

City of White Cloud
12 N. Charles Street
White Cloud, Michigan 49349

**Regular Meeting Minutes for
March 6, 2017**

A. Meeting Called to Order

The Regular Meeting of the White Cloud City Council was held on the above date at the White Cloud City Offices. Mayor Donald Barnhard called the meeting to order at 7:00 P.M.

1. Roll Call

Council Members Present: Mayor Donald Barnhard and Mayor Pro-Tem Charles Chandler
Councilmembers: Herm Becker, Richard Dault, Cassie Stewart and Jeffrey Murchison

Members Absent: Matt Priest

Staff Present: City Manager/Clerk Lora Kalkofen, Police Chief Dan Evans, and Deputy Clerk/Treasurer Hilary Davis

Public in Attendance: Orrie & Pat Ebenstein, Carl Sprout, and Candice Dault

2. Approval of Agenda

Motion by Chandler, **Seconded** by Dault to approve the march 6, 2017 agenda with the addition of New Business #6 Resolution 2017-3 and #7 WCAFD 2017/18 Budget.

Vote: Ayes- All Nays- None Motion Carried

3. Invocation and Pledge of Allegiance

Pastor Jeffery Murchison gave the invocation and Mayor Barnhard led in the Pledge of Allegiance.

B. Public Comment: - Received

C. Approval of Minutes

1. Approval of the Roundtable Council Meeting Minutes of February 6, 2017

Minutes of the City of White Cloud City Council roundtable meeting held on February 6, 2017 were presented to Council for consideration.

Motion by Murchison **Seconded** by Becker to approve the Roundtable Meeting Minutes for the White Cloud City Council meeting held on February 6, 2017 as presented.

Vote: Ayes- All Nays- None Motion Carried

2. Approval of the Regular Council Meeting Minutes of February 6, 2017

Minutes of the City of White Cloud City Council meeting held on February 6, 2017 were presented to Council for consideration.

Motion by Becker **Seconded** by Chandler to approve the Regular Meeting Minutes for the White Cloud City Council meeting held on February 6, 2017 with the correction of John Kosla's hire year from 2995 to 1995 in the Manager's Report.

Vote: Ayes- All Nays- None Motion Carried

D. Authorization to Pay Bills & Payroll Wages

A listing of invoices and payroll was presented to Council for discussion and consideration.

Motion by Murchison, **Seconded** by Becker to approve the payment of invoices, CD purchase and payroll wages totaling \$225,550.63.

Roll Call Vote: **Ayes:** Becker, Murchison, Chandler, Stewart, Dault, and Barnhard
 Nays: None
 Absent: Priest
 Abstained None

Motion Carried

E. Department Reports

1. Police Department Report

Chief Evans submitted a Police Department Activity Report for the month of February 2017.

Motion by Murchison, **Seconded** by Dault to accept the Police Department Report as presented.

Vote: **Ayes-** All **Nays-** None **Motion Carried**

2. Treasurer’s Report

Treasurer Becky Freeman submitted a Revenue/Expenditure Report on activities through the end of February 2017.

Motion by Becker, **Seconded** by Chandler to accept the Treasurer’s Report as presented.

Vote: **Ayes-** All **Nays-** None **Motion Carried**

F. City Manager Report

The City Manager/Clerk Lora Kalkofen discussed the following items with Council:

- **DPW New Hire** - The City received three applications for the posted position of Equipment Operator II. Of those three, on applicant, Eric Hoenshell, was the only applicant that has an S-4 Water License and L-2 Sewer License. He also has experience working in a DPW position. All references were checked and Supervisor Zatalokin and staff interviewed Eric. He was offered and accepted the position with the City and he stated work/training on February 27, 2017.
- **Rental Unit Inspection and Code Enforcement Program** – After reviewing different programs available for managing the new Rental Unit Inspection Ordinance, Zoning Administrator Bob Hall and Kalkofen agreed that ZonePro was the most cost effective program that met the City’s needs. The program has been purchased and Newaygo County Equalization was able to get the City a listing of all properties in the City.
- **City Wide Sanitation Service** – Kalkofen and Mayor Barnhard met with Ken Page from A-Waste to discuss residential waste collection and other available programs. The Cities of Grant, Newaygo, and Fremont currently contract for citywide collection with designated haulers. There are multiple options available for different services and by going with a contract; it makes it more cost effective for residents.
- **White Cloud City Campground** – Kalkofen met with Parks Manager, Nick Smith, to talk about the lease agreement. Nick was very helpful getting Kalkofen the paperwork she requested on profit and loss and liability insurance. The occupancy over the last three years has declined and the campground has been running at a loss on the County books of; 2014 (\$18,868.99), 2015 (\$35,664.35) and 2016 (\$25,350.56). Nick has said he has some ideas to help increase the usage of the campground.

- **Election Equipment Meeting** – The Newaygo County clerks have chosen new election equipment as required by the State of Michigan Elections Bureau. The clerks chose the Election Source Dominion Voting Equipment. There were three vendors to choose from and the process was very competitive so by the end of the demonstrations, all vendors offered the equipment at no cost to the city’s and townships. Originally, the cost would have been about \$2,000 to each unit.
- **Trail Town 2017** – The Trail Town Committees met three times last month to plan for the event. So far, the Saturday races are planned and Friday evening has been designated as a community portion of the event.
- **Castrol Intersection Safety** – Mayor Barnhard, Chief Evans, NCRC Kelly Smith, and Kalkofen met with Castrol employees and Mike Ewing to talk about addressing concerns over the Charles Street (M-37) and Wilcox intersection and pedestrian crossing by the White Cloud High School. Castrol works in being involved in the community and they have allotted funding to help address safety concerns. This group is looking into some ideas that may help in these areas.
- **White Cloud Airport Pre-Construction Meeting** – The advertisement for bids will be released in the next few weeks for the airport runway project. The bid opening is scheduled for June.
- **White Cloud Public Schools Parking Expansion** – The White Cloud Public School is expanding the Upper Elementary parking area. The schools are not governed under the City’s zoning regulations, but they requested the City review the plan to determine if the drainage would interfere with the City’s system.
- **White Cloud Area Joint Fire Board Agreement** – The updated agreement is still in process with Sherman and Lincoln Townships approving the agreement and Everett Township approving it with notations. Wilcox Township has requested an attorney to review the contract.
- **Meetings Attended** – Since the last Council Meeting, Kalkofen has attended the Regional Task Force, Rural Task Force, and White Cloud Public Schools Elections Agreement Commission meetings in addition to the meetings mentioned previously.
- **Board of Review Meeting Dates** – Due to a clerical error at the County Equalization office the property tax assessment that were previously sent were not accurate and therefore needed to be corrected and resent. Due to this the meeting dates for the Board of Review were pushed back a week.

Motion by Chandler, **Seconded** by Becker to accept the Manager’s Report as presented.

Vote: Ayes- All Nays- None **Motion Carried**

G. Unfinished Business

1. City Projects
 - a. City Owned Property, Solid Waste Recycling and Road Repairs – No action
2. Project Funding
 - a. City Income Tax, Millage Proposal, Special Assessment - No action.

H. New Business

1. Retirement Benefits Package

An employee who is retiring soon has requested that rather than receiving a cash payout for unused vacation, sick and personal days, that the City puts the payout toward continued health insurance coverage for the employee until the payout is depleted. Kalkofen has spoken with the City’s health insurance provider and has been told that this can be done.

Motion by Becker, **Seconded** by Chandler to allow the employee to use the payout for health insurance coverage rather than a cash payout until the dollar amount is depleted.

Roll Call Vote: **Ayes:** Becker, Murchison, Chandler, Stewart, Dault, and Barnhard
 Nays: None
 Absent: Priest
 Abstained None

Motion Carried

2. DPW Policy and Procedures Manual

Dustin Drabek from Michigan Township Participating Plan’s Risk Control division came to do the annual assessment on the City Office, Police Department, and the Department of Public Works. There were some areas the Dustin stated needed to be addressed one of which was updating the Policy and Procedures Manual for the Department of Public Works. Council was presented with a draft of the new manual for consideration and approval at the next council meeting.

3. Updated Project Listing

Chairman of the Planning Commission Candice Dault presented Council with a listing of completed projects since 2009.

4. Personnel Manual Update

While reviewing the personnel manual it proved to be unclear on the work hours for the City Administration Office and the Department of Public Works. The operating hours were merged together for both divisions and were inaccurate. The Council was presented with a correction to the manual that separated the Department of Public Works from the City Office.

Motion by Stewart, **Seconded** by Dault to keep the hours as stated in the manual, but separate the Department of Public Works from the City Office.

Vote: **Ayes-** All **Nays-** None **Motion Carried**

5. White Cloud Computer Services

Ryan Maike from White Cloud Computer Services presented Council with a letter requesting additional compensation for the City’s Computer Server project. Due to complication with the project Ryan had to work many more hours than what was previously quoted. Ryan is requesting the payment of an additional 12.5 hours, a total of \$1,062.50.

Motion by Stewart, **Seconded** by Dault to approve the additional payment to White Cloud Computer Services of \$1,062.50

Roll Call Vote: **Ayes:** Becker, Murchison, Chandler, Stewart, Dault, and Barnhard
 Nays: None
 Absent: Priest
 Abstained None

Motion Carried

6. White Cloud Area Fire Department FY 2017/18 Budget

Council was presented with the White Cloud Area Fire Department FY 2017/18 budget.

Motion by Becker, **Seconded** by Chandler to accept the White Cloud Area Fire Department FY 2017/18 budget.

Vote: **Ayes-** All **Nays-** None **Motion Carried**

7. Resolution 2017-3 Grant Application for New Election Equipment

Council was presented with Resolution 2017-3 which is a grant application to be submitted to the State of Michigan for the new election equipment that was spoken of in the Manager’s Report.

Motion by Dault, **Seconded** by Murchison to approve Resolution 2017-3 Grant Application for New Election Equipment.

Roll Call Vote:	Ayes: Becker, Murchison, Chandler, Stewart, Dault, and Barnhard
	Nays: None
	Absent: Priest
	Abstained: None

Motion Carried

I. Public Comment: - Received

J. Council Member Comments – Received

K. Committee, Board and Authority Minutes

1. Park & Recreation Committee Minutes
2. White Cloud Sherman Utilities Authority


L. Correspondence

1. Bridge Magazine
2. NCEDO Meeting Minutes
3. Information on House Bill 4001

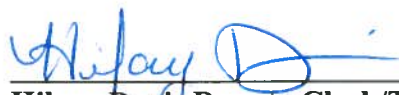
M. Adjournment

Motion by Becker, **Seconded** by Murchison to adjourn the meeting at 8:13 P.M.

Vote:	Ayes- All	Nays- None	Motion Carried
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Don Barnhard, Mayor



Hilary Davis Deputy Clerk/Treasurer
Approved on March 20, 2017