

**CITY OF MT. MORRIS  
CITY COUNCIL AGENDA  
September 10, 2018  
7:15 P.M.**

1. **MEETING CALLED TO ORDER:** Mayor Duane Dunckel.
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**
4. **APPROVAL OF AGENDA**
5. **APPROVAL OF MINUTES:** Regular meeting minutes held on August 27, 2018.
6. **COMMUNICATIONS:**
  - a. **None.**
7. **APPROVAL OF WARRANT:** Warrant #18-20 in the amount of \$71,442.68.
8. **PUBLIC COMMENT (Five Minute Time Limit):**
9. **UNFINISHED BUSINESS:**
  - a. **None.**
10. **NEW BUSINESS:**
  - a. **Approval of annual Mt. Morris Consolidated Schools Homecoming Parade.**
  - b. **Community Room Policy.**
11. **PUBLIC COMMENT (Five Minute Time Limit):**
12. **COUNCIL MEMBER AND STAFF COMMENTS**
13. **ADJOURNMENT**

*Per Rules of order of the Mt. Morris City Council 3.11 (c) Persons addressing the Council shall limit their comments to not more than 5 minutes or other time set by the Chair. The Clerk will maintain the official time and notify the speakers when their time is up.*

**PLEASE TURN OFF ALL CELL PHONES AND OTHER ELECTRONIC DEVICES PRIOR TO THE MEETING**

**CITY OF MT. MORRIS**  
**CITY COUNCIL – REGULAR MEETING**  
**August 27, 2018**

At 7:15 p.m., Mayor Duane K. Dunckel called the Regular Council Meeting to order.

**PRESENT:** Daniels, D. Davis, T. Davis, Roth, Michaels, Young, and Mayor Duane K. Dunckel.

**ABSENT:** None.

**OTHERS:** City Manager/Treasurer Vicki Fishell, Police Chief Keith Becker, Fire Chief Mike Vogt, Attorney Amanda Doyle, and City Clerk Kristina Somers.

The Pledge of Allegiance.

**ROLL CALL:**

All members present.

**APPROVAL OF AGENDA:**

A motion was made by Council member Roth, seconded by Council member Michaels to approve the agenda.

All Ayes.

Motion carried.

**MINUTES:**

A motion was made by Council member Daniels, seconded by Council member T. Davis to approve the minutes for the regular meeting held on August 13, 2018.

All Ayes.

Motion carried.

**COMMUNICATIONS:**

None.

**APPROVAL OF WARRANT:**

A motion was made by Council member Michaels, seconded by Council member Roth to approve **Warrant #18-19 in the amount of \$294,552.61.**

Roll call:                    \_\_\_7\_\_\_ Ayes                    \_\_\_0\_\_\_ Nays                    \_\_\_0\_\_\_ Absent

Motion carried.

Council member D. Davis asked about the retirement health care benefits, and how they are broke up in the warrant, bond payment descriptions, and expirations.

City Manager/Treasurer Vicki Fishell explained how the retirement benefits are broke up, bond descriptions, and expirations.

**PUBLIC COMMENT:**

**Mark Pyscher – 315 Beach St.** – Discussed invoice on warrant for tap in fees, and asked if DPW can do that work.

**Mac Irwin – 7370 Red Maple Dr.** – Asked if the DPW staff was qualified to do the hook-up work that was out sourced.





**PUBLIC COMMENT:**

**John Fejedelem – 604 Walnut St.** – Discussed the city’s welcome sign being moved to include McDonalds since it is part of the city.

**Mac Irwin – 7370 Red Maple Dr.** – Discussed the house on Helen has a new roof, the moving of city entrance sign located to the west of town, since it is hidden, and moving the sign to include the new paintball business.

**Lillian Bigelow – 381 Oak Street** – Discussed the City entrance signs, and the topic of the lawyer attending meetings not being brought up again.

Council member D. Davis stated he would like the Rules of Order to be supported by the City Charter.

**Waneita Bovan – 8498 N. Linden Rd.** – Thanked Council for approval to hold Unwrapped, stated the theme this year will be the Polar Express, and invited everyone to the Kiwanis meeting being held at LaVilla’s on Wednesday, September 5<sup>th</sup> at 6 p.m.

**Mark Pyscher – 315 Beach St.** – Discussed newspapers being thrown at the end of his driveway, getting caught in the storm drain, and asked how he could go about getting the newspapers to stop this.

**John Fejedelem – 604 Walnut St.** – Discussed the water fountain installed at the library, asking if the electric, and water will be an expense of the city.

**COUNCIL MEMBER AND STAFF COMMENTS:**

Council member Roth explained that the water tap in fees will be billed to the homeowner.

Council member D. Davis discussed letter received from CRU Paintball owner, stated it looks like he will be able to move forward, and wished his luck.

Council member Young discussed addressing the Community rules policy at the next meeting, and stated he is glad things are moving forward for him.

Council member Michaels welcomed Mr. Dixon, and his new business.

Council member T. Davis stated that it is a great thing the Knights are doing, and asked about the old newsboys coming back to the city.

Council member Daniels agreed the Community room policy needs to be changed, and would like to start looking over it for changes at the next meeting.

City Manager/Treasurer Vicki Fishell stated the Community Room Policy will be placed on the next meeting agenda.

**ADJOURNMENT:**

With no further business, the Council Meeting was adjourned at **8:10 p.m.**

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Kristina K. Somers, City Clerk

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 General							
Dept 000							
101-000-296.000	DEPOSITS PAYABLE	MICHELLE RAUSCHENBERG	COMM ROOM KEY DEPOSIT REFUND	08272018	10/01/18	25.00	
101-000-694.000	OTHER REVENUES	AUTO PRIDE COLLISION	PARTS/REPAIR (INS)	35320	10/01/18	1,706.20	
			Total For Dept 000			1,731.20	
Dept 190 ELECTIONS							
101-190-740.000	OPERATING EXPENSE	MASONIC TEMPLE	AUG PRIMARY ELECTION HALL RENTAL	09062018	10/01/18	300.00	
			Total For Dept 190 ELECTIONS			300.00	
Dept 210 ATTORNEY							
101-210-801.000	PROFESSIONAL SERVICES	AMANDA DOYLE	ATTORNEY FEES - JULY/AUG	272	10/01/18	4,560.00	
			Total For Dept 210 ATTORNEY			4,560.00	
Dept 215 ADMINISTRATION							
101-215-740.000	OPERATING EXPENSE	SHRED-IT	SHREDIT SERVICES	8125414589	10/01/18	17.50	
101-215-850.000	COMMUNICATIONS	COMCAST CABLEVISION	CITY HALL CHARGES	852910006005118	10/01/18	87.06	
			Total For Dept 215 ADMINISTRATION			104.56	
Dept 265 CITY HALL & GROUNDS							
101-265-801.000	PROFESSIONAL SERVICES	GENESEE COUNTY 9-1-1	SIREN UPGRADE	1034	10/01/18	483.89	
101-265-801.000	PROFESSIONAL SERVICES	TAMMY'S LANDSCAPING	MOWING CITY HALL/LIBRARY/ROW	7449	10/01/18	60.75	
101-265-920.000	PUBLIC UTILITIES	CITY OF MT. MORRIS	CITY HALL/GARAGE W/S CHARGES	SAGI01164900000	09/25/18	30.53	
			Total For Dept 265 CITY HALL & GROUNDS			575.17	
Dept 269 OTHER CITY PROPERTY							
101-269-801.000	PROFESSIONAL SERVICES	TAMMY'S LANDSCAPING	MOWING CITY HALL/LIBRARY/ROW	7449	10/01/18	13.50	
			Total For Dept 269 OTHER CITY PROPERTY			13.50	
Dept 276 CEMETERY							
101-276-801.000	PROFESSIONAL SERVICES	TAMMY'S LANDSCAPING	MOWING CITY HALL/LIBRARY/ROW	7449	10/01/18	289.00	
			Total For Dept 276 CEMETERY			289.00	
Dept 305 POLICE DEPARTMENT							
101-305-740.000	OPERATING EXPENSE	SHRED-IT	SHREDIT SERVICES	8125414589	10/01/18	17.50	
101-305-740.000	OPERATING EXPENSE	SIRCHIE	PARTS	0361871-IN	10/01/18	121.80	
101-305-850.000	COMMUNICATIONS	COMCAST CABLEVISION	CITY HALL CHARGES	852910006005118	10/01/18	49.76	
101-305-850.000	COMMUNICATIONS	VERIZON	CELL PHONES CHARGES	9813489954	10/01/18	56.47	
101-305-930.000	REPAIR & MAINTENANCE - V	AUTO PRIDE COLLISION	REPAIR	35358	10/01/18	510.63	
			Total For Dept 305 POLICE DEPARTMENT			756.16	
Dept 336 FIRE DEPARTMENT							
101-336-850.000	COMMUNICATIONS	COMCAST CABLEVISION	CITY HALL CHARGES	852910006005118	10/01/18	24.88	
101-336-850.000	COMMUNICATIONS	VERIZON	CELL PHONES CHARGES	9813489954	10/01/18	38.27	
101-336-910.000	INSURANCE & BOND	MML LIABILITY & PROPE	POOL RENEWAL PREM INSTALL PAYMENT	3825205	10/01/18	8,550.00	
101-336-930.000	REPAIR & MAINTENANCE - V	FRONTLINE SERVICES IN	PARTS ENG 12	31281	10/01/18	737.50	
101-336-930.000	REPAIR & MAINTENANCE - V	FRONTLINE SERVICES IN	PARTS ENG 11	31282	10/01/18	355.00	
			Total For Dept 336 FIRE DEPARTMENT			9,705.65	
Dept 441 PUBLIC WORKS							
101-441-740.000	OPERATING EXPENSE	AUTO VALUE MT. MORRIS	SUPPLIES	02830462950	10/01/18	12.19	
101-441-740.000	OPERATING EXPENSE	AUTO VALUE MT. MORRIS	SUPPLIES	02830462878	10/01/18	51.58	
101-441-850.000	COMMUNICATIONS	COMCAST CABLEVISION	DPW CHARGES	852910006005213	10/01/18	58.66	
101-441-850.000	COMMUNICATIONS	VERIZON	CELL PHONES CHARGES	9813489954	10/01/18	29.80	
101-441-910.000	INSURANCE & BOND	MML LIABILITY & PROPE	POOL RENEWAL PREM INSTALL PAYMENT	3825205	10/01/18	7,133.00	
101-441-920.000	PUBLIC UTILITIES	CITY OF MT. MORRIS	DPW W/S CHARGES	09062018	09/25/18	42.41	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 101 General							
Dept 441 PUBLIC WORKS							
Dept 528 TRASH COLLECTION							
101-528-801.000	PROFESSIONAL SERVICES	REPUBLIC SERVICES #23	AUG CHARGES	0237001662207	10/01/18	13,398.04	
			Total For Dept 441 PUBLIC WORKS			7,327.64	
Dept 529 WEED & BRUSH CONTROL							
101-529-801.000	PROFESSIONAL SERVICES	TAMMY'S LANDSCAPING	MOWING OF PROPERTIES	7448	10/01/18	1,386.00	
			Total For Dept 529 WEED & BRUSH CONTROL			1,386.00	
Dept 738 LIBRARY							
101-738-801.000	PROFESSIONAL SERVICES	SHERWOOD PROFESSIONAL	LIBRARY CLEANING SERVICES - AUG	1956	10/01/18	270.00	
101-738-801.000	PROFESSIONAL SERVICES	TAMMY'S LANDSCAPING	MOWING CITY HALL/LIBRARY/ROW	7449	10/01/18	60.75	
101-738-920.000	PUBLIC UTILITIES	CITY OF MT. MORRIS	LIBRARY WATER/SEWER	VANB00068500000	09/25/18	62.37	
			Total For Dept 738 LIBRARY			393.12	
			Total For Fund 101 General			40,540.04	
Fund 202 Major Street							
Dept 451 STREET CONSTRUCTION							
202-451-820.000	ENGINEERING	HUBBELL, ROTH & CLARK	ENGINEERS	0162964	10/01/18	577.50	
202-451-820.000	ENGINEERING	HUBBELL, ROTH & CLARK	ENGINEERING	0162962	10/01/18	330.00	
202-451-820.000	ENGINEERING	ROWE PROFESSIONAL SER	18C0157 - ROOSEVELT AVE REHAB	0087281	10/01/18	3,476.96	
202-451-820.000	ENGINEERING	ROWE PROFESSIONAL SER	18C0157 ROOSEVELT AVE REHAB JULY	0087278	10/01/18	2,322.81	
202-451-820.000	ENGINEERING	ROWE PROFESSIONAL SER	17C0080 - CE FOR SAGINAW STREET RE	0087275	10/01/18	233.15	
202-451-976.000	CONSTRUCTION	STATE OF MICHIGAN	121482CON	MDOT00250	10/01/18	2,061.35	
			Total For Dept 451 STREET CONSTRUCTION			9,001.77	
Dept 463 STREET ROUTINE MAINTENANCE							
202-463-740.000	OPERATING EXPENSE	VERIZON	CELL PHONES CHARGES	9813489954	10/01/18	59.68	
			Total For Dept 463 STREET ROUTINE MAINTENANCE			59.68	
Fund 591 Water Fund							
Dept 000							
591-000-255.000	WATER DEPOSITS PAYABLE	CITY OF MT. MORRIS	FINAL UB BILL 1133 E . MT MORRIS	09052018	10/01/18	124.32	
591-000-255.000	1133 E. MT. MORRIS	DANIELLE CONSIDINE	REFUND FINAL UB BILL/WATER DEPOSIT	09052018	10/01/18	125.68	
591-000-642.010	622 GARFIELD	FIRST AMERICAN TITLE	FINAL BILL OVERPAYMENT REFUND	08272018	10/01/18	7.66	
591-000-642.010	SALE OF WATER	TRANSACTION TITLE AGEN	OVERPAYMENT WATER BILL FINAL 11863	08272018	10/01/18	42.87	
			Total For Dept 000			300.53	
Dept 215 ADMINISTRATION							
591-215-850.000	COMMUNICATIONS	COMCAST CABLEVISION	CITY HALL CHARGES	852910006005118	10/01/18	49.76	
591-215-850.000	COMMUNICATIONS	COMCAST CABLEVISION	DEW CHARGES	852910006005213	10/01/18	58.66	
591-215-850.000	COMMUNICATIONS	VERIZON	CELL PHONES CHARGES	9813489954	10/01/18	29.84	
591-215-957.000	CONFERENCES AND WORKSHOP	MRWA	BASIC MATH FOR WATER PERSONNEL CLA	09062018	10/01/18	160.00	
			Total For Dept 215 ADMINISTRATION			298.26	
Dept 537 WATER DISTRIBUTION							
591-537-740.000	OPERATING EXPENSE	MENARDS - CLIO	SUPPLIES	79361	10/01/18	56.73	
591-537-740.000	OPERATING EXPENSE	MENARDS - CLIO	SUPPLIES	79257	10/01/18	40.94	
591-537-820.000	ENGINEERING	ROWE PROFESSIONAL SER	17C0075 - ROOSEVELT AVE WATER MAIN	0087348	10/01/18	18,705.50	
591-537-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	WELL HOUSE - 337 WILSON	1000 3041 9152	10/01/18	14.72	

GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund 591 Water Fund							
Dept 537 WATER DISTRIBUTION						18,817.89	
			Total For Dept 537 WATER DISTRIBUTION				
			Total For Fund 591 Water Fund			19,416.68	
Fund 592 Sewer Fund							
Dept 215 ADMINISTRATION							
592-215-850.000	COMMUNICATIONS	COMCAST CABLEVISION	CITY HALL CHARGES	852910006005118	10/01/18	37.32	
592-215-850.000	COMMUNICATIONS	COMCAST CABLEVISION	DPW CHARGES	852910006005213	10/01/18	58.66	
592-215-850.000	COMMUNICATIONS	VERIZON	CELL PHONES CHARGES	9813489954	10/01/18	29.84	
			Total For Dept 215 ADMINISTRATION			125.82	
Dept 536 SEWER DISTRIBUTION							
592-536-930.000	REPAIR & MAINTENANCE - V	JACK DOHENY COMPANIES	PARTS	A15653	10/01/18	980.58	
			Total For Dept 536 SEWER DISTRIBUTION			980.58	
			Total For Fund 592 Sewer Fund			1,106.40	
Fund 703 Current Tax Collection Fund							
Dept 000							
703-000-274.010	57-01-577-040/57-12-527-	CORE LOGIC INC.	OVERPAYMENT ON TAX BILLS	08282018	10/01/18	1,318.11	
			Total For Dept 000			1,318.11	
			Total For Fund 703 Current Tax Collection Fund			1,318.11	



GL Number	Inv. Line Desc	Vendor	Invoice Desc.	Invoice	Due Date	Amount	Check
Fund Totals:							
	Fund 101 General					40,540.04	
	Fund 202 Major Street					9,061.45	
	Fund 591 Water Fund					19,416.68	
	Fund 592 Sewer Fund					1,106.40	
	Fund 703 Current Tax Collection Fund					1,318.11	
	Total For All Funds:					71,442.68	

This Warrant is hereby approved and directed for payment.

Duane Dunckel, Mayor

Kristina K. Somers, City Clerk

August 28, 2018

Mt Morris City,

This letter is to inform you of this year's plan, and to request permission for the annual Mt Morris Consolidated Schools Homecoming Parade.

The date for the Homecoming Parade has been set for Friday, October 12, 2018. We will begin lining up for the parade on Walter Street at 5:00pm. The parade will start at 5:45 pm. It will follow the usual route, which starts at the middle school on Walter Street. From there the parade will travel south to Mt Morris Rd, then west through town, heading north on Neff Road, and will end in the parking lot of Elisabeth Ann Johnson High School.

We respectfully request your assistance in blocking the roads from traffic during the duration of the parade. This plan is similar to those in the past. It is our sincere hope that this plan will be approved and our Homecoming parade will proceed accordingly.

Please feel free to contact me with any questions or concerns.

Thank you in advance,

Kelly King

Homecoming Parade Coordinator

810-591-2370 ext 2177

[kking@mtmorrisconschools.org](mailto:kking@mtmorrisconschools.org)

Cell 810-577-6249


## CERTIFICATE OF INSURANCE

Producer <b>SET SEG</b> 415 W. Kalamazoo Street Lansing, MI 48933	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
<b>COMPANIES AFFORDING COVERAGE</b>	
Insured <b>Mt. Morris Consolidated Schools</b> 12356 Walter Street Mt. Morris, MI 48458-1749	<b>A</b> MASB-SEG Property/Casualty Pool, Inc.  <b>B</b> SEG Workers' Compensation Fund

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS	
<b>A</b>	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> Comprehensive Form <input checked="" type="checkbox"/> Premises/Operations <input checked="" type="checkbox"/> Incidental Medical Malpractice Coverage <input checked="" type="checkbox"/> Products/Completed Operations <input checked="" type="checkbox"/> Contractual <input checked="" type="checkbox"/> Independent Contractors <input checked="" type="checkbox"/> Broad Form Property Damage <input checked="" type="checkbox"/> Personal Injury	PC-0000646	7/1/18	7/1/19	BI & PD COMBINED OCCURRENCE  BI & PD COMBINED AGGREGATE  PERSONAL INJURY OCCURRENCE  PERSONAL INJURY AGGREGATE	\$1,000,000  N/A  \$1,000,000  N/A
<b>B</b>	<b>WORKERS' COMPENSATION &amp; EMPLOYERS' LIABILITY</b>	EWC009496	7/1/18	7/1/19	<b>WORKERS' COMPENSATION</b>  <b>EMPLOYERS' LIABILITY</b>	STATUTORY  \$1,000,000

DESCRIPTION Regarding the District's Homecoming Parade being held October 12, 2018.

CERTIFICATE HOLDER City of Mt. Morris 11649 N. Saginaw Street Mt. Morris, MI 48458	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL <b>30</b> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.
AUTHORIZED REPRESENTATIVE   Karen Carr PROPERTY/CASUALTY DEPARTMENT	
Date September 5, 2018	

**CITY OF MT. MORRIS  
THE A.J. LAFURGEY  
COMMUNITY ROOM  
UTILIZATION POLICY**

**1.) PURPOSE**

The purpose of this policy is to set forth how the City allocates the use of the Community Room (the “Room”) both by user and frequency of use, enforces those policies and provides for administrative hearings for those who do not feel they were treated fairly or in accordance with this policy. The intent is to provide a low cost facility for the City’s many residents, taxpayers and organizations, ensure them the greatest access practicable, hold them responsible for the maintenance and cleanliness of the facility, and be a good neighbor to the surrounding area.

**2.) RESPONSIBILITY**

The City Manager (the “Manager”) is primarily responsible for the administration of this policy. When directed by this Policy or Ordinance, appeals from the Manager’s decisions may be heard by the City Council. *The Manager shall be allowed to make changes to this policy as the need for change occurs.*

*The renter indemnifies the City of Mt. Morris and its members or agents against all liability to persons or property on the premises known as The A.J.LaFurgey Community Room.*

**3.) ELIGIBLE USERS**

The following are the individuals and organizations who may use the Room:

- a. City Residents: Those who reside within the City Limits of Mt. Morris.
- b. Non-City Residents: Those who do not reside within the City Limits of Mt. Morris.
- c. City Taxpayers: Those who have incurred a real or personal property tax bill at the time of application to use the room and who remain a City Taxpayer at the time of using the Room.

d. **City Employees:** Those who are on the paid payroll of the City at the time of application to use the room and who remain a City Employee at the time of using the Room.

e. **Service Groups/City Based:** Service organizations which are based in the City of Mt. Morris such as Kiwanis, Lions, Scout Troops and the like. Proof of being city based may include Articles of Incorporation which include a majority of the organizations board or officers as City Residents or Taxpayers or the organizations Charter which spells out as its primary focus service to the residents of the City of Mt. Morris.

f. **Service Groups:** Service organizations which may be based outside the City of Mt. Morris but serve the residents of the City. Proof of serving the City may include the organizations charter which spells out that the City of Mt. Morris is within its service area, membership rosters showing a substantial portion of the membership comes from the City or events calendars showing a substantial number of activities and events occur within or benefit the City.

g. **Non-Profit and Government Agencies:** Non-Profit and Government agencies whose purpose is to provide intake, counseling, recruitment, and the like where a substantial portion of the population served is expected to be residents or taxpayers of the City. Proof of this can be a statement to that effect by the organization and a subsequent client profile showing the users residence if so requested.

h. **Organized Groups:** Loose associations of people, which are not chartered or incorporated, which meet for a single recreational or social purpose uniting them - i.e. seniors, quilters, amateur radio enthusiasts and the like - where the majority of the users are from categories a., b. and c. above.

#### **4.) INELIGIBLE USERS**

All those parties who do not fit the classification of Eligible Users are not eligible to use the Room. This also means that the right to use the Room cannot flow from one party to another by means of an Eligible User requesting the use of the Room. The Eligible User must be the intended and primary user of the Room both at the time of application and the use of the Room.

## 5.) INELIGIBLE USES

The Room may not be used for the solicitation of sales or services, the actual sale of product or services or the distribution of product or services by for profit individuals, business or organizations.

This is not meant to eliminate the use of the Room for such solicitations, sales or distributions by non-profit, government or service organizations or agencies. This is not meant to eliminate the use of the Room by businesses which are taxpayers or which are owned by residents for such incidental uses as recruitment and interviews of personnel, employee retreats, planning sessions, seminars and the like. This section is intended to restrict the use of the Room as a taxpayer supported competitor to the merchants, business, and property owners who pay rent, staff and taxes as a cost of their business.

## 6.) TIME SLOTS FOR USE OF THE FACILITY

There are three basic time slots which may be requested for the use of the Room

a. Weekend and Holiday: The Room is allotted for the **entire** day on Saturdays, Sundays and the following Legal Holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Veterans Day
Memorial Day	Thanksgiving
July 4th	Christmas

b. Night: The Room is allotted for an evening slot of 5:00 PM to Midnight.

c. Day: The Room is allotted for such times as the Manager shall determine are reasonable to ensure the applicant has the ability to fully conduct their event or program but does not infringe on other Eligible Users to the point of restricting the use of the Room

## **7.) CONDITION AND TIMES FOR VACATING THE ROOM**

a. All users are expected to use the Room in a manner which does not cause excessive wear and tear, damage the Room and its furnishings, and are suitable for the incoming user. Users are to notify the City if it finds the Room in a less than acceptable condition or of any damage which might have occurred during their use of the Room. The intent of this is not necessarily to hold users responsible for every repair or corrective action but rather to allow the City to react promptly to make repairs and to follow -up on users which might not have honored these rules.

b. The Room is to be left vacant of all users, cleaned, and locked by the following times depending upon the time slot which was requested as follows:

i. Weekend and Night: Midnight

ii. Day: One half hour after the time slot requested.

## **8.) FEE**

There will be a \$100 per year fee for Non-Profit groups, and a \$125 per year fee for Profit groups. There will be a \$100 per day fee for residents of the City of Mt. Morris, and a \$175 fee for non-residents of the City of Mt. Morris. A \$25.00 key deposit is included in the rental fee, and will be refunded if community room key is returned the next business day after rental. The Manager shall reserve the right to waive this user fee for non-profit organizations, service groups and government agencies that apply to use the room.

The fee will be refunded if the user cancels the use of the room, provided that the cancellation occurs two weeks prior to the date of use.

## **9.) SCHEDULE YEAR FOR THE ROOM**

The Room shall be scheduled on a calendar year basis of January 1 to December 31.

## **10.) APPLICATIONS TO USE THE ROOM**

All requests to use the room shall be on a form to be prescribed by the Manager. Such form shall include sufficient information to determine that the applicant is an eligible user and that the use is a permitted one. The form shall contain on it the

pertinent sections of this policy to ensure the applicant is aware of the Rules of Use.

### **11.) FIXED TIME SLOTS FOR GROUPS**

Annually there shall be an application period of 30 days in which Service Organizations, Non-Profit and Government Agencies, and organized groups who are meeting for recreational or social purposes may request regular fixed time slots to use the room.

This period opens no earlier than September 1 and closes no later than November 1 of the year preceding the Rooms Schedule year.

Upon the receipt of all applications, the Manager shall rank them by the following priority.

- A. Service Groups/City Based
- B. Service Groups - Serving the City
- C. Non-Profit and Government Agencies
- D. Organized Groups

The Groups shall then be awarded their requests to the extent possible. In the case of conflicting requests, the Manager shall contact the group to try and determine a suitable alternate time.

### **12.) PERIODIC TIME SLOTS FOR ALL USERS**

Annually, on the 15th of November, or the following business day if said date falls on a week-end, the City shall then accept applications by all classes of users for the use of the room for the following Schedule Year.

### **13.) PROHIBITED ACTIVITIES**

No user may possess, consume or distribute any alcohol or controlled substance. No user may smoke nor allow smoking within the Room



No user may engage in or allow the conduct of any activity which is illegal under any local, state or federal law, rule or regulation.

#### **14.) COSTS OF REPAIRS AND MAINTENANCE**

The user shall be responsible for the costs of damage, lack of proper cleanliness and excessive wear and tear caused to the Room.

#### **15.) ACCESS**

Keys to the room must be picked up at City Hall - during regular business hours - prior to use of the Room. They must be returned - in person or to a designated drop box - the next working day after the use of the room. The person picking up the key shall sign for its receipt and accept responsibility for its return and the use of the Room.

Failure to return the keys in a timely manner may require that the City re-key the Room entry doors and re-issue new keys. The User or their representative above, shall be responsible for these costs plus a \$25.00 administrative fee.

#### **16.) MANAGERS DISCRETION**

The City Manager shall have the discretion and exclusive right to restrict the use of the room for such periods and at such times as are warranted to allow for necessary maintenance, cleaning and the like.

The City Manager shall have the discretion and the exclusive right to allow the use of the Room by such users and for such uses as may not be strictly authorized herein but which are reasonably justified in that they further the best interests of the City and are in substantial compliance with the intent of this policy.

The City Manager shall have the discretion - in rare and unanticipated circumstances - to Abump@a User which already shall have reserved the Room. Notice of no less than 30 days must be given in such cases to allow the User sufficient time to make and arrange alternate arrangements. The City shall cooperate with the User to find such an alternate location to minimize the disruption this might otherwise cause.

## **17.) RESTRICTED USERS**

Violations of this policy, including a pattern of reserving and canceling the Room thereby denying its availability for other users, may result in the loss of the right to use the room. The Manager shall notify the user of their suspected violation and establish a hearing date. At that time the Manager shall hear information with respect to the suspected violation and the response of the user.

Based upon that information the Manager may, progressively,

Issue a written warning.

Revoke the right of the violator to use the facility for three months.

Revoke the right of the violator to use the Room for one year.

For Flagrant and Willful misuse of the room including the violation of the ban on alcohol or any local, state or federal, law the progressive chain of suspension need not be strictly applied and the ban may be permanent.

Within 10 business days of the hearing, the Manager shall inform, the User - in writing - of their findings and of their rights of appeal.

## **18.) RIGHTS OF APPEAL**

Any User who has been denied the right to use the Room or who has their right to use the Room revoked may appeal such action by the Manager to the City Council. Such appeal is by filing a written Notice of Appeal, with the City Clerk, within 14 days of the date of the letter from the Manager. The matter shall be set for a hearing by the council at their next regularly scheduled Council meeting and a decision shall be rendered within 21 days of the appeal hearing.

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Boyce A. Judkins, Mayor

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Kristina K. Somers, City Clerk

City of Mt. Morris Community Room - 2017						
Group Name	Oldies but Goodies	Hist. Society	Foresters	Neighborhood Watch	Friends of the Library	Quilters
Jan.	1	0	1	0	9	4
Feb.	1	0	1	0	12	4
March	1	0	1	0	9	5
April	1	0	1	0	8	4
May	0	0	1	0	12	4
June	0	0	1	0	9	6
July	0	0	1	0	11	4
Aug.	0	0	2	0	7	5
Sept.	0	0	1	0	9	4
Oct.	1	0	1	0	11	4
Nov.	1	0	0	0	14	4
Dec.	1	0	1	0	12	4
<b>Total:</b>	<b>7</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>123</b>	<b>52</b>

City of Mt. Morris Community Room - 2018						
Group Name	Oldies but Goodies	Hist. Society	Foresters	Neighborhood Watch	Friends of the Library	Quilters
Jan.	1	0	1	2	10	4
Feb.	1	0	1	2	10	4
March	1	0	1	1	12	5
April	1	0	1	2	12	4
May	2	1	2	1	11	6
June	1	1	1	1	9	4
July	1	1	1	2	8	4
Aug.	1	1	1	0	9	6
Sept.	1	1	1	2	15	4
Oct.	1	1	1	1	12	4
Nov.	1	1	1	1	11	4
Dec.	1	1	1	1	8	4
<b>Total:</b>	<b>13</b>	<b>8</b>	<b>13</b>	<b>16</b>	<b>127</b>	<b>53</b>