

CITY OF REED CITY
REGULAR COUNCIL PROCEEDINGS
April 15, 2019

Mayor Guiles called the meeting to order at 7:00 P.M. in Council Chambers, 227 East Lincoln Avenue, Reed City, Michigan.

- Present** Mayor, Trevor Guiles. Council Members: Nathan Bailey, Karen Lea McKinney, Roger Meinert, Dave Scharlow and Carol Tillotson. Dan Burchett was absent. City Attorney, Mike Figliomeni and City Manager, Ron Howell, were also present. Department Heads, Fire Chief Jeff Stein, Chief Chuck Davis, Curt Brackenrich, Barbara Westerburg and Rich Rehkopf also attended. The meeting was opened with the pledge to the flag. There were citizens in the audience.
- Agenda** Motion by Bailey, seconded by Scharlow, **CARRIED**, to approve the Agenda as presented. Affirmed by voice vote.
- Minutes** Motion by Scharlow, seconded by Meinert, **CARRIED**, to accept the minutes of the March 18, 2019 regular meeting as presented. Affirmed by voice vote.
- Bills** Motion by Guiles, seconded by Tillotson, **CARRIED**, to approve paying bills as presented for a grand total approved amount of \$210,611.92. Roll call vote. Voting yes were, Scharlow, Meinert, Guiles, Tillotson, Bailey and McKinney.
- Audience** Amber Hutchinson, President of the Great American Crossroads Celebration committee, presented a handout containing the details of the events for the Crossroads Festival, including locations, times and contact person. Amber reported she had talked with Chief Davis and reviewed details of the festival. They have not finalized the end of music time, close down time of the beverage tent and off the street time. Council members asked several questions regarding the street and alleyway closures. The GACC board will be meeting on Monday, April 22nd at 5:30 P.M. at the Depot. Everyone is welcome to attend.
- Festival** Motion by Meinert, seconded by Bailey, **CARRIED**, to approve the road and alleyway closures of W. Upton, N. Higbee Street, alleyway behind Huntington Bank and back alleys of the north parking lot, as requested by the GACC and presented in the handout. Affirmed by unanimous voice vote.
- Grants** Motion by Scharlow, seconded by Meinert, **CARRIED**, to approve the Fire Department to apply for a no match grant from Trans Canada to upgrade IT at the Fire Department., three new computers and three iPads and a no match grant from Great Lakes Energy for two new thermal imaging cameras. Affirmed by voice vote.
- Reports** Chief Stein, Fire Dept., Chief Charles Davis, Police Dept, Rich Rehkopf, DPW, and Curt Brackenrich, WWTP, filed written reports. Barb Westerburg also submitted a Revenue/Expenditure Report as of March 31, 2019.
- Motion by McKinney, seconded by Scharlow, **CARRIED**, to approve the Department Head reports as presented. Affirmed by voice vote.
- Higbee/Todd** Police Chief Davis reported the department had done some traffic control through the area of W. Todd and S. Higbee intersection and although some days are busier than others, there is no justification to put signs in that area or make it a four-way stop. He did try to contact the resident who voiced concern regarding children's safety in that area, but she did not answer the door nor did she return his calls.

Social Media Motion by Meinert, seconded by McKinney, **CARRIED**, to adopt the Social Media Use Policy as presented. Roll call vote. Voting yes were, Scharlow, McKinney, Tillotson, Guiles, Meinert and Bailey.

**CITY OF REED CITY
SOCIAL MEDIA USE POLICY**

I) **PURPOSE**

To address the fast-changing landscape of the internet and the way residents communicate and obtain information online, the City of Reed City, its employees, elected or appointed officials and volunteers (City representatives) may use social media tools to reach a broader audience and to further the goals of the City and the mission of its Departments.

The City has an overriding interest and expectation in deciding what is “spoken” on behalf of the city on social media sites. This policy establishes guidelines for the use of social media.

Social media can take many different forms, including but not limited to:

- 1) Social networking such as Facebook, LinkedIn, Myspace, etc.
- 2) Communication tools such as Twitter, Instagram, Snapchat, etc.
- 3) Internet forums
- 4) Blogs
- 5) Podcasts
- 6) Photo and video sharing such as YouTube, Vimeo, Flickr, Zoomr, etc.

For purposes of this policy, “social media” is understood to be content created by individuals, using accessible, expandable and upgradeable publishing technologies, through and on the internet. For purposes of this policy, “comments” include information, articles, pictures, videos or any other form of communicative contact posted on a City of Reed City social media site or as online posts by any City representative.

II) **RESPONSIBILITIES**

The establishment and use by any city department of City social media sites is subject to approval by the City Manager.

City representatives, contractors, consultants and vendors must report unauthorized uses of city social media or city social media accounts to their supervisor or other appropriate city personnel as the case may be.

III) **POLICIES**

As representatives of the city, whether employees, elected or appointed officials or volunteers, you are accountable for comments about the city’s products, services, and operations, whether in person, on the phone, in print or online. Before posing information online that relates in any way to the City, please review and become familiar with the following guidelines.

- 1) Think before you send. Always remember to think about what you plan to say, and how you plan to say it, before composing information and sending it out. Once it is out there, it is difficult or impossible to take it back.
- 2) Make clear comments and posts are made by you as an individual, not by you as an employee, elected or appointed official or volunteer of the city.
- 3) Keep confidential information confidential. Any statement, whether made online or offline or through images, videos, or sound files, related to or referencing the city’s products, services, operations, customers, vendors, or other employees, regardless of the media or form used, must strictly comply with the city’s practices, policies, and procedures. Keep any internet based conversation about the city focused on publicly known information. When in doubt, consult with a supervisor before sending.
- 4) Be constructive, provide appropriate context, and think about the impact of your comments on the city’s customers, vendors, other employees, managers, and residents. Be thoughtful about what you share and how you share it.
- 5) Be respectful. Respect for others is mandatory. Do not use ethnic slurs, personal insults, obscenities or engage in any conduct that would not be acceptable in the work place.
- 6) No privacy exists. Be cognizant that once posted on the internet, even the most obscure information can be found.
- 7) Individuals can be held legally accountable for comments deemed to be defamatory, slanderous, libelous, obscene or proprietary, whether they pertain to the city, another organization or an individual person.

IV) **PROHIBITED TOPICS**

In order to maintain the city's reputation and legal standing, the following subjects may not be discussed by city representatives in any form of social media:

- 1) City confidential and proprietary information;
- 2) Confidential and proprietary information of clients, co-workers, partners, vendors and supplies;
- 3) City intellectual property such as drawings, designs, software, ideas and innovations;
- 4) Egregious disparagement of city's or customer's products, services, executive leadership, employments, strategy and business prospects;
- 5) Explicit sexual references, obscenity or profanity;
- 6) Disparagement of any race, religion, gender, disability or national origin.
- 7) Current topics and information which are exempt from disclosure as provided under the Michigan Open Meetings Act and Freedom of Information Act (see attached).

V) **VIOLATIONS**

Violation of the City's Social Media Policy may result in disciplinary action up to and including termination, depending on the nature and severity of the violation. The City reserves the right to take legal action against City representative who engage in prohibited conduct.

VI) **RESERVATIONS**

The City reserves the right to modify the Social Media Policy as needed. The Social Media Policy will be posted on the City's website, and copies made available to the public at the city offices.

- C.M. Contract Motion by Meinert, seconded by Tillotson, **CARRIED**, to approve Ron Howell of RMH Associates, Memorandum of Understanding for Part-Time City Manager, to extend City Manager services for two years beginning May 1, 2019 to April 30, 2021. Roll call vote. Voting yes were, Meinert, Guiles, Bailey, Tillotson and McKinney. Voting no was Scharlow.
- SAW Grant Motion by McKinney, seconded by Tillotson, **CARRIED**, to approve Disbursement Request #9 from Fleis & VandenBrink in the amount of \$31,025.56 for the SAW Grant Project. Roll call vote. Voting yes were, Bailey, Guiles, McKinney, Meinert, Scharlow and Tillotson.
- Par Plan There were no council members that expressed an interest in serving as a Representative on the Par Plan Board of Directors. No action was taken.
- Consumers Motion by Scharlow, seconded by Meinert, **CARRIED**, to approve the Consumers Energy Standard Lighting Contract No. 103030692455 to install LED lights and the Authorization for Change in Standard Light Contract No. 100000277721 for removal of the old lights. Roll call vote. Voting yes were, McKinney, Meinert, Bailey, Guiles, Scharlow and Tillotson.
- MSHDA Motion by Scharlow, seconded by Meinert, **CARRIED**, to authorize the City Manager to apply for the MSHDA neighborhood enhancement grant as recommended by the Planning Commission. Roll call vote. Voting yes were, Bailey, Scharlow, McKinney, Tillotson, Meinert and Guiles.
- W.W.T.P. Motion by McKinney, seconded by Meinert, **CARRIED**, to accept the bid from Penn Valley Pump in the amount of \$33,510.00 each for two (2) Penn Valley Double Disk Pumps with one to be purchased this fiscal year, and the other next fiscal year for the Waste Water Treatment Plant. Roll call vote. Voting yes were, Scharlow, Meinert, Guiles, Tillotson, Bailey and McKinney.
- Audit Motion by McKinney, seconded by Bailey, **CARRIED**, to accept the proposal from Vredeveld Haefner, LLC for five (5) years of Audit of Financial Statements and Single Audit, when required, commencing June 30, 2019 through June 30, 2023, in the amounts of: year 2019 for \$10,750, with single audit of \$3,250, year 2020 for \$10,750, with single audit of \$3,250, year 2021 for \$11,000, with single audit of \$3,250, year 2022 for \$11,250, with single audit of \$3,500 and year 2023 for \$11,500, with single audit of \$3,500. Roll call vote. Voting yes were, Tillotson, Bailey, McKinney, Guiles, Scharlow and Meinert.
- Consent Motion by Bailey, seconded by McKinney, **CARRIED**, to accept the Consent Agenda as presented. Affirmed by voice vote.

- Committee Nate Bailey reported on the Reed City Rebranding Project. Limited members attended the meeting due to scheduling conflicts. Keith Decator attended looking to potentially develop a project with some acreage to create a community of tiny homes for homeless veterans. Next meeting, Ashley Flachs of Evert will present a grant program which could potentially mean \$50,000 for marketing the City and another presentation will be from Bethany, a graphic designer who is willing to help out with graphic design for either a very low rate or none at all.
- City Manager Ron reported on the following:
- Ron presented and reviewed the 2019-2020 Budget Adoption Calendar.
 - GACC update: After talking with the attorney, Ron recommends amending the nuisance ordinance regarding noise to provide a provision where it would be a council decision to waive the ordinance for a special event for a certain amount of time.
 - Presented a status update on the list of dangerous buildings list.
 - Ron has been researching, but did not have a quote ready for council on the Lenova Thinkpads and Office 365.
 - Presented a quote from Bob Breedlove to record council meetings. The City Attorney stressed the council needs to decide if the recordings are for the use of transcription of minutes and once minutes are approved the recording can be destroyed, or if the recordings are for the general public which will make them a permanent record and will be regulated under the FOIA law requirements. Ron would like to meet with the professor from Ferris to get her opinion before any decision is made.
 - Ron was contacted by the Small Business Association and they are offering loans to homeowners, renters, businesses and non-profits for flood disaster-damage to those who apply before June 3rd and those who qualify.
 - Ron shared an email from Patricia Johnson of MDOT regarding working with the City to apply for a Complex License Agreement for the area north of the bridge on old 131 to US10. MDOT would retain a 33' right-of-way. Rich Rehkopf, DPW Superintendent, commented there is a lot of cement under that road and advised not to do this that the City will be in the same situation as they are with the S. Chestnut Street from Church Avenue south. It was agreed that Ron should keep discussion open with the state on this prospect.
 - Presented an updated Uncompleted Items List and Longer Range Projects update.
- Budget Motion by Meinert, seconded by Scharlow, **CARRIED**, to schedule a workshop and the Public Hearing on the 2019-2020 Budget and a Special Meeting for adoption of the 2019-2020 Budget, on Thursday, May 9, 2019 with the workshop at 6:30 P.M. and the Public Hearing at 7:00 P.M. Affirmed by voice vote.
- Housing Motion by Bailey, seconded by Meinert, **CARRIED**, to re-appoint Marlene Fatum to the Reed City Housing Commission term expiring 3/31/2024. Affirmed by voice vote.
- Bills Mayor Guiles appointed Dan Burchett to review bills prior to the next meeting.
- Mayor Mayor Guiles reported on the following:
- The Mayor had his first monthly Mayor Meeting at Seven Slot Grill and there were 5 or 6 people who appeared. Trevor felt there was good discussion and most of the people just wanted to get an idea of what the City was doing. Trevor has spoken with different businesses to host his monthly meetings. The next meeting will be at the Pere Marquette Catering on Monday, April 22 at 5:00 P.M.
 - Trevor attended the Open House and ribbon cutting ceremony for the new business Papa's Place Adult Day Care, at 121 W. Upton Avenue.

- City Attorney Mike Figliomeni reported the Rental Housing Inspection Ordinance is being re-worked in a couple of areas and a draft of the ordinance and application will be brought back for review at the next council meeting.
- Information Michigan Unemployment Rate as of February 2019, a sample of the City of Ewart's Snowmobile and Off-Road Vehicles Ordinance and a copy of the letter from the State of Michigan Fast Track Authority informing the City we were not selected to receive the Michigan Rural Community Demolition Grant for the block house located at 213 N. Chestnut.
- Comments Roger Meinert reminded everyone it is 12 short days away from the Refresh Reed City project on April 27th. They have had eight (8) groups sign up and will welcome any and all volunteers. Job assignments will be given out at 7:30 A.M. at the Depot for anyone willing to work the cleanup. Trevor Guiles ask everyone to remember in their thought and prayers the people in Paris with the fire at the Notre-Dame Cathedral.
- Audience Brad Doornbos, 20549 Walnut Drive, Reed City, appeared to inquire and gain understanding to the objections why the city ordinance does not allow ORV's within the City limits and what can be done to have the ordinance revisited to allow them. Chief Davis explained the ordinance was developed several years ago to not allow them and maybe it needs to be talked about and some discussion on it.
- Adjourn Mayor Guiles adjourned the meeting at 8:30 P.M.

Jacalyn R. Beam
City Clerk