

## Minutes

### Special Meeting of the Elberta Village Council

401 First Street | ELBERTA, MI 49628

**October 3, 2023 @ 7 pm**

**Call to Order and Pledge** 7:00 pm

#### **Roll Call**

President Jennifer Wilkins – PRESENT | Pro Tempore Emily Votruba – PRESENT | Ken Holmes – PRESENT | Ryan Fiebing – PRESENT | Brett McGregor – PRESENT

#### **Audience**

Ken Mlcek (Fleis & VandenBrink), Kat Ralston (Clerk-Treasurer), Justin Towle (DPW Assistant)

#### **Approval of Agenda**

**Motion** by Votruba, seconded by Wilkins, **to approve the October 3, 2023, Special Council Meeting Agenda** All ayes. Motion passed.

#### **Correspondence**

(Attached)

**Inquiry of Conflict on Agenda Items** None

**Brief Public Comment on Agenda Items (3 min)** None

#### **New Business**

- 1. Michigan Department of Natural Resources Trust Fund Grant TF20-0013 Elberta Lake Michigan Beach Improvements Contract Bid Award – AJ’s Excavating** Mlcek described the project: expanded gravel parking (27 spots), regravelling of existing lot, new pavilion, plank and mobi mat walkway to pier, concrete sidewalk along edge of parking, additional public beach access, public restroom with flush toilets (involves new well and drainfield). Called for bids in May. Received 4 bids ranging from \$540K to \$1M+; original budget was \$465K. Mlcek and Wilkins secured help from Grand Traverse Regional Land Conservancy (GTRLC); original MNRTF grant was \$300K; GTRLC covered the match portion of \$165K; when all bids came in over budget additional inquiries made for help from Sand Products Corporation and elsewhere; GTRLC came up with balance of funding needed = an additional \$350K. Five references were checked on low bidder and reviews were very poor; MDNR agreed to the rejection of that bid; AJ’s is second lowest bidder. Votruba asked about history of project: In the works since at least 2017, before Wilkins was elected president, in 2018; Mlcek consulted on project with previous admin; Wilkins did the funding presentation to DNR in application for the grant in 2020. McGregor said project is in line with the Master Plan and Parks Plan. Village will have to cover the cost for the flush toilets; GTRLC would cover vault toilets but not plumbed toilets; that amount is \$105K, which Wilkins said is already budgeted. Road between two parking areas will be widened somewhat and graveled but not paved. GTRLC and MDNR involvement ensures project will be ecologically sound; Mlcek said permitting process was long and involved, with several modifications per feedback from the two entities. Pavilion to be located at end of south parking lot. Timber planks can be put on sand but paved pathway was nixed; per DNR, a permanent walkway would have to be an elevated boardwalk. Votruba asked about timeline and DPW involvement. AJ’s wants to begin this fall; projected completion May 2024; DPW involvement minimal, mostly related to restroom construction and access through gate. Towle asked about sewer connection; it will be septic. Fiebing asked about wheelchair access; mobi mat enables this. **Motion** by Holmes, seconded by McGregor, to award the contract bid for the Elberta Lake Michigan Beach Improvements Project to AJ’s Excavating. **Roll call: Fiebing Aye | Holmes Aye | McGregor Aye | Votruba Aye | Wilkins Aye. All ayes. Motion passed.**

1 **Extended General Public Comment (5 min)** Ralston asked about grant reporting requirements. Preconstruction  
2 meeting TBD

3 **Adjournment** 7:22 pm by Holmes

4 Final minutes prepared and posted by

5 Emily Votruba, Trustee

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Michigan Department of Natural Resources - Grants Management

**RECREATION GRANT PROGRESS REPORT**

Required by authority of the Michigan Department of Natural Resources.

|  |                               |
|--|-------------------------------|
| Grant Number<br>TF20-0013  | Grantee<br>Village of Elberta |
| Project Name<br>Elberta Lake Michigan Beach Improvements Project   |                               |
| <b>INSTRUCTIONS: Answer the questions below and attach additional sheets, if necessary, to elaborate on responses. Email this completed progress report and a <u>detailed schedule for project completion</u> to the appropriate Grant Coordinator.</b>  |                               |
| 1. Describe the work completed to date:<br>The project design has been completed. Bidding is complete.   |                               |
| 2. Describe the work yet to be completed:<br>Contract award is anticipated by October 1, 2023. Project construction needs to be completed.   |                               |
| 3. Will the work be completed by the end of the project period? <b>Provide a detailed schedule for completion.</b> Check your project agreement for the project period expiration date. If you expect expenses to occur after this date, please initiate an amendment approximately 1 month prior to the expiration date. Refer to the Acquisition or Development Project Procedures booklet for instructions.<br><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO, explain below:<br>An amendment will be needed to extend the project timeline. This project was delayed by procurement of a critical dunes permit and a long post-bid period due to search for additional project funds. Our understanding is an amendment cannot be processed until contract award is made and DNR concurs with contract award. We will submit an amendment as soon as it is allowed. We anticipate construction may start this fall and extend into mid-summer 2024. |                               |
| <b>FOR FISCAL YEAR-END REPORTS ONLY</b><br>List the total expenditures that have, or will be, incurred between October 1-September 30 of the current fiscal year, which have not previously been reported in a reimbursement request.<br>\$0   |                               |
| <b>CERTIFICATION</b>   |                               |
| Grantee Representative Name<br>Jennifer Wilkins  | Title<br>Village President    |
| Grantee Representative Signature<br>   | Date<br>September 1, 2023     |
| Prime Professionals Name<br>Ken Mlcek  | Title<br>Project Manager      |
| Prime Professionals Signature (optional)<br>   | Date<br>September 1, 2023     |

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Village of Elberta

MDNR Trust Fund Grant Program TF20-0013  
Elberta Lake Michigan Beach Improvement Project



BID TABULATION

Date 5/9/2023  
PM KCM  
Project No. 847880

| Item No. | Item Description   | Unit | Estimated Quantity | North Country Contracting |              | A/J's Excavating |              | Cole, Inc.   |              | Walton Contracting |              |
|----------|--|------|--------------------|---------------------------|--------------|------------------|--------------|--------------|--------------|--------------------|--------------|
|          |  |      |                    | Unit Price                | Amount       | Unit Price       | Amount       | Unit Price   | Amount       | Unit Price         | Amount       |
| 1        | General Conditions, Bonds, Mobilization and Insurance (5% max) | LSum | 1                  | \$25,000.00               | \$25,000.00  | \$34,000.00      | \$34,000.00  | \$12,300.00  | \$12,300.00  | \$48,000.00        | \$48,000.00  |
| 2        | Miscellaneous Removals   | LSum | 1                  | \$18,500.00               | \$18,500.00  | \$9,860.00       | \$9,860.00   | \$12,127.80  | \$12,127.80  | \$20,000.00        | \$20,000.00  |
| 3        | Soil Erosion Control   | LSum | 1                  | \$5,800.00                | \$5,800.00   | \$5,800.00       | \$5,800.00   | \$15,129.00  | \$15,129.00  | \$25,520.00        | \$25,520.00  |
| 4        | Site Preparation & Grading                                     | LSum | 1                  | \$7,000.00                | \$7,000.00   | \$28,600.00      | \$28,600.00  | \$35,178.00  | \$35,178.00  | \$70,000.00        | \$70,000.00  |
| 5        | Conc. Sidewalk, 4 inch w/turned down edge                      | SF   | 1,580              | \$9.00                    | \$14,310.00  | \$12.00          | \$19,080.00  | \$12.10      | \$19,230.00  | \$14.00            | \$22,260.00  |
| 6        | Conc. Sidewalk, 4 inch   | SF   | 1,015              | \$8.25                    | \$8,373.75   | \$10.00          | \$10,150.00  | \$10.76      | \$10,921.40  | \$11.50            | \$11,672.50  |
| 7        | Concrete, Pavt, 6 inch, Reinforced                             | SF   | 800                | \$12.00                   | \$9,720.00   | \$13.75          | \$10,950.00  | \$12.30      | \$9,864.00   | \$19.15            | \$15,480.00  |
| 8        | Parking Area Striping  | LSum | 1                  | \$1,500.00                | \$1,500.00   | \$725.00         | \$725.00     | \$615.00     | \$615.00     | \$3,000.00         | \$3,000.00   |
| 9        | Barrier Free Parking Sign                                      | Ea   | 2                  | \$75.00                   | \$150.00     | \$475.00         | \$950.00     | \$393.60     | \$787.20     | \$500.00           | \$1,000.00   |
| 10       | No Parking Sign  | Ea   | 5                  | \$50.00                   | \$250.00     | \$475.00         | \$2,375.00   | \$234.93     | \$1,174.65   | \$500.00           | \$2,500.00   |
| 11       | Water Trail Sign   | Ea   | 1                  | \$50.00                   | \$50.00      | \$500.00         | \$500.00     | \$3,382.50   | \$3,382.50   | \$500.00           | \$500.00     |
| 12       | Interpretive Sign, 24 x 36                                     | Ea   | 2                  | \$1,900.00                | \$3,800.00   | \$4,300.00       | \$8,600.00   | \$4,459.99   | \$8,919.98   | \$2,000.00         | \$4,000.00   |
| 13       | 23A Aggregate, 8 inch  | Syd  | 3,600              | \$12.50                   | \$45,000.00  | \$14.50          | \$52,200.00  | \$17.28      | \$62,208.00  | \$20.00            | \$72,000.00  |
| 14       | Concrete Wheel Stop  | Ea   | 68                 | \$78.00                   | \$5,304.00   | \$180.00         | \$12,240.00  | \$129.15     | \$8,782.20   | \$200.00           | \$13,800.00  |
| 15       | Prefabricated Vault Restroom                                   | LSum | 1                  | \$120,000.00              | \$120,000.00 | \$108,000.00     | \$108,000.00 | \$132,539.88 | \$132,539.88 | \$104,468.00       | \$104,468.00 |
| 16       | Removable ADA Beach Walkway                                    | FL   | 468                | \$123.00                  | \$57,564.00  | \$160.00         | \$74,880.00  | \$125.20     | \$58,593.60  | \$102.00           | \$47,736.00  |
| 17       | Timber Pathway, 6' width                                       | FL   | 130                | \$30.00                   | \$3,900.00   | \$70.00          | \$9,100.00   | \$67.65      | \$8,794.50   | \$24.50            | \$2,785.00   |
| 18       | Timber Pathway, 3' width                                       | FL   | 100                | \$25.00                   | \$2,500.00   | \$38.00          | \$3,800.00   | \$51.66      | \$5,166.00   | \$157.00           | \$15,700.00  |
| 19       | Site Light w/ Base   | Ea   | 4                  | \$6,000.00                | \$24,000.00  | \$9,350.00       | \$37,400.00  | \$8,029.44   | \$32,117.76  | \$7,425.00         | \$29,700.00  |
| 20       | Electrical Utility Allowance                                   | LSum | 1                  | \$4,000.00                | \$4,000.00   | \$4,000.00       | \$4,000.00   | \$4,000.00   | \$4,000.00   | \$4,000.00         | \$4,000.00   |
| 21       | Site Electrical Distribution                                   | LSum | 1                  | \$60,000.00               | \$60,000.00  | \$31,413.00      | \$31,413.00  | \$47,847.00  | \$47,847.00  | \$41,047.00        | \$41,047.00  |
| 22       | Spolt Rail Fence   | FL   | 1,340              | \$18.00                   | \$24,120.00  | \$20.00          | \$26,800.00  | \$48.82      | \$65,418.80  | \$50.00            | \$67,000.00  |
| 23       | Pavilion   | LSum | 1                  | \$43,500.00               | \$43,500.00  | \$73,000.00      | \$73,000.00  | \$90,969.57  | \$90,969.57  | \$78,745.00        | \$78,745.00  |
| 24       | Picnic Table   | Ea   | 4                  | \$2,800.00                | \$11,200.00  | \$4,700.00       | \$18,800.00  | \$4,341.90   | \$17,367.60  | \$6,990.00         | \$27,960.00  |
| 25       | Bench  | Ea   | 3                  | \$1,250.00                | \$3,750.00   | \$3,900.00       | \$11,700.00  | \$3,364.05   | \$10,092.15  | \$5,339.00         | \$16,017.00  |
| 26       | Deciduous Tree, 2 1/2" Caliper                                 | Ea   | 7                  | \$800.00                  | \$5,600.00   | \$650.00         | \$4,550.00   | \$738.00     | \$5,166.00   | \$1,800.00         | \$12,600.00  |
| 27       | Dune Grass Restoration   | SF   | 19,400             | \$1.35                    | \$26,190.00  | \$5.50           | \$106,700.00 | \$3.80       | \$73,720.00  | \$10.00            | \$194,000.00 |
| 28       | Dune Grass Establishment, Performance                          | LSum | 1                  | \$8,500.00                | \$8,500.00   | \$9,300.00       | \$9,300.00   | \$9,640.00   | \$9,640.00   | \$34,555.00        | \$34,555.00  |

Village Funded Items

| Item No.     | Item Description            | Unit | Estimated Quantity | Unit Price  | Amount       | Unit Price  | Amount       | Unit Price  | Amount       | Unit Price  | Amount         |
|--------------|-----------------------------|------|--------------------|-------------|--------------|-------------|--------------|-------------|--------------|-------------|----------------|
| 29           | 23A Aggregate Drive, 8 inch | Syd  | 875                | \$12.50     | \$10,937.50  | \$14.50     | \$12,687.50  | \$17.28     | \$15,120.00  | \$20.00     | \$17,500.00    |
| <b>TOTAL</b> |                             |      |                    | Total:      | \$546,999.25 | Total:      | \$720,180.50 | Total:      | \$774,897.59 | Total:      | \$1,024,455.50 |
|              |                             |      |                    | As-Read:    | \$546,999.25 | As-Read:    | \$720,180.50 | As-Read:    | \$774,897.51 | As-Read:    | \$1,025,355.50 |
|              |                             |      |                    | Difference: | \$0.00       | Difference: | \$0.00       | Difference: | \$0.08       | Difference: | (\$900.00)     |

Bid Alternate A

| Item No.     | Item Description                      | Unit | Estimated Quantity | Unit Price   | Amount       | Unit Price   | Amount       | Unit Price   | Amount       | Unit Price   | Amount       |
|--------------|---------------------------------------|------|--------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|
| A1           | Prefabricated Full Flush Restroom     | LSum | 1                  | \$135,000.00 | \$135,000.00 | \$154,388.00 | \$154,388.00 | \$340,000.00 | \$340,000.00 | \$145,749.00 | \$145,749.00 |
| A2           | Well, 5 inch                          | LSum | 1                  | \$15,500.00  | \$15,500.00  | \$10,381.50  | \$10,381.50  | \$12,300.00  | \$12,300.00  | \$25,000.00  | \$25,000.00  |
| A3           | Septic Drainfield                     | LSum | 1                  | \$14,300.00  | \$14,300.00  | \$28,758.00  | \$28,758.00  | \$38,130.00  | \$38,130.00  | \$43,860.00  | \$43,860.00  |
| A4           | Dune Grass Restoration                | SF   | 3,000              | \$1.35       | \$4,050.00   | \$5.50       | \$16,500.00  | \$3.80       | \$11,400.00  | \$10.00      | \$30,000.00  |
| A5           | Dune Grass Establishment, Performance | LSum | 1                  | \$3,500.00   | \$3,500.00   | \$2,500.00   | \$2,500.00   | \$4,000.00   | \$4,000.00   | \$19,555.00  | \$19,555.00  |
| <b>TOTAL</b> |                                       |      |                    | Total:       | \$172,350.00 | Total:       | \$212,527.50 | Total:       | \$405,835.00 | Total:       | \$264,164.00 |
|              |                                       |      |                    | As-Read:     | \$172,350.00 | As-Read:     | \$212,527.50 | As-Read:     | \$405,830.00 | As-Read:     | \$264,164.00 |
|              |                                       |      |                    | Difference:  | \$0.00       | Difference:  | \$0.00       | Difference:  | \$0.00       | Difference:  | \$0.00       |

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