

**City of Marine City  
City Commission Minutes  
December 14, 2023**

A regular meeting of the Marine City Commission was held on Thursday, December 14, 2023 at 260 South Parker Street, Marine City, and was called to order by Mayor Vandebossche at 7:00 P.M.

Present: Mayor Jennifer Vandebossche, Commissioners Jacob Bryson, Elizabeth Hendrick, William Klaassen, Sean O'Brien, Rita G. Roehrig, Brian Ross; City Manager Scott Adkins; City Clerk Jason Bell.

Absent: City Attorney Robert Davis

**AUDIO/VIDEO AVAILABLE**

For complete audio of meeting, visit the following link:

<https://www.youtube.com/watch?v=m2BQU3L0ZYg>

**APPROVE AGENDA**

Motion by Commissioner Bryson, seconded by Commissioner Ross, to approve the agenda as amended. All Ayes. Motion Carried.

**PRESENTATIONS, PROCLAMATIONS & RECOGNITIONS**

East China School District Presentation

East China Schools Superintendent Cybulla and Director of Finance Angie Gleason spoke on the ECSD Operating Millage Renewal for the exact same mills as currently levied at 18. They did state the ballot will say 19 mills, but that adjusts for Headlee override, but it will not exceed 18 mills. Superintendent Cybulla stated this does not affect Primary Residences. Finance Director Gleason stated the operating millage accounts for 30% of the general fund of \$14,000,000. She stated the District cannot operate without the millage renewal as they would need to operate the District on 30% less.

Commissioner Hendrick asked Superintendent Cybulla to clarify the difference between the bond that was passed and this operating millage renewal. Superintendent Cybulla supplied information and updates on the bond facility repairs and stated this millage renewal is just for operating costs and not capital improvements.

**PUBLIC COMMENT**

Phil Oleksiak thanked and welcomed Commissioner O'Brien to the Commission. He also spoke on the tremendous positive change over the last year and thanked all of the City employees for their hard work. Mr. Oleksiak thanked City Manager Adkins for bringing change and City Clerk Bell for taking the job

and continuing his role at the Police Department. He also wished everyone a Merry Christmas and Happy New Year.

## **APPROVE MINUTES**

### City Commission Meeting Minutes – November 16, 2023

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to approve the City Commission Meeting Minutes of November 16, 2023. All Ayes. Motion Carried.

## **CONSENT AGENDA**

Presented:

- a. MCAFA Run Report
- b. Departmental Monthly Activity Reports
- c. Planning Commission Meeting Minutes – October 9, 2023
- d. Community and Economic Development Meeting Minutes – September 27, 2023
- e. 300 Broadway Committee Meeting Minutes – October 23, 2023
- f. Winter Tax Roll Delinquent Assessments Communication

Motion by Commissioner Ross, seconded by Commissioner Klaassen, to approve the Consent Agenda a-f as presented. **Roll Call Vote.** Ayes: Bryson, Hendrick, Klaassen, O'Brien, Roehrig, Ross, Vandenbossche. Nays: None. Motion Carried.

## **ITEMS REMOVED FROM CONSENT AGENDA**

None

## **FINANCIAL BUSINESS**

### Expenditures Including Payroll - \$585,951.72

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to approve expenditures including payroll in the amount of \$585,951.72. **Roll Call Vote.** Ayes: Hendrick, Klaassen, O'Brien, Roehrig, Ross, Vandenbossche, Bryson. Nays: None. Motion Carried.

### Preliminary Financial Statements

Commissioner Ross stated Treasurer Katy Posey was doing a great job.

Motion by Commissioner Bryson, seconded by Commissioner Ross, to receive and file the preliminary financial statements. All Ayes. Motion Carried.

#### Financial Advisor Engagement – Safe Drinking Water Project

City Manager Adkins spoke on the Financial Advisor to continue Safe Drinking Water Project and that the pricing for the services was included in the project that was already approved by the Commission. He stated the costs were competitive around the \$35,000 to \$40,000 range and again included in the original project scope.

Motion by Commissioner Bryson, seconded by Commissioner Ross, to approve the engagement of Bendzinski & Co. for financial advising regarding the Safe Drinking Water Project bond issue. **Roll Call Vote.** Ayes: Klaassen, O'Brien, Roehrig, Ross, Vandenbossche, Bryson, Hendrick. Nays: None. Motion Carried.

#### Bond Counsel Engagement – Safe Drinking Water Project

Motion by Commissioner Bryson, seconded by Commissioner Ross, to approve the engagement of Miller Canfield as bond counsel for the proposed issuance of bonds to finance the Safe Drinking Water Project. **Roll Call Vote.** Ayes: O'Brien, Roehrig, Ross, Vandenbossche, Bryson, Hendrick, Klaassen. Nays: None. Motion Carried.

### **UNFINISHED BUSINESS**

#### 2024 City Meeting Schedule

Motion by Commissioner Hendrick, seconded by Commissioner Ross, to approve the 2024 City Meeting Schedule as presented. All Ayes. Motion Carried.

#### Establish Charter Review Committee Meeting Date(s)

Commissioner Hendrick inquired if the meeting dates could be set up without City Attorney Davis present. City Manager Adkins stated the dates can be set up and adjusted if needed. Commissioner Bryson suggested the week of January 8<sup>th</sup> and possibly January 11, 2024 at 7:00pm.

Motion by Commissioner Ross, seconded by Commissioner Bryson, to set the tentative date and time of January 11, 2024 at 7:00pm for the Charter Review Committee meeting. All Ayes. Motion Carried.

### **NEW BUSINESS**

#### DPW- Wood Chipper Purchase

DPW Superintendent Schmidt stated the purchase of the wood chipper was beneficial to the City and residents as the tree material would not have to be handled multiple times and pay for the disposal of material and the mulch from the material would be provided to residents free of charge.

Mayor Vandenbossche stated there was extra money in the budget due to the truck repair coming in cheaper than what was budgeted for.

Motion by Commissioner Hendrick, seconded by Commissioner Ross, to waive competitive bidding for the purchase of used wood chipper. **Roll Call Vote.** Ayes: Roehrig, Ross, Vandenbossche, Bryson, Hendrick, Klaassen, O'Brien. Nays: None. Motion Carried.

Motion by Commissioner Hendrick, seconded by Commissioner Ross, to approve the purchase of the wood chipper from Kappen Tree Service in the amount of \$12,000. **Roll Call Vote.** Ayes: Ross, Vandenbossche, Bryson, Hendrick, Klaassen, O'Brien, Roehrig. Nays: None. Motion Carried.

#### Interlocal Agreement China Township Water Service

Mayor Vandenbossche stated the agreement was not yet received. City Manager Adkins suggested the item be tabled until the January 18, 2024 meeting.

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to table the item until the January 18, 2024 meeting. All Ayes. Motion Carried.

#### City Commission Meeting Cancellation – January 4, 2024

Motion by Commissioner Roehrig, seconded by Commissioner Klaassen, to cancel the January 4, 2024 City Commission Meeting. **Roll Call Vote.** Ayes: Bryson, Hendrick, Klaassen, O'Brien, Roehrig, Ross, Vandenbossche. Nays: None. Motion Carried.

#### Resolution 26-2023 – Early Voting Site Location and Dates

Motion by Commissioner Ross, seconded by Commissioner O'Brien, to approve Resolution 26-2023 a Resolution of the Early Voting Plan for Statewide and Federal Elections to Establish the Early Voting Site for the City of Marine City. **Roll Call Vote.** Ayes: Hendrick, Klaassen, O'Brien, Roehrig, Ross, Vandenbossche, Bryson. Nays: None. Motion Carried.

#### Resolution 27-2023 – Voting Precinct Alterations

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to approve Resolution 27-2023 a Resolution to approve Permanent Precinct Consolidation. **Roll Call Vote.** Ayes: Klaassen, O'Brien, Roehrig, Ross, Vandenbossche, Bryson, Hendrick. Nays: None. Motion Carried. Commissioner Ross qualified his vote to approve as amended to include the address of the precinct in the matrix.

#### Board of Review Appointment

Motion by Mayor Vandenbossche, seconded by Commissioner Ross, to reappoint Gary Westrick to the Board of Review. **Roll Call Vote.** Ayes: O'Brien, Roehrig, Ross, Vandenbossche, Bryson, Hendrick, Klaassen. Nays: None. Motion Carried.

#### Historical Commission Reappointments

Mayor Vandenbossche stated there was two reappointments, but there would be one vacancy on the Historical Commission as Sue Jenken chose not to renew her membership.

Motion by Mayor Vandenbossche, seconded by Commissioner Ross, to reappoint William Beutell to the Historical Commission. **Roll Call Vote.** Ayes: Roehrig, Ross, Vandenbossche, Bryson, Hendrick, Klaassen, O'Brien. Nays: None. Motion Carried.

#### Water Plant – Flowmeter Replacement Purchase

DPW Superintendent Schmidt spoke on the flowmeter replacement and its requirement by EGLE that measures flow and now the water plant is currently estimating flow. City Manager Adkins stated this was an emergency replacement and the agenda was amended to include due to timing.

Commissioner Klaassen inquired if this has been replaced twice already as the voltage needed to be changed from 110 to 220. DPW Superintendent Schmidt stated he believed it was replaced but at least 10 years ago. Commissioner Hendrick stated she believed what Commissioner Klaassen was speaking of was a pump replacement.

Commissioner O'Brien inquired why the flowmeter was broken and if it was just aged out. DPW Superintendent Schmidt stated it was aged out and City Manager Adkins stated the flowmeter runs 24/7/365 so the life expectancy was exceeded.

Commissioner Ross inquired if there was a maintenance schedule for replacement. City Manager Adkins stated this has not been on the Capital Improvement Plan and one has not been done in a few years, but one will be coming in this next budget year. DPW Superintendent Schmidt stated he would also get answers to the questions he was unable to answer.

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to waive competitive bidding based on emergency need to purchase a new flowmeter. **Roll Call Vote.** Ayes: Ross, Vandenbossche, Bryson, Hendrick, Klaassen, O'Brien, Roehrig. Nays: None. Motion Carried.

Motion by Commissioner Ross, seconded by Commissioner Klaassen, to purchase the flowmeter from Flow Gas & Moisture Solutions, Inc in the amount of \$7,022.00. **Roll Call Vote.** Ayes: Bryson, Hendrick, Klaassen, O'Brien, Roehrig, Ross, Vandenbossche. Nays: None. Motion Carried.

### **ADMINISTRATIVE REPORTS**

#### City Attorney Report

None.

#### City Manager Report

City Manager Adkins stated he met with Curtis McBride and the audit will be submitted on time and the first meeting in February he will have the audit presentation. He also stated Mr. McBride stated the City was in a better place than in years past with procedures in place and that there would be errors but they will be addressed.

City Manager Adkins stated engineering bids are due next week and they will be reviewed after Christmas and be brought to the Commission at the first meeting in February. He stated this was an important step for future infrastructure projects and will help in obtaining grants. He also stated the 300 Broadway grant would be announced in January and the ECSD millage information will be posted on the website.

City Manager Adkins thanked DPW Superintendent Schmidt for his fiscal responsibility and his hard work and used the truck repair and used chipper purchase as examples.

City Manager Adkins spoke on the “new park” and the proper steps that needed to be taken such as planning, zoning and site clean up from contamination. He stated the City is not in possession of environmental studies on the contaminated site. He stated he spoke with Mr. Klieman and he looks forward to working together. City Manager Adkins stated the clean up and correcting environmental issues is a good thing and this was a private purchase and development.

City Manager Adkins advised City Offices would be closed on December 25<sup>th</sup> and 26<sup>th</sup> and January 1<sup>st</sup> and 2<sup>nd</sup> for the Holidays and wished everyone a Merry Christmas and Happy New Year. He thanked the Commission and was looking forward to next year.

#### Reports from Department Heads

Fire Chief Slankster, DPW Superintendent Schmidt and Clerk Bell wished everyone a Merry Christmas and Happy New Year.

#### **COMMISSIONER PRIVILEGE/LIAISON REPORTS**

Commissioner Klaassen stated there was no Planning Commission Meeting, but they did attend the latest CED Board meeting and wished everyone a Merry Christmas and Happy New Year.

Commissioner Bryson wished everyone a Merry Christmas and Happy New Year.

Commissioner O'Brien thanked the Commission for being appointed and thanked City Manager Adkins and Clerk Bell for the help onboarding. He also stated the old Gasket property was a great thing and the City should conduct their own environmental studies. He wished everyone Happy Holidays and also stated old issues will come back for discussion at the Commission. He also shared his gratitude to his family.

Commissioner Ross wished everyone a Happy Holiday Season and thanked the City staff, especially DPW Superintendent Schmidt for providing four quotes for the flowmeter and new chipper. He urged everyone to be safe and reach out if they had concerns or issues.

Commissioner Roehrig wished everyone a safe and Happy Holiday Season and that she was looking forward to more in 2024.

Commissioner Hendrick thanked all City staff and thanked the DPW for hanging Tom Browning's map in Guy Center. She provided updates on the Old Newsboys campaign. She also wished everyone a Merry Christmas and Happy New Year.

Mayor Vandebossche thanked City staff and the community for the support and wished everyone a Merry Christmas and Happy New Year.

**ADJOURNMENT**

Motion by Commissioner Ross, seconded by Commissioner Hendrick, to adjourn at 8:07p.m. All Ayes. Motion Carried.

Respectfully submitted,

Jason A.Bell  
City Clerk

Jennifer Vandebossche  
Mayor