

**BIG RAPIDS CHARTER TOWNSHIP BOARD
REGULAR MEETING TUESDAY, JULY 7, 2015
APPROVED**

CALL TO ORDER: 7:00 p.m.

ROLL CALL: Stanek, Fountain, Currie, Hamelund, Jensen, Toogood, Zimmerman present.
Pledge of Allegiance.

PUBLIC COMMENT: Wayne O'Neil.

SPECIAL APPEARANCE: Representative from Gabridge & Co, Township Audit

CORRESPONDANCE: So noted and filed.

APPROVAL OF JUNE REGULAR MINUTES: A motion to approve July minutes as printed was made by Toogood. Seconded by Zimmerman. Motion carried.

FINANCIAL

TREASURERS REPORT :

REVENUE & EXPENDITURE REPORT: A motion to approve the treasurer's report and the revenue and expenditure report was made by Hamelund. Seconded by Toogood. Motion carried.

MONTHLY REPORTS:

1. **Building Department:** Written
2. **Buildings and Grounds:** Written
3. **Fire Department:** Written
4. **Sewer Department:** Written
5. **Water Department:** Written
6. **Cemetery Committee:** Written
7. **Fire Committee:** Written
8. **Parks Committee:** Written
9. **Planning Commission:** Written
10. **Sidewalk Committee:** Written
11. **Utilities Committee:** Written
12. **Supervisor:** Written

UNFINISHED BUSINESS:

1. **A.** A motion to amend the 2015 budget as presented by:
 - Adding \$50,000 to 590-000-698.000,
 - Adding \$95,000 to 590-000-625.000
 - Adding \$145,000 to 590-000-975.000was made by Currie. Seconded by Hamelund. Motion passed unanimously.
- B.** A motion to accept the low bid for generators from Cummins Bridgeway of \$45,850.00 was made by Toogood. Seconded by Currie. Motion carried unanimously on roll call vote. A motion to accept the low bid from Armato Electric, Inc of \$52,333.00 for installation of generators was made by Zimmerman. Seconded by Currie. Motion carried unanimously on roll call vote.
2. **Metro Act.** A motion to extend the ATT&T Metro Act Right of Way permit was made by Fountain. Seconded by Currie. Motion carried unanimously.
3. **Website.** After discussion it was decided to form a committee and present a recommendation at the August meeting.

NEW BUSINESS:

1. **Set date for fall clean up. September 19th.** A motion to set the fall clean-up date for September 19 9:00am-12pm was made by Toogood. Seconded by Zimmerman. Motion carried unanimously.

2. **FOIA Resolution:** A motion to accept Resolution No. 2015-03 was made by Hamelund. Seconded by Toogood. Motion carried unanimously.

RESOLUTION NO. 2015-03
RESOLUTION ADOPTING FREEDOM OF INFORMATION ACT
PROCEDURES AND GUIDELINES AND SUMMARY THEREOF

WHEREAS, the Michigan Freedom of Information Act, Act 442 of the Michigan Public Acts of 1976, as amended (“Act 442”), was recently amended by Act 563 of the Public Acts of Michigan of 2014, which is effective July 8, 2015 (“Act 563”), (collectively, Acts 442 and 563 are referred to as the “Act”), and the Township Board desires to implement the provisions of the Act to the extent it is applicable to the Township; and

WHEREAS, Section 3(3) of the Act permits a public body to make reasonable rules necessary to protect its public records and to prevent excessive and unreasonable interference with the discharge of its functions; and

WHEREAS, Section 4 of the Act requires the Township to adopt procedures and guidelines and prepare, utilize and make available a summary of the procedures and guidelines to aid the Township in implementing the Act and persons requesting Township records pursuant to the Act.

IT IS, THEREFORE, RESOLVED AS FOLLOWS:

1. **FOIA Coordinator.** Unless the Township Board appoints another person, the Township Clerk, as a duty additional to the duties of the office of Township Clerk, shall be the Township FOIA Coordinator. In the event the Township Clerk is unavailable, the Township Supervisor or the Township Supervisor’s designee may serve as FOIA Coordinator. Further, the FOIA Coordinator is authorized to appoint temporary designees as deemed necessary to respond to requests in accordance with the Act.

2. **FOIA Procedures and Guidelines.** The Freedom of Information Act Procedures and Guidelines, in the form on file with the Township Clerk (the “Procedures”), are hereby adopted by the Township. The FOIA Coordinator is hereby authorized and directed to establish and publish on the Township’s website such further policies or amendments to the Procedures as may be necessary or appropriate to implement the Act.

3. **Summary of Procedures.** The summary of the Procedures (the “Summary”) is hereby adopted by the Township. The FOIA Coordinator is hereby authorized and directed to establish and publish on the Township’s website the Summary and any necessary amendments as may be necessary or appropriate to implement the Act and Procedures.

4. **Calculation of Fees.** Fees for retrieving and copying public records and for otherwise responding to FOIA requests in the manner prescribed by the Act shall be calculated in accordance with the Procedures. The FOIA Coordinator is hereby authorized and directed to establish and publish such further procedures for the calculation of costs and fees as may be necessary or appropriate to implement the Act and Procedures.

5. All resolutions or parts of resolutions in conflict herewith are hereby rescinded.

YEAS: Members: William Stanek, Rene Fountain, Penny Currie, David Hamelund, Richard Jensen, James Toogood, and John Zimmerman.

NAYS: Members: None.

ABSTAIN: Members: None.

RESOLUTION DECLARED ADOPTED.



Rene Fountain, Township Clerk
Charter Township of Big Rapids

STATE OF MICHIGAN)
) ss.
COUNTY OF MECOSTA)

I, the undersigned, the duly qualified and acting Clerk of the Charter Township of Big Rapids (the "Township"), do hereby certify that the foregoing is a true and complete copy of a Resolution adopted by the Township Board of the Township at a Regular meeting held on the 7th day of July, 2015, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with the Open Meetings Act, being Act No. 267, Public Acts of Michigan, 1976, as amended, including in the case of a special or rescheduled meeting notice by publication or posting at least eighteen (18) hours prior to the time set for the meeting.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this 8th day of July, 2015.



Rene Fountain, Township Clerk
Charter Township of Big Rapids

- 3. **Sidewalk investment.** Motion to invest \$35,000 from the line item highways and streets by Toogood. Seconded by Zimmerman. Motion carried unanimously on roll call vote.
- 4. **Sidewalk Resolution to establish a special assessment district.** A motion to accept Resolution No. 2015-04 was made by Zimmerman. Seconded by Jensen. Motion carried unanimously.

**SPECIAL ASSESSMENT RESOLUTION NO. 2015-04
DECLARATION OF INTENT TO MAKE PUBLIC IMPROVEMENTS;
TENTATIVE DESIGNATION OF SPECIAL ASSESSMENT DISTRICT;
NOTICE OF PUBLIC HEARING**

WHEREAS, Section 2 of Act 188 of the Public Acts of Michigan of 1954, as amended ("Act 188") authorizes the Charter Township of Big Rapids to undertake the construction, improvement, and maintenance of sidewalks; and

WHEREAS, it is in the best interest of the Township to construct sidewalks within the Perry Street corridor within the Township as described on Exhibit A hereto (the "Improvements"); and

WHEREAS, Section 3 of Act 188 provides that the Township Board may proceed on its own initiative and exercise the powers granted by Act 188, unless written objections to the Improvements, signed by the record owners of land constituting more than 20% of the total frontage upon the proposed Improvements are filed with the Township; and

WHEREAS, Act 188 provides the means to finance the Improvements; and

WHEREAS, there exists a need for the Improvements in the Township.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

- 1. The Township Board intends to proceed on its own initiative pursuant to Act 188 to make the Improvements.
- 2. The Township Board has obtained preliminary plans showing the Improvements and an estimate of the cost thereof, as summarized in Exhibit A of this resolution.
- 3. Said plans and estimate of cost have been filed with the Township Clerk.
- 4. The Township Board hereby tentatively designates a special assessment district known as the Perry Street Corridor Sidewalk Special Assessment District (the "District") consisting of certain parcels of land, the descriptions of which are set forth in the Notice of Hearing attached as Exhibit B hereto,

EXHIBIT A

CHARTER TOWNSHIP OF BIG RAPIDS

COUNTY OF MECOSTA, MICHIGAN

**PERRY STREET CORRIDOR SIDEWALK
SPECIAL ASSESSMENT DISTRICT**

DESCRIPTION OF IMPROVEMENTS

A description of the Improvements and the estimate of cost of the Improvements in the amount of \$497,000 is set forth in the attached Memorandum dated June 23, 2015 from the Township Engineer.

A portion of the cost of the Improvements in the currently estimated amount of \$403,500 shall be spread by special assessment against benefitted properties located in the Perry Street Corridor Sidewalk Special Assessment District.

To: Big Rapids Township – Bill Stanek, Supervisor
From: Michael Oezer, P.E.
Date: June 23, 2015
Re: Sidewalk Expansion Project – Cost Estimate
File No: 58510101\203

At recent Sidewalk Sub-Committee meetings, we discussed a revised project scope that will include a first phase routing from the Venlo Place Apartments to ALDIs and along Waldron Way to Meijer. Below is an updated cost estimate for those 2 segments. It is notable that construction costs have inflated in 2015 due to a stronger construction market and busier contractors.

We have developed routing and cost estimates for each of the segments as listed below:

Location	Description	Length (approx.)	Estimated Cost
Segment A	Venlo Apartments to ALDIs	2,000 ft.	\$293,500
Segment B	Waldron Way to Meijer Gas (along Waldron Way)	1,000 ft.	\$203,500
Total Estimated Project Phase I Cost -			\$497,000

Details of the Preliminary Cost Estimates for each are attached, along with a sketch of the project route. Note that the Estimated Cost includes a contingency of 15 percent and engineering and legal fees of 20 percent.

Project financing appear to include the following to date:

Estimated Project Cost:	\$497,000
Cost Sharing:	
MDOT (Perry St Intersection Improvements to be completed under an MDOT project)	\$28,500
Ferris State University (pledged to project)	\$30,000
Big Rapids Township (pledged to project)	\$35,000
Subtotal Cost Sharing:	\$93,500
Remaining Project Costs	\$403,500

Big Rapids Township
Sidewalk Improvements
6-23-2015 - PRELIMINARY COST ESTIMATE
PROJECT NO.: 58510101
Segment A - 2,000 feet

ITEM NO.	DESCRIPTION	QTY.	UNITS	ENGINEER'S ESTIMATE	
				UNIT PRICE	AMOUNT
1	Mobilization / General Conditions	1	LS	\$ 20,000.00	\$20,000.00
2	Project Sign	1	EA	\$ 750.00	\$750.00
3	Relocate Sign	5	EA	\$ 400.00	\$2,000.00
4	Traffic Control	1	LS	\$ 8,000.00	\$8,000.00
5	Cut Curb at Driveway Crossing for Sidewalk	14	EA	\$ 400.00	\$5,600.00
6	Site Clearing / Tree Removal / Tree Trimming	1	LS	\$ 4,000.00	\$4,000.00
7	Grading for Sidewalk	1	LS	\$ 20,000.00	\$20,000.00
8	Soil Erosion Measures (silt fence)	1	LS	\$ 5,600.00	\$5,600.00
9	Erosion Control Blanket (SC150)	250	SYD	\$ 4.00	\$1,000.00
10	Fill at Retaining Wall	1	LS	\$ 7,500.00	\$7,500.00
11	Retaining Wall	920	SF	\$ 30.00	\$27,600.00
12	8' wide Sidewalk, Concrete 4"	16,000	SF	\$ 4.00	\$64,000.00
13	Detectable Warning Plate, 24" x 5'	14	EA	\$ 400.00	\$5,600.00
14	Guard Rail, Type B	24	LF	\$ 30.00	\$720.00
15	Guard Rail, Terminal Section, Type 1B (37.5')	2	EA	\$ 3,500.00	\$7,000.00
16	4' Fence	250	LF	\$ 20.00	\$5,000.00
17	Landscaping / Restoration	1	LS	\$ 8,000.00	\$8,000.00
18	Crosswalk Ramps*	640	SF	\$ 6.00	\$3,840.00
19	Pavt Mlkg, Thermopl, 6 inch, Crosswalk*	300	LF	\$ 4.00	\$1,200.00
20	Perry St. / 215th Pedestrian Signal*	1	LS	\$ 20,000.00	\$20,000.00
Construction Subtotal					\$217,410.00
* Crosswalk and Pedestrian Signals crossing Waldron Way and Perry Avenue (N. Leg and W. Leg of Intersection)					Contingency (15%) \$32,611.50
					Engineering & Legal (20%) \$43,482.00
Project Total					\$283,503.50

Big Rapids Township
Sidewalk Improvements - Meijer Gas Extension
6-23-2015 - PRELIMINARY COST ESTIMATE
PROJECT NO.: 58510101
Segment B - 1000 feet

ITEM NO.	DESCRIPTION	QTY.	UNITS	ENGINEER'S ESTIMATE	
				UNIT PRICE	AMOUNT
1	Mobilization / General Conditions	1	LS	\$ 12,000.00	\$12,000.00
2	Project Sign	1	EA	\$ 750.00	\$750.00
3	Traffic Control	1	LS	\$ 2,000.00	\$2,000.00
4	Cut Curb at Driveway Crossing for Sidewalk	8	EA	\$ 400.00	\$3,200.00
5	Site Clearing / Tree Removal / Tree Trimming	1	LS	\$ 2,500.00	\$2,500.00
6	Grading for Sidewalk	1	LS	\$ 10,000.00	\$10,000.00
7	Soil Erosion Measures (silt fence)	1	LS	\$ 1,500.00	\$1,500.00
8	Erosion Control Blanket (SC150)	700	SYD	\$ 4.00	\$2,800.00
9	Fill at Retaining Wall	1	LS	\$ 8,000.00	\$8,000.00
10	Retaining Wall	1,250	LF	\$ 30.00	\$37,500.00
11	Elevated Boardwalk	120	LF	\$ 275.00	\$33,000.00
12	8' wide Sidewalk, Concrete 4"	7,040	SF	\$ 4.00	\$28,160.00
13	Detectable Warning Plate, 24" x 5'	8	EA	\$ 400.00	\$3,200.00
14	Landscaping / Restoration	1	LS	\$ 5,000.00	\$5,000.00
15	Pavt Mrkg, Thermopl, 6 inch, Crosswalk*	300	LF	\$ 4.00	\$1,200.00
Construction Subtotal					\$150,810.00
Contingency (15%)					\$22,621.50
Engineering & Legal (20%)					\$30,162.00
Project Total					\$203,593.50

EXHIBIT B

CHARTER TOWNSHIP OF BIG RAPIDS

COUNTY OF MECOSTA, MICHIGAN

NOTICE OF PUBLIC HEARING

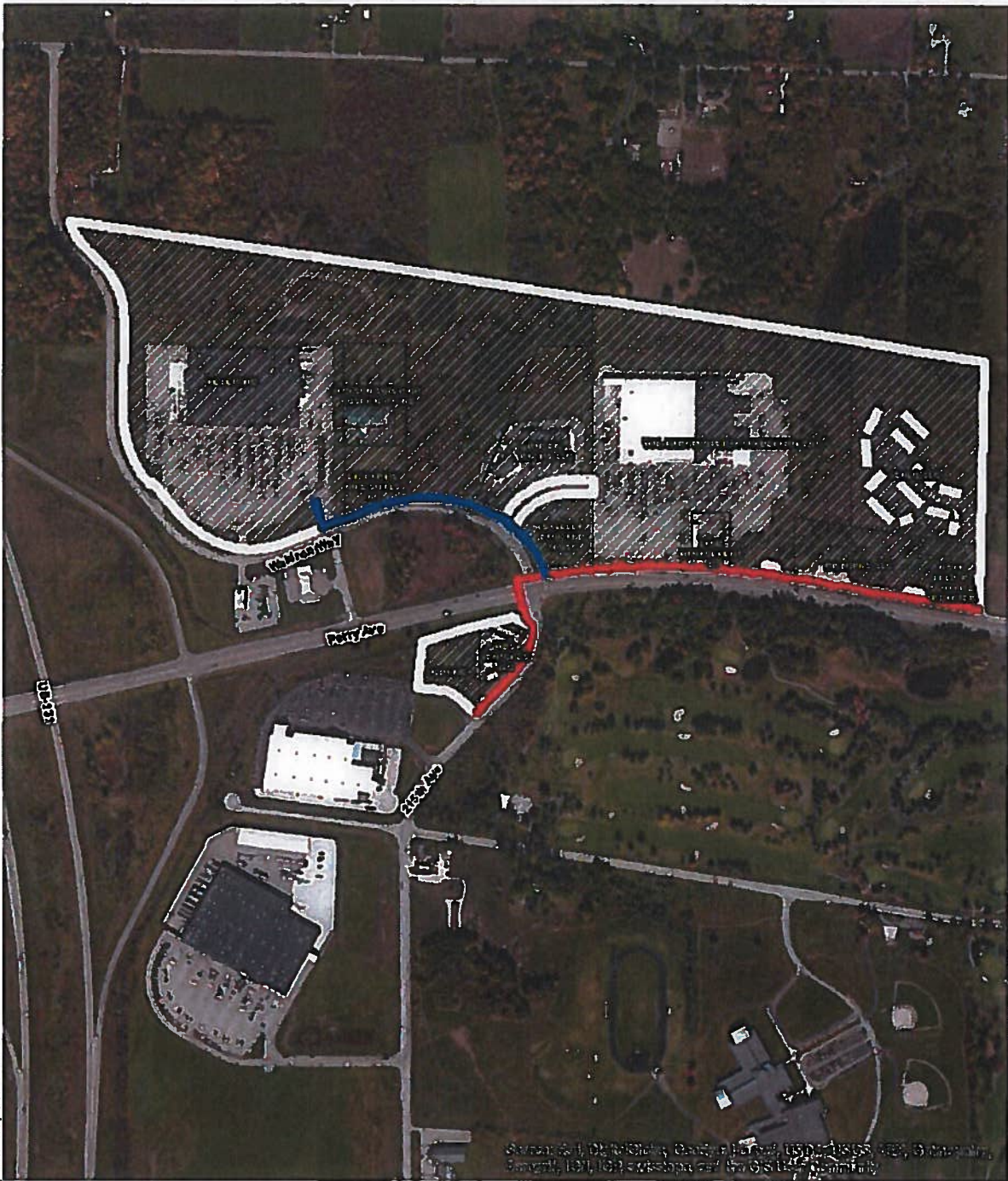
**PERRY STREET CORRIDOR SIDEWALK
SPECIAL ASSESSMENT DISTRICT**

NOTICE IS HEREBY GIVEN that the Township Board of the Charter Township of Big Rapids, Mecosta County, Michigan, has resolved its intention to proceed on its own initiative to construct sidewalks within the Perry Street corridor (the "Improvements"), pursuant to Act 188 of the Public Acts of Michigan of 1954, as amended. The Township Board has tentatively determined that a portion of the cost of said Improvements shall be specially assessed against each of the following described lots and parcels of land which are benefitted by the Improvements and which together comprise the following proposed special assessment district:




**PERRY STREET CORRIDOR SIDEWALK
SPECIAL ASSESSMENT DISTRICT**

<u>Parcel Number</u>	<u>Owner Name</u>
05 016 017 100	WDS VENTURES LLC
05 016 014 100	MEIJER INC
05 016 015 600	LAND MANAGEMENT, L.C.
05 016 015 300	R P BURNS, LLC
05 016 015 800	NISTA, FRED, R. SCHARP & R.CARTER
05 016 014 900	ISABELLA BANK AND TRUST
05 016 014 800	DAP BIG RAPIDS, LLC
05 016 015 500	WAL-MART PROPERTY TAX DEPARTMENT
05 016 014 200	BIG RAPIDS INN & SUITES INC
05 016 400 001	ALDI INC
05 016 015 000	VENLO, LLC
05 016 014 500	JACKSON SUPERIOR HOSPITALITY INC

Map of Special Assessment District



Domest 1 Pass: Upr 10/10/10 by Dept. 10/10/10

Legend	
	Sidewalk Segment A - Approx. 2,960 Feet
	Sidewalk Segment B - Approx. 1,366 Feet
	Parcel Sidewalk Assessments

MAP OF PERRY STREET CORRIDOR SIDEWALK SPECIAL ASSESSMENT DISTRICT


 N
 1 inch = 600 feet
 progressive|ae

TAKE NOTICE that the Township Board of the Charter Township of Big Rapids will hold a public hearing on Tuesday, August 4, 2015, at 7:00 p.m., at the Big Rapids Township Hall, 14212 Northland Dr., within the Township, to hear and consider any objections to the proposed Improvements, the proposed special assessment district, and all other matters relating to said Improvements.

TAKE FURTHER NOTICE that preliminary plans and estimates of cost for the Improvements are on file with the Township Clerk for public examination.


NOTICE OF RIGHT TO FILE WRITTEN OBJECTIONS:

TAKE FURTHER NOTICE that if written objections to the Improvements are filed by the record owners of land constituting at least twenty percent (20%) of the total frontage upon the proposed Improvements with the Township Board at or prior to said public hearing, the Improvements shall not be made unless the Township Board thereafter receives petitions requesting such Improvements signed by the record owners of lands constituting more than fifty per-cent (50%) of the frontage upon the proposed Improvements.

PROPERTY SHALL NOT BE ADDED TO THE PROPOSED SPECIAL ASSESSMENT DISTRICT AND THE ORIGINAL ESTIMATE OF COST SHALL NOT BE INCREASED BY MORE THAN 10% WITHOUT FURTHER NOTICE AND PUBLIC HEARING.

This Notice was authorized by the Township Board of the Charter Township of Big Rapids.

Dated: July 7, 2015


Rene Fountain, Township Clerk

5. **Fire Department Radios.** Discussed.
6. **Tree removal at Cemetery.-** A motion by Toogood to accept the bid of \$4,800, Toogood then recinded his motion. A motion by Hamelund to bid the tree removal at the cemetery. Seconded by Toogood. Motion carried unanimously.
7. **Dump box repairs on pickup truck.** A motion to repair dump box in the amount of \$1,556.28 was made by Currie. Seconded by Zimmerman. Motion carried unanimously.

APPROVAL OF BILLS:

1. A motion to approve the payment of bills in the amount of \$66,157.76 and payroll in the amount of \$19,890.54 was made by Hamelund. Seconded by Currie. Motion carried unanimously.

PUBLIC COMMENT: Adam Gac, Bob Maguire, Chris Vodry.

ADJOURNMENT: Meeting adjourned 8:58 pm.