

**AGENDA
CITY OF CHARLEVOIX
SPECIAL CITY COUNCIL MEETING**

Tuesday, August 23, 2016 - 6:00 p.m.

City Hall Council Chambers, 210 State Street Charlevoix, Michigan

- 1. Pledge of Allegiance**
- 2. Roll Call**
- 3. Presentations**
- 4. Inquiry regarding conflicts of interest**
- 5. Consent Agenda**
- 6. Public Hearings & Actions Requiring Public Hearings**
- 7. All Other Actions & Requests**
 - A. Proposal Presentations: Public Service Facility Conceptual Design
 1. Environment Architects
 2. John Dziurman Architects, Ltd.
 3. Northwest Design Group
 4. Straub Pettitt & Yaste/Beckett & Raeder
 - B. Council Discussion and Action to Award Bid
 - C. Bridge Drop Fundraising Event
- 8. Reports & Communications**
 - A. Public Comments
 - B. City Manager Comments
 - C. Mayor and Council Comments
- 9. Other Council Business**
- 10. Adjourn**

The City of Charlevoix will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon one weeks' notice to the City of Charlevoix. Individuals with disabilities requiring auxiliary aids or services should contact the City of Charlevoix Clerk's Office in writing or calling the following: City Clerk, 210 State Street, Charlevoix, MI 49720 (231) 547-3250.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Public Service Facility Presentations

DATE: August 23, 2016

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: Proposal packets

BACKGROUND INFORMATION:

As I outlined to you at your last meeting, we received 10 proposals for the service of site selection, needs analysis, and conceptual design for a new public services facility that would combine our DPW and Electric Department facilities. Tuesday's meeting is structured to have short presentations from each firm, followed by any questions you may wish to ask them. As you assess the presentations and the written proposals, keep in mind that we are asking this firm to design an important structure that will last for decades. The new building must functionally serve our needs now and be capable of serving what we can and cannot anticipate in the future.

The firms have been advised to keep their presentations between 10 and 15 minutes each, plus answer any questions you may have for them. Given this timeframe, it is critical that you review the written proposals in advance so that you may gather further background on the firms beyond what time allows for them to present.

We will then have an opportunity to discuss the choice. Electric Superintendent Don Swem and DPW Superintendent Pat Elliott have reviewed the proposals and will be present to offer their perspectives as well.

The Special Meeting has been advertised to allow you to make a decision on Tuesday, but you could also hold it for the next regular meeting.

RECOMMENDATION: Council discussion and selection.

**CHARLEVOIX CITY COUNCIL
AGENDA ITEM**

AGENDA ITEM TITLE: Bridge Drop Fundraising Event

DATE: August 23, 2016

PRESENTED BY: Mark L. Heydlauff, City Manager

ATTACHMENTS: None

BACKGROUND INFORMATION:

Bridge Drop is becoming a popular New Year's Eve event for people of all ages in our community and represents a strong step toward creating shoulder season events. To help continue the success of the event, organizers are planning a fundraiser on September 24. The fundraiser is a "camel race" using wooden camels that are advanced along a course, based on the roll of the dice. The group has already applied for the necessary charitable gaming licenses from the State to conduct such an event.

As their planning unfolded, they wondered if it would be possible to use Robert Bridge Memorial Park to hold the "race" itself. The camels will race on the bricks on the east side of the park. There will be no alcohol in the Park and the Park will not be fenced off. Event organizers have asked for the parking spaces adjacent to Bridge Park be blocked for the event. They plan to have three pop up tents (no stakes) for event activities. Organizers are considering food options, including a food truck.

The Downtown Development Authority/Main Street strongly support this because of the importance of Bridge Drop. Normally special events in the park are not brought to Council for your consideration but I wanted to bring this one since it is a new event and includes a charitable gaming component.

RECOMMENDATION: Move to authorize the use of Robert Bridge Memorial Park for the Bridge Drop Camel Race on September 24, 2016.



Council desk

CITY OF CHARLEVOIX

210 STATE ST. CHARLEVOIX, MICH. 49720

Charlevoix City Manager's Office
231-547-3270 mgr@cityofcharlevoix.org

Memo

To: The Honorable Mayor Campbell and the Charlevoix City Council

From: Mark L. Heydlauff, City Manager
Pat Elliott, DPW Superintendent; Don Swem, Electric Superintendent

Subject: Recommendation on Consultant for Combined Public Services Facility

Date: August 4, 2016

As you will recall, we included \$75,000 in the DPW Site Fund Budget for site selection, planning, and initial design work for a combined facility to house both our Electric Department and Department of Public Works. Both structures currently housing these departments are inadequate. A combined facility would allow more efficient use of space and would likely reduce the overall footprint of our facilities in the City.

In June, City staff released a Request for Proposals for this project. The RFP was sent to several firms with whom the City has an ongoing relationship and was also included in the newspaper. The RFP was also sent to firms who have completed similar projects in the state.

The RFP asked firms to detail their approach and background in completing the following three key deliverables:

- Recommend a site for a Public Services Facility;
- Perform a needs analysis culminating in a conceptual design;
- Provide cost estimates for future construction or retrofitting.

We received 10 proposals for this work and we recommend four to you for brief presentations and to answer your questions. We considered these four firms based on our assessment of their ability to meet the needs we have and to design a building. Experience in this kind of work was a crucial element, along with the cost of the service. We also desired a firm who would work with us to meet Charlevoix's needs, rather than a cookie-cutter approach.

In alphabetical order, we recommend the following four firms along with their office location(s) and fee:

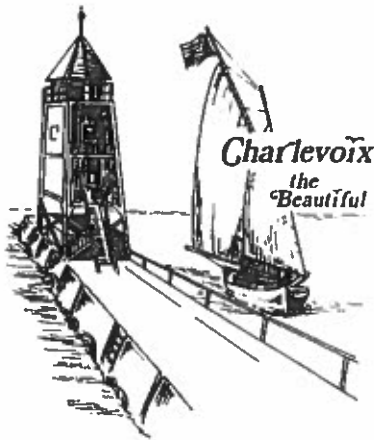
Environment Architects	Traverse City, MI	\$28,590
John Dziurman Architects, Ltd.	Rochester Hills, MI Charlevoix, MI	\$28,500
Northwest Design Group, LLC	Petoskey, MI	\$17,500
Straub Pettitt Yaste & Beckett & Raeder	Clawson, MI Ann Arbor, MI Petoskey, MI	\$32,400

The following also offered proposals:

Buday & Kruzal Architects, PLLC & Performance Engineers, Inc.	Harbor Springs, MI Charlevoix, MI	\$20,000
Century A&E Prein&Newhof	Grand Rapids, MI Grand Rapids, MI	\$28,000
Sidock Architects	Gaylord, MI	\$22,000
Site Planning Development, Inc.	Charlevoix, MI	\$89,290
Wieland	Lansing, MI	\$40,660
Williams Architects Traverse Architecture Group	Itasca, IL Traverse City, MI	\$14,500

Assuming Council is comfortable with the four firms we have selected, we would recommend you hold a special meeting on August 29 for the purpose of hearing brief presentations from each firm and asking questions of them. This facility will be built to serve this community for decades to come and it is important Council is comfortable with their approach and method before we make this investment of time and resources.

Secretary Book



PUBLIC NOTICE **SPECIAL MEETING** **CHARLEVOIX CITY COUNCIL**

The Charlevoix City Council has called a Special Meeting for **Tuesday, August 23, 2016 at 6:00 p.m.** The meeting will be held in Council Chambers at City Hall, 210 State Street, Charlevoix, Michigan.

The primary purpose of the meeting is to receive and discuss four finalist proposals for the Public Service Facility Conceptual Design. Also, a request to allow a beer tent for a Bridge Drop fundraising event.

Joyce M. Golding, City Clerk

08/17/2016
10:30 a.m.

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