

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

**Regular Meeting Minutes for
April 17, 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 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 and Jeffrey Murchison

Members Absent: Cassie Stewart

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

Public in Attendance: Kay Scott, Deanne Coon, Mary Bleiler, Julie Burgess, Laura Priest and
Candice Dault

2. Approval of Agenda

Motion by Becker, **Seconded** by Dault to approve the April 17, 2017 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: - Received

C. Approval of Minutes

1. Approval of the Regular Council Meeting Minutes of April 3, 2017

Minutes of the City of White Cloud City Council meeting held on April 3, 2017 were presented to Council for consideration.

Motion by Chandler **Seconded** by Murchison to approve the Regular Meeting Minutes for the White Cloud City Council meeting held on April 3, 2017 with the addition of Councilmember Becker's request to hold the March 20, 2017 audio recording of the meeting for one year under Approval of Minutes.

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 Dault to approve the payment of invoices and payroll wages totaling \$33,141.59.

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

Motion Carried

E. Department Reports

1. Treasurer’s Report

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

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

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

2. Police Department Report

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

Motion by Dault, **Seconded** by Murchison to accept the Police Department 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:

- **FY 2017/18 Budget** – The preliminary budget for FY 2017/18 has been completed. The Personnel Committee met on 4/12/17 and their recommendations are to be presented during New Business.
Kalkofen will be scheduling the Water Committee and then the Budget Committee to finalize the Proposed Budget for presentation to Council. This year’s budget preparation was slightly better with a slight increase in revenues in some of the funds compared to the previous year. Kalkofen believes that the City’s fund balances in the majority of funds is adequate, though not to the point of allowing the City to accomplish large projects, it is time to address some areas that have been neglected.
Local and Major Streets are high on the list for consideration for smaller projects, but before the City can start addressing them the street assessment needs to be completed. Kalkofen has contacted Newaygo County Road Commission to help us with this project.
- **Citywide Sanitation Service** – Kalkofen has scheduled a meeting for Tuesday April 18 at 10:00 am with Matt Biolett from Republic Services to discuss costs and options for citywide service.
- **Airport Reseal Project** – Kalkofen attended a meeting with Mead & Hunt and MDOT AERO for the reseal of the runway project. This project is planned to be sent out for bid as soon as next month.
- **Quick Updates** – The Joint Fire Authority contract has a few items still in discussion. The ball field fence is scheduled for repair on Friday April 14, 2017. The new City Logo is close to being ready for review by Council. Kalkofen is working with Newaygo County Sheriff’s Department to arrange workers for the cemetery cleanup. The November 7, 2017 City Election will have three Councilmember positions and one Mayor position listed on the ballot. Kalkofen will have candidate packets available in the next few weeks. The filing deadline is July 25, 2017. The Personnel Committee approved a City Manager Evaluation that was included in the meeting packet. Kalkofen requested Council fill them out and return them to Mayor Pro-Tem Charles Chandler.
- **Black Out** – On April 13, 2017 the City experienced a citywide blackout due to a major power line failing. Due to this blackout the DPW has had many problems including lights in the garage and Pump #2 malfunctioning. Kalkofen is going to get estimates on the damage before deciding whether to file an insurance claim.
- **Waterline Extension** – The water line extension has been sealed and tested. It should be operational by next week.

- **Moving Wall** – The Vietnam Memorial Wall will be going through White Cloud on May 18, 2017 around 12:30 PM – 1:30 PM. The wall will be passing through on its way to Baldwin. Also with the Vietnam Memorial Wall is the addition of the Middle Eastern Conflict Memorial Wall.
- **Road Side Cleanup** – The National Honor Society will be doing a roadside cleanup on April 23, 2017.

Motion by Dault, **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. Presentation of White Cloud Sherman Utilities Authority FY 17/18 Budget

The Council was presented the White Cloud Sherman Utilities Authority FY 17/18 Budget.

Motion by Dault, **Seconded** by Becker to accept the White Cloud Sherman Utilities Authority FY 17/18 Budget.

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

Motion Carried

2. White Cloud Sherman Utilities Authority Appointment to Board – Christine Tiernan

Christine Tiernan’s appointment to the White Cloud Sherman Utilities Authority Board is due to expire. She has volunteered for another term.

Motion by Becker, **Seconded** by Murchison to reappoint Christine Tiernan to the White Cloud Sherman Utilities Authority Board.

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

3. Special Event Application – Boomerang’s Cupcake Festival

The Boomerang Group submitted a special event application to hold a cupcake festival with parade and sidewalk sales.

Motion by Murchison, **Seconded** by Dault to approve the special event application from the Boomerang Group and waive the application fee.

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

4. Personnel Committee Appointment

Kalkofen asked for volunteers for an alternate on the Personnel Committee. Councilmember Priest volunteered.

Motion by Chandler, **Seconded** by Dault to appoint Councilmember Priest as an alternate on the Personnel Committee.

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

5. Resolution 2017-04 Setting Date and Time for Public Hearing

Council was presented with Resolution 2014-04 setting the date and time for a public hearing and directing that notice of the public hearing be given for the 2017/18 Fire Protection Services Special Assessment Roll. The public hearing will be held at the Regular Council meeting held on May 15, 2017.

Motion by Priest, **Seconded** by Becker to approve Resolution 2017-04 as presented.

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

6. Resolution 2017-05 Establishing Funding Level of 2.065 for FY 17/18 Fire District

Council was presented with Resolution 2017-05 establishing funding level of 2.065 mills for the White Cloud Area Fire District for Fiscal Year 2017/18.

Motion by Murchison, **Seconded** by Priest to approve Resolution 2017-05 as presented.

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

7. Personnel Committee Recommendations

a. DPW Supervisor Position

Kalkofen presented Council with her recommendations involving the DPW Supervisor Position. She started off by stating that the City cannot operate without a S3 Water License. Supervisor Zatalokin currently holds this license for the City. The DPW’s new hire, Eric Hoenshell, currently only holds an S4, but is due to test for an S3 license on November 1. With Supervisor Zatalokin retiring in June of this year the City needs an S3 license to operate.

Kalkofen has spoken with Rural Water and they were willing to cover the City’s system for free for the first three months, but then would charge \$75.00 per hour with an estimated 4 to 6 hours per week.

Kalkofen has also spoken with Supervisor Zatalokin and he agreed to contract with the City so that the City could still operate under his S3 license at a cost of \$1,000 per month plus a few additional hours for collection of samples.

Kalkofen’s recommendation is to contract with Supervisor Zatalokin due to the history he has with the City’s water system and he has proven to be a great resource to the City.

The Council discussed the different options that they had for coverage with an S3 license. It was agreed that Supervisor Zatalokin has had 45 years experience with the City and has great knowledge with the City’s water system and other areas of the City. He has also agreed to help the City with any issues that may arise after his retirement.

Motion by Dault, **Seconded** by Chandler to contract with Supervisor Zatalokin to operate under his S3 Water License until Eric Hoenshell receives his S3 license and pay Zatalokin \$1,000 a month plus a few additional hours for sample collection.

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

Motion Carried

Kalkofen officially submitted Donald Barnhard as her recommendation for the DPW Supervisor position. Mayor Donald Barnhard's Term of Office with the City expires December 31, 2017. Due to the conflict of positions between Mayor and DPW Supervisor, as stated by the opinion letter received by Attorney Cliff Bloom, should the Mayor accept the DPW Supervisor he must resign from the position of Mayor before starting the position.

Kalkofen also added additional items should Barnhard accept the position. Those included:

- The City will not do business with a company owned/operated by the employee.
- Employment will begin May 29, 2017 with the submission of a Letter of Resignation for the position of Mayor being effective May 28, 2017.
- Employee will obtain an S3 Water License within three years.
- A monthly report will be given to Council with attendance at one meeting per month.
- The City position will take priority over all private contracted services.

Motion by Chandler, **Seconded** by Dault to approve Donald Barnhard as the DPW Supervisor starting May 29, 2017 with the stipulations provided.

Roll Call Vote:
Ayes: Murchison, Priest, Chandler, and Dault
Nays: Becker
Absent: Stewart
Abstained: Barnhard

Motion Carried

b. COLA Increase

Kalkofen along with the Personnel Committee recommended to the Council that the employees receive a \$.25 increase across the board. She has worked it into the FY 17/18 budget and the budget can withstand this.

Moved by Chandler, **Seconded** by Priest to approve the \$.25 COLA increase for employees for FY 2017/18.

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

Motion Carried

c. City Manager Evaluation

The Personnel Committee presented Council with City Manager Evaluation sheets for the councilmembers to fill out and submit back to Mayor Pro-Tem Chandler so that they can be addressed at the next meeting. Chandler also requested that the members not only answer the questions, but leave their own personal feedback and recommendations for the City Manager.

8. Special Event Application – White Cloud Area Tail Twisters Air Show

The White Cloud Area Tail Twisters submitted a Special Events Application for their Air Show at the White Cloud Airport.

Motion by Dault, **Seconded** by Chandler to approve the Tail Twisters Special Event Application and waive the application fee.

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

9. Medical Marijuana Discussion

The Zoning Administrator provided the Council with a Medical Marijuana Dispensary Factsheet in their last council packet. There is new legislation that will be effective starting December 15, 2017. Kalkofen just wanted Council to inform themselves about this subject for future deliberation on the topic.

Chief Evans spoke to Council regarding the activities on this subject. Governor Snyder will be appointing five people to handle the regulations on Medical Marijuana. Chief also stated some the negatives of the new legislation including that the local police where the dispensary or production area is located will be in charge of regulating those places. It is also still undecided what the local municipalities can charge for licenses for operation in their areas for this type of business.

I. Public Comment: - Received

J. Council Member Comments – Received

K. Committee, Board and Authority Minutes

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

L. Correspondence

1. Library Newsletter


M. Adjournment

Motion by Murchison, **Seconded** by Becker to adjourn the meeting at 7:52 P.M.

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



Don Barnhard, Mayor



Hilary Davis Deputy Clerk/Treasurer
Approved on May 1, 2017