

**MINUTES OF THE EAST JORDAN CITY COMMISSION REGULAR MEETING
HELD TUESDAY, FEBRUARY 1, 2005 AT 7:30 P.M. IN CITY HALL**

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

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 January 18, 2005, 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 January 26, 2005, totaling \$241,596.99.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

Motion offered by Symonds, supported by McNitt, to acknowledge receipt of the
Boards and Commission minutes as follows:

- A. ZBA Public Hearing, August 23, 2004
- B. ZBA Meeting, August 23, 2004
- C. DDA Meeting, December 20, 2004

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

REGULAR AGENDA

ITEM #7 Ordinance #142Y, An Ordinance to Amend the Zoning Map of the City
of East Jordan

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

ORDINANCE # 142Y

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**AN ORDINANCE TO AMEND THE ZONING MAP OF THE
CITY OF EAST JORDAN**

THE CITY OF EAST JORDAN HEREBY ORDAINS:

The Zoning Map as described in Section 3.03 of Article II of the East Jordan Zoning Ordinance is hereby amended to provide that the property located at 501 Water Street, be rezoned from PO (Professional Office) to C1 (Local Commercial). The description of the rezoned property is fully described on the tax rolls for the following parcel number:

15-053-679-001-00

Roll Call Vote:

Ayes: Symonds, McNitt, Bennett, Timmons, Vollbach, Klooster and Postma

Nays: None

Absent: None

Adopted: February 1, 2005

ITEM #8 Resolution #103/2005, Resolution of the City of East Jordan

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

**RESOLUTION #103/2005
RESOLUTION OF THE CITY OF EAST JORDAN**

WHEREAS, Public Act 298 of 2003 provides that all elections shall be held on four regular election dates which occur in February, May, August and November, and

WHEREAS, the East Jordan School District has passed a resolution to hold their elections yearly on the first Tuesday following the first Monday in May, and

WHEREAS, the Charlevoix County Election Coordinating Committee has divided the East Jordan School District into two (2) precincts as follows:

Precinct #58

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City of East Jordan

The portion of Wilson Township that is in the East Jordan School District

The portion of Jordan Township-Antrim County that is in the East Jordan School District

The portion of Echo Township-Antrim County that is in the East Jordan School District

Precinct #59

South Arm Township

The portion of Eveline Township that is in the East Jordan School District,

and

WHEREAS, The Charlevoix County Clerk

- will serve as the district's filing official and accept candidate filings, check petitions for sufficiency, accept candidate withdrawals and certify candidates
- will receive special election resolutions and ballot proposal language adopted by the district's board
- handle the distribution, receipt and processing of absentee ballot applications (the township and city clerks may also handle the distribution ONLY of these applications)
- handle the issuance of absentee ballots and the return of the voted absentee ballots
- handle the ballot printing and proofing
- order the necessary precinct supply kits
- provide voting equipment for the conduct of the district's elections
- arrange for programming/coding and testing of voting equipment
- publish notice of the "public accuracy test"
- publish "Notices of Close of Registration" and "Notices of Election"
- handle Qualified Voter File (QVF) related responsibilities (setting up election, production of precinct lists, updating voter history)

The City Clerk for precinct #58 will handle the following duties:

- Appoint election inspectors for the district's election through the Election Commission
- Handle the setup of polling places on election day
- Handle election day issues and "troubleshooting"

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- Transmit election results to the Board of Canvassers for the canvass and certification of the election
- Store voted ballots after the election
- Prepare and present reimbursement requests to the school district

THEREFORE BE IT RESOLVED that the City Commission for the City of East Jordan hereby authorizes the City Clerk to conduct election day proceedings for the East Jordan Public Schools jurisdiction including the City of East Jordan, and the portion of Jordan, Echo and Wilson Townships that are in the East Jordan School District.

ROLL CALL VOTE:

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

NAYS: None

ABSENT: None

Resolution declared adopted February 1, 2005.

ITEM #9 Lady Biker Day request

Motion offered by Bennett, supported by Vollbach, to approve the Lady Biker Day requests upon staff review and approval and to waive the rental fee for use of the Civic Center.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

(copy of letter of requests attached and made a part of these original minutes)

ITEM #10 DDA Update

No items to report.

ITEM #11 Administrator's Report

ADMINISTRATOR'S REPORT
FEBRUARY 1, 2005

1. The month of January is behind us and spring is just around a very wide corner. Tom Cannon, Parks Director, is starting to look for staff for the upcoming season. If you know anyone 18 or older who would like to work at

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the Harbor, Tourist Park, Community Park, or Skate Park, please let Tom know.

2. Our two economic development projects continue to move forward. The Motel is waiting for a foundation report back to see if any additional cost will be incurred for building on the downtown site. The business incubator and reuse of DURA continues to move forward. Two companies have looked at renting a part of DURA at market rate and would not be part of the incubator. I have been informed that the University of Michigan will have some preliminary findings from their incubator study and all parties involved with the proposed incubator are all still very excited. I will continue to keep the Commission up to date as both of these very important projects move forward.
3. These past two weeks have also seen an increased interest in the Industrial Park for the first time in a long time. I received two calls from individuals representing companies looking for multiple lot sites who are just beginning their investigations. On the downtown front, investigation has begun into the possibility of having a historical district for the first two blocks of Main Street. This would allow all of the private properties that qualify to be able to apply for historic tax credits without having to have each building placed on the State and National Historic Register. I will keep the Commission up to date on both of these opportunities.

Administrator White informed Commission that DPW Superintendent Breakey has asked that Administrative Policy #105 be amended to read as follows:

**ADMINISTRATIVE POLICY #105
THAWING OF FROZEN WATER LINES**

This policy relates to requirements found in the City's Code of Ordinances, Chapter 26 entitled Utilities.

1. The City is not responsible for the thawing of frozen water lines on private property.
2. Water meter pits must be covered during the periods of snow. The natural insulation (snow) is not to be removed from the cover of the meter pit. If uncovered, the property owner will be charged for the actual labor and equipment for the City employees or contractual personnel to thaw the frozen meter/service box.
3. A frozen service at an outside meter is a concern to the City, as public mains could become frozen because of a frozen service main. Therefore, an outside meter

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may be thawed once, free of charge, as determined by the City and a one-time written "let run" instruction given or mailed to the owner. The City is not responsible for undeliverable mail. Thawing of subsequent freeze ups at the service box will be billed to the property owner.

4. Any service where natural insulation such as snow cover is removed by the property owner or agent, number 2 of this policy will not apply. All costs associated will be assessed to the property owner.

Motion offered by Symonds, supported by McNitt, to amend Administrative Policy #105, as proposed.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

ITEM #12 Mayor's Report

Mayor Postma informed the Commission that DPW Superintendent Breakey received the President's Award at the Annual Chamber of Commerce Dinner for his outstanding dedication to the community. He also stated that there was a letter to the editor complimenting the clearing of the streets and sidewalks in East Jordan.

The Mayor offered congratulations and thank you to Mr. Breakey.

Postma also informed the Commission that the Annual Chamber Dinner was well attended and very successful.

ITEM #13 Attorney's Report

Attorney Beatty informed the Commission that the ZBA tabled the variance request for 494 Edward Street and has asked for a site plan. He noted that they would be making the final determination at a future meeting.

ITEM #14 Commissioners

Commissioner Timmons inquired whether the Lumberjack Grill would require additional licensing for the karaoke.

Attorney Beatty stated that the Liquor Commission has inspectors to make the determination as to what licensing is required.

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Commissioner Vollbach questioned the number of East Jordan Police vehicles that were involved in the police pursuit.

Administrator White stated that one of the police cars received front end damage.

ITEM #15 Speaker Requests

No speaker request slips were received.

Mayor Postma adjourned the meeting at 7:53 p.m.

Respectfully,

Mark Postma, Mayor

Lori M. Campbell, City Clerk