

**City of Marine City  
City Commission  
December 18, 2014**

A regular meeting of the Marine City Commission was held on Thursday, December 18, 2014, in the Fire Hall, 200 South Parker Street, Marine City, Michigan, and was called to order by Mayor Skotarczyk at 7:00 pm.

After a prayer offered by Rev. Robert Slaton, the Pledge of Allegiance was led by Mayor Skotarczyk.

**Present: Mayor Skotarczyk; Commissioners Avery, Hendrick, Lovett, Meli, Simpson, and Turner; City Manager Gabor; and, City Clerk Baxter.**

**Absent: None**

**Communications**

No Communications were received.

**Public Comment**

Bill Gratopp, St. Clair County Commissioner, wished the Board a very Merry Christmas and Happy New Year.

**Approve Agenda**

Motion by Commissioner Lovett, seconded by Commissioner Simpson, to approve the Agenda, as amended. All Ayes. Motion Carried.

**Approve Minutes**

Motion by Commissioner Simpson, seconded by Commissioner Avery, to approve the Minutes of the Regular City Commission Meeting held December 4, 2014, as presented. All Ayes. Motion Carried.

## Consent Agenda

The following Consent Agenda items were presented:

- Departmental Activity Reports
- Marine City Area Fire Authority ~ Run Report & Activity Report
- Business License ~ Dolly's Restore 2, LLC
- Special Event ~ Buddy Poppy Sale ~ VFW

Motion by Commissioner Lovett, seconded by Commissioner Turner, to approve the Consent Agenda as presented, and place it on file. All Ayes. Motion Carried.

## 2013/2014 AUDIT PRESENTATION ~ McBride-Manley & Company, PC

Curtis McBride of McBride-Manley & Company, PC reported on the financial status of the City as of June 30, 2014, as follows:

Total Assets:	\$1,280,000
Total Liabilities:	<u>\$ 450,000</u>
Net Fund Balance:	\$ 830,000

Mr. McBride stated that the City received a clean/unmodified opinion with a fund balance that was well-funded.

Mr. McBride presented comparisons between 2013 and 2014 and noted that in 2014, there was a decline in property tax revenues of approximately \$85,000.

Major Street Funds and Local Street Funds were discussed with Mr. McBride stating that both had healthy fund balances.

In his opinion, Mr. McBride said the Water and Sewer Fund also had a solid net position with an unrestricted balance of \$462,895 and a total net position of \$5,267,025.

Mr. McBride spoke of the audit process and the focus on all accounting functions, which include:

- Purchasing (including electronic and credit cards, as applicable)
- Cash receipts
- Utility billing
- Adjusting journal entries
- Payroll
- Bank reconciliation

Commissioner Hendrick thanked Mr. McBride for the presentation, saying it was easy to understand.

City Manager Gabor thanked the City's Administrative Staff /Department Heads on a job well done.

Mayor Skotarczyk said it was a tough year. He said the Administrative Staff did a great job on managing on a reduced budget. He complimented Mr. McBride on a great presentation stating that it was short, concise and easy to understand.

**\*Full Audit available on the City of Marine City website: [www.marinecity-mi.org](http://www.marinecity-mi.org)**

Motion by Commissioner Hendrick, seconded by Commissioner Simpson, to take a five-minute recess. All Ayes. Motion Carried.

## **UNFINISHED BUSINESS**

### ***Paperless Agenda Information System***

City Manager Gabor presented the Board with a Paperless Agenda Information System option to switch over to paperless agendas. He said the option provided the following:

- The simplest approach
- The most flexibility
- No delay in posting online

Mayor Skotarczyk commented that the savings analysis would be helpful.

City Manager Gabor responded that the cost of providing paper packets was hard to pin down but he estimated that the program would pay for itself in approximately two years.

Motion by Commissioner Lovett, seconded by Commissioner Meli, to approve moving forward with the Paperless Agenda Information System, as presented. Ayes: Skotarczyk, Hendrick, Lovett, Meli, Simpson, Turner. Nays: Avery. Motion Carried.

### ***Resolution to Update Pension Ordinance***

City Manager Gabor said the update was required from the Internal Revenue Service and had been approved by the Pension Board on December 10, 2014. Motion by Commissioner Simpson, seconded by Commissioner Hendrick, to approve Resolution 14-25, as presented. All Ayes. Motion Carried.

### ***Board Vacancies***

#### **TIFA Board**

The City received an application from the following resident:

- Rebecca Bryson ~ 274 N. Main Street

Motion by Mayor Skotarczyk, seconded by Commissioner Hendrick, to appoint Rebecca Bryson to the TIFA Board for a term expiring June 30, 2017. All Ayes. Motion Carried.

#### **Historical Commission**

The City received applications from the following residents:

- William Beutell ~ 535 N. Main Street
- Rebecca R. Lepley ~ 539 N. William Street

Motion by Commissioner Lovett, seconded by Commissioner Simpson, to appoint William Beutell and Rebecca Lepley to the Historical Commission for a term expiring December 31, 2017. All Ayes. Motion Carried.

#### **Pension Board**

The City received an application from the following resident:

- David Scheel ~ 304 N. Main Street

Motion by Commissioner Lovett, seconded by Commissioner Simpson, to appoint David Scheel to the Pension Board for a term expiring December 31, 2018. All Ayes. Motion Carried.

### ***Personnel Policy & Procedure ~ Proposed Update***

City Manager Gabor explained that the update was required due to a change in the City's life insurance coverage. Because the City no longer has ten or more full time employees, their life insurance carrier has moved them to a different policy group. Personnel Policy 8.4 has been updated to reflect the change.

Motion by Commissioner Simpson, seconded by Commissioner Hendrick, to approve the Personnel Policy & Procedure Update, as presented. All Ayes. Motion Carried.

## **FINANCIAL BUSINESS**

### ***Disbursements***

Motion by Commissioner Lovett, seconded by Commissioner Simpson, to approve total disbursements, including payroll, in the amount of \$337,449.43, as presented. Roll Call Vote. All Ayes. Motion Carried.

Motion by Commissioner Lovett, seconded by Commissioner Simpson, to accept the Preliminary Financial Statements for November, 2014, and place them on file. All Ayes. Motion Carried.

### **City Manager's Report**

City Manager Gabor provided updates on the following items:

- Meeting with St. Clair County Brownfield Authority was a success in petitioning them for assistance with Phase I of the South Belle River Project.
- WINS webpage up; flyers going out in sectional water bills.
- Reminder to residents to keep an eye out for water main breaks due to cold weather.
- MCAFA recently completed a successful 2013-2014 audit.
- Will be on vacation December 23<sup>rd</sup> through January 4<sup>th</sup>.

## **Commissioner Privilege**

Commissioner Meli reminded residents and visitors that the Marine City Chamber of Commerce was located on Broadway & Market Streets, and is a good source of information for activities in the area. He wished everyone a Merry Christmas.

Commissioner Turner said 2014 had been a tough year. He said good, positive things are happening in Marine City and 2015 would be better. He wished everyone a Merry Christmas and Happy New Year.

Commissioner Lovett wished everyone a Merry Christmas and a Joyous New Year. She thanked everyone who contributed and invested in the community.

Commissioner Hendrick thanked City Manager Gabor and the City staff for the great job that they are doing. She thanked everyone who supported the Old Newsboys. Commissioner Hendrick also reported on the successful audit recently completed for the Marine City Area Fire Authority.

Commissioner Avery said it has been a pleasure to work with a group who has done such a great job managing the budget and the City. Because of that, he said Marine City is being recognized outside of our community. Commissioner Avery wished everyone a Merry Christmas.

Commissioner Simpson said Marine City is fortunate to have the employees they do. He said you can't put a price tag on their dedication and hard work. Commissioner Simpson also thanked the people who applied for the open board seats. He wished residents a Merry Christmas and Happy New Year.

Mayor Skotarczyk said the City employees, as well as the Board, do an amazing job. He said he hears many positive things about Marine City and said that a good, stable government supports that. Mayor Skotarczyk spoke of the deficit budget that the City is currently working under. He reminded residents that due to the deficit, the City has been using money from a fund that it should not be. He questioned the community if they want, in 2015, to move forward or keep sliding backward? The Mayor also wished everyone a very Merry Christmas.

## **Executive Session**

Motion by Commissioner Lovett, seconded by Commissioner Simpson, to enter into Executive Session at 8:26 pm for the purpose of discussing Personnel Updates and considering the Executive Session Minutes of April 3, 2014. Roll Call Vote. All Ayes. Motion Carried.

Motion by Commissioner Lovett, seconded by Commissioner Simpson, to return to Open Session at 9:08 pm. All Ayes. Motion Carried.

Motion by Commissioner Lovett, seconded by Commissioner Hendrick, to approve the Executive Session Minutes of April 3, 2014. All Ayes. Motion Carried.

## **Adjournment**

Motion by Commissioner Hendrick, seconded by Commissioner Meli, to adjourn at 9:10 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter  
City Clerk