

**City of Marine City
City Commission
October 17, 2019**

A regular meeting of the Marine City Commission was held on Thursday, October 17, 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

(Commissioner Merchant left the meeting at 7:15 pm and returned at 7:40 pm)

Also in Attendance: City Attorney Robert Davis

APPROVE AGENDA

Motion by Commissioner Kellehan, seconded by Commissioner Merchant, to approve the Agenda as amended:

**Add: #10-I Michigan Uniform Video Service Local Franchise Agreement
Renewal**

All Ayes. Motion Carried.

PUBLIC COMMENT

None.

APPROVE MINUTES

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to approve the City Commission Meeting Minutes of October 3, 2019. All Ayes. Motion Carried.

Motion by Commissioner Bryson, seconded by Commissioner Merchant, to approve the Closed Session Meeting Minutes of October 3, 2019. All Ayes. Motion Carried.

CONSENT AGENDA

Presented:

- A. Zoning Board of Appeals Meeting Minutes – September 4, 2019
- B. Departmental Activity Reports
- C. MCAFA Run Report
- D. Preliminary Financial Statements

Motion by Commissioner Bryson, seconded by Commissioner Merchant, 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 \$1,157,018.21. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

UNFINISHED BUSINESS

Design Proposal for 260 S. Parker Street

David Gassen of Partners in Architecture spoke about the conceptual plan and site plan for 260 South Parker Street and distributed preliminary budget information for the project.

The Board discussed with him the steps necessary to move forward at this point and whether inspections for the project could be done in-house. Mr. Gassen recommended in-house inspections and suggested bidding out the project in November/December in order to receive the best pricing.

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to move forward and direct the City Attorney to set up a contract with Partners in Architecture. Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Vercammen. Absent: Merchant. Motion Carried.

Personnel Policy & Procedures – Internet Policy & Sick Leave Payout

City Manager Leven stated that she received the Electronic Systems & Internet Usage Policy from the City's HR Firm. She noted that, if approved, it would be included in the Personnel Policies and Procedures manual.

Motion by Commissioner Vercammen, seconded by Commissioner Hendrick, to approve the Electronic Systems & Internet Usage Policy. All Ayes. Motion Carried.

Sick leave payout that limited the maximum payout from the sick bank was revisited due to the request of several Board members. There was concern that several employees had a benefit taken away that they had earned and should be able to retain.

Commissioner Hendrick stated that an option would be to freeze the time that current employees had already accumulated, but not awarding any going forward. She said to do so was a budgetary decision.

Commissioner Bryson said he was in favor of capping the sick leave payout for any employees hired after September 1, 2019, but allowing employees hired before that date to keep what they had accumulated. He said to have an employee who was counting on this benefit as part of their retirement and then remove it, would be a great disservice to the employee.

Commissioner Kellehan supported Commissioner Bryson and said to cap new hires, but give present employees what they had signed on for.

City Manager Leven to bring language back for approval at the November 7, 2019 meeting.

NEW BUSINESS

Non-Contractual Wage Reimbursement Table

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to approve the Non-Contractual Wage Reimbursement Table. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

Building Official Employment Agreement

Motion by Commissioner Hendrick, seconded by Commissioner Kellehan, to approve the appointment of Tracy Kallek as Building Official. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

Paving Bids – Ward Street & N. Market Street

Dave Nummer of Wade Trim recommended that the City contract with James P. Contracting for the paving of Ward Street (M-29 to S. Belle River) and Market Street (Broadway to Westminster) in the amount of \$113,582.50. He stated that the contractor recommended changing the paving material to a better product which would give a smoother finish and extend the life of the road by 8-10 years, at an additional cost of \$4,000.

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to contract with James P. Contracting for a price not to exceed \$120,000 using contractor suggested materials. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

South Water Street Sewer Repair

Motion by Commissioner Hendrick, seconded by Commissioner Merchant, to waive competitive bidding for the South Water Street Sewer Repair. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

Motion by Commissioner Hendrick, seconded by Commissioner Bryson, to approve the bid from Murray Underground System, Inc. in the amount of \$12,000 for the South Water Street Sewer Repair. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

Ordinance 2019-011 – Garbage and Refuse Service Hours – Introduction/1st Reading

Motion by Commissioner Bryson, seconded by Commissioner Merchant, to approve the introduction of Ordinance 2019-011 Garbage and Refuse Service Hours. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

Board Vacancies – Announcement

Mayor Vandenbossche announced vacancies on the following Boards:

- Zoning Board of Appeals – 1 vacancy
- TIFA Board – 1 vacancy
- Board of Review – 1 vacancy
- Historical Commission – 3 vacancies

Interested persons to have applications and letters of interest to the City Clerk on or before Monday, November 24th.

Commissioner Request for Information Form

Commissioner Vercammen explained that she created the form to put a handle on the continuous requests for information that cost the tax payers money. She stated that the requests had gotten out of hand and the form was a way to put a handle on it.

Commissioner Klaassen responded and said that he went directly to the City Manager with any questions.

Commissioner Hendrick said the process would tie everyone's hands from every Board in order to get information.

A discussion took place on how City Commissioners requested information from the City Manager.

Mayor Vandebossche stated that he didn't see the form as a useful tool and said it would add another layer to government, which was already too slow and complicated.

Commissioner Vercammen responded and said the reason she brought this up originally was due to two department heads turning in their resignations and one of the reasons they gave was that they felt micro-managed and nit-picked with the constant requests for information. She stated she didn't want to see it happen again in the future.

Ultimately, it was decided that if a Board Member was requesting written material from the City Manager, it was their responsibility to distribute said material to other Board Members.

No action taken on the Commissioner Request for Information form.

Staffing Discussion

City Manager Leven said that it had been a stressful month with multiple changes in staffing and said that it was proving to be difficult to fill the positions with qualified people due to the wages that we offer. She explained that the City invested a lot of time training employees and said it was far easier to keep hard working, valuable employees than try to find and train new ones.

In an effort to keep employees, City Manager Leven said she has been going through the process of assessing employees and found that several positions were underpaid. She

asked the Board for support for increases for the Office Clerk and City Clerk positions and said she wanted to do so before the City lost additional valuable employees.

Commissioner Vercammen said she supported the pay increases and said to pay people what they were worth should be a no brainer.

Commissioner Bryson said he was open to increases for the two positions as well as the positions that we were having trouble to fill.

Mayor Vandebossche said he needed more information before making a decision and said knowing neighboring community salaries for the position would be helpful.

No action taken; wage survey to be added to the November 7, 2019 agenda.

Uniform Video Service Local Franchise Agreement

Motion by Commissioner Hendrick, seconded by Commissioner Bryson, to approve the Comcast Uniform Video Service Local Franchise Agreement. **Roll Call Vote.** Ayes: Vandebossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. 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 Emergency Management subcommittee
- Held department head meeting
- Homeland Security/Emergency Management to speak about high water at November 7th meeting
- Attended 72nd District Court ribbon cutting ceremony
- Had phone conference with actuary
- Training for payroll with Treasurer

COMMISSIONER PRIVILEGE/LIAISON REPORTS

Commissioner Vercammen read a written statement regarding the September 2, 2019 meeting and term limits. She reported that she had received positive feedback from

residents on her comments made at the meeting. She complimented local businesses on their fall decorations and said the City was taking positive strides supporting valuable employees.

Commissioner Klaassen said that we have to start working together and not chastise members of the Board. He said he was questioning seeking out a new term.

Commissioner Kellehan asked everyone to be careful of kids out and about on Halloween. She announced Trunk or Treat at Bower Rose Funeral Home on Halloween.

Commissioner Hendrick announced that the Marine City Area Fire Authority was replacing an engine at a cost of \$380,000 and asked drivers to watch out for kids on Halloween.

Mayor Vandebossche thanked Mary Ellen McDonald and Susan Wilburn for their service. He also conveyed his condolences for Mike Itrich in the loss of several family members.

ADJOURNMENT

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to adjourn at 9:08 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter
City Clerk