

CITY OF REED CITY
REGULAR COUNCIL PROCEEDINGS
Virtual Meeting
July 20, 2020

Mayor Guiles called the meeting to order at 7:00 P.M. electronically for participation via computer or phone.

Present Mayor, Trevor Guiles. Council Members: Nathan Bailey, Dan Burchett, Karen Lea McKinney, Roger Meinert, Dave Scharlow and Carol Tillotson arrived at 7:04 P.M.. City Attorney, David Porteous and City Manager, Ron Howell, were also present. Department Heads, Police Chief Chris Lockhart, Curt Brackenrich, Rich Rehkopf and Jeffrey Stein also attended electronically. The meeting was opened with the pledge to the flag. There were citizens attending via electronically.

Public Hearing A public hearing was opened at 7:02 P.M. to receive public comments on the request from Ebels General Store to Rezone the property at 105 E. Church Avenue from Residential-2 to Commercial-2.

There were no public comments and no written comments received.

Motion by Scharlow, seconded by Bailey, **CARRIED**, to close the hearing at 7:03 P.M. Roll call vote. Voting yes were, Scharlow, McKinney, Guiles, Bailey, Meinert and Burchett.

Add/Delete Additions to the Agenda: Under Unfinished Business No. 4. Disc Golf, and addition under New Business No. 10. Succession planning for City Manager.

Councilperson Tillotson arrived virtually at 7:04 P.M.

Agenda Motion by McKinney, seconded by Scharlow, **CARRIED**, to approve the Agenda as amended. Roll call vote. Voting yes were, Bailey, Scharlow, McKinney, Tillotson, Burchett, Meinert and Guiles.

Minutes Motion by Scharlow, seconded by McKinney, **CARRIED**, to accept the minutes of the June 15, 2020 regular meeting as presented. Roll call vote. Voting yes were, Scharlow, Meinert, Guiles, Burchett, Tillotson, Bailey and McKinney.

Bills Motion by Guiles, seconded by Tillotson, **CARRIED**, to approve paying bills as presented for a grand total approved amount of \$119,997.72. Roll call vote. Voting yes were, Burchett, Tillotson, Bailey, McKinney, Guiles, Scharlow and Meinert.

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

Motion by Scharlow, seconded by Bailey, **CARRIED**, to approve the Department Head reports as presented. Roll call vote. Voting yes were, Meinert, Scharlow, Burchett, McKinney, Guiles, Tillotson and Bailey.

Rezone Motion by Scharlow, seconded by Meinert, **CARRIED**, to approve the request from Ebels General Store to rezone the property at 105 E. Church Avenue from Residential-2 to Commercial-2. Roll call vote. Voting yes were, McKinney, Scharlow, Meinert, Guiles, Bailey, Tillotson and Burchett.

SAW Grant Motion by McKinney, seconded by Bailey, **CARRIED**, to adopt the Wastewater Collection and Treatment Systems Level of Service For Asset Management Planning and the Stormwater Collection System Level of Service For Asset Management Planning and measures. Roll call vote. Voting yes were, Bailey, Burchett, Tillotson, Guiles, Meinert, Scharlow and McKinney.

- Wage & Salary Motion by Meinert, seconded by Burchett, **CARRIED**, to accept and adhere to the step schedule that council has previously agreed on to provide the Administrative Staff and move all Administrative Staff to their appropriate step level. The one out layer of that would be the Police Chief because he is a new hire and shall be placed at the step level rounded down from his current salary as Administrative Staff. Also, to provide the Deputy Clerk with an hourly wage of \$17.75 per hour and note that council can adjust and have an annual salary review of the step scale per the annual budget as need. Step level and hourly wage increase is effective July 1, 2020. Roll call vote. Voting yes were Scharlow, McKinney, Burchett, Tillotson, Guiles, Meinert and Bailey.
- Disc Golf Council directed the City Manager to write a letter to Steve Hedstrom requesting a detailed invoice from him to clarify and close out the work that has been done so far. Superintendent Rehkopf will put together bid specs for an 18 hole disc golf course design and construction for Rambadt Park and all the amenities that go with it.
- SAW Grant Motion by McKinney, seconded by Scharlow, **CARRIED**, to approve Disbursement Request #23 from Fleis & VandenBrink in the amount of \$53,241.25 for the SAW Grant Project. Roll call vote. Voting yes were, Bailey, Burchett, Guiles, McKinney, Meinert, Scharlow and Tillotson.
- Ferric Motion by Scharlow, seconded by McKinney, **CARRIED**, to approve the bid from Alexander Chemical in the amount of \$368.00 per dry ton delivered for Ferric Chloride for the Waste Water Treatment Plant. Roll call vote. Voting yes were, Tillotson, Scharlow, McKinney, Guiles, Bailey, Meinert and Burchett.
- Safety Plan Motion by Bailey, seconded by Meinert, **CARRIED**, for City Hall to remain closed to the public until the City Manager and Mark Watkins, Emergency Management Director, form a safety plan for the City to reopen to the public. Roll call vote. Voting yes were, Bailey, Scharlow, McKinney, Tillotson, Burchett, Meinert and Guiles.
- License Transf Motion by Scharlow, seconded by McKinney, **CARRIED**, to approve transfer ownership Class C and SDM Licensed Business with (2) Bars, Sunday Sales Permit (PM), Specific Purpose Permit (Food), and Dance-Entertainment Permit to Lonnie Clementshaw, Buckboard Enterprises, LLC at 108 W. Upton Avenue. Roll call vote. Voting yes were, Burchett, Tillotson, Bailey, McKinney, Guiles, Scharlow and Meinert.
- Resignation Motion by Bailey, seconded by Scharlow, **CARRIED**, to accept the resignation of Marlene Fatum from Reed City Housing Commission. Roll call vote. Voting yes were, Tillotson, Bailey, Meinert, Guiles, Burchett, McKinney and Scharlow.
- Prop & Liability Motion by Tillotson, seconded by Bailey, **CARRIED**, to approve Municipal Underwriters of West Michigan renewal Invoice in the amount of \$40,850.00 for Michigan Township Participating Plan Property and Liability Insurance effective 8/1/2020 to 8/1/2021. Roll call vote. Voting yes were, Meinert, Scharlow, Burchett, McKinney, Guiles, Tillotson and Bailey.
- Survey Motion by Bailey, seconded by McKinney, **CARRIED**, to approve going out for bids for a staked survey of the Westerborg Park property. Roll call vote. Voting yes were, McKinney, Scharlow, Meinert, Guiles, Bailey, Tillotson and Burchett.
- Bike Path It was noted the drawings for West Church Street were found and DPW Superintendent Rich Rehkopf indicated they will be relining the bike path on the street later this summer.
- CARES Act Motion by Guiles, seconded by Bailey, **CARRIED**, to approve applying for the Premium Grant of the CARES Act for First Responders pay during COVID time up to \$1,000 maximum. Roll call vote. Voting yes were, Scharlow, McKinney, Burchett, Tillotson, Guiles, Meinert and Bailey.

- City Manager Council discussed succession planning for the City Manager position. Ron will work with the Mayor to develop a draft plan of a transition program for the City Manager position.
- Consent Motion by McKinney, seconded by Scharlow, **CARRIED**, to accept the Consent Agenda as presented. Roll call vote. Voting yes were, Bailey, Burchett, Guiles, McKinney, Meinert, Scharlow and Tillotson.
- City Manager Ron submitted a written report.
- Mayor Mayor Guiles thanked Rich and his crew for the great job in responding to the three different incidents with the water main break and the tower by working long hours and their dedication is appreciated.
- Bills Mayor Guiles 2020 Schedule of Reviewing Bills appoints Carol Tillotson to review bills prior to the August meeting.
- Attorney City Attorney Wotila submitted a written report and a copy of the revised Tall Grass and Weed Ordinance. Dave Porteous commented the door is always open if anyone would like to speak with him. Just call and bring your mask with you.
- Comments Dan Burchett commented Rich and his crew did an amazing job along with the help of the Gerber Construction crew working long hours until everything was cleaned up.
- Nate Bailey thanked Marlene Fatum for her service on the Housing Commission. Nate also gave a short update on the sub-committee for economic redevelopment meeting in which they discussed empty business locations and what priorities they would like to see in those locations. One member would like to see Reed City declared as an “Opportunity Zone” which can provide a tax fund for local businesses and potential investors to help offset costs. Nate will be working towards that and have a proposal for the Planning Commission to recommend to the Council after that. He is also working with the Museum on methods they can use to increase their membership and awareness of the museum and overall rebranding to help them increase their revenues.
- Carol Tillotson commented she really appreciates and would also like to thank Rich and his department for all the work they have done and the way they have treated the community and handled that whole situation. Carol also thank the new Police Chief and commented she feels he is doing a good job.
- Public Comment Fred Campbell, manager of Ebel’s project, voiced his appreciation and thanked Rich, Jackie and Ron for all the work done on the Ebels project.
- Adjourn Mayor Guiles adjourned the meeting at 9:20 P.M.

Jacalyn R. Beam, City Clerk