

MINUTES OF THE EAST JORDAN CITY COMMISSION REGULAR MEETING HELD TUESDAY, MAY 4, 2004 AT 7:30 P.M. IN CITY HALL

Present: Deputy Mayor Klooster
Commissioners Symonds, McNitt, Bennett, Timmons and Vollbach

Absent: Mayor Postma (funeral)

Deputy Mayor Klooster called the meeting to order at 7:30 p.m. and led the pledge of allegiance.

ITEM #3 Inquiry of Conflicts of Interest

No conflicts of interest were voiced.

CONSENT AGENDA

Motion offered by Symonds, supported by McNitt, to approve the minutes of the Regular Commission meeting dated April 20, 2004, as submitted.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

Motion offered by Symonds, supported by McNitt, to acknowledge receipt of the Paid Bill List dated April 29, 2004, totaling \$134,808.96.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

Motion offered by Symonds, supported by McNitt, to acknowledge receipt of the following Fire Department Monthly reports:

- A. January 2004
- B. February 2004
- C. March 2004

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

Motion offered by Symonds, supported by McNitt, to acknowledge receipt of an Introduction to Ordinance #193 an Ordinance to Amend Chapter 25 of the City of East Jordan Code of Ordinances entitled Traffic and Motor Vehicles.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

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Motion offered by Symonds, supported by McNitt, to acknowledge receipt of an Introduction to Ordinance #194 an Ordinance to Amend Chapter 22 of the City of East Jordan Code of Ordinances entitled Sales.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

Motion offered by Symonds, supported by McNitt, to approve the Tourist Park rental request from Kathy Reid for June 5, 2004.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

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

- A. JV District Library, March 2, 2004
- B. JV District Library, March 4, 2004
- C. JV District Library, March 16, 2004
- D. JV District Library, March 30, 2004
- E. Tourist Park, April 14, 2004

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

REGULAR AGENDA

Clerk Campbell asked that Item #23 Budget Discussion be removed from the agenda.

ITEM #11 Ordinance#192, FY 2004/2005 Proposed Budget

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

ORDINANCE #192
CITY OF EAST JORDAN
FISCAL YEAR 2004/05 PROPOSED BUDGET

PLANNED EXPENDITURES – GENERAL FUND

Governing Body/Commission.....	\$ 30,220.
Administrator.....	\$ 68,172.
Elections.....	\$ 5,700.

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Assessor.....	\$ 30,000.
Attorney/Counsel.....	\$ 22,910.
Clerk.....	\$ 93,929.
Board of Review.....	\$ 1,244.
Treasurer.....	\$115,489.
Data Processing/Computer Dept.....	\$ 18,120.
Building and Grounds.....	\$ 99,935.
Cemetery.....	\$ 53,198.
Police Department.....	\$415,582.
Fire Department.....	\$ 96,435.
Inspection Department.....	\$ 500.
Zoning Board/Commission.....	\$ 11,404.
Department of Public Works.....	\$ 69,348.
Airport.....	\$ 14,748.
Street Lighting.....	\$ 35,000.
Brownfield Redevelopment.....	\$ 250.
Recreation/Parks Department.....	\$ 76,101.
Community & Skate Parks Department.....	\$437,420.
Elm Pointe Recreation Facility.....	\$ 22,428.
Civic Center Recreational Facility	\$ 12,682.
Sidewalks.....	\$ 6,818.

Total General Fund Expenditures \$1,737,633.

PLANNED EXPENDITURES – TAX SUPPORTED FUNDS

Major Streets.....	\$214,374.
Local Streets.....	\$134,201.
Fire Equipment.....	\$ 51,130.
Tifa Fund.....	\$241,695.
Equipment Fund.....	\$427,574.

Total Tax Supported Funds Expenditures \$1,068,974.

ANTICIPATED REVENUE – GENERAL FUND

Property Tax.....	\$974,000.
Misc. Tax Income.....	\$ 9,884.
Tax Collection Fees.....	\$ 16,000.
State Revenue.....	\$220,000.
State Liquor Control.....	\$ 2,700.
State Grant Bike Path.....	\$114,000.
Grants Private Source.....	\$ 10,000.
Permits.....	\$ 6,000.
Township Contracts.....	\$ 44,590.
Airport User Fees.....	\$ 600.

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Cemetery Fees.....	\$ 10,000.
Interest.....	\$ 4,000.
Rentals.....	\$ 5,312.
Contributions/Donations.....	\$200,000.
Rebates.....	\$ 8,000.
Miscellaneous.....	\$ 4,570.
Proceeds Fr Sale of Bonds.....	\$ 76,000.
Sidewalk Receipts.....	\$ 500.
Operating Transfers In.....	\$ 17,500.

Sub Total General Fund Revenue \$1,723,656.

Funds on Hand (General Fund)..... \$ 13,977.

Total General Fund Revenue \$1,737,633.

ANTICIPATED REVENUE – TAX SUPPORTED FUNDS

Major Streets Fund.....	\$161,399.
Major Streets Fund Balance.....	\$ 63,393.
Local Streets Fund.....	\$ 65,851.
Local Streets Fund Balance.....	\$ 68,543.
Fire Equipment Fund.....	\$ 25,031.
Fire Equipment Fund Balance.....	\$ 48,404.
Tifa Fund.....	\$219,500.
Tifa Fund Balance.....	\$ 38,077.
Equipment Fund.....	\$270,800.
Equipment Fund Balance.....	\$275,714.

Total Tax Supported Revenue \$1,236,712.

ENTERPRISE FUNDS

EXPENSE REVENUE

Ambulance Fund.....	\$369,428.	\$322,850.
Ambulance Fund Balance.....		\$105,949.
Harbor Fund.....	\$378,856.	\$321,580.
Harbor Fund Balance.....		\$ 61,176.
Transfer Station.....	\$ 29,221.	\$ 28,545.
Transfer Station Fund Balance.....		\$ 29,645.
Tourist Park Fund.....	\$101,686.	\$108,420.
Tourist Park Fund Balance.....		(\$ 6,734.)
Sewer Fund.....	\$373,674.	\$328,309.
Sewer Fund Fund Balance.....		\$457,033.
Water Fund.....	\$477,846.	\$445,048.
Water Fund Fund Balance.....		\$349,191.

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<u>DEBT SERVICE FUNDS</u>	<u>EXPENSE</u>	<u>REVENUE</u>
DDA 1997A Debt Retirement Fund.....	\$ 80,425.	\$ 80,425.
1998 DDA Debt Retirement Fund.....	\$ 73,981.	\$ 73,981.
2002 Capital Improvement Bond Debt Fund.....	\$15,828.	\$15,828.
1999 MI Transportation Debt Retirement Fund	\$34,080.	\$34,080.
2001 MI Transportation Debt Retirement Fund	\$25,688.	\$25,688.
2003A DDA Bond Debt.....	\$ 9,765.	\$ 9,765.
2003B DDA Bond Debt.....	\$13,500.	\$ 13,500.

<u>CAPITAL PROJECT FUNDS</u>	<u>EXPENSE</u>	<u>REVENUE</u>
Bandshell Construction Fund.....	\$14,000.	\$15,170.
Bandshell Fund Fund Balance.....		-0-
Industrial Complex Const. Fund.....	\$ 2,000.	\$ 15,000.
Industrial Complex Const. Fund Fund Balance		\$ 314.

<u>FIDUCIARY FUND</u>	<u>EXPENSE</u>	<u>REVENUE</u>
Perpetual Care Fund.....	\$1,000.	\$ 2,000.
Perpetual Care Fund Funds on Hand.....		\$155,392.

SPECIAL REVENUE FUND

Rehab I & II.....	\$ 2,000.	\$15,100.
Rehab I & II Fund Balance.....		\$11,186.

THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL BE A SUBJECT OF THIS HEARING. THE PROPOSED BUDGET CALLS FOR A GENERAL TAX MILLAGE OF 17.7953 AND FIRE EQUIPMENT MILLAGE OF .4448.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: Postma

ADOPTED: May 4, 2004

PUBLISHED: May 12, 2004

ITEM #12 Administrative Policy #134, Authorize Use of Credit Cards

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Motion offered by Symonds, supported by Vollbach, to adopt Administrative Policy #134, Authorize Use of Credit Cards.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

ITEM #13 Administrative Policy #135 Internet and Email Policy

Motion offered by Symonds, supported by McNitt, to adopt Administrative Policy #135, Internet and Email Policy.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

ITEM #14 Audit Proposals

Motion offered by McNitt, supported by Bennett, to award the audit proposal to Douglas Wohlberg, PC for fiscal years 2004/2005, 2005/2006 and 2006/2007/

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

ITEM #15 East Jordan Rotary Club Request

Motion offered by Symonds, supported by Vollbach, to approve the Rotary Club request for use of the Tourist Park building, to waive the rental fee and require a \$50 security deposit.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

ITEM #16 National Police Week Proclamation

National Police Week

Whereas, The Congress and President of the United State have designated May 15 as Peace Officers' Memorial Day, and the week in which May 15 falls as National Police week; and

Whereas, the members of the law enforcement agency of the City of East Jordan play an essential role in safeguarding the rights and freedoms of the City of East Jordan; and

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Whereas, it is important that all citizens know and understand the duties, responsibilities, hazards, and sacrifices of their law enforcement agency, and that members of our law enforcement agency recognize their duty to serve the people by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression; and

Whereas, the men and women of the law enforcement agency of the City of East Jordan unceasingly provide a vital public service;

Now, therefore, I Mayor Pro Tem Ron Klooster of the City of East Jordan, call upon all citizens of East Jordan and upon all patriotic, civic and educational organizations to observe the week of May 15, 2004, as Police Week with appropriate ceremonies and observances in which all of our people may join in commemorating law enforcement officers, past and present, who, by their faithful and loyal devotion to their responsibilities, have rendered a dedicated service to their communities and, in so doing, have established for themselves an enviable and enduring reputation for preserving the rights and security of all citizens.

I further call upon all citizens of the City of East Jordan to observe Saturday, May 15, as Peace Officers' Memorial Day in honor of those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

In witness thereof, I have hereunto set my hand caused the Seal of the City of East Jordan to be affixed.

ITEM #17 DDA Update

Administrator White informed the Commission that the DDA had received and approved to release for bids the renovation plans for the Civic Center building. Bids will be taken until May 27 and will be reviewed by the DDA and presented to the Commission for award. The cost for the renovations will be covered by the additional funds received for the Main Street Center.

White also informed Commission that the DDA had authorized \$16,000 toward the cost of replacement of storm sewer on Mill Street.

ITEM #18 Administrator's Report

ADMINISTRATOR'S REPORT

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MAY 3, 2004

1. Representatives from MDOT, MDNR and Senator Allen's Office will be in East Jordan on May 7th to discuss with the City alternatives for Snowmobiles crossing the bridge which is not safe. This meeting is a continuation of the meeting we had with the same officials when we attended the legislative conference. I will advise the Commission at the next meeting the outcome of the May 7th meeting.
2. The Harbor and Tourist Park are getting ready to move into full swing. Reservations at the Campground are going very well. Seasonal rentals at the Harbor are down and for the first time in many years we have seasonal slips available. Many factors have lead to some boaters not renewing for this year. Should you know of anyone who is interested in a seasonal slip and not on our waiting list please have them contact Fred Murray.
3. On the development front, the downtown continues to move forward, Main Street Center has reported good interest in the Main Street rental space. Plans are moving ahead for the buildings across from the Main Street Center. The downtown Motel Plans continue to move ahead and there is renewed interest in the DURA building as it was shown to a possible developer last week. The Industrial Park is slow but a renewed marketing plan is being worked on and will be presented to the Commission for your approval soon. As everything continues to progresses I will continue to keep the Commission up to date.
4. The issues brought by the individual commissioners at the last meeting have been or are being addressed. The parking space by the Arts Council is being reviewed by the Street Administrator and Police Chief to improve the site distance. I am working to put a Scrap Bin at the Transfer Station either through a private recycler or the county recycling program. The fence issue on Bowen Street is being taken care of. The driveway slopes on Main Street are being reviewed by both the City's engineer and MDOT who will be reporting back to me with their findings, which I will forward on to the Commission. The debris behind well #8 has been cleaned up also all other well locations have been checked. Finally a not left turn from Civic Center lane on to Mill Street is being reviewed for possible installation. As always should any Commissioners have any problems or concerns please let me know.

ITEM #19 Mayor's Report

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Deputy Mayor Klooster informed the Commission that Mayor Postma is attending a funeral downstate.

ITEM #20 Attorney's Report

No items to report.

ITEM #21 Commissioners

Commissioner Symonds reviewed the updated drawings for the Boat Launch.

Consensus of the Commission was to proceed with drawing 1B.

Commissioner Bennett inquired as to advertising the spring clean up.

Commissioner Timmons informed the Commission that she would not be at the Commission meeting of May 18, 2004.

Commissioner Vollbach inquired on the status of the stop signs at the alleys.

Chief of Police Reece stated he was checking with other communities to see how they address alleys.

Deputy Mayor inquired on the status of the sidewalk at Elm Pointe.

Administrator White informed that the caretaker had just started the season.

ITEM #22 Speaker Requests

No speaker requests were received.

Deputy Mayor Klooster adjourned the meeting at 8:02 p.m.

Respectfully,

Ronald Klooster, Deputy Mayor

Lori M. Campbell, City Clerk