

The Crosswell City Council met in Regular Session June 21, 2010, at the William Aitkin Memorial Library, 111 N. Howard Ave., Crosswell, MI. Mayor McMillan called the meeting to order at 7:30 P.M.

Present: M. McMillan, M. Willis, J. Geiger, L. Krawczyk, R. Butler
Administration: Interim City Administrator & City Clerk Suzanne Dobson
Guests: Electric/Water Supervisor Jack Williams; Elwyn Neaves; Karen Schott; Sylvia Watson, Cindy Fockler; Nancy Letwinski; Jeffersonian Reporter Margaret Whitmer

I. **PLEDGE OF ALLEGIANCE:**

II. **APPROVAL OF MINUTES** from the Regular Council Meeting of June 7, 2010

Butler moved to approve the minutes of June 7, 2010 as presented, second by Krawczyk.
Motion Carried.

III. **PUBLIC COMMENTS:**

None

IV. **APPROVAL OF AGENDA:** Scratch item a. Solicitor's Permit from New Business.

Butler moved to approve the agenda as amended, second by Krawczyk. Motion Carried.

V. **CORRESPONDENCE:**

- a. Sanilac Economic Alliance – Activity Report: Receive and file.
- b. Symposium – Medical Marihuana Law: Symposium held in Washtenaw County on Municipal Responses to Michigan's Medical Marihuana Act. Receive and file.

VI. **WOMEN'S LIFE GROUP – COMMUNITY CENTER:**

- a. Chairs: Karen Schott representative of Women's Life Group presented a price of \$1,413.90 for 90 chairs for the Community Center. Currently the chairs are of different styles and not in very good shape.

Willis moved to approve the cost of \$1,413.90 for the purchase of 90 chairs after July 1, 2010, second by McMillan. 5 yeas 0 nays. Motion Carried.

- b. Revised Policy:

Policy was reviewed by Karen Schott and City Clerk.

Willis moved to approve the Community Center policy and fees as presented, second by Geiger.
Motion Carried. 5 yeas 0 nays. Motion Carried.

CITY OF CROSWELL
COMMUNITY CENTER

Revised July 21, 2010

POLICY:

It shall be the policy of the City of Croswell to seek maximum use of this facility by the community while operating said facility in a business- like manner.

I. **Priorities for Use**

The priorities for use of the facility buildings and grounds shall be as follows:

- A. City Council Meetings and other city meetings and functions.
- B. Local public organizations (student groups, Boosters, P.T.A., Scouts, Etc.).
- C. Other individuals or organizations located in the community.
- D. Organizations for individuals from outside the community.
- E. Private parties.

II. **Application for Use of Facilities**

Application to use the facility must be scheduled and approved at least one week in advance. Failure to do so may result in the denial of the request. Applications and scheduling to be made at City Hall.

III. **Legal Requirements**

The organization or group of citizens applying for the use of properties shall be responsible for any damage done over and above ordinary wear, and shall, if required, pay for damages as may be determined by the City Council.

IV. **Authority to Deny**

The City Council reserves the right to deny the use of the facility to any organizations without cause.

RULES AND REGULATIONS:

Building and facility use will be governed by policy set by the Croswell City Council, and administered on a day-to-day basis according to the following Rules and Regulations.

I. **Conditions of Use**

A. **Time Limit**

Community Center is available at 9:00 a.m. and must be cleaned and vacated by 1:00 a.m.

For a \$25.00 fee you may enter the Community Center after 7:00 p.m. the day before

ONLY if it is available and if the fee is paid. This reservation can only be made during the week of the event.

B. Use of Furniture and Fixtures

Use of equipment, furniture and fixtures common to the operation of the building and grounds will be granted for use to the sponsoring organization and will be included in such approval of facility use provided such use is requested in advance.

C. Cancellation

See Fee Schedule

D. Nontransferable Permits

Dates for building use are not transferable and must be used only by the sponsoring group receiving the authorization. Payments must be made at the time of reservation.

E. Food and Beverages

The consumption of food and beverages shall be allowed only in designated areas.

F. Equipment

1. Equipment requested for use by the sponsoring group shall be operated only by a qualified operator.

2. Sponsoring groups are not permitted to move equipment without proper authorization into the facility.

G. Flammable Materials

Flammable or combustible materials shall not be used in any area not properly designed for such use.

H. Fire Regulations

All regulations of the State Fire Marshall and the City Fire Department must be strictly followed.

I. Alterations and Posting

No alterations shall be made to the facility nor shall any items be placed on walls, floors, or other places in the building without proper authorization.

J. Decorations

Seasonal Decorations that are in place at the Community Center are not to be moved from their location.

Party Decorations are limited to items rented to lease by the City of Croswell or:

- Floral Arrangements
- Weighted helium balloons
- Table & Chair covers
- Candles/holders

The following decorations are NOT ALLOWED:

- Tape
- Confetti
- Streamers
- Crepe Paper (including poppers)
- Nails
- Pins or tacks
- String lights
- This also includes any other items attached to the walls, molding, or lights by any other means.

Your security deposit will be forfeited if these items are found to be used

K. Sponsor Property

The City will not assume liability for property of the sponsoring group left in or on grounds or facility.

L. Disorderly Conduct

Disorderly conduct of any kind will result in the calling of the police, immediate removal, and the loss of future facility privileges.

M. No Smoking

The Crowell Community Center is designated a non-smoking facility.

II. Use of Food Preparation Areas

Food preparation is limited to reheating only. On site preparation is prohibited.

III. Supervision

A. Each group requesting the use of the facility must indicate an individual who will serve in a supervisory capacity during the use of the facility.

B. Supervisors are responsible for the enforcement of all rules and regulations regarding the use of the facility.

IV. Insurance and Liability of Users

A. Each sponsoring group must assume liability for damage to property, grounds, and equipment and shall reimburse the City for such damages.

B. Groups renting the facility will be required to furnish a certificate of home owners' insurance which includes host liquor liability coverage. Minimum \$100,000.

V. Miscellaneous

A. All requests for use of facility are to be initiated at City Hall.

- B. No reservation shall be valid until the rental agreement has been signed by the authorized representative of the rental group and a City Official and the fees are paid.
- C. The City Council or its representatives shall have free access to all rooms and activities at all times.
- D. All facilities used by the applicant will be examined carefully after use; the applicant shall make or arrange to make restitution promptly for any loss or damage occurring during the applicant's use of said facilities. The Building Custodian will inform the City Administrator or City Council of any damage caused during the time the facility was in use.
- E. Access to facilities and equipment will be limited to the specific request, in writing, on the application.
- F. Areas are assigned to the group making the reservation. Doubling up or inviting other groups to use the area simultaneously is prohibited.
- G. All groups shall be accompanied by an adult supervisor whose responsibilities shall include discipline, proper use of the building, cleaning, vacating promptly, and enforcement of all stated regulations and policies.
- H. The Building Custodian may enforce any additional regulations which may be deemed necessary to protect property, promote safety, or expedite rental procedures in specific cases.
- I. The key to the Community Center can be picked up at City Hall and returned at City Hall after use. After hours drop box in front door.

Community Center Fee Schedule

Fees shall be paid at the time of booking and are as follows:

Week Days:	Monday-Thursday	City Resident \$25.00 Fee/\$25.00 Security Deposit Non-resident \$30.00 Fee/\$30.00 Security Deposit
Weekends:	Friday-Sunday	City Resident \$100.00 Fee/\$100.00 Security Deposit Non-resident \$125.00 Fee/\$125.00 Security Deposit
Weddings		City Resident \$200.00 Fee/\$200.00 Security Deposit Non-resident \$250.00 Fee/\$250.00 Security Deposit

Cancellations: For week day rentals the cancellation period is 7 days and for weekend rentalsthe cancellation period is 14 days. Those wishing to cancel prior to the designated cancellation period shall receive a full refund. After the cancellation period there will be no refunds.

Non-profit organizations shall post a \$25.00 deposit for a one day event and a \$100.00 deposit for a season. It can be in the form of a check that will not be cashed until the building is inspected after use.

In the event that the building is being used for more than one day, it will be inspected when it is cleaned after each use and the cleaning person will note any problems. She will notify the City immediately if there are any issues. She will notify the office immediately if there are any charges that should be posted against the deposit.

For profit organizations shall pay the applicable rates. If they are going to be using the community center on a weekly basis they shall pay a \$100.00 security deposit for the season and the check will be held, un-cashed until the end of their commitment.

City Employees these rates apply to active City Employees:

Week Day: Monday-Thursday \$25.00

Weekends: Friday-Sunday \$25.00 – 1st time for the year

\$75.00 – 2nd time

\$100.00 – thereafter for the year

The exception is weddings. A \$100.00 security deposit shall be posted.

ALL DEPOSITS SHALL BE HELD UNTIL THE KEYS ARE RETURNED AND THE BUILDING IS INSPECTED BY THE CLEANING PERSONAL AND HAS SIGNED THE RELEASE OF DEPOSIT.

VII. ADMINISTRATOR'S REPORT:

- DPW Employee Mark Zielinski
- Charter Amendments are with the Attorney
- Park Millage – park must be owned by the County
- Paving N. Howard – Resident inquired on why this could not be completed. Ans: the road cannot be just asphalted because then it would be higher than the sidewalk; would have to grind then asphalt. DPW Supervisor said it could be proposed for the 2011/2012 fiscal year.
- 33 Wells – Building Inspector has contacted the party that is demolishing the building and they plan to have cleaned up in two weeks.
- Mowing notices – 22 were sent out they have until June 24th.
- Clerk Conference – will be out of office June 23rd and 24th.
- Utility Shut off Policy – Draft has been given to the Treasurer, Electric Supervisor and tonight a copy was given to Council Members Butler and Willis.
- June 26 is Family Fun Fest in the Park.

VIII. COUNCIL MEMBER REPORT:

- A. McMillan: No report

- B. Willis: No report
- C. Geiger: 1. Parking barriers have been removed from Harrington Park, why?; 2. There is overnight camping in the park, they parks are not being locked.
- D. Krawczyk: No report
- E. Butler: No report

IX. **UNFINISHED BUSINESS:**

- a. EMS Director Contract: Butler moved to accept the EMS Director agreement with no increase, second by McMillan.

Roll Call Vote: Butler, yes; McMillan, yes; Willis, no; Geiger, no; Krawczyk, yes. 3 yeas, 2 nays. Motion Carried.

- b. Electric/Water Supervisor Contract:

Discussion of “at will” contracts being legal in Michigan.

McMillan moved to withdraw the motion of approving the EMS Director agreement with no increase, second by Butler.

Roll Call Vote: McMillan, yes; Butler, yes; Willis, yes; Geiger, yes; Krawczyk, yes. 5 yeas, 0 nays. Motion Carried.

Check with Attorney regarding “at will” contracts and the rights of the parties, does it have to be mutually agreed upon.

Willis moved to table until next meeting, second by Butler. Motion Carried.

X. **NEW BUSINESS:**

- a. Solicitor’s Permit – Laura Glathar: Scratch from Agenda
- b. Tax Foreclosure: Property located at 89 Wells St., is up for tax foreclosure sale by the County. If the city is interested a resolution needs to be adopted to “Purchase Foreclosed Property”.
- c. Proposed Ordinance #317 – ORV Ordinance:
Police Chief to review the wording the roads and to amend if needed before July

Willis moved to schedule the public hearing for July 6, 2010 at 7:30 p.m. for proposed ordinance #317 Off Road Vehicles, second by Butler. Motion Carried.

d. TIFA Appointment:

Geiger moved to appoint the City Administrator position to the Tifa Authority for a term expiring January 2014, second by Butler. Motion Carried.

e. Interior & Exterior Repainting Water Tower – Bids:

Received 4 bids:

- Fedewa Inc. - \$129,400
- L & T Painting - \$118,000
- Horizon Brothers - \$109,620
- Utility Services - \$135,100

Nelson Tank Engineering has recommend the firm of Horizon Brothers.

Geiger moved to accept the bids and to award the contract to Horizon Brothers for \$109,620, second by Willis. Motion Carried.

f. MERS Delegate:

McMillan moved to appoint Suzanne Dobson as Officer Delegate and Jack Williams as Officer Alternate for the MERS Delegation, second by Willis. Motion Carried.

g. Fire Whistle:

Fire Chief Steve Bales has two whistles not working, what is the pleasure of City Council. Can repair one for \$500 and place that at the Fire Hall or purchase a new and replace one for approximately \$6,500.

Discussions of: safety issue; possibly the electric dept. helping with the repair.

Willis moved for the Fire Chief to repair the fire whistles as he see fit, second by Butler. Motion Carried.

h. City Administrator Interviews:

McMillan and Willis will be doing interviews of 10 applicants on June 25th and June 28th. Council would like the Committee to submit four applicants to be interviewed by full council. Must have the Masters or experience in the public administration field.

Benefit discussion – 5% of retirement; 10% of insurance; wage range from \$65,000 to \$80,000.

i. Budget Amendment Meeting:

McMillan moved to schedule and special meeting for year end accounts payable and budget amendments for June 29, 2010 at 8:00 a.m. at City Hall, second by Krawczyk. Motion Carried.

XI. **PUBLIC COMMENTS**

None

XII. **APPROVAL OF ACCOUNTS PAYABLE:**

Geiger moved to approve the Accounts Payable for the amount of \$198,579.89 and the bills be paid, second by Willis. Motion Carried.

XIII. **ADJOURNMENT:**

With no further business Mayor McMillan adjourned the meeting.

Meeting adjourned at 8:50 p.m.

Suzanne Dobson, CMC
Croswell City Clerk

Michael McMillan, Mayor