

A Regular Meeting of the Otsego City Commission was held on Monday, June 19, 2023.

The meeting was called to order by Mayor Withee at 7:00 p.m. with the following Commissioners present: Lauri Krueger, Jason Smith, Chuck Moore, and Wayne Rayburn. Absent: None. Also present: City Manager, Aaron Mitchell; and Fire Chief, Brandon Weber.

The audience joined the Commission in the Pledge of Allegiance.

On a motion by Commissioner Moore, seconded by Commissioner Rayburn, the June 5, 2023, Regular Minutes were approved as submitted.

REMARKS FROM THE AUDIENCE REGARDING AGENDA ITEMS

Robert Alway, 1012 Barton – he commented that vacation should be allowed to be carried over, but it is important to take vacation time, and not make it a routine.

I. PRESENTATIONS:

A. INTRODUCTIONS OF NEW FULL TIME FIRE DEPARTMENT EMPLOYEES

Fire Chief Weber explained the interviewing process and introduced the new full-time employees for the Fire Department – Michael McGrail; Mike Bush; and Collin Ailes. Each new employee introduced themselves to the Commission. The Commission welcomed the new full-time Firefighters.

B. COUNTY COMMISSIONER GALE DUGAN UPDATE

Commissioner Dugan gave an update on County activities.

II. PUBLIC HEARING:

III. PLANNING AND ZONING:

IV. ORDINANCES:

V. REQUESTS:

A. CONSIDERATION OF A REQUEST TO AMEND THE PERSONNEL POLICY

City Manager Mitchell explained that the changes in the Personnel Policy were due to adding the new full-time firefighters, as they are a unique category of employees. Commissioner Krueger moved to grant the amendment to the Personnel Policy, as presented, seconded by Commissioner Rayburn. CARRIED UNANIMOUSLY

B. CONSIDERATION OF A REQUEST TO QUIT CLAIM DEED DDA PROPERTY OVER TO THE CITY

City Manager Mitchell stated that the seven properties owned by the DDA need to be transferred back to the City. He explained that the quit claim deeds are a level of clarity for the transfer. Commissioner Moore moved to authorize the request to quit claim deed the DDA property over to the City of Otsego, seconded by Commissioner Krueger. CARRIED UNANIMOUSLY

C. CONSIDERATION OF A REQUEST TO CARRY OVER VACATION TIME FOR OFFICER WEBER AND CLERK CRONEN

City Manager Mitchell explained that 2023 has been a unique year for Fire Chief/Officer Weber and Clerk Cronen. He stated that Fire Chief/Officer Weber has spent many hours with Fire Department issues, staffing needs, the flex position and as a police officer the changes taking place such as the SRO position and part-timers. He explained that Clerk Cronen has worked many additional hours since the passing of Proposal 2 and having numerous elections. City Manager Mitchell commented that he has a plan in place. He commented that these are both unique situations. Commissioner Krueger moved to authorize the request to carry over vacation time for Officer Weber and Clerk Cronen, as presented, seconded by Commissioner Smith. CARRIED UNANIMOUSLY

VI. AGREEMENTS:

A. CONSIDERATION OF AN AGREEMENT WITH WIGHTMAN FOR ENGINEERING SERVICES FOR HELEN AVE.

City Manager Mitchell stated that the engineering for Helen Ave is a big moment for the Rock-Tenn project. He commented that it is not a cheap fix, but the redevelopment will require the City to have it completed. He stated that he hopes to have the engineering completed this fall, with a January bidding. He commented that the project will be approximately \$2.4M and the water extension \$400,000, on River Street. Commissioner Krueger moved to authorize the agreement with Wightman for Engineering Services for Helen Ave., not to exceed \$188,500, seconded by Commissioner Moore. CARRIED UNANIMOUSLY.

B. CONSIDERATION OF AN AGREEMENT WITH APG LLC FOR COMMERCIAL PROPERTY REAPPRAISAL

City Manager Mitchell explained that the City's Assessor reviews twenty percent of the residential property each year. He stated that there is no legal requirement for Commercial property to be reassessed. He commented that Finance Director Storbeck indicated that the City needed to have this done. He reiterated that the reappraisal will only effect the assessed value not the Taxable Value. Commissioner Moore moved to enter into an agreement with APG LLC for Commercial Property reappraisal, not to exceed \$8,900, seconded by Commissioner Smith. CARRIED UNANIMOUSLY

VII. RESOLUTIONS:

A. CONSIDERATION OF RESOLUTION NO. 2023-11 - A RESOLUTION TO AMEND THE 2022-2023 ANNUAL APPROPRIATIONS BILL

Commissioner Krueger offered the following Resolution and moved for its adoption, supported by Commissioner Moore.

CITY OF OTSEGO
ALLEGAN COUNTY, MICHIGAN

RESOLUTION 2023-11

RESOLUTION TO AMEND THE 2022-2023 ANNUAL APPROPRIATIONS BILL

WHEREAS, the Otsego City Commission approved the 2022-2023 Annual Appropriations Bill which limited amounts for expenditures and anticipated revenues for the 2022-2023 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 2022-2023 Annual Appropriations Bill:

General Fund Revenues

101-000-573.000	LCSA Funding	\$259,500
101-000-684.000	Miscellaneous Revenue	\$39,692
101931-698.000	Insurance Recoveries	\$145,954
Net Increase/(Decrease)		\$445,146

General Fund Expenditures

101-172-801.000	City Manager - Professional Services	\$9,500
101-172-810.000	City Manager - Legal Services	\$17,500
101-215-900.001	City Clerk - Newsletter	\$650
101-215-955.000	City Clerk - Memberships/Dues	\$200
101-253-727.000	City Treas - Office Supplies	\$1,000
101-265-801.000	City Hall - Professional Services	\$2,900
101-443-801.000	General Svc - Professional Services	\$158,800
101-996-995.248	Transfer to DDA/MS	\$30,000
Net Increase/(Decrease)		\$220,550

Major Street Fund Revenues

202-000-546.202	State Grants - M-89 Contract	\$10,000
202-000-665.000	Interest	\$17,000
Net Increase/(Decrease)		\$27,000

Major Street Fund Expenditures

202-467-940.000	ROW Maint - Motor Pool Equipment	\$2,000
202-491-703.401	M-89 Drainage - FT DPW	\$1,100
202-491-703.401	M-89 Drainage - Health Insurance	\$150
	M-89 Drainage - Retirement Plan	
202-491-703.401	Contrib	\$125
202-491-703.401	M-89 Drainage - Operating Supplies	\$1,700
202-491-703.401	M-89 Drainage - Motor Pool Equipment	\$350
202-901-970.000	Capital Improvements - Capital Outlay	\$70,000
Net Increase/(Decrease)		\$75,425

Local Street Fund Revenues

203-000-546.201	State Grants - METRO Act	\$1,460
203-000-665.000	Interest	\$4,800
Net Increase/(Decrease)		\$6,260

Local Street Fund Expenditures

203-468-703.401	Trees & Shrubs - FT DPW Wages	\$500
203-468-712.000	Trees & Shrubs - Health Insurance	\$600
	Trees & Shrubs - Retirement Plan	
203-468-714.000	Contrib	\$150
203-468-740.000	Trees & Shrubs - Operating Supplies	\$150
203-468-940.000	Trees & Shrubs - Motor Pool Equipment	\$10,000
Net Increase/(Decrease)		\$11,400
Public Safety Fund Revenues		
205-000-584.000	Contributions - Otsego Public Schools	\$40,000
205-000-665.000	Interest	\$7,500
Net Increase/(Decrease)		\$47,500
Public Safety Fund Expenditures		
205-301-759.000	Police - Gasoline Purchases	\$4,000
205-336-931.000	Fire - Equipment Repair	\$5,000
Net Increase/(Decrease)		\$9,000
Solid Waste & Recycling Fund Revenues		
225-000-573.000	Local Community Stabilization Share	\$115,100
225-000-665.000	Interest	\$8,000
Net Increase/(Decrease)		\$123,100
Solid Waste & Recycling Fund Expenditures		
225-525-712.000	Recycling Svc - Health Insurance	\$2,835
225-525-801.000	Recycling Svc - Professional Services	\$700
	Recycling Svc - Brush & Stump	
225-525-801.003	Grinding	\$1,000
225-525-801.007	Recycling Svc - Curbside Recycling	\$1,400
225-525-940.000	Recycling Svc - Motor Pool	\$33,000
225-528.940.000	Rubbish Collection - Motor Pool	\$4,000
Net Increase/(Decrease)		\$42,935
Capital Project Fund - Govt.		
401-901-974.265	Land Imp - City Hall	\$18,000
401-901-974.441	Land Imp - DPW	(\$15,000)
401-901-974.751	Land Imp - Parks	(\$15,000)
401-901-975.265	Bldg Imp - City Hall	\$41,400
401-901-975.301	Bldg Imp - Police Dept	(\$21,190)
Net Increase/(Decrease)		\$8,210
Equipment Replacement Fund Expenditures		
402-901-981.301	Vehicles - Police Dept	\$125
402-901-980.265	Vehicles - Fire Dept	\$21,725
Net Increase/(Decrease)		\$21,850
Sewer Fund Expenditures		
590-537-704.009	Sewer Mains - PT Construction Inspector	\$22,945

590-537-710.000	Sewer Mains - FICA Payroll Tax	\$1,600
590-537-758.000	Sewer Mains - Diesel Fuel Purchases	\$900
590-537-759.000	Sewer Mains - Gasoline Purchases	\$300
590-537-760.000	Sewer Mains - Minor Equipment Purch	\$2,100
590-537-801.000	Sewer Mains - Prof & Contractual Svc	\$71,000
590-537-936.000	Sewer Mains - Lift Station Maintenance	\$23,000
590-537-940.000	Sewer Mains - Motor Pool Equipment	\$6,500
590-538-753.000	WWTP - Chemicals	\$31,500
590-538-758.000	WWTP - Diesel Fuel Purchases	\$3,500
590-538-801.000	WWTP - Prof & Contractual Svc	\$19,000
590-538-925.000	WWTP - Natural Gas/Propane	\$4,500
590-538-960.000	WWTP - Property Liability & Fleet Ins.	\$1,050
Net Increase/(Decrease)		\$187,895

Water Fund Expenditures

591551-740.000	Pumping - Operating Supplies	\$3,500
591551-740.003	Pumping - Laboratory Supplies	\$1,200
591551-753.000	Pumping - Process Chemicals	\$3,000
591551-758.000	Pumping - Diesel Fuel Purchases	\$2,000
591551-760.000	Pumping - Minor Equipment Purchases	\$5,500
591551-801.000	Pumping - Prof & Contractual Svc	\$2,000
591551-934.000	Pumping - Well Maint.	\$13,500
591551-940.000	Pumping - Motor Pool Equipment	\$2,000
Net Increase/(Decrease)		\$32,700

Motor Pool Fund Expenditures

661-594-716.000	Operations - Workers Comp Insurance	\$750
661-594-758.000	Operations - Diesel Fuel Purchases	\$1,500
661-594-759.000	Operations - Gasoline Purchases	\$3,000
661-594-820.000	Operations - Service Agreements	\$1,500
661-594-931.000	Operations - Equipment Repairs	\$9,500
661-594-960.000	Operations - Prop, Liab & Fleet Insurance	\$6,200
Net Increase/(Decrease)		\$22,450

YEAS: Commissioners: Stacey Withee, Lauri Krueger, Jason Smith, Chuck Moore Jr., Wayne Rayburn.

NAYS: Commissioners: None.

ABSTAIN: Commissioners: None.

ABSENT: Commissioners: None.

RESOLUTION DECLARED ADOPTED.

B. CONSIDERATION OF RESOLUTION NO. 2023-12 – A RESOLUTION IN SUPPORT OF THE NORTHSIDE PARK DNR SPARK GRANT APPLICATION
City Manager Mitchell explained in the Workshop Meeting that two applications for the SPARK Grant are being submitted. He commented that only one could be granted. He stated that the Northside Park application is the first choice and that Resolution #2023-13- Pavilion is the second choice. He stated that each of the projects are \$1M.

Commissioner Smith offered the following Resolution and moved for its adoption, supported by Commissioner Moore.

**CITY OF OTSEGO
ALLEGAN COUNTY, MICHIGAN**

**RESOLUTION NO. 2023-12
A RESOLUTION IN SUPPORT OF THE NORTHSIDE PARK
DNR SPARK GRANT APPLICATION**

WHEREAS, the City of Otsego supports the submission of an application titled, “Northside Park Improvements” to the Spark grant program for replacing the existing playground with universally accessible playground equipment and surfacing, as well as adding accessible walkways; and,

WHEREAS, the City of Otsego is hereby making a financial commitment to the project in the amount of \$52,630.00 matching funds, in cash and/or force account; and,

NOW THEREFORE, BE IT RESOLVED that the City of Otsego hereby authorizes submission of a Spark Application for \$1,000,000.00, and further resolves to make available its financial obligation amount of \$52,630.00 (5 %) of a total \$1,052,630.00 project cost, during the 2024 fiscal year.

YEAS: Commissioners: Stacey Withee, Lauri Krueger, Jason Smith, Chuck Moore Jr.,
Wayne Rayburn.

NAYS: Commissioners: None.

ABSTAIN: Commissioners: None.

ABSENT: Commissioners: None.

RESOLUTION DECLARED ADOPTED.

C. CONSIDERATION OF RESOLUTION NO. 2023-13 – A RESOLUTION IN SUPPORT OF THE RIVERFRONT PARK DNR SPARK GRANT APPLICATION
Commissioner Krueger offered the following Resolution and moved for its adoption, supported by Commissioner Rayburn.

**CITY OF OTSEGO
ALLEGAN COUNTY, MICHIGAN**

RESOLUTION 2023-13

**A RESOLUTION IN SUPPORT OF THE RIVERFRONT PARK DNR SPARK GRANT
APPLICATION**

WHEREAS, the City of Otsego supports the submission of an application titled, “Riverfront Park Improvement Project” to the Spark grant program for adding a chilled ice rink, restrooms and plaza improvements to Riverfront Park; and,

WHEREAS, the City of Otsego is hereby making a financial commitment to the project in the amount of \$52,630.00 matching funds, in cash and/or force account; and,

NOW THEREFORE, BE IT RESOLVED that the City of Otsego hereby authorizes submission of a Spark Application for \$1,000,000.00, and further resolves to make available its financial obligation amount of \$52,630.00 (5 %) of a total \$1,052,630.00 project cost, during the 2024 fiscal year.

YEAS: Commissioners: Stacey Withee, Lauri Krueger, Jason Smith, Chuck Moore Jr.,
Wayne Rayburn.

NAYS: Commissioners: None.

ABSTAIN: Commissioners: None.

ABSENT: Commissioners: None.

RESOLUTION DECLARED ADOPTED.

**D. CONSIDERATION OF RESOLUTION 2023-14 – A RESOLUTION TO
COMMEND FIRE CHIEF WEBER FOR HIS LEADERSHIP THROUGH OFD
STAFFING TRANSITIONS**

City Manager Mitchell commented that the resolution is to show Fire Chief Weber appreciation for his continued commitment to serve this community and his ability to answer the question of the community. City Manager Mitchell applauded and commended Fire Chief Weber’s leadership and his team.

Commissioner Krueger offered the following Resolution and moved for its adoption, supported by Commissioner Smith.

**CITY OF OTSEGO
ALLEGAN COUNTY, MICHIGAN**

**RESOLUTION NO. 2023-14
A RESOLUTION OF APPRECIATION OF FIRE CHIEF BRANDON WEBER’S
LEADERSHIP WITHIN THE OTSEGO FIRE DEPARTMENT (OFD)**

WHEREAS, Brandon Weber has served the City of Otsego community as the Fire Chief since 2014, and

WHEREAS, in response to a consistently growing call volume for OFD Chief Weber has identified the need to switch to a staffed station response model, and conducted the supportive and relevant research and data analysis, and

WHEREAS, Chief Weber's suggestions have been denied due to financial shortcomings for multiple years, and

WHEREAS, Chief Weber continued leading the department and identified the moment that the on-call firefighters could no longer handle the workload, due to the exorbitant amount of calls in 2022, and

WHEREAS, Chief Weber created a path forward with sit-times to get to the Public Safety millage election and still provide coverage and not burn out existing firefighters while still providing service to the community, and

WHEREAS, Chief Weber did an excellent job of representing the City of Otsego by answering questions and presenting facts of the situation to the public in meetings, and

WHEREAS, Chief Weber set up the necessary policies and oversight to move the OFD from an on-call firefighter response model to a staffed station response model, and

THEREFORE, The City Commission would like to commend Chief Weber on leading the OFD through difficult times before and during the transition of the staffing model and his continued leadership for his department.

YEAS: Commissioners: Stacey Withee, Lauri Krueger, Jason Smith, Chuck Moore Jr., Wayne Rayburn.

NAYS: Commissioners: None.

ABSTAIN: Commissioners: None.

ABSENT: Commissioners: None.

RESOLUTION DECLARED ADOPTED.

VIII. APPOINTMENTS:

IX. DISCUSSION ITEMS:

MANAGER'S REPORT

The City Manager commented and gave updates on the following:

- Summer Fun Night – Tuesday's at 6:00 p.m.
- Book It Bus – he will be driving tomorrow.
- He read all of the City's 2022-2023 accomplishments.

COMMUNICATIONS

None.

REMARKS FROM THE AUDIENCE

Charles Housel, 379 W. Orleans – he asked how many food truck applications have been received. City Manager Mitchell stated that the permitting doesn't start until July 1st.

COMMISSIONER'S' COMMENTS

Commissioner Smith – he congratulated the new full-time firefighters and thanked them for stepping up. He thanked County Commissioner Dugan for his report. He congratulated Fire Chief Weber and Clerk Cronen for their leadership. He thanked City Manager Mitchell for researching and presenting materials in clarity. He thanked the audience for attending.

Commissioner Moore – he thanked the full-time firefighters for stepping up into their new roles and he also thanked their families. He thanked Fire Chief Weber for his hard work and for finding a solution at the Fire Department and advised him to take a vacation. He thanked Clerk Cronen for everything she does and advised her to take a break and vacation. He thanked County Commissioner Dugan for speaking up at the Workshop Meeting and offering a letter of support for the grants. He stated that he believes that Otsego is the Greatest Small Town in Michigan.

Commissioner Rayburn – he thanked the new full-time firefighters for their commitment and congratulated them. He thanked Fire Chief Weber for his time and commitment. He thanked County Commissioner Dugan for his updates. He thanked the audience for attending and thanked everyone sitting at the Commission table.

Commissioner Krueger – she thanked the audience for attending and wished the fathers a Happy Father's Day. She thanked her fellow Commissioners as it has been a crazy last few years, especially with the loss of Mayor Trobeck, her vision, and her ability to get things done. She thanked County Commissioner Dugan for the letter of support, as it is appreciated. She commented that they picked good guys to fill the full-time positions at the Fire Department – Mike McGrail, Mike Bush, and Collin Ailes. She commented that it will be awesome to have 24/7 coverage and this will make the whole department happier. She thanked Fire Chief Weber and commented that she appreciates his crazy knowledge and ability to answer questions with facts and patience. She congratulated the McPherson's for the opening night of Liquid Notes outdoor venue. She thanked them for their commitment to the community.

Mayor Withee – she welcomed the full-time firefighters and commented that she is grateful to all of them. She commented that it should be a successful smooth operation. She stated that she appreciates all that Chief Weber does. She commented that the Artisan Market will be held on Saturday from 9am to 3pm; and a concert at Liquid Note at 8pm.

The meeting was adjourned on a motion by Commissioner Smith, seconded by Commissioner Moore. CARRIED – 8:06 p.m.

Angela M. Cronen, MMC
City Clerk