

**City of Marine City
City Commission ~ Budget Workshop
April 26, 2016**

A Budget Workshop of the Marine City Commission was held on Tuesday, April 26, 2016, in the Fire Hall, 200 South Parker Street, Marine City, Michigan, and was called to order by Mayor Raymond Skotarczyk at 6:00 pm.

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

Present: Mayor Raymond Skotarczyk, Commissioners Terrance Avery, Elizabeth Hendrick, Dianne Lovett, Raymond Meli, David Simpson, James Turner, City Manager Elaine Leven, City Clerk Kristen Baxter

Also Present: Mary Ellen McDonald, Treasurer/Finance Director

Public Comment

Rosalie Skwiers, 211 Michigan, was opposed to city employees receiving raises; asked that money be put away for ADA.

Paul Dingeman, CTV Community TV, thanked the city for their support over the years and said that he hoped that the support could continue.

Approve Agenda

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

New Business

Budget ~ 2016/2017

Mayor Skotarczyk announced a budget deficit in the General Fund of \$17,490.00. He explained that the budget contained very minimal capital improvement with all non-essential expenditures removed and that it was a services-only budget.

City Manager Leven reported that this was an unsustainable long-term budget.

Also discussed were proposed fee schedule changes, which City Manager Leven explained were a critical component to the budget process.

Treasurer/Finance Director Mary Ellen McDonald reported that six full-time employees did not receive healthcare from the city and that only four of the six received payment in lieu of the healthcare.

Treasurer/Finance Director McDonald also commented on the hard work and commitment of department heads and employees trying to reduce costs in each of their departments.

At this time, a review of each department was completed, with Treasurer/Finance Director McDonald highlighting significant changes within each department.

GENERAL FUND REVENUE

Business license fees were discussed with City Manager Leven suggesting a modification to the fee schedule, adding on an annual fee for *all* businesses to generate additional revenue.

CITY MANAGER

City Manager Leven explained that she was not expecting a wage increase this year, and said that the benefit of the conferences she had been fortunate to attend in her first year were invaluable. No change by the Board.

LEGAL

Commissioner Lovett made the suggestion that, in addition to bidding out other city services, the city bid out legal services.

City Manager Leven said that the idea could be explored and she could put together a RFP for bids and evaluate the cost of services.

CLERK'S DEPARTMENT

City Clerk Kristen Baxter explained that she had budgeted for state-mandated tabulators at a cost of \$2,000 each. She explained that the city currently had three tabulators, but she was only asking for replacement of two, due to the budget shortfall. The third tabulator, kept at City Hall, was used for testing ballots and a third precinct, if needed, for busy elections.

POLICE DEPARTMENT

Acting Chief James Heaslip informed the Board that he presented a budget that included an additional full-time officer position, reducing part-time shifts. In addition, he budgeted for a full-time Chief, and removed the part-time Chief position. He further said he would not fill the Lieutenant position, but instead would hire a part-time Detective for the department, which was included in the proposed budget.

Acting Chief Heaslip advised that he would need to budget for a vehicle in the 2017-2018 Budget.

Finance Director McDonald commented that salvage vehicle or drug forfeiture funds may be used, if the city doesn't opt to do an annual lease program for the vehicle.

DEPARTMENT OF PUBLIC WORKS

Commissioner Hendrick questioned contracting out lawn care and said she would like to know the costs involved.

DPW Superintendent Itrich responded and said, by doing so, there would be no cost savings and the city would lose the benefit of employing area youth, pride of city parks, and respect for the cemetery.

RECREATION

Mary Ellen McDonald presented a 2016-2017 Project Review which showed a loss of revenue in the amount of \$1,945.00 for the Recreation Department.

Commissioner Simpson asked the number of participants affected by each program. He said he wanted to know how many residents were taking advantage of the Recreation Department.

Commissioner Lovett noted that there was nothing on the Recreation schedule for teenagers.

Commissioner Turner asked if he was correct in reading that 11 of the 16 programs were losing money, due to poor participation. He asked why the city should run the programs at a deficit when everything else had been cut.

Mayor Skotarczyk asked if there were any other ways to increase revenue in the Recreation Department that the city was missing out on.

Recreation Director Lynn Zyrowski replied to the questions and reported that the figures that were presented weren't up to date. She asked if she could adjust the figures and bring back a more updated report to them at their next meeting scheduled on April 27, 2016.

The Board agreed to her request.

Adjournment

Motion by Commissioner Simpson, seconded by Commissioner Meli, to adjourn the Budget Workshop at 8:05 pm until April 27, 2016 at 6:00 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter

Kristen Baxter
City Clerk