

A regular meeting of the Leslie City Council was held on Tuesday, December 2, 2008 at Leslie City Hall, 107 E. Bellevue Street, with Mayor Ron Schmit presiding.

PRESENT: Councilmembers Beegle, Zamora, Stewart, Motes, Beyer, Fox, Mayor Schmit.

ABSENT: NONE.

ALSO PRESENT: City Manager Brian Reed, City Clerk Vyrna Dotte Weideman, Deputy Clerk/Treasurer Denae Davenport, City Attorney Mark Grua, and guests *Jackson Citizen Patriot* writer Larry Hook and *The Leslie Weekly Guardian* Editor Jennifer Shuster.

Mayor Schmit led those present in the Pledge of Allegiance.

AGENDA ITEM I. APPROVAL OF THE AGENDA.

Mayor Pro Tem Zamora requested addition of Item V-B, Recognition of Outstanding Athletic accomplishments of Leslie Public Schools.

Moved by Stewart, seconded by Motes, to approve the agenda as amended with addition of Item V-B. All yes. Motion carried.

AGENDA ITEM II. CONSENT AGENDA:

A. Approve the minutes of the regular Council meeting of November 3, 2008.

B. Approve Payment of the Bills as presented.

C. Council Correspondence - Leslie Area Historical Society.

Moved by Stewart, seconded by Zamora, to approve the Consent Agenda as presented. All yes.

Motion carried.

INVOICE SUMMARY COUNCIL BILLS FOR DECEMBER 2, 2008 DETAILS AVAILABLE: AP JOURNAL REPORT

VENDOR	DESCRIPTION	AMOUNT	STATUS	JNLIZED?
ANDERSON-FISCHER ASSOCIATES	CULVERT REPAIR, S. SIDE ADA	5,430.00	OPEN	Y
AGGREGATE INDUSTRIES CENTRA	POTHOLE PATCHING	132.66	OPEN	Y
AIRGAS GREAT LAKES	WELDING SUPPLIES	29.05	PAID	Y
USA MOBILITY	CELL PHONE, DPW DIR.	25.99	OPEN	Y
ARROW UNIFORM	4 NOV. INV. & LATE PMT. OF	221.30	OPEN	Y
AT&T	MONTHLY PHONE BILLS	765.40	OPEN	Y
ALLIED WASTE SERVICES #249	DUMPSTER SERVICE	147.30	PAID	Y
RON BOGART CONSTRUCTION LLC	SIDEWALK REPAIR, E. BELLEVUE	250.00	OPEN	Y
BYRUM HARDWARE	OCT. MISC. CHARGES	378.81	OPEN	Y
CATHEY CO	LEAF VAC, 16" TUBE	416.70	OPEN	Y
CINTAS CORPORATION #725	CARPET MAT SERVICE	90.34	OPEN	Y
CONSUMERS ENERGY	STREET/AREA LTG	3,321.50	PAID	Y
CONSUMERS ENERGY	MONTHLY METERED SERVICE	3,813.11	OPEN	Y
CORRPRO COMPANIES, INC.	2009 FEE WTR TOWER	610.00	PAID	Y
DELL MARKETING, L.P.	POLICE NEW COMPUTER	1,065.00	PAID	Y
EASTSIDE ELECTRIC	ELEC SERV LIBRARY & GAZEBO	247.32	PAID	Y
ELHORN ENGINEERING CO.	WELLS-CHEMICALS	516.25	PAID	Y
EMPIRE INDUSTRIES	HAND CLNR TOWELS-DPW	151.47	OPEN	Y
FASTENAL COMPANY	FIRE 1/2 TWSHP-SUPPLIES	21.84	PAID	Y
FASTENAL COMPANY	MVP SUPPLIES	244.43	PAID	Y
FASTENAL COMPANY	PLOW BOLTS, CHAINS, SUPPLIE	303.37	OPEN	Y
FELPAUSCH FOOD CENTER #298	1/2 TWSHP HALLOWEEN SUPPLIE	185.00	PAID	Y
FOGG OIL COMPANY	GAS CHG, FIRE&CEMETERY	436.58	OPEN	Y
FORENSIC PROFESSIONAL RESOU	TRNG, POLICE	80.00	OPEN	Y
GANNETT MICHIGAN NEWSPAPERS	OCT NOTICES	230.80	PAID	Y
GREAT LAKES APPARATUS, INC.	FIRE CITY/TWSHP ENG SERV	388.50	PAID	Y
HOMESTEAD SAVINGS BANK	HALLOWEEN PRIZE MONEY	150.00	VOID	Y
INGHAM COUNTY TREASURER	MI TAX TRIBUNAL REFUND	410.90	PAID	Y
ISG THERMAL SYSTEMS USA, IN	1/2 TWSHP CAMERA REPAIR	325.00	PAID	Y
JACKSON COUNTY CHIEFS ASSOC	FIRE TRAINING-1/2 TOWNSHIP	585.00	VOID	Y
MICHAEL R. KLUCK	LABOR ATTY	145.00	OPEN	Y
LEONI TOWNSHIP	LDFA - BACKUP GENERATOR	5,000.00	PAID	Y

INVOICE SUMMARY
COUNCIL BILLS FOR DECEMBER 2, 2008

VENDOR	DESCRIPTION	AMOUNT	STATUS	JNLIZED?
MUNICIPAL SUPPLY CO.	SEWER BACKFLOW PREVENTER	55.00	PAID	Y
CHERYL NEU	REIMBUR,MILEAGE TO TRNG	37.44	OPEN	Y
NEXTEL COMMUNICATIONS	CELL PHONE, DPW DIR.	46.10	OPEN	Y
HSBC BUSINESS SOLUTIONS	POLICE&DPW, OFFICE SUPPLIES	457.95	OPEN	Y
MARTHA OWEN	CLOTHING ALLOWANCE	93.97	PAID	Y
PAYROLL ACCOUNT	PAYROLL DATED 11/6/08	21,415.49	PAID	Y
PAYROLL ACCOUNT	CITY SOC SEC FOR 11/6/08 PA	1,638.26	PAID	Y
PAYROLL ACCOUNT	PAYROLL DATED 11/20/08 & EL	23,512.02	PAID	Y
PAYROLL ACCOUNT	CITY SOC SEC FOR 11/20/08 P	1,680.75	PAID	Y
PEERLESS-MIDWEST INC	WELLHEAD PROTECTION TASK I	10,120.00	PAID	Y
PEERLESS-MIDWEST INC	WELLS-HS PUMP 1 SERVICE	9,587.90	PAID	Y
PEERLESS-MIDWEST INC	WELLS-SERVICE HS PUMP #2	8,709.60	PAID	Y
ROGER'S CLINE TIRE	TIRES&WHEEL, POLICE VEH.	506.36	OPEN	Y
ROYAL PUBLISHING	DDA&LDFA, AD FOR STATE FINA	375.00	OPEN	Y
SAFETY KLEEN	MVP PARTS CLEANING	427.63	PAID	Y
SHAHEEN CHEVROLET	POLICE VEH,STROBE LTS.	157.00	OPEN	Y
SIMPSON'S SERVICE	CUSTODIAN, 2 WKS.	165.00	OPEN	Y
SIMPSON'S SERVICE	CUSTODIAN, CLNG & CARPET SH	988.00	OPEN	Y
STATE OF MICHIGAN	WATER TESTING	843.00	PAID	Y
STATE OF MICHIGAN	2009 SW. POOL PERMITS	120.00	OPEN	Y
S.O.S. ALL-AMERICAN TREE SE	REMOVE 2 TREES, TUTTLE PARK	1,175.00	PAID	Y
SPARTAN CHASSIS, INC	FIRE SERV CITY TRUCK	817.21	PAID	Y
THE STANDARD INSURANCE COMP	MONTHLY LIFE&DISABILITY, NON	145.50	PAID	Y
THE STITCHING POST	DPW DIR CL ALLOWANCE	101.00	PAID	Y
SUPERIOR SAW	MVP SAW CART	120.00	PAID	Y
TOWNSHIP OF LESLIE	1/4 ELECTION NOTICE COST, A	167.59	OPEN	Y
U.S. POSTAL SERVICE	POSTAGE TO MAIL 2008 WINTER	308.50	PAID	Y
VANTAGEPOINT TRANSFER AGENT	CITY MGR RETIREMENT FOR 11/	188.31	PAID	Y
VANTAGEPOINT TRANSFER AGENT	CITY MGR RETIREMENT FOR 11/	188.31	PAID	Y
DONALD R VICKERS	OCTOBER ECON. DEV. CONSULTA	2,312.24	OPEN	Y
THE WEEKLY PRIDE	3 WKS DEP CLERK AD	60.00	OPEN	Y
VYRNA DOTTE WEIDEMAN	SCRIPTS(4) REIMBURSEMENT	120.00	PAID	Y
WILD SANITATION	POLICE TRAINING-PORTA TOILE	85.00	PAID	Y
WILLIS INFORMATION TECH., I	COMPUTER TECH	237.50	OPEN	Y
WILLIS INFORMATION TECH., I	COMPUTER TECH	1,019.90	OPEN	Y
BOND & INTEREST ACCOUNT(199	QUARTERLY TRANSFER FROM W&S	17,738.13	OPEN	Y
CHARLES S ZEMLA	ASSESSOR MONTHLY CONTRACT	1,500.00	OPEN	Y
INFRASTRUCTURE ALTERNATIVES	WWTP MONTHLY CONTRACT	12,977.00	OPEN	Y
SAM'S CLUB	SUPPLIES	39.03	PAID	Y
WATER & SEWER IMPROVEMENT	QUARTERLY TRANSFER FROM W/S	3,000.00	OPEN	Y
WATER & SEWER REPLACEMENT	QUARTERLY TRANSFER FROM W/S	3,000.00	OPEN	Y

Total: 162,463.14

DEDUCT VOIDED CHECKS

- 735.00

TOTAL, ALL CHECKS

161,728.14

**AGENDA ITEM III. PUBLIC COMMENT - Non-Agenda Items that Cannot be Handled
During Regular Business Hours. NONE.**

AGENDA ITEM IV. UNFINISHED BUSINESS:

A. Appointments:

- 1. One appointment to the DDA, term to end 7/1/2011.**

Mayor Schmit recommended the appointment of Jeremy Adams.

Moved by Stewart, seconded by Beegle, to appoint Jeremy Adams to the Leslie City Downtown Development Authority for a term to end July 1, 2011. All yes. Motion carried.

- 2. One appointment to the EDC, term to end 11/7/2014.**

Mayor Schmit recommended the appointment of Jeremy Adams.

Discussion followed with Mgr. Reed regarding this appointment.

Moved by Motes, seconded by Stewart, to appoint Jeremy Adams to the Leslie City Economic Development Corporation for a term to end November 7, 2014. All yes. Motion carried.

B. Adopt Resolution, and discussion, regarding Water and Sewer Fees:

- 1. Adopt Resolution 2008-23, increasing Water Turn-on, Turn-off Fee.**

Review with Mgr. Reed of this recommendation of the Water and Sewer Study Committee.

Moved by Beegle, seconded by Motes, to adopt Resolution No. 2008-23 as follows. Discussion. Councilmember Zamora stated he would prefer to wait to change this rate for when water meters are installed. Councilmember Stewart agreed.

ROLL CALL VOTE.

AYES: Councilmembers Beegle, Motes, Beyer, Mayor Schmit.

NOES: Councilmembers Zamora, Stewart, Fox.

Motion carried; Resolution declared adopted.

CITY OF LESLIE

RESOLUTION NO. 2008-23

Amend the Water Turn-On/Turn-Off Fee

WHEREAS, Section 86-315 Special rates, (b)(1) authorizes the fee charged by the City of Leslie for a water turn-on to be established by resolution of the city council; and

WHEREAS, the fee for a water turn on/turn off has been set at \$25.00 (Twenty-five dollars) since 1989.

NOW, THEREFORE, BE IT RESOLVED, that effective January 1, 2009 the water turn on/turn off fee is hereby amended and set at \$35.00 (Thirty-five dollars).

Vyrna Dotte Weideman, Leslie City Clerk

2. Discussion regarding proposed 25% Fixed Rate Charge/Fee.

Review by Mgr. Reed, who requested staff be given additional time to review this proposed fee change. Another Water and Sewer Committee meeting to review this fee will be held. Consensus to approve no action at this time, pending further recommendation from the Water and Sewer Committee.

AGENDA ITEM V. NEW BUSINESS:

A. Adopt Resolution No. 2008-24 - Adopt Credit Card Use Policy.

Review by Mgr. Reed. Discussion.

Moved by Stewart, seconded by Beegle to adopt Resolution NO. 2008-24 as follows.

CITY OF LESLIE
RESOLUTION NO. 2008-24
Resolution to adopt Credit Card Use Policy

WHEREAS, Public Act 266 of 1995 requires all municipalities within the State of Michigan to formulate and maintain written policies when authorizing the use of credit cards for the purchase of goods and services for the official business of the municipality; and

WHEREAS, the City of Leslie desires to authorize certain city employees to use credit cards for the purchase of goods and services for the official business of the city; and

WHEREAS, the Leslie City Council deems that it is in the best interest of the City to make certain financial transactions using a City Credit card.

NOW, THEREFORE, BE IT RESOLVED, that the Credit Card Use Policy, as shown as Attachment A to this Resolution, shall govern the use of City issued credit cards, for authorized personnel, for the purchase of goods and services for the official business of the City of Leslie.

ROLL CALL VOTE.

AYES: Councilmembers Zamora, Stewart, Motes, Beyer, Fox, Mayor Schmit,
Councilmember Beegle.

NOES: NONE.

ABSTAIN: NONE.

ABSENT: NONE.

Motion carried; Resolution declared adopted.

Vyrna Dotte Weideman, Leslie City Clerk

CITY OF LESLIE
RESOLUTION NO. 2008-24 ATTACHMENT A
CREDIT CARD USE POLICY

The Leslie City Council, through adoption of Resolution No.2008-24 on December 2, 2008, established this Credit Card Policy permitting the use of City-issued credit cards to authorized City personnel.

(To receive your assigned or temporary-use credit card, please read this Credit Card Policy and return the Credit Cardholder Agreement (Attachment A-1) to the City Clerk's Office. Retain the Policy, a copy of the signed agreement and any future revisions for your reference.)

Cardholder Responsibilities:

- a. Only employees of the City of Leslie authorized by the City Manager may use the municipal credit card.

- d. Above said receipts and documentation must be submitted to the City Clerk's Office in a timely manner to reconcile against the monthly credit card statement.
- e. The employee issued the card is responsible for its protection and custody and shall immediately notify the City Clerk's Office if the card is lost or stolen.
- f. Municipal credit card users must notify vendors or merchants that the credit card transaction should be exempt from Michigan Sales and Use Taxes (IRS Tax Identification #38-6005803) if it is used for the purchase of goods or services in the State of Michigan.
- g. The credit card may not be used for cash advances, personal use or any other type of purchase not permitted under applicable resolutions.
- h. Employees must immediately surrender the card upon termination of employment. The City reserves the right to withhold final payroll checks and payout of accrued leave until the card is surrendered.

Internal Control Procedures:

The Leslie City Manager is the administrator of this policy and shall be responsible for the issuance and retrieval of assigned municipal credit cards to personnel and generally for overseeing compliance with this policy.

The Leslie City Finance Director shall be responsible for:

- a. Assisting and maintaining record of issuance and retrieval of municipal credit cards and overseeing compliance with this policy.
- b. Accounting and payment of expenses. All documentation must accompany invoices before payment is made.
- c. Ensuring accuracy of the statement and that activity and account information is noted on the credit card statement for each line of entry.
- d. The balance including interest due on an extension of credit under the credit card arrangement shall be paid for within 30 days of the initial statement date.
- e. Compliance with State of Michigan records retention requirements for safekeeping of statements and receipts for seven years.

The credit limit of credit cards issued by the City of Leslie shall not exceed \$10,000.

Any employee found guilty of illegal or unauthorized use of a municipal credit card may be subject to penalties allowed by law and/or disciplinary action(s) under the City's Personnel Policies up to and including termination.

CITY OF LESLIE
Resolution No. 2008-24, Attachment A-1
 City of Leslie
 Credit Cardholder Agreement

Requirements for use of a Municipal Credit Card:

1. The credit card is to be used only to make purchases at the request of, and for the legitimate business benefit of, the City of Leslie, Michigan.

Disciplinary action(s) may be taken per the City's Personnel Policies, up to and including termination. The City of Leslie will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Account Number: _____

Received by: _____
Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

Signature: _____

Date: _____

(Below, For City Clerk's Office Use Only)
Credit Card Returned

Authorized Signature: _____

Date: _____

B. Recognition of Outstanding Athletic accomplishments of Leslie Public Schools.

Mayor Pro Tem Zamora requested Council to approve presentation of proclamations at the next Leslie School Board meeting. Discussion of numerous outstanding teams and individuals to be recognized. Consensus to approve such proclamations. Council will be informed when the School Board meeting takes place, and are encouraged to attend to honor these outstanding students.

AGENDA ITEM VI. COUNCIL AGENDA:

A. Committee Reports.

Attorney Grua reported he has been working with Mgr. Reed and Fin.Dir./Treasurer Neu on a contract to allow residents to pay certain City bills via credit card, using a company called Official Payments which is used by numerous other Michigan municipalities and throughout the United States. Discussion.

Councilmember Zamora reported regarding the "E-2" Retirement benefit.

Councilmember Beyer reported he attended the White Pine Grand Opening for the new addition and was very impressed with that school.

Clerk Weideman reminded Council to submit their 4th quarter Payroll report, and also reported that approximately 25 resumes/applications have been received for the Deputy Clerk/Treasurer position.

B. Manager's Report.

Manager Reed reported:

- ▶ meetings with Official Payments for accepting credit card payments for taxes, utilities, and Special Assessments. All charges would be to the residents; the City would not pay fees. Councilmember Motes asked if the City checked with a local bank. This will be pursued.
- ▶ the Industrial Park Project is progressing but final asphalt will not be laid until spring 2009. The drive for Huron Technologies has been extended and the owner is happy with the improvement.
- ▶ the City's Grant application for the Mill St. Bridge grant funding was unsuccessful, but will try again in spring 2009.
- ▶ the DDA and LDFA shared the cost to place an ad in the program for the State Finals for the Varsity Football team.
- ▶ everyone is trying to "get the word out" regarding the upcoming Dec. 13 Lighted Parade.

Councilmember Stewart reported leasing an office in his building to Attorney Jennifer Thompson, from Howell, who will open her office this week.

C. Motion to Adjourn.

Moved by Stewart, seconded by Motes, to adjourn this meeting. All yes. Motion carried.
Meeting adjourned, 7:41 p.m.

Respectfully submitted,

Vyrna Dotte Weideman, Leslie City Clerk