

The Croswell City Council met in Regular Session July 7, 2008, at the William Aitkin Memorial Library, 111 N. Howard Ave., Croswell, MI. Mayor Macklem called the meeting to order at 7:30 P.M.

Present: G. Macklem, M. Willis, M. McMillan, J. Geiger

Absent: M. O'Veil

Administration: City Administrator Dave Tait, City Clerk Suzanne Dobson

Guests: Dave Frederick, Sandusky Tribune

I. PLEDGE OF ALLEGIANCE:

- II. **Approval of Minutes** from the Regular Council Meeting of June 16, 2008 & Special meeting of June 23, 2008

Geiger moved to approve the minutes of June 16, 2008 and June 23, 2008 as presented, second by McMillan. Motion Carried.

III. **Public Comments:**

IV. APPROVAL OF AGENDA:

McMillan moved to approve the agenda as presented, second by Geiger. Motion Carried.

V. **CORRESPONDENCE:**

None

VI **ADMINISTRATOR'S REPORT:**

- Transformer delayed will install Spring of 2009
- Bond Attorney regarding bonding for transformer
- Rate study completed

VII COUNCIL MEMBER REPORT:

- A. Macklem: No report
- B. Willis: No report
- C. O'Veil: Absent
- D. McMillan: No report
- E. Geiger: No report

VIII **UNFINISHED BUSINESS:**

- a. Croswell Community Center Policy:

Geiger moved to approve the Croswell Community Center Policy as presented,

second by McMillan. Motion Carried.

COMMUNITY CENTER
FACILITY USE 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

Hall must be cleaned and vacated by 1:00 a.m.

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. Sponsor Property

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

K. Disorderly Conduct

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

L. No Smoking

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

M. Capacity

Chairs only - 70 Stage; 175 Main floor. Tables and chairs - 30 Stage; 80 Main floor.

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.

Rules and Regulations Acknowledged.

Community Center Clean-up
Must be out by 1:00 a.m.

1. Tables back in closet
2. Chairs stacked
3. Sweep floors
4. Do not leave anything in the refrigerator
5. Stove off
6. Windows shut
7. Remove garbage and re-line trash cans with a new liner.
8. Remove all garbage from the premises.
9. Lock all doors
 - a. Front door - top and bottom bolt
 - b. Basement door
 - c. Rear door to parking lot

Please report any damage to City Hall - (810) 679-2299
Monday through Friday 8:00 a.m. to 4:30 p.m.

This hall is inspected after each rental. If the above requirements are not met, I understand that I will not be refunded my security deposit.

Signature

Date

IX **NEW BUSINESS:**

a. **Sewer Rate Increase - Resolution:**

Rate increase to be .40 cents, which calculates to approximately 5% increase.

McMillan moved to approve Resolution #07-07-08 for a .40 cent per 1,000 gallon increase in the sewer rate effective August 1, 2008, second by Willis.

Roll Call Vote: McMillan, yes; Willis, yes; Geiger, yes; Macklem, yes. 4 yeas, 0 nays, 1 absent.
Motion Carried.

RESOLUTION
SEWER RATE
#07-07-08

McMillan moved and Willis seconded a motion that a Resolution be passed as follows:

WHEREAS, the City of Croswell Council adopted an Ordinance to regulate and establish fees for sewer service, being Ordinance Number 257, on June 3, 1991,

WHEREAS, pursuant to said Ordinance the City of Croswell Council has voted to amend said fees to ensure sufficiency of revenues in meeting operation, maintenance and replacement costs, as well as debt service.

NOW THEREFORE, BE IT RESOLVED, that the rates for sewer service be increased as follows:

\$.40 per 1,000 gallons beginning August 1, 2008. Total billed amount to be \$8.35 per 1,000 gallons.

CERTIFICATION

I, Suzanne Dobson, Clerk of Croswell, do hereby certify that Resolution #06-16-08 was adopted by the City of Croswell at a Regular meeting of the City of Croswell Council held at the William Aitkin Memorial Library on the 7th day of July, 2008.

Vote on this Resolution, 4 members being present was as follows:

AYES: McMillan, Willis, Geiger, Macklem

NAYS: _____

ABSENT: O'Vell

Suzanne Dobson, CMC
City Clerk

Gary Macklem, Mayor

b. Attorney Bids: Received 3 Bids:

Thomas Wilson, Lexington, MI
\$100.00/hour

Gregory Stremers, Port Huron, MI
Touma, Watson, Whaling, Coury Castello & Stremers, P.C.
\$130.00/hour

Roy Kolberg, St. Clair, MI
\$65.00/hour

City Administrator to check references and speak with the attorneys.

Geiger moved to table until the July 21, 2008 meeting, second by McMillan. Motion Carried.

c. Michigan Sugar - Use of Community Center:

Request by Michigan Sugar to hold a training session on July 17th at the Community Center and to have the rental fee waived.

McMillan moved to waive the rental fee, but a cleaning fee of \$25.00 needs to be paid, second by Willis. Motion Carried.

d. Ambulance Authority Discussion:

Discussion amongst council on comments that are being reported regarding the development of the Authority. Wording of the ballot. Representation on the authority.

Council consensus was to continue forward with the Ambulance Authority proposal.

X **PUBLIC COMMENTS**
None

XI **APPROVAL OF ACCOUNTS PAYABLE:**

McMillan moved to approve the Accounts Payable for the amount of \$492,220.32 and the bills be paid, second by Willis. Motion Carried.

XII **ADJOURNMENT:**

With no further business Mayor Macklem adjourned the meeting.

Meeting adjourned at 8:20 p.m.

Suzanne Dobson, CMC
Croswell City Clerk

Gary Macklem, Mayor