

CITY OF ST. JOHNS

CITY COMMISSION MINUTES

DECEMBER 9, 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, 2nd Floor, Suite #2200, St. Johns, Michigan.

COMMISSIONERS PRESENT: Eric Hufnagel (left at 6:46 p.m.), Brad Gurski, Scott Dzurka, Chris Hyzer, Chris DeLiso

COMMISSIONERS ABSENT: None

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

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

City Manager Gamble asked to add MML Newly Elected Officials Conference for Commissioner DeLiso to the consent agenda.

There was a discussion of the MML Newly Elected Officials Conference and cost.

Mayor Dzurka added this as item G. for approval with an amount not to exceed \$125 plus mileage reimbursement.

Commissioner Hyzer asked to move item F. to New Business.

Mayor Dzurka said that will be item #6.

Motion by Commissioner DeLiso seconded by Commissioner Gurski that the consent agenda be approved as amended.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

a. Approval of Minutes

Motion by Commissioner DeLiso seconded by Commissioner Gurski that the minutes of the November 25, 2024 special meeting and November 25, 2024 regular meeting be approved as presented.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

b. Receipt of Warrants

Motion by Commissioner DeLiso seconded by Commissioner Gurski that warrants be approved as presented in the amount of \$414,136.40.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

c. Board Re-appointments

Motion by Commissioner DeLiso seconded by Commissioner Gurski that the city commission reappoint the following: Kerry Nobis, Parking Committee (two-year term expiring November of 2026); appoint Linda Beeman – Sister City Board.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

d. Wastewater Sludge Transfer Pump Replacement

Motion by Commissioner DeLiso seconded by Commissioner Gurski that the city commission approve the purchase of the Wemco sludge transfer pump from Detroit Pump in the amount of \$33,990.00.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

e. Andy Vandervest - Merit Bonus

Motion by Commissioner DeLiso seconded by Commissioner Gurski that the city commission approve the \$900 Merit Bonus to Andy Vandervest in recognition of his successful completion of his D-3 Certified Drinking Water operator license.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

g. MML Newly Elected Officials Conference for Commissioner DeLiso

Motion by Commissioner DeLiso seconded by Commissioner Gurski that the city commission approve the MML Newly Elected Officials Conference for Commissioner DeLiso with an amount not to exceed \$125 plus mileage reimbursement.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

AGENDA

Mayor Dzurka asked if there were any additions or deletions to the agenda. He clarified that New Business item #7 will be the Fantasy Forest Lighting and Camera Sole Source Vendor.

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 November 25, 2024
 - Regular meeting minutes of November 25, 2024
- b. Receipt of Warrants
 - In the amount of \$414,136.40
- c. Board Re-appointments
 - Staff recommends the city commission reappoint the following: Kerry Nobis, Parking Committee (two-year term expiring November of 2026); appoint Linda Beeman – Sister City Board. (no enclosure)
- d. Wastewater Sludge Transfer Pump Replacement
 - Staff recommends the city commission approve the purchase of the Wemco sludge transfer pump from Detroit Pump in the amount of \$33,990.00.
- e. Andy Vandervest - Merit Bonus

-Staff recommends the city commission approve the \$900 Merit Bonus to Andy Vandervest in recognition of his successful completion of his D-3 Certified Drinking Water operator license.

~~f. Fantasy Forest Lighting and Camera Sole Source Vendor (MOVED TO AGENDA)~~

~~-Staff recommends the city commission approve ESM as the designated sole source vendor for lighting and camera equipment for the Fantasy Forest 2.0 Project and all other City Park camera and lighting needs. It is further recommended that the proposed contract with ESM's for the installation of the camera and lighting system, as shown in their proposal, be awarded for the amount of \$136,000.~~

g. MML Newly Elected Officials Conference for Commissioner DeLiso
(ADDED TO CONSENT AGENDA)

4. Approval of Agenda:

B. PUBLIC HEARINGS:

C. PRESENTATIONS:

D. PERSONS WISHING TO PRESENT TESTIMONY:

1. Public comment - agenda & non-agenda items
2. Audit Presentation – Jordan Smith, Maner Costerisan

E. COMMUNICATIONS:

F. OLD BUSINESS:

G. NEW BUSINESS:

1. Establishment of Building Use Policy
2. Discussion of Fire Department Chief Position and Impacts to Fire Service Agreements
3. Lead Service Line Replacement Plan
4. E-Notify Categories
5. Designation of City Manager to Board of Directors for 101 W. Cass St. Condominium Association & Signatory to Closing Documents
6. Commission Board & Committee Assignments
7. Fantasy Forest Lighting and Camera Sole Source Vendor (*Moved from Consent Agenda*)
8. City Manager Comments
9. Commissioner Comments

H. ADJOURNMENT:

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None
Motion carried.

PUBLIC HEARINGS

PRESENTATIONS

PERSONS WISHING TO PRESENT TESTIMONY

1. Public Comment

Mayor Dzurka asked if there were any public comments. He discussed the rules regarding public comment.

Jamie Terpening was present. He raised concerns about the appointment process of a city commissioner, questioning its validity and compliance with the city charter.

2. Audit Presentation – Jordan Smith, Maner Costerisan

Jordan Smith, principal, was present. He thanked Kristina, Chad and whole city staff and said they make our life fairly easy overall, and it is appreciated. He presented the city's audit for the fiscal year ending June 30, 2024, highlighting financial health, fund balances, and pension liabilities.

There was a discussion on the interest on total pension liability, which is 7.25%; the net investment income; GASB 101; change in net position and ARPA dollars.

City Manager Gamble acknowledged Jordan and his team for an excellent job. He said page 2 has a quick synopsis on how the city is doing. He commended and acknowledged Kristina Kinde for all of her hard work on the audit.

Treasurer Kinde said we will be submitting to the GFOA for the CAFR award again.

Motion by Commissioner Hyzer seconded by Commissioner Hufnagel that the city commission to receive the audit and file.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

COMMUNICATIONS

OLD BUSINESS

NEW BUSINESS

1. Establishment of Building Use Policy

City Manager Gamble introduced a new building use policy for the offices, ensuring public access while protecting city staff and records.

There was a discussion of the proposed policy.

Motion by Commissioner Hufnagel seconded by Commissioner DeLiso that the city commission approve the proposed Building Use Policy.

YEA: Hufnagel, Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

2. Discussion of Fire Department Chief Position and Impacts to Fire Service Agreements

City Manager Gamble discussed the transition to a full-time fire chief position, funding allocations, and agreements with surrounding townships.

Commissioner Hufnagel left the meeting at 6:46 p.m.

There was a discussion on the creation of a full-time fire chief position, including job descriptions and financial implications; and collaboration with the townships and ensuring financial feasibility.

Motion by Commissioner DeLiso seconded by Commissioner Gurski that the city commission approve the creation of a full-time fire chief position that will perform the duties of the Fire Chief as well as the duties of zoning permit reviewer and rental housing inspector.

Commissioner Hyzer said he wants to until we see the full picture of the numbers.

YEA: Gurski, Dzurka, DeLiso

NAY: Hyzer

Motion carried.

3. Lead Service Line Replacement Plan

City Manager Gamble said this process is laborious and discussed state regulations and unfunded mandates, and the tremendous time and study. He said Director Smith and Supervisor Galecka have done a tremendous job.

Director Smith discussed he and his team are working on a lead service line replacement plan, addressing state regulations and public communication. The plan involves sending notifications to residents about potential lead in service lines and scheduling inspections.

There was a discussion of how many households; responsibility; review of letters, providing contact phone numbers and visits.

4. E-Notify Categories

City Manager Gamble discussed the city is developing an e-notification system to inform citizens about city happenings. The system will categorize notifications into city meetings, community communications, and city office news, aiming for efficient and clear communication.

There was a discussion of:

- **Implementation Costs**

The discussion focused on the costs associated with implementing a new module, including the module cost, additional media expenses, and minimal ongoing subscription costs.

- **System Integration**

The integration of the new system with existing processes was discussed, highlighting the need for minimal additional steps to push information to subscribers.

5. Designation of City Manager to Board of Directors for 101 W. Cass St. Condominium Association & Signatory to Closing Documents

City Manager Gamble discussed all of these agreements have been approved by commission and closing requirements are part of those documents; closing is scheduled for Friday; this is one step closer to acquiring our unit 1 space; and hopefully it will be completed in a little over a year from now.

Motion by Commissioner DeLiso seconded by Commissioner Gurski that the city commission designate the City Manager to serve as the City's representative to the 101 W. Cass St. Condominium Association Board of Directors, to be authorized to sign the closing documents, and for the Deputy City Manager to serve as the alternate.

YEA: Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

6. Commission Board & Committee Assignments

Mayor Dzurka said another item, as I mentioned in the last meeting, thank you everyone for your input. He discussed the Commission board and committee assignments as listed. Thank you all for your diligent work on our committees.

Motion by Commissioner Gurski seconded by Commissioner Hyzer that the city commission receive the board & committee assignments for the city commission.

YEA: Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

7. Fantasy Forest Lighting and Camera Sole Source Vendor

Commissioner Hyzer said this talks about cameras and asked if it was more of a propriety system that ESM uses so it needed to be sole-sourced. Can it be bid on by multiple vendors?

Director Smith discussed the system. He said our system is so robust now, makes sense to tie it in, probably makes sense cost wise to tie in, and their service has been unbelievable.

Chief Kirk said part of the initial camera system had 3 phases and they made it expandable. For us to monitor, there is only one application and one server, and it is hard-wired.

City Manager Gamble said he had one correction, he inaccurately put the price in the RCA as \$136,00 instead of \$136,600.

Discussions included the designation of ESM as the sole source vendor for lighting and camera equipment for the Fantasy Forest project.

Motion by Commissioner Hyzer seconded by Commissioner Gurski that the city commission approve ESM as the designated sole source vendor for lighting and camera equipment for the Fantasy Forest 2.0 Project and all other City Park camera and lighting needs. It is further recommended that the proposed contract with ESM's for the

installation of the camera and lighting system, as shown in their proposal, be awarded for the amount of \$136,000.

YEA: Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

8. City Manager Comments

City Manager Gamble discussed:

- Update regarding Prevail Solar OPRA
 - We have a letter that is final that will be sent to the State for their review. We hope to hear back early in 2025 as far as the acceptance of this letter and next steps.
- Reminder of the Joint meeting #4 for the City and Bingham Twn. (January 7, 2025, 5:30 pm, Courthouse Commission meeting room)
- Reminder of the joint SJPS/City Commission meeting set for January 13, 2025, 6:00 pm. Tentative topics include:
 - Fantasy Forest Update
 - SJPS general updates
 - SRTS updates and joint contracting for design services.
 - Work Based Learning
 - Tentative Agreement for establishment of an Agri-Science Land Laboratory. (SJPS Agri-Science Farm lab, JA Smith Farms and the City)
- Insurance Briefing related to U of M Health Plan (PHP).
- Fantasy Forest 2.0 update
 - Contract to be issued in January. We are working on specifications, contract coordination, establishment of final budget and other coordination details.
 - Fundraising efforts continue, if you are looking for a year end donation this would be a great one to keep in mind. Director Schafer and John Serrine are at Olive Township this evening.
 - Letters were sent to all outlying townships to request their decision on contributing toward this generational project.

9. Commissioner Comments

Commissioner Gurski said with health insurance it is going to be something the city is going to have to tackle. The costs we are seeing from PHP are long gone and comparable rates will be higher. PA 152 is in subcommittee. He discussed ETSA requirements and said that by the end of the week, additional information will come out on that (all

personnel will be accruing sick time). The ambulance board meeting isn't scheduled until next week. Happy holidays.

Commissioner DeLiso said he is happy to see the pensions are funded at 64%, they had been much lower than that in the past. He said he was reading where state statute limits our long-term debt, the State limit would be \$35 million, and we are at \$4 million so we are well within the parameters of financial responsibility. That was very nice to see.

Commissioner Hyzer said the parade on Friday was well attended and very nice. Shout out to downtown for the planter boxes look very nice. Congrats to staff on the audit this year; a lot of time and effort that goes into those. The LDFA put a lot of money in the bank this year and asked about our plans for the LDFA moving forward. Happy holidays.

Mayor Dzurka said kudos to the finance team for a great job in terms of the audit and another successful year. Thank you for mentioning DDA, great job on the parade; they recognized Dean Hartenburg as volunteer of the year; pass along to Justin at the recent DDA there were very positive comments about Brush Street, it Looks completely different so kudos to you and the team. Regarding the public comment regarding the meeting of May 22, 2023, he appreciated the comments. One piece the minutes didn't quite capture, he mentioned the use of a draw to pick a candidate. That draw did not determine our decision. We had to trust each other to adhere to what was decided that evening. We voted in accordance with what we decided at our own free will. That was how we chose to break. He wished everyone a Merry Christmas.

ADJOURNMENT

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

YEA: Gurski, Dzurka, Hyzer, DeLiso

NAY: None

Motion carried.

The meeting was adjourned at 7:44 p.m.