

**December 14, 2021
REGULAR MEETING**

CALL TO ORDER

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

ROLL CALL

Present: Mayor Hugh Conklin, Mayor Pro-Tem Tim Nemecek, Commissioners Tom Neidhamer, George Lasater, Marty Moody

Absent: None

Staff: Michael Cain, Kevin Spate, Tim Faas, Jessica Puroll, Mark Fowler, Dennis Amesbury, Barb Brooks, and Scott McPherson

Others: There were 42 citizens in attendance.

*Commissioner Moody requested consent item 3C to be moved to new business item 9J

**CONSENT AGENDA
MOTION**

2021-12-160
Moved by Nemecek
Second by Moody

-Approve the November 23, 2021 regular meeting minutes as presented.

-Approve the recommendation from the Director of Public Works Tim Faas to approve a contract with Haggard's Plumbing and Heating of Charlevoix, MI in an amount not-to-exceed \$6,000, and authorize the City Manager to execute any necessary documents.

Ayes: 5
Nays: 0
Absent: 0
Motion carried

CITIZENS COMMENT

None.

CORRESPONDENCE

State of Michigan Before the Michigan Public Service Commission
Notice of Hearing for the Electric Customers of Consumers Energy
Company Case No. U21048

**CITY MANAGERS
REPORT**

City Manager Cain reported:
- We have been successful in obtaining one of the two State grants we applied for on the additional improvements to the Open Space property on Lake Charlevoix across from Family Fare. We have been recommended by the Michigan Natural Trust Fund Board for a Trust Fund grant of \$300,000, with a City match of \$120,000, and a \$420,000 total project cost. The grant will support new sidewalks, walkways, and grounds improvements on the site and adjoining properties. We were not successful for a Recreation Passport Grant of \$106,800 with a City match of \$35,700, for a \$142,500 total project cost. Those grants applications represent two different parts of the Open Space improvements and can go forward at different times. Congratulations to Patrick Kilkenny, Tim Faas, and Barb Brooks of our team for their successful efforts in preparing the grants, and on

improving the preliminary scores we received back from the State earlier in the process. The State tells us it will be an additional 4-6 months before the grants are fully approved. We should be able to do the work next year.

-Just before Thanksgiving Earlier than the Bird was held successfully. Downtown businesses and customers have reported satisfaction with the event's execution. Surveys completed and feedback will be reviewed by the Main Street marketing committee for future improvements.

-Right after Thanksgiving the Santa Parade and Open House were welcomed back and enjoyed by the community. A survey is currently posted on Facebook in order to evaluate the event. Santa was positioned on the steps of the Dilworth and the kids were lined up down the street to see him.

-Faced with a proposed 14.6% increase in employee health insurance costs on the first of the year, employees, as called for in our labor agreements have been exploring alternate plans and providers in a way to reduce or eliminate cost increases while maintaining good coverages. The current insurance has been renewed to avoid any lapses in coverages with possible changes being explored for early in the new year.

-Bedrock Express LLC is continuing to haul out the ground wood chips from our North Boyne site. The material is going to the CMS Grayling Generating Station for reuse as fuel. Roughly 20% of the chips have been removed so far.

-We have discovered multiple defects in the storm overflow pipe from Forest Lake (aka Mud Lake) southwest of the intersection of Boyne Avenue at E Main Street and are working on a plan to resolve the issues found. The reduced flow of water through the pipe has led high levels in the lake. The pipe takes water from the lake to the Boyne River.

-Last week we held the preconstruction meeting with Manthei Construction on the 2021 Erosion Control Projects recently approved by the City Commission. The project will start after Christmas and run into May.

-Staff is working on possible 2022 County Parks Millage funding requests for consideration at a January Commission meeting.

-Our EMS Department has received and is in the final steps of setting up our new patient monitors.

-We have heard from Bob Mathers Ford that the electric vehicle charging station in the lot by the Library will be helping them directly in meeting Ford's requirement for vehicle charging facilities. We have also been informed that in the spring Hage Automotive, who operates the downtown chargers, will be upgrading their electric service and chargers to 80 amp units instead of the current 40 amp Level 2 chargers. That means newer vehicles, like the electric Ford F-150 will be able to get twice as fast or far of a charge once the upgrade is made.

-Water/Wastewater Department employees have completed winterizing all of our fire hydrants for the winter.

-Monday, December 6th our Public Works crews handled the first 5" of the season very well. Clean-up was completed in under 12 hours.

-The wheels on our gator vehicle have been replaced so it can be used to groom the trail to Boyne Falls for winter activities when conditions allow. Faas met with volunteers' groomers Saturday,

December 11th to provide them training to help get ready for the coming season. Volunteers groomed the Avalanche trails several times last week using other equipment while the snow was here.

-With much of the major work in the attic above the River Mouth pump station complete our contractor has been working to close the temporary access and install the siding on the east peak of the building. The remaining attic work can be accomplished using the access from the interior of the building.

-Façade grants for Provisions and Stigg's Brewery from the Main Street program were completed this month. The front of building stonework was done at Provision's and a new service door at Stigg's Brewery.

-Jordan Peck has completed his first two weeks and is getting comfortable with his roles and responsibilities.

-We have been informed by a contractor for CCE/911 and Charlevoix County Emergency management that due to CCE's conversion to the 800 MHz radio system that CCE will stop transmitting the VHF radio signals that activate our fire/weather siren and other similar sirens across Charlevoix, Cheboygan, and Emmet (CCE) counties sometime this month. We are exploring other options we might have to trigger the siren. This will not affect the nightly 10:30 p.m. siren which will continue to operate normally.

-Contractors for the owner of the BRI are working on sidewalk and street repairs related to their recent installation of a new water line for the new fire sprinkler system in that building on Water Street. The street repair will be a temporary concrete patch that will be replaced in the spring with a permanent asphalt repair.

-The annual Fat and Furious fat tire mountain bike race is being planned to be held on Saturday, January 15th. The race begins downtown near Ray and Park Streets and then continues to and in Avalanche Park.

REPORTS OF OFFICERS, BOARDS AND STANDING COMMITTEES

Received and Filed:
Main Street Board – November 4, 2021
Parks and Recreation Draft Minutes – November 11, 2021
Planning Commission Draft Minutes – November 15, 2021
Historic District Draft Minutes – November 18, 2021

OLD BUSINESS

None

*Lasater a short-term rental owner, feels it is inappropriate to be part of the short-term rental discussion, and excuses himself from the meeting at 7:19 p.m. per City Attorney guidance.

NEW BUSINESS Short Term Rental

Planning Director Scott McPherson presents a PowerPoint presentation regarding an update on short term rentals. In 2019 the City passed a goal to increase housing availability. The first step in this process is to evaluate housing units. A housing unit is a house, an apartment, a mobile home, a group of homes, or a single room intended for occupancy. The 2010 census provided a count of 2,292 units, and the 2020 census provided a count of 2,296 units. The count by the Planning Department was 2,411 units. 54% of the housing units are in the traditional residential zoning district, and 23% are in the multifamily residential district. In 2019 McPherson began to

research short-term rental websites and came up with 120 units. Granicus/Host Compliance provides real time data of short-term rental listings in the City. Their count is 145 units with two new units in the last 30 days. Staffs review of Granicus data found two duplicates, was unable to identify one, and one was not in the jurisdiction. There are ownership records available for 135 of the 141 units. 117 of those units lists ownership in Michigan, of which 52 list ownership in Boyne City. Nightly rates range from \$85 to \$875 per night. With an average rate of \$265 per night. Impacts of short-term rentals are conversion of housing stock to short term rentals, changing of neighborhood character, and nuisance complaints such as parking, noise, and trash. There is a market for short-term rentals. People see these as investment properties, and they appear to be well kept and maintained. Police Chief Spate stated there are very few complaints regarding short term rentals. He does not believe that there has ever been a repeat visit for the same reason with the same renter. East Jordan, Charlevoix, Evangeline, and Elk Rapids have adopted their own ordinances. Bill 4722 was passed by the house on November 2, 2021. This bill would allow some regulation for nuisance, public health, and safety. McPherson suggests opposing Bill 4722 because each municipality is unique and has its own issues. Each should come up with their own solutions. Suggested next steps would be to seek additional public input, determine any issues, and establish a task force to develop recommendations on how to address identified issues.

*Mayor Conklin provided citizen Auska Barden 10 minutes to share her personal researched short-term rental presentation to the Commission and public. She believes there is more to it than just the numbers. She would like to do short term rentals out of her house in Boyne City. She believes that only 1.6% of the short-term rentals are considered affordable homes. All these owners use the home personally. One is strictly an investor. She believes a demographic that needs to be looked at is individuals over 65 that are not contributing to the workforce.

Staff Comment: City Manager Cain expresses concern with bill 4722 and that it doesn't allow Boyne City to come up with their own set of rules. Thinks that we should go on record with opposing bill 4722 and encourages a real dialogue with all the parties involved to come up with a balanced approach.

Public Comment:

Charlevoix County Housing Director Steve Schnell provided a memo to the Commission. Housing is at a crisis level. Short term rentals are important to our community. We need to balance short term rentals and encourages people to speak with businesses on the impact that housing shortages have. This is one of many things that need to be looked at to help with the shortage of housing.

Skylar MacNaughton agrees that there needs to be a balance for short term rentals. Because of the housing market suggests that there needs to be a cap on short term rentals.

Sandy Pritchard has concern for cultural breakdown. Provides a packet to the Commission on the negative consequences of short-term rentals. Disputes the definition of 30 days or less when considering a short-term rental. The definition should also include

auxiliary housing units. Other places such as Florida charge taxes differently, and this should be considered as a revenue opportunity. Density and capping are at the root of this.

Andrea Fron wants to understand the problem statement. Thinks that as the task force moves forward it is important to understand the problem that is trying to be solved. Is also curious how the task force is going to be assembled and expresses interest in being part of it.

Larry Chute agrees with the idea that there needs to be balance. A balance of what is needed as well as where it is. We need to look at density. It does change the character of your neighborhood when you don't know who your neighbors are. Short-term rentals are a commercial use.

Pam Cislo states what is being requested is not to ban short-term rentals but to establish some guardrails in tourist and non-tourist cities across the state.

Board Discussion:

Nemecek provided in the agenda packet questions and concerns from the public.

Moody questions if there was a study to see how many have started this year?

Nemecek states that he does not own or manage short term rentals. He is not a property manager.

Moody states the biggest issue that we face is that Covid changed the rules. We need to try to forge a balance. We need to look at the health and safety aspects. Expresses issues with putting a cap on short-term rentals.

Nemecek questions if the City passed ordinances would housing associations fall outside of that ordinance.

Neidhamer expresses concern that we have workers in Boyne City that have to live outside of the community because they cannot afford to live in Boyne City. Is also concerned about the effects on our neighborhoods but values the concept of people needing short-term rentals. We need homes and we need vacation homes.

Nemecek has reached out to Steve Schnell, Chief Spate, and the public to understand their concerns. Trying to find a solution that is right for the culture of Boyne City is important. Utilizing the data that we have we can come to an impactful solution.

Moody asks if there is anyway to legally entice people to get out of short-term rentals and do long-term rentals through their property taxes.

Conklin thinks it is important to form a task force. Asks the Commission if they are comfortable to allow him to work with City staff and came back with a recommendation to consider on exploring guidelines on how to move forward with the task force.

Nemecek is only comfortable with that if he is on the task force.

Moody, Lasater, and Neidhamer agree for Conklin to begin working with City staff.

Mayor Conklin calls for a 5-minute recess beginning at 8:49 p.m.

Meeting resumes at 8:55 p.m.

Commissioner Lasater returns to the meeting at 8:55 p.m.

**Marina Grant Application
and Redevelopment
Update
MOTION**

2021-12-161
Moved by Moody
Second by Nemecek

Approve to move forward with pursuing the EDA – Travel, Tourism, and Outdoor Recreation grant application with the revised plan as presented.

Executive Assistant / Harbormaster Barb Brooks provided an update on the marina grant application. At the September 28th 2021 meeting the City Commission passed unanimously a motion to proceed with the EDA – Travel, Tourism, and Outdoor Recreation grant application to provide funding 67% of the construction costs in the amount of \$3,210,043 and approve the proposal from Abonmarche to complete and submit the grant application based on an hourly rate; not-to-exceed \$10,000. In addition to the motion that was passed the Commission wanted City staff to continue to look at several concerns such as ways to minimize the visual impact and any negative implications on the 4th of July fireworks event. While also giving us the best opportunity to also be successful in obtaining the grant. Hearing the community's concerns staff and the consultants went to work to try to revise the plan in a way that still makes the plan and grant application viable while also addressing community concerns. A lot of concern expressed was in dock B and the view corridor. A revised draft plan was displayed to the Commission and public. A draft letter of understanding has been given to the 4th of July Chair Jessica White. The project cost for revamping the plan layout should not be impacted. One concern is regulatory. The original project plan is already permitted. Any changes have to go back for review and approval by EAGLE. We have also not been able to have conversations with Army Core. Replacing only the docks we have would cost approximately 1.2 million and without large grant funds or extra revenue we will not be able to make the bond payment for replacing just the existing docks. The grant application is about 85% complete. The revised plan is what will be used going forward unless there is concern.

Staff Comment: None

Public Comment:

Skylar MacNaughton questions how many more bubblers will be added. How much it will cost to run the amount we have? More open minded about this layout. Can we see a business plan?

Sandy Pritchard questions the longer fingers. What is the fire departments position on firing fireworks over wooden structures? We need to see a forecast about the financials of the bond.

Penny Hardy is curious how many times we have paid \$10,000 to Abonmarche. The City has not sent out letters to residents to see what they think. Noise is associated with boat traffic. Hopes to try to get a survey in. Did the mooring plan get moved to the Open Space? Cindy Banner questions where we are shortening the dock is an attenuator going there. Where the small boat launch is there is not a long enough dock. We paid money to do a design on property that the City does not own.

Bonnie Johnson questions if a historical grant was looked into.

Aaron Theodore states that the marina does give Boyne City residents access to the lake that they wouldn't have otherwise. Expresses appreciation to Brooks.

Bob Kroondyk wants to help answer a question on why making it bigger. When you have double income coming in and you have expenses the more volume of income you have coming from it the more you have for the ability to pay for it.

Pete Friedrich wants to look at everything Boyne City has done. If you did a survey on the dog park. All the people who have dogs would vote for it and the people that don't have dogs would not vote for it. The same thing with the bike trails. Same thing with the marina. People without a boat will not vote for it. A survey is not always the best thing.

Pat Anzell states that being able to balance concerns and still being able to take advantage of grant money is a great way of hearing both sides.

Jeff Gaither states that the marina project is valuable to the City. An opportunity to make it better without using City money is a win. An average 60- or 80-foot boat does not make that much noise.

Board Discussion:

Neidhamer asks if there are currently 44 slips, and questions how many are in the proposal in the new design.

Lasater questions if the cost is the same in the original plan as the revised plan.

Moody thinks this is a great compromise to appease both sides.

Grant makes sense to take care of the current marina.

Nemecek asks if the public has been surveyed in the past. Thinks the public has a good voice where this project should go. Would like to see a survey.

Neidhamer would like to keep moving forward to see if we get the grant money. The grant money is the deciding factor. This is a good compromise with this plan. We have had two financial firms tell us that financially the bond is 100% feasible, justifiable, and affordable. We need more revenue, new technology, the electrical, and plumbing.

Moody states that if we do get the grant we can still go back to the public for a survey. Questions where are we at in this process?

Conklin questions if staff will continue to have conversations with the engineer on permitting. Questions if A dock is still in the place as it has been. Without using general fund money to help with the marina this is what we end up with. If we don't do this we are going to be having a community conversation in a few months on what we do with the existing marina and if we do not want to use any of the general fund money we may not have a marina. One of the ways we can do this without using general fund money or tax money is to pursue this option.

Ayes: 5

Nays: 0

Absent: 0

Motion carried

**Audit Presentation
And
Government Finance
Officers Association
Award**

City Manager Cain introduces CPA Joe Verlin from Gabridge and Company. He has been with us for about eight years. We had an audit presentation earlier regarding the audit, and this is for the fiscal year that ended April 30, 2021. It is available for review online, at the library, and here at City offices.

Joe Verlin provides a summary review of the audit to the public. We work with the Michigan Department of Treasury, Michigan Department of Transportation, County, and various other financial institutions to confirm and verify numbers. What matters more than anything else can be found in the opinion paragraph on page 12 which we write “in our opinion based on our audit the financial statements present fairly in all material respects the financial position of the City as of April 30, 2021.” This is a clean opinion or a gold standard. It should always be the City’s goal to receive a clean opinion. Some financial highlights can be found on page 15. The City is operating at a sustainable level. The general fund had an increase in its fund balance. The City has five months of reserves which is considered healthy. Not only is the general fund balance doing well but other funds of the City are also doing well. Net pension liabilities are decreasing. The City is at 87% funding on its pension liabilities. This is on average 17% higher than other cities. In addition to having the financial statements audited the City takes many extra steps to provide transparency to its residents. The City submits an annual audit report to the Government Finance Officers Association (GFOA). This means in addition to preparing the audit the City puts together an introductory letter that is about 10 pages of demographic information talking about some of the key account elements, some background information, and the Cities economy. As well as a statistical section which has 20 pages of 10-year trend information showing where the fund balance has been for the past decade. Because City staff puts in extra effort to do all of that it gets submitted to the GFOA, and if after their rigorous review and all their reporting requirements are meant they provide a certificate of achievement and excellence. The City has done that for five consecutive years. With this year being the fifth year the City has earned this award.

Staff Comment: None

Public Comment: None

Board Discussion:

Conklin recognizes Cindy Grice for the work put into this audit.

**Director of Public Works
Confirmation
MOTION**

2021-12-162

Moved by Neidhamer

Second by Nemecek

Approve the appointment of Derek Rasmussen as Director of Public Works for the City of Boyne City.

City Manager Michael Cain discussed the recommendation to appoint Derek Rasmussen. The position was posted internally and advertised both locally and nationally earlier this year. Mr. Rasmussen was selected out of a pool of seven applicants for the position. Mr. Rasmussen has worked for the City of Petoskey in roles increasing in responsibilities since 2009, mainly in their Parks and Recreation

Department. He was noted by several of his references as their go-to person for getting things done, and that he does well with taking on new tasks. We are fortunate to have a strong team of employees in the Department who know and can handle the day-to-day operations of the Public Works Department. Mr. Rasmussen is relatively early in his career. I see that as a long-term strength and benefit for Boyne City. Building on the work and organization that Mr. Faas has put in place during his time with us Mr. Rasmussen, working with our team, can further develop and fine tune a department that is currently running very well.

Derek Rasmussen introduces himself to the Commission and public. He is looking forward to this opportunity to grow and bring his experience into the City of Boyne City.

Staff Comment:

Faas supports Cain's recommendation. The process that we went through was fair and professional. One of the strongest things that came out during the process was a discussion had with Rasmussen's supervisor. His supervisor stated that Rasmussen is a person he counts on and it would be hard not to have him.

Public Comment: None

Board Discussion:

Lasater questions the number of applicants and who conducted the interviews.

Moody expresses concern that we do not have time for Rasmussen to grow. That we need someone here with superintendent street knowledge. He does not believe this is a position to grow in. Thinks we should go back to the drawing board.

Nemecek contacted Rasmussen prior to the meeting. Discussed his cover letter and resume. Hopes this is a great fit for the benefit of the community.

Neidhamer supports the recommendation. Faas has done a great job and brought professionalism to the job. Couldn't think of a better recommendation than Faas.

Conklin inquires with Cain to explain the meaning of at will employee.

Ayes: 3 Neidhamer, Nemecek, Conklin

Nays: 2 Lasater, Moody

Absent: 0

Motion carried

**Change Order No. 1 to
the Construction
Services Contract with
Kroondyk Construction
for Repairs to the Old
City Park Gazebo
MOTION**

2021-12-163

Moved by Nemecek

Second by Lasater

Approve Change Order No 1 to Kroondyk Construction for the repairs to the Old City Park Gazebo project at a cost not-to-exceed \$7,970 and authorize the City Manager to Execute any necessary documents.

Director of Public Works Tim Faas discussed the change order recommendation for repairs to the Old City Park Gazebo. When the contract was originally awarded to Kroondyk Construction that contract was passed on a total material package of \$20,000, \$2,875

for permits, and \$20,000 for labor and equipment. There was difficulty finding a support system that an engineer would sign off on for issuance of the County Building permit. In late October, a supplier in Canada offered a wood product that received an engineer's certification. The materials have been ordered. The issue is that the material is more costly than what was in the original proposal. The cost of the solid wood materials is \$7,970 greater than the \$20,000 in the original contract. It would not be fair for Kroondyk Construction to absorb the additional cost of material as they would be in a position of losing money on the project.

Bob Kroondyk explained that the product is coming from Canada. Originally in February 2021 it was Covid time, and we expected to have it completed for summer concerts. Gazebos have a wind tolerance and this gazebo had never been checked for this. There have been unexpected costs of brackets, posts, and balusters to receive engineer approval. A building permit was received today. The project will move forward through the winter. Will need to wait for warmer weather for the final painting.

Staff Comment:

Public Comment: None

Board Discussion: All agree with the recommendation.

Conklin inquires if there is a schedule to complete the project.

Lasater suggests for the future looking at adding surveillance.

Ayes: 5

Nays: 0

Absent: 0

Motion carried

**Award of Contract to
C2AE for Construction
Engineering Services on
the E Lincoln Street
Reconstruction Project
MOTION**

2021-12-164

Moved by Nemecek

Second by Neidhamer

Approve to award a contract for the reconstruction of E Lincoln Street from S Lake Street to Grant Street to Manthei Construction of Charlevoix, MI in an amount not-to-exceed \$885,334 per the bid submitted on December 7, 2021, in addition include hot mix asphalt with an additional cost up to \$20,000 and authorize the City Manager to execute any necessary documents.

Director of Public Works Tim Faas spoke regarding the recommendation to award a contract to C2AE for construction engineering services on East Lincoln Street. On December 7, 2021, we received bids on the design that has been worked on for the past year. This is a joint project that is done with the Water/Wastewater Department. It involves physically reconstructing the street, putting all new water and sewer utilities in, replacing lead service lines, redoing the drive approaches to each of the individual properties, and adding the missing utility which is a storm sewer system. There was public meeting and we incorporated the public's input into the design.

Faas addresses Lasater's concern. He has seen a lot of negative impacts from the swales. There will be a slight dip to the boulevard

area people will still be able to use that for parking. Feels that C2AE has designed it correctly and that it will significantly improve the problems with drainage. C2AE Engineer Larry Fox adds that everything Lasater brought up is correct. There is a difference than curb and gutter streets and streets with swales. Swales are a lower impact residential design that people are striving to in order to be greener. They reduce the volume and intensity of the rain that goes directly to the lake. There are catch basins that can be located in the swales that are located slightly above the swales so there could be some ponding water. Based on our experience with the soils in this area there should be issues with mosquitoes. You can add asphalt curbs to what is already there. There would be costs associated with that. There are other options. Fox presents to the Commission and public estimated change options costs.

Staff Comment:

Fowler states that this is one of the older water mains in town. It is an old transite Looking at the capital improvement for the next five to six years you will see some of the projects we have designated are some that have the old transite so that we can try to eliminate the lead goose necks in the system.

Cain comments that Lincoln is one of our older streets in town, and it has an old water main that needs to be replaced. There are potential health concerns that we need to get out of the system. There has never been any storm water collection on this street. This will be the biggest step forward no matter what plan we choose to reduce the water problems.

Public Comment: None

Board Discussion:

Moody has serious concern with spending a million dollars on three blocks when we have dirt roads in town. Thinks money could be spent better in other areas.

Neidhamer questions if there is another road or need similar that is 6 blocks that could be done. Supports the project because the professionals went through the process to determine the next red flag.

Lasater lives on this street and expresses concern with the swales. In researching swales, he found that there would be no trees between the street and sidewalk. Swales cause difficulty parking. Swales cause mosquitoes and stagnant water smells. Has concerns about water leaking into basements. The wetness in the slopes can be difficult to mow. Understands trying to protect the lake and the river. Inquires what the harm would be to put off the project for a couple years. Questions if it is possible for the contractor to come back to add additional cost for things such as asphalt.

Conklin inquires if it is possible to postpone this until a meeting in January to get the neighbors together so they can see specifically what this is about and get there input as well.

Moody questions how an asphalt gutter will hold up with plowing.

Ayes: 5

Nays: 0

Absent: 0

Motion carried

Award of Professional Services on the E Lincoln Street Reconstruction Project
MOTION

2021-12-165
Moved by Nemecek
Second by Lasater

Approve to award a contract the Construction Engineering services for the E Lincoln Street Reconstruction Project to C2AE Consulting Engineers in an amount not-to-exceed \$69,500 per the proposal dated December 8, 2021 and authorize the City Manager to execute any necessary documents.

Director of Public Works Tim Faas discussed the award of professional services. With the award of the construction contract the City needs on site supervision and project management during the construction. This is the normal route that we follow with more complicated projects. These projects require a significant amount of effort requiring an inspector on site 50 hours a week to ensure that it is done to the specifics of the specifications. The designer is usually the entity that performs the construction engineering services.

Staff Comment: None
Public Comment: None
Board Discussion: All agree with the recommendation.

Ayes: 5
Nays: 0
Absent: 0
Motion carried

Commission Involvement

Mayor Conklin has no report to give on Commission involvement. Further discussion will take place at a later time.

Purchase Order Contract with Stanley Steamer of Traverse City
MOTION

2021-12-166
Moved by Moody
Second by Nemecek

Approve a Purchase Order Contract with Stanley Steamer of Traverse City, MI in an amount not-to-exceed \$2,379 and authorize the City Manager to execute any necessary documents.

Staff Comment: None
Public Comment: None
Board Discussion: All agree with the recommendation.
Moody questions if Jeff Kelts was reached out to.

Ayes: 5
Nays: 0
Absent: 0
Motion carried

Mayor Conklin presents Director of Public Works a signed certificate of appreciation. Faas is retiring on Friday, December 17, 2021. He has been with the City for three years and has done a wonderful job.

None

Good of the Order

-City Offices will be closed Thursday, December 23rd and Friday, December 24, 2021, in observance of Christmas Eve and Christmas Day

Announcements

-City Offices will be closed Thursday, December 30th and Friday December 31, 2021, in observance of New Year's Eve and New Year's Day

-The next regular City Commission meeting is scheduled for January 11, 2022, at 7:00 p.m.

ADJOURNMENT

Motion by Commissioner Moody, second by Commissioner Lasater to adjourn at 11:24 p.m.

Hugh Conklin
Mayor

Jessica Puroll
City Clerk/Treasurer

DRAFT