

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 Manager Mark Gifford; City Attorney Eric D. Williams; and City Treasurer Aaron Kuhn.

Absent: None

There were 12 people in the audience.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF THE AGENDA**

**APPROVAL OF MINUTES**

Commissioner Hogenson moved, seconded by Commissioner Anderson that the minutes of May 3, 2017 special meeting be accepted.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

Commissioner Anderson moved, seconded by Commissioner Rothstein that the minutes of May 15, 2017 regular meeting be accepted.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

**SPECIAL ORDERS OF THE DAY** – None

**STUDY SESSION**

a. Ives Ave. Drain Presentation – Jackie Fitzgerald and the Spicer Group

Jackie Fitzgerald, Mecosta County Drain Commissioner, introduced the Spicer Group who did the preliminary inspection report of the Ives Drain. The Spicer Group did a Power Point presentation which documents the existing condition of the proposed Ives Drain and tributary drains. The report also provides background information and known condition problems on the proposed drain. This project is estimated to cost 2 million dollars and can be done in two phases.

The following are steps that will need to be taken to begin this project:

- Establish a drainage district – Mecosta County Drain Commissioner does this
- Determine how much rain run off there is

- Have a field inspection done
- Meet with City, Township, and Ferris State University
- Get cost estimates

To form the district the following steps need to be taken:

- Have a study done
- The City, Township, Road Commission and or land owners would have to petition (Chapter 3 of the Drain Code) for the district to be formed
- Sign the order and place in a file
- Notify residents that there is an order of a drainage district
- Public Hearing (Chapter 4 of the Drain Code) would need to be conducted
- Board of Determination (3 member board)
- Another public hearing with notification of all land owners in the district
- Appeals process
- Hire engineer for design and bidding process
- Informational hearings – at this point it would be known what part of the drain would be addressed first
- Easements from property owners

Cost Sharing – This would be done by an assessment through the Mecosta County Drain Commissioner. Based on run off and benefit, a portion is given to the City at large for City streets and for health and welfare, a small portion to the township, portion to the county at large for benefits to county roads and for health and welfare, and the remaining percentage of cost would go to the land owners that are contributing to the run off. Under the National Drain Code Ferris State University is not required to pay any amount of money for these projects. However, Ferris has been attending the Spicer Group's meetings and have stated that they will pay something.

Jackie Fitzgerald stated that she would be providing the two resolutions that would need to be approved if the Commission decides to move forward. Both of these resolutions could be passed at the same meeting. There may be grants available to help with some of the cost. If the project is initiated soon, the start date would be February/March of 2018.

Commissioner James asked about the City's portion. The City would be responsibility for approximately 10-15%, which would be based on city streets and right of ways. In order to pay for the drain as a whole, the Drain Commissioner will take out bonds and determine the assessment. Approximately 40% will be paid by the entities and 60% will be paid by the property owners. This assessment could be spread over 15-20 year period and would appear on the winter tax bill.

Ms. Fitzgerald commented that once the drain is created and established it is done. Any maintenance on the system, once it is created, will be spread out among the district. The entities and the property owners would share in that cost.

Kathy Filkins, 918 Cherry, commented that the City attempted to fix an area just above her property this spring, but unfortunately, it did not fix the sewer smell after a rain that is

still coming from the creek. The creek in her backyard used to be small enough to jump across in 1985. Over the years, it has gotten bigger and cannot be jumped across any more.

There will be more discussion of the Ives Drain at a later Commission meeting.

**PUBLIC COMMENT** – None

The commission took a five-minute break.

**PUBLIC HEARING** – None

**RESOLUTION NO. 17-66**

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

**RESOLUTION ADOPTING THE CITY OF BIG RAPIDS  
GENERAL APPROPRIATIONS ACT FOR FISCAL YEAR 2017 – 2018**

WHEREAS, the City of Big Rapids is required to adopt a budget for the fiscal year beginning July 1, 2017 and

WHEREAS, the City Manager presented a budget in accordance with Public Act 621 of 1978 (MCL 141.435) to the City Commission on May 1, 2017, being the General, Special Revenue, Debt Service, and Capital Projects Funds and Information Summaries of the Enterprise, Internal Service and Fiduciary Funds, and

WHEREAS, a duly advertised, charter required public hearing was held May 1, 2017 to receive comments regarding the FY 17-18 proposed City Budget.

NOW, THEREFORE, BE IT RESOLVED, that the budget document presented with this resolution be adopted as the City's 2017/18 fiscal year budget and that the revenues for fiscal year commencing July 1, 2017, and ending June 30, 2018, on a fund and source basis are estimated as follows:

<b>GENERAL FUND</b>		
Taxes	\$4,775,200	
Licenses & Permits	53,100	
Grants	2,009,300	
Charges & Services	691,700	
Fines & Forfeits	81,800	
Interest & Rents	16,400	
Other	91,100	
Transfers-In	<u>1,190,800</u>	
TOTAL GENERAL REVENUES		\$8,909,400
<b>MAJOR STREETS FUND</b>		
State Trunkline Maintenance	\$106,300	

State Gas & Weight Tax	636,300	
Interest Earned	1,000	
Other	<u>30,500</u>	
TOTAL MAJOR STREET REVENUES		\$774,100

**LOCAL STREETS FUND**

State Gas & Weight Tax	\$233,400	
Interest Earned	500	
Interest Charged	500	
Other	500	
Transfers-In	<u>150,000</u>	
TOTAL LOCAL STREET REVENUES		\$384,900

**POOL FUND**

Interest Earned	\$ 100	
Other	2,200	
Charges for Services	37,500	
Transfers-In	<u>140,400</u>	
TOTAL POOL REVENUES		\$180,200

**DOG PARK FUND**

Donations	<u>\$500</u>	
TOTAL DOG PARK REVENUES		\$500

**DOWNTOWN DEVELOPMENT AUTHORITY FUND**

Property Tax	\$24,600	
Interest Earned	300	
Loan Interest	200	
Loan Principal	2,200	
Farmer's Market Fees & Coupons	<u>36,700</u>	
TOTAL DDA REVENUES		\$64,000

**LIBRARY FUND**

Property Tax	\$150,900	
State Grants	12,000	
Sales & Services	5,500	
Income Tax Donation	500	
Penal Fines	110,000	
Library Fines	4,000	
Interest Earned	500	
Other	6,600	
Big Rapids Township 0.2 millage	25,000	
Transfers-In	<u>100,900</u>	

TOTAL LIBRARY REVENUES		\$415,900
<b>AIRPORT FUND</b>		
Community/Municipal Hangar Rents	\$ 23,100	
Leasing/Other Fees	70,900	
Fuel Sales	150,000	
Transfers-In	<u>150,000</u>	
TOTAL AIRPORT REVENUES		\$394,000
<b>PS BLDG DEBT SERVICE FUND</b>		
Property Taxes - Current	<u>\$427,000</u>	
TOTAL PS BLDG DEBT REVENUES		\$427,000
<b>LIBRARY CAP IMPR BNDS-DEBT RET FUND</b>		
Transfers-In	<u>\$54,200</u>	
TOTAL LIBRARY IMPR DEBT REVENUES		\$54,200
<b>WATER DEBT SERVICE FUND</b>		
Transfers-In	<u>\$222,400</u>	
TOTAL WATER DEBT REVENUES		\$222,400
<b>SEWER DEBT SERVICE FUND</b>		
Transfers-In	<u>\$504,900</u>	
TOTAL SEWER DEBT REVENUES		\$504,900
<b>CAPITAL IMPROVEMENT PROJECTS FUND</b>		
Interest Earned	\$ 200	
Transfers-In	<u>5,000</u>	
TOTAL CAPITAL IMPROVEMENT REVENUES		\$ 5,200
<b>INDUSTRIAL PARK INFRA IMPRV FUND</b>		
EDA Grant	<u>\$10,000</u>	
TOTAL INDUSTRIAL PARK INFRA IMPRV REVENUES		\$10,000
<b>HOLLAND PARK VETERANS MEM FUND</b>		
Donations	<u>\$5,000</u>	
TOTAL HOLLAND PARK VETERANS MEM REVENUES		\$5,000
<b>DIAL-A-RIDE FUND</b>		
Grants	\$306,900	
Fares & Sales	160,000	
Interest Earned	200	
Other	1,700	
Transfers-In	<u>139,300</u>	
TOTAL DIAL-A-RIDE REVENUES		\$608,100

**RE-LENDING LOW INTEREST PROGRAM FUND**

USDA Admin Fee, Interest & Principal	\$16,500	
Chemical Bank Interest & Principal	800	
Local Interest & Principal	<u>2,000</u>	\$19,300

**SEWAGE DISPOSAL SYSTEM FUND**

Sales & Services	\$7,000	
Sewer Charges	2,954,700	
Interest Earned	<u>1,000</u>	
TOTAL SEWAGE DISPOSAL REVENUES		\$2,962,700

**WATER SUPPLY SYSTEM FUND**

Sales & Services	\$41,500	
Water Sales	2,532,100	
Interest Earned	<u>5,000</u>	
TOTAL WATER SUPPLY REVENUES		\$2,578,600

**SANITATION FUND**

Sales & Services	<u>\$1,223,100</u>	
TOTAL SANITATION REVENUES		\$1,223,100

**SEWER REPLACEMENT FUND**

Interest Earned	\$3,000	
Transfer-In	<u>349,000</u>	
TOTAL SEWER REPLACEMENT REVENUES		\$352,000

**WATER REPLACEMENT FUND**

Interest Earned	\$2,000	
Transfers-In	<u>485,000</u>	
TOTAL WATER REPLACEMENT REVENUES		\$487,000

**DPW SERVICES FUND**

Services	\$1,167,500	
Other	<u>2,000</u>	
TOTAL DPW SERVICES REVENUES		\$1,169,500

**MOTOR POOL FUND**

Rentals	\$865,900	
Interest Earned	2,000	
Other	8,500	
Transfers-In	25,000	
TOTAL MOTOR POOL REVENUES		\$901,400

**DISC GOLF FUND**

Donations	<u>\$2,300</u>	
TOTAL DISC GOLF REVENUES		\$2,300
<b>MUSKEGON RIVER SAFETY FUND</b>		
Interest Earned	\$ 100	
Contributions	<u>1,000</u>	
TOTAL MUSKEGON RIVER SAF REVENUES		\$1,100
<b>MILLER &amp; AHLGREN TRUST FUND</b>		
Grants	<u>36,100</u>	
TOTAL MILLER & AHLGREN REVENUES		\$ 36,100
<b>SUSAN JENNINGS MEMORIAL FUND</b>		
Interest Earned	\$100	
Donations	<u>1,500</u>	
TOTAL SUSAN JENNINGS REVENUES		\$1,600
<b>PLAYSCAPE FUND</b>		
Interest Earned	<u>\$100</u>	
TOTAL PLAYSCAPE REVENUES		\$ 100
<b>RIVERWALK FUND</b>		
Interest Earned	\$100	
Grants	<u>29,900</u>	
TOTAL RIVERWALK REVENUES		\$30,000
<b><u>ACT 345 RETIREMENT FUND</u></b>		
DC Employee Contributions	\$140,000	
DB Employer Contributions	507,700	
DC Employer Contributions	211,900	
Stock Dividends	250,000	
Bond Interest	<u>25,000</u>	
TOTAL ACT 345 REVENUES		\$1,134,600

BE IT FURTHER RESOLVED, expenditures for the fiscal year commencing July 1, 2017 and ending June 30, 2018, are appropriated on a fund and activity basis as follows:

<b>GENERAL FUND</b>		
City Commission	\$142,700	
Mayor	5,300	
City Manager	157,800	
Elections	11,000	

City Assessor	131,200	
City Attorney	234,100	
City Clerk	112,500	
General and Administrative	31,000	
City Treasurer	459,800	
Income Tax	122,900	
Information Management	690,800	
Public Buildings	95,600	
Personnel Administration	170,300	
Police	2,300,600	
Fire	974,500	
Public Safety	526,700	
Plan Board	1,100	
Neighborhood Services	244,400	
Public Works	515,100	
Sidewalks, Alleys and Storm Sewers	166,400	
Parking	92,000	
Downtown	105,700	
Park Facilities	558,100	
Recreation	88,000	
Debt Service	111,400	
Transfers-Out	<u>710,600</u>	
TOTAL GENERAL EXPENDITURES		\$8,759,600

### MAJOR STREETS FUND

Public Works	\$4,000
Street Construction	252,900
Routine Maintenance	122,300
Sweeping & Flushing	19,800
Trees & Shrubs	10,300
Drainage Structures	43,600
Grass & Weed Control	1,100
Routine Maintenance-Bridges	2,300
Traffic Signs-Maintenance	28,700
Traffic Signals-Maintenance	7,000
Pavement Markings	17,300
Winter Maintenance	127,200
State Trunkline-Traffic Signal Maintenance	5,800
State Trunkline-Surface Maintenance	24,000
State Trunkline-Sweeping & Flushing	10,700
State Trunkline-Trees & Shrubs	1,200
State Trunkline-Drainage Structures	15,100
State Trunkline-Roadside Cleanup	2,000



State Trunkline-Grass & Weed Control	3,400	
State Trunkline-Traffic Signs	2,200	
State Trunkline-Winter Maintenance	84,200	
Transfers-Out	<u>65,600</u>	
TOTAL MAJOR STREET EXPENDITURES		\$850,700

**LOCAL STREETS FUND**

Public Works	\$2,000	
Street Construction	36,300	
Routine Maintenance	142,100	
Sweeping & Flushing	23,600	
Trees & Shrubs	8,600	
Drainage Structures	57,800	
Grass & Weed Control	3,500	
Traffic Signs-Maintenance	16,500	
Traffic Signals-Maintenance	1,000	
Pavement Markings	9,900	
Winter Maintenance	132,300	
Transfers-Out	<u>53,800</u>	
TOTAL LOCAL STREET EXPENDITURES		\$487,400

**POOL FUND**

Operational	\$165,600	
Transfers-Out	<u>14,500</u>	
TOTAL POOL EXPENDITURES		\$180,100

**DOG PARK FUND**

Supplies	<u>\$500</u>	
TOTAL DOG PARK EXPENDITURES		\$500

**DOWNTOWN DEVELOPMENT AUTHORITY FUND**

DDA	<u>\$58,600</u>	
TOTAL DDA EXPENDITURES		\$58,600

**LIBRARY FUND**

Public Buildings	\$47,700	
Community Library	283,500	
Transfers-Out	<u>106,700</u>	
TOTAL LIBRARY EXPENDITURES		\$437,900

**AIRPORT FUND**

Operational	\$286,500	
Debt Service	77,800	
Transfers-Out	<u>38,000</u>	

TOTAL AIRPORT EXPENDITURES		\$402,300
<b>PS BLDG DEBT SERVICE FUND</b>		
Debt Service	<u>\$427,000</u>	
TOTAL PS BLDG DEBT SER EXPENDITURES		\$427,000
<b>LIBRARY CAP IMPR BNDS-DEBT RET FUND</b>		
Debt Service	<u>\$54,200</u>	
TOTAL LIBRARY DEBT SER EXPENDITURES		\$54,200
<b>WATER DEBT SERVICE FUND</b>		
Debt Service	<u>\$222,400</u>	
TOTAL WATER DEBT SER EXPENDITURES		\$222,400
<b>SEWER DEBT SERVICE FUND</b>		
Debt Service	<u>\$504,900</u>	
TOTAL SEWER DEBT SER EXPENDITURES		\$504,900
<b>CAPITAL IMPROVEMENT PROJECTS FUND</b>		
General Government	<u>\$40,000</u>	
TOTAL CAP. IMPR. EXPENDITURES		\$40,000
<b>INDUSTRIAL PK INFRASTRUCTURE IMPRV FUND</b>		
Economic Development	<u>\$10,000</u>	
TOTAL INDUSTRIAL PARK INFRA IMPRV EXPENDITURES		\$10,000
<b>HOLLAND PARK VETERANS MEMORIAL FUND</b>		
Administration	<u>\$5,000</u>	
TOTAL HOLLAND PK VETERANS MEM EXPENDITURES		\$5,000
<b>DIAL-A-RIDE FUND</b>		
Labor	\$335,500	
Administrative & General	70,300	
Materials & Supplies	148,000	
Transfers-Out	<u>54,900</u>	
TOTAL DIAL-A-RIDE EXPENDITURES		\$608,700
<b>RE-LENDING LOW INTEREST PROGRAM FUND</b>		

USDA IRP Principal	\$6,900	
USDA IRP Interest	<u>100</u>	
TOTAL RE-LENDING EXPENDITURES		\$7,000

**SEWAGE DISPOSAL SYSTEM FUND**

Production	\$984,300	
Transmission	392,100	
Customer Services	19,400	
Industrial Pretreatment	132,700	
Lift Stations	14,700	
Big Rapids Township	900	
Transfers-Out	<u>1,145,300</u>	
TOTAL SEWAGE DISPOSAL EXPENDITURES		\$2,689,400

**WATER SUPPLY SYSTEM FUND**

Production	\$919,700	
Transmission	594,200	
Customer Services	20,600	
Transfers-Out	<u>978,900</u>	
TOTAL WATER SUPPLY EXPENDITURES		\$2,513,400

**SANITATION FUND**

Leaf Pickup & Composting	\$63,300	
Garbage Disposal/Composting	961,900	
Customer Services	42,700	
Transfers-Out	<u>129,000</u>	
TOTAL SANITATION EXPENDITURES		\$1,196,900

**SEWER REPLACEMENT FUND**

Equipment & Project Costs	<u>\$663,000</u>	
TOTAL SEWER REPL EXPENDITURES		\$663,000

**WATER REPLACEMENT FUND**

Equipment & Project Costs	<u>\$340,000</u>	
TOTAL WATER REPL EXPENDITURES		\$340,000

**DPW FUND**

Administrative & General	\$1,015,500	
Transfer-Out	<u>148,500</u>	
TOTAL DPW EXPENDITURES		\$1,164,000

**MOTOR POOL FUND**

Administrative & General	\$834,200	
Transfer-Out	<u>71,100</u>	

TOTAL MOTOR POOL EXPENDITURES		\$905,300
<b>DISC GOLF FUND</b>		
Administrative	<u>\$3,600</u>	
TOTAL INSURANCE EXPENDITURES		\$3,600
<b>MUSKEGON RIVER SAFETY FUND</b>		
Administrative	<u>\$1,900</u>	
TOTAL RIVER SAFETY EXPENDITURES		\$1,900
<b>MILLER &amp; AHLGREN TRUST FUND</b>		
Administrative	<u>\$36,100</u>	
TOTAL MILLER & AHLGREN EXPENDITURES		\$36,100
<b>SUSAN JENNINGS MEMORIAL FUND</b>		
Administrative	<u>\$1,500</u>	
TOTAL SUSAN JENNINGS EXPENDITURES		\$1,500
<b>PLAYSCAPE FUND</b>		
Administrative	<u>\$500</u>	
TOTAL PLAYSCAPE FUND		\$500
<b>RIVERWALK FUND</b>		
Administrative	<u>\$29,900</u>	
TOTAL RIVERWALK EXPENDITURES		\$29,900
<b>ACT 345 RETIREMENT FUND</b>		
Administration	<u>\$1,024,900</u>	
TOTAL ACT 345 RETIREMENT EXPENDITURES		\$1,024,900

BE IT FURTHER RESOLVED, the City Manager is authorized to amend individual line items within the FY 17-18 City of Big Rapids Budget such that the General Fund and all other fund totals remained unchanged.

BE IT FURTHER RESOLVED, FUND 701 -- Trust & Agency, FUND 703 -- Tax Collection, FUND 705 -- Income Tax, FUND 750 -- Payroll, and FUND 751 -- Housing -- Payroll do not have budgeted revenues or expenditures, are balance sheet accounts, and therefore, do not have fund balances.

BE IT FURTHER RESOLVED, the FY 17-18 anticipated fund balance carry-overs are recognized such that the expenditures appropriated do not exceed the sum of the anticipated revenues plus the carry-overs on a fund-by-fund basis as attached.

BE IT FURTHER RESOLVED, the City Commission levies a tax of 11.2334 mills for the period of July 1, 2017 through June 30, 2018, on all real and personal taxable

property in the City of Big Rapids, according to the valuation of the same. The remainder of the tax is levied for the purpose of defraying the general expense and liability of the City of Big Rapids and is levied pursuant to the Charter of the City of Big Rapids. The maximum authorized levy according to the City Charter is 15.0 mills.

BE IT FURTHER RESOLVED, the City Commission levies a tax of 1.0000 mil as part of the 11.2334 mills for the period of July 1, 2017 through June 30, 2018, on all real and personal taxable property in the City of Big Rapids, according to the valuation of the same to be used exclusively for the annual street program, to include street and alley surface infrastructure only (asphalt, milling, striping etc.) This mil does not include utility work or complete street rebuilding.

BE IT FURTHER RESOLVED, the City Commission levies a tax of 4.8290 mills for the period of July 1, 2017 through June 30, 2018, on all real and personal taxable property in the City of Big Rapids, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of supporting the retirement plan for qualified personnel of the Department of Public Safety of the City of Big Rapids pursuant to the provisions of ACT 345 of the Public Acts of 1937, as amended, as approved by a vote on August 7, 1972.

BE IT FURTHER RESOLVED, the City Commission levies a tax of 2.8304 mills for the period of July 1, 2017 through June 30, 2018, on all real and personal taxable property in the City of Big Rapids, according to the valuation of the same. This tax is levied for the purpose of defraying the cost of paying principal and interest payments and agent fees for the Public Safety Building bond.

BE IT FURTHER RESOLVED, the City Commission levies a tax of 1.0000 mil for the period of July 1, 2017 through June 30, 2018, on all real and personal taxable property in the City of Big Rapids, according to the valuation of the same to be used exclusively for library operations.

BE IT FURTHER RESOLVED, the City Commission does hereby levy a tax of 2.0000 mills for the period of July 1, 2017 through June 30, 2018 on all real and personal taxable property in the City of Big Rapids, according to the valuation of the same in a district known as Downtown Development District. This tax is levied for the purpose of defraying the cost of Downtown Development Authority.

BE IT FURTHER RESOLVED, the City Commission imposes a 1% administration and collection fee on all levies of property taxes pursuant to MCL 211.44.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: June 5, 2017

Commissioner James would like to have the projected fund balance sheet added to the budget for next year. This is a one sheet addition to the resolution.

**ORDINANCE NO. 703-06-17**

Commissioner Rothstein moved, seconded by Commissioner Hogenson, the adoption of the following Ordinance:

**ORDINANCE AMENDING THE WATER RATES TITLE V,  
SECTION 54.11 OF THE  
BIG RAPIDS CODE OF ORDINANCES**

WHEREAS, the Commission of the City of Big Rapids has determined that a rate adjustment is necessary to pay the increased costs of the water system, and

WHEREAS, the Commission desires to adopt this rate adjustment one year at a time, and

NOW, THEREFORE, the City of Big Rapids ordains:

Section 1. Title V, Section 54.11 is hereby amended to read:

§ 54.11 WATER RATES.

Effective July 1, 2017, the rates to charge monthly for water service shall consist of a base rate without regard to usage, and a commodity charge based on water usage.

INSTITUTIONAL CUSTOMERS

<u>Meter Size (Inches)</u>	<u>Base Rate</u>	<u>Commodity Charge</u>
5/8	\$10.00	\$7.00 per 1,000 gallons
3/4	\$16.80	\$7.00 per 1,000 gallons
1	\$27.67	\$7.00 per 1,000 gallons
1 1/2	\$59.87	\$7.00 per 1,000 gallons
2	\$115.17	\$7.00 per 1,000 gallons
3	\$197.07	\$7.00 per 1,000 gallons
4	\$374.87	\$7.00 per 1,000 gallons
6	\$606.57	\$7.00 per 1,000 gallons

COMMERCIAL/INDUSTRIAL CUSTOMERS

<u>Meter Size (Inches)</u>	<u>Base Rate</u>	<u>Commodity Charge</u>
5/8	\$4.00	\$6.15 per 1,000 gallons
3/4	\$8.25	\$6.15 per 1,000 gallons
1	\$24.68	\$6.15 per 1,000 gallons
1 1/2	\$43.48	\$6.15 per 1,000 gallons
2	\$118.37	\$6.15 per 1,000 gallons
3	\$218.75	\$6.15 per 1,000 gallons
4	\$195.06	\$6.15 per 1,000 gallons
6	\$421.49	\$6.15 per 1,000 gallons

## RESIDENTIAL CUSTOMERS

<u>Meter Size</u> (Inches)	<u>Base Rate</u>	<u>Commodity Charge</u>
5/8	\$4.00	\$6.15 per 1,000 gallons
3/4	\$4.00	\$6.15 per 1,000 gallons
1	\$4.00	\$6.15 per 1,000 gallons

Section 2: Residential customers include single family residence and rentals of 4 living units or less.

Section 3. This ordinance shall be effective upon publication.

Section 4. The Clerk is directed to publish this ordinance in the Pioneer.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the ordinance adopted.

Dated: June 5, 2017

Published: June 12, 2017

There was discussion regarding the City's travel policy. This policy was tabled for further review of the section pertaining to employee's taking their own vehicle to conduct City business.

### **ORDINANCE NO. 704-06-17**

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

#### **ORDINANCE AMENDING THE SEWER RATES, TITLE V, SECTION 54.12 OF THE BIG RAPIDS CODE OF ORDINANCES**

WHEREAS, the Commission of the City of Big Rapids has determined that a rate increase is necessary to pay the increased costs at the wastewater system, and

WHEREAS, the Commission desires to adopt this rate adjustment one year at a time, and

NOW, THEREFORE, the City of Big Rapids ordains:

Section 1. Title V, Section 54.12, is hereby amended to read:

Effective July 1, 2017, the rates to charge monthly for sewer service shall consist of a base rate without regard to usage and a commodity charge based on sewer usage.

COMMERCIAL/ INDUSTRIAL CUSTOMERS, INSTITUTIONAL CUSTOMERS

<u>Meter size (inches)</u>	<u>Base Rate</u>	<u>Commodity Charge</u>
5/8	\$5.40	\$7.00 per 1,000 gallons
¾	\$23.71	\$7.00 per 1,000 gallons
1	\$39.64	\$7.00 per 1,000 gallons
1 ½	\$90.45	\$7.00 per 1,000 gallons
2	\$218.70	\$7.00 per 1,000 gallons
3	\$373.73	\$7.00 per 1,000 gallons
4	\$662.90	\$7.00 per 1,000 gallons
6	\$1,189.64	\$7.00 per 1,000 gallons

**RESIDENTIAL CUSTOMERS**

<u>Meter size (inches)</u>	<u>Base Rate</u>	<u>Commodity Charge</u>
5/8	\$5.40	\$7.00 per 1,000 gallons
¾	\$5.40	\$7.00 per 1,000 gallons
1	\$5.40	\$7.00 per 1,000 gallons

Section 2: Residential customers include single family residence and rentals of 4 living units or less.

Township customers:

The sewer rates charged to customers in Big Rapids Township and Green Township shall be determined by the current User Charge Report.

Industrial Pretreatment Program (IPP):

Commercial, Industrial, and Institutional users shall be charged an additional amount per 1,000 gallons of use for the Industrial Pretreatment Program (IPP) as determined by the current User Charge Report.

Single customer facilities:

Sewer lift stations, facilities, or other services on the system which serve only one customer shall be individually charged the cost of that private service.

Section 3. This Ordinance shall be effective upon publication.

Section 4. The Clerk is directed to publish this ordinance in the Pioneer.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the ordinance adopted.

Dated: June 5, 2017

Published: June 12, 2017



**RESOLUTION NO. 17-67**

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

**RESOLUTION AUTHORIZING THE CITY OF BIG RAPIDS  
CAPITAL BUY IN CHARGE CONSTRUCTION FEE  
WATER INVOICE**

WHEREAS, SGAJ Investments, LLC, paid the City \$67,082.49 for their share of the water main extension along Gilbert Drive and connection fees for the existing Campus Creek apartments on June 2, 2016, and \$19,412.60 for connection fees for Phase I of the Campus Creek Cottages development on December 1, 2016, and

WHEREAS, GFJ BR Cottages, LLC wants to proceed with Phase II of the Campus Creek Cottages development, and

WHEREAS, the MDEQ is requiring the City and GFJ BR Cottages, LLC to complete a loop of the water system on property that is adjacent to the development as part of the permit to extend the water main for Phase II, and the work needed to complete the loop has been estimated by the developer to cost approximately \$24,000 for design, permits, materials and construction, and

WHEREAS, the Connection Fees owed to the City for Phase II are calculated to be \$19,122.84, and

WHEREAS, the City shall credit 50% of the cost (\$12,000) of the loop for the connection fee for Phase II.

NOW, THEREFORE, BE IT RESOLVED, the City and GFJ BR Cottages, LLC agree that the Water Invoice for Phase II connection fees is \$7,122.84.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: June 5, 2017

**RESOLUTION NO. 17-68**

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

**RESOLUTION AWARDING BID FOR CROSS  
CONNECTION CONTROL PROGRAM OF ALL CITY OWNED BACKFLOW  
PREVENTION DEVICES**

WHEREAS, the City of Big Rapids is required by the Department of Environment Quality (DEQ) to prevent backflow and to maintain a Cross Connection Control Program, and

WHEREAS, DEQ has also required the City to implement this backflow prevention program to other water services within the City, and

WHEREAS, the City has solicited bids for a contract period of three years (July 1, 2017 through June 30, 2020), including two, one-year extensions, for the City's Cross Connection Control Inspection Program, whereby one bid was received from HydroCorp of Troy MI at a cost of \$21,696 annually, and

WHEREAS, In the first two years of this new contract, the backflow program will begin to incorporate inspections at residential, commercial and institutional locations with lawn irrigation, as well as, properties with both a well and City water (exterior access only), and

WHEREAS, in year three, HydroCorp will begin incorporating backflow inspections with the rental property inspections.

NOW THEREFORE, BE IT RESOLVED, that the City Commission accepts the bid of HydroCorp for the Cross Connection Inspection Program in the amount of \$21,696 annually and the cost for these services be expensed to Account No. 591-561-801.100.

BE IT FURTHER RESOLVED, that the City of Big Rapids hereby agrees to enter into the contract for a three-year period beginning July 1, 2017 through June 30, 2020 with an option of two one-year extensions and authorizes the Mayor to sign the contract documents.

Yeas: Anderson, Hogenson, James, Rothstein, Warba  
Nays: None  
The Mayor declared the resolution adopted.  
Dated: June 5, 2017

**RESOLUTION NO. 17-69**

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

**RESOLUTION EXTENDING AGREEMENT WITH INTEGRATED CONTROLS, INC.  
FOR INSTRUMENTATION AND CONTROLS PROVIDER AT THE  
WATER AND WASTEWATER PLANTS**

WHEREAS, per Resolution No. 15-66, dated July 6, 2015, the City Commission authorized an agreement with Integrated Controls, Inc. for instrumentation and controls provider at the Water and Wastewater Plants, and

WHEREAS, the agreement allows for two one-year extensions whereby both the City of Big Rapids and Integrated Controls, Inc. has agreed to the second and final one-year extension, and

WHEREAS, staff recommends extending the instrumentation and controls provider agreement with Integrated Controls, Inc. for the second and final one-year extension.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission hereby authorizes the extension of the agreement with Integrated Controls, Inc., for the second and final one-year period of July 1, 2017 through June 30, 2018 for instrumentation and controls provider at the Water and Wastewater Plants.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: June 5, 2017

### **RESOLUTION NO. 17-70**

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

### **RESOLUTION EXTENDING AGREEMENT WITH BIOTECH AGRONOMICS INC. FOR BIOSOLIDS REMOVAL AND DISPOSAL AT THE WASTEWATER TREATMENT PLANT**

WHEREAS, per Resolution No. 14-65, dated June 16, 2014, the City Commission authorized an agreement with Biotech Agronomics, Inc. for biosolids removal and disposal at the Wastewater Treatment Plant, and

WHEREAS, the agreement allows for two one-year extensions whereby both the City of Big Rapids and Biotech Agronomics, Inc. has agreed to the first one-year extension, and

WHEREAS, Biotech Agronomics, Inc. has requested a modest 2.6 percent increase over the current price, and

WHEREAS, staff recommends extending the biosolids removal and disposal agreement with Biotech Agronomics, Inc. for the first one-year extension with the modest increase.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission hereby authorizes the extension of the agreement with Biotech Agronomics, Inc., for the first one-year extension for the period of July 1, 2017 through June 30, 2018 for biosolids removal and disposal at the Wastewater Treatment Plant with the modest increase of 2.6 percent over the current price.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: June 5, 2017

**RESOLUTION NO. 17-71**

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

**RESOLUTION APPROVING DIAL-A-RIDE DEPARTMENT OF TRANSPORTATION CONTROLLED SUBSTANCES AND ALCOHOL TESTING PROGRAM**

WHEREAS, in order for the City of Big Rapids Dial-A-Ride to continue to receive Federal Funds under the 5311 contract, the City must abide by an Alcohol and Drug Policy in accordance with the Federal Transit Administration (FTA), Michigan Department of Transportation (MDOT), and

WHEREAS, the Dial-A-Ride Alcohol and Drug Policy required revisions, which have been completed and approved by the Michigan Department of Transportation and the City Attorney, and

WHEREAS, the revised policy dated March 16, 2017, is hereby attached.

NOW, THEREFORE BE IT RESOLVED, that the City Commission hereby approves the Department of Transportation Controlled Substances and Alcohol Testing Program (FTA) Big Rapids Dial-A-Ride Transit System Policy dated March 16, 2017.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: June 5, 2017

**RESOLUTION NO. 17-72**

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

**RESOLUTION APPROVING TRAFFIC CONTROL ORDER NO. 521 FOR OAK STREET**

WHEREAS, in accordance with the provisions of Act 32, Public Acts of 1956, Section 2.53, the Department of Public Safety has authorized the following traffic control order:

*The "No Parking" sign in the 300 block of Oak St. on the north side of the road, east of S. Warren St, will be moved 20 feet to the east of its current location.*

BE IT RESOLVED, that the City Commission hereby approves the above Traffic Control Order.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: June 5, 2017

**RESOLUTION NO. 17-73**

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

**RESOLUTION AUTHORIZING CITY STAFF TO APPLY FOR A  
DEPARTMENT OF JUSTICE GRANT FOR A  
USE OF FORCE SIMULATOR FOR THE  
DEPARTMENT OF PUBLIC SAFETY**

WHEREAS, the Department of Public Safety implemented a regional Citizen's Police Academy last year, which was well received by the community, and

WHEREAS, the last class of the academy program focuses on the topic of police and their use of force, which often elicits highly emotional responses in communities and scrutiny from the media, and

WHEREAS, The Community Oriented Policing Services (COPS) Office through the Department of Justice is accepting grant applications and is seeking to award one or more projects totaling up to \$300,000 that promote building relationships with communities to enhance officer safety, and

WHEREAS, the funds from this no match grant will be used to purchase a Use of Force Simulator valued at \$90,000 and will be used as part of the Citizen's Police Academy to add insight on how difficult some public safety situations are and how quickly they evolve.

NOW, THEREFORE, BE IT RESOLVED, that the Big Rapids City Commission authorizes City Staff to apply for the Department of Justice Grant and submit the grant application documents, and authorizes the Mayor and/or Public Safety Deputy Director Steve Schroeder to sign the necessary application documents and assurances for the grant on behalf of the City.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: June 5, 2017

**RESOLUTION NO. 17-74**

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

**RESOLUTION AMENDING AIRPORT  
MINIMUM STANDARDS**

WHEREAS, the City Commission adopted the airport Minimum Standards per Resolution No. 09-136, dated November 16, 2009, and

WHEREAS, this template has now been revised to accommodate the need for more precise and appropriate language to the Roben Hood Airport.

NOW THEREFORE, BE IT RESOLVED, that the City Commission approve the amended Minimum Standards for Commercial Aeronautical Activities at Roben Hood Airport.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: June 5, 2017

### **RESOLUTION NO. 17-75**

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

#### **RESOLUTION ACCEPTING PLANNING COMMISSION RECOMMENDATION FOR TEXT CHANGE FOR PARKING REGULATIONS**

WHEREAS, the City Commission per resolution no. 17-42, dated April 3, 2017 referred the review of parking regulations to the Planning Commission, and

WHEREAS, the Planning Commission held a public hearing on May 17, 2017 whereby recommending to require one parking space per bedroom in all single dwelling units, duplexes, and multiple family dwellings.

NOW, THEREFORE BE IT RESOLVED, that the City Commission accept the Planning Commission's recommendations of requiring one parking space per bedroom in all single dwelling units, duplexes, and multiple family dwellings and direct the City attorney to draft an ordinance.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: June 5, 2017

### **UNSCHEDULED BUSINESS**

- Commissioner James asked what vehicle Mr. Gifford takes when going on City business. Mr. Gifford stated that he used a City vehicle.
- Commissioner Anderson commented that there will be a summer concert at the Old Jail on Wednesday at 7:00 p.m.

- Mayor Warba stated that the performance evaluation forms for City Manager and City Treasurer will be handed out at the June 19<sup>th</sup> Commission meeting. These forms will need to be turned back in before July 3, 2017. The review for the City Manager and the City Treasurer will be on the July 3, 2017 City Commission agenda.
- The Mayor asked the Commission to think about medical marijuana and the Ives Drain and whether they wanted to move forward with these two topics with a possible decision before November 2017. Commissioner Hogenson wondered if waiting on the medical marijuana would hurt the people that are currently using it. He would like to hear testimonies from people who have a medical marijuana card.
- Back to The Bricks car show will be June 10<sup>th</sup> in downtown Big Rapids.
- The Mayor and Mr. Gifford will be attending the Big Rapids Charter Township meeting. They will be discussing incorporating Clay Cliffs into the City limits. Clay Cliffs will be on the City Commission agenda on June 19<sup>th</sup>.
- The house at 717 Finley has been taken down. The City needs to think about what to do with this property.
- The Chamber will be moving into their new building and leaving the old building vacant. This building will revert back to the City if left vacant. The City will need to think about what they would like to do with the building.

There being no further business to come before the City Commission, the Mayor declared the meeting adjourned at 8:50 p.m.

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 Mayor Mark J. Warba

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 Tamyra K. Gillis, City Clerk