
PROCEEDINGS OF THE MANISTEE CITY COUNCIL – FEBRUARY 4, 2020

A regular meeting of the Manistee City Council was called to order by his honor, Mayor Roger Zielinski on Tuesday, February 4, 2020 at 7:00 pm in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

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

ABSENT: None

ALSO PRESENT: City Manager – Thad Taylor, City Attorney – George Saylor, City Clerk – Heather Pefley, DPW Director – Jeff Mikula, Finance Director – Ed Bradford and City Engineer – Shawn Middleton

PUBLIC HEARING ON THE DOWNTOWN DEVELOPMENT AUTHORITY DEVELOPMENT PLAN.

The current DDA Development Plan and TIF sunsets on March 1, 2020. The Downtown Development Authority approved a new Development Plan for Council’s consideration. In order for City Council to consider adopting a new Downtown Development Authority Plan, a public hearing is required.

The public had an opportunity to comment on the Downtown Development Authority Development Plan.

Jeff Gordon, 411 River Street – encouraged Council to approve the TIF plan amendments.

Dennis terHorst, 63 Clay Street – presented questions to Council regarding County and College tax increment portion included in funding of TIF plan and also why detail of the plan is financially balanced, but the bottom line is not balanced.

No other comments were received. Public Hearing closed at 7:04 p.m.

CITIZEN COMMENTS ON AGENDA RELATED ITEMS

None

CONSENT AGENDA

- Minutes - January 21, 2020 Regular Meeting

- Financial Reports
 - Cash Balances December 2019
 - Revenue & Expense December 2019
 - Quarterly Financial Update
 - Quarterly Investment Update

- Notification Regarding Next Work Session – February 11, 2020, 7:00 pm
A discussion will be conducted on RAD Conversion Plans, Ad Hoc Blight Committee Report, Racial Justice, Inclusion and Diversity; and such business as may come before Council.

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- Consideration of FiveCAP, Inc to hold a Walk for Warmth on Saturday, February 15, 2020.

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

With a roll call vote this motion passed unanimously.

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

NAYS: None

CONSIDERATION OF APPROVING A CONTRACT WITH THE STATE OF MICHIGAN FOR 2020 TRUNKLINE MAINTENANCE.

Every five years the City contracts with the Michigan Department of Transportation (MDOT) to perform maintenance on the US31 Trunkline within the City limits. The State reimburses the City for the costs associated with the work.

MOTION by Szymanski, second by Pontiac to enter a State Trunkline Maintenance Contract with the Michigan Department of Transportation and authorize Public Works Director and Street Administrator Jeffrey W. Mikula to execute the agreement. Discussed information on the reimbursement process and benefits of this contract.

With a roll call vote this motion passed unanimously.

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

NAYS: None

CONSIDERATION OF ADOPTION OF THE MANISTEE DOWNTOWN DEVELOPMENT AUTHORITY DEVELOPMENT AND TAX INCREMENT FINANCING PLAN AMENDMENTS TO THE ORDINANCE ADOPTED APRIL 2, 1985, AMENDED APRIL 3, 1989 AND AMENDED SEPTEMBER 16, 2008.

The Manistee DDA is proposing amendments to the current Development and Tax Increment Financing Plan. The amendments include identified projects and budget estimates for the organization over the next 25 years. The amendments additionally include attachments, requested by the Manistee City Council, of the City Service Agreement and Economic Development Agreement with the Manistee Area Chamber of Commerce.

MOTION by Beaton, second by Szymanski to adopt the Manistee DDA amendments for the Development and Tax Increment Financing Plan. Discussion included progress made over the last year, improved communication, and downtown merchant concerns. DDA board member Barry Lind answered questions regarding approval of jurisdictions and revenue/expenses detailed in the plan.

With a roll call vote this motion passed unanimously.

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

NAYS: None

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CONSIDERATION OF BUDGET AMENDMENT 2020-2 FOR FISCAL YEAR END JUNE 30, 2020.

The City of Manistee is required by State law to ensure the actual expenditures do not exceed budget 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 statues regarding appropriations.

MOTION by Beaton, second by Cooper to adopt budget amendment 2020-2 for fiscal year ending June 30, 2020.

With a roll call vote this motion passed unanimously.

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

NAYS: None

CONSIDERATION OF APPROVING A CONTRACT FOR THE ARTHUR STREET PUMP STATION IMPROVEMENTS.

The City has publicly bid out improvement to the Arthur Street Pump Station. One bid was received from Elmer's Crane and Dozer. Following value engineering, the bid was revised to \$206,027.00.

The engineer's estimate is \$165,000.00. In order to bring the project closer to the estimate and budgeted amount, a change order will be executed which will include the Department of Public Works providing bypass pumping and traffic control. The project cost after the change order will be \$164,077.00.

The contract documents were prepared by Spicer Group and approved by the City Attorney.

MOTION by Szymanski, second by Cooper to award a construction contract to Elmer's Crane and Dozer in the amount of \$206,027.00 and a subsequent change order, reducing the contract price to \$164,077.00 and authorize the Mayor, City Clerk and Public Works Director to execute the documents. Discussed change order work to be completed by DPW.

With a roll call vote this motion passed unanimously.

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

NAYS: None

CONSIDERATION OF ENTERING A FOUR-YEAR INSTALLMENT PURCHASE CONTRACT WITH WEST SHORE BANK, TRUCK & TRAILER SPECIALTIES OF BOYNE FALLS, INC AND D&K TRUCK COMPANY TO FINANCE THE PREVIOUSLY APPROVED PURCHASE OF A TANDEM AXLE PLOW TRUCK AND RELATED EQUIPMENT.

On September 3, 2019 Council approved the purchase of a plow truck and related equipment in the amount of \$204,318.00. When approved, it was anticipated that financing arrangements would have to be made at a later date. The truck chassis is done and has been delivered to the equipment vendor for assembly. The equipment vendor will be paid upon delivery of the finished truck.

MOTION by Beaton, second by Grabowski to adopt a resolution to enter into a four-year installment purchase contract with West Shore Bank, Truck & Trailer Specialties of Boyne Falls, Inc and D&K Truck

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Company 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 Pontiac

NAYS: None

CONSIDERATION OF APPROVAL OF INVOICES AND DRAW REQUEST #1 FOR USDA RURAL DEVELOPMENT WASTEWATER IMPROVEMENTS PHASE I.

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. The first Draw Request includes engineering, legal and bond counsel invoices up to the date of closing.

MOTION by Beaton, second by Cooper to approve invoices and Draw Request #1 for USDA Rural Development Wastewater Improvements Phase I.

With a roll call vote this motion passed unanimously.

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

NAYS: None

CONSIDERATION OF APPLICATIONS TO DDA BOARD.

The City Clerk has taken action to advertise vacancies on the DDA Board.

Manager appointments require a motion, second and Council voted support.

The following applications have been received:

DOWNTOWN DEVELOPMENT AUTHORITY – One vacancy for a resident member, term ending 06/30/21 and one vacancy for an interest member, term ending 06/30/20; Manager appointment.

Bruce Allen, 74 Pine Street – resident member

James Beaudrie, 1249 Maple Road – interest member

Suzanne Riley, 314 Lakeshore Drive – interest member

City Manager Thad Taylor appointed Bruce Allen, 74 Pine Street to the Downtown Development Authority as a resident member for a term ending 06/30/21.

Motion by Beaton, second by Szymanski to support the Manager's appointment.

With a roll call vote this motion passed unanimously.

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

NAYS: None

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City Manager Thad Taylor appointed James Beaudrie, 1249 Maple Road to the Downtown Development Authority as an interest member for a term ending 06/30/20.

Motion by Beaton, second by Grabowski to support the Manager’s appointment.

With a roll call vote this motion passed unanimously.

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

NAYS: None

A REPORT FROM REPUBLIC SERVICES.

No report given.

CITIZEN COMMENT

None

OFFICIALS AND STAFF

Taylor notified Council of a recent meeting between staff and Representative O’Malley to discuss high water levels & impacts on the City; toured areas experiencing high water levels.

COUNCILMEMBERS

Pontiac handed out cards for employees’ birthdays and anniversaries.

Szymanski gave notice that February is Teen Dating Violence Awareness Month; February 11th is Teen Dating Violence Awareness Day and asked everyone to wear orange to bring awareness to this issue. Szymanski also encouraged everyone to get their Flu shot.

Beaton asked Taylor for a list of areas toured with Representative O’Malley.

CONSIDERATION OF A CLOSED SESSION, MANAGER ANNUAL EVALUATION AND UNION CONTRACT NEGOTIATIONS.

City Manager Thad N. Taylor has requested a Closed Session this evening as permitted by the Open Meetings Act, Section 8 (a) for discussion on the City Manager’s Annual Evaluation and Section 8 (c) to discuss contract negotiations with the United Steelworkers.

MOTION by Cooper, second by Szymanski to proceed to Closed Session under Section 8 (a) and 8 (c) of the Michigan Open Meetings Act.

With a roll call vote this motion passed unanimously.

AYES: Cooper, Beaton, Zielinski, Szymanski, Grabowski and Pontiac (*Cipic not present for this vote*)

NAYS: None

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MOTION by Szymanski, second by Grabowski to return to Regular Session. Time: 8:12pm

All in favor.

ADJOURN

MOTION to adjourn was made by Cooper. Meeting adjourned at 8:13 p.m.

Heather Pefley CMC, CMMC / MiCPT
City Clerk