

**City of Marine City  
City Commission  
November 7, 2019**

A regular meeting of the Marine City Commission was held on Thursday, November 7, 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**

**APPROVE AGENDA**

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

**Add:** #9-F Street Paving Project

**Move:** #7-F Special Event from Consent Agenda to #11-A

All Ayes. Motion Carried.

**PUBLIC COMMENT**

Bill Haas, 203 Pleasant, commented on term limits, heroin in the community, and conflict of interest of Board Members.

Todd May, 312 South Water Street, announced Merrytime Christmas events and activities to be held December 7<sup>th</sup>.

**APPROVE MINUTES**

Motion by Commissioner Klaassen, seconded by Commissioner Kellehan, to approve the City Commission Meeting Minutes of October 17, 2019. All Ayes. Motion Carried.

## CONSENT AGENDA

Presented:

- A. Community & Economic Development Meeting Minutes – September 25, 2019
- B. Pension Board Meeting Minutes – July 30, 2019
- C. Retiree Health Care Meeting Minutes – July 30, 2019
- D. Retirement System Actuarial Valuation Report – June 30, 2019
- E. Special Event – Merrytime Christmas
- F. Special Event – Old Newsboys Annual Paper Sale
- G. Special Event – Friendsgiving Run

Motion by Commissioner Kellehan, seconded by Commissioner Bryson, to approve items A, B, C, D, E, G from 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 Merchant, to approve total disbursements including payroll, in the amount of \$227,412.55. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

### Account Resolution – Fifth Third Bank

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to approve Account Resolution – Fifth Third Bank. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

### Account Resolution – Chemical Bank

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to approve Account Resolution – Chemical Bank. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

## UNFINISHED BUSINESS

### Personnel Policy & Procedures – Sick Leave Payout

In a response to the discussion about limiting the amount of payouts for departing employees at the October 17, 2019, City Manager Leven offered the following for consideration:

- A. Make the restriction only applicable to employees hired after September 2, 2019.
- B. Increase the restricted amount for all employees.
- C. Remove the restriction completely.

Motion by Commissioner Bryson, seconded by Commissioner Kellehan, to proceed with option A limiting the cap to employees hired on or after September 2, 2019. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Kellehan, Klaassen, Merchant, Vercammen. Nays: Hendrick. Motion Carried

#### KaBOOM Parklet Location

DPW Superintendent Itrich provided a preliminary site plan and breakdown of additional costs associated with moving the Bridge to Bay Musical Parklet behind the library. He estimated the additional costs to be \$8,150 for the new location. He stated that the relocation still needed to be approved by KaBOOM and, if approved, additional funding needed to be requested.

DPW Superintendent Itrich shared his concern over the ability to recruit volunteers for this volunteer-based project. He stated that there was no money in his budget for wages for building the parklet.

Commissioner Hendrick suggested putting out a request on Facebook and talking with the community to get volunteers. Commissioner Vercammen agreed and said it would be a great community service project for groups like the Boy & Girl Scouts.

Motion by Commissioner Hendrick, seconded by Commissioner Vercammen, to move forward with the parklet relocation and request for additional costs. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

#### Ordinance 2019-011 – Garbage and Refuse Service Hours – 2<sup>nd</sup> Reading/Approval

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

### Employee Wage Survey

City Manager Leven provided recommended hourly pay increases for the City Clerk and Office Clerk, as discussed at the October 17, 2019 meeting. She stated that the recommended hourly pay was within the hourly rate range of the Non-Contractual Employee Classification Wage/Reimbursement table.

Motion by Commissioner Vercammen, seconded by Commissioner Bryson, to follow the City Manager's recommendation to increase the City Clerk's hourly pay to \$28.00 and the Office Clerk's hourly pay to \$16.00. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Kellehan, Merchant, Vercammen. Nays: Hendrick, Klaassen. Motion Carried.

### Recreational Marijuana Update

City Attorney Davis provided the Board with a copy of the Department of Licensing and Regulatory Affairs Marijuana Regulatory Agency Adult-Use Marijuana Establishments Emergency Rules (Filed with the Secretary of State July 3, 2019).

He recommended that the Board direct the Planning Commission to chart required setbacks provided by the State on a map of Marine City to determine where in the community facilities could be located. He suggested that the Planning Commission then report back to the City Commission with their findings.

Motion by Commissioner Bryson, seconded by Commissioner Merchant, to have the City Attorney work with City Manager to develop language to submit to the Planning Commission. All Ayes. Motion Carried.

### Street Paving Project

City Manager Leven advised that the contractor for the paving of Ward and Market Streets started doing the milling on Market Street and found there was insufficient amounts of asphalt on the street, despite preliminary spot checks showing three inches of pavement. City Manager Leven asked for Board approval for an extra \$18,000 to bring in more of the paving material and pay for the additional labor. She warned that the consequences of not adding the additional asphalt would result in the road not lasting as long.

Motion by Mayor Vandenbossche, seconded by Commissioner Kellehan, to authorize the additional paving material for Market Street, not to exceed \$18,000. **Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

## **NEW BUSINESS**

### Finance Director/Treasurer – Appointment

Motion by Commissioner Hendrick, seconded by Commissioner Vercammen, to approve the Employment Agreement with Megan Pearce as Finance Director/Treasurer. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

### Water Plan SCADA Upgrade

Motion by Commissioner Hendrick, seconded by Commissioner Merchant, to waive competitive bidding for the Supervisory Control and Data Acquisition (SCADA) Program software upgrade. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

Motion by Commissioner Hendrick, seconded by Commissioner Kellehan, to approve the bid from Kerr Pump for the SCADA Program software upgrade, not to exceed \$35,000. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

### West Boulevard Paving Update

DPW Superintendent Itrich provided an update for 220 West Boulevard and said he found that the drainage issues were a result of the driveway approach being 2.5 inches higher than it should be therefore creating a puddle on the West side of the driveway. He said the only solution to the problem would be to replace the driveway approach and bring it back down to grade and then cut out the section of road and repave to grade.

No action taken by the Board.

### Lighting – Peche Isle Range Rear Light

Chamber of Commerce President, Laura Scaccia, advised the Board that John Brenner of Brenner Electric, had graciously offered to add a waterproof outdoor color-changing LED light to the Peche Isle Range Rear Light so that it may be lit in a festive color for holidays and special events. She asked for Board approval to allow Mr. Brenner to work with DPW Superintendent Itrich on the installation of the light.

Motion by Commissioner Hendrick, seconded by Commissioner Merchant, to move forward with the lighting of the Peche Isle Range Rear Light. All Ayes. Motion Carried.

### Ordinance 2019-012 Construction Board of Appeals – Introduction/1<sup>st</sup> Reading

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to approve the introduction of Ordinance 2019-012 Construction Board of Appeals. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

Ordinance 2019-013 Peddlers and Solicitors – Introduction/1<sup>st</sup> Reading

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to approve the introduction of Ordinance 2019-013 Peddlers and Solicitors. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

Ordinance 2019-014 Golf Carts and Off-Road Vehicles – Introduction/1<sup>st</sup> Reading

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to approve the introduction of Ordinance 2019-014 Golf Carts and Off-Road Vehicles. **Roll Call Vote.** Ayes: Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: Vandenbossche. Motion Carried.

Ordinance 2019-015 Traffic and Motor Vehicles/Distracted Driving – Introduction/1<sup>st</sup> Reading

Motion by Commissioner Hendrick, seconded by Commissioner Merchant, to approve the introduction of Ordinance 2019-015 Traffic and Motor Vehicles/Distracted Driving. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

Ordinance 2019-016 Traffic and Motor Vehicles/Super Drunk – Introduction/1<sup>st</sup> Reading

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to approve the introduction of Ordinance 2019-016 Traffic and Motor Vehicles/Super Drunk. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

**ITEMS REMOVED FROM CONSENT AGENDA**

Special Event – Old Newsboys Annual Paper Sale

Mayor Vandenbossche voiced his concern about the danger of having volunteers in the road collecting money. He stated that he wanted to support the Old Newsboys, and other charities, and said he wished we could do more to protect them. Several ideas were discussed on helping to make it safer, such as collecting money from the passenger side of the vehicle.

Motion by Mayor Vandenbossche, seconded by Commissioner Vercammen, to approve the Old Newsboys Annual Paper Sale. All Ayes. Motion Carried.

## **CITY MANAGER REPORT**

In addition to the City Manager's Report provided in the agenda packet, City Manager Leven added the following:

- Have temporary personnel in place for the Finance Director/Treasurer position until the end of the year
- Toured new Marysville City Hall
- Working on revenue sharing reports to the State

## **COMMISSIONER PRIVILEGE/LIAISON REPORTS**

Commissioner Vercammen thanked the DPW for braving the weather and putting up the Christmas decorations. She announced the new Community & Economic Development Board and said they meet monthly to discuss items like transient docking, Clinton River Cruise, kayak launch, alternative advertising ideas, shuttle bus, and fundraising.

Commissioner Merchant thanked Todd May for his support and hard work on Merrytime Christmas, and announced the Mike Miller Merrytime 5K Run/Walk that is sponsored by the Marine City Rotary. Both events take place on December 7<sup>th</sup>.

Commissioner Klaassen spoke about the SCC Metropolitan Planning Commission training that he attended which focused on flooding and drainage systems. He said that high water is expected for 2020.

Commissioner Kellehan thanked Paul Merchant for opening up Bower Rose and hosting trunk or treat on Halloween night. She thanked Todd May and his staff for working hard to take this year's Merrytime Christmas to another level. She welcomed Megan Pearce to the City in her new position as Finance Director/Treasurer.

Commissioner Hendrick wished the Marine City Football team good luck in their game against Almont and said it was great to see the whole community come out to support them.

Mayor Vandenbossche congratulated Coach Glodich on his last Mariner football game.

## **ADJOURNMENT**

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to adjourn at 8:18 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter  
City Clerk