

JANUARY 7, 2015

CITY COMMISSION
AGENDA
WEDNESDAY, JANUARY 7, 2015
6:00 P.M.

- A. CALL TO ORDER REGULAR CITY COMMISSION MEETING, PLEDGE OF ALLEGIANCE, ROLL CALL
- B. PUBLIC HEARING - CITY OF MUNISING PARKS AND RECREATION PLAN
 - 1. Comments on the Parks and Recreation Plan
- C. ADJOURN PUBLIC HEARING - ENTER REGULAR MEETING
- D. PUBLIC COMMENTS (non-agenda items)
- E. OLD CITY BUSINESS
 - 1. Timber Sale Contract
 - 2. Committee Reports - Updates
- F. NEW CITY BUSINESS
 - 1. Adopt City of Munising Parks and Recreation Plan
 - 2. Payment in Lieu of Parking Fee
 - 3. Accept Donald Sanders Resignation from the Planning Commission and the Zoning Board of Appeals
 - 4. Mayor's Appointment of Tom Hall, Dale Immel and Donna Grahovac to the Downtown Development Authority
 - 5. Coleman Engineering Company Sand Point Rd. Test Drilling Proposal Revision 1
 - 6. Traverse Engineering Services, P.C. Water Distribution Model/ Master Plan not to exceed \$22,900.00
 - 7. Traverse Engineering Services, P.C. H-58 Water Main Replacement not to exceed \$15,600.00
 - 8. GovPay.Net - Online and Credit Card Bill Payment
 - 9. Approve City Commission Meeting Minutes of 12-15-2014
 - 10. Check Register - List of Bills
 - 11. City Manager Report
- G. CORRESPONDENCE
- H. PUBLIC COMMENTS (non-agenda items)
- I. ADJOURNMENT

CITY COMMISSION

Official Proceedings

- A. CALL TO ORDER REGULAR CITY COMMISSION MEETING, PLEDGE OF ALLEGIANCE, ROLL CALL

The Regular Meeting of the City Commission was duly called and held on Wednesday, **January 7, 2015**, in the City Commission Room of City Hall. Mayor DesJardins called the Regular Meeting to order at 6:00 p.m.

PRESENT: Commissioners: Cotey, Nettleton and Mayor DesJardins
ABSENT: Commissioners: Dolaskie and Bornslaeger

- B. PUBLIC HEARING - CITY OF MUNISING PARKS AND RECREATION PLAN
 - 1. Comments on the Parks and Recreation Plan

There were no public comments; Commissioner Nettleton stated that he thought it was good.

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C. ADJOURN PUBLIC HEARING - ENTER REGULAR MEETING

Mayor DesJardins adjourned the Public Hearing and reconvened the Regular Meeting.

D. PUBLIC COMMENTS (non-agenda items)

There were none.

Moved by Commissioner Nettleton to amend the agenda to include under Old City Business #3 BS & A Software. Support by Commissioner Cotey.

Unanimous Voice Vote:

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

E. OLD CITY BUSINESS

1. Timber Sale Contract

Moved by Commissioner Cotey to table this item until the January 19th meeting. Support by Commissioner Nettleton.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

2. Committee Reports - Updates

Mayor DesJardins stated that he had attended the DDA meeting, CUPPAD is holding their quarterly meeting in Munising, DesJardins indicated that he would let the Commission know the date, time and place of the meeting.

Agenda Amended:

3. BS & A Software

Moved by Commissioner Nettleton to accept the City Managers recommendation to approve the BS & A computer software upgrade in the amount of \$44,940.00, paying for it over two fiscal years and to also approve necessary budget adjustments to accommodate the purchase. Support by Commissioner Cotey.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

City Manager Recommendation: My professional recommendation is to approve the sole source of software through BS & A for a total price of \$44,940.00. My recommendation for this sole source is based on my belief that the City and its taxpayers would receive no added benefit to multiple competitive bids. Municipal management software varies greatly between systems so the competitive bid would not yield like products.

Budget Implications: The funds for this purchase would need to come out of the Leachate fund as a loan. The individual funds (City Manager, Utility Billing, Clerk, etc.) would pay back the loan over two fiscal years.

F. NEW CITY BUSINESS

1. Adopt City of Munising Parks and Recreation Plan

Moved by Commissioner Cotey to adopt the City of Munising's Parks and Recreation Plan as presented. Support by Commissioner Nettleton.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

2. Payment in Lieu of Parking Fee

Moved by Commissioner Cotey to table this item until more research has been done. Support by Commissioner Nettleton.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

3. Accept Donald Sanders Resignation from the Planning Commission and the Zoning Board of Appeals

Moved by Commissioner Nettleton to accept with regret Donald Sanders resignation from the Planning Commission and the Zoning Board of Appeals and

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to authorize the City Clerk to advertise for the vacancies. Support by Commissioner Cotey.

Approved: Yeas: Commissioners Cotey, Nettleton and Mayor DesJardins
Nays: None

4. Mayor's Appointment of Tom Hall, Dale Immel and Donna Grahovac to the Downtown Development Authority

Moved by Commissioner Cotey to approve the Mayor's appointment of Tom Hall, Dale Immel and Donna Grahovac to the Downtown Development Authority for another term. Support by Commissioner Nettleton.

5. Coleman Engineering Company Sand Point Rd. Test Drilling Proposal Revision 1

Moved by Commissioner Cotey to approve Coleman Engineering Company's proposal for test drilling on Sand Point Road for a fee of \$4,000.00, also approving necessary budget adjustments. Support by Commissioner Nettleton.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

City Manager Recommendation: My professional recommendation is that the City accept the proposal for the boring of 10 test locations at a fee of \$4,000.00. I base my recommendation for the sole source of professional service on my opinion that obtaining more than one competitive price would not have an advantage to the City or its citizens. Coleman Engineering has made multiple site visits to the location and is familiar with the location. Coleman previously worked on the engineering of the ¼ mile section of H-58 that was replaced in the summer of 2013.

Budget Implications: This cost would come from the Local Streets Fund. It is requested that a budget adjustment be approved in tandem with this expense.

6. Traverse Engineering Services, P.C. Water Distribution Model/Master Plan not to exceed \$22,900.00

Moved by Commissioner Cotey to approve Traverse Engineering Services, P.C. proposal for Water Distribution Model/Master Plan with a cost not to exceed \$22,900.00. Support by Commissioner Nettleton.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

City Manager Recommendation: My Professional recommendation is that the City accept the proposal submitted by Traverse Engineering for a cost not to exceed \$22,900.00. I base my recommendation for the sole source of professional service on my opinion that obtaining more than one competitive price would not have an advantage to the City or its citizens. Traverse Engineering provided the City with our last Distribution Model that was in turn used as the basis for the large scale USDA funded projects. In recent years, Traverse Engineering has successfully completed many distribution models throughout the region.

Budget Implications: The professional services could be covered through dollars previously held in the Water Construction Fund prior to a Commission approved transfer at the December 21, 2014 Commission meeting.

7. Traverse Engineering Services, P.C. H-58 Water Main Replacement not to exceed \$15,600.00

Moved by Commissioner Nettleton to approve Traverse Engineering Services, P.C. proposal for a water main replacement on H-58 with a cost not to exceed \$15,600.00. Support by Commissioner Cotey.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

City Manager Recommendation: My professional recommendation is that the City accept the proposal submitted by Traverse Engineering for up to \$15,600.00 for construction staking, review, and creation of as-built drawing. I base my recommendation for the sole source of a professional service on my opinion that obtaining more than one competitive price would not have an advantage to the City of its citizens. Traverse Engineering has a long record of providing a high quality service to the City of Munising. Traverse Engineering is familiar with our infrastructure and the current issue that needs attention.

Budget Implications: The professional services could be covered through the Water Construction Fund. This project is funded in part by an MEDC Urgent Need Infrastructure Grant and the remainder out of the Water Improvement Fund.

8. GovPay.Net - Online and Credit Card Bill Payment

City Manager Olson informed the Commission that the GovPay.Net has no cost to the City, the consumer would be paying a fee for using this service.

9. Approve City Commission Meeting Minutes of 12-15-2014

Moved by Commissioner Nettleton to approve the City Commission Meeting Minutes of 12-15-2014 as submitted. Support by Commissioner Cotey.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

10. Check Register - List of Bills

Moved by Commissioner Nettleton to approve and pay the Check Register-List of Bills as submitted. Support by Commissioner Cotey.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

11. City Manager Report

City Manager Olson commented on the Low to Moderate Income resurvey; over 30 businesses have closed since 2007, the paperwork for the Low to Moderate Income resurvey should be in by Monday of next week. Regarding the Coastal Zone Management Grant the proposal was submitted last week; the DDA has pledged an additional \$2,000.00 to the planning project Redevelopment Ready Community Designation. As for the winter water let runs, notices have been sent. Olson stated that last year in the third week of December we had an eight inch main freeze. Last regarding the recreation projects; the Anna River Access Site final plans for DNR submission will be done in the next two weeks; with an anticipated bid date of February 16th. The Bike Trail has a date of March 30th for plan approval from the DNR with the bid in mid-April.

G. CORRESPONDENCE

There was none.

H. PUBLIC COMMENTS (non-agenda items)

There were none.

I. ADJOURNMENT

Moved by Commissioner Cotey to adjourn the Regular Meeting of the City Commission. Support by Commissioner Nettleton.

Approved: Yeas: Commissioners: Cotey, Nettleton and Mayor DesJardins
Nays: None

The Regular Meeting of the City Commission adjourned at 6:49 p.m.

Rod DesJardins, Mayor

Sue Roberts, City Clerk

LIST OF BILLS

28618)ALL AMERICAN TREE SERVICE	1250.00	
28619)VOIDED		VOIDED
28620)CITY OF MUNISING		827.07
28621)CONSUMER MUTUAL INSURANCE OF MICHIGAN		14292.53
28622)DENMAN'S HAREWARE		5.29
28623)DENMAN'S HARDWARE		211.86
28624)DTE ENERGY		3458.29
28625)HILLSIDE PARTY STORE		61.49
28626)JACK DOHENY SUPPLIES, INC.		562.40
28627)KENDRICKS, BORDEAU, ADAMINI		157.50

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28628)DEVIN OLSON	72.46
28629)PONTEM SOFEWARE BY RIA	331.77
28630)QUILL CORPORATION	37.72
28631)UPPER PENINSULA POWER COMPANY	20127.45
28632)UPPER PENINSULA RECREATION INC.	1230.77
28633)CANADIAN NATIONAL	750.00
28634)CHARTER COMMUNICATIONS	78.27
28635)KELLEY MARKETING	300.00
28636)LAMMI FIRE PROTECTION	858.50
28637)STATE OF MICHIGAN	132.00
28638)VOIDED	VOIDED
28639)WEST PAYMENT CENTER	469.04
28640)ACUITY SPECIALTY PRODUCTS, INC.	165.87
28641)ALGER COUNTY ELECTRIC	557.00
28642)ANGIE'S BEAUTY SHOP	250.00
28643)DEPLOYED ASSETS, LLC	179.22
28644)GREATER MUNISING BAY	36.39
28645)HIAWATHA TELEPHONE COMPANY	150.00
28646)HIAWATHA TELEPHONE COMPANY	250.00
28647)LEUTZ'S SIGN COMPANY	128.32
28648)MADIGAN'S HARDWARE	179.93
28649)NORTHWOODS PRINTING	42.50
28650)OPEN WINGS GALLERY	72.47
28651)PUTVIN DRUG STORE	100.00
28652)ROYAL PUBLISHING	113.00
28653)UPPER PENINSULA POWER COMPANY	37.30
28654)UPPER MICHIGAN COMMUNITY CREDIT UNION	50.00
28655)COMPASS MINERALS AMERICA INC.	22726.53
28656)MARILYN DESARMO	20.00
28657)DSTECH	112.50
28658)RITA HALE	20.00
28659)MANATRON, INC.	102.96
28660)MICHIGAN DEPT OF TECH MGMT & BUDGET	180.00
28661)MICHIGAN TOWNSHIPS ASSOCIATION	189.50
28662)MISS DIG SYSTEM, INC.	550.30
28663)PONTEM SOFTWARE BY RIA	1104.03
28664)QUILL CORPORATION	134.99
28665)MARIE A. ST. AMOUR	20.00
28666)TELNET WORLDWIDE, INC.	37.59
28667)UPPER PENINSULA POWER COMPANY	4233.66
28668)VISION SERVICE PLAN	388.77
28669)STANDARD INSURANCE COMPANY	228.27
28670)STATNDAR INSURANCE COMPANY	427.81
28671)GREAT AMERICAN DISPOSAL	4567.75
28672)HOLIDAY COMPANIES	3686.47
28673)JOHNSON BROTHERS RENTAL LLC	20.00
28674)MICHIGAN DEPT OF ENVIRONMENTAL	1520.00
28675)POMPS TIRE SERVICE, INC.	220.00
28676)USA BLUE BOOK	115.94
28677)CALIFORNIA CONTRACTORS SUPPLY	199.92
28678)CREATIVE PRODUCT SOURCE, INC.	161.35
28679)NORTH CENTRAL LABORATORIES	374.75
28680)UPPER PENINSULA RECREATION INC.	1230.77
28681)VANTAGE FLEX, LLC	500.00
28682)WOOD ISLAND WASTE MANAGEMENT	7.32
28683)ALGER COUNTY HUMANE SOCIETY	325.00
28684)DSTECH	25.93
28685)D. ROBB FERGUSON	1666.66
28686)JACOB KLEIMAN	250.00
28687)MICHIGAN MUNICIPAL LEAGUE	59.74
28688)MARK MILLER	250.00
28689)DEVIN OLSON	40.00
28690)JUSTIN SCHLABACH	250.00