

COMMITTEE OF THE WHOLE MEETING MINUTES

November 3, 2015

CALL TO ORDER - Mayor Abbott called the meeting to order at 7:32 p.m.

PLEDGE OF ALLEGIANCE– Mayor Abbott opened the meeting with the Pledge of Allegiance.

ROLL CALL – Mayor Abbott asked for a roll call. Roll call revealed the following trustees present: Eidam, Kapteyn, Stole, Manno and DeLaurentis. Trustee Skrbina was absent with notice.

COMMITTEE OF THE WHOLE MEETING

A. Ordinances 15-034 & 15-035 – (Arlette Frye):

Treasurer, Arlette Frye, announced that Ordinances 15-034 & 15-035 were created to clarify and conform with the current check signing practices previously established and followed by the village. Further clarification regarding the number of required signatures, electronic signatures and *live* signatures were shared. Ms. Frye explained the procedure regarding the opening of accounts.

It was agreed that Ordinances 15-034 & 15-035 would be placed on the next Board Meeting Agenda.

B. Ordinance 15-036 – (Travis Bandstra):

Director of Economic Development, Travis Bandstra, announced that Planning & Zoning has approved the granting of a Special Use Permit and a Variance to Guaranteed Auto Sales, located at 2444 Ridge Road. Details of the Variance and the Special Use Permit were explained including the stipulation of 12 striped parking spaces for employee and customer parking, and a limit of a 55 vehicle maximum cars allowed to be for sale at one time.

Trustee Manno requested the word *striped* be included in Ordinance 15-036 referring to 12 *striped* parking spaces. Attorney Lapp agreed to comply.

Trustee Eidam inquired and Travis Bandstra confirmed that all sales will be providing sales tax revenue to the Village along with regular reporting from the State.

Trustee Eidam requested the vote regarding Ordinance 15-036 be postponed and placed on the agenda for the next board meeting.

Following a discussion and comments from the trustees, Mayor Abbott stated the Ordinance will be included on the next board meeting agenda.

C. Enterprise Zone Re-Application – (Travis Bandstra):

Mr. Bandstra provided a recap of last year's Enterprise Zone Application process and its recent denial. The application was denied on a technicality as the Department of Commerce and Economic Opportunity, under the new Governor, changed its interpretation regarding the expiration date of the current enterprise zones, after the original application was submitted. Even though the new interpretation changed the guidelines after Lansing and neighboring communities applied for their enterprise zone, the application was deemed ineligible due to its borders overlapping a current enterprise zone.

Mr. Bandstra recapped the benefits of the designation and recommended the reapplication of the Calumet Enterprise Zone explaining the Village of Lansing and participating neighboring communities must now resubmit the original application (at no cost to reapply) for approval in the next application round. Director Bandstra recommended the Board include the IGA (Intergovernmental Agreement) and the ordinance on the November 17th meeting, as the application must be submitted by the December 31st deadline.

Mayor Abbott asked for questions. There were none. Mayor Abbott indicated the re-application will be included on the next board meeting.

D. Class 8 Tax Incentive for 19261 Burnham Avenue – (Travis Bandstra)

Director Bandstra announced the purchase of a multi-tenant commercial building located at 19261 Burnham Avenue by Mr. Sami Bader. He presented the owner's request to be approved for a Class 8 Tax Incentive. Mr. Bandstra indicated the proposed separation of the parcel into multiple parcels, therefore, allowing the larger parcel to be considered for a Class 8 Incentive. In addition, he continued to explain the deteriorated state of the building and the new owner's plan of spending

up to \$100,000 on capital improvements to update and modernize the property. The improvements will be a condition of the incentive approval.

A procedural discussion ensued regarding the timing of the Planning & Zoning Board's review of the subdivision and the village board voting on the Class 8 application. The majority of the trustees were comfortable with the approval being contingent on the Planning & Zoning decision, with other trustees expressing their preference that P&Z review before the vote to approve.

The projection for the P&Z meeting is November 25 with the board voting at the regular meeting in the beginning of December.

E. Municipal Center Parking Lot Expansion – (Travis Bandstra & John Ryan)

Director Bandstra introduced Mr. John Ryan of IRG (Ives/Ryan Group) who presented a revised concept sketch of the property and parking lot entryway area in front of the Village Hall (SW corner of Ridge & Burnham). A power point presentation was provided to the audience indicating suggested lighting, landscaping, seat wall, planters, metal mesh archway and suggestion of a civic/historical display area honoring civic engagement and volunteerism.

Questions and suggestions by Mayor Abbott, Director Bandstra, Mr. Ryan and the trustees resulted in the agreement to remove the overhead archway sign.

A preliminary discussion and recommendations from the Lansing Historical Society was suggested and agreed upon by the trustees. Additionally, the trustees provided approval to begin the preliminary engineering work for the project.

F. Preliminary Tax Levy Discussion – (Arlette Frye):

Treasurer, Arlette Frye, opened the tax levy discussion explaining it is time to define the 2015 tax levy. She shared the many factors to consider in determining the levy. She noted the three main contributors to the increase are the village's three pension plan obligations. As was done last year, one hundred percent of the levy increase will fund the pension obligation. Ms. Frye recommended the village levy a 4.98% increase over the prior year's levy.

Ms. Frye reminded the board that a *consensus of intent* must be made by the Board 20 days prior to the levy ordinance being approved.

A consensus of the board was to accept the tax levy intent for 4.98%. All trustees replied by saying, Aye.

OLD/NEW BUSINESS –

Trustee Kapteyn questioned the possible need for a public hearing 2 weeks before the tax levy vote and was informed by Attorney Lapp that due to the lower percentage increase, a public hearing is not required.

ADJOURNMENT – At 8:48 p.m., Mayor Abbott asked for a motion to adjourn the Committee of the Whole Meeting.

Trustee Kapteyn so moved.

Trustee Stole seconded.

ROLL CALL ON MOTION

Yeas – 5- Trustees: Kapteyn, Stole, Eidam, Manno and DeLaurentis

Nays - 0

Respectfully Submitted,

Donna Kooyenga
Lansing Village Clerk

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