

Mayor Mark Warba called the regular meeting of the City Commission to order at 6:30 p.m.

Present: Commissioners Lynn Anderson, Tom Hogenson, Lorraine James, and Dan Rothstein; Mayor Mark J. Warba; City Manager Mark Gifford; City Attorney Eric D. Williams; and City Treasurer Aaron Kuhn.

Absent: None

There were 12 people in the audience.

### **PLEDGE OF ALLEGIANCE**

### **APPROVAL OF THE AGENDA**

### **APPROVAL OF MINUTES**

Commissioner Anderson moved, seconded by Commissioner Hogenson that the minutes of March 20, 2017 regular meeting be accepted as corrected.

Yeas: Anderson, Hogenson, James, Rothstein

Nays: None

Abstain: Warba

### **SPECIAL ORDERS OF THE DAY** – None

### **STUDY SESSION**

- a. Public Input Session for Obtaining Public Input and Ideas for Projects to be Included in the 2017/2018 City Budget.

Mr. Kuhn, City Treasurer, updated the Commission on the timeline for the 2017/18 budget. Mayor Warba opened the floor for input and ideas for city projects. No one spoke from the audience.

- b. Employment of a Civil Engineer Discussion – Mark Gifford

With the retirement of Roger Schneidt in the Public Works Department, the City will feel his absence. Although he was not an engineer by training, he has functioned somewhat as the City Engineer due to his vast experience and knowledge. One of the options being reviewed to fill this vacancy, would be to hire a licensed engineer that could provide the needed technical expertise to review documents submitted to the City by Fleis and VandenBrink, City's contractors, developers and others. The engineer could also design some small-scale projects for the City, saving in costs that would otherwise need to be contracted out.

The Mecosta County Road Commission is experiencing similar issues, which has led to discussions of partnering together to employ a Civil Engineer that could work for both entities. An agreement has been prepared for review by both parties. The current strategy is to advertise and go through the interview process before acting on the agreement by the City or by the Road Commission.

Commissioner James asked how the Road Commission would be billed. Mr. Gifford explained that the total salary and benefit costs would be split on a 50/50 basis. The City would invoice the Road Commission quarterly for its share. The Civil Engineer would be a Level 7 with a pay salary approximately in the mid \$70,000 range.

The City currently shares the cost with the County for IT services and a Rental Inspector. With the current economic challenges, it makes sense to cost share with the County.

Commissioner Rothstein commented that the City may get extra points for cost sharing when applying for grants.

c. Right of Way Development Regulations – Eric Williams

Mr. Williams explained how communication companies and real estate developers are asking or demanding to construct cellular communications towers and antennae in the public right of way. City staff have received two requests to construct utility poles 120 feet in height and have rejected these two requests. There is risk that the City may be singled out and sued over one of these requests.

The City has water towers that cellular antennae can be placed, for a fee, and those opportunities have been relayed to the applicants seeking to use the right of way.

The companies that are trying to install the 120 foot poles in the public right of way are real estate development investors, who will sell or lease the poles to communications businesses.

The Michigan Constitution grants reasonable control over the public right of way to Michigan municipalities though Const. 1963 Art 7 Section 29. The constitution states that no one shall have the right to use public places for poles without the consent of the duly constituted authority of the city or transact local business therein without first obtaining a franchise from the city.

If these 120 foot poles were allowed in the City's right of way, there is some concern as to who would remove these poles if technological advances render them obsolete or companies go out of business or merge with another company. Mr. Williams recommends having them bonded so that that the City has funds to remove them.

Mr. Williams also recommends to say "no" to requests to construct cell towers or huge utility poles in the City right of way for lease or sale to communications companies. Mr. Williams also recommends the development of a City Code section on right of way permits that specifies the basic ground rules:

- The right of way is under the control of the city

- A public utility with a franchise to operate in the City can install facilities in the City right of way
- The right of way is not available for private development.

Commissioner Hogenson was concerned about the functionality and the aesthetics of these poles. What recourse does the city have if a private property owner wants to sell or lease their land to these developers. Mr. Williams stated that a private property owner could not sell or lease his property by an existing city ordinance.

The Mayor wondered if these poles could be placed in the Industrial Park whereby if they fell they would not land on someone's house.

Commissioner James asked about the new company Casair. Mr. Williams commented that Casair is a new company that provides internet. They received a federal grant to provide broadband to rural residents. He believes that they need a franchise permit from the City. They currently do not have a permit.

The City Attorney was asked to draft some language to be inserted in the City's Code section.

- d. Personnel Manual Updates – Ms. Melissa Hauger reviewed the 41 update changes that are proposed for the Non-Bargaining Personnel Policies and Procedures Manual. Some of the highlights are as follows:
- Several “housekeeping” revisions due to employee title changes, along with changes in procedures and federal policies.
  - Delete wording pertaining to “hired before” or “hired after” pay scales – a new compensation study has done away with this.
  - Addition of a \$250 employee merit bonus for an exceptional or excellent rating on their performance appraisal.
  - Change in original appointment step increases from six to twelve months.
  - Addition of “upon death of the employee”. Delete Option II and Option III of sick payout. Change sick payout from 50% to 60% upon death or retirement.
  - Change employee life insurance from \$10,000 to \$25,000 and AD&D from \$20,000 to \$25,000.
  - Increase employee MERS DB contribution from 3.95% to 5.5%.

**PUBLIC COMMENT** – none

The City Commission took a 5-minute break.

**PUBLIC HEARING** – 7:00 p.m.

Public Hearing regarding the Special Assessment Roll for 2016/2017 Sidewalk Improvement Project was opened by Mayor Warba at 7:01 p.m.

The Mayor opened the floor for comments from the audience. There were no persons in the audience who spoke for or against the special assessment. There was no written or telephonic correspondence.

The public hearing was closed at 7:01 p.m.

Public Hearing regarding a Grant Application to the Michigan Economic Development Corporation 2017 Infrastructure Capacity Enhancement Community Development Block Grant Program Big Rapids Water Main Reliability Project was opened by Mayor Warba at 7:02.

The Mayor opened the floor for comments from the audience. There were no persons in the audience who spoke for or against the grant application. There was no written or telephonic correspondence.

The public hearing was closed at 7:02 p.m.

**RESOLUTION NO. 17-39**

Commissioner Anderson moved, seconded by Commissioner Rothstein, the adoption of the following:

**RESOLUTION ADOPTING SPECIAL ASSESSMENT ROLL NO. 17-521  
FOR 2016/2017 SIDEWALK IMPROVEMENT PROJECT**

WHEREAS, Special Assessment Roll No. 17-521 has been submitted for the construction of sidewalk under the City of Big Rapids 2016/2017 Sidewalk Improvement Project, and

WHEREAS, the City Commission held a public hearing on Monday, April 3, 2017 to consider any objections to said Roll, at which time the special assessments were confirmed.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission hereby approves said Special Assessment Roll No. 17-521 to be spread over a three (3) year term payable in three (3) annual installments with interest at the rate of three percent (3%) per annum due each February 1<sup>st</sup> hereafter, beginning February 1, 2018, and directs the City Assessor to deposit the same with the City Clerk for endorsement as to the date of confirmation.

BE IT FURTHER RESOLVED, that upon confirmation by the City Clerk, said Roll shall be transmitted to the City Treasurer for collection.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: April 3, 2017

I hereby certify that the foregoing Resolution is a true and complete copy of a resolution of the City of Big Rapids duly adopted at a regular meeting of the City Commission of said City held April 3, 2017.

I further certify that said resolution has been recorded in the Minute Book of the City of Big Rapids and that such recording has been authenticated by the signatures of the Mayor and City Clerk.

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Tamyra K. Gillis, City Clerk  
Dated: April 4, 2017

### **RESOLUTION NO. 17-40**

Commissioner Hogenson moved, seconded by Commissioner Rothstein, the adoption of the following:

#### **RESOLUTION ACCEPTING BIDS FOR 2016/2017 SIDEWALK IMPROVEMENT PROGRAM**

WHEREAS, the Big Rapids City Commission has approved the sidewalk improvement program for the year 2016/2017 in which the City will address the rehabilitation of existing walks, accessible ramping, and detectable warning, and

WHEREAS, bids were solicited for the project, whereby six bids were received, and review of the bids by staff has resulted in a recommendation to accept the lowest and best bid of Rogers and Johnson Concrete Construction, Reed City, in the amount of \$34,382.20.

NOW, THEREFORE, BE IT RESOLVED, that the bid of Rogers and Johnson Concrete Construction be accepted in an amount of \$34,382.20 for the 2016/2017 Sidewalk Improvement Program and Mayor authorized to sign contract.

BE IT FURTHER RESOLVED, that the cost be expensed to account number 101-442-967.703 (sidewalk program) in the amount of \$34,382.20.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: April 3, 2017

There was discussion regarding the Utility Service Partners DBA Service Line Warranties of America. Mr. Kris Schultz from another company named ServLine, attended the City Commission meeting and asked to be considered by the City before voting on the proposed Utility Service Partners resolution. Commissioner Hogenson wondered if the City should extend an invitation to every company in the State of Michigan.

Mr. Schultz supplied the commission with some literature on ServLine. The City Commission decided to postpone the Utility Service Partners DBA Service Line

Warranties of America. Resolution until more information could be gathered and reviewed.

Staff has been working very hard on an Infrastructure Capacity Enhancement grant through the state for a large project. This project would include watermain replacement on Ives from Magnolia to State Street and two blocks of Clark Street on the west side of town. Installation of a watermain on Magnolia from Ives to Winter will improve capacity and reliability to the system.

Consequent to watermain replacement, street reconstruction, sidewalk improvement, new trees, tree filtration basins and bike lane designation will also be included.

The grant request for the watermain improvement and roadway reconstruction on Ives Avenue, Clark Street, and Magnolia Street is \$1,922,200. The City's match would be \$346,000 and would be split between the following funds:

Water Replacement Fund	\$218,800
Major Street Fund	\$ 61,200
Local Street Fund	\$ 36,000
Ferris State University	\$ 30,000

This grant was applied for last year whereby the City was very close in receiving it, so staff is very hopeful this year.

Mayor Warba asked if the funds were currently available. Mr. Gifford stated that they were and that the City has received a letter from Ferris State University pledging their support.

Public Works Director Bowman commented that this was a fantastic project and is hopes that the City receives the grant.

### **RESOLUTION NO. 17-41**

Commissioner Hogenson moved, seconded by Commissioner Anderson, the adoption of the following:

#### **RESOLUTION AUTHORIZING GRANT APPLICATION TO THE MICHIGAN ECONOMIC DEVELOPMENT CORPORATION 2017 INFRASTRUCTURE CAPACITY ENHANCEMENT COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM BIG RAPIDS WATER SYSTEM RELIABILITY PROJECT**

WHEREAS, the Michigan Strategic Fund has invited Units of General Local Government to apply for its 2017 CDBG-Infrastructure Capacity Enhancement (ICE) Competitive Funding Round, and

WHEREAS, the City of Big Rapids is seeking funding in the amount of \$1,922,200 to replace portions of Ives/South, Magnolia, and Clark Streets water main, and

WHEREAS, in addition to the \$1,922,200, a combined total of \$346,000 is needed for the project which is available and committed as match by the City with leveraging

funds from the Water Replacement Fund (Account #599-561-967.069), Major Street Fund (Account #202-451-998.000), Local Street Fund (Account #203-451-998.000) and Ferris State University, and

WHEREAS, the proposed project is consistent with the Comprehensive Community Development Plan, and

WHEREAS, the proposed project will benefit all residents of the project area and 66.3% of the residents of the City of Big Rapids are low and moderate income persons as determined by an income survey approved by the Michigan Economic Development Corporation, and

WHEREAS, local funds and any other funds to be invested in the project have not yet been expended and will not be expended prior to a formal grant award, completion of the environmental review procedures and a formal, written authorization to incur costs from the Michigan Economic Development Corporation.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of Big Rapids authorizes the submission of a 2017 ICE CDBG application.

BE IT FURTHER RESOLVED, that City of Big Rapids hereby designates City Manager Mark Gifford, as the Environmental Review Certifying Officer, the person authorized to certify the Michigan CDBG Application, the person authorized to sign the Grant Agreement and payment requests, and the person authorized to execute any additional documents required to carry out and complete the grant.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The resolution was declared adopted.

Dated: April 3, 2017

Home Occupations are permitted as a Conditional Use in the R-1, R-2 and R-3 Zoning Districts. During Prior applications for a Home Occupation Permit, concerns continue to arise over Section 11.1:10(5), which states “no clients or customers may visit on a regular basis to conduct business with the home occupation”. The City Attorney has recommended removal of this text.

The Planning Commission held a Public Hearing and recommends removing the above mentioned text to Section 11.1:10(5) and replace it with “The home occupation shall not generate more than ten (10) business related vehicle trips in any one (1) day period.

Commissioner James disclosed that she has a Home Occupation. Mr. Williams did not find any reason that Commissioner James could not discuss or vote on this issue. Commissioner James stated that on Page 3 of the Planning Commission minutes, it states that FedEx and UPS trucks count in the number of trips allowed per day. She uses FedEx and UPS for the delivery of personal items as well as for business. Mr. Sweppenheiser commented that this probably would not be reviewed unless the City received complaints.

Commissioner Hogenson wondered how the 10 business related vehicle trips would be enforced. What if someone has 13 visits? Mr. Sweppenheiser reviewed other municipalities and that is the number that they used. This would be complaint based and Neighborhood Services would follow up on the complaints on a case by case basis.

Mayor Warba commented that he could not think of a home occupation that would not need to have some business related trips. He could not think of one that would survive if they did not have the ability to have some business related trips come.

The Mayor asked Commissioner James if she would be able to conduct her home occupation business if she had not had the ability to generate some traffic coming and going in connection with it? Commissioner James responded "absolutely not". She has done her business in the City for 41 years without a complaint.

Commissioner Anderson believes that 10 business related vehicle trips are excessive and wondered about how walk-ins would be counted. Using Commissioner James tax services as example, she has a very special situation. Her residence is almost rural and a long driveway and not many neighbors around her. If someone were to have a business on a 50 foot lot downtown, that would be a big difference than Commissioner James situation. Commissioner Anderson wondered why there needed to be number associated with this, because putting a number on it means that a person can have 10 a day. Commissioner Anderson suggested having it more generic and go by a case by case basis.

Commissioner Anderson has a problem with home occupations and believes that there will be more of these types of businesses. She believes that these types of businesses need to be handled with a bit more teeth. Residents have certain expectations when living in an R-1 zone.

Commissioner Hogenson stated that he lived across from Commissioner James tax service on Warren Avenue and although there was some additional traffic from her business, it was not comparable to the traffic from the Ferris State University students. Commissioner Hogenson does not believe that there is any language in the zoning code that would guarantee someone in an R-1 zone that they would not be subject to a certain amount of traffic.

Eric Williams commented that the number one issue is the deletion of the language that states "no clients or customers may visit on a regular basis to conduct business with the home occupation". The number two issue is the replacement wording of "The home occupation shall not generate more than ten (10) business related vehicle trips in any one (1) day period. The Commission does not have to put in the additional wording, however, they can do the minimum of striking the language that doesn't work and send this back to the Planning Commission or to staff for rewording.

Commissioner Rothstein agreed with Mr. Williams regarding the deletion of the proposed language. He believes that this is a complaint based situation. If neighbors are being disturbed they need to call Neighborhood Services.

**ORDINANCE NO. 702-04-17**

Commissioner Rothstein moved, seconded by Commissioner Hogenson, the adoption of the following ordinance:

**ORDINANCE AMENDING SECTION 11.1:10  
ON HOME OCCUPATIONS**

WHEREAS, home occupations are permitted as a Conditional Use in the R-1, R-2, and R-3 Zoning Districts, and

WHEREAS, during prior applications for a Home Occupation Permit, City Staff and Planning Commission concerns arose over Section 11.1:10 (5), which states no clients or customers may visit on a regular basis to conduct business with the home occupation, and

WHEREAS, The City Attorney recommended removal of the text, and

WHEREAS, A Public Hearing was held on March 15, 2017 at the Planning Commission to recommend a text change to Section 11.1:10(5), and

WHEREAS, in the past, the City approved Home Occupations for a tax preparer, therapy business, bookkeeping, pet grooming, nail salon, psychotherapeutic service, single-chair hair salon, and private counseling service, and several of these business models require repeat customers on a consistent basis.

**THE CITY OF BIG RAPIDS ORDAINS:**

Section 1. Section 11.1:10, Paragraph 5 of the Zoning Ordinance is amended to read as follows.

Home Occupations may be permitted in the R-1, R-2, and R-3 Residential Districts as a conditional use under the following procedures and conditions:

5. ~~No clients or customers may visit on a regular basis to conduct business with the home occupation, and~~ **The home occupation shall not generate more than ten (10) business related vehicle trips in any one (1) day period.**

Section 2. The City Clerk is directed to publish this ordinance in the Pioneer.

Section 3. This ordinance shall become effective 20 days after publication.

Yeas: Hogenson, James, Rothstein, Warba

Nays: Anderson

The ordinance was declared adopted.

Dated: April 3, 2017

Published: April 6, 2017

**RESOLUTION NO. 17-42**

Commissioner Anderson moved, seconded by Commissioner Hogenson, the adoption of the following Resolution:

**RESOLUTION REFERRING PARKING REGULATIONS  
IN THE ZONING ORDINANCE TO THE  
CITY PLANNING COMMISSION**

WHEREAS, at the March 15, 2017 Planning Commission meeting, the Zoning Ordinance parking regulations were discussed with specifics to the requirement for residential dwellings and the number of parking spaces required, and

WHEREAS, the Planning Commission would like the City Commission to refer the parking regulations to them for review.

NOW, THEREFORE, BE IT RESOLVED that the City Commission hereby directs the City Planning Commission to conduct a public hearing on the review of the Zoning Ordinance parking regulations and to provide the Commission with a recommendation for action.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: April 3, 2017

**RESOLUTION NO. 17-43**

Commissioner Rothstein moved, seconded by Commissioner Hogenson, the adoption of the following:

**RESOLUTION ADOPTING A RESIDENTIAL ANTI-DISPLACEMENT AND  
RELOCATION ASSISTANCE PLAN AND CERTIFICATION IN ACCORDANCE  
WITH SECTION 104(D) OF THE HOUSING AND COMMUNITY  
DEVELOPMENT ACT OF 1974, AS AMENDED**

WHEREAS, the U.S. Department of Housing and Urban Development has advised that all recipients of Community Development Block Grant (CDBG) funds, must certify that the entity is following or hereafter will be following a Residential Anti-Displacement Plan, and

WHEREAS, in order to apply for and accept CDBG Funds and CDBG Planning Funds the City of Big Rapids must adopt a Residential Anti-Displacement and Relocation Assistance Plan, which will satisfy the new regulation.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission hereby adopts the attached Residential Anti-Displacement and Relocation Assistance Plan and Certification.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: April 3, 2017

There has been a request from Big Rapids Township Supervisor Bill Stanek for a deed to the cemetery property because there is no record title of Township ownership. A deed had been prepared and given to the Township, but there is no record of it. Mr. Williams is researching the legal description and will prepare the deed, which will be a quit claim deed to confirm title in the Charter Township of Big Rapids.

Commissioner Hogenson disclosed that he has volunteered to participate in a historic preservation project at the Highland View Cemetery. The Mayor has also been invited to participate. Mr. Williams did not believe that it would be a conflict in voting on the cemetery deed.

Mr. Stanek commented that he appreciated the City preparing the deed and was surprised to find out that the township did not already have one. Mr. Stanek is in the process of forming a community task force to determine the condition of the building that is in the cemetery. He would like recommendations as to what should be done since the building, which is 140 years old, is in need of major repairs.

#### **RESOLUTION NO. 17-44**

Commissioner Rothstein moved, seconded by Commissioner Anderson, the adoption of the following:

#### **RESOLUTION AUTHORIZING A DEED FROM THE CITY TO THE CHARTER TOWNSHIP OF BIG RAPIDS FOR HIGHLAND VIEW CEMETERY**

WHEREAS, the City of Big Rapids owned and administered Highland View Cemetery until the detachment of City territory in 1991, and

WHEREAS, by operation of law (MCL 123.3) Highland View Cemetery became the property of the Charter Township of Big Rapids, and the Township has owned and administered Highland View Cemetery after detachment:

The preceding section of this chapter shall not apply to any cemetery or burying ground belonging to any city or township, but the same shall belong to the city or township within which it may be situated after the division shall have been made.

WHEREAS, the Charter Township of Big Rapids is considering filing grant applications for Highland View Cemetery, and will have to verify record title ownership of the land in Highland View Cemetery, and

WHEREAS, Township Supervisor Bill Stanek asked the City to authorize and deliver a deed from the City to the Township for Highland View Cemetery to reflect record title ownership in the name of the Charter Township of Big Rapids, and

WHEREAS, the City Attorney recommends the authorization, preparation and delivery of a quit claim deed for Highland View Cemetery from the City to the Township.

NOW, THEREFORE, BE IT RESOLVED that the City Commission authorizes and directs the City Attorney to prepare a quit claim deed conveying the land in Highland View Cemetery to the Charter Township of Big Rapids, and Mayor Mark Warba is authorized to sign the deed.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: April 3, 2017

Commissioner James disclosed that John Miedema is her son and he is being re-appointed to the Downtown Development Authority.

### **RESOLUTION NO. 17-45**

Commissioner Anderson moved, seconded by Commissioner Hogenson, the adoption of the following:

### **RESOLUTION ON MAYORAL APPOINTMENTS TO BOARDS AND COMMISSIONS**

BE IT RESOLVED, that the City Commission hereby confirms the following Mayoral appointment/recommendation:

#### **COMPENSATION COMMISSION**

Donald Stephen re-appointed to a full term ending May 2022

#### **DOWNTOWN DEVELOPMENT AUTHORITY**

John Miedema re-appointed to a full term ending August 2020

#### **PARK AND RECREATION BOARD**

Mark Brejcha re-appointed to a full term ending May 2020

Megan Eppley re-appointed to a full term ending May 2020

Karen Simmon re-appointed to a full term ending May 2020

#### **PLANNING COMMISSION**

Tim Vogel re-appointed to a full term ending May 2020

#### **PROPERTY MAINTENANCE BOARD OF APPEALS**

Ralph Manting appointed to a full term ending October 2019

Mark Speas appointed to a full term ending October 2019

Jeff Joseph re-appointed to a full term ending October 2019

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The resolution was declared adopted.

Dated: April 3, 2017

### **UNSCHEDULED BUSINESS**

- Commissioner Anderson appreciated the start of the yard waste pickup today and thanked those involved for doing a lovely job.
- The Mayor and Mr. Gifford attended the Big Rapids Township meeting on March 30, 2017. At this meeting, they asked for input for incorporating Clay Cliffs into the City's footprint. The Mayor believes that the meeting went well and this topic will be on the City's agenda for June 5. Also on the June 5 Commission meeting agenda, a deed restriction for Clay Cliffs will be proposed.
- The term "surplus property" cannot be found in the City's ordinances or City Charter. The City refers a piece of property that the City owns and is of an unproductive use to the City as surplus property. When declaring these parcels surplus, care should be taken to identify deed restrictions and other restrictions on title or use of the property. The Mayor encouraged Mr. Williams and staff to find a better process for the City to deal with property that it owns and may not have a need for. Title searches need to be done to uncover anything that has been recorded as a restriction against the property.

Mr. Williams added that the City's process is dated to another era and does not fit well with what the City is trying to do as a municipality and should be reviewed. This causes question to the efficiency of the traditional public bid process. Staff places the bid notice in the newspaper and on the City's website, but is the bid getting a full market exposure. Maybe the City should be utilizing a realtor for these properties.

There being no further business to come before the City Commission, the Mayor declared the meeting adjourned at 8:50 p.m.

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Mayor Mark J. Warba

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Tamyra K. Gillis, City Clerk