

A Regular Meeting of the Otsego City Commission was held Monday, March 20, 2017.

The meeting was called to order by Mayor Pro-Tem Gilmer at 7:00 p.m. with the following Commissioners present: Kathy Misner, Nick Breedveld and Ryan Wieber. Absent: Cyndi Trobeck. Also present City Manager Beard; and Finance Director/Treasurer, Mathew Storbeck; WWTP Supervisor, Luke Keyzer; and DPW Supervisor, Mike Bosch.

The audience joined the Commission in the Pledge of Allegiance.

The Regular Meeting Minutes of March 6, 2017, were approved as submitted.

Commissioner Misner moved to excuse Mayor Trobeck, seconded by Commissioner Wieber. CARRIED.

Commissioner Breedveld moved to amend the Agenda to include Resolution #2017-13 - a Resolution to amend the 2016-2017 Annual Appropriations Bill, seconded by Commissioner Misner. CARRIED.

REMARKS FROM THE AUDIENCE REGARDING AGENDA ITEMS

None.

I. PRESENTATIONS:

A. PRESENTATION OF 2017-2018 ANNUAL APPROPRIATIONS BILL - WATER FUND AND SEWER FUND

Finance Director Matthew Storbeck presented the Water and Sewer Funds for the fiscal year 2017-2018. Anticipated revenue for the Water Fund is \$540,180 and anticipated expense is \$712,485. Water capital improvement projects are planned in the amount of \$165,000. Anticipated revenue for the Sewer Fund is \$877,145 and anticipated expense is \$950,910. Sewer Fund capital improvement projects are planned in the amount of \$105,000. He noted that there is a proposed increase in the Readiness to Serve Fee in the Sewer Fund from \$20.38 to \$33.63; and an increase in the commodity charge from \$6.56 to \$7.15/1,000 gallons; the Water Fund Readiness to Serve Fee will be increased from \$12.82 to \$15.38; and an increase in the commodity charge from \$1.92 to \$2.04/1,000 gallons. Commissioner Gilmer commented that the Water and Sewer Funds are enterprise funds, which are required to cover the cost of the expenditures.

II. PUBLIC HEARING:

III. PLANNING AND ZONING:

IV. ORDINANCES:

V. REQUESTS:

A. CONSIDERATION OF A REQUEST FROM CHRISTIAN NEIGHBORS TO PLACE A SANDWICH BOARD SIGN ON THE CORNER OF M-89 AND FARMER STREET FROM APRIL 4, 2017, TO MAY 4, 2017, TO ADVERTISE THE REFLECTIONS OF HOPE CHRISTIAN NEIGHBORS DINNER AUCTION

Commissioner Misner moved to grant the request from Christian Neighbors to place a sandwich board sign on the corner of M-89 and Farmer Street from April 4, 2017, to May 4, 2017, to advertise the Reflections of Hope Christian Neighbors Dinner Auction, seconded by Commissioner Wieber. CARRIED UNANIMOUSLY

VI. AGREEMENTS

VII. RESOLUTIONS:

A. CONSIDERATION OF RESOLUTION NO. 2017-11 – A RESOLUTION TO AMEND THE 2016-2017 ANNUAL APPROPRIATIONS BILL

Manager Beard explained that the request is to move funds from Fund Balance to contribute towards the purchase of a new copier for City Hall. The current copier at City Hall is over nine years old and the new copier will save the City money on a per copy basis. Commissioner Misner offered the following resolution and moved for its adoption, seconded by Commissioner Wieber.

**CITY OF OTSEGO
MICHIGAN
RESOLUTION NO. 2017-11**

RESOLUTION TO AMEND THE 2016-2017 ANNUAL APPROPRIATIONS BILL

WHEREAS, the Otsego City Commission approved the 2016-2017 Annual Appropriations Bill which limited amounts for expenditures and anticipated revenues for the 2016-2017 fiscal year; and

WHEREAS, certain activities and/or revenue sources will exceed previous projections; and

WHEREAS, the Otsego City Commission wishes to formally amend the annual appropriations bill in acknowledgement of the need for revisions,

THEREFORE, BE IT RESOLVED, that the Otsego City Commission hereby approves the following increases and decreases to the 2016-2017 Annual Appropriations Bill:

General Fund Expenditures	
101-215-760.000 City Clerk – Minor Equipment	(\$ 1,400.00)
<u>101-901-980.265 Office Equip & Furniture – City Hall</u>	<u>\$ 8,300.00</u>
Net Increase/(Decrease)	\$ 6,900.00

YEAS: Commissioners: Tom Gilmer, Kathy Misner, Ryan Wieber, Nick Breedveld.

NAYS: Commissioners: None.

ABSTAIN: Commissioners: None.

ABSENT: Commissioners: Cyndi Trobeck.

RESOLUTION DECLARED ADOPTED.

B. CONSIDERATION OF RESOLUTION NO. 2017-12 – SPECIAL ASSESSMENT
RESOLUTION #3 – DIRECTING THE ASSESSOR TO PREPARE A SPECIAL
ASSESSMENT ROLL FOR – FARMER STREET

Commissioner Breedveld offered the following resolution and moved for its adoption, seconded by Commissioner Misner.

CITY OF OTSEGO
MICHIGAN
RESOLUTION NO. 2017-12

SPECIAL ASSESSMENT RESOLUTION #3 – DIRECTING THE ASSESSOR TO PREPARE
A SPECIAL ASSESSMENT ROLL FOR – FARMER STREET

WHEREAS, the City Commission deems it advisable and necessary to acquire and construct the following improvement in the city; sidewalk, curb and gutter:

FARMER STREET

WHEREAS, part of all of the cost of said improvement may be defrayed by Special Assessment upon the properties specifically benefitted thereby; and

WHEREAS, the City Commission has directed the City Manager to prepare such maps, diagrams or plans as will indicate the scope and estimated cost of the project, and the same have been prepared and filed with the City Clerk pursuant to said direction and the ordinances of the City, and the City Clerk has presented the same to this Commission; and

WHEREAS, the City Commission tentatively determines that it is necessary to proceed with and make said improvement.

BE IT RESOLVED:

- (1) The report of the City Manager, with the maps, diagrams or plans if any, shall be filed with the City Clerk and be available for public inspection.
- (2) The City Commission tentatively determines to make the following improvement: sidewalks, curb and gutter on Farmer Street.
- (3) The report, with maps, diagrams or plans, if any and estimate of cost are hereby accepted and filed.
- (4) Of the total estimated cost, hereby determined to be \$74,119, (a) the sum of \$29,429.70, shall be advanced from proceeds of Special Assessments levied against the benefitted district and, when received, the assessment payments and interest shall be credited to the Special Assessment Capital Improvement Fund, and (b) the sum of \$44,689.30, shall be a general obligation of the City because of benefit to the City and shall be taken from the Major Street Fund. The estimated life of said improvement is determined to be 30 years.
- (5) The Special Assessment to be imposed shall be paid in ten (10) annual installments of principal plus accrued interest beginning the 1st day of July 2018, or the first City tax due date, following the completion of the project. Interest shall accrue at a rate of two and one-half percent (2.5%) per annum on the unpaid balance of the Special Assessment.

Any assessment may be paid in full without interest thirty (30) days following notice of project completion. The special assessments levied pursuant to Special Assessment Roll #113 shall be a lien against the property assessed and shall be of the same priority and collectible in the same manner as ad valorem real and personal property taxes.

(6) The following described lots and parcels of land are hereby determined to be the properties specially benefitted by said improvements and are hereby designated as the special assessment district upon which that portion of the total cost to be assessed shall be assessed: Lots and parcels of land abutting the following streets to be improved:

FARMER STREET

Parcel Numbers:

54-121-005-00	54-121-010-00	54-120-011-00
54-023-074-00	54-023-075-00	54-023-061-00
54-120-005-00	54-023-078-00	54-023-079-00
54-121-006-00	54-023-060-00	54-023-080-00
54-120-006-00	54-023-073-00	54-023-081-00
54-120-007-00	54-023-072-00	54-023-083-00
54-121-008-00	54-023-071-00	54-023-070-10
54-120-010-00	54-023-070-00	54-023-082-00
54-121-009-00		

(7) The City Assessor is hereby directed to prepare a Special Assessment roll in accordance with the provisions of this resolution and include thereon all lots and parcels of land within the special assessment district herein designated and shall assess to each such lot or parcel of land such relative portion of the whole sum to be specially assessed as the benefit to such lot or parcel of land bears to the total benefit to all lands in such district.

(8) When the City Assessor has completed the Special Assessment roll she shall endorse thereon her certificate to the effect that said roll was prepared by him pursuant to a resolution of the City Commission adopted on this date and that in making the assessments therein, he has as nearly as may be and according to his best judgement conformed in all respects to the directions contained in said resolution and to the Charter and Ordinances of the City, and he shall file said Special Assessment Roll with such certificate with the City Clerk in whose office it shall be available for public inspection.

YEAS: Commissioners: Tom Gilmer, Kathy Misner, Ryan Wieber, Nick Breedveld.

NAYS: Commissioners: None.

ABSTAIN: Commissioners: None.

ABSENT: Commissioners: Cyndi Trobeck.

RESOLUTION DECLARED ADOPTED.

C. CONSIDERATION OF RESOLUTION NO. 2017-13 – A RESOLUTION TO AMEND THE 2016-2017 ANNUAL APPROPRIATIONS BILL

Manager Beard explained that the DDA/Main Street requested a transfer of funds to complete the Preliminary Design for the redevelopment of the riverfront. Commissioner Wieber offered the following resolution and moved for its adoption, seconded by Commissioner Misner.

CITY OF OTSEGO
MICHIGAN
RESOLUTION NO. 2017-13

RESOLUTION TO AMEND THE 2016-2017 ANNUAL APPROPRIATIONS BILL

WHEREAS, the Otsego City Commission approved the 2016-2017 Annual Appropriations Bill which limited amounts for expenditures and anticipated revenues for the 2016-2017 fiscal year; and

WHEREAS, certain activities and/or revenue sources will exceed previous projections; and

WHEREAS, the Otsego City Commission wishes to formally amend the annual appropriations bill in acknowledgement of the need for revisions,

THEREFORE, BE IT RESOLVED, that the Otsego City Commission hereby approves the following increases and decreases to the 2016-2017 Annual Appropriations Bill:

DDA/Main Street Revenues	
<u>248-000-569.000 State Grants – Other</u>	<u>\$ 12,000.00</u>
Net Increase/(Decrease)	\$ 12,000.00
DDA/Main Street Expenditures	
<u>248-729-880.215 Design WP – Riverfront Prelim Design</u>	<u>\$ 12,000.00</u>
Net Increase/(Decrease)	\$ 12,000.00

YEAS: Commissioners: Tom Gilmer, Kathy Misner, Ryan Wieber, Nick Breedveld.

NAYS: Commissioners: None.

ABSTAIN: Commissioners: None.

ABSENT: Commissioners: Cyndi Trobeck.

RESOLUTION DECLARED ADOPTED.

VIII. APPOINTMENTS:

IX. DISCUSSION ITEMS:

MANAGER'S REPORT

1. Manager Beard gave an update on the following: Request that the Manager's evaluation be returned to the Mayor before April 3rd; Capital Conference in Lansing; his visit at the local AAESA campus; Bob's Hardware ribbon cutting on March 31st at 12:15 p.m.; and South Farmer Street construction update.
2. Manager Beard asked the Commission if they had any questions regarding his Manager's Report.

COMMUNICATIONS

None.

REMARKS FROM THE AUDIENCE

Stacey Withee, 614 S Farmer – she inquired if the construction project on South Farmer Street would affect the Memorial Day Parade. Manager Beard commented that the route will need to be changed, and he will address it at the next pre-construction meeting.

Dick DeLong, 728 Ruby – he reported that sixteen people attended the Board of Review this year. He wanted to acknowledge that Finance Storbeck's and Assessor Harris's input is invaluable during the Board of Review. He explained that the way the Board of Review is conducted now is much easier, because the information is on the computer and put on the screen, so it is visible to all members.

COMMISSIONERS' COMMENTS

Commissioner Misner – she thanked Finance Director Storbeck for making the Workshops understandable and for all of his hard work. She complimented the Police Department for their sense of community policing. She commented that they take the time to assist others and continue to make us proud.

Commissioner Gilmer – he stated that the Water & Sewer budget is going to be tough and complicated. He commented that Finance Director Storbeck did a good job with his presentation.

The meeting was adjourned on a motion by Commissioner Misner, seconded by Commissioner Breedveld. CARRIED – 7:59 p.m.

Angela M. Cronen, MMC
City Clerk