

July 17, 2017

Mayor Brown called the fifteenth meeting of the eighty-fourth Harbor Springs City Council to order at 7:00 p.m. in the City Council Chambers at City Hall, 160 Zoll Street, Harbor Springs, Michigan.

1. Roll Call and Verification of Quorum

City Council:

Present: William M. Brown Jr., John L. Cupps, Jeffrey V. James, and Pringle Pfeifer

Absent: Matthew Bugera

City Clerk Whitaker stated that a quorum was present.

Also Present: City Manager Thomas C. Richards, City Attorney James T. Ramer, Police Chief Kyle Knight, DPW Director Lucas VanderZee, and City Clerk Nick Whitaker

2. City Clerk / Comptroller / Treasurer

A. Approval of Minutes

Minutes for the June 19, 2017 regular City Council meeting and the June 23, 2017 special meeting were presented for approval.

8492 – Motion by Cupps, second by James, to approve the minutes of the June 19, 2017, regular City Council meeting and the June 23, 2017 special City Council meeting as read.

Ayes – 4

Nays – 0

Absent - Bugera

Motion carried.

B. Approval of Bills

The bills on the following vouchers, as listed below, have been examined. It has been recommended that they be approved for payment from the following funds:

<u>Voucher number</u>	<u>Description</u>	<u>Payment</u>	<u>Fund</u>	<u>Amount</u>
8511	Wire	MPPA 6/21/17	Electric	\$23,081.11
8512	Wire	MPPA 6/27/17	Electric	\$27,693.37
8513	Payroll	P.P.E. 6/25/17	General	\$59,157.68
			Major St.	\$1,001.95
			Local St.	\$500.81
			Historical	\$560.88
			Electric	\$13,009.57
			Water/Sewer	\$5,428.48
			Waterfront	\$7,431.00
			Equipment	\$1,740.88
8514	Wire	MPPA 7/5/17	Electric	\$34,149.30
8515	Wire	Sales Tax 6/30/17	General	\$8,026.43
			Electric	\$13,151.16

Voucher number	Description	Payment	Fund	Amount
8516	No Council	Accounts Payable 7/3/2017	General	\$26,785.71
			Major St.	\$1,018.28
			Local St.	\$448.00
			Historical	\$43.29
			DDA	\$160.20
			Electric	\$7,532.09
			Water/Sewer	\$32,564.32
			W.T. Water	\$8,976.79
			Waterfront	\$4,939.39
			Equipment	\$1,239.80
8517	Wire	MPPA 7/12/17	Electric	\$70,009.60
8518	Council	Accounts Payable 7/17/2017	General	\$38,624.76
			Major St.	\$1,536.68
			Local St.	\$1,227.12
			Historical	\$379.38
			DDA	\$5,109.72
			Electric	\$106,484.23
			Water/Sewer	\$39,368.75
			Waterfront	\$7,411.74
			Weatherbuoy	\$377.00
			Equipment	\$7,184.07
8519	Payroll	P.P.E. 7/9/17	General	\$59,380.54
			Major St.	\$658.47
			Local St.	\$421.49
			Historical	\$740.88
			Electric	\$12,649.57
			Water/Sewer	\$5,179.68
			Waterfront	\$8,418.71
			Equipment	\$977.84

BE IT RESOLVED that claims on vouchers 8511 through, and including, voucher number 8519 as checked by the Finance Committee, in the amount of \$644,780.72 be allowed for payment, and the Mayor and the City Manager are hereby authorized to execute warrants to be drawn on the following funds:

General	\$191,975.12
Major St.	\$4,215.38
Local St.	\$2,597.42
Historical	\$1,724.43
DDA	\$5,269.92
Electric	\$307,760.00
Water/Sewer	\$82,541.23
W.T. Water	\$8,976.79
Waterfront	\$28,200.84
Weatherbuoy	\$377.00
Equipment	\$11,142.59
Totals	<u>\$644,780.72</u>

8493 – Motion by Pfeifer, second by Brown, to approve the bills in the amount of \$644,780.72

Ayes – 4
 Nays – 0
 Absent - Bugera

Motion carried.

3. Citizen Comments

City resident Madge Heinz stated her concerns about the location of the Farmers Market, specifically the parking issues, traffic congestion and lack of sufficient public restrooms in the area. City Managers Richards responded to her concerns stating that the current location of the market was considered by Council and that some of the concerns have already been addressed with the Market Master Cyndi Kramer. Chief Knight also responded indicating he has, and will continue to monitor the alleyway and will check on the signage at the end of Main St. Heinz also offered a list of the issues in writing.

Clayton Novak, who represents the Harbor Baseball Commission Little League Division and serves as the volunteer grounds director, addressed Council to discuss the league's proposal to purchase and install a portable storage building at Kosequat Park. Novak stated that he is on the Planning Commission agenda for approval of the building, and is also seeking Council approval. Council had no objections to the proposed building, however, Member Cupps asked Novak to identify the proposed placement of the building with spray paint prior to this Thursday's Planning Commission meeting. Novak also stated that he would like to start an open dialogue with the City to gain an understanding of the future plans for the baseball fields. Novak presented an outline of goals and objectives for the plans and future use of the field and stated that he would like to create an atmosphere of cooperation among the School District, the City and the Baseball Commission so that they can all together to have a well thought out and cohesive park. Mayor Brown asked DPW Director Lucas VanderZee to comment, VanderZee commented on the irrigation issues in the park. Novak stated that Harbor Springs Little League has already put in new irrigation systems at the two small fields and they have obtained quotes for additional irrigation, also stating that he is trying to work with the school district on their future irrigation plans and boundaries.

4. City Manager's Section

A. Spring Street Parcel – Consideration of Creating a Parking Lot

City Manager Richards reviewed the history of the parcel, which was purchased by the City in 2010 with the intent that when funding could be found for the cost of the land, it could be paved for parking; however no action was taken at that time. City Manager Richards presented the current estimated cost and conceptual design plan for the parking lot. Vanessa Ward, of 420 Pine St., stated her concerns about the design plan. Member James asked Ward what her background is, Ward stated she is a landscape architect. Mayor Brown asked Tim Knapp, whose business property is next to the proposed lot for his opinion, and DPW Director VanderZee to comment on snow removal and maintenance. Knapp commented on green space. Director VanderZee stated that the design presented is only a rough concept at this point to get a cost estimate and addressed the snow removal process, which would not be an issue. Additional discussion was had about snow removal. Concerns about the boardwalk entrance were also addressed; City Manager Richards stated that the design presented incorporates the proposed boardwalk design that was discussed at a previous meeting. Discussion continued about the status of the boardwalk and proposed plan.

Member James proposed the City include \$60,000 for the Spring St. paving project in the proposed 2018 budget. No objections were made.

B. DPW Building Insulation – Consideration of Contract

City Manager Richards presented and reviewed the bids obtained for the needed insulation of the DPW building, which was budgeted for in 2017. City Manager Richards recommended the bid from RetroFoam stating that foam is the best option and the bid also comes in at 10% under budget.

8494 – Motion by James, second by Pfeifer, to authorize City Manager Richards to accept the contract with RetroFoam for the insulation of the DPW building in the amount of \$40,869.00 and for the additional needed equipment rental expense as presented.

Ayes – 4
Nays – 0
Absent - Bugera

Motion carried.

C. Michigan Municipal League Election – Recommended Vote for Directors

City Manager Richards explained that the City's insurance carrier for property and liability, MML Property and Liability Pool, is led by a Board of Trustees who represent other City governments similar to ours. City Manager Richards presented the list of incumbent Members who are seeking reelection due to expiring terms and stated that he is familiar with the candidates. City Manager Richards stated that he is seeking Council approval to authorize the City's vote for the five candidates presented. Council authorized the vote by consensus.

D. Glenn Drive – Proposal for Additional / Special Signage

City Manager Richards explained concerns over signage recently received from a resident on Glenn Dr. A letter from the property owner was presented. Photos of the area and the existing directional signage were presented and discussed, as was the primary reason for their complaint, that being of large trucks inadvertently travelling down Glenn Dr. instead of staying on M-119 and causing damage to their stone wall at the curve in the road. City Manager Richards pointed out the intersection in question and the block wall on the resident's property in the photos. Member Pfeifer stated that the wall is on public property and Mayor Brown commented that the owners had a 1998 letter related to the owner's construction plans and City property. Mayor Brown gave his opinions on the issue and the existing signage. The property owner, Lotsie Holton, addressed Council on her concerns and stated her opinions about the signs. Mayor Brown asked Chief Knight to respond. Chief Knight addressed the concerns, stating that some drivers may be sightseeing and not paying attention to the signs. Discussion followed about lost vehicles turning around in the area of the Holton's property. Member James asked Holton how many times the wall had been hit; Holton stated that it had been hit maybe 5 times. The location of the wall was discussed further and Mayor Brown asked DPW VanderZee to comment. Director VanderZee stated that about eight years ago most of the street signs were replaced. Mayor Brown also made the suggestion we consider limiting or prohibiting trucks from using City Streets, Chief Knight commented on truck routes. After different options and solutions were discussed Council proposed the City look into ways the signage could be improved.

City Manager Richards discussed a previous issue with the Beach Dr. paving project enforcing the restriction of obstacles in the right of way. Attorney Ramer commented on a lawsuit about property rights and ownership that was resolved in the City's favor, but the Holton's were not involved at that time.

5. Manager's Report

City Manager Richards reviewed his Manager's Report and briefed Council on the following:

- IBEW recent change of legal council
- Harbor Springs third grade student meet-and-greet with The Accidentals, a Michigan based musical group, planned for Friday, June 28th at Zorn Park
- Third St. (at Judd) retaining wall project scheduled for fall, discussion followed about parking in this area, Chief Knight will evaluate

- Update on attendance and conflict of interest policies for the City's Boards and Commissions and status of proposed changes to their by-laws, discussion followed. Direction from Council to Attorney Ramer was to draft one document to establish the same standards across all boards for review at August 21, 2017 meeting.
- Recreation plan and Harbormaster building grant update.
- Harbor Way Multi-Use Trail redesign and modifications update
- Lawn treatment for parks and other public spaces, discussion followed about informing public of treatment processes.
- Restroom facilities – Zoll St. and Tourist Park portable toilets, discussion followed about increasing the frequency of the cleaning services or building bathrooms at these locations. Direction from Council was to increase the frequency of cleaning from once, to twice per week.
- M-119 speed limit sign visual obstruction and potential relocation of sign or removal or trimming of trees causing obstruction, pending response from MDOT
- Portable food vendors update
- Special projects or policies – Council direction requested for special interests and initiatives based on time and resources available, discussion followed. Direction from Mayor Brown was to bring all inquiries to Council.
- Upcoming Boards and Commissions Meetings:
 - Planning Commission – Thursday, July 20, 2017 at 6:00 p.m.
 - DDA/PSD – Thursday, August 3, 2017 8:00 a.m.
 - Harbor Commission – Wednesday, August 9, 2017 4:00 p.m.
 - Zoning Board of Appeals – Wednesday, August 9, 2017 5:30 p.m.

6. Appointments

None

7. Old and New Business

None

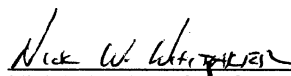
8. Next Meeting

City Manager Richards stated the next regular City Council Meeting is scheduled for 7:00 p.m., Wednesday, August 7, 2017.

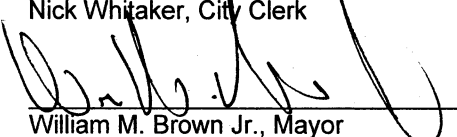
9. Adjournment

With no further business, Mayor Brown adjourned the meeting at 8:44 p.m.

Approved: August 7, 2017



Nick Whitaker, City Clerk



William M. Brown Jr., Mayor