

MANISTEE CITY COUNCIL

MEETING AGENDA

Tuesday, January 17, 2012 - 7:00 p.m. - Council Chambers

I. Call to Order.

- a.) PLEDGE OF ALLEGIANCE.
- b.) ROLL CALL.

II. Public Hearings.

- a.) PUBLIC HEARING ON THE CITY OF MANISTEE COMMUNITY RECREATION PLAN 2012-2017.

The purpose of this hearing is to afford an opportunity for all citizens to express opinions, ask questions, and discuss all aspects of the Community Recreation Plan 2012-2017. This plan describes the physical features, existing recreation facilities and desired actions to be taken to improve and maintain recreation facilities during 2012-2017. The Community Recreation Plan is required to be filed with the Michigan Department of Natural Resources to qualify for grant funds.

City Council will take action on this item later in the meeting. At this time the public is invited to speak on the Community Recreation Plan 2012-2017.

III. Citizen Comments on Agenda Related Items.

- IV. **Consent Agenda.** All agenda items marked with an asterisk (*) are on the consent agenda and considered by the City Manager to be routine matters. If the Mayor or any member of the Council wishes to discuss an item on the consent agenda, it will be deleted from the consent agenda and considered in its regular order on the agenda. Consent agenda items include:

- V. Approval of Minutes.
- VI. a.) Approval of Payroll.
b.) Monthly Bills.
- XI. b.) Notification Regarding Next Work Session.
c.) Consideration of Manistee Eagles St. Patrick's Day Wee Parade.

At this time Council could take action to approve the Consent Agenda as presented.

- *V. **Approval of Minutes.** Approval of the minutes of the January 3, 2012 regular meeting and the January 10, 2012 work session as attached.

VI. Financial Report.

*a.) APPROVAL OF PAYROLL.

*b.) MONTHLY BILLS.

VII. Unfinished Business.

VIII. New Business.

- a.) CONSIDERATION OF A RESOLUTION ADOPTING THE CITY OF MANISTEE COMMUNITY RECREATION PLAN 2012-2017.

The 2012-2017 Community Recreation Plan has been available for public review and comment from October 28, 2011 through December 12, 2011 when it was adopted by the Parks and Beautification Commission. The plan was endorsed by the Planning Commission on January 5, 2012. Earlier tonight a public hearing was held on the plan.

At this time Council could take action to authorize the Mayor and City Clerk to sign a resolution adopting the Community Recreation Plan 2012-2017.

- b.) CONSIDERATION OF ORDINANCE Z11-09 TO THE ZONING ORDINANCE.

Faith Covenant Church made application to the Planning Commission to amend Section 1868 Place of Public Assembly of the Zoning Ordinance; the proposed ordinance amendment would read:

A large Place of Public Assembly shall front on and be accessed primarily from a key street segment, as defined here, *unless it is located on a parcel of land with a minimum area of five (5) acres.*

A public hearing was held on October 6, 2011 after which the Planning Commission made a motion to recommend to City Council to amend the ordinance. This amendment was first introduced by Council at their meeting of December 6, 2011 and could be adopted this evening.

At their meeting of December 20, 2011 City Council requested additional information on this item. A presentation was made to Council at their January 10, 2012 work session on various zoning amendments.

At this time Council could take action to adopt Ordinance Z11-09 to the Zoning Ordinance.

c.) **CONSIDERATION OF DIXON / SKIERA PARCEL SPLIT & COMBINATION.**

The City Planning Commission reviewed and recommends City Council's consideration for a parcel split and combination request from Dale & Kathy Dixon (Parcel 51-448-732-05) and Dennis & Julie Skiera (Parcels 51-448-279-03 & 51-448-729-15). Mr. & Mrs. Dixon wish to split Parcel A as shown on Abonmarche Survey Job No. 11-0613 and sell it to Dennis & Julie Skiera who will then combine it with their two parcels and create a new parcel.

At this time Council could take action to remove Parcel A from parcel #51-448-732-05, combine this parcel with #51-448-279-03 & #51-448-729-15; creating a new parcel as shown on Abonmarche Survey Job No. 11-0613.

d.) **CONSIDERATION OF A RESOLUTION APPROVING PROPOSED CHANGES TO CITY OF MANISTEE ELECTION PRECINCTS.**

In the second year following each federal census, election commissions shall divide election precincts as they would deem necessary to make the population of each precinct equitable. The 2010 Census declared the population of Manistee as 6,226. This makes the average population of each precinct 889. The Election Commission has presented their changes to City election precincts. Any changes to the precinct boundaries would take effect 90 days prior to the primary election (May 9, 2012). Since Council districts are determined by election precincts, their boundaries would also change.

At this time Council could take action to authorize the Mayor and City Clerk to sign a resolution approving the changes to City of Manistee election precincts and Council districts effective May 9, 2012.

e.) **CONSIDERATION OF A PROFESSIONAL SERVICES AGREEMENT FOR THE FIRST STREET BEACH HOUSE.**

Following a Request for Qualifications process and Review Team interviews; Abonmarche Consultants, Inc. has been recommended to provide architectural and design professional services for the First Street Beach House Project.

A professional services agreement was prepared by Administration, agreed to by Abonmarche, and reviewed and approved by the City Attorney for the First Street Beach House. The current Engineer of Record (EOR) Agreement was used as a baseline to assist with determining a not to exceed cost for professional services. Under the EOR new projects between \$400,000 and \$500,000 will be billed at 15.25% or approximately \$66,000. The agreed upon price for providing professional services for this project is \$66,000. It is Administration's recommendation that this agreement be executed.

At this time Council could take action to authorize an agreement with Abonmarche Consultants, Inc. in a not to exceed amount of \$66,000 for professional services related to the First Street Beach House Project; and further authorize the Mayor and Clerk to execute the documents.

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

The City Clerk had previously advertised vacancies on the Brownfield Redevelopment Authority, Compensation Commission, Historic District Commission, Parks & Recreation Commission, and the PEG Commission. Council may consider any applications received prior to this meeting for these board and commission vacancies. As of the agenda deadline the following applications have been received:

BROWNFIELD REDEVELOPMENT AUTHORITY – Two vacancies, terms ending 6/30/13, Mayoral appointment.

None

COMPENSATION COMMISSION – Two vacancies, terms ending 9/30/14 and 9/30/15, Mayoral appointment.

None

HISTORIC DISTRICT COMMISSION – One vacancy, term ending 2/28/14, Council appointment.

None

PARKS & BEAUTIFICATION COMMISSION – One vacancy, term ending 6/30/14, Mayoral appointment.

Lynne Reinhardt, 524 Fairview Avenue

PEG COMMISSION – Two vacancies, three year terms ending 12/31/14, Council appointment.

Mark Sandstedt, 503 Seventh Street*
Kathy Ervin, 1726 Lakeshore Road*

*Incumbent

At this time the Mayor and City Council could take action to make appointments as noted above.

IX. Notices, Communications, Announcements.

a.) A REPORT FROM THE MANISTEE BLACKER AIRPORT.

A regular part of each Council meeting is a report from a cooperating agency, organization or department.

At this time Mr. Barry Lind will report on the activities of the Manistee Blacker Airport and respond to any questions the Council may have regarding their activities. No action is required on this item.

*b.) NOTIFICATION REGARDING NEXT WORK SESSION.

A Council work session has been scheduled for Tuesday, February 14, 2012 at 7:00 p.m. A discussion will be conducted on such business as may come before the Council. No action is required on this item.

*c.) CONSIDERATION OF MANISTEE EAGLES LODGE ST. PATRICK'S DAY WEE PARADE.

The Manistee Eagles Lodge Aerie 1765 has requested authorization to host a parade on St. Patrick's Day, March 17, 2012 beginning at 5:00 p.m. The parade route will be along Division Street from First Street to Lake Street and culminate in the Eagles Lodge parking lot.

At this time Council could take action to authorize the annual Wee Parade on March 17, 2012 along Division Street.

d.) PRESENTATION BY FINANCE DIRECTOR ED BRADFORD OF FINANCIAL PROJECTIONS.

e.) PRESENTATION BY ADMINISTRATION ON STATUS OF THE MUNICIPAL MARINA PROJECT.

X. Concerns and Comments.

- a.) CITIZEN COMMENT. This is an opportunity for citizens to comment on municipal affairs. Citizens in attendance may be recognized by the Mayor for comments. Signed letters from citizens may be read if so requested. Citizen comments are not limited to agenda items but should be directed toward municipal services, activities or areas of involvement.
- b.) OFFICIALS AND STAFF.
- c.) COUNCILMEMBERS.

XI. Adjourn.

MDD:cl

COUNCIL AGENDA ATTACHMENTS:

Council Meeting Minutes – January 3, 2012
Council Work Session Minutes – January 10, 2012
Monthly Bills
Community Recreation Plan Resolution
Parcel Split and Combination Request
Election Precinct Changes
Beach House Agreement
Board and Commission Applications
Wee Parade Request