

Annual Organizational Meeting  
November 10, 2010  
7:00 p.m.

DRAFT

City Clerk Karen Haischer called this annual organizational meeting of the Hancock City Council to order on Wednesday, November 10, 2010 in the Council Chambers at 7:00 p.m. The United States Flag was honored with the following Councilors and Councilors Elect present: Councilor Laitila Councilors Elect Jeremie Moore, John Haeussler, Lisa McKenzie, James Hainault and Ted Belej.

Absent: Councilor Slivon.

Also present: City Manager Anderson.

The purpose of this meeting follows:

1. City Clerk to swear in newly elected Councilors.
2. Nominations to elect a Mayor for a one year term.  
Nominations to elect a Mayor Pro-Tem for a one year term.

**Special Meeting as Posted:**

Agenda:

1. Review and consider sewer project bids opened on October 27, 2010.
2. Review request for qualifications and select an engineering firm for professional services to design the Hancock Beach Storm water EPA Grant Project.

Next regular meeting is Wednesday, November 17th, 2010.

The City Clerk gave the Oath of Office to the Councilors elect for the following terms:

**Councilor from Ward II :**  
Jeremie Moore  
**2 year term ending in 2012**

**Councilors At Large:**  
Lisa McKenzie  
John Haeussler  
Jim Hainault  
Ted Belej  
**4 year term ending in 2014**

City Clerk Haischer called for nominations for Mayor for a one year term:  
Nominations Open:

Moved by Councilor Hainault and seconded by Councilor McKenzie to nominate William Laitila as Mayor for a one year term.

Nominations

Nominations

Nominations were closed

Unanimous vote in favor of William Laitila as City of Hancock Mayor for a one year term.  
Motion Carried.

Moved by Councilor Hainault and seconded by Councilor McKenzie to excuse Councilor Slivon from tonight's meeting.

Yes: All

No: None

Motion Carried

Mayor Laitila called for nominations for Mayor Pro-Tem for a one year term:  
Nominations Open:

Moved by Councilor McKenzie and seconded by Councilor Belej to nominate Jim Hainault as Mayor Pro-Tem for a one year term.

Nominations were closed

Unanimous vote in favor of Jim Hainault as City of Hancock Mayor Pro-Tem for a one year term.

Motion Carried.

Moved by Councilor Hainault and seconded by Councilor Belej directing the City Manager to send a letter of thanks and appreciation to Tom Gemignani for his years of service while on the City Council.

Yes: All

No: None

Motion Carried.

Special Meeting

resolution #27-10  
sewer improvements

Bidders

MJO Contracting, Inc.	base bid	\$3,092,249.60	* low bidder
Moyle Construction		\$3,490,961.50	
Bill Siler Contracting, Inc.		\$3,659,085.00	

Moved by Councilor Hainault and seconded by Councilor Belej approving and adopting Resolution #27-10 as follows:

**RESOLUTION TO TENTATIVELY AWARD A CONSTRUCTION CONTRACT FOR THE CITY OF HANCOCK -2009 SANITARY SEWER IMPROVEMENTS PROJECT**

**WHEREAS**, the City of Hancock wishes to construct improvements to its existing sanitary sewer system; and

**WHEREAS**, the City of Hancock -2009 Sanitary Sewer Improvements Project will be funded through the United States Department of Agriculture - Rural Development Utilities Service Program; and

**WHEREAS**, the City of Hancock has sought and received construction bids for the proposed improvements and has received a low Total Base Bid in the amount of Three Million Ninety-two Thousand Two Hundred Forty-nine and 60/100 Dollars (\$3,092,249.60) from MJO Contracting, Inc., of Hancock, Michigan; and

**WHEREAS**, the City Engineer, Orchard, Hiltz & McCliment, Inc. of Hancock, Michigan has recommended awarding the contract to the low bidder.

**NOW THEREFORE BE IT RESOLVED**, that the City of Hancock award the contract for construction of the proposed 2009 Sanitary Sewer Improvements project to MJO Contracting, Inc., for the Total Base Bid for a total contract amount of \$3,092,249.60 contingent upon Rural Development's concurrence with the award and the availability of funding.

Roll Call Vote:

Yes: Councilors Haeussler, McKenzie, Moore, Laitila, Belej and Hainault.

No: None

Abstain: None

Absent: Councilor Slivon

Motion Carried.

beach storm water project

Moved by REQUEST FOR QUALIFICATIONS  
HANCOCK BEACH STORM WATER PROJECT

Issue Date: October 1, 2010

Due Date: October 22, 2010

Gazette Ad: October 7, 2010

Selection Date: November 10, 2010

Sent To

Responses

UPEA/ Houghton	No
Wilcox/Escanaba	No
Coleman/Iron Mountain	No
<b>OHM/Hancock</b>	<b>Yes</b>
AECOM/Marquette	No
<b>Tri-Media/Marquette</b>	<b>Yes</b>
Division I Design/Houghton	No
<b>Bonestroo/Houghton</b>	<b>Yes</b>

<u>Selection Criteria</u>	<u>Weighted Percent</u>
Qualifications (Firm/Individual)	35%
Project Understanding	35%
Capacity to Perform work	10%
Experience with City	10%
Fee	10%

<u>Firm</u>	<u>Price</u>	<u>Hours</u>	<u>Cost per hour</u>
OHM	\$42,839	481	\$89.06
Tri-Media	\$44,955	552	\$81.44
Bonestroo	\$23,710	258	\$91.90

Scoring

<u>Firm</u>	<u>Qualif.</u>	<u>Project Understand.</u>	<u>Capacity to Perform Work</u>	<u>Exp. With City</u>	<u>Fee</u>	<u>Score</u>
Bonestroo	35	25	10	0	10	80
OHM	35	35	10	10	5	95
Tri-Media	35	35	10	0	5	85

Comments

- A. Both Bonestroo and OHM have current EPA GLRI knowledge.
- B. Bonestroo has low work hours, especially for educational outreach.
- C. OHM identified original grant opportunity for city.
- D. OHM doing similar grant with the Village of Lake Linden.
- E. City's first EPA Storm water Management project.
- F. EPA may require additional water Quality assurance follow-up not included in RFQ

Recommendation

After reviewing the three responses to the Request for Qualifications, undertaking the identified scoring method, reviewing the scope of work required, the requirements of EPA, the work hours necessary to accomplish the tasks needed, cost per hour analysis, and overall project needs, I am recommending the city retain the professional services of OHM for this EPA GLRI project for \$42,839.

Moved by Councilor Belej and seconded by Councilor Hainault to accept the recommendation of City Manager Glenn Anderson to award OHM the engineering and professional services agreement to design the Hancock Beach Storm Water EPA Grant Project at a cost of \$42,839.00.

Roll Call Vote:

Yes: Councilors Haeussler, McKenzie, Moore, Laitila, Belej and Hainault.

No: None

Motion Carried.

Moved by Councilor Belej and seconded by Councilor Hainault that this annual organizational meeting of the Hancock City Council be adjourned. Time: 7:42 p.m.

Yes: All

No: None

Motion Carried.

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William Laitila, Mayor

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Karen Haischer, CMC City Clerk

This meeting was properly advertised and posted and all Councilors notified.