

April 4, 2011  
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, Hindman, Mienk, Novak, Smith

Absent: Jungman

Staff Present: Administrator Bob Moffit, Clerk Shannon Greaves, Chief Charlie Jones, Fire Chief George Alward

Also Present: Mayor Thomas Winarski, Attorney Doug Jacobson, Sarah Kile, Nancy Bodnar, Pastor Dorais, Commissioner Bill Rhode

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

Council Member Jungman was excused.

Minutes of the March 21, 2011 meeting were approved as presented.

Motion by Council Member Novak, supported by Council Member Alward to approve Warrant #11-027 in the amount of \$409,244.64, Warrant #11-028 in the amount of \$88,732.27 and payroll for pay period ending March 20, 2011. All ayes. Motion carried.

#### Hearing of Delegations

Commissioner Rhode and Sarah Kile reviewed the 211 program.

City Engineer Doug Scott reviewed the City of Gladwin monthly progress report.

Motion by Council Member Alward, supported by Council Member Caffrey to approve the agenda with the following addition: (g) Request for Purchase – USA Bluebook – Valve Exerciser. All ayes. Motion carried.

Motion by Council Member Novak, supported by Council Member Alward to approve the consent agenda as follows: Communications – (i) Administrators Update, (ii) MDOT – Rural Elected Officials Meeting – Transportation Summit; Meetings – Arts Council – February 15, 2011, Fair Board – February 15, 2011, Airport Commission – March 10, 2011, Housing Commission – March 15, 2011. All ayes. Motion carried.

#### New Business

Motion by Council Member Novak, supported by Council Member Alward to approve the appointment of the following Election Inspectors for the May 3, 2011 election:

**Precinct 1 and 2 Combined**

Elizabeth Rice – Republican (Chair)  
Dan Svetcos – Democrat  
Amy Flury – Democrat

\*Alternatives – Nancy Stankowski – Republican

All ayes. Motion carried.

Motion by Council Member Crawford, supported by Council Member Alward to approve the Freedom of Information Act Policy. All ayes. Motion carried.

**RESOLUTION  
ACCEPTANCE OF AMENDMENT TO AGREEMENT FOR LAND AND WATER  
CONSERVATION FUND DEVELOPMENT PROJECT**

**RESOLVED**, that the City of Gladwin recognizes the need to amend the Michigan Department of Natural Resources Land and Water Conservation Fund Development Project Grant Agreement 26-01687 as provided in Amendment 2 attached hereto.

**NOW THEREFORE BE IT RESOLVED**, that the City Administrator is authorized to enter into the foregoing amendment.

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

Roll Call Vote:

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

Resolution declared adopted this 4th day of April, 2011.

**RESOLUTION  
CITY OF GLADWIN  
RECORDS RETENTION SCHEDULE**

**WHEREAS**, public records are the property of the people of the State of Michigan and, as a result, Michigan government agencies are responsible for ensuring that the public records they create and receive while conducting public business are retained and destroyed in accordance with Michigan law, and

**WHEREAS**, Michigan law requires that all records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept, when they may be destroyed, and when certain records can be sent to the Archives of Michigan for permanent preservation, and

**WHEREAS**, the State of Michigan has developed and approved such a Retention and Disposal schedules for the use of local government agencies.

**NOW, THEREFORE BE IT RESOLVED**, that the Gladwin City Council adopts the following Retention and Disposal Schedules for use in the City of Gladwin, County of Gladwin, Michigan, as follows:

General Schedule #1 – Non-Record Materials  
General Record Retention and Disposal Schedule #8 – General Records – All Offices  
General Schedule #11 – Local Law Enforcement Agencies  
General Schedule #23 – Elections Records  
General Schedule #24 – City and Village Clerks  
General Schedule #26 – Local Government Human Resources  
General Schedule #28 – City and Village Treasurer  
General Schedule #30 – Local Government Information Technology  
General Schedule #31 – Local Government Financial Records  
General Schedule #32 – Local Government Parks and Recreation Departments

The foregoing resolution was offered by Council Member Alward and supported by Council Member Hindman.

Roll Call Vote:

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

Resolution declared adopted this 4<sup>th</sup> day of April, 2011.

Motion by Council Member Hindman, supported by Council Member Novak to hold a Special Budget Meeting on Wednesday, April 27<sup>th</sup> at 5:00 p.m. All ayes. Motion carried.

Motion by Council Member Smith, supported by Council Member Hindman to approve the request for purchase from USA Bluebook as follows:

Electric Valve Exerciser - \$2,839.95

1" x 2" Adapter - \$53.95  
Adjustable Valve Extension - \$229.95  
Total - \$3,123.85

All ayes. Motion carried.

### Comments

Mayor Winarski discussed the upcoming budget meeting.

It was noticed that item (b) under New Business was passed over. Doug Scott reviewed the repairs that are needed on well #3. Motion by Council Member Smith, supported by Council Member Caffrey to approve \$6,325.00 to CB&I for repairs. A credit will be given from CB&I in the amount of \$3,325.00. The remaining balance due to CB&I will be \$3,000.00. All ayes. Motion carried.

Safety Committee meeting on April 20<sup>th</sup> at 9:00 a.m. at City Hall.

Chief Jones stated that DEA will be here soon to pick up the prescriptions from the Police drop box.

Greg Guild from 515 Cemetery was here to state drainage issues on his property. Rowe will bring back a report regarding this issue.

Attorney Jacobson reviewed the auctions that took place within the City limits.

There will be a Finance/Personnel Committee meeting on April 6<sup>th</sup> at 5:00 p.m.

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

Meeting ended at 5:40 p.m.

---

Thomas L. Winarski, Mayor

---

Shannon Greaves, City Clerk