

A Regular Meeting of the Otsego City Commission was held Monday, February 6, 2017.

The meeting was called to order by Mayor Trobeck at 7:00 p.m. with the following Commissioners present: Kathy Misner, Nick Breedveld and Ryan Wieber. Absent: Tom Gilmer. Also present City Manager Beard; Matthew Storbeck, Treasurer/Finance Director; and Luke Keyzer, Waste Water Treatment Plant Supervisor.

The audience joined the Commission in the Pledge of Allegiance.

Commissioner Misner moved to excuse Commissioner Gilmer, seconded by Commissioner Wieber. CARRIED.

The Regular Meeting Minutes of January 16, 2017, were approved as submitted.

**REMARKS FROM THE AUDIENCE REGARDING AGENDA ITEMS**

None.

**I. PRESENTATIONS:**

Officer Gudith introduced Ryan McFanin who joined the City as a Part-Time Police Officer. The Commission welcomed Officer McFanin.

**II. PUBLIC HEARING:**

**A. PUBLIC HEARING - TO ESTABLISH SINGLE PREMISE ASSESSMENTS FOR DELINQUENT CHARGES FOR CITY SERVICES**

Mayor Trobeck opened the Public Hearing at 7:02 p.m. There being no comments, the Public Hearing was closed at 7:03 p.m.

**III. PLANNING AND ZONING:**

**IV. ORDINANCES:**

**V. REQUESTS:**

**VI. AGREEMENTS**

**VII. RESOLUTIONS:**

**A. CONSIDERATION OF RESOLUTION NO. 2017-05 - A RESOLUTION TO ESTABLISH SINGLE PREMISE ASSESSMENTS FOR DELINQUENT CHARGES FOR CITY SERVICES**

Manager Beard explained that the resolution was to authorize a Single Premise Assessment Roll for the three properties listed below in the resolution.

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

CITY OF OTSEGO  
ALLEGAN COUNTY, MICHIGAN  
RESOLUTION NO. 2017-05

A RESOLUTION TO ESTABLISH SINGLE PREMISE ASSESSMENTS FOR DELINQUENT  
CHARGES FOR CITY SERVICES

WHEREAS, Otsego City Code of Ordinances Section 62-11 establishes the procedure for the collection of expenditures incurred by the city for services rendered for particular premise or premises which are not of the class required to be prorated among several lots and parcels in a special assessment district; and

WHEREAS, the City of Otsego has provided such services and has not received payments from the respective property owners for more than 30 days upon sending notice of outstanding amounts; and

WHEREAS, property owners with outstanding amounts for services were notified that a public hearing would be held concerning the establishment of a single premise assessment roll more than ten days prior to the hearing date.

NOW, THEREFORE, IT IS RESOLVED THAT: the City of Otsego hereby establishes the following Single Premise Assessment Roll for the following parcels of property which are identified by their tax identification number, property owner, address, amount owing and service rendered:

<b>Parcel Number</b>	<b>Owner Name</b>	<b>Property Address</b>	<b>Invoice Number</b>	<b>Amount Due</b>	<b>Service Provided</b>
03-54-022-041-00	Doolittle, Rodney J	444 W Allegan St	1995	\$37.12	Mowing
03-54-114-008-00	Herring, Julie A	417 Kalamazoo St	1997	\$102.68	Mowing
03-54-117-009-00	Snyder, Vurl	408 S Platt St	1979	\$98.59	Mowing

BE IT FURTHER RESOLVED that the above single premise assessments are due in full by Wednesday, February 22, 2017; and

BE IT FURTHER RESOLVED that after the due date, all unpaid single site assessments shall be returned delinquent to the Allegan County Treasurer and be placed as a lien against the respective properties.

YEAS: Commissioners: Cyndi Trobeck, Kathy Misner, Ryan Wieber, Nick Breedveld.

NAYS: Commissioners: None.

ABSTAIN: Commissioners: None.

ABSENT: Commissioners: Tom Gilmer.

RESOLUTION DECLARED ADOPTED.

B. CONSIDERATION OF RESOLUTION NO. 2017-06 - A RESOLUTION DIRECTING THE CITY MANAGER TO PREPARE MAPS, DIAGRAMS OR PLANS CONCERNING PROPOSED SIDEWALK AND CURB AND GUTTER IMPROVEMENTS AND/OR ADDITIONS ON SOUTH FARMER STREET

Manager Beard explained that the resolution was directing the City Manager to begin the process of preparing the materials to special assess a portion of the second phase of the South Farmer Street reconstruction.

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

CITY OF OTSEGO  
MICHIGAN  
RESOLUTION NO. 2017-06

A RESOLUTION DIRECTING THE CITY MANAGER TO PREPARE MAPS, DIAGRAMS OR PLANS CONCERNING PROPOSED SIDEWALK AND CURB AND GUTTER IMPROVEMENTS AND/OR ADDITIONS ON SOUTH FARMER STREET

WHEREAS, this City Commission deems it may be advisable and necessary to acquire, construct, and install and/or improve the sidewalks, curb and gutter on South Farmer Street and

WHEREAS, it is contemplated that part or all of the cost of such improvements may be defrayed by special assessments upon the parcels of property specifically benefitting from those improvements; and

WHEREAS, the Otsego City Code directs that certain actions be taken in order to specially assess benefitted property

BE IT RESOLVED AS FOLLOWS:

1. The City Manager is hereby authorized and directed to prepare or cause to be prepared such maps, diagrams, or plans as will indicate the scope of the improvement and estimate and tabulate the cost of the proposed improvement, together with his recommendations as to the portion of those costs to be specially assessed against benefitted property and to be paid by the City at large and the land in the Special Assessment District.
2. Once prepared, the maps, diagrams, plans, estimates, or tabulation of cost shall be filed with the City Clerk, together with the City Manager's recommendation as to what portion of the cost should be paid by special assessment and what part, if any should be borne by the City at large, and the land which should be included in the Special Assessment District.
3. Once filed with the City Clerk, the Clerk is authorized and directed to present such plans to the City Commission.
4. All resolutions and parts of resolutions are to the extent of any conflicts with this resolution, hereby rescinded.

YEAS: Commissioners: Cyndi Trobeck, Kathy Misner, Ryan Wieber, Nick Breedveld.

NAYS: Commissioners: None.

ABSTAIN: Commissioners: None.

ABSENT: Commissioners: Tom Gilmer.

RESOLUTION DECLARED ADOPTED.

C. CONSIDERATION OF RESOLUTION NO. 2017-07 – A RESOLUTION TO  
AMEND THE 2016-2017 ANNUAL APPROPRIATIONS BILL

Manager Beard stated that the resolution for the amendment to the Appropriations Bill was to document the payment for the City Sign that was damaged in a storm.

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

CITY OF OTSEGO  
MICHIGAN  
RESOLUTION NO. 2017-07

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 Street Expenditures	
<u>101-901-974.000 Capital Improvements – Land Imp</u>	<u>\$ 5,200.00</u>
Net Increase/(Decrease)	\$ 5,200.00

YEAS: Commissioners: Cyndi Trobeck, Kathy Misner, Ryan Wieber, Nick Breedveld.

NAYS: Commissioners: None.

ABSTAIN: Commissioners: None.

ABSENT: Commissioners: Tom Gilmer.

RESOLUTION DECLARED ADOPTED.

**VIII. APPOINTMENTS:**

**IX. DISCUSSION ITEMS:**

**A. DISCUSSION REGARDING WWTP IMPROVEMENT**

Manager Beard gave a brief overview of the process and the upcoming due date of the Rate Analysis. WWTP Supervisor Keyzer reviewed all of the proposed six improvements and their costs. The improvements include: Chlorination/Disinfection; Sludge Hauling & Disposal; Chemical Feed Pumps; Telemetry/SCADA; WWTP Lab; and the replacement of the Raw Sewage Pumps.

**B. DISCUSSION REGARDING UTILITY BILLING OPTIONS**

Finance Director Storbeck gave an overview of the current utility billing rates and how the City of Otsego compares to other municipalities. He reviewed the necessary Sewer Readiness to Serve (RTS) rate increase. A survey of 131 municipalities has the City of Otsego, at our current rates, as one of the lowest. The proposed Sewer rate increase would put the City of Otsego in the middle of the survey results. The Sewer RTS is currently at \$20.38 and the proposed rate is approximately \$46.87. Clerk Cronen presented and reviewed a utility billing survey of municipalities who currently bill monthly and quarterly, and their comments.

**MANAGER'S REPORT**

1. Manager Beard gave an update on the following: Delineation of Act 51 funding of South Farmer Street; and South Farmer Phase Two Special Assessment costs.
2. Manager Beard asked the Commission if they had any questions regarding his Manager's Report.

**COMMUNICATIONS**

None.

**REMARKS FROM THE AUDIENCE**

Robert Alway, 1012 Barton – he asked if security has been taken into consideration regarding the remote control of the Waste Water Treatment Plant. WWTP Supervisor, Luke Keyzer stated that he is researching the security of the systems and has talked to the City of Allegan and City of Plainwell to observe the systems they have in place.

**COMMISSIONERS' COMMENTS**

Commissioner Wieber – he thanked Finance Director Storbeck, WWTP Supervisor Keyzer, City Manager Beard, and Clerk Cronen for their work on the presentations.

Commissioner Breedveld – he thanked Finance Director Storbeck, and WWTP Supervisor Keyzer for all of their work. He asked Manager Beard about the pedestrian sign that the City is looking at for Allegan/Farmer Street and stated he does not want to spend funds on it as the public does not use the intersections to cross. A discussion took place regarding the need, the design and the cost of the additional pedestrian signal.

Mayor Trobeck – she thanked Finance Director Storbeck, and WWTP Supervisor Keyzer for all of their work.

The meeting was adjourned on a motion by Commissioner Misner, seconded by Commissioner Breedveld. CARRIED – 8:12 p.m.

Angela M. Cronen, MMC  
City Clerk