

Regular Council Meeting
Tuesday, February 19, 2013
412 Main St. - City Hall
Frankfort, Michigan 49635 (231) 352-7117

Meeting was called to order by Mayor Johnson at 7:00 p.m.

Pledge of Allegiance

Roll Call - Present: Condon, Haan, Holwerda, Jackson, Johnson Absent: None

Request to Appear Before Council

None

Public Input

None

Correspondence

Charter – Changes in channel line-up from analog to digital

Approval of Minutes

Motion by Holwerda, seconded by Haan to approve the public hearing of 01/08/2013 and regular minutes of 01/15/2013 as presented.

RC: Yeas: All

Nays: None
Motion CARRIED

Approval of Bills

Motion by Holwerda, seconded by Condon to approve prepaid vouchers #43360-43431 in the amount of \$175,461.54. Payroll vouchers #26645-26725 in the amount of \$47,253.40.

RC: Yeas: All

Nays: None
Motion CARRIED

Motion by Condon, seconded by Johnson approving monthly Vouchers #43432-43467 in the amount of \$76,044.08 as presented.

RC: Yeas: All

Nays: None
Motion CARRIED

Committee Reports

a) Personnel/Public Safety

The personnel committee met and went over the marina manager contract and water meter reader contract. Both are on the agenda for tonight. Still working on the Cavric settlement; however our attorney is now on vacation for two more weeks.

b) Finance

Met on February 12th. Budget amendments are on the agenda for approval. Garbage and rubbish will need help from the general fund to pay for spring clean-up.

c) Water/Sewer & Solid Waste

No meeting

d) Recreation Board

There was no meeting this month; however there have been e-mails regarding the MSU study and the Tree Board.

e) Fire Advisory

No Meeting but will need to schedule one in March.

f) Planning Commission

Discussed the zoning amendments, wanted to make some further changes. Also discussed way-finding signage and the DDA. They will work on these with the zoning attorney and bring them back to the council for approval. In the meantime the Planning Commission is asking for the Council to table the agenda item for zoning ordinance amendments for now.

g) Airport Authority

No meeting.

h) Grants

Josh Mills and Kurt Luedtke will be attending the Great Lakes Small Harbor Coalition on February 27th in Lansing to meet regarding the emergency dredging fund. Mills hopes to meet with representatives to pitch the design build concept to do more work in the harbor with the same amount of funding. The Chamber Foundation is looking at doing matching fund grants with businesses to help purchase way-finding signs.

i) BLUA

Nothing to report.

j) Brownfield Redevelopment

Nothing to report.

k) Marina Authority

No meeting.

l) Tree Board

The Tree Board met last Tuesday where they discussed two items that are on the agenda for this meeting. They are the Bellows Park Tree Harvesting and the Tree Trimming Contract. They also discussed the Tank Hill Plan and budget for Tank Hill. On April 25th they will be working at the nursery and packaging trees for Arbor Day. Arbor Day is on April 26th and following the Arbor Day festivities, members will be working to prepare trees for the Tank Hill planting which will take place on April 27th. May 3rd they will have a garlic mustard pull. They are working with the Benzie Conservation District to decide the best means of disposal of the garlic mustard. Tree City Posters and banner program were also discussed. There was a \$500.00 donation towards the banners.

m) Commissioner's Report

County Commissioner Roger Griner gave a handout to the council detailing the revenues and cost of operating equipment for 1997 to present. From 2004 to 2012 the Road Commission has reduced its workforce by eleven (11) employees. Griner's spreadsheet showed the difference in materials such as cold patch and asphalt from the late 90's to 2012.

The Benzie County Veteran's Administration has partnered with the Grand Traverse Veterans to work out of Benzie County one day a week to assist our area vets.

Departmental Reports

Clerk/Treasurer –

Kidder stated that the wage and salary survey for 2012 from MML is available online. This will be an excellent tool when it comes time for negotiations.

February 14th was the last day to pay winter taxes without a penalty. The front office was very busy for the last minute rush to pay. The Board of Review will be on March 11th and 12th and the organizational meeting will be on March 5th. Marv Blackford gave us a preliminary report of the taxable value for the City. These are tentative figures and are subject to change. Using those figures the City could receive an additional \$22,101.56 in revenues using last years millage rate as a base.

All 34 seasonal slips are tentatively filled. To date there has been \$10,560.00 in non-refundable deposits.

Kidder has been trying to contact AT&T to get better rates or transfer phone service if needed. She is waiting for a reply from our account representative.

Ron Sondee, the labor attorney for the City who is working on the Cavric settlement, is out of the office for three weeks beginning February 12th. He has made up a draft settlement agreement but has not heard from the union yet.

Kidder is working with Joan McKay on the Municipal Code amendments to make sure all are in the master municipal code book and all copies for the public.

Superintendent –

Mills reported that the Gateway Arch was damaged by a motorist and is being examined by a structural engineer, a welder and DPW personnel. Mills is awaiting a report from the structural engineer. The driver's insurance provider will be paying for the repairs.

Mills has received word from the MDOT regarding the safe routes to school and placement of sidewalks. The City will be required to construct sidewalks on both sides of James Street from 9th to 11th Street. MDOT is only requiring sidewalk on one side along 11th from M-22 to the high school and one side on James from 11th St to Day Ave. Survey work is underway and preliminary design work should start soon.

Mills and Kurt Luedtke plan on attending a Small Harbors Coalition on Wednesday, February 27th in Lansing. There is talk that the Governor and the State Legislature are

going to approve appropriations of \$21 million to aid harbors and marinas in the State of Michigan for emergency dredging for the outer channel and inner access channels. The buzz is Frankfort is slated for \$2.24 million. Mills believes with this kind of funding and doing a design build concept, the outer, inner channels and some areas around the bay can be dredged out and is hoping to discuss this approach with those in Lansing.

Mills has been in contact with the MDNR (who is representing the interest of the Land and Water Conservation Fund program – a part of the Department of Interior) concerning the lease between the City of Frankfort and the Crystal Lodge #270 in regards to building a new community recreation center. It appears that a commercial kitchen is not approved and will need the language regarding this type of kitchen removed from any agreements. Mills will keep council informed on any further correspondence.

The DPW crew has been busy keeping up with snow removal and maintaining our streets. They continue to monitor the water and sewer systems to ensure proper flow. The Main Street lift station is continuing to have numerous issues that we keep placing a band-aid to. The components needed to be repaired are either no longer available or repairable and what is repairable will be very expensive for an antiquated system. The system needs to be updated to modern technology and soon. Mills would like to have a meeting to discuss making a change to SCADA.

Mills gave the council the report from the MSU Practicum from the MSU interns that did a report on Lake Michigan Beach and Cannon Park. They will be presenting their progress and initial discovery on Saturday, February 16th at 3:00 p.m.

We received a tribal grant from the Grand Traverse Band of Ottawa and Chippewa Indians in the amount of \$6,000.00 for dive equipment turnout gear. There will be a presentation on February 26th at 9:30 a.m. at the Grand Traverse Resort.

The new surveillance equipment being installed on the Park Avenue well will be done this week. Mills is getting together with the tax entities that would be affected by the DDA to see if they are willing to opt in on the plan. They have until March 7th to opt out. Mills is also checking around for a new plow truck and pick-up truck through MI Deal.

Chief of Police –

Redder reported that the police department also received a grant from the Grand Traverse Band of Ottawa and Chippewa Indians in the amount of \$4,000.00 for body armor. Redder and Mills will be attending the ceremony on the 26th to pick up the checks for the grants.

Redder attended the Local Emergency Planning Team (LEPT) and the Local Planning Team (LPT) on January 17th where they discussed grant funding for projects and set priorities. Generators and upgrades for fire departments, Government Center and Sheriff Department topped the list as well as radio upgrades. They also discussed emergency action plan books and upcoming training exercises.

The radios are still at Tele-rad to be programmed. The video cameras for the patrol cars have come in and now have to be installed.

Redder has sent over unpaid parking tickets to the District Court to proceed with the next step which is fines. Violators will receive a notice to pay and could potentially have driving privileges revoked.

Redder took part in the Chili Cook off with the Coast Guard Station but did not win. The first place honors went to the newest member of the Coast Guard crew.

Old Business

None

New Business

A) Adoption of Zoning Ordinance Amendments - Mills

This agenda item was TABLED and will be brought back to council after the Planning Commission amends some of the changes.

B) Resolution Approving Property Transfer Affidavit Penalty - Kidder

Motion by Holwerda, supported by Condon allowing the Assessor the ability to charge penalties and the Treasurer to collect the penalties for not filing the Property Transfer Affidavit in a timely fashion as required by state law.

RC: Yeas: All

Nays: None
Motion CARRIED

C) Bellows Park Timber Harvest – Mills

Motion by Johnson, seconded by Haan to harvest timber at Bellows Park on property owned by the City of Frankfort in order to manage and reduce the density of dying ash trees and other tree species that could pose a hazard to park users. Upland Meadow will perform the harvesting activities and procurement associated with the sale of the timber. Revenue generated from the timber harvest shall be utilized for the benefit of Bellows Park, including but not limited to, covering expense associated with the surveys, site restoration, new tree plantings and implementation of the Bellows Park Tree Management Plan.

RC: Yeas: All

Nays: None
Motion CARRIED

D) Sheriff Snowmobile Patrol Contribution – Kidder

Motion by Haan, seconded by Johnson to approve donation of \$300.00 to help support the Snowmobile Safety Program.

RC: Yeas: All

Nays: None
Motion CARRIED

E) Budget Amendments - Holwerda

Haan would like the original budget amount to show on the spreadsheets provided.

Motion by Johnson, seconded by Condon to authorize budget amendments as presented.

RC: Yeas: All

Nays: None
Motion CARRIED

F) Tree Trimming Contract – Mills

Johnson, Holwerda and Condon raised concerns on the contract and thought maybe they could be given as guidelines instead of a contract to the tree trimmers.

Motion by Condon, seconded by Jackson to **NOT** adopt the City of Frankfort Tree trimming Contract to be issued to all contractors doing tree trimming of removal work within the City of Frankfort involving trees located within the City of Frankfort right-of-way or property owned by the City of Frankfort.

RC: Yeas: All

Nays: None
Motion CARRIED

G) Marina Manager Contract – Mills

Haan would like to see the Marina open at 7:00 a.m. from 6/24 to 8/25 as shown in the contract. Haan stated last season no one was working at the marina at 7:00 a.m.

Motion by Johnson, seconded by Holwerda to approve a 1 year contract renewal for Walter Poynor, Marina Manager with a salary of \$24,000.00

RC: Yeas: Condon, Holwerda, Jackson, Johnson

Nays: Haan
Motion CARRIED

H) Water Meter Reader Contract - Mills

Sam Tesaker was able to read longer than the original contract calls for this season so the finance committee will have to adjust the budget to reflect the additional months. For the next fiscal year Mills would like to budget for a full year of water meter reading and reflect in the contract for the eight consecutive months from March to November and after that upon discretion and direction of the City Superintendent for the months of December through February.

Motion by Holwerda, seconded by Condon to approve a 1 year contract renewal with Sam Tesaker valued at \$750.00 per month with changes to the contract under Section 2. a. Annual Work Schedule as discussed.

RC: Yeas: All

Nays: None
Motion CARRIED

PUBLIC INPUT –

Roger Griner - Just wanted the council to know that he would not be able to attend every council meeting due to conflicts in scheduling with the County Commissioner's Meetings which are sometimes held in the evening of the 3rd Tuesdays of the month. He will send a report if he is unable to attend.

Adjournment

Motion by Holwerda, seconded by Condon to adjourn the meeting at 8:42 p.m.

RC: Yeas: All

Nays: None
Motion CARRIED

Robert J. Johnson, Mayor

Kimberly K. Kidder, Clerk/Treasurer