilperson Gruesbeck shared concerns with some of ORV's driving around town that do not meet the ordinance. Sheriff Wright explained how they meet the ordinance and how the officers handle those not in compliance.

Moved by Thomas, second by Hollenbeck to receive the Ithaca Unit report. Motion carried.

***City Manager Report***

City Manager Yonker reported that the Library Board met with the contractor and the architect. The contracts are signed and construction should start the first of next week. Gerace is amiable to changes and suggestions if needed. He reported on the Fun Fest and thanked the Sheriff for a job well done. He noted that a lot of work is done by the city staff for the festival and they did a good job. He reported the sidewalk millage language was approved by the Governor's Office and Attorney General and was filed with the County Clerk and will be on the November ballot. He reported that a meeting was held with MDOT staff from the Mt. Pleasant TSC as a general review of overall projects, the Center Street punch list, removal of three large trees that are overgrown and/or dead and the discussion of means to link our current sidewalk system to the trail head when the new pathway is constructed. MDOT offered suggestions and were open to helping the City

find a possible fund a solution for safety of residents and economic benefit for the community. The pathway project has received 99.99% approval and is on the Director's desk for final approval. Once signed off the project will be scheduled for 2016 along with the US127 resurfacing. Manager Yonker informed Council that the work done on the outside of the library by the DPW has been noticed and complimented by a lot of residents and visitors and the crew also painted the street poles on the corner of Pine River/Center Streets to match the others and it looks much better.

Moved by Koppleberger, second by Henderson to receive the City Manager's report. Motion carried.

***New/Old Business***

City Manager Yonker reviewed the MDEQ Scrap Tire project and provided Rowe's recommendation, of which he concurred. Steve Clark elaborated on the recommendation, stating two bids were received and his firm has worked with both contractors. Robin Harsh is acceptable and recommended for the award. He stated is awarded, they would like to start before Labor Day, but would not allow it so the businesses would not have a negative impact during the holiday weekend; anticipate they will start on September 8<sup>th</sup>. The downtown sidewalks will be open during the project.

Moved by Schafer, second by Koppleberger to award the MDEQ Scrap Tire Grant project bid to Robin Harsh Excavating in the amount of \$117,740.10 and authorize the City Manager to sign the contract. Motion carried.

**Claims, Accounts and Payroll**

Moved by Thomas, second by Koppleberger to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #41980-42026 and Payroll Checks #13371-13389, DD683-DD689, EFT #401-404 as listed in the Check Register Book. Motion carried.

***Public Comment***

Mayor Palmer asked for public comments. None were given.

Mayor Palmer presented setting a town hall meeting to present information on the sidewalk millage project. Moved by Henderson, second by Koppleberger to set a town meeting on September 29, 2015 at 7:00pm to present information on the sidewalk millage project proposal. Motion carried.

Mayor Palmer asked for any additional business to come before the City Council. None was offered.

Moved by Henderson, second by Koppleberger to adjourn. Motion carried.

The meeting adjourned at 7:38pm.

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Barbara Fandell, Clerk-Treasurer

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING  
September 1, 2015  
7:00 PM

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Schafer gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, L.D. Hollenbeck, Rick Koppleberger, Alice Schafer, John Thomas and Attorney Jefferson Arnold. Staff present were City Manager Chris Yonker and Clerk-Treasurer Barbara Fandell.

Audience in attendance was Steve Clark.

Moved by Hollenbeck, second by Henderson to approve the minutes of the meeting Held August 18, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments. None were offered.

***Committee Reports***

Councilperson Hollenbeck reported the Streets and Parking Committee met to review a request from the Ithaca Public Schools to change Arcada Street by North School to the opposite one-way direction and to review the sidewalk improvement plan. He asked Steve Clark to review the sidewalk plan, Mayor Palmer allowed the advance of the agenda item.

Steve Clark of Rowe Professional Services, reviewed the sidewalk plan and the step involved in the determining of the data for the flagged repair areas as evaluated by the DPW staff. The data was analyzed and equalized into six areas or “zones” which have 612 flags in each one. The estimate for each zone is 15,300 square feet of repair at an estimated cost of \$4.00 per square foot for \$61,200 of repairs per year. The six zones represent each year of the millage, if passed. The order of the zones will need to be determined by the City Council, and can be based on strategic planning, potential grants, lottery draw, or whatever means the Council determines. He noted he would have all of the data available at the town meeting and would be in attendance to answer questions of the public.

Councilperson Hollenbeck said the committee also discussed the change in traffic of Arcada Street as requested by the school again. The Committee recommends the adopting of the Traffic Order and also billing the school for one half of the total cost of the change.

Moved by Hollenbeck, second by Schafer to adopt Traffic Control Order 2015-01 and direct the City Treasurer to bill the school for one half of the total cost of the changeover. Motion carried.

Moved by Thomas, second by Henderson to approve the sidewalk plan as presented by Rowe Professional Services for presentation to the public for the millage proposal. Motion carried.

***City Manager Report***

City Manager Yonker reported that the testing of the fire pump apparatus on the fire trucks was being performed by Frontline Services, who is where the trucks were purchased from. The water tower maintenance and inspections are underway with the east tower currently being done, then the west tower and finally the cemetery tower. During the process, Bob Studt received an alarm that the pumps were running continuously and appeared to have a water leak in the system. Investigation found a valve that wasn't completely shut down from draining the tank and as a result 600,000-700,000 gallons of water was lost. He reported he had been in contact with Sean McHugh from Granger and they will be delivering letters to residents who are using the blue bags for trash because it contaminated the recycling. The drivers try to put the blue bags on one side of the truck to help with the separation process at the transfer station. Sean is currently setting up tours for city staff.

Manager Yonker reminded the Council that city offices would be closed Monday for Labor Day and the DPW has all of the supplies purchased for the new pavilion shelters in the each park and will begin construction.

Councilperson Thomas inquired on the activity of the Perk Up The Park group. Clerk Fandell stated there had been no activity since the City took on the account and project, nor had they finalized their 501c3 status.

Moved by Hollenbeck, second by Thomas to receive the City Manager's report. Motion carried.

***New/Old Business***

Councilperson Gruesbeck presented the Senior Activity Board Officer Nomination list for Council approval. He stated this is an annual list for the October Board election. The board has requested the City Council approve the nominations for three positions to be elected in the fall.

Moved by Gruesbeck, second by Henderson to approve the nominations of Marci Browne, Phyllis Schleder, Nancy Smith, Jim Wideman and Ken Yordy for the October ballot for the Senior Activity Board. Motion carried.

Clerk-Treasurer Fandell requested the City Council appoint the final member to the Election Commission as per City Charter.

Moved by Thomas, second by Koppleberger to appoint the City Manager to the Election Commission. Motion carried.

**Claims, Accounts and Payroll**

Moved by Thomas, second by Schafer to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #42027-42051 and Payroll Checks #13390-13409, DD690-DD696, EFT #405-410 as listed in the Check Register Book. Motion carried.

**Public Comment**

Mayor Palmer asked for public comments.

Steve Clark commented that the preconstruction meeting for the MDEQ Scrap Tire Grant was the next day and the contractor will want to begin on Tuesday, September 8<sup>th</sup>. Streets are expected to be closed for two weeks.

Councilperson Thomas noted the dividend received from the MML for liability insurance in the amount of \$5,126.00.

Clerk Fandell reminded the Council of the Consumers power outage scheduled and the City's servers will be taken off line during the outage. Councilperson Schafer inquired if Consumers was installing underground electric by the courthouse. Manager Yonker said it was a new gas line going in and they have been working with residents during the installation and we have not received any complaints.

Clerk Fandell asked Steve Clark if the Pathway Project had received approval. Mr. Clark said it has a job number assigned to it and the next review meeting is September 15<sup>th</sup> so it is very close. If approved, the bids will be let in the winter with a sprint start date after April 1<sup>st</sup>.

Mayor Palmer asked for any additional business to come before the City Council. None was offered.

A Ways and Means Committee meeting was set for Tuesday, September 15, 2015 at 6:00pm to review the compensation of City officers.

Moved by Hollenbeck, second by Gruesbeck to adjourn. Motion carried.

The meeting adjourned at 7:47pm.

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Barbara Fandell, Clerk-Treasurer

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING  
September 15, 2015  
7:00 PM

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Councilperson Koppkeberger gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, L.D. Hollenbeck, Rick Koppkeberger, Alice Schafer, John Thomas and Attorney Jefferson Arnold. Staff present were City Manager Chris Yonker and Clerk-Treasurer Barbara Fandell.

Audience in attendance was Steve Clark, Richard Heathcock and Trevor Paradise.

Moved by Hollenbeck, second by Henderson to approve the minutes of the meeting held September 1, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments. None were offered.

***Committee Reports***

Councilperson Thomas reported the Ways and Means committee met to review the terms for the loan from the Caldwell fund to the Library fund for the Basement Renovation project. The loan is needed due to cash flow issues and the library could repay the entire loan in this fiscal year. The Committee recommends a no-interest loan of \$115,000 with repayment of \$40,000 in January and the balance by the end of the fiscal year.

Moved by Thomas, second by Schafer to approve a loan from the Caldwell Fund to the Library Fund in the amount of \$115,000 at 0% interest and repayment terms of \$40,000 in January and the balance before the fiscal year end of 6-30-2016. Motion carried.

Councilperson Thomas reported the Committee also performed a full study of City Council and board salaries and determined ours to be sufficient and have no recommendations. The committee further reviewed the S. Pine River and S. Main Street paving project issues of finding cement and bricks in the streets. There could be a potential change order of \$8,500 because it will now require a mill process and not just pulverizing. The findings were in the middle and ends of the street and were deeper than prior project testing by the engineer.

Moved by Thomas, second by Koppkeberger to authorize the City Manager and DPW Director to initiate the additional work in the amount of approximately \$8,500 with a change order to be forth coming. Motion carried.

Councilperson Henderson reported the Equipment Committee met to review the purchase request for a new Backhoe. The Committee is recommending the purchase from AIS Construction Equipment Corp. for a John Deere Model 310SL with attachments. The attachments will be interchangeable with the loader currently in the fleet. The committee also recommends advertising to sell the old backhoe with a minimum bid of \$1,000 over trade-in.

Moved by Henderson, second by Koppkeberger to authorize the purchase of the John Deere Backhoe 310SL and attachments as quoted by AIS Construction Equipment Corp in the amount of \$97, 875.00 and further authorize staff to put the old backhoe up for bid with a minimum bid amount of \$1,000 or the highest trade-in offer and amend the budget for the net purchase if necessary. Motion carried.

***Department Reports***

Mayor Palmer referenced the Ithaca Unit report. Moved by Thomas, second by Schafer to receive the Ithaca Unit report. Motion carried.

Clerk-Treasurer Fandell reviewed the financials for the month/fiscal year ending June 2015. Moved by Hollenbeck, second by Henderson to receive the June financial reports and place on file for audit. Motion carried.

***City Manager Report***

City Manager Yonker, in addition to his written report, provided an updated Capital Improvement Plan update. He informed members the Planning Commission also received the report and it will be updated throughout the year. He reported there were two foreclosed properties in the City that went to tax sale. One, the Downtown Dime building, was awarded back to owner Renee Smith and the other on E. Center Street was purchased by an LLC from Owosso. The new owner has started utility and zoning research for the lot which has room for a small commercial structure. He reported on Traffic Control Order issued for Arcada Street at North School, and there are a few issues with parking and bus drop offs that are impacting safety. Manager Yonker will be contacting the principal and Lt. McCollum on ways to resolve them, but overall traffic seems to be flowing okay.

Manager Yonker received an announcement from the Mid-Michigan Community Pathway Group and the pathway grant has been approved by the MDOT director and will be appropriated in the 2016 budget in the amount of \$2.6M. The project will be bid let in January with construction done in conjunction with US-127. The project is an MDOT project, however many units including the City have supported this project and it is important to recognize all. Director Studt and he will be involved in the construction meetings. He shared that City officials have been invited to the St. Louis City Hall ribbon cutting on October 6, 2015 from 3:00-5:00pm. The new pavilions in the parks are under construction and the DPW will be doing some repairs to the playscape.

Councilperson Koppleberger asked for an update on Shaw's fence. Manager Yonker said there has been no progress, but will be contacting him the next day for a schedule. Councilperson Gruesbeck inquired on the 101 Center building. Manager Yonker said the DDA has discussed the building and directed him to make contract with the building owner to see what the long term plans are. Attorney Arnold confirmed the case was waiting on trial in Circuit Court.

Moved by Hollenbeck, second by Henderson to receive the City Manager's report. Motion carried.

#### ***New/Old Business***

City Manager Yonker presented the DDA Bylaws for Council review and approval. He reviewed the changes and additions as made by the Board and as recommended through his review. His review consisted of research of other DDA's in the state, the DDA statute PA197 of 1975 to make sure there were no conflicts, the City Charter and finally the City ordinance that was passed when the DDA was established. The major changes were the addition of Article IV and the added an attendance guide. If a member has three consecutive absences then they are on report to the Chair. If a member misses one-third of the annual meetings, they could recommend the City Council rescind their appointment, this would exclude the Mayor as he/she is appointed by position. They also added in a personnel and contract of administrative services for the City to do the administration of the bookkeeping, etc. An agreement will be drawn up and reviewed by the attorney for these services.

Moved by Thomas, second by Gruesbeck to adopt the Downtown Development Authority Bylaws as presented by the Downtown Development Authority and authorize the Mayor and Clerk to sign. Motion carried.

Mayor Palmer asked to discuss leaf pickup service. The Council had previously talked about a route and dates to limit pickup due to cost. He would like staff (City Manager, DPW Director and Clerk-Treasurer) to develop a plan for this year. If the dates are limited and residents want a more frequent pickup, they could haul the yard waste to the brush yard as an option. Manager Yonker said staff has held a discussion and feel it can be done.

Mayor Palmer asked the Personnel Committee to begin the City Manager's performance review.

Clerk Fandell reminded Council of the town meeting and reported the ad will be in the paper this week and next, is on the City's website, Facebook and posted in City Hall.

#### **Claims, Accounts and Payroll**

Moved by Thomas, second by Gruesbeck to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #42053-42098 and Payroll Checks #13410-13424, DD697-DD703, EFT #411-414 as listed in the Check Register Book. Motion carried.

#### ***Public Comment***

Mayor Palmer asked for public comments. None were offered.

Moved by Henderson, second by Koppleberger to adjourn. Motion carried.

The meeting adjourned at 7:42 p.m.

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Barbara Fandell, Clerk-Treasurer

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING  
October 6, 2015  
7:00 PM

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Thomas gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, L.D. Hollenbeck, Rick Koppleberger, Alice Schafer, John Thomas and Attorney Jefferson Arnold. Staff present were City Manager Chris Yonker and Deputy Clerk Cathy Cameron.

Audience in attendance was Cathy Timmons and Trevor Paradise.

Moved by Hollenbeck, second by Henderson to approve the minutes of the meeting held September 15, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments. None were offered.

***Committee Reports***

Councilperson Thomas reminded Council that the Manager Evaluations should be returned to City Hall by October 12<sup>th</sup> when he will pick them up and compile the information to meet with the Committee.

Councilperson Thomas reported that the Personnel Committee met to discuss offering Short-Term Disability to full-time non-union staff. The cost analysis was completed and provided to the Council for review. The Personnel Committee recommends going with the 15-day accident; 30-day sickness elimination period with a 30-day duration through Standard Insurance for the cost of \$109 per month, \$1308 annually with a locked in rate for four years for the qualifying six staff members.

Moved by Thomas, second by Koppleberger to approve the recommendation of the Personnel Committee to enter into a Short Term Disability agreement with Standard Insurance. Motion carried.

Councilperson Henderson inquired why the union employees were not included in the short-term disability program. Councilperson Thomas replied that disability was discussed at the last union negotiations but was not part of the final agreement.

Councilperson Thomas reported that the Library Director position was discussed and will follow the handbook, posting the position internally and externally.

Councilperson Thomas also reported that the code enforcement position was discussed with the committee authorizing the City Manager to advertise the position part-time.

Moved by Thomas, second by Schaffer to authorize the City Manager to advertise for a part-time Code Enforcement position. Motion Carried.

Councilperson Schaffer reported that the Library Board met and expressed her appreciation for Library Director Root on her commitment to stay longer to see the basement project through to completion and then proceed with her retirement plans. A donor wall is planned for the basement renovation when complete.

***City Manager Report***

City Manager Yonker reported that the DDA will be meeting now on the second Thursday of each month at noon here at City Hall. This Thursday the DDA Board will be meeting with two representatives from the Michigan Main Street Program who will be presenting an overview of the program. This program does not come funded but would be driven by the volunteers and that committee; it is not staff driven nor does it have to be the DDA Board, but it is typically the DDA who starts the program.

City Manager Yonker updated Council on the Pine River and Main Street paving project. He stated that over 800 scrap tires were recycled to be used for paving material on these two blocks. He informed Council that the public meeting for the proposed sidewalk millage went well. Brochures were distributed covering the most frequently asked questions regarding the sidewalk program, as well as being available at City Hall for residents who were unable to attend the meeting.

The City Manager informed Council that he and Deputy Clerk Cameron would be attending the annual MERS Conference in Grand Rapids this week.

City Manager Yonker informed council that City Assessor Edie Hunter has received documents filed with the Michigan Tax Tribunal from the owner of The Hardwoods. During the 2015 March Board of Review the assessment on the business real property was reduced by \$40,400 including the taxable value. The document states that the petitioners are requesting the original assessment of \$240,600 be reduced to \$44,500 based on the sale of the property being \$100,000 when purchased in December of 2014. City Manager Yonker stated that Clerk/Treasurer Fandell will be contacting Tom Colins of Miller/Canfield to seek representation for the City during this process. Mayor Palmer inquired if the Ways and Means Committee should meet to discuss this issue with the Assessor Hunter and requests the Council to approve the Committee's recommendation tonight, to move forward in a timely manner with the City response to the petition. Councilperson Schaffer suggested that the Council authorize the City Manager to act on their behalf for this situation; all were in agreement.

Mayor Palmer set a meeting for the Ways and Means Committee for Wednesday, October 14<sup>th</sup> at 4pm with City Assessor Hunter regarding The Hardwoods Tax Tribunal situation.

The City Manager updated the Council on the progress made by Shaw's Auto Service toward installing a fence on the business property.

Moved by Henderson, second by Koppleberger to receive the City Manager's report. Motion carried.

***New/Old Business***

Mayor Palmer presented the MML Liability & Property Pool Board of Directors Candidates.

Moved by Henderson, second by Thomas to vote for both candidates running for the MML Liability & Property Pool Board of Directors. Motion Carried.

Mayor Palmer stated that Council has discussed in the past the possibility of closing the downtown during parades. With Homecoming this week, his concern for the children's safety during a parade is brought forward again. Mayor Palmer suggested that the downtown be closed off to traffic an hour before any parade starts and that it be the responsibility of the City Manager to evaluate whether this should happen. Discussion was held and agreed upon that this decision would be helpful for the safety of those attending the parade.

**Claims, Accounts and Payroll**

Moved by Thomas, second by Schafer to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #42100-42149 and Payroll Checks #13425-13464, DD704-DD719, EFT #415-423 as listed in the Check Register Book. Motion carried.

***Public Comment***

Mayor Palmer asked for public comments.

Resident Cathy Timmons asked for the additional safety of closing the downtown during the Homecoming Snake Dance on Wednesday night at 7pm.

Mayor Palmer asked for any additional business to come before the City Council. None was offered.

Moved by Henderson, second by Koppleberger to adjourn. Motion carried.

The meeting adjourned at 7:30pm.

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Cathy Cameron, Deputy Clerk

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING  
October 20, 2015  
7:00 PM

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Councilperson Schafer gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, L.D. Hollenbeck, Rick Koppleberger, Alice Schafer, John Thomas and Attorney Jefferson Arnold. Staff present were City Manager Chris Yonker and Deputy Clerk Cathy Cameron.

Audience in attendance was Steve Clark, Lt. Roy McCollum, Dave Nelson, Helen Soderberg, Cathy Timmons and Trevor Paradise.

Moved by Hollenbeck, second by Koppleberger to approve the minutes of the meeting held October 6, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments. Helen Soderberg addressed Council with regards to repairs needed for a damaged portion of the fence at the dog park, maintenance on some picnic tables and if a Dog Park sign could be placed at the entrance of Woodland Park.

***Committee Reports***

Councilperson Thomas reported the Ways and Means Committee met to discuss the Michigan Tax Tribunal petition filed by The Hardwoods. It is the Committee's recommendation to have an appraisal of the property done with an estimated cost being \$2500.

Moved by Thomas, seconded by Schafer to authorize a property appraisal on The Hardwoods property with an estimated cost of \$2500. Motion carried.

Councilperson Thomas reported the Personnel Committee met to review and discuss a six month evaluation of the City Manager. He stated that all the evaluations were of meet or exceeds expectations and had positive comments. Another evaluation will be performed after one year of service.

Moved by Thomas, seconded by Schafer to receive the Personnel Committee report. Motion carried.

***Department Reports***

Lt. McCollum reported on the Ithaca Unit activity. Councilperson Henderson commented on the new red light that replaced the yellow yield on the corner of Center and North Main stating that many residents have not noticed the change. Lt. McCollum stated the Department is aware of this change. Mayor Palmer stated his appreciation on the extra coverage during home football games, assisting with traffic flow before and after the games. He also informed Lt. McCollum that City Ordinance does not allow for overnight parking on city streets beginning in November.

Moved by Thomas, second by Henderson to receive the Ithaca Unit report. Motion carried.

Fire Chief Nelson reported on the Ithaca Fire-Rescue activity. He informed Council that the County Prosecutor's office contacted him regarding 101 Center and have requested that he provide a Victim Statement for the Court. He will continue to keep the Council updated on the progress.

Moved by Henderson, second by Koppleberger to receive the Ithaca Fire-Rescue report. Motion carried.

***City Manager Report***

City Manager Yonker reported that proper paperwork has been filed on the City's behalf as a response to the tax tribunal filed by The Hardwoods. He commended Assessor Edie Hunter on her knowledge and assistance with this situation, Councilperson Schafer agreed. The DPW had a large water main break in the 700 block on Union Street and commended them on a job well done, as it took many hours of labor replacing 20 feet of the water main. Trick or Treating will be on Halloween night from 5:30-7:30. City Manager Yonker updated Council on the progress of the Library project and how nice the basement is looking.

Moved by Thomas, second by Henderson to receive the City Manager's report. Motion carried.

***New/Old Business***

City Manager Yonker reported on the final change order for the MDEQ Scrap Tire Paving Project which has been reduced by \$339.98, due to quantity of material used.

Moved by Schafer, seconded by Henderson to approve the MDEQ Scrap Tire Paving Project Change Order #1 with a reduction of \$339.98

City Manager Yonker reported on the Michigan Main Street Program. The DDA approved to apply for the Associate Level and he will be submitting the application by November 6, 2015. The DDA will be instrumental and take the lead in this program.

Moved by Thomas, seconded by Koppleberger to adopt Resolution 2015-15: Support for Downtown Development Authority's Application to the Michigan Main Street Program.

**Claims, Accounts and Payroll**

Moved by Thomas, second by Gruesbeck to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #42151-42185 and Payroll Checks #13465-13495, DD720-DD728, EFT #424-426 as listed in the Check Register Book. Motion carried.

***Public Comment***

Mayor Palmer asked for public comments. None were offered.

Moved by Henderson, second by Koppleberger to adjourn. Motion carried.

The meeting adjourned at 7:47 p.m.

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Cathy Cameron, Deputy Clerk

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING  
November 3, 2015  
7:00 PM

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Koppleberger gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, L.D. Hollenbeck, Rick Koppleberger, Alice Schafer, John Thomas and Attorney Jefferson Arnold. Staff present were City Manager Chris Yonker and Clerk-Treasurer Barbara Fandell.

Audience in attendance was Sue Meier, Mike Meier and Alison Brookens.

Moved by Hollenbeck, second by Henderson to approve the minutes of the meeting Held October 20, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments. None were offered.

***Committee Reports***

Councilperson Thomas reported the Ways and Means Committee met to review the Library's Board proposed rental schedule and fees for the rental of the basement community room. It tracks along with the Community Center and the committee had a few suggested changes which were; 1) rental in four hour blocks, 2) change the fee for non-profit and service groups to "donation" for the first four-hour block, charge \$30.00 for subsequent four-hour blocks, 3)change the fee for private individuals, Government and School use to \$30.00 for each four-hour block and 4) Businesses and For-profit groups the fee is \$50.00 per four-hour block.

Moved by Thomas, second by Schafer to approve the Basement Area Rental Policy and fees for the library basement rental with the following changes: Rentals are in four hour blocks, the fee for non-profit and service groups for the first four-hour block is by donation – subsequent four-hour blocks are charged \$30.00, the fee for private individuals, government and school use is \$30.00 for each four-hour block and the fee for businesses and For-profit groups is \$50.00 per four-hour block.

Councilperson Schafer added that the library use of the basement will always take precedent over public rental. Motion carried.

***City Manager Report***

City Manager Yonker updated Council on the library construction. The landscaping was completed, the appliances need to be purchased, the inside is moving ahead well and the quality of work is pleasing. The City will need to do some work on the rear parking and install some parking bumpers and possibly a decorative wall where the drop off is.

Manager Yonker reported on the leaf pickup schedule of the DPW. The new quadrant pickup schedule appears to be working good and the staff has had very few calls except to check when a resident's pickup day is. Some of the DPW crew is working four -10's this week to try and get ahead of the leaves.

Manager Yonker reported on the Granger Facility Site tour and shared some video feed taken during the tour. Staff at Granger shared that two trucks are used through the day in Ithaca so that the trash doesn't have to be compacted as much. We were able to witness the separation process and how they hand sort the blue bags. The recycling is then baled and taken to Travers City to American Waste, which is one of two in the State of Michigan and the largest in the country. They are currently adding scales to the facility and they will be able to weight the trash to help see the actual volume and determine rates appropriately. The facility is also in the process of becoming a drop-off facility for residents.

Moved by Thomas, second by Koppleberger to receive the City Manager's report. Motion carried.

***New/Old Business***

Councilperson Henderson asked if the backhoe bid was out. Clerk Fandell said yes and the opening is scheduled for November 12<sup>th</sup> with award to be placed on the November 17<sup>th</sup> agenda.

Councilperson Schafer noted the Library Board minutes and congratulated Clerk-Treasurer Fandell on her being elected to the MMTA Board of Directors as Vice-President.

***Claims, Accounts and Payroll***

Moved by Thomas, second by Schafer to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #42186-42220 and Payroll Checks #13496-13511, DD729-DD735, EFT #427-432 as listed in the Check Register Book. Motion carried.

***Public Comment***

Mayor Palmer asked for public comments.

Mr. Lambrecht's Government class students, Mike Meier and Alison Brookens introduced themselves. Mayor Palmer thanked them for coming.

Mayor Palmer asked for any additional business to come before the City Council. None was offered.

A Parks and Cemetery Committee meeting was set for Tuesday, November 17, 2015 at 6:00pm.

Moved by Thomas, second by Henderson to adjourn. Motion carried.

The meeting adjourned at 7:25pm.

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Barbara Fandell, Clerk-Treasurer

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Tim Palmer, Mayor

**CITY OF ITHACA  
CITY COUNCIL MEETING  
November 17, 2015  
7:00 PM**

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00 p.m. and was followed by the Pledge of Allegiance to the Flag. Councilperson Thomas gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, L.D. Hollenbeck, Rick Koppleberger, Alice Schafer and John Thomas. Staff present were Attorney Jefferson Arnold and Clerk-Treasurer Barbara Fandell.

Absent was City Manager Chris Yonker.

Audience in attendance was Elaine Thomas, Joe and Morgen Allen, Claire Reeves, Bob and Gail Paradise, Mrs. Trevor Paradise and Don Schurr.

Moved by Koppleberger, second by Thomas to approve the minutes of the meeting held November 3, 2015. Motion carried.

***City Council Organization***

Mayor Palmer excused Councilpersons John Thomas and L.D. Hollenbeck.

Clerk-Treasurer Fandell administered the Oath of Office for Mayor to Tim Palmer.

Clerk-Treasurer Fandell administered the Oaths of Office for City Councilperson to Catherine Timmons, Trevor Paradise and James Gruesbeck. The new members were seated.

Mayor Palmer asked for nominations for Mayor Pro-Tempore. Moved by Gruesbeck, second by Henderson to nominate Alice Schafer as appointee for Mayor Pro-Tempore. Mayor Palmer asked for other nominees and discussion. None were offered. Motion carried.

Clerk-Treasurer Fandell administered the Oath of Office for Mayor Pro-Tempore to Alice Schafer.

Mayor Palmer presented the Committee Appointments for the 2015-2016 year. Moved by Schafer, second by Henderson to approve the committee appointments recommended by Mayor Palmer as listed, with the first name designated as the Chair:

- **Building and Grounds:** Koppleberger, Henderson, Paradise
- **Cemetery and Parks:** Timmons, Schafer, Henderson
- **Equipment:** Henderson, Paradise, Timmons
- **Personnel:** Koppleberger, Gruesbeck, Schafer
- **Public Safety:** Gruesbeck, Timmons, Paradise
- **Streets and Parking:** Henderson, Schafer, Timmons
- **Technology:** Timmons, Gruesbeck, Koppleberger
- **Water and Sewer:** Schafer, Koppleberger, Henderson
- **Ways and Means:** Schafer, Gruesbeck, Koppleberger
- **911 Board:** Gruesbeck
- **Senior Activity Board:** Gruesbeck
- **Fair Board:** Paradise
- **Library Board:** Schafer

Mayor Palmer asked for consideration of Resolution 2015-16 honoring L.D. Hollenbeck for his service to the City. Moved by Henderson, second by Schafer to adopt Resolution 2015-16: Recognition of Service of Lawrence D. Hollenbeck. Motion carried.

Mayor Palmer read and presented the Resolution to former Councilperson Hollenbeck.

Mayor Palmer asked for consideration of Resolution 2015-17 honoring John Thomas for his service to the City. Moved by Schafer, second by Gruesbeck to adopt Resolution 2015-17: Recognition of Service of John C. Thomas. Motion carried.

Mayor Palmer read and presented the Resolution to former Councilperson Thomas. He thanked both gentlemen and shared everyone's appreciation for their service.

### ***Public Comment***

Mayor Palmer asked to receive public comments. Don Schurr of Greater Gratiot Development, Inc. thanked both Hollenbeck and Thomas and told the audience what a pleasure it was to work them over the years.

### ***Committee Reports***

Councilperson Henderson reported the Parks and Cemetery Committee met to review the Gratiot Area Chamber of Commerce's request for the use of McNabb Park for the 2016 Agri-Fit Challenge. The Committee recommends approving the date, with the understanding that the Chamber try to change it to coincide with the new Fun Fest date and further recommends charging a fee of \$250 for 2016 and for 2017 to cover the City's costs in support of staging the event.

Moved by Henderson, second by Koppleberger to approve the use of portions of McNabb Park by the Gratiot Area Chamber of Commerce for the Agri-Fit Challenge on September 17, 2016, with an annual fee of \$250 to be charged for the event in 2016 and 2017. Councilperson Timmons asked what the Chamber was previously charged. In year one, \$500 and last year \$0; the two-year fee will offer them some budget stability and cover our costs. Motion carried.

Councilperson Schafer reported the Ways and Means Committee met to review an offer made on lot #30 in the Westwind Subdivision. The Committee made a counter offer. Once a sale price is agreed, it will be brought to the Council for approval. The Committee also discussed and recommended having Lot #28 looked at as a possible park. The lot has a storm drain running through the middle, which would cost approximately \$20,000 to relocate.

Councilperson Schafer reported that the library basement project was completed, except for the furniture purchase and an open house will be scheduled soon. The Board also selected Abby Hill to fill the Interim Library Director position until the end of the fiscal year.

### ***Department Report***

Mayor Palmer noted receipt of the Sheriff Department's Ithaca Unit Report and asked for discussion; none was offered. Moved by Henderson, second by Koppleberger to receive the Ithaca Unit Report for October 2015. Motion carried.

### ***City Manager Report***

Mayor Palmer offered City Manager Yonker's report for discussion in his absence. Councilperson Schafer commented on the new method for fall leaf cleanup and how well it was working. Many residents like the new collection zone system. Manager Yonker's written report included updates on the Library project, the passing of the sidewalk millage proposal, the DDA's adoption of the resolution to apply for & commit to the MI Main Street Program, the completion of the four new picnic shelters in the parks, an update on MDOT's new road funding plan, community event dates, the Veterans Day Ceremony and the purchase of the new backhoe.

Moved by Henderson, second by Paradise to receive the City Manager's report. Motion carried.

### ***New/Old Business***

Mayor Palmer presented Resolution 2015-18 honoring Vicki Root for consideration. Moved by Koppleberger, second by Timmons to adopt Resolution 2015-18: Recognition of Vicki Root for her Years of Service as the Library Director. Motion carried.

Clerk-Treasurer Fandell presented for approval the calendar year 2016 meeting dates for the City Council, Planning Commission and Downtown Development Authority. She noted that the DDA had approved its schedule and the Planning Commission would ratify its schedule at its December meeting.

Moved by Henderson, second by Koppleberger to approve the City Council, Planning Commission and Downtown Development Authority's meeting schedules for 2016. Motion carried.

Mayor Palmer reviewed the bids received for the sale of the 1997 backhoe and the recommendation of the City Manager to award the bid to the high bidder; Joel Zuker.

Moved by Henderson, second by Timmons to award the bid for the sale of the 1997 backhoe to Joel Zuker in the amount of \$21,021.00. Motion carried.

Mayor Palmer set a Personnel Committee for 5:00 p.m. on Tuesday, November 24, 2015 to discuss the renewal of health insurance coverage for City employees.

**Claims, Accounts and Payroll**

Moved by Gruesbeck, second by Schafer to approve the claims and accounts submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #42221-42273 and Payroll Checks #13512-13524, DD736-DD741 and EFT433-436 as listed in the Check Register book. Motion carried.

***Public Comment***

Mayor Palmer asked for public comments.

Mr. Lambrecht's Government class students Morgan Allen and Claire Reeves introduced themselves. Mayor Palmer thanked them for coming.

Mayor Palmer asked for any additional business to come before the City Council. None was offered.

Moved by Henderson, second by Koppleberger to adjourn. Motion carried.

The meeting adjourned at 7:38 p.m.

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Barbara Fandell, Clerk-Treasurer

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING  
December 1, 2015  
7:00 PM

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Schafer gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, Rick Koppleberger, Trevor Paradise, Alice Schafer and Cathy Timmons. Staff present was Clerk-Treasurer Barbara Fandell.

Absent were City Attorney Jefferson Arnold and City Manager Chris A. Yonker.

Audience in attendance was none.

Moved by Henderson, second by Paradise to approve the minutes of the meeting held November 17, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments. None were offered.

***Committee Reports***

Councilperson Koppleberger reported the Personnel Committee met to review the employee Health, Dental and Vision insurances. The total increase for 2016 if the current plan is kept will be 1.29%. The Committee recommends keeping the same carrier and policy for 2016 and that the employee's contribution will remain the same dollar amount as in 2015. The committee further recommends a review of additional plan options, combinations and carriers for 2017 as carriers are being more widely accepted in the county.

Moved by Koppleberger, second by Timmons to renew the current health, dental and vision insurance plans and keep the employees premium contribution amount the same as 2015. Motion carried.

Mayor Palmer reported the Committee of the Whole met to hear information from MERS representative Marne Carlson on the Defined Benefit and Defined Contribution Plans, City funding and the new GASB 68 reporting requirements. The Committee also discussed the Ag-Industrial Park development with Don Schurr and held an annual goals setting session. There are no recommendations. Councilperson Timmons asked if a follow up meeting to the goals session would be held and Mayor Palmer confirmed.

***City Manager Report***

Mayor Palmer offered City Manager Yonker's report for discussion in his absence. Manager Yonker's written report included updates on the Library Basement Renovation project, the sidewalk millage project, the MI Main Street Program, a review of the Council's strategic planning session, a listing of community event dates and that he was invited to speak about the city and share our upcoming projects with the Ithaca Rotary.

Councilperson Timmons asked when the Library basement community room would be available to rent. Councilperson Schafer said they are hoping for after the first of the year and after the open house is held.

Moved by Henderson, second by Koppleberger to receive the City Manager's report. Motion carried.

***New/Old Business***

Mayor Palmer presented Resolution 2015-19 for the offer and agreement from Joseph and Tori Baxter for the purchase of Westwind Estates Lot #30 for consideration. Council discussed the Baxter's offer on Lot#30 and the time lapse since the last sale of a lot in the subdivision.

Moved by Koppleberger, second by Timmons to adopt Resolution 2015-19 Sale of Westwind Estates Lot #30 with a change to the "Resolved" from; *by its Mayor and City Clerk to by its City Manager and City Clerk.*  
The motion carried by Roll Call vote:

Ayes: (7) Gruesbeck, Henderson, Koppleberger, Paradise, Schafer, Timmons, Palmer  
Nays: (0) None  
Absent: (0) None  
Abstain: (0) None

Mayor Palmer asked Council if they would like a Resolution prepared to honor the Ithaca Varsity Football team. Council unanimously agreed and the Clerk was asked to have one drafted for the next meeting.

Mayor Palmer set the following committee meetings:

- Streets and Parking for 12/08/2015 at 5:30pm to work on the Sidewalk Millage project plan.
- Committee of the Whole for 12/15/2015 at 5:30pm to review the 2014-2015 Fiscal Year Audits.

Councilperson Timmons informed members of the activities for the Hometown Christmas event being held on Friday, December 4<sup>th</sup> and noted the downtown Christmas tree was donated to the City by Twin City Landscape.

**Claims, Accounts and Payroll**

Moved by Gruesbeck, second by Schafer to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #42275-42308 and Payroll Checks #13525-13541, DD742-DD748, EFT #437-442 as listed in the Check Register Book. Motion carried.

**Public Comment**

Mayor Palmer asked for public comments. None were offered.

Mayor Palmer asked for any additional business to come before the City Council. None was offered.

Moved by Henderson, second by Paradise to adjourn. Motion carried.

The meeting adjourned at 7:21pm.

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Barbara Fandell, Clerk-Treasurer

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Tim Palmer, Mayor

CITY OF ITHACA  
CITY COUNCIL MEETING  
December 15, 2015  
7:00 PM

The regular meeting of the City of Ithaca City Council, held at 129 W. Emerson Street, Ithaca, Michigan, was called to order by Mayor Palmer at 7:00pm and followed by the Pledge of Allegiance to the Flag. Councilperson Koppleberger gave the invocation.

Present were Mayor Tim Palmer and Councilpersons James Gruesbeck, Brian Henderson, Rick Koppleberger, Trevor Paradise, Alice Schafer, Cathy Timmons and City Attorney Jefferson Arnold. Staff present were City Manager Chris A. Yonker and Clerk-Treasurer Barbara Fandell.

Audience in attendance was none.

Moved by Timmons, second by Henderson to approve the minutes of the meeting held December 1, 2015. Motion carried.

***Public Comment***

Mayor Palmer asked to receive public comments. None were offered.

***Committee Reports***

Mayor Palmer reported the Committee of the Whole met to review and discuss the 2014-2015 Fiscal Year Audit and Single Audit as presented by Christina Schaub of Roslund, Prestage and Company. The Single Audit showed one deficiency in the procurement of contractors when federal grant funds were acquired, however it was corrected by staff immediately upon discovery and new procedures will be placed in the purchasing policy to strengthen that internal control. The Committee discussed the favorable net position of the funds, retirement liability and thanked the management staff for their work on the MD&A. The Committee recommends acceptance of both audits.

Moved by Timmons, second by Koppleberger to receive and approve the 2014-2015 Fiscal Year Audit and the 2014-2015 Federal Awards Single Audit. Motion carried.

Councilperson Schafer reported the Library Board met and is in the process of hiring a new part-time Library Clerk. The Board set the holiday hours and the library will be closed December 24th, 25th, 26th and half of the day on the 31<sup>st</sup>. It will also be closed January 1<sup>st</sup> and 2<sup>nd</sup>. The basement furniture has been ordered and some has arrived and the kitchen appliances are in. The plaques have also arrived and the staff is already receiving calls for reservations. Rental of the room will begin in January with the open house schedule for April when the donor wall should be completed and Vicki Root will be able to attend.

***Department Report***

Mayor Palmer noted receipt of the Sheriff Department's Ithaca Unit Report and asked for discussion; none was offered. Moved by Henderson, second by Paradise to receive the Ithaca Unit Report for November 2015. Motion carried

***City Manager Report***

City Manager Yonker reported he met with Michael Fredrickson of the Michigan Concrete Association for a consult on the sidewalk program and the S. Pine River/Center Street intersection for when the road is redone. The intersection is part of the Center Street project which is back on the Road Commission schedule at an 80/20 match. The intersection has major rutting and other issues with the northwest corner. Mr. Fredrickson is helping with some ideas and specifications. He reported an inquiry was received from the owners of Rosewood Adult Foster Care at 1306 S. State Road to possible connect to the City's sanitary sewer system due to their failing septic system. A meeting has been set with Mr. and Mrs. Ruthig to discuss their options. Under current ordinance, the property must be annexed or a 425 Agreement put into place in order for the city to provide services. Manager Yonker informed Council he is working on a grant application to the MEDC with Greater Gratiot Development to fund a master plan for the properties on the east side of the highway (ZFS and behind TSC). The grant would help fund the plan development and utilities costs on that side. They will try to dovetail it in with the County-wide Master Plan so both are updated properly and simultaneously. Manager updated Council on the status of the sidewalk millage plan, strategic planning meeting, the library basement renovation, the Michigan Main Street program, Fire Department personnel, winter street banners, IPC and the Hometown Christmas celebration and that he was invited to be the emcee at the Gratiot Chamber Annual Meeting/Dinner.

Councilperson Koppleberger asked if Steve Clark from Rowe would be consulted prior to the sidewalk specs being placed out for bid. Manager Yonker confirmed that he will be included in the preparing the bid and the sidewalk committee meeting would be rescheduled after the first of the year.

Moved by Timmons, second by Schafer to receive the City Manager's report. Motion carried.

***New/Old Business***

Mayor Palmer presented Resolution 2015-20 Honoring the 2015 Ithaca High School Varsity Football team for its State championship.

Moved by Henderson, second by Schafer to adopt Resolution 2015-20 Honoring the 2015 Division 6 State Champion Ithaca High School Varsity Football Team. Motion carried.

Mayor Palmer said he would be presenting it to the team at the school during the ring ceremony in February.

City Manager Yonker presented a Farmland lease agreement for the land by the pond one at the lagoon which is farmed by Ronald Cuthbert. Mr. Cuthbert has farmed the land for at least ten years. The agreement is needed to protect the lagoon and wells from herbicides and pesticides the farmer may use. The lease has a 3% increase in rent each year over the term on the lease.

Moved by Timmons, second by Paradise to approve the Cash Farmland Lease agreement and authorize the City Manager to sign. Motion carried.

City Manager Yonker presented the Poverty Exemption Application for 2016 as requested by the City Assessor. The exemption limits and application is required by State law to be adopted. Homeowners must meet the guidelines set in order to receive the exemption. The limits in the document are the federal limits and it is a means tested application on income and assets.

Moved by Henderson, second by Timmons to adopt the 2016 Poverty Exemption limits and application. Motion carried.

City Manager Yonker presented three Library Basement Renovation Project Change Orders for review. Change Order #1 covered some electrical design changes, an addition of a Lazy Susan to the kitchenette, electrical additions and the installation of an access panel in the soffit. The net result was an increase of \$10.00. Change Order #2 is an increase of \$533.00 for the demolition of an existing 14'x4' sidewalk section and replacement to match with the new parking lot asphalt elevation. This correction created a safer walkway entrance for patrons. Change Order #3 is for the installation of an exhaust fan in the sink room that was missed in the original design; the cost is an increase of \$504.00. The total cost for all three Change Orders in an increase of \$1,047.00.

Moved by Henderson, second by Koppleberger to approve Library Basement Renovation project Change Order #1 in the amount of \$10.00. Motion carried.

Moved by Paradise, second by Timmons to approve Library Basement Renovation project Change Order #2 in the amount of \$533.00. Motion carried.

Moved by Timmons, second by Paradise to approve Library Basement Renovation project Change Order #3 in the amount of \$504.00. Motion carried.

**Claims, Accounts and Payroll**

Moved by Schafer, second by Koppleberger to approve the claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended to Committee for payment; Accounts Payable Checks #42310-42372 and Payroll Checks #13542-13554, DD749-DD753, EFT #443-446 as listed in the Check Register Book. Motion carried.

***Public Comment***

Mayor Palmer asked for public comments. None were offered.

Mayor Palmer asked for any additional business to come before the City Council. None was offered.

Moved by Timmons, second by Koppleberger to adjourn. Motion carried.

The meeting adjourned at 7:35pm.

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Barbara Fandell, Clerk-Treasurer

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Tim Palmer, Mayor