

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 10 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 February 15, 2016 meeting be accepted.

Yeas: Anderson, Hogenson, James, Warba

Nays: None

**SPECIAL ORDERS OF THE DAY -**

**STUDY SESSION**

- a. Public Input Session for Obtaining Public Input and Ideas for Projects to be Included in the 2016/2017 City Budget.

City Manager Steve Sobers stated that staff is in the process of formulating the budget. This is an opportunity for the citizens to tell the City Commission what they would like to see in the budget. There will be another opportunity in April for the citizens to offer input.

City Treasurer Aaron Kuhn stated that the budget will be presented to the City Commission the first meeting in May, with adoption at the first meeting in June.

There was no public input. There was one correspondence from Ms. Marian Beadle regarding the free flat of Zinnias that the City provides every Spring. She would like to see this continue.

- b. Budget Timeline Update – Aaron Kuhn, City Treasurer, went over the timeline for the 2016/17 budget process. During the week of March 7 – March 11, 2016, Mr. Kuhn and

Mr. Sobers will discuss budgets with department heads. A finalization of the budget is to be ready by April 4, 2016, with a June 6, 2016 date for adoption.

b. Capital Improvement Program Prioritization Plan – Mark Sweppenheiser

Neighborhood Services Director Mark Sweppenheiser presented the Fiscal Year 2016/17 Capital Improvement Program. The list includes items that have a useful life of at least three years and an acquisition cost of at least \$5,000. The items are reviewed by the CIP committee consisting of three members of the Planning Commission. They review the proposed project sites with staff. After that, the committee meets with the department heads. Mr. Sweppenheiser reviewed this year's Planning Commission recommendation for funding, for a total of \$ 1,714,400.

Commissioner Anderson would like to see more money dedicated to street repair. Mr. Sobers commented that the CIP list gives a recommendation, but some of these projects may not be completed due to lack of funds. Sixty to seventy percent of the projects will be completed. Projects such as asphalt improvements for the Riverwalk trail, cameras for the Baldwin Street Bridge, and DART are already known to be grant funded. Mitchell Creek Park has potential to be grant funded.

Commissioner Hogenson expressed his disappointment that Michigan Avenue will not be repaired the way it should be. He appreciates all of the hard work that the CIP Committee does to put together the list of potential projects.

Commissioner James asked if the City could bond out the street repairs and pay back the bond using the 1 mill. Mr. Khun stated that the City could take out a bond for street improvement. Commissioner James would like staff to check into this.

**PUBLIC COMMENT** - None

**PUBLIC HEARING** – None

**RESOLUTION NO. 16-21**

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

**RESOLUTION ACCEPTING PLANNING COMMISSION  
2016/17 CAPITAL IMPROVEMENTS PROGRAM  
PRIORITIZATION PLAN**

WHEREAS, Municipal Policy MIS-11 requires the City to develop a Capital Improvement Program, which is updated annually, and

WHEREAS, the City staff is required to provide the City Commission with the CIP (Capital Improvements Program) in advance of the budgetary process, and

WHEREAS, after soliciting input into the CIP, the Planning Commission makes an advisory recommendation to the City Commission, and

WHEREAS, at their March 2, 2016 public hearing, the Planning Commission made an affirmative recommendation as per the attached FY 2016/17 Capital Improvements Program Listing.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission hereby accepts the Year 2016/17 Capital Improvement Program list as an advisory recommendation from the City Planning Commission.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: March 7, 2016

The Mayor asked if 1002 N. Fourth Avenue had to be sold whole or could someone buy a piece of it. Mr. Williams commented that the City is not limited to selling the entire parcel just because it is configured as one parcel. The Planning Commission in their recommendation should include that the parcel could be sold in a couple of pieces. The City, however, is not required to develop a precise description of the property. The City usually sells by a quick claim deed with no warranty or guarantee as to the exact dimension of the parcel and the title to the parcel. The City acquires land as a gift, tax reversion, or other ways and the piece of property is not always well configured or the description is not always accurate. When the City determines that one of these properties is surplus, staff develops a description and sells it and the buyer is responsible to make sure that they are getting the correct measurements. If the description is more than questionable, the City may have a survey done, but this is very rare.

Commissioner James stated that she has a professional relationship with Ms. Peg Brennan and wondered if that prevented her from voting on the proposed resolution. Mr. Williams stated that it did not.

### **RESOLUTION NO. 16-22**

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

#### **RESOLUTION REFERRING TO THE PLANNING COMMISSION A RECOMMENDATION OF CITY OWNED SURPLUS REAL PROPERTY AT 1002 N. FOURTH AVENUE**

WHEREAS, whenever the City has property that may not be needed, the City Commission has asked the Planning Commission to review this excess property and make a recommendation on its disposition, and

WHEREAS, the property at 1002 N. Fourth Avenue (Parcel No. 54-17-11-124-007) is a vacant lot with a lot size of 1.153 acres.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission refer 1002 N. Fourth Avenue (Parcel #54-17-11-124-007) to the Planning Commission for a recommendation.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: March 7, 2016

Mayor Warba asked why it is important to have a Water Spray Foam Mitigation System and a new Ferric Chloride Delivery Access Port.

Water Spray Foam Mitigation System - Mr. Dave Cushway explained that the Water Spray Foam Mitigation System sprays water on the foamy biological growth that can happen on the irrigation basins in the plant. If this growth gets out of control, it screws up a large portion of the plant and can result in a fecal chloroform violation in the river. The plant is currently entering the likely hood of an ammonia limit on the City's permit. The biological process that provides for nitrification is much more conducive to the growth of this foam. One economical way to treat this foam is to spray it with water, whereby the water breaks the foam down so that it dissolves into the tanks and dissipates more rapidly.

Last fall, the plant was infected with this foam and it took several months to get rid of it and staff exerted a lot of time and effort trying to get rid of it. Staff discussed talking to the DEQ about emergency chlorine which could become very expensive.

New Ferric Chloride Delivery Access Port - Currently the plant gets 4,000 gallons of ferric chloride delivered to the plant by a semi-truck. This truck has to back up through the plant gate and make a 90 degree turn in order to get to the ferric storage building, which is right by the plant office. On one occasion the truck driver hit the office building. With this port, the semi driver could drive into the Win Kellum parking lot, pull up along the fence and this would provide the plumbing necessary to access the opposite side of the building. The cost of the spray foam system is \$50,000 and the access port is \$10,000. These costs are separate from the engineering cost of \$12,800.

Commissioner Hogenson acknowledged that staff is proposing to spend some of the revenue that the Water Plant has already generated.

Mayor Warba commented that just because something is purchased, does not mean that rates need to be increased. Mr. Sobers commented that the City could expect to spend between \$150,000 - \$200,000 each year to keep the plant maintained and up to date.

### **RESOLUTION NO. 16-23**

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

### **RESOLUTION ACCEPTING PROPOSAL FROM FLEIS & VANDENBRINK FOR PROFESSIONAL ENGINEERING SERVICES FOR CAPITAL IMPROVEMENT PROJECTS FOR THE WASTEWATER TREATMENT PLANT**

WHEREAS, two Capital Improvement Projects have been approved for the 2016/17 Capital Improvements Program Prioritization Plan year for the Wastewater Treatment Plant, and

WHEREAS, these two projects are:

- 1) Add a Water Spray Foam Mitigation System to the surface of each of the four aeration basins.
- 2) Add a new Ferric Chloride Delivery Access Port to the existing Ferric Chloride Storage Building, and

WHEREAS, the City has retained Fleis and VandenBrink Engineering Inc. to provide engineering services, with the adoption of Resolution No. 15-52 dated June 1, 2015, and

WHEREAS, the City desires professional services to assist in the design phase, bid phase, and the construction phase, and

WHEREAS, Fleis and VandenBrink Engineering Inc. has submitted a proposal outlining the engineering tasks and services they will provide in the amount of \$12,800.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission hereby accepts the proposal of Fleis and VandenBrink Engineering Inc. to provide engineering services for the three phases of design, bidding and construction in the amount of \$12,800 for the WWTP.

BE IT FURTHER RESOLVED, that the cost be expensed from Account Number 598-560-998.000 (CIP high prioritization).

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: March 7, 2016

### **RESOLUTION NO. 16-24**

Commissioner Rothstein moved, seconded by Commissioner James, the adoption of the following resolution:

#### **RESOLUTION DIRECTING STAFF TO PREPARE ESTIMATES AND DIAGRAMS AND TO ESTABLISH A PUBLIC HEARING DATE REGARDING 2015/2016 SIDEWALK SPECIAL ASSESSMENT PROJECT**

WHEREAS, the City Commission of the City of Big Rapids determines that a public improvement through the new, replacement and repair of certain sidewalks, where required, is necessary and shall be initiated by Special Assessment and therefore;

BE IT RESOLVED, that a public improvement through construction of new sidewalk, replacement and repair of existing sidewalk, is necessary and shall take place within certain properties on the following streets:

300 & 400 Block of 2 <sup>nd</sup> Ave.	300 & 400 Block of Locust St.
100 Block of 3 <sup>rd</sup> Ave.	400 S. Stewart St.
500 Block of Rust Ave.	600 & 700 Block of Willow St.
700 Block of Cherry St.	500 Block of Woodward Ave.
600 Block of Division St.	

BE IT FURTHER RESOLVED, that 50% of the expense shall be paid by each property owner benefited thereby, and 50% of the expense shall be paid by the City of Big Rapids, and that the property owner's expense shall be levied and paid in the manner following:

Full payment to be spread over a three (3) year term payable in three (3) annual installments with interest at the rate of six percent (6%) per annum on all unpaid sums with no interest charged until after the first installment of the special assessment.

BE IT FURTHER RESOLVED, that the said special assessment shall be upon each lot, premise and parcel of land abutting the public improvement on or next to the above list of properties proportionately to the improvement; the expense for said improvement is estimated to be \$4.00 per square foot for installation of four inch (4") thickness sidewalk, \$4.75 per square foot for installation of six inch (6") thickness sidewalk, and \$4.75 per square foot for installation of ramp.

BE IT FURTHER RESOLVED, that the Public Works Deputy Director shall prepare estimates and diagrams and that the estimates and diagrams be filed with the City Clerk for public examination, and the City Clerk shall publicize this public improvement in the Pioneer Press; and that the City Commission will meet on Monday March 21, at 7:30 p.m. in the Commission meeting room of City Hall to consider any objections.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: March 7, 2016

### **RESOLUTION NO. 16-25**

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

#### **RESOLUTION ON CITY MANAGER'S APPOINTMENT TO THE DOWNTOWN DEVELOPMENT AUTHORITY**

WHEREAS, the Downtown Development Authority was created and established pursuant to the terms and provision of Michigan Public Act 197 of 1975, and adopted by the City of Big Rapids in their City Code, and

WHEREAS, members shall be appointed by the chief executive officer of the municipality, subject to approval by the governing body of the municipality.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission hereby confirms the following City Manager appointment:

**DOWNTOWN DEVELOPMENT AUTHORITY**

Randy Ostrander appointed to a full term ending August 2019

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: March 7, 2016

**UNSCHEDULED BUSINESS**

- Commissioner James commented that interviews were held for the new Downtown Business Association Director today. There were five candidates.
- Commissioner Anderson stated that there was an event at Cranker's Brewery called Local Food Movie Night on February 25<sup>th</sup>. This event was organized by John Ward of Ward Vegetables and other local businesses. The event had a very good turnout. Commissioner Anderson is looking forward to the Farmer's Market opening in May.
- The Bonner Advisory Group will hold a kick-off meeting on March 21, 2016 from 11:00 a.m. till 1:00 p.m. to discuss the redevelopment of the Hanchett site.
- There will be a tour of the Baldwin Street Bridge on Wednesday, March 9, 2016 at 4:00 p.m. to review the progress. Everyone will meet at City Hall at 4:00 p.m.
- Bill Stanek, Big Rapids Township Supervisor, stated that the bid was given to Steve Jones Construction for the Perry Avenue sidewalk project. The bid came in at \$347,000. Mr. Stanek thanked the City for their partnership.

There being no further business to come before the City Commission, the Mayor declared the meeting adjourned at 7:40 p.m.

\* \* \* \* \*

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

\_\_\_\_\_  
Tamyra K. Gillis, City Clerk