

CITY OF COOPERSVILLE
REGULAR MEETING OF THE CITY OF COOPERSVILLE CITY COUNCIL
CITY HALL, 289 DANFORTH ST.; COOPERSVILLE, MICHIGAN

July 13, 2020

Present: Council Member Bush Council Member Lampe
Council Member Fynewever Council Member Mooney
Council Member Degeus Mayor Crandle
Council Member Gavin

Absent: None

Additions/Corrections to Agenda

Motion by Council Member Mooney with second by Council Member Gavin to open Item 8.H., of the Consent Agenda, "Checks through 07/13/2020 totaling \$1,723,579.50" for discussion. Motion carried unanimously. (2020-055)

No additions or corrections to the regular agenda.

Scheduled Guests and Public Hearings None

Citizen Input & Suggestions None

Consent Agenda

Motion by Council Member Mooney with second by Council Member Lampe to approve the Consent Agenda after discussion on Item 8. H. Motion carried unanimously. (2020-056)

- *Minutes of the City Council meeting of June 8, 2020*
- *Triangle Assoc. Payment 9, Third Clarifier Project*
- *Dean Excavating, Change Order 1, Second River Crossing – Contract 3*
- *SKYE Contracting, Payment 2, Second River Crossing – Contract 1*
- *Romer Contracting, Payment 1, Second River Crossing – Contract 2*
- *Deans Excavating, Payment 2, Second River Crossing – Contract 3*
- *Fedewa Inc., Full Payment East Water Tower Painting*
- *Checks through 07/13/2020 totaling \$1,723,579.50*
- *Council Information packet*

Council Member Bush inquired on a check written to All Pro Plumbing for the DDA bathrooms. City Manager Jonathan Seyferth stated that the expense was to upgrade the bathrooms as part of the new Walk-Thru Park.

Council Member Bush inquired as to why we were paying the rent for NOCCA for June to CAPS when we are not occupying the space. City Manager Jonathan Seyferth explained that we were paying the rent so that we did not lose our opportunity to keep the space to utilize when we are able to occupy it.

Council Member Bush inquired on the payment to Ottawa County Treasure for 293 Trailer Lots. City Treasurer Keri Beth Rogers explained that the City receives \$3.00 per trailer from the Trailer Park in which \$2.50 per trailer goes to the County and the City obtains \$0.50 per trailer.

Petitions and Communications

Motion by Council Member Gavin with second by Council Member Degeus to approve the Ordinance Amendment to 1260.04 © (2) Minimum Area Per-Unit in the R-4 Zoning District. Motion carried. Council Members Cradle and Mooney opposed. (2020-057)

Deputy City Manager Shay Gallagher presented an estimated breakdown of what the tax revenues would appear to be with out a Pilot Program in place on a parcel with approximately 2.99 acres.

Discussion was held on the upcoming Annual Summerfest Activities and the Special Events Application that was submitted. City Manager Jonathan Seyferth stated that with the current Governor’s executive orders that are in place, he is not sure how the event can go forward as it has done in the past and also that on a normal basis the approval of the Special Events Applications are made by the City Staff he did not feel that the Staff should be making the final decision or approval on whether to allow the Summerfest Events to take place or not, considering the Governor’s executive orders that are currently in place. This is the reason for presenting the request to Council for a decision.

Summerfest Committee Member Pat Raap was present and stated that since everything with the Covid-19 seems to be going backwards, and the requirements for hand sanitation stations, etc., the Committee has decided to hold just the Car Cruise on Friday and they would like to withdraw their Special Event’s request for Saturday August 8, 2020.

City Manager Jonathan Seyferth stated that he has been communicating closely with the Summerfest Committee and he highly commends them for the work they are put forth.

Motion by Council Member Bush with second by Council Member Mooney to approve the Car Cruise Only. Motion carried with Council Member Fynewever opposing. (2020-058)

Motion by Council Member Lampe with second by Council Member Gavin to approve all the Employee Handbook Updates as presented. Motion carried unanimously. (2020-059)

Previously Discussed Sections:

Section/Title	Date Reviewed	Reference
- <u>Section 1.4 – Employee Selection</u>	<u>June 2020</u>	<u>Clarification</u>
- <u>Section 1.7 – Evaluations</u>	<u>July 2019</u>	<u>Clarification</u>
- <u>Section 2.7 – Flex Time</u>	<u>June 2020</u>	<u>New</u>
- <u>Section 2.8 – Alternative Work Schedules</u>	<u>June 2020</u>	<u>New</u>
- <u>Section 2.9 – Remote Work</u>	<u>June 2020</u>	<u>New</u>
- <u>Section 3.8 – On-Call Pay</u>	<u>June 2020</u>	<u>Clarification</u>
- <u>Section 4.1 – Paid Sick Leave</u>	<u>July 2019</u>	<u>Line up with State Law</u>
- <u>Section 4.7 – Jury Duty</u>	<u>January 2020</u>	<u>Clarification</u>
- <u>Section 4.10 – Bereavement Leave</u>	<u>January 2020</u>	<u>Clarification/Flexibility</u>
- <u>Section 6.3 – Vacation Scheduling</u>	<u>June 2020</u>	<u>Clarification</u>
- <u>Section 7.2 – Employees Not needing Health Insurance</u>	<u>June 2020</u>	<u>Line up with practice</u>
- <u>Section 7.3 – Life Insurance</u>	<u>June 2020</u>	<u>Line up with practice</u>
- <u>Section 8.6 – Use of City Vehicles</u>	<u>June 2020</u>	<u>Line up with Insurance</u>
Eliminate the following Sections		
- Sections 7.0 & 7.1 – Health/Dental Insurance explanation, June 2020		Changes annually

**Complete list of changes has been placed in the permanent Meeting Minutes Record Book.

Motion by Council Member Bush with second by Council Member Mooney to approve and accept the bid and contract from Georgetown Construction totaling \$625,025.00 for the Mechanic/Church Road Project. Motion carried unanimously. (2020-060)

Motion by Council Member Bush with second by Council Member Mooney to approve the Board Appointments and Re-Appointments as follows: Motion carried unanimously. (2020-061)

- **Downtown Development Authority (DDA):** Three (3) board positions are open because of the expiration of 2 terms and 1 opening which have been available since last fall. One board member who has an expiring term, **Jeff Du Pilka**, has asked to be reappointed to new 4-year terms expiring in June 2024. The DDA is asking that **Bob Koch** be reappointed to a partial term expiring in October 2020 to help with board chairman transition.
- **Zoning Board of Appeals (ZBA):** Two (2) reappointments to the ZBA are required this year – the Council and Planning Commission Representatives. Both are one (1) year terms and will expire in June 2021. The Current City Council representative is **Steve Lampe** and the current Planning Commission representative is **Duane Young**. It is recommended that both be reappointed.
- **Planning Commission:** Four (4) seats are up for reappointment on the PC – two (2) three-year terms and two (2) two-year terms. The three-year terms will expire at the end of June 2023 and the two-year terms will expire at the end of June 2022. It is being recommended that the following members be reappointed to three (3) year terms **Ross Conran** and **Mike Heinz** and that the following members be reappointed to two (2) year terms, **Tim Degeus** and **Tara Weise**.
- **Property Mgt. Board of Appeals:** Two (2) two-year seats are up for reappointment on this board. Both terms would expire at the end of June 2022. It's being recommended that **Mark Kibben** and **Joel Meintsma** be reappointed.
- **Cemetery Board:** Karen Kulicamp is stepping down from the Cemetery board. It is being recommended that **Debra Mauk** be appointed to complete the balance of Ms. Kulicamp's term which expires July 2021.
- **Recreation Board:** All eight (8) recreation board positions are open as these are only 1-year terms. All board members have indicated a willingness to be reappointed. It is being recommended that the whole board be reappointed. Those members are: **Josh Eisen; Kelly Hecksel; Michael Karbon; Joe Meerman; Brian Mooney; Kimberly Travis (CAPS Rep); and Duane Young**.

Motion by Council Member Gavin with second by Council Member Bush to approve the "Preferred Vendor List" for Fiscal Year 2020-2021. Motion carried unanimously. (2020-062)

Motion by Council Member Mooney with second by Council Member Lampe to approve the new Dump Truck Up-fitting to be completed by Truck & Trailer Specialties for a total of \$93,379.00. Motion carried unanimously. (2020-063)

Motion by Council Member Degeus with second by Council Member Fynewever to the approve the full replacement of the East Water Tower Access Drive to be completed by Superior Asphalt for a total cost of \$12,842.00. Motion carried unanimously. (2020-064)

Petitions and Communications continued

Motion by Council Member Lampe with second by Council Member Degeus to approve the recommendation from the Wage and Compensation Committee to increase the wages five (5) percent, as of July 1, 2020, for the following Appointed Officials, City Manager, Jonathan Seyferth, City Treasurer, Keri Beth Rogers, City Clerk, Kimberly Borgman and Assessor, Wayne Pickler. The Wage & Compensation expressed their appreciation to the Appointed Officials. Motion carried unanimously. (2020-065)

Citizens Input and Suggestions None

City Manager's Report

City Manager, Jonathan Seyferth reported on the following:

- *Roemer was drilling under the river for the second river crossing and some questions on the soils came into play. The Engineer is performing some additional studies on this issue. A change order may be presented in the future.*
- *The Water Shut Off Moratorium has been extended until the end of 2020. Jonathan had Val fill out an application to submit to the State to assist those with past due accounts in making their payments. This is an income-based program.*
- *Chamber and the DDA are moving forward with the enhanced program. Both boards appointed a committee to work out the details.*
- *The August State Revenue payment has been eliminated. Federal funding will be replacing the payment and the estimated payment from the Federal funding should be approximately \$15,000 more than what the State Revenue payment would be.*
- *The contract for the "Text My Gov Program" is being finalized and it should be rolled out on the website and Facebook next week. Part of this program offers an Emergency Alert System and a Questions Section that users will be able to sign up for.*
- *Contract #Four (4) for the 96 River Crossing will soon begin work in the right-of-way.*

City Clerk's Report

City Clerk Kimberly Borgman informed the Council that there will be two (2) precincts for the August Election and that have been over five hundred (500) absentee ballots issued already. She also thanked the Council and the Wage & Compensation Committee for the wage increase.

City Treasurer's Report

Treasurer, Keri Beth Rogers thanked the Council and the Wage & Compensation Committee for the wage increase.

Adjournment

Motion by Council Member Mooney with second by Council Member Gavin to adjourn the meeting at 7:45 P.M. Motion carried unanimously. (2020-066)

Larry Crandle, Mayor

Kimberly Borgman, City Clerk