

**City of Marine City  
City Commission  
August 15, 2019**

A regular meeting of the Marine City Commission was held on Thursday, August 15, 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, Cheryl Vercammen; City Manager Elaine Leven, City Clerk Kristen Baxter**

**Also in Attendance: City Attorney Robert Davis**

**Absent: Commissioner Paul Merchant**

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to excuse Commissioner Merchant from the meeting. All Ayes. Motion Carried.

**COMMUNICATIONS**

Received:

- Departmental Activity Reports
- MCAFA Run Report
- Bill Gratopp – SCC Board of Commissioners
- Pension Board Minutes – April 30, 2019
- Pension Board-Retiree Health Care Minutes – April 30, 2019

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

**PUBLIC COMMENT**

None.

**APPROVE AGENDA**

Motion by Commissioner Hendrick, seconded by Commissioner Kellehan, 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 August 1, 2019. All Ayes. Motion Carried.

## **CONSENT AGENDA**

Presented:

- Business License – Newport Pub, LLC
- Special Event – Kick Cancer, Inc.
- Special Event – Tenyer’s Automotive Memorial Car Show

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

## **UNFINISHED BUSINESS**

### Ordinance No. 2019-010 Engine Brake – 2<sup>nd</sup> Reading/Adoption

Motion by Commissioner Hendrick, seconded by Commissioner Vercammen, to approve the adoption of Ordinance No. 2019-010 Engine Brake. **Roll Call Vote.** Ayes: Vandebossche, Bryson, Hendrick, Kellehan, Klaassen, Vercammen. Nays: None. Motion Carried.

### Infrastructure Subcommittee Recommendation

At the August 1, 2019 City Commission meeting, Board members voted in favor of moving forward with the paving of Ward Street (M-29 to South Belle River Avenue), upon the recommendation of the Infrastructure Subcommittee. The Board asked the subcommittee to reassess the recommendation and determine another road to pave for the 2019-2020 fiscal year.

The Infrastructure Subcommittee made a recommendation that in addition to paving Ward Street (M-29 to South Belle River Avenue), the Board approve paving North Market Street (Broadway to Westminster). City Manager Leven stated that adding a second street would require a budget amendment of approximately \$20,000.

Motion by Commissioner Bryson, seconded by Commissioner Vercammen, to approve the recommendation of the Infrastructure Subcommittee in the amount of \$128,000.

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

#### Personnel Policies & Procedures

City Manager Leven said that a thorough examination and rewrite had been conducted by the firm Plunkett Cooney and had been streamlined, changed and updated based on current law.

Commissioner Hendrick asked for support in tabling the item until the next meeting, due to having to wait for additional information and wanting to meet with the City Manager.

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to table approval of the Personnel Policies & Procedures to the September 5, 2019 meeting. All Ayes. Motion Carried.

#### City Commission Rules of Procedure

City Manager Leven reported that, based on feedback from a prior meeting, she had worked with the City Attorney on a redline edit of the document and said the changes primarily were due to consistency, legality, order of business, closed session meeting minutes procedure, inclusion of a motion table, and consent agenda.

Motion by Commissioner Vercammen, seconded by Commissioner Bryson, to move forward and bring the City Commission Rules of Procedure to the September 5, 2019 meeting. All Ayes. Motion Carried.

#### City Manager Evaluation

Commissioner Kellehan reviewed the documents and said it was important that all Board members have the same understanding of the evaluation tool and the timeline. The evaluation forms are due to Commissioners Kellehan or Hendrick by September 19<sup>th</sup>.

### **NEW BUSINESS**

#### DPW/Police Vehicle Bids

Several DPW and Police vehicles were posted for sale and sealed bids were received. Copies of the bids, along with the Kelly Blue Book value for each, was provided to the Board.

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to accept the sealed bid from Michael Weaver in the amount of \$2,125 for the 2014 Chevrolet Tahoe.

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

Motion by Commissioner Kellehan, seconded by Commissioner Bryson, to accept the sealed bid from Joe Treadaway in the amount of \$385 for the 2000 Ford F-250. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen. Nays: Vercammen. Motion Carried.

Motion by Commissioner Hendrick, seconded by Commissioner Bryson, to accept the sealed bid from Dawson Haney in the amount of \$2,100 for the 2012 Dodge Charger. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Vercammen. Nays: None. Motion Carried

No bids were received for the 1974 O'Brien Continuous Rodder Model 888 and it was decided that it would be sold at a later date.

#### Website Recommendation

City Manager Leven reported that she had reviewed seventeen proposals she had received from the City's website design RFP. She stated that she completed a detailed review of the four proposals that fell under the \$10,000 range.

She recommended Board approval for CivicPlus for the website design in the amount of \$8,000.

Commissioner Hendrick asked that the item be tabled until the September 5, 2019 meeting so that she could review the bids.

Motion by Commissioner Hendrick, seconded by Commissioner Kellehan, to table until the September 5, 2019 meeting. All Ayes. Motion Carried.

## **FINANCIAL BUSINESS**

#### Disbursements

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to approve total disbursements, including payroll, in the amount of \$419,422.82. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, 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 SEMCOG University
- SEMCOG offering grants for mapping infrastructure, focusing on federal aid roads; working with Wade Trim on proposal
- Dangerous Building Board was cancelled due to emergency, will be rescheduled
- EGLE annual site inspection conducted with report of a well-maintained sewer plant, and no issues
- Return sludge pump replacement at WWTP has begun, should be completed within 2 weeks
- Water plant high service pump replacement within 2 weeks
- Update on KaBoom grant location – we can move it subject to review and approval

### **COMMISSIONER PRIVILEGE**

Mayor Vandenbossche announced River Rec Teen Zone's Grand Reveal on August 22, 2019 at 7:00 pm. He also congratulated the Maritime Day's Committee on a great festival.

### **CLOSED SESSION**

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to enter into Closed Session at 7:54 pm to consult with the City Attorney regarding pending litigation MCL 15.268 (e). **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Vercammen. Nays: None. Motion Carried.

### **OPEN SESSION**

Motion by Commissioner Hendrick, seconded by Commissioner Kellehan, to go back into Open Session at 8:13 pm. All Ayes. Motion Carried.

Motion by Commissioner Hendrick, seconded by Commissioner Vercammen, to continue with litigation for the parcel the City acquired through foreclosure, as discussed in Closed Session. Ayes: Bryson, Hendrick, Kellehan, Klaassen, Vercammen. Nays: Vandenbossche. Motion Carried.

## **ADJOURNMENT**

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to adjourn at 8:15 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter  
City Clerk