



**CITY OF ALLEGAN
CITY COUNCIL STUDY SESSION MEETING
Monday, January 9, 2023, 5:30PM
City Council Chambers - 231 Trowbridge Street
Allegan, Michigan**

*****NO ACTION IS TAKEN DURING THE STUDY SESSION*****

1. Call to Order
2. Public Comment Period
3. Round Table Discussion amongst Council Members
4. Discussion regarding the operation hours of the Downtown Allegan Social District
5. Discussion regarding updates to the City of Allegan's personnel policy
6. Discussion regarding the FY2024 Budget Strategic Planning Meeting Schedule
7. Review of Council Agenda
8. Adjourn to regular meeting to begin at 7:00 pm



City of Allegan
City Manager's Office
269.673.5511
231 Trowbridge Street
Allegan, MI 49010

MEMORANDUM

TO: City Council
FROM: Parker Johnson, Downtown Manager & Assistant to the City Manager
REVIEWED BY: Joel Dye, City Manager

DATE: January 9, 2023

SUBJECT: Discussion Regarding the Operation Hours of the Downtown Allegan Social District

Action Requested:

It is requested that the City Council discuss proposed changes to the operation hours of the Downtown Allegan Social District.

Background:

The Allegan City Council established the Downtown Allegan Social District on October 26, 2020, with the intention to spur economic activity and provide flexibility for hospitality businesses by enabling the on-site and off-site consumption of alcoholic beverages within designated boundaries.

In March 2022, Public Act 27 of 2022 was passed and the sunset clause of December 2024 was eliminated, making social districts a permanent fixture in the State of Michigan. Additionally, a local unit of government is now able to determine the times during which drinks can be consumed in a commons area. Before the amendment, a drink purchased from a social district permittee could be consumed in a commons area only during the legal hours for the sale of alcohol by the social district permittee.

During initial conversations with Downtown Allegan business owners at the January 2, 2023, Downtown Lowdown meeting, the owner of Sherwood's Cove noted that they cannot sell social district beverages for the first hour of operation (10am-11am) based on the current regulations. Tantrick Brewing Co's new Tantrick Down Under is open until 2am on select days, and unable to sell social district beverages for three hours of business. Both businesses offer occasional morning hours for those who work third shift.

The Downtown Development Authority will discuss this at their upcoming January 11, 2023, meeting and propose their formal recommendation to City Council.

With these changes established by the passing of PA27 and through support from Downtown Allegan business owners, city staff will recommend expanding the operation hours of the Downtown Allegan Social District from the current 11am-11pm to a proposed 7am-2am.



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MEMORANDUM

TO: Allegan City Council
FROM: Joel Dye, City Manager
REVIEWED BY: N/A
DATE: January 9, 2023

SUBJECT: Request to discuss potential changes to the City of Allegan Personnel Policies and Procedures Manual

Action Requested:

It is requested that City Council discuss potential changes to the City of Allegan Personnel Policies and Procedures Manual.

Background:

In October 2020, City Council adopted that City of Allegan Personnel Policies and Procedures Manual. In this manual, the City establishes the rules and regulations regarding city employment, including employee benefits.

Staff is proposing two policy changes.

The first policy change deals with maternity pay. Over the past year staff has discussed the idea of adding another benefit to city employment. This benefit would be Maternity Leave Pay. The benefit will allow the guardian of newborn or newly adopted child an additional two weeks of paid time off to spend with their child. Attached is the proposed language. If council is comfortable with this idea, staff will work with our City Labor Attorney to review the proposed policy and we will bring this policy back to City Council for their review and approval. In today's competitive job market, I believe this type of benefit will help up be competitive in retaining and attracting new employees while still providing excellent service to the public.

The second policy change clarifies holiday pay for parttime employees. It has been the past practice to only pay part time employees holiday pay, if the city recognized holiday falls on one of their days that they are regularly scheduled to work. However, our policy does not state that, instead it says "*Eligible regular part-time hourly employees who are not required to work on a recognized City holiday shall be paid eight hours of holiday pay.*" This means that regular part time employees shall be paid holiday pay regardless if the observed holiday falls on their regular day to work. Staff would like to clean up this language so it mimics are past practice.

Attached are both proposed policy changes.

Attachment(s):

DRAFT Maternity Leave Section
DRAFT Changes to Holiday Pay for Part Time Employees

New Section

SECTION 5.9

Maternity Leave

I. PURPOSE

To establish policies and procedures regarding maternity leave.

II. POLICY

All City staff are eligible to take two consecutive weeks of paid leave from work up to, but no more than, once per year specifically for the activity of caring for a newborn child or newly adopted child in which they will serve as the primary care giver. This time will not be deducted from a staff member's available PTO time but is instead a "donation" of time to the employee from the City of Allegan as Employer. In order for this benefit to qualify, the following criteria must be met:

- (a) Staff must pre-arrange time off with Department Supervisor, or reporting entity, prior to taking a time donation.
- (b) The child's primary residency must be the same as the primary care giver.
- (c) The child must be eligible to be covered by the City of Allegan Insurance.
- (d) The employee must be an employee for the City of Allegan for at least six months prior qualifying for this benefit.

PROPOSED HOLIDAY PAY

SECTION 6.0

HOLIDAYS

I. PURPOSE

To establish policies and procedures regarding holidays.

II. POLICY

Recognized Holidays. The following holidays shall be recognized as holidays for employees of the City: New Year's Day, Martin Luther King, JR, Presidents Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Eve Day. It is understood that employees may be required to work on holidays in accordance with normal scheduling procedures.

Holiday Observation. When a recognized holiday falls on a Saturday, then the holiday will be recognized on the preceding Friday, when a holiday falls on a Sunday, then the holiday will be observed on the following Monday. Employees working a seven day a week operation will observe each holiday on its actual day, not the observe day.

Holiday Eligibility. Full-time employees and Regular Part Time Employees are eligible for holiday pay if they satisfy all the following conditions and qualifications:

- A. The employee must have worked their scheduled hours of work on ~~the~~ their scheduled workday preceding the holiday and also on the their scheduled workday following the holiday; provided, however, that absence due to approved paid leaves of absence or paid time off will not disqualify an employee for holiday pay.
- B. The employee must be on the active payroll as of the date of the holiday. For purposes of this section, a person is not on the active payroll of the City during unpaid leaves of absence, layoffs, when receiving workers compensation or during a disciplinary suspension.

Employees scheduled to report for work on a holiday, but who fail to report for and perform such work, shall not be entitled to any holiday pay. If an employee takes an unscheduled Paid Time Off, otherwise known as a sick day, on the recognized paid holiday, the employee must use their Paid Time Off bank for that day.

Holiday Pay for Hourly Employees. Eligible hourly employees required to work on a recognized City holiday shall be paid time and one-half times their regular straight time hourly rate for the hours actually worked on a holiday. For the purpose of this section, a holiday is defined as a 24-hour period beginning at 12:01 a.m. of the holiday. Eligible full-time hourly employees who are not required to work on a recognized City holiday shall be paid eight hours

of holiday pay. Eligible regular part-time hourly employees who are ~~not required regularly~~ scheduled to work on a recognized City holiday shall be paid eight hours of holiday pay.

Holiday Pay for Salaried Employees. Eligible salaried employees are not normally required to work on holidays but shall continue to receive their salaries. Eligible salaried employees on paid time off during a period which includes a day that a holiday is observed will not be charged for a day of paid time off on the holiday.

Overtime Pay in Holiday Weeks. When a pay week contains a holiday, overtime pay for employees will be based on forty (40) actual worked hours. Thus, an employee will be paid overtime for all hours actually worked over 40 for a week in which a holiday or holiday's falls. The holiday time does not count as time worked.



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MEMORANDUM

TO: Allegan City Council
FROM: Michaela Kleehammer, City Clerk
REVIEWED BY: Joel Dye, City Manager
DATE: January 9, 2023

SUBJECT: Fiscal Year 2024 Budget Strategic Planning Meeting Schedule

Action Requested:

It is requested that City Council discuss the proposed schedule for the Friday January 13th and Saturday January 14th, 2023, fiscal year 2024 budget strategic planning meetings.

Background:

Each year, City Council and city staff meet near the end of the 2nd quarter of the fiscal year to discuss the budget and goals for the coming fiscal year. At the November 28, 2022, regular meeting, Council decided to discontinue the Cookies with Council meeting, which was sparsely attended by the public. To kick off the budget season, City Council will have meetings on Friday January 13th from 5:00 PM to 9:00 PM and Saturday January 14th from 8:30 AM to 3:00 PM. The tentative schedule for both meetings is as follows:

Friday January 13, 2023, from 5:00 PM to 9:00 PM

- **5:00 – 5:30:** Dinner from Schaendorf Brewing Company
- **5:30 – 5:45:** Overview
- Presentations from Department Heads
 - **5:45 – 6:15:** Police Department
 - **6:15 – 6:45:** Water Utilities
 - **6:45 – 7:15:** Department of Public Works
 - **7:15 – 7:30:** Break
 - **7:30 – 8:00:** City Manager's Office
- **8:00 – 9:00:** Roundtable Discussion

Saturday January 14, 2023, from 8:30 AM to 3:00 PM

- **8:30 – 9:00:** Breakfast from Mugshots
- **9:00 – 9:15:** Overview
- Presentations from Board/Committee Representatives
 - **9:15 – 9:30:** Airport Advisory Board
 - **9:30 – 9:45:** DDA
 - **9:45 – 10:00:** EDC/BRA
 - **10:00 – 10:15:** Historic District Commission



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- **10:15 – 10:30:** Planning Commission
- **10:30 – 10:45:** Public Spaces Commission
- **10:45 – 11:00:** Break
- **11:00 – 12:00:** Roundtable Discussion
- **12:00 – 12:30:** Lunch from Tantrick Brewing Company
- **12:30 – 3:00:** Discussion about Council Goals and Priorities

To ensure these meetings are as effective as possible, Council should discuss their expectations for these meetings ahead of time.

Attachment(s):

None