

**REGULAR CITY COUNCIL MEETING**

**August 22, 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: Raab, Mallory, Mills, Dodd, Kwiatkowski and Bedwin.

Absent: Darling

**Public Comments on Agenda Items Only:**

- None.

**Approval of Agenda and Receive and File all Communications:**

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

**Approval of Prior Meeting Minutes:**

- Councilwoman Mills moved to approve the Regular City Council meeting minutes of July 25, 2023, as presented. Seconded by Councilwoman Dodd. Councilman Kwiatkowski abstained from voting. Motion carried.

**Departments, Board and Commissions:**

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

**Bills and Disbursements:**

- Prepaid Bills and Disbursements for the Month of August 2023.
  - Councilwoman Mills moved to approve the prepaid bills and disbursements for the month of August 2023 in the amount of \$2,520,133.70. Seconded by Councilman Kwiatkowski.
  - Councilman Kwiatkowski asked regarding the checks on the report. The last checks on this report are from August 16<sup>th</sup>, Councilman Kwiatkowski wondered when Council would see the checks from August 17<sup>th</sup> and onward.
  - Executive Assistant/Interim Treasurer Clear said those checks are in the unpaid bills and disbursements.
  - Councilwoman Raab asked about the check for 'Grant Writing Services'.
  - Sabolsky said that is for Susan Wenzlick, the woman who came and presented to us regarding Brownfield Redevelopment. Wenzlick helped us write a grant for the State landbank, which we were awarded \$150,000.00. Wenzlick's grant writing and her administration of the grant is covered in the grant.

- Councilwoman Raab reported that a resident in the City was under the impression that we hired someone to just write grants for the City at a certain salary.
- Sabolsky said that we have not hired a grant writer for the City.
- A roll call vote was taken. Councilwoman Dodd abstained from voting on check #35674 to Dodd's Tree Service. Motion carried.
- Unpaid Bills and Disbursements for the Month of August 2023.
  - Mayor Pro Tem Bedwin moved to approve the unpaid bills and disbursements for the month of August 2023 in the amount of \$499,072.29. Seconded by Councilwoman Mills.
  - A roll call vote was taken. Motion carried unanimously.

**General Business:**

- Consideration of Bids.
  - Councilwoman Mills moved to award the bid for the Lead Service Line Replacement to E.F. Wilkinson & Sons in the amount of \$937,663.00. Seconded by Councilwoman Dodd.
  - Councilwoman Mills asked regarding the bids. Some bids reach the 2-million-dollar mark. What is the difference in these bids; why are some so high.
  - Sabolsky commented that we had problems initially with this bid. There was only one company to bid on this when the bid first came out and there was a problem with their bid. Due to that, we put the bid back out. There are some companies that have a lot of work to do, so when they bid on projects, they bid a very large amount. E.F. Wilkinson & Sons did bid on this before, but there were problems with their bid bonds. Now, since we put it back out, they have rebid on this project. They are currently working on our Mill Street project.
  - Councilman Kwiatkowski asked where the revenue for this would come from.
  - Sabolsky said that this is out of the SRF funds that we have.
  - Clear explained that these funds are ARPA grant funds. It is 100% grant funding through the ARPA SRF's.
  - A roll call vote was taken. Motion carried unanimously.
  - Sabolsky told Council that we are doing this project one year earlier than we were supposed to.
- Consideration of Cheboygan County Humane Society's Funding Request.
  - Councilman Kwiatkowski moved to approve the Cheboygan County Humane Society's funding request in the amount of \$4,000 for the 2023/2024 Fiscal Year. Seconded by Councilwoman Raab.
  - Mayor Mallory said that this is an annual request. Majority of the animals they catch are in the City of Cheboygan.
  - Councilwoman Mills asked if anyone from the Humane Society was present.
  - No representative from the Humane Society was present.
  - Councilwoman Mills noted the large number for 'Running At Large' animals; she was curious if that was just domestic or domestic and wild animals.
  - Police Chief Rifenberg said majority are domestic animals. Chief Rifenberg said they are very helpful to us in the City and very responsive.

- Mayor Mallory confirmed with Chief Rifenberg that in the City, people need to keep their dogs leashed or fenced in.
- Chief Rifenberg responded that that is correct.
- A roll call vote was taken. Motion carried unanimously.
- Consideration of Contract.
  - Councilwoman Mills moved to allow the City of Cheboygan to enter a contract with VC3 for \$2,640.00 a month for Information Technology services and authorize the necessary budget amendments. Seconded by Mayor Pro Tem Bedwin.
  - Sabolsky said that we have not been proactive when it comes to our computers/information technology.
  - Clear said that VC3 told her that we are one of the last municipalities who is grandfathered into paying them by the hour.
  - Sabolsky said that this is a one-year contract that we are entering into, paying month by month. It will be spread out amongst the departments.
  - Clear said that we have nine computers that they can remote into and resolve issues. Since we do not have a contract with them, we always end up being 'low priority'. This contract would provide us 24/7 service with as many service calls that we need.
  - Mayor Mallory asked if we need to overhaul our computers a month from now for example, would they send someone out here.
  - Clear said that if they have to do a project, usually they will charge labor per project. However, with the case of our server, when we originally presented the budget, Clear thinks we budgeted around \$6,000 that included labor for the server. Once we get this contract in place, they are removing all of the labor for that initial set up. Clear doesn't anticipate that happening this year. We did have a good overhaul on most of the computers with the exception of two a couple of years ago.
  - Councilwoman Mills asked if this includes email and the website.
  - Sabolsky said no on covering the website, yes on some things regarding email.
  - A roll call vote was taken. Motion carried unanimously.
- Consideration of Appointment.
  - Mayor Pro Tem Bedwin moved to appoint Dawn Reo to the Parks and Recreation Commission, term to expire April 24, 2024. Seconded by Councilwoman Raab.
  - A roll call vote was taken. Motion carried unanimously.
- Consideration of Reappointment.
  - Councilwoman Raab moved to reappoint Richard Cartmill to the Parks and Recreation Commission, term to expire July 1, 2025. Seconded by Councilman Kwiatkowski.
  - A roll call vote was taken. Motion carried unanimously.
- Purchase of Fire Department Pick-Up Truck.
  - Councilwoman Mills moved to authorize the City Manager to purchase a 2023 Silverado 1500 Pick-Up Truck from Berger Chevrolet for the Cheboygan Fire Department, purchase price not to exceed \$51,000.00. Seconded by Mayor Pro Tem Bedwin.
  - Councilwoman Raab asked where the money is coming from for the purchase of this truck. Councilwoman Raab mentioned that several vehicles have been replaced lately.

- Sabolsky said that we are trying to replace a year 2000 pickup truck that originated in the Department of Public Works and is now the firetruck that is used to haul hoses and other equipment. We do have an equipment fund that every department puts money into to purchase new equipment for us and that ranges from \$180,000.00-\$200,000.00 a year. We are going to pay for the truck from that pool of money. With the truck we are currently using, Sabolsky isn't sure what we are going to do with it as we are not really comfortable driving it outside of City limits.
- Mayor Mallory asked what we are going to do with the old Police trucks that the Tahoes replaced.
- Sabolsky said that the old Police trucks are going to the Department of Public Works and the Parks and Recreation crew.
- Councilwoman Raab asked if we have exhausted our COVID money.
- Sabolsky said that there is some COVID money left. Sabolsky said that money has been put aside for new water meters and lead line replacement. This truck is not being purchased with COVID funds.
- Councilwoman Dodd asked that when we purchased the turn-out gear, why didn't we use the Equipment Fund money for that purchase.
- Sabolsky said that for the turn-out gear, we were able to get a low interest loan and the Fire Department will pay on it. What we are starting now is the process that every year, we put away money for that turn-out gear so when new turn-out gear will need to be purchased in the future, we have money already budgeted for that.
- A roll call vote was taken. Motion carried unanimously.

**City Manager's Report:**

- Sabolsky reported Michigan Department of Labor and Economic Opportunity has a grant out called the Community Center Grant. We are going to apply for 2.5 million dollars, which is the max for that grant. Sabolsky said we are going to focus on Major City Park, including the ice rink and the recreation center. Sabolsky commented on the HVAC for the recreation center. The heating for the recreation center is guessed to be from the 1960's. Scott Hancock has been with the City for 48 years, and it was put in before Hancock worked for the City. Sabolsky said we are looking to get air conditioning for that particular building. There are a lot of people that use that building and in the summer time it gets very warm.
- Clerk Singles also commented on the electrical outlets in the recreation center. The recreation center is also the City's polling place, and on the date of the special election recently, many of the outlets were not working.
- Sabolsky commented regarding the grant. They are looking at a new refrigeration system for the ice rink. That is estimated to be between 1 - 1.5 million dollars. The system that is currently in there is the original system. For the recreation center, Hancock has some drawings for a small building to be added onto the recreation center for basketball, pickleball, and an outdoor track. We are currently getting bids and estimates for that. Upgrading the baseball/softball fencing, bleachers, parking lots and walkways. Sabolsky commented that much of that area is not easily accessible due to uneven ground and stone walkways. Sabolsky commented regarding this grant; it focuses heavily on accessibility, programming for seniors, outreach programs, etc. Sabolsky thinks that we have a good chance to get this grant.

- Regarding the concession stand/warmup/bathroom building that we received a grant for, Tammy from the Little League and Sabolsky have been working on that. Jim Granger has donated his professional services to develop the plans for the building. A final layout for the building has been developed. We are now getting input from HVAC, plumbing and electric contractors. Sabolsky has also met with the major building supply companies in the area. Sabolsky said that hopefully the plans can be finalized soon, permits can be pulled and some of the projects can start being bid out.
- Regarding paving and sealing the City Hall and Huron Street parking lots, with a partnership with the DDA, those will be sealed and upgraded soon.
- Regarding Franklin Street, the street near Walgreens and Calcite Credit Union, Sabolsky said that we are fixing that street as well. It will be paved soon. Sabolsky said some of Division Street will also be fixed up.
- The Mill Street project is going well. Sabolsky commented that the Court Street project is also going well. Chief Rifenberg has been working to get some signs out there to remind people that businesses are open. The construction project has also been posted online.
- The first draft of the new newsletter has been drafted and will be sent out soon. Sabolsky said he will be on the radio, he believes, the next week or the following week.
- Councilwoman Mills asked where Kortny Hahn's articles are located.
- Sabolsky said they will be in the newsletter, but she is also posting short articles on Facebook. Sabolsky commented that printing the newsletter and putting it in the paper wouldn't be financially feasible at this time. For those who don't have Facebook, people are able to call City Hall, provide their email and we can sign them up for the newsletter.
- Councilwoman Mills commented that not everyone is on Facebook.
- Singles commented that there is a pop-up when people go the cheboygan.org website to sign up for the newsletter. Singles also said the sign-up can also be found under the 'Resources' tab and 'Social Media' tab on the cheboygan.org website. The newsletter hasn't been approved and posted just yet, but when it does, those signed up will receive it.
- Clear commented that a sign-up sheet for the newsletter has been placed at the front desk for those who come into City Hall. Clear also said that she can work with BS&A to see if there can be a blurb regarding the newsletter at the bottom of people's receipts.
- Sabolsky said that the details are still being worked on.
- Councilwoman Dodd asked how often the newsletters will be released.
- Sabolsky commented that once a month should be enough for the newsletters, but we have short articles on Facebook and other sources.
- Regarding DPW employees, Sabolsky said that we have hired two new people. Sabolsky thanked our summer employee for parks and recreation. He has gone off to school and hopefully we can hire him again next year.
- Councilwoman Raab asked who we hired for the DPW positions.
- Sabolsky responded Rob Melching and Tom Dykman. These are operator positions.
- Councilwoman Mills asked if these are union positions.
- Sabolsky responded yes.
- Sabolsky said that the two police vehicles that we ordered last year are here. Erik, our Equipment Manager, will be fitting them with the lighting, sirens, and technology needed.

- Sabolsky reported that last week he was at an Economic Development conference in Marquette. Sabolsky learned quite a bit and made some new connections. Tomorrow, Sabolsky has a meeting with some State Representatives and State Senators, as well as the Lt. Governor. Sabolsky will be giving a presentation and sharing some ideas on what it going on in the City of Cheboygan.

**City Clerk's Comments:**

- Singles commented that the Special Election went well and congratulated Councilwoman Dodd.

Chief Rifenberg introduced Officer Kennedy Duvall to Council.

**Public Comments:**

- Connie Rieger thanked Chief Rifenberg and his officers for being at and participating in the local events in town.
- Matthew Hall, Directing Manager of the Cheboygan County Road Commission, spoke regarding a bill they received for wastewater disposal. It was \$13,000.00 for several months of disposal. Hall said that he took the bill to the board, and the board declined him authorizing the payment of that bill. Hall said that the Road Commission has had a historic agreement of \$0.04 a gallon, but the new rate is \$0.10 a gallon. Hall said that the Road Commission wasn't really informed regarding the rate increase. Hall wanted to thank Council for the cooperation between our organizations. Hall has been in contact with Sabolsky and Hall hopes a solution can be made regarding this. Hall said that Mr. Ken Paquet is here with him tonight. Paquet is the current chairman for the Board of Road Commissioners and has been on the Commission for several years and has several examples on how the Road Commission and the City would work together and help each other out over the years.
- Paquet spoke regarding his experience with the City throughout his 15 years as a Road Commissioner. How the City and Road Commission would share sand and the property the sand was located at. Paquet said that the City and Road Commission have always worked together and he says \$0.10 a gallon for disposal is a bit outrageous for what the Road Commission cooperates with on a daily basis. There is a millage that the Road Commission really puts a lot of time in to. The City gets \$100,000 a year from that. Paquet said the millage generates about 1.4 million dollars a year. Right now, they are working on Levering Road. That is the primary road to Cheboygan. Paquet discussed projects the Road Commission is working on and will be working on in the future. Paquet is hoping the Council will reconsider that rate.

**Council Response to Public Comments:**

- Mayor Mallory told Paquet and Hall that Council will probably get some information and be in touch at some point.

**Committee Updates:**

- Mayor Pro Tem Bedwin said that the Finance Committee has not met.
- Councilwoman Raab reported that the Historic District Commission met on August 7<sup>th</sup> and then also met on the 8<sup>th</sup>. Councilwoman Raab said that Mayor Mallory instructed her to get in touch with people at SHPO and that Council was going to look at the ordinance and come up with

questions or concerns that they have and then the experts can help us. Councilwoman Raab said that no work session has been called yet and she doesn't want to contact people with SHPO and set up a time for them to help if Council and the Historic District Commission are not prepared to present their concerns.

- Mayor Mallory is hoping to have a work session before the next Council meeting.
- Councilwoman Dodd reported that the DDA met last week. They approved a façade grant for \$1,000.00 to Williams Office Equipment. The DDA also approved some parking lot repairs for the Huron Street parking lot and the City Hall parking lot.
- Councilman Kwiatkowski expressed that he would like to have a Finance Committee meeting soon.
- Sabolsky said that he is hoping to have a Finance Committee meeting between now and the next Council meeting, but there was one last month where they met with Rehmann Group and the person providing assistance for the Inverness Township contract.
- Councilwoman Raab and Sabolsky discussed the topic of the Inverness Township contract.
- Councilwoman Raab expressed that she would like to know more information.
- Councilwoman Mills reported on the Housing Commission. Councilwoman Mills reported that the Declaration of Trust has been recorded. The contractors that are going to be doing the rehabilitation on the three housing sites showed the Housing Commission the scope of work they will be doing. The Commissioner's asked the contractors for more detail. They have hired an Intake Specialist. Two seats are still open for Commissioners on that Commission and they are very close to filling those seats. There are more than two applications. The Commissioners would like to determine who they would like to select and give their suggestion to Sabolsky who is the appointing authority. One of the applicants is a tenant. Councilwoman Mills reported that there are a lot of rumors going around the community regarding the rehabilitation. Rumors such as people will be put in trailers, that they will be put in the Best Western, etc. Nothing has been established. The Commissioners have not had one proposal set in front of them to determine what we are going to do with the residents as the units are rehabilitated.

**Messages and Communications from Mayor and Council Members:**

- Councilwoman Raab said that she sent an email to Sabolsky, Jason Karmol and Mayor Mallory from a developer. Councilwoman Raab commented that she did not hear back from anyone regarding the email.
- Mayor Mallory said that he did not have an answer to the email.
- Councilwoman Raab expressed that communicating that he doesn't have an answer is an answer.
- Sabolsky said that he believes that Councilwoman Raab sent a statement over to Sabolsky, not a question, expressing that the developer would like to move forward and the City has been talking to him. Explaining to the developer that when Huron Street is done, we can entertain the idea of development occurring.
- Discussion regarding the email was had.
- Councilwoman Raab discussed the importance of communication.
- Mayor Mallory asked about the lead service lines. How will they know which houses have the lead service lines.
- Sabolsky responded that they will be going around and testing the water lines.

**Adjournment:**

- Mayor Mallory adjourned the meeting at 8:01pm.

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Mayor Brett Mallory

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Clerk Alyssa Singles

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Mayor Pro Tem Adam Bedwin

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Councilwoman Diane Mills

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Councilman Kenneth Kwiatkowski

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Councilwoman Mary Darling

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Councilwoman Diane E. Raab

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Councilwoman Hayley Dodd