

**CITY OF ST. JOHNS**  
**CITY COMMISSION MINUTES**

**MAY 20, 2024**

The regular meeting of the St. Johns City Commission was called to order by Mayor Dzurka at 6:01 p.m. at the Clinton County Courthouse, 100 East State Street, 2<sup>nd</sup> Floor, Suite #2200, St. Johns, Michigan.

COMMISSIONERS PRESENT: Eric Hufnagel, Jean Ruestman, Scott Dzurka, Chris Hyzer

COMMISSIONERS ABSENT: Brad Gurski

STAFF PRESENT: Chad Gamble, City Manager; Kristina Kinde, City Treasurer; Mindy J. Seavey, City Clerk (left at 7:49); Justin Smith, Director of Public Services; Courtney Agrusa, City Attorney; Chris Khorey, McKenna

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

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

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

a. Approval of Minutes

Motion by Commissioner Hyzer seconded by Commissioner Ruestman that the minutes of the April 22, 2024 regular and special meetings be approved as presented.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

b. Receipt of Warrants

Motion by Commissioner Hyzer seconded by Commissioner Ruestman that warrants be approved as presented in the amount of \$431,085.49.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

c. Agreement between City of St. Johns and Clinton County Arts Council/Music in the Park 2024 season

Motion by Commissioner Hyzer seconded by Commissioner Ruestman that the city commission ratify the agreement for the concert in the park series and authorize the mayor and clerk to sign.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

d. Permit for Fireworks – Night Magic Displays

Motion by Commissioner Hyzer seconded by Commissioner Ruestman that the city commission approve the permit for fireworks other than consumer or low impact for Night Magic Displays for the July 4, 2024 Rotary Club Fireworks Display and authorize the mayor to sign.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

e. Wolverine Engineering As Needed Professional Services Agreement Extension

Motion by Commissioner Hyzer seconded by Commissioner Ruestman that the city commission approve the Wolverine Engineering As Needed Professional Services Agreement Extension and authorize mayor to sign.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

f. National Night Out Donation Request

Motion by Commissioner Hyzer seconded by Commissioner Ruestman that the city commission approve the solicitation of donations to help fund the Police Department's National Night Out event, per the City Donation Policy.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

g. Traffic Control Order - #392-24 – Rescind TCO #302-00 and direct that all parking spaces in the 100 block of W. Walker Street be 2-hour parking

Motion by Commissioner Hyzer seconded by Commissioner Ruestman that the city commission approve Traffic Control Order 392-24 as submitted making the order permanent.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

h. Brownfield Authority Board Appointment

Motion by Commissioner Hyzer seconded by Commissioner Ruestman that the city commission appoint Dr. Anthony Berthiaume, Ph.D. (Superintendent, St. Johns Public Schools) to the Brownfield Authority Board replacing previous superintendent, Mark Palmer (term expires 06/2026).

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

i. City Policy Updates to 322 Life Insurance and 324 Short Term and Long Term Disability

Motion by Commissioner Hyzer seconded by Commissioner Ruestman that the city commission approve the policy changes to provide more life insurance and short term and long term disability coverage for our employees.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

j. Annual Screening of Compost

Motion by Commissioner Hyzer seconded by Commissioner Ruestman that the city commission approve the bid of Mint City Excavating for \$7,000 to complete the process of screening the compost at the Kinley Road site.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

k. New Water Plant Lawn Mower

Motion by Commissioner Hyzer seconded by Commissioner Ruestman that the city commission approve the purchase of the Bad Boy Rouge lawn mower from TREK Power Equipment in the amount of \$12,459.30.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

l. Annual Brush Grinding & Hauling

Motion by Commissioner Hyzer seconded by Commissioner Ruestman that the city commission approve the bid from Michigan Wood Fibers for the cost of \$17,470 for the annual grinding of the compost site brush pile.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

m. Establishment of Gallagher Benefits Services, Inc. as Agent of Record for City Benefits

Motion by Commissioner Hyzer seconded by Commissioner Ruestman that the city commission authorize the mayor to sign the referenced contract from Gallagher Benefits Service, Inc. to serve as the City's Agent of record.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

n. City Manager Salary – 2024/2025 Fiscal Year

Motion by Commissioner Hyzer seconded by Commissioner Ruestman that the city commission approve a 5.5% increase in the City Manager's salary for the 2024/25 fiscal year.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

o. Lease Agreement Regarding Rental of City Owned Land for Farming

Motion by Commissioner Hyzer seconded by Commissioner Ruestman that the city commission approve the Lease Agreement Regarding Rental of City Owned Land for Farm with Jessica Chant for June 1, 2024 to December 31, 2024 and authorize the mayor and clerk to sign.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

p. Parking Violation Authority for Police Department Summer Intern

Motion by Commissioner Hyzer seconded by Commissioner Ruestman that the city commission approve the extension of parking enforcement authority to Police Department Intern Makayla Kent for the duration of her internship under the direction of the Chief of Police.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

AGENDA

Mayor Dzurka asked if there were any additions or deletions to the agenda. He said we would move the budget resolution to Old Business as item 2 and re-number. He said we also have an additional item number 10 under New Business - Closed Session - Attorney Client Privilege Regarding Contract Discussion for Service.

Commissioner Hyzer asked to move that item after commissioner comments.

Motion by Commissioner Hufnagel seconded by Commissioner Hyzer that the city commission approve the agenda as amended.

**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
  - Special meeting minutes of April 22, 2024
  - Regular meeting minutes of April 22, 2024
- b. Receipt of Warrants
  - In the amount of \$431,085.49
- c. Agreement between City of St. Johns and Clinton County Arts Council/Music in the Park 2024 season
  - Staff recommends that the city commission ratify the agreement for the concert in the park series and authorize the mayor and clerk to sign.
- d. Permit for Fireworks – Night Magic Displays

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- Staff recommends that the city commission approve the permit for fireworks other than consumer or low impact for Night Magic Displays for the July 4, 2024 Rotary Club Fireworks Display and authorize the mayor to sign.
- e. Wolverine Engineering As Needed Professional Services Agreement Extension  
-Staff recommends that the city commission approve the Wolverine Engineering As Needed Professional Services Agreement Extension and authorize mayor to sign.
- f. National Night Out Donation Request  
-Staff recommends that the city commission approve the solicitation of donations to help fund the Police Department's National Night Out event, per the City Donation Policy.
- g. Traffic Control Order - #392-24 – Rescind TCO #302-00 and direct that all parking spaces in the 100 block of W. Walker Street be 2-hour parking  
-Staff recommends that the city commission approve Traffic Control Order 392-24 as submitted making the order permanent.
- h. Brownfield Authority Board Appointment  
-Staff recommends that the city commission appoint Dr. Anthony Berthiaume, Ph.D. (Superintendent, St. Johns Public Schools) to the Brownfield Authority Board replacing previous superintendent, Mark Palmer (term expires 06/2026).
- i. City Policy Updates to 322 Life Insurance and 324 Short Term and Long Term Disability  
-Staff recommends that the city commission approve the policy changes to provide more life insurance and short term and long term disability coverage for our employees.
- j. Annual Screening of Compost  
-Staff recommends that the city commission approve the bid of Mint City Excavating for \$7,000 to complete the process of screening the compost at the Kinley Road site.
- k. New Water Plant Lawn Mower  
-Staff recommends that the city commission approve the purchase of the Bad Boy Rouge lawn mower from TREK Power Equipment in the amount of \$12,459.30.
- l. Annual Brush Grinding & Hauling  
-Staff recommends that the city commission approve the bid from Michigan Wood Fibers for the cost of \$17,470 for the annual grinding of the compost site brush pile.
- m. Establishment of Gallagher Benefits Services, Inc. as Agent of Record for City Benefits  
-Staff recommends that the city commission authorize the mayor to sign the referenced contract from Gallagher Benefits Service, Inc. to serve as the City's Agent of record.
- n. City Manager Salary – 2024/2025 Fiscal Year

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-The Personnel Advisory Board recommends that the city commission approve a 5.5% increase in the City Manager's salary for the 2024/25 fiscal year.

o. Lease Agreement Regarding Rental of City Owned Land for Farming

-Staff recommends that the city commission approve the Lease Agreement Regarding Rental of City Owned Land for Farm with Jessica Chant for June 1, 2024 to December 31, 2024 and authorize the mayor and clerk to sign.

p. Parking Violation Authority for Police Department Summer Intern

-Staff recommends that the city commission approve the extension of parking enforcement authority to Police Department Intern Makayla Kent for the duration of her internship under the direction of the Chief of Police.

4. Approval of Agenda:

**B. PUBLIC HEARINGS:**

1. Proposed 2024/2025 Fiscal Year Budget & Resolution #19-2024

**C. PERSONS WISHING TO PRESENT TESTIMONY:**

1. Introduction of Police Intern – Makayla Kent
2. Public comment - agenda & non-agenda items

**D. COMMUNICATIONS:**

**E. OLD BUSINESS:**

1. Baker Tilly Water and Sewer Rate Study Presentation
2. Resolution #19-2024
3. Recommended Zoning Amendment – Off Street Parking - Resolution #20-2024 – a Resolution to Adopt an Ordinance to Amend the City of St. Johns Code of Ordinances Regarding Off-Street Parking and Loading/Unloading Area Requirements for Full Size and Small Recreational Vehicles

**F. NEW BUSINESS:**

1. Solid Waste and Recycling Contract
2. Wilson Community Center – Finishes Discussion
3. Resolution #21-2024 – a Resolution to Introduce an Ordinance to Amend the City of St. Johns Code of Ordinances Regarding Golf Carts
4. Resolution #22-2024 – Resolution to Introduce an Ordinance to Amend Chapter 155 the City of St. Johns Code of Ordinances Regarding Chickens
5. Resolution #23-2024 – a Resolution to Introduce an Ordinance to Amend the City of St. Johns Code of Ordinances Regarding Sidewalk Requirements
6. Pride Month Resolution Request - #24-2024
7. MDOT Transportation Economic Development Fund Category B Program Resolution to Apply - Resolution #25-2024
8. Purchasing Policy
9. Asset Capitalization Policy

- 10. City Manager Comments
- 11. Commissioner Comments
- 12. Closed Session - Attorney Client Privilege Regarding Contract Discussion for Service (*Added to agenda*)

**G. ADJOURNMENT:**

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

PUBLIC HEARINGS

1. Proposed 2024/2025 Fiscal Year Budget & Resolution #19-2024

Motion by Commissioner Ruestman seconded by Commissioner Hufnagel to open the public hearing.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

The public hearing was opened at 6:08 p.m.

Mayor Dzurka said the public can make comments on the budget and we also have a public comments section for other items. He said this is the 4<sup>th</sup> presentation on the budget and the final step.

City Manager Gamble said the slide deck is 99% same as one from previous meeting. He discussed the changes: General Fund - \$5,873,889.82; \$18,354,814.85 all fund budget; changes since April: updates to short term and long term disability levels; updated life insurance policy; benefits updated to actual cost of increases; garbage & recycling adjustments – bids came in; funds for grant assistance - \$10,000; \$9,000 for used car for parks and recreation director; fee & rate schedule; water/sewer rates in pending agenda item; resident/non-resident rate structure in fee & rate schedule; Wilson Center fee & rates will be done later; and Roadmap to Action items.

Treasurer Kinde said we had a Headlee Rollback this year.

Mayor Dzurka asked if there were any comments from the public on the budget.

There were none.



Commissioner Hufnagel said he was appreciative of the budgeting process; a realistic budget; and it was tied to priorities.

Commissioner Hyzer said he has concerns with the millage rate of solid waste going from 0.7 to 1.1. He said he doesn't see additions or enhanced services within the solid waste fund, besides more expenses.

Mayor Dzurka said there were changes in our indirect cost allocation. He asked if there were other drivers?

Treasurer Kinde discussed: the contract increase is part of the garbage fund; 30% increase; wages that run through this fund; brush pick-up, street sweeping, etc.; the 0.7 plus \$215 of special assessment; cover the cost of motor pool; we are using a total of \$27,532 of fund balance to make that fund balance; and we have collected a slight balance.

City Manager Gamble said we took a blended look to address the increased cost this year. We are offering an equitable cost of service for the average household and are using fund balance to regulate any increases.

Mayor Dzurka thanked staff and the team for their diligence here and the process over the last several months.

Motion by Commissioner Ruestman seconded by Commissioner Hyzer to close the public hearing.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

The public hearing was closed at 6:24 p.m.

#### PERSONS WISHING TO PRESENT TESTIMONY

##### 1. Introduction of Police Intern – Makayla Kent

Chief Kirk introduced the new intern for the police department. He said she made a cold stop at the police department. Makayla Kent, from Ferris State, stopped in and asked if we had an internship. He said he and the deputy chief, with cooperation of the city manager, brought her on. He said he hopes it is mutually beneficial. He said you can give direction to her and it is taken care of very quickly. She has been reviewing video, traffic crashes, weapons, with the cameras and started purging criminal records; traffic

control; and we anticipate using her for special events this summer. She has been wonderful.

Ms. Kent said she is a senior at Ferris, will graduate in August with a Criminal Justice Degree, and moved here in 2022.

Commissioner Ruestman asked if it was mutually beneficial.

Ms. Kent said she looks forward to it every day.

Mayor Dzurka said he appreciated her being a trail blazer; and appreciate the opportunity.

City Manager discussed exposing them to real world situations. We are very excited to have Makayla here. She is providing a wonderful service to the police department as well as the community

## 2. Public Comment

Mayor Dzurka asked if there were any public comments.

Andrea Ryan, SJ Call-in Coalition co-founder, was present. She said on the agenda tonight is the pride resolution for June. She wanted to remind everybody the importance of creating a welcoming space. She said they are a volunteer-based organization. They started Third Place on Friday nights. Thank you for everything you have done in the past and they want to continue to work with you in the future. She said she has a vision for the city and businesses to put her out of business and it would just be a natural thing to make St. Johns an inclusive community.

## COMMUNICATIONS

### OLD BUSINESS

#### 1. Baker Tilly Water and Sewer Rate Study Presentation

Andy Campbell, Baker Tilly, (Zoom), was present.

City Manager Gamble discussed: raised concerns regarding 5 & 10 year event horizon; presented projects to the commission; try and separate cost from maintenance vs. capacity or development based improvements; met with Finance Advisory Board; 3% increase is in the proposed budget; 4% increase graph – maintenance projects; 7% increase graph – maintenance projects; 7% including development projects; cash funding

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small and medium projects; large projects that are once in a generation - bonding; sample homeowner quarterly bill; 7% on sewer and 9%; a water commodity increase.

Commissioner Hyzer discussed his concern with a 7% rate increase; we need to dive into CIP and expenditures on water/sewer to make sure they are going to happen going forward; look at ready to serve and commodity side, make sure the commercial users are paying a fair and equitable part; 4% would give us a little wiggle room in the next year.

City Manager Gamble discussed the big project in 28/29 is the M-21 project dealing with the utilities; it is on MDOT's 5-year program; all of these projects are associated with a fixed and known replacement plan; agree the projects on the development side after 28/29 and we don't see development projects we can take a look at that; most cost-effective funding approach of the known projects, can tweak rates on a development standpoint then; building enough fund balance for M-21 utilities.

Commissioner Ruestman discussed she is concerned we are just kicking the can down the road with 4% and not gaining on where we need to be in improvements; bonding will end up costing us more and will fall more heavily on residents.

City Manager Gamble said multiple communities have double digit increases because of that; want to get as much buffering that we can to address; could go out for bond and pay interest, but the city is currently paying \$250,000 in interest now.

There was a discussion of:

- Impacts if we do nothing.
- Vetting projects.
- The CIP (Capital Improvement Plan) that was adopted by the commission.
- Whether a water tower is needed.
- Doing a smaller increase every year opposed to doing a 13% or 15% increase.
- Comparing rates of different communities is like comparing apples to oranges.
- The big year is 2028/29 M-21 project; state pays for roadway and we take care of infrastructure.

Director Smith discussed all of the projects that were included in the Capital Improvement Plan.

City Manager Gamble said all of those projects are ensuring equipment gets updated (SCADA); a lot of projects are staying ahead of the road program. He said it is a regular, purposeful and intentional replacement program. He said 7% is higher than what we have had and the per month increase is about \$5 per month.

There was a discussion of:

- Commodity charge.
- Next year, can look at ready-to-serve issues with Baker Tilly.
- Commit to a 1-year rate and re-evaluate for next year.
- A rate increase is not a mandate to spend.
- The city wants to limit bonding.
- A 4% increase will fall well below the fund balance; want to have a robust fund balance.
- Whether residential flow is going down or stagnant.
- Housing crisis and still recovering from that.
- We can put off some things, but will still have to purchase them down the road.
- Meetings are set up with local institutions to increase investment funds.
- Baker Tilly said 7% over 3 years would bring us to the high end of the middle range of rates.
- Proactive maintenance and replacement of our assets.
- 3% is just keeping pace with increased costs.
- Projects are two categories: leveraging for other projects and CIP schedule.
- A split increase sewer vs. water or across the board.
  - We don't have enough information right now to do a split.
  - Numbers didn't pan out.

Motion by Commissioner Ruestman seconded by Commissioner Hufnagel that the city commission approve a 6% increase in water/sewer rates for 1 year and adjust the fee and rate schedule.

YEA: Hufnagel, Ruestman, Dzurka

NAY: Hyzer

Motion carried.

## 2. Resolution #19-2024

There was a discussion of the 1.1 mill for solid waste.

Motion by Commissioner Hyzer seconded by Commissioner Ruestman that the city commission adopt Resolution #19-2024.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

Commissioner Hyzer said he appreciated everything you have done on the budget.

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2. Recommended Zoning Amendment – Off Street Parking - Resolution #20-2024 – a Resolution to Adopt an Ordinance to Amend the City of St. Johns Code of Ordinances Regarding Off-Street Parking and Loading/Unloading Area Requirements for Full Size and Small Recreational Vehicles

Chris Khorey, McKenna, said one significant change was made at the commission's request before the first reading regarding a carve-out for lots that have big front yards and small back yards to potentially park in the front yard. He said there are several aspects to this amendment. It will make things easier for residents and for the city to administer.

There was a discussion of:

- In winter months, parking a snowmobile trailer in the driveway in front of a 3<sup>rd</sup> stall.
  - 48-hour grace period.

City Clerk Seavey left the meeting at 7:49 p.m.

Motion by Commissioner Ruestman seconded by Commissioner Hufnagel that the city commission adopt Resolution #20-2024 – a Resolution to Adopt an Ordinance to Amend the City of St. Johns Code of Ordinances Regarding Off-Street Parking and Loading/Unloading Area Requirements for Full Size and Small Recreational Vehicles.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

NEW BUSINESS

1. Solid Waste and Recycling Contract

Director Smith said the contract is up on July 1<sup>st</sup>. He discussed the scrubbing of the RFP; Granger has done a great job; additional things they have done for us for events; 3-year or 5-year option. He said staff recommends the 5-year proposal and we will bring the contract to you in June for approval.

There was a discussion of the proposal and the cost.

Jami Anderson from Granger was present and said they feel it is a good partnership.

Motion by Commissioner Hyzer seconded by Commissioner Ruestman that the city commission approve the 5-year proposal from Granger.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

## 2. Wilson Community Center – Finishes Discussion

City Manager Gamble said as we continue to move forward there has been tremendous activity behind the scenes. He discussed: showing the renderings of the space as they stand right now; floor is concrete, not all Terrazzo; the developer is interfacing with State and Federal Historic Commissions on what the hallways should look like, if they are to receive funds, we will probably have to tweak some things; color of walls, light fixtures, windows, storage area, and entrance to kitchen area. He said this will be a wonderful space for the community.

There was a discussion of:

- The renderings.
- The auditorium windows are still there, the glass panes are just covered.
- Gym and auditorium are esthetic improvements.

## 3. Resolution #21-2024 – a Resolution to Introduce an Ordinance to Amend the City of St. Johns Code of Ordinances Regarding Golf Carts

Chris Khorey, McKenna, said there is a recommended amendment regarding allowing golf carts to operate on city streets. They are not allowed now due to state law. State law allows cities to permit them. He discussed: a registration program; safety upgrades to the golf carts; prohibition of driving on certain streets; speed limit; sunset clause; engagement from the public and the police department.

The commission, city attorney, police chief and city manager discussed the draft ordinance; registration period; safety, sunset provision.

There was no action taken on the resolution.

## 4. Resolution #22-2024 – Resolution to Introduce an Ordinance to Amend Chapter 155 the City of St. Johns Code of Ordinances Regarding Chickens

Chris Khorey, McKenna, discussed the draft ordinance regarding materials allowed for chicken coops.

There was a discussion of the draft ordinance.

Motion by Commissioner Hufnagel seconded by Commissioner Hyzer that the city commission adopt Resolution #22-2024.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

5. Resolution #23-2024 – a Resolution to Introduce an Ordinance to Amend the City of St. Johns Code of Ordinances Regarding Sidewalk Requirements

Chris Khorey, McKenna, discussed the draft sidewalk ordinance.

There was a discussion of the draft ordinance.

Motion by Commissioner Ruestman seconded by Commissioner Hyzer that the city commission adopt Resolution #23-2024.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

6. Pride Month Resolution Request - #24-2024

Mayor Dzurka discussed the Pride Month Resolution.

Motion by Commissioner Ruestman seconded by Commissioner Hufnagel that the city commission adopt Resolution #24-2024.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

7. MDOT Transportation Economic Development Fund Category B Program Resolution to Apply - Resolution #25-2024

Director Smith said this is limited to cities with a population of 10,000 or less. We need the resolution passed in order to apply for funding.

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission adopt Resolution #25-2024.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

### 8. Purchasing Policy

City Manager Gamble discussed an overview of the proposed changes to the purchasing policy; streamlining of the policy.

There was a discussion of the proposed policy and requested changes to it as presented to the Commission to include: establishing the minimum threshold for a purchase order to \$5,000, raising the limit of purchases to be administratively approved via quotes to an amount less than \$25,000, raising the limit of purchases for services and goods via quotes to be formally presented to the Commission to start at \$25,000 up to \$74,999, and requiring formal bids for purchases of \$75,000 and above to be formally bid and presented to the Commission.

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission adopt the Purchasing Policy as amended.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

### 9. Asset Capitalization Policy

City Treasurer Kinde said we have been capitalizing items at \$5,000 and above. The policy was put together by Foster Swift.

There was a discussion of changing to when the individual asset cost exceeds \$10,000, not the total cost.

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission adopt the Asset Capitalization Policy as amended.

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

### 10. City Manager Comments

City Manager Gamble discussed:

- Thank you for hard work on budget. This is a big step in achieving and moving forward strategic plans and objectives and Strategic Goal: Roadmap to Action: Goal #1 1.1 is Strengthen Branding
  - Joint Chamber, DDA and City Brochure placed at Michigan Rest Stops and other venues highlighting City/region offerings.



- Concerts in the Park Flier
- Billboard Advertising for Mint Festival coordinated by the DDA
- Spring Improvements boosted Facebook posts and coverage.
- Fantasy Forest Update (passed out drawings and updated cost sheets) – Final master plan document is taking shape. We are nearly finished with minute tweaking of the project, based on costs, tree reports and orientation of equipment and finalizing the re-imagined Lizzy’s Glider area.
- Wilson Center Updates
  - Historical Tax Credits
  - Timing impacts
  - Possible changes to design of front entry and hallways.
- Spring Clean-up a big success – Present numbers and comparisons from year’s prior.
- Code Compliance Update on Spring Activities.
- Awesome news: We were notified last week on Friday that we were awarded an AmeriCorps member Position. This member is scheduled to start in September. We are working with CEDAM on the required training to host a member and advertisement of this opportunity. As a reminder, this position will serve as a general recreation programmer and assistant to Parks and Recreation director Schafer and be heavily involved in standing up programming of the Wilson Community Center.

#### 11. Commissioner Comments

Commissioner Hyzer discussed the budget process and thanked staff for their efforts.

Commissioner Hufnagel also discussed the budget process and thanked staff for their efforts.

Commissioner Ruestman said she enjoyed using the new Scott Road sidewalk, but the Townsend Road and BR 27 push button for pedestrian crossing is not working. She discussed the importance of grant writing skills.

Mayor Dzurka discussed the Spring Fling event downtown; and an update on Fantasy Forest and moving into fundraising.

#### 12. Closed Session - Attorney Client Privilege Regarding Contract Discussion for Service

Motion by Commissioner Ruestman seconded by Commissioner Hufnagel that the city commission go into closed session for the purpose of a legal opinion.

Roll Call Vote:

YEA: Commissioner Hufnagel

YEA: Commissioner Hyzer

YEA: Commissioner Ruestman

YEA: Mayor Dzurka

Motion carried.

The meeting went into closed session at 9:39 p.m.

Motion by Commissioner Ruestman seconded by Commissioner Hyzer that the city commission go into open session.

YEA: Hufnagel, Ruestman, Gurski, Dzurka, Hyzer

NAY: None

Motion carried.

The meeting went into open session at 10:27 p.m.

ADJOURNMENT

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

YEA: Hufnagel, Ruestman, Dzurka, Hyzer

NAY: None

Motion carried.

The meeting was adjourned at 10:29 p.m.