

**Minutes
Fraser City Council
February 13th, 2020**

A Regular meeting of the Fraser City Council was conducted on the above date at the City Municipal Building, located at 33000 Garfield Road, Fraser, and County of Macomb, Michigan.

Present: Mayor Carnagie, Council Members; Baranski, Blanke, Kalka, Lesich, Schornak and Winowiecki

Absent:

Also Present: D. Wayne O'Neal, City Manager
Kelly Dolland, City Clerk
Donald DeNault, City Attorney

1. **Call Meeting to Order / Roll Call** –Mayor Carnagie called the regular meeting to order at 7:10pm.
Members: Baranski, Blanke, Carnagie, Kalka, Lesich, Schornak and Winowiecki - Present.

2. **Pledge of Allegiance to the Flag of the United States-**

3. **Approval of Agenda**

Member BLANKE moved, second by Member SCHORNAK, TO APPROVE THE FEBRUARY 13, 2020 CITY COUNCIL MEETING AS PRESENTED.

Motion carried 7-0

4. **Citizen Participation on Agenda Items - None**

5. **Consent Agenda**

- a. Approval of Minutes of the Regular Council Meeting of January 9, 2020
- b. Approval of Minutes of the Special Council Meeting of January 27, 2020
- c. Approval of Bills for the month of January - 2020 in the amount of \$785,663.90
- d. Receive and File Finance Budget to Actual Report ending December, 2019
- e. Receive and File Minutes of the Historical Commission Meeting of December 2, 2019

Member Kalka asked that the minutes of the regular January 9, 2020 meeting be corrected to remove inaccurate comments attributed to her during item 8h of the revised agenda for that meeting. Because the statement attributed to her was not accurate, she moved that it be removed.

Member Blanke seconded the motion. Motion carried 7-0.

Member WINOWIECKI moved, second by Member KALKA, TO APPROVE THE CONSENT AGENDA AS AMENDED.

Motion carried 7-0

6. **Requests for Council Action**

- a. Approve the Appointment of Dana Sutherland to the Recreation Commission for a Term of Office to Expire December 31, 2023

Member WINOWIECKI moved, second by Member KALKA, TO APPROVE THE APPOINTMENT OF DANA SUTHERLAND TO THE RECREATION COMMISSION FOR A TERM OF OFFICE TO EXPIRE DECEMBER 31ST, 2023.

Motion carried 7-0

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- b. Approve the Re-Appointment of Kathy Czarnecki to the Planning Commission for a term of Office to Expire December 31, 2022

Member KALKA moved, second by Member LESICH, TO APPROVE THE RE-APPOINTMENT OF KATHY CZARNECKI TO THE PLANNING COMMISSION FOR A TERM OF OFFICE TO EXPIRE DECEMBER 31ST, 2022.

Public to be heard - none

Motion carried 7-0

- c. Approve the Re-Appointment of Frank Farina to the Zoning Board of Appeals for a term of Office to Expire December 31, 2022

Member SCHORNAK moved, second by Member BLANKE, TO APPROVE THE RE-APPOINTMENT OF FRANK FARINA TO THE ZONING BOARD OF APPEALS FOR A TERM OF OFFICE TO EXPIRE DECEMBER 31ST, 2022.

Public to be heard - none

Motion carried 7-0

- d. Approve the Re-Appointment of Mark Stimac to the Zoning Board of Appeals for a term of Office to Expire December 31, 2022

Member SCHORNAK moved, second by Member BARANSKI, TO APPROVE THE RE-APPOINTMENT OF MARK STIMAC TO THE ZONING BOARD OF APPEALS FOR A TERM OF OFFICE TO EXPIRE DECEMBER 31ST, 2022.

Public to be heard - none

Motion carried 7-0

- e. Approve the Re-Appointment of Mark Burley to the Zoning Board of Appeals for a term of Office to Expire December 31st, 2022

Member KALKA moved, second by Member SCHORNAK, TO APPROVE THE RE-APPOINTMENT OF MARK BURLEY TO THE ZONING BOARD OF APPEALS FOR A TERM OF OFFICE TO EXPIRE DECEMBER 31ST, 2022.

Public to be heard - none

Motion carried 7-0

- f. Approval of the Appointment of Marie Cilluffo to the Historical Commission for a term of Office to Expire June 30th, 2024

Member SCHORNAK moved, second by Member BLANKE, TO APPROVE THE APPOINTMENT OF MARIE CILLUFFO TO THE HISTORICAL COMMISSION FOR A TERM OF OFFICE TO EXPIRE JUNE 30TH, 2024

Public to be heard:

Marie Cilluffo thanked Council.

Motion carried 7-0

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- g. Consideration of Approval of the City of Fraser 2020 poverty Exemption Policy Guidelines

Member WINOWIECKI moved, second by Member BARANSKI, TO APPROVE THE CITY OF Fraser 2020 POVERTY EXEMPTION POLICY GUIDELINES

Public to be heard - none

Motion carried 7-0

- h. Request Council adopt a Resolution to Appoint Michael Lesich as the Primary SEMCOG Delegate and Mike Carnagie as the SEMCOG Alternate Delegate

Member SCHORNAK moved, second by Member WINOWIECKI, APPROVE THE REQUEST OF COUNCIL TO ADOPT A RESOLUTION TO APPOINT MICHAEL LESICH AS THE PRIMARY SEMCOG DELEGATE AND MIKE CARNAGIE AS THE SEMCOG ALTERNATE DELEGATE

Public to be heard - none

Motion carried 7-0

- i. Consideration of the City Manager Annual Evaluation Form Presented by City Attorney, Performance Expectations and/or Changes to Job Description for use at the March 12, 2020 City Council Meeting

City Attorney Don DeNault offered direction and examples of the City Manager Wayne O'Neal evaluation form.

Member Baranski favored the Covington 2009 form.

Member Winowiecki requested goals and expectations.

Member Blanke stated to keep it simple, direct and clear.

Member Schornak stated to add goals and expectations as an addendum to the form.

City Manager Wayne O'Neal stated when the evaluation is brought back to the March 2020 meeting, he would like to see it and respond to the comments. He requested the information be available to him a week before the March 2020 meeting.

City Attorney Don DeNault have available to City Manager Wayne O'Neal March 2 or 3, 2020.

Member Carnagie requested City Attorney Don DeNault change the City Manager's job description – have a template at the April 2020 meeting.

- j. Consideration of Approval of the Revisions to the Council Rules of Procedure

Member WINOWIECKI moved, second by Member KALKA, To APPROVE THE REVISIONS TO THE COUNCIL RULES OF PROCEDURE.

Member Baranski requested to change Order of Business, 4.3 Additional material to 72 hours from 24 hours.

Member Carnagie suggested presentations to Council be brought to Council ten days before meeting.

Baranski requested to amend motion 4.3 to 72 hours and 4.1 ten days.

Member WINOWIECKI moves to amend the motion to approve the Revision to the Council Rules and Procedures, amending Rule 4.1 from eight days to ten days, and 4.3 from 24 hours to 72 hours.

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Mr. DeNault stated 4.1 is a deadline for Council to submit items for the agenda, suggested changed change 4.2 to request circulate to you on the Monday verse Thursday before the meeting. Mr. DeNault suggested a draft agenda.

Member Lesich suggested 4.2 change to ten days for draft agenda to Council.

Mr. DeNault took notice to holidays and city hall close dates, allow nine days.

Member WINOWIECKI moved, second by Member BARANSKI, TO PROPOSE APPROVAL REVISIONS TO THE COUNCIL RULES AND PROCEDURES AMENDING RULE 4.2 TO STATE A DRAFT AGENDA WOULD BE SUBMITTED TEN DAYS PRIOR, 4.3 COUNCIL RECEIVE ADDITIONAL SUPPORTING MATERIALS 72 HOURS VERSE 24 HOURS.

Approval date at the March 2020 meeting

Public to be Heard: None

Motion carried 7-0

k. Consideration of Uses for General Fund Fund Balance

Member Baranski spoke of December 2019 Finance Director budget presentation. Suggested to maintain a 25% fund balance and discuss various ways to allocation funds in access of the 25% fund balance.

Previous Finance Director suggested either pay down debt or spend on capital improvement.

Member Carnegie spoke of infrastructure, roads and sidewalks.

Member Kalka spoke of the general fund balance and MERS.

Member Winowiecki spoke of MERS, parks, a five-year plan for parks.

Member Lesich spoke of parks and to an expect a \$600,000 overpayment of person property tax refund to the city.

Member SCHORNAK spoke of the parks.

Member Carnegie promoted a community build for the parks.

Member Baranski requested Administration prepare a 25% fund balance and a dollar amount over that; bring to Council at the March 2020 meeting.

Member Carnegie stated residents can contact Council or City Manager regarding questions concerning PA-33.

Mr. O'Neal stated this is normally addressed during the budget cycle.

Member Blanke suggested a town hall meeting.

Member Kalka suggested all excess of 25% in to a fund balance.

Member KALKA moved, second by Member BARANSKI, TO PUT ALL ACCESS MONEY OVER THE 25% FUND BALANCE INTO CAPITAL IMPROVEMENT PROGRAM.

Member Carnegie stated would like to include a dollar value in motion.

Member Kalka requested discussion in March about allocating a percentage of funds.

Member Kalka removed the motion.

Member Carnegie requested the March agenda to include the Recreation plan and Mr. Schaefer present the Enterprise plan at the March meeting. The Enterprise car lease plan was tabled at January 2020 meeting.

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I. Consideration of Amendments to the Commercial and Industrial Parking Standards Ordinance

Member WINOWICKI moved, second by Member KALKA, TO APPROVE THE CONSIDERATION TO THE COMMERCIAL AND INDUSTRIAL PARKING STANDARDS ORDINANCE.

Public to be heard - none

Motion carried 7-0

9. Pending Items of Unfinished Business / Report of the City Administration

Mr. O'Neal spoke:

- DPW Superintendent and Finance Director positions.
- RFP Fraser Senior Apartments.
- Mediation two Public Safety Union groups.
- Budget process, April meeting, incremental approach.
- Capital programs in Public Safety.
- Sewer collapse on 15 Mile Rd.
- Will be in Florida from February 20th – March 1st, 2020.
- Mayor to sign DWF bonds March 2nd, 2020.
- March meeting Manquen Vance wellness center presentation.
- Spoke of the City Manager review, hope this will be a two-way review, as a team we work together.
- DPW and Finance director applications.
- Member Lesich requested an update Drug and Forfeiture #.
- Sewer collapse behind Fraser Hockey land.

10. Report of Mayor and City Council / New Business

Member Baranski	Congratulated Cara Barnan, Fraser High School Moonlight Madness, Fraser Good Fellows.
Member Blanke	Thanked Marie Cilluffo.
Member Carnagie	Wants a department head plan. Public Safety Honor Guard, thanked Public Safety Officer Scott Evoldi.
Member Kalka	Budget presentations scheduled for March meeting and not to schedule them all at one meeting, Happy Valentine's Day.
Member Lesich	Blue Jean Ball, great success, 220 guests, thanked all commission members.
Member Schornak	Historical Commission March 1 st , 2020. Requested city car mileage logs. Requested finance director provide an overtime-monthly report. Spoke of resident who called city hall and no one answered the phone.
Member Winowiecki	Spoke of the port-a-potty, thanked commission members and wished Happy Valentine's Day.

11. Citizen Participation

Resident Dana Sutherland spoke on topic.

12. Closed Session:

No Action

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13. Adjournment

Member KALKA moved, second by Member SCHORNAK, TO ADJOURN THE REGULAR COUNCIL MEETING OF FEBRUARY 9TH, 2020 MEETING @ 9:31PM

The motion carried unanimously,
Respectfully submitted,

Kelly Dolland, City Clerk

Michael Carnegie, Mayor