

City Commission
July 5, 2016

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 13 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 June 20, 2016 meeting be accepted.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

SPECIAL ORDERS OF THE DAY – Mayor Warba presented the Proclamation for Park and Recreation Month to Park and Recreation Board members Mark Brejcha and Caryn Schonert.

Designation of July as Park and Recreation Month

WHEREAS, parks and recreation programs are an integral part of communities throughout this country, including the City of Big Rapids; and

WHEREAS, our parks and recreation are vitally important to establishing and maintaining the quality of life in our communities, ensuring the health of all citizens, and contributing to the economic and environmental well-being of a community and region; and

WHEREAS, parks and recreation programs build healthy, active communities that aid in the prevention of chronic disease, provide therapeutic recreation services for those who are mentally or physically disabled, and also improve the mental and emotional health of all citizens; and

WHEREAS, parks and recreation programs increase a community's economic prosperity through increased property values, expansion of the local tax base, increased tourism, the attraction and retention of businesses, and crime reduction; and

WHEREAS, parks and recreation areas are fundamental to the environmental well-being of our community; and

WHEREAS, parks and natural recreation areas improve water quality, protect groundwater, prevent flooding, improve the quality of the air we breathe, provide vegetative buffers to development, and produce habitat for wildlife; and

WHEREAS, our parks and natural recreation areas ensure the ecological beauty of our community and provide a place for children and adults to connect with nature and recreate outdoors; and

WHEREAS, the U.S. House of Representatives has designated July as Parks and Recreation Month; and

WHEREAS, the City of Big Rapids recognizes the benefits derived from parks and recreation resources.

NOW THEREFORE, BE IT RESOLVED BY the City of Big Rapids that July is recognized as Park and Recreation Month in the City of Big Rapids.

Proclaimed this 5th day of July, 2016

Mayor Mark J. Warba

STUDY SESSION

a. Leadership/command staff report – Liz West

Sgt. Liz West attended the MSU School of Staff and Commend and presented a PowerPoint of her Strategic Plan. Some of the highlights are as follows:

Organizational Goal #1

- Strategic Objective 1 – Partner with Ferris Marketing Program to develop a community survey that will address how the community perceives crime in the community, how crime affects them, and how the community perceives the Department of Public Safety.
- Strategic Objective 2 – Reduce traffic crashes and incidents of impaired drivers by increasing proactive traffic enforcement.
 - Assign a traffic car to increase visibility during peak traffic crash times.
 - Assign additional patrol officers during specific days, times and locations that drivers are likely to be engaging in impaired driving.
 - Review street signage.

Organizational Goal #2

- Strategic Objective 1 - Create a leadership development plan for Big Rapids Department of Public Safety Police Division.
 - Identify what training the current supervisors have already received.
 - Recommend leadership training and time frame for supervisors.
 - Implement a mentoring program for non-supervisory employees.

The Department of Public Safety would like to start with the community survey in the fall of 2016 and implement the strategies by July 2017.

b. Hanchett Discussion Factors – Steve Sobers

Steve Sobers, City Manager, stated that the City has met with the Bonner Advisory Group regarding the marketing of the Hanchett site. Mr. Sobers went over some of the discussion factors which highlighted the following:

- Site access from State Street at the north end of the property - Meeting has been set to discuss this with MDOT.
- Sewer line on the property, move it or abandon it – Bonner suggested taking care of this issue before a developer is identified.
- Purchase Price – City would like to recover enough money in the sale of the property to retire the debt on the property. The City should determine what the absolute minimum price will be.
- Brownfield TIF - Should be used to maximize the assemblage and development of adjacent and continuous properties that will continue to enhance the area and help achieve the City's overall vision.
- Simonds/Water Plant Future - The Water Plant debt will be paid off in 2019 and plans are being made to move the plant to the Roben Hood Airport and design a new facility for the wells currently being used as the source of City water. The City has been in discussions with Simonds International regarding possible relocation to the east side of the river.
- Zoning Issues – Currently the property is zoned "Industrial". It is expected that a zoning change will need to be made.
- Parking Flexibility – The ultimate end use and development should be considered first. Parking needs should be looked at second to make sure the City can accommodate the development.

- Selling of residual land (environmental) on State Street and Baldwin to the right-of-way. Due to several cleanup issues which have been buried under the berm against State Street and Baldwin Street the City expects to retain ownership of these parcels. However, if a developer needs any access across these properties then the land should be for sale.
- Fence Toward River – The fence is expected to be removed and retained for future City projects.
- Abandon Riverwalk North of Trail – There is no interest in abandoning the Riverwalk or removing the shelter installed for citizen use on the east site of the Hanchett property.
- Student Rental – The City does not wish for the property to be used as student rental housing.

Mr. Sobers hopes to have a brochure created by the Bonner Advisory Group in the next couple of weeks.

c. Surplus Properties – Mark Sweppenheiser/Steve Sobers

Mark Sweppenheiser, Director of Neighborhood Services, presented six parcels of City land that will be offered as surplus. These parcels will be as an action item at a future City Commission meeting. These properties are as follows:

- 119 second Avenue - City owned parcel that was purchased through the Buy Back the Neighborhood program. The Planning Commission has recommended that the property be considered surplus.
- 318 S. Third Avenue – this property contains two parcels. Both parcels are zoned R-3 and are located on the east side of the Muskegon River. The Planning Commission has recommended that these two parcels be considered surplus.
- 1002 Catherine Street – City owned parcel that the City recently granted an easement to Consumers Energy for a utility pole installation. The parcel is zoned R-2. The Planning Commission has recommended that the property be considered surplus.
- 701 N. State Street – Used to be the Dial -A – Ride building at one time. The parcel is zoned C-3. The Planning Commission has recommended that the property be considered surplus.
- 1002 N. Fourth Avenue – This property was purchased by the City from the railroad. This parcel is zoned R-2. This property was reviewed in 2012 and the Planning Commission thought the best use of the property was a screen for Wolverine World Wide parking and declared the property NOT surplus. The City Commission affirmed this recommendation. In 2016 the Planning Commission reviewed this property again and did not believe that there was any new information and recommended that the parcel NOT be surplus.

There will be a special meeting of the Planning Commission on July 6, 2016 at 6:30 p.m. to discuss Wolverine World Wide and their future construction plans for a 15,625 sq. ft. warehouse.

PUBLIC COMMENT

Mark Speas, Big Rapids, asked if the City's debt was reviewed often. Aaron Kuhn, City Treasurer, commented that the City's debt is reviewed often to determine if bonds and other financial obligations can be refinanced at a lower rate. The City's debt threshold is reviewed yearly during the annual audit.

Bill Routley, Big Rapids, asked what 704 N. 4th was zoned. It is zoned R-2.

The City Commission took a five-minute break.

PUBLIC HEARING – None

RESOLUTION NO. 16-61

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

**RESOLUTION ADOPTING THE 2016 DOWNTOWN
BLUEPRINT PLAN BY HYETT/PALMA**

WHEREAS, the Downtown Business Association (DBA) partnered with the City of Big Rapids to participate in the Michigan Blue Print Program for downtown revitalization, and

WHEREAS, a key element of this program is a professional analysis and review of the Big Rapids Downtown and its opportunities by the Hyett/Palma Company, and

WHEREAS, the DBA has adopted the Hyett/Palma report as the masterplan for downtown prosperity and asks the Commission to adopt the plan as well, and

WHEREAS, it is understood that each element of the Hyett/Palma report will have its own implementation schedule and acceptability as part of a five-year plan. It is further understood that each element will need to be debated and adopted as they are accepted and planned in the future with greater detail and precision.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission hereby adopts the Downtown Blueprint Plan as recommended by the DBA.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted

Dated: July 5, 2016

RESOLUTION NO. 16-62

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

RESOLUTION AWARDING BID FOR FERRIC CHLORIDE FOR THE WASTEWATER TREATMENT PLANT

WHEREAS, the City solicited bids for the purchase of Ferric Chloride for the Wastewater Treatment Plant, and

WHEREAS, two bids were received with staff recommending that the bid of Webb Chemical, Muskegon MI, be accepted in the amount of \$0.222 per dry pound/\$444.00 per dry ton, and

WHEREAS, the services were bid for two years beginning September 1, 2016 to August 31, 2018 with an option of 2 one-year extensions.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission accept the bid of Web Chemical for Ferric Chloride for \$0.222 per dry pound/\$444.00 per dry ton.

BE IT FURTHER RESOLVED, that the cost be expensed from account number 590-560-743.000 (Chemicals).

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: July 5, 2016

RESOLUTION NO. 16-63

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

RESOLUTION APPROVING ELECTRICAL AND CONTROL UPGRADES AT THE STATE STREET PUMP STATION

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 Water Plant operates a pumping station and water tower on State Street as part of the City's water distribution system, and

WHEREAS, the pump motor starting and control equipment is 20+ years old and is single-speed which is less-reliable and less energy efficient than current VFD equipment, and

WHEREAS, the City has received a proposal from Integrated Controls, Inc. to install new VFD hardware for each of the three pump motors in the amount of \$20,442.88.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission accept the proposal from Integrated Controls, Inc. to install new VFD hardware for each of the three pump motors in the amount of \$20,442.88 and to expense the cost to Account No. 591-560-801.000 (Contracted Services).

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: July 5, 2016

RESOLUTION NO. 16-64

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

RESOLUTION ADOPTING THE RESTATED PLAN FOR THE CITY OF BIG RAPIDS EMPLOYEES DEFERRED COMPENSATION PLAN (JULY 1, 2016 MERGER AND RESTATEMENT)

The City of Big Rapids, Michigan ("City") hereby adopts the City of Big Rapids Employees Deferred Compensation Plan (the "Plan") with reference to the following:

WHEREAS, on June 1, 1998 the City, by Commission Resolution 98-76, adopted the City of Big Rapids Public Safety Employees Deferred Compensation Plan; and

WHEREAS, on June 21, 1999, the City adopted the City of Big Rapids Non-Bargaining Group Employees Deferred Compensation Plan by resolution 99-89; and

WHEREAS, on September 7, 2004, the City agreed to adopt a Deferred Compensation Plan for the City of Big Rapids AFSCME Local 1865 Employees, a Deferred Compensation Plan under Code section 457 by resolution 04-131; and

WHEREAS, the various plans must be amended and restated to bring them into compliance with several changes in the Internal Revenue Code and regulations adopted subsequent to the adoption of the plans; and

WHEREAS, the City desires to consolidate said plans in the form of this City of Big Rapids Employees Deferred Compensation Plan.

NOW, THEREFORE, BE IT RESOLVED, that the referenced plans are merged into this restated plan and this restated Plan is adopted by the City Commission effective July 1, 2016 with reference to the attached plan.

Yeas: Anderson, Hogenson, James, Rothstein, Warba

Nays: None

The Mayor declared the resolution adopted.

Dated: July 5, 2016

UNSCHEDULED BUSINESS

- Commissioner Anderson's brother was in town from Manhattan and was amazed as to how wonderful the town looked and how well it is taken care of.
- Commissioner Rothstein commented about the Ferris Community Band that played at the City's Bandshell. It was very enjoyable.
- Commissioner James stated that she read an article in the Review Magazine on how Plainwell, MI renovated an old paper mill into their City Hall.
- Commissioner Hogenson has observed that property owners in the City have been investing in their property, which is very nice to see.
- Mayor Warba commented that the City should buy the old depot and make something out of it. The City has previously tried to buy it from the State with no success.
- A letter was sent to the DBA Director Josh Foor regarding the City's vendor ordinance. Waiting on feedback.
- There will be a Commission retreat on August 29, 2016 where the position of City Manager will be discussed.
- The MML Convention is September 14-16, 2016. Please let the City Clerk know if you will be attending.
- Steve Sobers still has a few tickets left for the Rotary Chicken BBQ. If anyone wants to purchase one, please see Steve.
- Bill Routley, Big Rapids, commented that the new Baldwin Street bridge and the Catherine Street intersection looks great. The construction crew were very professional, polite, and well mannered.
- July 18, 2016 at 5:30 will be the dedication and ribbon cutting of the Baldwin Street Bridge.

There being no further business to come before the City Commission, the Mayor declared the meeting adjourned at 8:31 p.m.

Mayor Mark J. Warba

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Tamyra K. Gillis, City Clerk