

**City of Swartz Creek
AGENDA**

**Regular Council Meeting, Monday April 27, 2009, 7:00 P.M.
City Hall 8083 Civic Drive, Swartz Creek Michigan 48473**

1. **CALL TO ORDER:**
2. **INVOCATION AND PLEDGE OF ALLEGIANCE:**
3. **ROLL CALL:**
4. **MOTION TO APPROVE MINUTES:**
4A. Regular Council Meeting of April 13, 2009 MOTION Pg. 7,11-16
5. **APPROVE AGENDA**
5A. Proposed / Amended Agenda MOTION Pg. 7
6. **REPORTS & COMMUNICATIONS:**
6A. [City Manager's Report](#) (Agenda Item) MOTION Pg. 7,2-6
6B. Monthly Fire Report Pg. 17-44
6C. Street Usage Permit, River-Bend Striders (Agenda Item) Pg. 45-47
6D. City Policy, Red Flag Identity Theft (Agenda Item) Pg. 48-53
6E. BS&A Proposal (Agenda Item) Pg. 54-61
6F. ****Genesee Health Plan Tutorial** Separate File
6G. Legislative Updates Pg. 62-72
6H. Resident Suggestion Letter Pg. 73-75
7. **MEETING OPENED TO THE PUBLIC:**
7A. Proclamations, Veterans Park Flags
7B. General Public Comments
8. **COUNCIL BUSINESS:**
8A. Street Usage Permit, River-Bend Striders & Cross Country, 5K Race RESO. Pg. 8,45-47
8B. City Policy, Red Flag Identity Theft RESO. Pg. 8,48-53
8C. Appropriation, Accounting Software RESO. Pg. 9,54-61
9. **MEETING OPENED TO THE PUBLIC:**
9A. General Public Comments
10. **REMARKS BY COUNCILMEMBER'S:**
11. **ADJOURNMENT:** MOTION N/A

*** Due to Size, Provided as Separate File on CD Disk*

City of Swartz Creek
CITY MANAGER'S REPORT
Regular Council Meeting of Monday April 27, 2009 7:00 P.M.

TO: Honorable Mayor, Mayor Pro-Tem & Council Members
FROM: PAUL BUECHE // City Manager
DATE: 24-April-2009

OLD / ROUTINE BUSINESS – REVISITED ISSUES / PROJECTS

✓ **2009-2010 FISCAL BUDGET** (*Status*)

Schedule:

April 13 th :	Present Draft, Discussion, Set Public Hearing
May 11 th :	Public Hearing, Discussion
Special Meeting:	If Desired By Council
May 26 th :	Adopt Budget
June 8 th :	Truth in Taxation Hearing, Set Levy, Set 2009-2010 Meeting Schedule, Year End Fiscal Adjustments
June 22 nd :	Buffer Date, If Needed
June 30 th :	Fiscal Year End

A public Hearing has been scheduled for Monday, May 11, 2009.

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

As you are aware, we have two water rate increases and a sewer rate increase, passed along from the County over the last two years. We have absorbed these increases by scaling back, but cannot continue. We need to go to a ready to serve charge with a commodity purchase charge. Sewer will be charged based on water consumption. As we have discussed at past meetings, we have some models that can be very easily implemented. There is still a couple of loose ends, being irrigation systems and outside isolated faucets, as they pertain to separate meters. We are working to resolve this now. I have a tentative August date in mind for the billing system switch and implementation of the new rates. We will probably have a draft ordinance in June.

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

Pending.

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

We should be back before the Council for discussion on this in the near future.

✓ **VETERANS MEMORIAL** (*Status*)

Nothing New.

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

The Raubinger Bridge Project has a tentative start date of July 2009.

✓ **OVERHEAD UTILITY REORGANIZATION PROJECT, VERIZON INVOICE** *(Status)*

As we discussed, the utility companies have lobbied the passing of a number of pieces of legislation that have stripped us of virtually all control of our rights of way. In regards to the aesthetics, we have little power other than to pay for changes. The next step is to get a contractor's quote for the second round of the technical review of the poles. From here, we may have some power by filing complaints on the safety issues. REI is getting a quote together from their survey division and should be back with it shortly. My thinking is to narrow down the inventory to the downtown, Miller & Elms and Bristol Road. This will hold the cost down and we can always go back and pick up additional sections of the City. Regarding the invoice we sent to Verizon, we have someone's attention here. I have sent data that was requested by Verizon under FOIA. I will keep the Council informed.

✓ **MAJOR STREET FUND, TRAFFIC IMPROVEMENTS** *(See Individual Category)*

2010-2013 T.I.P. APPLICATION *(Status)*

Pending.

MILLER & I-69 REPAIRS *(Status)*

Out to bid.

TRAIL SYSTEM, PHASE I ELMS ROAD – PARK ENHANCEMENTS *(Status)*

Lang Construction of 8065 Sunset, Flint is the contractor for this project. Cost as follows:

Construction	\$ 14,450
Design Engineering	\$ 2,840
Consumer's Lighting	\$ 21,238
Project Total:	\$ 38,528
Less C.D.B.G. Funds	-\$ 32,021
<i>City Match:</i>	<i>\$ 6,507</i>

This work is underway with completion by the end of April.

MORRISH ROAD NORTH CONSTRUCTION PROJECT - MEIJER'S *(Status)*

As we have discussed, this project has run into some difficulties. Meijer's elected to delay the project which caused MDOT to scale back approval for some of the improvements. The County Road Commission is now leveraging the project within the area they control for a variety of improvements that were not part of the original site plan approval. They are also leveraging the project for improvements within the City's road jurisdiction, using the county garage as the basis of their authority. They state that the requirements are their standard, but have no base for such standards. We are at odds over the requirements. It looks like this project may be stalled until next summer (2010). The TIP funding sources are flexible and can be moved until next summer. We're working through it. I'll keep the Council informed.

MORRISH ROAD SOUTH CONSTRUCTION PROJECT *(Status)*

Design has been completed and the project is into MDOT for Grade Inspection.

✓ **LOCAL STREET FUND, TRAFFIC IMPROVEMENTS**

2008 REPAIR ROSTER *(Status)*

Pending a decision as to how we wish to proceed. The bottom line is, we can repair a single block, or preserve a handful of streets from deteriorating to complete re-constructs.

- ✓ **SEWER REHABILITATION PROJECT, I&I, PENALTIES** *(Status)*
Phase II was approved on October 13th and is underway. I will keep the Council posted on progress. The manhole rehabilitation program is under contract and work has begun.
- ✓ **FIRE DEPARTMENT EVALUATION, CONTRACT RENEWAL, BUDGET** *(Status)*
I have had a couple of meetings with Mr. Beatty. We are working on a draft.
- ✓ **WWS INTERGOVERNMENTAL JURISDICTION SEWER ORDINANCE** *(Status)*
WWS has some changes they desire in our draft. In my opinion, they are related more to form. Discussion between the City Attorney's office and the attorney for WWS are in progress. We are on opposite ends of the spectrum on the IJA (Inter Jurisdictional Agreement). The County's position is that under Act 342 (in which the WWS Consortium is set up under), we have to sign it. Mine, supported by Mr. Figura's is we do not. If Act 342 gives them the power to do what they need to do to operate such a system, then why do we need an agreement? As of yet, we have not set a public hearing. We will do so after the text issues with the ordinance are settled.
- ✓ **SR. CENTER, LEVY, BUILDING & FUTURE FUNDING PLAN** *(Status)*
Pending site plan approval.
- ✓ **SPRINGBROOK, HERITAGE STREET-LIGHTING** *(Status)*
Frankly speaking, we simply do not have any additional funds to consider any new adventures. I will be looking for "nickels & dimes" in funding that we have in our system that can be transferred, i.e., amphi-theater lawn-care, youth football lawn-care, etc. This probably fits that category.
- ✓ **LABOR CONTRACTS & RETIREE HEALTHCARE** *(Status)*
Mr. Kehoe still needs a basic employment agreement and the Supervisors', AFSCME and POLC Agreements are open for full negotiations. Additionally, my contract needs an evaluation. As we discussed with the presentation of the Budget, I am seeking wage freezes on all our labor contracts. I will be back in the near future with a progress report on negotiations.
- ✓ **MARATHON STATION BLIGHT & NON-CONFORMING USE** *(Status)*
Patiently waiting for an open door.
- ✓ **COUNTY E.M.S. ORDINANCE, AMBULANCE SERVICE** *(Status)*
Pending.
- ✓ **SALE OF CITY PROPERTY 5129 MORRISH ROAD** *(Status)*
Pending.
- ✓ **WWS, STORM WATER MANAGEMENT AGREEMENT** *(Status)*
We are still looking at this.
- ✓ **2009 MASTER PLAN & ZONING CODE REVIEW** *(Status)*
The City's Master Plan was last updated in 2004. Since these plans need to be revisited every five years or so, the City shall update the Master Plan sometime during the next calendar year. This can be quite a cumbersome process due to the requirements of State law; however, the impact of these plans is tremendous on all aspects of local governance. Since the last plan was adopted, there has not been significant change to

the circumstances or assumptions that were used in the framing of that plan. As such, I expect a general review and acceptance will be in order, resulting in little substantial change to the 2004 Master Plan. We shall see. Expect this to show up in the form of a workshop in late spring or early summer. At the April 7th Planning Commission Meeting, some changes to the zoning code were recommended. They will be presented for review and determination at the Council Meeting of April 27th.

- ✓ **SWARTZ AMBULANCE AGREEMENT** (*Status*)
Pending.
- ✓ **NEIGHBORHOOD STABILIZATION PROGRAM** (*Status*)
Watching.
- ✓ **MDOT PARK & RIDE** (*Status*)
Pending execution of the MDOT Agreement passed on April 13th.
- ✓ **COMCAST SENIOR DISCOUNT** (*Status*)
Pending.

NEW BUSINESS / PROJECTED ISSUES & PROJECTS

- ✓ **STREET USAGE PERMIT, RIVER-BEND STRIDERS** (*Resolution*)
As is customary about this time of the year, the River Bend Striders have requested to hold their annual 5k road race on Thursday May 28, 2009, 6:00 PM to 7:30 PM. The event is the same as in the past, held within the streets of Winchester Village. Rick has recommended approval. A resolution to this effect is included with tonight's agenda.
- ✓ **POLICY & PROCEDURE, IDENTITY THEFT** (*Resolution*)
Included with tonight's agenda is the adoption of a policy required by the Federal Trade Commission related to identity theft. For the most part, we already do this. Luckily, and unlike most legislative requirements that pass down from the state and the feds, it doesn't have much cost attached to it. The policy and resolution is self explanatory.
- ✓ **BS&A ACCOUNTING SOFTWARE** (*Resolution*)
As the Council is aware, over the last year we have replaced our accounting software from that of a piece-meal makeshift system to a sole-source balanced system. The previous software tracking system had a mix of Fund Balance, E-Z Entry, BS&A, Proprietary Software and excel data bases, none of which talked to one another. Each tracked only within their individual application area, being general ledger, accounts payable, cash receipts, payroll, purchase orders, utility billing, assessing, real property tax, personal property tax and accounts receivable. Postings between the programs and the general ledger system were done via journal entries. The countless entries were a major source of duplication and costly, time consuming errors. All this was corrected when we replaced the software with a single vendor, being BS&A. The transition was seamless. When we made the transition, we already owned the assessing, tax and receivable modules, which were 8-10 years old. We bought the general ledger, accounts payable, cash receipts, payroll, purchase orders, utility billing and work order processing modules. We have \$36,000 into the software. The annual fees for support are about \$7,000 per year, similar to what Fund balance had charged us in previous years.

As indicated, the assessing, tax and receivable modules we have owned for a number of years now. BS&A has offered to provide us the annual upgrades to all of the modules, at no charge, if we purchase the latest versions of assessing, tax and receivable modules. This will bring all of our tracking software to the latest version as well as implement the “dot net” data base platform. We currently have \$8,950 left in IT Software spread across general, water, sewer and garbage funds. We should be able to return near all of these dollars back into their respective fund balances at the end of the fiscal year (June 30th). Anticipating this purchase, as well as the replacement of a server, in the 2009-2010 proposed budget, I have budgeted +\$40k. The total cost of the dot net package is \$12,440. The expense would not take place until later this summer, but we have to have a commitment soon if we desire to proceed. I recommend we make this purchase which would bring everything we have up to date, leaving only the annual support fee, which would begin again in mid 2010.

✓ **PROCLAMATIONS, VETERANS PARK FLAGS** (*Proclamations*)

A handful of youth school groups have done fund raisers that allowed for the purchase of the flags that we see flying over the Veterans Park. The groups are: Sons of the American Legion, Swartz Creek Middle School, Elms Elementary, Syring Elementary, Morrish Elementary, Dieck Elementary and Gaines Elementary. Each one of the flags has to be replaced about twice a year. The youths have worked hard raising these funds. At the request of the Mayor, we have a handful of proclamations that recognize their contribution.

Council Questions, Inquiries, Requests and Comments

- *C.S.O. Plaques, Lobby.* I am looking at options.
- *Mast Arm Traffic Lights, Street Sign Anchors (Silver vs. Black).* The sign bands have been ordered and should be replaced shortly. The bands that support the cross walk lights may be a bit more challenging to find. We'll take a peek at them when we get the street ones switched out.

City of Swartz Creek
RESOLUTIONS
Regular Council Meeting, Monday April 13, 2009 7:00 P.M.

Resolution No. 090427-4A MINUTES, APRIL 13, 2009

Motion by Councilmember: _____

I Move the Swartz Creek City Council hereby approve the Minutes of the Regular Council Meeting held April 13, 2009, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 090427-5A AGENDA APPROVAL

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the Agenda as presented / printed / amended for the Regular Council Meeting of April 27, 2009 to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 090427-6A CITY MANAGER'S REPORT

Motion by Councilmember: _____

I Move the Swartz Creek City Council approve the City Manager's Report of April 27, 2009, to be circulated and placed on file.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 090427-8A

STREET USAGE PERMIT, SWARTZ CREEK CROSS COUNTRY & RIVER-BEND STRIDERS

Motion by Councilmember: _____

I Move the City of Swartz Creek approve the application for a street usage permit to conduct a 5 kilometer foot road race on Thursday, May 28, 2009, 6:00 PM – 7:30 PM, applicant: the River-Bend Striders - Swartz Creek Cross Country Team, Mr. Ron Wiens, race to be held in Winchester Village Subdivision, in accordance with the application submitted, under the direction and control of the Chief of Police.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 090427-8B

ADOPT CITY POLICY, RED FLAG IDENTITY THEFT

Motion by Councilmember: _____

WHEREAS, over the past ten years, the crime of identity theft has exploded and is now the fastest growing crime in the United States; and

WHEREAS, the Federal Trade Commission (FTC) has adopted “Red Flag Rules” which require “Creditors” with “covered accounts” to develop, adopt and implement a written identity theft program “to detect, prevent and mitigate identity theft in connection with the opening of a covered account or any existing covered account.” ; and

WHEREAS, the federal Fair and Accurate Credit Transactions Act of 2003 (FACTA) defines “creditor” as “any person who regularly extends, renews, or continues credit [or] who regularly arranges for the extension, renewal or continuation of credit”; and

WHEREAS, the FTC clarified that a “creditor” includes “lenders such asutility companies” and indicated that non-profit and governmental entities that defer payments for goods and services should be considered “creditors” for purposes of FACTA; and

WHEREAS a “covered account” is defined as “an account that a ...creditor offers or maintains, primarily for personal, family or household purposes, that involves or is designed to permit multiple payments or transactions, such as a ...utility account...and any other account for which there is a foreseeable risk of identity theft”; and

WHEREAS, the FTC believes that municipal utilities are “creditors” for purposes of FACTA and therefore must comply with the Red Flag Rules to the extent that the municipalities defer payments for goods and services; and

WHEREAS, the Identity Theft Prevention Program must be approved and implemented by May 1st, 2009

NOW THEREFORE BE IT RESOLVED, that the Swartz Creek City Council does hereby approve the City of Swartz Creek Official Policy & Procedure Identity Theft Prevention Program, a copy of which is attached hereto

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

Resolution No. 090427-8C APPROPRIATION, DOT NET ACCOUNTING SOFTWARE

Motion by Councilmember: _____

WHEREAS, on January 14, 2008, the City appropriated the purchase of business tracking and accounting software manufactured by BS&A, resolution as follows:

Appropriation, Purchase Accounting Software

**Resolution No. 080114-08
(Carried)**

*Motion by Mayor Pro-Tem Christie
Second by Councilmember Hicks*

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

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

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

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

WHEREAS, the City Staff has determined through use experience, interviews with full package users, classes and demonstrations that the BS&A full version package is well suited for municipalities such as the City of Swartz Creek and a large number of Cities and Townships in the state currently use the package with excellent results and reviews, and further, recommends the purchase of the full version package; and

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

"The city council may, at the request of the city manager, authorize the city manager to negotiate a contract for the purchase of any product, material or service with a provider of

such product, material or service without regard to the requirements of this section relative to purchases where the city council finds:
i. Due to circumstances beyond the control of the city, the market for such product, material or service is not competitive even though such product, material or service is normally competitive in nature; and
ii. The economic interests of the city are best served by negotiating a contract with a provider of the product, material or service without requesting sealed bids.

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

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

Discussion took place.

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

And;

WHEREAS, the City's software vendor has made a proposal to replace the older software modules, being Assessing, Real Property Tax, Personal Property Tax and Receivables as part of the dot net database, the offer waiving the annual support fees if the City upgrades Assessing, Real Property Tax, Personal Property Tax and Receivables modules; and

WHEREAS, the City's Administrative Staff has reviewed the proposal and recommends approval and appropriation.

NOW, THEREFORE, I Move the City of Swartz Creek approve the replacement of BS&A government business software modules for Assessing, Real Property Tax, Personal Property Tax and Receivables, at a cost not to exceed \$12,440 plus 5% contingency, cost to be appropriated equally between the General Fund, Water, Sewer and Garbage, appropriation made within the 2009-2010 fiscal year budget.

Second by Councilmember: _____

Voting For: _____

Voting Against: _____

City of Swartz Creek
Regular Council Meeting Minutes
Of the Meeting Held
Monday April 13, 2009 7:00 P.M.

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF THE COUNCIL MEETING
DATE 04/13/2009

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

Invocation and Pledge of Allegiance to the Flag.

Councilmembers Present: Abrams, Binder, Hicks, Hurt, Krueger, Porath, Shumaker.
Councilmembers Absent: None.

Staff Present: City Manager Paul Bueche, Assistant City Manager Adam Zettel, City Clerk Juanita Aguilar, City Attorney Colin Lindesman, Director of Public Services Tom Svrcek, Finance Director Mary Jo Clark.

Others Present: Tommy Butler, Bob Plumb, Boots Abrams, Ron Schultz, Jim Florence, Sharon Klein, Phil Bracey, Jamie Terrell, Dorothy MacGillivray.

APPROVAL OF MINUTES

Resolution No. 090413-01

(Carried)

Motion by Mayor Pro-Tem Porath
Second by Councilmember Hurt

I Move the Swartz Creek City Council hereby approve the Minutes for the Regular Council Meeting, held March 23, 2009, as presented, to be circulated and placed on file.

YES: Binder, Hicks, Hurt, Krueger, Porath, Shumaker, Abrams.

NO: None. Motion Declared Carried.

APPROVAL OF AGENDA

Resolution No. 090413-02

(Carried)

Motion by Councilmember Krueger
Second by Councilmember Shumaker

I Move the Swartz Creek City Council approve the Agenda, as presented, for the Regular Council Meeting of April 13, 2009 to be circulated and placed on file.

YES: Hicks, Hurt, Krueger, Porath, Shumaker, Abrams, Binder.
NO: None. Motion declared carried.

REPORTS AND COMMUNICATIONS:

City Manager's Report

Resolution No. 090413-03

(Carried)

Motion by Councilmember Shumaker
Second by Councilmember Hurt

I Move the Swartz Creek City Council approve the City Manager's Report of April 13, 2009, to be circulated and placed on file.

Discussion Took Place.

YES: Hurt, Krueger, Porath, Shumaker, Abrams, Binder, Hicks.
NO: None. Motion declared carried.

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

MEETING OPENED TO THE PUBLIC:

None.

COUNCIL BUSINESS:

Transportation Asset Evaluation

Resolution No. 090413-04

(Carried)

Motion by Councilmember Hicks
Second by Councilmember Krueger

I Move the City of Swartz Creek accept and place on file the evaluation of the City's Transportation System.

Discussion Took Place.

YES: Krueger, Porath, Shumaker, Abrams, Binder, Hicks, Hurt.
NO: None. Motion Declared Carried.

Swartz Creek Area Senior Center Building Agreement

Resolution No. 090413-05

(Carried)

Motion by Councilmember Binder
Second by Councilmember Hurt

I Move the City of Swartz Creek enter into an agreement with the Swartz Creek Area Senior Citizens Center for the construction of an addition to the existing City owned Perkins Library – Senior Citizens Center, a copy of which is attached hereto, and further, direct the Mayor and City Clerk to execute the agreement on behalf of the City.

Discussion Took Place.

YES: Porath, Shumaker, Abrams, Binder, Hicks, Hurt, Krueger
NO: None. Motion Declared Carried.

Swartz Creek Area Senior Center Lease & Ground Lease Agreement

Resolution No. 090413-06 (Carried)

Motion by Councilmember Hurt
Second by Councilmember Krueger

I Move the City of Swartz Creek enter into an agreement with the Swartz Creek Area Senior Citizens Center for the lease of the existing Senior Center portion of the City owned Perkins Library – Senior Citizens Center, and a ground lease for the construction of an addition, a copy of which is attached hereto, and further, direct the Mayor and City Clerk to execute the agreement on behalf of the City.

Discussion Ensued.

YES: Shumaker, Abrams, Binder, Hicks, Hurt, Krueger, Porath.
NO: None. Motion Declared Carried.

Park Fee Waiver Request, Elms

Resolution No. 090413-07 (Carried)

Motion by Mayor Pro-Tem Porath
Second by Councilmember Hurt

I Move the City of Swartz Creek approve the use of and grant a waiver of fees for the use of Elms Road Park Pavilion #2 on Saturday, May 16, 2009, for Cub Scout Pack #122.

YES: Abrams, Binder, Hicks, Hurt, Krueger, Porath, Shumaker.
NO: None. Motion Declared Carried.

MDOT Contract, State Trunk Line Maintenance Agreement, Bay Region #2009-0221, Miller & I-69 Park & Ride

Resolution No. 090413-08 (Carried)

Motion by Councilmember Krueger
Second by Councilmember Hicks

WHEREAS, the City of Swartz Creek is a Local Governmental Unit and recognized Street Authority eligible to receive funding from the Michigan Department of Transportation and the Federal Highway Administration; and,

WHEREAS, a portion of Interstate #69 runs through the City with entrance – exits at South Morrish Road and at Miller Road; and

WHEREAS, in 2006, the Michigan Department of Transportation constructed a car pool park & ride adjacent to I-69, located east of the freeway and on the south side of Miller Road, the use of which is at capacity on a daily basis; and

WHEREAS, the Michigan Department of Transportation has determined that the lot is in need of some improvements, including, but not limited to lighting, improved snow removal, salt application and garbage collection; and

WHEREAS, the City is willing to perform such services consisting of snow removal, salt application, garbage collection, lawn care services and associated lighting expenses provided that the Michigan Department of Transportation is willing to participate in a cost sharing solution and funds can be used from Major Street 202, Act 51; and

WHEREAS, the Michigan Department of Transportation has expressed a willingness to pay for lighting installation and other improvements and share costs for continued maintenance provided such expense can be limited to a maximum of \$4,000 per year; and

WHEREAS, in order to participate in a shared cost agreement, the City must enter into a State Trunk Line Maintenance Agreement, a copy of which is attached hereto.

NOW, THEREFORE, I Move the City of Swartz Creek enter into a State Trunk Line Maintenance Agreement with the Michigan Department of Transportation, Bay Region Contract #2009-0221, and further, direct the Mayor and City Clerk to execute the agreement on behalf of the City.

BE IT FURTHER RESOLVED, that the City Council direct the City Manager to cause the necessary cost center to be created in the City's financial accounting system, 202 Fund Major Streets, with corresponding revenue and expenses, and further, authorize a letter of understanding with the Michigan Department of Transportation as to the scope of the services to be provided for the park & ride.

Discussion Ensued.

YES: Binder, Hicks, Hurt, Krueger, Porath, Shumaker, Abrams.

NO: None. Motion Declared Carried.

Appropriation & Bid Award, Purchase Police Vehicle

Resolution No. 090413-09

(Carried)

Motion by Councilmember Shumaker
Second by Councilmember Hurt

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

WHEREAS, the City of Swartz Creek desires to purchase a 2009 Dodge Charger police package vehicle and by virtue of the size of the City, we cannot purchase such vehicles in a sufficient quantity to allow for a maximum discounted price, and;

WHEREAS, the County of Macomb has an extended cooperative purchasing program that is open for use by any governmental agency and has let for bid for the specified vehicle under their purchasing number 12-07, extended to 2008 and 2009, said bid awarded to Slingerland Chrysler – Dodge, 3640 East M-21, Corunna Michigan, base price of \$19,916.85, and;

WHEREAS, with options and delivery, the total cost of the vehicle is \$20,528.90.

NOW, THEREFORE, BE IT RESOLVED, that the City of Swartz Creek recognize Macomb County's Extended Purchasing Program and accept the bid award of Slingerland Chrysler – Dodge, 3640 East M-21, Corunna Michigan and appropriate an amount not to exceed \$20,528.90 for the purchase of a 2009 Dodge Charger Police Package Vehicle, funds to be appropriated from 661 Motor Pool.

YES: Hicks, Hurt, Krueger, Porath, Shumaker, Abrams, Binder.

NO: None. Motion Declared Carried.

2009-2010 FY Budget Presentation

(Discussion Topic)

City Manager Bueche and Assistant City Manager Zettel made presentations regarding the current fiscal year budget.

2009-2010 Fiscal Year Budget, Set Public Hearing

Resolution No. 090413-10

(Carried)

Motion by Councilmember Hicks
Second by Councilmember Hurt

I Move the City of Swartz Creek set a Public Hearing, to be held on Monday, May 11, 2009 at 7:00 PM, at the regularly scheduled City Council Meeting, or as soon thereafter as can be heard, to hear public comments and needs regarding the Proposed 2009-2010 Fiscal Year Budget, and further, to make a copy of the proposed budget available at City Hall for public inspection during normal business hours, in accordance with provisions as set forth in the City Charter.

Discussion Ensued.

YES: Hurt, Krueger, Porath, Shumaker, Abrams, Binder, Hicks.

NO: None. Motion Declared Carried.

MEETING OPENED TO THE PUBLIC

Jamie Terrell questioned whether she still had a job. Mayor Abrams stated that he was not sure. City Manager Bueche stated that they would know more May 11, 2009.

REMARKS BY COUNCILMEMBERS:

Councilmember Krueger questioned whether a list of City assets and their values had been put together yet. City Manager Bueche stated that a list is available.

Councilmember Shumaker questioned whether the City Council receives a list of vehicles and items that go to the County auction. City Manager Bueche stated that the City has a few items that could go to auction and that he is looking into it. Mr. Shumaker asked about a \$550 charge to the Senior Center for an application for a site plan. Mr. Shumaker questioned whether or not the fee could be waived for the Senior Center. Mr. Bueche stated that he would check with the City attorney.

Councilmember Binder advised that the Air Force statue for the Veteran's Memorial was due to arrive in May.

Councilmember Hurt stated that he appreciated the letter that City Manager Bueche included at the beginning of the budget report in the Council packet.

Mayor Pro-Tem Porath expressed appreciation to City Manager Bueche and Assistant City Manager Zettel for the presentations on the budget.

Mayor Abrams talked about a press release that was issued from the Water and Waste Services in reference to a water main repair at the Kearsley Golf Course.

ADJOURNMENT:

There being no objection, Mayor Abrams declared the meeting adjourned at 10:15 p.m.

Richard Abrams, Mayor

Juanita Aguilar, City Clerk

DATE: APRIL 20, 2009
TIME: 7:00 PM
LOCATION: STATION 1
SUBJECT: SWARTZ CREEK AREA FIREBOARD AGENDA



- I. CALL TO ORDER
 - A. PLEDGE OF ALLEGIANCE
 - B. ROLL CALL - Welcome back Norvel Johnson
 - C. ELECTION OF OFFICERS:
 - Chairman -

 - Vice Chairman -

 - Secretary Treasurer -
 - D. ADDITIONS/CHANGES/DELETIONS AND AGENDA APPROVAL:
 - E. SPECIAL PRESENTATIONS/ANNOUNCEMENTS:
- II. APPROVAL OF MINUTES
 - A. FEBRUARY 16, 2009 MEETING:
Previous minutes presented referenced the wrong year. A corrected copy is being presented for approval.
 - B. MARCH 16, 2009 MEETING:
- III. CORRESPONDENCE:
 - A. MARCH INCIDENT SUMMARY REPORT:
- IV. PROFESSIONAL SERVICE REPORTS:
 - A. MARCH FINANCIAL REPORT:

 - B. MARCH BILLS LIST:
- V. COMMITTEE REPORTS:
 - A. BY-LAWS COMMITTEE - Chairman Rick Clolinger, Boots Abrams, Richard Derby, Bill Cavanaugh and Brent Cole:
 - 1. Equipment disposal policy (draft attached)
 - B. HEALTH AND SAFETY COMMITTEE: Chairman Greg Childers (Members Chief Cole, Assistant Chief Merriam, Captain Tabit, Lieut. Jones & FF VanArsdale)
- VI. OLD BUSINESS:
 - A. APPARATUS UPDATE from Battalion Chief Jack King-
 - 1. Monthly apparatus status report attached
 - 2. Annual ladder testing performed on April 7. All ladders passed.
 - B. 2008 FUND BALANCE REIMBURSEMENT:



C.

VII. NEW BUSINESS:

A. NEW MEMBERS FOR PLACEMENT ON PROBATION: none

B. MEMBERS ELIGIBLE TO COME OFF PROBATION: none

C. MEMBERS RESIGNING/TERMINATING:

1. Jerrud Howard, hired June 16, 2008, submitted an email on March 12, 2009, indicating his resignation. On March 29, Chief Cole received an email from Captain Plumb indicating Jerrud had turned in his issued equipment. As of this date, no resignation letter has been received.

Chief Cole recommends Jerrud Howard be listed as resigning from the Swartz Creek Area Fire Department effective March 29, 2009.

D. MEMBERS ELIGIBLE FOR REINSTATEMENT: none

E. TOSHIBA COPIER COST PER IMAGE AGREEMENT: Attached is a copy of the invoice to renew the maintenance agreement with Toshiba for the 12 year old copier we are currently using in the amount of \$1,831.28. Also attached is Cost Per Image agreement that calculates to \$1,782.00 for a new copier, based on 36,000 copies per year. This new agreement also includes continuing to service the current machine and transfer it to station 2 for use there and as a back up. The current maintenance agreement expires April 28, 2009.

Conversations with various copier sales representatives, including Toshiba have indicated parts are usually not available after 7 years. Since ours is 12 years old, we have been lucky, so far.

According to the current copier counter, we have averaged approximately 28,700 copies per year. The agreement is for 36,000 copies per year for 63 months. Being a usage agreement, the cost per copy is more, but we do not own or lease the machine. If the machine provided doesn't suit our needs, another one will be provided. At the end of 63 months, we can get another machine.

Since the SCAFD has neither leased or entered into a usage only type agreement, the matter is being presented to the Fireboard accordingly.

It should be noted that the SCAFD has received excellent service from Toshiba for the duration of our association.

F.

G.

VIII. GENERAL INFORMATION:

A. MUNICIPAL BILLINGS for March.

B. The flower fund balance is currently \$30.00.

C. SOG 426, Alarm Attendance Percentage Requirements, copy showing updates and copy without.

D. SOG 507, Mayday Signal, copy showing updates and copy without.

E. SOG 614 (page 3 only), Road incidents, copy showing updates and copy without.

F.

G.

IX. OPEN TO THE PUBLIC:

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

XI. CHAIN OF COMMAND APPEAL TO THE FIREBOARD:

XII. COMMENTS FROM FIREBOARD MEMBERS:

XIII. MEETING ADJOURNMENT:

REGULAR MEETING

FEBRUARY 16, 2009

SWARTZ CREEK AREA FIRE DEPARTMENT

The regular meeting of the Swartz Creek Area Fire Board was held at Station #1, February 16, 2009. Chairman, Mike Messer, called the meeting to order at 7:00p.m.

I. CALL TO ORDER:

- A. PLEDGE OF ALLEGIANCE
- B. ROLL CALL

Board Members Present:

- Chairman, Mike Messer
- Secretary/Treasurer, Boots Abrams
- Clayton Representative, Richard Derby
- Clayton Representative, Greg Childers
- City Representative, Ray Thornton
- City Representative, Dave Hurt

Board Members Absent:

- City Representative, Rick Clolinger

Staff Present:

- Fire Chief, Brent Cole
- Acct./Clerical, Kim Borse
- Attorney, Bill Cavanaugh

Staff Absent:

- Asst. Chief, Eric Merriam

Others Present:

- Jack King, Batt. Chief
- Steve Tabit, Captain
- Karen Merriam, Firefighter
- Anthony Davis, Firefighter
- Laura Angus, SC News
- Richard Abrams, City of Swartz Creek

C. AGENDA: ADDITIONS/CHANGES/DELETIONS/APPROVAL:NONE

- **Resolution 021609-01**
Motion by Dave Hurt
Second by Ray Thornton

The SCAFD Board does hereby approve the minutes of the January 19, 2009 board meeting, as presented.

YES: Abrams, Childers, Derby, Hurt, Thornton, Messer
NO: None Motion declared carried

II. APPROVAL OF MINUTES

A. JANUARY 19, 2009 BOARD MEETING

- **Resolution 021609-02**
Motion by Dave Hurt
Second by Rick Derby

The SCAFD Board does hereby approve the minutes of the January 19, 2009 board meeting, as presented.

YES: Abrams, Childers, Derby, Hurt, Thornton, Messer
NO: None Motion declared carried

III. CORRESPONDENCE:

A. JANUARY INCIDENT SUMMARY REPORT:

- **Resolution 021609-03**
Motion by Rick Derby
Second by Dave Hurt

The SCAFD Board does hereby accept the January 2009 Incident Summary, as presented

YES: Abrams, Childers, Derby, Hurt, Thornton, Messer
NO: None Motion declared carried

IV. PROFESSIONAL SERVICE REPORTS:

A. JANUARY FINANCIAL STATEMENT:

- **Resolution 021609-04**
Motion by Greg Childers
Second by Dave Hurt

The SCAFD Board does hereby approve the January 2009 financial statement, as presented

YES: Abrams, Childers, Derby, Hurt, Thornton, Messer
NO: None Motion declared carried

B. JANUARY BILLS LIST:

- **Resolution 021609-05**
 Motion by Rick Derby
 Second by Dave Hurt

The SCAFD Board does hereby approve the January 2009 bills list, as presented.

YES: Abrams, Childers, Derby, Hurt, Thornton, Messer

NO: None

Motion declared carried

V. COMMITTEE REPORTS:

- A. **BY-LAWS COMMITTEE MEETING: NONE**
- B. **HEALTH & SAFETY COMMITTEE: NONE**
- C. **FIRE CHIEF PERFORMANCE EVALUATION: Document to be submitted at next board meeting**

VI. OLD BUSINESS

- A. **APPARATUS UPDATE:**
 - 1. *Monthly report from Batt. Chief King*
- B. **FEMA GRANT STATUS: \$120,287.00 was received from the FEMA grant**
- C. **2008 FUND BALANCE REIMBURSEMENT: Hurt: City Manager stated any arrangement would have to be put in the agreement between the Municipalities. Childers has not discussed it with Supervisor yet.**

VII. NEW BUSINESS

- A. **NEW MEMBER(S) TO BE PLACED ON PROBATION: NONE**
- B. **MEMBER TO COME OFF PROBATION: NONE**
- C. **MEMBERS RESIGNING/TERMINATING: NONE**
- D. **MEMBERS ELIGIBLE FOR REINSTATEMENT: None**

VIII. GENERAL INFORMATION

- A. **MUNICIPAL BILLINGS**
- B. **FLOWER FUND IS CURRENTLY \$30.00**

IX. OPEN TO THE PUBLIC: NONE

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

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

XII. COMMENTS OF THE FIREBOARD:

Derby: None
 Thornton: None
 Hurt: None
 Abrams: None
 Childers: None
 Messer: None

XIII. ADJOURNMENT OF MEETING:

Meeting adjourned at 7:13 p.m. The next regular meeting will be 03/16/09 at Station 2 at 7:00 pm

MIKE MESSER
CHAIRMAN
SWARTZ CREEK AREA FIRE BOARD

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

REGULAR MEETING

MARCH 16, 2009

SWARTZ CREEK AREA FIRE DEPARTMENT

The regular meeting of the Swartz Creek Area Fire Board was held at Station #2, March 16, 2009. Chairman, Mike Messer, called the meeting to order at 7:00p.m.

I. CALL TO ORDER:

- A. PLEDGE OF ALLEGIANCE
- B. ROLL CALL

Board Members Present:

- Chairman, Mike Messer
- Secretary/Treasurer, Boots Abrams
- Clayton Representative, Richard Derby
- Clayton Representative, Greg Childers
- City Representative, Rick Clolinger
- City Representative, Ray Thornton
- City Representative, Dave Hurt

Board Members Absent:

Staff Present:

- Fire Chief, Brent Cole
- Asst. Chief, Eric Merriam
- Acct./Clerical, Kim Borse
- Attorney, Bill Cavanaugh

Staff Absent:

Others Present:

- Jack King, Batt. Chief
- Karen Merriam, Firefighter
- Greg Baker, Firefighter
- Norvel Johnson, Clayton Twp
- Richard Abrams, City of Swartz Creek
- Penny Messer, Clayton Twp
- Natalie Dennings, Clayton Twp

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

- **Resolution 031609-01**
Motion by Dave Hurt
Second by Rick Derby

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

YES: Abrams, Childers, Clolinger, Derby, Hurt, Thornton, Messer
NO: None
Motion declared carried

II. APPROVAL OF MINUTES

A. FEBRUARY 16, 2009 BOARD MEETING

- **Resolution 031609-02**
Motion by Boots Abrams
Second by Dave Hurt

The SCAFD Board does hereby approve the minutes of the February 16, 2009 board meeting, as presented.

YES: Abrams, Childers, Clolinger, Derby, Hurt, Thornton, Messer
NO: None
Motion declared carried

III. CORRESPONDENCE:

A. FEBRUARY INCIDENT SUMMARY REPORT:

- **Resolution 031609-03**
Motion by Rick Derby
Second by Rick Clolinger

The SCAFD Board does hereby accept the February 2009 Incident Summary, as presented

YES: Abrams, Childers, Clolinger, Derby, Hurt, Thornton, Messer
NO: None
Motion declared carried

IV. PROFESSIONAL SERVICE REPORTS:

A. FEBRUARY FINANCIAL STATEMENT:

- **Resolution 031609-04**
Motion by Boots Abrams
Second by Ray Thornton

SWARTZ CREEK AREA FIRE DEPARTMENT BOARD MEETING

MARCH 16, 2009

The SCAFD Board does hereby approve the February 2009 financial statement, as presented

YES: Abrams, Childers, Clolinger, Derby, Hurt, Thornton, Messer

NO: None Motion declared carried

B. FEBRUARY BILLS LIST:

- **Resolution 031609-05**

Motion by Dave Hurt

Second by Greg Childers

The SCAFD Board does hereby approve the February 2009 bills list, as presented.

YES: Abrams, Childers, Clolinger, Derby, Hurt, Thornton, Messer

NO: None Motion declared carried

V. COMMITTEE REPORTS:

A. BY-LAWS COMMITTEE MEETING:

1. *Equipment disposal: Chairman Clolinger stated there would be a draft submitted next month*

B. HEALTH & SAFETY COMMITTEE: NONE

C. FIRE CHIEF PERFORMANCE EVALUATION:

- **Resolution 031609-05**

Motion by Boots Abrams

Second by Greg Childers

The SCAFD Board does hereby accept the Fire Chief Evaluation, as presented.

YES: Abrams, Childers, Clolinger, Derby, Hurt, Thornton, Messer

NO: None Motion declared carried

VI. OLD BUSINESS

A. APPARATUS UPDATE:

1. *Monthly report from Batt. Chief King*

B. 2008 FUND BALANCE REIMBURSEMENT: Childers: Supervisor canceled meeting, has not re-scheduled

VII. NEW BUSINESS

A. NEW MEMBER(S) TO BE PLACED ON PROBATION: NONE

B. MEMBER TO COME OFF PROBATION: NONE

C. MEMBERS RESIGNING/TERMINATING: NONE

D. MEMBERS ELIGIBLE FOR REINSTATEMENT: NONE

VIII. GENERAL INFORMATION

A. MUNICIPAL BILLINGS

B. FLOWER FUND IS CURRENTLY \$30.00

C. SC CHAMBER OF COMMERCE THANK YOU

D. SOG 308

E. SOG 614

F. GENESEE COUNTY 911 LETTER

IX. OPEN TO THE PUBLIC:

P. Messer: Recognized this as B. Abrams last meeting
Proud of her lengthy service

D. Abrams: Recognized B. Abrams' 26 years of service on fire board
Happy Retirement

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

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

XII. COMMENTS OF THE FIREBOARD:

Abrams: gave a retirement speech (included in official packet)

Childers: Thank you to Boots for her service

Thornton: Thank you to Boots and welcome to Norvel Johnson, Clayton Twp's representative

Hurt: Thank you to Boots

Derby: Served 12 years with Boots, going to miss her

Clolinger: Thank you to Boots, she's been a real help to him on the board

Proud to have a relationship with her and of her community involvement

Messer: Also served 12 years with Boots, not sure how the board will function without her

XIII. ADJOURNMENT OF MEETING:

Meeting adjourned at 7:35 p.m. The next regular meeting will be 04/20/09 at Station 1 at 7:00 pm

MIKE MESSER
CHAIRMAN
SWARTZ CREEK AREA FIRE BOARD

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

42

SWARTZ CREEK AREA FIRE DEPT, SWARTZ CREEK MICHIGAN 48473

Incident Log for 03/01/2009 through 03/31/2009

Printed: 04/15/2009

Inc. No. - Exp. Location	Date	Disp. Time	Sta. Incident Type	Owner Name	No. Resp Prop. Loss	Disp. to Enrte. Min.	Resp. Min. Cont. Loss	Officer in Charge	Total Hr:Min:Sec
0000021-000 7116 Lou Mac DR	03/01/2009	15:39	2 113 Stove Fire, AMA rec'd		26 \$ 0	0.00 \$ 0	8.00		0:31:00
0000022-000 Duffield and at Grand Blanc Rd	03/02/2009	20:55	12 611 AMA to Gaines, canceled		26 \$ 0	0.00 \$ 0	8.00		0:15:00
0000023-000 12412 Old Corunna RD MR David George	03/04/2009	13:20	2 143 Grass fire	MR David George	13 \$ 0	0.00 \$ 0	10.00	MERRIAM, ERIC M - ASSISTANT	0:55:00
0000024-000 9386 W Carpenter RD MR Robert Bates	03/05/2009	19:31	12 611 AMA to Flushing, Cancelled	MR Robert Bates	18 \$ 0	0.00 \$ 0	13.00	MERRIAM, ERIC M - ASSISTANT	0:44:00
0000025-000 7336 Miller RD	03/08/2009	14:53	1 444 Cable line on vehicle		18 \$ 0	0.00 \$ 0	4.00	KING, JACK L - BATT CHIEF	0:15:00
0000026-000 12472 Lennon RD	03/08/2009	17:26	2 444 Power line down		29 \$ 0	0.00 \$ 0	11.00	KING, JACK L - BATT CHIEF	0:34:00
0000027-000 Directions 1072 S Elms; north of 1072 S. Elms	03/08/2009	19:13	2 445 Arcing, shorted electrical		28 \$ 0	0.00 \$ 0	4.00	MERRIAM, ERIC M - ASSISTANT	0:20:00
0000028-000 Directions Bristol; I-69	03/12/2009	11:36	1 621 Incident in Flint Twp		17 \$ 0	0.00 \$ 0	11.00	COLE, BRENT D - CHIEF	0:36:00
0000029-000 12480 Miller RD MR Timothy Habermehl	03/12/2009	20:31	1 114 Chimney or flue fire, confined to	MR Timothy Habermehl	24 \$ 0	0.00 \$ 0	12.00	COLE, BRENT D - CHIEF	1:03:00
0000030-000 Directions E Interstate 69; Near Nichols MS Alexandra C French	03/15/2009	11:47	1 463 Vehicle accident, general cleanup	MR Paul and Kelly French	25 \$ 1,000	5.00 \$ 0	13.00	KING, JACK L - BATT CHIEF	1:38:00
0000031-000 Adjacent to 4498 S VanVleet RD MS Theresa Robitaille	03/17/2009	17:17	1 622 Report of burning unfounded		15 \$ 0	0.00 \$ 0	8.00	KING, JACK L - BATT CHIEF	0:24:00
0000032-000 Directions Elms; Miller Rd	03/18/2009	15:34	1 622 Grass Fire = unfounded		10 \$ 0	0.00 \$ 0	6.00	KING, JACK L - BATT CHIEF	0:16:00
0000033-000 Directions E I-69; Duffield Rd MR Jeremy L Wilhelm	03/20/2009	00:27	1 132 Semi Tractor fire-out	MR Jeremy L Wilhelm	22 \$ 0	0.00 \$ 0	11.00	KING, JACK L - BATT CHIEF	0:34:00

5

Incident Log for 03/01/2009 through 03/31/2009

Inc. No. - Exp. Location	Date	Disp. Time	Sta.	Incident Type	Owner Name	No. Resp Prop. Loss	Disp. to Enrte. Min.	Resp. Min. Cont. Loss	Total Hr:Min:Sec
0000034-000 4184 W Pierson RD	03/20/2009	22:31	12 111	MA=MMTFD#2 Econo Lodge		25 \$ 0	0.00	19.00 \$ 0	6:59:00
Officer in Charge									
TREIGER, MICHAEL P - LIEUTENANT									
0000035-000 5331 Ruben ST	03/22/2009	19:42	12 571	MA Moveup to Flnt Twp #1		25 \$ 0	0.00	15.00 \$ 0	2:18:00
Officer in Charge									
Jones, David A - LIEUTENANT									
0000036-000 7055 Miller RD MR Ken Mertier	03/23/2009	20:54	1 111	Building fire	MS Rene Sturk	28 \$ 0	0.00	6.00 \$ 0	1:01:00
Officer in Charge									
MERRIAM, ERIC M - ASSISTANT									
0000037-000 7287 109th ST MR Leonard Palmatier	03/25/2009	17:16	12 111	AMA to Flushing	MR Leonard Palmatier	21 \$ 0	0.00	16.00 \$ 0	1:24:00
Officer in Charge									
MERRIAM, ERIC M - ASSISTANT									
0000038-000 3291 S VanVleet RD MR John Sierakowski	03/28/2009	15:12	1 111	Unattached garage fire	MR John Syerakowski	24 \$ 0	0.00	7.00 \$ 0	2:18:00
Officer in Charge									
COLE, BRENT D - CHIEF									
0000039-000 2370 N Nichols RD MR Dale Cartasen	03/29/2009	00:04	2 745	Alarm activation, wrong keypad #	MR Dale Cartasen	11 \$ 0	0.00	10.00 \$ 0	0:37:00
Officer in Charge									
COLE, BRENT D - CHIEF									
Incidents by Shift Including Exposures									
	No. Resp.	Total Hr:Min	Prop. Loss	Cont. Loss	0	1	2	3	4
Totals:	405	22:42:00	\$ 1,000	\$ 0	0	7	10	2	0

The total number of incidents, including exposure fires is 19.

The number of exposure fires is 0.

6

SWARTZ CREEK AREA FIRE DEPARTMENT
Income/Expense Report
For the Three Months Ending March 31, 2009

	Description	Current Mth	Y-T-D	Budget	Remain.Budget	% Budget
Revenues						
3582	OPERATING CONTRIBU	5,260.65	100,717.09	251,860.00	151,142.91	(0.40)
3583	EQUIPMENT CONTRIBU	0.00	22,920.00	45,840.00	22,920.00	(0.50)
3628	MISC. INCOME (SUNDR	0.00	119,548.00	0.00	(119,548.00)	0.00
3664	INVESTMENT INCOME	12.59	43.59	300.00	256.41	(0.15)
3673	SALE OF FIXED ASSETS	0.00	0.00	0.00	0.00	0.00
	Total Revenues	5,273.24	243,228.68	298,000.00	54,771.32	(0.82)
Expenses						
4703	SOCIAL SECURITY	841.35	3,014.25	11,500.00	8,485.75	0.26
4704	STAFF SALARIES	3,320.43	9,823.90	45,750.00	35,926.10	0.21
4705	MAIN/TRAIN-SALARIES	1,100.71	2,257.19	15,000.00	12,742.81	0.15
4706	OFFICER SALARIES	1,250.00	2,500.00	15,000.00	12,500.00	0.17
4707	FIREFIGHTERS SALARY	5,327.29	11,957.65	74,000.00	62,042.35	0.16
4708	DEFERRED COMPENSA	212.75	476.75	5,900.00	5,423.25	0.08
4709	MEDICAL-FIREFIGHTER	445.00	1,300.00	6,700.00	5,400.00	0.19
4727	OFFICE SUPPLIES	143.28	1,083.63	2,900.00	1,816.37	0.37
4728	BUILDING SUPPLIES	218.55	664.75	900.00	235.25	0.74
4740	OPERATING SUPPLIES	0.00	0.00	0.00	0.00	0.00
4741	EQUIPMENT SUPPLIES	852.57	1,348.02	8,650.00	7,301.98	0.16
4801	CONTRACT SERVICES	50.00	150.00	7,700.00	7,550.00	0.02
4820	80th Anniversary	0.00	0.00	0.00	0.00	0.00
4850	COMMUNICATIONS	287.27	919.63	4,200.00	3,280.37	0.22
4910	INSURANCE	0.00	18,097.00	29,900.00	11,803.00	0.61
4920	UTILITIES	1,896.34	4,189.53	17,000.00	12,810.47	0.25
4960	EDUCATION & TRAININ	144.99	439.99	7,060.00	6,620.01	0.06
4970	OFFICE EQUIPMENT	0.00	0.00	240.00	240.00	0.00
4976	FIRE EQUIPMENT	713.16	127,296.96	23,500.00	(103,796.96)	5.42
4978	FIRE EQUIP.-MAINT/REP	279.84	356.34	18,700.00	18,343.66	0.02
4979	FIRE EQUIPMENT-UPGR	0.00	244.96	1,750.00	1,505.04	0.14
4981	APPARATUS	0.00	0.00	0.00	0.00	0.00
4982	Loose Equip. New Apparatu	0.00	0.00	0.00	0.00	0.00
4983	Misc. Upgrades	0.00	0.00	0.00	0.00	0.00
4984	COMPUTER EQUIPMEN	0.00	0.00	900.00	900.00	0.00
4988	COMPUTER SOFTWARE/	0.00	300.00	750.00	450.00	0.40
4999	RESERVE	0.00	0.00	0.00	0.00	0.00
	Total Expenses	17,083.53	186,420.55	298,000.00	111,579.45	0.63
	Net Income/<Loss>	(11,810.29)	56,808.13	0.00		
3400	FUND BALANCE-Beginni	0.00	35,080.21	0.00		
	Fund Balance-End of Year	(11,810.29)	91,888.34	0.00		

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

					31-Mar-09
DATE:	CHECKS	PAYEE:	AMT	ACCT	TRANSACTION DESCRIPTION
3/9/2009	15010	CHARTER COMMUNICATIONS	\$43.21	4850	PHONE SVCS-STA 2
3/9/2009	15011	CHASE	\$2,782.07	22021	0209 SOC. SEC.
3/9/2009	15012	CLAYTON TWP	\$28.06	4920	SEWER-STA 2
3/9/2009	15013	SCAFA	\$451.00	22024	ASSOC DUES
			\$24.00	22025	ASSOC PAGERS
3/9/2009	15014	FRIEND OF THE COURT	\$15.39	22026	FRIEND OF THE COURT
3/9/2009	15015	GIL ROYS	\$2.18	4728	BUILDING SUPPLIES
			\$12.64	4741	EQUIP. SUPPLIES
3/9/2009	15016	ICMA	\$467.76	22023	DF COMP EE PORTION
			\$212.75	4708	DF COMP ER PORTION
3/9/2009	15017	MCLAREN	\$448.00	4709	PHYSICALS
3/9/2009	15018	TRUDY ONORE	\$50.00	4801	STATION 1 CLEANING
3/9/2009	15019	PAYROLL	\$6,748.89	1002	PAYROLL-FF & STAFF
3/9/2009	15020	SOUTHWEST BRAKES	\$64.28	4741	EQUIP. SUPPLIES
3/9/2009	15021	STATE OF MICHIGAN	\$405.72	22022	02/09 STATE TAX
3/9/2009	15022	VALLEY PETROLEUM	\$227.24	4741	FUEL
3/16/2009	15023	CITY OF SW. CREEK	\$1,228.46	4920	STATION 1 UTILITIES
3/16/2009	15024	COMCAST	\$188.85	4850	PHONE/INTERNET-STA 1
3/16/2009	15025	CONSUMERS ENERGY	\$639.82	4920	UTILITIES-STA 2
3/16/2009	15026	DOUGLASS SAFETY	\$46.00	4741	WAIST BELT EXTENDER
			\$5.70	4727	SHIPPING
3/16/2009	15027	VISA	\$164.97	4741	EQUIPMENT SUPPLIES
			\$35.13	4727	SHIPPING
			\$40.00	4709	SAFETY LENSES
			\$125.00	4960	OFFICER CLASS
3/16/2009	15028	SCAFA	\$12.00	4850	CHIEFS' PAGERS
3/16/2009	15029	POSTMASTER	\$126.00	4727	STAMPS
3/23/2009	15030	FLUSHING LAWN & TRACTOR	\$84.84	4978	CHAINSAW MAINT.
3/23/2009	15031	FRONT LINE	\$150.00	4978	SWING OUT REPAIR KIT
			\$5.95	4727	SHIPPING
3/23/2009	15032	ICMA	\$69.42	22023	DF COMP EE PORTION
3/23/2009	15033	J&K CANVAS	\$45.00	4978	TARP
3/23/2009	15034	LOWES	\$43.15	4741	EQUIPMENT SUPPLIES
			\$216.37	4728	BUILDING SUPPLIES
3/23/2009	15035	NYE UNIFORM	\$540.36	4741	BATTERIES,ARMOR ALL, MICROPHONE
			\$8.32	4727	SHIPPING
3/23/2009	15036	OFFICE MAX	\$9.99	4960	FLASH DRIVE FOR TRAINING
3/23/2009	15037	PAYROLL	\$1,187.34	1002	PAYROLL-STAFF
3/30/2009	15038	CHARTER COMMUNICATIONS	\$43.21	4850	PHONE-STA 2
3/30/2009	15039	NYE UNIFORM	\$172.80	4976	UNIFORM PINS
			\$6.70	4727	SHIPPING

8

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

3/30/2009	15040	SCAFA	\$10.00	4960	SMOKE MACHINE-TRAINING
3/30/2009	15041	VALLEY PETROLEUM	\$294.29	4741	FUEL
			(\$2,782.07)	22021	02/09 SOC SEC
			(\$405.72)	22022	02/09 STATE TAX
			\$2,506.30	22021	02/09 SOC SEC PAYABLE
			\$369.68	22022	02/09 STATE TAX PAYABLE
			(\$43.00)	4709	OVERCHARGE FOR PHYSICAL
			(\$44.52)	4727	VOID P/R CHECK
		TOTAL	\$17,083.53		
VOID CHECKS:					

SWARTZ CREEK AREA FIRE DEPARTMENT DISPOSAL OF DEPARTMENT PROPERTY POLICY

I. SCOPE

This policy shall govern the disposition of the Swartz Creek Area Fire Department's surplus, obsolete or unused supplies, materials and equipment that appears on the Department's Inventory List as submitted to the Fire Board.

II. DEFINITIONS

DISPOSAL/DISPOSITION: The act of getting rid of something unwanted by sale, trade—in, donation, transfer or destruction.

SURPLUS: The amount of supplies, materials or equipment that remain when use or need is satisfied.

UNUSED: Supplies, materials or equipment not put to use.

OBSOLETE: Supplies, materials or equipment no longer in use or no longer useful, but possessing some value.

OBSOLETE WITH ZERO VALUE: Supplies, materials or equipment that are obsolete but which, due to its condition or state of repair, has a zero value.

PUBLIC CORPORATION: The term "public corporation" means a corporation formed solely for public and governmental purposes.

III. RESPONSIBILITIES OF DEPARTMENT FIRE CHIEF AND EMPLOYEES

1. It shall be the responsibility of Fire Chief and employees to refrain from the destruction, transfer or sale (hereafter "disposition") of the Department's surplus, obsolete or unused supplies, materials and equipment except when such disposition is made in compliance with the requirements of this policy and, further, in compliance with applicable State law.
2. The Fire Chief shall maintain records of the disposition of surplus, obsolete or unused supplies, materials or equipment in accordance with this policy.
3. The Fire Chief shall make a good faith effort to estimate the reasonable market value of the property to be disposed of.

4. The Board shall not sell any Department property to an officer or employee of the Department unless the following requirements are met:
 - a. the employee is the highest responsible bidder at a public auction and he/she is not directly involved in the auction; or
 - b. the employee is the highest responsible bidder following the solicitation of competitive bids pursuant to law and provided he/she is not directly involved in the sealed bid process.
5. **Swartz Creek Fire Board approval shall be obtained prior to the transfer or disposal of any property or material, the approval shall include the method of disposal of such property or material.**
6. **When the Board deems it appropriate, a statement of use and a hold harmless agreement shall be obtained from the persons, organization or public entity receiving property disposed of by the Swartz Creek Area Fire Department.**

IV. TRANSFERS TO PUBLIC CORPORATIONS

Swartz Creek Fire Board approval shall be obtained prior to any transfer of property or materials owned by the Department to a "public corporation" for a "nominal consideration" or without consideration.

V. SOLICITATION OF SEALED BIDS OR OBTAINING QUOTATIONS FOR THE SALE OF DEPARTMENT PROPERTY

<u>Estimated Fair-Market Value</u>	<u>Requirement</u>
Over \$15,000	Solicitation of sealed bids by public notice
Between \$10,000 and \$15,000	Solicitation of sealed bids or by obtaining two or more quotations or at public auction. Negotiation is permissible when obtaining quotations. Quotations must be kept on file for at least one year.
Between \$1000 and \$10,000	Obtaining at least two quotations or at public auction. Quotations must be kept on file for at least one year.
Less than \$1,000	Obtaining quotations or at public auction, or on

the open market.

RECORD OF TRANSFER/SALE OF SURPLUS, OBSOLETE OR UNUSED SUPPLIES, MATERIALS OR EQUIPMENT

DEFINITIONS

SURPLUS: The amount of supplies, materials or equipment that remain when use or need is satisfied.

UNUSED: Supplies, materials or equipment not put to use.

OBSOLETE: Supplies, materials or equipment no longer in use or no longer useful, but possessing some value.

OBSOLETE WITH ZERO VALUE: Supplies, materials or equipment that are obsolete but which, due to its condition or state of repair, has a zero value and can be destroyed and disposed of as waste.

DESCRIPTION OF PROPERTY:

(DESIGNATE TYPE, VALUE & INVENTORY #)

SURPLUS: _____ ESTIMATED VALUE: _____

SUPPORTING ESTIMATES OF VALUE ATTACHED YES NO

UNUSED: _____ ESTIMATED VALUE: _____

SUPPORTING ESTIMATES OF VALUE ATTACHED YES NO

OBSOLETE: _____ ESTIMATED VALUE: _____

SUPPORTING ESTIMATES OF VALUE ATTACHED YES NO

OBSOLETE WITH ZERO VALUE: _____

VALUE IS ESTIMATED TO BE ZERO BECAUSE: _____

SIGNED: _____ DATED: _____

OPTIONS TO DISPOSE OF SUPPLIES, MATERIALS OR EQUIPMENT:

_____ Transfer to the _____ Department (designate specific City or Township department to receive transfer).

_____ Transfer to any Department in the City of Swartz Creek or the Township of Clayton having a need for the same.

_____ To sell the property in accordance with applicable procedures in the event no City or Township Department requests transfer of the same

_____ To obtain a determination that the property is obsolete with zero value and to approve its disposition as solid waste.

INSTRUCTIONS:

1. Create an official file entitled DISPOSITION OF PERSONAL PROPERTY or the equivalent and retain records of personal property dispositions according to the retention schedule.
2. If there are any unusual circumstances presenting a hardship or emergency, present information here:

3. The proceeds of any sale (**checks made payable to the Swartz Creek Area Fire Department**) is deposited with the **through the** Treasurer into the general funds of the City of Swartz Creek and Clayton Township **Fire Department's "Sale of fixed assets revenue account 3673"**.

REQUIREMENTS OF SALE

If the estimated value exceeds \$15,000, competitive, sealed bids must be sought.

If the value is estimated to exceed \$1000.00 but less than \$15,000.00, sale may be made by sealed bid or by direct negotiation upon the open market provided that two quotes are obtained and the sale is made to the highest bidder;

If the estimated value is less than \$1,000.00, sale may be made by obtaining quotations, at public auction, or on the open market. Sealed bids are not required.

SIGNED: _____ DATED: _____

TRANSFER/ SALE FORM

_____ The following property: _____ was transferred to the _____ Department of the Township/City of _____.

_____ The following property: _____ was sold to:

Name: _____

Address: _____

Sum: \$ _____

The money (checks made payable to the Swartz Creek Area Fire Department) was deposited with the Treasurer into the _____ fund.

SIGNED: _____ DATED: _____

TOSHIBA

BUSINESS SOLUTIONS

Michigan

Quote Number:
 Document Date: 4/9/09
 Customer Number: 615437/1
 Payment Term: 30 NET

BILL TO
 CITY OF SWARTZ CREEK
 SWARTZ CREEK FIRE DEPT
 8100 B CIVIC DRIVE
 SWARTZ CREEK, MI 48473

CONTRACT #	CALL #	REPRESENTATIVE	CONTRACT TYPE
264157-001			4AIN
CONTRACT DESCRIPTION	STATUS	PO NUMBER	
MTR-LPDT-ANL/ANL			

MODEL	SERIAL NUMBER	ID NUMBER	QTY	DESCRIPTION	START METER	END METER	AMOUNT
T2860	RB715297	15297	36,000	COPIES	322,859		\$1831.28
COMMENTS				SUBTOTAL			
BASE EFFECTIVE 4/28/09 - 4/29/10				TAX			
36,000 COPIES @ .050869				TOTAL		\$ 1831.28	
OVERAGES @ .050869							
INCLUDES LABOR, PARTS, DRUM & TONER							

PLEASE RETURN DUPLICATE WITH REMITTANCE	PLEASE REMIT TO: TOSHIBA BUSINESS SOLUTIONS 48679 ALPHA DRIVE SUITE 100 WIXOM, MI 48393
	TOTAL DUE \$ 1,831.28

15



This document is written in "Plain English." The words Lessee, you, and your refer to the customer. The words Lessor, we, us, and our refer to Toshiba Financial Services. Every attempt has been made to eliminate confusing language to create a simple, easy-to-read document.

APPLICATION NUMBER	AGREEMENT NUMBER
--------------------	------------------

CONTACT INFORMATION			
Legal Company Name:		Fed. Tax ID #:	
Contact Person:	Bill-To Phone:	Bill-To Fax:	
Billing Address:	City:	State:	Zip:
Equipment Location (if different than above):	City:	State:	Zip:

CONTACT INFORMATION	
Contact Name:	Subsidiary Location:

ITEM DESCRIPTION	SERIAL NUMBER	STARTING METER
1. Toshiba eStudio 237 System MR3019, KD1022, MY1028, MY1027, MD0103,		
2. GH1060, GA1190, GA1200 & GJ1040		
3. Toshiba 2860 (Service only asset)		
4.		
5.		
6.		

TERMS AND CONDITIONS					
Number of Months: 63		Security Deposit: \$ 0		<input type="checkbox"/> Received	
B&W IMAGES	*Cost Per Image \$.0495	Payment Includes: 3,000	Images Per Month	*Excess Images at \$.0495	Per Image
COLOR IMAGES	*Cost Per Image \$ 0	Payment Includes: 0	Images Per Month	*Excess Images at \$ 0	Per Image
Excess Images Billed: <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly					
Documentation Fee: \$75.00 (Included in First Invoice)				<input type="checkbox"/> See attached form (Schedule "A") for Additional Equipment	
* Plus Applicable Taxes					

THIS IS A NONCANCELABLE / IRREVOCABLE AGREEMENT. THIS AGREEMENT CANNOT BE CANCELLED OR TERMINATED.

LESSOR ACCEPTANCE			
Toshiba Financial Services	Signature:	Title:	Date:

CUSTOMER ACCEPTANCE			
Print Name:	Signature:	Title:	Date:

PERSONAL GUARANTEE			
To induce us to enter into this Lease, the undersigned jointly and severally unconditionally guarantees to us the prompt payment when due of all lessee's obligations to us under the Lease. We will not be required to proceed against the lessee or the Equipment or enforce any other remedy before proceeding against the undersigned. The undersigned agrees to pay all reasonable attorney's fees and other expenses incurred by us by reason of default by lessee or the undersigned. The undersigned waives notice of acceptance hereof and of all other notices or demands of any kind to which the undersigned may be entitled. The undersigned consents to any extensions or modification granted to us and the release and/or compromise of any obligations of lessee or any other obligors and guarantors without in any way releasing the undersigned from his or her obligations hereunder. The obligations of the undersigned shall continue even if the lessee becomes insolvent or bankrupt or is discharged from bankruptcy, and the undersigned agrees not to seek to be repaid by lessee in the event the undersigned must pay us. This is a continuing Guaranty and shall not be discharged or affected by death of the undersigned, shall bind the heirs, administrators, representatives, successors and assigns of undersigned, and may be enforced by or for the benefit of any assignee or successor of us. The undersigned and we waive insofar as permitted by law any trial by jury for any action between the parties.			
Print Name of 1st Guarantor:	Signature:	Date:	
Print Name of 2nd Guarantor:	Signature:	Date:	

116

TERMS AND CONDITIONS

- Lease Agreement:** You agree to lease from us the equipment described under "ITEM DESCRIPTION" and on any attached Schedule (hereinafter, with all replacement parts, repairs, additions and accessories, referred to as the "Equipment") and as modified by Supplements to this Lease from time to time signed by you and us. You authorize us to insert or correct missing information on this Lease, including your accurate legal name, serial numbers and any other information describing the Equipment. You authorize us to change the amount of each lease payment by not more than 15% due to changes in the equipment configuration which may occur prior to our acceptance of this lease. We will send you copies of any changes.
- Toshiba Quality Commitment:** The Toshiba Equipment is covered by the terms of the Toshiba Quality Commitment, a copy of which may be obtained from your Toshiba Business Solutions provider.
- Title to Equipment:** We own the Equipment and you have the right to use it under the terms of this Lease.
- Lease Commencement:** This Lease will commence upon your acceptance of the applicable Equipment. When you receive the Equipment, you agree to inspect it and verify your acceptance by telephone or, at our request, by delivery of written evidence of acceptance satisfactory to us. Upon acceptance, your obligations under this Lease will become absolute and unconditional, and are not subject to cancellation, reduction or setoff for any reason whatsoever. All payments will be made to us in accordance with the applicable Schedule at our address or at such other place as we may designate in writing. For any payment that is not received by its due date, you agree to pay a late charge equal to the higher of 10% of the amount due or \$22 (not to exceed the maximum allowed by law) as reasonable collection costs.
- Security Deposit:** The security deposit is non interest bearing and is to secure your performance under this Agreement. Any security deposit made may be applied by us to satisfy any amount owed by you, in which event you will promptly restore the security deposit to its full amount as set forth above. If all conditions are fully completed with and provided you have not been in default of this Agreement per the Default section, the security deposit will be refunded to you after the return of the equipment in accordance with the Return of Equipment section.
- Image Charges:** Each month during the Term of this Lease, you agree to remit to us the Lease Payment and all other sums when due and payable to the address we provide to you from time to time. In return for the Lease Payment, you are entitled to produce the Minimum Number of Images for each applicable Image Type each month. You also agree to pay us the Excess Per Image Charge for each metered image that exceeds the applicable Minimum Number of Images. We reserve the right to estimate the number of images used if you do not provide us with meter readings within seven (7) days of request. We will adjust the estimated charge for excess images upon receipt of actual meter readings. Notwithstanding any adjustments, you will never remit to us less than the Payment each month. You agree that we reserve the right to increase the Lease Payment and/or the Excess Per Image Charge each year during the Term of the Schedule by an amount not to exceed ten percent (10%) of the Lease Payment and/or the Excess Per Image Charge in effect at the end of the prior annual period. At our option, you will (a) provide us by telephone or facsimile the actual meter readings when requested by us, (b) allow us (or our agent) access to the Equipment to obtain meter readings, or (c) allow us (or our agent) to attach an automatic meter reading device to the Equipment. We may audit the automatic meter reading device periodically. If you have a dispute with TBS, you continue to pay us all Lease Payments and Excess Per Image Charges without deductions or withholding any amounts.
- Maintenance, Service and Supplies:** TBS agrees to provide Full Service Maintenance during normal business hours including all toner, developer and parts necessary to produce images. You must purchase paper and staples separately. You acknowledge that (a) we are not responsible for any service, repair or maintenance of the Equipment and (b) we are not a party to any service maintenance agreement. You agree to pay for service maintenance outside of the TBS's normal business hours and for service required by your negligence or misuse of the Equipment at TBS's customary rates. We may charge you a supply freight fee to cover our cost of shipping supplies to you.
- WARRANTY DISCLAIMER: WE MAKE NO WARRANTY EXPRESS OR IMPLIED, INCLUDING THAT THE EQUIPMENT IS FIT FOR A PARTICULAR PURPOSE OR THAT THE EQUIPMENT IS MERCHANTABILITY. YOU AGREE THAT YOU HAVE SELECTED EACH ITEM OF EQUIPMENT AND TBS BASED UPON YOUR OWN JUDGMENT AND DISCLAIM ANY RELIANCE UPON ANY STATEMENTS OR REPRESENTATIONS MADE BY US. YOU LEASE THE EQUIPMENT "AS IS." NO REPRESENTATION OR WARRANTY OF TBS WITH RESPECT TO THE EQUIPMENT WILL BIND US, NOR WILL ANY BREACH THEREOF RELIEVE YOU OF ANY OF YOUR OBLIGATIONS HEREUNDER. YOU AGREE THAT WE WILL NOT BE RESPONSIBLE TO PAY YOU ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES FOR ANY DEFAULT BY US UNDER THIS LEASE.**
- Statutory Finance Lease:** You agree that this Lease qualifies as a statutory finance lease under Article 2A of the Uniform Commercial Code. To the extent you are permitted by applicable law, you waive all rights and remedies conferred upon a lessee by Article 2A (sections 500-522) of the Uniform Commercial Code.
- Security Interest:** If this Lease is deemed to be a secured transaction, you grant us a security interest in the Equipment to secure all your obligations under this Lease.
- Use, Maintenance and Repair of Equipment: YOU WILL USE THE EQUIPMENT ONLY IN THE LAWFUL CONDUCT OF YOUR BUSINESS AND NOT FOR PERSONAL, HOUSEHOLD OR FAMILY PURPOSES.** You will not move the Equipment from the equipment location listed in this agreement or on the schedule without our advance written consent. You will give us reasonable access to the Equipment so that we can check the Equipment's existence, condition and proper maintenance. At your cost, you will keep the Equipment in good repair, condition and working order, ordinary wear and tear excepted. You will not make any permanent alterations to the Equipment. You will keep the Equipment free and clear of all liens. You assign to us all of your rights, but none of your obligations, under any purchase agreement for the Equipment. We assign to you all our rights under any TBS warranties, so long as you are not in default.
- Taxes and Lease Charges:** You agree to pay all taxes, costs and expenses incurred by us as a consequence of the ownership, sale, lease or use of the Equipment, including all sales, use and documentary stamp taxes.
- Indemnity:** You will indemnify and hold us harmless from any and all liability, damages or loss, including reasonable attorney's fees, arising out of the ownership, use, condition or possession of the Equipment, except to the extent directly caused by our gross negligence or willful misconduct. This Indemnity will survive the termination of this Lease.
- Risk of Loss; Insurance:** You are responsible for the risk of loss or for any destruction of or damage to the equipment. No such loss or damage relieves you from the payment obligations under any Lease. You will keep the Equipment insured against all risks of loss or damage for not less than the replacement cost of the Equipment naming us as additional insured and loss payee. You will also carry public liability insurance naming us as additional insured. Upon request, you will provide us a certificate or other evidence of insurance acceptable to us. Should you fail to provide proof of insurance prior to commencement of this agreement, We reserve the right to enroll you in our property damage coverage program and bill you a monthly property damage surcharge of up to .0035 of the equipment cost for your failure to provide proof of insurance as required under this agreement. This charge will cover in part our administrative costs, credit risk and other costs and may include a profit. If any of the Equipment is lost, stolen or damaged you will, at our option and cost, either (a) repair the item or replace the item with a comparable item reasonably acceptable to us or (b) pay us the sum set forth in the Remedies section.
- Right to Perform:** If you fail to comply with any provision of this Lease, we may, at our option, perform such obligations on your behalf. Upon invoice you will reimburse us for all costs incurred by us to perform such obligations.
- Representations:** (a) You represent and warrant to us that (1) you have the lawful power and authority to enter into this Lease, and (2) the individuals signing this Lease have been duly authorized to do so on your behalf, (3) you will provide us such financial information as we may reasonably request from time to time, (4) all financial information provided (or to be provided) is (or will be) accurate and complete in all material respects, (5) you will promptly notify us in writing if you move your principal place of business or there is a change in your name, state of formation, or ownership, and (b) you will take any action we reasonably request to protect our rights in the Equipment. (b) We represent and warrant to you that (1) we have the lawful power and authority to enter into this Lease, and (2) the individuals signing this Lease have been duly authorized

to do so on our behalf.

- Default:** You will be in default under this Lease if: (a) we do not receive any payment due under this Lease within ten (10) days after its due date, (b) you fail to meet any of your obligations in this Lease (other than payment obligations) and do not correct such default within 10 days after we send you written notice of such default, (c) you become insolvent, are liquidated or dissolved, merge, transfer a material portion of your ownership interests or assets, stop doing business, or assign rights or property for the benefit of creditors, (d) a petition is filed by or against you under any bankruptcy or insolvency law, (e) any representation made by you is false or misleading in any material respect, or (f) you default on any other agreement with us or our assigns.
- Remedies:** If you are in default, we may, at our option, do any or all of the following: (a) retain your security deposit, if any, (b) terminate this Lease, (c) require that you pay (1) all amounts due and payable by you or accrued under each Lease, plus (2) the present value of all remaining payments to become due under this Lease (discounted at 6% or the lowest rate allowed by law), and (3) (i) the amount of any purchase option and, if none is specified, 20% of the original equipment cost, which represents our anticipated residual value in the Equipment or (ii) return the Equipment to a location designated by us and pay to us the excess, if any, of the amount payable under clause (3) above over the Fair Market Value of the returned Equipment as determined by us in our reasonable discretion, (d) recover interest on any unpaid balance at the rate of 3% per annum, and (e) exercise any other remedies available to us at law or in equity. You agree to pay our reasonable attorney's fees and actual court costs including any cost of appeal. If we have to take possession of the Equipment, you agree to pay the cost of repossession.
- Purchase Option:** At the end of this Term provided you are not in default, and upon 30 days prior written notice from you, you will either (a) return all the Equipment, or (b) purchase all the Equipment as is, without any warranty to condition, value or title for the Fair Market Value of the Equipment plus applicable sales and other taxes.
- Automatic Renewal:** This Lease will automatically continue on a month-to-month basis unless canceled by either party upon 30 days' prior written notice from you, and you shall pay us the same lease payments and lease charges as applied during the Term until the Equipment is returned to us or you pay us the applicable purchase price (and taxes).
- Return of Equipment:** If (a) a default occurs, or (b) you do not purchase the Equipment at the end of the term pursuant to a stated purchase option, you will immediately return the Equipment to any location(s) we may designate in the continental United States. The Equipment must be returned in "Average Saleable Condition" and properly packed for shipment in accordance with our recommendations or specifications, freight prepaid and insured. "Average Saleable Condition" means that all of the Equipment is immediately available for use by a third party, other than you, without the need for any repair or refurbishment. All Equipment must be free of markings. You will pay us for any missing or defective parts or accessories.
- Assignment:** We may, without your consent, assign or transfer any Equipment or this Lease, or any rights arising under this Lease, and in such event our assignee or transferee will have the rights, power, privileges, and remedies of lesser hereunder, but none of the obligations. Upon such assignment you agree not to assert, as against our assignee, any defenses, setoff, recoupment, claim or counterclaim that you may have against us. You will not assign, transfer or sublease this Lease or any rights thereunder or any Equipment subject to this Lease without our prior written consent.
- Personal Property Tax (PPT):** You agree at our discretion to (a) reimburse us annually for all personal property and similar taxes associated with the ownership, possession or use of the Equipment or (b) remit to us each billing period our estimate of the prorated equivalent of such taxes. You agree to pay us an administrative fee for the processing of such taxes.
- Tax Indemnity:** You agree to indemnify us for the loss of any income tax benefit caused by your acts or omissions inconsistent with our entitlement to certain tax benefits as owner of the Equipment.
- Governing Law:** Both parties agree to waive all rights to a jury trial. This Master Agreement and each schedule shall be governed by the laws of Minnesota. You consent to the jurisdiction and venue of the Federal and State Courts in Minnesota.
- Miscellaneous:** This Lease contains the entire agreement between you and us and may not be modified, except as provided therein or in writing signed by you and us. We will not accept payment in cash if you so request, and we permit the early termination of this Lease, you agree to pay a fee for such privilege. Fees must be in writing and will be deemed given five days after mailing to your or our mailing address. If a court finds any provision of this Lease to be unenforceable, all other terms of this Lease will remain in effect and enforceable. You agree that any delay or failure to enforce our rights under this Lease do not prevent us from enforcing any rights at a later time. In no event will we charge or collect any amounts in excess of those allowed by applicable law. Time is of the essence.
- Transition Billing:** In order to facilitate an orderly transition, including installation and training, and to provide a uniform billing cycle, the first Lease Payment date of this Lease will be the twenty-fifth (25th) day of the month following installation. You agree to pay a prorated amount for the period between the installation date and this date. This payment for the transition period will be based on the Lease Payment prorated on a 31 day calendar month and will be added to your first invoice.

TBS OBLIGATIONS FOR MAINTENANCE AND SUPPLIES

- TBS will provide inspections as required, which may be made in conjunction with regular or emergency service calls.
- TBS will make all service calls under this Lease during normal business hours on the Equipment. If service at times other than during TBS's normal business hours is furnished upon your request, you will be charged at TBS's customary rates.
- TBS will not be obligated to provide service or repairs made necessary by carelessness of the operator, accident, misuse (including failure to follow the manufacturer's published operating manual), abuse, neglect, theft, riot, vandalism, lightning, electrical power failure, fire, water, or other casualty, or to repairs made necessary as a result of service by personnel not authorized by TBS or the use of supplies other than those provided by TBS. Separate charges for repairs or parts replacements due to the foregoing shall be borne by you, at TBS's customary rates.
- Except as provided below, TBS will replace all covered parts, consumables and supply items without charge. You agree to replace any parts, consumables and supply items as a result of carelessness on the part of the operator, accident, misuse (including failure to follow the manufacturer's published operating manual), abuse, neglect, theft, riot, vandalism, lightning, electrical power failure, fire, water, or other casualty. You must purchase any replacement parts, consumables and supply items as a result of the foregoing from TBS at customary rates.
- If you are in default under this Lease, TBS has the right to deny performing service and/or supplying any products.
- Under this Lease, TBS's liability with respect to any property damage or injury (including death) to persons arising out of or connected with service performed under this Lease is strictly limited to that imposed by law and there is no contract imposing any greater degree of liability.
- Title to all supplies furnished hereunder including toner and toner bags remains with TBS until you consume said supplies to the extent they may not be further utilized in the image-making process.
- You agree to use the supplies provided at "no charge" on the Equipment. You will not take designated supplies from Equipment to be used in any other equipment not covered by this Lease. Should any operator remove supplies from any Equipment to be used in any other equipment not covered by this Lease, you agree to purchase additional supplies from TBS.
- Stated supply item yields represent 100% of manufacturer's stated yields based on standard "letter size" copies with 6% image coverage. At the end of each annual period or billing cycle, you will be billed for any toner used in excess of that required based on yields stated above.

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

INVOICE

Invoice Number: 041510
 Invoice Date: Apr 15, 2009
 Page: 1
 Duplicate

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

Bill To:
 LAYTON TOWNSHIP
 811 MORRISH ROAD
 SWARTZ CREEK, MI 48473

Ship to:

Customer ID: CLAY01
 Sales Rep ID:

Customer PO: 0309
 Payment Terms: Due at end of Month
 Shipping Method: Courier
 Ship Date: 4/30/09
 Due Date: 4/30/09

Quantity: 525.88
 Item: FIRE02

Description	Unit Price	Amount
FIRE SERVICE 03/09	12.45	6,557.51

Subtotal: 6,557.51
 Sales Tax:
 Total Invoice Amount: 6,557.51
 Payment/Credit Applied:
TOTAL: 6,557.51

Check/Credit Memo No.

6557.51

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

INVOICE

Invoice Number: 041509
 Invoice Date: Apr 15, 2009
 Page: 1
 Duplicate

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

Bill To:
 CITY OF SWARTZ CREEK
 8083 CIVIC DRIVE
 SWARTZ CREEK, MI 48473

Ship to:

Customer ID: CITY01
 Sales Rep ID:

Customer PO: 0309
 Payment Terms: Due at end of Month
 Shipping Method: Courier
 Ship Date: 4/30/09
 Due Date: 4/30/09

Quantity: 279.88
 Item: FIRE02

Description	Unit Price	Amount
FIRE SERVICE 03/09	12.53	3,505.55

Subtotal: 3,505.55
 Sales Tax:
 Total Invoice Amount: 3,505.55
 Payment/Credit Applied:
TOTAL: 3,505.55

Check/Credit Memo No.

3505.55

GUIDELINE: #426

ADOPTED: January 01, 2002

REVIEWED: 11/13/2007

REVISED: 11/18/2007, 04/07/2009 (effective July 1, 2009)

SUBJECT: PERSONNEL GUIDELINES: Alarm Attendance Percentage Requirements

PURPOSE: To establish a minimum alarm attendance guideline.

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

1. The minimum alarm response percentage required of all firefighters, radio operators, and support personnel shall be twenty-five percent (25%). ~~Radio Operators will not be held responsible for this SOG. Any further reference to personnel shall not include Radio Operators.~~
2. On a monthly basis, personnel will have their attendance calculated by the Accounting/Clerical Specialist.
3. The list will be posted at each station and will include all personnel.
4. Each person will be responsible for submitting their work schedule to the Acct/Clerical Specialist; those with diverse schedules must have their schedules submitted to the Acct/Sec Specialist no later than the 2nd day of the proceeding month.
(Note: Once the percentages are calculated and letters are sent out those failing to comply with this SOG, NO changes will be made to the allow members to bring their percentage up, unless it is determined the error was made on the Officer sending the letter or the Acct/Clerical Specialist. Failure to submit your availability on time will not constitute a change)
5. Any alarm that is received during the shift you are assigned to will not be counted towards your overall percentage. If you should respond during your assigned shift, you will be given credit for the response and it will be included in your overall percentage.
6. It shall be the responsibility of each person to advise the Acct/Clerical Specialist of shift changes.
7. Other situations that may constitute non-responsibility for a particular alarm include:
 - A. Sick leave (slip from your doctor will be required to report back to active duty)
 - B. Leave of absence (officially in writing)
 - C. Extraordinary circumstances may be reviewed on a case by case basis by the Chief and Responsible Officer
8. Abuse of the list above may constitute a formal review of the individual's status by an Officer or Fire Chief.
9. On a quarterly basis, the officer assigned to enforce this SOG will also review overall responses and availability to alarms of each personnel. If it is found that on a regular basis the availability and response of any personnel is such that it is not allowing for adequate time for the SCAFD, that information will be passed along to the Fire Chief to be address on a case by case basis.
Note: It is hoped that that each person shall evaluate his/her own situation and address the issue before it is taken to this level.
10. Infractions shall be dealt with as prescribed in SOG 420; Discipline. If discipline is needed, the period of time that will constitute enforcement will be on a quarterly basis of January 1 to March 31, April 1 to June 30, July 1 to September 30, October 1 to December 31.

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

SOG426

04/09

Page 1/1

GUIDELINE: #426

ADOPTED: January 01, 2002

REVIEWED: 11/13/2007

REVISED: 11/18/2007, 04/07/2009 (effective July 1, 2009)

SUBJECT: PERSONNEL GUIDELINES: Alarm Attendance Percentage Requirements

PURPOSE: To establish a minimum alarm attendance guideline.

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

1. The minimum alarm response percentage required of all firefighters, radio operators, and support personnel shall be twenty-five percent (25%).
2. On a monthly basis, personnel will have their attendance calculated by the Accounting/Clerical Specialist.
3. The list will be posted at each station and will include all personnel.
4. Each person will be responsible for submitting their work schedule to the Acct/Clerical Specialist; those with diverse schedules must have their schedules submitted to the Acct/Sec Specialist no later than the 2nd day of the proceeding month.
(Note: Once the percentages are calculated and letters are sent out those failing to comply with this SOG, NO changes will be made to the allow members to bring their percentage up, unless it is determined the error was made on the Officer sending the letter or the Acct/Clerical Specialist. Failure to submit your availability on time will not constitute a change)
5. Any alarm that is received during the shift you are assigned to will not be counted towards your overall percentage. If you should respond during your assigned shift, you will be given credit for the response and it will be included in your overall percentage.
6. It shall be the responsibility of each person to advise the Acct/Clerical Specialist of shift changes.
7. Other situations that may constitute non-responsibility for a particular alarm include:
 - A. Sick leave (slip from your doctor will be required to report back to active duty)
 - B. Leave of absence (officially in writing)
 - C. Extraordinary circumstances may be reviewed on a case by case basis by the Chief and Responsible Officer
8. Abuse of the list above may constitute a formal review of the individual's status by an Officer or Fire Chief.
9. On a quarterly basis, the officer assigned to enforce this SOG will also review overall responses and availability to alarms of each personnel. If it is found that on a regular basis the availability and response of any personnel is such that it is not allowing for adequate time for the SCAFD, that information will be passed along to the Fire Chief to be address on a case by case basis.
Note: It is hoped that that each person shall evaluate his/her own situation and address the issue before it is taken to this level.
10. Infractions shall be dealt with as prescribed in SOG 420; Discipline. If discipline is needed, the period of time that will constitute enforcement will be on a quarterly basis of January 1 to March 31, April 1 to June 30, July 1 to September 30, October 1 to December 31.

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

SOG426

04/09

Page 1/1

GUIDELINE #507

ADOPTED: October 24, 1993
REVIEWED: 10/24/2006
REVISED: 02/26/97, 06/04/97, 11/19/2006, 04/07/2009

SUBJECT: FIREGROUND GUIDELINES; Mayday Signal

PURPOSE: To provide for the safety of all department personnel on the fire ground when circumstances dictate.

OBJECTIVE: To establish guidelines for an alert tone signal over radio frequencies

1. Fire ground conditions are constantly changing. As conditions change the Incident Command (IC) and/or operations officer (OPs) must alter any and all fire ground activities, as the incident requires. A universally understood fire ground signal is imperative for safer and more effective fire ground operations. The method of notification must be easily understood and easy to implement.
2. The SCAFD "mayday signal" shall **may** consist of ~~both~~ **any or all** activation of the **Emergency Fire Ground Tones (by 911)**, Apparatus Air Horn and/or radio announcements.

EMERGENCY FIRE GROUND TONES: In the event the 911 dispatcher hears radio traffic indicating either a mayday or building evacuation order, the emergency tones will be activated. In the event the tones need to be activated, and the 911 dispatcher does not hear the radio traffic that would automatically trigger activation, the IC and/or OPs person may contact 911 and request activation on the designated Fire Ground Talk Group.

AIR HORN: (as recommended by the Genesee County Association of Fire Chiefs Guideline 91-2) The emergency evacuation signal will consist of five (5) three (3) second blasts of the air horn over the radio, followed by ten (10) seconds for a radio announcement. Once activated, all fire ground radio chatter will immediately cease.

RADIO ANNOUNCEMENT: After the "Air Horn" is activated and finished broadcasting, a member of the incident command structure shall make an announcement via radio for example: ("Mayday, Mayday evacuate the building - everybody out"). The IC may request the radio operator to also announce the evacuation.

3. THE "AIR HORN" AND RADIO ANNOUNCEMENTS SHALL BE SOUNDED UNTIL ALL PERSONNEL ARE ACCOUNTED FOR OR UNTIL THE IC ORDERS THEM CEASED.
4. The **Emergency Fire Ground Tones**, air horn **and/or** radio announcements may be utilized whenever an impending life-threatening situation arises. Examples:
 - A. backdraft/flashover conditions
 - B. structural collapse is imminent
 - C. missing or unaccounted for personnel
 - D. potential exposures to hazardous materials
 - E. any event or condition the IC, safety officer, or member of the command structure perceives as too hazardous for standard SCAFD tactics
5. Sector/division officers are responsible for accounting for all department personnel operating within their area. Sector/division officers shall notify the IC immediately upon the accountability of all department personnel under their supervision.
6. During the activation of the air horn and radio announcements, all other radio traffic on the fire ground frequency shall cease. All personnel shall listen to the announcement to determine the reason and whether it affects them personally. Those affected will immediately proceed to an area of safe haven and/or follow instructions as announced.

GUIDELINE #507

ADOPTED: October 24, 1993

REVIEWED: 10/24/2006

REVISED: 02/26/97, 06/04/97, 11/19/2006. 04/07/2009

SUBJECT: FIREGROUND GUIDELINES; Mayday Signal

PURPOSE: To provide for the safety of all department personnel on the fire ground when circumstances dictate.

OBJECTIVE: To establish guidelines for an alert tone signal over radio frequencies

1. Fire ground conditions are constantly changing. As conditions change the Incident Command (IC) and/or operations officer (OPs) must alter any and all fire ground activities, as the incident requires. A universally understood fire ground signal is imperative for safer and more effective fire ground operations. The method of notification must be easily understood and easy to implement.
2. The SCAFD "mayday signal" may consist of any or all activation of the Emergency Fire Ground Tones (by 911), Apparatus Air Horn and/or radio announcements.
EMERGENCY FIRE GROUND TONES: In the event the 911 dispatcher hears radio traffic indicating either a mayday or building evacuation order, the emergency tones will be activated. In the event the tones need to be activated, and the 911 dispatcher does not hear the radio traffic that would automatically trigger activation, the IC and/or OPs person may contact 911 and request activation on the designated Fire Ground Talk Group.
AIR HORN: (as recommended by the Genesee County Association of Fire Chiefs Guideline 91-2) The emergency evacuation signal will consist of five (5) three (3) second blasts of the air horn over the radio, followed by ten (10) seconds for a radio announcement. Once activated, all fire ground radio chatter will immediately cease.
RADIO ANNOUNCEMENT: After the "Air Horn" is activated and finished broadcasting, a member of the incident command structure shall make an announcement via radio for example: ("Mayday, Mayday evacuate the building - everybody out"). The IC may request the radio operator to also announce the evacuation.
3. THE "AIR HORN" AND RADIO ANNOUNCEMENTS SHALL BE SOUNDED UNTIL ALL PERSONNEL ARE ACCOUNTED FOR OR UNTIL THE IC ORDERS THEM CEASED.
4. The Emergency Fire Ground Tones, air horn and/or radio announcements may be utilized whenever an impending life-threatening situation arises. Examples:
 - A. backdraft/flashover conditions
 - B. structural collapse is imminent
 - C. missing or unaccounted for personnel
 - D. potential exposures to hazardous materials
 - E. any event or condition the IC, safety officer, or member of the command structure perceives as too hazardous for standard SCAFD tactics
5. Sector/division officers are responsible for accounting for all department personnel operating within their area. Sector/division officers shall notify the IC immediately upon the accountability of all department personnel under their supervision.
6. During the activation of the air horn and radio announcements, all other radio traffic on the fire ground frequency shall cease. All personnel shall listen to the announcement to determine the reason and whether it affects them personally. Those affected will immediately proceed to an area of safe haven and/or follow instructions as announced.

SOG 507

04/09

Page 1/1

9. The following chart associated with MUTCD (Manual of Uniform Traffic Control Devices) TIMA (Traffic Incident Management Applications) Distances should be used as a guide for placement of cones and signs, should the circumstances allow.

Miles Per - Hour	2nd Warning Sign (B)	1st Warning Sign (A)	Transition Area Taper	Buffer Space	Work Space	Termination Area Taper
30	100	100	70	625	Length of incident	100 feet per lane
40	350	350	125	825	Length of incident	100 feet per lane
50	500	500	375	1,000	Length of incident	100 feet per lane
60	1,500	1,000	450	1,300	Length of incident	100 feet per lane
70	1,500	1,000	525	1,450	Length of incident	100 feet per lane

10. In the event SCAFD personnel and apparatus are no longer required to be on scene, but local law enforcement need to stay on scene to conduct an extensive investigation, in the spirit of cooperation, cones and signs may be left behind for protection, provided communication is conducted with the Lead Law Enforcement Officer to insure all cones and signs are returned to the SCAFD when concluded.
11. When traffic control is required, stop and slow signs will be utilized with radio communications between those individuals being held on proprietary talk group F41, to avoid conflict with the tactical operations of the incident. IC will be required to monitor F41 in the event contact with these individuals is necessary.
12. Based on information provided by the MUTCD and the Volunteer Firemen's Insurance Services (VFIS), in order to minimize confusion by drivers, approaching the scene, and once signs and cones have been deployed, ~~overhead emergency lights are to be minimized. This is will be done in conjunction with the amber rear traffic directional stick, when available, and the rear rotating lights.~~ **only emergency flashers and arrow sticks (by those so equipped) will be utilized by apparatus and personal vehicles to direct traffic.**

24

9. The following chart associated with MUTCD (Manual of Uniform Traffic Control Devices) TIMA (Traffic Incident Management Applications) Distances should be used as a guide for placement of cones and signs, should the circumstances allow.

Miles Per - Hour	2nd Warning Sign (B)	1st Warning Sign (A)	Transition Area Taper	Buffer Space	Work Space	Termination Area Taper
30	100	100	70	625	Length of incident	100 feet per lane
40	350	350	125	825	Length of incident	100 feet per lane
50	500	500	375	1,000	Length of incident	100 feet per lane
60	1,500	1,000	450	1,300	Length of incident	100 feet per lane
70	1,500	1,000	525	1,450	Length of incident	100 feet per lane

10. In the event SCAFD personnel and apparatus are no longer required to be on scene, but local law enforcement need to stay on scene to conduct an extensive investigation, in the spirit of cooperation, cones and signs may be left behind for protection, provided communication is conducted with the Lead Law Enforcement Officer to insure all cones and signs are returned to the SCAFD when concluded.
11. When traffic control is required, stop and slow signs will be utilized with radio communications between those individuals being held on proprietary talk group F41, to avoid conflict with the tactical operations of the incident. IC will be required to monitor F41 in the event contact with these individuals is necessary.
12. Based on information provided by the MUTCD and the Volunteer Firemen's Insurance Services (VFIS), in order to minimize confusion by drivers, approaching the scene, and once signs and cones have been deployed, only emergency flashers and arrow sticks (by those so equipped) will be utilized by apparatus and personal vehicles to direct traffic.

25

CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN

STREET CLOSURE APPLICATION

DATE OF REQUEST: 3/24/08 2009

SPONSOR ORGANIZATION CROSS COUNTRY/RIVERBEND STRIDERS

AUTHORIZED REPRESENTATIVE: RON WIENS

WORK ADDRESS: ONE DRAGON DRIVE HOME ADDRESS: 9307 W. HILL RD

PHONE NO: WORK (810) 591-1859 HOME: (810) 635-8091 CELL: ()

TYPE OF EVENT: PARADE* (DRAW ROUTE ON ATTACHED MAP)
 CARNIVAL CRAFT SHOW
 STREET DANCE CONCERT
 OTHER: 5K ROAD RACE

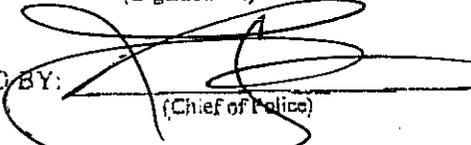
DATE OF EVENT: 5/28/2009 TIME OF EVENT: FROM: 6:30 AM (PM)
TO: 7:30 AM (PM)

ESTIMATED NUMBER OF PARTICIPANTS: 200

ROADS REQUESTED TO BE CLOSED: ** SEE MAP

The applicant agrees, as a condition of the granting of this permit, to hold the City of Swartz Creek, it's officers, employees, and agents harmless from any liability from any injuries caused to persons or property in connection with this event. To that end, the applicant shall provide the City with evidence of insurance for such liability in an amount determined adequate by the City Attorney, but in no case less than \$1,000,000/2,000,000 aggregate and the City of Swartz Creek shall be named as an insured party on said policy. The policy shall also contain a provision providing the City with ten (10) days written notice of cancellation.

For: RIVERBEND STRIDERS / CROSS COUNTRY ^{SWARTZ CREEK} By: JOHN GAULT / RON WIENS
(Organization) (Authorized Representative)

APPROVED BY: 
(Chief of Police)

APPROVED
4-16-09
Chief Rick Ciolino
City of Swartz Creek

* The throwing of any item(s) from any vehicle during the course of a parade is strictly prohibited and violations may result in criminal prosecution and/or the denial of future permit applications.

**The Chief of Police reserves the right to determine the length of time that any street(s) remain(s) closed to traffic.

THIS REQUEST AND ALL REQUIRED ASSOCIATED DOCUMENTS MUST BE SUBMITTED TO THE OFFICE OF THE CHIEF OF POLICE NO LATER THAN 30 DAYS PRIOR TO EVENT DATE

ACORD CERTIFICATE OF LIABILITY INSURANCE

PRODUCER (260)467-5690 FAX: (260)467-5651
STAR Insurance - Fort Wayne Office
 2130 East DuPont Road
 Fort Wayne IN 46825

DATE (MM/DD/YYYY)
4/15/2009

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED
 ROAD RUNNERS CLUB OF AMERICA
 AND ITS MEMBER CLUBS
 6434 POUND APPLE COURT
 COLUMBIA MD 21045

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: NATIONAL CASUALTY COMPANY	
INSURER B: NATIONWIDE LIFE	
INSURER C:	
INSURER D:	
INSURER E:	

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

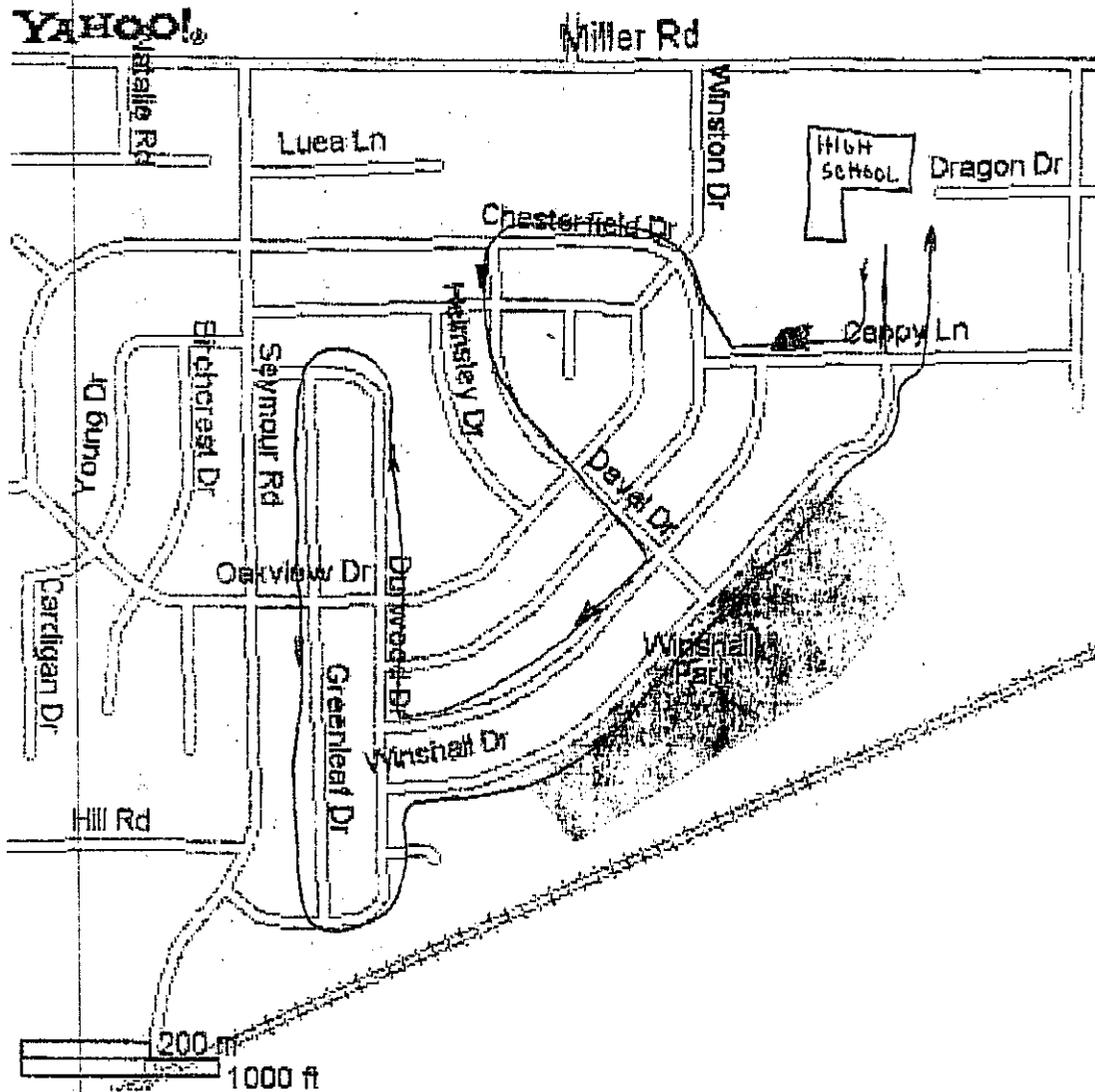
INSURANCE TYPE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> LEGAL LIAB. TO PART. \$1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	KR00000000172601	12/31/2008 12:01 A.M.	12/31/2009 12:01 A.M.	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (EA OCCURRENCE) \$ 300,000 MED EXP (ANY ONE PERSON) \$ 5,000 PERSONAL & A&V INJURY \$ 1,000,000 GENERAL AGGREGATE \$ NONE PRODUCTS - COMPI/OP AGG \$ 1,000,000
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	KR00000000172601	12/31/2008 12:01 A.M.	12/31/2009 12:01 A.M.	COMBINED SINGLE LIMIT (EA ACCIDENT) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC AUTO ONLY. AGG \$
EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				W/C STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$
B OTHER EXCESS ACCIDENT & MEDICAL	SPX0000003866300	12/31/2008 12:01 A.M.	12/31/2009 12:01 A.M.	EXCESS MEDICAL \$10,000 \$250 DEDUCTIBLE PER CLAIM AD & SPECIFIC LOSS \$2,500

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS
 CERTIFICATE HOLDER IS NAMED AS AN ADDITIONAL INSURED AS RESPECTS THEIR INTEREST IN THE OPERATIONS OF THE NAMED INSURED.
 DATE & EVENT: 05/28/09 SWARTZ CREEK CHALLENGE 5K RUN/WALK
 INSURED CLUB: RIVERBEND STRIDERS, ATTN: JOHN GAULT; P.O. BOX 233; FLUSHING, MI 48433

CERTIFICATE HOLDER
 05/28/09 CITY OF SWARTZ CREEK, MI
 ATTN: ALLEN MURPHY
 1900 CIVIC DRIVE
 SWARTZ CREEK, MI 48473

CANCELLATION
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
 AUTHORIZED REPRESENTATIVE
 John Lefover/JR *John Lefover*

Swartz Creek 5K Challenge Course Map



© 2003 Yahoo! Inc

© 2002 Navigation Technologies

NAYTECH

- Start From High School .
- Right on Cappy Lane.
- Right on Worcester Dr, then straight where it turns to Chesterfield.
- Left on Daval Dr.
- Right on Don Shenk Dr.
- Right on Durwood Dr.
- Left on Greenleaf Dr.
- Left on Durwood Dr.
- Right on Winshall Dr.
- Right on Cappy Lane.
- Left back into school.

**City of Swartz Creek
Official Policy & Procedure
IDENTITY THEFT PREVENTION PROGRAM**

Purpose

To establish an Identity Theft Prevention Program designed to detect, prevent and mitigate identity theft in connection with the opening of a covered account or an existing covered account and to provide for continued administration of the Program in compliance with the Federal Trade Commission's Red Flag Rule (Part 681 of Title 16 of the Code of Federal Regulations) implementing Sections 114 and 315 of the Fair and Accurate Credit Transactions Act (FACTA) of 2003.

Under the Red Flag Rule, every financial institution and creditor is required to establish an "Identity Theft Prevention Program" tailored to its size, complexity and the nature of its operation. Each program must contain reasonable policies and procedures to:

1. Identify relevant Red Flags for new and existing covered accounts and incorporate those Red Flags into the Program;
2. Detect Red Flags that have been incorporated into the Program;
3. Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
4. Ensure the Program is updated periodically, to reflect changes in risks to customers or to the safety and soundness of the creditor from Identity Theft.

Definitions

Identifying information means any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including: name, address, telephone number, social security number, date of birth, government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, unique electronic identification number, computer's Internet Protocol address, or routing code.

Identity theft means fraud committed or attempted using the identifying information of another person without authority.

A covered account means:

1. An account that a financial institution or creditor offers or maintains, primarily for personal, family, or household purposes that involves or is designed to permit multiple payments or transactions. Covered accounts include credit card accounts, mortgage loans, automobile loans, margin accounts, cell phone accounts, utility accounts, checking accounts and savings accounts; and

2. Any other account that the financial institution or creditor offers or maintains for which there is a reasonably foreseeable risk to customers or to the safety and soundness of the financial institution or creditor from identity theft, including financial, operational, compliance, reputation or litigation risks.

A *red flag* means a pattern, practice or specific activity that indicates the possible existence of identity theft.

Policy

A. **IDENTIFICATION OF RED FLAGS.** The City of Swartz Creek identifies the following red flags, in each of the listed categories:

1. Suspicious Documents
 - i. Identification document or card that appears to be forged, altered or inauthentic;
 - ii. Identification document or card on which a person's photograph or physical description is not consistent with the person presenting the document;
 - iii. Other document with information that is not consistent with existing customer information (such as if a person's signature on a check appears forged); and
 - iv. Application for service that appears to have been altered or forged.
2. Suspicious Personal Identifying Information
 - i. Identifying information presented that is inconsistent with other information the customer provides (example: inconsistent birth dates);
 - ii. Identifying information presented that is inconsistent with other sources of information (for instance, an address not matching an address on a credit report);
 - iii. Identifying information presented that is the same as information shown on other applications that were found to be fraudulent;
 - iv. Identifying information presented that is consistent with fraudulent activity (such as an invalid phone number or fictitious billing address);
 - v. Social security number presented that is the same as one given by another customer;
 - vi. An address or phone presented that is the same as that of another person;
 - vii. A person fails to provide complete personal identifying information on an application when

- reminded to do so (however, by law social security numbers must not be required); and
- viii. A person's identifying information is not consistent with the information that is on file for the customer.

3. Suspicious Account Activity or Unusual Use of Account

- i. Change of address for an account followed by a request to change the account holder's name;
- ii. Payments stop on an otherwise consistently up-to-date account;
- iii. Account used in a way that is not consistent with prior use (example: very high activity);
- iv. Mail sent to the account holder is repeatedly returned as undeliverable;
- v. Notice to the City that a customer is not receiving mail sent by the City;
- vi. Notice to the City that an account has unauthorized activity;
- vii. Breach in the City's computer system security; and
- viii. Unauthorized access to or use of customer account information.

4. Alerts from Others

- i. Notice to the City from a customer, identity theft victim, law enforcement or other person that it has opened or is maintaining a fraudulent account for a person engaged in Identity Theft.

B. DETECTING RED FLAGS

1. **New Accounts.** In order to detect any of the Red Flags identified above associated with the opening of a new account, City personnel will take the following steps to obtain and verify the identity of the person opening the account:

- i. Require certain identifying information such as name, date of birth, residential or business address, principal place of business for an entity, driver's license or other identification;
- ii. Verify the customer's identity (for instance, review a driver's license or other identification card);
- iii. Review documentation showing the existence of a business entity; and/or
- iv. Independently contact the customer.

2. **Existing Accounts.** In order to detect any of the Red Flags identified above for an existing account, City personnel will take the following steps to monitor transactions with an account:

- i. Verify the identification of customers if they request information (in person, via telephone, via facsimile, via email);
- ii. Verify the validity of requests to change billing addresses; and
- iii. Verify changes in banking information given for billing and payment purposes.

C. **PREVENTING AND MITIGATING IDENTITY THEFT.** In the event City personnel detect any identified Red Flags, such personnel shall take one or more of the following steps, depending on the degree of risk posed by the Red Flag:

1. Prevent and Mitigate

- i. Continue to monitor an account for evidence of Identity Theft;
- ii. Contact the customer;
- iii. Change any passwords or other security devices that permit access to accounts;
- iv. Not open a new account;
- v. Close an existing account;
- vi. Reopen an account with a new number;
- vii. Notify the City Manager for determination of the appropriate step(s) to take;
- viii. Notify law enforcement; and/or
- ix. Determine that no response is warranted under the particular circumstances.

2. Protect Customer Identifying Information

- i. In order to further prevent the likelihood of identity theft occurring with respect to City accounts, the City will take the following steps with respect to its internal operating procedures to protect customer identifying information;
- ii. Ensure that its website is secure or provide clear notice that the website is not secure;
- iii. Ensure complete and secure destruction of paper documents and computer files containing customer information;
- iv. Ensure that office computers are password protected and that computer screens lock after a set period of time;

- v. Keep offices clear of papers containing customer information;
- vi. Request only the last four digits of social security numbers (if any);
- vii. Ensure computer virus protection is up to date; and
- viii. Require and keep only the kinds of customer information that are necessary for utility purposes.

D. PROGRAM UPDATES. This Program will be periodically reviewed and updated to reflect changes in risks to customers and the soundness of the City from Identity Theft. The City Manager will consider the City's experiences with Identity Theft situation, changes in Identity Theft methods, changes in Identity Theft detection and prevention methods, changes in types of accounts the City maintains and changes in the City's business arrangements with other entities. After considering these factors, the City Manager will determine whether changes to the Program, including the listing of Red Flags, are warranted. If warranted, the City Manager will present the City Council with his/her recommended changes and the City Council will made a determination of whether to accept, modify or reject those changes to the Program.

E. PROGRAM ADMINISTRATION.

1. **Oversight.** Responsibility for developing, implementing and updating this Program lies with an Identity Theft Committee for the City. The committee consists of the City Manager, the City Treasurer and the Director of Public Services. The City Manager will be responsible for the Program administration, for ensuring appropriate training of City staff on the Program, for reviewing any staff reports regarding the detection of Red Flags and the steps for preventing and mitigating Identity Theft, determining which steps of prevention and mitigation should be taken in particular circumstances and considering periodic changes to the Program.
2. **Staff Training and Reports.** City staff responsible for implementing the Program shall be trained or under the direction of the City Identity Theft Committee in the detection of Red Flags, and the responsive steps to be taken when a Red Flag is detected. City staff is required to provide reports to the Identity Theft Committee Program Administrator on incidents of Identity Theft, the City's compliance with the Program and the effectiveness of the Program.

3. **Specific Program Elements and Confidentiality.** For the effectiveness of Identity Theft prevention Programs, the Red Flag Rule envisions a degree of confidentiality regarding the City's specific practices relating to Identity Theft detection, prevention and mitigation. Therefore, under this Program, knowledge of such specific practices are to be limited to the Identity Theft Committee and those employees who need to know them for purposes of preventing Identity Theft. Because this Program is to be adopted by a public body and thus publicly available, it would be counterproductive to list these specific practices here. Therefore, only the Program's general red flag detection, implementation and prevention practices are listed in this document.

Authority & Revisions

This policy is enacted immediately upon approval of the City Council, as reflected in the regular meeting minutes dated April 27, 2009. Revisions to this policy shall only be enacted when approved by the City Council and reflected in the applicable meeting minutes. This policy shall be reviewed at least biennially by the City Manager and updated as appropriate.

Purchase of BSA Accounting Software was approved with resolution No. 080114-08 in the amount not to exceed \$45, 230; at this time we have a balance remaining of \$8,950. We would like to use the remaining balance towards the purchase of the BSA Software dot net upgrade; the City of Swartz Creek will receive at no cost the following components:

General Ledger
 Accounts Payable
 Cash Receipting
 Payroll
 Purchase Orders
 Complaint Tracking
 Utility Billing

To receive the free upgrade on the above components, the upgrade must be done no later than May 2010; after this date the cost will be prorated based on original purchase date of the software.

The cost for the following modules varies depending on when the software was originally purchased.

	Cost
Assessing	\$ 4,950
Tax	\$ 3,040
Delinquent Personal	\$ 250
Miscellaneous Receivables	\$ 700
Other Costs	
On site Installation estimated at 1 day	\$ 700
On site Training/Implementation/Program Install Est. 4 days @ \$700/day	\$ 2,800
Total Cost for .NET Upgrade:	\$ 12,440

Additional funds needed would be approximately \$5,500, these funds would be expended by the end of June 30, 2010. The expenditures would be prorated from the following funds General, Garbage, Water & Sewer.



BS&A SOFTWARE
 14965 ABBEY LANE
 BATH, MI 48808
 PHONE: 517-641-8900
 FAX: 517-641-8960
 www.bsasoftware.com

**PROPOSAL FOR
 CITY OF SWARTZ CREEK, GENESEE COUNTY**

**EQUALIZER .NET PROGRAM UPGRADE
 NETWORK VERSION**

Expected Release Date: Varies by Application-See below dates
 Prices based on approximately 2,785 parcels.

*Please Note: To efficiently run these applications the Hardware requirements have increased.
 Please review our required specifications prior to ordering these applications.*

Equalizer Assessing.Net <i>Windows customer since 9/1999</i>	\$4,950
Equalizer Tax.Net <i>Windows customer since 10/2004</i>	\$4,050
25% credit applied	- \$1,010
<i>Note: After 10/2009 program cost will be 100% of listed price.</i>	
Equalizer Delinquent Personal Property.Net <i>Windows customer since 5/2006</i>	\$995
75% credit applied	-\$745
<u>Possible Program Installation Fee:</u>	
Remote Installation:	
Requires high-speed internet connection	\$0
<i>BS&A will make every attempt to perform the installation remotely.</i>	
On-site Installation (only if required):	
Est. 1 day @ \$700 /day	\$700
<hr/> Subtotal	<hr/> \$8,940 <hr/>



BS&A SOFTWARE
 14965 ABBEY LANE
 BATH, MI 48808
 PHONE: 517-641-8900
 FAX: 517-641-8960
 www.bsasoftware.com

EQUALIZER FUND ACCOUNTING SYSTEMS

NETWORK VERSION

Prices based on approx. 2,785 parcels & 2,400 utility customers.

Equalizer General Ledger.Net	\$3,295
<i>Windows customer since 5/2008</i>	
100% credit applied	- \$3,295
<i>Note: After 5/2010 program cost will be 25% of listed price.</i>	
Equalizer Accounts Payable.Net	\$2,795
<i>Windows customer since 5/2008</i>	
100% credit applied	- \$2,795
<i>Note: After 5/2010 program cost will be 25% of listed price.</i>	
Equalizer Cash Receipting.Net	\$2,795
<i>Windows customer since 5/2008</i>	
100% credit applied	- \$2,795
<i>Note: After 5/2010 program cost will be 25% of listed price.</i>	
Equalizer Payroll.Net	\$3,795
<i>Windows customer since 5/2008</i>	
100% credit applied	- \$3,795
<i>Note: After 5/2010 program cost will be 25% of listed price.</i>	
Equalizer Miscellaneous Receivables.Net	\$2,795
<i>Windows customer since 10/2006</i>	
75% credit applied	- \$2,095
Equalizer Purchase Orders.Net	\$2,795
<i>Windows customer since 5/2008</i>	
100% credit applied	- \$2,795
<i>Note: After 5/2010 program cost will be 25% of listed price.</i>	
Equalizer Complaint Tracking.Net	\$2,795
<i>Windows customer since 5/2008</i>	
100% credit applied	- \$2,795
<i>Note: After 5/2010 program cost will be 25% of listed price.</i>	
Equalizer Utility Billing.Net	\$4,440
<i>Windows customer since 5/2008</i>	
100% credit applied	- \$4,440
<i>Note: After 5/2010 program cost will be 25% of listed price.</i>	

*Prices good for a period of 90 days from date on proposal.
 Page 2 of 6*



BS&A SOFTWARE
 14965 ABBEY LANE
 BATH, MI 48808
 PHONE: 517-641-8900
 FAX: 517-641-8960
 www.bsasoftware.com

On-Site Training/Implementation/Program Install \$2,800
 Est. 4 days @ \$700/day (all travel expenses included - billed for actual days used)

Fund Accounting Systems: \$3,500

.NET Upgrade Proposal Total: \$12,440

Please mark box if you wish to take advantage of deferred billing. 2 – year

ANNUAL SERVICE AND SUPPORT .NET UPGRADE - (Below fees are effective at your next renewal period)

Assessing System	\$1,065
Tax System	\$895
Delinquent Personal Property	\$210
General Ledger	\$650
Accounts Payable	\$550
Cash Receipting	\$550
Payroll System	\$750
Purchase Order	\$550
Miscellaneous Receivables	\$550
Complaint Tracking	\$550
Utility Billing	\$885
Total:	\$7,205

BS&A Software reserves the right to increase the annual fee by no more than the yearly Consumers Price Index (CPI).

IMPORTANT PROPOSAL NOTES:

- * While it is our intention to install and implement the software for all customers desiring to upgrade to the .Net applications in 2009, due to high demand, we cannot guarantee that your installation will be completed in the current year. However, by signing the proposal your price will be 'locked in,' and we will execute your installation as soon as possible.
- * Note: Client has option to pay for programs over multiple budget years if desired.



BS&A SOFTWARE
14965 ABBEY LANE
BATH, MI 48808
PHONE: 517-641-8900
FAX: 517-641-8960
www.bsasoftware.com

* Note: this proposal does not include costs for Training, or the APEX sketching software (800-858-9958). The Assessing .NET System is compatible with Apex Version 3 Pro & Medina.

BS&A Software promises that if you are not satisfied with our products or services after the first year, you may return the program and we will fully refund the purchase price of your software.

SQL Server - Based on user count, the version of SQL that BS&A Software recommends is as follows. Please see the attached Microsoft SQL pricing list which includes Governmental Reseller contact information. Recommendation: SQL Express - Free

Internet & Server Considerations:

*We strongly recommend you have Internet Access. This allows you to:

- A) Download Equalizer.NET Program Updates as soon as they become available. This can save you several days of transit time when you are waiting for a new feature you may have requested.
B) Send email to our web site when you have questions or comments about our software and service.

*We strongly recommend you have a network with a dedicated file Server...not a Peer to Peer Network. Peer to Peer Networks are typically less stable and more prone to problems as compared to networks with dedicated file servers. Our software runs much more efficiently on networks with a dedicated file server. See our Hardware Specifications for more details.

Signature below constitutes:

- 1) An order for products & services as quoted in this proposal
2) That you have reviewed the proposed support/service fee amounts since they may have increased from your previous agreement
3) That you have read and concur with the hardware specifications required to efficiently operate the .Net applications.

Quoted by: Ted Droste March 24, 2009

Accepted by: Date:



BS&A SOFTWARE
14965 ABBEY LANE
BATH, MI 48808
PHONE: 517-641-8900
FAX: 517-641-8960
www.bsasoftware.com

PLEASE COMPLETE THE FOLLOWING FOR OUR RECORDS

Contact Person for SUPPORT & NEWSLETTERS:

Contact Name _____ Title _____
Mailing Address _____
(if PO Box, please provide Street Address for UPS or Overnight Mail Shipments)
Street Address _____
City, State Zip _____
Phone Number _____
Fax Number _____
Email _____

Contact Person for PROGRAM UPDATES:

Contact Name _____ Title _____
Phone Number _____
Email _____

IT Contact Person:

Contact Name _____ Title _____
Phone Number _____
Email _____
Do you have a high speed Internet connection? _____

PLEASE FAX BACK ALL PAGES

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

Canadian National Railway Donation, Police Canine Unit

Resolution No. 080114-07

(Carried)

Motion by Councilmember Porath
Second by Councilmember Hurt

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

Discussion took place.

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

Appropriation, Purchase Accounting Software

Resolution No. 080114-08

(Carried)

Motion by Mayor Pro-Tem Christie
Second by Councilmember Hicks

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

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

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

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

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

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

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

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

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

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

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

Discussion took place.

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

Appropriation & Bid Ward, Purchase Pickup Trucks

Resolution No. 080114-09

(Carried)

Motion by Councilmember Shumaker
Second by Councilmember Hurt

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

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

Paul Bueche

From: Michigan Municipal League [nbrown@mml.org]
Sent: Tuesday, April 14, 2009 1:31 PM
To: Paul Bueche
Subject: MML Legislative Link 4-14-09



April 14, 2009

Stimulus Funding Update

Broadband Comments Filed – The Recovery Act includes [\\$7.4 billion to fund loans and grants](#) to establish the Broadband Technology Opportunities Program in the Department of Commerce's National Telecommunications and Information Administration and Department of Agriculture Rural Utility Service. Along with the Federal Communications Commission, these agencies are currently soliciting comments on requirements for the program and how they should be coordinated. Last week, the National League of Cities, U.S. Conference of Mayors, National Association of Counties and National Association of Telecommunications Officers and Advisors (NATOA) [filed comments](#) on how to implement the program. Under the program, states, local governments and non-profits will compete for awards. Contact: [Arnold Weinfeld](#)

Other Stimulus Information – Visit the [League's Economic Stimulus webpage](#), the [Michigan's recovery website](#), or the [federal recovery website](#) frequently for information on stimulus programs of interest to Michigan communities.

State Affairs Update

Transportation Enhancement Grants Announced

– The federally funded Transportation Enhancement (TE) grant program enables communities to invest in streetscape improvements, recreational path development and historic structure improvements. Sixty-seven communities in 27 Michigan counties will receive a total of \$47.3 million in TE funding, part of which will include funding provided by the federal stimulus program. [Click here](#) for the full press release from the Governor's office. Contact: [Dave Worthams](#)

MAM Capitol Reception Luncheon, April 30 –

Attention members of the Michigan Association of Mayors (MAM): the Annual MAM Capitol Reception Luncheon will be April 30, from 11:00 am to 1:00 pm at the State Capitol

[Subscribe](#) to the Link.

The Buzz

[Don't let regionalism die with Cobo deal](#)

Detroit Free Press
4/9/09

What's New

[Recovery Funding on the Ground](#)

[Communities get \\$47.3M in Transportation Enhancement Funding](#)

[Exceptional Service Award Call for Nominations](#)

Submit by June 30

[Leadership & Public Service Award Call for Nominations](#)

Submit by June 30

[Video: Meet Freshman Rep. Wayne Schmidt](#)

[League's New PA 312 Webpage](#)

Save the Date

[MAM Capitol Reception](#)
April 30, Lansing

[2009 Asset Management](#)

Building. Come talk with your legislators and enjoy the company of fellow MAM members. For a listing of current MAM members, [click here](#). To RSVP or to become a member of MAM contact [Nikki Brown](#).

Check Out a Regional Seminar Near You, Register Online Now! – [Register online today](#) for your Regional Education Seminar, Fridays April-June in locations statewide. For \$25 and a short trip, you can learn the latest on topics particular to your region ([details here](#)), network and share in the Race for the Cup, Community Excellence Award. Seminar attendees will nominate an Award finalist to represent their region in the final round at the League's Annual Convention, Sept. 22-25, 2009 in Kalamazoo where one outstanding community will take home the Award Cup!

Lathrup Village Moves On in the Race for the Cup – Who will you Vote For? Congratulations to the city of Lathrup Village for their nomination to the next round of the [Community Excellence Award Race for the Cup!](#) Lathrup was selected at the Region 1 Regional Education Seminar last week and will go on to represent its region in the final round at the [League's Annual Convention](#), Sept. 22-25 in Kalamazoo. To join the spirited competition, [register](#) for your Regional Education Seminar today!

Exceptional Service Award Call for Nominations – The League's Jim Sinclair Exceptional Service Award celebrates a person dedicated to public service who has shown passion and commitment to the League, enthusiastically supporting its mission and promoting its purpose. Submit your nominations by June 30, 2009. [Click here](#) for the nomination form.

Leadership & Public Service Award Call for Nominations – The League's Michael A. Guido Leadership and Public Service Award celebrates a chief elected official who personifies professionalism and leadership, is dedicated to the citizens in their community and advocates on their behalf in Lansing and Washington, DC. Submit your nominations by June 30, 2009. [Click here](#) for the nomination form.

This Place Matters Campaign – The National Trust for Historic Preservation started a national web-based photo campaign titled [This Place Matters](#) to start a national conversation about places that matter. People are encouraged to post photos and stories about places they feel are culturally or architecturally significant within their community. The campaign will run throughout 2009.

Urban-Rural Connections Conference – On May 13th, the League, in conjunction with the University of Michigan Graham Environmental Sustainability Institute, is sponsoring a [conference](#) on urban-rural collaboration and sustainability. The conference, to be held at the University of Michigan in Ann Arbor, will feature panel discussions and case-study breakout sessions. A reception is being held the evening before and will

[Conference](#)
May 19th, East Lansing

[Certified Records Manager \(CRM\) Exam Preparation](#)
April 15, Okemos

[The Legal and Technical Aspects of Compliance](#)
April 16, Lansing

[Urban-Rural Sustainability Connections](#)
May 12-13, Ann Arbor

[Form-Based Codes 201: Preparing a FBC - Design Considerations](#)
May 18-19, Lansing

[Local Government and the Courts](#)
June 10, Lansing

[Form-Based Codes 301: Completing, Adopting & Administering the Code](#)
July 13-14, Lansing

[Concrete Repair Seminar](#)
June 4, Marquette

[Regional Seminars](#)
Friday's April - June, Seven Locations Statewide ([EOA](#))

[The League's Annual Convention](#)
Sept. 22-25, Kalamazoo

Grants & Projects

[Diesel Emission Reduction Grants](#)
Apply by April 28th

[Local Bridge Programs Applications](#)
Apply by June 1

[Michigan Humanities Council Grants/Events](#)

[MI Housing Community](#)

feature Michael Shuman, author of the "The Small-Mart Revolution - How Local Businesses are Beating the Global Competition." [Registration](#) for the event is \$50 if done by April 20th. Contact: [Arnold Weinfeld](#)

Looking for Other Issues or Past Legislative Link

Issues? – Check out [Inside 208](#) - the League advocacy blog - and use the search box to find past Link and Blog issues.

Federal Update

NLC Award for Municipal Excellence Deadline

Approaching – The deadline for nominations for the National League of Cities and CH2M HILL co-sponsored Awards for Municipal Excellence is fast approaching. Nominations must be submitted by May 1, 2009. [Click here](#) or visit the [NLC website](#) for contact and submittal information.

Neighborhood Stabilization Program Funds Now

Available – Last summer the U.S. Congress passed and the President signed into law legislation to help address the housing and foreclosure crisis. One of the programs established was the "Neighborhood Stabilization Program." Michigan's share of the funding is \$263 million. The first wave of this funding has come through and has been allocated to entitlement communities. Now, additional funding is being made available on a competitive basis. The Michigan State Housing Development Authority is administering the program. Check out the [MSHDA website](#) for eligible activities and how to apply. Applications are due April 23rd. Contact: [Arnold Weinfeld](#)

Email Management

The Michigan Municipal League respects your right to privacy.

[Click here](#) to unsubscribe.

[Click here](#) to manage your Michigan Municipal League email subscription preferences.

If you no longer wish to receive any type of email notice from the Michigan Municipal League, [please click here](#).

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



[Development Funds](#)

[Federal Brownfield Funding](#)

Related Links

[MI Legislature](#)

[MI Senate](#)

[MI House of Reps](#)

[Resources](#)

Paul Bueche

Subject: Good News From Lansing

News From Lansing.....

Here is a quick update on more troubling news emerging from Lansing.

State lawmakers return to Lansing on Monday following a two week break. They will be facing a significant deficit in the current fiscal year's budget and the prospects for FY 2010 are increasingly grim.

According to the Senate Fiscal Agency, state revenues fell in March by a much steeper amount than officials had expected,. The total of \$995 million of revenue Michigan took in during March was down by 17 percent from March 2008 and off by \$125 million from the monthly estimate.

For the 2008-09 fiscal year thus far, total revenues are down by 9.9 percent compared to the same time in the 2007-08 fiscal year. The state has netted \$6.9 billion.

According to the SFA's figures, general fund revenues are down by some \$200 million, while School Aid Fund revenues are down by \$125 million.

Leading the decline was the state's income tax which netted just \$86.8 million in March, down 68.5 percent from the year before. The decline seemed to match the increase in the state's unemployment rate. Gross collections totaled \$630 million, down 13.1 percent, while refunds totaled \$543.5 million, up 20.8 percent from the year before. So far in 2008-09 the state has netted \$2.16 billion in income taxes, down 15 percent.

The sales tax was actually up by 3.9 percent for the month, however, for the year the tax has collected \$2.52 billion, down 7.6 percent from the year.

For the fourth consecutive month, the sales tax on motor vehicle sales was up over the previous year, collecting \$75 million up 23.2 percent. For the year, sales taxes collected on vehicles has netted \$296 million, up 12.7 percent.

All other sales taxes were up by just 1.4 percent for the month from the year before.

Among the state's other taxes only the insurance tax saw increased collections during March, up by 5.8 percent, raising \$14.7 million. For the year thus far, however, the tax has raised \$87.4 million, down by 7.6 percent.

The Michigan Business Tax raised \$135.8 million in March. Since the tax was new in 2008 there are no real collections to draw a comparison to, and officials are hoping that April's collections will prove fairly strong. For the year thus far, the tax has raised \$843.9 million.

Among other major taxes, the use tax raised \$98.3 million, down 6.7 percent (for the year it has raised \$422.6 million, down 20.6 percent), the tobacco tax raised \$77.7 million, down 7.2 percent (for the year it has raised \$419 million, up by 2.1 percent), the real estate transfer tax has raised \$6 million, down 52 percent (for the year it has raised \$44.9 million, down 41.9 percent) and the casino gaming tax raised

\$9.7 million, down 14.2 percent (for the year it has raised \$47.8 million, down 13.9 percent).

GOVERNOR PREPARES EXECUTIVE ORDER ON CURRENT YEAR BUDGET

Following a conference call of the so-called "Leadership Quadrant" yesterday (The Governor, together with the leaders of the four legislative caucuses), Administration and legislative leaders are looking at \$780 million in total adjustments for the current FY 2009 budget using both the addition of federal stimulus money and spending cuts. The Governor has proposed beginning the process of reducing the budget with an executive order that would cut some \$80 million. Legislators are working on lists of cuts deeper than that for discussion at the next quadrant meeting next week.

Meanwhile, Senate Republicans have been looking at what could be done if the state cut as much as 15 percent from the current budget, or about \$1.4 billion from general fund spending, but one Senate GOP source doubted such a plan could be accomplished.

The state has already adopted one executive order in December cutting more than \$100 million from the 2008-09 budget. Revenues, however, continue to plunge as the state's unemployment rate climbs - reaching 12.6 percent in March. Since the January Revenue Estimating Conference, revenues have fallen by more than \$100 million per month from the forecast total.

A level of adjustments totaling \$780 million to \$800 million would be made both with stimulus funds and spending cuts, though how much would be cut remains uncertain. The \$80 million that Ms. Granholm suggested be used as a beginning point includes \$30 million in proposed reductions the House has passed in a negative supplemental shortly before the spring break. Unknown, at this point is where the cuts would come.

The largest part of the negative supplemental was actually \$16.7 million swap of federal stimulus funds for child support incentive payments covered by general funds.

Other money came from programs that typically lapse extra funds over the years, as well as savings from not implementing a subsidized foster care guardianship program.

House Speaker Andy Dillon (D-Redford Twp.) said the cuts presented to the quadrant seemed to be agreeable to all parties, but that officials are working on adding more cuts to the executive order.

Paul Bueche

From: Michigan Municipal League [nbrown@mml.org]
Sent: Tuesday, April 21, 2009 2:01 PM
To: Paul Bueche
Subject: MML Legislative Link 4-21-09



April 21, 2009

Stimulus Funding Update

Midwest Coalition Seeks High-Speed Rail Funds

– The governors of eight Midwest states, including Michigan, and the mayor of the City of Chicago are seeking funding through the federal American Recovery and Reinvestment Act for development of high-speed rail corridors. In a [letter](#) to Transportation Secretary LaHood, the governors and Mayor Daley, outlined the major elements of the rail initiative which includes the deployment of modern, high speed train equipment; using 3,000 miles of existing rights of way to connect rural, small urban and metropolitan areas; and operation of a hub and spoke rail passenger system through Chicago with service throughout the Midwest. In Michigan the rail line would run from Chicago to Detroit and Pontiac. Contact: [Arnold Weinfeld](#)

Other Stimulus Information – Visit the [League's Economic Stimulus webpage](#), the [Michigan's recovery website](#), or the [federal recovery website](#) frequently for information on stimulus programs of interest to Michigan communities.

State Affairs Update

MITA Construction Ads for Municipalities – For many years, when a municipality needed to seek bids for transportation projects, they would use the Michigan Contractor & Builder Magazine (MC&B). After April 20, 2009, the MC&B will cease to exist, making it more difficult to find opportunities to get the best bid for road, bridge, water, and sewer projects. To assist with this, MITA has started a new [website](#) and project bid program - called MITA-ADS. The MITA Advertisements for Bids website is available free of charge at this time for counties, municipalities, and private owners to advertise infrastructure projects (road, bridge, RR, sewer, water, utility, site work, etc.). The website is open to all potential bidders and will provide registered users an e-mail notification when new projects are posted. Visit [Inside 208](#) for additional information.

[Subscribe](#) to the Link.

The Buzz

[2,000th Recovery Transportation Project Approved](#)
 NLC.org

What's New

[Complaints about Michigan Business Tax Reach Lansing Lawmakers](#)

[MI Needs Will Linger After Obamabucks Are Gone](#)

[Timebank Wins Honors for Lathrup Village](#)

[Video: Meet Freshman Rep. Lesia Liss](#)

[Exceptional Service Award Call for Nominations](#)
 Submit by June 30

[Leadership & Public Service Award Call for Nominations](#)
 Submit by June 30

[League's New PA 312 Webpage](#)

Save the Date

Contact: [Dave Worthams](#)

Risk Managing the Stimulus Projects – The League has been participating in meetings with the Michigan Department of Transportation (MDOT), the Federal Highway Administration (FHWA), and the County Road Association of Michigan (CRAM) to discuss a Congressional requirement for federal stimulus transportation projects. Language in the federal act requires that FHWA implement stronger risk management oversight plans for these projects. They are planning to work with MDOT to extend that oversight to local projects as well. FHWA has prepared a [draft](#) management plan stating local road agencies who are receiving stimulus dollars can expect, among other things: the number of project billing reviews to increase, the number of quality control inspections to increase (most without prior notice), and an increased review of local project engineer estimates. Please review this draft plan and provide League staff your feedback by May 1, 2009. Contact: [Dave Worthams](#)

Video: Freshman 1st Impressions - Meet State

Rep. Liss – [Click here](#) for a League interview with freshman State Rep. Lesia Liss (D-Warren)! In the video, Liss talks about her commitment to improving healthcare in Michigan, her vision to attract talent to the state and her commitment to remaining transparent throughout her career.

Allegan Advances in the '09 Race for the Cup

Congratulations to the city of Allegan for its nomination to the next round of the [Community Excellence Award Race for the Cup](#)! Allegan was selected at the Region 2 Regional Education Seminar last week and will go on to represent its region in the final round at the League's Annual Convention. Share in the Race for the Cup by [registering online today](#) for your Regional Seminar (Friday's April-June in five locations statewide), where you'll also find networking opportunities and learn the latest on topics particular to your region. Seminar attendees will nominate an Award finalist to represent their region in the final round at the League's [Annual Convention](#), Sept. 22-25, 2009 in Kalamazoo where one outstanding community will take home the Award Cup!

MAM Capitol Reception Luncheon, April 30

Attention members of the Michigan Association of Mayors (MAM): the Annual MAM Capitol Reception Luncheon will be April 30, from 11:00 am to 1:00 pm at the State Capitol Building. Come talk with your legislators and enjoy the company of fellow MAM members. For a listing of current MAM members, [click here](#). To RSVP or to become a member of MAM contact [Nikki Brown](#).

This Place Matters Campaign – The National Trust for Historic Preservation started a national web-based photo campaign titled [This Place Matters](#) to start a national conversation about places that matter. People are encouraged to post photos and stories about places they feel are culturally or architecturally significant within their community. The campaign will run throughout 2009.

[MAM Capitol Reception](#)

April 30, Lansing

[2009 Asset Management Conference](#)

May 19th, East Lansing

[Urban-Rural Sustainability Connections](#)

May 12-13, Ann Arbor

[Form-Based Codes 201: Preparing a FBC - Design Considerations](#)

May 18-19, Lansing

[Local Government and the Courts](#)

June 10, Lansing

[Form-Based Codes 301: Completing, Adopting & Administering the Code](#)

July 13-14, Lansing

[Concrete Repair Seminar](#)

June 4, Marquette

[Regional Seminars](#)

Friday's April - June, Seven Locations Statewide ([EOA](#))

[The League's Annual Convention](#)

Sept. 22-25, Kalamazoo

Grants & Projects

[Wood Energy Preliminary Assessment Grants](#)

[Diesel Emission Reduction Grants](#)

Apply by April 28th

[Local Bridge Programs Applications](#)

Apply by June 1

[Michigan Humanities Council Grants/Events](#)

[MI Housing Community Development Funds](#)

Urban-Rural Connections Conference – On May 13th, the League, in conjunction with the University of Michigan Graham Environmental Sustainability Institute, is sponsoring a [conference](#) on urban-rural collaboration and sustainability. The conference, to be held at the University of Michigan in Ann Arbor, will feature panel discussions and case-study breakout sessions. A reception is being held the evening before and will feature Michael Shuman, author of the "The Small-Mart Revolution - How Local Businesses are Beating the Global Competition." [Registration](#) for the event is \$50 if done by April 20th. Contact: [Arnold Weinfeld](#)

[Federal Brownfield Funding](#)

Related Links

[MI Legislature](#)

[MI Senate](#)

[MI House of Reps](#)

Looking for Other Issues or Past Legislative Link Issues? – Check out [Inside 208](#) - the League advocacy blog - and use the search box to find past Link and Blog issues.

[Resources](#)

Federal Update

Neighborhood Stabilization Program Funds Now Available

– Last summer the U.S. Congress passed and the President signed into law legislation to help address the housing and foreclosure crisis. One of the programs established was the "Neighborhood Stabilization Program." Michigan's share of the funding is \$263 million. The first wave of this funding has come through and has been allocated to entitlement communities. Now, additional funding is being made available on a competitive basis. The Michigan State Housing Development Authority is administering the program. Check out the [MSHDA website](#) for eligible activities and how to apply. Applications are due April 23rd. Contact: [Arnold Weinfeld](#)

Pandemic Influenza Preparedness

– The U.S. Department of Health and Human Services has announced that it will hold a pandemic influenza preparedness [webcast](#) focusing on state-based public health planning on April 29. There has been an unprecedented effort to coordinate pandemic influenza planning on Federal, State and local levels. To learn more about State-based public health pandemic planning accomplishments and efforts to overcome current challenges, a webcast is being held on Wednesday April 29th at 2pm. Click here to participate. Registration is not required. Contact: [Arnold Weinfeld](#)

Climate Change/Energy Reform Discussions to Begin

– The U.S. House Democrats have released a discussion draft on the American Clean Energy and Security Act. The legislation calls for reducing greenhouse gas emissions, and establishes a renewable portfolio standard of 25% by 2025. Other items include carbon capture and sequestration technologies, low-carbon fuels, plug-in electric vehicles, a smart grid and energy efficiency standards for new buildings. The bill will be something to watch in light of legislation recently adopted in Michigan and other states regarding renewable portfolio standards. Contact: [Arnold Weinfeld](#)

NLC Award for Municipal Excellence Deadline

Approaching – The deadline for nominations for the National League of Cities and CH2M HILL co-sponsored Awards for Municipal Excellence is fast approaching. Nominations must be submitted by May 1, 2009. [Click here](#) or visit the [NLC website](#) for contact and submittal information.

Email Management

The Michigan Municipal League respects your right to privacy.

[Click here](#) to unsubscribe.

[Click here](#) to manage your Michigan Municipal League email subscription preferences.

If you no longer wish to receive any type of email notice from the Michigan Municipal League, [please click here](#).

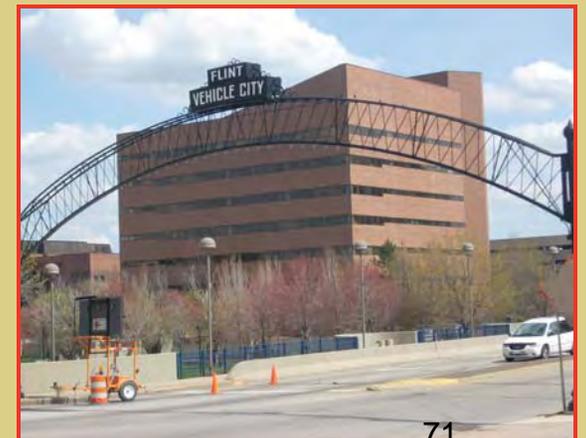
Michigan Municipal League, 1675 Green Road, Ann Arbor, MI 48105



Zoning Issues in a Changing World

YOU WON'T WANT TO
MISS THIS TRAINING
OPPORTUNITY...

*AND IT'S
FREE*



COMPLIMENTS OF



ROWE PROFESSIONAL
SERVICES COMPANY

PO Box 3748

540 S. Saginaw Street, Ste. 200

Flint, MI 48502

(810) 341-7500

www.ROWEPSC.com

ROWE PROFESSIONAL
SERVICES COMPANY



PO Box 3748

Flint, MI 48502

CHANGE AFFECTS LOCAL ZONING

Changes in the economy, technology, and state law present challenges to local communities. Planners from ROWE Professional Services Company will discuss some of those challenges and identify potential approaches to address them.

JOIN US

Date: Wednesday, April 29, 2009

Time: 7:00 - 9:00 p.m.

Presented by: Planner Doug Piggott, AICP, PCP

Location: Mott Community College
Regional Technology Center - MTEC
1401 E. Court Street, Flint (see adjacent map)

This program is free of charge.
Refreshments will be provided.
Space is limited. Please RSVP no later than
Wednesday, April 22, 2009 to Stacy:
SMcIntosh@rowepsc.com or (810) 341-7500.

If you have questions regarding the program, contact
Doug Piggott at the phone number above.

UPCOMING TRAINING SESSION

Please mark your calendars for ROWE's
Fall Training Session tentatively scheduled for
October 28, 2009.

*ROWE brings these free educational programs to you
biannually.*



CURRENT ZONING ISSUES

This community education session will focus on four zoning topics on the minds of many communities. You are not alone!

1. Wind Energy

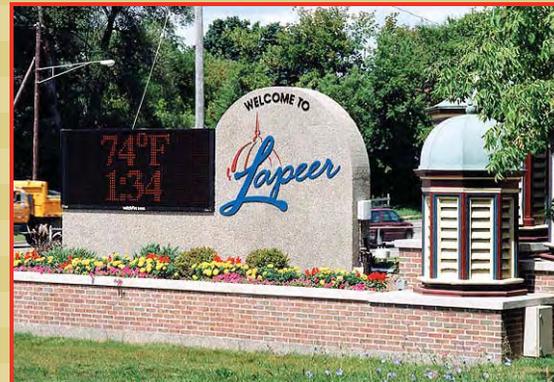
With increased interest in both industrial and home-scale wind generation, this session will discuss the impact of last year's State Energy Bill, the potential for government preemption of local regulation, and review zoning ordinance language drafted by Michigan State University Extension.

2. Digital Signs

As they become more common, local communities are reviewing their sign regulations as they relate to digital signs. This session will review the key issues related to digital signs and alternative strategies to address them.

3. Medical Marijuana

In many communities across Michigan, law enforcement officials are calling for zoning regulations to address marijuana dispensaries like those operating in California. This session will discuss California's experience with marijuana dispensaries and the potential for creation of such facilities in Michigan.



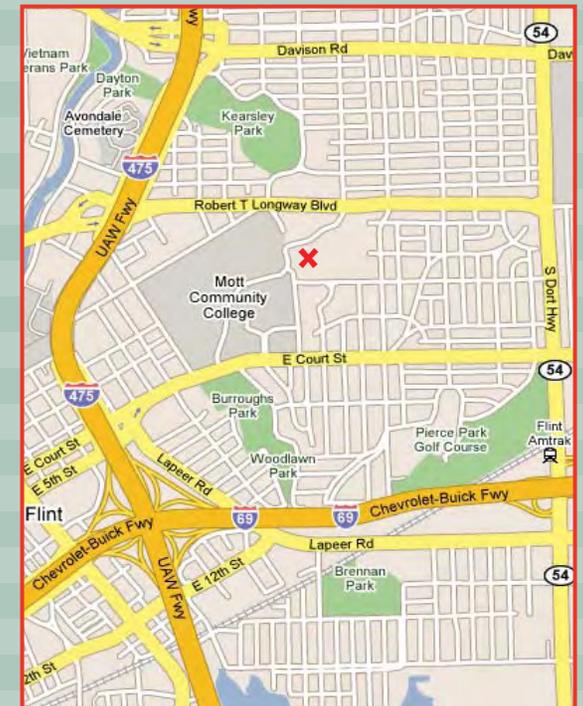
4. Adaptive Reuse

As local commercial and industrial centers feel the impact of our current economic downturn, property owners will be looking for unconventional ways to fill vacant buildings and store fronts. How flexible should your zoning ordinance be in allowing for new uses of existing facilities?

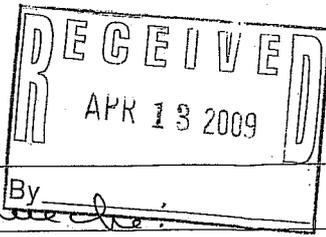
WHO SHOULD ATTEND

The program will be of most interest to:

- Planning commissioners;
- Local elected officials;
- Local government administrators; and
- Community planners.



We recommend accessing the Mott Community College campus from Robert T. Longway Boulevard via Horrigan Drive. The Regional Technology Center is the second drive on your left, off Horrigan Drive.



4-6-09

Mr. Bueche

To save money that could be used to repair roads:

- A lot of postage could be saved by not mailing applications for absentee ballots to seniors. After all their age requirement of over 60 is not going to change so why mail for every upcoming election. Once is enough. Let people who are under 60 and have other reasons apply themselves.

- Not sweeping the streets daily saves a lot in gas money.

- Ask for volunteers from schools, service organiza-

teous, girl-boy scouts PTA to
pick up litter throughout
the year.

Small fines by the police
can bring revenue:

Driving down Miller Rd,
walkers, wheelchair riders,
are in the bicycle lane.

Bicyclists riding wrong way.

After school football games
in Miller Rd. Kids jumping in
front of cars to catch the ball,
almost being hit. This is a
common occurrence between

3-5 p.m. Surely city officials
notice these things at least once
in awhile as Miller is a
well-traveled road. Imagine
the uproar when an unvandal
driver unable to stop in time
hits one of these school kids.
as they hurt back + forth

in the road.

Additional revenue: Don't pay a director for farmer's market.

Have rummage sale areas and charge for rental.

Everyone benefits.

Turn empty stores in plaza by Rite & Aid into second-hand rummage sale etc. Stores run by city. Excellent profits.

All these listed things sound small but will bring money.
Thanks!