



CITY MANAGER
Elaine Leven

City of Fraser

CENTENNIAL COMMUNITY

461

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 Minutes THURSDAY, September 9, 2021 @ 6:30 PM

Regular in-person and virtual meeting of the Fraser City Council, conducted on September 9, 2021 at the City Municipal Building, located at 33000 Garfield Rd., Fraser, in the County of Macomb, Michigan

1. CALL TO ORDER

Mayor Carnegie called meeting to order at 6:35 pm.

2. PLEDGE OF ALLEGIANCE

3. 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)
David Winowiecki, Mayor Pro Tem (City Hall)

ALSO PRESENT:

Elaine Leven, City Manager
Cynthia Greenia, City Clerk
Donald DeNault, City Attorney
Vincent Neyland, Finance Director
Amy Cell, HR
Mr. Lockwood, AEW

4. APPROVAL OF AGENDA

MOTION by Schornak, second by Blanke, to postpone Item 7G Interim Public Safety Director until next month.

MOTION by Winowiecki, second by Baranski, to have 7F as 2 individual proposals. One for in-car cameras and one for body cameras. Item 7F will be in-car cameras and Item 7G will now be body cameras.

MOTION by Kalka, second by Baranski, to amend the 6A August City Council Meeting Minutes to include the word Minutes

All Ayes

Motion Carried

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

All Ayes

Motion Carried

5. CITIZEN PARTICIPATION ON AGENDA ITEMS

Mayor Carnegie opened the floor for citizen participation.

No residents in person or in virtual meeting rooms requesting to speak.

6. CONSENT AGENDA

MOTION by Kalka, second by Baranski, to approve the Consent Agenda with the minutes of August meeting amended to reflect the word Minutes and date of meeting for August 12.

All Ayes

Motion Carried

- a. **City Council Minutes August 12, 2021**
- b. **Parks and Recreation Commission Minutes July 6, 2021**
- c. **Fraser High School Homecoming Parade**
- d. **July Check Disbursements**

7. REQUESTS FOR COUNCIL ACTION

a. Food Truck Rally

Motion by Lesich, supported by Baranski to allow the Special Use Permit for a Food Truck Rally to occur without alcohol at Steffens Park on Saturday, September 18, 2021 from 4:00 p.m. until 8:00 p.m.

Resident Chris Cook presented the vision for the overall event.

Mayor Pro-Tem Winowiecki, Council Member Schornak and Council Member Blanke had additional comments. Mayor Carnegie indicated that they were not encouraging alcohol at this event.

During public comments Ray Voharowski from public housing thanked Chris Cook for her efforts and noted that she had done a lot of planning to get to this stage.

All Ayes

Motion Carried

b. Cross Connection Proposal Bids

City Manager Leven reviewed that Council had in front of them a recommendation from AEW for award of a Residential Cross Connection Program service provider. This service is something that is required by the State of Michigan. The program is spaced out over three (3) years. The total bid amount is \$110,988.00 and is from Hydrocorp. Mr. Scott Lockwood from AEW was present to discuss this process.

Council Member Schornak asked about why there was only one bidder. Mr. Lockwood indicated that this was a specialized service, and AEW was not at all surprised that there was only one bid. It was put out on Bid.net as well as other public notifications. He added that the cost was in line with other communities who have had this done.

Mr. Lesich asked Mr. Lockwood to explain what this service was and why it was needed. Mr. Lockwood and Mr. Ragsdale explained that a cross connection was any time there was any possibility of pottable water being connected to non-pottable water and causing contamination. You are looking to eliminate back flow. The back flow preventers have to be tested every three years and that is what the program basically is – testing to make sure the back flow preventers are doing their job. This is part of a state required program. We have a part-time employee who does the commercial cross connection service but we have 4,600 residential customers that need this done. We are starting with focusing on homes with two meters. They are starting with 500 homes a year. Eventually we will get to all the homes in the City of Fraser. The State requires us to put together a program. We are beginning the program and we are filling a State mandate by presenting this program to you tonight and by moving forward with it.

Council Member Lesich then reviewed what exactly would be happening when they company comes out to a resident's home. It is a requirement that if any water customer gets a notice, they must allow the company to do it. Mr. Ragsdale indicated that the cost for this would come out of the Water and Sewer Enterprise Fund, but the homeowner would be responsible for getting a certified plumber out to do the testing on their own home.

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Motion by Lesich, supported by Baranski to recommend Hydrocorp be engaged to provide service for a Residential Cross Connection Control Program for the City of Fraser at a cost of \$110,988.00 which is to be spread out over a three (3) year period.

Mayor Pro-Tem Winowiecki indicated that HydroCorp was a very reputable company. Council Member Schornak noted her concern with the City starting this program with residents that have two meters. A lengthy discussion ensued regarding how the homes were picked and what was going to be done.

Council Member Kalka asked about if the City was not in compliance with this program and how it was discovered. Mr. Ragsdale indicated that EGLE notified the City that the residential program was not in compliance at all and that we needed to be. Further discussion was had.

At this time, Council Member Baranski called the question.

Mayor Carnegie noted that there was a motion on the floor. There was no public comment on this item.

Vote on Motion:

All Ayes

Motion Carried

c. Water Reliability Study Proposal

City Manager Leven reviewed that this item was regarding a proposal from AEW regarding approval of a Water Distribution System Reliability Study and General Plan Update for the City of Fraser. She reviewed the documentation and indicated that the administration was looking for approval from City Council in the amount of \$22,000 to cover the cost of this service. Mr. Lockwood from AEW was present if there were questions.

MOTION by Kalka, supported by Baranski, to approve the award to perform a Water Distribution Reliability Study and General Plan Update for the City of Fraser as required by Parts 12 and 16 of the Administrative Rules promulgated under the Michigan Safe Drinking Act (1976 PA 399) for a cost of \$22,000.

Discussion was had on how often this was required and why it had not been done for so long. Council Member Lesich asked who was supposed to address this being done – Mr. Lockwood noted that generally it would be the DPW Supervisor. Council Member Lesich also asked if when it was completed, we would see an updated fire flow for the entire city. Discussion was had on this. Mr. Lockwood indicated that the map would be updated to reflect any new fire flow that was put into the City since that time.

Mr. Ragsdale then indicated that part the mandate from the state of this study was to define three goals – he indicated that he and Mr. Vigneron had decided on the following three goals:

1. Reduce water main breaks
2. Be in compliance with all agencies and with the Residential Cross Connection Program they would be accomplishing this goal; and
3. To reduce the water lossage rate

Discussion was had on the reduction in water main breaks and the amount of money it was saving.

Vote on Motion

All Ayes

Motion Carried

d. 2022 Water Main Replacement Proposal

City Manager Leven reviewed this was a continuation of the replacement efforts that had been ongoing for quite some time. She reviewed the areas in question for City Council.

Discussion was had on whether or not this was in the budget and where it would be expensed to. City Manager Leven indicated that there were considerable funds available in the Water/Sewer funds to pay for this expenditure. Council Member Lesich asked about the nature of work that was being done – and how disruptive it would be to the neighborhoods and why it was decided to go with the type that was being recommended.

MOTION by Baranski, supported by Schornak, to approve the hiring AEW to prepare plans, specifications and provide full construction engineering services on the 2022 Water Main Replacement Project at a cost of \$314,900.

All Ayes

Motion Carried

e. BUDGET AMENDMENTS

Council Member Kalka asked regarding the amendment to the DPW certifications and the timing of same. City Manager Leven indicated that Mr. Ragsdale had found that his employees needed additional certifications and training. He promoted this was being addressed. Mr. Ragsdale had found some deficiencies in the current employees training and he wanted to correct that. He reviewed the numerous trainings that he had employees take so that they were up to date with current industry standards.

Council Member Lesich reviewed the difference in training for the Water and Sewer licensing versus the single course training that employees have attended. Further discussion was had on the difficulty of getting Water Certifications.

Council Member Lesich then reviewed the entire amount of budget amendments and noted what the difference was over \$400,000. He felt it was unfortunate that this was not caught before the budget was approved.

Amy Cell commented on what she was looking at as to certain wages for some part-time positions.

Discussion was had on the building department scanning project

MOTION by Kalka, supported by Schornak, to approve the budget amendments as proposed in the City Council packet subject to clarification on question that Council Member Lesich asked regarding the pay for the Communications Associate

Ayes: Kalka, Schornak, Winowiecki, Carnagie, Blanke

Nays: Baranski, Lesich

Motion Carried

f. Public Safety In-Car Camera Proposal

City Manager Leven indicated the proposal presented is from research and recommendation of Lieutenant Bisby. Having reviewed companies is proposing purchasing the body cameras and patrol car cameras through Watch Guard for a total purchase price of \$163,075. Broken down into annual payments of \$32,615.

Council Member Schornak inquired if funds are coming from the Drug Forfeiture Account.

City Manager Levan advised Lieutenant Bisby has indicated funds coming from the Public Safety Capital Outlay Account.

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Discussion on having the funds coming from the Drug Forfeiture or Gambling Accounts. City Manager Leven advised if it is an eligible expense, we can change the source fund account.

The payments are allocated over 5 years with ability to replace cameras in 3 years at no cost.

Discussion on the body cameras potential to protect municipality from liability or litigation.

Council Member Winowiecki would like to see an independent survey of the officers regarding their support or

MOTION by Winowiecki, second by Baranski, to approve the In-Car Camera portion of the proposal. Purchase from Watch Guard at total price \$82,740.

All Ayes

Motion Carried

Council Members Baranski and Kalka indicated policy, procedures and guidelines from the union should be reviewed prior to moving forward with the purchase of body cameras for public safety.

g. Public Safety Body Camera Proposal

No Action taken at this time pending further information.

City Manager Leven advised the information to be obtained will include policy & procedures, PSO survey, research of union guidelines.

Council Member Schornak recommended obtaining the necessary quantity of storage prior to final purchase to ensure we have the ability to properly use the information.

h. Imaging Scanning Proposal

City Manager Leven advised the presenting proposal from Building Department Official Bruce Eck, regarding scanning of the building department files is in follow up to prior discussions. Mr. Eck recommends the selection of Ameriscan in the amount of \$41,925 if completed in 1 calendar year. It is an option to break it up into 2 years. It is anticipated that great benefit will come from this action regarding ability to obtain information and cost saving to the residents.

MOTION by Winowiecki, supported by Schornak to approve utilizing Ameriscan Company for the Building Department scanning project in the amount of \$41,925 indicating that the project shall be completed in the one-year time frame.

Council Member Lesich inquired if the Document on Demand application of the Cloud Based Portal is included. Access to files after scanning approximately \$1,200. Per year.

City Manager Leven advised the cost is only an estimate at this time as we do not know the final volume of documents. This proposal does not include such an application and the city will have the access and no need for an ongoing cloud storage.

All Ayes

Motion Carried

i. Title VI Coordinator Appointment

City Manager Leven advised the federal government requires those receiving any federal funding must have a Title VI Coordinator. As Fraser receives funds for work on roads and the county through M-Dot. Typically, this position is held by the City Clerk as the keeper of records. Manager Leven is recommending the appointment of City Clerk Cynthia Greenia as the Title VI Coordinator for the City of Fraser.

MOTION by Blanke, supported by Lesich to appoint the City Clerk Cynthia Greenia as Title VI Coordinator for the City of Fraser.

Mayor Carnegie asked City Clerk Greenia she would accept. City Clerk Greenia agreed to accept.

All Ayes

Motion carried

j. Hiring Subcommittee Appointments

City Manager Leven discussed the prior success of utilizing a hiring subcommittee for previous department heads; and stressed the importance of everyone understanding the process. The previous subcommittee was Carnagie, Lesich and Baranski. Would like to confirm these three people will continue or select the three people to proceed.

Member Schornak recommended that the three individuals be fluid selections at the time of hiring needs. Perhaps some members will not be available at that time and or some members may be more experienced in certain subjects. We also have an election and member change.

Member Baranski expressed concern for having a fluid situation. She suggests that it should be more set.

Member Lesich advised that for the next particular position, Finance Director, he would be happy to serve on the committee until his term ends after the upcoming election.

Discussion determined that Members Lesich, Schornak and Baranski will serve on the subcommittee for the upcoming interviews anticipated for a new Finance Director.

NOMINATION by Carnagie, second by Lesich, to appoint Lesich, Schornak and Baranski to serve on the subcommittee for the hiring process for the hiring of Finance Director

All Ayes

Motion carried

k. City Council Rules and Procedures

City Attorney Don DeNault advised that the Council Rules and Procedures document provided contains red-lined items that govern the council as a group. Most of the items are based on updates from earlier in the year and items requested by council. The item in need of most attention is determining the number of council members required on a subcommittee. Rules currently state 2 members in one section while another section states 3 members. City Attorney DeNault is recommending removing the section stating 3 members and staying with City Charter information which is to have 2 members on any subcommittee.

MOTION by Schornak, supported by Baranski, to accept the changes as recommended by Mr. DeNault to the council rules.

Member Lesich asked for clarification on allowing Citizen Participation time limit at the end of the meeting to be limited to the time and city business only. Asking if the public is only allowed to discuss city business.

City Attorney DeNault advised that Open Meeting Act rules do not require that the City provide a platform to the committee to discuss anything other than issues germane to the City.

Discussion reviewing the order of council meeting topics will now be: Consent Agenda; New Business/Council Action Items; Returning Business; Report of City Administration; Report of Mayor/City Council; Citizen Participation; Closed Session; Adjournment.

All Ayes

Motion carried

Mayor Carnagie called for a 5-minute break at 8:58 pm

Mayor Carnagie called meeting back to order at 9:13 pm

8. REPORT OF THE CITY ADMINISTRATION

- City Manager Leven reported the following items:
 - Construction at Garfield and 15 Mile for the Interceptor Rehabilitation will begin October 1st. It will encompass approximately 15 months of work; schools and businesses in the area were notified by the county. There will be lane closures but the intersection will be maintained open in all directions.
 - The Clemis computer has been ordered. There was a recommendation of a cheaper option being reviewed that would result in a possible \$3,000 savings on the computer.
 - Auditors will be in the office the week of September 13; again on September 28 and also in November. Vince will have an opportunity to meet with them before leaving.
 - Replacement computer rollout starts next week, with IT Right in the office in the office beginning Friday, September 17 to replace older computers no longer supported.
 - Discussed assisting manning city meetings with IT Right; they do not do that type of work which falls under audio/visual services. If they could find someone, costs would estimate \$225. Per hour.
 - Outreach has been made several times to Advanced Lighting and Sound for meeting management and other issues outstanding, with no response.
 - A refund of \$21,898.75 received from INACOMP the prior IT company. Lt. Bisby worked to ensure this refund was obtained.
 - Covid Funding of \$1.51 million will be received by Fraser in total. In approximately 30 days the first \$757,000 will be received. City of Fraser is required to develop and have a preliminary plan in place by October 31st. Administration will be working with city consultants on the plans.
 - Park Updates: Pompo is 100% completed; Boris is 100% complete; Meadows is continuing work on the pavilion, picnic table and water areas; Harrington is still working on raising the merry-go-round.
 - The city hall digital sign is finally up and running. All the pieces have come together and Sargent Eric Meyers was very instrumental in making it all happen.
 - Planning for a Street Committee meeting as several questions/concerns/issues have come up regarding street trees which are causing problems with sidewalks and sewers systems. These topics will be brought to the Street Committee and potentially sent on to a Tree Committee.
 - The fire bay floor was further cleaned today in prep for the top coat to be treated; as it was more slippery than intended. The final completion is scheduled for tomorrow Sept. 10.
 - Regarding issues with Comcast and Wow, issues were resolved within days after the recent storms. Issues were a result of power outages.
 - With regard to HVAC issues, service was contacted and performed. The issue was described that the system goes back and forth between Heat / Cool to keep the space comfortable. A boiler that is a part of that process needed adjusting.

Member Lesich inquired if Granicus is being used for meeting streaming. City Manager Leven advised the city is not funding that at this time and does not have staffing for maintain the program. That may be re-visited once the communication staff member is hired.

Member Lesich would also like to know the balance of the Capital Improvement Fund; where the city stands now and with the additional \$1.7 million into with this year's budget. And if any projects are currently funding through it other than what's already identified.

9. STANDING ITEMS/ UNFINISHED BUSINESS/PROJECT STATUS UPDATES

a. 39th District Court Security Update

City Manager Leven provided memo from the Court Administrator Donna Navarro. They need to make required updates to the 39th District Court building. Funded by the Fraser District Court Operation Fund and is at the complete discretion and allocation of the Chief Judge for purchases. City Manager Leven does not believe action is required and if for the balance in full.

b. Park Signage Status Update

City Manager Leven spoke with the PDW Superintendent, Mark Ragsdale who is still working on obtaining details for signage. DPW has been very involved with the park updates and the weekly storms and weather we are experiencing this season. This is still on the list and mind, but they are looking to do something a bit more significant for the entry to Fraser signage.

c. South East Regional Emergency Services Authority (SERESA) Update

City Manager Leven advised SERESA hasn't met for the last 4 months; next meeting is September 20th. At that meeting they will further be working with the idea of Fraser becoming a member rather than just a contractual obligation. On the next agenda will be the actual extension for 1 year; the contract actually never went before council for approval. An amount was budgeted and will also be a part of the next agenda.

d. Library Property Transfer Update

City Attorney DeNault advised he has met with the lawyer for the library board and the surveyor to make sure the property is correctly surveyed and that all parties understand what the property will look like. A very comprehensive purchase agreement is in place to be presented to council soon. The only outstanding issues being reviewed by the library board lawyer are the needs of the building in terms of roofing, HVAC and items previously discussed. It is anticipated that the purchase agreement and transfer plan might be ready to present to council for the October meeting.

Member Schornak inquired of a contract clause that the building would be returned to the city if they determine to no longer continue as the library or no longer want the building. City Attorney DeNault advised that issue has been thoroughly covered.

e. Smoking at Senior Housing Update

City Manager Leven advised the council that the details of what policies are recommended by Manager Leven, Attorney DeNault and Amy Cell have been provided to them tonight. They do not anticipate any decisions tonight. However, the issue will be on the next agenda for discussion and a resolution for council consideration, feedback prior to the meeting would be much appreciated.

Member Baranski inquired if vaping and e-cigarettes are and can be included within the policy.

f. Marijuana Facilities Update

City Attorney DeNault did not provide the full presentation given last year, rather provided some focus on the financial side of the industry. He also provided information on the amount of work involved by the city staff and the ability to re-coup or not re-coup the expenses.

Mayor Carnegie addressed that it's good to have a start to the conversations as council members are getting a lot of questions. As all parties know there will be lot that goes into it and it will take much review.

g. Dairy Queen Property Update

City Attorney DeNault advised the owner has changed his mind on the demolition of the building and would now like to submit a re-development plan for a two story structure. The owner is looking to present the plan in Sept/Oct.

Member Schornak inquired of the reverter clause and the time limit he had.

City Attorney DeNault advised there is a strong argument that he is in breach, however, because of the way it was written it is not a guarantee it would win and could mean expense with no certainty of return.

Discussion ended.

h. COVID Update

City Manager Leven updated that HR sent out a detailed memo with status and actions.

10. REPORT OF MAYOR AND CITY COUNCIL / NEW BUSINESS

MEMBER BARANSKI

- Nothing at this time

MEMBER LESICH

- Welcome Cynthia Greenia, new City Clerk to Fraser
- Would like Advance Lighting and Sound to be contacted to determine the status of the equipment and money that was a part of this project.
- Confirmed that the future hiring of a Communications Assistant would be managing the meeting.
- Eastpointe-Roseville Chamber Board of Directors is making a \$1,000 donation to the McKinley Park Community Challenge bring the total of the challenge to \$3,000.

MEMBER SCHORNAK

- The Historical Commission will be having their barn sale on Sunday, Sept 12 from 1 to 4 pm. Tours will be available during the sale. Also having a Historical Society Meeting for those wishing to join the on Sept. 14th at 1 pm.
- Acknowledged the 20-year remembrance, this Saturday, of September 11th for those who sacrificed so much that day.
- The Fraser Goodfellows are having a golf outing, September 18th. Please visit their website for details.
- Would like schedules for tree, leaf services and such. Feels residents would be happy to see a schedule.
- Meijer sign becoming an eye-sore; can it be inquired if Meijer has any replacement plans.
- Would like council to be provided with a list of what can and what can not be funded with COVID funds. Will save time to know in advance what can be recommended before making suggestions.
- Would like to inquire if new chairs be ordered for the council chambers.

MEMBER WINOWIECKI

- Welcome Cynthia
- Thank you to Elaine Leven, City Manager for functionally return to the City Hall Outdoor Electronic Sign (Roly Poly Sign)
- Food Truck Rally reminder

MEMBER BLANKE

- Also reminded people to take a moment and remember about 9-11 and think of where people are in the 20 years since.
- And wishes all a good month.

MEMBER KALKA

- Farmers Market Saturday for 9 to 1; businesses will be represented and there will be only one more in Oct. Welcomes all to come and enjoy. Thanking both Nancy ~~Burubee~~ and Dana Southerland for all their work in the transition of the planning from Nancy to Dana. *Berube*
- Reminds people to work together in the spirit that was shown on 9/11 and that she will not be communicating by social media at this time.
- Reminds all residents that have questions to feel free to contact her to discuss any issues they have.
- She thanked all the council members for their very hard work; the last 2 years have been very difficult.

MAYOR CARNAGIE

- Firefighters Open House this year will be Saturday, October 2 from 11:00 am to 4:00pm
- Saturday the Honor Guard will be participating in the September 11 Remembrance Ceremonies in Mt. Clemens all are welcome.
- State Firefighters Memorial events will be the following weekend.
- Attended the Hanover Grove 50th Anniversary party.
- Mayor will not be present for the October 14 meeting.

11. CITIZEN PARTICIPATION

Tarik Dehnu - service community for 45 years. Would like to do as much as he can for Fraser
Robert A Piraino, Attorney for Mr. Dehnu – advised they are interested in marijuana facilities in Fraser.

12. ADJOURNMENT

MOTION by Winowiecki, second by Lesich, to adjourn.

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

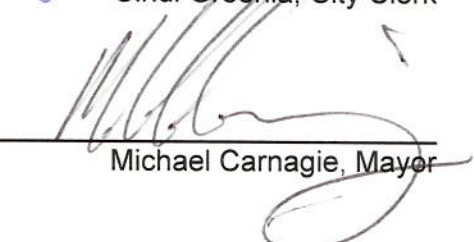
Motion carried

Meeting called to end

10:31 pm

Respectfully submitted,



Cindi Greenia, City Clerk

Michael Carnagie, Mayor