

CITY OF FULTON
COUNCIL MEETING MINUTES
Held at Fulton Fire Department
May 13, 2024
5:30 p.m.

Regular Meeting

Meeting was called to order by Mayor Wendy Ottens at 5:30 p.m. On roll call, Alderpersons Boonstra, Brondyke, Burggraaf, Mask, VanKampen, and Wilkin were present. Alderpersons Banker and King were absent. Police Chief Neblung, Public Works Director Sikkema, City Attorney Huizenga, Business Manager Garibay, Business Manager-in-Training Hemling and City Clerk Wade were also in attendance.

The Pledge of Allegiance was recited.

A presentation was given to the Council by Matt Hansen and Jeff Smith from Willett Hofmann on the new downtown Fulton streetscape. Guests and members of the Council were shown a video rendition of the downtown area, specifically 4th Street. They showed 2 different scenarios of 4th Street, being a one-way or a two-way street and the parking spaces each would allow.

There are decisions to be made about the design. Mayor Wendy and Eric Sikkema will meet to discuss these decisions and get back to Willett Hofmann so this project can keep moving forward.

Appointments - Mayor Wendy announced the appointment of Alderperson Mindy Burggraaf as Mayor Pro-Tem to replace Alderperson Jeff Brondyke.

Mayor Wendy announced the new standing committee assignments for the next year. They are:

Economic Development: Mindy Burggraaf – Chair; Jeff Brondyke

Parks and Recreation: Sue VanKampen – Chair, Jackie Wilkin

Finance: Mindy Burggraaf – Chair, Keith King

Personnel: Terry Boonstra – Chair, Sue VanKampen, Paul Banker

Public Safety: Terry Boonstra - Chair, Barb Mask, Keith King

Marina: Paul Banker – Chair, Jeff Brondyke

Tourism: Jackie Wilkin – Chair, Barb Mask

Also included was a description of the role each committee plays in city government.

Mayor Wendy shared a letter from Charles Thacker, thanking the City's Police Department and Fire Department for their excellent service when he had his unfortunate accident.

Motion to approve the City Council meeting minutes from May 13, 2024, and the Treasurer's Report.

Aldersperson Mask made the motion. Aldersperson Boonstra seconded.

On Roll Call, all yes. (Alderspersons Banker and King were absent.)

Motion approved.

Mayor Wendy asked for a Motion to Approve the Short Plan (Travel Center) for the City of Rock Falls Addition of Territory to the Whiteside Carroll Enterprise Zone (2018).

Mayor Wendy explained that this is for an 18 million dollar Travel Center at the end of Route 40 in Rock Falls. This is great for the area's economic development.

Motion to approve was Aldersperson Mask. Seconded by Aldersperson Brondyke.

On roll call, all yes. (Alderspersons Banker and King were absent.)

Motion approved.

Mayor Wendy asked for a Motion to Approve and Add a Class C Liquor License for the new restaurant, Original Taqueria, owned by Alejandro Xona.

Motion was made by Aldersperson Boonstra. Seconded by Aldersperson Wilkin.

On roll call, all yes. (Alderspersons Banker and King were absent.)

Mayor Wendy asked for a Motion and Discussion for Willett Hofmann to start preliminary work on the replacement of the Waste Water Treatment Plant.

Motion was made by Aldersperson Mask. Seconded by Aldersperson VanKampen.

Public Works Director, Eric Sikkema, explained to the Council that the city's waste water plant is aging and it is costing the City more money every year to fix things. He stated that part of the plant is still the original plant from the early 1940's. (this is the big tank that sits up higher than anything else, that was pre-1965 flood) Everything else was added on in the 1960's. He told the Council that the original clarifier is missing part of a ring and things are deteriorating. He explained that approving this motion would make it possible to get the paperwork started. He feels it will be 5 to 7 years before a shovel would hit the ground.

Aldersperson Boonstra asked Eric about the letter from Willett Hofmann being dated 2022, Eric spoke to them about that and Matt Hansen said he would still honor that price of \$25,000.00.

Discussion was held on this being a new plant, but the lines that are currently there will still be utilized. Aldersperson Wilkin asked if the new plant had to be built on the same property, stating that this area is prime real estate along the river.

Sikkema said financially it makes more sense to leave it where it is. He said that Morrison moved their plant to a new location and it doubled the cost of the project. It's better to leave it in its present

geographical location because you already have permitted discharge sites and there is really no better land to move it to. Alderperson Wilkin wants to keep in mind that it should be considered **if there is a 5-year plan for the riverfront and the marina.**

Sikkema said there is plenty of time to make that decision. He just needs this to start the paperwork for the project, stating that the EPA takes forever to get the paperwork done. The sooner we can get our name in there, the better off we'll be, for example the 50% forgiveness that Matt Hansen discussed. There are a lot of federal waste water grants out there right now. As soon as this process gets started, then the City can start applying for some of these grants.

Discussion was held on the size of the new plant, Eric said it will be a much smaller footprint than what is presently there. It needs to be near the river because it discharges into the river. Eric stated that every plant in the area discharges to the river or a creek.

Alderperson Brondyke had a comment to add. He thinks it is wise that this is being done now. He asked if this \$25,000.00 fee will come from the Enterprise itself? Erick Sikkema said it will come from the water & sewer fund.

On roll call, all yes. (Alderpersons Banker and King were absent.)

Motioned passed.

Mayor Wendy asked for a Motion and Discussion to hire Simple Grants to begin working for the City.

Alderperson VanKampen made the motion. Alderperson Wilkin seconded.

Mayor Wendy gave her favorable opinions on why we should hire Simple Grants, the cost of \$8500.00 fits within our budget. She stated that the City has to have grants and Simple Grants can point us in the right direction. Once Simple Grants finds out of grants are applicable, doesn't mean that we can send it out for other types of grants as well. Then, the City can decide at our discretion which one is top priority, which is second, how much money, etc. We can just do one at a time.

Alderperson Mask how was this company chosen, when there are probably a lot of other companies that offer this same service? Mayor Wendy said that Gary Camarano recommended Simple Grants.

Mayor Wendy said that Rebecca Huizenga had looked over the contract. The only concern of hers was that if we ever had any litigation we would be dealing with Alabama because that's where they are out of. Mayor Wendy contacted Simple Grants and their response was that they have not had any litigations because of the fact that they don't set up a contract that is broken. We just pay as we go.

On roll call, all yes. (Alderpersons Banker and King were absent.)

Alderperson Burggraaf asked where the funds for this will come from. Business Manager Tammy Garibay said it will come out of the General Fund. (specifically it is from part of the City Administrator's salary)

Mayor Wendy asked for a motion to approve the Business Registration Form and creation of the Ordinance.

Alderperson Burggraaf made the motion. Alderperson VanKampen seconded.

Mayor Wendy stated that we are just okaying this Business Registration form that's in your packet and then it will be turned over to Rebecca to create an ordinance.

Aldersperson Wilkin said she didn't care for the \$25.00 fee. Aldersperson Mask added that there is clerical work to be done with the Business Registration form and that \$25.00 would cover the cost of that.

Mayor Wendy said that this helps with keeping Businesses information up-to-date.

Business Manager Garibay said that the City could make decals for business windows that say "we have registered our business annually with the City".

Aldersperson Wilkin asked what if a business did not register? The ordinance is passed so they would have to register. This keeps their information up-to-date for everyone such as the fire department.

Aldersperson Boonstra brought up the fact that it is very important for the fire department to have updated keyholder information at all times.

Aldersperson Burggraaf brought up that the new form asks the question, "Type of Business"? Sole Proprietorship, Partnership, etc. but does not include an LLC.

Aldersperson VanKampen asked if the City needs to ask for a businesses by-laws. Attorney Huizenga said, we do not.

Mayor Wendy asked for roll call with the correction of adding LLC as a choice of Type of Business.

On roll call, Aldersperson Wilkin, no. Alderspersons Mask, Brondyke, Boonstra, Burggraaf, and VanKampen, yes. (Alderspersons Banker and King were absent.)

Motion passed.

Mayor Wendy pointed out the Special Event Application was in the packet for Alderspersons to review. Rebecca Huizenga is working on creating an ordinance.

Discussion was held on the number of people who attended Dutch Days on Saturday. Chief Neblung estimated 2000 to 3000. This was brought up in conjunction with the amount of portable toilets are needed for each Special Event.

Business Manager Garibay stated that the need for 1 for every 200 attendees, or 1 for every 50 attendees if alcohol is served came from an insurance aspect.

Aldersperson Wilkin asked if the \$50.00 per day fee also applies to the band shell. The answer is no, that is a separate fee. The bandshell costs \$250.00 to rent and a \$250.00 deposit.

Mayor Wendy asked Public Works Director, Eric Sikkema to update the Council on the progress of the new City Hall building. He said that Beckwith Roofing had the flashing between the 2 buildings installed, the exterior lights are up and Boonstra's have been working on it. He stated that he is waiting to hear from the dry waller.

Mayor Wendy asked about the construction of the bathrooms at Drives Park. Eric Sikkema said that there are still discussions being held as to the placement of the bathrooms. Aldersperson Wilkin said the

committee is looking at what may be added to Drives Park in the future and they are trying to make sure the new facility would be easily accessible to any of the park's amenities.

Mayor Wendy asked for suggestions on having one or two City Council meetings per month. She asked if we just had one, would that cut down on absences, or are two necessary? Discussion was held and it was decided that the Council needs to meet two times a month to keep things running smoothly.

Aldersperson Brondyke stated that he would like to see the meetings moved to a later time. It is hard for him to get to the meetings at 5:30 because of his work schedule. He is suggesting a 6:30 p.m. start time. After a brief discussion, Mayor Wendy said to try it and see how it goes.

Business Manager Tammy Garibay said there has to be an Ordinance to change the time of the City Council meetings. Rebecca Huizenga, City Attorney, will begin working on an ordinance.

Committee Reports –

Aldersperson VanKampen wants to have a Parks and Rec meeting on May 29, 2024, at 4:00 p.m. at City Hall. She also had estimates for lights at Pleasure Park. BNC Electric gave an estimate of \$29,500.00 back in 2019.

A brief discussion was held on the future of the marina. Aldersperson Burggraaf suggested using Simple Grants to help the city with the marina. Business Manager Garibay said we have 84 slips and only 26 are rented.

It was discussed that trying to advertise the Marina better may help.

A brief discussion was held on the NIMS training. Chief Neblung reminded everyone that it is to be completed by July 1, 2024.

Mayor Wendy asked for a motion to go into Closed Session to discuss personnel at 6:33 p.m.

Motion made by Aldersperson Burggraaf. Seconded by Aldersperson Boonstra.

On roll call, all yes.

Motion approved.

Mayor Wendy asked for a motion to go out of Closed Session.

Motion made by Aldersperson Mask. Seconded by Aldersperson Brondyke.

Motion approved.

Mayor Wendy asked for a motion to return to the regular meeting at 7:08 p.m.

Motion made by Aldersperson Brondyke. Seconded by Aldersperson Boonstra.

On roll call. All yes.

Motion approved.

Mayor Wendy asked for a motion to move forward with the International Property Maintenance and Building Code by creating an ordinance as of July 1, 2024, being enforced on January 1, 2025.

Motion made by Alderperson Boonstra. Seconded by Alderperson VanKampen.

On roll call, all yes. (Alderperson Banker and Alderperson King were absent.)

Motion approved.

Mayor Wendy asked for a motion to approve a full-time Community Service Officer (COS). Duties include city code enforcement and zoning. (a job description was included in the council packet.)

Alderperson Mask made the motion. Alderperson Wilkin seconded.

On roll call, all yes. (Alderperson Banker and Alderperson King were absent.)

Motion approved.

Mayor Wendy asked for a motion to approve the purchase of a 2019 Dodge Ram Quad Cab with approximately 68,000 miles from another agency, replace motor via Layne Automotive, and graphics not to exceed \$20,000. Motor cost is \$11,341.80. Funding coming from the cannabis special projects fund.

Motion made by Alderperson Boonstra. Alderperson Brondyke seconded.

Chief Neblung explained the condition of the vehicle. It is in good shape. The new motor from Layne Automotive here in Fulton will come with a 3-year warranty. He stated that the price of the vehicle is yet to be determined by their city council for approval. He is confident that the total cost will not exceed \$20,000.00. This truck will be a nice addition to the City's vehicles and it is a much needed pickup truck to be used for many purposes.

On roll call, all yes. (Alderperson Banker and Alderperson King were absent.)

Motion approved.

Mayor Wendy asked for a motion to adjourn.

Council members, all yes.

Meeting adjourned at 7:28 p.m.

Respectfully submitted.

Tori Wade

City Clerk