

**CITY OF CHARLEVOIX
SPECIAL CITY COUNCIL MEETING MINUTES
Tuesday, August 23, 2016 – 6:00 p.m.**

210 State Street, City Hall, Council Chambers, Charlevoix, MI

The meeting was called to order at 6:00 p.m. by Mayor Gabe Campbell.

1. Pledge of Allegiance

2. Roll Call

Mayor: Gabe Campbell
Members Present: Councilmembers Shane Cole, Shirley Gibson, Aaron Hagen, Luther Kurtz, Leon Perron, Bill Supernaw
Members Absent: None
City Manager: Mark Heydlauff
City Clerk: Joyce Golding

3. Presentations

None.

4. Inquiry Regarding Conflicts of Interest

None.

5. Consent Agenda

None.

6. Public Hearings & Actions Requiring Public Hearings

None.

7. All Other Actions & Requests

A. Proposal Presentations: Public Service Facility Conceptual Design

City Manager Heydlauff recalled that the City received 10 proposals for the service of site selection, needs analysis, and conceptual design for a new public services facility that would combine the DPW and Electric Department facilities. He stated that Electric Superintendent Swem, DPW Superintendent Elliott, and himself reviewed the proposals and selected the top four to make a personal presentation to Council.

Each of the candidates described their firm's background, business partners and qualifications. Candidates cited several examples of past projects and described their key features as well as the project process itself. Council's questions were answered. The four presentations included:

- Environment Architects – Ray Kendra and Scott Jozwiak
- John Dziurman Architects Ltd – John Dziurman and Brad Funkhouser
- Northwest Design Group – Lucas Porath, Rob Atkins, and Ed Hunt
- Straub Pettitt & Yaste/Beckett & Raeder – Stuart Pettitt and Tim Knutsen

B. Council Discussion and Action to Award Bid

Both Superintendent Swem and Elliott felt that each of the firms could perform equally as well and stated that they did not have a clear favorite. City Manager Heydlauff agreed and added his comments on the merits of each.

Council deliberated and John Dziurman along with Northwest Design Group proved to be the favorites. They agreed that their preference would be to award the contract to a local firm if possible. Discussion continued regarding the availability of financing or grant funding, the full scope of the project, budget contingencies, and preliminary research regarding site selection.

Mayor Campbell opened the item to public comment.

Greg Stevens, 2nd Ward, preferred John Dziurman and discussed his interpretation of the 20% contingency.

Bob Timms, 1st Ward, asked several questions regarding the project and City Manager Heydlauff answered.

The item was closed to the public.

Motion by Councilmember Supernaw, second by Councilmember Cole, to direct the City Manager to sign the agreement with Northwest Design Group at a fee of \$17,500.

Yeas: Kurtz, Perron, Gibson, Cole, Supernaw, Hagen

Nays: None
Absent: None

C. Bridge Drop Fundraising Event

City Manager Heydlauff stated that normally special events in the park are not brought to Council for consideration but he wanted to bring this one since this was a new event and included a charitable gaming component. The Bridge Drop Committee would like to hold a "camel race" fundraising event using wooden camels in Bridge Park.

Mayor Campbell opened the item to public comment. There was no comment, and the item was closed.

Motion by Councilmember Gibson, second by Councilmember Kurtz, to authorize the use of Robert Bridge Memorial Park for the Bridge Drop Camel Race on September 24, 2016.

Yeas: Kurtz, Perron, Gibson, Cole, Supernaw, Hagen
Nays: None
Absent: None

8. Reports & Communications

A. Public Comments

None.

B. City Manager Comments

None.

C. Mayor & Council Comments

Councilmember Supernaw confirmed that letters were going out regarding the location of campaign signs. City Manager Heydlauff responded that this was normal practice.

9. Other Council Business

Councilmember Cole stated that in light of an article in the newspaper and several phone calls he received regarding EMS Director Roloff's salary and on-call pay, he would like to request an external audit. He noted that "Bob does an awesome job and I don't want it to be construed that something is wrong". He agreed with City Manager Heydlauff's suggestion of a "double-check" approach. Councilmember Gibson indicated that she received phone calls as well and agreed with Councilmember Cole. City Manager Heydlauff will provide Council with further information at the September 6th meeting.

10. Adjourn

Motion by Councilmember Kurtz, second by Councilmember Hagen to adjourn. Motion passed by unanimous voice vote. Council adjourned at 8:02 p.m.

Joyce M. Golding

City Clerk

Gabe Campbell

Mayor