

REGULAR COUNCIL PROCEEDINGS

CITY OF FLAT ROCK, MICHIGAN

TUESDAY, SEPTEMBER 19, 2011

The regular meeting of the Flat Rock City Council convened at the Municipal Building on the above date at 7:30 p.m.

1. PLEDGE OF ALLEGIANCE

2. PRESENT ON ROLL CALL: Mayor Dropiewski, Council Members, Martin, Moore, Gagne, and Painter.

ABSENT: Council Members Tefend and Wrobel.

09-19-01 Motion by Painter supported by Moore to excuse absent members.

All present voting yes. Motion carried unanimously.

ALSO PRESENT: DPS Director Hammond, City Attorney Grunow, Recreation Director Pawlukiewicz, Fire Chief/Building Director Vack, Clerk Butski and Treasurer Lambrix.

3. APPROVAL OF MINUTES:

09-19-02 Motion by Gagne supported by Martin to approve the regular minutes of September 6, 2011 as presented.

All present voting yes. Motion carried unanimously.

4. CITIZENS TO BE HEARD:

Sue Farrar, City Wide Garage Sale Chair Person, stated there were about 135 permits sold, one and a half St. Vincent DePaul trucks and one pod was filled. She thanked those who took part and those who helped especially DPS and Terry Farrar. The next City Wide Sale will be May 19 and 20, September 8 and 9, 2012. She reminded everyone of the perennial exchange this Saturday in the City Hall parking lot. Also, Sue reported a dead tree by City Hall parking lot with a plaque that was dedicated in 1975. The Mayor will look into it.

Gary Borden, Riverfest Chair Person, thanked Ford Motor, Crest Ford and all the sponsors involved making the Riverfest a great success. He said our community came together proving that "dreams do come true" and next year will be even bigger and better.

Bill Vack, Bruce Hammond, Joan Pawlukiewicz, Joe Pagano all thanked Gary for his leadership and their own staff for all their hard work and cooperation.

5. REPORTS FROM DEPARTMENT HEADS:

Recreation Director thanked her staff for jumping in and helping and also reminded everyone of the Fire Keepers Casino trip October 15, 2011.

6. REPORTS FROM COUNCIL MEMBERS:

Council Members congratulated Gary Borden and the Riverfest Committee for a successful and impressive event and condolences to Gary and his family on the loss of his sister.

7. MAYOR'S COMMENTS:

Mayor said Ford and Crest Ford made it possible to have a first class event and thanked Gary and the Riverfest Committee. He also thanked Alexander Sonjic who put the music together, Bank of America (Eric & Karen) and all their many volunteers, School Superintendent Joanne Donaldson, City Employees, Police, Fire Dept, Wayne County Sheriff, Recreation staff, City Attorney, DDA and the City Attorney.

8. UNFINISHED BUSINESS: None

9. NEW BUSINESS:

Item A – Credit Card Policy.

09-19-03 Motion by Painter supported by Moore to adopt the Resolution as presented.

RESOLUTION

A RESOLUTION ESTABLISHING A CREDIT CARD POLICY AND PROCEDURES FOR THE CITY OF FLAT ROCK, MI PURSUANT TO PUBLIC ACT 166 OF 1995.

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 Flat Rock desires to authorize city employees to use credit cards for the purchase of goods and services for the official business of the municipality;

NOW, THEREFORE, BE IT RESOLVED that the Flat Rock City Council does hereby adopt and establish the following policy for the use of credit cards for the purchase of goods and services for the official business of the City of Flat Rock.

1. ISSUANCE OF CREDIT CARDS

Credit cards may only be issued to the following City employees: City Clerk, City Treasurer, Public Services Director, Assistant Public Services Director, Chief of Police, Fire Chief, and Recreation Director. The City Treasurer shall be the officer responsible for the issuance, accounting, monitoring, and retrieval of any and all credit cards issued in the name of the City of Flat Rock. Any credit card issued in the name of the City of Flat Rock may only be used for the purchase of goods and services for the official

business of the City of Flat Rock. No person shall be allowed to have custody or possession of a credit card in the name of the City of Flat Rock unless said person is an active employee of the City. To this end, any person terminated or voluntarily discontinuing their employment with the City of Flat Rock, any persons on extended sick leave for any reason other than vacation shall deposit any City credit cards in their possession with the City Treasurer. Authorized employees are required to sign the Credit Card User Agreement prior to issuance of a City credit card.

2. **TRANSACTION PROCEDURE**

Credit card transactions may be performed in person, over the telephone, through the internet or through the mail. The acquisition of a City credit card is designed to assist in those purchasing situations where the use of checks/cash is not available or is inconvenient; the credit card should not be used as a replacement for the purchase order/check process when that avenue is available. When using a City credit card, authorized employees are required to follow the procedures listed below, in addition to any procedures for management approval and/or payment of charges.

A. If the transaction is in person, present the credit card to the vendor or merchant and advise that the item(s) is being purchased with a city government credit card. If the transaction is via a telephone, internet, or mail order, the vendor or merchant must be provided with the credit card account number and expiration date of the card.

B. Retain all receipts and credit card slips.

C. Each authorized employee making use of a City credit card shall make a full accounting of any expenditure at the same time the periodic credit card billing is received by the City. This full accounting shall include, but not limited to, the following:

1. A specific listing of the goods and/or services purchased;
2. The cost of any such goods and/or services;
3. The dates that the purchases were made; and
4. A statement of the official business purpose for which the goods and/or services were purchased.

3. **TAX EXEMPT STATUS**

An authorized employee using a City credit card shall notify the vendor or merchant that the credit card transaction is tax exempt for goods and/or services purchased in the State of Michigan (use of the Certificate of Exemption certifying the City's tax exempt status).

4. **CREDIT CARD SECURITY**

An authorized employee possessing a City credit card shall always treat the credit card with a level of care than will secure the credit card and the account number.

- A. **STORAGE OF THE CREDIT CARD.** The City credit card shall be kept in an accessible but secure location at all times.
- B. **CREDIT CARD ACCOUNT NUMBER.** The City credit card account number shall be guarded carefully. The account number should not be written down or posted.
- C. **LOST OR STOLEN CREDIT CARDS.** If a City credit card is lost or stolen, the employee shall immediately notify the City Treasurer and the organization issuing the card to report the same.

D. **PERSONAL LIABILITY.** The use of the City credit card by an authorized employee will not impact the cardholder's personal credit history when used for authorized purposes. The City issued credit card is a corporate liability card, not a personal liability card. The cardholder does have a responsibility to use the credit card in an approved manner only and will be held personally liable for using the card for unauthorized purchases or purposes.

5. **PROCEDURES OF CREDIT CARD PAYMENT**

The authorized employee shall review and approve all credit card billings received for payment prior to the submission of the billing to the City Treasurer. The City Treasurer shall review each credit card billing and all documentation as provided in Section 2 above to guarantee compliance with this Resolution prior to submitting any such bills for payment. The City Treasurer shall bring any discrepancies to the attention of the Mayor for resolution. The outstanding balance due on any credit card account billing statement shall always be paid in full by the due date listed on the billing, but no more than 60 days.

6. **PENALTY FOR WRONGFUL USE**

Any employee of the City of Flat Rock who violates the provisions of this policy shall be subject to disciplinary action up to, and including, dismissal, and may be subject to civil or criminal action.

THIS RESOLUTION WAS DULY ADOPTED BY THE FLAT ROCK CITY COUNCIL DURING ITS REGULAR MEETING HELD ON THE 19TH DAY OF SEPTEMBER, 2011.

On the motion, all present voting yes. Motion carried unanimously.

Item B – Resolution amending Employment Policies – Administrative Officers and Non-Union Employees

09-19-04 Motion by Gagne supported by Martin to approve the resolution as presented.

The City Attorney stated the purpose of the amendment is to eliminate payment of healthcare benefits for administrative employees hired after Sept 1, 2011; instead, the City is to establish a healthcare savings program which the employee may fund, using post voluntary employee contributions. The resolution also provides that administrative employees hired after September 1, 2011, will be hired in at a different pension system, using a 1.3 multiplier and providing for a 5% employee contribution.

All present voting yes. Motion carried unanimously.

Item C – Hungerford & Co. Audit Agreement.

09-19-05 Motion by Gagne supported by Painter to approve the agreement with cost not to exceed \$23,750 for the June 30, 2011 audit.

All present voting yes. Motion carried unanimously.

Item D – Downriver Mutual Aid (DMA) Police and Fire services agreement.

09-19-06 Motion by Painter supported by Martin to approve the agreement as presented.

All present voting yes. Motion carried unanimously.

Item E – Michigan Municipal League Annual dues.

09-19-07 – Motion by Gagne supported by Martin to approve the dues for 2011/2012 billing year in the amount of \$4,261.00.

All present voting yes. Motion carried unanimously.

Item F – Halloween Trick or Treat day and time.

09-19-08 Motion by Martin supported by Gagne to approve October 31st from 6:00 pm to 8:00 pm as trick or treat day and time.

All present voting yes. Motion carried unanimously.

10. CORRESPONDENCE:

Item A – Zoning Board of Appeals minutes of August 8, 2011.

09-19-09 Motion by Gagne supported by Martin to go into Closed Session at 8:05 pm to discuss re-opening Police contracts re: Health Care and Fire Department negotiations.

All present voting yes. Motion carried unanimously.

Mayor Dropiewski called a five minute recess.

Open Session began at 9:00 pm.

09-19-10 Motion by Painter supported by Moore to renew United Health Care. All present voting yes. Motion carried unanimously.

11. ADJOURNMENT:

09-19-11 Motion by Painter supported by Martin to adjourn the regular meeting at 9:01 pm.

All present voting yes. Motion carried unanimously.

JONATHAN D. DROPIEWSKI, MAYOR

LORENE BUTSKI, CMC, CITY CLERK

DATE: _____
approved

