

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

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

Absent: None

Mayor Postma 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 November 16, 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 December 2, 2004 totaling \$234,731.18.

MOTION CARRIED ALL AYES  
BY ROLL CALL VOTE

Motion offered by Symonds, supported by McNitt, to acknowledge receipt of the Bid Opening minutes dated November 18, 2004 RE: Janitorial Services.

MOTION CARRIED ALL AYES  
BY ROLL CALL VOTE

Motion offered by Symonds, supported by McNitt, to acknowledge receipt of the DDA minutes dated November 1, 2004.

MOTION CARRIED ALL AYES  
BY ROLL CALL VOTE

Motion offered by Symonds, supported by McNitt, to acknowledge receipt of an Introduction to Ordinance #192A, Fiscal Year 2004/2005 Budget Amendment.

MOTION CARRIED ALL AYES  
BY ROLL CALL VOTE

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**REGULAR AGENDA**

ITEM #9 Charlevoix Properties request for adjustment

Motion offered by Symonds, supported by McNitt, to adjust the water and water debt portion of the bill for 650 Water Street to an average of the three prior billings.

MOTION CARRIED ALL AYES  
BY ROLL CALL VOTE

ITEM #10 Resolution #114/2004, Local Approval Notice

RESOLUTION #114/2004  
STATE OF MICHIGAN  
DEPARTMENT OF CONSUMER & INDUSTRY SERVICES  
LIQUOR CONTROL COMMISSION

At a regular meeting of the East Jordan City Commission called to order by Mayor Postma on December 7, 2004 at 7:30 P.M.

The following resolution was offered:

Moved by Commissioner Symonds and supported by Commissioner McNitt

That the request from GEMINI LANES, INC. for new Entertainment Permit to be held in conjunction with 2004 12 Months Resort Class C licensed business, issued under MCL436.15313); non-transferable, located at 214 Main, East Jordan MI 49727, Charlevoix County.

Considered for approval.

APPROVAL

Yeas: Symonds, McNitt, Bennett, Timmons,  
Klooster and Postma

Nays: None

Absent: Vollbach

DISAPPROVAL

Yeas:

Nays:

Absent:

It is the consensus of this legislative body that the application be:  
Recommended for issuance.

State of Michigan

County of Charlevoix

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RESOLUTION DECLARED ADOPTED DECEMBER 7, 2004.

ITEM #11 Resolution #117/2004, Resolution for Online Banking Transactions

RESOLUTION #117/2004  
RESOLUTION FOR ONLINE BANKING TRANSACTIONS

**WHEREAS**, on December 30, 2002, the Governor of the State of Michigan approved Act No. 738 of the Public Acts of 2002 authorizing the use of electronic transactions by designated officers of the local government; and

**WHEREAS**, the City Commission deems that it is in the best interest of the City of East Jordan to make certain financial transactions by using electronic transactions as described in the Act (i.e. online banking);

**NOW, THEREFORE, BE IT RESOLVED**, that the following policy shall govern the use of electronic transactions (i.e. online banking):

- (a) The Treasurer shall be responsible for establishing all Online Banking arrangements for the local unit;
- (b) The Treasurer shall draft a written policy to be followed in accordance with the act and presented to the governing body;
- (c) The Treasurer shall be responsible for payment approval, accounting, reporting, and generally overseeing compliance or shall appoint an employee to perform such duties;
- (d) The Treasurer shall submit documentation to the governing body, or person responsible for approving payments by resolution or charter requirements, detailing goods and services purchased, the cost of goods or services, the date of payment, and the department levels serviced;
- (e) All Online Banking transactions shall be approved by the Treasurer **BEFORE** payment is made.

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

NAYS: None

ABSENT: Vollbach

RESOLUTION DECLARED ADOPTED DECEMBER 7, 2004.

ITEM #12 Administrative Policy #139, Online Banking Policy

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Motion offered by Symonds, supported by Klooster, to adopt Administrative Policy #139, Online Banking Policy with a recommendation from the City Auditor regarding individual or a single password for transactions.

MOTION CARRIED ALL AYES  
BY ROLL CALL VOTE

ITEM #13 Commendation for John Smith

The following commendation was offered for adoption by Klooster, supported by Symonds:

**COMMENDATION  
TO  
JOHN SMITH**

**WHEREAS**, John Smith has been a part of the East Jordan community since 1936, and

**WHEREAS**, John Smith is known throughout our community and the north as Mr. Rotary, for establishing the Student Exchange for the East Jordan Rotary Club and District 6290 and 100% Paul Harris fellows for the East Jordan Rotary Club, and

**WHEREAS**, whenever the community or its young people are in need of help John Smith is there to help.

**THEREFORE BE IT RESOLVED**, that the City Commission on behalf of the entire community extends its heartfelt thanks and appreciation to John Smith.

MOTION CARRIED ALL AYES  
BY ROLL CALL VOTE

ITEM #14 Ratify DPW Union Contract

Motion offered by McNitt, supported by Symonds, to ratify the Department of Public Works collective bargaining agreement.

MOTION CARRIED ALL AYES  
BY ROLL CALL VOTE

ITEM #15 Goal Setting for 2005

Mayor Postma asked the Commissioners to share their goals for 2005.

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Commissioner Symonds stated he would like to see the City utilize a Recreation Committee to help increase the recognition for the City as a recreation destination.

Commissioner McNitt stated he would like to see the City promote the current recreational opportunities offered in East Jordan. He would also like to support new commercial and industrial opportunities. He stated that he would like to see the City concentrate on informing the citizens of Commission decisions.

Enter Commissioner Vollbach

Commissioner Bennett stated he would like to continue to monitor the water/sewer costs and to see the completion of projects that have been started. (i.e. Kid's Fishing Pond). He wants to see the City continue to connect City parks. He would also like to see the Bike Path extended and to work with the surrounding townships on the extension.

Commissioner Timmons stated that the Commission should maintain a better working relationship with the Tourist Park Committee. She also stated she would like to meet the new Parks Director. She would like the City to conduct a community opinion survey with the businesses and citizens.

Commissioner Vollbach stated he would be continuing to solicit potential new businesses.

Commissioner Klooster stated he would like to connect the east and west sides of the city with a boardwalk. He would also like to see the City continue to expand the west side park, complete Community Park, relocate the DPW garage to Bartlett Street, organize a teen center and extend the bike path.

Mayor Postma stated he would like to see the City accomplish the following goals in 2005:

1. Continue to work aggressively on EDC issues
  - A. Dura-Incubator
  - B. Motel
  - C. Work at attracting diverse selection of businesses to East Jordan
  - D. Retaining current businesses with improved business climate
2. Work on Improving Amenities for Residents and Visitors
  - A. Parks
  - B. Bike/Walkways
  - C. Harbor
  - D. Tourist Park
3. Housing Issues
  - A. Encourage expanded home building
  - B. Additional homes-shared water and sewer costs-added tax revenue

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- C. Look at rental code issues-enforcement of minimum standards of BOCA
- 4. Budget Goals
  - A. Complete a budget that is reasonable and gives the city room to take advantage of opportunities that may come up over the course of the budget year.
  - B. Maintain the level of services that residents have come to expect
  - C. Work to continue to make improvements as much as possible
  - D. Complete a budget that is fiscally responsible
- 5. Communication
  - A. Work at improving communication through:
    - Website
    - Newsletter
    - e-mail
    - Kiosks or bulletin boards
  - B. With snowmobilers for public safety and their convenience
  - C. With Local, State and Federal government units to improve cooperation and efficiency as opportunities present themselves
  - D. Better communicate the unique opportunities that exist in East Jordan to possible new businesses and investors

ITEM #16 DDA Update

Administrator White informed the Commission that work continues on the business incubator and the motel project.

White also informed Commission that Tom Johnson will be leaving Northern Homes Economic Alliance.

ITEM #17 Administrator's Report

ADMINISTRATOR'S REPORT  
DECEMBER 7, 2004

- 1. For the first time in many years the City has an official Christmas tree which has recently been replanted on the lot across from City Hall on Esterly Street. The tree was donated by Mike and Mandy Peterson, the lights as well we donated to the Chamber. I would like to thank the Peterson's for the beautiful tree and for Butch Breakey, Lori Campbell and the East Jordan Chamber for all their hard work to bring a Christmas tree back.
- 2. The amended plan for the boat launch and Tourist Park small boat harbor has been provided to the Waterway Commission Chairman. He will be sharing it with staff who will be working with the City to explore funding options. As I receive more information I will update the Commission.

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3. The Charlevoix County Recycling Committee has announced that they will now begin accepting office paper at the East Jordan Transfer Station and Melrose Township recycle site. The new bins will be delivered in the next week and at that time white office paper and shredded paper in plastic bags will be accepted. As I get more information on this new service I will let the Commission know.
4. The East Jordan Lioness club will be holding the annual Santa Parade on Thursday, December 9 at 6:30 p.m. following the Community Christmas Tree lighting at 6:00 p.m. They have asked that Main Street from Garfield to Mill Street be closed to allow for the parade.

Motion offered by Symonds, supported by McNitt, to authorize the closing of Main Street from Garfield to Mill on December 9, 2004 for the annual Santa Parade.

MOTION CARRIED ALL AYES  
BY ROLL CALL VOTE

Motion offered by McNitt, supported by Klooster, to cancel the regular Commission meeting of January 4, 2005.

MOTION CARRIED ALL AYES  
BY ROLL CALL VOTE

ITEM #18 Mayor's Report

Mayor Postma informed the Commission of a letter received from John Czarnecki, President of the MEDC, congratulating the City on the MML Achievement Award.

Motion offered by McNitt, supported by Vollbach, to allow employees to leave two (2) hours early on December 22, 2004.

MOTION CARRIED ALL AYES  
BY ROLL CALL VOTE

Postma also informed Commission that the Michigan Municipal League would be attending the December 21, 2004 meeting to present the City with the Achievement Award.

MOTION CARRIED ALL AYES  
BY ROLL CALL VOTE

ITEM #19 Attorney's Report

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Attorney Beatty informed Commission that he will be absent from the December 21, 2004 meeting due to court proceedings.

ITEM #20 Commissioners

Commissioner McNitt inquired on the status of the name change to Tourist Park.

Mayor Postma stated that two responses were received, one from a Boyne City resident and one from East Jordan that asked to leave the name as is.

Commissioner Bennett questioned the date change for the Jordan Valley Freedom Festival.

Clerk Campbell informed the Commission that the Freedom Festival Committee has changed the festival dates to June 16-18, 2005.

Bennett also inquired on the bump on Memorial Bridge and questioned how to get it repaired.

Administrator White stated that MDOT was in town today and they were looking at what could be done for repairs.

Commissioner Timmons informed the Commission that the sign on the gas station on Water Street stated that it would be opening soon.

Commissioner Vollbach felt that a boat race festival should be held in East Jordan.

Commissioner Klooster informed Commission that a visitor to our community congratulated the city for all the recent improvements to the downtown.

ITEM #21 Speaker Requests

Gary Strange asked the Commission to consider the fact that East Jordan has the highest millage rate in Charlevoix County. He felt this issue needed to be included in the Commission goals for 2005.

Mayor Postma adjourned the meeting at 8:51 p.m.

Respectfully,

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Mark Postma, Mayor

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Lori M. Campbell, City Clerk