

**Harbor Springs City Council
September 15, 2008**

Mayor Jardine called the twentieth meeting of the Harbor Springs City Council to order at 7:00 pm, in the City Council Chambers at 160 Zoll Street, Harbor Springs, Michigan.

1. Roll Call and Verification of Quorum

Present: Jean Jardine, Alan Hegedus, Michael Heinz and Laura Kors

Absent: Pringle Pfeifer

Also Present: City Attorney James T. Ramer, City Manager Frederick W. Geuder, Police Chief Daniel J. Branson, DPW Superintendent Joel Clark, Electric Supervisor Dennis Kruzel, City Assessor/Zoning Administrator C. Tim Grimm, Harbor Commission Chairman Jim Bartlett and City Clerk Ronald B. McRae

2. City Clerk / Comptroller / Treasurer

A. Approval of Minutes

It was noted that on page 3, Item 6.D., first paragraph, first sentence the wording "Alternate Board member" was used. In the third sentence the wording "Alternate Board Member" was used. The word "Member" should be capitalized in the first sentence.

#7486 – Motion by Kors, second by Heinz, to approve the August 18, 2008 regular City Council meeting minutes as amended.

Ayes – 4
Nays – 0

#7487 – Motion by Kors, second by Hegedus, to approve the August 25, 2008 special City Council meeting minutes as read.

Ayes – 4
Nays - 0

B. Approval of Bills

I have examined the bills appearing on the vouchers below and recommend they be allowed and payment be made from the following funds:

<u>Voucher Number</u>	<u>Description</u>	<u>Fund Name</u>	<u>Amount</u>
7484	Trust Payouts 8/1/08 Through 8/15/08	Trust Fund	3,275,923.28
7485	Payroll Ending 8/17/08	General Fund	\$35,831.42
		Major St. Fund	904.66
		Local St. Fund	1,148.19
		Historical Fund	432.80
		Electric Fund	9,272.48
		Water & Sewer Fund	6,192.11
		Waterfront Fund	6,342.22
		Equipment Fund	852.87

7486	Accounts Payable - No Council 9/3/08	General Fund Major Street Fund Local Street Fund Police Reserve Fund Historical Fund Electric Fund Water & Sewer Fund West Traverse Water Waterfront Fund Equipment Fund	\$17,810.68 1,362.00 5,544.00 0.00 122.00 194,371.68 30,936.26 9,715.60 15,989.29 6,129.29
7487	Payroll Ending 8/31/08	General Fund Major St. Fund Local St. Fund Historical Fund Electric Fund Water & Sewer Fund Waterfront Fund Equipment Fund	\$39,756.42 357.36 500.66 432.80 10,789.63 4,821.63 3,982.25 2,342.26
7488	Accounts Payable - No Council 9/5/08	General Fund Electric Fund Water & Sewer Fund Equipment Fund	\$273.24 117.37 23.47 46.92
7489	Sales & Withholding Taxes 8/31/08	General Fund Electric Fund	4,818.51 17,198.46
7490	Trust Payouts 8/16/08 Through 8/31/08	Trust Fund	112,399.05
7491	Accounts Payable - Council 9/3/08	General Fund Major Street Fund Local Street Fund Police Reserve Fund Historical Fund Electric Fund Water & Sewer Fund West Traverse Water Waterfront Fund Equipment Fund	\$38,718.93 0.00 1,639.75 0.00 566.28 48,269.68 39,396.89 0.00 2,857.69 5,033.60
7492	Accounts Payable - Council 9/3/08	General Fund Equipment Fund	\$75,484.38 110,031.25

#7488 – Motion by Kors, second by Hegedus, to approve the bills in the amount of \$4,138,639.31.

Ayes – 4
Nays – 0

THEREFORE, BE IT RESOLVED that claims on voucher numbers 7484, 7485, 7486, 7487, 7488, 7489, 7490, 7491 and 7492 checked by the Finance Committee, in the amount of \$4,138,639.31 be allowed for payment, and the City Manager and the Mayor are hereby authorized to execute warrants to be drawn on the following funds:

General Fund	\$212,693.58
Major Streets Fund	2,624.02
Local Streets Fund	8,832.60
Police Reserve	0.00
Historical Fund	1,553.88
Electric Fund	280,019.30
Water & Sewer Fund	81,270.36
West Traverse Water Fund	9,715.60
Waterfront Fund	29,171.45
Equipment Fund	124,436.19
Trust Fund	3,388,322.33

Total	\$4,138,639.31
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3. Citizen Comments

Al Dika, 301 Easy Street, commented on the mirror at the Judd Hill, East Bluff Drive and Arbor Street intersection. He stated that the mirror is working well, and was a good idea.

4. Proposed Boat Motor Purchase

City Manager Geuder stated that the Harbormaster and Police Chief researched the purchase of a new boat motor for the Police Boat. An amount of \$20,000 was budgeted in the 2008 Budget for the purchase of a new boat motor.

The current motor needs about \$4,000 in repairs. Due to the fact that the Police Boat idles much of the time, the recommendation is to purchase a 4-stroke engine instead of a 2-stroke engine. The current boat motor is a 2-stroke engine. The Harbor Commission has recommended that a 4-stroke engine be purchased.

Both Irish Boat Shop and Walstrom Marine were contracted for a boat motor and prices. Both recommended buying a Yamaha outboard motor. Irish would sell the City a Yamaha 200 horsepower outboard motor for \$15,500 (under a government pricing plan for which they are eligible) and Walstrom would install the motor and all controls for \$4,500. Further, it was determined that the Pursuit hull was designed for the 200 horsepower 4-stroke motor.

Council discussed this issue. After the discussion, the following motion was offered:

#7489 – Motion by Kors, second by Hegedus, to approve the purchase of a Yamaha 200 horsepower 4-stroke boat motor from Irish Boat Shop at a cost of \$15,500 and to authorize the installation of the boat motor and controls by Walstrom Marine at a cost of \$4,500.

Ayes – Jardine, Hegedus, Heinz and Kors
Nays – None
Absent - Pfeifer

5. Resolution to Accept the Grant of a Street and Utility Easement from Irish Boat Shop

City Manager Geuder stated that Irish Boat Shop has granted a Street and Utility Easement for East Fairview Street. The easement will allow the City to extend East

Manager Geuder stated that Council needed to accept the grant from the Irish Boat Shop by approving the "Resolution Dedicating Property for Street Purposes – Fairview Street". Manager Geuder further stated the approval of this Resolution also dedicates the Grant of the Street and Utility Easement from Irish Boat Shop and an easement from the City as a public street and an easterly extension of Fairview Street.

Manager Geuder recommended that Council approve the Resolution. After Council discussed this issue, the following motion was offered:

#7490 - Motion by Heinz, second by Hegedus, to approve the "Resolution Dedicating Property for Street Purposes – Fairview Street", which accepts the Grant of the Street and Utility Easement from the Irish Boat Shop and dedicates the Grant and some City property as an extension of East Fairview Street.

Ayes – Jardine, Hegedus, Heinz and Kors
Nays – None
Absent - Pfeifer

6. Resolution to Approve the Purchase of Retirement Service Credits

City Manager Geuder stated that Police Officer Joshua J. Johnston is requesting approval to purchase additional time to increase his retirement service credits. Manager Geuder stated that Officer Johnston would like approval to buy seven months of additional service time. Officer Johnston will make the purchase from his own funds and the purchase has no effect on the City Pension Fund's Unfunded Liability. Further, the purchased service time has no effect on Officer Johnston's vesting requirements.

Manager Geuder stated several other City employees have made similar purchases. Council discussed this issue briefly. After the discussion, the following motion was offered:

#7491 – Motion by Hegedus, second by Heinz, to approve the "Resolution to Approve the Purchase of Additional Years of Credited Service for Pension Purposes", which authorizes Office Joshua Johnston to purchase seven months of service for pension purposes.

Ayes – 4 (Pfeifer absent)
Nays – 0

7. Boards and Commissions

A. Planning Commission (PC)

Mayor Jardine announced that the September 18, 2008 PC meeting has been cancelled. She also announced that the next regularly scheduled PC meeting is scheduled for 6:00 p.m., Thursday, October 16, 2008.

B. Zoning Board of Appeals (ZBA)

Mayor Jardine announced that the September 10, 2008 ZBA meeting has been cancelled. Mayor Jardine announced that the next ZBA meeting is scheduled for 5:30 p.m., Wednesday, October 8, 2008.

C. Harbor Commission (HC)

Mayor Jardine announced that the next HC meeting is scheduled for 4:00 p.m., Wednesday, October 15, 2008 in the City Council Chambers.

D. Next City Council Meeting

Mayor Jardine announced the next City Council meeting is scheduled for 7:00 p.m., Monday, October 6, 2008 in the City Council Chambers.

7. Old and New Business

A. Petoskey Public Library Agreement

Council member Kors questioned if the Petoskey Library accepted and agreed to all of the City of Harbor Springs conditions presented in the Petoskey Public Library Agreement. Manager Geuder stated that the Petoskey Library returned a signed copy of the Agreement.

B. Hotel Construction

Council questioned the proposed construction date on the Harbor Springs Hotel. Manager Geuder stated that he believed the construction would start in late October or early November.

8. Michigan Municipal League Executive Search Facilitator

City Manager Geuder introduced Mr. William Baldrige, the Executive Search Facilitator from the Michigan Municipal League (MML).

Baldrige gave a brief summary of his professional career. He then discussed the process that he would follow to find the best candidate to fit the City's needs as its City Manager. Baldrige stated that he would create a short list of the best candidates for the Council to interview. He would suggest that the Council interview no more than five candidates. Baldrige also stated that he does not recommend an individual candidate for Council to hire; Council makes that decision.

Baldrige stated that this is the first of three planned sessions with Council. Tonight he would like to review the traits and skills that the successful candidate should have, consider the advertising parameters and set a timeline for the remaining portions of the search process to be accomplished. The second session with Council would be to determine who would be interviewed. The third session with Council would be for the actual interviews.

The traits and skills are divided into three categories. Those categories are: Required; Desirable; and Minor. Council members, department heads and other audience members were asked to review a list of traits and skills, which would then be discussed to determine which of the categories each one fit. After giving time to review the list of traits and skills, additional ones were added to the list for consideration. When all of the traits and skills were agreed upon, they were divided into the three categories of "Required, Desirable and Minor" based on a consensus of those present. Mr. Baldrige will send the results of this discussion to the City.

Advertising the position was considered next. Baldrige stated that the position would be posted on the MML's job posting site, the International City/County Managers Association job site and publication and where ever else Council directed him to advertise. Manager Geuder stated that he would like to post the position on the City's website also. The issue of salary was discussed. There would be no salary range advertised. The ad would read, "Salary depends on qualifications – Current salary is approximately \$79,000." By consensus, Council agreed to this or some similar language. Further, a discussion of residency was held, and the City Attorney was asked to look into what or if a residency requirement could be included in a contract.

Baldrige stated that the many cities pay travel costs for the candidates to come to the interview. He believes that this would encourage candidates to apply; but he also noted that this was a decision for the Council to make.

The next step was to consider the timeline for the process to take place. Baldrige proposed four timelines for Council to consider. Further, Baldrige stated that Council could make changes and have their own timeline to follow. Council members discussed the proposed schedules presented. There was a strong concern expressed that perhaps the schedule was too aggressive. After discussion, the timeline agreed to was:

Deadline for Advertisement	September 18, 2008
Publish Ad	September 29, 2008
Deadline for Applications	October 29, 2008
Tentative Short List to City Manager	October 31, 2008
Selection of Candidates for Interview	November 3, 2008
Scheduled Date for Interviews	November 22, 2008

After the interviews, Council should decide the lead Candidate as soon as possible. Baldrige would then assist in the negotiation process with the Candidate. He would coordinate his efforts with City Attorney James Ramer.

9. Adjournment

With no further business, Mayor Jardine adjourned the meeting at 9:28 p.m.

Ronald B. McRae, City Clerk

Approved: October 6, 2008

Jean Jardine, Mayor

City Council Meeting Minutes
September 15, 2008
Attachments