

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 Treasurer Aaron Kuhn.

Absent: None

There were 33 people in the audience.

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

APPROVAL OF MINUTES

Commissioner Anderson moved, seconded by Commissioner Hogenson that the minutes of October 3, 2016 regular meeting be accepted.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

Commissioner Hogenson moved, seconded by Commissioner Anderson that the minutes of October 3, 2016 closed session meeting be accepted.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

SPECIAL ORDERS OF THE DAY - Sergeant Promotion

PARK & RECREATION, LIBRARY, POOL BILLS AND QUARTERLY INVESTMENT REPORT – Aaron Kuhn, City Treasurer, presented the Financial and Quarterly Investment report along with library, park & recreations and pool bills. Playscape may last 5-10 more years due to the excellent maintenance by the Department of Public Works and the oversight by Roger Schneidt.

STUDY SESSION

a. MERS Update – Aaron Kuhn

The amortization period for a defined benefit plan with MERS has been on a thirty-year time frame. Every ten years the amortization of the unfunded liability would reset back to a thirty-year amortization. As a result, municipalities were never paying off their unfunded liability but rather passing it on to future generations of workers.

Based on best practices of other retirement systems around the country, MERS enacted a fixed amortization policy in 2005. Under this new policy, there is no reset of a local government's unfunded liability every ten years. Over a fixed period of time, the municipality will become fully funded. This policy has created a financial burden on many municipalities which included Big Rapids.

MERS has recently unveiled a new amortization option for those municipalities that are having trouble making the annual required contribution. The new option allows for a one time reset of our unfunded liability up to 25 years for a closed plan. A stipulation of the new amortization option is that a sustainability analysis has to be performed at the expense of the municipality to determine if there are sufficient assets on hand to meet liabilities if the reset is executed.

Aaron has enrolled the City in Option B. The necessary paperwork has been completed and returned. Mr. Kuhn recommends continuing with Option B as long as possible before executing a reset of the amortization of the City's unfunded liability. He also commented that there is no sunset date on the new amortization policy.

b. Community Pool Revenue Recommendations – Steve Sobers

Mr. Sobers presented a list of community pool fundraising possibilities. Some of the recommendations are as follows: Pool parties and rentals, expanding food service, change time of open swim to coincide with food service, events at night, swim team, longer season (Labor Day to Memorial Day), splash pad, increase millage to fund pool, increase membership, and raffle tickets.

Ms. Horan commented that the pool will need more marcing in the future and suggested holding a fundraising event to fund the marcing. The pool needs to have better advertising. There are a lot of people who do not know that the City has a pool or where it is located. Ms. Horan suggested selling t-shirts, or if the City built something at the pool, then bricks could be sold as a fundraiser.

The Mayor asked how some of these ideas could be implemented by next year. Mr. Sobers stated that staff will be reviewing these recommendations and will start to implement as many as they can next year.

Rose Mary Jennings asked if there were any grants available for the pool. Mr. Sobers stated that while there are park and recreation grants, they are mostly for purchasing land not for maintenance on pre-existing structures.

c. City Manager Hiring Process - Steve Sobers

Currently, the City has received seven applications for the City Manager position. Mr. Sobers presented a tentative timetable for the hiring process. An odd numbered committee will be reviewing the applications. Once applications are reviewed and submitted, the Commission will interview the chosen applicants around the second week of November. Questions for the applicants will need to be written as well.

The Mayor asked if there would be any merit to extending the application deadline in order to receive more applications. Mr. Sobers stated that while the City may receive more applications if they extend the deadline, some of the applicants who had submitted their applications, may take other jobs in the meantime. So the City may not gain anymore applicants, there just may be a new group of applicants to review. Mr. Sobers did, however, suggest taking in applications until the position is filled.

PUBLIC COMMENT - None

PUBLIC HEARING

The public hearing regarding the Amended Special Assessment Roll No. 16-519 for the 2015/2016 Sidewalk Improvement Project was opened by the Mayor at 7:23 p.m. Sue Glatz commented that she had three properties that she would like to dispute.

409 Locust Street:

Ms. Glatz believes that this is the third time that this sidewalk has tried to be assessed. She looks at the sidewalk and does not understand why the City would be replacing it when it looks fine. The sidewalk is not being uprooted, it may be old but it still looks fine. Ms. Glatz has spoken to City staff before and they have always deleted it from the list, but it comes up every year. She is objecting to the sidewalk improvement to 409 Locust because she believes that it is not needed.

504 Woodward Avenue:

Ms. Glatz manages this property and is speaking on behalf of the owner. She believes that this sidewalk looks fine and is objecting to the sidewalk improvement to 504 Woodward Ave. because she believes that it is not needed.

312 Locust Street:

Ms. Glatz asked if this tied into the paving of the alley that will be done in the near future and if that is the reason it is being repaired.

Mr. Williams stated that the sidewalk at all three addresses have already been done. The amounts were estimated for the sidewalk improvement cost and now that the project is completed, if the cost comes in higher or lower the assessment roll is amended. The Public Hearing tonight is on the cost of the amended assessment roll.

Ms. Glatz does not believe that there is new sidewalk at 409 Locust Street or 504 Woodward. She looked at it today and it does not look like it is new. Ms. Glatz stated that there was only sidewalk on the 200 block of Woodward. There was no sidewalk on the Hutchinson side until the City constructed one a couple of years ago. Mr. Sobers commented that he believes that the work was done a year ago, so it would no longer look new.

Mr. Williams stated that the purpose of the public hearing is to hear objections, and Ms. Glatz did speak on her objections. Her objections are noted by the Clerk and the

Commission. The effect of the objection is up for discussion when the resolution comes up at which time someone may recommend that it be put over in order to resolve the issue brought up in the public hearing.

Ms. Glatz stated that she did not have any objections to the cost of the sidewalk, she just does not believe that they needed to be replaced.

The public hearing was closed at 7:31 p.m.

d. Airport Update – Mike Lafferty

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

- Fuel sales and fees have been outstanding this year.
- The airport has experienced very nice comments on the NRAC website.
- The 2016 YTD courtesy car usage report was presented. Everyone loves the courtesy car.
- 2016 AirFest was very successful again this year with sixty aircrafts arriving at the airport. The kiddie plane train was well received.
- The airport cooperated with the Jenison chapter of EAA (Experimental Aircraft Association) to host a Young Eagles event. The purpose of this function is to give young boys and girls, up to age 16, their first flight experience in a small craft.
- Single-point fuel sales have continued to grow. This system delivers fuel to the craft from one central point and saves the pilots and owners any potential damage to the wings from the fueling operation. Roben Hood is the only facility for many miles around that has that system available to pilots.

The City Commission took a 5-minute break.

Mr. Sobers commented that he talked to Matt Ruelle, the City's Public Works Engineering Tech and Mr. Ruelle stated that all of the sidewalks were completed and put in this year. At the 312 Locust St. there were 2 sections installed (121 foot of 4-inch sidewalk), at the 504 Woodward Ave. there was only minor work done to the sidewalk and at the 409 Locust St. there was 40 lineal foot of 4-inch sidewalk installed.

RESOLUTION NO. 16-111

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

**RESOLUTION ADOPTING AMENDED SPECIAL ASSESSMENT ROLL NO. 16-519
FOR 2015-2016 SIDEWALK IMPROVEMENT PROJECT**

WHEREAS, the City Commission approved Special Assessment Roll No. 16-519 on April 4, 2016, and

WHEREAS, the actual costs of the completed project were different than the estimated costs and the actual footages installed were different for some of the parcels than the original estimates, and

WHEREAS, the City Assessor or his/her designate prepared an amended Special Assessment Roll No. 16-519 to reflect actual unit costs and actual square footages, and

WHEREAS, the Big Rapids City Commission held a public hearing on October 17, 2016, to consider any objections to said amended roll, at which time the amended special assessments were confirmed.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission hereby approves said amended Special Assessment Roll No. 16-519 to be spread over a three (3) year term payable in three (3) annual installments with interest at three percent (3%) per annum due each February 1st, beginning February 1, 2017 and directs the City Assessor to deposit said amended roll with the City Clerk for endorsement as to the date of confirmation, and

BE IT FURTHER RESOLVED, that upon confirmation by the City Clerk, said roll shall be transmitted to the City Treasurer for collection.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: October 17, 2016

I hereby certify that the foregoing resolution is a true and complete copy of a resolution of the City of Big Rapids duly adopted at a regular meeting of the City Commission of said City held on October 17, 2016.

I further certify that said resolution has been recorded in the Minute Book of the City of Big Rapids and that such recording has been authenticated by the signatures of the Mayor and City Clerk.

Tamyra Gillis, City Clerk

Dated: October 19, 2016

RESOLUTION NO. 16-112

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

RESOLUTION APPROVING MEAD AND HUNT TO PROVIDE ENGINEERING SERVICES TO DESIGN THE AIRPORT PERIMETER FENCE PHASE I

WHEREAS, the City Commission per resolution No. 16-99, dated October 3, 2016, hired Mead and Hunt as the City's engineering firm for Roben Hood airport, and

WHEREAS, the City desires to engage Mead and Hunt to perform professional engineering services for the Airport Perimeter Fence Phase I project at Roben Hood Airport, and

WHEREAS, the estimated cost of this study is \$22,825.00, which will be funded on a grant from the State and National Government and will cost the City of Big Rapids approximately \$1,200.00.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission approve the contract with Mead and Hunt for the Airport Perimeter Fence Phase I design and authorize the Mayor to sign said contract.

BE IT FURTHER RESOLVED, that the funding for this project has been approved in the City's Airport Capital Improvement Plan and will be expensed to Account No. 295-249-802-008 ("Engineering – Airport Fence).

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: October 17, 2016

RESOLUTION NO. 16-113

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

RESOLUTION AUTHORIZING FLEIS AND VANDENBRINK TO UPDATE THE CITY'S MAXIMUM ALLOWABLE HEADWORKS LOADING EVALUATION FOR THE BIG RAPIDS WASTEWATER TREATMENT PLANT

WHEREAS, the Michigan Department of Environmental Quality requires an analysis to be performed on wastewater coming into the Big Rapids plant a minimum of each five years, and

WHEREAS, the last Maximum Allowable Headworks Loading Evaluation was completed over four years ago making the onset of an updated evaluation necessary, and

WHEREAS, the wastewater contaminant levels documented in these studies are a major factor in the practical operation of the plant, the approach to contaminant removal, and the future plant design improvements, and

WHEREAS, Fleis and VandenBrink have been employed as City Engineers based on their ability and competence in completing wastewater projects, including headworks studies, and

WHEREAS, the estimated cost of this study is \$11,800.00.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission authorize the Maximum Allowable Headworks Loading Evaluation to be completed according to the attached scope of services dated October 13, 2016, and titled "Big Rapids WWTP: Maximum Allowable Headworks Loading (MAHL) Evaluation" and authorize Mark Gifford to sign said document.

BE IT FURTHER RESOLVED, that the cost of this study be expensed to Account No. 598-560-802.955 (Engineering – Headworks Loading Evaluation)

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: October 17, 2016

UNSCHEDULED BUSINESS

- City staff met with the Bonner Advisory Group and will give an update at a later date.
- Commissioner Hogenson commented that fundraising for the Chamber's Welcome Center is 2/3 – 3/4 completed. The goal is to raise \$150,000.
- Commissioner James asked why the City was planting trees on the old Hanchett's site. Mr. Sobers stated that the trees are in the right-a-way and the City has always planted in the right-a-way.
- Commissioner Anderson commented that the new parking signs on Locust St. were a long time coming, but people are still parking where they should not be.
- An environmental group from Ferris with around 55 students cleaned up some of the City's alleys. They found that the biggest problem were the dumpsters because they are not on a solid surface. Had a great turnout and a great day.
- The Fall Festival is the end of October with a variety of events downtown.
- Richard and Rose Mary Jennings celebrated their 50th wedding anniversary on September 4, 2016. Congratulations to Richard and Rose Mary.
- There will be no City Commission Retreat on October 31, 2016. If there are any retreat topics they may be able to be discussed at the November 7th or November 21st meeting.
- Commissioner Anderson commented that East Grand Rapids put together a resolution to change Columbus Day to Indigenous People's Day. Traverse City, Alpena, and Ann Arbor have all voted to recognize the second Monday of October as Indigenous People's Day. Commissioner Anderson would like the Commission to discuss Big Rapids changing the name from Columbus Day to Indigenous People's Day.

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

* * * * *

Mayor Mark J. Warba

Tamyra K. Gillis, City Clerk