

## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – April 3, 2012

A regular meeting of the Manistee City Council was called to order by her honor, Mayor Colleen Kenny on Tuesday, April 3, 2012 at 7:00 p.m. in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

**PRESENT:** Colleen Kenny, Sid Scrimger, Robert Hornkohl, Ilona Haydon, Catherine Zaring, Beth Adams, and Alan Marshall.

**ALSO PRESENT:** City Manager – Mitch Deisch, City Attorney – George Saylor, City Clerk – Michelle Wright, City Assessor – Julie Beardslee, Community Development Director – Jon Rose, DPW Director – Jack Garber, Finance Director – Ed Bradford, and Public Safety Director – Dave Bachman.

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

*None received*

### **CONSENT AGENDA.**

- Minutes - March 19, 2012 - Regular Meeting
- Payroll - March 19 - April 1, 2012 - \$ 104,900.50
- Cash Balances Report - February 2012
- Notification Regarding Next Work Session – April 10, 2012  
A discussion will be conducted on project updates and the 2012-2013 Budget and CIP; and such business as may come before the Council.
- 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.
- 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.

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

MOTION by Haydon, second by Hornkohl to approve the Consent Agenda as presented.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Scrimger, Hornkohl, Haydon, Zaring, Adams, and Marshall  
NAYS: None

**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.

MOTION by Haydon, second by Hornkohl to approve purchasing a new application server and refurbishing the existing domain server. Discussion followed with answers being supplied by Bradford and Terrapin Network’s Tim Gillen.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Scrimger, Hornkohl, Haydon, Zaring, Adams, and Marshall  
NAYS: None

**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.

MOTION by Hornkohl, second by Zaring 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. Discussion held regarding changes in the contract, why contracts were not re-bid, and cost advantages of not re-bidding too often, and need to review the purchasing policy.

With a roll call vote this motion passed, 4-3.

AYES: Kenny, Hornkohl, Zaring, and Marshall

NAYS: Scrimger, Haydon, and Adams

#### **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.

MOTION by Hornkohl, second by Marshall 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. Suggestion made that after four years, contract should be re-bid; this is first renewal or 2<sup>nd</sup> two year period.

With a roll call vote this motion passed, 4-3.

AYES: Kenny, Hornkohl, Zaring, and Marshall

NAYS: Scrimger, Haydon, and Adams

#### **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.

MOTION by Marshall, second by Hornkohl 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.

With a roll call vote this motion passed, 4-3.

AYES: Kenny, Hornkohl, Zaring, and Marshall

NAYS: Scrimger, Haydon, and Adams

#### **A REPORT FROM THE COUNTY PROSECUTOR.**

Mr. Ford Stone reported on the activities of the County Prosecutor and responded to questions the Council had regarding their activities.

#### **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.

Bradford gave a powerpoint presentation of the proposed budget.

#### **DISCUSSION ON THE DPW WHITE PAPER.**

Deisch gave a synopsis of the DPW White Paper report. Lengthy discussion followed including: did Garber agree with the evaluation of the report; if he were to leave within 2-3 months, would there be anyone capable of taking over; why the particular skills listed are needed and why would we have to hire from outside; believes there are some excellent managers coming up; staff is looking for direction from Council how to proceed with budget proposals – should a utilities supervisor be included in budget; why not start that person at a lower pay and work their way up as skills/licenses are obtained; long term future plans dictates our short term goals; not unreasonable to hire a manager with a specialty of water and sewer management; not uncommon to employ someone to manage those

departments that does not hold licenses, but can acquire them; if proposed budget has \$200,000 deficit with this position included, what are we going to do in future years to take change that; a really skilled manager may find efficiencies that will save money and thereby having financed that position; and emphasized not to underestimate the economic value or development that our utilities have.

Consensus of City Council was to move into future by budgeting for a utilities supervisor.

#### **CITIZEN COMMENT.**

Roger Zielinski, 529 First Street, stated that getting bids saves money and you get more for your tax dollars.

Paul Stewart, Lakeshore Motel – First Street, has concerns regarding the new bathhouse being built on the beach – size, dates of construction, bids; wants Council to know it could affect his business.

Stephen Wall, 314 Oak Street, commented on the confusion of a motion made at the last meeting regarding removal of the observation deck from the First Street project scope of work; also questioned a Councilmember voting for himself regarding an appointment to a board or commission.

#### **OFFICIALS AND STAFF.**

Rose stated that with the construction of the new fish cleaning station, the concession stand at First Street boat ramps will soon be eliminated, but the bathrooms will be kept open; asked for Council's guidance if the concession stand contract holder (expired contract) could set up a trailer in the parking lot with temporary power.

#### **COUNCILMEMBERS.**

Haydon has received several calls regarding people want the status quo left with dogs on the beach; should have an ordinance on feral cats; deer problem is being brought back up; and lights on First Street to the beach are nice, but should have been underground.

Adams inquired on the progress of the bridge repairs.

Hornkohl also has received calls regarding deer numbers – people were very upset. Council consensus was to talk about this again at a work session.

#### **ADJOURN.**

MOTION to adjourn was made by Hornkohl, second by Marshall. Meeting adjourned at 9:27 p.m.

Michelle Wright CMC/CPFA, MiCPT  
City Clerk/Deputy Treasurer