
PROCEEDINGS OF THE MANISTEE CITY COUNCIL –JUNE 16, 2020

A regular meeting of the Manistee City Council was called to order by his honor, Mayor Roger Zielinski on Tuesday, June 16, 2020 at 7:00 pm remotely as authorized by Executive Order of the Governor.

PRESENT: Dale Cooper, Lynda Beaton, Roger Zielinski, Jermaine Cipic, Michael Szymanski, James Grabowski, and Erin Martin-Pontiac

ABSENT: None

ALSO PRESENT: City Manager – Thad Taylor, City Attorney – George Saylor, City Clerk – Heather Pefley, City Assessor – Molly Whetstone, DPW Director – Jeff Mikula, Finance Director – Ed Bradford, Detective Sergeant – Josh Glass, Deputy Fire Chief – Mark Cameron, and City Engineer – Shawn Middleton

MOTION by Cooper, second by Szymanski to amend the agenda to add item VII New Business i.) Consideration of A Century 21 Boardwalk Hosted Fundraiser for the Vogue Theatre.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Cipic, Szymanski, Grabowski, and Martin-Pontiac

NAYS: None

CITIZEN COMMENTS ON AGENDA RELATED ITEMS

All individuals in attendance of the virtual meeting were in a virtual waiting room, with their microphones muted. When it came time for public comment, each person waiting in the virtual waiting room was called individually by the City Clerk by the last four digits of their telephone number. Individuals were asked if they had a comment or if they were passing.

Mayor Zielinski reviewed the items on the agenda for those in attendance that did not have a copy of the agenda.

No comments received.

CONSENT AGENDA

- Minutes
 - June 2, 2020 Regular Meeting
 - June 9, 2020 Work Session

- Financial Reports
 - Payroll May 2020
 - Invoices May 2020

PROCEEDINGS OF THE MANISTEE CITY COUNCIL –JUNE 16, 2020

- Notification Regarding Next Work Session – July 14, 2020, 7:00 pm
A discussion will be conducted on dumpster/enclosure enforcement and the Chamber Quarterly Economic Development Update will be presented; and such business as may come before Council.
- Consideration of approval of invoices and Draw Request #4 for USDA Rural Development Wastewater Improvements Phase 1.
USDA Rural Development requires that invoices for construction projects they fund be approved by City Council and submitted as a Draw Request on Forms that they provide.
- Consideration of the 2020 Catamaran Racing Association Manistee Regatta.
The Catamaran Racing Association of Michigan is requesting the use of Douglas Park for the Manistee Regatta event. The event will take place Friday, August 7, 2020 from 12:00 p.m. to Sunday, August 9, 2020 at 6:00 p.m. and will include launching 20-30 catamarans from Douglas Park and sailing on Lake Michigan.
- Consideration of the Manistee Jaycees live music event at First Street Beach.
The Manistee Jaycees will hold a live music event at First Street Beach on Friday, July 3, 2020 from 6:00 p.m. to 10:00 p.m. Location of the event would be First Street Beach, south of the concession pavilion. COVID-19 precautions will be practiced by the Manistee Jaycees to the best of their abilities.

Councilmember Beaton requested removal of items IX. c.) Consideration of the 2020 Catamaran Racing Association Manistee Regatta and d.) Consideration of the Manistee Jaycees live music event at First Street Beach.

MOTION by Beaton, second by Grabowski to approve the Consent Agenda with the removal of items IX. c.) Consideration of the 2020 Catamaran Racing Association Manistee Regatta and d.) Consideration of the Manistee Jaycees live music event at First Street Beach.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Cipic, Szymanski, Grabowski, and Martin-Pontiac

NAYS: None

CONSIDERATION OF THE 2020 CATAMARAN RACING ASSOCIATION MANISTEE REGATTA.

The Catamaran Racing Association of Michigan is requesting the use of Douglas Park for the Manistee Regatta event. The event will take place Friday, August 7, 2020 from 12:00 p.m. to Sunday, August 9, 2020 at 6:00 p.m. and will include launching 20-30 catamarans from Douglas Park and sailing on Lake Michigan.

MOTION by Grabowski, second by Cipic to approve the request from the Catamaran Racing Association for the Manistee Regatta on August 7, 8, and 9, 2020; subject to appropriate

PROCEEDINGS OF THE MANISTEE CITY COUNCIL –JUNE 16, 2020

departmental approvals. Council and staff discussed event compliance with restrictions under the Governor’s current executive order.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Cipcic, Szymanski, Grabowski, and Martin-Pontiac

NAYS: None

CONSIDERATION OF THE MANISTEE JAYCEES LIVE MUSIC EVENT.

The Manistee Jaycees will hold a live music event at First Street Beach on Friday, July 3, 2020 from 6:00 p.m. to 10:00 p.m. Location of the event would be First Street Beach, south of the concession pavilion. COVID-19 precautions will be practiced by the Manistee Jaycees to the best of their abilities.

MOTION by Cooper, second by Grabowski to approve the request to use City services, parks, and streets for the Manistee Jaycees to hold a live music event on Friday, July 3, 2020 at First Street Beach; subject to appropriate departmental approvals. City staff will request a plan from the Jaycees for compliance with the current executive order for gatherings and social distancing.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Cipcic, Szymanski, Grabowski, and Martin-Pontiac

NAYS: None

CONSIDERATION OF A RESOLUTION TO HAVE AN ALTERNATE DAY FOR JULY AND DECEMBER BOARD OF REVIEW.

This resolution will allow the City to hold July and December Board of Reviews on Wednesday.

MOTION by Beaton second by Grabowski to grant the July and December Board of Review to meet on Wednesdays for 2020.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Cipcic, Szymanski, Grabowski, and Martin-Pontiac

NAYS: None

CONSIDERATION OF A RESOLUTION TO APPLY FOR A MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) GRANT.

The City Utility Capital Improvement Plans and Transportation Improvement Plan includes upgrading Jackson Street, Van Buren Street, and a portion of Eighth Street. To assist with financing those projects, the City plans to apply for a MDOT Category B grant for \$250,000.

PROCEEDINGS OF THE MANISTEE CITY COUNCIL –JUNE 16, 2020

MOTION by Szymanski second by Beaton to approve the attached resolution to establish a request for funds, provide the required grant match, designate Jeffrey W. Mikula as the designated agent and agree to future maintenance on the projects.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Cipcic, Szymanski, Grabowski, and Martin-Pontiac

NAYS: None

CONSIDERATION OF AUTHORIZING THE CITY MANAGER TO APPROVE AND SUBMIT USDA RURAL DEVELOPMENT DRAW REQUESTS AND INVOICES.

USDA Rural Development requires that invoices for construction projects they fund be approved and submitted as a Draw Request on forms that they provide. City Council can approve the invoices and draw requests, or they can delegate that to the City Manager who is the City's authorized representative. Delegating to the City Manager will ensure that the City can meet the contractual requirements for payment to the contractors.

MOTION by Cooper, second by Szymanski to authorize the City Manager to approve and submit USDA Rural Development Draw Request and Invoices.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Cipcic, Szymanski, Grabowski, and Martin-Pontiac

NAYS: None

CONSIDERATION OF A FEE SCHEDULE FOR ORDINANCE 19-24 CHAPTER 1064 CHARGES FOR FIRE RUNS AND EMERGENCY SERVICES.

City Council approved Ordinance 19-24 Cost Recovery on January 7, 2020. This ordinance authorizes the recovery of certain costs for fire runs and emergency services as authorized by Michigan Compiled Law 41.806a. To date, there is no fee schedule which has been adopted by City Council.

MOTION by Grabowski, second by Cipcic to approve the proposed fee schedule for Cost Recovery Ordinance 19-24.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Cipcic, Szymanski, Grabowski, and Martin-Pontiac

NAYS: None

PROCEEDINGS OF THE MANISTEE CITY COUNCIL –JUNE 16, 2020

CONSIDERATION OF BUDGET AMENDMENT 2020-4 FOR FISCAL YEAR END JUNE 30, 2020.

The City of Manistee is required by State law to ensure that actual expenditures do not exceed budgeted amounts. Over the course of the current fiscal-year, unanticipated and unbudgeted events and/or Council approved expenditures have occurred. The proposed budget amendment addresses expenditures associated with these events to ensure compliance with State statutes regarding appropriations.

MOTION by Cooper, second by Grabowski to adopt Budget Amendment 2020-4 for fiscal year ending June 30, 2020.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Cipcic, Szymanski, Grabowski, and Martin-Pontiac

NAYS: None

CONSIDERATION OF APPROVING A PRICE INCREASE IN THE EQUIPMENT PORTION OF A PREVIOUSLY APPROVED PLOW TRUCK PURCHASE; AND ENTERING INTO A FOUR-YEAR INSTALLMENT PURCHASE CONTRACT WITH SHELBY STATE BANK, TRUCK & TRAILER SPECIALTIES OF BOYNE FALLS, INC., AND D&K TRUCK COMPANY TO FINANCE THE PREVIOUSLY APPROVED PURCHASE OF A SINGLE AXLE PLOW TRUCK AND RELATED EQUIPMENT.

On May 21, 2019 Council approved the purchase of a plow truck and related equipment in the amount of \$174,627. When approved, it was anticipated that financing arrangements would have to be made at a later date due to the long lead time. Subsequent to Council's approval, the State bid pricing on the equipment portion increased from \$67,425 to \$74,065. The truck chassis is done and has been delivered to the equipment vender for assembly. The City solicited financing bids for the chassis and equipment and needs to close on the financing to pay the vendors.

MOTION by Cooper, second by Szymanski to approve the additional equipment cost in an amount of \$6,640; and adopt a resolution to enter into a four-year installment purchase contract with Shelby State Bank, Truck & Trailer Specialties of Boyne Falls, Inc., and D&K Truck Company in the amount of \$145,000 to finance the purchase of a plow truck and related equipment; and further authorize the Chief Financial Officer to execute any needed documents.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Cipcic, Szymanski, Grabowski, and Martin-Pontiac

NAYS: None

CONSIDERATION OF RESOLUTION AUTHORIZING 2020 CAPITAL IMPROVEMENT AND REFUNDING BONDS

The City has a number of time-sensitive capital projects that it needs to fund over the next three years. These projects were identified in the proposed FY 2021 budget. Administration and the City's advisors recommended issuing general obligation, limited tax capital improvement bonds to finance these projects; and the City adopted a Notice of Intent Resolution at the May 6, 2020 meeting declaring the City's intent to issue bonds in an amount not to exceed \$6,000,000. The City also has the opportunity to refinance its 2010 Capital Improvement bonds at a significant savings. The next step in the process is approving the Bond Authorizing Resolution.

MOTION by Beaton, second by Szymanski to approve a resolution authorizing the issuance of 2020 Capital Improvement and Refunding bonds.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Cipic, Szymanski, Grabowski, and Martin-Pontiac

NAYS: None

CONSIDERATION OF SUPPORT FOR STAFF TO MOVE FORWARD WITH RESEARCH AND DEVELOPMENT OF A SHORT-TERM RENTAL ORDINANCE FOR THE CITY OF MANISTEE.

Following discussion at the June 9, 2020 Work Session, the Council asked that the Planning Commission work on an ordinance that would address short-term rentals.

MOTION by Szymanski, second by Cooper to support the City Planning Commission and County Planning Department Staff to research, develop and recommend a Short-Term Rental Ordinance. With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Cipic, Szymanski, Grabowski, and Martin-Pontiac

NAYS: None

CONSIDERATION OF A CENTURY 21 BOARDWALK HOSTED FUNDRAISER FOR THE VOGUE THEATRE.

Century 21 Boardwalk has planned a fundraising event at Fifth Avenue Beach on Sunday, June 21, 2020 from 6:00 p.m. – 11:00 p.m., to benefit the Vogue Theatre. They have arranged for entertainment and refreshments at no cost to participants. Food can be purchased from concessions. No City Services have been requested. They intend to accept donations during the event, which will be donated to the Vogue Theatre. Other fundraisers are planned each month during the summer.

MOTION by Szymanski, second by Grabowski to approve the Century 21 Boardwalk's special event request to host a fundraiser at Fifth Avenue Beach on Sunday, June 21, 2020. Discussed

PROCEEDINGS OF THE MANISTEE CITY COUNCIL –JUNE 16, 2020

event compliance with the current the executive order with regards to social distancing and gathering restrictions.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Cipcic, Szymanski, Grabowski, and Martin-Pontiac

NAYS: None

CITIZEN COMMENT

Every person waiting in the virtual waiting room was called by the last four digits of their telephone number.

Mary Haw, 421 Cedar Street / asked for clarification on the Short-Term Rental Ordinance.

OFFICIALS AND STAFF

Taylor notified Council that the next City Council meeting on July 7th will be an in-person meeting.

Glass gave Council an update on the Blight program.

Mikula gave an update on how the DPW is managing its workload while participating in the work share program.

COUNCILMEMBERS

Cooper asked Taylor for an update on the Reitz Park baseball field dedication.

Szymanski questioned if the blight committee would still be meeting and if Detective Glass would be the chairman; suggests information on the blight districts be published in the newspaper.

ADJOURN

MOTION to adjourn was made by Szymanski. Meeting adjourned at 8:08 p.m.

Heather Pefley CMC, MiPMC
City Clerk