

February 12, 2024

Mayor Sharrard opened the regular meeting of the Gaylord City Council with a prayer by Councilmember Ouellette at 7:00PM on Monday, January 22, 2024. The Pledge of Allegiance to the Flag of the United State of America followed the invocation. The meeting was held in the City Council Chambers, located at City Hall, 305 East Main Street, Gaylord, Michigan.

Members Present: Sharrard, Awrey, Ouellette, Jaques, Witt, Wilson and Ryan.

Motion by Ouellette, supported by Wilson to dispense with the reading of the minutes from the January 22, 2024 meeting and accept them as presented.

Ayes: Unanimous. Motion Carried.

Public Comment:

L. McComb and J. Kent both spoke regarding the Migrant Worker Housing.

New Business:

Motion by Ouellette, supported by Witt to approve the following Guideline Resolution for Poverty Exemption:

WHEREAS, the adoption of guidelines for poverty exemptions is required of the City Council; and

WHEREAS, the principal residence of persons, who the Assessor and Board of Review determines by reason of poverty to be unable to contribute to the public charge, is eligible for exemption in whole or in part from taxation under Public Act 390 of 1994 (MCL 211.7u); and

WHEREAS, pursuant to PA 390 of 1994, the City of Gaylord, Otsego County adopts the following guidelines for the Board of Review to implement. The guidelines shall include but not be limited to the specific income and asset levels of the claimant and all persons residing in the household, including any property tax credit returns, filed in the current or immediately preceding year;

To be eligible, a person shall do all the following on an annual basis:

- 1) Be an owner of and occupy as a principal residence the property for which an exemption is requested.
- 2) File Michigan Department of Treasury Forms: 5737 Application for MCL 211.7u Poverty Exemption, Form 4988 Poverty Exemption Affidavit and Form 5739 Affirmation of Ownership and Occupancy to Remain Exempt by Reason of Poverty with the assessor or Board of Review.
- 3) File a claim reporting that the combined assets of all persons do not exceed the current guidelines. Assets include but are not limited to, real estate other than the principal residence, personal property, motor vehicles, recreational vehicles and equipment, certificates of deposit, savings accounts, checking accounts, stocks, bonds, life insurance, retirement funds, etc.
- 4) Produce a valid driver's license or other form of identification if requested.
- 5) Produce, if requested, a deed, land contract, or other evidence of ownership of the property for which an exemption is requested.
- 6) Meet the federal poverty income guidelines as defined and determined annually by the United States Department of Health and Human Services or alternative guidelines adopted by the governing body providing the alternative guidelines do not provide eligibility requirements less than the federal guidelines.

7) The application for an exemption shall be filed after January 1, but one day prior to the last day of the December Board of Review. The filing of this claim constitutes an appearance before the Board of Review for the purpose of preserving the right of appeal to the Michigan Tax Tribunal.

The following are the 2024 federal poverty income guidelines which are updated annually by the United States Department of Health and Human Services. The annual allowable income includes income for all persons residing in the principal residence.

Size of Family Unit Poverty Guidelines

1 \$14,580

2 \$19,720

3 \$24,860

4 \$30,000

5 \$35,140

6 \$40,280

7 \$45,420

8 \$50,560

For each additional person \$5,140

Ayes: 7 Nays: 0 Absent: 0 Motion Carried.

Motion by Jaques, supported by Wilson to approve the Partial Street Closure for the St. Patrick's Day Parade on Saturday, March 16, 2024 from noon to 1:00pm.

Ayes: Unanimous. Motion Carried.

Motion by Witt, supported by Wilson to approve the Public Participation Plan.

Ayes: Unanimous. Motion Carried.

Regarding the Migrant Worker Housing: A motion was made by Wilson and supported by Jaques to refer the proposed amendments to the Zoning Ordinance for migrant housing to the Planning Commission.

Ayes: Unanimous. Motion Carried.

Motion by Witt, supported by Wilson to approve the following Deficit Elimination Resolution (Water Fund):

WHEREAS, The City of Gaylord's Water Fund has a \$ 547,098 deficit net position on June 30, 2023, and

WHEREAS, Public Act 140 of 1971 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury, and

WHEREAS, the City Manager will submit the Deficit Elimination Plan to the Michigan Department of Treasury for Certification.

NOW THEREFORE, IT BE RESOLVED that the City of Gaylord’s City Council adopts the following as the City of Gaylord’s Water Fund Deficit Elimination Plan:

2023/2024

Unrestricted Net Position (Deficit) 6.30.23 (\$547,098)

Revenue

Charges for Sales/Service	\$1,050,000
Penalties	\$5,000
Interest	\$11,000
Due from Municipal Street Fund	\$ 610,805
Total Revenue	\$1,676,805

Expenditures

Water General Operations	\$880,858
Main Construction	\$9,128
Service Line Construction	\$14,548
Total Expenditures	\$904,534

2023/2024

CA-CL (Deficit) 6.30.23	(\$547,098)
Revenues	\$1,676,805
Expenditures	\$904,534
CA-CL (Deficit) 6.30.24	\$225,173

Ayes: Unanimous. Motion Carried.

Motion by Witt, supported by Ouellette to approve the following Deficit Elimination Resolution (Sewer Fund):

WHEREAS, The City of Gaylord’s Sewer Fund has a \$1,655,814 deficit net position on June 30, 2023, and

WHEREAS, Public Act 140 of 1971 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury, and

WHEREAS, the City Manager will submit the Deficit Elimination Plan to the Michigan Department of Treasury for Certification.

NOW THEREFORE, IT BE RESOLVED that the City of Gaylord’s City Council adopts the following as the City of Gaylord’s Sewer Fund Deficit Elimination Plan:

2023/2024

Unrestricted Net Position (Deficit) 6.30.23 (\$1,655,814)

Revenue

Charges for Sales/Service	\$1,705,000
Contributions from Municipal Street Fund	\$358,624
Penalties	\$8,000
Interest	\$40,000
Recognition of Unearned Revenue	\$1,750,000
Total Revenue	\$3,861,624

Expenditures

Sewer General Operations	\$1,569,301
Main Construction	\$84,222
Service Line Construction	\$21,434
Total Expenditures	\$1,674,957

2023/2024

CA-CL (Deficit) 6.30.23 (\$1,655,814)

Revenues	\$3,861,624
Expenditures	\$1,674,957

CA-CL (Deficit) 6.30.24 **\$530,853**

Ayes: Unanimous. Motion Carried.

Motion by Witt, supported by Wilson to approve the following expenditures in the amount of \$258,647.28:

VENDOR	DESCRIPTION	AMOUNT
87-A DISTRICT COURT	MSP LEIN (10/1/23 - 12/31/23)	\$607.50
ADVANCE ELECTRIC INC.	CITY HALL/WWTP SUPPLIES	\$346.83
AIRGAS	DPW SUPPLIES	\$7.09
ALRO STEEL	STAGE BUILD/SHOP SUPPLIES	\$598.44
AMAZON	CITY HALL /DPW/WWTP SUPPLIES	\$3,803.19
KIM AWREY	VEHICLE REIMBURSEMENT	\$500.00
BRONNER'S	CITY TREE LIGHTS	\$116.88
C2AE	GAYLORD DSMI AND GIS	\$469.26
C2AE	GAYLORD GENERAL SERVICES	\$1,633.35
C2AE	ASPEN PARK EXPANSION/RENOVATION	\$40,870.00
C2AE	GAYLORD 2023 STREETS	\$3,082.43
CARROT-TOP INDUSTRIES INC.	FLAGS	\$168.98
CITY OF GAYLORD	CITY HALL	\$68.23
CITY OF GAYLORD	DPW	\$82.91
COMMERCIAL CONTROL SYSTEMS INC	PREVENTATIVE MAINTENANCE	\$2,180.00

CONSUMERS ENERGY	DPW	\$598.81
CONSUMERS ENERGY	DPW BARN	\$67.06
CONSUMERS ENERGY	CITY HALL	\$2,998.85
CONSUMERS ENERGY	N HAZEL WATER WELL	\$658.50
CONSUMERS ENERGY	N OTSEGO WATER WELL	\$1,382.55
CONSUMERS ENERGY	FAIRVIEW CEMETERY	\$61.79
CONSUMERS ENERGY	PAVILION	\$526.76
CONSUMERS ENERGY	PAVILION	\$58.48
CONSUMERS ENERGY	PAVILION	\$595.31
CONSUMERS ENERGY	FREEL PARK	\$32.56
CONSUMERS ENERGY	ASPEN PARK	\$106.75
CONSUMERS ENERGY	DDA BATHROOMS	\$129.41
CONSUMERS ENERGY	WWTP	\$13,808.55
CONSUMERS ENERGY	STREET LIGHTS	\$506.77
CONSUMERS ENERGY	HALE PARK	\$46.26
CONSUMERS ENERGY	WATER DEPT BUILDING	\$32.84
CONSUMERS ENERGY	EDELWEISS IRRIGATION	\$131.15
CONSUMERS ENERGY	STREET LIGHTS	\$222.16
CONSUMERS ENERGY	STREET LIGHTS	\$356.52
CONSUMERS ENERGY	STREET LIGHTS	\$419.47
CONSUMERS ENERGY	STREET LIGHTS	\$89.74
CONSUMERS ENERGY	DOUMAS PARK	\$29.24
CONSUMERS ENERGY	DOUMAS PARK	\$34.15
CONSUMERS ENERGY	STREET LIGHTS	\$695.27
CONSUMERS ENERGY	TRAFFIC LIGHTS	-\$1.98
CONSUMERS ENERGY	LED LIGHTS ROAD	\$2,556.10
CONSUMERS ENERGY	N OHIO WATER WELL	\$914.19
CONSUMERS ENERGY	DICKERSON LIFT STATION	\$228.30
CONSUMERS ENERGY	INDUSTRIAL PARK ENTRANCE	\$63.77
CONSUMERS ENERGY	MILLBOCKER LIFT STATION	\$303.98
CONSUMERS ENERGY	COMMERCE LIFT STATION	\$282.75
CONSUMERS ENERGY	WISCONSIN WATER TOWER	\$100.45
CONSUMERS ENERGY	FAIRVIEW WATER TOWER	\$45.12
CONSUMERS ENERGY	DICKERSON WATER WELL	\$1,851.49
DECAL FREAKZ, INC.	PD CAPS	\$390.00
DELAGE LANDEN	CITY HALL COPIER	\$791.09
DETROIT SALT COMPANY	SALT	\$38,506.78
DTE	PAVILION	\$50.06
DTE	DPW	\$1,282.48
DTE	DPW POLE BARN	\$110.59
DTE	CENTER WELL HOUSE	\$70.24
DTE	WWTP	\$1,127.98
DTE	WATER WELL	\$137.49
DTE	CITY HALL	\$812.56
DTE	MCVANNEL LIFT STATION	\$53.42
DTE	MEIJER LIFT STATION	\$50.90

DTE	DICKERSON LIFT STATION	\$58.47
EGLE	GROUNDWATER ANNUAL PERMIT FEE	\$7,500.00
EGLE	S. KEISTER (APP FOR CERT)	\$70.00
EJ USA INC	DPW COVERS	\$401.56
ELECTRIKLEE, LLC	WELL #4	\$513.50
ELHORN ENGINEERING CO	WELL CHEMICALS/VALVE	\$3,958.06
ELMIRA OCCUPATION HEALTH	DOT PHYSICAL (B. KIRCZYNSKI)	\$100.00
EVERETT GOODRICH TRUCKING INC.	COLD PATCH	\$1,212.20
FASTENAL COMPANY	SHOP/MOTOR POOL #3300	\$43.40
FIRST NATIONAL BANKCARD	CITY DEPARTMENTS	-\$219.93
FIRST NATIONAL BANKCARD	CITY DEPARTMENTS	\$886.65
FORD MOTOR CREDIT COMPANY LLC	PD TERRAIN - 6003007	\$613.32
FOSTER SWIFT	TAX TRIBUNAL ATTORNEY	\$258.50
FRONTIER	LIFT STATION PHONES	\$673.83
GALL'S INC.	PD NAMETAG/EVIDENCE BAGS	\$31.99
GANNETT MI LOCALIQ	PUBLISHING	\$67.66
CITY OF GAYLORD	PETTY CASH/PD	\$6.00
GAYLORD MACHINE & FABRICATION LLC	MOTOR POOL #2388	\$187.73
GFL ENVIRONMENTAL	DPW COMPACTOR	\$114.00
GILL-ROY'S COMPLETE HARDWARE	CITY DEPARTMENT SUPPLIES	\$769.36
GREAT LAKES ENERGY	M32 W LIFT STATION	\$456.00
GREAT LAKES ENERGY	S OTSEGO LIFT STATION	\$270.00
GREAT LAKES ENERGY	M32 E HIDDEN VALLEY LIFT STATION	\$377.00
GREAT LAKES ENERGY	STREET LIGHTS	\$12.13
GREAT LAKES ENERGY	STREET LIGHTS	\$645.00
GREAT LAKES ENERGY	COTTONTAIL LIFT STATION	\$125.16
GREAT LAKES ENERGY	COTTONTAIL LIGHTS/IRRIGATION	\$164.30
GREAT LAKES ENERGY	M32 E WOODS LIFT STATION	\$231.82
GREAT LAKES ENERGY	MEIJER LIFT STATION	\$223.55
HAGGARD'S INC.	BOILER #4 REPLACEMENT	\$23,889.00
HALL VETERINARY CLINIC	PD - ZERO	\$35.00
TRAVIS HEWITT	CITY HALL CLEANING	\$1,375.00
HOME DEPOT CREDIT SERVICES	ASPEN PARK SUPPLIES	\$19.48
INTEGRATED CONTROLS INC.	MONTHLY SCADA - JANUARY	\$156.00
J&H FAMILY STORES	MOTOR POOL/PD FUEL	\$8,916.01
KCI	ASSESSMENT NOTICES MAILING	\$1,631.76
KIRKPATRICK DUBOIS & SLOUGH PLC	CITY ATTORNEY FEES	\$1,113.00
LAWSON PRODUCTS, INC.	DPW SHOP SUPPLIES	\$800.34
LEAF	DPW SANITATION	\$149.67
LITTLE GUYS TRASH CO.	CITY HALL SANITATION	\$150.00
LOWES	WWTP SUPPLIES	\$400.50
MARCOR TECHNOLOGIES LLC	ANNUAL BILLING/SUBSCRIPTION	\$1,890.50
MEYER ACE HARDWARE	SHOP/PD SUPPLIES	\$66.35
MID-STATES BOLT & SCREW CO.	DPW SHOP SUPPLIES	\$42.29
MID-STATES BOLT & SCREW	DPW SHOP SUPPLIES	\$133.15
MICHIGAN RURAL WATER ASSOC.	MEMBERSHIP WWTP/WATER	\$1,485.00

MSU ANR EVENT SERVICES	2024 GOVERNING WEBINAR SERIES	\$350.00
MTA	BOR TRAINING BALANCE (P. WHITE)	\$45.00
NEW CENTURY SIGNS	MOTOR POOL #3306 #2388	\$22.00
NORTHERN MI ASSOC. CHIEFS OF POLICE	2024 MEMBERSHIP DUES	\$75.00
NORTHERN ENERGY INC	WWTP - GRS STERPLEX	\$198.45
NYE UNIFORM CO	PD UNIFORMS	\$1,742.73
OPERATIONS SERVICES INC	WATER DEPT SYSTEM OVERSIGHT	\$368.75
OTSEO COUNTY	CITY HALL INTERNET	\$75.00
PAK PAK MAIL CENTER	MAILING	\$85.91
PAULBEN, LLC	2000 STERLING SALT TRUCK	\$25,000.00
POWERPLAN	MOTOR POOL #3281	\$1,107.57
PRODUCTIVITY PLUS ACCOUNT	MOTOR POOL	\$778.84
PURCHASE POWER	CITY HALL POSTAGE	\$901.94
PURITY CYLINDER GASES INC	DPW SHOP	\$127.95
ROYALTRUCK ROYAL TRUCK & TRAILER	STAGE BUILD/MOTOR POOL #2305	\$678.62
SCIENTIFIC	DPW SHOP/MOTOR POOL	\$524.78
SHRED-IT	CITY HALL SHREDDING SERVICES	\$113.24
SINGLER DESIGN	WEBSITE HOSTING/DOMAIN	\$7,400.00
SLC METER LLC	WATER DEPT METER SUPPLIES	\$11,276.29
SNETHKAMP	PD VEHICLE DODGE CHARGER	\$113.89
SOARING EAGLE CASINO & RESORT	MRWA CONFERENCE ROOMS	\$1,764.72
SPARTAN SEWER	ASPEN PARK POLYJOHN - JANUARY	\$315.00
SPECTRUM	WATER FILL STATION	\$119.98
SPECTRUM	CITY HALL	\$124.88
SPECTRUM	ELK PARK	\$137.97
SPECTRUM	WWTP	\$159.98
SPECTRUM	DPW	\$198.73
STANDARD ELECTRIC COMPANY	CITY HALL	\$27.69
SUMMIT FIRE PROTECTION	FIRE/SPRINKLER INSPECTION	\$864.10
SWAN ELECTRIC	WWTP - HEATER	\$253.93
TOWNCLOUD	ANNUAL SUBSCRIPTION 2/2024 - 1/2025	\$2,109.00
TRUCK & TRAILER SPECIALTIES	MOTOR POOL #2371 #2377	\$1,582.88
OTSEGO CO TOWNSHIP ASSOCIATION	DUES/CEMETERY FLAGS	\$725.00
UNIFIRST CORPORATION	CITY HALL/DPW/UNIFORMS	\$780.14
UNIFIRST FIRST AID + SAFETY	DPW SHOP	\$40.00
USA BLUEBOOK	WWTP SUPPLIES	\$1,310.58
US BANK EQUIPMENT FINANCE	PD COPIER	\$172.27
VERIZON	HYDRANT/PD MONITORING	\$720.32
WASH-N-GO MANAGEMENT INC	PD VEHICLE MAINTENACE	\$42.00
WILBER AUTOMOTIVE SUPPLY INC.	CITY DEPARTMENT SUPPLIES	\$850.81
WOLVERINE POWER SYSTEMS	PUMP STATION #4/MEIJER UNIT	\$5,505.23

Ayes: Unanimous. Motion Carried.

No other business was presented, and the meeting was adjourned at 7:26 p.m.

Jennifer Molski, City Clerk

Todd Sharrard, Mayor

Unapproved Minutes