



CITY MANAGER

Elaine Leven

CITY CLERK

Cynthia Greenia

City of Fraser

CENTENNIAL COMMUNITY

MAYOR

Michael Carnegie

MAYOR PRO-TEM

Patrice M. Schornak

COUNCIL

Amy Baranski

Kathy Blanke

Patrick O'Dell

Dana Sutherland

David Winowiecki

Fraser City Council Meeting Minutes Regular In-Person and Virtual Meeting December 9, 2021 @ 6:30 P.M.

Regular in-person and virtual meeting of the Fraser City Council, conducted on Tuesday, December 9, 2021 at 6:30 p.m. at the City Municipal Building, located at 33000 Garfield Rd., in the County of Macomb, Michigan

1. CALL TO ORDER

Mayor Carnegie called the meeting to order at 6:31 p.m.

2. PLEDGE OF ALLEGIANCE

Mayor Carnegie led the Pledge of Allegiance

3. ROLL CALL

Present: Baranski, Blanke, Carnegie, O'Dell, Schornak, Sutherland, Winowiecki

Absent: None

Others: Assistant City Manager Mistretta
City Attorney Don DeNault
Deputy Clerk Mary Matuz
City Clerk Cindi Greenia

4. APPROVAL OF AGENDA

Motion by Carnegie, supported by Schornak to add Item 6e, Presentation by Carolyn Wozniak, Fraser Public Schools Superintendent:

AYES: Baranski, Blanke, Carnegie, O'Dell, Schornak, Sutherland, Winowiecki

NAYS: None

Motion by Schornak, supported by O'Dell to remove Item 8b from the agenda.

AYES: Baranski, Blanke, Carnegie, O'Dell, Schornak, Sutherland, Winowiecki

NAYS: None

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Motion by Baranski, supported by Schornak to approve the agenda as amended.

AYES: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki

NAYS: None

5. CITIZEN PARTICIPATION ON AGENDA ITEMS

Anthony Ludlow spoke regarding the re-opening of the Parks and Recreation Department.

6. CONSENT AGENDA

- a. City Council Meeting Minutes November 9, 2021
- b. City Council Special Meeting Minutes November 16, 2021
- c. Historical Commission Minutes of October 4, 2021
- d. November Check Disbursement
- e. Presentation by Carolyn Wozniak, Fraser Public Schools Superintendent

Motion by Winowiecki, supported by Blanke to approve the Consent Agenda for the December 9, 2021 City Council meeting as presented.

AYES: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki

NAYS: None

e. Presentation Fraser Public Schools

Fraser Public School Superintendent Carrie Wozniak approached the City Council. She wanted to formally thank the Fraser Police Department for their amazing support since the tragedy in Oxford. She reviewed that with the events that happened at the Oxford Community Schools last Tuesday, things had been very tense and our Police Department was there and very supportive. She was very grateful for all of them. Mayor Carnagie noted that his wife worked at one of the schools and echoed that the Fraser Police Department had been very supportive.

Council Member Baranski asked if the district was going to have some type of community forum regarding the events. Superintendent Wozniak said they were planning one for after the holidays and that the parents would be notified when it was. She added how thankful she was for the great partnership that the school district had with the City of Fraser.

7. NEW BUSINESS

a. Set Date for 2022 CDBG Public Hearing

Motion by Baranski supported by Schornak to approve setting the date of January 13, 2022 at 6:30 p.m. as the date and time for the 2022 CDBG Public Hearing.

AYES: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki

NAYS: None

b. Announcement of Vacancies of Boards and Commissions

c. Reappointment of Boards and Commission Members

City Clerk Greenia reviewed for City Council that City Manager Leven had asked her to research which Boards and Commissions had vacancies on them at this time and how many. She reviewed for City Council what she had found.

Discussion on this item quickly merged into discussion on the item that was regarding reappointment of some of the spots on the Boards and Commissions roster for terms on the Boards and Commissions that would be ending December 31, 2021 and had already ended. City Attorney DeNault indicated that it was his understanding that if a Board or Commission member had a term end date of, for example, 12/31/2021 and no re-appointment was formally made and no one else was appointed to fill that spot, the person would serve until such action was taken.

Council Member Baranski stated that she was not comfortable rubber stamping these reappointments. She did not know all of the people listed for reappointment on the item. They may be wonderful people, but she felt she needed more information on each of them before she was comfortable approving them. She would like to see everyone that wants to be re-appointed or appointed submit an application and/or a letter of interest. She would like to see their information before appointing them to any Board or Commission.

Motion by Baranski, supported by Sutherland, to direct the City to post all vacancies to City of Fraser Boards and Commissions that are either vacant or requiring reappointment as of January 1, 2022 shall be posted with a 30 day period to submit interest so that Fraser City Council could address the vacancies and reappointments at the February 2022 meeting.

Discussion on Motion:

Mayor Pro-Tem Schornak asked that from here forward City Council be made aware of any terms that will be coming to an end for Board and Commission members 60 days prior to the end of term. Mayor Carnagie asked that the Boards and Commission Members be added to the Organization Chart with names and term end dates.

Laura Lesich indicated that in the past applicants for membership on a Board or Commission were interviewed by that Board or Commission prior to it coming to City Council. City Attorney DeNault agreed that this was past practice. This is not a required practice.

Vote on Motion:

AYES: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki

NAYS: None

d. Set Meeting Date for City Council Workshop

City Clerk Greenia reviewed that at the November 2021 meeting Council Member Baranski indicated she would like to have a meeting to try and wrap some items up that had been in discussion for a long time. City Manager Leven had asked that she put this item on the agenda and noted that January 6, 2022 was a good date for this meeting.

City Council discussed they would like to see this as a review of some open items for new City Council Members, a review of some of the processes for new City Council Members,

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and discussion on some older items that have not been resolved. Mayor Carnagie said that he had spoken to City Manager Leven regarding this meeting.

Motion by O'Dell, supported by Baranski to approve January 6, 2022 at 6:30 p.m. at the Fraser Senior Activity Center as the date, time and place for the Special City Council Meeting.

AYES: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki

NAYS: None

d. Approval of City of Fraser Calendar for Meeting Dates for 2022

City Clerk Greenia reviewed that City Manager Leven had asked her to put together a list of meeting dates to present to City Council for calendar year 2022 based on what meeting dates and times they had previously been meeting.

Motion by Schornak supported by O'Dell to approve the calendar of meeting dates for the Fraser City Council 2022 dates as follows:

1/13/2022	5/12/2022	9/8/2022
2/10/2022	6/9/2022	10/13/2022
3/10/2022	7/14/2022	11/10/2022
4/14/2022	8/11/2022	12/8/2022

Ayes: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki

Nays: None

e. Janitorial Service Contract – Senior Activity Center

Assistant City Manager Mistretta addressed this item with City Council. She indicated that currently she was the person that was cleaning at the Senior Activity Center. She stated that DPW Superintendent Ragsdale and HR Director Cell were in charge of this process. The candidate that they were presenting for City Council's approval was Jani-King.

A lengthy discussion ensued on how to address this issue. City Council did not feel it was a prudent use of City funds to pay someone \$3,690 monthly to clean a building that was not even open full-time. They also did not want to see Assistant City Manager Mistretta cleaning the building on her lunch hour. HR Director Cell stated that this was a very competitive market and there were not many vendors who bid on this.

City Council recommended trying to get a local company try to come in and clean a few days a week. Mayor Pro-Tem Schornak and City Council Member Winowiecki both stated that they were aware of smaller companies that might be willing to do this. Council Member Winowiecki stated he had given a recommendation and understands that they have not been followed up with.

Mr. Ragsdale noted that this was not his project, it was the HR Department and the City Manager who were running this project. The DPW did not have the staff to take care of this job. The person cleaning City Hall was already maxed out with her hours.

Mayor Carnagie stated that he felt the entire process needed to be started over.

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Council Member Baranski wanted to move forward with this. She noted there were really two parts to this matter. First she wanted to get a short term solution so that Assistant City Manager Mistretta was not spending her lunch hours cleaning toilets, and second they needed to figure out how they would address this for the long term.

Motion by Baranski, supported by Winowiecki to authorize the City to hire, if deemed necessary by City Manager Leven, on a month to month basis with the ability to cancel each month, a cleaning service the Senior Activity Center at a not to exceed amount of \$30 per hour, not to exceed four (4) hours a day and five (5) days per week.

Council Member Blanke suggested that this really just should go back to City Manager Leven, DPW Superintendent Ragsdale and HR Director Cell and have them figure out what is needed and go from there.

Discussion was had on the possibility of having a DPW staff member go a couple of times a week to go over and clean at Senior Activity Center. Mr. Ragsdale noted that he felt this building needed a deep clean prior to the day to day maintenance of the building. Mr. Ragsdale said they would make it work for the next couple of weeks.

Member Baranski then withdrew her motion, and Member Winowiecki withdrew his support.

City Council took a break to correct the issues with the sound system at 7:45 p.m.
City Council reconvened at 8:05 p.m.

Motion by Baranski, supported by Schornak to direct the City Manager to expand the scope of the search for cleaning of the Senior Activity Center to include the possibility of hiring a part-time person as well as pursuing additional professional/commercial cleaning services.

AYES: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki
NAYS: None

f. Discussion of Re-Opening of Fraser Parks and Recreation Department

City Council Member O'Dell reviewed the history of the Recreation Department – he indicated that there was a budget approved by City Council and not much of it had been used. He wanted to see this matter addressed sooner rather than later. He shared that when he went door to door while campaigning a lot of people he spoke with wanted to see this department up and running again. He did not want to have to go to neighboring communities to have his children participate in recreational activities.

Motion by O'Dell to instruct the City Manager or who she would appoint to prepare a plan to reopen the Fraser Parks and Recreation Department with the following deliverables:

1. Hire and have in position a full-time Parks and Recreation Director to oversee Parks and Recreation and Senior Center Programming by 3/11/2022;
2. Said director will have outdoor parks and recreation programs in place and available no later than June 1st, 2022, with a minimum of five (5) programs each for children five (5) and under, 6-10, teens, adults, and seniors;
3. Said director will develop COVID restrictive programming for all age groups as an alternative in case COVID restrictions return; and

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4. Said director will create plans for 2022 Farmers Market, Fall Fest, City Parade, Christmas in Fraser, and other TBD special events, including but not limited to vendor outreach and vendor fee schedules

Mayor Carnegie asked if that “person” could be a subcommittee put in that place or how Council Member O’Dell thought this would be. Council Member O’Dell felt we needed a “person” but a committee with the City Manager and a couple of Council Members and some Parks and Recreation people could maybe guide that search along. He felt we needed to get this going sooner rather than later. Council Member O’Dell stated that he felt a full-time director would be the best idea for now.

Mayor Pro-Tem Schornak noted she had no problem starting the search. However, the Council had waited for information regarding numbers of people that participated in the programs and they never received this. She had no problem starting a search but agreed that, perhaps, a part-time person for this position would be the best fit. It would end up being full time. There were still quite a bit of unresolved issues with COVID and how it will affect the program going forward. She did want Parks and Recreation to come back. Member O’Dell noted that he felt a full-time person was warranted at this time; it needs to be started now.

Council Member Blanke indicated she did not disrespect anything Council Member O’Dell had to say. She agreed that the City Council needed to look at the numbers and history of participation in this Department to see what it would require moving forward. She shared that her feelings were that the reputation of the City’s Recreation Department had to build up their reputation again. What did the residents want? Maybe they could take surveys to see what the answers are. She was all for moving forward with this.

Mayor Carnegie then stated we needed to look at what are recreation assets were – were they out of date – what did we need to purchase to bring this up to date. He would like to see the program be self-sustaining. He felt that it needed good planning moving forward.

Council Member Sutherland stated that she felt Council Member O’Dell’s motion was well thought out. People wanted the Recreation Program back. City Council needed to start and do something moving forward. She referred to the time Assistant City Manager Mistretta did a great job with Christmas in Fraser, she had spent at least a day a week on the Farmer’s Market along with Hunter Pullis. There was a lot of work to be done in the Recreation Department. She felt surveys were a good idea. City Manager Leven was getting surveys out to the community. They needed to start working on a five (5) year plan. The former Finance Director was provided lists of programs that would both be in person and COVID related programs for the City. She said she felt Council Member O’Dell’s motion was a good first step.

Council Member Baranski stated that it was clear they were all in agreement the program should be moving forward. She reminded City Council that they were operating with at \$250,000.00 budget deficit every year. Also, we are not allowed to have children’s programs at the Senior Center any more. What is the City envisioning this program to look like? She shared that the Assistant City Manager should have an employee under her to get this program up and running. What role does the Recreation Commission play in all of this? Also, what about the Recreation Master Plan? That decides what the City’s Recreation Program looks like moving forward. She does want to see programs and move forward.

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Mayor Pro-Tem Schornak asked if we could put survey out there – wanting to know what programs the residents want and what they would actually participate in. Assistant City Manager Mistretta stated they had already talked about this – we were updating their Facebook Page daily and getting programs up and running through there. They were working on getting some COVID friendly programs. They were getting some great interaction on their Facebook Page.

Council Member Sutherland referred to a room off of the Police Department and thought we could use that room for some start of recreation programming - that would be a start. Maybe the full time person could use the time during the winter, later fall and early spring months preparing for the summer programs. The day care that used to be available was incredibly helpful to many working parents. She feels that there is enough work for a full-time person in this position. Perhaps they are not a director, but simply an employee.

Council Member O'Dell suggested that maybe this person – the hire – could help with the Senior Program as well. Council Member Sutherland added that it would be more difficult to find a part-time person to fill this need. Mayor Carnagie agreed they had to move forward but felt there was a lot of work to be done before they could hire someone. He had no information in front of him regarding this. He would like to see some data on this.

Council Member Winowiecki indicated that he understood everyone on City Council wants to see this program move forward. He needed more data on what was wanted from the residents. He stated that the Recreation Commission, due to various reasons and resignations, may not even have a quorum to meet right now. He wanted to see this taken care of first. He wanted hard data on what types of programs were desired by the residents. Let's get the surveys done to get that data. COVID made changes to everything.

Council Member Baranski asked what salary range this person would be hired in at. Council Member O'Dell stated he felt \$45,000 to \$60,000. What types of numbers were showing up for the Senior Programs? Assistant City Manager Mistretta reviewed the programs and where they were with the numbers. Assistant City Manager Mistretta reviewed the numbers. Programs are definitely growing. They see 20 to 30 a day. Mayor Carnagie noted that Assistant City Manager Mistretta seemed to be growing the Senior Programs in the correct way – slowly.

Council Member Sutherland suggested that perhaps City Manager Leven and Assistant City Manager Mistretta would like to get together and get a salary range to present to City Council for this person – they would bring it back to Council for approval.

Member O'Dell amended his motion to say the following

Motion by O'Dell, supported by Sutherland, to instruct the City Manager or who she would appoint to prepare a plan to reopen the Fraser Parks and Recreation Department with the following deliverables:

1. Hire and have in position a full-time Parks and Recreation employee to oversee Parks and Recreation and Senior Center Programming by 3/11/2022;
2. Said employee will have outdoor parks and recreation programs in place and available no later than June 1st, 2022, with a minimum of five (5) programs each for children five (5) and under, 6-10, teens, adults, and seniors;

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3. Said employee will develop COVID restrictive programming for all age groups as an alternative in case COVID restrictions return; and
4. Said employee will create plans for 2022 Farmers Market, Fall Fest, City Parade, Christmas in Fraser, and other TBD special events, including but not limited to vendor outreach and vendor fee schedules

Discussion on Motion:

Attorney DeNault asked for clarity on the motion. Council Member O'Dell stated that his motion was to have the City Manager create a plan to hire an employee for the Fraser Parks and Recreation Department and to deliver those deliverables.

Council Member Blanke asked Attorney DeNault if that Department was actually the Recreation Department. He is uncertain how the Parks and Recreation Department was created – there is no Ordinance, no Charter Provision. He felt it must have been an administrative decision. We would need to dig further to find out when and how this happened. In 1968 an Ordinance creating a Recreation Commission was approved. Discussion was had on why City Council appointed the Recreation Director. Council Member Blanke then indicated that somewhere around the 1980's the DPW were given the "Parks" part of this Department. Recreation has nothing to do with the Parks.

HR Director Cell discussed that it has seemed to be more difficult to get someone to do this job if it were only offered as a part-time position. Mayor Pro-Tem Schornak noted that perhaps someone could be hired as a full-time position combining the current part-time opportunity that is open for the Senior Activity Director as well as the Recreation employee. This person would work under Assistant City Manager Mistretta. HR Director Cell added that the City could look at getting a part-time summer intern from the college. Mayor Carnegie stated he would like to see a hybrid position doing both Recreation as well as the Senior Activity position in one full-time hire. He would like to see the numbers on what this would cost.

Discussion from Citizens:

Suzanne Kalka noted that she felt having City Manager Leven, Assistant City Manager Mistretta and HR Director Cell should get together and put something together for discussion at the January 13, 2022 City Council meeting.

Anthony Ludlow reviewed his concern with cities and the competition they have for residents using their recreation programs. The City must be creative. You should get the information first.

Jim Sutherland, 31520 Schoolcraft. He indicated that he felt City Manager Leven, Assistant City Manager Mistretta and HR Director Amy Cell should get the information in order to put together a job description and move forward with this. A part-time person will not be able to do this job – a full-time person is needed. Don't overthink what the residents want.

Deanna Ryner, 15569 Luxemburg indicated that she did not think that a full-time person was needed to do this job at this time. She would like to see the Recreation Commission membership full before any decisions are made. Take your time and do this right.

Vote on Motion:

AYES: O'Dell, Sutherland

NAYS: Baranski, Blanke, Carnagie, Schornak, Winowiecki

Council Member Baranski would love to see at the January 13, 2022 meeting Assistant City Manager Mistretta, after consulting with City Manager Leven and HR Director Cell, to tell City Council what her plan was moving forward for the part of her job that was Recreation. Mayor Pro-Tem Schornak agreed with Council Member Baranski's assessment of the situation and looked forward to this coming back in January of 2022.

8. RETURNING BUSINESS

a. DPW Staffing

HR Director Cell reviewed this item for City Council. She indicated that they had been working closely with the DPW Department in regards to adding a clerical position to their department. She went over the information in the packet that would support this request.

Council Members Sutherland and O'Dell had questions regarding the posting requirements and whether or not this was included in the budget. DPW Superintendent Ragsdale explained that due to so many part-time laborers that were in the budget leave. This allowed monies to be in the budget to cover the cost of an additional part-time clerical.

Motion by Baranski, supported by Sutherland to approve the staffing of a part-time DPW Clerk as outlined in the packet.

Discussion on Motion:

Council Member Winowiecki thanked HR Director Cell for all the backup information she put into this packet.

AYES: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki

NAYS: None

b. City of Fraser State of Emergency – COVID

Mayor Carnagie noted that he asked to put this item on the agenda because we had agreed to let this go until the end of the year. County Executive Hackel noted that no other Counties had extended this and Mayor Carnagie suggested that perhaps the City just let this go. City Attorney DeNault then commented that the State had not extended this so no Boards or Commissions would be able to meet virtually as of January 1, 2022.

9. REPORT OF CITY ADMINISTRATION

Assistant City Manager Mistretta reported to City Council the following:

We are finalizing the audit presently and hope to have it completed by the end of this month. We may seek an extension due to things that had not been completed for the audit prior to her arrival

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Parks and Recreation is moving forward. Christmas in Fraser was last weekend and it was very well attended.

The Senior Activity Center is in full swing and the programs are growing. They are looking forward to add more programs.

10. REPORT OF MAYOR AND CITY COUNCIL

Council Member Sutherland spoke regarding the park signs and had some thoughts on moving forward with those. Perhaps this would be discussed in the upcoming workshop. Great job to the Historical Society on the Baumgartner Open House; great job to Sarah and everyone that helped on the Christmas in Fraser event. Thank you to Mulvey Condo's Homeowners Association for the donation of the new star for the tree. Thanks to Lt. Bisby and the Department of Public Safety for their increased presence at the schools.

Council Member Baranski stated an audience member that had to leave prior to Citizen Participation at the end of the meeting, had given her some information stating that the City of Fraser rental property inspections were not legal. She asked Mr. DeNault to check into this. Congratulated Assistant City Manager Mistretta for her work on Christmas in Fraser – she heard nothing but praise for the job she did for this event; Prayers for everyone dealing with the tragic events in Oxford – mental health is very important. She is looking forward to 2022. She wished everyone a happy holiday.

Council Member O'Dell thanked the Fraser Goodfellows. Christmas in Fraser was very well attended. Fraser First Booster Club was holding their annual Blue Jean Ball. Happy Holidays and Merry Christmas everyone.

Council Member Blanke read a poem into the record. She said that many things cause us to lose focus on what Christmas is really about. Her wish for everyone this holiday season and in the coming year was hope. Merry Christmas to everyone.

Council Member Winowiecki echoed most of what had been already said. Merry Christmas and Happy New Year to all. He thanked Assistant City Manager Mistretta for her efforts in making Christmas in Fraser a success.

Mayor Pro-Tem Schornak voiced her concerns about the manner in which the Historical Society has to purchase supplies, turn in receipts and then get reimbursed. At one point they had petty cash – she would like to know why they could not have that again. Assistant City Manager Mistretta reviewed the procedures with her regarding purchasing goods and being reimbursed. She thanked Chris Meller for his service on Parks and Rec. She wished everyone a happy holiday.

Mayor Carnagie noted they did the Shop with a Hero this week. They had 38 Fraser children and took them to Meijer where they each got \$100 to spend on whatever they chose. It is always a great event! He noted that Christmas in Fraser was a great success! He wished everyone a safe and happy holidays and reminded everyone not to drink and drive. Take care of our families.

11. CITIZEN PARTICIPATION

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Laura Lesich 15201 Fairview. Welcome new City Council members to the team. She mentioned Ladies Night on Wednesday, December 15th at the Infinity Hall. She commented on the Recreation Cleaning Discussion. She felt that there had been a plan for this. She added that planning the activities takes time.

13. ADJOURNMENT

Motion by Schornak, supported by Baranski to adjourn the meeting at 9:53 p.m.

AYES: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki

NAYS: None

Respectfully Submitted:

Cindi Greenia, City Clerk

Michael Carnagie, Mayor