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## PROCEEDINGS OF THE MANISTEE CITY COUNCIL – April 7, 2015

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A regular meeting of the Manistee City Council was called to order by her honor, Mayor Colleen Kenny on Tuesday, April 7, 2015 at 7:00 p.m. in the City Hall Council Chambers, 70 Maple Street, followed by the Pledge of Allegiance.

**PRESENT:** Colleen Kenny, Edward Cote, Roger Zielinski, Robert Goodspeed, James Smith, Mark Wittlieff, and Eric Gustad.

**ALSO PRESENT:** Interim City Manager – R. Ben Bifoss, City Attorney – George Saylor, City Clerk – Michelle Wright, DPW Director – Jeff Mikula, Finance Director – Ed Bradford, Planning & Zoning Administrator - Denise Blakeslee, Public Safety Director – Dave Bachman, and City Engineer – Pat Bentley / Spicer Group.

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

*None received.*

### **CONSENT AGENDA.**

- Minutes - March 17, 2015 - Regular Meeting  
- March 31, 2015 - Special Meeting
- Payroll - March 16 – March 29, 2015 - \$ 112,678.99  
- April 3, 2015 - \$ 30,469.02  
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- Cash Balances Report - February 2015
- Notification Regarding Next Work Session – April 14, 2015  
A discussion will be conducted on the 2015-2016 Budget and Capital Improvement Plan; and such business as may come before the Council. No action is required on this item.
- Consideration of a Resolution, Administrative Professional Week and Day.  
In recognition of the contributions to the workplace provided by all administrative professionals, a resolution has been prepared proclaiming the week of April 19-25, 2015 as Administrative Professionals Week, and Wednesday, April 22, 2015 as Administrative Professionals Day in the City of Manistee.
- Consideration of Annual Events for the Non-Motorized Transportation Committee.  
The Non-Motorized Transportation Committee is looking to host three events this year: Healthy Active Manistee (H.A.M. it Up!), Labor Day Bridge Walk and a Ride of Silence.

The Committee is requesting City Council's approval and endorsement for the seventh annual Healthy Active Manistee (H.A.M. it Up!) to be held May 15, 2015 through May 17, 2015. A new event, a Ride of Silence that will be held on May 20, 2015 (rain date May 23, 2015). The fourth annual Labor Day Bridge Walk on Monday, September 7, 2015. These events promote healthy activities for people of all abilities to enjoy.

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The routes for the H.A.M. it Up! 5K Run/Walk, Labor Day Bridge Walk, and the Ride of Silence will be finalized and submitted to the Police Department for final approval.

- Consideration of Proclaiming April 2015 as Parliamentary Law Month.  
Parliamentarian Stephen Wall has requested that Council consider proclaiming the month of April as Parliamentary Law Month. The correct use of parliamentary procedure protects the rights of all, while fostering an orderly deliberation at meetings.

MOTION by Cote, second by Goodspeed to approve the Consent Agenda as presented.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad  
NAYS: None

### **CONSIDERATION OF AN INTERIM CITY MANAGER CONTRACT.**

At the Special Council meeting of March 31, 2015 Council took action to appoint Mr. R. Ben Bifoss as Interim City Manager and directed the City Attorney to prepare an employment agreement. A contract has been prepared by the City Attorney and approved by Mr. Bifoss.

MOTION by Cote, second by Smith to approve a contract with R. Ben Bifoss for the position of Interim City Manager; and authorize the Mayor and City Clerk to execute the agreement.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad  
NAYS: None

### **CONSIDERATION OF AUTHORIZING EVENT SIGNAGE FOR THE AMERICAN LEGION.**

A request has been received from the American Legion to allow the placement of a two-sided sign at the former Mobile Station on River Street and the corner of US-31/Cypress Street advertising their All-U-Can Eat Friday Night Fish Fry – Smorgasbord. They are requesting permission to put the sign out on Thursday and remove it on Saturday beginning April 9, 2015 through October 24, 2015 (every other week). Under Section 2101.A.8 City Council may approve exceptions to the Sign Ordinance for community events.

MOTION by Smith, second by Wittlieff to grant an exception to the American Legion for placement of a sign advertising their Friday Night Fish Fry beginning April 9, 2015 through October 24, 2015 (every other week) as permitted under Section 2101.A.8 of the Zoning Ordinance. It was noted that the American Legion does have permission from the property owner.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad  
NAYS: None

**CONSIDERATION OF THE PURCHASE AND INSTALLATION OF A CUMMINS 150 KILOWATT GENERATOR.**

The City Water and Sewer Departments have been implementing a plan to provide backup power to each of its critical components. The next priority in the sewer collection system is the Renaissance Park pump station. Funds for this purchase are budgeted in the water and sewer bond proceeds.

MOTION by Gustad, second by Cote to approve the purchase and installation of the Cummins 150 kilowatt generator through Top Line Electric in the amount of \$45,410.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad  
NAYS: None

**CONSIDERATION OF APPLICATIONS TO BOARDS AND COMMISSIONS.**

The City Clerk has taken action to advertise vacancies on the Non-Motorized Transportation Committee.

All appointments by the Mayor are subject to the Council's approval, unless otherwise specified by statute or ordinance. Nominations for Council appointments do not require a second. After a member of Council nominates an individual for appointment, Council shall vote on the nomination. A majority vote in favor of placement of the nominee is required for appointment.

The following application(s) have been received:

**NON-MOTORIZED TRANSPORTATION COMMITTEE.** One two-year term ending 03/31/17, Mayoral appointment.

Jim Snoeyink, 3271 Lakeshore Road

Mayor Kenny appointed Jim Snoeyink – 3271 Lakeshore Road to the Non-Motorized Transportation Committee for a two-year term ending 03/31/17. MOTION by Cote, second by Goodspeed to support the Mayor's appointment.

With a roll call vote this motion passed unanimously.

AYES: Kenny, Cote, Zielinski, Goodspeed, Smith, Wittlieff, and Gustad  
NAYS: None

**A REPORT FROM THE COUNTY PROSECUTOR AND THE HOUSING COMMISSION.**

Mr. Ford Stone reported on the activities of the County Prosecutor's Office.

Mr. Clinton McKinven-Copus reported on the activities of the Housing Commission.

**INTRODUCTION OF THE FISCAL YEAR 2015-2016 BUDGET.**

Administration has prepared the proposed 2015-2016 Fiscal Year Budget. Finance Director Ed Bradford gave a brief introduction of the budget recommendations to City Council and the Community.

Various budget work sessions have been established: a regular work session on Tuesday, April 14; a work session on Tuesday, April 21 following the regular meeting; and an optional work session for April 28, 2015. The public hearing to review these budget recommendations and receive public input on them has been scheduled for Tuesday, April 21, 2015. Budget adoption is anticipated at the regular meeting of May 5, 2015.

**CITIZEN COMMENT.**

*None received.*

**OFFICIALS AND STAFF.**

*None received.*

**COUNCILMEMBERS.**

Smith commented on the ceremony for Josh Glass's promotion to Sergeant; welcomed Mr. Bifoss.

Gustad stated that Representative Ray Franz will be in town on Wednesday to speak about the upcoming Proposal 1 vote; Senator Booher will also be here at a later date to speak on the Proposal.

Kenny reminded everyone of the retirement open house Wednesday for Julie Beardslee – City Assessor; she also asked Council on their thoughts about the city manager recruitment process.

**ADJOURN.**

MOTION to adjourn was made by Cote, second by Goodspeed. Meeting adjourned at 7:59 p.m.

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