

May 7, 2012  
Gladwin, Michigan

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

Present: Alward, Caffrey, Crawford, Jungman, Smith

Excused Absence: Hindman, Mienk, Rowley

Staff Present: Bob Moffit, Shannon Greaves

Also Present: Mayor Thomas Winarski, Pastor David Sprang, Nancy Bodnar, Greg Guild, Michelle Guild, Commissioner Bill Rhode, Kyle Layne, Ed English, Mary English

Council Member Hindman, Council Member Mienk and Council Member Rowley's absences were excused.

The Pledge of Allegiance was led by Mayor Winarski and the invocation was given by Pastor David Sprang.

Motion by Council Member Caffrey, supported by Council Member Alward to recess the regular meeting and enter into the Public Budget Hearing – 2012/2013 at 5:02 p.m. All ayes. Motion carried.

Greg Guild asked questions regarding drainage on Cemetery Street and on his property.

Mayor Winarski stated we were looking at making some improvements to the area on the west side of Cemetery Street by the end of October 2012.

Kyle Layne asked why we were going to raise water fees. Mayor Winarski stated a small increase to water was approved due to operating costs that have increased.

Mayor Winarski stated that we try to help move the City forward with projects.

Council Member Caffrey stated that we cannot take from the savings account every year to balance the budget.

Pastor Sprang asked about the Personal Property tax being eliminated. Administrator Moffit stated that this could end up being another cut of \$140,000 to our budget. Mayor Winarski stated that if Personal Property tax is eliminated and not replaced, many things that are done will have to be looked at.

Motion by Council Member Caffrey, supported by Council Member Jungman to adjourn the Public Budget Hearings – 2012/2013 at 5:31 p.m. All ayes. Motion carried.

Minutes from the April 23, 2012 Regular meeting and from the April 25, 2012 special meeting were approved as presented.

Motion by Council Member Jungman, supported by Council Member Alward to approve Warrant #12-30 in the amount of \$11,317.58, Warrant #12-31 in the amount of \$68,561.24 and payroll for pay period ending April 29, 2012 in the amount of \$52,424.17. All ayes. Motion carried.

### Hearing of Delegations

County Commissioner Rhode stated that as of last Thursday, the Seebeck Family Fund was running the Gladwin County Sportsmans Club.

Ed English on 304 Ionia was present to state that his water is horrible. He stated that he has to go to the Laundromat to do the wash. Mayor Winarski stated that the main needs to be flushed. Mayor Winarski stated that one of our top concerns is an iron treatment plant which is extremely costly. Ed English also stated that you cannot hear the siren. Administrator Moffit stated that he has agreed to work with Leo Gary to see if we can get a second warning siren installed.

Motion by Council Member Jungman, supported by Council Member Alward to approve the agenda with the following addition and deletion: New Business – Delete (a) GPD Project – Partial Payment and Add (g) Appointment of Dr. Bob Wenzel to the Planning Commission and (h) Request from the Gladwin Police Department Regarding Digital Camera Replacement. All ayes. Motion carried.

Motion by Council Member Alward, supported by Council Member Crawford to approve the consent agenda as follows: Communications – (i) Thank You from Marcy Klaus; Meetings – Commissioner Minutes – April 10, 2012, Parks Commission – April 30, 2012. All ayes. Motion carried.

Mayor Winarski appointed Council Member Jungman as temporary Chair as he had to leave the meeting at 5:38 p.m.

### New Business

## **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 7, 2012; 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 Alward, supported by Council Member Smith.

Roll Call Vote:

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

Resolution declared adopted this 7<sup>th</sup> day of May, 2012.

### **SCHEDULE OF FEES AND CHARGES**

Adopted by resolution of the City Council on 5/7/2012

#### **PUBLIC WORKS**

<b>UTILITY RATES - EFFECTIVE JULY 1, 2012</b>		
<b>WATER RATES</b>		
Monthly Base Rate		
	Non-metered services	10.30
	Less than 1" meter	5.50
	1" meter	7.60
	1.5" meter	9.75
	2" meter	15.60
	3" meter	57.15

	4" meter	73.15
	6" meter	96.65
	Fire suppression - 4" service	16.65
	Fire suppression - 6" service	22.20
	Fire suppression - 8" service	33.20
	Bulk 25.00/Tank + Volume Charge/1,000 gal	
<b>Other Charges</b>		
	17,000 gallons or less (per thousand gallons)	2.40
	Over 17,000 gallons (per thousand gallons)	1.70
	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
<b>Tap Fees – Additional connection fees may apply as established by City Council</b>		
	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		11.20
Per Thousand Usage		6.70
Sewer Flat Rate - Laundromats		410.00
Sewer Non-metered		29.50
Pre-Treatment		81.75
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	\$23.00
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 \$300.00 for perpetual care)	
Resident	\$350.00
Non-resident	500.00
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
<b>Foundations</b>	
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
<b>Administrative Charges and Fees</b>	
Administrative Review – Not Requiring Formal Submission to Planning Commission	100.00
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	100.00 – Plus Any Additional 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
Notary Fee (Non-Resident)	10.00
Fax - first page	3.00
Fax - each additional page	1.00
Charter Booklet	3.00
Gladwin County Maps	1.50
<i>Community Center Rental</i>	
Refundable deposit	50.00
Not-for-profit organizations	50.00
For private use	75.00

Motion by Council Member Caffrey, supported by Council Member Alward to give permission to go out for bids for the 2012 paving list. All ayes. Motion carried.

Motion by Council Member Crawford, supported by Council Member Caffrey to authorize the proposal from Endless Journey, Inc. for data wiring for the new City Police Department in the amount of \$5,300.00. All ayes. Motion carried.

Motion by Council Member Caffrey, supported by Council Member Smith to authorize up to \$18,000.00 for the Industrial Drive chip seal project. All ayes. Motion carried.

**RESOLUTION  
CITY OF GLADWIN**

## **2012-2013 BUDGET ADOPTING RESOLUTION**

**WHEREAS**, the City Administrator has submitted and filed with the City Council a proposed budget estimating revenues and expenditures for 2012-2013 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 7, 2012 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 25, 2012 and a public hearing on the proposed budget was held on May 7, 2012. 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 2012-2013 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 .9240 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 2011-2012 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>		2010-11	2011-12	2012-13
		Actual	Budget	Budget
<b>REVENUE</b>				
Taxes	\$	910,755.51	\$ 880,300	\$ 883,100
Licenses		38,471.39	36,400	36,900
State Grants		279,057.00	205,302	209,311
Local Unit Contributions		25,545.39	26,600	26,000
Charges for Services		174,964.05	300	300
Interest and Rents		3,120.97	1,500	1,200
Other Revenues		56,285.15	4,150	4,100
Department Revenues		633,107.04	382,315	365,670
Other Financing Sources		70,500.00	116,500	127,500
Total Revenue and Other Sources	\$	2,191,806.50	\$ 1,653,367	\$ 1,654,081
<b>EXPENDITURES</b>				
101 General Government	\$	561,727.64	\$ 553,105	\$ 578,977
276 Cemetery		53,195.53	48,690	46,900
301 Public Safety		572,625.12	542,230	557,095
441 Public Works		322,420.32	346,160	356,760
602 Health and Welfare		-	26,845	-
751 Parks and Recreation		518,272.90	137,062	121,007
Debt Service		-	-	11,000
Other Financing Uses		2,000.00	22,800	2,800
Total Expenditures and Other Uses	\$	2,030,241.51	\$ 1,676,892	\$ 1,674,539
Net Revenues (Expenditures)		161,564.99	(23,525)	(20,458)
Beginning Fund Balance		811,378.11	972,943	949,418
Ending Fund Balance		972,943.10	949,418	928,960
<b>MAJOR STREET FUND</b>		2010-11	2011-12	2012-13
		Actual	Budget	Budget
<b>REVENUE</b>				
State Grants	\$	164,530.79	\$ 160,000	\$ 160,000
Interest		455.58	500	500
Other Revenues		794.78	-	-
Other Financing Sources		5,000.00	5,000	5,000
Total Revenues and Other Sources	\$	170,781.15	\$ 165,500	\$ 165,500
<b>EXPENDITURES</b>				
Highways, Streets and Bridges	\$	106,430.34	\$ 83,266	\$ 121,000
Other Financing Uses		25,000.00	25,000	25,000
Total Expenditures and Other Uses	\$	131,430.34	\$ 108,266	\$ 146,000
Net Revenues (Expenditures)		39,350.81	57,234	19,500
Beginning Fund Balance		186,777.33	226,128	283,362
Ending Fund Balance		226,128.14	283,362	302,862

<b>LOCAL STREET FUND</b>		2010-11	2011-12	2012-13
		Actual	Budget	Budget
<b>REVENUE</b>				
State Grants	\$	68,234.02	\$ 60,000	\$ 60,000
Interest		374.60	200	300
Other Financing Sources		75,000.00	65,000	65,000
Total Revenues and Other Sources	\$	143,608.62	\$ 125,200	\$ 125,300
<b>EXPENDITURES</b>				
Highways. Streets and Bridges	\$	144,944.46	\$ 145,395	\$ 179,035
Other Financing Uses		-	-	-
Total Expenditures and Other Uses	\$	144,944.46	\$ 145,395	\$ 179,035
Net Revenues (Expenditures)		(1,335.84)	(20,195)	(53,735)
Beginning Fund Balance		131,383.79	130,048	109,853
Ending Fund Balance		130,047.95	109,853	56,118
<b>MUNICIPAL STREET FUND</b>				
		2010-11	2011-12	2012-13
		Actual	Budget	Budget
<b>REVENUE</b>				
Taxes	\$	118,231.38	\$ 114,910	\$ 116,945
Interest		237.62	200	200
Other Financing Sources		-	-	-
Total Revenues and Other Sources	\$	118,469.00	\$ 115,110	\$ 117,145
<b>EXPENDITURES</b>				
Highways. Streets and Bridges	\$	-	\$ -	\$ -
Other Financing Uses		65,500.00	55,500	55,500
Total Expenditures and Other Uses	\$	65,500.00	\$ 55,500	\$ 55,500
Net Revenues (Expenditures)		52,969.00	59,610	61,645
Beginning Fund Balance		46,192.37	99,161	158,771
Ending Fund Balance		99,161.37	158,771	220,416
<b>LIQUOR LAW ENFORCEMENT FUND</b>				
		2010-11	2011-12	2012-13
		Actual	Budget	Budget
<b>REVENUE</b>				
State Grants	\$	4,651.35	\$ 5,000	\$ 5,000
Interest		28.39	30	30
Total Revenues and Other Sources	\$	4,679.74	\$ 5,030	\$ 5,030
<b>EXPENDITURES</b>				
Personnel Services	\$	3,935.20	\$ 4,500	\$ 4,500
Miscellaneous		-	900	100
Equipment		1,189.84	-	-
Capital Outlay		-	-	-
Total Expenditures and Other Uses	\$	5,125.04	\$ 5,400	\$ 4,600
Net Revenues (Expenditures)		(445.30)	(370)	430
Beginning Fund Balance		7,481.02	7,036	6,666
Ending Fund Balance		7,035.72	6,666	7,096

<b>DOWNTOWN DEVELOPMENT AUTHORITY</b>		2010-11	2011-12	2012-13
		Actual	Budget	Budget
<b>REVENUE</b>				
Taxes	\$	257,390.98	\$ 245,060	\$ 220,500
Federal Grants		6,000.00	-	-
Interest Earnings		815.37	500	500
Other Revenues		9,994.10	3,000	-
Total Revenues and Other Sources	\$	274,200.45	\$ 248,560	\$ 221,000
<b>EXPENDITURES</b>				
Personnel Services	\$	2,994.49	\$ 4,200	\$ 4,500
Supplies and Materials		12,596.63	2,500	3,000
Services		70,452.39	56,000	94,850
Other Expenses		246.40	2,000	2,000
Capital Outlay		-	20,000	40,000
Other Financing Uses		68,084.97	121,160	74,820
Total Expenditures and Other Uses	\$	154,374.88	\$ 205,860	\$ 219,170
Net Revenues (Expenditures)		119,825.57	42,700	1,830
Beginning Fund Balance		17,762.67	137,588	180,288
Ending Fund Balance		137,588.24	180,288	182,118
<b>DRUG LAW ENFORCEMENT FUND</b>				
		2010-11	2011-12	2012-13
		Actual	Budget	Budget
<b>REVENUE</b>				
Federal Grants	\$	-	\$ -	-
Drug Forfeitures		6,775.17	38,000	5,000
Other Revenues		1,074.14	575	75
Total Revenues and Other Sources	\$	7,849.31	\$ 38,575	\$ 5,075
<b>EXPENDITURES</b>				
Personnel Services	\$	9,112.23	\$ 5,905	\$ 9,000
Services		-	900	300
Other Expenditures		4,126.58	21,600	3,000
Capital Outlay		-	-	-
Total Expenditures and Other Uses	\$	13,238.81	\$ 28,405	\$ 12,300
Net Revenues (Expenditures)		(5,389.50)	10,170	(7,225)
Beginning Fund Balance		27,571.98	22,182	32,352
Ending Fund Balance		22,182.48	32,352	25,127

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

Roll Call Vote:

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

Resolution declared adopted this 7th day of May, 2012.

Motion by Council Member Smith, supported by Council Member Alward to appoint Dr. Bob Wenzel to the Planning Commission replacing John Foor. Commission to expire 12/5/12. All ayes. Motion carried.

Motion by Council Member Caffrey, supported by Council Member Smith to approve the purchase of in-car digital cameras from Pro-Vision in the amount of \$13,072.00. Funding will come from the Omnibus Forfeiture Account. All ayes. Motion carried.

### Comments

Council Member Jungman stated that not being able to hear the sirens is a safety feature and she feels that we need one or two more sirens installed.

Council Member Alward stated to Greg Guild that we want to work with him and that there will be some repairs done soon.

Council Member Smith stated that there are a whole lot more kids in foster care than before and that DHS is seeking persons who want to change a life through foster parenting.

Administrator Moffit stated that we will work with the Guild's to improve the Cemetery Street drainage issues.

Administrator Moffit stated that a line has been added to the budget for the Wellhead Protection Program.

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

Meeting ended at 5:49 p.m.

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Thomas L. Winarski, Mayor

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Shannon Greaves, City Clerk