

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

REGULAR MEETING
TUESDAY, February 7, 2023
7:00 PM

1. **CALL TO ORDER**

Mayor Joi Kempf called the meeting to order at 7:00PM.

2. **PLEDGE OF ALLEGIANCE**

Mayor Joi Kempf led the Pledge of Allegiance.

3. **ROLL CALL**

Present: Mayor Joi Kempf, Mayor Pro Tem Ted Sadler, Commissioner Shane Collison, Commissioner Joe DeLuca, Commissioner Al Ramirez, Commissioner Bob Tanis, Commissioner Barbara Yockey

Absent: None

Also Present: City Manager Craig Horton, DPW Superintendent Ed Priehs, Interim DDA Director Dana Walker, Clerk/Treasurer Dawn Sawicki-Franz and Public.

4. **APPROVAL OF AGENDA**

MOTION by Yockey seconded by Collison to approve the agenda with the addition of **NEW BUSINESS C. DPW BUILDING ROOF REPLACEMENT** and **D. GROUNDS MAINTENANCE CONTRACT**
MOTION CARRIED UNANIMOUSLY

5. **APPROVAL OF CONSENT AGENDA**

MOTION by Sadler seconded by Yockey to approve the consent agenda to include:

- A. **APPROVAL OF MINUTES** January 17, 2023 – Work Session
January 17, 2023 – Regular Meeting
- B. **OTHER MINUTES** November 22, 2022 – Planning Commission
- C. **PAYMENT OF BILLS IN THE AMOUNT OF:**
- | | | |
|-----------------------|----|-------------------|
| General Fund Checking | \$ | 396,127.82 |
| Tax Account | \$ | 232,195.17 |
| HRA Account | \$ | 0.00 |
| Total | \$ | <u>628,322.99</u> |

ROLL CALL VOTE

Ayes: Sadler, Yockey, Collison, DeLuca, Ramirez, Tanis, Kempf

Nays: None

Absent: None

MOTION CARRIED UNANIMOUSLY

6. **CITIZENS FROM THE FLOOR**

None

7. **DEPARTMENT HEAD – CLERK/TREASURER/MEDICAL MARIHUANA DEPARTMENT DIRECTOR DAWN SAWICKI-FRANZ**

Dawn Sawicki-Franz began her report with an introduction and some election statistics prepared and distributed to the Commission for review and comparison. Sawicki-Franz highlighted elections as an integral part of the Clerk position and continued with the Clerk duties of attending City meetings, Planning Commission meetings and Zoning Board of Appeal meetings to record the minutes then preparing and submit the synopsis after each meeting to the local newspapers.

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The publications, bid packets and FOIA coordination are also an important part of the Clerk position at the City of Imlay City. Sawicki-Franz then shared some of the duties of the Treasurer position such as monthly reconciliation of ten bank accounts, set up General Ledger items as needed, prepare budget forms for Department Heads, prepare and file numerous reports to government agencies and set up winter and summer tax bills and calculate disbursements twice per month. Sawicki-Franz stated that the new Department of Medical Marihuana has been an eye-opening adventure and a lot of time and energy has been spent on attending classes, gaining knowledge through others who already have establishments and answering public questions either in person at the office or on the phone each day. Sawicki-Franz finished her presentation with the comment that the Clerk/Treasurer/Medical Marihuana Department is a very busy place and she feels blessed to be a part of the Imlay City Office Team.

8. UNFINISHED BUSINESS

A. APPROVAL OF REZONING 310 N CEDAR STREET - PARCEL #I19-81-400-000-00

MOTION by Tanis seconded by Yockey to approve the Planning Commission's recommendation to rezone 310 N Cedar Street parcel #I19-81-400-000-00 from B3 to RM1 as presented

ROLL CALL VOTE

Ayes: Tanis, Yockey, Collison, Deluca, Ramirez, Sadler, Kempf

Nays: None

Absent: None

MOTION CARRIED UNANIMOUSLY

9. NEW BUSINESS

A. MARCH BOARD OF REVIEW MEETING DATES

A list of dates for the upcoming March 2023 Board of Review meetings and publication notice was presented to the Commission.

INFORMATIONAL ONLY, NO MOTION

B. APPOINTMENT OF ALLISON SAMPLE TO PARKS AND RECREATION COMMISSION

MOTION by Sadler seconded by Tanis to approve the appointment of Allison Sample to the Parks and Recreation Commission for a term ending June 30, 2025

MOTION CARRIED UNANIMOUSLY

C. DPW BUILDING ROOF REPLACEMENT

Superintendent Priehs described the bids received for the DPW building roof replacement and recommended the bid received from Zimmer Roofing and Construction from Port Huron, Michigan at a cost of \$68,282.00 for a Duro-Last Roof.

MOTION by Tanis and seconded by Sadler to approve the bid by Zimmer Roofing and Construction in the amount of \$68,282.00 for the replacement of the DPW building roof.

ROLL CALL VOTE

Ayes: Tanis, Sadler, Yockey, Collison, Deluca, Ramirez, Kempf

Nays: None

Absent: None

MOTION CARRIED UNANIMOUSLY

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D. GROUNDS MAINTENANCE CONTRACT

DPW Superintendent Priehs recommended to the Commission to extend for one year, the current grounds maintenance contract with Scott's Lawn Maintenance with an increase of \$500 to the amount of \$21,000.00 for the 2023 mowing season.

MOTION by Tanis seconded by Collison to approve an extension of the current grounds maintenance contract with Scott's Lawn Maintenance for one year in the amount of \$21,000.00 for the 2023 maintenance season as recommended by DPW Superintendent Ed Priehs

ROLL CALL VOTE

Ayes: Tanis, Collison, DeLuca, Ramirez, Sadler, Yockey, Kempf

Nays: None

Absent: None

MOTION CARRIED UNANIMOUSLY

10. CITIZENS FROM THE FLOOR

Interim DDA Director Dana Walker introduced herself and stated that the DDA Board has hired her for the position of Interim DDA Director for up to eight weeks, for up to 20 hours per week and stated that she is currently in week two. Walker briefed the Commission that she is checking emails, taking phone calls, taking care of billings and assisting in finding a new DDA Director with an application deadline of Friday, February 10th and continued by informing the Commission that a personnel committee has been formed from the DDA to conduct interviews of candidates.

11. CLOSED SESSION

None

12. CITY MANAGER TIME

City Manager Craig Horton notified the Commission that six applications for the Medical Marijuana Provisioning Center licenses have been reviewed and scored and two approval letters and 4 denial letters will be sent out. Horton continued informing the Commission that he received a counter proposal on the Imlay Township Fire Contract from Imlay Township Supervisor Rick Farkas on Monday and is looking for direction from the board as to the next step. Horton reminded the Commission that he has the audit numbers from King and King regarding the Fire Department cost per run and this in turn helps to identify the actual cost of the Imlay Township Fire Contact for 35 runs per year.

13. CITY COMMISSIONER TIME

Commissioner Yockey offered her congratulations to Imlay City resident Teresa Richey who was awarded the well-deserved title of Citizen of the Year Award at the recent Imlay City Chamber of Commerce Gala and Dinner-Dance event and in addition Jaason Bishop was the recipient of the Merit Award as well as Rebecca Homer who created the scholarship in honor of Officer Kevin Homer, was the winner of the Organization of the Year.

Commissioner Tanis thanked everyone for the recent get well wishes.

Commissioner Sadler spoke regarding the headlines of the recent week's newspaper regarding the horrific accident at M-53 and Borland Road and the M-DOT continued response of no light at that intersection.

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- 14. ADJOURNMENT**
MOTION by Yockey seconded by Tanis to adjourn at 8:00PM
MOTION CARRIED UNANIMOUSLY

Next Regular Commission Meeting Date: Tuesday, February 21, 2023 at 7:00PM

Respectfully submitted by: _____
Dawn Sawicki-Franz, City Clerk

APPROVED: February 21, 2023