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# A G E N D A

## CITY COMMISSION MEETING

Monday, October 19, 2015

7:00 PM

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Announcements, Acknowledgments and Communications and Reports, including Quarterly Department Head Reports.

Presentation of a Historical Marker by the Mount Clemens Historical Commission to James M. Shamaly of 100 Ahrens Street.

5. Adoption of Agenda.
6. Public Participation.
7. Administrative Response to Issues or Questions Raised During Previous Meetings.
8. Approval of Minutes.
9. General Business.

9-A - Public Hearing on the Request by College Park Industries, Inc., to Consider Establishing an Industrial Development District at 350 Church Street Under Public Act 198 of 1974.

9-B - First Public Hearing for the Downtown Maintenance Program.

9-C - Request Approval of the Sale of the Vacant City-Owned Lot at 217 North Walnut.

- 9-D - Confirmation of City Manager's Appointment of Finance Director/Treasurer.
- 9-E - Confirmation of City Manager's Appointment of Human Resources Director.
- 9-F - Approve Purchases and Payment of Invoices.
10. Consent Agenda.
11. City Manager's Report.
12. Commissioners' Comments.
13. Adjournment.

The City of Mount Clemens will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon one week-notice to the City of Mount Clemens. Individuals with disabilities requiring auxiliary aids should contact the City of Mount Clemens by writing or calling the following:

City Clerk's Office  
One Crocker Boulevard  
Mount Clemens, Michigan 48043  
586.469.6818, Extension 310  
911 - TDD

## **EXPLANATION OF AGENDA – October 19, 2015**

### **Administrative Response to Issues or Questions Raised During Previous Meetings**

1. Cass Avenue Crosswalks Request

Commissioner Hill had mentioned that Cass Avenue, with its traffic and crosswalks that are mismatched north to south, would benefit from additional and improved crosswalks or other pedestrian amenities. This concern has been communicated to the Macomb County Department of Roads.

2. Marijuana Issue Inquiry

The legislation related to this matter was the subject of various court cases which included clarifications at lower court levels that were subsequently overturned. The bottom line here is that we have not had a marijuana dispensary or other similar facility open up in our community as the legal uncertainty has persisted.

## CITY COMMISSION MEETING

County of Macomb  
State of Michigan

October 5, 2015  
Commission Chambers

A regular meeting of the Mount Clemens City Commission was held on Monday, October 5, 2015, at 7:00 p.m. The meeting was held in the Commission Chambers of the Municipal Building, One Crocker Boulevard, Mount Clemens, Michigan. Present at this meeting were Mayor Barb Dempsey and Commissioners Roger Bunton, Ronald Campbell, Lois Hill, Denise Mentzer and Joseph Rheker. Also in attendance were Steven Brown, City Manager, Michael Murray, City Attorney and Lisa Borgacz, City Clerk.

The meeting was called to order at 7:00 p.m.

### **ANNOUNCEMENTS, ACKNOWLEDGEMENTS, COMMUNICATIONS AND REPORTS WERE ADDRESSED, ITEM 4.**

A presentation was given by Joe Meyers of the Michigan Economic Development Corporation regarding the City of Mount Clemens' involvement in the Redevelopment Ready Communities Program.

### **THE ADOPTION OF THE AGENDA WAS CONSIDERED, ITEM 5.**

Commissioner Hill made a motion, supported by Commissioner Bunton, to approve the agenda as presented. The motion passed unanimously.

### **PUBLIC PARTICIPATION WAS CONDUCTED, ITEM 6.**

### **ADMINISTRATIVE RESPONSE TO ISSUES OR QUESTIONS RAISED DURING PREVIOUS MEETINGS WERE RECEIVED, ITEM 7.**

### **APPROVAL OF MINUTES WAS CONSIDERED, ITEM 8.**

Commissioner Mentzer made a motion, supported by Commissioner Bunton, to approve the minutes of the City Commission Regular meeting of September 21, 2015, as amended to include the following correction:

Commissioner Mentzer made a motion, supported by Commissioner Campbell to excuse Commissioner Rheker from the meeting. The motion passed unanimously.

### **REQUEST TO SCHEDULE A PUBLIC HEARING TO CONSIDER ESTABLISHING AN INDUSTRIAL DEVELOPMENT DISTRICT AT 350 CHURCH STREET FOR COLLEGE PARK INDUSTRIES, INC., WAS CONSIDERED, ITEM 9-A.**

Commissioner Mentzer made a motion, supported by Commissioner Bunton, to schedule a Public Hearing for October 19, 2015, to consider the establishment of an Industrial Development District at 350 Church Street pursuant to PA 198 of 1974 for College Park Industries, Inc. The motion passed unanimously.

October 5, 2015

**APPROVAL OF PURCHASES AND THE PAYMENT OF INVOICES WERE CONSIDERED, ITEM 9-B.**

Commissioner Hill made a motion, supported by Commissioner Bunton, to approve the purchases and payment of invoices as presented. The motion passed unanimously.

**THE CONSENT AGENDA WAS CONSIDERED, ITEM 10.**

Commissioner Bunton made a motion, supported by Commissioner Campbell, to approve the consent agenda as presented:

In Item 10-A, a request for the Mount Clemens High School Homecoming Parade route, beginning at 4:30 p.m. on Friday, October 16, 2015, including the use of the City Hall parking lot for staging, was approved.

In Item 10-B, a request to set October 19, 2015, as the date for the first Public Hearing of the Downtown Maintenance Program, was approved.

The motion passed unanimously.

**THE CITY MANAGER'S REPORT WAS GIVEN, ITEM 11.**

**COMMISSIONERS' COMMENTS WERE RECEIVED, ITEM 12.**

Commissioner Bunton made a motion, supported by Commissioner Mentzer, to adjourn the meeting. The motion passed unanimously.

The meeting was adjourned at 7:56 p.m.

Respectfully submitted,

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Barb Dempsey, Mayor

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Lisa Borgacz, City Clerk

October 5, 2015

**EXPLANATION OF AGENDA – October 19, 2015**

**Agenda Item No. 9-A**

**Public Hearing on the Request by College Park Industries, Inc., to Consider Establishing an Industrial Development District at 350 Church Street Under Public Act 198 of 1974**

Pursuant to PA 198 of 1974, College Park Industries, Inc., is requesting the establishment of an Industrial Development District at 350 Church Street so that it may attempt to secure an Industrial Facilities Tax Exemption Certificate.

This agenda item is to secure public comment, in particular from the City Assessor and any other taxing jurisdiction affected by the proposal. As required by statute, notices were mailed to all taxing jurisdictions and a notice was placed in The Macomb Daily.

**SUBMITTED BY:** Brian Tingley, Community Development Director

**RECOMMENDED MOTION:** Motion to open the public hearing on the Request by College Park Industries, Inc., to consider establishing an Industrial Development District at 350 Church Street under Public Act 198 of 1974.

Motion to close the public hearing on the Request by College Park Industries, Inc., to consider establishing an Industrial Development District at 350 Church Street under Public Act 198 of 1974.

**EXPLANATION OF AGENDA –October 19, 2015**

**Agenda Item No. 9-B**

**First Public Hearing for the Downtown Maintenance Program**

The enclosed map indicates primary and secondary streets. Also enclosed is a “Determination of Assessment” that was submitted by the Downtown Development Maintenance Committee when the program was first initiated. The projected 2015/2016 expense is \$54,900 (see attached estimated mall maintenance cost).

A primary rate of \$9.24 and a secondary rate of \$4.23 will generate a total assessment of \$54,908.33.

**SUBMITTED BY:** Nancy A. Strehl, Assessor

**RECOMMENDED MOTION:** Open the first public hearing for the Downtown Maintenance Program.

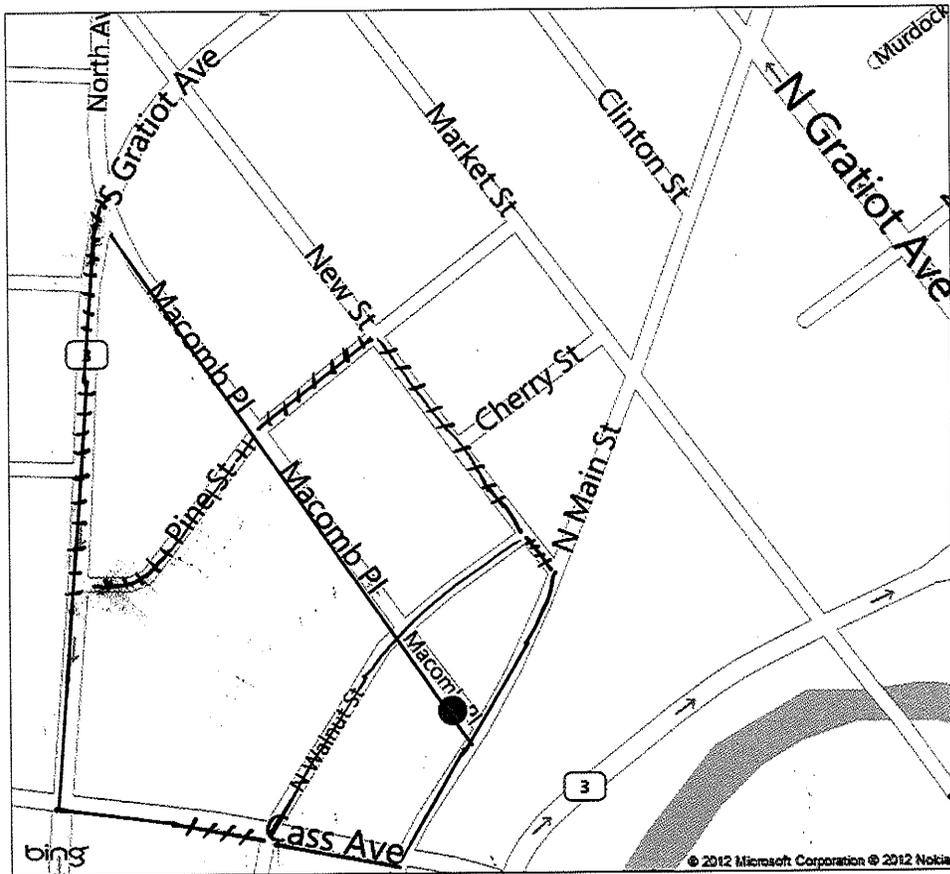
Close the first public hearing, adopt the rates, direct the Assessor to prepare the Special Assessment Roll and set the date for the second public hearing on November 2, 2015.

**Determination of Assessment.** The Downtown Development Maintenance Committee has divided the project area into “primary” and “secondary” streets using the following criteria:

- a. Secondary streets are those streets that are used substantially for the passage of traffic into areas other than the businesses which have entrances on those streets.
- b. Even if a business is on a “secondary” street, if its sole business entrance is on that street, the frontage in front of that location is designated primary.

**DOWNTOWN MALL ESTIMATED ANNUAL COST 2015/2016**

Salary /Wages	\$19,400
Road Maintenance (Materials)	\$ 8,500
Contractual Services (Snow Removal, Mall Cleaning)	\$35,000
Total Estimated Cost	\$62,900
Special Assessment/Fund Balance	<u>-\$ 8,000</u>
Special Assessment Roll	\$54,900



PRIMARY —————

SECONDARY - - - - -

**EXPLANATION OF AGENDA – October 19, 2015**

**Agenda Item No. 9-C**

**Request Approval of the Sale of the Vacant City-Owned Lot at 217 North Walnut**

City Administration is recommending that the City Commission authorize the sale of 217 North Walnut to Mr. James Brown for the amount of \$750.00. Mr. Brown resides at 45 Michigan in the City of Mount Clemens.

The City recently acquired this lot, had the existing structure removed and combined it with an adjacent City-owned parcel.

**SUBMITTED BY:** Brian L. Tingley  
Community Development Director

**RECOMMENDED MOTION:** Move to authorize the sale of 217 North Walnut to Mr. James Brown for the amount of \$750.00; and to authorize the Mayor and Clerk to sign the necessary documents executing the sale.

Date / October 5, 2015

I James Brown would like to submit a formal bid for the adjoining lots at 217 N. Walnut Mt. Clemens, MI 48043,

My bid amount \$700.00 total for both lots.

# City Lot Sale

217 N WALNUT ST

Mon Oct 12 2015 11:27:29 AM.



**EXPLANATION OF AGENDA – October 19, 2015**

**Agenda Item No. 9-D**

**Confirmation of City Manager’s Appointment of Finance Director/Treasurer**

Marilyn Dluge, our Finance Director/Treasurer, has announced her retirement effective November 24, 2015, at the close of business. It was Administration’s intention to complete a hiring process which would allow for a new Finance Director/Treasurer to work with Marilyn during a transition period. Fortunately, our hiring process was completed in a timely fashion and that transition period is available to us.

Pursuant to the Mount Clemens City Charter, the City Manager’s appointment of Linda A. Kunath to the position of Finance Director/Treasurer is being presented for City Commission confirmation. Ms. Kunath is Administration’s preferred candidate for this important role as a result of her unique background, knowledge and skills and the hiring process followed by the City. Ms. Kunath’s start date is scheduled for Monday, November 2, 2015.

The Finance Director/Treasurer supervises and directs the day-to-day operations of the Accounting Division, Assessing Division, Treasury Division and Purchasing Division and has responsibility for all of the related functions in those areas.

Ms. Kunath’s annual salary will be \$73,000. She will also receive a benefits package as is the case with all City Department Heads.

**SUBMITTED BY:** Steven Brown, City Manager

**RECOMMENDED MOTION:** To confirm the City Manager’s appointment of Linda A. Kunath to the position of Finance Director/Treasurer effective November 2, 2015.

**EXPLANATION OF AGENDA – October 19, 2015**

**Agenda Item No. 9-E**

**Confirmation of City Manager’s Appointment of Human Resources Director**

The City’s Human Resources Director position has been vacant since the retirement of Barbara Hergenroeder in 2014. Administration has completed our hiring process and is ready to proceed.

Pursuant to the Mount Clemens City Charter, the City Manager’s appointment of Jaynmarie C. Hubanks to the position of Human Resources Director is being presented for City Commission confirmation. Ms. Hubanks is Administration’s preferred candidate for this important role as a result of her unique background, knowledge and skills and the hiring process followed by the City. Ms. Hubank’s start date is scheduled for Monday, November 2, 2015.

The Human Resources Director organizes and directs the activities of the Human Resources Department and has responsibility for all of the related functions in the department.

Ms. Hubank’s annual salary will be \$65,000. She will also receive a benefits package as is the case with all City Department Heads.

**SUBMITTED BY:** Steven Brown, City Manager

**RECOMMENDED MOTION:** To confirm the City Manager’s appointment of Jaynmarie C. Hubanks to the position of Human Resources Director effective November 2, 2015.

**EXPLANATION OF AGENDA – October 19, 2015**

**Agenda Item No. 9-F**

**APPROVE PURCHASES AND PAYMENT OF INVOICES**

No purchases at this time.

VENDOR (INVOICES)	DESCRIPTION	FUND/ DEPARTMENT/ APPROPRIATION	ACCOUNT NUMBER	AMOUNT	CURRENT BALANCE
1.Pro-Seal Service Group, Inc. 35 Silverdome Industrial Park West Pontiac, MI 48342	Emergency purchase Of seal to repair Raw sewage pumps.	Sewer-Utilities Fund/ Operation of Plant/ Repair and Replacement Parts	590-53708-779000	\$1,958.81	\$2,448.01
2.ML Chartier, Inc. 9195 Marine City Highway Fair Haven, MI 48023	Removal of Underground Storage Tank on Market.	Sanitation Fund/ Contractual Services	596-52100-818000	\$9,675.00	\$440,851.55

VENDOR (INVOICES)	DESCRIPTION	FUND/ DEPARTMENT/ APPROPRIATION	ACCOUNT NUMBER	AMOUNT	CURRENT BALANCE
3.Kramer & Murray, P.C. Ruggirello, Velardo, Novara, & Ver Beek, P.C. 65 Southbound Gratiot Mount Clemens, MI 48043	Legal Services For the month of September, 2015	General Fund/ Legal Services/ Legal Fees	101-26600-826000	\$8,942.19	\$110,163.50
		General Fund/ Legal Services/ Legal Fees-Labor	101-26600-826001	\$2,897.88	*
		Downtown Development Authority/ Legal Fees	248-69200-826000	\$691.12	\$500.00
		Water-Utilities Fund/ Commercial Activities/ Legal Fees	591-53703-826000	\$187.93	\$336.31
		Sanitation Fund/ Legal Fees	596-52100-826000	\$78.82	\$9,854.50

\*Budget amendment to be made at a later date.

**SUBMITTED BY:** Marilyn Dluge, Finance Director/Treasurer

**RECOMMENDED MOTION:** Approve invoices as presented.

## **EXPLANATION OF AGENDA – October 19, 2015**

**TO:** The Honorable Mayor Barb Dempsey and  
All City Commissioners

**FROM:** Steven M. Brown, City Manager

**DATE:** October 15, 2015

**RE:** Report from the City Manager's Office

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1. Various Project Updates:

- Market Street Project – This project is nearly complete. The punch list on wrap up issues, including cleanup, etc., is being completed and that remaining work will be in process over the coming weeks.
- Downtown Crosswalk Replacement/Beautification – as discussed previously, the majority of this project work is scheduled for 2016. The crosswalks involved in the Market Street project have been completed and can be seen at the intersection of Market and N. Main Street.
- Miscellaneous Concrete Work – the City is holding meetings with our contractor, Luigi Cement, to plan this work in the City which will include minor street repairs and catch basin work related to Utilities Department activities and sidewalk flag replacements. The work should begin this week or next.