

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

**Regular Meeting Minutes for
October 17, 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 6:00 P.M.

1. Roll Call

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

Members Absent: None

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

Public in Attendance: Jamie Baker, Julie Burgess, Kay Scott, Laura Priest, Candice Dault, and Carl Sprout

2. Approval of Agenda

Motion by Murchison, **Seconded** by Dault to approve the October 17, 2016 agenda with the additions under I. New Business 6. Special Event Application – Halloween Parade and 7. Resolution 2016-19.

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. Public Hearing:

1. Open Public Hearing

Motion by Chandler, **Seconded** by Dault to open the public hearing

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

Motion Carried

2. Receive Comments on North Central Cooperative’s application for an Industrial Facilities Tax Exemption.

City Manager Kalkofen gave an overview of the application and the revenue effect of approving the application to the taxing units. One phone call from the Intermediate School District was received and after explanation was in favor of the approval of the application.

3. Close Public Hearing

Motion by Stewart, **Seconded** by Becker to close the public hearing

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

Motion Carried

D. Approval of Minutes

1. Approval of the Regular Council Meeting Minutes of October 3, 2016

Minutes of the City of White Cloud City Council meeting held on October 3, 2016 were presented to Council for consideration.

Motion by Chandler **Seconded** by Dault to approve the Regular Meeting Minutes for the White Cloud City Council meeting held on October 3, 2016 with corrections under H. New Business 2. City Cell Phones. The word situation needed to be changed to scenario in all areas used and the motion was changed to state “that the City continue with the current scenario of covering the cost of cell phones and that other Emergency Service employees that are required to carry a cell phone for the City and choose to use their own cell phone be given a stipend of \$50 on a monthly basis.”

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 Murchison, **Seconded** by Priest to approve the payment of invoices and payroll wages totaling \$41,140.95.

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

Motion Carried

F. Department Reports

1. Police Department Report

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

Motion by Becker, **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 October 2016.

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

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

G. City Manager Report

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

- **FY 2015/16 Audit** – The in-house portion of the FY 2015/16 audit was completed October 11th and 12th. A draft copy of the audit should be available the first part of December. No issues were detected during the audit with only a few clarification items needing to be addressed.
- **North Central Co-Op** – The Planning Commission held a special meeting on Thursday, October 6, to review the Site Plan for the North Central Co-Op building project. Martin Hall did a presentation addressing items regarding the building and grounds and after deliberation and discussion, the Site Plan was approved.
One item that will be brought to Council at a later meeting is an amendment to the Zoning Ordinance to address the height restrictions within the Industrial Park as set by the Restrictive and Protective Covenants.
- **MDOT AERO** – Lora Kalkofen and Mead & Hunt are putting together proposals for selecting an engineer. This procedure is a requirement from MDOT AERO after a large project has been completed or every five years by their determination. The City will need to form an Airport Committee with a membership of at least five to review proposals and choose a consultant. Kalkofen is in the process up setting up a committee and asked if any council member was interested in joining.
- **Airport** – The City is just finishing up on the completion of the four items noted in the inspection report from LARA regarding the Airport Fuel Farm. New stickers have been added to the tanks, the fire extinguisher has been inspected and recharged, the alarm’s battery has been replaced and Kalkofen is putting together a New Emergency Action Plan.
- **Well #2 Pump Repair** – The Well #2 pump motor has been repaired and will be installed after a new base plate has been installed. The Well #1 pump motor will be replaced, at no charge to us, after the Well #2 pump motor has been installed.
- **ReLeaf-DTE** – On Saturday October 8th, with the help of 12 volunteers, 15 trees were planted by the airport and two of the City’s parks. Kalkofen gave a “Thank You” to all that helped and the City has already begun receiving compliments on how nice the trees look.
- **City Logo** – Kalkofen will be meeting with another printing company for a secondary quote next week to produce a new logo for the City.
- **MDOT** – Kalkofen attended a local transportation meeting a Newaygo County Road Commission with MDOT on October 13 to discuss future road projects and issues for Newaygo County. The items discussed with regards to the City included, flashing lights on M-37 and Washington Street, road blockages by the railroad and a 2017 crack seal project on M-20 to the traffic light in the City.
- **November 8, 2016 General Election** – This is the largest election held in an eight-year cycle. Campaigns are going strong and the media venues are full of issues. The City has sent out the Absent Voter Ballots and the City is set with election workers and supplies. Kalkofen acknowledged the exceptional work Deputy Clerk/Treasurer Hilary Davis has done on preparing for this election.
- **Consumers Energy** – The City is still waiting for a response from Erik Lathers on the accountability of the streetlight refund.

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

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

3. Police Department Body Cameras

The White Cloud Police Department asked Council for the approval of purchasing two new body-worn cameras. Currently, the police department has two for road patrol, but with the four years that they have been in service they are showing their wear. The police department would like to purchase two new cameras and use the current ones as backup cameras when needed.

Motion by Murchison, **Seconded** by Chandler to approve the purchase of two body-worn cameras for the police department.

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

Motion Carried

4. Ball Field Electronic Sign

The Wawsczyk family is donating a scoreboard in honor of Beth A. Wawsczyk, who was a dedicated White Cloud softball supporter. Council was presented with a layout of what the scoreboard will look like. There would be a minimal cost to the City for electricity during the softball season.

Motion by Chandler, **Seconded** by Murchison to approve the installation of the donated electronic scoreboard at the softball field.

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

5. Airport

a. Appoint Assistant Airport Manager

Kalkofen mentioned at a previous meeting that she would like to appoint an Assistant Airport Manager. Her recommendation for this position was Mike Kymes. He has done excellent work with the upkeep and maintenance of the airport and has continuously worked with the City on the functionality of the airport.

Motion by Chandler, **Seconded** by Stewart to appoint Mike Kymes as Assistant Airport Manager for the White Cloud Airport.

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

b. Airport Security Plan

Council was presented with an Airport Security Plan for consideration and approval. This plan states what personnel should look for in regards to security issues. It also lists the point of contacts for reporting suspicious activity.

Motion by Dault, **Seconded** by Becker to approve the Airport Security Plan as presented.

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

c. Airport Emergency Action Plan

Council was presented with an Airport Emergency Action Plan for consideration and approval. This plan outlines the procedures of closing and reopening the airport in case of certain security or emergency situations.

Motion by Becker, **Seconded** by Stewart to approve the Airport Emergency Action Plan as presented.

Vote: Ayes- All Nays- None Motion Carried

6. Special Event Application

Council was presented with a Special Events Application for a Halloween Parade in the City. **Motion** by Dault, **Seconded** by Priest to approve the Special Event Application for a Halloween Parade in the City and waive the fee.

Vote: Ayes- All Nays- None Motion Carried

7. Resolution 2016-19 Delinquent Water to 2016 Winter Taxes

Council was presented with Resolution 2016-19 Delinquent Water to 2016 Winter Taxes for consideration and approval.

Motion by Becker, **Seconded** by Stewart to approve Resolution 2016-19 Delinquent Water to 2016 Winter Taxes.

Vote: Ayes- All Nays- None Motion Carried

J. Public Comment: - Received

K. Council Member Comments – Received

L. Committee, Board and Authority Minutes

- 1. Planning Commission Minutes
- 2. Parks & Recreation Committee Minutes

M. Correspondence


- 1. Newaygo County Outreach
- 2. Christmas Walk
- 3. Defined Benefits Retirement Plan

N. Adjournment

Motion by Murchison, **Seconded** by Becker to adjourn the meeting at 7:27 P.M.

Vote: Ayes- All Nays- None Motion Carried


Don Barnhard, Mayor


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