

**CITY OF REED CITY
REGULAR COUNCIL PROCEEDINGS
July 17, 2017**

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. City Attorney, Cynthia Wotila and City Manager, Ron Howell, were also present. Department Heads, Chief Chuck Davis, Fire Chief Jeff Stein, Curt Brackenrich and Barbara Westerburg also attended. The meeting was opened with the pledge to the flag. There were citizens in the audience.
- Minutes** Motion by Anderlohr, seconded by Burchett, **CARRIED**, to accept the minutes of the June 19, 2017 regular meeting as presented. Affirmed by voice vote.
- Motion by Scharlow, seconded by Burchett, **CARRIED**, to accept the minutes of the July 5, 2017 special meeting as presented. Affirmed by voice vote.
- Bills** Motion by Scharlow, seconded by Anderlohr, **CARRIED**, to approve paying bills as presented for a total approved amount of \$317,890.89. 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.
- Motion by Anderlohr, seconded by Burchett, **CARRIED**, to approve the Police Department to move \$2,000.00 from their overtime budget to use in their part-time budget to hire a part-time officer to cover open shifts through the summer due to vacations, festival and training days. Roll call vote. Voting yes were, Meinert, Scharlow, Burchett, McKinney, Guiles, Tillotson and Anderlohr.
- Wages & Salary** Motion by Anderlohr, seconded by Meinert, **CARRIED**, to approve Resolution 2017-07, Wage and Salary Resolution Effective July 1, 2017. Roll call vote. Voting yes were, McKinney, Meinert, Guiles, Anderlohr, Tillotson and Burchett. Voting no was Scharlow.

**CITY OF REED CITY
WAGE AND SALARY RESOLUTION - Effective July 1, 2017
Resolution 2017-07**

WHEREAS, the City Council of the City of Reed City, Michigan, pursuant to the provisions of Section 5.15 of the City Charter has heretofore established the positions and designated wages of the City, and;

WHEREAS, it is appropriate and necessary to amend wages of those positions from time to time:

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Reed City, Michigan that the salaries/hourly/yearly rates be hereby established as follows:

	<u>Current Salary</u>	<u>July 1, 2017</u>		
City Assessor	\$20,845	\$21,408		
City Clerk	\$48,970	\$50,211		
City Treasurer/Finance Director	\$53,246	\$54,496		
Chief of Police	\$60,000	\$61,256		
Supt. W.W.T.P.	\$59,970	\$60,819		
Supt. DPW	\$53,397	\$54,645		
	<u>\$296,028</u>	<u>\$302,835</u>	\$6,807	2.3%

	<u>Effective July 1, 2017 2017 Hourly</u>	
Deputy Clerk/Treasurer	\$15.01 hour	\$15.61/hour
Seasonal Part Time parks maint.	\$10.00/hour	\$10.00/hour
Election Worker	\$9.00/hour	\$9.00/hour
Election Official	\$10.00/hour	\$10.00/hour
<u>Police</u>		
School Liason	\$16.00/hour	\$18.00/hour**
** Paid by Reed City Schools		
Snowmobile Enforcement	\$13.00/hour	\$13.00/hour
P.T. Front office	\$10.35/hour	\$10.95/hour
<u>2016-2017 Budget Year</u>		
Board of Review Member(s)	\$300/Budget yr.	\$300/Budget year \$ 75/meeting

All previous provisions inconsistent with the provisions of this resolution are hereby superseded. Adopted at a meeting of the Reed City Council on July 17, 2017

Benefit Resol Motion by Guiles, seconded by Tillotson, **CARRIED**, to approve Resolution 2017-08, Department Head/Admin/Fire Benefit Resolution effective July 1, 2017. Roll call vote. Voting yes were, Anderlohr, Burchett, Tillotson, Guiles, Meinert, Scharlow and McKinney.

**CITY OF REED CITY
DEPARTMENT HEAD/ADMIN/FIRE - BENEFIT RESOLUTION
Resolution 2017-08
July 2017**

WHEREAS, the City Council of the City of Reed City, Michigan, pursuant to the provisions of Section 5.16 of the City Charter has heretofore established the positions of the Department Heads and Administrative Officers and designated benefits and;

WHEREAS, it is necessary to enumerate the benefits from time to time;

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Reed City, Michigan that the following benefits are provided to Department Heads and Administrative Officers effective July 1, 2017.

A. Insurance

1. Term life insurance for each Department Head in the amount of Fifty Thousand (\$50,000) dollars except the Chief of Police which will be in the amount of One Hundred Thousand (\$100,000) dollars.
2. Simply Blue PPO Blue Cross/Blue Shield Gold 1000 Medical Insurance is current plan.

Employee Monthly Copay: now \$4.26

All full time employees receiving health insurance in the plan identified above shall pay the same monthly premium co pay calculated each January (adjusted monthly if changes occur) based on the total of all premiums less the State of Michigan Treasury "hard cap".

For 2017 the Department of Treasury "hard cap" is single-\$528.73/month; two person-\$10105.74/month; family-\$1,442.00/month.

Employees are now allowed to have more than one medical insurance plan and Treasury "hard cap" would be subtracted from the individual premium to determine total overage to be split amongst the participants of the plan.

3. Dental Insurance: (50%/50%/\$800)
4. Optical Insurance: (24-24-24)

5. A payment in lieu of Medical Insurance coverage in the amount of 50% of the average premium of all employees less State Treasury "hard cap" for employees who decline coverage adjusted each time an employee is added or removed. Currently payment in lieu is \$599.42 per month.
6. NEW: Health Savings Account-The City agrees to adopt a Health Savings Account plan selected by majority vote of the non-union employees that allows employees to authorize a payroll deduction deposit of pre-tax earnings to that plan.

B. Retirement

Municipal Employees Retirement System of Michigan Defined Benefit Plan B-3 with F55/15 rider. New Employees after October 19, 2009 will receive B-2 Plan with F55/25.

C. Vacations

Employees shall be eligible for vacation according to the following schedule:

<u>Years of Service</u>	<u>Days Paid Vacation</u>
Less than 5	10
At least 5 but less than 10	15
At least 10	20

A maximum accumulation equal to twice the employee's annual benefit may be carried over from, fiscal year to fiscal year.

D. Sick Leave

Employees shall accumulate paid sick leave on the basis of one (1) day of paid sick leave for each month of service with a maximum accumulation of one hundred forty five (145) days.

Employer reserves the right, at its sole discretion, to buy any existing accumulated sick leave days in excess of the maximum accumulation and shall pay at the employee's then current rate of pay. Payments under this section shall not exceed \$10,000 in any fiscal year.

E. Funeral Leave

Employees may be granted a paid Funeral leave to attend the funeral of a member of the immediate family. Paid leave shall be limited to three (3) regularly scheduled workdays for the Lower Peninsula or five (5) days if outside the Lower Peninsula. The immediate family is defined as spouse, child, parent, grandparent, brother, sister, mother-in-law, father-in-law, brother-in-law, and sister-in-law, son-in-law and daughter-in-law.

F. Holidays

The following are designated as holidays:

New Year's Day
Martin Luther King Jr's Birthday
President's Day
Good Friday
Memorial Day
Independence Day (July 4)
Labor Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Eve Day
Christmas

G. Personal Days

Employees shall be entitled to five (5) personal leave days per fiscal year.

H. Longevity Pay

Employees shall be paid an annual lump sum longevity payment, based on their hiring anniversary date, on the first pay period in November as follows:

<u>Years of Service</u>	<u>Longevity Pay</u>
At least 3 but less than 6	\$400.00
At least 6 but less than 11	\$550.00
At least 11 but less than 16	\$625.00
At least 16 but less than 21	\$800.00
21 or more	\$950.00

I. Work Clothing/Uniform Allowance

The City will provide an allowance for the Department Heads of the Public Works, Wastewater, and Police Departments for obtaining approved work clothing or uniforms.

An allocation of \$416.00 will be designated for the Police Department to have their uniforms dry cleaned.

The City will provide an allotment to the Director of Public Works and the Wastewater Treatment Plant Superintendent for safety shoes.

The City will provide at hire 1 Pair of Approved Safety summer and winter Shoes or Boots (75 lb. test per ANSI Z41.1 – 1967) not to exceed \$200 value each of the employees choice. The employee turns them in when damaged or unusable for replacement by employer with equal or better pair.

J. Automobile Allowance

The Director of Public Works, Wastewater Treatment Plant Superintendent and Chief of Police will be provided, depending on availability, either a City owned vehicle for official use or an equivalent monetary allowance for using their private vehicle on official business.

All other Department Heads and Administrative employees shall be reimbursed mileage for using their private vehicle on official business at the prevailing IRS rate (\$.53.5/mile for 2017).

K. Phone Allowance

Any full time regular employee who is offered by the City Manager to compensate them for the use of their personal cell phone for City business, and accepts, shall be paid \$30/month.

L. Fire Department

All paid part time firefighters shall receive an hourly call rate of minimum wage plus training, years of service and command officer status increments according to the following schedule:

Base Rate-Min Wage	Hourly Rate	Effective 1/1/2018 \$9.25	Hourly Rate
	\$8.90		\$8.90
Years of Service		Command Training	
3 yrs. Continuous Service	+ \$.50	Fire Officer 1 [FO1]	+ \$.50
7 yrs. Continuous Service	+ \$.50	Fire Officer 2 [FO2]	+ \$.50
10 yrs. Continuous Service	+ \$.50	Fire Officer 3 [FO3]	+ \$.50
15 yrs. Continuous Service	+ \$.50		
Training		Command Officer	
Fire Fighter 1 [FF1]	+ \$.50	Fire Chief	+ \$1.50
Fire Fighter 2 [FF2]	+ \$.50	Assist. Chief	+ \$1.00
Haz Mat Awareness	+ \$.50	Captain/Lieutenant	+ \$.75
Haz Mat Operations	+ \$.50	Medical First Responder [MFR]	+ \$.50

All previous provisions inconsistent with this resolution are hereby declared not applicable.

The foregoing resolution declared approved on this date July 17, 2017.

- Phones It was the consensus of the council members to table discussion and action on the telephone(s) replacement and move to hosted phone service to allow time for Council members Meinert and Guiles and City Manager to obtain more information regarding the bids.
- WWTP truck Motion by Guiles, seconded by Tillotson, **FAILED**, to approve the bid from Todd Wenzel GMC in the amount of \$25,320.00 for a 2018 GMC Sierra 2500HD pickup truck for the W.W.T.P. Roll call vote. Voting no were, Meinert, Guiles, Anderlohr, Tillotson, McKinney, Scharlow and Burchett.
- WWTP truck Motion by Scharlow, seconded by Meinert, **CARRIED**, to approve the bid from Babb Ford in the amount of \$26,058.28 for a 2017 Ford F250 pickup truck for the W.W.T.P. Roll call vote. Voting yes were, Anderlohr, Burchett, Guiles, McKinney, Meinert, Scharlow and Tillotson.
- F.D. software Motion by Guiles, seconded by Meinert, **CARRIED**, to approve the bid from Emergency Reporting in the amount of \$3,275.00 for fire reporting software and setup for the Fire Department. Roll call vote. Voting yes were, Tillotson, Scharlow, McKinney, Guiles, Anderlohr, Meinert and Burchett.
- Property bid Motion by Meinert, seconded by Burchett, **CARRIED**, to table action on awarding the bid for the vacant parcel on land on W. Slosson and direct the City Manager to contact the sole bidder, Larry Horchner, to see if he is agreeable to a five year lease at \$1.00 per year with restrictions and will maintain the property and the City Manager is to report back to council at the next regular meeting. Roll call vote. Voting yes were, McKinney, Burchett, Meinert and Tillotson. Voting no were Anderlohr, Guiles and Scharlow.
- Fireworks Motion by Meinert, seconded by Scharlow, **CARRIED**, to approve the application from Wolverine Fireworks Display, Inc. to display fireworks at the Reed City High School Homecoming game on September 22, 2017. Affirmed by voice vote.
- Graves Motion by Scharlow, seconded by Meinert, **CARRIED**, to purchase back two (2) graves in Woodland Cemetery from Kenneth and Patricia Culp in the amount of \$300.00. Roll call vote. Voting yes were, Scharlow, Meinert, Guiles, Burchett, Tillotson, Anderlohr and McKinney.
- Liquor Licenses Motion by Scharlow seconded by Burchett, **CARRIED**, to approve the transfer of ownership of 2017 Class C & SDM licensed business with Sunday Sales Permit (PM), purposed Permit (food) and Dance-Entertainment Permit at 108 W. Upton Avenue to DPC Holdings Inc.. Affirmed by voice vote.
- D.D.A. Motion by Meinert, seconded by Anderlohr, **CARRIED**, to approve the Reed City Downtown Development Authority Termination and Closeout agreement pending the City Attorney review of the closeout procedure of the D.D.A. to insure this does not violate anything within the City Charter of how the D.D.A. was originally set up, if it is in compliance then it stands approved, if it is in conflict, then it is to be reported back that the City cannot do this and it is not approved. Affirmed by voice vote.
- Festival Motion by Meinert, seconded by Burchett, **CARRIED**, to approve a temporary liquor license to Sunny's Bar & Grill, LLC, Buckboard Bar and Reed City Brewing for the Crossroads Festival in the downtown area as presented. Affirmed by voice vote.
- Motion by Scharlow, seconded by Meinert, **CARRIED**, to approve the request from the Crossroad Festival Board to use the downtown area as presented for the Festival. Affirmed by voice vote.
- F.D. physicals Motion by Anderlohr, seconded by Meinert, **CARRIED**, to approve the Bio-Care company for firefighter physicals and stress tests for the Fire Department. Roll call vote. Voting yes were, Anderlohr, Burchett, Tillotson, Guiles, Meinert, Scharlow and McKinney.
- Consent Motion by Anderlohr, seconded by Burchett, **CARRIED**, to accept the Consent Agenda as presented. Affirmed by voice vote.

- Committee No committees have met.
- City Manager Ron Howell reported he is still working on the Veteran's Park project. Someone had suggested having it at the Rambadt Park only access to the park is closed for the winter months. Ron recommended to council for the City to take over the watering for the D.D.A. landscaping projects for this first season. Notified council the white block building at 214 N. Chestnut may come back to council if the D.D.A. can acquire a parcel of land next to it with the concept of making it all into additional parking area for the Depot and trail users. Ron also had received an email from the Chamber of vacant volunteer positions for Festival and the decline of volunteers for this event. Ron also submitted his Updated List of Uncompleted Items.
- Veteran's Park Motion by Burchett, seconded by Meinert, **CARRIED**, directing the City Manager to contact the Michigan Land Bank to see if the property on the corner of W. Todd and S. Chestnut is available to the City to use for a Veteran's Park. Affirmed by voice vote.
- Landscaping Motion by Guiles, seconded by Meinert, **CARRIED**, to approve notifying the D.D.A. that the City is will take on the watering of the landscaping projects in the amount of \$12,000 for this first season. Roll call vote. Voting yes were, McKinney, Burchett, Meinert, Anderlohr, Guiles, Scharlow and Tillotson.
- Bills Mayor McKinney appointed herself to review bills prior to the next meeting.
- City Attorney Attorney Wotila provided a draft of the updated sewer connections ordinance for council to review and the C-2 and C-3 update is ready to be introduced. The C-1 Special Land Use is also ready to introduce with the language change of "gas Station" to "fueling station". Attorney Wotila reported we should have the signed Yoplait Agreement back shortly. Wotila is waiting on information from the Planning Commission to update the R-3, Special Use, multi-family dwelling set of standards update and the Drone Ordinance is still being worked on.
- Council Councilman Scharlow commented when he reviewed bills, he noted that some of the local businesses were not being used for vehicle repairs and would like to see the City using those businesses who pay City taxes. Burchett commented he stopped in at the Reed City Brewing and the owner commented to him he had never met the City Manager and councilman Burchett suggested Ron start visiting the downtown businesses – especially the new businesses. Ron commented he had met with the owner of the Reed City Brewing on more than one occasion as well as have had emails and phone conversations with him. Ron also commented he stops every work day at the new Cornerstone Coffee in town and gets his daily fix of coffee and cinnamon roll, and will start spending more time visiting with the businesses.
- Audience Kathy Yost, Caretaker at Rambadt Park, introduced herself and invited the council members to come down to the park for lunch. There are several things at the park that needs attention and she would like members to come look and see what she sees every day. Kathy had given Council member Burchett a list of what needs to be done at Rambadt Park. Some of the items she listed were cleaning and maintenance of the fire pits, signage is bad, there needs to be wifi, several dollars have been lost because the City doesn't offer seasonal rates and general painting and cleaning. Councilman Burchett will provide the list for August council packet for discussion at that time.
- Adjourn Mayor McKinney adjourned the meeting at 8:42 P.M.