

**CITY OF ITHACA
CITY COUNCIL MEETING
January 3, 2023
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, 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 Dave Nelson and George Bailey.

Moved by Jerome, second by Koppleberger to approve the minutes of the regular meeting held December 20, 2022. 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.

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 McNabb Park Barn, Strategic Planning Session, Ithaca Fire Department, V&V Assessing, Deputy Chief Gallagher and IPC Light Canopy.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48731-48751 and Payroll Checks #16660-16668, DD #2400-2419, EFT #1547-1555 as listed in the Check Register Book.**
- **Correspondence received: Charter Communications**

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 provided an update on the status of the historical barn tear down. A list of possible dates for consideration were reviewed to schedule the strategic planning meeting this month. Clerk Cameron will send a calendar invite for either January 18th or 19th at 6:00pm. to have that meeting. Manager Conn informed Council that we have a new assessing technician, Nick, with V&V Assessing. Congratulations to GESA Deputy Chief

Jeremy Gallagher for being awarded the Regional Fire Instructor of the Year by the Michigan Fire Service Instructors Association. The IPC has completed their light canopy project over Memory Park.

Unfinished Business

There was none.

New Business

Clerk Cameron presented Resolution 2023-01: Adoption of the City Master Plan. (Twenty-year plan 2022-2042)

Moved by Andrew, second by Hubbard to adopt Resolution 2023-01: Adoption of the City Master Plan. Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Manager Conn presented an official list of assest's that were transferred to GESA in July of 2022.

Moved by Endter, second by Koppleberger to approve the list of assest's as submitted that were transferred to GESA in July of 2022. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. County Commissioner Bailey announced that Sam Smith is the new Board Chair and that he is the new Finance Chair of the County Commission.

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

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

The meeting adjourned at 7:11pm.

Approved 1-17-2023

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
January 17, 2023
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, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present was City Clerk Cathy Cameron.

Absent was City Manager Jamey Conn and Attorney Jeff Arnold.

Additional Staff Present was Lt. Roy McCollum.

Audience in attendance was none.

Moved by Andrew, second by Hubbard to approve the minutes of the regular meeting held January 3, 2023. Motion carried.

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

Moved by Jerome, 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 Clover Imaging Group LLC, Trident Manufacturing, SLIPR, Strategic Planning and Council Chambers.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48752-48785 and Payroll Checks #16669-16674, DD #2420-2430, EFT #1556-1561 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

Department Reports

Lt. McCollum presented the Ithaca Unit Report for December 2022.

Moved by Hubbard, second by Jerome to accept the Ithaca Unit Report for December 2022. Motion carried.

City Manager Comments

There was none.

Unfinished Business

There was none.

New Business

There was none.

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 Koppleberger to adjourn. Motion carried.

The meeting adjourned at 7:03pm.

Approved 2-7-2023

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
February 7, 2023
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, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Attorney Jeff Arnold.

Audience in attendance was none.

Moved by Koppleberger, second by Hubbard to approve the minutes of the regular meeting held January 17, 2023. Motion carried.

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

Moved by Jerome, 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 V&V Assessing, Scraper Truck, Tim Stratton, GESA, Heroes Center Grand Opening and Volunteer work.
- Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48791-48824, 1018(A) and Payroll Checks #16675-16680, DD #2431-2441, EFT #1562-1571 as listed in the Check Register Book.
- Correspondence received: Library Minutes

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee Reports

There was none.

City Manager Comments

Manager Conn informed Council that V&V Assessing has decided to terminate our assessing contract due to health reason, while providing us more than a sixty-day notice as required under our contract. Discussion was held. There was damage done to one of our scraper trucks, during snow storm clean up, and is currently at Shults Equipment awaiting direction from the insurance adjuster. Congratulations to our own Tim Stratton for passing the state tests and receiving his water and sewer licenses. Manger Conn reported that the Church of God has

offered to provide their annual spring clean-up of Woodland and Atkinson Park. Thank you to the church congregation for volunteering their time to help keep our parks beautiful!

Unfinished Business

There was none.

New Business

Manager Conn reminded Council of the LCR Downtown Project bid results from June 2022. At that time two bids were received with the lowest bid being more than 200% over the engineer's estimate. The engineer's recommendation to Council was to reject all bids and re-bid the project in the fall/winter for a planned construction date being in 2023 or 2024. Council agreed with the rejection of bids and re-bid recommendation. Manager Conn presented a City Charter excerpt of *Chapter XI; Contracts, C.3.; if after competitive bidding, no bids are received or such bids as were received were not satisfactory to the Council, the Council may either endeavor to obtain new competitive bids or may authorize the City manager to negotiate for a contract in the open market.* Manager Conn requested permission from the Council to negotiate for a contract in the open market. Discussion was held.

Moved by Hubbard, second by Endter to authorize Manger Conn to negotiate for a contract in the open market for the LCR Downtown Project as allowed by City Charter, Chapter XI, C.3.; by a vote of five or more members of the Council.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

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 7:14pm.

Approved 1-14-2023

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
February 21, 2023
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, Clark Hubbard and Rick Koppleberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Councilpersons James Gruesbeck, Alison Jerome and Attorney Jeff Arnold.

Audience in attendance was David Hunter Jr and Zechariah O'Brien.

Moved by Andrew, second by Hubbard to approve the minutes of the regular meeting held February 7, 2023. Motion carried.

Moved by Hubbard, second by Koppleberger to excuse Councilperson James Gruesbeck 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 Koppleberger, 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 Endter to approve the consent agenda items as listed:

- **City Manager's written report, which included updates and information on DPW Crew, Rowe Meeting, LCR Downtown, Airport Authority, Transportation Millage and Tracey Cordes Retirement.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48825-48850 and Payroll Checks #16681-16686, DD #2442-2452, EFT #1573-1578 as listed in the Check Register Book.**
- **Correspondence received: None**

Motion carried by Roll Call Vote:

Ayes: (5) Koppleberger, Andrew, Endter, Hubbard and Baublitz

Nos: (0) None

Absent: (2) Gruesbeck and Jerome

Committee Reports

There was none.

City Manager Comments

Manager Conn informed Council that one of our DPW crew has decided to take a position with a neighboring county road commission, so we have already begun the process of filling this opening. Manager Conn reported

that the Department Heads and himself had a successful meeting with Rowe regarding the Union Street project as well as various projects included in our CWSRF and DWSRF application. Water/Sewer Superintendent Waldron, DPW Superintendent Smith and himself met with Jeremy of Isabella Corporation to discuss our downtown LCR project. The meeting went well and Jeremy plans to bring back new numbers and their availability to us soon. He further reported that the City of Alma is recommending the transportation millage be lowered from .9604 to .80 mills. Since the agreement for SLIPR is to pay the same millage amount as the City of Alma, this would also reduce our resident's millage to the .80 mills.

Unfinished Business

There was none.

New Business

Manager Conn presented a DPW seasonal wage comparison of neighboring cities, which shows that we are on the lower end of the wage scale. Manager Conn requested that the seasonal wage increase to \$13.00. Discussion was held. Mayor Baublitz felt the wage should be higher for us to be competitive with the other cities. Councilperson Andrew agreed and suggested that the DPW seasonal wage be set at \$14 per hour.

Moved by Koppleberger, second by Andrew to set the DPW seasonal wage to \$14 per hour effective immediately. Motion carried.

Clerk Cameron presented the Annual 2022 Planning Commission & Zoning Board of Appeals Report as required under the Michigan Zoning Enabling Act. The report was reviewed by the Planning Commission with authorization to send on to Council for approval.

Moved by Hubbard, second by Endter to receive the Annual 2022 PC & ZBA Report. 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 Andrew to adjourn. Motion carried.

The meeting adjourned at 7:14pm.

Approved 3-7-2023

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
March 7, 2023
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 Rob Endter, James Gruesbeck, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Councilpersons James Andrew and Attorney Jeff Arnold.

Audience in attendance was George Bailey.

Moved by Hubbard, second by Koppleberger to approve the minutes of the regular meeting held February 21, 2023. Motion carried.

Moved by Koppleberger, second by Jerome to excuse Councilperson James Andrew 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 Koppleberger, second by Hubbard to approve the agenda, including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. George Bailey reported on the County Commissioners agenda items and updates.

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 Verizon Tower, Planning Commission, Rebranding Progress, SME, Agri-Fit Challenge, Good Morning Gratiot and Community Celebration.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48851-48863, W/S Bond Debt Checks #22(A)-23(A) and Payroll Checks #16687-16692, DD #2453-2463, EFT #1581-1590 as listed in the Check Register Book.**
- **Correspondence received: GACC Minutes and Chamber Event**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Andrew

Committee Reports

There was none.

City Manager Comments

Manager Conn updated Council on the negotiations with Verizon on rental space for a tower North of the cemetery. It appears that they are wanting to build the tower and sell it to a tower company which would in turn solicit companies to rent space on their tower, essentially creating a competitor for ourselves. Discussion was held. The Planning Commission approved ZFS to add four additional grain storage bins. Manager Conn reported that EGLE is looking for the city and SME to test off-site ground water run-off from the west landfill property on Washington Road. There are a few neighboring properties that have been sent letters seeking permission to access their properties for testing. Upcoming events, Good Morning Gratiot and Chamber Community Celebration were highlighted.

Unfinished Business

There was none.

New Business

Manager Conn presented the Union Street Reconstruction cost opinion from ROWE PSC. The cost opinion includes replacement of sanitary sewer, storm sewer, water main, sidewalk, ADA ramps and roadway. The section from Center Street to Westwind Lane came in at a grand total of \$4,977,000. There was an option of narrowing the roadway from 38' wide travel lane to 24' wide travel lane, with a savings of \$452,000. Discussion was held. It was the consensus of the Council to keep the width of the roadway as is. The narrowing cost savings was not substantial enough versus the benefit of having street side parking on this length of roadway. This project will be on hold until funding can be secured.

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 Koppleberger to adjourn. Motion carried.

The meeting adjourned at 7:30pm.

Approved 3-21-2023

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
March 21, 2023
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, Clark Hubbard and Rick Koppleberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Councilpersons James Gruesbeck, Alison Jerome and Attorney Jeff Arnold.

Additional staff present was City Treasurer Barbara Fandell.

Audience in attendance was Andy Campbell with Baker Tilly Municipal Advisors.

Moved by Hubbard, second by Koppleberger to approve the minutes of the regular meeting held March 7, 2023. Motion carried.

Moved by Andrew, second by Hubbard to excuse Councilperson James Gruesbeck and Alison Jerome who had a work commitment. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda. Manager Conn requested that Claims and Accounts be removed and placed as item 10.5. Mayor Baublitz placed it as item 10.5.

Moved by Koppleberger, second by Hubbard to approve the agenda, (as amended by adding item 10.5 Claims and Accounts), 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 Board and Commission Seats, Board of Review, Assessing Services, MRWA Conference, Municipal Clerks Institute and Union Street Reconstruction Funding.**
- **Correspondence received: GACC Minutes and Chamber Event**

Motion carried by Roll Call Vote:

Ayes: (5) Endter, Hubbard, Koppleberger, Andrew and Baublitz

Nos: (0) None

Absent: (2) Gruesbeck and Jerome

Committee Reports

There was none.

City Manager Comments

Manager Conn informed Council of the Board and Commission vacancies. The March Board of Review was successful; thanks to members Dean Parling and Vicki Wideman for their time. Manager Conn updated Council on the assessing services successor search. Both Water/Sewer Superintendent Waldon and DPW Superintendent Smith attended the annual MRWA Conference last week. Clerk Cameron is attending her second year of Clerk's Institute this week. Manager Conn reported on the progress of projected estimates and funding scenarios for the Union Street Reconstruction Project.

Unfinished Business

There was none.

New Business

Treasurer Fandell reported that it was time to close out the Michigan Community Development Block Grant (CDBG) as it began in 2013. A public hearing was requested to be set for April 4, 2023 to begin the process.

Moved by Hubbard, second by Andrew to set a public hearing for April 4, 2023, at 7:00pm. or soon thereafter as the agenda allows. Motion carried.

Treasurer Fandell presented Resolution 2023-02 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 Hubbard, second by Andrew to adopt Resolution 2023-02 Compliance with PA152 of 2011 as Amended.

Motion carried by Roll Call Vote:

Ayes: (5) Hubbard, Koppleberger, Andrew, Endter and Baublitz

Nos: (0) None

Absent: (2) Jerome and Gruesbeck

Manager Conn presented a request from the Planning Commissioners to change their meeting time to Noon. Discussion was held.

Moved by Koppleberger, second by Hubbard to approve a new meeting time for the Planning Commission to be set to 5:00pm. effective immediately. Motion carried.

Manager Conn presented the proposal from ROWE for engineering services for the Gwinner Street Water Main Replacement Project in the amount of \$10,900.

Moved by Hubbard, second by Koppleberger to approve the engineering proposal from ROWE in the amount of \$10,900 for the Gwinner Steet project using LCR funding. Motion carried.

Manager Conn presented three quotes for the cost of materials to be used on the Gwinner Street Water Main Replacement Project. The lowest quote was provided by Michigan Pipe & Valve in the amount of \$33,817.

Moved by Hubbard, second by Andrew to authorize the purchase of materials for the Gwinner Street project from Michigan Pipe & Valve in the amount of \$33,817 using LCR funding. Motion carried.

Manager Conn introduced Andy Campbell with Baker Tilly Municipal Advisors to present funding options for capital improvement planned watermain projects and the Union Street Reconstruction Project. Mr. Campbell provided information for multiple funding sources including; federal government funding option being the USDA Rural Development Fund, state funding option being the State Revolving Fund, and the open market bonds provided through a broker or bank. Due to the city qualifying as an "overburdened" community, applying for funding through the state revolving fund would give us the possible ability for a grant/loan combination.

Discussion was held. Mr. Campbell recommended that the city pursue the SRF program for the Watermain Projects and Union Street Reconstruction Project. The SRF program is the best financial option available.

Moved by Hubbard, second by Andrew to authorize ROWE to proceed with submitting an application to the state for SRF funding on behalf of the city to fund our Watermain Projects and Union Street Reconstruction Project. Motion carried.

Claims and Accounts

Treasurer Fandell reported that an additional accounts payable check had been processed and was reflected in an updated check register as check #48896 payable to Shults Equipment in the amount of \$33,662.30.

- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48865-48896, and Payroll Checks #16693-16698, DD #2464-2474, EFT #1592-1595 as listed in the Check Register Book.**

Moved by Koppleberger, second by Hubbard to approve the updated Claims and Accounts as listed above. 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 Koppleberger, second by Hubbard to adjourn. Motion carried.

The meeting adjourned at 7:57pm.

Approved 4-4-2023

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING**

April 4, 2023

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, Clark Hubbard and Rick Koppleberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Councilperson Alison Jerome. (Councilperson Jerome arrived at 7:15pm)

Additional staff present was City Treasurer Barbara Fandell.

Audience in attendance was Debbie Andrew, Cole & Angie Swan.

Moved by Andrew, second by Endter to approve the minutes of the regular meeting held March 21, 2023. Motion carried.

Mayor Baublitz stated that Councilperson Jerome had notified Clerk Cameron that she would be arriving late to the meeting.

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 2023-04: Pension Funding under New Business. Mayor Baublitz placed it as item 11f.

Moved by Koppleberger, second by Andrew to approve the agenda, (as amended by adding item 11f. Resolution 2023-04: Pension Funding), including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Consent Agenda

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

- City Manager's written report, which included updates and information on Planning Commission, DPW Staffing, ZFS Construction, Michigan Class Board of Trustee Meeting, Assessing Services and the Hearthstone Oven.
- Financial Reports: February 2023
- Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48897-48916 and #1019(A), and Payroll Checks #16699-16709, DD #2475-2494, EFT #1596-1604 as listed in the Check Register Book.
- Correspondence received: Proposal 2 election article

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Jerome

Public Hearing: Michigan Community Development Block Grant (CDBG) Closeout

Mayor Baublitz requested a motion to open the public hearing.

Moved by Hubbard, second by Endter to open the public hearing at 7:05pm. Motion carried.

Treasurer Fandell read the following statement:

**Michigan State Housing Development Authority (MSHDA)
Community Development Block Grant (CDBG)
#MSC-2013-0877-HO / CDFA #14.228**

Grant Closeout: Public Hearing: April 4, 2023

In April of 2014, the city applied for the MSHDA CDBG grant in the amount of \$450,000, with the goal to assist owner-occupant, single family, low to moderate income with resources for home rehabilitation. This program was previously available through Gratiot County, however the award funds were only going to township residents at the time, so the city made application on its own to aide city residents in need.

The grant program provided financial assistance to families in the form of a loan, repayable from the cash proceeds of the home when sold. As part of the program, the city could, and did, opt to provide forgivable assistance to households by recycling program income. This was due to the lack of resources for home maintenance and loan repayments based on the low to moderate income. To reduce the negative impact on future program income, the city would only forgive repayable balances after five years of the loan being in place and no more than 10% of the balance each year from year 6 through 15 until the balance forgiven equaled 100%.

In September of 2014, the city was awarded \$243,900 in grant funding. These funds, of \$200,000 would provide program activity in rehabilitation of approximately 15 homes and the additional \$43,900 would be for administration.

The city hired the Gratiot County Administrative team of Rose Hubbard, Terri Ball and Larry Wymer as the TPA for the grant. The city and county team promoted the program through direct mailings and telephone contact, website, social media, newsletters, public notices, etc for the program.

The program was successful in assisting five home owners, utilizing \$170,161 of program funds and \$16,300 of administrative funds for a total of \$186,461. The program was completed in 2017.

Work performed on the 5 homes consisted of, but not all-inclusive to, repairs and/or replacements of roofs, eavestroughs, siding, porches, decks, windows, exterior doors and garage doors, exterior paint, repairs, replacements and/or upgrades to electrical, plumbing, lighting, water heaters, furnaces, air conditioning units, insulation, floor covering and cabinets. In addition, the program assisted one home owner with a new bedroom/bath handicap accessible addition on to the current home.

Discussion was held.

Moved by Endter, second by Hubbard to close the public hearing at 7:09pm. Motion carried.

Department/Committee Reports

There was none.

City Manager Comments

Manager Conn reported that the Planning Commission met and approved a paved parking lot for Trinity Truck and Trailer. ZFS plans to begin construction on their four additional storage bins soon. Treasurer Fandell attended the Michigan Class Board of Trustee Meeting, as a board member and representative of the city. Assessing Services and DPW Staffing was discussed under New Business.

Unfinished Business

There was none.

New Business

Mayor Baublitz presented Resolution 2023-03: Recognition of Cole Swan.

Moved by Andrew, second by Hubbard to adopt Resolution 2023-03: Recognition of Cole Swan.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Jerome

Council congratulated Cole Swan on his retirement and expressed their gratitude for his dedication to serve the residents of Ithaca.

Councilperson Jerome arrived at 7:15pm.

Manager Conn presented the Professional Assessor Services Agreement with CSZ Services. The agreement listed a contract term of April 1, 2023 through April 1, 2025. The current assessing services agreement ends April 30, 2023. Treasurer Fandell suggested that the agreement of services begin May 1st on a monthly basis until the fiscal year start of July 1, 2023. The agreement amount for services is \$30,000 annually. Manager Conn stated that he will contact Chuck Zemla regarding the dates and bring back a final agreement for review.

Moved by Koppleberger, second by Hubbard to postpone the Assessor Services Agreement until the next regular council meeting. Motion carried.

Manager Conn presented the proposal from ROWE for engineering services for the State Revolving Fund Project Plan (DWSRF/CWSRF) in the amount of \$27,900.

Moved by Hubbard, second by Andrew to approve the engineering proposal from ROWE in the amount of \$27,900 for State Revolving Fund Project Plan (DWSRF/CWSRF) and authorize the City Manager to sign the contract. Motion carried.

Manager Conn reported that a regular full-time employee was hired with the DPW to fill the current vacancy. There were several good candidates for the position. Manager Conn offered an option for Council to consider hiring two Seasonal Specialists at the hourly rate of \$18 (for up to six months) to assist with the lead and copper replacement requirement projects. This would be in addition to hiring one regular seasonal employee. Discussion was held.

Moved by Hubbard, second by Koppleberger to approve the hiring of two Seasonal Specialists at the hourly rate of \$18 for up to 6 months for the purpose of assisting with the lead and copper replacement requirement projects. Motion carried.

Clerk Cameron presented the application of interest from Mary Beth Mates to serve on the Planning Commission. Although Ms. Mates resides outside of the city limits, her family does own a business within the city. The Planning Commission Ordinance does allow up to two members that are qualified electors of another local unit of government to serve on the commission. Clerk Cameron recommended the appointment of Ms. Mates to fulfill the remaining vacant term ending June 30, 2023.

Moved by Koppleberger, second by Hubbard to appoint Mary Beth Mates to the Planning Commission for a partial term ending June 30, 2023. Motion carried.

Manager Conn presented Resolution 2023-04: Pension Funding. Due to the addition of this resolution on the agenda; copies were distributed to the Council at the beginning of the meeting and it was read aloud in its entirety by Manager Conn. Discussion was held. Manager Conn stated that he will be joining other City Managers that plan to send their respective resolution to the attention of Governor Whitmer and our State Representatives.

Moved by Hubbard, second by Andrew to adopt Resolution 2023-04: Pension Funding and approve Manager Conn to send a copy on to our Governor and State Representatives.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Public Comment

Mayor Baublitz asked for public comments. Debbie Andrew stated that she came to support Cole Swan, share her appreciation of his kindness and congratulate him on his retirement.

Mayor Baublitz asked for any additional business to come before the Council. Councilperson Gruesbeck inquired on the status of code enforcement. Manager Conn will be advertising for the position soon.

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

The meeting adjourned at 7:40pm.

Approved 4-18-2023

Cathy Cameron

Cathy Cameron, City Clerk

Approved 4-18-2023

I hereby certify that the foregoing constitutes a true and complete copy of minutes approved by the City Council of the City of Ithaca, County of Gratiot, Michigan, at a regular meeting held on April 18, 2023.

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
April 18, 2023
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, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was none.

Additional staff present was City Treasurer Barbara Fandell and Lt. Roy McCollum.

Audience in attendance was Kristyn Roethlisberger.

Moved by Hubbard, second by Jerome to approve the minutes of the regular meeting held April 4, 2023. 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 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 Jerome to approve the consent agenda items as listed:

- **City Manager's written report, which included updates and information on Street Lights, Ithaca Businesses Update, Good Morning Gratiot, McNabb Park Barn Update, Pension Liability, Firehall Maintenance and CWSRF.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48917-48945 and Payroll Checks #16710-16715, DD #2495-2504, EFT #1606-1609 as listed in the Check Register Book.**
- **Correspondence received: GACC Awards**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Department Reports

Lt. McCollum reported on the quarterly activity of the Ithaca Unit covering January through March 2023. The monthly activity report for March was reviewed.

Moved by Koppleberger, second by Hubbard to receive the Ithaca Unit 1st Quarter 2023 verbal report and the March 2023 written report. Motion carried.

Treasurer Fandell reported on the state of finances for the quarter of January through March of 2023.

Moved by Hubbard, second by Andrew to receive the Financial Report for the 3rd Quarter of the Fiscal Year 2022-2023 and place on file for audit. Motion carried.

Treasurer Fandell requested authorization to close out the Cemetery Sinking Fund and transfer the balance to the General Fund.

Moved by Andrew, second by Hubbard to authorize Treasurer Fandell to close out the Cemetery Sinking Fund and transfer the balance to the General Fund. Motion carried.

Treasurer Fandell reported that the city is in the last year of a five-year contract with Roslund, Prestage & Company (RPC) for auditing services. Discussion was held regarding audit service contracts for the fiscal year beginning 2024. Mayor Baublitz agreed with Council to seek an extension with RPC; directing Treasurer Fandell to offer the option of a two-three-year contract extension to Roslund, Prestage & Company.

Committee Reports

Councilperson Gruesbeck reported on the Senior Activity Board Meeting.

City Manager Comments

Manager Conn reported that the street lights on the corner of West Center and North Maple have been fixed. An update of Ithaca businesses activities was provided. Congratulations to our local businesses that received awards at the Good Morning, Gratiot Area Chamber event. Manager Conn provided an update on the McNabb Park barn demolition and property.

Resolution 2023-04 and our letter regarding HB5054 Pension Liability has been sent to Governor Whitmer and our state representatives. The City of Ithaca joined several other Michigan cities in this initiative seeking the 250 million dollars for those local government units meeting specified pension funding levels and best practices. Our hope is that they will allocate that money to all those entities in their 2023-2024 budget.

Unfinished Business

Manager Conn presented the Professional Assessor Services Agreement with CSZ Services. This agreement will become effective May 1, 2023 and expire April 30, 2025. During this period the sum of \$30,000 annually at a rate of \$2,500 per month will be payable on a quarterly basis.

Moved by Koppleberger, second by Hubbard to approve the Professional Assessor Services Agreement with CSZ Services in the amount of \$30,000 annually; and authorize the City Manager and City Clerk to sign the agreement. Motion carried.

New Business

Treasurer Fandell presented the 2023-2024 Fiscal Year Budget for introduction and requested a public hearing be set for May 16, 2023.

Moved by Hubbard, second by Koppleberger to authorize the introduction the 2023-2024 Fiscal Year Budget. Motion carried.

Moved by Hubbard, second by Jerome to set the 2023-2024 Fiscal Year Budget public hearing for May 16, 2023 at 7:00pm or soon thereafter as the agenda allows. Motion carried.

Treasurer Fandell presented the delinquencies to be placed on the 2023 Summer Property Tax Roll and requested authorization to do so. There were eight delinquent utility accounts and four delinquent invoices for a total of \$1,945.22.

Moved by Andrew, second by Hubbard to place the delinquent utility and invoice amounts on the 2023 Summer Property Tax Roll in the total amount of \$1,945.22. Motion carried.

Manager Conn stated that due to a filing deadline for the Clean Water State Revolving Fund project documents submission, that a Special Council Meeting was necessary to hold a required public hearing and requested it to be set for April 25, 2023.

Moved by Koppleberger, second by Jerome to schedule a Special Council Meeting for the purpose of holding a public hearing on April 25, 2023 at 7:00pm. Motion carried.

Manager Conn presented a proposed plan for the construction of an officers meeting room within the Firehall.

Moved by Koppleberger, second by Hubbard to authorize the construction of an officers meeting room within the Firehall. Motion carried.

Public Comment

Mayor Baublitz asked for public comments.

Announcements

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

Treasurer Fandell requested a committee meeting be held to review the budget prior to the public hearing. Mayor Baublitz requested a motion for a Committee of the Whole meeting to be set for May 2, 2023 at 5pm.

Moved by Hubbard, second by Jerome to set a Committee of the Whole meeting for May 2, 2023 at 5pm. for the purpose of reviewing the budget. Motion carried.

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

The meeting adjourned at 7:42pm.

Approved 5-2-2023

Cathy Cameron

Cathy Cameron, City Clerk

CITY OF ITHACA
CITY COUNCIL SPECIAL MEETING
April 25, 2023
7:00 PM

The special 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 was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Councilperson Clark Hubbard.

Additional staff present was City Treasurer Barbara Fandell and Water/Sewer Superintendent Jarred Waldron.

Audience in attendance was Aaron Wendzel with ROWE PSC, Stephanie Anspach, Richard Teal, Will DeVuyst and Brian Henderson.

Mayor Baublitz asked for approval of the agenda.

Moved by Koppleberger, second by Endter to approve the agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

New Business

Mayor Baublitz requested a motion to open the public hearing for the Clean Water State Revolving Fund Project.

Moved by Koppleberger, second by Andrew to open the public hearing at 7:02pm. Motion carried.

Manager Conn introduced Aaron Wendzel with ROWE Professional Services Company.

Mr. Wendzel presented the Clean Water State Revolving Fund project plan. The state revolving fund offers low interest loans for financing of projects, potential grants for funding projects and requires a project plan to analyze project alternatives in addition to holding a public hearing to receive comments and answer questions. This process does not commit the city to any project or taking the loan. The city has identified areas of aging infrastructure that need to be addressed based upon inspection and the city capital improvement plan. The proposed project locations are the North Elm Street Lift Station, Palmer Place Lift Station, Union Street Sanitary Sewer (Center to Barber) and the Wastewater Lagoon Capacity. The objective is to replace aging infrastructure in poor condition, reduce operation and maintenance costs, update mechanical equipment and reduce inflow/infiltration to help reduce the probability of out of season discharges at the lagoon. Mr. Wendzel explained the three alternatives to choose from: 1) No Action (*zero cost*); 2) Optimum Performance (*\$5 million*); or 3) Regionalization (*\$12 million*).

Alternative 2) Optimum Performance was selected as it met the objectives and has a lower up-front cost.

- Replace existing sanitary sewer on Union Street
 - Reduce Inflow/infiltration
 - Reduce probability of future out of season discharges
- Replace Pumps and controls
 - Replace aging infrastructure in poor condition
 - Reduce operation and maintenance costs of outdated mechanical equipment

The proposed project financing would come from the State Revolving Fund Loan Program. The city is looking at a thirty (30) year loan period which is approximately \$12 per month, per user, over the life span of the loan. This also depends on potential loan forgiveness and use of existing rates and funds.

The residents in attendance did inquire on certain aspects of the project and received informative answers from Mr. Wendzel as well as from Water/Sewer Superintendent Waldron.

Discussion was held.

Moved by Koppleberger, second by Endter to close the public hearing at 7:18pm. Motion carried.

Mayor Baublitz presented Resolution 2023-05: CWSRF Project Plan.

Moved by Andrew, second by Jerome to adopt Resolution 2023-05: CWSRF Project Plan.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Hubbard

Abstain: (0) None

Public Comment

Mayor Baublitz asked for public comments. There was none.

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

The meeting adjourned at 7:20pm.

Approved 5-2-2023

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
May 2, 2023
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 was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Clark Hubbard.

Additional staff present was City Treasurer Barbara Fandell, DPW Superintendent Brandon Smith and Water/Sewer Superintendent Jarred Waldron.

Audience in attendance was Alan Schafer, Al & Pam Schafer, Heather Conn, Debbie Andrew and Stephanie Anspach.

Moved by Koppleberger, second by Jerome to approve the minutes of the regular meeting held April 18, 2023 and the special meeting held April 25, 2023. Motion carried.

Moved by Jerome, second by Koppleberger to excuse Councilperson Clark Hubbard due to illness. 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 Endter 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 Koppleberger, second by Jerome to approve the consent agenda items as listed:

- **City Manager's written report, which included updates and information on MDOT Project, Lease Contracts, Airport Authority, Verizon and Farmers Market.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48950-48972 and Payroll Checks #16717-16722, DD #2505-2514, EFT #1610-1618 as listed in the Check Register Book.**
- **Correspondence received: None**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Hubbard

Committee Reports

Mayor Baublitz reported the Committee of the Whole met to review and discuss the proposed 2022-2023 Fiscal Year Budget.

City Manager Comments

Manager Conn inquired if Council had any questions regarding the updates within his report. There was none.

Unfinished Business

There was none.

New Business

Manager Conn presented the AT&T East Tower Lease – 6th Amendment. Commencing on April 1, 2023, this agreement is in effect until March 31, 2042. Discussion was held.

Moved by Andrew, second by Jerome to approve the AT&T East Tower Lease – 6th Amendment as presented and authorize the City Manager to sign. Motion carried.

Manager Conn presented the MDOT US-127 Business Route Projects. MDOT has scheduled maintenance on North Pine River from Emerson to Barber for this summer. In addition, they have requested the city to redo the loop from Center Street to Pine River Street, along North Main and Emerson. The city would serve as the contract agency for that part of the project and perform the administrative side. The project cost will be on MDOT and the city will receive payment for our administrative work.

Moved by Koppleberger, second by Jerome to authorize the City Manager and Staff to provide the administrative work and serve as the contract agency for this portion of the MDOT project. Motion carried.

Manager Conn presented a quote from R&S Painting in the amount of \$11,500 to paint the outside of the Fire Hall. Although GESA is the fire authority, the building is city property.

Moved by Jerome, second by Andrew to approve R&S Painting to paint the Fire Hall as quoted in the amount of \$11,500. Motion carried.

Mayor Baublitz presented Resolution 2023-06 In Memory of Alice M. Schafer. The City Council dedicated the newly remodeled Council Chamber as the “*Alice M. Schafer Council Chamber*” in honor and memory of her legacy with the City of Ithaca serving as our Mayor and Councilperson for nearly four decades.

Moved by Andrew, second by Endter to adopt Resolution 2023-06 In Memory of Alice M. Schafer. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. The Schafer Family was humbled by the honor and expressed their appreciation to the Council.

Announcements

Mayor Baublitz asked for any additional business to come before the Council. Mayor Baublitz, Council and Manager Conn shared their thoughts and memories of Alice. She will be missed.

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

The meeting adjourned at 7:16pm.

Approved 5-16-2023

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
May 16, 2023
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, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was James Gruesbeck.

Additional staff present was City Treasurer Barbara Fandell.

Audience in attendance was none.

Moved by Koppleberger, second by Andrew to approve the minutes of the regular meeting held May 2, 2023. Motion carried.

Moved by Hubbard, second by Jerome to excuse Councilperson James Gruesbeck due to illness. 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 Endter 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 Jerome to approve the consent agenda items as listed:

- **City Manager's written report, which included updates and information on DPW Season Hours, City Hall Summer Hours, Hutchinson Aerospace, West Center Street Project, County Master Plan, Masonic Lodge and Pension Funding.**
- **Ithaca Unit Report – April 2023**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #48973-49000, W/S Bond Debt Check #24(A) and Payroll Checks #16723-16728, DD #2515-2525, EFT #1620-1623 as listed in the Check Register Book.**
- **Correspondence received: MML Membership, Library Minutes and Ithaca Person of the Year.**

Motion carried by Roll Call Vote:

Ayes: (6) Jerome, Koppleberger, Andrew, Endter, Hubbard, Baublitz

Nos: (0) None

Absent: (1) Gruesbeck

Public Hearing

Mayor Baublitz stated it was time for the public hearing on the 2023-2024 fiscal year budget.

Moved by Andrew, second by Hubbard to enter into a public hearing to take comments on the proposed 2023-2024 Fiscal Year Budget. Motion carried.

Mayor Baublitz opened the public hearing at 7:02pm.

Treasurer Fandell reviewed the budgetary highlights (attached). This budget was drafted, as directed by the strategic planning and committee meetings, with concentration on repairing and maintaining current assets of the city, infrastructure projects including, but not limited to lead/copper water service line replacements, storm and sanitary sewer repairs, street paving/maintenance, downtown beautification, Woodland Park drive and playscape and security of city properties.

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.

A review of the water and sewer rates was presented with a proposed 25% increase to both water and sewer rates for the 2023-2024 fiscal year. The water and sewer rate increases are mainly due to the water and sewer projects for which the city is applying to EGLE for state revolving loan/grant funding, but also are affected by the rising costs of labor and materials for aging utility infrastructure, the requirements of EGLE to examine and replace lead/copper water lines, and the overestimated sewer usage in the past two years for ZFS startup and residents' homes which lowered due to the end of the pandemic. Miscellaneous water and sewer service fees were also presented and reviewed. If the Union Street project is approved for state funding, the rates will see similar increases the next two years, before leveling out. As discussed during committee, monthly billing will be considered.

Mayor Baublitz asked for additional comments. None were offered.

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

Mayor Baublitz closed the hearing at 7:06pm.

Committee Reports

There was none.

City Manager Comments

Manager Conn reported on the seasonal summer hours for both the DPW and City Hall. The County Master Plan committee met to discuss the two firms that submitted proposals. The Masonic Lodge has volunteered to do some spring cleanup at a city park. Manager Conn provided an update on the pension funding request submitted to the state legislature, who has responded with confirmation of a place holder being set for discussion. Manager Conn informed council that he had given a deadline of this Friday for Attorney Arnold to complete the Ellen Property Documents. He requested Council's permission to hire another attorney to complete the process if this deadline was not met. Discussion was held. Council authorized Manager Conn to hire another attorney if the documents were not completed and filled by the deadline given.

Unfinished Business

There was none.

New Business

Manager Conn presented two bids for the MDOT US-127 Business Route Paving Project. The lowest bid was submitted by Central Asphalt, Inc in the amount of \$149,000.

Moved by Hubbard, second by Andrew to award the MDOT US-127 Business Route Paving Project to Central Asphalt, Inc. in the amount of \$149,000. Motion carried.

Treasurer Fandell presented Resolution 2023-07: Amending Water and Sewer Rates.

Moved by Hubbard, second by Koppleberger to adopt Resolution 2023-07: Amending Water and Sewer Rates.

Motion carried by Roll Call Vote:

Ayes: (6) Koppleberger, Andrew, Endter, Hubbard, Jerome, Baublitz

Nos: (0) None

Absent: (1) Gruesbeck

Treasurer Fandell presented Resolution 2023-08: Designation of City Depositories for 2023-2024 Fiscal Year.

Moved by Andrew, second by Hubbard to adopt Resolution 2023-08: Designation of City Depositories for 2023-2024 Fiscal Year.

Motion carried by Roll Call Vote:

Ayes: (6) Andrew, Endter, Hubbard, Jerome, Koppleberger, Baublitz

Nos: (0) None

Absent: (1) Gruesbeck

Treasurer Fandell presented Resolution 2023-09: Approving the 2023-2024 Fiscal Year Property Tax Millage Rates.

Moved by Hubbard, second by Jerome to adopt Resolution 2023-09: Approving the 2023-2024 Fiscal Year Property Tax Millage Rates.

Motion carried by Roll Call Vote:

Ayes: (6) Endter, Hubbard, Jerome, Koppleberger, Andrew, Baublitz

Nos: (0) None

Absent: (1) Gruesbeck

Treasurer Fandell presented the 2023-2029 Capital Improvement Plan. The Planning Commission had reviewed it and recommended approval by the City Council.

Moved by Hubbard, second by Koppleberger to approve the 2023-2029 Capital Improvement Plan. Motion carried.

Mayor Baublitz requested a Special Council Meeting be set for May 23rd at 7pm. for the purpose of a public hearing on the DWSRF.

Moved by Hubbard, second by Jerome to set a Special Council Meeting for May 23, 2023 at 7pm. for the DWSRF Public Hearing. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

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

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

The meeting adjourned at 7:25pm.

Approved 6-6-2023

Cathy Cameron

Cathy Cameron, City Clerk_____

**CITY OF ITHACA
CITY COUNCIL SPECIAL MEETING
May 23, 2023
7:00 PM**

The special 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 was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Councilperson Clark Hubbard.

Additional staff present was City Treasurer Barbara Fandell and Water/Sewer Superintendent Jarred Waldron.

Audience in attendance was Aaron Wendzel with ROWE PSC and Doug Sierakowski.

Mayor Baublitz asked for approval of the agenda.

Moved by Koppleberger, second by Jerome to approve the agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

New Business

Mayor Baublitz requested a motion to open the public hearing for the Drinking Water State Revolving Fund Project.

Moved by Jerome, second by Andrew to open the public hearing at 7:01pm. Motion carried.

Manager Conn introduced Aaron Wendzel with ROWE Professional Services Company.

Mr. Wendzel presented the Drinking Water State Revolving Fund project plan. The state revolving fund offers low interest loans for financing of projects, potential grants for funding projects and requires a project plan to analyze project alternatives in addition to holding a public hearing to receive comments and answer questions. This process does not commit the city to any project or taking the loan. The city has identified areas of aging infrastructure that need to be addressed based upon inspection and the city capital improvement plan. The proposed project locations are Union Street (Center to Arcada), Barnes Street (Center to North), South Pine River (RR to Center), Saint Charles Road (Whispering Pines to Pine River); and fire hydrant replacements. The objective is to update aging infrastructure, correct low water pressure, complete dead end water mains, replace suspected lead service lines and address leaking fire hydrants. Mr. Wendzel explained the three alternatives to choose from: 1) No Action (*zero cost*); 2) Optimum Performance (*\$4.14 million*); or 3) Regionalization (*\$4.6 million*).

Alternative 2) Optimum Performance was selected as it met the objectives and has a lower up-front cost.

- Union Street (Center to Arcada)
 - Replace existing 4 inch with 8 inch by open cut
 - Replace lead service lines
- Barnes Street (Center to North)
 - Replace existing 3 inch dead end with 8 inch loop by open cut
 - Replace lead service lines

- South Pine River (RR to Center)
 - Replace existing 6 inch with 8 inch by open cut (Commercial)
 - Replace lead service lines
- Saint Charles Road (Whispering Pines to Pine River)
 - Replace existing 6 inch with 8 inch by HDR
 - Replace lead service lines
- Fire Hydrant Replacement
 - Purchase 24 replacement fire hydrants

The proposed project financing would come from the State Revolving Fund Loan Program. The city is looking at a thirty (30) year loan period which is approximately \$7 per month, per user, over the life span of the loan; or a (20) year loan period which is approximately \$11 per month, per user, over the life span of the loan. This also depends on potential loan forgiveness and use of existing rates and funds.

Manager Conn reported that due to EGLE requiring additional investigation on the sanitary sewer condition along Union Street, we will not place the **CWSRF** project plan projects on the PPL. Mr. Wenzel and Manager Conn suggested pulling the Union Street project portion of the **DWSRF** and resubmit for both of them next year. This allows time for the additional inspection of the Union Street sanitary sewer EGLE is requiring and to complete the Union Street project all at one time saving on cost. Discussion was held. It was the consensus of the Council to remove the Union Street portion from the plan.

Moved by Andrew, second by Endter to close the public hearing at 7:22pm. Motion carried.

Mayor Baublitz presented Resolution 2023-10: DWSRF Project Plan.

Moved by Koppleberger, second by Endter to adopt Resolution 2023-10: DWSRF Project Plan; omitting Union Street (Center to Arcada).

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Hubbard

Abstain: (0) None

Public Comment

Mayor Baublitz asked for public comments. There was none.

Moved by Endter, second by Jerome to adjourn. Motion carried.

The meeting adjourned at 7:27pm.

Approved 6-6-2023

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
June 6, 2023
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, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was none.

Additional staff present was City Treasurer Barbara Fandell.

Audience in attendance was George Bailey.

Moved by Andrew, second by Jerome to approve the minutes of the regular meeting held May 16, 2023 and special meeting held May 23, 2023. 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 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 Hubbard, second by Jerome to approve the consent agenda items as listed:

- **City Manager's written report, which included updates and information on Point Broadband, Verizon Tower, SME, Person of the Year, DPW Boots and Airport Authority.**
- **Financial Reports – April 2023**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49001-49042 and Payroll Checks #16729-16743, DD #2526-2547, EFT #1624-1636 as listed in the Check Register Book.**
- **Correspondence received – none.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee Reports

There was none.

City Manager Comments

Manager Conn provided updates on the Point Broadband city wide restorations, status of the proposed Verizon Tower and ongoing project with SME.

In 2020, the annual Chamber Dinner was canceled due to COVID-19, hence there was not an Ithaca Person of the Year chosen. Manager Conn requested permission to retroactively award the honor to all health care workers and first responders. Further stating that it was a tough time for all of us and especially taxing for health care professionals.

Council agreed, authorizing the honor of the “2020 Ithaca Person of the Year to All Health Care Workers and First Responders”.

Manager Conn reported that the current reimbursement policy for work books for seasonal DPW employees is \$35. He requested an increase to \$100 for regular seasonal employees and an increase to \$150 for the seasonal specialists. There would be a one month waiting period on reimbursement for both.

Moved by Koppleberger, second by Endter to approve the increase of work book reimbursement to \$100 for regular seasonal employees and an increase to \$150 for seasonal specialists. Motion carried.

Manager Conn reported that the transfer of operations of the Airport is in motion, leaving Gratiot County as the sole member. Council must adopt a resolution to withdraw.

Unfinished Business

There was none.

New Business

Treasurer Fandell presented Resolution 2023-11: Approving the 2023-2024 Budget Appropriations.

Moved by Andrew, second by Hubbard to adopt Resolution 2023-11: Approving the 2023-2024 Budget Appropriations.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Manager Conn presented Resolution 2023-12: Airport Authority Withdrawal.

Moved by Hubbard, second by Jerome to adopt Resolution 2023-12: Airport Authority Withdrawal.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Manager Conn presented Resolution 2023-13: Charitable Gaming License Approval (B#4 Foundation)

Moved by Hubbard, second by Endter to adopt Resolution 2023-13: Charitable Gaming License Approval (B#4 Foundation).

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Treasurer Fandell reported that the Emergency Services Millage was up for renewal. Discussion was held on the millage along with the option to place it on the November ballot for a period of 4 years at 1.5 mills.

Moved by Hubbard, second by Endter to authorize the Emergency Services Millage to be placed on the November 2023 ballot for a term of 4 years at 1.5 mills. Motion carried.

Manger Conn stated that the next regular council meeting is scheduled for July 4th; inquiring if council wished to reschedule due to the holiday. Discussion was held.

Motion by Andrew, second by Hubbard to reschedule the first meeting of July to Thursday, July 6, 2023. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. George Bailey reported on the County Commission meeting.

Announcements

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

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

The meeting adjourned at 7:22pm.

Approved 6-20-2023

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
June 20, 2023
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 Rob Endter, James Gruesbeck, Clark Hubbard and Rick Koppleberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Councilpersons James Andrew and Alison Jerome.

Additional staff present was City Treasurer Barbara Fandell.

Audience in attendance was none.

Moved by Koppleberger, second by Hubbard to approve the minutes of the regular meeting held June 6, 2023. Motion carried.

Moved by Endter, second by Hubbard to excuse Councilperson James Andrew 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 Hubbard, second by Endter 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 Rock the Block, Planning Commission, Atkinson Park, G.A.S., Municipal Clerks Honor Roll, Treasurer/Finance Director, Utility Billing Update and Next Council Meeting.**
- **Ithaca Unit Report – May 2023**
- **Financial Reports – May 2023**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49043-49080 and Payroll Checks #16744-16752, DD #2548-2558, EFT #1637-1643 as listed in the Check Register Book.**
- **Correspondence received – none.**

Motion carried by Roll Call Vote:

Ayes: (7) Endter, Gruesbeck, Hubbard, Koppleberger, Baublitz

Nos: (0) None

Absent: (0) Jerome, Andrew

Committee/Department Reports

Councilperson Gruesbeck reported on the Senior Center Activity Board Meeting. Discussion was held on the request for a directional sign to be erected for the pickle ball courts.

City Manager Comments

Manager Conn reported on the upcoming IPC event, Rock the Block, to be held on June 24th in downtown, the G.A.S Fair beginning June 21st at McNabb Park and the recent Planning Commission meeting. An update was provided on the possible changeover from quarterly to monthly utility billing and how it would work internally and the cost differences to the city. Manager Conn thanked the volunteers from the Church of God for their hard work in sprucing up Atkinson Park.

Manager Conn reported that he had nominated Clerk Cameron for the General Code Municipal Clerks Honor Roll due to her hard work and dedication as a City Clerk. Congratulations to Clerk Cameron as she was chosen to receive this honor.

Manager Conn informed Council that Treasurer Fandell had recently reached her vested retirement mark. A closed session was requested to discuss her future and where the city fits into those plans. Mayor Baublitz stated that such a discussion should be held when all Councilpersons are present.

Moved by Hubbard, second by Koppleberger to table said discussion with Treasurer Fandell until the next council meeting to be held on July 6, 2023. Motion carried.

Unfinished Business

Treasurer Fandell presented the audit proposal received from Roslund, Prestage & Company, P.C. to extend their service agreement with the city; as requested by Council. The proposal is to extend the current engagement in connection with the annual financial audits with the City for the fiscal years ending June 30, 2024, 2025 and 2026, with the option to extend for 2 additional years. Discussion was held.

Moved by Hubbard, second by Koppleberger to approve the submitted proposal for auditing services with Roslund, Prestage & Company, P.C.; authorizing the extension of said agreement for the full 5 (five) years. Motion carried.

New Business

Treasurer Fandell presented the budget amendments to the 2022-2023 Fiscal Year Budget.

Moved by Hubbard, second by Endter to approve the Budget Amendments for Fiscal Year 2022-2023 as presented. Motion carried.

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 Koppleberger to approve the request, allowing the consumption of alcohol on the public street during the IPC Rock the Block event. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Mayor Baublitz asked for any additional business to come before the Council. Updates with discussion were held on the Ellen's property, food truck vendors during farmers market and Rural Urban Day.

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

The meeting adjourned at 7:28pm.

Approved 7-6-2023

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
July 6, 2023
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, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was none.

Additional staff present was City Treasurer Barbara Fandell.

Audience in attendance was none.

Moved by Koppleberger, second by Hubbard to approve the minutes of the regular meeting held June 20, 2023. 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.

Public Comment

Mayor Baublitz 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 Verizon, Playscape, Westwind, LCR, Ginner Street Water Main, Hydrant Flushing and MDOT Paving.
- Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49081-49113; 1020(A) and Payroll Checks #16753-16762, DD #2559-2579, EFT #1645-1650 as listed in the Check Register Book.
- Correspondence received – Library Minutes.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee/Department Reports

There was none.

City Manager Comments

Manager Conn provided an update on Verizon's possible location for antenna installation.

Manager Conn reported that the MML has completed an onsite inspection of the playscape and provided a list of items that need to be addressed to maintain the safety of the structure. Manager Conn requested direction

from the council on whether to proceed with the recommended repairs/maintenance upgrades or consideration for possible removal of the playscape. Discussion was held. It was the consensus of the Council to have Manager Conn obtain the cost of materials and any necessary labor costs to present to the Council before any decision would be made.

Manager Conn provided an update on the progress of the LCR line replacements around town; along with the status of the Gwinner Street water main project. The DPW crew has begun preliminary work in that area. The MDOT paving project on BR127 will begin this month.

Unfinished Business

Manager Conn presented the MERS Deferred Retirement Option Program. This is a new retirement plan option offered by MERS that employers may adopt for the MERS Defined Benefit Plan at the division level. Treasurer Fandell requested a closed session to discuss this option in relation to her future with the city. Request is allowed under the Open Meetings Act MCL15.268(a)

Moved by Hubbard, second by Andrew to enter into closed session to discuss the MERS DROP option in relation to eligible employees.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Entered into closed session at 7:15pm.

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

Exit closed session, back into open meeting at 7:25pm.

New Business

Treasurer Fandell presented Resolution 2023-14: Proposing Charter Amendment Emergency Services Millage.

Moved by Andrew, second by Hubbard to adopt Resolution 2023-14: Proposing Charter Amendment Emergency Services Millage.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Manager Conn presented the only proposal received for reconstruction of the corner at Avenue A and Industrial Parkway, was from Rite-Way Asphalt Paving, Inc in the amount of \$6,283. Manager Conn reminded council of the previous agreement with Trinity Truck & Trailer to pay for half of the cost; as the expedited deterioration of the corner is due to all the heavy truck traffic from their business.

Moved by Hubbard, second by Jerome to award the bid to Rite-Way Asphalt Paving, Inc. in the amount of \$6,283 with the acknowledgement that Trinity Truck & Trailer would pay the city for half of the cost. Motion carried.

Manager Conn reported that the ~~scraper truck chassis~~ **small dump truck** had arrived earlier than expected. Treasurer Fandell requested approval to amend the 2022/2023 budget in the amount of \$62,677; while removing said amount from the 2023/2024 FY budget.

Moved by Hubbard, second by Koppleberger to amend the 2022/2023 budget in the amount of \$62,677 as necessary. Motion carried.

Clerk Cameron stated that no applications were received for the Board of Review. Vicki Wideman had decided not to seek another term, but was willing to assist with the July and December 2023 BOR.

Moved by Endter second by Jerome to re-appoint Vicki Wideman to the Board of Review to serve on the July and December 2023 meetings. Motion carried.

Clerk Cameron presented the applications of Kevin Collison and Deborah Vusich to continue serving on the Downtown Development Authority. There are two positions open for a four-year term ending June 30, 2027.

Moved by Hubbard, second by Koppleberger to re-appoint Kevin Collison and Deborah Vusich to continue serving on the DDA Board with a term ending June 30, 2027. Motion carried.

Clerk Cameron presented the applications of Chris Yonker and Hillary Shemes to serve on the Library Board. She stated that Patrice Hornak had resigned, with a three-year term remaining. There are two positions open.

Moved by Koppleberger, second by Hubbard to re-appoint Chris Yonker to continue serving on the Library Board with a term ending June 30, 2028; and appoint Hillary Shemes to serve the available remaining three-year term ending June 30, 2026. Motion carried.

Clerk Cameron presented the application of Jerry Timmons and Mary Beth Mates to continue serving on the Planning Commission. There are two positions open for a three-year term ending June 30, 2026.

Moved by Koppleberger, second by Jerome to re-appoint Jerry Timmons and Mary Beth Mates to continue serving on the Planning Commission with a term ending June 30, 2026. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

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

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

The meeting adjourned at 7:36pm.

Approved 7-18-2023

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
July 18, 2023
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 was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Councilperson Clark Hubbard.

Additional staff present was none.

Audience in attendance was Representative Jerry Neyer.

Clerk Cameron offered a correction to the minutes on page two, in the last paragraph, first sentence; changing “scraper truck” to “small dump truck” to accurately reflect the new truck.

Moved by Andrew, second by Jerome to approve the minutes of the regular meeting held July 6, 2023 with the correction of “scraper truck” changing to “small dump truck”. Motion carried.

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

- **City Manager’s written report, which included updates and information on Ithaca Fire Sesquicentennial, GAS Contract, Police Services Contract, Burning Ordinance and Cemetery Rules Ordinance.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49114-49192, Grant Check #1246 and Payroll Checks #16763-16770, DD #2580-2590, EFT #1652-1655 as listed in the Check Register Book.**
- **Correspondence received – Charter Communications.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Hubbard

Committee/Department Reports

Lt. McCollum reported on the quarterly activity of the Ithaca Unit covering April through June 2023. The monthly activity report for June was reviewed.

Councilperson Endter inquired on the ORV ordinance; reporting that he has been seeing a lot of them driven on the streets around town. Discussion was held.

Moved by Endter, second by Koppleberger to receive the Ithaca Unit 2nd Quarter 2023 verbal report and the June 2023 written report. Motion carried.

City Manager Comments

Manager Conn reported that the Ithaca Fire Department will be hosting their 150th Anniversary on August 18th and 19th. Several events are planned including a lighted parade on Friday evening. The G.A.S. Contract is expiring August 31st and the Police Services Contract will expire at the end of the year. Meetings are planned to discuss these contracts with their respective representatives. Manager Conn reported that he and support staff have been working on amendments to the burning ordinance and the cemetery rules.

Unfinished Business

There was none.

New Business

Manager Conn presented the three proposals received for sealcoating and stripping the city hall parking lot, the farmers market parking lot and stripping only of the library parking lot. He reported that DPW Superintendent Smith recommended I-Deal Asphalt Sealcoating; as they do excellent work. The grand total bid is for \$11,047.

Moved by Andrew, second by Endter to award the bid to I-Deal Asphalt Sealcoating in the amount of \$11,047 for the sealcoating/stripping projects as stated. Motion carried.

Manager Conn presented the two proposals received for a digital sign to be installed at the corner of Pine River and Center Street. The current brick structure will be used with a new LED display replacing the existing sign. Staff recommendation is for Sign Image Visual Communications Group, with a bid of \$18,538. Manager Conn requested that the Council specify what fund they want to expense the project from. Discussion was held. Council unanimously agreed to use the Caldwell Funds.

Moved by Koppleberger, second by Andrew to award the bid to Sign Image Visual Communications Group in the amount of \$18,538 for installation of a digital sign with LED display. Motion carried.

Manager Conn informed Council that after the demolition of the historical barn, new electrical services were required for the bathrooms and camping area at McNabb Park. Consumers Energy has completed the work and submitted a bill to the city in the amount of \$1,995.

Moved by Andrew, second by Jerome to approve the payment of \$1,995 to Consumers Energy for the new electrical services at McNabb Park. Motion carried.

Manager Conn presented an ordinance draft to amend Chapter 10: Cemeteries of the Code of Ordinances. If introduced and adopted it would provide updates to lot decorations and other miscellaneous references. A public hearing is requested for August 15, 2023.

Moved by Koppleberger, second by Jerome to introduce Ordinance 2023-01 Amendment to Chapter 10: Cemeteries as presented and set the public hearing for August 15, 2023 at 7:00pm or soon thereafter as the agenda allows. Motion carried.

Manager Conn presented an ordinance draft to amend Chapter 16: Fire Prevention and Protection of the Code of Ordinances. If introduced and adopted it would provide updates to Article II; Burning, Section 16-33 Leaves. In addition to adding new Sections 16-35 Recreational Fires and Section 16-36 Outdoor Furnaces. A public hearing is requested for August 15, 2023.

Moved by Andrew, second by Koppleberger to introduce Ordinance 2023-02 Amendment to Chapter 16: Fire Prevention and Protections; Article II; Burning as presented and set the public hearing for August 15, 2023 at 7:00pm or soon thereafter as the agenda allows. Motion carried.

Manager Conn presented the MERS Officer Delegate Appointment for the annual conference to be held September 28-29, 2023 at Detroit. The administrative staff recommends that Treasurer Fandell be appointed as the delegate for this year's conference.

Moved by Koppleberger, second by Endter to appoint Treasurer Fandell as the MERS Officer Delegate for this year's conference. Motion carried.

Clerk Cameron reported that she received a letter of interest from Kevin Twardy for appointment to the Board of Review. He had previously served on the board. This would be for a three-year term ending June 30, 2026.

Moved by Endter, second by Jerome to appoint Kevin Twardy to the Board of Review with a term ending June 30, 2026. Motion carried.

Mayor Baublitz informed Council that he had signed a letter of support for a GESA grant opportunity as requested by Fire Chief, Dave Nelson.

Public Comment

Mayor Baublitz asked for public comments. State Representative Jerry Neyer introduced himself and provided updates on various legislation that would be beneficial to our small community. He presented Council with his business card and encouraged them to contact him any time.

Announcements

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

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

The meeting adjourned at 7:46pm.

Approved 8-1-2023

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
August 1, 2023
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 Rob Endter, James Gruesbeck, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Councilperson James Andrew.

Additional staff present was none.

Audience in attendance was none.

Moved by Koppleberger, second by Jerome to approve the minutes of the regular meeting held July 18, 2023. Motion carried.

Moved by Hubbard, second by Koppleberger to excuse Councilperson James Andrew who had 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 Hubbard, second by Jerome 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 Koppleberger, second by Hubbard to approve the consent agenda items as listed:

- **City Manager's written report, which included updates and information on Police Services Contract, Pension Funding Update, DWSRF Update, Farmers Market Structure and New City Flag.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49193-49218, Grant Check #1246 and Payroll Checks #16771-16780, DD #2591-2601, EFT #1656-1664 as listed in the Check Register Book.**
- **Correspondence received was none.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Andrew

Committee/Department Reports

Councilperson Gruesbeck presented names received from the nominating committee to be placed on the Senior Activity Building Board election ballot. Those individuals were Gail Paradise, Roger Cook and Diane Yonker.

Moved by Hubbard, second by Jerome to approve the nominating committee's names of Gail Paradise, Roger Cook and Diane Yonker to be placed on the ballot for the Senior Activity Building Board. Motion carried.

City Manager Comments

Manager Conn reported that Mayor Baublitz, Councilperson Andrew and he met with Sheriff Morris and Lt. McCollum to begin negotiations on the Police Services Contract which expires on December 31, 2023.

Mayor Baublitz suggested council enter into closed session for discussion of that meeting.
Closed session is allowed under the Open Meetings Act MCL15.268(c)

**Moved by Koppleberger, second by Hubbard to enter into closed session to discuss the Police Services Contract negotiations meeting. Motion carried.
Entered into closed session at 7:04pm.**

**Moved by Hubbard, second by Jerome to exit closed session. Motion carried.
Exit closed session, back into open meeting at 7:26pm.**

Manager Conn reported that state funding for municipalities with unfunded liabilities did not make it in the state budget. An update was provided on the DWSFR planning. Manager Conn reported that the farmers market structure was hit by the top of a camper. DPW Superintendent Smith did not see any structural damage to the awning. Manager Conn requested to have the mayor and or councilperson present the new city flag to the county for their chamber. Clerk Cameron will contact the County Clerk to schedule the presentation at one of the commissioners upcoming meetings.

Unfinished Business

There was none.

New Business

Clerk Cameron reported a clerical error on the effective date (*on page two*) of Resolution 2023-07: Amending Water and Sewer Rates, requesting authorization to change the effective date from *July 1, 2024* to July 1, 2023.

Moved by Hubbard, second by Koppleberger to approve the effective date of July 1, 2023 of Resolution 2023-07: Amending Water and Sewer Rates and authorize Clerk Cameron to make the correction. Motion carried.

Manager Conn presented Resolution 2023-15: City of Ithaca to Begin Master Plan Efforts as Part of the Gratiot Countywide Master Plan Efforts; wherein the city agrees to share costs for development of such plan in the amount of \$2,269.86. A city representative must be appointed to the Gratiot Countywide Master Plan Steering Committee to organize such efforts.

Moved by Hubbard, second by Koppleberger to adopt Resolution 2023-07: City of Ithaca to Begin Master Plan Efforts as Part of the Gratiot Countywide Master Plan Efforts; with a cost share in the amount of \$2,269.86 and appoint Manager Conn as our city representative to the Gratiot Countywide Master Plan Steering Committee.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (1) Andrew

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

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

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

The meeting adjourned at 7:42pm.

Approved 8-15-2023

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
August 15, 2023
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, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was none.

Additional staff present was none.

Audience in attendance was Craig Hooper.

Moved by Hubbard, second by Andrew to approve the minutes of the regular meeting held August 1, 2023. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda. Councilperson Hubbard requested Utility Billing be moved to new business for discussion.

Mayor Baublitz placed Utility Billing under New Business as item 12a.

Moved by Koppleberger, second by Hubbard to approve the agenda, including the Consent Agenda as amended by placing Utility Billing under New Business as item 12a. Motion carried.

Public Comment

Mayor Baublitz 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 Utility Billing, G.A.S. Contract, Gwinner Street Watermain, Street Projects, Ithaca Fire Sesquicentennial, Old US-27 Motor Tour, Agri-Fit Challenge and New City Flag.**
- **Ithaca Unit Report – July 2023**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49219-49253, 1021(A), Grant Checks #1247-1249 and Payroll Checks #16781-16788, DD #2602-2612, EFT #1666-1669 as listed in the Check Register Book.**
- **Correspondence received was Ithaca Housing Closeout letter.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Public Hearing

Mayor Baublitz stated that it was time for the public hearing on Amending Ordinance Chapter 10: Cemeteries.

Moved by Andrew, second by Hubbard to open the public hearing. Motion carried.

The public hearing opened at 7:03pm.

Manager Conn reviewed the proposed changes to the cemetery rules ordinance. The main concerns are the arches and shepherd hooks, glass and other breakables, as well as clarifying the language on “landscaping” a headstone. Discussion was held. New signs will be placed at the Arcada Street entrance and Emerson Street entrance stating the general rules of the cemetery.

Mr. Hooper inquired on the landscaping allowed around the headstones. Manager Conn clarified that any landscaping/decorations are to be maintained within the front face only of the headstone. Mr. Hooper stated that he has family plots with landscaping surrounding the headstone and if it can stay as is. Manager Conn stated that established landscaping on a lot, prior to the adoption of this ordinance, can remain as long as it is maintained and/or in the judgment of the cemetery management, becomes unsightly or dangerous by reason of neglect or age, shall be removed.

Moved by Hubbard, second by Koppleberger to close the public hearing. Motion carried.
The public hearing closed at 7:14pm.

Moved by Hubbard, second by Andrew to adopt Amended Ordinance Chapter 10: Cemeteries.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Mayor Baublitz stated that it was time for the public hearing on Amending Ordinance Chapter 16: Fire Prevention & Protection; Article II: Burning.

Moved by Andrew, second by Jerome to open the public hearing. Motion carried.
The public hearing opened at 7:16pm.

Manager Conn reviewed the proposed changes to the burning ordinance. The main objective was to prohibit leaf burning. Also, the city has always allowed recreational campfires however, it is not referenced in the ordinance, so a new section has been added to permit such fires. In addition, a new section has been added to address outdoor furnaces. Discussion was held.

Moved by Hubbard, second by Koppleberger to close the public hearing. Motion carried.
The public hearing closed at 7:22pm.

Moved by Koppleberger, second by Hubbard to adopt Amended Ordinance Chapter 16: Fire Prevention & Protection; Article II: Burning.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee/Department Reports

There was none.

City Manager Comments

Manager Conn updated Council on continued discussion with the G.A.S. president regarding the potential renewal of their lease contract with the city for another five years. A progress update was provided on the Gwinner Street watermain project and resurfaced street project completions. The Ithaca Fire Department will be celebrating their 150th anniversary with events scheduled for Saturday August 19th, in addition to a lighted parade the night before. The Agri-Fit Challenge has been cancelled. The city flag presentation to the Gratiot County Commissioners will be on September 5, 2023 during their regular meeting.

Unfinished Business

There was none.

New Business

Manager Conn updated Council on the utility billing recommend changes. There are upfront costs to converting the utility billing software to provide for a Residential only monthly billing cycle and have a non-residential quarterly billing cycle. The software work provided by BS&A, had provided Clerk Cameron with a verbal proposal of \$1,000 to \$2,000 to make the necessary changes/conversion. A letter will be mailed to all water service accounts informing them of the upcoming changes, at a cost of around \$700 for a separate mailing. Manager Conn requested approval of these additional expenses.

Councilperson Hubbard inquired on the process of changing to monthly billing and the benefits of such change. Manager Conn and Clerk Cameron reported on the benefits of offering monthly billing to residents and having non-residential accounts remain on a quarterly billing cycle. Discussion was held. Council directed Manager Conn and staff to proceed with a new Residential Monthly billing cycle effective on November 1, 2023 (for usage during October); and keep non-residential accounts on the regular quarterly billing cycle.

Moved by Endter, second by Andrew to approve the software work provided by BS&A, not to exceed \$2,000; and authorize the expense for a separate mailing to all water service accounts. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

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

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

The meeting adjourned at 8:01pm.

Approved 9-5-2023

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
September 5, 2023
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 Rob Endter, James Gruesbeck, Clark Hubbard and Rick Koppleberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Councilpersons James Andrew and Alison Jerome.

Additional staff present was Barbara Fandell.

Audience in attendance was Brian Henderson.

Moved by Koppleberger, second by Hubbard to approve the minutes of the regular meeting held August 15, 2023. 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 2023-16 Farmland Development Rights Agreement and Cemetery Software to the agenda.

Mayor Baublitz placed Resolution 2023-16 under New Business as item 10c. and Cemetery Software under New Business as item 10d.

Moved by Koppleberger, second by Hubbard to approve the agenda, including the Consent Agenda as amended by placing Resolution 2023-16 Farmland Development Rights Agreement under New Business as item 10c. and Cemetery Software under New Business as item 10d. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. Resident Brian Henderson inquired on the reason for the significant increase in water rates. Treasurer Fandell referenced the letter that was sent to all residents regarding the increase, answering his follow up questions including the water/sewer debt.

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 MDOT Construction, Utility Billing, Tire Collection, City Flag Dedication, Road Patches and Industrial Park News.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49254-49294, Water/Sewer Bond Check #25(A) and Payroll Checks #16789-16796, DD #2613-2623, EFT #1670-1679 as listed in the Check Register Book.**
- **Correspondence received was Library Minutes.**

Motion carried by Roll Call Vote:

Ayes: (5) Koppleberger, Endter, Gruesbeck, Hubbard, Baublitz

Nos: (0) None

Absent: (2) Jerome, Andrew

Committee/Department Reports

Mayor Baublitz reported that the Committee of the Whole met prior to the meeting tonight to review and discuss the MERS Drop Plan Agreement. The meeting was held in closed session. Mayor Baublitz reported that the committee recommends adopting the MERS Drop Plan Agreement. Treasurer Fandell plans to submit her official retirement date of September 17, 2023 to MERS, while continuing to work until March 31, 2025. Under a signed agreement Treasurer Fandell will retain all benefits and current wage, continue to pay MERS employee contribution based on salary, and will receive 240 hours of vacation leave time (the amount that would be earned over the 18 months) and the unpaid balance of unused sick time (estimated 236 hrs) on September 18th to be used during the DROP period. Any leave time remaining on March 31, 2025 will be forfeited and no pay out will be allowed.

Moved by Hubbard, second by Koppleberger to adopt the MERS Drop Plan Agreement Window Benefit Provision for Division 01 General. The Window Benefit Provisions are: Window period 07/01/2023 to 10/31/2023 and Benefit: DROP with Credits to the DROP Account of 40% of Monthly Benefit, 0% Interest and Do Not Apply COLA during DROP period. Motion carried.

Moved by Hubbard, second by Koppleberger to approve the committee recommendations to enter into an agreement with Treasurer Fandell for the DROP period ending March 31, 2025 to include the terms of retaining all benefits and current wage, continue to pay MERS employee contribution based on salary received, will receive 240 hours of vacation leave time and the unpaid balance of unused sick time (estimated 236 hrs) on September 18th to be used during the DROP period. Any leave time remaining on March 31, 2025 will be forfeited and no pay out will be allowed. Motion carried.

City Manager Comments

Manager Conn informed Council on the upcoming MDOT construction of US-127 from M-57 Northerly to Bagley Road. Letters have been sent to all utility customers informing them of the rate increase and residential transition to monthly billing. The Gratiot Conservation District is holding a free tire collection day on September 16th at the fairgrounds in Alma. Manager Conn reported that he and Mayor Baublitz presented the new city flag to the County Commissioners at their meeting earlier this evening. The two road cuts, one on Barber and the other on Union Street, are being patched Friday, September 1st. This will be the last of the roadwork for the season. Manager Conn provided an update on business projects in North Industrial Parkway.

Unfinished Business

There was none.

New Business

Manager Conn presented an ordinance draft to amend Chapter 38: Utilities, Section 41 of the Code of Ordinances. If introduced and adopted it would provide for residential monthly billing. A public hearing is requested for September 19, 2023.

Moved by Hubbard, second by Endter to introduce Ordinance 2023-03 Amendment to Chapter 38: Utilities, Section 41 as presented and set the public hearing for September 19, 2023 at 7:00pm or soon thereafter as the agenda allows. Motion carried.

Clerk Cameron requested Council to appoint Treasurer Fandell to the Election Commission for the November General Election 2023. By Charter the City Assessor will also serve on the commission.

Moved by Hubbard, second by Koppleberger to appoint Treasurer Fandell to the Election Commission. Motion carried.

Clerk Cameron presented Resolution 2023-16; Farmland Development Rights Agreement. A request was received from Richard Vanderbeek of Vanderbeek Family Farms LLC., for approval to have a certain parcel released from the 150 acre farmland with homestead. Previous approval from the Planning Commission was given to allow the farmhouse to be on its own parcel, meeting the zoning requirements, for the sole purpose to

sell it. The barn would stay with the farmland. Mr. Vanderbeek provided a survey showing the new parcel with the house would sit on .42 acres. This resolution if approved, would allow for the .42 acres to be removed from the PA116 agreement.

Moved by Hubbard, second by Koppleberger to adopt Resolution 2023-16; Farmland Development Rights Agreement.

Motion carried by Roll Call Vote:

Ayes: (5) Endter, Gruesbeck, Hubbard, Koppleberger, Baublitz

Nos: (0) None

Absent: (2) Andrew, Jerome

Treasurer Fandell reported that with the new computer upgrades and Windows 11 operating system, our current cemetery software is not compatible. The software is almost twenty years old and no longer supported by its operating system. Staff recommends upgrading the cemetery program with BS&A. The licensing fee is \$2,545 in addition to \$1,000 for training. A yearly maintenance cost with support will be \$510.

Moved by Hubbard, second by Endter to approve the purchase of Cemetery Software from BS&A in the amount of \$3,545 with an annual expense of \$510 for maintenance; amending the budget as necessary. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Mayor Baublitz asked for any additional business to come before the Council. Councilperson Gruesbeck announced that a celebration will be held at the Senior Center in honor of Jo Jones dedication of 45 years with the Food for Friends program.

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

The meeting adjourned at 7:23pm.

Approved 9-20-2023

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
September 19, 2023
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, Clark Hubbard and Rick Koppleberger. Staff present was City Manager Jamey Conn and Deputy Clerk Shelly Moffit.

Absent was Councilperson Alison Jerome and City Clerk Cathy Cameron.

Additional staff present was Treasurer Barbara Fandell.

Audience in attendance was none.

Moved by Koppleberger, second by Hubbard to approve the minutes of the regular meeting held September 5, 2023. Motion carried.

Moved by Koppleberger, second by Hubbard to excuse Councilperson Alison Jerome. 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 the Firehall Flat Roof Repair quote to the agenda.

Mayor Baublitz placed the Firehall Flat Roof Repair quote under New Business as item 11g.

Moved by Andrew, second by Hubbard to approve the agenda as amended by placing the Firehall Flat Roof Repair quote under New Business as item 11g, including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. There were no comments.

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 Downtown Digital Sign, AT&T Contract Amendment, Planning Commission Special Use Permit, DWSRF, IPC Golf Outing, and IPC Fall Festival.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49295-49323, Payroll Checks #16797-16804, DD #2624-2634 and EFT #1680-1685 as listed in the Check Register Book.**
- **Ithaca Unit Report for August 2023.**

Motion carried by Roll Call Vote:

Ayes: (6) Endter, Gruesbeck, Hubbard, Koppleberger, Andrew, Baublitz

Nos: (0) None

Absent: (1) Jerome

Public Hearing

Mayor Baublitz requested a motion to open the public hearing to Amend Ordinance 2023-03 Chapter 38: Utilities; Section 41.

Moved by Koppleberger, second by Hubbard to open the public hearing to Amend Ordinance 2023-03 Chapter 38: Utilities; Section 41 at 7:02pm. Motion carried.

Manager Conn explained that utility bills for city residents are going to change to monthly billing and non-residential business will remain on a quarterly billing cycle. Therefore, Ordinance Chapter 38: Utilities; Section 41 will need to be amended as presented. Mayor Baublitz asked for additional comments. None were given.

Moved by Hubbard, second by Koppleberger to close the public hearing at 7:03pm. Motion carried.

Moved by Hubbard, second by Koppleberger to Adopt Ordinance Amendment 2023-03 Chapter 38: Utilities; Section 41.

Motion carried by Roll Call Vote:

Ayes: (6) Gruesbeck, Hubbard, Koppleberger, Andrew, Endter, Baublitz

Nos: (0) None

Absent: (1) Jerome

Abstain: (0) None

Committee/Department Reports

There was none.

City Manager Comments

Manager Conn announced that the new digital sign has been installed on the corner of Pine River and Center Streets and is now working. He gave a status report on AT&T's request to install a backup generator by the west water tower. The lease agreement is being revised. Once the amended version is drafted it will be added to the agenda for review. The DWSRF award appears to be fifty percent grant funding totaling \$1,295,000. Manager Conn reported that the Ithaca Promotional Committee will be hosting a Hometown Festival event October 14th. They would like to put a tent up downtown; however, we are seeking an alternative to anchor it without pounding stakes into the pavement.

Unfinished Business

There was none.

New Business

The Title VI Reporting that needs to be certified each year has been submitted.

Mayor Baublitz presented Resolution 2023-17: Elections Early Voting Center.

Moved by Hubbard, second by Andrew to adopt Resolution 2023-17: Elections Early Voting Center.

Motion carried by Roll Call Vote:

Ayes: (6) Hubbard, Koppleberger, Andrew, Endter, Gruesbeck, Baublitz

Nos: (0) None

Absent: (1) Jerome

Abstain: (0) None

Treasurer Fandell submitted the Social Security Number Privacy Act Compliance policy. This policy is required by law and helps ensure that we keep social security numbers protected.

Moved by Hubbard, second by Koppleberger to adopt the Social Security Number Privacy Act Compliance Policy. Motion carried.

Treasurer Fandell submitted the Fund Balance Policy. This policy is not required but highly recommended. This policy ensures that the city keeps 25% in the General Fund as set by the council and also ensures that the fund balance does not get too high or too low and what measures to take.

Moved by Hubbard, second by Koppleberger to adopt the Fund Balance Policy. Motion carried.

Treasurer Fandell submitted the Capital Asset Management Policy. This current practice is documented in our annual audit and this policy puts it in a written format.

Moved by Hubbard, second by Endter to adopt the Capital Asset Management Policy. Motion carried.

Treasurer Fandell submitted the Credit Card Policy. This policy has been updated to include more detail and follow current practices.

Moved by Hubbard, second by Andrew to adopt the revision to the Credit Card Policy. Motion carried.

Manager Conn presented quotes for the Firehall Flat Roof Repair. Storm Master submitted a quote for \$10,104.41 and Midstate Roofing submitted a quote for \$7,560.00. He recommended accepting the quote from Midstate Roofing. Treasurer Fandell stated that the budget was earmarked \$18,000 for this repair to be done.

Moved by Hubbard to approve the quote from Midstate Roofing in the amount of \$7,560. Koppleberger asked for discussion before the vote. Mayor Baublitz opened for discussion.

Koppleberger stated that the quote from Midstate Roofing does not appear to include TPO membrane in the repair description and believes it would not be as durable. He also pointed out that Midstate Roofing did not come with a warranty and Storm Master has a two-year warranty with an additional warranty for the TPO membrane from the manufacturer. Manager Conn suggested to table the decision until it could be investigated further. After discussion it was agreed that the repair should include the TPO membrane.

Hubbard rescinded the motion to approve the quote from Midstate Roofing in the amount of \$7,560.

Moved by Endter, second by Hubbard to approve up to \$10,104.41 for the Firehall Flat Roof Repair. Once investigated, the quote from Midstate Roofing quote would be accepted for \$7,560, providing the repair quote includes TPO membrane. If the quote does not include TPO membrane, then the quote from Storm Master would be accepted for \$10,401.41. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Mayor Baublitz asked for any additional business to come before the Council. Councilperson Hubbard stated it had been brought to his attention that the last two approved council minutes had not been updated to the city website. He also stated it had been brought to his attention that other neighboring municipalities record their council meetings and upload them to YouTube.

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

The meeting adjourned at 7:24pm.

Shelly Moffit, Deputy Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
October 3, 2023
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, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present was City Manager Jamey Conn and Deputy Clerk Shelly Moffit.

Absent was City Clerk Cathy Cameron.

Additional staff present was none.

Audience in attendance was none.

Moved by Koppleberger, second by Hubbard to approve the minutes of the regular meeting held September 19, 2023. 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.

Public Comment

Mayor Baublitz asked for public comment. There were no comments.

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 Ellens Equipment Purchase Agreement, Fred Howes Donation, Ithaca Homecoming, 2023 Harvest Fest, DPW Safety Training, DPW Union Contract, Fall Leaf Pick-Up and GEO Max Laser Replacement.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49324-49351, 1023 (A), Payroll Checks #16805-16812, DD #2635-2655 and EFT #1686-1695 as listed in the Check Register Book.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee/Department Reports

There was none.

City Manager Comments

Manager Conn reported that the judgement for the property Ellens Equipment wants to purchase is completed. Once the agreement is updated, we can move forward. Fred Howes would like to donate McNabb memorabilia to the city for the community center showcase. Steve Bakker also reached out and requested the city house an antique safe from the old McCormick building that Greg Brown donated the Gratiot County Museum. Manager

Conn met with the DPW representatives regarding the union contract renewal. Once negotiations are complete, he will present it to the council. He reported that the replacement cost for the GEO Max Laser will come from the Maintenance Fund.

Unfinished Business

There was none.

New Business

The Ithaca Promotional Committee requested an Alcoholic Liquor Permit for Harvest Fest on Saturday, October 14th. Approval from council is needed each time the IPC requests alcohol for an event. They will use barrels of water as an altern Discussion was held.

Moved by Hubbard, second by Andrews to approve an Alcoholic Liquor Permit for the IPC Harvest Fest event on October 14th. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

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

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

The meeting adjourned at 7:13pm.

Shelly Moffit, Deputy Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
October 17, 2023
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, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was none.

Additional staff present was City Treasurer Barbara Fandell and Lt. Roy McCollum.

Audience in attendance was Aaron Wendzel with Rowe PSC.

Moved by Koppleberger, second by Jerome to approve the minutes of the regular meeting held October 3, 2023. 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 DWSRF and CWSRF Intent to Apply for the Union Street Project to the agenda.

Mayor Baublitz placed Intent to Apply Union Street Project to the agenda under New Business as item 10d.

Moved by Andrew, second by Hubbard to approve the agenda, including the Consent Agenda as amended by placing DWSRF and CWSRF Intent to Apply for the Union Street Project under New Business as item 10d. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. 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 Granger, Assessing Conference, Break-ins, Police Contract Update, Board of Review, J&J Party Store, Land Bank Authority and Napa Buildings.
- Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49352-49388 and Payroll Checks #16813-16818, DD #2656-2666, EFT #1696-1700 as listed in the Check Register Book.
- Correspondence received was Library Minutes.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee/Department Reports

Lt. McCollum provided an update on the recent break-ins around the city. Lt. McCollum reported on the quarterly activity of the Ithaca Unit covering July through September 2023. The monthly activity report for

September (titled August in error) was reviewed. Mayor Baublitz inquired on who was responding to the department for car/deer accident reporting. Lt. McCollum stated that the Ithaca Unit responds to the department for car/deer accidents including those that occur outside the city limits. Mayor Baublitz inquired on who responds to the court house if an additional officer is requested. Lt. McCollum stated that the Ithaca Unit responds to the court house.

Moved by Hubbard, second by Andrew to receive the Ithaca Unit 1st Quarter 2023 verbal report and the March 2023 written report. Motion carried.

City Manager Comments

Manager Conn reported that he met with Granger to discuss the option of offering recycling. The program would require 100% participation, including paying for an additional cart for the service. In addition, the current contract with Granger would have to be re-open with increases to the trash pick up service. Discussion was held, with consensus that the city remains under the current contract with Granger.

Manager Conn provided an update on the police services contract negotiations.

Unfinished Business

There was none.

New Business

Manager Conn reported that the city was awarded funding towards the DWSRF FY2024 Project totaling \$2,590,000; offered as \$1,225,742 in traditional loan with a \$1,228,458 ARPA grant from the state.

Moved by Hubbard, second by Andrew to accept the Drinking Water State Revolving Fund award for Project #7841-01 in the amount of \$2,590,000 offered as \$1,225,742 DWSRF Traditional Loan, \$1,228,458 ARPA SRF Grant, \$69,258 Bipartisan Infrastructure Law DWSRF-Lead Service Line Replacement Loan and \$66,542 BIL-LSLR Loan Forgiveness and authorize the City Manager to sign the documentation when requested by EGLE. Motion carried.

Manager Conn presented the Professional Services Proposal for DWSRF Engineering FY2024 from ROWE PSC in the amount of \$369,000 for their engineering services of the 2024 Water Main Improvements.

Moved by Hubbard, second by Jerome to proceed with DWSRF funded project number 7841-01 and approve the proposal from Rowe Professional Services for the 2024 Water Main Improvements (DWSRF FY2024) in the amount of \$369,000. Motion carried.

Clerk Cameron presented the MML Liability & Property Pool Board of Directors candidate information.

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

Clerk Cameron presented a Proclamation for Library Appreciation Month during the month of October 2023 as requested and submitted by the Library Board.

Moved by Endter, second by Andrew to approve the Proclamation for Library Appreciation Month during the month of October 2023 in recognition of our Library Director and Staff. Motion carried.

Manager Conn requested authorization to proceed with submitting the Intent to Apply for the DWSRF and CWSRF 2024 Union Street Project.

Moved by Hubbard, second by Koppleberger to proceed and directed Manager Conn to submit the Intent to Apply for the DWSRF and CWSRF 2024 Union Street Project. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Manager Conn gave a progress update on the Gwinner Street watermain project.

Treasurer Fandell stated that the last quarterly utility bills for residents will be out on October 25th; with the first monthly bill being out on November 1st.

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

The meeting adjourned at 7:30pm.

Approved 11-7-2023

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
November 7, 2023
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, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was none.

Additional staff present was City Treasurer Barbara Fandell and Water/Sewer Superintendent Jarred Waldron.

Audience in attendance was Aaron Wendzel with Rowe PSC, Andy Campbell with Baker Tilly, Chris Oosterhoff, Gratiot County Administrator and Mr. & Mrs. Fred Howes.

Moved by Koppleberger, second by Hubbard to approve the minutes of the regular meeting held October 17, 2023. 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.

Public Comment

Mayor Baublitz asked for public comment. 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 Well Six Meter, Firehall Roof Update, Gratiot County Landbank, State Revolving Fund 2025, Utility Billing Update and West Washington Road Landfill.**
- **Ithaca Unit Report – October 2023.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49389-49436; 1024(A), Grant Check #1250 and Payroll Checks #16820-16825, DD #2667-2690, EFT #1702-1716 as listed in the Check Register Book.**
- **Correspondence received was GESA letter.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee/Department Reports

Treasurer Fandell presented the 1st quarter FY23/24 financial reports. The annual audit is wrapping up, with a final report to be presented to Council at the next meeting.

Mayor Baublitz reported that the Committee of the Whole met prior to the meeting to discuss the DPW Union Contract and Police Services Contract. More information was requested. Continued negotiations are planned.

City Manager Comments

Manager Conn provided an update on the Fire Hall roof project. Reported that he attended the first Gratiot County Landbank Authority meeting. The discussion centered around blighted properties in the county that may be good options for revitalization.

Manager Conn reported that the first residential monthly water bills were sent out. He commended the office staff and Water/Sewer Superintendent Waldron for their hard work making this transition go as smooth as possible.

Unfinished Business

There was none.

New Business

Manager Conn introduced Mr. & Mrs. Fred Howes. Mr. Howes thanked council for the invitation to come speak and present some personal memorabilia to the city. He shared his personal connection with Dr. McNabb; as their families grew up together. Mr. Howes proudly shared his memories of Dr. McNabb and his love of horses. Dr. McNabb made a significant contribution in our city and within the State of Michigan with harness racing. Mr. Howes presented the city with special memorabilia from their families in memory of Dr. McNabb. Mayor Baublitz on behalf of the council, expressed his appreciation to Mr. Howes for the donation of the memorabilia in honor and remembrance of Dr. McNabb. These items will be showcased in the Ithaca Community Center.

Manager Conn introduced Andy Campbell with Baker Tilly. Mr. Campbell advised Council on the scope of services offered by the firm regarding the Drinking Water State Revolving Fund (Fiscal Year 2024) Project. He further reviewed the financing process, terms and required applicable deadlines. Discussion was held. The professional financial services proposal from Baker Tilly is in the amount of \$16,600 for the DWSRF (Fiscal Year 2024) Project.

Moved by Hubbard, second by Kopplesberger to approve the financial services proposal with Baker Tilly in the amount of \$16,600 for the DWSRF (Fiscal Year 2024) Project and authorize Manager Conn to sign. Motion carried.

Manager Conn presented the professional services proposal from Miller Canfield as bond counsel, in connection with the proposed issuance of bonds to finance the water supply system improvements. The professional services proposal from Miller Canfield is in the amount of \$17,500 for the DWSRF (Fiscal Year 2024) Project.

Moved by Hubbard, second by Jerome to approve the professional bond services proposal with Miller Canfield in the amount of \$17,500 for the DWSRF (Fiscal Year 2024) Project and authorize Manager Conn to sign. Motion carried.

Aaron Wendzel with Rowe PSC presented their professional services proposal for the Water System Reliability Study. Mr. Wendzel briefed Council on the scope of work for the project. The professional engineering services proposal from Rowe PSC is in the amount of \$13,500 for the Water System Reliability Study project.

Moved by Hubbard, second by Andrew to approve the professional engineering services proposal with Rowe PSC in the amount of \$13,500 for the Water System Reliability Study project and authorize Manager Conn to sign. Motion carried.

Water/Sewer Superintendent Jarred Waldron presented the professional services proposal submitted by Fishbeck for the Formal Evaluation of Local Limits. Standard requirements by EGLE regarding the local limits of applicable pollutants of concern by which discharge to the city's wastewater stabilization lagoon (WWSL) are

regulated. The professional services proposal from Fishbeck is in the amount of \$23,500 for the Formal Evaluation of Local Limits.

Moved by Hubbard, second by Koppleberger to approve the professional services proposal with Fishbeck in the amount of \$13,500 for the Formal Evaluation of Local Limits and authorize Manager Conn to sign. Motion carried.

Manager Conn presented the AT&T West Tower Lease Third Amendment. This amendment establishes an increase in the premises area to accommodate a new generator. Rent will increase \$200 per month.

Moved by Hubbard, second by Koppleberger to approve the AT&T West Tower Lease Third Amendment and authorize Manager Conn to sign. Motion carried.

Manager Conn presented the Senior Activity Building Operation Agreement as submitted by the Senior Activity Building Board. The term of the agreement is for ten (10) years and will be reviewed annually commencing December 1, 2023.

Moved by Koppleberger, second by Jerome to approve the Senior Activity Building Operation Agreement for a term of ten (10) years commencing December 1, 2023. Motion carried.

Treasurer Fandell presented Resolution 2023-18: Amending Water and Sewer Rates – Residential Monthly. The council previously approved the transition to residential monthly billing, and these are the new rates.

Moved by Hubbard, second by Jerome to adopt Resolution 2023-18: Amending Water and Sewer Rates – Residential Monthly.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Manager Conn presented the IFE Application from Trinity Manufacturing LLC and requested a public hearing be set for November 21, 2023.

Moved by Andrew, second by Hubbard to set a public hearing on November 21, 2023 for Trinity Manufacturing LLC, IFE Application. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Mayor Baublitz requested Council enter into closed session to discuss the Law Enforcement Services Contract Negotiations with the Gratiot County Commissioner Chris Oosterhoff in attendance.

Moved by Hubbard, second by Koppleberger to enter into closed session. Motion carried. 7:57pm.

Moved by Hubbard, second by Koppleberger to exit closed session. Motion carried. 8:14pm.

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

The meeting adjourned at 8:15pm.

Approved 11-21-2023

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
November 21, 2023
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, Clark Hubbard, Alison Jerome and Rick Koppleberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was none.

Additional staff present was City Treasurer Barbara Fandell.

Audience in attendance was Kasey Zehner & Jim Wheeler with Greater Gratiot Development, Ron Lupa with Trinity Manufacturing, George Bailey, Scott Gray and Deb Andrew.

Moved by Andrew, second by Hubbard to approve the minutes of the regular meeting held November 7, 2023. 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 Jerome to approve the agenda, including the Consent Agenda. Motion carried.

Mayor Baublitz excused Councilperson James Gruesbeck from his seat on the City Council.

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

Clerk Cameron administered the Oath of Office to re-elected Councilpersons James Andrew, Rob Endter and newly elected Councilperson Kristyn Roethlisberger.

Clerk Cameron called for nominations to serve as Mayor Pro-Tempore. Councilperson Endter nominated Councilperson Hubbard. Councilperson Jerome nominated Councilperson Koppleberger. Clerk Cameron called for any further nominations; none were offered. Clerk Cameron stated that the election for Mayor Pro-Tempore would be conducted by ballot. Ballots were distributed to each Councilperson and the Mayor. Clerk Cameron collected all seven ballots and read aloud the name written on each, with Mayor Baublitz observing the written name on the ballot. Ballot results were as follows; Councilperson Hubbard with 2 votes and Councilperson Koppleberger with 5 votes. Clerk Cameron announced that Councilperson Koppleberger would serve as Mayor Pro-Tempore until November 2025. Councilperson Koppleberger accepted the elected position and congratulations from the Council.

Clerk Cameron administered the Oath of Office to re-elected Mayor Pro-Tempore Rick Koppleberger.

Mayor Baublitz presented Resolution 2023-19 in Recognition of James Gruesbeck.

Moved by Koppleberger, second by Hubbard to adopt Resolution 2023-19 in Recognition of James Gruesbeck. Motion carried by Roll Call Vote:

Ayes: (7) Hubbard, Jerome, Koppleberger, Andrew, Endter, Roethlisberger, Baublitz

Nos: (0) None

Absent: (0) None

City Council Minutes

Mayor Baublitz stood and read aloud Resolution 2023-19 in Recognition of James Gruesbeck. A signed original resolution was presented to James Gruesbeck. Mayor and Councilpersons expressed their appreciation of Mr. Gruesbeck, he will be missed.

Public Comment

Mayor Baublitz asked for public comment. 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 the Semi-final Game, Planning Commission, Leaf Pick-up, City Signs and Mid-Michigan Turf Pros.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49437-49465 and Payroll Checks #16831-16839, DD #2691-2704, EFT #1718-1723 as listed in the Check Register Book.**
- **Correspondence received was none.**

Motion carried by Roll Call Vote:

Ayes: (7) Jerome, Koppleberger, Andrew, Endter, Hubbard, Roethlisberger, Baublitz

Nos: (0) None

Absent: (0) None

Committee/Department Reports

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

The 2022-2023 Annual Financial Statement Audit report was presented by Christine Schaub of Roslund, Prestage and Company PC. There were no findings of internal control or compliance issues. It was a very clean audit all around and received the highest opinion that can be received on the financial statements being presented fairly in all material respects. The Committee recommended its approval and placement on file with the State of Michigan. Mayor Baublitz expressed his gratitude to Treasurer Fandell for a job well done.

Moved by Hubbard, second by Andrew to approve the 2022-2023 Annual Financial Statement Audit as presented and place on file with the State of Michigan. Motion carried.

Mayor Baublitz requested a motion to enter a public hearing on the Industrial Facilities Tax Exemption for Trinity Manufacturing, LLC.

Moved by Hubbard, second by Koppleberger to enter a public hearing to take comments on the Industrial Facilities Tax Exemption application submitted by Trinity Manufacturing, LLC. Motion carried.
Mayor Baublitz opened the public hearing at 7:15pm.

Manager Conn turned it over to Kasey Zehner with Greater Gratiot Development. Ms. Zehner stated the Trinity Manufacturing, LLC is applying for an Industrial Facilities Exemption for Phase 1 of Trinity's expansion plans. (located at 331 Industrial Parkway) It will include a new building to manufacture milk storage silos and pasteurization tanks. This expansion will result in 30 new jobs (5 unskilled averaging \$17/hour and 25 skilled positions average \$25-30/hour). It is anticipated that the new building will also provide more storage for existing outdoor items from their current operations. The request is for a 12-year exemption. Discussion was held. The recommendation was made to issue twelve (12) year certificate; with consideration to reevaluate the IFE every two (2) years based on the current condition of the property and ensure that the conditions within the Agreement of Understanding are being met.

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 7:21pm.

Moved by Koppleberger, second by Hubbard to approve the Industrial Facilities Tax Exemption for Trinity Manufacturing, LLC. and authorize the City Clerk to sign. Motion carried.

Mayor Baublitz presented Resolution 2023-20: Approving the IFE Application of Trinity Manufacturing, LLC.

Moved by Hubbard, second by Koppleberger to adopt Resolution 2023-20: Approving IFE Application of Trinity Manufacturing, LLC.

Motion carried by Roll Call Vote:

Ayes: (7) Koppleberger, Roethlisberger, Andrew, Endter, Hubbard, Jerome, Baublitz

Nos: (0) None

Absent: (0) None

Mayor Baublitz reported that the Committee of the Whole met in closed session to discuss the DPW Union Contract. Negotiations will continue.

Mayor Baublitz reported that the Committee of the Whole met in closed session to discuss the Law Enforcement Services Agreement. This agreement with the Gratiot County Sheriff's Office is for a term of two (2) years; calendar year 2024 with a fixed fee of \$39,175.40 per month and calendar year 2025 with a fixed fee of \$40,806.43 per month. Councilperson Andrew moved to abstain from the vote due to conflict of interest.

Moved by Hubbard, second by Jerome to approve the Law Enforcement Services Agreement with the Gratiot County Sheriff's Office for a term of two (2) years beginning January 2024; for calendar year 2024 with a fixed fee of \$39,175.40 per month and calendar year 2025 with a fixed fee of \$40,806.43 per month. Motion carried.

City Manager Comments

Manager Conn requested that Council again offer \$25 in DDA Dollars to city employees and our residents that serve on boards/commissions to show their appreciation. This is a budgeted item.

Moved by Koppleberger, second by Andrew to approve the issuance of \$25 in DDA Dollars to city employees and our residents that serve on boards/commissions. Motion carried.

Unfinished Business

There was none.

New Business

Manager Conn presented the Mid-Michigan Turf Pros Contract Extension. He reminded Council that the last signed contract had provided an option to extend the contract for two years with satisfactory review of services. They are doing a great job and recommend to retain their services.

Moved by Andrew, second by Koppleberger to approve a two (2) year contract extension with Mid Michigan Turf Pros for the 2024 and 2025 mowing season. Motion carried.

Clerk Cameron stated that a vacancy on the Planning Commission opened when Kristyn Roethlisberger was sworn in as a Councilperson. Manager Conn reached out to George Bailey to inquire if he would be interested in fulfilling that remaining term ending June 30, 2024. Mr. Bailey stated that he would be interested.

Moved by Hubbard, second by Jerome to appoint George Bailey to the Planning Commission to fulfill a term ending June 30, 2024. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. George Bailey reported on the County Commissioners agenda items and updates.

Announcements

Manager Conn expressed his gratitude to Jim Gruesbeck for his service to the residents for the last 28 years.

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

The meeting adjourned at 7:35pm.

Approved 12-5-2023

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
December 5, 2023
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, Clark Hubbard, Alison Jerome, Rick Koppleberger and Kristyn Roethlisberger. Staff present was City Clerk Cathy Cameron.

Absent was City Manager Jamey Conn.

Audience in attendance was Spencer Barrett.

Moved by Hubbard, second by Koppleberger to approve the minutes of the regular meeting held November 21, 2023. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda. Clerk Cameron requested to add Resolution 2023-21: Alternate Start Date for December 2023 Board of Review under new business. Mayor Baublitz placed it as item 10c.

Moved by Koppleberger, second by Hubbard to approve the agenda (as amended by adding item 10c. Resolution 2023-21: Alternate Start Date for December 2023 Board of Review), including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. 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 the SRF Project Kickoff Meeting, Water Reliability Study, GESA Update and Gratiot County Landbank Authority.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49466-49484 and Payroll Checks #16840-16843, DD #2705-2716, EFT #1724-1732 as listed in the Check Register Book.**
- **Correspondence received was none.**

Motion carried by Roll Call Vote:

Ayes: (7) Andrew, Endter, Hubbard, Jerome, Koppleberger, Roethlisberger, Baublitz

Nos: (0) None

Absent: (0) None

Committee/Department Reports

There was none.

City Manager Comments

There was none.

Unfinished Business

There was none.

New Business

Clerk Cameron presented the 2024 Calendar Year Meeting Dates for approval.

Moved by Andrew, second by Jerome to approve the 2024 Calendar Year Meeting Dates. Motion carried.

Clerk Cameron presented the application of interest from Catherine Timmons to serve on the Board of Review to fulfill a vacancy with a remaining term ending June 30, 2026.

Moved by Hubbard, second by Jerome to appoint Catherine Timmons to the Board of Review with a term ending June 30, 2026.

Clerk Cameron presented Resolution 2023-21: Alternate Start Date for December 2023 Board of Review. This allows for the December Board of Review to meet during the week of the 2nd Monday in December, 2023.

Moved by Hubbard, second by Koppleberger to adopt Resolution 2023-21: Alternate Start Date for December 2023 Board of Review.

Motion carried by Roll Call Vote:

Ayes: (7) Endter, Hubbard, Jerome, Koppleberger, Roethlisberger, Andrew, Baublitz

Nos: (0) None

Absent: (0) None

Public Comment

Mayor Baublitz asked for public comments.

Announcements

Mayor Baublitz informed Council that he is working on committee assignments for 2024/2025 and to let him know their interest in which sub-committee to serve on.

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

The meeting adjourned at 7:08pm.

Approved 12-19-2023

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
December 19, 2023
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, Alison Jerome, Rick Koppleberger and Kristyn Roethlisberger. Staff present was City Clerk Cathy Cameron.

Absent was Councilperson Clark Hubbard and City Manager Jamey Conn.

Additional Staff Present was Water/Sewer Superintendent Jarred Waldron.

Audience in attendance was none.

Moved by Andrew, second by Koppleberger to approve the minutes of the regular meeting held December 5, 2023. Motion carried.

Moved by Andrew, second by Endter to excuse Councilperson Hubbard who was absent due to illness. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda. Clerk Cameron requested to add Cemetery Signs under new business. Mayor Baublitz placed it as item 10c.

Moved by Endter, second by Jerome to approve the agenda (as amended by adding item 10c. Cemetery Signs), including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. 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 Employee Health Insurance, Holiday Schedule, DWSRF FY 2024, Cemetery Signs, Ribbon Cutting, Fire Truck and Police Contract.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49486-49523 and Payroll Checks #16844-16848, DD #2717-2728, EFT #1734-1738 as listed in the Check Register Book.**
- **Correspondence received was none.**

Motion carried by Roll Call Vote:

Ayes: (6) Endter, Jerome, Koppleberger, Roethlisberger, Andrew, Baublitz

Nos: (0) None

Absent: (1) Hubbard

Committee/Department Reports

There was none.

City Manager Comments

There was none.

Unfinished Business

There was none.

New Business

Mayor Baublitz stated that the AFSCME Union Contract would be postponed until the next regular council meeting to be held on January 2, 2024.

Clerk Cameron stated that an Industrial Facilities Tax Exemption Application had been received from Trident Manufacturing and requested the council to set a public hearing for January 2, 2024.

Moved by Jerome, second by Koppleberger to set a public hearing for the IFE request from Trident Manufacturing on January 2, 2024 at the regular council meeting. Motion carried.

Clerk Cameron reported that the cemetery sign quote from E&S Graphics came back at \$2,000 per sign including installation. Previously, the council had approved two cemetery signs with a budget of \$1,000. She stated that Manager Conn is requesting the balance of \$3,000 come from the code enforcement budget.

Moved by Koppleberger, second by Andrew to approve the additional cost of \$3,000 for the cemetery signs to be expensed from code enforcement amending the budget as necessary. Motion carried.

Public Comment

Mayor Baublitz asked for public comments.

Announcements

There was none.

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

The meeting adjourned at 7:05pm.

Approved 1-2-2024

Cathy Cameron

Cathy Cameron, City Clerk