

**CITY OF BIG RAPIDS
CONDENSED COMMISSION PROCEEDINGS**

July 20, 2015

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Regular meeting was called to order at 6:30 p.m.

Present: Commissioners Lynn Anderson, Tom Hogenson, Lorraine James and Dan Rothstein; Mayor Mark J. Warba, Eric D. Williams, and Steve Sobers.

Minutes of the regular meeting of July 6, 2015 were approved.

RESOLUTIONS

- 15-71 Acceptance to declare a 518 N. Fourth and a portion of 602 N. Fourth as surplus property.
- 15-72 Acceptance to declare 610 Rust Avenue as surplus property with the provision of a 20 foot utility easement be created for City owned utilities.
- 15-73 Adoption of revised list of City financial dealers and institutions.
- 15-74 Adoption of a policy defining the use of park areas and facilities and stray cat (trap, spay/neuter, release) policy.

Meeting adjourned at 8:15 p.m.

Roberta R. Cline, City Clerk

City Commission
July 20, 2015

Mayor Mark Warba called the regular meeting of the City Commission to order at 6:30 p.m.

Present: Commissioners Lynn Anderson, Tom Hogenson, Lorraine James, and Dan Rothstein; Mayor Mark J. Warba; City Attorney Eric D. Williams; and City Manager Steve Sobers.

Absent: None

There were 13 persons in the audience.

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

APPROVAL OF MINUTES

Commissioner Hogenson moved, seconded by Commissioner Rothstein that the minutes of July 6, 2015 regular meeting be accepted with correction of typographical errors.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

SPECIAL ORDERS OF THE DAY

STUDY SESSION

A. **Baldwin Street Bridge Bid Analysis**

Todd Richter, Fleis and VandenBrink, updated the City Commission on the Baldwin Street Bridge project and the bids received. He highlighted the following:

- Bids were taken for the road work and bridge construction.
- There are four cost categories pertaining to the bridge: participating road and participating bridge where MDOT is contributing funds. The non-participating road and non-participating bridge category will use EDA and City funds.
- The bids came in at roughly \$4.7 million and the engineering estimate was about \$4.3 million.
- On the participating items, the bid was about \$3.3 million with a contribution from MDOT of \$3 million and \$527,000 from EDA.
- On the non-participating items, EDA is contributing another million dollars.
- Looking at the entire project, adding the Hanchett Demolition and Maple Street Watermain, total project is \$5.1 million verse the estimated \$4.67 million.
- The difference between the \$5 million bid and \$4.67 million estimated cost is about \$424,000. Subtracting the \$259,000 already pledged by the City for Swede Hill Park, Hanchett Brownfield and Maple Street water main leaves about a \$140,000

funding shortage. Backing out \$50,000 in administration costs, there is about \$90,000 of additional funds needed for the project.

- There are some contingency funds built into some of the bid numbers.
- The concern is that the bid amount has absorbed the planned contingencies. The hope is that as construction begins the actual cost will be less.
- There are funds for the backfill, seeding, and restoration of the Hanchett property slopping in both the demolition contract and bridge work contract. There will be a little bit of additional savings there.

Commissioner James questioned if there was extra money in the City Clerk's budget to assist with the shortage. City Manager Sobers replied that there is some excess money there. The project will be a two year journey and since this is a road project, the money should be taken from road funds, instead of General Fund. He stated that the City should be able to find \$90,000 over the next couple of years.

Mayor Warba questioned if construction items and costs could be negotiated during construction; things removed from it to bring the actual costs closer to the money available. Mr. Richter stated that because the contract will be held with MDOT, the City is responsibility to MDOT, so there is not a direct relationship with the contractor. The State's process does not allow for negotiation after the bids are received. There needs to be caution in reducing items that were defined in the scope of work that the grant was provided for.

The State will not go forward until the EDA approves the bid. They have about 60 days to review the bids.

B. Review of Emergency Practices During Baldwin Street Construction

Public Safety Director Nerbonne stated that a draft emergency operations plan has been developed, based on the Baldwin Street Bridge closure and the unfortunate possibility that the Maple Street Bridge would be closed. The operation plan includes the disbursement of equipment of both police and fire rescue on both sides of the river. In case such an incident did occur, emergency personnel can respond quickly. The closest detour routes if both bridges were down at the same time are 5 miles to the north and 4 and 8 miles to the south. That would delay services. It affects the Big Rapids Public Safety Department, the Sheriff's Dept., EMS, and the schools. Before the plan is put in final form, she wants to review it with all the department heads. She anticipates the plan will be in final form by next Friday.

C. Airport Update

Airport Manager Mike Lafferty updated the City Commission on the following:

- The airport is doing well with several small successes.
- The Jet A fuel sales are up, mainly because the increase flights by Aero Med.
- The flight school is doing well.

- Airfest was a success. He expressed appreciation to all the merchants and citizens who offered help for the event. The event is always well received as a nice, clean, fun family event. Fly-in numbers were up.
- The runway extension is slowed at MDOT. The City is third in line. It will probably be another month before any word of the progress is known.
- An area of concern is that Aero Med will be leaving Big Rapids. They will continue to pay rent on the hanger for a period of time, but will be moving the operations. This will degrade response service to the area by 22 minutes. This involves the entire region. He encourages the Commission and community to express their concern to Aero Med. This is a service that was promised the City when they came here. Aero Med has merged with North Flight and they will be based in Traverse City. The move will probably be early 2016.

Commissioner Hogenson believes that if there will be a big impact on the City of Big Rapids, the City should be formulating a response and articulating this issue in a specific and formal way. There needs to be a concerted effort made to define the public safety component of this. The Mecosta County Commissioners should certainly have some feelings about this. Something should be organized and mobilized, with a plan for presentation.

Mr. Sobers agreed that a plan needs to be formulated. Mayor Warba requested information on the area served and numbers served.

PUBLIC COMMENT

Steve Gove, Big Rapids Radio Network, introduced Bret Greenacre, an intern working with them for the next 1 ½ months.

The City Commission presented retiring City Clerk Roberta Cline with a proclamation recognizing her for 46 years of service to the City of Big Rapids.

City Commission took a 10 minute break.

PUBLIC HEARING – none

RESOLUTION NO. 15-71

Commissioner Hogenson moved, supported by Commissioner Anderson, the adoption of the following:

**RESOLUTION ACCEPTING PLANNING COMMISSION RECOMMENDATION
OF CITY OWNED PROPERTY AT
602 N. FOURTH AVENUE (PARCEL NO. 54-17-11-193-001) AND
518 N. FOURTH AVENUE (PARCEL NO. 54-17-11-193-002)
AS SURPLUS PROPERTY**

WHEREAS, the Planning Commission considered the discontinuation of two City owned properties, which were referred to them by the City Commission per Resolution 15-06, dated January 20, 2015 pertaining to 602 N. Fourth Avenue (Parcel No., 54-17-11-193-001) and per Resolution 15-46, dated May 5, 2015 pertaining to 518 N. Fourth Avenue (Parcel No. 54-17-11-193-002), and

WHEREAS, 602 N. Fourth Avenue (Parcel No. 54-17-11-193-001) is 1.0 acres with a lot size of 395' by 110', which staff recommends that the parcel be split with the City retaining ownership of the North 150' by 110' portion and the remaining South 245' by 110' portion of the property be declared surplus property, and

WHEREAS, Parcel Nos. 54-17-11-193-001 and 54-17-11-193-002 are immediately adjacent to each other, and it is staff's recommendation to combine the 518 N. Fourth Avenue parcel with the South 245' x 110' portion of 602 N. Fourth Avenue, and

WHEREAS, the Planning Commission held a public hearing at its March 18, 2015 meeting and recommends that 602 N. Fourth Avenue, Parcel No. 54-17-11-193-001 be split with the City retaining ownership of the North 150' by 110', and the south remaining portion be declared surplus property, and

WHEREAS, the Planning Commission held a public hearing at its June 17, 2015 meeting and recommends that 518 N. Fourth, Parcel No. 54-17-11-193-002 be declared as surplus property.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission accepts the Planning Commission recommendation to split 602 N. Fourth Avenue, Parcel No. 54-17-11-193-001 with the City retaining ownership of the North 150' by 110' and the remaining 245' by 110' piece of the property be declared surplus property.

BE IT FURTHER RESOLVED, that the City Commission also accept the Planning Commission recommendation that 518 N. Fourth Avenue, Parcel No. 54-17-11-193-002 be declared as surplus property.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Date: July 20, 2015

RESOLUTION NO. 15-72

Commissioner Anderson moved, supported by Commissioner Rothstein, the adoption of the following:

**RESOLUTION ACCEPTING PLANNING COMMISSION RECOMMENDATION
OF CITY OWNED PROPERTY AT
610 RUST AVENUE (PARCEL NO. 54-17-15-200-001)
AS SURPLUS PROPERTY**

WHEREAS, the City Commission, per Resolution 15-06, dated January 20, 2015, referred the discontinuation of City owned property identified as 610 Rust Avenue (Parcel No. 54-17-15-200-001) to the Planning Commission to determine if it may be surplus property, and

WHEREAS, the parcel is 2.5 acres and is zoned R-1 and could be developed into three separate lots, and

WHEREAS, at its March 18, 2015 meeting, the Planning Commission held a public hearing and determined that Parcel No. 54-17-15-200-001 be declared as surplus property, and

WHEREAS, their recommendation of this as surplus property includes that a 20 foot City easement be created for City owned utilities.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission accepts the Planning Commission recommendation and declare Parcel No. 54-17-15-200-001 as surplus property with the provision of a 20 foot utility easement be created for City owned utilities.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Date: July 20, 2015

RESOLUTION NO. 15-73

Commissioner Rothstein moved, supported by Commissioner James, the adoption of the following resolution.

RESOLUTION ADOPTING REVISED LIST OF CITY FINANCIAL DEALERS AND INSTITUTIONS

WHEREAS, the City of Big Rapids passed Resolution No. 08-47 on June 2, 2008, which adopted the revised Investment Policy of the City of Big Rapids, and

WHEREAS, under Section XIV, the policy shall be reviewed annually by the City Treasurer and amended as necessary by the Big Rapids City Commission, and

WHEREAS, it is recommended to revise the Financial Institutions page of the Investment Policy of the City of Big Rapids

NOW, THEREFORE, BE IT RESOLVED, that the City Commission accepts the Investment Policy of the City of Big Rapids dated July 20, 2015, approving the updated Financial Dealers and Institutions per Section VII of the Investment Policy.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: July 20, 2015

RESOLUTION NO. 15-74

Commissioner Rothstein moved, seconded by Commissioner Anderson, the adoption of the following:

RESOLUTION ADOPTING POLICIES DEFINING THE USE OF PARK AREAS AND FACILITIES AND STRAY CAT (TRAP, SPAY/NEUTER, RELEASE) POLICY

WHEREAS, the City of Big Rapids maintains a Policy Book of City Commission adopted policies and administrative operational policies, and

WHEREAS, a recent review of the policies was made, and it is staff's recommendation that the following two policies be accepted and adopted:

- Revised Policies Defining the Use of the City of Big Rapids Park Areas and Facilities
- New Stray Cat – Trap, Spay/Neuter, and Release Policy

NOW, THEREFORE, BE IT RESOLVED, that the above two policies be adopted and included in the Big Rapids Policy Book.

BE IT FURTHER RESOLVED, that the revised Policy Book be accepted with the recognition and understanding that all policies will be updated as the need arises.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the Resolution adopted.

Dated: July 20, 2015

UNSCHEDULED BUSINESS

City Manager Sobers reminded the City Commissioners to let their interest be known if they will be attending the MML Conference in September.

Commissioner Hogenson complimented the DBA on the Magic on Michigan Avenue activities.

Mayor Warba commented on the following:

- The swimming pool hosted a cake and ice cream social fundraiser. He expressed thanks to the Jennings for their support of the pool.
- The City Treasurer application process closed on July 15th. There is a committee of five who will review the applications and select those for an interview.
- He requested that the Commissioners and staff come up with an Action Plan regarding Aero Med. He would like that by Monday, July 27th. The City needs to share the message with other communities within the region that will be affected by Aero Med's decision to move their operations from Big Rapids. Staff will provide

the Aero Med address where contact can be made to those citizens wishing to make contact.

- He will be gone for the August 17th City Commission meeting.

There being no further business to come before the City Commission, the Mayor declared the meeting adjourned at 8:15 p.m.

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Mayor Mark J. Warba

Roberta R. Cline, City Clerk