

JULY 18, 2016

CITY COMMISSION OF THE CITY OF MUNISING
AGENDA
MONDAY, JULY 18, 2016
6:00 P.M.

- A. CALL TO ORDER PUBLIC HEARING-REGULAR CITY COMMISSION MEETING, PLEDGE OF ALLEGIANCE, ROLL CALL
- B. PUBLIC COMMENT (non-agenda items)
- C. PUBLIC HEARING
 - 1. Adoption of Amendment to Section 415 Off-Street Parking Requirements of the City Zoning Ordinance
 - 2. Adjourn Public Hearing Enter Regular Meeting
- D. OLD CITY BUSINESS
 - 1. Cooperative Agreement between Sault Ste. Marie Tribe of Chippewa Indians and the City of Munising H-58 Design/Reconstruction Project - tabled from 6-27-16
 - 2. Treasurer's Report
 - 3. Monthly Reports - Committee - Fire - Police - WWTP
 - 4. DDA - Partnership Updates - Kathy Reynolds
- E. NEW CITY BUSINESS
 - 1. Coleman Engineering Company Invoice for Services from 4-24-16 - 5-21-2016 for SAW - Storm Sewer \$3,639.50
 - 2. Coleman Engineering Company Invoices for Services from 4-24-16 - 5-21-16 for SAW Sanitary Sewer \$7,182.25
 - 3. Ballot Wording for November Ballot - Charter Adoption
 - 4. Traverse Engineering Services, P.C. Invoice for \$22,900.00 Services Rendered for Developing & Calibrating Water System Hydraulic Model & Master Plan
 - 5. Munising Sewer Project Pay Request \$112,505.50
 - 6. Marine Tech Pay Request #3 \$159,954.10
 - 7. Change Order Marine Tech increase of \$122,554.08
 - 8. Approve City Commission Meeting Minutes of 7/6/16
 - 9. Check Register/List of Bills
 - 10. City Manager Report
- F. CORRESPONDENCE
- G. PUBLIC COMMENTS (non-agenda items)
- H. ADJOURNMENT

CITY COMMISSION

Official Proceedings

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

The Public Hearing - Regular Commission Meeting was duly called and held on Monday, **July 18, 2016**, in the City Commission Room of City Hall. Mayor Pro-Tem Cotey called the meetings to order at 6:00 p.m.

PRESENT: Commissioners: Bornslaeger, Nettleton and Mayor Pro-Tem Cotey
ABSENT: Commissioner: Deisenroth and Mayor DesJardins - excused

Commissioner Deisenroth was seated at 6:05 p.m.

- B. PUBLIC COMMENT (non-agenda items)

Sara Cambensy a candidate on the democratic ballot spoke regarding her concerns with Michigan's economy. She mentioned jobs and worker security, education, energy, veterans, tax incentives, health care and why she is running for the 109th District House of Representative.

C. PUBLIC HEARING

1. Adoption of Amendment to Section 415 Off-Street Parking Requirements of the City Zoning Ordinance

Moved by Commissioner Nettleton to accept/adopt the Amendment to Section 415 Off-Street Parking Requirements of the City Zoning Ordinance as presented. Support by Commissioner Bornslaeger.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor Pro-Tem Cotey
 Nays: None

Section 415 Off-Street Parking Requirements

A. There shall be provided adequate **vehicle** off-street parking in all **districts** at the time of erection or enlargement of any main **building** or **structure**, or a change in **use** of the **structure** that would require additional parking.

1. Off-street parking shall be either on the same **lot** or within 500 feet of the **building** it is intended to serve, measured from the nearest point of the **building** to the nearest point of the **off street parking lot**. Ownership shall be shown of all **lots** or parcels intended for **use** as parking by the applicant.
2. Any area once designated as required off-street parking shall not be changed to any other **use** unless and until equal facilities are provided elsewhere.
3. Two or more **buildings** or **uses** may collectively provide the required off-street parking in which case the required number of **parking spaces** shall not be less than the sum of the requirements for the several individual **uses** computed separately.
4. In the instance of dual function of off-street **parking spaces** where operating hours of **building** do not overlap, the **Zoning Board of Appeals** may grant an exception by reducing the total number of spaces required.
5. The storage of merchandise, motor **vehicles** for sale, extended parking of **vehicles**, or the repair of **vehicles** is prohibited within the required **parking spaces**.
6. For those **uses** not specifically mentioned, the requirements for off-street parking facilities shall be in accord with a **use** which the **Zoning Board of Appeals** considers as similar in type.
7. For the purpose of computing the number of **parking spaces** required, the definition of **usable floor area** shall govern.
8. An area equivalent to 10% of the required parking area shall be provided for snow storage. The snow storage areas shall be landscaped and shall be located within any fence bounding the **parking lot**.
9. The minimum number of off-street **parking spaces** by type of **use** shall be determined in accordance with the following schedule:
10. **Parking for Principle Uses within the Downtown District:** It is recognized that existing buildings covering large portions of parcels exist within this Zoning District. For that reason, parking requirements for principle uses within this district are eliminated. With respect to conditional uses, upon request of an applicant for a conditional use permit, the Planning Commission may partially or wholly waive parking requirements, in its discretion exercised on a case by case basis, taking into account the anticipated use, the impact the anticipated use will likely have upon on street parking, and the hardship to the applicant that will result from requiring full or partial compliance.

Uses	Minimum Required Parking spaces
Automotive Related Uses	

Uses	Minimum Required Parking spaces
Gasoline station, convenience mart, convenience store	1 per 150 square feet of usable floor area plus 2 per service bay, in addition to stopping places adjacent to pumps
Automobile repair facility	1 per employee plus 2 per service bay
Automobile wash facility	1 per vacuum plus 2 waiting space per self-service or automatic wash facility
Vehicle sales	1 per 400 feet of usable floor area in showroom, plus 2 per service bay, if any
Dining, Entertainment, Assembly, Lodging, Recreational Facility and Public building	
Assembly and entertainment: Places of public gatherings, bowling alleys, arcade, game rooms, dance hall, roller rink, ice rink, churches, private clubs, and theater	.25 times the seating capacity or legal occupancy, whichever is greater
Boat tour	.25 times legal capacity of watercraft
Boat livery	.25 times the number of watercraft for rent
Marina	1 per 1.5 boat slip
Lodging: Boarding house, motel/hotel, tourist cabin, bed and breakfast establishment, resort, hostel, boatel	1.2 per lodging or rental unit
Recreational structure	.4 times the maximum sleeping capacity
Restaurant, tavern	1 per every 2 capacity occupants, plus 4 stacking spaces for drive up/take out facility, if any
Tourist attraction	To be determined on a case by case basis by the Zoning Board of Appeals
Industrial Uses	
Production and processing	1.2 times the maximum number of employees on premise at any one time
Warehousing and wholesaling	1.2 times maximum number of employees on premise at any one time
Residential Uses	
Single-family, two-family, and multiple-family	2 per dwelling unit
Retail Establishments	
Furniture, appliance, hardware and building supply store	1 per 800 square feet of usable floor area
Outdoor sales space	To be determined on case-by case basis by Zoning Board of Appeals
Other retail establishment	1 per 150 square feet of usable floor area , plus additional spaces required for outdoor sales space, if any
Service Establishments	
Barber and beauty shop	2 per chair or station
Business and professional office (non-medical)	1 per 200 square feet of usable floor area
Assisted living facility, home for the aged, adult care facility	1 per every 2 beds
Group/ Commercial child day care facility, adult foster care	1 per employee plus two loading and unloading site
Financial institutions	1 per 150 square feet of floor area , plus 3 stacking spaces for each drive-up window
Hospital (in patient services)	2 per each bed
Funeral home	10 per each parlor room

Uses	Minimum Required Parking spaces
Laundromat	1 per every 3 washers
Medical and dental clinic, out-patient services Veterinary clinic	3 per exam room or chair
Mini storage warehouse	1 parking/loading space per unit
Other service establishments	1 per 150 square feet of usable floor area
Repair shops; plumber, electrician, decorator, etc showroom	1 per 500 square feet of usable floor area
School, public or private (includes auditorium as accessory use), technical, trade vocational or business	1 per each employee plus 1 per every 5 driving age students

Introduced: June 27, 2016
 Public Hearing: July 18, 2016
 Published: July 27, 2016
 Effective: August 16, 2016

 Sue Roberts, City Clerk

Date: _____

2. Adjourn Public Hearing Enter Regular Meeting

Moved by Commissioner Bornslaeger to adjourn the Public Hearing and enter the Regular Meeting of the City Commission. Support by Commissioner Nettleton.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor Pro-Tem Cotey
 Nays: None

All Commissioners remained seated.

D. OLD CITY BUSINESS

1. Cooperative Agreement between Sault Ste. Marie Tribe of Chippewa Indians and the City of Munising H-58 Design/Reconstruction Project - tabled from 6-27-16

Moved by Commissioner Bornslaeger to table this item until the City Manager has received a response from the Sault Ste. Marie Tribe of Chippewa Indians regarding this Cooperative Agreement. Support by Commissioner Deisenroth.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor Pro-Tem Cotey
 Nays: None

2. Treasurer's Report

Moved by Commissioner Nettleton to approve the Treasurer's monthly report as submitted. Support by Commissioner Deisenroth.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor Pro-Tem Cotey
 Nays: None

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

There were no Committee updates, Mayor Pro-Tem Cotey did ask the City Manager what the Chief of Police has said regarding the influx of tourism in Munising. City Manager Olson stated that Chief Nelson said they have really not had any real issues.

4. DDA - Partnership Updates - Kathy Reynolds

Kathy Reynolds stated that regarding the Chamber of Commerce, the fireworks, circus and other events all have gone well. She indicated that everyone is busy all over. Reynolds stated that she had attended a UPEDA meeting in the Sault, a couple of the hot topics were jobs, most positions open are part time, energy was also a hot topic across the Upper Peninsula. Regarding the Cox Building she has met with contractors/engineers as to refiguring costs and layout, a couple of different ideas have come up, but all is still in the works. As for the old City Hall building that project is still on schedule. Regarding monies for these projects a walk through/monitoring visit will be

coming up soon. Hopefully pay requests for the Interpretive Center will be ready for submittal and payment. Reynolds indicated that there had been some mumblings about the flowers not being watered in the downtown area. She informed everyone that the flowers are watered at least 2 times a week and that she has seen no problem with them. As for the DDA the façade grants are being placed on hold this year with a couple of exception/prior commitments, new applications are not being accepted at this time. She will also be doing requests for event funding, all will be to benefit the downtown area only.

E. NEW CITY BUSINESS

Moved by Commissioner Nettleton to amend the agenda to add 2A. UV Bulbs for the WWTP. Support by Commissioner Bornslaeger.

Unanimous Voice Vote:

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor
Pro-Tem Cotey
Nays: None

1. Coleman Engineering Company Invoice for Services from 4-24-16 - 5-21-2016 for SAW - Storm Sewer \$3,639.50

Moved by Commissioner Bornslaeger to approve and pay Coleman Engineering Company for services rendered regarding the Storm Sewer SAW Grant project in the amount of \$3,639.50. Support by Commissioner Deisenroth.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor
Pro-Tem Cotey
Nays: None

2. Coleman Engineering Company Invoices for Services from 4-24-16 - 5-21-16 for SAW Sanitary Sewer \$7,182.25

Moved by Commissioner Nettleton to approve and pay Coleman Engineering Company for services rendered regarding the Sanitary Sewer SAW Grant project in the amount of \$7,182.25. Support by Commissioner Bornslaeger.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor
Pro-Tem Cotey
Nays: None

Agenda Amended:

2A. UV Bulbs for the WWTP

Moved by Commissioner Bornslaeger to approve the purchase of UV bulbs for the WWTP from American UV Supply with a not to exceed amount of \$2,600.00. Support by Commissioner Deisenroth.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor
Pro-Tem Cotey
Nays: None

City Manager's Recommendation:

My professional recommendation is to sole source the purchase of the replacement bulbs to American UV Supply at a total not to exceed \$2,358.00. This cost has been budgeted for in the Sewer Treatment-Equipment line item budget.

3. Ballot Wording for November Ballot - Charter Adoption

Moved by Commissioner Bornslaeger to approve the Charter Adoption language for the November Ballot as presented. Support by Commissioner Nettleton.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor
Pro-Tem Cotey
Nays: None

Ballot Wording:

Shall the proposed Charter for the City of Munising drafted by the Charter Commission elected on May 3, 2016 be adopted?

4. Traverse Engineering Services, P.C. Invoice for \$22,900.00
Services Rendered for Developing & Calibrating Water System
Hydraulic Model & Master Plan

Moved by Commissioner Nettleton to approve payment of \$22,900.00 to

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Traverse Engineering Services, P.C. for services rendered for developing and calibrating the water system hydraulic model and Master Plan. Support by Commissioner Deisenroth.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor
Pro-Tem Cotey
Nays: None

5. Munising Sewer Project Pay Request \$112,505.50

Moved by Commissioner Nettleton to approve payment of \$112,505.50 for the Munising Sewer Project. Support by Commissioner Bornslaeger.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor
Pro-Tem Cotey
Nays: None

6. Marine Tech Pay Request #3 \$159,954.10

Moved by Commissioner Nettleton to approve and pay the Marine Tech Pay Request #3 in the amount of \$159,954.10. Support by Commissioner Deisenroth.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor
Pro-Tem Cotey
Nays: None

7. Change Order Marine Tech increase of \$122,554.08

Moved by Commissioner Bornslaeger to approve the Marine Tech Change Order with an increase of \$122,554.08, (to be paid by Pictured Rock Cruises with the City as a pass through agent). Support by Commissioner Nettleton.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor
Pro-Tem Cotey
Nays: None

8. Approve City Commission Meeting Minutes of 7/6/16

Moved by Commissioner Nettleton to approve the City Commission Meeting Minutes of 7/6/16 as submitted. Support by Commissioner Deisenroth.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor
Pro-Tem Cotey
Nays: None

9. Check Register/List of Bills

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

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor
Pro-Tem Cotey
Nays: None

10. City Manager Report

City Manager Olson stated that the Onota Street sewer replacement project has two of the three easements needed, he will be securing the third tomorrow. Then the notice to proceed can be issued tomorrow. Regarding the H-58 FLAP Grant Project the easement for the DNR drainage property will put us at a letting of bids in October, with a starting date for May 2017. As for the Big "P" project Olson stated that he had met with AECOM last week and in the next three months engineering will begin. Payne and Dolan will be doing the Cox Addition paving the week of August 15th weather permitting. Olson then mentioned that the auditors from Anderson Tackman will be working on the preliminary audit this week. Last Olson informed the Commission that he would be out of the office July 20th, 21st, and 22nd to attend the MLGMA Summer institute in Midland, and that he would also be out of the office on August 5th.

F. CORRESPONDENCE

There was no Correspondence.

G. PUBLIC COMMENTS (non-agenda items)

There were none.

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H. ADJOURNMENT

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

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor
Pro-Tem Cotey
Nays: None

The Regular Meeting of the City Commission adjourned at 6:32 p.m.

Kevin Cotey, Mayor Pro-Tem

Sue Roberts, City Clerk

LIST OF BILLS

30536)ALGER COUNTY ELECTRIC	417.00
30537)AUTO-WARES GROUP	847.22
30538)AUTO-WARES GROUP	188.07
30539)DSTECH	40.46
30540)HOLIDAY COMPANIES	1242.68
30541)KENDRICKS, BORDEAU, ADAMINI,	1238.75
30542)MADIGAN'S HARDWARE	798.30
30543)UPPER PENINSULA POWER COMPANY	311.75
30544)TRUDELL PLUMBING & HEATING	356.00
30545)TRUDELL PLUMBING & HEATING	89.00
30546)PETERSON PUBLISHING INC.	752.31
30547)U. GROOS & COMPANY	141.93
30548)KELLEY MARKETING	450.00
30549)GBS, INC.	31.19
30550)MANISTIQUE OIL COMPANY, INC.	4086.67
30551)VERIZON WIRELESS	303.46
30552)MARINE TECH LLC	429890.11
30553)UP INTERNATIONAL TRUCK	12.00
30554)MICHIGAN STATE POLICE	132.00
30555)MR. & MRS. DARYL HALLFORD AND TRUDELL	477.93
30556)41 LUMBER COMPANY	76.63
30557)NAPA AUTO PARTS	106.36
30558)SHELL FLEET PLUS	970.47
30559)MICHIGAN DEPT OF LABOR & ECON	250.00
30560)FOUR SEASON'S SMALL ENGINE	98.26
30561)MARES-Z-DOATS FEED	240.00
30562)DENMAN'S HARDWARE	199.45
30563)AUTO-WARES GROUP	10.85
30564)HIAWATHA TELEPHONE COMPANY	62.45
30565)ALGER PARKS & RECREATION INC.	500.00
30566)NELSON PAINT COMPANY	562.55
30567)GREATER MUNISING BAY	17133.50
30568)KATHY REYNOLDS	50.00
30569)MUNISING BAY CRUISERS	500.00
30570)APRD/FUZZY BOYAK FUND	125.00
30571)AUTO-WARES GROUP	20.38
30572)AUTO-WARES GROUP	39.48
30573)BS&A SOFTWARE	150.00
30574)CUPPAD REGIONAL COMMISSION	471.00
30575)HIAWATHA TELEPHONE COMPANY	1214.16
30576)MUNISING TOWNSHIP TREASURER	401.33
30577)MUNISING VOLUNTEER FIRE DEPARTMENT	3000.00
30578)NAPA AUTO PARTS	27.50
30579)NORTH CENTRAL LABORATORIES	539.64
30580)TRI-COUNTY SEPTIC	580.00
30581)TRI-COUNTY SEPTIC	160.00
30582)MICHIGAN MUNICIPAL LEAGUE	299.54
30583)MICHIGAN MUNICIPAL LEAGUE	69053.00
30584)CITY OF MUNISING	1359.51
30585)D ROBB FERGUSON	3000.00
30586)D ROBB FERGUSON	500.00
30587)ALGER PARKS & RECREATION	6477.25
30588)UPPER PENINSULA RECREATION INC.	6429.06
30589)BELL EQUIPMENT COMPANY	118.69
30590)VANTAGE FLEX, LLC	100.00
30591)MICH DEPT OF NATURAL RESOURCES	300.00

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30592)DEVIN OLSON	190.00
30593)UPPER MICHIGAN COMMUNITY CREDIT UNION	2731.84
30594)LARRY LOHF	150.00
30595)GREAT AMERICAN DISPOSAL COMPANY	14120.32
30596)COLEMAN ENGINEERING COMPANY	58698.90
30597)GREATER MUNISING BAY	2500.00
30598)DELTA DENTAL	1735.73
30599)GEI CONSULTANTS, INC.	3147.20
30600)DTE ENERGY	356.01
30601)SNYDER DRUG STORES	115.78
30602)JOHNSON BROTHERS RENTALS LLC	40.00
30603)LMAS DISTRICT HEALTH DEPT	300.00
30604)NORTHWEST PETROLEUM SERVICE	110.00
30605)UPPER PENINSULA RECREATION INC.	5048.89
30606)UPPER PENINSULA RECREATION INC.	1230.77
30607)US BANK EQUIPMENT FINANCE	284.43
30608)DELTA DENTAL	1735.73
30609)UPPER MICHIGAN COMMUNITY CREDIT UNION	113.92
30610)NORTHERN MICHIGAN UNIVERSITY	80.00
30611)ALGER COUNTY HUMANE SOCIETY	325.00
30612)SYNAGRO CENTRAL, LLC	14551.20