**City of Marine City**

**City Commission**

**May 7, 2020**

A regular meeting of the Marine City Commission was held on Thursday, May 7, 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, Cheryl Vercammen; City Manager Elaine Leven, City Clerk Kristen Baxter

Also in Attendance: City Attorney Robert Davis

**APPROVE AGENDA**

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

**PUBLIC COMMENT**

None.

**APPROVE MINUTES**

Motion by Commissioner Bryson, seconded by Commissioner Vercammen, to approve the City Commission Meeting Minutes of April 16, 2020. **Roll Call Vote.**  Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

**CONSENT AGENDA**

Presented:

1. Special Event – Marine City Garden Club Flower Sale

Motion by Commissioner Bryson, seconded by Commissioner Vercammen, 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 Kellehan, seconded by Commissioner Vercammen, to approve total disbursements including payroll, in the amount of $146,965.48. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

**UNFINISHED BUSINESS**

Amendment & Completion of Budget Schedule

City Manager Leven provided an amended budget schedule and suggested setting the budget workshop meetings for May 18-20, setting a special meeting on May 28 for the Public Hearing to adopt the budget, and cancelling the May 21 meeting.

Mayor Vandenbossche inquired why the Board couldn’t meet in person for the budget workshop meetings.

City Attorney addressed the question and said doing so wouldn’t be in accordance with what the Governor had ordered due to the potential number of people in attendance. He said even if the number of people in attendance was initially limited, we could run into an issue with the public attending and the number going up. He advised the Board to continue on with the virtual forms of meetings until June.

Motion by Commissioner Hendrick, seconded by Commission Kellehan, to:

1) Set virtual 2020-2021 budget workshop meetings for May 18, 19, and 20, 2020 from 6:00 to 8:00 pm.

2) Cancel the May 21, 2020 regularly-scheduled meeting.

3) Set a special meeting on May 28, 2020 at 7:00 pm for the purpose of a conducting a Public Hearing to approve the 2020-2021 budget and other items from the May 21 meeting.

**Roll Call Vote.** Ayes: Hendrick, Bryson, Kellehan, Merchant, Vercammen. Nays: Vandenbossche, Klaassen. Motion Carried.

Ratification of Vote for Water Plant Consolidation Feasibility Study and SEMCOG Asset Management GIS Data Development

City Attorney Davis stated that the grants were previously put before the City Commission as agenda items and that the Board approved both grants. He said he was asking for the City Commission to ratify the financial aspect that vendors would be paid under the grants. City Attorney Davis explained that he wanted the records to be a little clearer that we are ratifying payments to the people who would be performing the service even though the money was coming back by way of a grant.

Commissioner Hendrick said no agreement ever came to the Board to use Wade Trim.

City Attorney Davis explained that what came to the Board was the concept of the grant. He said in the future we have to be mindful that when the City approves the grant, it still means that a vendor would need to be paid.

City Manager Leven said she never got a contract from Wade Trim because we were working under a SEMCOG grant. She reported that Wade Trim contracted with East China Township and we could get the grant done cheaper with them rather than bringing someone else in. She said they were just billing hourly based on the project.

Commissioner Hendrick stated that she didn’t want it to happen again, that all contracts have to come in front of the City Commission – Section 13.2 of the Charter was clear on that.

Motion by Commissioner Kellehan, seconded by Commissioner Vercammen, to ratify the payments to Wade Trim as a service provider pursuant to grant. **Roll Call Vote.** Ayes: Vandenbossche, Hendrick, Bryson, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

Motion by Commissioner Kellehan, seconded by Commissioner Bryson, to ratify the payment of $16,600 to Wade Trim as a service provider pursuant to grant. **Roll Call Vote.** Ayes: Vandenbossche, Hendrick, Bryson, Kellehan, Merchant, Vercammen. Nays: Klaassen. Motion Carried.

**NEW BUSINESS**

Crack Sealant

Motion by Commissioner Bryson, seconded by Commissioner Vercammen, to waive competitive bidding for the purchase of crack sealant.

Commissioner Klaassen asked why we were waiving competitive bidding again.

City Manager Leven replied that this was a unique company in what they do for crack sealing as they provide the equipment and the City buys the materials from them. She stated that the City could only get the equipment for a very limited time because so many people lease it out.

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

Motion by Mayor Vandenbossche, seconded by Commissioner Bryson, to approve the purchase of crack sealant from National Highway Maintenance System for $1.04 a pound, not to exceed $10,000.

Commissioner Hendrick stated that she wanted to make sure we were utilizing the equipment to the best of our ability and that the DPW should look at roads we haven’t done yet and add them to the road chart.

City Manager Leven stated that they were going to try to develop a program on a year-to-year basis to try to get more roads done.

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

Resolution No. 004-2020 – Temporary Utility Bill Deferment Program

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to approve Resolution No. 004-2020 Temporary Utility Bill Deferment Program.

City Clerk Baxter explained that this was a way to help out our community with economic relief during COVID-19 for a period of six months.

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

Commissioner Klaassen requested that this be a discussion during the budget workshops.

**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:

* Executive Order that has been extended until May 28
* Attended webinars including MML, C-19 Updates
* Conducted weekly department head meetings
* Preparing for budget workshops
* Reviewing State Come-Back Map & Stay Safe Start Plan
* Update on COVID-19 news

**COMMISSIONER PRIVILEGE/LIAISON REPORTS**

Commissioner Vercammen made a statement regarding COVID-19 and asked that we replace “stay safe” with “stay healthy”, “stay compassionate”, “stay strong”, “stay positive”. She said the virus was teaching us valuable lessons.

Commissioner Klaassen thanked everyone for staying in, announced that the Rotary Club would not be hosting their annual Mother’s Day flower sale, and said that we were expecting snow on Friday.

**ADJOURNMENT**

Motion by Commissioner Hendrick, seconded by Commissioner Vercammen, to adjourn at 7:55 pm. **Roll Call Vote**. Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

Respectfully submitted,

Kristen Baxter

City Clerk