

May 2, 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, Jungman, Novak,
Smith

Absent: Mienk

Staff Present: Bob Moffit, Shannon Greaves, Charlie Jones, Bernie Weaver

Also Present: Mayor Thomas Winarski, Nancy Bodnar, Kyle Layne, Dan Svetcos, Attorney Doug Jacobson, Commission Bill Rhode, Sarah Kile, Richard Beadle

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

Motion by Council Member Caffrey, supported by Council Member Alward to recess the regular meeting and enter into the 2011-2012 Budget Hearing at 5:01 p.m. All ayes. Motion carried.

Administrator Moffit stated budget recommendations of a wage and hiring freeze, 5% cost share for BCBSM, Chief Jones will be on a 30 hours per week schedule, City Council will reduce their per meeting stipend from \$43 to \$40, reduction of hydrant rental to \$5,000 per year and to continue to monitor the financial status of the City of Gladwin.

Discussion regarding purchasing a new backhoe with partial grant funding.

Discussion regarding upcoming paving projects, drainage issues, construction of the Quarter Street water main, Farmers Market construction and the Police Department remodeling project.

Motion by Council Member Jungman, supported by Council Member Hindman to adjourn the 2011-2012 Budget Hearing and re-enter the regular meeting at 5:07 p.m. All ayes. Motion carried.

Minutes of the April 18, 2011 regular meeting and April 27, 2011 special meeting were approved as presented.

Motion by Council Member Alward, supported by Council Member Novak to approve Warrant #11-30 in the amount of \$6,383.19, Warrant #11-31 in the

amount of \$38,685.72 and payroll for pay period ending April 18, 2011 in the amount of \$53,994.94. All ayes. Motion carried.

Commissioner Bill Rhode was present to state Gladwin County issues.

Motion by Council Member Jungman, supported by Council Member Alward to establish the agenda with the following additions: New Business – (f) CB&I – Invoice #12, (g) Road Closure for Sesquicentennial weekend.

Motion by Council Member Novak, supported by Council Member Alward to approve the consent agenda as follows: Communications – (i) Charter Cable – New Channels, (ii) Consumers Energy – Streetlight Fact Sheet, (iii) Summer Tax Collection Letter from Gladwin Community Schools, (iv) CMDHD – 2nd Annual AIDS Walk Benefit; Meetings – Fair Board – March 15, 2011, Housing Commission – April 12, 2011, Airport Commission – April 19, 2011, Parks Commission – April 25, 2011, Planning Commission – April 26, 2011; Miscellaneous – (i) Thank you card from Council Member Jungman. All ayes. Motion carried.

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 2, 2011; 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, Hindman, Jungman, Novak,
Smith
Nays: None
Absent: Mienk
Abstain: None

Resolution declared adopted this 2nd day of May, 2011.

SCHEDULE OF FEES AND CHARGES
Amended by resolution of the City Council on 5/2/2011

PUBLIC WORKS

UTILITY RATES - EFFECTIVE JULY 1, 2011		
WATER RATES		
Monthly Base Rate		
	Non-metered services	10.15
	Less than 1" meter	5.40
	1" meter	7.50
	1.5" meter	9.65
	2" meter	15.50
	3" meter	57.00
	4" meter	73.00
	6" meter	96.50
	Fire suppression - 4" service	16.55
	Fire suppression - 6" service	22.10
	Fire suppression - 8" service	33.10
	Bulk 25.00/Tank + Volume Charge/1,000 gal	
Other Charges		
	17,000 gallons or less (per thousand gallons)	2.35
	Over 17,000 gallons (per thousand gallons)	1.65
	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
SEWER RATES		
Monthly Sewer Base Rate		11.15
Per Thousand Usage		6.65
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
GARBAGE		
Monthly garbage fee		16.00
Extra Carts		5.25
Bag Tags		1.00

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

WASTEWATER CONTRIBUTION PERMITS	
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.

STREET OPENINGS	
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 Annum	250.00
Junk Yards (Code of Ordinances ' 113.02) license required	No fee established
<i>Yard Sales & 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
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	
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 (Up to 10 Pages)	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
Freedom of Information Act – Requests for information may be charged according to 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

**RESOLUTION
CITY OF GLADWIN
2011-2012 BUDGET
ADOPTING RESOLUTION**

WHEREAS, the City Administrator has submitted and filed with the City Council a proposed budget estimating revenues and expenditures for 2011-2012 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 2, 2011 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 6, 2011 and April 20, 2011, and a public hearing on the proposed budget was held on May 2, 2011. 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 2011-2012 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 1.5510 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 2010-2011 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.

	2009-10 Actual	2010-11 Projected	2011-12 Budget
GENERAL FUND			
REVENUE			
Taxes	\$ 891,488.95	\$ 905,000	\$ 877,000
Licenses	36,435.56	36,900	36,900
State Grants	381,556.00	273,000	197,590
Local Unit Contributions	24,965.01	25,560	26,000
Charges for Services	20.93	100	50
Interest and Rents	5,038.34	2,500	2,500
Other Revenues	6,039.37	1,810	1,600
Department Revenues	526,047.10	623,959	368,595
Other Financing Sources	106,000.00	119,500	126,500
Total Revenue and Other Sources	\$ 1,977,591.26	\$ 1,988,329	\$ 1,636,735
EXPENDITURES			
101 General Government	\$ 703,374.74	\$ 564,868	\$ 573,629
276 Cemetery	42,114.27	49,800	50,510
301 Public Safety	564,375.45	573,538	556,955
441 Public Works	356,568.78	344,200	365,400
602 Health and Welfare	96,048.00	-	-
751 Parks and Recreation	145,073.49	523,798	120,503
Other Financing Uses	-	-	-
Total Expenditures and Other Uses	\$ 1,907,554.73	\$ 2,056,204	\$ 1,666,997
Net Revenues (Expenditures)	70,036.53	(67,875)	(30,262)
Beginning Fund Balance	741,341.58	811,378	743,503
Ending Fund Balance	811,378.11	743,503	713,241
MAJOR STREET FUND			
REVENUE			
State Grants	\$ 162,730.69	\$ 164,000	\$ 160,000
Interest	700.80	700	700
Other Revenues	3,905.68	-	-
Other Financing Sources	10,000.00	5,000	5,000
Total Revenues and Other Sources	\$ 177,337.17	\$ 169,700	\$ 165,700
EXPENDITURES			
Highways, Streets and Bridges	\$ 133,437.85	\$ 114,200	\$ 119,500
Other Financing Uses	25,000.00	25,000	25,000
Total Expenditures and Other Uses	\$ 158,437.85	\$ 139,200	\$ 144,500
Net Revenues (Expenditures)	18,899.32	30,500	21,200
Beginning Fund Balance	167,878.01	186,777	217,277
Ending Fund Balance	186,777.33	217,277	238,477

LOCAL STREET FUND	2009-10	2010-11	2011-12
	Actual	Projected	Budget
REVENUE			
State Grants	\$ 66,748.11	\$ 67,300	\$ 60,000
Interest	356.10	350	350
Other Financing Sources	110,000.00	75,000	75,000
Total Revenues and Other Sources	\$ 177,104.21	\$ 142,650	\$ 135,350
EXPENDITURES			
Highways, Streets and Bridges	\$ 115,130.67	\$ 88,380	\$ 115,050
Other Financing Uses	-	-	-
Total Expenditures and Other Uses	\$ 115,130.67	\$ 88,380	\$ 115,050
Net Revenues (Expenditures)	61,973.54	54,270	20,300
Beginning Fund Balance	69,410.25	131,384	185,654
Ending Fund Balance	131,383.79	185,654	205,954
MUNICIPAL STREET FUND			
REVENUE			
Taxes	\$ 116,519.04	\$ 118,570	\$ 116,465
Interest	455.96	400	400
Other Financing Sources	-	-	-
Total Revenues and Other Sources	\$ 116,975.00	\$ 118,970	\$ 116,865
EXPENDITURES			
Highways, Streets and Bridges	\$ -	\$ -	\$ -
Other Financing Uses	135,000.00	65,500	65,500
Total Expenditures and Other Uses	\$ 135,000.00	\$ 65,500	\$ 65,500
Net Revenues (Expenditures)	(18,025.00)	53,470	51,365
Beginning Fund Balance	64,217.37	46,192	99,662
Ending Fund Balance	46,192.37	99,662	151,027
LIQUOR LAW ENFORCEMENT FUND			
REVENUE			
State Grants	\$ 4,341.70	\$ 5,200	\$ 5,200
Interest	55.99	100	100
Total Revenues and Other Sources	\$ 4,397.69	\$ 5,300	\$ 5,300
EXPENDITURES			
Personnel Services	\$ 4,773.47	\$ 4,500	\$ 4,500
Miscellaneous	-	-	-
Equipment	-	1,700	1,700
Capital Outlay	-	-	-
Total Expenditures and Other Uses	\$ 4,773.47	\$ 6,200	\$ 6,200
Net Revenues (Expenditures)	(375.78)	(900)	(900)
Beginning Fund Balance	7,856.80	7,481	6,581
Ending Fund Balance	7,481.02	6,581	5,681

DOWNTOWN DEVELOPMENT AUTHORITY	2009-10	2010-11	2011-12
	Actual	Projected	Budget
REVENUE			
Taxes	\$ 266,391.18	\$ 250,000	\$ 227,078
Federal Grants	77,000.00	-	-
Interest Earnings	1,544.14	800	800
Other Revenues	-	4	-
Total Revenues and Other Sources	\$ 344,935.32	\$ 250,804	\$ 227,878
EXPENDITURES			
Personnel Services	\$ 1,671.36	\$ 4,500	\$ 4,500
Supplies and Materials	7,305.78	2,500	3,000
Services	68,933.48	77,750	91,550
Other Expenses	2,278.87	1,500	2,000
Capital Outlay	152,585.70	-	95,000
Other Financing Uses	321,737.44	63,100	64,160
Total Expenditures and Other Uses	\$ 554,512.63	\$ 149,350	\$ 260,210
Net Revenues (Expenditures)	(209,577.31)	101,454	(32,332)
Beginning Fund Balance	227,339.98	17,763	119,217
Ending Fund Balance	17,762.67	119,217	86,885
DRUG LAW ENFORCEMENT FUND			
REVENUE			
Federal Grants	\$ -	\$ -	\$ 2,500
Drug Forfeitures	8,431.50	4,000	5,000
Other Revenues	149.36	1,350	150
Total Revenues and Other Sources	\$ 8,580.86	\$ 5,350	\$ 7,650
EXPENDITURES			
Personnel Services	\$ 8,015.72	\$ 8,500	\$ 9,000
Services	147.69	300	300
Other Expenditures	2,493.42	5,000	3,000
Capital Outlay	-	-	-
Total Expenditures and Other Uses	\$ 10,656.83	\$ 13,800	\$ 12,300
Net Revenues (Expenditures)	(2,075.97)	(8,450)	(4,650)
Beginning Fund Balance	29,647.95	27,572	19,122
Ending Fund Balance	27,571.98	19,122	14,472

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

Roll Call Vote:

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

Absent: Mienk
Abstain: None

Resolution declared adopted this 2nd day of May, 2011.

Motion by Council Member Jungman, supported by Council Member Alward to approve Purchase Order #11-524 to UIS Programmable Services in the amount of \$6,361.44 to come from 590-536-930.000. All ayes. Motion carried.

Assessor Weaver gave the 2011 Assessment Report. Discussion regarding foreclosed homes in the City of Gladwin.

Motion by Council Member Caffrey, supported by Council Member Jungman to approve the Assessment Record Inspection Policy as follows:

ASSESSMENT RECORD INSPECTION POLICY

The City of Gladwin strives to provide public assessing documentation and records in a timely, consistent fashion to residents, property owners and the general public seeking information within the city limits.

This does not include articles which contain items of a confidential nature such as but not limited to, personal property statements, Poverty Exemption applications and any filings pertaining to Principal Residence Exemptions which can include income information as well as Social Security numbers. Items such as appraisals which may include income and expense information become a matter of public record when accepted by the municipal Board of Review and may be obtained in a fashion consistent with the Freedom of Information Act.

Property record cards, assessment rolls and the like are available for inspection during regular city hall business hours Monday through Friday, 8:00 a.m. to 4:30 p.m. or by appointment. Charges for copies are determined on a per page basis established by the City Council in the most current 'Schedule of Fees and Charges'. Property record cards are also available on a continual basis on the city's website administered by B.S. & A. Software with charges determined by the software company.

Approved by City Council on May 2, 2011.

All ayes. Motion carried.

Motion by Council Member Caffrey, supported by Council Member Hindman to approve Invoice No. 165478-12, Application No. 12 to CB&I, Incorporated in the amount of \$24,600.00 for the DWRP Project #7292-01. All ayes. Motion carried.

Motion by Council Member Jungman, supported by Council Member Novak to approve the request from the Gladwin County VFW Post #7303 and Auxiliary to close down North Antler Street between Cedar Avenue and the alley on Friday, July 29, 2011 and Saturday, July 30, 2011. All ayes. Motion carried.

Comments

Administrator Moffit reviewed the sidewalks and paving list.

Motion by Council Member Novak, supported by Council Member Caffrey to authorize obtaining paving bids for the following streets:

1. Townsend Street (South)
2. Streetscape Phase III
3. Ionia Street
4. Chatterton Street
5. Hill Street
6. Martin Street – West of Erie
7. Deer Street
8. Bartlett Street
9. Sherman – Between Silverleaf and State
10. Lumm Street

All ayes. Motion carried.

Mayor Winarski relinquished the meeting to Council Member Crawford.

Council Member Alward asked about the house at 311 Spring Street.

Assessor Weaver explained the FEMA mapping meeting that was held at the County. Administrator Moffit stated he would keep this process moving within his spending limit.

Administrator Moffit stated that there are additional problems at Well #3. Doug Scott is working on a report regarding this well.

Discussion regarding the drainage issue at 515 Cemetery Street.

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

Meeting ended at 5:53 p.m.

Dave Crawford, Council Member

Shannon Greaves, City Clerk