

**APRIL 14, 2020  
REGULAR MEETING**

RECORD OF THE PROCEEDINGS OF THE REGULAR BOYNE CITY COMMISSION MEETING DULY CALLED AND HELD VIA ZOOM MEETING, ON TUESDAY APRIL 14, 2020

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**CALL TO ORDER**

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

Present: Mayor Tom Neidhamer, Mayor Pro-Tem Ron Grunch, Commissioners Hugh Conklin, Sally Page and Dean Solomon

Absent: None

Staff: Michael Cain, Cindy Grice, Patrick Kilkenny, Barb Brooks, Scott McPherson, Kevin Spate, Dan Mercer, Kelsie King-Duff, Dennis Amesbury, Mark Fowler, Jane Halstead and Tim Faas

Others: There were four citizens in attendance via the Zoom meeting

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**CONSENT AGENDA  
MOTION**

2020-04-036  
Moved by Solomon  
Second by Grunch

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

Ayes: 5  
Nays: 0  
Absent: 0  
Motion carried

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**CITIZENS COMMENTS**

None

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**CORRESPONDENCE**

None

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**CITY MANAGERS  
REPORT**

City Manager Cain reported:

- Main Street staff has continuing connecting with downtown businesses
  - The April Planning and Main Street board meetings are cancelled
  - AV applications for ballots for the May 5 election are being returned for processing
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**REPORTS OF  
OFFICERS, BOARDS  
AND STANDING  
COMMITTEES**

Draft Minutes of March 5, 2020 Main Street meeting minutes and the March 12, 2020 Parks & Recreation Commission meeting minutes were received and filed.

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**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.

Director of Public Works Tim Faas said that in October 2019 he and a representative of Networks Northwest conducted a pavement condition rating of all the "non-Federal Aid eligible" streets in the City

of Boyne City utilizing 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, he developed a list of potential streets for inclusion in the 2020 Pavement Rehabilitation Project that totaled a little less than \$250,000 based on his 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, we 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.

Staff Comments: None

Citizens Comments: None

Board Discussion: Mayor Pro-Tem Grunch supports the recommendation. Commissioner Solomon asked about other projects on the docket. Commissioner Conklin said he is worried about spending money right now and this should be discussed further. City Manager Cain encouraged that we keep doing our road improvements to save our infrastructure.

**MOTION**

2020-04-037  
 Moved by Grunch  
 Second by Page

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.

Ayes: 5  
 Nays: 0  
 Absent: 0  
 Motion carried

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

Consideration to 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 and authorize the City Manager to execute the documents.

Public Works Director Tim Faas stated 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.

Staff Comments: None

Citizens Comments: None

Board Discussion: All are in agreement with the recommendation.

2020-04-038

**MOTION**

Moved by Page

Second by Solomon

To award 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

Ayes: 5

Nays: 0

Absent: 0

Motion carried

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

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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

Public Works Director Tim Faas stated that this item follows his 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. He 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.

Staff Comments: None

Citizens Comments: None

Board Discussion: All are in agreement with the recommendation.

2020-04-039

Moved by Solomon

Second by Conklin

**MOTION**

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

Ayes: 5

Nays: 0

Absent: 0

Motion carried

**Budget Schedule Update**

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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

City Manager Michael Cain provided an amended budget review and adoption schedule. This revised schedule is necessary 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 17<sup>th</sup> City Commission meeting. The revisions to the schedule pick up at that point. All of the meetings, beginning

with the proposed Thursday, April 16<sup>th</sup> meeting beginning at 9:00 a.m., will be conducted electronically via Zoom or other form that's 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 calls for holding our April 28<sup>th</sup> 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.

Staff Comments: None

Citizens Comments: None

Board Discussion: All are in agreement with the proposed changes

2020-04-040

Moved by Conklin

Second by Page

**MOTION**

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 2020/2021 budget, proposed millage and fee schedule with all proposed meetings to be conducted electronically via Zoom or other form that will meet the State of Michigan standards

Ayes: 5

Nays: 0

Absent: 0

Motion carried

**Good of The Order**

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None

**ADJOURNMENT**

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Motion by Mayor Neidhamer, second by Mayor Pro-tem Grunch to adjourn the Regular City Commission meeting of Tuesday, April 14, 2020 at 8:07 p.m.

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Tom Neidhamer  
Mayor

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Cindy Grice  
Clerk / Treasurer

DRAFT

DRAFT