

MINUTES OF THE EAST JORDAN CITY COMMISSION REGULAR MEETING HELD TUESDAY, APRIL 6, 2004 AT 7:35 P.M. IN CITY HALL

Present: Mayor Postma
Commissioners Symonds, Bennett, Timmons, Vollbach and Klooster

Absent: Commissioner McNitt

Mayor Postma called the meeting to order at 7:35 p.m. and led the pledge of allegiance.

ITEM #5 Inquiry of Conflicts of Interest

Commissioner Vollbach informed Commission that he had a conflict of interest with Item #15, East Jordan Garden Club, Civic Center requests, as his wife is the President of the Garden Club.

CONSENT AGENDA

Motion offered by Symonds, supported by Klooster, to approve the minutes of the Regular Commission meeting dated March 16, 2004, as submitted.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

Motion offered by Symonds, supported by Klooster, to approve the minutes of the Public Hearing RE: Community Park completion Grant Application dated March 16, 2004, as submitted.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

Motion offered by Symonds, supported by Klooster, to approve the minutes of the Special Commission meeting dated March 17, 2004, as submitted.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

Motion offered by Symonds, supported by Klooster, to acknowledge receipt of the Paid Bill List dated March 31, 2004 totaling \$141,945.38.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

Motion offered by Symonds, supported by Klooster, to acknowledge receipt of the Zoning Activity report, March 2004.

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MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

Motion offered by Symonds, supported by Klooster, to acknowledge receipt of the Fire Department monthly report, December 2003.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

Motion offered by Symonds, supported by Klooster, to approve Cheltzi Thorman's Civic Center rental request for May 29, 2004.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

Motion offered by Symonds, supported by Klooster, to acknowledge receipt of minutes from the following Boards and Commissions:

- A. DDA meeting, February 16, 2004
- B. ZBA meeting, March 8, 2004
- C. ZBA Public Hearing, March 8, 2004
- D. Tourist Park, March 10, 2004

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

REGULAR AGENDA

ITEM #14 Resolution #105/2004, Resolution to Authorize the use of Credit Cards

The following resolution was offered for adoption by Symonds, supported by Vollbach:

RESOLUTION #105/2004
RESOLUTION TO AUTHORIZE THE USE OF CREDIT CARDS

RESOLVED: In accordance with Public Act 266 of 1995 which became effective July 8, 1996, the City of East Jordan hereby authorizes the use of credit cards by the City Administrator, City Clerk, City Treasurer, DPW Superintendent, Police Chief, EMS Director and Parks Director for appropriate City expenses.

- a. The City Treasurer is responsible for the issuance, accounting, monitoring, retrieval and generally for overseeing compliance with the credit card policy.

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- The charge card will be assigned to the designated Department Head and that Department Head will not have the authority to change the name on the charge card. He/she may however, have one of his employees/volunteers use the card at his own discretion.
- b. The credit card may be used only by the City Administrator or City Department Heads (or designated employees/volunteers at the Department Heads discretion) for the purchase of goods or services for the official business of the City of East Jordan. There will be a limit of \$999.00 that can be purchased with the charge card without authorization from the City Administrator. A purchase of \$1,000.00 or more must be pre-approved by the City Administrator and a purchase order completed.
 - c. The credit card issued may not be used for the following:
 - To purchase/order items via the Internet.
 - Cash advances.
 - Standard merchant category exclusions (e.g., liquor or tobacco products)
 - Personal use.
 - d. The City Administrator or Department Heads using the credit card must submit documentation detailing the goods or services purchased, cost, date of the purchase, and the official business. Non-city purchases are not authorized on the city charge card.
 - e. The City Administrator or Department Heads issued the cards are responsible for its protection and custody while the card is signed out to him/her and in their possession or the possession of one of their employees and shall immediately notify the City of East Jordan if the card is lost or stolen.
 - f. The City Administrator or Department Heads must immediately surrender the card upon termination.
 - g. The City Treasurer is responsible to monitor the use and internal control of the credit card.
 - h. The City Administrator and Department Heads will review and approve credit card invoices before the City of East Jordan makes payment.
 - i. The balance including interest due on an extension of credit under the credit card arrangement shall be paid for not more than sixty (60) days of the initial statement date. The City of East Jordan shall comply with this

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provision of the credit card policy. When the City of East Jordan receives the statement for the various charge cards issued to the Department Heads, all receipts must be turned into the City Treasurer to show proof of the charge listed on the statement. If the Department Head cannot show proof of the purchase he/she will be responsible for that purchase. Payment must be made to the City of East Jordan within ten (10) days for that purchase of which no proof can be provided. Within a months (30 days) period a Department Head cannot have aggregate purchases that equal more than \$1,000.00 for the month.

- j. Unauthorized use shall be subject to disciplinary measures i.e. may result in the card being returned and only given out as approved by the City Administrator; or appropriate criminal and/or civil action.
- k. The City Administrator and Department Heads must sign this resolution acknowledging that he/she has read it and understands his/her responsibility for the charge card.

I have read this Resolution and understand my responsibilities:

Department Head Signature

Date

ROLL CALL:

AYES: Symonds, Bennett, Timmons, Vollbach, Klooster and Postma

NAYS: None

ABSENT: McNitt

RESOLUTION DECLARED ADOPTED APRIL 6, 2004.

ITEM #15 East Jordan Garden Club request

Commission held discussion on requiring a security deposit when the rental fee is waived for a non-profit or service organization using a City facility.

Motion offered by Symonds, supported by Klooster, to require a \$100 security deposit from a non-profit or service organization using a City facility when the rental fee has been waived.

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MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

Motion offered by Bennett, supported by Symonds, to approve the East Jordan Garden Club request for use of the Civic Center on May 27, 2004 and December 9, 2004 and to waive the rental fee and require a \$100 security deposit.

MOTION CARRIED
BY ROLL CALL VOTE
AYES: KLOOSTER, TIMMONS, BENNETT, SYMONDS AND POSTMA
NAYS: NONE
ABSTAIN: VOLLBACH

Commissioner Vollbach abstained from voting due to a conflict of interest as his wife is the President of the East Jordan Garden Club.

ITEM #16 Lady Biker Day request

Motion offered by Symonds, supported by Klooster, to approve the requests from the Lady Biker Day committee and to waive the fee and allow use of the Civic Center on August 20 and 21, 2004 and require a \$100 security deposit.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

ITEM #17 Amendment to the CDL Drug and Alcohol Testing Program

Motion offered by Klooster, supported by Vollbach, to adopt the amendment to the CDL Drug and Alcohol Testing Program as recommended by the Michigan Municipal League and approved by the Teamsters Union for the Department of Public Works.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

ITEM #18 Administrative Policy #116

Motion offered by Symonds, supported by Bennett, to adopt amended Administrative Policy #116 Water/Sewer Disconnected, to comply with the recent change to the Utilities ordinance.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

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ITEM #19 Lot Split Application, 210 South Lake Street

Motion offered by Symonds, supported by Vollbach, to approve TIF, LLC lot split request described in the description and boundary survey dated December 12, 2003, parcel #15-053-022-045-00.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

ITEM #20 DDA Update

Sara Hodges, DDA Board Member, updated the Commission on the last DDA meeting stating the Board had reviewed the completed Chain of Lakes Marketing Study and approved the proposed budget.

ITEM #21 Administrator's Report

ADMINISTRATOR'S REPORT
APRIL 6, 2004

1. The activity continues on the development front in East Jordan. Plans have been finalized for Café Casa, a new coffee, bake goods, gallery, and design center to open in the Plaid Petunia building. Two other buildings are in the process of being sold but are not ready for their plans to be public. Last week Tom Johnson of the Northern Lakes Economic Alliance, Rod Benson, Economic Development Coordinator and myself showed the DURA building to an interested party. He was going to discuss the building with his other investors and keep in touch with Tom Johnson. The interested party would not use all of the building but would subdivide it so other businesses could use the building. I will keep the Commission up to date as this progresses. Finally I placed in all your boxes Rod Benson's newsletter, a lot is happening in our town. It should be a very busy spring and summer.
2. Our annual legislative visit to Lansing went very well. At our meeting with MDOT and the DNR, funding was promised to pay for an engineering study regarding a second crossing of the Jordan River for Snowmobiles. Commissioner Symonds will be working with the Snowmobile Council regarding the study. We were also informed that for cities on the "Cool Cities" list, money will be available this year for a project. East Jordan is on the Cool Cities list. A meeting regarding the funding is to take place April 6th where a city representative will be present. Commissioner's Vollbach and Symonds can provide more regarding all the day's activities.

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3. The City also made a thank you presentation to the Michigan Economic Development Corporation for their help with various projects in East Jordan. Mayor Postma can brief the commission on our meeting at the MEDC.

ITEM #22 Mayor's Report

Mayor Postma informed Commission that the Cool Cities program should be providing funding this year and the City of East Jordan should be receiving approximately \$20,000 for the completion of the Bandshell.

Postma also informed Commission of the meetings attended during the Michigan Municipal League Legislative conference and thanked the Commissioners and City staff who took the time to attend.

ITEM #23 Attorney's Report

No report.

ITEM #24 Commissioners

Commissioner Timmons asked that an Engineer review the grade of the driveway approaches on Main Street from Garfield to Division as the property owners have concerns regarding the slope.

Administrator White will address this issue with the engineer upon his return.

Commissioner Vollbach asked that the Commission consider changing the one way direction of Civic Center Lane from south to north to avoid the congestion at Mill Street.

Police Chief Reece and Street Administrator Breakey will review this area for a recommendation to the Commission.

ITEM #25 Speaker Requests

Dan Miller, Chairperson of the Tourist Park Committee, presented the Commission with a letter from the Committee requesting the consideration of changing the name of the Tourist Park. (letter attached and made a part of these original minutes) The Committee has also made recommendations to change the signage in the park and to create a website for the Municipal Harbor and the Tourist Park.

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Tim Geer, Westbrook Motel, requested that the Commission consider changing the per unit additional charge to exclude hotels and motels as they do not have year around occupancy as duplexes and apartments.

Commission will review the request during budget discussions at the April 20, 2004 meeting.

Mayor Postma adjourned the meeting at 8:30 p.m.

Respectfully,

Mark Postma, Mayor

Lori M. Campbell, City Clerk