**City of Marine City**

**City Commission**

**April 2, 2020**

A regular meeting of the Marine City Commission was held on Thursday, April 2, 2020 by virtual telephone conference, and was called to order by Mayor Dave Vandenbossche at 7:00 pm.

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

Absent: Commissioner Cheryl Vercammen

Also in Attendance: City Attorney Robert Davis

**APPROVE AGENDA**

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

**PUBLIC COMMENT**

None.

**APPROVE MINUTES**

Motion by Commissioner Hendrick, seconded by Commissioner Kellehan, to approve the City Commission Meeting Minutes of March 5, 2020. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant. Nays: None. Motion Carried.

**CONSENT AGENDA**

Presented:

1. Monthly Activity Reports
2. MCAFA Run Report
3. Zoning Board of Appeals Meeting Minutes – October 2, 2019

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

**FINANCIAL BUSINESS**

Disbursements

Motion by Commissioner Kellehan, seconded by Commissioner Bryson, to approve total disbursements including payroll, in the amount of $516,492.56. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant. Nays: None. Motion Carried.

**UNFINISHED BUSINESS**

Lawn Care Maintenance Bids

City Commissioner Hendrick stated that the two bids received were too high, and the third bid in the amount of $47,000 was a good bid, but was pulled. She said this showed that a bid could be obtained for the proper price. She also stated that Algonac did their lawn service, minus the cemetery, for roughly $23,500 per year.

Due to the lateness of the season and the necessity of beginning lawn cutting soon, the Board decided to have the Department of Public Works continue with lawn care this season and to start the process of obtaining bids much earlier next year.

City Manager Leven stated that she had the opportunity of obtaining additional information and would provide it to the Board.

Motion by Commissioner Bryson, seconded by Commissioner Kellehan, to continue using the Department of Public Works services for lawn cutting for this calendar year. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant. Nays: None. Motion Carried.

Friends of City Hall – Tap Fee

In a letter addressed to the City Commission from Friends of City Hall President, Judy White, she stated that a new water tap had been installed at 300 Broadway in the amount of $6,250. She said that one-third of the expense would be paid for by Friends of City Hall, one-third by River Rec Teen Zone, and requested Board approval of the remaining one-third.

Due to their concerns about the economic impact of the COVID-19, Board members stated that they were not in support of unnecessary expenditures at this time.

Motion by Commissioner Kellehan, seconded by Commissioner Klaassen, to table the agenda item. **Roll Call Vote.** Ayes: None. Nays: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant. Motion Failed.

Motion by Commissioner Kellehan, seconded by Commissioner Merchant, to approve sharing the cost of the water tap fee with Friends of City Hall and River Rec Teen Zone. **Roll Call Vote.** Ayes: None. Nays: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant. Motion Failed.

**NEW BUSINESS**

Marine City Garden Club

In a letter to the City Commission, the Marine City Garden Club stated that they had raised funds to purchase hanging flower baskets and barrels. They requested Board approval for the watering of the flowers for the 2020 season.

Motion by Commissioner Kellehan, seconded by Commissioner Bryson, to approve watering of the hanging baskets and barrels for the 2020 season. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Kellehan. Nays: Hendrick, Klaassen, Merchant. Motion Failed.

City Hall Materials Subcommittee

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to appoint Lisa Hendrick and Bill Klaassen to the City Hall Materials Subcommittee. **Roll Call Vote**. Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant. Nays: None. Motion Carried.

County of St. Clair Department of Equalization (Assessing Contract)

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to approve the contract with the County of St. Clair Department of Equalization for assessing services for a period of five years. **Roll Call Vote**. Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant. 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 the following webinars: Governor’s Executive Order, MSU Extension, Raymond James, Paul Mitchell
* Held several Department Head virtual meetings
* New website up and running
* Addressing high water issues
* Working on measures in office & working remotely

Mayor Vandenbossche brought up concerns about City offices only being staffed from 9 am to 2 pm, due to Governor Whitmer’s “Stay Home, Stay Safe” Executive Order. He asked to have staff available to take calls during regular office hours of 8 am to 6 pm because of additional calls being made to the Central Dispatch non-emergency line when City offices cannot be reached.

It was decided that phone calls be forwarded to office personnel during the remaining four hours (2 pm to 6 pm).

**COMMISSIONER PRIVILEGE/LIAISON REPORTS**

Commissioner Klaassen said he was concerned about COVID-19 and was taking precautions when doing inspections.

Commissioner Kellehan asked that citizens be safe, be careful, and be healthy and follow the Governor’s Executive Order.

Commissioner Hendrick asked everyone to be safe and follow the rules so they could get back to their normal lives, and thanked all of the City employees for their hard work during this difficult time.

Mayor Vandenbossche provided an update on COVID-19 statistics for the area and said there was one confirmed case in Marine City.

**ADJOURNMENT**

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to adjourn at 8:03 pm. **Roll Call Vote**. Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant. Nays: None. Motion Carried.

Respectfully submitted,

Kristen Baxter

City Clerk