

## CITY OF ST. JOHNS

### CITY COMMISSION MINUTES

**JUNE 27, 2022**

The regular meeting of the St. Johns City Commission was called to order by Mayor Hufnagel at 6:00 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, Bob Craig, Tamara Kirschenbauer, Brad Gurski

COMMISSIONERS ABSENT: None

STAFF PRESENT: Dave Kudwa, City Manager; Mindy J. Seavey, City Clerk; Kristina Kinde, Treasurer

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

Commissioner Craig asked for the Bengal Township Fire Agreement to be taken off the consent agenda and moved before New Business #2.

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

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

#### a. Approval of Minutes

Motion by Commissioner Gurski seconded by Commissioner Craig that the minutes of the June 9, 2022 special meeting and June 13, 2022 regular meeting be approved as presented.

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

#### b. Approval of Warrants

Motion by Commissioner Gurski seconded by Commissioner Craig that warrants be approved as presented in the amount of \$112,652.19.

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

c. Year End Budget Adjustments

Motion by Commissioner Gurski seconded by Commissioner Craig that the city commission approve the year end budget adjustments as per City Treasurer Kinde’s memo.

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

AGENDA

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

City Manager Kudwa asked to add Briggs Library Board Appointment – Brad Jorae to the agenda.

Motion by Commissioner Ruestman seconded by Commissioner Kirschenbauer 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 or person attending 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 of June 9, 2022
  - Regular meeting of June 13, 2022
- b. Approval of Warrants
  - In the amount of \$112,652.19
- c. Year End Budget Adjustments
  - Staff recommends that the city commission approve the year end budget adjustments as per City Treasurer Kinde’s memo.
- d. ~~Bengal Township Fire Agreement~~
  - ~~-Staff recommends that the city commission ratify the Bengal Township Fire Agreement in the amount of \$5,800.00 annually and authorize the mayor and clerk to sign.~~

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. Rental Housing Program – Ordinance #670 – An ordinance to require registration, inspection and certification of residential rental properties in the City of St. Johns

**F. NEW BUSINESS:**

1. Resolution #12-2022 - A Resolution to Establish the Procedures, Fines, Fees, and Deadlines for the Rental Registration and Certification Program established under Ordinance No. 670
2. Bengal Township Fire Agreement
3. Fire Truck (New Pumper) Bid and Contract Approval & Resolution #13-2022 - A Resolution to Establish a Commitment to Secure Financing for a New Fire Truck, and to Designate an Agent (The City Manager) to Execute Any and All Legal Documents Necessary to Complete the Transaction
4. Briggs Library Board Appointment – Brad Jorae
5. Commissioner Comments

**G. ADJOURNMENT:**

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

PUBLIC HEARINGS

PERSONS WISHING TO PRESENT TESTIMONY

1. Public Comment

Mayor Hufnagel asked if there was anyone present wishing to present testimony.

Joy Boswell-Rons, Astwood Mews Lane, was present. She said she is re-addressing the lawn/leaf bag procedure. She shared information in the cul-de-sac. She also discussed bags that were picked up and some left. She said most residents decide they are not going to bag and the street is filthy and the drains are filled with debris. She said with the

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new procedure, they are not receiving the service they are paying for. She is requesting the city tweak the program. She discussed her door hanger.

City Manager Kudwa said last week we did a complimentary pick up and on Tuesday and Wednesday did our normal pick up.

Joseph Pawlowski, 709 S. Swegles, was present. He said he has been in town 20 years and has never seen things so bad. He said he bought a car carrier to take his to the dump. Last year, he put bags out on Monday and they were taken care of.

Terry Black, 308 N. Swegles Street, was present to discuss the rental program. He said he thinks you might be signing the eviction notices for several people that can't afford apartments. He said he noticed the inspector shall choose which units to inspect at random. He said the fines are 4 times the amount of the first. He asked if you are going to give us any help to redo any of this? He discussed paint being scratched by cats, vents, gutters and downspouts. He said he is not happy.

Richard Droste, Astwood Mews, was present. He asked why we changed the leaf pick up.

City Manager Kudwa said we have 6 DPW staff. We were spending 3-4 days a week driving to pick up yard waste bags. We have a number of different tasks for them to do. We want our guys to strategically go and pick up where they are in the city. Now it's a day and a half with one or two people. Our DPW just made the repair on South Swegles Street that our contractor couldn't get to. They also did the asphalt repair in one of the alleys downtown.

Mr. Droste said he doesn't use your service, but he is thinking of his neighbors.

Mr. Black said he hears comments about bags not being picked up.

Mayor Hufnagel said when you have a new program, all new programs have adjustments to make. He said the efficiency is there.

## COMMUNICATIONS

## OLD BUSINESS

1. Rental Housing Program – Ordinance #670 – An ordinance to require registration, inspection and certification of residential rental properties in the City of St. Johns

City Manager Kudwa said this ordinance is the first phase of the rental housing program. He said there are safety concerns and quality of life issues. He said it addresses the rental inspector portion and it is a 3-year cycle. The registration process includes an emergency services form. He said he is very happy with the work completed by the planning commission. Our goal is to begin inspections later this year. We spent a lot of time on the checklist. The fee of \$175 is extremely reasonable, every three years. This is not to bring these units up to the building code.

Commissioner Ruestman said we did break the list into life safety and quality of life. Life safety is to keep tenants safe. People shouldn't have to have their life in danger to pay a lower rent. You only have to meet 80% of quality-of-life items. It's not bringing things up to code. We are ensuring people are safe and feel ok about where they live.

Commissioner Craig said it has been a long time the city has been working on this. The planning commission had a public hearing. We received public comments here also. We need to have a baseline and we need to get started.

Commissioner Gurski said he has received some comments and concerns. He would see problems with not notifying the property owner before coming in.

City Manager Kudwa said we have to inform the property owner before, but we are not going to tell them in year 3 we are inspecting apartment #.

Mayor Hufnagel said when you have a new program, you expect to do tweaking along the way.

Motion by Commissioner Ruestman seconded by Commissioner Craig that the city commission adopt Ordinance #670 - an ordinance to require registration, inspection and certification of residential rental properties in the City of St. Johns.

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

### NEW BUSINESS

1. Resolution #12-2022 - A Resolution to Establish the Procedures, Fines, Fees, and Deadlines for the Rental Registration and Certification Program established under Ordinance No. 670

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City Manager Kudwa said this outlines the specific dates/fees regarding Ordinance #670. This gives us flexibility to make changes. Staff is happy with the implementation dates and fees. We are ready to begin the registration on August 1<sup>st</sup>.

Commissioner Ruestman said they have from August 1<sup>st</sup> to September 30<sup>th</sup> to register for free. How are you going to get the word out?

City Manager Kudwa said we are going to have a meeting with King Media to get the message out.

Commissioner Gurski asked how the fee schedule was arrived at.

City Manager Kudwa said we took the amount it is going to cost us (McKenna) and added an administrative fee. Right now, we don't even know how many units we have. We need to decide how to group units together.

Mayor Hufnagel said it is going to be cost neutral; we are not generating revenue.

Motion by Commissioner Craig seconded by Commissioner Kirschenbauer that the city commission adopt Resolution #12-2022 - a Resolution to Establish the Procedures, Fines, Fees, and Deadlines for the Rental Registration and Certification Program established under Ordinance No. 670.

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

## 2. Bengal Township Fire Agreement

Treasurer Kinde said we have an annual contract with Bengal. She said our attorney had a suggestion for it to renew automatically. She said both parties can cancel at any time.

Commissioner Craig said he thought we had a discussion that we were going to try to get all of the townships try to help pay something for the new pumper (it is over \$600,000).

Treasurer Kinde said that is the intent we are moving towards. We talked about having a fire study done. We need to have conversations with all of the townships and decide what metric gets used. She said that townships have a March 31<sup>st</sup> year end so they needed to know what to budget. She said the first payment for the fire truck will be in the 2023/24 fiscal year.

Commissioner Craig said he thought we were going to have conversations over the last few months.

Treasurer Kinde said we are trying to find someone that can do the study. She said we think all of the contracts will change at some point. We have to get everyone on board with the same type of agreement as far as the metrics.

Mayor Hufnagel said in the finance committee meetings, it was his understanding we would have that only because of the timing on it. We want to make sure people don't feel rushed.

Fire Chief Whitford said he had conversations at their annual meetings back in the spring and we let them know. We are trying to lay out a plan 20-30 years out for replacements. We need to make sure we have our ducks in a row.

There was a discussion of:

- Who sets the fees for their contracts as they are now?
- What we charge is covering operating costs right now.
- Trucks we have purchased in the past to provide a service we aren't getting reimbursed for.
- Make sure to gather the data before we meet with the townships.
- Annual reports go out to the townships.

Motion by Commissioner Ruestman seconded by Commissioner Kirschenbauer that the city commission ratify the Bengal Township Fire Agreement in the amount of \$5,800.00 annually and authorize the mayor and clerk to sign.

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

3. Fire Truck (New Pumper) Bid and Contract Approval & Resolution #13-2022 - A Resolution to Establish a Commitment to Secure Financing for a New Fire Truck, and to Designate an Agent (The City Manager) to Execute Any and All Legal Documents Necessary to Complete the Transaction

Fire Chief Whitford said in December he came to you with some issues on our mini pumper and got approval to go through the specification process. He discussed the bid process. We received 3 bids and are recommending Spencer Manufacturing. They met the bid, length restrictions, had an appealing build time, and came in as the low bid.

There was a discussion of the air/foam option.

Chief Whitford said our mini pumper has 315 gallons and the new truck will be tripling water capacity. This will help us on our ISO. It will take 435 days to build.

Motion by Commissioner Kirschenbauer seconded by Commissioner Ruestman that the city commission designate an agent (the city manager) to execute any and all legal documents necessary to complete the transaction.

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

Motion by Commissioner Kirschenbauer seconded by Commissioner Craig that the city commission adopt Resolution #13-2022 - a Resolution to Establish a Commitment to Secure Financing for a New Fire Truck.

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

#### 4. Briggs District Library Board Appointment

Commissioner Ruestman said we recently had two of our board members resign and one is a city appointee. Brad Jorae volunteered and submitted an application. She said the library board had a good discussion with him.

Commissioner Craig said we have appointments to a lot of different boards. Thought perhaps we would open it up to anyone who might want to be on the library board.

Commissioner Ruestman said this is to fill out the term of the person who resigned, which is through December. She said they will be calling people and putting out there we are looking for other members. The city has to approve three of the board members; the school board has to appoint others. We will be opening it to others.

There was a discussion of the process.

Motion by Commissioner Ruestman seconded by commissioner Kirschenbauer that the city commission approve Brad Jorae to be a city representative on the library board.

YEA: Hufnagel, Ruestman, Kirschenbauer, Gurski

NAY: Craig

Motion carried.

#### 5. Commissioner Comments



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Commissioner Craig said they had their trail authority board meeting last Thursday and it went well. He said the maintenance issues are normal. They have not had a lot of storms and trees falling down on the trail. He said the budget is pretty well established and they get \$49,000 to do maintenance items. The city has been doing mowing. He said he is pleased the DNR and MDOT have worked together, going through the entire 42 miles of the trail. They are looking it over for issues or problems. They have 3 choices: crushed limestone, crushed asphalt or asphalt paving on the 42 miles. Our preference is asphalt paving, not crushed limestone. We are still waiting for any revisions to the maintenance agreement between the city, DNR and trail authority. The former city attorney was working on it and he thinks there are some tweaks. They are appreciative that the City of St. Johns is maintaining its trail within the city limits. I saw a sign on the door of St. Joseph Catholic Church and they are going through a major renovation. Saturday and Sunday masses are going to be at the Wilson Center auditorium.

Commissioner Gurski said the ambulance is having a fundraising effort to purchase another ambulance. They got it for \$85,000 and that is their target. The new ambulance is yet to arrive. They have raised \$27,000 so far. Their goal is to be debt free as far as vehicles.

Commissioner Ruestman thanked the police chief and officers for their work at the Pride Event. She said it was nice and peaceful and went well and the downtown looked really good.

Commissioner Kirschenbauer said the Parks and Recreation Board is meeting every other month. Some programs were cancelled last week since it was so hot. They are using the park house as a base.

Mayor Hufnagel recognized the work staff had done up at the park with the extra hours available. It made it look nice at the concerts in the park. He complimented the road and infrastructure work. He said the staff and I have talked about following up with conversations with the township and to get regular meetings scheduled.

#### ADJOURNMENT

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

YEA: Hufnagel, Craig, Ruestman, Kirschenbauer, Gurski

NAY: None

Motion carried.

The meeting was adjourned at 7:17 p.m.