

MANISTEE CITY COUNCIL

MEETING AGENDA

Tuesday, July 19, 2011 - 7:00 p.m. - Council Chambers

I. Call to Order.

- a.) PLEDGE OF ALLEGIANCE.
- b.) ROLL CALL.

II. Public Hearings.

- a.) PUBLIC HEARING ON RAMSDELL THEATRE HVAC SYSTEM IMPROVEMENTS.

The City of Manistee owns and operates the Ramsdell Theatre. The City is proposing making renovations to the building's HVAC system. Since the City also leases portions of the building to non-profit organizations, the Federal Tax Equity and Fiscal Responsibility Act requires that the City hold a public hearing prior to entering into tax-exempt financing for the project. The hearing tonight is to receive input on the proposed project and financing.

No action is required at this time. Council will be considering this project later tonight during the regular meeting.

III. Citizen Comments on Agenda Related Items.

- IV. Consent Agenda. All agenda items marked with an asterisk (*) are on the consent agenda and considered by the City Manager to be routine matters. If the Mayor or any member of the Council wishes to discuss an item on the consent agenda, it will be deleted from the consent agenda and considered in its regular order on the agenda. Consent agenda items include:

- V. Approval of Minutes.
- VI. a.) Approval of Payroll.
b.) Cash Balances Report.
- XI. b.) Notification Regarding Next Work Session.
d.) Consideration of WSMC Auxiliary Tag Day Request.
e.) Consideration of Lions Club White Cane Sale.

At this time Council could take action to approve the Consent Agenda as presented.

- *V. **Approval of Minutes.** Approval of the minutes of the July 5, 2011 regular meeting and the July 12, 2011 bus tour as attached.

VI. Financial Report.

- *a.) APPROVAL OF PAYROLL.
- *b.) CASH BALANCES REPORT.

VII. Unfinished Business.

VIII. New Business.

- a.) CONSIDERATION OF A RESOLUTION AUTHORIZING INSTALLMENT PURCHASE AGREEMENT FOR RAMSDELL THEATRE HVAC PROJECT.

The City of Manistee owns and operates the Ramsdell Theatre. The City is making renovations to the building's HVAC system. In order to finance this project, the City must enter into an installment purchase contract through Huntington Bank. Bond Counsel has reviewed and approved the agreement.

At this time Council could take action to approve a Resolution Authorizing an Installment Purchase Agreement for the Ramsdell Theatre HVAC project; and further authorize the Mayor and City Clerk to execute appropriate documents.

- b.) CONSIDERATION OF RAMSDELL THEATRE HVAC CONTRACT.

Earlier this evening Council discussed financing for the Heating and Ventilation and Air Conditioning (HVAC) project at the Ramsdell Theatre. Fishbeck Thompson Carr & Huber (FTCH) in their role as construction manager has advertised and received bids for the project. Low bids received from subcontractors totaled \$953,182. Additional construction costs, allowances, construction management, commissioning and contingencies bring the total estimated cost to \$1,325,057. The City Attorney has reviewed and approved the contract.

At this time Council could take action to authorize the Mayor to execute the necessary documents to enter into a Construction Management contract with Fishbeck Thompson Carr & Huber in the amount of \$1,325,057 for the Ramsdell Theatre HVAC Project.

IX. Notices, Communications, Announcements.

a.) A REPORT FROM THE WWTP AND THE MSDDA.

A regular part of each Council meeting is a report from a cooperating agency, organization or department.

At this time Ms. Jody Banks will report on the activities of the Wastewater Treatment Plant and respond to any questions the Council may have regarding their activities.

At this time Mr. Travis Alden will report on the activities of the Main Street Downtown Development Authority and respond to any questions the Council may have regarding their activities.

No action is required on this item.

*b.) NOTIFICATION REGARDING NEXT WORK SESSION.

A Council work session has been scheduled for Tuesday, August 9, 2011 at 7:00 p.m. A discussion will be conducted on MCC Safe Routes to School, Blight and such business as may come before the Council. No action is required on this item.

c.) INTRODUCTION OF NEW CITY WEBSITE: www.manisteemi.gov.

*d.) CONSIDERATION OF WSMC AUXILIARY TAG DAY REQUEST.

The West Shore Medical Center Auxiliary would like to conduct a tag day on Friday, August 12, 2011. All proceeds will go toward the ambulance purchased a couple of years ago.

At this time Council could take action to authorize a tag day for the West Shore Medical Center Auxiliary on August 12, 2011 in the City of Manistee.

*e.) CONSIDERATION OF LIONS CLUB WHITE CANE SALE.

The Manistee Lions Club is planning on holding their annual White Cane Sale on Friday, September 2, 2011 with Council's approval.

At this time Council could take action to authorize the Manistee Lions Club White Cane Sale in the City of Manistee on Friday, September 2, 2011.

X. Concerns and Comments.

- a.) CITIZEN COMMENT. This is an opportunity for citizens to comment on municipal affairs. Citizens in attendance may be recognized by the Mayor for comments. Signed letters from citizens may be read if so requested. Citizen comments are not limited to agenda items but should be directed toward municipal services, activities or areas of involvement.
- b.) OFFICIALS AND STAFF.
- c.) COUNCILMEMBERS.
- d.) CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION.

City Manager Mitch Deisch has requested an Executive Session this evening as permitted by the Open Meetings Act, Section 8 (a) for the City Manager's annual evaluation.

XI. Adjourn.

MDD:cl

COUNCIL AGENDA ATTACHMENTS:

Council Meeting Minutes – July 5, 2011
Council Work Session Minutes – July 12, 2011
Cash Balances Report
Ramsdell HVAC Public Hearing
Resolution/Agreement Ramsdell HVAC Financing
Ramsdell HVAC Construction Management Agreement
WSMC Auxiliary Tag Day Request
Lions Club White Cane Sale Request