

April 6, 2020

Gladwin, Michigan

The Regular Meeting, **via Tele Conference with Go To Meeting**, of the Gladwin City Council was called to order by Mayor Darlene Jungman at 5:00 p.m.

Present: Bodnar, Caffrey, Crawford, Darlington, Gardner, Kile, Smith, Winarski

Absent:

Staff Present: Christopher Shannon, Marietta Andrist, Bernadette Weaver, Julie Shearer, Angela Bigham

Also Present: Ben Seago, Christy Gutierrez, Others were unknown, callers were only known by a number when calling in

Mayor Jungman led the Pledge of Allegiance

Council Member Sarah Kile gave the invocation

Motion by Council Member Gardner, seconded by Council Member Winarski to approve the minutes from the regular council meeting on March 16, 2020. Roll Call Vote:

Ayes: Bodnar, Caffrey, Crawford, Darlington, Gardner, Kile, Smith, Winarski

Nays: None

Absent: None

Abstain: None

Motion Carried

Motion by Council Member Caffrey, seconded by Council Member Gardner to approve warrant #20-027 in the amount of \$174,907.65 and payroll for the period ending 3/22/2020 in the amount of \$57,690.34, and warrant #20-028 in the amount of \$31,035.94. Roll Call Vote:

Ayes: Bodnar, Caffrey, Crawford, Darlington, Gardner, Kile, Smith, Winarski

Nays: None

Absent: None

Abstain: None

Motion Carried

Hearing of Delegations: None

City Manager Christopher Shannon informed the City Council of a resolution which should be in place in order to proceed with the Council Meeting and conduct business remotely. City Assessor Bernadette Weaver presented the resolution, Approval of Alternative Meeting Methods for City Council, and read the resolution aloud. City Assessor Bernadette Weaver stated a webinar was available to watch and she had forwarded it to staff and the Council. The webinar advised the resolution be in place before conducting the regular Council meeting. Compensation for the Council was discussed and it was noted the resolution stated the Council would get paid and it was a deliberative meeting. The resolution was re-read due to it not being fully heard. Motion by Council Member Gardner, supported Council Member Caffrey to approve the Alternative Meeting Method. Roll Call vote:

Ayes: Bodnar, Caffrey, Crawford, Darlington, Gardner, Smith, Winarski  
Nays: Kile  
Absent: None  
Abstain: None

Motion Carried

**RESOLUTION**  
**APPROVAL OF ALTERNATIVE MEETING METHOD**  
**FOR CITY COUNCIL**

**WHEREAS**, a public emergency has been declared regarding the COVID 19 Virus Pandemic, and

**WHEREAS**, a statewide Stay At Home order temporarily prohibits the usual public meeting format of in-person attendance at City Hall or similar venue necessitating the use of tele-conference or alternative remote participation and

**WHEREAS**, the City Council of the City of Gladwin desires to conduct its regular and special meetings if needed, using these alternative methods,

**THEREFORE, BE IT RESOLVED**, that the City Council shall adopt these temporary alternative meeting formats to safely and efficiently conduct the business of the City of Gladwin. Furthermore, as these meetings are considered deliberative, compensation of Council members attending these meetings will remain the same as those attending in-person meetings.

The foregoing resolution was offered by Council Member Gardner, supported by Council Member Caffrey.

Roll Call Vote:

Ayes: Bodnar, Caffrey, Crawford, Darlington, Gardner, Smith, Winarski  
Nays: Kile  
Absent: None  
Abstain: None

Resolution adopted this the 6<sup>th</sup> day of April, 2020.

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Marietta Andrist, City Clerk

**CERTIFICATE**

I, Marietta Andrist, City Clerk of the City of Gladwin, do hereby certify the foregoing to be a true and correct copy of the resolution adopted by the Gladwin City Council at a regular meeting held April 6, 2020 at 5:00 p. m.

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Marietta Andrist, City Clerk

Establish Agenda. Motion by Council Member Crawford, seconded by Council Member Darlington to approve the agenda. Roll Call Vote:

Ayes: Bodnar, Caffrey, Crawford, Darlington, Gardner, Kile, Smith, Winarski

Nays: None

Absent: None

Abstain: None

Motion Carried

Consent Agenda. Motion by Council Member Caffrey, seconded by Council Member Gardner to approve the Consent Agenda as follows: Communications: i.) Consumer Case No. U-20626 Meetings: i) Gladwin County Trail Authority Meeting-March 12,2020, ii.) Gladwin Airport Commission Meeting-March 12, 2020. Roll Call Vote:

Ayes: Bodnar, Caffrey, Crawford, Darlington, Gardner, Kile, Smith, Winarski

Nays: None

Absent: None

Abstain: None

Motion Carried.

Public Comment: City Administrator Christopher Shannon stated the City Council meeting was being conduct through a Go To Meeting Tele Conference and had a limit of 99 people. Ben Seago from AMP asked if the Mosquito Control Prebid Meeting had been cancelled and if the City still planned on moving forward with the bids. City Manager Christopher Shannon commented he would reach out to each bidder by phone. Christy Gutierrez commented that you could not change the code five minutes before the meeting. Mayor Darlene Jungman commented that she personally had not received the access code and apologized.

Old Business: Mayor Darlene Jungman stated there was clarification on the appointments of Donna Alward. The appointment is for both, the Gladwin Housing and Development Corporation. And the Gladwin Leased Housing Corporation

New Business: a.) Farmer's Market Bid Award. City Administrator Christopher Shannon stated the recommendation from Lapham is too aware to bid to the low bidder, Gerber Construction, in the amount of \$127,712.00. The USDA Grant was for \$100,000 and by awarding the bid, it would leave a short fall of \$40,000.00. City Administrator Christopher Shannon gave options on how to manage the difference with the addition dollars. Option #1, the USDA was open to a low interest loan. Option #2, Use a portion of the Fund Balance. Discussion Followed. Council Member Kile asked if there was a third option, City Administrator Christopher Shannon stated we could not do the project, but it would not look favorable with the USDA. The recommendation from City Administrator Christopher Shannon was to proceed with the project and the low interest loan through the USDA. Motion by Council Member Smith, supported by Council Member Darlington to move forward with the low bidder, Gerber Construction and pursue the low interest loan. Roll Call vote:

Ayes: Bodnar, Caffrey, Crawford, Darlington, Gardner, Smith, Winarski

Nays: Kile

Absent: None

Abstain: None

Motion Carried

b.) DPW Supervisor Tom Molski requested the approval to purchase a new zero turn mower from Family Farm & Home for \$5,711.88. The cost also includes a backpack blower and a chain saw. Discussion Followed. Motion by Council Member Caffrey, supported by Council Member Gardner. Roll Call vote:

Ayes: Bodnar, Caffrey, Crawford, Darlington, Gardner, Kile, Smith, Winarski  
Nays: None  
Absent: None  
Abstain: None

Motion Carried

c.) Resolution-Person Authorized to Carry on Bank Business. This is needed to update personnel changes with in City Hall. Motion by Council Member Kile, supported by Council Member Caffrey. Roll Call Vote:

Ayes: Bodnar, Caffrey, Crawford, Darlington, Gardner, Kile, Smith, Winarski  
Nays: None  
Absent: None  
Abstain: None

Motion Carried

**RESOLUTION  
PERSONS AUTHORIZED TO CARRY ON BANK BUSINESS**

**WHEREAS**, it has become necessary to change the persons authorized to act for and on behalf of the City of Gladwin in any of its business with the bank and any other financial institution.

**BE IT RESOLVED**, that the following persons are so authorized to act for and on behalf of the City of Gladwin effective April 04, 2020:

Mayor	Darlene Jungman
Mayor Pro-tem	Michael Smith
City Administrator	Christopher Shannon
City Clerk	Marietta Andrist
City Treasurer	Angela Bigham
Interim City Treasurer	Julie Shearer

**BE IT FURTHER RESOLVED**, that the City Clerk and City Administrator are hereby authorized to execute any additional paperwork required by the bank or other financial institution to facilitate these changes.

The foregoing resolution was offered by Council Member Kile and supported by Council Member Caffrey.

Roll Call Vote:

Ayes: Bodner, Caffrey, Crawford, Darlington, Gardner, Kile, Smith, Winarski  
Nays: None  
Absent: None  
Abstain: None

Resolution declared adopted this the 6th day of April, 2020.

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Marietta Andrist, City Clerk

CERTIFICATE

I, Marietta Andrist, City Clerk of the City of Gladwin, do hereby certify the foregoing to be a true and correct copy of the resolution adopted by the Gladwin City Council at a regular meeting held April 06, 2020 at 5:00 p.m.

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Marietta Andrist, City Clerk

d.) Resolution-Deficit Elimination Plan-Farmer's Market. The State Treasury informed the City this should be an enterprise fund. It was supposed to raise money, to help pay for itself. Enough dollars were not brought in the previous year. This resolution is to eliminate last year's debt. Motion by Council Member Caffrey, supported by Council Member Gardner. Roll Call Vote:

Ayes: Bodnar, Caffrey, Crawford, Darlington, Gardner, Kile, Smith, Winarski

Nays: None

Absent: None

Abstain: None

Motion Carried

RESOLUTION

**CITY OF GLADWIN**

**Deficit Elimination Plan**

**WHEREAS**, the City of Gladwin's Farmer's Market Fund has an Unrestricted deficit of \$11,354 June 30, 2019; and

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

**NOW THEREFORE**, IT IS RESOLVED that the City of Gladwin's legislative body adopts the following as the City of Gladwin's **Farmer's Market Fund** Deficit Elimination Plan:

The City of Gladwin will be receiving two federal grants to cover contracted services expenses for a new addition to the farmer's market plus anticipate increased revenue from the additional market space with resulting fund balances as follows:

Farmer's Market Fund

	2019-2020	2020-2021
<b>Unrestricted Net Position (Deficit) July 1</b>	\$ (11,354.00)	\$ (3,279.00)
<b>Revenue</b>		
Federal Grant	\$ 112,650.00	\$
Charges for Services	\$ 3,110.00	\$ 4,295.00
<b>Transfers In</b>		
General Fund	\$ 3,700.00	\$ 3,700.00
<b>Total Revenue</b>	\$ 119,460.00	\$ 7,995.00
<b>Expenditures</b>		
Salaries/Wages/Benefits	\$	
Supplies	\$ 210.00	\$ 210.00
Contracted services	\$ 10,500.00	\$ 1,250.00
Memberships	\$ 225.00	\$ 225.00
Utilities	\$ 350.00	\$ 350.00
Depreciation	\$ 5,760.00	\$ 5,760.00
Repair & Maintenance	\$ 50.00	\$ 50.00
Miscellaneous	\$ 150.00	\$ 150.00
Capital Outlay	\$ 99,900.00	\$
<b>Total Expenditures</b>	\$ 117,145.00	\$ 7,995.00
<b>Add Back Depreciation</b>	\$ 5,760.00	\$ 5,760.00
<b>Unrestricted Net Position (Deficit) June 30</b>	\$ (3,279.00)	\$ 2,481.00
	2019-2020	2020-2021
<b>CA-CL (Deficit) July 1</b>	\$ (8,553.00)	\$ (478.00)

Revenues	\$ 119,460.00	\$ 7,995.00
Expenditures	\$ (117,145.00)	\$ (7,995.00)
Add Back Depreciation	\$ 5,760.00	\$ 5,760.00
CA-CL (Deficit) June 30	\$ (478.00)	\$ 5,282.00

**BE IT FURTHER RESOLVED** that the City of Gladwin's City Administrator submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

The foregoing resolution was offered by Council Member Caffrey and seconded by Council Member Gardner.

Roll Call Vote:

Ayes: Bodnar, Caffrey, Crawford, Darlington, Gardner, Kile, Smith, Winarski  
 Nays: None  
 Absent: None  
 Abstain: None

Resolution declared adopted this the 6<sup>th</sup> day of April, 2020.

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Marietta Andrist, City Clerk

CERTIFICATE

I, Marietta Andrist, City Clerk of the City of Gladwin, do hereby certify the foregoing to be a true and correct copy of the resolution adopted by the Gladwin City Council at a regular meeting held April 6, 2020 5:00 p.m.

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Marietta Andrist, City Clerk

e.) Resolution-Deficit Elimination Plan-Equipment Rental Fund. This is an Internal Service Fund to keep track of equipment, such as, trucks cars, and lawn lowers, as assets. The fund is used to depreciate the equipment, DPW keeps track of hours used and each account is charged those hours for usage. The general ledge has supplemented the account; however, it was not done last year. The transfer of dollars from the general ledger will show the State the debt is being taken care of, but this is not how this is normally done. Motion by Council Member Kile, supported by Council Member Darlington. Roll Call Vote:

Ayes: Bodnar, Caffrey, Crawford, Darlington, Gardner, Kile, Smith, Winarski  
 Nays: None

Absent: None  
Abstain: None  
Motion Carried

**RESOLUTION**  
**CITY OF GLADWIN**  
**Deficit Elimination Plan**

**WHEREAS**, the City of Gladwin's Equipment Rental Fund has an Unrestricted deficit of \$14,898 June 30, 2019; and

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

**NOW THEREFORE**, IT IS RESOLVED that the City of Gladwin's legislative body adopts the following as the City of Gladwin's **Equipment Rental Fund** Deficit Elimination Plan:

The City of Gladwin will transfer from the General Fund to the Equipment Rental Fund \$30,000 with resulting fund balances as follows:

Equipment Rental Fund	
	2019-2020
<b>Unrestricted Net Position (Deficit) July 1</b>	\$ (14,898.00)
<b>Revenue</b>	
Federal Grant	\$ 29,150.00
Charges for Services	\$ 104,070.00
<b>Transfers In</b>	
General Fund	\$ 30,000.00
	\$
	\$
<b>Total Revenue</b>	<hr/> \$ 163,220.00
<b>Expenditures</b>	



Salaries/Wages/Benefits	\$ 23,233.00
Supplies	\$ 28,000.00
Insurance	\$ 14,100.00
Repair & Maintenance	\$ 13,153.00
Depreciation	\$ 23,943.00
Equipment	\$ 29,150.00
Interest	\$ 700.00
<b>Total Expenditures</b>	<hr/> \$ 132,279.00
 <b>Add Back Depreciation</b>	 \$ 23,943.00
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<b>Unrestricted Net Position (Deficit) June 30</b>	\$ 39,986.00

	2019-2020
<b>CA-CL (Deficit) July 1</b>	\$ (21,541.00)
<b>Revenues</b>	\$ 163,220.00
<b>Expenditures</b>	\$ (132,279.00)
<b>Add Back Depreciation</b>	\$ 23,943.00
<b>CA-CL (Deficit) June 30</b>	\$ 33,343.00

**BE IT FURTHER RESOLVED** that the City of Gladwin's City Administrator submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

The foregoing resolution was offered by Council Member Kile and seconded by Council Member Darlington.

Roll Call Vote:

Ayes: Bodnar, Caffrey, Crawford, Darlington, Gardner, Kile, Smith, Winarski  
 Nays: None  
 Absent: None  
 Abstain: None

Resolution declared adopted this the 6<sup>th</sup> day of April, 2020.

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Marietta Andrist, City Clerk

CERTIFICATE

I, Marietta Andrist, City Clerk of the City of Gladwin, do hereby certify the foregoing to be a true and correct copy of the resolution adopted by the Gladwin City Council at a regular meeting held April 6, 2020 at 5:00 p.m.

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Marietta Andrist, City Clerk

f.) City Administrator Christopher Shannon made Council Members aware there is a need to do the budget hearing meeting, which will need to be done differently due to current circumstances with COVID-19. Interim Treasurer Julie Shearer is working on a budget and it will be dispersed to Council Members. Council Members can send questions and concerns via email or by calling. Council Member were in favor of this method. City Administrator Christopher Shannon spoke of staff safety and those working. DWP Supervisor Tom Molski informed the Council Member how DPW staff are currently working. Staff is divided up. They are working independently as much as possible and maintaining distance. Chief of Police Eric Killian stated it was business as usual for the Police Department. Staff is not touching people as much as possible, staying outside when they receive calls, and wearing masks. The main concern is to not have to shut down. City Administrator Christopher Shannon stated City Hall staff is not working simultaneously, distancing themselves and working remotely as much as possible. Will continue to follow the guidelines as they pertain to the City.

Mayor Comments- Mayor Darlene Jungman stated she had been asked who the new City Treasurer was and it should be stated to reflect it in the minutes. Also commented to wear masks when outside and stay six feet apart from people.

Council Member Comments-Commission/Committee. Reports-Council Member Winarski asked to support the essential workers and be patient. Don't give negative comments. Council Member Kile thanked Assessor Bernadette Weaver for the resolution for conducting alternative meetings methods, the City team, the DWP staff, and the Police Department for working while the COVID-

19 pandemic is in progress. Welcomed Angela Bigham as the new City Treasurer, and a special thanks to Council Member Gardner and Council Member Winarski for checking people while COVID-19 is ongoing. Council Member Bodnar Thanked everyone who has called and checked on her and going beyond to stay connected. Council Member Smith thanked all City staff, Police Department and prayer for Mike Hargrave son, who is a doctor in the Detroit area and has contracted COVID-19 and to keep Council Member Winarski' s son who is working in Lansing in your thoughts and prayer. Council Member Smith also stated, Christ the King Church is having a food drive every Saturday and the school is also having lunch distributions. Health Services is working with struggling families. Council Member Kile reminded everyone to Dial 211 for help and support. Council Member Caffrey stated to wear masks, gloves are not really necessary, but wash your hands often. Remember social distancing and also gave a reminder there is no airport meeting. Council Member Gardner had a concern about down state people coming up to their cabins to get out of the highly infected areas and some store not having protective gear while checking people out. Council Member Crawford applauded the whole City staff for the job they are doing. Council Member Darlington echoed comments of thanks to the staff. Stated people should give positive comments and feedback. Also stated there is always going to be negative comments.

Administration Reports/Comments. Assessor Bernadette Weaver stated the Planning Commission Meeting had been cancelled, assessing was moving forward and she has met with the new treasurer about budget figures and DDA. Also stated she appreciates staff, Council and the Police Department for their work. City Clerk Marietta Andrist apologized for the mix up with the Go To Meeting connection. City Administrator Christopher Shannon stated we are in unchartered territory with the first Tele Conference meeting and will improve as we move forward, thanked everyone for the meeting and welcomed Angela Bigham on board as City Treasurer. Also informed the Council of Waste Management temporary change in services and was considering a large dumpster at the city building for bulk disposal. City Administrator Christopher Shannon said the campground may need to be delayed opening, was keeping an eye on what was happening with State parks, and the City was experiencing cancellations for reservations that had already been made. The park is still closed, but is open to people using the trail. The Solar array is currently being worked on, but not sure if it will get completed.

Motion by Council Member Kile, seconded by Council Member Bodnar to adjourn. All ayes. Motion carried.

Meeting ended at 6:58 p.m.