

PROCEEDINGS OF THE MANISTEE CITY COUNCIL – January 17, 2017

A regular meeting of the Manistee City Council was called to order by his honor, Mayor James Smith on Tuesday, January 17, 2017 at 7:00 p.m. in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

PRESENT: Dale Cooper, Lynda Beaton, Roger Zielinski, James Smith, Mark Wittlieff, and Erin Pontiac.

ABSENT: Robert Goodspeed.

ALSO PRESENT: City Manager – Thad Taylor, City Attorney – George Saylor, City Clerk – Michelle Wright, DPW Director – Jeff Mikula, Finance Director – Ed Bradford, and City Engineer – Shawn Middleton / Spicer Group.

CITIZEN COMMENTS ON AGENDA RELATED ITEMS.

None received.

CONSENT AGENDA.

- Minutes
 - January 3, 2017 - Regular Meeting
 - January 10, 2017 - Work Session

- Financial Reports
 - Payroll
 - December 18, 2016 - \$ 130,738.20
 - January 1, 2017 - \$ 119,889.34
 - January 15, 2017 - \$ 117,273.05
 - Invoices
 - December 9, 2016 - \$ 302,717.44
 - December 23, 2016 - \$ 218,655.02

- Notification Regarding Next Work Session – January 24, 2017 at 6:00 p.m.
A discussion will be conducted on the Fiscal Year Budget 2017-2018; and such business as may come before the Council.

MOTION by Zielinski, second by Wittlieff to approve the Consent Agenda as presented.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Smith, Wittlieff, and Pontiac

NAYS: None

CONSIDERATION OF BROWNFIELD REDEVELOPMENT AUTHORITY BYLAW AMENDMENT.

On January 3, 2017 the City of Manistee Brownfield Redevelopment Authority amended Section 2.7 Meetings of their bylaws eliminating the requirement for quarterly meetings.

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MOTION by Zielinski, second by Wittlieff to adopt bylaws for the Brownfield Redevelopment Authority and authorize the Mayor to execute the document.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Smith, Wittlieff, and Pontiac

NAYS: None

CONSIDERATION OF AN MDOT PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES.

The Michigan Department of Transportation (MDOT) requires municipalities to enter into a Performance Resolution for Governmental Agencies in order to apply for Trunkline permits. The City of Manistee applies for annual permits in order to operate and maintain water and sewer utilities, Blossom Boulevard, and other various functions the City performs along the US-31 Trunkline.

MOTION by Wittlieff, second by Cooper to approve the Performance Resolution for Governmental Agencies with the Michigan Department of Transportation, and further authorize the Public Works Director and the City Manager to apply for MDOT permits on the City's behalf.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Smith, Wittlieff, and Pontiac

NAYS: None

CONSIDERATION OF APPOINTING CHIEF FINANCIAL OFFICER EDWARD BRADFORD AS THE RESPONSIBLE OFFICIAL FOR THE PROPOSED \$1,000,000 COMMUNITY DEVELOPMENT BLOCK GRANT FOR THE FORMER NORTH CHANNEL OUTLET BUILDING REDEVELOPMENT.

The City of Manistee is applying for a \$1,000,000 Community Development Block Grant to help fund the restoration of the former North Channel Outlet building. The grant will be used for blight elimination and historical restoration. The City is required to appoint a responsible official if that individual is not the Chief Elected Official (Mayor) of the City. The responsible official will certify the Michigan CDBG Application, sign the Grant Agreement and payment requests, and execute any additional documents required to carry out and complete the grant.

MOTION by Zielinski, second by Pontiac to approve a resolution appointing Chief Financial Officer Edward Bradford as the responsible official.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Smith, Wittlieff, and Pontiac

NAYS: None

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CONSIDERATION OF AN AGREEMENT WITH HAGAR CONSULTING, LLC AS THIRD-PARTY ADMINISTRATOR FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT.

The City of Manistee is applying for a \$1,000,000 Community Development Block Grant to help fund the restoration of the former North Channel Outlet building. The grant will be used for blight elimination and historical restoration. The City issued a request for proposals for an MEDC certified third-party administrator through the MEDC. The City received two responses and Hagar Consulting, LLC scored the highest and was the lowest cost. The City Attorney has reviewed and approved the agreement.

MOTION by Zielinski, second by Wittlieff to enter into an agreement with Hagar Consulting, LLC to act as the third-party administrator for the former North Channel Outlet building Community Development Block Grant. Brief discussion followed.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Smith, Wittlieff, and Pontiac

NAYS: None

A REPORT FROM 2-1-1 AND THE MANISTEE BLACKER AIRPORT.

Ms. Evelyn Szpliet reported on the activities of the 2-1-1 Action Team and responded to questions the Council had regarding their activities.

Mr. Barry Lind reported on the activities of the Manistee Blacker Airport and responded to questions the Council had regarding their activities.

UPDATE ON HOLLANDER PROJECT.

Joe Hollander gave an update on his project with the former Glik's building. He commented on their goals, completing engineering studies, financing, working with the Historic District Commission, will apply for a Obsolete Property Redevelopment Act and TIF financing; presentation to major employers is tentatively scheduled for January 30th at the Ramsdell Inn.

DISCUSSION ON CORRECTIVE ACTION PLAN FOR MICHIGAN DEPARTMENT OF TREASURY LETTER REGARDING AUDIT REPORT FOR FISCAL YEAR 2015-2016.

Finance Director Bradford informed Council of the response letter sent to the State regarding use of fund balance (*no statutory requirement for using fund balance*), two departments slightly over budget (*will be more conservative in budget amendment estimates*), and comments from the auditors regarding payroll FICA and Medicare taxes and incorrect chart of account numbers used (*already corrected*). He also clarified that there is no prohibition on using fund balance;

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CITIZEN COMMENT.

None received.

OFFICIALS AND STAFF.

Taylor stated at 10:30 a.m. on Friday the City will be receiving its certification as a Redevelopment Ready Community; this is only 1 of 9 communities in the State to receive this certification.

COUNCILMEMBERS.

Beaton will be gone for the first two meeting in February.

Zielinski asked the DPW how they are doing with maintenance records.

Wittlieff asked if there were any water freeze ups yet.

Smith stated that he and Mayor Pro Tem Zielinski attended a regional fisheries conference; it was discovered that the highest degree of satisfaction with fishing experiences was in Manistee, found this noteworthy and should be used as a marketing scheme; thanked citizens for attending tonight's meeting.

ADJOURN.

MOTION to adjourn was made by Zielinski, second by Wittlieff. Meeting adjourned at 8:27 p.m.

Michelle Wright MMC / CPFA, MiCPT
City Clerk/Chief Deputy Treasurer