

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

**Regular Meeting Minutes for
December 21, 2015**

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 6:00 P.M.

1. Roll Call

Council Members Present: Mayor Donald Barnhard and Pro-Tem Richard Dault
Councilmembers: Jeffrey Murchison, Cassie Stewart, Herm Becker, Matt Priest and Christine Tiernan

Members Absent: None

Staff Present: Interim City Manager Lora Kalkofen, Deputy Clerk/Treasurer Becky Freeman, Police Chief Bob Mendham, and Zoning Administrator Robert Hall

Public in Attendance: Charles Chandler, Orrie and Pat Ebenstein, Laura Priest, Candice Dault, and Carl Sprout.

2. Approval of Agenda

Motion by Becker, **Seconded** by Dault to approve the December 21, 2015 meeting agenda as presented.

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. Audit Presentation – Gabridge & Co. FY 2014/15

Matt Holland from Gabridge & Co. presented to the City Council the final findings of the City of White Cloud's Financial Audit for the Fiscal Year 2014/15.

Motion by Tiernan, **Seconded** by Murchison to accept the audit for Fiscal Year 2014/15.

Vote: Ayes- All Nays- None Motion Carried

C. Public Comment: - None

D. Approval of Minutes

1. Approval of the Regular Council Meeting Minutes of December 7, 2015

Minutes of the City of White Cloud City Council meeting held on December 7, 2015 were presented to Council for consideration.

Motion by Murchison, **Seconded** by Dault to approve the Regular Meeting Minutes for the White Cloud City Council meeting held on December 7, 2015 as presented.

Vote: Ayes- All Nays- None Motion Carried

E. Authorization to Pay Bills & Payroll Wages

1. A listing of invoices and payroll was presented to Council for discussion and consideration. **Motion** by Becker, **Seconded** by Priest to approve the payment of invoices and payroll wages totaling \$29,980.04.

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

F. Department Reports - None

G. City Manager Report

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

- **Airport Terminal** – The airport terminal project is on schedule showing at about 71% complete and the estimated completion time is the end of January 2016. Kalkofen just approved the 4th payment.
- **Old Fire Building** – The final paperwork has been recorded and the property has been transferred to Newaygo County. Kalkofen has received a check for the full \$30,000, but the City has an obligation of \$1,500 making our net total for the sale \$28,500.
- **City Hall Repairs** – Kalkofen is asking for consideration to use some of the proceeds of the fire station revenue for the repairs need at the City Hall building.
- **Industrial Park Sewer Line Repair** – The cost for the sewer line repair in the Industrial Park totaled \$7,446.02. WCSUA has been billed for one-half of the repair totaling \$3,723.01.
- **Asset Management Plan – Water System** – Mayor Barnhard and Manager Kalkofen are working with OMM Engineering and DEQ to update the City’s Capital Improvement Plan (CIP), Reliability Study, Well House Inspection and starting the Asset Management Plan update.
- **AT&T Third Amendment to Contract** – The contract has been signed after many revisions. The final agreement will net the City an additional \$147,979 in rental fees over the current contract due to the 15-year extension.
- **FY 2014/15 Audit** – The audit for FY 2014/15 has no areas of concern. Our City has an excellent audit history and Kalkofen shared her appreciation to the staff for an excellent job!
- **Appointments** – Kalkofen has been appointed to the Newaygo County Transportation Task Force. Along with that appointment she will also be a representative to the West Michigan Shoreline Regional Development Commission. Kalkofen was also appointed as a member of the NCEDO Board.
- **Additional Staffing** – The City is at the end of the calendar year. Kalkofen would like to request permission to bring on additional staff for a few hours a week to help with organizing the City’s older records. Many of these records have been stored in boxes and are not easily accessible when needed.

Motion by Tiernan, **Seconded** by Becker to approve the Manager’s Report as presented.

Vote:	Ayes- All	Nays- None	Motion Carried
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H. Unfinished Business

1. City Projects

a. City Owned Property, Solid Waste Recycling and Road Repairs

- i. Real Estate Purchase Agreement with Newaygo County – Old Fire Barn. No action.

2. Project Funding

a. City Income Tax, Millage Proposal, Special Assessment No action.

3. Zoning Fee Schedule

Resolution 2015-20 regarding zoning application fees and establishing an escrow fund requirement for certain zoning applications and developments, was presented to Council for consideration and approval.

Motion by Priest, **Seconded** by Stewart to approve Resolution 2015-20.

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

4. Rental Unit Ordinance Packet

An Ordinance to regulate rental units in the City of White Cloud was presented to Council for consideration and approval. This Ordinance will require that rental units are registered, required to have a certificate of compliance and regular inspections. This Ordinance also prescribes penalties for violation of the Ordinance.

Motion by Stewart, **Seconded** by Priest to approve the Rental Unit Ordinance.

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

5. Committee Open Positions

Council was presented with a listing of board members who would like to be reappointed to their positions for another term. Mary Bleiler and Donald Barnhard for the Planning Commission, Donald Barnhard and William Hamilton for the DDA, and Curt Crandell for the Cemetery Board.

Motion by Becker, **Seconded** by Stewart to approve the reappointment of the committee members.

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

I. New Business

1. Resolution 2015-18 Establishing Guidelines for Granting Poverty Exemptions

A resolution establishing guidelines for granting of poverty exemptions from property taxes and establishing a beginning date for the Board of review was presented to Council for consideration and approval.

Motion by Tiernan, **Seconded** by Priest to approve Resolution 2015-18 establishing guidelines for granting poverty exemptions.

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

2. Resolution 2015-19 Setting 2016 City Council Meeting Dates

Council was presented with a meeting date schedule for the year 2016 for consideration and approval. Council member Becker stated that himself and other people in attendance at the Council Meetings also go to the School Board meetings. With the current setup of dates and times that the Council is held hinders these people from making it to the School Board meetings.

Motion by Becker, **Seconded** by Tiernan to move the Council Meeting Dates to the 2nd and 4th Monday of every month.

Roll Call Vote:

Ayes: Tiernan, Becker, and Stewart

Nays: Murchison, Priest, Dault and Barnhard

Absent: None

Abstained: None

Motion Failed

Motion by Priest, **Seconded** by Dault to approve Resolution 2015-19 as presented.

Vote: **Ayes-** Six **Nays-** One **Motion Carried**

3. Personnel Change Requests

The Council was presented with four personnel change recommendations from the Personnel Committee for consideration and approval.

a. Creation of a new position – Police Sergeant

The first item that was recommended was to create a new position of Police Sergeant to the budget. The budget will still have a Full-Time Officer, but will add the position of Police Sergeant. This position will expand on the duties of the current Full-Time Officer duties and also include a wage increase to \$18.00 an hour. Both positions will not need to be filled at any one time, but it gives the City the opportunity to do so if the need arises. Currently, the Full-Time Police Officer has reached the maximum rank he can reach with the current positions available. This recommendation helps to recognize the great work that this officer is doing and allowing the City to reward him.

Motion by Dault, **Seconded** by Murchison to approve the creation of a new position of Police Sergeant with a wage of \$18.00 an hour.

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

b. Expansion of hours for the Zoning Administrator

The second item that was recommended was to increase the Zoning Administrator’s hours from 8 to up to 16 hours per week. It is a constant struggle for him to complete his current duties and paperwork with the number of hours allotted. Also, with the new Rental Unit Ordinance being passed this will also increase more work for the Zoning Administrator to start the implementation of this new ordinance.

Motion by Stewart, **Seconded** by Tiernan to approve the expansion of hours for the Zoning Administrator.

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

c. Part-Time Treasurer

The third item that was recommended was to create a new position of Part-Time Treasurer. Currently, the Part-Time Deputy Clerk/Treasurer is solely in charge of the Water Administration and Bank Reconciliation along with regular office duties. With the personnel changes that have occurred in the City Hall office it has increased the work load for each individual. Some of that work load has been absorbed with the promotion of a Part-Time Deputy Clerk/Treasurer to Full-Time Deputy Clerk/Treasurer, but has also put more work load on the Part-Time Deputy Clerk/Treasurer. The proposed wage for the Part-Time Treasurer position is \$17.29.

Motion by Becker, **Seconded** by Stewart to approve the creation of the new position of Part-Time Treasurer with a wage of \$17.29.

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

d. City Manager

The Personnel Committee recommended to Council that Lora Kalkofen's title be changed from Interim City Manager to Full-Time City Manager with contract to be determined by Personnel Committee and brought back to Council for approval.

Motion by Becker, **Seconded** by Stewart to appoint Lora Kalkofen to Full-Time City Manager.

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

J. Public Comment: - Received

K. Council Member Comments – Council thanked Richard Dault for his dedication and services to the City and community.

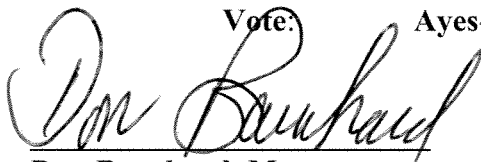
L. Committee, Board and Authority Minutes - None


M. Correspondence - None

N. Adjournment

Motion by Tiernan, **Seconded** by Dault to adjourn the meeting at 8:12 P.M.

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


Don Barnhard, Mayor


Hilary Davis Deputy Clerk/Treasurer
Approved on January 4, 2015