

# City of Southgate

## Regular City Council Meeting

### June 3, 2020

A Regular Meeting of the Council of the City of Southgate was held on Wednesday, June 3, 2020 and was called to order at 7:00 PM by Council President John Graziani. **(DUE TO COVID-19 VIRUS, THIS MEETING WAS HELD VIA ZOOM, IN ACCORDANCE WITH GOVERNOR WHITMER'S EXECUTIVE ORDER)**

**This meeting began with the Pledge of Allegiance, followed by roll call.**

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Present: Bill Colovos, Karen George, Mark Farrah, John Graziani, Philip Rauch, Chris Rollet, Dale Zamecki

Absent:

Also Present: Mayor Joseph G. Kuspa, City Attorney Brandon Fournier, Assistant City Administrator/Finance Director David Angleri, City Engineer John Hennessey, Public Safety Director Jeff Smith, Police Chief Joe Marsh, Fire Chief Marc Hatfield, DPS Director Bob Tarabula, Building Inspections Director Bob Casanova and Parks & Recreation Director Julie Goddard.

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#### **Minutes:**

Moved by Zamecki, supported George, RESOLVED, that the minutes of the City Council Work Study Session dated May 20, 2020 be approved as presented. Carried unanimously.

Moved by Colovos supported by Rauch, RESOLVED, that the minutes of the Regular City Council Meeting dated May 20, 2020 be approved as presented. Carried unanimously.

#### **Communications "A":**

- Letter from ACA/Finance Director; Re: City's Credit Card Policy moved by Colovos, supported by Rollet, RESOLVED that the Southgate City Council hereby concurs with the recommendation of Administration and hereby adopts the revised City of Southgate Credit Card Policy with the following resolution:

**WHEREAS:** The City of Southgate adopted a credit card policy in compliance with Michigan Public Act 266 of 1995, MCLA 129.243, et seq. on October 8, 2003.

**WHEREAS:** City Administration has identified a need to update the existing policy to reflect current business practices and the operating environment;

**NOW THEREFORE BE IT RESOLVED:** That the City Council does hereby adopt the following updated Credit Card Policy:

- That an officer or employee designated by the credit card policy is responsible for the local unit's credit card issuance, accounting, monitoring, and retrieval and generally for overseeing compliance with the credit card policy.
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- (c) That a credit card may be used only by an officer or employee of the local unit for the purchase of goods or services for the official business of the local unit. In addition, the credit card policy may limit the specific official business for which credit cards may be used. This subdivision does not limit the applicability of chapter XXIVA or section 174, 175, 219a, or 490a of the Michigan penal code, Act No. 328 of the Public Acts of 1931, being [sections 750.157m](#) to [750.157w](#), [750.174](#), [750.175](#), [750.219a](#), and [750.490a of the Michigan Compiled Laws](#); section 1a of the code of criminal procedure, Act No. 175 of the Public Acts of 1927, being [section 769.1a of the Michigan Compiled Laws](#); or any other law, or ordinance, applicable to use of a credit card, issued by a local unit, for other than official business of the local unit.
- (d) That an officer or employee using credit cards issued by the local unit shall submit to the local unit documentation described in the credit card policy detailing the goods or services purchased, the cost of the goods or services, the date of the purchase, and the official business for which purchased.
- (e) That an officer or employee issued a credit card is responsible for its protection and custody and shall immediately notify the local unit if the credit card is lost or stolen.
- (f) That an officer or employee issued a credit card shall return the credit card upon the termination of his or her employment or service in office with the local unit.
- (g) For a system of internal accounting controls to monitor the use of credit cards issued by the local unit.
- (h) For the approval of credit card invoices before payment.
- (i) That the balance including interest due on an extension of credit under the credit card arrangement shall be paid for within not more than 60 days of the initial statement date. The local unit shall comply with this provision of the credit card policy.
- (j) For disciplinary measures consistent with law for the unauthorized use of a credit card by an officer or employee of the local unit.
- (k) Any other matters the governing body considers advisable.
- (l) The City will use Huntington Bank for credit card services.

### **Claims and Accounts:**

Moved by Farrah, supported by George, RESOLVED, that Claims and Accounts be paid as outlined on Warrant #1402 in the amount of \$755,046.75.

Motion carried unanimously.

### **Adjournment:**

Moved by Farrah, supported by King, RESOLVED, that this Regular Meeting of the Southgate City Council be adjourned at 7:05 P.M. Carried unanimously.