

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

**Regular Meeting Minutes for  
June 5, 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 Charles Chandler called the meeting to order at 7:00 P.M.

**1. Roll Call**

**Council Members Present:** Mayor Charles Chandler

Councilmembers: Herm Becker, Richard Dault, Cassie Stewart, Matt Priest and Jeffrey Murchison

**Members Absent:** None

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

**Public in Attendance:** Mark Guzniczak, Jerry LeBlanc, Mary Tiernan, Laura Priest, Ashley Zatalokin, Carl Sprout, Chad McGowen, Kay Scott, and Candice Dault

**2. Approval of Agenda**

**Motion** by Becker, **Seconded** by Dault to approve the June 5, 2017 agenda with the addition of 2. Zoning Administrator's Report under F. Department Reports.

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

**3. Invocation and Pledge of Allegiance**

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

**B. Public Comment:** - Received

**Motion** by Priest, **Seconded** by Dault to close the Regular Meeting of the City Council to enter into Public Hearing.

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

**Motion Carried**

**C. Public Hearing**

**1. Open Public Hearing**

**Motion** by Murchison, **Seconded** by Priest to open the Public Hearing.

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

**Motion Carried**

**2. Receive Public Comments on the City of White Cloud FY 17/18 Budget. – None**

**3. Close Public Hearing**

**Motion** by Becker, **Seconded** by Priest to close the Public Hearing.

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

**Motion Carried**

**Motion** by Becker, **Seconded** by Murchison to reenter the Regular Meeting of the City Council.

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

**Motion Carried**

**D. Approval of Minutes**

**1. Approval of the Regular Council Meeting Minutes of May 15, 2017**

Minutes of the City of White Cloud City Council meeting held on May 15, 2017 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 May 15, 2017.

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

**2. Approval of the Joint Council Meeting Minutes of May 22, 2017**

Minutes of the Joint City of White Cloud City Council and Planning Commission meeting held on May 22, 2017 were presented to Council for consideration.

**Motion** by Dault **Seconded** by Priest to approve the Joint Meeting Minutes for the White Cloud City Council meeting held on May 22, 2017.

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

**E. 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 Priest to approve the payment of invoices and payroll wages totaling \$31,975.48.

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

**Motion Carried**

**F. Department Reports**

**1. Police Department Report**

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

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

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

## 2. Zoning Administrator's Report

Zoning Administrator Robert Hall submitted a Planning and Zoning Report for Council's review.

**Motion** by Priest, **Seconded** by Dault to accept the Zoning 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:

- **Woodridge Apartments** – The Woodridge Apartment complex will be going up for auction on June 6, 2017 and all Section 8 tenants of the 41 units were asked to vacate the property in four months.
- **Police School Liaison Agreement FY 2017/18** – Chief Evans and Kalkofen met with Barry Seabrook and received approval for the FY 2017/18 funding of the School Liaison Officer Position. Kalkofen will be drawing up the contract that specifies the details of the arrangement with no changes from last year.
- **MDOT Performance Audit Reports** – The Michigan Department of Transportation has a new requirement that may require the City to file a Performance Audit, as an additional requirement to receive the City's Act 51 road funding. This report would become part of the City's annual audit and would be at an additional charge of \$1,500. It is still uncertain if this will affect units of all sizes, and Kalkofen will keep the Council updated to MDOT's interpretation of PA 298 of 2012.
- **White Cloud District Library Capture** – New legislation that excluded library tax capture by increment financing entities has become law for 2017. The DDA will no longer be capturing any tax base from the library. This is a reduction of around \$3,000 in annual income.
- **Father's Fly-Breakfast** – The Fly-In Breakfast is going to be on June 18<sup>th</sup>, Father's Day, and the City is looking for volunteers to help with this event. The City has arranged for the food and permission to use the hangar. The informational flyers are being distributed and the River Country Chamber has agreed to post this event on their website.
- **City Hall** – The City Hall building has been painted and repaired. Kalkofen approved an additional \$800 to paint the window casings that were quite faded.
- **MEDA** – Kalkofen attended the annual meeting for the certification of the Industrial Park, in Lansing. Kalkofen was able to make some good connections and received some marketing ideas for the Industrial park.
- **Mill Pond Bathhouse** – The interior lights in the restrooms quit working and needed to be replaced before the restrooms could be opened for Memorial Day and Kids' Free Fishing. Kalkofen approved an upgrade to LED for the interior and exterior lighting. The top portion of the bathhouse building is damaged and the lighting is falling off. Tim Looy will be repairing the damage and the lighting will be installed.
- **Downtown Development Authority Sidewalk Project** – The DDA has approved the installation of 185 foot of sidewalk on M37 (Charles St.) next to Bentek. This is part of the plan in connecting the airport to the downtown area. Frisbie Contracting has submitted a bid for the sidewalk and DPW will be installing a small brick wall for soil retention. The total cost of the project is estimated at \$9,650 and will be completed by the end of summer.
- **Zoning Tablet** - Kalkofen order a tablet for Zoning Administrator Hall to be able to take into the field to record code violations at site. The cost is \$15 per month and it will speed up the process of issuing citations.
- **Newaygo County Equalization Department** – At a meeting held on May 18, 2017 with all of the entities that have a service contract with Newaygo County Equalization, the entities were informed that the last contract with Equalization was approved on October 22, 1997 and

was up for renewal. The entities were told that the terms of the contract will remain similar, but Equalization would not be responsible for the mailing process of the tax billings. This will incur additional charges from an independent company that they have contracted to process the billings. An additional item is that we will be charged to inset the City newsletter. Estimated cost will be around \$200 for each mailing.

- **Streets** – Kalkofen met with Darren LaClair from Newaygo County Road Commission to start with the City’s PASER rating on the Major and Local Streets. This is a requirement for the City’s MDOT Act 51 funding and a start on a Road Improvement Plan.
- **Additional Items**
  - Attended NCEDO meeting on May 16, 2017
  - Attended the Veterans’ Day Memorial on May 29, 2017
  - Met with Newaygo County Administrator, Chris Wren on May 23, 2017
  - Attended Newaygo County Community Broadband Assessment meeting
  - Attended the MDOT AERO Pre-Bid Meeting on May 18, 2017
  - Met with Cindy Brock from Spicer Group to look for additional road funding opportunities
  - The City was the fiduciary of a grant pass through to Trail Town for FACF, Woody Bowman endowment.

**Motion** by Murchison, **Seconded** by Priest to accept the Manager’s Report as presented.

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

#### **H. 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.

##### **3. Open Council Position**

The City has received one application for the open council position. The open position is posted on the electronic sign and has been in the newspaper.

##### **4. Medical Marijuana**

Kalkofen asked the Council for their direction on this subject. They have received a presentation at a special Joint Planning and Council Meeting and have received numerous informational packets to help them with their decisions. Council member Becker stated that he would like the City to opt-out. Mayor Chandler would like the City to move a little farther on this subject. He would like to see the Resolution finish and brought to Council. Other cities have been approached about this and are moving forward quickly. The consensus was that Kalkofen should get the Resolution ready and present it to Council for consideration.

##### **5. Appointment to Boards**

There are open positions one the Planning Commission, DDA, Cemetery Committee, Budget Committee, Personnel Committee, and Parks & Recreation. Richard Dault volunteered for the Planning Commission, Donald Barnhard volunteered for the DDA, Herm Becker volunteered for the Cemetery Committee and Personnel Committee, Matt Priest volunteered for the Budget Committee and Parks & Recreation.

**Motion** by Priest, **Seconded** by Murchison to appoint all volunteers to their chosen boards.

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

**I. New Business**

**1. Mark Guzniczak – NCEDO**

Mark Guzniczak with NCEDO presented the MEDC Redevelopment Ready Community Program. There is no cost in this program. This program helps create a framework and structure for the City to operate on. The program will review the City’s processes, procedures, plans zoning regulations and marketing strategies.

**a. Resolution 2017-06 Participation in the MEDC Program**

Council was presented with Resolution 2017-06 authorizing the City of White Cloud to participate in the Michigan Economic Development Corporation Redevelopment Ready Communities Program.

**Motion** by Priest, **Seconded** by Murchison to approve Resolution 2017-06 as presented.

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

**2. Police Department Manual**

Council was presented with the new White Cloud Police Department Policy and Procedures Manual. This will be brought back at the next Regular Meeting for approval.

**3. Resolution 2017-12 Amending FY 2016/17 Budget**

After a review of the previous year’s final expenditures, Kalkofen submitted the amendments to the FY 2016/17 Budget to Council for consideration and approval.

**Motion** by Priest, **Seconded** by Murchison to approve Resolution 2017-12 Amending the City of White Cloud FY 2016-17 Budget.

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

**4. Resolution 2017-09 Water Rate Increase**

Council was presented with Resolution 2017-09 approving a water rate increase of 30 cents starting July 1, 2017 for consideration and approval.

**Motion** by Priest, **Seconded** by Murchison to approve Resolution 2017-09 Approving a Water Rate Increase Effective July 1, 2017.

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

**Motion Carried**

**5. Resolution 2017-11 FY 2017/18 Budget**

Kalkofen presented Resolution 2017-11 approving the FY 2017/18 City of White Cloud Budget. The first presentation of this budget was at the May 15, 2017 meeting.

**Motion** by Becker, **Seconded** by Dault to approve Resolution 2017-11 Approving the City of White Cloud’s FY 2017/18 Budget

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

**6. Resolution 2017-10 Designating Street Administrator**

Council was presented with Resolution 2017-10 Designating Street Administrator. The DPW Supervisor is normally designated with this title. With the retirement of Gary Zatalokin, Donald Barnhard being the new DPW Supervisor needs to be designated Street Administrator.

**Motion** by Priest, **Seconded** by Priest to approve Resolution 2017-10 Designating Donald Barnhard as Street Administrator.

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

**7. Resolution 2017-13 Authorizing Signatures**

Council was presented with Resolution 2017-13 to approve Lora Kalkofen CityManager/Clerk, Charles Chandler Mayor, and Becky Freeman Part-Time Treasurer upon the authority of Council, as authorized signatures on contracts and or documents for the City of White Cloud.

**Motion** by Becker, **Seconded** by Dault to approve Resolution 2017-13 as presented.

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

**8. Newaygo County Treasurer – Tax Auction**

Council was presented with three parcels that are up for tax auction by the Newaygo County Treasurer’s Officer. Under PA123 of 1999 local units have the right of refusal after the State of Michigan to “purchase for a public purpose” before the property go to auction.

**Motion** by Stewart, **Seconded** by Chandler to decline the purchase of these three parcels.

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

**9. Media and Events Coordinator**

Kalkofen has been looking for a person to promote events for the City and create a Facebook page to help get information out to the residents. This position would only be for about 2 hours a week and \$2,000 or less on an annual basis. Kalkofen asked Council for permission to create this position and create a packet.

**Motion** by Becker, **Seconded** by Dault to create the position of Media and Events Coordinator with pay not to exceed \$2,000 annually.

**Vote:**            **Ayes- 4**        **Nays- 2**                            **Motion Carried**

**J. Public Comment:** - Received

**K. Council Member Comments** – Received

**L. Committee, Board and Authority Minutes**

- 1. Planning Commission Minutes
- 2. NCEDO Board Minutes
- 3. Parks & Recreation Minutes

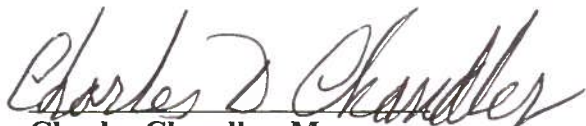
**M. Correspondence**

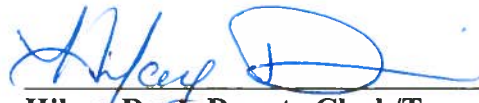
- 1. Michigan Unemployment Rank (April)
- 2. Public Hearing on Opening 8-10,000 Miles of Forest Roads to ORVs
- 3. City of White Cloud Newsletter

**N. Adjournment**

**Motion** by Becker, **Seconded** by Priest to adjourn the meeting at 9:32 P.M.

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

  
Charles Chandler, Mayor

  
Hilary Davis Deputy Clerk/Treasurer  
Approved on June 19, 2017