



CITY OF ALLEGAN
REGULAR CITY COUNCIL MEETING
Monday, January 27, 2020 – 7:00PM
City Hall – 231 Trowbridge Street Allegan, MI 49010

6:00 PM Study Session Meeting

7:00 PM Council Meeting (Action to be taken by Council on the following agenda items)

Note: Please be courteous and turn cell phones off during the meeting.

1. **CALL TO ORDER**

2. **ROLL CALL (Excused Absences if Any)**

3. **PLEDGE OF ALLEGIANCE**

4. **MEETING PRAYER**

5. **APPROVAL OF AGENDA**

5A.1 – Approval of the Regular Council Meeting Agenda for January 27, 2020.

6. **APPROVAL OF MINUTES**

6A.1 – Approval of the Cookies with Council Meeting Minutes for January 9, 2020.

6A.2 – Approval of the Strategic Planning Session Meeting Minutes for January 11, 2020.

6A.3 – Approval of the Pre-Session Meeting Minutes for January 13, 2020.

6A.4 – Approval of the Regular Meeting Minutes for January 13, 2020.

7. **PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

8. **FIRST READING OF ORDINANCE**

9. **SPECIAL PRESENTATIONS AND RECOGNITIONS BY THE MAYOR OR COUNCIL**

10. **PUBLIC HEARINGS & SECOND READING OF ORDINANCES**

10A.1 – Request that the City Council enter into a Public Hearing to consider establishing an Industrial Development District for Tantrick Brewing Company, at 134 Water Street, Allegan, MI 49010. Resolution 20.04.

11. **UNFINISHED BUSINESS & TABLED ITEMS**

12. **WRITTEN PETITIONS & REPORTS FROM SPECIAL COMMITTEES**

12A.1 – Request that the City Council approve to continue the Living History Tour in Oakwood Cemetery for the 8th year and use the chapel to set up mourning displays and other historical mourning artifacts.

13. **REPORTS FROM BOARDS, COMMISSIONS & CITY OFFICES**

13A. City Boards, Commissions and Area Agencies

13A.1 – Accept a Report on the Planning Commission Meeting.

13B. Finance Department

13B.1 - Request to Approve Accounts Payable and Payroll.

13B.2 – Request that the City Council approve 1st Qtr. Budget Adjustments, Resolution 20.05

13B.3 – Request that the City Council approve Third Party Retirement Plan Administrator.

13C. Police Department

13D. Water Utilities

13E. Public Works

13E.1 – Request to Approve Crack Sealing and Pavement Marking Contract Amendment

13F. City Manager & City Clerk

13F.1 – Request that City Council approve the amended City Council Rules & Procedures.

13F.2 – Request that the City Council approve the composition of Riverfront Committee.

13F.3 – Request that the City Council approve new City of Allegan Technology for Email and Office Programs

14. **BOARD APPOINTMENTS**

15. **COMMUNICATIONS FROM CITY MANAGER, COUNCIL & MAYOR**

16. **CLOSED SESSION**

17. **ADJOURNMENT**

PLEASE NOTE

AUDIENCE PARTICIPATION:

In addition to addressing the Council during public hearings and under “Public Comment,” members of the audience may address the Council, on items listed under agenda numbers 8-13; please limit your comments to five minutes or less per item. Please step up to the Podium and state your name and address.

The proposed process for items listed under agenda numbers 8-13 above shall be as follows:

1. Announcement of the agenda item by the Mayor.
 2. Verbal report provided by staff.
 3. Mayor asks councilmembers if they have any questions for staff to clarify the staff report.
 4. Mayor opens/closes the floor to receive public comment (if a public hearing is required or if the mayor determines public comments is warranted).
 5. Motion is made by a council member and seconded by another council member.
 6. Mayor then calls on councilmembers to discuss the motion, if councilmembers wish to discuss.
 7. Mayor calls for a vote on the item after discussion has occurred.
-

Allegan City
City Council Cookies
Meeting Minutes
Allegan, MI 49010
January 9, 2020

1. CALL TO ORDER

Mayor Perrigo called the City Council Cookies with Council Meeting to order at 6:00PM

2. PUBLIC COMMENT

Mayor Perrigo noted the community members were able to visit one on one with Council members in this public meeting. Let the record show public comment was received. Each Council member was visited by members of the Community. Discussion topics included; the Allegan City Dam, events being held, Downtown Parking, Downtown Streetscape Designs and goals and objectives of the new calendar year.

3. ADJOURNMENT

Mayor Perrigo adjourned the meeting at 8:00PM.

Minutes respectfully submitted by,
Christopher Tapper, City Clerk

Allegan City
Council Minutes
Allegan, MI
49010
January 11, 2020

1. CALL TO ORDER

Mayor Perrigo called the Strategic Planning – Goal Session, Allegan City Council Meeting to order at 8:55AM.

2. ROLL CALL

Present: Mayor Perrigo, Mayor Pro-Tem Andrus, Councilmembers Hanse, Bird, Galloway, Redding and McKenzie.

Absent:

Others Present: City Manager Joel Dye, Finance Director/Treasurer, Tracy Stull

3. HOUSEKEEPING

Mayor Perrigo noted the meeting was called to order after the Councilmembers and Staff finished fellowship/breakfast which started at 8:30 AM. Mayor Perrigo thanked all Councilmembers for attending the Strategic Planning – Goal Session.

4. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Let the record show no public comment was received.

5. 2019 IN REVIEW

Dye and Stull provided a presentation to the Council of the 2019 year in review Capital Improvement Projects. Examples discussed included; City Hall, Splash Pad, Airport Terminal and Neighborhood Street Projects.

A general discussion ensued from the Council regarding the 2020 year City Council Goals. Examples discussed included; Study and Development Plan for Regional Assets, Create and Recreational Asset Plan, Improve Government Efficiencies. Final Goals included; Water Utilities (rates, smell, lead and cooper) Downtown Streetscape, Programming for the Griswold, Define Neighborhoods, Recreation Planning and Continued Development (housing, downtown, City Dam and Riverfront)

6. REVIEW CITY ORGANIZATION

Dye and Stull provided a presentation to the Council of the fiscal year 2020 budget, fee schedule, and organizational chart, staffing statistics and performance metrics. Discussion included topics with average age of DPW staff, average age of Water Utilities staff along with topics from the Police Department.

7. REVIEW CITY COUNCIL ORGANIZATION

Mayor Perrigo opened the discussion of the Council topics regarding meeting schedules for 2020 along with agenda's, meeting minutes, Open Meetings Act policies and producers. Council discussion regarding the past meeting held with the Michigan Municipal League, which included Council training and continued education through the MML. Dye noted of the MML Capital Conference which was schedule for March 24-25, 2020 and encourages Council members to review the opportunity to attend the Conference. A general discussion ensued regarding the City Council Organization topics.

McKenzie offered a motion with support from Galloway to amend the City Council agenda format to remove item number four (4) Meeting Prayer from the City Council agenda's. McKenzie, Galloway, Redding, Mayor Perrigo voting yes, Mayor Pro-Tem Andrus, Hanse, Bird voting no. **Motion Passed 4-3.**

McKenzie offered a motion with support from Bird to change the name of the Pre-Session Meeting's to be named Study Session Meeting's. **Motion Passed 7-0.**

8. BREAK FOR LUNCH

Mayor Perrigo offered a short recess for lunch at 12:00 PM

Mayor Perrigo reconvened the meeting at 12:30 PM

9. CITY COUNCIL 2020 GOALS AND BEYOND VISIONS

Council discussion ensued regarding the priorities list for final goals for 2020. The consensus of the Council was to list the following goals for the new year;

- 1) Water Utilities (Rates, Odor Study, Lead and Copper Rule)
- 2) Downtown Streetscape Plan
- 3) Programming Griswold
- 4) Define Neighborhoods
- 5) Recreation Planning
- 6) Continue Development (housing, downtown apartments, City Dam and Riverfront)

10. CLOSED SESSION

10A.1 – Request to go into Close Session per Open Meetings Act 15.268; Section 8 Article A

Mayor Pro-Tem Andrus offered a motion with support from Redding to Close the Regular Meeting at 2:54 PM and enter into Closed Session allowed by the Open Meetings Act 15.268; Section 8 Article A. Roll Call vote; Bird, Hanse, Mayor Pro-Tem Andrus, Mayor Perrigo, Galloway, Redding and McKenzie all voting yes. **Motion Passed 7-0.**

11. REGULAR SESSION

11A.1 – Request to enter back into Regular Session Meeting

McKenzie offered a motion with support from Hanse to adjourn the Closed Session Meeting and reconvene the Regular Meeting at 3:49 PM. Roll Call vote; Bird, Hanse, Mayor Pro-Tem Andrus, Mayor Perrigo, Galloway, Redding and McKenzie all voting yes. **Motion Passed 7-0.**

12. ADJOURNMENT

Mayor Perrigo adjourned the meeting at 3:52PM.

Minutes respectfully submitted by,

Christopher Tapper

Christopher Tapper, City Clerk

DRAFT

Allegan City
City Council Pre Session
Meeting Minutes
Allegan, MI 49010
January 13, 2020

1. CALL TO ORDER

Mayor Perrigo called the City Council Pre Session Meeting to order at 6:00PM

2. PUBLIC COMMENT

George Mohr was in attendance and addressed the Council regarding the City Dam. Mohr asked several questions regarding the Regular Meeting Agenda Item, Resolution 20.03.

3. Riverfront Restroom Discussion

City Manager Dye provided to the Council a proposed design of possible Riverfront Restrooms. Dye noted all the events and activities being held at the Allegan Riverfront campus the importance of having permanent public restrooms available to the community.

A general discussion ensued regarding the proposed design. Council comments included; concerns with additional cost and budget, location, needing to be assessable to the public and wanting of long term solution as opposed to a temporary location.

4. Abonmarche Engineering Discussion

Dye provided to the Council a proposed draft agreement between the City of Allegan and Abonmarche Consultants. Dye commented Abonmarche has been providing consultant engineering services for some time, without a formal agreement. Dye noted he believed it was time to make such agreement due to all of the development happening in the City. Dye provided examples of several projects Abonmarche has worked on in the past.

A general discussion ensued regarding the proposal. Council comments included; seems like a win; win for both parties, concerns regarding the Street Scape Proposal and designs from Abonmarche and confidants moving forward with the relationship.

5. Review of Regular Meeting Agenda of Monday, January 13, 2020

City Manager Dye noted the agenda of the regular meeting and thanked Councilmembers for their feedback. Council discussion ensued regarding Resolution 20.03.

6. ADJOURNMENT

Mayor Perrigo adjourned the meeting at 6:53PM.

Minutes respectfully submitted by,
Christopher Tapper, City Clerk

Allegan City
Council Minutes
Allegan, MI
49010
January 13, 2020

1. CALL TO ORDER

Mayor Perrigo called the regular Allegan City Council Meeting to order at 7:00PM.

2. ROLL CALL

Present: Mayor Perrigo, Mayor Pro-Tem Andrus, Councilmembers Hanse, Bird, Galloway, Redding and McKenzie.

Absent:

Others Present: City Manager Joel Dye, City Clerk, Christopher Tapper, Promotions Coordinator Parker Johnson and Director of Water Utilities, Doug Sweeris.

3. PLEDGE OF ALLEGIANCE

The audience joined the City Council in the Pledge of the Allegiance.

4. MEETING PRAYER

Kathy Nealand of 1st Presbyterian Church

5. APPROVAL OF AGENDA

5A.1 – Approval of the Council Meeting Agenda for January 13, 2020.

Bird offered a motion, with support by Redding, to approve the Council Agenda for January 13, 2019. Motion **Passed 7-0**.

6. APPROVAL OF MINUTES

6A.1 – Approval of the City Council Pre-Session Meeting Minutes of December 23, 2019.

Andrus offered a motion, with support by Galloway, to approve the City Council Pre-Session Minutes for December 23, 2020. **Motion Passed 6-0. Bird abstained.**

6A.2 – Approval of the City Council Meeting Minutes of December 23, 2019.

Hanse offered a motion, with support by Redding, to approve the City Council Meeting Minutes for December 23, 2019. **Motion Passed 6-0. Bird abstained.**

7. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Kathy Nealand thanked the Council for the opportunity to share Cookies with Council on January 9, 2020. Joan Simmons was in attendance to asked questions regarding Resolution 20.03.

8. FIRST READING OF ORDINANCE

9. SPECIAL PRESENTATIONS AND RECOGNITIONS BY THE MAYOR OR COUNCIL

10. PUBLIC HAERING & SECOND READING ORDINANCES

11. UNFINISHED BUSINESS & TABLED ITEMS

12. WRITTEN PETITIONS & REPORTS FROM SPECIAL COMMITTEES

13. REPORTS FROM BOARDS, COMMISSION & CITY OFFICES

13A. City Boards, Commissions and Area Agencies

13A.1 - Accept a Report on the Downtown Development Authority Meeting. Perrigo reported.

13A.2 - Accept a Report on the Historical District Meeting. Redding reported.

13A.3 – Accept a Report on the Public Space Commission Meeting. Perrigo reported.

13B. Finance Department

13B.1 -Request to Approve Accounts Payable and Payroll

Andrus offered a motion with support by Galloway to approve Accounts Payable and Payroll in the amount of \$781,665.62. **Motion Passed 7-0.**

13D. Water Utilities

13D.1 -Request that City Council approve the contract extension from Biotech Agronomics, Inc. for the Bio solids disposal rates as stated in the three year contract extension.

McKenzie offered a motion with support from Bird to approve the contract extension from Biotech Agronomic, Inc. for the Bio solids disposal rates as stated in the three year contract extension. **Motion Passed 7-0.**

13D.2 – Request that City Council approve the Purchase Order for Peerless Midwest Inc. for the cleaning of well #5 in the amount of \$10,680.00

Redding offered a motion with support from Hanse to approve the Purchase Order for Peerless Midwest Inc. for the cleaning of well #5 in the amount of \$10,680.00. **Motion Passed 7-0.**

13D.3 – Request that City Council approve the Purchase Order from DuBois-Cooper, in the amount of \$28,600.00 for one (1) Hidrostral pump for the Eastern Ave Lift Station.

McKenzie offered a motion with support by Bird to approve the Purchase Order from DuBois-Cooper, in the amount of \$28,600.00 for one (1) Hidrostral pump for the Easter Ave Lift Station. **Motion Passed 7-0.**

13D.4 – Request that City Council approve the Purchase Order from Kennedy Industries in the amount of \$47,102.00 for two (2) Flygt EP rated mix pumps.

Redding offered a motion with support from Andrus to approve the Purchase Order from Kennedy Industries in the amount of \$47,102.00 for two (2) Flygt EP rated mix pumps. **Motion Passed 7-0.**

13E. Public Works

13F. City Manager & City Clerk

13F.1 – Request that City Council approve the agreement with Abonmarche Consultants and the City of Allegan for Abonmarche to be the Engineer of record and authorizing the City Clerk to execute the agreement on behalf of the City starting 2020.

McKenzie offered a motion with support from Andrus to approve the agreement with Abonmarche Consultants and the City of Allegan for Abonmarche to be the Engineer of record and authorizing the City Clerk to execute the agreement on behalf of the City starting 2020. **Motion Passed 6-1**

13F.2 – Request that City Council approve Tantrick Brewing Company the following local licenses as Micro brewing and Small Winemaker at 134 Water and authorizing the City Clerk to execute the licenses, noted as Resolution 20.01.

Galloway offered a motion with support by Bird to approve Tantrick Brewing Company the following local licenses as Micro brewing and Small Winemaker at 134 Water and authorizing the City Clerk to execute the licenses, noted as Resolution 20.01. **Motion Passed 7-0.**

13F.3 – Request that City Council approve Tantrick Brewing Company the following local licenses as Micro brewing and Small Winemaker at 243 Hubbard Street and authorizing the City Clerk to execute the licenses, noted as Resolution 20.02.

McKenzie offered a motion with support from Galloway to approve Tantrick Brewing Company the following local licenses as Micro brewing and Small Winemaker at 243 Hubbard Street and authorizing the City Clerk to execute the licenses, noted as Resolution 20.02. **Motion Passed 7-0.**

13F.4 – Request that City Council adopt Resolution 20.03 Allegan City Dam Removal.

McKenzie offered a motion with support from Galloway to adopt Resolution 20.03 Allegan City Dam Removal. **Motion Passed 6-1.**

13F.5 – Request that City Council approve the Riverfront Committee Selection Process.

McKenzie offered a motion with support from Galloway to approve the Riverfront Committee Selection Process. **Motion Passed 7-0.**

13F.6 – Request that City Council set a public hearing for Monday, January 27, 2020 to take comments on the establishment of an IDD District.

Bird offered a motion with support from McKenzie to schedule a public hearing from Monday, January 27, 2020 to take comments on the establishment of a IDD District. **Motion Passed 7-0**

14. BOARD APPOINTMENTS

15. COMMUNICATIONS FROM CITY MANAGER, COUNCIL & MAYOR

15A.1 – Comments from City Manager, Council and Mayor.

McKenzie – nothing

Redding – encourage the Community to continue to be involved with Riverfront Selection Committee.

Galloway – encourage the Community to mark their calendar for the next Cookies with Council opportunity. This is a wonderful opportunity to meet with Council members one on one.

Andrus – thanked the DPW for their continued effort throughout the City.

Hanse – nothing

Bird – nothing

Dye – thanked the volunteers who assisted with the New Year's Eve Event.

Perrigo – also thanked the volunteers who assisted with the New Year's Eve Event

16. CLOSED SESSION

17. ADJOURNMENT

Mayor Perrigo adjourned the meeting at 8:07PM.

Minutes respectfully submitted by,

Christopher Tapper

Christopher Tapper, City Clerk

Agenda Item 10A.1

MEMORANDUM

TO: Allegan City Council
FROM: Joel Dye, City Manager
Christopher Tapper, City Clerk
RE: Request to hold a Public Hearing and subsequently adopt Resolution 20.04 Establishing an Industrial Development District at 134 Water Street, Tantrick Brewing Company
DATE: January 27, 2020

Summary

It is requested that City Council hold a public hearing and subsequently adopt Resolution 20.04 to establish an Industrial Development District at 134 Water Street to allow Tantrick Brewing to apply for an Industrial Facility Tax Exemption Certificate.

Tantrick Brewing is looking to relocate their Brewing Production Facility to 134 Water Street. As part of this relocation, Tantrick Brewing will be applying for a tax exemption on their new equipment. In order for the tax exemption to be approved, the City of Allegan must **first create an Industrial Development District** at 134 Water Street. Once this action takes place on January 27, 2020 the City Council has fulfilled the public hearing requirement. Resolution 20.04 is included in the agenda memo for review.

Recommendation

It is recommended that City Council hold a public hearing and subsequently adopt Resolution 20.04 to establish an Industrial Development District at 134 Water Street to allow Tantrick Brewing to apply for an Industrial Facility Tax Exemption Certificate.

Attached

Resolution 20.04



**CITY OF ALLEGAN
RESOLUTION 20.04**

**RESOLUTION TO ESTABLISH AN INDUSTRIAL DEVELOPMENT DISTRICT
(134 Water Street IDD) in the City of Allegan, Allegan County, Michigan**

WHEREAS, Minutes of a regular Board meeting of the City of Allegan held on Monday, January 27, 2020, in the Allegan City Hall, located at 231 Trowbridge Street, Allegan, Michigan 49010 at a public hearing at 7:00 p.m. or later.

WHEREAS, the following preamble and resolution was offered by Councilmember _____ with support by Councilmember _____

WHEREAS, pursuant to Act No. 198 of the Public Acts of 1974, as amended, the City Council of the City of Allegan has the authority to establish Industrial Development Districts within the City of Allegan; and

WHEREAS, Tantrick Brewing Company has requested in writing that the City of Allegan, pursuant to Act 198 of the Michigan Public Acts of 1974, as amended, establish an Industrial Development District for property located at 134 Water Street with a total area of an approximate 0.189 acres in the City of Allegan, Allegan County, Michigan; and

WHEREAS, before acting on said request, the City of Allegan held a duly noticed public hearing at City Hall located at 231 Trowbridge Street, Allegan, Michigan 49010, on Monday, January 27, at 7:00 p.m. or later; and

WHEREAS, at the hearing, the Land Owner requesting the proposed Industrial Development District who was given written notice and City residents/taxpayers who were noticed by a local newspaper advertisement were afforded the opportunity to be heard on said request;

THEREFORE, IT RESLOVED BY the City Council of City of Allegan that:

1. The Allegan City Council hereby approves the establishment of an Industrial Development District, pursuant to Act 198 of the Michigan Public Act of 1974, as amended, for the parcel of land located in the City of Allegan, Allegan County, Michigan, and having the legal description identified in Item 3; and

2. This Industrial Development District shall be commonly known as the 134 Water Street IDD; and
3. Legal Description for; 134 Water Street, Allegan, MI 49010
PCL A: COM SWLY COR LOT 325 OP CITY OF ALLEGAN, TH N 36* W 33.00' TO POB; TH CON'T N 36* W 82.00'; TH N 54* E 63.26' TO IRON ROD W/YELLOW CAP STAMPED WITH NUMBER 13583; TH CON'T N 54* E 42' M/L TO SHORE KALAMAZOO RIVER; TH SELY ALG SHORE TO A PT N 54* E FROM POB; TH S 54* W 18' M/L TO IRON ROD; TH S 54* W 78.13 TO POB. (14T)

0.189 Acres

Parcel Identification No. 51-205-031-10

4. The City Clerk shall provide the property owner with a copy of this Resolution establishing an Industrial Development District.

AYES: _____

NAYS: _____

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution adopted by the City Council of the City of Allegan of Allegan County, Michigan, at a public hearing held on Monday, January 27, 2020.

Chris Tapper, City Clerk

RESOLUTION DECLARED: APOTED/DENIED

CERTIFICATION

I, Christopher Tapper, duly appointed City Clerk of the City of Allegan; do hereby certify that the above is a true and correct copy of a resolution adopted by the City Council of the City of Allegan, Michigan, on this 27th day of January, 2020.

Christopher Tapper, City Clerk

Agenda Item 12A.1

MEMORANDUM

TO: Allegan City Council
FROM: Joel Dye, City Manager
Christopher Tapper, City Clerk
RE: Request to approve the Living History Tour in Oakwood Cemetery on May 29th and 30th, 2020
DATE: January 27, 2020

Summary

It is requested that City Council approve the Living History Tour at Oakwood Cemetery with the contingences of use of the chapel for the dates of May 29th and 30th 2020 with times starting at 5:00 pm and the last tour ending at 8:00pm, as well as the right to hang a banner on the wrought iron fence beginning on May 11th through May 30th.

For seven (7) years the Allegan County Historical Society has sponsored a Living History Tour. This has taken place in the Oakwood Cemetery. The proceeds from the tickets sold are used to purchase supplies for maintenance and cleaning of grave makers for those who on longer have loved ones able to provide this care. This maintenance and cleaning is supervised by individuals who have been certified in the six (6) basic standards of cemetery preservation set forth by the Cemetery Conservators for the United Standards. The request is also for the use of the chapel to set up mourning displays and other historical mourning artifacts for attendees to view. The use of a hang banner on the wrought iron fencing along M-89 for advertising is also being requested. The dates for the tour will be May 29th and 30th 2020 with times starting at 5:00pm and last tour ending at 8:00pm.

Recommendation

It is recommended that City Council approve the Living History Tour at Oakwood Cemetery with the contingences of use of the chapel for the dates of May 29th and 30th 2020 with times starting at 5:00 pm and the last tour ending at 8:00pm, as well as the right to hang a banner on the wrought iron fence beginning on May 11th through May 30th.

Attached

Request Letter

January 20, 2020

Council Members
Allegan City Council
112 Locust Street
Allegan, MI 49010

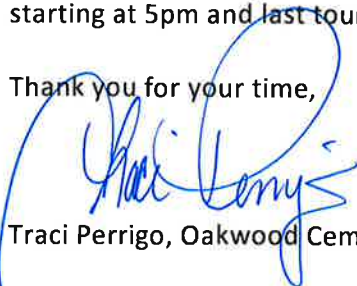
Dear Council Members:

For seven (7) years the Allegan County Historical Society has sponsored a Living History Tour that has taken place in Oakwood Cemetery. This is a ticketed event that is held over two evenings, a Friday and Saturday night at the end of May with 5 tours each night. The proceeds from ticket sales are used to purchase needed supplies for maintenance and cleaning of grave makers for those who no longer have loved ones able to provide this care. This maintenance and cleaning is supervised by individuals who have been certified in the six (6) basic standards of cemetery preservation set forth by the Cemetery Conservators for United Standards.

The organizers of the Living History Tour are asking for Council's approval to continue the Living History Tour in Oakwood Cemetery for an 8th year and to use the chapel to set up mourning displays and other historical mourning artifacts for attendees to view. We are also requesting approval to hang a banner on the wrought iron fencing along M-89 advertising this year's tour.

With Council's approval, the tour dates will be May 29 and 30, 2020 with the first tour of each date starting at 5pm and last tour ending by 8pm.

Thank you for your time,



Traci Perrigo, Oakwood Cemetery Living History Tour Promotions Coordinator

Amanda Strickfaden, Oakwood Cemetery Living History Tour Founder and Historian

Marty Strickfaden, Oakwood Cemetery Living History Tour Founder and Historian

Cc: Joel Dye, City Manager; Chris Tapper, City Clerk



**City of Allegan
Planning Commission Meeting
Monday, January 20, 2020
Allegan City Hall Council Chambers
231 Trowbridge Street Allegan MI 49010**

MINUTES

1) Call to Order

Julie Emmons called the meeting to order at 6:00 pm.

2) Attendance

Present: Julie Emmons, Jason Watts, Roger Bird, Traci Perrigo, Tanya Westover and Alex Wilkening

Absent: Brad Burke, Thomas Morton and one vacancy.

Others Present: Joel Dye, City Manager

Motion by Jason Watts, supported by Alex Wilkening, to excuse the absences of Brad Burke and Thomas Morton. Motion Carried 6-0.

3) Approval of the Minutes of December 16, 2019 Meeting

Motion by Jason Watts, supported by Traci Perrigo, to approve the minutes from the December 16, 2019 Planning Commission Meeting. Motion Carried 6-0.

4) Public Comment

None

5) Discussion

5A.1 – Review and Discussion of Ordinances to Regulate Marijuana Establishments

Dye reviewed proposed amendments to an ordinance that was rejected by City Council in the fall of 2019 to regulate marijuana establishments. During the review, Dye reminded the Planning Commission that they directed staff to review the discussion of the City Council meeting where the original ordinance was defeated and to propose a new ordinance that would satisfy concerns that were listed by individual councilmembers. Specifically Dye pointed out the new ordinance

includes the following changes:

- Increasing the separation from schools from 500 feet to 1,000 feet.
- Adding a 1,000 foot separation between provision centers, retailers and micro businesses.
- Outright banning On Site Consumptions Establishments.
- Making the signage allowances stricter.

The Commission spent much time discussing the 1,000 foot separation between provision centers, retailers and micro businesses. During this discussion, it was pointed out that this would possibly only allow one or maybe two stores in the downtown. The Commission also discussed the idea of prohibiting stores on Locust Street and Hubbard Street between Chestnut Street and Locust/Brady Street, however in the end it was the consensus that the market will determine where these stores can locate.

Motion by Jason Watts, supported by Julie Emmons to schedule a public hearing on the new ordinance for the February 17, 2020 Planning Commission Meeting. Motion Carried 6-0.

6) Staff/Commission Comments

None

7) Adjournment

The meeting was adjourned by Julie Emmons at 6:53 p.m.

Respectfully submitted by
Joel Dye, City Manager

Agenda Item 13B.1

MEMORANDUM

TO: Allegan City Council
FROM: Joel Dye, City Manager
RE: Approval of Accounts Payable and Payroll
DATE: January 27, 2020

Summary

It is requested that City Council approve accounts payable in the amount of \$465,833.72 and payroll in the amount of \$157,627.88 for a total disbursement of \$623,461.60.

Attached is the accounts payable and payroll summary sheet.

Recommendation

It is recommended that that City Council approve accounts payable in the amount of \$465,833.72 and payroll in the amount of \$157,627.88 for a total disbursement of \$623,461.60.

Attachment

Accounts Payable and Payroll Summary Sheet

Disbursement Report

January 23, 2020

January 14th 2020 through January 27th 2020

Accounts Payable by Fund

General Fund	\$	16,113.63
Major Streets	\$	142.75
Local Streets	\$	2,381.87
Grants	\$	36,259.03
DDA	\$	40.01
PA	\$	2,089.04
Sewer	\$	8,351.22
Water	\$	4,511.76
Motor Vehicle Pool	\$	45,947.24
Trust & Agency	\$	349,997.17
Total A/P by Fund	\$	465,833.72
<hr/>		
Regular Check Run	\$	107,621.70
EFT Payments	\$	-
Off-Cycle Check Runs	\$	358,212.02
Total Checks	\$	465,833.72
<hr/>		
Payroll Check Remittances	\$	1,983.58
Payroll EFT Remittances	\$	41,960.97
Total Checks	\$	43,944.55
<hr/>		
Payroll - January 21st 2020 (for WE 01/19/2020)	\$	113,683.33
Total Payroll	\$	157,627.88
<hr/>		
Total Disbursements	\$	623,461.60

1/23/2020

Ck#	Vendor	Description	Amount
73562	Andy's Ace Hardwares	December Statement	\$658.54
73563	Mitel	Phone Services	\$1,429.27
73564	Sony	Film Bills	\$706.20
73565	Tri-State Theater	Film Bills	\$140.00
73566	Walt Disney Studios	Film Bills	\$3,037.67
73567	Warner Brothers	Film Bills	\$250.00
73568	WEX Bank	Fuel	\$1,763.43
73569	Michigan Municipal League	Quarterly Contribution - Q4	\$21.29
73570	Allegan District Library	Taxes	\$74,386.97
73571	Allegan County Treasurer	Taxes	\$68,093.20
73572	Allegan Area Edu	Taxes	\$207,074.69
73573	State of Michigan	Taxes	\$650.76
Total Manual Checks			\$358,212.02

EFT Payment Report

Ck#	Vendor	Description	Amount
N/A			\$0.00
Total EFT Payments			\$0.00

Payroll Remittance Checks Report

Ck#	Vendor	Description	Amount
73574	MISDU	Child Support	\$1,983.58
Total Payroll Checks			**Included in Payroll Total \$1,983.58

EFT Payroll Payment Report

Ck#	Vendor	Description	Amount
682	MERS	Municipal Employees Retirement	\$418.85
683	IRS	Federal WH Tax	\$172.68
684	IRS	Federal WH Tax	\$48.35
685	John Hancock	Retirement-457	\$2,495.89
686	Aflac	Aflac	\$415.76
687	IRS	Federal WH Tax	\$23,999.06
688	John Hancock	MPP	\$6,819.97
689	SITW	State Income Tax Withholding	\$7,590.41
Total Payroll EFT Payments			\$41,960.97
Total Manual Checks			\$402,156.57

Date
01/15/20
01/15/20
01/15/20
01/15/20
01/15/20
01/15/20
01/15/20
01/22/20
01/22/20
01/22/20
01/22/20
01/22/20

Date

Date
12/23/20

Date
01/15/20
01/14/20
01/14/20
01/23/20
01/23/20
01/23/20
01/23/20
01/23/20

Check Register
1/23/2020

Check #	Vendor Name	Description	Total Amount	# Invoices
73575	AMAZON CAPITAL SERVICES	Jacket/1099 Misc Forms	\$ 238.43	3
73576	APPROVED PROTECTION SYSTEM	Eyewash Station Inspections	\$ 1,759.12	2
73577	AUTO-WARES GROUP	Truck Parts	\$ 231.85	2
73578	BRAVE INDUSTRIAL FASTENERS, INC.	12MJ-12MB Adapt	\$ 10.20	1
73579	C-COMM INC.	Repair Antenna Issue on Runway/EP-TPI Single Torpedo	\$ 111.86	2
73580	C.STODDARD & SONS, INC	Used Oil for Recycling	\$ 71.25	1
73581	CHARTER COMMUNICATIONS HOLDING CO	Internet Services	\$ 209.52	2
73582	CHRISTOPHER TAPPER	Employee Reimbursement - Easement Records	\$ 31.50	1
73583	CRONK SERVICES, LLC	Blight Cleanup/Chloride Application	\$ 2,460.00	2
73584	CRYSTAL FLASH	Fuel	\$ 695.78	1
73585	Deere & Company	JD Tractor	\$ 36,621.45	1
73586	EARTHWORKS	December Plowing	\$ 150.00	1
73587	ED KOEHN FORD	Repairs on 2018 Ford Explorer	\$ 986.74	2
73588	FAMILY FARM AND HOME	Batteries/Ball & Pintle Hook	\$ 127.95	2
73589	HAVILAND PRODUCTS COMPANY	Acids & Credit	\$ 1,333.00	2
73590	INDUSCO SUPPLY CO INC	Ice Melt	\$ 146.45	1
73591	JONES & HENRY ENGINEERS, LTD.	Neighborhood Reconstruction & Odor Study Projects	\$ 3,999.84	2
73592	KAECHELE PUBLICATIONS, INC	Advertising - Griswold Seasons Greetings	\$ 122.20	1
73593	KLOSTERMAN DISTRIBUTING	Concessions - Regent	\$ 259.48	1
73594	LEGG LUMBER - ALLEGAN	Ring Shank	\$ 56.99	1
73595	MCMASTER-CARR COMPANY	Cabinet/Air Filters	\$ 1,026.79	1
73596	MICHAEL ENGLAND	Employee Reimbursement - Work Boots	\$ 137.79	1
73597	MWEA	Membership Dues	\$ 77.00	1
73598	NAPA AUTO PARTS OF ALLEGAN	Various Vehicle Parts	\$ 229.77	5
73599	OFFICE DEPOT, INC.	Office Supplies	\$ 72.11	1
73600	PRESSED 4 TIME	Uniform Cleaning	\$ 26.00	1
73601	PROFESSIONAL CODE INSPECTORS OF MI	Permits	\$ 644.10	1
73602	PROPET DISTRIBUTORS INC	Dogipot Smart Litter Bags	\$ 180.90	1
73603	REPUBLIC SERVICES INC	December Services	\$ 1,585.87	1
73604	RICOH USA, INC.	Color/B&W Printing	\$ 157.52	1
73605	SIEGFRIED CRANDALL PC	Auditing Services YE June 30 2019	\$ 500.00	1
73606	SME-SOIL & MATERIALS ENGINEERS INC	EPA Assessment	\$ 36,259.03	1
73607	STATE INDUSTRIAL PRODUCTS CORP	Boiler Chemicals/Pit Raider	\$ 4,226.37	3
73608	STATE OF MICHIGAN	EGLE Water Exam Application	\$ 70.00	1
73609	TOD'S LAWN CARE SERVICES	Leaf Vacuum	\$ 6,500.00	1
73610	TRACE ANALYTICAL LABORATORIES INC	Metals Testing	\$ 246.00	1
73611	VALLEY CITY LINEN	Towels, Mops, Bags & Rugs	\$ 131.90	3
73612	VERIZON WIRELESS SERVICES LLC	Cell Phones	\$ 2,631.38	1
73613	WEST MICHIGAN INTERNATIONAL	Supplies	\$ 729.06	5
73614	WEST MICHIGAN UNIFORM	Uniforms]	\$ 566.50	6
73615	WOLVERINE FIREWORK DISPLAY INC	NYE Fireworks	\$ 2,000.00	1
Total Checks: 41			\$ 107,621.70	69

Agenda Item 13B.2

MEMORANDUM

TO: Allegan City Council
FROM: Tracy Stull, Finance Director
RE: 1st Quarter Budget Amendments Resolution 20.05
DATE: January 27, 2020

Summary

It is requested that City Council approve the 1st Quarter Budget Amendments as presented in the following documents.

The attached documents show the budget amendments as approved by City Council through various motions and entered into the City's Finance System.

Recommendation

It is recommended that City Council approve the 1st Quarter Budget Amendments as presented in the following Resolution 20.05

Attachments

Resolution 20.05

Capital Asset Funds

Fund	Bank	Account #	Par Value	Amortized Book Value	Market Value	Interest	Maturity
798-000-00300	Chemical Bank	Capital Reserve	\$ 31,798	\$ 31,798	\$ 31,798	1.000%	
798-000-00300	Chemical Bank	Capital Reserve	\$ 14,890	\$ 159,000	\$ 159,915	1.000%	
799-000-00300	Chemical Bank	Capital Sinking	\$ 1,658,563	\$ 1,658,563	\$ 1,658,563	1.000%	
799-000-00300	Chemical Bank	Capital Sinking	\$ 400,000	\$ 400,000	\$ 399,848	1.750%	03/20/20
799-000-00300	Chemical Bank	Capital Sinking	\$ 300,000	\$ 300,000	\$ 299,811	1.750%	07/24/20
799-000-00300	Chemical Bank	Capital Sinking	\$ 250,000	\$ 250,000	\$ 249,943	1.550%	10/29/19
			\$ 2,655,251	\$ 2,799,362	\$ 2,799,878		

Holdings

Fund	Bank	Account #	Par Value	Amortized Book Value	Market Value	Interest	Maturity
590-000-00330	Chemical-CD	6550198243	\$ 44,113	\$ 44,113	\$ 44,113	1.480%	05/05/17
101-000-00300	Huntington	61747ME31	\$ 250,000	\$ 250,000	\$ 250,128	2.100%	12/30/19
101-000-00300	Huntington	02007GHE6	\$ 79,000	\$ 79,000	\$ 79,889	1.300%	05/10/21
101-000-00300	Huntington	94986TYT8	\$ 110,000	\$ 110,000	\$ 109,997	1.300%	05/10/21
101-000-00300	Huntington	33847E2G1	\$ 100,000	\$ 100,000	\$ 101,053	2.450%	05/24/21
101-000-00300	Huntington	48126YDH3	\$ 150,000	\$ 150,000	\$ 150,006	2.000%	08/16/21
101-000-00300	Huntington	3130A7H24	\$ 300,000	\$ 300,000	\$ 300,021	1.500%	03/30/21
101-000-00300	Huntington	3134GAEG5	\$ 123,000	\$ 121,955	\$ 123,016	1.500%	08/24/21
101-000-00300	Huntington	3130AA5Y0	\$ 130,000	\$ 130,000	\$ 129,782	1.750%	11/25/22
101-000-00300	Huntington	3134GB2Z4	\$ 200,000	\$ 199,800	\$ 200,160	2.000%	11/28/22
590-000-00340	Huntington	3130A82W2	\$ 350,000	\$ 342,325	\$ 349,804	1.750%	05/23/23
			\$ 1,836,113	\$ 1,827,192	\$ 1,837,967		

Liquid

Fund	Bank	Account #	Par Value	Amortized Book Value	Market Value	Interest	Maturity
590-000-01030	Chemical	Bond Int & Red	\$ 38,086	\$ 38,086	\$ 38,086	1.00%	Liquid
393-000-00100	Chemical	DDA	\$ 7,803	\$ 7,803	\$ 7,803	1.00%	Liquid
394-000-00100	Chemical	Positively Allegan	\$ 43,593	\$ 43,593	\$ 43,593	1.00%	Liquid
701-000-00100	Chemical	Trust & Agency	\$ 23,881	\$ 23,881	\$ 23,881	1.00%	Liquid
101-000-00300	Huntington	Money Market	\$ 2,385	\$ 2,385	\$ 2,385	1.00%	Liquid
101-000-00350	MiCLASS	Money Market	\$ 773,779	\$ 773,779	\$ 773,779	2.41%	Liquid
590-000-00350	MiCLASS	Money Market	\$ 200,000	\$ 200,000	\$ 200,000	2.41%	Liquid
591-000-00350	MiCLASS	Money Market	\$ 200,000	\$ 200,000	\$ 200,000	2.41%	Liquid
701-000-00350	MiCLASS	Money Market	\$ -	\$ -	\$ -	2.41%	Liquid
711-000-00350	MiCLASS	Money Market	\$ 120,000	\$ 120,000	\$ 120,000	2.41%	Liquid
101-000-00110	Chemical	Money Market	\$ 699,425	\$ 699,425	\$ 699,425	1.49%	Liquid
Pooled	Chemical	General	\$ 2,742,227	\$ 2,742,227	\$ 2,742,227	1.00%	Liquid
			\$ 4,851,179	\$ 4,851,179	\$ 4,851,179		

Total Cash Assets

\$ 9,342,543 \$ 9,477,733 \$ 9,489,024

FY2020 - 1st Quarter Summary

Description	Fund	2016 Final Audited	2017 Final Audited	2018 Final Audited	2019 Final Audited	2020 Original Approved	2020 Amended Budget	2020 % of FB	2020 Actual Activity	2020 % of FB
Governmental Funds										
General Fund Beginning Balance	101	1,233,132	1,416,032	2,440,692	2,320,634	2,346,646	2,346,646		2,346,646	
Total Revenues		4,957,605	5,064,988	4,833,921	7,324,835	4,785,859	4,784,632		4,034,816	
Total Expenses		4,774,705	4,040,328	4,953,979	7,298,822	4,694,318	5,341,234		3,010,393	
General Fund Ending Balance	101	1,416,032	2,440,692	2,320,634	2,346,646	2,438,187	1,790,044	34%	3,371,069	112%
Major Roads Fund Beginning Balance	202	277,329	240,151	337,526	357,708	97,869	97,869		97,869	
Total Revenues		694,044	473,930	489,166	348,149	684,953	1,125,953		701,783	
Total Expenses		731,222	376,556	468,983	607,988	592,742	654,592		326,929	
Major Roads Fund Ending Balance	202	240,151	337,526	357,708	97,869	190,080	569,230	87%	472,723	145%
Local Streets Fund Beginning Balance	203	62,144	145,680	146,781	214,703	421,913	421,913		421,913	
Total Revenues		419,408	307,053	408,533	602,155	386,335	1,281,335		1,079,959	
Total Expenses		335,872	305,951	340,611	394,942	559,488	1,414,597		785,652	
Local Streets Fund Ending Balance	203	145,680	146,781	214,703	421,913	248,760	288,651	20%	716,220	91%
Grants Fund Beginning Balance	225	-	-	0	(312,170)	(172,775)	(172,775)		(172,775)	
Total Revenues		-	-	3,723,097	1,923,221	0	199,501		112,542	
Total Expenses		-	-	4,035,267	1,783,825	0	199,501		51,240	
Grants Fund Ending Balance	225	-	-	(312,170)	(172,775)	(172,775)	(172,775)	0%	(111,473)	-218%
DDA Fund Beginning Balance	393	142,021	100,334	18,839	52,906	29,532	29,532		29,532	
Total Revenues		220,879	200,469	204,567	184,149	174,950	182,950		171,344	
Total Expenses		262,566	281,964	170,500	207,521	136,250	144,250		109,688	
DDA Fund Ending Balance	393	100,334	18,839	52,906	29,532	68,232	68,232	47%	91,188	83%
PA Fund Beginning Balance	394	-	0	3,240	2,693	16,724	16,724		16,724	
Total Revenues		-	37,186	75,749	110,699	97,950	97,950		68,097	
Total Expenses		-	33,946	76,297	96,667	93,500	93,500		46,669	
PA Fund Ending Balance	394	-	3,240	2,693	16,724	21,174	21,174	23%	38,152	82%
Perpetual Care Fund Beg Balance	711	161,901	165,031	166,111	166,351	168,031	168,031		168,031	
Total Revenues		3,130	1,080	240	1,680	4,700	4,700		1,421	
Total Expenses		0	0	0	0	500	500		500	
Perpetual Care Fund Ending Balance	711	165,031	166,111	166,351	168,031	172,231	172,231		168,952	
Reserve Fund Beginning Balance	798	138,620	154,024	159,341	170,913	190,204	190,204		190,204	
Total Revenues		15,644	5,586	11,852	19,595	6,500	6,500		-	
Total Expenses		240	268	280	304	300	300		-	
Reserve Fund Ending Balance	798	154,024	159,341	170,913	190,204	196,404	196,404		190,204	
Capital Sinking Fund Beginning Balance	799	3,050,987	2,571,339	2,566,769	2,555,564	2,593,210	2,593,210		2,593,210	
Total Revenues		50,482	14,496	16,797	67,312	15,000	15,000		-	
Total Expenses		530,130	19,066	28,002	29,666	15,000	15,000		-	
Capital Sinking Fund Ending Balance	799	2,571,339	2,566,769	2,555,564	2,593,210	2,593,210	2,593,210		2,593,210	
Proprietary Funds										
Wastewater Fund Beginning Balance	590	1,389,510	272,347	483,492	1,031,104	1,442,575	1,442,575		1,442,575	
Total Revenues		2,553,397	2,822,105	3,310,796	3,499,420	3,316,373	4,355,373		2,543,478	
Total Expenses		(3,513,576)	(2,343,652)	(2,643,821)	(2,681,545)	(3,205,174)	(3,249,370)		(1,349,543)	
Change in restricted net position		3,500	(163,615)	35,990	(163,976)				-	
Amortization of deferred refunding amt		5,110	5,110	5,110	5,110				-	
Capital contributions		0	0	0	0				-	
Capital asset acquisitions		(99,575)	(20,599)	(58,955)	(121,556)				-	
Capital asset depreciation		576,981	576,196	579,292	570,019				-	
Bond proceeds		0	0	0	0				-	
Bond principal payments		(643,000)	(664,400)	(680,800)	(696,000)				-	
Wastewater Fund Ending Balance	590	272,347	483,492	1,031,104	1,442,575	1,553,774	2,548,578	78%	2,636,510	195%
Water Fund Beginning Balance	591	1,037,836	1,223,407	1,387,119	1,307,536	1,350,728	1,350,728		1,350,728	
Total Revenues		1,668,618	1,676,104	1,669,077	1,600,139	1,893,217	2,723,217		1,569,323	
Total Expenses		(1,543,271)	(1,540,280)	(1,674,823)	(1,677,798)	(1,837,142)	(3,808,169)		(2,056,270)	
Change in restricted net position		0	0	0	0				-	
Amortization of deferred refunding amt		7,950	7,950	7,950	7,950				-	
Capital contributions		0	0	0	0				-	
Capital asset acquisitions		(15,388)	(98,049)	(196,035)	0				-	
Capital asset depreciation		486,863	484,376	487,828	498,051				-	
Bond proceeds		0	0	0	0				-	
Bond principal payments		(419,200)	(366,390)	(373,580)	(385,150)				-	
Water Fund Ending Balance	591	1,223,407	1,387,119	1,307,536	1,350,728	1,406,803	265,776	7%	863,781	42%
Motor Vehicle Fund Beginning Balance	661	117,727	133,326	79,338	101,640	42,445	42,445		42,445	
Total Revenues		374,500	383,231	397,500	343,172	332,500	332,500		332,790	
Total Expenses		(325,563)	(356,322)	(361,027)	(347,623)	(293,650)	(293,650)		(137,276)	
Capital asset acquisitions		(115,977)	(110,559)	(109,337)	(149,951)				(149,951)	
Capital asset depreciation		82,640	79,338	95,166	95,208				95,208	
Motor Vehicle Fund Ending Balance	661	133,326	129,014	101,640	42,445	81,295	81,295	28%	183,216	133%
TOTAL Fund Beginning Balance		7,611,206	6,421,672	7,789,249	7,969,581	8,527,103	8,527,103		8,527,103	
Total Revenues		12,120,751	12,139,198	16,316,639	17,200,863	11,698,337	15,109,612		10,710,761	
Total Expenses		13,310,286	10,721,944	16,136,307	16,643,336	11,428,064	15,214,664		8,024,111	
TOTAL Fund Ending Balance		6,421,671	7,838,925	7,969,581	8,527,108	8,797,376	8,422,051		11,213,753	



Budget Adjustment Recommendations

2020 Budget Revenues 1st Quarter	2017 Audited Revenue	2018 Audited Revenue	2019 Audited Revenue	2020 Original Budget	1st Qtr Budget Adjustment	**	2020 Budget Amendments	2020 Final Budget	2020 YTD 9/30/2019	2020 YTD %
101 General Fund										
101-City Council	10,840	583	-	-	-		-	-	-	0%
172-City Manager	173,082	207,313	154,512	130,000	-		-	130,000	45,336	35%
191-Elections	-	-	-	-	-		-	-	-	0%
253-Finance Office	4,073,297	3,677,319	4,105,525	3,475,909	-		-	3,475,909	3,035,453	87%
265-City Hall	-	-	2,000,000	160,000	(1,227)		(1,227)	158,773	148,773	94%
266-Buildings and Grounds	14,414	5,541	69,657	5,500	-		-	5,500	5,739	104%
276-Cemetery	19,417	9,533	38,442	20,500	-		-	20,500	6,555	32%
301-Police	63,700	69,361	70,595	55,600	-		-	55,600	18,785	34%
555-Regent Theater	149,732	147,139	145,370	164,000	-		-	164,000	86,732	53%
581-Airport	71,425	73,491	137,174	150,450	-		-	150,450	94,853	63%
750-Griswold	27,486	65,852	20,024	25,000	-		-	25,000	9,987	40%
751-Parks	149,245	200,968	44,986	43,325	-		-	43,325	33,028	76%
901-Charges For Services	305,100	365,100	526,000	549,575	-		-	549,575	549,575	100%
901-Bond Sinking Contrib	7,250	11,723	12,550	6,000	-		-	6,000	-	0%
Total General Fund	5,064,988	4,833,921	7,324,835	4,785,859	(\$1,227)		(\$1,227)	4,784,632	4,034,816	84%
202 Major Roads	473,930	489,166	348,149	684,953	441,000		441,000	1,125,953	701,783	62%
203 Local Streets	307,053	408,533	602,155	386,335	895,000		895,000	1,281,335	1,079,959	84%
225 Grants	-	3,723,097	1,923,221	-	199,501		199,501	199,501	112,542	56%
393 DDA	200,469	204,567	184,149	174,950	8,000		8,000	182,950	171,344	94%
394 PA	37,186	75,749	110,699	97,950	-		-	97,950	68,097	70%
590 Wastewater	2,822,105	3,310,796	3,499,420	3,316,373	1,039,000		1,039,000	4,355,373	2,543,478	58%
591 Water	1,676,104	1,669,077	1,600,139	1,893,217	830,000		830,000	2,723,217	1,569,323	58%
661 MVP	383,231	397,500	343,172	332,500	-		-	332,500	332,790	100%
711 Perpetual Care	1,080	240	1,680	4,700	-		-	4,700	1,421	30%
798 Voter Reserve	5,586	11,852	19,595	6,500	-		-	6,500	-	0%
799 Interest Sinking	14,496	16,797	67,312	15,000	-		-	15,000	-	0%
Total Revenues	10,986,228	15,141,294	16,024,524	11,698,337	3,411,275		3,411,275	15,109,612	10,615,553	70%



Budget Adjustment Recommendations

2020 Budget Expenditures 1st Quarter	2017 Audited Expenses	2018 Audited Expenses	2019 Audited Expenses	2020 Original Budget	1st Qtr Budget Adjustment	2020 Budget Amendments	2020 Final Budget	2020 YTD 9/30/2019	2020 YTD %
101 General Fund									
101-Council	67,113	78,857	74,717	95,150	-	-	95,150	31,659	33%
172-City Manager	473,385	500,958	516,513	543,910	6,360	6,360	550,270	241,707	44%
191-Elections	6,369	6,384	7,854	10,800	-	-	10,800	3,813	35%
209-Assessing	22,577	13,273	31,297	51,113	-	-	51,113	18,486	36%
253-Finance Office	545,334	561,941	639,562	492,800	-	-	492,800	268,035	54%
265-City Hall	34,397	327,983	1,911,070	172,768	604,967	604,967	777,735	626,499	81%
266-Buildings/Grounds	467,012	507,032	660,632	571,725	7,500	7,500	579,225	347,077	60%
276-Cemetery	105,214	147,386	119,602	138,515	-	-	138,515	30,981	22%
301-Police	1,296,245	1,439,005	1,366,947	1,387,200	15,749	15,749	1,402,949	686,202	49%
336-Public Safety	225,427	220,339	224,987	233,531	-	-	233,531	126,811	54%
555-Regent Theater	164,401	152,975	234,450	177,518	1,130	1,130	178,648	104,011	58%
581-Airport	71,539	96,600	210,716	195,938	4,000	4,000	199,938	138,899	69%
750-Griswold	112,143	174,188	77,225	85,250	1,460	1,460	86,710	33,806	39%
751-Parks	347,162	546,461	1,111,120	391,600	5,750	5,750	397,350	211,622	53%
901-Bank Recon	9	597	1,329	1,000	-	-	1,000	(4,715)	-472%
-Contribution Other	5,000	5,000	15,000	15,000	-	-	15,000	15,000	0%
-Contribution Major	32,000	25,000	-	-	-	-	0	-	0%
-Contribution Local	65,000	150,000	95,800	130,500	-	-	130,500	130,500	100%
Total General Fund	4,040,327	4,953,979	7,298,822	4,694,318	\$646,916	\$646,916	5,341,234	3,010,393	56%
202 Major Roads	376,556	468,983	607,988	592,742	61,850	61,850	654,592	326,929	50%
203 Local Streets	305,951	340,611	394,942	559,488	855,109	855,109	1,414,597	785,652	56%
225 Grants	-	4,035,267	1,783,825	-	199,501	199,501	199,501	51,240	26%
393 DDA	281,964	170,500	207,521	136,250	8,000	8,000	144,250	109,688	76%
394 PA	33,946	76,297	96,667	93,500	-	-	93,500	46,669	50%
590 Wastewater	2,343,651	2,643,821	2,681,545	3,205,174	44,196	44,196	3,249,370	1,349,543	42%
591 Water	1,540,280	1,674,823	1,677,798	1,837,142	1,971,027	1,971,027	3,808,169	2,056,270	54%
661 MVP	356,322	361,027	347,623	293,650	-	-	293,650	137,276	47%
711 Perpetual Care	-	-	-	500	-	-	500	500	100%
798 Voter Reserve	268	280	304	300	-	-	300	-	0%
799 Interest Sinking	19,066	28,002	29,667	15,000	-	-	15,000	-	0%
Total Expenses	9,298,330	14,753,590	15,126,704	11,428,064	\$3,786,600	\$3,786,600	15,214,664	7,874,160	52%



**CITY OF ALLEGAN
RESOLUTION 20.05**

Authorizing 1st Quarter Budget Adjustments

WHEREAS, in order to ensure all budgeted fund and activities for the 2019/2020 budget year end within budget parameters; and

WHEREAS, the City of Allegan Finance Director is authorized to make the necessary adjustments to complete this action; and

BE IT RESOLVED, the following attached 1st Quarter Budget Recommendations are authorized for adjustment and shall reflect the 2019/2020 adopted budget;

DATED: January 27, 2020

YEAS:

NAYS:

ABSENT:

ABSTAIN:

RESOLUTION DECLARED:

Christopher Tapper, City Clerk

CERTIFICATION

I, Christopher Tapper, duly appointed City Clerk of the City of Allegan; do hereby certify that the above is a true and correct copy of a resolution adopted by the City Council of the City of Allegan, Michigan, on this 27th day of January, 2020.

Christopher Tapper, City Clerk

Agenda Item 13B.3

MEMORANDUM

TO: Allegan City Council & Joel Dye, City Manager
FROM: Tracy J. Stull, Finance Director
RE: Approval of Third Party Administrator (TPA) for John Hancock Retirement
DATE: Plans January 27, 2020

Summary

It is requested that City Council approve the change of the City's Third Party Administrator (TPA) for John Hancock Retirement Plans.

TPA firms perform an annual plan valuation to meet objectives for our retirement plans. They also assist with plan consulting, eligibility, vesting, distributions, loans, RMD (Required Minimum Distributions), QDRO (Qualified Domestic Relations Order), forfeitures, asset reconciliation and preparation of quarterly/annual forms and reports.

Our current TPA is Crowe LLP who over time has increased costs. The following is cost history from 2016 to 2019:

FY2016 - \$3,540
FY2017 - \$3,670
FY2018 - \$6,863
FY2019 - \$7,798

After several meetings with our financial advisor at Chemical Bank I decided to request quotes from other TPA firms to keep costs down and improve our existing plan.

We received quotes from four (4) TPA firms. Beene Garter, KDP, MAP Retirement, and Watkins Ross. After reviewing them with Chemical Bank I am recommending we approve Watkins Ross based on advice from Chemical bank, cost savings, responsiveness and reputation.

Our plan moving forward is to review and possibly redesign the existing plan to determine what options work best for the City and participating employees.

Recommendation

It is recommended that City Council approve Watkins Ross as the City's TPA for the John Hancock Retirement Plans.

Attachment

Overview-all TPAs

BG Proposal

KDP Proposals (457, MPP, Fee Schedule)

MAP Proposals (457 & MPP)

Watkins Ross Quotes (457 & MPP)



TPA Pricing Overview

The following is a list of TPA Firms that we currently work with on the John Hancock Retirement Plan Services Platform.

457

TPA Firm	Set-up Fee	Ongoing Pricing
Beene Garter	\$1000	\$1810
KDP	\$120/hour	\$900+\$10/participant
MAP Retirement	\$500	\$1645
Watkins Ross	\$3,856-\$2,052= <u>\$1,804</u>	\$2,491- \$419= <u>\$2,072</u>

Money Purchase

TPA Firm	Set-up Fee	Ongoing Pricing
Beene Garter	\$1000	\$1965
KDP	\$250	\$900+\$10/participant
MAP Retirement	\$500	\$865
Watkins Ross	\$4,032-\$6,955= (<u>\$2,923</u>)	\$2,627- 1,859= <u>\$768</u>

401(a) PLAN

KDP'S SUMMARY OF SERVICES AND RELATED FEES

(WITH JOHN HANCOCK)

Initial Set-Up - \$25 per eligible participant (Minimum of \$250)

Services include set-up of plan and employee information at KDP; set-up meeting with company personnel and Plan Administration Binder.

Annual Administration (Billed Quarterly with End of Year Adjustment) - \$900 plus \$10 per eligible participant (Note: base fee for age-weighted or new comparability plans is \$1,400)

Services include:

- Review eligibility.
- Calculate or verify the participants' vested percentages.
- Calculate or verify employer contributions.
- Reconcile the trust activity.
- Reconcile and report contributions, earnings/losses, forfeitures and distributions to participants' individual accounts.
- Prepare annual individual benefit statements for plan participants and a summary report for the Plan Sponsor.
- Provide instructions to the Plan Sponsor regarding the forfeitures.
- Perform and apply all applicable coverage, compensation, nondiscrimination, top heavy and contribution tests which are required for qualified plans and advise as to the applicable correction methods with respect to failure of any such test.
- Prepare Annual Return/Report Form 5500, related schedules and Summary Annual Report.
- Prepare Form 8955-SSA

Additional/Optional Services

- Insurance Contracts - \$75 per contract per year.
- Transmittal of Contributions - \$25 per transmission.
- Distributions (including In-Service Distributions & Hardship Withdrawals) - \$100 per distribution.
- Loans - \$75 set-up for first loan for a participant, \$100 set-up for each additional loan for a participant and \$50/year annual administration per loan.
- Minimum Required Distribution Calculation - \$125 per calculation per participant per year.
- QDRO Processing - \$200 per QDRO.
- Consultation with Auditor for Form 5500 for Plans over 100 Eligible Employees - \$200 (if time spent on audit exceeds 2 hours, then additional fees will be added).
- Preparation of Form 5558 (Application for Extension of Time) - \$75 per plan.
- Work on fixing/correcting deposit and contribution errors - \$200 (if time spent on corrections exceeds 2 hours, then additional fees will be added).
- Preparation of Plan Documents:
 - KDP Prototype Plan Document and Summary Plan Description - \$600.
 - KDP Volume Submitter Plan Document and Summary Plan Description - \$1,000.
 - Preparation of IRS submission materials if needed - \$250.
 - Amendments initiated by Plan Sponsor after adoption of KDP's Prototype Plan Document or Volume Submitter Plan Document - \$200.

- Plan termination services and other special reports or services available at additional negotiable cost. Fees for plan termination services are billed in advance of the services being provided.



PROPOSAL

City of Allegan Money Purchase Plan



Prepared for:

Mary K. Wernette, CBC
Chemical Bank

Recordkeeper: John Hancock

Presented By:

Drew McSkimming

MAP Retirement

drewm@map401k.com

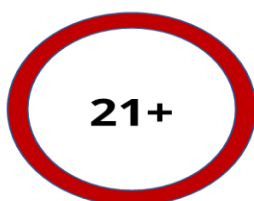
ABOUT US



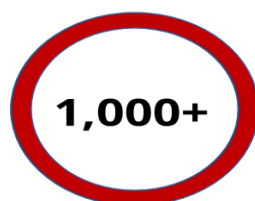
MAP Retirement builds retirement plans that give business owners peace of mind and helps employees make most of their retirement. Our goal is to help businesses meet their goals. For that reason, MAP Retirement works exclusively with financial advisors so that we can focus on the plan design and administration, and our advisor partners can focus on financial planning and specific investments. This symbiotic relationship positively impacts the bottom line for business owners and helps them to reach successful retirement outcomes.

We build retirement plans for companies ranging from startups to large corporations, and we're proud to work with more than 1,000 clients in the Midwest. MAP Retirement provides each client with a dedicated account manager who sees plans through from creation to ongoing administration, personally consulting with business owners and their financial advisors to design an optimal retirement plan. We believe in providing personalized, face-to-face service as part of our ongoing communication. We are committed to staying on top of the latest industry rules and regulations as well as investing in the latest technology to ensure your plan management is as seamless and efficient as possible.

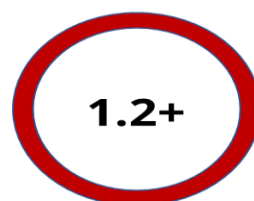
MAP Retirement in Numbers



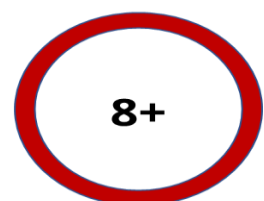
Years in
Business



Retirement
Plans



Billion Assets
Under Administration



Years Client
Retention



Installation/Takeover Fees

Base Fee	\$500.00
\$5.00 Per Participant Account @ <u>31</u> Participants	WAIVED
	<u>\$500.00</u>

Annual Administration Fees

Base Fee	WAIVED
Document Maintenance Fee	\$400.00
\$15.00 Per Participant Account @ <u>31</u> Participants	<u>\$465.00</u>
	<u>\$865.00</u>

MAP Retirement, Inc. receives indirect compensation from John Hancock in order to reduce administration fees. This compensation has been incorporated into our pricing and is disclosed annually.

All pricing is proprietary and confidential. Pricing proposal valid for 60 days.



SERVICES PROVIDED

INSTALLATION/TAKEOVER FEES

Includes plan design and plan document preparation

\$500 + \$5 per
participant account

ANNUAL ADMINISTRATION FEES

Includes compliance testing, government tax forms, and annual reports

\$900 + \$15 per
participant account

Document Maintenance Fee

\$400

ADDITIONAL ADMINISTRATION FEES

(if necessary or requested by Plan Sponsor)

Termination/Hardship/In-Service Distributions

\$75 per distribution

Required Minimum Distributions

\$75 per distribution

Refund Distributions

\$75 per distribution

Loan Origination

\$100 per loan

Loan Refinancing

\$150 per loan

Qualified Domestic Relation Order (QDRO) Review

\$500 per review

Brokerage Accounts

\$250 per account annually

New Comparability/Cross Tested Plans

\$400 per year

Special Assignments

\$125 per hour

MAP Retirement, Inc. receives indirect compensation from John Hancock in order to reduce administration fees. This compensation has been incorporated into our pricing and is disclosed annually.

All pricing is proprietary and confidential. Pricing proposal valid for 60 days.



The **Fiduciary Tools Foundation** (FTF) is pleased to announce that **MAP Retirement** has earned the right to display the **FTF Seal of Approval™** on designated retirement plan proposals.

The FTF Seal of Approval™ guarantees that plan fiduciaries will receive:

- ✓ **Total Fee Transparency**
- ✓ **Disclosure of all revenue sharing** (if any)
- ✓ **100% of all revenue sharing applied against fees***
- ✓ **5-Year Fee Projection and Guarantee**
- ✓ **\$1 Million+ in Errors & Omission coverage**

The **Fiduciary Tools Foundation** has conducted extensive analysis of both **MAP Retirement's** pricing methodology as well as verified all recordkeeper revenue sharing figures and calculations to ensure adherence to the strict FTF criteria. **MAP Retirement** has committed to a proposal generation process that ensures real-time monitoring of its proposals for plan fiduciaries to have the peace of mind that comes with the FTF Seal of Approval™ standards.

MAP Retirement has joined a select group of Third Party Administrators (TPAs), with over \$14 Billion in Assets Under Administration who are dedicated to fiduciary excellence and fee transparency.

Please visit [FTF-TPA.com](https://www.ftf-tpa.com) for more information.

*May incur annual accounting and reconciliation fee (fully disclosed).

Thanks for considering



MAP Retirement

www.map401k.com

info@map401k.com

Statement of Confidentiality

This proposal and supporting materials contain confidential and proprietary business information of MAP Retirement. These materials may be printed or photocopied for use in evaluating the proposed project, but are not to be shared with other parties.

© 2018 Elite Retirement Alliance LLC

**ADDENDUM TO THE
SUMMARY OF SERVICES AND RELATED FEES
WITH JOHN HANCOCK**

In addition to our fees disclosed in the “Summary of Services and Related Fees” Schedule, KDP may also receive payments from John Hancock.

John Hancock Installation Allowance Payments:

KDP may receive “Installation Allowance” (“IA”) payments under the John Hancock TPA Partnership Program. IA payments are made for installation services and for certain other functions provided to the Plan, including, but not limited to:

- Reconciliation of assets on takeover plans;
- Reconciliation of loans on takeover plans;
- Coordinating data for set-up of new and takeover plans; and
- Setting up administrative systems for new and takeover plans.

KDP does not have sufficient information to disclose, in advance, how much IA compensation we will receive. The amount of any IA payment received by KDP will be disclosed on a schedule to the Form 5500 for that plan year.

KDP will receive IA payments for the first 12 months of each plan as follows:

Actual Transfer Deposits – 20 basis points
Actual Recurring Deposit – 100 basis points

IA payments are paid on a monthly basis for transfer and recurring deposits received that month.

John Hancock Efficiency Allowance Payments:

KDP may receive “Efficiency Allowance” (“EA”) payments under the John Hancock TPA Partnership Program. EA payments are paid out of John Hancock’s general assets.

EA payments are made to KDP for Annual Administration services and in exchange for the following additional services:

- Utilizing staff training sessions to increase efficiencies in connection with the use of John Hancock products;
- Managing existing John Hancock plans for retention;
- Using John Hancock electronic interfaces; and
- Participating in John Hancock Forum committees.

KDP does not have sufficient information to disclose, in advance, whether or how much EA compensation that we may receive in a particular year. The amount of any EA payment received by KDP in any given Plan year will be disclosed on a schedule to the Form 5500 for that Plan year.

For all new plans, KDP will receive 5 basis points prorated monthly for the length of time the plan remains with John Hancock.

For KDP's Pre-2015 block of business, to receive EA payments of 5 basis points, the requirements are:

1. Total assets with John Hancock as of January 31, 2015 (or January 31 of any following year) is equal to or greater than \$100,000,000, or
2. 5 new plans in the given calendar year.

KDP uses a modified fee schedule in connection with clients whose plans are funded by John Hancock contracts. Specifically, the fee schedule used for clients whose plans are funded with John Hancock contracts reflects fees that are lower in some respects than the fees charged to some other clients of KDP whose plans are not funded by John Hancock contracts.

457 DEFERRED COMPENSATION PLAN

KDP'S SUMMARY OF SERVICES AND RELATED FEES

Annual Administration (Billed annually after End of Year) - \$120 per hour

Services include:

- Perform and apply all applicable contribution tests which are required and advise as to the applicable correction methods with respect to failure of any such test.

Additional/Optional Services (Billed quarterly if not passed through to the participant account directly)

- Plan Consulting - \$120 per hour
- Distributions (After separation of service or In-Service Distributions) - \$100 per distribution.
- Annual preparation of 1099R forms for PS-58 costs for insurance policies - \$75 per participant.
- Distributions of Individual Insurance Contracts (includes 1099R preparation) - \$100 per participant.
- Loans - \$75 set-up fee for first loan; \$100 set-up fee for each additional loan.
- Minimum Required Distribution Calculation - \$125 per calculation per participant per year.
- QDRO Processing - \$200 per QDRO.
- Other special reports or services available at additional negotiable cost.



PROPOSAL

City of Allegan 457 Plan



Prepared for:

Mary K. Wernette, CBC
Chemical Bank

Recordkeeper: John Hancock

Presented By:

Drew McSkimming

MAP Retirement

drewm@map401k.com

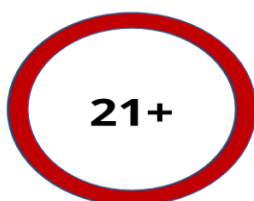
ABOUT US



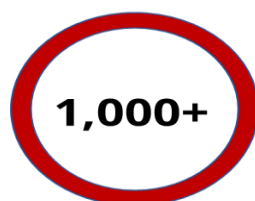
MAP Retirement builds retirement plans that give business owners peace of mind and helps employees make most of their retirement. Our goal is to help businesses meet their goals. For that reason, MAP Retirement works exclusively with financial advisors so that we can focus on the plan design and administration, and our advisor partners can focus on financial planning and specific investments. This symbiotic relationship positively impacts the bottom line for business owners and helps them to reach successful retirement outcomes.

We build retirement plans for companies ranging from startups to large corporations, and we're proud to work with more than 1,000 clients in the Midwest. MAP Retirement provides each client with a dedicated account manager who sees plans through from creation to ongoing administration, personally consulting with business owners and their financial advisors to design an optimal retirement plan. We believe in providing personalized, face-to-face service as part of our ongoing communication. We are committed to staying on top of the latest industry rules and regulations as well as investing in the latest technology to ensure your plan management is as seamless and efficient as possible.

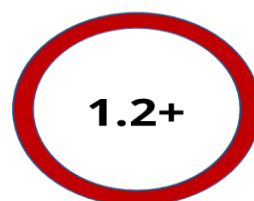
MAP Retirement in Numbers



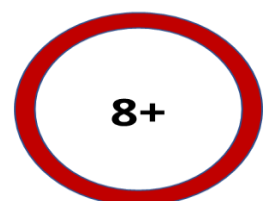
Years in
Business



Retirement
Plans



Billion Assets
Under Administration



Years Client
Retention



Installation/Takeover Fees

Base Fee	\$500.00
\$5.00 Per Participant Account @ <u>23</u> Participants	WAIVED
	<u>\$500.00</u>

Annual Administration Fees

Base Fee	\$900.00
Document Maintenance Fee	\$400.00
\$15.00 Per Participant Account @ <u>23</u> Participants	<u>\$345.00</u>
	<u>\$1,645.00</u>

MAP Retirement, Inc. receives indirect compensation from John Hancock in order to reduce administration fees. This compensation has been incorporated into our pricing and is disclosed annually.

All pricing is proprietary and confidential. Pricing proposal valid for 60 days.



SERVICES PROVIDED

INSTALLATION/TAKEOVER FEES

Includes plan design and plan document preparation

\$500 + \$5 per
participant account

ANNUAL ADMINISTRATION FEES

Includes compliance testing, government tax forms, and annual reports

\$900 + \$15 per
participant account

Document Maintenance Fee

\$400

ADDITIONAL ADMINISTRATION FEES

(if necessary or requested by Plan Sponsor)

Termination/Hardship/In-Service Distributions

\$75 per distribution

Required Minimum Distributions

\$75 per distribution

Refund Distributions

\$75 per distribution

Loan Origination

\$100 per loan

Loan Refinancing

\$150 per loan

Qualified Domestic Relation Order (QDRO) Review

\$500 per review

Brokerage Accounts

\$250 per account annually

New Comparability/Cross Tested Plans

\$400 per year

Special Assignments

\$125 per hour

MAP Retirement, Inc. receives indirect compensation from John Hancock in order to reduce administration fees. This compensation has been incorporated into our pricing and is disclosed annually.

All pricing is proprietary and confidential. Pricing proposal valid for 60 days.



The **Fiduciary Tools Foundation** (FTF) is pleased to announce that **MAP Retirement** has earned the right to display the **FTF Seal of Approval™** on designated retirement plan proposals.

The FTF Seal of Approval™ guarantees that plan fiduciaries will receive:

- ✓ **Total Fee Transparency**
- ✓ **Disclosure of all revenue sharing** (if any)
- ✓ **100% of all revenue sharing applied against fees***
- ✓ **5-Year Fee Projection and Guarantee**
- ✓ **\$1 Million+ in Errors & Omission coverage**

The **Fiduciary Tools Foundation** has conducted extensive analysis of both **MAP Retirement's** pricing methodology as well as verified all recordkeeper revenue sharing figures and calculations to ensure adherence to the strict FTF criteria. **MAP Retirement** has committed to a proposal generation process that ensures real-time monitoring of its proposals for plan fiduciaries to have the peace of mind that comes with the FTF Seal of Approval™ standards.

MAP Retirement has joined a select group of Third Party Administrators (TPAs), with over \$14 Billion in Assets Under Administration who are dedicated to fiduciary excellence and fee transparency.

Please visit [FTF-TPA.com](https://www.ftf-tpa.com) for more information.

*May incur annual accounting and reconciliation fee (fully disclosed).

Thanks for considering



MAP Retirement

www.map401k.com

info@map401k.com

Statement of Confidentiality

This proposal and supporting materials contain confidential and proprietary business information of MAP Retirement. These materials may be printed or photocopied for use in evaluating the proposed project, but are not to be shared with other parties.

© 2018 Elite Retirement Alliance LLC



Retirement Plan Consultants, Actuaries and Administrators

Bid for Services

Client:	City of Allegan - 457 Plan	Assets	838,802
Advisor:	Mary Wernette	Flow:	46,800
Platform:	John Hancock	Parts w/ Bal:	23
Wholesaler:	Kendra Osowski	Parts w/o Bal:	-

First Year Costs

Takeover

Base	1,250	
23 Parts @ \$5 per	115	
Total Takeover		1,365

Admin - 2019

Base	1,900	
23 Parts @ \$17 per	391	
0 Parts @ \$6 per	0	
Ancillary	200	
Total Admin		2,491

Total First Year Cost **3,856**

Estimated First Year Revenue Sharing **(2,052)**

Est. Net First Year Costs **1,804**

Ongoing Costs

Admin

Base	1,900	
23 Parts @ \$17 per	391	
0 Parts @ \$6 per	0	
Ancillary	200	
Total Admin		2,491

Estimated Ongoing Annual Cost **2,491**

Estimated Annual Revenue Sharing (5bps) **(419)**

Estimated Net Ongoing Costs **2,072**



Retirement Plan Consultants, Actuaries and Administrators

Bid for Services

Client:	City of Allegan - Money Purchase Plan	Assets	3,717,889
Advisor:	Mary Wernette	Flow:	172,300
Platform:	John Hancock	Parts w/ Bal:	31
Wholesaler:	Kendra Osowski	Parts w/o Bal:	-

First Year Costs

Takeover

Base	1,250	
31 Parts @ \$5 per	155	
Total Takeover		1,405

Admin - 2019

Base	1,900	
31 Parts @ \$17 per	527	
0 Parts @ \$6 per	0	
Ancillary	200	
Total Admin		2,627

Total First Year Cost **4,032**

Estimated Revenue Sharing **(6,955)**

Est. Net First Year Credit **(2,923)**

Ongoing Costs

Admin

Base	1,900	
31 Parts @ \$17 per	527	
0 Parts @ \$6 per	0	
Ancillary	200	
Total Admin		2,627

Estimated Ongoing Annual Cost **2,627**

Estimated Annual Revenue Sharing (5bps) **(1,859)**

Estimated 2nd Year Credit **(2,155)**

Estimated 3rd Year Credit **(1,387)**

Estimated 4th Year Credit **(619)**

Estimated 5th Year Cost **149**

PRESENTED TO

City of Allegan

September 17, 2019

PRESENTED BY

Melissa Boisvert, Beene Garter LLP

AND

Mary Wernette, Chemical Bank



Audit, Tax & Advisory Services
Employer Support Services

56 Grandville Avenue sw . Suite 100
Grand Rapids, Michigan 49503
616 235 5200 . beenegarter.com

City of Allegan

Money Purchase Plan
Prepared by Beene Garter LLP

John Hancock

Plan Administration Set up Fee\$ 1,000

Annual Administration Fees:

Base Fee\$ 1,500

Participant Fee: \$15 per eligible employee x (31) estimated eligible employees.....\$ 465

Annual Total\$ 1,965

Additional fees apply for Form 5500 preparation.....\$ 500

** If qualified, Beene Garter will retain all incentives of indirect compensation from the IA and EA Payment Programs and will reevaluate our Annual Administration Fees.*

This Proposal expires 90 days from the date listed on the cover.

Set-Up Services

- ▲ Employee Education Meeting

Annual Administrative Services

- ▲ Annual Plan Valuation
- ▲ Confirmation of Employee Eligibility
- ▲ Forfeiture Allocation
- ▲ Asset Reconciliation

Other Service Fees

Distribution processing (Applies to Termination, In Service, Hardship, ADP or ACP Test correction)	\$ 100 each
In-plan Roth rollover/transfer processing	\$ 100 each
Required Minimum Distributions calculation and processing	\$ 125 each
Loan set up	\$ 200 each
QDRO (Qualified Domestic Relations Order) processing	\$ 175 each
Deferral, match, loan payment and rollover contribution processing	\$ 95-150/hour
Multiple Employer Plans (per additional employer)	\$ 1,100/year
Quarterly statements as required by PPA (if applicable)	\$ 1,100/year
408(b)(2) Investment Disclosures (if applicable)	\$ 400/year

Additional Services such as special testing, trust accounting, audit assistance, plan design, assistance with investment provider or platform conversions, plan comparisons, preparation of plan amendments, IRS and DOL correspondence and examinations, or any service not listed above will be billed at rates ranging from\$ 95-260/per hour

Costs were calculated on annual recurring contributions of \$170,000 and transferred plan assets of approximately \$3,700,000.

If above parameters change we may need to revise pricing for AMC and/or Administrative Fees.

City of Allegan

457 Plan

Prepared by Beene Garter LLP

John Hancock

Plan Administration Set up Fee\$ 1,000

Annual Administration Fees:

Base Fee\$ 1,500

Participant Fee: \$10 per eligible employee x (31) estimated eligible employees.....\$ 310

Annual Total\$ 1,810

** If qualified, Beene Garter will retain all incentives of indirect compensation from the IA and EA Payment Programs.*

This Proposal expires 90 days from the date listed on the cover.

Set-Up Services

- ▲ Employee Education Meeting

Annual Administrative Services

- ▲ Annual Plan Valuation
- ▲ Forfeiture Allocation
- ▲ Confirmation of Employee Eligibility
- ▲ Asset Reconciliation

Other Service Fees

Distribution processing (Applies to Termination, In Service, Hardship, ADP or ACP Test correction)	\$ 100 each
In-plan Roth rollover/transfer processing	\$ 100 each
Required Minimum Distributions calculation and processing	\$ 125 each
Loan set up	\$ 200 each
QDRO (Qualified Domestic Relations Order) processing	\$ 175 each
Deferral, match, loan payment and rollover contribution processing	\$ 95-150/hour
Multiple Employer Plans (per additional employer)	\$ 1,100/year
Quarterly statements as required by PPA (if applicable)	\$ 1,100/year
408(b)(2) Investment Disclosures (if applicable)	\$ 400/year

Additional Services such as special testing, trust accounting, audit assistance, plan design, assistance with investment provider or platform conversions, plan comparisons, preparation of plan amendments, IRS and DOL correspondence and examinations, or any service not listed above will be billed at rates ranging from\$ 95-260/per hour

Costs were calculated on annual recurring contributions of \$46,000 and transferred plan assets of approximately \$830,000.

If above parameters change we may need to revise pricing for AMC and/or Administrative Fees.

John Hancock's TPA Partnership Program (Override Schedules)

*** Installation Allowance (IA) Payments:**

TPA's will receive an Installation Allowance, (IA) payments for the first 12 months of each plan as follows:

- Actual Transfer Deposits: 20 basis points
- Actual Recurring Deposits: 100 basis points

IA is paid on a monthly basis for transfer and recurring deposits received that month.

For new plans with \$5 million or greater in assets, TPA's may choose to have the IA payment made over 1, 3, or 5 years. If the 3 or 5 year option is chosen, the election must be made prior to the sale of the plan.

*** Efficiency Allowance (EA) Payments:**

- For all new plans the TPA will receive 5 basis points prorated monthly for the length of time the plan remains with John Hancock and you remain the TPA on the plan.
- For the TPA's pre-2015 block of business (plans with a contract effective date prior to January 1, 2015), the requirements to receive monthly Efficiency Allowance, (EA) payments of 5 basis points will be awarded on these plans for the given calendar year as follows:
 - Total Asset with John Hancock as of January 31 of each calendar year are equal to or greater than \$100,000,000 or
 - 5 new plans are obtained in the given calendar year.

Current John Hancock Plans

*Allowance's for existing John Hancock plans are not eligible for IA payments.
On-going EA payments are dependent upon current plan pricing.*

Why Beene Garter?

Beene Garter is West Michigan's largest independently owned accounting and consulting firm. Founded in Grand Rapids in 1949, our staff includes 14 partners and over 90 employees. We focus on serving West Michigan businesses and organizations based right where we are.

By staying close to home, we ensure clients exceptional, personal service. Our aim is to exceed clients' expectations and become their most trusted business advisor. With a client retention rate of 95%, we are confident we're doing our job.

The Employee Benefit Services Team at Beene Garter consists of 13 full-time professionals, committed to providing quality plan design, set-up and administrative services and ongoing expertise to our clients. We provide administration to over 300 qualified retirement plans. At Beene Garter, exceptional client service means thoughtful attention to the big picture as well as to the details. It is our philosophy that a client deserves our undivided attention. We are committed to making your entire engagement as efficient as possible.

Partnering with Investment Professionals

Our partnership with different Investment Professionals is built upon a mutual desire to see our clients succeed and grow. The Investment Professionals have a reputation in the industry is unrivalled – delivering user-friendly products and services that are competitively priced and centered on the objectives of the retirement plan sponsor.

Differentiation through Plan Design

Your company's retirement plan is unique – based on specific needs and goals. Beene Garter's Employee Benefit Services Team will partner with you to create a plan that meets the objectives you've determined for your retirement program. Plans can be crafted to maximize the tax benefits to the owners and officers of your company or focus on creating a retirement benefit for employees. Recent changes in regulations allow us to customize retirement plan programs to enhance the options available to retirement plan sponsors.

The way we work to customize your plan and select the right program for you includes:

- Working with your financial and legal advisors to ensure your plan meets your company's goals and objectives
- Developing a new plan or redesigning your existing plan
- Helping to determine what plan options work best with your company goals
- Assisting in the development of an Investment Policy
- Devising strategies to increase participation

Plan Administration Services

Establishing a retirement plan offers tremendous benefits to employers and employees alike. Beene Garter is committed to providing professional, accurate and timely administrative services to allow you to focus your efforts on successfully managing your business. All retirement plan programs are assigned to a Beene Garter professional plan consultant who directly services the plan and works with the plan sponsor to ensure proper administration with your expectations.

Beene Garter is equipped to handle most of your retirement plan administrative requirements, including:

- Custom designing (or redesigning) the important features of your retirement plan, ensuring you fully understand your different plan options and which ones might best meet your company's goals and objectives
- Helping ensure necessary financial contracts and legal documents are prepared
- Administering your plan using state-of-the-art administrative software
- Handling all reporting and filing to ensure compliance with ever-changing retirement plan laws, with regulators such as the U.S. Department of Labor and the IRS
- Confirming employee eligibility and vesting
- Performing compliance and discrimination testing of your plan
- Calculating retirement or termination benefits
- Administering loans

Recognizing that most plan sponsors desire flexibility, accessibility, and uncompromising expertise when choosing a retirement plan, many recordkeeping firms have assembled a network of preferred pension administrators. Recordkeepers choose administrators based on their knowledge and experience. Beene Garter has trained extensively with the various Recordkeepers we partner with on all their products and services.

Alternate Plan Designs

While the traditional 401(k) plan has become the most popular, tax-favored investing vehicle for many companies, it might not fit your needs. Alternate plan designs are available and may provide better retirement benefits for business owners or highly compensated employees.

Our Team can review all available plan options with you in order to assist you in making an investment decision. Alternate plan design types include:

- Profit sharing
- Integrated or super-integrated
- Age-weighted
- New comparability
- Money purchase
- Safe harbor
- Target benefit
- Defined benefit
- ERISA 403(b)

Plan Transition Checklist

By providing us with the following information, we will be able to determine how your previous plan was administered and assist you by recommending any plan changes that will best suit your company.

- ☐ *Plan Documents:* Include a copy of all plan and trust documents, including the adoption agreement, the basic plan document, loan program, and any plan amendments. Plan documents should be signed by the trustee(s).
- ☐ *Current Summary Plan Description:* Copies of the current Summary Plan Description and all Summary of Material Modifications should be provided to us.
- ☐ *Most Recent Plan Valuation, Statement of Plan Assets and Census Information:* A Plan Valuation should include the account balances by fund and source, as well as vested percentage for each participant. Also, include results of Top-Heavy Test, Nondiscrimination Test, Participant 415 Annual Addition Test and, if applicable, 410(b) Coverage Test.
- ☐ *IRS 5500 Series Returns:* Please include all applicable schedules, the Summary Annual Report (SAR) and, if applicable, the Annual Audit and Accountant's Opinion Letter for the three most recent plan years
- ☐ *Outstanding Loans:* A current list of all participants with outstanding loan balances, with the dollar amount outstanding for each participant, and a copy of the loan application, loan agreement, and amortization schedule.
- ☐ *Hardship Distributions:* Include a list of all participants that have ever taken a Hardship Distribution from the plan.
- ☐ *Qualified Domestic Relations Order's:* Please provide a list of all pending and final QDRO's.
- ☐ *Pending Legal Action:* All Internal Revenue Service or Department of Labor Communications including plan filings, audits and compliance resolution agreements, along with details of any pending legal action.

Once we have received the above information from you, we will conduct a plan review and provide confirmation that Beene Garter can offer plan administration services.

In rare instances, we may uncover information regarding past plan servicing that may require us to re-negotiate our arrangement with you. If this is the case, we will immediately inform you. You would be under no obligation to enter an alternative arrangement we may present to you.

Questions and Plan transition information can be directed to:

Melissa Boisvert, Business Development Specialist, Outsourcing Services	Phone: 616-235-5200 or 800-824-7882 E-Mail: mboisvert@beenegarter.com
Donna Mayer, Implementation Specialist, Retirement Plan Services	Phone: 616-235-2748 or 800-824-7882 E-Mail: dmayer@beenegarter.com

Beene Garter LLP
56 Grandville Avenue SW Ste 100
Grand Rapids, MI 49503

Plan Implementation Process

Upon selecting Beene Garter as your retirement plan services partner, we will begin the implementation process. With the participation and commitment of the plan sponsor, the investment professional, and Beene Garter, your plan will be fully operational within thirty to ninety days*.

1. STEP ONE:

- | | |
|--|--------------------------------|
| a. Determine initial plan design or if | Plan sponsor/ Beene Garter LLP |
| i. Alterations are needed to existing plan | |

2. STEP TWO:

- | | |
|---|---|
| a. Complete new case paperwork | Investment Professional/ Beene Garter LLP |
| b. Select investments | Investment Professional |
| c. Submit paperwork to Financial Center | Beene Garter LLP |
| d. Case activated | Financial Service Center |
| e. Coordination of data transfer from | Beene Garter LLP |
| i. Prior record keeper | |
| f. Blackout period established | Beene Garter LLP/prior funding provider |

3. STEP THREE:

- | | |
|----------------------------------|---|
| a. Enrollment meetings conducted | Investment Professional/ Beene Garter LLP |
|----------------------------------|---|

4. STEP FOUR:

- | | |
|---|--------------------------|
| a. Enrollment forms submitted to Financial Center | Beene Garter LLP |
| b. Participant accounts activated | Financial Service Center |
| c. Internet/VRU activated | Financial Service Center |

5. STEP FIVE:

- | | |
|---|-------------------------------|
| a. Transfer assets from previous provider | Beene Garter LLP/Plan Sponsor |
|---|-------------------------------|

6. STEP SIX:

- | | |
|-----------------------------|--------------|
| Begin ongoing contributions | Plan Sponsor |
|-----------------------------|--------------|

* Timeframe established as the industry standard.

Agenda Item 13E.1

MEMORANDUM

TO: Allegan City Council
FROM: Joel Dye, City Manager
Aaron Haskin, DPW Director
RE: Crack Sealing and Pavement Marking Contract Amendment for Padgham Field Airport
DATE: January 23, 2020

Summary

It is requested that City Council approve a quantity increase amendment to the 2019 airport crack sealing and pavement marking contract with the MDOT and authorize Aaron Haskin to sign all documents for the amendment by resolution.

This past summer a crack sealing and pavement marking project occurred at the Padgham Field Airport. During the project more additional crack sealing and pavement markings were required over the original estimated quantities. The amendment increases the project cost \$13,512 for a new total project cost of \$32,852 bringing the City's cost share of 5% to \$1,643.

Recommendation

It is recommended that City Council approve the contract amendment with the MDOT by resolution for pavement crack sealing and pavement markings in 2019 and authorize Aaron Haskin to sign all documents related to the project.

REVISED EXHIBIT 1

PADGHAM FIELD
ALLEGAN, MICHIGAN

Project No. B-26-0000-1119
Contract No. FM 84-00-C52
~~Job No. 205287CON & 205288CON~~
Job No. 126074CON

October 30, 2019

	Federal	State	Local	Total
ADMINISTRATION	\$0	\$0	\$0	\$0
DEPARTMENT-AERO	\$0	\$0	\$0	\$0
PLANNING	\$0	\$0	\$0	\$0
DESIGN	\$0	\$0	\$0	\$0
CONSTRUCTION	\$29,567	\$1,642	\$1,643	\$32,852
Rehabilitate Runway Airfield Crack Sealing (under 2019 Statewide Program)	\$3,906	\$217	\$217	\$4,340
AMENDMENT Rehabilitate Runway Airfield Crack Sealing (under 2019 Statewide Program)	\$13,644	\$758	\$758	\$15,160
Rehabilitate Runway Airfield Paint Marking (under 2019 Statewide Program)	\$13,500	\$750	\$750	\$15,000
AMENDMENT Rehabilitate Runway Airfield Paint Marking (under 2019 Statewide Program)	(\$1,483)	(\$83)	(\$82)	(\$1,648)
ORIGINAL PROJECT BUDGET	\$17,406	\$967	\$967	\$19,340
INCREASE TO BUDGET	\$12,161	\$675	\$676	\$13,512
TOTAL PROJECT BUDGET	\$29,567	\$1,642	\$1,643	\$32,852
Federal Billing Breakdown:				
Bill #1	\$5,400	SBGP 10318	Grant Award Date: 7/30/18	
ADJUST Bill #2	\$24,167	SBGP 10719	Grant Award Date: 9/24/19	
Letting Information:	02/01/19	MDOT Letting	Invoice to be paid as Const (Other	
Period of Performance End Date:	12/01/19			
MAC Approval:	03/27/19			
Quantity Breakdown:				
Crack Sealing ADJUSTED	7,000	LFT	25,000	LFT
Solid White	30,395	SFT	21,269	SFT
Solid Yellow	20,450	SFT	28,596	SFT
Solid Black	3,575	SFT	1,680	SFT



CITY OF ALLEGAN

RESOLUTION 20.06

Resolution Authorizing an Amendment for Crack Sealing and Pavement Marking Improvements at the Padgham Field Airport as Further Defined In Contract No. 2019-0593

WHEREAS, the City of Allegan was awarded a contract (No. 2019-0593) as defined in Contract No. B-26-0000-1119 from the Michigan Department of Transportation; and

WHEREAS additional quantities of pavement markings and crack sealing were needed to complete the project as shown on revised exhibit 1

NOW, THEREFORE, BE IT RESOLVED, that the Allegan City Council hereby approves the amendment and authorizes Airport Manager Aaron Haskin to sign all documents on behalf of the City of Allegan.

YEAS:

NAYS:

ABSTAIN:

ABSENT:

RESOLUTION DECLARED:

Christopher Tapper, City Clerk

Dated: January 28, 2020

CERTIFICATION

I, Christopher Tapper, City Clerk of the City of Allegan, certify that the foregoing is a true and complete copy of a resolution adopted by a majority vote of the City Council of the City of Allegan at a regular meeting held on June 10, 2019 which was conducted in accordance with the Open Meetings Act, Act 267 of the Public Acts of Michigan, of 1976, as amended.

Christopher Tapper, City Clerk

Agenda Item 13F.1

MEMORANDUM

TO: Allegan City Council
FROM: Joel Dye, City Manager
RE: Request to Amend the City Council Rules and Procedures
DATE: January 27, 2020

Summary

It is requested that City Council approve the amended City Council Rules and Procedures.

Every so often the City Councils for the City of Allegan amend their Rules and Procedures. This document states how the City Council will conduct business. These amendments take place typically when a new council is seated or when a way of conducting business needs to be clarified. Recently at the City Council's Strategic Planning Session, the Rules and Procedures were reviewed and the Council made several recommendations to amend the document. In general, Council voted to remove the Meeting Prayer from the Agenda, reorganized the agenda, clarified public comment procedures, eliminated the selection committee for boards and commissions, and removed the physical delivery of Meeting Packets to councilmember residences. These changes have been captured in the attached red lined and clean version of the City Council Rules and Procedures document.

Recommendation

It is recommended that City Council approve the amended City Council Rules and Procedures as attached to this report.

Attachment

Amended City Council Rules and Procedures



CITY OF ALLEGAN CITY COUNCIL RULES OF PROCEDURE

Adopted: March 27, 2000
Amended: November 13, 2000
November 8, 2004
January 23, 2006
August 14, 2006
November 26, 2007
March 24, 2008
December 14, 2009
February 13, 2012
April 28, 2014
August 25, 2014
February 9, 2015
April 28, 2015
May 23, 2016
April 23, 2018
January 26, 2020

I. Scope.

These rules govern the city council meetings. No amendment of a rule shall be effective until the next regularly scheduled meeting of the council.

References to the "charter" are to the Revised Charter of the City of Allegan effective January 1, 1989.

II. Council Meetings.

A. Notice. All council meetings shall comply with the Open Meetings Act, 1976 PA 267, MCL 15.261 *et seq.* Public notice of all meetings shall be given as provided in the act by the city clerk.

B. Regular Meetings. Regular meetings shall be held on the 2nd and 4th Monday of each month unless cancelled or rescheduled by the council or unless that day is a legal holiday, in which case the meeting shall be held on the next day that is not a legal holiday.

C. ~~Pre-Session~~ Study Session Meetings. Prior to the regular meeting, the council will hold a study session~~pre-session~~ meeting to discuss items in order to gain further clarification, regardless of whether the items are on the agenda. ~~Pre-session~~ Study session meetings will comply with the Open Meetings Act. However, no votes will be taken during these meetings. Minutes of these meetings will generally only summarize the items discussed.

D. Special Meetings. Special meetings shall be called by the city clerk on the written request of the mayor or any 2 councilmembers. 18 hour's written notice stating each matter to be considered at the special meeting shall be given to each councilmember and the mayor.

E. Agenda and Meeting Packet. The city manager and/or the city clerk shall obtain reports for business matters and other items to be presented to the council. They shall prepare an agenda in accordance with IV.3 below and a meeting packet for each regular council meeting, which shall be sent electronically ~~or delivered~~ to the mayor, each councilmember and the city attorney at their city email residence or place of business on Friday, Saturday, or Sunday of the weekend preceding any

regular meeting. The agenda and packet pertaining to a special meeting shall be delivered by at least the day before the meeting. The packet for all meetings shall contain the proposed meeting agenda and all matters proposed to be considered at the meeting plus any supporting documents. The Mayor or any councilmember may request that a hard copy be available for them to pick up at City Hall.

F. Quorum. A quorum of the council is established when 4 or more members are present in person at a meeting. Telephone or other electronic participation in a meeting will not count toward a quorum.

G. Attendance at Meetings.

1. Mayor and Councilmembers. The mayor and members of the council shall attend all council meetings.
2. City manager and city clerk. The city manager and the city clerk or their designees shall attend all council meetings and keep the minutes.
3. To the extent possible, councilmembers' prospective absences and the reason for absence shall be reported to the mayor, the city manager and/or the city clerk before the meeting. The council by motion resolution may decline to excuse a councilmember's absence from the meeting.

H. Minutes. An account of all proceedings of the council and minutes of each meeting shall be prepared and kept by the city clerk or the clerk's designee. Minutes shall be available for public inspection within 7 days after a meeting.

I. Closed Sessions.

1. The council shall meet in closed session only for the purposes and as allowed by the Open Meetings Act.
2. A person requesting a closed session shall state the purpose or purposes of such session. The stated purpose(s) for the session shall constitute the only agenda items.
3. A motion and a roll call vote of the councilmembers serving is required to call a closed session. The council by majority vote may adjourn a closed session or open the meeting to the public. Councilmembers may deliberate during closed sessions but shall not make any decisions, determinations, actions, votes, or dispositions upon a proposal, recommendation, resolution, order, or ordinance in closed session. A separate set of minutes of the closed session shall be taken by the city clerk or other such designated person. These minutes shall be retained by the city clerk, shall not be available to the public, and shall only be disclosed as required by law. The minutes of a closed session shall be destroyed 1 year and 1 day after approval of the minutes of the regular meeting.

III. Public Participation.

A. Attendance. The public is invited and encouraged to attend all council meetings as provided in the Open Meetings Act. The council shall make every effort to reorder the agenda to encourage public participation.

B. Timing. Comments by members of the audience shall be limited to the public participation times set aside on the agenda or any public hearing and only consist of written and oral comments.

C. Requirements. Unless granted more time by the mayor, public comments shall be limited to 3 minutes and shall comply with the following requirements:

1. Anyone wishing to speak shall approach the podium and will be requested to state his/her name and address.
2. The council shall accept written comments and copies of any submitted materials and will be distributed to all councilmembers.
3. Public comment time is to hear *from* the public. Therefore, responses usually will not occur. The mayor may decide a response is appropriate and may, in the mayor's discretion, respond on

behalf of the council, allow a councilmember to respond, or direct city staff or others who are present to respond.

4. Comments (i) are to be loud enough to be audible but not so loud as to be inappropriate for a meeting, (ii) must avoid coarse language or cursing, (iii) may not include personal attacks, (iv) may not be addressed to anyone other than the council or the mayor, and (v) may involve a single speaker (except when the speaker requires assistance). Comments may not include demonstrations, or materials that, when used, could be hazardous or unduly disruptive to the meeting.

D. Mayor's Discretion. The mayor shall have the discretion to curtail public comments that are repetitive and may limit public comments if they are so prolonged as to unduly interfere with the ability of the council to address other items on the meeting's agenda.

IV. Conduct of Meetings.

A. Presiding Official. The mayor shall preside at all council meetings. The mayor pro tem shall preside in the mayor's absence. If neither the mayor nor mayor pro tem is present at a meeting, the council shall select one of its members to preside until the mayor or mayor pro tem is present and seated. All matters to come before the meeting shall be addressed to the presiding officer. The presiding officer shall endeavor to conduct the meeting in a fashion that draws a balance between the informality and congeniality possible in a small community the size of the city while also maintaining the decorum and formality necessary to transact business in an orderly fashion.

B. Agenda. All regular meetings shall be subject to an agenda that will be prepared by the city manager and/or city clerk. The mayor or any 2 councilmembers may add an item to the agenda. Any item placed on the agenda shall appear on each successive agenda unless disposed of, tabled indefinitely, or tabled until a certain date at which time the item shall reappear. The agenda of each regular meeting shall consist of the following, as applicable:

1. Call to order;

2. Roll call;

~~3.~~ 3. Pledge of Allegiance;

~~4.~~ 4. Approval of the agenda;

~~3.~~ _____

~~4.~~ 4. Meeting prayer;

5. Approval of minutes;

~~6.~~ 6. Approval of the agenda; Special presentations and recognitions by the mayor or council;

~~7.~~ 7. First readings of ordinances;

~~8.~~ 8. Public hearings and adoption of ordinances;

~~6.~~ _____

~~7-9.~~ 9. Public comment for items not included in the agenda;

~~8.~~ 8. First readings of ordinances;

~~9.~~ 9. Special presentations and recognitions by the mayor or council;

~~10.~~ 10. Public hearings and adoption of ordinances;

~~11-10.~~ 10. Unfinished business and tabled items;

~~12-11.~~ 11. Written petitions and reports from special committees;

~~13-12.~~ 12. Reports from the following:

a. City boards, commissions, and area agencies;

Formatted: DWBTSingle

Formatted: DWBTSingle

- b. The Finance ~~e~~D~~e~~partment ~~and city clerk~~;
- c. The Police Department;
- d. Water ~~U~~utilities;
- e. Public ~~W~~works; and
- f. The ~~e~~C~~i~~ty ~~m~~M~~a~~nager.

~~14.13.~~ Board appointments;

~~15.14.~~ Communications from the ~~e~~C~~i~~ty ~~m~~M~~a~~nager, ~~e~~C~~i~~council, and ~~m~~M~~a~~yor; and

~~16.15.~~ Adjournment.

~~V. Meeting Prayer.~~

~~A. Participation. At every regular meeting, the council will have a prayer at the scheduled time as prescribed by these rules. All participation of the meeting prayer is voluntary. Anyone may choose not to participate.~~

~~B. Form. The prayer may be in the form of an invocation, time of reflection, moment of silence, or some other similar activity.~~

~~C. Provided by Clergy. The prayer will be provided by local clergy, including protestant pastors, rabbis, priests, imams, or anyone else who requests to participate. Periodically, notice to interfaith associations and letters to places of worship listed in a local directory will be sent to indicate this policy, with notice to contact City Hall if there is an interest in participating.~~

~~VI.V. Voting/Conduct of Councilmembers.~~

A. Required Vote of Members Present. Unless otherwise stated in these rules or required by the charter, city ordinance, state law, or federal law, the passage of all matters before the council shall require the affirmative vote of 4 members present at any meeting.

B. Calling for the Vote. In the first instance the mayor or member presiding over the council meeting shall call for a voice vote for and against the matter by “yes” and “no” responses. If on a voice vote no councilmember states opposition to the motion, it shall be deemed to have passed unanimously. In the event any councilmember votes against a proposition, it shall be recorded in the minutes of the meeting.

C. Abstentions. Every councilmember present shall vote on all questions, unless a councilmember has a conflict of interest, in which case the councilmember’s conduct shall be governed by law. A councilmember may also abstain from a vote for approval of minutes if the member did not attend the meeting for which the minutes apply.

D. Councilmember Conduct. Each councilmember shall comply with the city’s ethics ordinance. Each councilmember shall participate in a manner consistent with the dignity and decorum of the office and shall act in a manner which accords respect to the public, staff members, the mayor, and fellow councilmembers.

E. Motions.

1. The council shall take action by motion. No motion may be acted upon until supported or seconded by another councilmember.
2. A councilmember who wishes to make a motion or second a motion must first be recognized by the mayor. Except where permission is otherwise granted by the mayor, only council may discuss a motion before the council or other pending business.
3. The mayor is a member of the council and may make a motion and/or support a motion.
4. An agenda item may be presented by the mayor for discussion before a motion is made.

5. Any motion may be withdrawn by the sponsor at any time before decision or amendment by the council.
6. The maker of a motion and the councilmember seconding or supporting the motion may consent to modifying the motion at any time before a vote is taken on the motion. Before the vote is taken, the mayor shall restate the motion as modified.
7. The following motions may be offered:
 - a. To offer a resolution or ordinance.
 - b. To call the question.
 - c. To amend or modify a motion made to take action. An amending motion will be disposed of before any other motion to amend or modify the original motion will be in order.
 - d. To postpone for subsequent consideration.
 - e. To reconsider a vote (including a vote resulting in a tie) or other action that has been taken by the council but only if no action has been taken in reliance upon such vote or action.
 - f. Any councilmember on the prevailing side on a vote or action may move for reconsideration of such vote or action only at the same meeting the vote or action was made or at the next regular meeting of the council. However, a motion may be made for council to revisit an issue, policy decision, or other action in light of significant new information that was previously unknown or unavailable to council at the time it was last considered or based upon a material change in the proposed action.
 - g. To go into closed session as permitted by and in accordance with the Open Meetings Act.

VII.VI. Election of Mayor/Mayor Pro Tem.

The council shall elect 1 member to be the mayor and 1 member to be the mayor pro tem for terms of 1 year. Council shall hold this election during the 1st meeting in November.

VIII.VII. Board and Commission Selection Process.

These rules shall be used to create a uniform process for the filling of vacancies of city boards and commissions. The council can suspend this section of the rules by a vote of 5 members.

A. Membership Lists. The city clerk shall keep an up to date membership list for all city boards and commissions.

B. Applications. The city clerk shall continuously accept applications from members of the community looking to volunteer and make the city a better place. Annually, the city shall publicly notice that the city is accepting volunteer applications for various boards and activities to keep an active file of potential volunteers.

~~**C. The Selection Committee.** Each November, the council shall create a selection committee, comprised of 3 councilmembers.~~

~~**D.C. Process to Fill Vacancies.** Once a board or commission opening is official or a term is near expiration, the city clerk shall gather the volunteer applications that stated they are interested in sitting on the board or commission for which there is an opening. The city clerk shall share these applications with the Mayor, Mayor Pro Tem, and City Council. If there are no volunteer applications for the specific opening, city staff shall notice the vacancy through both electronic and printed means.~~

~~**E.D. Interviews and Recommendations.** The Mayor and Mayor Pro Tem selection committee members will confer with each other, interview applicants if there are more than 1 applications/application for the opening, and make recommendations to the individual or body with authority to appoint new members to the respective board or commission.~~



CITY OF ALLEGAN CITY COUNCIL RULES OF PROCEDURE

Adopted: March 27, 2000
Amended: November 13, 2000
November 8, 2004
January 23, 2006
August 14, 2006
November 26, 2007
March 24, 2008
December 14, 2009
February 13, 2012
April 28, 2014
August 25, 2014
February 9, 2015
April 28, 2015
May 23, 2016
April 23, 2018
January 26, 2020

I. Scope.

These rules govern the city council meetings. No amendment of a rule shall be effective until the next regularly scheduled meeting of the council.

References to the "charter" are to the Revised Charter of the City of Allegan effective January 1, 1989.

II. Council Meetings.

A. Notice. All council meetings shall comply with the Open Meetings Act, 1976 PA 267, MCL 15.261 *et seq.* Public notice of all meetings shall be given as provided in the act by the city clerk.

B. Regular Meetings. Regular meetings shall be held on the 2nd and 4th Monday of each month unless cancelled or rescheduled by the council or unless that day is a legal holiday, in which case the meeting shall be held on the next day that is not a legal holiday.

C. ~~Pre-Session~~ Study Session Meetings. Prior to the regular meeting, the council will hold a study session~~pre-session~~ meeting to discuss items in order to gain further clarification, regardless of whether the items are on the agenda. ~~Pre-session~~ Study session meetings will comply with the Open Meetings Act. However, no votes will be taken during these meetings. Minutes of these meetings will generally only summarize the items discussed.

D. Special Meetings. Special meetings shall be called by the city clerk on the written request of the mayor or any 2 councilmembers. 18 hour's written notice stating each matter to be considered at the special meeting shall be given to each councilmember and the mayor.

E. Agenda and Meeting Packet. The city manager and/or the city clerk shall obtain reports for business matters and other items to be presented to the council. They shall prepare an agenda in accordance with IV.3 below and a meeting packet for each regular council meeting, which shall be sent electronically ~~or delivered~~ to the mayor, each councilmember and the city attorney at their city email residence or place of business on Friday, Saturday, or Sunday of the weekend preceding any

regular meeting. The agenda and packet pertaining to a special meeting shall be delivered by at least the day before the meeting. The packet for all meetings shall contain the proposed meeting agenda and all matters proposed to be considered at the meeting plus any supporting documents. The Mayor or any councilmember may request that a hard copy be available for them to pick up at City Hall.

F. Quorum. A quorum of the council is established when 4 or more members are present in person at a meeting. Telephone or other electronic participation in a meeting will not count toward a quorum.

G. Attendance at Meetings.

1. Mayor and Councilmembers. The mayor and members of the council shall attend all council meetings.
2. City manager and city clerk. The city manager and the city clerk or their designees shall attend all council meetings and keep the minutes.
3. To the extent possible, councilmembers' prospective absences and the reason for absence shall be reported to the mayor, the city manager and/or the city clerk before the meeting. The council by motion resolution may decline to excuse a councilmember's absence from the meeting.

H. Minutes. An account of all proceedings of the council and minutes of each meeting shall be prepared and kept by the city clerk or the clerk's designee. Minutes shall be available for public inspection within 7 days after a meeting.

I. Closed Sessions.

1. The council shall meet in closed session only for the purposes and as allowed by the Open Meetings Act.
2. A person requesting a closed session shall state the purpose or purposes of such session. The stated purpose(s) for the session shall constitute the only agenda items.
3. A motion and a roll call vote of the councilmembers serving is required to call a closed session. The council by majority vote may adjourn a closed session or open the meeting to the public. Councilmembers may deliberate during closed sessions but shall not make any decisions, determinations, actions, votes, or dispositions upon a proposal, recommendation, resolution, order, or ordinance in closed session. A separate set of minutes of the closed session shall be taken by the city clerk or other such designated person. These minutes shall be retained by the city clerk, shall not be available to the public, and shall only be disclosed as required by law. The minutes of a closed session shall be destroyed 1 year and 1 day after approval of the minutes of the regular meeting.

III. Public Participation.

A. Attendance. The public is invited and encouraged to attend all council meetings as provided in the Open Meetings Act. The council shall make every effort to reorder the agenda to encourage public participation.

B. Timing. Comments by members of the audience shall be limited to the public participation times set aside on the agenda or any public hearing and only consist of written and oral comments.

C. Requirements. Unless granted more time by the mayor, public comments shall be limited to 3 minutes and shall comply with the following requirements:

1. Anyone wishing to speak shall approach the podium and will be requested to state his/her name and address.
2. The council shall accept written comments and copies of any submitted materials and will be distributed to all councilmembers.
3. Public comment time is to hear *from* the public. Therefore, responses usually will not occur. The mayor may decide a response is appropriate and may, in the mayor's discretion, respond on

behalf of the council, allow a councilmember to respond, or direct city staff or others who are present to respond.

4. Comments (i) are to be loud enough to be audible but not so loud as to be inappropriate for a meeting, (ii) must avoid coarse language or cursing, (iii) may not include personal attacks, (iv) may not be addressed to anyone other than the council or the mayor, and (v) may involve a single speaker (except when the speaker requires assistance). Comments may not include demonstrations, or materials that, when used, could be hazardous or unduly disruptive to the meeting.

D. Mayor's Discretion. The mayor shall have the discretion to curtail public comments that are repetitive and may limit public comments if they are so prolonged as to unduly interfere with the ability of the council to address other items on the meeting's agenda.

IV. Conduct of Meetings.

A. Presiding Official. The mayor shall preside at all council meetings. The mayor pro tem shall preside in the mayor's absence. If neither the mayor nor mayor pro tem is present at a meeting, the council shall select one of its members to preside until the mayor or mayor pro tem is present and seated. All matters to come before the meeting shall be addressed to the presiding officer. The presiding officer shall endeavor to conduct the meeting in a fashion that draws a balance between the informality and congeniality possible in a small community the size of the city while also maintaining the decorum and formality necessary to transact business in an orderly fashion.

B. Agenda. All regular meetings shall be subject to an agenda that will be prepared by the city manager and/or city clerk. The mayor or any 2 councilmembers may add an item to the agenda. Any item placed on the agenda shall appear on each successive agenda unless disposed of, tabled indefinitely, or tabled until a certain date at which time the item shall reappear. The agenda of each regular meeting shall consist of the following, as applicable:

1. Call to order;

2. Roll call;

~~3.~~ Pledge of Allegiance;

~~4.~~ Approval of the agenda;

~~3.~~ _____

~~4.~~ Meeting prayer;

5. Approval of minutes;

~~6.~~ Approval of the agenda; Special presentations and recognitions by the mayor or council;

~~7.~~ First readings of ordinances;

~~8.~~ Public hearings and adoption of ordinances;

~~6.~~ _____

~~7-9.~~ Public comment for items not included in the agenda;

~~8.~~ First readings of ordinances;

~~9.~~ Special presentations and recognitions by the mayor or council;

~~10.~~ Public hearings and adoption of ordinances;

~~11-10.~~ Unfinished business and tabled items;

~~12-11.~~ Written petitions and reports from special committees;

~~13-12.~~ Reports from the following:

a. City boards, commissions, and area agencies;

Formatted: DWBTSingle

Formatted: DWBTSingle

- b. The Finance ~~e~~D~~e~~partment ~~and city clerk~~;
- c. The Police Department;
- d. Water ~~U~~utilities;
- e. Public ~~W~~works; and
- f. The ~~e~~C~~i~~ty ~~m~~M~~a~~nager.

~~14.13.~~ Board appointments;

~~15.14.~~ Communications from the ~~e~~C~~i~~ty ~~m~~M~~a~~nager, ~~e~~C~~i~~council, and ~~m~~M~~a~~yor; and

~~16.15.~~ Adjournment.

~~V. Meeting Prayer.~~

~~A. Participation. At every regular meeting, the council will have a prayer at the scheduled time as prescribed by these rules. All participation of the meeting prayer is voluntary. Anyone may choose not to participate.~~

~~B. Form. The prayer may be in the form of an invocation, time of reflection, moment of silence, or some other similar activity.~~

~~C. Provided by Clergy. The prayer will be provided by local clergy, including protestant pastors, rabbis, priests, imams, or anyone else who requests to participate. Periodically, notice to interfaith associations and letters to places of worship listed in a local directory will be sent to indicate this policy, with notice to contact City Hall if there is an interest in participating.~~

~~VI.V. Voting/Conduct of Councilmembers.~~

A. Required Vote of Members Present. Unless otherwise stated in these rules or required by the charter, city ordinance, state law, or federal law, the passage of all matters before the council shall require the affirmative vote of 4 members present at any meeting.

B. Calling for the Vote. In the first instance the mayor or member presiding over the council meeting shall call for a voice vote for and against the matter by “yes” and “no” responses. If on a voice vote no councilmember states opposition to the motion, it shall be deemed to have passed unanimously. In the event any councilmember votes against a proposition, it shall be recorded in the minutes of the meeting.

C. Abstentions. Every councilmember present shall vote on all questions, unless a councilmember has a conflict of interest, in which case the councilmember’s conduct shall be governed by law. A councilmember may also abstain from a vote for approval of minutes if the member did not attend the meeting for which the minutes apply.

D. Councilmember Conduct. Each councilmember shall comply with the city’s ethics ordinance. Each councilmember shall participate in a manner consistent with the dignity and decorum of the office and shall act in a manner which accords respect to the public, staff members, the mayor, and fellow councilmembers.

E. Motions.

1. The council shall take action by motion. No motion may be acted upon until supported or seconded by another councilmember.
2. A councilmember who wishes to make a motion or second a motion must first be recognized by the mayor. Except where permission is otherwise granted by the mayor, only council may discuss a motion before the council or other pending business.
3. The mayor is a member of the council and may make a motion and/or support a motion.
4. An agenda item may be presented by the mayor for discussion before a motion is made.

5. Any motion may be withdrawn by the sponsor at any time before decision or amendment by the council.
6. The maker of a motion and the councilmember seconding or supporting the motion may consent to modifying the motion at any time before a vote is taken on the motion. Before the vote is taken, the mayor shall restate the motion as modified.
7. The following motions may be offered:
 - a. To offer a resolution or ordinance.
 - b. To call the question.
 - c. To amend or modify a motion made to take action. An amending motion will be disposed of before any other motion to amend or modify the original motion will be in order.
 - d. To postpone for subsequent consideration.
 - e. To reconsider a vote (including a vote resulting in a tie) or other action that has been taken by the council but only if no action has been taken in reliance upon such vote or action.
 - f. Any councilmember on the prevailing side on a vote or action may move for reconsideration of such vote or action only at the same meeting the vote or action was made or at the next regular meeting of the council. However, a motion may be made for council to revisit an issue, policy decision, or other action in light of significant new information that was previously unknown or unavailable to council at the time it was last considered or based upon a material change in the proposed action.
 - g. To go into closed session as permitted by and in accordance with the Open Meetings Act.

VII.VI. Election of Mayor/Mayor Pro Tem.

The council shall elect 1 member to be the mayor and 1 member to be the mayor pro tem for terms of 1 year. Council shall hold this election during the 1st meeting in November.

VIII.VII. Board and Commission Selection Process.

These rules shall be used to create a uniform process for the filling of vacancies of city boards and commissions. The council can suspend this section of the rules by a vote of 5 members.

A. Membership Lists. The city clerk shall keep an up to date membership list for all city boards and commissions.

B. Applications. The city clerk shall continuously accept applications from members of the community looking to volunteer and make the city a better place. Annually, the city shall publicly notice that the city is accepting volunteer applications for various boards and activities to keep an active file of potential volunteers.

~~**C. The Selection Committee.** Each November, the council shall create a selection committee, comprised of 3 councilmembers.~~

~~**D.C. Process to Fill Vacancies.** Once a board or commission opening is official or a term is near expiration, the city clerk shall gather the volunteer applications that stated they are interested in sitting on the board or commission for which there is an opening. The city clerk shall share these applications with the Mayor, Mayor Pro Tem, and City Council. If there are no volunteer applications for the specific opening, city staff shall notice the vacancy through both electronic and printed means.~~

~~**E.D. Interviews and Recommendations.** The Mayor and Mayor Pro Tem selection committee members will confer with each other, interview applicants if there are more than 1 applications/application for the opening, and make recommendations to the individual or body with authority to appoint new members to the respective board or commission.~~

MEMORANDUM

TO: Allegan City Council
FROM: Joel Dye, City Manager
RE: Approval of Riverfront Committee Composition
DATE: January 27, 2020

Summary

It is requested that City Council approve the composition explained in this memo and proceed with the nominations to select the Riverfront Committee which will advise City Council on the new layout of the riverfront along the Kalamazoo River as it meanders through the Downtown in light of the Allegan City Dam being removed.

The City Council voted to remove the Allegan City Dam Resolution 20.03, as long as the process isn't burdensome on the City Finances and the City can come to an agreement over the final design of the riverfront along the Kalamazoo River. To help select a fair and representative committee to advise Council on the final design it is recommended that Riverfront Committee consist of ~~seven (7)~~ nine (9) individuals and be comprised of the following:

- ~~Two (2)~~ One (1) City Councilmembers
- Two (2) Property Owners Along the Kalamazoo River
- Two (2) Business Owners or their representatives in Downtown Allegan
- ~~One (1)~~ Four (4) Community Member at Large

It was recommended that individuals interested in sitting on the Riverfront Committee submit letters of interest to the City Manager's Office by 12:00 pm on Thursday January 23, 2020. A total of Nine (9) letters of interests were submitted in a timely matter. It is recommended the City Council amend the Committee consist of a seven (7) members to nine (9) members.

Recommendation

It is recommended that City Council approve the composition of Nine (9) members and proceed with the nominations for the Riverfront Committee; Rachel McKenzie, Anthony (Tony) Garofalo, Craig Taylor, Ben Otis, Joe Leverage, Matt Adams, Steven Tibbitts, Alexander Wilkening and William Morgan, which will advise City Council on the new layout of the riverfront along the Kalamazoo River as it meanders through the Downtown in light of the Allegan City Dam being removed.

Attachment

Letters of Interest

Joel Dye

From: Rachel McKenzie
Sent: Wednesday, January 22, 2020 12:49 PM
To: Joel Dye
Cc: Traci Perrigo
Subject: Re: Riverfront Committee

I would like to be considered...

Rachel M. McKenzie

On Jan 22, 2020, at 10:47 AM, Joel Dye <jdye@cityofallegan.org> wrote:

Dear Council,

If you want to be on the Riverfront Committee please send me and the Mayor an email stating your desire.

So far, no councilmember has explicitly said they want to be on this committee. I have received six letters so far from qualified individuals to date.

Joel Dye, City Manager
City of Allegan
231 Trowbridge Street
Allegan, MI 49010
269.673.5511

Joel Dye

From: tony.g@charter.net
Sent: Thursday, January 23, 2020 10:33 AM
To: Joel Dye
Subject: City of Allegan Riverfront Committee

Dear Mr. Dye, City Manager (Allegan)

I am responding to your email of January 17th. I'm sorry it is rather late (but is still prior to noon today) but I was in the Detroit area until yesterday.

I would like to be considered for the Community Member at Large or any other appropriate position that would help this process.

I'm a resident from Valley Township and our home is on Lake Allegan. This is the main reason I would like to participate in this important venture. I'm concerned that if the wrong choice is made, it could cause problems in Lake Allegan.

I've lived in Valley Township since 2002. I'm a native of Michigan (born in Detroit) and have been active in several programs, political and local based issues since 1970. These activities took place in Ottawa and Allegan Counties.

I'm retired from a plastics company (in Chicago) which I founded along with my partner in 1998. I am currently the Chair of the Zoning Board Appeals in Valley Township. I have also held the position of Clerk and Chair of the Planning Commission since 2003. I served two years on the Allegan County Solid Waste Committee. I also served as Chair of the committee to approve the millage for the addition to the Allegan County District Library. I also served as Chair of the Committee to get the Operating Millage passed for the library.

Thank you for keeping up to date on this important issue. I look forward to a positive response.

Regards,
Anthony (Tony) Garofalo
269-686-9913
269-806-6508 Cell
tony.g@charter.net

--

This message has been scanned for viruses and dangerous content by
E.F.A. Project, and is believed to be clean.
[Click here to report this message as spam.](#)



Nathan Hoffman
Vice President – Michigan Operations
nathan.hoffman@perrigo.com

January 17, 2020

Joel Dye
City Manager, City of Allegan
231 Trowbridge Street
Allegan, MI 49010

Re: Riverfront Committee Selection Process

Dear Joel,

The Allegan City Council adopted Resolution 20.03 approving the removal of the Allegan City Dam as part of the Kalamazoo River clean-up project at its January 13, 2019 Regular City Council Meeting. At the same meeting the City Council approved the Riverfront Committee Selection Process (Agenda Item 13F.5). We understand the Riverfront Committee will advise City Council on the new layout of the riverfront along the Kalamazoo River as it meanders through the Downtown in light of the Allegan City Dam being removed.

In response to the approved composition and process explained to select the Riverfront Committee, Perrigo Company would like to submit this letter of interest to the City Manager's Office. As the owner of several properties along the Kalamazoo River within the City, and as a business owner in downtown Allegan, Perrigo respectfully requests that it has one representative sitting on the Riverfront Committee. Craig Taylor, Facilities Engineering Manager, would be our representative. Craig knows Allegan and Perrigo's property interests well and has been an advocate of efforts to enhance Allegan's vitality through the years. He would be a knowledgeable and conscientious contributor to the new riverfront layout.

Perrigo looks forward to working with the City of Allegan on this tremendous opportunity to make improvements to the layout of the riverfront, while maintaining the many amenities already in place along the Kalamazoo River as it meanders through the Downtown and throughout the City.

Best regards,

Nathan Hoffman

cc: Craig Taylor

Ben Otis
1645 Fairview Drive
Allegan, MI 49010
January 17, 2020

City of Allegan Council Members & City Manager
231 Trowbridge St
Allegan, MI 49010

Dear City of Allegan Council Members & City Manager:

I am writing to you today to express my interest in being named to the steering committee which will provide input on the design of the Riverfront in the event of the removal of the downtown dam currently located in the Mill District. To that end, I would like to take a moment to tell you a little bit about myself.

My wife and I along with our two children live in Allegan, though we are not within the City Limits, our home is located on the Kalamazoo Riverfront. (Our parcel used to be in City but was annexed to the Township about 15-20 years ago.) Additionally, I am a local business owner and I currently own three buildings in Downtown Allegan of which two are located on the Riverfront. I have spent the last 20 years working in Real Estate as a Realtor, Broker, Developer, Property Manager, and Investor.

My wife and I chose Allegan as home and we have made a commitment to be a part of this community. We have a desire to make a positive contribution to the City of Allegan over the coming decades and wish that our efforts may yield a more vibrant future for those who come after us. I know that just as the installation of the dam held implications for the hundred years that followed life on this Riverfront, the removal would be equally impactful to our friends, family, and neighbors over the next hundred years of Allegan living.

I believe that I would bring a unique perspective to any and all discussions about the future design and use of the Riverfront. I appreciate your time and consideration as you seek those who will best serve as the voices of the varied members of our community in this process.

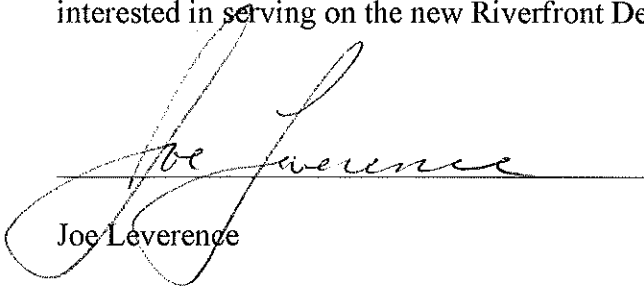
Sincerely,

A handwritten signature in blue ink, appearing to read 'Ben Otis', with a long horizontal flourish extending to the right.

Ben Otis

To: City of Allegan, City Manager, Joel Dye

As both a person who owns a home and lives on the Allegan Riverfront and a person who owns and operates a business property on the Riverfront in the Allegan Downtown... I am interested in serving on the new Riverfront Design and Dam Removal Committee.

A handwritten signature in cursive script, reading "Joe Leverenz", is written over a horizontal line. The signature is fluid and stylized, with the first name "Joe" being particularly prominent.

Old Mill Yarn & Baker Allegan Studios

148 Mill District Road
Allegan, MI 49010

269-903-6883

January 3, 2020

Dear Allegan City Council and Allegan City Manager,

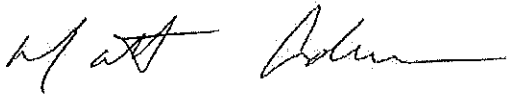
I am writing you today to express my interest in joining the planned citizen steering committee to help provide guidance for redevelopment of the riverfront. This is contingent on removal of the Allegan City Dam on the Kalamazoo River, however I understand that the planning process is expected to take several years and public input will be desired for the duration of the project.

My interest in the committee originates from several angles. I started my career at Perrigo in 1990, and have seen the downtown riverfront evolve from what many considered to be an eyesore into the beautiful gathering place that it has become today with the park, pavilion, kayak launch, and splash pad. I currently serve on the Perrigo Foundation and recently assisted in development of the Kalamazoo River Greenway Project that was completed in conjunction with local municipalities, government agencies, and interested citizens.

My wife and I moved to the city of Allegan in 2015. Our house is located on the Kalamazoo River between the Allegan City Dam and Calkins Bridge Dam so we also have a personal interest in the river. Over the last few years we have become immersed in the city, volunteering our services, starting two small businesses, and making many new friends in the area.

We would like to see Allegan continue to progress and for people to enjoy the beauty and many activities provided by the Kalamazoo River. Personally we have enjoyed kayaking, fishing, and motorized watercraft on the river as well as hiking, snowshoeing, watching wildlife, strolling the boardwalk, and just relaxing along its shores. I would greatly appreciate this opportunity and welcome you to contact me with any questions or further inquiry.

Thank You,

A handwritten signature in black ink, appearing to read "Matt Adams". The signature is fluid and cursive, with the first name "Matt" being more prominent than the last name "Adams".

Matt Adams

472 Lake Dr

Allegan, MI 49010

269-720-8137

Matt.adams@perrigo.com

TIBBITTS

FINANCIAL CONSULTING

STEVEN E. TIBBITTS
CERTIFIED FINANCIAL PLANNER™

January 22, 2020

Allegan City Council
c/o City Manager's Office
231 Trowbridge St.
Allegan, MI 49010

Dear Allegan City Council:

I would like to be considered for a position on your recently announced Riverfront Committee. I am a business owner in downtown Allegan and a property owner along the Kalamazoo River, so could be considered under either group for representation.

I have lived in Allegan for most of my life and am very interested in the City's continued growth. My wife and I were both born and raised here, and now each own businesses here as well as two commercial buildings at 231 and 233 Hubbard Street. We have invested in renovating both buildings, and have been supportive of the Riverfront improvements. I would like to continue being involved in future development ideas for that area.

My past membership in City involvement has included chairing the Wellness Center and Sports Complex Task Force during its development and opening, and several years on the Allegan Downtown Development Authority. Outside of City involvement, I have served 8 years on the APS Board of Education, 6 years on the AAESA Board of Education, 20 years on the Educational Foundation of APS, 10 years on the AGH Foundation Board, and over 10 years as a Director on the Allegan Dollars for Scholars. My experience in these organizations has taught me the value of working as a team without personal agendas.

As one of the sponsors for the Rollin' on the River concerts, I have made a commitment to the existing improvements for the community. I hope you will consider allowing me an additional opportunity to do more. If you have any questions, please contact me at (269) 673-4600. Thank you.

Sincerely,



Steven E. Tibbitts, CFP®, CRC®
CERTIFIED FINANCIAL PLANNER™

231 HUBBARD STREET, ALLEGAN, MI 49010
TOLL-FREE (877) 510-4648 • TEL (269) 673-4600 • FAX (269) 686-0593
STEVE@TIBBITTSFINANCIAL.COM • WWW.TIBBITTSFINANCIAL.COM

Securities and advisory services offered through Commonwealth Financial Network®, Member FINRA/SIPC, a Registered Investment Adviser. Fixed insurance products and services offered by Tibbitts Financial Consulting.

Alexander Paul Wilkening
645 Marshall Street Allegan, MI 49010

January 22, 2020

Joel Dye
City Manager
City of Allegan
231 Trowbridge Street
Allegan, MI 49010

Dear Mr. Dye,

I am writing to you in regards to a request issued by city council at the January 13th meeting. This request was for letters of interest to join a committee in guiding discussions surrounding recently adopted resolution 20.03. Given the proposed committee composition, I would fall under the community member large portion of this committee.

My 5 years of data analytics experience allows me a uniquely pragmatic perspective concerning the possible economic impact of this committee's decisions. Not only does the dam removal provide unlimited aesthetic improvement potential in downtown Allegan, but offers the cities residents singular control over future growth opportunities along the riverfront corridor. It is imperative we, as a City, analyze design and urban planning data to maximize this once in a lifetime chance at a "do-over" in our downtown district. My skill set can certainly help to analyze, appropriate and disseminate this type of data for the general public at large.

In conjunction with analytical skill set, as a future business owner in the City of Allegan, I have a vested interest in both the successful completion of this project and the financial stability of the City itself. I have no interest in either: the completion of this project at the undue expense of the City or its taxpayers, nor failure to complete this project at the fear of the unknown. In my opinion, this is exactly the type of invested community member that should be sitting on this committee.

Eager to get to work,

Alexander Paul Wilkening

William L. Morgan



201 Spruces St, Allegan, MI 49010
269-650-1023
wlmmorgan61@gmail.com

December 27, 2019

From: William (Bill) L. Morgan

To: Allegan City Manager (Joel Dye) and the Allegan City Council

I would like to participate as a member of the Advisory Committee for the river restoration and removal of the city of Allegan Dam. As of this writing a formal name for the committee has not been agreed upon nor have any dates been set for the formation of the committee. I can and will set aside time for myself to serve the people of Allegan once dates have been agreed upon.

My understanding of the function of this committee would be to assist the council in prioritizing the wants and needs of The City, the private property land owners affected, and the locale businesses.

I have lived in Allegan my entire life as did my parents and my grandparents. My immediate family and relatives have had businesses within Allegan for at least one hundred years. I currently reside on the river at 201 Spruce St with my wife Jan. We have properties on the river, under the river and in the City's business

district. We have lived in our current home since 1973 and have seen the river clean itself from what it was then. As a child I remember what the river was and how it was affected by the paper mills. I understand that it will take five generations to clean itself of the poisons that man has put into it and I would like to be part of the corner stone to bring it to its natural state.

Thank You


William L. Morgan

MEMORANDUM

TO: Allegan City Council
FROM: Joel Dye, City Manager
RE: Request to Approve New Technology for Email and Office Programs
DATE: January 27, 2020

Summary

It is requested that City Council approve new technology for email and office programs for the City of Allegan.

Over the past several months we have noticed that our server and more specifically our email operations have become unreliable. Emails are often “snagged” in the system and can be delayed in being sent or received by several hours if not a day or so. After a review of our system by our new technology consultant, we have noticed that our current virtual exchange server has two years’ worth of updates that need to be installed. Installing these updates can be a time consuming and in the end may not help with the issue of emails being snagged. After consultation with other tech savvy individuals it was determined that staying with virtual email exchange server is not in the best interest for the City of Allegan and that transferring to Microsoft Office 365 will be more cost effective and efficient for the City of Allegan. However, transferring to Microsoft Office 365, do require a certain skill set and will cost the City of Allegan a one-time fee of \$5,520. This transfer will be overseen by Shoreline Technology Services.

Since this fee is higher than the \$5,520 that the City Manager can spend without Council approval, City Council will have to approve this cost.

Recommendation

It is recommended that City Council approve new technology for email and office programs for the City of Allegan.