

**City of Marine City  
City Commission  
March 7, 2013**

A regular meeting of the Marine City Commission was held on Thursday, March 7, 2013, in the Fire Hall, 200 South Parker Street, Marine City, and was called to order by Mayor Charles R. Browne at 7:00 PM.

After observing a moment of silence, the Pledge of Allegiance was led by Mayor Browne.

**Present:** Mayor Browne; Commissioners Hendrick, Lovett, Meli, Skotarczyk and Turner; City Manager Gabor; and, City Clerk Kade.

**Absent:** Commissioner Phelan

Motion by Commissioner Hendrick, seconded by Commissioner Skotarczyk, to excuse Commissioner Phelan from the meeting. All Ayes. Motion Carried.

**Communications**

There were no Communications presented.

**Public Comment**

No residents addressed the Commission.

**Approve Agenda**

Motion by Commissioner Hendrick, seconded by Commissioner Skotarczyk, to reverse the order of New Business items, as follows:

- 10A Turn the Town Blue
- 10B Personnel Policies and Procedures – Highlighted Updates

All Ayes. Motion Carried.

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

### **Approve Minutes**

Motion by Commissioner Lovett, seconded by Commissioner Turner, to approve the Minutes of the Regular City Commission Meeting held February 21, 2013, as presented. All Ayes. Motion Carried.

### **Consent Agenda**

The following Consent Agenda item was presented:

- T.I.F.A. Minutes ~ January 15, 2013

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

### **Unfinished Business**

None

### **New Business**

#### ***Turn the Town Blue***

Business owners Jackie Owens and Jesse White addressed the Commission about Autism Awareness Month. Ms. Owens announced that beginning April 2<sup>nd</sup>, business owners and residents could participate in the *Light It Up Blue* initiative by displaying blue lighting. She said that the local businesses were very supportive in this effort to raise awareness about autism.

Ms. Owens asked if the City could light up the areas around the city hall building and municipal offices with blue lighting in a show support to the community for Autism Awareness.

City Manager Gabor responded that the City of Marine City would do its part to *Light It Up Blue*.

### ***Personnel Policies and Procedures – Highlighted Updates***

City Manager Gabor reported that the Personnel Policies and Procedures had been last approved by the City Commission in 2010. The City Attorney advised that any changes to the City's policy and procedures must be reviewed and approved by the Commission. City Manager Gabor provided changes to the Personnel Policies and Procedures since 2010, which were highlighted in sections of the proposed revision:

- 5.1 See local union contract:
  - a. Police Department
  - b. DPW
- 7.3 Holidays
- 8.0 Fringe Benefits
- Wage Classification for Recreation Director (Part-time annual salary range)

Commissioner Hendrick said she had received four different copies of the City's Personnel Policies and Procedures from City Manager Gabor. She commented that she had compared the policies and found things in some and not in others. Commissioner Hendrick stated that they needed a better way to update and track the changes to the policy. She asked that the approval of the updates be postponed until everything was sorted out. Commissioner Hendrick also inquired as to any updates to the Police Department's Standard Operating Procedures Manual.

When asked, City Manager Gabor responded that he was the keeper of the City's Personnel Policies and Procedures Manual; and, that the Police Department's Standard Operating Procedures Manual was not a public document, nor was it a personnel policy.

Both Commissioners Turner and Skotarczyk asked if the only changes to the City's Personnel Policies and Procedures since 2010 were those highlighted in the proposed revision that was being presented, and City Manager Gabor said *yes*.

Commissioner Meli said he also wanted to see a comparison, in writing, of the changes between 2010 and 2013.

Mayor Browne agreed.

Commissioner Skotarczyk said he was concerned about when the benefits for the City's employees were decided. He said the benefits were extravagant with the amount of time employees earn for vacation and sick pay, and referred to it as a "Cadillac of all plans". Commissioner Skotarczyk said it should all be revisited, and suggested a workshop on the matter.

Motion by Commissioner Hendrick, seconded by Commissioner Meli, to postpone the approval of the Personnel Policies and Procedures proposed revision until the next meeting. All Ayes. Motion Carried.

## **Financial Business**

### ***Disbursements***

Motion by Commissioner Lovett, seconded by Commissioner Turner, to approve total disbursements, including payroll and bond payments, in the amount of \$1,015,339.44, as presented. Roll Call Vote. All Ayes. Motion Carried.

## **City Manager's Report**

City Manager Gabor provided updates on the following items:

- LaBuhn Bridge Project ~ 7 days ahead of schedule
- 300 Broadway
  - ✓ Window installation on-going
  - ✓ Painters to begin prep work next week
  - ✓ Old windows were destroyed when removed
- Redevelopment Ready Communities (RRC) Program – Marine City did not make the cut
- Will be on vacation March 8<sup>th</sup>, March 15<sup>th</sup> and March 18<sup>th</sup>

## **Commissioner Privilege**

Commissioner Lovett thanked Jackie Owens for her presentation on Autism Awareness, and said it was a great idea. She also thanked the Chamber of Commerce for the support it provides to local businesses. Commissioner Lovett announced that Friends of City Hall

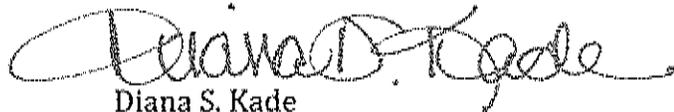
were looking for old photographs; and, spoke about the positive comments received on the building's restoration.

Mayor Browne reminded the Commission that they would celebrate community volunteers at the next meeting; and, said he was glad the City would be supporting Autism Awareness on April 2, 2013.

**Adjournment**

Motion by Commissioner Hendrick, seconded by Commissioner Skotarczyk, to adjourn at 7:35 PM. All Ayes. Motion Carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Diana S. Kade". The signature is fluid and cursive, with a large initial "D" and a long, sweeping underline.

Diana S. Kade  
City Clerk