



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 Thursday, February 10, 2022 @ 6:30 P.M.

A regular meeting of the Fraser City Council was held on Thursday, February 10, 2022 at 6:30 p.m. in Council Chambers, City Hall, 33000 Garfield, Fraser, MI 48026.

1. CALL TO ORDER

The meeting was called to order at 6:33 p.m. by Mayor Carnegie.

2. PLEDGE OF ALLEGIANCE

Mayor Carnegie led the Pledge of Allegiance

3. ROLL CALL OF COUNCIL MEMBERS

Present: Council member Baranski; Council Member Blanke; Mayor Carnegie; Council Member O'Dell; Mayor Pro-Tem Schornak; Council Member Sutherland; Council Member Winowiecki
Absent: None

Also Present: City Manager Leven, City Attorney Don DeNault, Assistant City Manager/Finance Director/Parks and Recreation Director; City Engineer Mike Vigneron; DPW Superintendent Mark Ragsdale; Deputy Clerk Mary Matuz; City Clerk Cindi Greenia

4. APPROVAL OF AGENDA

Motion by Winowiecki supported by Sutherland to approve the agenda of the February 10, 2022 Fraser City Council meeting as presented.

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

NAYS: None

Motion Carried

5. CITIZEN PARTICIPATION ON AGENDA ITEMS

Deanne Reiner, 15569 Luxemburg expressed her thanks to City Council for all they do and then indicated she felt the Council should be concentrating on the Police Department more than worrying about the Parks and Recreation Department.

**Fraser City Council Meeting Minutes
February 10, 2022**

6. CONSENT AGENDA

The following items were presented on the Consent Agenda for the February 10, 2022 Fraser City Council Meeting:

City Council Minutes Special Workshop Meeting January 6, 2022
City Council Minutes Regular Meeting January 13, 2022
January 2022 Check Disbursements
Quarterly Finance Report

City Clerk Greenia indicated that she received a phone call earlier in the day noting that in the DRAFT minutes for the January 13, 2022 meeting Council Member Blanke had left the meeting and still was included in the voting after that time. City Clerk Greenia had already corrected the minutes.

Motion by Blanke, supported by Baranski to approve the minutes of the January 13, 2022 City Council meeting as corrected

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

NAYS: None

Motion Carried

Motion by Winowiecki, supported by Baranski to approve the Consent Agenda for the City of Fraser City Council Meeting of February 10, 2022 as amended.

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

NAYS: None

Motion Carried

7. NEW BUSINESS

a. Budget Amendments

Assistant City Manager/Finance Director Sarah Mistretta reviewed the proposed budget amendments with City Council. A lengthy discussion ensued on this matter. Council questioned as to why there were so many amendments and why the shortfalls seemed to be mostly in the areas of staffing costs. City Manager Leven explained that it appears the FY 21/22 Budget was approved as a Line Item Budget. When a budget was approved in this manner the City was required to amend each and every line item that was askew, she referred to the one line item that needed to be adjusted by \$2.00. The upcoming budget would be presented to be approved as a Department Budget. The amount for total staffing for each department would be built in to the budget. The total amounts should not change too much. She assured City Council that they would still be receiving detailed staffing costs included in the budget presentation.

Mayor Carnagie and Mayor Pro-Tem Schornak indicated that they had been presented with these types of budget concerns before and would like this to be the last time. City Manager Leven assured them she would take care of this in the upcoming budget.

**Fraser City Council Meeting Minutes
February 10, 2022**

It was discussed as well that the entire administrative team was new but moving forward they would be proposing their budgets in a manner that assured transparency.

Motion by Baranski supported by O'Dell to approve the Budget Amendments as proposed.

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

NAYS: None

Motion Carried

b. HR Transition

City Manager Leven reviewed the document that had been presented by Amy Cell to City Council reviewing the accomplishments by Amy Cell, LLC on behalf of the City of Fraser. Assistant City Manager/Finance Director Sarah Mistretta would be taking over HR duties for the City. Discussion was had on how this would look.

Mayor Carnagie and City Manager Leven had spoken about making sure that a performance review process was in place as well as job descriptions prior to the transition taking place.

Council Member Sutherland wanted assurance that Amy Cell would share her experience with any challenges they encountered along the way with Assistant City Manager/Finance Director Sarah Mistretta.

At this time discussion ensued about a couple of changes that were in the works. The use of software to input employee's hours that would then automatically be directed for payroll was coming and an employee portal would also be available to sign up for benefits.

Discussion was had on whether or not additional help would be needed by Assistant City Manager/Finance Director Mistretta as she assumes the duties that go along with this additional responsibility.

Council Member Baranski, Winowiecki and Blanke all thanked Amy Cell for her help in getting the City on the right track. They also all noted their appreciation for her being willing to walk away from a guaranteed contract month's early.

c. Board and Commission Appointments

Council Member Sutherland opened discussion on this matter by indicating that if she was going to be appointing people to positions on Boards and Commissions she would like the opportunity to interview them. Council Member Baranski agreed with her – she did not want to just rubber stamp everything.

At this time a lengthy discussion was had on how this could be handled moving forward. City Council agreed they would like administration to bring back some type of process for them to review and approve – with whatever changes they may want – for approval of Board and Commission. The Council discussed how this had been done in past years.

**Fraser City Council Meeting Minutes
February 10, 2022**

The Boards and Commissions would get applicants; interview them and then forward their recommendations to City Council.

City Manager Leven stated that one appointment needed to be made at this meeting. It was for the Board of Review – they were meeting soon – prior to the next City Council meeting.

Motion by Baranski, supported by Sutherland to appoint Sandy Decker to the Assessing Board of Review with a term end date of December 31, 2023.

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

NAYS: None

Motion Carried

d. Parks and Recreation Master Plan

City Manager Leven reviewed the proposal from McKenna and Associates to help the City put together a Parks and Recreation Master Plan. An updated version of this would be required if we were going to be able to apply for any grants through the State of Michigan. She reviewed the options for City Council that were included in the proposal.

Discussion by City Council on this item was had. It was indicated that the City staff used to prepare these plans for submission to the State of Michigan. Maybe they could do this again and it would not cost so much money. They always had help from the Planners on the submission as well. City Manager Leven indicated that in order to be considered for grant applications the plans had to be submitted in a very particular way. City Council then said they had questions on this and would like to see someone from McKenna at the next City Council meeting. They also asked City Manager Leven if she could ask them for a more pared down version of the plan and get a cost for that.

City Manager Leven would have Mr. Urbiel at the March meeting to discuss this further with Council.

Michael Lesich, 15201 Fairview, stated that he was the person who did most of the work on the last couple of plans and then indicated what grants the City were awarded based on the Parks and Recreation Master Plans he helped with.

e. Annual MDOT Performance Resolution

City Manager Leven explained to City Council that the document they were looking at was something that the State of Michigan required from each municipal unit every year. She and DPW Superintendent Mark Ragsdale noted that this was needed if the City ever needed to work in the State of Michigan rights-of-way.

Motion by Baranski, supported by Sutherland to approve the Performance Resolution for Municipalities authored by the Michigan Department of Transportation and authorize City Manager Leven and DPW Superintendent Mark Ragsdale as those

**Fraser City Council Meeting Minutes
February 10, 2022**

authorized to apply to the Michigan Department of State for any necessary permits to work in the Rights-of-Way on behalf of the City of Fraser.

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

NAYS: None

Motion Carried

f. Fraser Meadows Ponds Treatment

DPW Superintendent Mark Ragsdale presented this item to the City Council. He indicated that since the City was responsible for treating these ponds this was something they had to do. As noted in the memo, they tried to go out for competitive bidding on this service. They received one bid from their current vendor and one other from The Pond Guy, they also received a bid but that person did not have a license to transport the necessary chemicals.

Discussion was had on whether or not the cost was guaranteed. Mr. Ragsdale Stated that it was.

Motion by Schornak, supported by Sutherland to approve Tri-County Aquatics, Inc. as the vendor to treat the ponds in Fraser Meadows for algae and other floating and submersed materials in the amount of \$3,450 for six annual treatments and additional cost for any additional treatments with funds budgeted In GL # 1001690930.000

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

NAYS: None

Motion Carried

g. Somerset Park Tall Equipment Options

DPW Superintendent Mark Ragsdale reviewed the history of this issue.

Before he was hired in to the City, a very tall play scape was put up in Somerset Park. This had caused some frustration with the neighbor directly on the adjacent lot – he was not happy that young people could climb to the top of that playscape and look into his yard. His answer to this was to construct a large screen with tall poles and a tarp – which was then considered blight. A meeting was had with this resident, the Mayor, the Building Department and Mr. Ragsdale. At that meeting Mr. Ragsdale stated he would look for a solution.

He brought three possible solutions to City Council – they could

- Move the play scape to another park
- Put up some panels on the back of the play scape
- Plant Arborvitaes between the play scape and the adjacent house.

Mayor Pro-Tem Schornak was familiar with the area and said she understood the concerns of this resident. City Council discussed the options and their thoughts on each. Moving the equipment would be very costly. Putting up the panels – would this void the manufacturer warranty and put the City at increased risk for liability in case something happened to someone on this play scape; would the arborvitaes require a lot of replacement and would they really provide the desired barrier?

Fraser City Council Meeting Minutes February 10, 2022

Council Member Baranski asked about perhaps putting smaller arborvitaes along the property line, but putting them between the park and all of the houses that are along that property line. Mayor Pro-Tem Schornak felt that perhaps they could place the panels on the equipment as well as plant the Arborvitaes.

Council Member Sutherland wondered if the resident was asked their thoughts on any of these proposed solutions.

After further discussion the Council wanted to see a cost for smaller Arborvitaes planted along the property line on a small berm – not just between the two houses directly affected by the height of the play scape, and the panels added to the play scape. Mayor Carnagie agreed to go to the park With Mr. Ragsdale to see exactly where the trees should go. City Council also requested that City Attorney Don DeNault draft language for the manufacturer of the play scape to sign, stating that adding the panels would not change the warranty on the equipment nor would it increase the City's liability risk. Mr. Ragsdale would return at the March meeting with this information.

h. Sewer Televising Contract Extension

Mike Vigneron from AEW was present to discuss this matter with City Council. He stated that Pipetek Infrastructure Services was currently the vendor performing the Sanitary Sewer Investigation Program. They were willing to extend their contract unit prices from the 2018 program. He knew what other vendors were charging for new contracts and felt that going out to bid for this service versus agreeing to the extension would not be in the best interest of the City. He was recommending that City Council approve the contract extension with Pipetek Infrastructure Services for the 2022 Sanitary Sewer Investigation Program – SE Quadrant in the amount of \$206,859.00.

A short discussion ensued.

Motion by Schornak, supported by Winowiecki to approve the recommendation of AEW and extend the contract with Pipetek Infrastructure Program for their services for the 2022 Sanitary Sewer Investigation Program – SE Quadrant in the amount of \$206,859.00.

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

Motion Carried

i. Sewer Liner Contract

DPW Superintendent Ragsdale went over the information he had provided to City Council on the Sewer Lining and Maintenance Contract. He explained what a good opportunity it was for the City of Fraser to possibly be able to "piggyback" off of the Allen Park projects for the same thing. There was no initial impact to the City of Fraser's budget at this time.

City Council discussed this for some time. They asked Mr. Ragsdale if this type of service was something that could be performed by his staff. Mr. Ragsdale stated that

**Fraser City Council Meeting Minutes
February 10, 2022**

it was not, and that the City did not currently have the necessary equipment to do this. Cost was discussed – how would this impact the budget. Mr. Ragsdale assured City Council that this was done on an “as needed” basis and there would be no cost to the City unless the service was needed. Council Member Winowiecki then asked if this was basically a contract to secure pricing at this time – Mr. Ragsdale said that was correct.

Motion by Winowiecki, supported by Baranski to approve the City piggybacking off the City of Allen Park’s contract with Granite Inliner and accept an offer to honor the agreement and that we also utilize footage given to AEW by Pipetek to set 3-year sewer Rehabilitation Capital improvement program plan utilizing pricing from Granite Inliner.

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

NAYS: None

Motion Carried

At this time, 8:47 p.m., Mayor Carnagie called for a brief recess.

City Council returned at 9:05 p.m.

8. RETURNING BUSINESS

a. Parks and Recreation Signs

DPW Superintendent Ragsdale stated that he was not the original staff that was tasked with the signs. He had done quite a bit of research and provided some photos of possible signs for the Parks. He was at City Council asking for their direction so we could move forward with this project. He reviewed his thoughts and concerns with the various signs he saw in the packet of information that was given to him at the beginning of his research.

City Council discussed the history of the signs – they had approved a certain type of sign for not only the entrances in to the parks but also signs welcoming people to the City of Fraser. They were looking for something clean and uniform for all the locations where signs would be placed. Council Member Sutherland added that the Recreation Commission had recommended a different sign then what Council had agreed upon.

Mr. Ragsdale indicated he was looking to find out what style Council would like, what color pattern and what price range they were looking to stay within. City Council still liked the signs that they had previously approved, although maybe in a different color scheme – blue and gold instead of blue and white. They also realized that it would be best to have the signs on metal poles and not wood.

Mr. Ragsdale then shared that there were a couple of parks that could not have the exact type of signage the others had due to no greenbelt to put the signs in. Council agreed he should put those signs on higher poles behind the fence line so that the signs were visible above the fence.

Fraser City Council Meeting Minutes February 10, 2022

Council asked Mr. Ragsdale to come back with prices on the signs they had chosen last year for all parks and entryway into the City, as well as monument signs for the areas they discussed and also the signage that Council Member Sutherland had inquired about. They wanted quotes on plastic/ resin as well as the metal signs. Council Member Baranski asked him to make sure that the signs approved last year would not change in cost based on what colors they chose.

b. Parks and Recreation Staffing

City Manager Leven and HR Director Amy Cell spoke to this matter. It had been a point of discussion for some time and job descriptions for both Full Time and Part Time opportunities were in the City Council packet. Amy Cell went over the descriptions with City Council and indicated that, in her opinion, hiring a full-time employee in this position would be most beneficial.

Council Member O'Dell felt that hiring a full-time person at this time would be the best choice.

City Council discussed the descriptions and the salary range that each would have. In her opinion, Amy Cell felt that for a full-time employee in this position a salary of between \$25 to \$30 an hour/ or \$50,000 to \$60,000 annually would be a good place to start. Council Member O'Dell felt that a full-time employee would be the best choice for the Parks and Recreation Department.

Motion by O'Dell to post the job of Recreation Coordinator for a salary range of between \$50,000 and \$60,000 annually, depending on experience, to staff the Senior Activity Center along with starting Recreational Programs.

Council Member Baranski asked if they agreed to a full-time hire would the City then be eliminating the part-time hire that had been posted for the part-time senior position? Council Member O'Dell indicated that, yes, this was his understanding.

At this time discussion was had with Council, City Manager Leven, Assistant City Manager/ Finance Director Mistretta, and Amy Cell regarding what a full-time position would look like –what would they be doing. Was there enough work to keep them busy? Assistant City Manager/Finance Director Mistretta discussed the work that was going on now. She was in charge of Parks and Recreation and basically had herself, Dianne at the Senior Activity Center, and when Hunter is available she can help. Dianne at the Senior Activity Center had been working with her and they had grown the programs there quite a bit. The building was currently open from 8:00 a.m. to 1:00 p.m. She would like someone else to be there so the building could be open longer as well as to give Dianne some help. If they had additional staffing there then they could add even more programs. Council Member Baranski asked about finding a building for recreation activities. Assistant City Manager/Finance Director Mistretta said that as of now nothing was available that would be financially beneficial to the City.

Discussion was had on whether or not a part-time position could turn into a full-time one – and how they would approach this. City Manager Leven wanted to make sure that the person who was hired had clarification that they need to be a hands on person right from the start – they would develop programs and in most cases be the person running the program with the residents.

**Fraser City Council Meeting Minutes
February 10, 2022**

City Manager Leven then informed City Council that the Advancing Macomb group that was in attendance at the CDBG Public Hearing had contacted her and would be at the next month's meeting to review an opportunity for the City in regards to Recreation.

Council Member Sutherland stated that she felt even with the program just discussed from Advancing Macomb, the City could still use additional help to plan events. She then stated she was supporting Council Member O'Dell's motion. Further discussion was had on what the duties would be.

City Manager Leven suggested that it would be a good idea to create a listing of what had been done in the past and when it needed to be done.

Council discussed part-time versus full-time again. Council Member O'Dell stated again he felt full-time was more beneficial. Discussion was had on what the part-time position would pay. Assistant City Manager/Finance Director Mistretta stated it would be decided by what was in the Union Contract.

Mayor Carnagie noted there was a motion and support on the floor and a vote should be taken.

AYES: O'Dell, Sutherland

NAYS: Baranski, Blanke, Carnagie, Schornak, Winowiecki Motion Fails

Motion by Baranski, supported by Winowiecki to expand the scope of the current job posting, which is currently for a Senior Activity Center staff, and should be instead a part-time Recreation Coordinator, which would allow this opportunity to expand with more hours at the Senior Center as well as allow them to work on planning activities for recreation and events, with the end goal being that this position could expand into a full-time position.

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

NAYS: Blanke

Motion Carried

c. Senior Housing Parking Lot

City Manager Leven had provided City Council with budget numbers in regards to what was available to spend on the Senior Housing Parking lot. Council had asked her to provide them the figures so they could make a better decision on what was the best use of the available money for the work to be done on the Senior Housing Parking Lot.

Mike Vigneron from AEW was present. Council Member Winowiecki asked him about Option #4 –had he gotten more information on a full depth reclamation and what that looked like. Discussion was had on what this would be – Mr. Vigneron stated it would be a hybrid option that would offer cost savings but still substantial life expectancy.

Discussion on cost and where to get the monies from was had. Council discussed that although the fund was a trust and agency fund, a standalone fund, in order to complete the project in a manner which would offer the best for the life of the project, they might

**Fraser City Council Meeting Minutes
February 10, 2022**

be willing to help fund it from the General Fund with an understanding that it would be paid back to the general fund.

Council Member Baranski stated she really wanted to see this done correctly. Council Member Winowiecki explained to all what he was talking about with Mr. Vigneron. City Manager Leven indicated that she wanted to make sure we had some monies left in that account for any unforeseen emergencies.

Motion by Schornak, supported by Baranski to authorize moving forward with Option 4, modified to have a full depth reclamation in an amount of approximately \$300,000 to repair the Senior Housing Parking Lot, noting that, if necessary, the City would lend monies to complete this so as to not deplete the fund balance in case there were emergencies that needed to be addressed.

Ray Wojciechowski, Fraser Senior Housing resident, asked why the garbage trucks could not just enter off of 15 Mile. Mayor Carnagie explained this was a County matter.

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

NAYS: None

Motion Carried

9. REPORT OF CITY ADMINISTRATION

City Manager Leven reported the following information:

- She has been working on the budget and did email all department heads their budget last week
- She is investigating a possible fire truck to include in the budget with a possible number of approximately \$800,000
- The SERESA contact will be going up 25%, other communities are checking into the cost of COMTEC for dispatch services
- The HVAC will be included in the budget, with funds coming from ARPA to help pay for it
- There was a 2% increase in State Revenue Sharing this year
- She did not get any other suggestions for additional project for CDBG Competitive Grant Applications.
- She and attorney DeNault had a Zoom meeting with the Library tomorrow.

10. REPORT OF MAYOR AND CITY COUNCIL

Council Member Baranski had some thoughts on what could possibly be done at the Reindel Park – perhaps we could reach out to the school to see if they would be interested in helping us rehabilitate that park.

Council Member Sutherland stated that this month's MACRO Meeting was cancelled. She reviewed activities happening in the City. She had gotten some feedback from residents regarding the snow removal and she wondered if City Manager Leven could check into this with DPW Superintendent Ragsdale.

**Fraser City Council Meeting Minutes
February 10, 2022**

Council Member O'Dell thanked the community for selling out the Fraser First Ball it was a great event. The Zip Cruise was coming soon to McKinley Park.

Council Member Blanke asked if City Council could get monthly reports from Department Heads. Happy Valentine's Day everyone. God bless everyone!

Council Member Winowiecki said he loved the new chair and wished everyone a Happy Valentine's Day.

Mayor Pro-Tem Schornak asked City Manager Leven if she could make some changes to the dais – it was confining and uncomfortable. She then indicated the Historical Commission would be having an open house on Sunday, March 6, 2022.

Mayor Carnegie echoed Council Member Blanke's comments about Department reports – he would like to see them.

He indicated that someone from the Senior Activity Center mentioned they need card players.

He also asked if an inventory could be done of our play equipment – basketballs, floor hockey equipment and the like. He also asked about the status of the pavilion in Meadows Park.

11. CITIZEN PARTICIPATION

Laura Lesich, 15201 Fairview, reviewed some concerns she had while listening to the meeting. She was concerned with budget amendment, the manner in which the Boards and Commission appointments have been handled, park signs and the Blue Jean Ball.

12. CLOSED SESSION

Motion by Carnegie, supported by Schornak to enter into closed session for the purpose of a strategy session connected with the negotiation of a collective bargaining agreement.

ROLL CALL VOTE:

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

NAYS: None

Motion Carried

Council went into closed session at 10:43 p.m.

Council reconvened into open session at 11:15 p.m.

Motion by Baranski, supported by Schornak to officially approve the Letter of Agreement between the City of Fraser and the Police Officers Labor Council Fraser Lieutenants

**Fraser City Council Meeting Minutes
February 10, 2022**

Association and designate that the City Manager can execute the agreement to have it effective February 11, 2022.

Mayor Carnagie asked to abstain from the vote as he was a member of the paid on-call fire fighters.

There were no issues from any Council Members on this.

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

NAYS: None

Motion Carried

Motion by Baranski, supported by Winowiecki to direct the City Manager to begin the search to hire a Director of Public Safety considering both internal and external candidates and present back at the March 10, 2022 City Council meeting various plans and options for City Council to discuss

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

NAYS: None

Motion Carried

13. AJDOURNMENT

Motion by Schornak supported by Winowiecki to adjourn the meeting at 11:17 p.m.

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

NAYS: None

Motion Carried

Respectfully Submitted:

Cindi Greenia, Clerk
City of Fraser

Michael Carnagie, Mayor
City of Fraser