**City of Marine City**

**City Commission Minutes -Special Meeting**

**June 1, 2023**

A special meeting of the Marine City Commission was held on Thursday, June 1, 2023 at 260 South Parker Street, Marine City, and was called to order by Mayor Vandenbossche at 6:06 P.M.

Present: Mayor Jennifer Vandenbossche; Elizabeth Hendrick, Michael Hilferink, William Klaassen, Rita G. Roehrig, Brian Ross, Jacob Bryson; City Manager Scott Adkins; Interim City Clerk Jason Bell.

Motion by Commissioner Ross, seconded by Commissioner Klaassen, to excuse Commissioner Hilferink’s tardiness to the meeting. All Ayes. Motion Carried.

**APPROVE AGENDA**

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

**PUBLIC COMMENT**

Phil Oleksiak thanked the entire Commission for working together and moving forward.

**NEW BUSINESS**

Discussion on Various Commission and Board Policies and Procedures

Minutes Policy

City Manager Adkins spoke on the Minutes Policy previously adopted and noted there were no changes in State Statute.

Commissioner Hendrick spoke on the policy being just for City Commission or if it would apply to all boards and suggested taping all meetings. City Manager Adkins stated this would be just for City Commission and he also stated other boards not requiring the Clerk or Deputy Clerk at their meetings for minutes and for those boards to elect a secretary for those minutes.

Commission Hendrick requested all meetings to be recorded. City Manager Adkins clarified the recordings were not the official record and they could be obtained via Freedom of Information Act. He suggested the recordings be retained until the minutes were approved or for 30 days after minute approval. Commissioner Bryson stated that some boards do not meet regularly and that could pose a retention issue.

Commissioner Ross stated he liked the retention to be for 30 days after minute approval.

Commissioner Hendrick stated she did not like the interpretation piece of the policy. Commissioner Ross stated he did not like the piece of the policy that stated corrections needed to be to the City Clerk 6 days prior to the meeting as the Commission does not receive them until 7 days prior which only gives them one day to review. He suggested sticking with the MML recommendation on corrections. Commissioner Hendrick requested that language be added that corrections may be provided in writing to the Clerk.

Commissioner Ross suggested listing the commissions/committees/boards who get services of the Clerk/Deputy Clerk.

Agenda and Meeting Framework

City Manager Adkins spoke on the agenda and meeting framework in regards to workshops of City Commission and stated it may be helpful for the Commission to set the first meeting of each month to be a workshop/discussion meeting to set action agenda for the second meeting of the month.

Commissioner Hendrick inquired as to what happens for the months where there is only one meeting due to holiday cancellations. City Manager Adkins stated the Commission could navigate those meetings back to normal format or follow up at the next scheduled meeting.

Commissioner Hilferink stated the change could lead to longer meetings and he did not see the difference from the current procedure.

Commissioner Ross stated he would like to see the information put out so the Commission could ponder it and have a time frame to act on it.

Commissioner Hendrick stated the Commission was getting more information than before and things were now running smoother.

Annual Organizational Meeting – 1st Meeting in July

City Manager Adkins stated he would like the Commission to set the first meeting in July every year as an organizational meeting to discuss the upcoming fiscal year.

Discussion Concerning Community Business Development and Promotion

City Manager Adkins stated he received a request from Commissioner Hilferink to discuss business development of the old K-Mart Plaza and the CED Board request for City wide business development. He also stated there were some statutory limitations to incentives from the State and Local level.

Commissioner Hilferink brought up old K-Mart Plaza specifically because he has talked to business owners there and they felt like they were on an island and asked City Manager Adkins to elaborate on the incentives being statutorily limited. City Manager Adkins stated some incentives were limited to larger corporations and businesses and some were also limited by population, etc.

Commissioner Hilferink stated he would like to see more small business support and incentives. Commissioner Hendrick stated she has spoken to a business owner who told her other businesses are reluctant to move to Marine City because our fees are too high.

**ADJOURNMENT**

Motion by Commissioner Ross, seconded by Commissioner Klaassen, to adjourn at 7:09 p.m. All Ayes**.** Motion Carried.

Respectfully submitted,

Jason A.Bell Interim City Clerk

Jennifer Vandenbossche

Mayor