

**MINUTES OF THE EAST JORDAN CITY COMMISSION REGULAR MEETING HELD
TUESDAY, FEBRUARY 21, 2006 AT 7:30 P.M. IN CITY HALL**

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

Absent: Commissioner Klooster

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

Commissioner Timmons stated she had a conflict of interest with Item #5.

CONSENT AGENDA

Commissioner Timmons asked that Item #5 be removed from the Consent Agenda. The remainder of the Consent Agenda was approved as follows:

Motion offered by McNitt, second by Symonds, to approve the minutes of the Regular Commission meeting dated February 7, 2006, as submitted.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

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

- A. Housing, January 10, 2006
- B. DDA, January 9, 2006
- C. Charter Commission, February 15, 2006

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

Motion offered by McNitt, second by Symonds, to acknowledge receipt of the following Monthly Public Safety Department Reports:

- A. EMS Department, December 2005
- B. EMS Department, January 2006
- C. Police Department, 2005 Annual Report

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

Motion offered by McNitt, second by Symonds, to acknowledge receipt of the Funds on Hand Report, January 2006.

MOTION CARRIED ALL AYES

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BY ROLL CALL VOTE

ITEM #5 Acknowledge Receipt of the Paid Bill List dated February 15, 2006, totaling \$999,007.46

Motion offered by Symonds, second by Vollbach, to acknowledge receipt of the Paid Bill List dated February 15, 2006, totaling \$999,007.46.

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

ITEM #9 East Jordan Public School, Property Transfer

Attorney Beatty asked that this item be removed from the agenda and placed on the March 7, 2006 agenda.

Item #10 Ordinance #195A, Fiscal Year 2005/2006 Budget Amendment

Administrator White stated that the Ordinance #195A needed to be amended prior to adoption to reflect the cost of engineering for the Division and State Street project in the water and sewer engineering line items.

Motion offered by McNitt, second by Symonds, to amend Ordinance #195A to add \$7,700 to the water fund engineering line item and \$7,700 to the sewer fund engineering line item.

Motion and second withdrawn to allow discussion of the engineering proposal prior to amending Ordinance #195A.

ITEM #11 State and Division Street Engineering

Motion offered by Bennett, second by Symonds, to approve the engineering proposal for Division and State Street from Capital Consultants in the amount of \$15,400 for design phase services only.

MOTION CARRIED ALL AYES
BY ROLL CALL VOTE

Motion offered by McNitt, second by Vollbach, to amend Ordinance #195A to add \$7,700 to the sewer fund engineering line item and \$7,700 to the water fund engineering line item.

MOTION CARRIED ALL AYES

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BY ROLL CALL VOTE

The following Ordinance was offered for adoption by Symonds, second by Vollbach:

**ORDINANCE #195-A
FISCAL YEAR 2005/2006 BUDGET AMENDMENT**

The City of East Jordan Hereby Ordains:

That the Budget for the fiscal year beginning July 1, 2005 and ending June 30, 2006 shall be amended for operating the City of East Jordan. Ordinance #195 Budget Appropriations Act of 2005-2006 is hereby amended as follows:

Sec 1: Adoption of Budget

GENERAL FUND 101:

	<u>ADOPTED</u>	<u>AMENDED</u>
<u>Revenues:</u>		
403.000 Taxes-City Property	\$1,048,420.	\$1,031,509. (decrease \$16,911.)
420.000 Unpaid Personal Property Tax	-0-	\$1,654. (increase \$1,654.)
664.000 Interest	\$4,000.	\$15,000. (increase \$11,000.)
673.000 Sale of Fixed Assets	-0-	\$100. (increase \$100.)
678.000 Sidewalk Receipts	-0-	\$2,283. (increase \$2,283.)
699.010 Fund Balance	\$221,235.	\$189,035. (decrease \$32,200.)

Expenditures:

GOVERNING BODY/COMMISSION DEPARTMENT 101-101:

702.000 Payroll-Legislative	\$6,500.	\$5,000. (decrease \$1,500.)
726.000 Supplies	\$200.	\$400. (increase \$200.)
805.000 Membership Fees/N. Econ.	\$2,000.	\$3,500. (increase \$1,500.)
910.000 Insurance	\$16,000.	\$15,800. (decrease \$200.)

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CLERK DEPARTMENT 101-215:

	<u>ADOPTED</u>	<u>AMENDED</u>
900.020 Update Code of General Ord.	\$5,000.	-0- (decrease \$5,000.)

TREASURER DEPARTMENT 101-253:

726.000 Supplies	\$800.	\$1,300. (increase \$500.)
899.000 Tax Rebate	\$11,000.	\$5,500. (decrease \$5,500.)

BUILDING AND GROUNDS DEPARTEMENT 101-265:

900.001 Publishing Newsletter	-0-	\$3,000. (increase \$3,000.)
910.000 Insurance	\$20,000.	\$10,000. (decrease \$5,000.)

CEMETERY DEPARTMENT 101-276:

927.000 Sewer & Water Bldg.	\$5,000.	\$8,000. (increase \$3,000.)
931.009 M&R Grounds	\$3,000.	\$2,000. (decrease \$1,000.)
943.000 Equipment Rental	\$6,000.	\$6,500. (increase \$500.)
977.000 Equipment Other	\$1,500.	\$1,000. (decrease \$500.)

POLICE DEPARMTNET 101-301:

705.000 Payroll Labor	\$139,367.	\$129,367. (decrease \$10,000.)
703.002 Payroll Adm. Longevity	\$950.	\$1,000. (increase \$50.)
705.001 Payroll Court Time	\$700.	\$500. (decrease \$200.)
705.003 Payroll Longevity	\$2,700.	\$2,850. (increase \$150.)
710.000 Payroll Part-time	\$10,000.	\$20,000. (increase \$10,000.)
716.000 Hospitalization	\$77,876.	\$72,876. (decrease \$5,000.)
801.001 Legal	\$1,000.	\$11,000. (increase \$10,000.)

FIRE DEPARTMENT 101-336:

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726.000 Supplies	\$3,000.	\$3,600. (increase \$600.)
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ADOPTED

AMENDED

851.000 Radio Maintenance	\$1,000.	\$1,300. (increase \$300.)
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900.000 Publishing	\$50.	\$200. (increase \$150.)
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910.000 Insurance	\$7,000.	\$5,750. (decrease \$1,250.)
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943.000 Eqpt. Rental	\$100.	\$300. (increase \$200.)
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DEPARTMENT OF PUBLIC WORKS DEPARTMENT 101-441:

726.013 M&L St. Salt/Chloride/Sand	\$20,000.	\$16,500. (decrease \$3,500.)
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726.463 L.St. Maint. Supplies	\$2,000.	\$1,000. (decrease \$1,000.)
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726.464 Supplies M.St. Storm Drain	\$2,000.	\$1,000. (decrease \$1,000.)
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931.464 M&R General M.St. Storm Dr.	\$4,000.	\$2,000. (decrease \$2,000.)
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943.003 Major St. Snow Eqpt. Rental	-0-	\$25,000. (increase \$25,000.)
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943.464 Eqpt. Rental M.St. Storm Dr.	\$6,000.	\$3,000. (decrease \$3,000.)
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TRANSFER OUT CONTROL DEPARTMENT 101-965:

999.202 Transfer to Major Streets	-0-	\$22,700.
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MAJOR STREETS FUND 202:

Revenues:

670.002 Metro Act Revenue	\$8,500.	\$9,607. (increase \$1,107.)
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694.000 Miscellaneous	\$50.	\$7,891. (increase \$7,841.)
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699.000 Operating Transfer In	-0-	\$22,700. (increase \$22,700.)
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Expenditures:

Street Maintenance Department 202-463:

818.000 Contractual Service	-0-	\$7841. (increase)
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	<u>ADOPTED</u>	<u>AMENDED</u>
<u>Tree Trimming Planting Department 202-465:</u>		
705.000 Payroll Labor	\$6,000.	\$5,800. (decrease \$200.)
705.010 Payroll-Overtime	\$150.	\$350. (increase \$200.)
<u>LOCAL STREETS FUND 203:</u>		
<u>Expenditures:</u>		
<u>Street Maintenance Department 203-463:</u>		
818.013 Contractual Serv/Solid Waste	-0-	\$500. (increase \$500.)
931.010 M&R General	\$8,000.	\$7,500. (decrease \$500.)
<u>FIRE EQUIPMENT FUND 206:</u>		
<u>Revenues:</u>		
403.000 Taxes City Property	\$25,000.	\$25,817. (increase \$817.)
420.000 Unpaid Personal Property Tax	-0-	\$39. (increase \$39.)
664.000 Interest	\$200.	\$1,200. (increase \$1,000.)
694.000 Miscellaneous	-0-	\$25. (increase \$25.)
<u>Expenditures:</u>		
977.000 Equipment Other	\$1,000.	\$2,881. (increase \$1,881.)
<u>REHAB FUND 230:</u>		
<u>Revenues:</u>		
664.000 Interest	\$150.	\$1,000. (increase \$850.)
699.010 Fund Balance	\$35,277.	\$14,127. (decrease \$21,150.)
<u>Expenditures:</u>		
999.101 Transfer to General Fund	-0-	\$22,000. (increase \$22,000.)

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ADOPTED

AMENDED

TIFA FUND 247:

Revenues:

403.000 Taxes Tifa	\$220,000.	\$244,093. (increase \$24,093.)
664.000 Interest	\$1,000.	\$2,500. (increase \$1,500.)

Expenditures:

900.000 Publishing	\$150.	\$300. (increase \$150.)
927.000 Sewer/Water Bldg.	\$1,500.	\$2,000. (increase \$500.)
931.010 M&R General	\$3,500.	\$12,000. (increase \$8,500.)
821.000 Engineering	\$20,000.	\$35,943. (increase \$15,943.)
943.000 Eqpt. Rental	\$1,500.	\$2,000. (increase \$500.)

INDUSTRIAL PARK FUND 412:

Revenues:

664.000 Interest	-0-	\$10. (increase \$10.)
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Expenditures:

726.000 Supplies	\$100.	\$110. (increase \$10.)
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TIFA 2004 CAPITAL IMPROVEMENT CONSTRUCTION M-66 BIKE PATH FUND 497:

Revenues:

699.000 Operating Transfers In	-0-	\$25,838. (increase \$25,838.)
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Expenditures:

821.000 Engineering	-0-	\$25,838. (increase \$25,838.)
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AMBUALANCE FUND 505:

Revenues:

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	<u>ADOPTED</u>	<u>AMENDED</u>
615.000 EMS Training	-0-	\$500.00 (increase \$500.)
<u>Expenditures:</u>		
703.003 Payroll Assistant Administrator	\$28,560	-0- (decrease \$28,560.)
703.004 Payroll-Paramedic	\$28,000.	\$54,560(increase \$26,660)
705.010 Payroll-Overtime	-0-	\$5,400. (increase \$5,400.)
710.00 Payroll-Part-time Labor	\$12,000.	\$9,000. (decrease \$3,000)
818.023 Contractual Service-Rent	\$6,000.	\$9,140. (increase \$3,140.)
850.001 Pagers	\$1,500.	-0- (decrease \$1,500.)
920.000 Electric Service	\$3,000.	\$2,000. (decrease \$1,000)
977.000 Equipment Other	\$5,000.	\$4,360. (decrease \$640)
<u>HARBOR FUND 509:</u>		
<u>Revenues:</u>		
569.000 State Grant-Other	-0-	\$5,800. (increase \$5,800)
609.000 Cancellation Fee	-0-	\$50.00 (increase \$50.)
633.001 Wireless Internet Usage	\$708.00	\$608.00 (decrease \$100.)
642.002 Waste Tank Treatment Sales	-0-	\$50.00 (increase \$50.)
664.000 Interest	\$1,500.	\$3,000. (increase \$1,500.)
671.000 Gasoline-Regular	\$40,000.	\$52,500(increase \$12,500)
671.001 Gasoline-Premium	\$10,000.	\$19,500. (increase \$9,500)
675.002 Grants-Private Source	-0-	\$24,266 (increase \$24,266)
694.000 Miscellaneous	\$50.00	\$1,000. (increase \$950.)

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	<u>ADOPTED</u>	<u>AMENDED</u>
699.010 Fund Balance	\$1,116,934.	\$1,051,336 (dec. \$65,598)
<u>Expenditures:</u>		
751.000 Diesel/Gasoline/Oil	\$50,000.	\$70,000 (increase \$20,000)
920.000 Electric Service	\$5,000.	\$4,350. (decrease \$650.)
939.000 Vehicle Maintenance	\$1,000.	\$3,000. (increase \$2,000.)
965.000 Taxes-State Gas Tax	\$1,200.	\$1,700. (increase \$500.)
927.000 Sewer & Water Buildings	\$12,000.	\$9,000. (decrease \$3,000)
931.000 M&R-Building	\$2,500.	\$650. (decrease \$1,850.)
931.009 M & R Grounds	\$5,685.	\$4,685. (decrease \$1,000)
971.000 Land Acquisition	-0-	\$84,814 (increase \$84,814)
976.976 Dredging	-0-	\$5,700. (increase \$5,700.)
975.001 Capita Outlay Dock	-0-	\$11,600 (increase \$11,600)
977.000 Equipment Other	\$700.	\$2,000. (increase \$1,300.)
985.000 Visa/MCard Service Charge	\$2,000.	\$2,700. (increase \$700.)
<u>TOURIST PARK FUND 545:</u>		
<u>Revenues:</u>		
642.001 Ice Sales	-0-	\$900. (increase \$900.)
664.000 Interest	\$400.	\$800. (increase \$400.)
694.000 Miscellaneous	\$100.	\$400. (increase \$300.)
<u>Expenditures:</u>		
726.009 Ice Supplies	-0-	\$400. (increase \$400.)
726.012 License Fees	-0-	\$450. (increase \$450.)

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	<u>ADOPTED</u>	<u>AMENDED</u>
726.014 Wood-Ice Expense	-0-	\$1,040. (increase \$1,040.)
910.000 Insurance	\$800.	\$654. (decrease \$146.)
931.000 M&R Building	\$1,800.	\$1,656. (decrease \$144.)

SEWER FUND 590:

Revenues:

664.000 Interest	\$3,000.	\$8,000. (increase \$5,000.)
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Expenditures:

726.002 Membership Fees	\$200.	\$300. (increase \$100.)
821.000 Engineering	\$2,000.	\$14,559. (inc. \$4,859.)
923.000 Fuel Buildings	\$30,000.	\$22,300. (dec. \$7,700)
972.001 Capital Outlay Edwards St.	-0-	\$41. (increase \$41.)

WATER FUND 591:

Revenues:

569.000 State Grants Others	-0-	\$9,075. (increase \$9,075.)
664.000 Interest	\$400.	\$4,000. (increase \$3,600.)

Expenditures:

821.000 Engineering	-0-	\$20,375 (increase \$20,375)
920.000 Electric Service	\$24,000.	\$22,000 (decrease \$2,000)
972.001 Capital Outlay Edwards St.	-0-	\$7,492. (increase \$7,492.)
931.000 M&R Bldg.	\$2,500.	\$1,500 (decrease \$1,000.)
931.010 M&R General	\$18,000.	\$15,508 (decrease \$2,492)
943.000 Equipment Rental	\$40,000.	\$32,300. (dec. \$7,700.)

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	<u>ADOPTED</u>	<u>AMENDED</u>
977.000 Eqpt. Other	\$2,500.	\$1,500. (decrease \$1,000)
977.001 Eqpt. Computer & Software	\$4,500.	\$3,500 (decrease \$1,000.)

PERPETUAL CARE FUND 711:

Revenues:

664.000 Interest	\$1,000.	\$2,000. (increase \$1,000.)
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Expenditures:

999.000 Transfers Out	\$1,000.	\$2,000. (increase \$1,000.)
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RATES:

AMBULANCE FUND:

CPR COURSES:

		<u>Initial</u>	<u>Recert</u>
Healthcare Provider	-0-	\$50.00	\$20.00
Heartsaver Adult	-0-	\$50.00	\$20.00
Heartsaver AED	-0-	\$50.00	\$20.00
Heartsaver First Aid/CPR	-0-	\$50.00	\$20.00
Infant/Child CPR	-0-	\$25.00	\$15.00
CPR Family and Friends	-0-	\$ 5.00	

TOUSIST PARK FUND:

Spring Rates \$5.00 Discount per site April 15th – May 22 nd .	-0-	\$12.00-\$20.00
Pop-up w/electric & cable	-0-	\$22.00 (\$5.00) = \$17.00
Full hook up	-0-	\$25.00 (\$5.00) = \$20.00
Lakeview	\$27.00	Remove
RV Sites	\$24.00	Remove
Pop up sites w/electric	\$21.00	\$20.00 (\$5.00) = \$15.00
Tent Sites	\$16.00	\$17.00 (\$5.00) = \$15.00
Winter Camping	\$15.00	
5 th & 6 th Person	\$4.00 per person	

	<u>ADOPTED</u>	<u>AMENDED</u>
Docking	\$8.00 per day	
Dock Camping	\$15.00 per day	

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Seasonal Docking Fee	\$450.00
Shower	\$4.00
Log Building Rent	\$100.00
Security Deposit Log Bldg.	\$50.00
Cancellation Fee	\$25.00
No Exceptions-cash, check or charge card	

Summer Rates-Normal Rates (\$17.00 - \$25.00)
May 23rd – September 4th

Pop-up w/electric & cable	-0-	\$22.00
Full hook up	-0-	\$25.00
Lakeview	\$27.00	Remove
RV Sites	\$24.00	Remove
Pop up sites w/electric	\$21.00	\$20.00
Tent Sites	\$16.00	\$17.00
Winter Camping	\$15.00	
5 th & 6 th Person	\$4.00 per person	
Docking	\$8.00 per day	
Dock Camping	\$15.00 per day	
Seasonal Docking Fee	\$450.00	
Shower	\$4.00	
Log Building Rent	\$100.00	
Security Deposit Log Bldg.	\$50.00	
Cancellation Fee	\$25.00	
No Exceptions-cash, check or charge card		

Fall Rates - \$5.00 Discount per site (\$12.00 - \$20.00)
September 5th – October 15th

Pop-up w/electric & cable	-0-	\$22.00 (\$5.00) = \$17.00
Full hook up	-0-	\$25.00 (\$5.00) = \$20.00
Lakeview	\$27.00	Remove
RV Sites	\$24.00	Remove
Pop up sites w/electric	\$21.00	\$20.00 (\$5.00) = \$15.00
Tent Sites	\$16.00	\$17.00 (\$5.00) = \$15.00
Winter Camping	\$15.00	
5 th & 6 th Person	\$4.00 per person	

ADOPTED

AMENDED

Docking	\$8.00 per day
Dock Camping	\$15.00 per day
Seasonal Docking Fee	\$450.00
Shower	\$4.00
Log Building Rent	\$100.00

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Security Deposit Log Bldg. \$50.00
Cancellation Fee \$25.00
No Exceptions-cash, check or charge card

ROLL CALL VOTE:

AYES: VOLLBACH, BENNETT, MCNITT, SYMONDS AND POSTMA

NAYS: TIMMONS

ABSENT: KLOOSTER

ADOPTED: FEBRUARY 21, 2006

PUBLISHED: MARCH 8, 2006

EFFECTIVE: MARCH 15, 2006

ITEM #12 East Jordan Garden Club, Elm Pointe rental request

Motion offered by McNitt, second by Symonds, to approve the East Jordan Garden Club request for use of Elm Pointe and to waive the rental fee.

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

Commission Vollbach abstained from this item as his wife is the President of the East Jordan Garden Club.

ITEM #13 DDA Update

No items to report.

ITEM #14 Administrator's Report

ADMINISTRATOR'S REPORT
FEBRUARY 21, 2006

1. The Chief of Police will be in attendance to discuss his departmental staffing levels. As stated in the last Administrator's Report, no action has taken place on the hiring of a full-time officer. Should any Commissioner need additional information for the meeting regarding this issue please let me know so it can be provided.

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2. Attached with this report is the auditor's and staff review of the Harbor's revenue and expenses. Areas on how to increase revenues for future years was also discussed. After review should any Commissioners have any questions or need additional information please do not hesitate to let me know.
3. Interest continues in our community for the Industrial Park, Lake Street Center and vacant parcels in our city. The areas I just outlined all have been inquired about in the past two weeks. As I get information and am able to share it with the City Commission I will do so.
4. The downtown motel project continues to move forward, and all signs continue to remain positive. The City and Developer have met with representatives of the Northern Lakes Alliance and MEDC regarding possible funding for public improvements. The meeting was very positive and the MEDC has asked for additional information. As this project develops further I will keep the Commission up to date. Should any Commissioner have any questions please do not hesitate to ask.

Chief of Police Reece presented the Commission with complaint statistics for the Police Department and reviewed the need for coverage during vacation, sick, personal and comp time. He stated that since September 2004 the Department has employed a part-time officer who works 40 hours per week. He also noted that the reason the Department has not hired a full-time officer previously was due to pending litigation that has now been settled.

Chief Reece and Administrator White will continue the hiring process to fill the full-time officer position.

Chief Reece also informed the Commission that the new police cars are in Lansing and will be in East Jordan next week.

Administrator White asked if the Commission had any further questions regarding the Harbor Fund after their review of the documents.

Commission was satisfied with the information provided.

ITEM #15 Mayor's Report

No items to report.

ITEM #16 Attorney's Report

No items to report.

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ITEM #17 Commissioners

Commissioner McNitt inquired on the Harbor dredging project.

Administrator White stated that they were continuing to work on the project.

McNitt also questioned the status of the Phoenix Trailer proposal.

Administrator White stated that he was in contact with the owner today and he would be finalizing the City's proposal.

Treasurer Moreau informed the Commission of the new format for the budget books and thanked Deputy Treasurer Nemecek and Deputy Clerk Wilson for their work on the budget books.

ITEM #18 Speaker Requests

Darrin Podskalny presented the Commission with the idea of holding a Classic Antique Boat Show in East Jordan around July 1. He has approached the Chamber of Commerce and would like to know who he should meet with to proceed.

The Commission felt the Boat Show would be a positive event for the community.

Administrator White asked that Mr. Podskalny work with Parks Director Cannon and himself to organize the event.

Mayor Postma adjourned the meeting at 7:57 p.m.

Respectfully,

Mark Postma
Mayor

Lori M. Campbell, CMC
City Clerk