

## DOWAGIAC CITY COUNCIL MEETING

Monday November 12, 2012

A regular meeting of the Dowagiac City Council was called to order by Mayor Donald D. 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 Charles K. Burling, James B. Dodd, Randall G. Gross, Sr., Lori A. Hunt and Bob B. Schuur.

STAFF: City Manger Kevin P. Anderson and City Clerk James E. Snow.

Councilmember Laylin moved and Councilmember Hunt seconded that the minutes of the October 22, 2012 meeting be approved.

Approved unanimously.

### COMMENTS FROM THE AUDIENCE (NON-AGENDA)

Bill Lorenz 511 Green St., Dowagiac, MI 49047

### COMMUNICATIONS

1. Communications from elected City officials indicating their compliance with Section 14.11 of the Dowagiac City Charter.

Mayor Lyons declared that the communications be received and placed on file.

2. Communications from various City employees indicating their intent to transact business with the City of Dowagiac.

Mayor Lyons declared that the communications be received and placed on file.

3. Communication from the Greater Dowagiac Chamber of Commerce to host the Dowagiac Old-Fashioned Christmas Celebration, November 16-18, 2012 and the Candle-light Christmas Parade, December 7, 2012.

Councilmember Burling moved and Councilmember Schuur seconded to grant the request.

Approved unanimously.

DOWAGIAC CITY COUNCIL MEETING

Monday November 12, 2012

Page Two

APPOINTMENT

1. Board of Review- Recommended by Mayor and offered by Mayor Pro-Tem:  
Reappoint Jean Cline for a term expiring December 2015.

Councilmember Burling moved and Councilmember Dodd seconded to approve the Mayor's appointment.

Approved unanimously.

RESOLUTIONS

1. Resolution to authorize the City Manager to apply for a Rural Business Enterprise Grant with the USDA for downtown improvements.

**CITY OF DOWAGIAC  
PRE-APPLICATION FOR A RURAL BUSINESS ENTERPRISE GRANT**

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

**WHEREAS,** the City of Dowagiac desires to improve its employment, tax base and the overall quality of lives of its residents; and

**WHEREAS,** the City of Dowagiac has decided to utilize its strategic location to expand and attract new businesses; and

**WHEREAS,** the City of Dowagiac has identified a key anchor for its downtown; and

**WHEREAS,** the City of Dowagiac wants to provide an opportunity for growth of business within the City; and

**WHEREAS,** the City of Dowagiac will be submitting a grant pre-application in the amount of \$99,000 to assist with engineering and architectural renderings; and

**WHEREAS,** proposed new developments in the city meets the goals of the economic development plan for the community to create jobs; and

**WHEREAS,** the City of Dowagiac intends to request funding assistance from the United States Department of Agriculture (USDA); and

**WHEREAS,** the City needs to designate a Certifying Officer to execute and attest to City documents in relationship to the pre-application.

DOWAGIAC CITY COUNCIL MEETING

Monday November 12, 2012

Page Three

**NOW, THEREFORE, BE IT RESOLVED** that the Certifying Officer for the USDA – Rural Business Enterprise Grant for the City of Dowagiac Downtown Enhancement Application is Kevin Anderson, City Manager.

**BE IT FURTHER RESOLVED**, that Kevin Anderson, the Certifying Officer, shall execute the grant pre-application and all necessary documents in preparation for the submittal of said pre-application.

**BE IT FURTHER RESOLVED**, that the City has budgeted \$35,000 as matching funds.

**BE IT FURTHER RESOLVED**, that the City of Dowagiac shall apply for a pre-application Rural Business Enterprise Grant with the USDA in the amount of \$99,000.

ADOPTED unanimously.

2. Resolution to authorize budget amendments.

Councilmember Laylin offered and moved the adoption of the following resolution; seconded by Councilmember Burling.

**WHEREAS**, the City administration has reviewed the attached budgets for the 2011-12 fiscal year and the actual revenues and expenditures through September 30, 2012; and

**WHEREAS**, the City administration recommends revision of the attached budgets in accordance with the latest projections available; and

**WHEREAS**, the attached report for these funds indicates the current budget and the recommended budget revisions.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Dowagiac, by the affirmative vote of its City Council, does hereby adopt the attached, recommended revised budgets.

ADOPTED unanimously.

3. Resolution to establish a museum non-reverting trust fund.

DOWAGIAC CITY COUNCIL MEETING

Monday November 12, 2012

Page Four

Councilmember Laylin offered and moved the adoption of the following resolution; seconded by Councilmember Gross.

**WHEREAS**, the City of Dowagiac agreed to operate the former Southwestern Michigan College Museum; and

**WHEREAS**, the City has currently received a number of generous financial contributions; and

**WHEREAS**, it is anticipated that future fundraising efforts will be necessary for the purchase of artifacts and long-term care of the museum facilities; and

**WHEREAS**, it is important to establish how donations will be used.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Dowagiac does hereby establish a non-reverting trust fund for the purpose of long-term care of artifacts and museum facilities.

**BE IT FURTHER RESOLVED** that all donations made for the acquisition and care of artifacts and museum facilities shall be deposited in the non-reverting fund and that all interest earned on monies in the fund shall remain in said fund.

**BE IT FURTHER RESOLVED** that expenditures from the non-reverting fund shall only be made for the acquisition, care and upkeep of artifacts and museum facilities.

ADOPTED unanimously.

4. Resolution to adopt the new name of the museum.

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

**WHEREAS**, the City of Dowagiac and Southwestern Michigan College have agreed to transfer the operations of the Southwestern Michigan College Museum to the City of Dowagiac and relocate the museum to a downtown site formerly known as Behnke's Paint & Carpet at 202 W. Railroad Street; and

**WHEREAS**, the Museum Advisory Committee has met with the Museum Director and has indicated that the new location and change in operations warrants a

DOWAGIAC CITY COUNCIL MEETING

Monday November 12, 2012

Page Five

name for the facility that more fully describes the museum's location and purpose; and

**WHEREAS**, the Museum Advisory Committee has reviewed the pros and cons of a variety of names for the museum; and

**WHEREAS**, the Museum Advisory Committee has recommended the name "Dowagiac Area History Museum".

**NOW, THEREFORE, BE IT RESOLVED** that City Council concurs with the Museum Advisory Committee recommendation and does hereby name the museum at 202 W. Railroad Street as the "Dowagiac Area History Museum".

ADOPTED unanimously.

5. 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 Burling.

**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 #3 for the period ending 11/8/12:

Invoices: 594,025.33  
Payroll: 118,426.30  
Total: \$712,451.63

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

<u>Invoices</u>	<u>Payroll</u>	<u>Total</u>
\$594,025.33	\$118,426.30	\$712,451.63

ADOPTED on a roll call vote.

Ayes: Burling, Dodd, Gross, Hunt, Laylin and Schuur

Nays: None (0)

DOWAGIAC CITY COUNCIL MEETING

Monday November 12, 2012

Page Six

Absent: None (0)

Abstain: None (0)

Upon motion by Councilmember Dodd, and seconded by Councilmember Laylin, the Dowagiac City Council adjourned at 7:22 p.m.

---

Donald D. Lyons, Mayor

---

James E. Snow, City Clerk