

Allegan City Council  
Minutes  
Allegan, MI 49010  
May 29, 2018

**1. CALL TO ORDER**

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

**2. ROLL CALL**

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

Absent: Morgan, Manning

Motion by Ingalsbee, supported by McKenzie to excuse Council Member Morgan from the Regular Council Meeting. Motion passed 5-0.

Motion by Tripp, supported by McKenzie to excuse Council Member Manning from the Regular Council Meeting. Motion passed 5-0.

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

**3. PLEDGE OF ALLEGIANCE**

**4. MEETING PRAYER**

**5. APPROVAL OF MINUTES**

5A.1 – Approval of the Regular Council Meeting Minutes for May 14, 2018.

Motion made by McKenzie, supported by Perrigo, to approve the Regular Council Minutes from May 14, 2018. Motion Passed 5-0.

**6. APPROVAL OF AGENDA**

6A.1 – Approval of the Regular Council Meeting Agenda for May 29, 2018.

Motion by Ingalsbee, supported by McKenzie, to approve the Regular Council Meeting Agenda for the May 29, 2018.

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

None

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

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

9A.1 – Proclamation for Myasthenia Gravis Awareness Month, June 2018.

Mayor Stotmeister read the Proclamation for Myasthenia Gravis Awareness Month, June 2018 and presented to Kerri Sweeris.

9A.2 – Update from Ryan Deery, Library Director on the progress of the building project.

The drive is closed and expected to be completed in about three weeks. The Greens are back in their house. The steel has been delivered and the building is expected to be up by the End of the September, first part of October. ON the August ballot, the operating millage is up for renewal .85 Mills for ten years. The sidewalk from Hubbard down to the Riverfront. The previous City Manager gave a verbal agreement for conveyance. The sidewalk will be wider and ADA accessible will require steel support for the handrail for the entire length to be ADA compliant. The Library is requesting the City to pay for half of the cost of the handrail around \$15,000.00 and that the City takes ownership of the sidewalk after its completion. The total cost for the sidewalk and handrail will be \$92,000.00.

Motion by Ingalsbee, supported by Tripp to accept the sidewalk after completion and pay \$15,000.00 towards the handrail. This will require a budget adjustment. Motion Passed 5-0.

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

10A.1 – Public Hearing and Second Reading on Ordinance Number 468 Addressing Changes to the City's Blight Ordinance.

Mayor Stotmeister opened the Public Hearing at 7:24PM and closed the Public Hearing no public comment.

Jordan Meagher explained that currently staff is using two different codes for the roof. This will clarify and put it all under one ordinance.

Motion by Perrigo, supported by Tripp to adopt Ordinance Number 468 addressing changes to the City's Blight Ordinance. Motion Passed 5-0.

10A.2 – Public Hearing and Second Reading on Ordinance Number 469 Creating a Dangerous Structure Ordinance.

Mayor Stotmeister opened the Public Hearing at 7:27PM and closed the Public Hearing with no public comment.

Community Development Coordinator Jordan Meagher, explained this will create and dangerous structure hearing officer and construction board of appeals to service in a judiciary role during the abatement process.

Motion by Council Member Ingalsbee, supported by McKenzie to adopt Ordinance Number 469 Creating a Dangerous Structure Ordinance. Motion Passed 5-0.

10A.3 – Public Hearing and Second Reading on Ordinance Number 470 Adopting the 2015 International Property Maintenance Code.

Community Development Coordinator explained that the City currently uses the 2009 International Property Maintenance Code. The building authorities and City Attorney suggested updating to 2015 International Property Maintenance Code. This will create fewer steps in the appeal process.

Mayor Stotmeister opened the Public Hearing at 7:30PM and closed the Public Hearing with no public comment.

Mayor Pro tem McKenzie in the 2009 code it states you are not allowed to make copies. City manager Dye stated that is only for propriety reasons.

Motion by McKenzie, supported by Perrigo to adopt Ordinance Number 470 Adopting the 2015 International Property Maintenance Code. Motion Passed 5-0.

10A.4 – Public Hearing and Second Reading on Ordinance Number 471 Creating a Larceny and Utility Tampering Ordinance.

City Manager Dye explained that Chapter 17 lists all offenses. It does not list someone who steals or destroys City Utilities. The City Attorney suggested adding this.

Mayor Stotmeister opened the Public Hearing at 7:34PM and closed the Public Hearing with no public comment.

Motion by Council Member Tripp, supported by Ingalsbee to adopt Ordinance Number 469 Creating a Dangerous Structure Ordinance. Motion Passed 5-0.

**11. UNFINISHED BUSINESS & TABLES ITEMS**

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

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

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

13A.1 – Accept the Minutes for the Airport Advisory Board on May 7, 2018.

Council Member Tripp went over the meeting minutes. There were four bids

received for the terminal building. As of right now, they are going to delay the sealing and painting until next year, due to the bids being higher. The fuel is now in the City's name.

13A.2 - Accept the Minutes for the Downtown Development Authority on May 9, 2018.

Mayor Stotmeister explained the minutes. They discussed expanding the DDA Boundary. The gateway plan at water and cutler and discussed the Façade Program.

13A.3 – Accept the Minutes for the Public Space Commission Meeting on May 16, 2018.

Mayor Pro tem McKenzie the meeting consisted touring the parks on the trolley.

### **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 \$1,407,779.49 and payroll for \$103,092.16 for a total disbursement of \$1,510,871.65. Motion Passed 5-0.

13B.2 – Adoption of Resolution 18.20 to Waive Penalty for Property Transfer Affidavit not filled within 45 Days.

Michigan Law requires this however, there is no way to collect or go after someone who does not file their PTA.

Motion by Ingalsbee, supported by McKenzie to adopt resolution 18.20 to Waive Penalty for Property Transfer Affidavit not filled within 45 Days. Motion Passed 5-0.

13B.3 – Adoption of Resolution 18.21 to approve Fiscal Year Budget 2019.

At the previous meeting, there was a Public Hearing for the budget and there was no Public Comment Heard.

Motion by Ingalsbee, supported by McKenzie to adopt Resolution 18.21 to approve Fiscal Year Budget 2019. Motion Passed 6-0.

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

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

13D.1 – Request for a Change Order from Fedewa Inc., Nashville, MI.

This is a request to add a 3<sup>rd</sup> Logo. There are able to install the control box in the tank. This has reduced the total amount of the Change order by \$7,100.00.

Motion by McKenzie, supported by Ingalsbee to approve the change order from Fedewa Inc., Nashville, MI. Motion Passed 5-0.

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

- 13E.1 – Mill District Easement to MDOT for the M222 Slope Maintenance and Restoration Project.

Department of Public Works Director explained this easement is similar to the one approved last year. This is an extension to the current easement.

Motion by Ingalsbee, supported by Tripp to approve the Mill District Easement to MDOT for the M222 Slope Maintenance and Restoration Project. Motion Passed 5-0.

- 13E.2 – Request for Services from McGraw Construction Inc., of Grand Rapids, MI in the amount of \$620,000.00 for the construction of an Terminal Airport Building.

Department of Public Works Director explained this project has been in the works for several years. If approved it will be begin in July. The will be between the old terminal and the Main Hangar. There will be a planning area for the pilots, a lounge, restrooms and showers.

Motion by Tripp, supported by Ingalsbee to approve the Request for Services from McGraw Construction Inc., of Grand Rapids, MI in the amount of \$620,000.00 for the construction of a Terminal Airport Building. Motion Passed 5-0.

- 13E.3 – Request for Engineering Services from Wightman & Associates, Inc., Benton Harbor, MI in the amount of \$9,434.00 for the creation of an updated Parks and Recreational Master Plan.

This plan is required to get funding for DNR Grants and needs to be updated every five years.

Motion by McKenzie, supported by Ingalsbee to approve the request for Engineering Services from Wightman & Associates, Inc., Benton Harbor, MI in the amount of \$9,434.00 for the creation of an updated Parks and Recreational Master Plan. Motion passed 5-0.

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

- 13F.1 – Request for Services from Abonmarche, Benton Harbor, MI in the amount of \$47,000.00 for the Creation of a Downtown Streetscape Plan and Traffic Study.

This will be done in three segments; downtown streetscape, traffic study and developing cost estimates for planned work. There will be challenging areas of

sidewalks on the west side of Locust Street where the sidewalks are over the basements of buildings.

Council Member Tripp and Ingalsbee stated this needs to be more than a promise. The plan needs to move forward.

Motion by McKenzie, supported by Perrigo to approve the request for Services from Abonmarche, Benton Harbor, MI in the amount of \$47,000.00 for the Creation of a Downtown Streetscape Plan and Traffic Study. Motion Passed 5-0.

13F.2 – A request to declare items as surplus property from the Regent Theatre.

There are antiques, metal pulley, metal door, chair, vacuum, oil cans, 1970 Projector, lamp house, speaker and light fixtures.

Mayor Pro tem McKenzie asked how these items would be sold. Promotions Director Parker Johnson stated that he is looking to get a spot at the Allegan Antique Markets to sell the antique items.

Motion by McKenzie, supported by Perrigo to approve the request to declare items as surplus property from the Regent Theatre. Motion Passed 5-0.

13F.3 – Announcement of events for Positively Allegan.

Rollin on the River starts on June 8 and continues through the end of August. Bridgefest is on the 9<sup>th</sup> of June. July 3 Jubilee and the Good Times at the Gazebo start in July. They are discussing a Ghouls Night out and Festive Friday's and to end out the year will be New Year's Eve.

Motion by Ingalsbee, supported by McKenzie to approve the announcement of events for Positively Allegan. Motion Passed 5-0.

13F.4 – Request for a Temporary Pay Increase for the City Clerk.

City Manager Dye explained that the City Clerk has picked up the extra work for Utility Billing and Accounts Payable.

Council Member Tripp asked how many hours has she picked up. City Manager Dye explained she has picked up between 15 and 20 hours extra. He also stated that all staff at City Hall works through their lunch.

Motion by Ingalsbee, supported by McKenzie to approve the request for a Temporary Pay Increase for the City Clerk. Motion Passed 5-0.

13F.5 – Request to set the City Assessor Pay.

City Manager Dye stated he could not set the pay for the assessor that Council

has too. The assessor has obtained her level 3 certification and is very good at what she does.

Council Member Tripp asked what her current wage is.

Motion by Ingalsbee, supported by McKenzie to approve the request to set the City Assessor Pay. Motion Passed 5-0.

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

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

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

City Manager Dye – The Memorial Day Parade was great. The stories were great and the cemetery looked nice. June 9<sup>th</sup> is Bridgefest. Please sign up and volunteer is encouraged. Community members are also encouraged to volunteer. If you cannot volunteer, then come down and have a great time.

Council Member Ingalsbee – Clean Up week is one of the best things the City does for the residents. She appreciated the help from the DPW workers too.

Council Member Tripp – The Memorial Day events were great. The service at the Cemetery brings back memories from Boy scouts.

Council Member Perrigo – June 1 and 2<sup>nd</sup> is the Oakwood Cemetery Tour. The Allegan Sports Boosters will have a dunk tank at Bridgefest.

Mayor Pro tem – The email received from Parker to sponsorship of the Summer Movies to approve a one meeting stipend for the cost of the Summer Matinee of \$200.00

Motion by McKenzie, supported by Perrigo to approve a one meeting stipend of the Council Member for the cost of the summer matinee of \$200.00. Motion Passed 5-0.

Mayor Stotmeister – The Library Kickoff is starting.

#### **16. CLOSED SESSION**

#### **17. ADJOURNMENT**

Mayor Stotmeister adjourned the meeting at 8:07PM.

Minutes respectfully submitted by,



Danielle Bird  
City Clerk