

**CITY OF MT. MORRIS
CITY COUNCIL AGENDA
11649 N. Saginaw Street
Mt. Morris, MI 48458
October 24th, 2022
7:15 P.M.**

1. MEETING CALLED TO ORDER: Mayor Jeffrey N. Roth

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL

4. APPROVAL OF AGENDA

5. APPROVAL OF MINUTES

- a. Approval of regular meeting minutes from October 10th, 2022.

6. COMMUNICATIONS:

None.

7. APPROVAL OF WARRANT: Approval of Warrant #22-20 in the amount of \$112,224.71

8. PUBLIC COMMENT (Agenda Items Only /Five Minute Time Limit).

9. UNFINISHED BUSINESS:

None

10. NEW BUSINESS:

- a. **ORDINANCE 2022-03: The revision of the definition of structure (First Reading)**
- b. **RESOLUTION 22-46: Debris Body Repair**
- c. **RESOLUTION 22-47: Personnel Policy**
- d. **RESOLUTION 22-47: Authorization to signors**

12. PUBLIC COMMENT (Five Minute Time Limit).

13. COUNCIL MEMBER AND STAFF COMMENTS

14. ADJOURNMENT

PLEASE SILENCE ALL CELL PHONES AND OTHER ELECTRONIC DEVICES PRIOR TO THE MEETING.

**CITY OF MT. MORRIS
CITY COUNCIL – REGULAR MEETING
October 10th, 2022**

At 7:16 p.m., Mayor Jeffrey Roth called the Regular Council Meeting to order.

PRESENT: Dubey, Heidenfeldt, Black, Sorensen and Roth.

ABSENT: Templeton, Irwin.

OTHERS: City Manager/Treasurer Vicki Corlew, City Attorney Amanda Doyle, and City Clerk Spencer Lewis.

The Pledge of Allegiance.

ROLL CALL:

A motion was made by Councilmember Sorensen, and seconded by Councilmember Heidenfeldt to approve the absent members Templeton and Irwin.

All ayes.

Motion carried.

APPROVAL OF AGENDA:

A motion was made by Councilmember Dubey, and seconded by Councilmember Heidenfeldt to approve the agenda.

All ayes.

Motion carried.

MINUTES:

A motion was made by Councilmember Heidenfeldt, and seconded by Councilmember Sorensen to approve the regular meeting minutes from September 26th, 2022.

All ayes.

Motion carried.

COMMUNICATIONS:

Mayor Jeffrey Roth stated that the City of Mt. Morris has proclaimed September 2022 to be Childhood Cancer Awareness Month.

APPROVAL OF WARRANT:

A motion was made by Councilmember Heidenfeldt, and seconded by Councilmember Black to approve **Warrant #22-19 in the amount of \$58,331.99**

[illegible]

Motion Carried.

PUBLIC COMMENT:

John Vance, 565 Helen – John stated he just wanted to introduce himself as he will be running for an open seat on City Council as a write-in for the November general election.

UNFINISHED BUSINESS:

None.

NEW BUSINESS:

None.

PUBLIC COMMENT:

None.

COUNCIL MEMBER AND STAFF COMMENTS:

Councilmember Dubey welcomed John Vance to the meeting, and thanked him for coming.

Mayor Jeffrey Roth stated that the horse races that were sponsored by the Mt. Morris Historical Society this past Saturday, October 8th, was a great event and a good turnout.

ADJOURNMENT:

With no further business, the Council Meeting was adjourned at **7:21 p.m.**

Spencer Lewis, City Clerk

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General					
Dept 000					
101-000-066.000	UNDISTRIBUTED FRINGE BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	6,546.50	
101-000-066.000	UNDISTRIBUTED FRINGE BENEFITS	HUMANA HEALTH PLAN INC	DENTAL/VISION INSURANCE	1,433.36	
101-000-066.000	UNDISTRIBUTED FRINGE BENEFITS	MICHIGAN MUNICIPAL UNEMP	QUARTERLY CONTRIBUTION REPORT	3.22	
101-000-066.000	UNDISTRIBUTED FRINGE BENEFITS	UNUM LIFE INSURANCE CO.	INSURANCE	1,036.09	
101-000-256.000	DEPOSITS PAYABLE	LOGAN FORSTER	COMMUNITY ROOM REFUND	75.00	
101-000-256.000	DEPOSITS PAYABLE	ROBYN MOORE	COMMUNITY ROOM REFUND	75.00	
101-000-493.000	PLANNING COMMISSION	GABRIEL WHITE	REFUND FOR ZONING PERMIT	50.00	
Total For Dept 000				9,219.17	
Dept 101 CITY COUNCIL					
101-101-915.000	MEMBERSHIP & DUES	MICHIGAN MUNICIPAL LEAGU	MEMBERSHIP RENEWAL	2,929.00	
Total For Dept 101 CITY COUNCIL				2,929.00	
Dept 215 ADMINISTRATION					
101-215-740.000	OPERATING EXPENSE	HUNTINGTON NATIONAL BANK	CREDIT CARD	114.30	
101-215-740.000	OPERATING EXPENSE	MAPLE TOWNE PRINTING	REG/WINDOW ENVELOPES	180.00	
101-215-740.000	OPERATING EXPENSE	PURCHASE POWER	POSTAGE	125.88	
101-215-740.000	OPERATING EXPENSE	US BANK EQUIPMENT FINANC	COPIER LEASE	29.58	
101-215-740.000	OPERATING EXPENSE	XTREME SHREDS	PAPER SHREDDING	20.00	
101-215-825.000	MAINTENANCE AGREEMENTS	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEES	570.41	
101-215-850.000	COMMUNICATIONS	STAR2STAR COMMUNICATIONS	PHONE BILL	146.53	
101-215-874.000	RETIREE INSURANCE BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	1,929.92	
101-215-991.000	COPIER	US BANK EQUIPMENT FINANC	COPIER LEASE	70.47	
Total For Dept 215 ADMINISTRATION				3,187.09	
Dept 253 TREASURER					
101-253-740.000	OPERATING EXPENSE	PURCHASE POWER	POSTAGE	62.94	
101-253-825.000	MAINTENANCE AGREEMENTS	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEES	1,403.75	
101-253-915.000	MEMBERSHIP & DUES	HUNTINGTON NATIONAL BANK	CREDIT CARD	120.00	
101-253-915.000	MEMBERSHIP & DUES	MICHIGAN MUNICIPAL TREAS	MEMBERSHIP RENEWAL	99.00	
Total For Dept 253 TREASURER				1,685.69	
Dept 265 CITY HALL & GROUNDS					
101-265-740.000	OPERATING EXPENSE	MENARDS - CLIO	SUPPLIES	3.98	
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	CITY HALL GAS	34.04	
101-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	CITY HALL ELEC.	429.58	
Total For Dept 265 CITY HALL & GROUNDS				467.60	
Dept 267 OTHER CITY PROPERTY					
101-267-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	11800 SAGINAW ST	58.58	
Total For Dept 267 OTHER CITY PROPERTY				58.58	
Dept 305 POLICE DEPARTMENT					
101-305-740.000	OPERATING EXPENSE	PURCHASE POWER	POSTAGE	62.94	
101-305-740.000	OPERATING EXPENSE	US BANK EQUIPMENT FINANC	COPIER LEASE	28.36	
101-305-740.000	OPERATING EXPENSE	XTREME SHREDS	PAPER SHREDDING	20.00	
101-305-745.000	GAS & FUEL	MICHIGAN PETROLEUM TECH	UNLEADED GAS	703.69	
101-305-850.000	COMMUNICATIONS	STAR2STAR COMMUNICATIONS	PHONE BILL	83.73	
101-305-991.000	DEBT SERVICE - PRIN	BALBOA CAPITALCORPORATIO	IN CAR CAMERAS	318.94	
101-305-991.000	DEBT SERVICE - PRIN	US BANK EQUIPMENT FINANC	COPIER LEASE	124.62	
Total For Dept 305 POLICE DEPARTMENT				1,342.28	
Dept 336 FIRE DEPARTMENT					

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 101 General					
Dept 336 FIRE DEPARTMENT					
101-336-725.000	FRINGE BENEFIT-NON PAYROLL	LINCOLN NATIONAL LIFE IN	LIFE INSURANCE	90.36	
101-336-740.000	OPERATING EXPENSE	TAYLOR'S TIN	TIN, LOCKER TAGS, CARDS AND TAGS	228.00	
101-336-745.000	GAS & FUEL	MICHIGAN PETROLEUM TECH	UNLEADED GAS	16.28	
101-336-745.000	GAS & FUEL	MICHIGAN PETROLEUM TECH	DIESEL	166.81	
101-336-825.000	MAINTENANCE AGREEMENTS	GENESEE COUNTY ASSOC OF	DISPATCH ANNUAL SUBSCRIPTION	585.53	
101-336-850.000	COMMUNICATIONS	STAR2STAR COMMUNICATIONS	PHONE BILL	41.87	
		Total For Dept 336 FIRE DEPARTMENT		1,128.85	
Dept 441 PUBLIC WORKS					
101-441-740.000	OPERATING EXPENSE	HUNTINGTON NATIONAL BANK	CREDIT CARD	243.78	
101-441-740.000	OPERATING EXPENSE	MENARDS - CLIO	SUPPLIES	31.97	
101-441-745.000	GAS & FUEL	MICHIGAN PETROLEUM TECH	DIESEL	2.87	
101-441-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	DPW GARAGE	214.05	
101-441-922.000	STREET LIGHTING	CONSUMERS ENERGY	LED LIGHTS	1,616.73	
101-441-932.000	REPAIR & MAINTENANCE - VEHICL	JOHN DEERE FINANCIAL	CAP/PLUGS	49.88	
		Total For Dept 441 PUBLIC WORKS		2,159.28	
Dept 528 TRASH COLLECTION					
101-528-801.000	PROFESSIONAL SERVICES	WM CORPORATE SERVICES, I	GARBAGE SERVICES	16,629.60	
		Total For Dept 528 TRASH COLLECTION		16,629.60	
Dept 567 CEMETERY					
101-567-801.000	PROFESSIONAL SERVICES	ACE OUTDOOR SERVICE, LLC	CEMETRY MOWING	558.00	
		Total For Dept 567 CEMETERY		558.00	
Dept 790 LIBRARY					
101-790-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	LIBRARY	322.25	
		Total For Dept 790 LIBRARY		322.25	
Dept 904 CAPITAL OUTLAY					
101-904-970.100	DPW EQUIP CAPITAL OUTLAY	TRI COUNTY EQUIPMENT	SNOW BLOWER	3,710.34	
101-904-970.200	POLICE EQUIP CAPITAL OUTLAY	PRO-TECH SECURITY SALES	POLICE SHIELDS	3,051.00	
101-904-970.500	CAPITAL OUTLAY - NETWORK	VC3, INC	SERVER	3,474.00	
		Total For Dept 904 CAPITAL OUTLAY		10,235.34	
		Total For Fund 101 General		49,922.73	
Fund 202 Major Street					
Dept 474 TRAFFIC SERVICES					
202-474-801.000	PROFESSIONAL SERVICES	GENESEE COUNTY ROAD COMM	LABOR/EQUIPMENT	769.90	
		Total For Dept 474 TRAFFIC SERVICES		769.90	
		Total For Fund 202 Major Street		769.90	
Fund 203 Local Street					
Dept 463 STREET ROUTINE MAINTENANCE					
203-463-965.000	STREET PRESERVATION	STATE OF MICHIGAN	OVERPAYMENT - VAN BUREN ST.	3,164.11	
		Total For Dept 463 STREET ROUTINE MAINTENANCE		3,164.11	
		Total For Fund 203 Local Street		3,164.11	
Fund 590 SEWER FUND					
Dept 215 ADMINISTRATION					
590-215-740.000	OPERATING EXPENSE	PRINTING SYSTEMS	SHUT OFF ENVELOPES	90.14	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund 590 SEWER FUND					
Dept 215 ADMINISTRATION					
590-215-740.000	OPERATING EXPENSE	PURCHASE POWER	POSTAGE	125.87	
590-215-825.000	MAINTENANCE AGREEMENTS	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEES	906.42	
590-215-850.000	COMMUNICATIONS	STAR2STAR COMMUNICATIONS	PHONE BILL	62.81	
590-215-874.000	RETIREE INSURANCE BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	674.66	
590-215-991.000	COPIER	US BANK EQUIPMENT FINANC	COPIER LEASE	70.48	
		Total For Dept 215 ADMINISTRATION		1,930.38	
Dept 536 SEWER DISTRIBUTION					
590-536-740.000	OPERATING EXPENSE	JACK DOHENY COMPANIES, I	NOZZLE	99.78	
		Total For Dept 536 SEWER DISTRIBUTION		99.78	
		Total For Fund 590 SEWER FUND		2,030.16	
Fund 591 Water Fund					
Dept 000					
591-000-642.010	SALE OF WATER	DEBORAH NOVAKOVIC	WATER CREDIT REFUND - 530 HELEN	558.29	
		Total For Dept 000		558.29	
Dept 215 ADMINISTRATION					
591-215-740.000	OPERATING EXPENSE	PRINTING SYSTEMS	SHUT OFF ENVELOPES	90.15	
591-215-740.000	OPERATING EXPENSE	PURCHASE POWER	POSTAGE	125.87	
591-215-825.000	MAINTENANCE AGREEMENTS	BS&A SOFTWARE	ANNUAL SERVICE/SUPPORT FEES	906.42	
591-215-850.000	COMMUNICATIONS	STAR2STAR COMMUNICATIONS	PHONE BILL	83.73	
591-215-874.000	RETIREE INSURANCE BENEFITS	BLUE CARE NETWORK	HEALTH INSURANCE	674.65	
591-215-991.000	COPIER	US BANK EQUIPMENT FINANC	COPIER LEASE	70.48	
		Total For Dept 215 ADMINISTRATION		1,951.30	
Dept 537 WATER DISTRIBUTION					
591-537-725.000	FRINGE BENEFIT-NON PAYROLL	CINTAS CORP	UNIFORMS	41.92	
591-537-725.000	FRINGE BENEFIT-NON PAYROLL	CINTAS CORP	UNIFORMS	41.92	
591-537-725.000	FRINGE BENEFIT-NON PAYROLL	TANNER NIEDECKEN	BOOTS	179.95	
591-537-740.000	OPERATING EXPENSE	STATE OF MICHIGAN	WATER SAMPLING	936.00	
591-537-745.000	GAS & FUEL	MICHIGAN PETROLEUM TECH	UNLEADED GAS	160.08	
591-537-745.000	GAS & FUEL	MICHIGAN PETROLEUM TECH	DIESEL	935.76	
591-537-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	310 W. MT. MORRIS	35.32	
591-537-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	321 LINCOLN	36.61	
591-537-921.000	COST OF SEWER/WATER	GENESEE COUNTY DRAIN COM	SEPTEMBER 2022	51,460.66	
		Total For Dept 537 WATER DISTRIBUTION		53,828.22	
		Total For Fund 591 Water Fund		56,337.81	

GL Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 101 General	49,922.73	
			Fund 202 Major Street	769.90	
			Fund 203 Local Street	3,164.11	
			Fund 590 SEWER FUND	2,030.16	
			Fund 591 Water Fund	56,337.81	
			Total For All Funds:	112,224.71	

CITY OF MT. MORRIS
COUNTY OF GENESEE, MICHIGAN

ORDINANCE 2022 – 03 .

AN ORDINANCE AMENDING THE MT. MORRIS CITY ZONING
ORDINANCE, §2.67, BY THE REVISION OF THE DEFINITION OF
STRUCTURE

THE CITY OF MT. MORRIS HEREBY ORDAINS:

SECTION I

Appendix D, the Zoning Ordinance, Article II, Definitions, Section 2.67, Structure, is hereby amended and shall read as follows:

Sec. 2.67. Structure. Anything constructed or erected with a fixed location on the ground, or attached to something having a fixed location on the ground by the means of any type of anchoring system including but not limited to stakes, bolts, straps. Structure includes, among other things, buildings, mobile homes, walls, fences, billboards, and poster panels, sheds, carports, swimming pools that are constructed and designed to remain in a permanent location or any other type erected appurtenances subordinate of the principal structure.

SECTION II

All other provisions of this Chapter shall be and are hereby ratified.

SECTION III

This Ordinance shall be published in a newspaper of general circulation within the City of Mt. Morris, Genesee County, Michigan, and shall become effective on the 8th day after publication.

SECTION IV

A copy of this Ordinance may be inspected at the City Hall, 11649 N. Saginaw St., Mt. Morris, Michigan, during regular business hours.

CITY OF MT. MORRIS,

By: JEFFREY ROTH, MAYOR

By: SPENCER LEWIS, CITY CLERK

Ordinance introduced on: 10-24-2022

Second Reading:

Publication date:

Effective date:



NORTHVILLE
777 DOHENY Dr
Northville MI 48167

Date: 7/27/2022
Time: 17:22

JOB CARD (ESTIMATE)

No: 42874

Invoice To:

MOUNT MORRIS, CITY OF
11649 N. SAGINAW STREET
MOUNT MORRIS MI 48458

Ship To:

MOUNT MORRIS, CITY OF
11649 N. SAGINAW STREET
MOUNT MORRIS MI 48458

INFORMATION

Job Code:	42874	Branch:	1100
Service Date:	7/25/2022	Warehouse:	1100
Exp. Complete Date:	8/25/2022	Site Code:	_MAIN
Type:	EXTERNAL	Cust. Code / Name:	MOUN0004
Mechanic:	UNALLOCATED MECHANIC BR 1100	Customer Eq. No.:	792
Make / Model :	VA/2110	Serial Number:	98-12-6685
Equipment No.:	792	Meter Read(Hrs):	5767.00
Equipment Desc:	2110 - MT. MORRIS '98 VACTOR 2110	Meter Read(Kms):	0.00
Reason:	SERVICE RETAIL WORK TO BE BILLED TO CUSTOMER	Job Desc:	MT MORRIS ESTIMATE FOR NEW DEBRIS BODY

NOTES

Note:

ESTIMATE IS FOPR REPLACING THE UNITS DEBRIS BODY WITH A NEW JDC BODY.BODY WILL BE OF 1/4 INCH WALL THICKNESS AND COME WITH A ONE YEAR WARRANTY ON MATERIALS AND WORKMANSHIP.THIS WILL INCLUDE NEW FLOATBALL ASSYS AND NEW FLOATBALL WELDMENTS.
NEW BODY WASHOUT HEAD
PUMP OFF PORTS AND NEW PUMP OFF SYSTEM.
NEW REAR DOOR SAFETY PROP AND NEW REAR DOOR SEAL.
REAR DOOR WILL BE RE-PLATED ON THE INNER SURFACE WITH NEW LOCKING SYSTEM HARDWARE INSTALLED.
REAR DOOR DE-WATER VALVE TO BE CONVERTED TO A FULL OPENING 6 INCH VALVE
PIPE RACKS AND SPILL PLATE WILL BE RE-USED IF IN GOOD CONDITION IF NOT FURTHER COSTS WILL RESULT.
BODY TO BE PAINTED ITS OEM COLOR AND WILL BE PRIMERED ON THE INSIDE SURFACE WITH NEW VACTOR LOGOS.
BODY WILL COME WITH A NEW REAR TRAFFIC ADVISOR AND STROBE LIGHT.
NOTE ESTIMATE GOOD FOR 30 DAYS FROM CUSTOMER RECIEVING IT.

DETAILS

Part No.	Description	Date	Qty	Unit Sell	Discount	Line Sell
LABOR						
	FIT/FINISH LABOR		110.00	\$150.00	0.00%	\$16,500.00
	RE-FURB INSIDE OF REAR DOOR LABOR		44.50	\$150.00	0.00%	\$6,675.00
Total LABOR:						\$23,175.00

This document is for informational purposes and not an invoice

248-349-0904
info@dohenycompany.com
dohenycompany.com



NORTHVILLE
777 DOHENY Dr
Northville MI 48167

Date: 7/27/2022
Time: 17:22

JOB CARD (ESTIMATE)

No: 42874

DETAILS

Part No.	Description	Date	Qty	Unit Sell	Discount	Line Sell
OTHER						
MISC CHARGE	PREP/PAINT	7/27/2022	1.00	\$7,500.00	0.00%	\$7,500.00
				Total OTHER:	\$7,500.00	
PART						
DX-600-C	6IN ALUM FEM COUPLER X HOSE SHANK ASTM B-26/B-26M	7/27/2022	1.00	\$142.85	0.00%	\$142.85
FS-212650-0 2SB	PULSATOR LED, PERM./PIPE MNT	7/27/2022	1.00	\$144.00	0.00%	\$144.00
FS-SL8S-A48	48 IN LATITUDE SIGNALMASTER	7/27/2022	1.00	\$693.00	0.00%	\$693.00
HF-5000-08-0 8	1/2" F PIPE COUPLING	7/27/2022	1.00	\$3.84	0.00%	\$3.84
HF-5000-12	FEM. COUPLING 3/4"	7/27/2022	1.00	\$6.14	0.00%	\$6.14
HF-5000-16-1 6	1FP ST COUPLING	7/27/2022	1.00	\$13.13	0.00%	\$13.13
HF-5404-16	1"MALEXMALE NPT HEX	7/27/2022	1.00	\$5.00	0.00%	\$5.00
HF-5406-20-1 6	1-1/4MP X 1FP BUSHIN	7/27/2022	1.00	\$10.43	0.00%	\$10.43
JS-1009	3" TRASH PUMP INSTA	7/27/2022	1.00	\$3,000.00	0.00%	\$3,000.00
KA-160BL6	6" LAY FLAT HOSE	7/27/2022	12.00	\$3.99	0.00%	\$47.88
SE-35740R	TRIO LIGHT	7/27/2022	1.00	\$76.50	0.00%	\$76.50
V3-40797AJD	HIGH PRESSURE WASH N	7/27/2022	8.00	\$7.50	0.00%	\$60.00
V3-62613JD	76" DEBRIS BODY JDC	7/27/2022	1.00	\$38,500.00	0.00%	\$38,500.00
V3-85252-AS SMJD	6"" LEVER VALVE BUI	7/27/2022	1.00	\$695.67	0.00%	\$695.67
VA-1250019	GASKET,150# FLANGE,6IN,RUBBER	7/27/2022	1.00	\$16.11	0.00%	\$16.11
VA-16359S	NUT,HEX,3/4-16,GR2,Z/C	7/27/2022	4.00	\$2.90	0.00%	\$11.60
VA-26861	RUBBER GASKET	7/27/2022	1.00	\$5.47	0.00%	\$5.47
VA-32087	QUICK CLAMP 6IN, J-HOOK	7/27/2022	1.00	\$34.92	0.00%	\$34.92
VA-35594	DOOR SEAL 255IN LONG	7/27/2022	1.00	\$578.21	0.00%	\$578.21
VA-35783	PIN - 1.000 DIA X 4.813	7/27/2022	4.00	\$15.42	0.00%	\$61.68
VA-36114A	BODY WASH OUT HEAD (NOZZLE)	7/27/2022	1.00	\$275.36	0.00%	\$275.36
VA-37131	WELDMENT - FLOAT CONTROL	7/27/2022	1.00	\$41.02	0.00%	\$41.02
VA-37132B	FLOAT CONTROL BUSHING ASSEMBLY	7/27/2022	1.00	\$100.54	0.00%	\$100.54
VA-39892F	COVER PLATE, 10GA, 8-1/2 DIA	7/27/2022	1.00	\$12.60	0.00%	\$12.60
VA-40210	PIN - YOKE PIN ASSEMBLY	7/27/2022	4.00	\$3.97	0.00%	\$15.88
VA-40806	ADJUSTABLE YOKE END	7/27/2022	4.00	\$45.70	0.00%	\$182.80
VA-43413	FLANGE - ROLLED ANGLE 6IN SLOTT	7/27/2022	1.00	\$42.39	0.00%	\$42.39
VA-45066E	CYLINDER,HYD,WELDED,3 X 3	7/27/2022	1.00	\$461.45	0.00%	\$461.45

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248-349-0904
info@dohenycompany.com
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NORTHVILLE
777 DOHENY Dr
Northville MI 48167

Date: 7/27/2022
Time: 17:22

JOB CARD (ESTIMATE)

No: 42874

DETAILS

Part No.	Description	Date	Qty	Unit Sell	Discount	Line Sell
VA-45716	COMPRESSION JOINT 10IN	7/27/2022	1.00	\$581.64	0.00%	\$581.64
VA-47047A	LOGO,VACTOR 2100 SERIES,WHITE	7/27/2022	2.00	\$289.46	0.00%	\$578.92
VA-49654-SP	SEAL ASSEMBLY	7/27/2022	1.00	\$471.91	0.00%	\$471.91
VA-58586	PLATE CONNECTOR WELDMENT	7/27/2022	1.00	\$506.86	0.00%	\$506.86
VA-58592	PIVOT ARM ASSY. - HYD.DOOR LOCK	7/27/2022	2.00	\$76.46	0.00%	\$152.92
VA-59425	MOUNTING BRACKET,DOOR PROP	7/27/2022	2.00	\$20.90	0.00%	\$41.80
VA-59430	DOOR PROP WELDMENT	7/27/2022	1.00	\$263.10	0.00%	\$263.10
VA-62196	AIR PIPE WELDMENT	7/27/2022	1.00	\$1,170.51	0.00%	\$1,170.51
VA-63446	PLATE,PUMP MTG,INTERNAL PUMP O	7/27/2022	1.00	\$155.83	0.00%	\$155.83
VA-66467	VERTICAL CROSS ROD	7/27/2022	2.00	\$244.83	0.00%	\$489.66
VA-66468	HORIZONTAL CROSS ROD	7/27/2022	2.00	\$258.12	0.00%	\$516.24
VA-81133AG	FLANGE, RND, STL, 11ODX6.063ID	7/27/2022	1.00	\$70.84	0.00%	\$70.84
VA-86248A	FLOAT ARM WELD	7/27/2022	1.00	\$235.86	0.00%	\$235.86
ZZ-AW68	HYDRAULIC OIL (G)	7/27/2022	5.00	\$18.75	0.00%	\$93.75
ZZ-BPCPL3	3" COUPLING	7/27/2022	1.00	\$75.26	0.00%	\$75.26
Total PART:						\$50,643.57
SSHPSUPPLY			1.00	\$2,250.00	0.00%	\$2,250.00
Total SSHPSUPPLY:						\$2,250.00

Total For Job 42874: \$83,568.57

This document is for informational purposes and not an invoice

248-349-0904
info@dohenycompany.com
dohenycompany.com

**CITY OF MT. MORRIS
RESOLUTION 22-46**

WHEREAS: The Sewer Vactor truck is in need of repairs; and

WHEREAS: The Debris Body is quickly deteriorating,

WHEREAS: A quote has been received from Jack Doheny for an estimated total of \$83,568.57; and

NOW THEREFORE, BE IT RESOLVED, that:

This Council does hereby authorize the Debris Body repair for an estimated amount of \$83,568.57 and that the FY 22-23 Budget be amended accordingly.

Moved by Council member _____, seconded by Council member _____, and thereafter adopted by the City Council of the City of Mt. Morris at a regular meeting held Monday, October 24, 2022 at 7:15 p.m.

_____ Yea

_____ Nay

_____ Absent

Jeffrey N. Roth, Mayor

Spencer Lewis, City Clerk

CITY OF MT. MORRIS
PERSONNEL POLICIES AND PROCEDURES MANUAL

Adopted by City Council: June 28, 2010

Revisions Completed October 2022

GENERAL PRINCIPLES

The rules and regulations contained in this Personnel Policies and Procedures Manual apply to all non-union City employees. The contents of this Manual should not be construed to constitute a contract between the City and the employee or for the providing of any benefits described in the Manual.

EQUAL OPPORTUNITY POLICY

The City of Mt. Morris ("the City") is an equal opportunity employer and will not unlawfully discriminate in its personnel matters, including, but not limited to hiring, promotions or transfers, with regard to religion, race, color, national origin, age, sex, height, weight, marital status, veteran's status or disability which is unrelated to the essential functions of the employee's job. This equal employment opportunity policy is applied to all personnel actions, including recruiting, hiring, training, pay and promotions.

If you believe you have a handicap, you are encouraged to discuss with your Department Head whether any accommodations would assist you in performing your job. Under Michigan law, a handicapped employee may not allege a violation of the Michigan Handicappers' Civil Rights Act if the handicapped employee does not notify his or her employer, in writing, within one hundred eighty-two (182) days after the date the handicapped employee knew, or reasonably should have know, that an accommodation was needed.

PRE-EMPLOYMENT: RECRUITMENT, SELECTION, PLACEMENT

Employment opportunities with the City shall be open and available to all citizens. Nothing in the employment procedure shall preclude consideration of an application because of the prospective employee's race, color, age, sex, marital status, national origin or any characteristic which may not, under state or federal law, be considered. Only bona fide occupational and objective measures of fitness shall be considered in employment decisions.

- A. APPLICATIONS. The applications for employment shall request only that information necessary for proper and lawful decision making. Only questions specifically related to occupational standards shall be asked.
- B. POSITION QUALIFICATIONS. For each position, job qualifications necessary to perform the work need to be established. Prior work references can and should be checked because these reflect past performance and reliability indicators.
- C. FILLING OF VACANCIES/NEW POSITIONS. Whenever vacancies occur or new positions are created, the City shall ensure that this information is distributed and made known to the public. At the same time, the City encourages internal promotion and transfer whenever possible and desirable.

In-House Posting. Prior to filing any vacancy except a Department Head, the City shall first post an "In-House" notice of the position availability. This notice shall be posted for seven days during which time any interested employee may apply. Employees shall be afforded easy access to the job description and application forms. Bulletin boards at the following locations shall be posted:

Administrative Area - City Hall
Police Department

Fire Department
Public Works Department

Out of House Advertising. For any position below the level of Department Head for which a suitable candidate was not found through the in-house posting process, the following procedure shall be followed: An advertisement shall be prepared stating the name of the position, a brief summary of the job responsibilities, and a deadline by which applicants must file the application. The deadline can be no sooner than two weeks after the first day it is advertised in a local newspaper of general circulation.

This notice will be posted on the bulletin boards at the following locations no later than the day it has also been sent to any publications or other agencies:

Administrative Area - City Hall
Police Department
Mt. Morris Public Library

Fire Department
Public Works Department

The notice may also be issued to agencies and organizations such as the following:

Michigan Employment Security Commission
Guidance Office of the EA Johnson High School
Career Placement Center of Baker College
Career Placement Center of Mott Community College
Career Placement Center of Detroit College of Business
Career Placement Center of the University of Michigan - Flint
Jobs Central
Genesee County Personnel - Labor Relations Department

The City Manager shall consult with staff in determining the places to which notices shall be issued

Department Head Advertising. Department Head positions shall be subject to the in-house posting and the advertising/circulation procedures set forth above. In the case of Department Head positions wider dissemination of the advertisement will generally be desirable. Publications such as the Michigan Municipal Review shall be used.

The closing deadline for applications for a Department level position shall be set by the City Manager. Other aspects of the recruitment process shall be established by the Manager in consultation with staff.

- D. TESTING. Testing is an instrument that the City may employ in the selection process for certain positions. Tests that are accurate, reliable and valid will be used in such circumstances. All tests will be specifically related to the requirements of the position, and will be fair and reasonable measures of ability. All tests will be administered in good faith and evaluated impartially.

- E. **PRE-EMPLOYMENT INTERVIEWS.** The pre-employment interview is another method which will be used to gather information and screen applicants for employment. The questions asked in any interview should be uniform, consistent, non-discriminatory in nature, and asked only to collect legitimate, job-related information. Important questions asked of one job applicant should generally be asked of any other subsequent applicants for the job. Interviews are to be systematic, fair, planned and orderly conducted.

DRUG-FREE WORKPLACE

Because of the City's "zero tolerance" policy regarding controlled substances and alcohol, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol in the City's workplace is strictly prohibited. "Controlled substance" means any illegal drug, narcotic or a drug used for non-prescription purposes.

Employees that violate this policy shall be subject to discipline, up to and including termination. All employees are expected to abide by this policy. Additionally, each employee is expected to notify his or her Department Head of any conviction for a violation of a controlled substance statute that occurred in the City's workplace within five (5) days after learning of that conviction.

Employees who are taking prescription drugs which may impair their ability to drive or operate equipment shall notify their Department Head prior to starting that activity. Your assistance and cooperation will assist the City in maintaining a drug-free work environment.

PERSONNEL RECORDS

Personnel files are maintained for all employees in the City Manager's Office. Employees are required to advise the City Manager in writing of their current address, telephone number, name, marital status, and the names and addresses of their dependents as well as any changes in this information. Employees may review the contents of their personnel files in accordance with the Bullard-Plawecki Employee Right to Know Act.

CATEGORIES OF EMPLOYMENT

In addition to an employee's job classification, employees are categorized as follows:

- (a) Regular full-time employee: A full-time employee is an employee whose normal schedule of work usually consists of at least forty (40) hours per week on a regular schedule.
- (b) Regular part-time employee: A regular part-time employee is an employee whose normal schedule of work usually consists of less than forty (40) hours per week on a regular schedule.
- (c) Temporary employee: A temporary employee is an individual not included within the definitions of full-time or regular part-time employee who is working on any

other basis, including temporary, casual or seasonal.

- (d) On-Call Firefighter: This category applies to Fire Department Personnel. These employees are covered by these rules and by the Fire Department "Guidelines". They are not entitled to benefits which are applicable to the other categories of employment except as specifically provided herein.

SUPPLEMENTAL EMPLOYMENT

Supplementary part-time employment by regular full-time employees is permitted under the following circumstances:

- (a) Supplemental employment must not be engaged in at a City facility, utilizing City materials or other City personnel while on the City payroll.
- (b) Supplemental employment must not be engaged in during an employee's regularly scheduled working hours.
- (c) The supplemental employment must not cause a conflict in interest, the appearance of a conflict of interest or interfere in any way with the satisfactory performance of the employee's City duties.

TUITION REIMBURSEMENT

In addition to providing a fair and open opportunity to participate in professional workshops and in-service training, the City will reimburse an employee for certain College level education expenses.

To receive this reimbursement, the employee must apply – on a form to be prescribed by the City Manager – and have received approval of the course(s) to be taken prior to registering and incurring expense. The form shall request such information as is required to ensure compliance with this policy and be signed by the employee as to his or her acceptance of the provisions of this policy.

Single courses, when viewed as a stand alone undertaking must be within the field, they are currently employed in. Courses which do not meet this test may be approved when they are taken in connection with a degree plan which has been previously approved by the City Manager. Any such degree must be in the field in which the employee is currently employed or related to an area of service the City either currently provides or is in the final stages of beginning to provide in the near future.

Reimbursements of the total cost of tuition and books – at costs within the community norm – per the following schedule.

Undergraduate Level Courses: Employee gets a C or better

Graduate Level Courses:

Employee gets a B or better

The reimbursement shall have a maximum cap of \$3,000 per fiscal year and shall be paid after submission of the official transcript and receipts for tuition and books.

OUT OF CLASS WORK

From time-to-time employees may need to do work above and beyond their normal job duties. It may be necessary to fill in for another employee who is on an extended leave or vacation. This additional work may not just be added activity but a greater responsibility than the employee would normally bear. When an employee is substantially performing the duties of another employee, in addition to their own duties, they shall receive additional compensation.

When they perform such duties for more than three weeks but less than nine weeks, they shall receive – in addition to their own pay – a supplemental payment of 10% of the pay normally paid to the other employee. When they perform such duties for a period in excess of nine weeks, they shall receive an additional 10% supplemental payment (for a total of 20%) of the pay of the other employee. Such additional pay shall not diminish the compensation due the employee who is out of work.

If it is known, from the commencement of the employee's absence, that the absence will be of a long enough term to trigger this section, the City Manager may order the immediate start of the 10% supplement to the working employee's compensation.

REIMBURSEMENT OF OUT-OF-POCKET EXPENSES

A. Reimbursement for the use of personal cars

Personal cars shall be used in the conduct of City business only when authorized in advance by the Department Head, except in cases of emergency. Reimbursement will be at the rate per mile recognized by the Internal Revenue Service. No reimbursement will be allowed for travel between home and the employee's usual place of work.

B. Reimbursement for meals

Reimbursement for meals is authorized:

1. When the meal is served in conjunction with a program or meeting being attended primarily for the benefit of the City.
2. On other occasions approved by the Department Head when the result of such reimbursement furthers the best interests of the City.
3. The cost of alcoholic beverages shall not be reimbursed.

Reimbursements for meals shall be on the basis of actual cost. Receipts for all meals shall be submitted when requesting reimbursement. Claims for meals deemed

inappropriately high may be reduced or rejected at the discretion of the City Manager.

C. Reimbursement for Lodging

Overnight stay at City expense is authorized:

1. When attending a conference or convention from the City which includes an evening working or business session.
2. Under other appropriate circumstances as authorized by the Department Head and/or the City Manager.

D. Advances for Travel

Reimbursement for anticipated travel expense may be authorized by the Department Head and/or City Manager. The following procedure will be utilized:

1. A written estimate of expenses shall be submitted.
2. A detailed voucher of actual expenses shall be prepared at the completion of travel.
3. Any unused portion of the advance shall be returned.

E. Procedures for Claiming Expenses

1. Claims for expense reimbursement shall be submitted to the City Manager on a form approved by him prior to expense being incurred.
2. Each expense shall be documented by an actual receipt.
3. Where the cost of another person's meal is claimed, an explanation of the purpose for such meal and its benefit.
4. When a portion of the travel or other expense is personal to the individual involved rather than for the benefit of the City, that portion of the expense is not reimbursable.

POLITICAL ACTIVITIES

Employees may, except during hours that the employee is working for the City, engage in political activities. City vehicles, equipment and uniforms may not be used while the employee is engaged in political activities. Employees may not, during hours that the employee is working for the City, circulate petitions.

HOURS OF WORK

Workweek. The workweek for all employees shall begin at 12:00 a.m. on Sunday and end at 11:59 p.m. the following Saturday.

Hours of Work. The regular work hours of all City employees shall be determined by the City Manager. The normal workweek for regular full-time employees shall be forty (40) hours. Unless excused, employees are expected to be at work during the City's normal workday. Nothing contained herein shall be construed to constitute a guarantee of any number of hours of work or pay per day or hours of work or pay per week. The City reserves the right to change the normal workweek and workday whenever the City Manager determines that operating conditions warrant such changes.

Overtime. All employees shall be expected to work overtime upon request. Overtime must be authorized in advance by the Department Head and/or City Manager.

OVERTIME PAY

Non-exempt employees shall be paid one and one-half (1-1/2) times their regular straight time rate of pay for all hours worked in excess of the normal work week. For purposes of overtime computation, hours worked shall include paid sick leave, paid personal leave, paid funeral leave, paid jury leave, paid vacation leave, paid holidays and all hours worked; provided, however, that hours compensated at time and one-half (1-1/2) for work on holidays shall not again be counted as hours worked for overtime calculation purposes.

Non-exempt employees who return to work after regular business hours to attend committee meetings, such as to take minutes, will be paid at time and one-half (1-1/2) for all hours spent at those meetings.

PAY PERIODS

Employees will be paid every other Thursday. Paychecks will cover a two-week period which starts Sunday and ends on the Saturday preceding the payday.

INCLEMENT WEATHER

City services remain operational during severe weather periods, and employees are expected to report or and remain at work unless City operations are officially closed by the City Manager. In the event that the City Manager declares the City building closed or the building remains open, and the weather conditions prevent an employee from reporting for work at their scheduled time, the employee must notify his or her Department Head as soon as possible. Employees may elect to utilize accrued paid sick leave, paid personal leave or vacation time to maintain their normal pay for that day, or may elect to take unpaid leave time for the time missed.

DISABILITY LEAVE

A disability leave of absence will be granted to employees who are unable to continue to work for the City because of a non-work-related injury, illness, pregnancy, or other disability, subject to the right of the City to require physician's certificate establishing to the satisfaction of the City that the employee is incapacitated from the performance of work due to illness, injury, or other disability. A disability leave shall be with pay and benefits until such time as the employee has exhausted all accrued paid sick leave benefits or other paid time and thereafter shall be without pay or benefits. This disability leave will continue for the period of the employee's disability. The City may request at any time, as a condition of continuance of a disability leave of absence, proof of a continuing disability. In situations where the employee's physical or mental condition raises a question as to the employee's capacity to perform the job, the City may require a medical examination by a physician chosen by the City at the City's expense and, if appropriate, require the employee to take a leave of absence under this Section. Employees who are anticipating a leave of absence under this Section may be required to present a physician's certificate recommending that the employee continue at work and in all cases the employee's attendance and job responsibilities must be satisfactorily maintained. Employees are required to notify the City of any condition which will require a leave of absence under this Section together with the anticipated date for commencement of such leave. This notice shall be given to the City by the employee as far in advance as possible of the anticipated date to commence the disability leave. All employees returning to work from a disability leave of absence must present a physician's certificate satisfactory to the City indicating the employee is medically able to return to work.

WORKERS COMPENSATION LEAVE

Upon written application, a leave of absence for a period of not more than twelve (12) months will be granted to employees who are unable to continue to work at the City because of a work-related injury or disease for which the employee is entitled to receive benefits under the Worker's Compensation laws of the State of Michigan and is receiving payments from the City, subject to the City's right to require medical proof. The twelve-month leave may be extended at the City Manager's option. Paid absent days may be utilized while on a workers' compensation leave to the extent necessary to maintain the employee's net take-home pay based upon a forty (40) hour week or the employee's normal work week, whichever is less. The City may require at any time, as a condition of continuance of a workers' compensation leave of absence, proof of a continuing inability to perform work with the City. In the event that the City, on the advice of a physician selected by the City, determines that the employee is capable of returning to work, the employee's leave of absence shall immediately end.

MILITARY TRAINING OR EMERGENCY DUTY LEAVE

Regular full-time and regular part-time employees required to perform active duty for training or to perform emergency duty in any reserve component of the Armed Forces of the United States or the National Guard shall be granted a leave of absence for the period of such training or emergency duty upon request and the presentation of proper documentation from the employee's Commanding Officer. For each day, up to a maximum of two (2) weeks per calendar year, that an eligible regular full-time employee performs such duty when the employee

otherwise would have worked, the employee shall receive the employee's regular rate of pay for the number of hours that the employee would have been scheduled to work on that day, exclusive of overtime, less the amount the employee received for the military service, exclusive of travel and meal expenses. The provisions of this Section do not apply to an employee's initial period of active duty for training.

Return to City employment from a leave of absence under this Section shall be governed by federal and state law.

ABSENT LEAVE

A full-time employee will be allowed to be absent from work ~~seventy-two (72)~~ one hundred and four (104) hours during the City's Fiscal Year. At the end of the fiscal year, those employees with unused days will be paid up for ~~forty-eight (48)~~ sixty (60) hours. Such leave will be available to the employee on July 1st of each year. Accordingly, absent leave will be prorated on all new hires. Absent leave will not be paid in advance of when it is earned.

The use of such absent leave for purposes other than sickness may not be less than 4 hours nor more than 16 consecutive hours. Further, such leave shall not be used to precede or extend vacation or holiday leaves.

Such absent leave may be used as sick leave; however, in the event such use exceeds four (4) consecutive workdays, the employee, prior to returning to work, may be required to submit a medical report indicating that the employee has sought medical care and is able to resume his/her duties and responsibilities. Employees absent due to illness shall give notice to their immediate supervisor of such illness at least 15 minutes before their scheduled start and shall give that supervisor reasonable continuing information relative to the expected length of such absence.

JURY DUTY LEAVE

An employee who serves on jury duty will be paid the difference between his/her pay for jury duty and regular base pay. If the employee's jury duty ends prior to 3:00 p.m. he or she shall be expected to return to duty. The end of jury duty shall be the time of departure from the jury room at the courthouse.

PAID PERSONAL LEAVE

~~Each regular full-time employee shall be entitled to take four (4) personal leave days without loss of pay during each year. Requests for such personal leave days must be made in writing and submitted to the Department Head at least twenty-four (24) hours in advance of the date requested. An employee's proper request will be granted whenever possible, provided it does not interfere with efficient operation of the City. Upon retirement or termination, any unused personal leave days will not be included in the final pay.~~

FUNERAL LEAVE

A regular full-time employee shall be allowed and paid for not to exceed three (3) working days not to be deducted from sick leave for the purpose of attending the funeral of a person in his/her immediate family. "Immediate family" is defined as meaning: mother, father, brother, sister, spouse, child, mother-in-law, father-in-law, grandparent's stepparent, stepchild, foster parent, foster child or a member of the employee's household.

UNPAID PERSONAL LEAVE

The City may in its discretion grant an employee a personal leave of absence without pay or benefits for a period not to exceed thirty (30) calendar days. Requests for an unpaid personal leave of absence shall be submitted in writing to the employee's Department Head. All requests shall state the reason for the leave and must be signed by the employee. An extension of an unpaid personal leave of absence may be granted by the City in its discretion, provided the extension is requested in writing prior to the termination of the original leave period. No unpaid personal leave of absence may be granted for a period in excess of one (1) calendar year. No request for an unpaid personal leave of absence shall be considered approved unless such approval is in writing signed by the City Manager.

RETURN TO WORK AFTER LEAVE OF ABSENCE

Employees returning from approved leaves of absence will be reinstated to their former job classification if they have the necessary qualifications, skill, and ability to perform the work in an effective and efficient manner.

All employees returning from a workers compensation leave of absence will be required to present a physician's certificate indicating that the employee is physically and medically able to perform the employee's job.

HOLIDAYS

Recognized Holidays. The following days are recognized as holidays by the City:

New Year's Eve	Labor Day
New Year's Day	Thanksgiving Day
Day After Thanksgiving	Memorial Day
Christmas Eve	Christmas Day
Independence Day	Martin Luther King Jr Day

It is understood that employees may be required to work on holidays in accordance with normal scheduling procedures.

Holiday Observation. ~~Whenever New Year's Eve, New Year's Day, Independence Day, Christmas Eve or Christmas fall on a Saturday, that holiday shall be observed on the preceding Friday. Whenever those days fall on a Sunday, that holiday shall be observed on the following Monday.~~ If the holiday falls on a Friday (if on a 4 day work week) or Saturday, the employees shall receive a compensatory day off on the first day they are scheduled to work preceding said Friday or Saturday. If the holiday falls on a Sunday, the employees shall receive a compensatory day off on the first day they are scheduled to work following said Sunday. Employees who work in the Police Department shall celebrate all holidays on the actual date of the holiday.

Holiday Eligibility. To be eligible for holiday pay employees must satisfy all the following conditions and qualifications:

1. Employees must work all their scheduled hours on the last regularly scheduled workday before the holiday and on the first regularly scheduled workday after the holiday unless the employees are on an approved paid leave.
2. Employees must be on the active payroll as of the date of the holiday. For purposes of this subsection a person is not on the active payroll of the City during unpaid leaves of absences, layoffs, or on a disciplinary suspension.

An otherwise eligible employee who is required to work on a recognized holiday but fails to report and work the scheduled hours shall not receive any holiday pay for such holiday.

Work on Holidays. Hourly employees required to work on a recognized holiday shall receive holiday pay if otherwise eligible, in addition to pay at their regular straight time rate of pay for all hours worked on a recognized holiday.

Holiday During Vacation. Employees who are on approved vacations on a day that a holiday is observed shall be paid for the holiday if they work their entire scheduled shift prior to leaving on vacation and immediately following their vacation.

VACATIONS

- A. Schedule: Full-time employees shall be credited with paid vacation days on their anniversary date each year in accordance with the following table:

After one year	10 days 80 hours
After five years	15 days 120 hours
After ten years	20 days 160 hours
After eighteen fifteen years	25 days 200 hours

Employee will be paid their regular hourly rate of pay while on vacation and shall receive credit for all benefits as if they had worked during the period. Employees shall be allowed to carry over one year's allocation of vacation leave with approval of the City Manager if operational needs prevent them from taking vacation.

- B. Annual Vacation Vacations are time off with pay earned by a full-time employee. It is the position of the City that vacations are important to the mental and physical health of an employee, and therefore are to be taken. No employee may accumulate more vacation than he or she would be entitled to in the previous year of employment, all other unused vacation will be forfeited. However, an employee who has accumulated more vacation in accordance with the previous personnel policy will not lose that which he or she has already accumulated.

Vacation time shall be measured from the employees hiring date of full-time employment for the purpose of computing earned vacation time. An employee may not elect to be paid in lieu of taking earned vacations. Unused vacation will be paid an employee on leaving City employment on a pro-rated basis.

- C. When Granted: During the month of March each employee will be allowed to select their annual vacation leave by submitting the proper request to the department head. Employees will be granted leave by seniority. Vacations are subject to approval of the City Manager or his designee.
- D. Pay Advance: If a regular payday falls during an employee's vacation, he/she has the option to receive that pay in advance before going on vacation. Employees must request the pay advance no later than one (1) week before the payday preceding their scheduled vacation. The pay advance will be added to the employee's normal paycheck. This provision for pay advance can be used unlimited times per fiscal year.

If an employee is laid off or retires, he/she will receive any unused vacation credit including that accrued in the current calendar year.

INSURANCE BENEFITS

- A. Hospitalization and Medical and Dental Insurance. The City shall furnish all full-time employees and their eligible dependents with BCN HMO Gold \$1,000 Plan, Humana Dental PPO Plan #9, and the Humana-Vision VCP Network Option 1. The City shall pay 100% of the premiums for the basic coverage listed above and 100% of the premiums for the Family Continuation Rider, if applicable.

This plan shall include a \$1,000 single/\$2,000 family deductible, a \$20 office visit co-pay, a \$40 specialist co-pay, a \$50 urgent care co-pay, and a \$250 after deductible, emergency room co-pay. There will also be a \$150 after deductible, co-pay for high-tech imaging.

The prescription drug co-pays shall be \$15 for value generic, \$40 for generic, \$80 for preferred brand, \$100 for non-preferred brand, 20% up to \$200 for preferred specialty, and 20% up to \$300 for non-preferred specialty.

- B. In addition, the City shall pay 100% of the premiums for retirees who retire with 22 years or more of service and the retiree's spouse at the time of retirement until the retiree is eligible for Medicare at which time the City's obligation ceases. Health coverage to retirees shall only be available to those in actual need thereof and those retirees who are not currently receiving such coverage due to their access to another source of coverage will be required to certify that they do not have access to another source of coverage or that such other source of coverage under which they were enrolled is no longer available to them, before coverage can be provided at City expense. A summary of the coverages listed above is available in the City Clerk's office.
- C. Accident and Sickness Insurance: The City will provide to all full-time employees a short term, and long-term disability insurance policy. The following is a summary of the plan and should not be considered complete, for complete details refer to the plan document.

Short Term Policy:

The short-term policy shall provide benefits of .70 x Basic weekly salary, rounded to the nearest \$1.00 with a maximum of \$750.00 on the first day of disability due to an accident and on the 8th day of disability due to a sickness. The short-term policy shall last 180 days.

Basic weekly salary will be based on a normal workweek not exceeding 40 hours exclusive of bonuses, omissions and overtime.

Successive periods of disability will be considered one period of disability unless commencing after return to work on an active full-time basis for at least 2 weeks unless they arise from unrelated causes.

Weekly disability income benefits terminate at retirement.

Long Term Policy:

The long-term policy shall begin after 180 days and last until age 65 and provide benefits of 66.7% of Basic Monthly Earnings with a Maximum Monthly Benefit of \$3,500.

An employee on the disability plan shall be bound by all the provisions of the plan and that the carrier will make all determinations as to eligibility and/or benefit levels.

The City shall not be responsible for any other benefits for an employee who is on long-term disability after a period of eighteen (18) months nor shall the City have any obligation to return the employee back to work after eighteen (18) months on disability. Extensions to this eighteen (18) month period may be granted for Health Insurance and right to return to work by approval of the City Council. [REFER BACK TO LEAVE OF ABSENCE POLICY]

- D. Life Insurance: The Employer shall furnish life insurance on the employees covered by this Agreement in the amount of Fifty Thousand Dollars (\$50,000) with double

indemnity for accidental death.

- E. Continuation of Insurance: The above insurance shall be maintained in force by the Employer when the employee is on paid sick leave, personal leave, funeral leave, jury duty, or vacation.

RETIREMENT/PENSION

All full-time employees shall continue to be members of the Genesee County Retirement System (GCERS), subject to the rules and requirements of that system. Operation of the Retirement System is necessarily governed by the detailed provisions of the Genesee County Retirement Ordinance and amendments thereto, together with the Retirement Commission's Administration rules and regulations. Copies of the Genesee County Retirement Ordinance may be obtained from the County Retirement Department.

Retirement Allowance Factor:

Effective December 31, 2002, the retirement allowance factor shall be:
2.5% of the employee's final average compensation for 22 years of service, with no age restriction.

Effective December 31, 2002, the maximum portion of the retirement allowance financed by the City shall not exceed seventy five percent (75%) of the employee's final average compensation. Employees may elect to purchase "other governmental service" through the Genesee County Retirement System at their own cost.

Pop-up clause:

Effective 12/31/02, a "pop-up" clause for the retiree's surviving spouse shall be added. Where a member selects a retirement option (Option A or B) at the time of retirement and the beneficiary subsequently dies after the member retires, the retirement selection shall automatically revert to the Straight Life Allowance.

Final Average Compensation:

Effective July 1, 1996 final average compensation is computed on the employees best three (3) years of credited service prior to termination of employment.

Cost of Living Adjustment:

Effective July 1, 1996, the pensions of bargaining unit employees retiring subsequent to that date shall be adjusted in accordance with a formula reflecting changes, up or down in the official Consumer Price Index for Urban Wage Earners and Clerical Workers for all Cities published by the Bureau of Labor Statistics, United States Department of Labor (1982-84), hereinafter referred to as the Index. Cost of living adjustments of up to three

percent (3%) rounded to four (4) decimal points, shall be made annually for the first five (5) years following an employee's retirement. The initial cost of living adjustment shall be payable in the next retirement payment after the completion of one (1) full year of retirement. In January of each calendar year, there shall be determined the percentage increase or decrease, if any, between the Index for November of the immediately preceding calendar year and the Index for the month of November twelve (12) months earlier. Whatever the change in the index is from the base period, up or down to a maximum of three percent (3%) shall result in a cost-of-living adjustment of that percent.

In the event of a decline in the Index, in any November-to-November base period, a pension cost of living adjustment shall be made in the reverse order from which the upward adjustments were made.

In the event the Bureau of Labor Statistics does not issue the appropriate Index on or before January 15, any required adjustments will be made on the next pension check or on the earliest check after receipt of the Index.

No adjustment, retroactive or otherwise, shall be made due to any revision that may later be made in the published figure for the Index for any month on the basis of which the allowance shall have been determined.

Employee Contributions:

Employee contributions to the Retirement System are five percent (5%) of annual compensation, deducted biweekly.

Life Insurance:

Retirees shall be provided with \$5,000 life insurance coverage, except Retirees who retire with 22 years or more shall be provided with \$10,000 Life Insurance Coverage. Coverage for both is through the Genesee County Retirement Commission.

CONTINUATION OF INSURANCE PREMIUMS

In the event that an employee eligible for insurance coverage is discharged, quits, resigns, is laid off, or commences an unpaid leave of absence the City shall have no obligation or liability whatsoever for making any insurance premium payment for any such employee or their lawful dependents beyond the month in which the discharge, quit, resignation, layoff, or unpaid leave of absence commences. Employees on City-approved leaves of absence may continue insurance benefits on a month-by-month basis by paying to the City, in advance, the amount of the next month's premium for that employee and/or their lawful dependents, subject to the approval of the insurance program. City employees who otherwise separate from City employment may elect to pay for insurance coverage under COBRA.

GRIEVANCE PROCEDURES

Grievances. The City endeavors to apply its policies, benefits, and rules in a uniform and equitable manner. If an employee considers that he/she is not receiving fair treatment or not receiving all the benefits due to him or her as an employee, the grievance procedure is available to attempt to resolve the complaint.

Grievance Procedure. All grievances shall be handled in the following manner:

Step 1. Oral Procedure to Supervisor. An employee with a complaint shall discuss the matter with his or her Department Head, within five (5) working days from the time of the occurrence of the events giving rise to the complaint or within five (5) working days from the time the employee involved first knew or could have known of the facts giving rise to the complaint in situations where it was impossible for the employee involved to have known at the time of the actual occurrence of the events giving rise to the complaint. The Department Head will endeavor to give an oral answer to the complaint within five (5) working days of the discussion with the employee concerned. Every effort shall be made to settle the complaint in this manner.

Step 2. Written Procedure to Department Head. If the complaint is not satisfactorily settled in the Step 1, the complaint shall be reduced to a written grievance within five (5) working days from the time of the oral answer. The written grievance shall adequately set forth the facts giving rise to the complaint, shall state the relief and/or resolutions requested and shall be signed by the employee or employees affected. The grievance shall be submitted to the employee's Department Head who shall acknowledge it in writing. Within five (5) working days after the grievance has been appealed, a meeting shall be held between representatives of the City and the employee. If the meeting cannot be held within the five (5) working day period, it shall be scheduled for a date mutually convenient for the parties. The Department Head, or designated representative, shall submit a written disposition on the grievance within five (5) working days following the date of this meeting, and return it to the employee.

Step 3. Written Procedure to City Manager. If the complaint is not satisfactorily settled in the Step 2, the complaint may be submitted to the City Manager. Within five (5) working days after the grievance has been appealed to the City Manager, a meeting shall be held between the City Manager and the employee. If the meeting cannot be held within the five (5) working day period, it shall be scheduled for a date mutually convenient for the parties. The City Manager shall prepare a written disposition on the grievance within ten (10) working days following the date of this meeting and return it to the employee. The answer to the grievance by the City Manager shall be appealable to the City Council pursuant to the applicable ordinance, the provisions of which are as follows:

CITY OF MT. MORRIS
ORDINANCE NO.03-06

An ordinance to amend the Code of Ordinances, City of Mt. Morris, Michigan by adding an Article to Chapter 2 of the Code of Ordinances, which Article shall be designed VI and entitled, The Merit Principle; Personnel Issues and Appeals to the City of Council.

THE CITY OF MT. MORRIS ORDAINS:

ARTICLE VI
THE MERIT PRINCIPLE; PERSONNEL ISSUES AND
APPEALS TO THE CITY COUNCIL

Sec. 2-131 Pursuant to Chapter VI of the Charter of the City of Mt. Morris entitled, "The Administrative Service", specifically Section 6.2(b), any City employee or appointee who shall be aggrieved by any action of the City Manager or by action of any other City officer having final authority with respect to the disposition of any matter involving employment or the application of a merit principle including, but not limited to issues with respect to determinations as to the fitness for a position to be filled and dismissal for good and sufficient cause or any matters with respect to the application and interpretation of the personnel policy may appeal any such decision to the City Council pursuant to the following process:

- a. Said appeal shall be submitted, in writing, to the City Clerk within five (5) working days after the action of the City Manager or other appropriate authority. The appeal shall set forth in such detail as is necessary, the nature of the grievance and/or the matter appealed and the relief sought.
- b. The City Clerk shall then transmit the said grievance or appeal to the City Council at the next regular meeting. The City Council shall then set a hearing with respect thereto as soon as practicable but no later than the second meeting held in the month subsequent to the month in which the appeal is filed. In the event only one meeting is scheduled in a month, the hearing shall be held in the month next following the month in which only one meeting is held.
- c. The employee or appointee shall have the right to appear before the Council either by attorney or in their own right to set forth, in such detail as they deem appropriate, their position. They may submit exhibits and present witnesses for examination under oath. The members of the Council shall have the right to examine the grievant or any witnesses produced by them. The administration will have the authority to present its witnesses and exhibits.
- d. That after a full and complete hearing, the Council shall as soon as practicable thereafter and no later than the following regular meeting issue a determination with respect to said appeal. The provisions of the Open Meetings Act of the State of Michigan shall apply to all such proceedings and decisions. Said decisions shall be final and binding upon the parties.
- e. In the event no appeal is taken from the action of the City Manager or other person authorized to make a final decision, any such action shall be deemed settled on the basis of the Manager's action or other official's action.

We the undersigned Mayor and Clerk of the City of Mt. Morris, do hereby certify that the above ordinance was adopted by the City Council at a regular meeting on the 22nd day of September, 2003.

Robert D. Slattery, Jr., Mayor

Lisa Baryo, Clerk

APPROVED AS TO FORM
AND LEGALITY

Charles A. Forrest, Jr.

DISCIPLINARY ACTION

The imposition of disciplinary action is normally the responsibility of the Department Head or supervisor.

Situations of a minor nature are handled informally by the employee's immediate supervisor and normally result in a verbal warning conducted in private. The warning may be documented and placed in the employee's personnel file. Offenses of a serious nature are to be documented in writing and retained in the employee's personnel file. Habitual minor offenses shall be considered serious and shall be entered into the personnel file. Terminations must have the prior approval of the City Manager.

All employees are expected to conduct their private and professional lives in a manner which reflects positively upon the City. Employees shall be courteous in their dealings with the public and other employees. Employees shall avoid any action that gives the appearance of impropriety. Adherence to this policy is essential for the City to maintain the public support necessary to carry out its functions.

The City expects that the personal and professional conduct of its employees will conform to acceptable standards. In instances where an employee fails to comply with these standards, an attempt may be made to correct an employee's conduct using progressive discipline, but commission of the following offenses or any other improper employee actions may result in disciplinary action up to and including discharge, depending upon the seriousness of the offense in the judgment of the City. This list of unacceptable employee conduct does not include all examples of improper conduct but is provided for the guidance of employees. Employees with questions concerning the propriety of any contemplated action should consult with their supervisor, their Department Head, or the City Manager before engaging in the activity.

General Work Rules. The following rules are provided for the guidance of all employees. Violation of these work rules will normally result in progressive discipline, however, in cases of intentional or flagrant violations, discharge may result.

1. Employees should be at their workstations prior to the commencement of.
2. Employees must secure permission from their supervisor to leave work.
3. All known needed repairs and/or safety hazards on equipment, should be promptly reported to the employee's supervisor.
4. Any accident involving personal injury must be immediately reported to the employee's supervisor.
5. All damage to City equipment, vehicles, tools or property must be immediately reported to the employee's supervisor.

6. All federal, state and local safety rules and regulations must be followed.

Unacceptable Employee Conduct.

Violations of Rules 1 through 2 shall result in discharge, unless the City and employee enter into a Last Chance Agreement and the employee enters a substance abuse treatment program which is acceptable to the City.

Violation of Rules 3 through 13 shall normally result in progressive discipline; however, in cases of intentional or flagrant misconduct, the employee shall be subject to discharge.

Violation of Rules 14 through 23 shall subject the employee to discharge.

1. Using intoxicating beverages, marijuana, narcotics, or any other controlled substance while at work or on City property.
2. Using intoxicating beverages, marijuana, narcotics, or any other controlled substance at such time before work that will interfere with one's mental or physical ability to satisfactorily perform assigned duties.
3. Violation of safety regulations.
4. Insubordination.
5. Engaging in sexual, racial, ethnic, age or other illegal harassment.
6. Marring, marking or defacing any surface of any City building, vehicle or equipment.
7. Failing to notify your supervisor that you are using prescribed medication and/ or a non-prescription drug that could interfere with your ability to perform your assigned duties in a safe and efficient manner.
8. Conducting or betting on any game of chance involving money or any representation of value while on duty or while on City property.
9. Failing to provide a reason acceptable to the City for absence or tardiness from work.
10. Excessive absences and/or tardiness.
11. Disregarding or refusing to obey an order, either written or verbal, from a supervisor or Department Head.
12. Destroying, altering or removing any materials or information posted by the City.

13. Supporting a restriction of output, slowdown or any unauthorized interruption of assigned duties.
14. Falsifying records, reports, documents, or knowingly misrepresenting any information requested by supervision.
15. Submission of false time reports and/or sick leave requests.
16. Using your position of employment with the City to directly or indirectly gain benefits, favors, money, advantages, privileges or anything of value other than regular compensation.
17. Soliciting or receiving any gift, service, gratuity, loan, fee, or anything else of value which is offered or may be offered because of City employment, and which is inconsistent with the City's policy on gifts.
18. Sale of intoxicating beverages, marijuana, narcotics, or any other controlled substance while at work or while on City property.
19. Possession of intoxicating beverages, marijuana, narcotics, or any other controlled substance while at work or while on City property.
20. Stealing, abusing, misusing, removing or deliberately destroying City property or the property of its employees.
21. Conviction of a misdemeanor for sexual misconduct, fraud, or embezzlement and/or conviction of a felony.
22. Unauthorized possession of firearms, weapons and/or explosives while on duty or while on City property, including City parking lots.
23. Using abusive language, threatening, intimidating, coercing and/or fighting with employees, supervision, or the general public.

INTERNET POLICY

Use of the Internet for personal reasons, during work hours, is discouraged. However, the City understands that its Internet facilities may be used for non-business research or browsing from time-to-time. You are encouraged to use the Internet, for personal reasons, only during breaks or lunchtime. Also, all personal e-mail messages are to be sent and received via an employee's personal e-mail address, not the City's.

The display of sexually explicit images and/or documents is a violation of the City's policy on sexual harassment and is prohibited. Accessing pornographic websites is also

prohibited. Sexually explicit material may not be archived, stored, distributed, viewed, printed, edited, or recorded using the City's computer resources.

It is important to understand that all computer activity, Internet usage and e-mail messages are for the intended use of the City, therefore, the City reserves the right to monitor, read and inspect any files and/or e-mail messages stored in the network and/or computers, at any time. All computer files and e-mail messages are the property of the City, not the employee. Therefore, there should be no expected right to privacy by you with regard to computer and Internet usage.

GIFTS AND FAVORS

To protect the integrity of the City, employees shall not accept loans, gifts of money or goods, services or any other proffered arrangements for personal benefit with a value of more than fifty dollars (\$50) under any circumstance directly or indirectly involving possible influence or appearance of influence upon the manner in which they perform work, makes decisions, or otherwise discharge their duties as a City employee. Further, all large gifts should be shared by all employees, where feasible.

ANTI-NEPOTISM POLICY

This policy is established for all full time employees and elected officials in order to: (a) prevent favoritism in hiring, promotion, discipline, transfer or layoff decisions; (b) avoid the possibility of an employee supervising a relative; (c) avoid a potential conflict of interest for a supervisor in the resolution of employee grievances or other employment decisions; and (d) prevent compounding morale problems if an employee, who is related to another employee in the same department, is disciplined, terminated or laid off.

- A. Employees who are related may not work in the same department for the City. For purposes of this policy, "related" shall cover the following relationships:
 - 1. parent (natural or step)
 - 2. child (natural or step)
 - 3. brother/sister (natural or step)
 - 4. spouse
 - 5. grandparent
 - 6. legal guardian
- B. When two employees who work in same department get married, they shall be allowed one (1) year from the date of their marriage for one of them to find alternative employment or transfer to another department of the City. If after one (1) year both employees are still working in the same department, the employee with the least seniority with the City shall be terminated.

The above provisions do not apply to the Fire Department personnel.

SMOKING

The City Building is a no smoking facility. Employees may smoke during break times outside of the building. Smoking is prohibited in City-owned vehicles.

HARASSMENT POLICY

The City prohibits any sexual, racial, ethnic, age or other illegal harassment by any employee. Such harassment is a serious violation of City rules.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment.
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment.
3. Such conduct or communication has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile or offensive employment environment.

Violation of this rule prohibiting harassment will subject the violator to discipline, including the possibility of immediate discharge.

An employee who believes he or she has been harassed should immediately report such harassment to the employee's Department Head, any other Department Head, the City Manager, City Attorney or City's Labor Attorney. All reports of harassment will be investigated.

PERSONAL APPEARANCE AND CONDUCT

Employees are expected to always present a suitable and well-groomed appearance and that their dress will be appropriate for their position. Employees shall refrain from conduct which will reflect adversely on their personal reputation and/or that of the City.

ACKNOWLEDGMENT

The policies described in the Personnel Policies and Procedures Manual are not conditions of employment and are provided to me solely for the purpose of information. I understand that the contents of the Personnel Policies and Procedure Manual should not be construed to constitute a contract between the City and myself or for the providing of any benefits described in the Personnel Policies and Procedure Manual. In any situation in which insurance benefits are provided, the terms of the insurance policy are controlling, regardless of any statement contained in the Manual. I agree to conform to the rules and regulations of the City. I understand that the County reserves the right to alter, amend, modify, change, or terminate any of the rules, policies or benefits described in the Personnel Policies and Procedure Manual at any time it chooses, with or without notice to me.

I agree that I will have a probationary period of one (1) year from the date that I am hired by the City, during which time I may be terminated at will by the City, with or without cause and with or without notice and that I retain a similar right to terminate my employment with the City during that period. No official has the right to modify this relationship except in writing directed to me, which is signed by the City Manager.

EMPLOYEE: _____

DATE: _____

[Employee Copy]

ACKNOWLEDGMENT

The policies described in the Personnel Policies and Procedure Manual are not conditions of employment and are provided to me solely for the purpose of information. I understand that the contents of the Personnel Policies and Procedure Manual should not be construed to constitute a contract between the City and myself or for the providing of any benefits described in the Personnel Policies and Procedures Manual. In any situation in which insurance benefits are provided, the terms of the insurance policy are controlling, regardless of any statement contained in this Manual. I agree to conform to the rules and regulations of the City. I understand that the City reserves the right to alter, amend, modify, change, or terminate any of the rules, policies or benefits described in the Personnel Policies and Procedures Manual at any time it chooses, with or without notice to me.

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EMPLOYEE: _____

DATE: _____

[Employer Copy]

**CITY OF MT. MORRIS
RESOLUTION 22-47**

WHEREAS: The Manager has carefully reviewed the existing Personnel Policy, has met with staff for the purpose of receiving input and recommendations and has taken into consideration adopted resolutions touching upon personnel issues; and

WHEREAS: The Manager, accordingly, recommends the Personnel Policy be amended, the terms thereof are as follows:

1. Hospitalization and medical insurance will be re-designated with appropriate language changes to comply with the City's plan.
2. The absent leave provision will be amended to provide that a full-time employee will be allowed to be absent from work one hundred and four (104) hours during the fiscal year. At the end of the year, those employees with unused days will be paid up to sixty (60) hours.
3. The paid personal leave provision will be deleted, and those hours added to the absent hours.
4. Martin Luther King Jr Day will be added as a recognized holiday.
5. The holiday observation section has been amended to reflect the 4-day work week.
6. The vacation provision has been amended to reflect hours not days earned.

NOW THEREFORE, BE IT RESOLVED:

That the amendments to the Personnel Policy are hereby adopted and shall be effective FY22-23.

Moved by Council member _____ seconded by Council member _____ and thereafter adopted by the City Council of the City of Mt. Morris at a regular meeting held Monday, October 24, 2022 at 7:15 p.m.

_____ Yea

_____ Nay

_____ Absent

Jeffrey N. Roth, Mayor

Spencer Lewis, City Clerk

**CITY OF MT. MORRIS
RESOLUTION 22-48**

WHEREAS: The City of Mt. Morris has agreed to sell 18 lots on Red Maple Drive to WJH LLC, a Delaware limited liability company; and,

WHEREAS: The closing date is expected to be sometime in November; and,

WHEREAS: The title company is requesting a document authorizing the signors for the City of Mt. Morris;

NOW THEREFORE, BE IT RESOLVED,

That this Council does hereby authorize the City Manager and the Mayor to be signors at the closing of the lots located on Red Maple Drive.

Moved by Council member _____, seconded by Council member _____ and thereafter adopted by the City Council of the City of Mt. Morris at a regular meeting held Monday, October 24, 2022 at 7:15 p.m.

Jeffrey N. Roth, Mayor

Spencer Lewis, City Clerk