

June 10, 2013

Mayor Jenkins opened the regular meeting of the Gaylord City Council with prayer by Council Member Wishart at 7:00 p.m. on Monday, June 10, 2013, in the City Council Chambers, located in the Gaylord City Hall, 305 East Main Street, Gaylord, Michigan. The Pledge of Allegiance followed the invocation.

Members Present: Campbell, Duczkowski, Jenkins, Johnson, Mankowski, Sharrard and Wishart.  
Members Absent: None.

Motion by Sharrard, supported by Campbell, to amend the agenda for the meeting by adding under New Business, the following:

- Request by Debra Chapman for permission for herself and Chris Bontos to perform music on the City sidewalk in the approximate area of 139 West Main Street.

Ayes: Unanimous. Motion carried.

Motion by Campbell, supported by Duczkowski, to dispense with the reading of the minutes of the previous meeting and to accept them as presented.

Ayes: Unanimous. Motion carried.

Mayor Jenkins opened the Public Hearing for consideration of the 2013/14 Annual Budget and Millage Levy at 7:03 p.m. City Manager Joseph Duff reviewed the proposed budget, millage levies and revenue sources. Public comment was solicited.

Marie Kirt, 213 West Sheldon Street, expressed her frustration with not being able to recycle certain items at the Recycling Center due to the bins being full and that she was detoured from South Wisconsin due to the ongoing construction project.

Mayor Jenkins closed the Public Hearing at 7:34 p.m.

Motion by Mankowski, supported by Campbell, to adopt the 2013/14 Budget and Millage Levy as follows:

#### REVENUES

101	General Fund	\$2,510,387
202	Major Street Fund	332,850
203	Local Street Fund	167,500
204	Municipal Street Fund	1,005,158
302	Industrial Park Debt Retirement Fund	25,000
305	WWT Debt Retirement #1 Fund	216,200
310	WWT Debt Retirement #2 Fund	567,209
315	City Hall/DPW Debt Retirement Fund	246,187
394	Edelweiss Special Assessment Debt Retirement Fund	80,050
494	Downtown Development TIF Fund	737,352
590	WWT Operations Fund	932,900

591	Water Operations Fund	577,300
661	Equipment Fund	341,200
711	Perpetual Care Fund	0
730	Sick Leave Fund	<u>0</u>
	<b>TOTAL REVENUES</b>	<b>\$7,739,293</b>

**EXPENSES**

101	General Fund	\$2,528,887
202	Major Street Fund	397,250
203	Local Street Fund	167,500
204	Municipal Street Fund	741,417
302	Industrial Park Debt Retirement Fund	22,483
305	WWT Debt Retirement #1 Fund	184,524
310	WWT Debt Retirement #2 Fund	553,181
315	City Hall/DPW Debt Retirement Fund	235,975
394	Edelweiss Special Assessment Debt Retirement Fund	79,340
494	Downtown Development TIF Fund	712,380
590	WWT Operations Fund	922,410
591	Water Operations Fund	535,323
661	Equipment Fund	<u>340,800</u>
	<b>TOTAL EXPENSES</b>	<b>\$7,421,470</b>

And to approve a levy of 11.5869 mills for general operating purposes, .6000 mills for composting and curbside recycling purposes, 4.1513 mills for street/infrastructure improvements, 3.0000 mills for WWT Debt Retirement purposes, 1.6000 for City Hall/DPW Capital Improvement Debt Retirement purposes, and 1.8582 in the Downtown Development District;

Furthermore, the Gaylord City Council does hereby impose a Special Assessment upon all properties within the Special Assessment District except for those properties exempt from the collection of taxes under the general property tax act. The Special Assessment shall be equal to 0.7500 mills of taxable value of each parcel subject to the Special Assessment and for the purpose of defraying some or all of the cost of police or fire motor vehicles, apparatus, equipment and housing and the maintenance and operation of the city police and fire departments.

The description of the Special Assessment District is as follows:

"All real property within the geographic boundaries of the City of Gaylord and/or within the jurisdictional control of the City of Gaylord, including all properties that have come within the jurisdiction of the City of Gaylord through a contract pursuant to Public Act 425 of 1984, except property exempt from the collection of taxes under the general property tax act."

Ayes: Unanimous. Motion carried.

Motion by Wishart, supported by Sharrard, **WHEREAS, BE IT RESOLVED**, that expenditures for the fiscal year beginning July 1, 2013, and ending June 30, 2014, are hereby appropriated as follows:

**GENERAL FUND, 101**

Fringe Benefits/General Expenditures	\$	15,700	
City Council		41,300	
City Manager		56,150	
Elections		16,300	
Accounting & Auditing		16,000	
Assessor		86,800	
City Attorney/Legal Fees		42,000	
City Clerk		50,600	
Board of Review		3,080	
Administrative Supplies		27,100	
City Treasurer		28,850	
City Hall and Grounds		45,950	
Rental/Other City Property		87,080	
Cemetery Operations		76,100	
City Police Department		1,079,720	
Fire Services		63,227	
Planning Commission		4,080	
Department of Public Works		194,650	
Sidewalk Fund		15,450	
D.D.A. District		39,100	
Curbside Recycling		93,000	
Contributions to Other Funds, Streets and Debt Retirement		72,500	
Street Lighting		97,000	
Parking System		72,200	
Parks and Recreation		47,500	
Insurance and Bonds		15,500	
General Administration		45,350	
Health Insurance Premiums		30,000	
Promotional		66,600	
<b>GENERAL FUND TOTAL, 101</b>	<b>\$</b>		<b>2,528,887</b>
<b>MAJOR STREET FUND, 202</b>	<b>\$</b>		<b>397,250</b>
<b>LOCAL STREET FUND, 203</b>	<b>\$</b>		<b>167,500</b>
<b>MUNICIPAL STREET FUND, 204</b>	<b>\$</b>		<b>741,417</b>
<b>INDUSTRIAL PARK DEBT RETIREMENT FUND, 302</b>	<b>\$</b>		<b>22,483</b>
<b>WWT DEBT #1 DEBT RETIREMENT FUND, 305</b>	<b>\$</b>		<b>184,524</b>
<b>WWT DEBT #2 DEBT RETIREMENT FUND, 310</b>	<b>\$</b>		<b>553,181</b>
<b>CITY HALL/DPW DEBT RETIREMENT FUND, 315</b>	<b>\$</b>		<b>235,975</b>
<b>EDELWEISS SPECIAL ASSESS DEBT RETIRE FUND, 394</b>	<b>\$</b>		<b>79,340</b>
<b>DOWNTOWN DEVELOPMENT TIF FUND, 494</b>	<b>\$</b>		<b>712,380</b>
<b>WWT OPERATIONS FUND, 590</b>	<b>\$</b>		<b>922,410</b>
<b>WATER OPERATIONS FUND, 591</b>	<b>\$</b>		<b>535,323</b>
<b>EQUIPMENT FUND, 661</b>	<b>\$</b>		<b>340,800</b>

BE IT FURTHER RESOLVED that the revenues for the 2013/14 fiscal year are estimated as follows:

**GENERAL FUND, 101**

Property Taxes – 11.5869 Mills	\$	1,843,000
--------------------------------	----	-----------

Property Taxes – 0.6000 Mills for Composting/Curbside Recycling		98,300	
Special Assessment Levy – 0.7500 Mills, Police and Fire Services		109,000	
State Revenues		300,504	
Licenses & Permits		1,650	
Interest		1,500	
Other Revenue		15,000	
Franchise Fees		43,500	
Transfers f/Other Funds		37,833	
Royalties		3,700	
Cemetery Operations		19,100	
City Police Department		6,800	
DDA District		19,550	
Parking System		10,950	
Accumulated Surplus From Prior Years		<u>18,500</u>	
<b>TOTAL</b>			<b>\$ 2,528,887</b>
<b>MAJOR STREET, 202</b>			
Revenues	\$	332,850	
Accumulated Surplus From Prior Years		<u>64,400</u>	
<b>TOTAL</b>			<b>\$ 397,250</b>
<b>LOCAL STREET, 203</b>			
Revenues	\$	80,000	
Contributions From Other Sources		87,500	
Estimated Surplus Over Expenditures		<u>0</u>	
<b>TOTAL</b>			<b>\$ 167,500</b>
<b>MUNICIPAL STREET FUND, 204</b>			
Property Taxes – 4.1513 Mills	\$	1,005,158	
Estimated Surplus Over Expenditures		<u>(263,741)</u>	
<b>TOTAL</b>			<b>\$ 741,417</b>
<b>INDUSTRIAL PARK DEBT RETIREMENT FUND, 302</b>			
Revenues	\$	0	
Contributions From Other Funds		25,000	
Estimated Surplus Over Expenditures		<u>(2,517)</u>	
<b>TOTAL</b>			<b>\$ 22,483</b>
<b>WWT DEBT#1 DEBT RETIREMENT FUND, 305</b>			
Revenues	\$	216,200	
Estimated Surplus Over Expenditures		<u>(31,676)</u>	
<b>TOTAL</b>			<b>\$ 184,524</b>
<b>WWT DEBT #2 DEBT RETIREMENT FUND, 310</b>			
Property Taxes – 3.000 Mills	\$	456,509	
Revenues		110,700	
Estimated Surplus Over Expenditures		<u>(14,028)</u>	
<b>TOTAL</b>			<b>\$ 553,181</b>
<b>CITY HALL/DPW DEBT RETIREMENT FUND, 315</b>			
Property Taxes – 1.6000 Mills	\$	246,137	
Revenues		50	
Estimated Surplus Over Expenditures		<u>(10,212)</u>	
<b>TOTAL</b>			<b>\$ 235,975</b>

<b>EDELWEISS SPECIAL ASSESSMENT DEBT RETIRMENT FUND, 394</b>		
Special Assessment Collections	\$	80,000
Revenues		50
Estimated Surplus Over Expenditures		<u>(710)</u>
<b>TOTAL</b>		<b>\$ 79,340</b>
<b>DOWNTOWN DEVELOPMENT TIF FUND, 494</b>		
Property Taxes, TIF Capture	\$	131,000
Property Taxes, 1.8582 Mills		31,000
Revenues		575,352
Estimated Surplus Over Expenditures		<u>(24,972)</u>
<b>TOTAL</b>		<b>\$ 712,380</b>
<b>WWT OPERATIONS FUND, 590</b>		
Revenues	\$	932,900
Estimated Surplus Over Expenditures		<u>(10,490)</u>
<b>TOTAL</b>		<b>\$ 922,410</b>
<b>WATER OPERATIONS FUND, 591</b>		
Revenues	\$	577,300
Estimated Surplus Over Expenditures		<u>(41,977)</u>
<b>TOTAL</b>		<b>\$ 535,323</b>
<b>EQUIPMENT FUND, 661</b>		
Revenues	\$	341,200
Estimated Surplus Over Expenditures		<u>(400)</u>
<b>TOTAL</b>		<b>\$ 340,800</b>

AND BE IT FURTHER RESOLVED that 11.5869 mills be levied on the taxable valuation for the purpose of paying the General Fund operating expenses for the 2013/14 fiscal year; and, BE IT FURTHER RESOLVED that 0.6000 mills be levied on the taxable valuation for the purpose of providing funds for composting and curbside recycling within the City of Gaylord; and, BE IT FURTHER RESOLVED that 4.1513 mills be levied on the taxable valuation for the purpose of providing funds for improvements to the streets and related infrastructure within the City of Gaylord; and, BE IT FURTHER RESOLVED that 3.0000 mills be levied on the taxable valuation for the purpose of meeting 1999 General Obligation Debt Fund requirements (Wastewater Treatment Plant Expansion Project) for the fiscal year; and, BE IT FURTHER RESOLVED that 1.6000 mills be levied on the taxable valuation for the purpose of meeting 2006 General Obligation Debt Fund requirements (City Hall/DPW Capital Improvement Construction Project) for the fiscal year; and, BE IT FURTHER RESOLVED that 1.8582 mills be levied on the taxable valuation in the Downtown Development District for the purpose of paying Downtown Development Administration expenses for the fiscal year; and, BE IT FURTHER RESOLVED that a Special Assessment equal to 0.7500 mills of taxable value of each parcel subject to the Special Assessment be levied for the purpose of defraying some or all of the cost of police or fire motor vehicles, apparatus, equipment and housing and the maintenance and operation of the City Police and Fire departments. BE IT FURTHER RESOLVED that the City Treasurer is hereby authorized to collect 11.5869 mills for general operation purposes; .6000 mills for composting and curbside recycling purposes; 4.1513 mills for street and infrastructure improvements; 3.000 mills and 1.6000 mills for debt retirement purposes, 1.8582 mills be collected on the taxable valuation in the Downtown Development District for administration purposes and a Special Assessment equal to 0.7500 mills of taxable value of each parcel subject to the Special Assessment be levied for the purpose of defraying some or all of the cost of police or fire motor vehicles, apparatus, equipment and housing and the maintenance and operation of the City Police and Fire departments.

BE IT FURTHER RESOLVED that the City Manager and City Clerk are hereby authorized to make budgetary transfers within the appropriations established in this budget, and that all transfers between appropriations may be made only by further action of the Gaylord City Council, pursuant to the provisions of the Michigan Uniform Accounting and Budgeting Act.

Ayes: Unanimous. Motion carried.

Motion by Mankowski, supported by Sharrard, to accept the report and recommendation of the Street Committee and to place the following proposal on the ballot of the City General Election to be held November 5, 2013:

Should the City of Gaylord renew the levy of an ad valorem tax of 4.1513 mills within the City, to be in effect for a period of ten (10) years, for the purpose of providing funds for improvements to the streets and related infrastructure within the jurisdiction of the City of Gaylord?

Ayes: Unanimous. Motion carried.

Motion by Johnson, supported by Campbell, to schedule a public hearing to be held at the regular meeting of June 24, 2013, to accept public comment on the proposed purchase of a Police vehicle along with associated equipment, partially financed by USDA.

Ayes: Unanimous. Motion carried.

Motion by Campbell, supported by Duczkowski, to approve a request by the Gaylord Lions Club for a Charitable Solicitation Permit for their annual "Candy Cane Sale" to be held August 9 through August 10, 2013.

Ayes: Unanimous. Motion carried.

Motion by Campbell, supported by Duczkowski, to approve for payment the following expenditures:

ADVANCE ELECTRIC INC.	WWT PLANT SUPPLIES	66.89
AMERICAN WASTE - ARROW	DPW SANITATION SERVICE	463.91
AMERICAN WASTE - ARROW	SPRING CLEAN UP	17,317.75
AMERICAN WASTE - ARROW	CITY HALL SANITATION SERVICE	81.00
AT&T	MCVANNEL LIFT STATION	34.05
AT&T	CITY HALL	129.14
BANK OF NEW YORK MELLON	ESCROW FEES, INDUSTRIAL PARK REFI	500.00
C2AE	WISCONSIN AVE PROJECT	13,397.12
C2AE	MANKOWSKI ROAD	700.00
CHARTER COMMUNICATIONS	CITY HALL	96.84
CITY OF GAYLORD	DPW	60.76
CITY OF GAYLORD	CITY HALL	42.86
CITY OF GAYLORD	FREEL PARK	25.23

CITY OF GAYLORD	DOUMAS PARK	25.23
COMMERCIAL CONTROL SYSTEMS INC	CITY HALL MAINTENANCE	940.55
COMMERCIAL CONTROL SYSTEMS INC	CITY HALL MAINTENANCE CONTRACT	1,630.00
CONSUMERS ENERGY	TRAFFIC LIGHTS	1,410.48
CONSUMERS ENERGY	STREET LIGHTS	4,442.25
CONSUMERS ENERGY	CITY HALL	901.74
CONSUMERS ENERGY	DPW	566.64
CONSUMERS ENERGY	WWT PLANT	9,707.56
CONSUMERS ENERGY	STREETLIGHTS - 126 WEST MAIN STREET	427.18
CONSUMERS ENERGY	STREETLIGHTS - 120 NORTH OAK AVENUE	79.95
CONSUMERS ENERGY	PAVILION	22.24
CONSUMERS ENERGY	WATER DEPARTMENT BLDG. - S. CENTER	29.63
CONSUMERS ENERGY	PAVILION	174.49
CONSUMERS ENERGY	HALE PARK	22.24
CONSUMERS ENERGY	STREETLIGHTS - 185 SOUTH CENTER	304.24
CONSUMERS ENERGY	PAVILION	22.24
CONSUMERS ENERGY	WELL - NORTH OHIO	1,219.59
CONSUMERS ENERGY	WATER TOWER - FAIRVIEW ROAD	35.27
CONSUMERS ENERGY	WELL - NORTH OTSEGO AVENUE	1,062.32
CONSUMERS ENERGY	WELL - NORTH HAZEL AVENUE	458.25
CONSUMERS ENERGY	FREEL PARK	95.78
CONSUMERS ENERGY	DOUMAS PARK	22.24
CONSUMERS ENERGY	DOUMAS PARK	108.32
CONSUMERS ENERGY	DDA RESTROOM	471.54
CONSUMERS ENERGY	FAIRVIEW CEMETERY	24.19
CONSUMERS ENERGY	FAIRVIEW CEMETERY	23.58
CONSUMERS ENERGY	EDELWEISS VILLAGE PARKWAY	139.73
CONSUMERS ENERGY	STREETLIGHTS - 113 NORTH WISCONSIN	109.37
CONSUMERS ENERGY	STREETLIGHTS - 100 SOUTH WISCONSIN	243.16
CONSUMERS ENERGY	DICKERSON ROAD LIFT STATION	73.63
CONSUMERS ENERGY	ASPEN PARK	147.57
CONSUMERS ENERGY	COMMERCE BLVD LIFT STATION	65.01
CONSUMERS ENERGY	MILBOCKER ROAD LIFT STATION	82.70
CONSUMERS ENERGY	IDC PARK ENTRANCE	39.69
CONSUMERS ENERGY	DICKERSON ROAD WELL	265.47
REBECCA CURTIS	CITY HALL MAINTENANCE, MAY	900.00
DELAGE LANDEN	CITY HALL COPIER LEASE EXPENSE	522.59
DELAGE LANDEN	POLICE DEPT COPIER EXPENSE	183.39
DTE	NORTH OHIO WELL	39.77
DTE	CITY HALL	191.94
DUNN'S OFFICE SUPPLY & MACHINE	CITY HALL/PD/RESTROOM SUPPLIES	1,286.53
EASY PERMIT POSTAGE	POSTAGE CITY HALL	1,246.18
ELLSWORTH FARMERS EXCHANGE	ELK PARK	310.50

ELLSWORTH FARMERS EXCHANGE	DDA MAINTENANCE	41.10
RICHARD EUBANK	PARKING LOT/STREET STRIPING	1,800.00
FIRST NATIONAL BANK OMAHA	POLICE DEPT TRAINING EXPENSE	537.84
FIRST NATIONAL BANK OMAHA	DDA/POLICE DEPT/CITY MGR	732.72
FISHER SCIENTIFIC	WWT PLANT SUPPLIES	1,021.45
FOSTER SWIFT	TAX TRIBUNAL - LEGAL FEES	480.00
FRONTIER	RACCOON TRAIL LIFT STATION	50.18
FRONTIER	OTSEGO CLUB LIFT STATION	28.69
FRONTIER	MCVANNEL ROAD LIFT STATION	28.69
FRONTIER	CITY HALL ELEVATOR	48.85
FRONTIER	CITY HALL	449.70
FRONTIER	DPW	69.15
GAYLORD AREA CHAMBER OF COMMERCE	STATE OF COMMUNITY LUNCHEON	20.00
GAYLORD CONCRETE PRODUCTS	CEMETERY	89.20
GAYLORD FEED AND GRAIN	ELK MAINTENANCE	173.78
GAYLORD FEED AND GRAIN	CITY HALL/DDA	249.90
GILL-ROY'S COMPLETE HARDWARE	WWT/DDA/MOTOR POOL PARTS	240.21
GINOP SALES INC	MOTOR POOL PARTS	359.04
GORDON FOOD SERVICE INC	DPW SUPPLIES	165.46
GREAT LAKES ENERGY	LIFT STATION/LIGHTS/TRAFFIC SIG	969.99
GREAT LAKES PIPE & SUPPLY	WWT/IRRIGATION CONTROL CEMETERY	2,997.49
GT RUBBER SUPPLY INC	WWT PLANT MAINTENANCE	1,789.70
I-2000 INC.	DPW/WWT INTERNET EXPENSE	59.90
INDEPENDENCE TIRE AND AUTO REPAIR	MOTOR POOL MAINTENANCE	160.25
JIM WERNIG INC	MOTOR POOL PARTS	126.17
JIM'S ALPINE AUTOMOTIVE	MOTOR POOL PARTS	34.24
JOHNSON OIL COMPANY	MOTOR POOL FUEL	1,395.55
JOHNSON OIL COMPANY	MOTOR POOL FUEL	3,221.96
KIRKPATRICK & DUBOIS	LEGAL FEES - MAY	1,376.00
KIRKPATRICK & DUBOIS	MANKOWSKI ROAD LEGAL FEES	416.00
LAKE CITY REDI-MIX INC	DPW BUILDING MAINTENANCE	222.25
LAPPAN'S OF GAYLORD INC.	CEMETERY/PARKS - HEDGE TRIMMER	314.96
LAWSON PRODUCTS, INC.	MOTOR POOL PARTS AND SUPPLIES	184.51
MARCOR TECHNOLOGIES LLC	INTERNET EXPENSE	50.00
MAURER'S TEXTILE RENTAL SERVICE INC	CITY HALL MATS	100.45
METTLER-TOLEDO INC	WWT MAINTENANCE	375.50
MEYER ACE HARDWARE	DDA MAINTENANCE SUPPLIES	196.87
MICHIGAN MUNICIPAL LEAGUE	MEMBERSHIP	2,202.00
MICHIGAN POLICE EQUIPMENT	WEAPONS	37.00
MICHIGAN POLICE EQUIPMENT	WEAPONS	946.90
MISTER T'S GLASS	ASPEN PARK	122.64
MUNICIPAL SUPPLY CO	METER SUPPLIES	1,678.41
MWEA	MEMBERSHIP - WWT	60.00



N.M.A.C.P.	BRETT MCVANNEL, ASSOCIATION DUES	50.00
NORTHERN ENERGY INC	MOTOR POOL FUEL	25.29
NORTHERN MICHIGAN REVIEW INC.	PUBLISHING	638.13
NORTHERN MICHIGAN SERVICESTORE	WWT PLANT MAINTENANCE	2,460.00
NORTHERN SAFETY & INDUSTRIAL	WATER DEPT SUPPLIES	345.59
NYE UNIFORM	POLICE DEPT UNIFORM	300.00
PAK MAIL CENTER	MOTOR POOL PARTS	4.57
POLLUTION CONTROL SERVICES	CAMERA SANITARY SEWER LINE	516.00
SCIENTIFIC	MOTOR POOL PARTS	79.95
SHAWN THOMAS	TREE REMOVAL. TRIMMING	4,850.00
SIX K'S LAWN SERVICE	ELK CARE	240.00
SPARTAN SEWER & SEPTIC TANK	FAIRVIEW CEMETER/ASPEN PARK	325.00
SQUEAKY CLEAN	CITY HALL MAINTENANCE	1,090.00
STATE OF MICHIGAN	STATE PURCHASING CONTRACT	180.00
STATE OF MICHIGAN	LICENSE RENEWAL - CISZEWSKI	95.00
TELE-RAD	POLICE DEPT UNIFORM/EQUIPMENT	2,813.33
TOTTEN'S BODY SHOP INC	MOTOR POOL REPAIR AND MAINTENANCE	1,324.66
TWIGS 'N BLOOMS	ARBOR DAY PLANTING	150.00
UCMAN	INTERNET SERVICE, CITY HALL	59.95
UNIQUE PAVING MATERIALS	COLD PATCH, STREET MAINTENANCE	851.16
UPPER LAKES TIRE DIST INC.	MOTOR POOL PARTS	183.90
WASH-N-GO MANAGEMENT INC	MOTOR POOL MAINTENANCE	50.00
WILBER AUTOMOTIVE	MOTOR POOL/WWT SUPPLIES & PARTS	868.98
WILLBEE READY MIX	CEMETERY	160.00
WITTOCK SUPPLY/STANDARD ELECTRIC	DDA RESTROOM/WWT SUPPLIES	745.00
ZAREMBA FAMILY FARMS	TRUCK/TRAILER RENTAL - SNOW REMOVAL	1,600.00
	<b>TOTAL</b>	<b>\$108,621.73</b>

Ayes: Unanimous. Motion carried.

Motion by Wishart, supported by Campbell, to grant permission to Debra Chapman and Chris Bontos to perform music on the City sidewalk in the approximate area of 139 West Main Street.

Ayes: Unanimous. Motion carried.

Motion to adjourn.

Meeting adjourned at 7:44 p.m.

Rebecca Curtis, City Clerk  
John Jenkins, Mayor