

**City of Marine City
City Commission
July 18, 2019**

A regular meeting of the Marine City Commission was held on Thursday, July 18, 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, City Clerk Kristen Baxter

Also in Attendance: City Attorney Robert Davis

Communications

Received:

- Monthly Activity Reports
- MCAFA Run Report
- Michael Itrich – EGLE Waterworks System Operator S-1

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

Public Comment

Danielle Donahue, 126 S. Market, introduced herself as a candidate for the Community & Economic Development Board.

APPROVE AGENDA

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

APPROVE MINUTES

Motion by Commissioner Kellehan, seconded by Commissioner Klaassen, to approve the City Commission Meeting Minutes of June 20, 2019. All Ayes. Motion Carried.

CONSENT AGENDA

Presented:

- Special Event – Maritime Days (Final Schedule of Events)
- Business License – Trepp’s Treasures (New Location)

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

Roll Call Vote.

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

Nays: None

Motion Carried

UNFINISHED BUSINESS

Friends of City Hall – Waive Tap Fee

Friends of City Hall President, Judy White, announced that the River Rec Teen Zone had made a generous offer to pay one-third of the tap fee for a new six-inch water line into 300 Broadway. She explained that the new water line was necessary for a fire suppression system, and asked that the Board also approve waiving one-third of the tap fee, at an estimated cost of \$2,083.33.

Laura Scaccia, representing River Rec Teen Zone, stated that Phase II of the River Rec Teen Zone renovation would also require fire suppression and that was why they offered to contribute to the tap fee.

Mayor Vandenbossche questioned why they were going with a 6” diameter water line and said it seemed excessive when all twenty-eight rooms at the Inn on Water Street were being serviced by a 4” diameter line. He suggested getting a second opinion because of the cost savings.

Commissioner Klaassen questioned whether the River Rec Teen Zone would need fire suppression.

Mrs. White to investigate if a four-inch pipe would be adequate for their needs.

Commissioner Bryson stated that it was in everyone's best interest to keep the price as low as possible.

Motion by Commissioner Bryson, seconded by Commissioner Vercammen, to waive one-third of the tap fee, not to exceed \$2,083.33.

Roll Call Vote.

Ayes: Vandenbossche, Bryson, Kellehan, Merchant, Vercammen

Nays: Hendrick, Klaassen

Motion Carried

NEW BUSINESS

MCAFA Intergovernmental Agreement

Motion by Commissioner Hendrick, seconded by Commissioner Bryson, to approve the updated Marine City Area Fire Authority Intergovernmental Agreement.

Roll Call Vote.

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

Nays: None

Motion Carried.

Design Proposal for 260 South Parker

Motion by Commissioner Hendrick, seconded by Commissioner Bryson, to waive competitive bidding for professional design services for 260 South Parker Street.

Roll Call Vote.

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

Nays: None

Motion Carried.

Motion by Commissioner Hendrick, seconded by Commissioner Merchant, to approve the proposal from Partners in Architecture, PLC, not to exceed \$4,800.

Roll Call Vote.

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

Nays: None

Motion Carried.

City Attorney Davis remarked that he had worked with Partners in Architecture, PLC in the past and he highly recommended them because of their specialization in public buildings.

DTE – LED Conversion

City Manager Leven reported that she had met with DTE regarding the City's streetlights and the option of converting them to LED lights. She said the upfront costs to convert the streetlights to LED would be \$88,056, but that a rebate was available which would amount to a \$10,782 savings. The City's total cost would be \$77,272 with a payback of 2.8 years, and estimated annual costs would go from \$89,168 to \$61,523.

Motion by Commissioner Bryson, seconded by Commissioner Vercammen, to approve the DTE conversion, not to exceed \$88,056.

Roll Call Vote.

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

Nays: None

Motion Carried.

Community & Economic Development – Board Appointment/Set Date

The newly adopted Ordinance stated that the Board shall consist of seven members:

- One member each appointed by the City Commission, the Planning Commission, and the TIFA Board.
- One member representing the Marine City Chamber of Commerce, to be appointed by the Chamber of Commerce.
- One member representing Marine City business, other than a Chamber of Commerce member. This member will be chosen by submitting an application to the City Clerk and will be appointed by the Mayor and approved by City Commission.
- Two City of Marine City residents chosen by submitting an application to the City Clerk and will be appointed by the Mayor and approved by the City Commission.

Applications were received from:

- Laura Scaccia – appointed by the Chamber of Commerce

- Kathleen Vertin – business member
- Terrance Avery – resident member
- Stacy Edwards – resident member
- Danielle Donahue – resident member
- Heather Hatcher – resident member

Mayor Vandebossche stated that he would like to have diversity on the Board and bring in a business member from the manufacturing or commercial area, not just entertainment and tourism. He said this would bring in different viewpoints, wants and needs from other sections of the City. He asked for support in delaying the appointment of Board members until the language of the Ordinance could be changed and formalized.

City Attorney Davis suggested leaving the Ordinance as it was written to see how the process went. He said the Ordinance could always be amended in the future.

Commissioners Vercammen and Bryson commented that no one had expressed interest in serving on the Board from the industrial or commercial sections of town.

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to postpone the appointments, pending the evaluation of rewording some of the language of the Ordinance.

Roll Call Vote.

Ayes: Vandebossche, Hendrick, Klaassen

Nays: Bryson, Kellehan, Merchant, Vercammen

Motion Failed.

Motion by Commissioner Vercammen, seconded by Commissioner Bryson, to set the meeting date and time of the Community & Economic Development Board to the fourth Wednesday of each month at 6:00 pm.

Roll Call Vote.

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

Nays: Hendrick

Motion Carried.

Commissioner Hendrick stated that she voted no only because of the meeting time being set at 6:00 pm, instead of 7:00 pm. She said the later time would allow more people to get home from work and be able to attend the meeting.

Motion by Commissioner Merchant, seconded by Commissioner Bryson, to appoint Commissioner Vercammen as City Commissioner Representative on the Community & Economic Development Board.

Roll Call Vote.

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

Nays: Hendrick

Motion Carried.

The Mayor elected not to appoint a business member at this time, so no appointment was made.

Motion by Mayor Vandenbossche, seconded by Commissioner Hendrick, to appoint Danielle Donahue as a resident member on the Community & Economic Development Board.

Roll Call Vote.

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

Nays: None

Motion Carried.

Motion by Mayor Vandenbossche, seconded by Commissioner Kellehan, to appoint Heather Hatcher as a resident member on the Community & Economic Development Board.

Roll Call Vote.

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

Nays: None

Motion Carried.

Employee Classification Wage/Reimbursement Table

City Manager Leven stated that the Wage Classification/Reimbursement Table was adjusted so that similar positions were aligned with the same pay scale. She noted that she had added a new grant writer position which was structured as a part-time position under the City Manager, subject to a budgeted amount for grant writing, in line with the Strategic Plan, Master Plan and needs in the community. She recommended budgeting \$10,000 for this fiscal year.

Motion by Commissioner Bryson, seconded by Commissioner Vercammen, to approve the Employee Classification Wage/Reimbursement Table. All Ayes. Motion Carried.

Deputy Clerk Appointment

City Clerk Baxter requested Commission approval to designate Michele Goodrich as Deputy Clerk, upon the resignation of Elizabeth Desmarais.

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to approve the appointment of Michele Goodrich to Deputy Clerk. All Ayes. Motion Carried.

FINANCIAL BUSINESS

Disbursements

Motion by Commissioner Kellehan, seconded by Commissioner Merchant, to approve total disbursements, including payroll, in the amount of \$591,590.85.

Roll Call Vote.

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

Nays: None

Motion Carried.

Preliminary Financial Statements

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, 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:

- Attended TIFA meeting on July 16 – no quorum
- Attended meeting regarding the Live Streaming Ship Cam. The Chamber will be seeking sponsors to fund the next year of streaming
- Working on Pension Board concerns
- Fixed leak at Water Plant building
- Have crack inside water tower, getting estimate to repair

- Did a walk-through of 300 Broadway
- Following up with department heads on various complaints
- Auditors in office conducting preliminary review
- Crack sealing started on Water Street
- Working with HR Attorney on Policies and Procedures
- Working with City Attorney on numerous legal and future agenda items
- Following up on Grant Projects, including SRTS, Multi-Purpose Courts, Tourism, Water Plant, and Parklet
- Researching history of Library Board
- At conference next week

COMMISSIONER PRIVILEGE

Commissioner Vercammen thanked the volunteers who have been cleaning local parks and roadways. She also announced Maritime Days on August 2-4, and Heritage Days on September 21-22.

Commissioner Klaassen announced International Marine City Comic-Con on September 28.

Commissioner Kellehan also thanked the volunteers who have taken care of our parks, and asked that everyone be careful during the heat wave. She also cautioned everyone swimming in the river to be cautious, due to high water levels.

Commissioner Hendrick announced that local libraries were open as cooling centers during the heat wave. She expressed concern about the Safe Routes to School crossings, that people couldn't see the lights, and asked that drivers be educated on when they needed to stop.

Mayor Vandenbossche warned everyone to be careful during the excessive heat wave. He conveyed his sympathy to the family of the local drowning victim.

ADJOURNMENT

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to adjourn at 8:34 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter
City Clerk