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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – July 18, 2017

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A regular meeting of the Manistee City Council was called to order by his honor, Mayor James Smith on Tuesday, July 18, 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, Robert Goodspeed, James Smith, Mark Wittlieff, and Erin Pontiac.

**ALSO PRESENT:** City Manager – Thad Taylor, City Attorney – George Saylor, City Clerk – Michelle Wright, DPW Director – Jeff Mikula, Finance Director – Ed Bradford, Planning & Zoning Director – Denise Blakeslee, Public Safety Director – Tim Kozal, and City Engineer – Shawn Middleton / Spicer Group.

### **CITIZEN COMMENTS ON AGENDA RELATED ITEMS.**

Linda Gamache Chick - 345 Fourth St. / asked if citizens will have an opportunity to apply to be on the Sands Park board.

Tyler Leppanen, DDA Director / requested Council's support of road closures and upcoming events, there has been significant interest from the community for the TGIF event.

Bill Knapp - 349 Fourth St. / owner of the Fillmore, not every event is a benefit to every business, but we need to build continuity.

Patrick Wilson – 281 Fifth St. / environmental consultant, ambition to take blighted properties and make them into homes to be sold publicly.

### **CONSENT AGENDA.**

- Minutes
  - July 5, 2017 - Regular Meeting
  - July 11, 2017 - Work Session
  
- Financial Reports
  - Payroll
    - June 5 – 18, 2017 - \$ 118,026.14
    - June 19 – July 2, 2017 - \$ 131,122.68
  - Invoices
    - June 9, 2017 - \$ 301,077.26
    - June 19, 2017 - \$ 47,131.81
    - June 30, 2017 - \$ 377,158.53
  
- Consideration of Zoning Amendment Z17-07 Amending Section 514 Parking, Bike Parking and Sidewalks, and Section 1832 Dwelling Multiple Unit.

A request was received from River Parc Place II LLC for a zoning amendment that would amend Section 514 Parking, Bike Parking and Sidewalks, Item H and Section 1832 Dwelling Multiple Unit, Item B.3 of the City of Manistee Zoning Ordinance. On May 5, 2017 the Planning Commission held a public hearing and at their meeting of June 1, 2017; made recommendation to City Council to approve the amendment. The ordinance has been

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reviewed by the Council Ordinance Committee. A first reading of the ordinance occurred at the regular meeting of July 5, 2017 and could be adopted this evening.

- Notification Regarding Next Work Session – August 8, 2017  
A discussion will be conducted on the recycling center; traffic speeds on First Street; ways to address streets faster; and such business as may come before the Council.
- Consideration of the Conservatory of Dance Bottle Drive.  
The Conservatory of Dance has requested authorization to conduct a bottle drive on Wednesday, August 9, 2017. This bottle drive is to help with the dance team’s travel expenses getting to and from competitions. They will be walking door to door asking for bottle donations on the west side of US-31 from First Street to Eighth Street between the hours of 5:30 p.m. and 8:00 p.m.

Councilmember Beaton requested the Notification Regarding Next Work Session be removed from the Consent Agenda.

MOTION by Zielinski, second by Cooper to approve the Consent Agenda as presented with the removal of the Notification Regarding the Next Work Session.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, and Pontiac  
NAYS: None

### **CONSIDERATION OF CITY APPOINTMENTS TO THE SANDS PARK CONTROL BOARD.**

The City of Manistee and the Manistee School District entered into an agreement on July 16, 1951 for the operation of Sands Park. One of the conditions of the agreement was the creation of a Control Board with two representatives from the City and two representatives from the School District. The Control Board has control of the operations of Sands Park, consistent with the conditions stipulated in the July 16, 1951 agreement.

At this time no positions on the Control Board are filled. The School District intends to fill their positions and the City Manager recommends that the City do the same.

Mayor Smith appointed Jeff Mikula, DPW Director as the staff representative to the Sands Park Control Board, supported by Zielinski.

With a roll call vote this nomination passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, and Pontiac  
NAYS: None

Smith also appointed Councilmember Erin Pontiac to the Sands Park Control Board, supported by

Zielinski.

With a roll call vote this motion passed unanimously.

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

NAYS: None

**CONSIDERATION OF A PARCEL SPLIT FOR MANISTEE GOLF AND COUNTRY CLUB II.**

A request has been received from the Manistee Golf and Country Club, 500 Cherry Street for a parcel split to sell surplus land for potential building sites. The Planning Commission reviewed this request at their July 7, 2017 meeting and recommends Council endorsement.

Mayor Smith stated that he is an equity member of the MGCC and recommended that he be excluded from the vote.

MOTION by Goodspeed, second by Zielinski to exclude Mayor Smith from discussion and voting on this item. Beaton asked if she should also be excluded due to her position with Lighthouse Realty and the possibility of representing a potential sale of the property. Saylor stated it was not necessary.

With a roll call vote this motion passed unanimously.

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

NAYS: None

MOTION by Goodspeed, second by Zielinski to approve the request from the Manistee Golf and Country Club II for a parcel split to sell surplus land for potential building sites as submitted with application PC-2017-10. Beaton requested that the motion indicate that only one (1) split is allowed.

MOTION by Goodspeed, second by Zielinski to AMEND the motion to state ‘...a potential building site...’.

With a roll call vote this motion passed unanimously.

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

NAYS: None

**CONSIDERATION OF ENTERING INTO A FIVE-YEAR AGREEMENT WITH IT RIGHT FOR NETWORK AND INFORMATION TECHNOLOGY CONSULTING AND SUPPORT SERVICES.**

The City uses a contractor of record to provide IT Consulting and Support Services. The agreement with the current contractor, IT Right expired June 30, 2017. The City is satisfied with the relationship and has negotiated terms on a new five-year agreement with IT right. The City Attorney has prepared and approved the agreement.

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MOTION by Zielinski, second by Beaton to approve a five-year agreement with IT Right for Network and Information Technology Consulting and Support Services. Brief discussion followed.

With a roll call vote this motion passed unanimously.

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

NAYS: None

### **CONSIDERATION OF APPROVING A TWO-YEAR AGREEMENT WITH HURON TACKLE COMPANY.**

The City owns and maintains a fish cleaning station at Douglas Park First Street Beach. The City has contracted with Huron Tackle in the past to manage and remove fish waste from the facility. The proposed agreement maintains the previous terms and costs. The City Attorney has reviewed and approved the agreement.

MOTION by Zielinski, second by Cooper to approve a two-year contract with Huron Tackle Company for an annual amount of \$6,000.

With a roll call vote this motion passed unanimously.

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

NAYS: None

### **CONSIDERATION OF APPLICATIONS TO BOARDS AND COMMISSIONS.**

The City Clerk has taken action to advertise vacancies on the Board of Review, Brownfield Redevelopment Authority, Downtown Development Authority, Parks Commission, PEG Commission, and Zoning Board of Appeals.

All appointments by the Mayor are subject to the Council's approval, unless otherwise specified by statute or ordinance. Nominations for Council appointments do not require a second. After a member of Council nominates an individual for appointment, Council shall vote on the nomination. A majority vote in favor of placement of the nominee is required for appointment.

The following applications have been received: (\*Incumbent)

**DOWNTOWN DEVELOPMENT AUTHORITY.** Two vacancies, terms ending 6/30/21; one applicant must be a resident of the downtown district, one must have an interest in property in the downtown district; Mayoral appointment.

Rachel Brooks, 71 Oak Street\*

Mayor Smith appointed Ms. Rachel Brooks, 71 Oak Street, to the Downtown Development Authority for a term ending 6/30/21, supported by Zielinski.

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With a roll call vote this motion passed unanimously.

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

NAYS: None

### **CONSIDERATION OF APPOINTING A VOTING DELEGATE TO THE 2017 ANNUAL MERS CONFERENCE.**

The Municipal Employees Retirement System of Michigan (MERS) is holding their 2017 annual conference on September 21-22, 2017. The City must appoint a delegate to vote on the City's behalf at the business meeting. Finance Director Ed Bradford will be attending the conference and could be appointed as the voting delegate.

MOTION by Goodspeed, second by Beaton to appoint Finance Director Ed Bradford as the voting delegate for the City of Manistee at the 2017 Annual MERS Conference.

With a roll call vote this motion passed unanimously.

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

NAYS: None

### **CONSIDERATION OF THE MIDWEST GAS AND BRASS EVENT.**

The Midwest Gas & Brass is a touring group of antique automobiles, pre-1913. The group would like to park their cars on River Street by the water fountain for the public to view. They will have 15-20 cars and arrive on Wednesday, August 2, 2017 at 10:30 a.m. and will leave at 2:00 p.m.

MOTION by Goodspeed, second by Zielinski to authorize the Midwest Gas & Brass event scheduled for August 2, 2017; subject to appropriate department approvals.

With a roll call vote this motion passed unanimously.

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

NAYS: None

### **CONSIDERATION OF DDA TGIF MANISTEE EVENT.**

The Manistee Downtown Development Authority is requesting permission to hold a new event, the TGIF Manistee. The first event will be held on Friday, August 11, 2017 from 5:00 p.m. to 8:00 p.m. and will take place on River Street from Division Street to Greenbush Street and from Pine Street to Spruce Street.

MOTION by Goodspeed, second by Wittlieff to authorize the first TGIF Manistee event on Friday, August 11, 2017 in downtown Manistee; subject to appropriate department approvals.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, and Pontiac  
NAYS: None

**CONSIDERATION OF SECOND DDA TGIF MANISTEE EVENT.**

The Manistee Downtown Development Authority is requesting permission to hold a second installment of their new event, TGIF Manistee. The second event will be held on Friday, August 18, 2017 from 5:00 p.m. to 8:00 p.m. and will take place on River Street from Division Street to Maple Street and from Maple Street to Oak Street.

MOTION by Goodspeed, second by Pontiac to authorize the second TGIF Manistee event on Friday, August 18, 2017 in downtown Manistee; subject to appropriate department approvals.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, and Pontiac  
NAYS: None

**NOTIFICATION REGARDING NEXT WORK SESSION.**

A Council Work Session has been scheduled for Tuesday, August 8, 2017 at 7 p.m. A discussion will be conducted on the recycling center; traffic speeds on First Street; ways to address streets faster; and such business as may come before the Council.

Beaton requested a discussion on blight procedures and ordinance be added to the agenda.

MOTION by Goodspeed, second by Wittlieff to approve the work session agenda with the addition of a discussion on blight procedures and ordinance.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Smith, Wittlieff, and Pontiac  
NAYS: None

**A REPORT FROM THE ENGINEER OF RECORD AND THE UTILITIES DEPARTMENT.**

Mr. Shawn Middleton reported on the activities of the Engineer of Record and responded to questions the Council had regarding their activities.

Mr. Bruce Banks and Mr. Rick Mohr reported on the activities of the Utilities Department and responded to questions the Council had regarding their activities.

**CITIZEN COMMENT.**

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Comments received by:

- Teri Janicki, 407 McKee St. / sidewalk concerns, who's responsible for a trip and fall incident, tree removal.
- Paul Glaser, 253 Fifth St. / pedestrian light on First St. and US-31 always on red.

### **OFFICIALS AND STAFF.**

Wright stated Council petitions are due next Tuesday, July 25<sup>th</sup> at 4 p.m.

Mikula stated there are No Trespassing signs by Man Made Lake, these are by the two private properties, not placed by the City.

### **COUNCILMEMBERS.**

Zielinski thanked the EMS crew for recent services received.

Wittlieff asked if a video would be available to review at the next work session's discussion on the recycling center.

Smith thanked staff for their presentations; thanked citizens for coming and voicing their concerns.

### **ADJOURN.**

MOTION to adjourn was made by Goodspeed, second by Zielinski. Meeting adjourned at 8:42 p.m.

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