

**COUNCIL PROCEEDINGS**  
**Special Meeting**  
**May 18, 2020**

**CALL TO ORDER:** By Mayor Ridge on Monday, May 18, 2020 at 7:00 p.m.

**PRESENT VIA TELECONFERENCE:** Councilmembers Baker, McRae, Dyer, Hoogstra, Weissenborn, Mayor Pro-Tem Armitage, Mayor Ridge, City Clerk Terpstra and City Manager Guetschow.

**PUBLIC COMMENT:** No public comment.

**ITEMS OF BUSINESS:**

**ITEMS OF BUSINESS BUDGET DISCUSSION:**

City Manager Guetschow gave an overview of an MML counties and township webinar that he participated in earlier in the day. He stated that the outlook for the next three years does not look good. He advised that this budget once adopted will need to be looked at throughout the year as we see how revenue sharing effects our budget. Things such as capital improvements and rehabilitation projects may need to be put off during this budget year. He advised that we need to be prepared to change and adjust as we progress throughout the year.

**FIRE DEPARTMENT:**

Assistant Chief Fullerton gave an overview of the line items in the fire department budget. Some items included to note are:

- Full time salary for replacement of Fire Chief when Chief Fullerton retires in April
- Parking lot repairs at West Side Fire Station
- Volunteer compensation
- Dash and rear cameras for #316
- New fire hose
- Mini-pumper

Council member Weissenborn asked for an explanation of contractual services.

Council member Dyer questioned which parking lot was being repaired.

Fire Chief Kevin Fullerton gave an overview of the number of calls that the department has responded to in the last five weeks equating to 1485 hours.

**BUILDINGS & GROUNDS**

Chief Kevin Fullerton explained the buildings and grounds budget for City Hall building.

Some of the items included are:

- Police locker room upgrade and repair
- City Hall roof repair

He noted that there have been some recent repairs to the back of the building in the police garage.

He explained that the fire department does the building and code enforcement. He stated that all the code enforcement is logged and kept track of through BS&A for the progress of the complaint.

Council member Wesissenborn asked for a clearer understanding of how they handle and follow up on the complaints.

**POLICE DEPARTMENT:**

Chief Brentar gave an overview of the police department budget. Some items included in this budget year are:

- 2 vehicles – one patrol and one detective
- Hope not handcuffs program
- Body cameras
- Upgrade to keyless entry door locks
- Outer vests for officers

- Tasers with a cost to be spread over five years
- Drone which has been removed and a grant will be applied for this

Council member Armitage thanked Chief Brentar for addressing the concern with the drone purchase and stated he was fully supportive of obtaining a grant.

Council member Weissenborn asked about contractual services and what was included.

Council member Dyer asked about partnering with the Eaton County Sheriff Department for services.

Council member McRae questioned the change in the uniform and cleaning line item.

Chief Brentar explained the drug and fortifure fund and how that fund works. He also explained the 302 Training Fund and what that money can be used for.

City Manager Guetschow explained that professional services include city attorney fees relating to the police department, evaluations for new hires and employee assistance fees.

**CITY COUNCIL BUDGET:**

City Manager Guetschow went over the line items of the council budget.

**CITY MANAGER BUDGET:**

City Manager Guetschow gave an overview of the City Manager budget. One item included:

- Funds for City Manager search in which the process will start around September 2020.

Mayor Pro-Tem Armitage asked if that cost would be better to be included in the City Council budget since they will be performing the search.

City Manager Guetschow stated that it could go in either.

**ASSESSOR:**

City Manager Guetschow stated some items included are:

- Full time Deputy Assessor
- Assessor is contract employee
- Professional services include for tax tribunals, appraiser if needed

**CITY CLERK:**

City Clerk Terpstra gave an overview of the Clerk’s budget. Some items to note:

- Increase in postage for anticipated increase in absentee voting
- Costs for two elections August and November
- Attorney and Labor attorney fees
- Voting Tabulator for extra AV processing and/or backup machine

**FINANCE:**

City Manager Guetschow gave an overview of the Finance budget. He explained that he did not split out the wages in this budget the same as last FY. This budget includes:

- Utility billing clerk wages
- Professional services include the accounting service contract
- Insurance bonds
- Annexation costs

Council member McRae asked the reason that the assessor was contracted and the deputy was a city employee.

City Manager Guetschow reminded council that the next meeting would be on Tuesday, May 26th and starting at 6:00 P.M. This will be to go over the water and sewer rate study. Community Development budget discussion will be at the regular meeting starting at 7:00 p.m.

**PUBLIC COMMENT:** No public comment.

**MAYOR AND COUNCIL COMMENTS:**

- Mayor Pro-Tem Armitage would like to add an item of discussion to the next council agenda regarding the Eaton County Fair decision to proceed. He would like to find out the plans they have to keep people safe.
- Council member Dyer no comment.
- Council member McRae no comment.
- Council member Baker stated that he had spoke with the president of the fair board and he had indicated that they were tentatively planning to go ahead with it but that was subject to change.
- Council member Weissenborn no comment.
- Council member Hoogstra no comment.
- Mayor Ridge thanked Fire, Police and city offices for the information on their budgets as it is very helpful for a greater understanding of each departments budget. She asked that a contractual service breakdown be presented for the fire and police departments at the next meeting. She expressed appreciation for all the work that is being done from home to keep the City going. She reminded council of the 6:00 P.M. meeting start date on Tuesday, May 26<sup>th</sup>. She asked for council to reach out to her or City Manager Guetschow if they have any questions before the next meeting.

**Council member Baker moved, seconded by Weissenborn to adjourn at 8:33 P.M. Carried. 7 Yes. 0 No**

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Mayor Yvonne Ridge

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Ginger Terpstra, City Clerk, CMMC