

**City of Marine City
City Commission
June 20, 2019**

A regular meeting of the Marine City Commission was held on Thursday, June 20, 2019 in the Fire Hall, 200 South Parker Street, Marine City, Michigan, and was called to order by Mayor Vandebossche at 7:00 pm.

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

Present: Mayor Dave Vandebossche; 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

Communications

Received:

- Monthly Activity Reports
- MCAFA Run Report
- Zoning Board of Appeals Meeting Minutes – March 6, 2019
- Planning Commission Meeting Minutes – May 13, 2019

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

Public Comment

Laura Scaccia, 430 S. Water Street, announced that Phase 1 of the River Rec Teen Zone was scheduled to open during the second week in August.

Joe Moran, 711 Pleasant, requested residents and business owners to apply for the new Community & Economic Development Board.

APPROVE AGENDA

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

APPROVE MINUTES

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to approve the City Commission Meeting Minutes of June 6, 2019. All Ayes. Motion Carried.

Motion by Commissioner Kellehan, seconded by Commissioner Merchant, to approve the Closed Session Meeting Minutes of June 6, 2019. All Ayes. Motion Carried.

CONSENT AGENDA

Presented:

- Special Event – Community Pride & Heritage Museum Concert in the Park
- Special Event – MCHS Homecoming Parade
- Special Event – Heritage Days

Motion by Commissioner Kellehan, seconded by Commissioner Bryson, to approve the Consent Agenda.

Roll Call Vote.

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

Nays: None

Motion Carried

UNFINISHED BUSINESS

Board Appointments

Planning Commission

Motion by Mayor Vandenbossche, seconded by Commissioner Kellehan, to appoint Brian Ross to the Planning Commission for a term of three years. All Ayes. Motion Carried.

Motion by Mayor Vandenbossche, seconded by Commissioner Vercammen, to appoint Keith Jenken to the Planning Commission for a term of three years. Ayes: Vandenbossche, Bryson, Kellehan, Klaassen, Merchant, Vercammen. Nays: Hendrick. Motion Carried.

TIFA Board

Motion by Mayor Vandebossche, seconded by Commissioner Hendrick, to appoint Craig May to the TIFA Board for a term of four years. Ayes: Vandebossche, Bryson, Hendrick, Kellehan, Merchant, Vercammen. Nays: Klaassen. Motion Carried.

Marine City Area Fire Authority

Motion by Commissioner Hendrick, seconded by Commissioner Vercammen, to appoint Mark Posey to the MCAFA for a term of one year. All Ayes. Motion Carried.

Library Board

Motion by Commissioner Hendrick, seconded by Commissioner Kellehan, to appoint Raymond Skwiers to the Library Board for a term of three years. All Ayes. Motion Carried.

Motion by Commissioner Vercammen, seconded by Commissioner Kellehan, to appoint Shannon Mrowiec to the Library Board for a term of three years. All Ayes. Motion Carried.

NEW BUSINESS

300 Broadway Parking Lot Bids

City Manager Leven reported that two bids had been received for the paving of the 300 Broadway parking lot:

- Asphalt Unlimited in the amount of \$15,775
- Jelsch Paving in the amount of \$16,000

Motion by Commissioner Bryson, seconded by Commissioner Hendrick, to accept the bid from Asphalt Unlimited of \$15,775, contingent upon the striping of the parking lot being included in the bid amount.

Roll Call Vote.

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

Nays: None

Motion Carried.

Resolution No. 018-2019 – Authorizing Drain Relocation

City Manager Leven explained that a developer was working with the County to correct plans to match the physical location of the drain.

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to approve Resolution No. 018-2019 – Authorizing Drain Relocation.

Roll Call Vote.

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

Nays: None

Motion Carried.

Ordinance Amendments Proposal for Zoning & City Code

Motion by Commissioner Kellehan, seconded by Commissioner Bryson, to accept the Proposal from Wade Trim for Zoning Ordinance/City Code Amendments, not to exceed \$6,000.

Roll Call Vote.

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

Nays: None

Motion Carried.

Attorney Legal Services Agreement

Motion by Commissioner Hendrick, seconded by Commissioner Merchant, to approve the City Attorney Legal Services Agreement with Davis Listman PLLC for a term of three years.

Roll Call Vote.

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

Nays: None

Motion Carried.

Ordinance No. 2019-009 – Initial Business License Introduction/1st Reading

Discussion was held regarding the current process for initial business licenses. City Manager Leven to work with City Attorney Davis to come back with proposed Ordinance changes.

Personnel Policies & Procedures – Draft

A marked-up draft version of the Personnel Policies & Procedures was provided to the Board, along with an updated Wage Classification/Reimbursement Table. City Manager Leven suggested that, due to years of amendments and updates, the Board consider having an HR firm review the document for updates or missing items.

The Board directed City Manager Leven to solicit a proposal from our contracted HR representative.

Mayor Vandenbossche suggested that City Manager Leven check with the City's insurance company for assistance with the review.

FINANCIAL BUSINESS

Disbursements

Motion by Commissioner Kellehan, seconded by Commissioner Merchant, to approve total disbursements, including payroll, in the amount of \$548,535.39.

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.

CITY MANAGER REPORT

City Manager Leven reported on the following:

- Body cameras almost ready for use
- Met with architect for new building, proposal will be on July 18th agenda
- Park improvements at King Road Park and beach almost finished
- Pension Board election concluded; Robert Klieman chosen as Retiree Representative and Tom Posey as alternate
- F & V Operations contract being reviewed by City Attorney

- City employee Michele Goodrich applied for and received a \$40,000 SEMCOG grant for Water Plant Consolidation
- Welcome to Jenna McQuiston, new DPW Office Manager

COMMISSIONER PRIVILEGE

Commissioner Merchant commented that he had the Blue Water Shopper delivered on his driveway, despite the City's new Ordinance.

Commissioner Klaassen suggested that applicants for the Construction Board of Appeals be recruited in the event an appeal is received.

Commissioner Hendrick suggested that people be educated on how to use the new Safe Route to Schools crosswalks. She also wished everyone a safe 4th of July holiday.

Mayor Vandebossche commented that the ferry issue would hopefully be worked out soon. He asked that the new fireworks law be observed, and for people to be safe and courteous.

ADJOURNMENT

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to adjourn at 7:52 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter
City Clerk