

**CITY OF ITHACA
CITY COUNCIL MEETING
January 7, 2020
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 Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Protem Koppleberger gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, Scott Gray, James Gruesbeck, Rick Koppleberger and Attorney Jefferson Arnold. Staff present were City Manager Jamey Conn and Clerk-Treasurer Barbara Fandell.

Absent was Councilperson Clark Hubbard.

Audience in attendance was Rob and Lexi Endter.

Moved by Andrew, second by Koppleberger to approve the minutes of the regular meeting held December 17, 2019. Motion carried.

Mayor Schafer for Items to be removed from the Consent Agenda; there were none. Moved by Gray, second by Koppleberger to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None were offered.

Consent Agenda

Moved by Gray, second by Gruesbeck to approve the consent agenda: items as listed:

- **City Manager report which included updates on the Kimmel Propane project and Commerce Road extension, E. St. Charles Rd property development, Zoning Board of Appeals decision on 112 Barber Street, meeting with regional municipalities and legislators regarding lead/copper lines and IPC meeting progress.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #4632-46276, E-Check 1001 and Payroll Checks #15649-15687, DD1478-DD1494, EFT #1032-1039 as listed in the Check Register Book.**
- **Correspondence received: Board minutes: Planning Commission, Zoning Board of Appeals; CVTRS required reports**

Motion carried by Roll Call Vote:

Ayes: (6) Koppleberger, Andrew, Baublitz, Gray, Gruesbeck and Schafer

Nos: (0) None

Absent: (1) Hubbard

Moved by Gray, second by Koppleberger to excuse Councilperson Hubbard due to illness. Motion carried.

Committee Reports

There were no Committee reports.

City Manager Comments

City Manager Conn provided the Commerce Road extension contract for review as prepared by Attorney Arnold. He will meet with Mr. Kimmel and the contractor on Thursday. Manager Conn reported that the Fire Authority Review Committee has moved its meeting to January 16, 2020 as the Chief from the Brighton Area Fire Authority offered to come up and discuss their Authority as well as the Traverse City Area Authority. He further reported that he has given Mr. Vernon a deadline of January 17, 2020 for a decision regarding Serenity Drive.

Moved by Gray, second by Koppleberger to approve the Contract to Build Road between the City of Ithaca and Scott Kimmel and authorize the City Manager to finalize and sign. Motion carried.

New Business

There was no new business.

Old Business

Mayor Schafer presented the application of Steve Sigafoose to serve on the Zoning Board of Appeals. Clerk-Treasurer Fandell shared that Mr. Sigafoose was referred by current member Jim Wideman. Mr. Sigafoose has a construction background, long-time resident of the City and desires to serve the community.

Moved by Baublitz, second by Andrew to appoint Steve Sigafoose to the Zoning Board of Appeals as an Alternate Member with a term ending June 30, 2021. Motion carried.

Clerk-Treasurer Fandell stated she sent a letter and Board application to Mr. Larry Ringle as a follow up to the conversation and recommendation from the last meeting for his possible interest in the Board of Review.

Councilperson Baublitz inquired on the Pine River street light installation status. Manager Conn will find out tomorrow.

Public Comment

Mayor Schafer asked for public comments. None were offered.

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

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

The meeting adjourned at 7:15pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
January 21, 2020
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 Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Schafer gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, Scott Gray, James Gruesbeck, Clark Hubbard, Rick Koppleberger and Attorney Jefferson Arnold. Staff present were City Manager Jamey Conn, Clerk-Treasurer Barbara Fandell, Fire Chief Dave Nelson, Lt. Roy McCollum.

Audience in attendance was Rob and Lexi Endter.

Moved by Koppleberger, second by Gray to approve the minutes of the regular meeting held January 7, 2020. Motion carried.

Mayor Schafer for Items to be removed from the Consent Agenda; there were none. Moved by Gray, second by Hubbard to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None were offered.

Consent Agenda

Moved by Hubbard, second by Andrew to approve the consent agenda: items as listed:

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- **Ithaca Unit Report for December 2019 which included 97 calls for service, 147 traffic stops, 32 issued tickets, 150 verbal warnings, 15 arrests and 1152 business/residence inspections.**
- **Fire Chief's quarter report for the Fire/Rescue activity for October through December 2019. The report included updates on training, community activities and equipment; including hose & ladder and engine pump testing. Chief Nelson reported on the fire fighter continuing education State requirements and the challenges the City will face going forward. He further reported on his participation with the 911 Authority, Gratiot County Fire Chief Association, Gratiot County Emergency Services and grant writing assistance for 800mhz radio platform and success if receiving a Luneack Family Foundation grant for three radios for the City.**
- **Code Officers quarter report for October through December 2019. The report included updates on the industrial park blight issues (still under attorney review) and the former reported garage/barn that was going to be condemned (now up for tax sale).**
- **Financial and Investment reports for Quarter ended September 30, 2019. Report to be placed on file for audit.**
- **City Manager report which included updates on the 112 Barber Street new construction, DDA meeting (moving of Farm Market to Tuesdays, holding a 50/50 raffle at US127 Car Show), Employee Appreciation Dinner, County wide transportation meeting and the County Parks millage.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46277-46305 and Payroll Checks #15688-15713, DD1495-DD1506, EFT #1041-1050 as listed in the Check Register Book.**
- **Correspondence received: 150th Anniversary of Ithaca First Presbyterian Church Invitation, City Municipal Viewpoint.**

Motion carried by Roll Call Vote:

Ayes: (7) Andrew, Baublitz, Gray, Gruesbeck, Hubbard, Koppleberger, and Schafer

Nos: (0) None

Absent: (0) None

Committee Reports

Mayor Schafer reported the Committee of the Whole met and took a tour of the ZFS facility and followed up with a presentation by Superintendent Sara Kettlehohn on the Ithaca School \$30M bond proposal.

Department Reports

Lt. Roy McCollum gave the annual report and statistics for the Ithaca Unit. He reported unit 29-8 had been removed from service as it was not suitable for patrol and will be sold. A new car is on order and the other two units will be used until it has arrived. Deputies Weslock and Vidal will be attending TEAM training and School Resource Officer school. The department is working hard to focus on the Community policing. He further reported that the department will have assistance with the semi traffic as a new weigh master will be assigned to the area.

Moved by Gray, second by Baublitz to receive the annual Ithaca Unit report. Motion carried.

Fire Chief Nelson commented that he received notice the ISO rating will be every five years and the rating inspection will be performed in March. He reported that the Hazard Mitigation Planning report has been sent to the State Police for review and then it will go to FEMA for review. It then will come back to the County for adjustments and final adoption.

City Manager Comments

City Manager Conn discussed the Commerce Road extension. After meeting with the contractor for Kimmel's development, an additional 117 feet of road extension would be desirable for accessing the new parking lot directly. The additional cost for the gravel would be \$6,144.00. Manager Conn provided cost estimates as submitted and recommended going forward with the additional footage, which would also allow for a turnaround for the DPW, and estimate provided by Merchant excavating.

Moved by Baublitz, second by Hubbard to approve the contract work for the extension of Commerce Drive to 342 feet to Merchant Excavating at a cost of \$17,948.24 and authorize the City Manager to sign. Motion carried.

Manager Conn shared that the County has shown interest in partnering to bring transportation service to Ithaca. Alma Transit will be conducting a survey and Alma College political science students will be assisting with a door-to-door canvas on the service and potential millage. The design is the City would pay Transit directly, and currently St. Louis and Pine River Township are going for a millage.

Councilperson Gray inquired on the Managers' discussions on the county parks millage. The people voted for the millage to go to the county parks and not the city parks. Clerk-Treasurer Fandell explained that former Manager Yonker had shared that the County was not interested in sharing the current millage generated funds, but when renewal goes out, it would add on so those additional mills could be given to the municipalities. This would be done so the tax payers didn't have to choose one or the other if both went for a millage. Councilperson Baublitz added they were looking to rework the millage to benefit all of the parks due the surplus of funds and local's request to help fix their parks. Councilperson Gray stated it was wrong and not what the people voted for.

New Business

Clerk-Treasurer Fandell presented the Random Acts of Kindness Proclamation for adoption. Mrs. Meier and her students will be in attendance on February 4th to give a presentation.

Moved by Hubbard, second by Andrew to Proclaim Random Acts of Kindness week in Ithaca for February 16th through February 23rd, 2020 and Kindness Day for February 17, 2020. Motion carried.

Councilperson Koppleberger stated that the City Manager evaluation will be distributed by the City Clerk for completion by February 18, 2020.

Old Business

There was no old business action.

Public Comment

Mayor Schafer asked for public comments. None were offered.

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

Moved by Gray, second by Hubbard to adjourn. Motion carried.

The meeting adjourned at 7:43pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
February 4, 2020
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 Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Koppleberger gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, Scott Gray, James Gruesbeck, Clark Hubbard, Rick Koppleberger and Attorney Jefferson Arnold. Staff present were City Manager Jamey Conn, Deputy Clerk Cathy Cameron.

Audience in attendance was Sean Beckman, George Bailey, Ryan Mills, Rob and Lexi Endter, Mrs. Sue Meier and her Kindergarten students along with their parents.

Moved by Hubbard, second by Andrew to approve the minutes of the regular meeting held January 21, 2020. Motion carried.

Mayor Schafer inquired for items to be removed from the Consent Agenda; there were none. Moved by Gray, second by Baublitz to approve the Agenda including the Consent Agenda. Motion carried.

Random Acts of Kindness

Mayor Schafer presented the Random Acts of Kindness Proclamation to Mrs. Meier and her students. The students gave a presentation of their kindness projects they have done throughout the community this past year. Projects included, Books for Babies, decorating lunch bags for Foods with Friends, Everyone Deserves a Birthday Cake, making cards for Military Troops, sending valentines to Motts Children Hospital Patients, hair donation to Wigs for Kids, shelter pet adoption, and the Fly your Flag Campaign.

Public Comment

Mayor Schafer asked for public comments. Ryan Mills, owner of Four 7 Food and Spirits addressed the Council that he will be hosting a Saint Patrick's Day Party on Saturday, March 14th. He has spoke with his neighboring businesses and has received permission from them to use the parking lot behind their buildings connecting with his bar property. Weather permitting they will be having a band along with other outdoor activities. Mr. Mills stated that he will be fencing off the area behind the buildings which is all private property. Mayor Schafer thanked Mr. Mills for coming before the Council to inform them of his plans.

Consent Agenda

Moved by Hubbard, second by Andrew to approve the consent agenda: items as listed:

- **Committee of the Whole meeting held January 22, 2020**
- **City Manager report which included updates on the Kimmel Propane contract, MML Liability Insurance policy review, meeting with Rowe to discuss Land Use and bidding of street repaving projects, Library water issue, Airport Authority viability, Planning Commission and Zoning Board of Appeals requests.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46306-46341 and Payroll Checks #15715-15726, DD1507-DD1513, EFT #1051-1057 as listed in the Check Register Book.**
- **Correspondence received: None**

Motion carried by Roll Call Vote:

Ayes: (7) Baublitz, Gray, Gruesbeck, Hubbard, Koppleberger, Schafer and Andrew

Nos: (0) None

Absent: (0) None

City Manager Comments

City Manager Conn reported that the City did not receive the scrap tire grant. He further reported on continued discussions of the possible development on the Saint Charles Road acreage. The investor would like clarification on the taxes with the progression of the project. Councilperson Gray stated that he believes there are State regulations in place that once land is repurposed into lots/subdivision, the value of that land is increased based on purpose for residential development and no longer a single large parcel used as agriculture. He suggested that the Assessor look into the issue for details. City Manager Conn informed Council that George Bailey has set up a meeting with Senator Rick Outman and has invited himself and DPW Director Studt to attend with him as they discuss PFAS, lead and copper requirements and other issues.

New Business

Rowe Project Manager, Sean Beckman reported to Council that he was recently notified that the City was not awarded the scrap tire grant. He stated that this is the second year in a row that the grants have been awarded to research projects. Councilperson Hubbard inquired if this is the most affordable route to paving or is it only

because scrap tire material is still in the testing phase and can we go out for bid for this material beyond this program. Mr. Beckman replied that we can go out for bid for local street paving using an HMA mixture as a bid alternate to recycled asphalt material. Within the bidding we will request both types of material to see the cost difference.

Mr. Beckman reported he met with the City and it was decided that the sidewalk reconstruction along Newark Street would be bundled with the 2020 Street and Parking Lot Paving Project for a single bid project. Discussion was held on the issue with parking in the lot behind the Library and adjacent businesses.

Moved by Koppleberger, second by Gray to approve the proposal with Rowe Professional Services for the 2020 Local Streets Paving/Bidding Assistance and authorize the City Manager to sign. Motion carried.

Old Business

Mayor Schafer presented the application from Marty Peet to serve on the Board of Review.

Moved by Hubbard, second by Andrew to appoint Marty Peet to the Board of Review for a partial term ending June 30, 2020. Motion carried.

Deputy Clerk Cameron informed the Council that Mr. Peet will also be serving as an Election Inspector.

City Manager Conn asked George Bailey if he would like to serve as an alternate on the Zoning Board of Appeals. Mr. Bailey replied that he would.

Moved by Hubbard, second by Gray to appoint George Bailey to the Zoning Board of Appeals to serve as an alternate member. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None was offered.

George Bailey reported on the County Commissioners agenda items and updates.

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

Councilperson Koppleberger passed out the City Manager evaluation packet asking the councilmembers to fill them out and returned to him before the next meeting.

Moved by Hubbard, second by Gray to adjourn. Motion carried.

The meeting adjourned at 7:55pm.

Cathy Cameron, Deputy Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
February 18, 2020
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 Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Schafer gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, Clark Hubbard, Scott Gray, James Gruesbeck, Rick Koppleberger and Attorney Jefferson Arnold. Staff present were City Manager Jamey Conn and Clerk-Treasurer Barbara Fandell.

Audience in attendance was Rob and Lexi Endter.

Mayor Protem Koppleberger offered a correction to the minutes in the first paragraph, second sentence; changing “Mayor” to “Mayor Protem” to accurately reflect the title.

Moved by Hubbard, second by Gray to approve the minutes of the regular meeting held February 4, 2020 with the correction in the first paragraph, second sentence changing “Mayor to Mayor Protem”. Motion carried.

Mayor Schafer asked for Items to be removed from the Consent Agenda; there were none. Moved by Hubbard, second by Gray to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None were offered.

Consent Agenda

Moved by Hubbard, second by Andrew to approve the consent agenda; items as listed:

- **Ithaca Unit Report for January 2020**
- **Financial Reports for 2019-2020 Fiscal Year Second Quarter**
- **City Manager report which included updates on the library basement waterproofing, Gale Court drain relocation from Lots 27 & 28, Westwind water detention pond, City of Alma Transit public transportation proposal, spring street paving projects and bid process, public parking lot paving and private owner participation, Newark Street sidewalk project and request from Scott Nevins to extend the sidewalk, Land Use kickoff and Fire/Rescue budget meeting dates.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46342-46383 and Payroll Checks #15714, 15728-15739, DD1514-DD1520, EFT #1059-1064 as listed in the Check Register Book.**
- **Correspondence received: Member Spotlight for Michigan Rural Water Association – Highlighting Bob Studt, Thank You card – Gratiot County Sheriff**

Motion carried by Roll Call Vote:

Ayes: (7) Gray, Gruesbeck, Hubbard, Koppleberger, Andrew, Baublitz and Schafer

Nos: (0) None

Absent: (0) None

Committee Reports

Mayor Schafer reported the Committee of the Whole met to continue the goal session and strategic planning for the budget and upcoming fiscal year. Concentration will be given to Lead/Copper rules, storm sewer, Woodland Park path maintenance, Cemetery fence, roads and foundation in new section, Community Center, City Hall and other building maintenance/updates and review of public safety service budgets in the long term.

City Manager Comments

City Manager Conn provided information on the Fire Authority Committee site visit to Traverse City. They were greeted and able to talk with three Fire Chiefs from both successful and failed authorities. The group has realized that it will need to address the funding earlier in the process and feel they are close to bringing in an attorney to start the paperwork for a foundation beginning point. Councilperson Gruesbeck shared that Clinton County had one, but it failed due to political reasons, which Manager Conn shared is the main reason for most that fail.

Manager Conn asked for direction on the Westwind Lots 27 & 28. The drain has been discussed with Commissioner Barnes and if moved, would the Council anticipate selling both lots together or each lot separate so two homes could be built. General consensus of the Council was to sell each lot separate with a home to be built on each, due to the limited number available.

Manager Conn discussed the purchase of the air packs and radios for the fire department. The purchases total \$150,000+ and the committee is looking at potentially borrowing funds. Treasurer Fandell’s analysis of the

funds show ample fund balance that could be used as an option if the Council concurred. This would utilize funds that the townships have already contributed over the years. A full financial plan would be presented to the Committee for review and recommendation. Council was okay with using the fund balance and in agreement to present the plan to the Committee for its recommendation.

Lastly, Manager Conn updated Council on the public parking lot paving. Scott Nevins has agreed to paving his portion abutting to the City owned lot, Eightcap and Hearthstone are both interested, however have requested receiving the estimate before making any commitment.

New Business

Clerk-Treasurer Fandell presented the MAGNET request for funding. The item is budgeted.

Moved by Baublitz, second by Andrew to approve MAGNET's request for program participation at a cost of \$2,823. Motion carried.

Mayor Schafer presented the Library Board's request to have the contractor bid approved for waterproofing the basement. Manager Conn discussed the project in his report and was assisted on site by Bob Studt, both which agree with the Board's recommendation.

Moved by Gray, second by Hubbard to award the Library Basement Waterproofing project to Rangel's Waterproofing and Construction in the amount of \$8,900.00, amend the budget as necessary and authorize the City Manager to sign the contract. Motion carried.

Manager Conn asked that a meeting date be set for the Land Use Planning project kickoff between Rowe, the City Council, selected staff, the Planning Commission and Zoning Board of Appeals members.

Mayor Schafer set the date for the Land Use Planning kickoff meeting for March 5, 2020 from 11:00am to 1:00pm.

Old Business

Councilperson Baublitz shared that in his position at Alma Transit, he is starting to receive the post card surveys back. To date, he has received 117 from Ithaca (out of the 600-800 sent to residents). The majority received are in favor.

Public Comment

Mayor Schafer asked for public comments.

Councilperson Hubbard gave praise for the community policing efforts of Ithaca Police Officers Litwiller and Sewell for their assistance in finding his neighbor's lost dog at 2:00am on a 16-degree night.

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

Moved by Andrew, second by Baublitz to adjourn. Motion carried.

The meeting adjourned at 8:03pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
March 3, 2020
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 Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Protem Koppleberger gave the invocation.

Present were Mayor Alice Schafer and Councilpersons Brett Baublitz, Clark Hubbard, Scott Gray, Rick Koppleberger and Attorney Jefferson Arnold. Staff present were City Manager Jamey Conn and Clerk-Treasurer Barbara Fandell.

Absent were Councilpersons James Andrew and James Gruesbeck.

Audience in attendance was Rob & Lexi Endter, Sydney Sheets, Sam Vermeesch and George Bailey.

Moved by Gray, second by Hubbard to excuse Councilperson James Andrew due to a work commitment and James Gruesbeck who was out of town. Motion carried.

Moved by Hubbard, second by Baublitz to approve the minutes of the regular meeting of the City Council of February 18, 2020. Motion carried.

Mayor Schafer asked for Items to be removed from the Consent Agenda; there were none. Moved by Gray, second by Koppleberger to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments.

Samantha Vermeesch and Sydney Sheets introduced themselves as students of Ithaca High School Financial Literacy class who were in attendance to observe the meeting. Mayor Schafer welcomed them.

Consent Agenda

Moved by Koppleberger, second by Hubbard to approve the consent agenda; items as listed:

- **City Manager report which included updates and information on the Westwind detention pond, fire/rescue budget including the financing for the air packs/radios, DPW staff training for water/sewer licensing, Four 7 event request for this year's Fun Fest, GAS pre-season fair and event meeting, Zoning Board of Appeals meeting and By-Laws, Habitat for Humanity house construction and volunteers needed and the reminder of the Land Use kick off meeting.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46384-46411 and Payroll Checks #15740-15754, DD1521-DD1527, EFT #1065-1071 as listed in the Check Register Book.**
- **Correspondence received: Thompson Home Public Library Board meeting minutes, Gratiot Area Chamber of Commerce Board minutes and membership letter.**

Motion carried by Roll Call Vote:

Ayes: (5) Hubbard, Koppleberger, Baublitz, Gray and Schafer

Nos: (0) None

Absent: (2) Gruesbeck, Andrew

Committee Reports

Mayor Schafer reported the Committee of the Whole met to perform the City Manager evaluation. Councilperson Koppleberger stated Manager Conn received a good evaluation and the Committee was recommending an increase in salary of \$5,500 with the next evaluation to take place in November 2020. Mayor Schafer presented that Clerk-Treasurer Fandell was still being paid the Interim pay during the transition period and need to decide its elimination or reduction. Councilperson Baublitz said the salary could be eliminated but to task the City Manager to realign the work load from the Clerk-Treasurer position to allow for time to assist the manager (when needed) and not require so many extra work hours. Councilperson Gray asked that if be done by the next meeting. Consensus to maintain the current Interim pay for another two weeks and review when the plan is submitted.

Moved by Koppleberger, second by Gray to increase City Manager Jamey Conn's wage by \$5,500 to \$68,000 due to a good performance review effective March 3, 2020. Motion carried.

Mayor Schafer reported the Public Safety Committee met to review the Fire and Rescue budget and discuss the air packs and radio purchases. The townships were agreeable with the budget and all parties agree to utilize the fund balance of the funds for the air pack and radio purchases. Chief Nelson has written some local grants and a FEMA grant in hopes of offsetting some of the cost.

Councilperson Baublitz noted that he was in attendance and needed added to the report. The Clerk will make the addition.

Moved by Gray, second by Koppleberger to accept the recommended Fire and Rescue budgets and incorporate them into the full budget for final review. Motion carried.

City Manager Comments

City Manager Conn reported that he met with Elizabeth Palmer regarding the Westwind detention pond and her main concern was that it was a wetland. He stated he had received confirmation from the MDNR that it is not considered a wetland so plans can move forward with no concern. Ms. Palmer also had concern regarding placement of a chain link fence, however Westwind Subdivision has deed restrictions relating to the covenants of the subdivision which does not allow chain-link, so she will be placing a vinyl fence that looks wood in appearance.

He reported that Sean Beckman had shared that three contractors had pulled the information to bid the street projects. He further reported that he and Bob Studt attended a meeting with Senator Outman at Commissioner Bailey's invitation to discuss lead copper and PFAS. The discussions regarding the transportation millage is to present it all together so all would have to pass in all communities in order for it to be approved. If the vote fails in one community, then it fails overall.

Mayor Schafer commented on the Habitat for Humanity ground breaking. She and Councilperson Baublitz were in attendance and asked that all consider volunteering in some manner.

City Manager Conn congratulated Samantha Vermeesch and the Ithaca Girls Basketball Team on their great season and tournament play.

New Business

Clerk Fandell presented the Red Cross Shelter Agreement for consideration. The agreement is an update to one currently approved, but expiring. It is similar to the one between the Mid-Michigan Health Department and the City. Councilperson Gray asked that it be looked at more and delay the decision. There are several obligating factors and items for city staff and resources.

Moved by Gray, second by Hubbard to postpone action on the Red Cross Shelter Agreement. Motion carried.

City Manager Conn presented to Local Road Project Agreement requests he received from the Gratiot County Road Commission. The agreements are to Chip and Fog Seal St. Charles Road from State Rd to Union and Fillmore Road from State Rd to Croswell. These are shared projects between the Road Commission (50%), Emerson and North Star Townships prospectively (25%) and the City (25%).

Moved by Gray, second by Hubbard to approve the Local Road Project Agreement #80421 Chip Seal with Fog Seal for St. Charles Road from State Rd to End of Pavement, east of Union, with the Gratiot County Road Commission at a cost of \$4,860.00 and authorize the City Manager and City Clerk to sign the agreement. Motion carried.

Moved by Koppleberger, second by Gray to approve the Local Road Project Agreement #811201 Chip Seal with Fog Seal for Fillmore Road from State Rd to Croswell Rd, with the Gratiot County Road Commission at a cost of \$6,750.00 and authorize the City Manager and City Clerk to sign the agreement. Motion carried.

Mayor Schafer read a letter that was being sent to the Ithaca First Presbyterian Church on behalf of the City Council for congratulations on its 150th Anniversary.

Old Business

There was no old business.

Public Comment

Mayor Schafer asked for public comments.

Commissioner George Bailey addressed the Council and reported that he has invited Manager Conn and Bob Studt to a meeting with Senator Outman regarding the lead/copper and PFAS issues. They shared the costs with him and he agreed to talk with EGLE and help. He also agreed to helping with the PFAS issue and Wolverine Worldwide's involvement. He reported the County discussed becoming a 2nd Amendment Sanctuary County, however it did not approve the resolution at its meeting. They have additional questions to have answered before making any decisions. The Commissioners also denied paying the County Treasurer's attorney bills at the opinion of their attorney.

Councilperson Baublitz asked Commissioner Bailey about the Parks millage renewal. Commissioner Bailey stated the County receives \$60,000 more a year from the millage than what is used. There have been discussions with the cities that they would like a share to repair their own parks, but there is no formula to distribute them. One thought is for the County to set up an endowment fund at the Community Foundation

and use it for grant to the cities for park projects. The county has been doing extra projects to try an spend the millage funds. Councilperson Baublitz expressed that was the issue. The county parks are immaculate and the city parks struggle. Some don’t even have restrooms. The cities could do their own millage on the ballot, but don’t want residents to have to choose one over the other. Mayor Schafer asked if the ballot language allowed for the county to distribute any of the millage funds. Commissioner Bailey stated it does not, but when renewed, the language could be rewritten. Mayor Schafer asked why the County wouldn’t lower the millage and Councilperson Baublitz shared that there is also a surplus of \$500,000 in addition to the \$60,000 a year. Commissioner Bailey stated that they will not lower it because people are used to paying it, but they will look at setting up the grant endowment.

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

Moved by Hubbard, second by Gray to adjourn. Motion carried.

The meeting adjourned at 7:42pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
March 17, 2020
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 Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Pro-tem Koppleberger gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, Clark Hubbard, Scott Gray, James Gruesbeck, Rick Koppleberger and Attorney Jefferson Arnold. Staff present were City Manager Jamey Conn and Deputy Clerk Cathy Cameron.

Audience in attendance was Sean Beckman, Helen Soderberg, Rob and Lexi Endter.

Moved by Koppleberger, second by Gray to approve the minutes of the regular meeting held March 3, 2020. Motion carried.

Mayor Schafer asked for Items to be removed from the Consent Agenda; there were none. Moved by Gray, second by Andrew to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. Helen Soderberg addressed Council on the ground condition of the dog park entrance. She stated that the area holds water and is often muddy and slippery. She referenced an email from a council member back in 2016 that concrete gravel would be placed at the entrance. To date this has not happened and she is requesting that it be completed this spring. Mayor Schafer thanked her for bringing it to their attention and stated that it will be taken care of as time permits.

Consent Agenda

Moved by Gray, second by Baublitz to approve the consent agenda; items as listed:

- **Ithaca Unit Report for February 2020**
- **City Manager report which included updates on Community Center fee structure, Public Transportation, Newark Street Sidewalk Project and Street Paving and COVID-19.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46412-46454.**
- **Correspondence received: None**

Motion carried by Roll Call Vote: Hubbard, Koppleberger, Andrew, Baublitz, Gray, Gruesbeck and Schafer

Nos: (0) None

Absent: (0) None

Committee Reports

Committee of the Whole was cancelled.

Mayor Schafer reported that some of the Council, City Staff, Planning Commissioners and Zoning Board of Appeals Members met with Rowe to discuss the Land Use Plan. There were a lot of interesting points made for future meeting discussions. Commissioner Hubbard thought the meeting was very insightful given our newer established ZBA. Learning more about the guidelines that are in place and what we should look at modifying to streamline the process.

Mayor Schafer reported that the Library Board had a Special Meeting on Monday, March 16, 2020 at 12:30pm. to discuss the operations under the Executive Order by the Governor regarding COVID-19. The Library has been closed to the public and staff are working on different projects/other duties during this time. The Board has inquired if the part-time staff would be paid if there is a quarantine put in place. Discussion was held with the decision to hold off on any type of action at this time.

City Manager Comments

City Manager Conn provided information on the pig scramble since it was cancelled, that G.A.S. has decided to do a raffle so that the kids would still be able to get an animal for the Fair. They will schedule pick up times to avoid large crowds.

Manager Conn addressed the proposed Public Transportation with additional information provided by Councilperson Baublitz, also serving as the Director of Transportation for the Alma Transit Center. The survey responses for Ithaca were 99 in support of a transportation service with 37 against. Of those, 78 support a millage for the service with 54 against. Director Baublitz reported that he met with Manager Conn, the City of St. Louis and Pine River Township, along with the Alma City Manager. They discussed putting some ballot language together that would essentially tie bar all the Municipalities/Township together, excluding the City of Alma, as they have a perpetual millage in place. Therefore, if any one jurisdiction fails to pass the millage,

they all fail and no extended service would be offered. If the transit mileage passes then services would be extended to travel between Alma, St. Louis or anywhere within Pine River Township. The plan is to have this proposal on the ballot for the August Election.

Manager Conn asked for input to take back to the countywide meeting on the County Parks Mileage Renewal/Language as it pertains to the City. Consensus was to request that the county cut the mileage rate rather than create language that would include the City parks. This would continue to ensure that each City can seek their own mileage for parks as needed.

New Business

Manager Conn presented the suggested new Community Center Fee Schedule. The staff did a study of the surrounding Cities and Townships that offer a similar rental service. Upon review of that information, we were on the lower end of the fees and found that others charge more for the weekend rentals. He further reported that the Treasurer had done a study on the cost of cleaning and maintenance of the building and it was costing the City \$80 per rental. The new fee structure would be \$80 for a four-hour block or \$150 all day Monday through Thursday and \$120 for a four-hour block or \$200 all day Friday through Sunday. There will still be a \$50 deposit required prior to reserving the date, which is refundable if there is no damage and cleaning was complete after the event. General consensus is to not allow a break for any entities.

Motion by Baublitz, second by Hubbard to approve the new Community Center Fee Schedule as presented; effective immediately. Motion carried.

Sean Beckman with Rowe addressed the Council regarding the Newark Street Sidewalk Project and Street Paving Bid without presenting a recommendation letter. He reported that the low bid came in 18% over the engineered bid estimate of \$439,371.00 (Isabella Corporation \$518,604.40 & Crawford Contracting \$551,013.15). He offered the options of rejecting all bids or going out for rebid separating out the local streets and concrete work for Newark Street. Mr. Beckman stated that he has been in contact with both bid contractors and they are willing to renegotiate the contract by possibly pulling off some of the work. His first recommendation is to rebid by trying to negotiate the contract with the documents that were bid. The City would have to remove some of the scope work that was planned in the original bid documents. Councilperson Baublitz clarified that this means we are not going to get everything we need done from this one bid just to save money and be under budget. Mr. Beckman agreed. He further stated that the best way to handle this by negotiating is to use the delete option; so the contractors bid the base specifications and drawings as it is, we remove the Newark Street parking lot, and ask them to give us a new base bid for all the unit price work other than the parking lot and give us new numbers respectively. Councilperson Hubbard expressed that we need to re-evaluate what needs to be done and what doesn't at this time. DPW Director Studt stated that in his opinion the local streets can wait. After much discussion, it was the consensus of the Council to have Mr. Beckman contact Isabella Corporation and Central Concrete (paving subcontractor) to inquire on the possibility without formally going out for rebid to split, Newark Street, the sidewalks and the driveways out & the paving of the parking lot, local streets and submit us prices for these two projects separate.

Motion by Hubbard, second by Gray, to authorize Sean Beckman with Rowe to contact Isabella Corporation & Central Concrete to request a new submission of cost for splitting the contract into two separate projects as follows; 1)Newark Street, sidewalks, driveways and 2)Paving of the parking lot, local streets. Motion carried.

Manager Conn informed Council that he will continue to update them by email on the COVID-19 progression and Executive Orders from the State of Michigan.

Old Business

Manager Conn updated council on the separation of the Clerk/Treasurer position, that it would take an amendment of the Charter. He stated that he would need more time to accomplish this separation of duties.

Public Comment

Mayor Schafer asked for public comments. None was offered.

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

Moved by Baublitz, second by Gray to adjourn. Motion carried.

The meeting adjourned at 8:15pm.

Cathy Cameron, Deputy Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
April 7, 2020
7:00 PM**

The regular meeting of the City of Ithaca City Council held and conducted via Zoom in conformity with Governor Whitmer's Executive Order No. 2020-15 (COVID-19), on the 7th day of April, 2020 was called to order by Mayor Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Schafer gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, James Gruesbeck, Clark Hubbard, Scott Gray and Rick Koppleberger. Staff present were City Manager Jamey Conn and Clerk-Treasurer Barbara Fandell.

Absent Attorney Jefferson Arnold.

Audience in attendance was Rob & Lexi Endter, George Bailey, Bob Studt and Tracey Cordes.

Moved by Baublitz, second by Gray to approve the minutes of the regular meeting of the City Council of March 17, 2020. Motion carried.

Mayor Schafer asked for Items to be removed from the Consent Agenda; there were none. City Manager Conn requested to add the Emergency Service Millage to the agenda. Mayor Schafer placed it as Item 9B. Moved by Gray, second by Koppleberger to approve the Agenda (as amended by adding Item 9B Emergency Service Millage), including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None were offered.

Consent Agenda

Moved by Gray, second by Andrew to approve the consent agenda; items as listed:

- **City Manager report which included updates and information on the Westwind Declaration of covenants petition to change, public transportation, Clerk-Treasurer position separation, pavement project bids, Granger refuse services, Governor's Executive Order 2020-28, award of a Community Foundation grant for fire radios, and staff updates in regards to the COVID-19.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46455-46480 and Payroll Checks #15767-15793, DD1535-DD1545, EFT #1078-1084 as listed in the Check Register Book.**
- **Correspondence received: Zoning Board of Appeals Meeting Minutes, MAGNET letter, Alma Kiwanis Safety Month flyer**

Motion carried by Roll Call Vote:

Ayes: (7) Baublitz, Andrew, Gruesbeck, Gray, Hubbard, Koppleberger and Schafer

Nos: (0) None

Absent: (0) None

Committee Reports

Mayor Schafer reported the Committee of the Whole met via conference call to discuss the COVID-19 restrictions and personnel scheduling during the Stay Home Executive Order and essential services the city must provide. The Committee discussed how the virus was affecting staffing, safety and essential services. No recommendations were made.

City Manager Comments

City Manager Conn reported the entire DPW staff was working normal hours but they were spacing out the work day and were on rotation. He shared that Ithaca is one of the last municipalities doing this. Most, including our neighboring cities and villages, are rotating the staff, having them stay home and paying them to be on call or a combination of or taking leave time. The idea is that if an employee gets sick, the entire staff would be gone. If that were to happen, there would be no staff available for two weeks and we could not borrow from other cities as they would not risk the chance of loss of their split crew. Manager Conn recommended we follow the other cities and have staff work some hours and stay home, but be on call for the remainder of the 40 hours. Council discussed the options. Councilperson Gruesbeck stated others are not being paid to not work and the Council has to do what is fair for the residents and the staff. Councilperson Hubbard agreed if one employee were to get exposed, we would have no one to work. Councilperson Baublitz said that is why you split the group, then all are not off for two weeks. Councilperson Andrew added that we need to find a schedule that balances with more work than they are home. Councilperson Gray feared the Council would be setting a bad policy for future councils; he would agree to a short-term change. Councilperson Koppleberger suggested following the Governor's Executive Order restrictions. City Manager Conn recommended following St. Louis's schedule of 10-hour days with three crew members working two

days and the other three working 3 days and switching the next week. The hours at home would be on call and paid for a 40-hour work week.

Moved by Gray, second by Andrew to approve the change in the Department of Public Works employees work schedule to work on a rotating schedule as presented by the City Manager of 10-hour days with three laborers working two days and the other three working three days with the balance of hours being paid to be at home but available if called for a total of 40-hours at the regular rate of pay; and switching the next week; through April 30, 2020. Motion carried.

City Manager Conn reported he would be part of a meeting the next day to discuss the transportation millage with the attorneys of each city and township. He further reported that the resolution for the Charter amendment for the Clerk-Treasurer position separation had been received and would be forthcoming. He and Clerk-Treasurer Fandell request that the Interim pay end.

Moved by Koppleberger, second by Baublitz to stop the additional pay for the interim manager work effective April 8, 2020. Motion carried.

New Business

City Manager Conn presented the petition, circulated by Dr. Palmer, to change the Westwind Covenants to allow chain link fences. To change, signatures from 80% of the owners of Westwind lots would have to be obtained. She obtained 23 signatures and 2 no votes. The 23 signatures are 82% of the privately owned lots. The City owns 7 lots and must make a decision for its votes.

Moved by Gray, second by Hubbard to concur with the 82% to allow chain link fences and allow the City Manager to sign the petition in favor of the change for the City's seven lots. Motion carried.

City Manager Conn shared that the Emergency Service millage was up for renewal and would need to be approved at the next meeting in order to put it on the August ballot. It needs to have the term changed so that it can get back on the odd year election cycle. Suggestions are three, five or seven years and renew the 1.5 mills. Council discussed the term and millage amount and if it would be sufficient. Clerk-Treasurer Fandell added that a shorter term would put the City in a better position to see how the Fire Authority develops and how that would affect the tax payers. In addition, this millage will be on the same ballot as the school millage and should be a consideration. The 1.5 mills generate approximately \$99,500 and the City has about \$550,000 in expenses.

Moved by Baublitz, second by Gray to approve the millage proposal renewal terms for Emergency Services to be 1.5000 mills for three years and have the attorney draft the language. Motion carried.

Old Business

There was no old business.

Public Comment

Mayor Schafer asked for public comments.

Commissioner George Bailey addressed the Council and reported that the City is not alone in its COVID staffing issues. The County is currently carrying employee wages through the end of the month. The courts are still working and many employees are working remotely with very few reporting to the building. The County is maintaining services and are following the health departments emergency order that all businesses have to check employees in at shift time with health questions and temperature. Employees can be subject to disciplinary action if not truthful. City Manager Conn stated Bob Studt posted the same today for the DPW staff and City Hall staff will follow the same when they report to the office. Commission Bailey shared the County will hold a virtual meeting next week and meeting again at the end of the month to discuss how it will move forward if the executive order is extended. He further added that the Emergency Management is receiving medical supplies for the COVID-19 and storing them at the fire department for distribution.

County Administrator Tracey Cordes shared Commissioner Bailey's comments and thanked the City for everything it is doing during these unprecedented times and for its support of the residents.

Mayor Schafer asked for additional business to come before the City Council. None was offered. She wished everyone to Stay Safe.

Moved by Andrew, second by Baublitz to adjourn. Motion carried.

The meeting adjourned at 8:10pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
April 21, 2020
7:00 PM**

The regular meeting of the City of Ithaca City Council held and conducted via Zoom in conformity with Governor Whitmer's Executive Order No. 2020-48 (COVID-19), on the 21th day of April, 2020 was called to order by Mayor Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Schafer gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, James Gruesbeck, Scott Gray and Rick Koppleberger. Staff present were City Manager Jamey Conn, Clerk-Treasurer Barbara Fandell, Fire Chief Dave Nelson and Lt. Roy McCollum.

Absent was Councilperson Clark Hubbard and Attorney Jefferson Arnold.

Audience in attendance was Rob & Lexi Endter and Bob Studt.

Moved by Koppleberger, second by Gray to approve the minutes of the regular meeting of the City Council of April 7, 2020. Motion carried.

Mayor Schafer asked for Items to be removed from the Consent Agenda; there were none. Moved by Andrew, second by Baublitz to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None were offered.

Consent Agenda

Moved by Gray, second by Koppleberger to approve the consent agenda; items as listed:

- **Quarterly Fire-Rescue Department report highlighting runs, activities, trainings, equipment annual inspections and repairs, community collaborative risk management, ZFS fire protection plan status and ISO rating changes.**
- **Quarterly Code Officer report which included code complains and one potential demolition that is currently in the tax sale process with the County.**
- **Financial and Investment reports for the third quarter of the 2019-2020 fiscal year.**
- **City Manager report which included updates and information on the Newark Street concrete and street paving project bids, public transportation millage and development of an Authority with the City of St. Louis and Pine River Township to be serviced by the City of Alma, Emergency Service millage proposal, Clerk and Treasurer positions change in duties ballot proposal, community center chair purchase, Fire Truck/Taco Bell birthday visit for children of the Ithaca School district, community Easter activities and Board and Commission member informational flyers.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46481-46528 and Payroll Checks #15794-15802, DD1546-DD1553, EFT #1085-1090 as listed in the Check Register Book.**
- **Correspondence received: None**

Motion carried by Roll Call Vote:

Ayes: (6), Gray, Koppleberger, Baublitz, Andrew, Gruesbeck and Schafer

Nos: (0) None

Absent: (1) Hubbard

Committee Reports

There were no committee reports

Department Reports:

Lt. Roy McCollum reported on the March activity for the Ithaca Unit stating the town was pretty quiet. The department has had to talk with one business who is in violation of the Governor's Executive Order and opening when it is not an essential business. The department is following up on resident complaints regarding COVID and businesses.

Moved by Gray, second by Baublitz to receive the Ithaca Unit report. Motion carried.

Fire Chief David Nelson reported that the department has done several of the Birthday drive-bys with Taco Bell and have thirteen more lined up. Lt. Dave Weber is in charge of the program and the Sheriff's department and school are additional partners in the program.

City Manager Comments

City Manager Conn commented that new chairs were ordered for the community center and would arrive next week. The item was budgeted.

New Business

City Manager Conn shared that the communities met with the attorneys in regards to the transportation millage and the best option to move forward would be to form a Transportation Authority and purchase the service from the City of Alma. This would incur legal cost for setting up the authority and to prepare the millage proposal for the November ballot. Fees will range from \$6,000 to \$8500 with an estimated cost to be one third or half depending on the parties. He requested action on whether to move forward with creating an authority and authorization of the legal cost if so.

Moved by Gray, second by Andrew to approve moving forward with a Transportation Authority with the City of St. Louis and Pine River Township and to approve legal fees for the services of Miller Canfield in the amount not to exceed \$4,500; and to amend the budget as needed. Motion carried.

Clerk-Treasurer Fandell presented the contract for electronic payment services for customers to pay for City bills by credit card and E-Checks. The contract would be with Point and Pay LLC. The cost for the service would be passed on to the customer utilizing the payment method through convenience fee pricing. Customers would pay 3% of the total bill with a \$2.00 minimum for credit card use and a \$3.00 fee for bills up to \$10,000 and a \$10.00 fee for over \$10,000 for those using an E-check. The fees would be paid directly to the vendor who handles the fee cost from the outlaying companies.

Moved by Koppleberger, second by Gray to approve the contract for electronic payment services with Point and Pay LLC and authorize the Clerk-Treasurer to sign the contract. Motion carried.

Mayor Schafer presented Resolution 2020-01 which if approved, would place a Charter amendment for an Emergency Services millage on the August ballot for 1.5 mills for 3 years beginning in 2021.

Moved by Andrew, second by Baublitz to adopt Resolution 2020-01 Proposing Amendment to the City Charter for Emergency Services Millage.

Motion carried by Roll Call vote:

Ayes: (6), Koppleberger, Baublitz, Andrew, Gruesbeck, Gray and Schafer

Nos: (0) None

Absent: (1) Hubbard

City Manager Conn presented Resolution 2020-02 which if approved, would place a Charter amendment to move some financial and budget duties from the Clerk position to the Treasurer position and allow the proposal to be placed on the ballot.

Moved by Gray, second by Koppleberger to adopt Resolution 2020-02 Proposing Amendment to the City Charter for changing the Clerk and Treasurer duties.

Motion carried by Roll Call vote:

Ayes: (6), Baublitz, Andrew, Gruesbeck, Gray, Koppleberger and Schafer

Nos: (0) None

Absent: (1) Hubbard

Clerk-Treasurer Fandell reported that due to the COVID-19 and expected reduction in State shared revenues and ACT 51 funds, staff would like to delay the 2020-2021 budget introduction until the next meeting. The State is currently working on the expected reductions and hope to have better numbers in the next two weeks. Communities are handling this in different ways, some delaying, some moving forward with expected amendments and others just using best reduction estimates. With discussion being reductions between 10%-50%, it is our recommendation to delay.

Moved by Baublitz, second by Andrew to delay the 2020-2021 Fiscal Year budget introduction until May 5, 2020 meeting. Motion carried.

Old Business

Mayor Schafer invited Sean Beckman of Rowe PSC to speak to the Newark Street Sidewalk project and Street Paving bid. Mr. Beckman shared that since the bids came in much higher than the engineer's estimate, they talked with the low bidder, Isabella Corporation, to see if the project were split, would they still be able to do the work at the cost bid. The concrete portion of the bid came within 1.5% of engineers estimate. The bids were high on the paving part of the project due to the way the HMA paving specs were written. This could be fixed and rebid in the late summer/early fall for more favorable pricing. Rowe will assist with the bid documents and specs at that time.

City Manager Conn shared that St. Louis just had an opening and received favorable pricing, so combining did not work out for us this time. Mr. Beckman added that it was good to when considering the Scrap Tire grant. It is Rowe's recommendation to award the bid for the Newark Street concrete work now and hold off on the street paving until late summer. City Manager Conn concurred.

Moved by Gray, second by Baublitz to award the Newark Street Sidewalk and Concrete project bid to Isabella Corporation in the amount of \$93,919.25 and authorize the City Manager to sign the contract. Motion carried.

City Manager Conn requested the Council give permission to the two property owners within the project (Merchant/Nevins) to concrete over the small green space between the sidewalk and the street.

Moved by Koppleberger, second by Gray to allow the two property owners on the north side of Newark Street sidewalk (Nevins/Merchant) to concrete over the green space if they work directly with Isabella Corporation for the work and direct payment. Motion carried.

Mr. Beckman discussed a starting date in the next few weeks due to the COVID restrictions. He will work with Manager Conn on this.

Councilperson Gray inquired how the industries are open and staying essential. Lt. McCollum stated many are tied to agriculture and Councilperson Gruesbeck added some are defense customers.

Public Comment

Mayor Schafer asked for public comments. None were offered.

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

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

The meeting adjourned at 7:42pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
May 5, 2020
7:00 PM**

The regular meeting of the City of Ithaca City Council held and conducted via Zoom in conformity with Governor Whitmer's Executive Order No. 2020-48 (COVID-19), on the 5th day of May, 2020 was called to order by Mayor Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Protem Koppleberger gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, James Gruesbeck, Scott Gray, Clark Hubbard and Rick Koppleberger. Staff present were City Manager Jamey Conn, Clerk-Treasurer Barbara Fandell and DPW Director Bob Studt.

Absent was Attorney Jefferson Arnold.

Audience in attendance was Rob & Lexi Endter.

Moved by Baublitz, second by Gray to approve the minutes of the regular meeting of the City Council of April 21, 2020. Motion carried.

Mayor Schafer asked for Items to be removed from the Consent Agenda; there were none. Moved by Gray, second by Koppleberger to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None were offered.

Consent Agenda

Moved by Gruesbeck, second by Gray to approve the consent agenda; items as listed:

- **City Manager report which included updates and information on the Newark Street concrete and street paving project, Redevelopment Ready Community status, PFAS and the west landfill, Ellen's Equipment property purchase, Gratiot Ag Fair, DDA Farmer's Market, trash and recycling pickup update due to COVID restrictions, budget schedule, IHS graduation and ACT51 revenue reduction estimates due to COVID.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46529-46549 and Payroll Checks #15803-15825, DD1554-DD1566, EFT #1091-1098 as listed in the Check Register Book.**
- **Correspondence received: None**

Motion carried by Roll Call Vote:

Ayes: (7) Koppleberger, Baublitz, Andrew, Gray, Gruesbeck, Hubbard and Schafer

Nos: (0) None

Absent: (0) None

Committee Reports

Mayor Schafer reported the Library Board cancelled its meeting and will hold a virtual meeting on 5/15/20.

City Manager Comments

City Manager Conn reported that Brett Hanlan from the MEDC will be in attendance at the next meeting to give a presentation on the Redevelopment Ready Community program and the steps required going forward. He further reported that he had been contacted by Emily Peabody regarding the west landfill and PFAS remediation; staff will be having a meeting with her in the near future. He informed Council that the Gratiot Ag Society fair and the Memorial Day Parade may both be cancelled due to COVID and the Stay Home orders in effect. Both groups are holding off as long as they can before cancelling, and asked if the Council were still in agreement to allow the events if they were to hold them. Discussion was to follow the executive order and if events were held to make sure those considerations were put into place.

New Business

Clerk-Treasurer Fandell presented the 2020-2021 Fiscal Year Budget for introduction and requested a public hearing be set. She informed the Council that revenue numbers are still being watched at the State level and may change prior to budget adoption.

Moved by Gray, second by Andrew to introduce the 2020-2021 Fiscal Year Budget and set the public hearing for May 19, 2020 at 7:00pm or soon thereafter as the agenda allows. Motion carried.

Old Business

Mayor Schafer addressed the water hydrant flushing and flooding of the yards in the neighborhood of Emerson and Main. The drain at the corner was full of grass clippings and a car parked over it so it could not be swept. This causes the water to go down the sidewalk and flood the neighborhood and is an ongoing problem. Councilperson Gruesbeck suggested they clean all of the drains prior to flushing. City Manager Conn stated they are looking into hydrant attachments to help direct the water directional flow and will also consider night flushing, however that will require two employees instead of one. The Council agreed it would like to see changes to the current method before the next flushing is done.

Public Comment

Mayor Schafer asked for public comments.

Commissioner George Bailey addressed the Council and thanked them, City Manager Conn and Chief Nelson on behalf of the County Commissioners for servicing the community. Over 34,000 units of personal protection equipment has been distributed within the county and over 40,000 will be by the end of the week. The donated supplies saved about \$144,000. The second batch of ppe supplies will be going out soon and we will need them for healthcare workers for more time to come. He shared with the Council that over 70 people were in attendance at their meeting to voice opinions on the Stay Home Orders. The County is doing the best they can, as is everyone.

Mayor Schafer asked for any additional comments before the Council would enter into closed session. There were none.

Moved by Baublitz, second by Gray to enter into closed session for the purpose of property purchase consideration. Motion carried by Roll Call Vote:

Ayes: (7) Baublitz, Andrew, Gray, Gruesbeck, Hubbard, Koppleberger and Schafer

Nos: (0) None

Absent: (0) None

Mayor Schafer moved to closed session at 7:38pm. Clerk-Treasurer Fandell placed the audience in the Zoom waiting room with instructions that they would be reentered when the Council returned.

The City Council returned to open session at 7:53pm. Clerk-Treasurer Fandell admitted the audience from the Zoom waiting room.

Moved by Gray, second by Baublitz to authorize the City Manager to communicate with Ellen's Equipment that the counter offer is declined, and if agreed to the original price of \$41,251, to complete the sale. Motion carried.

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

Councilperson Andrew shared that the cemetery was beginning to look bad and in need of mowing. Manager Conn stated the contractor was just allowed back to work this wee under the Executive Order and he would make contact for when mowing would be done.

Councilperson Baublitz inquired if any code violations had been addressed as there are some issues starting to arise. Manager Conn will look into it.

Mayor Schafer shared that the A Tractor Club wanted the RC Tower but are trying to figure out a way to move it, if they change their mind, the county deputies would like it for the firing range. She asked Council's opinion. General consensus was to double check with the tractor club, and if not, allow the deputies to have it, with insurance in place.

There was no other business.

Moved by Baublitz, second by Gray to adjourn. Motion carried.

The meeting adjourned at 8:06pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
May 19, 2020
7:00 PM**

The regular meeting of the City of Ithaca City Council held and conducted via Zoom in conformity with Governor Whitmer's Executive Order No. 2020-75 (COVID-19), on the 19th day of May, 2020 was called to order by Mayor Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Schafer gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, James Gruesbeck, Scott Gray, Clark Hubbard and Rick Koppleberger. Staff present were City Manager Jamey Conn, Clerk-Treasurer Barbara Fandell and DPW Director Bob Studt.

Absent was Attorney Jefferson Arnold.

Audience in attendance was Rob, Rhonda & Lexi Endter, Brian Terborg and Brett Hanlon.

Moved by Gray, second by Koppleberger to approve the minutes of the regular meeting of the City Council of May 5, 2020. Motion carried.

Mayor Schafer asked for Items to be removed from the Consent Agenda; there were none. Moved by Gray, second by Baublitz to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None were offered.

Consent Agenda

Moved by Baublitz, second by Koppleberger to approve the consent agenda; items as listed:

- **Ithaca Unit report for April 2020.**
- **City Manager report which included updates and information on the sale of property to Ellen's Equipment, Redevelopment Ready Community program, PFAS and the west landfill, Granger's trash and recycling service update due to COVID restrictions, property purchase by BDK Investment in the North Industrial Park and Staff Wage Plan for 2020-2021 fiscal year.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46550-46576 and Payroll Checks #15826-15830, DD1567-DD1575, EFT #1099-1103 as listed in the Check Register Book.**
- **Correspondence received: None**

Motion carried by Roll Call Vote:

Ayes: (7) Baublitz, Gray, Gruesbeck, Hubbard, Koppleberger, Andrew and Schafer

Nos: (0) None

Absent: (0) None

Redevelopment Ready Community (RDRC) Program Presentation

Mr. Brett Hanlon, of the Michigan Economic Development Corporation (MEDC), reviewed the RDRC program benefits with the City Council. The program provides benefits, technical assistance, consultant funding and matching grant funding to communities that complete the certification to revitalize and attract and retain businesses, entrepreneurs and talent throughout Michigan. He reviewed the steps the City has taken within the process and strengths include capital improvement plans, public participation strategy and the zoning ordinance. Challenges ahead for the City include creating an online guide to development, establishing a education and training program and creating economic development and marketing strategies. Mr. Hanlon shared that the MEDC would be able to provide assistance moving forward with the process should the City choose to do so. He completed a thorough review of the RDRC Baseline report and opened the floor for questions. None were offered, the presentation concluded.

Committee Reports

Councilperson Gruesbeck reported the Ways and Means Committee met to review the 2020-2021 Fiscal Year budget and other related items including the Staff Wage Plan/Union Amendment as presented by Manager Conn, the water/sewer rates and request from the Treasurer to close the Material Fund. The Committee makes the following recommendations: 1) to approve the Manager's staff wage plan, by approving the WorkShare Program through the UIA, approval of the AFSCME Union contract Amendment for wages and freeze current wages and delay all staff increases until January 1, 2021. 2) Close the Material Fund and transfer the funds to the General Fund, 3) recommend the budget for the public hearing and 4) have the Clerk-Treasurer get proposals for a full water and sewer rate study.

Moved by Gray, second by Koppleberger to close the Material Fund (666) and approve the Treasurer to transfer the funds to the General Fund. Motion carried.

Moved by Gray, second by Baublitz to approve the UIA WorkShare Program and wage freeze until January 1, 2021 for all City employees as presented by the City Manager. Motion carried.

Moved by Gray, second by Koppleberger to approve the amendment to the AFSCME Union Contract dated May 19, 2020 and authorize the Mayor and City Manager to sign. Motion carried.

Mayor Schafer reported the Library Board met; however, she was not in attendance. She asked Lexi Endter to report on the meeting. Ms. Endter reported that the Board discussed the re-opening plan which will include curbside book pickup. Returns will be disinfected and allowed to sit for three days before being shelved. Once the Library is reopened, they will slowly allow patrons between the stacks on a limited basis as will use of the computers.

City Manager Comments

City Manager Conn reported that that Ellen's Equipment accepted the property offer and that he received an email that they will move forward with the soil borings, but no Phase II testing. He confirmed with the Council that it was still okay with the borings prior to the sale at Ellen's cost, but not the full Phase II ESA. Council confirmed. He further reported that a phone call was held with Emily Peabody from EGLE regarding the PFAS site and next steps for remediation. Granger will allow residents to place three large items to the curb on June 5, 2020 pickup, so there will be multiple trucks in town that day. He reported that BDK purchased the property behind Trinity Truck and the Planning Commission met earlier for a site plan review – Sam Smith will be putting up an ice cream shop on the old video store property on Center Street. He reported that Anderson Carpet is looking to sell their building and have a potential buyer, which is a Hardware store. Lastly, he reported that last Friday the State released Revenue Sharing estimates and it is estimated that we will receive a 2.8% reduction for 20-21 in Constitutional portion.

Public Hearing

Mayor Schafer stated it was time for the public hearing on the 2020-2021 fiscal year budget.

Moved by Koppleberger, second by Andrew to enter into a public hearing to take comments on the proposed 2020-2021 Fiscal Year Budget. Motion carried.
Mayor Schafer opened the public hearing at 7:46pm.

Clerk-Treasurer Fandell reviewed the budgetary highlights.

As noted earlier, revenue sharing will see a reduction in the coming year in Constitutional portion of an estimated 2.8%, Statutory portion has yet to be determined and the State will release more information as it balances it's budget in the coming months. Much depends on how much assistance is received from the Federal Government for COVID relief.

She noted that this Hearing also serves to take comment on the property tax millage rates and the potential Truth and Taxation rollback. She reviewed the millages and request for the Council to reverse the roll back if there were no objections.

The General Fund concentration will be placed on repairs and improvements to current assets and parks as discussed in the Council's strategic planning meetings. The US-27 Motor Cruise event is still scheduled and extra funding for Christmas decorations has been included as IPC may not have the funding support available for the next year. Other projects and items to note are two major elections for 2020 which will incur higher costs due to potential increased absentee voting, building efficiency upgrades to City Hall and the DPW garage, seal coating of City Hall parking lot, repaving of the Library/Newark Street parking lot, Woodland Park lighting, graveling of the trail and resealing of the playscape, McNabb Park barn repairs and disc golf design/equipment installation, additional contributions to the City's unfunded retirement liability and transfers to other funds for operations.

The City's street funds will also be affected by the COVID virus, with an estimated ACT 51 share reduction of 8.2% for the upcoming year. All of the street paving projects will be rolled forward from 19-20 due to the high bids received and moving paving into the fall. Other projects for the streets will be the seal coating of Commerce Drive and the Sidewalk Zone 5 repairs.

A review of the water and sewer rates was also presented and the water-sewer debt millage rate will remain at 3.0000 mills for 2020. Projects for the 2020-2021 fiscal year include replacement of the main lagoon pumps at a cost of \$85,000, Elm Street lift station pump and controls, and three watermain replacement projects at a cost of \$395,100. The Water Reliability Study and Wellhead Protection Grant program have been removed as the grant will not be funded this year and the study was permitted to delay until 2023 because of changes being made by EGLE.

Equipment purchases will consist of a large Scraper Dump Truck at \$162,000 and the mower exchange program for \$4,000.

Manager Conn added that the Newark Street Concrete work could cross into the new year's budget, pending when construction can begin and end due to COVID restrictions.

Mayor Schafer asked for additional comments. None were offered.

Moved by Gray, second by Koppleberger to close the public hearing. Mayor Schafer closed the hearing at 7:58pm.

New Business

Clerk-Treasurer Fandell presented Resolutions 2020-03, 2020-04 and 2020-05 for consideration.

Moved by Gray, second by Baublitz to adopt Resolution 2020-03 Approving the 2020-2021 Fiscal Year Millage Rates. Motion carried by Roll Call Vote:

Ayes: (7) Gray, Gruesbeck, Hubbard, Koppleberger, Andrew, Baublitz and Schafer

Nos: (0) None

Absent: (0) None

Moved by Baublitz, second by Koppleberger to adopt Resolution 2020-04 Amending the Water and Sewer Rates. Motion carried by Roll Call Vote:

Ayes: (7) Gruesbeck, Hubbard, Koppleberger, Andrew, Baublitz, Gray and Schafer

Nos: (0) None

Absent: (0) None

Moved by Andrew, second by Hubbard to adopt Resolution 2020-05 Designation of City Depositories for Fiscal Year 2020-2021. Motion carried.

Mayor Schafer presented Resolution 2020-06 for consideration. If adopted would allow the City to proceed with the implementation of the MEDC RDRC program.

Moved by Clark, second by Gray to adopt Resolution 2020-06 to Proceed with the Implementation of the Michigan Economic Development Corporation Redevelopment Ready Communities Program. Motion carried by Roll Call Vote:

Ayes: (7) Hubbard, Koppleberger, Andrew, Baublitz, Gray, Gruesbeck and Schafer

Nos: (0) None

Absent: (0) None

DPW Director Bob Studt requested permission to order the Scraper Dump Truck budgeted for the next fiscal year. He explained that there is a 22-week lead time for ordering the truck so it would be ready for the winter plowing season. The truck would be ordered through the State of Michigan vendor pricing. Once received, it would be sent to Shultz Equipment to be equipped. The equipment would be ordered now as well.

Moved by Baublitz, second by Gray to approve the ordering of a 2021 MY International Truck Chassis from Tri County International Trucks, Inc at a cost of \$87,214.00 as detailed in the quote of 1/3/2020 and Equipment from Shults Equipment LLC at a cost of \$74,350 as detailed in the quote of 1/13/2020 for a total purchase of \$161,564. Motion carried.

Manager Conn reported that he received a call from Heather Seeley and the Gratiot Agricultural Society fair has been cancelled. The G.A.S. Board is going to try and do some exhibit shows or other day events throughout the summer. The Memorial Day Parade has also been cancelled, however there will be a few members from the American Legion will do a ceremony at the cemetery.

Clerk-Treasurer Fandell reported that the credit card implementation process had started and we hope to be taking card payments by the first week of June.

Old Business

There was no old business.

Public Comment

Mayor Schafer asked for public comments.

Brian Terborg, Zeeland Farm Services LLC, thanked the City Council and staff for the work on the water and sewer rates. The change in the rates will help all in the community and ZFS in their first year of startup. The plant is running better each week and the current traffic should be the normal except during harvest time. Mr. Terborg shared that they received several direct calls on the alarm issues they were experiencing during the startup but hopefully they are all addressed and things are quieter now. The Council thanked Mr. Terborg for his comments and for being a good community partner.

Councilperson Gruesbeck shared some information on the Midland County flooding and failed dams. The City of Alma is also flooded. Councilperson Baublitz added hat Alma transit may be assisting with moving patients from Midland to Gratiot hospital as the Midland hospital is expecting to flood.

Mayor Schafer asked for any additional comments before the Council would enter into closed session. There were none.

Moved by Gray, second by Hubbard to adjourn. Motion carried.

The meeting adjourned at 8:11pm.

Barbara Fandell, City Clerk-Treasurer

City Council Minutes

**CITY OF ITHACA
CITY COUNCIL MEETING**

June 2, 2020

7:00 PM

The regular meeting of the City of Ithaca City Council held and conducted via Zoom in conformity with Governor Whitmer's Executive Order No. 2020-75 (COVID-19), on the 2nd day of June, 2020 was called to order by Mayor Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Protem Koppleberger gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, James Gruesbeck, Scott Gray, Clark Hubbard and Rick Koppleberger. Staff present were City Manager Jamey Conn and Clerk-Treasurer Barbara Fandell.

Absent was Attorney Jefferson Arnold.
Audience in attendance was Rob Endter.

Moved by Baublitz, second by Andrew to approve the minutes of the regular meeting of the City Council of May 19, 2020. Motion carried.

Mayor Schafer asked for Items to be removed from the Consent Agenda; there were none. Moved by Gray, second by Koppleberger to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None were offered.

Consent Agenda

Moved by Baublitz, second by Gray to approve the consent agenda; items as listed:

- **City Manager report which included updates and information on Granger's trash and recycling service update due to COVID restrictions, re-opening of City buildings and staff scheduling, library basement foundation work, Code and Ordinance issues for blight and farm animals, Lead/Copper "Mole" equipment purchase, IHS graduation, "Match on Main" grant opportunity for businesses application, utility billing penalty waiver and Gratiot IOC assistance to Midland due to emergency flooding operational needs and a food truck vendor request to locate on public property.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46577-46591 and Payroll Checks #15831-15837, DD1576-DD1585, EFT #1104-1109 as listed in the Check Register Book.**
- **Correspondence received: Gratiot Area Chamber of Commerce Meeting Minutes**

Motion carried by Roll Call Vote:

Ayes: (7) Koppleberger, Andrew, Baublitz, Gray, Gruesbeck, Hubbard and Schafer

Nos: (0) None

Absent: (0) None

Committee Reports

There were no committee reports.

City Manager Comments

City Manager Conn reported that Granger will be picking up three bulk items during the first week of June as obligated and will have multiple trucks in town to accommodate the additional item pickups. He presented the request from John Reynolds to have his food truck at the Farmer's Market. Councilperson Baublitz shared that the downtown businesses have shared concerns in the past because the trucks take away from their business and only pay a small fee while they pay taxes and support the community all year. Councilperson Gray added that the current rules do not allow them on public property without permission and this was done so as not to create competition with the brick and mortar businesses. Mayor Schafer added that the permit system was created so more vendors could participate during special events; the fee was required for fairness to the established businesses. Council discussed the history of how the permit fee and rules for food trucks were developed. The allowance on public property must be with permission, and City Manager Conn explained that they must be a minimum of 150 feet from any food service business. There is one spot in the Farmers Market lot that could accommodate. Councilperson Koppleberger questioned what the decision would be if there were two or more request made. Councilperson Hubbard commented on the draw of food trucks and filling the Farmers Market may help businesses, and he was not opposed to a larger fee being charged if allowed on public property. Manager Conn shared that Mr. Reynolds felt the current fee was too high.

Moved by Baublitz, second by Gray to deny the request of mobile food vendor, John Reynolds to set up on the Farmers Market property. Motion carried.

City Manager Conn asked for guidance on residents having roosters in the city as he has received complaints on one crowing. Mayor Schafer commented that the rooster is a male chicken so it would follow ordinances on chickens. Councilperson Hubbard commented that a rooster is not needed to have laying hens. There are several

people in town that have chickens. He stated he was not really opposed to chickens, however if allowed the ordinance needs to address them. He also receives complaints about barking dogs. Councilperson Gruesbeck shared that years prior the Council was addressed with the same issue and did some research and gathered other community samples and sent it to the Planning Commission to work on the Ordinance. The Planning Commission discussed, but never presented any changes, sighting it wasn't much of a problem, so it may be time to revisit. Chickens fall under the definition of Farm Animals in the ordinance. Councilperson Baublitz commented that we are the city and not the country and it could be harder for someone to sell a home with chickens next door.

The Council directed the City Manager to follow the current ordinance with no other decision and would address on an as needed basis.

City Manager Conn informed the Council that the library basement work and the Newark Street project would both be starting the week of June 8th.

New Business

Clerk-Treasurer Fandell presented Resolutions 2020-07 to adopt the 2020-2021 Fiscal Year Budget. The changes were incorporated as discussed during the public hearing for revenue sharing.

Moved by Gray, second by Koppleberger to adopt Resolution 2020-07 Approving the 2020-2021 Fiscal Year Budget Appropriations. Motion carried by Roll Call Vote:

Ayes: (7) Andrew, Baublitz, Gray, Gruesbeck, Hubbard, Koppleberger and Schafer

Nos: (0) None

Absent: (0) None

Manager Conn presented Resolution 2020-08 for consideration. If adopted would delay the applying of penalty on delinquent water and sewer bills that were due May 25, 2020 until June 25, 2020.

Moved by Koppleberger, second by Gray to adopt Resolution 2020-08 Temporary Waiver of Water/Sewer utility Bill Penalties. Motion carried by Roll Call Vote:

Ayes: (7) Baublitz, Gray, Gruesbeck, Hubbard, Koppleberger, Andrew and Schafer

Nos: (0) None

Absent: (0) None

Old Business

Mayor Schafer reported that she spoke with the Tractor Club regarding the RC Tower and they have decided not to take it as they do not have the means to move it. She is notifying Council so City Manager Conn can make arrangements with the Sheriff's department if they are still interested. A liability waiver must be obtained before removal begins.

Manager Conn stated the Fire Authority committee will be meeting at City Hall on June 11th at 4:00pm.

Public Comment

Mayor Schafer asked for public comments. None were offered.

Mayor Schafer asked for any additional business to come before the Council. There was none.

Moved by Gray, second by Andrew to adjourn. Motion carried.

The meeting adjourned at 7:38pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
June 16, 2020
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 Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Schafer gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, James Gruesbeck, Scott Gray, Clark Hubbard and Rick Koppleberger. Staff present were City Manager Jamey Conn, Clerk-Treasurer Barbara Fandell and City Attorney Jefferson Arnold.

Audience in attendance was Rob and Lexi Endter.

Moved by Koppleberger, second by Gray to approve the minutes of the regular meeting of the City Council of June 2, 2020. Motion carried.

Mayor Schafer asked for Items to be removed from the Consent Agenda; there were none. Item 9C Resolution 2020-09 Transportation Authority was added to the agenda. Moved by Andrew, second by Baublitz to approve the amended Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None were offered.

Consent Agenda

Moved by Gray, second by Koppleberger to approve the consent agenda; items as listed:

- **Ithaca Unit Report for May 2020.**
- **City Manager report which included updates and information on the closing of the SAW grant, Fire Authority, Transportation Authority, sale of Dilts Rd property to Ellen's Equipment, reopening of City Hall to the public, security cameras for the brush pile, library staff wages, crushed concrete use/cost and sale, change in Fire Officers, Jen's Lens tax tribunal, ZBA meeting, graduation parade, sixth grad graduation the RC Tower removal and free COVID testing date for Gratiot County.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46592-46629 and Payroll Checks #15838-15843, DD1586-DD1595, EFT #1111-1116 as listed in the Check Register Book.**
- **Correspondence received: None**

Motion carried by Roll Call Vote:

Ayes: (7) Koppleberger, Andrew, Baublitz, Gray, Gruesbeck, Hubbard and Schafer

Nos: (0) None

Absent: (0) None

Committee Reports

Mayor Schafer reported the Library Board met and discussed the reopening of the library, the staff wages as represented to the board by Council recommendation and who controls and ultimately is responsible for the library (the Board or the City Council). Mayor Schafer stated the Board still recommends the 6% wage increase for the library personnel. Lexi Endter add that the Library Board was in talks with an attorney regarding the control; Mayor Schafer added that there was no cost for the attorney as it is part of the Library Coop Services.

City Manager Conn explained that the Library Bylaws contradict portions of the City Charter and that is where the confusion comes in. He also shared that there is concern if the millage doesn't renew, in financing issues for the Library and being able to afford the large wage increases in the future. He agreed the Director Hill is underpaid and did a wage study for her position. She was hired in at a very low wage and not given appropriate increases to match the position. The study showed her position should be paid about \$45,000 annually and he presented this to the Board. They were in agreement with the new wage and January 1 start date. He also informed the Board that the Council had ordered a wage freeze for all city employees until January 1, 2021, however the Board still wants the staff to receive 6% on July 1.

Councilperson Gruesbeck shared some history of the Library Board formation with the Council. The set up determined the eligibility for state aid funding, which is the way the City opted for and gave the City say in the library finances.

Councilperson Baublitz stated it was not the right time to override a wage freeze. City Manager Conn recommended allowing the 6% with a January 1, 2021 start date. Over the next few months, seek legal assistance in determining how the operations and authority work between the Library Board and City Council.

Moved by Baublitz, second by Gray to approve the 6% wage increase for the Library hourly employees and move the Library Director wage to market wage of \$45,000 per year effective January 1, 2021. Motion carried.

City Manager Comments

City Manager Conn reported that research is still being done on the Dilts Rd property sale as there is issue with the Title search. The title company is still looking through records and Barb and Edie got closer in their search today. The last owner recorded was Dean Muscott. Ellen's has asked for permission to pile asphalt on the property before the sale is complete. Councilperson Baublitz asked why the sale is delayed when they could purchase without the title insurance. Attorney Arnold agreed. He stated the title company could issue the policy without the deed, based on an acknowledgment that the City has owned it for over sixty years. Councilperson Gray shared they shouldn't have use of the property until sold, unless we put a contract in place that if the sale doesn't complete, they put the property in the same or better condition.

Moved by Gray, second by Hubbard to authorized the City Manager to write a contract with Triple E Management to allow the use of the Dilts Road property prior to the sale, with the right to pursue the sale or lease until the sale is final and if not finalized once title is clear, the property must be returned to the same condition or better as of the date of the contract. Motion carried.

City Manager Conn discussed the Transportation Authority. The attorneys are on a tight timeline in order to make the November ballot. They would like the resolution passed in June so there is ample time for it to be sent to the Attorney General for review and approval. The council could approve it this meeting contingent on Pine River Township's approval. The City of St. Louis is doing it this way also. Pine River Township meets on Thursday, should its Board not approve to join the Authority, we could rescind our resolution at the next meeting. He added that the documents for contract terms with the City of Alma were just received this day and Alma is currently reviewing them.

Manager Conn informed the Council that the Jens Lens tax tribunal is requesting to lower the value from \$150,000 to \$100,000. The building has one large commercial space with three residential apartments.

Manager Conn informed Council that he received the first billing for the crushed concrete. This project was approved by former Manager Yonker. The bill is for \$14,000 but there will be another. It was agreed to sell the small dump truck in trade for some of the work performed and the value was market determined of \$6,500. Manager Conn said Waldron was still crushing and he placed a \$20,000 invoicing limit until he had further action from the Council. City Manager Conn stated he would like to start charging contractors to dump the concrete and also start selling some off to the public at \$20 per yard.

Councilperson Koppleberger inquired how it would be policed. Manager Conn said security cameras were being purchased and signs placed. Council discussed security throughout the City and developing a comprehensive plan city wide. Mayor Schafer will send this to the Technology Committee.

Moved by Gray, second by Koppleberger to set the fee for selling crushed concrete at \$20 per yard effective immediately. Motion carried.

Moved by Hubbard, second by Koppleberger to authorize the City Manager to purchase cameras as needed for immediate security in the parks, DPW and at the brush pile. Motion carried.

Moved by Hubbard, second by Gray to charge non-residents and all industrial and commercial businesses to dump concrete at a fee to be determined by the City Manager according to market rate. Motion carried.

New Business

Clerk-Treasurer Fandell presented the list of interested applicants for Board and Commission appointments. Discussion on the Library Board position. The position is currently held by a non-resident, but a resident of the library service area which is allowed by the bylaws.

Moved by Baublitz, second by Hubbard to appoint Vicki Wideman to the Board of Review for a term ending June 30, 2023. Motion carried.

Moved by Gruesbeck, second by Koppleberger to appoint Joy Heinlein to the Library Board for a term ending June 30, 2025. Motion carried.

Moved by Hubbard, second by Gray to appoint Clare McCollum and Jerry Timmons to the Planning Commission and Shelly Betancourt and Janet Strong to the Downtown Development Authority for terms ending June 30, 2023. Motion carried.

Clerk-Treasurer Fandell informed Council that all of the terms on the ZBA expire at the same time and should consider staggering them in the future. Councilperson Hubbard shared that the ZBA had a discussion on possibly adding members and will be reviewing this as well.

Clerk-Treasurer Fandell presented some 2019-2020 fiscal year budget amendments with explanation. There were no additional questions or comments.

Moved by Gray, second by Andrew to approve the 2019-2020 fiscal year budget amendments as presented by Clerk-Treasurer Fandell. Motion carried.

Manager Conn presented Resolution 2020-09 for consideration. If adopted would approve joining and incorporation of the St. Louis Ithaca Pine River Transit Authority. This resolution approves the Authority only, not the terms of service.

Moved by Gray, second by Hubbard to adopt Resolution 2020-09 Approving Incorporation of the St. Louis Ithaca Pine River Transit Authority. Motion carried by Roll Call Vote:

Ayes: (7) Andrew, Gray, Gruesbeck, Hubbard, Koppleberger and Schafer

Nos: (0) None

Absent: (0) None

Abstain: (1) Baublitz (due to conflict of employment with City of Alma Transit)

Old Business

City Manager Conn reported that Director Studt noticed the cut outs on the Newark Street project were not as planned, so he and Bob met with Rowe and the contractor to change and find a better drainage solution.

Councilperson Koppleberger inquired as to when the Sidewalk bids would be going out. Manager Conn stated he was getting the bid ready to advertise and all of the sidewalk in that zone had been marked.

Mayor Schafer set the Technology Committee meeting for June 24, 2020 at 1:00pm.

Public Comment

Mayor Schafer asked for public comments. None were offered.

Mayor Schafer asked for any additional business to come before the Council. There was none.

Moved by Andrew, second by Baublitz to adjourn. Motion carried.

The meeting adjourned at 8:07pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
July 7, 2020
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 Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Protem Koppleberger gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, James Gruesbeck, Scott Gray and Rick Koppleberger. Staff present were City Manager Jamey Conn, Clerk-Treasurer Barbara Fandell and Attorney Jefferson Arnold.

Absent was Councilperson Clark Hubbard.

Audience in attendance was Rob and Lexi Endter, Sean Beckman and Patrice Hornak.

Moved by Gray, second by Koppleberger to approve the minutes of the regular meeting of the City Council of June 16, 2020. Motion carried.

Mayor Schafer asked for Items to be removed from the Consent Agenda; there were none. Moved by Baublitz, second by Andrew to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments.

Library Board President Patrice Hornak addressed the Council regarding the wage increases proposed for the library staff. She stated that raises are always given each July and this year the Board was asked to wait until January and wanted to know why. City Manager Conn explained that as he had presented to the Board, that the Council had adopted a wage freeze for all employees until January 1, 2021 due to the monetary affects COVID was having on the City and the residents we serve.

Consent Agenda

Moved by Gray, second by Koppleberger to approve the consent agenda; items as listed:

- **City Manager report which included updates and information on the Library Board's request for staff wage increase for July 1, Newark Street project, Technology and Personnel Committee meetings, Fire Authority committee, Transit Authority, Dilts Rd property sale and National Night Out for police which promotes police-community building partnerships.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46630-46668 and Payroll Checks #15844-15870, DD1596-DD1624, EFT #1117-1126 as listed in the Check Register Book.**
- **Correspondence received: Meeting Minutes- Zoning Board of Appeals, Library Board and MML membership correspondence.**

Motion carried by Roll Call Vote:

Ayes: (6) Baublitz, Gray, Gruesbeck, Koppleberger, Andrew and Schafer

Nos: (0) None

Absent: (1) Hubbard

Moved by Baublitz, second by Gray to excuse Councilperson Hubbard who could not be in attendance. Motion carried.

Committee Reports

Councilperson Andrews reported that the Technology Committee met to discuss the needs, locations and security upgrades to City Hall, the parks, DPW building/yard, the brush pile and other locations within the City. Councilperson Hubbard has volunteered to do site assessments and report back to the Committee for a plan to be developed. No action needed at this time.

Councilperson Koppleberger reported the Personnel Committee met to review the AFSCME Union contract vacation policy. The Committee has no recommendation and will review the section during negotiations in the fall. No action needed at this time.

City Manager Comments

City Manager Conn reported that the Transportation Authority Incorporation documents had been signed by all parties and sent to the Attorney to construct the ballot language for the November election millage proposal. Once written, it will be sent to the Attorney General's office for a preview and then to each municipal member for adoption to be placed on the ballot.

He further reported that the Fire Authority Committee has an initial draft document being reviewed by all of the prospective member boards for corrections/changes. Once revisions are made, the Incorporation document will be brought to the Council for review and approval. Councilperson Gruesbeck stated the committee is hoping for

movement yet this month and Councilperson Gray explained that the City would be an incorporating member and one other unit has committed and possibly three or four. The other units would be contract members. Councilperson Gruesbeck stated the different membership types is differentiated by how the millage works and funding to be in the authority. City Manager Conn said it is anticipated that the document could be presented at the next Council meeting for consideration.

City Manager Conn reported that we will be moving forward with the silent title for the Dilts Road property sale due to the original deed not being recorded and unable to locate.

New Business

Clerk-Treasurer Fandell presented the delinquencies to be placed on the Summer 2020 tax roll and requested authorization to do so. There were five delinquent utility accounts to be placed on four parcels for a total of \$1,223.53.

Moved by Gray, second by Andrew to place the delinquent utility amounts on the Summer 2020 tax roll as presented by the City Clerk-Treasurer in the total amount of \$1,223.53. Motion carried.

Old Business

Mayor Schafer asked Sean Beckman, Rowe Professional Services, to update the Council on the Newark Street project. Mr. Beckman reviewed the project and said overall the contractor did a great job. Bob Studt noticed some issues at the start of the project which led to a few small changes to redesign for drainage and it made for a smoother looking road. He will be submitting the contractor's first pay application and there will be one Change Order submitted and then the final payment application. The Change Order will be for reduction to the contract of around \$200.00. He further shared that Isabella Corporation has on small repair to make in the asphalt and they will be back to do that prior to the final pay app being released. City Manager Conn thanked Sean for the great work he did on the project and working relationship with the City staff.

Mayor Schafer presented the Memo and documentation received from the Library Board for research it did regarding who has authority over the final budget of the library. Councilperson Gray commented that it appears the Board has the authority to set their finances. City Manager Conn explained that the conflict arises between that and the City Charter which gives the City Council the authority over the full budget. Clerk-Treasurer Fandell shared that the bylaws cannot override the Charter. Councilperson Gruesbeck explained that the authority ties to the State of Michigan funding and also requires someone on staff to hold a Master's degree to receive it. Councilperson Baublitz asked if the City provided funds to the library. Clerk-Treasurer Fandell said no, however the City does provide administrative services for which it does not charge, nor does the library budget pay for any of its pension liability from previous employees with Defined Benefit pensions.

Mayor Schafer clarified to the audience that there is no problem with the way things are running but it is a long-time running issue and final decision making needs to be figured out. Councilperson Gray suggested that staff research to see if the original documents and resolution forming the Library Board could be found and postpone any action until possibly the next meeting. Councilperson Gruesbeck agreed but added that this Council does not want to be put into a position if they incur funding issues. If it is determined that the Library Board is responsible for the budget, then it is fully responsible and will not come back to the City asking for funding.

City Council had general consensus to take no action and direct the City Clerk to conduct research to find the original resolution and supporting documentation for the formation of the Library Board.

Public Comment

Mayor Schafer asked for public comments. None were offered.

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

Councilperson Koppleberger stated he would be absent from the next meeting as he would be on vacation.

Moved by Baublitz, second by Gray to adjourn. Motion carried.

The meeting adjourned at 7:33pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
July 21, 2020
7:00 PM**

The regular meeting of the City of Ithaca City Council held and conducted via Zoom in conformity with Governor Whitmer's Executive Order No. 2020-154 (COVID-19), on the 7th day of July, 2020 was called to order by Mayor Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Schafer gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, Scott Gray, James Gruesbeck and Clark Hubbard. Staff present were City Manager Jamey Conn, Clerk-Treasurer Barbara Fandell, Attorney Jefferson Arnold, DPW Director Robert Studt, Fire Chief Dave Nelson and Lt. Roy McCollum.

Absent was Councilperson Rick Koppleberger.

Audience in attendance via Zoom was Rob Endter, Paula Baldwin and others (non-identified).

Moved by Gray, second by Baublitz to approve the minutes of the regular meeting of the City Council of July 7, 2020. Motion carried.

Moved by Gray, second by Hubbard to excuse Rick Koppleberger who was on vacation out of town. Motion carried.

Mayor Schafer asked for Items to be removed from the Consent Agenda; there were none. Moved by Hubbard, second by Gray to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None were offered.

Consent Agenda

Moved by Gray, second by Hubbard to approve the consent agenda; items as listed:

- **Ithaca Unit Report for June 2020.**
- **City Manager report which included updates and information on the Airport Authority, Zoning Board of Appeals, Fire Authority, Cemetery fence, Treasury CARES Act Grants: First Responder Hazard Pay Premiums Program (FRHPPP) and Public Safety and Public Health Payroll Reimbursement Program (PSPHPR), Sidewalk Bids Zone 5 &6, cemetery foundations for new section, West Landfill, Center Street sewer main issue, MJ Electric and city signs for security at the brush pile, park restrooms and DPW yard.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46669-46719 and Payroll Checks #15871-15899, DD1625-DD1639, EFT #1132-1143 as listed in the Check Register Book.**
- **Correspondence received: Meeting Minutes- Library Board**

Motion carried by Roll Call Vote:

Ayes: (6) Andrew, Baublitz, Gray, Gruesbeck, Hubbard and Schafer

Nos: (0) None

Absent: (1) Koppleberger

Committee Reports

Mayor Schafer reported the Committee of the Whole met regarding the Center Street sewer issue. The insurance company has determined there is no liability on the City due to governmental immunity however due to the circumstances and errors by city personnel, the committee recommends covering the clean up of the two businesses basements. City Manager Conn shared the options afforded by the Meadowbrook with the Committee and it recommends Option 2 for the sewer backup remediation and the individual claimants will submit additional damages to their insurance company and the balance to ours after. There will be no deductible, however the remediation will generate a \$30,000 claim.

Moved by Hubbard, second by Andrew to approve the Option 2 as presented by Meadowbrook insurance for only the sewer backup cleanup for the buildings occupied by Stay Fit Gratiot and Grub-A-Dubs due to City personnel error, with additional damages being submitted to their individual insurance companies for claim before filing on the city claim; and authorize the City Manager and City Clerk to notify Meadowbrook Insurance of the decision. Motion carried.

Department Reports

Lt. Roy McCollum reported on the quarter statistics and activities for the Ithaca Unit. He reviewed the data and added a total of 6,086 business inspections were completed during the quarter. When compared to the same time last year, the department has fielded 155 less complaints, 109 less arrests and less traffic stops; with performed 2002 more business inspections.

Moved by Gray, second by Hubbard to receive the Ithaca Unit quarter report. Motion carried.

DPW Director Bob Studt addressed the Council as the Vice President of Michigan Rural Water Association and presented it with the 2020 Environmental Protection Award for its exemplary efforts in preserving the environment through our work on wellhead protection, lead/copper, PFAS and the SAW grant. This award is normally presented at the MRWA annual conference, but due to COVID the conference was cancelled, so he was presenting it in person. The Council was very accepting and pleased with the city staff.

Mayor Schafer asked Director Studt (Bob) if the security cameras had been installed. He confirmed they were and said we had already caught some illegal dumping. City Manager Conn shared he had made contact with those individuals and some of the items had been picked back up. Bob shared that the crushed concrete has been sold to two people and a contractor has asked to purchase 800 yards. He asked what the price would be in the event the contractor wanted to negotiate. The Council agreed that the price was to remain at \$20.00 per yard for everyone no matter what the amount. Bob informed the Council that they had started placing it on the trail at Woodland Park and it looks nice.

Councilperson Gray asked when the water line would be completed. Bob said they department would begin working on it again next week when they staff is back to full time. Councilperson Baublitz inquired when the streets would be swept as weeds are growing in the curbs. Bob said Brad Martyn was out spraying the weeds and would then be sweeping. Mayor Schafer commented that Brad was doing a good job getting out and spraying around cars and obstacles when needed. She further shared that the seasonal guys were doing nice work also. Bob lastly informed Council that Road Commissioner Mark Kraft did not recommend chip sealing the City Hall parking lot as planned because of the parking spaces and turning of cars. This will tear it up and it will look bad. He will research alternative solutions.

Fire Chief Dave Nelson asked for comments or questions on his written reports for Fire, Rescue and Code. He informed the Council that work is being done to demolish the garage reported; however, there are new owners of the property who are aware of the situation and are looking at their options; so, he will continue to work with them and possibly avoid having to take further action.

Moved by Baublitz, second by Gray to receive the Fire/Rescue and Code Officer quarter reports. Motion carried.

City Manager Comments

City Manager Conn reported that he and Treasurer Fandell prepared and filed two grants provided through the Federal CARES Act. One (FRHPPP) was submitted for reimbursement and allowance of hazard pay to first responders and fire personnel and the other (PSPHPR) was submitted for reimbursement of two months of payroll for public safety and public health personnel. He also contacted County Administrator Cordes and the Sheriff to make sure they were aware of the grant and that the City would be entitled to a share of the reimbursement as a contracted service to the county. The City will also have to pay a portion of the reimbursed Fire payroll to our contracted Township partners.

He further reported that the Sidewalk bid package was out and the opening would be held on July 29th. He requested Council review the cemetery foundation proposal. The original plan was to pour foundation runs in all of Section A of the new addition. This would be 528 grave lots which will take years to sell and could cause the new foundations to crack and heave over time. He recommended we do only a third of the Section for now. Councilperson Gray inquired as to why we were doing all of it and not on an individual as sold basis because of the time it would take to recoup the investment. Manager Conn shared that the Council and staff had determined to do runs for ease of maintenance and mowing, and to include the foundation in the lot cost so all was paid for in the new section. Councilperson Baublitz agreed that one-third seemed reasonable and we could see how sales and maintenance go.

Moved by Baublitz, second by Andrew to pour foundation runs in only one-third of subsection A of the new addition, which equals eleven rows and 176 grave spaces. Motion carried.

Councilperson Gray shared that there are some residents trying to put a volunteer group together to help repair the cemetery fence. He stated he had issue with putting money into the fence when the roads in that area are in such poor shape. Bob informed the Council that he has a resident calling frequently that would like to purchase the fence and asked for guidance. Bob was directed to keep the fencing and not to sell any of it.

City Manager Conn further reported that the Airport Authority met and it looks that the County will be taking over the funding of the airport. The City normally pays \$2,000 annually but as of last year, Council approved the \$4,000 for the airport. Councilperson Gray and Gruesbeck both asked that this be revisited before another payment is made.

New Business

City Manager Conn requested approval for the lagoon fencing repair and installation. The project is in the budget. Bob Studt said two quotes were received and C&M Fence was the lowest quote and within the budget. He would require half down for materials.

Moved by Baublitz, second by Gray to approve the repair and installation of the lagoon fencing by C&M Fence in the amount of \$30,000 and authorize the City Treasurer to pay the 50% down payment. Motion carried.

City Manager Conn reported on the status of the Fire Authority. The Townships have presented the same information to their boards. Emerson, North Star, Newark and Lafayette have made the decision to become incorporating members, Arcada will come in as a contracting member and New Haven is undecided and asked for additional information. Manager Conn plans to attend their Board meeting next month. He requested approval for the City to become an incorporated member and for the Council to appoint a representative to the Authority Board.

Moved by Gray, second by Hubbard for the City of Ithaca to join and become an incorporating member of the new Fire Authority Board and appoint City Manager Jamey Conn as the City's representative to the Authority Board. Motion carried.

Old Business

Councilperson Gray inquired about the Library Board minutes and wages status. Mayor Schafer shared that the Board now fully understood how the UIA programs and PUA funds worked after the discussion at the last meeting. This made a difference in their decision and they are agreed to the January 1 date for wage increases. There was additional discussion on the Library Board/City Council authority and research being done by staff to help clear up the responsibilities of each board. Staff will continue to search the City records.

Public Comment

Mayor Schafer asked for public comments. None were offered.

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

Moved by Baublitz, second by Andrew to adjourn. Motion carried.

The meeting adjourned at 8:04pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
August 4, 2020
7:00 PM**

The regular meeting of the City of Ithaca City Council held and conducted via Zoom in conformity with Governor Whitmer's Executive Order No. 2020-154 (COVID-19), on the 4th day of August, 2020 was called to order by Mayor Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Protem Koppleberger gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, James Gruesbeck, Scott Gray, Clark Hubbard and Rick Koppleberger. Staff present were City Manager Jamey Conn, Clerk-Treasurer Barbara Fandell and Attorney Jefferson Arnold.

Audience in attendance was Rob Endter, Sean Beckman and Ryan Smith.

Moved by Gray, second by Hubbard to approve the minutes of the regular meeting of the City Council of July 21, 2020. Motion carried.

Mayor Schafer asked for Items to be removed from the Consent Agenda; there were none. Moved by Hubbard, second by Andrew to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments.

Ryan Smith, Gemini Capital Management, addressed the Council on potential approval of a Brownfield tax abatement for the downtown properties he is renovating. As construction is underway, there has been much more asbestos discovered than anticipated. After discussions with the MEDC and his environmental consultant he feels there is enough to justify making application for a Brownfield abatement. He asked the Council to consider this request before making application as it would involve an environmental review at a cost of \$15,000-\$20,000. The rough estimated amount of abatement would be about \$100,000 for 10 to 20 years. Council inquired as to which taxes would be captured. Mr. Smith said all jurisdictions would be at both the local and state level. Manager Conn asked if he would intend for the abatement to begin after the OPRA was expired. Mr. Smith said he was told by the State that it could be layered, Treasurer Fandell shared that it would need to be verified, as the law on OPRA's only allow for the OPRA abatement and no other tax roll during that period. Councilperson Baublitz commented that they must have expected to find asbestos in the buildings. Mr. Smith confirmed, but stated not as much. Councilperson Hubbard asked if Mr. Smith was looking for an answer right now or just an inquiry. Mr. Smith confirmed he was seeing if it were a possibility because he does not want to endure the cost of the study if it was a definite no. City Manager Conn asked Mr. Smith if he could provide a rough estimate of cost for the Brownfield so numbers could be prepared for the Council's further evaluation. He would oblige. Mayor Schafer thanked Mr. Smith for his comments and investment in the community.

Consent Agenda

Moved by Gray, second by Koppleberger to approve the consent agenda; items as listed:

- **City Manager report which included updates and information on the Ithaca HS FFA AgroSciences class, Aaron Detloff's Back to School event in McNabb park, Dilts Rd property sale, Fire Authority, Transportation Authority (SLIPR), CARES Act funding grants, Gemini Capital request for Brownfield tax abatement, crushed concrete, sidewalk bids award, cemetery fence, zoning ordinance regarding livestock and the election.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46721-46759 and Payroll Checks #15900-15913, DD1640-DD1649, EFT #1144-1149 as listed in the Check Register Book.**
- **Correspondence received: Meeting Minutes- Zoning Board of Appeals, Planning Commission and Gratiot Area Chamber of Commerce Agri Fit Challenge, City Summer 2020 Newsletter.**

Motion carried by Roll Call Vote:

Ayes: (7) Gray, Gruesbeck, Hubbard, Koppleberger, Andrew, Baublitz and Schafer

Nos: (0) None

Absent: (0) None

Committee Reports

There were no committee reports.

City Manager Comments

City Manager Conn reported that Aaron Detloff's Back-to-School event in McNabb Park has been changed to a drive through event due to COVID restrictions. He reported the Fire Department received a very generous \$6,000 memorial donation from the Mary Rimmel family to be put toward the new radios purchase. He informed Council that he contacted the two residents regarding the cemetery fence to let them know the City would be keeping and storing it to give them some time to organized their restoration efforts. Linda Johnson responded and shared that some residents like it better down and Teresa Richter had not yet returned his call. Councilperson Gray said he had talked with her and she is okay with the decision, but plans to talk with the City Manager more.

Manager Conn informed the Council that a request was received to place cows on City property and the Zoning Ordinance does not detail how many or if they are allowed. The request is for the R-1 zone and farm animals, which include “livestock”, are allowed but there are no details outlining what is and is not allowed. In his research through MSUE, the Right to Farm Act overrides City ordinance unless the Zone is 7/8 residential in which the City Ordinance would then rule. In this instance, City ordinance prevails so he is sending it to the Planning Commission.

Manager Conn reported that Attorney Arnold is working with the Title Company and heirs to complete the sale of the Dilts Road property to Ellen’s Equipment. Atty Arnold said the property was sold to the City by Clarence Muscott and contact with his brothers, Edward and Dean, confirm they do not want the property. He is waiting for a call back from the Title Company and will proceed in finalizing.

New Business

Mayor Schafer asked for Council action on the MML Worker’s Compensation Fund Board of Trustees election.

Moved by Hubbard, second by Gray to cast the vote for Marion Brown and Penny Hill for the MML Worker’s Compensation Fund Board of Trustees and have Clerk Fandell return the completed ballot. Motion carried.

City Manager Conn presented the Sidewalk Replacement Program & Cemetery Foundation bids and recommended Seifert Concrete as they were the lowest bid, within budget and had good reviews with the last two phases.

Moved by Koppkeberger, second by Gray to award the bid for eleven (11) rows of Cemetery Foundations at a cost of \$5.00 per square foot and the Sidewalk Replacement Program Zone 5 and Zone 6 for a two year contract at the following prices: \$5.00/sq foot for 4 inch concrete, \$6.00/sq foot for 6 inch concrete, \$7.00/sq foot for 8 inch concrete and \$5.00/sq foot for 6 inch ADA Pedestrian ramps. Motion carried.

Sean Beckman of Rowe PSC reported the Newark Street concrete project was complete. At the start of the project Director Studt and Manager Conn worked with Rowe and Isabella Corp to make a couple of design changes for better drainage. The result is a small reduction in the overall project. Mr. Beckman presented Change Order #1 which reflects these changes and final quantities. The Change Order #1 is a reduction of \$312.90. He further reported that they have two more weeks of cure time before receiving the lab report, and once received, the records will be completed and delivered to the City.

Moved by Gruesbeck, second by Baublitz to approve Change Order #1 for the Newark Street Concrete Project for the decrease of \$312.90 bringing the final contract price to \$93,606.35. Motion carried.

Councilperson Hubbard asked to discuss Ryan Smith’s request. City Council discussed the different abatements and benefits of an OPRA versus a Brownfield and current abatements previously awarded. Council will review the request again after Mr. Smith provides estimated cost and staff has the opportunity to evaluate said cost.

Old Business

There was no old business.

Public Comment

Mayor Schafer asked for public comments. None were offered.

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

Councilperson Baublitz noted an error in the ZBA minutes regarding a contradiction of the presence of Jim Wideman. Clerk Fandell noted the minutes are unapproved and will notify Deputy Clerk Cameron to correct prior to the next meeting.

Councilperson Gruesbeck was working at the Election polls today and it was suggested by Gail Paradise that the City consider renting a tarp or awning to go over the sidewalk for people who have to wait outside due to social distancing requirements for the November election. He would like to see a permanent attachment to the building like a portico or entry way. He asked Council for consideration. Councilperson Gray agreed that a canopy would be a good idea for the short term. **General consensus to authorize the City Manager to procure a temporary canopy for the Community Center walk way for the November election.**

City Manager Conn received a request from Dick Allen of Bon Accord Farms to sell frozen meat at the Farmers Market. There are no restrictions in allowing frozen food as long as the City Council has no objections. There were no objections.

Moved by Baublitz, second by Hubbard to adjourn. Motion carried.

The meeting adjourned at 7:53pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
August 18, 2020
7:00 PM**

The regular meeting of the City of Ithaca City Council held and conducted via Zoom in conformity with Governor Whitmer's Executive Order No. 2020-154 (COVID-19), on the 18th day of August, 2020 was called to order by Mayor Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Schafer gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, Scott Gray, James Gruesbeck, Clark Hubbard and Rick Koppleberger. Staff present were City Manager Jamey Conn and Clerk-Treasurer Barbara Fandell.

Absent was Councilperson Attorney Jefferson Arnold.

Audience in attendance via Zoom was Rob Endter, Nicholas Dalessandro and Jim Wheeler.

Moved by Gray, second by Andrew to approve the minutes of the regular meeting of the City Council of August 4, 2020. Motion carried.

Mayor Schafer asked for Items to be removed from the Consent Agenda; there were none. Moved by Koppleberger, second by Gray to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None were offered.

Consent Agenda

Moved by Andrew, second by Gray to approve the consent agenda; items as listed:

- **Ithaca Unit Report for July 2020.**
- **City Manager report which included updates and information on the Fire Authority, Transportation Authority, Gemini Capital Brownfield tax abatement request, Dilts Road property sale, election, Historical Barn, Sidewalk Zone 5 project, Commerce Drive sealcoating completion, scraper dump truck, Beacon and Bridge sign replacement and residential speed limit complaint.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46760-46797 and Payroll Checks #15914-15924, DD1650-DD1659, EFT #1150-1155 as listed in the Check Register Book.**
- **Correspondence received: SLIPR Transit Authority Ballot Language submitted for November 2020 election**

Motion carried by Roll Call Vote:

Ayes: (7) Baublitz, Gray, Gruesbeck, Hubbard, Koppleberger, Andrew and Schafer

Nos: (0) None

Absent: (0) None

Committee Reports

Mayor Schafer reported the Committee of the Whole met regarding the Fire Authority Agreement dated 8/14/2020. The initial fees will follow the current formula that has been used. The Committee discussed the building and equipment lease options. The Committee recommends moving forward with the agreement, having no changes and for the City Manager to address those issues discussed with the Fire Authority committee. Mayor Schafer further reported the Committee discussed the Brownfield tax abatement requested by Ryan Smith of Gemini Capital and reviewed the figures provided by Mr. Smith. The Committee discussed how the Brownfield and OPRA combination would work, the extension of the abatement would have on the City and all tax payers. The Committee recommends denying the request due to the already awarded OPRA tax abatement and not wanting to extend the abatement out for additional years. Mayor Schafer reported the Committee discussed adding a filing fee for tax abatement requests and directed the City Treasurer to research and present a schedule at the next meeting. In addition, it discussed the fees of Special Use Permits and Variance Request.

Moved by Baublitz, second by Gray to deny the request of Ryan Smith and Gemini Capital to proceed with a Brownfield tax abatement on the downtown projects due to the already awarded OPRA tax abatement and not wanting to extend the abatements additional years. Motion carried.

City Manager Comments

City Manager Conn reported he had the Historical Barn evaluated as directed and the barn structure is good. The cost to refurbish or demo would be close to the same, \$30,000 estimated. Discussion ensued. Councilperson Gray said if it is not being used, it does not make sense to fix it and let it sit. Councilperson Andrew suggested that we find a use for it as it has a lot of memories for the community. City Manager Conn suggested an event venue or wedding barn. Councilperson Gruesbeck agreed that money should not be spent unless there is a decided use for the barn as the funds could be used toward deteriorating streets or parks. Mayor Schafer agreed that priority should be given to where the money is needed. Councilperson Hubbard suggested a community project or putting it out on social media to see how the community feels about it.

Manager Conn further reported that the sidewalk project for Zone 5 began and noted the Transit Authority ballat language was included in the correspondence.

New Business

Clerk-Treasurer Fandell presented the request for delegates to be appointed to the MML Annual Meeting. The Annual conference will be a virtual conference, so the delegate will be able to participate for the meeting only and does not need to attend the conference to participate. Also included is the League's Core Legislative Principles which delegates will be voting on at the Annual Meeting. Clerk Fandell also noted that if any member wanted to attend the annual conference, to notify her by the next meeting.

Moved by Gray, second by Hubbard to appoint City Manager Conn as the delegate and Councilperson Brett Baublitz as the alternate delegate to the MML Annual Meeting and the Clerk to register them. Motion carried.

City Manager Conn reported on the status of the Fire Authority. The Townships have presented the same information to their boards. Emerson, North Star, Newark and Lafayette have made the decision to become incorporating members, Arcada will come in as a contracting member and New Haven is undecided and asked for additional information. Manager Conn plans to attend their Board meeting next month. He requested approval for the City to become an incorporated member and for the Council to appoint a representative to the Authority Board.

Moved by Gray, second by Hubbard for the City of Ithaca to join and become an incorporating member of the new Fire Authority Board and appoint City Manager Jamey Conn as the City's representative to the Authority Board. Motion carried.

Old Business

Mayor Schafer shared that the walking path around Woodland Park looks very nice and the DPW staff did a great job cleaning it up and placing the crushed concrete.

Councilperson Koppleberger shared that due to his new work schedule he has not been able to attend all of the Greater Gratiot Development board meetings. Would like to offer the position to another if interested. The council discussed and the appointments for the positions will remain the City Manager and Councilperson Koppleberger.

Public Comment

Mayor Schafer asked for public comments. None were offered.

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

Moved by Baublitz, second by Gray to adjourn. Motion carried.

The meeting adjourned at 7:22pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
September 1, 2020
7:00 PM**

The regular meeting of the City of Ithaca City Council held and conducted via Zoom in conformity with Governor Whitmer's Executive Order No. 2020-154 (COVID-19), on the 1st day of September, 2020 was called to order by Mayor Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Protem Koppleberger gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, James Gruesbeck, Scott Gray, Clark Hubbard (via Zoom) and Rick Koppleberger. Staff present were City Manager Jamey Conn, Clerk-Treasurer Barbara Fandell, DPW Director Bob Studt and Attorney Jefferson Arnold.

Audience in attendance by Zoom meeting was Lexi Endter, Sean Beckman, Scott Mertes, Jessica Lake and Dan Seeley.

Moved by Baublitz, second by Gray to approve the minutes of the regular meeting of the City Council of August 18, 2020. Motion carried.

Mayor Schafer asked for Items to be removed from the Consent Agenda; there were none. Moved by Gray, second by Andrew to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None were offered.

Consent Agenda

Moved by Andrew, second by Baublitz to approve the consent agenda; items as listed:

- **City Manager report which included updates and information on smoke testing of storm drains, Seaver Street watermain, vehicle sales, seasonal staff update, McNabb Park mowing, street paving and US27 Motor Tour.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46798-46826, Water Bond Debt Retirement #ACH14 and Payroll Checks #15925-15938, DD1660-DD1669, EFT #1156-1162 as listed in the Check Register Book.**
- **Correspondence received: Michigan Treasury Release: Revenue Estimates**

Motion carried by Roll Call Vote:

Ayes: (7) Hubbard, Koppleberger, Andrew, Baublitz, Gray, Gruesbeck and Schafer

Nos: (0) None

Absent: (0) None

Committee Reports

There were no committee reports.

Presentation

Dr. Scott Mertes showed a video and power point presentation on the Mid Michigan College ballot proposal for Annexation of the Gratiot-Isabella RESD into the college's district. Two proposals will be placed on the ballot for voters to join the district and for a 1.2232 millage support; both must be approved by voters or annexation will not occur. By annexing, taxpayers would pay operating taxes toward the community college and all residents of the district would realize lower tuition costs. The current district is exclusive to the Clare-Gladwin RESD.

Councilperson Baublitz asked how the \$3Million dollars of millage funds would be utilized if the proposals passed. Dr. Mertes shared that \$1.5 Million would go to make up the difference in tuition for the 40% reduction current students of the GIRESD would receive and the remainder would be saved for expansion in hopes of owning a new facility in Gratiot County.

City Manager Comments

City Manager Conn reported that the vehicles being sold were relocated to the City Hall parking lot so potential bidders could see them. The Fire Authority is interested in the Trailblazer to use as a command vehicle for the officer on call. Council discussed that it would not sell this vehicle but would hold it until such time that the Authority is finalized and cost determined. Manager Conn discussed that one of the vehicles on the list does not run and a city employee offered \$500 for it which he agreed to. He inquired of the Council as to if it would remain on the list for sealed bids or if the employee could purchase it. Councilperson Gruesbeck stated it should stay as part of the public bid process and the employee could place a bid. Council discussed and agreed that it would remain part of the public bid.

Manager Conn reported the one seasonal employee is done and the other will continue on at two and one-half days a week through fall. Losing them early was the main reason for the mowing quotes for McNabb Park. He further reported that Central Concrete came last week to review the street paving projects and will provide a proposal for us soon.

New Business

City Manager Conn presented the three proposals received for mowing McNabb Park for the remainder of the season. Contractors would mow at the direction of the City. The proposals received (on a per mow basis) were Gus' Landscaping LLC = \$2,392.00, Lawnscape = \$2,175.00 and Grass Wackers, Inc = \$1,920.00.

Moved by Andrew, second by Gray to approve the mowing services of McNabb Park for the remainder of the season as directed by the City DPW Director to Grass Wackers Inc. at a cost of \$1,920.00 per mow and authorize the City Manager to sign the contract. Motion carried.

Mayor Schafer invited Sean Beckman, Rowe PSC to speak to the Watermain replacement services proposal. Mr. Beckman reviewed the three projects (Union Street, Newark Street and S. Elm Street watermain replacement) explaining the proposal covers the design and permits from EGLE for each project. The City staff would do the actual watermain installation. Treasurer Fandell noted that \$6,000 was budgeted, however the budget is based on the next year's projects. These three normally would have been engineered last year, but were not. A budget amendment will need to be made.

Councilperson Gray asked Director Studt about the S. Elm Street project. Director Studt explained that the estimated 750 feet of new main would complete the loop and improve water quality and pressure.

Moved by Gray, second by Koppleberger to approve the proposal of Rowe Professional Services for professional services for the watermain replacement projects on Union Street (Westwind to Barber), Newark Street (S. Main to S. Pine River) and S. Elm Street (end of McNabb Park to 400 S. Elm loop) at a cost of \$19,980.00, authorize the City Manager to sign the agreement and amend the budget for the increase. Motion carried.

Clerk-Treasurer Fandell requested that the delegates for the MERS annual meeting be appointed. This year's annual meeting and conference will be held virtually on September 22-24, 2020 with the meeting on September 24, 2020 at 10:30am. The employees will make their delegate selection next week.

Moved by Gray, second by Baublitz to appoint City Manager Conn and Clerk-Treasurer Fandell as the delegates to the MERS annual meeting. Motion carried.

Mayor Schafer informed the Council that Dick's Studio will come before the next Council meeting to retake the Council photo. This will be done on September 15, 2020 at 6:20pm.

Old Business

City Manager Conn received a call from Ryan Mills that the IPC is looking for more golf teams for its annual golf fundraiser.

Councilperson Baublitz asked for an update on the Dilts Road property. Attorney Arnold stated it was still in progress and going extremely slow. He has not started the law suit because there is nothing to show as support to the judge. Alma Abstract has not yet gotten back with him on their continued research with the Register of Deeds. It could have been deeded under the Township of Ithaca or Village of Ithaca depending on when Clarence Muscott sold to the City.

Public Comment

Mayor Schafer asked for public comments. None were offered.

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

Moved by Andrew, second by Gray to adjourn. Motion carried.

The meeting adjourned at 7:47pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
September 15, 2020
7:00 PM**

The regular meeting of the City of Ithaca City Council held and conducted via Zoom in conformity with Governor Whitmer's Executive Order No. 2020-154 (COVID-19), on the 15th day of September, 2020 was called to order by Mayor Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Schafer gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, Scott Gray, James Gruesbeck, Clark Hubbard and Rick Koppleberger. Staff present were City Manager Jamey Conn and Clerk-Treasurer Barbara Fandell.

Absent was Councilperson Attorney Jefferson Arnold.

Audience in attendance via Zoom was Sean Beckman, Garrett Smith, Ryan Mills, Riley Vernon and Lydia Davenport.

Moved by Koppleberger, second by Gray to approve the minutes of the regular meeting of the City Council of September 1, 2020. Motion carried.

Mayor Schafer asked for Items to be removed from the Consent Agenda; there were none. Moved by Gray, second by Hubbard to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. Students Garrett Smith, Riley Vernon, Lydia Davenport and Jonathan Crawford introduced themselves as being in attendance for Mrs. Vandeweghe's class. Mayor Schafer welcomed them.

Consent Agenda

Moved by Hubbard, second by Gray to approve the consent agenda; items as listed:

- **Ithaca Unit Report for August 2020.**
- **City Manager report which included updates and information on the Fire Authority, Transportation Authority, Election tent, vehicle bids, meeting with Rowe on engineering for watermain projects, Clare City Manager, AYSO soccer season and the request of Four 7 for street closure.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46827-46863 and Payroll Checks #15939-15948, DD1670-DD1679, EFT #1163-1167 as listed in the Check Register Book.**
- **Correspondence received: Updated Board and Commission Roster**

Motion carried by Roll Call Vote:

Ayes: (7) Gray, Gruesbeck, Hubbard, Koppleberger, Andrew, Baublitz and Schafer

Nos: (0) None

Absent: (0) None

Committee Reports

Clerk-Treasurer Fandell reported the Chamber of commerce met and are having discussions on its financial status and affect COVID is having on membership and events. The Chamber is looking into new sponsorships, and fundraising. It may also look into using some of its reserves for this year.

City Manager Comments

City Manager Conn reported on the search for a tent for the election. We will not be able to use Rent Rite as they do not rent during the late fall season. He has found a company in Lansing and the price will be around \$500-\$600. Clerk-Treasurer Fandell shared that the Center for Tech and Civic Life as announced a grant of \$250 Million for local municipalities for the upcoming election. The grant award could be \$5,000 and can be used for any COVID PPE, additional election workers, equipment, supplies, etc. She has applied for the grant. City Manager Conn updated Council that the First Responder Hazard Pay program grant awards should be announced by week end with funds next week. Fandell added that Treasurer is currently reviewing over 1,300 grant applications between the two grants applied for.

City Manager Conn reported he met with outgoing City Manager Ken Hibl and incoming City Manager Jeremy Howard. He looks forward to a good continued working relationship.

The Fire Authority Committee has selected the name for the new authority: Gratiot Emergency Services Authority.

New Business

Clerk-Treasurer Fandell requested that Trick-or-Treat hours be addressed. The local Clerks are looking for direction due to COVID. St. Louis is meeting today also and Alma meets next week. City Manager Conn recommended that since it is a national holiday, that we set the normal hours and let the residence decide if they participate or not by turning their porch lights on.

Moved by Gray, second by Hubbard to set Halloween Trick-or-Treat hours on October 31, 2020 from 5:30pm to 7:30pm. Motion carried.

City Manager Conn reported the vehicle bids were opened and sixteen bids were received among the four vehicles. All bids met the minimum requirement except for the 2003 Chevrolet 1500, but after consideration, we may have overestimated that vehicle. Overall, in total, the bids were greater than the totaled minimums. He recommends awarding the bids to the highest bidders for all vehicles.

Moved by Gray, second by Andrew to award the bids to the highest bidder as listed: 2008 Jeep (VIN #*5019) to Sidney Hull for \$8,950.00, 1984 Ford F-350 (VIN#*1084) to Bob Weburg for \$1,505.00, 2000 Chevrolet Pickup 1500 (VIN# *4122) to Joe Sherwood for \$1,000.00 and the 2003 Chevrolet Pickup 1500 (VIN# *4660) to Joe Sherwood for \$1,000.00. Motion carried.

Councilperson Gruesbeck presented names received from the nominating committee to be placed on the Senior Activity Building Board election ballot. Those persons are Roger Cook and Diane Yonker.

Moved by Gruesbeck, second by Baublitz to approve the Nominating Committee's names of Roger Cook and Diane Yonker to be placed on the ballot for the Senior Activity Building Board. Motion carried.

City Manager Conn presented a quote from Central Asphalt Inc for the current budgeted street projects and additional unbudgeted patches. They can do the paving October 13-17, 2020. He also would like to add the pulverizing and grading of Croswell Road from Center to South Street as it is in deteriorating condition. A formal quote has not been received, but a verbal estimate of \$3,000-\$3,500 was received.

Moved by Baublitz, second by Hubbard to approve Proposal Bid Number 20-0352 of Central Asphalt Inc for three inches (3") thick 2-layer paving in the amount of \$196,212.50 and additional street patches in the amount of \$3,408.90 and authorize the additional pulverization and grading of Croswell Road from Center to South Street in an amount not to exceed \$4,000.00. Motion carried.

Ryan Mills, of the Four 7, requested the street closure of S. Pine River Street from the alley to Newark Street on September 26, 2020 from 4:00pm to 1:00am on September 27, 2020 to hold a Cornhole Tournament event. No City services will be required.

Moved by Gray, second by Andrew to approve the request of Ryan Mills, owner of the Four 7, to close S. Pine River Street from the alley to Newark Street on September 26, 2020 from 4:00pm to 1:00am on September 27, 2020 to hold a Cornhole Tournament event. Motion carried.

Old Business

Sean Beckman of Rowe PSC, thanked the City Council for the award of the services for the watermain projects. A kickoff meeting is being held tomorrow with Jamey, Bob and Barb. The surveyors are in the City getting started. He will also be delivering a full size set of drawings of the Newark Street project to Bob at the meeting as well.

City Manager Conn updated the Council on the memorial for Bob Crist. It will be on September 26, 2020 in McNabb Park instead of the Presbyterian Church due to the amount of people expected to attend. They will have people remain in their vehicles and Barden's will be assisting with the service.

Public Comment

Mayor Schafer asked for public comments. None were offered.

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

Moved by Andrew, second by Baublitz to adjourn. Motion carried.

The meeting adjourned at 7:28pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
October 6, 2020
7:00 PM**

The regular meeting of the City of Ithaca City Council held and conducted via Zoom in conformity with Governor Whitmer's Executive Order No. 2020-154 (COVID-19), on the 6th day of October, 2020 was called to order by Mayor Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Protem Koppleberger gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, James Gruesbeck, Scott Gray, Clark Hubbard and Rick Koppleberger. Staff present were City Manager Jamey Conn, Clerk-Treasurer Barbara Fandell and DPW Director Bob Studt.

Audience in attendance by Zoom meeting was Brooke Daniel.

Moved by Andrew, second by Koppleberger to approve the minutes of the regular meeting of the City Council of September 15, 2020. Motion carried.

Mayor Schafer asked for Items to be removed from the Consent Agenda; there were none. Moved by Gray, second by Baublitz to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments.

Brooke Daniel addressed the Council regarding the Horse Barn Lease Agreement. Due to COVID, he has had an employment change and the Governor shut down racing for the spring and summer season. It reopened at the end of August. He requested a lesser lease amount as he wants to continue with the agreement, but due to these circumstances, would like consideration for a break and is thankful for the City working with him on the payments over the past few months. City Manager Conn shared that the Committee did review his request at a meeting earlier and are making a recommendation to amend the agreement to allow the rent to be month to month for the remainder of 2020 at a rate of \$400 per month plus utilities; and then draft a new agreement starting in 2021.

Mr. Daniel was in agreement.

Mayor Schafer expressed that timely payment would be the expectation of the Council for each month. Mr. Daniel inquired about some needed roof repairs to the barn. Director Studt said he is getting estimates and will make contact again.

Consent Agenda

Moved by Gray, second by Koppleberger to approve the consent agenda; items as listed:

- **City Manager report which included updates and information on Horse Barn Rental Agreement, blue bird houses request, Sidewalk Zone 5 and Cemetery foundation projects, Election tent, CARES Act grants, Fire Authority, ZBA meeting, new business interests in downtown, EGLE PFAs cleanup, homecoming parade, downtown truck signs and The Citizens of Public Transit Committee formation.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46865-46901 and Payroll Checks #15949-15977, DD1680-DD1691, EFT #1169-1175 as listed in the Check Register Book.**
- **Correspondence received: None**

Motion carried by Roll Call Vote:

Ayes: (7) Andrew, Baublitz, Gray, Gruesbeck, Hubbard, Koppleberger and Schafer

Nos: (0) None

Absent: (0) None

Committee Reports

Councilperson Andrew reported the Parks and Cemetery Committee met to review the Horse Barn Lease Agreement, Blue Bird house request of Jeff Litwiller, Cemetery lot pricing for the new section and Mowing Bids for the parks and Cemetery. He reviewed the discussions of the Committee and noted its recommendations:

- 1- To allow the horse barn lease agreement to go month to month for the remainder of 2020 at \$400 per month plus utilities and to review a new agreement for 2021.
- 2- Allow the request of Jeff Litwiller to place blue bird houses in McNabb and Woodland parks, out of the mowing line at his maintenance and cost.
- 3- To set the cost for the cemetery lots in the new section at \$1,000.00 each for residents and \$1,400 for nonresidents with no reduction for shared foundations; and to allow staff to designate rows for even number lot sales and odd number lot sales. In addition the veteran marker cost will remain \$75.00.
- 4- Award the Mowing bid to Discount Dumpster for a 1-year service contract. Also, to direct the City Manager to review part-time seasonal labor and equipment purchase for future years.

Moved by Gray, second by Baublitz to amend the horse barn lease agreement through 12/31/2020 at a rate of \$400 per month plus utilities on a month-to-month basis with Brooke and Dana Daniel and authorize the City Manager to sign. Motion carried.

Moved by Baublitz, second by Gray to grant the request of Jeff Litwiller to place and maintain blue bird houses in McNabb and Woodland Parks out of the mowing path. Motion carried.

Moved by Gray, second by Hubbard to set the lot prices in the 3rd Addition to \$1,000 per lot for residents and \$1,400 for non-residents with no reduction for shared foundations and Veterans markers will be the same cost as other sections (currently \$75.00) and staff will designate rows for even and odd number lot purchases. Motion carried.

Moved by Hubbard, second by Andrew to award the mowing bid for Woodland and Atkinson Parks and the Ithaca Cemetery to Discount Dumpster for a one-year contract starting in the spring of 2021 at a cost of \$17,880. Motion carried.

City Manager Comments

City Manager Conn reported that street paving would start on October 13th and letters were being sent out to residents on those streets affected. The election tent has been reserved. It will be a 20x20 and placed over the sidewalk, sides have been ordered in case of inclement weather. The CARES Act grant funds have been received for the Hazard pay, the firefighters were very pleased and thankful for receiving it. The Public Health grant has received only half of the funds with the other half coming when Treasury finishes the review of all of the grants received. He further reported that he has been contacted by a potential business coming into the downtown as long as there are no restrictions for Tattoo business. The business currently has two other locations and will be located in one of Ryan Smith's buildings.

City Manager Conn reported that EGLE has denied our appeal for payment assistance again so we will be moving forward with securing a consultant. Councilperson Gruesbeck inquired on what the expectations are as it was not laid out in their response letter. City Manager Conn has been in contact with the Rockford City Manager and they were able to place clay on top of their site and not disturb the ground. Council agreed that it needs to be diligent on input with the consultant and best means for the site.

Lastly, he reported that the transportation brochure included in the packet is one that is being distributed by the citizens committee for the millage. They are working diligently to get information out to the voters.

New Business

Clerk-Treasurer Fandell presented the MML Liability & Property Pool Board of Directors candidate information.

Moved by Gray, second by Koppleberger to cast a votes for the candidates listed as presented by the MML Liability and Property Pool Nominating Committee and for the City Clerk to submit. Motion carried.

Old Business

There was no old business.

Public Comment

Mayor Schafer asked for public comments.

City Clerk Fandell reported that the city received the Center for Tech and Civic Life grant in the amount of \$5,000 for election supplies and training. As of today, we have nearly 600 absentee ballots and the Audit started this week.

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

Moved by Gray, second by Andrew to adjourn. Motion carried.

The meeting adjourned at 7:27pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
October 20, 2020
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 Schafer on October 20, 2020 at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Schafer gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, Scott Gray, James Gruesbeck and Rick Koppleberger. Staff present were City Manager Jamey Conn, Clerk-Treasurer Barbara Fandell, Fire Chief Dave Nelson, Lt. Roy McCollum and Attorney Jefferson Arnold.

Absent was Councilperson Clark Hubbard.
Audience in attendance were none.

Moved by Koppleberger, second by Gray to approve the minutes of the regular meeting of the City Council of October 6, 2020. Motion carried.

Moved by Andrew, second by Gray to excuse Councilperson Hubbard due to illness. Motion Carried.

Mayor Schafer asked for approval of the Agenda and for Items to be removed from the Consent Agenda. City Manager Conn asked to remove Item 10B from the agenda and postpone until 11/3/20, and to add Item 10C GESA Authority Agreement. Moved by Baublitz, second by Andrew to approve the Agenda with changes (to remove Item 10B and postpone until 11/3/20 and add Item 10C GESA Authority Agreement), including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None were offered.

Consent Agenda

Moved by Gray, second by Koppleberger to approve the consent agenda; items as listed:

- City Manager report which included updates and information on the street paving, Bob Garland's retirement from ZFS, sale of the scraper truck, election security, Rowe watermain project contract, fire grants, Gratiot Ag Society request for lighting, Fire Co-op Student, Farmer's Market, Habitat House building and Master Plan.
- Financial – 4th Quarter Fiscal Year End 2020
- Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46903-46944 and Payroll Checks #15978-15989, DD1692-DD1710, EFT #1176-1181 as listed in the Check Register Book.
- Correspondence received: Planning Commission Minutes

Motion carried by Roll Call Vote:

Ayes: (6) Baublitz, Gray, Gruesbeck, Koppleberger, Andrew and Schafer

Nos: (0) None

Absent: (1) Hubbard

Committee Reports

There were no committee reports.

Department Reports

Lt. Roy McCollum reported on the September and quarterly activity of the Ithaca Unit. He reported on traffic stops and truck traffic through the downtown. He will check on the light for the 4-way stop.

Moved by Gray, second by Koppleberger to approve the Ithaca Unit report. Motion carried.

Fire Chief Dave Nelson reported the Chief Bill Coty starts at St. Louis the next day and a retirement party will be held for Chief Apps before the year end. He reported that the FEMA grant for airpicks and bottles was denied.

Chief Nelson was toned out on a call and excused

Moved by Baublitz, second by Andrew to approve the Fire Department and Code Enforcement quarterly reports. Motion carried.

City Manager Comments

City Manager Conn reported the street paving was complete and the DPW was working to taper the edges. The scraper truck bid opening is scheduled for October 29th. Manager Conn received a request from GAS to install lights in the arena. They have fundraised for the cost and inquired if this was an approved project. Council stated it was not, but would take action.

Moved by Gray, second by Koppleberger to approve to allow Gratiot Agricultural Society to install lighting at the arena at its cost; provided proper permits are obtained and it is understood that the improvement becomes a permanent asset of the City. Motion carried.

City Manager Conn further reported the Farmer's Market has wrapped up the season and it was successful this year, primarily due to the change from Saturday to Tuesday. The Habitat house construction made good progress this weekend. Councilperson Koppleberger, Gray, Mayor Schafer and he were all there to volunteer. Mayor Schafer commended the Church of God for its volunteers and the meal. Manager Conn informed Council that the Church of God is interested in the old chairs from the Community Center; there were no bids or interest when put out to the public. Council agreed to allow them to save the cost of disposal.

New Business

City Manager Conn presented a change order from Rowe PSC for the 2021 Water System Improvement contract. It was discovered that a portion of the project had already been completed so a reduction to the contract of \$2,520.00 is requested.

Moved by Gruesbeck, second by Baublitz to approve the Change Order for the Rowe PSC contract for 2021 Water System Improvements by a reduction of \$2,520.00 to a new total of \$17,460.00. Motion carried.

City Manager Conn presented the Gratiot Emergency Services Authority Agreement. The agreement is finalized and most have signed. Currently waiting on North Star and New Haven Townships and the City. The Agreement would be in effect on November 1, 2020 with assets transferring April 1, 2020. Councilperson Gruesbeck expressed appreciation to Manager Conn for keeping the discussions and Authority moving forward and reaching this conclusion.

Moved by Gray, second by Gruesbeck to enter into the Interlocal Agreement to Incorporate the Gratiot Emergency Services Authority and Adopt the Articles of Incorporation and authorize the Mayor and City Clerk to sign. Motion carried.

Old Business

Councilperson Baublitz inquired on the Dilts Road property sale. Attorney Arnold stated he was still looking for a deed or proof of sale. Discussion was held on moving forward with getting the deed through the State. Attorney Arnold would like to look more so there is proof to provide to the court.

City Manager Conn reported that 129 E. Center Street has a new Antique Shop business going in and the owners are interested in upper apartments and rehabbing the building.

Public Comment

Mayor Schafer asked for public comments. None were offered.

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

Moved by Baublitz, second by Gray to adjourn. Motion carried.

The meeting adjourned at 7:37pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
November 3, 2020
7:00 PM**

The regular meeting of the City of Ithaca City Council held and conducted via Zoom in conformity with Open Meeting Act (Pubic Act 228 of 2020) on the 3rd day of November, 2020 was called to order by Mayor Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Schafer gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, Scott Gray, James Gruesbeck and Clark Hubbard. Staff present were City Manager Jamey Conn, Clerk-Treasurer Barbara Fandell, and DPW Director Bob Studt.

Absent was Councilperson Rick Koppleberger and Attorney Jefferson Arnold.
Audience in attendance was Rob Endter.

Moved by Baublitz, second by Gray to approve the minutes of the regular meeting of the City Council of October 20, 2020. Motion carried.

Moved by Gray, second by Hubbard to excuse Councilperson Koppleberger. Motion Carried.

Mayor Schafer asked for approval of the Agenda and for Items to be removed from the Consent Agenda. Moved by Andrew, second by Hubbard to approve the Agenda, including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None were offered.

Consent Agenda

Moved by Gray, second by Baublitz to approve the consent agenda; items as listed:

- **City Manager report which included updates and information on the street paving, sale of the scraper truck, Airport Authority, GESA formation, Designated Assessor for the County and the City website.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46946-46977 and Payroll Checks #15990-16016, DD1711-DD1725, EFT #1182-1189 as listed in the Check Register Book.**
- **Correspondence received: None**

Motion carried by Roll Call Vote:

Ayes: (6) Baublitz, Gray, Gruesbeck, Hubbard, Andrew and Schafer

Nos: (0) None

Absent: (1) Koppleberger

Committee Reports

There were no committee reports.

City Manager Comments

City Manager Conn reported the new website was up and running. Shelly Moffit did a great job working on the transition. The Airport Authority is moving in the right direction and it looks as if the County will be taking over the municipal portion of the funding. A resolution was sent to them in support of this.

New Business

City Manager Conn stated one bid was received the morning of the opening, however all of the mail has not been opened due to the quarantine of City Hall. He asked that the Council award the bid to the highest bidder pending the opening of the mail. Clerk Fandell confirmed that the bid received was over the minimum the City placed.

Moved by Clark, second by Andrew to award the bid for sale of the 2003 Scraper Truck (VIN#2FZAATAK43AK91567) to the highest bidder once the mail is open. Motion carried.

Mayor Schafer presented the Interlocal Agreement with Gratiot County to approve a designated assessor for the County. Manager Conn stated it is required that the County have a designated assessor and C-T Fandell added that the designated assessor assists the County communities if they have AMAR issues to address and also steps in if a community loses its assessor until a replacement is made (for the cost listed in the agreement).

Moved by Gray, second by Baublitz to enter into the Interlocal Agreement with Gratiot County to Approve a Designated Assessor and authorize the Mayor and City Clerk to sign. Motion carried.

C-T Fandell presented Resolution 2020-10 which would ratify City Council actions/approvals made during virtual meetings under the Governor's Executive Order which was overturned. The new legislation (PA228 of 2020) also addresses those former actions; however, this ensures that all actions are approved.

**Moved by Andrew, second by Gray to adopt Resolution 2020-10 Ratifying City Council Approvals.
Motion carried by Roll Call Vote:**

Ayes: (6) Gray, Gruesbeck, Hubbard, Andrew, Baublitz and Schafer

Nos: (0) None

Absent: (1) Koppleberger

Mayor Schafer presented the 2021 Poverty Exemption Policy and Guidelines as requested for adoption by Assessor Hunter.

Moved by Hubbard, second by Gray to adopt the 2021 Poverty Exemption Policy and Guidelines. Motion carried.

Old Business

City Manager Conn addressed the street paving contract with Central Asphalt. No action will be required as the total cost of the project came in lower than the original approved despite the error made in the estimate. This was primarily due to pulverizing and grading not needing to be done on two of the streets and they reduced the price on Croswell Road to make up for the original error and because of the good relationship between the company and the City; this savings brought us in under budget with the missed street paving included.

Councilperson Hubbard requested that the Burn Ordinance be revisited as it was never prior. Discussion on the topic and consensus to have the Planning Commission revisit the Ordinance, taking public input and present a recommendation to the City Council.

Public Comment

Mayor Schafer asked for public comments. None were offered.

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

City Manager Conn informed the Council that the Community Center door fell off during the election. Councilperson Gruesbeck is concerned about the repair versus replacement. Manager Conn is having staff look into replacing the doors and C-T Fandell was looking to write a grant for ADA accessible electronic doors prior to this incident. He asked for direction on rental of the facility with the new COVID restrictions and the door.

General consensus that the Community Center will not be rented out for the remainder of 2020 and staff is to get the doors repaired and look into a grant for ADA accessibility.

Mayor Schafer informed the Council that the Library had increased the number of patrons allowed inside.

Moved by Baublitz, second by Gray to adjourn. Motion carried.

The meeting adjourned at 7:26pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
November 17, 2020
7:00 PM**

The regular meeting of the City of Ithaca City Council held and conducted via Zoom in conformity with Open Meeting Act (Pubic Act 228 of 2020) on the 17th day of November, 2020 was called to order by Mayor Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Protem Koppleberger gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, Scott Gray, James Gruesbeck, Clark Hubbard and Rick Koppleberger. Staff present were City Manager Jamey Conn, Clerk-Treasurer (C-T) Barbara Fandell, and DPW Director Bob Studt.

Absent was Attorney Jefferson Arnold.
Audience in attendance was unnamed.

Moved by Hubbard, second by Gray to approve the minutes of the regular meeting of the City Council of November 3, 2020. Motion carried.

Mayor Schafer asked for approval of the Agenda and for Items to be removed from the Consent Agenda. City Manager Conn asked to add a Memory Park Request to the agenda. Mayor Schafer placed it as Item 9B. Moved by Gray, second by Andrew to approve the Agenda with Item 9B Memory Park Request addition and the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None were offered.

Consent Agenda

Moved by Koppleberger, second by Gray to approve the consent agenda items as listed:

- **Ithaca Unit Report – October 2020**
- **City Manager report which included updates and information on the scraper truck sale, traffic light at Pine River/Center St, No Truck signage, Veterans Day service, DDA billboard, COVID Plan, Library hours, Community Center rental and repairs and the IPC Christmas parade.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #46978-47033 and Payroll Checks #16017-16026, DD1726-DD1735, EFT #1190-1195 as listed in the Check Register Book.**
- **Correspondence received: Email – EGLE regarding Ithaca Shell water issue.**

Motion carried by Roll Call Vote:

Ayes: (7) Gray, Gruesbeck, Hubbard, Koppleberger, Andrew, Baublitz and Schafer

Nos: (0) None

Absent: (0) None

Committee Reports

Councilperson Koppleberger reported the Personnel Committee met to discuss a COVID plan and the AFSCME Union contract. The Committee met in closed session for union negotiations. The City Manager will meet with the union representatives and confirm items with legal counsel and if agreed, will draft and present the new contract to the Council. The committee reviewed the effects of COVID on work staff and discussed with the City Manager.

City Manager Comments

City Manager Conn reported the scraper truck was sold to Matt Mills (Mills Excavating) for \$8,650.00 and picked up today. The traffic light at the corner of S. Pine River/Center Street was damaged in the wind storm. The entire light needs replaced as it cannot be repaired due to the age of the light. He asked if Council would like it taken down or replaced. Council discussed and decision to replace the light with a new LED one. Director Studt is to contact MDOT for information. Manager Conn asked for direction on the “No Truck” signs. Councilperson Baublitz asked if they would be solar or hard wired and where placement would be. Director Studt will look into this, but most likely they would be hard wired and the plan is one sign on the south post at Pine River/Center Street. Council discussed signs at both ends of the downtown mall area.

Moved by Baublitz, second by Gray to purchase two “No Truck” signs as presented by the City Manager with one sign placed at S. Pine River/Center St and another placed at S. Main St/Center St at a cost not to exceed \$5,000.00 and amend the budget for the purchase. Motion carried.

City Manager Conn reported that City Hall staff had been quarantined and are returning to work, however there have been people with COVID coming in to City Hall to make payments and do business. The plan in place, which complies with the new health order, is for City Hall to be open by appointment only until January 18, 2020. Staff will work remotely through December 8th except coming in as necessary to complete work that cannot be done remotely. The phone will be answered and the Library will be moving to curbside pickup only during this time.

Manager Conn asked C-T Fandell to provide an update on the Community Center doors. C-T Fandell referenced the quote provided for replacement of both sets of double doors at the Community Center for replacement of the broken and worn doors. The cost of replacement is \$7800 without Auto Openers to assist with ADA; which could be added at a later date. Previously, it was discussed to write a grant to assist with the auto opening devices, these grants are open in May. The City could replace the doors now with General Fund dollars and write for the grants, later. Another option would be to utilize Caldwell Funds for the entire project or for the replacement doors and use General Fund for the openers. This is a project that benefits the entire community. The auto openers will cost between \$6,000-\$7,000 for one side of both sets of doors.

Moved by Baublitz, second by Andrew to approve the replacement of both the interior and exterior doors at the Community Center and add the Automatic Openers by Advanced Glass; with funding to come from the Caldwell Fund at a cost not to exceed \$15,000.00. Motion carried.

City Manager Conn further reported that he contacted the IPC representatives regarding the Christmas parade and new restrictions for outdoor gatherings and possible option to change the date. IPC met and has made the decision to cancel the Christmas event because of the new restrictions.

New Business

C-T Fandell presented the MERS Defined Contribution Plan Adoption Agreement Addendum for consideration. The addendum has been requested by MERS because effective January 1, 2021 it is implementing several modifications to the way in which the plans are administered. The addendum is required to indicate changes and/or provision clarifications the City may make based on these modifications. The Defined Contribution Plan Adoption Agreement Addendum presented, makes no changes and only confirms the current adopted plan in place, unless Council chooses to make changes.

Moved by Baublitz, second by Gray to adopt the Municipal employees Retirement System Defined Contribution Plan Adoption Agreement Addendum for plan 290401106164 effective January 1, 2021 and authorize the City Clerk-Treasurer to sign and file. Motion carried.

City Manager Conn stated he received a request from Mrs. Vusich, who resides in the home abutting Memory Park. Mrs. Vusich would like to replace some bushes in the park. He advised her that he would bring it to the City Council as long as there was no cost to the City and no additional maintenance for the DPW staff. She is agreeable to those terms.

Moved by Gray, second by Baublitz to allow Mrs. Vusich to replace some of the shrubs in Memory Park at her cost, with the type being approved by the City so no additional maintenance would be needed. Motion carried.

Mayor Schafer stated she received a phone call from a citizen concerned that the crossing guards would not be paid during the school shut down and was upset about it. She informed the resident that the crossing guards were employed by Gratiot County and follow their personnel policies; but would share the concerns with the Council.

Old Business

Councilperson Gruesbeck asked for an update on the security project for the City buildings. Councilperson Hubbard shared he has some ideas prepared for the city, but still needs to meet with the Fire Chief and also determine if the city is handling the Library security or if the Library Board will be handling it. It has been determined that the water and sewer cannot work off the SCADA system, but we can set independent cameras at each site. He gave a brief review of the project progress and asked for another meeting of the committee to be set up. It was decided the Technology Committee will meet the first week of December and Councilperson Hubbard will contact staff with the date.

Director Studt updated the Council on the Shell station water sampling and issues with its water quality. Testing has been done all around the line and the issues are isolated to just the Shell station. EGLE has been on site to evaluate and are working with the corporation as the problems are within the facility itself. He further informed the Council that the Leaf Vector truck was still down and waiting for the part to arrive. The crew tried to repair it without the part, but were unsuccessful so we need to wait for it; it is supposed to arrive in the next day or two.

Public Comment

Mayor Schafer asked for public comments. None were offered.

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

Moved by Gray, second by Baublitz to adjourn. Motion carried.

The meeting adjourned at 7:47pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
December 1, 2020
7:00 PM**

The regular meeting of the City of Ithaca City Council held and conducted via Zoom in conformity with Open Meeting Act (Pubic Act 228 of 2020) was called to order by Mayor Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Schafer gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, Scott Gray, James Gruesbeck, Clark Hubbard and Rick Koppleberger. Staff present were City Manager Jamey Conn, Clerk-Treasurer Barbara Fandell, Chief Dave Nelson- and DPW Director Bob Studt.

Absent was Councilperson and Attorney Jefferson Arnold.
Audience in attendance was Abby Whitford.

Moved by Hubbard, second by Gray to approve the minutes of the regular meeting of the City Council of November 17, 2020. Motion carried.

Mayor Schafer asked for approval of the Agenda. City Manager Conn asked to add a dumpster request to the agenda. Mayor Schafer added Item 10B Dumpster Request. Moved by Gray, second by Hubbard to approve the Agenda, with the addition of Item 10B Dumpster Request. Motion carried.

Public Comment

Mayor Schafer asked for public comments. Miss Abby Whitford introduced herself as a student from Mrs. VanDeWeghe's class. Mayor Schafer welcomed her.

Moved by Andrew, second by Koppleberger to approve the Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #47034-47054 and Payroll Checks #16027-16041, DD17360-DD1745, EFT #1196-1202 as listed in the Check Register Book. Motion carried.

Committee Reports

Mayor Schafer reported the Committee of the Whole met to discuss a COVID Time Policy for employees during the pandemic. City Manager Conn expressed that the policy was drawn up for full-time employees and not part-time as part-time is backfilled with other staff so in theory the city would be paying double. Councilperson Hubbard remarked that if someone is forced to be quarantine, they should be paid. One issue with approving for part-time is the Council would be spending the library budget. Councilperson Gray agreed with Hubbard and should also try a revisit the Library personnel issue.

City Manager Conn furthered shared that Director Studt spoke with former retired employees, Jack Martin, Will DeVuyst and Mike Allen. All three would be willing to hired as temporary employees should COVID cause a loss of DPW staff and backup drivers needed in the event of a snow storm. A wage would have to be set. Two of three still have an active CDL.

Moved by Baublitz, second by Andrew to authorize the City Manager to hire Mike Allen, Jack Martin and William DeVuyst as temporary employees if needed, at a rate of \$20.00 per hour. Motion carried.

Moved by Hubbard, second by Gray to reinstate vacation or sick leave time used by full-time employees for COVID-19 sickness or required quarantining since October 14, 2020. Motion carried.

City Manager Report

City Manager Conn provided a written report which included policies on COVID Time, hiring practices, City Clerk position, Greater Gratiot Development Board representative appointment, SLIPR, GESA, GESA Services Contract, 2005 Trailblazer and the Annual Employee Appreciation Award/Dinner.

Moved by Gray, second by Hubbard to approve the Letter of Understanding to adopt the COVID Time Policy for the AFSCME Union employees. Motion Carried.

Moved by Hubbard, second by Koppleberger to Amend the Employee Personnel Handbook to include the COVID Time Policy for Non-Union employees. Motion carried.

City Manager Conn requested direction on adding a Hiring Policy for the City which would allow the City to post positions internally before posting to the general public, but still giving the City Council the option to bypass the internal posting for positions if it so chose. City Council instructed him to draft a policy and bring back for review.

City Manager Conn received a request from Jim Wheeler, President of GGDI, to have the City Council appoint a replacement for Councilperson Koppleberger as he is unable to attend the meetings due to his work schedule. The board meets on the third Friday of each month at 7:30am.

Moved by Hubbard, second by Gray to appoint Brett Baublitz to the Greater Gratiot Development Board. Motion carried.

City Manager Conn presented the Gratiot Emergency Services Authority (GESA) contract for Fire Protection and Emergency Medical Services for approval.

Moved by Gray, second by Koppleberger to approve the Gratiot Emergency Services Authority contract for Fire Protection and Emergency Medical Services contract and authorize the Mayor and City Clerk to sign. Motion carried.

City Manager Conn informed the City Council that the building lease with Mindful Therapy was set to expire. He asked for direction on renewal or if the lease would be offered to GESA as they also have interest in it. The current agreement has a 90-day notification in the agreement. Chief Dave Nelson stated that GESA is interested in taking over the building for a permanent office. Mayor Schafer stated that Mindful Therapy has been a good tenant and would hate to end the lease, Councilperson Gray agreed that now is the not the time to put any business in a position of having to relocate and could see GESA leasing the building in the long term as that would make sense. Councilperson Hubbard asked if GESA could hold meetings at another location and Manager Conn said it could. Chief Nelson said it is hard to find enough space in the fire hall and the office in the fire hall does not have enough privacy. General consensus of the City Council to have the City Manager discuss the lease renewal with Mindful Therapy.

City Manager Conn stated the GESA Board would like the use of the 2005 Trailblazer and then have it transferred with the other assets in April if the City Council still desired to transfer the vehicle at no cost. He discussed with Treasurer Fandell and at this time the Council could approve the asset transfer of the vehicle from the General Fund to the Fire Fund at book cost.

Moved by Andrew, second by Gray to transfer the 2005 Chevrolet Trailblazer from the General Fund assets to the Fire Fund assets at depreciated book cost. Motion carried.

City Manager Conn requested direction on the Employee Appreciation Dinner as it would not be allowed to be held this year. Options were to 1) move to the summer, 2) cancel it, 3) use the budgeted funds to create and provide DDA Dollars to all employees and board members to be used a City of Ithaca businesses if approved by the DDA, or 4) other option as council proposed. Years of Service for employees would be held off until next year's dinner.

Moved by Gray, second by Baublitz to use the budgeted funds for the Employee Appreciation Dinner and give equal amount to all employees and Board members of the City in the form of DDA Dollars. Motion carried.

City Manager Conn informed Council that the light for the Pine River/Center Street intersection and signs have been ordered and will arrive within four weeks.

Clerk-Treasurer Fandell reported the Community Center doors quote is currently being updated and will be scheduled once the final quote is received to make sure it falls within the approved amount of \$15,000.

New Business

There was no new business.

Old Business

City Manager Conn updated the Council on the AFSCME Union contract renewal. He has talked with the stewards and they are in agreement and Robert Huber has no issues so the contract will be presented at the next meeting for approval.

City Manager Conn received a request from Ryan Smith for a space to place a dumpster behind the 146 E. Center Street building. Councilperson Hubbard shared that the Council discussed this in the past but no solution was made. Councilperson Gray added that the refuse trucks need access and the DPW needs room to plow also. Clerk-Treasurer Fandell shared that when the parking lot was paved and reconstructed with the CDBG grant, dumpster pads were put in to accommodate the buildings. Councilperson Koppleberger added that there is a pad there for a dumpster for the building. It was used when he owned the building and should be there for Mr. Smith's utilization. It is by the telephone pole.

Public Comment

Mayor Schafer asked for public comments.

Chief Dave Nelson thanked Manager Conn for the work he has done with getting GESA done. He was very instrumental as was the City Council and thanked them for their effort. He said he appreciated the current and previous City Councils' support. He stated as he transitions from the City to GESA, he knows there is a lot more work, but is proud to have worked for the City and for having an excellent fire staff.

Councilperson Hubbard asked that a Technology Committee meeting be set. The committee will meet December 10, 2020 at 6:00pm via Zoom meeting. Clerk-Treasurer Fandell stated a Committee of the Whole will meet on December 15, 2020 at 6:15pm to review the annual audit via Zoom meeting.

City Manager Conn informed Council that it was time for his annual review. Councilperson Gruesbeck and Chair of the Personnel Committee requested the review be delayed until such time that it can be done in-person. Mayor Schafer agreed.

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

Moved by Baublitz, second by Gray to adjourn. Motion carried.

The meeting adjourned at 7:56pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
December 15, 2020
7:00 PM**

The regular meeting of the City of Ithaca City Council held and conducted via Zoom Meeting in conformity with Open Meeting Act (Pubic Act 228 of 2020) was called to order by Mayor Schafer at 7:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Protem Koppleberger gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, Scott Gray, James Gruesbeck, Clark Hubbard and Rick Koppleberger. Staff present were City Manager Jamey Conn and Clerk-Treasurer Barbara Fandell.

Absent was Attorney Jefferson Arnold.

Audience in attendance was none.

Moved by Baublitz, second by Andrew to approve the minutes of the regular meeting of the City Council of December 1, 2020. Motion carried.

Mayor Schafer asked for approval of the Agenda and for Items to be removed from the Consent Agenda. Moved by Gray, second by Andrew to approve the Agenda and the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None were offered.

Consent Agenda

Moved by Gray, second by Koppleberger to approve the consent agenda items as listed:

- **Ithaca Unit Report – November 2020**
- **City Manager report which included updates and information on the DPW Union contract, Mindful Therapy Lease Agreement, Beacon & Bridge PPE donation to the City and others, Well #7 and Water Tower mixer equipment issues, City Clerk posting, NDHHS Extension of Epidemic Pause, and Employee Appreciation Awards/dinner.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #47056-47099 and Payroll Checks #16042-16051, DD1746-DD1755, EFT #1203-1208 as listed in the Check Register Book.**
- **Correspondence received: None**

Motion carried by Roll Call Vote:

Ayes: (7) Hubbard, Koppleberger, Andrew, Baublitz, Gray, Gruesbeck and Schafer

Nos: (0) None

Absent: (0) None

Committee Reports

Councilperson Hubbard reported the Technology Committee met to review the security needs of the City buildings and grounds. The Committee has divided the security into three phases: I-City Hall/Community Center/DPW Garage; II-Fire Hall and Library; III-Parks, Wells, Towers, Brush Pile, Lagoon, other. Phase I consists of a 4-door security system for City Hall, Door System for rental keys at the Community Center, single door access system at the DPW garage and interior and exterior cameras for all three buildings and parking lots. The Committee is recommending to move forward with working with staff on the development of a RFP for Phase I and moving forward with its implementation. It does not recommend Phase II or Phase III at this time as further follow up is required. The Committee also discussed the Verizon service issue in the City and that Casair has been bought out by Point Broadband and the tower contract needs to be reviewed and possible contact with the new owner for citywide WIFI.

Moved by Gray, second by Gruesbeck to move forward with the RFP development and release for Phase I as recommended. Motion carried.

Mayor Schafer reported the Committee of the Whole met to review the 2019-2020 Fiscal Year Audit as presented by William Hirschman of Roslund, Prestage, and Company PC. The city increased its net position for the year by \$158,766 over all funds. There were no findings of internal control or compliance issues. It was a very clean audit all around and received the highest opinion that can be received on the financial statements being presented fairly in all material respects. The Committee recommends its approval and placement on file with the State of Michigan.

Moved by Koppleberger, second by Gray to approve the 2019-2020 Fiscal Year Audit as presented and place on file with the State of Michigan. Motion carried.

Mayor Schafer reported the Library Board has cancelled its next meeting.

City Manager Comments

City Manager Conn reported the AFSME Union Contract was ready to be approved. The copy provided has a couple of corrections to page 4, 17, 18 and 23. The corrections fix a date and eliminate wording that no longer applies to any union member on staff; he reviewed the changes with the Council.

City Manager Conn updated the Council on the Mindful Therapy Lease Agreement. He spoke with Audrey and she wants the renewal and would like to stay as long as possible, so he requested direction on the length of the renewal. The Council discussed if there was an emergent need for GESA and what the need for more office space was. Councilperson Gray suggested a one-year lease and Councilperson Hubbard suggested that whatever term was chosen, that the City honor that time frame and that there be no out clause for its duration.

Moved by Gray, second by Baublitz to renew the building lease agreement with Mindful Therapy for a term of one-year and the City Manager to negotiate the agreement and bring back for final approval. Motion carried.

City Manager Conn informed the Council that Beacon & Bridge has donated \$16,000 worth of PPE masks and wipes to the community to be distributed to the city, fire department, schools, churches and nursing homes that are in need. He further reported that the DDA approved the creation of DDA Dollars for the Employee Appreciation and that the City Clerk posting will be posted later this week and be out longer due to some staff illness and fairness for all to see.

Councilperson Gray asked for an explanation of the well and tower equipment failure. Manager Conn explained that the variable frequency drive went out on Well #7; which is the mechanism that regulates the speed of water flow during start up and shut down. Peerless is currently working on the failure and said it should be covered under our liability insurance. The water tower mixers were not turned back on by Suez personnel after tower maintenance was performed; these keep the water moving to avoid freezing and to maintain water quality. These parts will be replaced as soon as possible and are covered under the maintenance contract with Suez.

New Business

Clerk-Treasurer Fandell presented the MERS Defined Benefit Plan Adoption Agreement Addendum for consideration. The addendum has been requested by MERS because effective January 1, 2021 it is implementing several modifications to the way in which the plans are administered. The addendum is required to indicate changes and/or provision clarifications the City may make based on these modifications. The Defined Benefit Plan Adoption Agreement Addendum presented, makes one change from the current adopted plan in place, which was discussed when the Defined Contribution Addendum was approved. It adds lump sum sick leave payouts to the FAC as currently afforded to employees in the Defined Contribution plans. There are two employees left in the plans that this will affect. The Council discussed this change and general consensus to leave as currently adopted and not to change.

Moved by Gray, second by Koppleberger to adopt the Municipal employees Retirement System Defined Benefit Plan Adoption Agreement Addendum for plan 290401 and not including lump sum sick leave payouts in the FAC, effective January 1, 2021 and authorize the City Clerk-Treasurer to sign and file. Motion carried.

Clerk-Treasurer Fandell presented the 2021 meeting dates for the City Council, Planning Commission, Zoning Board of Appeals and Downtown Development Authority for approval. The DDA has approved its dates.

Moved by Hubbard, second by Andrew to approve the 2021 meeting dates for the City Council, Planning Commission, Zoning Board of Appeals and Downtown Development Authority. Motion carried.

Old Business

City Manager Conn presented the AFSCME Union Contract for approval. He reviewed a few changes that were to be included in the final revision of the contract and already approved by the Union stewards.

Moved by Gruesbeck, second by Koppleberger to approve the AFSCME Union Contract for January 1, 2021 through December 31, 2023 as presented with the following changes and authorize the City Manager and Mayor to sign:

Page 04 -Agreement: last date from 2018 to 2021

Page 17 -Strike everything starting with “this premium payment policy shall be implemented on the following graduated schedule: ...through and including the third line ending with spousal cost”

Page 18 -Retirement: Strike first sentence regarding Defined Benefit Retirement Plan

Page 23 -Longevity: Strike the first section “Employees on payroll prior to July 1, 1988...”

Motion carried.

Mayor Schafer asked about the Community Center doors. Clerk-Treasurer Fandell reported they have been ordered. They will require electric to be run to each door with the ADA automatic openers, so we will coordinate with the Technology Committee’s need for power on the doors for the cameras so all can be done at once.

Mayor Schafer informed the Council that she sent a Thank You for the private donation for the fire radio project on behalf of the Council and the City.

Public Comment

Mayor Schafer asked for public comments. None were offered.

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

Moved by Baublitz, second by Gray to adjourn. Motion carried.

The meeting adjourned at 7:36pm.

Barbara Fandell, City Clerk-Treasurer