

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

A regular meeting of the Marine City Commission was held on Thursday, February 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, Michael Hilferink, William Klaassen, Rita G. Roehrig, Brian Ross; Interim City Manager James Heaslip; City Clerk Shannon Adams.

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=bQr_e4Y00mM

APPROVE AGENDA

Motion by Commissioner Ross, seconded by Commissioner Klaassen, to approve the amended Agenda with the removal of 8e and 8f out of the consent agenda, to be added as 12a and 12b and the removal of item 15a. All Ayes. Motion Carried.

COMMUNICATION

Motion by Commissioner Bryson, seconded by Commissioner Klaassen to receive and file communications from Laura Merchant and the East China Master Plan Letter. All Ayes. Motion Carried.

PUBLIC COMMENT

Cheryl Vercammen commented on the arrest of Mike Hilferink.

Patricia May spoke on her application for City Manager Search Committee.

Cheryl Ross commented on the vision for the City, spoke about volunteering and requested follow up to her questions asked at the last City Commission Meeting.

Heather Warner commented on the Marijuana Town Hall and her not being able to attend and for citizens to do leg work and take action.

Roland Woelkers commented on his opposition to marijuana dispensaries in the City.

APPROVE MINUTES

Commissioner Hendrick commented on bringing Meeting Minute policy to next regular meeting agenda. Minutes to approve were insufficient regarding the audit. Commissioner Hendrick requested minutes to include a watermark “DRAFT”.

City Clerk Adams walked out of the meeting.

Motion by Commissioner Hendrick, seconded by Commissioner Ross to take a 10 minute recess at 7:25 P.M.. All Ayes. Motion Carried.

Motion by Commissioner Hendrick, seconded by Commissioner Ross to reconvene from recess to open session at 7:30 P.M. All Ayes. Motion Carried.

City Clerk Adams did not return to the meeting, at this time Building Official Tracy Kallek and Interim City Manager Heaslip took on Clerk duties to complete the meeting.

Motion by Commissioner Hendrick, seconded by Commissioner Hilferink, to not approve the City Commission Meeting minutes of February 2, 2023. **Roll Call Vote.** Ayes: Hendrick, Hilferink, Roehrig. Nays: Bryson, Ross, Klaassen, Vandenbossche. Motion Failed.

Motion by Commissioner Bryson, seconded by Commissioner Ross to approve the City Commission Meeting minutes of February 2, 2023. **Roll Call Vote.** Ayes: Bryson, Hilferink, Ross, Vandenbossche. Nays: Hendrick, Roehrig, Klaassen. Motion Carried.

Motion by Commissioner Hendrick, seconded by Commissioner Ross to approve the City Commission Closed Session Meeting Minutes from February 2, 2023. **Roll Call Vote.** Ayes: Bryson, Hendrick, Hilferink, Klaassen, Roehrig, Ross, Vandenbossche. Nays: None. Motion Carried.

CONSENT AGENDA

Presented with the removal of 8e & 8f:

- a. MCAFA Run Report
- b. Departmental Activity Monthly Reports
- c. Pension Board Minutes – October 25, 2022
- d. Pension Retiree Health Care Minutes – October 25, 2022

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to approve the Consent Agenda a-d noting the previous removal of 8e & 8f to 12a and 12b. **Roll Call Vote.** Ayes: Bryson, Hendrick, Hilferink, Klaassen, Roehrig, Ross, Vandenbossche. Nays: None. Motion Carried.

FINANCIAL BUSINESS

Expenditures

Motion by Commissioner Bryson, seconded by Commissioner Ross, to approve total expenditures including payroll, in the amount of \$349,485.04. **Roll Call Vote.** Ayes: Bryson, Hendrick, Hilferink, Klaassen, Roehrig, Ross, Vandenbossche. Nays: None. Motion Carried.

Preliminary Financial Statements

Motion by Commissioner Bryson, seconded by Commissioner Ross, to receive and file the Preliminary Financial Statements. **Roll Call Vote.** Ayes: Bryson, Hendrick, Hilferink, Klaassen, Roehrig, Ross, Vandenbossche. Nays: None. Motion Carried.

Budget Amendments – Resolution 004-2023

Commissioner Hendrick commented on the overage of the budgeted audit amount.

Motion by Commissioner Hilferink, seconded by Commissioner Bryson, to approve Budget Amendments-Resolution 004-2023. **Roll Call Vote.** Ayes: Bryson, Hendrick, Hilferink, Klaassen, Roehrig, Ross, Vandenbossche. Nays: None. Motion Carried.

UNFINISHED BUSINESS

City Manager Search Committee – Resident Appointment

Mayor Vandenbossche thanked all the applicants. Commissioner Hendrick thanked Ms. May as well and Commissioner Ross commented on Ms. May's resume.

Motion by Mayor Vandenbossche, seconded by Commissioner Bryson, to appoint Patricia May to the City Manager Search Committee. **Roll Call Vote.** Ayes: Bryson, Hendrick, Hilferink, Klaassen, Roehrig, Ross, Vandenbossche. Nays: None. Motion Carried.

City Manager Search Committee – Schedule 1st Meeting

Commissioner Hendrick questioned if the committee would meet before or after receiving resumes. Commissioner Ross commented on the pros to meeting first to discuss the outline and procedures for the committee.

Motion by Commissioner Ross, seconded by Commissioner Klaassen to schedule the first City Manager Search Committee Meeting on Thursday, February 23, 2023 at 5:30 P.M. **Roll Call Vote.** Ayes: Bryson, Hendrick, Hilferink, Klaassen, Roehrig, Ross, Vandenbossche. Nays: None. Motion Carried.

City Manager Search Committee – Define City Manager Salary Range

Commissioner Bryson commented on the importance of pay to attract quality candidates with an \$80,000/year minimum. Commissioner Hendrick said the range would be based on experience. Commissioner Ross commented on other local jurisdictions hiring City Managers at a higher starting wage. Interim City Manager discussed range and negotiations to attract applicants nationwide.

Motion by Commissioner Bryson, seconded by Commissioner Hendrick, to set the salary range for City Manager at \$80,000 to \$120,000/ year. **Roll Call Vote.** Ayes: Bryson, Hendrick, Hilferink, Klaassen, Roehrig, Ross, Vandenbossche. Nays: None. Motion Carried.

Social District Discussion

City Attorney Davis spoke about the Social District checklist which was provided. He also stated that the next meeting would include a map of the district, a resolution and a management maintenance plan.

Commissioner Ross, seconded by Commissioner Hendrick, to receive and file Social District communications. **Roll Call Vote.** Ayes: Bryson, Hendrick, Hilferink, Klaassen, Roehrig, Ross, Vandenbossche. Nays: None. Motion Carried.

Follow up Operations on Office Staffing and Functions Discussion

Mayor Vandenbossche commented on bringing in consultant Scott Adkins to assist the City with day to day operations in every City Office Department. Mayor Vandenbossche commented that it would be 24/30 hours per week at a rate of \$50/hour.

Motion by Commissioner Ross, seconded by Commissioner Hendrick to allow Interim City Manager Heaslip to speak with Scott Adkins regarding a consulting contract. All Ayes. Motion Carried.

Motion by Commissioner Ross, seconded by Commissioner Bryson, to approve Interim City Manager Heaslip to offer Scott Adkins a consulting position up to 20 hours per week at the rate of \$50 per hour to be brought to the next Commission Meeting for approval. **Roll Call Vote.** Ayes: Bryson, Hendrick, Hilferink, Klaassen, Roehrig, Ross, Vandenbossche. Nays: None. Motion Carried.

NEW BUSINESS

Proposed Contract for Scanning Services from TK Inspections, LLC

Commissioner Klaassen commented on not being in a position to approve this contract proposal at the moment and that it should be brought before the permanent City Manager, once one was selected.

Motion by Commissioner Klaassen, seconded by Commissioner Roehrig, to set aside the proposed contract until a permanent City Manager was selected. **Roll Call Vote.** Ayes: Bryson, Hendrick, Hilferink, Klaassen, Roehrig, Ross, Vandenbossche. Nays: None. Motion Carried.

Professional Services Agreement with Fleis & Vandenbrink Engineering Inc.

DPW Supervisor Mike Itrich discussed the professional service agreement for Fleis & Vandenbrink Engineering, Inc. to write a \$26,000,000 grant for the City to upgrade and replace water infrastructure throughout the City and improvements to the Water Plant. The professional services agreement required a, potential reimbursable upon reward, lump sum payment for engineering services in the amount of \$12,500. Chris Hennesy from Fleis & Vandenbrink spoke about the grant project and the fact that this type of project was long overdue for the City.

Motion by Commissioner Bryson, seconded by Commissioner Ross, to approve the professional services agreement between the City and Fleis & Vandenbrink Engineering Inc. for drinking water state revolving fund project plan and assistance with funding options as drafted. **Roll Call Vote.** Ayes: Bryson, Hendrick, Hilferink, Klaassen, Roehrig, Ross, Vandenbossche. Nays: None. Motion Carried.

ITEMS REMOVED FROM CONSENT AGENDA

Commissioner Ross read a retirement letter from Mike Itrich and resignation letter from Shannon Adams.

Motion by Commissioner Ross, seconded by Commissioner Klaassen, to receive and file the retirement letter from Mike Itrich and resignation letter from Shannon Adams. All Ayes. Motion Carried.

CITY MANAGER'S REPORT

Interim City Manager Heaslip discussed the budget process and where he was at with it. He also spoke about union negotiations between the POAM and Teamsters. Interim City Manager Heaslip also spoke about the Planning Commission and the interviews that took place regarding the Master Plan. He discussed bringing in Mary Ellen MacDonald to assist the Finance Department with audit issues. He also spoke and provided an update on the bomb threat at Marine City High School.

COMMISSIONER PRIVILEGE/LIAISON REPORTS

Commissioner Klaassen discussed the Planning Commission and the interviews that took place regarding the Master Plan and advised residents to be safe in the Winter weather.

Commissioner Hilferink addressed his arrest and requested privacy on the matter.

Commissioner Ross stated that he attended Advanced Elected Officials Academy and thanked the City for offering and paying for the training. He also urged citizens to reach out to Commissioners as they wanted to hear from them.

Commissioner Roehrig spoke about the upcoming Marijuana Town Hall and asked citizens to be informed and keep it civil.

Mayor Vandenbossche thanked all of the applicants for the City Manager Committee, Patricia May for stepping into the role, Shannon Adams for her service and Scott Adkins for his consulting offer. Mayor Vandenbossche also stated she officiated her first wedding and congratulated the couple.

CLOSED SESSION – SEVERANCE PACKAGE OF HOLLY TATMAN

Motion by Commissioner Ross, seconded by Commissioner Klaassen, to enter into Closed Session at 9:08 p.m. under 15.268(h) to consider material exempt from discussion or disclosure by state or federal statute RE: Severance Package of Holly Tatman. **Roll Call Vote.** Ayes: Bryson, Hendrick, Hilferink, Klaassen, Roehrig, Ross, Vandenbossche. Nays: None. Motion Carried.

Motion by Commissioner Hendrick, seconded by Commissioner Ross, to return to Open Session at 9:48 P.M. with action to be taken. All Ayes. Motion Carried.

OPEN SESSION

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to approve severance and release agreement for Holly Tatman and its conditions as prescribed in closed session. **Roll Call Vote.** Ayes: Bryson, Hendrick, Hilferink, Klaassen, Roehrig, Ross, Vandenbossche. Nays: None. Motion Carried.

ADJOURNMENT

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to adjourn at 10:16 p.m. All Ayes. Motion Carried.

Respectfully submitted,

Jason A.Bell
Interim City Clerk