

January 11, 2021

Mayor Wishart opened the regular meeting of the Gaylord City Council with a prayer by Council Member Ouellette at 7:00pm on Monday, January 11, 2021. The meeting was held virtually, via Zoom due to the Emergency Order from the MDHHS on November 18, 2020 that prohibits indoor gatherings of any size at non-residential venues. The Pledge of Allegiance followed the invocation.

Members Present: Mayor Wishart (Council Chambers, city of Gaylord), Sharrard (via Zoom, city of Gaylord) Hartz (via Zoom, city of Gaylord), Ouellette (via Zoom, city of Gaylord), Awrey (via Zoom, city of Gaylord), Witt (Council Chambers, city of Gaylord), and Sides (via Zoom, city of Gaylord).

Members Absent: None.

Motion by Sides, supported by Awrey to dispense with the reading of the minutes from the December 14, 2020 meeting and to amend the minutes indicating the city/location of council members during the meeting. Due to the Covid-19 public health crisis and under the Open Meetings Act, council members must state their city/location during virtual meetings.

Ayes: Unanimous. Motion carried.

Public Comment: Jonathan Burke of 314 E. Main Street went to Short's Brewery in Bellaire to experience their "Keg City". He stated it was well done and a great idea for our community and local restaurateurs. It was suggested someone from the community organize and approach the DDA at their next meeting, which is scheduled to be held at 6:00PM on Tuesday, January 19, 2021 to see if we could organize something similar under the pavilion.

Stacey Shafto, owner of Isabella's Copper Pot echoed Mr. Burke's comment. She would like to see something similar in our community and have support from the City for our local businesses.

Denise Pallarito shared that a group of citizens formed a business called "Gaylord Eats" a business to promote and protect our local restaurants. The group has met several times, their website is almost up and running and the group looks forward to helping our local restaurants.

Motion by Sharrard, supported by Witt to approve the Dissolution of 2020 Standing Committees and Appointment of 2021 Standing Committees.

Ayes: Unanimous. Motion carried.

Motion by Awrey, supported by Witt to approve the Appointment of Liaisons for 2021.

Ayes: Unanimous. Motion carried.

Motion by Sides, supported by Ouellette to approve the appointments of Deb Jacques to the Board of Review, Kim Awrey (replacing Joe Duff) and Ester Nelson to the Cemetery Commission, Ed Duski to the Salary Compensation Commission, and Leslie Kettren (replacing Roy Boyer due to health reasons) to the Planning Commission.

Ayes: Unanimous. Motion carried.

Motion by Ouellette, supported by Sides to approve the appointment of Joshua Meyerson as City Health Officer for 2021.

Ayes: Unanimous. Motion carried.

Motion by Awrey, supported by Witt to approve the Easement for Electric Facilities at the DPW located at 102 E. Seventh Street.

Ayes: Unanimous. Motion carried.

Motion by Ouellette, supported by Witt to approve the following Resolution for Designation of Street Administrator:

**WHEREAS**, Section 13(9) of Act 51, Public Acts of 1951 provided that each incorporated city and village to which funds are returned under the provisions of this section, that, “the responsibility for street improvements, maintenance, and traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting shall be coordinated by a single administrator to be designated by the governing body who shall be responsible for and shall represent the municipality in transactions with the State Transportation Department pursuant to this act.”

**THEREFORE**, be it resolved, that this Honorable Body designate Kimberly Awrey as the single Street Administrator for the City of Gaylord in all transactions with the State Transportation Department as provided in Section 13 of the Act.

Ayes: Unanimous. Motion carried.

Motion by Sharrard, supported by Ouellette to approve the following Resolution to implement a Local Pavement Warranty Program:

**WHEREAS**, The Michigan Legislature created a requirement (MCL 247.663) as part of the Transportation Funding Package of 2015 that requires each city and village to adopt a Local Agency Pavement Warranty Program that was approved by the Michigan Department of Transportation in 2018;

**WHEREAS**, the City of Gaylord adopted the Michigan Local Agency Pavement Warranty Program on December 14, 2020;

**WHEREAS**, the City of Gaylord agrees to consider a local pavement warranty on each project that includes \$2 million or more in paving-related items *and* includes any state or federal funds;

**WHEREAS**, the Local Agency Pavement Warranty Program law requires each city and village to report annually on each project that includes \$2 million or more in paving-related items *and* includes any state or federal funds, whether or not a warranty was utilized in the project;

**WHEREAS**, the City of Gaylord agrees to implement the Michigan Local Agency Pavement Warranty Program consistent with the Guidelines for Local Agency Pavement Warranty Program document that was approved by the Michigan Department of Transportation in 2018; and which City of Gaylord adopted Implementation Policy defines the City of Gaylord intent of its pavement warranty program;

**NOW THEREFORE BE IT RESOLVED**, the City of Gaylord hereby agrees to implement the Local Agency Pavement Warranty Program and annually report in accordance with the law.

Ayes: Unanimous. Motion carried.

The 552 S Center Sewer Backup (May 2019) agenda item was tabled and will be revisited at the next council meeting on Monday, January 25, 2021.

Motion by Sides, supported by Ouellette to award the website redesign bid to Singler Design for the City's new website. The website redesign estimated cost is between \$10,000 and \$13,000 with an annual hosting and maintenance fee of \$2,400.00.

Ayes: Unanimous. Motion carried.

Motion by Sides, supported by Ouellette to approve the following Resolution to Amend the Human Resource Policy Manual:

**WHEREAS**, the City Manager and Human Resources Manager have determined that certain revisions and updates to the Human Resource Policy Manual are required, such revisions and updates now incorporated into the Human Resource Policy Manual attached hereto; and

**WHEREAS**, the revision includes a newly created Telecommuting Policy which allows employees to work at home, on the road, or in a satellite location for all or part of their workweek in the event of extreme circumstances occurring;

**WHEREAS**, the revision also includes an addition to the Drug Testing Policy requiring the City of Gaylord to conduct a query in the clearinghouse at least once per year for each CDL driver employed as per the Federal Motor Carrier Safety Administration;

**IT IS HEREBY RESOLVED**, that the City Manager and Human Resources Manager are responsible for the enforcement of these employment practices;

**IT IS FURTHER RESOLVED**, to approve and adopt the updated Human Resource Policy Manual and authorize distribution of the Employee Handbook.

Ayes: Unanimous. Motion carried.

Motion by Witt, supported by Sharrard to approve the Employment Contract for Allan Zielinski, DPW Superintendent.

Ayes: Unanimous. Motion carried.

Motion by Ouellette, supported by Witt to approve the following expenses in the amount of \$562,784.76

VENDOR	DESCRIPTION	AMOUNT
24/7	MANHOLE - 977 N CENTER AVE	\$335.00
87-A DISTRICT COURT	MSP LEIN QUARTERLY	\$441.25
ADVANCE ELECTRIC INC.	STREETLIGHTING/CITY HALL	\$4,493.29
ALPINE WEB	DOMAIN RENEWAL	\$20.00
AMERICAN WASTE INC.	CITY HALL SANITATION/REMOVAL 2 YDS OF TRASH	\$143.98
KIM AWREY	VEHICLE ALLOWANCE	\$500.00
BILL MARSH GAYLORD	PD VEHICLE MAINTENANCE	\$489.08
BS&A	UTILITY BILLING - METER READING CONSULT	\$1,000.00
C2AE	GAYLORD S OTSEGO STREETScape CONCEPT DESIGN	\$1,320.00
C2AE	GAYLORD 2020 PROJECTS	\$474.01
C2AE	GAYLORD 2019 GENERAL SERVICES	\$2,358.04
C2AE	GAYLORD 2020 GENERAL SERVICES	\$2,131.80
C2AE	GAYLORD DSMI AND GIS	\$225.32
CANTOOLA	WWTP SUPPLIES	\$102.50
CAPITAL TIRE INC - MICHIGAN	MP REPAIR PARTS/PD VEHICLE MAINTENANCE	\$2,416.16
CENTURYLINK	PD MONITORING	\$8.39
CITY OF GAYLORD	DDA BATHROOMS	\$39.43
CITY OF GAYLORD	CITY HALL	\$54.83
CITY OF GAYLORD	DPW	\$55.37
CONSUMERS ENERGY	DPW	\$410.02
CONSUMERS ENERGY	FAIRVIEW WATER TOWER	\$44.39
CONSUMERS ENERGY	LIFT STATION	\$199.01
CONSUMERS ENERGY	CITY HALL	\$2,039.41
CONSUMERS ENERGY	N HAZEL WATER WELL	\$770.76
CONSUMERS ENERGY	WATER WELL	\$892.73
CONSUMERS ENERGY	FAIRVIEW CEMETERY	\$61.08
CONSUMERS ENERGY	PAVILION	\$28.85
CONSUMERS ENERGY	PAVILION	\$28.85
CONSUMERS ENERGY	PAVILION	\$365.51
CONSUMERS ENERGY	FREEL PARK	\$46.35
CONSUMERS ENERGY	ASPEN PARK	\$94.28
CONSUMERS ENERGY	DDA BATHROOMS	\$543.61
CONSUMERS ENERGY	WWTP	\$9,403.42
CONSUMERS ENERGY	STREET LIGHTS	\$3,062.27
CONSUMERS ENERGY	HALE PARK	\$46.74
CONSUMERS ENERGY	WATER DEPT BUILDING	\$31.72
CONSUMERS ENERGY	DICKERSON RD LIFT STATION	\$160.08
CONSUMERS ENERGY	EDELWEISS IRRIGATION	\$291.70
CONSUMERS ENERGY	STREET LIGHTS	\$202.27
CONSUMERS ENERGY	STREET LIGHTS	\$433.06
CONSUMERS ENERGY	STREET LIGHTS	\$443.18
CONSUMERS ENERGY	STREET LIGHTS	\$307.34
CONSUMERS ENERGY	DOUMAS PARK	\$28.85

CONSUMERS ENERGY	DOUMAS PARK	\$63.32
CONSUMERS ENERGY	STREET LIGHTS	\$80.56
CONSUMERS ENERGY	TRAFFIC LIGHTS	\$0.00
CONSUMERS ENERGY	LED LIGHTS ROAD	\$491.13
CONSUMERS ENERGY	N OHIO WATER WELL	\$481.28
CONSUMERS ENERGY	DICKERSON WATER WELL	\$1,322.14
CONSUMERS ENERGY	INDUSTRIAL PARK	\$48.46
CONSUMERS ENERGY	MILLBOCKER LIFT STATION	\$471.97
CONSUMERS ENERGY	WISCONSIN WATER TOWER	\$148.39
CONSUMERS ENERGY	N OTSEGO WATER WELL	\$1,293.75
CONTRACT WELDING	REPAIR PARTS - 12' RUBBER CUTTING EDGE	\$456.00
DE LAGE LANDEN	DPW COPIER	\$82.56
DE LAGE LANDEN	CITY HALL COPIER	\$596.18
DTE	PAVILION	\$60.52
DTE	DPW	\$676.03
DTE	CENTER WELL HOUSE	\$40.59
DTE	WWTP	\$538.86
DTE	WATER WELL	\$67.01
DTE	CITY HALL	\$454.75
DTE	MCVANNEL LIFT STATION	\$33.33
DTE	MEIJER LIFT STATION	\$36.72
DUNN'S BUSINESS SOLUTIONS	CITY HALL/DPW/PD SUPPLIES	\$406.81
EGL E CASHIERS OFFICE	LAND APPLICATION FEE	\$2,196.70
EJ USA INC	DPW POLE BARN	\$295.26
ELHORN ENGINEERING CO	WELL CHEMICALS	\$2,474.28
ELLSWORTH FARMERS EXCHANGE	ELK PARK	\$868.00
FASTENAL COMPANY	MOTOR POOL/SHOP REPAIR PARTS	\$124.83
FEDERAL FLUID POWER	MOTOR POOL	\$112.12
FIRST NATIONAL BANKCARD	CITY HALL/ PD	\$2,233.54
FIRST NATIONAL BANKCARD	CITY HALL/PD	\$3,041.05
FRONTIER	LIFT STATION TELEPHONES	\$38.11
FRONTIER	LIFT STATION TELEPHONES	\$49.75
FRONTIER	LIFT STATION TELEPHONES	\$38.11
FRONTIER	PD TELEPHONES	\$242.01
FRONTIER	CITY HALL TELEPHONES	\$181.43
FRONTIER	DPW PHONE	\$67.11
GERBER CONSTRUCTION CO., INC	DPW NEW POLE BARN CONSTRUCITON	\$79,038.00
GORDON FOOD SERVICE INC	DPW SHOP SUPPLIES	\$234.20
GILL-ROY'S COMPLETE HARDWARE	DPW/PARKS/CITY HALL/WWTP/WATER DEPT	\$273.56
GREAT LAKES ENERGY	M32 W LIFT STATION	\$287.00
GREAT LAKES ENERGY	S OTSEGO LIFT STATION	\$214.00
GREAT LAKES ENERGY	M32 E HIDDEN VALLEY LIFT STATION	\$234.00
GREAT LAKES ENERGY	STREET LIGHTS	\$11.06
GREAT LAKES ENERGY	STREET LIGHTS	\$547.00
GREAT LAKES ENERGY	COTTONTAIL LIFT STATION	\$76.36
GREAT LAKES ENERGY	COTTONTAIL LIGHTS/IRRIGATION	\$147.26
GREAT LAKES ENERGY	M32 E WOODS LIFT STATION	\$181.12

GREAT LAKES ENERGY	MEIJER LIFT STATION	\$194.58
HACH COMPANY	WWTP	\$762.00
HAGGARD'S INC.	BOILER FINAL PAYMENT/INSTALL WATER HEATER	\$13,531.76
DOUG HEMPENSTALL	REIMBURSEMENT FOR GC PURCHASE	\$604.95
GAYLORD HERALD TIMES	SUBSCRIPTION RENEWAL	\$208.00
TRAVIS HEWITT	CITY HALL CLEANING	\$900.00
I-2000 INC.	WWTP/DPW	\$59.90
INTEGRATED CONTROLS INC.	WATER DEPT/MONTHLY SCADA	\$462.51
JACK DOHENY COMPANIES	2020 FREIGHTLINER UTILITY TRUCK	\$336,065.00
JIM'S ALPINE AUTOMOTIVE	MOTOR POOL PARTS/SUPPLIES	\$571.71
JLH FENCE & FARM SERVICES	REPAIR DAMAGED FENCEE OF ELK PEN	\$870.00
KCI	PERSONAL PROPERTY STATEMENTS	\$377.70
KIRKPATRICK DUBOIS & SLOUGH	CITY ATTORNEY FEES	\$2,484.00
LAWSON PRODUCTS, INC.	MOTOR POOL SUPPLIES/PARTS	\$459.84
LINE X	MOTOR POOL - NEW TRUCK LINERS	\$1,390.00
LIVINGSTON TOWNSHIP	ACT 425 AGREEMENTS 2020	\$9,286.81
MEEKHOF TIRE SALES AND SERVICE	PD VEHICLE MAINTENANCE	\$460.00
MID-NORTH PRINTING INC.	AWREY - BUSINESS CARDS	\$31.50
MID-STATES BOLT & SCREW CO.	MOTOR POOL PARTS	\$54.32
MWEA	KNOPP - 2021 WASTEWATER ADMIN CONFERENCE REG	\$325.00
NEW CENTURY SIGNS	MOTOR POOL - WWTP REFLECTIVE DETAILS	\$126.40
NORTH POINTE PLUMBING	WWTP PLUMBING/MECHANICAL - SERVICE CALL	\$210.00
NORTHERN MICHIGAN REVIEW	PUBLISHING	\$42.38
NYE UNIFORM CO	PD UNIFORMS	\$54.99
OAKLAND COMMUNITY COLLEGE	PD WATTERS COURSES	\$250.00
OPERATIONS SERVICES INC	WATER SYSTEM OVERSIGHT/CONSULT	\$300.00
OTSEGO COUNTY SHERIFF DEPT	WORK CAMP BILLING NOVEMBER	\$350.00
OTSEGO COUNTY OCNET	CITY HALL INTERNET	\$75.00
OCEA	CDBG ADMINISTRATION	\$2,100.00
OTSEGO COUNTY FIRE BOARD	2020-2021 FIRE CONTRACT FINAL PAYMENT	\$43,743.75
POWERPLAN	MOTOR POOL - #4751	\$489.86
PRODUCTIVITY PLUS ACCOUNT	MOTOR POOL	\$3,646.09
EASYPERMIT POSTAGE	CITY HALL POSTAGE	\$612.08
SHRED-IT	CITY HALL SHREDDING SERVICES	\$75.03
SIX K'S LAWN SERVICE	ELK CARE	\$210.00
SPARTAN SEWER	ASPEN PARK POLY JOHN - DECEMBER	\$205.00
SPECTRUM	WATER FILL STATION	\$104.98
SPECTRUM	CITY HALL	\$120.39
SPECTRUM	ELK PARK	\$121.97
SPECTRUM	WWTP	\$154.98
SPECTRUM	DPW	\$162.38
STANDARD ELECTRIC COMPANY	WWTP SUPPLIES	\$45.14
STATE OF MICHIGAN	CITY HALL ELEVATOR	\$185.00
UNIFIRST CORPORATION	UNIFORMS/DPW/CITY HALL	\$512.75
US BANK	PD COPIER	\$380.20
VERIZON		\$280.17
VERSADESK	DESKS	\$1,213.20

WASH-N-GO MANAGEMENT INC	PD VEHICLES	\$96.00
WILBER AUTOMOTIVE SUPPLY INC.	MOTOR POOL REPAIR PARTS	\$217.29
GRAND TOTAL:		\$562,784.76

Ayes: Unanimous. Motion carried.

No other business was presented and the meeting was adjourned at 8:28 p.m.

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Jennifer Molski, City Clerk

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William Wishart, Mayor