

**READING CITY COUNCIL
REGULAR MEETING
Tuesday, December 9, 2025
City Hall Council Chambers**

MAYOR PENNEY CALLED THE MEETING TO ORDER AT 6:30 P.M. AND LED THOSE IN ATTENDANCE WITH THE PLEDGE OF ALLEGIANCE.

ROLL CALL: Matz, George, Crank, Gary, and Penney present. Also present, Kimberly Blythe, City Manager/Clerk/Treasurer; Grace VanCamp, First Deputy Clerk/Treasurer/Zoning Administrator; Melani Matthews, Deputy Clerk/Treasurer/Cemetery Administrator; Guests: Steve Nemeth and Mark Wiley

Matz moved, Crank seconded to approve the agenda as presented. Motion carried (5-0).

Mark Wiley gave an update on things from the County Commissioners office –

- Happy Holidays!
- 800 mH project update
 - o Thomas Whittaker is project manager, coordinating all the moving parts to get the towers up and running
 - o North Adams and Woodbridge towers are up; Litchfield is taking longer due to much larger footers needed
 - o Utility sheds will be going up next week, weather permitting
 - o Everything looks to be staying on track to be up and running by July 2026
 - o After the first of the year they will begin coordinating training on the equipment with the various entities which will be utilizing the system (Emergency Response Departments – Police, Medical, Fire) and scheduling radio disbursement
- The Commissioners have passed a balanced budget and is still working with the unions in the Sheriff Department, which might require slight adjustments to the budget. It is on the agenda for the next meeting (December 23rd) to finalize the budget for 2026.
- The Commission is continuing to work with the Opioid committee to utilize the funds from the Opioid settlement. They meet on the second Wednesday of the month at 9:00 AM and are looking for programs and services that fit the requirements for the funds to be used. The Elephant in the Room training went well, and they are looking to do another one.
- The Prosecutor's office is fully staffed, for the first time in a very long time.
- See you in January!

CONSENT AGENDA

Gary moved, Matz seconded to approve the Consent agenda as presented, which includes the minutes from the Regular Meeting of November 11, 2025, the Treasurer's Report and Financial Statements for October, 2025, payment of operating bills for November 2025 in the amount of \$207,880.56, as well as receive and file the Library Board Minutes from October 2025 and the TIFA/PC packet from December, 2025.

ROLL CALL VOTE: Yeas – George, Gary, Crank, Matz, and Penney; Nays – None; Absent – None. Motion carried (5-0).

COMMUNICATIONS TO COUNCIL – None

FIRST CALL TO THE PUBLIC

- No public comment

OLD/ONGOING BUSINESS

A. MELS (Michigan/East/Lynn/Strong) Project Updates

As of December 5, 2025, all asphalt and concrete work have been completed! The contractor is wrapping up shoulder gravel and manhole structure adjustments this week with a plan to open the road to traffic for the winter after completion. Mailbox adjustments will take place next week, the last scheduled item for the year. Before departure, stop signs will be put back up in original condition where they were taken down. Several of these locations will receive new posts and street name placards in the spring, but we wanted to make sure everything was operational before opening for the winter. Several outstanding items will be pushed to the spring due to winter weather, with a targeted completion before our new construction end date of May 31st. They are as follows:

- Slope Restoration - Topsoil and Seed Blanket
- Permanent Sign Replacements
- Permanent Pavement Markings
- Punchlist Items (Additional Strong St Crossing, Curb Ramp Fixes, etc.)

NEW BUSINESS

A. Extension Request – MRTMA Retailer License (Conditional Authorization) – NSRY

- Crank moved, Gary seconded to grant NSRY an extension of their MRTMA Conditional Authorization, with the extension period running from December 9, 2025 through April 9, 2026. Motion carried (5-0).

B. Cemetery Foundation Rate Adjustment Request

- Matz moved, Crank seconded to amend the Cemetery Fee Schedule to set the foundation installation fee at \$0.45 per square inch, with a minimum of \$300, effective January 1, 2026. Motion carried (5-0).

C. Re-appointment to Library Board

- Crank moved, Matz seconded to reappoint Robin Bartels to a three-year term on the Library Board, beginning January 1, 2026 and ending December 31, 2028. Motion carried (5-0).

D. Re-appointment to the Planning Commission and TIFA Board

- Matz moved, George seconded to reappoint Warren Bartels, Melani Matthews, and Hannah Tunis to the Planning Commission and TIFA Board for three-year terms, beginning January 1, 2026 and ending December 31, 2028. Motion carried (5-0). It was also noted there are currently two vacancies on these boards.

E. January 2026 Meeting Date

- Crank Moved, Gary seconded to set the January 2026 council meeting for January 13, 2026 at 6:30 PM in the Reading City Hall Council Chambers. Motion carried (5-0).

F. Fire Department Budget Allocation

- Crank Moved, Gary seconded to approve the full \$35,000 allocation to the Reading Fire Department for the 2025/2026 Fiscal Year. ROLL CALL VOTE: Yeas – George, Gary, Crank, Matz, and Penney; Nays – None; Absent – None. Motion carried (5-0).

G. Other

- George made an inquiry regarding the person requesting permission to hunt within the City Limits at the last Council meeting, and if any decision had been reached regarding that. General consensus is to not allow hunting within the City Limits.

SECOND CALL TO THE PUBLIC

- Steve Nemeth asked about what is required to be considered for appointment on the Planning Commission and TIFA Boards.

Matz moved, Crank seconded to adjourn the meeting. Motion carried (5-0).

Meeting adjourned at 7:06 P.M.
Respectfully submitted,

Melani Matthews, Deputy Clerk/Treasurer/Cemetery Clerical Adm