

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

**Regular Meeting Minutes for
February 1, 2016**

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

Councilmembers: Jeffrey Murchison, Cassie Stewart, Charles Chandler, Herm Becker, Christine Tiernan and Matt Priest (7:04 PM)

Members Absent: None

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

Public in Attendance: Carl Sprout, Susie Rodriguez, Scott Vansingel, Laura Priest, Orrie and Pat Ebenstein, and Candice and Richard Dault.

2. Approval of Agenda

Motion by Tiernan, **Seconded** by Murchison to approve the February 1, 2016 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. Public Comment:

Scott Vansingel introduced himself and let Council know that he was running for State Representative.

C. Approval of Minutes

1. Approval of the Regular Council Meeting Minutes of January 4, 2016

Minutes of the City of White Cloud City Council meeting held on January 4, 2016 were presented to Council for consideration.

Motion by Murchison, **Seconded** by Tiernan to approve the Regular Meeting Minutes for the White Cloud City Council meeting held on January 4, 2016 as presented.

Vote: Ayes- All Nays- None Motion Carried

D. Authorization to Pay Bills & Payroll Wages

1. 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 and payroll wages totaling \$131,302.29.

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

Motion Carried

E. Department Reports

1. Treasurer’s Report

City Manager/Clerk Lora Kalkofen submitted a Revenue/Expenditure Report on activities through the end of January 2016.

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

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

2. Police Department Report

Chief Mendham submitted a Police Department Activity Report for the month of January 2016.

Motion by Tiernan, **Seconded** by Murchison to approve the Police Department Report as presented.

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

3. Zoning Administrator’s Report

Zoning Administrator Robert hall submitted a Planning and Zoning Report for Council’s Review.

Motion by Murchison, **Seconded** by Tiernan to approve the Zoning Administrator’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:

- **Act 388 of 1976 (excerpt)** – PA 269/SB 571 was signed into law on January 6, 2016. The new law, known as “the gag order”, prohibits governments from most forms of communication about election related issues within 60 days of an election.
- **Airport Terminal** – A temporary heating system was installed to do the finishing work on the drywall. Acoustic tiles were chosen for the ceiling panels and the flooring and cabinets are in stock and ready to be installed after the walls have been painted. A progress meeting is scheduled for February 11, 2016.

Kalkofen has been working with the airport manager Jake Ashker to record 11 aircraft with the National Based Aircraft Inventory Program. MDOT-AERO requires 10 aircraft to be registered to an airport to retain funding levels of \$150,000 per year.

Kalkofen worked with Stephanie from Mead & Hunt to make corrections to the airport map in regards to the ball field fence recorded boundary lines. They negotiated with MDOT-AERO to adjust the buffer areas surrounding the fields. This update/correction to the map will be done in conjunction with the new terminal update.

Request for Proposals will be sent out next month for Engineer of Record for our airport projects. This is a five-year requirement.

A progress meeting was held on January 16, 2016. The airport terminal project is a little bit ahead of schedule and is due for completion in February 2016.

- **2016 Tax Base for the City of White Cloud** – The 2016 tax base for the City has increased slightly for both the residential and business properties. March Board of Review will give us a better understanding of the value of increase, but it is a positive sign for the City. The state multiplier for this year is .3 percent of taxable value.
- **Budget FY 2015/16** – It is time to start working on the next year’s budget. Kalkofen will be putting together a preliminary budget for the Budget Committee to review and make any additional changes or recommendations. Kalkofen let Council know that she would like their input on budget priorities for the upcoming year.
- **Committee Meeting Scheduling Request** – Kalkofen presented the current lists of committee members to Council. She asked Council if they had input on any changes or additions to the committees.

Motion by Tiernan, **Seconded** by Chandler to appoint Lora Kalkofen to the Water Committee.
Vote: **Ayes-** All **Nays-** None **Motion Carried**

Motion by Tiernan, **Seconded** by Murchison to appoint Charles Chandler to the Budget Committee.
Vote: **Ayes-** All **Nays-** None **Motion Carried**

Kalkofen also mentioned that some of the committees need to meet. After some discussion Council asked if there was a way the smaller committees could be set for quarterly meeting dates rather than calling for each member’s availability whenever an issue needs to be discussed by these committees. Kalkofen said that she would put a proposal together for the next meeting.

- **Purchase Order Policy** – Kalkofen is working to update the City’s current policy and would like to meet with a few Councilmembers for input.

- **March B.O.R**

The schedule for our March 2016 Board of Review is as follows:

Tuesday March 8, 2016 at 4:00 PM Organizational Meeting

Monday March 14, 2016 9:00 AM – 3:00 PM

Tuesday March 15, 2016 3:00 PM – 9:00 PM

- **Title VI** – Kalkofen completed the update to the City’s Title VI Plan (Civil Rights Act). She updated the contact information from the previous City Manager to herself and the annual reporting requirement.
- **Fire Building Authority** – The Fire Building Authority met on January 27, 2016 and approved a contribution of \$7,000 to the flashing lights needed on M-37. Also, Kalkofen was re-appointed Chairperson of the Building Authority.
- **Newaygo County** – Newaygo County Commissioners appointed Kalkofen to the Newaygo County Brownfield Redevelopment Board for a term ending 12/31/2018. She is working with Newaygo County Development Director Amanda Auw to evaluate sites in the City that may be considered as brownfield areas. This could give these properties additional funding for developmental opportunities.

Kalkofen was asked to participate in a committee set up by Newaygo County to look into employee health insurance coverage plans and the possibility of a joint collaboration between the City, County, Road Commission and the White Cloud Sherman Utilities Authority.

- **City Wide Clean-Up** – The City’s first City Wide Clean-Up held last spring was very well received by the community. Kalkofen requested the consideration of Council to budget \$3,500 to fund this program again this Spring.

- **Industrial Park** – The City is still waiting for the permit from CSX Railroad to cross under the railway tracks to complete this project.
Kalkofen is working with Mark Guznicak from The Right Place (NCEDO) to promote the Industrial Park in different venues to attract developers.
- **Lions Club** – Mayor Barnhard and Kalkofen attended the Lions Club meeting on January 25, 2016. The Lions asked the City to help promote their organization and activities.
- **Fremont Area Community Foundation** – Kalkofen is working on updating the City’s profile with the foundation. Kalkofen, along with Councilmembers Tiernan and Chandler, attended a program about community development and planning, Community Heart & Soul.
- **Rotary Club** – The Rotary Club of White Cloud is planning to plant 12 trees in Raceway Park to replace the trees that were removed last fall due to disease. The Club has also offered to purchase two grills for the park.
- **Water Fund** – Purchased a two-year CD with a rate of .6%.
- **WMSRDC** – Kalkofen attended the Rural Transportation Task Force 14 quarterly meeting for discussion and approved of projects for Region 8 for years 2016 to 2020.
- **Newaygo Fuel** – Kalkofen attached a report of the City’s fuel savings for the year from Newaygo County.
- **Rental Inspection Ordinance** – Kalkofen was approached by an owner of a residential rental company that has multiple units in the City of White Cloud. She was asked to relay his concerns regarding the burden that the new rental ordinance places on proprietors. The concerns included the time required for inspections, the cost of permits, and the cost to the City for enforcement.
- **Water Testing** – Back in November of last year we had a water sample that came back positive. The City received a notice stating that we were not in compliance. This notice was generated due to the fact that we had not retested in the allotted amount of time after receiving a positive test. DPW did do a retest on the water and got back a negative sampling. However, due to our late testing we will have to add this information into our next Consumer’s Confidence Report.

Motion by Tiernan, **Seconded** by Chandler to approve 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

- 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.

H. New Business

1. City Manager Contract

Council was presented with the City Manager’s contract recommended by the Personnel Committee.

Motion by Becker, **Seconded** by Priest to approve the City Manager’s contract as presented.

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

Motion Carried

2. Special Events Application – Walk for Warmth

Council was presented with a special events application for Walk for Warmth.

Motion by Becker, **Seconded** by Priest to approve the Walk for Warmth Special Events Application and waive the fee.

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

3. Mayor Pro- Tem Appointment

Mayor Barnhard recommended the appointment of Councilmember Charles Chandler as Mayor Pro-Tem.

Motion by Murchison, **Seconded** by Priest to appoint Councilmember Charles Chandler as Mayor Pro-Tem. After discussion by Council it was decided that additional nominations should be taken for this position. Councilmember Murchison rescinded the motion and Priest rescinded the second.

The floor was opened for nominations. The First Call for Nominations - Councilmember Becker nominated Christine Tiernan. Second Call for Nomination – Councilmember Priest nominated Charles Chandler. Third call – nominations were closed.

Voting was done by ayes.

Ayes for Tiernan - Becker and Tiernan
Ayes for Chandler – Priest, Stewart, Murchison, Chandler, and Barnhard
Charles Chandler was appointed as Mayor Pro-Tem.

4. Appointment to Board/ Commission

a. Property Maintenance Board of Appeals

Richard Dault submitted an application for Property Maintenance Board of Appeals.

Motion by Becker, **Seconded** by Priest to appoint Richard Dault to the Property Maintenance Board of Appeals with term ending 2/1/2020.

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

b. Downtown Development Authority

Ryan Maike submitted an application for Downtown Development Authority.

Motion by Stewart, **Seconded** by Becker to appoint Ryan Maike to the Downtown Development Authority with term ending 2/1/2019.

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

c. Planning Commission

Becky Hooper submitted an application for the Planning Commission.

Motion by Becker, **Seconded** by Priest to appoint Becky Hooper to the Planning Commission with term ending 2/1/2019.

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

I. White Cloud Area Fire Board FY 16/17 Budget

Council was present with the White Cloud Area Fire Board FY 16/17 Budget.

Motion by Becker, **Seconded** by Priest to accept the White Cloud Area Fire Board FY 16/17 Budget.

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

Motion Carried

J. Public Comment: - Received

K. Council Member Comments – Received

L. Committee, Board and Authority Minutes

- 1. Personnel Committee

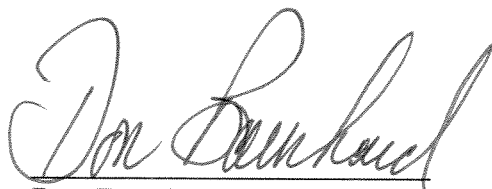
M. Correspondence

- 1. Census Updates
- 2. Newaygo County Father & Son Banquet
- 3. Lions Club Dinner

N. Adjournment

Motion by Becker, **Seconded** by Priest to adjourn the meeting at 8:32 P.M.

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



Don Barnhard, Mayor



Hilary Davis Deputy Clerk/Treasurer
Approved on March 7, 2016