

CITY OF SYLVAN LAKE
SPECIAL MEETING
08/28/2007

A Special meeting of City Council was held on Wednesday, August 28, 2007, at Sylvan Lutheran Church, 2399 Figa, West Bloomfield, at 7:02 p.m. with Mayor Lorenz presiding.

Present: Hungerman, Lorenz, Maurina, Shepp(7:20 p.m.)
Absent: Conkey
Also Present: City Manager Martin and Clerk Clippert

Approve meeting time to 8:30 p.m. with one, one-hour extension by vote

Moved by Maurina, seconded Hungerman, to approve the meeting to 8:30 p.m. with one, one-hour extension by vote.

Yes: All
No: None

MOTION CARRIED

Meeting Open to the Public for Brief Comment

There were no comments.

Consideration t change September City Council Meeting Date

Moved by Hungerman, seconded Maurina, to change the September City Council meeting date to Wednesday, September 19, 2007, at 7:30 p.m. due to the Jewish Holiday.

Yes: Lorenz, Maurina, Hungerman
No: None

Lorenz questioned if the special meeting with Gaylen Curtis would be changed. Council agreed to leave it on September 12th, but asked to change the time to 5:00 if possible.

Community Center Rental Committee-Expectations and Direction

CC-015-07

Committee members: Mary Johnston, Patty Harrop, Marlene Toby, Nicole Menuck and Russ Meskin were present and introduced themselves.

Martin apologized to the committee for getting the wrong rental agreement application and rules to them. He reviewed a list of discussion topics the committee should address, which are attached to these minutes. He stressed he really wants it to be used as a Community Center and they need to decide whether it will be open to the public all during the day or by reservation only. Rental of the kitchen is another item to be looked at closely; whether it will be allowed to rent only the kitchen or will it be only with one or both rooms. Cleanup is an important item that will need to be discussed at length. He asked them to keep in mind, when looking at rental to residents vs non-residents, residents are already paying taxes.

Meskin asked if there are table and chairs for the center. Martin stated the city has some aluminum rectangular tables and stacking and folding chairs. He doesn't have a count though. Lorenz added the building committee discussed this also and they felt there were enough tables and chairs for most events and if somebody wanted to have a big event then they could rent them from a rental place.

Maurina suggested the committee consider working with a party planner. They could also recommend the planner to renters.

Toby questioned the bathrooms doors, kitchen and insurance. There will be two separate doors for the restrooms; one for the outside use only and one inside. The kitchen has the capability of being locked. The city's liability carrier does not offer an insurance bond for renters. Possibly they can get it through their homeowners insurance, probably not though. It is a grey area. Toby asked to get copies of uses of the center, people are requesting.

Johnson questioned the administration of cleaning, scheduling and access. Martin feels the ideal thing would be to have a cleaning service come in after each rental. They would have to be sent a schedule each week and call in any changes or additions. Johnson asked who the backup would be if the contractor didn't show up. Lorenz would like the committee to discuss this, whether three agencies should be used and if a resident would be the contact person. Toby asked if they could do a RFP to get rates. Martin stated they could. Maurina suggested a Community Center Activity Chairperson for organizing Community events/activities. Martin thought the DPW would do a once-over daily, but not the heavy cleaning. Lorenz would prefer it all be contracted out. Maurina asked the committee to put down their thoughts.

Lorenz stated the Committee does need to pick a Chairman and keep notes on agreements of items they have discussed.

Shepp came into the meeting at 7:20 p.m.

Harrop asked about the plans for landscaping. Martin stated there are some. Harrop asked if they raise money who says what the money goes for. Lorenz stated if someone organizes and presents their idea to City Council and they agree, then the funds would go toward that

specific item, but it would still have to be approved by City Council. Harrop discussed holding a fundraiser for brick pavers. Lorenz asked that they hold off for now. They need to work out where everything should go on the plan.

Johnson asked what kind of revenue the Community Center rentals are suppose to generate. Lorenz estimated around \$25,000.

Harrop asked about keys. Martin would like to see the key card system started.

Consideration to Adjourn to Executive Session to Discuss Pending Lakeview Litigation

Moved by Hungerman, seconded Maurina, to adjourn to executive session to discuss pending Lakeview litigation.

Yes: Maurina, Shepp, Hungerman, Lorenz
No: None

MOTION CARRIED

The meeting adjourned to executive session at 7:32 p.m.

City Council came out of executive session at 9:33 p.m.

Moved by Hungerman, seconded Maurina, to extend the meeting for one hour.

Yes: All
No: None

MOTION CARRIED

Discussion of Police Department **P1-004-07**

Martin presented the 5 year projection for Police versus the Sheriff's Department. He has spoken with the Sheriff's Department on the costs. They discussed what it is they would provide, how they would do it. They will provide one officer with one car. They would have a locker room here. They would store the car here. There would not be any command staff. All the calls would go through them and a Captain or Sergeant would be the liaison. There are additional items that the City would have to pay in addition to the contract. They do not do Park Patrol or Code Enforcement. He needs to talk to them more about that because they said they would enforce all the laws of the city and local ordinances. He explained there are assumptions with the projections and noted at the bottom items that still need to be looked at. He feels the projected increase in the contract was high. When he spoke with them about this in 2004, there was never higher than a 4% increase.

Lorenz asked if the insurance for MMRA would be less if this services is contracted out.
Martin did contact MMRA and they will provide a cost soon.

Beginning Discussion of 5-year Plan **F-002-07**

Martin presented the 5-year plan for revenues. He stated he and Clippert have had to do a lot of work on this. Clippert provided to Plante & Moran the actual figures for the prior 5 years and then they made some assumptions like rate of inflation and interest rates and pretty much gave it to everything. So Martin has been looking at each line item individually to revise how it is being projected because a lot of fees are set by City Council and wouldn't be going up. Expenditures still need to be done. He noted the Community Center rentals in revenues only say \$500 because they took the last 5 years and averaged it. So that income is not showing.

Adjournment

Moved by Hungerman, support Maurina, to adjourn the Special Meeting.

Yes: All
No: None

MOTION CARRIED

The special meeting adjourned at 9:58 p.m.

Dennise Clippert, City Clerk

August 24, 2007

To: Mayor and City Council

From: John

Re: Community Center Rental Committee

At the July 24, meeting, City Council appointed five residents to sit on the rental committee. They were charged with reviewing and recommending to City Council rules, cost, restrictions, etc. for using the community center.

The committee is made up of the following members:

Mary Johnston

Patty Harrop

Marlene Toby

Nicole Menuck

Russell Meskin

The committee is to make their recommendation to City Council and disband the committee by March 31, 2008.

The following list is certainly not all inclusive. It is the list of discussion topics I read at the meeting:

Establishment of Rules, Regulations:

Fees,

Scheduling of Events

Community use

Rental to Residents Only

Resident-sponsored Rental

Use of Equipment

Alcohol Policy

Smoking Policy

Citizen Group Use

Use by Minors - Supervision

Use of the Pavilion

Noise - outdoor use time limitations

Kitchen

Different Fees for Different Uses - Pavilion Only, with Kitchen, Small Room Only, Etc.

Garbage Removal

Cleaning Policy

Security - Key Cards

Storage of Items by different groups, H&G, Garden Club, Etc.