May 9, 2017
REGULAR MEETING

RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD AT BOYNE CITY HALL, 364 NORTH LAKE STREET, ON TUESDAY MAY 9, 2017

CALL TO ORDER

Mayor Neidhamer called the meeting to order at 7:00 p.m. followed by the Pledge of Allegiance.

Present: Mayor Tom Neidhamer, Mayor Pro-Tem Gene Towne, Commissioners Ron Grunch, Laura Sansom and Hugh Conklin

Absent: None

Staff: Jane Halstead, Michael Cain, Scott McPherson, Mark Fowler, Kelsie King-Duff, Barb Brooks, Jeff Gaither and Andy Kovalski

Others: There were eleven citizens in attendance

CONSENT AGENDA MOTION

2017-05-037
Moved by Conklin
Second by Towne

2017-05-037A
Approved the April 25, 2017 City Commission regular meeting minutes as presented
2017-05-037B
Approved the recommendation from the Zoning Board of Appeals to reappoint Pat Kubesh to the Zoning Board of Appeals to expire on September 1, 2019
2017-05-037C
Approved the recommendation from the Zoning Board of Appeals to reappoint Roger Reynolds to the Zoning Board of Appeals board to expire on September 1, 2019
2017-05-037D
Approved the recommendation from the Zoning Board of Appeals to reappoint Bob Carlile to the Zoning Board of Appeals board to expire on September 1, 2020
2017-05-037E
Approved the recommendation from the Airport Advisory Board to appoint Leon Vercruysse to the Airport Advisory Board for the 3 year term ending August 24, 2019

Ayes: 5
Nays: 0
Absent: 0
Motion carried

CITIZENS COMMENTS

None

CORRESPONDENCE

None

CITY MANAGERS REPORT

City Manager Cain reported:

- The City gave away 450 trees for Arbor Day
- The main boat launch and shopper's dock are open
- The ice pole has been removed
- The farmer's market is back at Veteran's Park for the season
- Buff up Boyne has taken place – thanks to volunteers
- The Marina opens on Monday, May 15th
- Mushroom Festival and Craft Beer Block Party coming up next week
- Curbside collection of leaf bags will continue on Mondays and Fridays through the month of May
- At their April 28th meeting, the Michigan Waterways Commission approved the $260,000 grant to start Boyne City's marina expansion
- Savings of energy and money has begun with the installation of the new LED lights with Consumers Energy. Fourteen lights still need to be converted
- The main boat launch will be closed Wednesday afternoon for asphalt repair
- Crack sealing at the airport and on the streets is done. Pavement marking will take place next.
- Next week the new tennis courts will be colored and marked
- The damaged gate at Avalanche will be replaced next week
- The hole at North Lake Street and Vogel will be repaired when new valve parts are received. The leak was caused by faulty bolts. We are looking to replace all similar valve bolts that were used
- Tomorrow at 6:00 p.m. there will be a celebration at the Airport to recognize Leon Jarema's fifty years in aviation. This will be followed by a safety seminar.
- Dennis Amesbury retires this Friday after 33 years of working for the city

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REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES

Draft minutes of the April 5, 2017 Main Street Board Meeting; the April 6, 2017 Main Street Board Work Session; the April 6, 2017 Parks & Recreation Board Meeting; the April 6, 2017 Airport Board Meeting; the April 10, 2017 LDFA Meeting; the April 17, 2017 Historical Commission Meeting and the April 27, 2017 Airport Board Meeting were received and filed.

Open Space Second Appraisal

Consideration to allow staff the opportunity to select a second appraisal bid to not exceed $6,000 and allow the City Manager to negotiate fees based on services needed and to execute all necessary documents to complete the contract.

Barb Brooks reported that a contract was signed with the low bidder for the initial Open Space Appraisal. The Michigan Natural Resources Trust Fund Grant requires that a second appraisal be done. Staff would like to move forward on the second appraisal before the appraisers get too busy to get appraisal done in timely manner.

Staff Comments: None

Citizens Comments: None

Board discussion: Commissioner Conklin inquired how we would decide who would do the second appraisal. Cain stated we would likely go with Michigan Appraisal Company as they didn't require engineering services. Commissioner Grunch asked why the appraisal cost has gone up since 2014. Brooks stated that all the bids came in at a similar rate. They may be more detailed because it is being prepared for grant purposes. All Commissioners are in support.

MOTION

2017-05-038
Moved by Towne
Second by Sansom

To allow Staff to select a second appraisal bid not to exceed $6,000 and allow the City Manager negotiate fees based on services needed and to execute all necessary documents to complete the contract.

Ayes: 5
Nays: 0
Absent: 0
Motion carried

Boyne Valley Trail Phase/Engineering Contract

Consideration to approve the Professional Services agreement with NDG for trail design and construction engineering services for Phase 1 of the Boyne Valley Trailway as presented.

Scott McPherson stated that funding has been secured for Phase 1 of the Boyne Valley Trailway and it is now time to move on with the design and construction of the trail. McPherson reviewed the numbers of the proposed contract with Northwest Design Services (NDG). Design services would be $77,000 and Engineering services would be $58,075 for a total of $133,075. Engineering Services will be reimbursable through the Michigan Natural Resources Trust fund. Dave Boyle of NDG was present at the meeting. His firm has been working on the grant process for the last year and will strive to meet numbers as presented. Trail will be built summer 2018.

Staff Comments: None.

Citizens Comments: Mike Sheean of Boyne Valley Trails has been working on a preliminary plan for nearly 5 years. Preliminary costs have been covered by donations from the public.

Board discussion: City Manager Cain said the trail discussion has been going on for many years. This trail will make important connections between Boyne Falls and Boyne Mountain. Commissioner Sansom asked if trail would be paved and if we had right-of-way. Yes, it will be paved and we have easements. Commissioner Grunch thanked Mike Sheean for getting the trail rolling. Commissioner Conklin asked if funding was secured for both phases. Cain said it is highly likely to be funded but he would not use the wording 'secured' until we actually get the money. Mayor Neidhamer thanked Mike Sheean and said the new trail will be awesome. All Commissioners are in support.

MOTION

2017-05-039
Moved by Grunch
Second by Sansom

To approve the Professional Services agreement with NDG for trail design and construction engineering services for Phase 1 of the Boyne Valley Trailway as presented.

Ayes: 5
Nays: 0
Absent: 0
Motion carried

New City Facilities Furnishings

Consideration to approve the bid from Interphase Interiors in the amount of $64,502.47 to provide furnishings for the new City Facilities and authorize the City Manager to execute the documents .

Barb Brooks stated the City received four bids to provide furnishings for the new City Hall and it is recommended that we go with the low bidder. City Manager Cain said correspondence was received from Northern Design Company and the Chamber of Commerce encouraging the City to award the bid to a local provider. While there is no formal policy to use local businesses it is done when possible. Because there was an $11,000 cost difference it is recommended to not use the local bidder.

Staff Comments: None.

Citizens Comments: None.

Board discussion: Commissioner Towne would like to do business locally but there is quite a difference in cost. He supports the recommendation. Commission Grunch wanted to be sure the quality was the same between bidders. Cain stated we will look at samples and make sure we are comfortable with product. Brooks stated that minimum standards were in the bid specifications. Commissioner Conklin noted that the greatest expense will be the Commission Chambers. Cain stated that we are not furnishing every room with new furniture, mainly the public spaces. The consultant on the project was not the low bidder. Conklin stated that the cost difference was too great to award bid to local bidder. Mayor Neidhamer is in support of recommendation. All Commissioners support recommendation.

MOTION

2017-05-040
Moved by Conklin
Second by Towne

To approve the bid from Interphase Interiors in the amount of $64,502.47 to provide furnishing including delivery and installation for the new City Facilities and authorize the City Manage to execute the documents.

Ayes: 5
Nays: 0
Absent: 0
Motion carried

Voting Equipment Resolution

Consideration to approve the resolution authorizing the City to apply to the Michigan Secretary of State via the Charlevoix County Clerk's office for a grant to purchase the new voting systems from Dominion Voting Systems.

Cain reviewed the recommendation from Cindy Grice to get new voting equipment through a grant provided by the Michigan Secretary of State. The new equipment will include a new tabulator, ballot box and accessible voting machine. Our current equipment is getting old (over 10 years) and does jam and have occasional issues. With the new equipment there will be on-going maintenance costs which will need to be included in future budgets, but nothing excessive. In the past we were fortunate to have Charlevoix County pay those costs.

Citizens Comments: None

Staff Comments: None

Board Discussion: Commissioner Conklin had a question on the application date. Cain stated we are still well within timeline to apply. Commissioner Towne said the new equipment could save us money in the long run and is in support. Sansom in favor of improving voting equipment. All Commissioners are in support.

MOTION

2017-05-041
Moved by Sansom
Second by Grunch

To approve the resolution authorizing the City to apply to the Michigan Secretary of State via the Charlevoix County for a grant to purchase the new voting systems from Dominion Voting Systems under the terms outlined above.

Ayes: 5
Nays: 0
Absent: 0
Motion carried

Plotter Purchase

Consideration to approve the purchase of an HP T2530 Multifunction printer from Engineering Supply for a unit price of $8,200 with a cash trade in of $1,250 for the existing plotter for a total price of $6,950 and authorize the City Manager to execute the documents.

Scott McPherson stated that the current plotter is 15 years old and is in need of maintenance. McPherson solicited bids and received three. He reviewed the bids and is recommending the low bidder, Engineering Supply. The new machine is a 36 inch plotter which is faster and more economical than what we currently have. Purchase will be before May 31 to get the HP rebate and delivery will be after City Hall has moved to the new facilities. McPherson is not recommending purchasing the service contract. The plotter does come with a 1 year warranty.

Staff Comments: Cain loves it when a plan comes together. With the rebate and Saw Grant the cost of the plotter will be about $820. It is a very useful and valuable tool to have which will hopefully last another 15 to 20 years.

Citizens Comments: None

Board Discussion: Conklin asked if we should buy a better piece of equipment since this is so inexpensive. McPherson stated this is all the machine we need. Conklin asked if we do things for the community with it. Yes, we do maps and banners. Commissioner Sansom asked if this is a better machine than what we currently have. Absolutely according to McPherson. Sansom asked if we can get a service contract later if we wanted to. The machine does have a 1 year warranty and we could possibly get a service contract if we thought we may need one at that time. Commissioner Grunch asked about the cost of ink. McPherson didn't have specific numbers but he replaces print heads about once a year for about $40 each. All Commissioners are in full support.

MOTION

2017-05-042
Moved by Towne
Second by Conklin

To approve the purchase of an HP T2530 Multifunction printer from Engineering Supply for a unit price of $8,200 with a cash trade in of $1,250 for existing plotter for a total price of $6,950.

Ayes: 5
Nays: 0
Absent: 0
Motion carried

Small Garage Move

Consideration to approve the bid of $2,500 for J & R Building Mover's Inc to move the small garage from the City Hall site to the Wastewater Treatment Plant yard as well as approve the cost of the blocks and concrete to set the garage on.

Police Chief Jeff Gaither would like to move the small garage which is currently located where the new parking lot at the new facilities will be. He would like it moved to the Wastewater Plant site. It is a good opportunity for additional storage for supplies and vehicles. The Street Department said they would be able to put in block work and the cement foundation for the building. J & R Builders is one of the only operations in the area that does this type of work. Their bid is $2,500.

Staff Comments: Cain stated that we try to reuse anything that we can. If we do move this building we need to relocate it soon before top coat is put on new pavement. It will be good space to store vehicles etc. Cain supports recommendation.

Citizens Comments: None

Board Discussion: Commissioner Sansom asked what budget this will come out of. Cain said the Police Department budget. The size of building is 16 by 24 feet. All Commissioners are in support of the recommendation.

MOTION

2017-05-043
Moved by Sansom
Second by Towne

To approve the bid of $2500 for J & R Building Mover's Inc to move the small garage from the City Hall site to the Wastewater Treatment Plant Yard as well as approve the cost of blocks and concrete on which to set the garage.

Ayes: 5
Nays: 0
Absent: 0
Motion carried

Interview Room Cameras System

Consideration to approve the bid from Habitec Security to install a camera system in the Police Department Interview/Interrogation Room in the amount of $2,561.50 and authorize the City Manager to execute the documents.

Chief Police Gaither is requesting approval to install cameras in the interview room to comply with state law that requires all law enforcement agencies to have an audio/visual recording of interrogations for certain felonies. Currently the Boyne City Police have to transport the interviewee to the County Jail to obtain the recording which is less than ideal. Now is a good opportunity to install the cameras while the new building is still in the construction phase. Two bids were received and Gaither recommends the low bidder of Habitec.

Staff Comments: Cain supports the recommendation. We have the funds to do it and it is a good time to do it with the new construction.

Citizens Comments: None

Board Discussion: Commissioner Towne stated that this type of equipment offers protection to the officers as well as the person being interviewed and he fully supports the purchase. Commissioner Conklin asked why four cameras aren't needed as listed in one of the bids. Gaither explained that 4 were not necessary. Sansom is in favor. It will save time transporting interviewees to Charlevoix. All Commissioners are in favor of recommendation.

2017-04-036
Moved by Conklin
Second by Towne

MOTION

To approve the bid from Habitec Security to install a camera system in the Police Department Interview/Interrogation Room in the amount of $2561.50.

Ayes: 5
Nays: 0
Absent: 0
Motion carried

Good of the Order

- Commissioner Grunch inquired on the clean-up of Maple Lawn Cemetery. Andy Kovolski said that clean-up has started.
- Commissioner Conklin inquired on the progress of the fence at the community garden. Andy Kovolski said that it will be installed in the next 2 weeks. Conklin inquired on the clean-up at the North Boyne Facility. Kovolski that it will happen as soon as time allows.
- Commissioner Sansom thanked the DPW for their assistance with the moving of museum items.
- Mayor Neidhamer would like to discuss the Open Space at the next meeting.
- Commissioner Towne asked about the status of Phase 1 of the Pavilion at Veteran's Park. Cain stated that Ray Kendra is looking into the reconfiguration of the bathrooms. Kelsie King-Duff stated that we are waiting on a cost estimate from Ray Kendra.

ADJOURNMENT

Motion by Mayor Neidhamer seconded by Commissioner Conklin to adjourn the Regular City Commission meeting of Tuesday, May 9, 2017 at 8:24 p.m.

Thomas V. Neidhamer
Tom Neidhamer
Mayor

Jane Halstead
Jane Halstead
Recording Secretary