

**CITY OF ITHACA
CITY COUNCIL MEETING
January 2, 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, Rick Koppleberger and Kristyn Roethlisberger. Staff present was City Manager Jamey Conn and City Treasurer Barbara Fandell.

Absent were Councilperson Alison Jerome and City Clerk Cathy Cameron.

Audience in attendance was Spencer Barrett, Jeff Glynn, Jim Wheeler, Kasey Zehner and Jim Hirschman.

Moved by Hubbard, second by Andrew to excuse Councilperson Alison Jerome due to illness. Motion carried.

Moved by Koppleberger, second by Hubbard to approve the minutes of the regular meeting held December 19, 2023. Motion carried.

Mayor Baublitz asked if there were any items to be removed from the Consent Agenda. There were none so he called for approval of the agenda, including the consent agenda.

Moved by Hubbard, second by Roethlisberger to approve the agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. There was none.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on the cemetery signs, Planning Commission upcoming agenda item, Good Morning Gratiot event, Code Enforcement Officer position, water sampling and Gratiot County Landbank Authority.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49524-49539 and Payroll Checks #16849-16857, DD #2729-2751, EFT #1739-1748 as listed in the Check Register Book.**
- **Correspondence received was the city’s 2023 Pension and OPEB Report and Thompson Home Public Library meeting minutes.**

Motion carried by Roll Call Vote:

Ayes: (6) Andrew, Endter, Hubbard, Koppleberger, Roethlisberger, Baublitz

Nos: (0) None

Absent: (1) Jerome

Committee/Department Reports

There were none.

City Manager Comments

Manager Conn reported the hiring of a new Code Enforcement Officer was in process and should be completed by next week, with a start date soon to follow.

Special Orders

Industrial Facilities Property Tax Exemptions as applied for by Trident Manufacturing (IFE Application).

Moved by Hubbard, second by Andrew to open a public hearing to take comment on an IFE Application by Trident Manufacturing for 301 Industrial Parkway, Avenue B. Motion carried.

Mayor Baublitz opened the public hearing at 7:04pm.

Ms. Kasey Zehner of Greater Gratiot Development Inc. spoke on behalf of Trident Manufacturing. The project consists of the construction of a new 8,400 sq. ft. facility with an investment of \$885,200. The project is expected to create at least six (6) new FTE positions. The project construction incurred a delay due to an accident of key personnel, but still falls within the six-month requirement and a statement to that effect has been included.

Mayor Baublitz asked for additional comments. There were none.

Moved by Andrew, second by Koppleberger to close the public hearing. Motion carried.

Mayor Baublitz closed the public hearing at 7:06pm.

Moved by Hubbard, second by Koppleberger to open a public hearing to take comment on an IFE Application by Trident Manufacturing for 1102 Industrial Parkway, Avenue A. Motion carried.

Mayor Baublitz opened the public hearing at 7:07pm.

Ms. Kasey Zehner of Greater Gratiot Development Inc. spoke on behalf of Trident Manufacturing. The project is an 8,000 sq. ft. building expansion to increase storage space with an investment of \$170,500. The project is expected to create at least three (3) new FTE positions. This expansion will be on the south red building which incurred damage due to fire.

Ms. Zehner noted that Trident Manufacturing is Ithaca's second largest private employer, the first being Hutchinson Aerospace.

Mayor Baublitz expressed gratitude to Jim Hirschman for his investment in the community.

Mayor Baublitz asked for additional comments. There were none.

Moved by Koppleberger, second by Roethlisberger to close the public hearing. Motion carried.

Mayor Baublitz closed the public hearing at 7:09pm.

Moved by Hubbard, second by Koppleberger to adopt Resolution 2024-02 Approving an IFT Application for Trident Manufacturing.

Motion carried by Roll Call vote:

Ayes: (6) Endter, Hubbard, Koppleberger, Roethlisberger, Andrew, Baublitz

Nos: (0) None

Absent: (1) Jerome

Moved by Hubbard, second by Koppleberger to adopt Resolution 2024-03 Approving an IFT Application for Trident Manufacturing.

Motion carried by Roll Call vote:

Ayes: (6) Hubbard, Koppleberger, Roethlisberger, Andrew, Endter, Baublitz

Nos: (0) None

Absent: (1) Jerome

Mr. Wheeler, Ms. Zehner and Mr. Hirschman left the meeting.

Unfinished Business

Manager Conn explained the AFSCME Union representatives were in attendance to discuss the contract. Manager Conn and President Jeff Glynn requested a closed session to discuss the contract negotiations.

Mayor Baublitz presented the request to the City Council.

Moved by Hubbard, second by Andrew to enter closed session for AFSCME Union contract negotiations. Motion unanimously carried. Closed session entered at 7:10pm.

Returned from closed session at 7:21pm.

Mayor Baublitz reported that negotiations were completed and instructed City Manager Conn to present the new contract at the next regular meeting for action.

New Business

City Treasurer Fandell presented Resolution 2024-01 Public Act 152 Compliance for approval. She reviewed the resolution and explained the analysis of the health insurance rates and steps taken by the city to remain in compliance.

Moved by Hubbard, second by Koppleberger to adopt Resolution 2024-01 Public Act 152 Compliance.

Motion carried by Roll Call vote:

Ayes: (6) Koppleberger, Roethlisberger, Andrew, Endter, Hubbard, Baublitz

Nos: (0) None

Absent: (1) Jerome

City Treasurer Fandell presented and reviewed the proposal for new water meter reading software and equipment. Notification was received from Neptune Technology Group that the current equipment and software will become obsolete June 30, 2024. The original software was purchased in 2002 and the new proposal is for subscription-based software. The transition will take two to three months to complete. This purchase was not budgeted in the current year, however replacement and upgrades are in the Capital Improvement Plan for 2027 at an estimated \$28,000, so it has been built into the rates for four of the planned seven years.

Moved by Hubbard, second by Koppleberger to approve the purchase of AMR Reading equipment, software, and training from Ferguson Waterworks in the amount of \$12,263.14 and to amend the 23-24 fiscal year water and sewer budget for the purchase. Motion carried.

City Manager Conn presented the meeting schedule for the Downtown Development Authority as changed by the DDA board at its December 12, 2023, meeting. The new schedule sets the meetings for the second Tuesday of March, May, August, and November at 10:30am for better attendance.

Moved by Andrew, second by Hubbard to approve the meeting schedule as presented by the Downtown Development Authority Board. Motion carried.

Public Comment

Mayor Baublitz asked for public comments.

City Manager Conn requested approval to provide the non-union full-time employees with the new benefits offered to the AFSCME union once the contract is approved.

Moved by Koppleberger, second by Roethlisberger to authorize the same wage percentage increases (4% per year for 3 years), defined contribution retirement schedule and product changes, additional personal and holiday days as offered to the AFSCME union effective July 1, 2024. Motion carried.

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 7:35pm.

Barbara Fandell, Recorder

Approved 1-16-2024

Cathy Cameron

Cathy Cameron, City Clerk

**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

**CITY OF ITHACA
CITY COUNCIL MEETING
February 6, 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, and Rick Koppleberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent were Councilpersons Alison Jerome and Kristyn Roethlisberger.

Additional Staff Present was City Treasurer Barbara Fandell, DPW Superintendent Brandon Smith and Water/Sewer Superintendent Jarred Waldron.

Audience in attendance was Shannon McKnight and Alex Korovich.

Moved by Hubbard, second by Koppleberger to approve the minutes of the regular meeting held January 16, 2024. Motion carried.

Moved by Andrew, second by Koppleberger to excuse Councilpersons Alison Jerome and Kristyn Roethlisberger due to personal obligations. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda. Manager Conn requested to add Commercial Water Service Replacement Project to the agenda under New Business. Mayor Baublitz placed it as item 11c.

Moved by Hubard, second by Koppleberger to approve the Agenda (as amended by adding item 11c. Commercial Water Service Replacement Project) including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. There was none.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on Trinity Truck & Trailer, Gratiot County Masterplan, Chamber Breakfast, Ithaca Fire Department, Commercial LCR and SRF Update.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49577-49613, W/S Bond Debt #26(A) and Payroll Checks #16863-16867, DD #2764-2775, EFT #1756-1764 as listed in the Check Register Book.**
- **Correspondence received was none.**

Motion carried by Roll Call Vote:

Ayes: (5) Koppleberger, Andrew, Endter, Hubbard, Baublitz

Nos: (0) None

Absent: (2) Jerome, Roethlisberger

Committee/Department Reports

The Committee of the Whole met with the Manager and Department Heads prior to this council meeting, to review projects and discuss goals for 2024 as part of the annual strategic planning.

City Manager Comments

Manager Conn inquired if there were any questions regarding his written report. There was none.

Unfinished Business

There was none.

New Business

Manager Conn presented Resolution 2024-08: Authorizing Notice of Intent and Declaring Intent to Reimburse. This resolution and notice indicate the City’s intent to issue Water Supply System Revenue Bonds in an amount not to exceed two million (\$2,000,000) to pay for improvements to the water supply system of the city. The resolution authorizes the publication of a Notice of Intent (*exhibit A below*) relating to the City’s bonds to be issued through the Drinking Water State Revolving Fund Program (DWSRF).

EXHIBIT A

**NOTICE TO TAXPAYERS AND ELECTORS OF THE CITY OF ITHACA
AND TO USERS OF THE CITY’S WATER SUPPLY SYSTEM
OF INTENT TO ISSUE REVENUE BONDS AND THE
RIGHT OF REFERENDUM RELATING THERETO**

PLEASE TAKE NOTICE that the City Council of the City of Ithaca, County of Gratiot, State of Michigan (the “City”), intends to issue and sell revenue bonds pursuant to Act 94, Public Acts of Michigan, 1933, as amended, in one or more series, in a total amount not to exceed Two Million Dollars (\$2,000,000), for the purpose of paying all or part of the cost to acquire, construct, furnish and equip improvements to the City’s existing water supply system including watermains and lead service line replacements at various locations throughout the City, together with all necessary interests in land, rights-of-way, appurtenances and attachments thereto.

SOURCE OF PAYMENT OF REVENUE BONDS

THE PRINCIPAL OF AND INTEREST ON THE REVENUE BONDS SHALL BE PAYABLE primarily from the revenues received by the City from the operations of the water supply system (the “System”). The City expects the revenue bonds to be sold to the Michigan Finance Authority in connection with the Michigan Department of Environment, Great Lakes and Energy Drinking Water State Revolving Fund program in which case the bonds sold to Michigan Finance Authority may also be payable as described below. The revenues will consist of rates and charges billed to the users of the System, a schedule of which is presently on file in the office of the City Clerk. The rates and charges may from time to time be revised to provide sufficient revenues to provide for the expenses of operating and maintaining the System, to pay the principal of and interest on the bonds and to pay other obligations of the System.

BOND DETAILS

THE REVENUE BONDS will be payable in not more than forty (40) years from the date of issuance of each series of bonds and will bear interest at the rate or rates to be determined at public or private sale but in no event to exceed such rates as may be permitted by law on the unpaid balance from time to time remaining outstanding on said bonds.

**ADDITIONAL SOURCES OF PAYMENTS FOR BONDS
SOLD TO MICHIGAN FINANCE AUTHORITY**

IF THE REVENUE BONDS ARE SOLD TO THE MICHIGAN FINANCE AUTHORITY, THE CITY MAY ALSO PLEDGE ITS LIMITED TAX FULL FAITH AND CREDIT AS SECURITY FOR THE BONDS. IN SUCH CASE, IF REVENUES OF THE SYSTEM ARE INSUFFICIENT TO PAY DEBT SERVICE AT ANY TIME, THEN TO PAY DEBT SERVICE THE CITY SHALL ADVANCE LEGALLY AVAILABLE FUNDS INCLUDING, IF NECESSARY, FUNDS FROM THE LEVY OF TAXES UPON ALL TAXABLE PROPERTY IN THE CITY, SUBJECT HOWEVER TO APPLICABLE CONSTITUTIONAL, STATUTORY AND CHARTER TAX RATE LIMITATIONS. IN ADDITION, THE CITY MAY BE REQUIRED TO PLEDGE FOR THE PAYMENT OF THE BONDS SOLD TO THE MICHIGAN FINANCE AUTHORITY MONEY RECEIVED OR TO BE RECEIVED BY THE CITY DERIVED FROM IMPOSITION OF TAXES BY THE STATE AND RETURNED OR TO BE RETURNED TO THE CITY AS PROVIDED BY LAW, except for money the use of which is prohibited for such purposes by the State Constitution. The City may enter into an agreement providing for the payment of taxes, which taxes are collected by the State and returned to the City as provided by law, to the authority or a trustee, and such funds may be pledged for the payment of the revenue bonds.

RIGHT OF REFERENDUM

THE REVENUE BONDS WILL BE ISSUED WITHOUT A VOTE OF THE ELECTORS UNLESS A PETITION REQUESTING SUCH A VOTE SIGNED BY NOT LESS THAN 10% OF THE REGISTERED ELECTORS OF THE CITY IS FILED WITH THE CITY

CLERK WITHIN FORTY-FIVE (45) DAYS AFTER PUBLICATION OF THIS NOTICE. IF SUCH PETITION IS FILED, THE BONDS MAY NOT BE ISSUED WITHOUT AN APPROVING VOTE OF A MAJORITY OF THE QUALIFIED ELECTORS OF THE CITY VOTING THEREON.

THIS NOTICE is given pursuant to the requirements of Section 33, Act 94, Public Acts of Michigan, 1933, as amended.

ADDITIONAL INFORMATION will be furnished at the office of the City Clerk upon request.

*Cathy Cameron
City Clerk, City of Ithaca*

Moved by Kopplesberger, second by Hubbard to adopt Resolution 2024-08: Authorizing Notice of Intent and Declaring Intent to Reimburse; and authorizing publication of notice in the newspaper.

Motion carried by Roll Call Vote:

Ayes: (5) Kopplesberger, Andrew, Endter, Hubbard, Baublitz

Nos: (0) None

Absent: (2) Roethlisberger, Jerome

Manager Conn presented the AYSO lease agreement of soccer fields at McNabb Park for consideration. The term of the lease shall be for a period of five (5) years commencing on this date through December 31, 2028. During this period, the rent will be \$1,000 per year payable on the first day of April each year of the agreement.

Moved by Hubbard, second by Andrew to approve the AYSO lease agreement for a five-year term being 2024-2028. Motion carried.

Manager Conn presented the Commercial Water Service Replacement Project rebid received from Isabella Corporation. This project was originally bid back in May of 2022. The lowest bid at that time was more than 200% over the engineer's estimate. It was recommended that Council re-bid this project later for a planned construction date being in 2023 or 2024. Council agreed with the delay and re-bid recommendation. Isabella Corporation submitted a rebid in the amount of \$368,000 with a projected completion date by the end of April 2024.

Moved by Andrew, second by Endter to award the rebid to Isabella Corporation in the amount of \$368,000 for the Commercial Water Service Replacement Project. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Mayor Baublitz asked for any other business to come before the City Council. Councilperson Andrew reported that the Ithaca Unit patrol car has been seen parked in the median of the highway just north of the city. Discussion was held. Manager Conn will contact Lieutenant Leonard regarding the situation.

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

The meeting adjourned at 7:13pm.

Approved 2-20-2024

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
February 20, 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 Clerk Cathy Cameron.

Absent was City Manager Jamey Conn.

Audience in attendance was none.

Moved by Andrew, second by Hubbard to approve the minutes of the regular meeting held February 6, 2024. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Koppleberger, second by Jerome to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. There was none.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on Henry McCormack Safe, City Parcels in Westwind Estates, ZFS Pump, Landbank and County Parks.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49614-49648, W/S Bond Debt #27(A) and Payroll Checks #16868-16872, DD #2776-2787, EFT #1765-1769 as listed in the Check Register Book.**
- **Correspondence received was none.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee/Department Reports

There was none.

City Manager Comments

There was none.

Unfinished Business

There was none.

New Business

Mayor Baublitz presented the Gratiot Agricultural Society (G.A.S.) Property Lease Agreement. The term of the lease shall commence on February 20, 2024 and end on August 31, 2028.

Moved by Hubbard, second by Koppleberger to approve the Gratiot Agricultural Society (G.A.S.) Property Lease Agreement for a term of February 20, 2024 through August 31, 2028. Motion carried.

Mayor Baublitz presented the SRF-Statements of Qualifications (SOQ) for CWSRF Professional Engineering Services. Proposals were received from Rowe Professionals Services Co. and Wade Trim, Inc. The city reviewed, evaluated, and scored the SOQ's based on the same criteria. Staff recommendation was to negotiate with Rowe PSC for the project.

Moved by Andrew, second by Koppleberger to authorize negotiations with Rowe PSC for the CWSRF Professional Engineering Services Project. Motion carried.

Clerk Cameron presented the Proclamation for Women's History Month as requested by the local chapter of the Daughters of the American Revolution.

Moved by Hubbard, second by Roethlisberger to recognize the month of March as Women's History Month. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Mayor Baublitz asked for any other business to come before the City Council. Clerk Cameron reported on the monthly water bill shut off's.

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

The meeting adjourned at 7:11pm.

Approved 3-5-2024

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
March 5, 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, Alison Jerome, Rick Koppleberger and Kristyn Roethlisberger. Staff present was City Clerk Cathy Cameron.

Additional staff present was DPW Superintendent Brandon Smith.

Absent was Councilperson Clark Hubbard and City Manager Jamey Conn.

Audience in attendance was none.

Moved by Koppleberger, second by Andrew to approve the minutes of the regular meeting held February 20, 2024. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Jerome, second by Koppleberger to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. There was none.

Consent Agenda

Moved by Koppleberger, second by Roethlisberger to approve the consent agenda items as listed:

- **City Manager’s written report, which included updates and information on Consumers Sub-Station, Tax Assessments, Seasonal Positions, Election and Parks & Recreation Master Plan.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49649-49668 and Payroll Checks #16873-16877, DD #2788-2799, EFT #1770-1778 as listed in the Check Register Book.**
- **Correspondence received was Moody’s Issuer Comment.**

Motion carried by Roll Call Vote:

Ayes: (6) Andrew, Endter, Jerome, Koppleberger, Roethlisberger, Baublitz

Nos: (0) None

Absent: (1) Hubbard

Committee/Department Reports

There was none.

City Manager Comments

There was none.

Unfinished Business

There was none.

New Business

Mayor Baublitz presented a request from the County Road Commission to cost share with the city for road maintenance on bordering roads. DPW Superintendent Smith reported that this is a common practice with 2019 being the last time maintenance costs were shared. The projected maintenance would be on Fillmore Road (State to Croswell) and Saint Charles Road (State to east end of pavement). The cost share to the city would be \$14,620 (25%), the bordering township would pay 25% and the County paying 50% of the grand total. Discussion was held.

Moved by Andrew, second by Jerome to approve the city’s cost share in the amount of \$14,620 with the County Road Commission for road maintenance of Fillmore Road (State to Croswell) and Saint Charles Road (State to east end of pavement). Motion carried.

DPW Superintendent Smith reported that Central Asphalt was willing to extend their original bid (2/2/2024) from 30 days until the council met this evening to decide if the proposed project would be moving forward. The bid was for the rehabilitation of Woodland Park Street in the amount of \$222,984.51. Discussion was held. The city has \$185,000 budgeted, with the difference of \$37,984.51 to be taken from the local street fund.

Moved by Andrew, second by Endter award the bid from Central Asphalt for the rehabilitation of Woodland Park Street in the amount of \$222,984.51 with \$37,984.51 to be taken from the local street fund. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

There was none.

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

The meeting adjourned at 7:18pm.

Approved 3-19-2024

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
March 19, 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 Treasurer Barbara Fandell.

Absent was none.

Audience in attendance was none.

Moved by Koppleberger, second by Hubbard to approve the minutes of the regular meeting held March 5, 2024. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Koppleberger, second by Jerome to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. There was none.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on Lagoons, Downtown Pets, MDOT Construction, Playscape, City Parcel and Board of Review.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49669-49702 and Payroll Checks #16878-16882, DD #2800-2811, EFT #1780-1783 as listed in the Check Register Book.**
- **Correspondence received was MDOT News Release**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee/Department Reports

Mayor Baublitz reported that the Committee of the Whole met prior to the council meeting that evening. Manager Conn reported to the council that an error was found in utility billing, resulting in the underbilling of accounts that recently had new meters installed. A full review of all accounts was conducted, identifying a few accounts with conversion code errors. Discussion was held.

Moved by Koppleberger, second by Andrew to forego any collection of the underbilled accounts due to city error and make whole on the conversion accounts that were identified. Motion carried.

City Manager Comments

Manager Conn reported that he, Water/Sewer Superintendent Waldron and Treasurer Fandell had attended a meeting with EGLE staff regarding lagoon maintenance. Most of the meeting was focused on the infiltration into the sanitary sewer system from storm water. They also discussed resolving past inspection issues at the lagoons. Manager Conn further reported that a city owned lot off Dilts Road is garnering interest as a road and for purchase of neighboring properties. Discussion was held.

Unfinished Business

There was none.

New Business

Mayor Baublitz presented the Professional Services Proposal from ROWE for the State Revolving Fund Project Plans Fiscal Year 2025. Manager Conn stated that this proposal in the amount of \$19,800 includes engineering services for CWSRF (Union Street – Center to Barber) and DWSRF (Union Street – Center to Arcada) & (North Street – Maple to Pine River) project plans.

Moved by Hubbard, second by Jerome to approve the engineering proposal from ROWE in the amount of \$19,800 for State Revolving Fund Project Plans Fiscal Year 2025 (CWSRF/DWSRF) and authorized the City Manager to sign the contract. Motion carried.

Manager Conn presented the street maintenance cost increases from the capital improvement plan for fiscal years 2023/2024 and 2024/2025. The proposed maintenance has increased in cost in the amount of \$22,200 (2023/2024) and \$13,300 (2024/2025).

Moved by Andrew, second by Hubbard to approve the additional cost of \$35,500 for proposed street maintenance for fiscal years 2023/2024 and 2024/2025, amending the budget as necessary. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

There was none.

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

The meeting adjourned at 7:24pm.

Approved 4-2-2024

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
April 2, 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 and Rick Koppleberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Additional staff present was Water & Sewer Superintendent Jarred Waldron.

Absent was Councilperson Kristyn Roethlisberger.

Audience in attendance was Shannon McKnight.

Clerk Cameron offered a correction to the minutes on page one, under Committee Reports; the omission of “Councilperson Endter abstained from the vote.”

Moved by Hubbard, second by Jerome to approve the minutes of the regular meeting held March 19, 2024 with the addition of “Councilperson Endter abstained from the vote”. Motion carried.

Moved by Hubbard, second by Koppleberger to excuse Councilperson Kristyn Roethlisberger due to illness. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Andrew, second by Hubbard to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. There was none.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on CPR Training, Landbank Authority, Community Center, Clerk Institute and FY 2025 CWSRF.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49703-49723 and Payroll Checks #16883-16894, DD #2812-2837, EFT #1784-1792 as listed in the Check Register Book.**
- **Correspondence received was Library Minutes.**

Motion carried by Roll Call Vote:

Ayes: (6) Hubbard, Jerome, Koppleberger, Andrew, Endter, Baublitz

Nos: (0) None

Absent: (1) Roethlisberger

Committee/Department Reports

There was none.

City Manager Comments

Manager Conn inquired if there were any questions regarding his written report. There was none.

Unfinished Business

There was none.

New Business

Manager Conn presented Resolution 2024-09: MDOT Performance Resolution For Municipalities. By adoption this will hold MDOT harmless, while allowing the city to work within the MDOT right-of-way.

Moved by Hubbard, second by Koppleberger to adopt Resolution 2024-09: MDOT Performance Resolution For Municipalities.

Motion carried by Roll Call Vote:

Ayes: (6) Jerome, Koppleberger, Andrew, Endter, Hubbard, Baublitz

Nos: (0) None

Absent: (1) Roethlisberger

Manager Conn presented the MMDHD Distribution Node Agreement. This is a renewal agreement between the Mid-Michigan District Health Department, Ithaca Fire Department and Ithaca Community Center for use of the facilities in the event of a biological or chemical emergency occurring. This agreement shall be in effect for five (5) years.

Moved by Koppleberger, second by Jerome to approve the MMDHD Distribution Node Agreement with a term ending April 2029 and authorize City Manager to sign. Motion carried.

Water and Sewer Superintendent Waldron provided updates regarding the lagoon maintenance and the infiltration into the sanitary sewer system from the storm water. Discussion was held. Manager Conn reported that EGLE will be sending an Administrative Consent Order for the city to review regarding these concerns.

Moved by Hubbard, second by Andrew to authorize negotiations with EGLE upon review of the Administrative Consent Order regarding the issues and plan of action. Motion carried.

Manager Conn reported on the sidewalk bid opening. Three bids were received with the lowest bid submitted by Seifer Concrete. Recommendation is to award the bid to Siefert Concrete for the two-year project.

Moved by Hubbard, second by Koppleberger to award the bid for the 2024-2025 Sidewalk Project (Zones 3&4) to Siefert Concrete in the amount of \$6.75 per square foot (removal and replacement with four inch thick concrete). Motion carried.

Mayor Baublitz requested a Special Council Meeting be set for April 23, 2024 at 7pm. for the purpose of a public hearing on the CWSRF Fiscal Year 2025.

Moved by Koppleberger, second by Jerome to set a Special Council Meeting for April 23, 2024 at 7pm. for the CWSRF FY 2025 Public Hearing. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Clerk Cameron announced that she recently completed Clerk's Institute with the Michigan Association of Municipal Clerks and has been awarded MiPMC designation. (*Michigan Professional Municipal Clerk*)

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

The meeting adjourned at 7:27pm.

Approved 4-16-2024

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
April 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 Lt. Leonard.

Absent was none.

Audience in attendance was Ted & Becky Hamilton.

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

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Koppleberger, second by Andrew to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. Becky Hamilton introduced herself as a member of the Durand Lions Club. She is working with members of the Ithaca Lions Club to boost membership, fundraising opportunities and community projects.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on Downtown Progress, DWSRF FY 2024, Seasonal Hires, G.A.S., AYSO, City Hall entry door, Administrative Consent Order and Special Meeting.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49724-49759 and Payroll Checks #16895-16899, DD #2838-2849, EFT #1793-1797 as listed in the Check Register Book.**
- **Correspondence received was Gratiot County Child Advocacy, G.A.S. and Library Minutes.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee/Department Reports

Lt. Leonard reported on the quarterly activity of the Ithaca Unit covering January through March 2024. The monthly activity report for March was provided.

Moved by Hubbard, second by Koppleberger to receive the Ithaca Unit 1st Quarter 2024 verbal report and the March 2024 written report. Motion carried.

Manager Conn inquired if there were any questions on the 3rd Quarter of Fiscal Year 2023-2024 reports provided by Treasurer Fandell. There were none.

Moved by Andrew, second by Hubbard to receive the Financial Report for the 3rd Quarter of Fiscal Year 2023-2024 and place on file. Motion carried.

City Manager Comments

Manager Conn reported that the Downtown LCR project is running on schedule. EGLE informed him to expect the Administration Consent Order Agreement to take a minimum of two or three months to draft. Progress updates will continue to be provided.

Unfinished Business

Manager Conn requested a final determination on the fate of the Woodland Park Playscape. Discussion was held. It was the consensus of the council that the aging wood structure has become a safety hazard and should be removed. Council suggested a committee of community volunteers be formed to participate in the development of a new playground.

Moved by Andrew, second by Hubbard to demolish the Woodland Park Playscape, replacing it with a new playground. Motion carried.

New Business

Mayor Baublitz requested a public hearing be set for May 21, 2024 for the 2024-2025 Fiscal Year Budget.

Moved by Hubbard, second by Jerome to set the 2024-2025 Fiscal Year Budget public hearing for May 21, 2024 at 7:00pm or soon thereafter as the agenda allows. Motion carried.

Manager Conn presented amendments to the 2023-2024 Fiscal Year Budget.

Moved by Hubbard, second by Koppleberger to approve the amendments to the 2023-2024 Fiscal Year Budget as presented. Motion carried.

Clerk Cameron presented the delinquencies to be placed on the 2024 Summer Property Tax Roll and requested authorization for Treasurer Fandell to do so. There were eight delinquent utility accounts and ten delinquent invoices for a total of \$2,210.82.

Moved by Andrew, second by Endter to place the delinquent utility and invoice amounts on the 2024 Summer Property Tax Roll in the total amount of \$2,210.82. Motion carried.

Manager Conn reported that three proposals were received for the City Hall HVAC replacement. The lowest proposal was submitted by Smith Mechanical in the amount of \$21,000. Recommendation is to award the bid to Smith Mechanical.

Moved by Hubbard, second by Koppleberger to award the bid for the City Hall HVAC replacement to Smith Mechanical in the amount of \$21,000. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

There was none.

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

The meeting adjourned at 7:38pm.

Approved 5-7-2024

Cathy Cameron

Cathy Cameron, City Clerk

CITY OF ITHACA
CITY COUNCIL SPECIAL MEETING
April 23, 2024
7:00 PM

The special 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.

Absent was none.

Additional staff present was City Treasurer Barbara Fandell, Water/Sewer Superintendent Jarred Waldron and DPW Superintendent Brandon Smith.

Audience in attendance was Aaron Wendzel with ROWE PSC, Will DeVuyst, George Bailey and Shannon McKnight.

Mayor Baublitz asked for approval of the agenda.

Moved by Hubbard, second by Endter to approve the agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

New Business

Mayor Baublitz requested a motion to open the public hearing for the Clean Water State Revolving Fund Project.

Moved by Andrew, second by Hubbard to open the public hearing at 7:01pm. Motion carried.

Manager Conn introduced Aaron Wendzel with ROWE Professional Services Company.

Mr. Wendzel presented the Clean Water State Revolving Fund project plan. The state revolving fund offers low interest loans for financing of projects, potential grants for funding projects and requires a project plan to analyze project alternatives in addition to holding a public hearing to receive comments and answer questions. This process does not commit the city to any project or taking the loan. The city has identified areas of aging infrastructure that need to be addressed based upon inspection and the city capital improvement plan. The proposed project locations are Union Street Sanitary Sewer (Center to Barber). The objective is to replace aging infrastructure in poor condition, reduce potential of PFAS entering the sanitary sewer, reduce inflow/infiltration and reduce probability of future violations. Mr. Wendzel explained the three alternatives to choose from: 1) No Action (*zero cost*); 2) Optimum Performance (*\$5.5 million*); or 3) Regionalization (*\$9.7 million*).

Alternative 2) Optimum Performance was selected as it met the objectives and has a lower up-front cost.

- Replace existing sanitary sewer on Union Street
 - Reduce inflow/infiltration
 - Reduce potential of PFAS entering the sanitary sewer
 - New sewer

The proposed project financing would come from the State Revolving Fund Loan Program. The city is looking at a thirty (30) year loan period which is approximately \$13-\$14 per month, per user, over the life span of the loan. This also depends on potential loan forgiveness and use of existing rates and funds.

The residents in attendance did inquire on certain aspects of the project and received informative answers from Mr. Wendzel as well as from Water/Sewer Superintendent Waldron.

Discussion was held.

Moved by Koppleberger, second by Hubbard to close the public hearing at 7:25pm. Motion carried.

Mayor Baublitz presented Resolution 2024-10: CWSRF Project Plan FY25.

Moved by Andrew, second by Koppleberger to adopt Resolution 2024-10: CWSRF Project Plan FY25.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Abstain: (0) None

Public Comment

Mayor Baublitz asked for public comments. There was none.

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

The meeting adjourned at 7:27pm.

Approved 5-7-2024

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
May 7, 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, Alison Jerome and Rick Koppleberger. Staff present was City Manager Jamey Conn and Deputy City Clerk Shelly Moffit.

Additional staff present was Treasurer Barbara Fandell.

Absent was Councilpersons Clark Hubbard and Kristyn Roethlisberger.

Audience in attendance was Shannon McKnight and Andy Campbell of Baker-Tilly.

Moved by Koppleberger, second by Jerome to approve the minutes of the regular meeting held April 16, 2024 and the special meeting minutes of April 23, 2024. Motion carried.

Moved by Andrew, second by Endter to excuse Councilpersons Hubbard and Roethlisberger. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Jerome, second by Koppleberger to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. There was none.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on Hydrant Flushing, Westwind Estates, Downtown LCR Project, Woodland Park Road, Gwinner Street Project, Summer Hours, Playscape, CPR and First Aid Staff Training, Waste Management and Chamber Community Celebration.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49760-49796, Grant Fund #1251-1252 and Payroll Checks #16900-16910, DD #2850-2874, EFT #1798-1810 as listed in the Check Register Book.**
- **Correspondence received was upcoming events flyers.**

Motion carried by Roll Call Vote:

Ayes: (5) Endter, Jerome, Koppleberger, Andrew, Baublitz

Nos: (0) None

Absent: (2) Hubbard, Roethlisberger

Committee/Department Reports

There was none.

City Manager Comments

Manager Conn reported that hydrant flushing will begin Monday, May 13th. He stated a Westwind resident inquired about purchasing lot #1. This lot is listed as city owned and not for sale. The council agreed for Manager Conn to do some research and investigate the history of the lot and evaluate the intended use of the lot. He reported that Dr Freestone reached out and offered to form a committee and help raise money to save the playscape. Manager Conn explained that for safety reasons the decision had been made to remove it but appreciated him reaching out. He also stated that summer hours began Monday, May 6th.

Unfinished Business

There was none.

New Business

Manager Conn presented the Annual 2023 Planning Commission & Zoning Board of Appeals Report as required under the Michigan Zoning Enabling Act. The report was reviewed by the Planning Commission with authorization to send on to Council for approval.

Moved by Andrew, second by Endter to receive the Annual 2023 Planning Commission & Zoning Board of Appeals Report as presented. Motion carried.

Manager Conn reported that the IPC has requested an alcoholic liquor permit for the upcoming Rock the Block Downtown Party on Saturday, May 18th.

Moved by Kopplesberger, second by Jerome to approve the alcoholic liquor permit for the Rock the Block Downtown Party on Saturday, May 18, 2024. Motion carried.

Manager Conn reported on the progress of the Gwinner Street project. He requested to move \$4200 from the Parking Lot Department to the Sidewalk Department to complete the project prior to the new fiscal year.

Moved by Endter, second by Andrew to amend the General Fund budget by decreasing Department 450 Alleys/Parking lots and increasing Department 444 Sidewalks by \$4200. Motion carried.

Andy Campbell of Baker-Tilly presented a cash flow analysis and reviewed the effect each term (20 year and 30 year) would have on the 2024 DWSRF bonding issue. He further discussed the effect the 2025 DWSRF and CWSRF projects could have on the system. The rates will incur an increase of 15% - 20% for the 2024-25 fiscal year. He shared that a determination of the desired term should be decided after the public hearing at the May 21st council meeting.

The Downtown Development Authority has requested an increase in the amount that the city transfers to the DDA Fund. Since the TIF was dissolved in 2018 the city has contributed \$10,000. The DDA has asked for a \$5,000 increase. After discussion Councilperson Endter asked to table the decision and would like to attend the next DDA meeting.

Treasurer Fandell presented the 2024-2025 Fiscal Year Budget. A public hearing will be held on May 21, 2024. *(At the previous regular meeting held on April 16th; Moved by Hubbard, second by Jerome to set the 2024-2025 Fiscal Year Budget public hearing for May 21, 2024 at 7:00pm or soon thereafter as the agenda allows. Motion carried.)*

Moved by Andrew, second by Endter to authorize the introduction of the 2024-25 Fiscal Year Budget.

Motion carried by Roll Call Vote:

Ayes: (5) Jerome, Kopplesberger, Andrew, Endter Baublitz

Nos: (0) None

Absent: (2) Clark Hubbard, Kristyn Roethlisberger

Treasurer Fandell requested a committee meeting be held to review the budget prior to the public hearing. Mayor Baublitz scheduled a Committee of the Whole meeting for May 21, 2024 at 6pm.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Councilperson Endter inquired about the status of the Code Position. Discussion was held regarding code related issues and the Resident Concern Form.

Moved by Endter, second by Jerome to adjourn. Motion carried.

The meeting adjourned at 8:16 pm.

Approved 5-21-2024

Shelly Moffit, Deputy City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
May 21, 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, DPW Superintendent Brandon Smith and Water & Sewer Superintendent Jarred Waldron.

Absent was none.

Audience in attendance was Aaron Wendzel with ROWE PSC, Brian Henderson and Larry Stehlik.

Moved by Koppleberger, second by Jerome to approve the minutes of the regular meeting held May 7, 2024. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Hubbard, second by Andrew to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. Resident Larry Stehlik, inquired on abandon vehicles ordinance. Manager Conn stated that he recently attended a meeting with other city and township officials to discuss the process of enforcement of such ordinance violations. Gratiot County Prosecuting Attorney was also in attendance and will be working with officials on the legal process to resolve these matters.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on SLIPR, Material Management Plan, Code Enforcement, Park Road and Gwinner Street, Planning Commission, Isabella Corporation and DDA.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49797-49829, #1028(A), Grant Check #1253 and Payroll Checks #16911-16917, DD #2875-2886, EFT #1811-1818 as listed in the Check Register Book.**
- **Correspondence received was none.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee/Department Reports

Mayor Baublitz reported that the Committee of the Whole met prior to the council meeting that evening. The council reviewed and discussed the proposed 2024-2025 Fiscal Year Budget. Continued discussion was held on the funding terms of the 2024 DWSRF Project; as presented at the previous regular council meeting. The committee recommended utility rate increases of 20% water and 5% sewer for next fiscal year. In addition, selecting the twenty (20) year loan term funding for the 2024 DWSRF Project.

Moved by Kopplesberger, second by Hubbard to authorize the City Treasurer to proceed with acquiring a twenty (20) year loan term funding for the 2024 DWSRF Project. Motion carried.

City Manager Comments

Manager Conn reported that the county is working with other community leaders on a recycling plan due to recent amendments at the state level. Collaboration with other counties is necessary to develop the plan and carry out the operation. The paving of Gwinner Street is completed with restoration in progress. Due to weather, the paving of Park Road has been delayed a few days. Woodland Park will be closed an additional week while the DPW crew completes shoulder work after the new pavement is laid. Water & Sewer Superintendent Waldron and himself completed a walk-through with Isabella Corporation and ROWE regarding the Commercial LCR project. Isabella Corporation did a great job and completed the project on time.

Unfinished Business

Manager Conn reported that Councilperson Endter and he attended a recent DDA meeting to further discuss the boards request to increase the budget by \$5,000. Councilperson Endter stated that the meeting went well, with discussion on the DDA's revenue and expenditures. Councilperson Endter recommended that the city increase the DDA budget by \$3,000 for the 2024-2025 Fiscal Year.

Moved by Endter, second by Andrew to approve a budget increase of \$3,000 to the DDA for the 2024-2025 Fiscal Year. Motion carried.

Public Hearings

Mayor Baublitz requested a motion to open the public hearing for the Drinking Water State Revolving Fund Project FY25.

Moved by Hubbard, second by Jerome to open the public hearing at 7:20pm. Motion carried.

Aaron Wendzel with ROWE PSC presented the Drinking Water State Revolving Fund Project Plan FY25. The state revolving fund offers low interest loans for financing of projects, potential grants for funding projects and requires a project plan to analyze project alternatives in addition to holding a public hearing to receive comments and answer questions. This process does not commit the city to any project or taking the loan. The city has identified areas of aging infrastructure that need to be addressed based upon inspection and the city capital improvement plan. The proposed project locations are Union Street (Center to Barber) 4" water main, North Street (Maple to North Pine River) no water main (*long services*). The objective is to update aging infrastructure, add watermain in an area with long service line, replace suspected lead service lines and increase fire hydrant flow and pressure within the city system. Mr. Wendzel explained the three alternatives to choose from: 1) No Action (*zero cost*); 2) Optimum Performance (*\$2.24 million*); or 3) Regionalization (*\$2.47 million*).

Alternative 2) Optimum Performance was selected as it met the objectives and has a lower up-front cost.

- Union Street (Center to Arcada)
 - Replace existing 4 inch with 8 inch by open cut
 - Replace potential lead service lines
 - Replace approximately half the road based on water main location
- North Street (Maple to North Pine River)
 - Install 8 inch water main to replace long service lines and creating a looped water main by open cut

- Install 8 inch water main under North Pine River (US127 BR) with a jack and bore. Casing pipe will be a requirement of MDOT
- Replace potential lead service lines
- Replace approximately half the road based on water main location

The proposed project financing would come from the State Revolving Fund Loan Program. The city is looking at a thirty (30) year loan period which is approximately \$5.26 per month, per user, over the life span of the loan. This also depends on potential loan forgiveness and use of existing rates and funds.

The residents in attendance did inquire on certain aspects of the project and received informative answers from Mr. Wendzel as well as from Water & Sewer Superintendent Waldron.

Discussion was held.

Moved by Andrew, second by Hubbard to close the public hearing at 7:35pm. Motion carried.

Mayor Baublitz requested a motion to open the public hearing on the 2024-2025 Fiscal Year Budget.

Moved by Hubbard, second by Jerome to open a public hearing to take comments on the proposed 2024-2025 Fiscal Year Budget. Motion carried.

Mayor Baublitz opened the public hearing at 7:35 pm.

Treasurer Fandell reviewed the budgetary highlights (attached). This budget was drafted, as directed by the strategic planning and committee meetings, with concentration on repairing and maintaining current assets of the city, infrastructure projects including, but not limited to lead/copper water service line replacements, watermain upgrades and loop completions, storm and sanitary sewer repairs/upgrades, street paving/maintenance, Wood Park playscape replacement and security of city properties.

Treasurer Fandell noted that this hearing also serves to take comment on the property tax millage rates and the potential Truth and Taxation rollback. She reviewed the millage rates and the impacts of the Headlee Rollback and Truth and Taxation.

Water and Sewer rates will increase (*amount to be determined*) due to large infrastructure projects, EGLE requirements for system upgrades, additional treatments to the lagoons and sampling.

Economic and supply chain factors which have impacted the current year budget have eased, however will most likely continue into the new budget year. The COVID pandemic had significant impacts on supply chain, material demands and labor shortages which have still not fully recovered. As a result, costs for materials, equipment and labor (both employed and contracted) have changed the way municipalities do business. These changes affect planned capital cost in terms of replacement timelines (due to delayed production and wait times of a year or longer) and rate increases for services, taxes, or borrowing requirements due to the large increase for products and services.

Discussion was held.

Mayor Baublitz asked for additional comments. Resident Brian Henderson inquired on the water/sewer rate increases, and planned projects. Treasurer Fandell and Manager Conn provided informative answers to Mr. Henderson.

Moved by Hubbard, second by Koppberger to close the public hearing. Motion carried.

Mayor Baublitz closed the hearing at 8:03pm.

New Business

Mayor Baublitz presented Resolution 2024-13: DWSRF Project Plan FY25.

Moved by Hubbard, second by Jerome to adopt Resolution 2024-13: DWSRF Project Plan FY25.

Motion carried by Roll Call Vote:

Ayes: (7)

Nos: (0) None

Absent: (0) None

Abstain: (0) None

Mayor Baublitz presented Resolution 2024-14: CWSRF Project Plan FY25 (*updating Res: 2024-10 action*).

Moved by Andrew, second by Hubbard to adopt Resolution 2024-14: CWSRF Project Plan FY25

(*updating Res: 2024-10 action*).

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Abstain: (0) None

Treasurer Fandell presented Resolution 2024-11: Approving the 2024-2025 FY Property Tax Millage Rates.

Moved by Hubbard, second by Jerome to adopt Resolution 2024-11: Approving the 2024-2025 FY Property Tax Millage Rates.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Abstain: (0) None

Mayor Baublitz presented Resolution 2024-12: Designation of City Depositories.

Moved by Hubbard, second by Jerome to adopt Resolution 2024-12: Designation of City Depositories.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Abstain: (0) None

Treasurer Fandell presented the 2024-2030 Capital Improvement Plan. The Planning Commission had reviewed it and recommended approval by the City Council.

Moved by Hubbard, second by Andrew to approve the 2024-2030 Capital Improvement Plan. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

There was none.

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

The meeting adjourned at 8:22pm.

Approved 6-4-2024

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
June 4, 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, 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,

Absent was Councilperson Alison Jerome.

Audience in attendance was Aaron Wendzel with ROWE PSC, Shannon McKnight and Joe Barden.

Moved by Andrew, second by Hubbard to approve the minutes of the regular meeting held May 21, 2024. Motion carried.

Moved by Hubbard, second by Koppleberger to excuse Councilperson Jerome who was out of town. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda. Manager Conn requested to add CWSRF FY25 Project Plan Alternative Costs to the agenda under Unfinished Business as item 9a. Clerk Cameron offered a correction to the agenda, with Resolution 2024-17 as TEDF Program (application 1) and adding Resolution 2024-18 as TEDF Program (application 2) as item 10e.

Moved by Koppleberger, second by Hubbard to approve the Agenda (as amended by adding item 9a. and item 10e.) including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. Resident Joe Barden expressed his concerns regarding the use of motorized bikes on city sidewalks. Council agreed that it raises safety concerns for people who use the sidewalks for its intended purpose.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on Woodland Park Road, Cemetery, CPR Training, Westwind Estates, Gratiot AG Expo and Code office.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49830-49843 and Payroll Checks #16918-16924, DD #2887-2898, EFT #1819-1824 as listed in the Check Register Book.**
- **Correspondence received was MML Membership.**

Motion carried by Roll Call Vote:

Ayes: (6) Andrew, Endter, Hubbard, Koppleberger, Roethlisberger, Baublitz

Nos: (0) None

Absent: (1) Jerome

Committee/Department Reports

There was none.

City Manager Comments

Manager Conn reported that the roadway repaving at Woodland Park is complete and will be re-open to traffic this weekend. He provided updates on the Cemetery cleanup, lots for sale in Westwind Estates and the Gratiot Ag Expo event to be held June 19th – 23rd. Manager Conn informed Council that staff attended a CPR/First Aid training session. Mr. John Andrews hosted the training session and did a great job! Thank you, John, for taking time out of your day to teach us these lifesaving skills. Manager Conn announced that the code enforcement position has been filled, with a possible start date the week of June 10th.

Unfinished Business

Manager Conn stated that at the last meeting, council adopted a new Resolution 2024-14; with an alternative number four at the direction of the EGLE; as they did not support the full re-build of certain stretches of Union Street from the previously adopted resolution. The day after that council meeting, we received an email from EGLE, stating that they changed their mind and would allow the full stretch to be done. Creating this scenario for the CWSRF FY25 Project Plan Alternative Costs; Alternative 2 – Replacement along Union Street from Center Street to Barber Street at a cost of \$5,498,000 (this will increase slightly with the addition of Seaver Street); Alternative 4 – Replacement along Union Street from North Street to Arcada Street with two spot lining fixes at a cost of \$1,023,150. The proposed alternatives would affect the sewer rate increase of 15% or 5%. Discussion was held. The consensus of council was to address the full scope of the project that would provide the best long-term results for years to come.

Moved by Hubbard, second by Koppleberger authorizing the approval of CWSRF FY25 Project Plan Alternative Costs; Alternative 2 – Replacement along Union Street from Center Street to Barber Street; plus, Seaver Street at a cost of \$5,498,000. Motion carried.

New Business

Manager Conn presented two quotes for a new scraper truck. The companies offer two different delivery dates as we have experienced promised delays for the past year. The bids were within \$6,500 of each other. Staff is recommending the purchase from D & K Truck Company as they have the only truck on site resulting in earlier delivery.

Moved by Andrew, second by Hubbard to approve the purchase of a new scraper truck from D & K Truck Company in the amount of \$104,184. Motion carried.

Treasurer Fandell presented Resolution 2024-15: Amending Water & Sewer Rates (selecting 20/15 increases).

Moved by Hubbard, second by Andrew to adopt Resolution 2024-15: Amending Water & Sewer Rates (selecting 20/15 increases).

Motion carried by Roll Call Vote:

Ayes: (6) Andrew, Endter, Hubbard, Koppleberger, Roethlisberger, Baublitz

Nos: (0) None

Absent: (1) Jerome

Mayor Baublitz presented Resolution 2024-14: CWSRF Project Plan FY25 (*updating Res: 2024-10 action*).

Moved by Andrew, second by Hubbard to adopt Resolution 2024-14: CWSRF Project Plan FY25 (*updating Res: 2024-10 action*).

Motion carried by Roll Call Vote:

Ayes: (6) Endter, Hubbard, Koppleberger, Roethlisberger, Andrew, Baublitz

Nos: (0) None

Absent: (1) Jerome

Treasurer Fandell presented Resolution 2024-16: Approving the 2024-2025 Budget Appropriations

Moved by Hubbard, second by Roethlisberger to adopt Resolution 2024-16: Approving the 2024-2025 Budget Appropriations

Motion carried by Roll Call Vote:

Ayes: (6) Hubbard, Koppleberger, Roethlisberger, Andrew, Endter, Baublitz

Nos: (0) None

Absent: (1) Jerome

Mayor Baublitz presented Resolution 2024-17: Transportation Economic Development Fund Program (application 1).

Moved by Hubbard, second by Koppleberger to adopt Resolution 2024-17: Transportation Economic Development Fund Program (application 1).

Motion carried by Roll Call Vote:

Ayes: (6) Koppleberger, Roethlisberger, Andrew, Endter, Hubbard, Baublitz

Nos: (0) None

Absent: (1) Jerome

Mayor Baublitz presented Resolution 2024-18: Transportation Economic Development Fund Program (application 2).

Moved by Koppleberger, second by Hubard to adopt Resolution 2024-18: Transportation Economic Development Fund Program (application 2).

Motion carried by Roll Call Vote:

Ayes: (6) Roethlisberger, Andrew, Endter, Hubbard, Koppleberger, Baublitz

Nos: (0) None

Absent: (1) Jerome

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Councilperson Hubbard shared that he had received a concern from a resident regarding a recent issue. Manager Conn stated that he was aware of the issue and had spoke with the resident.

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

The meeting adjourned at 7:42pm.

Approved 6-18-2024

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
June 18, 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.

Absent was none.

Audience in attendance was Shannon McKnight.

Moved by Hubbard, second by Koppleberger to approve the minutes of the regular meeting held June 4, 2024. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda. **Moved by Hubbard, second by Jerome to approve the Agenda including the Consent Agenda. Motion carried.**

Public Comment

Mayor Baublitz asked for public comment. There was none.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on McNabb Park, Woodland Park, Street Projects, Planning Commission and Pre-bid meeting for the 2024 Watermain Improvements.**
- **Ithaca Unit Report for April & May 2024.**
- **Financial Reports for ~~April~~ May 2024.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49844-49877, Grant Check #1255 and Payroll Checks #16925-16930, DD #2899-2912, EFT #1825-1828 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

There was none.

City Manager Comments

Manager Conn reported that he had been informed that this year the MDOT Transportation Economic Development Fund Category B Program Funding was limited to one application requesting \$250,000 in award funding. At the previous meeting, council adopted two resolutions (two applications) establishing a request for funding of two projects. Based on those projects Manager Conn authorized Aaron Wendzel with ROWE PSC., as the designated agent to submit TEDF Category B Funding, Application 1 (one) being Resolution 2024-17.

Unfinished Business

There was none.

New Business

Treasurer Fandell presented the Amendments to the 2023-2024 Fiscal Year Budget. There will be a few more to come in July.

Moved by Andrew, second by Hubbard to approve the Amendments to the 2023-2024 Fiscal Year Budget.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Treasurer Fandell presented Resolution 2024-19: Assignment of Fund Balance FY23-24. This is a new formal fund balance policy requirement from the auditors.

Moved by Andrew, second by Endter to adopt Resolution 2024-19: Assignment of Fund Balance FY23-24.

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Councilperson Hubbard stated that the DPW crew did a great job picking up downed limbs, in a timely manner, from the recent storm. Councilperson Endter reported that the Senior Activity Center would like to host a wine and cheese event. Discussion was held regarding an alcohol license and liability.

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

The meeting adjourned at 7:14pm.

Approved 7-2-2024

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
July 2, 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, and Kristyn Roethlisberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Additional staff present was none.

Absent was Councilperson Rick Koppleberger.

Audience in attendance was Shannon McKnight and Nick Lombardi.

Moved by Hubbard, second by Andrew to approve the minutes of the regular meeting held June 18, 2024. Motion carried.

Moved by Andrew, second by Endter to excuse Councilperson Rick Koppleberger who was out of town. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda. **Moved by Hubbard, second by Jerome to approve the Agenda including the Consent Agenda. Motion carried.**

Public Comment

Mayor Baublitz asked for public comment. There was none.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on Consumers Regulator Station, McNabb Park, Youth Police Academy, DWSFR FY2024 and Election.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49878-49918, 1029(A), and Payroll Checks #16931-16939, DD #2913-2938, EFT #1830-1841 as listed in the Check Register Book.**
- **Correspondence received was none.**

Motion carried by Roll Call Vote:

Ayes: (6) Endter, Hubbard, Jerome, Roethlisberger, Andrew, Baublitz

Nos: (0) None

Absent: (1) Koppleberger

Committee/Department Reports

There was none.

City Manager Comments

Manager Conn reported that the bid opening for the 2024 Water Main Improvements was held on June 24th. Three bids were received. Discussion was held.

Unfinished Business

There was none.

New Business

Clerk Cameron presented the Board and Commission Appointments for the following:

- ❖ **Downtown Development Authority – 3 Positions** (4-year term ending 6/30/2028)
 - Janet Strong (incumbent)
 - Andrew Endter – New Applicant

- ❖ **Planning Commission – 3 Positions** (3-year term ending 6/30/2027)
 - Richard Teal (incumbent)
 - George Bailey (incumbent)

- ❖ **Zoning Board of Appeals – 3 Positions** (3-year term ending 6/30/2027)
 - Jim Wideman (incumbent)
 - George Bailey - Alternate (incumbent)
 - Steve Sigafoose - Alternate (incumbent)

Moved by Hubbard, second by Andrew to appoint Janet Strong and Andrew Endter to the Downtown Development Authority; Richard Teal and George Bailey to the Planning Commission; Jim Wideman, George Bailey and Steve Sigafoose to the Zoning Board of Appeals for the terms specified above. Motion carried.

Manager Conn reported that Josh Stand with IPC has requested an alcoholic liquor permit approval for the Harvest Fest 2024 event planned for September 21, 2024.

Moved by Hubbard, second by Roethlisberger to approve the alcoholic liquor permit request for the IPC Harvest Fest event. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

There was none.

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

The meeting adjourned at 7:19pm.

Approved 7-16-2024

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
July 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, Alison Jerome and Rick Koppleberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Additional staff present was Barb Fandell.

Absent were Councilpersons Clark Hubbard and Kristyn Roethlisberger.

Audience in attendance was Aaron Wendzel, Eric Leonard and Dave Rapacz.

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

Moved by Jerome, second by Koppleberger to excuse Councilpersons Clark Hubbard and Kristyn Roethlisberger due to illness. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda. Manager Conn requested to remove item 10a. Award of Bid: 2024 Water Main Improvements.

Moved by Jerome, second by Koppleberger to approve the Agenda (as amended by removing item 10a. Award of Bid: 2024 Water Main Improvements) including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. Gratiot County 911 Director, Dave Rapacz introduced himself to the council and spoke about the 911 Emergency Services Millage Proposal that is on the August 6th ballot.

Consent Agenda

Moved by Koppleberger, second by Endter to approve the consent agenda items as listed:

- **City Manager’s written report, which included updates and information on #B4 Foundation, Brush Pile, Hydrant Flush, Code Enforcement, Ax Michigan Tax and DPW Update.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49922-49964, 1029(A), and Payroll Checks #16940-16946, DD #2939-2952, EFT #1829, 1842-1845 as listed in the Check Register Book.**
- **Correspondence received was none.**

Motion carried by Roll Call Vote:

Ayes: (5) Jerome, Koppleberger, Andrew, Endter, Baublitz

Nos: (0) None

Absent: (2) Hubbard, Roethlisberger

Committee/Department Reports

Lt. Leonard reported on the quarterly activity of the Ithaca Unit covering April through June 2024. The monthly activity report for June was provided.

Moved by Andrew, second by Endter to receive the Ithaca Unit 2nd Quarter 2024 verbal report and the June 2024 written report. Motion carried.

Treasurer Fandell reported on the state of finances for the 4th Quarter of Fiscal Year 2023/2024. She reported that the FY23/24 budget for lead/copper inspection and replacement was estimated to be \$40,000 however, was exceeded in the amount of \$21,107.85. Treasurer Fandell requested that the 2024-2025 budget for the Grant Program Fund be amended to include a transfer out in the amount of \$60,000 to the Water Fund.

Moved by Endter, second by Andrew to receive the Financial Report for the 4th Quarter of Fiscal Year 2023/2024 and place on file. Motion carried.

Moved by Endter, second by Andrew to amend the 2024-2025 Grant Program Fund and the Water Fund budgets by \$60,000 for the transfer of Lead/Copper line inspections/replacement as completed by the water department. Motion carried.

City Manager Comments

Manager Conn inquired if Council had any questions on his written report. He reported that Code Officer Foster is doing an excellent job. Experiencing good results with property owners correcting code violations.

Unfinished Business

There was none.

New Business

Manager Conn presented Resolution 2024-20: DWSRF 2024 Water Main Improvements. A resolution to tentatively award a construction contract for water system improvements to The Isabella Corporation with a bid in the amount of \$2,374,738.00.

Moved by Andrew, second by Jerome to adopt Resolution 2024-20: DWSRF 2024 Water Main Improvements.

Motion carried by Roll Call Vote:

Ayes: (5) Jerome, Koppleberger, Andrew, Endter, Baublitz

Nos: (0) None

Absent: (2) Roethlisberger, Hubbard

Manager Conn presented Ordinance 2024-01: DWSRF 2024 Bond Ordinance. Water Supply System Revenue Bonds in the principal amount of not to exceed \$1,725,000.00 authorized by this Ordinance.

Moved by Koppleberger, second by Andrew to adopt Ordinance 2024-01: DWSRF Bond Ordinance.

Motion carried by Roll Call Vote:

Ayes: (5) Koppleberger, Andrew, Endter, Jerome, Baublitz

Nos: (0) None

Absent: (2) Roethlisberger, Hubbard

Clerk Cameron presented the request for delegates to be appointed to the MML Annual Meeting. She reported that Mayor Baublitz and Manager Conn have expressed interest in attending.

Moved by Jerome, second by Koppleberger to appoint Mayor Baublitz as the delegate and Manager Conn as the alternate delegate to the MML Annual Meeting. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Councilperson Endter reported on the Senior Center board meeting. Councilperson Andrew informed council of a resident's request to honor an individual.

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

The meeting adjourned at 7:29pm.

Approved 8-6-2024

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
August 6, 2024
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Brett Baublitz at 7:06pm. 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 none.

Audience in attendance was Shannon McKnight.

Moved by Andrew, second by Jerome to approve the minutes of the regular meeting held July 16, 2024. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Hubbard, second by Koppleberger to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. There was none.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on AT&T, MDOT Ramps, Municipal Analytics, Westwind Retention Pond, DWSRF FY2025, Election and Utility Services**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #49966-50012, and Payroll Checks #16947-16956, DD #2953-2967, EFT #1846-1853 as listed in the Check Register Book.**
- **Correspondence received was Library Minutes.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee/Department Reports

There was none.

City Manager Comments

Manager Conn inquired if Council had any questions on his written report. He reported that legal counsel from Miller Canfield is reviewing our well maintenance contract with Utility Services for a possible mutual termination agreement.

Unfinished Business

There was none.

New Business

Clerk Cameron presented a clerical correction to previously adopted Resolution 2024-15. The usage tiers for Quarterly Non-Residential accounts were corrected (from ~~167,000~~) to 500,000 gallons.

Moved by Hubbard, second by Koppleberger to approve the correction to Resolution 2024-15 as stated and submitted within the council packet. Motion carried.

Clerk Cameron presented the Election Emergency Response Plan. The Bureau of Elections requested that jurisdictions statewide have an adopted plan in place. A template was provided by the BOE with guidance to allow for our individual needs or concerns.

Moved by Andrew, second by Hubbard to approve the Election Emergency Response Plan as submitted. Motion carried.

Clerk Cameron presented names received from the nominating committee to be placed on the Senior Activity Building Board election ballot. Those individuals were Donn Gates, Ellen Martin and Susan Sparks.

Moved by Koppleberger, second by Jerome to approve the nominating committee's names of Donn Gates, Ellen Martin and Susan Sparks to be placed on the ballot for the Senior Activity Building Board. Motion carried.

Clerk Cameron presented the MERS Officer Delegate Appointment for the annual conference to be held October 10th and 11th in Grand Rapids. The administrative staff recommends that DPW Superintendent Smith be appointed as the delegate for this year's conference.

Moved by Hubbard, second by Jerome to appoint DPW Superintendent Smith as the MERS Officer Delegate for this year's conference. Motion carried.

Manager Conn presented the Farmland Lease Agreement Renewal. This renewal will be effective December 1, 2024 through November 30, 2027.

Moved by Koppleberger, second by Hubbard to approve the Farmland Lease Agreement Renewal. Motion carried.

Manager Conn presented a CDL License Agreement. This new agreement would establish a written understanding between the city and a training candidate for costs incurred in obtaining a CDL License. Discussion was held. Council agreed based upon the review and approval of legal counsel.

Moved by Hubbard, second by Endter to approve the CDL License Agreement; upon approval from legal counsel. Motion carried.

Manager Conn reported that he has been contacted by a third-party company, hired by AT&T, to renegotiate the tower lease agreement. The proposal is to cut our monthly rate around \$1,000 per month on the east tower or threaten possible decommission of their location if an agreement isn't met. Manager Conn reported that this is for the lease amendment that was just signed in May of 2023. Discussion was held. Consensus of the Council was to decline the negotiations. Manager Conn will continue communicating with our legal team.

Moved by Hubbard, second by Andrew to direct Manager Conn to decline further negotiations regarding the AT&T lease agreement of the east tower. Motion carried.

Manager Conn reported that he has received a purchase offer for city property located on South Dilts Road. Discussion was held. Consensus of the Council to authorize Manager Conn to continue negotiations.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Councilperson Roethlisberger expressed her concerns about traffic safety regarding e-bikes.

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

The meeting adjourned at 7:38pm.

Approved 8-20-2024

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
August 20, 2024
7:00 PM**

The regular meeting of the City of Ithaca City Council was called to order by Mayor Pro-Tem Rick Koppleberger at 7:00pm. and followed by the Pledge of Allegiance to the Flag.

Present were Mayor Pro-Tem Rick Koppleberger, Councilpersons Rob Endter, Clark Hubbard and Kristyn Roethlisberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent were Mayor Brett Baublitz, Councilpersons James Andrew and Alison Jerome.

Additional staff present was none.

Audience in attendance was Shannon McKnight.

Moved by Hubbard, second by Endter to approve the minutes of the regular meeting held August 20, 2024. Motion carried.

Moved by Hubbard, second by Endter to excuse Mayor Baublitz, Councilpersons Andrew and Jerome. Motion carried.

Mayor Pro-Tem Koppleberger asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Hubbard, second by Roethlisberger to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Pro-Tem Koppleberger asked for public comment. There was none.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on CDL Agreement, US127 Motor Tour, Elm Street Railroad Crossing, IPC Golf Outing, Gratiot County Landbank, Airport Event and Planning Commission.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #50013-50051, #1030(A) and Payroll Checks #16957-16968, DD #2968-2981, EFT #1857-1860 as listed in the Check Register Book.**
- **Correspondence received was none.**

Motion carried by Roll Call Vote:

Ayes: (4) Endter, Hubbard, Roethlisberger, Koppleberger

Nos: (0) None

Absent: (3) Andrew, Jerome, Baublitz

Committee/Department Reports

There was none.

City Manager Comments

Manager Conn reported that upon review of our recently created CDL License Agreement, our legal team advised us that it is legal. Upcoming events were announced. He inquired if there were any questions on his written report.

Unfinished Business

There was none.

New Business

Manager Conn presented the Utility Services Termination Agreement as approved by our legal counsel.

Moved by Hubbard, second by Endter to approve the Utility Services Termination Agreement and authorize Manager Conn to sign. Motion carried.

Manager Conn presented the Gwinner Street paving project invoice. Central Asphalt did provide some additional work beyond the original scope of the project; reflected in the original quote being adjusted. The adjusted final invoice submitted reflects a difference of \$6,836.99 over the budgeted amount of \$63,500.

Moved by Hubbard, second by Endter to approve the additional amount of \$6,836.99; amending the budget as necessary. Motion carried.

Public Comment

Mayor Pro-Tem Koppleberger asked for public comments. There was none.

Announcements

There was none.

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

The meeting adjourned at 7:11pm.

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
September 3, 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 none.

Audience in attendance was Shannon McKnight.

Clerk Cameron offered a correction to the minutes; replacing Mayor Baublitz with Mayor Pro-Tem Koppleberger.

Moved by Hubbard, second by Koppleberger to approve the minutes of the regular meeting held August 20, 2024 with correction. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Koppleberger, second by Jerome to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. There was none.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on Sidewalk Replacement, Heroes in the Hive, DDA Billboard, Downtown Digital Sign, Harvest Fest, Hours of Operation and DPW Openings.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #50052-50066, and Payroll Checks #16969-16979, DD #2982-2999, EFT #1861-1870 as listed in the Check Register Book.**
- **Correspondence received was Upcoming Event Flyers.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee/Department Reports

There was none.

City Manager Comments

Manager Conn reported that the IPC Harvest Fest will be held on September 21st and the golf outing on September 7th. He updated council on the progress of filling two open laborer positions on the DPW.

Unfinished Business

There was none.

New Business

Clerk Cameron presented the Title VI Annual Report for submission, to be filed with MDOT as required by law.

Moved by Hubbard, second by Jerome to authorize the city clerk to submit the Title VI Annual Report to MDOT. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Mayor Baublitz stated that he received a call from a resident reporting a missing VA medallion from a family plot in the cemetery. Manager Conn informed council that he is aware of recent activities occurring within the cemetery and will be contacting Lt. Leonard.

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

The meeting adjourned at 7:06pm.

Approved 9-17-2024

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
September 17, 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 DPW Superintendent Brandon Smith.

Audience in attendance was none.

Moved by Hubbard, second by Koppleberger to approve the minutes of the regular meeting held September 3, 2024 with correction. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Koppleberger, second by Jerome to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. There was none.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on Pumps Rebuild, Fall Hydrant Flush, DPW Positions and MML Convention.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #50067-50105, and Payroll Checks #16980-16985, DD #3000-3011, EFT #1872-1876 as listed in the Check Register Book.**
- **Correspondence received was Gratiot County Drain Commission Notice and Gratiot County Community Foundation.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee/Department Reports

There was none.

City Manager Comments

Manager Conn provided an update on the two DPW full-time labor positions and one fall seasonal position. He reported that he and Mayor Baublitz attended the MML Convention on Mackinac Island. The sessions were informative and relative to our community.

Unfinished Business

There was none.

New Business

DPW Superintendent Smith presented the four bids received for the DPW Equipment Barn Roofing Project. Discussion was held.

Moved by Koppleberger, second by Andrew to award the bid for the DPW Equipment Barn Roofing Project to Richard MacLennan in the amount of \$56,974.00. Motion carried.

DPW Superintendent Smith presented the three bids received for the Woodland Park North Pavilion Project. Discussion was held.

Moved by Hubbard, second by Koppleberger to award the bid for the Woodland Park North Pavilion Project to Shaw Construction in the amount of \$9,455.08. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Councilperson Hubbard referenced the county drain boundary changes.

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

The meeting adjourned at 7:13pm.

Approved 10-1-2024

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
October 1, 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, Alison Jerome and Rick Koppleberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent were Councilpersons Clark Hubbard and Kristyn Roethlisberger.

Audience in attendance was Matt & Kari Vernon, Wally & Shannon Schneider and Tim Odykirk.

Moved by Andrew, second by Koppleberger to approve the minutes of the regular meeting held September 17, 2024. Motion carried.

Moved by Jerome, second by Koppleberger to excuse Councilpersons Clark Hubbard and Kristyn Roethlisberger. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda. Manager Conn requested to add Miller Canfield Agreement to the agenda under New Business. Mayor Baublitz placed it as item 10c.

Moved by Koppleberger, second by Jerome to approve the Agenda (as amended by adding item 10c. Miller Canfield Agreement) including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. Tim Odykirk introduced himself as a candidate for the Michigan House of Representatives 92nd District.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on Granger Billing, Pre-Construction Meeting, Sidewalk Update, Grant Update, Audit, Water Department, Homecoming Week and Halloween.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #50106-50133, #1031(A) and Payroll Checks #16986-16992, DD #3012-3033, EFT #1877-1886 as listed in the Check Register Book.**
- **Correspondence received was Charter Communications.**

Motion carried by Roll Call Vote:

Ayes: (5) Jerome, Koppleberger, Andrew, Endter, Baublitz

Nos: (0) None

Absent: (2) Roethlisberger, Hubbard

Committee/Department Reports

There was none.

City Manager Comments

Manager Conn reported that both the FY25 DWSRF and FY2025 TEDF grant applications were not approved.

Unfinished Business

There was none.

New Business

Clerk Cameron presented the MML Liability & Property Pool Board of Directors candidate election ballot as presented by the MML Liability and Property Pool Nominating Committee.

Moved by Koppkeberger, second by Jerome to cast votes for the candidates listed on the ballot and for the City Clerk to submit. Motion carried.

Mayor Baublitz presented a Certificate of Recognition to Wally Schneider for his quick response, life saving first aid provided to resident Matt Vernon during a medical emergency that occurred at Mr. Schneider's local business.

Manager Conn presented the engagement as counsel agreement from Miller Canfield to serve as legal counsel for the city in various general matters.

Moved by Andrew, second by Endter to approve the Miller Canfield Agreement and authorized Manager Conn to sign. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Mayor Baublitz set a Committee of the Whole meeting for November 19th at 6pm for the audit presentation.

Moved by Koppkeberger, second by Jerome to adjourn. Motion carried.

The meeting adjourned at 7:18pm.

Approved 10-15-2024

Cathy Cameron

Cathy Cameron, Recording Secretary

**CITY OF ITHACA
CITY COUNCIL MEETING
October 15, 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, Rick Koppleberger and Kristyn Roethlisberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Councilperson Alison Jerome.

Audience in attendance was Shannon McKnight and Lt. Eric Leonard.

Moved by Koppleberger, second by Hubbard to approve the minutes of the regular meeting held October 1, 2024. Motion carried.

Moved by Andrew, second by Hubbard to excuse Councilperson Alison Jerome. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Hubbard, second by Koppleberger to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. There was none.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on Westwind Retention Pond, Planning Commission, Minimum Wage Increase, Sidewalk Project and New Doors.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #50134-50170, and Payroll Checks #16993-16998, DD #3034-3045, EFT #1887-1891 as listed in the Check Register Book.**
- **Correspondence received was none.**

Motion carried by Roll Call Vote:

Ayes: (6) Koppleberger, Roethlisberger, Andrew, Endter, Hubbard, Baublitz

Nos: (0) None

Absent: (1) Jerome

Committee/Department Reports

Lt. Leonard reported on the quarterly activity of the Ithaca Unit covering July through September 2024. The monthly activity report for September was provided.

Moved by Andrew, second by Endter to receive the Ithaca Unit 3rd Quarter 2024 verbal report and the September 2024 written report. Motion carried.

City Manager Comments

Manager Conn reported that the Planning Commission met to review a request for an accessory building to be constructed in Westwind Estates. Several residents were in attendance with a split of supporters and objections to the proposed plan. He has requested a review, from our legal counsel, on the covenants and restrictions of the subdivision.

Unfinished Business

There was none.

New Business

Manager Conn reported that the North Elm Street and South Saint John's Street lift station rebuilds have been completed. This project was included in the FY23/24 budget. Due to the time frame of completion, request for approval to amend the current fiscal year budget to reflect the cost of \$29,040, authorizing payment to the contractor.

Moved by Hubbard, second by Andrew to amend the current fiscal year sewer budget in the amount of \$29,040. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

There was none.

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

The meeting adjourned at 7:15pm.

Approved 11-5-2024

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
November 5, 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 Rob Endter, Clark Hubbard, Alison Jerome, Rick Koppleberger and Kristyn Roethlisberger. Staff present was City Manager Jamey Conn and City Clerk Cathy Cameron.

Absent was Councilperson James Andrew.

Audience in attendance was Shannon McKnight, George Bailey, Karter Araju, Megan Menky, Roman Hurosky and Jack Owens.

Moved by Koppleberger, second by Hubbard to approve the minutes of the regular meeting held October 15, 2024. Motion carried.

Moved by Koppleberger, second by Jerome to excuse Councilperson James Andrew. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Hubbard, second by Jerome to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. There was none.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on Firehall Lease, Treasurer/Finance Director, Scraper Truck, Radar Speed Sign, MDOT and BIL Signage.**
- **Financial Reports for August 2024.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #50173-50214, 1032(A), and Payroll Checks #17007-17012, DD #3058-3070, EFT #1897-1905 as listed in the Check Register Book.**
- **Correspondence received was G.A.S Minutes and Library Minutes.**

Motion carried by Roll Call Vote:

Ayes: (6) Roethlisberger, Endter, Hubbard, Jerome, Koppleberger, Baublitz

Nos: (0) None

Absent: (1) Andrew

Committee/Department Reports

There was none.

City Manager Comments

Manager Conn reported that he was contacted by the school crossing guard, who covers the North Pine River crossing at North Elementary, regarding the safety of the students and himself versus the traffic. There are many

vehicles that are speeding through the crosswalk. He suggested that a posted radar sign would be helpful. Discussion was held. Council directed that Manager Conn contact Lt. Leonard to request that the Ithaca Unit be on site during the morning and afternoon crossing times. Manager Conn will look into grant opportunities.

Unfinished Business

There was none.

New Business

Manager Conn presented the GESA Firehall Lease Renewal with terms being November 1, 2024 through June 30, 2026. This renewal will now include maintenance costs.

Moved by Hubbard, second by Kopplesberger to approve the GESA Firehall Lease Renewal with terms being November 1, 2024 through June 30, 2026. Motion carried.

Manager Conn presented the Charter Franchise Agreement Renewal for a period of 10 years from the date it is issued.

Moved by Hubbard, second by Jerome to approve the Charter Franchise Agreement Renewal for a term of 10 years beginning November 5, 2024. Motion carried.

Manager Conn presented the snowplow safety accessory quote. DPW Superintendent Smith recommended this laser guided accessory be installed on the new wing plow truck. The quote is from Shults Equipment in the amount of \$3,280 and includes installation.

Moved by Jerome, second by Hubbard to approve the quote from Shults Equipment for purchase and installation of a laser guide in the amount of \$3,280. Motion carried.

Manager Conn requested the council set a salary range for the Treasurer/Finance Director open position. Discussion was held. Consensus of the council was to set the salary range of \$65,000 to \$75,000 based on experience. Interviews will be scheduled for the beginning of December.

Public Comment

Mayor Baublitz asked for public comments. George Bailey reported on the County Commissioners agenda items and updates.

Announcements

There was none.

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

The meeting adjourned at 7:25pm.

Approved 11-19-2024

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
November 19, 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 and Barb Fandell.

Absent was none.

Audience in attendance was Shannon McKnight.

Moved by Hubbard, second by Koppleberger to approve the minutes of the regular meeting held November 5, 2024. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Koppleberger, second by Jerome to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. There was none.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on Planning Commission, Interview Dates, Rental Inspection, Gratiot County Landbank Update, DDA Dollars and Our Hometown Christmas.**
- **Financial Reports for September 2024.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #50215-50256 and Payroll Checks #17013-17020, DD #3071-3090, EFT #1907-1910 as listed in the Check Register Book.**
- **Correspondence received was none.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee/Department Reports

Mayor Baublitz reported that the Committee of the Whole had met prior to the Council Meeting that evening.

The 2023-2024 Annual Financial Statements Audit report was presented by Christina Schaub of Roslund, Prestage and Company PC. There were no findings of internal control or compliance issues. It was an exceptionally clean audit all around and received the highest opinion that can be received on the financial statements being presented fairly in all material respects. The Committee recommended its approval and

placement on file with the State of Michigan. Mayor Baublitz expressed his gratitude to Treasurer Fandell for a job well done. Wishing her well on her upcoming retirement from the city in March, she will be missed.

Moved by Andrew, second by Hubbard to approve the 2023-2024 Annual Financial Statements Audit as presented and to place it on file with the State of Michigan. Motion carried.

The committee also discussed the ARPA Funding obligations for the Lead & Copper Replacement on-going projects. The Committee recommended including Water & Sewer Equipment to the project scope.

Moved by Hubbard, second by Koppleberger to approve and include Water & Sewer Equipment under the APRA Funding Obligations. Motion carried.

City Manager Comments

Manager Conn requested that Council again offer \$25 in DDA Dollars to city employees and residents that serve on our boards/commissions to show their appreciation. This is a budgeted item, however an additional \$50 is needed.

Moved by Koppleberger, second by Hubbard to approve the issuance of \$25 in DDA Dollars to city employees and residents that serve on our board/commissions; with an increase of \$50 to the budgeted amount, amending the budget as necessary. Motion carried.

Manager Conn and Council agreed to set interview dates for the Treasurer position on December 4th or 5th from 3pm to 6pm.

Unfinished Business

There was none.

New Business

Manager Conn presented the Gratiot County Hazard Mitigation Plan Renewal.

Moved by Endter, second by Andrew to approve the Gratiot County Hazard Mitigation Plan Renewal. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Treasurer Fandell provided updates on the Chamber and Municipal Treasurer Organizations. Councilperson Andrew proudly reported that the Gratiot County Jail passed their State Inspections. Mayor Baublitz announced that Alma Transit is installing new dispatch software which will benefit the operations and ease of the rider's experience using the transportation services. Manager Conn reported that school patrol has been increased.

Manager Conn informed Council that the Rental Inspection Program will be reinstated on a regular annual inspection basis versus the complaint basis. Discussion was held on the current fee structure for this service; which includes a license fee, inspections and re-inspection fees.

Moved by Hubbard, second by Andrew to approve the rental inspection fees to be set not to exceed \$100. Motion carried.

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

The meeting adjourned at 7:46pm.

Approved 12-3-2024

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
December 3, 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 Clerk Cathy Cameron.

Absent was City Manager Jamey Conn.

Audience in attendance was Shannon McKnight, Lacey Elkins, Stephanie Smith and Jody Monk.

Moved by Hubbard, second by Jerome to approve the minutes of the regular meeting held November 19, 2024. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Koppleberger, second by Roethlisberger to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. Officers from the Gratiot Agricultural Society (Lacey Elkins, Stephanie Smith and Jody Monk) addressed the council regarding the fairgrounds. Mayor Baublitz advised them to reach out to Manager Conn to discuss proposed plans and events for the upcoming year.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on Consumers Regulator Station, GAS Attendance at Council, Rental Inspection Fees, Gratiot Animal Shelter Lease and Mindful Therapy Lease.**
- **Ithaca Unit Report for October 2024.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #50257-50275 and Payroll Checks #17021-17026, DD #3091-3103, EFT #1906, 1911-1920 as listed in the Check Register Book.**
- **Correspondence received was none.**

Motion carried by Roll Call Vote:

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

Nos: (0) None

Absent: (0) None

Committee/Department Reports

There was none.

City Manager Comments

There was none.

Unfinished Business

There was none.

New Business

Mayor Baublitz presented the Gratiot County Animal Control Lease Renewal with a term of ten (10) years commencing on January 1, 2025.

Moved by Hubbard, second by Koppberger to approve the Gratiot County Animal Control Lease Renewal. Motion carried.

Mayor Baublitz presented the Mindful Therapy, LLC Lease Renewal with a term of twenty-four (24) months commencing on December 1, 2024.

Moved by Hubbard, second by Andrew to approve the Mindful Therapy, LLC Lease Renewal. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Councilperson Andrew announced that he had been sworn in as the new Gratiot County Jail Administrator. Congratulations on your promotion James, it is well deserved! Councilperson Hubbard reminded everyone that Hometown Christmas is this Friday.

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

The meeting adjourned at 7:06pm.

Approved 12-17-2024

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL MEETING
December 17, 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, Rick Koppleberger and Kristyn Roethlisberger. Staff present was City Clerk Cathy Cameron.

Absent was Councilperson Alison Jerome and City Manager Jamey Conn.

Audience in attendance was none.

Moved by Hubbard, second by Andrew to approve the minutes of the regular meeting held December 3, 2024. Motion carried.

Moved by Andrew, second by Koppleberger to excuse Councilperson Jerome. Motion carried.

Mayor Baublitz asked for approval of the agenda and for any items to be removed from the Consent Agenda.

Moved by Hubbard, second by Koppleberger to approve the Agenda including the Consent Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. There was none.

Consent Agenda

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

- **City Manager’s written report, which included updates and information on Gratiot County Landbank, Gratiot County Parks Plan, Finance Director/Treasurer, Jail Administrator and Equipment Barn.**
- **Ithaca Unit Report for November 2024.**
- **Claims submitted to the Ways and Means Committee by City Treasurer Fandell and recommended for payment: Accounts Payable Checks #50276-50322 and Payroll Checks #17027-17031, DD #3104-3116, EFT #1921-1924 as listed in the Check Register Book.**
- **Correspondence received was GAS Minutes and a Thank You note.**

Motion carried by Roll Call Vote:

Ayes: (6) Koppleberger, Roethlisberger, Andrew, Endter, Hubbard, Baublitz

Nos: (0) None

Absent: (1) Jerome

Committee/Department Reports

There was none.

City Manager Comments

There was none.

Unfinished Business

There was none.

New Business

Clerk Cameron presented the 2025 Calendar Year Meeting Dates for approval.

Moved by Koppleberger, second by Roethlisberger to approve the 2025 Calendar Year Meeting Dates. Motion carried.

Clerk Cameron stated that an Industrial Facilities Tax Exemption Application had been received from Capital Steel and Wire, Inc. and requested the council to set a public hearing for January 21, 2025.

Moved by Hubbard, second by Koppleberger to set a public hearing for the IFE request from Capital Steel and Wire, Inc. on January 21, 2025 at the regular council meeting. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

Councilperson Roethlisberger shared information on the Community Cabinet located in downtown Alma, with interest in providing similar service in our community. Councilperson Endter reported on a resident concern over a few dilapidated houses.

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

The meeting adjourned at 7:05pm.

Approved 1-7-2025

Cathy Cameron

Cathy Cameron, City Clerk

**CITY OF ITHACA
CITY COUNCIL SPECIAL MEETING
December 19, 2024
4:00 PM**

The special meeting of the City of Ithaca City Council was called to order by Mayor Brett Baublitz at 4:00pm. and followed by the Pledge of Allegiance to the Flag.

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

Absent were Councilpersons Clark Hubbard and Alison Jerome.

Audience in attendance was none.

Mayor Baublitz asked for approval of the agenda.

Moved by Andrew, second by Endter to approve the Agenda. Motion carried.

Public Comment

Mayor Baublitz asked for public comment. There was none.

New Business

Mayor Baublitz reported that the Committee of the Whole met on December 5th to hold interviews for the Treasurer/Finance Director position. The Committee requested second interviews with three of the six candidates. The Committee of the Whole met again on December 18th to hold those second interviews. Discussion was held. The Committee recommended Lucas Klifman for the position.

Moved by Kopplesberger, second by Andrew to offer the Treasurer/Finance Director position to Lucas Klifman pending an acceptable pre-employment background check; further authorizing Manager Conn to negotiate his starting salary. Motion carried.

Public Comment

Mayor Baublitz asked for public comments. There was none.

Announcements

There was none.

Moved by Kopplesberger, second by Roethlisberger to adjourn. Motion carried.

The meeting adjourned at 4:07pm.

Approved 1-7-2025

Cathy Cameron

Cathy Cameron, City Clerk