
PROCEEDINGS OF THE MANISTEE CITY COUNCIL -DECEMBER 4, 2018

A regular meeting of the Manistee City Council was called to order by his honor, Mayor Roger Zielinski on Tuesday, December 4, 2018 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, Michael Szymanski, James Grabowski, and Erin Pontiac.

ALSO PRESENT: City Manager – Thad Taylor, City Attorney – George Saylor, City Clerk – Heather Pefley, WWTP Director – Rick Mohr, Finance Director – Ed Bradford, Public Safety Director – Tim Kozal, and City Engineer – Shawn Middleton

CITIZEN COMMENTS ON AGENDA RELATED ITEMS.

None.

CONSENT AGENDA.

- Minutes - November 20, 2018 - Regular Meeting
November 27, 2018 - Work Session
- Financial Reports
 - Cash Balances October 2018
 - Revenue & Expenses October 2018
- Notification Regarding Next Work Session – December 11, 2018
A discussion will be conducted on the proposed Hollander Development/PILOT and the annual RRC process to identify and prioritize redevelopment sites; and such business as may come before Council.

MOTION by Goodspeed, second by Szymanski to approve the Consent Agenda as presented.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski, and Pontiac
NAYS: None

CONSIDERATION OF THE ANNUAL AUDIT COMMITTEE REPORT.

The Council Audit Committee is established by Section 23 of the City Council Guidelines. This section spells out the duties and responsibilities of the committee. As part of its responsibilities the Audit Committee prepares a written report on how the committee discharged its duties and responsibilities.

MOTION by Beaton, second by Szymanski to accept the annual report of the Council Audit Committee.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski, and Pontiac
NAYS: None

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PRESENTATION BY KEN TALSMA OF ANDERSON TACKMAN ON THE JUNE 30, 2018 AUDIT.

Ken Talsma, lead auditor of Anderson, Tackman & Company PLC, gave an overview of the City's June 30, 2018 audit; at the end of the fiscal year the General Fund's fund balance increased to \$1,324,601; the City received an unmodified opinion.

CONSIDERATION OF AN AGREEMENT WITH ANDERSON TACKMAN & COMPANY, PLC FOR CITY AND DDA AUDITING SERVICES.

The City's contract with Anderson Tackman & Company, PLC for the City and DDA audits is expiring. The City issued a Request for Proposals for auditing services; six firms responded. The Council Audit Committee met on November 13 to review the bids. Anderson Tackman & Company, PLC was the low responsible bidder and is recommended by the committee. They bid a total of \$47,500 for five years of conducting the base audit, \$7,500 for five years of conducting the DDA audit, and \$2,500 per year to conduct a single audit, if needed. The City Attorney has prepared a contract for these services.

MOTION by Szymanski, second by Cooper to enter into a five-year agreement, with optional three-year extension, with Anderson Tackman & Company, PLC to conduct the City and DDA audit.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski, and Pontiac

NAYS: None

CONSIDERATION OF A REGIONAL FIRE AUTHORITY COMPRISED OF CITY OF MANISTEE, MANISTEE TOWNSHIP AND THE CHARTER TOWNSHIP OF FILER.

The Supervisors of Manistee and Filer Townships and their respective fire chiefs are interested in exploring the concept of a regional fire authority with the City of Manistee. It is believed that a regional fire authority could resolve some identified constraints common to all as it relates to providing fire and emergency medical services and merits discussion with the governing bodies of the City of Manistee, Manistee Township and the Charter Township of Filer.

MOTION by Grabowski, second by Beaton to hold a joint meeting with the Manistee and Filer Township Boards to discuss the concept of a regional fire authority.

Discussion included:

- employee thoughts
- won't affect jobs of employees
- idea worth exploring
- local units already working together
- enhancement to current services

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski, and Pontiac

NAYS: None

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CONSIDERATION OF ISSUING A REQUEST FOR PROPOSALS FOR BUILDING PLAN REVIEW AND INSPECTION SERVICES.

The City currently uses the State of Michigan to perform building plan review and inspection services. This arrangement is cost effective to the City with no direct costs; however, some operational issues exist. It is thought that engaging a private sector contractor to perform those services will still remain cost neutral to the City and resolve our operational issues.

MOTION by Grabowski, second by Beaton to authorize the City Manager to issue a Request for Proposals for building plan review and inspection services. Discussion followed.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski, and Pontiac

NAYS: None

CONSIDERATION OF COMMITTEE APPOINTMENTS.

Mayor Zielinski made the following Council Committee appointments:

- | | | |
|-------------------------------|---|------------------------------------|
| ▪ Alternatives for Area Youth | - | Pontiac |
| ▪ Audit Committee | - | Beaton/Chair, Pontiac, Szymanski |
| ▪ Local Revenue Sharing Board | - | Zielinski |
| ▪ MRA Board | - | Szymanski |
| ▪ 911 Board Authority | - | Goodspeed |
| ▪ Oil & Gas Investment Board | - | Zielinski/Chair, Pontiac, Bradford |
| ▪ Ordinance Committee | - | Beaton/Chair, Goodspeed, Cooper |
| ▪ Sand Park Control Board | - | Pontiac, Mikula |
| ▪ Utilities Committee | - | Cooper/Chair, Grabowski, Szymanski |

MOTION by Szymanski, second by Cooper to support the Mayor's appointments.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski, and Pontiac

NAYS: None

City Manager Taylor made the following appointments to the Council Personnel Committee:

- Zielinski, Goodspeed, Grabowski

MOTION by Pontiac, second by Cooper to support the City Manager's appointments.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Goodspeed, Szymanski, Grabowski, and Pontiac

NAYS: None

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A REPORT FROM THE CITY CLERK.

Ms. Heather Pefley reported on the activities of the City Clerk's Office and responded to any questions the Council had regarding their activities.

CITIZEN COMMENT.

Jeff Seng, Owner – Seng's Marina & Iron Works Building / concerned with snow removal for new Café in the Iron Works building; business is not in the DDA but would like to see the snow removed from the sidewalks and parking spaces for patrons. Council would like staff to research this issue and place on a future agenda.

OFFICIALS AND STAFF.

Middleton notified Council that the SAW Grant is finished & met DEQ requirements; gave update on Basis of Design and Rural Development Loans I & II.

Kozal commented on a recent domestic assault case that resulted in good team efforts between all County authorities; charges have been filed in that case. He also reported on a recent fire on Sixth Street where quick response by Fire Captains Peddie and Cameron save the house and contained the fire to the backside of the residence.

COUNCILMEMBERS.

Szymanski thanked the Auditor, Audit Committee, City Manager, and Department Heads for being good stewards of the City's money; reminded everyone that Sleigh Bell weekend starts on Friday and the parade is Saturday at 5:00.

Grabowski mentioned the recent stock market drop and expressed concerns for the next budget year.

Pontiac also wanted to comment in the upcoming Sleigh Bell weekend; it is going to be a busy weekend and hopes everyone enjoys it.

Zielinski hopes everyone enjoys what Manistee has to offer this weekend and thanks all the volunteers that help make it possible.

ADJOURN.

MOTION to adjourn was made by Goodspeed. Meeting adjourned at 7:53 p.m.

Heather Pefley CMC, CMMC / MiCPT
City Clerk