

A Regular Meeting (Zoom) of the Otsego City Commission was held on Monday, January 4, 2021.

The meeting was called to order by Mayor Trobeck at 7:00 p.m. with the following Commissioners present: Stacey Withee, Brent Milhiem, Lauri Krueger and Dustin McNees. Absent: None. Also present: City Manager Mitchell, and Fire Chief Weber.

The audience joined the Commission in the Pledge of Allegiance.

The December 21, 2020, Regular Meeting Minutes were approved as submitted.

REMARKS FROM THE AUDIENCE REGARDING AGENDA ITEMS

None.

I. PRESENTATIONS:

A. ALLEGAN COUNTY COMMISSIONER – GALE DUGAN

Commissioner Dugan gave an update on the County's most recent activities. Commissioner Milhiem commented that the potential park at the dam and 26th Street, would be awesome. Mayor Trobeck commented that she saw a "teaser" on Channel 3 about Rock-Tenn. She expressed that she is excited about the Brownfield Redevelopment Project at Rock-Tenn.

II. PUBLIC HEARING:

III. PLANNING AND ZONING:

IV. ORDINANCES:

V. REQUESTS:

A. CONSIDERATION OF TRANSFER STATION COUPON PROGRAM - DISTRIBUTION OF COUPONS BEGINNING IN FEBRUARY - COUPONS EXPIRING DECEMBER 30, 2021

Manager Mitchell gave an overview of the program and the 2020 distribution report. Commissioner Krueger moved to authorize the Transfer Station Coupon Program, with distribution of coupons beginning in February 2021 and expiring December 30, 2021, seconded by Commissioner Milhiem. CARRIED UNANIMOUSLY

B. CONSIDERATION OF REQUEST TO SET A PUBLIC HEARING TO ESTABLISH SINGLE PREMISE ASSESSMENTS FOR DELINQUENT CHARGES FOR CITY SERVICES ON FEBRUARY 1, 2021

Manager Mitchell stated that at this time there is only one outstanding invoice that will be presented at the hearing. Commissioner Withee moved to set a Public Hearing to establish Single Premise Assessments for delinquent charges for city services on February 1, 2021, seconded by Commissioner Krueger. CARRIED UNANIMOUSLY

VI. AGREEMENTS:

VII. RESOLUTIONS:

A. CONSIDERATION OF RESOLUTION NO. 2021-01 – A RESOLUTION TO MOVE MARCH 2021 BOARD OF REVIEW STARTING DATE

Commissioner Withee offered the following resolution and moved for its adoption, seconded by Commissioner Krueger.

**CITY OF OTSEGO
ALLEGAN COUNTY, MICHIGAN
RESOLUTION NO. 2021-01**

RESOLUTION TO MOVE MARCH 2021 BOARD OF REVIEW STARTING DATE

WHEREAS, the City Assessor will be unable to attend the established start date for the 2021 March Board of Review which is the second Monday of March, March 8, 2021; and

WHEREAS, Michigan Compiled Law 211.30(2) allows the governing body of a city to authorize an alternative starting date of the Tuesday or Wednesday following the second Monday of March;

THEREFORE, BE IT RESOLVED, that the Otsego City Commission hereby approves the starting date of the 2021 March Board of Review as Tuesday, March 9, 2021.

YEAS: Commissioners: Cyndi Trobeck, Brent Milhiem, Dustin McNees, Stacey Withee, Lauri Krueger.

NAYS: Commissioners: None.

ABSTAIN: Commissioners: None.

ABSENT: Commissioners: None.

RESOLUTION DECLARED ADOPTED.

B. CONSIDERATION OF RESOLUTION NO. 2021-02 - A RESOLUTION TO ESTABLISH THE 2021 POVERTY EXEMPTION POLICY

Commissioner Krueger offered the following resolution and moved for its adoption, seconded by Commissioner Milhiem.

**CITY OF OTSEGO
ALLEGAN COUNTY, MICHIGAN
RESOLUTION NO. 2021-02**

A RESOLUTION TO ESTABLISH 2021 POVERTY EXEMPTION POLICY

WHEREAS, the adoption of guidelines for poverty exemptions is required of the City Commission; and

WHEREAS, the principal residence of persons, who the City Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the City of Otsego, Allegan County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis, not to exceed three consecutive years unless over the age of 65 or permanently disabled:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File a claim with the supervisor/assessor or Board of Review, accompanied by federal and state income tax returns for all persons residing in the principal residence, including any property tax credit returns filed in the immediately preceding year or in the current year or a signed State Tax Commission Form 4988, *Poverty Exemption Affidavit*.
- 3) File a claim reporting that the combined assets of all persons does not exceed \$25,000. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.
- 7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are federal poverty income levels are to be used in the determination of poverty exemptions for 2021. The annual allowable income includes income for all persons residing in the principal residence.

Federal Poverty Guidelines Used in the Determination of Poverty Exemptions

Size of Family Unit	Poverty Guidelines
1	\$ 12,760

2	\$ 17,240
3	\$ 21,720
4	\$ 26,200
5	\$ 30,680
6	\$ 35,160
7	\$ 39,640
8	\$ 44,120
For each additional person	\$ 4,480

NOW, THEREFORE, BE IT HEREBY RESOLVED that the Board of Review shall follow the above stated policy and federal guidelines in granting or denying an exemption, unless the Board of Review determines there are substantial and compelling reasons why there should be a deviation from the policy and federal guidelines and these reasons are communicated in writing to the claimant.

YEAS: Commissioners: Cyndi Trobeck, Brent Milhiem, Dustin McNees, Stacey Withee, Lauri Krueger.

NAYS: Commissioners: None.

ABSTAIN: Commissioners: None.

ABSENT: Commissioners: None.

RESOLUTION DECLARED ADOPTED.

VIII. APPOINTMENTS:

A. CONSIDERATION OF THE APPOINTMENT OF BOARD OF REVIEW MEMBERS – LINDA ELDRED, RICHARD DELONG, AND KAY STRONG TERMS TO EXPIRE DECEMBER 31, 2021

Commissioner Milhiem asked who makes the recommendation for these appointments. Mayor Trobeck indicated that she makes the recommendations to the City Commission. Commissioner Milhiem moved to confirm the Mayor’s appointment of Board of Review Members – Linda Eldred, Richard DeLong, and Kay Strong – terms to expire December 31, 2021, seconded by Commissioner Krueger. CARRIED UNANIMOUSLY

IX. DISCUSSION ITEMS:

Mayor Trobeck stated that there will be a Workshop Meeting on February 18th, at 6:00 p.m.

MANAGER'S REPORT

1. He gave updates on the following:

- Workshop Meeting items.
- He will be interviewed by Fox 17 tomorrow regarding the Brownfield Plan for the Rock-Tenn property.

2. He asked for further questions or comments regarding his written Manager's Report submitted to the Commission in their weekly packet.

COMMUNICATIONS

None.

REMARKS FROM THE AUDIENCE

Fire Chief Weber gave a detailed overview of the COVID vaccine distribution process for Allegan County. He answered questions of the Commission.

County Commissioner Dugan thanked Fire Chief Weber for his overview of the COVID vaccine distribution process.

COMMISSIONERS' COMMENTS

Commissioner Milhiem – he thanked Commissioner Dugan for his work on the Rock-Tenn project, as it's moving in the right direction. He also commented that he supports the placement of a park at 26th Street and the dam. He wished everyone a Happy New Year. He commented that he is welcoming in 2021 with open arms, as it can only get better, and he foresees a good year ahead.

Commissioner Withee – she wished everyone a Happy New Year, and commented that it will be a much better year. She thanked Fire Chief Weber for assisting with the rollout process of the vaccine distribution.

Commissioner Krueger – she wished everyone a Happy New Year. She commented that she misses the “face to face” meetings. She thanked County Commissioner Dugan for this report. She commented that she is excited about the Brownfield Project at Rock-Tenn and the possible addition of a park at 26th Street and the dam. She thanked Fire Chief Weber for assisting with the vaccine rollout. She stated that she is looking forward to seeing everyone in person.

Commissioner McNees – he wished everyone a Happy New Year.

Mayor Trobeck – she wished everyone a Happy New Year. She commented that she is hoping that 2021 will be a good year. She thanked Fire Chief Weber for his update. She thanked County Commissioner Dugan for his report. She stated that she and the City Manager will be having a meeting with Representative Whiteford and Senator Nesbitt on Thursday, and the Commissioners are welcome to attend.

ADJOURN

The meeting was adjourned on a motion by Commissioner Milhiem, seconded by Commissioner Krueger. CARRIED – 7:33 p.m.

Angela M. Cronen, MMC
City Clerk