



City of Watervliet
Regular Commission Meeting Minutes
April 2, 2024 at 5:30 PM.

Meeting was called to order by Mayor Muth at 5:34 P.M.

Pledge of Allegiance was led by Commissioner Zach Smith.

Present: Commissioner Duane Cobb, Commissioner Zach Smith, Commissioner Michael Bumstead, Commissioner David Brinker, Commissioner Rebeca Oliphant and Mayor Muth. Also in Attendance: City Manager Danielle Tiedeman and City Clerk Melanie Marvin.

Absent: Commissioners Bill Whitney

Approval of Agenda

Motion: Commissioner Cobb motioned to approve the agenda as amended, moving Trident Dock & Dredge presentation up in the agenda, under vii – approval of invoices. Motion was supported by Commissioner Oliphant.

Roll Call Vote:

Ayes: Cobb, Brinker, Oliphant, Smith, Bumstead and Mayor Muth

Nays:

Absent: Whitney

Motion Carried.

Public Comments: Riverside Dr. resident Gloria Grane stated that she had filled out the drainage survey and provided photos of flooding around her home, to Alan Smaka. George S. of Riverside Dr. asked why the dump passes are provided for a limited amount of time.

Approval of Meeting Minutes for the March 5, 2024 Commission Meeting

Motion: Commissioner Oliphant motioned to approve the meeting minutes from the March 5, 2024, regular Commission meeting. Motion was supported by Commissioner Smith.

Roll Call Vote:

Ayes: Brinker, Cobb, Bumstead, Oliphant, Smith and Mayor Muth

Nays:

Absent: Whitney

Motion Carried.

Approval of Payables/Payroll for March 2024

Motion: Commissioner Brinker motioned to approve Payables and Payroll for the month of March 2024 in the amount of \$223,713.33. Motion was supported by Commissioner Bumstead.

Roll Call Vote:

Ayes: Oliphant, Smith, Cobb, Bumstead, Brinker and Mayor Muth

Nays:

Absent: Whitney

Motion Carried.

Trident Dock & Dredge Discussion / Recommendation

Trident Dock & Dredge inspected the canoe launch, located in Hays Park. Their current assessment is that it would be better to replace the canoe launch as opposed to repairing it. The cost to replace it is estimated to be \$45,600.00. A repair would be very expensive because the cost to get a barge to the site is \$12,000.00. If the City chooses to replace the canoe launch, there are a few different options available relating to the design and materials to be used. Additional information and further discussion will be held at a later date.

Committee/Board Reports

1. **Planning Commission** – Zach Smith provided a verbal update on the Planning Commission
2. **Downtown Development Authority (DDA)** – Commissioner Oliphant stated that the DDA's meeting was moved to March 14, 2024. (meeting was subsequently moved to March 28, 2024).
3. **PPLAWA (Sewer Board)** – Duane Cobb gave a verbal report.
4. **Joint Fire Board** – Commissioner Smith gave a verbal report and presented the Watervliet Joint Fire Board's FY24/25 Budget.

Department Reports

1. **Department of Public Works** – Alan Smaka provided a verbal report for the Dept. of Public Works
2. **Police Department** – Chief Sutherland, being absent from the meeting, provided a written report.
3. **City Hall** – Clerk Marvin gave a verbal report.
4. **Water Department** – No report.
5. **Community Development Director/Engineer** – Alan Smaka gave a verbal report and discussed his quarterly goals.

Old Business –

1. **Update on 204 Crescent Street Property**

City Manager Tiedeman informed the Commission that she had worked with the Berrien County Land Bank to secure funding for the demolition of the church building. Berrien County Land Bank will utilize up to \$110,430.00 of its Blight Elimination Funds to

eliminate the blight. This is a big win for the City as it frees up the remaining SLFRF (Covid Relief Funds) for use by the City.

New Business – Action/Discussion Items

Approval of City-Wide Garage Sale and Dump Passes

Motion: Commissioner Oliphant motioned to approve the dates for the city-wide garage sale to be May 23, 2024 – May 27, 2024 and dump passes to be provided between the dates of May 23, 2024 through July 8, 2024. Motion was supported by Commissioner Bumstead.
(One dump pass per city parcel, good for two yards and must be used by July 8, 2024)

Roll Call Vote:

Ayes: Smith, Oliphant, Bumstead, Cobb, Brinker and Mayor Muth

Nays:

Absent: Whitney

Motion Carried.

Approval of Watervliet Joint Fire Board FY 24/25 Budget

Motion: Commissioner Cobb motioned to approve the Watervliet Joint Fire Board FY 24/25 Budget as presented. Motion was supported by Commissioner Oliphant.

Roll Call Vote:

Ayes: Bumstead, Cobb, Brinker, Oliphant, Smith and Mayor Muth

Nays:

Absent: Whitney

Motion Carried.

Review / Approval of 2024 Independence Day Celebration Special Event Application

Motion: Commissioner Oliphant motioned to approve the 2024 Independence Day Special Event Application. Motion was supported by Commissioner Bumstead.

Roll Call Vote:

Ayes: Bumstead, Oliphant, Smith, Cobb, Brinker and Mayor Muth

Nays:

Absent: Whitney

Motion Carried.

Approval of \$250.00 Contribution to Watervliet Charter Township for Airport Fly-In Mailer

Motion: Commissioner Brinker motioned to approve a \$250.00 contribution to Watervliet Charter Township for the airport fly-in mailer. Motion was supported by Commissioner Smith.

Roll Call Vote:

Ayes: Cobb, Brinker, Smith, Oliphant, Bumstead and Mayor Muth

Nays:

Absent: Whitney

Motion Carried.

Approval of Art FX Quote for Social District Signs

Motion: Commissioner Smith motioned to approve the quote from Art FX in the amount of \$2,640.00. Motion was supported by Commissioner Bumstead.

Roll Call Vote:

Ayes: Smith, Bumstead, Oliphant, Cobb, Brinker and Mayor Muth

Nays:

Absent: Whitney

Motion Carried.

Approval of Financial Support For River Clean-Up (tree removal)

Motion: Commissioner Brinker motioned to approve financial support for river clean up for an amount not to exceed \$1,000.00. Motion was supported by Commissioner Bumstead.

Roll Call Vote:

Ayes: Bumstead, Smith, Oliphant, Brinker, Cobb and Mayor Muth

Nays:

Absent: Whitney

Motion Carried.

Appointment of Justin Gagliardo to Planning Commission

Motion: Commissioner Oliphant motioned to appoint city resident, Justin Gagliardo to the Planning Commission. Motion was supported by Commissioner Cobb.

Roll Call Vote:

Ayes: Oliphant, Smith, Bumstead, Cobb, Brinker and Mayor Muth

Nays:

Absent: Whitney

Motion Carried.

CSX Sewer Line Repair Discussion

Alan Smaka informed the Commission that there has been an ongoing issue with the sewer line at the CSX Railroad property on W. Pleasant Street. It is believed that the sewer line that comes from the building has collapsed. Public Works is unable to determine where that line connected into the City's sanitary sewer. Alan stated he had reached out to a few contractors regarding doing the repair because the City's public works department did not have the required equipment. The contractors he reached out to are booked up for the next six weeks or so, so he is planning to rent the equipment and have the public works department do the repair. There is a question as to who is responsible for the cost of the repair and Alan suggested that the cost might be split between the City and CSX. More updates to come as more information becomes known.

Bond Council Discussion

Alan Smaka presented cost estimates and scope of service letters for bond council services from Miller Canfield and Mika Meyers. It is necessary for the City to obtain services from a bond council as it is a requirement of the upcoming USDA project. Alan recommended the Commission approve moving forward with Mika Meyers.

Motion: Commissioner Cobb motioned to approve using Mika Meyers as the bond council for the USDA project. Motion was supported by Commissioner Bumstead.

Roll Call Vote:

Ayes: Cobb, Brinker, Bumstead, Oliphant, Smith and Mayor Muth

Nays:

Absent: Whitney

Motion Carried.

(Commissioner Smith asked for clarification relating to the scope of Mika Meyers role relating to legal representation as stated in their letter. Commissioner Smith wanted to confirm and be clear that Jessica Fette is the City's attorney and legal representative in all matters and securing Mika Meyers for bond council services does not supersede or circumvent any contract the City has with Jessica Fette. Alan Smaka confirmed that Mika Meyers legal services are limited to bond council services only).

Public Comments – None

City Manager's Report – City Manager Danielle Tiedeman gave a verbal report. Her report included updates on the social district, Crescent Street property, the old Bob's Hobby Shop building as well as other condemned properties she has been working on with Bob Lohr. Danielle reminded everyone that there will be a "Budget Workshop" on May 18, 2024, at 9:00am. The purpose of the workshop is to have each department head go over their current budget, discussing any major issues or out of the ordinary expenses they incurred this year and discuss their FY24/25 budget needs. Danielle feels this will be a great opportunity for the Commission to get a more in-depth look at the budget from a departmental perspective and provide a comprehensive understanding of the overall budget in preparation of the FY23/24 year-end budget amendments and FY24/25 budget adoption.

Motion: Commissioner Oliphant motioned to adjourn the meeting at 7:15PM. Motion was supported by Commissioner Bumstead.

All in Favor. Motion Carried.

Next commission meeting will be Tuesday, May 7, 2024 at 5:30pm.

Meeting was adjourned at 7:15PM.



Mayor, Deah Muth



Clerk, Melanie Marvin