

**NOTICE OF PUBLIC MEETING
COUNCIL CHAMBERS-VILLAGE HALL
102 South Huron Avenue
Phone: 231-436-5351**

7:00 PM

April 16, 2015

**AGENDA-REGULAR MEETING
MACKINAW CITY VILLAGE COUNCIL**

- I. Roll Call
- II. Pledge of Allegiance
- III. Agenda Approval
- IV. Correction and Approval of Council Minutes: Regular Meeting 04/02/2015
Closed Session 04/02/2015
- V. Public Comments
- VI. Communication/Petitions
- VII. Manager Report
- VIII. President's Report/Department Reports
- IX. Committee Reports:
- X. Old Business: None
- XI. New Business:
 - A. Special Event Application 2015-SE-038, Sunrise Coast Birding Trail
 - B. DPW Contract
 - C. Mackinaw Area Public Library -Board Appointment
 - D. Closed Session:
 - 1. To Discuss Confidential Legal Opinion pursuant to Section 8 (h) of the Open Meetings Act
- XII. Scheduling of Committee Meetings
- XIII. Accounts Payable
- IX. Adjourn

**FINANCE AND HUMAN RESOURCE SUBCOMMITTEE:
REVIEW BILLS @ 6:45 PM**

UNAPPROVED
MINUTES REGULAR COUNCIL MEETING
MACKINAW CITY

7:00 P.M.

April 02, 2015

- I. **Roll Call**
President Robert R. Heilman called the meeting to order and with the following Trustees present –Belinda Mollen, Scott Newman, Robert Glenn, Richard Perlick and Paul Michalak. Absent -Trustee Tom Chastain. Also present, David White- Interim Manager, Lana Jaggi-Clerk, Patrick Rivera- Waste Water Superintendent and Kenneth Lane- Attorney
- II. **Pledge of Allegiance**
- III. **Agenda Approval**
Motion Michalak seconded Mollen to approve the agenda as presented. Voice vote motion carried unanimously.
- IV. **Correction and Approval of Minutes**
Motion Glenn seconded Michalak to approve the minutes of special meeting of March . Voice vote motion carried unanimously.
- V. **Public Comments**
Chris Brown-Cheboygan County Commissioner
Darby Darrow-Darrow Bros. Excavating, Inc.
Vince Rogala-Mackinaw Mill Creek
- VI. **Communication/Petitions**

Manager Report
Report as submitted with addition that Pres. Heilman and Mr. White met with Mackinaw Township and Wawatam Township Supervisors for an informal discussion regarding fire contracts.
- VIII. **President's Report**
Reminded all of Chamber Annual Breakfast Meeting May 07, 2015 and that Rep. Chatfield will be scheduling a round table meeting in the near future.

Clerk Report- Clerk Jaggi submitted her attendance report on the Clerk Institute conducted by the MAMC and Central Michigan University.
- IX. **Committee Reports-None**

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MINUTES REGULAR COUNCIL MEETING
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X. Old Business:
None

XI. New Business:

A. Special Event Application 2015-SE-034 Mackinaw Area Sports Boosters
Motion Mollen seconded Michalak to approve S.E.A. 2015-SE-034, Mackinaw
Area Sports Boosters for May 28, 2015 and July 04, 2015 as submitted allowing
one banner and one directional sign in coordination with the Marina staff on
establishing set up area, banner and sign placement. Voice vote, motion carried
unanimously.

B. Resolution for Charitable Gaming License Mackinaw Area Sports Boosters
Motion Glenn seconded Newman to approve local governing body resolution for
Charity Gaming License for Mackinaw Area Sports Boosters as presented. Yeas-
Mollen, Newman, Heilman, Glenn, Perlick, Michalak. Absent-Chastain. Motion
carried.

C. Special Event Application 2015-LSE-001 Mackinaw Area Sports Boosters
Motion Michalak seconded Newman to approve S.E.A. 2015-LSE-001 as presented
for Labor Day 2015, Mackinaw Area Sports Boosters. Voice vote, motion carried
unanimously.

D. Special Event Application 2015-SE-033 Star Line Zoo-De-Mac
Motion Michalak seconded Newman to approve S.E.A. 2015--SE-0033 for
Star Line, Zoo De Mac as presented with additional day, May 15, 2015, 7:00 AM-
10:00 PM. Voice vote, motion carried unanimously.

E. Special Event Application 2015-SE-031 Great Lakes Endurance, LLC
Motion Mollen seconded Michalak to approve S.E.A. 2015-SE-031 for
Great Lakes Endurance LLC, July11, 2015 as presented. Voice vote, motion carried
unanimously.

Motion Glenn seconded Perlick to deny the request to reduce the fee from Great
Lakes Endurance LLC leaving it at \$300.00. Voice vote, motion carried
unanimously.

F. Capital Improvement Equipment DPW
DPW Superintendent Karll submitted information on ordering of new colpatch
trailer and leaf grinder.

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G. CVB Request

Request was submitted to Finance and Human Resource subcommittee for review.

H. Michigan DNR-Wilderness Park Letter of Support

Motion Newman seconded Glenn to approve the Michigan DNR letter of support for the Wilderness State Park Renovation Project, Phase 2. Voice vote, motion carried unanimously.

8:02 PM

Motion Glenn seconded Perlick to go into closed session to discuss labor negotiations DPW Contract. Voice vote, motion carried unanimously.

9:20 PM

Motion Glenn seconded Mollen to go back into open meeting. Voice vote, motion carried unanimously.

Scheduled:

Finance and Human Resource Subcommittee
Thursday, April 09, 2015 @ 4:00 pm
MAVB Request

Marina Subcommittee

Tuesday, April 07, 2015 @ 4:00 pm
Review Quote for Ice Damage Repair

Motion Newman seconded Glenn to pay accounts payable for April 02, 2015 in the amount of \$30,365.70. Yeas- Newman, Heilman, Glenn, Perlick, Michalak, Mollen. Absent-Chastain. Motion carried.

Adjournment: 9:36 PM

Respectfully submitted,

Robert R. Heilman; President

Lana Jaggi; Clerk

To: Mackinaw City Council
From: David M. White, Interim Village Manager
Date: February 13, 2015
Re: Manager Report for March 19, 2015, Council Meeting

XI. New Business

- A. Special Event Application 2015-SE-038, Sunrise Coast Birding Trail-** The Straits area Raptor Watch has submitted a Special Event Application for the placement of a sign behind the Recreation Center at the corner of Atkins and Pond Streets. The sign would be on a four foot pole provided by the group, as Staff has requested that the sign not be placed on Village owned signs or Utility poles. The request is for the sign to be in place from now until June 1st. At this time this is the only sign being requested and staff recommends approval of this application with the restrictions outlined above.

- B. DPW Contract-** I will be providing a verbal report to the Village Council at the Meeting on this item.

- C. Mackinaw Area Public Library- Board Appointment-** The appointment of Susan Krueger expires on June 30, 2015. The Library Director has asked for the Village Council to take action on the appointment by June 5, 2015.

Items not on the Agenda:

To address the Ice damage at the Marina, Durocher Marine has been contracted with to repair the docks affected by the Ice. They estimate to have the work completed by May 23, 2015. In this fiscal budget \$19,000 was budgeted for the work and I am happy to report that the cost for repairs is \$13,500.

Our informational meeting regarding the South Huron Avenue project was very well attended and many issues were discussed and addressed. The Contractor, weather permitting, plans to have the work completed by May 23rd in time for the Memorial Day Parade. Some of the work has already started with the Heavy equipment scheduled to arrive as soon as the frost laws are off the roads.

I will give a verbal report to the Council on items that arise after the writing of this report.



Client:	Village of Mackinaw City	Date:	4/10/2015
Project No.:	130240	Project Manager:	LMF
Project Name:	Mackinaw City WAMP & SAMP	Lead Designer:	
Project Phase:		Director:	LMF
Client Approved Revised Completion Date:		Project Start Date:	9/2014
Client Project No.:		Project Completion Date:	10/28/2017
Client Sponsor:	LMF	Period Covered:	3/1215 to 4/10/15

THE WORK ACCOMPLISHED IN THE DEFINED PERIOD CONSISTED OF: C2AE began work on the WWTF Inventory and pump station inventory process and forms, with anticipation of completing the inventories in the spring. There has also been some preparation for resuming the manhole inventories beginning April 14. GPS and ground control survey activities will also resume within the next two weeks. C2AE met with the Village staff for a re-kickoff meeting. C2AE also assisted with the completion of Disbursement Request #6.

THE ANTICIPATED WORK ELEMENTS IN THE NEXT PERIOD: Resume with GPS asset surveys and manhole inventories and GIS data entry of manhole and pipe information beginning the week of April 13. Complete ground control survey work for aerial mapping. Continue with WWTF Inventory process development and possibly conduct a kickoff meeting with Pat.

SCOPE CHANGES MADE DURING DEFINED PERIOD: None current.

BUDGET STATUS (% COMPLETE): As of disbursement request #6, the project engineering budget is 22% used.

SCHEDULE STATUS:

Task	Milestone Date	Status
GPS Survey	May 2015	On going
Manhole Inventories	May 2015	On going
Televising Contract Development	5/15/15	Start after inventories
WWTF and Pump Station Inventories	June 15	In development
Sewer Televising	8/15/15	
Remainder	TBD	
Final Completion Required	10/28/2017	

INPUT NEEDED FROM CLIENT: Assistance with manhole inventories as needed.

CLIENT INPUT, DECISIONS AND DIRECTIVES: None current.

REALIZED OR ANTICIPATED CONCERNS: Televising will likely occur in fall 2015.

VALUE ADDED: None current

Cc: David White, Interim Manager
 Pat Rivera, Water and Wastewater Superintendent
 Mike Karll, DPW Superintendent
 KEB, MJK, MSS, ALP

**TREASURER REPORT
3/1/15 TO 4/10/15**

	<u>REVENUE</u>	<u>%OF BUDGET</u>	<u>EXPENSE</u>	<u>% OF BUDGET</u>	<u>CASH BALANCE</u>
GENERAL	\$15,181.37	1%	\$138,717.50	8%	\$529,305.95
ADVERTISING/PROMOTION	\$0.00		\$434.76		PART OF GF
STREETS	\$13,481.53	1%	\$38,511.20	1%	\$411,834.06
RECREATION CENTER	\$3,230.00	6%	\$5,515.31	10%	-\$49,304.98
CEMETERY	\$0.00	0%	\$1,122.21	0%	\$125,277.53
DDA	\$0.00	67%	\$1,000.00	0%	\$97,613.37
AMBULANCE	\$0.00	0%	\$1,210.84	0%	\$115,554.61
SEWER FUND	\$862.34	0%	\$30,368.30	0%	\$477,807.73
WATER FUND	\$3,421.53	0%	\$8,010.37	0%	\$149,717.77
MARINA FUND	\$34,437.62	10%	\$4,614.42	1%	\$178,631.98

THE CASH BALANCE IS WHAT IS ON HAND AT THE MOMENT. THIS BALANCE CHANGES CONSTANTLY.
3/1/15 TO 4/2/15 CHECKS WRITTEN #32351-#32433 IN THE AMOUNT OF \$291,758.62

**ARRESTS MADE BY THE MACKINAW CITY POLICE DEPARTMENT
YEAR TO DATE THROUGH MARCH 31**

CRIME TYPE	2010	2011	2012	2013	2014	2015
CRIMES AGAINST PERSON	1	2	1	1	10	1
PROPERTY CRIMES	1	8	2	3	4	1
MORALS/DECENCY CRIMES	3	0	2	5	3	1
PUBLIC ORDER CRIMES	18	13	13	29	10	22
TOTAL	23	23	18	38	27	25

Citations Issued Year To Date 2015:	38
Citations Issued Year To Date 2014:	24
Citations Issued Year To Date 2013:	41

**COMPLAINTS RECEIVED BY THE MACKINAW CITY POLICE DEPARTMENT
YEAR TO DATE THROUGH MARCH 31**

	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>
Traffic Crash:						
Public Roadway	4	6	6	3	6	7
Private Property	2	3	5	2	5	3
Personal Injury Crash:	0	1	0	0	1	0
TOTAL	6	10	11	5	12	10
Breaking and Entering:						
Business	1	0	0	0	0	0
Residence	0	0	0	0	1	0
Other	0	0	0	0	0	0
TOTAL	1	0	0	0	1	0
Larceny:						
From Bldg./Veh./Pub. Place	5	5	4	2	1	0
Fail to Pay for Services	1	0	0	3	2	0
Bad Check/Fraud	2	0	1	0	0	0
TOTAL	8	5	5	5	3	0
Malicious Destruction of Property:	0	2	2	0	5	0
Domestic/Civil:	7	9	17	9	6	5
Assault:	3	4	7	0	4	1
Stolen Vehicle:	0	0	0	0	0	0
Reports Taken to Date:	128	163	169	146	136	142

MACKINAW CITY FIRE DEPARTMENT
Activity Report

		<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>	<u>2015</u>	<u>2016</u>
Runs							
January		7	5	3	9	9	
February		4	3	4	5	3	
March		3	5	3	2	3	
April		3	4	2	5		
May		7	7	6	8		
June		3	8	14	7		
July		9	10	8	5		
August		12	10	11	5		
September		9	9	7	6		
October		11	3	9	7		
November		7	6	5	6		
December		4	2	2	5		
TOTAL RUNS FOR YEAR		79	72	74	70	15	0
Training							
January		2	1	2	2	2	
February		3	2	2	2	2	
March		2	2	2	4	2	
April		1	2	2	2		
May		2	2	2	2		
June		2	2	2	2		
July		2	3	2	2		
August		2	3	2	2		
September		1	1	2	1		
October		3	2	4	2		
November		2	2	2	2		
December		1	0	1	3		
TOTAL TRAININGS FOR YEAR		23	22	25	26	6	0

**Village of Mackinaw City
Monthly Report – Water & Wastewater For March 2015**

Routine Maintenance and Usage: Date Submitted 04-14-15

<u>WATER FLOW</u>	<u>2015</u>	<u>2014</u>	<u>WASTEWATER FLOW</u>	<u>2015</u>	<u>2014</u>
MAXIMUM	.259 MG	.336 MG	MAXIMUM	.244 MG	.177 MG
AVERAGE	.221 MG	.262 MG	AVERAGE	.193 MG	.161 MG
TOTAL	6.876 MG	8.148 MG	TOTAL	5.997 MG	5.007 MG

- Number of water shutoffs during the month: 1
- Number of water turn-ons during the month: 8
- Number of new water service connections during the month 0
- Number of new sewer service connections during the month: 0
- Continue to maintain plant operation to efficiently treat wastewater
- Submit wastewater report to the state of Michigan DEQ & EPA
- Continue to conduct operation to meet the village’s national pollution discharge permit
- Continue lab operations that efficiently and accurately measure wastewater operation parameters
- Conduct daily monitoring of the village’s eight wastewater lift stations to maintain efficiency and reliable pumping operations
- Continue to operate our water system to meet state and federal drinking water standards
- Perform daily monitoring of the village’s four municipal water wells
- Coordinate and perform water analysis for quality and to maintain safety of drinking water
- Conduct routine maintenance to our water system
- Continue performing monthly checks and required testing of necessary safety equipment
- Exercise emergency backup equipment to ensure reliability

New and Continued Projects:

- The village of Mackinaw City has continued to enact a “LET WATER RUN ORDER” for residential customers. We are hoping to end this order in the later part of April.
- The water and sewer department continues to work on the safety program, which includes testing, calibrating safety equipment and viewing safety training videos.
- The water department is beginning to receive water turn-on notices for the commercial and residential customers.
- The water and sewer department has begun performing spring yearly maintenance on pumps, aerators and valves. We have also begun annual calibrations of our equipment for the upcoming season.
- The 230 KW generator was put on line at our main pumping station as part of our annual practice of exercising the generators with a load.
- Pat Rivera has attended union meetings during the month.
- New heating units have been installed at our lab building. Replacing units that were twenty plus years old. (included in budget)
- The Water department continues working on the Cross Connection program with H2O Compliance Services.
- Application for renewal of municipal wastewater and water certifications have been completed and sent to the DEQ.

Notable Events Affecting Water & Wastewater Department:

Due to cold temperatures in the month of March, the sewer and water departments responded to approximately 15 reports of service problems related to freezing conditions. We also experienced 5 system alarm call outs.

DPW/Facilities Progress for March 2015

The DPW has been working on many things over the month of March. The work completed is as follows but not limited to.

Roads

- Cold patching of roads has been done on an as needed basis.
- Curb lines are being cleaned of sand and other winter debris.
- Hot patch trailer has been ordered.
- South Huron construction project will be beginning soon.
- Stump removal from trees that were replaced last fall will take place where needed this spring.

Sidewalks

- Cleanup from winter debris has been done where needed.

Equipment

- Routine maintenance continues to be done on vehicles and equipment.
- Modifications have been completed on our equipment trailer to make it safer and easier to haul the mowers.
- Equipment is being taken out of winter storage and readied for the upcoming season.

Water/Sewer

- Miss Dig locating has been done as locate tickets come in for work being done in the area.

Parks

- Inventory of restroom conditions has been done in order to know what repairs and painting needs to be done prior to the start of the season.

April 16, 2015

CDD

The office has been very busy this last month with various requests. We have processed 4 sign permits, 3 zoning permits and 1 Land Division Application. One of the zoning permits is a request for a re-zone so that one is still active and going to Planning Commission next week.

With the work to be done on S Huron, we are also working closely with the Water and Sewer Department to make sure any new hook-ups are completed before the new road surface is finished.

The changes in the ROW Ordinance have placed more of the decision making process on Mike Karll but we have been working with him and processed 3 this month.

2015-SE-038

2015-SE-038

To Admin. Staff: 4-10-15
To Council: 4-16-15
Decision: Approved Denied
Minutes to Applicant: _____

**SPECIAL EVENT APPLICATION
VILLAGE OF MACKINAW CITY
102 S. HURON AVENUE, MACKINAW CITY, MI 49701
(231) 436-5351**

Must be filled out in its entirety and returned to the Village Clerk's Office 45 days prior to scheduled event

SPONSORING ORGANIZATION INFORMATION

LEGAL BUSINESS NAME: Straits Area Raptor Watch and Sunrise Coast Birding Trail ^{Steve Baker} TELEPHONE: 231-238-8723
MAILING ADDRESS: P.O. Box 329, Indian River, MI 49749
CONTACT NAME: Steve Baker TELEPHONE: 231-238-8723
E-MAIL ADDRESS: steveandsuebaker@gmail.com CELL PHONE: _____

CONTACT PERSON ON DAY OF EVENT

CONTACT NAME: Steve Baker TELEPHONE: _____
E-MAIL ADDRESS: _____ CELL PHONE: _____

EVENT INFORMATION

NAME OF EVENT: Mackinac Straits Hawk watch, a location on Sunrise Coast Birding Trail
PURPOSE OF EVENT: Survey Hawk migration, educate visitors about the migration

- Non-Profit For-Profit Village Operated/Sponsored Co-Sponsored
 Marathon/Race Festival/Fair Arts & Crafts Show Other _____

DATE(S): April 10 FROM _____ A.M. P.M. TO June 1 A.M. P.M.
FROM _____ A.M. P.M. TO _____ A.M. P.M.
FROM _____ A.M. P.M. TO _____ A.M. P.M.
FROM _____ A.M. P.M. TO _____ A.M. P.M.

RAIN DATE(S): _____ FROM _____ A.M. P.M. TO _____ A.M. P.M.
FROM _____ A.M. P.M. TO _____ A.M. P.M.

EVENT LOCATION: Behind Rec. Center, corner of Atkins + Pond St

ESTIMATED NUMBER OF ATTENDEES: daily 5-40 visitors

WILL YOU UTILIZE SHOWERS: Yes No

ESTIMATED NUMBER OF VOLUNTEERS: 4-6

ESTIMATE DATE/TIME FOR SET-UP: _____ A.M. P.M.

ESTIMATE DATE/TIME FOR CLEAN-UP: _____ A.M. P.M.

EVENT SIGNAGE: Village Council approval is required for any temporary signing in the public right-of-way, across a street or on Village property. Which of the following signs are requested for this event:

"YARD" SIGNS - Number requested: ___ (Maximum size is 2' x 2'. Cannot be displayed no more than 15 days prior to first day of event and must be removed 24 hours after end of event.)

SIGNAGE AT EVENT SITE - Location(s): behind Rec. center ; sign will be in place for entire time of Hawk Watch

Description of signs: 12'x18" Metal sign on ~4ft post
(Signs at event site cannot be displayed prior to day of the event and must at the end of the event.)

VENDOR PARKING: Have you made arrangement for vendor parking? Yes No

If yes, where do you propose your vendors park? _____

EVENT LONG TERM PARKING: Will there be long term parking? Yes No

If yes, from date _____ to ending date: _____

Long term parking identified on the site map? Yes No

OVERNIGHT CAMPING: Will there be camping over night? Yes No

Name of Facility where camping: _____

If yes, from date: _____ to ending date: _____

Camp sites identified on the site map? Yes No

TENTS/CANOPIES/MISC: The Village of Mackinaw City does have tables and/or chairs available for rental. You will need to provide a diagram of the area for set up. Will the following be constructed or located in the event area?:

BOOTHS – QUANTITY _____

Size _____

TENTS – QUANTITY _____

CHAIRS – QUANTITY _____

AWNINGS – QUANTITY _____

TABLES – QUANTITY _____

Seating diagram for booths, awnings, tables and chairs provided with application: Yes No

PORTABLE RESTROOMS/TOILETS

Have you made arrangements to provide portable restroom facilities at your event? Yes No

If yes, total number of portable toilets: _____ Number of ADA accessible portable toilets: _____

If no, explain: _____

Restroom Company Name: _____

Address Street: _____

City: _____ State: _____ Zip: _____

Telephone Day: _____ Evening: _____ Fax: _____ Cell: _____

Equipment set up: Date: _____ Time: _____

Equipment pick up: Date: _____ Time: _____

Portable restrooms identified on the site map? Yes No

including death, sustained by any person whomsoever and which damage, injury or death arises out of or is incident to or in any way connected with the performance of this contract, and regardless of which claim, demand, damage, loss cost of expense is caused in whole or in part by the negligence of the Village of Mackinaw City or by third parties, or by the agents, servants, employees or factors of any of them.

As the duly authorized agent of the sponsoring organization, I hereby apply for approval of this Special Event and affirm the above understandings. The information provided on this application is true and complete to the best of my knowledge.

The Village of Mackinaw City expressly reserves the right in its sole discretion to cancel a private event for Village purposes and the Site user agrees, as a term of its use of a site, to release and waive all claims of any kind (including a claim for consequential damages), against the Village, its officers or employees arising out of cancellation of the user's event.

Is this an annual event? Yes No
Is this event expected to occur next year? Yes No
How many years has this event occurred? New

Steven J. Baker
Applicant Signature
Print name of applicant: Steven J. Baker

4-10-15
Date

VILLAGE USE ONLY – Department representative please initial if approved

[mm] DPW [SL] FACILITY SERVICES
[pw] POLICE [fw] FIRE [] AMBULANCE
[ou] RECREATION

VILLAGE COUNCIL COUNCIL APPROVAL DATE: _____

CONDITIONS, IF ANY: PREFER NOT TO BE ^{ALLOWED} ON OUR'S OR UTILITY POST NOT ON CENTRAL. Pole provided by group, approved by village prior to installation

AUTHORIZED BY: _____

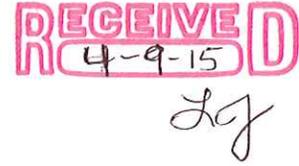
DATE: _____

VILLAGE MANAGER



MACKINAW AREA
PUBLIC LIBRARY

528 W. Central Ave.
P.O. Box 67
Mackinaw City, MI 49701-0067
Ph: (231) 436-5451
Fax: (231) 436-7344



April 07, 2015

Lanna Jaggi, Clerk
Village of Mackinaw City
PO Box 580
Mackinaw City, MI 49701

Dear Ms. Jaggi,

As a member of the Mackinaw Area Public Library, the Village of Mackinaw City has two appointed representatives on the Board of Trustees. Trustee terms are for two years and run from July 1 through June 30.

The term for Susan Krueger expires on June 30, 2015. We are notifying you of the need to reappoint her for another two years or appoint someone in her place.

Please respond to this request by letter by June 5, 2015 so that we can have the Board of Trustees in place with the start of the next fiscal year which begins July 1, 2015. If you have any questions, please feel free to contact me.

Sincerely,

Jolene Michaels, Director
Mackinaw Area Public Library