

DOWAGIAC CITY COUNCIL MEETING

Monday September 14, 2015

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A regular meeting of the Dowagiac City Council was called to order by Mayor Lyons at 7:00 p.m.

Mayor Lyons led the Pledge of Allegiance to the flag.

PRESENT: Mayor Donald D. Lyons, Mayor Pro-Tem Leon D. Laylin; Councilmembers James B. Dodd, Lori A. Hunt, Danielle E. Lucas, Bob B. Schuur and City Clerk Jane P. Wilson.

ABSENT: Charles Burling

STAFF: City Manager Kevin P. Anderson, City Manager

Councilmember Dodd moved and Councilmember Hunt seconded that the minutes of the August 24, 2015 meeting be approved.

Approved unanimously.

COMMUNICATIONS –

1. PARK(ing) Day, September 18 – Corner of Front St. & Beeson

Councilmember Schuur offered and moved to approve the event; seconded by Councilmember Dodd.

Approved unanimously.

2. Warbirds Fly-in, October 4 – at the Dowagiac Municipal Airport

Councilmember Laylin offered and moved to approve the event; seconded by Councilmember Lucas.

Approved unanimously.

RESOLUTIONS –

1. Resolution to award the bid for demolition of the 200 Division to Melching, Inc., in the amount of \$392,000.

Councilmember Schuur offered and moved to approve the following resolution; seconded by Councilmember Laylin.

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WHEREAS, the building at 200 E. Division Street, often referred to as “Old Grey” is a blight and it has been determined that the only economically feasible way to resolve the blighted condition is to raze the building; and,

WHEREAS, the City has solicited and received competitive bids for the removal of the structure; and,

WHEREAS, the City has received a grant in the amount of \$250,000 to assist in the cost to demolition the building at 200 E. Division Street; and,

WHEREAS, the low bidder, Melching, Inc., has sufficient experience to perform the tasks specified in the bid documents.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by affirmative vote of its City Council, hereby approves and accepts the bid from Melching, Inc. for demolition and removal of the building at 200 E. Division Street in the amount of \$392,000.

BE IT FURTHER RESOLVED that the City Council directs the Mayor and City Clerk to be authorized as the signatory for execution of the same.

APPROVED unanimously.

2. Resolution to award the bid for demolition of 303 Walnut Street to Merrill, Inc., in the amount of \$3,800.

Councilmember Laylin offered and moved to approve the following resolution; seconded by Councilmember Schuur.

WHEREAS, the building at 303 Walnut Street has been determined to be blighted by City Council.

WHEREAS, prior to this determination, notice was given to the building’s owners and a public hearing was held. No one attended the public hearing.

WHEREAS, the City has solicited and received competitive bids for the removal of the structure.

WHEREAS, the low bidder, Merrill Excavating, has sufficient experience to perform the tasks specified in the bid documents.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by affirmative vote of its City Council, hereby approves and accepts the bid from Merrill Excavating for demolition and removal of the building at 303 Walnut Street in the amount of \$3,800.

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APPROVED unanimously.

3. Resolution authorizing a class and compensation schedule for Fiscal Year 2015-2016.

Councilmember Hunt offered and moved the adoption of the following resolution; seconded by Councilmember Dodd.

WHEREAS, Section 7.7 of the Dowagiac City Charter sets forth the duties of the City Manager, and;

WHEREAS, the City Manager shall see that all laws, ordinances, rules and regulations adopted by the City Council and provisions of the Charter are properly enforced, and;

WHEREAS, the City Manager shall recommend to the Council for consideration such measures as he may deem necessary and expedient, and;

WHEREAS, the City Manager recommends to Council the approval of an annual fiscal year adjustment of 2.0% to the Classification and Compensation System as attached hereto.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by the affirmative vote of its City Council, does hereby approve and adopt the annual fiscal year adjustment of 2.00% to the Classification and Compensation System attached hereto effective October 1, 2015.

APPROVED unanimously.

4. Resolution authorizing a grant of easement at the Dowagiac Municipal Airport for drainage to the California Drain Drainage Project.

Councilmember Schuur offered and moved the adoption of the following resolution; seconded by Councilmember Dodd.

WHEREAS, the maintenance of drainage systems throughout Cass County is a function of the Cass County Drain Commissioner; and,

WHEREAS, the Dowagiac Municipal Airport is part of the California Drain Drainage District; and,

WHEREAS, a grant of easement to the California Drain Drainage District is necessary for the conveyance of storm water through airport property; and,

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WHEREAS, easement documents have been prepared.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by affirmative vote of its City Council, hereby approves the attached easement.

BE IT FURTHER RESOLVED that the City Council directs the Mayor to be authorized as the signatory for execution of the same.

APPROVED unanimously.

5. Resolution authorizing a proposal with Wightman Associates for design services and topographical surveys necessary for downtown improvements and park improvements.

Councilmember Dodd offered and moved the adoption of the following Resolution, which was seconded by Councilmember Laylin.

WHEREAS, City Council continues to explore ways to enhance the health, safety and welfare of the City of Dowagiac; and,

WHEREAS, the City has considered a number of capital projects throughout the city that will enhance the quality of life for all residents; and,

WHEREAS, the city has been diligent in paying down debt to be in a financial position to make significant infrastructure investments within current cash flows and not negatively impact services or current commitments to local street improvement funding; and,

WHEREAS, the City has engaged the services of Wightman & Associates to develop master plans for a number of capital projects throughout the city and finds that it is in the City's best interest for them to continue providing design and consulting services on these projects.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by affirmative vote of its City Council, hereby approves and accept the proposal dated September 10, 2015 from Wightman & Associates for project budget of \$162,100 for topographical and preliminary design services.

BE IT FURTHER RESOLVED that the City Council directs the City Manager to be authorized as the signatory for execution of the same.

APPROVED unanimously.

6. Resolution authorizing banking services.

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Councilmember Laylin offered and moved the adoption of the following Resolution, which was seconded by Councilmember Hunt.

WHEREAS, the City of Dowagiac routinely reviews all of its agreements and has recently reviewed banking services; and,

WHEREAS, the City Treasurer solicited proposals for banking services which were reviewed by both the City Treasurer and Finance Director; and,

WHEREAS, after review of all proposals staff recommendation is to continue the City's banking relationship with Huntington Bank.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by affirmative vote of its City Council, hereby approves a proposal from Huntington Bank to provide banking services; and,

BE IT FURTHER RESOLVED that City Council directs the City Treasurer to be authorized as the signatory for execution of the same.

APPROVED unanimously.

7. Resolution establishing Trick or Treat hours for October 31, 2015.

Councilmember Schuur offered and moved the adoption of the following resolution; seconded by Councilmember Lucas.

WHEREAS, traditionally the City Council has designated a specific day and time in which Halloween Trick or Treat activities will be conducted in the City of Dowagiac, and;

WHEREAS, this year Halloween falls on Saturday, October 31, 2015, and;

WHEREAS, the Dowagiac City Administration and Police Department have recommended that the Trick or Treat hours for 2015 be established as 6:00 p.m. to 7:00 p.m. on Saturday, October 31.

NOW, THEREFORE, BE IT RESOLVED that the City of Dowagiac, by the affirmative vote of its City Council, does hereby authorize and designate that Trick or Treat activities be conducted in the City of Dowagiac for 2015 on Saturday, October 31, between the hours of 6:00 p.m. and 7:00 p.m.

BE IT FURTHER RESOLVED, that those that go out on Trick or Treat activities limit their solicitations to homes with porch lights on.

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APPROVED unanimously.

8. Resolution to authorize and direct the City Treasurer to pay the following bills and payroll due:

Councilmember Schuur offered and moved the adoption of the following resolution; seconded by Councilmember Lucas.

WHEREAS, the following information has been reviewed by the City Manager and City Treasurer and is being presented to City Council with a recommendation to approve invoices and payroll #24 & #25 for the periods ending 8/30/15:

Invoices \$294,809.37 PR #25 \$117,381.85 Total \$412,128.22

BE IT RESOLVED that the City Manager and City Treasurer are hereby authorized and directed to pay the following bills and payroll due:

<u>BILLS</u>	<u>PAYROLL</u>	<u>TOTAL</u>
\$294,809.37	\$117,381.85	\$412,128.22

ADOPTED on a roll call vote.

Ayes: Six (5) Dodd, Hunt, Laylin, Lucas, Schuur

Nays: None (0)

Absent: Burling

Abstain: None (0)

ADJOURNMENT

Upon motion by Councilmember Schuur and seconded by Councilmember Dodd, the Dowagiac City Council adjourned at 7:24 PM.

Donald D. Lyons, Mayor

Jane P. Wilson, City Clerk