

**CITY OF REED CITY
REGULAR COUNCIL PROCEEDINGS
February 20, 2018**

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

Present Mayor, Karen Lea McKinney. Council Members: James Anderlohr, Dan Burchett, Trevor Guiles, Roger Meinert, Dave Scharlow and Carol Tillotson arrived at 7:01 P.M. City Attorney, Cynthia Wotila and City Manager, Ron Howell, were also present. Department Heads, Chief Chuck Davis, Fire Chief Jeff Stein, Rich Rehkopf and Barbara Westerburg also attended. The meeting was opened with the pledge to the flag. There were citizens in the audience.

Public Hearing The Public Hearing was opened at 7:01 P.M. to receive public comments on Ordinance No. 02-2018, Ordinance No. 03-2018 and Ordinance No. 04-2018 which amends the zoning code governing general provisions and definitions, Special Land Uses, Special Land Use Permits, Permitted Uses and Design Standard. There were no comments received from the public or in writing. The public hearing was closed at 7:01 P.M.

Council person Carol Tillotson arrived at 7:01 P.M.

Add/Deletions Addition under Mayor's Report: No. 2 Appointment to Board of Review.

Minutes Motion by Anderlohr, seconded by Scharlow, **CARRIED**, to accept the minutes of the January 16, 2018 regular meeting as presented. Affirmed by voice vote.

Bills Motion by Anderlohr, seconded by Scharlow, **CARRIED**, to approve paying bills as presented for a grand total approved amount of \$240,732.45. Roll call vote. Voting yes were, Scharlow, Meinert, Guiles, Burchett, Tillotson, Anderlohr and McKinney.

Reports Chief Stein, Fire Dept., Chief Davis, Police Dept, Rich Rehkopf, DPW, and Curt Brackenrich, WWTP, filed written reports.

Grant Motion by Anderlohr, seconded by Scharlow, **CARRIED**, to authorize the Fire Chief to apply for a USDA Grant with Evert for SCBA's. Affirmed by voice vote.

Vaping Ord. Motion by Anderlohr, seconded by Burchett, **CARRIED**, to direct the City Manager to move forward in working with the City Attorney to draft an ordinance to regulate electronic cigarette to minors and to raise awareness to the local schools. Affirmed by voice vote.

Ordinance Motion by Anderlohr, seconded by Guiles, **CARRIED**, to adopt Ordinance 02-2018 an ordinance to amend Part Twelve, Chapter 1240.07 of the City Code, Governing General Provisions, Definitions. Roll call vote. Voting yes were, Scharlow, McKinney, Burchett, Tillotson, Guiles, Meinert and Anderlohr.

**CITY OF REED CITY
ORDINANCE NO. 02-2018**

AN ORDINANCE TO AMEND PART TWELVE, CHAPTER 1240.07 OF THE CITY CODE, GOVERNING GENERAL PROVISIONS, DEFINITIONS

At a February 20, 2018 regular meeting of the City Council held at 7:00 P.M. at the City Hall, 227 East Lincoln Avenue, Reed City, Michigan 49677.

The City of Reed City ordains that: Section 1240.07 of the City Code is renumbered 1240.07a and is amended to read as follows:

Governing General Provisions and Definitions, R-3 Single Family Residential District and Special Land Uses, by adding under Section 1240.07a, (14) Dwelling or Dwelling Unit adding bathrooms.

Effective Date. This Ordinance shall be effective upon publication of either the Ordinance’s full text or a summary of the Ordinance prepared by the City Attorney.

This ordinance was introduced on January 16, 2018, by Councilman Trevor Guiles. On the 20th day of February, 2018, upon the motion by JAMES ANDERLOHR, and seconded by TREVOR GUILLES this ordinance was adopted. Voting yeas: Dave Scharlow, Karen Lea McKinney, Dan Burchett, Carol Tillotson, Trevor Guiles, Roger Meinert and James Anderlohr. Voting nays: None.

Ordinance

Motion by Anderlohr, seconded by Guiles, **CARRIED**, to adopt Ordinance 03-2018 an ordinance to amend Part Twelve, Chapter 1252.04 of the City Code Governing R-3 Single Family Residential District – High Density, Special Land Use Permits. Roll call vote. Voting yes were, Meinert, Guiles, Anderlohr, Tillotson, McKinney, Scharlow and Burchett.

**CITY OF REED CITY
ORDINANCE NO. 03-2018**

AN ORDINANCE TO AMEND PART TWELVE, CHAPTER 1252.04
OF THE CITY CODE, GOVERNING R-3 SINGLE FAMILY RESIDENTIAL DISTRICT – HIGH DENSITY, SPECIAL
LAND USE PERMITS

At a February 20, 2018 regular meeting of the City Council held at 7:00 P.M. at the City Hall, 227 East Lincoln Avenue, Reed City, Michigan 49677.

The City of Reed City ordains that:

Section 1252.04 of the City Code is renumbered 1252.04a and is amended to read as follows:
by adding under Section 1252.04a, Special Land Use Permits, **(h) Single Family dwelling conversions to Multiple Family dwelling units.**

Effective Date. This Ordinance shall be effective upon publication of either the Ordinance’s full text or a summary of the Ordinance prepared by the City Attorney.

This ordinance was introduced on January 16, 2018, by Councilman Trevor Guiles. On the 20th day of February, 2018, upon the motion by JAMES ANDERLOHR, and seconded by TREVOR GUILLES this ordinance was adopted. Voting yeas: Roger Meinert, Trevor Guiles, James Anderlohr, Carol Tillotson, Karen Lea McKinney, Dave Scharlow and Dan Burchett. Voting nays: None.

Ordinance

Motion by Anderlohr, seconded by Guiles, **CARRIED**, to adopt Ordinance 04-2018 an ordinance to amend Part Twelve, Chapter 1274 of the City Code, Governing Special Land Uses. Roll call vote. Voting yes were, Anderlohr, Burchett, Guiles, McKinney, Meinert, Scharlow and Tillotson.

**CITY OF REED CITY
ORDINANCE NO. 04-2018**

AN ORDINANCE TO AMEND PART TWELVE, CHAPTER 1274 OF THE CITY CODE, GOVERNING SPECIAL LAND
USES

At a February 20, 2018 regular meeting of the City Council held at 7:00 P.M. at the City Hall, 227 East Lincoln Avenue, Reed City, Michigan 49677.

The City of Reed City ordains that:

Section 1274 of the City Code is renumbered 1274a and is amended to read as follows:

by adding under Section 1274a.01, correcting lettering and numbering throughout the ordinance, and adding under Purposes;

Permitted Uses, (b) (28) Single Family dwelling conversions to Multiple Family dwelling units, and

adding under 1274a.09 Design Standards,

(ab) Single Family dwelling conversions to Multiple Family dwelling units. Uses shall be permitted subject to the following procedures and conditions:

(1) Conversions of single family homes into multiple family dwelling units, as defined in 1240.07 (14) Dwelling or Dwelling Unit, is allowed by special use permit only in the R-3 District.

(2) Each dwelling unit shall have minimum square footage in accordance with Section 1254.05 (f)
Dwelling Size: One Bedroom – 600 square feet
Two Bedrooms – 700 square feet Three Bedrooms – 800 square feet
Four Bedrooms – 900 square feet Five Bedrooms – 1,000 square feet

(3) Each single family conversion lot shall demonstrate they have provided a combined off street parking equal to 2 parking spaces per dwelling unit.

(4) Each special use permit granted shall have an inspection, paid by the owner, to verify the standards have been complied with.

(5) All refuse disposal containers shall be screened from adjacent Residential.

Effective Date. This Ordinance shall be effective upon publication of either the Ordinance’s full text or a summary of the Ordinance prepared by the City Attorney.

This ordinance was introduced on January 16, 2018, by Councilman Trevor Guiles. On the 20th day of February, 2018, upon the motion by JAMES ANDERLOHR, and seconded by TREVOR GUILLES, this ordinance was adopted. Voting yeas: James Anderlohr, Dan Burchett, Trevor Guiles, Karen Lea McKinney, Roger Meinert, Dave Scharlow and Carol Tillotson. Voting nays: None.

- Drones Attorney Wotila explained the use of privacy laws to regulate drones in the city. Local law enforcement can site violations under the Privacy Act, Michigan State Law 259.322.
- Sidewalks Motion by Anderlohr, seconded by Burchett, **CARRIED**, to direct the City Manager to arrange a Public Hearing on Ordinance 1022.A amending the city code governing sidewalks. Affirmed by voice vote.
- E. bound US10 Motion by Anderlohr, seconded by Scharlow, **CARRIED**, to authorize the City Manager to approach MDOT for a flashing “Stop Ahead” sign on the E. bound of US10 prior to the US10 and Old US Highway 131 four way stop intersection. Affirmed by voice vote.
- Resolution Motion by Guiles, seconded by Tillotson, **CARRIED**, to approve Resolution 2018-01 Resolution for new Voting Equipment. Roll call vote. Voting yes were, Scharlow, Meinert, Guiles, Burchett, Tillotson, Anderlohr and McKinney.

CITY OF REED CITY
Resolution for new Voting Equipment
Resolution No. 2018 – 01

WHEREAS, the City of Reed City Council wishes to apply to the Secretary of State for a grant to purchase a new voting system, which includes precinct tabulators and accessible voting devices for use by individuals with disabilities, and related Election Management System (EMS) software.

WHEREAS, partial funding for the new voting system will be provided by the State, and will include a combination of Federal Help America Vote Act and State-appropriated funds. Local funding obligations are detailed in the attached Dominion Voting quote.

WHEREAS, the City of Reed City plans to begin implementation of the new voting system in 2018.

NOW, THEREFORE, BE IT RESOLVED that the City of Reed City, City Clerk is authorized to submit this Grant Application on behalf of the City of Reed City, Osceola County on this day of February 20, 2018.

The foregoing resolution offered by Council Member TREVOR GUILLES. Second offered by Council Member CAROL TILLOTSON.

Upon roll call vote the following voted:

- “aye”: Dave Scharlow, Roger Meinert, Trevor Guiles, Dan Burchett, Carol Tillotson, James Anderlohr
 And Karen Lea McKinney.
- “nay”: None.

The Mayor declared the resolution adopted.

- Grant Motion by Anderlohr, seconded by Scharlow, **CARRIED**, to approve the Grant Agreement with the State of Michigan for Voting System Hardware, Firmware and Software Re: Master Contract – Dominion Voting Systems, Inc. and authorize the Clerk to sign. Affirmed by voice vote.
- Consumers Motion by Anderlohr, seconded by Scharlow, **CARRIED**, to approve the Consumers Energy Company Authorization for Change in Standard Lighting Contract (Company-Owned) Form 547 and authorize the Mayor to sign. Roll call vote. Voting yes were, Tillotson, Anderlohr, Meinert, Guiles, Burchett, McKinney and Scharlow.
- Fire Contract Motion by Burchett, seconded by Anderlohr, **CARRIED**, to approve the August 1, 2017 thru July 31, 2018 Agreement for Fire/Medical Services for Pinora Township in the amount of \$10,081.00 and authorize the Mayor and Clerk to sign. Roll call vote. Voting yes were, Meinert, Scharlow, Burchett, McKinney, Guiles, Tillotson and Anderlohr.
- Budget Amend Motion by Guiles, seconded by Burchett, **CARRIED**, to approve Budget Amendments as presented by the City Treasurer. Roll call vote. Voting yes were, McKinney, Scharlow, Meinert, Guiles, Anderlohr, Tillotson and Burchett.
- Consent Motion by Anderlohr, seconded by Burchett, **CARRIED**, to accept the Consent Agenda as presented. Affirmed by voice vote.
- Committee Councilman Trevor Guiles spoke with the City email provider about email accounts for each council member. He received a quote of \$15.00 per member, per year, for email accounts and archiving was quoted at \$3.00 per month, per account. Councilman Guiles recommended councilmembers receive both email accounts and archiving. Also as part of the discussion, it was the consensus of council members, that they are interested in receiving information on the cost of a tablet or laptop with then receiving a digital council packet versus a paper packet and for the City Manager to draft a Policy and bring back a proposal.

Ron provided notes from the Reed City-Richmond Township Economic Development Committee meeting held in November. He reported the committee met again last week and gave the city a counter proposal. Ron believes the talking is going well between the City and Township and another meeting is setup for May 17th.

- City Manager Ron Howell reported on the following:
- WWTP overview of SCADA system and cost of contracted services. Amount is within the City Manager's approval but provided information to council for their information and transparency. Also provided was correspondence from our attorney regarding USDA application fee of \$7,000.00, also within the City Manager's authority but provided as transparency.
 - Ron notified Richmond Township that the Lincoln Township board had voted the GRCARA out and he let Richmond Township know that the City is updating their Recreation Plan. Richmond Township would like to hold off making any decisions about their participation in GRCARA until the City Rec Plan is updated and then discuss the future of GRCARA.
 - The 2018-19 Budget Adoption schedule was reviewed.
 - A rough draft of core elements of a Rental Housing Inspection Program was presented for council review.
 - Ron contacted the City of Big Rapids and they suggested Ron contact Mark Brecja, who was instrumental in forming the Dog Park in Big Rapids. Ron will contact him to see if he will come to the council meeting on March 19th to give an overview of how they established the program in Big Rapids and answer questions from council.

- Received a contract from MDOT for the parking areas on the sides of Chestnut Street which DDA committed to pay. The contract is less than the estimate which was budgeted.
- Presented for review, was Ron’s Unfinished Items List and List of Longer Range Projects.

BOR Motion by McKinney, seconded by Scharlow, **CARRIED**, to appoint Jim Brodoski to the Board of Review, unexpired term ending 12/31/2018. Affirmed by voice vote.

Bills Mayor McKinney appointed councilperson Trevor Guiles to review bills prior to the next meeting.

City Attorney Attorney Wotila reviewed the information contained in her Attorney Report and the status of these items she is working on for the City.

Comments Dan Burchett announced there is a Chamber Luncheon Meeting on March 8 at the Depot, and invited everyone who could attend to come and meet the new Chamber Director, Kim O’Neil.

Adjourn Mayor McKinney adjourned the meeting at 8:47 P.M.

Jacalyn R. Beam
City Clerk