

**City of Swartz Creek  
AGENDA**

**Regular Council Meeting, Monday January 28, 2008 7:00 P.M.  
City Hall 8083 Civic Drive, Swartz Creek Michigan 48473**

1. **CALL TO ORDER:**
2. **INVOCATION AND PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**
  - 4A. Regular Council Meeting, January 14, 2008 MOTION Pg. 8, 15-23
5. **APPROVE AGENDA**
  - 5A. Proposed / Amended Agenda MOTION Pg. 8
6. **REPORTS & COMMUNICATIONS:**
  - 6A. [City Manager's Report](#) (Agenda Item) MOTION Pg. 8, 2-7
  - 6B. Monthly Fire Report Pg. 24-45
  - 6C. Eagle Scout Project, Flag Retirement Fire Pit (Agenda Item) Pg. 46-49
  - 6D. Personnel Policy Proposal, Rehmann-Robson (Agenda Item) Pg. 50-69
  - 6E. DDA Board Appointment-Eckerdt, Boards & Commissions (Agenda Item) Pg. 70-74
  - 6F. DDA Budget Adjustment, Minutes (Agenda Item) Pg. 75-78
  - 6G. Engineering Services, Adopt QBS Bid Process, RFP (Agenda Item) Pg. 79-86
  - 6H. Perkins Building Repairs, Restrooms (Agenda Item) Pg. 87
  - 6I. Internet Letter, Fire & Sr. Center Pg. 88
  - 6J. Raubinger Bridge Letter, Road Commission Pg. 89-90
  - 6K. Black Dot, T-Mobile Offer, Cell Towers Pg. 91-92
  - 6L. Audit Newsletter, Medical Insurance Rate Increases Pg. 93-97
  - 6M. Comcast Correspondence Pg. 98-103
  - 6N. County Executive Information Pg. 104-111
  - 6O. Legislative Updates Pg. 112-129
  - 6P. Journal Article, County Housing Values Pg. 130-132
7. **MEETING OPENED TO THE PUBLIC:**
  - 7A. General Public Comments
8. **COUNCIL BUSINESS:**
  - 8A. Eagle Scout Project, Flag Fire Pit RESO. Pg. 9, 46-49
  - 8B. Appropriation, Personnel Policy RESO. Pg. 9, 50-69
  - 8C. Elms Road Project, Road Commission Agreement RESO. Pg. 11,
  - 8D. DDA Appointment, Eckert RESO. Pg. 12, 70-74
  - 8E. DDA Budget Adjustments RESO. Pg. 12, 75-78
  - 8F. Engineering Services, Adopt Qualification Based Process, RFP RESO. Pg. 13, 79-86
  - 8G. Appropriation, Repair Perkins Building RESO. Pg. 14, 87
9. **MEETING OPENED TO THE PUBLIC:**
  - 9A. General Public Comments
10. **REMARKS BY COUNCILMEMBER'S:**
11. **ADJOURNMENT:**

**City of Swartz Creek  
CITY MANAGER'S REPORT**

**Regular Council Meeting of Monday January 28, 2008 7:00 P.M.**

**TO:** Honorable Mayor, Mayor Pro-Tem & Council Members  
**FROM:** PAUL BUECHE // City Manager  
**DATE:** 25-January-2008

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## **OLD / ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS**

✓ **PERSONNEL POLICIES & PROCEDURES** (*Resolution*)

Mr. Nottley (Rehmann-Robson) has quoted a do not exceed price of \$4,300 to assist in creating a custom personnel handbook, inclusive of policy & procedures, rules and regulations. Additionally, he advises that the document could be used as a good template for personnel policies for the Fire Department. I strongly recommend we appropriate funds for this. We are very weak in this area and it is always the first line of litigation. As you may recall, we formed a committee a couple of years ago to look into a personnel handbook. After exploration, it was decided that we should seek outside services, either a management consultant or an attorney, as the document would be much more defensible with professional consultation. We appropriated \$2,500 to an independent consultant recommended by MML, however, the draft we received was junk and the price did not include any customization. We were billed a small amount of the total for work performed as the policy was never implemented. The last year we've been waiting on the Fire Evaluation to see the quality of work by Mr. Nottley. It appears as if he did a very good job and I suspect likewise if we use him for this. In discussions with risk management from our insurance carrier, they recommend a management consultant with final review by the City Attorney. If the Fire Board desires a personnel policy template, we can offer to sell them the rights to this one and the cost to have it tailored to their needs should be considerably less. I have a resolution to appropriate and proceed included with tonight's agenda. When we get the final draft and adopt it, we may need some additional funding to have it reduced into handbook form.

✓ **DISASTER, EMERGENCY RESPONSE POLICY COMMITTEE** (*Status*)

I am working on a panel discussion wherein we will be able to obtain the information we need to proceed with this project. The meeting will be scheduled at a Small Cities meeting to be held on March 5<sup>th</sup>, location not yet determined.

✓ **VETERANS MEMORIAL** (*Status*)

Nothing new.

✓ **FEES, RATES & SERVICE CHARGES** (*Status*)

Water, sewer and various service fees need some adjustments. I am waiting for the official notice from the County on water and sewer rate increases before doing our calculations.

✓ **NON-RESIDENT SERVICES STUDY, RAUBINGER BRIDGE** (*Status*)

Pending.

- ✓ **OVERHEAD UTILITY REORGANIZATION PROJECT** (*Status*)  
Pending. Mr. Figura is preparing a plan on how best to proceed.
- ✓ **MAJOR STREET FUND, TRAFFIC IMPROVEMENTS** (*See Individual Category*)
  - ❑ **BRISTOL ROAD T.I.P. PROJECT, BRISTOL EXTENSION** (*Status*)  
REI is working on final payouts. I am trying to get a handle on what, if any additional costs that were added to the project due to Verizon's lack of cooperation.
  - ❑ **SEYMOUR RE-SURFACING PROJECT** (*Status*)  
A meeting will be held in mid March with residents of Seymour Road to discuss construction schedules, traffic control, ingress, egress and both long term and short term parking solutions. A date for the meeting has not yet been determined.
  - ❑ **ELMS ROAD RE-SURFACING PROJECT** (*Resolution*)  
Design is completed and into MDOT for approval. This project, as planned, is a pull ahead wherein we will be borrowing funds from the state at 4% interest until the scheduled year of project fund release from the Fed's (2010). We are also looking at constructing a piece of our trail system while we are doing this project. We are still working on grant applications and should have a presentation within the next meeting or two. A 1,300 foot section of Elms Road north of Bristol is a border road wherein the east half of the road is in the City and the west half in the Township. We have no jurisdiction on this 1,300-foot section, the County Road Commission being the authority. The citizens that are in the City have severe problems with drainage and these problems have placed us in a precarious position in the past in that we cannot do much for them, as we do not have jurisdiction. The estimated cost to resurface and set new ditching (east side only) on this section of road is about \$100,000, 80% of which would be a participating cost with 20% match. Armed with this, we approached the Road Commission with an offer to split the match portion. They will agree to this provided we bill them in the next fiscal cycle and the work consists of crack repair and resurfacing. In review with staff and our engineers, we typically mill roads in addition to crack repair and resurfacing. Mr. Fluery states it is not the practice of the County to mill roads. The ride and road drainage is far better when you mill before resurfacing. The cost to mill this road is about \$6,000 with 80% a participating cost. Given the grants available, we would be foolish not to do this section and foolish not to mill the road. An agreement is not yet been drafted, but we need to commit as we are under deadlines in order to meet a spring bid letting with summer 2008 construction. I have a resolution to proceed included with tonight's agenda.
  - ❑ **MORRISH ROAD RE-CONSTRUCTION PROJECT** (*Status*)  
We need to begin the planning on this project. As you may be aware, this has been submitted to the TIP as a total reconstruction project with a request for a very low amount of funding. Because of this, it has been approved. Meijer's will be making a sizeable contribution (\$1.5 Million). This money, coupled with funding that we would have had to pay if Meijer had not been approved should be ample to pay the costs of widening, storms, curbs, gutters and traffic signals. Right now, we are awaiting a draft development agreement from Mr. Gildner that we will enter into with Meijer's that covers many of these items.
  - ❑ **GM-SPO ISLAND CUTS** (*Status*)  
Although approved for TIP funding, no timetable has been drafted.
  - ❑ **MILLER ROAD REPAIRS** (*Status*)  
We will look to do this work in the spring.

- ✓ **LOCAL STREET FUND, TRAFFIC IMPROVEMENTS** (*Status*)
  - ❑ **2008 REPAIR ROSTER** (*Status*)
 

Chesterfield from Seymour to Winston, Jennie Lane, Worchester from Winston to Daval (a portion of this is a Major Street, eligible for 202 funding) and Daval from Oakview to Winshall. Bid returns from the Seymour Project are in and the project has been awarded. REI is working with the contractor and should be back in the near future with a contract.
  - ❑ **NEIGHBORHOOD IMPROVEMENT - T.I.F. DISTRICT** (*Status*)
 

Adam is looking into this. We will be back for additional discussion in the near future.
- ✓ **FIRE DEPARTMENT EVALUATION, 2008 CONTRACT RENEWAL** (*Status*)
 

Mr. Nottley will be present at the Fire Board Meeting on Tuesday February 26, 7:00 PM for a workshop session with the Fire Board, Fire Chief and maybe command officers or other firefighters. The cost for this extra session that includes the Fire Chief Consultant is \$750. I have scheduled the meeting and as of writing, have not gotten a commitment from the Township on half of the \$750. I will attempt to get their approval, but either way, I think this meeting needs to happen, even if we have to pay the \$750. Mr. Nottley will have a scope of work and agenda of items he intends to cover in discussion.
- ✓ **WATERMAIN SALE** (*Status*)
 

Pending.
- ✓ **SEWER REHABILITATION PROJECT, I&I, PENALTIES** (*Status*)
 

Pending bid preparation and return tabulations.
- ✓ **WWS INTERGOVERNMENTAL JURISDICTION ORDINANCE** (*Status*)
 

The County has turned up the pressure to adopt both the ordinance and the agreement that transfer enforcement (and probably anything else they deem fit) over to them. We are working with Mr. Figura evaluating our options. I will probably be back at the next meeting or two for some discussion and action on this issue.
- ✓ **HERITAGE PARK & NON-MOTORIZED TRAIL SYSTEM** (*Status*)
 

We closed on the park in the week between Christmas and New Years. The small piece on Raubinger is still with the title company and should be completed shortly. On the non-motorized trail system, we are looking a couple of grant sources to construct a portion of the trail from Miller and Elms north through Elms Park, in conjunction with the Elms Road Paving Project.
- ✓ **SR. CENTER, LEVY, BUILDING & FUTURE FUNDING PLAN** (*Status*)
 

Nothing new.
- ✓ **SPRINGBROOK, HERITAGE STREET-LIGHTING** (*Status*)
 

Mr. Gildner is still working on a draft development agreement for Heritage. In conjunction with the agreement, a resolution of dedication of the streets in Phase I will accompany the agreement. Springbrook streetlights are tied with an agreement for service and maintenance of their water system. We will have something shortly for Council consideration.
- ✓ **SWARTZ CREEK SCHOOLS, CAPITAL IMPROVEMENT CAMPAIGN** (*Status*)
 

It appears that due to the state's economy, the school district has placed a hold on their capital improvements.

✓ **LABOR CONTRACTS** *(Status)*

On Mr. Kehoe, he is currently a payroll employee, but he does need an employment agreement. I will look to get something together over the holidays.

On my contract, it probably needs visiting for update purposes. I would like to take a pass on any rate increases for another year or two and until we are on better financial ground. I am not sure how the Council desires to handle an evaluation. As you recall, a couple of years ago I created a list of accomplishments and shortfalls as I saw them. I could bring the list up to date and then bring it back to the Council for discussion and review. Unless the Council has strong input one way or the other, I will do this and set it for a discussion item, hopefully soon. We can then go from here.

✓ **RETIREE HEALTH CARE** *(Status)*

Mr. Gildner is preparing a base agreement that covers retirees. It should be back before the Council for a decision, hopefully soon.

✓ **MEIJER'S** *(Status)*

Pending.

✓ **BOARDS & COMMISSION APPOINTMENTS** *(Resolution)*

As you recall, we replaced one of the two DDA positions. On the second, Mayor Abrams recommends appointment of Mr. Ernie Eckerdt, 5019 Brady Street, P.O. Box 4, Swartz Creek, 635-8790, to fill the remaining term of Laura Balars. Laura no longer meets the requirements of the position due to residence re-location outside the City. Included with tonight's packet is a resume for Mr. Eckerdt. He is a long-time downtown business owner / operator of Swartz Creek Bakery and Elegant Catering. Tonight's agenda includes confirmation of the Mayor's appointment.

✓ **REQUEST FOR GARBAGE COLLECTION, SWARTZ CREEK ESTATES** *(Status)*

We are watching the direction of the "tipping fee" legislation before bringing it back for review.

✓ **ORDINANCE CODIFICATION** *(Status)*

The code has been sent to Mr. Gildner for review, as to form. As soon as he finishes, it will be back for Council adoption.

✓ **MARATHON STATION BLIGHT & NON-CONFORMING USE** *(Status)*

Nothing new.

✓ **DELINQUENT PERSONAL PROPERTY TAXES** *(Status)*

Awaiting the County's next move.

✓ **GENERAL LEDGER & ACCOUNTING SOFTWARE** *(Status)*

Pending.

## **NEW BUSINESS / PROJECTED ISSUES & PROJECTS**

✓ **EAGLE SCOUT PROJECT, FLAG FIRE PIT** *(Resolution)*

Eagle Scout Candidate Joe Letavis has requested the City entertain a project he has been working on for some time now, a flag retirement burning pit. After meeting with staff and the Park Board, he has designed the project and identified a general area being the east side of the Public Safety Building, across from the Veterans Memorial

Park. Included with tonight's packet and agenda is a project design and a resolution for approval. So the Council is aware, any open burning in the pit will still be subject to Council permit approval. Maybe what we can do is schedule a couple of times a year when all flags can be burned. We can then bring them back for a "group approval".

✓ **DDA BUDGET ADJUSTMENTS** (*Resolution*)

The DDA has made several budget adjustments to increase expenses on the façade program. This program has been exceptionally well received and it is the desire of the DDA to expand it a bit. Council approval is probably needed for these adjustments. In short, an additional \$10,000 will be added to the already budgeted \$10,000, for a total of \$20,000 for the façade program.

✓ **ENGINEERING SERVICES, Q.B.S. BID PROCESS** (*Resolution*)

In the spring of 2004, as you may recall, we went through the Qualification Bid Selection process for engineering services. This process is required in order to qualify for State and Federally funded projects including the expenditure of C.D.B.G. and MI-DOT street projects. As of now, it leaves the actual selection to us; however, it does require a competitive process that drives an equal qualification base as well as specific invitation to minority owned firms. Interestingly enough, it does not drive pricing and in fact, discourages pricing as a means of selection. At any rate, the process is good for three years and we need to repeat it again. The process is similar to the last time; however, we have shortened the period by reducing some of the steps. Included in tonight's packet is the proposed process along with comments from the County MPO and MI-DOT.

✓ **APPROPRIATION, REPAIR PERKINS BUILDING** (*Resolution*)

The restroom stalls at the Perkins Building (Senior Center-Library Complex) is in need of upgrade and repair. The existing ones are damaged and the women's needs to be brought up to ADA accessible standards. Attached is a proposal quote from Dover Company of Flint to do the work. Our crews will remove and discard the existing ones as preparation for the installation of the new ones. We will attempt to get the Center to remit for half the costs if it is an allowable expense, by the County. Although the cost is below the administrative threshold, the expense is a non-budgeted item that includes improvements. Additionally, there may be recoverable revenue through the County's Senior Millage.

✓ **T-MOBILE TOWER LEASE AMENDMENT** (*Information*)

Black Dot Wireless in California is at it again. Included with tonight's packet is an offer for a "modest" rent reduction for the T-Mobile tower, in exchange for an 8½ year guaranteed rent. The underlying threat is that T-Mobile will exercise its option to terminate the lease, leaving us without the revenue. We have turned down all the offers that have come at us in the past. In discussion with Staff, it seems unlikely that cell towers will go away anytime soon. In fact, just the opposite appears to be happening, particularly with text messaging and internet linkups via cell. The only things we can see that may replace these towers are satellites. I think this technology is a ways off, a long time in implementation, and will be very expensive initially. The loss on the request is about \$22,000 over 8 years. I say we take our chances as we have done with the past offers. If the Council feels different, I can prepare a resolution for the next meeting.

## **Council Questions, Inquiries, Requests and Comments**

- *Park & Ride Improvements, Miller & I-69.* Pending
- *Chase Bank Dumpster.* The bank has had to refer this for a security clearance. The decision has been negotiated with Mr. Zettel to locate the dumpster in a brick enclosure at the southeast corner of their property. They will most likely do the work in the spring when the weather breaks. Adam will be handling the matter administratively.
- *Z.B.A. Compensation.* Pending.
- *Miller – Morrish Right Turn.* Pending a report from the Police Chief.
- *Signs, Blackmore & Rowe (in right of way?).* We are still checking into the Blackmore and Rowe sign.

**City of Swartz Creek**  
**RESOLUTIONS**  
**Regular Council Meeting, Monday January 28, 2008 7:00 P.M.**

**Resolution No. 080128-4A            MINUTES, JANUARY 14, 2008**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council hereby approve the Minutes of the Regular Council Meeting held January 14, 2008, to be circulated and placed on file.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 080128-5A            AGENDA APPROVAL**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of January 28, 2008 to be circulated and placed on file.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 080114-6A            CITY MANAGER'S REPORT**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council approve the City Manager's Report of January 28, 2008, to be circulated and placed on file.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_



**Resolution No. 080114-8A**

**FLAG RETIREMENT FIRE PIT**

Motion by Councilmember: \_\_\_\_\_

**WHEREAS**, Joe Letavis is a local high school student and Boy Scout that is currently working on an Eagle Scout project; and

**WHEREAS**, Mr. Letavis has devised a community construction project as the focus of the Eagle Scout project that consists of an official flag retirement burning pit; and

**WHEREAS**, the City understands the need, practically and symbolically, to retire the flag of the United States and its states; and

**WHEREAS**, the City regulates burning within its corporate limits.

**WHEREAS**, Mr. Letavis has conceptualized, designed, and sought donations to complete the project; and

**WHEREAS**, Mr. Letavis, the Swartz Creek Park Board, and City Staff agree that a good location for the pit would be on the east side of the public safety building, across from the Veterans' Memorial Park.

**NOW, THEREFORE, BE IT RESOLVED** that the Swartz Creek City Council approve the flag retirement pit as proposed to be constructed by Mr. Letavis; and

**BE IT FURTHER RESOLVED** that City Staff shall work with the Fire Chief and Mr. Letavis to locate the safest, most functional location for the pit on site; and

**BE IT FURTHER RESOLVED** that the City of Swartz Creek, after satisfactory completion, will regulate, maintain, and control the flag retirement pit in such a way that it benefits the community of Swartz Creek.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 080128-8B**

**APPROPRIATION, UPDATE PERSONNEL POLICY, PROCEDURES, RULES & REGULATIONS**

Motion by Councilmember: \_\_\_\_\_

**WHEREAS**, the City of Swartz Creek has an urgent need to develop a personnel handbook for its employees, board and commission members; and

**WHEREAS**, a request for a proposal and a project scope has been solicited and obtained from Mr. Mark Nottley of Rehmann-Robson to assist the City Staff in

developing a personnel policy handbook, cost for the consulting work not to exceed \$4,300; and

**WHEREAS**, it is anticipated that the total cost for the development of a personnel policy handbook will exceed \$5,000 when printing costs are added; and

**WHEREAS**, Section 2-402 of the City's purchasing policy requires competitive sealed bids for purchases that exceed \$5,000 and quotes for purchases that fall between \$2,500 and \$4,999, excepting deviations under the following conditions:

Sec. 2-402. General purchasing policy.

(a) It is the intent of this policy to provide for competitive pricing involved in all purchases and contracts, except as specifically provided for in this division. The purchasing agent shall prepare rules concerning purchasing for the city.

(1) *Transactions less than five thousand (\$5,000.00) dollars.* The purchasing agent, subject to budgetary appropriations, is authorized to make purchases of materials and equipment and contract for labor or materials in an amount not to exceed five thousand dollars (\$5,000.00), without further approval of the city council.

Except for those situations requiring the need for sealed bids, the purchasing agent, shall consider all circumstances surrounding the purchase to be made or the service to be provided. If it is in the best interest of the city, the purchasing agent shall deal with sources within the city.

a. *Quotations.* The purchasing agent shall secure or cause to be secured quotations from no less than two (2) sources in all transactions involving expenditures of two thousand five hundred dollars (\$2,500.00) or more and less than five thousand dollars (\$5,000.00). The purchasing agent shall maintain a written record of the quotations received.

b. *Other.* Transactions involving expenditures less than two thousand five hundred dollars (\$2,500.00) may be authorized by the purchasing agent in such manner and from such source as the purchasing agent may determine.

(2) *Transactions of five thousand (\$5,000.00) dollars or more.* The purchasing agent shall secure sealed bids in all transactions involving an expenditure of five thousand dollars (\$5,000.00) or more.

a. Sealed bids shall not be required in the following instances.

1. Where the subject of the purchase or contract is other than a public work or improvement and the product or material to be transacted for is not competitive in nature, provided that in no instance shall such product or material be transacted for without prior council approval.

2. The city council may, at the request of the city manager, authorize the city manager to negotiate a contract for the purchase of any product, material or service with a provider of such product, material or service without regard to the requirements of this section relative to purchases where the city council finds:

i. Due to circumstances beyond the control of the city, the market for such product, material or service is not competitive even though such product, material or service is normally competitive in nature; and

ii. The economic interests of the city are best served by negotiating a contract with a provider of the product, material or service without requesting sealed bids.

3. In the employment of professional services, provided that in no instance shall such professional service be contracted for without prior council approval.

4. If the city elects to use city personnel.

**WHEREAS**, the City Manager recommends a single source contract with Rehmann-Robson's Management Consultant Mr. Mark Nottley to assist the City with the development of a personnel policy, procedures, rule and regulation manual for City Employees, Boards and Commissions, and further, that such work is specialized and professional in nature and the Mr. Nottley is highly qualified and has performed other management consulting work for the City with very favorable results.

**NOW THEREFORE, I move** the City of Swartz Creek approve a contract with Rehmann-Robson's Mr. Mark Nottley, to develop a personnel policy, procedures, rules and regulations handbook, in accordance with the project scope of work as submitted, and bring a final draft back to the City Council for review and approval, and further, appropriate an amount not to exceed \$4,300 to Rehmann-Robson for the project.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 080114-8C**

**ELMS ROAD PROJECT, COUNTY ROAD COMMISSION AGREEMENT**

Motion by Councilmember: \_\_\_\_\_

**WHEREAS**, the City of Swartz Creek is a street authority authorized to receive funding from the Michigan Department of Transportation and the Federal Highway Administration; and

**WHEREAS**, the City has identified the need to repair Elms Road from I-69 overpass to the North City Limits and have applied for and received funding through its urban cooperative street organization, the Genesee County Metropolitan Alliance; and

**WHEREAS**, a 1,300' section of this project is a border road to which half is located in the City and half in Clayton Township, such section under the jurisdiction of the Genesee County Road Commission; and

**WHEREAS**, the Genesee County Road Commission has indicated a desire to participate with repair of the 1,300' foot section in conjunction with the City's project and with the City as the applicant and project manager, under an agreement with specific terms.

**NOW, THEREFORE, BE IT RESOLVED** that the City enter into an agreement with the Genesee County Road Commission for the repair of a 1,300' section of Elms Road, the road being a border between the City and Clayton Township, under the following general terms:

1. Repairs consist of crack repair, Mill, HMA 2" overlay, gravel shoulders& ditching
2. The County may elect not to participate in the cost of milling the road surface

3. The local match portion will be split by the City and the County Road Commission on a 50% approximate basis, notwithstanding the non-participation of the County in the milling costs
4. The County Road Commission shall approve the final design plans
5. The County portion of the match costs shall be billed in 2009.

**BE IT FURTHER RESOLVED** that the City Council direct the City Manager and City Attorney to prepare an agreement and further, direct the Mayor and City Clerk to execute such agreement, provided it substantially corresponds to the terms as set forth in this resolution.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 080114-8D            DDA APPOINTMENT, ECKERDT**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council confirm the Mayor's appointment of Mr. Ernie Eckerdt, 5019 Brady Street, P.O. Box 4, Swartz Creek, 635-8790, term expiring November 30, 2009, to the Swartz Creek DDA Board, to fill the partial remaining term left vacant by Laura Balars. Balars no longer met the requirements of the position as she left residency within the DDA District and the City.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 080128-8E            DDA BUDGET ADJUSTMENTS**

Motion by Councilmember: \_\_\_\_\_

**WHEREAS**, the Swartz Creek Downtown Development Authority has approved an operating budget for the 2008 fiscal year and this budget was subsequently and officially adopted by the Swartz Creek City Council as 'fund 248'; and

**WHEREAS**, the DDA desires to allocate more dollars to the façade improvement program by way of transferring funds from other departments that are expected to show substantial surpluses; and

**WHEREAS**, the DDA has adopted a budget amendment to this extent at their regular meeting on January 10, 2008.

**NOW, THEREFORE, BE IT RESOLVED**, that the Swartz Creek City Council hereby approve and adopt the budget amendment for Fund 248 as follows and attached:

1. Under Department 173.000, Administration, the recommended sum be \$3,700, transferring out \$7500.
2. Under Department 728.000, Economic Development, the recommended sum be \$3000, transferring out \$2500.
3. Under Department 728-003, Façade Program, increase department from \$10,000 to \$20,000 utilizing the above transfers.
4. All other line items to be adjusted accordingly.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 080114-8F**

**ENGINEERING SERVICES, ADOPT QUALIFICATION  
BASED SELECTION PROCESS**

Motion by Councilmember: \_\_\_\_\_

**WHEREAS**, it is the duty of the City of Swartz Creek to provide for the safety of its citizens and, in so doing provide for the safely designed, engineered, and constructed public roads, highways, bridges, drainage systems, and improvements of all kinds to real property; and

**WHEREAS**, it is in the best interest of the city to protect people by demanding and insuring that qualified engineers and land surveyors, also known as design professionals, render services which will assist in making any construction project safer for public use; and

**WHEREAS**, selection based upon the qualifications of the design professional to perform the required services rather than selection merely upon price, even though price may be important, is more likely to produce a better and safer result; and

**WHEREAS**, the City of Swartz Creek desires to comply with federal and state requirements and guidelines with respect to selection of design professionals; and

**WHEREAS**, the City has adopted a process that extends for a period of three (3) years, at the option of the city, thus eliminating the need to engage in additional selection processes on a project by project basis; and

**WHEREAS**, the City selected a qualified firm in June of 2005 and must begin the process anew.

**NOW, THEREFORE, BE IT RESOLVED** that the Swartz Creek City Council approve the attached request for proposals and the notice of publication to be distributed for the purpose of soliciting qualifications for engineering firms.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

**Resolution No. 080114-8G      APPROPRIATION, REPAIR PERKINS BUILDING**

Motion by Councilmember: \_\_\_\_\_

**I Move** the Swartz Creek City Council approve the repair of restroom stalls at the Perkins Building, Senior Center / Library complex, in an amount not to exceed \$2,321 plus 10% contingency, Dover & Company of Flint to be the contractor, in accordance with the attached proposal.

Second by Councilmember: \_\_\_\_\_

Voting For: \_\_\_\_\_

Voting Against: \_\_\_\_\_

***City of Swartz Creek***  
**Regular Council Meeting Minutes**  
*Of the Meeting Held*  
**Monday January 14, 2008 7:00 P.M.**

**CITY OF SWARTZ CREEK**  
**SWARTZ CREEK, MICHIGAN**  
**MINUTES OF THE COUNCIL MEETING**  
**DATE 01/14/2008**

The meeting was called to order at 7:00 p.m. by Mayor Abrams in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Mayor Abrams announced that this meeting was a joint meeting between the Council of the City of Swartz Creek and Clayton Twp Board. As a result, the meeting is opened officially with both bodies.

Supervisor Shumaker of Clayton Twp also called the meeting to order.

Invocation and Pledge of Allegiance to the Flag.

Councilmembers Present: Mayor Abrams, Adams, Mayor Pro-Tem Christie, Hicks, Hurt, Porath, Shumaker.

Board Members Present: Childers, Lurvey, Meier, Perkins, Sayer, Shumaker

Councilmembers Absent: None.

Board Members Absent: Huffman.

Staff Present: City Manager Bueche, City Attorney Michael Gilner, Finance Director Mary Jo Clark, Police Chief Rick Clolinger, Tom Svrcek, Asst City Manager Adam Zettel

Others Present: Jamie Adams, Karen Merriam, Anthony Davis, Becky Klein, Jarrad Brooks, Eric Merriam, Boots Abrams, Mark Millerwise, Ron Schultz, Tommy Butler, Robyn Rosenthal, Bob Plumb, Dave Plumb, Brendt Cole, Brent Cole, Steve Tabit, Rich Tesner, Penny Messer, Mike Messer, Roger Meier, Norvel Johnson, Beth Perkins, Larry Perkins, Brian Scott, Sally Lurvey, Greg Harder, Jack King.

**APPROVAL OF AGENDA**

**Resolution No. 080114-01**

**(Carried )**

Motion by Councilmember Porath

Second by Councilmember Shumaker

**I Move** the Swartz Creek City Council approve the Agenda as presented for the Regular Council Meeting of January 14, 2008 to be circulated and placed on file.

YES: Adams, Christie, Hicks, Hurt, Porath, Shumaker, Abrams

NO: None. Motion declared carried.

Mr. Shumaker asked that the Board would approve the Clayton Twp agenda which states that this is a workshop/meeting for the presentation of the Fire Department consultation.

Motion by Trustee Sayer

Second by Trustee Childers

YES: Lurvey, Meier, Perkins, Sayer, Shumaker, Childers.

NO: None. Motion declared carried.

### **Fire Department Evaluation Report**

**(Presentation)**

Mark Notley, of Rehmann Robson made a brief presentation about the Fire Department Evaluation.

Discussion Took Place.

Trustee Meier made a motion to accept and adopt Resolution No. 080114-01 (Clayton Twp Resolution No.) Fire Department Evaluation. Second by Trustee Childers.

YES: Meier, Perkins, Sayer, Shumaker, Childers, Lurvey.

NO: None. Motion declared carried.

### **Fire Department Evaluation**

**Resolution No. 080114-02**

**(Carried)**

Motion by Mayor Pro-Tem Christie

Second by Councilmember Hurt

**WHEREAS**, The Township of Clayton and the City of Swartz Creek provide fire protection services under a cooperative agreement that expires in April 2008; and

**WHEREAS**, the agreement creates a Fire Board that is charged with the responsibility of overseeing the operation of the Fire Department through the Fire Chief; and

**WHEREAS**, the Township and the City desire to set goals to improve the efficiency of the Fire Department, establish a capital purchase program, identify priorities and improve the administrative process; and



**WHEREAS**, the Township and the City employed a consultant for recommendations to achieve these goals, a final report having been completed and distributed in December 2007; and

**WHEREAS**; the Township Board and the City Council have reviewed the findings of the consultant and discussed the recommendations at an open meeting and concur on the direction as set forth in the findings.

**NOW, THEREFORE, BE IT RESOLVED** that the Clayton Township Board and the City of Swartz Creek Council hereby accept and endorse the findings and recommendations as set forth in the evaluation, and further, recognize the evaluation as a base document of goals and objectives for future agreements and contracts between the Township and the City.

**BE IT FURTHER RESOLVED**, that the Township direct the Supervisor, and the City direct the City Manager to begin the process of identifying issues, goals and objectives for a new agreement between the Township and the City, using the Fire Evaluation as a base document, and further, upon the creation of a rough document, that each municipality will appoint one more representative to a committee that will prepare a final agreement to be brought before each municipality for final review and approval.

YES: Christie, Hicks, Hurt, Porath, Shumaker, Abrams, Adams.

NO: None. Motion declared carried.

Motion by Trustee Sayer to adjourn the meeting for the Clayton Twp. Board. Second by Trustee Childers.

Brief recess at 7:40 pm.

Meeting called back to order at 7:50pm.

## **APPROVAL OF MINUTES**

**Resolution No. 080114-03**

**(Carried)**

Motion by Councilmember Shumaker  
Second by Mayor Pro-Tem Christie

**I Move** the Swartz Creek City Council hereby approve the Minutes of the Regular Council Meeting held December 17, 2007, to be circulated and placed on file.

YES: Hicks, Hurt, Porath, Shumaker, Abrams, Adams, Christie.

NO: None. Motion Declared Carried.

## **REPORTS AND COMMUNICATIONS:**

### **City Manager's Report**

**Resolution No. 080114-04**

**(Carried)**

Motion by Councilmember Hicks  
Second by Councilmember Hurt

**I Move** the Swartz Creek City Council approve the City Manager's Report of January 14, 2008, to be circulated and placed on file.

YES: Hurt, Porath, Shumaker, Abrams, Adams, Christie, Hicks.  
NO: None. Motion declared carried.

All other reports and communications were accepted and placed on file.

**MEETING OPENED TO THE PUBLIC:**

None.

**COUNCIL BUSINESS:**

**Final Site Plan Approval, Kroger Addition**

**Resolution No. 080114-05**

**(Carried)**

Motion by Councilmember Adams  
Second by Councilmember Hurt

**I Move** the City of Swartz Creek concur with the recommendation of the Swartz Creek Planning Commission and approve the final revised site plan dated January 9, 2008, for The Kroger Company of Novi Michigan, Parcel ID No: 58-36-576-012, Parcel Address 7084 Miller Road, subject to the following conditions:

1. Applicant shall use lighting that matches the existing lighting on the west elevation of the building.

Discussion ensued.

YES: Porath, Shumaker, Abrams, Adams, Christie, Hicks, Hurt.  
NO: None. Motion Declared Carried.

**Appropriation, M.M.L. Annual Membership Dues**

**Resolution No. 080114-06**

**(Carried)**

Motion by Councilmember Hurt  
Second by Councilmember Shumaker

**I Move** the City of Swartz Creek appropriate an amount not to exceed \$3,070 to the Michigan Municipal League, payment of the City's 2008 annual membership, funds to be apportioned at the discretion of the City's Finance Director.

YES: Shumaker, Abrams , Adams, Christie, Hicks, Hurt, Porath  
NO: None. Motion Declared Carried.

**Canadian National Railway Donation, Police Canine Unit**

**Resolution No. 080114-07**

**(Carried)**

Motion by Councilmember Porath  
Second by Councilmember Hurt

**I Move** the City of Swartz Creek accept the generous donation of \$1,000 to the Police Department Canine Unit and further, direct the Chief of Police to draft a letter of thanks and appreciation on behalf of the City.

Discussion took place.

YES: Abrams, Adams, Christie, Hicks, Hurt, Porath, Shumaker.  
NO: None. Motion Declared Carried.

**Appropriation, Purchase Accounting Software**

**Resolution No. 080114-08**

**(Carried)**

Motion by Mayor Pro-Tem Christie  
Second by Councilmember Hicks

**WHEREAS**, the City of Swartz Creek relies on electronic technology for the tracking of its business transactions including, but not limited to; general ledger, accounts payable, accounts receivable, cash receipts, tax collection, payroll, parcel assessments, parcel ownership and utility billings; and

**WHEREAS**, the City currently uses several types of software for its accounting transactions which is inefficient and subject to errors; and

**WHEREAS**, the City's staff has studied the accounting practices several years and determined that a single software vendor would reduce labor costs and error potential by presenting an environment wherein different financial divisions could communicate to a single general ledger system; and

**WHEREAS**, the City has changed to BS&A Software for some of its software programs needed to communicate with Genesee County Agencies, being Tax and Assessing modules for the County's Equalization Department, resulting in seamless data communication and transfer; and

**WHEREAS**, the City Staff has determined through use experience, interviews with full package users, classes and demonstrations that the BS&A full version package is well suited for municipalities such as the City of Swartz Creek and a large number of Cities

and Townships in the state currently use the package with excellent results and reviews, and further, recommends the purchase of the full version package; and

**WHEREAS**, Section 2-402 (a),(2),a,2, of the City's Purchasing policy requires competitive sealed bids for purchases that exceed \$5,000, excepting deviations under the following conditions:

*"The city council may, at the request of the city manager, authorize the city manager to negotiate a contract for the purchase of any product, material or service with a provider of such product, material or service without regard to the requirements of this section relative to purchases where the city council finds:*

- i. Due to circumstances beyond the control of the city, the market for such product, material or service is not competitive even though such product, material or service is normally competitive in nature; and*
- ii. The economic interests of the city are best served by negotiating a contract with a provider of the product, material or service without requesting sealed bids.*

**WHEREAS**, the City Manager recommends a single source contract with BS&A for the purchase of the full version of accounting software as this is a specialty software with few vendors and a true competitive bid would be difficult, and further, the economic interests of the City would best be served by the purchase of BS&A package, minus the modules the City already owns.

**NOW THEREFORE, I move** the City of Swartz Creek approve the purchase of BS&A Municipal accounting software package, in an amount not to exceed \$45,230, in accordance with the attached contract, and direct the City Manager to begin the transition process to be effective with the 2008-2009 Fiscal Year, and further, direct the Finance Director to make the necessary budget adjustments and fund apportionment with approximately half the cost to be appropriated in the current fiscal year and the other half payable in the 2008-2009 fiscal year.

Discussion took place.

YES: Adams, Christie, Hicks, Hurt, Porath, Shumaker, Abrams.

NO: None. Motion Declared Carried.

### **Appropriation & Bid Ward, Purchase Pickup Trucks**

**Resolution No. 080114-09**

**(Carried)**

Motion by Councilmember Shumaker

Second by Councilmember Hurt

**WHEREAS**, the City of Swartz Creek's Purchasing Ordinance encourages the use of cooperative extended purchasing programs, and;

**WHEREAS**, the City of Swartz Creek desires to purchase two 2008 Chevrolet Silverado 4x4 HD2500 Pickup Trucks and by virtue of the size of the City, we cannot purchase such vehicles in a sufficient quantity to allow for a maximum discounted price, and;

**WHEREAS**, the County of Oakland has an extended cooperative purchasing program that is open for use by any governmental agency and has let for bid the specified vehicle under their purchasing contract number 1908 expiring September 30, 2008, said bid awarded to Buff Whelan Chevrolet Inc, 40445 Van Dyke Road, Sterling Heights, Michigan, base price of \$22,576, and;

**WHEREAS**, with option selections and delivery, the total cost of each vehicle is \$21,760 for a total of \$43,520.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Swartz Creek recognize Oakland County's Extended Cooperative Purchasing Program and accept the bid award to Buff Whelan Chevrolet Inc, 40445 Van Dyke Road, Sterling Heights, Michigan and appropriate an amount not to exceed \$43,520 for the purchase of two 2008 Chevrolet Silverado 4x4 HD2500 Pickup Trucks, funds to be appropriated from 661 Motor Pool.

Discussion Ensued.

YES: Christie, Hicks, Hurt, Porath, Shumaker, Abrams, Adams.  
NO: None. Motion Declared Carried.

### **DDA Deficit Elimination Plan**

Short presentation by Assistant City Manager Zettel.

**Resolution No. 080114-10**

**(Carried)**

Motion by Councilmember Hicks  
Second by Councilmember Hurt

**WHEREAS**, the Swartz Creek Downtown Development Authority and the DDA Board was established to revitalize the downtown and provide for financing under the authority of Act 197 of 1975, as amended; and

**WHEREAS**, under that authority the Board has the ability to authorize the levy and collection of taxes and to authorize the issuance of bonds and other evidences of indebtedness; and

**WHEREAS**, the Board was granted a loan from the City of Swartz Creek in an amount not to exceed \$65,000 for start up costs till such time as tax revenues allow for reasonable payback; and

**WHEREAS**, tax revenues are currently insufficient to pay back the loan and the expenditure of a portion of such funds resulted in a deficit of \$27,457 for fiscal year 2007 within the DDA; and

**WHEREAS**, the State of Michigan Treasury Department, Municipal Audit Division, requires such deficits to be accounted for with a long-term strategy known as a 'deficit elimination plan'.

**NOW THEREFORE BE IT RESOLVED**, that the City of Swartz Creek City Council approves the attached letter to the Michigan State Treasury Department in which a deficit elimination plan is proposed.

YES: Hicks, Hurt, Porath, Shumaker, Abrams, Adams, Christie.

NO: None. Motion Declared Carried.

#### **MEETING OPENED TO THE PUBLIC:**

Boots Abrams spoke about the workshop for the Fire Department. She stated that the Fire Board is excited about it.

Tommy Butler, 40 Somerset, commented about the assessor not having identification when he/she goes around to the homes. City Manager Bueche stated that the assessor has an ID card.

#### **REMARKS BY COUNCILMEMBERS:**

Councilmember Adams talked about the Fire Evaluation Report. He questioned whether the by-laws included in the packet would be put on hold until there was clearer direction on the study and things that were going to be implemented. Mr. Adams spoke about the personal information that was included in the monthly fire report. He stated that he would prefer that the City Council not receive reports with personal information included. City Manager Bueche stated that that information could be edited out before the Council receives it. Mr. Adams said that the Fire Evaluation was impressive and comprehensive.

Councilmember Shumaker questioned the status of the liquor license for the party store at Miller & Elms. Chief Clolinger stated that it is in escrow at this time. Mr. Shumaker wanted to know about the V-plow for the trucks to plow the cul-de-sacs.

Mayor Pro-Tem Christie stated that Councilmember Adams was "right on" with his points for the fire evaluation. Mr. Christie talked about Luea Pharmacy. He stated that he was concerned with the "hodge podge" look of the bricks. City Manager Bueche stated that there is not a lot that can be done. Asst. City Manager Zettel stated that there was not enough structural change that it will be detrimental to downtown.

Mayor Pro-Tem Christie announced that former Councilmember Mary Niles passed away. Visitation will be Wednesday and Thursday of this week. The funeral being on Friday at Sharp's funeral home.

Mayor Abrams talked about Mary Niles who was a Councilmember and Mayor Pro-Tem at one time. Mr. Abrams wanted to extend his condolences to the family.

City Manager Bueche talked about the passwords for the E-mail accounts. He stated that they have been changed and provided directions for logging on with a new password.

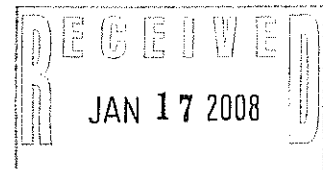
**ADJOURNMENT:**

There being no objection, Mayor Abrams declared the meeting adjourned at 8:40 p.m.

Richard B Abrams, Mayor

Mary Jo Clark, Finance Director

DATE: JANUARY 21, 2008  
TIME: 7:00 PM  
LOCATION: STATION 2  
SUBJECT: SWARTZ CREEK AREA FIREBOARD AGENDA



- I. CALL TO ORDER
  - A. PLEDGE OF ALLEGIANCE
  - B. ROLL CALL
  - C. ADDITIONS/CHANGES/DELETIONS AND AGENDA APPROVAL:
  - D. SPECIAL PRESENTATIONS/ANNOUNCEMENTS:
    - 1. Swartz Creek Woman's Club presentation
  
- II. APPROVAL OF MINUTES
  - A. DECEMBER 17, 2007 MEETING:
  
- III. CORRESPONDENCE:
  - A. DECEMBER INCIDENT SUMMARY REPORT:
  
- IV. PROFESSIONAL SERVICE REPORTS:
  - A. DECEMBER FINANCIAL REPORT:  
*NOTE: Attached are the line item transfers that were done.*
  - B. DECEMBER BILLS LIST:
  
- V. COMMITTEE REPORTS:
  - A. BY-LAWS COMMITTEE - Chairman Mike Messer, Boots Abrams, Richard Derby, Bill Cavanaugh and Brent Cole:
    - 1. Purchasing Policy status report from Atty. Cavanaugh:
  
  - B. MIOSHA, FIREFIGHTER RIGHT TO KNOW (RTK) COMMITTEE: (Chairman Michael Messer, Richard Derby, Rick Clolinger and Brent Cole)
    - 1. HEALTH AND SAFETY SUBCOMMITTEE: Chairman Michael Messer  
(Members Chief Cole, Assistant Chief Merriam, Captain Tabit, Lieut. Jones & FF VanArsdale)
  
- VI. OLD BUSINESS:
  - A. APPARATUS UPDATE from Battalion Chief Jack King-
    - 1. Monthly apparatus status report attached
  
  - B. FIRE DEPARTMENT AND FIRE CHIEF EVALUATION STATUS:
  
  - C.
  
- VII. NEW BUSINESS:
  - A. NEW MEMBERS FOR PLACEMENT ON PROBATION: none
  - B. MEMBERS ELIGIBLE TO COME OFF PROBATION: none
  - C. MEMBERS RESIGNING/TERMINATING: none
  - D. MEMBERS ELIGIBLE FOR REINSTATEMENT: none



E.

F.

VIII. GENERAL INFORMATION:

A. MUNICIPAL BILLINGS for December.

B. The flower fund balance is currently \$40.00.

C. Corrected copy of the 2008 Fireboard meeting schedule

E. Memo dated December 17, 2007 from Emergency Management RE: siren testing schedule for 2008

F. Revised SOG 414 & SOG 426 (1 copy indicating corrections, another copy without.

G.

H.

I.

J.

K.

L.

IX. OPEN TO THE PUBLIC:

X. COMMENTS OF FIRE DEPARTMENT PERSONNEL (THROUGH THE CHIEF AND/OR HIS DESIGNATE:

XI. CHAIN OF COMMAND APPEAL TO THE FIREBOARD:

XII. COMMENTS FROM FIREBOARD MEMBERS:

XIII. MEETING ADJOURNMENT:

# REGULAR MEETING

DECEMBER 17, 2007

## SWARTZ CREEK AREA FIRE DEPARTMENT

The regular scheduled meeting of the Swartz Creek Area Fire Board was held at Station #1, December 17, 2007. Chairman, Jason Christie, called the meeting to order at 7:00p.m.

### I. CALL TO ORDER:

- A. PLEDGE OF ALLEGIANCE
- B. ROLL CALL

### Board Members Present:

- Chairman, Jason Christie
- Vice Chairman, Mike Messer
- Secretary/Treasurer, Boots Abrams
- Clayton Representative, Richard Derby
- Clayton Representative, Rod Shumaker
- Clayton Representative, Norvel Johnson
- City Representative, Rick Clolinger

### Board Members Absent None

### Staff Present:

- Fire Chief, Brent Cole
- Asst. Chief, Eric Merriam
- Acct./Clerical, Kim Borse
- Attorney, Bill Cavanaugh *arrived at 6:22pm*

### Staff Absent:

### Others Present:

- Jack King, Batt. Chief
- Bob Plumb, Firefighter
- Richard Abrams, City of Swartz Creek
- Ruth Derby, Clayton Twp
- Bethany Derby, Clayton Twp
- Rebekah Derby, Clayton Twp
- Seth Derby, Clayton Twp

### C. AGENDA: ADDITIONS/CHANGES/DELETIONS/APPROVAL:

- **Resolution 121707-01**  
Motion by Norvel Johnson  
Second by Mike Messer

The SCAFD Board does hereby approve the addition of VIII. F. to the agenda and approve the agenda as amended

YES: Abrams, Clolinger, Derby, Johnson, Messer, Shumaker, Christie

NO: None Motion declared carried

D. SPECIAL PRESENTATIONS: B. Abrams reported the United Methodist Women's Club raised enough money at the chili dinner to buy the CPR Mannequins for the firefighters association.

### II. APPROVAL OF MINUTES

#### A. NOVEMBER 19, 2007 BOARD MEETING

- **Resolution 121707-02**  
Motion by Mike Messer  
Second by Norvel Johnson

The SCAFD Board does hereby approve the minutes of the November 19, 2007 board meeting, as presented.

YES: Abrams, Clolinger, Derby, Johnson, Messer, Shumaker, Christie

NO: None Motion declared carried

### III. CORRESPONDENCE:

#### A. NOVEMBER INCIDENT SUMMARY REPORT:

- **Resolution 121707-03**  
Motion by Rick Derby  
Second by Mike Messer

The SCAFD Board does hereby accept the November 2007 Incident Summary, as presented

YES: Abrams, Clolinger, Derby, Johnson, Messer, Shumaker, Christie

NO: None Motion declared carried

### IV. PROFESSIONAL SERVICE REPORTS:

#### A. NOVEMBER FINANCIAL STATEMENT:

- **Resolution 121707-04**  
Motion by Norvel Johnson  
Second by Boots Abrams

**SWARTZ CREEK AREA FIRE DEPARTMENT BOARD MEETING**

**DECEMBER 17, 2007**

The SCAFD Board does hereby approve the November 2007 financial statement, as presented

YES: Abrams, Clolinger, Derby, Johnson, Messer, Shumaker, Christie

NO: None Motion declared carried

**B. NOVEMBER BILLS LIST:**

• **Resolution 121707-05**

Motion by Norvel Johnson

Second by Rick Derby

The SCAFD Board does hereby approve the November 2007 bills list, as presented.

YES: Abrams, Clolinger, Derby, Johnson, Messer, Shumaker, Christie

NO: None Motion declared carried

**V. COMMITTEE REPORTS:**

**A. BY-LAWS COMMITTEE MEETING:**

1. SEMI ANNUAL WORKSHOP:

2. REQUIREMENTS FOR MEMBERSHIP, SECTION L, VOLUNTARY RESIGNATION STATUS:

• **Resolution 121707-06**

Motion by Boots Abrams

Second by Norvel Johnson

The SCAFD Board does hereby accept the By-laws as presented.

YES: Abrams, Clolinger, Derby, Johnson, Messer, Shumaker, Christie

NO: None Motion declared carried

3. PURCHASING POLICY: Atty Cavanaugh is in the process of obtaining copies of statutes regarding the Twp's purchasing policy

**B. MIOSHA, RIGHT TO KNOW COMMITTEE: NONE**

1. HEALTH & SAFETY SUBCOMMITTEE: NONE

**VI. OLD BUSINESS**

**A. APPARATUS UPDATE:**

1. Monthly report from Batt. Chief King

**B. FIRE DEPARTMENT EVALUATION STATUS: draft has been received by City Manager Bueche**

**VII. NEW BUSINESS**

**A. MEMBER TO BE PLACED ON PROBATION: None**

**B. MEMBER TO COME OFF PROBATION: None**

**C. MEMBERS RESIGNING/TERMINATING: None**

**D. MEMBERS ELIGIBLE FOR REINSTATEMENT: None**

**E. APPROVAL OF 2008 FIREBOARD MEETING SCHEDULE:**

• **Resolution 121707-07**

Chairman Christie requested a change to December's meeting start time to 6:00pm

Motion by Rod Shumaker

Second by Rick Derby

The SCAFD Board does hereby approve the 2008 Fireboard meeting schedule, as amended.

YES: Abrams, Clolinger, Derby, Johnson, Messer, Shumaker, Christie

NO: None Motion declared carried

**VIII. GENERAL INFORMATION**

**A. MUNICIPAL BILLINGS**

**B. FLOWER FUND IS CURRENTLY \$40.00**

**C. SCN ARTICLE: 11/25/2007**

**D. HALT FIRE LETTER**

**E. FEMA GRANT DENIAL**

**IX. OPEN TO THE PUBLIC: NONE**

**X. COMMENTS OF FIRE DEPARTMENT PERSONNEL, THROUGH THE CHIEF: NONE**

**XI. CHAIN OF COMMAND APPEAL TO THE FIRE BOARD: NONE**

**XII. COMMENTS OF THE FIREBOARD:**

Johnson: Merry Christmas, Happy New Year, and a prosperous 2008

Abrams: Thanks to all that helped with the chili dinner for the CPR mannequins-Norvel cooked all day, Mike helped out.

Merry Christmas, Happy New Year

Messer: Merry Christmas, Happy New Year

Sorry missed the parade-ill

Clolinger: Have a safe holiday

Derby: Appreciation to all that helped with the parade-good parade

Shumaker: Merry Christmas, Happy New Year

Christie: Thanks to all that brought the goodies

Sorry missed the parade-out of town

**XIII. ADJOURNMENT OF MEETING:**

Meeting adjourned at 6:36 p.m.

The next regular meeting will be 01/21/2008 at Station 2 at 7:00 pm

*JASON CHRISTIE  
CHAIRMAN  
SWARTZ CREEK AREA FIRE BOARD*

*KIM BORSE  
ACCOUNTING/CLERICAL SPECIALIST  
SWARTZ CREEK AREA FIRE DEPT.*

SWARTZ CREEK AREA FIRE DEPT, SWARTZ CREEK MICHIGAN 48473

Incident Log for 12/01/2007 through 12/31/2007

Printed: 01/14/2008

Inc. No. - Exp. Location	Date	Disp. Time	Sta. Incident Type	Owner Name	No. Resp Prop. Loss	Disp. to Enrte. Min.	Resp. Min. Cont. Loss	Total Hr:Min:Sec
0000215-000 12145 W baldwin RD	12/01/2007	06:23	12 111 AMA to Gaines Twp, structure		23 \$ 0	0.00	19.00 \$ 0	4:52:00
0000216-000 In front of 8059 Ingalls ST Douglas Ford	12/01/2007	13:44	1 600 Cable Wire, removed hazard		9 \$ 0	0.00	4.00 \$ 0	0:26:00
							KING, JACK L - BATT CHIEF	
0000217-000 11052 W Pierson RD	12/03/2007	08:01	12 611 AMA to Flushing, cancelled		9 \$ 0	0.00	8.00 \$ 0	0:14:00
0000218-000 7084 Miller RD	12/05/2007	17:01	1 411 Gasoline or other flammable liquid	MRS Lynn Robere (Manager)	14 \$ 0	0.00	10.00 \$ 0	0:40:00
							KING, JACK L - BATT CHIEF	
0000219-000 4447 Springbrook DR MS Leora Szuch	12/09/2007	00:42	1 251 Small lamp burn, no fire	MS Leora Szuch	18 \$ 0	0.00	11.00 \$ 0	0:32:00
							KING, JACK L - BATT CHIEF	
0000220-000 7040 Aldredge DR MR Timothy Mitts	12/09/2007	08:35	2 111 Structure, used gas to start		24 \$ 500	0.00	11.00 \$ 200	0:40:00
							KING, JACK L - BATT CHIEF	
0000221-000 510 N Walnut ST	12/17/2007	23:17	12 111 Structure; AMA to Flushing		16 \$ 0	0.00	16.00 \$ 0	0:33:00
0000222-000 9314 Sue CT	12/20/2007	09:34	12 652 AMA to Gaines; smoke scare		13 \$ 0	0.00	10.00 \$ 0	0:28:00
							KING, JACK L - BATT CHIEF	
0000223-000 11231 Corunna RD MRS Rebecca Pirie	12/21/2007	10:39	2 142 Brush, or brush-and-grass mixture	MRS Rebecca Pirie	14 \$ 0	0.00	10.00 \$ 0	1:36:00
							KING, JACK L - BATT CHIEF	
0000224-000 6196 W Carpenter RD	12/23/2007	19:00	12 111 MA to Mt Morris Twp		21 \$ 0	0.00	20.00 \$ 0	1:25:00
							TABIT, STEPHEN D - CAPTAIN/EM	
0000225-000 8348 Beecher RD MRS Cynthia Anderson	12/25/2007	12:31	2 651 Smoke scare, thought chimney fire		20 \$ 0	0.00	12.00 \$ 0	0:29:00
							TREIGER, MICHAEL P - LIEUTENANT	
0000226-000 2016 Deland RD	12/25/2007	22:16	12 611 AMA to Flushing, cancelled		25 \$ 0	0.00	6.00 \$ 0	0:14:00
0000227-000 520 Ashwood DR	12/26/2007	18:46	12 611 AMA to Flushing, cancelled		13 \$ 0	0.00	0.00 \$ 0	0:22:00

4

Incident Log for 12/01/2007 through 12/31/2007

Inc. No. - Exp. Location	Date	Disp. Time	Sta.	Incident Type	No. Resp Prop. Loss	Disp. to Enrte. Min.	Resp. Min. Cont. Loss	Total Hr:Min:Sec	
Involved Name				Owner Name		Officer in Charge			
0000228-000	12/30/2007	10:58	12 111	AMA to Flushing	19	0.00	12.00	2:33:00	
552 N McKinley RD					\$ 0		\$ 0		
MR Vern Martin				MR Vern Martin		MERRIAM, ERIC M - ASSISTANT			
Incidents by Shift Including Exposures									
	No. Resp.	Total Hr:Min	Prop. Loss	Cont. Loss	0	1	2	3	4
Totals:	238	15:04:00	\$ 500	\$ 200	0	6	6	2	0

The total number of incidents, including exposure fires is 14.

The number of exposure fires is 0.

SWARTZ CREEK AREA FIRE DEPARTMENT  
Income/Expense Report  
For the Twelve Months Ending December 31, 2007

	Description	Current Mth	Y-T-D	Budget	Remain.Budget	% Budget
<b>Revenues</b>						
3582	OPERATING CONTRIBU	10,298.14	258,087.06	244,513.00	(13,574.06)	(1.06)
3583	EQUIPMENT CONTRIBU	0.00	37,659.00	37,659.00	0.00	(1.00)
3628	MISC. INCOME (SUNDR	0.00	32.00	0.00	(32.00)	0.00
3664	INVESTMENT INCOME	11.93	1,230.13	300.00	(930.13)	(4.10)
3673	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
	<b>Total Revenues</b>	<b>10,310.07</b>	<b>297,008.19</b>	<b>282,472.00</b>	<b>(14,536.19)</b>	<b>(1.05)</b>
<b>Expenses</b>						
4703	SOCIAL SECURITY	1,472.11	13,397.42	13,397.42	0.00	1.00
4704	STAFF SALARIES	4,512.24	40,760.95	40,982.61	221.66	0.99
4705	MAIN/TRAIN-SALARIES	2,040.46	14,116.41	14,116.41	0.00	1.00
4706	OFFICER SALARIES	2,420.00	14,520.00	14,520.00	0.00	1.00
4707	FIREFIGHTERS SALARY	10,298.15	83,748.56	70,000.00	(13,748.56)	1.20
4708	DEFERRED COMPENSA	404.75	3,119.00	3,450.00	331.00	0.90
4709	MEDICAL-FIREFIGHTER	0.00	4,464.75	6,650.00	2,185.25	0.67
4727	OFFICE SUPPLIES	1,095.89	2,832.15	2,900.00	67.85	0.98
4728	BUILDING SUPPLIES	225.05	687.59	900.00	212.41	0.76
4740	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
4741	EQUIPMENT SUPPLIES	2,181.75	8,738.62	9,500.00	761.38	0.92
4801	CONTRACT SERVICES	1,995.00	7,032.70	7,900.00	867.30	0.89
4820	80th Anniversary	0.00	0.00	0.00	0.00	0.00
4850	COMMUNICATIONS	558.92	3,601.78	4,250.00	648.22	0.85
4910	INSURANCE	0.00	27,025.00	27,054.78	29.78	1.00
4920	UTILITIES	2,287.74	14,645.22	14,645.22	0.00	1.00
4960	EDUCATION & TRAININ	408.26	6,459.23	10,600.00	4,140.77	0.61
4970	OFFICE EQUIPMENT	0.00	(14.26)	239.00	253.26	(0.06)
4976	FIRE EQUIPMENT	11,012.08	17,408.16	17,850.00	441.84	0.98
4978	FIRE EQUIP.-MAINT/REP	1,761.96	20,897.65	20,897.65	0.00	1.00
4979	FIRE EQUIPMENT-UPGR	0.00	946.56	946.56	0.00	1.00
4981	APPARATUS	0.00	0.00	0.00	0.00	0.00
4982	Loose Equip. New Apparatu	0.00	0.00	0.00	0.00	0.00
4983	Misc. Upgrades	0.00	0.00	0.00	0.00	0.00
4984	COMPUTER EQUIPMEN	179.96	859.90	900.00	40.10	0.96
4988	COMPUTER SOFTWARE/	133.99	574.76	770.00	195.24	0.75
4999	RESERVE	0.00	0.00	2.35	2.35	0.00
	<b>Total Expenses</b>	<b>42,988.31</b>	<b>285,822.15</b>	<b>282,472.00</b>	<b>(3,350.15)</b>	<b>1.01</b>
	Net Income/<Loss>	(32,678.24)	11,186.04	0.00		
3400	FUND BALANCE-Beginni	0.00	0.01	0.00		
	Fund Balance-End of Year	(32,678.24)	11,186.05	0.00		

SWARTZ CREEK AREA FIRE DEPARTMENT

Line Item Transfers

December 31, 2007

	Description	Y-T-D	Budget	Remain.Bud get	
Expenses					
4703	SOCIAL SECURITY	13,397.42	11,543.00	(1,854.42)	1854.42 from 4704
4704	STAFF SALARIES	40,760.95	44,000.00	3,239.05	(1854.42) to 4703 (216.41) to 4705 (946.56) to 4979
4705	MAIN/TRAIN-SALARIES	14,116.41	13,900.00	(216.41)	216.41 from 4704
4706	OFFICER SALARIES	14,520.00	14,520.00	0.00	
4707	FIREFIGHTERS SALARY	83,748.56	70,000.00	(13,748.56)	
4708	DEFERRED COMPENSATION	3,119.00	3,450.00	331.00	
4709	MEDICAL-FIREFIGHTERS	4,464.75	6,650.00	2,185.25	
4727	OFFICE SUPPLIES	2,832.15	2,900.00	67.85	
4728	BUILDING SUPPLIES	687.59	900.00	212.41	
4740	OPERATING SUPPLIES	0.00	0.00	0.00	
4741	EQUIPMENT SUPPLIES	8,738.62	9,500.00	761.38	
4801	CONTRACT SERVICES	7,032.70	7,900.00	867.30	
4820	80th Anniversary	0.00	0.00	0.00	
4850	COMMUNICATIONS	3,601.78	4,250.00	648.22	
4910	INSURANCE	27,025.00	27,700.00	675.00	(645.22) to 4920
4920	UTILITIES	14,645.22	14,000.00	(645.22)	645.22 from 4910
4960	EDUCATION & TRAINING	6,459.23	10,600.00	4,140.77	
4970	OFFICE EQUIPMENT	(14.26)	239.00	253.26	
4976	FIRE EQUIPMENT	17,408.16	17,850.00	441.84	
4978	FIRE EQUIP.-MAINT/REPAIR	20,897.65	17,900.00	(2,997.65)	2997.65 from 4999
4979	FIRE EQUIPMENT-UPGRADES	946.56	0.00	(946.56)	946.56 from 4704
4981	APPARATUS	0.00	0.00	0.00	
4982	Loose Equip. New Apparatus	0.00	0.00	0.00	
4983	Misc. Upgrades	0.00	0.00	0.00	
4984	COMPUTER EQUIPMENT	859.90	900.00	40.10	
4988	COMPUTER SOFTWARE/UPGRADES	574.76	770.00	195.24	
4999	RESERVE	0.00	3,000.00	3,000.00	(2997.65) to 4978
TOTAL		285,822.15	282,472.00		



**SWARTZ CREEK AREA FIRE DEPARTMENT  
BILLS PAID LIST**

					31-Dec-07
DATE:	CHECKS	PAYEE:	AMT	ACCT	TRANSACTION DESCRIPTION
12/3/2007	14520	AIR SOURCE ONE	\$912.58	4978	M/A AIR QUALITY
12/3/2007	14521	CLAYTON TWP	\$28.06	4920	SEWER STA 2 10/07
12/3/2007	14522	SCAFA	\$429.00	22024	ASSOC DUES
			\$60.00	22025	ASSOC PAGERS
12/3/2007	14523	FRIEND OF THE COURT	\$71.15	22026	FRIEND OF THE COURT
12/3/2007	14524	ICMA	\$408.87	22023	DF COMP EE PORTION
		(INTERNL CITY/COUNTY MGT ASSOC.)	\$205.50	4708	DF COMP ER PORTION
12/3/2007	14525	TRUDY ONORE	\$45.00	4801	CLEAN STA 2
12/3/2007	14526	CAREY ONORE	\$40.00	4801	CLEAN STA 1
12/3/2007	14527	OUR DESIGNS	\$198.00	4741	EQUIP TAGS
			\$18.95	4727	SHIPPING
12/3/2007	14528	PAYROLL	\$6,661.56	1002	PAYROLL-FF
12/3/2007	14529	SOUTHWEST BRAKES	\$32.28	4741	EQUIP SUPPLIES
12/3/2007	14530	VERIZON	\$274.58	4850	PHONE STA 1 & 2
12/10/2007	14531	CONSUMERS ENERGY	\$554.11	4920	GAS/ELEC-STA 2 11/07
12/10/2007	14532	GALLS INC	\$43.96	4741	BARRIER TAPE
			\$8.99	4727	SHIPPING
12/10/2007	14533	GILL ROYS	\$27.51	4741	EQUIP SUPPLIES
			\$6.78	4728	BUILDING KEYS
12/10/2007	14534	MI ASSOC OF FIRE CHIEFS	\$80.00	4960	2008 MEMBERSHIP DUES
12/10/2007	14535	PORATH STUDIOS	\$58.50	4960	PERSONNEL PHOTOS
12/10/2007	14536	PRECISION AUTO	\$185.72	4978	BRAKES 41-27
12/10/2007	14537	SOUTHWEST BRAKES	\$98.66	4978	BATTERIES 41-21
			\$35.40	4741	WIRING
12/10/2007	14538	SUBURBAN AUTO	\$470.66	4741	FILTERS & SUPPLIES
12/10/2007	14539	CHASE BANK	\$2,410.13	22021	11/07 SOC SEC
12/10/2007	14540	STATE OF MICHIGAN	\$338.11	22022	11/07 STATE TAX
12/17/2007	14541	BLUMERICHS	\$80.76	4741	ZO BAXE
			\$7.23	4727	SHIPPING
12/17/2007	14542	ICMA	\$67.41	22025	DF COMP EE PORTION
12/17/2007	14543	PAYROLL	\$978.32	1002	PAYROLL-STAFF
12/17/2007	14544	SCAFA	\$10.00	4850	REIMB FOR CHIEFS PAGERS
12/17/2007	14545	VISA	\$508.06	4741	SUPPLIES, TRICKLE CHARGERS
			\$9.84	4728	WASTE BASKET
			\$37.89	4727	SHIPPING
			\$39.99	4984	COMPUTER MEMORY
12/30/2007	14546	BILL CAVANAUGH	\$1,900.00	4801	2007 ATTY FEES
12/30/2007	14547	CITY OF SWARTZ CREEK	\$823.41	4920	GAS/ELEC-STA 1 11/07
12/30/2007	14548	DOUGLASS SAFETY	\$201.00	4741	LETTERS/NUMBERS FOR GEAR
			\$16.74	4727	SHIPPING
12/30/2007	14549	FIRE ENGINEERING	\$179.55	4960	2008 SUBSCRIPTION 33
12/30/2007	14550	LOWES	\$20.34	4741	SAND



AS OF: January 9, 2008  
 TO: Swartz Creek Area Fireboard  
 RECORDED BY: Fire Chief Brent Cole  
 SUBJECT: Current Apparatus Readiness Status

Unit	Type	Assignment	Status
11	98 Pumper	Station 1	In service.
12	91 Pumper	Station 2	In service.
	<p><b>Dec. 21:</b> BC King indicated the drafting primer was not working. A call was placed to Front Line to determine the possibilities of repair. An analysis of the situation lead to lubricating the primer switch causing it to work properly again.</p>		
16	91 Squad	Station 1	In service.
17	79 Grass Rig	Station 1	In service.
21	99 Pumper	Station 2	In service.
	<p><b>Dec. 27:</b> BC King contacted Randy, Halt Fire, to inform them of a potential leak in the steering box that was installed. We were informed they would stop by to check the situation after the holidays.</p> <p><b>Jan. 3:</b> Halt Fire inspected leak at station 2. Seal on one connection replaced.</p>		
23	92 Tanker	Station 2	In service.
26	93 Squad	Station 2	In service.
27	79 Grass Rig	Station 2	In service.

SWARTZ CREEK AREA FIRE DEPARTMENT  
 18 CIVIC DRIVE  
 SWARTZ CREEK, MI 48473

**INVOICE**

Invoice Number: 2008-04  
 Invoice Date: Jan 14, 2008  
 Page: 1  
 Duplicate

Phone: 810/635-2300  
 Fax: 810/635-7461

To: CITY OF SWARTZ CREEK  
 93 CIVIC DRIVE  
 SWARTZ CREEK, MI 48473

Ship to:

Customer ID	Customer PO	Payment Terms
CITY01		Due at end of Month
Sales Rep ID	Shipping Method	Ship Date
	Courier	1/31/08

Quantity	Item	Description	Unit Price	Amount
100.50	FIRE02	FIRE SERVICE 12/2007	12.43	2,244.06

Subtotal	2,244.06
Sales Tax	
Total Invoice Amount	2,244.06
Payment/Credit Applied	
<b>TOTAL</b>	<b>2,244.06</b>

Check/Credit Memo No:

2244.06

SWARTZ CREEK AREA FIRE DEPARTMENT  
 8100 B CIVIC DRIVE  
 SWARTZ CREEK, MI 48473

**INVOICE**

Invoice Number: 2008-05  
 Invoice Date: Jan 14, 2008  
 Page: 1  
 Duplicate

Phone: 810/635-2300  
 Fax: 810/635-7461

To: CLAYTON TOWNSHIP  
 2011 MORRISH ROAD  
 SWARTZ CREEK, MI 48473

Ship to:

Customer ID	Customer PO	Payment Terms
CLAY01		Due at end of Month
Sales Rep ID	Shipping Method	Ship Date
	Courier	1/31/08

Quantity	Item	Description	Unit Price	Amount
211.50	FIRE02	FIRE SERVICE 12/2007	12.39	2,621.45

Subtotal	2,621.45
Sales Tax	
Total Invoice Amount	2,621.45
Payment/Credit Applied	
<b>TOTAL</b>	<b>2,621.45</b>

Check/Credit Memo No:

2621.45



# Swartz Creek Area Fire Department

Serving Clayton Twp. and Swartz Creek Since 1925  
8100 B Civic Dr., Swartz Creek MI 48473-1376 • phone: 810-635-2300 • fax: 810-635-7461

**DATE:** 12/18/2007

**TO:** Swartz Creek Area Fire Board  
Swartz Creek Area Fire Department Personnel

**FROM:** Acct/Clerical Specialist Kim Borse

**Subject:** Swartz Creek Area Fire Board 2008 Meeting Schedule

<b>DATE:</b>	<b>TIME:</b>	<b>STATION:</b>	<b>TYPE:</b>
January 21, 2008	7:00 p.m.	Station #2	Regular
February 18, 2008	7:00 p.m.	Station #1	Regular
March 17, 2008	7:00 p.m.	Station #2	Regular
April 21, 2008	7:00 p.m.	Station #1	Election of Officers
May 19, 2008	7:00 p.m.	Station #2	Regular
June 16, 2008	7:00 p.m.	Station #1	Regular
July 21, 2008	7:00 p.m.	Station #2	Regular
August 18, 2008	7:00 p.m.	Station #1	2009 Budget
September 15, 2008	7:00 p.m.	Station #2	Regular
October 20, 2008	7:00 p.m.	Station #1	Regular
November 17, 2008	7:00 p.m.	Station #2	Regular
December 15, 2008	6:00 p.m.	Station #1	Regular

December 17, 2007

To: Central Communications (Fenton, Flint, and County 911Centers)  
A.R.E.S

From: Tamara Yorks  
Emergency Management Program Coordinator

Re: 2008 Warning Siren Test Schedule

The following is a test schedule for the months of March through November 2008, for the warning sirens. Tests will be conducted by 911 Central Communications.

March	1
April	5
May	3
June	7
July	5
August	2
September	6
October	4
November	1

All tests will be on Saturday, at 1:00 p.m.

Any questions, please call me at 257-3064

Thank you.

TY/jag

GUIDELINE: #414

ADOPTED: October 24, 1993

REVIEWED: 11/13/2007

REVISED: 02/26/97, 08/10/99, 12/26/2006, 11/18/2007

SUBJECT: PERSONNEL GUIDELINES: Probationary **and Annual** Performance Review Program

PURPOSE: To provide specific guidelines for evaluating the performance of department personnel

OBJECTIVE: To provide specific guidelines for the manner in which the performance of department personnel shall be evaluated

PURPOSE OF THE PROGRAM PPRP:

1. The Probationary Performance Review Program (PPRP) has been designed to improve firefighter and officer effectiveness by providing a systematic appraisal of his/her performance. Properly handled, the PPRP should help motivate probationary personnel to perform better in their current positions and possibly ready themselves for increased responsibilities.
2. Although a well-conducted PPRP review will help improve performance, it is not a substitute for effective supervision through frequent day-to-day communication, evaluation, and guidance. Since firefighters should always know where they stand within the department, performance reviews should contain no surprises.
3. Perform oral and written reviews to discuss performance between a supervisor (officer) and a subordinate. The performance review form (evaluation form) provides a means of recording this appraisal and, if necessary, the plan(s) discussed to improve performance and develop the firefighter's potential.

PERSONNEL COVERED UNDER THE PPRP:

The PPRP shall be used to appraise all probationary personnel. Reviews (evaluations) shall be conducted by the following individuals: Officers and assigned Mentor.

REVIEW FREQUENCY:

A six (6) month oral evaluation shall be performed by the Officers, with the assigned Mentor present and at the eleven (11) month time of the probation period by a station Lieutenant before regular status employment is made at the end of twelve months by the Fireboard with the recommendation of the Fire Chief. ~~Performance reviews should be conducted more frequently with those whose performance is below an acceptable level.~~ **Following approval of regular status firefighters will receive annual evaluations on their anniversary date which will be conducted by the station Lieutenant, with the same procedure followed for the eleven (11) month evaluation. During this process the Lieutenant may seek the input of other officers, including but not limited to the Training Officer and Run Percentage officer.**

SOG 414

11/07

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#### SUPERVISORY APPROVAL AND SIGNATURE:

After the review form has been prepared, it should be signed and submitted to the Chief PRIOR to discussion with the individual being reviewed.

#### PERFORMANCE REVIEW INTERVIEW:

After the Performance Review has been prepared and discussed between the Chief and the Lieutenant, the firefighter will be contacted by the Lieutenant and a meeting will be scheduled. The meeting should be held in private, and it should not be interrupted.

In preparing for the interview, the following guidelines may be helpful:

1. The interview should be designed to motivate the firefighter to improve his/her performance. This can best be accomplished through considering performance deficiencies as problems to be resolved mutually through discussion of specific incidents.
2. It is difficult to criticize firefighters behavior in a constructive manner. Many of us become defensive, hostile, and rigid in the face of criticism. These reactions inhibit behavior change rather than facilitate it. Remember, constructive criticism is still criticism, but should have a positive direction.
3. Problems such as absenteeism or punctuality at incidents, training sessions, etc., should be discussed when they occur, as well as part of the periodic performance review.
4. The interview is also a communication device. It should provide an opportunity for you to discover how you can best help the firefighter/officer.
5. To facilitate record keeping, any personal status changes which have occurred recently or since the last review should be documented, i.e., changes in dependent status, additional education, change of address, etc.

#### FIREFIGHTER ACKNOWLEDGMENT:

After the interview, the firefighter should read over the review form, write his/her comments, if any, and sign the form.

#### DISPOSITION:

The Lieutenant doing the evaluation signs the form and forwards it to the Chief for final review with a recommendation of removal from, **continuation of, or return to or** ~~continued on~~ probationary status as deemed necessary.

#### OFFICER EVALUATIONS:

**It is also understood the need for officer evaluations by providing a systematic appraisal of his/her performance. Officers will also have an annual evaluation conducted on their anniversary date. This process will be conduct by the**

**Officer's immediate supervisor and the Fire Chief.**

- 1) Lieutenants = Station Captain and Fire Chief
  - 2) Captains = Assitant Chief
  - 3) Battalion Chief = Assistant Chief
- Staff Position(s)**
- 1) Assistant Chief = Fire Chief

SOG 414

11/07

Page 2/2



GUIDELINE: #414

ADOPTED: October 24, 1993

REVIEWED: 11/13/2007

REVISED: 02/26/97, 08/10/99, 12/26/2006, 11/18/2007

SUBJECT: PERSONNEL GUIDELINES: Probationary and Annual Performance Review Program

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PURPOSE OF THE PROGRAM PPRP:

1. The Probationary Performance Review Program (PPRP) has been designed to improve firefighter and officer effectiveness by providing a systematic appraisal of his/her performance. Properly handled, the PPRP should help motivate probationary personnel to perform better in their current positions and possibly ready themselves for increased responsibilities.
2. Although a well-conducted PPRP review will help improve performance, it is not a substitute for effective supervision through frequent day-to-day communication, evaluation, and guidance. Since firefighters should always know where they stand within the department, performance reviews should contain no surprises.
3. Perform oral and written reviews to discuss performance between a supervisor (officer) and a subordinate. The performance review form (evaluation form) provides a means of recording this appraisal and, if necessary, the plan(s) discussed to improve performance and develop the firefighter's potential.

PERSONNEL COVERED UNDER THE PPRP:

The PPRP shall be used to appraise all probationary personnel. Reviews (evaluations) shall be conducted by the following individuals: Officers and assigned Mentor.

REVIEW FREQUENCY:

A six (6) month oral evaluation shall be performed by the Officers, with the assigned Mentor present and at the eleven (11) month time of the probation period by a station Lieutenant before regular status employment is made at the end of twelve months by the Fireboard with the recommendation of the Fire Chief. Following approval of regular status firefighters will receive annual evaluations on their anniversary date which will be conducted by the station Lieutenant, with the same procedure followed for the eleven (11) month evaluation. During this process the Lieutenant may seek the input of other officers, including but not limited to the Training Officer and Run Percentage officer.

SOG 414

11/07

Page 1/2

#### SUPERVISORY APPROVAL AND SIGNATURE:

After the review form has been prepared, it should be signed and submitted to the Chief PRIOR to discussion with the individual being reviewed.

#### PERFORMANCE REVIEW INTERVIEW:

After the Performance Review has been prepared and discussed between the Chief and the Lieutenant, the firefighter will be contacted by the Lieutenant and a meeting will be scheduled. The meeting should be held in private, and it should not be interrupted.

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4. The interview is also a communication device. It should provide an opportunity for you to discover how you can best help the firefighter/officer.
5. To facilitate record keeping, any personal status changes which have occurred recently or since the last review should be documented, i.e., changes in dependent status, additional education, change of address, etc.

#### FIREFIGHTER ACKNOWLEDGMENT:

After the interview, the firefighter should read over the review form, write his/her comments, if any, and sign the form.

#### DISPOSITION:

The Lieutenant doing the evaluation signs the form and forwards it to the Chief for final review with a recommendation of removal from, continuation of, or return to probationary status as deemed necessary.

#### OFFICER EVALUATIONS:

It is also understood the need for officer evaluations by providing a systematic appraisal of his/her performance. Officers will also have an annual evaluation conducted on their anniversary date. This process will be conducted by the Officer's immediate supervisor and the Fire Chief.

- 1) Lieutenants = Station Captain and Fire Chief
- 2) Captains = Assistant Chief
- 3) Battalion Chief = Assistant Chief

Staff Position(s)

- 1) Assistant Chief = Fire Chief

SOG 414

11/07

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GUIDELINE: #426

ADOPTED: January 01, 2002

REVIEWED: 11/13/2007

REVISED: 11/18/2007

SUBJECT: PERSONNEL GUIDELINES: Alarm Attendance Percentage Requirements

PURPOSE: To establish a minimum alarm attendance guideline.

OBJECTIVE: To establish specific guidelines for the administration, posting, and issues associated with this guideline. To provide a mechanism that may increase the proficiency of SCAFD Firefighters.

1. The minimum alarm response percentage required of all firefighting and **support personnel** shall be twenty-five percent (25%). Radio Operators will not be held responsible for this SOG. Any further reference to personnel shall not include Radio Operators.
2. On a monthly basis, personnel will have their attendance calculated by the Accounting/Clerical Specialist.
3. The list will be posted at each station and will include all personnel.
4. ~~Each person will be assigned a shift. The time for each shift will be as follows:~~
  - A. ~~First Shift = 0800-1600~~
  - B. ~~Second Shift = 1600-0000~~
  - C. ~~Third Shift = 0000-0800~~

*Note: If your work schedule is other than that stated, it will be your responsibility to inform the Acct/Clerical Specialist.*

4. **Each person will be responsible for submitting their work schedule to the Acct/Clerical Specialist; those with diverse schedules must have their schedules submitted to the Acct/Sec Specialist no later than the 2<sup>nd</sup> day of the proceeding month.**

**ADD Below:**

*(Note: Once the percentages are calculated and letters are sent out those failing to comply with this SOG, NO changes will be made to the allow members to bring their percentage up, unless it is determined the error was made on the Officer sending the letter or the Acct/Clerical Specialist. Failure to submit your availability on time will not constitute a change)*

5. Any alarm that is received during the shift you are assigned to will not be counted towards your overall percentage. If you should respond during your assigned shift, you will be given credit for the response and it will be included in your overall percentage.
6. It shall be the responsibility of each person to advise the Acct/Clerical Specialist of shift changes.
7. Other situations that may constitute non-responsibility for a particular alarm include:
  - A. Sick leave (slip from your doctor will be required to report back to active duty)
  - B. Leave of absence (officially in writing)
  - C. Extraordinary circumstances may be reviewed on a case by case basis by the Chief and **Station Responsible Officer**
8. Abuse of the list above may constitute a formal review of the individual's status by an Officer or Fire Chief.

9. On a quarterly basis, the officer assigned to enforce this SOG will also review overall responses and availability to alarms of each personnel. If it is found that on a regular basis the availability and response of any personnel is such that it is not allowing for adequate time for the SCAFD, that information will be passed along to the Fire Chief to be address on a case by case basis.

**ADD Below**

*Note: It is hoped that that each person shall evaluate his/her own situation and address the issue before it is taken to this level.*

9. 10 Infractions shall be dealt with as prescribed in SOG 420; Discipline. If discipline is needed, the period of time that will constitute enforcement will be on a quarterly basis of January 1 to March 31, April 1 to June 30, July 1 to September 30, October 1 to December 31.

COMMENT: The intent of this SOG is to provide a mechanism that will foster an acceptable proficiency level for firefighting and support personnel. If commitments outside of the SCAFD do not allow you to fulfill this SOG, then a self-evaluation should be conducted. A face-to-face discussion with the Fire Chief may resolve any questions as to individual deficiencies.

SOG426

11/07

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GUIDELINE: #426

ADOPTED: January 01, 2002

REVIEWED: 11/13/2007

REVISED: 11/18/2007

SUBJECT: PERSONNEL GUIDELINES: Alarm Attendance Percentage Requirements

PURPOSE: To establish a minimum alarm attendance guideline.

OBJECTIVE: To establish specific guidelines for the administration, posting, and issues associated with this guideline. To provide a mechanism that may increase the proficiency of SCAFD Firefighters.

1. The minimum alarm response percentage required of all firefighting and support personnel shall be twenty-five percent (25%). Radio Operators will not be held responsible for this SOG. Any further reference to personnel shall not include Radio Operators.
2. On a monthly basis, personnel will have their attendance calculated by the Accounting/Clerical Specialist.
3. The list will be posted at each station and will include all personnel.
4. Each person will be responsible for submitting their work schedule to the Acct/Clerical Specialist; those with diverse schedules must have their schedules submitted to the Acct/Sec Specialist no later than the 2<sup>nd</sup> day of the proceeding month.

*(Note: Once the percentages are calculated and letters are sent out those failing to comply with this SOG, NO changes will be made to the allow members to bring their percentage up, unless it is determined the error was made on the Officer sending the letter or the Acct/Clerical Specialist. Failure to submit your availability on time will not constitute a change)*

5. Any alarm that is received during the shift you are assigned to will not be counted towards your overall percentage. If you should respond during your assigned shift, you will be given credit for the response and it will be included in your overall percentage.
6. It shall be the responsibility of each person to advise the Acct/Clerical Specialist of shift changes.
7. Other situations that may constitute non-responsibility for a particular alarm include:
  - A. Sick leave (slip from your doctor will be required to report back to active duty)
  - B. Leave of absence (officially in writing)
  - C. Extraordinary circumstances may be reviewed on a case by case basis by the Chief and Responsible Officer
8. Abuse of the list above may constitute a formal review of the individual's status by an Officer or Fire Chief.
9. On a quarterly basis, the officer assigned to enforce this SOG will also review overall responses and availability to alarms of each personnel. If it is found that on a regular basis the availability and response of any personnel is such that it is not allowing for adequate time for the SCAFD, that information will be passed along to the Fire Chief to be address on a case by case basis.

*Note: It is hoped that that each person shall evaluate his/her own situation and address the issue before it is taken to this level.*

10. Infractions shall be dealt with as prescribed in SOG 420; Discipline. If discipline is needed, the period of time that will constitute enforcement will be on a quarterly basis of January 1 to March 31, April 1 to June 30, July 1 to September 30, October 1 to December 31.

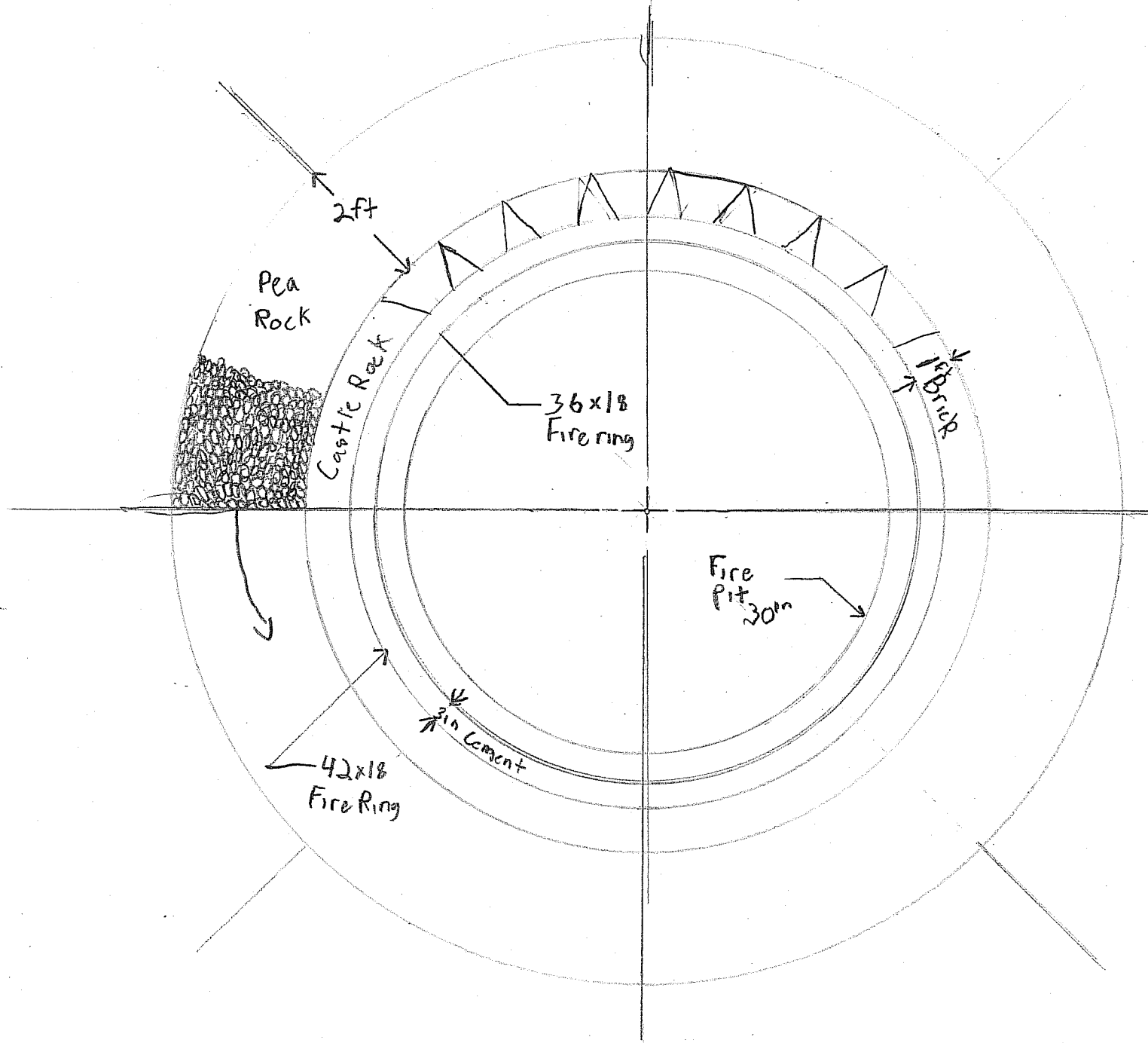
COMMENT: The intent of this SOG is to provide a mechanism that will foster an acceptable proficiency level for firefighting and support personnel. If commitments outside of the SCAFD do not allow you to fulfill this SOG, then a self-evaluation should be conducted. A face-to-face discussion with the Fire Chief may resolve any questions as to individual deficiencies.

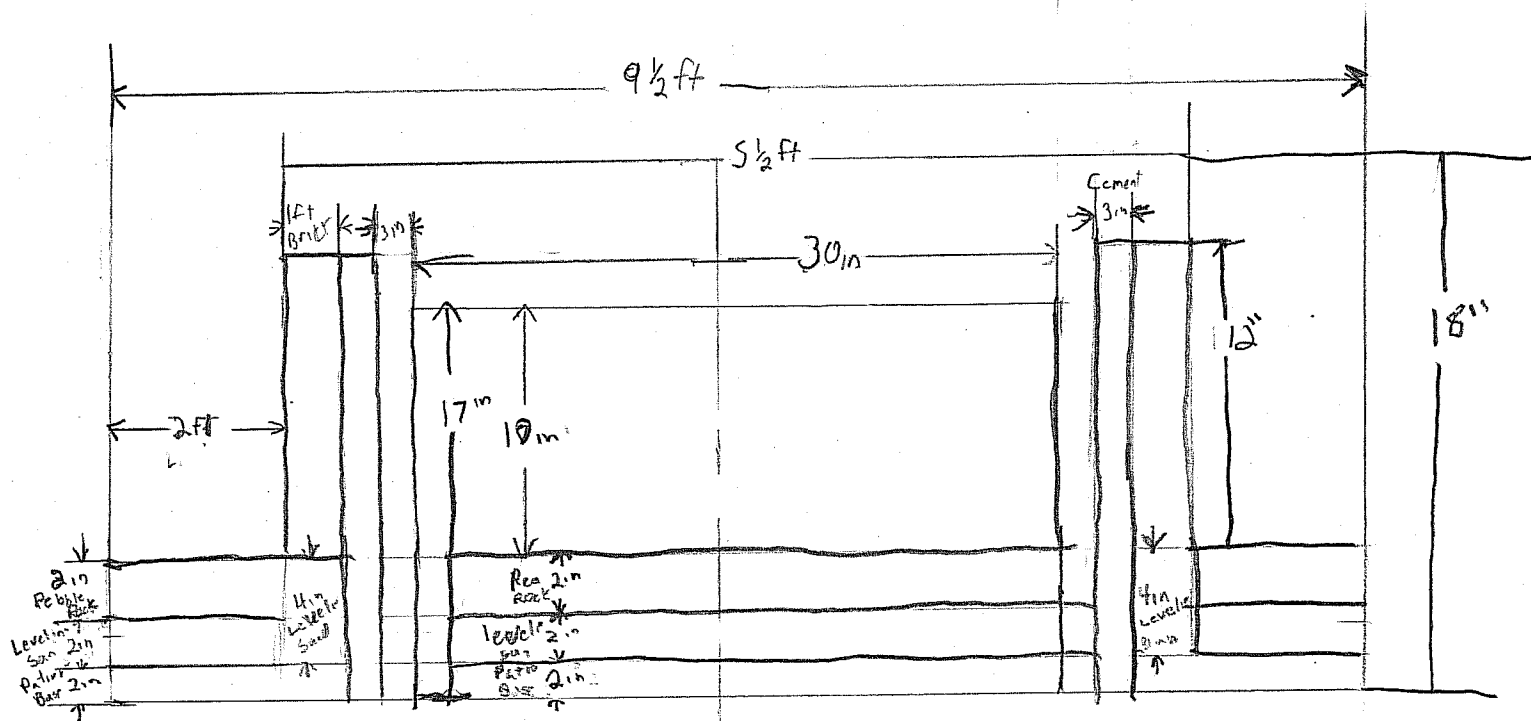
SOG426

11/07

Page 1/1









# Eagle Project - Joe Letavis - Flag Retirement Burning pit

Materials needed	cost	qty	total cost	location available	
42" x 18" fire ring	\$75.88	1 each	\$75.88	Gill-Roys	
36" x 18" fire ring	\$65.88	1 each	\$65.88	Gill-Roys	
weed fabric 3' x 50"	\$33.27	2 rolls	\$66.54	Lowes/ Home Depot	
cement		bags		Lowes/ Home Depot	
leveling sand	\$2.89/bag	750 sq ft	\$410.00	Lowes / Home Depot / Kincaids	
pea rock	\$3.68	600 sq ft	\$368.00	Lowes / Home Depot / Kincaids	
castle rock	\$1.59 /each	30 each	\$47.70	Lowes / Home Depot / Kincaids	
patio base	\$2.89/bag	900 sq ft	\$492	Lowes / Home Depot / Kincaids	
dwarf boxwood	\$15.00	12 each	\$180	Lowes/ Home Depot	
day lilies		24 each		Lowes/ Home Depot	
black edging		ft		Lowes/ Home Depot	
black dirt		12 bags		Lowes/ Home Depot	
outdoor fireplace	\$53.10 / each	1 each	\$53.10	Lowes	purchased
cover / plywood		1 each			
bolts		4 each			
nuts		4 each			

# **CITY OF SWARTZ CREEK**



## ***PROPOSAL TO DEVELOP A PERSONNEL POLICIES MANUAL***

***January 2008***



**REHMANN ROBSON**

*Certified Public Accountants*



**REHMANN ROBSON**

*Certified Public Accountants*

A member of THE REHMANN GROUP



an independent member of

**BAKER TILLY**  
INTERNATIONAL

January 21, 2008

Mr. Paul Bueche  
City Manager  
City of Swartz Creek  
8083 Civic Drive  
Swartz Creek, MI 48473-1377

Dear Mr. Bueche:

Rehmann Robson is pleased to submit this proposal to develop a Personnel Policies Manual for the City of Swartz Creek. We have assisted numerous communities and organizations in similar project work, and we look forward to providing you with thorough, professional input.

Our proposal, contained in the following pages, is organized as follows:

- Our understanding of the project and project objectives
- Project work plan
- Our qualifications for conducting the project
- Project timing and fees
- Potential topics to be addressed in a personnel policies manual

We appreciate the opportunity to propose our services to you. Should you have questions or wish to discuss this proposal, please do not hesitate to contact me at 517.787.6503, ext. 137.

Very truly yours,

Mark W. Nottley, Principal,  
Government Consulting Services

# CITY OF SWARTZ CREEK

## PROPOSAL TO DEVELOP A PERSONNEL POLICIES MANUAL

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III. Our Qualifications for Conducting the Project	III-1
IV. Project Timing and Fees	IV-1
Appendix A – Potential Topics to be addressed in a Personnel Policies Manual	

## **SECTION I**

# **OUR UNDERSTANDING OF THE PROJECT AND PROJECT OBJECTIVES**

## **SECTION I**

### **OUR UNDERSTANDING OF THE PROJECT AND PROJECT OBJECTIVES**

The City of Swartz Creek wishes to develop a personnel policies manual that will explicitly define management expectations regarding employment conditions and conduct. The completed document will provide City employees with clear and consistent personnel practices and workplace requirements. Further, the City desires to engage our services to assist in the development of this document.

In conducting this project, it will be our intention to organize, modify and expand upon personnel policies currently in place, and to develop new language aimed at policy areas not presently addressed. The result of these efforts will be a comprehensive Personnel Policies Manual which will guide personnel actions and decision making and provide employees with detailed information concerning workplace practices and expectations. To accomplish this, we will:

- Work closely with City officials to understand current policies and intent
- Review, modify and organize current policies
- Extract and summarize language pertaining to personnel policies and conditions of employment from various source documents
- Develop, introduce, and recommend new policies for inclusion in the manual
- Develop a comprehensive Personnel Policies Manual
- Submit the draft document to the City for review
- Develop final draft of the manual and handbook incorporating the City's recommendations for modification
- Present the final documents as requested by the City.

A list of potential subjects for inclusion in a personnel manual is contained in Appendix A.

**SECTION II**  
**PROJECT WORK PLAN**

## SECTION II

### PROJECT WORK PLAN

In conducting this project, it will be our intention to develop a comprehensive document which clearly specifies the City's position on a myriad of personnel issues. However, you should be aware of our limitations.

While we can generally recognize deficiencies or contradictory language, we are not attorneys. In this regard, any documentation we develop and recommend should be subjected to legal review, prior to adoption.

In developing the manual and handbook, we will perform the following major tasks:

***Task 1: Initiate the Project and Collect Pertinent Information***

As a first step in the process, we will collaborate with City officials to further clarify the procedures and timing of the study. At this time, we will also gather and review existing information pertaining to personnel policies. This will include existing personnel policies documentation, employee benefits information, and other relevant materials.

***Task 2: Thoroughly Review Documentation and Specify Deficiencies***

In the next task, we will thoroughly review the collected documentation and develop findings related to the following:

- Articles/policies which are acceptable
- Articles/policies which should be added
- Contradictions noted
- Recommended organization of the personnel manual.

***Task 3: Meet with City Officials***

Following Task 2, we will meet with City officials to review our proposed structure for the document. We will also present our rationale for inclusion of new articles or modifications to existing language in the manual.

In developing a Personnel Policies Manual, care must be exercised to avoid changing policy intent. For this reason, it will be necessary to work closely with City officials in reviewing ongoing work. We envision frequent communications during the course of the project to accomplish this.



***Task 4: Identify Exceptions to Blanket Policies***

The structures created in Task 2 will provide a basis for organizing and developing the specific personnel policies. In developing these policies, we will also identify unique benefits, policies or operating methods (union employees or Department Heads, for example). The manual will be structured to incorporate this additional information, through broader articles or separate sections.

***Task 5: Develop Draft Personnel Policies Manual***

Based on collected information, input from City officials, and our knowledge of appropriate language and content, we will proceed to develop a draft of the Personnel Policies Manual. The manual will be comprehensive; it will be designed as a single source document for all pertinent personnel policies. A review of the draft documents prior to finalization will be initiated to ensure concurrence on the end product.

***Task 6: Finalize and Present Personnel Policies Manual***

At the conclusion of the Task 5 review process, we will incorporate any necessary changes to the document and present the final Personnel Policies Manual to the City. Additionally, to simplify future changes to personnel policies and practices, we will provide a computer diskette containing the document. As previously noted, it is highly recommended that the documents be subjected to legal review prior to adoption.

**SECTION III**

**OUR QUALIFICATIONS FOR CONDUCTING THE  
PROJECT**

## SECTION III

### OUR QUALIFICATIONS FOR CONDUCTING THE PROJECT

#### *Our Organization*

Rehmann Robson, a member of The Rehmann Group, LLC, is a regional certified public accounting and management-consulting firm incorporated in and licensed by the State of Michigan. The firm was established in 1941, and has grown to become the second largest Michigan CPA firm, and one of the top 30 firms nationwide. With nine offices across the state, and over 450 full-time associates, we are able to provide our clients with a vast array of products, covering a broad spectrum of financial and consulting services.

This project for the City of Swartz Creek requires a mix of experience and expertise in the following areas:

- Human resources administration
- Personnel policies development
- Contract analysis.

#### *Our Project Consultant*

To satisfy these requirements, we are proposing the following project consultant:

***Mark W. Nottley, Principal in charge of Governmental Consulting***, will develop the draft personnel policies manual in conjunction with City officials. Mr. Nottley has over 23 years experience as a management consultant to the public sector, and has conducted or managed more than 150 classification and compensation analyses and/or personnel policies manual projects. Prior to joining our Firm, he was founder and Director of the Michigan Municipal League's consulting practice, and prior to that, Manager, Local Government Consulting at Plante & Moran. He is certified as a Senior Professional in Human Resources (SPHR).

A résumé is included in *Appendix A*.

#### *Our Experience*

Mr. Nottley's experience as a human resources consultant is summarized on the following pages. We will be pleased to provide you with specific client references at your request.

***HUMAN RESOURCES PROJECTS COMPLETED OR MANAGED BY  
MARK NOTTLEY  
1994 – 2006***

***Client***

***Project***

Monroe County Community College	Classification/Compensation Study
Michigan Municipal Risk Management Association	Classification/Compensation Study
City of Berkley	Classification/Compensation Study
County of Manistee	Classification/Compensation Study
Community Action Agency of Jackson	Classification/Compensation Study
County of Alcona	Classification Study
County of Cass	Classification/Compensation Study
County of Lake	Classification/Compensation Study
County of Leelanau	Classification/Compensation Study
County of Macomb Sheriff's Department	Job Description Development
County of Tuscola	Classification/Compensation Study
Clinton-Eaton-Ingham Community Mental Health	Classification/Compensation Study
Grand Valley Metro Council	Classification/Compensation Study
Orion Township Library	Classification/Compensation Study
Road Commission of Ingham County	Classification/Compensation Study
Road Commission of Washtenaw County	Classification/Compensation Study
Southeastern Berrien County Landfill Authority	Classification/Compensation Study
Southeastern Oakland County Water Authority	Classification/Compensation Study
Alger-Marquette Community Action Board	Classification/Compensation Study
Ann Arbor Retirement Board	Custom Analysis
Brighton District Library	Classification/Compensation Study
Charter Township of Flint Police Department	Job Description Development
Charter Township of Orion	Classification/Compensation Study
Charter Township of Oscoda	Classification/Compensation Study
Charter Township of Oxford	Classification/Compensation Study
Charter Township of Waterford	Classification/Compensation Study
Charter Township of Meridian	Classification/Compensation Study
City of Albion	Classification/Compensation Study
City of Allegan	Classification Study
City of Alma	Classification/Compensation Study
City of Alpena	Classification/Compensation Study
City of Auburn Hills	Compensation Study
City of Bad Axe	Classification/Compensation Study
City of Benton Harbor	Classification/Compensation Study
City of Big Rapids	Classification/Compensation Study
City of Brighton	Classification/Compensation Study
City of Charlotte	Classification Study
City of Cheboygan	Classification/Compensation Study
City of Clio	Classification/Compensation Study
City of Corunna	Classification/Compensation Study
City of Crystal Falls	Classification/Compensation Study





*Client*

Village of Newberry  
Village of New Lothrop  
Village of Reese  
Village of Union City  
Village of Vicksburg  
Western Townships Utility Authority  
City of East Tawas

*Project*

Personnel Policies Development  
Personnel Policies Development  
Personnel Policies Development  
Personnel Policies Development  
Personnel Policies Development  
Personnel Policies Development  
Personnel Policies Development

Jan-08

**SECTION IV**  
**PROJECT TIMING AND FEES**



## SECTION IV

### PROJECT TIMING AND FEES

#### *Project Timing*

We are prepared to commence work on the project immediately upon receiving notice to proceed. We anticipate completing the project within 60 days of the day on which we begin work, barring any delays that are clearly beyond our control.

#### *Professional Fees*

Professional fees to complete the engagement will be at a not-to-exceed amount of \$4,000. Additionally, the City of Swartz Creek will be billed for out-of-pocket expenses associated with travel. These expenses are estimated at \$300. Summarily, total fees and expenses on a not-to-exceed basis will be \$4,300.

## **APPENDIX A**

### **POTENTIAL TOPICS TO BE ADDRESSED IN A PERSONNEL POLICIES MANUAL**

# **SAMPLE LIST OF ISSUES ADDRESSED IN REHMANN ROBSON PERSONNEL POLICIES AND PROCEDURES MANUAL**

## **I. Introduction to the Manual**

- Purpose of the Manual
- Organizational Chart
- Application of Policies
- At-Will/Just Cause Employment
  - Distribution
  - Severability

## **II. Employee Selection**

- Equal Employment Opportunity
- Accommodation of Handicaps
- Recruitment and Job Postings
- Application for Position Opening
  - Rejection of Applications
- Internal Promotions and New Appointments
  - Background and Reference Checks
- Physical Examination and Drug Screening
  - Orientation Period
    - Nepotism
- Job Descriptions
  - Full-time Employees
  - Part-time Employees
  - Temporary Employees
  - Volunteer Employees

## **III. General Operating Procedures**

- Work Day and Work Week
  - Attendance
- Pay Periods and Timecards
  - Break Periods
  - Courtesy
- Personal Appearance and Hygiene
  - Drug-Free Workplace
- Use of Employer's Resources and Workforce
  - Care of Equipment
  - Expense Reimbursement
    - Political Activity
    - Harassment
    - Workplace Violence
  - Smoking and Other Tobacco Products
    - Safety
      - Right-To-Know
    - Gifts and Gratuities
    - Outside Employment

### **III. General Operating Procedures (cont.)**

- Personal Articles in the Workplace
- Uniforms and Safety Attire
- Workers' Compensation
- Unemployment Compensation
- Educational Assistance
- Professional and Trade Associations
- Employee Assistance Program

### **IV. Classification and Compensation**

- Compensation Philosophy
- Classification and Compensation Structure
- Compensation Adjustments
- Overtime for FLSA Non-Exempt Employees
- Overtime for FLSA Exempt Employees
- Pay for Emergency Call-in
- Performance Evaluation
- Transfers
- Promotions
- Demotions
- Personnel Files

### **V. Termination of Employment**

- Voluntary Termination
- Involuntary Termination
- Layoffs/Reductions in Force and Recall
- Exit Interview
- Return of Property

### **VI. Employee Discipline**

- Rules of Conduct
- Disciplinary Actions
- Employee Grievance Procedure
- Appeal of Discharge

### **VII. Paid and Unpaid Leave Time**

- Holidays
- Vacation
- Personal Leave
- Sick Leave
- Bereavement Leave
- Jury Duty Leave
- Extended Leave
- Military Leave
- Family and Medical Leave
- Unapproved Leave

## **VIII. Health and Welfare Benefits**

Health Insurance

Life Insurance

Coverage and Eligibility

Disability Insurance

Retirement Plan

Merit/Longevity Bonus

Social Security

Continuation of Benefits

### **APPENDICES**

Drug Free Workplace Policy

Harassment Policy

Family and Medical Leave Act

## **Ernest H. (Ernie) Eckerdt**

---

5019 Brady Avenue  
Post Office Box 4  
Swartz Creek, MI 48473

---

Phone: 810-635-8790

### **Education**

Swartz Creek High School – 1976

Mott Community College – September, 1976 to May, 1981  
Business Administration, Food Technology

Mott Community College – September, 1983 to May, 1987  
Banking Classes

### **Employment**

L & K Restaurant – April, 1973 to November, 1981

Michigan National Bank – October, 1978 to September, 1990  
Teller, I and II  
Customer Service, I and II  
Assistant Manager, I and II  
Branch Manager, I

Dough Boys Family Restaurant and Elegant Catering, Owner  
August, 1988 to May, 1994

Swartz Creek Bakery and Elegant Catering, Owner  
May, 1994 to present

### **Community**

Cross Church – September, 1982 to September, 2004  
Hospitality Chairman  
Finance Chairman

**CITY OF SWARTZ CREEK**  
**BOARDS AND COMMISSIONS (Rev 12-05-2006)**

BOARD/COMMISSION		ADDRESS	HOME	OFFICE	START	APPOINT	END	MISC
<b>CITY COUNCIL</b>								
C. David Hurt	1st	9214 Chesterfield	635-7706		03/08/99	11/07/06	11/02/10	4 Yr.
Richard B. Abrams	At-Large	5352 Greenleaf	635-9224		11/06/84	11/02/04	11/04/08	4 Yr.
Rae Lynn Hicks	2nd	8373 Miller	635-3569	C=444-8229	11/07/06	11/07/06	11/02/10	4 Yr.
Donald Adams	At-Large	7192 Parkridge Pkwy	397-7551	342-2540	11/07/00	11/02/04	11/04/08	4 Yr.
Curtis Porath	3rd	4485 Frederick St.	635-4398	w=989-792-2455	11/05/02	11/07/06	11/02/10	4 Yr.
Jason Christie	At-Large	6315 Saint Charles Pass	496-3721	C=397-5168	11/07/00	11/02/04	11/04/08	4 Yr.
Michael Shumaker	4th	4084 Jennie Lane	635-3107	C=429-3068	11/05/02	11/07/06	11/02/10	4 Yr.
<b>AUTO THEFT COUNCIL (GAIN)</b>								
David Hurt	Delegate	9214 Chesterfield	635-7706		11/25/02	11/27/06	11/04/08	2 Yr.
Michael Shumaker	Alternate	4084 Jennie Lane	635-3107	C=429-3068	11/27/06	11/27/06	11/04/08	2 Yr.
<b>BOARD OF REVIEW</b>								
John Gilmore		7515 Elizabeth	635-9057			07/01/06	06/30/09	3 Yr.
Joseph J. Edgerton		9127 Chesterfield	635-9832	635-9513		11/25/02	06/30/08	3 Yr.
Thomas MacGillivray		5052 Fairchild	635-4057	C=869-1443		06/30/07	06/30/10	3 Yr.
<b>FIRE BOARD</b>								
Richard L. Derby	Clayton	9230 Corunna	635-4056		??	??		
Michael Messer	Clayton	2060 S. Morrish	635-3476		??	??		
Rod Shumaker	Clayton	7077 Lou Mac	635-2543		??	??		
(City Swing)								1 Yr.
Rick Clolinger	City Citizen Rep	8100-A Civic	635-4401		12/04/06	12/04/06	11/04/08	2 Yr.
Jason Christie	Council Rep	6315 Saint Charles Pass	496-3721		11/25/02	11/04/08	11/04/08	2 Yr.
A. Boots Abrams	City Citizen Rep	5352 Greenleaf	635-9224			11/27/06	11/04/08	2 Yr.
<b>GENESEE COUNTY METRO ALL</b>								
Michael Shumaker	Delegate	4084 Jennie Lane	635-3107	C=429-3068	11/25/02	11/27/06	11/04/08	2 Yr.
Ronald Schultz	Citizens	4279 Springbrook Dr	635-8575	732-1574	07/01/04	11/27/06	11/04/08	2 Yr.
<b>GEN COUNTY NARC CONTROL</b>								
Donald Adams	Delegate	7192 Parkridge Pkwy	397-7551		11/25/02	11/27/06	11/04/08	2 Yr.
Jason Christie	Alternate	6315 Saint Charles Pass	496-3721		11/25/02	11/27/06	11/04/08	2 Yr.
<b>GEN COUNTY SMALL CITIES</b>								
Jason Christie	Delegate	6315 Saint Charles Pass	496-3721		11/25/02	11/27/06	11/04/08	2 Yr.
Richard Abrams	Alternate	5352 Greenleaf	635-9224		11/25/02	11/27/06	11/04/08	2 Yr.
<b>LOCAL OFF COMP COMM</b>								
Monte R. Morgan		5388 Greenleaf	635-4395			09/30/07	09/30/10	3 Yr.
Theodore Anderson		5373 Greenleaf	635-9305			11/27/06	09/30/09	3 Yr.
Patricia Maksymiu		7188 Miller	635-3814			11/27/06	09/30/10	4 Yr.
Ronald Schultz		4279 Springbrook	635-8575	732-1574		11/25/02	09/30/08	3 Yr.
David Alexander		5346 Greenleaf Dr.	635-2321			09/30/07	09/30/11	4 Yr.

**CITY OF SWARTZ CREEK**  
**BOARDS AND COMMISSIONS** (Rev 12-05-2006)

BOARD/COMMISSION	ADDRESS	HOME	OFFICE	START	APPOINT	END	MISC
<b>PARK AND REC ADV BOARD</b>							
Korene Kelly	7281 Bristol Rd.	635-4389			01/01/06	12/31/09	3 Yr.
Rodney Gardner	5024 Brady	635-9101		11/22/99	01/01/06	12/31/09	3 Yr.
Michael Shumaker	4084 Jennie	635-3107	C=429-3068	11/22/99	01/01/06	12/31/09	3 Yr.
Rick Henry	6353 Bristol	635-7509			01/01/06	12/31/09	3 Yr.
Bradley Stiff	9040 Chesterfield Dr.	252-3174		10/24/06	10/04/06	12/31/09	3 Yr.
Kenneth Keyes	5296 Greenleaf Dr.	635-0947	606-3447	11/02/04	01/01/06	12/31/09	3 Yr.
Rae Lynn Hicks	8373 Miller	635-3569		04/10/01	01/01/06	12/31/09	3 Yr.
Ray Thornton	5367 Greenleaf Dr.	635-9205		11/09/03	01/01/06	12/31/09	3 Yr.
James Florence	4296 Springbrook	635-2772	C=444-2002	11/25/02	01/01/06	12/31/09	3 Yr.
<b>PLANNING COMMISSION</b>							
Robert Florine	5914 Cross Creek	635-8764		07/01/03	07/01/03	06/30/09	3 Yr.
Tom Kohloff	5338 Durwood Drive	635-0638	517-335-6270	11/01/03	07/01/03	06/30/09	3 Yr.
Kathy Ridley	3414 Elms	635-3168		09/17/02	07/01/04	06/30/10	3 Yr.
Carl Conner	4061 Elms	635-9024	238-5200, Pgr:88	10/25/99	07/01/02	06/30/08	3 Yr.
Douglas Stephens (Chairperson)	5250 Birchcrest	635-2134	635-4090	06/26/89	07/01/02	06/30/08	3 Yr.
Bud Grimes	5171 Oakview Drive	635-7284		07/01/04	07/01/04	06/30/10	3 Yr.
C. David Hurt	9214 Chesterfield	635-7706		11/30/03	11/27/06	11/04/08	2 Yr.
Paul Bueche	8083 Civic Dr	635-4464		11/09/98	11/27/06	11/04/08	2 Yr.
Richard Abrams	5352 Greenleaf Dr	635-9224		11/12/02	11/27/06	11/04/08	2 Yr.
<b>W.W.S. ADV COMM</b>							
Tom Svrcek, Delegate	8083 Civic	635-4464			11/27/06	11/04/08	2 Yr.
Paul Bueche, Alternate	8083 Civic	635-4464			11/27/06	11/04/08	2 Yr.
<b>ZONING BOARD OF APPEALS</b>							
Douglas Stephens	5250 Birchcrest	635-2134	635-4090	10/25/99		06/30/08	3 Yr.
Ronald Smith, Secretary	9194 Chesterfield	635-9619		07/10/95		06/30/08	3 Yr.
Curt Porath Council Rep	4485 Frederick St.	635-3079		11/11/02	11/27/06	11/04/08	2 Yr.
Ronald Schultz, Chairperson	4279 Springbrook	635-8575	732-1574	11/08/04	11/06/07	11/03/10	3 Yr.
James Packer, Vice Chairperson	7216 Miller Rd.	635-3724			11/06/07	11/03/10	3 Yr.
Kenneth Keyes (Alternate)	5296 Greenleaf Dr.	635-0947	606-3447	11/08/04	11/08/04	06/30/08	3 Yr.
Jim Florence (Alternate)	4296 Springbrook Dr.	635-2772			11/08/04	06/30/08	3 Yr.
<b>CONSTR. BOARD OF APPEALS</b>							
Douglas Stephens	5250 Birchcrest Dr.	635-2134	635-4090	06/09/03	11/27/06	11/04/08	2 Yr.
Michael Shumaker	4084 Jennie	635-3107	C=429-3068	06/09/03	11/27/06	11/04/08	2 Yr.
Ronald Schultz	4279 Springbrook	635-8575	732-1574	06/09/03	11/27/06	11/04/08	2 Yr.
<b>911 CONSORTIUM</b>							
Paul Bueche	8083 Civic	635-4464			11/27/06	11/04/08	2 Yr.
<b>STREET ADMINISTRATOR</b>							
Tom Svrcek Delegate	8083 Civic Dr.	635-4464			11/27/06	11/04/08	2 Yr.
Adam Zettel Alternate	5152-12 Morrish Rd	287-2147	635-4464	11/27/06	11/27/06	11/04/08	2 Yr.



**CITY OF SWARTZ CREEK**  
**BOARDS AND COMMISSIONS** (Rev 12-05-2006)

BOARD/COMMISSION	ADDRESS	HOME	OFFICE	START	APPOINT	END	MISC
<b>DDA</b>							
Richard Abrams (Mayor)	5352 Greenleaf Dr.	635-9224		09/27/04	11/27/06	11/04/08	2 Yr.
Richard Mattson	9251 W. Hill Rd.	635-4490	449-3030	10/22/07	10/22/07	03/31/08	4 Yr. / 4Yr
Paul Bueche	8083 Civic Dr.		635-4464	09/27/04	12/01/05	11/30/09	1 Yr. / 4Yr
Rodney Gardner	5024 Brady St.	635-9109	C= 625-7626	09/27/04	10/24/06	03/31/10	4Yr
Cliff Hull	6200 Reid Rd. Sw. Cr.	655-3714	635-4090	09/27/04	04/01/06	03/31/10	4Yr
Steve Mardlin	5340 Chin Maya Dr. Sw.	635-3869	635-9010	09/27/04	04/23/07	03/31/11	4Yr
Mark Nemer	8122 W. Hill Sw. Cr.	635-2041	635-2227	09/27/04	09/27/04	03/31/08	4 Yr. / 4Yr
<b>Ernie Eckerdt</b>	<b>5019 Brady, PO Box 4</b>	<b>635-8790</b>		<b>01/28/08</b>	<b>01/28/08</b>	<b>11/30/09</b>	<b>4 Yr.</b>
Sandy Raffaelli	8098 Miller Rod	635-4262	635-4655	09/27/04	04/23/07	03/31/11	4Yr
<b>DDA CITIZEN ADVISORY BOARD</b>							
Ernest Eckerdt	PO Box 4	635-8790		08/22/05	11/27/06	11/04/08	2 Yr.
Juliet Stephens-Kijek	8103 Miller Rd	630-0847		08/22/05	11/27/06	11/04/08	2 Yr.
Betty Binder	8079 W. Bristol Rd.	635-4930		08/22/05	11/27/06	11/04/08	2 Yr.
Fred Pajtas	7580 Church St.			08/22/05	11/27/06	11/04/08	2 Yr.
Jennie Moench	5030 First St.	630-0577		08/22/05	11/27/06	11/04/08	2 Yr.
Shelly Wilson	8126 Ingalls St.	625-2555		08/22/05	11/27/06	11/04/08	2 Yr.
Jeff Litwin	7506 Grove	635-9440	C= 240-0996	08/22/05	11/27/06	11/04/08	2 Yr.
Peggy Burnham	8104 Miller Rd.	630-8156		08/22/05	11/27/06	11/04/08	2 Yr.
Becky Tabit	5027 Brady	635-0441		08/22/05	11/27/06	11/04/08	2 Yr.
<b>Sr. Center</b>							
Julie Swartz, Director	3005 Cheyenne Ave, Fl	635-4122	810-814-3128				
Melinda Soper, Assit Director	5442 Mancelona, Gr Bl		394-2360				
Jim Florence, President	4296 Springbrook	635-2772				06/01/09	
Roger Bloss, Vice President	8370 Reid Rd.	635-3788	397-6635			06/01/08	
Dennis Johnson, Treasurer	4284 Springbrook	635-9330				06/01/09	
Sally Creech, Sevretary	3496 Seymour Rd	635-7703				06/01/08	
Richard Abrams	5352 Greenleaf Dr	635-9224				06/01/08	
Phillip Bracey	4449 Lindewood Dr	733-3353				06/01/09	
Ann Knight	4935-321 Ida Ct.	635-7342				06/01/08	
Pat McLeod	9319 Elaine Dr.	635-4954				06/01/08	
Dorothy White	7284 Grandwood Dr	655-8416				06/01/08	
<b>Disaster Policy Committee</b>							
Paul Bueche	8083 Civic Dr.	635-4795		04/10/06	11/27/06	11/04/08	2 Yr.
Boots Abrams	5352 Greenleaf	635-9224		04/10/06	11/27/06	11/04/08	2 Yr.
Rae Lynn Hicks	8373 Miller	635-3569	W= 342-2199	04/10/06	11/27/06	11/04/08	2 Yr.
David Plumb	29 Brookfield	635-3742	C= 625-6921	04/10/06	11/27/06	11/04/08	2 Yr.
Rick Clolinger	8100-A Civic Dr.	635-4401		04/10/06	11/27/06	11/04/08	2 Yr.
Brent Cole	8100-B Civic Dr.	635-2300		04/10/06	11/27/06	11/04/08	2 Yr.
Donald Adams	7192 Parkridge Pkwy	397-7551	342-2540	11/27/06	11/27/06	11/04/08	2 Yr.
<b>Infrastructure Review Committee</b>							
Paul Bueche	8083 Civic Dr.	635-4795		01/23/06	11/27/06	11/04/08	



	Prior Year Original	Amended	Actual	Estimated		Recomm		
	Actual	Budget	Budget	thru Dec	YE Total	Requested	ended	Comments
<b>Expenditures</b>								
<b>Dept: 173.000 DDA Administration</b>								
726.000	Supplies	0	0	0	0	600	400	Supplies
801.000	Contractual Services	0	0	0	0	6,000	500	Contractual Services
805.000	Bank Fees	0	0	0	0	200	200	Bank Fees
825.000	Admin Services	0	0	0	0	1,500	300	Admin Services
900.000	Printing and Publishing	0	0	0	0	1,500	1,000	Printing and Publishing
960.000	Education and Training	0	0	0	0	900	800	Education and Training
961.000	Miscellaneous	0	0	0	0	500	500	Miscellaneous
	<b>DDA Administration</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,200</b>	<b>3,700</b>	
<b>Dept: 726.000 DDA Start Up</b>								
801.000	Contractual Services	17,078	0	0	5,560	28,204	0	Contractual Services
	<b>DDA Start Up</b>	<b>17,078</b>	<b>0</b>	<b>0</b>	<b>5,560</b>	<b>28,204</b>	<b>0</b>	<b>0</b>
<b>Dept: 728.000 Economic Development</b>								
801.000	Contractual Services	0	0	0	0	5,000	2,500	Contractual Services
961.000	Miscellaneous	0	0	0	0	500	500	Miscellaneous
	<b>Economic Development</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,500</b>	<b>3,000</b>	
<b>Dept: 728.001 Farmers Market</b>								
726.000	Supplies	0	0	0	0	0	0	Supplies
801.000	Contractual Services	0	0	0	0	3,000	3,000	Contractual Services
900.000	Printing and Publishing	0	0	0	0	0	0	Printing and Publishing
	<b>Farmers Market</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	
<b>Dept: 728.002 Streetscape</b>								
726.000	Supplies	0	0	0	0	0	0	Supplies
801.000	Contractual Services	0	0	0	0	4,000	4,000	Contractual Services
	<b>Streetscape</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,000</b>	<b>4,000</b>	
<b>Dept: 728.003 Façade Program</b>								
726.000	Supplies	0	0	0	0	0	0	Supplies
801.000	Contractual Services	0	0	0	0	10,000	20,000	Contractual Services
	<b>Façade Program</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>20,000</b>	
<b>Dept: 965.000 Transfers Out</b>								
998.101	Transfer Out to Gen Fund	0	2,000	2,000	0	5,000	5,000	Transfer Out to Gen Fund
	<b>Transfers Out</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	
	<b>DDA Fund Operating Expenditures</b>	<b>17,078</b>	<b>2,000</b>	<b>2,000</b>	<b>5,560</b>	<b>28,204</b>	<b>38,700</b>	<b>38,700</b>
	<b>DDA Fund Project Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>DDA Fund town Development</b>	<b>17,078</b>	<b>2,000</b>	<b>2,000</b>	<b>5,560</b>	<b>28,204</b>	<b>38,700</b>	<b>38,700</b>
	<b>Net Effect on Fund Balance</b>	<b>(15,849)</b>	<b>23,000</b>	<b>23,000</b>	<b>29,096</b>	<b>1,979</b>	<b>1,979</b>	

**CITY OF SWARTZ CREEK  
SWARTZ CREEK, MICHIGAN  
MINUTES OF THE DOWNTOWN DEVELOPMENT AUTHORITY  
DATE 01/10/2008**

The Regular Meeting was called to order at 6:05 by Chairman Hull in the Swartz Creek City Council Chambers, 8083 Civic Drive.

Board Members Present: Abrams, Bueche, Hull, Mardlin, Nemer,

Board Members Absent: Mattson, Raffaelli, Gardner.

Staff Present: Adam Zettel

Others Present: None.

**APPROVAL OF MINUTES:**

**Resolution No. 080110-01**

**(Carried)**

Motion by Board Member Nemer  
Second by Board Member Mardlin

The Swartz Creek City Downtown Development Authority hereby approves the Minutes of the Regular Board Meeting October 11, 2007, as amended, to be circulated and placed on file.

DISCUSSION: Some discussion took place.

YES: Abrams, Bueche, Hull, Mardlin, Nemer,  
NO: None. Motion declared carried.

**MEETING OPEN TO PUBLIC:**

None.

**BUSINESS:**

**Introduction of Richard Mattson**

Mr. Mattson was not present at the meeting yet. Mr. Zettel advised that he may have told him to be there at 7 pm instead of 6 pm. Mr. Zettel gave a brief introduction of Mr. Mattson stating that he lives on Hill Rd, is retired from Delphi, has a stall at the Farmer's Market in the summer, and he is becoming very active in the community.

**Resolution No. 080110-02**

**(Carried)**

Motion by Board Member Mardlin  
Second by Board Member Nemer

The Swartz Creek Downtown Development Authority hereby moves to nominate Mark Nemer to chair the Downtown Development Board.

DISCUSSION: None.

YES: Abrams, Bueche, Hull, Mardlin, Nemer.

NO: None. Motion declared carried.

**Façade Program Budget Amendment**

**Resolution No. 080110-03**

**(Carried)**

Motion by Board Member Abrams  
Second by Board Member Nemer

The Swartz Creek Downtown Development Authority hereby approves the budget amendment for the façade program as follows:

1. Under Department 173, Administration, the DDA Administration recommended sum be \$3,700, transferring out \$7500.
2. Under Department 728, Economic Development, recommended sum be \$3000, transferring out \$2500.
3. Changing the façade program, Department 728-003, changed from \$10,000 to \$20,000.
4. All other line items to be adjusted accordingly.

Discussion took place.

YES: Abrams, Bueche, Hull, Mardlin, Nemer.

NO: None. Motion declared carried.

**Waste Bins**

Mr. Zettel discussed the green 50 gallon trash bins used in the City. He stated that he had a discussion with Tom Svrcek in reference to what could be done to improve the bins and enhance the downtown area. Mr. Zettel stated that the cost was relatively expensive—possibly around \$500 a piece, with at least 3 being needed at this time. It

CITY OF SWARTZ CREEK, MICHIGAN (DRAFT, NOT YET ADOPTED)  
MINUTES OF DOWNTOWN DEVELOPMENT AUTHORITY – January 10, 2008

was stated that there was \$3000 to spend in the streetscape fund that could be used. It was decided that Mr. Zettel would look into the issue further and compare prices and find something heavy, durable and nice. More information will be brought to the next meeting.

**MEETING OPENED TO THE PUBLIC:**

None.

**REMARKS BY BOARD MEMBERS:**

Mark Nemer talked about the study that Sharon Volk put together. He wanted to make sure that it wasn't forgotten and that something would be done with it.

Board Member Abrams inquired about who owns the old Methodist Church. Mr. Zettel advised that it was owned by the Sugar and Spice Day Care.

**ADJOURNMENT:**

**Resolution No. 080110-04**

**(Carried)**

Motion by Board Member Abrams  
Second by Board Member Nemer

The Swartz Creek Downtown Development Authority hereby declared the meeting adjourned at approximately 6:50 p.m.

DISCUSSION: None.

YES: Abrams, Bueche, Hull, Mardlin, Nemer.  
NO: None. Motion declared carried.

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Cliff Hull (Vice Chairman)  
Chairman

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Paul D. Bueche  
Secretary



## COMMUNITY DEVELOPMENT PROGRAM

ROOM 223 – 1101 BEACH STREET  
FLINT, MICHIGAN 48502-1470

TELEPHONE (810) 257-3010  
FAX (810) 257-3185

**JULIE A. HINTERMAN**  
DIRECTOR-COORDINATOR

January 22, 2008

Mr. Adam Zettel  
City of Swartz Creek  
8083 Civic Drive  
Swartz Creek, MI 48473

**SUBJECT: Review of RFQ for Engineering Services**

Dear Mr. Zettel:

Per your request, staff has completed a review of the Notice of Solicitation of Qualifications for Engineering Services. The review was completed to ensure compliance with federal program requirements relating to the procurement of professional services. Overall, the information provided met the requirements, however, staff does have some recommendations that you should consider. We feel these recommendations will make the City's proposal stronger.

- The "Disqualification of Applicant" section should include an additional provision that the firm must be in good standing with HUD and not included on the Debarment and Suspension List.
- Page 2 indicates that a "two-tiered" sealed process will be utilized by the City. Staff recommends that a better explanation of that process be included in the proposal. For example, our office completed a successful "two-tiered" process, through MDOT, by selecting the top three firms based on qualifications in tier one and assigning points to the top three firms based on costs for tier two. The lowest priced firms, of the three, received ten points, the middle firm received five and, the highest priced firm received zero points for tier two.
- Page 2 under the "General Scope of Required Services", #1, indicates that the services will be limited to projects such as street construction (local and TEA-21). For clarification purposes, TEA-21 is the old transportation legislation, it is now called SAFETEA-LU. However, we would recommend that you indicate "local, state, and federal" under that section, rather than limiting it to a specific source.

If you have any questions or need further information, please contact myself or Mr. Jason Nordberg at (810) 257-3010.

Sincerely,

Christine A. Kiesling, Principal Planner  
Genesee County Metropolitan Planning Commission

CK  
K:\cd\cdplan\2008\City of Swartz Creek RFQ review



**Adam Zettel**

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**From:** Kelly Villarreal [villarrealk@michigan.gov]  
**Sent:** Tuesday, January 22, 2008 11:16 AM  
**To:** Adam Zettel  
**Cc:** Carol R. Rademacher; Wayne E Roe JR  
**Subject:** Re: SC QBS

Hi Adam -

Thanks for allowing me the opportunity to review your process for completing a qualifications-based selection for the City of Swartz Creek. I would first like to point out that you are under no obligation to follow the guidelines and rules in place by the Michigan Department of Transportation, so I offer you my suggestions and observations only. I believe, however, that you are under obligation to follow the rules and regulations in place by the Federal Highway Administration, specifically the Brooks Act.

The RFP itself looked really good and it appears that you are evaluating and requesting the same type of criteria that MDOT does. I am not sure what your estimate is on this project, but if you are estimating that it will be over \$100,000, then the Brooks Act would govern and you cannot include price as a consideration in the selection process.

I also reviewed the Resolution that you sent me and it appears that the City Council has resolved to first evaluate the consultants based on qualifications and then negotiate a price with the highest qualified firm. This would be the appropriate selection process to follow in order to comply with the Brooks Act. When MDOT has selections that fall under the Brooks Act, then we do not have consultants submit any bids at the time they submit their proposals. The proposals are simply evaluated based on qualifications and then negotiations start with the most qualified consultant.

I also noticed when reviewing the RFP that you have put a page limitation on "other information;" however, I did not see a page limitation for the entire proposal. MDOT has page limitations based on the level of work. Resumes are not counted in this page limitation, but it just limits how large the proposals are that you get from consultants.

The other suggestion that I would make would be on the Notice of Solicitation of Qualifications, I would suggest changing the word "bids" to "proposals."

Again, thank you for providing me the opportunity to give you some suggestions on your selection process. If you need any further assistance or clarification, please do not hesitate to contact me.

Kelly E. Villarreal, Selections Specialist  
Selections Unit  
Contract Services Division  
425 W. Ottawa Street  
Van Wagoner/Transportation Bldg, 4th Floor  
Lansing, Michigan 48933



517.335.6730  
517.335.7446 (facsimile)  
[villarreak@michigan.gov](mailto:villarreak@michigan.gov)

>>> "Adam Zettel" <AZettel@cityofswartzcreek.org> 1/18/2008 9:24AM >>>  
Hi Kelly,

Our QBS RFP, procedure, and notices are attached. Thanks a lot for agreeing to give this a once-over. We really appreciate it.

Let me know what you think!

Have a good weekend too!

*Adam Zettel*

Assistant City Manager/Zoning Administrator  
City of Swartz Creek  
8083 Civic Drive  
Swartz Creek, MI 48473  
Phone: 810-635-4464  
Fax: 810-635-2887

Notice of Solicitation of Qualifications  
Professional Engineering Services

CITY OF SWARTZ CREEK, MICHIGAN

The City of Swartz Creek (pop. 5,300), in compliance with the qualified bidding selection process and the Brooks Act, is accepting sealed statements of qualifications from qualified firms to perform general engineering, surveying and landscape architecture services for the community. The City's selection of a qualified professional engineering firm will be for a period of three (3) years.

Specifications are available online at [www.cityofswartzcreek.org](http://www.cityofswartzcreek.org) or may be picked up at the City Hall, 8083 Civic Drive, Swartz Creek Michigan, Monday-Friday, 8:30 a.m. to 4:30 p.m. **Proposals shall be accepted at City Hall till Friday, March 14, 2008 at 4:00 p.m., opening and tabulation to follow.**

The City of Swartz Creek has the right to accept or reject any and all proposals. The City of Swartz Creek is an Equal Opportunity Employer.

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PUBLISH : THURSDAY, JANUARY 31, 2008

PROOF REQUIRED

The Michigan Roads and Construction

PUBLISH : SUNDAY, FEBRUARY 10, 2008

PROOF REQUIRED

The Flint Journal

Please bill the:           City of Swartz Creek  
                                  8083 Civic Dr.  
                                  Swartz Creek MI 48473

**Notice of Solicitation of Qualifications  
Professional Engineering Services  
City of Swartz Creek Michigan**

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**GENERAL STATEMENT**

The **City of Swartz Creek**, in compliance with the qualified bidding selection process and the Brooks Act, is accepting sealed statements of qualifications from qualified firms to perform general engineering, surveying and landscape architecture services for the community. The City's selection of a qualified professional engineering firm will be for a period of three (3) years from the date of successful award.

**DESCRIPTION OF THE COMMUNITY**

Swartz Creek (population ~5,300) is a municipal corporate suburb of the City of Flint, located in Genesee County, Michigan. Swartz Creek is a 'home rule' city with a council-manager form of government. The city is about five (5) square miles and is currently experiencing relatively stable housing and commercial growth. The community is a full services government operating within a stable financial, political, and professional context. The City is in various stages of planning and implementation concerning sewer and water infrastructure improvements, trail-way design and construction, recreation planning, streetscape improvements, drainage, survey, and numerous street projects.

**SUBMISSION OF PROPOSALS**

All firms desiring to be considered as the City's engineering firm and who are registered to practice in the State of Michigan, are invited to submit proposals in accordance with the terms as set forth within. Each firm submitting a proposal shall make themselves familiar with all conditions as described within. The City of Swartz Creek shall consider all applicants fully informed, unless the City is specifically notified in writing of all factors that would affect their proposal. All proposals shall be submitted in full detail, and all entries legibly made. An authorized corporate officer must sign the proposal. Statements of qualification along with any additional information the firms wish to submit will be accepted until **4:00 p.m., Friday March 14, 2008, at the Swartz Creek City Office, 8083 Civic Drive, Swartz Creek, MI 48473**. At the aforementioned due date, time and location, proposals will be opened and tabulated as to their reception only. Awards shall be made after review as set forth within. Firms applying for consideration shall prepare and submit a single copy of the proposal to:

**PAUL BUCHE, CITY MANAGER  
CITY OF SWARTZ CREEK  
8083 CIVIC DRIVE  
SWARTZ CREEK, MICHIGAN 48473**

Submission of a proposal will be construed as conclusive presumption that the applicant is thoroughly familiar with the proposal and specifications, and that the applicant understands and agrees to abide by each and all of the stipulations and requirements

contained therein. Proposals can be delivered in person or sent via mail or similar courier, as addressed above. The outside of the entire package shall be clearly marked **“PROFESSIONAL ENGINEERING SERVICES PROPOSAL”**

Proposals will not be accepted after the time designated for the opening of the proposals (***Friday, March 14, 2008 4:00 P.M.***). The applicant shall assume full responsibility for delivery of proposals prior to the appointed hour for opening same, and shall assume the risk of late delivery or non-delivery regardless of the manner the applicant employs for the transmission thereof. The City of Swartz Creek shall accept proposals only during normal business hours, said hours being 8:30 A.M. to 4:30 P.M., Monday through Friday, legal holidays excepted.

### **RIGHT TO REJECT**

The City of Swartz Creek reserves the right to reject any or all proposals, or any part of the same, to waive any irregularities or informalities, and to make the award in part or entirety as may appear to the City of Swartz Creek to be in the best interest of the of the City.

### **DISQUALIFICATION OF APPLICANT**

Although not intended to be an exhaustive list of causes for disqualification, any one or more of the following events, among others, may be considered sufficient for the disqualification of an applicant and the rejection of the applicant's proposal:

- A. Evidence of collusion among applicants.
- B. Lack of competency, incomplete submittals.
- C. Misrepresentation.
- D. Fraud or fraudulent statements.
- E. Not in good standing with HUD; included on the Debarment and Suspension List

### **GENERAL SCOPE OF REQUIRED SERVICES**

The City desires to retain a qualified professional engineering firm to provide general services for the following, typical local, state, and federally funded projects:

- 1) Design engineering services to include, but not necessarily limited to, projects such as: street construction both new and re-construction; bridges; sidewalks; parks and park facilities, such as restrooms, trails and parking lots; storm water lines, structures and drainage studies; water and sanitary sewer mains, structures and facilities.
- 2) Construction engineering including construction staking and inspection/observation.

- 3) Property surveys and legal description services.
- 4) Review of development site plans to determine appropriate street construction design quality, utility/storm water design, detention capacity, traffic flow, and compliance issues regarding community policy and ordinance requirements.
- 5) Project experience with respect to Genesee County CDBG projects.
- 6) Provide continuing assistance with respect to state and federal grant opportunities; provide general assistance to city administrative and elected officials.
- 7) Provide rational and creative leadership to staff and officials concerning all areas relating to the office of engineer.

### **SUBMISSION CRITERIA**

The statement of qualifications shall, at a minimum, include the following information:

- 1) A letter of transmittal containing the following information:
  - a) A brief discussion outlining the firm's understanding of the requested services.
  - b) The name, title, address, telephone and fax number of the person authorized to represent the firm.
- 2) The firm's profile, including:
  - a) Organization, size, Michigan office location(s).
  - b) The office location where work associated with this proposal will be performed, including the number of professional staff by classification.
  - c) Identify the person directly responsible for managing and supervising projects and relationships with City staff and elected officials. Submit resumes of all professionals likely to be assigned to community projects.
  - d) Submit a list of municipal clients, including at least five of which are similar in character to the City of Swartz Creek for whom you have performed general engineering services for at least two years. Submit the name and telephone number of the local contact person.
  - e) Submit a proposed contract for the services discussed in this proposal.
  - f) Submit a single example of a work product, for work similar to projects discussed in this proposal.

- g) Submit a “real life example” of an engineering review of a proposed site development.
- h) Submit a communication plan addressing how the firm/project manager will communicate with the City.
- i) Provide any other information considered important, not discussed in the RFP, limited to one (1) page, which may help the city better understand the firm.
- j) R.F.P.’s must be sealed. The outside of the entire package shall be clearly marked “PROFESSIONAL ENGINEERING SERVICES PROPOSAL”.

**SUBMISSION EVALUATION**

The City will review the proposals independent of rate schedules. After evaluation and ranking of proposals, negotiations will be commenced by the City Manager with the leading qualifier. Subsequent negotiations may be commenced with the next most qualified firm if an agreement on rates is not reached.

The evaluation is based on the following criteria:

Ability to provide the service required, qualifications of personnel assigned, the quality of the communication plan, location of the office that will serve the community, compatibility of submission with respect to the RFQ requirements, reference analysis from other communities, work product submission, past experience of the firm with the community.

The evaluation will be scored using the following relative weights:

<u>Criteria</u>	<u>Number of points</u>
Firm Experience and Qualifications:	20
Project Manager:	15
Staff:	15
References, Quality Assurance:	15
Capacity:	5
Location, Accessibility:	20
Rates:	10
Maximum	100 points

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***The City of Swartz Creek is an Equal Opportunity Employer***

651 Hall Street  
P.O. Box 706  
Flint, MI 48501-0706



810-235-2573  
Toll Free: 800-968-3683  
Fax: 810-235-4141  
email: wdover@dovercompany.com  
www.dovercompany.com

MASON SUPPLIES

ARCHITECTURAL PRODUCTS

GARAGE DOORS

## Proposal

Date January 14, 2008

Contractor City of Swartz Creek Job Senior Center

Address Attn: Tom Syreck Address \_\_\_\_\_

We propose to furnish the following on the above captioned job	AMOUNT
Quote #F801-15	
General Partition baked enamel floor mounted overhead braced restroom partitions <ul style="list-style-type: none"> <li>- (2) handicap stalls</li> <li>- (1) standard stall</li> <li>- (1) stainless steel splash guard</li> </ul>	
<b>Total material and labor</b>	<b>\$ 2321.00</b>
<b>If solid plastic partitions are required, please add.....</b>	<b>887.00</b>
<b>*Note – take down and haul away of the old stalls is to be provided by others.</b>	
Price is good for 30 days. A three to six week lead-time is required to order.	
<b>TOTAL</b>	

Openings are to be prepared by others in accordance with our specification. The above price does not include glass, glazing, painting or wiring for electric operator, unless included in above proposal.

*We accept the above proposal:*

\_\_\_\_\_  
 \_\_\_\_\_  
 DATE \_\_\_\_\_ BY From Saiko

AGREEMENTS ARE CONTINGENT UPON STRIKES, ACCIDENTS OR OTHER CONDITIONS BEYOND OUR CONTROL.

We carry Manufacturers', Contractors' and Employers' Liability and Workman's Compensation Insurance.



City of  
Swartz  
Creek

*Paul Bueche*

City Manager

[pbueche@cityofswartzcreek.org](mailto:pbueche@cityofswartzcreek.org)

---

17-January-2008

**Chief Brent Cole**  
Swartz Creek Area Fire

**Mr. Jim Florence, President**  
Swartz Creek Senior Citizens Center

Re: **City's Internet Connection**

**Gentlemen,**

We (the City's I.P. address) have been blacklisted three or four times now over the last several months due to email hijack programs running pirate SMTP servers (Trojan and Storm Worms). We've ruled out City Hall and the PD as resident sources. We do not service the Fire or Sr. Center so we have no idea what protection, hardware, software or network settings are being used. Every time we get blacklisted, the City's I.P. address (which everyone functions under) is banned from our financial wire transfers, the Feds, State, County, etc. The cost is about \$500 each time in tech fees and a day and half where we are out of service in data transfers with these organizations. In short, *you either need to be all in or all out of our system.*

The City is willing to perform I.T. services along with maintaining system backup and the hosting of a web and email server, for actual expenses. The other option is to continue with your own I.T. provider, disconnect from the City's system, and seek your own I.S.P. connection. For reference in your decision, the City has a dedicated bandwidth connection that exceeds T-1 speeds. Download speeds of 6-8 megabytes and uploads of 2 megabytes are about the system-wide average. I will be drafting a R.F.P. for I.T. services in the very near future and will need a decision shortly if you desire to remain on the City's system. Please give this some thought and let me know your intended direction in the next week or so. If you would like to discuss it further, please give me a call.

In advance, your attention to this matter is greatly appreciated.

Sincerely,

*Paul Bueche*

**Paul Bueche**  
City Manager

---

8083 Civic Drive

Swartz Creek Michigan 48473

Phone: (810)-635-4464

Fax: (810)-635-2887

88

[www.cityofswartzcreek.org](http://www.cityofswartzcreek.org)

<ftp://cityofswartzcreek.org>





# GENESEE COUNTY ROAD COMMISSION

AN EQUAL OPPORTUNITY EMPLOYER

211 WEST OAKLEY STREET  
FLINT, MICHIGAN 48503-3995  
PHONE (810) 767-4920  
TOLL FREE (800) 249-4027

Website - www.gcrc.org  
Fax (810) 767-5373 - Administration  
Fax (810) 767-3634 - Maintenance  
BOARD MEETINGS - TUESDAYS @ 10 A.M.

BILLY W. BRADSHAW  
Chairperson

DAVID L. MILLER  
Vice-Chairperson

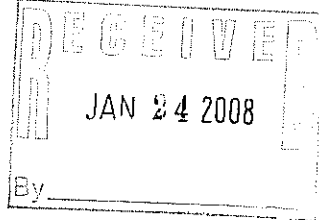
JAMES A. POMEROY  
Commissioner

K. MICHAEL HARVEY  
Commissioner

ROBERT C. JOHNSON  
Commissioner

January 22, 2008

Paul D. Bueche  
City Manager, City of Swartz Creek  
8083 Civic Drive  
Swartz Creek, MI 48473-1498



Re: **Raubinger Road Bridge Project & Re-Alignment of Miller Road**


Dear Mr. Bueche:

As a result of the amended Agreement which the City of Swartz Creek and the Genesee County Road Commission recently entered into concerning the transfer of jurisdiction of the Raubinger Road Bridge and associated roadway from the jurisdiction of the City of Swartz Creek to the jurisdiction of the Genesee County Road Commission, it is the intent of the Genesee County road Commission to take the following actions:

- (1) Raubinger Road Bridge Project – Design and preliminary engineering during 2008; replacement to occur during the construction season of 2009;
- (2) Miller Road Re-Alignment Project – To be undertaken during the construction season of 2008.

As always, it is a pleasure to work with you, Mayor Abrams, the City Council, and Director of Public Services Tom Svrcek to answer the transportation needs of the residents of Genesee County and the City of Swartz Creek.

Sincerely,

  
John H. Daly III, Ph.D.  
Manager Director

Xc: Rep. Lee Gonzales  
County Commissioner Pat Lockwood  
County Commissioner Ted Henry  
Board of County Road Commissioners

OUR MISSION, AS GENESEE COUNTY ROAD COMMISSION EMPLOYEES, IS TO COLLECTIVELY PROVIDE AND MAINTAIN A SAFE, COST EFFICIENT AND QUALITY COUNTY ROAD SYSTEM FOR THE MOTORISTS IN GENESEE COUNTY



## Paul Bueche

---

**From:** Paul Bueche  
**Sent:** Thursday, January 24, 2008 3:40 PM  
**To:** John Daly  
**Subject:** Emailing: Jan 28 Mtg, Raubinger Bridge GCRC Ltr, Update.pdf

**Attachments:** Jan 28 Mtg, Raubinger Bridge GCRC Ltr, Update.pdf



Jan 28 Mtg,  
raubinger Bridge G..

John,

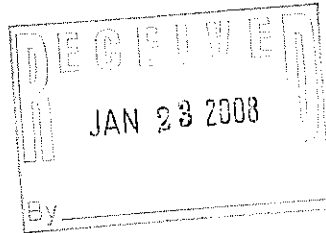
Thank for the update. I'll forward it to the Council. Do you need anything further from us on the Grant Transfer or are we all set.

Thank....

Paul Bueche

# BLACKDOT

WIRELESS



January 18, 2008

Paul Bueche  
City of Swartz Creek  
8083 Civic Drive  
Swartz Creek, Michigan 48473-1377

Re: T-Mobile site# 85129

Hello Paul,

It was a pleasure speaking with you Friday and per our conversation, I have enclosed the proposal for a modest rent reduction in exchange for 8.5 years of guaranteed rent (current lease has only 30 days notice.)

If you would like to discuss the lease purchase, I would love to do so. The figure proposed is in/around the amount of \$70,000.00.

After reviewing the enclosed terms and considering the lease purchase, please give me a call to set a more detailed conversation to confirm economics that makes you and T-Mobile happy. I look forward to your call.

Respectfully,



DIANE JENSEN  
Lease consultant, representing T-Mobile  
Ph#: 949.271.7864  
Fax#: 949.271.7964  
[djensen@blackdotwireless.com](mailto:djensen@blackdotwireless.com)

LEASE PROTECTION TERM SHEET

To: Paul Bueche
From: Diane Jensen, Lease Consultant, agent for T-Mobile
Subject: FT01071A26202
Date: 1/18/2008 2:56:06 PM
CC: T-Mobile Lease File

On the terms and conditions set forth herein, T-Mobile would consider protecting your wireless communications facility lease agreement for the site located at: 8100 B-Civic Drive, Swartz Creek, Michigan 48473

New Rent

- A. New Base Rent \$775.00
B. New Rent Frequency Monthly
C. New Escalations 5.00%
D. New Escalation Frequency Term

New Term

- A. Number of Renewal Terms 5
B. Renewal Term Length (mo) 60

New Termination & Guarantee

- A. Rent Guarantee Period (mo) 102 mo or 8 1/2 years totaling: \$80,617.50 Guaranteed Rent
B. Current Lease Guarantees 30 days written notice only.

Other

- A. Please verify or write in the correct legal ownership for this Site. Is this correct? Yes / No
B. Please verify or write in the correct physical address for this Site. 8100 B-Civic Drive, Swartz Creek, Michigan 48473 Is this correct? Yes / No
C. Please verify or write in the correct address for notice and correspondence. 8083 Civic Drive, Swartz Creek, Michigan 48473-1377 Is this correct? Yes / No

D. Effective date of the New Amendment April 1st, 2008

Landlord Initial: \_\_\_\_\_

Tenant Initial: \_\_\_\_\_

# AUDITORS' NEWSLETTER

## ANNUAL UPDATE

### 2008

JAN 14 2008



# BERTHIAUME & COMPANY

Certified Public Accountants

• 60 Harrow Lane • Saginaw, Michigan 48638  
• Phone (989) 791-1555 • Fax (989) 791-1992

Specializing in governmental accounting & auditing since 1982

**G**reetings to clients and friends! We wish you a Happy New Year! I hope you find this, our 7th Annual Year-End Newsletter, interesting and/or useful. Please feel free to call me if you have any questions or comments. ~ Kenneth Berthiaume, CPA

## NEW AUDITING STANDARDS WILL IMPACT THE CONDUCT OF YOUR ANNUAL AUDIT

*In the last couple of years, new auditing standards have been issued that could affect the nature, timing and extent of audit procedures performed by the auditor of your annual financial statements. One of the new standards, SAS No. 112, issued in May 2006, changes what and how results of the audit are reported. Auditors are now required to report, in writing, any control deficiencies found during the audit that are considered significant deficiencies and / or material weaknesses. A material weakness is a significant deficiency or combination of significant deficiencies that result in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected. SAS No. 112 has lowered the bar so that findings that may not have been previously reportable may now be considered reportable simply because there is the potential for misstatement. The SAS clarifies that the significance of a control deficiency is dependent on the potential for misstatement, not whether a misstatement actually occurred. Some items that would fall into these control deficiencies are:*

- Lack of controls over non-routine and non-systematic transactions.
- Lack of controls over period-end financial reporting process.
- Ineffective oversight of the entity's financial reporting and internal control by the governing body.
- Restatement of previously issued financial statements.
- Identification by the auditor of a material misstatement in the financial statements for the period under audit that was not initially identified by the entity's internal control, i.e., audit adjustments.
- Failure by management, or the governing body, to assess the effect of a significant deficiency previously communicated to them and either correct it, or decide that it will not be corrected.

According to SAS No. 112, if an entity does not have the necessary resources to effectively apply generally accepted accounting principles, record financial transactions or prepare its financial statements, then a likely material weakness exists. The key controls are the review and approval by the preparer's supervisor and the review and approval by the governing body. As such, it is necessary for the governing body to have sufficient skills to read and understand the entity's financial statements and their degree of precision. Because auditors are required to be completely independent from the entity, audit standards state that you cannot make your auditors part of your internal control system.

This has raised concerns about who can prepare an entity's financial statements. Many local governments have their independent auditors prepare the actual financial statements, including notes to the financial statements. The reasons a local government has their auditor prepare the financials could give rise to the finding of a deficiency in internal control over financial reporting. The more complex the financial transactions underlying the financial statements, the more likely that this condition could result in a significant deficiency. Does this mean that your auditor can no longer prepare your financial statements? No, but if the reason is because your staff does not have the expertise or knowledge to prepare the financials then there is likely going to be a significant deficiency reported by the auditor. This lack of expertise can be mitigated if the governing body is able to understand the financials and what is in them.

### KEY RATES FOR 2008

Mileage rate, IRS approved .....	50.5¢
Wage base for 6.2% social security tax .....	\$102,000
Section 457 Plan maximum annual contribution/payroll deduction amounts	
✓ Employees under age 50 .....	\$15,500
✓ Employees age 50 and over .....	\$20,500
✓ Employees with three years until retirement .....	\$31,000
Single audit requirement threshold of annual federal expenditures .....	\$500,000
Michigan minimum hourly wage currently ...	\$7.15
and on July 1, 2008 .....	\$7.40

### KEY TELEPHONE NUMBERS AND WEBSITES

IRS Hotline .....	877-829-5500
IRS Problem Resolution .....	877-777-4778
IRS Forms and Publications .....	800-829-3676
IRS Website .....	www.irs.gov
SSA/W-2 Help:	
Telephone .....	312-575-4244
Email .....	paul.dieterle@ssa.gov
Michigan Dept. of Treasury:	
Tax Problems .....	517-636-4560
Local Audit .....	517-373-3227
Website .....	www.michigan.gov/treasury
MDOT .....	517-373-0416
Berthiaume & Co. ....	bertcocpa@aol.com

### KEY DUE DATES

Audit .....	180 days after year end
F-65 Report .....	180 days from year end
Act 51 Report .....	120 days after year end
Single Audit .....	Earlier of 30 days after receipt of Auditor's report or 9 months after year end

## CHECKS AND BALANCES

The July 2007 Michigan Accounting Procedures Manual for Local Units of Government lists some of the components of good internal control activities (Checks and Balances), including the following:

- ✓ Duties must be segregated among different people. No one person should have control over more than one of the three transaction components: authorization, custody, and recordkeeping. When the work of one employee is checked by another, and when responsibility for the custody of the assets is segregated from the recordkeeping related to that asset, there is an appropriate segregation of duties;
- ✓ Transactions must be authorized by a person with delegated approval authority. Authorization procedures need to include a thorough review of supporting documentation to verify the propriety and validity of transactions;
- ✓ Personnel need to be competent and trustworthy with clearly established lines of authority. Organizational charts and job descriptions should be maintained to ensure that employees are aware of the duties they are expected to perform and where those responsibilities end;
- ✓ Employees must be provided with the appropriate training, guidance, direction and supervision, and resources necessary to carry out their duties. Employees need to know the proper channels to report suspected improprieties and that every employee has a responsibility for internal control;
- ✓ Policies and procedures must be written down and communicated to employees;
- ✓ Physical security must be in place over equipment, inventories, cash and other property. Access to records and data must be controlled;
- ✓ Records must be reviewed and reconciled routinely by someone other than the preparer to verify that transactions are properly processed;
- ✓ Accurate financial and budgetary information must be provided to decision makers;
- ✓ Documentation and record retention requirements should provide reasonable assurance that all information and transactions of value are accurately recorded and retained.

The new accounting manual is an excellent resource that will assist local government officials in applying and establishing accounting and control procedures. Get the manual on the Internet at:

[http://www.michigan.gov/documents/treasury/AccountingProceduresManual\\_202967\\_7.pdf](http://www.michigan.gov/documents/treasury/AccountingProceduresManual_202967_7.pdf)

or call the Treasury Department Local Government section at 517-373-3227.

## THE BI-ANNUAL AUDIT OPTION

Michigan law requires local units of government with populations under 4,000 to be audited by a CPA at least biennially. Some very small governmental units, of course, have taken this option. Many, however, have not elected this option. Why? The choice, we think, may be influenced by these factors:

- Small governmental units with limited personnel, a lack of segregation of duties, and possible internal control weaknesses, have a situation where the auditors' involvement is probably most needed. A small Township's tax account, with a substantial amount of money involved, for example, is usually handled solely by the Township Treasurer (lack of segregation). The CPA's annual review of the tax account may be beneficial.
- On an annual basis, still, there are financial reports that the governmental unit needs prepared and filed such as the Form F-65 and Act 51 Report. In order to be prepared correctly and consistently, year end accounting adjustments are needed. (It is no longer possible or appropriate to use a simple cash basis.) For smaller units, it is usually the auditors who prepare the needed year end adjustments for receivables, payables, depreciation, etc.
- The perceived cost savings for a bi-annual audit is probably not equal to 100% of the cost of a comparable annual audit. This is because the auditor has some extra work (and fees) on a bi-annual audit such as verifying ending balance sheet account balances for the non-audit year, updating the fixed asset depreciation schedules for the non-audit year, reading the minutes of Council or Board meetings for the non-audit year, updating various carry over items such as deferred grant revenues, fund reserves / designations, footnotes, etc.

Small governmental units that have opted for a bi-annual audit could consider obtaining some CPA services for the non-audited year such as a Compilation Engagement, a Review Engagement or an Agreed-Upon Procedures Engagement. These could be a very cost-effective accounting solution for the small governmental units.

## NON-MOTORIZED IMPROVEMENTS NOW INCLUDE SIDEWALKS

Public Act 51 specifies that 1% of Michigan Transportation Fund (MTF) revenues provided to Cities and Villages must be expended for "non-motorized transportation services and facilities.

Effective March 29, 2006, per P.A. 82, sidewalk additions or improvements are now eligible as non-motorized expenditures.

## FROM THE IRS

### Guide For Local Governments

The IRS publication 963, updated in 2007, provides a comprehensive reference guide (193 pages) for local governmental employers. The guide contains valuable information concerning various payroll related matters that pertain specifically to local governmental units.

Obtain the free publication from the IRS at 1-800-829-3676 or on the Internet at [www.irs.gov](http://www.irs.gov).

### Automatic Forms 8109 Eliminated

The IRS depository coupon form 8109 is used to make 941 (payroll) tax payments at your local bank. Starting in 2007, the IRS stopped the procedure of automatically sending these coupons to employers. You will now need to call the IRS at 1-800-829-4933 for a re-supply. Allow 4 to 6 weeks for delivery....per the IRS.

### NOTE:

The Electronic Federal Tax Payment System (EFTPS) allows you to make tax payments by phone or Internet. To sign up, call 1-800-945-8400.

## BERTHIAUME & COMPANY SUCCESSFULLY COMPLETES ITS 2007 PEER REVIEW

An unmodified Peer Review Report, prepared by a peer CPA firm, recently found that the Berthiaume & Company system of quality control has been properly designed to meet, and complies with, the requirements of the quality control standards for an accounting and auditing practice, as set forth by the AICPA.

Peer Reviews are required every 3 years in order for CPA firms to maintain membership in the American Institute of Certified Public Accountants.



**Blue Care  
Network**  
of Michigan

Dear Benefit Administrator:

The benefit change submitted by your Health Insurance Representative was reviewed by our Underwriting staff and has been approved.

Enclosed is a copy of the Group Letter of Agreement Benefit and Rate Schedule, which contains the group's identification number, effective date of change and a detailed summary of the company's monthly premium rates. Please retain a copy of the agreement on file for future reference. This agreement will be issued again at your annual renewal.

If you have any questions or wish to discuss other BCN benefits plans, please contact your independent agent or your BCN/BCBSM sales or services representative.

/enclosure

GROUP B&R



Blue Care Network of Michigan

A nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association

GROUP ID / SUBGROUP ID / CLASS ID: 00100208 / 0001 / 0001
SUBGROUP NAME / CLASS NAME: CITY OF SWARTZ CREEK/POLICE / ACTIVE
MEDICAL / PHARMACY CCF: 1.0076
EAST REGION REFORM GROUP NON MEDICARE PLAN
AGENT: HARVEY L LEE (02080)

In accordance with the terms of your Group Letter of Agreement, this letter sets the rates for your upcoming renewal. All other terms of your group agreement remain in effect. Blue Care Network (BCN) no longer requires that you sign a Benefit and Rate Schedule for each year's renewal. Your benefit package has been renewed at the following rates and is effective from 01/01/2008 through 12/31/2008.

CERTIFICATE: BCN5

RIDERS:

FCR Family Continuation Rider

DME20% 20% Durable Medical Equipment Copay
ER50 \$50 Emergency Room Copay
CO10 \$10 Office Visit Copay

PD102C Drug - \$10 / \$20 (Max 50%, Contraceptives, Closed Formulary)

\*\*\*The above are abbreviated descriptions. They do not replace the language in the certificate or rider brochure.\*\*\*

RATES ARE SUBJECT TO CHANGE BASED ON OFIS APPROVAL.

\*\*RATES HAVE BEEN REVISED\*\*

Table with 4 columns: MONTHLY PREMIUM RATES, BCN MEDICAL, BCN PHARMACY, and TOTAL. Rows include Single Contract, Double Contract, E + C Contract, E + >C Contract, Family Contract, and Family Continuation.

BCN of Michigan rates are guaranteed for the period stated above; however, BCN reserves the right to adjust rates if any of the assumptions or calculations used to calculate the rates are incorrect. Please remember that BCN is a prepaid health plan and payment is due on or before the date noted on your billing statement. If you have questions or wish to discuss other BCN benefit plans, please contact your BCBSM Regional Sales Office or Agent. We at BCN appreciate your business and look forward to providing your continuing health benefit needs.



GROUP B&R



Blue Care Network of Michigan

A nonprofit corporation and independent licensee of the Blue Cross and Blue Shield Association

GROUP ID / SUBGROUP ID / CLASS ID: 00100208 / 0001 / 0002

SUBGROUP NAME / CLASS NAME: CITY OF SWARTZ CREEK/POLICE / RETIRED

MEDICAL / PHARMACY CCF: 1.2536

EAST REGION

REFORM GROUP

NON MEDICARE PLAN

AGENT: HARVEY L LEE (02080)

In accordance with the terms of your Group Letter of Agreement, this letter sets the rates for your upcoming renewal. All other terms of your group agreement remain in effect. Blue Care Network (BCN) no longer requires that you sign a Benefit and Rate Schedule for each year's renewal. Your benefit package has been renewed at the following rates and is effective from 01/01/2008 through 12/31/2008.

CERTIFICATE: BCN5

RIDERS:

FCR Family Continuation Rider

DME20% 20% Durable Medical Equipment Copay

ER50 \$50 Emergency Room Copay

CO10 \$10 Office Visit Copay

PD102C Drug - \$10 / \$20 (Max 50%, Contraceptives, Closed Formulary)

\*\*\*The above are abbreviated descriptions. They do not replace the language in the certificate or rider brochure.\*\*\*

RATES ARE SUBJECT TO CHANGE BASED ON OFIS APPROVAL.

\*\*RATES HAVE BEEN REVISED\*\*

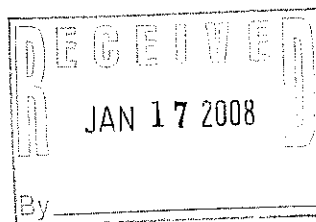
MONTHLY PREMIUM RATES:	BCN		TOTAL
	MEDICAL	PHARMACY	
Single Contract:	\$455.43	\$84.42	\$539.85
Double Contract:	\$1,047.50	\$194.18	\$1,241.68
E + C Contract:	\$1,047.50	\$194.18	\$1,241.68
E + >C Contract:	\$1,229.67	\$227.94	\$1,457.61
Family Contract:	\$1,229.67	\$227.94	\$1,457.61
Family Continuation:	\$227.72	\$42.21	\$269.93

BCN of Michigan rates are guaranteed for the period stated above; however, BCN reserves the right to adjust rates if any of the assumptions or calculations used to calculate the rates are incorrect. Please remember that BCN is a prepaid health plan and payment is due on or before the date noted on your billing statement.

If you have questions or wish to discuss other BCN benefit plans, please contact your BCBSM Regional Sales Office or Agent. We at BCN appreciate your business and look forward to providing your continuing health benefit needs.



January 15, 2008



Paul Bueche, City Manager  
City of Swartz Creek  
8083 Civic Dr.  
Swartz Creek, MI 48473

Dear Mr. Bueche:

Enclosed please find a copy of the Michigan Public Service Commission Annual Survey for 2007 submitted by Comcast on December 28, 2007.

Please contact me at [REDACTED] if you have any questions.

Sincerely,

Gerald W. Smith  
Government Affairs Manager  
Comcast, Michigan Region  
36250 Van Dyke Ave.  
Sterling Heights, MI 48312

Enc.

FRASER TREBILCOCK DAVIS & DUNLAP, P.C.  
LAWYERS

PETER L. DUNLAP\*  
DOUGLAS J. AUSTIN  
MICHAEL E. CAVANAUGH  
JOHN J. LOOSE  
DAVID E.S. MARVIN<sup>o</sup>  
STEPHEN L. BURLINGAME  
DARRELL A. LINDMAN  
IRIS K. LINDER  
GARY C. ROGERS  
MARK A. BUSH  
MICHAEL H. PERRY  
BRANDON W. ZUK  
MICHAEL C. LEVINE  
THOMAS J. WATERS  
MARK R. FOX\*<sup>o</sup>  
MICHAEL S. ASHTON  
H. KIRBY ALBRIGHT  
GRAHAM K. CRABTREE  
MICHAEL P. DONNELLY  
EDWARD J. CASTELLANI<sup>o</sup>  
NAN ELIZABETH CASEY

PETER D. HOUK<sup>o</sup>  
JONATHAN E. RAVEN  
THADDEUS E. MORGAN  
ANNE BAGNO WIDLAK  
ANITA G. FOX<sup>o</sup>  
ELIZABETH H. LATCHANA  
TODD D. CHAMBERLAIN  
RYAN M. WILSON  
KENNETH S. WILSON\*  
ROBERT B. NELSON  
BRIAN P. MORLEY<sup>o</sup>  
MARY M. MOYNE<sup>†</sup>  
JOHN D. MILLER<sup>o</sup>  
TONI L. HARRIS<sup>‡</sup>  
RYAN K. KAUFFMAN  
JENNIFER UTTER HESTON  
KATHERINE A. WEED  
NICOLE L. PROULX  
VINCENT M. PECORA  
G. ALAN WALLACE  
AZIZA N. YULDASHEVA

124 WEST ALLEGAN STREET, SUITE 1000  
LANSING, MICHIGAN 48933  
TELEPHONE (517) 482-5800  
FACSIMILE (517) 482-0887  
WEBSITE [www.fraserlawfirm.com](http://www.fraserlawfirm.com)

DETROIT OFFICE  
TELEPHONE (313) 237-7300  
FACSIMILE (313) 961-1651

ARCHIE C. FRASER  
(1902-1998)

EVERETT R. TREBILCOCK  
(1918-2002)

JAMES R. DAVIS  
(1918-2005)

OF COUNSEL  
DONALD A. HINES  
RONALD R. PENTECOST

<sup>o</sup>RETIRED CIRCUIT JUDGE  
<sup>o</sup>ALSO LICENSED IN FLORIDA

<sup>o</sup>ALSO LICENSED IN COLORADO

<sup>o</sup>ALSO LICENSED IN DISTRICT OF COLUMBIA

<sup>o</sup>ALSO CERTIFIED PUBLIC ACCOUNTANT

<sup>o</sup>ALSO LICENSED IN NORTH CAROLINA

<sup>o</sup>ALSO LICENSED IN GEORGIA

<sup>‡</sup>ALSO LICENSED BY U.S. PATENT AND TRADEMARK OFFICE

December 28, 2007

Writer's Data

Direct Dial Number: (517) 377-0875

E-mail: [MAshton@fraserlawfirm.com](mailto:MAshton@fraserlawfirm.com)

VIA HAND DELIVERY

Robin Ancona  
Telecommunications Division Acting Director  
Michigan Public Service Commission  
6545 Mercantile Way  
Lansing, Michigan 48909

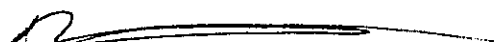
Re: MPSC Annual Report Survey for 2007

Dear Ms. Ancona:

Enclosed please find Comcast's confidential responses to the MPSC Annual Report Survey Questions. Also enclosed is Comcast's Annual Report required by Section 9(4) of 2006 PA 480. If you have any questions or concerns about this filing, please do not hesitate to contact me.

Very truly yours,

FRASER TREBILCOCK DAVIS & DUNLAP, P.C.



Michael S. Ashton

MSA/dkl

Enclosures

This survey response is being filed with the Commission pursuant to the requirements of PA 480 and contains trade secrets, commercial and financial information of Comcast. Therefore, this survey response is exempt from the freedom of information act.



Jennifer M. Granholm  
GOVERNOR

STATE OF MICHIGAN  
PUBLIC SERVICE COMMISSION  
DEPARTMENT OF LABOR & ECONOMIC GROWTH  
KEITH W. COOLEY  
DIRECTOR

Oyafakor N. Islogu  
CHAIRMAN

Monica Martinez  
COMMISSIONER

Steven A. Transath  
COMMISSIONER

### MPSC Annual Report Survey for 2007 (For Cable/Video Providers)

Company Name: Comcast

Address: 29777 Telegraph Road, Suite 4400B

City: Southfield State: MI Zip: 48034

Contact Person: Juan Otero

Direct Phone: 248-233-4619

Direct E-mail: Juan.Otero@cable.comcast.net

*\*If you consider any of the following information confidential, please indicate so. Also, if you need additional space for your responses, please attach additional pages.*

### MPSC ANNUAL REPORT SURVEY QUESTIONS

1. Total number of video subscribers serviced in 2007. (Please indicate the date that the data was reported, and also provide an estimate number for year end 12/31/07).

Comcast's total number of video subscribers serviced in 2007 is approximately 1,285,610 as of December 21, 2007 and estimated to be 1,283,000 for the year end 12/31/07.

2. Since PA 480 has become effective (1/1/07), what has been the impact on your number of subscribers? Has the number grown?

On January 1, 2007, Comcast had approximately 1,300,857 subscribers in Michigan. This number has remained relatively constant. It is uncertain what impact, if any, PA 480 has had on the number of Comcast subscribers in Michigan.

**This survey response is being filed with the Commission pursuant to the requirements of PA 480 and contains trade secrets, commercial and financial information of Comcast. Therefore, this survey response is exempt from the freedom of information act.**

**3. Is there a competitor in your footprint area now that PA 480 has become effective? If so, how many?**

Prior to the passage of PA 480, Comcast has had a number of competitors. This has included a number of satellite providers, such as Direct TV and DISH Network. In a number of communities, WideOpenWest ("WOW") also is a competitor. Since the passage of PA 480, Comcast continues to compete with these entities. In addition, AT&T and others have sought and obtained Uniform Video Service Local Franchise Agreements in various areas where Comcast provides service. As a result, in certain communities Comcast now has at least 4 competitors.

**4. How many franchise agreements (in Michigan) does your company have? How many of those franchise agreements are now the new Uniform Video Service Local Franchise Agreements?**

Comcast has a franchise agreement in each community it serves within the State of Michigan. Since the effective date of PA 480, Comcast has obtained 95 Uniform Video Service Local Franchise Agreements. Pursuant section 5(3) of PA 480, Comcast's other franchise agreements have been limited to the provisions of the Uniform Video Service Local Franchise Agreement.

**5. Were you an incumbent provider prior to PA 480 taking effect on 1/1/07?**

Yes.

**6. Did your company become a cable/video provider in the state of Michigan in 2007 as a result of PA 480?**

No.

**7. Have there been any informal or formal disputes regarding your Uniform Video Services Local Franchise Agreements that have been filed with franchise entities? If so, please explain.**

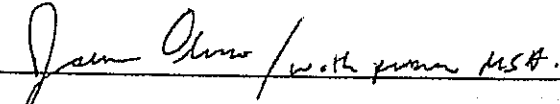
To Comcast's knowledge, no informal or formal disputes regarding the Uniform Video Services Local Franchise Agreements were filed with franchise entities. The City of Detroit, City of Adrian, and City of Romulus have filed various pleadings with the Michigan Public Service Commission regarding Comcast and the Uniform Video Services Local Franchise Agreement. These cases have not proceeded to a hearing before the Commission.

This survey response is being filed with the Commission pursuant to the requirements of PA 480 and contains trade secrets, commercial and financial information of Comcast. Therefore, this survey response is exempt from the freedom of information act.

8. Do you have any recommendations/suggestions for changing PA 480 in order to improve the efficiency of implementation?

Not at this time.

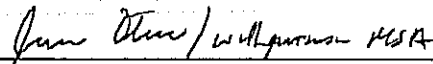
I certify that the foregoing statements are true and correct to the best of my knowledge, information, and belief.

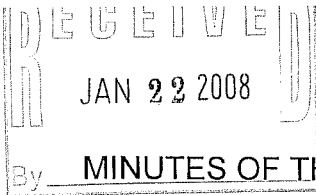
Signature:   
Printed Name: Juan Otero  
Title: Vice President, Government & Regulatory Affairs, Michigan Region  
Date: December 28, 2007

Mail or Deliver Hard Copy (by December 31, 2007) to:  
Michigan Public Service Commission  
Attn: Robin Ancona, Telecommunications Division Acting Director  
6545 Mercantile Way – PO Box 30221  
Lansing, Michigan 48909

**Comcast's Annual Report  
Required by Section 9(4) of 2006 PA 480**

Pursuant to Section 9(4) of PA 480, Comcast reports that it does not deny access to services to any group of potential residential subscribers because of the race or income of the residents in the local area in which the group resides. Since Comcast has not engaged in such conduct, there is no need to apply the provisions of Section 9(2) to its footprint. Since Comcast does not use telecommunication facilities or access lines to provide video services Section 9(3) of the Act is inapplicable.

  
By: Juan Otero  
Its: Vice President, Government &  
Regulatory Affairs, Michigan  
Region  
Date: December 28, 2007



MINUTES OF THE COUNTY MANAGEMENT FOCUS GROUP DISCUSSION  
Thursday, December 6, 2007

PRESENT: Commissioner Rose Bogardus; Inez Brown; Jon Care, Community Corrections, Genesee County; Jack DeMarr, Dutchman's Deli; Tendaji Ganges, University of Michigan – Flint; Dan Harrell, Board Coordinator, Genesee County Board of Commissioners; Norwood Jewell, United Auto Workers; Tim Keener, Genesys; Fred Kump, Mott Foundation; Donald Lada, Brown Funeral Home; Commissioner Patricia Lockwood; Paul Long, Supervisor, Mt. Morris Township; David Lossing, Mayor, City of Linden; George Martini, Controller, Genesee County; Lawrence Moon, Moon Funeral Home; Carolyn Nash, Genesee District Library; Greg Nicholas, Genesee Regional Chamber of Commerce; Sixto Olivo, Allied Battery; Jim Rice, Bishop Airport; Mike Senyko, City of Fenton; Dan Smith, Ellis Parking; Commissioner Woodrow Stanley; Doug Weiland, Weiland and Associates; Charlotte Williams; Adam Zettel, City of Swartz Creek; Deanna Turner, Secretary/Stenographer, Genesee County Board of Commissioners.

WELCOME – COMMISSIONER WOODROW STANLEY, GENESEE COUNTY BOARD OF COMMISSIONERS

Commissioner Stanley stated that the focus group was there to discuss changing the way that county government currently operates. He said that he, Commissioner Raynetta Speed, Commissioner Patricia Lockwood, Commissioner Jamie Curtis have been engaged in the process for almost a year with a County Management Exploratory Committee. He said they have spoken with a number of individuals including the managers of Bay and Saginaw Counties. They have explored and weighed different options.

INTRODUCTION OF PARTICIPANTS

Members of the focus group introduced themselves.

POWERPOINT PRESENTATION BY COMMISSIONER WOODROW STANLEY, CHAIR OF THE COUNTY MANAGEMENT SUBCOMMITTEE (Information on file with official minutes)

OPEN GROUP DISCUSSION

Mr. Moon asked what the difference was between Wayne and Oakland Counties. Mr. Harrell stated that Wayne County was created under different law and is the only Home Rule County and was created when Wayne County was taken over by the State of Michigan. He stated another difference is that Wayne County has some oversight privilege that Oakland County doesn't enjoy. The Drain Commissioner and Road Commission in Wayne County have been discontinued and they have a Department of Public Works. Oakland County does not have that. Those functions make it slightly



different; for purposes of how they interact with the public and general oversight; they are identical.

Mayor Lossing asked how Bay County is organized. Mr. Harrell stated that it is like Oakland County. He said they are still working out the logistics of the power sharing arrangement between the County Board and the County Executive. The County Board in Bay County has some authority that the Oakland County Board does not enjoy.

Commissioner Stanley said that the County can create a hybrid to match their situation particularly in terms of the appointment and there is some latitude to be weighed. He asked if Genesee County was large enough to need a County Executive. Commissioner Stanley asked if there are challenges and issues lined up for a County Executive or would a County Manager type have greater accountability.

Mr. Keener asked if there has been an assessment of the strengths and weaknesses of existing County government. Commissioner Stanley said there has not been a formal assessment.

Mr. Harrell said an assessment was done at part of the Genesee County Strategic Plan activity back in 1999. He said that within the organization there was an analysis of the needs and how to develop those needs; but not much came in that particular issue. He said that a lot of work came out of the strategic plan and it guided us for several years.

Mr. Keener asked if there were specifics that came out in 1999 regarding the strengths and weaknesses of our County government and what exactly are they trying to fix today.

Mr. Harrell said regarding the way Genesee County is organized, the County is a 'child' of the State of Michigan. When the State sees there is a need and cannot identify how it can be met, they give it over to the County and more and more departments are set up. He said there are 33 active departments. Two thirds of the departments are represented by someone the Board appoints and the rest of the departments are overseen by an elected official.

Mr. Olivo said that the study was in 1999 and these are changing times. He asked what impact will have economic viability for the present government and everyone needs to consider that. Mr. Olivo asked how the changes would affect the outlying communities and bridging some gaps. Commissioner Stanley said what they are marketing and advocating for Genesee County; their targets are not always sure who they should touch hands with. He asked if it was the City/Genesee County Regional Chamber. Commissioner Stanley asked if there is a political person who serves as a spokesperson for the County. He said at this point, there are multiple voices. Commissioner Stanley said the answer would be a positive impact. He said that if Mr. Olivo's question related more to costs related to implementation, that would be a number one factor in terms of the Board themselves and what they decide to adopt.

There are individual consistencies the Board has to answer to and do the benefits line up with the costs.

Commissioner Lockwood said that a great deal of the commissioners feel strongly that there is not one economic voice of Genesee County and have been faced with challenges with procedures and failures in the past. She said that the number one priority is economic viability for Genesee County and the Board needs to move forward and find a new direction for the County. Commissioner Lockwood said they look to L. Brooks Patterson's success as a model and how he gets things done. She said he reached out to the entire State of Michigan to turn around Oakland County. Commissioner Lockwood said that they need to put an individual out there to speak on their behalf, but there is no decision of what is the best way.

Mayor Lossing spoke about the impact on local government. He said in his last 10 years of local government and the ability to speak on behalf of the community. Mayor Lossing said he had concerns regarding the proposed fire authority. He stated that different commissioners are driving issues with contrast to the local units and there is a value to changing the format. Mayor Lossing said that the County Executive is the way to go rather than a manager or controller. He said that the County is moving away from manufacturing and asked if higher education would help change the economy. Mayor Lossing said there needs to be a partnership with the cities and the County and he is very interested on how the process will happen.

Mr. Ganges said the commissioners have been wrestling with these issues for the past year and asked what is driving the current considerations. He asked if they are wrestling with inefficiencies and administrative issues. Mr. Ganges asked what the need is and clearly there are some issues he is not aware of. He said that before they talk about the solutions, they need to address the issue of assessment. Commissioner Stanley said that embedded in the litany of questions is the answer. He said it was all of what Mr. Ganges stated. Commissioner Stanley said that it gets them back to the question of does everyone have a pretty good feel for how they operate currently. He talked about when he was at the City for 20 years and thought he knew how County government operated and really didn't know how government operated. He said that from someone coming from one form of government to the other, it is a lot different when you have one person that has to answer to.

Mr. Rice said that if the Board operated the airport, it is inherent in the fact that the Board in which Dan and Jon had stated that is both administrative and legislative and just inherently has built in problems. He said that nine people cannot govern an operation this large effectively and certainly not efficiently. Mr. Rice said that if they spent \$155,000 and got UofM to come in there, it would be the same result. He said they won't come in there and say that it's the most efficient operations they have ever encountered. He said that the 1999 assessment never went away. It came to a point and then dropped off the radar. He said that a year or so ago they talked about a host of internal efficiency issues and it can't be talked about unless you talk about the big picture.

Ms. Williams said that they should always think about the cost of something. She said that she favored the executive form. She also said that people are not knowledgeable about county government. Ms. Williams said that a county executive is going to be a hard sell because of the finances and if people are in government to make it run to the point that they are not needed, people will benefit from it.

Mr. Moon asked if it was safe to assume the majority of the Board supports moving to something different. Commissioner Stanley said they want to consider options. Mr. Moon said that regarding being a business person, he looks at how a business is run and looks at how government is run. He asked who a county executive would answer to other than voters versus a competent board of directors that a person would answer to. The Board can hold the individual more accountable than the voters every four to five years. A manager person is better because anyone that gets power can become absolute power. He said that government by committee is a real problem and it's real scary telling one person they have all power and only have to listen to people every four years. Mr. Stanley said that he and Mr. Moon speak on a regular basis and business people will say I don't know anything about politics; I know what you do, but nothing about politics. He said business people give the best and coherent analysis.

Mr. Zettel said he agrees with Mr. Moon and separating legislative and executive functions. He asked how that would affect the drain and road commission if the county switched forms of government. Commissioner Stanley said they would remain elected and a number of these functions would report to the executive. He said that operations that are stand alone and it depends on what model is chosen; a manager model, essentially, county functions; administrative functions manager reports to the Board. If they went toward a county executive, he said he is not in a position to say what the model will look like. He said they could design it to look like what they want it to look like and there is nothing saying that it has to be a certain way.

Mr. Kump asked if elected officials are not under direct supervision of the county executive. Commissioner Stanley he said only of those functions that they perform. For example, the Sheriff is elected, but the County Board has oversight of certain functions. The law gives a level of economy and oversight prerogatives. He said that if they had a county manager, the Board would simply say day to day responsibilities are your job and make sure that the overtime is in line with what is budgeted.

Mr. Smith said he has been watching county government for 17 years and the challenges are different because of economics and the strengths and weaknesses of the system. He said that no one person speaks for the County and the County Chair speaks for the Board. The people in the County do not understand. He said that even if it's not what he believes, the County Executive does what he is instructed to do. The collaboration of county government and other governmental entities is tough with the current county government. Mr. Smith said that five out of nine agree to go out to the local units of government and say this is what we want you to do. He said if you have that one voice that says this is where we need to go, they can't stop them from talking to them. Collaboration is easier because you have that one voice. He said the other thing

that makes it tough is regarding the budget. The executive would bring the budget to the Board. The Board has the authority to make some changes and goes back to the executive and they can approve it or veto it. It would be a battle of political heads. Mr. Smith said is the current system doing the best it can; I don't think so. He said that if he wants something in his district, he goes to Commissioner Curtis to ask for the needs. Mr. Smith said that a county manager can be too easily removed by the Board of Commissioners and a county executive should have a short term.

Mr. Senyko said that right now the County has the Chairperson; like the Speaker of the House who is also the President. He said that if the County goes to an executive, one person is responsible to the voters and has political power to make things happen. A manager is an individual who handles the day to day duties and is responsible to the Board. A county manager gets blamed for issues out there and it is up to them to solve that for the Board. Mr. Senyko said that an executive has the ability to make things happen and none of those things exist right now. He said they have the Chairperson to run the Board and a selected manager should be someone to be the figure head of Genesee County. He said that that person should be given additional responsibilities, like a mayor.

Ms. Brown said that she is at the meeting representing herself and not the City of Flint. She said she thinks that the entire community is faced with some real challenges, and in that regard, they need to look beyond themselves and what is best for their children and grandchildren. She said the rate they are going is not a good future for the community. She said they should focus a great deal on the City of Flint and Genesee County and said that they are jogging in place. Ms. Brown said they have to look quickly for a new position for Genesee County so that it becomes a county. She said there are many resources and state government is not about to change and at the end of the day, what is left? Ms. Brown stated that people have personality problems and the community needs to function properly. She said a manager would have no clout in the state and national prospective and they should be looking for clout and they should look at national models. Ms. Brown said she is in favor of an elected county executive form of government.

Mr. Weiland said that he was involved in the effort in the '80s. He said the chamber and business community is looking to fill a void and is doing their job to the best of their ability. He said that an elected county executive is that the business community is looking for to represent the entire county. That person would be there for four years where as the Board chair is rotating from one year to the next. He said the County Board should still have budgetary power. He said that appointed department heads spend a lot of time negotiating with the commissioners and departments have a number two person doing the majority of the work.

Mr. Kump said that besides the differences in points made, another key difference is whether or not they would want the manager to answer to nine people and whether or not you would want a leader to in any case. He said a leader should answer to the entire population.

Commissioner Stanley said that is what they are trying to do as his commitment as chair of the subcommittee along with Commissioners Speed, Lockwood and Curtis. He said they would have to have something to report at the end of February and what is said that day plays a huge role in what happens. He said they may revisit some things again and reconvene another focus group. Commissioner Stanley said that all of the discussions make sense and can they just tweak what they do, put a patch on it. He said that as they contemplate what options come into play and a part of this has to do with a question of what is doable. He said that when they get right down to it, when they try to make some judgments, they have to discern what's doable. Commissioner Stanley said that it is not going to help the County if they recommend something that just isn't doable. He said he is not suggesting anything to what a preference might be. He said political pragmatism is the most significant consideration.

Mr. Long said that it is really myth versus history of what they did in the past and what they brought to voters. He said that you knew what you were up against before and it went down three to one and it's kind of hard to talk about something so relevant. He said on the other hand, they had meetings a month ago where the County was saying that they want to take over the fire departments. Mr. Long said the city managers, mayors and township supervisors had basic questions such as exactly what is being done that is wrong and who will this benefit. He said the answer came from the meeting that it would be more economically feasible. He said that everyone knows that fire departments in townships help each other out if you need it. Fire departments in townships and cities are ordering equipment knowing what their neighbors have. He said that they need to do some homework and stop perceptions and they were met with a lot of skepticism. Mr. Long said the meeting was perceptions versus reality.

Commissioner Stanley said that what was shared is one of the inherent weaknesses of the system that they operate. It was on point, but that is why they are here. He said that they cannot stop the clock and say hold on. He said that Mr. Long's point is absolutely the center of the bulls eye and how do they fix it.

Mr. Long said that the commissioners shouldn't orchestrate meetings with the public without full knowledge and it was a lack of protocol. Commissioner Stanley asked if there would be openmindedness with township supervisors. Mr. Long said that first those individuals would have to be reassured and some things would have to be corrected. He said that there is trust building or rebuilding to do.

Mayor Lossing said there are mutual aid agreements and he works with supervisors in throughout the County.

Commissioner Stanley said that they have a system that does work and maybe that is what will come out of the meeting. He said the public is reassured that they have a system. He said that maybe they will find out that they have some gaps in the system that need some minor surgery. He said of the weaknesses, that is a perfect example.

Mr. DeMarr said that either the county manager or county executive is too political and they need to go back to the trust factor. He said that it is a 'good ole boy system'. He said the salary expense will be some savings but manager or executive have to put objectives on this person. He said that after someone is hired and they don't do what is asked of them, there have to be consequences.

Mr. Senyko said that if they came out after a couple of meetings and have elected officials, people will say that it failed the first time. It doesn't matter why it failed, just that it failed.

Mr. Jewell said that they need to build a structure; if they have a manager, who do they oversee and how does that interaction work. He said with the executive it would be the same thing and which directions they need to go in, how it functions, and how much power would a person have. He said there would be inherent problems; accountability for that person, accountability to the board, veto power. Mr. Jewell said that he agrees that it is not a bad thing to look into.

Commissioner Stanley asked everyone to go around the room and say if they preferred an executive or county manager. The majority chose an elected county executive.

Commissioner Stanley said that they are aware of the appointed piece and that is the vote of the board. He said the major issues to get over are cost and trust issues. He asked if they listed all the hurdles for an elected county executive.

Ms. Nash said the education of the public is important and they are not aware of what is going on. She said the public opinion of community leaders is important. She said the commissioners need to find out from the residents of Genesee County what they need and what services they would like to see.

Mr. Smith said that it is backward thinking and that he thinks that the need has to come from the people and not the Board. He said that if it doesn't come from the people and the commissioners want to do it, the public will ask what is in it for them. He said that if the people have the Board support, it's not as hard on the commissioners; but if the people aren't there to back them, it will not go anywhere. He said there needs to be communication between elected officials and appointed officials.

Commissioner Stanley said that the mayors appoint fire chiefs. If someone comes in and says, I want your fire chief to weigh in on an issue, there is a bit of indigestion about that. He said that is of their own doing.

Mr. Ganges said that however troublesome the process may be, it is essential that the public is well informed. He said it's not the kind of education you tell people; they need focus groups and forums. He said the public needs to ask questions and weight in on issues. He said an ill informed public creates an ill informed government.

Commissioner Stanley said that was well stated and on point. He said that he has been in public office for 25 years and feels the public wants leadership. He said that the public wants the people they put in office to be informed and to give the public options.

Ms. Brown said the people are ill informed by political malaise and they don't want to know. She said that is real critical in strategic planning when there is no community leadership.

Commissioner Bogardus said the county level of government is the least understood today. She said that people do not have a clue what the commissioners do and it is most frustrating. She said her concern is that it's not the most efficient form of government and the out county has had the same growth without leadership. Commissioner Bogardus said there needs to be an overall master plan and have a strong form of government and move forward.

Commissioner Lockwood said the next step is to take information and share it with the other commissioners and go back to the committee structure and bridge communication gaps.

Commissioner Stanley thanked everyone for coming and they would reconvene after the holidays with possibly another group, but this group would stay informed and involved.

#### ADJOURNMENT

The meeting was adjourned at 11:39 a.m.

Respectfully Submitted,

Deanna Turner, Secretary/Stenographer

## Paul Bueche

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**From:** MML Legislative Link [LEGISLATIVELINK@LISTSERV.MML.ORG] on behalf of Andrea Messinger [amessinger@mml.org]  
**Sent:** Monday, January 14, 2008 5:16 PM  
**To:** LEGISLATIVELINK@LISTSERV.MML.ORG  
**Subject:** MML Link - 1/14/2008



January 14, 2008

### State Affairs Report

#### MFRP Responds to State Revenue Estimates

– Last week's consensus revenue estimate pointed to a continued shortfall for the remainder of the 2008 Fiscal Year. The League's Michigan Fiscal Responsibility Project (MFRP) responded by urging the Administration and Michigan Legislature to use the 2007 surplus toward the deficit in order to avoid another round of cuts ([see press release](#)). Contact: [Arnold Weinfeld](#)

#### Letters to State Legislators Needed!!! –

Tomorrow Comcast will move public access, educational and government (PEG) channels to a higher tier level, requiring customers purchase a digital converter box to view local programming. Problematic in many areas, this decision flies in the face of the changes made to the Cable Franchise Act. Members are urged to contact their legislators and ask them to take action on two resolutions calling for PEG channels to remain in their current location ([click here for a sample letter](#)). We also ask communities to please forward copies of adopted resolutions on the PEG move to Dave Worthams; the League will make sure they reach U.S. Rep. John Dingell (D-MI) who is working on the issue at the federal level. Contact: [Dave Worthams](#)

**MML Seminar: PA 198** – Join the League and expert panelists for a discussion on PA 198 of 1974, the Plant Rehabilitation and Industrial Development Districts Act, January 23, 10 a.m. to 2 p.m., at the Lansing Center, Lansing. Despite the billions of dollars invested in the development or rehabilitation of industrial plants across the state and hundreds of thousands of jobs affected, the debate continues on the effectiveness of property tax abatements as economic development tools. Panelists include Professors Gary Sands, Wayne State University and Laura Reese, Michigan State University; John

### The Buzz

[Public TV: Comcast shift on public access enhances importance of Web](#)

Lansing State Journal, 1/11/08

### Save the Date

[2008 MML Capital Conference](#)

April 1-2, Lansing

[MML Seminar: The Effect of PA 198 Property Tax Breaks](#)

Jan. 23, Lansing

[MAM Mayors' Exchange Day Program](#)

May 17-23, *Last Day to Register!!!*

[MML Seminar: Restoring MI Communities – Building by Building](#)

Feb. 6, Lansing

[MML/New Partners for Smart Growth Conference](#)

Feb. 7-9, Wash., D.C. *Register by Jan. 25*

[Michigan Transportation Asset Management Conference](#)

April 3, Lansing; May 21, Marquette

[Michigan Youth Symposium](#)



Czarnecki, Michigan Economic Development Corporation and Clinton County Economic Alliance; Greg LeRoy, Good Jobs First, Washington D.C.; and a handful of local officials. This seminar is free to League full-member communities and \$50 for nonmembers; [click here](#) for details and faxable registration form. Contact: [Arnold Weinfeld](#)

### **Planning Consolidation Bill: Workgroup**

**Scheduled** – A workgroup-meeting is scheduled January 25 for [SB 206](#) (Birkholz, R-Saugatuck), which consolidates the Municipal Planning Act, the Township Planning Act and the County Planning Act into one Planning Enabling Act. This legislation passed the Senate and is expected to be considered in House committee shortly. The League has been able to keep members relatively harmless with the changes so far; please review the legislation ([click here](#)) and provide any recommended changes, questions or concerns to League staff as soon as possible. Contact: [Andy Schor](#)

### **Multi-State Fiscal Survey Deadline**

**Approaches**– The League, working with the League of Minnesota Cities, is coordinating a multi-state fiscal survey to identify revenue shortfalls and budget challenges in communities. The survey, sent to your city manager, mayor or village president, should be mailed or completed on-line by January 18. It is an important tool in the League's proactive approach toward revenue sharing and overall municipal finance reform in Michigan during 2008. Other states participating in the survey include Connecticut, Idaho, Illinois, Iowa, Kansas, Minnesota, Missouri, North Dakota, Oregon, Pennsylvania, South Dakota, Tennessee and West Virginia. Contact: [Arnold Weinfeld](#)

### **Last Day to Register for Mayors' Exchange**

**Day Program** – Mayors and village presidents are invited to celebrate Michigan Week by participating in the [Michigan Association of Mayors \(MAM\) Mayors' Exchange Day Program](#). There is no cost for participating, however, registration ends TODAY and is limited to members of MAM. Although exchanges often happen on Local Government Day, which is the first Monday of Michigan Week (May 17-23), there are many possibilities for your community to participate. For more information or to register on-line, visit the [MAM website](#). Contact: [Nikki Brown](#)

### **Communities Receive Transportation**

**Enhancement Grants** – The state is awarding \$8,756,651 in federal Transportation Enhancement (TE) grant funding to 19 communities (including Petoskey, Flint, Litchfield, Grand Rapids, Detroit, South Lyon, Owosso, Vassar and Rockwood) in 15 counties! Projects to develop nonmotorized trails and streetscape improvements, such as decorative sidewalk, landscaping, pedestrian amenities and decorative lighting, break

April 4-5, Warren

[2008 Brownfields Conference: Roadmap to Revitalization](#)

May 5-7, Detroit

*FREE! Register by April 4*

### **Grants & Projects**

MDOT Seeking High Risk Rural Road Project Apps, Contact:

[Dave Worthams](#)

MDOT Collecting '09 Local Safety Program Apps, Contact:

[Dave Worthams](#)

*Apply by Feb. 29*

[RFP for Technical Assistance Project on Afterschool](#)

*Apply by Jan. 18*

### **What's New**

[Revenue estimating conference shows further cuts in state services likely despite tax increases, surplus](#)

MFRP Press Release, 1/11/08

[Bill-Tracking, Official League Positions](#)

### **Related Links**

[Michigan Legislature](#)

[Michigan Senate](#)

[House of Representatives](#)

[Links to Resources](#)

ground during the 2008 construction season. [Read more...](#)

**Please Note** – The next Legislative Link e-Newsletter will be distributed Tuesday, January 22.

## Federal Update

### **Congressman Dingell Challenges Comcast**

**PEG Channel Move** – Last month, U.S. Rep. John Dingell (D-MI), chairman of the House Energy and Commerce Committee, challenged Comcast President Brian Roberts over the decision requiring Michigan customers to lease additional equipment in order to view public access, educational and government (PEG) channels. A principal author of the Federal Cable Act, Dingell reminded Comcast of its obligation, under federal law, to offer PEG channels on the basic service tier, along with local broadcast channels. Comcast responded and, according to congressional staff, Dingell will continue to pursue options. [Click here](#) to view Dingell's challenge and Comcast's response. Contact: [Arnold Weinfeld](#)

### **Video Franchise Hearing Lawsuit Scheduled**

– The Sixth Circuit Court of Appeals will consider oral arguments February 6 related to the Federal Communications Commission (FCC) [first order](#) pre-empting local governments' jurisdiction over the franchising process with respect to new entrants in a local cable market. In other words, local government organizations nationwide will have their day in court - recall the [lawsuit](#) filed by the League, National League of Cities, USCOM, NATOA and several other groups challenging the FCC order, first filed December 2006. Contact: [Arnold Weinfeld](#)

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Michigan Municipal League, 1675 Green Road, Ann Arbor, MI 48105

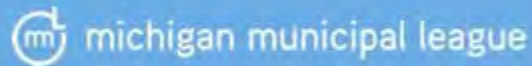


## Paul Bueche

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**From:** MML Legislative Link [LEGISLATIVELINK@LISTSERV.MML.ORG] on behalf of Andrea Messinger [amessinger@mml.org]  
**Sent:** Wednesday, January 16, 2008 3:30 PM  
**To:** LEGISLATIVELINK@LISTSERV.MML.ORG  
**Subject:** MML Issue Advisory - 1/16/2008

## Issue Advisory



### Federal Affairs Update

#### Overview

January 16, 2008 - The final weeks of the 1st session of the 110th Congress were extremely busy; a summary of legislative action, including details on the 2008 budget and newly adopted energy bill, is below.

#### Budget

Congress passed the 2008 budget in December. Although both chambers approved modest increases for several programs important to local communities, they eventually acquiesced to the president's budget cap. Funding was not, however, cut back to the president's proposed spending level. Highlights include:

- \$3.6 billion - Community Development Block Grant (CDBG) Program: \$100 million less than 2007 but \$600 million more than the president's request.
- \$587 million - Community Oriented Policing Services (COPS) Program: \$35 million more than last year but short of the \$725 million originally approved by the House. The president proposed a 94-percent decrease.
- \$40.2 billion - Federal Highway Program: \$631 million more than the president's proposal. Airport-improvement grants were funded at \$3.5 billion and an additional \$1 billion will be available for bridge repairs and inspections. Federal transit programs are scheduled to receive \$9.5 billion. The impact on Michigan is still being determined.

For additional 2008 budget details, [click here](#).

#### Energy Block Grant

The new energy bill, passed and signed into law, authorizes a \$10 billion Energy Efficiency and Conservation Block Grant program to assist cities, counties and

states with innovative practices that improve energy efficiency. The provision was supported by the League, the NLC and local communities across the country. Although no money was appropriated for the 2008 fiscal year, the Department of Energy is developing a distribution formula and grant rules. Communities should be able to apply for funding by 2009 (some communities will receive funds directly from the federal government while others through their respective state).

## **Video Franchising**

Comcast's decision to move public access, educational and government (PEG) channels to digital led to action at the state level but also in Washington. Last month, U.S. Rep. John Dingell (D-MI), chair of the House Energy and Commerce Committee wrote Comcast officials to express his concern and remind them of their responsibility to air PEG channels like they do local broadcast channels. [Click here](#) to view Dingell's challenge and Comcast's response. Now, the House Subcommittee on Telecommunications and the Internet, chaired by U.S. Rep. Ed Markey (D-MA) has scheduled a hearing January 29, titled "Public, Educational, and Governmental (PEG) Services in the Digital TV Age." Local government, industry and PEG channel representatives will be invited to testify.

Second, the Sixth Circuit Court of Appeals will consider oral arguments February 6 related to the Federal Communications Commission (FCC) first order pre-empting local governments' jurisdiction over the franchising process with respect to new entrants in a local cable market. In other words, local government organizations nationwide will have their day in court - recall the lawsuit filed by the League, National League of Cities, USCOM, NATOA and several other groups challenging the FCC order, first filed December 2006. [Click here](#) for more information.

## **Foreclosure Assistance**

Both chambers passed versions of HR 1852/S 2338 that would allow homeowners to refinance out from high-interest sub-prime loans and into federally insured, lower-rate conventional loans, especially in high-cost housing areas.

## **Internet Taxes**

The expiration of the Internet Tax Freedom Act this fall brought about several bills to make the Act permanent. After advocacy efforts by the League, NLC and other local government groups, Congress and the president rejected a permanent moratorium and extending the Act for another seven years while retaining the grandfather protections for those states and local governments that taxed "internet access" prior to 1998.

## **MML Federal Webpage**

[http://www.mml.org/legislative/bills/federal\\_bills.htm](http://www.mml.org/legislative/bills/federal_bills.htm)

## **Contact**

Arnold Weinfeld, [aweinfeld@mml.org](mailto:aweinfeld@mml.org)

Better Communities. Better Michigan.

**Paul Bueche**

**From:** MML Legislative Link [LEGISLATIVELINK@LISTSERV.MML.ORG] on behalf of Andrea Messinger [amessinger@mml.org]  
**Sent:** Tuesday, January 22, 2008 5:46 PM  
**To:** LEGISLATIVELINK@LISTSERV.MML.ORG  
**Subject:** MML Link - 1/22/2008



January 22, 2008

**State Affairs Report**

**Fiscal Project Releases Myth-Busting Report**

– [Myth-Busting the State of Michigan Budget](#), released last week by the MML-led Michigan Fiscal Responsibility Project (MFRP), shows those who claim state spending is out of control are wrong. Using data from the non-partisan Senate Fiscal Agency, MFRP illustrates state spending actually grew faster in the latter 1990s than in recent years. In addition to exposing other budget myths, the report includes recommendations for the governor and Michigan Legislature to consider as they prepare for discussions on the 2009 fiscal year budget. MML Executive Director Dan Gilmartin says, ["Its time to break the myths, so we can move our state forward instead of fighting battles based on misinformation."](#) Contact: [Arnold Weinfeld](#)

**MML Seminar** – The League and Michigan State Housing Development Authority (MSHDA) will host a one-day seminar, "Restoring Michigan Communities - Building by Building," Wednesday, February 6 in Lansing. The program features speakers and a "best-practices" panel of community representatives that will assist local governments in assessing their current practices of dealing with blight, dangerous buildings and appropriate enforcement procedures. For details and registration, [click here](#). Contact: [Arnold Weinfeld](#)

**MDOT to Host Public Meeting on US-127 Business Interchanges**

– The Michigan Department of Transportation (MDOT) will host an open house-style public meeting regarding proposed improvements to the north and south interchanges on the US-127 Business Route (Clare and Isabella counties), January 31, 4 to 7 p.m. at Doherty Hotel and Conference Center, 604 N. McEwan St., Clare. Input from community

**The Buzz**

[State keeps tight hold on its spending, report says](#)  
 Lansing State Journal, 1/18/08

**Save the Date**

[2008 MML Capital Conference](#)  
 April 1-2, Lansing

[MML Seminar: Restoring MI Communities – Building by Building](#)  
 Feb. 6, Lansing

[MML/New Partners for Smart Growth Conference](#)  
 Feb. 7-9, Wash., D.C. *Register by Jan. 25*

[Michigan Transportation Asset Management Conference](#)  
 April 3, Lansing; May 21, Marquette

[Michigan Youth Symposium](#)  
 April 4-5, Warren

[2008 Brownfields Conference: Roadmap to Revitalization](#)  
 May 5-7, Detroit  
*FREE! Register by April 4*

**Grants & Projects**

MDOT Seeking High Risk Rural Road Project Apps, Contact:

representatives and residents will help MDOT recognize and address concerns regarding proposed improvements to the US-127 BR north and south interchanges. Contact: [Dave Worthams](#)

## Federal Update

**Congress Back in Action** – With the House returning last week, the Senate this week and the Congressional Cities Congress coming up in less than two months, efforts are underway to set a national agenda for local communities. The National League of Cities 2008 Legislative Agenda includes continued efforts to support federal funding for transportation and public safety. Information on this and other issues is available in the latest [NLC Update](#). Contact: [Arnold Weinfeld](#)

**National Transportation Commission Releases Study & Report** – After a year of study and public hearings, the National Surface Transportation Policy and Revenue Study Commission released a report detailing recommendations for the future of the U.S. Surface Transportation Program. As mandated by Congress, the Commission reviewed the nation's transportation system and outlines a national vision for the next reauthorization. Recommendations include: a major gas tax increase; switching to newer revenue-raising methods such as the "per mile" tax (tested in Oregon); major investment in intercity passenger rail; and more accountability in how transportation dollars are spent. The recommendations were met with immediate opposition from U.S. Secretary of Transportation Mary Peters and two commission members. Visit the [MML Federal Webpage](#) for links to the report, executive summary and statements by administration officials and National League of Cities. Contact: [Arnold Weinfeld](#)

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Michigan Municipal League, 1675 Green Road, Ann Arbor, MI 48105

[Dave Worthams](#)

MDOT Collecting '09 Local Safety Program Apps, Contact: [Dave Worthams](#)  
*Apply by Feb. 29*

## What's New

[Myth-Busting the State of Michigan Budget: The Consequences of Michigan's Fiscal Debacle 2000 to 2008](#)

[NLC Update, January 2008](#)

[Bill-Tracking, Official League Positions](#)

## Related Links

[Michigan Legislature](#)

[Michigan Senate](#)

[House of Representatives](#)

[Links to Resources](#)





# Myth-Busting the State of Michigan Budget

*The Consequences of Michigan's  
Fiscal Debacle 2000 to 2008*

*January 17, 2008*



## Myth-Busting the State of Michigan Budget

### The Consequences of Michigan's Fiscal Debacle 2000 to 2008

It's not news that since 2000, Michigan's state government has struggled. Year after year, governors and lawmakers have fought to balance budgets, cutting many areas deeply. The process has been dynamic and divisive, with lawmakers of both parties participating in tax cutting exercises even as state revenues have fallen behind inflation and dramatically behind the growth in state income.

This paper provides a brief overview of the consequences of state policymaker decisions to cut taxes and make spending decisions that have reduced the state's ability to return to prosperity. Indeed, there is a growing group of business leaders who believe the turmoil in Lansing is hurting the state more than economic circumstances itself, making the current economic situation, which is not good, look far worse than it really is.

It is vital that policymakers begin educating themselves and their constituents about the true nature of Michigan's fiscal situation and overcome the statements of those who seek to continue Michigan's plunge into chaos through a studied campaign of disinformation.

Frankly, a series of myths engulf the state budget. As the Governor and Legislature begin work on the Fiscal Year 2009 budget, all lawmakers and the public must better understand the facts and the root causes of Michigan's current fiscal debacle. The decisions that will be made in the next six to nine months will determine whether Michigan will continue to flounder in partisan bickering, or whether our state will invest wisely to create a state that can prosper in a world economy where the single most important asset is human talent.

**Myth One: State personal income is falling**, so government spending should be contracting too.

**FACT: From 2001 to 2008, state personal income has increased by 19.3 percent.** Inflation has increased by 17.4 percent.

**Myth Two: State taxes and state spending are growing faster than personal income.**

**FACT: State personal income growth has almost doubled the rate of state spending from state resources, i.e., state taxes and fees.** While state personal income has grown by nearly 20 percent, state spending from state resources – even after the tax increases of 2007 – has increased by 10 percent.

**Myth Three: State government across the board is growing at a high rate.**

**FACT: Only two major areas of state government have seen growth faster than the rate of inflation: Medicaid spending to cover health care for the poor, and corrections.** Every other area has increased slower than the rate of

inflation, and far slower than the growth of incomes in our state. State spending on higher education and on state revenue sharing for Michigan's communities has actually decreased since 2000, despite last year's tax increases. State spending on Medicaid has increased because Michigan's Medicaid caseload has skyrocketed from about 1 million in 1999 to more than 1.5 million now. A significant share of the Medicaid spending is from funds provided by the federal government.

**Myth Four: The overall state budget, including federal funds, has increased faster than Michigan can afford.**

**FACT: Since 2000, the overall state budget has increased by less than the rate of state personal income – even after taking into account the 2007 tax increases.** And the only way that the overall budget has been able to increase at a rate even near state personal income or inflation has been because of a massive infusion of federal funds, the majority earmarked to cover health care for the poor.

**Myth Five: State government is taking a larger bite out of our paychecks than ever.**

**FACT: The bite out of each paycheck today is far lower than it was in 2000.** In 2000, state government took 9.49 cents out of every dollar a Michigan family earned. This year, that tax bite is about 8 cents. If Michigan's tax bite was the same as in 2000, we would have \$5 billion more to help hire police officers and fire fighters, hold down college tuition and help nonprofit associations provide vital social services.

**Myth Six: State spending has gone out of control since 2000 – before that, the state budget was under control.**

**FACT: From 1994 to 1999, state spending from state resources rose faster than the rate of inflation and faster than the growth in personal income during that period.** According to the Senate Fiscal Agency, state spending from state resources grew 25.5 percent during that period, while state personal income increased by 24.8 percent. That is contrasted with the period since 2000, when state spending from state resources grew by 10 percent, compared to a 19.3 percent increase in state personal income. The reality is government spending has grown far slower since 2000 than during the late 1990s.

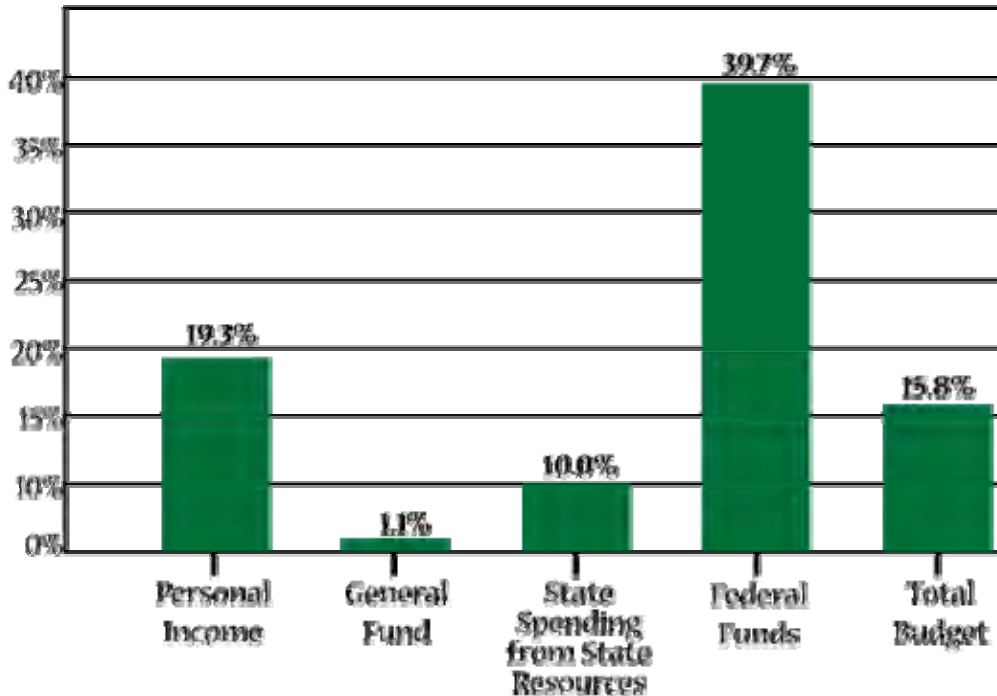
It is vital that policymakers begin challenging those who continue to purvey myths, and begin educating the public about the reality of Michigan's budget situation. The misinformation that forms the basis of too many decisions in Lansing is making it impossible for the state to invest in key areas critical for the state to compete in the knowledge economy.

Failing to focus attention properly – and choosing to continue the failed policies of the last eight years – will ensure continued fiscal chaos and failure for our state.

## The big picture: State spending from state taxes and fees has increased 50 percent slower than state incomes

Since 2000, personal income in Michigan has grown by 19.3 percent. During that period, state general fund spending has increased by 1.1 percent, and overall state spending from all resources – all state taxes and fees, including the current year budget built on the 2007 tax increases – has increased by 10 percent.

### Personal income growth far outpaces state tax spending



Source: Senate Fiscal Agency data

In other words, state spending from state revenues has increased about half as fast as the rate of growth of state incomes. Michigan has seen a major increase in federal funds coming to the state, primarily in the area of Medicaid. That has made possible a total budget growth in line with state personal income over the last nine years.

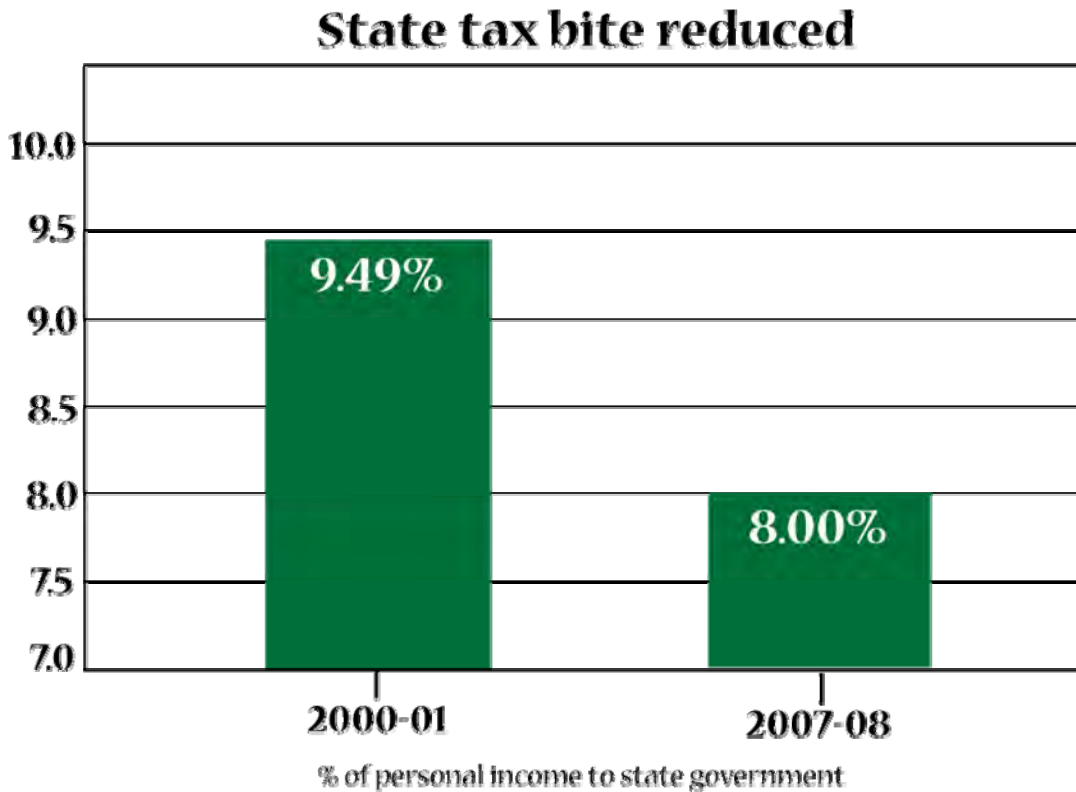
Those who continue to point to growth in the state's overall budget as evidence of a need for further budget cuts need to realize that the easiest way to cut the overall budget is for the state to return to the federal government funding now received to pay for Medicaid and for road construction. Of course, those who do so are also advocating for higher health care premiums for Michigan businesses, since cutting patients off Medicaid results in those patients continuing to receive health care through high-cost emergency rooms and hospitals passing those costs onto paying customers. Cutting Medicaid significantly will also harm tens of

thousands of children, elderly and disabled residents, whose health status will worsen.

Or Michigan can cut its overall budget by returning millions of dollars in highway funding to the federal government. Doing so, of course, means less money for much needed road improvements.

### Michigan today taking a smaller bite out of state paychecks than 2000

As the chart below shows, Michigan today is taking fewer pennies out of each dollar earned by Michigan families than it did in the late 1990s and 2000 – even after the tax increases of 2007. This fact is generally ignored by those who wish to incite the public by stating that state government must “live within its means.”



This reduction of state taxes' share of state personal income is due to major tax cuts in the late 1990s and early 2000s, which are continuing. In 1999, for instance, the state income tax rate was 4.4 percent. That was reduced over several years to 3.9 percent, and increased last year to 4.35 percent.

The state's business tax rate under the old Single Business Tax was cut from 2.35 percent to 1.9 percent over the same period. The new Michigan Business Tax was designed to recover revenue at the 1.9 percent rate.

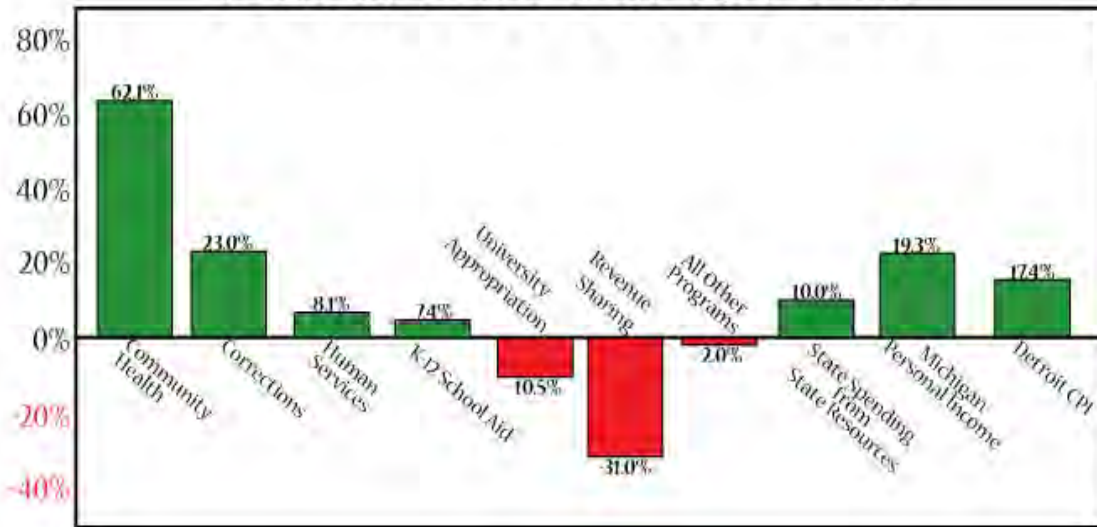
Additionally, the state has now introduced another phased-in tax cut, the earned income tax deduction. This will cost the state's general fund an additional \$393 million in 2009-10, potentially forcing even deeper budget cuts.

State government's tax bite today is far less than in 2000 – about 15 percent less, even after taking into account the income tax and business tax increases passed in 2007. If this reduction in state tax bite were apportioned equally, a family making \$50,000 would have seen its share of the state's total bill reduced from \$4,700 in 2001 to \$4,000 in 2008.

**Eating our seed corn: Budget choices are limiting our future**

Within the state budget, comparing the 2000-01 fiscal year to the budget just approved for the 2007-08 fiscal year, it is apparent that the state has shifted its spending priorities in major ways toward Community Health (Medicaid almost exclusively) and Corrections. Spending on human services and K-12 school aid is also up, although by far less than the rate of inflation, and by far less than the increase in state personal income.

## State spending from state resources FY 01 to FY 08



Meanwhile, the state has dramatically underfunded revenue sharing, higher education, and all other areas of state government. One easily quantifiable result: The failure of state government to increase state funding for universities at the same rate as inflation, coupled with an increase in the number of students enrolled, means the average student pays \$2,500 more in tuition today than in 2000.

With the state's personal income over the period increasing 19.3 percent and with inflation running at 17 percent, funding for public universities has been cut by 10.5 percent, and revenue sharing – vital for improving our state's developed communities – has been cut an astounding 31 percent. One easily quantifiable result: The failure of state government to increase state funding for universities at the same rate as inflation, coupled with an increase in the number of students enrolled, means the average student pays \$2,500 more in tuition today than in 2000. And Michigan today has 1,700 fewer police officers than in 2001.

We continue cutting higher education and revenue sharing at our peril. Evidence is increasing that states and regions that are the most prosperous are those with the highest percentage of college graduates. That would suggest Michigan needs to do what it takes to prepare, attract and retain more college graduates. That means doing more to keep college affordable by providing additional resources that would allow universities to hold down tuition increases while maintaining high quality, and taking steps to make inner cities, where an increasing number of college graduates say they want to live, more attractive.

#### **MFRP recommendations:**

1. **“Pay as you go” approach to state tax cuts.** The major reason Michigan has suffered through its prolonged fiscal crisis is it has artificially created a structural deficit through major tax cuts passed by the Legislature and signed by governors. Cutting taxes is easy; cutting programs is much harder. Any recommendation of further tax cuts or tax expenditures should be accompanied by a proposal for what programs would be cut to pay for the tax cut.
2. **The Legislature should put a priority on finding reforms that will result in taxpayers getting high quality services at the lowest cost.** The failure of the Legislature to seriously consider a number of important reforms during the 2007-08 budget talks was disappointing. Lawmakers should begin unveiling serious reforms in time for them to start taking effect for the FY 2009 state budget. All areas of the budget should be examined for possible reforms that lower costs without sacrificing essential services.
3. **The state should complete a serious review of tax expenditures.** According to the Department of Treasury, tax expenditures – various credits and exemptions to state taxes – increased by \$1.2 billion last year, to \$31.865 billion. Many of these special tax subsidies were created decades ago, and may have outlived their usefulness. Others are simply the result of special interest lobbying that Michigan can no longer afford. All should be reviewed carefully, and reasons for continuing them should be specifically expressed by lawmakers – or they should be eliminated.



4. **This year's budget discussions should recognize what has already been cut since 2000.** Clearly further cuts in revenue sharing, higher education and human services are unwarranted given the significant cuts those areas have already absorbed since 2000.



## Property values plummet

County follows country in housing assessment decline

### GENESEE COUNTY

#### THE FLINT JOURNAL FIRST EDITION

Tuesday, January 22, 2008

#### Staff Report

GENESEE COUNTY - Residential property assessed values will decrease throughout Genesee County this year with one exception - Davison - for the first time in at least a decade. But don't expect your property tax bill to go down accordingly this year, according to The Flushing Observer's Web site, [www.mlive.com/flushing](http://www.mlive.com/flushing).

Property values will decrease by an average of 4.8 percent across Genesee County, according to figures submitted last month to local communities by the Genesee County Equalization Department.

The only community to escape the wrath of a foundering housing market is Davison. And even its property values are stagnant, increasing less than 1 percent.

Michael T. Ortiz, the county's equalization director, said it marks the first time in his memory that property values decreased across the board in the county - and he's been equalization director for 11 years and a county employee for 23 years.

"To have a downward trend to this amount is big," Ortiz said.

But property taxes won't necessarily decline. The reason for this year's anomaly, explained Ortiz, is Proposal A, the property tax shift proposal passed by voters in 1994.

Proposal A capped property taxes at the rate of inflation or 5 percent, whichever is less, every year, which limited the taxable value of houses. So while the assessed value of homes, which by law must be half of the market value, has steadily increased, the taxable value has not. That has saved many homeowners thousands of dollars through the years.

But when the assessed value decreases, as it will this year for most, the taxable value can continue to increase. The end result: The gap between the assessed value and taxable value narrows but your property taxes - figured by multiplying the taxable value of your home by your millage rate - go up.

This year, that means property taxes could go up by 2.3 percent, the rate of inflation, even though property values countywide are going down by an average of 4.8 percent.

QUICK TAKE
Going down
Residential property values will go down in all communities in Genesee County except Davison in 2008. The percentages, which indicate the overall decrease, are as follows:
Argentine Twp.
-8.8%
Grand Blanc
-7.9%
Clayton Twp.
-7.4%
Grand Blanc Twp.
-6.7%
Fenton
-6.7%
Linden

That has some residents unhappy, especially those who have been trying unsuccessfully to sell their homes.

-6.2%

"There's just no way," said Tara Joseph, who along with her husband, David, have been trying to sell their Flushing Township house for two years. "It's just too much for that, and the cost of everything else to keep going up."

Genesee Twp.

-6.1%

The Josephs' three-bedroom house, on Denham Drive off W. Mt. Morris Road, was appraised at \$112,000, and Joseph said almost everything has been updated. Still, they've reduced the cost several times until now it is listed at \$97,600.

Gaines Twp.

-6.1%

And news of other houses, including some in foreclosure, selling for a fraction of their cost hasn't helped.

Atlas Twp.

"There are so many opportunities out there," Tara Joseph said, "but we have to sell our house first."

-5.9%

Clio

Generally, communities known for their higher priced homes - Argentine Township, Fenton, Grand Blanc and Grand Blanc Township - have the sharpest property value dips. Argentine Township's declined by a county-leading average of 8.8 percent.

-5.8%

Fenton Twp.

Communities experiencing the lowest declines include Thetford Township (1.9 percent), Mt. Morris Township (1.5 percent) and Montrose Township (1.1 percent).

-5.3%

The county used a one-year sales analysis this year instead of the typical two-year analysis to figure the property values. It was able to do so because it met the qualifications of being in a substantially declining market.

Swartz Creek

-5.2%

While the overall residential values have been determined, local assessors are now determining individual home assessments and notices will be sent out in February, with Boards of Review - where residents can appeal their assessments - to meet in March.

Flint Twp.

-5.1%

Those review board meetings have been relatively quiet in recent years, but Ortiz expects that to change this year.

Burton

-4.9%

"There's going to be a lot of confusion," he said, because of the declining assessments not necessarily leading to lower property taxes.

Vienna Twp.

\*\*\*

-4.4%

Mundy Twp.

-4%

Davison Twp.

-3.9%

Montrose

-3.61%

Forest Twp.

-3.4%

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Richfield Twp.
-3.3%
Mt. Morris
-3.3%
Flint
-2.8%
Flushing Twp.
-2.4%
Thetford Twp.
-1.9%
Mt. Morris Twp.
-1.5%
Montrose Twp.
-1.1%
Davison
0.5%
Countywide average
-4.8%
Source: Genesee County Equalization Department
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