

City of Kingsford
Regular Council Meeting, City Hall Council Chambers
Tuesday, January 2nd, 2024

A regular meeting of the Kingsford City Council was held on Tuesday, January 2nd, 2024 at 4:00pm. in the council chambers at City Hall.

Roll Call: Present: Freeman, Baldinelli, Flaminio, Groeneveld, Dixon-Miller
Absent:

Also, present were: City Manager Mike Stelmaszek, City Attorney Bruce Brouillette, KPSD Director Brandon Rutter, City Treasurer Holly Palmer, Deputy Clerk Tanya Hiltonen, Public Works Superintendent Jeff DeMuri, Lieutenant Olson & The Boy Scouts

The pledge of allegiance was recited by all.

Approval of the Minutes:

1. Council Meeting of December 18th, 2023

Motion by Flaminio; **second** by Baldinelli to approve the minutes as presented.

Vote: Unanimous, motion carried.

2. Special Council meeting of December 19th, 2023

Motion by Freeman; **second** by Dixon-Miller to approve the minutes as presented.

Vote: Unanimous, motion carried.

Approval of Agenda: **Motion** by Baldinelli; **second** by Dixon-Miller to approve the agenda as amended

Vote: Unanimous, motion carried.

Approval of Invoices: **Motion** by Baldinelli; **second** by Dixon-Miller to approve the invoices payable from December 19th, 2023 thru January 2nd, 2024 in the amount of \$169,930.84.

Vote: Unanimous, motion carried.

Consent Agenda:

- A. Public Works Report – December 2023 – Brief discussion took place.

Motion by Dixon-Miller; **second** by Freeman to receive and place on file the consent agenda.

Vote: Unanimous, motion carried.

Public Comment: None.

Communications:

- A. Civil Air Patrol – Request to Attend Event – Stelmaszek went over the request for the council to attend an event at the Kingsford National Guard Armory on Sunday, January 7th, 2024.
- B. Communication from Councilmember Flaminio – Flaminio wrote a letter to each of the council members and did not go over it.

Motion by Baldinelli; **second** by Dixon-Miller to receive and place on file the two communications.

Vote: Unanimous, motion carried.

Manager's Report:

1. There were 14 hunters that participated in the annual city hunt that ended at the end of the year. 26 deer were taken in the hunt.
2. Superintendent DeMuri passed his S2 test and has received his certificate. No one in the union has been able to pass this test yet. Under the provisions of the current collective

- bargaining agreement there is one more chance this May for someone in the union to pass the test and fill the vacancy for the Crew Leader of the Water Department.
3. There has been no response from the centennial committee regarding the city's offer to accept the remaining book inventory as full payment for the \$75,000 lent to them by the city.
 4. Due to the Martin Luther King Holiday, the next City Council meeting will be held on Tuesday, January 16th, 2024.

Motion by Baldinelli; **second** by Dixon-Miller to receive and place on file the manager's report.
Vote: Unanimous, motion carried.

Old Business: None.

New Business

- A. MDOT M95 Agreement (#23-5330) Signatory Resolution #2024/1/2.1 – Stelmaszek went over the resolution #2024/1/2.1 that would authorize the mayor and the city manager to sign an agreement.

Motion by Baldinelli; **second** by Freeman to adopt resolution #2024/1/2.1.

Roll Call: Yes – Freeman, Baldinelli, Flaminio, Groeneveld, Dixon-Miller

No – None.

Motion passed.

With the auditor not being present at the time the mayor asked the Boy Scouts who attended the time if they had any questions. A representative for the Boy Scouts explained why they attended the meeting and the merit badge they would receive upon completion. Brief discussion took place.

- B. Auditors (Scott Sternhagen, CLA) Audit Presentation for FY 2022/2023 – Scott Sternhagen went over the executive summary for the June 30th, 2023 audit. He showed that the City is in a good financial position. There were 3 findings, the same that were found on the previous audit. The first is due to their need to prepare the audit document. Sternhagen commented that it is nothing to be concerned about considering they complete the auditing document for more than half of their clients for the same reason. The second had to do with some journal entries that they had to make and were required to disclose. The third was related to a segregation of duties finding/comment. They were all gone over with the City Manager and Treasurer. Freeman asked if we should implement a PO system but Sternhagen stated that due to our size he does not see the need and that the department heads are already signing off on what is being paid. Freeman asked for their specific suggestions. Sternhagen went over the findings stating that one was the payroll bank reconciliations was not reviewed by anyone other than the preparer. The previous year the city received the same deficiency related to the journal entries not being reviewed by anyone other than the preparer but is now being done. Stelmaszek addressed Freeman stating that he realized with this audit that he needs to do a comprehensive review of all the segregated duties and checks and balances and put some policies into place so that there is oversight on everything. Stelmaszek has plans to address the issues with all the departments. Sternhagen agreed that would be a good approach. Baldinelli brought up two items he noticed that were incorrect showing that the tax deadline was September 15th when it should reflect August 15th. He also mentioned that it stated the mayor was elected but corrected that the mayor is appointed by the elected council members. Groeneveld took a moment to commend Palmer, Stelmaszek and Hiltonen for their work stating that 10 years prior there were a lot of issues found during the audit that have since been corrected. He was happy to hear that the city is in good financial standing. A brief discussion took place.

Hearings: None.

Public Comment: None.

Councilmember's Privilege: Baldinelli mentioned to get your flu shot with it now being flu season. Flaminio wanted to mention Tom Sullivan who has been working with the Centennial Committee and contributed \$10,000.00 towards their next raffle, saying if you see him give him a big thanks. Groeneveld thanked the scouts for attending the meeting and hoped they understand a little more of what the council does.

Adjournment: **Motion** by Dixon-Miller **second** by Freeman to adjourn the meeting. Meeting adjourned at 7:17pm.

Vote: Unanimous, motion carried.



Mayor, Joseph Groeneveld



City Manager, Michael Stelmaszek

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