



## City of Watervliet

Regular Commission Meeting Minutes  
January 10, 2023 at 6:00 PM.

---

Meeting was called to order by Mayor Muth at 6:00 P.M.

**Pledge of Allegiance was led by George Watkins.**

**Present:** Commissioner David Brinker, Commissioner John LaRatta, Commissioner Bill Whitney, Jr., Commissioner Rebecca Oliphant, Commissioner Zach Smith, Commissioner Duane Cobb and Mayor Muth. Also in Attendance: City Manager R. Tyler Dotson and City Clerk Melanie Marvin.

**Approval of Agenda:**

**Motion:** Commissioner Oliphant motioned to approve the agenda as presented. Motion was supported by Commissioner Cobb.

**Roll Call Vote:**

Ayes: Oliphant, Whitney, Smith, LaRatta, Cobb, Brinker and Mayor Muth

Nays:

Absent:

**Motion Carried.**

**Public Comments:** Kathy Jordan of Riverside Drive spoke, asking if any progress had been made towards a remedy to the condemned home located at 422 Riverside Dr. which is next door to her home. Kathy attended the December 2022 meeting and requested that the city address the issue that has gone on for three years.

Gloria Grane of Riverside Drive spoke, stating that she lived on the other side of 422 Riverside Drive and she too was in attendance to get an update.

David Martin of Riverside Drive stated that he was here to inquire about what was taking so long to take care of the house located at 422 Riverside Drive. He also stated that he had called several times to complain about barking dogs, all summer long and nothing had been done. He asked if the city's water is safe to drink.

**Approval of Meeting Minutes for December 6, 2022 Regular Commission Meeting - Attachment #1**

**Motion:** Commissioner Oliphant motioned to approve the meeting minutes from the December 6, 2022 meeting. Motion was supported by Commissioner Whitney.

**Roll Call Vote:**

Ayes: Whitney, Smith, LaRatta, Oliphant, Brinker, Cobb and Mayor Muth

Nays:

Absent:

**Motion Carried.**

**Approval of Payables/Payroll for December 2022 - Attachment #2**

**Motion:** Commissioner Cobb motioned to approve Payables and Payroll for the month of December 2022 in the amount of \$209,493.02. Motion was supported by Commissioner Oliphant.

**Roll Call Vote:**

Ayes: Cobb, Brinker, LaRatta, Smith, Whitney, Oliphant and Mayor Muth

Nays:

Absent:

**Motion Carried.**

**Committee/Board Reports**

1. **Planning Commission** – No report.
2. **Downtown Development Authority (DDA)** – No report.
3. **PPLAWA (Sewer Board)** – Duane Cobb stated that the PPLAWA is waiting for Dan Fette to attend the meetings of City of Coloma and both Coloma and Watervliet Townships and obtain the resolutions needed to move forward with bonding the planned equipment project.
4. **Joint Fire Board** – Chief Whitney gave a verbal report on the fire department.

**Department Reports**

1. **Department of Public Works** – Jeff Allen gave a verbal report stating that Public Works had been busy. They had a week of heavy snow and then a couple of water main breaks.
2. **Police Department** – Chief Sutherland gave a verbal report of department activity for the month of December 2022.
3. **City Hall** – Clerk Marvin gave a verbal report stating that she had completed and submitted the F65 and Act 51 reports and was preparing to do the end of the calendar year reports and filings.
4. **Water Department** – No report.
5. **Other Contractual** – No report. Update to be covered during City Manager Dotson's report.

**New Business – Action/Discussion Items**

**Approval of 2023 City Holiday Schedule – Attachment #3**

**Motion:** Commissioner Cobb motioned to approve the 2023 City Holiday Schedule. Motion was supported by Commissioner Oliphant.

**Roll Call Vote:**

Ayes: Smith, LaRatta, Cobb, Brinker, Oliphant, Whitney and Mayor Muth.

Nays:

Absent:

**Motion Carried.**

**Approval of 2023 City Commission Meeting Schedule – Attachment #4**

**Motion:** Commissioner Oliphant motioned to approve the 2023 City Commission Meeting Schedule. Motion was supported by Commissioner Cobb.

**Roll Call Vote:**

Ayes: Brinker, Cobb, LaRatta, Smith, Whitney, Oliphant and Mayor Muth

Nays:

Absent:

**Motion Carried.**

**Approval of Committee Appointments – Attachment #5**

**Motion:** Commissioner Brinker motioned to approve the committee appointments. Motion was supported by Commissioner Oliphant.

**Roll Call Vote:**

Ayes: Smith, Whitney, LaRatta, Oliphant, Cobb, Brinker and Mayor Muth

Nays:

Absent:

**Motion Carried.**

**Approval of WPD Records Clerk (Berrien County) Payment – Attachment #6**

**Motion:** Commissioner Cobb motioned to approve the payment to Berrien County Sheriff's Office in the amount of \$7,431.00. Motion was supported by Commissioner Oliphant.

**Roll Call Vote:**

Ayes: Oliphant, Brinker, Whitney, Cobb, Smith, LaRatta and Mayor Muth

Nays:

Absent:

**Motion Carried.**



**Approval to Accept the City Manager Resignation Letter – Attachment #7**

**Motion:** Commissioner Oliphant moved to support, with regret, to formally accept City Manager R. Tyler Dotson's resignation effective January 31, 2023. Motion was supported by Brinker.

**Roll Call Vote:**

Ayes: Oliphant, Whitney, Smith, LaRatta, Cobb, Brinker and Mayor Muth

Nays:

Absent:

**Motion Carried.**

**Approval of Interim City Manager Agreement – Attachment #8**

**Motion:** Commissioner Brinker motioned to approve the contractual employment agreement between the City of Watervliet and ACSP to employ ACSP Managing Member Alan Smaka. Motion was supported by Commissioner Oliphant.

**Roll Call Vote:**

Ayes: Smith, LaRatta, Cobb, Brinker, Oliphant, Whitney and Mayor Muth

Nays:

Absent:

**Motion Carried.**

**City Manager Search Discussion/Action – Attachment #9**

Two proposals for city manager search contract services were presented to the commission for review and possible action. Mayor Muth asked the commission to review both proposals and if anyone would like to make a motion to select one of the two at this time, she would entertain a motion. In the absence of a motion, Mayor Muth stated that the proposals could be reviewed and further action taken once the commission has done a more thorough review of the proposals as well as what the city is looking for to move forward.

**Approval of Perceptive Controls Quote for VFD Replacement – Attachment #10**

**Motion:** Commissioner Cobb motioned to approve the quote from Perceptive Controls for the replacement of the VFD. Motion was supported by Commissioner Oliphant.

**Roll Call Vote:**

Ayes: LaRatta, Smith, Cobb, Brinker, Whitney, Oliphant and Mayor Muth

Nays:

Absent:

**Motion Carried.**

**Demolition Update on 422 Riverside Dr. & 204 Crescent St. (covered in City Manager Dotson's verbal report)**

**SWAIP/USDA Rural Development Update (covered in City Manager Dotson's verbal report)**

**Public Comments:** Kathy Jordan of Riverside Drive spoke of the excessive flooding in and around her back yard. She stated that it is not just her back yard but is affecting her neighbors' back yards as well. Kathy Jordan also complimented the Public Works Department on doing a great job keeping the streets cleared of snow during the recent blizzard.

David Martin of Riverside Drive spoke of potholes on Riverside Drive. He also stated that a house further down on Riverside Drive had burned several years ago and did not have asbestos in it.

**City Manager's Report** – City Manager Dotson gave a verbal report. He stated that he was working with Bob Lohr and Troy Gano, both of Watervliet Township to find out what the requirements are relating to asbestos inspections and subsequent asbestos removal as it relates to both the Riverside Drive and Crescent Street properties. This is the next step in working towards a remedy to both of these condemned properties.

City Manager Dotson also provided an update on the SWAIP/USDA Rural Development project. Six bids were received and the committee will be meeting Thursday to open the cost portion of the bids. (The Thursday meeting was later moved to Friday, January 13, 2023 due to a scheduling conflict).

**Sam Leatch of Wightman & Associates provided an update on the Paw Paw Ave./Riverside Dr. Project.** The pre-construction meeting with Kalin Construction is scheduled for January 19, 2023. Construction is scheduled to begin March 20, 2023 and expected to be completed by June 30, 2023. This project is being funded, in part by a Federal Aid Route Funding Grant.

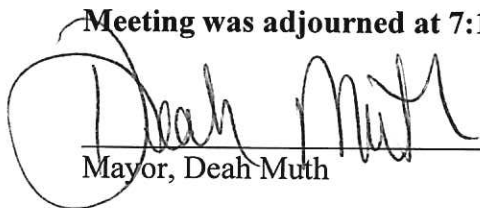
**Announcements** – Mayor Muth reminded the commission that they have historically donated \$90.00 (the equivalent of two meeting stipends) towards the Employee Appreciation Dinner which is scheduled for February 25, 2023. She asked that they do the same this year. The dinner this year will be held at the Coloma FOP, located on Angling Road in Coloma. Drinks will be at 5:00pm and dinner at 6:00pm. Commissioners will need to pay \$12.00 for themselves as well as \$12.00 for their guest if they bring one. Invitations were left at each of the commissioner's seats and invitations were provided to the employees with their pay envelopes on January 6, 2023.

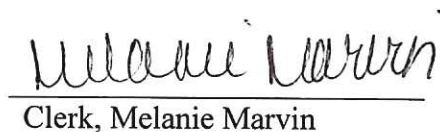
**Motion:** Commissioner Oliphant motioned to adjourn the meeting at 7:10pm. Motion was supported by Commissioner Brinker.

**All in Favor. Motion Carried.**

Next commission meeting will be Tuesday, February 7, 2023 at 6:00pm.

**Meeting was adjourned at 7:10 pm.**

  
Mayor, Deah Muth

  
Clerk, Melanie Marvin