

**City of Marine City  
City Commission Minutes  
November 16, 2023**

A regular meeting of the Marine City Commission was held on Thursday, November 16, 2023 at 260 South Parker Street, Marine City, and was called to order by Mayor Vandebossche at 7:00 P.M.

Present: Mayor Jennifer Vandebossche, Commissioners Jacob Bryson, Elizabeth Hendrick, William Klaassen, Rita G. Roehrig, Brian Ross; City Manager Scott Adkins; City Clerk Jason Bell.

Also Present: City Attorney Robert Davis

**AUDIO/VIDEO AVAILABLE**

For complete audio of meeting, visit the following link:

<https://www.youtube.com/watch?v=KkqkCMOKNXU>

**APPROVE AGENDA**

Motion by Commissioner Hendrick, seconded by Commissioner Ross, to approve the agenda as amended. All Ayes. Motion Carried.

**PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS**

Community Foundation Certificate of Appreciation

Mayor Vandebossche presented a Certificate of Appreciation to the Community Foundation. Jackie Hanton from the Community Foundation thanked the City and spoke on upcoming projects.

**PUBLIC COMMENT**

Rosalie Skwiers thanked the Commission and City for the proclamation and spoke on her garden project and Bee Friendly City.

Mike Hilferink spoke on lack of transparency and a lack of an agenda. He also spoke on the Safe Drinking Water Project grant/loan as well as endorsing Mr. O'Brien for the vacant Commission seat.

**APPROVE MINUTES**

City Commission Meeting Minutes – November 2, 2023

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to approve the City Commission Meeting Minutes of November 2, 2023. All Ayes. Motion Carried.

## CONSENT AGENDA

Presented:

- a. MCAFA Run Report
- b. Departmental Monthly Activity Reports
- c. Special Event Permit – Friendsgiving 5K & 1 Mile Tyler Kreilter Memorial Run

Motion by Commissioner Ross, seconded by Commissioner Bryson, to approve the Consent Agenda a-c as presented. **Roll Call Vote.** Ayes: Bryson, Hendrick, Klaassen, Roehrig, Ross, Vandenbossche. Nays: None. Motion Carried.

## ITEMS REMOVED FROM CONSENT AGENDA

None

## FINANCIAL BUSINESS

### Expenditures Including Payroll - \$109,629.93

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to approve expenditures including payroll in the amount of \$109,629.93. **Roll Call Vote.** Ayes: Hendrick, Klaassen, Roehrig, Ross, Vandenbossche, Bryson. Nays: None. Motion Carried.

### Preliminary Financial Statements

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to receive and file the preliminary financial statements. All Ayes. Motion Carried.

### Resolution 025-2023 – Banking and Financial Management Authorization Resolution

City Manager Adkins spoke on the need for the resolution as there were some audit pieces requiring documents and staff could not access the accounts. Commissioner Ross stated this needed to be done from time to time so proper staff can access accounts.

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to approve Resolution 025-2023 a Resolution Authorizing the Execution of Documents with Huntington Bank, JP Morgan Chase Bank and Northstar Bank to Make Necessary Signature and Account Authorizations. **Roll Call Vote.** Ayes: Klaassen, Roehrig, Ross, Vandenbossche, Bryson, Hendrick. Nays: None. Motion Carried.

## UNFINISHED BUSINESS

### City Commission Vacancy

Mayor Vandenbossche spoke on this item being a discussion piece to clear up procedures on the vacancy and stated the newly appointed Commissioner would be sworn in after the meeting.

## **NEW BUSINESS**

### City Commission Appointment

Mayor Vandebossche thanked the applicants and after reviewing each, she was recommending Sean O'Brien. Commissioner Hendrick thanked the applicants and stated it was not an easy job and Sean O'Brien will do great as there is a need for younger people to serve on local boards. Commissioner Ross stated there were two great applicants and Michelle Hoskin was a great person and his go to person in town.

Motion by Mayor Vandebossche, seconded by Commissioner Hendrick, to appoint Sean O'Brien to the City Commission. **Roll Call Vote.** Ayes: Roehrig, Ross, Vandebossche, Bryson, Hendrick, Klaassen. Nays: None. Motion Carried.

### 2024 City Meeting Schedule

Clerk Bell provided the 2024 City Meeting Schedule and spoke on a few dates that fell on holidays and the need to move locations of some meetings or dates due to a conflict with early voting. Commissioner Hendrick stated the meetings that conflicted with early voting could be moved to the Fire Hall. The schedule would be brought back to the Commission for approval once changes were made.

### Election Commission Appointment

City Manager Adkins spoke on the need for the Election Commission to meet soon due to deadlines approaching and there was a vacancy on the board for a City Commission representative. Commissioner Bryson stated he has done it before and would be willing to do it again and the only requirement was that whoever was appointed could not be running for election during that year.

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to appoint Commissioner O'Brien to the Election Commission. **Roll Call Vote.** Ayes: Ross, Vandebossche, Bryson, Hendrick, Klaassen, Roehrig. Nays: None. Motion Carried.

## **ADMINISTRATIVE REPORTS**

### City Attorney Report

None.

### City Manager Report

City Manager Adkins wanted to wish everyone a Happy Thanksgiving and reminded that the Santa Parade was on November 21<sup>st</sup> and the Merrytime Christmas was December 2<sup>nd</sup>. He also welcomed Mr. O'Brien to the Commission. City Manager Adkins stated there would be a joint meeting of the CED and Planning Commission on November 29<sup>th</sup> at 6:00pm. He also sent sympathies to the family of George Joachim on his passing.

City Manager Adkins provided an update on the Safe Drinking Water Project with a total cost of \$26,000,000 with \$13,000,000 being in a grant and \$13,000,000 being in a low interest loan. He also stated there would be a presentation on Bond Counsel and Financial Advisor for the December 14, 2023 meeting for the bonding process.

#### Reports from Department Heads

Clerk Bell provided an update on Granicus Peak Agenda Meeting Minute Software with anticipated go live date of March 7, 2024. He also provided an update on Early Voting for elections and required notifications that needed to go out to voters.

#### **COMMISSIONER PRIVILEGE/LIAISON REPORTS**

Commissioner Klaassen stated he attended the Planning Commission meeting where they had an update on the Master Plan. He also reminded the Lighted Santa Parade was November 21<sup>st</sup> and the Rotary Club would have hot chocolate and cookies for everyone for free.

Commissioner Bryson wished everyone a Happy Thanksgiving.

Commissioner Ross sent prayers for Anwar and his family. He also stated the Bandstand was decorated for Christmas and the Santa Parade was November 21<sup>st</sup>. He also wished everyone a Happy Thanksgiving and urged residents to reach out if there was an issue.

Commissioner Roehrig wished everyone a Happy Thanksgiving. She also welcomed Sean O'Brien to the Commission and for everyone to enjoy the parade.

Commissioner Hendrick stated Tom Browning who donated a framed map of the City had passed away. She also sent condolences to former City Clerk, Diana Kade whose Mother passed away and condolences to the family of George Joachim. She also reminded of the Old Newsboys Craft Show December 9<sup>th</sup>, Paper Sale on December 1<sup>st</sup> and 2<sup>nd</sup> and that toy boxes were out around town for donations. Commissioner Hendrick also wished everyone a Happy Thanksgiving.

Mayor Vandenbossche sent her condolences to the Kade, Joachim and Browning families. She reminded everyone of the CED/Planning Commission Meeting on November 29<sup>th</sup> and hoped to see everyone there and that the Twinkling Forest at 300 Broadway would be up by November 30<sup>th</sup>. Mayor Vandenbossche welcomed Sean O'Brien to the Commission and wished everyone a Happy Thanksgiving.

**ADJOURNMENT**

Motion by Commissioner Hendrick, seconded by Commissioner Ross, to adjourn at 7:50p.m. All Ayes.  
Motion Carried.

Respectfully submitted,

Jason A.Bell  
City Clerk

Jennifer Vandenbossche  
Mayor