

May 6, 2013  
Gladwin, Michigan

The Regular Meeting of the Gladwin City Council was called to order by Mayor Thomas L. Winarski at 5:00 p.m.

Present: Alward, Caffrey, Crawford, Jungman, Mienk, Smith

Absent: Hindman, Rowley

Staff Present: Bob Moffit, Shannon Greaves, LaVel Smith, Karen Blonde, George Alward

Also Present: Mayor Thomas L. Winarski, Nancy Bodnar, Stephanie Buffman, Travis Povey, Kimberly Dillman, Sarah Kile, Dan Svetcos, Sam McClaren, Priscilla Szerdi, Andy Szerdi

The Pledge of Allegiance was led by Mayor Thomas Winarski and the invocation was given by Mayor Thomas Winarski.

Motion by Council Member Caffrey, supported by Council Member Alward to recess the regular meeting and enter into the 2013/2014 budget hearing at 5:02 p.m. All ayes. Motion carried.

Administrator Moffit explained the 2013/2014 budget. Mayor Winarski stated that the budget will be balanced by taking monies from the General Fund. Mayor Winarski also explained changes to employee pay and benefits.

Motion by Council Member Alward, supported by Council Member Jungman to adjourn the public hearing for the 2013/2014 budget and resume the regular meeting at 5:06 p.m. All ayes. Motion carried.

Motion by Council Member Mienk, supported by Council Member Alward to recess the regular meeting and enter into the McGladwin, LLC public hearing at 5:07 p.m. All ayes. Motion carried.

Administrator Moffit explained the McGladwin, LLC project. Developer Sam McClaren explained further details of the project. Fire Chief George Alward asked for the length of time for the abatement. Mr. McClaren stated they have asked for ten years.

Motion by Council Member Mienk, supported by Council Member Jungman to adjourn the public hearing for the McGladwin, LLC project and resume the regular meeting at 5:13 p.m. All ayes. Motion carried.

Motion by Council Member Alward, supported by Council Member Crawford to recess the regular meeting and enter into the public hearing for the Signature Building Acquisition Close Out (500 West Cedar Avenue) at 5:14 p.m. All ayes. Motion carried.

Administrator Moffit explained the Signature Building project located at 500 West Cedar Avenue.

Motion by Council Member Alward, supported by Council Member Crawford to adjourn the public hearing for the Signature Building Acquisition Close Out (500 West Cedar Avenue) at 5:15 p.m. All ayes. Motion carried.

The minutes of the April 15, 2013 regular meeting were approved with the following change that Terry Walters was present and not Terry Whittington. The April 17, 2013 special meeting minutes were approved as presented.

Motion by Council Member Alward, supported by Council Member Mienk to approve Warrant #13-30 in the amount of \$19,296.01, Warrant #13-31 in the amount of \$65,334.30 and payroll for pay period ending April 28, 2013 in the amount of \$54,292.00. All ayes. Motion carried.

#### Hearing of Delegations

Karen Blonde was present to ask for the Designation of the Certifying Officer (Administrator Moffit) for the Rental Rehab Project. The new Rental Rehab Project will be the old Zettel Building. Motion by Council Member Alward, supported by Council Member Caffrey to authorize the Mayor and City Administrator to sign this document. All ayes. Motion carried.

Motion by Council Member Alward, supported by Council Member Mienk to authorize Mayor Winarski to sign the Management Plan for the Rental Rehab Project. All ayes. Motion carried.

Sarah Kile was present to state information regarding the Clare-Gladwin River Run Walk on May 11, 2013.

Motion by Council Member Jungman, supported by Council Member Alward to approve the agenda with the following addition: New Business – (d) Rowe Professional Services Company Surveying Proposal for Cemetery/Chatterton Drainage. All ayes. Motion carried.

Motion by Council Member Alward, supported by Council Member Jungman to approve the Consent Agenda as follows: Communications – (i) CMDHD – Community Transformation Grant Notice of Award, (ii) Clare – Gladwin River Run Walk – May 11, 2013, (iii) Award Letter – Betty Barnebee, (iv) Administrator Update Letter; Meetings – Fair Board – March 18, 2013, County Commissioners

– March 26, 2013, Planning Commission – April 23, 2013, Fire Board – May 1, 2013. All ayes. Motion carried.

New Business

**RESOLUTION  
CITY OF GLADWIN  
2013-2014 BUDGET  
ADOPTING RESOLUTION**

**WHEREAS**, the City Administrator has submitted and filed with the City Council a proposed budget estimating revenues and expenditures for 2013-2014 fiscal year as required by Article XIV, Section 14.2 of the City Charter and Act 2, Michigan Public Acts of 1968, as amended, and

**WHEREAS**, the City Council in accordance with Act 2 Michigan Public Acts of 1968, as amended, has set the date May 6, 2013 for a public hearing at 5:00 o'clock PM, or as soon thereafter as the agenda permits, to receive citizen comment on the proposed budget as presented herein. The notice of public hearing was published in a newspaper of general circulation on April 10, 2013 and April 24, 2013 and a public hearing on the proposed budget was held on May 6, 2013. A copy of the affidavit of publication of said public hearing is on file with the City Clerk.

**WHEREAS**, the City of Gladwin adopts the 2013-2014 fiscal year budgets for the various funds by Activity/Department. City officials responsible for the expenditures authorized in the budget may expend city funds up to, but not to exceed, the total appropriation authorized for each Activity/Department.

**NOW, THEREFORE, BE IT RESOLVED**, the City Council, after such hearing thereon and consideration thereof, does hereby adopt said budget as represented herein and fixes the tax of 15 mills for general operating purposes, and 1.8560 mills for Sewer Debt, to be raised by a general ad valorem tax upon owners of Real and Personal Property in the City, by the authority granted, and in accordance with the Michigan Constitution, the General Property Tax Act 206, Michigan Public Acts of 1893, as amended, and City Charter, Article XIV.

**BE IT FURTHER RESOLVED**, that pursuant to MCLA 41.75 all claims (bills) against the City shall be approved by the Gladwin City Council prior to being paid. The City Clerk and Treasurer may pay certain bills prior to approval by the Gladwin City Council to avoid late penalties, service charges and interest (primarily utilities) and payroll in accordance with the approved salaries and hourly rates adopted in this appropriations act. The City Council shall receive a list of claims (bills) paid prior to approval for approval at the next Council meeting.

**BE IT FURTHER RESOLVED**, that the City Treasurer be authorized and directed to amend the 2012-2013 budget in accordance with the projected budget as follows, and

**BE IT FURTHER RESOLVED**, that the City Treasurer be authorized and directed to make such transfers between the various funds in accordance with the adoption of the budget as follows, and

**BE IT FURTHER RESOLVED**, that the City Administrator be authorized to transfer up to \$5,000.00 from any function of this budget to any other function of the budget within the same fund without further approval.

<b>GENERAL FUND</b>		2011-12	2012-13	2013-14
		Actual	Amended Budget	Budget
<b>REVENUE</b>				
Taxes	\$	880,351.21	\$ 875,740	\$ 828,700
Licenses		38,555.76	37,100	36,900
State Grants		272,981.00	209,910	218,565
Local Unit Contributions		26,540.08	27,800	26,000
Charges for Services		544.76	750	550
Interest and Rents		2,105.74	1,400	1,400
Other Revenues		5,695.45	6,150	6,300
Department Revenues		417,385.57	387,925	349,110
Other Financing Sources		116,500.00	133,500	136,565
Total Revenue and Other Sources	\$	1,760,659.57	\$ 1,680,275	\$ 1,604,090
<b>EXPENDITURES</b>				
101 General Government	\$	564,291.26	\$ 544,346	\$ 584,535
276 Cemetery		46,449.41	51,230	48,080
301 Public Safety		541,711.90	570,635	558,110
441 Public Works		338,578.10	326,425	352,500
602 Health and Welfare		26,842.00	-	-
751 Parks and Recreation		142,717.11	167,650	122,480
Debt Service		-	17,000	19,065
Other Financing Uses		22,300.00	14,350	2,500
Total Expenditures and Other Uses	\$	1,682,889.78	\$ 1,691,636	\$ 1,687,270
Net Revenues (Expenditures)		77,769.79	(11,361)	(83,180)
Beginning Fund Balance		801,723.02	879,493	868,132
Ending Fund Balance		879,492.81	868,132	784,952
<b>MAJOR STREET FUND</b>		2011-12	2012-13	2013-14
		Actual	Amended Budget	Budget
<b>REVENUE</b>				
State Grants	\$	172,984.77	\$ 172,675	\$ 173,385
Interest		393.19	300	300
Other Revenues		3,818.08	-	-
Other Financing Sources		9,600.00	5,000	5,000
Total Revenues and Other Sources	\$	186,796.04	\$ 177,975	\$ 178,685
<b>EXPENDITURES</b>				
Highways, Streets and Bridges	\$	90,129.12	\$ 152,435	\$ 118,000
Other Financing Uses		25,000.00	25,000	25,000
Total Expenditures and Other Uses	\$	115,129.12	\$ 177,435	\$ 143,000
Net Revenues (Expenditures)		71,666.92	540	35,685
Beginning Fund Balance		226,128.14	297,795	298,335
Ending Fund Balance		297,795.06	298,335	334,020



<b>LOCAL STREET FUND</b>		2011-12		2012-13		2013-14
		Actual		Amended Budget		Budget
<b>REVENUE</b>						
State Grants	\$	69,634.17	\$	69,440	\$	69,725
Interest		148.73		100		100
Other Financing Sources		38,900.00		65,000		65,000
Total Revenues and Other Sources	\$	108,682.90	\$	134,540	\$	134,825
<b>EXPENDITURES</b>						
Highways, Streets and Bridges	\$	132,190.22	\$	208,060	\$	114,505
Other Financing Uses		-		-		-
Total Expenditures and Other Uses	\$	132,190.22	\$	208,060	\$	114,505
Net Revenues (Expenditures)		(23,507.32)		(73,520)		20,320
Beginning Fund Balance		130,047.95		106,541		33,021
Ending Fund Balance		106,540.63		33,021		53,341
<b>MUNICIPAL STREET FUND</b>						
		2011-12		2012-13		2013-14
		Actual		Amended Budget		Budget
<b>REVENUE</b>						
Taxes	\$	114,547.86	\$	116,250	\$	105,205
Interest		262.82		200		200
Other Financing Sources		-		-		-
Total Revenues and Other Sources	\$	114,810.68	\$	116,450	\$	105,405
<b>EXPENDITURES</b>						
Highways, Streets and Bridges	\$	-	\$	-	\$	-
Other Financing Uses		34,000.00		55,500		55,500
Total Expenditures and Other Uses	\$	34,000.00	\$	55,500	\$	55,500
Net Revenues (Expenditures)		80,810.68		60,950		49,905
Beginning Fund Balance		99,161.37		179,972		240,922
Ending Fund Balance		179,972.05		240,922		290,827
<b>LIQUOR LAW ENFORCEMENT FUND</b>						
		2011-12		2012-13		2013-14
		Actual		Amended Budget		Budget
<b>REVENUE</b>						
State Grants	\$	4,615.60	\$	5,000	\$	5,000
Interest		15.05		25		25
Total Revenues and Other Sources	\$	4,630.65	\$	5,025	\$	5,025
<b>EXPENDITURES</b>						
Personnel Services	\$	4,590.82	\$	3,900	\$	4,500
Miscellaneous		856.25		-		-
Equipment		-		-		-
Capital Outlay		-		-		-
Total Expenditures and Other Uses	\$	5,447.07	\$	3,900	\$	4,500
Net Revenues (Expenditures)		(816.42)		1,125		525
Beginning Fund Balance		7,035.72		6,219		7,344
Ending Fund Balance		6,219.30		7,344		7,869



<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>		2011-12	2012-13	2013-14
		Actual	Amended Budget	Budget
<b>REVENUE</b>				
Taxes	\$	255,775.20	\$ 260,900	\$ 235,500
Federal Grants		-	-	-
Interest Earnings		617.07	500	500
Other Revenues		2,838.33	11,000	-
Total Revenues and Other Sources	\$	259,230.60	\$ 272,400	\$ 236,000
<b>EXPENDITURES</b>				
Personnel Services	\$	2,105.26	\$ 4,500	\$ 4,500
Supplies and Materials		4,390.86	2,500	3,000
Services		74,052.43	104,550	94,350
Other Expenses		75.00	1,000	1,000
Capital Outlay		14,853.00	60,000	50,000
Other Financing Uses		128,442.96	79,230	82,165
Total Expenditures and Other Uses	\$	223,919.51	\$ 251,780	\$ 235,015
Net Revenues (Expenditures)		35,311.09	20,620	985
Beginning Fund Balance		137,588.24	172,899	193,519
Ending Fund Balance		172,899.33	193,519	194,504
<b>DRUG LAW ENFORCEMENT FUND</b>				
		2011-12	2012-13	2013-14
		Actual	Amended Budget	Budget
<b>REVENUE</b>				
Federal Grants	\$	-	\$ -	-
Drug Forfeitures		37,796.71	3,500	3,500
Other Revenues		558.67	50	50
Total Revenues and Other Sources	\$	38,355.38	\$ 3,550	\$ 3,550
<b>EXPENDITURES</b>				
Personnel Services	\$	8,881.86	\$ -	3,000
Services		898.45	11,488	-
Other Expenditures		1,603.35	1,000	2,500
Capital Outlay		12,387.89	-	-
Total Expenditures and Other Uses	\$	23,771.55	\$ 12,488	\$ 5,500
Net Revenues (Expenditures)		14,583.83	(8,938)	(1,950)
Beginning Fund Balance		22,182.48	36,766	27,828
Ending Fund Balance		36,766.31	27,828	25,878

The foregoing resolution was offered by Council Member Caffrey, supported by Council Member Mienk.

Roll Call Vote:

Ayes: Alward, Caffrey, Crawford, Jungman, Mienk, Smith  
Nays: None

Absent: Hindman, Rowley  
Abstain: None

Resolution declared adopted this 6th day of May, 2013.

Motion by Council Member Jungman, supported by Council Member Caffrey to award the 2013 Gladwin City Street Reconstruction to Pyramid Paving in the amount of \$89,657.54. All ayes. Motion carried.

Motion by Council Member Alward, supported by Council Member Jungman to amend the Schedule of Fees and Charges that are effective July 1, 2013 as follows: Highland Cemetery Lot Prices – Resident: \$400.00, Non-Resident: \$550.00. All ayes. Motion carried.

**RESOLUTION  
RESOLUTION TO AMEND CITY OF GLADWIN  
SCHEDULE OF FEES AND CHARGES**

**WHEREAS**, the City Council of the City of Gladwin established a Schedule of Fees and Charges for the City of Gladwin at a regular meeting held March 2, 1998; and

**WHEREAS**, any changes or additions to this Schedule require a resolution; and

**WHEREAS**, the rising costs of providing services has made it necessary to increase utility rates as authorized by resolution adopted May 6, 2013; and

**WHEREAS**, other fees and charges have been reviewed and adjusted as needed.

**NOW, THEREFORE, BE IT RESOLVED**, the City of Gladwin Schedule of Fees and Charges be adopted in its entirety, as attached.

The foregoing resolution was offered by Council Member Caffrey, supported by Council Member Alward.

Roll Call Vote:

Ayes: Alward, Caffrey, Crawford, Jungman, Smith  
Nays: Mienk  
Absent: Hindman, Rowley  
Abstain: None

Resolution declared adopted this 6<sup>th</sup> day of May, 2013.

**SCHEDULE OF FEES AND CHARGES**  
 Adopted by resolution of the City Council on 5/6/2013

**PUBLIC WORKS**

<b>UTILITY RATES - EFFECTIVE JULY 1, 2013</b>		
<b>WATER RATES</b>		
Monthly Base Rate		
	Non-metered services	10.50
	Less than 1" meter	5.60
	1" meter	7.75
	1.5" meter	9.95
	2" meter	15.90
	3" meter	58.30
	4" meter	74.50
	6" meter	98.55
	Fire suppression - 4" service	17.00
	Fire suppression - 6" service	22.60
	Fire suppression - 8" service	33.80
	Bulk 25.00/Tank + Volume Charge/1,000 gal	
Other Charges		
	17,000 gallons or less (per thousand gallons)	2.45
	Over 17,000 gallons (per thousand gallons)	1.75
	Turn on fee	25.00
	Turn off fee	25.00
	Turn on or off fee - after regular business hours Plus applicable employee hourly rate	75.00
	Thawing frozen water service	150.00
	Water meter removal	130.00
	Re-install water meter	55.00

Tap Fees – Additional connection fees may apply as established by City Council		
	Less than 1”	600.00
	1”	725.00
	1.5”	950.00
	2”	1750.00
	3”	2100.00
	4”	2,450.00
	6”	3,550.00
	8”	4,650.00
	For all services over 1" pipe, property owner furnishes meter to City specifications	
Additional fee for water connection that crosses street		500.00
<b>SEWER RATES</b>		
Monthly Sewer Base Rate		11.30
Per Thousand Usage		6.75
Sewer Flat Rate - Laundromats		411.00
Sewer Non-metered		29.60
Pre-Treatment		81.90
Tap Fees - Additional connection fees may apply as established by City Council		
	Sewer Tap Fee - in assessed district and Riverview Sub	****
	4”	1,000.00
	6”	2,000.00
	8”	3,000.00
	Lennon Lane - tap fee plus connection fee schedule	
	Other Areas	
	4”	1,800.00
	6”	2,800.00
	8”	3,800.00
Additional fee for sewer connection that crosses street		500.00

<b>GARBAGE</b>	
Monthly garbage fee	16.40
Extra Carts	5.50
Bag Tags	1.00

Code of ordinances ' 52.14 states “shall be established from time to time by resolution of the City Council.”

<b>WASTEWATER CONTRIBUTION PERMITS</b>	
Residential	100.00
Commercial or Industrial	500.00
IPP	250.00

As established by ordinance [see Code of Ordinances ' 51.076(B)]

In addition, as stated in ' 51.125 of the Code of Ordinances, “The POTW may adopt charges and fees which may include:

- (a) Fees for reimbursement of costs of setting up and operating the POTW pretreatment program;
- (b) Fees for monitoring, inspection and surveillance procedures including the cost of reviewing monitoring reports submitted by the IU;
- (c) Fees for reviewing accidental discharge procedures and construction;
- (d) Fees for permit applications including the cost of processing such applications
- (e) Fees for filing appeals;
- (f) Other fees as the POTW may deem necessary to carry out the requirements contained herein. The fees relate solely to the matters covered by this chapter and are separate from all other fees chargeable by the POTW.

At the current time, no record has been found adopting and charges or fees for the pretreatment program.

<b>STREET OPENINGS</b>	
Permit for individual street opening	25.00

**GENERAL REGULATIONS**

Abandoned and Junked Vehicles (Code of Ordinances ' 90.04) permit required	\$20.00
Animals (Code of Ordinances ' 91.09) license required	\$10.00
<i>Parks and Recreation (Code of Ordinances '95.25)</i>	
Dumping Fee	\$5.00
Camping per night	\$24.00

	*No change through 12/31/2014, \$25.00 for 2015.
Camping – Monthly	\$410.00
Wilderness Cabin Rental	\$45.00 per day or \$250.00 for seven nights *Maximum rental is 14 consecutive days.
Pavilion Reservations (non-refundable)	50.00
NorthPark Pavilion - Deposit	75.00
NorthPark Pavilion - Rental	50.00
Park Entry - Annual	12.00
Park Entry - Daily	3.00
Park Entry - Senior (Gladwin County Resident) Annual	5.00

### **BUSINESS REGULATIONS**

Used Auto Dealers (Code of Ordinances ' 111.04) license required	No fee established
<i>Peddlers (Code of Ordinances ' 112.03) license required</i> By motion of City Council on March 17, 1997	
Per day	25.00
Per week	50.00
Per Month	100.00
Per Quarter	150.00
Per Annum	250.00
Junk Yards (Code of Ordinances ' 113.02) license required	No fee established
<i>Yard Sales &amp; License Fees</i>	
Yard Sale Permit (Code of Ordinances ' 114.03) permit required	\$3.00
Failure to remove yard sale signs (Code of Ordinances ' 114.07(b))	\$10.00
Liquor license – Police Investigation/Resolution	50.00
Precious Gem License (annual fee)	50.00
Second Hand License (annual fee)	50.00

**OTHER MISCELLANEOUS CHARGES AND FEES NOT ESTABLISHED BY ORDINANCE**

**HIGHLAND CEMETERY**

Lot Prices (includes \$350.00 for perpetual care)	
Resident	\$400.00
Non-resident	550.00
Non-resident taxpayer	400.00
Grave Openings	
Adults (effective 10/1/02 resolution)	450.00
Infants (under 1 year of age)	300.00
Saturdays and weekdays after 4:00 PM	600.00
Sundays and paid holidays	700.00
Cremation	125.00
Saturdays and weekdays after 4:00 PM	400.00
Sundays and paid holidays	500.00
Disinterment	750.00
Cremation Disinterment	200.00
Foundations	
Veteran Marker	50.00
Marker size 24" and under	75.00
Over 24" but less than 48"	100.00
48" and over	150.00
Use of Chapel	No charge
Crypt Opening	175.00
Crypt Lettering (per letter)	6.00
Bar for Crypt Lettering	36.00
Perpetual Care (lots sold before perpetual care was included)	150.00

Over Street Banners (Adopted by resolution of City Council 3/21/94)	\$	50.00
Administrative Charges and Fees		
Code of Ordinances Book		75.00
Zoning Board of Appeals Publication Fee		250.00
Zoning Ordinance Book		35.00
Zoning Permit Fee		25.00
Site Plan Review Fee (Requiring Plan Review by Engineer/Professional Planner)	Any Consulting Fees for Plan Review (Engineering/Professional Planning)	
Sign Permit – Temporary		5.00
Sign Permit – Permanent		25.00
Master Plan Change Filing Fee		250.00
Master Plan Copy		25.00
Special Use Request Filing Fee		250.00
Planning Unit Development/Subdivision		250.00
Police Reports – Accident Report		5.00
Police Reports – Incident Report		5.00
Copy of Tax Receipt		2.00
Copies - each		.50
Returned Check Charge		25.00
Fax - first page		3.00
Fax - each additional page		1.00
Charter Booklet		3.00
Gladwin County Maps		1.50
Freedom of Information Act – Requests for information may be charged according to the statute under the Freedom of Information Act.		
<i>Community Center Rental</i>		
Refundable deposit		50.00

Not-for-profit organizations	50.00
For private use	75.00

Mayor Winarski turned the meeting over to Mayor Pro Tem Mienk at 5:30 p.m.

Motion by Council Member Smith, supported by Council Member Crawford to approve the Survey Proposal for Cemetery/Chatterton Drainage from Rowe Professional Services Company in the amount of \$4,000.00. All ayes. Motion carried.

### Comments

Council Member Smith stated the Sound of Music play was a success.

Council Member Jungman gave an update on Council Member Hindman and the Amphitheatre project.

Council Member Alward asked as to the fundraising for the Community Garden Fencing. Administrator Moffit gave an update.

Council Member Caffrey stated there will be a ribbon cutting at the Airport on Thursday, May 9<sup>th</sup> for the new fuel farm system project.

Fire Chief Alward stated that the new emergency siren has been ordered.

Travis Povey asked if any taxpayer funds were going to be used for the Community Garden fencing. Administrator Moffit stated that most of the money has been raised and the goal is to not use taxpayer funds.

Administrator Moffit stated that there were about sixty volunteers for Clean Up Day on Saturday we filled sixty-five leaf bags and forty contractor bags and that Pyramid Paving will be here on Thursday.

Safety Meeting next Wednesday at 9:00 a.m.

Attorney Jacobson stated that there were fifty trees planted in the City of Gladwin last week.

Council Member Alward asked if someone was going to water the trees that were just planted at the end of Silverleaf/River Road. Administrator Moffit stated that he would talk to the DPW about watering these trees.

Priscilla Szerdi asked if taxes were to be raised. Administrator Moffit stated that taxes are not being raised.

Fire Chief George Alward asked that Clerk Greaves add something to the newsletter about watering of the new trees.

Motion by Council Member Jungman, supported by Council Member Alward to adjourn. All ayes. Motion carried.

Meeting ended at 5:42 p.m.

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Thomas L. Winarski, Mayor

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Shannon Greaves, City Clerk