

REGULAR CITY COUNCIL MEETING

April 11, 2023

The Regular City Council meeting was called to order by Mayor Mallory in the Council Chambers at City Hall at 7:00 p.m.

Roll Call:

Present: Kwiatkowski, Raab, Mallory, Mills, Dodd and Bedwin.

Absent: Darling

Public Comments on Agenda Items Only:

- No comments.

Approval of Agenda and Receive and File all Communications:

- Councilwoman Raab moved to approve the agenda and receive and file all communications. Seconded by Councilwoman Dodd. Motion carried unanimously.

Approval of Prior Meeting Minutes:

- Councilman Kwiatkowski moved to approve the Regular City Council meeting minutes of March 28, 2023, as presented. Seconded by Councilwoman Mills. Motion carried unanimously.

Departments, Board and Commissions:

- Office of Emergency Management, March Report.
- Cheboygan Fire Department, March Report.

Bills and Disbursements:

- Prepaid Bills and Disbursements for the Month of March 2023.
 - Councilwoman Mills moved to approve the prepaid bills and disbursements for the month of March 2023 in the amount of \$2,408,911.47. Seconded by Mayor Pro Tem Bedwin.
 - Councilwoman Raab had a question on line item 68 – Otis Elevator Co. for “Footbridge Service Contract 2023”. Councilwoman Raab expressed that the elevator doesn’t work.
 - City Manager Sabolsky said that we have asked the elevator inspector not to come back for a while and the elevators are closed. Sabolsky told Council that this is something we need to look into.
 - Council and Sabolsky had a short discussion regarding the elevators.
 - Councilwoman Mills had a question on line 37 – patch buggy purchase; we bought that months ago. Is it just being paid now.
 - Sabolsky said that is correct. Sabolsky discussed the Treasurers office and making sure invoices are collected properly.
 - A roll call vote was taken. Motion carried unanimously.

- Sabolsky noted that line 60 is our first interest payment for the wastewater treatment plant.
- Unpaid Bills and Disbursements for the Month of March 2023.
 - Councilwoman Mills moved to approve the unpaid bills and disbursements for the month of March 2023 in the amount of \$27,231.95. Seconded by Councilwoman Raab. A roll call vote was taken. Motion carried unanimously.

Resolutions:

- Consideration of Loan Resolution.
 - Sabolsky explained to Council that he received this on Monday this week. On the first page, Council has already approved all the contracts. Initially, Sabolsky said we did have a loan for 7.294 million, we came under budget by 1.198 million. The next form in the packet is nothing that has to do with us. This is processed by Blake Smith and it is de-obligating 1.198 million because we were under budget. This loan resolution is a standard resolution from the USDA that we need to sign to move to the next step. Sabolsky asked Council that when they make the motion for the resolution, to authorize the City Manager or Mayor to sign.
 - Councilman Kwiatkowski moved to authorize the City Manager or Mayor to sign the USDA Loan Resolution as presented and any other documents needed for the \$6,096,000.00 USDA Loan. Seconded by Councilwoman Dodd. A roll call vote was taken. Ayes from Councilman Kwiatkowski, Mayor Mallory, Councilwoman Dodd, Mayor Pro Tem Bedwin and Councilwoman Raab. Councilwoman Mills abstained from voting. Motion carried.

General Business:

- Consideration of Appointment.
 - Councilwoman Mills moved to appoint William Jewell to the Brownfield Redevelopment Authority, term to expire April 13, 2026. Seconded by Mayor Pro Tem Bedwin.
 - A roll call vote was taken. Motion carried unanimously.

City Managers Report:

- Sabolsky reported that he has been working on a grant application for a grant through the County. It is a joint application between the City and the Little League and other baseball and softball affiliated groups. The grant is to build a building that is about 1,000 square feet. That building will have a concession stand, bathroom and a warming area. The project is approximately \$150,000.00 and we are asking for \$100,000.00 from the County. The grant is due Friday.
- Regarding the engineering RFQ, Sabolsky said he is about done with the first draft. What this allows us to do is to put out requests for qualifications from engineering firms. Then, we can go through and develop a list of engineers that as we go forward with projects, we can bid those projects out to that list of engineers. This is what is needed for some of those Federal and State grants. Right now, we have been exclusively using Hubbell, Roth and Clark. This would allow us to use other engineering firms that have expertise in other areas we may need.

- Susan Wenzlick from Fishbeck apologizes for being sick and canceling the Brownfield Redevelopment/TIF workshop. That will be rescheduled for April 25, 2023 before the next Council meeting at 5:30pm. Wenzlick is assisting Sabolsky with some State and Federal pools of money. Sabolsky told Council that on our wastewater treatment plant, there was suppose to be a demolition component of that, but we had to back that out in order to fit under the maximum amount of money that we had. Wenzlick said she might be able to find us the funds to do that demolition. Wenzlick is also going to develop a spreadsheet that tracks some of our Brownfield programs.
- Regarding the Opera House, Sabolsky met with the engineer and the architect that did the evaluation of the Opera House. Sabolsky asked them to come up and present to residents and Council. They are going to put together a proposal to host a public meeting and answer questions. They were a little reluctant to conduct this public meeting and they said they needed to do more testing. Sabolsky explained how that would cost more money and he would prefer if they would come up and do a preliminary presentation and give us guesstimates on the cost of repairs. Johnny Green was here this week. We did have an inspection by the State and we had a gas valve in the basement leaking so that was fixed. Owen at the Opera House said that a couple of the air handlers upstairs are not working. The problem with a lot of our system is that it is so old that they don't make parts for it anymore.
- Rehmann Group has met with Treasurer Byrd and they have gotten access to BS&A through her computer. Byrd has provided them all the information they need. They have started reviewing those documents and they will be having a meeting with Executive Assistant Clear and Byrd sometime soon.
- Next week Sabolsky will be signing the loan for the turn-out gear. We have been getting the turn-out gear in slowly and hopefully it will all be here soon.
- Sabolsky shared a letter from a gentleman by the name of Daniel A Naggs who is an attorney. In the letter, Naggs compliments Fire Chief, Don Dailey, and City Attorney, Stephen Lindsay.

Treasurer's Comments:

- Byrd commented that at the March 14, 2023 meeting, Council asked how long we are obligated to pay our retirement health benefit policy. Byrd did some research and told Council her findings.
- Councilman Kwiatkowski asked Byrd to refresh Council of the benefit.
- Byrd said it is a health benefit to the employee and their family. Byrd explained and provided details about the health benefit to Council.
- Councilman Kwiatkowski asked about the yearly increases. Are we absorbing those.
- Byrd said that we are absorbing those. Byrd did come across a well planned out spreadsheet on anticipated increases.
- Council and Byrd discussed the health benefit policy.
- Councilwoman Raab asked regarding the audit.
- Sabolsky said he will make sure Councilwoman Raab gets a copy of what was sent to the Finance Committee.

Public Comments:

- No comments.

Committee Updates:

- Mayor Pro Tem Bedwin reported on the Finance Committee. They talked about different fund balances at the meeting. The Major Street Fund has a pretty large balance but the money that is sitting in that fund is being matched through grants and other programs in order to fix the streets. Court Street was originally going to be started this summer, but the State said they would pay for the entire cost. Because of that, Court Street will be next years project. Finance Committee also talked about various infrastructure projects. We received an update on the Inverness Township Sewer agreement and where that process is at. The USDA loan was also discussed.
- Councilwoman Raab asked regarding the Inverness Township Sewer agreement.
- Sabolsky stated that we are in a holding pattern. We are completing our research that we need to make sure that all our numbers are correct; which they are. We are waiting on a couple of things from the State.
- Councilman Kwiatkowski asked if the forensic audit is completed.
- Sabolsky stated that the single fund audit was completed.
- Councilwoman Dodd reported on the DDA. There is a volunteer pizza party on the 20th. Shine Up Cheboygan will be on the 6th of May, they are looking for volunteers for that. People can bring their large items to the City Hall/Opera House parking lot. This event used to be held at the Fairgrounds. Habitat for Humanity will also be there to accept any donations of quality, sellable items. There was approval for new holiday decorations. The Farmer's Market was approved to become a part of the DDA. Everything with the Farmer's Market is staying the same, but they are now underneath the umbrella of the DDA. The mural in the park had its panels put up today.
- Mayor Mallory added more information regarding the new holiday decorations for the lampposts. The new decorations are about \$375.00 apiece.
- Councilwoman Raab expressed that this is a great idea because the garland that is usually put up every year is dead by Christmas time.
- Councilwoman Mills reported on the Housing Commission meeting. The Commissioners regretfully accepted Commissioner Rieger's resignation. The request for vacancy will be posted if it hasn't already. The Commissioners have settled on an Executive Director. She will be a contractor for the time being for the next year from April 1st 2023 – April 1st 2024. Her job will be to absorb all the actions that have happened to date and get up to speed with that. The Interim Executive Director will step back into her role of Compliance Manager. The new Executive Director will be working remotely from Inkster. The first big project she will be tasked with is wrangling in all the documents that have been signed between HUD, the City, the Housing Commission, MSHDA, ETHOS, etc. for the 8 million dollar project.
- Councilwoman Raab commented that the Commissioner vacancy for the Housing Commission has not been posted on the City website yet.
- Councilwoman Mills commented that she is sure it will be posted soon onto the City's website.
- Councilwoman Raab asked regarding the application for Housing Commissioners.

- Sabolsky responded that the application for Housing Commissioners is different than the City's Board and Commission Application.

Adjournment:

- Meeting was moved to adjourn at 7:41pm. Motion carried unanimously.

Mayor Brett Mallory

Clerk Alyssa Singles

Mayor Pro Tem Adam Bedwin

Councilwoman Diane Mills

Councilman Kenneth Kwiatkowski

Councilwoman Mary Darling

Councilwoman Diane E. Raab

Councilwoman Hayley Dodd