

**CITY OF MT. MORRIS  
CITY COUNCIL AGENDA  
January 25<sup>th</sup>, 2016  
7:00 P.M.**

**MEETING CALLED TO ORDER:** Mayor Daniel Lavelle

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**APPROVAL OF AGENDA**

**APPROVAL OF MINUTES:** Regular meeting minutes from January 11, 2016.

**APPROVAL OF WARRANT:** Pre-paid Warrant #16-02 in the amount of \$434.17 and Warrant#16-03 in the amount of \$121,392.54.

**PUBLIC COMMENT (Five Minute Time Limit):** *This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Issues brought up will not be discussed in detail at this meeting. Issues will either be referred to the proper staff or will be scheduled for consideration at a future City Council Meeting.*

**A. UNFINISHED BUSINESS:**

1. **RESOLUTION 16-01: Building /Zoning Official Contract.**
2. **Discussion of Morris Square Funds.**
3. **RESOLUTION 16-02: BS&A Software.**
4. **Discussion on Digital Sign.**
5. **RESOLUTION 16-03: City Manager Contract Negotiating Committee.**
6. **Discussion on Council Workshop Date.**
7. **Discussion of Fee Schedule.**

**B. NEW BUSINESS:**

1. **RESOLUTION 16-04: Confirmation of Mayor Lavelle's re-appointment of Lillian Bigelow, and Marc Gauze, terms ending December 2018, to the Planning Commission.**
2. **RESOLUTION 16-05: Confirmation of Mayor Lavelle's appointment of Lillian Bigelow, term ending December 2018, to the Board of Review.**
3. **RESOLUTION 16-06: Appointment of City Manager, to the Genesee County Water and Waste Services Advisory Committee.**
4. **RESOLUTION 16-07: Approval of City Manager Acting as Department Head.**
5. **Health Insurance Opt Out.**

**PUBLIC COMMENT (Five Minute Time Limit):** *This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Issues brought up will not be discussed in detail at this meeting. Issues will either be referred to the proper staff or will be scheduled for consideration at a future City Council Meeting.*

**COUNCIL MEMBER AND STAFF COMMENTS**

**ADJOURNMENT**

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



**PUBLIC COMMENT:**

**Charles Ferguson – 11935 Walter St.** – Commented on the proposed street project budget, stated he agrees with this budget. Discussed that the digital signs are nice and they just purchased one for the church, but the \$20,000 proposed budget would have to be more like \$30,000. Asked if the police vehicles were looked into, thinks maybe some of the money should go into improvements, and or upgrades in this department.

**Tim Elder – 567 Wilson Ave.** – Let everyone know that he now owns the Holy Cross, and the old “Old Time Billiards” building. Mr. Elder asked who was responsible for plowing this lots. DPW Superintendent Paul Zumbach let Mr. Elder know that Public Works plows the lots in question. Mr. Elder then asked that when plowing these lots, if they could make sure to not place the snow up against the buildings. DPW Superintendent Paul Zumbach stated he will take care of it.

**Dan Davis – 1009 E. Mt. Morris** – Commented on the money from the Morris Square funds. Stated he does not believe that all the money needs to go into the street projects for three years, does not see why the amount of roads fees is so high for 2018. Mr. Davis stated with the City’s property value, city revenue, and general fund going down, it would be foolish for the city to spend all of this money. Stated that some of the money should be saved for emergencies. Dan Davis stated he would like to see the Council make a list of needs by priorities for the funds. Agrees with Mr. Ferguson that some of the funds needs to go to the police for new equipment, vehicles. Discussed the urgent need of protection for our police department with the Isis situations happening around the world. Fire Department needs a lot of equipment upgrades as well. Mr. Davis stated that he hopes the council does their homework and what is right for the city.

**Robert Meuhlen – 12057 Barber** – Commented on the house on Washington that was torn down but was never cleaned up. DPW Superintendent let Mr. Meuhlen know, Burnash Wrecking was the company that did the demo on this property, and he will contact them about this issue.

**Dorothy Lindsey – 423 Spruce St.** – Commented on the Morris Square funds. Stated that the city has been waiting on this money for years and would like to know why the city is in such a rush to spend it all. Asked why the city needs a full time manager and what the big rush is to make it happen. Asked if the city manager had received a 60 day evaluation as discussed. City Manager Elena Danishevskaya let Dorothy know the council did not agree on an evaluation, so she did not receive a 60 day evaluation as discussed, and per her contract evaluations are to be done on a yearly basis. Dorothy stated that was sad, and hopes that the council puts their thinking caps on and everyone comes to the meetings because their input will be needed. Let the council know to take their time, and make the right decisions.

**Lillian Bigelow – 381 Oak St.** – Commented on Morris Square funds. Lillian Bigelow stated she does not believe the city needs a digital sign, the new sign at the church cost over \$17,000. Believes the money should go towards vests for the police department, sweeping the city streets once or twice more, and mowing the properties more often to make the city look nicer. Lillian stated she was glad to hear that the Land Bank is going to help with some of the cities abandoned houses. Stated that if we spend all the money as purposed, the citizens would not see any of the money, but if you spend it improving the community they would. Lillian Bigelow would like to see the Council take care of these issues, and put some away for a rainy day fund.

**Jack Arnold – 626 Monroe Ave.** – Expressed how he was sitting on the Council when the Morris Square contract came about. Mr. Arnold stated the money was supposed to repair the streets and sewer system. Believes that if the city does not save the money or use the money for these types of issues, then the city will end up broke The city manager position should be supported by the city’s tax revenue, if the city’s tax revenue does not support it then there should not be a full time city manager. Stated the only thing the city manager needs to do is work with the council on the city budget, and write grants, and these can be done with less than 40 hours a week.

**Jeff Roth – 11974 Howell Ave.** – Let the Council know that the City manager called, and implied that he got information from the office on what should be done for Thursday night’s meeting. Mr. Roth stated that is not at all what happened. He knows where and how to get information after working for the city for 22 years, the people in this office work hard, they do not feed him information. The Morris Square funds was grant money and cannot just be spent anywhere. Agrees with the road projects, but does not agree with the funds being used on city managers wages to oversee these projects, that is what the city pays the DPW Superintendent for. Stated he would like to see a list of things the funds can be used for, and let the public have some input on the spending of these funds. Believes that the full time city manager contract needs to be reviewed before making the decision on if a full time manager is needed. If council decides to complete evaluations on the city manager, Mr. Roth stated he would like to see the evaluations extended to the department heads, since they are the ones that have to work with the city manager on a day to day basis. Mr. Roth stated that current employees and retirees have taken a cut in insurance benefits, and paying more money out of pocket, and would like to see the benefits at the level they were at before seeing the city pay the money for a full time city manager. Mr. Roth asked where the money for the full time city managers salary would come from after the proposed 3 years. Asked that the council think hard before making any decisions.

City Manager Elena Danishevskaya stated the reason for calling Mr. Roth was to ask about the AT&T contract that the City is trying to switch to cut cost, and to talk about the new health insurance, since she had heard he was having issues. Wanted to make sure that Michigan Planners was helping him and had asked about the other issues only because she knew he was upset last Thursday, and wanted to make sure everything was ok. City Manager Elena Danishevskaya stated the staff, herself included need to make sure that all the projects are completed and done right.

Council member Heidenfeldt asked Chief Becker if the police officers had vest.

Council member Davis asked Police Chief Becker if the police department vehicles were equipped with dash cameras.

Police Chief Becker – Let everyone know that all officers have vest, and is working on getting dash cams for all the vehicles.

**Tim Elder – 567 Wilson Ave.** - Asked why the council members do not have email addresses. That way the residents could address their concerns thru email, not just at the meetings.

City Manager Elena Danishevskaya let Mr. Elder know that that she will get those posted on the website.

**Charles Ferguson – 11935 Walter St.** – Commented on the street projects, and asked how the City manager contract committee will work.

Council member Heidenfeldt informed Mr. Ferguson that all these topics, were tabled and would all be discussed at the next meeting.

**Dan Davis – 1009 E. Mt. Morris** – Commented on the City of Mt. Morris’s 2017 Sesquicentennial, and suggested the council think about the event when spending the funds.

**UNFINISHED BUSINESS:**

**a. Update on Saginaw Street Water/Sewer Project.**

City manager Elena Danishevskaya went over the conditions, required documents, and contracts needed for the Saginaw Street Water/Sewer Project. Let the council know that she is working on the use of pvc pipes to save the city money on this project.

Council Member Heidenfeldt asked City Manager Elena Danishevskaya, about the MDOT 80/20 loan for the street/water project and the \$35,000 charges listed in handout.

City Manager Elena Danishevskaya stated the City would be responsible for the \$35,000, this is why she would like to apply for the second USDA grant for Roosevelt so that the money will be there to bid the projects out together.

**NEW BUSINESS:**

No New Business.

**PUBLIC COMMENT:**

**Tim Elder – 567 Wilson Ave.** - Asked about the Saginaw Street project and when it is going to start. Asked how the business in the city would be effected.

City Manager Elena Danishevskaya informed everyone that they are welcome to come in and take a look at the plans, and see how it will affect them.

**Dorothy Lindsay – 423 Spruce** – Commented on the City manager committee, and asked if there would be citizens on the board.

Council member Heidenfeldt let Dorothy Lindsay know that there would not be any citizens on the committee.

**Lillian Bigelow – 381 Oak** – Stated that when the last City Manager, Tom Darnell's contract was reviewed there was a committee with 6-7 citizens included on that committee.

Council member Heidenfeldt told Lillian Bigelow that she would want to bring that up at the next meeting.

**Dan Davis – 1009 E. Mt. Morris** – Commented that at the small villages meeting he attended, the City of Burton was there talking about the PVC pipes for water main project and how they were less expensive, and easier to repair. Asked if it was allowable to just leave the old lines in and lay the new pipes next to the existing pipes, and would this option save the city any money.

**Charles Ferguson – 11935 Walter St.** – Asked about the spiral weld pipe that other cities are using? Asked how it ranked in cost next to the cast iron, and PVC pipes.

**COUNCIL MEMBER AND STAFF COMMENTS:**

Council member Davis – Stated that at the October 12<sup>th</sup> or October 28<sup>th</sup> 2015 City Council meeting, there was a motion stating there would be an evaluation of the current city manager. Council member Davis said she will check into this, and believes the evaluation should be done.

**ADJOURNMENT:**

With no further business, the Council Meeting was adjourned at **7:50 p.m.**

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Kristina Somers, City Clerk

**INVOICE APPROVAL LIST BY FUND REPORT**

PRE PAID WARRANT NO. 16-02

Date: 01/18/2016

Time: 1:46 pm

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CITY OF MT.MORRIS

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
<b>Fund: 101 General</b>							
<b>Dept: 000.000</b>							
101-000.000-066.000	UNDISTRIBL MICHIGAN MUNICIPAL LEAG		4th Quarter Unemployment	0	01/18/2016	01/18/2016	7.73
							<u>7.73</u>
						<b>Total Dept. 000000:</b>	<b>7.73</b>
<b>Dept: 215.000 ADMINISTRATION</b>							
101-215.000-825.000	MAINTENAN BRADY'S BUSINESS SYSTEI	107071	Copier Maintenance	0	01/18/2016	01/18/2016	27.80
							<u>27.80</u>
						<b>Total Dept. ADMINISTRATION:</b>	<b>27.80</b>
<b>Dept: 253.000 TREASURER</b>							
101-253.000-825.000	MAINTENAN BRADY'S BUSINESS SYSTEI	107071	Copier Maintenance	0	01/18/2016	01/18/2016	13.90
							<u>13.90</u>
						<b>Total Dept. TREASURER:</b>	<b>13.90</b>
<b>Dept: 265.000 CITY HALL &amp; GROU</b>							
101-265.000-920.000	PUBLIC UTIL CITY OF MT. MORRIS		Utility Bills	0	01/18/2016	01/18/2016	30.53
							<u>30.53</u>
						<b>Total Dept. CITY HALL &amp; GROUNDS:</b>	<b>30.53</b>
<b>Dept: 441.000 PUBLIC WORKS</b>							
101-441.000-920.000	PUBLIC UTIL CITY OF MT. MORRIS		Utility Bills	0	01/18/2016	01/18/2016	26.97
							<u>26.97</u>
101-441.000-970.000	CAPITAL OU JOHN DEERE CREDIT	1645871	January Lease Payment	0	01/18/2016	01/18/2016	278.47
							<u>278.47</u>
						<b>Total Dept. PUBLIC WORKS:</b>	<b>305.44</b>
<b>Dept: 738.000 LIBRARY</b>							
101-738.000-920.000	PUBLIC UTIL CITY OF MT. MORRIS		Utility Bills	0	01/18/2016	01/18/2016	34.87
							<u>34.87</u>
						<b>Total Dept. LIBRARY:</b>	<b>34.87</b>
						<b>Total Fund General:</b>	<b>420.27</b>
<b>Fund: 591 Water Fund</b>							
<b>Dept: 215.000 ADMINISTRATION</b>							
591-215.000-825.000	MAINTENAN BRADY'S BUSINESS SYSTEI	107071	Copier Maintenance	0	01/18/2016	01/18/2016	13.90
							<u>13.90</u>
						<b>Total Dept. ADMINISTRATION:</b>	<b>13.90</b>
						<b>Total Fund Water Fund:</b>	<b>13.90</b>
						<b>Grand Total:</b>	<b>434.17</b>

This Warrant is hereby approved and directed for payment.

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Daniel J. Lavelle, Mayor

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Kristina K. Somers, City Clerk



**INVOICE APPROVAL LIST BY FUND REPORT**

Warrant #16-03

Date: 01/21/2016

Time: 12:43 pm

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CITY OF MT.MORRIS

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
<b>Total Dept. TREASURER:</b>							<b>239.34</b>
<b>Dept: 265.000 CITY HALL &amp; GROU</b>							
101-265.000-920.000	PUBLIC UTIL						
	CONSUMERS ENERGY		Monthly Charges	0	01/20/2016	01/20/2016	1,055.29
							<b>1,055.29</b>
<b>Total Dept. CITY HALL &amp; GROUNDS:</b>							<b>1,055.29</b>
<b>Dept: 269.000 OTHER CITY PROF</b>							
101-269.000-920.000	PUBLIC UTIL						
	CONSUMERS ENERGY		Monthly Charges	0	01/20/2016	01/20/2016	82.61
							<b>82.61</b>
<b>Total Dept. OTHER CITY PROPERTY:</b>							<b>82.61</b>
<b>Dept: 305.000 POLICE DEPARTM</b>							
101-305.000-740.000	OPERATING						
	C.O.P.'S	0207288-001	Supplies	0	01/20/2016	01/20/2016	167.98
	FIRSTMERIT BANK, N.A.		Supplies	0	01/20/2016	01/20/2016	135.98
	MAPLE TOWNE PRINTING	15562	Letter Head/Business Cards	0	01/20/2016	01/20/2016	65.00
	SHRED-IT	9408986145	January Invoice	0	01/20/2016	01/20/2016	17.50
	ZODIAC ENTERPRISES, LLC	5715-R	Magnetic Signs- PD	0	01/20/2016	01/20/2016	75.00
							<b>461.46</b>
101-305.000-850.000	COMMUNIC,						
	COMCAST	40038141	Monthly Charges	0	01/20/2016	01/20/2016	70.95
							<b>70.95</b>
101-305.000-930.000	REPAIR & M						
	GRAFF FINANCIAL LLC	T1091	Keys	0	01/20/2016	01/20/2016	223.66
							<b>223.66</b>
<b>Total Dept. POLICE DEPARTMENT:</b>							<b>756.07</b>
<b>Dept: 336.000 FIRE DEPARTMEN'</b>							
101-336.000-714.800	FRINGE BEN						
	LINCOLN NATIONAL LIFE INS	3169365676	Fireman's Life Insurance	0	01/20/2016	01/20/2016	60.01
							<b>60.01</b>
101-336.000-850.000	COMMUNIC,						
	COMCAST	40038141	Monthly Charges	0	01/20/2016	01/20/2016	35.48
							<b>35.48</b>
<b>Total Dept. FIRE DEPARTMENT:</b>							<b>95.49</b>
<b>Dept: 371.000 CODES &amp; ENFORC</b>							
101-371.000-801.000	PROFESSIC						
	REGIONAL INSPECTION LLC	104201512	December Invoice	0	01/20/2016	01/20/2016	252.00
							<b>252.00</b>
<b>Total Dept. CODES &amp; ENFORCEMENT:</b>							<b>252.00</b>
<b>Dept: 441.000 PUBLIC WORKS</b>							
101-441.000-740.000	OPERATING						
	EXTREME CLEANING PRODI	8317	Supplies	0	01/20/2016	01/20/2016	16.95
	FIRSTMERIT BANK, N.A.		Supplies	0	01/20/2016	01/20/2016	37.99
	MENARDS - CLIO	2825/2986	Supplies	0	01/20/2016	01/20/2016	5.97
							<b>60.91</b>
101-441.000-920.000	PUBLIC UTIL						
	CONSUMERS ENERGY		Monthly Charges	0	01/20/2016	01/20/2016	624.07
							<b>624.07</b>
101-441.000-922.000	STREET LIG						

**INVOICE APPROVAL LIST BY FUND REPORT**

Warrant #16-03

Date: 01/21/2016

Time: 12:43 pm

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CITY OF MT.MORRIS

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
	CONSUMERS ENERGY		Monthly Charges	0	01/20/2016	01/20/2016	3,578.09
							<u>3,578.09</u>
						<b>Total Dept. PUBLIC WORKS:</b>	<b>4,263.07</b>
<b>Dept: 528.000 TRASH COLLECTI</b>							
101-528.000-801.000 PROFESSIC							
REPUBLIC SERVICES		0237-001444684	December Trash Services	0	01/20/2016	01/20/2016	10,240.95
							<u>10,240.95</u>
						<b>Total Dept. TRASH COLLECTION:</b>	<b>10,240.95</b>
<b>Dept: 738.000 LIBRARY</b>							
101-738.000-740.000 OPERATING							
MENARDS - CLIO		2825/2986	Supplies	0	01/20/2016	01/20/2016	19.97
							<u>19.97</u>
						<b>Total Dept. LIBRARY:</b>	<b>19.97</b>
						<b>Total Fund General:</b>	<b>43,835.40</b>
<b>Fund: 202 Major Street</b>							
<b>Dept: 474.000 TRAFFIC SERVICE</b>							
202-474.000-801.000 PROFESSIC							
GENESEE COUNTY ROAD C		24510	Signal Maintenance	0	01/20/2016	01/20/2016	13.34
LAKE STATE RAILWAY COMF		119360	2016 Signal Maintenance Fee	0	01/20/2016	01/20/2016	4,778.00
							<u>4,791.34</u>
202-474.000-920.000 PUBLIC UTIL							
CONSUMERS ENERGY			Monthly Charges	0	01/20/2016	01/20/2016	148.31
							<u>148.31</u>
						<b>Total Dept. TRAFFIC SERVICES:</b>	<b>4,939.65</b>
						<b>Total Fund Major Street:</b>	<b>4,939.65</b>
<b>Fund: 591 Water Fund</b>							
<b>Dept: 215.000 ADMINISTRATION</b>							
591-215.000-740.000 OPERATING							
FIRSTMERIT BANK, N.A.			Supplies	0	01/20/2016	01/20/2016	17.98
PRINTING SYSTEMS		93370	Utility Bills	0	01/20/2016	01/20/2016	643.05
							<u>661.03</u>
591-215.000-850.000 COMMUNIC,							
COMCAST		40038141	Monthly Charges	0	01/20/2016	01/20/2016	124.16
							<u>124.16</u>
591-215.000-874.000 RETIREE IN							
BLUE CARE NETWORK		160090158463	February Health Insurance	0	01/20/2016	01/20/2016	1,141.20
							<u>1,141.20</u>
591-215.000-990.000 DEBT SERV							
US BANK EQUIPMENT FINAN		295667489	January Copier Lease	0	01/20/2016	01/20/2016	49.50
							<u>49.50</u>
						<b>Total Dept. ADMINISTRATION:</b>	<b>1,975.89</b>
<b>Dept: 537.000 WATER DISTRIBUT</b>							
591-537.000-740.000 OPERATING							
GENESEE COUNTY DRAIN C		2016-00000002	Jan. 2016 Water Samples	0	01/20/2016	01/20/2016	75.00
							<u>75.00</u>
591-537.000-920.000 PUBLIC UTIL							
CONSUMERS ENERGY			Monthly Charges	0	01/20/2016	01/20/2016	182.97

**INVOICE APPROVAL LIST BY FUND REPORT**

Warrant #16-03

Date: 01/21/2016

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CITY OF MT.MORRIS

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
							<b>182.97</b>
591-537.000-921.000	COST OF SE						
	GENESEE COUNTY DRAIN C	W57 CP0116	November Sewer Usage	0	01/20/2016	01/20/2016	21,075.22
	GENESEE COUNTY DRAIN C	W57 MM0116	December Water Usage	0	01/21/2016	01/21/2016	49,094.60
							<b>70,169.82</b>
591-537.000-930.000	REPAIR & M						
	MENARDS - CLIO	2825/2986	Supplies	0	01/20/2016	01/20/2016	4.79
							<b>4.79</b>
<b>Total Dept. WATER DISTRIBUTION:</b>							<b>70,432.58</b>
<b>Total Fund Water Fund:</b>							<b>72,408.47</b>
<b>Fund: 703 Current Tax Collection</b>							
<b>Dept: 000.000</b>							
703-000.000-275.000	DUE TO TAX						
	BANK OF AMERICA		Refund to Taxpayer	0	01/20/2016	01/20/2016	104.51
	JOHNSON/TOM//		Refund of taxes	0	01/20/2016	01/20/2016	104.51
							<b>209.02</b>
<b>Total Dept. 000000:</b>							<b>209.02</b>
<b>urrent Tax Collection Fund:</b>							<b>209.02</b>
<b>Grand Total:</b>							<b>121,392.54</b>

This Warrant is hereby approved and directed for payment.

\_\_\_\_\_  
Daniel J. Lavelle, Mayor

\_\_\_\_\_  
Kristina K. Somers, City Clerk

**CITY OF MT. MORRIS  
&  
CHARTER TOWNSHIP OF VIENNA**

**RESOLUTION 16-01:  
JOINT AGREEMENT FOR BUILDING SERVICES**

*THIS INTERGOVERNMENTAL AGREEMENT* made this 25<sup>th</sup> day of January, 2016, by and between the **City of Mt. Morris, a Michigan Municipal Corporation**, whose address is 11649 N. Saginaw Street, Mt. Morris, Michigan, 48458, and the **Charter Township of Vienna, a Michigan Municipal Corporation**, whose address is 3400 West Vienna Road, Clio, Michigan, 48420;

*WITNESSETH:*

**WHEREAS**, the City and the Township wish to join together for building services to include electrical, mechanical and plumbing inspections, zoning, rental inspections; and

**WHEREAS**, the City and the Township do not wish to alter their form of government; and

**WHEREAS**, the City and the Township have reviewed and agreed to a proposal to share building services beginning February 29, 2016; and

**WHEREAS**, the City and the Township wish to make decisions regarding building services in the best interest of the public health, safety and welfare;

**NOWHEREFORE, IT IS AGREED BY THE PARTIES AS FOLLOWS:**

- A. Building Department. Vienna Township shall provide a full-time building department to issue building and trade permits for the City; attend any meetings that are requested; supply monthly and annual summary reports to the City; and have same or next day inspections.
- B. Fees. This agreement is based on the current fee structure for Vienna Township (attached). The City of Mt. Morris will collect the fees and retain 10% of the fees. The remainder of the fees will be paid quarterly for the building and trade revenue to Vienna Township. The City of Mt. Morris will have its own Rental Inspector appointed by City Manager. It is understood that from time to time, the City of Mt. Morris may use Vienna Township’s rental inspector / zoning administrator. The fee for any work over and above Vienna township listed fees will be \$65.per hour.
- C. Procedures. A building permit shall not be issued for the construction of a building; a building addition; an accessory structure; fence; driveway, curb cut or parking area; signs; pool; deck or porch within the City of Mt. Morris without a correct Permit from the City of Mt. Morris. If it is a basic remodel, the building permit will be issued and a copy will be sent to the City for their files.

All copies of any trade permits will be forwarded to the City on a weekly basis, either by e-mail or dropped off in person. All originals will be kept at the City of Mt. Morris for future reference.

Electrical inspections are done Monday through Thursday after 3:30pm and mechanical/plumbing inspections are done on Wednesday mornings, or on an as-needed basis. Emergency inspections are done the same day.

No permits will be pulled by non-licensed contractors. Homeowners can pull permits for homes that they own and occupy. If not owner occupied, a licensed contractor will be required.

- D. Termination. The City or Township, upon thirty (30) days written notice, may terminate this Agreement unless otherwise agreed upon.
- E. Amendment. This agreement may be amended at any time, in writing, by mutual agreement of the parties.

IN WITNESS WHEREOF, the parties have hereto set their signatures on the day and year first above written.

Witnesseth:

**CITY OF MT. MORRIS**

\_\_\_\_\_  
\_\_\_\_\_

BY:

\_\_\_\_\_  
Daniel Lavelle, Its Mayor

\_\_\_\_\_  
Kristina Somers, Its Clerk

**CHARTER TOWNSHIP OF VIENNA**

\_\_\_\_\_  
\_\_\_\_\_

BY:

\_\_\_\_\_  
Joseph Rizk, Its Supervisor

\_\_\_\_\_  
CYNTHIA J. BRYAN, Its Clerk

**RESOLUTION  
NO. 09-15-14-17  
of the  
CHARTER TOWNSHIP OF VIENNA**

**FEE SCHEDULE**

**BUILDING PERMIT FEES  
BASED ON VALUE OF CONSTRUCTION**

<u>Amount</u>			
\$0.00	-	\$3,000.00	\$50.00
\$3,001.00	-	\$5,000.00	\$75.00
\$5,001.00	-	\$10,000.00	\$100.00
\$10,001.00	-	\$50,000.00	\$100.00 + \$5.00 per \$1,000.00
\$50,001.00	-	\$100,000.00	\$275.00 + \$4.00 per \$1,000.00
\$100,001.00	-	\$500,000.00	\$475.00 + \$3.00 per \$1,000.00
\$500,001.00	-	\$1,000,000.00	\$1,675.00 + \$2.00 per \$1,000.00
\$1,000,001.00	-	up	\$2,675.00 + \$1.00 per \$1,000.00

**ELECTRICAL FEES**

Residential Homes	\$200.00	Mobile home park site	\$6.00
Application fee	\$50.00	KVA & HP up to 20	\$6.00
Modular Home	\$50.00	Units up to 21 to 50	\$10.00
Service thru 200 amp	\$40.00	Units 51 and over	\$12.00
200 amp thru 600 amp	\$45.00	Fire Alarm Systems up to 10	\$50.00
600 amp thru 800 amp	\$60.00	Fire Alarm Systems 11-20	\$100.00
800 amp thru 1200 amp	\$80.00	Fire Alarm Systems 21 & up	\$5.00 ea
over 1200 amp (gfi only)	\$100.00	Energy Retrofit -temp control	\$45.00
circuits - each	\$5.00	Conduit only or grounding	\$45.00
Light fixtures - per 25	\$6.00	Air conditioning	\$10.00
Furnace - unit heater	\$5.00	Special inspection	\$50.00
Dishwasher, disposal, etc	\$5.00	Each inspection	\$45.00
Electrical heating units	\$4.00		
Power Outlets (ranges, etc)	\$7.00		
Signs (unit, neon, letter)	\$40.00		
Feeders - bus ducts per 50'	\$6.00		

**MECHANICAL FEES**

Residential Homes	\$200.00	Air handlers under 10,000 cfm	\$15.00
Application fee	\$50.00	Air handlers over 10,000 cfm	\$30.00
Modular Home	\$50.00	Commercial Hoods	\$10.00
New furnace under 400,000	\$30.00	VAV boxes	\$10.00
New furnace over 400,000	\$45.00	Heat recovery units	\$10.00
Residential boiler	\$30.00	Unit ventilators	\$10.00
Water heater	\$25.00	Unit heaters	\$25.00
Solid fuel equipment	\$25.00	Fire suppression 20.00 plus	1.00/head
Chimney, factory built	\$25.00	Evaporator coils	\$30.00
Solar, set of 3 panels	\$20.00	Refrigeration, split system	\$30.00
Gas piping, each opening	\$5.00	chiller	\$30.00
Ductwork (min 25.00)	\$25.00	cooling towers	\$30.00
Air conditioning	\$30.00	compressor	\$40.00
Heat pumps	\$30.00	LPG/fuel oil hook up	\$35.00
Bath & kitchen exhaust	\$10.00	Mobile home park site	\$6.00
Dryer vents	\$10.00	Each inspection	\$40.00
Under & above ground tanks	\$20.00	Exhaust Fan	\$20.00
Humidifiers	\$10.00	Commercial Roof-top	\$60.00
Piping systems - min 25.00	\$.05/ft	Safety Inspection	\$50.00
Gas Burning Fireplace	\$25.00		
Flue/Vent Damper	\$7.00		

**PLUMBING FEES**

Residential Homes	\$200.00	Manholes, catch basins	\$5.00
Application fee	\$50.00	Water dist pipe 3/4"	\$5.00
Modular home	\$50.00	1"	\$10.00
Mobile home park site	\$6.00	1 3/4"	\$15.00
fixtures/drains	\$5.00 ea	1 1/2"	\$20.00
stacks	\$3.00 ea	2"	\$25.00
Sewage ejectors, sumps	\$5.00 ea	over 2"	\$30.00
sub-soil drains	\$15.00 ea	Reduced pressure zone	
Water service less than 2"	\$5.00	back-flow provender	\$5.00
2" to 6"	\$25.00	Safety inspections	\$50.00
Over 6"	\$50.00	Each inspection	\$45.00
Bldg connection	\$5.00		
Sewers less than 6"	\$5.00		
sewers more than 6"	\$25.00		
Sump pump inspections	\$50.00		

**DEMOLITION**

Residential	\$30.00
Other Structures	Cost of Demolition

**MISCELLANEOUS BUILDING DEPARTMENT FEES**

Special Inspections	\$50.00
Renewals	\$20.00
Mobile Home Inspections	\$50.00
Remove a stop work order	\$100.00
Re-inspection, if necessary (when work is not completed)	\$50.00
Mortgage Inspection	\$100.00
Commercial Inspection Deposit (refundable)	\$1,000.00
Work started before permit issued	double fee
One renewal of Building permit	good for 6 months
Temporary Signs	\$25.00

**PLAN REVIEW SERVICE FEE SCHEDULE**

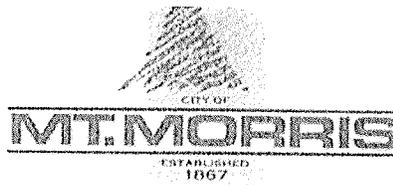
The fee for Plan Review is based on the volume of the building (except for Residential 1 & 2 Family)

	VOLUME (Cubic Feet)	BUILDING CODE BASE PLAN REVISE*
Up to	-	20,000
	20,001 -	40,000
	40,001 -	60,000
	60,001 -	80,000
	80,001 -	100,000
	100,001 -	plus
		\$215.00 plus \$2.00 per each 10,000 cf

**ZONING AND PLANNING FEES**

Rezone request	\$300.00
Special Land Use	\$200.00
Special Meeting of the Planning Commission	\$400.00
Board of Appeals	\$300.00
Administrative Review	\$5,000.00
Zoning Verification	\$50.00
Site Plan Review:	\$1.00 per thousand of development
	\$50.00 minimum
	\$1,000.00 maximum

Any cost for outside review consulting, etc., as required by the Planning Commission or Building Official will be totally the responsibility of the petitioner.



A-2

Dear Mr. Iber,

We would like to propose a plan to expend the majority of the \$465,314 over the next three years. First, we would like to establish Mt. Morris as a very low income community. Mt. Morris estimated median household income in 2013 was only \$21,343. Mt. Morris percentage of residents living in poverty in 2013 was 38.4%. When compared to the Michigan state averages, Mt. Morris is significantly below state average in median household income, unemployed percentage, percentage of population with a bachelor's degree. Median house value is below state average. Renting percentage is above state average.

As you can imagine, with shrinking revenues and tax values; Mt. Morris has many needs and little funding to cover many priority items. Genesee county metropolitan planning commission just came out with a 2015 Paser survey report which ranks Mt. Morris as 14<sup>th</sup> out of 14 cities and villages in our county (Genesee) as having the worst roads. Michigan is ranked as the 4<sup>th</sup> worst state with poor roads (2015 TRIP Report).

City of Mt. Morris is planning several large and small road & water infrastructure improvements. The first of the improvements is the Saginaw street water and road project which will occur in June – November of 2016. Saginaw street is where the Morris Square complex is located and is the major road through the city. We have started the long process of meetings with engineers, genesee county water and sewer, department of transportation. This will be a significant project of major importance where my time as a city manager will be spent to oversee and manage the project to ensure that it is done as it should be. We have federal loans and grants to assist us with this project. We are also planning on redoing another major street in 2017 (both water and road).

Unfortunately, we have no funds and no grant funding is available to address what is called "local streets." I propose that we use \$130k per year for years 2016, 2017, 2018 for local road improvements. This will allow us to pave ¾ of a mile on several different locations in our poorest streets and neighborhoods. In the last wind storm that we had, our city sign was damaged. We would also like to request to be able to purchase a digital sign on which we will provide information as to the Genesee county home improvement program which is funded through HUD. Many low income renters and home owners do not have the ability to know about city resources that are available to them, and important information from the city, such as low income rent assistance. We want to make that information available to everyone. We would also like to purchase a software program which for the utility billing and rental inspections, the majority of which involve low income residents. We would like to integrate utility and rental information with our website to provide accessibility to all residents. We will also list HUD assistance programs on the website.

We would like to use the funding as follows:

- |           |  |
|-----------|--|
| Year 2016 | \$130,000 road improvements which would include soft costs such as manager salary to oversee the multi phased project; \$20k digital sign; \$2,000 sign improvements city wide; \$25,000 for software upgrades so low income residents can view their utility information online |
| Year 2017 | \$130,000 road improvements which would include soft costs such as manager salary to oversee the multi phased project  |
| Year 2018 | \$130,000 road improvements which would include soft costs such as manager salary to oversee the multi phased project If approved, in three years we would use \$437,000 out of \$465,314.   |

Sincerely,

Elena Danishevskaya, City Manager

A-2

**Elena Danishevskaya**

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**From:** Iber, Robert G <robert.g.iber@hud.gov>  
**Sent:** Wednesday, December 30, 2015 9:47 AM  
**To:** Elena Danishevskaya  
**Subject:** RE: Letter to Iber re Mt. Morris square 2

This message is in response to your letter attached to the December 29 electronic mail message below. Thank you for your letter which provides important income information on Mt. Morris residents. You have asked for approval from the Department of Housing and Urban Development for the use of \$465,314 in Program Income received from the sale of Mt. Morris Square, a property constructed with HoDAG funds and encumbered by a HoDAG lien. As we have discussed Program Income can be used for used to support the construction, rehabilitation, or operation of real property to be used primarily for low and moderate income residential purposes.

With that in mind, the Department approves your proposed use of the funds toward road improvements as described in your letter. It is understood that the road improvement project includes soft costs as you note in your letter. You propose to use the funds over a period of three years. That is acceptable to the Department, however, there are no time requirements, so the proposed timeframe or a change in the timeframe does not require HUD approval.

You also noted that funds will be used toward a digital sign and related improvements. You note that the sign provides home improvement and other important housing information to the City's low income renters and homeowners. As such, the Department also approves the use of the funds for the sign.

Lastly, you intend to use a portion of the funds on a software package that assists with utility billing and rental inspections and such information will be incorporated into the City's website to assist low income renters. The Department approves this usage of funds.

Should you require any additional information, feel free to contact me.

Robert Iber  
Acting Director  
Multifamily Asset and Counterparty Oversight Division

**CITY OF MT. MORRIS  
RESOLUTION 16-02**

**WHEREAS:** In conjunction with RESOLUTION 16-01 the city has deemed it necessary to acquire the BS&A Building Department.net software, and

**WHEREAS:** The software is only available for purchase from BS&A Software, pursuant to the attached proposal, for the sum of \$14,510.00, and;

**WHEREAS:** The Manager and staff deem the acquisition of this software to be highly advisable in order to more efficiently perform the functions in connection with building and rental inspections, and

**NOW THEREFORE, BE IT RESOLVED:**

This Council does hereby approve and authorize the proposal by BS&A for the sum of \$14,510.00 for software acquisition, and does hereby authorize the City Manager and City Clerk to enter into an appropriate document for such acquisition, and to take any further action as necessary in implementation hereof.

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 on January 25, 2016 at 7:00 p.m.

\_\_\_\_\_ Yea                      \_\_\_\_\_ Nay                      \_\_\_\_\_ Absent

\_\_\_\_\_  
Daniel Lavelle, Mayor

\_\_\_\_\_  
Kristina Somers, City Clerk

Proposal for Software and Services, Presented to...

City of Mt. Morris, Genesee County MI

October 6, 2015

Quoted by: Steve Rennell



*Thank you for the opportunity to quote our software and services.*

*At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.*

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

## Contents

*Please return all pages, retaining a copy for your records.*

Cost Summary; Totals.....	3, 4, 5
Annual Service Fees.....	6
Optional Items.....	7
Acceptance.....	8
Contact Information.....	9

## Attachments

*Please retain for your records.*

Hardware Requirements  
SQL Server Pricing

## Cost Summary

Application and Annual Service Fee prices based on an approximate 1,350. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing.

Prices subject to change if the actual count is significantly different than the estimated count.

### Applications, New Purchase

Building Department .NET

\$3,275

### Database Setup

Building Department

\$2,250

### Project Management and Implementation Planning

#### Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$2,975

**Implementation and Training**

- \$850/day
- Days quoted are estimates; you are billed for actual days used

**Services include:**

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days: 1	\$850
Building Department .NET	Days: 5	\$4,250
	Total: 6	Subtotal \$5,100

## Cost Totals

*Not including Annual Service Fees*

Applications	\$3,275
Data Conversions	\$2,550
Project Management and Implementation Planning	\$2,975
Implementation and Training	\$5,100

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<b>Total Proposed</b>	<b>\$13,900</b>
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<b>Travel Expenses</b>	<b>\$610</b>
------------------------	--------------

<b>Grand Total (with Travel Expenses)</b>	<b>\$14,510</b>
---	-----------------

## Payment Schedule

- 1<sup>st</sup> Payment: \$5,525 to be invoiced upon execution of this agreement.
- 2<sup>nd</sup> Payment: \$3,275 to be invoiced at start of training.
- 3<sup>rd</sup> Payment: \$5,710 to be invoiced upon completion of training.



## Optional Item(s)

---

### Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

---

### Additional Training - Building Department Report Designer

Most of our Building Department customers heavily use our Report Designer, which is included free with the program. Report Designer Training is not included in the training quoted on this proposal and is highly recommended. You may attend a class at our office in Bath Township, or we can train at your location. Report Designer Training is typically completed in one day.

Please check the option you are interested in. Report Designer Training will be scheduled after successful implementation and training of your Building Department software.

- Classroom training, \$205/person/day
- On-site training (unlimited attendees), travel not included, \$850/day

# Acceptance

## Signature constitutes...

1. An order for products and services as quoted  
*Quoted prices do not include Program Customization or training beyond the estimated number of days*
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

---

Signature

Date

**BS&A PLEDGE.** We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

## Returning Accepted Proposal to BS&A

*Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:*

Mail: BS&A Software  
14965 Abbey Lane  
Bath, MI 48808

Fax: (517) 641-8960

Email: [srennell@bsasoftware.com](mailto:srennell@bsasoftware.com)

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.

Questions? Please call Steve Rennell at (855) 272-7638 or email [srennell@bsasoftware.com](mailto:srennell@bsasoftware.com)

*Prices good for a period of 90 days from date on quote.*

## Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

### Key Contact for Implementation and Project Management

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone/Fax \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

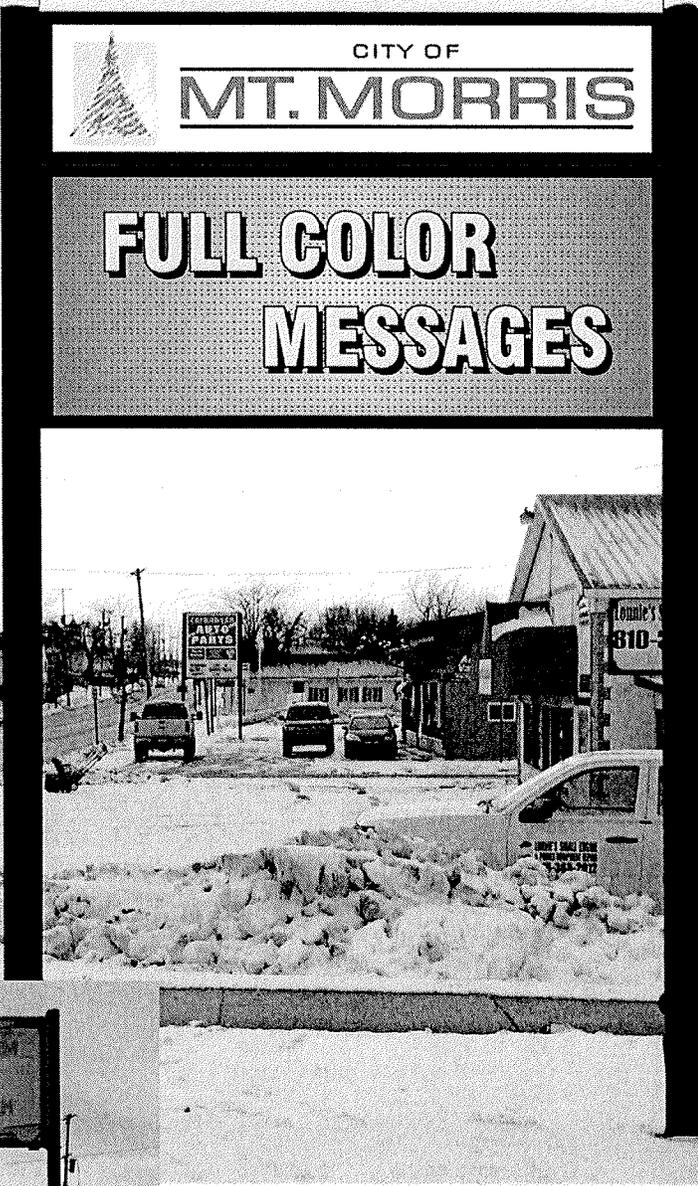
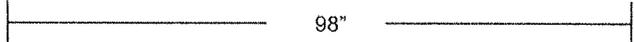
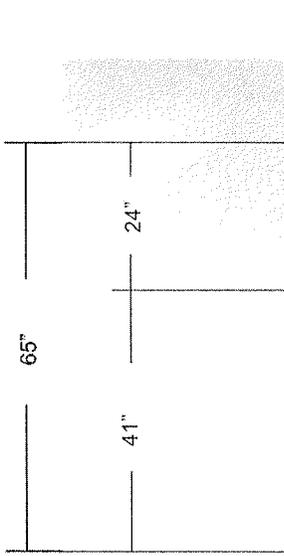
### IT Contact

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone/Fax \_\_\_\_\_ Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_



**SIGNS BY...  
Crannie**

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Flushing, Michigan 48433  
810-487-0000

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A-5

CITY OF MT. MORRIS CITY COUNCIL

RESOLUTION NO. 16-03

**WHEREAS**, based upon information received from the City Manager including, but not limited to, information with respect to Federal funds that are now available and of monies received with respect to the settlement of the Morris Square mortgage issue, this Council does hereby determine that there is sufficient funding to support a full-time Manager position and,

**WHEREAS**, it appears that there has been in recent weeks a significant increase in matters to which the Manager must direct their attention including, but not limited to, construction projects and it therefore, being very apparent that there are sufficient duties to warrant a full-time position.

**NOW, THEREFORE, BE IT RESOLVED:**

That this Council does hereby establish a Committee of three Council members to meet with the current City Manager and the City Attorney for the purpose of negotiating the terms and conditions of full time employment and an employment contract and does hereby appoint the following members of the Council to said Committee:

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

It is expected that this Committee will meet subject to the requirements of the Open Meetings Act as soon as practicable for the purpose of agreeing upon terms of an employment contract pursuant to the terms of the City Charter and to convey the agreed upon terms to the City Attorney for the purpose of drafting a contract which will be submitted to this Council for approval as soon as possible.

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, January 25, 2016 at 7:00 p.m.

\_\_\_\_\_ Yea                      \_\_\_\_\_ Nay                      \_\_\_\_\_ Absent

\_\_\_\_\_  
Daniel Lavelle, Mayor

\_\_\_\_\_  
Kristina Somers, City Clerk

A-7

**APPENDIX C - SCHEDULE OF FEES**  
**SCHEDULE OF FEES**  
**Updated 12/15/2008**

The following is a schedule of current fees the city is collecting for services. Changes may be made by resolution of the city council from time to time and will be on file in city hall.

**CEMETERY:**

*Grave openings:*

Regular working day .....	\$700.00
Saturday .....	\$700.00
Sunday.....	\$750.00
Ashes.....	\$200.00

*Cemetery lots:*

Residents, 1-2 lots (each).....	\$500.00
Residents, 3 or more lots (for each lot in excess of 2).....	\$475.00
Nonresidents, 1-2 lots (each) .....	\$600.00
Nonresidents, 3 or more lots (for each lot in excess of 2) .....	\$575.00

*Cemetery markers:*

24 x 12 .....	\$90.00
36 x 12 .....	\$110.00
42 x 12 .....	\$120.00
52 x 14 .....	\$155.00
62 x 16 .....	\$170.00

**PEDDLERS, ICE CREAM VENDORS AND TRANSIENT MERCHANT LICENSE FEES:**

*Peddlers Permit:*

One week license .....	\$75.00
Six month license.....	\$300.00

*Ice Cream Vendors:*

Six month license, per vehicle .....	\$300.00
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**SERVICE FEES:**

PBT test .....	\$20.00
Impounded vehicle.....	\$150.00
Fire report.....	\$10.00

Police report .....	\$10.00
Copy fees.....	30
Notary fee.....	\$5.00
Insufficient returned checks .....	\$30.00
Copy of City Charter .....	\$10.00
Copy of Code of Ordinances.....	\$150.00
Marriage ceremony performed by the Mayor.....	\$25.00
Burning Permit.....	\$10.00

**WATER SEWER TAP IN FEES:**

Water Meter Diameter	
5/8" – 3/4" .....	\$1,700.00
1" .....	\$2,200.00
1 1/2" .....	\$3,200.00
2" .....	\$4,200.00
3" .....	\$6,000.00
4" .....	\$10,000.00
6" .....	\$15,000.00
Over 6" .....	Negotiated with property owner

The cost of one meter, up to and including 1 1/2" is included in the tap-in fee. The cost of any meter larger than 1 1/2" shall be paid for by the user prior to installation and shall become City property upon installation. Any additional meters plus MXU, regardless of size, shall be paid for by the user prior to installation and shall become City property upon installation.

**SEWER TAP IN FEES:**

Water Meter Diameter	
5/8" – 3/4" .....	\$1,500.00
1" .....	\$2,000.00
1 1/2" .....	\$3,000.00
2" .....	\$4,000.00
3" .....	\$6,000.00
4" .....	\$10,000.00
6" .....	\$15,000.00
Over 6" .....	Negotiated with property owner

Sewer tap-in fees include any and all City inspection fees. Sewer tap-in fees are based and calculated on the corresponding water meter diameters used. The connections for sewer service is to be equal to the water service connection schedule and sewer tap-in fees based on water meter diameters used.

**WATER AND SEWER FEES:**

*Water:*

Turn on of service .....	\$16.24
Turn on of service – Short term.....	\$75.00
Turn off of service.....	\$16.24
Non-payment/shutoff .....	\$32.50
Ready to Serve.....	\$12.78
Water consumption per 100 cubic feet .....	\$3.27

*Sewer:*

Non-payment/shutoff .....	\$32.50
Base residential (w/meters).....	\$20.52
(W/allowance of 1,250 cubic feet of water consumed)	
Base commercial (w/meters).....	\$38.03
(W/allowance of 1,250 cubic feet of water consumed)	
Sewer discharge above base allowance.....	\$1.56
(Per 100 cubic feet of water consumed)	
Commercial (w/un-metered water) .....	\$32.50
(Per unit as assigned by the City’s table of unit factors)	
Service to customers outside the City .....	1.5 times above charges

**WATER METER CHECK:**

Deposit for meter .....	\$35.00
If meter is found to be faulty, the deposit is returned to owner and the meter is repaired. If the meter is found to be correct, the deposit is retained by the city.	

**GRASS AND WEED CONTROL:**

Per hour .....	\$38.00
Plus.....	\$30.00

**SOLID WASTE COLLECTION FEES (To be billed on the monthly utility bill):**

Residential and Recycling.....	\$9.50
Additional recycling bin.....	\$7.00

**SMOKE DETECTOR COMPLIANCE CERTIFICATE: (per unit)**

For sale or transfer .....	\$25.00
For lease or rental.....	\$15.00

**COMMUNITY ROOM:**

User Fee.....	\$75.00
---------------	---------

Key Deposit.....\$25.00

**ZONING AND PLANNING:**

Site plan review.....\$25.00  
Variance request.....\$300.00  
Conditional use permit.....\$300.00  
Rezoning .....\$300.00  
Copy of zoning ordinance .....\$25.00  
Copy of master plan .....\$50.00  
Sign permits .....\$30.00  
Driveway permit .....\$30.00  
Variance Request (Sign Ordinance).....\$300.00  
Right of Way & Disruption Permit fee.....Each \$150.00  
Plan Review Fee – Installation of Utility Cabinets.....\$200.00  
Fence permit.....\$30.00

*Zoning Permits:*

No expansion of structure, site or use.....-0-  
Addition to or conversion of existing structure  
    Residential/base fee .....\$30.00  
    Commercial base fee .....\$50.00  
New construction (Cleared Site)  
    Residential/base fee .....\$100.00  
    Per housing unit .....\$50.00  
    Commercial base fee .....\$200.00

**CITY OF MT. MORRIS  
RESOLUTION 16-04**

**WHEREAS:** There currently exists vacancies on the Planning Commission, and

**WHEREAS:** Mayor Lavelle has re-appointed Marc Gauze, and Lillian Bigelow term ending December 2018, to the Planning Commission, and

**WHEREAS:** It is required that the City Council confirm Mayor Lavelle's appointments.

**NOW THEREFORE BE IT RESOLVED:**

That the City Council does hereby confirm Mayor Lavelle's re-appointment of Marc Gauze, and Lillian Bigelow, term ending December 2018 to the Planning Commission.

A motion was made 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, January 25, 2016, at 7:00 p.m.

\_\_\_\_\_ Yea

\_\_\_\_\_ Nay

\_\_\_\_\_ Absent

\_\_\_\_\_  
Daniel J. Lavelle, Mayor

\_\_\_\_\_  
Kristina Somers, City Clerk

**CITY OF MT. MORRIS  
RESOLUTION 16-05**

**WHEREAS:** There currently exists a vacancy on the Board of Review, and

**WHEREAS:** Mayor Lavelle has appointed Lillian Bigelow, term ending December 2018 to the Board of Review, and

**WHEREAS:** It is required that the City Council confirm Mayor Lavelle's appointments.

**NOW THEREFORE BE IT RESOLVED:**

That the City Council does hereby confirm Mayor Lavelle's appointment of Lillian Bigelow, term ending December 2018 to the Board of Review.

A motion was made 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, January 25, 2016, at 7:00 p.m.

\_\_\_\_\_ Yea                      \_\_\_\_\_ Nay                      \_\_\_\_\_ Absent

\_\_\_\_\_  
Daniel J. Lavelle, Mayor

\_\_\_\_\_  
Kristina Somers, City Clerk

**CITY OF MT. MORRIS**

**RESOLUTION 16-06**

WHEREAS: Genesee County Water and Waste Services' Advisory Committee is requesting a resolution appointing or reaffirming the appointment of the members who represent the City of Mt. Morris,

WHEREAS: Elena Danishevskaya serves in the position of City Manager.

NOW THEREFORE, BE IT RESOLVED:

Elena Danishevskaya, is hereby designated to perform the responsibilities and serve in the position as aforesaid.

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, January 25th, 2016 at 7:00p.m.

\_\_\_\_\_ Yea                      \_\_\_\_\_ Nay                      \_\_\_\_\_ Absent

\_\_\_\_\_  
Daniel J. Lavelle, Mayor

\_\_\_\_\_  
Kristina K. Somers, City Clerk

CITY OF MT. MORRIS CITY COUNCIL

RESOLUTION NO. 16-07

**WHEREAS:** Pursuant to the Charter, specifically section 6.2 thereof, the Manager is responsible for the proper administration of the affairs and operations of the city, and,

**WHEREAS:** It is understood that department heads are responsible for the regular day to day supervision of their departments subject to the ultimate responsibility of the Manager, and;

**WHEREAS:** While it is understood that the Manager shall to exercise the responsibility, as aforesaid, it is further understood that the Manager is not intended to be involved in the regular day to day operations of the departments except, on those occasions when the department heads are absent due to vacation, illness, or other reasons and are not available or unable to perform such functions; and;

**WHEREAS:** It is appropriate, therefore, that this Council recognize the above circumstances and provide for the regular day to day operations of the departments in the case of such absences,

**NOW THEREFORE BE IT RESOLVED:**

That this Council, in recognition of the primary responsibility of the Manager with respect to all operations of the city, does hereby direct the Manager to engage as needed in such regular day to day supervision of the city departments in the event of absence of the department head for a period of time such as to create the need for regular day to day supervision by the Manager, and;

**BE IT FURTHER RESOLVED:**

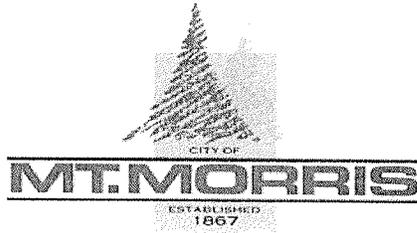
That while it is not expected that the Manager will engage in the sort of intensive, regular day to day supervision as would be exercised by the department head, the Manager should in addition to the Manager's overarching responsibility take such action as is necessary for the proper functioning of the department, as would be exercised by the department head.

Moved by Council member \_\_\_\_\_, seconded by Council member \_\_\_\_\_, and thereafter adopted by the City Council of the City of Mt. Morris at a meeting held on Monday, January 25, 2016 at 7:00 p.m.

\_\_\_\_\_ Yea                      \_\_\_\_\_ Nay                      \_\_\_\_\_ Absent

\_\_\_\_\_  
Daniel Lavelle, Mayor

\_\_\_\_\_  
Kristina Somers, City Clerk



## COUNCIL ACTION REQUEST

**DATE:** 1/20/16

**TO:** Mayor Dan Lavelle  
Councilmembers

**FROM:** City Manager Elena Danishevskaya

**RE:** Health Care Opt Out

**BUDGETED ITEM:** N/A

### **BACKGROUND:**

In our research for the health opt out; we found that municipalities offer different opt out amounts. The amounts offered are either a set amount or more for a family. One municipality we contacted also offered an extra amount for vision and dental. We are including examples of policies we received.

Basically amounts averaged and ranged from 2,700 per year to 6,900 per year. We could not find a municipality which covers retirees.

Staff sees an opt out as a benefit to both employees and retirees because it offers a benefit to them and also a savings to the City. Everyone with whom I spoke with told me their municipality saved money due to offering opt outs.

### **STAFF / DEPT. RECOMMENDATION:**

Staff recommends an opt out being \$300 - \$400 per month. This is a fair number and will represent a savings to the City. You could also consider an additional amount for vision and dental or make the above amount cover it all.

Staff recommends the opt out clause be added to our existing personnel policy. Recommended language is as follows:

Participation in the City's health insurance program requires properly signed application forms by each employee / retiree.

Those employees / retirees who are eligible to participate in the City's health insurance program and who elect not to participate shall receive pay in lieu of health insurance. The amount will be XXXX. Pay in lieu of health insurance amounts will be distributed on two payroll checks per month (12 months out of the year) for employees and four times per year for retirees (January, April, July, October). Retirees understand if they opt out of the existing health plan and receive payments from the City, they will receive a 1099 from the City and will have to pay taxes on the opt out as it is considered income.

The opt out option is available to current employees and retirees during anytime during the year; however unless the employee or the retiree has a qualifying event; the only time they can re-enroll back in the City's health plan is during the annual December enrollment period only. Those employees / retirees who opt out of the City's health coverage must provide a proof of current health coverage prior to any opt out amount being paid out.

**Staff recommends the health coverage opt out.**

City



\_\_\_\_\_  
Manager Concurrence

**Health Insurance Opt-out compensation language received from other communities.**

**Received from Commerce Township:**

Here is how it is written in our Union Contract. (There is no opt-out payment for retirees)

“It is understood that any member of the bargaining unit who is covered by any other employer paid group health and hospitalization policy is not eligible for the above coverage. Every employee who opts out of health coverage will be paid \$3,000 per year. Payment will be made on a separate check paid in December of the year your opt out occurred. An employee may opt out of coverage at any time during the year. Payment will be prorated accordingly.”

**Received from Bangor Township:**

Employees who are eligible for medical, dental and vision insurance and elect to waive such coverage, because they are covered under another plan, may participate in this incentive program.

The options available are as followed:

1. \$2,000 to employees who waive all Medical, Dental and Vision coverage.
2. \$1,500 to employees who waive Medical coverage. Employee retains Dental and Vision coverage.

The above options are available to current employees during the annual December enrollment period only; and written notice must be received in the Clerk’s office by the first pay date of December of each year. Proof of comparable insurance coverage from another source must be provided to the Clerk’s office before option payment will be made. Option payments will be made in two separate installments. First payment will be processed with the second payroll of May. The second payment will be processed with the second payroll of November.

New employees may elect one of the options at the time of hire, with payment being made the first pay of the month following their hire. Proof of comparable insurance coverage from another source must be provided to the Clerk’s office before option payment will be made. Payment to new employees declining coverage will be made on a pro-rated basis at \$167.00 per month for option #1 and \$125.00 per month for option #2. If the employee still elects no coverage in December of the following year, Full payment would then be made as outlined in the above paragraph.

**Received from the City of Flushing:**

Below is language regarding the insurance opt out language with our police department:

Section 5.

Employees electing not to accept health care benefits shall be compensated by being paid two thousand five hundred dollars (\$2,500). If two or more employees opt out of the Health Care Insurance, the employer will increase the benefit to \$3,000 for each employee not receiving Health Care Insurance. Payments shall be made on an annual basis in July.

**Received from the City of Gaylord:**

Attached are the copies of both our AFSCM and Human Resources language in regards to payment in lieu for Health Insurance. The manual covers all nonunion employees. (Continued on next page)

**Article 39: Equalization Of Overtime Hours**

Overtime hours shall be divided as equally as possible among all employees. A roster will be prepared by the City Manager wherein he shall distribute overtime in a fair manner and keep same posted on the bulletin board of the departments.

**Article 40: Health Insurance, Life Insurance And Long Term Disability Insurance**

**A. Health Insurance**

1. For hospital and medical insurance, the Employer shall make available a Blue Cross Blue Shield Simply Blue HSA \$1,250/0% policy with a Prescription Drug Co-Pay of \$10/\$40/\$80.
    - a) This becomes the agreed upon plan as accepted by the bargaining unit effective January 1, 2014. The Employer and bargaining unit agree to annually review this plan and others when rates are reported each autumn. The Employer and bargaining unit may agree to change plans prior to the January enrollment period in an effort to reduce employee costs. If agreement to change plans cannot be decided upon by either party during the annual autumn review, the plan noted above will be retained by the Employer.
  2. The City shall provide employees and their eligible dependents with Blue Cross Blue Shield Dental Coverage.
  3. The Employer will provide Blue Cross Blue Shield Blue Vision (VSP) insurance for employees and their eligible dependents.
  4. The Employer will comply with the State of Michigan's enacted Publicly Funded Health Insurance Contribution Act, Act 152 of 2011, which limits the amount a local unit of government may pay or contribute to a medical benefit plan for its employees.
  5. Participation in the Employer's health insurance program requires properly signed application forms by each employee. Effective date of coverage for new employees will be in accord with Blue Cross/Blue Shield provisions.
  6. Employee may choose to enroll their spouse and/or eligible dependents in the Employer's health insurance program at the time they enroll as a new employee, during any annual open enrollment period, or as the result of a life event.
- B.** The City shall provide employees and their eligible dependents with Blue Cross Blue Shield Traditional Plus Dental Coverage – Plan 3.
- C.** The Employer will provide Blue Cross Blue Shield Blue Vision (VSP) insurance for employees and their eligible dependents.
- D.** Those employees who are eligible to participate in the City's health insurance program and who elect not to participate shall receive pay-in-lieu of health insurance equal to 50% of the City share of the health insurance premium cost for 2-person coverage under the City's current health care program. Should there be more than one insurance plan offered, the pay-in-lieu of health insurance will be based upon the lowest 2-person coverage premium amount. Maximum per month pay-in-lieu of health insurance is \$575 per month. Pay-in-lieu of health insurance amounts will be distributed on or about December 1, April 1, July 1, and October 1 of each year.
- E.** The Employer agrees to pay the full premium of term life insurance plan for each eligible employee, while employed, face value of which shall be \$25,000 including AD & D. Employees qualify for the Employer provided life insurance program effective the first of the month following the date of hire.
- F.** The Employer agrees to pay the full premium for long term disability (LTD) insurance for each regular employee, while employed. LTD Plan coverage is as follows: 1) Benefit Duration: To Age 65; 2) Benefit Formula: 66.67%; 3) Maximum Benefit per Month: \$3,000; 4) Benefit-Waiting-Period: 90 days. Employees

- qualify for the Employer provided long term disability insurance program effective the first of the month following the date of hire.
- G. Employees qualify for Employer provided contract insurance program according to the insurance provider contract provisions.
  - H. The Employer reserves the right to select and/or change all insurance carriers provided the present level of benefits is not reduced.

**Article 40.1: Retirement Health Care Coverage**

- A. An employee retiring from City of Gaylord employment and his/her spouse at the time of retirement will be eligible to continue with group health insurance coverage provided the employee:
  1. Has fifteen (15) or more years of credited service with the City of Gaylord and the City of Gaylord's Municipal Employees Retirement System pension program; and
  2. At the time of retirement from the City of Gaylord, has attained fifty (50) or more years of age; and
  3. Is eligible to be a member of the City's group health insurance plan on the date of retirement; and
  4. Has made application as required prior to retirement; and
  5. Agrees to pay the retiree's share of the monthly premium as outlined in Table A below.

Table A

Full-time Years of Service	Employer Portion of Monthly Premium	Retiree Portion of Monthly Premium
15 or more	\$205 or premium cost if less than \$205	Premium cost less Employer portion

- B. Subject to all applicable provisions of the health care insurance provider, a City's Retiree Health Care Plan participant will commence participation in the plan on the first day he/she satisfies the eligibility requirements.
- C. Health care insurance coverage will be available under the Employer's Blue Cross Blue Shield of Michigan plan or a substantially equivalent plan substituted at the option of the Employer upon mutual agreement between the employee group covered and the Employer.
  1. Plan participants not Medicare-eligible will receive regular group benefits.
  2. Plan participants who are Medicare-eligible will receive Medicare Supplemental coverage.
- D. At the employee's option, he/she may purchase insurance for non-covered eligible dependents at group rates.
- E. Negotiated increases in Employer share would also affect participating retirees.
- F. Coverage for retirees not Medicare eligible will be the same as that of current employees (i.e., if the current employee group negotiates a new health care benefit package, the retiree's coverage will also change.).
- G. Participation in the City's Retiree Health Care Plan will terminate upon the earliest of:
  1. Termination of health insurance coverage for active employees; or
  2. Coverage of the retiree by a group health plan that is not maintained by the City; or
  3. Nonpayment of any required retiree contribution to the City; or
  4. Death of the individual receiving benefits under the plan.
- H. Participation in the City's Retiree Health Care Plan for the spouse will terminate in the event of divorce, or remarriage of the surviving spouse (subject to COBRA requirements).

Participation in the City's Retiree Health Care Plan program will terminate if any required retiree contribution is left unpaid for more than thirty (30) days. Payment due dates are as follows:

Premium Due Date	For the Coverage Period
December 10	January 1 to January 31
January 10	February 1 to February 28
February 10	March 1 to March 31
March 10	April 1 to April 30
April 10	May 1 to May 31
May 10	June 1 to June 30
June 10	July 1 to July 31
July 10	August 1 to August 31
August 10	September 1 to September 30
September 10	October 1 to October 31
October 10	November 1 to November 30
November 10	December 1 to December 31

- J. Eligible retiree's will be allowed to delay participation in the City's Retiree Health Care Plan (Plan). A retiree who chooses to delay participation in the Plan may elect to attain coverage under the Plan at a later date and will be allowed to participate just as if he or she had originally participated in the Plan immediately upon retirement.

However, if the retiree's participation in the Plan is terminated for any reason then they will not be allowed, subject to COBRA requirements, to again enroll in the Plan.

**Article 40.2: Deferred Compensation**

- A. Each payday the Employer will contribute \$42.31 to the employee's deferred compensation account provided the employee also contributes to his/her deferred compensation account for that particular payday.
- B. The Employer's contribution to the deferred compensation account is intended to be utilized by the employee to offset retirement health care costs.

**Article 41: Workers' Compensation**

The Employer shall provide Workers' Disability Compensation protection for all employees. In addition thereto, for loss of time due to an injury incurred in the line of duty, an employee shall receive an amount of money sufficient to make up the difference between Workers' Compensation payments and the injured employee's regular base pay for a period of up to one (1) calendar year from insurance carrier's listed date of injury. The date of injury shall be that as determined by the workers' compensation insurance carrier.

Human Resources Manual - Covers all Non-Union Employees

- Medical-disability leave taken shall be construed as time worked for computation of all benefits.

**D. BEREAVEMENT LEAVE** (Revised 7/2004)

After completion of thirty (30) work days by the employee, all regular, full-time employees will be granted a paid leave of up to three (3) regularly scheduled working days in the event of a death in their immediate family.

"Immediate family" is defined as follows: 1) mother, father; 2) mother-in-law, father-in-law; 3) stepparent; 4) brother, sister; 5) stepbrother, stepsister; 6) brother-in-law, sister-in-law; 7) wife, husband; 8) son, daughter; 9) stepchild; 10) grandparents, great-grandparents; 11) spouse's grandparents, great-grandparents; 12) grandchild; 13) a dependent, including foster child, in the employee's household.

A paid holiday will be counted as an additional day off when such holiday occurs on the day of the funeral.

Additional days off without pay may be approved by the City Manager.

**E. JURY DUTY**

After completion of thirty (30) work days by the employee, when an employee is required to serve on a jury, the City will compensate the employee for the difference between the jury duty pay and the employee's rate of pay for an eight (8) -hour day or forty (40) -hour week or such portion of salary as is applicable.

**F. WITNESS DUTY**

Employees who have been subpoenaed or otherwise requested to testify as witnesses as a result of their employment by the City will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested by a party other than the City. To receive compensation for this period of absence, either medical/disability leave or vacation leave benefits may be used at the option of the employee.

The subpoena should be shown to the employee's supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Employees receiving paid time off to appear as a witness must endorse any compensation received to the general fund of the City.

**G. EMPLOYEE INSURANCE BENEFITS**

**1. Medical and Hospitalization** (Revised 10/2013)

The City shall make available a group hospitalization benefit program covering certain hospitalization, surgical and medical expenses approved by the City.

Participation requires properly signed application forms by each employee. The effective date of coverage for new employees will be in accordance with the insurer's provisions.

For a medical leave of absence due to illness or injury covered by worker's compensation, the injured employee will receive paid health insurance benefits for up to a maximum period of six (6) months.

Upon involuntary termination of employment, medical and hospitalization insurance coverage will be terminated effective the last day of the current coverage period (subject to COBRA requirements).

Those employees who are eligible to participate in the City's health insurance program and who elect not to participate shall be reimbursed 50% of the health insurance premium for two-person coverage, up to a maximum of \$575 per month. Reimbursement checks will be distributed on or about December 15, April 1, July 1, and October 1 of each year.

## 2. Life Insurance

The City agrees to provide regular, full-time employees with Life and Accidental Death and Dismemberment Insurance.

The effective date of coverage for new employees will be the first of the month following completion of thirty (30) workdays by the employee.

Upon termination of employment, life insurance coverage will be terminated effective the last day of the current coverage period.

## 3. Long Term Disability Insurance

The City agrees to provide regular, full-time employees with Long Term Disability Insurance.

The effective date of coverage for new employees will be the first of the month following the completion of thirty (30) workdays by the employee.

Upon termination of employment, long term disability insurance coverage will be terminated effective the last day of the current coverage period.

## ***H. WORKERS' COMPENSATION***

The City shall provide worker's disability compensation insurance coverage for all employees. In addition thereto, for loss of time due to an injury incurred in the course of employment, an employee shall receive an amount of money sufficient to make up the difference between worker's compensation payments and the injured employee's regular base pay for a period of up to one (1) calendar year from the insurance carrier's listed date of injury. The date of injury shall be that as determined by the worker's compensation insurance carrier.

The City is required to maintain records of each recordable occupational injury and illness that occurs. An occupational injury is an injury such as a cut, fracture, sprain, etc., which results from a work accident or from exposure in the work environment. An occupational illness is any abnormal condition or disorder incurred by exposure to environmental factors associated with a person's employment and includes acute and chronic illness incurred by inhalation, absorption, ingestion, or direct contact.