

City Commission  
June 1, 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 18 persons in the audience.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF THE AGENDA**

**APPROVAL OF MINUTES**

Commissioner Anderson moved, seconded by Commissioner Hogenson that the minutes of May 18, 2015 meeting be accepted with corrections.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Commissioner Anderson moved, seconded by Commissioner Hogenson that the minutes of the special meeting of May 21, 2015 be approved.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

**STUDY SESSION**

a. **Baldwin Street Bridge Project Update.**

Todd Richter, Fleis and VandenBrink Engineering, updated the City Commission on the following:

**Hanchett demolition.**

- The majority of the building has been demolished.
- The concrete has been crushed and the two piles will be used on site.
- The remaining building walls along State Street will be chiseled below the grade line and the crushed material will be used for support and fill.
- The crushed concrete will also be used for fill material for the relocation of Baldwin Street to the north.
- There was less concrete for fill than anticipated so additional backfill will be needed for the bridge project. Some fill may also be generated from the sewer project.

- There will be some restoration, including seeding of the slopes. The majority of the site will be left as gravel. There will be a 6-foot fence installed to close the site in.
- The demolition of the tunnel under Baldwin Street will be included in the bridge project.
- The road and bridge project has EDA approval, as well as MDOT approval.
- The project is scheduled for a July 10 letting, with start of construction in August and a proposed completion date of July 2016.
- The goal is to get as much of the road and bridge completed as possible this year. There will be some coordination as to what side of the bridge the work will begin.
- Bids for the Maple Street water main have been received and Gustafson is the low bidder at \$113,500. Main replacement will be done through directional drill under the river.

Update on DIG project. Mr. Richter stated that the DIG project is very close to completion, as most of the work is done. There are some manufacturing difficulties with parts for the bus stop structure. The newer parts do not fit with the older parts. As soon as the parts arrive, that structure will be completed. He stated that the project is still on track for deadlines.

#### b. IPP Update

Bob Wilcox, Fleis and VandenBrink Engineering, reported on the following at the Wastewater Treatment Plant:

- The influent screen replacement has been delivered and the contractor started on site last week. Concrete work is being completed and the new screen will be in operation by the end of the month. Four additional design projects are underway and they will be complete by the end of July.
- The domestic background sample has been completed for the Industrial Pre-Treatment Program to update the surcharge portion of the User Charge System, reflective of the residential wastewater.
- They are working on protocols to improve the grease control program to help protect the wastewater collection system into the treatment plant.
- They are developing a base line category for food service establishments, which are typically large portion of the higher strength wastewater dischargers, to assist in categorizing these establishments and developing a more streamline system of surcharges for the additional costs related to treating this wastewater.

City Manager Steve Sobers explained the OM&R Surcharge Cost Portioning and Surcharge Calculation. Letters will be going out to all businesses explaining the program.

### **PUBLIC COMMENT**

Sue Glatz, BRPOA member, expressed concern that there is a drive to establish a historical area. Several members of the BRPOA, who are also land owners within the area, have not received notification of the historical area proposal. There seems to be

four or five people driving this, but no one else knows too much about this proposal. She questioned why notices are not being sent out to property owners informing them how a historical district may affect them.

Mr. Sobers provided the following:

- About 2 – 3 years ago, the historical district committee was formed. BRPOA members, along with all other interested individuals, were invited to join that committee. The Speas, who are rental property owners, were involved with that committee for a short time. There were also a number of other folks who participated.
- What has been done to date is the historical research. The Committee has met these past years and has put together a document that looks at each house individually in the proposed historic district, when it was built, its historic style, and whether it is a conforming or contributing building or not. During that time it is essentially research.
- The research report has been completed, but not yet sent to the State. The next step in the process is for the committee to submit it to the State as a technical journal for them to review to make sure the document meets the technical criteria for a historic district.
- If the report meets the technical criteria, it will come back to the City Commission for review and the beginning of the deliberation if there is a desire to set up a historic district.
- The next step is to write some criteria about the level of architectural importance and how porches, trim, etc., will be handled, as homes are improved in that district.
- Then letters will be sent to every one of the addresses in the historic district as to whether the City proceeds with a historic district or not. During that last two years, it has been an academic pursuit, not a political pursuit. The qualifying determination needs to be made before the City proceeds.

Mr. Mark Sweppenheiser, Neighborhood Services Director, stated that once he receives a copy of the report, it will be available at the Library, City Clerk's Office and on-line for review.

Ms. Glatz stated that the proposed map does not include the beautiful homes behind the Charter School that are historic homes from the historic days belonging to persons who founded Big Rapids. Mr. Sobers stated there is not an objection to having 3 or 4 historic districts. The study group started with the area they selected, but this could be extended. Mr. Sweppenheiser stated that the area selected include the two oldest plats.

Roger Carver, owner of rental properties questioned the goal of the historical district. His goal is to make better quality housing in the area. He would like to see a mission statement and goal for the historic district so there is something to measure it against to see if a district actually works. He feels as if property rights are about to be invaded without a goal or mission statement. There must be a decision of what is expected to be gained, then a decision if people really want to move ahead with it.

Mayor Warba stated that a decision pertaining to a historic district has not yet been decided. He recognized Mr. Carver's contribution to the community. He asked staff to explain the goal and purpose of a historic district.

Mr. Sobers explained that the goal of an historic district is to look at the architectural significance of the exterior of homes as they have existed in the past and to preserve it. There are examples where people have torn off old front porches and not put them back that render a home insignificant in terms of the architectural history of the area. There are times that elements are added to renovations that are not in keeping with how an area was originally built, and that does have impact on the rest of the neighborhood.

Commissioner James agrees that the program's purpose should not be to make people fix up their homes, because there are ordinances to do that.

Commissioner Hogenson stated that historical value has to have a critical mass of people interested or it will not happen. If it is not of interest to the community, it will not be voted in. It is up to the community to decide whether or not it wants this. The process is just being initiated. Nothing is being implemented other than the steps that need to be followed in order for anyone, including the State, to come to consensus if it is appropriate to consider this district. While someone may view this in a defensive fashion, it is best looked at as an opportunity to preserve what the City now has. If the City does not preserve what it has today, it cannot do that 10 years from now.

Mr. Warba summarized that the goal is preservation of architectural and historical value.

Mr. Carver stated that historical preservation is a labor of love, which requires a core group of people who are willing to take the bad with the good. He believes this core is small and undefined. It will not address the fact that there are a bunch of bad homes that need to be upgraded.

Mr. Sobers stated that the State has to look at the study first to determine if the study is accurate. If the State decides there is not enough validity, they can determine that the historic district is not significant.

The City Commission took a five-minute break.

### **RESOLUTION NO. 15-51**

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

#### **RESOLUTION ADOPTING SECTION Q, SURCHARGES, PAGE 38 OF THE 2015 BIG RAPIDS WASTEWATER USER CHARGE SYSTEM REPORT**

WHEREAS, the City Commission adopted the 2015 Big Rapids Wastewater User Charge System Report per Resolution No. 15-44, dated May 4, 2015 (except for page 38), and

WHEREAS, the data on page 38 Section Q, Surcharges, which pertains to the calculation of costs of high strength waste to industrial and business customers, is now complete.

NOW, THEREFORE BE IT RESOLVED, that the City Commission adopt the attached page 38 Section Q, Surcharges of the 2015 Big Rapids Wastewater User Charge System Report.

BE IT FURTHER RESOLVED, that the Mayor be authorized to sign the completed 2015 Big Rapids Wastewater User Charge System Report.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: June 1, 2015

### **RESOLUTION NO. 15-52**

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

#### **RESOLUTION AUTHORIZING ENGINEERING CONTRACT WITH FLEIS AND VANDENBRINK ENGINEERING, INC. FOR GENERAL ENGINEERING SERVICES**

WHEREAS, the City utilizes the services of professional engineering firms for general engineering services, and

WHEREAS, the City solicited Requests for Qualifications from engineering firms for general engineering services for a term from July 1, 2015 through June 30, 2019, at which time the City may extend the limit of services for two(2), two(2) year extensions. and

WHEREAS, after reviewing the four finalists' engineering proposals and conducting interviews, staff is recommending Fleis and VandenBrink Engineering, Inc. to provide engineering services.

NOW, THEREFORE, BE IT RESOLVED, the Big Rapids City Commission accept the proposal of Fleis and VandenBrink Engineering, Inc., for general engineering services, including but not limited to, wells and well field, water treatment plant, wastewater treatment plant, water transmission and distribution, wastewater collection, water pumping stations, wastewater lift stations, and parks and recreation, including swimming pool.

BE IT FURTHER RESOLVED, that the City Commission hereby authorizes the Mayor to sign the contract between Fleis and VandenBrink Engineering, Inc. and the City of Big Rapids.

Yeas: Anderson, Hogenson, James, Rothstein, Warba  
Nays: None  
The Mayor declared the resolution adopted.  
Dated: June 1, 2015

**RESOLUTION NO. 15-53**

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

**RESOLUTION AWARDING BID FOR MAPLE STREET  
WATER MAIN RELOCATION**

WHEREAS, The Maple Street water main is exposed due to the change in the river channel over time, and

WHEREAS, to insure reliable service to the east side of Big Rapids the line is being replaced with a new 12 inch line that will be bored in deep below the river bed, and

WHEREAS, the City solicited bids for the Maple Street water main relocation, and

WHEREAS, two bids were received with staff recommending that the low bid of Gustafson HDD LLC, be accepted in the amount of \$113,458.00.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission accept the bid of Gustafson HDD LLC for the Maple Street water main relocation in the net amount of \$113,458.00.

BE IT FURTHER RESOLVED, that the cost be expensed from account number 404-728-970.012 (Maple St. Infrastructure DIG).

BE IT FURTHER RESOLVED, that the award of bid be contingent upon review and approval of the bid documents by the Economic Development Administration.

Yeas: Anderson, Hogenson, James, Rothstein, Warba  
Nays: None  
The Mayor declared the resolution adopted.  
Dated: June 1, 2015

**RESOLUTION NO. 15-54**

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

**RESOLUTION AMENDING FISCAL YEAR 2014/2015 GENERAL APPROPRIATIONS  
ACT FOR DONATED FUNDS FOR POOL BUILDING MAINTENANCE**

WHEREAS, the City of Big Rapids adopted FY 2014/2015 General Appropriations on June 2, 2014 per Resolution No. 14-62, and

WHEREAS, each year adjustments are made to revenue and expenditure accounts.

NOW, THEREFORE, BE IT RESOLVED, that the Big Rapids City Commission hereby approves the following budget amendments for Fiscal Year 2014/2015 for donated funds for the pool building maintenance.

Account Number	Account Description	Current Budget	Change	Amended Budget
717-000-675.000	Donations	\$1,500	\$1,200	\$2,700
717-249-732.000	Operational Supplies	\$2,800	\$1,200	\$4,000

BE IT FURTHER RESOLVED, that the City Manager is authorized to amend the FY 2014/2015 City of Big Rapids Budget.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: June 1, 2015

### **UNSCHEDULED BUSINESS**

Commissioner Hogenson expressed a special thank you for the surprise recognition at the last meeting.

Mayor Warba commented on the following:

- The Charter requires the Mayor present a State of the City address, commenting on significant issues facing the City and outlining some goals. He will make that address at either the June 18<sup>th</sup> or July 6<sup>th</sup> meeting.
- June 29<sup>th</sup> will be a City Commission Retreat. Topics will be: Policies, water line freeze up policy, and dumpster/rear yard parking.

There being no further business to come before the City Commission, the Mayor declared the meeting adjourned at 8:14 p.m.

\* \* \* \* \*

\_\_\_\_\_  
Mayor Mark J. Warba

\_\_\_\_\_  
Roberta R. Cline, City Clerk