

**City of Marine City
City Commission
February 20, 2020**

A regular meeting of the Marine City Commission was held on Thursday, February 20, 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, Wendy Kellehan, William Klaassen, Paul Merchant, Cheryl Vercammen; City Manager Elaine Leven, City Clerk Kristen Baxter, Finance Director/Treasurer Megan Pearce

Also in Attendance: City Attorney Robert Davis

APPROVE AGENDA

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to approve the Agenda. All Ayes. Motion Carried.

PUBLIC COMMENT

Suzanne Cybulla, East China School District Superintendent, spoke in support of the school bond proposal on the March 10th Primary Election ballot.

APPROVE MINUTES

Motion by Commissioner Klaassen, seconded by Commissioner Kellehan, to approve the City Commission Meeting Minutes of February 6, 2020. All Ayes. Motion Carried.

Motion by Commissioner Klaassen, seconded by Commissioner Merchant, to approve the Closed Session Meeting Minutes of February 6, 2020. All Ayes. Motion Carried.

CONSENT AGENDA

Presented:

- A. Departmental Activity Reports
- B. MCAFA Run Report

- C. Planning Commission Meeting Minutes – January 13, 2020
- D. Marine City Senior Council
- E. Planning Commission Annual Report
- F. Business License – Auto Showplace (new owner)
- G. Preliminary Financial Statements

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

FINANCIAL BUSINESS

Disbursements

Motion by Commissioner Hendrick, seconded by Commissioner Kellehan, to approve total disbursements including payroll, in the amount of \$283,579.95. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

UNFINISHED BUSINESS

260 South Parker Street – Final Plan Approval

David Gassen, Azher Matty, and Brian Hinz of Partner's in Architecture, presented two plans (A & B) explained what had to be structurally done to the building to transition it into City Hall. He compared the plans and stated that Plan A was the original plan that they felt would maximize the space most effectively, and Plan B included modifications in the floor plan and plumbing that would result in a cost savings.

After Mr. Gassen's presentation and discussion, the Board elected to go with Plan B with the addition of removing the showers in the meeting room restrooms, and moving the front counter forward.

Mr. Gassen announced the updated schedule:

- March 26: City to receive Guarantee Maximum Price
- April 2: Renovations begin
- April 19: Site Plan/Planning Commission
- July 14: Project completion

Motion by Commissioner Bryson, seconded by Commissioner Vercammen, to accept Plan B, with the addition of removing the showers in the meeting room restrooms and

relocating the main counter. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

Topographic Survey for 260 South Parker Street

City Manager Leven stated that although three quotes were received for the topography survey, Wade Trim had indicated on their quote that the survey would not be certified. She recommended that the Board approve the quote from Project Control Engineering because they would be the partnering engineering firm for the project.

Motion by Commissioner Vercammen, seconded by Commissioner Bryson, to waive competitive bidding for the topographic survey for 260 South Parker Street. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

Motion by Commissioner Vercammen, seconded by Mayor Vandenbossche, to approve the bid from Project Control Engineering for a topographic survey for 260 South Parker Street in the amount of \$3,530. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

Damage to 260 South Parker Street

City Manager Leven stated that she had previously spoken with the tenant who agreed to do whatever it took to make things right.

City Attorney Davis questioned David Gassen of Partner's in Architecture about the damage to the building and he stated that nothing impactful had been done to the structure related to what they were doing.

City Manager Leven informed the Board that she was going to contact the tenant with an end date to have his belongings removed by.

The Board then discussed how to dispose of salvageable materials that would not be utilized. Suggestions of a yard sale, putting items up for bid, and an auction were discussed. Ultimately, the Board decided to donate the items to a non-profit group.

Motion by Commissioner Vercammen, seconded by Commissioner Bryson, to donate salvageable materials to a non-profit or charitable group. All Ayes. Motion Carried.

NEW BUSINESS

Resolution No. 002-2020 – Publically Funded Health Insurance Contribution Act

Motion by Commissioner Bryson, seconded by Commissioner Hendrick, to approve Resolution No. 002-2020 – Publically Funded Health Insurance Contribution Act. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

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:

- Attended a Homeland Security- Emergency Management meeting
- Attended a Marine City Fire Authority meeting
- Took part in a webinar
- Department heads submitted budgets to City Manager
- Landscape bids for City property on next agenda
- IT bid opening on Monday, February 24

COMMISSIONER PRIVILEGE/LIAISON REPORTS

Commissioner Klaassen reported that the Planning Commission approved the plan for a commercial/condominium project on South Water Street. He said that the applicants were requesting a variance from the Zoning Board of Appeals. He also reported that the Board was discussing the Nautical Mile and the theme for downtown.

City Attorney Davis reported that he was scheduled to provide training to the Zoning Board of Appeals at their March 4, 2020 meeting.

Mayor Vandenbossche corrected the date he had given at the February 6th meeting for Career Days. He said that the correct date for the event was March 18th at the Marine City High School at 6:00 pm.

ADJOURNMENT

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to adjourn at 8:46 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter
City Clerk