**City of Marine City**

**City Commission**

**February 17, 2022**

A regular meeting of the Marine City Commission was held on Thursday, February 17, 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, Brian Ross; City Manager Holly Tatman; Assistant City Clerk Shannon Adams

Absent: Commissioner John Kreidler

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

Also Present: City Attorney Robert Davis

**AUDIO/VIDEO AVAILABLE**

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

<https://youtu.be/YbNp9qm1XcM>

**APPROVE AGENDA**

Motion by Commissioner Bryson, seconded by Commissioner Ross, to approve the Agenda with Item 7c moved to 11a for discussion purposes. All Ayes. Motion Carried.

**PUBLIC COMMENT**

Phil Oleksiak made comments on items in the agenda packet including the drafts of the Code of Ethics, Code of Conduct, and the Electronic Mail Management and Retention Policy.

Rosalie Skwiers made comments related to an issue with dog excrement on her neighbor’s property and said neither Mariner’s Landing Condos nor the Marine City Police are assisting with resolving this issue.

**APPROVE MINUTES**

Motion by Commissioner BrysoneH, seconded by Commissioner Kellehan, to approve the City Commission minutes of January 20, 2022. All Ayes. Motion Carried.

Motion by Commissioner KellehaneH, seconded by Commissioner Bryson, to approve the City Commission Closed Session minutes of January 20, 2022. All Ayes.Motion Carried.

**CONSENT AGENDA**

Presented:

* Departmental Activity Reports
* MCAFA Run Report for December
* Historical Commission Meeting Minutes – October 19, 2021
* Pension Board Meeting Minutes – October 26, 2021
* Retiree Health Care Plan Meeting Minutes – October 26, 2021
* Community & Economic Development Meeting Minutes – December 8, 2021
* Communication from Historical Commission
* Special Event – Twinkling Forest

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to approve the Consent Agenda Items A-I Excepting Item C. **Roll Call Vote.** Ayes: Bryson, Hendrick, Kellehan, Klaassen, 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 $687,992.86. **Roll Call Vote.** Ayes: Bryson, Hendrick, Kellehan, Klaassen, 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.

**UNFINISHED BUSINESS**

**NEW BUSINESS**

Marine City Garden Club

Motion by Commissioner Ross, seconded by Commissioner Bryson, to receive and file the request for watering of flower baskets and barrels to be included in the 2022-2023 budget. **Roll Call Vote.** Ayes: Bryson, Kellehan, Klaassen, Ross, Hendrick, Vercammen. Nays: Motion Carried.

Department of Public Works Superintendent Mike Itrich estimated a cost of $3,600.00.

Code of Ethics Draft

City Manager Tatman explained this was a working draft that would tie into the Personnel Policies and Procedures. Commissioner Klaassen expressed concern about too much power being given to the Mayor. Mayor Vercammen indicated she first saw the drafts at the same time as everyone else. Commissioner Hendrick asked if there should be a committee to work on the drafts. City Manager Tatman indicated that could take a long time. City Attorney Davis requested comments and suggestions to be sent to him directly for a future draft and explained that the policies have to balance with and not be duplicative of the City Charter and Personnel Policies and Procedures.

Code of Conduct Draft

City Manager Tatman and City Attorney Davis indicated the same explanation and procedure for the Code of Ethics was applicable to the Code of Conduct draft.

Electronic Mail Management and Retention Policy Draft

City Attorney Davis indicated this was also a draft that was further along in the process and it would be driven by the State’s Retention Policy. He explained another option existed to adopt the State policy therefore when the State policy changed, the City policy would automatically change. City Attorney Davis requested comments and suggestions be sent to him directly. Mayor Vercammen indicated storage capacity was a consideration. City Manager Tatman stated she had contacted Hi-Tech and there was no easy answer besides purchasing more storage. City Attorney Davis stated email should be used sparingly, cautiously, and directly. He related to FOIA requests and the potential need to hire an expert to retrieve emails which can be costly. Mayor Vercammen made the point that tax dollars paid for retention storage and manpower related to FOIA requests and the public had a right to know that.

MER’S Update

City Manager Tatman indicated that the Municipal Employees Retirement System (MERS) needed housekeeping done such as deleting duplicative accounts, setting up the MERS Health Savings Account (HSA) for non-union staff, and consolidating provisions clarifying the details related to vesting, sick leave, and matching to match personnel policies. She stated that MERS needed a vote of the City Commission and for it to show in the meeting minutes before they process the changes.

Motion by Commissioner Bryson, seconded by Commissioner Hendrick, to approve the MERS Health Care Savings Program Participant Agreement and approving the MER’S updates as stated above. **Roll Call Vote.** Ayes: Bryson, Kellehan, Klaassen, Ross, Hendrick, Vercammen. Nays: None. Motion Carried.

Resolution No. 002-2022 Publicly Funded Health Insurance Contribution

City Manager Tatman explained that the Commission chose to annually opt out of the State’s program which was put into place under PA152 as related to employee costs and contributions related to health care.

Motion by Commissioner Bryson, seconded by Commissioner Ross, to approve Resolution No. 002-2022 Exemption from the Publicly Funded Health Insurance Contribution. **Roll Call Vote.** Ayes: Bryson, Kellehan, Klaassen, Ross, Hendrick, Vercammen. Nays: None. Motion Carried.

Low Service Replacement Pump – Water Plant

DPW Superintendent Itrich said he was asking for competitive bidding to be waived as he could not get anyone else to quote the job.

Motion by Commissioner Bryson, seconded by Commissioner Ross, to waive Competitive Bidding for replacement of the Low Service Pump. **Roll Call Vote.** Ayes: Bryson, Kellehan, Klaassen, Ross, Hendrick, Vercammen. Nays: Motion Carried

Motion by Commissioner Ross, seconded by Commissioner Bryson, to approve the purchase of a replacement Low Service Pump for $16,676.00. **Roll Call Vote.** Ayes: Bryson, Kellehan, Klaassen, Ross, Hendrick, Vercammen. Nays: Motion Carried

**ITEMS REMOVED FROM CONSENT AGENDA**

* Agreement Between State of Michigan and Wayne Metro Community Action Agency

City Manager Tatman explained that the program was designed to help low-income individuals who were having difficulty paying their water/sewer bills. Michigan Department of Health and Human Services (MDHHS) partnered with Wayne County Metropolitan Community Action Center (WMCAA) who would act as a conduit for money to come from MDHHS to pay the bills. She said the City’s responsibility was to advertise availability of the program to residents and to collect the money. Flyers would be mailed with the next water bill and advertisements would be posted on Facebook and the city website.

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to receive and file the Memorandum for the MDHHS. **Roll Call Vote.** Ayes: Bryson, Kellehan, Klaassen, Ross, Hendrick, Vercammen. Nays: Motion Carried

**CITY MANAGER REPORT**

City Manager Tatman reported the Bridge to Bay Trail Group would begin meeting again to make sure plans were underway for the coming season, and there would be a meeting within two weeks. There have been two meetings for the Work Group related to 300 Broadway and 303 Water Street that have been successful as to giving residents, business owners, and Commissioners a voice. She also reported the 2022-2023 budget was underway and she was currently meeting with department heads. Additionally, she was waiting for the agreement with the County to collect and handle taxes, and hoped to have it on the March agenda.

**COMMISSIONER PRIVILEGE/LIAISON REPORTS**

Commissioner Hendrick stated she attended the fire department budget meeting and said that they had reported one of the highest call years with 953 calls in 2021 and a preliminary budget was prepared.

Commissioner Kellenhan wanted to thank the Marine City Area Chamber of Commerce and the volunteers for a successful Fire, Ice, and Spice Festival.

Commissioner Klaassen stated the Planning Commission met, despite some confusion on the new time. He said there was discussion about getting a map with the correct zoning districts. Commissioner Klassen posed the question on how a resident gets an item on the Commission Agenda. City Attorney Davis confirmed that he had not seen a policy related thereto. Commissioner Hendrick suggested previously a resident could submit something in writing but agreed there was no policy in place. Commissioner Klaassen indicated a policy was needed if there wasn’t one.

Commissioner Ross stated he attended the virtual MML Elected Officials course and that it was very informative. He indicated he was looking forward to attending the advanced course in 2023. He also stated he attended the Historical Commission meeting and they were looking to re-include Heritage Square Park back in the Master Plan.

Mayor Vercammen addressed the situation with her email from 3.5 months ago to Police Chief Heaslip which was the subject of a FOIA request by a resident. City Attorney Davis, City Manager Tatman, and Police Chief Heaslip all confirmed that the issue had been addressed and that the resident had been informed numerous times that the issue had been handled and was resolved.

**ADJOURNMENT**

Motion by Commissioner Ross, seconded by Commissioner Klaassen, to adjourn at 8:02pm. All Ayes**.** Motion Carried.

 Respectfully submitted,

 Shannon M. Adams

 Assistant City Clerk

 Kristen Baxter

 City Clerk