CITY OF ALLEGAN
REGULAR CITY COUNCIL MEETING
Monday, October 28, 2019
City Hall – 231 Trowbridge Street Allegan, MI 49010

6:00 PM Pre-Council 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 October 28, 2019.
6. APPROVAL OF MINUTES
   6A.1 – Approval of the Pre-Session Council Meeting Minutes for October 14, 2019.
   6A.2 – Approval of the Regular Council Meeting Minutes for October 14, 2019.
7. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA
8. FIRST READING OF ORDINANCE
9. SPECIAL PRESENTATIONS AND RECOGNITIONS BY THE MAYOR OR COUNCIL
   9A.1 – Proclamation for Mayor Pro-Tem Charlies Tripp
   9A.2 – Proclamation for Council Member Patrick Morgan
10. PUBLIC HEARINGS & SECOND READING OF ORDINANCES
11. UNFINISHED BUSINESS & TABLED ITEMS
12. WRITTEN PETITIONS & REPORTS FROM SPECIAL COMMITTEES
13. REPORTS FROM BOARDS, COMMISSIONS & CITY OFFICES
   13A. City Boards, Commissions and Area Agencies
      13A.1 – Accept the Minutes of Public Space Commission Meeting from October 16, 2019
      13A.2 – Accept the Minutes of the Historic District Commission Meeting from October 11, 2019
13B. Finance Department

13B.1 - Request to Approve Accounts Payable and Payroll for the Week Ending October 27, 2019.

13C. Police Department

13D. Water Utilities

13D.1 – Request for repairs of VFD for the Water Plant & Resources Recovery Facilities

13E. Public Works

13E.1 – Request to approve a 3 year contract for Downtown Snowing Plowing from CL Services.

13E.2 – Request to approve Purchase Order 20-0550 for Geomelt (2019-2020 winter season)

13E.3 – Review and Discuss potential sale of city land from the Oakwood Cemetery to Blessed Sacrament Cemetery and schedule a public hearing for November 25, 2019 regarding this potential sale.

13F. City Manager & City Clerk

13F.1 – Request to Declare City Council Table from the Griswold Auditorium surplus.

13F.2 – Request to Approve the Metro Act Right of Way Extension request from Frontier.

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 which to discuss.
7. Mayor calls for a vote on the item after discussion has occurred.
1. CALL TO ORDER

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

2. PUBLIC COMMENT

Several members in the audience were in attendance to discuss drafted Ordinances 479 and 480 regarding the regulation of Marijuana Facilities and issuances of licenses.

3. REVIEW PROPOSED ON STREET PARKING PROHIBITION ORDINANCE

City Manager Dye presented to the Council a draft of the proposed On Street Parking Prohibition Ordinance. Dye noted this was just an opportunity for Council to review and discuss the proposal of Chapter 28 of the City of Allegan Code of Ordinance, Article III Parking, Stopping and Standing. Dye commented this proposal has been reviewed by the DDA board.

A general discussion ensued regarding the proposal. Items reviewed and asked to be amended were; subsection (c) changing the wording to read “The Allegan City Council”. The discussion ensued with other items to review. Dye thanked the Council for their edits and suggestion and would bring back to the Council at a later date for ordinance discussion.

4. REVIEW ORDINANCE 479 AND 480 REGARDING THE REGULATION OF MARIJUANA FACILITIES

City Manager Dye reviewed drafted Ordinances 479 & 480 regarding the regulation of Marijuana Facilities and issuance of licenses. Dye noted both ordinances are recommendations from the City Planning Commission.

A general discussion ensued regarding the drafted ordinances. Topics included; questions regarding the 500ft limitations, signage allowed, concerns of buffering between establishments and needed more clarification of designated consumer’s establishments.

5. REVIEW OF REGULAR SESSION AGENDA ITEMS

None at this time

7. ADJOURNMENT

Mayor McKenzie adjourned the meeting at 6:42PM.

Minutes respectfully submitted by,  

Christopher Tapper  
City Clerk
1. CALL TO ORDER

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

2. ROLL CALL

Present: Andrus, Ingalsbee, Mayor McKenzie and Mayor Pro Tem Tripp Manning, Morgan, Perrigo.

Absent:

Others Present: City Manager Joel Dye, City Clerk, Christopher Tapper and Promotions Coordinator Parker Johnson

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

6A.1 – Approval of the Council Meeting Agenda for October 14, 2019.

Motion by Morgan, with supported by Andrus, to approve the Council Agenda for October 14, 2019. Motion Passed 7-0.

6. APPROVAL OF MINUTES

5A.1 – Approval of the City Council Meeting Minutes of September 23, 2019.

Motion by Andrus, with supported by Morgan, to approve the corrected City Council Minutes for September 23, 2019. Motion Passed 7-0.

7. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

Let the record show no public comment was received.

8. FIRST READING OF ORDINANCE

9. SPECIAL PRESENTATIONS AND RECOGNITIONS BY THE MAYOR OR COUNCIL

10. PUBLIC HEARING AND SECOND READING ORDINANCES

10A.1 – Public Hearing and Second Reading of Ordinance 479 – An Ordinance to regulate the locations and operation of Medical & Adult Marihuana Facilities.
Mayor McKenzie opened the public hearing at 7:26

Several members of the audience spoke to the Council regarding Ordinance 479. Comments included; concerns with the 500ft buffer between school zones, concerns with the negative impact to children in the City of Allegan, concerns with regulation of signage, concerned with local enforcement of the ordinance. Comments also included; support of the Planning Commission for the work with development of the ordinance, support of new local business opportunities and support for the proportion of voters in the City of Allegan who voted in favor of the legislation which pass with a vote of the people in the State of Michigan.

Mayor McKenzie closed the public hearing 8:15

Motion by Perrigo with support by Mayor McKenzie to approve and accept Ordinance 479 – An Ordinance to regulate the locations and operation of Medical & Adult Marihuana Facilities. Roll call vote; Andrus – no, Ingalsbee – no, Mayor Pro-Tem Tripp – no, Mayor McKenzie – no, Manning – no, Morgan – no and Perrigo – no, Motion Failed.

10A.2 – Public Hearing and Second Reading of Ordinance 480 – An Ordinance to regulate the issuance of licenses to Marihuana Businesses.

Mayor McKenzie opened the public hearing at 8:30.

Several members of the audience spoke to the Council regarding Ordinance 480. Comments included; questions about the application process, who would be the staff members reviewing the applications, will the applications come to the City Council for approval, Council already defeated the Ordinance 479 why would the Council consider this ordinance.

Mayor McKenzie closed the public hearing at 8:33.

Motion by Morgan with support from Mayor Pro-Tem Tripp to approve and accept Ordinance 480 – An Ordinance to regulate the issuance of licenses of Marihuana Businesses. Roll Call vote; Andrus – no, Ingalsbee – no, Mayor Pro-Tem Tripp – no, Mayor McKenzie – no, Manning – no, Morgan – no and Perrigo – no, Motion Failed.

13. REPORTS FROM BOARDS, COMMISSION & CITY OFFICES

13A. City Boards, Commissions and Area Agencies

13A.1 – Accept the Minutes from the Economic Development Corporation/Brownfield Redevelopment Authority Meeting on October 2, 2019. Manning provided a report.

13B. Finance Department

13B.1 -Request to Approve Accounts Payable and Payroll for the Week Ending October 2, 2019

Motion by Tripp, supported by Morgan to approve Accounts Payable and Payroll for the Week Ending October 13, 2019. Motion Passed 7-0.

13E. Public Works
13E.1 – Request to Adopt Resolution 19.20 which is accept the Terms of the Maintenance Agreement from the Michigan Department of Transportation for Maintenance of the State Trunk Lines through the City of Allegan and to authorize the Mayor and City Clerk to sign the agreement.

Motion by Perrigo with support by Andrus to approve, accept and adopt Resolution 19.20 which is accept the Terms of the Maintenance Agreement from the Michigan Department of Transportation for Maintenance of the State Trunk Lines through the City of Allegan and to authorize the Mayor and City Clerk to sign the agreement. Motion Passed 7-0

13E.2 – Request to Adopt Resolution 19.21 which is accepting the Terms of the Agreement from the Michigan Department of Transportation for concrete installation along Federal – Aid Routes as part of the Safe Routes to School Program and to authorize the Mayor and the City Clerk to sign the agreement.

Motion by Morgan with support by Andrus to approve, accept and adopt Resolution 19.21 which is accepting the Terms of the Agreement from the Michigan Department of Transportation for concrete installation along Federal – Aid Routes as part of the Safe Routes to School Program and to authorize the Mayor and the City Clerk to sign the agreement. Motion Passed 7-0

13E.3 – Request to accept a maintenance easement from the Allegan District Library to maintain a public sidewalk along the eastern portion of their property at 331 Hubbard Street and to authorize the Mayor and the City Clerk to sign the easement.

Motion by Ingalsbee with support by Manning to approve, a maintenance easement from the Allegan District Library to maintain a public sidewalk along the eastern portion of their property at 331 Hubbard Street and to authorize the Mayor and the City Clerk to sign the easement. Motion Passed 7-0.

13F. City Manager & City Clerk

13F.1 – Request to approve the application from Schaendorf Brewing Company to grant the following new licenses, new brew pub, three bars, outdoor services and catering services to be located at 404-420 Water.

Motion by Ingalsbee with support from Morgan to approve the application from Schaendorf Brewing Company to grant the following new licenses, new brew pub, three bars, outdoor services and catering services to be located at 404-420 Water. Motion Passed 7-0.

13F.2 – Request to appoint Danielle Bird and Carol Canales to serve on the City of Allegan Election Commission per Section 4.4 of the Allegan City Charter.

Motion by Andrus with support from Perrigo to appoint Danielle Bird and Carol Canales to serve on the City of Allegan Election Commission per Section 4.4 of the Allegan City Charter. Motion Passed 7-0.
13F.3 – Request to declare various office furniture from the Griswold Auditorium as Surplus Property.

Motion Ingalsbee with support from Manning to declare various office furniture from the Griswold Auditorium as Surplus Property, not including Council table. Council would like staff to review expenses related to Council table and report back to Council regarding Council table before declaring surplus. **Motion Passed 7-0**

14. BOARD APPOINTMENTS

15. COMMUNICATIONS FROM CITY MANAGER, COUNCIL & MAYOR

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

Promotions Coordinator Parker Johnson – commented on the successful weekend events and continued efforts from the Positively Allegan Campaign

City Clerk Tapper – Nothing

City Manager Dye – commented on the Focus Group meetings with regards to the Retail Market Study. This group will be meeting through the end of November. Dye also reminded Council members and audience members who are seeking election in this upcoming November election of the City of Allegan sign ordinance. Sign are not to be place in the road right of away. Signs found in the right of way will be relocated.

Council Member Perrigo – nothing at this time

Council Member Morgan – nothing at this time

Council Member Manning – Thanked all the students for attending this evening’s Council meeting.

Council Member Ingalsbee – nothing at this time

Council Member Andrus – would like a future discussion of the topic of the homelessness population of students in the City of Allegan area. Andrus was concerned to hear the numbers of students leaving in the area who did not have homes.

16. CLOSED SESSION

17. ADJOURNMENT

Mayor McKenzie adjourned the meeting at 8:57PM.

Minutes respectfully submitted by,

Christopher Tapper
Christopher Tapper
City Clerk
MEMORANDUM

TO: Allegan City Council
FROM: Joel Dye, City Manager
RE: On Street Parking Regulations in the City of Allegan
DATE: October 28, 2019

Summary

It is requested that City Council discuss the proposed ordinance to more clearly regulate on street parking.

Over the past summer the Downtown Development Authority has been reviewing parking regulations in the Downtown. As part of that process city staff noticed that the current ordinance did not adequately regulate on street parking throughout the entirety of the City of Allegan. Through ongoing discussions with the Police Department and the Department of Public Works, as well as the Downtown Development Authority the attached ordinance was developed to mirror current practices and desires by all aforementioned parties.

In general, overnight parking between the hours of 2:30 AM and 5:00 AM will be banned on all streets, with some exceptions. Below is not a complete list of the exceptions. Please see the attached ordinance for a complete list of the exceptions and rules.

- Between April 1st and November 14th, passenger vehicles will be allowed to park on the streets.
- No Parking will be allowed on streets in the Core Downtown Area between the hours of 2:00 AM and 5:30 AM year round.
- No Parking will be allowed on streets identified at State Trunk Lines (M-222, M-40, and M-89).
- No parking between the sidewalk and the edge of the road.

Recommendation

It is recommended that City Council have a first reading proposed ordinance and to schedule a public hearing to received public comments on the proposed ordinance.

Attachments

Proposed On Street Parking Ordinance
Chapter 28. Motor Vehicles and Traffic

Article III. Parking, Stopping, and Standing

Sec. 28-31. Prohibited in specified places or times.

(a) Except when necessary to avoid conflict with other traffic or in compliance with law or the directions of a police officer or traffic-control device, a person shall not stop, stand, or park a vehicle in any of the following places:

(1) At any place where official signs prohibit stopping, standing, or parking.

(2) In any place where the parked vehicle would significantly impede or obstruct United States mail delivery, street cleaning, plowing, maintenance, waste removal, or similar municipal functions.

(3) Between the right of way lines of any street between the hours of 2:30 a.m. and 5:00 a.m. of any day; except that this prohibition shall not apply to first responders on emergency calls.

(b) Notwithstanding Subsection (a)(3), currently licensed and operable one to twelve passenger motor vehicles, motorcycles, and trucks not exceeding two tons in carrying capacity may park between the right of way lines of any street between 2:30 a.m. and 5:00 a.m. on any day from April 1st through November 14th, provided that:

(1) There shall be no parking during such hours of trailers or non-motorized recreational vehicles (whether or not attached to a passenger vehicle or truck) between the sidewalk lines of any street;

(2) There shall be no parking during such hours between the right of way lines on any street as noted below:

a). The Length of Brady Street

b). Hubbard Street from Walnut Street to Water Street

c). The Length of Locust Street

d). The Length of Water Street

e). Trowbridge Street from Chestnut Street to Water Street
f). Chestnut Street from Trowbridge Street to Hubbard Street

(3) There shall be no parking during such hours in a manner that impedes the flow of traffic or where official signs prohibit stopping, standing, or parking.

(4) There shall be no parking between right of way lines along any state trunk line.

(5) There shall be no parking on sidewalks or between sidewalk and edge of street.

(6) Vehicles may remain parked between sidewalk lines of a public street (other than between a sidewalk and edge of street), in the same spot, for up to 96 hours. Any vehicle identified as exceeding this time limit shall be deemed an abandoned vehicle and may be given notice and thereafter removed as an abandoned vehicle under the Michigan Vehicle Code, MCLA 257.252 to 257.252m, as amended from time to time.

(c) The City of Allegan has the authority to permit or prohibit on street parking at any time.
CITY COUNCIL FOR THE CITY OF ALLEGAN
PROCLAMATION

Certificate of Appreciation

WHEREAS, Charles Tripp has served this community unselfishly as a member of the Allegan City Council for the accumulation of eight years; and

WHEREAS, in addition to the years of dedicated service as a Councilmember, he also provided dedicated service and participation on various boards including approximately 30 years on the City of Allegan Planning Commission; and

WHEREAS, his involvement has been marked by exemplary dedication in the best interests of the citizens of Allegan as he worked constantly for the betterment of its health, safety, and general welfare; and

NOW, THEREFORE, BE IT PROCLAIMED that the City Council for the City of Allegan, and on behalf of all our citizens, does hereby express our sincere appreciation and thanks to Charles Tripp for his distinguished service to the community and highly commends him for the manner in which he has carried out his duties and responsibilities.

BE IT FURTHER PROCLAIMED, that the City Council extends best wishes on his future endeavors.

Dated this 28th day of October, 2019.

___________________
Rachel McKenzie, Mayor
CITY COUNCIL FOR THE CITY OF ALLEGAN
PROCEDURAL ORDER

Certificate of Appreciation

WHEREAS, Patrick Morgan has served this community unselfishly as a member of the Allegan City Council for the accumulation of four years; and

WHEREAS, in addition to the years of dedicated service as a Councilmember, he also provided dedicated service and participation on the Allegan Fire District Board; and

WHEREAS, his involvement has been marked by exemplary dedication in the best interests of the citizens of Allegan as he worked constantly for the betterment of its health, safety, and general welfare; and

NOW, THEREFORE, BE IT PROCLAIMED that the City Council for the City of Allegan, and on behalf of all our citizens, does hereby express our sincere appreciation and thanks to Patrick Morgan for his distinguished service to the community and highly commends him for the manner in which he has carried out his duties and responsibilities.

BE IT FURTHER PROCLAIMED, that the City Council extends best wishes on his future endeavors.

Dated this 28th day of October, 2019.

___________________
Rachel McKenzie, Mayor
MINUTES

1. Call to order: Judi McCall called the meeting to order at 6:30 pm.

2. Attendance: Judi McCall, Rosie Hunter, Paula Mintek, Mike Manning, Landria Christman, Also present: Joel Dye, Aaron Haskin, Jamie Morton, Tom Morton, and Bob Sosnowski

Absent: Cyndi Reed, Pete Savage, Delora Andrus

3.

4. Approval of Minutes from August 14, 2019: Rosie, supported by Paula, motioned to approve the minutes as presented. The minutes were approved.

5. Cemetery Headstone Decorations: The subcommittee formed to discuss the rules about headstone and cemetery decorations will work on this item over the winter.

6. Blessed Sacrament Church Expansion in the Cemetery: Joel discussed the meeting he held with Aaron Haskin, Jamie Morton and Paul Hodge to discuss expanding the Catholic Church section of the cemetery. The Blessed Sacrament Church would like to add 3 more rows of graves immediately south of the existing section. Jamie Morton confirmed the area the Church would like to purchase from the City for Catholic Burials. Rosie motioned, supported by Landria, to sell the Blessed Sacrament Church enough property to include 3 more rows of grave sites immediately south of the existing section and this will be the final sale of cemetery property to the Church. The motion passed unanimously.

7. Mural Review and Approval Process: Paula is researching ordinances from other communities and will share the information when she gets the research done. The Commission reviewed a rendition
Agenda Item 13A.1

of a mural Landria would like to paint on the back of her building at Locust and Trowbridge Street and looked at some murals done by Walldogs. Judi stated that we should make the murals in the downtown very diverse. The Public Spaces Commission will work on an ordinance to regulate murals in the City of Allegan over the winter months. It was recommended that all murals on buildings are on hiatus until the ordinance is written. Joel stated he and Paula will get information on other community’s ordinances to review at the next meeting. Joel also asked the Commission members to bring their 3 top priorities related to murals for discussion at the next meeting.

8. Cross Country Skiing at the Sports Complex: Paula discussed purchasing a snowmobile with cross country ski grooming equipment that is currently available for sale. The machine was used at the Lynx Golf Course the last few years and the owner is planning to move from the area and would like to sell the equipment. The Commission was in favor of having groomed ski trails at the Complex and recommended staff to look at the equipment to see about purchasing it.

9. Adjournment: Rosie, supported by Paula, motioned to adjourn the meeting at 7:55 pm.
HISTORIC DISTRICT COMMISSION
Allegan City Hall
231 Trowbridge Street
Allegan MI 49010
October 11, 2019

I. Call to Order by Jill Bentley at 7:00pm

II. Attendance

PRESENT: Jill Bentley, Traci Perrigo, Rob Way, Cassandra Seelhoff, and Brad Burke
ABSENT: Mike Morton and Eddie Quinones-Walker
TARDY: None
STAFF: Lori Castello - PCI
Joel Dye – City Manager

III. Approval of the Previous Meeting Minutes

Brad Burke, supported by Traci Perrigo, made a motion to approve the minutes from the August 8, 2019 meeting. Motion carried 5-0.

IV. Public Comment

No comments were received.

V. Applications

1. 219 Hubbard Street

Applicants were requesting to replace three (3) upper story wood windows with vinyl double hung windows. Applicant noted that the appearance will remain the same with, including one vertical contour grid in both sashes.

Brad Burke, supported by Traci Perrigo Burke, made a motion to approve the replacement of three (3) upper story wood windows with vinyl double hung windows including one vertical contour grid in both sashes based on Secretary of Interior Standards 1 -10. Motion carried 5-0.

RESULT: Approved (UNANIMOUS)
MOVER: Brad Burke
SECONDER: Traci Perrigo
2. 543 Trowbridge Street

Applicant was requesting approval to alter the porch roof by replacing the shingle roof with a standing-seam metal roof material and also to alter the porch columns and rails by removing the sided wall and square posts and replacing them with a vinyl rail system and round vinyl columns.

After much discussion, the Commission decided to approve the roof part of the project and table the wall and post part of the project. The Commission also asked staff to look into changes being made to the foundation as well as look at the structural integrity of the porch.

Rob Way, supported by Brad Burke, made a motion to approve the alteration of the roof by replacing the shingle roof with a standing-seam metal roof, based on the Secretary of Interior Standards 1, 3, 7, 8, 9. Motion carried 5-0.

RESULT: Approved (UNANIMOUS)
MOVER: Rob Way
SECONDER: Brad Burke
YEAS: Bentley, Perrigo, Seelhoff, Way, Burke

Brad Burke, supported by Traci Perrigo, made a motion to table the alteration of the wall and post part of the project to their November meeting. Motion carried 5-0.

RESULT: Approved (UNANIMOUS)
MOVER: Brad Burke
SECONDER: Traci Perrigo
YEAS: Bentley, Perrigo, Seelhoff, Way, Burke

3. 316 Cutler Street

Applicant was requesting to replace an overhead fiberglass garage door with an overhead steel paneled garage door measuring 9’ x 7’.

Rob Way, supported by Cassandra Seelhoff, made a motion to approve the replacement of the garage door based on Secretary of Interior Standards 1-10. Motion carried 5-0.

RESULT: Approved (UNANIMOUS)
MOVER: Rob Way
SECONDER: Cassandra Seelhoff
YEAS: Bentley, Perrigo, Seelhoff, Way, Burke

4. 245 Cutler Street

Applicant was requesting to install solar panels on the east side and south side of their roof.
Brad Burke, supported by Rob Way, made a motion to approve the installation of solar panels on the east side and south side of the roof per the submitted application based on Secretary of Interior Standards 1-10. Motion carried 5-0.

RESULT: Approved (UNANIMOUS)
MOVER: Brad Burke
SECONDER: Rob Way
YEAS: Bentley, Perrigo, Seelhoff, Way, Burke

VI. Staff Approvals

1. 513 Monroe Road

Lori Castello gave an overview of the staff approval to repair existing vinyl siding and shingles with identical materials. This replacement is necessary due to a tree falling on the house.

VII. Other Business

None

X. Staff/Commission Comment

None

XI. Adjournment

Meeting was adjourned at 6:43 pm.

Respectfully Submitted

Joel Dye
City Manager
MEMORANDUM

TO: Allegan City Council
FROM: Joel Dye, City Manager
RE: Approval of Accounts Payable and Payroll
DATE: October 28, 2019

Summary

It is requested that City Council approve accounts payable in the amount of $260,795.21 and payroll in the amount of $141,784.74 for a total disbursement of $402,579.95.

Attached is the accounts payable and payroll summary sheet.

Recommendation

It is recommended that that City Council approve accounts payable in the amount of $260,795.21 and payroll in the amount of $141,784.74 for a total disbursement of $402,579.95.

Attachment

Accounts Payable and Payroll Summary Sheet
## Disbursement Report
### October 28, 2019

October 15th, 2019 thru October 28th  

### Accounts Payable by Fund

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<td>Major Streets</td>
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<td>Local Streets</td>
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<td>Trust &amp; Agency</td>
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**Total A/P by Fund** $260,795.21

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**Total Checks** $260,795.21

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<td>Payroll EFT Remittances</td>
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**Total Checks** $33,346.61

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**Total Payroll** $141,784.74

**Total Disbursements** $402,579.95
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<td>Allegan True Value</td>
<td>Supplies</td>
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Num Checks: 79 255,482.48
MEMORANDUM

TO: Allegan City Council
FROM: Joel Dye, City Manager
       Doug Sweeris, Water Utilities Director
RE: Repair of Variable Frequency Drives for the Water Plant and Resource Recovery Facilities by Precision Electric
DATE: October 28, 2019

Summary

It is requested that City Council approve the purchase Orders from Precision Electric in the total amount of $6,298 plus shipping for repair of six VFD’s for the Water Utilities Department.

VFD’s control the speed of electrical motor used on pumps at both the Water Plant and the Resource Recovery Facility. Several VFD’s have been replaced at both facilities the last few years. The VFD’s that were taken out were recently delivered to Precision Electric for assessment on repair. Precision can repair six of the VFD’s for a total of $6,298 plus freight of needed parts for repair, the cost of these six VFD’s if purchased new from Precision would be $17,553. These will provide spare VFD’s for the water plant’s well pumps and interstage R.O. pump, the resource recovery’s raw sewage pumps and sludge return pumps.

Recommendation

It is recommended that City Council approve the purchase Order from Precision Electric in the amount of $6,298.00 plus shipping for repair of six VFD’s for the Water Utilities Department.

Attachment

Pictures
Quote
Purchase Order
Agenda Item 13D.1

Well pump VFD (1 of 3)  
R.O. 1\textsuperscript{st} and 2\textsuperscript{nd} stage VFD’s (1 of 3)

Return sludge pump VFD (1 of 3)  
Raw sewage pump VFD’s
October 01, 2019

City of Allegan
350 North Street
Allegan, MI 49010
Attention: Tod Heckman
RE: QUOTE # 27000

Tod,

Regarding the following equipment received for repair on our SO# 217310.

Eaton, 30/40 hp, 480v, 46/61 amp, SVX030A1-4A1B1, AC Drive

Your investment for repair will be: $1,105.00. Plus incoming freight on required parts and materials. Delivery will be approximately 2 weeks after receipt of your order.

If you have any questions, or need more information, please let me know. Thank you for this opportunity to be of service to City of Allegan.

Sincerely,

Joe Chamberlin
President

Sign and return via fax or email and we will process your order. THANK YOU!
FAX: 1-574-255-7394, EMAIL: joe@precision-elec.com

Authorized by: ____________________________ Date: __________________

Print name: ____________________________ PO #: __________________

This quote is valid for a period of 30 days.
City of Allegan
350 North Street
Allegan, MI 49010
Attention: Tod Heckman
RE: QUOTE # 27001

October 01, 2019

Tod,

Regarding the following equipment received for repair on our SO# 217311:

Eaton, 30/40 hp, 460v, 46/61 amp, SVX030A1-4A1B1, AC Drive

Your investment for repair will be: $1,147.50. Plus incoming freight on required parts and materials. Delivery will be approximately 2 weeks after receipt of your order.

If you have any questions, or need more information, please let me know. Thank you for this opportunity to be of service to City of Allegan.

Sincerely,

Joe Chamberlin
President

Sign and return via fax or email and we will process your order. THANK YOU!
FAX: 1-574-255-7394, EMAIL: joe@precision-elec.com

Authorized by: ___________________________ Date: ___________________________

Print name: ___________________________ PO #: ___________________________

This quote is valid for a period of 30 days.
October 01, 2019

City of Allegan
350 North Street
Allegan, MI 49010
Attention: Tod Heckman
RE: QUOTE # 27002

Tod,

Regarding the following equipment received for repair on our SO# 217312.

_Eaton, 7.5/10 hp, 460v, SVX007A1-4A1B1, AC Drive_

Your investment for repair will be: **$485.50**. Plus incoming freight on required parts and materials. Delivery will be approximately 2 weeks after receipt of your order.

If you have any questions, or need more information, please let me know. Thank you for this opportunity to be of service to City of Allegan.

Sincerely,

_Joe Chamberlin_
President

Sign and return via fax or email and we will process your order. THANK YOU:
FAX: 1-574-255-7394, EMAIL: joe@precision-elec.com

Authorized by: ______________________________ Date: __________________

Print name: ______________________________ PO #: __________________

This quote is valid for a period of 30 days.
Precision Electric, Inc.
1508 West Sixth Street
Mishawaka, Indiana 46544
Phone: 574-256-1000
Fax: 574-255-7394
e-mail: joe@precision-elec.com
www.precision-elec.com

City of Allegan
350 North Street
Allegan, MI 49010
Attention: Tod Heckman
RE: QUOTE # 27003

October 01, 2019

Tod,

Regarding the following equipment received for repair on our SO# 217913.

Eaton, 15/20 hp, 480v, 23/31 amps, SVX015A1-4A1B1, AC Drive

Your investment for repair will be: $590.00. Plus incoming freight on required parts and materials. Delivery will be approximately 2 weeks after receipt of your order.

If you have any questions, or need more information, please let me know. Thank you for this opportunity to be of service to City of Allegan.

Sincerely,

Jae Chamberlin
President

Sign and return via fax or email and we will process your order. THANK YOU!
FAX: 1-574-255-7394, EMAIL: joe@precision-elec.com

Authorized by: ____________________________ Date: ____________________________
Print name: ____________________________ PO #: ____________________________

This quote is valid for a period of 30 days.
Precision Electric, Inc.
1508 West Sixth Street
Mishawaka, Indiana 46544
Phone: 574-256-1000
Fax: 574-255-7394
e-mail: joe@precision-elec.com
www.precision-elec.com

October 01, 2019

City of Allegan
350 North Street
Allegan, MI 49010
Attention: Tod Heckman
RE: QUOTE # 27004

Tod,

Regarding the following equipment received for repair on our SO# 217314.

Eaton, 60 hp, 480v, 87 amps, HVX060A2-4A1N1B5C2, AC Drive

Your investment for repair will be: $1,825.00. Plus incoming freight on required parts and materials. Delivery will be approximately 2 weeks after receipt of your order.

If you have any questions, or need more information, please let me know. Thank you for this opportunity to be of service to City of Allegan.

Sincerely,

Joe Chamberlin
President

Sign and return via fax or email and we will process your order.  THANK YOU!
FAX: 1-574-255-7394, EMAIL: joe@precision-elec.com

Authorized by: ___________________________ Date: ________________________

Print name: ___________________________ PO #: ________________________

This quote is valid for a period of 30 days.
City of Allegan
350 North Street
Allegan, MI 49010
Attention: Tod Heckman
RE: QUOTE # 27005

October 01, 2019

Octoer 01, 2019

Tod,

Regarding the following equipment received for repair on our SO# 217315.

Eaton, 60 hp, 460v, 87 amps, HVX060A2-4A1N1B5C2, AC Drive

Your investment for repair will be: $1,045.00. Plus incoming freight on required parts and materials. Delivery will be approximately 2 weeks after receipt of your order.

If you have any questions, or need more information, please let me know. Thank you for this opportunity to be of service to City of Allegan.

Sincerely,

Joe Chamberlin
President

Sign and return via fax or email and we will process your order. THANKS!
FAX: 1-574-255-7394, EMAIL: joe@precision-elec.com

Authorized by: __________________________ Date: __________________

Print name: _____________________________ PO #: __________________

This quote is valid for a period of 30 days.
Agenda Item 13E.1

MEMORANDUM

TO: Allegan City Council
FROM: Joel Dye, City Manager
RE: PO # 20--0551
DATE: 10/24/2019

Summary

Cronk Services has been clearing the snow from the downtown sidewalks and the Riverfront area for the last two winter seasons. PO # 20-0551 is to enter into a 3 year contract with set pricing for each snow removal event. Cronk services will also use deicing solution for an additional amount paid by the gallon of solution used. We estimate 30 snow events per season.

Recommendation

It is recommended to approve PO 20-0551 and enter into a contract with Cronk Services for downtown snow removal services.
Agenda Item 13E.1
City of Allegan
231 Trowbridge Street
Allegan, MI 49010
(269) 673-5511
(269) 686-5139

Purchase Requisition

Requested Date 10/23/2019

Purchase Requisition No 20-0551

Requested By AHASKIN
Department 478
DPW - Winter Maintenance

Preferred Vendor 546937
CRONK SERVICES, LLC
Address 450 M 40 SOUTH
ALLEGAN, MI 49010

Contract/Job #: 

Req. Description: Snow Clearing contract for the downtown sidewalks

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<td>Downtown Sidewalk Snow Clearing</td>
<td>203-463-81800</td>
<td>11,250.00</td>
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Total: 11,250.00

☑ In Budget ☐ Requires Budget Amendment

Requested By: ________________ Date 10/23/19

Finance Approval: ________________ Date _____________

CM/Council Approval: ________________ Date _____________

Notes:
This is for a 3 year contract to provide sidewalk snow clearing services in the downtown area. The estimated cost is based on 30 clearing events/year at $375/clearing ($11,250/year) plus liquid chloride de-icer.

Summary of All Bids Received

Bidder Name: ________________

Bid Amount: ________________
Cronk Services, LLC  
450 M40 South  
Allegan MI 49010  
616-826-4363

Quote number: 2019-2022

City of Allegan  
112 Locust St.  
Allegan, MI 49010

Cronk Services, LLC wants to thank you for the opportunity to provide the following services:

Clearing the sidewalks during the early morning at a cost of $375.00 per clearing up to 4 inches of snowfall based on the map provided by Aaron Haskin.

Liquid deicer is available for an additional cost.

Each additional clearing will be billed at $35.00 per man hour to clear during mid day.

This contract will run from 11/2019 thru 4/2022 winter season.

Either party may cancel this contract with a 30-day written notice.

Cronk Services is to supply the City of Allegan a written copy of their liability policy with the City of Allegan

Acceptance: ________________________________________________
Print and Sign

Title: ______________________________________________________

Thank you,  
Brian Cronk, Owner  
Cronk Services, LLC
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFRS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Hartman-Ellis Agency, LTD
100 Locust Street
Allegan, MI 49010

INSURED
BRIAN CRONK
450 M 40 S
Allegan, MI 49010

CONTACT NAME: Tammy Gage
PHONE: (616) 309-7423
FAX: (616) 309-7423
EMAIL: tammy@hartmanellis.com
ADDRESS: Tammy@hartmanellis.com

INSURER(S) AFFORDING COVERAGE
INSURER A: GRANGE INS CO OF MI
NAIC #: 11136

COVERAGE
COMMERCIAL GENERAL LIABILITY
- CLAIMS-MADE
- OCCUR
- EACH OCCURRENCE
- LIMITS
- 1,000,000

AUTOMOBILE LIABILITY
- OWNED AUTOS ONLY
- SCHEDULED AUTOS
- NON-OWNED AUTOS ONLY
- EACH OCCURRENCE
- LIMITS
- 500,000

WORKERS COMPENSATION AND EMPLOYEES’ LIABILITY
- Y/N: N

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CANCELLATION
SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Tammy Gage

© 1988-2015 ACORD CORPORATION. All rights reserved.
Agenda Item 13E.2

MEMORANDUM

TO: Allegan City Council
FROM: Joel Dye, City Manager
RE: Purchase Order 20-0550 for Geomelt
DATE: 10/24/19

Summary

Purchase Order 20-0550 to Road Solutions is for the purchase of 3000 gallons of Geomelt solution (beet juice) to treat 600 tons of salt currently in the salt barn for the 2019-2020 winter season. Geomelt is sprayed into the salt pile to pre-wet the salt which helps the salt stick to the road and reduces bounce and scatter. Additional benefits of Geomelt are quicker reaction time on ice; the salt will work at lower temperatures, less salt use and reduced corrosion properties of the salt.

Recommendation

It is recommended to approve purchasing Geomelt for the 2019-2020 winter season.
### Agenda Item 13E.2

**City of Allegan**  
231 Trowbridge Street  
Allegan, MI 49010  
(269) 673-5511  
(269) 686-5139

#### Purchase Requisition

*Requested Date: 10/23/2019*

**Purchase Requisition No:** 20-0550

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<td>AHASKIN</td>
<td>546852</td>
<td>5616 PROGRESS ROAD</td>
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<tr>
<td>Department 478</td>
<td>ROAD SOLUTIONS, INC.</td>
<td>INDIANAPOLIS, IN 46241</td>
</tr>
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<td><strong>Contract/Job #:</strong></td>
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<td><strong>Req. Description:</strong> 3000 gallons of Geomelt (beet juice) solution for the winter road</td>
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**Total:** 8,225.00

- [ ] In Budget  - [ ] Requires Budget Amendment

**Requested By:** [Signature]

**Date:** 10/23/19

**Finance Approval:** [Signature]

**Date:** 

**CM/Council Approval:** [Signature]

**Date:** 

**Notes:**

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**Summary of All Bids Received**

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<th>Bidder Name</th>
<th>Bid Amount</th>
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MEMORANDUM

TO: Allegan City Council
FROM: Joel Dye, City Manager
RE: Review and Discuss potential sale of city owned land from the Oakwood Cemetery to Blessed Sacrament Cemetery and schedule a public hearing for November 25, 2019 regarding this potential sale.
DATE: October 28, 2019

Summary

It is requested that City Council Review and Discuss potential sale of city owned land from the Oakwood Cemetery to Blessed Sacrament Cemetery and schedule a public hearing for November 25, 2019 regarding this potential sale.

Blessed Sacrament Parish has approached the City of Allegan and has requested to purchase three rows or 284 spots adjacent to the current Blessed Sacrament Cemetery off Sherman Street. Please see the attached letter from Blessed Sacrament Cemetery.

City Staff took this request to the Public Spaces Commission and the Public Spaces Commission unanimously passed the following motion:

Rosie motioned, supported by Landria, to sell the Blessed Sacrament Church enough property to include 3 more rows of grave sites immediately south of the existing section and this will be the final sale of cemetery property to the Church.

Staff has reviewed this issue and is recommended that the this sale be contingent of Blessed Sacrament Parish be financially responsible for surveying, plotting and building of the cemetery road through the area they are purchasing.

Recommendation

It is recommended that City Council Review and Discuss potential sale of city owned land from the Oakwood Cemetery to Blessed Sacrament Cemetery and schedule a public hearing for November 25, 2019 regarding this potential sale.
Mr. Joel Dye – City Manager  
Members of Allegan City Council  
Allegan City Hall  
231 Trowbridge St.  
Allegan MI 49010

September 26, 2019

To Whom it May Concern;

The Parish of Blessed Sacrament is officially requesting permission to purchase three rows or 284 spots adjacent to our current cemetery area as recently discussed. We understand that we will be financially responsible for the surveying, plotting, and the building of roads through this area that we wish to purchase. We look forward to hearing from you.

Sincerely,

[Signature]

Fr. Simon Manjooran  
Pastor of Blessed Sacrament
MEMORANDUM

TO: Allegan City Council
FROM: Joel Dye, City Manager
RE: Request to declare the old city council table as surplus and to direct city staff to dispose of the table per city policy
DATE: October 28, 2019

Summary

It is requested that City Council declare the old city council table as surplus and to direct city staff to dispose of the table per city policy.

At Council’s October 14, 2019 meeting, City Council declared several items from the Griswold Auditorium as surplus. During that discussion, Council chose to withhold declaring the Old City Council Table as surplus and instead asked Staff to find out how much Council spent on that table.

Staff looked into our records and verified that in May of 2016 the City Council spent $11,297 on the Council Table and $745 on necessary electrical upgrades for a total of $12,042.

Recommendation

It is recommended that City Council declare the old city council table as surplus and to direct city staff to dispose of the table per city policy.
Agenda Item 13F.1
## Purchase Requisition

**Agenda Item 13F.1**

**05/05/2016**

City of Allegan
112 Locust
Allegan, MI 49010
(269) 673-5511
(269) 686-5139

**Purchase Requisition No** 16-0412

**Requested Date** 05/05/2016

---

**Requested By** TJS
**Department** 750
**Griswold**

**Preferred Vendor** 547072
**Conference Tablesolutions.com**

**Address** 7032 Truman road

Kansas City, MO 64126

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<th>Unit Price</th>
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<td>101-750-97900</td>
<td>11,297.00</td>
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- [ ] In Budget
- [ ] Requires Budget Amendment

**Total:** 11,297.00

---

**Requested By:**

**Finance Approval:**

**CM/Council Approval:**

**Date 5-6-16**

**Date 5-10-16**

**Date 5-9-16**

---

**Notes:**

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**Summary of All Bids Received**

<table>
<thead>
<tr>
<th>Bidder Name</th>
<th>Bid Amount</th>
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<tr>
<td></td>
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<tr>
<td>Line Item</td>
<td>Part/Description/Details</td>
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<tr>
<td>-----------</td>
<td>-------------------------</td>
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<tr>
<td>0001</td>
<td>1CTS-GGA402-VWE-CJ</td>
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<tr>
<td></td>
<td>Custom End Panel</td>
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<tr>
<td></td>
<td>Collection</td>
</tr>
<tr>
<td></td>
<td>Base: (2) 2&quot; x 24&quot;</td>
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<tr>
<td></td>
<td>End Panels, set in</td>
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<tr>
<td></td>
<td>meeting position,</td>
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<tr>
<td></td>
<td>standard stain</td>
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<td></td>
<td>veneer, Includes</td>
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<td></td>
<td>metal U brackets and</td>
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<td></td>
<td>locking casters</td>
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<td></td>
<td>Includes wire access</td>
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<tr>
<td></td>
<td>channel in each end</td>
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<tr>
<td></td>
<td>panel, standard stain</td>
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<tr>
<td></td>
<td>veneer, Includes</td>
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<tr>
<td></td>
<td>decorative hardware,</td>
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<tr>
<td></td>
<td>approach slide</td>
</tr>
<tr>
<td></td>
<td>Top: 36&quot; x 101 3/16&quot;</td>
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<tr>
<td></td>
<td>custom shape, 1 piece,</td>
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<td>standard stain veneer</td>
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<tr>
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<td>Edge: 1.25 x 1.25&quot;</td>
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<td>Solid Wood</td>
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<tr>
<td></td>
<td>Overall height: 26&quot;</td>
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<tr>
<td></td>
<td>Includes: (1) TAS</td>
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<td></td>
<td>anti-sag bar, (2)</td>
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<td></td>
<td>Villa Daisylink (2</td>
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<tr>
<td></td>
<td>power only) with</td>
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<tr>
<td></td>
<td>grommet, (1) TML</td>
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<tr>
<td></td>
<td>table locks A-B</td>
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<tr>
<td></td>
<td>Product ships on a</td>
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<tr>
<td></td>
<td>skid(s) Knocked Down</td>
</tr>
<tr>
<td></td>
<td>(some assembly required,</td>
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<tr>
<td></td>
<td>not included in price</td>
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<tr>
<td></td>
<td>above) *See drawing:</td>
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<tr>
<td></td>
<td>City of Allegan 01-A</td>
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<td></td>
<td>Layout1 dated 3-24-15</td>
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<td></td>
<td>for specifics</td>
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<td></td>
<td>finishes:</td>
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<td></td>
<td>Top, Base, Edge finish:</td>
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<td></td>
<td>Columbian Walnut stain</td>
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<td></td>
<td>on Cherry</td>
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<td>Edge Profile: 1.25 x</td>
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<td>1.25&quot; Square edge</td>
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<td></td>
<td>Villa: Black</td>
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<td>0002</td>
<td>1CTS-GGP484-VWE</td>
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<td></td>
<td>Custom End Panel</td>
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<td>Collection</td>
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<td>Base: (2) 2&quot; x 24&quot;</td>
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<td>End Panels, set in</td>
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<td>meeting position,</td>
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<td></td>
<td>standard stain</td>
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<td>veneer, includes metal</td>
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<td>U brackets and locking</td>
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<td>casters</td>
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<td>Includes wire access</td>
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<td>channel in each end</td>
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<td>panel, standard stain</td>
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<td>veneer, includes</td>
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<td>decorative hardware,</td>
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<td>approach slide</td>
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<tr>
<td></td>
<td>Top: 36&quot; x 92 3/4&quot;</td>
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<td></td>
<td>Rectangle, 1 piece,</td>
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<td></td>
<td>standard stain veneer</td>
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<td></td>
<td>Edge: 1.25 x 1.25&quot;</td>
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<td></td>
<td>Solid Wood</td>
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<td>Overall height: 26&quot;</td>
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<td>Includes: (1) TAS</td>
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<td>anti-sag bar, (3)</td>
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<td>Villa Daisylink (2</td>
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<td>power only) with</td>
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<td>grommet, (1) TML</td>
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<td>table locks A-B</td>
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<td></td>
<td>1.25&quot; Square edge</td>
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<tr>
<td></td>
<td>Villa: Black</td>
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<tr>
<td>0003</td>
<td>Villa Daisylink starter</td>
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<td></td>
<td>cable</td>
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<td>72&quot; cord with 36&quot;</td>
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<td></td>
<td>extenders for overall</td>
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<td></td>
<td>106&quot; length</td>
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<tr>
<td>0004</td>
<td>Receive, Deliver,</td>
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<td></td>
<td>Install</td>
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<td></td>
<td>address: City of</td>
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<tr>
<td></td>
<td>Allegan - Griswold,</td>
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<tr>
<td></td>
<td>401 Hubbard St.,</td>
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<tr>
<td></td>
<td>standard business hours</td>
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<tr>
<td></td>
<td>, main floor, includes</td>
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<tr>
<td></td>
<td>packing debris removal</td>
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<tr>
<td></td>
<td>(not responsible for</td>
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<tr>
<td></td>
<td>power/data connection</td>
</tr>
<tr>
<td></td>
<td>to source)</td>
</tr>
</tbody>
</table>

*Order must be prepaid before processing. Taxes are to be self-assessed.
Veneer and wood edge table standard lead time 6-8 weeks to ship.
All products are custom made to order and all sales are final.

*Note: Conference Table Solutions, Attn: Accounts Receivable, 7106 E. Truman Rd, Kansas City, MO 64126
**Agenda Item 13F.1**

**INVOICE**

**DUE UPON RECEIPT**

**INVOICE NO:** 11757  
**DATE:** 4/12/2017

**ESPER JOB NO:** A008029  
**PURCHASE ORDER:**

**BILL TO:** GRISWOLD AUDITORIUM  
401 HUBBARD ST  
ALLEGAN  MI  49010

*Attn: Tammy Gorby*

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>PER QUOTE - ADD 1 FLOORBOX</td>
<td>745.00</td>
</tr>
</tbody>
</table>

**INVOICE TOTAL AMOUNT DUE:** $745.00  

If it is more convenient you can pay by credit card by calling 269-342-6909  
A processing fee of 3% will be charged for the use of a credit card  
LATE FEE CHARGED ON PAST DUE INVOICEx

**APPROVED FOR PAYMENT BY:**

**DATE:**

**PURCHASE ORDER NO.: PARTIAL**

**DISTRIBUTION:** 101-750-93100

**APPROVED BY FINANCE**

**MOUNT:**
MEMORANDUM

TO: Allegan City Council
FROM: Joel Dye, City Manager
RE: Request to approve and accept agreement from Frontier Communications extending existing METRO Act Permit
DATE: October 28, 2019

Summary

It is requested that City Council approve and accept the agreement from Frontier Communications and grant an extension to the existing METRO Act Permit. The request is to extend the term to end on 3/27/2025.

This agreement permits Frontier Communications to install and maintain telecommunications in the City right of way.

Recommendation

It is recommended that City Council approve and accept the agreement from Frontier Communications and grant an extension to the existing METRO Act Permit, and authorize the Clerk to execute the agreement of behalf of the City Council of Allegan.
October 15, 2019

Danielle Bird
City Clerk
City of Allegan
112 Locust St.
Allegan, MI 49010

METRO ACT RIGHT OF WAY EXTENSION

Dear Mr. Bird:

This is a letter agreement which extends the existing METRO Act Permit issued by the City of Allegan to Frontier Communications ("Frontier") which expires on 3/27/2020. The extension is for a term to end on 3/27/2025.

If this is agreeable, please sign two copies of the extension letter agreement in the place provided below and return to Frontier at the address on this letterhead. Upon receipt, Frontier will acknowledge and return one copy for your files.

Additional information regarding this renewal request may be found at [http://www.michigan.gov/mpsc](http://www.michigan.gov/mpsc). Please click on Telecommunications, METRO Act/Right of Way, and Frontier 5-year extension.

We would appreciate return of the signed copies within 30 days of receiving this request. Your cooperation is appreciated.

If you have any questions feel free to contact Mr. Bob Stewart via e-mail, Robert.E.Stewart@ftr.com or 989-723-0277.

Agreed to by and on behalf of the (Municipality Name) Frontier Communications including Frontier North Inc., Frontier Midstates Inc., and Frontier Communications of Michigan Inc. Acknowledges receipt of this Permit Extension granted by the municipality

By: ____________________________
    Signature

By: Robert E. Stewart

Its: ____________________________
    State Director - Government Affairs

Date: ____________________________