

A Regular Meeting of the Otsego City Commission was held on Monday, February 2, 2026.

The meeting was called to order by Mayor Withee at 7:00 p.m. with the following Commissioners present: Chuck Moore, Wayne Rayburn, and Jason Smith. Absent: Lauri Krueger. Also present: City Manager, Aaron Mitchell; Director of Police & Fire, Brad Misner; and Finance Director/Treasurer, Brian Kelley.

The audience joined the Commission in the Pledge of Allegiance.

Commissioner Moore moved to excuse Commissioner Krueger, seconded by Commissioner Smith. CARRIED.

On a motion by Commissioner Moore, seconded by Commissioner Rayburn, the January 5, 2026, Regular Minutes and January 19, 2026, Workshop Minutes were approved as submitted.

REMARKS FROM THE AUDIENCE REGARDING AGENDA ITEMS
None.

I. PRESENTATIONS:

A. COUNTY COMMISSIONER DUGAN UPDATE

Allegan County Commissioner Dugan gave an update on current County activities.

II. PUBLIC HEARING:

III. PLANNING AND ZONING:

IV. ORDINANCES:

V. REQUESTS:

A. CONSIDERATION OF A REQUEST FROM THE LEGACY RUNNING CLUB TO HOLD THEIR 25TH ANNUAL READY OR NOT 5K RACE AT MEMORIAL PARK ON AUGUST 1, 2026, AS PRESENTED

Commissioner Smith moved to grant the request from the Legacy Running Club to hold their 25th Annual Ready or Not 5K Race at Memorial Park on August 1, 2026, as presented, seconded by Commissioner Rayburn. CARRIED UNANIMOUSLY

B. CONSIDERATION OF A REQUEST TO APPROVE THE BHS INSURANCE RENEWAL FOR PROPERTY & LIABILITY INSURANCE QUOTE

City Manager Mitchell gave a brief overview of the insurance renewal. He stated that the increase was 1.4%. Commissioner Moore moved to grant the request to approve the BHS Insurance Renewal for Property & Liability Insurance quote, seconded by Commissioner Rayburn. CARRIED UNANIMOUSLY

VI. AGREEMENTS:

A. CONSIDERATION OF AN AGREEMENT WITH WIGHTMAN FOR ENGINEERING SERVICES TO DEVELOP PROJECT PLAN FOR LEAD SERVICE LINE REPLACEMENT PROJECT

City Manager Mitchell explained that the City has various options for funding the Lead Service Line Replacement Project. He stated that all of the options would require a "Project Plan", so the document could be used for either grants, loans, or bonding for the project. He stated that there are no guarantees we will receive the loan, but the Plan could be used for two to five years for other funding options. A lengthy discussion took place regarding the options available and the effect it could potentially have on the Water Fund. He answered questions of the Commission. Commissioner Smith moved to approve the agreement with Wightman for engineering services to develop a Project Plan for the Lead Service Line Replacement Project, as presented, seconded by Commissioner Moore. CARRIED UNANIMOUSLY

B. CONSIDERATION OF AN AGREEMENT WITH WIGHTMAN FOR ENGINEERING SERVICES – RIVERFRONT PARK

City Manager Mitchell explained that this is the next step in the MDNR Grant Process and is required for a grant with matching funds. Commissioner Rayburn moved to authorize an agreement with Wightman for Engineering Services for Riverfront Park, seconded by Commissioner Moore. CARRIED UNANIMOUSLY

C. CONSIDERATION OF A LICENSE AGREEMENT WITH THE OTSEGO VFW 3030 FOR THE USE OF A CITY PARKING LOT FOR THEIR BLESSING OF THE BIKES EVENT ON APRIL 25, 2026

Commissioner Moore moved to authorize the Mayor and City Clerk to enter into an agreement with the Otsego VFW 3030 for the use of a City Parking Lot for their Blessing of the Bikes Event on April 25, 2026, seconded by Commissioner Smith. CARRIED UNANIMOUSLY

D. CONSIDERATION OF A LICENSE AGREEMENT WITH THE OTSEGO VFW 3030 FOR THE USE OF A CITY PARKING LOT FOR THEIR MUSIC FESTIVAL AND CAR SHOW ON AUGUST 8, 2026

Commissioner Moore moved to authorize the Mayor and City Clerk to enter into an agreement with the Otsego VFW 3030 for the use of a City Parking Lot for their Music Festival and Car show on August 8, 2026, seconded by Commissioner Smith. CARRIED UNANIMOUSLY

E. CONSIDERATION OF AN AUTOMATIC AID AGREEMENT WITH ALAMO TOWNSHIP FIRE DEPARTMENT

At this time, Director of Police and Fire Misner explained the Automatic Aid Agreements that he was presenting for consideration. He explained that they are different than the MABAS agreements that were previously implemented. He stated that with the Automatic Aid Agreements tones would automatically go out for assistance to departments that are in close proximity to the incident. He answered questions of the Commission.

Commissioner Rayburn moved to authorize an Automatic Mutual Aid Agreement with Alamo Township Fire Department, seconded by Commissioner Moore. CARRIED UNANIMOUSLY

F. CONSIDERATION OF AN AUTOMATIC AID AGREEMENT WITH GOBLES PINE GROVE TOWNSHIP FIRE DEPARTMENT

Commissioner Smith moved to authorize an Automatic Mutual Aid Agreement with Gobles Pine Grove Township Fire Department, seconded by Commissioner Moore. CARRIED UNANIMOUSLY

G. CONSIDERATION OF AN AUTOMATIC AID AGREEMENT WITH ALLEGAN CITY/TOWNSHIP FIRE DEPARTMENT

Commissioner Smith moved to authorize an Automatic Mutual Aid Agreement with Allegan City/Township Fire Department, seconded by Commissioner Rayburn. CARRIED UNANIMOUSLY

H. CONSIDERATION OF AN AUTOMATIC AID AGREEMENT WITH GUN PLAIN TOWNSHIP

Commissioner Moore moved to authorize an Automatic Mutual Aid Agreement with Gun Plain Township Fire Department, seconded by Commissioner Rayburn. CARRIED UNANIMOUSLY

I. CONSIDERATION OF AN AUTOMATIC AID AGREEMENT WITH PLAINWELL DEPARTMENT OF PUBLIC SAFETY FIRE DEPARTMENT

Commissioner Rayburn moved to authorize an Automatic Mutual Aid Agreement with Plainwell Department of Public Safety Fire Department, seconded by Commissioner Smith. CARRIED UNANIMOUSLY

J. CONSIDERATION OF AN AGREEMENT WITH ALLEGAN COUNTY LEGAL ASSISTANCE CENTER

Linda Teeter of the Allegan County Legal Assistance Center was in attendance to provide an overview of the services provided at the Center. She stated that fourteen municipalities had entered into agreements with the Allegan County Legal Assistance Center. She answered questions of the Commission. She reported that seven residents of the City of Otsego had used the services of the Center in January. Commissioner Smith moved to authorize the Mayor and City Clerk to enter into an agreement with the Allegan County Legal Assistance Center, as presented, seconded by Commissioner Moore. CARRIED UNANIMOUSLY

VII. RESOLUTIONS:

VIII. APPOINTMENTS:

IX. DISCUSSION ITEMS:

MANAGER'S REPORT

The City Manager commented and gave updates on the following:

1. He attended a conference last week and fire trucks were discussed. He commented that a discussion will need to take place at an upcoming Workshop Meeting.
2. Director of Public Works Bosch was on the news twice this past week, regarding running water to prevent freezing and the Wing Plow that was brought out of retirement.

COMMUNICATIONS

None.

REMARKS FROM THE AUDIENCE

None.

COMMISSIONER'S' COMMENTS

Commissioner Rayburn – he thanked everyone for attending and for the presentation.

Commissioner Moore – he commented that it is difficult to sit through these meetings when tough decisions have to be made. He commented that he thinks the Commission is going in the right direction even though there is a lot of money being spent right now. He commented that the Commission will continue to address the rate increases, as it is a “have to do” not a “want to do”. He commented that a presentation regarding the rate increases would be beneficial.

At this time, the Commission discussed how and when to present the upcoming water rate increases. Various ways to “get the word out” were discussed. City Manager Mitchell stated that the Water & Sewer Rate Study will formally be accepted at the February 16th Meeting.

Mayor Withee – she thanked everyone for attending the meeting.

ADJOURN

Commissioner Smith moved to adjourn the meeting, seconded by Commissioner Rayburn.
CARRIED. 8:19 p.m.

Angela Cronen
City Clerk