



Village of Mackinaw City

102 South Huron Avenue, P.O. Box 580, Mackinaw City, Michigan 49701

Telephone: (231) 436-5351 Fax: (231) 436-4166

www.mackinawcity.org village@mackinawcity.org

VILLAGE OF MACKINAW CITY COUNCIL AGENDA February 20, 2014 -7:00 P.M. VILLAGE HALL

- I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE
- II. PRESENTATIONS AND RECOGNITIONS
- III. APPROVAL OF AGENDA
- IV. COUNCIL MINUTES
 - A. Approval of the regular minutes for February 6, 2014
- V. PUBLIC COMMENTS

Citizens wanting to address the Council can do so at this time. Persons addressing the Council are requested to give their name and address for the record when called on by the President.
- VI. PUBLIC HEARING AND SUBSEQUENT ACTION
 - A. Public Hearing-Mackinaw City Recreation Plan 2014-2018 [Action Item]
 - B. Resolution of Adoption Mackinaw City Recreation Plan Update [Action Item]
- VII. BUSINESS REPORTS AND RECOMMENDATIONS
 - A. Downtown Development Authority Board Appointment [Action Item]
 - B. Fiscal Year 2014 Budget Amendments [Action Item]
- VIII. ACCOUNTS PAYABLE
 - A. Accounts Payable for February 20, 2014-\$24,018.65 [Action Item]
- IX. COMMITTEE/DEPARTMENT REPORTS
 - A. Council Committee(s)
- X. CLOSED SESSION AND SUBSEQUENT COUNCIL ACTION
- XI. ADJOURNMENT



UNAPPROVED
MINUTES REGULAR COUNCIL MEETING
MACKINAW CITY

7:00 P.M.

February 06, 2014

I. CALL TO ORDER/TAKING OF ROLL/PLEDGE OF ALLEGIANCE

President Jeff Hingston called the meeting to order and with the following Trustees present – Robert Glenn, Belinda Mollen, Sandy Planisek, Richard Perlick and Paul Michalak. Absent-Trustee Matt Yoder. Manager Adam Smith, Clerk Lana Jaggi, and Treasurer Patricia Pepler were also present.

Department Heads Present:

Pat River- Superintendent Water/Waste Water Treatment Plant

Perry Terrian- Foreman Department of Public Works

Dave Paquet- Harbor Master Marina/Director Recreation

Fredrick Thompson, Jr.-Fire Chief/Ambulance Director/Zoning Administrator

Patrick Wyman-Chief of Police -Absent, excused

Ken Newsome- Superintendent Department of Public Works-Absent, excused

Visitors – List Attached.

Pledge of Allegiance

II. PRESENTATIONS AND RECOGNITIONS

None

III. APPROVAL OF AGENDA

Motion Mollen seconded Planisek to approve the agenda as presented. Voice vote – motion carried unanimously.

IV. APPROVAL OF MINUTES

Motion Glenn seconded Planisek to approve the regular council meeting minutes of January 16, 2014. Voice vote – motion carried unanimously.

V. PUBLIC COMMENTS

-Dawn Edwards-Director, Mackinaw City Chamber of Commerce-reported the Chamber has secured space in the Citizens National Bank building for administration operations for 2015 and will be looking to partner with a business on Central Ave. to host an information booth.

-Ron Wallin-Citizen, Mackinaw City-congratulated Ken Newsome on his upcoming retirement and acknowledged all the hard work he did for the Village. Mr. Wallin suggested the Village honor the Native American Indian by establishing a museum to house the many artifacts available in the area.

VI. PUBLIC HEARING AND SUBSEQUENT ACTION

A. Fiscal Year Budget 2015

Pres. Hingston called the Public Hearing into session at 7:10 PM

Manager Smith presented his budget summary. The summary was submitted and placed on file.

Public Comments: None

Pres. Hingston Closed the Public Hearing at 7:15 PM

UNAPPROVED
MINUTES REGULAR COUNCIL MEETING
MACKINAW CITY

7:00 P.M.

February 06, 2014

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Motion Hingston seconded Planisek to accept resolution 2014-01 to adopt March 2014-February 2015 Budget, General Appropriations Act and Ad Valorem Mill Levy as presented. Ayes- Glenn, Mollen, Hingston, Planisek, Perlick, Michalak. Absent- Yoder. Motion carried.

VII. BUSINESS REPORTS AND RECOMMENDATIONS

Managers Report was submitted and placed on file.

A. Motion Glenn seconded Perlick to accept resolution 2014-02 Property Tax, Administration Fee and Penalty as presented. Ayes -Mollen, Hingston, Planisek, Perlick, Michalak, Glenn. Absent - Yoder. Motion carried.

B. Motion Planisek seconded Glenn to accept resolution 2014-03 Delinquent Taxes to County Treasurers as presented. Ayes - Hingston, Planisek, Perlick, Michalak, Glenn, Mollen. Absent - Yoder. Motion carried.

VIII. ACCOUNTS PAYABLE

A. Motion Planisek seconded Mollen to pay the accounts payable for 02/06/2014 in the amount of \$116,219.05. Voice vote-motion carried unanimously.

IX. COMMITTEE/DEPARTMENT REPORTS

Reports A-H were submitted and placed on file

A. Police Department-Chief Wyman

B. Water/Sewer-Superintendent Rivera

C. Department of Public Works-Foreman Terrian

D. Marina/Recreation-Harbor Master Paquet

E. Fire/Ambulance/Zoning-Chief Thompson, Jr.

F. Treasurer's Report-Treasurer Pepler

G. Facilities- Greg Vieau

H. Council Reports

Finance/Human Resource Committee-

Com. Chair Planisek filed four(4) committee reports regarding Budget 14-15

X. CLOSES SESSION AND SUBSEQUENT COUNCIL ACTION

XI. ADJOURNMENT: 7:30 PM

Respectfully submitted;

Jeff Hingston; President

Lana Jaggi; Clerk

County of Cheboygan, ss
State of Michigan

Nicole Green, being duly sworn, says: I
am an employee of THE CHEBOYGAN DAILY
TRIBUNE, a newspaper printed and circulated in
in said county. The annexed is a printed copy of
a notice which was published in said paper on
the following dates to wit:

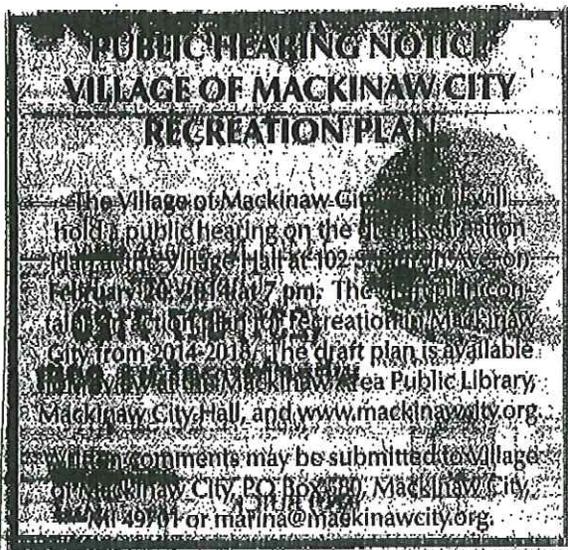
January 17 A.D. 20 14
_____ A.D. 20 _____
_____ A.D. 20 _____

Michelle
Subscribed and sworn to me this 4
day of February A.D. 20 14

Janis Anne Coryell
Notary Public, Cheboygan County, Michigan

My Commission expires:

Janis Anne Coryell
Notary Public of Michigan
Cheboygan County
Expires 07/04/2019
Acting in the County of Cheboygan



PUBLIC HEARING NOTICE VILLAGE OF MACKINAW CITY RECREATION PLAN

The Village of Mackinaw City Council will hold a public hearing on the draft Recreation Plan at the Village Hall at 102 S. Huron Ave. on **February 20, 2014 at 7 pm.** The draft plan contains an action plan for recreation in Mackinaw City from 2014-2018. The draft plan is available for review at the Mackinaw Area Public Library, Mackinaw City Hall, and www.mackinawcity.org.

Written comments may be submitted to Village of Mackinaw City, PO Box 580, Mackinaw City, MI 49701 or marina@mackinawcity.org.

VILLAGE OF MACKINAW CITY RECREATION PLAN UPDATE

RESOLUTION OF RECOMMENDATION

Village of Mackinaw City Planning Commission

WHEREAS, The Village of Mackinaw City has undertaken a 5-Year Recreation Plan Update which describes the physical features, existing recreation facilities and the desired actions to be taken to improve and maintain recreational facilities during the period of 2014 – 2018, and

WHEREAS, A public input session was held on January 7, 2014 at the Mackinaw City Public Schools to provide for an opportunity for citizens to discuss the future of recreation in the City, and

WHEREAS, A public notice was published in the Cheboygan Daily Tribune which began a 30-day public review period for the draft plan, and

WHEREAS, The Village of Mackinaw City has developed the plan for the benefit of the entire community to assist in meeting the recreation needs of the entire community.

NOW, THEREFORE BE IT RESOLVED, the Village of Mackinaw City Planning Commission hereby recommends the Village Council adopts the Recreation Plan Update as a guideline for improving recreation for the residents of Mackinaw City.

Yeas: 6

Nays: 0

Absent: 1

I HEREBY CERTIFY, that the forgoing Resolution was adopted at a regular meeting of the Village of Mackinaw City Planning Commission, held on January 23, 2014.

1-23-14
Date

Debra R. [Signature]
Vice-Chair person

COPY

VILLAGE OF MACKINAW CITY RECREATION PLAN UPDATE

RESOLUTION OF ADOPTION

Mackinaw City Council

WHEREAS, The Village of Mackinaw City has undertaken a 5-Year Recreation Plan Update which describes the physical features, existing recreation facilities and the desired actions to be taken to improve and maintain recreational facilities during the period of 2014 – 2018, and

WHEREAS, A public input session was held on January 7, 2014 at the Mackinaw City Public Schools to provide for an opportunity for citizens to discuss the future of recreation in the City, and

WHEREAS, A public notice was published in the Cheboygan Daily Tribune which began a 30-day public review period for the draft plan, and

WHEREAS, The Village of Mackinaw City has developed the plan for the benefit of the entire community to assist in meeting the recreation needs of the entire community.

WHEREAS, The Village of Mackinaw City Planning Commission has recommended adoption of the 5-Year Recreation Plan.

NOW, THEREFORE BE IT RESOLVED, the Mackinaw City Council hereby adopts the Recreation Plan Update as a guideline for improving recreation for the residents of Mackinaw City.

Yeas: _____

Nays: _____

Absent: _____

I HEREBY CERTIFY, that the forgoing Resolution was adopted at a regular meeting of the Mackinaw City Council, held on _____.

Date



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To: Mackinaw City Council
From: Adam R. Smith, Village Manager
Date: February 13, 2014
Re: Manager Report & Recommendations for February 20, 2014 Council Meeting



VI. A. Public Hearing – Mackinaw City Recreation Plan 2014-2018 [Action Item]

Public Hearing regarding the Village of Mackinaw City Recreation Plan. The five-year update addresses community recreation goals and objectives for 2014-2018. *Please refer to affidavit of publication and draft Recreation Plan*

VI. B. Resolution of Adoption Mackinaw City Recreation Plan Update [Action Item]

Subsequent action item of public hearing. *Please refer to attached draft resolution and Planning Commission Resolution.*

VII. A. Downtown Development Authority Board Appointment [Action Item]

Per the Mackinaw City Downtown Development Authority By-Laws, the members shall be appointed by the Village President, subject to the approval by the Council. Each member shall serve for a term of four years. Terms shall expire on or about April 18. The DDA shall be under the supervision and control of a Board consisting of the Village President and eight members. *Please refer to attached Application for Volunteer Boards and Advisory Committees.*

VII. B. Fiscal Year 2014 Budget Amendments [Action Item]

Staff is currently working with contracted financial services on an array of necessary Fiscal Year 2014 Budget Amendments to present for approval as required prior to the end of our fiscal year February 28, 2014. A detailed budget amendment list is forthcoming and will be provided prior to the Council meeting.

Department of Public Works Superintendent Position [Informational]

Please be advised that I have developed a comprehensive job description and posted the DPW Superintendent position. The posting will appear with the Michigan Municipal League, American Public Works Association-Michigan Chapter, Michigan Works!, a local newspaper and on our website. The deadline for application is March 7, 2014. I anticipate candidate interviews the latter half of March, with the successful candidate on the job in April. *Please refer to the attached job posting and comprehensive job description.*



Contracted Fire Protection Agreement – Wawatam and Mackinaw Townships

Please be advised that the existing Intergovernmental Fire Protection Agreement will reach the end of the three-year term in May 2014. The Village President shall appoint two representatives from the Village and one at large member to serve on the Fire Advisory Board (the five member board also includes 1 representative from each respective township). The board is advisory in nature and does not have budgetary or personnel control. The Board shall review costs and distribution of costs among buyers of fire service from the Village. The Fire Chief serves as ex-officio member of the Board with no voting rights. Volunteer firefighters shall not be permitted to serve on the Board.

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Application for Volunteer Boards and Advisory Committees

- Village Council
- Planning Commission
- Downtown Development Association
- Economic Development Corporation
- Tree Board
- Historic Commission

For Village Use:

Date Received: 2-10-14

Receivers Initials: JJ

Name: Nicole Pettengill

Address: 2658 Olson Rd Cheboygan 49721

Phone: 231-625-2028 Cell Phone: 231-420-3557 Email: Nicole@mi-safcu.org

Why are you interested in this position? I WAS ASKED to serve but I would like to be involved with the community.

Occupation: Branch Operator for Straits Area Fed. C.U.

Education: 12th grade

Board or Governmental Experience: Ø

Are you available for: Day Meetings? Ø Evening Meetings? X

Nicole Pettengill

Nicole Pettengill

2-5-14

Print

Signature

Date



Village of Mackinaw City
Department of Public Works Superintendent Job Posting – February 2014

Employer: Village of Mackinaw City
Population: Seasonally Adjusted
Compensation: \$52,373-57,138 (DOQ) plus comprehensive benefit package
Closing Date: March 7, 2014 – 6:00 P.M.

To Apply: Submit cover letter, resume, application for employment, work history and five (5) professional references to: Village of Mackinaw City, Attn: Adam Smith, 102 South Huron Avenue, P.O. Box 580, Mackinaw City, MI 49701 or electronically to: asmith@mackinawcity.org

Description: Mackinaw City is a full-service lake front resort community with a progressive municipal government that has operated under the council-manager form of government since 1983. Under the general direction of the Village Manager, the Superintendent provides leadership, management and oversight for the operations and activities of the Department of Public Works. The Superintendent reports directly to the Village Manager. The Department consists of twelve employees (6 full-time, 5 seasonal, Sexton) plus the working Superintendent. Candidate must perform a variety of administrative duties with the purpose of ensuring that the community is a dynamic place to live, work, and play by managing an effective and efficient public works department that is properly trained to provide emergency and non-emergency public works services. Comprehensive knowledge of modern public works concepts, methods, principles and practices are necessary. The successful candidate must possess excellent communication and interpersonal skills. Knowledge equivalent of an Associate's Degree in engineering or Construction Technology and Management, S3 Water Distribution License, Group B Commercial Driver License Certification and ten years progressively responsible public works experience are essential. Combination of education and experience considered. Candidates must pass background investigation, physical and psychological exams and drug screen.

Visit www.mackinawcity.org for a complete job description and more information about our community.

Village of Mackinaw City is an Equal Opportunity Employer

Class Title: DEPARTMENT OF PUBLIC WORKS SUPERINTENDENT

DEFINITION AND PURPOSE: This is highly responsible administrative and managerial work in the direction, organization, management and hands-on operation of the Village of Mackinaw City's Public Works Department. This position is operationally and administratively accountable to the Village Manager. This is a salary position.

The incumbent plans, directs, coordinates and controls the efficient and effective operations of all department functions including; parks and forestry, cemetery, street and sewer maintenance, water distribution system maintenance *in coordination with the Water & Wastewater Treatment Plant Superintendent*; engineering and construction inspection; maintenance of building and parking facilities; handling of yard waste collection and disposal for Village residents; and traffic system maintenance (signs and pavement markings). Direction is given to a staff of skilled and semi-skilled employees. This work includes responsibility for planning, developing and implementing the programs, policies, rules and operations of the department, acting as Street Administrator and safety director (MIOSHA). This work requires the incumbent maintain liaison with various state and county government agencies and with surrounding local communities. The incumbent must keep current with State Department of Natural Resources and Department of Environment Quality, EPA and health department regulations affecting operations. Work is performed under the general managerial direction of the Village Manager who reviews the work through conferences, reports, records and evaluations of program effectiveness as well as through personal consultation.

CHARACTERISTIC FUNCTIONS AND DUTIES: The incumbent plans, directs, coordinates and evaluates all operations of the Public Works Department and all activities of full-time and part-time department personnel; defines individual position responsibilities and selects the employees to fill each position; approves work schedules and assignments; handles the Department's end of Village key administrative functions such as personnel, purchasing and reporting on activities and accomplishment; maintains a variety of records related to personnel, equipment, materials and supplies used by and assigned to the department; defines special projects and focused departmental efforts; evaluates the work performance of subordinates and continually evaluates departmental performance; promotes worker safety awareness among staff; and resolves employee grievances;

Coordinate daily activities of maintenance crew and schedule work on longer term projects; repair, maintain and install water mains, hydrants, services and meters *in coordination with the Water & Wastewater Treatment Plant Superintendent*; oversee and participate in the repair and maintenance of all departmental equipment and vehicles, and the regular operation of Village parks, cemetery and parking lots;

Oversees and participates in the repair, reconstruction, maintenance and clearing of all Village streets, sidewalks, parking lots and storm sewers; maintains Village parks including playgrounds and ball fields; devises, arranges, and adjusts plans for street sweeping and for debris and litter pick-up and removal; prepares annual winter plans for snow and ice control; oversees the maintenance of all Village traffic control signs and pavement markings; and oversees the mowing of parkways and tree trimming, thinning and occasional removal along the Village's street right-of-way; facilitation of various community Special Events and tourist oriented activities.

Oversees and participates in the mechanical repair of Village vehicles; provides administrative guidance over the process of repairing or providing preventative maintenance to Village automotive and medium to heavy equipment; and assumes overall accountability for the maintenance of accurate equipment records;

Oversees and provides administrative direction to the operation of the Village's yard waste collection service, including composting disposal; may plan and implement new programs; and participates with key Village management in examining long term waste management issues including assuring the Village meets EPA regulations regarding an old, unused sanitary landfill site location, which may involve EPA standards in site security and groundwater contamination abatement efforts;

Serves as key liaison with the Village's consulting engineering firm; oversees Village engineering activities with consultant engineers on development of plans for capital improvement projects; review capital improvements program and prepare applications for State and Federal grant-in-aid monies for proposed public works projects; presents long term projects to Village Manager for review and approval; handles engineering design of water lines and street projects; and inspects and tests new water mains *in coordination with the Water & Wastewater Treatment Plant Superintendent*; and participates in the review and approval of engineering plans and specifications developed for major capital improvement projects;

Prepares annual departmental budget proposals, outlining the annual work plan for streets, water lines and parks for submission to the Village Manager; reviews and approves requests for work, materials, contracts and purchase of services and commodities within approved budgetary guidelines; participates in the development of plans for the expansion and/or upgrading of municipal street and storm sewer facilities; oversees the construction inspection of capital improvements; handle citizen complaints about the condition of Village infrastructure; files departmental activity reports; prepares any requested operating reports for the Village Manager; reviews questions and public concerns that affect departmental operations; interacts with outside transportation agencies (i.e., Michigan Department of Transportation) as to planning, maintenance and new construction; ensures OSHA and MIOSHA regulations regarding occupational safety, health and benefits of staff; assures self and staff maintain an awareness of worker safety guidelines and standards and apply these in performing daily tasks and activities; attends meetings and responds to emergencies as necessary, including those which occur outside of normal business hours; and performs required related work. Perform such other duties as may be directed by the Village Manager.

These examples do not include all of the duties which the employee may be expected to perform.

WORKING CONDITIONS: This is primarily an active job which requires a sighted individual (vision corrected to 20/20) to visually inspect facility maintenance activities and to identify needed public works improvements and to perform significant reading (related to such responsibilities as capital improvement plans review and budget preparation/monitoring). This work also requires an individual with normal hearing (corrected to within a normal audible range) for interviewing job applicants, interacting with employees and for significant contact and interaction with the public. The need to participate in any active project of the department calls for an individual that is reasonably ambulatory and in full possession of personal manual

dexterity, sensory capabilities. The ability to perform manual labor under all types of weather conditions; the ability to occasionally lift and move up to one hundred pounds.

ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES: Incumbents of positions in this class must possess:

Considerable knowledge of construction and maintenance methods, materials, and equipment as employed in public works activities; thorough knowledge of the principles and practices of municipal public works engineering; thorough knowledge of public works administrative practices and procedures and of public works management; thorough knowledge of computer office products and public works software; and good knowledge of public works project planning, development and construction.

Demonstrated ability to plan for future public works improvements and Village facilities needs; demonstrated ability to delegate, schedule and distribute subordinate personnel; demonstrated ability to review and effectively direct the work of various operating divisions; considerable ability to establish and maintain effective working relationships with Village officials, employees, citizens and officials of other governmental bodies; considerable ability to meet and work with contractors; engineering firms, suppliers, and the general public; and the ability to express ideas, both orally and in writing, on technical subjects in such a way that ordinary people can understand abstract engineering ideas.

Initiative and ability to take action to acquire new knowledge and skills through continued education, certifications, licensures, and professional development; attends conferences, workshops, seminars, and all job-related training activities as appropriate in the public works field.

MINIMUM EXPERIENCE AND/OR TRAINING REQUIREMENTS: Successful applicants for this position must possess: The knowledge equivalent of an associate's degree in engineering or Construction Technology; and four to six years progressively responsible experience in public works administrative functions (including or supplemented by at least one year of supervisory experience); or an equivalent combination of training and/or experience.

NECESSARY SPECIAL REQUIREMENT: Applicants for this classification must possess and maintain a current and valid Michigan motor vehicle operator's license with a Group B Commercial Driver License Certification, operator's permits for all equipment, and MDEQ S3 Drinking Water Distribution System License.

APPLICATION: This class specification is intended merely to identify the class and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all the duties whose performance may ever be required of such employees or to limit the nature and extent of assignments such an individual may be given.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

February 2014