

**City of Marine City
City Commission
December 5, 2019**

A regular meeting of the Marine City Commission was held on Thursday, December 5, 2019 in the Fire Hall, 200 South Parker Street, Marine City, Michigan, and was called to order by Mayor Vandebossche at 7:00 pm.

After a moment of silence, the Pledge of Allegiance was led by Mayor Vandebossche.

Present: Mayor Dave Vandebossche; Commissioners Jacob Bryson, Elizabeth Hendrick, Wendy Kellehan, William Klaassen, Paul Merchant; City Manager Elaine Leven, City Clerk Kristen Baxter

Absent: Commissioner Cheryl Vercammen

Motion by Commissioner Bryson, seconded by Commissioner Kellehan, to excuse Commissioner Vercammen from the meeting. All Ayes. Motion Carried.

Also in Attendance: City Attorney Robert Davis

APPROVE AGENDA

Motion by Commissioner Kellehan, seconded by Commissioner Merchant, to approve the Agenda with the following amendment:

Remove Item #11-A: Audit Engagement Letter – McBride-Manley & Company

All Ayes. Motion Carried.

PUBLIC COMMENT

Rosalie Skwiers, 211 Michigan, made comment and distributed materials that the Friends of City Hall portion of 300 Broadway was not ADA accessible.

Ray Skwiers, 211 Michigan, made comments about the tenants at 300 Broadway holding events when the building was not ADA accessible.

Laura Scaccia, 430 S. Water Street, clarified that Merrytime Christmas was sponsored by the Chamber, not the City.

APPROVE MINUTES

Motion by Commissioner Kellehan, seconded by Commissioner Klaassen, to approve the City Commission Meeting Minutes of November 21, 2019. All Ayes. Motion Carried.

CONSENT AGENDA

Presented:

- A. 2020 Meeting Schedule
- B. Cancellation of the January 2, 2020 Meeting
- C. Sewer Rate Computation Estimate for Year Ending June 30, 2020
- D. TIFA Meeting Minutes – August 20, 2019
- E. Community & Economic Development Meeting Minutes – October 23, 2019

Motion by Commissioner Bryson, seconded by Commissioner Merchant, to approve the Consent Agenda. **Roll Call Vote.** Ayes: Vandebossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant. Nays: None. Motion Carried.

2018-2019 AUDIT PRESENTATION – McBride Manley & Company, PC

Curtis McBride and Samantha Hudson, of McBride-Manley & Company, PC reported on the financial status of the City as of June 30, 2019, as follows:

Total Assets:	\$2,191,000
Total Liabilities:	<u>\$ 145,000</u>
Net Fund Balance:	\$2,046,000

Mr. McBride said the City received a clean/unmodified opinion with a fund balance that was in excess of the recommended minimum. Mr. McBride explained that this was the highest opinion you could receive. The opinion meant that they believe that the City's financial statements were accurate and in compliance with their standards.

Ms. Hudson spoke about the General Fund and reported that the State recommended minimum fund balance was 10-20 percent of total annual expenditures. She reported that, at the end of 2019, the City had a healthy fund balance of approximately 70 percent.

Major Street Funds and Local Street Funds were discussed with Mr. McBride stating that both had healthy fund balances.

Mr. McBride stated the Water and Sewer Fund also had a healthy fund balance with a solid net position of \$3,593,000 with three bonds outstanding.

He also spoke of the audit process and the focus on all accounting functions, which included:

- Purchasing (including electronic and credit cards, as applicable)
- Cash receipts
- Utility billing
- Adjusting journal entries
- Payroll
- Bank reconciliation

Mr. McBride commented on the great working relationship his firm had with the City, and reported that they spend many hours on the City's business, which helps them identify things throughout the year and gives them a better understanding of what was going on.

***Full audit available on the City of Marine City website: www.cityofmarinecity.org**

FINANCIAL BUSINESS

Disbursements

Motion by Commissioner Kellehan, seconded by Commissioner Klaassen, to approve total disbursements including payroll, in the amount of \$288,567.25. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant. Nays: None. Motion Carried.

UNFINISHED BUSINESS

Board Appointments

Zoning Board of Appeals (1 vacancy)

An application was received from the following resident:

- Kim Weil, 157 Brown Street

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to reappoint Kim Weil to the Zoning Board of Appeals for a term expiring December 31, 2022. All Ayes. Motion Carried.

Historical Commission (3 vacancies)

Applications were received from the following residents:

- Scott Tisdale, 123 N. Fifth Street
- Rosalie Skwiers, 211 Michigan

Motion by Commissioner Hendrick, seconded by Commissioner Bryson, to reappoint Scott Tisdale to the Historical Commission for a term expiring December 31, 2022. All Ayes. Motion Carried.

Motion by Commissioner Hendrick, seconded by Commissioner Merchant, to reappoint Rosalie Skwiers to the Historical Commission for a term expiring December 31, 2022. All Ayes. Motion Carried.

Board of Review (1 vacancy)

An application was received from the following resident:

- Mary Weseloh, 165 S. Water #303

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to reappoint Mary Weseloh to the Board of Review for a term expiring December 31, 2022. All Ayes. Motion Carried.

NEW BUSINESS

Kayak Launch

Joe Moran and Laura Scaccia, representing the Marine City Community and Economic Development Board, asked the City for approval to proceed with construction of a kayak launch (Phase 1 and 1.5) in the spring of 2020 and to approve the expenditure of not more than \$2,500 for the project. They reported that the launch would be located on city-owned land at the northwest foot of the Ervin “Biff” LaBuhn Bridge over the Belle River. They stated that the kayak launch was consistent with the Marine City Master Plan and Recreation Plan.

Board Members inquired why the original location of the launch of St. Clair Street was changed and asked if homeowners in the area were notified.

Motion by Mayor Vandebossche, seconded by Commissioner Kellehan, to approve the Community & Economic Development Board to move forward with Phase 1 and 1.5 in the amount of \$2,500 with the stipulation that they come back to the City Commission after they have communicated with neighbors and before installation of the launch.

Roll Call Vote.

Ayes: Vandebossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant

Nays: None

Motion Carried.

Police Vehicle

Police Chief Heaslip reported that the department's 2012 Dodge Charger (Chief Car #00) needed an estimated \$3,500 of repairs for an engine cam shaft issue. In addition, he said the transmission was beginning to slip on the vehicle and he was verbally quoted an additional \$3,500 to repair.

Due to the high costs of repair, Police Chief Heaslip sent out a sealed bid request for the purchase of a 2018 or equivalent year Ford F-150 Police Responder. The bids were as follows:

- Gorno Ford - \$34,713
- Signature Ford - \$32,615
- Jorgensen Ford - \$29,995

Police Chief Heaslip requested approval to purchase the vehicle from Jorgensen Ford in the amount of \$29,995.

Commissioner Hendrick stated that she would rather replace the 2009 Tahoe that was inoperable and have the Chief purchase an older vehicle.

Chief Heaslip replied and stated that the truck was the cheapest vehicle he could find due to it being ordered from another police department and ultimately not purchased by that department.

Commissioner Merchant questioned if putting \$8,000 into the Chief's current vehicle to get it back on the road would be wiser than spending \$30,000 on a new vehicle.

Commissioner Bryson said he liked the thought of having a vehicle that could move evidence and equipment, especially since we were getting a good deal on the truck.

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to approve the purchase of a 2018 Ford F-150 Police Responder in the amount of \$29,995.00 from Jorgensen Ford with the following stipulations:

- Sell 2012 Dodge Charger
- Police Chief to utilize 2018 Ford F-150 Police Responder (through remainder of current fiscal year)
- Strip 2009 Tahoe for future retrofit of 2018 Ford F-150 Police Responder
- Reassign 2018 Ford F-150 Police Responder as patrol vehicle upon purchase of alternate vehicle for Police Chief

Roll Call Vote.

Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant

Nays: None

Motion Carried.

ITEMS REMOVED FROM CONSENT AGENDA

None.

CITY MANAGER REPORT

In addition to the City Manager's Report provided in the agenda packet, City Manager Leven added the following:

- The City was awarded a \$16,000 SEMCOG grant for infrastructure mapping.

COMMISSIONER PRIVILEGE/LIAISON REPORTS

Commissioner Klaassen reported that the Planning Commission would be working on determining setbacks and mapping for recreational marijuana at their December 9, 2019 meeting to report back to the City Commission.

Commissioner Kellehan reminded everyone about Merrytime Christmas on Saturday, December 7th and asked them to come out and enjoy the town.

Commissioner Hendrick announced the Lion's Club Craft Show and Bake Sale, and Hell's our Home Annual Christmas Toy & Food Drive on December 7th and said that both events

would help the Old Newsboys. She also said that the Old Newsboys Paper Sale would take place December 13-14th.

Mayor Vandenbossche also announced Merrytime Christmas and said there would be a lot of events to bring people to town, including a trolley, an ugly sweater pub crawl, and a run sponsored by the Rotary Club.

ADJOURNMENT

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to adjourn at 8:37 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter
City Clerk