

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

**November 13, 2017**

Mayor Meintsma called the meeting to order at 7:00 P.M.

**Present:** Council Member Bush                      Council Member Ward  
Council Member Lampe                      Council Member Wheeler  
Council Member Mooney                      Mayor Meintsma  
Council Member Veldheer

**Absent:** None

**Additions/Corrections to Agenda**

Additions/corrections to Item 7, Consent Agenda - None

Additions/corrections to the Agenda – None

**Scheduled Guests and Public Hearings**

**City Audit Report & ACT 51 Performance Audit Results as of June 30, 2017**

Joe Kuiper from Kiekoover, Scholma, & Shumaker PC presented the City Audit Report and the ACT 51 Performance Audit results as of June 30, 2017 to the City Council. Mr. Kuiper reported that all Financial Records are in good standings and that they have just received notice from MDOT that the ACT 51 Performance Audit is no longer required and MDOT will be paying for those audits that have already been performed.

**Public Hearing on Ordinance to Amend Chapter 244 “Purchase and Sale of Personal Property” by Adding Section 244.04, Construction of Public Improvements for Which Competitive Bidding is Not Required.**

Motion by Council Member Lampe with second by Council Member Wheeler to open the public hearing at 7:10 P.M. Motion carried unanimously. (2017-141)

Treasurer, Keri Rogers explained that the reason for the change is due to a review of the state statues during the recent ACT 51 Performance Audit. Ms. Rogers explained further that MDOT requires any road improvement over \$100,000.00 be completed through the competitive bidding process. By having the city establish this ordinance, our practices will be in line with MDOT requirements. This will still allow the city to bid out projects less than \$100,000.00 if so desired, but we will not be obligated to.

Motion by Council Member Lampe with second by Council Member Wheeler to close the public hearing at 7:12 P.M. Motion carried unanimously. (2017-142)

**Citizen Input & Suggestions**

Scott Schoolcraft, Coopersville-Polkton Fire Chief thanked Mayor Meintsma for his years of service on the City Council and for serving on the new Building Committee for the new Fire Department. Mr. Schoolcraft also stated that he is looking forward to working with the new Mayor, Larry Crandle.

Kate Potter, Resident, addressed Council stating that she is currently a Grand Valley Student whom is pursuing her Master’s Degree in Public Administration and she would like to interview Staff Members for a project she is currently working on.

### **Citizen Input & Suggestions continued**

Ann Walker, Polkton Township Resident addressed the Council regarding her concerns on the proposed sewer line from Muskegon to Coopersville. Ms. Walker stated that there has been stakes placed in front of her property and she has concerns with what types of chemicals will be traveling through this line and whom will be paying for this project. City Manager, Steven Patrick stated that he would address Ms. Walker's comments during the City Manager's comments section of this meeting.

### **Petitions and Communications**

Motion by Council Member Ward with second by Council Member Veldheer to enter in to "**Closed Session**" to discuss the Annual Compensation Evaluation of the City Manager.

**City Clerk, Kimberly Borgman took roll Call Vote and is as follows:**

**Yes: Council Members, Ward, Veldheer, Wheeler, Lampe, Bush, Mooney, and Mayor Meintsma**

**Nays: None**

Motion carried unanimously. (2017-143)

All Council Members, Mayor Meintsma, and City Manager, Steven Patrick entered in to "**Closed Session**" At 7:18 P.M. Reentered Council Chambers to re-open the "Open Meeting" at 7:38 P.M.

Motion by Council Member Ward with second by Council Member Veldheer to re-open the "Open Meeting" at 7:39 P.M. Motion carried unanimously. (2017-144)

Motion by Council Member Lampe with second by Council Member Wheeler to increase City Manager, Steven Patrick's salary on the city side to \$80,000.00 annually, contribute \$10,000.00 to his MERS/ICMA-RC Retirement Funds and to increase his total "Paid Time Off" days to thirty-six (36) days. Motion carried with Council Member Ward Opposing. (2017-145)

Motion by Council Member Wheeler with second by Council Member Lampe to receive and File the City Audit Report and the ACT 51 Audit Report as of June 30, 2017. Motion carried unanimously. (2017-146)

Motion by Council Member Wheeler with second by Council Member Veldheer to approve the Amendment to Ordinance Chapter 244 "Purchase and Sale of Personal Property" by Adding Section 244.04, Construction of Public Improvements for Which Competitive Bidding is Not Required. Motion carried unanimously. (2017-147)

City Manager, Steven Patrick reported that three (3) interviews were performed last week for the new Rescue Department Director. Mr. Patrick stated that they were all strong candidates and that a decision has been made, but the candidate has not yet been notified so therefore he could not share that information yet.

Mr. Patrick also informed the Council that several different options are being explored for the operation of the Rescue Department such as forming a partnership with surrounding area departments to share services amongst other options they are evaluating.

Motion by Council Member Wheeler with second by Council Member Lampe to approve the outright purchase of a new RICOH Copy Machine for the City Hall Office from Applied Imaging totaling \$10,585.00 and to participate in the Monthly Maintenance Program in which we will be billed \$0.008 for black and white copies and \$0.05 per color copies. Motion carried unanimously. (2017-148)

### **Consent Agenda**

Motion by council Member Lampe with second by Council Member Veldheer to approve all items on the Consent Agenda. Motion carried unanimously. (2017-149)

#### **Approved Consent Agenda items are as follows:**

- Minutes of the City Council meeting of October 23, 2017.
- Invoices from OMM Engineering totaling \$14,972.25.
- Invoices from Prein&Newhof totaling \$13,100.00.
- Invoice from Infrastructure Alternatives totaling \$16,400.00.
- Invoice from Ottawa County for Policing and Community That Cares totaling \$91,879.61.
- Invoice from Lakeshore Advantage totaling \$5,000.00.
- Checks written through October 23, 2017 totaling \$548,831.67.
- Council Information packet.

### **Citizen Input and Suggestions** None

### **Outgoing Council Members**

Outgoing Mayor Meintsma stated that it has been a great pleasure serving the City and that his heart has always been in it. Mayor Meintsma also stated that great things have been accomplished and there is still a lot of work to be done such as the work that is going on in the water and sewer areas. Mayor Meintsma “thanked” everyone he has served and that 100% of the people whom work for the City are great. Mayor Meintsma also thanked several Staff Members on an individual basis.

### **Installation of New Council Members**

City Clerk, Kimberly Borgman administered the “Oath of Office” to the Newly Elected Mayor and the Elected Council Members at 8:00 P.M. The following elected officials were sworn in to office.

Mayor-Larry Crandle

Councils Members – Kenneth Bush, Brent Veldheer, and Brian Mooney

### **New Meeting with New Officials**

Mayor Larry Crandle called the meeting to order at 8:04 P.M.

**Present:**

Council Member Bush	Council Member Ward
Council Member Lampe	Council Member Wheeler
Council Member Mooney	Mayor Crandle
Council Member Veldheer	

**Absent:** None

### **Additions/Corrections to the Agenda** None

### **Petitions and Communications** None

### **City Manager’s Report**

City Manager, Steven Patrick commented on the Muskegon Sewer Line.

Mr. Patrick stated that in 2010 the City built, we overbuilt a new WWTP to accommodate Continental Dairy. Then Continental Dairy brought in fair life and we accommodated both companies. Due to the current financial models to the City it was not fair to our taxpayers to pay for further growth to accommodate Continental Dairy and fair life. That is when the idea of the Muskegon Sewer Line came in as a possibility.

**City Manager's Report continued**

Mr. Patrick stated further that a lot of grant money and other funding would be needed for this project to become reality. Feasibility Studies are currently being performed to find the best route for the sewer line to be placed. Mr. Patrick stated that the City is not privy to the numbers or the cost of this project that are currently being thrown around and the project will become more real when Continental Dairy and fair life expand further. Coopersville and Polkton will not be funding this project and there is a large amount of engineering work that will go in to all of this.

Mr. Patrick "thanked" outgoing Mayor, Joel Meintsma for his service to the City and "congratulated" the new Mayor, Larry Crandle.

**City Clerk's Report**

City Clerk, Kimberly Borgman informed the Council that she will be preparing the meeting schedules for 2018 before the next meeting and ask if there was any preference on changing the meeting to once per month. City Clerk Kimberly Borgman reminded the Council that the City Charter only requires them to meet once per month and since we have implemented the "Consent Agenda" the length of time meetings take has reduced to an average of 12.4 minutes per meeting but the amount of staff hours just for Steve Patrick's Assistant alone to prepare for the meeting is averaging twelve (12) hours every two weeks. (This does not include Steve Patrick, Keri Rogers, Kimberly Borgman or Jonathans time spent)

City Clerk, Kimberly Borgman reported on the November 7<sup>th</sup> Election informing the Council that the election was certified less than twenty-four (24) hours after the polls were closed and with the first time using all the new equipment, the entire process went very smooth. Ms. Borgman also reported that we have 3083 registered voters, 552 ballots were cast on November 7<sup>th</sup> and the turnout was 17.9%.

City Clerk, Kimberly Borgman "thanked" outgoing Mayor, Joel Meintsma for his service and "congratulated the new Mayor, Larry Crandle.

**City Treasurer's Report**

Treasurer, Keri Rogers informed the Council that she is looking in to refinancing options on the 2011 6.4 Million Dollar Bond. We currently owe approximately 5.1 Million.

Treasurer, Keri Rogers "thanked" outgoing Mayor, Joel Meintsma for his service to the City, and "congratulated" the new Mayor, Larry Crandle.

**Adjournment**

Motion by Council Member Ward with second by Council Member Veldheer to adjourn the meeting. Motion carried unanimously. Meeting adjourned at 8:24 P.M. (2017-150)

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Larry Crandle, Mayor

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Kimberly Borgman, City Clerk