



INTERIM CITY MANAGER
Elaine Leven

City of Fraser

CENTENNIAL COMMUNITY

MAYOR
Michael Carnegie

MAYOR PRO-TEM
David Winowiecki

COUNCIL
Amy Baranski
Kathy Blanke
Suzanne Kalka
Michael Lesich
Patrice M. Schornak

Fraser City Council Regular In-Person and Virtual Meeting July 8, 2021

Regular In-Person and Virtual meeting of the Fraser City Council was conducted on July 8, 2021, at the City Municipal Building, located at 33000 Garfield Rd., Fraser, in the County of Macomb, Michigan.

I. CALL TO ORDER

Mayor Carnegie called the meeting to order at 6:32 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL OF COUNCIL MEMBERS

PRESENT:

Amy Baranski, Council Member (City Hall)
Kathy Blanke, Council Member (City Hall)
Michael Carnegie, Mayor (City Hall)
Suzanne Kalka, Council Member (City Hall)
Michael Lesich, Council Member (City Hall)
Patrice Schornak, Council Member (City Hall)

ABSENT: David Winowiecki

ALSO, PRESENT:

Elaine Leven, City Manager
Donald DeNault, City Attorney
Lieutenant David Bisby
Mary Matuz, Asst. to City Manager

MOTION by Schornak, second by Blanke, to excuse Member Winowiecki.

Roll Call: Ayes – Blanke, Carnegie, Baranski, Kalka, Lesich, Schornak
Nays – None

Motion carried.

IV. APPROVAL OF AGENDA

MOTION by Baranski, second by Schornak, to amend the agenda to add Item 8 I Discussion Regarding City Clerk

Roll Call: Ayes – Blanke, Baranski, Carnagie, Kalka, Lesich, Schornak
Nays – None

Motion carried.

MOTION by Lesich, second by Kalka, to approve the agenda as amended,

Roll Call: Ayes – Blanke, Baranski, Carnagie, Kalka, Lesich, Schornak
Nays – None

Motion carried.

V. CITIZEN PARTICIPATION ON AGENDA ITEMS

No citizen zoom or audience participation.

VI. AUDIT PRESENTATION

GABRIDGE & COMPANY - Mr. Joe Verlin, CPA, CGFM

Mr. Verlin thanked all for the unique conditions and situations involved in audits this past year with no in-person work being performed but rather scans, uploading, email and such due to Covid-19 restrictions.

All aspects of the city's finances were reviewed for the audit. Mr. Verlin advised that within the 70 plus page report what matters most is the Auditors Opinion Paragraph. The Gabridge Opinion Paragraph presented states that in their opinion as of June 30, 2020 the financial statements present fairly, in all material respects, of the financial position of the city.

Mayor Carnagie provided council opportunity to present specific questions of auditor.

VII. CONSENT AGENDA

- a. **APPROVAL OF JUNE DISBURSEMENT LIST IN
THE AMOUNT of \$1,029,296.21**
- b. **CITY COUNCIL MEETING MINUTES – APRIL 29, 2021**
- c. **CITY COUNCIL MEETING MINUTES – MAY 26, 2021**

MOTION by Lesich, second by Kulka, to approve the consent agenda as submitted.

Roll Call: Ayes – Baranski, Blanke, Carnagie, Kalka, Lesich, Schornak
Nays – None

Motion carried.

VIII. REQUESTS FOR COUNCIL ACTION

a. RESOLUTION ADOPTING CREDIT CARD POLICY

City Attorney to review red lined version for re-submission at future meeting. Overall resolution will establish a credit card policy advising who is responsible for use of cards, all rules and guidelines.

No Motion at this time

b. KLEIN ROAD FEDERAL AID PROJECT

1. AUTHORIZATION of AEW ENGINEERING

Mike Vigneron of AEW advised this action is to obtain authorization to begin the engineering phase of the Klein Road project. City of Fraser has received federal aid to perform preventative maintenance activities on Klein Road from 14 Mile to 15 Mile roads. As previously discussed, the program has been advanced to avoid possible conflicts with two other projects. Schedules are trying to be set to avoid doing projects on Klein, Garfield and Kelly Roads within the same year.

MOTION by Lesich, second by Schornak, to authorize AEW to proceed with the Klein Road Federal Aid Project engineering portion total estimated fees of \$55,711.

Roll Call: Ayes – Baranski, Blanke, Carnagie, Kalka, Lesich, Schornak
Nays – None

Motion carried.

c. PUBLIC SAFETY DEPARTMENT FLOOR RESTORATION

Elaine Leven, City Manager provided the samples of non-slip product being proposed for restoration of areas of the Public Safety Department. Recommendation based upon all aspects is to go with Motor City Floors and Coatings in the amount of \$43,590.

Mayor Carnagie further advised that this organization will prep the floor by milling the current surface down to the cement. Removing all marks and finishes allows for adhering to a new concrete base with long life expectancy.

MOTION by Blanke, second by Lesich, to authorize the Public Safety Department Floor Restoration in the amount of \$43,590 with Motor City Floors and Coatings.

Roll Call: Ayes - Baranski, Blanke, Carnagie, Kalka, Lesich, Schornak
Nays – None

Motion carried.

d. **RESOLUTION ADOPTING MASTER PLAN**

Elaine Leven, City Manager advised the Master Plan has completed all processes, comment and public hearing periods allowing for final approval of council to be considered.

MOTION by Kalka, second by Lesich, to approve the adoption of the Master Plan.

Roll Call: Ayes - Baranski, Blanke, Carnagie, Kalka, Lesich, Schornak

Nays – None

Motion carried.

e. **APPROVAL OF INSURANCE RENEWAL**

1. SENIOR HOUSING - \$25,964.30

MOTION by Baranski, second by Lesich, to approve the insurance renewal of the Senior Housing in the amount of \$25,964.30

Roll Call: Ayes - Baranski, Blanke, Carnagie, Kalka, Lesich, Schornak

Nays – None

Motion carried.

f. **2021-2022 FEE SCHEDULE UPDATE**

MOTION by Blanke, second by Schornak, to approve the 2021-2022 Fee Schedule Update for the City of Fraser

Roll Call: Ayes - Baranski, Blanke, Carnagie, Kalka, Lesich, Schornak

Nays – None

Motion carried.

g. **IT RIGHT – INFORMATION TECHNOLOGY UPGRADE \$40,000**

1. MR. TOM CONWAY

Tom Conway of IT Right presented as the new vendor having begun with the city June 1, 2021. Mr. Conway discussed the security issues of particular software and conducting a full system overall review of City of Fraser operating systems.

Vince Neyland, Finance Director reviewed the plans for equipment upgrades to the outdated items within the city departments. Mr. Neyland advised a full city equipment inventory has been completed. Budgeted funds are available and quotes have been obtained for replacement of older equipment and required software upgrades. Mr. Neyland also indicated the possibility of delays in availability due to Covid shortages of parts and supplies currently being experienced in many industries.

MOTION by Schornak, second by Baranski, to approve the technology upgrade for \$40,000.

Further council discussion and questions resulted with the rescinding of the initial motion

RESCINDING OF MOTION by Schornak, second by Baranski, to approve the technology upgrade for \$40,000.

MOTION by Baranski, second by Schornak, to replace the 24 individual Windows 7 computers and 5 individual Public Safety computers requiring the higher grade for a total of cost of \$23,300 from Microcenter.

AMENDMENT of MOTION by Baranski, second by Schornak, to replace the 24 individual Windows 7 computers and 5 individual Public Safety Department computers requiring the higher grade from Microcenter for a total of cost of \$23,300 with 2 additional laptops and the additional cost for same.

Roll Call: Ayes - Baranski, Blanke, Carnagie, Kalka, Lesich, Schornak

Nays – None

Motion carried.

Mayor Carnagie called for 10 minutes break @ 9:00 pm.

Mayor Carnagie called meeting back to order @ 9:10 pm

h. SENIOR APPARTMENT HOUSING BALCONY REHABILITATION ADDITIONAL WORK

Elaine Leven, City Manager advised the initial bid was work based on a safety issue and therefore not all balconies or doors were included. Now with the work in progress, the additional work is requested to be included and they are looking for approval of \$31,103.

Mike Vigneron of AEW assisted with council questions.

MOTION by Baranski, second by Schornack, to approve the additional expenditure for the balconies as outlined in the presentation in the amount of \$31,103.

Roll Call: Ayes - Baranski, Blanke, Carnagie, Kalka, Lesich, Schornak

Nays – None

Motion carried.

i. DISCUSSION OF CITY CLERK

Elaine Leven, City Manager advised of the resignation of the City Clerk. There is currently no City Clerk and a search has begun. She advised we need an Acting Clerk and recommends that she be appointed to the Acting Clerk.

MOTION by Baranski, second by Kalka, to appoint the City Manager as the Acting City Clerk.

AMENDMENT OF MOTION by Baranski, second by Kalka, to appoint Elaine Leven, City of Fraser City Manager as the Acting City Clerk.

Roll Call: Ayes - Baranski, Blanke, Carnagie, Kalka, Lesich, Schornak

Nays – None

Motion carried.

Elaine Leven, City Manager is working to bring in temporary assistance to begin the elections preparation process. Council reminded her that all hiring would go through Amy Cell Talent and council.

MOTION by Baranski, second by Carnagie, to allow the City, through Amy Cell, to pursue both a temporary clerk situation as well as proceed with a full time replacement in a time appropriately decided once it is determine the needs of going through the election.

Roll Call: Ayes - Baranski, Blanke, Carnagie, Kalka, Lesich, Schornak
Nays – None

Motion carried.

IX. CITY OF FRASER STATE OF EMERGENCY STATUS - STATE COVID MANDATE UPDATES

Discussion confirmed the State of Emergency will continue until the end of the 2021, allowing the hybrid form of meetings to continue. Although no vote is needed, the item will remain on the agenda to allow for updates as the year progresses.

X. PENDING ITEMS OF UNFINISHED BUSINESS / REPORT OF THE CITY ADMINISTRATION

Elaine Leven, City Manager

- Advised she has begun her transition.
- Thanked the Department of Public Works and Department of Public Safety for all their efforts in community clean up and restoration from the recent storm this week.

Member Baranski

- Thanked all for their efforts to make the hybrid meeting work and all the participation.
- Recommend that the City also have cell phone and laptop policies.

Member Schornak

- Inquired if patchwork can be done on county portions 14 Mile Road and Groesbeck and 13 area. Mark Ragsdale is looking into the item.
- Inquired of Mike Vigneron regarding a lane pavement gap on Masonic at Groesbeck and would like to see how the one area was not done.
- Advised much of the area will need the wood chipper after the storm.

Member Baranski

- Reminder of the Lions Festival City Picnic coming up.
- Advised of Utica Road apartment construction site needing fencing.

Member Lesich

- Welcome Elaine.
- Happy to see the Master Plan approved.

Member Kalka

- Happy to see the positive and exciting things happening for Fraser and pleased with the progress in just 3 years to come to where the city is now.
- Glad to see the toxicity gone and the accountability to the taxpayers.
- Food Truck Rally upcoming at Steffens Park 4-8 pm on September 18th
- Working on with the chamber representatives for the grand re-opening of the parks. Discussion of council agreed to Friday, August 27 for the event.
- Looking forward to seeing everyone at the festival.
- Advised she has a potential donor for additional fireworks.

Mayor Carnagie

- Advised he is working on Fire Fighters Open House late Sept / early Oct.
- Mr. Thompson very touched by events in his leaving.

XI. REPORT OF MAYOR AND CITY COUNCIL / NEW BUSINESS

a. REPORT OF STREET COMMITTEE

Mike Vigneron, AEW

Advised of two committees meetings to date. Updating the Paser Rating and updated rating information for all roads the city has jurisdiction over has begun. Review of additional funding options to address the objectives of the committee will be on going. The committee sees much support for creation of a sustainable funding structure going forward to address the major policy issues council wants to enact going forward. Discussion of options for developing plans and payment fund considerations. All discussions will continue in the committee.

b. CAPITAL IMPROVEMENT PROJECT UPDATES

Mike Vigneron, AEW

Project updates include:

- 14 mile/Utica water main completed without leaks with focus on restoration
- Fruehauf Road completed, looking to weed control
- Sewer CCTV contract awarded with preconstruction upcoming
- Concrete Road Program had request for bids posted 7-8-2021

XII. CITIZEN PARTICIPATION

Dana Sutherland – 31520 Schoolcraft, Fraser, MI 48026

- Thanked all for all the hard work
- Invited all to attend Saturday's Farmers Market
- As a Parks & Recreation Commissioner she was advised at a recent meeting, by a Library Commission member, that installation of a Little Free Library at Somerset Park requires council approval. Several emails had not be responded to and would like council input to have this completed.

MOTION by Kalka, second by Baranski, to allow Library and Parks & Recs Commission to work together to put Little Free Libraries in the parks they desire to do so at the libraries expense.

Roll Call: Ayes - Baranski, Blanke, Carnagie, Kalka, Lesich, Schornak
Nays – None

Motion carried.

Laura Lesich - 15201 Fair View, Fraser, MI 48026

- Welcomed Elaine Leven, City Manager.
- Encouraged residents to attend meeting as they are now in person.
- Asked that presentations be projected for residents to see.
- Recommend more postings on the city Facebook.
- Advised community is disappointed of no parade for the festival.
- Thanked the Parks and Recs Commission for all their efforts but encourages activities for seniors.
- Wants to know why the park signs are not up yet since the April meeting.

XIII. ADJOURNMENT

Mayor Carnegie entertained motion to adjourn at 10:37 p.m.

MOTION by Kalka, seconded by Baranski, to adjourn.

Roll Call: Ayes – Baranski, Blanke, Carnegie, Kalka, Lesich, Schornak
Nays –None

Motion carried.

Respectfully submitted,

Elaine Leven, Acting City Clerk

Michael Carnegie, Mayor