
PROCEEDINGS OF THE MANISTEE CITY COUNCIL – MARCH 17, 2020

A regular meeting of the Manistee City Council was called to order by his honor, Mayor Roger Zielinski on Tuesday, March 17, 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, Michael Szymanski, James Grabowski and Erin Pontiac

ABSENT: Jermaine Cipicic

ALSO PRESENT: City Manager – Thad Taylor, City Attorney – George Saylor, City Clerk – Heather Pefley, DPW Director – Rick Mohr, Deputy Finance Director – Angie Rabb, Public Safety Director – Tim Kozal, and City Engineer – Shawn Middleton

MOTION by Beaton, second by Szymanski to amend the agenda to add item IX. d.) Consideration of Annual Forest Festival Events to the Consent Agenda.

With a roll call vote this motion passed unanimously.

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

NAYS: None

Beaton asked for clarification on the date of the next work session. The date on the agenda is incorrect; it says March 14, 2020 and should be April 14, 2020. This will be corrected on the next agenda.

PUBLIC HEARING TO DISCUSS MICHIGAN DEPARTMENT OF NATURAL RESOURCES TRUST FUND DEVELOPMENT GRANT TO REDEVELOP VETERANS MEMORIAL PARK.

Mayor Zielinski opened the public hearing on the Michigan Department of Natural Resources Trust Fund Development Grant to redevelop Veterans Memorial Park.

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

CITIZEN COMMENTS ON AGENDA RELATED ITEMS

None.

CONSENT AGENDA

- Minutes - March 3, 2020 Regular Meeting
- March 11, 2020 Work Session

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- Financial Reports
 - Payroll February 2020
 - Invoices February 2020
- Consideration of Ordinance 20-04 Tax Exemption for Housing.

The City of Manistee Housing Commission on behalf of its partners has requested the adoption of a Tax Exemption Ordinance relating to the Century Terrace and Harborview Apartments renovation. The Ordinance would provide for a payment in lieu of taxes relating to the Century Terrace and Harborview properties. The City of Manistee Housing Commission currently makes a payment in lieu of taxes that provides for payment of 10% of Shelter Rent (rent paid, less certain utilities). It is being proposed that the PILOT Ordinance provide for a payment of 3% of Shelter Rent and an additional payment under the terms of a Municipal Services Agreement that will be separately considered by Council.
- Consideration of Ordinance 20-05 Tax Exemption for Housing.

Monroe Limited Dividend Housing Association Limited Partnership has requested the adoption of a Tax Exemption Ordinance relating to the Monroe Cottages Development. The PILOT Ordinance would provide for a Payment in Lieu of Taxes of 4% of Shelter Rent (rent paid, less certain utilities) and an additional payment under the terms of a Municipal Services Agreement that will be separately considered by Council.
- Notification Regarding Next Work Session – March 14, 2020, 7:00 pm
A discussion will be conducted on business as may come before Council.
- Consideration of approval of invoices and Draw Request #2 for USDA Rural Development Wastewater Improvements Phase 1.

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

With a roll call vote this motion passed unanimously.

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

NAYS: None

CONSIDERATION OF APPROVING A THREE-YEAR CONTRACT WITH LAKE GULLS CONCESSIONS AND RENTALS TO OPERATE THE FIFTH AVENUE BEACH CONCESSION STAND.

A Request for Proposals for Concession Stand operations was publicly advertised. Lake Gulls Concessions and Rentals was the lone respondent for Fifth Avenue. Staff recommends entering into a three-year agreement.

MOTION by Grabowski, second by Szymanski to approve a new three-year contract to Lake Gulls Concessions and Rentals to operate the Fifth Avenue Concession Stand in the amount of \$1,100/year for the seasons 2020-2022 and authorize the Mayor and Clerk to execute the agreement. Discussed restroom cleaning responsibilities; Parks department cleans the restrooms

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in the morning, and concession stand operator is responsible for cleaning throughout the rest of the day.

With a roll call vote this motion passed unanimously.

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

NAYS: None

CONSIDERATION OF APPROVING A THREE-YEAR CONTRACT WITH NORTH COUNTRY CONCESSIONS TO OPERATE THE FIRST STREET BEACH CONCESSION STAND.

A Request for Proposals for Concession Stand operations was publicly advertised. North Country Concessions was the lone respondent for First Street. Staff recommends entering into a three-year agreement.

MOTION by Szymanski, second by Grabowski to approve a new three-year contract to North Country Concessions to operate the First Street Concession Stand in the amount of \$900/year for the seasons 2020-2022 and authorize the Mayor and Clerk to execute the agreement. Discussion included the different yearly rates for the two concession stands; rates are determined in the bidding process; North Country Concessions has been the contractor for the last three years.

With a roll call vote this motion passed unanimously.

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

NAYS: None

CONSIDERATION OF APPROVING CHANGES TO COUNCIL POLICY CP-19 CREDIT CARD POLICY.

The City is required to have a credit card policy per PA 266 of 1995 – Credit Card Transactions. Staff has reviewed the City Policy which was last amended in June of 2007 and has made some suggested changes to update the policy.

MOTION by Grabowski, second by Cooper to approve changes to Council Policy CP-19 Credit Card Policy.

With a roll call vote this motion passed unanimously.

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

NAYS: None

CONSIDERATION OF APPROVAL FOR APPLICATION FOR THE DNR WATERWAYS GRANT AND TO ADOPT A RESOLUTION FOR THE SUBMITTAL OF THE GRANT APPLICATION.

The City of Manistee's five-year Recreation Harbor Plan outlines certain goals and objectives

including repairing the remaining docks at the City Marina. The City of Manistee is working with Spicer Group to request a DNR Waterways grant to assist in funding the project. The Waterways grant requires a resolution by City Council. Staff requests City Council's approval for the application for the DNR Waterways grant and to adopt a resolution for the submittal of the grant application.

MOTION by Beaton, second by Pontiac to approve the application for the DNR Waterways grant and to adopt a resolution for the submittal of the grant application.

With a roll call vote this motion passed unanimously.

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

NAYS: None

CONSIDERATION OF A RESOLUTION OF ADOPTION TO APPLY FOR A MICHIGAN DEPARTMENT OF NATURAL RESOURCES (MDNR) TRUST FUND GRANT.

The City Capital Improvement Plan includes upgrading the North Riverwalk within Veteran's Park. The park was constructed in 1983 and has exceeded its design life. Improvements include replacing landscape items, walkways, stairs and retaining walls. New lighting is also included to improve safety. Total estimated cost eligible for an MDNR Grant is \$410,000.

MOTION by Cooper, second by Grabowski to approve the Resolution of Adoption to apply for a MDNR Trust Fund Grant.

Discussed:

- Need for a camera
- Lighting will help add safety and deter issues
- Clean up to eliminate problem areas
- Matching funds required
- Pledges for funds from other entities

With a roll call vote this motion passed unanimously.

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

NAYS: None

CONSIDERATION OF APPROVING THE SUBMISSION OF AN MEDC COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION TO PARTIALLY FUND AN UPDATE OF THE MASTER PLAN FOR THE RAMSDELL THEATRE.

As part of the Ramsdell Theatre Restoration Project in 1990, Quinn Evans architects created a Preservation Master Plan for the Ramsdell Theatre. This document helped guide the subsequent

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multi-year restoration efforts. Thirty years have passed since the report was issued and many of the key items identified have been completed. In order to finish the restoration of the Ramsdell Theatre and position it for success in the future, the building needs to be evaluated and a new master plan created. The grant application would be for \$27,500 which would be matched by \$27,500 from the non-profit Ramsdell Regional Center for the Arts.

MOTION by Szymanski, second by Cooper to approve the submission of an MEDC Community Development Block Grant application to fund an update of the Master Plan for the Ramsdell and authorize the City Manager and/or Chief Financial Officer to sign any needed documents.

With a roll call vote this motion passed unanimously.

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

NAYS: None

A REPORT FROM THE PUBLIC SAFETY DEPARTMENT.

Director of Public Safety Tim Kozal reported on the activities of the Public Safety Departments and responded to any questions the Council had regarding their activities.

CITIZEN COMMENT

None.

OFFICIALS AND STAFF

Taylor reviewed the coronavirus precautions that have been taken by the City; will re-evaluate daily to try to get ahead of the situation. Information is posted on Facebook, the City's webpage, and on the doors at City facilities.

Precautions include:

1. All City facilities (City Hall, Fire Department, DPW and Marina) are closed to the public until further notice. Employees will continue to report for work.
2. Cancel the following City Boards & Commissions meetings through April 6, 2020:
 - Parks Commission scheduled for March 19th
 - Historic Commission scheduled for April 1st
 - Planning Commission scheduled for April 2nd
 - Tree Commission scheduled for April 6th
 - PEG Commission scheduled for April 6th
3. Institute social distancing (6') between individuals.

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4. Cancel the Neighborhood Information meeting to discuss street projects that was scheduled for March 18th
5. Cancel all employee training and travel through April 6th, unless such training and travel is deemed essential by the appropriate Department Director.
6. Eliminate attendance at non-City meetings unless attendance at a meeting is deemed essential by the appropriate Department Director.
7. Department Directors and other employees are not required to attend City Council meetings or work session unless they have an item on the agenda until further notice.
8. Department Director staff meetings are cancelled until further notice. Alternatively, Department Directors will share information by email.

Taylor asked for understanding from the community during this time and reminded everyone to try to support small businesses that are still operating for take-out and delivery services.

Kozal notified Council of the steps taken by Police, Fire, and Paramedics to limit exposure; trying to project for worse case scenarios; seeing compliance with governor's orders but will enforce if needed.

COUNCILMEMBERS

Pontiac wished everyone a Happy St. Patrick's Day.

Zielinski expressed that Council would support what is needed to protect the health and safety of citizens and employees.

Szymanski commented on how well the community has responded and complied with the new rules; wished everyone a Happy St. Patrick's Day.

ADJOURN

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

Heather Pefley CMC/CMMC, MiCPT
City Clerk