

MANISTEE CITY COUNCIL

MEETING AGENDA

TUESDAY, APRIL 3, 2012 – 7:00 P.M. – COUNCIL CHAMBERS

I. Call to Order.

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

II. Public Hearings.

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.
- XI. b.) Notification Regarding Next Work Session.
c.) Consideration of a Resolution for Administrative Professionals Week and Day 2012.
d.) Consideration of 30 Hour Famine Drive.
e.) Consideration of VFW Buddy Poppy Campaign.
f.) Consideration of American Legion Poppy Sales.
g.) Consideration of Proclaiming April 2012 as Parliamentary Law Month.

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

***V. Approval of Minutes.** Approval of the minutes of the March 19, 2012 regular meeting as attached.

VI. Financial Report.

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

VII. Unfinished Business.

VIII. New Business.

- a.) CONSIDERATION OF A NEW APPLICATION FILE SERVER AND REFURBISHING THE DOMAIN FILE SERVER.

The City's application server is five years old and is past its useful life. Its performance has been unacceptable the past several months and resulted in lost productivity and the chance for data corruption. The City has received a proposal from Terrapin Networks, the City's Vendor of Record for Information Technology to replace our Application Server and refurbish our Domain Server for a total cost of \$17,856. This project was originally proposed in the Capital Improvement Plan to be funded in the 2012-2013 budget; however, operational needs and system performance degradation have necessitated moving this project up a few months.

At this time Council could take action to approve purchasing a new application server and refurbishing the existing domain server.

- b.) CONSIDERATION OF THE RENEWAL OF THE MECHANICAL / HVAC MAINTENANCE CONTRACT PROVIDER OF RECORD.

The City of Manistee currently has a Mechanical / HVAC Maintenance Contract Provider of Record agreement with Custom Sheet Metal & Heating, Inc. which expired on July 1, 2011. Under the terms of the contract it may be renewed upon the same terms and conditions, or upon such revised terms and conditions as mutually agreed by both parties for a maximum of three successive periods of two years each.

The new proposal includes maintenance of the Mechanical / HVAC systems for City Hall and the new Municipal Marina building. The Ramsdell Theatre and Hardy Hall systems are under a one year warranty. Since this extension will run through June 30, 2013 maintenance for the system at the Ramsdell was not included in the proposal. The contract has been reviewed and approved by the City Attorney.

At this time Council could take action to authorize the Mayor and City Clerk to sign the renewal agreement with Custom Sheet Metal & Heating, Inc. as the Mechanical / HVAC Maintenance Provider for the City of Manistee.

c.) **CONSIDERATION OF RENEWAL OF ELECTRICAL CONTRACT PROVIDER OF RECORD.**

The City of Manistee currently has an Electrical Contract Provider of Record agreement with Top Line Electric LLC which expires on July 1, 2012. Under the terms of the contract it may be renewed upon the same terms and conditions, or upon such revised terms and conditions as mutually agreed by both parties for a maximum of three successive periods of two years each. This is the first renewal for the contract.

A 3% inflationary increase was negotiated. The new labor rates would be Service Technician \$55.50; Apprentice Electrician \$46.30. The contract has been reviewed and approved by the City Attorney.

At this time Council could take action to authorize the Mayor and City Clerk to sign the renewal agreement with Top Line Electric LLC as the Electrical Contract Provider for the City of Manistee.

d.) **CONSIDERATION OF RENEWAL OF PLUMBING CONTRACT PROVIDER OF RECORD.**

The City of Manistee currently has a Plumbing Contract Provider of Record agreement with Personal Plumbing Inc. which expires on July 1, 2012. Under the terms of the contract it may be renewed upon the same terms and conditions, or upon such revised terms and conditions as mutually agreed by both parties for a maximum of three successive periods of two years each. This is the first renewal for the contract.

Negotiations resulted in the addition of a Fuel Recovery Fee in the amount of \$5.00 which will be added to the service call invoice. The contract has been reviewed and approved by the City Attorney.

At this time Council could take action to authorize the Mayor and City Clerk to sign the renewal agreement with Personal Plumbing Inc. as the Plumbing Contract Provider for the City of Manistee.

IX. Notices, Communications, Announcements.

a.) A REPORT FROM THE COUNTY PROSECUTOR.

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

At this time Mr. Ford Stone will report on the activities of the County Prosecutor 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, April 10, 2012 at 7:00 p.m. A discussion will be conducted on project updates and the 2012-2013 Budget and CIP; and such business as may come before the Council. No action is required on this item.

*c.) CONSIDERATION OF A RESOLUTION FOR ADMINISTRATIVE PROFESSIONALS WEEK AND DAY 2012.

In recognition of the contributions to the workplace provided by All Office Professionals, a resolution has been prepared proclaiming the week of April 22-28, 2012 as Administrative Professionals Week and Wednesday, April 25, 2012 as Administrative Professionals Day in the City of Manistee.

At this time Council could take action to proclaim the week of April 22-28, 2012 as Administrative Professionals Week and Wednesday, April 25, 2012 as Administrative Professionals Day in the City of Manistee.

*d.) CONSIDERATION OF 30 HOUR FAMINE DRIVE.

On April 27-28, 2012 the Youth Ministries of Good Shepherd Lutheran, First Baptist, Faith Covenant and Manistee United Methodist churches will be participating together in a service-oriented, fundraising project called the 30 hour Famine. 30 Hour Famine is a program created by World Vision International to educate and involve youth in their global fight against hunger and poverty. Prior to the 30 hour fast, participants will recruit sponsors to donate money.

At this time Council could take action to approve the 30 Hour Famine drive scheduled for April 27-28, 2012 in the City of Manistee.

*e.) CONSIDERATION OF THE VFW BUDDY POPPY CAMPAIGN.

Members of the Veterans of Foreign Wars Walsh Post #4499 are requesting permission to conduct their annual Buddy Poppy Campaign days starting Wednesday, July 4 through Sunday, July 8, 2012. All proceeds will be used for the benefit of local disabled and needy veterans, widows and orphans of deceased veterans.

At this time Council could take action to authorize the annual VFW Buddy Poppy Campaign in the City of Manistee July 4-8, 2012.

*f.) CONSIDERATION OF AMERICAN LEGION POPPY SALES.

The American Legion Auxiliary Post 10 requests permission to sell poppies on May 17, 18 and 19, 2012.

At this time Council could take action to authorize the annual American Legion Poppy Sale on May 17, 18, and 19, 2012 in the City of Manistee.

*g.) CONSIDERATION OF PROCLAIMING APRIL 2012 AS PARLIAMENTARY LAW MONTH.

The National Association of Parliamentarians (NAP) is a society dedicated to educating leaders throughout the world in effective meeting management through the use of parliamentary procedure. The correct use of parliamentary procedure protects the rights of all, while fostering an orderly deliberation at meetings. The NAP has requested that the City of Manistee designate April as Parliamentary Law Month.

At this time Council could take action to proclaim the month of April 2012 as Parliamentary Law Month and authorize the Mayor to sign the proclamation.

h.) INTRODUCTION OF THE FISCAL YEAR 2012-2013 BUDGET.

Administration has prepared the proposed 2012-2013 Fiscal Year Budget. City Manager Mitchell Deisch and Finance Director Edward Bradford will give a brief introduction of the budget recommendations to City Council and the Community.

The 2012-2013 Budget and Capital Improvement Plan will be introduced to the Council and the Community at the Tuesday, April 3, 2012 meeting. Various budget work sessions have been established: a regular work session on Tuesday, April 10; a work session on Tuesday, April 17; and an optional work session on Tuesday, April 24, 2012. The public hearing to review these budget recommendations and receive public input on them has been scheduled for

Tuesday, April 17, 2012. Budget adoption is anticipated at the regular meeting of May 1, 2012.

No action is required on this item.

i.) DISCUSSION ON THE DPW WHITE PAPER.

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. 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.

XI. Adjourn.

MDD:cl

COUNCIL AGENDA ATTACHMENTS:

Council Meeting Minutes – March 19, 2012
Cash Balances Report
Server Upgrades
Mechanical / HVAC Provider of Record
Electrical Provider of Record
Plumbing Provider of Record
APW Week & Day Resolution
30 Hour Famine Drive
VFW Poppy Campaign
American Legion Poppy Sales
Parliamentary Law Month Proclamation