

Allegan City Council  
Minutes  
Allegan, MI 49010  
April 23, 2018

**1. CALL TO ORDER**

Mayor Stotmeister called the regular Allegan City Council meeting to order at 7:00PM.

**2. ROLL CALL**

Present: Manning, McKenzie, Mayor Stotmeister, Ingalsbee, Tripp, Perrigo

Absent: Morgan

Others Present: City Manager Joel Dye, City Clerk Danielle Bird, Promotions Coordinator Parker Johnson, Community Development Coordinator Jordan Meagher, Assistant Promotions Coordinator Tammy Gorby, Director of Public Works Aaron Haskin, Director of Public Utilities Doug Sweeris, Finance Director Tracy Stull Officer McFanin.

Motion by Ingalsbee, supported by McKenzie, to excuse Patrick Morgan from the Regular Council Meeting. Motion passed 6-0.

**3. PLEDGE OF ALLEGIANCE**

**4. MEETING PRAYER**

Alan Carson, Merson Church

**5. APPROVAL OF MINUTES**

5A.1 – Approval of the Regular Council Meeting Minutes for April 9, 2018.

Motion made by McKenzie, supported by Tripp to approve the Regular Council Minutes from April 09, 2018.

**6. APPROVAL OF AGENDA**

6A.1 – Approval of the Regular Council Meeting Agenda for April 23, 2018.

Motion by McKenzie, supported by Perrigo to approve the Regular Council Meeting Agenda for the April 23, 2018.

**7. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

Tessa Thomas requested that a 21-Gun salute be allowed during the Knights on Bikes for Blessing of the Bikes on Saturday, May 12, 2018 at Noon.

Motion by Manning, supported by Ingalsbee to approve the request from Tessa Thomas for a 21-Gun Salute on Saturday, May 12, 2018 at Noon. Motion Passed 6-0.

David Benac US House Candidate announced he is having a town hall meeting on May 3, 2018 at the Allegan District Library.

## **8. FIRST READING OF ORDINANCE**

8A.1 – First Reading of Zoning Ordinance 18.2 Text Amendment Regarding Corner Lots in the C-2 Zoning District and Schedule a Public Hearing for May 14, 2018.

Community Development Coordinator Jordan Meagher went over the rear yard setbacks. There will be two side yards and no rear yards. The planning commission approved this ordinance and recommends City Council do the same.

Motion by Tripp, supported by McKenzie to approve the first reading of zoning ordinance 18.2 text amendment regarding corner lots in the c-2 zoning district and schedule a public hearing for May 14, 2018. Motion Passed 6-0.

8A.2 – First Reading of Rezoning Ordinance 18.3 for parcel 51-200-065-00 and 51-200-065-10 from M-1 Manufacturing to PUD.

Community Development Coordinator Jordan Meagher this is for one City parcel and one is for JML Realestate. This will be a rezoning from M-1 to PUD with no height requirement.

Motion by Perrigo, supported by Manning to approve the first reading of rezoning ordinance 18.3 for parcel 51-200-065-00 and 51-200-065-10 from M-1 manufacturing to PUD and schedule a public hearing for May 14, 2018. Motion Passed 6-0.

## **9. SPECIAL PRESENTATIONS AND RECOGNITIONS BY THE MAYOR OR COUNCIL**

9A.1 – Proclamation for Arbor Day.

Mayor Stotmeister read the Arbor Day Proclamation and presented to Director of Public Works Aaron Haskin.

9A.2 – Proclamation for Water Week.

Mayor Stotmeister read the Water Week Proclamation and presented to Director of Public Utilities Doug Sweeris.

## **10. PUBLIC HEARINGS & ADOPTION OF ORDINANCES**

10A.1 – Public Hearing and Adoption of Resolution 18.13 for the Vacation of Adams Street Right of Way between Delano and Terrace Streets.

Mayor Stotmeister opened the Public Hearing at 7:18PM.

Shane Clemens stated he was there representing a resident of Arbor Street and wanted to know what the process is.

City Manager Dye explained if this is approved the Right of Way will be vacated. There will be a sewer easement. No permanent structures are allowed, but a fence is ok.

Mayor Stotmeister closed the Public Hearing at 7:19PM.

Motion by Ingalsbee, supported by Tripp to approve the adoption of Resolution 18.13 for the vacation of Adams Street Right of Way between Delano and Terrace Streets. Motion Passed 6-0.

#### 10A.2 – Public Hearing and Adoption of Ordinance 18.14 City Council Code of Ethics.

Mayor Stotmeister opened the Public Hearing at 7:21PM, with no public comment and closed the Public Hearing at 7:21PM.

Motion by McKenzie, supported by Perrigo to approve the adoption of Ordinance 18.1 with the change of Council Meeting time to start at 7:00PM. Motion Passed 6-0.

### **11. UNFINISHED BUSINESS & TABLES ITEMS**

### **12. WRITTEN PETITIONS & REPORTS FROM SPECIAL COMMITTEES**

12A.1 – Request for 3<sup>rd</sup> Annual Allegan City Wide Garage Sale for July 27-29, 2018 received from Brad Burke.

Motion by Tripp, supported by Ingalsbee to approve the request for the 3<sup>rd</sup> Annual Allegan City wide garage sale for July 27-29, 2018 with no garage sale permit required. Motion Passed 6-0.

12A.2 – Request from First Congregational Church to place signs in the City Right of Ways for their Plant Sale on May 12, 2018.

Motion by McKenzie, supported by Ingalsbee to approve the request from First Congregational Church to place signs in the City Right of Ways the week prior of their Plant Sale on May 12, 2018. Motion Passed 6-0.

### **13. REPORTS FROM BOARDS, COMMISSIONS & CITY OFFICES**

#### **13A. City Boards, Commissions and Area Agencies**

13A.1 – Accept the Minutes for the Downtown Development Authority Meeting on April 11, 2018.

The Façade Grant guidelines were discussed and the Fiscal Year 2019 Budget was approved.

13A.2 - Accept the Minutes for the Public Space Commission on April 11, 2018.

Discussed what the plan was for the future and goals.

13A.3 - Accept the Minutes for the Planning Commission on April 16, 2018.

The two amendments for the first reading of the ordinances were discussed and approved.

### **13B. Finance Dept. & City Clerk**

13B.1 - Request to Approve Accounts Payable and Payroll.

Mayor Pro tem McKenzie made a motion, supported by Ingalsbee to approve accounts payable for \$181,499.06 and payroll for \$104,479.62 for a total disbursement of \$285,978.68. Motion Passed 6-0.

13B.2 – Adopt Resolution 18.14 to authorize 3<sup>rd</sup> Quarter Budget Adjustments.

Finance Director Stull explained that Positively Allegan was set up into the software system so there were adjustments for this change. The retirement was switched from one-year end deposit to bi-weekly deposits. The other adjustments were approved at previous meetings.

Motion by Perrigo, supported by McKenzie to approve and adopt resolution 18.14 to authorize 3<sup>rd</sup> quarter budget adjustments. Motion Passed 6-0.

13B.3 – Request for Purchase from Pitney Bowes for a Postage Machine in the amount of \$8,388.57.

Currently Lake Michigan Mailers picks the mail up daily for a fee. There have been issues with the water bills being processed, which is adding an extra fee. Looked at different options for mail and postage, and Pitney Bowes was the best choice. This will require a budget adjustment.

Motion by Ingalsbee, supported by Manning to approve the purchase from Pitney Bowes for a postage machine in the amount of \$8,388.57. Motion Passed 6-0.

### **13C. Police Department**

### **13D. Public Utilities**

13D.1 – Results from Flies & VandenBrink Engineering from the sampling of the three

production wells located at the Allegan Drinking Water Plant.

Director of Public Utilities Doug Sweeris, discussed the results from the PFA's. All three wells were sampled and there is no presence of the 21 compounds tested.

13D.2 – A request to declare two zero turn mowers and a 1998 Dodge Truck as surplus property.

The truck was replaced last winter. The mowers at both facilities are requiring a lot of maintenance each year. Council Member Ingalsbee asked how old the mowers are, Doug stated one is 11 years old and the other is 10 years old.

Motion by Manning, supported by Ingalsbee to declare two zero turn mowers and a 1998 Dodge Truck as surplus property. Motion Passed 6-0.

### **13E. Public Works**

13E.1 – A request to declare the following items as surplus property.

- 2003 Woods Gang Mower – replaced with a new one
- 1 old fireworks pontoon boat 18 hp Evinrude motor- boat has been replaced, motor shears pins
- Enclosed Cemetery trailer – has been replaced
- Old split rail fencing - replaced at the Sports Complex
- 25 hp Kohler Engine - replaced on the 2003 zero turn mower
- Parts washer tank – came from the water treatment plant, the pump does not work
- Small portable Excell gas powered pressure washer – bad pump
- Poulan Pro high wheel push mower – damaged engine
- 3 used loader tires 17.5x25x28 – about 25% tread left
- 1980 Ford 5600 diesel tractor – budgeted for replacement
- Water moving pump originally purchased in 2003 to help with ice forming on the dam gates – did not help with the ice
- 2005 John Deere 444J Loader – budgeted for replacement

Motion by Ingalsbee, supported by Perrigo to approve the items listed as surplus property. Motion Passed 6-0.

### **13F. City Manager**

13F.1 – Approval of a Façade Grant for 118 Locust Street.

The Downtown Development Authority approved \$28,000.00. They are making

great progress. The DDA can approve, but the Façade guidelines state the City Council has to approve too.

Motion by McKenzie, supported by Perrigo to approve the Façade Grant for 118 Locust Street in the amount of \$28,000.00 Motion passed 6-0.

13F.2 – Approval of a Façade Grant for 136 Brady Street.

The DDA approved this Grant for \$10,000.

Motion by McKenzie, supported by Tripp to approve the Façade Grant for 136 Brady Street in the amount of \$10,000.00. Motion passed 6-0.

13F.3 – Motion to rescind the Public Hearing originally scheduled for May 14, 2018 for City Owned Property located at 51-022-001-40.

Council approved the public hearing to sell the parcel to Recycle Now. After the announcement, Essential Technology asked to purchase and both parties agreed.

Motion by Ingalsbee, supported by McKenzie to rescind the public hearing originally scheduled for May 14, 2018 for City owned property located at 51-022-001-40. Motion Passed 6-0.

13F.4 – Review and Discuss a Potential Sale of City Owned Property to Essential Technology for \$7,000.00 in the Industrial Park at 51-022-001-40 and schedule a Public Hearing.

This is the same parcel from above. This company is growing and would like to purchase the land to accommodate the growth.

Motion by McKenzie, supported by Ingalsbee to approve the Public Hearing for a potential sale of city owned property to Essential Technology for \$7,000.00 in the Industrial Park at 51-022-001-40 for May 14, 2018. Motion Passed 6-0.

13F.5 – Review and Discuss a Potential Sale of City Owned Property to Essential Technology for \$7,000.00 in the Industrial Park at 51-022-001-21 and schedule a Public Hearing.

This is the parcel to the North of Essential Technology. Their growth is about 50% a year.

Motion by Ingalsbee, supported by McKenzie to approve the Public Hearing for a potential sale of city owned property to Essential Technology for \$7,000.00 in the Industrial Park at 51-022-001-21 for May 14, 2018. Motion Passed 6-0.

13F.6 - Review and Discuss a Potential Sale of City Owned Property to Recycle Now Inc., LLC for \$8000.00 in the Industrial Park at 51-022-001-00 and schedule a Public Hearing.

This company is from Holland and wanting to expand and relocate to Allegan. Joel appreciates the business owner being flexible and purchasing a different parcel.

Motion by Ingalsbee, supported by Tripp approve the Public Hearing for a potential sale of city owned property to Recycle Now Inc., LLC for \$8000.00 in the Industrial Park at 51-022-001-00 for May 14, 2018. Motion Passed 6-0.

13F.7 – Adopt Resolution 18.15 addressing changes to the City Council Rules and Procedures.

Council has set rules and procedures. This is separating the City Manager/Clerk to City Manager and City Clerk. This also sets a process for appointing members to committees and boards.

Motion by McKenzie, supported by Tripp to approve the adoption of resolution 18.15 addressing changes to the City Council Rules and Procedures. Motion Passed 6-0.

#### **14. BOARD APPOINTMENTS**

#### **15. COMMUNICATIONS FROM COUNCIL & MAYOR & MANAGER**

15A.1 – Comments from City Manager, Council and Mayor.

City Manager Dye – All parcels will be sold after scheduling the Public Hearings. The Special Meeting for the budget will be Wednesday and Thursday at 5:30PM at City Hall on the 2<sup>nd</sup> Floor.

Council Member Ingalsbee – After walking through the cemetery there are many trees that need attention.

Council Member Tripp – Excited about all the events happening downtown.

Council Member Manning – Nothing

Mayor Pro tem McKenzie – Nothing

Mayor Stotmeister – Her daughter will be a Prom on Saturday. Arbor Day Celebration is on May 4<sup>th</sup> at 10:00AM.

15A.1 - Motion to enter into Closed Session for discussion of potential land transaction.

Motion by McKenzie, supported by Manning to enter into a closed session to discuss a land sale at 7:52PM.

Roll Call Vote: Perrigo – yes; Manning – yes; Ingalsbee – yes; Tripp – yes; McKenzie – yes; Mayor Stotmeister- yes.

Motion by McKenzie, supported by Ingalsbee to enter back into the regular Council Meeting.

## 16. ADJOURNMENT

Mayor Stotmeister adjourned the meeting at 9:27PM.

Minutes respectfully submitted by,



Danielle Bird  
City Clerk