

**CITY OF ITHACA
CITY COUNCIL MEETING
January 16, 2024
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Brett Baublitz at 7:00pm. and followed by the Pledge of Allegiance to the Flag.

Present were Mayor Brett Baublitz, Councilpersons James Andrew, Rob Endter, Clark Hubbard, Alison Jerome Rick Koppleberger and Kristyn Roethlisberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Additional Staff Present was City Treasurer Barbara Fandell, Undersheriff McCollum and Lt. Leonard.

Audience in attendance was Shannon McKnight.

Moved by Koppleberger, second by Hubbard to approve the minutes of the regular meeting held January 2, 2024. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda. Clerk Cameron requested to add Election Commission to the agenda under New Business. Mayor Baublitz placed it as item 11g.

Moved by Hubard, second by Jerome to approve the Agenda (as amended by adding item 11g. Election Commission) including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. There was none.

Consent Agenda

Moved by Andrew, second by Hubbard to approve the consent agenda items as listed:

- **City Manager’s written report, which included updates and information on the Planning Commission, Power Outage, Weekend Storm, Gratiot County Master Plan, Ribbon Cutting, Water Samples and EGLE.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49540-49576, #1026(A)-1027(A) and Payroll Checks #16858-16862, DD #2752-2763, EFT #1750-1755 as listed in the Check Register Book.**
- **Correspondence received was none.**

Motion carried by Roll Call Vote:

Ayes: (7) Koppleberger, Roethlisberger, Andrew, Endter, Hubbard, Jerome, Baublitz

Nos: (0) None

Absent: (0) None

Committee/Department Reports

Undersheriff McCollum stated that it had been a privilege to work with the city as the Lieutenant of the Ithaca Unit. He was recently promoted to Gratiot County Undersheriff. He introduced Lt. Leonard who will be taking his place. Undersheriff McCollum reported on the annual activity of the Ithaca Unit Year End 2023. The monthly activity report for January was reviewed. Mayor Baublitz inquired on the total number of arrests, how many of them were within the city limits vs. at the courthouse. A breakdown of arrests was not available. Mayor

Baublitz requested that the monthly activity reports and annual year end reports going forward reflect the breakdown of arrests that occur at the courthouse by the Ithaca Unit. Councilperson Hubbard concurred.

Moved by Hubbard, second by Jerome to receive the Ithaca Unit Year End 2023 verbal report and the January 2024 written report. Motion carried.

Treasurer Fandell reported on the state of finances for the 2nd Quarter of Fiscal Year 2023/2024. Mid-year budget amendments, if needed, will be brought to the Council, with the final amendments presented in June. Treasurer Fandell provided an update on the cemetery cash account that is within the general fund. The account which was added when the cemetery fund was moved into the general fund, is nearing exhaustion. She requested direction from council if they want to continue seeing the separation, which will go into the negative, or eliminate the cash account. The cemetery revenue and expenditures would be provided anytime at their request. Discussion was held.

Moved by Kopplesberger, second by Hubbard to authorize Treasurer Fandell to eliminate the cemetery cash account. Motion carried.

Treasurer Fandell provided an update on the Water/Sewer fund. Prior discussions have been held with the Council regarding separating the fund into two funds. The fund currently has the expenditures separated into their own department within the fund, however we have been manually calculating the split of the cash, revenues and other balance sheet items in all our models on a 53% water and 47% sewer basis. We have done this for several years and now, with the Waterworth software, the SRF funding and other projects, it would be much more efficient to split them completely. Treasurer Fandell explained prior to her, investments were made with water and sewer pooled money with no record of how much was water vs sewer, based on this, and our analysis performed fund when we determined the 53%/47% split, she requested authorization to separate the cash, combined assets and investment accounts by those percentages. Discussion was held.

Moved by Hubbard, second by Andrew to separate the water/sewer fund to create two new funds and allocate the cash, investments, and combined assets/revenues based on 53% water and 47% sewer. Motion carried.

Moved by Hubbard, second by Andrew to receive the Financial Report for the 2nd Quarter of Fiscal Year 2023/2024 and place on file. Motion carried.

Treasurer Fandell further provided an update on the new monthly residential billing process and the adaptation of the residents. Participation in the city online payments have significantly increased as has the ACH authorizations and paperless billing requests.

City Manager Comments

Manager Conn reported that the Planning Commission met and approved a property slip of 1216 E Washington Road, allowing sixty feet of property frontage. The current owner is planning to sell the newly created western seven plus acres to Beacon & Bridge for future development. Superintendent Waldron and he had a video conference with EGLE to discuss their PFOS and PFOA finding at 515 N. Union St. EGLE is currently in their investigation stage in determining liability. This location is not currently, nor has it ever been a city owned property.

Unfinished Business

Manager Conn presented the final draft of the AFSCME Union Contract. He offered one possible change for council to consider. Discussion was held at the last meeting to start the additional two personal days beginning in July. The contract is written to be effective by calendar year. To maintain the same effective dates throughout the contract, he requested approval to change the effective date to January.

Moved by Hubbard, second by Jerome to authorize the effective date of the additional two personal days to January 2024. Motion carried.

Moved by Andrew, second by Hubbard to approve the AFSCME Union Contract to be in effect from January 1, 2024 through December 31, 2026. Motion carried.

New Business

Treasurer Fandell presented the following policies/guidelines as submitted by the City Assessor, which are required to be approved and/or adopted annually.

- 2024 Poverty Exemption Policy Guidelines
- Res 2024-04: State Tax Commission Partial Poverty Exemption Guidelines
- Res 2024-05: Poverty Income & Assets
- Res 2024-06: Adopt Alternate Dates for Board of Review
- Res 2024-07: Granting and Removing Real Property Exemptions

Moved by Hubbard, second by Koppleberger to approve the 2024 Poverty Exemption Policy Guidelines. Motion carried.

Moved by Andrew, second by Jerome to adopt Resolution 2024-04: State Tax Commission Partial Poverty Exemption Guidelines.

Motion carried by Roll Call vote:

Ayes: (7) Roethlisberger, Andrew, Endter, Hubbard, Jerome, Koppleberger, Baublitz

Nos: (0) None

Absent: (0) None

Moved by Hubbard, second by Koppleberger to adopt Resolution 2024-05: Poverty Income & Assets.

Motion carried by Roll Call vote:

Ayes: (7) Andrew, Endter, Hubbard, Jerome, Koppleberger, Roethlisberger, Baublitz

Nos: (0) None

Absent: (0) None

Moved by Koppleberger, second by Jerome to adopt Resolution 2024-06: Adopt Alternate Dates for Board of Review.

Motion carried by Roll Call vote:

Ayes: (7) Endter, Hubbard, Jerome, Koppleberger, Roethlisberger, Andrew, Baublitz

Nos: (0) None

Absent: (0) None

Moved by Hubbard, second by Roethlisberger to adopt Resolution 2024-07: Granting and Removing Real Property Exemptions.

Motion carried by Roll Call vote:

Ayes: (7) Hubbard, Jerome, Koppleberger, Roethlisberger, Andrew, Endter, Baublitz

Nos: (0) None

Absent: (0) None

Manager Conn presented the RFQ-QBS for Engineering Consultant for FY25 SRF Project. This is an official request for statements of qualification for professional engineering services related to a proposed wastewater collection project intended to be funded through the Clean Water/State Revolving Fund program.

Moved by Koppleberger, second by Hubbard to approve the RFQ-QBS for Engineering Consultant for FY25 SRF Project; authorizing its publication. Motion carried.

Clerk Cameron requested Council to appoint Treasurer Fandell to the Election Commission for the Election Year 2024. By Charter the City Assessor will also serve on the commission.

Moved by Hubbard, second by Jerome to appoint Treasurer Fandell to the Election Commission. Motion carried.

Public Comment

Mayor Baublitz asked for public comments.

Announcements

Mayor Baublitz asked for any other business to come before the City Council. None was offered.

Moved by Hubbard, second by Andrew to adjourn. Motion carried.

The meeting adjourned at 7:32pm.

Approved 2-6-2024

Cathy Cameron

Cathy Cameron, City Clerk