**City of Marine City**

**City Commission**

**January 20, 2022**

A regular meeting of the Marine City Commission was held on Thursday, January 20, 2022 at 260 South Parker Street, Marine City, and was called to order by Mayor Vercammen at 7:00 pm.

Present: Mayor Cheryl Vercammen; Commissioners Jacob Bryson, Elizabeth Hendrick, Wendy Kellehan, William Klaassen, John Kreidler, Brian Ross; City Manager Holly Tatman; City Clerk Kristen Baxter

Also Present: City Attorney Robert Davis

**AUDIO/VIDEO AVAILABLE**

For complete audio/video of meeting, visit the following link:

<https://www.youtube.com/watch?v=mnwR5R8Uh40>

**APPROVE AGENDA**

Motion by Commissioner Bryson, seconded by Commissioner Ross, to approve the Agenda. All Ayes. Motion Carried.

**PUBLIC COMMENT**

MCAFA Fire Chief Joe Slankster and Sergeant Brad Theme presented a lifesaving award to Boy Scout Jeremy Hubbard of Troop 296.

Joe Moran, on behalf of the City-Owned Property Workgroup, advised that they had just held their first meeting that evening. He announced that the second meeting was scheduled for February 2, 2022 at 5:30 pm in the Guy Community Center.

Cherie Tocco of Autism Systems announced their new location at 439 South Parker Street and said they offer many services for individuals and families alike.

Rosalie Skwiers shared that the Old Newsboys had a successful year and thanked the community for their support. She also announced the 2022 schedule.

Phil Oleksiak read an email he obtained through the FOIA process from Mayor Vercammen to Police Chief Heaslip and said she violated the Charter.

Rudy Menchaca shared the same opinion about the above email and said the Mayor violated the Charter.

**APPROVE MINUTES**

Motion by Commissioner BrysoneH, seconded by Commissioner Kreidler, to approve the City Commission minutes of December 16, 2021. All Ayes. Motion Carried.

Motion by Commissioner BrysoneH, seconded by Commissioner Klaassen, to approve the City Commission Closed Session minutes of December 16, 2021. All Ayes.Motion Carried.

**CONSENT AGENDA**

Presented:

* 2022 Budget Schedule
* Departmental Activity Reports
* MCAFA Run Report for December
* MCAFA Annual Run Report for 2021
* Planning Commission Meeting Minutes – November 8, 2021
* Sewer Rate Computation for Cottrellville Township – Year Ended June 30, 2021
* Sewer Rate Computation Estimate for Cottrellville Township – Year Ended June 30, 2022
* Special Event – Fire, Ice & Spice
* Special Event – Maritime Days (approval of date only)
* Special Event – Maritime Days Music in the Park

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

**FINANCIAL BUSINESS**

Expenditures

Motion by Commissioner Kellehan, seconded by Commissioner Klaassen, to approve total expenditures including payroll, in the amount of $594,023.86. **Roll Call Vote.** Ayes: Bryson, Hendrick, Kellehan, Klaassen, Kreidler, Ross, Vercammen. Nays: None. Motion Carried.

Preliminary Financial Statements

Motion by Commissioner Bryson, seconded by Commissioner Ross, to receive and file the Preliminary Financial Statements. All Ayes. Motion Carried.

**SPECIAL PRESENTATION: 2020-2021 AUDIT – 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, 2021, as follows:

Total Assets: $2,250,000

 Total Liabilities: $ 216,000

 Net Fund Balance: $2,034,000

Mr. McBride said the City received an unmodified opinion with a fund balance that was in excess of the recommended minimum. Mr. McBride informed the Board that the audit examination included a study and evaluation of internal controls and said the study identified certain deficiencies in the City’s internal controls that they considered to be material weaknesses and significant deficiencies. Several deficiencies were listed as:

* Accounting Policies
* Budget
* Cash Receipting
* Payroll
* Purchasing
* Grants
* Capital Outlay & Fixed Assets
* Equipment Rent

He also recommended that information required for the Pension and Retiree Health Care obligations be requested from the City’s Actuary on a timelier basis. In addition, he recommended that the contract with Cottrellville Township for water and sewer usage be reviewed. Finally, he recommended that the City maintain a file of all voided checks.

Mr. McBride commented on the great working relationship his firm had with the City and reported that they spent many hours on this year’s audit. City Attorney Davis inquired about the number of hours and Mr. McBride stated that the City budgeted $30,000 for this year’s audit and typically they spend 290-300 hours on the audit. He said this year, however, the amount climbed to 525 hours at an expense of $81,000. Of that amount, he said the City would be billed $54,000, and his company would write off the excess amount.

**\*Full audit available on the City of Marine City website:** [**https://www.cityofmarinecity.org/treasurers-department/pages/budget-audit-information**](https://www.cityofmarinecity.org/treasurers-department/pages/budget-audit-information)

**UNFINISHED BUSINESS**

Bridge to Bay

City Manager Tatman made the recommendation that the Board vote to accept $5,000 from the St. Clair County Community Foundation to pay Project Control Engineering for the preliminary engineering for the bike path. She said that this was a good, safe step that would allow the City the opportunity of determining the costs and allowing feedback from the public.

Motion by Commissioner Kellehan, seconded by Commissioner Bryson, to accept $5,000 from St. Clair County Community Foundation for preliminary engineering of the bike path. **Roll Call Vote.** Ayes: Bryson, Hendrick, Kellehan, Klaassen, Kreidler, Ross, Vercammen. Nays: None. Motion Carried.

**NEW BUSINESS**

Traffic Control Order for Union Street

Chief Joe Slankster stated he had requested the Traffic Control Order on the 200 block of Union Street to allow parking only on the north side of the street. He said the request originated as a result of recent calls on South Market Street and Union Street where the fire department was unable to complete their turns due to the narrow roadway caused by citizens parking on both sides of the street.

Motion by Commissioner Ross, seconded by Commissioner Kreidler, to approve the Traffic Control Order for Union Street. All Ayes. Motion Carried.

DPW Superintendent Itrich asked if MISS DIG could be brought in to determine what side of the street would work best for the traffic order. Police Chief Heaslip said that he would hold off on the traffic order until he heard back from DPW Superintendent Itrich.

City Clerk Appointment

Commissioner Hendrick pointed out that the contract was not in agreement with the Personnel Policies and Procedures Handbook for the City. She said in the past, all the employee contracts followed the procedures in the handbook such as pay, severance, vacation, and sick time. City Manager Tatman explained that, in order to be competitive with bigger cities with higher budgets, other incentives such as vacation time had to be utilized. Commissioner Hendrick recommended updating the Personnel Policies and Procedures Handbook to avoid the inconsistencies in the employee contracts.

Motion by Commissioner Bryson, seconded by Commissioner Ross, to approve the employment contract between the City of Marine City and Shannon Adams. **Roll Call Vote.** Ayes: Bryson, Kellehan, Klaassen, Kreidler, Ross, Vercammen. Nays: Hendrick. Motion Carried.

Commissioner Hendrick made note that she wasn’t voting against Ms. Adams for coming here, she just couldn’t approve the contract.

2022 Poverty Exemption Policy/Poverty Exemption Application

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to approve the 2022 Poverty Exemption Policy/Poverty Exemption Application. All Ayes. Motion Carried.

Michigan Department of Transportation – Performance Evaluation

Motion by Commissioner Kreidler, seconded by Commissioner Ross, to approve the Michigan Department of Transportation Performance Evaluation Resolution. **Roll Call Vote.** Ayes: Bryson, Hendrick, Kellehan, Klaassen, Kreidler, Ross, Vercammen. Nays: None. Motion Carried.

Generator for 260 South Parker Street

Motion by Commissioner Bryson, seconded by Commissioner Ross, to waive competitive bidding for the purchase of a generator from Sideline Electric for 260 South Parker Street. **Roll Call Vote.** Ayes: Bryson, Hendrick, Kellehan, Klaassen, Kreidler, Ross, Vercammen. Nays: None. Motion Carried.

Motion by Commissioner Ross, seconded by Commissioner Klaassen, to approve the purchase of a generator from Sideline Electric in the amount of $39,256 total with the City’s cost totaling $13,085.33. **Roll Call Vote.** Ayes: Bryson, Hendrick, Kellehan, Klaassen, Kreidler, Ross, Vercammen. Nays: None. Motion Carried.

Water Tower Remote Access

Motion by Commissioner Bryson, seconded by Commissioner Kreidler, to waive competitive bidding for the purchase and installation of new remote access equipment for the Water Plant. **Roll Call Vote.** Ayes: Bryson, Hendrick, Kellehan, Klaassen, Kreidler, Ross, Vercammen. Nays: None. Motion Carried.

Motion by Commissioner Ross, seconded by Commissioner Bryson, to approve the purchase and installation of remote access equipment for the Water Plant from Kerr Pump in the amount of $9,550. **Roll Call Vote.** Ayes: Bryson, Hendrick, Kellehan, Klaassen, Kreidler, Ross, Vercammen. Nays: None. Motion Carried.

PLC Upgrade – Waste Water Treatment Plant

Motion by Commissioner Bryson, seconded by Commissioner Ross, to waive competitive bidding for the PLC Upgrade at the Waste Water Treatment Plant. **Roll Call Vote.** Ayes: Bryson, Hendrick, Kellehan, Klaassen, Kreidler, Ross, Vercammen. Nays: None. Motion Carried.

Motion by Commissioner Ross, seconded by Commissioner Kreidler, to approve the installation of the PLC at the Waste Water Treatment Plant from UIS Scada not to exceed $80,000. **Roll Call Vote.** Ayes: Bryson, Hendrick, Kellehan, Klaassen, Kreidler, Ross, Vercammen. Nays: None. Motion Carried.

**ITEMS REMOVED FROM CONSENT AGENDA**

**CITY MANAGER REPORT**

In addition to her City Manager’s report, City Manager Tatman shared that the Corrective Action Plan had been completed for the State of Michigan.

**COMMISSIONER PRIVILEGE/LIAISON REPORTS**

Commissioner Klaassen noted that the January Planning Commission meeting had been cancelled so there were no updates to share.

**CLOSED SESSION**

Motion by Commissioner Bryson, seconded by Commissioner Kellehan, to go into Closed Session at 8:52 pm to Consider the Dismissal, Suspension, or Disciplining of, or to Hear Complaints or Charges Brought Against, or to Consider a Periodic Personnel Evaluation of a Public Officer or Employee MCL 15.268 (a). **Roll Call Vote.** Ayes: Bryson, Hendrick, Kellehan, Klaassen, Kreidler, Ross, Vercammen. Nays: None. Motion Carried.

Motion by Commissioner Klaassen, seconded by Commissioner Ross, to go back into Open Session at 10:55 pm. All Ayes. Motion Carried.

**ADJOURNMENT**

Motion by Commissioner Kreidler, seconded by Commissioner Ross, to adjourn at 10:56 pm. All Ayes**.** Motion Carried.

 Respectfully submitted,

 Kristen Baxter

 City Clerk