

**City of Marine City  
City Commission Minutes  
February 15, 2024**

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A Regular Session of the Marine City Commission was held on Thursday, February 15, 2024 at Guy Community Center  
260 South Parker Street at 7:00 PM.

Present: Mayor Jennifer Vandenbossche, Commissioners Jacob Bryson, Lisa Hendrick, William Klaassen, Sean O'Brien, Rita Roehrig, Brian Ross; Clerk Jason Bell, City Manager Scott Adkins, Lawyer Bob Davis

Roll Call: Mayor Jennifer Vandenbossche; Commissioners Jacob Bryson, Elizabeth Hendrick, William Klaassen, Sean O'Brien, Rita Roehrig, Brian Ross; City Manager Scott Adkins.

**APPROVE AGENDA**

For complete audio/video of meeting, visit the following link:  
<https://www.youtube.com/watch?v=SWY24DjGOUQ>

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to approve the agenda. All Ayes. Motion Carried.

**PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS**

Kaleb Rickert Recognition

Mayor Vandenbossche presented Kaleb Rickert with a Certificate of Achievement for his accomplishments in BMX racing.

Historical Society of Marine City Endowment Fund Presentation

Georgia Phelan of the Historical Society spoke on the endowment fund that was created for the maintenance of 300 Broadway. She provided brochures on the fundraising campaign and urged anyone to call 810-765-3665 with any questions.

**PUBLIC COMMENT**

Anyone is welcome to address the City Commission. Please state name and limit comments to five (5) minutes. This is a time for you to raise issues. The Commission will not respond, but issues will be followed up on as necessary.

Roland Woelkers spoke against marijuana. He also spoke on law enforcement's role with the facilities.

Paul Yanke spoke against marijuana.

Mike Hilferink spoke in favor of marijuana. He also spoke on the Police Department business office not being open during posted hours as well as issues at the water plant and beach bathrooms not being addressed and fixed. He also inquired on the status of the Washington Life Center property.

Dan LaVere spoke against marijuana.

Father Louis Lapeyre spoke against marijuana.

Michale Page spoke against marijuana.

## **APPROVE MINUTES**

### City Commission Meeting Minutes - February 1, 2024

Commissioner Ross confirmed the F&V invoice would be covered by the grant.

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to approve the City Commission Meeting Minutes of February 1, 2024. All Ayes. Motion Carried.

## **CONSENT AGENDA**

Motion by Commissioner O'Brien, seconded by Commissioner Klaassen, to approve the consent agenda items a-f as presented. . All Ayes. Motion Carried.

8.a MCAFA Run Report

8.b Departmental Monthly Activity Reports

8.c Election Commission Meeting Minutes - December 14, 2023

8.d Election Commission Meeting Minutes - January 15, 2024

8.e 300 Broadway Committee Meeting Minutes - November 27, 2023

8.f Dangerous Building Board of Appeals Meeting Minutes - October 4, 2023

## **ITEMS REMOVED FROM CONSENT AGENDA**

## **FINANCIAL BUSINESS**

### Expenditures (including payroll) – \$608,943.68

Motion by Commissioner Bryson, seconded by Commissioner Ross, to approve expenditures including payroll in the amount of \$608,943.68. . All Ayes. Motion Carried.

### Preliminary Financial Statements - January 2024

Motion by Commissioner Hendrick, seconded by Commissioner Ross, to receive and file the preliminary Financial Statements January 2024. All Ayes. Motion Carried.

### McBride-Manley Audit Presentation

Curtis McBride of McBride-Manely PLC presented the 2023 Fiscal Year audit findings. He stated the City received a clean opinion from the firm and there were two significant internal control findings; bank reconciliations not being performed on time and property tax reconciliation not being performed on time. There were six internal control findings altogether. Full audit findings follow can be found at the following link

[https://www.cityofmarinecity.org/sites/g/files/vyhlf851/f/uploads/audit\\_results\\_2022-2023.pdf](https://www.cityofmarinecity.org/sites/g/files/vyhlf851/f/uploads/audit_results_2022-2023.pdf)

### Fiscal Year End June 30, 2023, Annual Audit

Motion by Commissioner Ross, seconded by Commissioner Klaassen, to receive and file the Fiscal Year End June 30, 2023 Annual Audit. All Ayes. Motion Carried.

## **UNFINISHED BUSINESS**

### Police Department - Body Camera Waiver

Chief Heaslip stated he was bringing back the request for body camera upgrades due to a quoting error from the Axon presentation some months ago. He stated the Axon body cameras were not feasible as there was an additional \$40,000 fee and the budget could not sustain that. He presented a quote from the current company who provides the department body cameras, GETAC.

Motion by Commissioner Hendrick, seconded by Commissioner Ross, to waive competitive bidding for GETAC body cameras. All Ayes. Motion Carried.

Motion by Commissioner Hendrick, seconded by Commissioner Ross, to approve \$10,195 to complete the purchase of the body cameras. All Ayes. Motion Carried.

### Ordinance 24-001 – Adult Use Marijuana Ordinance and Application Review Discussion

City Manager Adkins spoke on the ordinance and changes requested as well as changes to the maps and the Commission was presented with the updated ordinance, maps and sample application.

Commissioner Ross spoke on the State law requiring a 1,000 foot buffer from K-12 schools, mental health facilities, churches and areas zoned specifically residential and he would like to see maps based on those buffers as well as a 500 foot buffer from residences. City Manager Adkins confirmed the requested changes to the ordinance under section C: locations permitted and setbacks, retain a & b proposing increases in schools, mental health facilities; add G "not included in zoned residential"; State law to replace F.

Motion by Commissioner Ross, seconded by Commissioner Roehrig, to request City Manager to engage GIS service to create maps with 1,000 foot boundaries from K-12 schools and areas zoned residential at GIS availability and ability. Ayes: Bryson, Hendrick, O'Brien, Roehrig, Ross, Vandenbossche. Nays: Klaassen. Motion Carried.

### ARPA Fund Allocation Discussion

City Manager Adkins provided an update on ARPA funds and the timeline for allocation and spending and stated there was \$300,000 allocated and passed by the Commission with approximately \$135,000 remaining to be allocated. He stated there was a request for allocation for tablets not to exceed \$25,000 and requested to increase the previous park improvement allocations to all remaining unallocated funds. City Manager Adkins stated the proposal was sent to the East China School District regarding the purchase of the Washington Life Center property and has received no response. Commissioners Ross and Hendrick inquired if a final answer and more research could be done regarding the Washington Life Center property. Commissioner O'Brien inquired on the time table for the ARPA funds and City Manager Adkins stated funds needed to be allocated by end of 2024 and spent by 2025.

### Tablet Purchase - CDWG

City Manager Adkins spoke on the request to purchase tablets using ARPA funds for the purpose of coordinating with Granicus agenda software. Clerk Bell spoke on the quote and price comparisons to find the best pricing.

Motion by Commissioner Ross, seconded by Commissioner O'Brien, to approve purchase of 14 Microsoft Surface tablets, accessories and warranties from CDWG under MiDEAL pricing in the amount of \$22,300.88 using ARPA funds. All Ayes. Motion Carried.

### 303 S Water Street Sale Proceeds Discussion

City Attorney Davis spoke on funds available from property sale of 303 S Water Street and history of funds and stated he gave previously 3 fund breakdowns and for the Commission to give thought on making the general fund whole. Commissioner Roehrig inquired about using all proceeds plus ARPA funds to build a community center and Commissioner Ross stated all proceeds should be put in a restricted fund.

## **NEW BUSINESS**

### Ordinance 02-2024 - Winter Parking and Snow Removal 1st Reading

City Manager Adkins stated when the Winter parking ordinance was changed years ago it eliminated all of the ordinance, but this allows for vehicles to be removed from the streets if a snow emergency is declared. Commissioner Hendrick stated no parking permits are required and Commissioner Roehrig stated there needed to be a way to notify everyone of the snow emergency.

Motion by Commissioner Ross, seconded by Commissioner Bryson, to approve Ordinance 02-2024 an ordinance of The City Of Marine City, St. Clair County, Michigan To Establish Winter Parking And Snow Removal Title Vii, Chapter 70 Entitled “Winter Parking And Snow Removal” with the addition of provision to allow parking on lawn for the first reading. All Ayes. Motion Carried.

### Discussion 300 Broadway Future Plan

Commissioner Bryson spoke on 300 Broadway and a request for a report from the 300 Broadway Committee on where the project was going and how to get there and inquired what a reasonable timeline would be to for the Commission to receive the report. Commissioner Ross stated 2 to 3 month timeline was reasonable and requested this be put on the next 300 Broadway agenda.

Motion by Commissioner O'Brien, seconded by Commissioner Ross, to provide space for Friends of City Hall to meet at municipal offices for future meetings when available. . All Ayes. Motion Carried.

## **ADMINISTRATIVE REPORTS**

### City Attorney's Report

None

### City Manager's Report

City Manager Adkins spoke on crosswalk issues and MDOT was notified, a-frame signs and sidewalk obstructions the code enforcer was educating people on. He stated the Planning Commission met to review the Master Plan pre draft and stated on March 18th there would two items for Public Hearing at the Planning Commission. City Manager Adkins stated engineering interviews would be on March 21st at 5:30PM prior to the City Commission meeting. He congratulated Kaleb Rickert, stated the 300 Broadway grant was not awarded, the Safe Drinking Water Project engineering was still ongoing, capital improvement plan changes would be presented with the budget and he spoke on the Police Department office staffing issue and solution.

### Reports from Department Heads

Clerk Bell provided an update on the upcoming Presidential Primary Election and Early Voting as well as candidate filing packets were available for 3 Commissioner seats and 1 Mayor seat. He also provided an update on the go-live date of March 4th for Granicus agenda software.

Treasurer Posey provided an update on property taxes and that citizens could pay them at City Offices until the end of the month.

## **COMMISSIONER PRIVILEGE/LIAISON REPORTS**

Commissioner Klaassen spoke on the Planning Commission and Master Plan pre draft, contract zoning and planned development and urged everyone to be careful driving in the snow and ice.

Commissioner Bryson spoke on the Dangerous Building Board and two properties should be removed soon and one property now added. He also spoke on the Charter Review Committee and placing the Charter on Municode and the focus was narrowed down to five areas.

Commissioner O'Brien thanked Katy on the audit and that it was important to offer support to staff and other committees. He also spoke on the marijuana dispensaries and the usage among teens is going down in cities that have them based on research. He also stated when the public asks the Commission to look at things and they do and present the findings.

Commissioner Ross spoke on Charter Review Committee and Municode assisting cleaning up simple Charter language. He also urged everyone to have a safe weekend and to reach out on issues.

Commissioner Roehrig encouraged everyone to get out and vote.

Commissioner Hendrick spoke on the Fire Department purchasing a new pickup and refurbishing the kitchen.

Mayor Vandenbossche thanked Curtis and Sam for their work on the audit as well as Katy, Scott, Jason and Chief Heaslip for their hard work. She also congratulated City Attorney Davis on becoming a new Grandpa. She stated there was no CED meeting and she is looking into working with SEMCOG on some meetings and trainings.

## **CLOSED SESSION**

Motion by Commissioner Ross, seconded by Commissioner Klaassen, to enter into closed session at 10:24 P.M. with the removal of item 15a. All Ayes. Motion Carried.

Motion by Commissioner Ross, seconded by Commissioner Hendrick, to return to open session at 10:43 P.M. . All Ayes. Motion Carried.

Closed Session with Legal Counsel to Discuss Pending Litigation Under 15.268(e)

Consider Material Exempt from Discussion or Disclosure by State or Federal Statute RE: UHY Invoices– MCL 15.268 (h)

## **ADJOURNMENT**

Motion by Commissioner Ross, seconded by Commissioner Hendrick, to adjourn at 10:44 P.M. All Ayes. Motion Carried.

Respectfully Submitted,

Jason A. Bell  
City Clerk

Jennifer Vandenbossche  
Mayor