

DECEMBER 15, 2014

CITY COMMISSION OF THE CITY OF MUNISING
AGENDA
MONDAY, DECEMBER 15, 2014
6:00 P.M.

- A. CALL TO ORDER OF REGULAR CITY COMMISSION MEETING, PLEDGE OF ALLEGIANCE, ROLL CALL
- B. PUBLIC COMMENT (non-agenda items)
- C. OLD CITY BUSINESS
 - 1. Treasurer's Report
 - 2. Monthly Reports - Committee - Fire - Police - WWTP
 - 3. DDA - Partnership Updates - Kathy Reynolds
- D. NEW CITY BUSINESS
 - 1. Mayor's appointment of Ellen Golisek to the Munising Housing Commission for another 5 year term ending December 31, 2019
 - 2. Mead & Hunt Munising Phase 3 Sewer Project pay request \$235,736.33
 - 3. Mead & Hunt Munising Phase 3 Water Project pay request \$129,371.62
 - 4. Hanley Airport Land Swap Language
 - 5. Master Plan Coastal Zone Management Proposal
 - 6. Approve December 2014 Budget Adjustments
 - 7. Approve City Commission Meeting Minutes of 12/3/14
 - 8. Check Register/List of Bills
 - 9. City Manager Report
- E. CORRESPONDENCE
- F. PUBLIC COMMENTS (non-agenda items)
- G. ADJOURNMENT

CITY COMMISSION

Official Proceedings

- A. CALL TO ORDER OF REGULAR CITY COMMISSION MEETING, PLEDGE OF ALLEGIANCE, ROLL CALL

The Regular Meeting of the City Commission was duly called and held on Monday, **December 15, 2014**, in the City Commission Room of City Hall. Mayor DesJardins called the Regular Meeting to order at 6:00 p.m.

PRESENT: Commissioners: Cotey, Nettleton and Mayor DesJardins
ABSENT: Commissioners: Dolaskie and Bornslaeger

- B. PUBLIC COMMENT (non-agenda items)

There was none.

- C. OLD CITY BUSINESS

- 1. Treasurer's Report

Moved by Commissioner Nettleton to approve the City Treasurer's report as submitted. Support by Commissioner Cotey.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

- 2. Monthly Reports - Committee - Fire - Police - WWTP

Commissioner Nettleton stated that Alger Parks and Recreation is having a Christmas Party on the 20th that includes a can drive with the Fire Department.

3. DDA - Partnership Updates - Kathy Reynolds

Kathy Reynolds stated that the Shop Local promotion is going on until the 18th of December; this event has been very successful, the local business people have been great with their donations. Next, Reynolds stated that the Christmas facades went well, the regular facades funding has been extended to the end of the fiscal year, due to early snow and such. As for the alley project it is still in the works, and will be completed in phases with monies spread into different fiscal years. They are also doing another Banner Contest regarding the 50 year anniversary of the park. As for the new Christmas decorations the Department of Public Works has gotten them all up and she felt they look very nice. Regarding the Low to Moderate Income study there are around 750 seasonal workers and 450 part time workers and 25 business' have closed so we should have a good chance for some help. Commissioner Nettleton commented on the decorations in downtown Munising compared to Marquette, he had been to Marquette recently and drove downtown; there were no lights at all, he felt Munising did a fantastic job.

D. NEW CITY BUSINESS

Moved by Commissioner Nettleton to amend the agenda to include first City Manager Olson's Employment Contract - Resolution. Support by Commissioner Cotey.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

Agenda Amended:

City Manager Olson's Employment Contract - Resolution

Moved by Commissioner Nettleton to adopt the resolution amending City Manager Olson's employment contract. Support by Commissioner Cotey.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

RESOLUTION OF THE CITY COMMISSION
AMENDING THE CITY MANAGER'S CONTRACT

Whereas, the City Commission held a regular meeting on December 3, 2014; and
Whereas, the City Commission agreed to amend City Manager Olson' employment contract as of that date; and
Whereas, the City Commission approved increasing City Manager Olson's salary from \$60,000.00 to \$65,000.00 per year beginning January 1, 2015; and
Whereas, the City Commission authorized the Mayor to enter into the amended employment contract with Devin Olson.
Now Therefore Be It Resolved that City Manager Devin Olson's employment contract be amended as stated and that the Mayor be authorized to enter into the contract with Devin Olson.

Sue Roberts, City Clerk

Rod DesJardins, Mayor

Date: _____

1. Mayor's appointment of Ellen Golisek to the Munising Housing Commission for another 5 year term ending December 31, 2019

Moved by Commissioner Nettleton to approve the Mayor's appointment of Ellen Golisek to the Munising Housing Commission for a 5 year term ending December 31, 2019. Support by Commissioner Cotey.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

2. Mead & Hunt Munising Phase 3 Sewer Project pay request \$235,736.33

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Moved by Commissioner Cotey to approve Mead & Hunt's pay request for Munising Phase 3 Sewer Project in the amount of \$235,736.33. Support by Commissioner Nettleton.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

3. Mead & Hunt Munising Phase 3 Water Project pay request
\$129,371.62

Moved by Commissioner Cotey to approve Mead & Hunt's pay request for Munising Phase 3 Water Project in the amount of \$129,371.62. Support by Commissioner Nettleton.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

4. Hanley Airport Land Swap Language

Moved by Commissioner Cotey to tentatively approve the amended legal description language. Support by Commissioner Nettleton.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

LEGAL DESCRIPTION

Grantor reserves an easement, 95 feet in width, being 20 feet on the Easterly side and 35 feet on the Westerly side of a centerline across that part of Government Lot 1, Section 28, Township 47 North, Range 19 West, lying South of the right of way of M-28, and that part of Government Lot 4, Section 27, Township 47 North, Range 19 West, lying South of the right of way of M-28, to operate, maintain, repair and replace Grantor's below ground municipal water main, in its current location, on the described portion of the land hereby conveyed. "Operate, maintain, (and) repair" includes, but is not limited to, removing brush, trees and other vegetation from the easement location, as needed, in Grantor's sole discretion. Grantor also reserves an easement, over the surface of that same 95 feet, for access by persons on foot (which shall include access on snowshoes and cross country skis), on bicycles, on off road vehicles, and on snow machines, with the right to maintain and repair the easement in a manner that will allow for use of the easement for those purposes. These easements are reserved by Grantor in perpetuity and shall run with the land hereby conveyed for the benefit of the residents of the City of Munising and the general public.

Change 95 feet to 40 feet; change being 60 feet to 20 feet; change 35 feet to 20 feet; adding language: Shall not extend to be used for parking.

5. Master Plan Coastal Zone Management Proposal

Moved by Commissioner Nettleton to adopt the Resolution for the Master Plan Coastal Management Proposal. Support by Commissioner Cotey.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

RESOLUTION APPROVING SUBMISSION OF COASTAL GRANT APPLICATION FOR CITY OF MUNISING MASTER PLAN DEVELOPMENT

WHEREAS, the City of Munising is in need of an updated Master Plan with a focus on the surrounding coastal resources, and

WHEREAS, the content of the City's current Master Plan is outdated and insufficient for controlled development within the City, and

WHEREAS, funding is available from the U.S. Department of Commerce through the Coastal Management Program, and

WHEREAS, total project cost is estimated at about \$14,000, 50 percent of which would be funded through the Coastal Program and 50 percent would be local match,

NOW, THEREFORE, BE IT RESOLVED, that the City Commission approves the submission of the grant application to the Michigan Coastal Management

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Program in the amount of \$14,000 for the development of a new Master Plan and commits that the local match shall be provided if the project is funded.

Adopted this 15th day of December, 2014

AYES:

NAYS:

ABSENT:

BY: _____

ATTEST: _____

6. Approve December 2014 Budget Adjustments

Moved by Commissioner Cotey to approve the December 2014 budget adjustments as presented. Support by Commissioner Nettleton.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

City of Munising
Budget Adjustments
December 2014

<u>Department</u>	<u>Account</u>	<u>Original</u>	<u>Amount Change</u>	<u>Reason Amended</u>
<u>G/F</u>				
Misc				
Revenues	101-000-694.000	\$ 2,500.00	\$ 2,236.00	Stonegarden Grant
	101-000-694.000		\$ 2,500.00	\$ 7,236.00 Zamboni Sale
<u>Elections</u>				
Salaries	101-191-702.000	\$ 1,200.00	\$ 1,200.00	\$ 2,400.00 Election Salaries
<u>Cemetery</u>				
Repairs				
Maint.	101-276-726.000	\$ 500.00	\$ 7,750.00	\$ 8,250.00 Well Repair
Supplies	101-276-726.000	\$ 700.00	\$ 450.00	\$ 1,150.00 Vets-grave Mks, flags
<u>Fire</u>				
Prof. Serv	101-336-801.000	\$ 350.00	\$ 900.00	\$ 1,250.00 Air Pac Flow test
<u>Parks & Rec</u>				
Utilities	101-691-920.000	\$ 4,000.00	\$ 2,000.00	\$ 6,000.00 Boat Launch Ballfield RR WA
<u>Tourist Park</u>				
Const Labr	101-757-702.000	\$ 2,100.00	\$ 6,500.00	\$ 8,600.00 In-Kind Wk
Const Frng	101-757-714.000	\$ 1,500.00	\$ 1,900.00	\$ 8,000.00 In-Kind Wk
<u>Major Streets</u>				
<u>Traffic Services</u>				
Equip Rent	202-474-943.000	\$ 1,100.00	\$ 1,900.00	\$ 3,000.00 Clean up H-58/Wash-ington St.
<u>Capital Outlay</u>				
Misc Rev	402-000-6943000	\$	\$ 5,500.00	\$ 5,500.00 Energy Proj
<u>Trs In</u>				
Sewer	402-000-699.590	\$	\$ 450.00	\$ 450.00 Tree Removal

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Water	402-000-699.591	\$	\$ 250.00	\$ 250.00	Cox Add Tree Removal Cox Add
Trs out					
Sewer	402-966-999.590	\$	\$117,756.00	\$117,756.00	Bond Closing Reimb.
Water	402-966-999.591	\$	\$60,714.00	\$60,714.00	Bond Closing Reimb.
Ineligible Costs					
Water	402-901-972.006	\$	\$ 263.00	\$ 263.00	Tree Removal Cox Add
Sewer	402-901-972.007	\$	\$ 263.00	\$ 263.00	Tree Removal Cox Add
<u>Sewer</u>					
Trs In					
Sewer	590-000-699.402	\$	\$117,756.00	\$117,756.00	Bond Closing Reimb.
Trs Out					
Const.	590-966-999.402	\$	\$ 426.00	\$ 426.00	Tree Removal Cox Add.
<u>Water</u>					
Misc					
Rev.	591-000-694.000	\$ 1,000.00	\$ 1,100.00	\$ 2,100.00	Sale of Equip
Repairs & Maint	591-557-930.000	\$10,000.00	\$10,000.00	\$20,000.00	Last Winter Repairs
Revenue increase/(decrease)			\$16,836.00		
Expenditures increase/(decrease)			\$37,200.00		

7. Approve City Commission Meeting Minutes of 12/3/14

Moved by Commissioner Cotey to approve the City Commission Meeting Minutes of 12/3/14 as submitted. Support by Commissioner Nettleton.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

8. Check Register/List of Bills

Moved by Commissioner Nettleton to approve and pay the Check Register/List of Bills as submitted. Support by Commissioner Cotey.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

9. City Manager Report

City Manager Olson began by stating that the Low to Moderate Resurvey application has been released so another survey can now be done. Regarding new software for City Hall, he is still in the research process. Olson mentioned that he and staff had met with a credit card processing company last week and is considering this option for customers. Next, Olson stated that the City Administration and the Insurance Committee are in the process of setting up Flexible Spending Account for interested employees. Olson then informed the Commission that he and Zoning Administrator Nolan had attended a Zoning Class at MSU Extension; it covered online ordinance posting and how to streamline the process. Regarding the body camera issues; he is working with DSTech to solve data storage issues, and is also in the process of drafting a body cam policy which will be refined prior to officer trainings and implementation of the policy. Olsen then stated that he had spoken with Kevin Trevillian with Coleman Engineering regarding funding options/solutions for H-58 and Sand Point Road repairs; it is a Federal Land Access Grant. Olson then informed the Commission that the Planning Commission Meeting was changed from December 24th to December 17th at 5:00 p.m. Last, Olson informed the Commission that he would be off on Friday December 26th and Monday December 29th.

E. CORRESPONDENCE

There was none.

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F. PUBLIC COMMENTS (non-agenda items)

Kathy Reynolds invited the City Commission and Attorney Ferguson to attend a Leadership Luncheon on January 21st at 8:30 a.m.

G. ADJOURNMENT

Moved by Commissioner Cotey to adjourn the Regular Meeting of the City Commission. Support by Commissioner Nettleton.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

The Regular Meeting of the City Commission adjourned at 6:36 p.m.

Rod DesJardins, Mayor

Sue Roberts, City Clerk

LIST OF BILLS

28559)U.S. POSTMASTER	598.82
28560)1 ST SOURCE BANK	41347.97
28561)ALGER COUNTY HUMANE SOCIETY	325.00
28562)AMERICAN WATER WORKS ASSOC.	295.00
28563)BECKER ARENA PRODUCTS, INC.	1201.75
28564)COLLEGE LAUNDRY & RENTAL	269.70
28565)COOPER OFFICE EQUIPMENT	599.93
28566)DENMAN'S HARDWARE	176.67
28567)DSTECH	25.93
28568)D. ROBB FERGUSON	1666.66
28569)HOLIDAY COMPANIES	3626.16
28570)MANATRON INC.	988.07
28571)VOIDED	VOIDED
28572)MUNISING TOWNSHIP TREASURER	311.17
28573)NORTH CENTRAL LABORATORIES	525.46
28574)DEVIN OLSON	40.00
28575)PARAGON LABORATORIES, INC.	180.00
28576)UPPER PENINSULA POWER OCOMPANY	5800.81
28577)UPPER PENINSULA RECREATION INC.	1230.77
28578)GREATER MUNISING BAY	64.38
28579)HIAWATHA TELEPHONE COMPANY	49.04
28580)VAUNE HUGHBANKS	40.00
28581)I.D.A. FLAGS & BANNERS	1420.00
28582)MADIGAN'S HARDWARE	409.99
28583)PETERSON PUBLISHING INC.	193.56
28584)KATHY REYNOLDS	50.00
28585)U.S. POSTMASTER	298.57
28586)AUTO-WARES GROUP	481.22
28587)BITTNER ENGINEERING INC.	3554.00
28588)CITY OF MUNISING TREASURER	6.65
28589)D. ROBB FERGUSON	165.00
28590)GRAINGER	137.40
28591)HALL CONTRACTING INC.	39180.69
28592)HIAWATHA TELEPHONE COMPANY	1083.09
28593)MADIGAN'S HARDWARE	201.55
28594)MADIGAN'S HARDWARE	104.60
28595)MICHIGAN STATE FIREMEN'S ASSOC.	75.00
28596)MILLER BRADFORD & RISBERG	567.00
28597)NAPA AUTO PARTS	18.14
28598)NORTH CENTRAL LABORATORIES	17.60
28599)NORTHWOODS PRINTING	120.00
28600)PETERSON PUBLISHING INC.	288.97
28601)PUTVIN DRUG STORE	4.98
28602)SHELL FLEET PLUS	3266.70
28603)STANDARD ELECTRIC COMPANY	35.32
28604)STANDARD ELECTRIC COMPANY	4.39
28605)STATE OF MICHIGAN	1950.00
28606)SUPERIOR ELECTRIC INC.	704.95
28607)UPPER MICHIGAN COMMUNITY CREDIT UNION	115.00
28608)US BANK EQUIPMENT FINANCE	330.32
28609)VERIZON WIRELESS	308.17
28610)AN*SER SERVICES	50.00

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28611) ANDERSON, TACKMAN & COMPANY	2250.00
28612) BERGDAHL'S INC.	26.95
28613) DELTA DENTAL	1740.84
28614) SCHULTZ EQUIPMENT & PARTS COMPANY	208.24
28615) UPCAP SERVICES INC.	54.00
28616) UPPER MICHIGAN COMMUNITY CREDIT UNION	212.00
28617) VANTAGE FLEX, LLC	95.00