

**MINUTES**  
**ST. CLAIR SHORES CITY COUNCIL MEETING**  
**JUNE 19, 2023**

Regular Meeting of the City Council, held in the Council Chambers, located at 27600 Jefferson Avenue., St. Clair Shores, Michigan.

**Present:** Mayor Kip C. Walby, Council Members Peter Accica, John Caron, Ron Frederick, David Rubello, Candice Rusie, and Chris Vitale

**Also Present:** City Manager Dustin Lent, Assistant City Manager Michael Greene, City Clerk Abby Barrett, Interim Director Renae Warnke, Director Rosemary Orlando, Director Henry Bowman, City Engineer Chris Liebert, Fire Chief Piper, Deputy Police Chief Plaza, and City Attorney Robert Ihrle

**1. CALL TO ORDER, ROLL CALL AND PLEDGE OF ALLEGIANCE**

Mayor Walby called the meeting to order at 7:00 p.m. Ms. Barrett, City Clerk, called the roll, and a quorum was present.

**2. PROCLAMATIONS & PRESENTATIONS**

**a. USPS 2023 Food Drive Update**

Ron Zelewski, St. Clair Shores Letter Carrier gave an update on the USPS 2023 Food Drive on May 13, 2023. The City of St. Clair Shores donated 26,875 pounds of food which will be distributed locally and around Macomb County. He thanked Council Members and everyone who volunteered.

**b. Memorial Day Parade Awards**

SCS Memorial Day Parade Committee Chairperson introduced the committee members and announced the 2023 parade awards.

Best Color Guard: St. Clair Shores Police Department  
 Best School Band: Lakeview High School  
 Best Band: Plymouth Fife & Drum  
 Best Patriotic Float: St. Clair Shores Eagles Aerie 3619  
 Best Special Entry: Godfather Racing  
 Best Overall Entry: Arsenal of Democracy  
 Parade Committee Director's Choice: Macomb County Animal Welfare  
 Mayor's Choice: Stan Yee's Collision

Mayor Walby thanked the Committee and volunteers for another great parade.

**3. AUDIENCE PARTICIPATION ON AGENDA ITEMS (2 MINUTE TIME LIMIT) - None**

**4. ROBINSON CAPITAL MANAGEMENT PRESENTATION**

**Background Brief:** During the August 15, 2022, Council meeting, Council approved entering into a contract with Robinson Capital for the investment of the City's excess funds to optimize the earnings. This presentation from Robinson is to inform the Council of:

1. Investment Policy & Potential Changes
2. Extending the Portfolio
3. Current interest rate/investing environment

The City has always maintained a conservative investment policy in accordance with Michigan statutes, which require that the primary investment objectives be the protection of the principal and maintaining sufficient liquidity to enable the City to meet all of its operating requirements (i.e., vendors, payroll, pension obligations, debt service payments, etc.). The interest rate of return is secondary to those objectives.

**Previous Action:** August 15, 2022, approval of Robinson Capital as the City's investment advisor. On October 3, 2022, Council approved the City's Investment Policy for FY 22/23 with no changes.

**Economic Impact:** N/A

**Recommendation:** After consultation with Robinson, we are recommending updating our Investment Policy to include: extending maximum maturity to 5 years, a Financial Institution Acknowledgement section, Appendix A (matrix for security

**Item 4 Continued**

diversification), and a glossary. With this update, Robinson believes our policy would qualify for certification through the Association of Public Treasurers if we were to pursue such certification.

John Strainer and Greg Prost of Robinson Capital presented information on the investment policy.

Mayor Walby said the two main changes in this policy are to extend the maturity to five years and securities diversity.

Mr. Vitale said he noticed the inverted curves do not last very long and asked if we were late getting in on that.

Mr. Prost said it is not a matter of being late to it, when they start to steepen it means the Federal Reserve is cutting interest rates.

Mr. Vitale asked if going to the longer rates will reap the benefit of five years out.

Mr. Prost said you are going to be locked into some rates here in case interest rates go back down. It is really about diversifying the maturity of the portfolio. This is surplus cash; the rest of the portfolio is sitting in cash.

Mr. Vitale asked if we are limited by the City Charter.

Mr. Prost said no.

Mr. Vitale asked about AAA, A+, and municipal securities, and if this is essentially investing in other communities.

Mr. Prost said you are allowed to invest in Michigan Municipal Bonds and that they mostly buy school district bonds that are backed by a multi-million-dollar fund and if the fund is depleted, they are backed by the state.

Ms. Rusie agrees with extending the maximum security from three to five years. She asked about the benefit of the Association of Public Treasurers certification.

Mr. Prost said it shows the community you are looking to make your investment policy acceptable. It is an extra way of showing that.

Ms. Rusie said she agrees this policy would pass the certification given their criteria. She noted it lists the types of funds and asked if this includes enterprise funds.

Mr. Strainer said that is up to the discretion of the Council and which individual funds you want the policy to apply to. Enterprise Funds are not listed in the policy, which would be something to add if that is what Council wants.

Mr. Lent said it currently does not include enterprise funds. He said it would pertain to water and sewer funds. The escrow account should be explicitly listed.

Ms. Rusie asked that the Board of Trustees be changed to reflect Council and noted the terms need to be defined in the glossary, the numbering to be corrected in the investment policy (16.0), and asked that the policy is revised to include an explanation that the Finance Director reviews it yearly, subject to Council approval, along with more details of the process.

Mr. Lent said the certification gives credence to the investment policies and procedures and lets community members know we take this extremely seriously.

Mr. Rubello asked who directs Robinson on where the Council wants to go with investments.

Mr. Prost said they met with the City Manager and Treasurer to first get through a couple of the stages.

Mr. Lent said the City Manager and Treasurer are generally on the lead, but we have to work within state law.

Mr. Rubello asked if Robinson is meeting all of St. Clair Shores' objectives.

Mr. Prost said he believes so.

**Item 4 Continued**

Mr. Frederick stated that like most of our pension funds, we have a policy for investment and then we have a team that carries out that policy. So, Ms. Warnke and Mr. Lent would be our people carrying out the policy that Council approves. He said we are approving the policy and extending maturity from three to five years today.

Mr. Vitale asked if this is something that will be before Council again next year.

Mayor Walby said yes, it will be annually.

Mr. Lent said we can bring it back to the July meeting with the changes Council requested.

Ms. Rusie suggested approving the extension to five years and bringing the actual policy back for approval at another meeting.

**Motion by Fredrick, seconded by Caron to approve extending City Investments to a maximum maturity of 5 years, including the enterprise funds, diversifying investments by security type and institution/issuer, and to table the investment policy to a future meeting date to incorporate recommended edits.**

Ayes: All-7

**5. REQUEST TO APPOINT THE CITY TREASURER/FINANCE DIRECTOR**

**Background Brief:** The position of City Treasurer/Finance Director was combined several years ago as a result of the Comprehensive Report prepared by our Auditor, Plante Moran. The Treasury Division is supervised by the City Treasurer whose duty is to collect all bills, either for taxes or services rendered by or through the City. The Treasurer also coordinates all policies and claims of insurance on city property.

Renae Warnke, City Controller since 2019, previously served as our Interim Finance Director in 2021, and has resumed this role since April 2023.

**Previous Action:** N/A

**Economic Impact:** N/A

**Recommendation:** It is my recommendation to approve the appointment of Renae Warnke to the position of City Treasurer/Finance Director.

**Moved by Council Member Vitale, supported by Council Member Caron to approve the appointment of Renae Warnke to the position of City Treasurer/Finance Director.**

Ayes: All-7

**6. BIDS/CONTRACTS/PURCHASE ORDERS**

**a. REQUEST APPROVAL OF THE SUBURBAN LIBRARY COOPERATIVE PURCHASE ORDER FOR AUTOMATED SYSTEM SERVICES**

**Background Brief:** The St. Clair Shores Public Library has been a member of the Suburban Library Cooperative (SLC) since 1978. SLC began offering automated computer services to member libraries in 1987. The St. Clair Shores Public Library has been part of this system since its inception. The current management system, Polaris, provides management service in the use, maintenance, training and support of the acquisition and billing of library materials. It controls the patron online payment of fines and fees, and the integrated phone, email, and text messaging service to patrons. Patron records, statistical reporting, reciprocal borrowing, access to the online catalog, and the RFID security system are a few of the components of the Polaris Integrated System. Internet and Wi-Fi access, and the centralized printer are included in the automated service fees. Most importantly, this shared library management system provides St. Clair Shores residents with access to over two million items.

The Automated System Services fee is budgeted in FY 24 in the 271790-810000 Services account and is billed quarterly by the Suburban Library Cooperative.

**Previous Action:** N/A

**Item 6a Continued**

**Economic Impact:** \$74,622.04 271790-810000 Services Account

**Recommendation:** recommend City Council approve the purchase order for the St. Clair Shores Public Library's Automated System Services, provided by the Suburban Library Cooperative for FY 2024, in the amount of \$74,622.04.

Ms. Rusie asked how the amount was computed.

Ms. Orlando said the Cooperative's fiscal year begins October 1 and it is computed quarterly so the current bill is in their last fiscal year, and we are billed quarterly moving forward.

Ms. Rusie asked about the staff user fees and if it varies based on access.

Ms. Orlando said it used to be based on how many stations you had in the Library and now there is a formula based on Library size with some stations grandfathered in.

Mr. Frederick noted this is something we do annually that gives the community access to over two million items. He said there are many people who not only use our Library but use other Libraries through our Library, so this is very important to continue that service.

**Moved by Council Member Frederick, supported by Council Member Rusie to approve the payment of the Automated System Services, provided by the Suburban Library Cooperative, for FY 2024, in the amount of \$74,622.04.**

Ayes: All-7

**b. REQUEST APPROVAL OF THE OVERDRIVE INC., PURCHASE ORDER FOR DOWNLOADABLE DIGITAL MEDIA SERVICES**

**Background Brief:** Overdrive provides the Library with its digital collection which extends beyond the physical walls of the building and offers anytime, anywhere access to e-books, audiobooks, and magazines. The Library has subscribed to this service since 2016 and its popularity and demand has steadily increased. As of April 30, 2023, in FY 23, the St. Clair Shores Public Library has circulated almost 27,800 items digitally to our residents. Because of patron requests and demand for e-resource materials, this budgeted service item for FY 24 has been increased to \$20,000.00.

**Previous Action:** N/A

**Economic Impact:** \$20,000.00 271790-810000 Services Account.

**Recommendation:** I recommend City Council approve the Overdrive Downloadable Digital Media Services purchase order for the St. Clair Shores Public Library for FY 2024, in the amount of \$20,000.00.

Ms. Orlando discussed the benefit of the Overdrive system.

Mr. Rubello noted that this is one of the largest digital companies in the world.

Ms. Orlando said this is the company that all Libraries are using to access their digital materials.

Ms. Orlando discussed the cooperative systems and the use of Overdrive digital media services.

Mr. Vitale asked about a system in the Detroit Public Library where you can search every newspaper in the country.

Ms. Orlando said that is an annual subscription service that is very expensive.

Ms. Rusie asked what the fee increase is based on.

Ms. Orlando said we reduced the material and print budget knowing we wanted to increase the digital services.

Ms. Rusie asked how the fees are driven. She noted the quote says deposit and asked if we give them money, and then as users access the materials it uses the deposit.

**Item 6b Continued**

Ms. Orlando said we go in and select those materials, so it is based upon what materials we are making available to users. When we have a lot of people waiting on a title, we can go in and purchase another title.

Mr. Frederick said it is really the content we are purchasing.

Mr. Vitale requested Ms. Orlando to find out the cost of the newspaper search system.

**Moved by Council Member Rubello, supported by Council Member Caron to approve the purchase order for Overdrive Downloadable Digital Media Services in the amount of \$20,000.00 for FY 2024.**

Ayes: All-7

**c. REQUEST APPROVAL TO AWARD THE BID FOR A TWO-YEAR CONTRACT WITH MANQUEN VANCE FOR EMPLOYEE BENEFITS BROKERAGE CONSULTING SERVICES**

**Background Brief:** Bids were solicited through Bidnet Direct for Benefit Consulting Services for the City of St. Clair Shores. Six bids were received and the three lowest bidders were interviewed by Dustin Lent, Michael Greene, Natalie Turner, and Renae Warnke. The bid results are as follows:

1. Northfield Benefit Partners - CY23 Annual fee of \$61,800 (annualized); CY24 \$61,800; CY25 \$61,800
2. Manquen Vance - CY23 Annual fee of \$65,000 (annualized); CY24 \$65,000; CY25 \$67,500 less commission offsets for all three years.
3. Assured Partners - Agent Fee \$3,944/mth = \$47,328 annual + Admin Fee \$1,666/mth = \$19,992 Total \$67,320 plus commissions.

The low bidder Northfield Benefit Partners did not have any experience with municipal clients and had a staff of two. It was felt they would not be able to serve the city appropriately.

Manquen Vance had a very professional presentation, and their specialty is working with municipalities. They have experience with all the vendors the city currently has hired and gave examples of problem-solving for other communities. The interview team was impressed by their presentation and after all three interviews, unanimously chose to recommend Manquen Vance for the city's benefit consulting services.

**Previous Action:** N/A

**Economic Impact:** N/A

**Recommendation:** The recommendation is for the approval of benefit consulting services with Manquen Vance for two years for a flat rate fee of \$65,000 for CY2024; and a flat rate fee of \$67,500 for CY2025 less commission offsets.

Mr. Lent discussed the background of the consulting services RFP and the bid process.

Ms. Warnke said they were very impressed with Manquen Vance. They have a lot of experience and ideas to save money. They have a lot of analytical processes in place to look at all your systems and find ways to save money. We felt like they could take us to the next level and be the support that we need.

Mr. Caron said in terms of the ideas that they have; they are going to look through all the collective bargaining agreements as well as see if we are getting the best match with all the insurance companies. He asked if they will be involved in mediation or explanation of benefits as a third-party administrator.

Mr. Lent said they will handle mediation when it comes to claims and explanation of benefits.

Ms. Rusie said this is the highest praise she has ever heard the administration give. She said she trusts the recommendation of staff and asked why the contract is calendar year instead of fiscal.

Mr. Lent said the benefits start the first of the year. He noted that when we do the next one it may be a different timeline.

Mr. Vitale thanked staff for taking this out to bid. He asked if we can make a change in the middle of a contract since employee benefits are contractually agreed upon.

**Item 6c Continued**

Mr. Lent said we can not necessarily change the high-deductible plan, but they can work with Blue Cross Blue Shield to find cost savings. Once we go over the hard cap, employees will be responsible for paying the premium, which is in the contracts, at that point they can decide if they want to pay the premium or have the administration look at potential other offers that are out there that will put them back under the hard cap.

Mr. Rubello asked if this is for two years.

Mr. Frederick said it is a two-year flat rate fee.

Ms. Warnke said it is two calendar years.

Mr. Lent said there is going to be a phasing out of the old company and a phasing in of Manquen Vance.

Mr. Frederick said that with Manquen Vance, what we are getting is best practices.

**Moved by Council Member Rubello, supported by Council Member Caron to approve benefit consulting services with Manquen Vance for two years for a flat rate fee of \$65,000 for CY2024; and a flat rate fee of \$67,500 for CY2025 less commission offsets.**

Ayes: All-7

~~d. **REQUEST TO APPROVE MULLER SYSTEMS WATER & AUTOMATIVE METER READING MTUS BLANKET PURCHASE ORDER**~~

e. **REQUEST TO APPROVE CUSTODIAL SERVICES FY 23/24 PURCHASE ORDER WITH CLEANNET OF GREATER MICHIGAN, INC.**

**Background Brief:** For most of the City's facilities, the City utilizes a third party for our custodial needs. On December 5<sup>th</sup>, 2022, Council approved a three-year contract to the lowest qualified bidder, CleanNet of Greater Michigan Inc.

While CleanNet has met the needs of most of our facilities thus far, a couple of months after beginning their contract it was determined that they were unable to meet the demands of the Civic Arena and the City has ceased utilizing their services for the Arena and is no longer being billed for that specific service. At that time, staff reached out to the additional companies who submitted custodial proposals to see if they would be interested in taking on the Arena contract. However, the response was the same from each firm; they were only interested in all City facilities for a contract and were not interested in individual facilities.

After multiple discussions with Arena staff, it was determined the current best course of action is to serve the building in-house. This change to process has been reflected in the approved FY 23-24 budget, while the other facilities under contract remain unchanged.

**Previous Action:** On December 5<sup>th</sup>, 2022, the Council approved the Custodial Services bid award to CleanNet of Greater Michigan, Inc. for three (3) years.

**Economic Impact:** FY 23-24 Total: \$196,062.36.

**Facility breakdown:**

City Hall	101-265-930-015	\$29,289.96
Police	101-301-930-015	\$43,996.32
Library	271-790-930-015	\$47,873.28
DPW	101-441-930-015	\$10,852.44
Mech. Garage	661-525-930-015	\$4,868.28
Civic	508-753-930-015	-
Senior Center	101-776-930-015	\$24,061.68
Court	130-286-930-015	\$35,120.40

**Recommendation:** It is my recommendation to approve the Custodial Services FY 23/24 Purchase Order with CleanNet of Greater Michigan, Inc. as presented.

**Item 6e Continued**

Mr. Greene said there is a change to this purchase order. We ceased using CleanNet for Civic Arena.

Mr. Caron asked if staff has the right materials needed in terms of disinfecting Civic Arena.

Mr. Greene said yes, they believe they have everything they need.

Mr. Lent said knowing we are going to be taking it over in-house, we are going to be purchasing a lot more custodial supplies, so we are looking to do a bid package for custodial supplies. We have done this in-house in the past.

Mr. Caron said if we are taking it back over, we need to make sure we know what needs to be done and what supplies are needed to keep it effectively disinfected for that environment.

Mr. Frederick said he is glad we are doing this because it sounds like we were coming in after them and doing all kinds of extra work.

**Moved by Council Member Frederick, supported by Council Member Caron to approve the Custodial Services FY 23/24 Purchase Order with CleanNet of Greater Michigan, Inc in the amount of \$196,062.36.**

Ayes: All-7

**f. REQUEST APPROVAL TO AWARD THE ST. CLAIR SHORES CIVIC ARENA SANITARY PROJECT**

**Background Brief:** The concession area floor drain at the Civic Arena has been experiencing sand and sewage backup through the floor drains for a number of years. This requires staff to clean the floors after every use. Attempts to jet and TV the line have not been successful due to corrosion in the cast iron pipe. The project will abandon the failed portion of the pipe and reroute it through the exercise room to tie into the sanitary manhole on the west side of the building, picking up the two restrooms that are out of order. Bid documents were posted on bidnet on May 19th and we opened three bids on June 13th. The low bidder is Ready Dig Excavation with a cost of \$55,664.50. Ready Dig Excavation has successfully performed work in the City of St. Clair Shores with positive references from CDI inspectors.

**Previous Action:** N/A

**Economic Impact:** We are recommending awarding the project with a 15% contingency, bringing the total cost to \$64,015.

**Recommendation:** It is recommended that Council award the project to Ready Dig Excavation for the amount of \$55,664.50, with a 15% contingency for unknown conditions.

Mr. Liebert discussed the problems in the concession area.

Mayor Walby said he knows Ready Dig has done work here before, the gap in price in the bids is significant and asked if there was any concern with that.

Mr. Liebert said they spoke with our inspectors and Roseville, and they all had really good things to say.

Ms. Rusie asked what the timetable is for the project.

Mr. Liebert said we are hoping to get started in early July and be done in early August.

Ms. Rusie asked if it will be a significant disruption for Civic Arena.

Mr. Lent said we are doing it at the least busy time for the arena.

Ms. Rusie said the 15% contingency is a little high and noted we may see a greater number of unanticipated things come up in this project.

Mr. Vitale asked about the workout room and if the equipment will be moved out.

Mr. Liebert said the equipment will be moved away from the wall.

Mr. Caron said it is not a typical exercise room and everything is hanging from the ceiling.

**Item 6f Continued**

Mr. Lent said the synthetic ice that is laid on top of the floor will be picked up and moved.

Mr. Caron asked if we have any intention of trying to hook the two abandoned bathrooms back up.

Mr. Liebert said that is part of this project.

**Moved by Council Member Frederick, supported by Council Member Caron to award the St Clair Shores Civic Arena Sanitary Project to Ready Dig Excavation for the amount of \$55,664.50, with a 15% contingency for a total amount of \$64,015.**

Ayes: All-7

**g. REQUEST APPROVAL TO AWARD THE BID FOR CONSTRUCTION OF REPLACEMENT OF THE PUMP HOUSE AT THE MUNICIPAL POOL**

**h. REQUEST TO APPROVE THE FY 23/24 BLANKET PURCHASE ORDER WITH PRINTING SYSTEMS, INC. FOR ELECTION SUPPLIES**

**Background Brief:** We have continued to utilize Printing Systems, Inc. (PSI) from the MITN and the Macomb County Clerk-Election Department bids. My projected order for the 2023/2024 Election cycles is for 125,000 AV Ballot Envelopes (outgoing and return), 30,000 Secrecy Sleeves, and 30,000 AV Ballot Applications. This request will cover supplies for the August and November Elections in 2023, the March Election in 2024, and some for the August Election in 2024.

Election printing is a specialized function that must comply with Michigan Election Laws, and be compatible with the qualified voter registration program, and vendors need to be able to turn the materials around quickly. PSI has demonstrated good products, bulk purchasing discounts, and timely service for over 20 years. I have found that they have the best pricing, customer service, and the ability to meet our deadlines.

**Previous Action:** We have always used PSI in the past for any election printing needs we have.

**Economic Impact:** The cost of printing from PSI will be approximately \$35,000, which was budgeted for in the FY23/24 budget.

**Recommendation:** I recommend approval of the FY 23/24 Blanket Purchase Order to Printing Systems, Inc. for \$35,000 to cover the cost of various election printing, forms, ballots, and envelopes.

Ms. Rusie asked if this was bid out by the County, and if we are using that bid.

Ms. Barrett said yes, and they did extend it through December 13, 2024.

**Moved by Council Member Frederick, supported by Council Member Rubello to approve the FY 23/24 Blanket Purchase Order to Printing Systems, Inc. for \$35,000 to cover the cost of various election printing, forms, ballots, and envelopes.**

Ayes: All-7

**i. REQUEST APPROVAL TO PURCHASE SPENCER DEMO FIRE TRUCK**

**Background Brief:** The department and the apparatus committee were made aware of a demonstration fire truck from Spencer Fire Apparatus that was available for immediate purchase in Michigan. The apparatus committee organized an in-person viewing and testing of the truck at our department. Based on findings and discussion with the manufacturer, the committee recommended to the Chief that we further pursue this truck. It was also determined that our fire truck on order from Sutphen in 2022 is now estimated to arrive Q3 of 2025, further delaying the replacement of our oldest fire engine.

The specific truck that will be replaced and moved to reserve status is our 2008 Sutphen with 86,762 miles and 11,184 engine hours. The truck that would be removed from service is a 1996 Sutphen with 140,286 miles and 12886 engine hours. We will work with the Spencer dealer to see what trade-in value they would offer us and then consult with Motorpool to see if our best option is to trade in or auction the 1996 Sutphen.



**Item 6i Continued**

**Previous Action:** Last year the council approved a purchase of a Sutphen fire engine to replace one of our two oldest fire engines from 1996.

**Economic Impact:** The cost of the new fire engine is \$779,597.00. Currently, there is a placeholder in the motor pool fund in the upcoming budget for the Sutphen fire engine that is on order in the amount of \$724,680.27 but will not arrive until October 2025.

**Recommendation:** Based on the long lead times of new apparatus and the current delays in the truck already on order, it is the recommendation of the department to purchase the available demo fire truck to replace our oldest fire truck.

Mr. Vitale stated the plan for the old truck is to see what we get on trade-in or to auction it. He asked if there were any common parts we should keep for spares from the retired truck.

Chief Piper said that is an option as we have a twin truck.

**Moved by Council Member Frederick, supported by Council Member Rusie to approve the purchase of the demo fire engine from Spencer in the amount of \$779,597.00.**

Ayes: All-7

- 7. **CONSENT AGENDA** – All items listed on the consent agenda are considered to be routine and will be enacted by one motion and approved by a vote of City Council. There will be no separate discussion of the items unless the Mayor and or a Council Member so requests, in which event the item will be removed from the general order of business and considered under the last item of the Consent Agenda.

**Moved by Council Member Caron, supported by Council Member Frederick to approve the Consent Agenda items a – e separating item f as follows:**

a. **Bills**

June 8, 2023 \$1,658,352.49

Resolved to approve the release of checks in the amount of \$1,658,352.49 for services rendered, of the report that is 20 pages in length, and of the grand total amount of \$1,658,352.49, \$0 went to other taxing authorities.

b. **Fees**

Shifman Fournier	\$ 1,425.00
Ihrie O'Brien	\$16,899.95

c. **Progress Payments**

Resolved that the following Progress Payments be approved as presented:

Advanced Pool Services	\$262,552.50
EC Korneffel	\$191,986.88
Mark Anthony Contracting	\$ 20,280.91
Mark Anthony Contracting	\$284,483.75
Underground Infrastructure	\$ 6,840.00

d. **Approval of Minutes** - None

e. **Receive & File Boards, Commissions & Committee Minutes**

Resolved that the following minutes be received and filed:

<u>Minutes</u>	<u>Meeting Date</u>
Board of Fence Appeals	December 4, 20214
Board of Fence Appeals	July 21, 2022
Board of Fence Appeals	January 4, 2023
Election Commission	May 19, 2023
Historical Commission	May 2, 2023

**Item 7e Continued**

<b>Mechanical Equipment Arbitration</b>	<b>May 15, 2023</b>
<b>Water Resource and Advisory Board</b>	<b>May 2, 2023</b>
<b>Waterfront Environmental Committee</b>	<b>April 18, 2023</b>
<b>Zoning Board of Appeals</b>	<b>May 4, 2023</b>

Ayes: All-7

**Separated Item**

**f. Request approval for FY 23/24 Blanket Purchase orders**

**i. City Manager – Request to approve Annual Maintenance Agreement with Johnson Controls, Inc.**

**Background Brief:** This purchase order covers year 7 of 17 of preventative maintenance and equipment coverage included in the agreement with JCI signed May 3<sup>rd</sup>, 2017.

**Previous Action:** June 20th, 2022 - approved year 6 of 17 blanket PO.

**Economic Impact:** Included in the FY 23-24 budget.

<b>Department</b>	<b>Account #</b>	<b>Percentage</b>	<b>Split</b>
Building Maintenance	101.266.930.300	28%	\$27,401.92
40th District Court	101.286.930.300	1%	\$978.64
Police Department	101.301.930.300	8%	\$7,829.12
Library	271.790.930.300	7%	\$6,850.48
Civic Arena	101.753.930.300	50%	\$48,932.00
Golf Course	508.755.930.300	6%	\$5,871.84
<b>Total</b>		<b>100%</b>	<b>\$97,864.00</b>

**Recommendation:** It is my recommendation to approve the JCI annual preventative maintenance and equipment coverage blanket PO.

Mr. Vitale said we just saw presentations from the police department that made it look like the HVAC equipment was not at all efficient. He asked if this is what JCI is supposed to sweep through the City and do. He asked if they have not been up on that roof to see the same things the architects saw.

Mr. Lent said he is not familiar with JCI, but he can get in touch with them to get an answer.

Mr. Vitale noted that there are efficiency standards that JCI has to meet, or they pay us. He asked if we are getting payments from them or if we are meeting those efficiency standards.

Mr. Lent said there is a lot of aging infrastructure in many of the buildings. He is not sure what the original JCI contract consisted of but can check into it.

Mr. Caron clarified what the JCI project was. We had 5.6 million dollars of building improvements that went in place, which were scattered among multiple buildings. He said he does not think the HVAC system in the Police Department was part of it. As far as upkeep today, they took over from what Honeywell was doing which was making sure the systems were running efficiently with the equipment we had.

Mayor Walby said it should be evaluated.

**Separated Item 6fi Continued**

Ms. Rusie said there is a scope of work summary in the packet which shows mechanical measures are limited. She asked to check to see if there were any other amendments done.

Mr. Vitale said we should have somebody looking at maintenance on these air handlers.

**Moved by Council Member Vitale, supported by Council Member Frederick to approve Annual Maintenance Agreement with Johnson Controls, Inc.**

Ayes: All-7

**ii. Computer Operations – Request to approve backup services renewal with Barracuda**

**Background Brief:** The Barracuda Backup services provide the city with unlimited cloud storage, instant replacement of hardware and energized updates. These services give the city the ability to replicate data offsite to Barracuda's cloud, replace faulty equipment and receive hourly updates to our Barracuda backup device. It is important to utilize Barracuda's offsite backup service so that server data is replicated to Barracuda's cloud, giving the city the confidence to recover data from a secondary location. If the on-premises backup appliance fails or becomes damaged by a disaster, our offsite backup will still be available via a secondary offsite location. Instant replacement of hardware provides the city with the benefit of immediate replacement of faulty equipment. Energized updates provide the city with hourly updates to Barracuda devices.

**Previous Action:** 8-15-2022, City Council approved the FY 22-23 Blanket PO for renewal of Barracuda Backup.

**Economic Impact:** Included in FY 23-24 Budget (Acct #675 228 810 000) - \$33,960.00

**Recommendation:** It is my recommendation that the City proceed with the renewal of Barracuda Backup as the sole provider of this service for our on-site equipment.

**Moved by Council Member Vitale, supported by Council Member Rusie to approve backup services renewal with Barracuda.**

Ayes: All-7

**8. UPDATES AND FOLLOW-UPS FROM PRIOR COUNCIL MEETING**

- Ms. Rusie requested that the ordinance for outside displays of firewood and antifreeze be reviewed for necessity. **CDI is reviewing the ordinance for possible revisions.**
- Mr. Caron asked that Council receive a copy of the updated purchase agreement for the land sale of the Jefferson property parcel #09-14-02-475-017. **The City Attorney and CDI met with proposed buyers last week. Mr. Ihrie gave an update.**
- Ms. Rusie requested that the wording "customer service charge" on the water bills be changed to accurately reflect the readiness to serve charge / GLWA infrastructure cost. **We are in the process and expect 60 days to implement that change.**
- Ms. Rusie requesting missing pages 7, 9, & 11 from Item #9f Request to approve the DPW Tree Removal contract and blanket purchase order be emailed to Council and included in the packet. **They were emailed to Council on June 13 and the online packet was updated.**
- Mr. Frederick would like to know if residents will be able to select which species of tree will be planted in front of their homes. **Residents are given the choice to have a tree, but they are not allowed to pick the species. DPW tries to put in a good variety of species which is a requirement of the grant.**
- Mr. Caron requested that Council receive the report from the Water Main Leak Detection System when completed. **As soon as that system is completed, Council will receive the report.**
- Ms. Rusie would like to know how proposals were solicited for TPA Services/Worker's Comp claims and Excess Worker's Comp coverage and the bid process. **There are only two carriers for workers comp. We reached out to both with only Midwest replying. For TPA Services, they went out to multiple firms for claims management. They picked those firms that have worked with government.**

**Item 8 Continued**

- Ms. Rusie noted that the account numbers listed on the item cover sheets for items 9a,9d, 10i(1)(2)&(3) do not match the account numbers listed on the attached purchase orders, requested the items be reviewed for accuracy and corrected. **The account numbers have been corrected.**
- Ms. Rusie asked for the fuel surcharge pricing for Towing Services be provided to Council in writing. **Those were emailed out.**
- Mr. Caron requested staff monitor and confirmation that the contractor is regularly watering the landscaping beds at the Pier. **There is a sheet at the guard shack, and they are signing them when they come. Mr. Caron said the key thing is not just a list, it is when they are not there, who is being notified to get them back out.**
- Mr. Frederick would like to know the system in place to challenge impervious/non-impervious on a resident's property. **The stormwater appeal/credit application form is available on the website or via email which outlines the process. Those are then reviewed by the City Manager's office. Each application is considered on a case-by-case basis.**
- Mr. Vitale would like the sinkhole at 21209 Francis be looked into. **Restoration is being handled by DPW as part of the waterline restoration work. Mr. Vitale would like to be notified when this is complete.**
- Mr. Vitale would like Porch Policy prices to be reviewed. The permit fee structure is currently being reviewed to bring recommendations to Council.
- Mr. Vitale request GFL be contacted to remove their dumpster rental signs. **CDI has relayed the information to GFL's liaison.**
- Mr. Vitale: NE corner of Gaulker & Mack, debris needs to be addressed. **CDI will reach out to Macomb County Public Works.**
- Mr. Vitale: SE corner of Gaukler & Mack, building remains unfinished, and non-emergency boarded windows need to be addressed.
- Mr. Vitale: Wild Bills Tobacco landscaping has not been completed, and needs to be addressed. **A violation letter was sent on June 6, 2023**
- Mr. Accica: Residents are concerned that Pickleball Courts are being taken up by non-SCS residents, is there a sign up sheet, and how is the use of the courts monitored? **The courts are currently first come first serve; staff will continue to monitor to see if we need residents-only time slots.**
- Mr. Rubello requested portable speed limit signs be placed around Blossom Heath during events at the Park. **DPW sign department is developing and ordering signs for this area. We cannot issue a ticket based on speed signs so it will be another type of signage.**
- Mr. Rubello requested alternative bid advertisement sources beyond Bidnet be looked into. **Finance will look into this and send an update.**
- Ms. Rusie is concerned that Bird Scooters are being left in the middle of the sidewalks. **Staff has contacted Bird. Ms. Rusie asked staff to let them know it is how they are being staged by Bird, not where they are being left by riders. Mr. Vitale asked to find out how often they impose the penalty charge for riders leaving them where they are not supposed to be. Mr. Frederick asked how long it takes them to come to get the ones that are not in the right spots.**
- Ms. Rusie said St. Clair Shores Community QR code survey lawn signs are still out, but the survey is not working. **The lawn signs have been removed.**
- Ms. Rusie would like to know how the new animal breeding ordinance is being advertised so that residents are aware. **We are putting it with the dog licenses and working with Macomb County to get as much information out as we can.**
- Ms. Rusie: MDOT not mowing along I94 entrance and exit ramps, becoming a sight and safety issue. **Mr. Lent has sent an email but has not gotten a response back yet. Mr. Lent will follow up with them.**
- Mr. Caron requested the correct height for the slide be listed. **We got a callback, when we submitted it to the State who has to certify it, we did list 48 inches. 48 inches was listed as the recommended height. We are looking to see legally what the process is to lower it back to 42 inches. This year, because it was already certified, it will have to stay at 48 inches. Mr. Caron requested to find out where the 42 inches came from, it appeared in the memo but was not listed in any other documentation.**

**Item 8 Continued**

- Mr. Caron would like to know the newsletter strategy for the calendar is coming back in 2024. **The strategy is to shift to a quarterly publication beginning in August of 2023. We are also working with the Communications team on the quarterly publications and making sure we are reaching all of our residents with a quality newsletter.**
- Mr. Caron requested a schedule of the sprinkler systems when and how long they are on, and confirmation if they are all working. **There is a crew double-checking the schedule and run times in all locations. Mr. Caron said he received a list today, but it was not broken down by zone. He will respond with the additional information he wants.**
- Mr. Caron would like the traffic light timing for Veterans Memorial Park during events. **We have requested times from Macomb County.**
- Mayor Walby asked if we have the free steering wheel locks for Kia and Hyundai. **Chief Plaza will look into it.**
- **Director, Henry Bowman gave an update on the Fireworks and the pier closure during the fireworks.**

**9. COMMENTS BY INDIVIDUAL COUNCIL MEMBERS**

Council Members spoke on issues in the City and thanked committees, participants, sponsors, and volunteers for successful events, along with reminders for upcoming meetings, events, and charitable causes.

**Mr. Vitale** said the southeast corner of Gaulker and Mack has not had any progress for nine days.

Mr. Ihrle noted he spoke with CDI to see if there is an ordinance that would allow them to be ticketed.

Mr. Vitale said there is a board-up ordinance and plywood is not an acceptable material.

Mr. Ihrle said he will research the board-up ordinance.

Mr. Vitale stated the carts are out at Dollar General again.

He said he spoke with the St. Clair Shores Parade Committee Chair, Mr. Ellis, and they discussed a north-end parade route. He said he wants it for the north end of the City to let them benefit from it also.

Mr. Vitale suggested having a council meeting at the amphitheater and thinks it's a good idea.

**Mr. Accica** said there is a dying tree on Ardmore Park St. and asked staff to take a look at it.

**Ms. Rubello** said there's been some cleanup at Rosa's and wanted to make sure they get to all the weeds and branches in the back.

He noted there has been a life ring installed at the pier. He said he'd like to see something more like blinking lights at Blossom Heath. He said coming from the south to the north is where the problem is because the entrance is way before the blinking lights.

Mr. Rubello said that Nine Mile Road and Mack Avenue is a notorious corner for accidents and asked police to look into if it is any higher for accidents than other locations.

Mr. Rubello asked if there are more Bird Scooters in the City now than last year. Mr. Greene said he will check.

He said there is a light pole at Little Mack and Frazho Road that is leaning over and would like that looked at.

Mr. Rubello thanked the St. Clair Shores Parade Committee and all the volunteers.

**Ms. Rusie** thanked the St. Clair Shores Parade Committee. She thanked participants and volunteers of the American Cancer Society Relay for Life event which raised \$72,000.

She congratulated Miss St. Clair Shores, Izzy Wallace for being named first runner-up at the Miss Michigan Pageant.

**Item 9 Continued**

Ms. Rusie said after reviewing the ARPA materials from the Council Study Session, she suggests staff look into green parking lot grants for the golf course parking lot. This may free up some of the ARPA money to use for the Police and Fire stations.

She asked Director Henry Bowman for an update on the playground project at Veterans Memorial Park. Mr. Bowman said he spoke to the company today and the needed part should arrive today or tomorrow. He said we would like to have it completed by Friday, but it will more likely be sometime next week.

Ms. Rusie said we need a written policy for proclamation requests instead of going with past practices. It would be useful for consistency for the people or groups requesting one as well as for Council.

**Mr. Caron** asked why we have continuous traffic both ways at some traffic lights and traffic at different times at others. He said that is the problem at Nine Mile Road and Mack Avenue and it does not make sense.

He asked about the pool renovations and the expenses so far. He said the reports through April show the Parks & Rec fund is in a deficit by \$280,000 and asked if it is an auditing rule or state rule that at the end of a budget year, it has to be level and could not be a deficit. He said at one point in the past he remembers they had to make a transfer fund to balance the Rec Revenue fund at the end of the year. He asked Finance Director, Ms. Warnke to follow up on that question.

Mr. Lent said currently, in the 2023 budget year, there was already a \$400,000 transfer allocated from the General fund to the Recreation fund which would cover the harbor and the pool. He said in the quarterly budget amendment number two, there was an additional million-dollar transfer that Council approved for the pool. He said he and Ms. Warnke have been closing out reports and our fourth-quarter reports are going to be coming in July.

Mr. Caron asked if that is showing up on the revenue side. Mr. Lent said that is correct, to cover that balance. He said there will be additional amendments coming.

Mr. Caron said we had the stump grinding company go through the City late last week and started getting complaints on Saturday. He saw an additional location at Ten Mile and Jefferson where it was just ground out, not leveled or mounded, they were just leaving it as a gouge in the lawn. He said in another location, the tree grates were pulled up and left laying out, and the paver bricks were pulled up and left there all weekend. He requested staff follow up on this tomorrow.

Mr. Lent said the stump grinding company should not be leaving it like this and it is unacceptable. We are in the process of reaching out and getting them to come back to do what is required based on the contract.

Mr. Caron asked if we got any clarification on the restoration contract and seeding. He said Council had requested sod instead and requested staff make sure that is understood before they get started.

Mr. Caron said there are a couple of Animal Ordinance issues that he will be taking to the Animal Care & Welfare Committee in July. He said Chief Randazzo from Macomb County Animal Control alerted us that in the past, if somebody had multiple violations, and they needed to get the owner's attention to be more responsible, they would escalate the multiple violations to misdemeanors which forced them to come into court. When we went through the recodification a while back in 2022, that all changed. I was changed to the escalation of civil fines which does not pull them in front of a judge and does not get the result the Chief is used to getting when using that tool. He said he will be asking to add the stipulation to the Animal Ordinance and then we can look at all the other violations to see if any need to use the misdemeanor escalation to get someone's attention.

Mr. Caron said in the current penalties for a violation that we have today, it does say any violation of that ordinance is a misdemeanor except if it is listed with the Municipal civil infractions. He discussed all the violations that should be a misdemeanor and he will be recommending that to the Committee.

**Mr. Frederick** asked if we had hired anyone for the Communications position. Mr. Lent said yes, we have hired a part-time staff person.

Mr. Frederick asked if we eliminated the lawn and snow program for seniors. Some people need it and then what happens is we violate them and asked to find out about this program for seniors.

**Item 9 Continued**

He discussed the Nine Mile and Pallister intersection and how dangerous it is and asked if there is something we need to do there. Deputy Chief Plaza said there is not much more you can do when there is a light. He said he will see if there has been any change there and how many actual accidents.

**10. CITY MANAGER'S REPORT**

Mr. Lent said there was a resident who asked about potentially holding events at our aquatics facility, specifically state and national meets. He said unfortunately pool does not meet the requirements to hold these events. Some of those requirements are the starting lanes and the scoreboard but what specifically prohibits it is the depth of the pool.

**11. AUDIENCE PARTICIPATION**

Amy Lincoln, a St. Clair Shores resident spoke on the communication with residents during the sidewalk program.

Alicia Secord, a St. Clair Shores resident, spoke on the upcoming Pride March.

James Kerrigan, a St. Clair Shores resident spoke about a privacy fence issue.

Lawanda Turner, a St. Clair Shores resident spoke about an issue with her property.

County Commissioner Barbara Zinner spoke about St. Clair Shores Little League opening. She also discussed the County Jail's need for renovations.

**12. MAYOR'S COMMENTS**

Mayor Walby reminded residents about the Chamber Music Concert Series starting Monday, July 10 at Wahby Park.

**13. ADJOURNMENT**

**Moved by Council Member Caron, supported by Council Member Frederick to adjourn at 10:10 p.m.**

Ayes: All-7

  
KIP C. WALBY, MAYOR

  
ABRIAL J. BARRETT, CITY CLERK

(THE PRECEDING MINUTES ARE A SYNOPSIS OF A CITY COUNCIL MEETING AND DO NOT REPRESENT A VERBATIM RECORD).