

**City of Marine City
City Commission
February 06, 2020**

A regular meeting of the Marine City Commission was held on Thursday, February 06, 2020 in the Fire Hall, 200 South Parker Street, Marine City, Michigan, and was called to order by Mayor Dave Vandenbossche at 7:00 pm.

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

Present: Mayor Dave Vandenbossche; Commissioners Jacob Bryson, Elizabeth Hendrick, William Klaassen, Paul Merchant, Cheryl Vercammen; City Manager Elaine Leven, City Clerk Kristen Baxter

Absent: Commissioner Wendy Kellehan

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

Also in Attendance: City Attorney Robert Davis

APPROVE AGENDA

Motion by Commissioner Bryson, seconded by Commissioner Merchant, to approve the Agenda with the following addition.

Item # 10-B Agreement for Topographic Survey for 260 South Parker

All Ayes. Motion Carried.

PUBLIC COMMENT

None.

APPROVE MINUTES

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to approve the City Commission Meeting Minutes of January 16, 2020. All Ayes. Motion Carried.

CONSENT AGENDA

Presented:

- A. Department of Environment, Great lakes, and Energy – Lab Certification
- B. Community & Economic Development Board Meeting Minutes – December 18, 2019
- C. Business License – River Rec Teen Zone

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

FINANCIAL BUSINESS

Disbursements

Motion by Commissioner Vercammen, seconded by Commissioner Klaassen, to approve total disbursements including payroll, in the amount of \$487,046.64. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

UNFINISHED BUSINESS

Sidewalk Replacement Discussion

City Manager Leven stated that last year the Board decided that when all four quadrants were finished under the Sidewalk Improvement Program, that they wanted to discuss how the program went and what they wanted to do going forward.

She reported that, based on information that the City had received from their insurance carrier, sidewalks with a gap of two inches or more were taken care of because they were liability issues for the City.

City Manager Leven reported that she had recently communicated with the City's insurance representative, Steve Saph, and he said the City could utilize an on-going maintenance program, where the Department of Public Works would address complaints and conduct City-wide annual inspections to identify two-inch gaps and potential liability issues.

City Attorney Davis supported the idea of an on-going maintenance program, and recommended that all issues with sidewalks be directed to the Department of Public Works to funnel the complaints to a centralized location so immunity stayed in place. He

advised that the City only had a window of time to address potential liability issues before losing governmental immunity.

City Manager Leven to work on developing forms with City Attorney Davis, in conjunction with the insurance carrier.

NEW BUSINESS

Appoint Election Commission Representative

Motion by Commissioner Vercammen, seconded by Mayor Vandebossche, to appoint Commissioner Bryson as Election Commission Representative. All Ayes. Motion Carried.

Topographic Survey for 260 South Parker Street

To stay on schedule for the renovation of 260 South Parker, City Manager Leven said a topographic survey needed to be completed. She said she obtained a quote from Project Control Engineering because they had previously completed a boundary survey of the property which would allow for a cost savings for the topographical survey.

Commissioner Hendrick replied and said that she found that the average cost for a topographic survey was \$500-\$1200. She said the property was small and flat and the cost of the survey was pricy.

City Manager Leven explained that the survey was necessary (for the sidewalk and parking lot) so Partner's in Architecture could put together a not to exceed guaranteed price by their February 13 deadline.

Commissioner Hendrick asked how Partner's in Architecture could provide a guaranteed price when the Board hadn't even approved the plans.

City Manager Leven replied that the Board had approved the contract and said she never received any questions for changes or clarity after the walk-through of the building on January 22.

Commissioner Vercammen responded and said that the City Manager and the architect had already done their homework, working with City staff, on what would be the most efficient plan for City offices.

Commissioner Klaassen commented and said the planned storage area was too big and that employees may have given feedback, but the Board hadn't had the opportunity of sitting down and talking about how money could be saved by not ripping everything out.

Mayor Vandebossche recommended that the plans be worked out by the Board as a whole instead of individually.

The Board decided to table the vote on the topographic survey until the February 20 meeting. City Manager Leven to solicit more bids for the survey.

Final plans for the property to also be discussed at the February 20 meeting.

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:

- Held a Department Head meeting
- Met with Department Heads on Capital Improvement Plans
- New website looking to go live at the end of March
- Took part in a webinar on Tourism Life Cycle
- GIS County enhanced website; \$1,100 for Marine City

COMMISSIONER PRIVILEGE/LIAISON REPORTS

Commissioner Vercammen announced that the Community & Economic Development Board met in January and discussed several ways to promote Marine City, such as a billboard on I-94, and unique ways to attract visitors with photo opportunities in town.

Commissioner Merchant acknowledged Laura Scaccia as being selected as a recipient of the 2020 Blue Water Woman of the Year Awards due to her work with River Rec Teen Zone and said it was a good example of the momentum of people working to put Marine City on the map. He also congratulated Commissioner Kellehan on her new position as a Disney Trip advisor, and wished Mr. and Mrs. Vandebossche a happy 50th anniversary.

Commissioner Klaassen complimented Laura Scaccia on her success with the River Rec Teen Zone and said teen centers had been attempted in the past in Marine City, with no success. He said Laura stood up to get River Rec done. He also reported on the Planning Commission agenda.

Commissioner Hendrick announced that the Old Newsboys were having a drawing for an ATV, and announced the Lions Wild Game dinner on Monday, February 10. She said she appreciated the support that both organizations received.

Mayor Vandebossche reported that the Fireman's Ball was a big success and thanked Rivertown Event Centre and community members for their support. Mayor Vandebossche made election announcements and said that the Marine City High School would hold a Career Day on April 18.

CLOSED SESSION

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to enter into Closed Session at 7:47 pm to consider material exempt from discussion or disclosure by State or Federal statute MCL 15.268(h). **Roll Call Vote.** Ayes: Vandebossche, Bryson, Hendrick, Klaassen, Merchant, Verammen. Nays: None. Motion Carried.

OPEN SESSION

Motion by Commissioner Bryson, seconded by Commissioner Merchant, to go back into Open Session at 8:10 pm. All Ayes. Motion Carried.

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to proceed with the strategy discussed in Closed Session. All Ayes. Motion Carried.

ADJOURNMENT

Motion by Commissioner Hendrick, seconded by Commissioner Merchant, to adjourn at 8:11 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter
City Clerk