

REGULAR MEETING OF THE WEST BRANCH CITY COUNCIL HELD IN THE COUNCIL CHAMBERS OF CITY HALL, 121 NORTH FOURTH STREET ON MONDAY, NOVEMBER 19, 2018.

Mayor Denise Lawrence called the meeting to order at 6:00 p.m.

Present: Mayor Denise Lawrence and Council Members Joanne Bennett, Mike Jackson, Tim Schaiberger, Rusty Showalter, Aaron Tuttle, and Dan Weiler.

Absent: None

Other officers present: City Manager Heather Grace, Clerk/Treasurer John Dantzer, DPW Superintendent Mike Killackey, County Commissioners Bruce Reetz and Craig Scott, City Attorney Gabriel Dantzer, and Police Chief Ken Walters.

All stood for the Pledge of Allegiance.

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As an addition to the agenda, amendments to the Sewer Ordinance were submitted to Council for the first reading (introduction).

MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO APPROVE THE FIRST READING (INTRODUCTION) OF ORDINANCE 18-04

ORDINANCE 18-04

AN ORDINANCE TO AMEND SECTION 51 ENTITLED "SEWER" OF THE CITY OF WEST BRANCH CODE OF ORDINANCES.

The City of West Branch ordains:

§ 51.092 RATES CHARGED TO USER.

A) Charges for sewer service to each premise within the City connected to the system shall be as prescribed by the most recent Resolution passed by the West Branch City Council that addresses sewer rates. The structure of how charges for sewer services are calculated shall also be set by Resolution of Council, and said pricing structure may contain a ready-to-serve fee, fees related to debt service payments, tiered pricing based on meter size and/or gallons used, and any other price-setting mechanism that Council deems fair and viable.

(B) In September of each year, the City Council shall review current sewer rates and compare anticipated sewer revenues for the following fiscal year to anticipated sewer expenditures for the following fiscal year. Capital improvement set aside amounts for sewer shall also be considered at that time. Within 90 days of said annual review, the City Council shall vote to set the amount for capital improvement set asides for the sewer budget for the following fiscal year, with the Public Works Supervisor and City Manager providing recommendations regarding the same. The amount for sewer capital improvement set asides approved by Council shall be utilized by the City Manager when creating the sewer budget for the following fiscal year. The sewer capital improvement set aside amounts shall

also be used by the Public Works Supervisor, the City Manager, and the Council to analyze whether current sewer rates are anticipated to generate enough revenue to cover all sewer expenditures for the following fiscal year, and if such an analysis indicates that revenues are not anticipated to cover expenditures for the following fiscal year, the City Council shall be required to have a vote within 30 days of such a determination to decide whether rates need to be adjusted, and if so, what the new rates should be set at.

(C) Prior to a Council vote to adjust sewer rates, a public hearing must be held on the matter with such public hearing being noticed at least 60 days prior to Council voting on the subject.

(D) Following the holding of such a duly noticed public hearing, the City Council may vote to set sewer rates via Resolution of Council. Sewer rates set in this manner shall remain in effect until modified by a subsequent Resolution approved by Council, except that at the beginning of each fiscal year the sewer rates in effect at that time shall automatically be adjusted by the City Treasurer either up or down to reflect the increase or decrease of inflation calculated as "Consumer Price Index (CPI) Inflation" by the United States Department of Labor's 'Bureau of Labor Statistics.' An example of how this automatic adjustment will occur is as follows: effective July 1st of each year, without needing an additional vote of Council, sewer rates will be automatically adjusted by the percentage of CPI inflation for the period of January 1st of the preceding year compared to January 1st of the current year. For instance, if inflation for the most recent year showed an increase of 1.8%, the City Treasurer would automatically increase sewer rates by 1.8% on July 1st of that year, with no need for Council to vote on the matter. However, the City Treasurer shall calculate whether sewer rates are going to be adjusted in such a manner during the preparation of each year's annual budget, and shall include a presentation of such anticipated adjustment to Council during the formulation of each year's budget, and the City Treasurer shall likewise ensure that a public hearing on the subject is noticed at least 60 days prior to such automatic adjustment taking effect so that the public is afforded an opportunity to be heard on the matter, and so that Council has an opportunity to request that such matter be placed on the agenda prior to it automatically taking effect in the event that the City Council should desire to set the sewer rates at some other amount via formal Council Resolution.

D) All premises served by the sewer system shall have installed an approved meter as determined by the Superintendent of Public Works or the City Manager. Other users of the system shall be charged in accordance with a schedule to be set by the City Council.

(Ord. 160, passed 5-18-81; Am. Ord. 196, passed 5-15-89; Am. Ord. 232, passed 3-20-95; Am. Ord. 148, passed 6-16-97; Am. Ord. 01-03, passed 6-18-01; Am. Ord. 05-02, passed 5-25-05; Am. Ord. 07-04, passed 6-18-2007 Am. Ord. 08-03, passed 12-15-2008; Am. Ord. 09-01, passed 5-18-2009; Am. Ord. 09-06, passed 10-5-2009; Am. Ord. 11-02, passed 2-21-2011)

§ 51.094 BILLING PROCEDURE.

Effective January 1, 2019, or as soon thereafter as may be practicable, sewer bills shall be rendered monthly during each operating year and shall represent charges for the period immediately preceding the date of rendering the bill. The bills shall be due and payable within 30 days from the date thereof and all bills not paid when due shall be deemed delinquent and a penalty shall be added thereto and become due and owing as a part thereof. The amount of the penalty for late payments shall be set at the rate of 10% of the amount of such late billing for the year 2019, and may be modified thereafter by Resolution of Council.

(Ord. 160, passed 5-18-81; Am. Ord. 10-01, passed 2-1-2010)

§ 51.095 DELINQUENT PAYMENT; LIENS, SECURITY DEPOSIT.

Connection charges and charges for sewage disposal services are made a lien on all premises served thereby, unless notice is given that a tenant is responsible, whenever any such charge against any property shall be delinquent for six months, the City official or officials in charge of the collection thereof shall certify annually, not later than May 1 of each year, to the tax assessing officer, the fact of such delinquency, whereupon such charge shall be by him entered upon the next tax roll as a charge against such premises and shall be collected and the lien thereof enforced in the same manner as general taxes against such premises are collected and the lien thereof enforced. Where notice is given that a tenant is responsible for such charges and service as provided, no further service shall be rendered such premises until a cash deposit of not less than \$25 shall have been made as security for payment of such charges and service. The cash deposit required of tenants shall equal twice that amount typically charged to a similar customer for six months of service.

(Ord. 160, passed 5-18-81; Am. Ord. 02-04, passed 12-16-2002)

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

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MOTION BY JACKSON, SECOND BY SHOWALTER, TO GO INTO CLOSED SESSION AS PER SECTION 15.268 (d)(h) OF THE OPEN MEETINGS ACT.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

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MOTION BY SCHAIBERGER, SECOND BY SHOWALTER, TO RETURN TO OPEN SESSION.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

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County Commissioner Bruce Reetz gave a County update including 911 and EMS updates.

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MOTION BY JACKSON, SECOND BY BENNETT, TO TEMPORARILY CLOSE GREENLAND STREET PENDING ONGOING NEGOTIATIONS, AND TO AUTHORIZE THE CITY ATTORNEY AND CITY MANAGER TO CONTINUE NEGOTIATIONS, INCLUDING AS TO OTHER AGREEMENTS RELATED TO THE PROPERTY.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

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Cindy Scott of Stephenson and Company presented Council with the 2017-2018 audit findings and noted the City was given an unmodified opinion which is the highest level of assurance given.

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Tom Freeman, on behalf of Save A Lot, addressed Council with a utility bill adjustment request and noted the higher usage resulted in an increase in their bills of \$31,702.79 over a 9 month time frame. DPW Killackey noted he did inspect the building and found a toilet was leaking quite badly. Mr. Freeman noted they did fix the toilet but that he did not believe one leaking toilet could account for that much more usage and had concerns that the meter was not working correctly.

Member Weiler noted his concern that the high usage was not monitored and therefore contributed to the higher bill.

Manager Grace asked if a licensed plumber had inspected the building to make sure there were no other leaks. Mr. Freeman noted there had not.

Mayor Lawrence noted she was in favor of giving an adjustment of approximately ¼ of the bill due to the fact that they should have caught the leak sooner but that she was not opposed to giving them a break because she realizes the need to have business downtown and the extra usage is quite an expenditure.

Member Bennett noted she was in favor of a 1/3 reduction of the bill.

Clerk Dantzer noted that meters can be sent for testing to verify their accuracy.

MOTION BY JACKSON, SECOND BY SHOWALTER, TO HAVE THE SAVE A LOT METER SENT FOR ACCURACY TESTING AND AWARD AN IMMEDIATE ADJUSTMENT OF 1/3 OF THE EXTRA \$31,702.79 IN EXPENSES AND TO AWARD 100% IF THE METER IS DEEMED TO BE FAULTY.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

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MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO PAY BILLS IN THE AMOUNT OF \$31,171.68.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

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MOTION BY LAWRENCE, SECOND BY SCHAIBERGER, TO APPROVE THE PUBLIC PARTICIPATION PLAN AS SUBMITTED.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

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Council Member discussed the idea of including form based code zoning in the update to the zoning ordinance. It was the consensus of Council to have a hybrid type zoning ordinance.

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An amendment to the Planning Commission ordinance that would decrease the number of members from nine to seven was submitted for first reading (introduction) approval.

Member Bennett asked if the board was okay with having to have two members step down. Mayor Lawrence and Member Weiler who both currently serve on the Planning Commission noted it would be two member of the Council who are currently on the Board who would be stepping down.

MOTION BY SCHAIBERGER, SECOND BY JACKSON, TO APPROVE THE FIRST READING (INTRODUCTION) OF ORDINANCE 18-05

Member Showalter noted his concern to have a representative of the industry segment and to change the commerce segment to commerce/industry.

With the new information presented, Members Schaiberger and Jackson amended their motion and support to change the description of the number 6 noted segment from commerce to commerce/industry

MOTION BY SCHAIBERGER, SECOND BY JACKSON, TO APPROVE THE FIRST READING (INTRODUCTION) OF ORDINANCE 18-05

ORDINANCE 18-05

AN ORDINANCE TO AMEND CHAPTER 32 OF THE CITY OF WEST BRANCH CODE OF ORDINANCES ENTITLED: "DEPARTMENTS, COMMISSIONS AND BOARDS."

THE CITY OF WEST BRANCH ORDAINS:

§ 32.032 COMPOSITION/MEMBERSHIP.

(A) Membership of the planning commission shall be as set forth in the City Charter, and as required pursuant to the Michigan Planning Enabling Act 33 of 2008- with the caveat that the provision in § 4.20 of the City Charter indicating that the City Manager shall serve as a member of the City Planning Commission is hereby found to be invalid by operation of law, due to the interpretation that the City Manager ' s simultaneous service as the both a City Planning Commissioner and the City's Zoning Administrator is prohibited by the Incompatible Public

Offices Act, 1978 PA 566, MCL 15.181, et seq.

(B) The Commission shall consist of a total of seven members, each of whom must be individually appointed by the Mayor and subject to approval by a majority vote of the members of the City Council.

(C) The membership of the Commission shall consist of qualified electors of the City of West Branch, except that no greater than two Commission members may be individuals who are not qualified electors of the City of West Branch but are qualified electors of another local unit of government

(D) Commission members shall not hold any elected office or employment with the City of West Branch, unless such member is an ex-officio member as contemplated in section (E) below.

(E) The Mayor or a Council Member appointed by the Mayor to serve on their behalf shall serve as an ex-officio member

(F) Ex-Officio members shall have the same rights, duties, powers, and responsibilities as non-ex-officio members- with the only difference being that the term of service for ex-officio members shall be the length of their corresponding term of office, as opposed to the three-year terms of office that shall generally apply to all other non-ex-officio Commission members.

(G) After an individual's appointment and before reappointment, each Commission member shall attend training for Commission members, pursuant to Section 32.034 of this Ordinance.

(H) Members shall be appointed for three-year terms. However, when first appointed a number of members shall be appointed to one-year, two-year, or three-year terms such that, as nearly as possible, the terms of 1/3 of all Commission members will expire each year. If a vacancy occurs, the vacancy shall be filled for the unexpired term in the same manner as provided for an original

appointment such that, as nearly as possible, the terms of 1/3 of all commission members continue to expire each year.

(I) The membership of this Commission shall be representative of the important segments of the community, such as the economic, governmental, educational, and social development of the City of West Branch, in accordance with the major interests as they exist in the City of West Branch, as follows:

1. one member representing the "Recreation" segment of the community;
2. one member representing the "Education" segment of the community;
3. one members representing the "Public Health" segment of the community;
- 4.-one members representing the "Government" segment of the community;
5. one member representing the "Transportation" segment of the community;;
6. one member representing the "Commerce/Industry" segment of the community; and
7. one member representing the "Residential" segment of the community; for a total of seven members in all.

(J) When appointing members to this Commission, the Mayor and City Council shall attempt, whenever possible, to make the membership of this Commission proportionally representative of the important geographic and interest segments of the City of West Branch, which may consist of, for example, the various different types of zoned districts in the community.

(K) The membership of this Commission shall also be, to the extent practicable, representative of the entire geography of the City of West Branch, as a secondary consideration to the representation considerations set forth in sections 32.032(1) and (K) of this Ordinance.

(L) Commission members are required to meet the conditions provided for each individual member throughout Section 32.032 of this Ordinance, except that the geographical location considerations described in § 32.032(K) of this Ordinance may be considered optional. As such, the representation requirements and considerations set forth in this Ordinance shall be

considered by Council in the following order of priority: first, § 32.032(1); second, § 32.032(J), and third, § 32.032(K).

(M) Neither the Mayor nor a representative member from the City Council shall serve as the chair of the Commission

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

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An updated DDA maintenance agreement was presented and it was noted that a prior rough draft and not the final version approved by the DDA was mistakenly included in the Council packet at the last meeting.

MOTION BY JACKSON, SECOND BY SCHAIBERGER, TO APPROVE THE UPDATED 2018-2019 DDA MAINTENANCE AGREEMENT AS SUBMITTED.

The following agreement between the City of West Branch (“City”) and the City of West Branch Downtown Development Authority (“DDA”) shall be valid starting on the date that an authorized representative from both parties signs this document, following a vote from each respective party’s governing board (City Council for the City and the DDA Board for the DDA) authorizing the relevant parties to sign this document and enter into the following agreement regarding general maintenance and other specified projects relating to areas located within the DDA District:

1. SIDEWALK WINTER MAINTENANCE PROCEDURES AND POLICIES

A. Department of Public Works (“DPW”) personnel for the City of West Branch will monitor the condition of public sidewalks located within the DDA district for possible actions or applications needed to insure safe pedestrian travel. There are a number of elements that must be taken into consideration before a reasonable and responsible course of action can be taken. The DPW Superintendent will be the final say in what course of action is to be taken in relation to snow removal in the DDA District. In addition, all such considerations will be made in the sole discretion of the DPW Superintendent based on his/her assessment of conditions.

B. Depth of Snowfall

- The course of action will typically be determined by the amount and duration of snowfall.
- City staff will typically remove snow from the sidewalks upon 2" of snowfall, but overall weather conditions, including the presence of ice, snow melt, etc., will all be taken into consideration by the DPW Superintendent, who has the final say to make decisions regarding when to remove snow, in his sole discretion. Other factors relevant to snow removal will also be considered by the DPW Superintendent,

in his or her sole discretion, when making such decisions.

- Additional salting and snow plowing will be at the sole discretion of the DPW Superintendent.
- Business owners and other property owners within the DDA District will still be responsible for the upkeep of the sidewalks in front of their business/property until City crews are on site.

C. Sidewalk Winter Maintenance Locations

The following sidewalks will be maintained with a priority falling on the sidewalks on Houghton Ave between First and Fifth St.

- North and South side of Houghton Ave from First St to M-30.
- East and West side of North Second from Houghton to the river.
- East and West side of North Third from Houghton to the river.
- East and West side of North Fourth from Houghton to the river.
- West side of South Second from Houghton to Wright.
- East and West side of South Third from Houghton to Wright.
- East and West side of South Fourth from Houghton to Wright.
- North and South side of Wright from Second to Third.

D. PENALTY FOR ADDITIONAL SIDEWALK WORK

- If City crews are used to correct problems resulting from actions taken by property owners, the responsible property owners will be billed for time and materials.
- In some cases, deliberate actions may constitute illegal activity (including the piling of snow in such a manner as to impede the visibility of pedestrians and motorists, etc.).

2. ADDITIONAL ITEMS OF MAINTENANCE

A. Pocket Park

- The City DPW will be responsible for the maintaining of the water at the Pocket Park water fountain including the filling and draining of the fountain as well as the monitoring of water quality and levels.
- If any mechanical parts or repairs are needed, those issues will be brought before the DDA Board for approval of repairs.

- The dates/times for when the Pocket Park water fountain will be winterized and un-winterized will be decided by the DPW Superintendent, in his/her sole discretion, with a goal of trying to keep the fountain operational for as long as possible each year while simultaneously trying to also ensure that the fountain is winterized early enough to avoid freezing temperatures which could cause permanent damage to the fountain and its related mechanisms.
- The City DPW will also be responsible for the maintenance and cleaning of the public bathrooms located within the Pocket Park. All procedures and policies related to such cleaning and maintenance will be decided in the sole discretion of the DPW Superintendent, including dates and hours for when the pocket park is to remain open to the public, heat settings, security camera related issues, etc.

B. Downtown Lights

- City crews will be responsible for replacing light bulbs in the downtown light poles as well as the decorating of the poles for Christmas. The dates/times for the placement and subsequent removal of decorations will be in the sole discretion of the DPW Superintendent.

C. Downtown Flowers

- City crews will be responsible for the placement of flower pots in the spring and removal of flower pots in the fall.
- The DDA Chair will be responsible for notifying the DPW Superintendent via email (publicworks@westbranch.com) of the dates the flowers are requested to be planted so that the DPW Superintendent may schedule the placement. As such, at least two-weeks prior notice from the DDA Chair is requested. The removal of the pots will be at the sole discretion of the DPW Superintendent.

D. Flags

- The placement of flags downtown will be handled by the City DPW, with the exact dates/times for the placement and subsequent removal of flags being within the sole discretion of the DPW Superintendent. The flags themselves shall be provided by the DDA.

E. Additional Work

- Any additional work requested will be provided upon approval of the DPW Superintendent with time and material being based on current labor rates and State of Michigan approved rental rates.

3. INTERGOVERNMENTAL AGREEMENT

- The City of West Branch and the West Branch DDA agree to the above maintenance agreement on a per fiscal year basis.

- The amount payable by the DDA to the City of West Branch as consideration for the covenants contained in this agreement shall be re-assessed each year during the DDA’s typical budget-review process, with recommended pricing being determined upon review of costs on a year by year basis. Once the DDA finds a recommended figure, said figure must be agreed to by both the DDA Board and the West Branch City Council prior to a continuation of the covenants set forth in this agreement.
- The total amount agreed upon for the fiscal year of July 1, 2018- June 30, 2019 is **\$15,000** (fifteen thousand dollars and zero cents).
- The total amount authorized by this agreement shall be paid by the DDA to the City on a bi-annual basis, with the first half of the total payment due on or before January 1st of the current fiscal year, and the second half of the total payment being due on or before May 1st of the current fiscal year.
- Since this present agreement was entered into part-way through the City’s 2018/2019 fiscal year, after both boards have approved this agreement, corresponding budget amendments shall be drafted for both the City budget and the DDA budget to effectuate the terms of this agreement. Said budget amendments will need to be approved by the relevant boards (i.e., the DDA Board will have to approve any proposed amendments to their budget, and the City Board will subsequently have to approve any amendments to the City Budget, as well as also approve the amendments to the DDA Budget once the DDA has approved them).

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

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MOTION BY SCHAIBERGER, SECOND BY JACKSON, TO APPROVE RESOLUTION 18-21

RESOLUTION #18-21

WHEREAS, The City of West Branch has had a long standing policy to provide and bill the West Branch Downtown Development Authority for maintenance and work done to property in the Downtown Development area including the snow and ice removal on sidewalks, the maintenance of the Pocket Park fountain, the putting out and removal of planters, as well as other requests made by the DDA based on actual hours worked and equipment used, and,

WHEREAS, the DDA seeks better ways for the budgeting for projects because of the unknown amount of money that would be required for this work on a year to year basis, and,

WHEREAS, the City of West Branch and the DDA would like to work together to make budgeting easier for the DDA and allow them more money to be used for downtown projects, and,

WHEREAS, the City of West Branch, has presented a yearly maintenance agreement to provide these services based on an agreed amount that would be voted upon for each fiscal year, and,

WHEREAS, the agreement was presented to the DDA at their regular meeting held October 15, 2018, and,

WHEREAS, a motion for approval of the agreement was presented by Member Ken Walters, seconded by Member Autumn Hunter, and approved unanimously by the DDA Board, and,

NOW, THEREFORE, BE IT RESOLVED, that the West Branch City Council hereby approves the 2018-2019 DDA intergovernmental maintenance agreement and approves Manager Grace to sign on the City's behalf, and

NOW, THEREFORE BE IT FURTHER RESOLVED, that the West Branch City Council adopts the following budget amendment

FUND 101 – GENERAL FUND

Department 441 PUBLIC WORKS DEPARTMENT

REVENUES	BUDGET	AMENDED
673.400 TRANSFER FROM DDA	\$0	\$15,000
695.400 MISCELLANEOUS	\$100	\$200
695.410 MDOT REVENUE	\$35,000	\$35,000
695.415 OTHER GOVERNMENTAL UNITS	\$4,000	\$4,000
TOTAL REVENUES	\$39,100	\$54,200
EXPENSES		
702.700 PROMOTION/BONUS	\$0	\$0
703.700 SALARIES AND WAGES	\$59,725	\$67,525
708.700 SICK LEAVE PAYOUT	\$100	\$100
710.700 OVERTIME	\$1,680	\$3,280
713.700 EMP. HEALTH OPTION	\$1,800	\$1,800
713.701 OTHER HEALTH BENEFITS	\$650	\$650
714.700 MANDATORY MEDICARE	\$987	\$1,142
715.700 SOCIAL SECURITY (EMPLOYER)	\$4,983	\$5,593
716.700 BC/BS HEALTH INSURANCE PREMIUM	\$41,120	\$42,020
717.700 LIFE INSURANCE PREMIUM	\$1,000	\$1,000
718.700 MERS RETIREMENT (EMPLOYER)	\$26,714	\$26,864
718.701 EMPLOYER DEPRED COMP.	\$1,000	\$1,000
719.700 LONG TERM DISABILITY	\$2,345	\$2,345
720.700 WORKERS COMPENSATION PREMIUM	\$1,640	\$1,765

724.700 UNEMPLOYEMENT INS BENEFIT	\$215	\$290
727.700 OPERATING SUPPLIES	\$3,000	\$3,000
774.700 SIGNING	\$1,200	\$1,200
801.700 CONTRACUAL SERVICES	\$2,500	\$2,500
801.701 INFRASTRUCTURE PROJECT	\$0	\$0
817.700 UNIFORMS	\$4,500	\$4,500
853.700 TELEPHONE/RADIO COMMUNICATIONS	\$2,560	\$2,560
865.700 PROFESSIONAL DEVELOPMENT	\$1,800	\$1,800
941.700 EQUIPMENT RENTAL	\$7,020	\$19,120
956.700 EXPENSES	\$586	\$1,036
TOTAL EXPENSES	\$167,125	\$191,090

390.000 CARRYOVER (ANTICIPATED)	\$890,296	\$881,431
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FUND 248 – DDA

REVENUE	BUDGET	AMENDED
400.400 Tax increment financing	\$42,000	\$42,000
403.400 Current property tax gen. op.	\$13,000	\$13,000
634.400 Grant	\$0	\$0
664.400 Interest income	\$50	\$50
695.400 Miscellaneous	\$100	\$0
TOTAL REVENUE	\$55,150	\$55,050

EXPENDITURES	BUDGET	AMENDED
703.700 SALARIES AND WAGES	\$7,500	\$0
703.702 WAGES SHOWMOBILE	\$300	\$0
710.700 OVERTIME	\$1,500	\$0
710.702 SHOWMOBILE OT	\$100	\$0
714.700 MANDITORY MEDICARE	\$150	\$0
714.702 MADN MED SHOWMOBILE	\$5	\$0
715.700 SOCIAL SECURITY (EMPLOYER)	\$600	\$0
715.702 SOCIAL SECURITY SHOWMOBILE	\$10	\$0
716.700 BC/BS HEALTH INSURANCE PREMIUM	\$900	\$0
718.700 MERS RETIREMENT (EMPLOYER)	\$150	\$0
720.700 WORKERS COMPENSATION PREMIUM	\$125	\$0
724.700 UNEMPLOYEMENT INS BENEFIT	\$75	\$0
729.700 FLOWER PROJECT	\$5,000	\$5,000
750.700 RETAIL MERCHANTS/PROMOTIONS	\$7,500	\$7,500
782.700 ADMINISTRATION	\$9,000	\$6,000
801.700 CONTRACUAL SERVICES	\$5,000	\$17,965
922.700 PUBLIC UTILITIES	\$0	\$0
935.700 IMPROVEMENTS	\$500	\$0
935.702 POCKET PARK	\$500	\$0
935.703 SHOWMOBILE EXPENSES	\$100	\$0
938.700 GENERAL IMPROVEMENTS	\$0	\$0
940.700 GEN MAINTENANCE/REPAIRS	\$350	\$0
941.700 EQUIPMENT RENTAL	\$12,000	\$0

941.703 SHOWMOBILE EQUIPMENT RENTAL	\$100	\$0
948.700 TRANFER TO GENERAL FUND	\$0	\$15,000
956.700 EXPENSES	\$3,000	\$3,100
956.701 FOOD EXPENSE	\$100	\$0
956.802 BAD DEBT EXPENSE	\$0	\$0
TOTAL EXPENDITURES	54,565	54,565
ANTICIPATED CARRY OVER	\$21,366	\$21,851

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

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A sole source vendor request was submitted to award computer technology and cyber security updates to Great Lakes Consulting LLC due to the fact that Great Lakes Consulting was already approved to provide tech support to the City and due to the fact that time is of the essence in getting the updates completed.

Chief Walters spoke on the purchases due to the fact that most of the upgrades were at the Police Department.

Member Bennett noted her concern that the City should look into implementing a technology plan to keep the technology equipment updated.

MOTION BY BENNETT, SECOND BY SCHAIBERGER, TO APPROVE THE SOLE SOURCE VENDOR REQUEST AND TO AWARD THE COMPUTER TECHNOLOGY AND CYBER SECURTITY UPDATES TO GREAT LAKES CONSUNLTING LLC NOT TO EXCEED 19,083.93.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

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MOTION BY SCHAIBERGER, SECOND BY BENNETT, TO APPROVE THE MINUTES AND SUMMARY OF MINUTES FROM THE MEETING HELD NOVEMBER 5, 2018

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

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MOTION BY SHOWALTER, SECOND BY SCHAIBERGER, TO RECEIVE AND FILE THE TREASURER’S REPORT AND INVESTMENT SUMMARY; AND THE OCTOBER POLICE REPORT.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

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An upcoming MML training updated was shared as well as an MML brochure on legal cases was shared.

A reminder on the Council open house was shared and Council was asked if they would like to continue past practices of having refreshments and an employee ugly sweater competition in which the winner would receive an extra paid day off.

MOTION BY SHOWALTER, SECOND BY JACKSON, TO ALLOW THE EMPLOYEE UGLY SWEATER COMPETITION DURING THE COUNCIL OPEN HOUSE AND TO ALLOW THE AWARDING OF AN EXTRA PAID DAY OFF TO THE WINNER.

Yes — Bennett, Jackson, Lawrence, Schaiberger, Showalter, Tuttle, Weiler

No – None

Absent – None

Motion carried

Flyers on upcoming Chamber events were shared.

Information on PFAS testing was shared.

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Member Showalter wished everyone a Blessed Thanksgiving

Member Jackson provided and EDC update

Member Bennett noted she will be attending a marijuana seminar and commended the City Staff for a great audit report.

Member Schaiberger congratulated all the winners of the recent November election.

Mayor Lawrence welcomed the new Council Members and thanked all of those leaving for their service.

Manager Grace congratulated all election winners, announced Mary Bickell was hired as the City’s fellow and would start December 5; and as shared a handout on the marijuana proposal that was recently passed.

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Mayor Lawrence adjourned the meeting at 7:58 pm.

Denise Lawrence, Mayor

John Dantzer, Clerk