

**City of Marine City
City Commission
March 21, 2019**

A regular meeting of the Marine City Commission was held on Thursday, March 21, 2019 in the Fire Hall, 200 South Parker Street, Marine City, Michigan, and was called to order by Mayor 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, Deputy Clerk Elizabeth Desmarais

Also in Attendance: City Attorney Robert Davis; Finance Director/Treasurer Mary Ellen McDonald

Absent: None

Communications

Received:

- Departmental Activity Reports
- MCAFA Run Report
- Zoning Board of Appeals Meeting Minutes – December 5, 2019
- Planning Commission Meeting Minutes – February 11, 2019
- Tetra Tech Survey & Boundary Analysis Results

Motion by Commissioner Kellehan, seconded by Commissioner Klaassen, to receive the Communications. All Ayes. Motion Carried.

Public Comment

Bill Haas, 203 Pleasant Street, congratulated the Marine City High School girls soccer team on their win and made comments on Zoning Board of Appeals and downtown parking.

Fred Urick, 342 South Mary Street, asked the City if there was any way they could enforce the no wake zone along the Belle River as boaters were speeding up and down the river.

APPROVE AGENDA

Motion by Commissioner Vercammen, seconded by Commissioner Bryson, to approve the Agenda as amended:

- Add Item # 10D MDOT Transportation Economic Development Fund Category B Grant
- Add Item # 10E TIFA Subcommittee Report

All Ayes. Motion Carried.

APPROVE MINUTES

Motion by Commissioner Merchant, seconded by Commissioner Klaassen, to approve the City Commission Meeting Minutes of March 7, 2019. All Ayes. Motion Carried.

Motion by Commissioner Hendrick, seconded by Commissioner Merchant, to approve the City Commission Closed Session Meeting Minutes of March 7, 2019. All Ayes. Motion Carried.

CONSENT AGENDA

Presented:

- Special Event Permit – VFW Poppy Sales
- Business License – M-29 Outpost, LLC.

Motion by Commissioner Kellehan, seconded by Commissioner Merchant, to accept the Consent Agenda and file.

Roll Call Vote.

Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen

Nays: None

Motion Carried.

UNFINISHED BUSINESS

Strategic Planning Results

Dave Struck, of the St. Clair County Metropolitan Planning Commission, stated that this was a follow up from the March 4, 2019 Strategic Planning meeting that City officials had attended. He said the list was comprised of the four top goals with fifteen prominent priorities that were all reoccurring items discussed during that meeting. He advised the next step would be for the Commission to adopt the list as an approved list of priorities for the City. He told the Commission that he would have a final document with supporting materials ready for their next meeting in April.

No action was taken at this time.

NEW BUSINESS

Resolution No. 007-2019 – Decertification/Vacation of Washington Street (between South Water Street and the St. Clair River)

City Manager Leven stated that after a review with MDOT of the map of classified miles, it was discovered that there were a few street ends that needed to be taken off the map as they no longer existed as classified streets.

Motion by Commissioner Hendrick, seconded by Commissioner Bryson, to approve Resolution No. 007-2019 – Decertification/Vacation of Washington Street (between South Water Street and the St. Clair River).

Roll Call Vote.

Ayes: Vandebossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen

Nays: None

Motion Carried.

Resolution No. 008-2019 – Decertification/Vacation of South Mary Street (between South William Street and the Belle River)

Motion by Commissioner Hendrick, seconded by Commissioner Bryson, to approve Resolution No. 008-2019 – Decertification/Vacation of South Mary Street (between South William Street and the Belle River).

Roll Call Vote.

Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen
Nays: None
Motion Carried.

Resolution No. 009-2019 – Decertification/Vacation of East St. Clair Street (between Washington Street and the Union Street)

Motion by Commissioner Hendrick, seconded by Commissioner Bryson, to approve Resolution No. 009-2019 – Decertification/Vacation of East St. Clair Street (between Washington Street and Union Street).

Roll Call Vote.

Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen
Nays: None
Motion Carried.

Tetra Tech Contract Extension

City Manager Leven reminded the Board that Tetra Tech currently provided services at the Waste Water Treatment Plant and Water Plant and acted as an engineer for the City. She said Tetra Tech had proposed a five year extension on their contract with the first year being held at the current cost. She stated that the current contract ended on June 30, 2019.

Mayor Vandenbossche inquired as to when these services had last been bid out.

City Manager Leven responded that Tetra Tech had taken over running the plants when the City had switched over to contracting the services out.

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to obtain bids for the contractual services of running the Waste Water Treatment Plant and Water Plant. All Ayes. Motion Carried.

Preliminary Budget Summary

City Manager Leven said that these items were highlights of the proposed budget changes for the Commission to discuss and consider prior to the Budget Workshop meetings.

The following items from the list were discussed:

- *Police Chief Command:*
 - Training cost and importance of training were discussed and it was noted that the training was in the budget in the past, but had been removed.
 - City Manager Leven said that improving the Police Department image was a goal from the Strategic Planning meeting and hoped that the training would provide good material for that purpose.
 - Mayor Vandenbossche spoke highly of the training and briefly summarized what would be covered.
- *Increases in wages:*
 - City Manager Leven stated that non-contractual employees had received a one-time lump sum payment last year. She said there was a proposed one percent increase for POAM and Teamsters and a two percent for non-contractual employees for the 2019/2020 budget.
- *Paving of south parking lot of 300 Broadway:*
 - The extent of the proposed project was briefly discussed.
 - City Manager Leven said that currently the parking lot was a large liability for the City especially with the building being leased out.
- *Flower watering:*
 - Finance Director/Treasurer McDonald said that donations for the flowers were received from businesses and residents and that the City only needed to pay for watering the flowers. She said this showed that the community wanted to continue the program.
 - Issues regarding the cost and position of water flowering were discussed.
- *Budgeting for Recreation:*
 - City Manager Leven stated that there was a proposed recreation plan created by the Life Skills Center, a potential plan to join with St. Clair to offer swim programs, and that interest had been raised to create a volleyball league utilizing a City park. She proposed that the City act as a contact point for recreation opportunities in the area and use the City website to promote all these activities with zero cost to the City.
- *Water and Sewer Plant repairs:*
 - Finance Director/Treasurer McDonald provided the cost for the proposed repairs at the plants and stated that Ready To Serve Fees would be utilized to pay for the costs.

The Commission also discussed bike path repairs that were needed and the water monitoring system.

No action was taken at this time.

MDOT Transportation Economic Development Fund Category B Grant

DPW Superintendent Michael Itrich reported that this was the first year the grant was being offered and it was a fifty percent match. He said he would like to apply for the grant with a total project cost of \$211,510.00 with the City's matching funds equaling \$105,755.00. He stated the roads that he chose for the grant needed resurfacing and did not need any major infrastructure repairs or replacement.

City Manager Leven reiterated that there were no infrastructure issues under these selected roads, which were the roads in the worst condition that only needed paving, and if the City did not get the grant then the subcommittee could figure out what roads should be next on the list. She mentioned that the grant was for small communities only, and therefore the City would not be competing against larger municipalities.

Motion by Commissioner Hendrick, seconded by Commissioner Bryson, to adopt Resolution No. 010-2019 to establish a request for funding, designate an agent, attest to the existence of funds and commit to implementing a maintenance program for milling and capping of Butler Street, Frederick Street, Harold Street, Katherine Street, and a portion of Woodworth Street funded by the Transportation Economic Development Fund Category B program.

Roll Call Vote.

Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen

Nays: None

Motion Carried.

TIFA Subcommittee Report

TIFA Subcommittee representative, Joe Moran, presented the TIFA Subcommittee report and reported the following:

- The TIFA Subcommittee determined that at the present time there were no projects for the TIFA Board
- Currently the marina project was out of reach due to lack of funding
- A location and development plan were needed for the proposed kayak launch, but funding from the County could be utilized
- The Clinton River Cruises owner was interested in providing boat tours in Marine City
- A transit service between Algonac and St. Clair was a proposed idea

Recommendations from the TIFA Subcommittee were to maintain the TIFA Board and request the City Commission to draft an Ordinance to create a Community and Economic Development Board comprised of City Commission, Planning and TIFA representatives, Chamber of Commerce members, business owners, and residents. He said the Board would research projects for the City as well as present potential projects to the City Commission.

City Attorney Davis said the TIFA Subcommittee did a great job and Mr. Moran did well presenting the report to the Commission.

Motion by Commissioner Bryson, seconded by Commission Hendrick, to move forward with the recommendation as detailed in the TIFA Subcommittee report.

Roll Call Vote.

Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen

Nays: None

Motion Carried.

FINANCIAL BUSINESS

Disbursements

Motion by Commissioner Kellehan, seconded by Commissioner Vercammen, to approve total disbursements, including payroll, in the amount of \$206,158.63.

Roll Call Vote.

Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen

Nays: None

Motion Carried.

Preliminary Financial Statements

Motion by Commissioner Hendrick, seconded by Commissioner Kellehan, to accept the Preliminary Financial Statements and place them on file. All Ayes. Motion Carried.

Resolution No. 006-2019 – Budget Amendments

Motion by Commissioner Bryson, seconded by Commissioner Merchant, to adopt Resolution No. 006-2019 to amend the fiscal year 2018/2019 budget to adjust for changes in anticipated revenues and expenditures.

Roll Call Vote.

Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen

Nays: None

Motion Carried.

CITY MANAGER REPORT

City Manager Leven reported on the following:

- Attended SEMCOG General Assembly, Blue Meets Green, and Homeland Security and Emergency Management meetings
- Met with Michigan Economic Development Corporation and Economic Development Alliance regarding Redevelopment Ready Communities and other programs
- The TIFA meeting this week was cancelled due to lack of quorum
- There was a drain that collapsed next to the City Offices and has since been repaired
- The email server transfer would be completed tomorrow
- Would be at the State of the County meeting tomorrow
- Announced that next week was severe weather awareness week and that the sirens would be tested next Wednesday at 1:00pm

COMMISSIONER PRIVILEGE

Commissioner Vercammen said that she would be attending the State of the County address and was excited to go. She announced that the Friends of City Hall were seeking donations for the Crowd Rise grant and needed \$3,000.00 by April 12, 2019.

Commissioner Merchant stated that the Marine City Rotary Club had raised \$800.00 for the River Rec Teen Zone from the Coach Mike Miller 5k Run.

Commissioner Klaassen said the River Rec Teen Zone is moving forward with building improvements at 300 Broadway.

Commissioner Kellehan said that it was another fun and successful Llama Races event and money was raised for both the Marine City Chamber of Commerce and Washington Life Center. She thanked everyone who attended. She stated she attended the SEMCOG meeting and the main focus was to approve the Regional Transportation Plan for Southeast Michigan and it encompassed approximately 174 different projects.

Commissioner Hendrick asked that everyone do their part to clear off the storm drains in front of their property as it could reduce the chances of localized flooding. She also said that the gravel trains traveling on Chartier were dumping debris everywhere.

Mayor Vandebossche reminded everyone to take shelter and be safe during severe weather. He also announced the passing of Coach Mike Miller and sent his condolences to the family.

ADJOURNMENT

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to adjourn at 8:32 pm. All Ayes. Motion Carried.

Respectfully submitted,

Elizabeth Desmarais

Elizabeth Desmarais
Deputy Clerk

Kristen Baxter

Kristen Baxter
City Clerk