

REGULAR CITY COUNCIL MEETING
September 12, 2006

The Regular City Council Meeting was called to order by Mayor Muschell in the Council Chambers in the City Hall at 7:00 p.m. The proceedings were as follows:

Present: Council Members Tebo, Chlopan, Riddle, McCauslin, Charboneau, Muschell
and Boardman

Councilman Tebo led the Pledge of Allegiance to the Flag.

Approval of Agenda and Receive and File all Communications

Councilman McCauslin moved to approve the agenda as presented and receive and file all communications. Seconded by Councilman Charboneau. Motion carried unanimously.

Correction and Approval of Prior Meeting Minutes

- **Regular City Council Meeting – August 22, 2006**

Councilman McCauslin moved to approve the minutes of the August 22, 2006 Regular City Council Meeting as presented. Seconded by Councilman Charboneau. Motion carried unanimously.

Public Comments

Public comment portion of the meeting opened by Mayor Muschell.

- **Former Councilman Vaughn Temple**

Mr. Ray Lofgren introduced himself and provided Council with an update on the health condition of former Councilman Vaughn Temple, adding that he has had to step down from his employment as a result of his illness. Mr. Lofgren stated that Mr. Temple was an honorable Councilmember and is a personal friend of his. Council thanked Mr. Lofgren for the update.

Public comment portion of the meeting closed by Mayor Muschell.

Communications and Petitions

There were none.

Bills and Disbursements

- **Bills and Disbursements for the Month of August 2006**

Councilman Boardman moved to approve the bills and disbursements for the month of August 2006 in the amount of \$851,236.42. Seconded by Councilman Tebo. Motion carried unanimously.

Boards and Commission Reports

- **Regular Human Relations Board Meeting – August 21, 2006**

City Manager McNeil reported that the Human Relations Board discussed the upcoming vacancy created by Klaus Hergt who will not renew membership on the Board after his term expires this October. He explained that the Board is considering a recommendation to appoint a high school student and will be reviewing a letter at their next meeting that would solicit a recommendation and possibly a high school student, who may be interested in an experience in that capacity, to offer to the Mayor and City Council for consideration. City Manager McNeil commented that the Board feels

that a high school student may bring a prospective needed on the Board as well as offer a valuable experience to that student.

- **Regular Planning Commission Meeting – August 21, 2006**

City Manager McNeil stated that Commissioner Granger is the newly elected Chairperson of the Planning Commission. Additionally the Planning Commission adopted development principles which will guide them through the process of reviewing riverfront development and proposing a riverfront development plan to the City Council. City Manager McNeil commented that the process is expected to take quite some time but the Commission is proceeding with using those development principles.

- **Regular Recreation Commission Meeting – August 23, 2006**

City Manager McNeil commented that the Recreation Commission, with the education and review process the Commission has been going through all summer, took a look at what that produced by way of strengths and weaknesses or concerns that they would use to develop the goals for the new Recreation Plan. As a result of that, the basic goals or elements of the Recreation Plan are proposed to include walkways and pathways, and bring forward the elements of the Major City Park Master Plan. City Manager McNeil explained that the criteria required by the State for recreation plans has changed in that the State does not want projects listed in a specific manner but rather that goals and objectives are listed and quantified on how those goals and objectives are reached through a narrative discussion within the plan. He noted that based on the direction of the Recreation Commission, he will be developing a plan draft which will have objectives relative to walkways, pathways and the Major City Park Master Plan which includes the foot bridge.

- **Regular Downtown Development Authority Board of Directors Meeting – Sept. 5, 2006**

City Manager McNeil reported that the DDA Board tabled any further discussion relative to becoming involved with redevelopment of the former Woolworth site pending notice of interest from a proposed developer. He commented that the DDA also reviewed the budget and an updated projected cash flow, and will be looking at approving the ir portion of the budget at the ir next meeting.

- **Regular Zoning Board of Appeals Meeting – September 6, 2006**

City Manager McNeil stated that the Zoning Board of Appeals heard an appeal from the Northern Michigan Jail Ministry who is requesting a use variance to operate a proposed group home located in a General Business (B-3) District. He explained that the group home would be used by volunteers in a rehabilitation program as a transition home for individuals coming out of the penal system who need support concerning drug and alcohol related issues. City Manager McNeil commented that the Zoning Board of Appeals denied the variance as the Board felt that the use did not meet the four factors of the Zoning Ordinance which must be met in order to grant the variance. City Manager McNeil noted that the meeting was lengthy with much testimony heard by the Zoning Board of Appeals and the final decision of the Board was to not allow the use variance.

General Business

- **Consideration of Traffic Control Order No. 006-06**

Councilman McCauslin moved to approve Traffic Control Order No. 006-06. Seconded by Councilman Boardman. Motion carried unanimously.

- **Consideration of Post-Audit Budget Revisions**

City Manager McNeil commented that the audit revealed some payroll activity assigned to the Public Works portion of the General Fund Budget, which exceeded budget. He noted that Council is being asked to approve a budget adjustment that reconciles that overage with some under-budget line items with regards to capital outlay within the Parks and Recreation Department. City Manager McNeil added that this is the only item cited with regards to shortfalls and that all other portions of the budget have revenues exceeding expenditures.

Councilman Chlopan moved to approve the Post-Audit Budget Revisions for the Fiscal Year 2005/2006 as presented. Seconded by Councilman McCauslin. Motion carried unanimously.

- **Consideration of Update to Policy for Purchase of Supplies & Equipment and Procurement of Contracted Services**

City Manager McNeil referred Council to a draft of a proposed update to the Policy for Purchase of Supplies and Equipment and Procurement of Contracted Services. He explained that the current policy provides for his authority to purchase supplies, equipment and contracted services up to a maximum of \$3,000; purchases from \$3,000 to \$7,000 require quotations and approval of the City Council; and purchases over \$7,000 require the writing of specifications and the taking of bids. City Manager McNeil stated that the proposed update increases his authority to purchase supplies, equipment and contracted services to a maximum of \$3,250 and provides for an amount from \$3,250 to \$7,500 to be brought to Council by way of quotations and any amount over \$7,500 requires Council to approve the taking of bids. He stated that the proposed adjustment in the policy is recommended.

Councilman Chlopan moved to adopt the updated Policy for Purchase of Supplies & Equipment and Procurement of Contracted Services as presented. Seconded by Councilman Charboneau. Motion carried unanimously.

City Clerk's and Treasurer's Comments

- **City Audit**

Clerk/Treasurer Kwiatkowski stated that the City audit was completed last week and the auditors commented that the City of Cheboygan is one of the cleanest audits they have seen and that the financial reporting was very good. He commented that he was pleased to hear that particularly with using two different software systems within the same audit period. Clerk/Treasurer Kwiatkowski noted that he recently received the draft of the audit and financial statements and anticipates the audit presentation will be provided at the next City Council meeting. City Manager McNeil commented that the audit went very well and that Clerk/Treasurer Kwiatkowski and staff are to be commended.

City Manager's Report

- **Energy Conservation Project – Installation Complete by Johnson Controls**

City Manager McNeil commented on the energy conservation project and the improvements that project brought forward through Johnson Controls. He explained that installation of the improvements is now complete and he is prepared to authorize final payment on that contract. Additionally, the energy consumption will be monitored closely, especially through the course of this winter, as the savings are estimated to be approximately \$38,000 in the first year. City Manager McNeil added that part of the contract also calls for Johnson Controls to return over the next ten

years to continue to keep the settings fine tuned and to replace any of those items that are under warranty that require replacement.

Messages and Communications from Mayor and Council Members

- **Theo Lepp**

Mayor Muschell introduced Ms. Theo Lepp with particular reference to her application to run in the forthcoming election in November for a seat on the City Council.

- **Lincoln Avenue Bridge**

Mayor Muschell commented that the Coast Guard informed him that there were no objections during the public hearing process with regards to the Lincoln Avenue Bridge and that notice was sent to residents within a half mile radius. He noted that Coast Guard officials did question whether he submitted a report to the Environmental Protection Agency and he informed the Coast Guard that he was not aware that a report needed to be filed. The Coast Guard indicated they would file the appropriate report with the EPA. Mayor Muschell stated that it is expected that the City will receive official notice in October, in time for the November letting.

- **Theo Lepp/Zoning Board of Appeals**

Councilman Chlopan noted that Ms. Lepp has been on the Zoning Board of Appeals for many years and is a very level headed person who does fine work in considering proper decisions. Mayor Muschell thanked Councilman Chlopan for his comments and agreed, noting he has served on the Zoning Board of Appeals with Board Member Lepp.

Adjournment

Councilman Riddle moved to adjourn the meeting at 7:23 p.m. Seconded by Councilman McCauslin. Motion carried unanimously.

Mayor James Muschell

City Clerk Kenneth J. Kwiatkowski

Councilman Scott McCauslin

Councilman Gerald R. Boardman

Councilwoman Winifred L. Riddle

Councilman Charles Charboneau

Councilman Leslie A. Tebo

Councilman William E. Chlopan