

**CITY OF ITHACA  
CITY COUNCIL MEETING  
January 4, 2022  
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, James Gruesbeck, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Attorney Jeff Arnold.

Audience in attendance was George Bailey.

**Moved by Hubbard, second by Baublitz to approve the minutes of the regular meeting of the City Council held on December 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 Andrew, second by Hubbard to approve the Agenda, including the Consent Agenda. Motion carried.**

**Public Comment**

Mayor Schafer asked for public comments. George Bailey wished everyone a happy new year.

**Consent Agenda**

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

- **City Manager's written report, which included updates and information on snow plowing, water bills, community center cleaning, county millage's and mowing contract.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47959-47978, Grant Check #1213 and Payroll Checks #16419-16433, DD #2074-2092, EFT #1380-1386 as listed in the Check Register Book.**
- **Correspondence received: DBOR Minutes**

**Motion carried by Roll Call Vote:**

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

**Nos: (0) None**

**Absent: (0) None**

**City Manager Comments**

Manager Conn reported that the new COVID policy was in effect as previously agreed upon by Council. Although the doors were closed to the public, office staff made a few accommodations for residents to enter as necessary. Our first quarter of outstanding water bill disconnection of service was enacted with most residents understanding of reason. Manager Conn reported that a third party has been contracted to perform a deep clean of the community center once a month.

Manager Conn reported that the county has enacted a millage review process that is looking at their county wide millage's to ascertain whether the dollars are being used as originally intended. Manager Conn requested County Commissioner George Bailey to elaborate on the scope of the review. Commissioner Bailey stated that the

County Commissioners are reviewing millage's to see if the amount collected is sufficient for operations. Noting that a millage rate set ten/twenty years ago may not be enough for current time operational costs as initially intended. They are working with the fund recipients to review if the monies collected are covering operations, providing a surplus, or not meeting the financial budget. In addition to how the monies are being utilized and if changes need to be made. The goal is to ensure fiscal responsibility for the taxpayers.

Manager Conn informed Council that the lawn mowing services contract for the next two seasons with Mid-Michigan Turf Pro's had been signed. The owners agreed to the city option of adding two years upon successful review and are excited to be working with the city.

**Unfinished Business**

There was none.

**New Business**

There was none.

**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 presented the new Committee Assignments of the Council.

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

The meeting adjourned at 7:12pm.

*Approved 1-18-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

**CITY OF ITHACA  
CITY COUNCIL MEETING  
January 18, 2022  
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 and Rick Koppleberger. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Attorney Jeff Arnold.

Staff Present was Lt. Roy McCollum.

Audience in attendance was Sean Beckman with Rowe PSC.

**Moved by Koppleberger, second by Hubbard to approve the minutes of the regular meeting of the City Council held on January 4, 2022. 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 Lagoon Discharge Transfer to the agenda under New Business. Mayor Schafer placed it as item 10b.

**Moved by Hubbard, second by Baublitz to approve the Agenda (as amended by adding item 10b. Lagoon Discharge Transfer), including the Consent Agenda. Motion carried.**

**Public Comment**

Mayor Schafer asked for public comments. None was given.

**Consent Agenda**

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

- City Manager's written report, which included updates and information on Point Broadband, Rowe Engineering, West Center Street and the IPC.
- Ithaca Unit Report for December 2021.
- Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #47979-48005, and Payroll Checks #16434-16441, DD #2093-2102, EFT #1388-1391 as listed in the Check Register Book.
- Correspondence received: None.

**Motion carried by Roll Call Vote:**

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

**Nos: (0) None**

**Absent: (0) None**

**Department Reports**

Lt. Roy McCollum reported on the December activity of the Ithaca Unit and also presented the 2021 Annual report. The year in review showed a similar comparison to last year's totals. Counts were as follows: Traffic stops = 1,030, Tickets = 435, Verbal warnings = 911, Arrests = 155, Property Inspections = 14,395 (includes both businesses and residences) and Complaints = 1,332. Lt. McCollum provided an update on the social media

threat made to the high school last month. The situation was resolved without incident and is being addressed through the court system.

**Moved by Hubbard, second by Koppleberger to receive the 2021 Ithaca Unit Annual report. Motion carried.**

**City Manager Comments**

Manager Conn reported that Point Broadband will be expanding their fiber throughout the city this year. A meeting will be held next month to review and discuss plans for the project. Manager Conn reported that pavement cores were collected on west center street for the pavement project this fall. He also reported that the Ithaca Promotional Committee approved to give the city \$1,000 towards the Christmas lighting budget for this year.

**Unfinished Business**

There was none to report.

**New Business**

Manager Conn presented the engineering proposals for the water service line replacement project as submitted by Rowe PSC. Manager Conn stated that ARPA funds will be used for this project. Mr. Sean Beckman provided an overview of the project. Currently, the downtown commercial district is served by four (4) 1-inch diameter service lines that will be replaced with eighteen (18) 2-inch diameter water services and new meters, providing one for each existing building. Mr. Beckman anticipates the replacement of up to seven hundred and eighty (780) residential lead water service lines. Mayor Schafer inquired if a contract in addition to this proposal was necessary. Mr. Beckman stated that Rowe PSC has a current general contract with the city, however will provide a short form project contract to attach to the proposal if the Council wished. Manager Conn confirmed that it was not technically necessary. Councilperson Baublitz commented that a contract would provide more clarification and offer additional tracking of the APRA funding source. Mr. Beckman stated that he will provide a contract to Manager Conn soon. It was the consensus of Council to hold the proposal until the contract is presented at the next meeting.

Manager Conn reported that after our most recent bi-annual discharge, Water/Sewer Superintendent Waldron requested an out of season discharge from EGLE. As we transferred the high level of pond one into pond two it reached the overflow line creating a low volume discharge. Superintendent Waldron is working with EGLE on his monthly miwaters reporting and at this time we will not need the additional discharge. Discussion was held.

**Public Comment**

Mayor Schafer asked for public comments. None was given.

Mayor Schafer asked for any additional business to come before the Council. Clerk Cameron reported that the Annual Chamber of Commerce Dinner has been rescheduled to Thursday, May 5, 2022. Manager Conn reported that he attended a GESA meeting and Perrinton Fire Dept will be voting to proceed with a petition to join the authority at their meeting this Thursday. With the City recently transferring their assets, the GESA board extended an invitation to Councilperson Gruesbeck and Scott Gray to attend and share their knowledge of the process.

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

The meeting adjourned at 7:40pm.

*Approved 2-1-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

**CITY OF ITHACA  
CITY COUNCIL MEETING  
February 1, 2022  
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 7:01pm and followed by the Pledge of Allegiance to the Flag. Mayor Schafer gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present were City Manager Jamey Conn and City Deputy Clerk Shelly Moffit.

Absent was Councilperson James Gruesbeck, Attorney Jeff Arnold and City Clerk Cathy Cameron.

Audience in attendance was Tim Anderson.

**Moved by Baublitz, second by Andrew to excuse Councilperson Gruesbeck due to illness. Motion carried.**

**Moved by Hubbard, second by Koppleberger to approve the minutes of the regular meeting of the City Council held on January 18, 2022. 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 Andrew 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 Andrew, second by Hubbard to approve the consent agenda items as listed:**

- **City Manager's written report, which included updates and information on GESA, library millage proposal, Misenhelder Welding building addition, DPW shop lights and the strategic planning meeting.**
- **Financial Reports - December 2021**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48006-48047, Grant Checks #1214-1245 and Payroll Checks #16442-16450, DD #2103-2112, EFT #1392-1398 as listed in the Check Register Book.**
- **Correspondence - GGDI & GACC Minutes**

**Motion carried by Roll Call Vote:**

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

**Nos: (0) None**

**Absent: (1) Gruesbeck**

**Committee Reports**

The Committee of the Whole met on January 24, 2022 for a Strategic Planning Meeting. Mayor Schafer commended Manager Conn for the preparation he did in advance of the meeting and also the DPW Superintendent's for their knowledge and the good job they are doing. She also pointed out that several of issues which were discussed at the meeting are already being addressed. Each of the recommendations to the council will be brought back individually as they are being focused on.

### **City Manager Comments**

Manager Conn informed the council that Perrinton and Fulton Township unanimously petitioned to join the Gratiot Emergency Service Authority. They will hold a meeting Wednesday, February 9, 2022 for further discussion. He also reported that Library Director Abby Hill and City Treasurer Barbara Fandell are attending the Gratiot County Libraries Millage Review meeting this evening and any updates or information will be brought to the next council meeting. He also shared that the DPW shop lights have been converted to LED with a Consumers Energy rebate which will save money and will also be looking into converting all the street lights to LED as well. He updated the council on tasks from the strategic planning meeting which includes starting to receive quotes for the Vactor truck, starting to research grants for the Woodland Park roadway and playscape and after further evaluation of the cemetery fence along the railroad tracks it is determined that the problem areas can be repaired to extend the time before replacement would be needed.

### **Unfinished Business**

Manager Conn presented the engineering contract with Rowe PSC, which will accompany the professional service proposal for water service line replacement that was reviewed at the previous council meeting. The residential water service line replacement engineering cost is for \$15,525 with the commercial water service line replacement engineering cost at \$37,490. Manager Conn reiterated that ARPA funds will be used for this project.

**Moved by Hubbard, second by Baublitz to approve the professional service proposal for water service line replacement and contract with Rowe PSC for residential engineering at a cost of \$15, 525, in addition to commercial engineering at a cost of \$37,490 and authorize the City Manager to sign the contract. Motion carried.**

### **New Business**

The City of Ithaca continues to recognize the legacy of kindergarten teacher Sue Meier by continuing to spread awareness within our community for Random Acts of Kindness Day which is celebrated this year on February 17, 2022 and Random Acts of Kindness Week celebrated February 13-19, 2022 with a proclamation. The proclamation was presented by Mayor Schafer and read aloud by Councilperson Jerome.

A public hearing for Trident Manufacturing Industrial Facilities Tax Exemption Application needs to be scheduled. Mayor Schafer stated that further options and conditions can be taken into consideration more than had been in the past. Manager Conn reported that all the other cities in the county do a 12-year exemption. The City of Ithaca does a bench mark in between. Councilperson Hubbard also agreed that the bench mark is a good idea.

**Moved by Andrew, second by Hubbard to set a public hearing for Trident Manufacturing Industrial Facilities Tax Exemption for the next council meeting held on Tuesday, March 1, 2022. Motion carried**

### **Public Comment**

Mayor Schafer asked for public comments. Resident Tim Anderson stated he was in attendance to observe the meeting.

Mayor Schafer shared that she had sent out thank you notes on behalf of the city for recognition of Alivia Wolfe's accomplishment for selling Christmas trees for a 4-H project and to Josh Strand Chair of the Ithaca Promotional Committee for the great job they did hosting the Our Hometown Ithaca Christmas and light parade. She also stated that she often receives proclamation requests and feels that a policy and procedure for approving these requests should be in place to ensure that future requests are in line with city guidelines.

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

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

The meeting adjourned at 7:27pm.

*Approved 2-15-2022*

*Shelly Moffit*

Shelly Moffit, Deputy Clerk

**CITY OF ITHACA  
CITY COUNCIL MEETING  
February 15, 2022  
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, James Gruesbeck, Clark Hubbard, and Rick Koppleberger. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Councilpersons Brett Baublitz, Alison Jerome and Attorney Jeff Arnold.

Audience in attendance was Roger Hauck and Mitchell Schumacher.

**Moved by Koppleberger, second by Andrew to excuse Councilpersons Brett Baublitz and Alison Jerome due to work commitments.**

**Moved by Hubbard, second by Koppleberger to approve the minutes of the regular meeting of the City Council held on February 1, 2022. Motion carried.**

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

**Moved by Andrew, second by Hubbard to approve the Agenda, including the Consent Agenda. Motion carried.**

**Public Comment**

Mayor Schafer asked for public comments. Mr. Roger Hauck introduced himself as State Representative for the 99<sup>th</sup> District (Isabella and Midland Counties). He is currently running for the new 34<sup>th</sup> District, which will include Gratiot County. Due to statewide redistricting, our voters will be impacted by changes in representatives in both the Senate and the House. Representative Hauck shared that he is from Beal City and encouraged Council to reach out to him at any time. Mr. Mitchell Schumacher serves as his legislative aide.

Mayor Schafer thanked Representative Hauck for attending the meeting and shared her appreciation for having someone run who grew up in a rural area to represent our community.

**Consent Agenda**

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

- **City Manager's written report, which included updates and information on Old US27 Motor Tour, Point Broadband, Land Use Plan, Sidewalk Bids and DPW Equipment.**
- **Ithaca Unit Report for January 2022.**
- **Financial Reports for January 2022.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48048-48082, #1216, and Payroll Checks #16451-16457, DD #2113-2123, EFT #1400-1403 as listed in the Check Register Book.**
- **Correspondence received: None.**

**Motion carried by Roll Call Vote:**

**Ayes: (5) Gruesbeck, Hubbard, Koppleberger, Andrew and Schafer**

**Nos: (0) None**

**Absent: (2) Baublitz and Jerome**

### **City Manager Comments**

Manager Conn reported that the Old US 27 Motor Tour is scheduled to be in town on August 25<sup>th</sup>. A meeting was held with Point Broadband representatives on the proposed layout of their fiber project. The best location for the utility cabinets to be installed are at the cemetery water tower and the east Industrial Park water tower.

### **Unfinished Business**

There was none to report.

### **New Business**

Manager Conn presented the Poverty Exemption Policy and Guidelines as submitted by the City Assessor. This policy was written in a manner to reference the income and asset guidelines as set annually by the State Tax Commission. By doing so, it remedies the necessity of the Council to adopt said policy on an annual basis.

**Moved by Andrew, second by Hubbard to adopt the Poverty Exemption Policy and Guidelines (as revised February 2022). Motion carried.**

Manager Conn presented both the IT Service Contract and Onsite Server Installation Proposal submitted by Unified Network Consulting. Initially, the IT service was provided for free, however we do need to have a permanent solution set in place going forward. Manager Conn stated that the IT service contract is for \$600 annually. The onsite server would allow us to host the software, giving staff the ability to issue security codes for the community center as needed. Councilperson Hubbard shared his knowledge on the benefits of having the server onsite. Manager Conn stated that the proposal was for \$1,707.24.

Mayor Schafer reminded Council that Councilperson Hubbard must abstain from voting (due to being co-owner of Unified Network Consulting) otherwise creating a conflict of interest.

**Moved by Koppleberger, second by Andrew to approve the IT Service Contract with Unified Network Consulting for \$600 annually and authorize the City Manager to sign. Councilperson Hubbard abstained. Motion carried.**

**Moved by Andrew, second by Koppleberger to approve the Onsite Server Installation Proposal with Unified Network Consulting in the amount of \$1,707.24. Councilperson Hubbard abstained. Motion carried.**

Manager Conn reported that the waste water grinder (muffin monster) has broken down. This piece of equipment is in our capital improvement plan for replacement in the next fiscal year. There are three new pumps operating on site that need to be protected by the initial process of the grinder. Manager Conn and Water/Sewer Superintendent Waldron recommended the purchase from Vogelsang in the amount of \$17,000. This was the lowest quote received and allows the DPW crew to provide our own maintenance of the unit.

**Moved by Andrew, second by Hubbard to approve the purchase of a waster water grinder (muffin monster) from Vogelsang in the amount of \$17,000; amending the budget if necessary. Motion carried.**

Manager Conn provided an update on the progress of purchasing a new dump truck. Due to manufacturing delays, the truck chassis is unavailable for order until fall of 2023. The dump body, hydraulics, snow plow, hitch, lighting and electrical will be purchased and installed by Shults Equipment. They have requested acceptance of the quote submitted in the amount of \$32,644; so that equipment can be ordered now and stored at their location until the chassis is received. By doing so, it guarantees the pricing is locked in and the cities commitment to using their services.

**Moved by Hubbard, second by Koppleberger to approve the purchase of a dump truck chassis when it becomes available to order. Motion carried.**



**Moved by Koppleberger, second by Hubbard to approve the purchase of dump truck modification equipment from Shults Equipment in the amount of \$32,644. Motion carried.**

Mayor Schafer instructed Manager Conn to set the meeting date for Land Use Planning Meeting and notify them on the date and time selected.

**Public Comment**

Mayor Schafer asked for public comments. None were offered.

Mayor Schafer asked for any additional business to come before the Council. Manager Conn provided an update on the Ellen's property. Mayor Schafer shared that she received an email from Cornell University in Ithaca, New York inviting her to speak on their radio station talk show on Tuesday, March 8, 2022. They are interviewing the Mayor's from both City of Ithaca's. She further shared some correspondence received from a group of local individuals regarding political issues/decisions. Clerk Cameron informed Council that because of the statewide redistricting, the state requires that new voter identification cards be mailed out to our registered voters. The district and representative changes will be printed on the new card. This special mailing is required to be done every ten years when the census is completed and redistricting is approved. The ID cards will be mailed out at the end of March.

**Moved by Hubbard, second by Andrew to adjourn. Motion carried.**

The meeting adjourned at 7:36pm.

*Approved 3-1-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

**CITY OF ITHACA  
CITY COUNCIL MEETING  
March 1, 2022  
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, James Gruesbeck, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Attorney Jeff Arnold.

Audience in attendance was Kasey Zehner, Jim Wheeler and Jake Hirschman.

**Moved by Koppleberger, second by Jerome to approve the minutes of the regular meeting of the City Council held on February 15, 2022. Motion carried.**

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

**Moved by Andrew, second by Hubbard to approve the Agenda, including the Consent Agenda. Motion carried.**

**Public Comment**

Mayor Schafer asked for public comments. There was none.

**Consent Agenda**

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

- **City Manager's written report, which included updates and information on Westwind Estates city owned lots, Lead Service Line Repair, Sewer Truck, Well Head Protection Plan and Unified Network Consulting.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48083-48103, Grant Check #1217 and Payroll Checks #16458-16466, DD #2124-2134, EFT #1404-1410 as listed in the Check Register Book.**
- **Correspondence received: None**

**Motion carried by Roll Call Vote:**

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

**Nos: (0) None**

**Absent: (0) None**

**City Manager Comments**

Manager Conn reported that Westwind Estates lots 27 & 28 have been surveyed to reflect our easement on the storm drain that was moved. The city owned lots will be listed for sale by Marci Browne with Americas Choice Realty. We had our kick off meeting with Sean and Aaron from Rowe regarding the lead service line repair bid specifications. The DPW Superintendents went to tour the manufacturing facility for sewer truck information and specifications. Manager Conn reported that he attended a virtual quarterly meeting on the well head protection plan. Unified Network Consulting will be in this week to install the in-house server and train staff on the new software.

### **Unfinished Business**

There was none.

### **New Business**

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

**Moved by Baublitz, second by Hubbard to enter into a public hearing to take comments on the IFE application submitted by Trident Manufacturing. Motion carried.**

**Mayor Schafer opened the public hearing at 7:06pm.**

Manager Conn turned the public hearing over to Jim Wheeler and Kasey Zehner with Greater Gratiot Development. Ms. Zehner presented the Industrial Facilities Tax Exemption application submitted by Trident Manufacturing. Trident is the fourth largest private employer in Ithaca. This is Trident's second expansion within the last two years. This current expansion is an increase of 4800 square feet. While this expansion is being used as storage space, it has freed up storage space within the manufacturing facility which has created more production space. This allows for the creation of six new jobs. The IFE is being requested in the amount of \$88,000. Discussion was held.

Mayor Schafer asked for additional comments. None were offered.

**Moved by Hubbard, second by Baublitz to close the public hearing. Motion carried.**

**Mayor Schafer closed the public hearing at 7:18pm.**

**Moved by Hubbard, second by Koppkeberger to adopt Resolution 2022-01 approving the Industrial Facilities Tax Exemption for Trident Manufacturing and authorize the Mayor to sign. Motion carried.**

Mayor Schafer presented the Proclamation for Women's History Month. The week of March 7, 2022 marks the 40<sup>th</sup> Anniversary of Women's History Week as proclaimed by President Reagan.

### **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 reported that the Gratiot County Commissioners awarded a grant in the amount of \$80,000 for pickle ball courts to be installed at the Ithaca Senior Activity Building.

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

The meeting adjourned at 7:26pm.

*Approved 3-15-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

**CITY OF ITHACA  
CITY COUNCIL MEETING  
March 15, 2022  
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 and Rick Koppleberger. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Attorney Jeff Arnold.

Audience in attendance was Scott Gray.

**Moved by Baublitz, second by Hubbard to approve the minutes of the regular meeting of the City Council held on March 1, 2022. 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 Andrew to approve the Agenda, including the Consent Agenda. Motion carried.**

**Public Comment**

Mayor Schafer asked for public comments. None was offered.

**Consent Agenda**

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

- **City Manager's written report, which included updates and information on Senior Center Building, Seasonal Employment, Land Use Meeting, Sidewalk Bids, Renovations, West Landfill and Westwind Estates.**
- **Ithaca Unit Report for February 2022.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48126-48157, #1011A, and Payroll Checks #16467-16473, DD #2135-2145, EFT #1411-1415 as listed in the Check Register Book.**
- **Correspondence received: GI-TEC (RESO) and Charter Communications**

**Motion carried by Roll Call Vote:**

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

**Nos: (0) None**

**Absent: (0) None**

**City Manager Comments**

Manager Conn reported that he attended a meeting with the Commission on Aging Director and the Ithaca Senior Center Activity Board regarding the collaboration of the Alma Senior Center Board with ours. The seasonal employment opportunity has been posted. We do have one remaining position to fill; as Travis will be returning from last year. The next land use meeting has been scheduled for Monday, April 18, 2022 at noon. The sidewalk bids are out, with an opening date of March 31, 2022. The RFP for renovations to City Hall and the Community Center are out, with a deadline of April 8, 2022. Manager Conn reported that EGLE has approved our work

plan with recommendations; a meeting is planned on Friday for review. Discussion was held on building timeline requirements for future sales of lots in Westwind Estates.

Manager Conn requested a committee meeting to discuss the proposed water rates with Brian Terborg of Zeeland Farm Services. Mayor Schafer scheduled a Committee of the Whole meeting for Tuesday, April 5<sup>th</sup> at 6:00pm.

### **Unfinished Business**

Clerk Cameron presented Resolution 2022-01: Approving Trident Manufacturing IFE. The IFE application was approved by motion at the regular meeting held March 1, 2022.

**Moved by Hubbard, second by Koppleberger to adopt Resolution 2022-01: Approving Trident Manufacturing IFE.**

**Motion carried by Roll Call Vote:**

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

**Nos: (0) None**

**Absent: (0) None**

### **New Business**

Clerk Cameron presented the Annual 2021 Planning Commission & Zoning Board of Appeals Report. The report was reviewed by the Planning Commission with authorization to send on to Council for approval.

**Moved by Baublitz, second by Andrew to receive to Annual 2021 PC & ZBA Report. Motion carried.**

Manager Conn introduced City Assessor Edward VanDerVries and Deputy Assessor Kathryn Wright to the Council. This was the first in person meeting with them since Council hired V&V Assessing LLC.

### **Public Comment**

Mayor Schafer asked for public comments. None were offered.

Mayor Schafer asked for any other business to come before the Council. Councilperson Andrew requested to be excused from the April 5<sup>th</sup> meeting due to a work conflict. Councilperson Baublitz announced that Alma Transit was awarded a federal grant in the amount of \$3.5million for an additional building since bringing on SLPR Transit Authority, with permission to pursue County wide transportation. Manager Conn reported that he had started a new logo search and will present them to Council. Clerk Cameron reported that she will be attending the Clerks Institute next week. Councilperson Hubbard requested to be excused from the April 19<sup>th</sup> meeting as he will be on vacation.

**Moved by Koppleberger, second by Baublitz to adjourn. Motion carried.**

The meeting adjourned at 7:29pm.

*Approved 4-5-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

**CITY OF ITHACA  
CITY COUNCIL SPECIAL MEETING  
March 24, 2022  
6:00 PM**

The special meeting of the City of Ithaca City Council was called to order by Mayor Schafer at 6:00 p.m. and followed by the Pledge of Allegiance to the Flag. Mayor Schafer gave the invocation.

Present were Mayor Alice Schafer and Councilpersons James Andrew, Brett Baublitz, James Gruesbeck, Clark Hubbard, and Rick Koppleberger. Staff present were City Manager Jamey Conn, Deputy Clerk Shelly Moffit, City Treasurer Barbara Fandell and DPW Superintendent Brandon Smith.

Absent was Attorney Jefferson Arnold and Councilperson Alison Jerome.

Audience in attendance was none.

Mayor Schafer asked for approval of the agenda.

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

**Public Comment**

Mayor Schafer asked for public comments. None were offered.

**New Business**

Manager Conn gave a synopsis of DPW Superintendent Brandon Smith and Water/Sewer Superintendent Jarred Waldron's meeting with Jack Doheny to look at, get information and request an estimate for a new Sewer Vector truck. The cost of the truck previously discussed and the quote submitted was inconsistent and was increased by approximately \$1000.

They also reached out to Fredrickson Supply for the same information. Fredrickson brought a Vector truck for a demonstration and both Superintendent's favored and approved of the truck. Fredrickson currently has a new Vector truck on their lot for sale. The price (\$448,500) was quoted below the quote from Doheny's (\$458,174). A 3% discount offered through Sourcewell, a national cooperative purchasing program for governmental entities, was figured into both of the quotes.

Superintendent Smith explained the issues and concerns with the current sewer truck and the necessity for prompt replacement. The truck has exceeded its 15-year life span and the truck was scheduled to be replaced two years ago.

Treasurer Fandell advised the council of the funding options for the purchase of the Sewer Vector truck. Due to the economic impact of the pandemic, the price increase of the truck has left a shortfall in the water/sewer reserves of \$110,000. Fandell requested permission to use ARPA (American Rescue Plan Act) funds that have been approved for the LCR (Lead Copper Replacement) Project to fund the reserve shortage in view of the fact that the truck is vital part of the LCR Project.

**Moved by Baublitz, second by Hubbard to approve the Sourcewell Agreement and to authorize Manager Conn to sign. Motion carried.**

**Moved by Baublitz, second by Hubbard to approve the purchase of Sewer Vector truck from Fredrickson Supply in the amount of \$448,500. Motion carried.**

**Moved by Koppleberger, second by Hubbard to approve to utilize \$110,000 in ARPA funds from the LCR Project for the purchase of the Sewer Vactor truck, the remainder balance funded from the water/sewer reserves and to amend the budget accordingly. Motion carried.**

Manager Conn updated the council on the circumstances regarding the dump/scrapper truck. A new truck is on schedule for the 2024-2025 budget year, however, cannot be ordered until late 2022 or early 2023. Schults Equipment had agreed to purchase the components needed for the truck and hold them until we have the truck and is ready for assembly. Shults contacted Superintendent Smith and informed him that the supplier's price previously quoted for the components have increased by approximately \$4000 in two weeks. The updated quote for the equipment and the wing plow option is valid for 7days. Schults would like a commitment from the city to order the components which would lock in the price until the new truck can be ordered.

**Moved by Hubbard, second by Andrew to approve Schults Equipment to order the components, including the wing plow option, for installation on the new dump/scrapper truck in the amount of \$132,074. Motion carried.**

Manager Conn presented new city logo designs for the board's review and approval.

**Moved by Andrew, second by Hubbard to approve the new city logo design that was presented. Motion carried.**

**Public Comment**

Mayor Schafer asked for public comments. None were offered.

**Moved by Koppleberger, second by Baublitz to adjourn. Motion carried.**

The meeting adjourned at 6:51 p.m.

*Approved 4-5-2022*

*Shelly Moffitt*

Shelly Moffitt, Deputy Clerk

**CITY OF ITHACA  
CITY COUNCIL MEETING  
April 5, 2022  
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, Alison Jerome and Rick Koppleberger. Staff present were City Manager Jamey Conn, City Clerk Cathy Cameron, City Treasurer/Finance Director Barbara Fandell and Water/Sewer Superintendent Jarred Waldron.

Absent was Councilpersons James Andrew, Clark Hubbard and Attorney Jeff Arnold.

Audience in attendance was Jim Wheeler (Greater Gratiot Development), Brian Terborg (ZFS), Nate Donahey (ZFS), and Kirby Kerschner (ZFS).

**Moved by Jerome, second by Koppleberger to excuse Councilpersons James Andrew and Clark Hubbard due to a work commitment. Motion carried.**

**Moved by Koppleberger, second by Baublitz to approve the minutes of the regular meeting of the City Council held on March 15, 2022 and minutes of a special meeting held on March 24, 2022. 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 First Amendment to Agreement for Providing Water and Sanitary Sewer Services to ZFS Ithaca, LLC to the agenda under New Business. Mayor Schafer placed it as item 10c-1 moving Resolution 2022-04 to item 10c-2.

**Moved by Koppleberger, second by Jerome to approve the Agenda (as amended by adding item 10c-1 First Amendment to Agreement for Providing Water and Sanitary Sewer Services to ZFS Ithaca, LLC), including the Consent Agenda. Motion carried.**

**Public Comment**

Mayor Schafer asked for public comments. Jim Wheeler provided an update on the new wind farm coming to the County.

**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 GI-RESD, GESA Billing, Building Renovations, Sidewalk Bids, APRA Funds, McNabb Park and SLIPR.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48158-48195, Grant Checks #1219-1220 and Payroll Checks #16474-16487, DD #2146-2167, EFT #1416-1422 as listed in the Check Register Book.**
- **Correspondence received: Charter Communications, GGDI Minutes, GACC Minutes**

**Motion carried by Roll Call Vote:**

**Ayes: (5) Koppleberger, Baublitz, Gruesbeck, Jerome and Schafer**

**Nos: (0) None**

**Absent: (2) Andrew, Hubbard**



### **Committee Reports**

Mayor Schafer reported that the Committee of the Whole had met prior to the Council Meeting that evening. Review and discussion were held on the First Amendment to Agreement for Providing Water and Sanitary Sewer Services to ZFS Ithaca, LLC. Committee recommends signing the amendment.

### **City Manager Comments**

Manager Conn reported that there was an error in the Emerson Township calculation, creating an overpayment, resulting in the GESA Board approving a refund to the township entities. Our total shortage came to \$1,344. The RFP for building renovations was sent out with a due date of Friday April 8th. The County Commissioners were meeting tonight to discuss ARPA funding projects. Manager Conn updated Council on the progress of the removal of two structures at McNabb Park. Alma Transit provided a quarterly report, ridership numbers continue to rise.

### **Unfinished Business**

There was none.

### **New Business**

Treasurer Fandell presented Resolution 2022-02 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 Koppleberger, second by Jerome to adopt Resolution 2022-02 Compliance with PA152 of 2011 as Amended.**

**Motion carried by Roll Call Vote:**

**Ayes: (5) Baublitz, Gruesbeck, Jerome, Koppleberger and Schafer**

**Nos: (0) None**

**Absent: (2) Hubbard and Andrew**

Manager Conn presented Resolution 2022-03 GESA Amendment Adding Fulton & New Haven Township.

**Moved by Jerome, second by Koppleberger to adopt Resolution 2022-03 GESA Amendment Adding Fulton & New Haven Township.**

**Motion carried by Roll Call Vote:**

**Ayes: (5) Gruesbeck, Jerome, Koppleberger, Baublitz and Schafer**

**Nos: (0) None**

**Absent: (2) Hubbard and Andrew**

Mayor Schafer presented the First Amendment to Agreement for Providing Water and Sanitary Sewer Services to ZFS Ithaca, LLC.

**Moved by Baublitz, second by Jerome to approve the First Amendment to Agreement for Providing Water and Sanitary Sewer Services to ZFS Ithaca, LLC., authorizing the Mayor and City Clerk to sign.**  
**Motion carried.**

Mayor Schafer presented Resolution 2022-04 Amending Water & Sewer Rates.

**Moved by Baublitz, second by Jerome to adopt Resolution 2022-04 Amending Water & Sewer Rates.**

**Motion carried by Roll Call Vote:**

**Ayes: (5) Jerome, Koppleberger, Baublitz, Gruesbeck and Schafer**

**Nos: (0) None**

**Absent: (2) Andrew and Hubbard**

Manager Conn reported on the sidewalk bid opening. Three bids were received with the lowest bid coming in 35% lower than the others. Recommendation is to award the bid to Siefert Concrete for the two-year project. **Moved by Koppleberger, second by Jerome to award the bid for the 2022-2023 Sidewalk Project (Zone 1&2) to Siefert Concrete in the amount of \$6.00 per square foot (removal and replacement with 4" thick concrete) Motion carried.**

Treasurer Fandell presented the delinquencies to be placed on the 2022 Summer Property Tax Roll and requested authorization to do so. There were four delinquent utility accounts and two delinquent invoices for a total of \$2,410.70.

**Moved by Koppleberger, second by Jerome to place the delinquent utility and invoice amounts on the 2022 Summer Property Tax Roll in the total amount of \$2,410.70. Motion carried.**

Mayor Schafer noted the memo request from Clerk Cameron to appoint City Treasurer Fandell to the Election Commission for the calendar year 2022.

**Moved by Koppleberger second by Gruesbeck to appoint Treasurer Fandell to the Election Commission. 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. Manager Conn advised Council on a residential water emergency that occurred resulting in cost to the city which will be billed to the resident.

Water and Sewer Superintendent Waldron addressed Council on the remaining few residents that are on a flat sewer rate. He is recommending that a meter be installed on the well water, so that an accurate usage can be billed on the sewer side.

**Moved by Koppleberger, second by Jerome to authorize Superintendent Waldron to install water meters at residences that are on a flat rate sewer setup. Motion carried.**

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

The meeting adjourned at 7:37pm.

*Approved 4-19-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

**CITY OF ITHACA  
CITY COUNCIL MEETING  
April 19, 2022  
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, Alison Jerome and Rick Koppleberger. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Additional staff present were Treasurer Barbara Fandell and Lt. Roy McCollum.

Absent was Councilperson Clark Hubbard and Attorney Jeff Arnold.

Audience in attendance was Sean Beckman with Rowe PSC.

**Moved by Koppleberger, second by Jerome to excuse Councilperson Clark Hubbard who was out of town. Motion carried.**

**Moved by Baublitz, second by Andrew to approve the minutes of the regular meeting of the City Council held on April 5, 2022. Motion carried.**

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

**Moved by Andrew, second by Koppleberger to approve the Agenda, including the Consent Agenda. Motion carried.**

**Public Comment**

Mayor Schafer asked for public comments. None was offered.

**Consent Agenda**

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

- **City Manager's written report, which included updates and information on SME, Rowe PSC, Seasonal Help, Point Broadband, ARPA Funds, West Center Street Resurfacing Project.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48126-48157, #1011A, and Payroll Checks #16489-16495, DD #2168-2178, EFT #1424-1427 as listed in the Check Register Book.**
- **Correspondence received: Magnet and Library Minutes**

**Motion carried by Roll Call Vote:**

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

**Nos: (0) None**

**Absent: (1) Hubbard**

**Department Reports**

Lt. McCollum reported on the activity of the Ithaca Unit for March 2022. The department has new software which will provide new stats and reporting style going forward.

**Moved by Baublitz, second by Andrew to receive the Ithaca Unit Report for March 2022. Motion carried.**

Treasurer Fandell reported on the state of finances for the quarter of January through March of 2022.

**Moved by Koppleberger, second by Jerome to receive the Financial Report for the 3<sup>rd</sup> Quarter of the Fiscal Year 2021-2022 and place on file. Motion carried.**

**City Manager Comments**

Manager Conn reported that SME was onsite to determine the test well locations at the landfill. Rowe PSC has advertised the Lead and Copper Service Project, with a bid opening date of May 10, 2022.

Manager Conn reported that Point Broadband has requested a third cabinet location for their fiber installation project. The best location will be the southwest corner of South Main and Webster Street. The current antenna contract on file is with Casair who was purchased by Point Broadband. Their General Manager has agreed to open that contact for negotiations.

Manager Conn announced that the County Commissioners awarded the city \$110,000 in additional ARPA funds, to be used towards the purchase of the new sewer truck.

Manager Conn informed Council of the estimated increase in the resurfacing project on West Center Street. Discussion will be held under new business.

**Unfinished Business**

There was none

**New Business**

Sean Beckman with Rowe PSC, reported that 80% of the engineering has been completed for the West Center Street resurfacing project. That represents an investment of \$12,000 from the city towards the project. Materials have increased 14% since the initial estimate. This results in the increase of the local match to \$31,000. Mr. Beckman presented the benefits of moving forward along with the potential results of waiting another year(s) to resurface the street. After discussion, Mr. Beckman requested direction from the Council.

**It was the consensus of the Council to proceed moving forward with the West Center Street Resurfacing Project.**

Manager Conn reported that discussion had been held with the County Road Commission regarding the acquisition of the city's old sewer truck. With the recent award of \$110,000 (to be used towards the purchase of a new sewer truck) in ARPA funds by the County Commissioners, the city agreement was to offer the sale of the old sewer truck to the County Road Commission for \$1 (one dollar).

**Moved by Baublitz, second by Andrew to sell the old sewer truck to the Gratiot County Road Commission for \$1 (one dollar). Motion carried.**

Mayor Schafer presented Resolution 2022-05: Street Administrator Designation.

**Moved by Andrew, second by Koppleberger to adopt Resolution 2022-05: Street Administrator Designation. Motion carried by Roll Call Vote:**

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

**Nos: (0) None**

**Absent: (1) Hubbard**

Treasurer Fandell presented the 2022-2023 Fiscal Year Budget for introduction and requested a public hearing be set.

**Moved by Kopplesberger, second by Baublitz to introduce the 2022-2023 Fiscal Year Budget and set the public hearing for May 17, 2022 at 7:00pm or soon thereafter as the agenda allows. Motion carried.**

**Mayor Schafer requested a committee meeting to review and discuss the draft budget. Mayor Schafer scheduled a Committee of the Whole meeting for Wednesday, May 11<sup>th</sup> at 5:30pm.**

**Public Comment**

Mayor Schafer asked for public comments. None were offered.

Mayor Schafer asked for any additional business to come before the Council. Manager Conn inquired if the Council was okay with someone doing metal detecting in the city parks. There was no objection. The streetscape (red brick strips) within the right-of-way along Center Street are in poor condition. In the near future, a decision needs to be made to remove or preserve them.

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

The meeting adjourned at 7:48pm.

*Approved 5-3-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

**CITY OF ITHACA  
CITY COUNCIL MEETING  
May 3, 2022  
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, James Gruesbeck, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Attorney Jeff Arnold.

Audience in attendance: None

**Moved by Koppleberger, second by Andrew to approve the minutes of the regular meeting of the City Council held on April 19, 2022. Motion carried.**

Mayor Schafer asked for approval of the agenda and for any items to be removed from the Consent Agenda. Manager Conn requested to add Point Broadband First Amendment to the agenda under New Business. Mayor Schafer placed it as item 9c.

**Moved by Hubbard, second by Baublitz to approve the Agenda (as amended by adding item 9c. Point Broadband First Amendment), including the Consent Agenda. Motion carried.**

**Public Comment**

Mayor Schafer asked for public comments. There was none.

**Consent Agenda**

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

- **City Manager's written report, which included updates and information on LSLR Pre-Bid Meeting, Water Main, DPW Crew, Chamber New Business Awards, Elm Street and Gratiot County Library Board.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48229-48252, Grant Checks #1223 and Payroll Checks #16496-16504, DD #2179-2189, EFT #1428-1434 as listed in the Check Register Book.**
- **Correspondence received: County Library Memo, Library Minutes and Chamber Awards.**

**Motion carried by Roll Call Vote:**

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

**Nos: (0) None**

**Absent: (0) None**

**City Manager Comments**

Manager Conn reported that the Lead Service Line Replacement pre-bid meeting was held with interested contractors and Sean with Rowe PSC. There was a water main break on Whispering Pines. Manager Conn reported that two DPW crew members have submitted their resignation to go work with the County Road Commission. The Gratiot County Chamber held their annual ceremony to honor new and newly remodeled businesses. The DPW will be repairing pot holes on South Elm Street. A memo of correspondence from the City of Alma was sent to the County Library Board requesting a larger portion of the millage money collected.

### **Unfinished Business**

There was none.

### **New Business**

Manager Conn reported that the current bids for next fiscal year street projects are nearing their end date. In order to avoid any increases, staff recommendation is to approve those projects tonight, securing the bid amounts. Discussion was held.

**Moved by Hubbard, second by Jerome to approve the 2022/2023 Street Projects as bid. Motion carried.**

Manager Conn presented the two proposals received for the renovations of City Hall and the Community Center. The lowest proposal was submitted by Freed Construction of Alma with City Hall at \$185,758 and the Community Center at \$65,719. Staff recommendation was for Freed Construction of Alma. Manager Conn stated that the funds will be coming from private donations made to the City in previous years. Discussion was held.

**Moved by Baublitz, second by Hubbard to accept the proposal from Freed Construction for renovations of City Hall in the amount of \$185,758 and the Community Center in the amount of \$65,719. Motion carried.**

Manager Conn presented the Point Broadband First Amendment. Manager Conn reported that he has been in negotiations with the General Manager and Attorney for Point Broadband regarding the tower contract and fiber build out. Discussion was held.

**Moved by Hubbard, second by Andrew to approve the Point Broadband First Amendment and authorize the City Manager to sign.**

**Motion carried by Roll Call Vote:**

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

**Nos: (0) None**

**Absent: (0) Hubbard and Andrew**

### **Public Comment**

Mayor Schafer asked for public comments. None was given.

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

The meeting adjourned at 8:00pm.

*Approved 5-17-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

**CITY OF ITHACA  
CITY COUNCIL MEETING  
May 17, 2022  
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, Alison Jerome and Rick Koppleberger. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Additional staff present was Treasurer Barbara Fandell.

Absent was Councilperson Jim Gruesbeck and Clark Hubbard.

Audience in attendance was none.

**Moved by Koppleberger, second by Andrew to excuse Councilperson Jim Gruesbeck who was out of town. Motion carried.**

**Moved by Baublitz, second by Andrew to approve the minutes of the regular meeting of the City Council held on May 3, 2022. Motion carried.**

Mayor Schafer asked for approval of the agenda and for any items to be removed from the Consent Agenda. Treasurer Fandell requested to remove Claims and Accounts from the consent agenda and place them under New Business. Mayor Schafer placed it as item 10f.

**Moved by Koppleberger, second by Baublitz to approve the Agenda (as amended by adding item 10f. Claims and Accounts), including the Consent Agenda. Motion carried.**

**Public Comment**

Mayor Schafer asked for public comments. None was offered.

**Consent Agenda**

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

- City Manager's written report, which included updates and information SME, Belgium Film Documentary, Renovations, Point Broadband, LSLR and the Airport Authority.
- Correspondence received: none.

**Motion carried by Roll Call Vote:**

**Ayes: (5) Jerome, Koppleberger, Andrew, Baublitz and Schafer**

**Nos: (0) None**

**Absent: (2) Gruesbeck, Hubbard**

**Committee Reports**

Mayor Schafer reported that the Committee of the Whole met on May 11, 2022, to review and discuss the Fiscal Year Budget for 2022-2023. The Committee directed DPW Superintendent Smith to contact Shults Equipment regarding parts for the new trucks. Manager Conn provided an update, stating that the small dump truck was not a concern, however the parts/equipment for the large dump truck would not be in until December at a cost of \$89,000. Manager Conn spoke with Mark at the Road Commission regarding a shared 50/50 cost of repaving



Catherine Street and he will take it to their next board meeting. The new sewer truck has been delivered. The Committee discussed the Union Street project, possibility of a new lagoon cell or aeration, and water projects.

### **City Manager Comments**

Manager Conn reported that SME will be here May 24-26 to drill the landfill. Manager Conn shared that an acclaimed Belgian journalist will be tracking the historical path of his family, creating a documentary of their journey to Michigan in 1920. Manager Conn provided an update on the progress of the renovations to City Hall and the Community Center. A meeting was held with Point Broadband regarding their project of installing fiber access throughout the city. Manager Conn reported on the bid opening for the LSLR commercial and residential projects. The residential bids were around \$4 million, with the commercial downtown district around \$500,000. Discussion was held. Sean Beckman with Rowe is compiling the information for a recommendation. Manager Conn reported that he attended the Airport Authority meeting.

### **Unfinished Business**

There was none

### **New Business**

Mayor Schafer stated it was time for the public hearing on the 2022-2023 fiscal year budget.

**Moved by Baublitz, second by Andrew to enter into a public hearing to take comments on the proposed 2022-2023 Fiscal Year Budget. Motion carried.**

**Mayor Schafer opened the public hearing at 7:20pm.**

Treasurer Fandell reviewed the budgetary highlights (attached). Projects and other items still pending are the expenses for the Great Plan, DPW staff safety and equipment training, Woodland Park roadway paving, water tower painting, infiltration of the storm water and lagoon aeration, scraper truck equipment from Shults Equipment, and the Union Street project. The renovations to City Hall and the Community Center will begin in June. These project expenses will remain in the current year's budget and amendments will be made to both budgets when we see what is incurred prior to fiscal year end.

Treasurer Fandell noted that this Hearing also serves to take comment on the property tax millage rates and the potential Truth and Taxation rollback. She reviewed the millage rates and the impacts of the Headlee Rollback and Truth and Taxation.

Manager Conn reported that GESA will have a Fire Millage on the ballot this fall. This would be in addition to the Emergency Services Millage. The city's Emergency Service millage helps to offset the expenditures of the police, fire and first-responder services.

A review of the water and sewer rates was presented with a proposed 5% increase to water rates and 6% increase to sewer rates for the 2022-2023 fiscal year. Miscellaneous water and sewer service fees were also presented and reviewed. The rates support the recent billing structure adopted April 5, 2022 which changed to a Base/Ready-to-Serve charge plus a per gallon usage rate. Discussion was held on charging intergovernmental entities for water usage.

Mayor Schafer asked for additional comments. None were offered.

**Moved by Andrew, second by Jerome to close the public hearing. Motion carried.**

**Mayor Schafer closed the hearing at 7:42pm.**

Mayor Schafer presented the 2022-2028 Capital Improvement Plan. The Planning Commission had reviewed it and recommended approval by the City Council.

**Moved by Koppleberger, second by Jerome to approve the 2022-2028 Capital Improvement Plan. Motion carried.**

Mayor Schafer presented Resolution 2022-05: Approving the 2022-2023 Fiscal Year Property Tax Millage Rates.

**Moved by Baublitz, second by Andrew to adopt Resolution 2022-05: Fiscal Year Property Tax Millage. Motion carried by Roll Call Vote:**

**Ayes: (5) Jerome, Koppleberger, Andrew, Baublitz and Schafer**

**Nos: (0) None**

**Absent: (2) Hubbard and Gruesbeck**

Mayor Schafer presented Resolution 2022-06: Amending Water and Sewer Rates.

**Moved by Andrew, second by Alison to adopt Resolution 2022-06: Amending Water and Sewer Rates. Motion carried by Roll Call Vote:**

**Ayes: (5) Jerome, Koppleberger, Andrew, Baublitz and Schafer**

**Nos: (0) None**

**Absent: (2) Gruesbeck and Hubbard**

Treasurer Fandell presented Resolution 2022-07: Designation of City Depositories for Fiscal Year 2022-2023.

**Moved by Baublitz, second by Koppleberger to adopt Resolution 2022-07: Designation of City Depositories for Fiscal Year 2022-2023. Motion carried by Roll Call Vote:**

**Ayes: (5) Koppleberger, Andrew, Baublitz, Jerome and Schafer**

**Nos: (0) None**

**Absent: (2) Gruesbeck and Hubbard**

Treasurer Fandell requested Council not authorize payment of accounts payable check #48266 payable to Pine Creek Rentals. An extra day of equipment rental was required, so the initial invoice was changed to reflect that. A new check will be included in the next run.

- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48253-48280, #1224, and Payroll Checks #16505-16511, DD #2190-2200, EFT #1435-1438 as listed in the Check Register Book.**

**Moved by Andrew, second by Koppleberger to approved the claims submitted, excluding check #48266 payable to Pine Creek Rentals. 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. Manager Conn requested a committee meeting to discuss employee retention. Mayor Schafer scheduled a Committee of the Whole meeting for Tuesday, June 7, 2022 at 6:30pm.

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

The meeting adjourned at 8:00pm.

*Approved 6-7-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

City Council Minutes

**CITY OF ITHACA  
CITY COUNCIL MEETING  
June 7, 2022  
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Pro-Tem Baublitz at 7:02pm. and followed by the Pledge of Allegiance to the Flag. Councilperson Koppleberger gave the invocation.

Present were Mayor Pro-Tem Brett Baublitz, Councilpersons James Andrew, James Gruesbeck, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Additional staff present was Treasurer Barbara Fandell.

Absent was Mayor Alice Schafer and Attorney Jeff Arnold.

Audience in attendance: Sean Beckman with Rowe PSC

**Moved by Koppleberger, second by Jerome to excuse Councilperson Clark Hubbard, from the May 17<sup>th</sup> meeting, as he was out of town and had notified the City Manager prior to the meeting. Motion carried.**

**Moved by Koppleberger, second by Jerome to excuse Mayor Alice Schafer due to illness. Motion carried.**

**Moved by Koppleberger, second by Hubbard to approve the minutes of the regular meeting of the City Council held on May 17, 2022. Motion carried.**

Mayor Pro-Tem Baublitz 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 Pro-Tem Baublitz asked for public comments. There was none.

**Consent Agenda**

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

- **City Manager's written report, which included updates and information on Elm Street, Fair, Westwind Sign, Water Tower, DPW Crew, Horse Barn and Pickle Ball Courts.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48281-48309, Grant Check #1225 and Payroll Checks #16505-16511, DD #2190-2200, EFT #1435-1438 as listed in the Check Register Book.**
- **Correspondence received: Magnet 2021 Annual Report, GACC Minutes & Update, GGDI Minutes, GGDI Millage Renewal Brochure.**

**Motion carried by Roll Call Vote:**

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

**Nos: (0) None**

**Absent: (1) Schafer**

### **Committee Reports**

Mayor Pro-Tem Baublitz reported that the Committee of the Whole had met prior to the Council Meeting that evening. Discussion was held on changing City Hall office hours and staff work hours. Manager Conn proposed a new schedule for City Hall to be open to the public Monday-Friday 8am-4pm, with exception to summertime (Monday following the 1<sup>st</sup> Sunday in May up to but not including Labor Day) of Friday 8am-Noon. Proposed staff work hours Monday-Friday 8am-4pm, with exception to summertime, being Monday-Thursday 7:30am-4:30pm and Friday 8am-Noon. Manager Conn proposed an increase in wages of \$2,500 for the Treasurer and an increase to \$50 for the recording clerk attending Planning Commission and Zoning Board of Appeals meetings. Discussion was held regarding code enforcement. Recommendation from the Committee was to approve the proposals as submitted by the City Manager.

**Moved by Hubbard, second by Koppleberger to approve the new City Hall office hours and staff work hours as presented, an increase in wages of \$2,500 for the Treasurer, an increase to \$50 for the recording clerk attending PC and ZBA meetings; all effective July 1, 2022. Motion carried.**

### **City Manager Comments**

Manager Conn reported that pavement repairs have been completed on South Elm Street. The G.A.S. Fair will be having a carnival this year. A new sign for Westwind Estates is being developed and will be installed this summer. Manager Conn reported that the quote for the water tower painting was received. To repaint the east tower white with the new city logo would be \$92,000 that can be split into two years. Keeping the tower blue while adding the logo would be \$36,000. Discussion was held with the consensus that fiscal responsibility prevail by keeping the current blue color. The newly hired full time DPW crew member will be starting soon along with two additional seasonal positions were filled. The horse barn at McNabb Park is official down and clean up is nearly complete. The RC Tower will be next for de-construction. Construction is set to begin on the pickle ball courts next week.

### **Unfinished Business**

There was none.

### **New Business**

Manager Conn updated Council on the planned Nelson Street Water Main Project. The water main needs to be replaced and increased in size on Nelson Street between Center and Emerson. There are street improvement/maintenance planned for this location this fall, so the water main needs to be done simultaneously. Mr. Beckman with Rowe PSC provided the engineering aspects of the project at a cost of \$4,800.

**Moved by Hubbard, second by Koppleberger to approve the Contract for Engineering Services with Rowe PSC in the amount of \$4,800 for the Nelson Street Water Main Replacement and authorize the City Manager to sign. Motion carried.**

Mr. Beckman presented a bid tabulation for the Commercial LSLR project. The lowest bid was more than 200% over the engineer's estimate. His recommendation to Council was to re-bid this project in the fall for a planned construction date being in 2023 or 2024. Discussion was held. Council agreed with the delay and re-bid recommendation.

Mr. Beckman presented a bid tabulation for the Residential LSLR project. The bid was for 300 residential water service lines with the lowest bid coming in just under three million dollars. His recommendation to Council was to consider utilizing city staff to begin working on the residential water service line investigations and replacements as their schedule allows to still be in compliance with EGLE requirements. Discussion was held. Council agreed with his recommendation to utilize city staff for the project.

Treasurer Fandell presented Resolution 2022-08 Approving 2022-2023 Budget Appropriations. She highlighted a couple of amendments that were made since the public hearing was held.

**Moved by Hubbard, second by Koppleberger to adopt Resolution 2022-08 Approving 2022-2023 Budget Appropriations.**

**Motion carried by Roll Call Vote:**

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

**Nos: (0) None**

**Absent: (1) Schafer**

**Public Comment**

Mayor Pro-Tem Baublitz asked for public comments. None was given.

**Moved by Hubbard, second by Andrew to adjourn. Motion carried.**

The meeting adjourned at 7:54pm.

*Approved 6-21-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

**CITY OF ITHACA  
CITY COUNCIL MEETING  
June 21, 2022  
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, Jim Gruesbeck, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Councilperson Brett Baublitz.

Additional staff present was Treasurer Barbara Fandell.

Audience in attendance was George Bailey, Helen Soderberg and Patrice Hornak.

**Moved by Koppleberger, second by Hubbard to excuse Councilperson Brett Baublitz who was out of town. Motion carried.**

**Moved by Andrew, second by Hubbard to approve the minutes of the regular meeting of the City Council held on June 7, 2022. Motion carried.**

Mayor Schafer asked for approval of the agenda and for any items to be removed from the Consent Agenda. Manager Conn requested the removal of item 10e; Assessing Contract Amendment. Mayor Schafer removed item 10e from the agenda.

**Moved by Hubbard, second by Jerome to approve the Agenda (as amended by removing item 10e; Assessing Contract Amendment), including the Consent Agenda. Motion carried.**

**Public Comment**

Mayor Schafer asked for public comments. Helen Soderberg addressed the Council regarding the ground light shining on the cannon at the All-Wars Memorial. The direction of the light impairs drivers' sight at the intersection of Main and Center Streets. She requested that a picnic table be placed in the shade at the dog park.

**Consent Agenda**

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

- **City Manager's written report, which included updates and information on Rock the Block, Memory Park, GESA Millage, Center Street Paving Update, Veteran's Memorial Field and Relay for Life.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48310-48341 and #1013, Grant Checks #1226-1229 and Payroll Checks #16536-16545, DD #2224-2234, EFT #1452-1457 as listed in the Check Register Book.**
- **Correspondence received: None**

**Motion carried by Roll Call Vote:**

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

**Nos: (0) None**

**Absent: (1) Baublitz**

### **Committee – Department Reports**

Mayor Schafer provided a brief summary of the goal settings meeting held by the DDA Board.

### **City Manager Comments**

Manager Conn reported that the IPC will be holding their second annual Rock the Block event on June 25<sup>th</sup>. The IPC has been planning a lighting project in Memory Park. The strings of lights from building to building is designed to attract more people to the downtown area. The IPC will be funding the project and have received permission from the building owners.

**Moved by Andrew, second by Hubbard to approve the Memory Park Lighting Project, funded by the IPC. Motion carried.**

Manager Conn presented an informational flyer that will be sent out to the resident regarding the GESA Millage request on the August 2<sup>nd</sup> ballot. Manager Conn provided an update on the Center Street Paving Project. The Ithaca Community Stadium turf project is almost complete. Due to the turf project, the Relay for Life is looking for a new venue for this year's event. The Senior Center is welcoming them to use their facility and the adjacent Atkinson Park. He further provided an update on the DPW crew staffing.

Manager Conn informed Council that the water tower is scheduled for painting and requested a final decision on if they want the new logo painted on it at an additional cost of \$36,000. Discussion was held. Consensus of the Council was to not spend money on adding the new logo.

### **Unfinished Business**

There was none

### **New Business**

Manager Conn informed Council that he had received a request from the IPC for permission to allow the consumption of alcohol on the public street in the 100 block of South Pine River during their Rock the Block event.

**Moved by Hubbard, second by Jerome to approve the request, allowing the consumption of alcohol on the public street during the IPC Rock the Block event. Motion carried.**

Manager Conn presented the first annual renewal of the Fire Hall Property Lease commencing on July 1, 2022 in the amount of \$1.00 (one dollar).

**Moved by Koppleberger, second by Hubbard to approve the annual renewal of the Fire Hall Property Lease commencing on July 1, 2022 in the amount of \$1.00 (one dollar). Motion carried.**

Manager Conn presented the Library Fund Administration Cost Analysis. Treasurer Fandell reported on the administrative services provided to the library and explained the varying methods that were provided. Staff recommendation was Method #1: Percentage of Treasury Staff Salary and additional audit cost share. The fiscal year 2022-2023 service fees would begin on July 1, 2022 in the amount of \$6,748 with an additional \$1,000 for the annual audit. This amount would be determined each year during the budget process. Discussion was held.

**Moved by Hubbard, second by Koppleberger to approve the Library Fund service fees for the fiscal year 2022-2023 using method #1: Percentage of Treasury Staff Salary in the amount of \$6,748 with an additional Annual Audit cost share of \$1,000. Motion carried.**

Treasurer Fandell presented the Budget Amendments for Fiscal Year 2021-2022.

**Moved by Hubbard, second by Jerome to approve the Budget Amendments for Fiscal Year 2021-2022 as presented. Motion carried.**

**Public Comment**

Mayor Schafer asked for public comments. George Bailey shared about the county redistricting and how those changes affect the areas of representation for County Commissioners. Mr. Bailey will continue to represent the City of Ithaca. Patrice Hornak was interested in the discussion on the library funding.

Mayor Schafer asked for any additional business to come before the Council. Mayor Schafer shared that Daryl Cooper is retiring from the Fire Department after 33 years of service. Council shared her gratitude for his service to the community.

**Moved by Koppleberger, second by Hubbard to adjourn. Motion carried.**

The meeting adjourned at 7:42pm.

*Approved 7-5-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk



**CITY OF ITHACA  
CITY COUNCIL MEETING  
July 5, 2022  
7:00 PM**

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

Present were Mayor Pro-Tem Brett Baublitz, Councilpersons James Andrew, James Gruesbeck, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Mayor Alice Schafer and Attorney Jeff Arnold.

Audience in attendance was Scott Gray.

**Moved by Hubbard, second by Andrew to excuse Mayor Alice Schafer due to illness. Motion carried.**

**Moved by Hubbard, second by Jerome to approve the minutes of the regular meeting of the City Council held on June 21, 2022. Motion carried.**

Mayor Pro-Tem Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda.

**Moved by Andrew, second by Hubbard to approve the Agenda, including the Consent Agenda. Motion carried.**

**Public Comment**

Mayor Pro-Tem Baublitz asked for public comments. There was none.

**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 Consumers Energy, SLIPR, DPW Update, City Hall Hours and ARPA Funds.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48342-48368, Grant Check #1230-1232 and Payroll Checks #16546-16556, DD #2235-2255, EFT #1458-1463 as listed in the Check Register Book.**
- **Correspondence received: MML Membership**

**Motion carried by Roll Call Vote:**

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

**Nos: (0) None**

**Absent: (1) Schafer**

**City Manager Comments**

Manager Conn informed Council of the new full time hire to the DPW crew. The new City Hall office hours began on July 1, 2022. He further updated Council on the ARPA funds.

**Unfinished Business**

There was none.

**New Business**

Clerk Cameron presented the applications of interest received for Boards and Commission Appointments. She reported that Clare McCollum has stepped down from the Planning Commission, leaving an opportunity for someone to fulfill the remaining term ending June 30, 2023.

**Moved by Hubbard, second by Koppleberger to re-appoint Dean Parling to the Board of Review with a term ending June 30, 2025. Motion carried.**

**Moved by Hubbard, second by Koppleberger to re-appoint Marci Browne and Kim Hodge to the Downtown Development Authority with a term ending June 30, 2026. Motion carried.**

**Moved by Hubbard, second by Koppleberger to re-appoint Mary Humm to the Library Board with a term ending June 30, 2027. Motion carried.**

**Moved by Hubbard, second by Koppleberger to re-appoint Rob Endter and Jared Macha to the Planning Commission with a term ending June 30, 2025. Motion carried.**

**Public Comment**

Mayor Pro-Tem Baublitz asked for public comments.

**Moved by Andrew, second by Koppleberger to adjourn. Motion carried.**

The meeting adjourned at 7:04pm.

*Approved 7-19-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

**CITY OF ITHACA  
CITY COUNCIL MEETING  
July 19, 2022  
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, Jim Gruesbeck and Alison Jerome. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Councilpersons Brett Baublitz, Clark Hubbard and Rick Koppleberger.

Audience in attendance was Alan Schafer.

**Moved by Jerome, second by Andrew to excuse Councilperson Brett Baublitz who was out of town, Councilperson Clark Hubbard due to a work commitment and Councilperson Rick Koppleberger due to illness. Motion carried.**

**Moved by Andrew, second by Gruesbeck to approve the minutes of the regular meeting of the City Council held on July 5, 2022. Motion carried.**

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

**Moved by Jerome, second by Andrew to approve the Agenda, including the Consent Agenda. Motion carried.**

**Public Comment**

Mayor Schafer asked for public comments. There was none.

**Consent Agenda**

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

- **City Manager's written report, which included updates and information on Planning Commission, Point Broadband, Road Paving Projects and Water Towers Painting.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48369-48404 and #1014A, Grant Checks #1233-1234 and Payroll Checks #16557-16563, DD #2256-2266, EFT #1465-1468 as listed in the Check Register Book.**
- **Correspondence received: MyMichigan Medical Center**

**Motion carried by Roll Call Vote:**

**Ayes: (4) Jerome, Andrew, Gruesbeck and Schafer**

**Nos: (0) None**

**Absent: (3) Koppleberger, Baublitz and Hubbard**

**City Manager Comments**

Manager Conn reported that the Planning Commission had met and approved a gravel drive area at 331 Industrial Parkway. The new owner of this parcel also owns Trinity Trucks and Trailer. During that meeting, the Commissioners, Mayor Schafer and Manager Conn discussed their concerns and expectations for both properties. The owner understood those concerns and shares in everyone's desire to clean up the properties and has begun the process of doing so already.

Manager Conn updated Council on the progress of the fiber optic installation project being done by Point Broadband. The DPW crew is in preparation for upcoming road projects, which are scheduled to commence in the coming weeks. Manager Conn reported that both water towers have been painted.

**Unfinished Business**

There was none

**New Business**

Manager Conn presented a list of items to be sold at an online auction, with a date yet to be determined. Discussion was held. Mayor Schafer requested the city flag be kept. Manager Conn stated that there may be other miscellaneous items added.

**Moved by Jerome, second by Gruesbeck to approve the list of auction items as presented and any other miscellaneous items added by Manager Conn (with exception to the city flag). Motion carried.**

**Public Comment**

Mayor Schafer asked for public comments. There was none.

**Moved by Jerome, second by Andrew to adjourn. Motion carried.**

The meeting adjourned at 7:16pm.

*Approved 8-2-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

**CITY OF ITHACA  
CITY COUNCIL MEETING  
August 2, 2022  
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Pro-Tem Baublitz at 7:00pm. and followed by the Pledge of Allegiance to the Flag.

Present were Mayor Pro-Tem Brett Baublitz, Councilpersons James Andrew, James Gruesbeck, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Attorney Jeff Arnold.

Audience in attendance was Scott Gray, George Bailey, Barb Fandell, Angie Baublitz, Rob Endter and Tim Palmer.

Mayor Pro-Tem Baublitz requested a moment of silence in honor and memory of Mayor Alice Schafer.

**Moved by Hubbard, second by Koppleberger to approve the minutes of the regular meeting of the City Council held on July 19, 2022. Motion carried.**

**By City Charter the Mayoral Succession was enacted. Clerk Cameron administered the oath of office to Mayor Pro-Tem Baublitz to serve as Mayor for the remaining term ending with the next regular city election in November 2023.**

Mayor Baublitz opened the floor to nominations for Mayor Pro-Tempore. Councilperson Gruesbeck nominated Councilperson Koppleberger, who accepted. No other nominations were made; therefore, a ballot election was not necessary.

**Clerk Cameron administered the oath of office to Councilperson Koppleberger to serve as Mayor Pro-Tempore for the remaining term ending with the next regular city election in November 2023.**

Mayor Baublitz stated that there was now a Councilperson vacancy that needed to be filled. Clerk Cameron informed Council on the process and requirements. Councilperson Gruesbeck suggested Tim Palmer. Mr. Palmer addressed the Council on the opportunity. Councilperson Koppleberger suggested Rob Endter. Discussion was held. Council directed Clerk Cameron to post the vacancy on the city website. Letters of interest or applications will be received and reviewed at the next Council meeting.

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

**Moved by Andrew, second by Hubbard to approve the Agenda, including the Consent Agenda. Motion carried.**

**Public Comment**

Mayor Baublitz asked for public comments. There was none.

**Consent Agenda**

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

- **City Manager's written report, which included updates and information on upcoming August events, Verizon Wireless, SME, Airport, MDOT and hydrant flushing.**

- Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48405-48428, 1015(A) Grant Check #1235-1236 and Payroll Checks #16564-16573, DD #2267-2277, EFT #1469-1476 as listed in the Check Register Book.
- Correspondence received: Library Minutes and GGDI Minutes

**Motion carried by Roll Call Vote:**

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

**Nos: (0) None**

**Absent: (0) None**

**City Manager Comments**

Manager Conn informed Council of the upcoming events for the month of August. Verizon Wireless is looking to improve their service in our area. He provided a progress update on the west Washington road landfill remediation. Manager Conn provided a brief update on the Airport Authority, MDOT painted lines on the business route. A soft flush of hydrants was completed in preparation for quarterly testing.

**Unfinished Business**

There was none.

**New Business**

Mayor Baublitz presented the MERS Officer Delegate Appointment for the annual conference to be held September 26-27 in Traverse City. The administrative staff recommends that Manager Conn be appointed as the delegate and Treasurer Fandell as the alternate for this year's conference.

**Moved by Hubbard, second by Jerome to appoint Manager Conn as the MERS Officer Delegate and Treasurer Fandell as the alternate for this year's conference. Motion carried.**

**Public Comment**

Mayor Pro-Tem Baublitz asked for public comments. George Bailey stated that the recent asphalt overlay on the streets looks great. Scott Gray expressed his appreciation of Alice Schafer.

**Moved by Hubbard second by Jerome to adjourn. Motion carried.**

The meeting adjourned at 7:18pm.

*Approved 8-16-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

**CITY OF ITHACA  
CITY COUNCIL MEETING  
August 16, 2022  
7:00 PM**

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

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

Additional staff present was Lt. Roy McCollum.

Absent was Attorney Jeff Arnold.

Audience in attendance was Rob Endter, Kristyn Roethlisberger, John Harrison and Tom MacDonald.

**Moved by Hubbard, second by Jerome to approve the minutes of the regular meeting of the City Council held on August 2, 2022. Motion carried.**

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda. Manager Conn requested to add PK Contracting to the agenda under New Business. Mayor Baublitz placed it as item 10b. Councilperson Gruesbeck requested to add Senior Activity Building Board Nominations to the agenda under New Business. Mayor Baublitz placed it as item 10c.

**Moved by Andrew, second by Hubbard to approve the Agenda (as amended by adding item 10b. PK Contracting and item 10c. Senior Activity Building Board Nominations), including the Consent Agenda. Motion carried.**

**Public Comment**

Mayor Baublitz asked for public comments. Tom MacDonald addressed the Council regarding the issue of irresponsible dog owners (renters from downtown apartments in particular) that walk behind his business office and do not pick up after their dogs.

**Consent Agenda**

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

- **City Manager's written report, which included updates and information on Sidewalk Replacement, GESA Millage, Josh Gracin, Planning Commission, Nelson Street and Quarterly Water Samples.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48430-48467, Grant Check #1237 and Payroll Checks #16574-16588, DD #2278-2288, EFT #1478-1481 as listed in the Check Register Book.**
- **Correspondence received: none**

**Motion carried by Roll Call Vote:**

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

**Nos: (0) None**

**Absent: (0) None**

### **Department Reports**

Lt. McCollum reported on the quarterly activity of the Ithaca Unit covering April-June 2022. The monthly activity report for July was reviewed.

**Moved by Hubbard, second by Koppleberger to receive the Ithaca Unit July 2022 written report and the 2nd Quarter 2022 verbal report. Motion carried.**

### **City Manager Comments**

Manager Conn informed Council that the sidewalk replacement project will begin on September 6<sup>th</sup>. The GESA millage proposal passed with about a 76% yes vote district wide.

He further informed Council that the G.A.S. President, Greg Jolliff reached out to him about the possibility of hosting a concert at next year's fair featuring Josh Gracin. Mayor Baublitz inquired on the funding aspect of such an event. Manager Conn stated that Mr. Jolliff is aware that G.A.S. would be fully responsible for all costs incurred for the concert. Council authorized Manager Conn to support Mr. Jolliff in pursuit of such concert, with full knowledge that 100% financial obligation would be that of the Gratiot Agricultural Society.

Manager Conn reported on the Planning Commission's approval of two site plans at their last meeting. The Nelson Street water main project was approved by EGLE, along with LCR repairs to be conducted in the next few weeks, in preparation for paving in September. He further reported that the quarterly water samples came back negative, which is good.

### **Unfinished Business**

Mayor Baublitz reported that Clerk Cameron had received three letters of interest for the vacant council seat. He requested each of them, John Harrison, Robert Endter and Kristyn Roethlisberger to address the Council on their interests in serving the community. Afterwards, Clerk Cameron instructed Council on the ballot voting process. Ballots were distributed to each Councilperson and the Mayor. Clerk Cameron collected the six ballots and read aloud the name written on each, with Mayor Baublitz observing the written name on the ballot. Ballot results were as follows; Robert Endter with 3 votes, John Harrison with 2 votes and Kristyn Roethlisberger with 1 vote. Mayor Baublitz announced that Robert Endter won the vote to serve as Councilperson for the remaining term ending November 2023. Robert Endter accepted the appointed position and congratulations from the Council. Clerk Cameron stated the oath of office would occur at the beginning of the next council meeting.

Mayor Baublitz thanked John Harrison and Kristyn Roethlisberger for their interest and encouraged them to seek the opportunity to serve as a Councilperson at the next city election being November 2023.

### **New Business**

Mayor Baublitz inquired if anyone was interested in serving on the Library Board. With the meetings occurring at 10:30 am, he is unable to attend. Newly elected Councilperson, Rob Endter stated that he would be willing to serve on that board. Mayor Baublitz inquired of the council, how they would like to proceed with the Committee of the Whole meetings in addition to sub-committee assignments.

Manager Conn reported that due to the recent repaving of South St. Johns Street (between Center and Fillmore Rd) the lines need to be repainted. He inquired if the Council wanted lines on Barber Street also. PK Contracting submitted a quote of \$3,161.40 for South St. Johns and \$747.60 for Barber Street. Council decided to only proceed with South St. Johns Street re-stripping.

**Moved by Hubbard, second by Koppleberger to authorize the re-stripping of South St. Johns Street not to exceed \$3,909 and amend the budget accordingly. Motion carried.**

Councilperson Gruesbeck presented names received from the nominating committee to be placed on the Senior Activity Building Board election ballot. Those individuals were Mary Sullivan, Marita Harkness and Cleo Flegel.



**Moved by Hubbard, second by Koppleberger to approve the nominating committee's names of Mary Sullivan, Marita Harkness and Cleo Flegel to be placed on the ballot for the Senior Activity Building Board. Motion carried.**

**Public Comment**

Mayor Baublitz asked for public comments. None were given

**Moved by Koppleberger, second by Jerome to adjourn. Motion carried.**

The meeting adjourned at 7:38pm.

*Approved 9-6-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

**CITY OF ITHACA  
CITY COUNCIL MEETING  
September 6, 2022  
7:00 PM**

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

Present were Mayor Brett Baublitz, Councilpersons Rob Endter, James Gruesbeck, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Councilperson James Andrew and Attorney Jeff Arnold.

Audience in attendance was none.

**Moved by Hubbard, second by Koppleberger to excuse Councilperson James Andrew who was out of town. Motion carried.**

Clerk Cameron provided updated minutes showing a few corrections for the Council to consider. Under unfinished business; changing election to vote and elected to appointed. Under new business; South St. to Fillmore Rd., \$3,100 to \$3,161.40 and \$3,909 to \$747.60.

**Moved by Hubbard, second by Jerome to approve the minutes of the regular meeting held August 16, 2022 with the corrections as offered. Motion carried.**

Mayor Baublitz 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.**

Clerk Cameron stated that after the vote to appoint a new Councilperson (to fulfill the vacant seat) during the last Council meeting; a formal motion was not received due to honest oversight. Mayor Baublitz requested a motion to formally appoint Rob Endter as Councilperson, to serve the remaining term ending with the next regular city election being November 2023.

**Moved by Koppleberger, second by Hubbard to appoint Rob Endter as Councilperson, to serve the remaining term ending with the next regular city election being November 2023. Motion carried.**

Clerk Cameron administered the oath of office to Rob Endter, as Councilperson with a term ending in November 2023.

**Public Comment**

Mayor Baublitz asked for public comments. None were 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 City/Ellen's Parcel, Watermain Break, Nelson Street Water Main, Renovations, Verizon Tower, Handicap Parking, Old US27 Motor Tour, Grand Opening of Pickle Ball Courts.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48468-48503, Grant Check #1238-1239,**

**Water Sewer Bond Debt Check #21(A) and Payroll Checks #16589-16595, DD #2289-2299, EFT #1482-1490 as listed in the Check Register Book.**

- **Correspondence received: none**

**Motion carried by Roll Call Vote:**

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

**Nos: (0) None**

**Absent: (1) Andrew**

**City Manager Comments**

Manager Conn informed Council that renovations to the Community Center will begin mid-September. The Nelson Street water main has been installed with paving to take place next week. Manager Conn further informed Council that Eight Cap Head Start has opted out of the paving project for the shared parking lot behind their building, Downtown Auto and the library. Discussion was held.

Manager Conn provided an update on the initial proposed site for a Verizon Tower that would be 150' (feet) in height. Discussion was held with focus on other possible site locations.

**Unfinished Business**

Mayor Baublitz presented a revised edition of sub-committee assignments as follows;

**Council Committee Assignments**

**Building & Grounds** - Jerome, Koppleberger, Endter

**Cemetery & Parks** - Koppleberger, Jerome, Hubbard

**Equipment** - Endter, Hubbard, Koppleberger

**Greater Gratiot Development** - Jerome

**Library** - Endter

**Personnel** - Andrew, Koppleberger, Baublitz

**Public Safety** - Andrew, Gruesbeck, Baublitz

**Senior Activity Building** - Gruesbeck

**Streets & Parking** - Endter, Andrew, Gruesbeck

**Technology** - Hubbard, Andrew, Gruesbeck

**Water & Sewer** - Hubbard, Jerome, Baublitz

**Ways & Means** - Gruesbeck, Andrew, Jerome

**911 Boards** - Koppleberger

**New Business**

Clerk Cameron presented three options of executive chair styles for Council Chambers. Selection was made for chair #2 (McKinley wing back executive chair) at a cost of \$699 each, (\$649 for over five) plus shipping. Discussion was held on the funding source to be used, with agreement that the Norton Gibbs fund would be used. Councilperson Koppleberger suggested that one chair be ordered and tested out for satisfaction before purchasing all eleven chairs. Council agreed, with direction to Clerk Cameron to order one chair for now.

**Public Comment**

Mayor Baublitz asked for public comments. None were given

**Moved by Hubbard, second by Koppleberger to adjourn. Motion carried.**

The meeting adjourned at 7:30pm.

*Approved 9-20-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

**CITY OF ITHACA  
CITY COUNCIL MEETING  
September 20, 2022  
7:00 PM**

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

Present were Mayor Brett Baublitz, Councilpersons Rob Endter, James Gruesbeck, Alison Jerome and Rick Koppleberger. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Councilperson Clark Hubbard and Attorney Jeff Arnold.

Audience in attendance was none.

**Moved by Andrew, second by Jerome to excuse Councilperson Clark Hubbard due to illness. Motion carried.**

**Moved by Koppleberger, second by Andrew to approve the minutes of the regular meeting held September 6, 2022. Motion carried.**

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

**Moved by Endter, second by Koppleberger to approve the Agenda, including the Consent Agenda. Motion carried.**

**Public Comment**

Mayor Baublitz asked for public comments. None were given.

**Consent Agenda**

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

- **City Manager's written report, which included updates and information on the CEC Conference, Consumers Energy, Planning Commission, IPC Golf Outing, Renovations, Paving Projects, Trick-or-Treat and Library Auction Items.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48504-48539, 1016A, and Payroll Checks #16596-16602, DD #2300-2310, EFT #1491-1495 as listed in the Check Register Book.**
- **Correspondence received: none**

**Motion carried by Roll Call Vote:**

**Ayes: (6) Endter, Gruesbeck, Jerome, Koppleberger, Andrew and Baublitz**

**Nos: (0) None**

**Absent: (1) Hubbard**

**City Manager Comments**

Manager Conn provided an update on the renovation schedule. City Hall will be closed to the public for several weeks during October, with as needed availability of the City Manager and City Clerk. Clerk Cameron will establish a daily time option to residents for election purposes. City Manager reported that Eight Cap did change their mind on the paving project and have committed to having their private portion be included. Trick-or-Treat hours have been set for October 31<sup>st</sup> from 5:30pm-7:30pm. An update on the upcoming city auction was provided along with a list of additional items from the library to be included.

### **Unfinished Business**

City Manager Conn updated Council on the Center Street Resurfacing Project. Bids were received with a total project cost at \$186,049.86. This increases the city obligation an additional \$986.76. Manager Conn requested the approval for the additional funding to proceed with the project.

**Moved by Jerome, second by Koppleberger to approve the additional funding for the Center Street Resurfacing Project in the amount of \$986.76. Motion carried.**

### **New Business**

Manager Conn presented the Land Use Master Plan draft for review. Discussion was held. Clerk Cameron stated that with Council authorization, the 63-day waiting/review period will begin, then a public hearing will be held during a Planning Commission meeting with a final draft brought back to the Council.

**Moved by Koppleberger, second by Andrew to authorize the Land Use Master Plan draft for the review process to begin. Motion carried.**

Clerk Cameron presented the Title VI Non-Discrimination Plan draft version for approval. The city is required to submit an annual report to the state. Within the plan the Mayor and City Manager names are listed and required signatures. Clerk Cameron stated that those names were updated as well as the organizational chart; due to new job titles for department heads.

**Moved by Andrew, second by Endter to approve the Title VI Non-Discrimination Plan and authorize the Mayor and City Manager to sign. Motion carried.**

Manager Conn stated that an Industrial Facilities Tax Exemption Application had been received from Misenhelder Welding. Clerk Cameron requested the council to set a public hearing for October 18, 2022. This will be for the new addition on the north side of the existing building.

**Moved by Jerome, second by Endter to set a public hearing for the IFE request from Misenhelder Welding on October 18, 2022 at the regular council meeting. Motion carried.**

### **Public Comment**

Mayor Baublitz asked for public comments. None were given

**Moved by Andrew, second by Jerome to adjourn. Motion carried.**

The meeting adjourned at 7:24pm.

*Approved 10-4-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

**CITY OF ITHACA  
CITY COUNCIL MEETING  
October 4, 2022  
7:00 PM**

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

Present were Mayor Brett Baublitz, Councilpersons James Andrew, Rob Endter, James Gruesbeck, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Attorney Jeff Arnold.

Audience in attendance was Grant & Jen Woodman.

**Moved by Andrew, second by Hubbard to approve the minutes of the regular meeting held September 20, 2022. Motion carried.**

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda. Manager Conn requested to add Resolution 2022-09; MDOT Contract for West Center Street Project to Unfinished Business. Mayor Baublitz placed it as item 8a.

**Moved by Hubbard, second by Koppleberger to approve the Agenda (as amended by adding item 8a. Resolution 2022-09; MDOT Contract for West center street Project), including the Consent Agenda. Motion carried.**

**Public Comment**

Mayor Baublitz asked for public comments. Grant and Jen Woodman addressed Council with their concerns regarding the city decision to cut down a tree located on their property but within the right-of-way and lack of communication/notification prior to the morning of it being cut down.

**Consent Agenda**

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

- **City Manager's written report, which included updates and information SME Report, Verizon Tower, DDA Billboard, Homecoming Parade, Renovations and MERS Conference.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48540-48554 and Payroll Checks #16603-16610, DD #2311-2330, EFT #1496-1506 as listed in the Check Register Book.**
- **Correspondence received: none**

**Motion carried by Roll Call Vote:**

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

**Nos: (0) None**

**Absent: (0) None**

**City Manager Comments**

Manager Conn reported that he received notification from MDOT Advertising regarding the DDA billboard located at the north end of Industrial Parkway. The letter stated that the last permit issued for that billboard was in 2010 under the Ithaca Motel; whom was paying the city to lease the advertising space. MDOT agreed to

transfer the permit to the City of Ithaca if the city pays the back permit fees plus a transfer fee, totaling \$650. This funding would come from the DDA. An annual permit fee of \$50 would incur going forward.

**Moved by Koppleberger, second by Hubbard to approve the MDOT Advertising Permit fee in the amount of \$650 with an annual fee of \$50 for the billboard permit, using DDA funds. Motion carried.**

Manager Conn provided an update on renovations and staff availability while working remotely from home.

#### **Unfinished Business**

City Manager Conn presented the MDOT West Center Street Resurfacing Contract with Resolution 2022-09; MDOT West Center Street Project.

**Moved by Andrew, second by Hubbard to approve the MDOT West Center Street Resurfacing Contract, authorizing the City Manager and City Clerk to sign the contract, and adopt Resolution 2022-09; MDOT West Center Street Project.**

**Motion carried by Roll Call Vote:**

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

**Nos: (0) None**

**Absent: (0) Hubbard**

#### **New Business**

Manager Conn presented the SME Landfill Report draft. The proposal will be sent to EGLE for their review and approval to proceed with the clean up process. Discussion was held.

**Moved by Hubbard, second by Jerome to approve the SME Landfill Report draft and authorize the City Manager to submit it to EGLE for their review and approval. Motion carried.**

Manager Conn updated council on the proposed site location (at the north end of the cemetery, as offered by the city) for Verizon to construct a 150' tower. Verizon's Engineers approved the site location and presented the city with a site access agreement.

**Moved by Hubbard, second by Andrew to approve the Verizon Site Access Agreement and authorize the City Manager to sign the agreement. Motion carried.**

#### **Public Comment**

Mayor Baublitz asked for public comments. There was none.

Council discussed trees within the city right-of-way.

**Moved by Andrew, second by Jerome to adjourn. Motion carried.**

The meeting adjourned at 7:54pm.

*Approved 10-18-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

**CITY OF ITHACA  
CITY COUNCIL MEETING  
October 18, 2022  
7:00 PM**

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

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

Absent was Councilperson Rob Endter, Alison Jerome and Attorney Jeff Arnold.

Audience in attendance was John & Lori Misenhelder and Kasey Zehner with Greater Gratiot Development.

**Moved by Andrew, second by Hubbard to approve the minutes of the regular meeting held October 4, 2022. Motion carried.**

**Moved by Andrew, second by Hubbard to excuse Councilperson Rob Endter who was out of town, and Councilperson Alison Jerome due to a work commitment. Motion carried.**

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

**Moved by Andrew, second by Hubbard to approve the Agenda, including the Consent Agenda. Motion carried.**

**Public Comment**

Mayor Baublitz asked for public comments. There was none.

**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 City on-line Auction, Renovation Update, West Center Street, Crushed Concrete and Airport Authority.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48555-48590 and Payroll Checks #16611-16616, DD #2331-2341, EFT #1508-1511 as listed in the Check Register Book.**
- **Correspondence received: Charter Communications**

**Motion carried by Roll Call Vote:**

**Ayes: (5) Koppleberger, Andrew, Gruesbeck, Hubbard, and Baublitz**

**Nos: (0) None**

**Absent: (2) Jerome and Endter**

**City Manager Comments**

Manager Conn reported on the success of the city on-line auction. An update on the City Hall renovations was provided. Manager Conn and DPW Superintendent Smith attended a pre-construction meeting with ROWE on the West Center Street Resurfacing Project. Mobilization is set for October 20<sup>th</sup> with a projected completion of October 29<sup>th</sup>. The city will be keeping the millings from this project for future use while selling some to the public. The concrete at the lagoons is scheduled to be crushed soon and will also be available for sale to the public. Manager Conn provided an update on the Airport Authority.



### **Unfinished Business**

There was none.

### **New Business**

Mayor Baublitz stated that it was time for the public hearing on the Industrial Facilities Tax Exemption for Misenhelder Welding.

**Moved by Hubbard, second by Koppleberger to enter into a public hearing to take comments on the Industrial Facilities Tax Exemption application submitted by Misenhelder Welding. Motion carried. Mayor Baublitz opened the public hearing at 7:10pm.**

Manager Conn turned it over to Kasey Zehner with Greater Gratiot Development. Ms. Zehner stated the Misenhelder Welding is applying for an Industrial Facilities Exemption on a new 4,000 sq.ft. building that will be used for fabrication. When the building is complete, their total facility will be 14,000 sq.ft. Misenhelder is also investing \$128,000 in equipment for the building, which is considered personal property subject to ESA (and therefore not included in this application). They currently have 4 FTE positions with the expected creation of 2 more within two years of completion. The request is for a 12-year exemption. Discussion was held.

Mayor Baublitz asked for additional comments. None were offered.

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

**Moved by Hubbard, second by Koppleberger to approve the Industrial Facilities Tax Exemption Application for Misenhelder Welding and authorize the Mayor to sign. Motion carried.**

Mayor Baublitz presented Resolution 2022-10: Approving the IFE Application of Misenhelder Welding.

**Moved by Hubbard, second by Koppleberger to adopt Resolution 2022-10: Approving IFE Application of Misenhelder Welding.**

**Motion carried by Roll Call Vote:**

**Ayes: (5) Koppleberger, Andrew, Gruesbeck, Hubbard, and Baublitz**

**Nos: (2) Endter and Jerome**

Manager Conn reported that the property lease agreement with Mindful Therapy, located at 122 N Maple St.; is up for renewal. The current agreement is an annual re-evaluation basis with 5% monthly rent increases each year. Discussion was held.

**Motion by Hubbard, second by Koppleberger to approve a property lease agreement with Mindful Therapy for a two-year term (expiring November 30, 2024) with a one time 5% monthly rent increase effective year one and authorize the City Manager and City Clerk to sign. Motion carried.**

### **Public Comment**

Mayor Baublitz asked for public comments. There was none.

Mayor Baublitz asked for any additional business to come before the Council. Councilperson Gruesbeck reported on the Senior Center Board Meeting. The board has requested a porta john be placed near the pickle ball courts during the summer to accommodate the public. After discussion, it was the consensus of the Council to look into providing this service at the cities expense, as it is already provided at other city owned parks. Manager Conn confirmed that the pickle ball court area, as part of Atkinson Park, is covered by the city's liability insurance.

Councilperson Gruesbeck stated that a name was mistakenly omitted on the list of candidate names to serve on the Senior Activity Center Board and requested Council approval to add Joyce Raycraft to that list of candidates.

**Moved by Hubbard, second by Andrew to approve the additional candidate of Joyce Raycraft to the list of candidates to serve on the Senior Activity Center Board. Motion carried.**

**Moved by Andrew, second by Hubbard to adjourn. Motion carried.**

*Approved 11-1-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

**CITY OF ITHACA  
CITY COUNCIL MEETING  
November 1, 2022  
7:00 PM**

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

Present were Mayor Brett Baublitz, Councilpersons James Andrew, Rob Endter, James Gruesbeck, Alison Jerome and Rick Koppleberger. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Additional staff present was City Treasurer Barbara Fandell.

Absent was Councilperson Clark Hubbard and Attorney Jeff Arnold.

Audience in attendance was George Bailey and Carson Litwiller.

**Moved by Koppleberger, second by Endter to excuse Councilperson Clark Hubbard due to a work commitment. Motion carried.**

**Moved by Andrew, second by Jerome to approve the minutes of the regular meeting held October 18, 2022. Motion carried.**

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

**Moved by Koppleberger, second by Endter to approve the Agenda, including the Consent Agenda. Motion carried.**

**Public Comment**

Mayor Baublitz asked for public comments. Carson Litwiller stated that he was attending the meeting for a high school class assignment.

**Consent Agenda**

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

- **City Manager's written report, which included updates and information on the Sidewalk Millage, Auction Totals, Leaf Pick-up, Mindful Therapy, G.A.S. Beef Show, Millings and Fire Hall Repairs.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48591-48615 and Payroll Checks #16617-16623, DD #2342-2352, EFT #1512-1520 as listed in the Check Register Book.**
- **Correspondence received: None**

**Motion carried by Roll Call Vote:**

**Ayes: (6) Andrew, Endter, Gruesbeck, Jerome, Koppleberger and Baublitz**

**Nos: (0) None**

**Absent: (1) Hubbard**

**Committee Reports**

There was none.

### **City Manager Comments**

Manager Conn reported that the sidewalk projects are wrapped up for this year. The Firehall and Community Center approaches have also been completed. The property lease agreement with Mindful Therapy was presented and agreed to by Ms. Wendt, to enter into a two-year agreement with the city. The DPW crew hauled about 300 ton of millings from the Center Street Road Project. These millings will be available for sale to the general public soon. Manager Conn reported that the Fire Hall is in need of some repairs. The roof is leaking, the furnace needs a new motor and the brick is crumbling by the front door. DPW Superintendent Smith will be obtaining estimates for these repairs.

### **Unfinished Business**

There was none.

### **New Business**

Manager Conn presented the quote from Hutson, Inc. for a new John Deere ZTrak Lawnmower in the amount of \$12,086.21. By using the trade-in program, the city will receive \$6,000 in credit, for our 2020 John Deere Lawnmower. Manager Conn requested authorization to purchase the new John Deere ZTrak Lawnmower.

**Moved by Koppleberger, second by Andrew to authorize the purchase of the new John Deere ZTrak Lawnmower from Hutson, Inc. in the amount of \$6,086.21 and to amend the budget as necessary. Motion carried.**

Manager Conn provided an update on the purchasing status of a new small dump truck from Shults Equipment. With the supply chain shortage, our window of opportunity to order the new chassis is November 14<sup>th</sup>. Prior council approval was for \$58,000; the new bid estimate is around \$64,000. Discussion was held.

**Moved by Endter, second by Andrew to approve up to \$70,000 to purchase the chassis for the small dump truck from Shults Equipment. Motion carried.**

Manager Conn presented a Petition for Annexation to the City of Ithaca, on behalf of Kenneth & Sharon Hayes. The property is located at 1234 E Washington Rd (parcel identified as 11-005-017-00). North Star Township has approved the annexation as stated in their regular meeting minutes of October 10, 2022. Discussion was held.

**Moved by Endter, second by Koppleberger, to approve the Petition of Annexation to the City of Ithaca, of the property located at 1234 E Washington Rd (parcel identified as 11-005-017-00); with direction of the City Manager, City Clerk and City Assessor to proceed with and file the necessary documentation with the County and State of Michigan.**

**Motion carried by Roll Call Vote:**

**Ayes: (6) Endter, Gruesbeck, Jerome, Koppleberger, Andrew and Baublitz**

**Nos: (0) None**

**Absent: (1) Hubbard**

Treasurer Fandell informed Council that she had received a phone call from Rod Merchant regarding the Gruesbeck/Beebe Building Loan. Mr. Merchant requested a payoff amount to dissolve the loan agreement. Discussion was held.

**Moved by Endter, second by Andrew to approve the loan payoff in the amount of \$40,000. Motion carried.**

### **Public Comment**

Mayor Baublitz asked for public comments. There was none.

Mayor Baublitz asked for any additional business to come before the Council. Discussion was held on leaf burning.

**Moved by Jerome, second by Koppleberger to adjourn. Motion carried.**

The meeting adjourned at 7:37pm.

*Approved 11-15-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

**CITY OF ITHACA  
CITY COUNCIL MEETING  
November 15, 2022  
7:00 PM**

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

Present were Mayor Brett Baublitz, Councilpersons James Andrew, Rob Endter, James Gruesbeck, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present was City Manager Jamey Conn.

Absent was City Clerk Cathy Cameron and Attorney Jeff Arnold.

Audience in attendance was Ian Martyn, Hope Huss and Doug Huss.

**Moved by Andrew, second by Endter to approve the minutes of the regular meeting held November 1, 2022. Motion carried.**

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda. Manager Conn requested to add IPC Hometown Christmas Alcoholic Liquor Request and Sale of Millings to the agenda under New Business. Mayor Baublitz placed them as item 10a. and 10b. under New Business.

**Moved by Hubbard, second by Jerome to approve the Agenda (as amended by adding item 10a. IPC Hometown Christmas Alcoholic Liquor Request and 10b. Sale of Millings), including the Consent Agenda. Motion carried.**

**Public Comment**

Mayor Baublitz asked for public comments. Students, Ian Martyn, Hope Huss and Doug Huss stated that they were attending the meeting for a high school class assignment.

**Consent Agenda**

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

- **City Manager's written report, which included updates and information on the Planning Commission, Leaf Vac, Veterans Day Service, Election Tabulator and Renovation Update.**
- **Ithaca Unit Report for October 2022.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48616-48645 and Payroll Checks #16624-16635, DD #2353-2363, EFT #1521-1525 as listed in the Check Register Book.**
- **Correspondence received: None**

**Motion carried by Roll Call Vote:**

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

**Nos: (0) None**

**Absent: (0) None**

**Committee Reports**

There was none.

### **City Manager Comments**

Manager Conn reported on the Planning Commission meeting held on November 8, 2022. An update was provided on the operational status of the Leaf Vac and leaf pickup for the season. Thank you to the City of St. Louis for lending their Leaf Vac's and Shults Equipment for expediting the service on ours. Election day required a Plan B action, as the tabulator went down twice. Clerk Cameron and her team kept the election process moving along and getting everyone's ballots through before the close of polls at 8pm. Manager Conn provided an update on the renovations to city hall including the council chambers.

### **Unfinished Business**

There was none.

### **New Business**

Manager Conn reported that Josh Stand with IPC has requested an alcoholic liquor approval for the Hometown Christmas event planned for December 2, 2022.

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

Manager Conn reported that the city ended up with about 300 ton of millings from the Center Street road project. This product is not quite as desirable as our crushed concrete and asphalt, due to the larger chunks. Manager Conn requested approval to sell the millings at a reduced price of \$20 per yard.

**Moved by Andrew, second by Hubbard to approve the sale of these millings at a cost of \$20 per yard. Motion carried.**

### **Public Comment**

Mayor Baublitz asked for public comments. There was none.

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

**Moved by Hubbard, second by Jerome to adjourn. Motion carried.**

The meeting adjourned at 7:10pm.

*Approved 12-6-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

*As recorded by Jamey Conn, City Manager*

**CITY OF ITHACA  
CITY COUNCIL MEETING  
December 6, 2022  
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Pro-Tem Rick Koppleberger at 7:00pm. and followed by the Pledge of Allegiance to the Flag.

Present were Mayor Pro-Tem Rick Koppleberger, Councilpersons James Andrew, Rob Endter, James Gruesbeck, Clark Hubbard and Alison Jerome. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Additional Staff Present was City Treasurer Barbara Fandell.

Absent was Mayor Brett Baublitz and Attorney Jeff Arnold.

Audience in attendance was none.

**Moved by Andrew, second by Hubbard to approve the minutes of the regular meeting held November 15, 2022. Motion carried.**

**Moved by Hubbard, second by Jerome to excuse Mayor Brett Baublitz who was out of town. Motion carried.**

Mayor Pro-Tem Koppleberger asked for approval of the agenda and for any items to be removed from the Consent Agenda.

**Moved by Hubbard, second by Endter to approve the Agenda, including the Consent Agenda. Motion carried.**

**Public Comment**

Mayor Pro-Tem Koppleberger asked for public comments. There was none.

**Consent Agenda**

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

- **City Manager's written report, which included updates and information on Downtown Christmas Tree, Our Hometown Christmas, Renovation Update, Verizon Tower Update, Land Use Plan and SLIPR Audit.**
- **CVTRS Revenue Sharing 2021-2022 Annual Reports**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48648-48686, #1017A and Payroll Checks #16636-16653, DD #2364-2388, EFT #1526-1539 as listed in the Check Register Book.**
- **Correspondence received: EGLE Certificate**

**Motion carried by Roll Call Vote:**

**Ayes: (6) Endter, Gruesbeck, Hubbard, Jerome, Andrew and Koppleberger**

**Nos: (0) None**

**Absent: (1) Baublitz**

**Committee Reports**



Mayor Pro-Tem Koppleberger reported that the Committee of the Whole had met prior to the council meeting for the 2021-2022 audit presentation given by Christine Schaub with Roslund Prestige Co. Ms. Schaub had reported that the audit went smoothly and that the City is in great financial standings. Compliments to Treasurer Fandell for a job well done.

**Moved by Hubbard, second by Endter to approve the 2021-2022 Annual Financial Statement Audit and place on file with the state. Motion carried.**

#### **City Manager Comments**

Manager Conn reported on the Christmas Event being held Friday, December 2<sup>nd</sup> beginning with a parade at 6pm and the tree lighting at 7pm. A renovation update was provided to the council. Manager Conn reported on the adjusted site location for the Verizon tower and that he has begun negotiations of the lease with them. The Planning Commission will hold a public hearing on Tuesday, December 20<sup>th</sup> at Noon regarding the Land Use Plan/Master Plan. This years SLIPR audit report was presented to the council for their review.

#### **Unfinished Business**

Clerk Cameron presented the quote for the remaining nine council chamber chairs and twelve guest chairs in the amount of \$6,107.49 from National Business Furniture.

**Moved by Hubbard, second by Andrew to approve the purchase of 21 chairs in the amount of \$7,154.46 with funding to come from the Norton Gibbs Funds. Motion carried.**

#### **New Business**

Manager Conn requested that the Council approve DDA Dollars in the amount of \$25 for all active employees, Boards Members and Commissioners. (totaling 55 people). This is an annual holiday appreciation as provided for in previous years.

**Moved by Jerome, second by Hubbard to approve the issuance of DDA Dollars in the amount of \$25 for all active employees, Board Members and Commissions. Motion carried.**

Clerk Cameron presented the 2023 calendar meeting dates for council meeting and other board meetings. This year the 4<sup>th</sup> of July falls on a Tuesday, which is a recognized holiday. The City Charter requires two meetings per month, with an ordinance requiring those be the first and third Tuesday of the month. Councilperson Gruesbeck suggested that the Council hold off on making a decision tonight on whether to change that date.

**Motion by Andrew, second by Clark to approve the council and board meeting dates as submitted. Motion carried.**

#### **Public Comment**

Mayor Pro-Tem Koppleberger asked for public comments. There was none.

Mayor Pro-Tem Koppleberger asked for any additional business to come before the Council. There was none.

**Moved by Gruesbeck, second by Jerome to adjourn. Motion carried.**

The meeting adjourned at 7:12pm.

*Approved 12-20-2022*

*Cathy Cameron*

Cathy Cameron, City Clerk

**CITY OF ITHACA  
CITY COUNCIL MEETING  
December 20, 2022  
7:00 PM**

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

Present were Mayor Brett Baublitz, Councilpersons James Andrew, Rob Endter, James Gruesbeck, Alison Jerome and Rick Koppleberger. Staff present were City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Councilperson Clark Hubbard and Attorney Jeff Arnold.

Audience in attendance was none.

**Moved by Jerome, second by Koppleberger to approve the minutes of the regular meeting held December 6, 2022. Motion carried.**

**Moved by Koppleberger, second by Jerome to excuse Councilperson Clark Hubbard who was out of town. Motion carried.**

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

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

**Public Comment**

Mayor Baublitz asked for public comments. There was none.

**Consent Agenda**

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

- **City Manager's written report, which included updates and information on West Center Street, Ferric Chloride Treatment, Crushed Concrete, Great Lakes Family Restaurant, Biggy Coffee and Planning Commission Public Hearing.**
- **Ithaca Unit Report – November 2022**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48687-48730 and Payroll Checks #16654-16659, DD #2389-2399, EFT #1541-1546 as listed in the Check Register Book.**
- **Correspondence received: none**

**Motion carried by Roll Call Vote:**

**Ayes: (6) Jerome, Koppleberger, Andrew, Endter, Gruesbeck and Baublitz**

**Nos: (0) None**

**Absent: (1) Hubbard**

**Committee Reports**

There was none.

### **City Manager Comments**

Manager Conn reported that he signed the final agreement amount with MDOT on the West Center Street paving project; coming in at \$31,552.90 under estimate. Water/Sewer Superintendent Waldron has engineered a way to safely treat discharge from the lagoons in order to comply with new permit requirements from EGLE. The crushed concrete material is selling quickly. Manager Conn provided an update on the opening of Great Lakes Family Restaurant and Biggby Coffee. The Planning Commission will be holding a public hearing on the Land Use (City) Master Plan on Wednesday, December 20, 2022.

### **Unfinished Business**

There was none.

### **New Business**

Manager Conn presented a quote with specs for a large scraper truck chassis in the amount of \$94,685.33 to be purchased from Tri County International Trucks Inc. using the State of Michigan MI Deal contract pricing.

**Moved by Andrew, second by Koppleberger to approve the purchase of the 2024 International Truck Chassis in the amount of \$94,685.33 from Tri County International Trucks Inc. Motion carried.**

Manager Conn presented the Data Sharing Agreement between the Michigan Department of State and the City of Ithaca. This is a five-year renewal of a free subscription service used to perform pre-employment background checks and monitoring of current employees driving records with CDL licensing.

**Moved by Koppleberger, second by Jerome to approve the Data Sharing Agreement between MDOS and the City of Ithaca; authorizing the City Manager to sign the document. Motion carried.**

### **Public Comment**

Mayor Baublitz asked for public comments. There was none.

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

Manager Conn reported that he received a quote from Freed Construction, in the amount of \$7,554 to have the Council Chamber's ceiling dropped down three inches and install new track for the ceiling tile replacement. Discussion was held, with funding to come from the Norton Gibbs Fund.

**Moved by Koppleberger, second by Andrew to approve installation of new ceiling track in the amount of \$7,554 by Freed Construction, with approval to use funding from the Norton Gibbs Fund. Motion carried.**

**Moved by Jerome, second by Andrew to adjourn. Motion carried.**

The meeting adjourned at 7:13pm.

*Approved 1-3-2023*

*Cathy Cameron*

Cathy Cameron, City Clerk