CITY COMMISSION OF THE CITY OF MUNISING
AGENDA
MONDAY, JULY 18, 2016
6:00 P.M.

A. CALL TO ORDER PUBLIC HEARING-REGULAR CITY COMMISSION MEETING, PLEDGE OF ALLEGIANCE, ROLL CALL

B. PUBLIC COMMENT (non-agenda items)

C. PUBLIC HEARING
   1. Adoption of Amendment to Section 415 Off-Street Parking Requirements of the City Zoning Ordinance
   2. Adjourn Public Hearing Enter Regular Meeting

D. OLD CITY BUSINESS
   2. Treasurer’s Report
   4. DDA – Partnership Updates – Kathy Reynolds

E. NEW CITY BUSINESS
   1. Coleman Engineering Company Invoice for Services from 4-24-16 – 5-21-2016 for SAW – Storm Sewer $3,639.50
   2. Coleman Engineering Company Invoices for Services from 4-24-16 – 5-21-16 for SAW Sanitary Sewer $7,182.25
   3. Ballot Wording for November Ballot – Charter Adoption
   4. Traverse Engineering Services, P.C. Invoice for $22,900.00 Services Rendered for Developing & Calibrating Water System Hydraulic Model & Master Plan
   5. Munising Sewer Project Pay Request $112,505.50
   6. Marine Tech Pay Request #3 $159,954.10
   7. Change Order Marine Tech increase of $122,554.08
   8. Approve City Commission Meeting Minutes of 7/6/16
   9. Check Register/List of Bills
   10. City Manager Report

F. CORRESPONDENCE

G. PUBLIC COMMENTS (non-agenda items)

H. ADJOURNMENT

CITY COMMISSION
Official Proceedings

A. CALL TO ORDER PUBLIC HEARING-REGULAR CITY COMMISSION MEETING, PLEDGE OF ALLEGIANCE, ROLL CALL

The Public Hearing – Regular Commission Meeting was duly called and held on Monday, July 18, 2016, in the City Commission Room of City Hall. Mayor Pro-Tem Cotey called the meetings to order at 6:00 p.m.

PRESENT: Commissioners: Bornslaeger, Nettleton and Mayor Pro-Tem Cotey

ABSENT: Commissioner: Deisenroth and Mayor DesJardins – excused

Commissioner Deisenroth was seated at 6:05 p.m.

B. PUBLIC COMMENT (non-agenda items)
Sara Cambensy, a candidate on the democratic ballot, spoke regarding her concerns with Michigan’s economy. She mentioned jobs and worker security, education, energy, veterans, tax incentives, health care and why she is running for the 109th District House of Representatives.

C. PUBLIC HEARING

1. Adoption of Amendment to Section 415 Off-Street Parking Requirements of the City Zoning Ordinance

Moved by Commissioner Nettleton to accept/adopt the Amendment to Section 415 Off-Street Parking Requirements of the City Zoning Ordinance as presented. Support by Commissioner Bornslaeger.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor Pro-Tem Cotey
Nays: None

Section 415 Off-Street Parking Requirements

A. There shall be provided adequate vehicle off-street parking in all districts at the time of erection or enlargement of any main building or structure, or a change in use of the structure that would require additional parking.

1. Off-street parking shall be either on the same lot or within 500 feet of the building it is intended to serve, measured from the nearest point of the building to the nearest point of the off street parking lot. Ownership shall be shown of all lots or parcels intended for use as parking by the applicant.

2. Any area once designated as required off-street parking shall not be changed to any other use unless and until equal facilities are provided elsewhere.

3. Two or more buildings or uses may collectively provide the required off-street parking in which case the required number of parking spaces shall not be less than the sum of the requirements for the several individual uses computed separately.

4. In the instance of dual function of off-street parking spaces where operating hours of building do not overlap, the Zoning Board of Appeals may grant an exception by reducing the total number of spaces required.

5. The storage of merchandise, motor vehicles for sale, extended parking of vehicles, or the repair of vehicles is prohibited within the required parking spaces.

6. For those uses not specifically mentioned, the requirements for off-street parking facilities shall be in accord with a use which the Zoning Board of Appeals considers as similar in type.

7. For the purpose of computing the number of parking spaces required, the definition of usable floor area shall govern.

8. An area equivalent to 10% of the required parking area shall be provided for snow storage. The snow storage areas shall be landscaped and shall be located within any fence bounding the parking lot.

9. The minimum number of off-street parking spaces by type of use shall be determined in accordance with the following schedule:

<table>
<thead>
<tr>
<th>Uses</th>
<th>Minimum Required Parking spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Related Uses</td>
<td></td>
</tr>
</tbody>
</table>

10. Parking for Principle Uses within the Downtown District: It is recognized that existing buildings covering large portions of parcels exist within this Zoning District. For that reason, parking requirements for principle uses within this district are eliminated. With respect to conditional uses, upon request of an applicant for a conditional use permit, the Planning Commission may partially or wholly waive parking requirements, in its discretion exercised on a case by case basis, taking into account the anticipated use, the impact the anticipated use will likely have upon on street parking, and the hardship to the applicant that will result from requiring full or partial compliance.
### Uses and Minimum Required Parking spaces

<table>
<thead>
<tr>
<th>Uses</th>
<th>Minimum Required Parking spaces</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gasoline station, convenience mart, convenience store</td>
<td>1 per 150 square feet of usable floor area plus 2 per service bay, in addition to stopping places adjacent to pumps</td>
</tr>
<tr>
<td>Automobile repair facility</td>
<td>1 per employee plus 2 per service bay</td>
</tr>
<tr>
<td>Automobile wash facility</td>
<td>1 per vacuum plus 2 waiting space per self-service or automatic wash facility</td>
</tr>
<tr>
<td>Vehicle sales</td>
<td>1 per 400 feet of usable floor area in showroom, plus 2 per service bay, if any</td>
</tr>
<tr>
<td>Dining, Entertainment, Assembly, Lodging, Recreational Facility and Public building</td>
<td>.25 times the seating capacity or legal occupancy, whichever is greater</td>
</tr>
<tr>
<td>Assembly and entertainment: Places of public gatherings, bowling alleys, arcade, game rooms, dance hall, roller rink, ice rink, churches, private clubs, and theater</td>
<td>.25 times legal capacity of watercraft</td>
</tr>
<tr>
<td>Boat tour</td>
<td>.25 times the number of watercraft for rent</td>
</tr>
<tr>
<td>Boat livery</td>
<td>1 per 1.5 boat slip</td>
</tr>
<tr>
<td>Marina</td>
<td>.2 per lodging or rental unit</td>
</tr>
<tr>
<td>Lodging: Boarding house, motel/hotel, tourist cabin, bed and breakfast establishment, resort, hostel, boatel</td>
<td>.4 times the maximum sleeping capacity</td>
</tr>
<tr>
<td>Recreational structure</td>
<td>To be determined on a case by case basis by the Zoning Board of Appeals</td>
</tr>
<tr>
<td>Restaurant, tavern</td>
<td>1 per every 2 capacity occupants, plus 4 stacking spaces for drive up/take out facility, if any</td>
</tr>
<tr>
<td>Tourist attraction</td>
<td></td>
</tr>
<tr>
<td>Industrial Uses</td>
<td></td>
</tr>
<tr>
<td>Production and processing</td>
<td>1.2 times the maximum number of employees on premise at any one time</td>
</tr>
<tr>
<td>Warehousing and wholesaling</td>
<td>1.2 times maximum number of employees on premise at any one time</td>
</tr>
<tr>
<td>Residential Uses</td>
<td></td>
</tr>
<tr>
<td>Single-family, two-family, and multiple-family</td>
<td>2 per dwelling unit</td>
</tr>
<tr>
<td>Retail Establishments</td>
<td></td>
</tr>
<tr>
<td>Furniture, appliance, hardware and building supply store</td>
<td>1 per 800 square feet of usable floor area</td>
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<tr>
<td>Outdoor sales space</td>
<td>To be determined on case-by-case basis by Zoning Board of Appeals</td>
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<tr>
<td>Other retail establishment</td>
<td>1 per 150 square feet of usable floor area, plus additional spaces required for outdoor sales space, if any</td>
</tr>
<tr>
<td>Service Establishments</td>
<td></td>
</tr>
<tr>
<td>Barber and beauty shop</td>
<td>2 per chair or station</td>
</tr>
<tr>
<td>Business and professional office (non-medical)</td>
<td>1 per 200 square feet of usable floor area</td>
</tr>
<tr>
<td>Assisted living facility, home for the aged, adult care facility</td>
<td>1 per every 2 beds</td>
</tr>
<tr>
<td>Group/ Commercial child day care facility, adult foster care</td>
<td>1 per employee plus two loading and unloading site</td>
</tr>
<tr>
<td>Financial institutions</td>
<td>1 per 150 square feet of floor area, plus 3 stacking spaces for each drive-up window</td>
</tr>
<tr>
<td>Hospital (in patient services)</td>
<td>2 per each bed</td>
</tr>
<tr>
<td>Funeral home</td>
<td>10 per each parlor room</td>
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</tbody>
</table>
2. Adjourn Public Hearing Enter Regular Meeting

Moved by Commissioner Bornslaeger to adjourn the Public Hearing and enter the Regular Meeting of the City Commission. Support by Commissioner Nettleton.

Approved:  Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor Pro-Tem Cotey
Nays: None

All Commissioners remained seated.

D. OLD CITY BUSINESS


Moved by Commissioner Bornslaeger to table this item until the City Manager has received a response from the Sault Ste. Marie Tribe of Chippewa Indians regarding this Cooperative Agreement. Support by Commissioner Deisenroth.

Approved:  Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor Pro-Tem Cotey
Nays: None

2. Treasurer’s Report

Moved by Commissioner Nettleton to approve the Treasurer’s monthly report as submitted. Support by Commissioner Deisenroth.

Approved:  Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor Pro-Tem Cotey
Nays: None

3. Monthly Reports - Committee - Fire - Police - WWTP

There were no Committee updates, Mayor Pro-Tem Cotey did ask the City Manager what the Chief of Police has said regarding the influx of tourism in Munising. City Manager Olson stated that Chief Nelson said they have really not had any real issues.

4. DDA - Partnership Updates - Kathy Reynolds

Kathy Reynolds stated that regarding the Chamber of Commerce, the fireworks, circus and other events all have gone well. She indicated that everyone is busy all over. Reynolds stated that she had attended a UPEDA meeting in the Sault, a couple of the hot topics were jobs, most positions open are part time, energy was also a hot topic across the Upper Peninsula. Regarding the Cox Building she has met with contractors/engineers as to refiguring costs and layout, a couple of different ideas have come up, but all is still in the works. As for the old City Hall building that project is still on schedule. Regarding monies for these projects a walk through/monitoring visit will be
coming up soon. Hopefully pay requests for the Interpretive Center will be ready for submittal and payment. Reynolds indicated that there had been some mumblings about the flowers not being watered in the downtown area. She informed everyone that the flowers are watered at least 2 times a week and that she has seen no problem with them. As for the DDA the façade grants are being placed on hold this year with a couple of exception/prior commitments, new applications are not being accepted at this time. She will also be doing requests for event funding, all will be to benefit the downtown area only.

E. NEW CITY BUSINESS

Moved by Commissioner Nettleton to amend the agenda to add 2A. UV Bulbs for the WWTP. Support by Commissioner Bornslaeger.

Unanimous Voice Vote:
Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor Pro-Tem Cotey
Nays: None

1. Coleman Engineering Company Invoice for Services from 4-24-16 – 5-21-2016 for SAW – Storm Sewer $3,639.50

Moved by Commissioner Bornslaeger to approve and pay Coleman Engineering Company for services rendered regarding the Storm Sewer SAW Grant project in the amount of $3,639.50. Support by Commissioner Deisenroth.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor Pro-Tem Cotey
Nays: None

2. Coleman Engineering Company Invoices for Services from 4-24-16 – 5-21-16 for SAW Sanitary Sewer $7,182.25

Moved by Commissioner Nettleton to approve and pay Coleman Engineering Company for services rendered regarding the Sanitary Sewer SAW Grant project in the amount of $7,182.25. Support by Commissioner Bornslaeger.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor Pro-Tem Cotey
Nays: None

Agenda Amended:

2A. UV Bulbs for the WWTP

Moved by Commissioner Bornslaeger to approve the purchase of UV bulbs for the WWTP from American UV Supply with a not to exceed amount of $2,600.00. Support by Commissioner Deisenroth.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor Pro-Tem Cotey
Nays: None

City Manager’s Recommendation:
My professional recommendation is to sole source the purchase of the replacement bulbs to American UV Supply at a total not to exceed $2,358.00. This cost has been budgeted for in the Sewer Treatment-Equipment line item budget.

3. Ballot Wording for November Ballot – Charter Adoption

Moved by Commissioner Bornslaeger to approve the Charter Adoption language for the November Ballot as presented. Support by Commissioner Nettleton.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor Pro-Tem Cotey
Nays: None

Ballot Wording:

Shall the proposed Charter for the City of Munising drafted by the Charter Commission elected on May 3, 2016 be adopted?

4. Traverse Engineering Services, P.C. Invoice for $22,900.00 Services Rendered for Developing & Calibrating Water System Hydraulic Model & Master Plan

Moved by Commissioner Nettleton to approve payment of $22,900.00 to
Traverse Engineering Services, P.C. for services rendered for developing and calibrating the water system hydraulic model and Master Plan. Support by Commissioner Deisenroth.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor Pro-Tem Cotey
Nays: None

5. Munising Sewer Project Pay Request $112,505.50
Moved by Commissioner Nettleton to approve payment of $112,505.50 for the Munising Sewer Project. Support by Commissioner Bornslaeger.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor Pro-Tem Cotey
Nays: None

6. Marine Tech Pay Request #3 $159,954.10
Moved by Commissioner Nettleton to approve and pay the Marine Tech Pay Request #3 in the amount of $159,954.10. Support by Commissioner Deisenroth.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor Pro-Tem Cotey
Nays: None

7. Change Order Marine Tech increase of $122,554.08
Moved by Commissioner Bornslaeger to approve the Marine Tech Change Order with an increase of $122,554.08, (to be paid by Pictured Rock Cruises with the City as a pass through agent). Support by Commissioner Nettleton.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor Pro-Tem Cotey
Nays: None

8. Approve City Commission Meeting Minutes of 7/6/16
Moved by Commissioner Nettleton to approve the City Commission Meeting Minutes of 7/6/16 as submitted. Support by Commissioner Deisenroth.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor Pro-Tem Cotey
Nays: None

9. Check Register/List of Bills
Moved by Commissioner Bornslaeger to approve and pay the Check Register/List of Bills as submitted. Support by Commissioner Nettleton.

Approved: Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor Pro-Tem Cotey
Nays: None

10. City Manager Report
City Manager Olson stated that the Onota Street sewer replacement project has two of the three easements needed, he will be securing the third tomorrow. Then the notice to proceed can be issued tomorrow. Regarding the H-58 FLAP Grant Project the easement for the DNR drainage property will put us at a letting of bids in October, with a starting date for May 2017. As for the Big “P” project Olson stated that he had met with AECOM last week and in the next three months engineering will begin. Payne and Dolan will be doing the Cox Addition paving the week of August 15th weather permitting. Olson then mentioned that the auditors from Anderson Tackman will be working on the preliminary audit this week. Last Olson informed the Commission that he would be out of the office July 20th, 21st, and 22nd to attend the MLGMA Summer institute in Midland, and that he would also be out of the office on August 5th.

F. CORRESPONDENCE
There was no Correspondence.

G. PUBLIC COMMENTS (non-agenda items)
There were none.
H.  ADJOURNMENT  

Moved by Commissioner Bornslaeger to adjourn the Regular Meeting of the City Commission. Support by Commissioner Nettleton.

Approved:  Yeas: Commissioners: Deisenroth, Bornslaeger, Nettleton and Mayor Pro-Tem Cotey

Nays:  None

The Regular Meeting of the City Commission adjourned at 6:32 p.m.

______________________________
Kevin Cotey, Mayor Pro-Tem

______________________________
Sue Roberts, City Clerk

LIST OF BILLS

30536) ALGER COUNTY ELECTRIC  417.00
30537) AUTO-WARES GROUP  847.22
30538) AUTO-WARES GROUP  188.07
30539) DSTECH  40.46
30540) HOLIDAY COMPANIES  1242.68
30541) KENDRICKS, BORDEAU, ADAMINI,  1238.75
30542) MADIGAN'S HARDWARE  798.30
30543) UPPER PENINSULA POWER COMPANY  311.75
30544) TRUDELL PLUMBING & HEATING  356.00
30545) TRUDELL PLUMBING & HEATING  89.00
30546) PETERSON PUBLISHING INC.  752.31
30547) U. GROOS & COMPANY  141.93
30548) KELLEY MARKETING  450.00
30549) GBS, INC.  31.19
30550) MANISTIQUE OIL COMPANY, INC.  4086.67
30551) VERIZON WIRELESS  303.46
30552) MARINE TECH LLC  429890.11
30553) UP INTERNATIONAL TRUCK  12.00
30554) MICHIGAN STATE POLICE  132.00
30555) MR. & MRS. DARYL HALLFORD AND TRUDELL  477.93
30556) 41 LUMBER COMPANY  76.63
30557) NAPA AUTO PARTS  106.36
30558) SHELL FLEET PLUS  970.47
30559) MICHIGAN DEPT OF LABOR & ECON  250.00
30560) FOUR SEASONS SMALL ENGINE  98.26
30561) MARES-Z-DOATS FEED  240.00
30562) DENNAM'S HARDWARE  199.45
30563) AUTO-WARES GROUP  10.85
30564) HIAWATHA TELEPHONE COMPANY  62.45
30565) ALGER PARKS & RECREATION INC.  500.00
30566) NELSON PAINT COMPANY  562.55
30567) GREATER MUNISING BAY  17133.50
30568) KATHY REYNOLDS  50.00
30569) MUNISING BAY CRUISERS  500.00
30570) APRD/FIZZY BOYAK FUND  125.00
30571) AUTO-WARES GROUP  20.38
30572) AUTO-WARES GROUP  39.48
30573) BS&A SOFTWARE  150.00
30574) CUPPAD REGIONAL COMMISSION  471.00
30575) HIAWATHA TELEPHONE COMPANY  1214.16
30576) MUNISING TOWNSHIP TREASURER  401.33
30577) MUNISING VOLUNTEER FIRE DEPARTMENT  3000.00
30578) NAPA AUTO PARTS  27.50
30579) NORTH CENTRAL LABORATORIES  539.64
30580) TRI-COUNTY SEPTIC  580.00
30581) TRI-COUNTY SEPTIC  160.00
30582) MICHIGAN MUNICIPAL LEAGUE  299.54
30583) MICHIGAN MUNICIPAL LEAGUE  69053.00
30584) CITY OF MUNISING  1359.51
30585) D ROBB FERGUSON  3000.00
30586) D ROBB FERGUSON  500.00
30587) ALGER PARKS & RECREATION  6477.25
30588) UPPER PENINSULA RECREATION INC.  6429.06
30589) BELL EQUIPMENT COMPANY  118.69
30590) VANTAGE FLEX, LLC  100.00
30591) MICH DEPT OF NATURAL RESOURCES  300.00
<table>
<thead>
<tr>
<th>Account Number</th>
<th>Description</th>
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<tr>
<td>30592)</td>
<td>DEVIN OLSON</td>
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<td>DELTA DENTAL</td>
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<td>GEI CONSULTANTS, INC.</td>
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<td>SNYDER DRUG STORES</td>
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<td>JOHNSON BROTHERS RENTALS LLC</td>
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<td>LMAS DISTRICT HEALTH DEPT</td>
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<td>NORTHWEST PETROLEUM SERVICE</td>
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<td>US BANK EQUIPMENT FINANCE</td>
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<td>30611)</td>
<td>ALGER COUNTY HUMANE SOCIETY</td>
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<tr>
<td>30612)</td>
<td>SYNAGRO CENTRAL, LLC</td>
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