

March 15, 2021

Minutes of the regular meeting of the city council of the City of Kingsford, County of Dickinson, and State of Michigan.

A regular meeting of the Kingsford City Council was held on Monday, March 15, 2021 at 6:30pm in the council chambers at City Hall.

Roll Call: Present: Councilmember Dixon-Miller, Remer, Baldinelli and Flaminio  
Absent: Groeneveld

Also present were City Manager Mike Stelmaszek, City Attorney Bruce Brouillette, Public Safety Director Brian Metras, Public Works Superintendent Jeff DeMuri, Treasurer Holly Palmer, Deputy Clerk Tanya Hiltonen, Scott Kenney [Auditor], Maggie Lanthier [The Daily News] and Floyd Lindholm.

The pledge of allegiance was stated.

A motion was made by Councilmember Dixon-Miller and supported by Councilmember Remer to approve the March 1, 2021 City Council Meeting minutes as presented.  
ALL AYES. NO NAYS. MOTION CARRIED.

A motion was made by Councilmember Dixon-Miller and supported by Councilmember Remer to approve the March 2, 8 & 9, 2021 Board of Review minutes as presented.  
ALL AYES. NO NAYS. MOTION CARRIED.

A motion was made by Councilmember Remer and supported by Councilmember Dixon-Miller to approve the agenda as amended. (Additions to New Business – B. Street Administrator Resolution; C. Request to Purchase a Water Service Tapping Machine.)  
ALL AYES. NO NAYS. MOTION CARRIED.

A motion was made by Councilmember Flaminio and supported by Councilmember Dixon-Miller to approve the invoices for March 2, 2021 through March 15, 2021 in the amount of \$210,903.24.  
ALL AYES. NO NAYS. MOTION CARRIED.

The consent agenda consisted of the following:

- Public Safety Report – February
- Treasurer's Report – February

A motion was made by Councilmember Dixon-Miller and supported by Councilmember Remer to receive and place on file the consent agenda.  
ALL AYES. NO NAYS. MOTION CARRIED.

There was no Public Comment.

The only item under Communications was letter from KHS Senior Class Advisors re: advertising support for their non-alcoholic overnight graduation class party. Historically, the City Council has provided \$100.00 toward advertising for this event.

A motion was made by Councilmember Dixon-Miller and supported by Councilmember Remer to approve \$100.00 for the KHS Senior Class advertising for their event.  
ALL AYES. NO NAYS. MOTION CARRIED.

The Manager's Report was presented by Stelmaszek.

- Two City Council positions will be open for election this year, currently held by Mayor Groeneveld and Mayor Pro-tem Baldinelli. Petitions are available at the Deputy Clerk's office and must be returned by 4:00pm CDT on April 20<sup>th</sup>, 2021. Notices will be run in The Daily News per statute on March 31<sup>st</sup>, April 7<sup>th</sup> and 14<sup>th</sup>.
- A resident from Cass Avenue emailed the City regarding a safety/parking concern about vehicles parking on both sides of Union Street (between Woodward and Hamilton). Stelmaszek referred the matter to Director Metras, and a road survey was conducted. A memo from Director Metras was included with the Manager's Report recommending no change be made. Stelmaszek concurred with Metras and believes the requested change would set a precedent that, if honored, could cause significant parking issues during sporting events due to limited parking availability throughout Ford Addition.
- Stelmaszek received a call from Probate Judge Thomas Slagel inquiring on the use of our council chambers to hold two potential trials in April. Stelmaszek requested authorization from the City Council to grant the use of our council chambers for this purpose for April and May of this year, provided the trials are scheduled during a time the council chambers are not being used. Stelmaszek feels any additional use should be done under the provisions of a written agreement

that provides compensation for the City. Councilmember Flaminio asked if a bailiff or a deputy would be present for security. A brief discussion took place.

A motion was made by Councilmember Baldinelli and supported by Councilmember Flaminio to grant the request by Probate Judge Thomas Slagle to use the council chambers at City Hall for the months of April and May 2021, under the condition they provide security detail.  
ALL AYES. NO NAYS. MOTION CARRIED.

- o Public Works and City Hall staff were recently given the opportunity to receive a Covid-19 vaccination. There are currently no active cases of Covid-19 within all of the City departments, and all City employees have been offered the vaccination. On March 8, 2021, the doors at City Hall were unlocked to allow public access and the ability for in-person business to be conducted.

A motion was made by Councilmember Dixon-Miller and supported by Councilmember Remer to receive and place on file the March 15, 2021 Manager's Report.  
ALL AYES. NO NAYS. MOTION CARRIED.

The first item under Old Business was ADA Front Door Renovation Project Bid Issue. After further review, the bid from St. George Glass in the amount of \$9,650.00 did not meet specifications, which nullified the City Council's prior approval. The bid omitted the electrical work and the demolition/removal of the current doors. Having received only one bid, Stelmaszek contacted Mr. Steve Zurcher of St. George Glass to discuss the omission. Mr. Zurcher followed up with a revised bid in the same amount of \$9,650, which now included the demolition and removal of the current doors. The electrical component still needed to be addressed, so KPS Lt. Bolda solicited bids from multiple local contractors. The two bids received were as follows: MJ Electric (\$657) and Brooks Electric (\$1,050). Both estimates provided the same services and met the specifications required to complete the electrical service component of the KPS Front Door ADA Renovation Project. Stelmaszek recommended the City Council accept the revised bid from St. George Glass, along with the low bid from MJ Electric for the electrical work. The cost for the project will total \$10,307, which is \$7,693 below the \$18,000 budgeted for this project.

A motion was made by Councilmember Flaminio and supported by Councilmember Dixon-Miller to accept the revised bid from St. George Glass, award the electrical portion of the project to MJ Electric and to proceed with the ADA Front Door Renovation Project at Public Safety.  
ALL AYES. NO NAYS. MOTION CARRIED.

The final item under Old Business was the Westwood Project Engineering Services Proposal Recommendation. The City Manager submitted a memo to the councilmembers to inform them that after reviewing bids received at the last meeting, his and Supt. DeMuri's recommendation was to enter into an agreement with Coleman Engineering Company for a "not-to-exceed" cost of \$37,600 for the project as outlined in the Request for Proposals.

A motion was made by Councilmember Dixon-Miller and supported by Councilmember Remer to award the bid to Coleman Engineering Company for a not-to-exceed cost of \$37,600 for the project as outlined in the Request for Proposals.  
ALL AYES. NO NAYS. MOTION CARRIED.

At this time, the Public Information Hearing scheduled for 6:45pm began to address the USDA application for Patrol Car Grant. The awarded amount for the 2021 USDA Patrol Car Grant is \$26,500. A copy of the advertisement published in The Daily News was provided. Stelmaszek received no comments, verbally or in writing, for or against.

Mayor Pro-tem Baldinelli asked three times if there was any public comment; there was none.

A motion was made by Councilmember Dixon-Miller and supported by Councilmember Remer to close the public information hearing re: USDA Patrol Car Grant.  
ALL AYES. NO NAYS. MOTION CARRIED.

The public information hearing was concluded.

The first item under New Business was the Auditor's Presentation. A copy of the audit report was distributed to the councilmembers. Mr. Scott Kenney, the City's independent auditor, attended the meeting for an in-person PowerPoint presentation for the City Council. Mr. Kenney began by noting his audit opinion is "Unmodified" which is the highest audit opinion an auditor can render on a set of financial statements. Descriptions of fund activity and balances were presented, while referencing the audit report throughout. Mr. Kenney submitted a letter of comments and recommendations, which reported no material weaknesses, no material non-compliances and no significant deficiencies. Another matter discussed was the City's capitalization policy. Under the City's definition of a capital expense, "the total cost of an item must be \$1000.00 or more and have an estimated life of one or more years". If it does not meet this description, the item should be classified as an operating expense. The difference between the two is that depreciation is being calculated on the capital items regardless of which fund they're in, as opposed to operating expenses being written off in the year they are acquired. The auditor recommended the managerial staff and department heads review the capitalization policy to ensure everyone understands the criteria. He also submitted his proposed audit adjustments and

incorporated them into the financial statements. He recommended to review them again at the end of the fiscal year prior to closing the books. In summary, Mr. Kenney stated the financial position of the City improved on an overall basis and there were procedural improvements with fewer audit adjustments than previous audits. The audit presentation was concluded. A brief discussion took place.

A motion was made by Councilmember Dixon-Miller and supported by Councilmember Remer to receive and place on file the Auditor's presentation for the FY 2019-2020 Audit.  
ALL AYES. NO NAYS. MOTION CARRIED.

The second item under New Business was the Resolution for Designation of Street Administrator. This is a requirement under Section 13(9) of Act 51, Public Acts of 1951. Historically, the City Manager has been designated for this role for coordinating street maintenance, traffic operations work, and the development, construction, or repair of off-street parking facilities and construction or repair of street lighting. City Manager Stelmaszek presented this resolution for the City Council's consideration.

A motion was made by Councilmember Dixon-Miller and supported by Councilmember Remer to adopt Resolution No. 2021/3/15.1 To Designate the City Manager as the Street Administrator.

ROLL CALL: Ayes: Councilmember Dixon-Miller, Remer, Baldinelli and Flaminio  
Nays: none  
Absent: Groeneveld  
MOTION CARRIED.

The last item under New Business was a Request by DPW Supt. DeMuri to purchase a water service tapping machine. Stelmaszek provided two quotes obtained by Supt. DeMuri and noted these funds are currently available in the budget under 977 Equipment. This is an essential piece of equipment needed for the Water Department.

A motion was made by Councilmember Baldinelli and supported by Councilmember Dixon-Miller to authorize DPW Supt. DeMuri to purchase the water service tapping machine in the amount of \$3,395.00 from Etna Supply.

There was no Public Comment.

Under Councilmember's Privilege, Councilmembers Flaminio thanked Mr. Scott Kenney for his diligent work and also the office staff. Councilmember Dixon-Miller agreed with Flaminio and was thankful to be back at City Hall for in-person meetings. Councilmember Baldinelli thanked Mr. Kenney and the staff. He also suggested the councilmembers begin organizing a committee for the centennial celebration.

There being no further business, a motion was made by Councilmember Remer and supported by Councilmember Dixon-Miller to adjourn the meeting.

ROLL CALL: Ayes: Remer, Baldinelli, Flaminio, Groeneveld and Dixon-Miller  
Nays: None  
MOTION CARRIED.

  
Mayor

  
Clerk