

A Regular Meeting of the Otsego City Commission was held Monday, March 7, 2016.

The meeting was called to order by Mayor Gilmer at 7:00 p.m. with the following Commissioners present: Cyndi Trobeck, Ryan Wieber, Kathy Misner, and Stacey Withee. Absent: None. Also present City Manager Beard, Finance Director Storbeck, and DPW Supervisor Bosch.

The audience joined the Commission in the Pledge of Allegiance.

The Regular Meeting Minutes of February 15, 2016, were approved as submitted.

REMARKS FROM THE AUDIENCE REGARDING AGENDA ITEMS

None.

I. PRESENTATIONS:

A. PRESENTATION OF 2016-2017 ANNUAL APPROPRIATIONS BILL - MAJOR STREET FUND; LOCAL STREET FUND; STREET AND BRIDGE FUND; AND SPECIAL ASSESSMENT CAPITAL IMPROVEMENT FUND

Finance Director Matthew Storbeck presented the Major Street Fund, Local Street Fund, Street and Bridge Fund, and the Special Assessment Capital Improvement Fund for the fiscal year 2016-2017. Anticipated revenue for the Major Street Fund is \$863,770, and anticipated expense is \$773,375. Major Street capital improvement projects are planned in the amount of \$570,000. Anticipated revenue for the Local Street Fund is \$204,930, and anticipated expense is \$175,785. There are no capital improvement projects planned in the Local Street Fund. Anticipated revenue for the Street and Bridge Fund is \$85,550, and anticipated expense is \$260,000. There are no capital improvement projects planned in the Street and Bridge Fund. Anticipated revenue for the Special Assessment Capital Improvement Fund is \$5,425, and anticipated expenditures are \$33,600. There are no Capital Improvement Projects planned in the Special Assessment Capital Improvement Fund.

II. PUBLIC HEARING:

III. PLANNING AND ZONING:

IV. ORDINANCES:

V. REQUESTS:

A. CONSIDERATION OF AN AMENDMENT TO THE EMPLOYEE PERSONNEL MANUAL – HEALTH INSURANCE

Manager Beard explained that amendments were to include the health savings account language and outline employee contributions for health insurance. Commissioner Trobeck moved to amend the Employee Personnel Manual – Health Insurance Section, as presented, seconded by Commissioner Misner.

VI. AGREEMENTS

- A. **CONSIDERATION OF ONE YEAR AGREEMENT WITH M.N.S LAWN CARE FOR LAWN CARE SERVICES AT CITY PARKS**
Commissioner Wieber moved to authorize the City Manager to enter into a one year agreement with M.N.S. Lawn Care for lawn care services at City parks, seconded by Commissioner Withee. **CARRIED UNANIMOUSLY**
- B. **CONSIDERATION OF ONE YEAR AGREEMENT WITH M.N.S LAWN CARE FOR LAWN CARE SERVICES AT CITY BUILDINGS**
Commissioner Withee moved to authorize the City Manager to enter into a one year agreement with M.N.S. Lawn Care for lawn care services at City buildings, seconded by Commissioner Trobeck. **CARRIED UNANIMOUSLY**
- C. **CONSIDERATION OF A LETTER OF INTENT – FOR RECYCLING SURCHARGE - INTERLOCAL AGREEMENT AND ELECTION**
Commissioner Withee moved to authorize the Mayor and City Clerk to sign a Letter of Intent with Allegan County for Recycling Surcharge – Interlocal Agreement and Election, seconded by Commissioner Trobeck. **CARRIED UNANIMOUSLY**
- D. **CONSIDERATION OF AN AGREEMENT WITH APPRAISALS PLUS GROUP FOR ASSESSING SERVICES**
Commissioner Wieber moved to authorize the Mayor and City Clerk to enter into an Agreement with Appraisals Plus Group for assessing services, seconded by Commissioner Withee. **CARRIED UNANIMOUSLY**
- E. **CONSIDERATION OF AN AMENDMENT TO THE EMPLOYMENT AGREEMENT WITH KEVIN HARRIS - ASSESSOR**
Commissioner Trobeck moved to authorize the Mayor and City Manager to amend the Employment Agreement with Kevin Harris, Assessor, seconded by Commissioner Misner. **CARRIED UNANIMOUSLY.**

VII. RESOLUTIONS:

VIII. APPOINTMENTS:

IX. DISCUSSION ITEMS:

- A. **SOUTH FARMER STREET SPECIAL ASSESSMENTS**
Manager Beard reviewed the South Farmer Street project. A discussion took place regarding special assessments for home owners for sidewalk, curb, and gutter. Manager Beard explained the special assessment process. He asked if the Commission would like him to start the process. The Commission instructed Manager Beard to begin the process.

MANAGER'S REPORT

1. He gave updates on the following: Assessed Value Chart; WWTP Supervisor Luke Keyzer started his new position; Tom Dunn's retirement party, and the hiring of a new part-time Police Officer.

COMMUNICATIONS

None.

REMARKS FROM THE AUDIENCE

None.

COMMISSIONERS' COMMENTS

Commissioner Trobeck – she thanked Finance Director Storbeck for the budget presentation.

Commissioner Withee – she announced that Otsego Main Street is holding a volunteer open house on March 9th, at 6:30 p.m.

Mayor Gilmer – he discussed the schedule for the meeting with residents to answer questions regarding the upcoming Public Safety Millage. He stated that he will composite the City Manager's evaluation. He announced to the audience that in April he will be available an hour before each Commission Meeting to answer questions regarding the Public Safety Millage. He thanked the audience for attending.

The meeting was adjourned on a motion by Commissioner Misner, seconded by Commissioner Withee. CARRIED – 8:36 p.m.

Angela M. Cronen, MMC
City Clerk