

**CITY OF ITHACA
CITY COUNCIL MEETING
January 5, 2021
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 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 Attorney Jefferson Arnold.
Audience in attendance was Sean Beckman.

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

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

Public Comment

Mayor Schafer asked for public comments.

Sean Beckman of Rowe Professional Services Company updated the Council on the Water System Improvements project. EGLE has approved the permits and construction can begin in the spring.

Mayor Schafer read a Thank You note received from employee Gail Paradise for the employee appreciation certificate and support Council showed to the employees and businesses.

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 City Clerk position posting, DPW Director retirement/position, Co-op student, Employee certification received, water shut offs, scraper truck, retirement of labor attorney – Robert Huber, building lease agreements, and virtual meeting continuation.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #47100-47126 and Payroll Checks #16052-16080, DD1756-DD1784, EFT #1210-1220 as listed in the Check Register Book.**
- **Correspondence received: Robert Huber retirement announcement, EGLE email, Miller Canfield email on Open Meeting Act and Virtual meetings.**

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 GESA approved having a co-operative student and selected Travis Hillman from Ithaca High School. The authority would like to pay the student minimum wage and asked if the City Council would support payment.

Moved by Koppleberger, second by Baublitz to approve the Co-operative student and to pay minimum for the hours worked through the program. Motion carried.

City Manager Conn informed the Council that labor attorney Robert Huber has announced his retirement effective December 30, 2020. He also informed Council that Brandon Smith passed his Sewer Treatment Operator test and is now L1, L2 licensed.

New Business

City Manager Conn presented Lease Agreement renewals for the McNabb Park Bigelow Horse Barn and Track and for 122 N Maple building for approval. He stated there was no increase in lease amount on either agreement and terms set were as discussed. Both parties are in agreement to the terms and ready to sign upon Council approval.

Moved by Andrew, second by Hubbard to approved the Lease Agreement: McNabb Park Bigelow Horse Barn and Track between the City and Brook and Dana Daniels and authorize the City Manager to sign. Motion carried.

Moved by Gray, second by Koppleberger to approve the Lease Agreement: Property Lease 122 N Maple Building between the City and Mindful Therapy, LLC and authorize the City Manager to sign. Motion carried.

City Manager Conn requested the Council address the new rules for in-person meetings and virtual meetings and give direction on how long it will continue virtual meetings versus in-person. General consensus to continue virtual meetings, due to the regulations and new requirements of in-person meetings, through March 31, 2021 or until regulations are lifted.

City Manager Conn informed Council that the new stop light was being placed that day.

Old Business

Councilperson Koppleberger asked for an update on the Dilts Road property sale. Manager Conn shared that additional information has not been found and he needs to direct Attorney Arnold to move forward with filing for a deed.

Mayor Schafer asked for an update on the Community Center doors. Clerk-Treasurer Fandell said they are ordered and awaiting a delivery date. Manager Conn stated that Director Studt spoke with the electrician and they will be contacting Councilperson Hubbard so all work can be done simultaneously. Councilperson Hubbard said he would call them the next day.

Mayor Schafer asked how the RFP for security was coming. Councilperson Hubbard would talk with Manager Conn later that week.

Public Comment

Mayor Schafer asked for public comments.

Sean Beckman shared that he echoed EGLE's Kurt Swendson's comments regarding Bob Studt. Bob is highly respected throughout the State of Michigan and it shows at the Michigan Rural Water conferences and added what a pleasure it has been to work with him.

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

City Manager Conn asked to discuss the City Clerk position and DPW Director position and hiring process for each. City Council discussed and consensus to move forward with interviewing the internal candidate for the Clerk's position. This will be done at the Committee of Whole on January 6, 2021 at 6:00pm. As for the DPW Director position, Council is open to the hiring of someone internal if the institutional knowledge and qualifications fit the needs of the City, but will leave the application process to the City Manager to decide if external candidate applications are desired also.

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

The meeting adjourned at 7:40pm.

Barbara Fandell, City Clerk-Treasurer

**CITY OF ITHACA
CITY COUNCIL MEETING
January 19, 2021
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 Protém 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 Barbara Fandell, Fire Chief Dave Nelson, Lt. Roy McCollum and Deputy Clerk Cathy Cameron.

Absent was Attorney Jefferson Arnold.

Audience in attendance was none.

Moved by Koppleberger, second by Hubbard to approve the minutes of the regular meeting of the City Council of January 5, 2021. Motion carried.

Mayor Schafer asked for approval of the Agenda and for Items to be removed from the Consent Agenda. City Manager Conn requested additions for the McNabb Park Horse Barn maintenance and Security Project updates. Mayor Schafer added Item 11A for the horse barn maintenance and 11B for Security Project updates. Moved by Andrew, second by Gray to approve the Agenda as amended with Items 11A for the horse barn maintenance and 11B for Security System Project updates; and 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:

- **City Manager report which included updates and information on the City Clerk, Deputy City Clerk and Fire Co-Op Student positions, Dilts Road property sale, wage freeze, City Hall re-opening, Fire Hall lease and SCBA Air packs.**
- **2020-2021 Financial Reports for Quarter ending 9/30/2020.**
- **Claims submitted to the Ways and Means Committee by City Clerk-Treasurer Fandell and recommended for payment: Accounts Payable Checks #47127-47169, Water/Sewer Bond Debt Retirement ACH 15A and Payroll Checks #16081-16089, DD1785-DD1794, EFT #1221-1225 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

Mayor Schafer reported the Committee of the Whole met to discuss the City Clerk position and expectations with applicant Cathy Cameron and to discuss the DPW Director position due to the upcoming retirement of Bob Studt. The Committee recommend the hiring/appointment of Cathy Cameron to the City Clerk position at a salary of \$50,000 annual with a performance review after three months. The Committee further recommends continued training and education and to appoint a Deputy Clerk during elections. City Manager Conn recommended appointment be effective January 25, 2021.

Moved by Gray, second by Koppleberger to appoint Cathy Cameron as the City Clerk at an annual salary of \$50,000.00 with an effective start date of January 25, 2021 and approval to attend the MAMC Clerk's Institute. Motion carried.

City Manager Conn requested a discussion on Deputy Clerk position wage rate. He also requested a committee meeting to discuss the DPW Director position in detail. Councilperson Baublitz requested the City Manager review be discussed at this meeting as well. Mayor Schafer will place it on the next Committee of the Whole meeting and scheduled it for January 25, 2021 at 6:00pm.

Department Reports

Chief Nelson provided a written report on the Fire and Rescue quarterly activity. He informed the Council that the GESA Board made the decision to move forward with the purchasing of fourteen (14) SCBA airpicks. The funds will be taken from the reserves, ten (10) this fiscal year and four (4) in the next fiscal year. Chief Nelson will be writing for two local grants to help with the purchase of the four and requested a letter of support from the City. Mayor Schafer will write the letter.

Moved by Hubbard, second by Baublitz to receive the Fire Department Quarterly report. Motion carried.

Lt. Roy McCollum reported on the December activity of the Ithaca Unit and also presented the 2020 Annual report. The year in review showed several items down from 2019 due to COVID-19. Counts were as follows: Traffic stops = 1,018, Tickets = 373, Verbal warnings = 993, Arrests = 184, Inspections = 15,906 (includes both businesses and residences). He discussed with the Council, the changes in how the department is conducting business due to the pandemic. He also shared that the department is not anticipating any issues with the Presidential Inauguration the next day. He further informed the Council that Deputy Sewell will be going on assignment into the County for the next three months, so a new deputy will be assigned to the Ithaca Unit.

Moved by Gray, second by Andrew to receive the Ithaca Unit December 2020 and 2020 Annual reports. Motion carried.

City Manager Comments

City Manager Conn reported that Attorney Arnold has asked for a couple of weeks for more research on the Dilts Road property sale. He has found proof of ownership through the County Drain/Ditch records. Manager Conn also reported that as of January 1st the wage freeze was lifted and employees would be receiving the pay increases as approved to originally be given July 1, 2020. He reported that the reopening of City Hall was going well with only a few in-person customers, but anticipating that will increase after water bills are mailed. There are no vendor meetings allowed without permission. He requested the Council discuss the Fire Hall lease amount for GESA so that Chief Nelson can budget appropriately for its February 4th meeting date.

Councilperson Gray asked that the fire hall lease be placed on the committee meeting agenda. Mayor Schafer agreed.

New Business

Clerk-Treasurer Fandell presented Resolution 2021-01 Compliance with PA152 of 2011 as Amended. If adopted, maintains the City's compliance with the Act regarding Health Care offerings and funding for employees.

Moved by Andrew, second by Gray to adopt Resolution 2021-01 Compliance with PA152 of 2011 as Amended. Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Old Business

City Manager Conn informed the Council that the Bigelow Horse Barn roof was in bad shape and leaking through the entire barn. This is the barn that is leased, so repairs need to be made if continued to lease. One idea is to cut the barn in half as only a portion is being used, and demolish the other half. He also requested consideration to tear down the other barn to the north as it is also in poor condition. Councilperson Koppleberger inquired on the lease terms with Daniels. City Manager Conn stated it was an annual year-to-year lease. Councilperson Gray would like to discuss the long-term plan so the best decision can be made and Councilperson Hubbard asked for a cost estimate for repair and demolition. City Manager Conn will get cost estimates for the Bigelow barn for the Committee of the Whole meeting, and the DPW can do the other barn demolition as they have the time to do so.

Moved by Andrew, second by Gray to authorize the demolition of the Brandall Horse Barn by the Public Works staff. Motion carried.

City Manager Conn reported that he met with Councilperson Hubbard and received the specs for the RFP for the Security Systems project and is writing up the proposal for bid. Manager Conn shared that in his research, Clark Hubbard can legally bid the project according to PA 317, but there are additional rules and requirements he will have to follow and present to the City Council during a public meeting.

Public Comment

Mayor Schafer asked for public comments. None were received.

Mayor Schafer read a Thank You note from Joy Heinlein which addressed the Employee Appreciation certificate and Council's foresight in appreciation for the employees, boards and local businesses.

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

Fire Chief Nelson shared that he received numerous comments from the Fire and Rescue staff and would like to share their appreciation also.

City Manager Conn stated he would like to publicly thank Barb Fandell for her fifteen years as the City Clerk; she has done an excellent job. The City Council shared in this appreciation offering to Ms. Fandell.

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

The meeting adjourned at 7:40pm.

**CITY OF ITHACA
CITY COUNCIL MEETING
February 2, 2021
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 Schafer gave the invocation.

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

Absent was Councilperson Brett Baublitz and Attorney Jefferson Arnold.
Audience in attendance was Rob Endter.

Moved by Gray, second by Koppleberger to excuse Councilperson Baublitz. Motion carried.

Moved by Koppleberger, second by Gray to approve the minutes of the regular meeting of the City Council held on January 19, 2021. Motion carried.

Mayor Schafer asked for approval of the Agenda and for Items to be removed from the Consent Agenda. City Manager Conn requested an addition to item 7. Committee Reports, as number iv. DPW Progress. Moved by Andrew, second by Gray to approve the amended Agenda and the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. Rob Endter stated that it had been a while since he joined a meeting, so was here to say hello and just listen this evening.

Consent Agenda

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

- **City Manager's written report which included updates and information on Phase 1 Security, DPW Director Retirement, May Election, Autonomous Vehicles, Lead & Copper Rule and Horse Barns.**
- **Claims submitted to the Ways and Means Committee by City Treasurer-Finance Director Fandell and recommended for payment: Accounts Payable Checks #47171-47199 and Payroll Checks #16090-16114, DD #1795 -1810, EFT #1227-1233 as listed in the Check Register Book.**
- **Correspondence received: None**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Baublitz

Committee Reports

Mayor Schafer stated that the Committee of the Whole had met. City Manager Conn reported that the committee has recommended that the Council lease the Fire Hall to Gratiot Emergency Services Authority for \$1.00 a year plus all operating expenses associated with the building.

Moved by Gray, second by Koppleberger, to approve the lease of the Fire Hall to Gratiot Emergency Services Authority for \$1.00 a year plus all operating expenses associated with the building. Motion carried.

Mayor Schafer reported that City Clerk Cameron has appointed Shelly Moffit to become her Deputy Clerk. The committee recommends increasing Ms. Moffit's wages by \$1.00 per hour starting February 3, 2021.

Moved by Gray, second by Kopplesberger, to approve a wage increase of \$1.00 per hour for the Deputy Clerk starting February 3, 2021. Motion carried.

Mayor Schafer requested Councilperson Kopplesberger, as Chair of the Personnel Committee, to report on the first annual performance review of City Manager Conn, which was held in closed session at the request of Mr. Conn. Councilperson Kopplesberger reported that the committee recommends increasing the City Manager's salary wage to \$80,000 which is more in line with other area communities of our size. It was pervaded by everyone on the Council that City Manager Conn has done a superb job since coming on board and has exceeded their expectations.

Moved by Kopplesberger, second by Hubbard, to approve a salary wage increase to \$80,000 for the City Manager as of January 25, 2021. Motion carried.

Mayor Schafer added that everyone on Council did express how appreciative they are of the work that City Manager Conn is doing and has been doing during a pandemic. Stating that he certainly came into a situation that no one could have anticipated and has done a magnificent job. Mayor Schafer thanked City Manager Conn on behalf of the entire Council. City Manager Conn expressed his appreciation.

City Manager Conn provided an update on the DPW progress. He has been working on the plan in depth with DPW Director Studt. City Manager Conn inquired if the Council would like him to proceed with posting the DPW position as two separate positions internally. Councilperson Gray referenced the current combined position and inquired if separated, what would the two positions be in reference to the current title/duties of the DPW Director. City Manager Conn stated that the titled positions would be DPW Street Superintendent and Water & Sewer System Superintendent. City Manager Conn stated that DPW Director Studt is working on compiling a separate list of duties for each. Mayor Schafer inquired if these would-be working Superintendent positions. City Manager Conn confirmed that they would be working in the field with the DPW crew.

Moved by Gray, second Andrew, to authorize the internal posting of two separate positions with the titles of DPW Street Superintendent and Water & Sewer System Superintendent. Motion carried.

City Manager Comments

City Manager Conn informed the Council that he has had two inquires regarding the Phase 1 Security Project and they will be taking part in a walk thru of the buildings with him tomorrow on February 3rd. The bid opening will take place at City Hall on February 10, 2021 at 10am. He further informed the Council that there will be a May election at the request of the Ithaca Public Schools and Mid-Michigan College.

City Manager Conn reported that he had been contacted by former Ithaca resident Tim Gates, who is an Associate Professor at MSU. Mr. Gates inquired if there would be support from the City & County regarding a two-phase survey/testing of autonomous vehicles in the area. Mayor Schafer expressed her support of the City being innovative with this prospect. This will be funded by a grant, so therefore no cost to the City. Consensus of the Council was with unanimous support and enthusiasm about the program.

City Manager Conn informed the Council that the building renovations at 105 E Center Street, having added four apartments, is now in need of increasing the water service line for more adequate water pressure. The existing line is made of lead and must be replaced by the City. Upon discovering that the water line runs under the neighboring building on the corner, the DPW has abandon this line and is tapping into the line directly in front of 105 E Center Street. This project required the hiring of a contractor that was able to bore under the sidewalk and into the foundation of the building. The City is mandated by the State Lead and Copper Rule to replace the lead line costing the city between \$5,000 to \$7,000. Councilperson Gray stated that the City has no choice regardless of the cost because it is the law. City Manager Conn confirmed this and stated that the building's owner, Gemini Capital Management has to pay for the upgrades and the material. In addition, they will pay extra towards the

labor cost of doing this during the winter because of the frozen ground. Councilperson Koppleberger inquired on the size of the water line being installed. City Manager Conn replied that the existing line is a 1” and is being upgraded to a 2” line. Councilperson Koppleberger along with Councilperson Hubbard expressed their concerns of having this type of situation occur at Gemini Capital Management’s other building renovations at 146 E Center Street, in addition to having the entire Downtown water lines inspected. City Manger Conn agreed, sharing that he had spoke with DPW Director Studt about this and how it would be more cost effective for the City to do in the Spring/Summer time.

City Manager Conn updated the Council on the roof repairs on the Bigelow horse barn, the demolition of the Brandall barn and possible demolition of the small office building north of the Bigelow barn. Councilperson Andrew inquired if he was recommending the small office building be demolished based on the condition it is in. City Manager Conn replied that if the Council does not want to put any money into fixing it, then it should come down.

Unfinished Business

Mayor Schafer introduced this newly titled agenda item (formerly referred to as Old Business) stating that City Clerk Cameron had shared with her the reference from an updated version of Robert’s Rules of Order. Mayor Schafer requested that City Clerk Cameron advise Council of the update. City Clerk Cameron shared that “*Unfinished Business*” is the term used to consider items of business, if any, carried over from the previous meeting.” This category limits discussions to agenda items from the previous meeting that were in the process of being considered but were tabled to a later date or sent to committee for further discussion and brought back to Council for action to be taken.

New Business

Mayor Schafer presented the Ithaca Public Schools Election Coordinating Agreement. City Clerk Cameron reported that this Election Coordinating Agreement is between the Gratiot County Clerk, the City of Ithaca and surrounding Townships within the school district. The four-year agreement serves as a continued collaboration of our duties and responsibilities to conduct all elections for the Ithaca Public Schools.

Moved by Gray, second by Koppleberger to approve and authorize the City Clerk to sign the Election Coordinating Committee Agreement with the Ithaca Public Schools. Motion carried.

Mayor Schafer introduced Resolution #2021-02: Resolution to Allow Local Residents to Protest in Writing to the Board of Review. City Clerk Cameron reported that this resolution allows for residents to protest their tax assessments in writing. This is due to the COVID-19 pandemic restrictions and regulations placed on public gatherings and meetings. The March Board of Review will be held electronically via Zoom. City Clerk Cameron further reported that the Zoom Meeting links will be printed on the residents Tax Assessment Notice and will be posted on the City website. Councilperson Gray agreed with the convenience of allowing residents to appeal to the Board in writing and attend a meeting via Zoom. He inquired if this was permanent or only for this year due to COVID-19 restrictions. City Clerk Cameron stated that the ability to protest in writing will remain in force, however the future of in person meetings will be subject to legislative order and restrictions due to COVID-19.

Moved by Gray, second by Andrew to support and adopt Resolution #2021-02: Resolution to Allow Local Residents to Protest in Writing to the Board of Review.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Baublitz

Mayor Schafer presented the Proclamation: Random Acts of Kindness. Mayor Schafer shared with the Council that Mrs. Meier had retired as a Kindergarten Teacher and bringing her students to the Council annually for this

special presentation will be missed. City Clerk Cameron reported that Mrs. Meier had stopped into City Hall to deliver kind bars and a card of appreciation to all of Council. She was disheartened to report that her legacy of sharing in Random Acts of Kindness with her kindergarten students over the past 15 years has not been embraced by other teachers to continue on the tradition. City Clerk Cameron replied that the City would continue spreading awareness within the community and acknowledge her efforts with a proclamation every year. Mrs. Meier was appreciative. Mayor Schafer stated that Mrs. Meier spent a lot of time on this worthwhile lesson and that her students were blessed to have her for a teacher. Mayor Schafer agreed that the Council would be honored to carry on her efforts to spread kindness.

Public Comment

Mayor Schafer asked for public comments. Rob Endter shared that as Chair of the Board of Review, he is in full support of the efforts made to allow residents to appeal in writing and attend meetings via zoom.

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

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

The meeting adjourned at 7:36pm.

Approved 2-16-2021

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
February 16, 2021
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 City Clerk Cathy Cameron.

Absent was Attorney Jefferson Arnold.

Audience in attendance was Sean Beckman and Shannon McKnight.

Moved by Koppleberger, second by Baublitz to approve the minutes of the regular meeting of the City Council of February 2, 2021. 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 Hubbard, second by Gray to approve the consent agenda items as listed:

- **Ithaca Unit Report – January 2021**
- **City Manager report which included updates and information on the DPW Superintendents positions, DPW Equipment Barn accident, Phase 1 Security, LED Sign, Pig Scramble, AT&T, and the Water/Sewer Rate Study.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47200-47231, and Payroll Checks #16115-16123, DD1811-DD1820, EFT #1234-1238 as listed in the Check Register Book.**
- **Correspondence received: MML Elected Officials Academy**

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.

Department Reports

There were no department reports.

City Manager Comments

City Manager Conn reported that two candidates applied for the DPW Positions and interviews have been scheduled with DPW Director Studt and himself. He provided an update on the accident that occurred at the equipment barn. City insurance will cover the damages and new alarms will be installed in the trucks to alert drivers that the box is up. The LED sign to keep trucks from traveling through downtown has arrived and will be installed soon. The Pig Scramble may have to be cancelled unless outdoor gathering numbers increase. City Manager Conn reported that he is working with AT&T about updating and installing new equipment on the water

towers. AT&T has finally agreed to follow the safety guidelines that were recommended by Suez. City Manager Conn reported that the City has received four proposals for the Water/Sewer Rate Study.

Mayor Schafer scheduled a Water & Sewer Committee meeting for Tuesday, February 23rd at 12:30pm via zoom to review and discuss the proposals of the water/sewer rate study.

Unfinished Business

Mayor Schafer stated there was none.

New Business

City Manager Conn presented the bids for the Phase 1 Security Project with Unified Network Consulting as lowest bidder in the amount of \$16,936.00 for the project. He reminded Council that the entire project was not budgeted but the budget can be amended if they decide to move forward now, or wait for the new fiscal year budget beginning July 1, 2021. City Manager Conn recommended the bid be awarded to Unified Network Consulting. Councilperson Hubbard (as co-owner of Unified Network Consulting) read aloud a memo of disclosure he submitted to the Mayor & City Manager as part of Act 317 of 1968. The vote shall be taken at a meeting of the official body held at least seven days after the meeting at which the disclosure is made, due to an elected official having a pecuniary interest. City Manager Conn suggested Council vote at the next scheduled council meeting. Mayor Schafer shared her opinion that there is no one who would take more pride in working for the city, would want it to be well done and would do their very best for the City of Ithaca than Mr. Hubbard. Discussion was held amongst the council.

Public Comment

Mayor Schafer asked for public comments.

Sean Beckman stated that he is looking forward to meeting again in person and working with Bob's replacement on engineering projects, coordination, planning and is willing to offer assistance towards a smooth transition.

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

Mayor Schafer reported that she sent thank you cards to Sue Meier for the kind bars, McDonalds for the gift cards and Beacon & Bridge for the PPE they have donated. She also sent a note of congratulations to Brandon Smith for obtaining a sewer license from the State of Michigan.

Mayor Schafer informed the Council that she attended a brownfield meeting.

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

The meeting adjourned at 7:31pm.

Approved 3-2-2021

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
March 2, 2021
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 (Public Act 228 of 2020) was called to order by Mayor Schafer at 7:00pm. 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, City Clerk Cathy Cameron and City Treasurer Barbara Fandell.

Absent was Attorney Jefferson Arnold.

Audience in attendance was Sean Beckman and Shannon McKnight.

Moved by Hubbard, second by Gray to approve the minutes of the regular meeting of the City Council held on February 16, 2021. 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 Gray to approve the Agenda and the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None was given.

Consent Agenda

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

- **City Manager's written report which included updates and information on Phase 1 Security, DPW Director Succession, SLIPR Authority, Fair Office and Horse Barns.**
- **Financial Reports for 2nd Quarter Fiscal Year.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47232-47254 and Payroll Checks #16124-16136, DD #1821-1830, EFT #1239-1247 as listed in the Check Register Book.**
- **Correspondence received: Charter Communications, Gratiot Area Chamber of Commerce Minutes and Greater Gratiot Development Minutes.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee Reports

Councilperson Gray reported that the Water & Sewer Committee met to review the water and sewer rate study proposals. The committee is recommending staff review the Waterworth Software module and demo as proposed under Municipal Analytics for further evaluation. City Manager Conn stated that City Treasurer Fandell has already scheduled a demo of the software for next Tuesday.

City Manager Comments

City Manager Conn informed Council that the SLIPR Authority is close to finalizing the agreement with Alma Transit. SLIPR is requesting \$4,000 (from each entity) for starter cash to cover operating expenses until the millage is levied. These funds will be reimbursed in full once levy collections have been established.

Moved by Hubbard, second by Koppleberger to allocate \$4,000 in starter cash to the SLIRP Authority. Motion carried. Councilperson Baublitz abstained.

City Manager Conn reported that DPW Director Studt and himself met with the G.A.S President at the fair office to discuss the condition of the building. In hopes of saving the building from being demolished the fair board has inquired if the Council would split the cost of materials for repairs if they did the work themselves. Mayor Schafer reminded Council that they have been in a very similar circumstance before and the repairs were not done.

City Manager Conn presented the quote of \$22,371 for the roof repairs on the horse barn. Discussion was held with the consensus of the Council that the cost of the repairs exceeds the amount of profit the barn lease brings in and therefore not a feasible option. City Manager Conn suggested that the city offer the wood inside the barn to someone that would be willing to trade labor for the material.

Council directed City Manager Conn to inform the G.A.S. President that the city will not be contributing money towards any repairs and provide them notice that the building will be demolished. They further directed City Manager Conn to hold off on barn roof repairs and notify the lease holder that upon expiration of the current agreement that the building would be demolished.

City Manager Conn reported that the new Community Center doors have been installed along with two pollards. The second pollard was installed at no additional cost to the City.

Unfinished Business

Mayor Schafer stated that the Phase 1 Security Project bid was to be awarded.

Moved by Gray, seconded by Koppleberger to award the bid for the Phase 1 Security Project to Unified Network Consulting in the amount of \$16,936 and authorize City Manager Conn to sign the contract.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Abstain: (1) Hubbard

City Manager Conn stated that the City Hall portion (\$7,475) of the security project funding had already been allocated to come from the Norton Gibbs Fund and requested the Council to address where the funds for the remainder will come from.

Moved by Koppleberger, second by Gray to authorize the funding of the security project for the Community Center and the DPW Buildings in the amount of \$9,461 to come from the General Fund. Motion Carried.

New Business

City Manager Conn informed the Council that both candidates for the DPW Superintendent positions have requested the discussion be held in closed session as allowed under the Open Meetings Act, Section 8(5).

Moved by Andrew, second by Gray to enter into closed session under the OMA Section 8(5) discuss the DPW Director Succession Plan.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Entered into Closed Session at 7:29pm.

Moved by Hubbard, second by Gray to exit from closed session. Motion Carried.

Exited from Closed Session at 7:51pm.

Progress continues on the DPW Succession Plan with appointments to be made before May 2, 2021.

Public Comment

Mayor Schafer asked for public comments. None was offered.

Mayor Schafer asked for any additional business to come before the Council. City Treasurer Fandell inquired to the Council regarding her attendance at meetings and frequency of submitted financial reports. Consensus was to have written financial reports submitted monthly and requested her presence at the meetings on a quarterly basis.

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

The meeting adjourned at 7:57pm.

Approved 3-16-2021

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
March 16, 2021
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 City Treasurer Barbara Fandell.

Absent was Attorney Jefferson Arnold and City Clerk Cathy Cameron.
Audience in attendance was Sean Beckman.

Moved by Koppleberger, second by Gray to approve the minutes of the regular meeting of the City Council of March 2, 2021. Motion carried.

Mayor Schafer asked for approval of the Agenda and for Items to be removed from the Consent Agenda. City Manager Conn requested additions for the wages for seasonal labor, downtown flowers/IPC and the American Rescue Plan update. Mayor Schafer added Item 8C Seasonal DPW hourly wage rate, Item 9B Downtown Flowers and Ithaca Promotional Committee and Item 9C American Rescue Plan. Moved by Andrew, second by Hubbard to approve the Agenda as amended with the addition of Items 8C Seasonal DPW hourly wage rate, Item 9B Downtown Flowers and Ithaca Promotional Committee and Item 9C American Rescue Plan; and 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 February 2021.**
- **City Manager report which included updates and information on business and building activity in the downtown, horse barn demolition, DPW succession plan, SLIPR agreement with City of Alma, Waterworth software demo, Dust Off Car Show and GAS Pig Scramble, Hopscotch project on the sidewalks and DDA Dollars.**
- **Financial Reports for January 2021**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47257-47304, Water/Sewer Bond Debt Retirement ACH 16A and Payroll Checks #16137-16146, DD1831-DD1840, EFT #1248-1252 as listed in the Check Register Book.**
- **Correspondence received: CMU College of Medicine – program information.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee Reports

There were no committee reports.

City Manager Comments

City Manager Conn reported he and Fire Chief Nelson toured Ryan Smith's buildings and they are very nice. They also inspected the Sign of the Times building and discussions are being held on necessary repairs to the building. There are four new businesses coming into the downtown. Three will be opening in the late spring with the fourth following later in the year. Manager Conn reported that the Brandall horse barn was down and we are not allowed to burn the wood so they will find another means of disposal. He further reported that SLIPR has an agreement with the City of Alma so service is ready to go and will be active on October 1st.

City Manager Conn updated the Council on events that would be happening; Dust Off Car Show and GAS Pig Scramble. He also shared that the High School Art teacher and Cathy Timmons are helping with a project where students paint hopscotch on the routes to school. Lastly, he informed the Council that the Ithaca Rotary was inspired by the DDA Dollar program and is investing \$1905 in certificates for one of its upcoming projects.

Councilperson Gray inquired on the contents of the little building in McNabb Park. Manager Conn said Jack Martin from GAS said they store a mower and tools in the building, but can be moved if it was to be demolished.

Councilperson Koppkeberger asked for an update on the Dilts Road property sale. Manager Conn spoke with Attorney Arnold and he was working on it last week. Another map was found to help. Councilperson Andrew inquired about the ditch map that was supposed to offer the ownership proof needed. Manager Conn stated that Attorney Arnold wanted one more piece of proof for the judge. Manager Conn said he would discuss with him again this week and ask him to get it to the court.

Unfinished Business

City Manager Conn requested that the DPW Succession Plan be postponed until the April 6, 2021 meeting, due to Director Studt being out of town on business. Mayor Schafer will place on the next agenda.

City Manager Conn reported that staff participated in a demo of the Waterworth software that was proposed as an option to Municipal Analytics Water and Sewer Rate Study proposal. He shared that the reports that can be produced will be very helpful and beneficial to the Council, staff and community in understanding the rates and long-term planning for the systems. Treasurer Fandell added favorable comments of the software, explained the subscription of the software and 90-day free trial period and reviewed the options offered by Municipal Analytics. It is the recommendation of staff to move forward with the rate study from Municipal Analytics with the Waterworth software subscription at a cost of \$11,045 plus \$500 in consultant expenses if incurred.

Moved b by Gray, second by Hubbard to approve the proposal for the Water and Sewer Rate Study submitted by Municipal Analytics with the Waterworth Software subscription at a cost of \$11,045 plus up to \$500 in consultant expenses if incurred and to amend the budget for the project. Motion carried.

City Manager Conn requested the City Council set the wage rate for the new hire seasonal workers. The Council had previously discussed the wage, but had not set it.

Moved by Hubbard, second by Gray to set the hourly rate for seasonal new hires to \$10.00 per hour. Motion carried.

New Business

Mayor Schafer noted the memo request by Clerk Cameron to appoint a member to the Election Commission. Her recommendation was Treasurer Fandell. Mayor Schafer stated that would be a good appointment and asked if there were any comments or objections. There were none.

Moved by Baublitz, second by Andrew to appoint City Treasurer Barbara Fandell to the Election Commission. Motion carried.

City Manager Conn informed the City Council that staff had met with Brendan Kelly from the Gratiot Chamber of Commerce and the Ithaca Promotional Committee (IPC) is currently dissolved and rebuilding. The IPC funds the downtown flowers, but due to their position and only having \$700.00 in their funds with the Chamber, will

not be funding them or the Christmas decorations this year. He requested that Council discuss if the City would purchase the flowers this year and ask the DDA to cost share. The cost is about \$1,000 and the pots must be sent to the nursery soon to be planted in order to be ready for placement. The Council discussed the flowers and IPC and will allow this year, but they may have to reconsider for the future.

Moved by Baublitz, second by Koppleberger to authorize \$1,000 for the downtown flower pots and direct the City Manager to request the DDA to cost share in the project. Motion carried.

City Manager Conn updated the City Council on the American Rescue Plan funding; informing them that the City will receive \$273,111. A full report will be forthcoming as details on the plan and use of funds becomes available.

Public Comment

Mayor Schafer asked for public comments.

Sean Beckman, Rowe Professional Services Company, discussed the upcoming ACT 51 map certification and addition of the Commerce Drive extension. Due to the road being unplatted, Rowe is preparing the legal description and Resolution needed to have the street added to the ACT 51 map. Rowe plans to have this for the April 6th agenda, so that the deadline for the map filing will be met.

Councilperson Gruesbeck shared he received a call from a resident that the building in the cemetery was losing shingles and were in the street and it could possibly need a roof repair. City Manager Conn will look in to it.

Mayor Schafer commented on the nice article in the Gratiot County Herald on the City Manager.

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 7:35pm.

Recorded By: Barbara Fandell, City Treasurer

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING**

**April 6, 2021
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 7:00pm. 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, City Clerk Cathy Cameron.

Absent was Attorney Jefferson Arnold.

Staff in attendance was City Treasurer Barbara Fandell, DPW Director Robert Studt, Brandon Smith and Jarred Waldron.

Audience in attendance via zoom was Sean Beckman, Shannon McKnight and Helen Soderberg.

Councilperson Baublitz reported a spelling error within the minutes. Clerk Cameron stated a correction would be made to the minutes.

Moved by Baublitz, second by Gray to approve the minutes, with correction, of the regular meeting of the City Council held on March 16, 2021. Motion carried.

Mayor Schafer asked for approval of the Agenda and for items to be removed from the Consent Agenda.

City Manager Conn requested to have an agenda item added; replacing item #11 with a Closed Session and moving the adjournment to item #12.

Moved by Gray, second by Koppleberger to approve the amended Agenda and the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. Helen Soderberg addressed the council on the unsatisfactory condition of the dog park. She reported that the dog waste bins were covered with animal feces and wants them cleaned and sanitized. The one bin has a large crack in it that needs repaired. She further reported that the benches are coming loose and need tightening.

Mayor Schafer thanked Ms. Soderberg for making council aware of the issues and that the City Manager would inform the DPW to address them.

Consent Agenda

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

- **City Manager's written report which included updates and information on the sanitary landfill, farmers market, security project, rout 66 car tour, horse barn and the DPW succession plan.**
- **Financial Reports for February 2021.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47307-47348 and Payroll Checks #16148-16165, DD #1841-1860, EFT #1255-1261 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

City Manager Comments

City Manager Conn informed Council that he has received several RFPs for the sanitary landfill project. The DDA has decided to waive the vendor fee for the farmers market again this year, start up date is May 4th.

Manager Conn reported that the installation of the security project is going very well. He requested that Mr. Hubbard and Mr. McKnight with Unified Network Consulting provide an update for Council. Mr. Hubbard informed council that they are able to provide security at the DPW equipment barn without further cost to the City. He explained that the proposal included keyless entry for the DPW garage and with the two buildings being so close together, they are able to utilize a buried wired connection vs. a point-to-point system. The equipment savings would allow for a second keyless entry door. Discussion was held on the current doors at these locations and that a steel framed door would be more secure. Mr. Knight stated that he has priced commercial grade steel

doors at a cost of around \$650 each. Manager Conn recommended purchasing new commercial grade steel doors. The council was in agreement.

Manager Conn reported that the ZBA had met on a variance request. He informed the council that the zoning code for lot coverage is way too low and will be requesting the approval of the Planning Commission to increase the percentage allowable. The Route 66 Car Tour is planning to be here on August 26th.

Manager Conn informed council that he has an offer from a gentleman that would be willing to trade, removal of the horse barn materials for some of our crushed concrete. With the estimated cost of removal of the horse barn being \$5,000 plus, this was an offer to consider. Councilperson Koppleberger inquired if we had enough crushed concrete to met this offer. Manager Conn replied that the city did.

Moved by Gray, second by Hubbard to authorize the City Manager to trade \$5,000 value of crushed concrete for removal of the horse barn materials. Motion carried.

Manager Conn informed council that Bill Stahl has requested permission to repair the sign at Atkinson Park, he is willing to provide the materials and free labor. Councilperson Hubbard replied that the sign is in rough shape and that it was very nice of him.

Manager Conn reported that he attended an Airport Authority Meeting and let them know that the city is still in favor of moving forward with the county taking over the municipal side of the funding. With the counties budget year beginning in October there may be a prorated funding option on the table.

Unfinished Business

Manager Conn stated that Brandon Smith and Jarred Waldron have both accepted the superintendent positions as part of the DPW Succession Plan. Manager Conn requested approval of the new position titles, job description/duties and annual salaries.

Moved by Hubbard, second by Baublitz to approve the new positions of DPW Superintendent and Water & Sewer Services Superintendent, the job descriptions/duties along with an annual salary of \$60,000. Motion carried.

Mayor Schafer expressed council's appreciation to Mr. Smith and Mr. Waldron for accepting these new positions and responsibilities. Mr. Smith stated that Bob's shoes will be hard to fill but that they will do their best and accept the challenge. Councilperson Gray stated that he thinks they will do a great job.

New Business

City Manager Conn introduced Resolution 2021-03 Street Acceptance of Commerce Drive Extension. Mr. Beckman stated that he had spoken with the register of deeds and had to make a correction to the legal description. The updated document was given to council at the meeting.

Moved by Gray, second by Andrew to approve Resolution 2021-03 Street Acceptance of Commerce Drive Extension and authorize the Mayor and City Clerk to sign it.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

City Treasurer Fandell presented the delinquencies to be placed on the Summer 2021 Property Tax Roll and requested authorization to do so. She reported that there are more accounts than normal due to the COVID restrictions not allowing for the shut off of water services to occupied homes. Councilperson Gray inquired why the one account was thousands of dollars. Treasurer Fandell stated that the house had a water leak that was never repaired. She further reported that letters will be going out with a payment due date of April 30, 2021, in the effort to collect the total amount owed of \$6,669.96

Moved by Koppleberger, second by Gray to place the delinquent utility amounts on the Summer 2021 Property Tax Roll as presented by the City Treasurer in the total amount of \$6,669.96. Motion carried.

City Manager Conn requested the Council appoint Treasurer Fandell as the City Representative to the Greater Gratiot Development Board.

Moved by Gray, second by Hubbard to appoint Treasurer Fandell to the Greater Gratiot Development Board as the City Representative. Motion carried.

Public Comment

Mayor Schafer asked for public comments. City Manager Conn thanked Mr. Beckman for working on the Commerce Drive Extension mapping and legal description and doing it so quickly. Mr. ~~Clark~~ Hubbard extended the offer to show the council what he and Mr. McKnight have done so far with the security installation and operations after the meeting.

Moved by Andrew, second by Hubbard to enter into closed session to discuss a contract.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Entered into Closed Session at 7:34pm.

Moved by Gray, second by Koppleberger to exit from closed session. Motion carried.

Exited from Closed Session at 7:45pm.

Further discussion on this contract will be necessary.

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

The meeting adjourned at 7:47pm.

Approved 4-20-2021

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
April 20, 2021
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 7:00pm. and followed by the Pledge of Allegiance to the Flag. Councilperson 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 City Clerk Cathy Cameron.

Absent was Attorney Jefferson Arnold.

Staff in attendance was City Treasurer Barbara Fandell and Lt. Roy McCollum.

Audience in attendance via zoom was Sean Beckman.

Councilperson Gray reported the reference of Councilperson Clark (change to Hubbard) within the minutes. Clerk Cameron stated a correction would be made to the minutes.

Moved by Gray, second by Koppleberger to approve the minutes, with correction, of the regular meeting of the City Council held on April 6, 2021. 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 Gray to approve the Agenda and the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. Sean Beckman expressed his appreciation for DPW Director Studt and that he will miss working with him.

Consent Agenda

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

- **City Manager’s written report which included updates and information on the flowers for downtown, the sanitary landfill, appointment of Street Administrator, Planning Commission, Habitat Open House and Rotary signage.**
- **Library Minutes – March 2021**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47351-47395 and Payroll Checks #16166-16175, DD #1861-1870, EFT #1263-1267 as listed in the Check Register Book.**
- **Correspondence received: CG Habitat for Humanity, GACC Minutes, State Election Recognition.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Department Reports

Lt. McCollum reported on the quarterly activity of the Ithaca Unit for January through March of 2021. There were 183 traffic stops, 85 tickets, 150 verbal warnings, 47 arrests, 3997 inspections and 330 complaints. Further reporting that they had 3 drivers while license suspended, 3 drivers with no insurance, 8 motorist assists, 16

property damage accidents, 0 personal injury accidents, 20 unlocked business, 0 drunk drivers, 5 no drivers license, 0 violation of restriction, 4 off road accidents (in parking lots) and 1 possession of meth. Comparing these stats to the same time last year, the numbers are down significantly.

Manager Conn shared that he had a conversation with a resident who was unhappy with the policing of the city. His concerns were related to incidents that happened several years ago. Manager Conn relayed to him that the County has a new Sheriff and that things were going better now. The resident was appreciative of the time Manager Conn took to speak with him and felt reassured.

Moved by Hubbard, second by Koppleberger to receive the Ithaca Unit March 2021 written report and the 1st Quarter 2021 verbal report. Motion carried.

Treasurer Fandell reported on the state of finances for the quarter of January through March of 2021. The cemetery fund no longer meets the definition of its own fund due to the majority of its financing coming from the general fund. Treasurer Fandell requested authorization from the council to make this change effective beginning in April so that by the end of this fiscal year the cemetery fund will be dissolved and rolled into the general fund.

Moved by Hubbard, second by Gray to roll the cemetery fund into the general fund beginning on April 1, 2021. Motion carried.

Treasurer Fandell updated council on the list of utility delinquencies that were previously approved to be placed on taxes. Over half of those accounts have had monies collected. Councilperson Gray inquired on the status of the account with the highest amount outstanding. Treasurer Fandell informed council that the water service had been shut off at that house.

Treasurer Fandell stated that the introduction of the budget was not ready at this time. While working on the budget there have been several hurdles due to COVID, revenue estimate changes, staff transition and illnesses related to COVID; that more time is needed to finalize the budget and is requesting to postpone the introduction to the May 4, 2021 meeting.

Treasurer Fandell reported that there have been some issues with the library millage distribution from last year which may result in the library having to repay some of the distributed amount. She is working with the new County Treasurer to help resolve the issue and should any repayment be required; it will be deducted from this year's distribution.

Moved by Koppleberger, second by Hubbard to receive the Financial Report for the 1st Quarter 2021. Motion carried.

City Manager Comments

Manager Conn informed Council that the DDA had agreed to pay for half of the cost of the flowers for downtown this year. Cathy Timmons has offered to train our seasonal staff on the watering and care of the flowers.

Manager Conn reported that he has received seven proposals for the clean up of the west sanitary landfill. Sean Beckman has reviewed them and will be meeting together soon to discuss them. The proposals came in around \$25,000 to \$35,000.

The Planning Commission met to review a site plan for Trident Manufacturing who received a variance of 14' for the south side yard setback for the new addition. Habitat for Humanity will be hosting a house dedication on April 24th at 9:30am., at 401 Barber Street and expressed their appreciation to the City for their assistance with the project. The invitation was extended to the entire City Council.

Manager Conn received a request from the Ithaca Rotary about placing road signs near the four entrances of the City. Councilperson Gray stated that at one time there were signs that listed all the clubs. Treasurer Fandell stated that when the school championship panels were removed from the City entrance signs, that discussion was held about having all the local service organizations listed in that space.

Unfinished Business

None

New Business

Mayor Schafer presented the Annual 2020 Planning Commission & Zoning Board of Appeals Report.

Moved by Hubbard, second by Gray to receive to Annual 2020 PC & ZBA Report. Motion carried.

Treasurer Fandell stated that the Charter requires the Budget Introduction be submitted by the second meeting of April each year. Treasurer Fandell requested acknowledgement of the Charter requirement however, due to circumstances is requesting authorization from the Council to postpone until the May 4th regular meeting.

Moved by Andrew, second by Hubbard to approve the postponement of the Budget Introduction to the May 4, 2021 council meeting. Motion carried.

Clerk Cameron presented the Industrial Facilities Tax Exemption Application from Trident Manufacturing and requested the council to set a public hearing for May 4, 2021. Councilperson Gray inquired on the request. Manger Conn stated that Trident Manufacturing is adding an 8,400 sq. ft. addition to the building for more production space. Clerk Cameron followed up stating that the owner of Trident Manufacturing and a representative for Greater Gratiot Development would be attending the meeting.

Moved by Gray, second by Koppleberger to set a public hearing for the IFE request from Trident Manufacturing for May 4, 2021 council meeting. Motion carried.

Manager Conn presented Resolution 2021-04 Street Administrator Designation. Upon DPW Director Studt's retirement; a new MDOT Street Administrator must be designated.

Moved by Koppleberger, second by Gray to adopt Resolution 2021-04 Street Administrator Designation; designating City Manager Jamey Conn to fill the role and authorize the City Manager and City Clerk to sign the document.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Clerk Cameron presented Resolution 2021-05 Honoring DPW Director Robert Studt. Director Studt will be retiring after 15 years of service to the City and will be greatly missed. The resolution will be presented to Director Studt at his retirement luncheon with his family, co-workers and council present.

Moved by Hubbard, second by Andrew to adopt Resolution 2021-05 Honoring DPW Director Robert Studt and placed on file.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Manager Conn introduced Ordinance 2021-01 Amending Chapter 38, Section 51: Cross Connections. The Department of Environment, Great Lakes and Energy has added requirements along with new language, which requires us to amend our ordinance on cross connections to reflect these updates. Councilperson Gray stated that the old ordinance was for commercial operations with backflow preventors and inquired if this change is going to affect residential households. Manager Conn replied that this new ordinance language would include residential households. Discussion was held on these mandates coming down from EGLE and how the City will respond or enforce them.

Moved by Baublitz, second by Hubbard to set a public hearing for Ordinance 2021-01 Amending Chapter 38, Section 51: Cross Connections, for May 4, 2021 council meeting. Motion carried.

Public Comment

Mayor Schafer asked for public comments. Councilperson Hubbard provided an update on the security project. Work will begin soon on the trench to connect the two DPW buildings, then will be ready for the doors when they come in to be installed followed by the security cameras and wiring connections will be made. Manger Conn stated that the doors are six weeks out from ordering to delivery. Discussion was held on the need to replace the City Hall front entrance doors. There is an issue with the door closing properly now with the new door locks installed. Treasurer Fandell stated that there is \$150,000 in the current budget for updates to City Hall. Mayor Schafer was supportive of purchasing new front entrance doors for City Hall to promote the effectiveness of the security that was installed. Manager Conn agreed on starting with the entrance doors and will work on developing a plan to begin implementing updates to City Hall. Councilperson Hubbard stated that updating in phases gives us the ability to make progress over time as budget allows.

Mayor Schafer asked for any additional business to come before the Council. Manager Conn inquired if council wanted to give permission for security camera access to Lt. McCollum. Mr. Hubbard stated that the cameras can store up to 30 days of activity. Consensus was to defer that decision to Manager Conn. Manager Conn stated that the new owners of 129 E Center Street would like to install an outdoor stairwell on the east side of the building (off the alley way) going down onto the public sidewalk. Councilperson Gruesbeck remembered that there was one there many years ago. Mayor Schafer acknowledged that there is an outdoor staircase in the same alley way across the street. Manager Conn inquired if anyone remembers there ever being residential living on the second floor of 127 E Center Street. No one specifically could remember at that location.

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

The meeting adjourned at 8:00pm.

Approved 5-4-2021

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
May 4, 2021
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 7:00pm. 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 City Clerk Cathy Cameron.

Absent was Attorney Jefferson Arnold.

Staff in attendance was City Treasurer Barbara Fandell.

Audience in attendance was Shannon McKnight, Rob Endter and Chasity Savage.

Moved by Gray, second by Baublitz to approve the minutes of the regular meeting of the City Council held on April 20, 2021. Motion carried.

Mayor Schafer asked for approval of the Agenda and for items to be removed from the Consent Agenda. City Manager Conn requested to change items under New Business; remove item 9b (IFE Application for Trident Mfg.) and add item 9d (Ithaca Promotional Committee Event).

Moved by Hubbard, second by Andrew to approve the Agenda (as amended by removing item 9b (IFE Application for Trident Mfg.) and adding item 9d (Ithaca Promotional Committee Event), 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:

- **City Manager's written report which included updates and information on Gemini Capital, Rusted Roses, Metro Act Permits, DPW doors and Seasonal Mowing.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47396-47413 and Payroll Checks #16176-16200, DD #1871-1886, EFT #1269-1276 as listed in the Check Register Book.**
- **Correspondence received: MAGNET.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

City Manager Comments

Manager Conn reported to Council that Gemini Capital has completed the renovations at 146 East Center Street and have already leased out all ten apartments. He informed Council that he met with the new owners of 129 East Center Street. They plan to have an antique shop on the first level and construct the upstairs into two apartments. Manager Conn will be working with them on having an outside staircase entry to the upstairs from the alley way.

Manager Conn informed Council on three requests for Metro Act Permits; one from Frontier, Great Lakes Comm, and Point Broadband. Frontier and Great Lakes Comm are working in specific areas; whereas Point Broadband is requesting to install fiber optic lines throughout the entire City.

Manager Conn stated that the quote received for the new DPW doors came in very high (\$6,733) and requested Council give him direction on moving forward. Mr. McKnight (with Unified Network Consulting) reported that he found some online retail options for new doors; one was for \$853 delivered, second \$709 delivered. Mr. McKnight stated that he also spoke with Mission Door to get a price for the new doors, and was told to expect somewhere between \$900 to \$1200. Manager Conn stated that the quote was not itemized, but did include labor for installation of the door. Discussion was held on the options with the determination of Council to direct Manager Conn to have new doors ordered and get estimates to have them installed.

Manager Conn informed Council that he has concerns over the condition of the cemetery in regards to the seasonal mowing. The new contractor for this season is having difficulty in keeping up with the cemetery mowing and trimming. Manager Conn requested approval to allow him the authority to get ahead of the potential problem before it exacerbates and enlist additional/other resources as needed. Council agreed that we must stay on top of it. Manager Conn inquired on the option of contacting the next lowest bidder which was Grass Wacker's out of Alma, who helped us out with mowing in the park last fall. Full consensus of the Council was to give Manager Conn the authority to contact Grass Wacker's for possible mowing.

Manager Conn expressed his gratitude of DPW Director Studt upon his retirement. Further stating that DPW Superintendent's Smith and Waldron have begun their new duties and that he looks forward to their new leadership role. Mayor Schafer and Council shared the same sentiment.

Unfinished Business

There was none.

New Business

Treasurer Fandell presented the 2021-2022 Fiscal Year Budget for introduction and requested a public hearing be set for May 18, 2021. She further requested a committee meeting be set to review the budget with Council prior to the public hearing. Manager Conn stated that he would like to add on PFAS presentations from two of the companies that submitted proposals.

Mayor Schafer set a Committee of the Whole meeting for Wednesday, May 12th from 5:30pm. to 8:00pm. to discuss the budget and PFAS proposals.

Moved by Hubbard, second by Baublitz to introduce the 2021-2022 Fiscal Year Budget and set the public hearing for May 18, 2021 at 7:00pm. or soon thereafter as the agenda allows. Motion carried.

Manager Conn requested that Ordinance 2021-01 Amending Chapter 38, Section 51: Cross Connections be postponed. Michigan Rural Water is having a conference on May 25th; regarding the upcoming changes to cross connections and would like to send Superintendent Waldron to get more information about it. This would be beneficial to learn more about before amending the ordinance.

Moved by Koppleberger, second by Gray to cancel the public hearing and postpone amending the ordinance to a later date. Motion carried.

Manager Conn reported that the Ithaca Promotional Committee would like to schedule an event on June 26th. They have requested that the City close down Center Street (downtown block) around the corner, south on Pine River to Newark Street. The IPC is further requesting permission to allow open intox on the public streets. IPC member Chasity Savage introduced herself to the Council. She informed Council that this new group of volunteers making up the IPC are excited to bring back an event downtown for the community. They have been

working hard to make plans for everyone to get back together and enjoy themselves. Manager Conn stated that the liquor license would be pulled/held by the Gratiot Area Chamber of Commerce. He stated that the IPC needs the approval of the Council to allow the consumption of alcohol on public streets. Councilperson Hubbard disagrees with the standing rule of not allowing alcohol on public property as it can lock the city out of holding events. He inquired if the Council was allowed to approve these kinds of special events every time requested or by amending the ordinance. Councilperson Gray agreed, stating that he believes the City should do away with this section of the ordinance and allow the Council to make a case-by-case decision. Discussion was held.

Moved by Baublitz, second by Gray to authorize the street closure of Center Street (downtown block) around the corner, south on Pine River to Newark Street for the IPC Event to be held on June 26th; and allowing consumption of alcohol on the public streets. Councilperson Gruesbeck stated he thinks the decision should be more thought out before making any relaxation (amendments) to the ordinance. Motion carried.

Moved by Gray, second by Hubbard to reassess the city ordinance of alcohol on public property. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None was offered.

Mayor Schafer asked for any additional business to come before the Council. Councilperson Koppleberger inquired on the cost of hiring a new contractor for the seasonal mowing, how that would affect our budget. Manger Conn replied that it would affect our current budget and have planned for extra allowance in the fiscal budget beginning July 1, 2021.

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

The meeting adjourned at 7:42pm.

Approved 5-18-2021

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
May 18, 2021
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 7:00pm. and followed by the Pledge of Allegiance to the Flag. Councilperson Koppleberger gave the invocation.

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

Absent was Councilperson Gruesbeck and Attorney Jefferson Arnold.

Staff in attendance was City Treasurer Barbara Fandell and Deputy Treasurer Jamie Space.

Audience in attendance was Rob & Lexi Endter.

Moved by Koppleberger, second by Andrew to approve the minutes of the regular meeting of the City Council held on May 4, 2021. Motion carried.

Mayor Schafer asked for approval of the Agenda and for items to be removed from the Consent Agenda. Clerk Cameron requested to add the Gratiot Emergency Services Authority; Amendment to Articles of Incorporation to the agenda. Mayor Schafer placed it under Unfinished Business as item 10a.

Moved by Gray, second by Hubbard to approve the Agenda (as amended by adding item 10a. Gratiot Emergency Services Authority), including the Consent Agenda. Motion carried.

Moved by Gray, second by Hubbard to excuse Councilperson James Gruesbeck who was out of town. 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:

- **City Manager's written report which included updates and information on the Police Contract, Granger Contract, Assessor, Sidewalk, Metro Act Permits and AT&T.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47414-47456, Water & Sewer Bond Debt ACH #17A and Payroll Checks #16201-16211, DD #1887-1896, EFT #1277-1282 as listed in the Check Register Book.**
- **Correspondence received: Charter Communications.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Gruesbeck

Committee of the Whole

Mayor Schafer reported the Committee of the Whole met to consider and review the strategic planning for the budget and upcoming fiscal year. Some adjustments were recommended to be presented at the public hearing. The sidewalk millage renewal was discussed with recommendation to place it on the November ballot.

Moved by Hubbard, second by Gray to authorize staff to work with an attorney to obtain proper language of the sidewalk renewal for placement on the November 2, 2021 Election. Motion carried.

Mayor Schafer further reported that the two companies that had submitted proposals for PFAS remediation, provided a presentation via Zoom. The Committee recommended moving forward with consultant SME.

Moved by Gray, second by Hubbard accepted the proposal and enter into a contract with Soil and Materials Engineer's (SME) as a consultant for the sanitary landfill remediation, not to exceed \$30,000. Motion carried.

Department Reports

There were none to report.

City Manager Comments

Manager Conn informed Council that the contract for police services with Gratiot County will expire at the end of December. The City must notify them by the end of June if we would like to discuss a new contract. The Council agreed that they would like to open discussion with the County to continue police services. Manager Conn also informed Council that the contract for waste removal with Granger will expire at the end of July. He will be meeting with their representative this week for discussions. Changes will be coming for the recycling program.

Manager Conn updated Council that he has been working with the Clare City Manager and reaching out to other municipalities in searching for an Assessor of Record. Making some progress, as the City needs to get back with the Tax Commission by the end of May to give them an update.

Manager Conn reported that the City has received another Metro Act Permit. He further updated Council on the progress with AT&T negotiations. They have agreed to an increase for each tower to \$1,250 per month, plus \$3,000 toward legal fees to have some amendments done.

Unfinished Business

Clerk Cameron read aloud the Gratiot Emergency Services Authority; Amendment to Articles of Incorporation. This amendment is for the transfer of assets and liabilities from the City to the Authority on July 1, 2021 instead of April 1, 2021.

Moved by Gray, second by Hubbard to adopt the Gratiot Emergency Services Authority; Amendment to Articles of Incorporation and authorize the Mayor and City Clerk to sign the document. Motion carried.

New Business

Mayor Schafer stated that it was time for the public hearing on the 2021-2022 Fiscal Year Budget.

Moved by Hubbard, second by Gray to enter into a public hearing to take comments on the proposed 2021-2022 Fiscal Year Budget.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Gruesbeck

Mayor Schafer opened the public hearing at 7:23pm.

Treasurer Fandell reviewed the budgetary highlights. Concentration is on facility and infrastructure improvements and repairs. The budget has projects which include maintenance to the grounds and buildings at the parks, cemetery, city hall, sidewalk improvements and to water infrastructure, including watermain repairs

and lead/copper investigations. Furthermore, with continuation on general street repairs and painting with four street projects that are scheduled a new cold patch machine will be purchased. The budget has been impacted by COVID and the American Rescue Plan funding as well as prior CARES Act funding.

Treasurer Fandell noted that this hearing also serves to take comment on the property tax millage rates, the Truth and Taxation rollback and the Headlee Rollback. She reviewed the millages and the effect of the rollbacks on the City.

Mayor Schafer asked for additional comments. None were offered.

**Moved by Baublitz, second by Hubbard to close the public hearing.
Mayor Schafer closed the hearing at 7:34pm.**

Treasurer Fandell presented Resolution 2021-06: Designation of City Depositories for Fiscal Year 2021-2022.

Moved by Gray, second by Hubbard to adopt Resolution 2021-06: Designation of City Depositories for Fiscal Year 2021-2022. Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Gruesbeck

Treasurer Fandell presented Resolution 2021-07: Approving the 2021-2022 Fiscal Year Property Tax Millage Rates.

Moved by Andrew, second by Hubbard to adopt Resolution 2021-07: Approving the 2021-2022 Fiscal Year Property Tax Millage Rates. Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Gruesbeck

Manager Conn introduced Ordinance 2021-02: Amending Chapter 4: Alcoholic Liquor of the City Code of Ordinances and requested a public hearing to be set for June 1, 2021. Discussion was held on both alcohol and marihuana within the city code.

Moved by Hubbard, second by Baublitz, to approve the introduction of Ordinance 2021-02: Amending Chapter 4: Alcoholic Liquor of the City Code of Ordinances. Motion carried.

Moved by Gray, second by Baublitz to set a public hearing for Ordinance 2021-02: Amending Chapter 4: Alcoholic Liquor of the City Code of Ordinances, for June 1, 2021.

Public Comment

Mayor Schafer asked for public comments.

Mr. Hubbard (Unified Network Consulting) updated Council on the status of the Phase 1 Security Project. He reported that the wiring and security cameras at the DPW have been installed and are now in operation. The doors still need to be replaced. Mr. Hubbard stated that they are close to completing their part of the project. Manager Conn agreed, stating that the remaining few issues are on the City to complete, such as purchasing and installing commercial grade doors at the DPW and contacting IT Right for some firewall upgrades. Manager Conn requested approval from Council to pay Unified Network Consulting for their completed work. Council agreed.

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

Councilperson Andrew asked for an update on the cemetery mowing. Manager Conn reported that the entire cemetery had been mowed and it looks good. He was pleased by the contractor's efforts, with hopes that this is sustainable. Manager Conn reported that he had called another contractor to mow three residential lawns for code violations, and that they were mowed that same day.

Councilperson Gray requested that Clerk Cameron email him the Ordinance Chapter on Marihuana for his review.

Discussion was held on the development of a disc golf course at McNabb Park.

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

The meeting adjourned at 8:00pm.

Approved 6-1-2021

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
June 1, 2021
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 7:00pm. 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 and City Clerk Cathy Cameron.

Absent was Councilperson Hubbard and Attorney Jefferson Arnold.

Staff in attendance was City Treasurer Barbara Fandell.

Audience in attendance: none.

Moved by Andrew, second by Baublitz to approve the minutes of the regular meeting of the City Council held on May 18, 2021. 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 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's written report which included updates and information on Ellen's Equipment, Sidewalk Zone Six, Drain Rerouting, Covid-Time Policy and updated Covid rules.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47457-47486, and Payroll Checks #16212-16228, DD #1897-1906, EFT #1283-1289 as listed in the Check Register Book.**
- **Correspondence received: Magnet 2020 Annual Report, GACC Minutes, GGDI Minutes**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Hubbard

City Manager Comments

Manager Conn reported to Council that he had informed City Attorney Arnold to move forward with filing the vacant parcel documents and to have a public notice published in the newspaper next week.

Manager Conn updated Council on the sidewalk project (zone six) which is tentatively set to begin in July. Mayor Schafer inquired if new sidewalks could be included. The sidewalk milage language only covers for the repair and maintenance. Manager Conn reported that the drain rerouting in Westwind will be completed this month.

Manager Conn provided updates on the new Covid rules regarding mask/gathering mandates as adopted by MIOSHA. He is recommending that Council suspend the Covid-Time Policy, indefinitely, beginning June 2, 2021.

Moved by Baublitz, second by Andrew to suspend the Covid-Time Policy beginning June 2, 2021. Motion carried.

Manager Conn stated, on behalf of the staff, the policy was very much appreciated.

Unfinished Business

Mayor Schafer presented the Capital Improvement Plan 2021-2027 Revision. Treasurer Fandell stated that this revision includes changes that were made after the budget hearing.

Moved by Gray, second by Koppleberger to adopt the revision of the Capital Improvement Plan 2021-2027. Motion Carried.

New Business

Mayor Schafer presented Resolution 2021-08 Approving Budget Appropriations 2021-2022.

Moved by Andrew, second by Baublitz to adopt Resolution 2021-08 Approving Budget Appropriations 2021-2022.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Hubbard

Mayor Schafer stated it was time for the public hearing on Ordinance 2021-02 Amending Chapter 4, Alcoholic Liquor.

Moved by Gray, second by Baublitz, to enter into public hearing on Ordinance 2021-02 Amending Chapter 4, Alcoholic Liquor. Motion Carried.

Mayor Schafer opened the public hearing at 7:15pm.

Manager Conn stated that the amendment gives Council the right to allow for consumption of alcoholic liquor on public places by granting a Special Events Waiver with majority vote. Mayor Schafer confirmed that the applicant must provide all of the details of the event and provide the City with a copy of their liability insurance. Councilperson Gray stated that this gives any Council the right to make the decision. Councilperson Gruesbeck expressed his hesitance of the change. Councilperson Baublitz stated that by passing this amendment the Council is not obligated to grant the waiver, but it gives the right for Council to make a decision on a case-by-case basis.

Moved by Gray, second by Koppleberger to exit the public hearing. Motion Carried.

Mayor Schafer closed the public hearing at 7:20pm.

Moved by Gray, second by Baublitz to adopt Ordinance 2021-02 Amending Chapter 4, Alcoholic Liquor.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Hubbard

Public Comment

Mayor Schafer asked for public comments. None were offered.

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

Mayor Schafer stated that she was appreciative of MAGNET sending their annual report along with a thank you letter. She read aloud a thank you card from Bob Studt. Councilperson Baublitz shared that Alma Transportation will be selling two of its busses at auction soon. Councilperson Gruesbeck reported that during the Memorial Day Parade, it was hard to hear over the vehicles going by even with the speaker system on. Discussion was held on the past times, when the streets were closed down during the service.

Manager Conn reported that he has not received any more complaints on the condition of the cemetery. They did a great job mowing and trimming the grass. Mayor Shafer agreed that the cemetery looked very nice for Memorial Day weekend. She further commented that it is much easier to care for without all the decorations around the headstones. Mayor Shafer stated that North Star Township has recently become stricter with their rules of what is allowed on gravesites. Councilperson Andrew stated that many cemeteries, including Breckenridge, have had to make policy changes regarding decorations.

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

The meeting adjourned at 7:28pm.

Approved 6-15-2021

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
June 15, 2021
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 7:00pm. and followed by the Pledge of Allegiance to the Flag. Councilperson 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 City Clerk Cathy Cameron.

Absent was Attorney Jefferson Arnold.

Staff in attendance was City Treasurer Barbara Fandell and Water & Sewer Superintendent Jarred Waldron.

Audience in attendance was Rob & Lexi Endter.

Moved by Koppleberger, second by Gray to approve the minutes of the regular meeting of the City Council held on June 1, 2021. Motion carried.

Mayor Schafer asked for approval of the agenda and for any items to be removed from the Consent Agenda. City Manager Conn requested to add the Assessor Contract to the agenda under New Business. Mayor Schafer placed it as item 11d.

Moved by Gray, second by Hubbard to approve the Agenda (as amended by adding item 11d. Assessing Contract), 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:

- **City Manager’s written report which included updates and information on Planning Commission Meeting, Ribbon Cuttings, Cross Connection Ordinance, IPC Event, West Sanitary Landfill.**
- **Ithaca Unit Report for May 2021.**
- **Financial Report for April 2021.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47487-47520 and 1003(A), and Payroll Checks #16229-16238, DD #1907-1915, EFT #1290-1295 as listed in the Check Register Book.**
- **Correspondence received: MML Convention save the date**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee Reports

Mayor Schafer reported that the Committee of the Whole had meet prior to the Council Meeting that evening. Mr. Scott Truman with Granger Waste Services gave a presentation of residential services and the costs associated with renewing their contract for waste collection and recycling. There are some changes with the recycling program, so Council requested more information before making a decision. The Committee reviewed a memorandum from Miller Canfield Paddock and Stone P.L.C.; regarding the roles and responsibilities relating

to the operation of the Library. Recommendation from the Committee, with Council direction to have Manager Conn draft an agreement defining the operational relationship between the Thompson Home Public Library and the City of Ithaca.

Councilperson Gruesbeck reported that the Senior Activity Board had met. They were approached by Al Fidler, whose family would like to purchase a memorial bench and have it installed at Atkinson Park. The board made note that the yellow lines in the parking lot were in need of a fresh coat of paint.

Mayor Schafer reported that the Library Board had met. She updated Council on the status of the new roof for the building. The summer reading program is starting soon and they have over forty kids that have signed up.

Department Reports

There was none to report.

City Manager Comments

Manager Conn reported to Council that the Planning Commission had met and approved a new parking lot for Trident Manufacturing and an outdoor stairway for Rusted Roses at 129 East Center Street. He informed Council of two upcoming ribbon cuttings for new businesses; The Pink Cactus and Kingdom Tattoo Co.

Water & Sewer Superintendent Waldron reported that he had recently attended a conference regarding the Cross Connection directive from EGLE. He informed Council that by January of 2022 a written plan of action along with plan for compliance must be submitted to EGLE for all residential water service. Within three years, he is required to have 50% of these services inspected and in compliance with the new rules for cross connections as outlined by the State of Michigan. He further stated that within ten years (2032), the entire city must be completed and in compliance. Superintendent Waldron explained that the physical inspection covers all ports of water entry within a residence. Discussion was held.

Manager Conn stated that the IPC Event, Rock the Block is Thursday, June 26 from 4:00pm-9:00pm downtown.

He informed Council that SME has signed the agreement for the West Sanitary Landfill project and will be starting soon on the clean-up process.

Unfinished Business

There was none to discuss.

New Business

Treasurer Fandell presented the 2021 Fiscal Year Budget Amendments.

Moved by Koppleberger, second by Hubbard to approve the 2021 Fiscal Year Budget Amendments. Motion carried.

Mayor Schafer introduced the memorandum from Clerk Cameron for Boards and Commission Appointments.

Mayor Schafer presented the application of Rob Endter to serve on the Board of Review.

Moved by Baublitz, second by Hubbard to re-appoint Rob Endter to the Board of Review with a term ending June 30, 2024. Motion carried.

Mayor Schafer stated that no applications were received for the Downtown Development Authority. There are two positions open for a four-year term ending June 30, 2025.

Mayor Schafer presented the applications of Patrice Hornak and Chris Yonker to serve on the Library Board. She stated that the Library Board recommended Patrice Hornak for the position.

Moved by Baublitz, second by Gruesbeck to re-appoint Patrice Hornak to the Library Board with a term ending June 30, 2026. Motion carried.

Mayor Schafer presented the application of Richard Teal to serve on the Planning Commission. There is one position open for a three-year term ending June 30, 2024.

Moved by Hubbard, second by Gray to re-appoint Richard Teal to serve on the Planning Commission with a term ending June 20, 2024. Motion carried.

Mayor Schafer presented the applications of Jim Wideman, Rob Endter, George Bailey, and Steve Sigafoose to serve on the Zoning Board of Appeals.

Moved by Hubbard, second by Gray to re-appoint Jim Wideman, Rob Enter, George Bailey (alternate member) and Steve Sigafoose (alternate member) to serve on the Zoning Board of Appeals with a term ending June 30, 2024. Motion carried.

Manager Conn requested a closed session to discuss the City Clerk's review and the Assessing contract.

Moved by Koppkeberger, second by Hubbard to enter into closed session to discuss the City Clerk's review and the Assessing contract.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Entered into Closed Session at 7:37pm.

Moved by Gray, second by Hubbard to exit from closed session. Motion carried.

Exited from Closed Session at 7:57pm.

Moved by Clark, second by Gray to approve \$2,000 a year increase beginning July 1, 2021 for the City Clerk based on her performance of duties with an excellent review. Motion carried.

Mayor Schafer requested a special council meeting be scheduled for further discussion on the assessing contract.

Public Comment

Mayor Schafer asked for public comments. Councilperson Hubbard inquired on a project over by the Catholic Church. Clerk Cameron stated that the residence had been issued a permit for installation of two egress windows. Councilperson Baublitz informed Council that Alma Transit is beginning public transportation in Ithaca on Thursday July 1, 2021. Councilperson Gray mentioned that he heard outside conversation about the possibility of fund raising for a splash park in the city.

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 8:05pm.

Approved 7-6-2021

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL SPECIAL MEETING
June 29, 2021
3:00 PM**

The special meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 3:00pm. 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 City Clerk Cathy Cameron.

Absent was Attorney Jefferson Arnold.

Staff in attendance was City Treasurer Barbara Fandell.

Audience in attendance was none.

Mayor Schafer asked for approval of the agenda.

Moved by Koppleberger, second by Baublitz to approve the Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None were offered.

New Business

Manager Conn requested a closed session to discuss the Assessing Contract, GESA Fire Hall Lease Agreement and the MMR Agreement.

Moved by Baublitz, second by Andrew to enter into closed session to discuss the Assessing Contract, GESA Fire Hall Lease Agreement and the MMR Agreement.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Entered into Closed Session at 3:04pm.

Moved by Koppleberger, second by Hubbard to exit from closed session. Motion carried.

Exited from Closed Session at 3:18pm.

Mayor Schafer asked for action on the contracts and agreements that were discussed.

Moved by Andrew, second by Baublitz to terminate the contract with the City of Clare for shared Assessing Services. Motion carried.

Moved by Hubbard, second by Koppleberger to enter into a three-year contract with V&V Assessing LLC., for assessing services beginning July 1, 2021 for \$28,800 annually; and authorize the Mayor and City Clerk to sign the contract. Motion carried.

Moved by Kopplesberger, second by Gray to enter into a one-year lease agreement with Gratiot Emergency Services Authority (GESA) for use of the Ithaca Fire Hall facility beginning July 1, 2021 in the amount of \$1.00 annual rent plus utility and maintenance costs; and authorize the City Manager and City Clerk to sign the lease agreement. Motion carried.

Moved by Baublitz, second by Hubbard to enter into a five-year lease agreement with MMR for use of the Ithaca Rescue facility beginning July 1, 2021 for \$5,100 annually; and authorize the City Manager and City Clerk to sign the lease agreement. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None were offered.

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

The meeting adjourned at 3:22pm.

Approved 7-6-2021

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
July 6, 2021
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 7:00pm. 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 and City Clerk Cathy Cameron.

Absent was Councilperson Rick Koppleberger and Attorney Jefferson Arnold.

Audience in attendance was Rob & Lexi Endter.

Moved by Gray, second by Hubbard to approve the minutes of the regular meeting of the City Council held on June 15 and the special meeting held on June 29, 2021. Motion carried.

Mayor Schafer asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Baublitz, second by Gray to approve the Agenda including the Consent Agenda. Motion carried.

Moved by Andrew, second by Gray to excuse Councilperson Koppleberger who was out of town. 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's written report, which included updates and information on IPC, SLIPR, Assessing Services, GESA, AT&T and SME.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47521-47565 and 1004(A), and Payroll Checks #16239-16279, DD #1916-1949, EFT #1290-1310 as listed in the Check Register Book.**
- **Correspondence received: MML Membership**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Koppleberger

City Manager Comments

Manager Conn reported to Council that the IPC Event Rock the Block had to be rescheduled to July 29th, due to inclement weather. Alma Transit began its soft opening for public transportation in Ithaca. He further reported that he had a meeting with the new assessor and looks forward to working with them.

Manager Conn reported that as of July 1, 2021 the Fire Department assets have been transferred to GESA. Chief Nelson will continue his tenure as Ithaca Fire-Rescue Chief under the Gratiot Emergency Services Authority.

Manager Conn updated Council on the progress of the AT&T contract amendments. Manager Conn reported that he met with SME at the landfill site for a walk through. They have made contact with EGLE and are developing a work plan for our review.

Unfinished Business

There was none to discuss.

New Business

Mayor Schafer stated that an Industrial Facilities Tax Exemption Application had been received from Trident Manufacturing. Clerk Cameron requested the council to set a public hearing for July 20, 2021. This will be for the new addition on the north side of the existing building.

Moved by Gray, second by Baublitz to set a public hearing for the IFE request from Trident Manufacturing for July 20, 2021 regular council meeting. Motion carried.

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 Baublitz, second by Andrew to adjourn. Motion carried.

The meeting adjourned at 7:08pm.

Approved 7-20-2021

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
July 20, 2021
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 7:00pm. and followed by the Pledge of Allegiance to the Flag. Councilperson Koppleberger 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 and City Clerk Cathy Cameron.

Absent was Councilperson Clark Hubbard and Attorney Jefferson Arnold.

Staff in attendance was City Treasurer Barbara Fandell and Lt. Roy McCollum.

Audience in attendance was Jim Wheeler, Kasey Zehner, Jim Hirschman and Rob & Lexi Endter.

Moved by Gray, second by Andrew to approve the minutes of the regular meeting of the City Council held on July 6, 2021. Motion carried.

Mayor Schafer asked for approval of the agenda and for any items to be removed from the Consent Agenda. City Manager Conn requested to add the Granger Contract Amendment to the agenda under Unfinished Business. Mayor Schafer placed it as item 10a.

Moved by Gray, second by Andrew to approve the Agenda (as amended by adding item 10a. Granger Contract Amendment), 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's written report, which included updates and information on Farmland Lease, Farmers Market, Planning Commission, Water Main Project, Code, ARPA Funds and Well Head Protection Program.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47568-47608, and Payroll Checks #16280-16291, DD #1950-1958, EFT #1311-1316 as listed in the Check Register Book.**
- **Correspondence received: Library Minutes, GACC Minutes and MML Annual Meeting**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Hubbard

Moved by Gray, second by Andrew to excuse Councilperson Hubbard due to a work commitment. Motion carried.

Committee Reports

There was none.

Department Reports

Lt. McCollum reported on the quarterly activity of the Ithaca Unit for April through June of 2021. There were five breaking and entering complaints for the month of June, in addition to an increase in thefts. As a result, he is having the deputies make more stops and contacts than normal. Being visible in an effort to deter any more thefts from happening. The department has solved two of these incidents and is actively working on the others.

Councilperson Gruesbeck stated that there are many speeding vehicles on North Main Street.

Moved by Gray, second by Andrew to receive the Ithaca Unit June 2021 written report and the 2nd Quarter 2021 verbal report. Motion carried.

Treasurer Fandell reported on the state of finances for the quarter of April through June of 2021. She requested a formal motion for acceptance of the ARPA Grant Funding and authorization for the City Manager to sign the Coronavirus Local Fiscal Recovery Fund application.

Moved by Andrew, second by Gray to accept the ARPA Grant Funding and authorize the City Manager to sign the CLFRF application. Motion carried.

Treasurer Fandell updated Council on the progress of getting new iPads to replace those currently assigned to Councilpersons and Department Heads. Treasurer Fandell is currently serving as a Vice President for the Gratiot Area Chamber of Commerce and has been asked to serve as the President-Elect and President for the following two-year term. The duties would create approximately 10 hours of work per month. Treasurer Fandell asked if Council would like her to serve in this capacity and if so, grant her permission. Council expressed their confidence and support for her to serve as President of the GACC.

Treasurer Fandell updated Council on the progress of the Water Rate Study.

Moved by Gray, second by Baublitz to receive the Financial Report for the 2nd Quarter 2021. Motion carried.

Manager Conn reported on the quarterly activity of the Ordinance/Code Enforcement for April through June of 2021.

Moved by Baublitz, second by Andrew to receive the Ordinance/Code Enforcement Report for the 2nd Quarter 2021. Motion carried.

City Manager Comments

Manager Conn reported to Council that the Planning Commission had met and decided to forego the detention pond option on the site plan for Shaw's Auto Body. The building addition was approved. The water main project on Union Street has begun and should take a couple weeks to complete. There has been no word yet on the Well Head Protection Program Grant. Manager Conn thanked Greater Gratiot Development for the Farmers Market display sign that they had donated to the city.

Unfinished Business

Manager Conn presented the Granger Contract Proposal and Amendment. The current contract ends July 31st, so the Contract Amendment serves as an extension until August 31, 2021. Council reviewed the options offered in the proposal. Councilperson Gruesbeck asked for clarification on the recycling. Manager Conn stated that to continue with the curbside recycling program, there has to be at least 100 residents participating to cover the cost. Granger has offered to provide a roll off container periodically, which has several guidelines and comes at an extra cost. Currently only about 25% of residents participate in recycling free of charge. Concern over what that number may drop to when there is a charge going forward. Discussion was held.

Moved by Baublitz, second by Gray to postpone the Granger Contract until the next Council meeting to be held on August 3, 2021. Motion carried.

Moved by Gray, second by Andrew to approve Amendment No.1 Solid Waste and Recycling Collection Contract with Granger and authorize the City Manager to sign. Motion carried.

New Business

Mayor Schafer stated that it was time for the public hearing on the Industrial Facilities Tax Exemption for Trident Manufacturing.

Moved by Gray, second by Baublitz to enter into a public hearing to take comments on the Industrial Facilities Tax Exemption application submitted by Trident Manufacturing. Motion carried.
Mayor Schafer opened the public hearing at 7:28pm.

Manager Conn turned it over to Jim Wheeler and Kasey Zehner with Greater Gratiot Development. Ms. Zehner introduced the request for an Industrial Facilities Tax Exemption (IFE) submitted by Trident Manufacturing. She reported that Trident Manufacturing is currently the fourth largest private employer in Ithaca with 74 employees. This expansion began in February of this year with an increase of 8,000 sq.ft. of production space and will also include a laser machine at \$874,000 which is not included in this request because it is personal property. The request is only for the real estate building portion of 8,000 sq.ft which is a total of \$295,710. The building is expected to be completed by the end of the year. As a result of this new expansion, Trident Mfg. will be able to retain all 74 positions at the facility and create 5 new positions. The request is for a 12-year exemption.

Jim Hirschman with Trident Manufacturing stated that they have plans to continue expanding the business, with another building addition within the next twelve months. Councilperson Baublitz expressed his appreciation for Mr. Hirschman's investment within the city. Mr. Hirschman stated that business is doing well and thanked the city for working with him toward continued success.

Mayor Schafer asked for additional comments. None were offered.

Moved by Gray, second by Baublitz to close the public hearing. Motion carried.
Mayor Schafer closed the public hearing at 7:33pm.

Moved by Gray, second by Koppleberger to approve the Industrial Facilities Tax Exemption for Trident Manufacturing and authorize the Mayor to sign. Motion carried.

Treasurer Fandell presented Resolution 2021-09: Charter Amendment - Sidewalk Dedicated Millage. Ms. Fandell reported to Council that as previously authorized she has been working with Miller Canfield to draft a resolution for the sidewalk millage renewal. There were no changes made (except dates) from the initial request made back in 2015. This is for a one (1.00) mill per year for six (6) years, beginning in 2022. Treasurer Fandell reported that she has already received the pre-approval from the Attorney General's office. If adopted, it will be sent to the Attorney General and Governor's office for approval and will then be placed on the November 2, 2021 ballot.

Moved by Baublitz, second by Gray to adopt Resolution 2021-09: Charter Amendment – Sidewalk Dedicated Millage.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Hubbard

Manager Conn presented the Cash Farmland Lease between the City of Ithaca and Ron Cuthbert. The current three-year lease will be expiring the end of this year. This is for the 12-acre parcel east of the lagoons. Manager Conn reported to Council that he had checked around on the going rate for farmland rent and found that the average is between \$150 to \$175 per acre. The farmland is not tilled, so he presented the offer of \$125/acre to Mr. Cuthbert, who accepted.

Moved by Gray, second by Andrew to approve the Cash Farmland Lease and authorize Manager Conn to sign. Motion carried.

Public Comment

Mayor Schafer asked for public comments. Rob Endter inquired if anyone knew who was doing surveying downtown. Manager Conn stated that there had been discussion on renovations at the neighboring business, but was not sure. Councilperson Gray stated that he saw Consumers Energy working in the area.

Jim Wheeler thanked Council for approving the IFE for Trident Manufacturing. He stated that it is nice to see growth in the Industrial Park.

Mayor Schafer asked for any additional business to come before the Council. Councilperson Gruesbeck was appreciative of the newly painted yellow lines at the Senior Center. Mayor Schafer thanked the city for the Rural Urban Day tickets. She also informed Council that she will be attending the Mayor's Conference August 11th through the 13th.

Mayor Schafer informed Council that there will be a Committee of the Whole meeting on Tuesday, August 6, 2021 at 6pm.

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

The meeting adjourned at 7:48pm.

Approved 8-3-2021

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
August 3, 2021
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 7:00pm. 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 City Clerk Cathy Cameron.

Absent was Attorney Jefferson Arnold.

Audience in attendance was Kasey Zehner (via zoom).

Moved by Gray, second by Koppleberger to approve the minutes of the regular meeting of the City Council held on July 20, 2021. Motion carried.

Mayor Schafer asked for approval of the agenda and for any items to be removed from the Consent Agenda. City Manager Conn requested to add Seasonal Help to the agenda under New Business. Mayor Schafer placed it as item 10a.

Moved by Andrew, second by Baublitz to approve the agenda (as amended by adding item 10a. Seasonal Help), including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None were offered.

Consent Agenda

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

- **City Manager's written report, which included updates and information on AT&T Contract, SME, Backhoe, DPW Uniforms, IPC Event and Old US27 Motor Tour.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47609-47630 and Payroll Checks #16292-16305, DD #1959-1967, EFT #1317-1321 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

Mayor Schafer reported that the Committee of the Whole had meet prior to the Council Meeting that evening. The Committee discussed the open positions in code enforcement and the rental inspection program. Recommendation was to combine both to create one part-time position (15-20 hours per week) at a pay rate of \$20.00 per hour.

Moved by Gray, second by Koppleberger to approve the part-time position for code enforcement/rental inspector at a pay rate of \$20.00 per hour and authorize the City Manager to advertise the position. Motion carried.

Discussion was held on the best use of the American Rescue Plan Act (ARPA) funds that the City is receiving.

Moved by Baublitz, second by Koppleberger to use the ARPA funds as a portion of the lead/copper waterline replacement expense. Motion carried.

Mayor Schafer reported that the drafted Library Agreement with the City will be sent to the Library Board for their review and then brought back to the Council.

City Manager Comments

Manager Conn reported to Council that the AT&T contract had been finalized. The liability for any electrical and magnetic fields injury to tower workers is on AT&T. The city will be collecting a \$1,215 increase in monthly rental fees. Councilperson Gruesbeck inquired who the other cell companies were that have antennas on our water towers. Discussion was held.

Manager Conn reported that SME has submitted their field evaluation to EGLE for approval.

Manager Conn stated that we have an old backhoe in our fleet that is rarely used and requested authorization to sell it by way of sealed bids. Councilperson Baublitz suggested selling the backhoe via an online auction with Sherwood Auction Service. Councilperson Gray agreed it would be more beneficial to the city through auction. Mayor Schafer inquired what we would use for a backhoe. Manager Conn stated that the new piece of equipment we are purchasing from Ellen's Equipment comes with an attachment for that purpose. He further offered to include the cold patch machine and the wrought iron fence that was taken down at the cemetery. Councilperson Andrew suggested that we get one good section of fence and donate it to the Historical Museum. Everyone was in favor of the donation.

Moved by Hubbard, second by Gray to authorize Manager Conn to contact and acquire Sherwood Auction Services for sale of the backhoe, cold patch machine, cemetery fence and donate one section of fence to the Historical Museum. Motion carried.

Manager Conn reported that he had received a request from the DPW Union about shifting some of their clothing allowance to add shorts and lightweight hoodies. Councilperson Hubbard stated that he thinks sweatshirts are easier move around in while working and was in support of the request. Consensus of the Council was that this was an administrative decision, however shared their support in favor of allowing the change.

Manager Conn further reported that the IPC event "Rock the Block" went well, with approximately 250 in attendance. The US27 Motor Tour will be coming back to town on August 26th from 10:30am-12:30pm.

Unfinished Business

Mayor Schafer presented Resolution 2021-10: Approving Trident Manufacturing IFE. The IFE application was approved by motion at the regular meeting held July 20, 2021.

Moved by Gray, second by Koppleberger to adopt Resolution 2021-10: Approving Trident Manufacturing IFE.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Manager Conn reviewed with Council the term options offered by Granger Waste Services. Discussion was held on the difference between the 5-year and 10-year option for trash removal. The curb side recycling program was discussed including the new requirement of an additional cart and charges for the service. The option is not

cost effective unless at least 150 residents participate. The bulk item pick-up service will continue, but will be offered on any Friday with the resident calling Granger for scheduling.

Moved by Hubbard, second by Baublitz to approve a ten (10) year contract with Granger Waste Services for residential service beginning September 1, 2021. Motion carried.

New Business

Manager Conn informed Council that the DPW seasonal workers will be done soon, as they will be going back to school August 23rd. Superintendent Smith has inquired on the possibility of replacing them with someone that could stay through November. Manager Conn requested that the hourly rate be increased to \$12 per hour.

Moved by Baublitz, second by Gray approve the hiring of one/two temporary full-time DPW seasonal workers at a rate of \$12 per hour. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None were offered.

Mayor Schafer asked for any additional business to come before the Council. Councilperson Andrew asked for an update on the property of interest by Ellen's Equipment. Manager Conn stated that City Attorney Arnold promised to have an answer for Council by the end of August. Manager Conn informed Council that Seifert Concrete will be working on the sidewalks this fall.

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

The meeting adjourned at 7:38pm.

Approved 8-17-2021

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
August 17, 2021
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 7:00pm. and followed by the Pledge of Allegiance to the Flag. Councilperson 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 City Clerk Cathy Cameron.

Absent was Attorney Jefferson Arnold.

Staff in attendance was Water & Sewer Superintendent Jarred Waldron.

Audience in attendance was Rob & Lexi Endter, Shawn Brock and Reagan Waldron.

Moved by Koppleberger, second by Andrew to approve the minutes of the regular meeting of the City Council held on August 3, 2021. Motion carried.

Mayor Schafer asked for approval of the agenda and for any items to be removed from the Consent Agenda.

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

- **City Manager's written report, which included updates and information on the Water System, NPDES, Water License, MRWA and Rotary.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47631-47668, and Payroll Checks #16306-16320, DD #1968-1977, EFT #1322-1326 as listed in the Check Register Book.**
- **Correspondence received: MML 2021 Dividends**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee Reports

There was none.

Department Reports

Mayor Schafer reported that the Library Board had met. They would like to meet with Manager Conn to discuss a few items in the Library Agreement, prior to their next meeting.

City Manager Comments

Manager Conn reported to Council that Water & Sewer Superintendent Waldron had an inspection on the lagoons with ELGE and received an excellent report back from them. DPW Superintendent Smith passed his water license exam. Retired DPW Director Bob Studt received Person of the Year at the Michigan Rural Water Association annual conference. Congratulations to all three guys.

Manager Conn reported that the Rotary has inquired about placing a sign at Woodland Park stating their assistance in maintaining the area. He stated that we have other organizations and churches that volunteer their time, that it would not be right to only have one acknowledged. Councilperson Hubbard agreed that having one sign that represented all of those groups that volunteer their time at Woodland Park be acknowledged. Mayor Schafer stated that the Church of God has helped out a lot at the park.

Unfinished Business

There was none.

New Business

Manager Conn reported that we are making progress with the coliform bacteria testing in the water system. He and Water Superintendent Waldron had another phone conference with EGLE and MRWA today. They discussed the possibility of having us chlorinate the water system. Currently our counts are low and we continue to make progress each time the water is tested. Manager Conn reported that updates of the boil water notice are being shared with the residents via the city website and facebook page.

Councilperson Hubbard inquired if the water towers had been chlorinated. Manager Conn stated that the water towers were chlorinated to clean them. Superintendent Waldron reported that all of the wells tested out fine, so we know that the source water is good. He then ran tests on all three towers to check for any infiltration. The west tower by the cemetery tested fine, the east and south tower both tested hot. Monitoring and retesting of those towers is ongoing. Superintendent Waldron informed Council that we are not turning over the amount of water that we normally do in a summer. The combination of low pumping during the month of July, along with the heat and humidity, creating stagnant water may have been a cause of the bacteria. The south water tower was designed to mostly serve the south industrial park, so it is not used as much as the others. He explained how a water tower system operates. Both towers have been off line, drained, chlorinated and refilled. He further explained that once we have good negative tests on the water, then the towers will be re-chlorinated, refilled and tested again. The testing requires two, twenty-four hour consecutive samples before he can put the towers back in operation. Manager Conn reiterated that once the system is clean and we get our two consecutive negative test results than the boil water notice will be removed. There was discussion held on water system chlorination pros and cons. Manager Conn reported that Superintendent Waldron and the DPW staff have been working around the clock to flush the water system by running the fire hydrants. Councilperson Schafer inquired if all the towers have stirrers to prevent stagnant water. Superintendent Waldron stated the all the towers do have mixers and they are working. Further stating that the mixers height location within the tower is something he needs to investigate and make adjustments to if necessary. Councilperson Hubbard inquired on a plan of action going forward. Superintendent Waldron reported that his plan is to overflow the water towers once a year and add an addition hydrant flushing to the annual schedule. Manager Conn expressed his appreciation of Superintendent Waldron and the DPW staff for their hard work. Council shared their gratitude for Manager Conn, Superintendent Waldron and the entire staff.

Councilperson Gruesbeck presented names received from the nominating committee to be placed on the Senior Activity Board election ballot. Those persons are Vic Beard, Donn Gates and Susan Sparks.

Moved by Gruesbeck, second by Gray to approve the Nominating Committee's names of Vic Beard, Donn Gates and Susan Sparks to be placed on the ballot for the Senior Activity Board. Motion carried.

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 stated that the Gratiot Community Foundation has sponsored some bus badges that will soon appear on the back of the Alma Transit busses. Councilperson Gruesbeck informed Council that in September, Jo Jones will be celebrating 43 years of service with the Senior Activity Center.

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

The meeting adjourned at 7:32pm.

Approved 9-7-2021

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
September 7, 2021
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 7:00pm. 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 City Clerk Cathy Cameron.

Absent was Attorney Jefferson Arnold.

Audience in attendance was Kristyn Roethlisberger, Alison Jerome and Brook Daniel.

Moved by Gray, second by Hubbard to approve the minutes of the regular meeting of the City Council held on August 17, 2021. Motion carried.

Mayor Schafer asked for approval of the agenda and for any items to be removed from the Consent Agenda. City Manager Conn requested to add Horse Barn Rental Agreement to the agenda under New Business. Mayor Schafer placed it as item 10d.

Moved by Hubbard, second by Koppleberger to approve the agenda (as amended by adding item 10d. Horse Barn Rental Agreement), including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. Brook Daniel addressed the Council. He requested to be released from the Horse Barn Agreement early, which would be for the last quarter of this year. This is due to the cities decision to demolish the barn. He referenced Section 10 of the lease agreement, which states,
In the event the leased premises are made reasonably unusable or uninhabitable due to condemnation, fire, windstorm or other casualty, the lease and this Agreement shall end and neither party shall have further obligation hereunder.

Mayor Schafer stated that the Council would be discussing this under new business.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on Water System, Sidewalk Zone 6, SME Workplan, Granger Contract, Police Contract, On-line Auction, Employment, and Door Hangers.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47669-47699 and Payroll Checks #16321-16332, DD #1978-1986, EFT #1326-1335 as listed in the Check Register Book.**
- **Correspondence received: GGDI Minutes**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee Reports

There was none.

City Manager Comments

Manager Conn reported to Council that the water system will be tested again next week as part of the regular monthly schedule. The tanks are back on line and all in operation. The sidewalk zone 6 project will be starting within the next couple of weeks. Manager Conn further reported that SME has submitted a work plan for the PFAS site. As soon as they receive approval from EGLE, they will begin working on the site. The new contract with Granger takes effect September 1, 2021. Very few calls have been received regarding the omission of recycling.

Manager Conn inquired of the Council if they would like to have a meeting to discuss the Police Contract. Mayor Schafer stated that she wants every Councilperson to be able to give their input on what our expectations are. Councilperson Gruesbeck agreed, stating that a Committee of the Whole meeting should be held.

Manager Conn stated that he had received a request from the Historical Society and they may be interested in the old cemetery fence that was being placed in the online auction. He informed them that the Council had already approved to donate one good section of the fence to them. Councilperson Hubbard inquired if they planned to put the fence around the building. Manager Conn replied that they were unsure how it would be used at this time but knew that now was the time to get it. There are about 40 sections of the fence that are in good condition. Councilperson Hubbard stated that it was a good option to have it stay in the city. Councilperson Gray and Mayor Schafer agreed. Councilperson Koppberger stated that the fence would need to be removed from the DPW location to the Historical Society property storage. Councilperson Gruesbeck stated if they want some of the fence, it would be nice to have them take it all.

Moved by Andrew, second by Hubbard to donate all the good sections of the old cemetery fence to the Historical Society. Motion carried.

Manager Conn reported that there was an old state championship sign from 2010-2011, that he pulled from the auction pile. He would like to donate it to the school. Council agreed that the school should have the sign.

Manager Conn reported he hired Phil Rondy as a seasonal DPW worker through the end of November, as previously approved by Council. There are three applicants for the code/rental position. Interviews will be scheduled next week.

Manager Conn stated that he would like to eliminate the practice of issuing door hangers for water shut offs. It has become a habit for certain residents to rely on the door hangers for notification before finally coming in to pay. This is an extra step that we can do without, so the DPW crew can spend better use of their time. Clerk Cameron informed Council that the practice of door hangers developed as an extra courtesy to the residents. Residents are given 30 days to pay the original bill, then sent a shut off notice giving an additional 30 days to pay. Clerk Cameron stated that new language will be added to the shut off notices, stating that this is their final notice, no further notifications will be given. Council agreed to eliminate the door hanger process.

Unfinished Business

Manager Conn reported that SME has submitted a work plan for the PFAS site. As soon as they receive approval from EGLE, they will begin working on the site. Mayor Schafer stated that she thought it was a concise and relatively easy report to understand.

New Business

Manager Conn informed Council that he had approved a special event for Four 7 on September 11, 2021 that included the closure of the 100 block of South Pine River. In addition, Ryan Mills has requested permission to allow the consumption of alcohol on the public street in front of his establishment.

Moved by Baublitz, second by Gray to approve the request, allowing the consumption of alcohol on the public street during a special event at Four 7 to be held on September 11, 2021. Motion carried.

Manager Conn reported that the AT&T Contract Amendments are complete and requested permission to sign. The contract is an increase of \$1,200 monthly for the city. Councilperson Hubbard verified that this was for updates to the cellular antennas. Mayor Schafer thanked Manager Conn for his hard work negotiating this contract.

Moved by Hubbard, second by Baublitz to enter into the AT&T Contract, Second and Fifth Amendments and authorize the City Manager to sign. Motion carried.

Manager Conn informed Council that the drain had been moved back on Westwind Lots 27 & 28, so they could be sold. He inquired if there should be a stipulation of one year from purchase to beginning construction, to be placed on any purchase agreement. Council agreed that there should be some kind language included as a time frame for construction or at least ground breaking. Manager Conn stated that Marci Browne, with America's Choice Realty had provided a market analysis for them to consider. Discussion was held.

Moved by Gray, second by Koppleberger to authorize the City Manager to enter into a contract with Marci Bowne, with America's Choice Realty to list/sell lots 27 & 28 in Westwind Estates. Motion carried.

Manager Conn reported that he had received a call from Brook Daniel, who informed him that he has found a new place to keep his horses. This is due to the cities decision to demolish the barn. Mr. Daniel has requested to be released from his contract for the months of October through December 2021.

Moved by Baublitz, second by Andrew to approve the early release (October through December 2021) of the Horse Barn Rental Agreement between Mr. Daniel and the City. Motion carried.

Public Comment

Mayor Schafer asked for public comments. Mayor Schafer acknowledge Alison Jerome in the audience, who is running for Council and thanked her for attending the meeting. Ms. Jerome stated that she wants to learn more about the Council and the meeting format.

Mayor Schafer asked for any additional business to come before the Council. Councilperson Andrew ask for an update on the Ellen's property. Manager Conn informed the Council that Attorney Arnold has the paperwork completed and will be presenting it to the Judge soon. Councilperson Gruesbeck inquired on having another planning session for the Council, to review things that are on going and prioritizing. Mayor Schafer acknowledge that these meetings have always been productive. Manager Conn informed Council that with the water event that occurred recently, he has had two people from outside of the city with wells that are claiming the city dried up their aquafer. Discussion was held. Mayor Schafer informed Council that she sent out cards of congratulations to Bob Studt, Jarred Waldron and Brandon Smith, signing them from the Council and herself. In addition, she sent a thank you to Manager Conn for all his hard work. Mayor Schafer reminded Council of the open house at ZFS tomorrow and informed them that she will be giving a small speech there on behalf of the city.

Mayor Schafer scheduled a Committee of the Whole meeting for 6:00pm. on Tuesday, September 21, 2021 to discuss the Police Contract.

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

The meeting adjourned at 7:30pm.

Approved 9-21-2021

Cathy Cameron

Cathy Cameron, City Clerk

City Council Minutes

**CITY OF ITHACA
CITY COUNCIL MEETING
September 21, 2021
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 7:00pm. and followed by the Pledge of Allegiance to the Flag. Councilperson 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 City Clerk Cathy Cameron.

Absent was Attorney Jefferson Arnold.

Staff in attendance was City Treasurer Barbara Fandell and DPW Superintendent Brandon Smith.

Audience in attendance was Rob & Lexi Endter.

Moved by Gray, second by Hubbard to approve the minutes of the regular meeting of the City Council held on September 7, 2021. Motion carried.

Mayor Schafer asked for approval of the agenda and for any items to be removed from the Consent Agenda. City Manager Conn requested to add the Code/Rental Position to the agenda under New Business. Mayor Schafer placed it as item 11b.

Moved by Koppleberger, second by Hubbard to approve the Agenda (as amended by adding item 11b. Code/Rental Position), 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's written report, which included updates and information on the ZFS Open House, Sherwood Auction, Verizon Cell Tower, Homecoming, Trick or Treat, Commerce Drive Extension, GESA & Ithaca Fire and IPC Golf Outing.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47700-47761, and Payroll Checks #16333-16340, DD #1987-1995, EFT #1334-1339 as listed in the Check Register Book.**
- **Correspondence received: GACC & GGD I Minutes**

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 that the Committee of the Whole had met prior to the Council Meeting that evening. Discussion was held regarding Police Contract which expires on December 31, 2021. The cost continues to rise, which includes paying half of the Lieutenants salary. The committee recommendation was for more visibility of the deputies on duty patrolling the city, enforcing the city ordinance of no parking on city streets between 2-5am, (winter season for snow removal), negotiate rental fees for use of the community center for training

purposes (an in lieu of agreement, with no loss to the city). Mayor Schafer requested that Manager Conn meet with the Sheriff (or Undersheriff) in addition to the Lieutenant for police negotiations.

Department Reports

Treasurer Fandell presented the pre-audit financial reports for the fiscal year end. She reported that the auditors will be coming in on September 29th and 30th for the annual audit and review. Treasurer Fandell stated that starting next fiscal year the fire, rescue and cemetery funds will be eliminated. Council was updated on the progress of setting up accounts for GESA. The Public Safety Grant is being wrapped up, with checks going out to the townships for their share of the grant funding that contributed to those services.

Moved by Andrew, second by Baublitz to receive the financial report and place on file. Motion carried.

City Manager Comments

Manager Conn reported to Council that Treasurer Fandell, DPW Superintendent Smith, Water & Sewer Superintendent Waldron, Mayor Schafer and he attended the ZFS Open House. Mayor Schafer represented the city well with a speech given at the open house. The online city auction with Sherwood Auction is going well.

Manager Conn informed Council that Verizon has requested a permit to install small cell equipment on a power pole. He has reached out to West Michigan Coalition Council for assistance with the request. Discussion was held, with council in agreement that it would be a great benefit to support a way for Verizon to improve their service coverage in our area.

The Homecoming Parade will be held on October 1st at 5pm., with the snake dance on September 28th at 7pm. With Halloween falling on a Sunday this year, trick or treating will be held on Saturday, October 30th from 5:30pm. to 7:30pm., as will be for Alma and St. Louis.

Manager Conn reported that MDOT denied our request to add Commerce Drive Extension as a major street for the Act 51 mileage funding; it will be classified as a local street.

Gratiot Emergency Services Authority along with the Ithaca Fire Department will be hosting an open house on October 2nd from 11:00am. to 3:00pm. GESA website is up and running: gratiotesa.com

Manager Conn reported to Council that Treasurer Fandell and he attend the IPC Golf Outing with ROWE. There was a good turn out at the event.

Unfinished Business

There was none.

New Business

Clerk Cameron presented the application of Kristyn Roethlisberger to serve on the Planning Commission. In addition, receiving a memo of interest from Jared Macha to serve on the Planning Commission. This is a three-year term ending June 30, 2024. Clerk Cameron presented the application of Jared Macha to serve on the Downtown Development Authority. This is a four-year term ending June 30, 2025.

Moved by Gray, second by Hubbard to appoint Kristyn Roethlisberger to serve on the Planning Commission with a term ending June 30, 2024. Motion carried.

Moved by Hubbard, second by Baublitz to appoint Jared Macha to serve on the Downtown Development Authority with a term ending June 30, 2025. Motion carried.

Manager Conn reported that he held a couple interviews for the Code/Rental Position. The goal of filling the position is to have stability over the revolving door that it has been for years. The candidates did not meet that expectation. Manager Conn presented Council with an option of filling the position internally, by combining a

seasonal DPW position with Code/Rental to create a permanent full-time position. The idea is to split work time during the week as 20 hours with DPW crew and the other 20 hours spent on Code/Rental. Manager Conn informed Council that recent seasonal DPW hire Phil Rondy is looking for permanent full-time work. This is a unique opportunity for the city to offer this dual role to Mr. Rondy. In addition, Mr. Rondy is a member of our Fire Department, which offers the ability to have another daytime responder. Councilperson Baublitz stated that it would be a great opportunity for the city to keep Mr. Rondy employed here. DPW Superintendent Smith reported that Mr. Rondy has been a great addition to the crew. Further stating that Mr. Rondy has fit in well with the crew, has a great work ethic, a positive attitude and would be a great asset to the city on a permanent full-time basis. Councilperson Hubbard stated that code enforcement requires a public relations component that needs to be handled well. Manager Conn confirmed that Mr. Rondy would fit in perfectly working with the public, he is well known within the community. Manager Conn stated that this position would not be a part of the DPW Union, however, using the same incoming hourly rate to be in-line with the starting wage of DPW with step increases going forward.

Moved by Baublitz, second by Gray to authorize the new full-time position of DPW & Code Enforcement/Rental Inspection with a starting wage of \$17.88; offering the position to Phil Rondy and directed the City Manager to develop the job description. Motion carried.

Public Comment

Mayor Schafer asked for public comments. Lexi Endter addressed the Council, requesting permission for a dessert food truck vendor to be allowed at the special Harvest Event on October 12th during the last farmers market. Manager Conn informed her that a special event form must be filed by a DDA representative to be considered.

Mayor Schafer asked for any additional business to come before the Council. Councilperson Gruesbeck inquired on activity occurring at the state-owned vacant land site on South Elm Street. DPW Superintendent Smith informed Council that he had received an email from EGLE that they were laying another cap of fill dirt on the and straw on the property. Manager Conn reported that the Union Street water main project will require the high school to be shut down on Monday afternoon/evening for the new connection to be completed. Further reporting that the County has requested Mayor Schafer and himself do a zoom presentation at their Commission meeting on October 5th regarding the city's proposal for a share of the Counties ARPA funds to be used on the lead and copper lines within the city.

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

The meeting adjourned at 7:48pm.

Approved 10-5-2021

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
October 5, 2021
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 7:00pm. 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 City Clerk Cathy Cameron.

Absent was Attorney Jefferson Arnold.

Audience in attendance was Rob & Lexi Endter.

Moved by Hubbard, second by Gray to approve the minutes of the regular meeting of the City Council held on September 21, 2021. Motion carried.

Mayor Schafer asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Hubbard, second by Koppleberger to approve the agenda, including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None was given.

Consent Agenda

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

- **City Manager's written report, which included updates and information on Ellen's Equipment, Union Street Water Main, Library Roof, Lead/Copper Presentation, On-line Auction, Sidewalk Zone 6, Senior Activity Center, Cemetery Shed, Avenue A and the Alma City Manager.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47669-47699 and Payroll Checks #16341-16354, DD #1996-2014, EFT #1340-1346 as listed in the Check Register Book.**
- **Correspondence received: None**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee Reports

There was none.

City Manager Comments

Manager Conn reported to Council that Attorney Arnold has filed the required paperwork with the court system in order to obtain the deed to sell the Dilts Road property to Ellen's Equipment.

Manager Conn reported that the library roof has a leak. There was over \$2,000 valuation of books that were damaged. The roofing contractor inspected the leak and determined that it is was caused by their own

negligence. They are making repairs to the roof. The contractor (or their liability insurance company) will be held responsible for the damages to the interior of the building and replacement of the books.

Manager Conn reported that the lead/copper presentation went well at the county meeting held earlier this evening. The on-line auction made over \$7,000 in profit. Sidewalk zone 6 has started. The senior activity center is looking into developing a pickle ball court on their property. A new metal roof has been installed on the cemetery shed.

Manager Conn reported that the owners of Trinity Trailer have agreed to cover the expense of fixing the radius at the corner of Avenue A and Industrial Parkway.

Unfinished Business

There was none.

New Business

Manager Conn reported to Council that he met with both DPW Superintendent Smith and Water/Sewer Superintendent Waldron for their six-month performance review. Manager Conn stated that they both are doing a great job and have been very responsive with him working on issues as they arise. The creation and collaboration of these two working superintendent positions is working out well. Manager Conn recommended an increase of at least \$2,500 to \$5,000 annually for each one. Discussion was held.

Moved by Hubbard, second by Baublitz to approve a salary increase of \$5,000 effective November 8th, for each Superintendent. Motion carried.

Manager Conn stated that the profits from the on-line auction are going towards new equipment. The DPW has requested authorization to purchase a new loader bucket, traffic cones, and a utility trailer. Purchasing all three would be over the profit of the \$7,000 collected at the auction. Manager Conn requested the approval for all three items to be purchased at this time.

Moved by Gray, second by Hubbard to approve the purchase of a new loader bucket, traffic cones, and a utility trailer with total cost not to exceed \$10,000. Motioned carried.

Public Comment

Mayor Schafer asked for public comments. None was given.

Mayor Schafer asked for any additional business to come before the Council. Manager Conn informed Council that he would be meeting with Sheriff Morris and Lt. McCollum at 11:00am. on Thursday, if any of the Council would like to join them for contract negotiation talks. Clerk Cameron stated that it would soon be time for the City Managers annual performance review. As Chair of the Personnel Committee, Councilperson Koppleberger acknowledged and requested the evaluation forms be distributed by the City Clerk. Clerk Cameron had prepared them ahead of the meeting and distributed them around the table. Councilperson Koppleberger asked the councilmembers to fill them out and return to him by Monday, October 11, 2021.

Mayor Schafer scheduled a Committee of the Whole meeting for 6:00pm. on Tuesday, October 19, 2021 to review the City Managers performance evaluations.

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

The meeting adjourned at 7:26pm.

Approved 10-19-2021

Cathy Cameron

Cathy Cameron, City Clerk

City Council Minutes

**CITY OF ITHACA
CITY COUNCIL MEETING
October 19, 2021
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 7:05pm. and followed by the Pledge of Allegiance to the Flag. Councilperson 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 City Clerk Cathy Cameron.

Absent was Attorney Jefferson Arnold.

Staff in attendance was City Treasurer Barbara Fandell.

Audience in attendance was Sheriff Mike Morris and Lt. Roy McCollum and Lexi Endter.

Moved by Andrew, second by Baublitz to approve the minutes of the regular meeting of the City Council held on October 5, 2021. Motion carried.

Mayor Schafer asked for approval of the agenda and for any items to be removed from the Consent Agenda.

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

- **City Manager’s written report, which included updates and information on hydrant flushing, recycling, police contract, radios, Senior Center, leaf pick-up and horse show.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47783-47814, 1007A, and Payroll Checks #16355-16362, DD #2015-2024, EFT #1347-1351 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

Mayor Schafer reported that the Committee of the Whole had met prior to the Council Meeting that evening. The committee meeting was paused at 7pm; with continuation after the council meeting was adjourned.

Department Reports

Lt. McCollum reported on the quarterly activity of the Ithaca Unit for July through September of 2021.

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

Treasurer Fandell reported on the state of finances for the quarter of July through September of 2021. The following accounts will be closed out and transferred to GESA: Fire Fund \$84,468.14; Rescue Fund \$122,420.42; Fire Sinking Fund \$64,504.80; for a total distribution of \$271,393.36.

Moved by Gray, second by Hubbard to authorize the transfer of Fire and Rescue funds to Gratiot Emergency Services Authority (GESA) in the amount of \$271,393.36. Motion carried.

Treasurer Fandell reported that five years ago Council approved the elimination of utility deposits for water customers and to allow the transfer of current deposits onto active account balances at the landlord's approval. To date there are still 25 deposits on file, totaling \$3,750. Treasurer Fandell recommended refunding these deposits to their water accounts and close the account.

Moved by Baublitz, second by Hubbard to authorize the refund of the remaining utility deposits on file and close the account. Motion carried.

Moved by Koppkeberger, second by Gray to receive the quarterly financial report and place on file. Motion carried.

City Manager Comments

Manager Conn reported that hydrant flushing was occurring this week. Granger had informed him that residents can take their recycling to the Alma location on Michigan Avenue at no charge. The Fire Chief has received the new 800 radios for the department. Manager Conn reported that he met with members of the Senior Activity Board regarding pickle ball court project. DPW will begin leaf pick up the week of October 18th. The SVSU Horse Show was well attended.

Unfinished Business

There was none.

New Business

Manager Conn requested further discussion on how Council would like the Sheriff's Department to handle the ordinance on street parking. Discussion was held. The consensus of the Council was to have any parking violation handled by City Hall through the Code Enforcement process.

Sheriff Morris addressed Council regarding police services that the Sheriff's Department provides and will continue to provide under a new contract.

Public Comment

Mayor Schafer asked for public comments. None were offered.

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

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

The meeting adjourned at 7:45pm.

Approved 11-2-2021

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
November 2, 2021
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 7:00pm. 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 Kopplesberger and Attorney Jeff Arnold. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Staff in attendance was City Treasurer Barbara Fandell.

Audience in attendance was Rob & Lexi Endter.

Moved by Kopplesberger, second by Hubbard to approve the minutes of the regular meeting of the City Council held on October 19, 2021. Motion carried.

Mayor Schafer asked for approval of the agenda and for any items to be removed from the Consent Agenda.

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 was given.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on the On-line Auction, Sidewalk Zone 6, Cold Patch Trailer, Holiday Lights, Hometown Christmas, DDA Billboard, Rotary, Street Parking and Water Bills.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47815-47850 and Payroll Checks #16363-16372, DD #2025-2034, EFT #1352-1358 as listed in the Check Register Book.**
- **Correspondence received: GACC and Library Minutes**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee Reports

Mayor Schafer stated that the Committee of the Whole met on October 19, 2021 to review and discuss the City Manager evaluation. As Chair of the Personnel Committee, Councilperson Kopplesberger reported that the annual performance review for Manager Conn along with contract negotiations were reviewed and discussed in closed session. Mayor Schafer requested to add Manager Contract to the agenda under New Business. Mayor Schafer placed it as item 10d.

Moved by Hubbard, second by Gray to amend their previous motion, to approve the agenda, (as amended by adding item 10d. Manager Contract), including the Consent Agenda. Motion carried.

Mayor Schafer reported that the Committee of the Whole met on October 25, 2021 to review and discuss the Water Rate Study. A presentation was given by John Kaczor of Municipal Analytics. The committee recommendation was to have Manager Conn, Treasurer Fandell and Jim Wheeler with Greater Gratiot Development meet with representatives from Zeeland Farm Services to discuss how the changes will affect their business. Further action by the Council will be taken after this meeting occurs.

City Manager Comments

Manager Conn updated Council on the progress of the online auction. Manager Conn reported that the cold patch trailer is saving time on projects and already proving to be a cost-effective purchase. The Hometown Christmas event will be held on December 3rd from 6-9pm. The DDA billboard will be installed this week. Manager Conn informed Council that Code Enforcement Officer Rondy will be driving around the city between the hours of 2am-5am to assess the street parking situation. A friendly reminder of the City's parking ordinance will be placed on vehicle windshields of those in violation.

Unfinished Business

There was none.

New Business

Mayor Schafer reintroduced Ordinance 2021-01 Amending Chapter 38, Section 51: Cross Connections and requested a public hearing be set for November 16, 2021 at 7pm or as soon thereafter.

Moved by Andrew, second by Koppleberger to set a public hearing for Ordinance 2021-01 Amending Chapter 38, Section 51: Cross Connections, for November 16, 2021 council meeting. Motion carried.

City Treasurer Fandell reported to Council on the ICOM – RedZone Software Renewal. The software came as part of the Saw Grant package as previously received. Treasurer Fandell stated that this was a subscription software and not a purchased single expense. This software provides several layers of city water and sewer infrastructure and would be a great asset for adding the lead and copper improvements. Treasurer Fandell reported that this was not a budgeted line item and would cost \$11,350 with additional \$1,000 for staff training. Councilperson Hubbard inquired if this software was on the city server or hosted and would we lose access or just maintenance on the software. Treasurer Fandell stated that the software is hosted and the city would lose access to the software if the subscription is not paid. There is an option to buy the software outright but is not cost effective.

Moved by Baublitz, second by Gray to approve the RedZone Software subscription renewal in the amount of \$11,350 with an additional \$1,000 for staff training. Motion carried.

Manager Conn reported on the Rental Inspection Program regarding his recommendation for changes to the process. The elimination of annual inspections on all rental dwellings and move to a complaint only basis. Any complaints would trigger a phone call to the landlord and a full inspection of the dwelling. All owners of rental properties within the city limits would be required to register said property and pay a fee accordingly.

Moved by Gray, second by Koppleberger to approve said changes to the Rental Inspection Program going forward. Motion carried.

Mayor Schafer presented the City Managers Contract as previously submitted to the Council.

Moved by Baublitz, second by Gray to approve the City Managers Contract and authorize Mayor Schafer to sign. Motion carried.

Mayor Schafer authorized Manager Conn be allowed an extension to use his vacation time as carry over.

Public Comment

Mayor Schafer asked for public comments. Resident Rob Endter addressed Council on the safety of individuals using property within the city limits for target practice and hunting. An incident occurred on his neighboring property in which the police were contacted and addressed the situation. Mr. Endter requested the Council review the ordinance on use of firearms including use of cross bows. Mayor Schafer thanked him for bringing it to their attention.

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

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

The meeting adjourned at 7:28pm.

Approved 11-16-2021

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
November 16, 2021
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 7:00pm. and followed by the Pledge of Allegiance to the Flag. Councilperson Koppleberger gave the invocation.

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

Staff in attendance was City Treasurer Barbara Fandell and Water & Sewer Superintendent Jarred Waldron.

Audience in attendance was Alison Jerome, Jennifer Gray, Jared Macha, Sean Beckman, Josh Strand, Sevanna Hall, Pamela Koppleberger and Rob & Lexi Endter.

Moved by Koppleberger, second by Gray to approve the minutes of the regular meeting of the City Council held on November 2, 2021. Motion carried.

Mayor Schafer asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Gray, second by Andrew to approve the agenda, including the Consent Agenda. Motion carried.

Mayor Schafer excused Councilperson Scott Gray from his seat on the City Council.

Clerk Cameron administered the Oath of Office to re-elected Mayor Alice Schafer.

Clerk Cameron administered the Oath of Office to re-elected Councilpersons Clark Hubbard, Rick Koppleberger and newly elected Councilperson Alison Jerome.

Mayor Schafer called for nominations to serve as Mayor Pro-Tempore. Councilperson Hubbard nominated Councilperson Baublitz. Mayor Schafer nominated Councilperson Koppleberger. Mayor Schafer called for any further nominations; none were offered. Clerk Cameron stated that the election for Mayor Pro-Tempore would be conducted by ballot. Ballots were distributed to each Councilperson and the Mayor. Clerk Cameron collected all seven ballots and read aloud the name written on each, with Mayor Schafer observing the written name on the ballot. Ballot results were as follows; Councilperson Baublitz with 4 votes and Councilperson Koppleberger with 3 votes. Mayor Schafer announced that Councilperson Baublitz would serve as Mayor Pro-Tempore until November 2023. Councilperson Baublitz accepted the elected position and congratulations from the Council.

Clerk Cameron administered the Oath of Office to elected Mayor Pro-Tempore Brett Baublitz.

Clerk Cameron presented the 2022 Calendar Year Meeting Dates.

Moved by Koppleberger, second by Baublitz to approve the 2022 calendar year meeting dates. Motion carried.

Mayor Schafer presented Resolution 2021-11 in Recognition of Scott Gray.

Moved by Andrew, second by Baublitz to adopt Resolution 2021-11 in Recognition of Scott Gray. Motion carried.

Councilperson Koppleberger stood and read aloud Resolution 2021-11 in Recognition of Scott Gray.

Public Comment

Mayor Schafer asked for public comments. Josh Strand introduced himself as the new President of the Ithaca Promotional Committee. Mr. Strand informed Council of the activities of the committee and upcoming events.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on US-127 Construction Project, Sherwood On-line Auction, Biggby Coffee, Veterans Day Ceremony, Well-head Protection Plan and Mowing Bids.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47851-47887, 1008E, and Payroll Checks #16373-16381, DD #2035-2043, EFT #1360-1363 as listed in the Check Register Book.**
- **Correspondence received: EGLE Grant Award.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee Reports

Mayor Schafer reported that the Committee of the Whole had met prior to the Council Meeting that evening.

The 2020-2021 Annual Financial Statement Audit report was presented by Christine Schaub of Roslund, Prestage and Company PC. The city increased its net position for the year by \$175,048 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 recommended its approval and placement on file with the State of Michigan.

Moved by Baublitz, second by Andrew to approve the 2020-2021 Annual Financial Statement Audit as presented and place on file with the State of Michigan. Motion carried.

Treasurer Fandell presented the Water and Sewer Billing Policy and Procedures, along with an Administrative Adjustment Request Form for the Council to review and discuss. Both documents were newly created. The Committee recommended its approval of both documents.

Moved by Koppleberger, second by Jerome to adopt the Water and Sewer Billing Policy and Procedures with approval of the Adjustment Request Form. Motion carried.

The Committee reviewed three bids for the cost of materials to be used with the lead/copper replacement project. Recommendation was to award the bid to Ferguson Waterworks.

Moved by Koppleberger, second by Baublitz to award the bid to Ferguson Waterworks in the amount of \$113,624.00. Motion carried.

Mayor Schafer stated that the Committee received the annual lagoon inspection report.

City Manager Comments

Manager Conn informed Council that MDOT has scheduled construction of the southbound on ramp from Washington Road in the early spring. Traffic will be detoured to the Polk Road interchange. Manager Conn reported that the on-line auction was successful. Both the rc tower and the horse barn were sold. The Planning

Commission approved the site plan for Biggby Coffee. The owner plans to be open for business within four months after construction begins.

Manager Conn announced that the City of Ithaca was awarded the Well-Head Protection Plan Grant in the amount of \$4,250. The first meeting was held to discuss updates of the wells along with the landfill and lead/copper projects.

Manager Conn reported that the mowing bids for next season were received and are being reviewed. The tabulations will be presented at the next council meeting for review.

Unfinished Business

Manager Conn reported that he met again with Sheriff Morris and Lt. McCollum regarding the law enforcement services agreement. The financials were the only change from the previous agreement. This agreement has been written for a two-year term.

Moved by Hubbard, second by Koppleberger to approve the agreement for Law Enforcement Services with the Gratiot County Sheriff's Office and County of Gratiot for a two-year term ending December 31, 2023 at a cost of \$883,024.56 and authorize the Mayor and City Manager to sign the agreement. Motion carried.

New Business

Mayor Schafer stated that it was time for the public hearing on Ordinance 2021-01 Amending Chapter 38, Section 51: Cross Connections.

Moved by Baublitz, second by Andrew to enter into a public hearing to take comments on the amendment. Motion carried.

Mayor Schafer opened the public hearing at 7:35pm.

Manager Conn stated that the Department of Environment, Great Lakes and Energy has added requirements along with new language, which requires us to amend our ordinance on cross connections to reflect these updates. Water and Sewer Superintendent Waldron reported that this prevents any cross contamination of unsanitary water into the potable water system. Mayor Schafer inquired how this could happen in a residential home. Superintendent Waldron stated that the biggest issue comes from the plumbing connection of water softeners. He further explained in detail how an improper connection can affect the entire distribution system.

Ms. Sevanna Hall inquired on the process if a homeowner is found in violation, who is responsible for the cost of repairs. Superintendent Waldron stated that upon his inspection, if a cross connection is discovered, that the homeowner is given thirty (30) days to correct the issue. After thirty days, he will perform a re-inspection and if not fixed then action will be taken to enforce the ordinance. Homeowners are responsible for the cost of repairs because of the location of the issue being on personal property. Jennifer Gray inquired if these types of repairs can be done by the homeowner. Superintendent Waldron stated that it depends on the homeowner's knowledge of plumbing or they would need to hire a plumber.

Mayor Schafer asked for additional comments. None were offered.

Moved by Hubbard, second by Koppleberger to close the public hearing. Mayor Schafer closed the hearing at 7:46pm.

Moved by Hubbard, second by Jerome to adopt Ordinance 2021-01 Amending Chapter 38, Section 51: Cross Connections.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Manager Conn presented the Property Lease Agreement with Mindful Therapy, LLC. This is for another year lease with term ending December 1, 2022 with a 5% increase.

Moved by Hubbard, second by Baublitz to approve the Property Lease Agreement with Mindful Therapy, LLC in the amount of \$8,820.00 and authorize the City Manager and City Clerk to sign. Motion carried.

Clerk Cameron presented board and commission appointments for vacated seats on the Library Board and the Planning Commission. Previously interested individuals, Chris Yonker and Jared Macha, are seeking to fulfill the remaining terms of each respectively.

Moved by Hubbard, second by Koppleberger to appoint Chris Yonker to the Library Board to fulfill the remaining term ending June, 2023. Motion carried.

Moved by Koppleberger, second by Andrew to appoint Jared Macha to the Planning Commission to fulfill the remaining term ending June, 2022. Motion carried.

Manager Conn reported that the Josh Strand with IPC has requested an alcoholic liquor approval for the Hometown Christmas event planned for December 3, 2021.

Moved by Hubbard, second by Baublitz to approve the alcoholic liquor request for the IPC Hometown Christmas event. Motion carried.

Public Comment

Mayor Schafer asked for public comments. Rob Endter expressed his appreciation of Alma Transit offering free rides for medical appointments. Councilperson Baublitz reported that Alma Transit had received a grant through the Gratiot Community Foundation that provides for medical transportation.

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

Councilperson Hubbard expressed his gratitude to Scott Gray for serving on the Council for the past four years. He extended a warm welcome to new Councilperson Jerome. Manager Conn thanked Scott for all of his support. Mayor Schafer expressed her appreciation of Scott being on Council, openly sharing his opinions and supporting the majority vote. Councilperson Jerome thanked everyone for welcoming her to Council. Treasurer Fandell reported that on Wednesday the Gratiot County Chamber Board will ratify her new position as Board President. She further thanked Scott for his time on the Council.

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

The meeting adjourned at 7:55pm.

Approved 12-7-2021

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
December 7, 2021
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 7:00pm. and followed by the Pledge of Allegiance to the Flag. Mayor Schafer gave the invocation.

Present were Mayor Alice Schafer and Councilpersons Brett Baublitz, James Gruesbeck, Clark Hubbard, Alison Jerome, Rick Koppleberger and Attorney Jeff Arnold. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Councilperson James Andrew.

Audience in attendance was Sean Beckman and Rob Endter.

Moved by Koppleberger, second by Hubbard to approve the minutes of the regular meeting of the City Council held on November 16, 2021. Motion carried.

Mayor Schafer asked for approval of the agenda and for any items to be removed from the Consent Agenda. City Manager Conn requested to add Lead and Copper Material Quotes to the agenda under New Business. Mayor Schafer placed it as item 9c.

Moved by Hubbard, second by Jerome to approve the Agenda (as amended by adding item 9c. Lead and Copper Material Quotes), including the Consent Agenda. Motion carried.

Moved by Baublitz, second by Hubbard to excuse Councilperson James Andrew due to illness. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None was given.

Consent Agenda

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

- **City Manager's written report, which included updates and information on the ICOM Software, Mowing Bids, Hometown Christmas, GESA Update, Water Rate Study Meeting and no overnight parking.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47888-47922, 1009A and Payroll Checks #16382-16409, DD #2044-2063, EFT #1364-1374 as listed in the Check Register Book.**
- **Correspondence received: Open House Invitation**

Motion carried by Roll Call Vote:

Ayes: (6) Hubbard, Jerome, Koppleberger, Baublitz, Gruesbeck, and Schafer

Nos: (0) None

Absent: (1) Andrew

City Manager Comments

Manager Conn reported that the Hometown Christmas event was successful with a large turn out this year. He also updated Council on the progress/probability of Perrinton Fire Department joining GESA. The meeting with Brian Terborg of ZFS to discuss the outcome of the City's water rate study was well received. Manager Conn

reported that 24 overnight parking notices had been placed on vehicles in violation with a few complaints received back.

Unfinished Business

Manager Conn presented a proposed amendment to the Personnel Handbook Policy. It covers longevity pay for full-time employees with clarification of a one-time benefit for twenty-five years of service. In addition, covering the annual recognition for active employees and board members. This appreciation may be done in the form of a ceremony, banquet/meal, or with a Chamber of Commerce or Ithaca DDA Dollars gift certificate. The format and amount will be determined by the City Council as adopted and afforded by the annual budget. Manager Conn recommended the Council approve the issuance of \$20 DDA Dollar gift certificates for this year.

Moved by Koppleberger, second by Baublitz to approve the amendment to the Personnel Handbook Policy and direct the issuance of \$20 DDA Dollar gift certificates for all active employees and board members for this year. Motion carried.

New Business

Manager Conn reported that four mowing bids were received and tabulated. The spreadsheet was presented to Council for their review. Manager Conn reminded Council of the performance issues with last years contractor and how another contractor had stepped in to fulfill those obligations for the City. This contractor was one of the bids received. Councilperson Hubbard stated that the one-year trial was completed by Mid-Michigan Turf and they did a great job. Further stating that he would be comfortable offering a long-term contract to them. Councilperson Baublitz agreed that a two or three-year contract would be favorable. Manager Conn suggested offering a two-year contract with the City option to renew the next two years at the same cost on bid presented.

Moved by Hubbard, second by Koppleberger to award the mowing bid for Woodland and Atkinson Parks and the Ithaca Cemetery to Mid-Michigan Turf Pros, LLC for a two-year contract starting in the spring of 2022 at a cost of \$76,960 with the City option to renew the next two years at the same cost on the bid as presented. Motion carried.

Mayor Schafer introduced the Professional Service Proposal for Center Street Engineering by Rowe Professional Services Company. Mr. Beckman reported that the City has Category D funds available which are administered through MDOT Rural Task Force. The scope of this project includes asphalt resurfacing along West Center Street from the city park west approximately 3,200 feet to Jerome Road. Mr. Beckman stated that he is targeting construction for September of next year, with completion of the project taking a week. The CAT D funding from MDOT Rural Task Force is \$125,529 with a local match of \$31,382. The engineering costs can not be including within this funding source. The city is obligated to pay those costs directly to Rowe PSC in the amount of \$29,800. Councilperson Hubbard inquired if there were any water connections that needed repairs before construction begins. Mr. Beckman stated that this is an overlay project so that is not necessary at this time.

Moved by Hubbard, second by Jerome to approve the Center Steet Resurfacing Project (between city park and Jerome Road) with CAT D funding and the city local match in the amount of \$31,382; amending the budget as necessary. Motion carried.

Moved by Koppleberger, second by Baublitz to approve the contract for engineering services with Rowe PSC for the Center Street Resurfacing Project (between city park and Jerome Road) in the amount of \$29,800; amending the budget as necessary and authorize the City Manager to sign. Motion carried.

Manager Conn presented three quotes for the cost of materials to be used with the lead/copper replacement project for Downtown. The lowest quote was provided by ETNA Supply in the amount of \$15,467.

Moved by Hubbard, second by Baublitz to approve the purchase of lead/copper materials from ETNA Supply in the amount of \$15,467. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None was given.

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

Mayor Schafer informed Council that she had received a very nice thank you card from ZFS and wanted to share it with Council. She asked Clerk Cameron to read it aloud. ZFS expressed their appreciation for Mayor Schafer speaking at their open house celebration. They are grateful for the help and the guidance provided through the planning and construction of the plant. Further stating that they are extremely pleased with the acceptance of community and look forward to a long, strong relationship with the city, its residents, and the surrounding communities as we continue to grow together.

Manager Conn informed Council that there had been a threat made to the high school that afternoon. The school went on a soft lock down. Lt. McCollum contacted him and they met up at the high school, along with the undersheriff and school administration. The individual who made the social media threat was found within the county and taken into custody within a matter of a couple hours. Manager Conn reported that the school staff and administration along with the Sheriff's Department did an amazing job.

Councilperson Koppleberger inquired on the status of the Ellen's Equipment property. Attorney Arnold stated that it's getting closer to be resolved.

Mayor Schafer advised the Council to think about what committees they would like to serve on starting next year.

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

The meeting adjourned at 7:34pm.

Approved 12-21-2021

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
December 21, 2021
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 7:00pm. and followed by the Pledge of Allegiance to the Flag. Councilperson Koppleberger gave the invocation.

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

Audience in attendance was Rob Enter.

Moved by Koppleberger, second by Hubbard to approve the minutes of the regular meeting of the City Council held on December 7, 2021. Motion carried.

Mayor Schafer asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Hubbard, second by Jerome to approve the agenda, including the Consent Agenda. Motion carried.

Public Comment

Mayor Schafer asked for public comments. None was given.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on Alma Transit, Library Roof, Trident Manufacturing, SME Update, Veterans Memorial Field, Businesses in Transition and City Hall Holiday Hours.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47924-47958, 1010E, and Payroll Checks #16410-16418, DD #2064-2073, EFT #1376-1379 as listed in the Check Register Book.**
- **Correspondence received: GACC Minutes and Library Minutes.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Department Reports

There was none to report.

City Manager Comments

Manager Conn and Councilperson Baublitz reported on the growth of Alma Transit serving residents in our community. Manager Conn reported to Council that the claim for damages to the library roof had been settled and was paid in full. Mayor Schafer expressed her appreciation of Manager Conn assisting Library Director Hill with the settlement. Manager Conn reported that he attended a special school board meeting regarding the Ithaca Community Stadium and a scholarship/turf project. Manager Conn informed Council of three established businesses going through new ownership transitions. Mayor Schafer stated that the County has grant money available for parks and recreations with the filing deadline approaching. Manager Conn reported that he is

assisting the Senior Activity Board with the documents required for possible grant monies to go towards the construction of pickle ball courts at Atkinson Park.

Unfinished Business

There was none to report.

New Business

Manager Conn reported that with the new strain of COVID and the high levels of positivity within the County, that consideration should be given to temporarily adjust the hours of operation at City Hall. The recommendation was to have City Hall open by appointment only between December 27th and January 14th, with staff reporting to work as normal and required to wear a mask in common areas for that same time. This would allow a three-week period for residents and employees to gather during the holiday while giving a fourteen-day quarantine window to provide the best possible health for everyone into the new year. Councilperson Hubbard agreed with the recommendation. Mayor Schafer stated that for health and safety, this is a proactive decision. Councilperson Jerome stated that staff at Alma College have remained masked, keeping the covid rate below one percent of the student population, so this would be a wise choice. The consensus of Council was in favor of Manager Conn's recommendation.

Moved by Hubbard, second by Andrew to approve the adjusted hours of operation for City Hall during December 27th through January 14th as recommended. Motion carried.

Public Comment

Mayor Schafer asked for public comments.

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

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

The meeting adjourned at 7:15pm.

Approved 1-4-2022

Cathy Cameron

Cathy Cameron, City Clerk