

Allegan, Michigan

November 9, 2015

Call to Order City Manager/Clerk R. Hillard called the regular meeting of the Allegan City Council to order at 7:00 PM.

Pledge of Allegiance

Meeting Prayer Moment of silence.

City Manager/Clerk R. Hillard administered the oath of office to Councilmembers Nancy Ingalsbee, Charles Tripp, Patrick Morgan, Michael W. Manning and Constable Jim Richardson.

City Manager/Clerk R. Hillard called for nominations for Mayor. Councilmember McKenzie, supported by Councilmember Gratz, made a motion to nominate Councilmember Ingalsbee, as Mayor. Councilmember Leverage, supported by Councilmember Gratz, made a motion to close the nominations for the office of Mayor. Motion passed by acclamation. A roll call vote was taken to elect Councilmember Ingalsbee as Mayor: Councilmember Gratz: yes; Councilmember Ingalsbee: yes; Councilmember Leverage: yes; Councilmember Manning: yes; Councilmember McKenzie: yes; Councilmember Morgan: yes; Councilmember Tripp: yes; Motion passed 7-0.

City Manager/Clerk R. Hillard administered the oath of office to Councilmember Ingalsbee as Mayor for a one year term.

City Manager/Clerk R. Hillard called for nominations for Mayor Pro tem. Councilmember Gratz, supported by Councilmember McKenzie, made a motion to nominate Councilmember Tripp as Mayor Pro tem. Councilmember Leverage, supported by Councilmember Gratz, made a motion to close the nominations for Mayor Pro tem and appoint Councilmember Tripp as Mayor Pro-tem for a one year term. Motion passed by acclamation.

City Manager R. Hillard administered the oath of office to Councilmember Tripp as Mayor Pro-tem.

Roll Call

Present: Councilmembers: Gratz, Leverence, Manning, McKenzie, Morgan, Tripp, Mayor Ingalsbee

Absent: None

Others

Present: City Manager R. Hillard, Deputy City Clerk L. Vander Clay

Approval of Minutes Councilmember McKenzie, supported by Councilmember Gratz, made a motion to approve the Regular City Council meeting minutes of October 26, 2015. Motion passed by acclamation.

Mayor's Report Mayor Ingalsbee welcomed new Councilmembers Manning and Morgan and looks forward to working with each of them.

City Manager's Report City Manager R. Hillard requested the addition to **I. Requests for Purchases, Services and Equipment No. 2**. He congratulated new Councilmembers Manning and Morgan and also new Mayor Ingalsbee and new Mayor Pro tem Tripp. He thanked former Mayor Leverence for her service to the City of Allegan as Mayor.

Petitions and Public Comment Kristina Stone, 136 Delano Street explained she had a permit from MTS on behalf of the Historic District Commission to install a fence on her property and she received a stop work order from MTS. She doesn't understand why she was given approval and now Patrick from MTS is saying they can't finish their project. Mayor Ingalsbee stated that approval was originally given to the fence to run to the sidewalk. City Manager R. Hillard stated he will speak with MTS staff and will contact Kristina directly.

Communications Mayor Ingalsbee announced that Lake Michigan College is offering a full associate degree programs at the Allegan Tech Center.

Mayor Ingalsbee announced the Veterans Day Service on Wednesday, November 11th at 11:00am at the Veterans Memorial on the riverfront.

Mayor Ingalsbee announced the upcoming public hearing for the proposed update to the Master Plan on Monday, November 16th at 7:00pm.

Mayor Ingalsbee announced the 9th Annual Holland Steelheaders Cold Steel Tournament, December 5th with weigh in located in the parking lot behind Bubba's Sports Bar at 211 Locust Street.

Councilmember Gratz, supported by Councilmember Tripp, made a motion to approve the request received from Greg Penny, Allegan Ugly Sweater 5K to place a 4' x 8' banner in the middle location of the Hubbard Street Temporary sign structure from November 10th thru December 6th to advertise their event. Motion passed by acclamation.

Councilmember Leverage, supported by Councilmember McKenzie, made a motion to approve the request received from the Arts Council to place a banner in the left location of the Hubbard Street Temporary sign structure from November 10th thru December 6th to advertise “A Christmas Carol” at the Griswold. Motion passed by acclamation.

Councilmember Leverage, supported by Councilmember Tripp, made a motion to approve the request received from the Arts Council to place signage on City property from November 5th thru December 5th to advertise “A Christmas Carol” at the Griswold. Motion passed by acclamation.

Councilmember Leverage, supported by Councilmember Gratz, made a motion to approve the request received from Jeff Lilge to place a banner in the right location of the Hubbard Street Temporary sign structure from November 20th thru December 7th to advertise a “Live Nativity at Merson Church”. Motion passed by acclamation.

Councilmember McKenzie, supported by Councilmember Tripp, made a motion to approve the request received from Nancy Manchip to place signage on City property for the Holiday Open House/Wishbone Pet Rescue/Allegan Animal Shelter from December 4, 2015 thru December 5, 2015. Motion passed by acclamation.

Hearings

Programs

Resolutions

RESOLUTION 15.34

Amendment to the City of Allegan Personnel Handbook Policies & Procedures Manual

WHEREAS, the City of Allegan has established policies and procedures for personnel employed by the City; and

WHEREAS, the City has determined that revisions and additions to the handbook need to be completed; and

WHEREAS, the City Council is responsible for the adoption and revision of rules and regulations for personnel administration within the City, and the City Manager is responsible for the implementation of these rules and regulations, and the overall coordination of all personnel matters; and

City of Allegan Health Insurance “Opt-Out” shall be \$2,500.00 for an eligible employee, effective December 1, 2015.

WHEREAS, this revision to the handbook shall be given to all employees of the City of Allegan to incorporate.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of the City of Allegan hereby adopts the revisions and additions into the City of Allegan Personnel Handbook, Policies & Procedures Manual.

Councilmember Gratz, supported by Councilmember Tripp, made a motion to approve Resolution 15.34 as presented. Motion passed by acclamation.

RESOLUTION 15.35

Amendments to the City of Allegan Municipal Policy Manual

WHEREAS, under the authority of various provisions of the Municipal Policy Manual and the Code of Ordinances of the City of Allegan, the City Council wishes to amend various existing city policies and fees and codify with existing policies and fees; and

NOW, THEREFORE, BE IT RESOLVED, by the City Council that the above stated additions to the City of Allegan Municipal Policy Manual be adopted as recommended by the City staff; and

BE IT FURTHER, RESOLVED, that the policies and fees hereto shall be the policy as established for the City of Allegan; and all other policies and fees to the extent of such conflict are hereby repealed.

Councilmember McKenzie, supported by Councilmember Gratz, made a motion to approve Resolution 15.35 as presented. Motion passed by acclamation.

Ordinances

Permits/Licenses/Agreements/Grants Councilmember Gratz, supported by Councilmember McKenzie, made a motion to approve the Labor Agreement between the City of Allegan and Service Employees International Union effective through June 30, 2018. Motion passed by acclamation.

Councilmember McKenzie, supported by Councilmember Manning, made a motion to approve the addendum to the City of Allegan 457 Plan. Motion passed by acclamation.

Requests for Payments

Requests for Purchases, Services and Equipment Councilmember Tripp, supported by Councilmember McKenzie, made a motion to approve the request for purchase received from Road Solutions, Indianapolis, Indiana for Ice Bite (beet juice) for the 2015/16 winter season in the amount of \$10,836.40. Motion passed by acclamation.

Councilmember McKenzie, supported by Councilmember Leverage, made a motion to approve the request for services received from Paul W. Klein, P.C., Allegan, Michigan for façade improvements to 126 Locust Street in the amount of \$4,033.13. Motion passed by acclamation. **(Requires Budget Adjustment)**

Reports/Minutes of City Boards Councilmember McKenzie discussed the minutes from the Special Meeting of the Downtown Development Authority held on October 22, 2015.

Councilmember Tripp presented the minutes of the Finance Committee meeting held on October 22, 2015.

Mayor Ingalsbee reviewed the minutes of the Special Meeting of the Historic District Commission meeting held on October 23, 2015.

Councilmember McKenzie discussed the minutes from the Development Committee meeting held on October 26, 2015 and the minutes from the Public Safety Committee meeting held on October 26, 2015.

DPW Director A. Haskin commented on the minutes from the M40/M89 Corridor Committee meeting held on October 27, 2015.

Mayor Ingalsbee discussed the minutes from the Historic District Commission meeting held on November 2, 2015.

Mayor Ingalsbee presented the Police Department 3rd Quarter Activity Report.

Appointments

Unfinished Business

Approval of Payroll and Accounts Councilmember Tripp, supported by Councilmember McKenzie, made a motion to approve payroll in the amount of \$88,458.45 and accounts payable in the amount of \$110,247.28. Motion passed by acclamation.

Department Supervisors Report Utilities Superintendent D. Sweeris congratulated Mayor Ingalsbee and Mayor Pro tem Tripp and welcomed new Councilmembers Manning and Morgan. He welcomed all to tour the Wastewater and Water Treatment Plants.

DPW Director A. Haskin stated the Bond Street project is nearly complete; leaf pick-up continues and his staff is starting to put up Christmas lights.

Finance Director T. Stull congratulated everyone.

Promotions Coordinator K. King commented the Chili Cook-off was a success with 85 tickets sold and she is received great feedback. She congratulated everyone.

Constable J. Richardson offered congratulations to everyone.

Council Comments Councilmember Leverage welcomed everyone and encouraged them to get involved and enjoy their terms. She invited all to attend the concert on Friday night at the Griswold.

Councilmember Morgan thanked everyone and is excited to serve.

Councilmember Tripp welcomed everyone and to ask if you have questions.

Councilmembers Gratz and McKenzie welcomed and congratulated everyone.

Councilmember Manning thanked the City for making the traffic improvements on Water Street and congratulated everyone and is looking forward to serving.

Mayor Ingalsbee thanked everyone for giving her the honor of being Mayor of the City of Allegan. She also thanked Councilmember Leverage for all her hard work as Mayor last year.

Mayor Ingalsbee adjourned the meeting at 7:57pm.

Respectfully submitted,

**Lori K. Vander Clay
Deputy City Clerk**

