

**IMLAY CITY COMMISSION  
150 N. MAIN STREET  
IMLAY CITY, MI 48444**

**REGULAR MEETING  
TUESDAY, DECEMBER 03, 2024  
7:00 PM**

**1. CALL TO ORDER**

Clerk Dawn Sawicki-Franz called the meeting to order at 7:00 PM.

**2. PLEDGE OF ALLEGIANCE**

Clerk Sawicki-Franz led the Pledge of Allegiance.

**3. SWEARING IN OF ELECTED OFFICIALS**

Clerk/Treasurer Sawicki-Franz administered the Oath of Office for the newly elected City Commissioners: Tom Blount, Stu Davis and Bob Tanis. A certificate from the County of Lapeer Clerk's office was presented to each of the newly Elected Commissioners.

**4. ROLL CALL**

**Present:** Commissioner Tom Blount, Commissioner Stu Davis, Commissioner Joe DeLuca, Commissioner Al Ramirez, Commissioner Bob Tanis, Commissioner Barbara Yockey

**Absent:** None

**Also Present:** City Manager Craig Horton, Fire Chief Keith Klobucar, DDA Director Christine Malzahn, Clerk/Treasurer Dawn Sawicki-Franz and Public

**5. APPROVAL OF AGENDA**

**MOTION** by Davis seconded by Tanis to approve the agenda as amended  
**MOTION CARRIED UNANIMOUSLY**

**6. ELECTION OF MAYOR**

**A. NOMINATIONS**

Clerk/Treasurer Sawicki-Franz called for nominations from the Commission for Mayor  
Commissioner DeLuca nominated Commissioner Stu Davis.  
Commissioner Davis declined.

Commissioner Davis nominated Commissioner Barbara Yockey.  
Commissioner Yockey accepted

**MOTION** by Tanis seconded by Davis that nominations be closed  
**MOTION CARRIED UNANIMOUSLY**

**B. ELECT MAYOR FROM NOMINATIONS**

**MOTION** by Blount seconded by Davis to elect Commissioner Barbara Yockey for the position for Mayor for the City of Imlay City.

**ROLL CALL VOTE**

Ayes: Blount, Davis, Ramirez, Tanis, DeLuca, Yockey

Nays: None

Absent: None

**MOTION CARRIED UNANIMOUSLY**

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7. **ELECTION OF MAYOR PRO-TEM**

**A. NOMINATIONS**

Clerk/Treasurer Sawicki-Franz called for nominations from the Commission for Mayor Pro Tem  
Commissioner Davis nominated Commissioner Bob Tanis  
Commissioner Tanis accepted

**MOTION** by Davis seconded by Blount that nominations be closed  
**MOTION CARRIED UNANIMOUSLY**

**B. ELECT MAYOR PRO-TEM FROM NOMINATIONS**

**MOTION** by Blount seconded by Davis to elect Bob Tanis for the position of Mayor Pro Tem for the  
City of Imlay City

**ROLL CALL VOTE**

Ayes: Blount, Davis, DeLuca, Ramirez, Tanis, Yockey

Nays: None

Absent: None

**MOTION CARRIED UNANIMOUSLY**

**C. SWEAR IN MAYOR AND MAYOR PRO-TEM**

Clerk/Treasurer Sawicki-Franz administered the Oath of Office for the newly elected City Mayor  
Barbara Yockey and Mayor Pro Tem Bob Tanis.

8. **APPROVAL OF CONSENT AGENDA**

**MOTION** by Davis seconded by Tanis to approve the consent agenda to include:

**A. APPROVAL OF MINUTES** November 19, 2024 – Regular Minutes

**B. OTHER MINUTES** September 09, 2024 – Downtown Development Authority Regular Meeting  
September 10, 2024 – Parks and Recreation Regular Meeting  
October 22, 2024 – Planning Commission Regular Meeting

**C. PAYMENT OF THE BILLS IN THE AMOUNT OF:**

General Fund Checking	\$	685,307.13
Tax Account	\$	600.00
HRA Account	\$	<u>279.05</u>
Total	\$	<u>686,186.18</u>

**ROLL CALL VOTE**

Ayes: Davis, Tanis, Blount, Deluca, Ramirez, Yockey

Nays: None

Absent: None

**MOTION CARRIED UNANIMOUSLY**

9. **CITIZENS FROM THE FLOOR**

One citizen spoke regarding the city properties: Old Fire Hall, Old DPW Barn and the Sign Shop

10. **DEPARTMENT HEAD REPORT**

Fire Chief Keith Klobucar explained the need for reprogramming of the current fire siren located in  
Lamb Steele Park and referenced the quote in the board packet from West Shore Services in the  
amount of \$1,205.55 to accomplish this. Chief Klobucar continued explaining that this will allow the  
siren to be programed to not be set off during the nighttime hours with a timer and assured the  
Commission and the public that this will not affect the response of the firefighters for emergency  
situations and will not affect the siren notification for tornado or other weather warnings.

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**MOTION** by Tanis seconded by Davis to approve the quote from West Shore Services in the amount of \$1,205.55 for service to the fire siren in Lamb Steele Park.

**ROLL CALL VOTE**

Ayes: Tanis, Davis, Blount, Ramirez, DeLuca, Yockey

Nays: None

Absent: None

**MOTION CARRIED UNANIMOUSLY**

Fire Chief discussed the second issue for his report with asking for support of the Commission in creating an Ordinance regarding Knox Boxes for businesses in the City. The Commission gave their general consensus that an Ordinance as discussed concerning a Knox Box Ordinance (A Knox Box is a small, wall-mounted safe that holds building keys for fire departments, emergency medical services, and sometimes police to retrieve in emergency situations) would be supported. Fire Chief Klobucar stated that he would begin working on this Ordinance to present to the Commission at a later date.

**11. CITY COMMISSIONER VACANCY**

**A. INTRODUCTION OF CANDIDATES**

The vacant City Commission position was posted as directed by Imlay City Commission, in the local Tri-City Times newspaper several times, posted on our City of Imlay City website and Facebook account as well as with the postings in the lobby of City Hall and by word of mouth. Luke Stempien and Shane Collison both returned on-time applications and resumes to the City Office, so the City Commission could make an informed decision in a future Commissioner candidate. Luke Stempien and Shane Collison were each given time to share the reasons that they would like the Commission to choose them to serve on the Imlay City Board of Commissioners.

**B. NOMINATION**

Commissioner DeLuca nominated Luke Stempien with the support of Ramirez

Commissioner Tanis nominated Shane Collison with no support

**C. APPOINT CITY COMMISSIONER FROM NOMINATION**

**MOTION** by DeLuca supported by Ramirez to approve appointment of Luke Stempien to the vacant City Commission position for a two-year term.

**ROLL CALL VOTE**

Ayes: DeLuca, Ramirez, Tanis, Blount, Davis, Yockey

Nays: None

Absent: None

**MOTION CARRIED UNANIMOUSLY**

**D. SWEAR IN NEWLY APPOINTED COMMISSIONER**

Clerk/Treasurer Sawicki-Franz administered the Oath of Office for the newly appointed City Commissioner Luke Stempien

**12. UNFINISHED BUSINESS**

**A. CITY OWNED PROPERTIES**

Mayor Yockey explained that the City has received additional offer options for the old Fire Hall, the old DPW barn and the Sign Shop and she would like to create an ad-hoc committee to research all of the options in order to allow the City Commission to make the decision that is in the best interest of the City of Imlay City. Mayor Yockey asked for volunteer Commission members to sit on an ad-hoc committee to research and bring back the best option to the City Commission in January 2025. Commissioner Blount, Commissioner Tanis and Commissioner Ramirez all expressed their interest and Mayor Yockey said she would set a committee by the end of the week.

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**B. LAMB STEELE PAY APPLICATION #6**

**MOTION** by Davis seconded by Tanis to approve Lamb Steele pay application #6 to Kapala Heating & AC in the amount of \$66,442.50.

**ROLL CALL VOTE**

Ayes: Davis, Tanis, DeLuca, Blount, Ramirez, Yockey, Stempien

Nays: None

Absent: None

**MOTION CARRIED UNANIMOUSLY**

**13. NEW BUSINESS**

**A. NEWLY ELECTED OFFICIALS TRAINING INFORMATION**

City Manager Horton called the attention of the new Commissioners to the information in their board packet regarding the upcoming trainings to be offered by Michigan Municipal League in both virtual and in-person options.

**NO MOTION, INFORMATIONAL ONLY**

**B. 2025 BOARDS AND COMMISSION MEETING DATES – CALENDAR**

Discussion to adjust the Budget Work Session on the meeting calendar from March 20<sup>th</sup> to March 31<sup>st</sup>, 2025 with consensus of Commissioners.

**MOTION** by Davis seconded by Blount to approve the 2025 meeting calendar as amended.

**MOTION CARRIED UNANIMOUSLY**

Clerk/Treasurer Sawicki-Franz asked the Commission permission to close the City Office for the days between Christmas and New Years as has been done in the past with the City Office employees using PTO or COMP time, therefore not costing the City additional funds for the closure.

**MOTION** by Blount seconded by Tanis to close the City Office on Thursday, December 26<sup>th</sup>, Friday, December 27<sup>th</sup>, and Monday, December 30<sup>th</sup> in addition to the posted 2024 Holiday closures with office staff using PTO or COMP time for those closed days.

**MOTION CARRIED UNANIMOUSLY**

**C. AMERICAN TOWER – AT&T UPDATE**

City Manager Horton explained that AT&T recently reached out asking to upgrade the tower located on Folk Court in the Industrial Park with equipment upgrades and replacements at no cost to the City.

**MOTION** by Stempien seconded by Blount to approve allowing the equipment updates by AT&T as requested on the City's communication tower

**MOTION CARRIED UNANIMOUSLY**

**D. APPOINTMENT TO DDA BOARD**

Mayor Yockey explained that Joi Kempf has been on the DDA Board for some time now as the City's Mayor and now would like to remain on the DDA Board as a member.

**MOTION** by Davis seconded by Tanis to approve the appointment of Joi Kempf to the DDA Board

**MOTION CARRIED UNANIMOUSLY**

**14. CITIZENS FROM THE FLOOR**

DDA Director Christine Malzahn highlighted the event activities and invited everyone to the 2024 Winter Fest with tree lighting, parade and Kringle Market as well as Santa receiving the key to the City and many other fun activities to be held on Saturday, December 7, 2024 in the Imlay City downtown area.

One resident spoke asking about the date of the event that was chosen.

**15. CLOSED SESSION - AS NEEDED**

None

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**16. CITY MANAGER REPORT**

City Manager Horton asked Parks and Recreation member Frank Demske who was in the audience to share an upcoming event regarding Polly Ann Trail that will be held at Dryden Memorial Park on Wednesday, December 4<sup>th</sup>, 2024 at 1 PM showing off the Polly Ann Trail upgrades with limestone from Dryden Road to Casey Road due to a SPARKS grant that the Polly Ann Trail received. Demske continued highlighting a second item as another SPARKS grant that the City of Imlay City has been awarded to revitalize the Lions Park on Blacks Corners Road. The Parks and Recreation Committee will have a booth at the Winter Fest event located in the Lamb Steele Building to gather public input and to review options of playscape equipment that is available for this project.

**17. CITY COMMISSIONER TIME**

Commissioner Stempien thanked the Commission for their support in placing him on the Commission. Mayor Yockey shared that she is incredibly excited to work with this new Commission and hopefully we will be able to get a lot done.

**18. ADJOURNMENT**

**MOTION** by Yockey seconded by Collison to adjourn at 8:04 PM  
**MOTION CARRIED UNANIMOUSLY**

Next Regular Commission Meeting Date: Tuesday, December 17, 2024 at 7:00 PM

Respectfully submitted by: \_\_\_\_\_  
Dawn Sawicki-Franz, City Clerk

**APPROVED: December 17, 2024**