

CITY OF ST. JOHNS

CITY COMMISSION MINUTES

SPECIAL MEETING

APRIL 4, 2023

The special meeting of the St. Johns City Commission was called to order by Mayor Cocco at 5:00 p.m. at the St. Johns Police Department, 409 South Whittemore Street, St. Johns, Michigan.

COMMISSIONERS PRESENT: Eric Hufnagel, Jean Ruestman, Brad Gurski, Roberta Cocco, Scott Dzurka

COMMISSIONERS ABSENT: None

STAFF PRESENT: Mindy J. Seavey, City Clerk; Kristina Kinde, Treasurer; David Kirk, Police Chief; Justin Smith, Director of Public Services

APPROVAL OF AGENDA

Commissioner Dzurka asked to add Scope of RBW Project as item 9.5.

Motion by Commissioner Hufnagel seconded by Commissioner Dzurka that the city commission approve the agenda as amended.

YEA: Hufnagel, Ruestman, Gurski, Cocco, Dzurka

NAY: None

Motion carried.

STRATEGIC PLANNING

Strategic Planning Session #3

- Welcome, Meeting Overview and Group Agreements (Emily Houk, Facilitator, Research to Practice Consulting)
- Review: Draft Plan Outcomes and Resources
- Wrap Up and Next Steps

BREAK

The commission adjourned for a break from 6:56 to 7:15 p.m.

PUBLIC COMMENTS

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Susan DeRosia, co-founder of Homegrown Productions and resident of Clinton County was present. She said on Friday they received a call from the project manager at the Wilson Center regarding a break in at the Wilson Center and there was damage. She discussed the auditorium was untouched besides nuisance items in the dressing room area; the storage in the basement area there was graffiti on the walls; the gym had broken equipment, graffiti, and dusting compound. She said a vacant building leaves much more of an opening for damages than having it be a vital, moving place with people in it most of the time.

PATROL CAR PURCHASE REQUEST

Chief Kirk said we have had a patrol vehicle on order for over a year. We have a complete outfit (emergency equipment) for the patrol car, but no vehicle. He discussed: the issue we have had getting a new vehicle; our outfitter made us aware of 3 vehicles available; we are budgeting for the next patrol vehicle; and if we were allowed to purchase two vehicles, we would be eight weeks out for sirens and cages; we located a vendor that buys used police vehicles with equipment so we are able to sell outgoing cars to offset big part of the emergency equipment. He said it would be \$88,710 between the two budget cycles.

There was a discussion of:

- The sale of vehicles will cover the cost of the add-on equipment.
- Approving an amount that would include the upfitting.

Motion by Commissioner Gurski seconded by Commissioner Hufnagel that the city commission approve the purchase of 2 patrol vehicles in the amount of \$132,571 which includes the equipment and a 3% contingency.

YEA: Hufnagel, Ruestman, Gurski, Cocco, Dzurka

NAY: None

Motion carried.

SCOPE OF RBW PROJECT

Commissioner Dzurka discussed talking about the overall scope of RBW. He discussed construction agreements; finalizing a decision on the office space; large project for the city cost-wise; a lot of overall support for the gym and auditorium; the move of city hall and those office spaces has not been part of the larger movement, although there is some support there; the largest expense is the build-out of office space; before the boiler failure, the gym and auditorium were useable and could continue to be useable. He said costs are going up and to consider at this point the option that we can take under the

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purchase agreement to not pursue the office space; there is a cost. He said he thinks the decision is before us that we may want to move forward without the office space.

Commissioner Hufnagel said this is a little premature. He discussed we talked about gathering some numbers; trying to find out what kind of negotiations the county might have with us regarding the cost of current space & we have not heard the results of those conversations; due diligence to gather that information and the cost of the build-out. He said he is not comfortable with taking it off the table if we don't have those two pieces of information in front of us.

Commissioner Ruestman said she agreed. She discussed we are in the process of gathering information and haven't completed that to make an informed decision; to take it off the table without that seems premature; and follow through with gathering the information we need to make an informed decision.

Motion by Commissioner Dzurka seconded by Commissioner Gurski to elect, under the purchase agreement effective September 15, 2022, between 101 West Cass LLC and the City, not to purchase the office space referenced in Section 1(a) of the purchase agreement, and to direct the City Attorney to notify 101 West Cass LLC that the City is choosing not to purchase the office space described in the purchase agreement.

Commissioner Dzurka asked for a roll call vote.

Roll call vote:

YEA: Gurski

NAY: Ruestman

YEA: Dzurka

NAY: Hufnagel

YEA: Cocco

Motion carried.

SCOPE OF ITEMS TO BE INCLUDED IN THE CONSTRUCTION DOCUMENTS

There was a discussion on whether the previous motion impacts this discussion and that these items are related to the gym and auditorium spaces.

Interim City Manager Kinde said items are listed in the quote. She said she did have a conversation with Ken (Studio Intrigue) and he can discuss if changes will affect the price of the quote.

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Mayor Cocco said there was a discussion at the last meeting around creating bids for the construction costs. She asked her to explain the purchasing policy as it relates to collecting bids.

Interim City Manager Kinde discussed the purchasing policy; it depends on the dollar amount; sole discretion of the commission to move forward without a bid; frequently for professional services we do not do bids; a lot of other factors for professional bids and it includes the element of understanding who you are working with and trust.

Mayor Cocco said she had an opportunity to review the purchasing policy. She read section 1, item B (formal bidding) from the purchasing policy. She discussed the bidding process and following it; apprehensive to have 1 bid gathered by one particular potential contractor; we didn't, to her knowledge, formally secure a sole purchaser for this bidding process. She recommended having a discussion about this.

Commissioner Gurski said Studio Intrigue has been working with the city on a couple of projects, the church and now the Wilson Center. He discussed the bidding process; it would be unfair to another bidder because Studio Intrigue has been involved and done a lot of legwork and the process is going to reflect that time; another bidder would be behind the eight ball and would have to gather information; for this particular project he doesn't think it is relevant; Studio Intrigue is well versed in this particular project and the understanding of it and he is comfortable with Studio Intrigue.

Commissioner Hufnagel said he concurred with Commissioner Gurski.

Commissioner Dzurka said he concurred with both previous comments. He discussed he respects the bid process; professional contracts/legal services where you have more of an established relationship with vendors it makes a ton of sense; Studio Intrigue and the work they have done up until this point and if we were to open this up it would set us back probably months on end; we would probably get double costs for a new vendor who would have to come in to re-establish documents Studio Intrigue can already utilize.

Mayor Cocco discussed items necessary to make the space functional. She would like to add the roof (might be contractually obligated to split cost); as well as the bathroom and electrical for HVAC (just isolated gym and theatre rooms); the elevator; and possibly storage space for the theatre in the basement.

Interim City Manager Kinde said that space has already been talked about with the arts council and has never been a part of this. She said we thought about the city common space, which has now been taken off the table.

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Mayor Cocco discussed the gym floor (quote to refinish it; what it would cost to replace it) basketball nets (updated & modernized); lighting and electrical.

Ken Jones, Studio Intrigue, was present. He discussed that until the work for the design of the overall condo building takes place, we won't know the full extent of what the contractor needs to bid (for example, where is the main power for the building going to be for HVAC to connect to; he can't tie in and get it finalized until the other part of building is designed (the same thing for fire suppression system)).

There was a discussion of:

- Getting estimates on the contingencies
 - They would include notes for the contractor to give a ballpark.
 - For the elevator, Mr. Jones is not sure where the agreement with the condo association lies to know who is responsible; for the upper part of the auditorium you need the elevator.
- The condo docs
 - Producing construction drawings for bidding and getting the permit; they won't be 100% done for construction, but they will be close.
- Optional items
 - The gymnasium and auditorium lighting are optional; lights there that function today.
- Having accurate quotes and options; the full scope of what it would be to complete the project.
 - Mr. Jones said he assumes the agreement will have something in there with them and you needing to complete some work. Fire suppression will need to be throughout building; same thing with fire alarm systems (some things tied into a master system).
- A timeline and where Dymaxion is in the process.
 - At the same spot as the city; probably waiting for a decision from this body.
 - Dymaxion can't do any work on the building until a decision is made; if we don't move forward on the purchase they would probably go forward with a brownfield; they can't touch anything in the building until that has been completed.
- Mr. Jones discussed seeing public bodies getting preliminary numbers from contractors; getting contractors involved at preliminary stages; getting a range of numbers speeds up the process; moving forward to stay within the range.
- Construction documents and the process.
- A quote on roof, elevator, floor redone and refinished, potentially obligated to do some work on outside (brick, foundational); include an inspection into those realms.

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REVIEW AND DETERMINE NEXT STEPS FOR STUDIO INTRIGUE
ENGAGEMENT LETTER FOR WILSON CENTER CONSTRUCTION DOCUMENTS

There was a discussion of getting a revised document from Studio Intrigue to include the items mentioned.

ADJOURNMENT

Motion by Commissioner Dzurka seconded by Commissioner Gurski that the meeting be adjourned.

YEA: Hufnagel, Ruestman, Gurski, Cocco, Dzurka

NAY: None

Motion carried.

The meeting was adjourned at 7:59 p.m.