

CITY OF ST. JOHNS

CITY COMMISSION MINUTES

AUGUST 28, 2023

The regular meeting of the St. Johns City Commission was called to order by Mayor Dzurka at 6:00 p.m. at the Clinton County Courthouse, 100 East State Street, 2nd Floor, Suite #2200, St. Johns, Michigan.

COMMISSIONERS PRESENT: Eric Hufnagel, Brad Gurski, Scott Dzurka, Chris Hyzer

COMMISSIONERS ABSENT: Jean Ruestman

STAFF PRESENT: Chad Gamble, City Manager; Kristina Kinde, City Treasurer; Mindy J. Seavey, City Clerk; Justin Smith, Director of Public Services; Anne Seurnynck, City Attorney

Mayor Dzurka asked if any of the commissioners or persons present wished to discuss any of the items on the consent agenda.

There were none.

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the consent agenda be approved as presented.

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

a. Approval of Minutes

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the minutes of the July 24, 2023 regular meeting be approved as presented.

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

b. Receipt of Warrants

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that warrants be approved as presented in the amount of \$1,803,010.27.

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

c. Wastewater Department Service Truck Purchase

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission approve the purchase of a new service truck from Young Chevrolet in the amount of \$80,710.00.

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

d. Police Department Generator

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission approve the expenditure of \$12,233.00 for the purchase and installation of a building generator by ESM Electric for the Police Department as described in ESM Electric estimate number 39878.

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

e. Principal Shopping District/Downtown Development Authority Appointment

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission appoint Emily Baudoux to a vacancy on the Principal Shopping District and Downtown Development Authority Boards as recommended (term expiring June 30, 2027).

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

f. Water Department Work Truck Purchase

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission approve the purchase of the new work truck from Young Chevrolet in the amount of \$57,514.00

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

g. National Night Out Donation Summary

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission accept the memo and summary of donations per the City Donation Policy.

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

h. Purchase of 2024 Chevy 2500 HD Crew Cab Work truck

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission approve the replacement of the current 2006 Chevy 2500 work box pickup with a Chevy 2500 HD Crew Cab work truck from Young's Chevrolet in the amount of \$52,844.

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

i. Proposed Merit Bonuses

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission approve a \$900 bonus for Mindy Seavey and Justin Smith for their high performance and additional responsibilities during the 4-month search for a City Manager.

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

j. MML Property & Liability Insurance Renewal

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission approve renewal of the city's insurance with the Michigan Municipal League property and liability insurance pool in the amount of \$136,173 with a policy coverage period of October 1, 2023 through September 30, 2024.

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

k. Michigan Municipal League Annual Meeting – Designation of Voting Delegate

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission designate Commissioner Eric Hufnagel as the city's voting delegate at the Michigan Municipal League Convention on October 18-20, 2023.

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

AGENDA

Mayor Dzurka asked if there were any additions or deletions to the agenda.

There were none.

Motion by Commissioner Hufnagel seconded by Commissioner Gurski that the city commission approve the agenda as presented.

AGENDA

A. OPENING:

1. Invocation
2. Pledge of Allegiance
3. Consent Agenda

The staff proposes the following items for the Consent Agenda. If any Commissioner wishes to discuss any of these items, it should be placed on the regular agenda. The remaining items and recommendations may be approved en masse:

- a. Approval of Minutes
 - Regular meeting of July 24, 2023
- b. Receipt of Warrants
 - In the amount of \$1,803,010.27
- c. Wastewater Department Service Truck Purchase
 - Staff recommends the city commission approve the purchase of a new service truck from Young Chevrolet in the amount of \$80,710.00.
- d. Police Department Generator
 - Staff recommends the city commission approve the expenditure of \$12,834.98 for the purchase and installation of a building generator by ESM Electric for the Police Department as described in ESM Electric estimate number 39878.
- e. Principal Shopping District/Downtown Development Authority Appointment
 - The St. Johns PSD/DDA Boards of Directors recommends the city commission appoint Emily Baudoux to a vacancy on the Principal Shopping District and Downtown Development Authority Boards as recommended (term expiring June 30, 2027).
- f. Water Department Work Truck Purchase
 - Staff recommends the City Commission approve the purchase of the new work truck from Young Chevrolet in the amount of \$57,514.00.
- g. National Night Out Donation Summary

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- Staff recommends the City Commission accept the memo and summary of donations per the City Donation Policy.
 - h. Purchase of 2024 Chevy 2500 HD Crew Cab Work truck
 - Staff recommends the city commission approve the replacement of the current 2006 Chevy 2500 work box pickup with a Chevy 2500 HD Crew Cab work truck from Young's Chevrolet in the amount of \$52,844.
 - i. Proposed Merit Bonuses
 - Staff recommends the city commission approve a \$900 bonus for Mindy Seavey and Justin Smith for their high performance and additional responsibilities during the 4-month search for a City Manager.
 - j. MML Property & Liability Insurance Renewal
 - Staff recommends the City Commission approve renewal of the city's insurance with the Michigan Municipal League property and liability insurance pool in the amount of \$136,173 with a policy coverage period of October 1, 2023 through September 30, 2024.
 - k. Michigan Municipal League Annual Meeting – Designation of Voting Delegate
 - Staff recommends the city commission designate Commissioner Eric Hufnagel as the city's voting delegate at the Michigan Municipal League Convention on October 18-20, 2023.
 - 4. Approval of Agenda:

B. PUBLIC HEARINGS:**C. PERSONS WISHING TO PRESENT TESTIMONY:**

- 1. Public comment - agenda & non-agenda items

D. COMMUNICATIONS:**E. OLD BUSINESS:**

- 1. Resolution #23-2023 to Adopt an Ordinance to Repeal and Replace Chapter 54 of Title V of the Code of Ordinances to Provide for Industrial Pretreatment Regulations (Ordinance #677)
- 2. Resolution #24-2023 to Adopt an Ordinance to Regulate the Keeping of Animals Ordinance (Ordinance #678)
- 3. Resolution #25-2023 to Adopt an Ordinance to Eliminate the Limit on Psychological Patients in Medical Facilities (Ordinance #679)

F. NEW BUSINESS:

- 1. Resolution #26-2023 to Introduce an Ordinance to Amend the City's Zoning Ordinance to Conditionally Rezone Property
- 2. Phase 3 (Downtown) Camera Project
- 3. Logo Design Services – King Media

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4. Resolution #27-2023 Authorizing Submittal of a Michigan Department of Labor and Economic Opportunity - Community Center Grant Application and Authorizing Chad A. Gamble, P.E. as Official Representative
 5. Body-Worn Cameras, Mobile Dash-Cameras, Interview Room Camera procurement and upgrade with supporting
 6. City Manager Comments
 7. Commissioner Comments

G. ADJOURNMENT:

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

PUBLIC HEARINGS

PERSONS WISHING TO PRESENT TESTIMONY

1. Public Comment

Mayor Dzurka asked if there were any public comments.

Heather Hanover, PSD/DDA Director & 401 S. Oakland Street, was present. She thanked the city for help with the Mint Festival Street Party (Justin, Jordan, Jeremy) and said Chief Kirk was there all the time. She said the new city manager volunteered two days and Mayor Dzurka volunteered for three days and they appreciated that. She discussed cameras and said maybe they could get them for downtown for parking enforcement and accidents.

Ed Thelen, 110 W. Cass, was present. He thanked the entire city staff for their response on Thursday's storm. He said it was the 3rd worst storm he has seen in 30 years here. He said the city should get a good shout-out and the response was fantastic. He said he would also appreciate your support for Bill's presentation tonight for the grant.

COMMUNICATIONS

OLD BUSINESS

1. Resolution #23-2023 to Adopt an Ordinance to Repeal and Replace Chapter 54 of Title V of the Code of Ordinances to Provide for Industrial Pretreatment Regulations (Ordinance #677)

Attorney Seurnyck said this ordinance was introduced at the last meeting.

Supervisor Whitford said if anyone has any questions, he would be happy to answer them.

Motion by Commissioner Gurski seconded by Commissioner Hyzer that the city commission adopt Resolution #23-2023 to Adopt an Ordinance to Repeal and Replace Chapter 54 of Title V of the Code of Ordinances to Provide for Industrial Pretreatment Regulations.

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

2. Resolution #24-2023 to Adopt an Ordinance to Regulate the Keeping of Animals Ordinance (Ordinance #678)

Chris Khorey, McKenna, said there was a recommendation from the planning commission to adopt the zoning ordinance. He said it allows chickens and bees on residential property, which are not currently allowed. He said there are no limits on pets in this ordinance. He said we already held the first reading.

There was a discussion of:

- The planning commission taking out the number of pets limits.
 - There is a restriction on dogs within the existing ordinance; not number of pets (2).
 - Looking at other municipalities and there has been a lot of conversation about feral animals.
 - At the next planning commission meeting they will have a hearing.

Motion by Commissioner Gurski seconded by Commissioner Hufnagel that the city commission adopt Resolution #24-2023 to Adopt an Ordinance to Regulate the Keeping of Animals.

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

3. Resolution #25-2023 to Adopt an Ordinance to Eliminate the Limit on Psychological Patients in Medical Facilities (Ordinance #679)

Chris Khorey, McKenna, said currently our ordinance places limits on psychiatric or incarcerated patients. This ordinance removes psychiatric limits and defines incarcerated.

Motion by Commissioner Hufnagel seconded by Commissioner Hyzer that the city commission adopt Resolution #25-2023 to Adopt an Ordinance to Eliminate the Limit on Psychological Patients in Medical Facilities.

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

NEW BUSINESS

1. Resolution #26-2023 to Introduce an Ordinance to Amend the City's Zoning Ordinance to Conditionally Rezone Property

Chris Khorey, McKenna, said there is a recommendation from the planning commission for a conditional rezoning agreement for 5 parcels. This is the block bounded by Railroad, Higham, Oakland and Spring Streets. There is a proposal for additional housing units. but not increasing the parking; rezoning from R-3 to CBD. He discussed R-3 and CBD (Central Business District) zoning and said CBD doesn't have a parking requirement. He discussed 1 parking space per unit; 66 units and 66 parking spaces. There have been discussions of the number of 2-bedroom units proposed. He said this is a first reading.

City Manager Gamble said he had a chance to get a tour with Mr. Harris last week. He said the issue is to encourage more development and addressing parking issues downtown. What requirements should be placed on the development? How does city address those issues in partnership with the developer?

There was a discussion of:

- 1:1 ratio for parking. Normally, a 2:1 ratio, which may be excessive.
- Working with developer to manage congestion before it happens.
- On-street parking.
- Congestion during the day in city lot at Spring/Higham Streets.
- In CBD, there are no parking requirements. We need to update this policy.
- Right-sizing the amount of parking spaces.
- Be careful on approving developments that weigh heavily on existing parking in the downtown.

Ken Harris, developer, was present. He said he is seeing a demand on 2-bedroom apartments because people want an office or single person needs more space for their stuff. He said sometimes we are giving up green space for parking.

There was a discussion of:

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- Stormwater removal issues in the downtown area.
 - Has an on-site detention pond along Higham Street.
 - Proposed ratio for parking spots.
 - Another 7-10 spots total.
 - 10% - 72.6; 15% - 76, 20% - 80.
 - The 15% ratio for parking.
 - Possibly locating those spaces on Oakland Street.

Attorney Seurnyck discussed having to look at the issue of those spaces on public property and if they would be dedicated spaces. Also, she discussed having to amend the documents that are in front of the commission.

There was a discussion of:

- Amending the resolution at the 5th “whereas” to 76 parking spaces; also put that in the conditional rezoning agreement.
 - Ratio of 1:1.15 equals 76 spaces.
- A special meeting for this is set for September 12th.
- The 76 spaces would be within the space of the development.

Chris Khorey, McKenna, asked Mr. Harris to submit the site plan with the extra parking spaces.

Motion by Commissioner Gurski seconded by Commissioner Hyzer that the city commission adopt Resolution #26-2023 to Introduce an Ordinance to Amend the City’s Zoning Ordinance to Conditionally Rezone Property, clarifying under 2b the 76 parking spots at a minimum of 1.15 (ratio).

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

2. Phase 3 (Downtown) Camera Project

Chief Kirk said a city-wide security assessment done and cameras were in place at the city park and downtown. He said we started to have errors and brought in a contractor. We decided to try to do cameras in three phases. He said the police dept and city park were put in place (first 2 phases). He said fiber and WIFI was already completed downtown. He said it is starting to become a budget issue due to the vandalism. He discussed his recommendation for phase 3 of the camera project and said each of the systems has the ability to be expanded.

There was a discussion of:

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- Internet outages
 - There is a battery back-up.
 - All 3 systems tie together.
 - We bid out phases 1 & 2.

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission approve phase 3 of downtown camera project.

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

3. Logo Design Services – King Media

City Manager Gamble said he received inspiration from the DDA and their logo redesign efforts. He discussed a lot of significant projects in the city; social media efforts, wayfinding signage, etc. He said we asked for a proposal from King Media and they have the familiarity with us and immersion that needs to take place.

There was a discussion of:

- The DDA logo and conversation.
- In line with what we have been discussing in strategic planning.

Commissioner Hufnagel asked if it would be trademarked.

Colleen King, King Media, was present. She said it is costly to trademark and probably not worth it at this time. She said they don't recommend that the logo be trademarked. She discussed a brand book, but it is not included in this price. She said a brand book is a usage guide on how people can use it.

Mayor Dzurka said the DDA has a logo they are utilizing. How do you foresee bringing common identity?

Ms. King said she calls it a family of logos. She said they would present it to their design team. She said they have to be compatible. She said they have a good head start with brand definition, color, and fonts.

Motion by Commissioner Hyzer seconded by Commissioner Gurski that the city commission approve the proposal for the evaluation and study of possible revisions to the City Logo by King Media for the contracted amount of \$8,400.

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

4. Resolution #27-2023 Authorizing Submittal of a Michigan Department of Labor and Economic Opportunity - Community Center Grant Application and Authorizing Chad A. Gamble, P.E. as Official Representative

City Manager Gamble said the Wilson Center will be talked about later. He said there is a grant opportunity that has \$60 million statewide funding. It is for capital projects as well as programs. The grant could leverage a large portion of the construction of the buildout for the Wilson Center as well as two years' worth of programming. He said the grant deadline was amended due to the storm until September 7th. He said the commission was given a resolution substitution with a \$590,000 commitment of the city and overall project cost of \$2.5 million. He said this would be a grant of \$1.81 million if approved.

There was a discussion of:

- This is consistent with conversations that have been taking place with staff and commissioners in the last several years.
- Wonderful opportunity for us to leverage outside dollars.
- The financial commitment would not be additional. This is recognizing that we would have a contribution, but they are not additional funds.

Motion by Commissioner Gurski seconded by Commissioner Hufnagel that the city commission adopt Resolution #27-2023 Authorizing Submittal of a Michigan Department of Labor and Economic Opportunity - Community Center Grant Application and Authorizing Chad A. Gamble, P.E. as Official Representative.

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

5. Body-Worn Cameras, Mobile Dash-Cameras, Interview Room Camera procurement and upgrade with supporting software

Chief Kirk said this been on our radar for quite some time as a recognized best practice. He discussed maintenance of equipment, storage, answering FOIA's. He said we are the last department in the county to put body-worn cameras into use; it is not statutorily required. He said they applied for a grant and it provides \$2,000 for each camera (11 cameras). He said they did put in for an extended warranty of the Watchguard system and within a week were notified it won't be supported. He said they tried to find the best solution for us. They estimate it will take up to ten months to get this. He discussed the benefits of AXON.

There was a discussion of:

- Replacements if a camera gets broken.
 - Any failure and it is replaced; automatically replaced at 2½ years.
- Having a back-up purchased, if needed.
 - They would order one additional body camera.
- If there is an interagency agreement to assist one another if there is a temporary shortage.
- Whether the officers were receptive to this.
- Training to be provided by the vendor.
- Changes to policies/procedures
 - Yes, with Lexipol we have model policies and they continue to be updated.

Motion by Commissioner Hufnagel seconded by Commissioner Gurski that the city commission approve the recommendation to acquire body worn and vehicle fleet cameras, with supporting software, from AXON Technology as detailed in the attached quote.

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

6. City Manager Comments

City Manager Gamble reminded the commission of the signage proposal developed by King Media. He discussed the hard work by King Media, input from the DDA and businesses. We are getting final comments on this and then will be going into production. Mr. Smith will be working with Jeremy Ritter in locating and right sizing signs in the downtown. Our objective is to have the signs up on or about the 1st of November. He discussed the parking reminder card and educational phase in November/December with enforcement in the new year. He discussed the storm and said we had some amazing luck in regards to the number of trees down and the lack of damage to structures. He said he did send out several emergency management briefings. He highlighted the over and above activities by police, fire, and public works and said they worked Friday, Saturday and Sunday. He commended their hard work and the amazing job they did to clean-up the city. He highlighted a specific story that was a write-up from Deputy Chief Tobias regarding the Portland Football team returning from Ovid and they sheltered at the police department to wait out the storm. We held interview for interns for social media and have two very impressive candidates. He said the Wilson Center was first and foremost on his agenda and discussed the meetings of city staff and the lawyers on all 3 sides discussing the 3 primary documents and they have undergone a large scrubbing. He said he received the documents late today from multiple reviews. We will hold a meeting on September 12th at 6 pm at the St. Johns Police

Department headquarters, due to a PowerPoint presentation and also this chamber was not available. He discussed the agenda and process. We will hold a second special meeting on October 10th at 6 pm at police headquarters to vote on this issue. He said we are excited to use the website and upload documents. He handed out a version of the electronic version that will be there. He said the agenda and documents should be posted late tomorrow to our website.

7. Commissioner Comments

Commissioner Hufnagel echoed the thanks to staff. He said there was a great effort for the Mint Festival and storm clean-up and they are committed to great service. Thank you to the city manager for absorbing a lot of information. He said he sees him getting out there and not getting overwhelmed by it and he appreciated him digging right in. Thank you for the communication to commissioners. He said he really appreciated having the city manager's comments added to the agenda and said it is helpful to them especially if we are only meeting once per month. Thank you for the request for commission action document and being able to have staff lay out the background and rationale.

Commissioner Hyzer echoed the public works staff on what they do and what they do during storm events; excellent job. He congratulated Chief Kirk and his staff and April for the National Night Out event. He said it was well done and well attended. He said with the Mint Festival it was a busy month.

Commissioner Gurski echoed comments, thanks to DPS, fire and police. He said it should be noted as we go through these events that trees become a topic of conversation. He said we did a tree survey a decade ago or so and it may be time to revisit that as well as replacing some of these trees moving forward. He said the damage trees can cause is extensive. He said that August was a great month for the city with great events. He said he has spoken to many residents and they were pleased to meet Chad and talk to the mayor. He said thank you and he appreciated everything everyone is doing.

Mayor Dzurka commended city staff for the series of events, great work from the DPW staff, and police staff as well. It was great during the Mint Festival to hear the daily reports. He recognized the DDA and Chamber for tireless hours into so many events and they made the city shine. At our last meeting, we talked about a social district and he said a small group is being formed. He said Commissioner Hyzer going to participate on that committee and he recognized him for his work in helping out. He thanked Chad for his work on the Wilson Center and said it is a great process you have laid out here. He discussed documents, addressing questions, and clarification as we come to some resolution over the next 6-8 weeks. He gave an update on the planning commission and said the use of golf carts around town they are going to look at. He said for Fantasy

Forest, the St. Johns Area Community Foundation donated \$75,000; along with the city's \$75,000. He said there are other pending grant opportunities out there. He said he and Chad had a chance to meet with new school superintendent, Anthony Berthiaume regarding opportunities. He said they are entering into strategic planning. Commissioners Hyzer and Ruestman are part of our school outreach committee. He was going back to look at and discuss that. He said the Midwest MI Trail Authority met and one of the things that came up was vandalism. He said all the trails are being kept up very nicely. We have an immense trail system here in Mid-Michigan. He discussed budgetary appropriations in this year's state budget that may expand that.

ADJOURNMENT

Motion by Commissioner Gurski seconded by Commissioner Hyzer that the meeting be adjourned.

YEA: Hufnagel, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

The meeting was adjourned at 7:52 p.m.