



BOYNE CITY
CITY COMMISSION REGULAR MEETING
Tuesday, April 14, 2020 at 7:00 p.m.

Due to the COVID-19 situation and per the Governor's Executive Orders 2020-15 and 2020-42 this meeting will be held electronically. To participate via Zoom, connect to:

<https://us02web.zoom.us/j/327074654>

from your computer or by phone by calling 312.626.6799, 929.205.6099

or toll free 877.853.5257 and 888.475.4499

The Zoom meeting id is: 327 074 654.

The public will be allowed to comment during the usual public comment opportunities during the meeting per City Commission policy and practice. All other times the public will be muted.

Written comments will be accepted until 4:30 p.m. Monday, April 13th. They may be mailed to or deposited in the City Hall Drop Box, 319 North Lake Street, Boyne City, MI 49712 to the attention of Cindy Grice, Boyne City Clerk/Treasurer or emailed to cgrice@boynecity.com.

1. MEETING PROCEDURES

A. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

2. ROLL CALL

3. CONSENT AGENDA

The purpose of the consent agenda is to expedite business by grouping non-controversial items together to be dealt with by one Commission motion without discussion. Any member of the Commission, staff, or the public may ask that any item(s) on the consent agenda be removed and placed as the last item under new business to receive full discussion. Such requests will be automatically respected.

A. Approval of the March 17, 2020 City Commission regular meeting minutes as presented

4. HEARING CITIZENS COMMENTS (on non-agenda items; 5 minute limit)

5. CORRESPONDENCE

6. CITY MANAGER'S REPORT

7. REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES

A. Draft Minutes of March 5, 2020 Main Street meeting minutes

B. Draft Minutes of the March 12, 2020 Parks & Recreation Commission meeting minutes

8. OLD BUSINESS

9. NEW BUSINESS

A. 2020 Pavement Rehabilitation Project Award Contract

Consideration to award a purchase order contract to Rieth-Riley Construction for the 2020 Road Rehabilitation Project in an amount not-to-exceed \$275,005 and authorize the City Manager to execute the documents

B. Single Axle - Heavy Duty Plow Truck Purchase Cab & Chassis Supplier Recommendation

Consideration to a purchase order contract to Zarembo Equipment Incorporated of Gaylord, MI for the purchase of an International HV Series Single Axle – Heavy Duty Plow Truck in an amount not-to-exceed \$86,545 per the bid proposal dated 3/19/2020 and authorize the City Manager to execute the documents

C. Single Axle - Heavy Duty Plow Truck Purchase Dump Body & Scraper Supplier Recommendation

Consideration to award a purchase order contract to Truck & Trailer Specialties of Boyne Falls, MI for the purchase of the Dump Body, Scraper & Attachments for the Single Axle – Heavy Duty Plow Truck to be provided under the MI-DEAL State Contract in an amount not-to-exceed \$96,539.74 per the bid proposal dated 3/20/2020 and authorize the City Manager to execute the documents

D. Budget Schedule Update

Consideration to approve the revised budget review and adoption schedule as proposed with a Thursday, April 16, 2020 Budget Overview meeting beginning at 9:00 a.m., a Budget Review session on Monday April 20, 2020 beginning at 8:30 a.m., reserving Tuesday, April 21, 2020 for a continued budget review session if necessary and to change the April 28, 2020 regularly scheduled meeting from noon to 7:00 p.m. to include a Public Hearing and consideration of the adoption of the 202002921 budget, proposed millage and fee schedule with all proposed meeting to be conducted electronically via Zoom or other form that meet the State of Michigan standards

10. GOOD OF THE ORDER

11. ANNOUNCEMENTS

- The Budget Overview Work is scheduled for Thursday, April 16, 2020 at 9:00 a.m. as a Zoom Meeting <https://us02web.zoom.us/j/84652993869>

Meeting ID: 846 5299 3869

One tap mobile

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For this and the other meetings below you can dial by your location using the phone numbers below and the highlighted meeting id for that meeting:

+1 929 205 6099 US (New York)

+1 312 626 6799 US (Chicago)

888 475 4499 US Toll-free

877 853 5257 US Toll-free

- The Budget Work Session is scheduled for Monday, April 20, 2020 at 8:30 a.m. as a Zoom Meeting <https://us02web.zoom.us/j/89725669821>

Meeting ID: 897 2566 9821

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877 853 5257 US Toll-free

- The next regular City Commission meeting is scheduled for Tuesday, April 28, 2020 at 7:00 p.m. as a Zoom Meeting <https://us02web.zoom.us/j/637299401>

Meeting ID: 637 299 401

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877 853 5257 US Toll-free

12. ADJOURNMENT

A copy of this notice was posted April 10, 2020

Cindy Grice
Clerk / Treasurer

Jane Halstead
Deputy Clerk



Scan QR code or go to
www.cityofboyne.com
click on Boards & Commissions for complete
agenda packets & minutes for each board

Individuals with disabilities requiring auxiliary aids or services in order to participate in municipal meetings may contact Boyne City Hall for assistance: Cindy Grice, City Clerk/Treasurer, 319 North Lake Street, Boyne City, MI 49712; phone (231) 582-0334

**MARCH 17, 2020
REGULAR MEETING**

RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT BOYNE CITY HALL, 319 NORTH LAKE STREET, ON TUESDAY MARCH 17, 2020

CALL TO ORDER

Mayor Pro-Tem Grunch called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

Present: Mayor Pro-Tem Ron Grunch, Commissioners Hugh Conklin and Dean Solomon

Absent: Mayor Tom Neidhamer and Commissioner Sally Page

Staff: Michael Cain, Cindy Grice, James Manko and Tim Faas

Others: There were no citizens in attendance.

**MOTION TO EXCUSE
COMMISSIONERS
MOTION**

2020-03-031
Moved by Grunch
Second by Solomon

To excuse Mayor Neidhamer and Commissioner Page from attending tonight's meeting.

Ayes: 3

Nays: 0

Absent: 2, Mayor Neidhamer and Commissioner Page

Motion carried

**CONSENT AGENDA
MOTION**

2020-03-032
Moved by Conklin
Second by Solomon

Approval of the March 2, 2020 City Commission Work Session minutes as presented

Approval of the March 3, 2020 City Commission regular meeting minutes as presented

Approval to authorize a preliminary budget review work session on Thursday, March 19 at 4:30 p.m. in the Parkview Room

Approval to contract with Cummins Bridgeway for annual generator maintenance for the Water/Wastewater operations in the amount of \$2,887.09 and authorize the City Manager to execute the documents

Ayes: 3

Nays: 0

Absent: 2, Mayor Neidhamer and Commissioner Page

Motion carried

CITIZENS COMMENTS

None

CORRESPONDENCE

None

**CITY MANAGERS
REPORT**

City Manager Cain reported:

- Our street sweeper has been out for the first time

- Our aerial truck is now back and in full service.

**Swearing in of New
Deputy Treasurer James
Manko**

Clerk/Treasurer Cindy Grice swore in James Manko as the new Deputy Treasurer for the City of Boyne City.

The February, 2020 Financial Statement was received and filed.

**REPORTS OF
OFFICERS, BOARDS
AND STANDING
COMMITTEES**

Consideration to approve the model resolution supporting an application to the Michigan Department of Natural Resources for a Land and Water Conservation Fund Grant for the Open Space Trail & Pathways Project and authorize the City Manager execute the documents.

**MDNR Land and Water
Conservation Fund
Grant Application
Request for the Open
Space Trail and
Pathways**

Director of Public Works Superintendent Tim Faas said since acquiring the Open Space property in 2018, the City has been actively engaged in soliciting public input on the community's preferred use and development of the land. The Public input sessions yielded a number of amenities to be constructed over time including a non-motorized trail and we recently finalized the conceptual designs, prepared estimates and a construction phasing plan.

The first phases recommended for construction would include Phase 1 (a 10' wide paved non-motorized trail \$229,592) and part of Phase 4 (the pedestrian pathways \$147,008). The preliminary opinion of probable cost of these two phases total \$376,600.

The staff has discussed a strategy with Beckett & Raeder regarding various grant applications through the State of Michigan and/or Federal Government. The team feels that making application to the MDNR for a Federal Land and Water Conservation Fund Grant would provide the best chance of success. This grant requires a fifty (50) percent local match. As such, the amount the City of Boyne City would need to pledge towards the project would be \$188,300, likely provided from its General Fund.

A grant application is being prepared for this request. A resolution in the form attached would be necessary committing the future funds by the City of Boyne City should the grant be awarded and agreements executed in April, or May, 2021. The application is due on/or before April 1, 2020 and the funds would not be available until June 2021

Staff Comments: None

Citizens Comments: None

Board Discussion: All are in agreement with the recommendation.

MOTION

2020-03-033
Moved by Conklin
Second by Solomon

Ayes: 3

Nays: 0

Absent: 2, Mayor Neidhamer and Commissioner Page

Motion carried

MDNR Land and Water Conservation Fund Grant Application Request for the Avalanche Base Area Improvements

Consideration to approve the model resolution attached supporting an application to the Michigan Department of Natural Resources for a Land and Water Conservation Fund Grant for the Avalanche Base Area Project and authorize the City Manager to execute the documents

Director of Public Works Tim Faas stated that we wanted to include a second request as a back up submission in the event the State advises the City to delay for now applying for a grant for the Open Space until the current 2018-2019 Trust Fund Grant is fully closed out. A planning level study was recently completed for the Avalanche base area in tandem with the Open Space study. The public input sessions yielded a number of amenities to be improved over time including reshaping of the sledding hill area, addition of a base area overlook and improved pedestrian pathways around the base area connecting the existing and future amenities. Beckett & Raeder has recently finalized the conceptual designs, prepared estimates and a construction phasing plan.

The first phases recommended for construction and would include Phase I (sledding hill grading, construction of a wooden boardwalk and overlook area and a new 3" wide crushed limestone trail \$231,215) and parts of Phases 2 & 3 (gateway archest to the various trail heads and concrete sidewalks at \$66,760 together with removal and reconstruction of the ice rink at \$55,855). The preliminary opinion of probable costs of these phases total \$353,830.

Staff has discussed a strategy with Beckett & Raeder regarding various grant applications through the State of Michigan and/or Federal Government. The team feels that making application to the MDNR for a Federal Land and water Conservation Fund Grant would provide the best chance of success. This grant requires a 50% local match. The City would need to pledge \$176,915 towards the project, likely provided by the General Fund.

Staff Comments: None

Citizens Comments: None

Board Discussion: After discussion, Commissioners decided to keep our focus on the Open Space at this time.

Aeration Blower Motor Replacement

Consideration to approve for the purchase and installation of two new blower motors for the Wastewater Treatment Plant in the amount of \$7,120 from Professional Pump and authorize the City Manager to execute the documents.

City Manager Cain said that after taking the blower motors at the wastewater treatment plant apart, it was determined that the cost to repair them would be almost as much as the cost of a new motor. The current motors are 14 year old and we are recommending that we purchase new motors rather than repairing the old ones.

Staff Comments: None

Citizens Comments: None

Board Discussion: All are in agreement.

MOTION

2020-03-034

Moved by Solomon

Second by Conklin

To approve for the purchase and installation of two new blower motors for the Wastewater Treatment Plant in the amount of \$7,120 from Professional Pump and authorize the City Manager to execute the documents.

Ayes: 3

Nays: 0

Absent: 2, Mayor Neidhamer and Commissioner Page

Motion carried

**FYE 2021 Budget
Presentation**

Presentation of proposed FYE 2021 City Budget by City Manager Michael Cain

2020-03-035

Moved by Conklin

Second by Grunch

To change the Budget Work Session Meeting date from Monday, March 23 to Tuesday, March 24 beginning at 8:00 a.m.

Ayes: 3

Nays: 0

Absent: 2, Mayor Neidhamer and Commissioner Page

Motion carried

Good of The Order

None

ADJOURNMENT

Motion by Mayor Neidhamer, second by Mayor Pro-tem Grunch to adjourn the Regular City Commission meeting of Tuesday, March 17, 2020 at 7:52 p.m.

Ron Grunch
Mayor Pro-Tem

Cindy Grice
Clerk / Treasurer



Approved: _____

Meeting of March 5, 2020 MINUTES OF THE BOYNE CITY MAIN STREET BOARD REGULAR MEETING HELD ON THURSDAY, MARCH 5, 2020 at 8:30 AM CITY HALL, 319 NORTH LAKE STREET

Call to Order Chair Rob Swartz called the meeting to order at 8:31 a.m.

Roll Call Present: Jodie Adams, Anna Burkhart (arrived 8:49), Michael Cain, Michelle Cortright, Robert Grove, Patrick Little and Rob Swartz

Absent: Becky Harris, Patti Gabos

Meeting Attendance City Staff: Recording Secretary Jane Halstead, Assistant Planning Director Patrick Kilkenny,

Public: One

Excused Absences MOTION Cain moved, Cortright seconded, PASSED UNANIMOUSLY to excuse Becky Harris and Patti Gabos.

Approval of Minutes MOTION Cortright moved, Adams seconded, PASSED UNANIMOUSLY, to approve the February 6, 2020 minutes as presented.

Hearing Citizens Present None.

Received and filed.

Correspondence

The schedule of agenda items was adjusted to accommodate a representative from the Chamber of Commerce.

Intern Partnership

Consideration to partner with the Chamber on hiring an intern to be shared by our organizations for a cost to Boyne City Main Street of \$6,000.

Elizabeth Looze, the treasurer of the Boyne City Chamber of Commerce, was on hand to voice her support of creating a partnership between Boyne City Main Street and the Chamber of Commerce to share an intern from Central Michigan University from May to December of this year. King-Duff also voiced her support. An intern will provide support to BCMS during their busiest time of year and provide for youth outreach.

MOTION

Cain moved, Cortright seconded, PASSED UNANIMOUSLY to enter into the intern partnership with the details to be worked out by the Boyne City Main Street Executive Director.

Committee Reports

Organization Committee

The Organization Committee continues to search for a replacement for Bob Alger. Kelsie's annual review will be scheduled. Discussion continues on the budget, strategic planning and the TIF renewal.

Farmers Market Committee

Minutes received and filed. Committee appointments were discussed as was the Winter market is slower this year. Twenty-five vendors have submitted applications for the summer market so far.

Promotions/Marketing Committee

Minutes received and filed. Paid advertising may include more digital/social media advertising in the future. The photographer contract will be sent out to bid. Chocolate Covered Boyne went well. There was positive feedback on the dessert contest being held at the school. The Jambo event went well.

Design Committee

Minutes received and filed. Budget priorities were discussed.

Economic Vitality/Team Boyne

Team Boyne is moving forward. Discussion took place on how to populate the Economic Vitality sub-committee.

Director's Report

Received and filed. Boyne Thunder registration opened March 1st and went very smoothly. There are 45 sponsors totaling \$180,000 in sponsorship. There are 14 spaces remaining.

Unfinished Business

Strategic Plan

Strategic Plan

Consideration to approve the Strategic Plan as proposed.

MOTION

Cortright moved, Adams seconded, PASSED UNANIMOUSLY to adopt the Strategic Plans as presented.

New Business

Budget Approval

Budget Approval

Consideration to approve the proposed budget for the 2020-21 fiscal year.

The Board reviewed the budget. Highlights include the TIF Renewal, Rivermouth restroom and log cabin improvements. Additional money was also budgeted to help fund the completion of the Pavilion.

MOTION

Cain moved, Cortright seconded, PASSED UNANIMOUSLY to approve the budget as presented.

Graphic Design Services Agreement

Graphic Design Services Agreement

Consideration to approve a 1-year agreement with Kecia Freed Design for graphic design service.

MOTION

Cain moved, Adams seconded, PASSED UNANIMOUSLY to approve a 1 year agreement with Kecia Freed Design for graphic design service.

2020 Accredited Member Sublicense Agreement

2020 Accredited Member Sublicense Agreement

Consideration to approve the Trademark Sublicense Agreement with the National Main Street Center as proposed.

The agreement remains the same.

MOTION

Cain moved, Adams seconded, PASSED UNANIMOUSLY to approve the Trademark Sublicense Agreement with the National Main Street Center as proposed.

BCPS Millage Presentation

Presentation from Patrick Little, Superintendent BCPS

Patrick Little, Superintendent of Boyne City Public Schools was on hand to provide information on the upcoming millage request. Several members of the Board had already seen the presentation so Little suggested meeting with those who hadn't seen it after the BCMS meeting.

Financial Report Review

The Financial Report was received and filed.

Good Of The Order

- City Manager Cain suggested non-controversial agenda items be placed in a consent agenda for Board approval. This Organization Committee can look into this.
- Board members are encouraged to attend the National Main Street meeting when possible. It is a great experience.
- Construction on the Pavilion continues to move along well. Some additional costs will be incurred.
- Evangeline Township was awarded a grant to provide for a Trail Master Plan. Beckett and Rader will create the plan which will provide for trail connectivity between current and planned trails in the township and the City.
- Registration for the 4th of July run and the triathlon opened this week.

Adjournment
MOTION

Cain moved, Cortright seconded, PASSED UNANIMOUSLY to adjourn the March 5, 2020 meeting of the Boyne City Main Street Board at 9:34 a.m.



Approved:

**Meeting of
March 12, 2020**

RECORD OF THE PROCEEDINGS OF THE **REGULAR BOYNE CITY PARKS AND RECREATION COMMISSION MEETING** HELD AT 5:00 P.M. AT CITY HALL ON THURSDAY, MARCH 12, 2020.

Call to Order

Meeting was called to order by Chair Mike Sheean at 5:00 p.m.

Roll Call

Present: Mike Sheean, Tom Smith, Heather Huffstutler, Greg Vadnais, Diane Sterling, and Hugh Conklin

Meeting Attendance

Absent: Alexander and Weick

City Staff: DPW director Tim Faas and recording secretary Barb Brooks

Public Present: two (2)

**Excused Absences
MOTION

Conklin moved, Vadnais seconded, PASSED UNANIMOUSLY to excuse the absence(s) of Alexander and Weick

**Approval of Minutes
MOTION

Conklin moved, Smith seconded, PASSED UNANIMOUSLY a motion approving the February 13, 2020 minutes as presented.

**Citizens Comments
(on non-agenda items)**

Michelle Cortright gave an update regarding the proposed non-motorized, multi-use trails on properties in Evangeline Township. The township received a planning grant to engage consulting firm Beckett & Raeder to develop a trails master plan that will incorporate the school property, City owned property, Conservancy property and adjacent State land. The City and Township applied for funds from the Charlevoix County Parks Millage to construct a parking lot, trailhead and connector trail.

Director's Report

Faas provided a written report.

Correspondence

None

**Reports of Officers,
Boards, and Standing
Committees**

Park Inspection Reports – Discussion on re-assigning parks to members at the next meeting to ensure coverage and include new members.

User Groups – None

Unfinished Business

**Avalanche (base o hill)
and Open Space Master
Plan**

Consultant Tim Knutsen from Becket & Raeder went over the final plans that will be presented to the City Commission at their next meeting for their consideration and adoption. He reiterated that the plans were detailed enough to use to apply for grants but vague enough that we have not limited

our future options.

Budget Update

Under capital improvements, additional funds were added for the Boyne Valley Trail project and shoreline protection and restoration.

New Business

Sun Funds Grant Application for Rotary Park Project **MOTION

The baseball/softball work group suggested that the City apply for grant funds to help complete the project at Rotary Park. **Conklin moved, Sterling seconded, PASSED UNANIMOUSLY** to recommend the City applies for up to a \$1,000 "Sun Funds" grant through the Charlevoix County Community Foundation to assist with the completion of the batting cages and bullpen at Rotary Park.

Proposal to submit a MDNR Land and Water Grant Application

Staff proposed that the City submit a grant application for the DNR's Land and Water grant program to assist in funding a park improvement project. Faas stated that the Open Space pathways is the top priority; however, due to an open Trust Fund grant, we are unsure if this will affect our ability to apply for another Open Space project so staff is suggesting a backup plan of applying for an Avalanche project if the Open Space application is not viable. **Smith moved, Sterling seconded, PASSED UNANIMOUSLY** to apply for a MDNR Land and Water grant with the first priority being the Open Space Pathways and second option Avalanche grading face of hill.

****MOTION**

Parks / Park Buildings Fee Schedule

Staff requested that the board look at the current fee schedule to see if they had any changes they would like to recommend for consideration as the proposed budget is being reviewed. Especially in light of the improvements being made in the pavilion. There was a lot of discussion regarding for profit groups only paying the same as someone having a small family gathering. They asked Faas to research this and come up with a recommendation. The board was comfortable with the fee schedule that was proposed and would like to have further discussions regarding the pavilion in April or May and the fee schedule could be amended if needed.

Adjournment

The March 12, 2020 regular meeting of the Parks and Recreation Board was adjourned at 6:47 p.m.

Barb Brooks, Recording Secretary

CITY OF BOYNE CITY



To: Michael Cain, City Manager
 From: Tim Faas, Director of Public Works
 Date: April 9, 2020
 Subject: **2020 Pavement Rehabilitation Project
 Contract Recommendation**

BACKGROUND:

In October 2019 a representative of Networks Northwest and I conducted a pavement condition rating of all the “non-Federal Aid eligible” streets in the City of Boyne City using the PASER method. The Federal Aid eligible streets had been rated by the County Road Commission earlier in the year. Such a rating should be done at least once every two (2) years in order to help prioritize the required capital preventative maintenance strategy on our pavement assets.

Using the PASER data, I developed a list of potential streets for inclusion in the 2020 Pavement Rehabilitation Project that totaled a little less than \$250,000 based on my engineer’s estimate. There were nine (9) street segments included in our invitation to bid document. Seven (7) of the nine fit the criteria for a crush & shape treatment and two (2) required a repair to longitudinal joints in the asphalt pavement. The average PASER values for these nine streets was 4.5 out of 10.0 with values ranging from 3.0 to 7.0 (note, a higher score represents a better condition).

A new set of bid specifications was developed in January for this year’s project with an objective to providing better technical requirements than our past specifications. The advertisement for bids was placed in the Boyne City Gazette and invitations were emailed to three (3) contractors in the area (i.e. Rieth-Riley, Payne & Dolan and Elmer’s Crane & Dozer).

Just prior to the bidding period, the COVID-19 pandemic struck Michigan; however, the Governor’s Executive Order defines road maintenance and road construction projects as critical infrastructure that may continue. As such, I proceeded with the bid process handling all correspondence with the bidders via phone or email. The bids were due on April 8, 2020 at 1 PM by which time the City received two (2) bids via email as summarized below:

<u>Bidder</u>	<u>Total Amount</u>
Rieth-Riley	\$275,005
Elmer’s Crane & Dozer	\$359,517

Based on the budgets included in the recent submission to the City Commission for 2020/2021, we have enough funds to complete the work despite the total costs being higher than my earlier estimate. Some of the other projects on the 2020 road construction capital list for the upcoming year may need to be deferred if bids continue to come in higher than budgeted. If approved, the project will be done during the late spring.

The \$275,005 in cost for this project is included in the 2020/2021 budget as submitted to the City Commission and would be charged to the following accounts:
 #202-451-987.000 (Major Roads – Construction) \$101,597; and
 #203-451-987.000 (Local Roads – Construction) \$173,408.

It would be prudent to make an award now, before the paving contractors’ schedules fill up for the construction season.

RECOMMENDATION:

It is my recommendation that the City Commission award a purchase order contract to Rieth-Riley Construction for the 2020 Road Rehabilitation Project in an amount not-to-exceed \$275,005. Further, I would recommend that the City Manager be authorized to execute the documents.

OPTIONS:

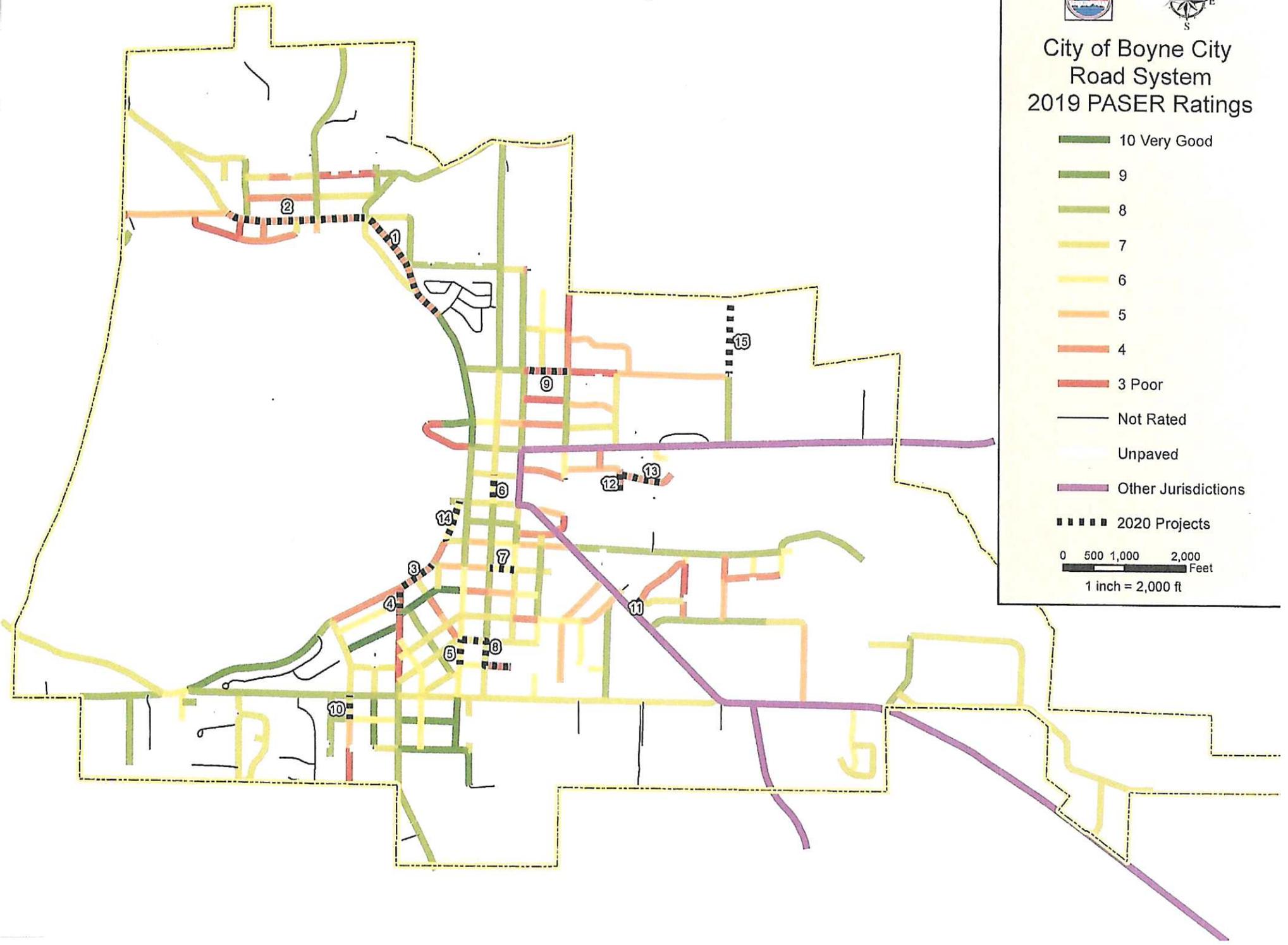
1. That this matter be postponed for further information or consideration
2. That this matter be approved subject to some revision
3. Other options as determined by the City Commission

Encl: Bid Proposal Rieth-Riley April 8, 2020
2019 PASER Ratings Map



City of Boyne City Road System 2019 PASER Ratings

-  10 Very Good
 -  9
 -  8
 -  7
 -  6
 -  5
 -  4
 -  3 Poor
 -  Not Rated
 -  Unpaved
 -  Other Jurisdictions
 -  2020 Projects
- 0 500 1,000 2,000 Feet
1 inch = 2,000 ft



The undersigned, by execution of this contract, certifies that he/she is the Project Manager of the firm named as Rieth-Riley Const Co., Inc that he/she signs the bid on behalf of the firm and that he/she is authorized to execute the same on behalf of said firm

Company Name: Rieth-Riley Construction Co., Inc.

Address: 06795 US 31 N, Charlevoix, MI 49720

Phone: (231) 439-5757 / (231) 330-4267

E-mail: mellwanger@rieth-riley.com

Authorized Agent: Mike Ellwanger

Signature: 

Title: Project Manager

Date: 04/08/2020

0 Number of Addendums Acknowledged

Attach Required References After This Page - See included references

Attach Insurance Certificate (sample) After This Page

- Appropriate insurance certificate will be provided with acceptance of contract.

2020 PAVEMENT REHABILITATION PROJECT

Street Name	From	To	Area (sq yds)	Unit Price	Total Price
Front Street	Pleasant Avenue	Pine Street	2,743	\$21.00	\$57,603.00
Pleasant Avenue	Front Street	Cedar Street	1,064	\$25.00	\$26,600.00
Vogel Street	East Street	Jefferson Street	2,261	\$22.00	\$49,742.00
Second Street	Pleasant Avenue	Trent Street	1,099	\$25.00	\$27,475.00
Hemlock	M-75/Boyne Ave	Wenonah Street	702	\$30.00	\$21,060.00
Oak Street	Adams Street	Spring Street	906	\$24.00	\$21,744.00
Adams Street	Oak Street	Dead End	1,103	\$23.00	\$25,369.00
S Lake Street	Morgan Street	Franklin Street	90	\$34.00	\$3,060.00
Front Street - Local	Water Street	E Main Street	111	\$32.00	\$3,552.00
Mobilization			LS		\$18,800.00
		Sub-total =	10,078		\$255,005.00
		Plus Contingency	LS		\$20,000.00
		TOTAL =	10,078		\$275,005.00

Rieth-Riley Construction Co., Inc.

06795 US 31 North
Charlevoix, MI 49720

Phone: (231) 439-5757
Fax: (231) 347-8862

To:	Boyne City, City Of	Contact:	Tim Faas
Address:	319 Lake Street Boyne City, MI 49712	Phone:	(231) 582-0339
Project Name:	Boyne City 2020 Pvmt Maint	Fax:	(231) 582-6506
Project Location:	Charlevoix County, Boyne City, MI	Bid Number:	
		Bid Date:	4/8/2020

Line #	Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
		Front Street	2,743.00	SY	\$21.00	\$57,603.00
		Pleasant Ave	1,064.00	SY	\$25.00	\$26,600.00
		Vogel Street	2,261.00	SY	\$22.00	\$49,742.00
		Second Street	1,099.00	SY	\$25.00	\$27,475.00
		Hemlock Street	702.00	SY	\$30.00	\$21,060.00
		Oak Street	906.00	SY	\$24.00	\$21,744.00
		Adams Street	1,103.00	SY	\$23.00	\$25,369.00
		S Lake Street	90.00	SY	\$34.00	\$3,060.00
		Front Street - Local	111.00	SY	\$32.00	\$3,552.00
		Mobilization	1.00	LS	\$18,800.00	\$18,800.00
		Contingency	1.00	LS	\$20,000.00	\$20,000.00

Total Bid Price: \$275,005.00

Notes:

- Pricing is based on 1. Completion of all projects at one time. 2. Partial and/or temporary closure of streets during construction. 3. Using 23A or excess pulverized material for temporary approach gravel and/or for driveway approach base material.
- Does not include 1. Subgrade undercutting or base replacement of pulverized areas. 2. Reconstructing or replacing structures for adjustment 3. Incidental HMA 4. Pavement markings
- All items and pricing are tied together. We have included up to 1 paving mobilization(s). Scheduling for paving operations shall be a minimum of a fifteen day written notice for each mobilization. No deduction for bonds, dues, fees, etc. are included. No other bonds, dues, special insurances, permits, fees, etc. are included. All notes, stipulations, and conditions of Rieth-Riley's quotation shall be incorporated into the subcontract, and shall prevail in the event of any conflict with other subcontract conditions. Rieth-Riley Construction Co., Inc. is an Equal Opportunity Employer. This proposal may be withdrawn if not accepted within ~~30~~ 38 days.

Payment Terms:

Invoiced amount due within 15 days of invoice date. Late charge of 1.5% per month to apply after 30 days from invoice date. These terms also apply to work-in-progress billings.

<p>ACCEPTED: The above prices, specifications and conditions are satisfactory and are hereby accepted.</p> <p>Buyer: _____</p> <p>Signature: _____</p> <p>Date of Acceptance: _____</p>	<p>CONFIRMED: Rieth-Riley Construction Co., Inc.</p> <p>Authorized Signature: </p> <p>Estimator: Mike Ellwanger (231) 439-5757 mellwanger@rieth-riley.com</p>
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CITY OF BOYNE CITY

To: Michael Cain, City Manager

From: Tim Faas, Director of Public Works

Date: March 31, 2020

Subject: **Single Axle - Heavy Duty Plow Truck Purchase
Cab & Chassis Supplier Recommendation**

**BACKGROUND:**

The Public Works Department currently has four (4) heavy-duty plow trucks in the fleet. All four trucks are required to provide the current level of service during major winter operations. During the summer months, these multi-purpose trucks are used to grade gravel roads, haul road gravel, sand and debris from construction & maintenance activities. A five (5) year Vehicle Replacement Plan for the department was developed this year as part of the budget preparations. Included in that plan is the scheduled replacement of a 2004 International 7400 heavy-duty plow truck which has exceeded its useful life at 17 years old. The existing truck will be retained as a spare for a couple of years until it is disposed of at auction or bid. Minimal maintenance expenses will be put into the existing truck as it gently comes out of service.

It is common industry practice that the truck cab & chassis is bid separately from the dump body and other attachments to the custom-built truck, which is how we have handled this build. The cab & chassis supplier then works with the "up-fitter" to furnish the final truck. As part of the 2020 FY budget a replacement plow truck was budgeted in the Public Works Motor Pool account. Given the long lead time for the build, the truck would not however be furnished until sometime in the next fiscal year (i.e. 2021 FY).

A comprehensive specification was written in February and a formal invitation to bid was advertised on March 11, 2020. One bid was received by the March 25, 2020 deadline from Zaremba Equipment Incorporated of Gaylord. Zaremba Equipment has supplied the last four heavy duty trucks purchased and currently is the service company for the cab & chassis.

Zaremba Equipment proposed an International HV 507 heavy-duty cab & chassis which meets the specifications and matches the rest of the current fleet of heavy-duty trucks. I would recommend we return the standard fuel tank (-\$500) that comes with the truck and purchase the heated windshield (+\$396), pre-trip inspection lights (+42) and corrosion resistant coating (+\$300) as proposed for a total amount of \$86,545.

The last we heard from the suppliers; a truck ordered in April could be available in December as it takes nine (9) months to complete such a build. As submitted in the requested budget for next year, an amount of \$150,858 was included for this unit. After \$86,545 is deducted for the cab & chassis purchase it would leave us with \$64,313 for the dump body, scraper and attachments which will be short of what is needed and explained further in the recommendation on that item. The purchase would be charged to the Capital Outlay account #661-040-970.000 in the 2020_2021 Motor Pool Budget.

RECOMMENDATION:

It is my recommendation that the City Commission award a purchase order contract to Zaremba Equipment Incorporated of Gaylord, MI for the purchase of an International HV Series Single Axle – Heavy Duty Plow Truck in an amount not-to-exceed \$86,545 per the bid proposal dated 3/19/2020. Further, I would recommend the City Manager be authorized to execute the documents.

OPTIONS:

1. That this matter be postponed for further information or consideration
2. That this matter be approved subject to some revision
3. Other options as determined by the City Commission

Encl: Proposal dated 3/19/2020 from Zaremba Equipment Inc.
 Product Information
 Photo of Truck

The undersigned, by execution of this contract, certifies that he/she is the Agent of the firm named as Zaremba Equipment Inc that he/she signs the bid on behalf of the firm and that he/she is authorized to execute the same on behalf of said firm

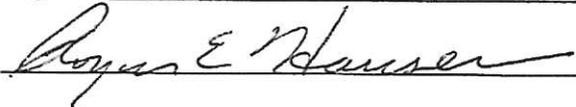
Company Name: Zaremba Equipment Inc

Address: 1734 Dickerson Gaylord Mi 49745

Phone: 989-705-7664

E-mail: roger@zarembaequipment.com

Authorized Agent: Roger E Hansen

Signature: 

Title: Saleman

Date: 03/19/2020

<u>DESCRIPTION & QUANTITY</u>	<u>TOTAL PRICE</u>
1 Single Axle - Heavy Duty Plow Truck (Cab & Chassis)	<u>\$86,307.00</u>

1 Number of Addendums Acknowledged

Attach Required References After This Page

Attach Insurance Certificate (sample) After This Page

<u>Description</u>	(US DOLLAR)	<u>Price</u>
Factory List Prices:		
Product Items	\$135,979.00	
Service Items	\$0.00	
Total Factory List Price Including Options:		\$135,979.00
Freight	\$2,350.00	
Total Freight:		\$2,350.00
Total Factory List Price Including Freight:		\$138,329.00
Less Customer Allowance:		(\$52,037.00)
Total Vehicle Price:		\$86,292.00
Total Sale Price:		\$86,292.00
Total Per Vehicle Sales Price:		\$86,292.00
Total Net Sales Excluding Taxes:		\$86,292.00
MI Title	\$15.00	
Total License, Title:		\$15.00
Net Sales Price:		\$86,307.00

Please feel free to contact me regarding these specifications should your interests or needs change. I am confident you will be pleased with the quality and service of an International vehicle.

Approved by Seller:

Accepted by Purchaser:

Salesman 03/19/20
Official Title and Date

Firm or Business Name

Ray E Hansen
Authorized Signature

Authorized Signature and Date

This proposal is not binding upon the seller without Seller's Authorized Signature

Official Title and Date

The TOPS FET calculation is an estimate for reference purposes only. The seller or retailer is responsible for calculating and reporting/paying appropriate FET to the IRS.

The limited warranties applicable to the vehicles described herein are Navistar, Inc.'s standard printed warranties which are incorporated herein by reference and to which you have been provided a copy and hereby agree to their terms and conditions.

ZAREMBA EQUIPMENT INC.

1734 DICKERSON RD.
GAYLORD, MI 49735

989-705-7664

City OF Boyne City
319 North Lake Street
Boyne City MI 49712

Thank You for the opportunity to bid on your Single Axle Plow Trucks

International HV507 SFA 4X2
Cummins L9 300 HP
Allison 3500 RDS 6 Speed
Meritor RS-30-185 Rear Axle with Locking Differential

\$86,307.00

Fuel Tank Credit If Returned

{ \$500.00 }

OPTIONS

Heated Windshield	\$396.00
Auto Pretrip Light Inspection	\$42.00
Corrosion Resistant E-Coating	\$300.00

Thank You


Roger E Hansen



CITY OF BOYNE CITY

To: Michael Cain, City Manager

From: Tim Faas, Director of Public Works

Date: March 31, 2020

Subject: **Single Axle - Heavy Duty Plow Truck Purchase
Dump Body & Scraper Supplier Recommendation**

**BACKGROUND:**

This item follows my prior recommendation on the Heavy Duty Plow Truck cab & chassis purchase. The second component of the new truck build involves the supply and installation of the dump body, scraper and attachments for the truck cab & chassis to function as a winter plow truck, grader and materials hauling truck.

A comprehensive specification was written in February and a formal invitation to bid was advertised on March 11, 2020. One bid was received by the March 25, 2020 deadline from Truck & Trailer Specialties of Boyne Falls. Truck & Trailer Specialties has supplied the body & scrapers for the last four heavy duty trucks purchased and currently is the service company for the equipment.

Truck & Trailer Specialties proposed an extensive list of components (hydraulics, fuel & oil reservoirs, dump body, conveyor system, salt spreader, lighting, tarp, scraper, front plow hitch & hooks) which meet the specifications and matches the rest of the current fleet of heavy-duty trucks. I would recommend we include the rear hitch system as proposed at \$1,567 for a total amount of \$96,539.74 to be provided under the MI-DEAL State Contract #2000000000034.

As submitted in the requested budget for next year, an amount of \$150,858 was included for this unit. After \$86,545 is deducted for the cab & chassis purchase it would leave us with \$64,313 for the dump body and attachments which will be short of what is needed. We would need to include an additional \$32,227 in the requested item currently before the City Commission for budget review. The purchase would be charged to the Capital Outlay account #661-040-970.000 in the 2020-2021 Motor Pool Budget.

RECOMMENDATION:

It is my recommendation that the City Commission award a purchase order contract to Truck & Trailer Specialties of Boyne Falls, MI for the purchase of the Dump Body, Scraper & Attachments for the Single Axle – Heavy Duty Plow Truck to be provided under the MI-DEAL State Contract in an amount not-to-exceed \$96,539.74 per the bid proposal dated 3/20/2020. Further, I would recommend the City Manager be authorized to execute the documents.

OPTIONS:

1. That this matter be postponed for further information or consideration
2. That this matter be approved subject to some revision
3. Other options as determined by the City Commission

Encl: Proposal dated 3/19/2020 from Truck & Trailer Specialties
Product Information

The undersigned, by execution of this contract, certifies that he/she is the Salesman of the firm named as Truck & Trailer Specialties that he/she signs the bid on behalf of the firm and that he/she is authorized to execute the same on behalf of said firm

Company Name: Truck & Trailer Specialties of Boyne Falls, Inc

Address: P.O. Box 473, 00399 US 131, Boyne Falls, MI 49713

Phone: 888-603-5506

E-mail: rdiamond@ttspec.com

Authorized Agent: Rory Diamond

Signature: *Rory Diamond*

Title: Sales

Date: 3/25/2020

DESCRIPTION & QUANTITY

TOTAL PRICE

1 Single Axle - Heavy Duty Plow Truck (Dump Body & Scraper)	<u>\$94,972.74</u>
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0 Number of Addendums Acknowledged

Attach Required References After This Page

Attach Insurance Certificate (sample) After This Page

FRONT PLOW HITCH

- a. Hustings style heavy duty 34" wide Quick Hitch, top of hitch shall be gusseted with 3/8" plate. Roller plunger pins have grease zerks and secondary locking tabs. Plow cylinder is hydraulic double acting cylinder with the following specifications: 3" diameter bore and 10" stroke 2" socatri 1000 shaft – Boss O-ring ports. Hitch is bolted to a heavy duty structural channel. 12" minimum 20.7 lbs., front bumper with flare back and boxed ends. Hitch includes upper and lower bracing. Hitch and bracing are installed with grade 8 nuts and bolts; and include extended brackets for hood cables & pull back support cable.

PLOW LIGHTS

- a. Auxiliary plow lights and turn signals. Sam part # 1312000 hood mounted, custom built 1/4" thick X 4" wide aluminum brackets with fiberglass in hood support plates, height to be determined at time of installation. Plow lights will have their own switch.

TOW HOOKS

- a. Two hooks shall be rear frame mounted, extra heavy duty minimum 44,000 lb rating, installed using 3/4" grade 8 hardware.

OPTIONS:

1. REAR HITCH SYSTEM, 3/4" Thick full reinforced plate, PH760 Pintle 12,000 vertical tongue weight, 60,000 gross trailer weight (30 ton capacity) swivel design, safety chain loops. Will get height at installation. Gladhands and truck half of trailer connector supplied by Peterbilt.

\$1,567.00 Each

NOTES:

1. **Successful bidder shall consult with City of Boyne City prior to installation of all components for placement and order of operation.**
2. **Bid form must be used when submitting a bid and any specifications and / or exceptions must be fully explained. Please mark each item "YES" if it meets specifications or "NO" if it doesn't and explain the deviation from the specification.**

3. The Board of City of Boyne City reserves the right to accept or reject any and all bids, to waive any irregularities in bids and to make the award of the bid in the best interest of the City. Special consideration will be given to a bidder based on past performance with regard to ability to stock and supply parts and components. The speed in which parts and components are received from suppliers, location of the facility of ship and deliver is very important.
4. The City of Boyne City wants to be invited to the installation shop to go over all phases of placement and installation of equipment and hydraulics.
5. The successful body vendor shall provide hands-on training for the service personnel and operators of the The city of Boyne City.

BID PER SPECIFICATION: \$94,972.74

COMPANY: Truck & Trailer Specialties of Boyne Falls Inc.

ADDRESS: P.O. Box 473, 00399 US 131, Boyne Falls, MI 49713

PHONE: 888-608-5506

SIGNATURE & TITLE: Rory Diamond Rory Diamond Sales

DATE OF BID: 3/25/20



City of Boyne City

MEMO

Date: April 9, 2020

To: Mayor Neidhamer and the Boyne City City Commission

From: Michael Cain, City Manager

Subject: Revise Budget Review/Adoption Dates

Provided for the City Commission's review and consideration is a proposed revised budget review and adoption schedule. This revised schedule is necessary due as a result to recent changes in our operations since the ramifications of the COVID-19 crisis have been inflicted on us all. The schedule was on track thru our March 17th City Commission meeting. The revisions to the schedule pick up at that point. All of the meetings, beginning with the proposed Thursday, April 16th meeting beginning at 9:00 a.m., will be conducted electronically via Zoom or other form that meets the State's standards. Specific participation information will be provided prior to each meeting.

The proposed schedule meets all the City's required budget timelines and other requirements.

The schedule as proposed call for holding our April 28th meeting at 7pm versus the currently scheduled noon time. While this change is not required I think it would be more appropriate to encourage public participation in this matter.

If you have any questions, comments or suggestions regarding the proposed schedule or budget, please let me know.

RECOMMENDATION: That the City Commission approve the revised budget review and adoption schedule as proposed with all meetings to be held electronically.

Options:

- A. Postpone for further review and/or information.
- B. Change the meeting dates and or times to something else.
- C. Other options as determined by the City Commission.

CITY OF BOYNE CITY
TENTATIVE BUDGET SCHEDULE

Fiscal year 2020/2021

Revised 4/9/20

Friday, January 3, 2020

Budget documents are distributed to Department Heads

Friday, January 3, 2020 through Monday, February 3, 2020

Department Heads prepare budgets during this time period. Information is available through the City Manager, City Clerk/Treasurer. Review estimates prepared.

Monday, February 3, 2020

FINAL DAY FOR DEPARTMENT HEADS TO SUBMIT COMPLETED REQUESTED BUDGET FIGURES TO CITY MANAGER.

Monday, February 10 through Monday, February 24, 2020

City Manager reviews budgets with the Department Heads and determines tentative departmental amounts.

Monday, February 17, 2020

Planning Commission Meeting to review Capital Improvement Plan.

Tuesday, March 17, 2020

City Manager submits 2020/2021 Budget to City Commission - Budget Overview

Thursday, April 16, 2020 9:00 a.m.

Budget overview with City Commission

Monday, April 20, 2020 8:30 a.m.

Budget Review session with City Commission.

Tuesday, April 21, 2020 10:00 a.m.

Reserved for continued budget review sessions if necessary.

Tuesday, April 28, 2020 7:00 p.m.

Public Hearing and consideration of adoption of 2020/2021 Budget and Annual Appropriations Ordinance. Adopt proposed millage rate, and Fee Schedule.

Tuesday, April 28, 2020 7:00 p.m.

City Commission consideration of final amendment approval for 2020/2021 Budget.

Friday, May 1, 2020

FYE 2021 BUDGET GOES INTO EFFECT

Balance of 2020/2021 Fiscal Year

Budget amendments as necessary to adjust for COVID-19 impacts

April 2020

April 2020							May 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	1	2	3	4	3	4	5	6	7	1	2
12	13	14	8	9	10	11	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 29	30	31	Apr 1	2	3	4
5	6	7	8	9	10	11
12	13	14 7:00pm City Commission	15 Tax Day (United States)	16	17	18
19	20	21	22	23	24	25
National Volunteer Week						
	5:00pm Planning Commission			5:30pm Airport Advisory Board		
26	27	28 12:00pm City Commission	29	30	May 1	2

May 2020

May 2020						
Su	Mo	Tu	We	Th	Fr	Sa
3	4	5	6	7	1	2
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
Su	Mo	Tu	We	Th	Fr	Sa
7	1	2	3	4	5	6
14	8	9	10	11	12	13
21	15	16	17	18	19	20
28	22	23	24	25	26	27
	29	30				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Apr 26	27	28	29	30	May 1	2 8:00am Buff Up Boyne
3	4	5 5:00pm ZBA	6	7 8:30am Main Street Board mtg.	8	9
10 Mother's Day (United States)	11 12:00pm EDC/LDFA	12 7:00pm City Commission	13	14 5:00pm Parks & Rec	15 Marina Open	16
17	18 5:00pm Planning Commission	19	20	21 5:00pm Historic District	22	23
24	25 Memorial Day Parade/Events (United States)	26 12:00pm City Commission	27	28 5:30pm Airport Advisory Board	29	30
31	Jun 1	2	3	4	5	6