

CITY OF TECUMSEH
COUNCIL MEETING
TECUMSEH CITY HALL
JANUARY 3, 2017
7:30 P.M.
AGENDA

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Approval of Agenda
5. Welcome Guests
6. Public Comment Re: Items on the Agenda
7. Report of the City Manager
8. Consent Agenda: (All matters listed under item #8 are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. However, if discussion is desired, that item will be removed from the consent agenda and will be considered separately. (roll call)
 - A. Approve Council minutes from the regular meeting held December 19, 2016
9. New Business:
 - A. Resolution Re: Approve payment of bills (roll call)
 - B. Resolution Re: Schedule the Annual Performance Review for the City Manager
 - C. Resolution Re: Fiscal Year 2016-2017 Mid Year Budget Amendments (roll call)
 - D. Resolution Re: Fiscal Year 2017-2018 Budget Preparation, Review and Adoption Schedule
10. Public Comment Re: Items not on the Agenda
11. Miscellaneous business
12. Adjournment

The City of Tecumseh provides for reasonable accommodations for its programs, services and meetings under Title VI of its Non-Discrimination Policy and Limited English Proficiency Policy, with an advance 7 day notice to Dan Swallow at 517 424 6555.



To: Tecumseh City Council
From: Dan Swallow, City Manager
Subject: City Manager's Report
Date: January 3, 2017

Department of Public Works

Curbside pick-up of Christmas trees will start on Monday, January 9. Residents who would like their tree picked up should have it at the curb on or before next Monday. The Department of Public Works has completed its annual street condition rating; which will be utilized to recommend projects for the Capital Improvements Program budget. Department staff are currently focusing on tree trimming and removal, and cold patching of potholes.

Capital Improvement Program

The City Departments have submitted their project recommendations for the Fiscal Year 2017-2018 Capital Improvements Program (CIP). These projects will be vetted by the Developmental Services staff and then submitted to the Planning Commission for their recommendations at its January 10 regular meeting. If City Council has specific project recommendations, they can still be reviewed by staff prior to the January 10 meeting.

Utilities Department

Due to the widely fluctuating temperatures, there have been a number of water main breaks throughout the City. When the temperatures increase and decrease rapidly, it causes the ground to expand and contract, which is a primary cause of water main breaks. Additionally, the fluctuating temperatures of the water in the pipes can also cause the pipe materials to expand and contract, which can also cause cracks and failed connectors and fittings. If you notice water bubbling up to the surface, please contact City Hall at (517) 423-2107; or after hours Police Non-Emergency number at (517) 423-7494.

Tecumseh Center for the Arts

January 10 - Kiwanis Travel & Adventure Series "Cuba's Secret Side" | \$5 | 7:30 pm
January 14 - Princess Day | 10:00 - 11:30 am & 2:30 - 4:00 pm | Call for pricing
January 21 - Ben Bailey - Comedian | \$30 adults/\$28 seniors, youth, military | 7:30 pm
January 28 - Tecumseh Dance Workshop | \$16 adults/\$14 seniors, youth |
Call **517.423.6617** for details

Parks and Recreation

Beginning in January the AJ Smith Recreation Center will be open on Saturday and Sunday!
Saturdays from 9 am until noon
Sundays from 2 pm until 6 pm
Fitness classes and drop in/open gym will be featured both Saturday and Sunday. Saturday/Sunday hours will remain in effect through March of 2017.

Downtown Tecumseh Events

January 21 & 22, 2017 (Saturday & Sunday) - *Downtown Tecumseh's Ice Sculpture Festival*
Call **517.424.6003** for details

CITY OF TECUMSEH
COUNCIL MEETING
DECEMBER 19, 2016
TECUMSEH CITY HALL
7:30 P.M.

The meeting was called to order by Mayor Baker.

Mayor Baker led the Pledge of Allegiance.

Roll call was taken as follows:

PRESENT: Mayor Baker, Council members Fox, Harmon, Keiser, Naugle, Philo,
and Wimple.

ABSENT: None.

Guests were welcomed to the meeting by Mayor Baker.

Motion Harmon and seconded Naugle, to approve the December 19, 2016 agenda as presented. Council person Keiser asked that New Business Items D and E be removed from the agenda, as she feels the two purchases should go out for bid, considering the purchases exceed \$10,000. Motion to approve the December 19, 2016 agenda as presented was carried 6-1.

Motion Harmon and seconded Wimple, to receive and place on file the report of the City Manager. The following items were added or discussed: 1) Winter Weather Snow & Ice Removal Efforts; 2) Michigan Legislature "Lame Duck" Session; 3) Exempt Manufacturing Personal Property Reimbursement; 4) TCA Holiday Season & Upcoming Events; 5) Parks & Recreation "Fitness Fanatic Membership"; and 6) Downtown Tecumseh Ice Sculpture Festival. Motion carried unanimously.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To adopt the Consent Agenda, approving, receiving and placing on file the following: (1) City Council minutes from the regular meeting held December 5, 2016; (2) Budget Report; (3) November 2016 Report of the Police Department; and (4) November 2016 Report of the Fire Department.

RESOLUTION was offered by Council member Harmon and supported by Council member Riddle. A roll call vote was taken as follows:

YES: Riddle, Wimple, Baker, Fox, Harmon, Keiser, Naugle

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To approve the August 15, 2016 list of bills to be paid.

RESOLUTION was offered by Council member Naugle and supported by Council member Harmon. A roll call vote was taken as follows:

YES: Wimple, Baker, Fox, Harmon, Keiser, Naugle, Riddle.

NO: None.
RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To adopt the 2017 Annual Performance resolution for governmental agencies.

RESOLUTION was offered by Council member Naugle and supported by Council member Harmon. A roll call vote was taken as follows:

YES: Baker, Fox, Harmon, Keiser, Naugle, Riddle, Wimple.
NO: None.
RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To approve the proposed Parking License Agreement with Red Mill, LLC; and authorize the City Manager to execute the Agreement.

RESOLUTION was offered by Council member Fox and supported by Council member Harmon.

YES: Baker, Fox, Harmon, Keiser, Naugle, Riddle, Wimple.
NO: None.
RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To authorize the purchase of a new host server and upgrade four (4) virtual servers from I.T. Right in the amount of \$13,706.85. RESOLUTION was offered by Council member Naugle and supported by Council member Baker.

Council member Keiser stated that she objects to the motion because the cost of the server exceeds \$10,000 and it has not been bid out. Mayor Baker reminded Council that the City does have a contract with I.T. Right, therefore they accepted the bids for the City and presented us with the best price. Manager Swallow added that if necessary, I.T. Right would be able to provide us with copies of the bids.

Council Member Keiser added that she feels from the standpoint of an elected official, she feels it is essential that we are attempting to maximize our resident's tax dollars with the best price for all purchases, and feels that the City should bid out the contract with I.T. right as well.

YES: Fox, Harmon, Naugle, Riddle, Wimple, Baker.
NO: Keiser.
RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To authorize the purchase of the Motorola SCADA System Upgrades in the amount of \$15,175.00; in accordance with the attached quotation.

RESOLUTION was offered by Council member Wimple and supported by Council member Naugle.

YES: Harmon, Keiser, Naugle, Riddle, Wimple, Baker, Fox.

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To approve the Interlocal Agreement with Tecumseh Township for the performance of Property Assessment Services, to commence on January 1, 2017; and authorize the Mayor and Clerk to execute the agreement.

RESOLUTION was offered by Council member Wimple and supported by Council member Harmon.

YES: Keiser, Naugle, Riddle, Wimple, Baker, Fox, Harmon.

NO: None

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To move the January 2, 2016 City Council meeting to January 3, 2016.

RESOLUTION was offered by Council member Harmon and supported by Council member Wimple.

YES: Baker, Fox, Harmon, Riddle, Wimple.

NO: Naugle, Keiser.

RESOLUTION DECLARED ADOPTED.

During miscellaneous business, Manager Swallow reminded Council Members that he is due for his one-year review. Council members agreed to Manager Swallow during a closed session after the regular meeting on January 16, 2016.

Motion Harmon and seconded Wimple, to adjourn the meeting at 8:18 p.m. Motion carried unanimously.

Jackson L. Baker, Mayor

Jessica Emrick, City Clerk

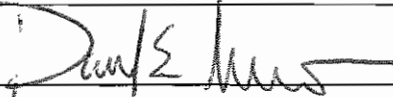


**Agenda Item Review Form
City Council
City of Tecumseh**

Agenda Item Number: 9. New Business, Item A	Submitted by: Dan Swallow
Item: January 3, 2017 Check Register	Department: City Managers Office

Summary:
Approve the January 3, 2017 list of bills to be paid.

Recommendation: <p style="text-align: center;">RESOLUTION</p> The City Council of the City of Tecumseh hereby resolves: to approve the January 3, 2017 list of bills to be paid.	Council Action: <input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Continued <hr/> Bid/Purchase Item: <input type="checkbox"/> Budgeted \$ _____ _____ Page(s) in FY Budget <input type="checkbox"/> Not Budgeted
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 _____ **City Manager** _____ **12/27/16**
Signature Title Date

12/28/2016

CHECK REGISTER FOR CITY OF TECUMSEH
CHECK NUMBERS 58977 - 99999

Check Date	Check	Vendor Name	Description	Amount
Bank TEC ACCOUNTS PAYABLE				
12/20/2016	58977	IAAO	IAAO MEMBERSHIP-EDUC COURSES	175.00
12/20/2016	58978	THE LINCOLN NATL LIFE INS CO	LIFE INSURANCE PREMIUM-JAN 2017	372.79
12/20/2016	58979	MMAAO	ASSESSOR MEMBERSHIP RENEWAL COURSE	50.00
12/20/2016	58980	TECUMSEH YOUTH THEATRE	TCA-TICKET SALES	7,842.29
12/20/2016	58981	U S BANK EQUIPMENT FINANCE	EMS-COPIER LEASE	78.00
12/22/2016	58982	BANKCARD PROCESSING CENTER		
		FABRICARE CLEANERS	PARKS-DRYCLEANING	27.00
		GOVERN FINANCE OFFICERS ASSOC	6/30/16 CAFR APPLICATION FEE	435.00
		HOBBY LOBBY	MKT/EVANS-RIBBON CUTTING SUPPLIES	24.75
		AMAZON.COM	PARKS-CABLE/SPEAKER	48.94
		AMAZON.COM	PARKS-BOTTLE CAPS	17.48
		AMAZON.COM	TCA-COFFEE MAKER	349.79
		MEIJERS	MKT/EVANS-RIBBON CUTTING SUPPLIES	63.27
		FACEBOOK	PARKS-HOLIDAY SHOPPING ADS	23.44
		FACEBOOK	TCA-FACEBOOK ADS	11.83
		MICROSOFT CORPORATION	OFFICE 365/EXCH ONLINE-NOV 2016	260.00
		PAESANOS	CTY MGRS MTG-LUNCH	23.00
		KITCHEN KRAFTS	PARKS-JAR RINGS	27.75
		MASTERFIT MEDICAL	EMS-BATTERIES	148.00
		TEREX SERVICES	EQ MTC-SUPPLIES	38.90
TOTAL BANKCARD PROCESSING CENTER				1,499.15
01/03/2017	58983	ANN ARBOR CLEANING SUPPLY	TCA-CLEANING SUPPLIES	76.60
01/03/2017	58984	AUTO-WARES GROUP	CEMETERY/WW/EQ MTC-SUPPL-20-	972.84
01/03/2017	58985	STEVE BARRON'S AUTO REPAIR & TOWING	EQ MTC-VEHICLE REPAIRS	845.69
01/03/2017	58986	BASIL BOYS	11/8/16 ELECTION MEALS	142.82
01/03/2017	58987	BELL EQUIPMENT COMPANY	EQ MTC-SUPPLIES	371.26
01/03/2017	58988	BSN SPORTS LLC	PARKS-MOUTH GUARDS	75.46
01/03/2017	58989	CINTAS CORPORATION-306	WW/WATER-UNIFORMS-4-	282.97
01/03/2017	58990	CONSUMERS ENERGY	UTILITIES	7,394.43
01/03/2017	58991	CUMULUS MEDIA ANN ARBOR	TCA-BEN BAILEY RADIO ADS	522.00
01/03/2017	58992	JOHN DEERE FINANCIAL	CEM/WAT/EQM-SUPPLIES	184.82
01/03/2017	58993	DOWNTOWN PRINTING	PARKS/TCA-WINTER HOMEFRONT ADS-2-	1,032.65
01/03/2017	58994	F & S LANDSCAPE INC	EMS-FALL GROUNDS CLEAN UP	150.00
01/03/2017	58995	FIRST DUE	EMS-HYDRAULIC OIL	51.24
01/03/2017	58996	GERKEN MATERIALS INC	WATER-ASPHALT	832.68
01/03/2017	58997	GRAINGER	WW-PLANT SUPPLIES	195.84
01/03/2017	58998	HOBBY LOBBY	PARKS-CRAFT SUPPLIES	12.92
01/03/2017	58999	BARBARA HOFFNER	JULY/DEC BD OF REVIEW	100.00
01/03/2017	59000	I.T. RIGHT INC	CITY HALL/WW-NEW WORKSTATIONS/PORT-2-	4,146.00
01/03/2017	59001	IHEART MEDIA	HOLIDAY ADS (REIMB BY CBA)	415.00
01/03/2017	59002	THE IMAGE GROUP	PARKS-BASKETBALL MEDALS	212.50
01/03/2017	59003	INSIGNIA GRAPHICS INC	DPW-SAFETY COATS	475.20
01/03/2017	59004	INTERNATIONAL CODE COUNCIL INC	BLDG SVC-ANNUAL ICC DUES	135.00

01/03/2017	59005	IRON MOUNTAIN INC	SHREDDING SERVICES	33.70
01/03/2017	59006	JODY WEATHERWAX	UB refund for account: CAN4-000403-0000-	30.17
			UB refund for account: CAN4-000403-0001-	168.69
				<u>198.86</u>
01/03/2017	59007	KRIS HOAG	TCA-TICKET REFUND	10.00
01/03/2017	59008	LENAWEE COUNTY TREASURER	MOBILE HOME FEES-OCT/NOV 2016	520.00
01/03/2017	59009	LUCAS LAW PC	CITY HALL-LEGAL FEES-NOV 2016	2,339.40
01/03/2017	59010	MCKENNA ASSOCIATES INC	BLDG SVC-PLANNING SVCS-M PLAN AREA	636.00
01/03/2017	59011	MCMASTER-CARR	WW-BRASS FITTINGS	20.64
01/03/2017	59012	BRIAN MELOCHE	POLICE-REIMB FOR WINTER COAT LINER	94.50
01/03/2017	59013	STATE OF MICHIGAN	ANNUAL DUES	180.00
01/03/2017	59014	STATE OF MICHIGAN	POLICE-SOR FEES-NOV 2016	30.00
01/03/2017	59015	STATE OF MICHIGAN	BEER/WINE SALES TAX-DEC 2016	13.20
01/03/2017	59016	NORDMANN ROOFING CO INC	TCA-MARQUEE SIGN REPAIRS	346.00
01/03/2017	59017	NORTH EASTERN UNIFORMS & EQUIP	POLICE-VEST-MELOCHE	90.00
01/03/2017	59018	PARTY PRINCESS PRODUCTIONS	TCA-BELLE COSTUME	120.00
01/03/2017	59019	PENN ACRES GRAIN INC	EQ MTC-WELD EXHAUST FLANGE	50.00
01/03/2017	59020	THE PIANO SMITH	TCA-PIANO REPAIRS-2-	220.00
01/03/2017	59021	RADANT'S ELECTRIC LLC	EMS-LIGHT/MOTION SENSOR REPL-2-	985.00
01/03/2017	59022	RECDESK SOFTWARE	PARKS-ANNUAL SUBSCRIPTION	2,580.00
01/03/2017	59023	REPUBLIC SERVICES #270	WW-SLUDGE ROLLOFF	710.67
01/03/2017	59024	RIVER RAISIN WATERSHED COUNCIL	MUNICIPAL MEMBERSHIP DUES	850.00
01/03/2017	59025	SAFETY SYSTEMS INC	EMS-ANNUAL FIRE EXT SVC	110.00
01/03/2017	59026	BOB SALSBERY	JUL/DEC 2016 BD OF REVIEW	100.00
01/03/2017	59027	SEVERANCE ELECTRIC CO INC	MAJOR-SIGNAL REPAIRS	877.25
01/03/2017	59028	SLC METER LLC	WATER-NEW METERS	1,045.89
01/03/2017	59029	SPECTRUM PRINTERS INC	ECON DEV/DDA-SCHEDULE MAGNETS	579.00
01/03/2017	59030	STATE INDUSTRIAL PRODUCTS	PARKS-CLEANING SUPPLIES	243.83
01/03/2017	59031	STEIN ELECTRIC COMPANY INC	WATER-INSTALL LED LIGHTS/WIRING/SWITCHI	5,031.28
01/03/2017	59032	TECUMSEH PLAYERS	TCA-TICKET SALES	67.00
01/03/2017	59033	BOB TOOMAN	JULY 2016 BD OF REVIEW	50.00
01/03/2017	59034	TRIPLE B PRODUCTIONS	TCA-ARTIST STIPEND	6,750.00
01/03/2017	59035	JOSEPH TUCKEY	WW-TEST FEE REIMB	75.00
01/03/2017	59036	U S BANK EQUIPMENT FINANCE	CITY HALL/PARKS-COPIER LEASE-2-	613.72
01/03/2017	59037	USA BLUEBOOK	WW/WATER-SUPPLIES-3-	1,368.17
01/03/2017	59038	UTILITIES INSTRUMENTATION SVC	WATER-TROUBLESHOOT COMM FAILS	749.00
01/03/2017	59039	VAN BRUNT TRANSPORT INC	WATER-MAINBREAKS	2,421.67
01/03/2017	59040	WADE TRIM	MAJOR-PROF SVCS	260.00
01/03/2017	59041	WINTER EQUIPMENT COMPANY	EQ MTC-SNOW PLOW EDGES	870.12

TEC TOTALS:

Total of 65 Checks:	59,885.05
Less 0 Void Checks:	0.00
Total of 65 Disbursements:	<u>59,885.05</u>

**CITY COUNCIL MEETING
JANUARY 3, 2017**

ACCOUNTS PAYABLE	1/3/2017	\$59,885.05
PAYROLL	12/22/2016	\$122,769.64
SOCIAL SECURITY TAXES	12/22/2016	\$9,345.37
WORKERS COMP	12/22/2016	\$2,263.09
EMPLOYEE'S RETIREMENT	12/22/2016	<u>\$21,794.00</u>
TOTAL:		\$216,057.15

PAYROLL	12/22/2016	\$88,889.54
A/C PAYABLE - C.M.	1/3/2017	\$15,842.81
SOC SECURITY TAXES FOR PAYROLL	12/22/2016	\$6,756.51
WORKERS COMP	12/22/2016	\$1,850.67
EMPLOYEE'S RETIREMENT	12/22/2016	\$15,630.16
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>
TOTAL GENERAL FUND		\$128,969.69

PAYROLL	12/22/2016	\$0.00
A/C PAYABLE - C.M.	1/3/2017	\$1,137.25
SOC SECURITY TAXES FOR PAYROLL	12/22/2016	\$0.00
WORKERS COMP	12/22/2016	\$0.00
EMPLOYEE'S RETIREMENT	12/22/2016	\$0.00
TR-EQUIP RENTAL -		\$0.00
TR-TRUNKLINE MTCE-QUAR		<u>\$0.00</u>

TOTAL MAJOR STREET & TRUNKLINE FUND **\$1,137.25**

PAYROLL	12/22/2016	\$0.00
A/C PAYABLE - C.M.	1/3/2017	\$0.00
SOC SECURITY TAXES FOR PAYROLL	12/22/2016	\$0.00
WORKERS COMP	12/22/2016	\$0.00
EMPLOYEE'S RETIREMENT	12/22/2016	\$0.00
TR-EQUIP RENTAL -		<u>\$0.00</u>

TOTAL LOCAL STREET FUND **\$0.00**

PAYROLL	12/22/2016	\$5,692.43
A/C PAYABLE - C.M.	1/3/2017	\$721.65
SOC SECURITY TAXES FOR PAYROLL	12/22/2016	\$434.20
WORKERS COMP	12/22/2016	\$17.65
EMPLOYEE'S RETIREMENT	12/22/2016	\$1,067.92
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>

TOTAL ECONOMIC DEVELOPMENT FUND **\$7,933.85**

PAYROLL	12/22/2016	\$3,670.59
A/C PAYABLE - C.M.	1/3/2017	\$780.80
SOC SECURITY TAXES FOR PAYROLL	12/22/2016	\$280.24
WORKERS COMP	12/22/2016	\$22.56
EMPLOYEE'S RETIREMENT	12/22/2016	\$773.93
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		\$0.00

TOTAL DEVELOPMENT SERVICES FUND **\$5,528.12**

PAYROLL	12/22/2016	\$11,977.66
A/C PAYABLE - C.M.	1/3/2017	\$9,213.65
SOC SECURITY TAXES FOR PAYROLL	12/22/2016	\$916.27
WORKERS COMP	12/22/2016	\$189.47
EMPLOYEE'S RETIREMENT	12/22/2016	\$2,415.23
TR-EQUIP MTC-Q/E		\$0.00
TR-EQUIP RENTAL -		\$0.00
WATER/SEWER BILLING	NOV 2016	\$0.00

TOTAL WASTEWATER FUND **\$24,712.28**

PAYROLL	12/22/2016	\$6,434.07
A/C PAYABLE - C.M.	1/3/2017	\$11,354.30
SOC SECURITY TAXES FOR PAYROLL	12/22/2016	\$492.23
WORKERS COMP	12/22/2016	\$147.25
EMPLOYEE'S RETIREMENT	12/22/2016	\$1,116.99
TR-EQUIP MTC-Q/E		\$0.00
TR-EQUIP RENTAL -		\$0.00
WATER/SEWER BILLING	NOV 2016	\$0.00

TOTAL WATER FUND **\$19,544.84**

PAYROLL	12/22/2016	\$0.00
A/C PAYABLE - C.M.	1/3/2017	\$3,273.16
SOC SECURITY TAXES FOR PAYROLL	12/22/2016	\$0.00
WORKERS COMP	12/22/2016	\$0.00
EMPLOYEE'S RETIREMENT	12/22/2016	\$0.00

TOTAL EQUIPMENT FUND **\$3,273.16**

PAYROLL	12/22/2016	\$0.00
A/C PAYABLE - C.M.	1/3/2017	\$0.00
SOC SECURITY TAXES FOR PAYROLL	12/22/2016	\$0.00
WORKERS COMP	12/22/2016	\$0.00
EMPLOYEE'S RETIREMENT	12/22/2016	\$0.00
WATER/SEWER BILLING		\$0.00

TOTAL SPECIAL ASSESSMENT FUND **\$0.00**

A/C PAYABLE - C.M.	1/3/2017	\$0.00
		<u>\$0.00</u>

TOTAL ADRIAN-TECUMSEH LDFA FUND		\$0.00
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PAYROLL	12/22/2016	\$6,105.35
A/C PAYABLE - C.M.	1/3/2017	\$17,183.91
SOC SECURITY TAXES FOR PAYROLL	12/22/2016	\$465.92
WORKERS COMP	12/22/2016	\$35.49
EMPLOYEE'S RETIREMENT	12/22/2016	\$789.77
TR-EQUIP RENTAL -		<u>\$0.00</u>

TOTAL TECUMSEH CIVIC AUDITORIUM FUND		\$24,580.44
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PAYROLL	12/22/2016	\$0.00
A/C PAYABLE - C.M.	1/3/2017	\$0.00
SOC SECURITY TAXES FOR PAYROLL	12/22/2016	\$0.00
WORKERS COMP	12/22/2016	\$0.00
EMPLOYEE'S RETIREMENT	12/22/2016	<u>\$0.00</u>

TOTAL CIVIC AUD CAPITAL IMPROVEMENT FUND		\$0.00
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A/C PAYABLE - C.M.	1/3/2017	<u>\$0.00</u>
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TOTAL MEMORIAL DAY PARADE FUND		\$0.00
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PAYROLL	12/22/2016	\$0.00
A/C PAYABLE - C.M.	1/3/2017	\$0.00
SOC SECURITY TAXES FOR PAYROLL	12/22/2016	\$0.00
WORKERS COMP	12/22/2016	\$0.00
EMPLOYEE'S RETIREMENT	12/22/2016	\$0.00
TR-EQUIP RENTAL -		<u>\$0.00</u>

TOTAL MUNICIPAL PURCHASE FUND		\$0.00
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PAYROLL	12/22/2016	\$0.00
A/C PAYABLE - C.M.	1/3/2017	\$0.00
SOC SECURITY TAXES FOR PAYROLL	12/22/2016	\$0.00
WORKERS COMP	12/22/2016	\$0.00
EMPLOYEE'S RETIREMENT	12/22/2016	\$0.00
TR-EQUIP RENTAL -		<u>\$0.00</u>

TOTAL CAPITAL IMPROVEMENT FUND		\$0.00
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CITY COUNCIL MEETING-1/3/17

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PAYROLL	12/22/2016	\$0.00
A/C PAYABLE - C.M.	1/3/2017	\$0.00
SOC SECURITY TAXES FOR PAYROLL	12/22/2016	\$0.00
WORKERS COMP	12/22/2016	\$0.00
EMPLOYEE'S RETIREMENT	12/22/2016	\$0.00
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>

TOTAL MOVIES IN THE PARK FUND **\$0.00**

PAYROLL	12/22/2016	\$0.00
A/C PAYABLE - C.M.	1/3/2017	\$289.50
SOC SECURITY TAXES FOR PAYROLL	12/22/2016	\$0.00
WORKERS COMP	12/22/2016	\$0.00
EMPLOYEE'S RETIREMENT	12/22/2016	\$0.00
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>

TOTAL DOWNTOWN DEVELOPMENT AUTH FUND **\$289.50**

PAYROLL	12/22/2016	\$0.00
A/C PAYABLE - C.M.	1/3/2017	\$0.00
SOC SECURITY TAXES FOR PAYROLL	12/22/2016	\$0.00
WORKERS COMP	12/22/2016	\$0.00
EMPLOYEE'S RETIREMENT	12/22/2016	\$0.00
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>

TOTAL 2015 GOB PROJECT FUND **\$0.00**

A/C PAYABLE - C.M.	1/3/2017	<u>\$0.00</u>
TOTAL 2005 MTF BOND DEBT RETIRE FUND		\$0.00

A/C PAYABLE - C.M.	1/3/2017	<u>\$0.00</u>
TOTAL DDA PUBLIC ART FUND		\$0.00

A/C PAYABLE - C.M.	1/3/2017	<u>\$88.02</u>
TOTAL EVANS STREET MARKET FUND		\$88.02

A/C PAYABLE - C.M.	1/3/2017	<u>\$0.00</u>
TOTAL FUND		\$0.00

A/C PAYABLE - C.M.	1/3/2017	<u>\$0.00</u>

TOTAL ECON DEV REHAB PROJECT FUND		\$0.00

A/C PAYABLE - C.M.	1/3/2017	<u>\$0.00</u>

TOTAL LOCAL DEV FINANCE AUTHORITY FUND		\$0.00

A/C PAYABLE - C.M.	1/3/2017	<u>\$0.00</u>

TOTAL ECON DEV PROJECT-MDEQ FUND		\$0.00

A/C PAYABLE - C.M.	1/3/2017	<u>\$0.00</u>

TOTAL PURE MICHIGAN FUND		\$0.00

A/C PAYABLE - C.M.	1/3/2017	<u>\$0.00</u>
WIRE TRANSFER-BOND PAYMENT		<u>\$0.00</u>

TOTAL LTGO BABS, SERIES 2010 DEBT SERVICE FUND		\$0.00



**Agenda Item Review Form
City Council
City of Tecumseh**

Agenda Item Number: 9. New Business, Item B	Submitted by: Dan Swallow
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Item: Schedule the Annual Performance Review for the City Manager	Department: Tecumseh City Manager
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Summary:

The City Manager, Dan Swallow, commenced his employment with the City of Tecumseh on December 7, 2015. Therefore, one year has elapsed since he began his employment, and it is an opportune time to schedule a time for his annual performance review. Mr. Swallow has requested this review take place in Closed Session in accordance with Sec. 8(a) of the Michigan Open Meetings Act (MCL 15.268).

Recommendation:

RESOLUTION

THE CITY COUNCIL OF THE CITY OF TECUMSEH
RESOLVES:

to schedule the annual performance review for the City Manager for immediately following the regular City Council meeting on January 16, 2017; and direct the City Clerk to publish the notice including that the review will be in closed session in accordance with Sec. 8(a) of the Michigan Open Meetings Act.

Council Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

Budgeted \$ _____
 _____ Page(s) in FY Budget
 Not Budgeted

Daniel E. Swallow Digitally signed by Daniel E. Swallow
Date: 2016.12.28 17:47:07 -05'00'
Signature

Daniel E. Swallow Digitally signed by Daniel E. Swallow
Date: 2016.12.28 17:47:30 -05'00'
Signature

City Manager 12/28/26
Department Head Date

City Manager 12/28/16
City Manager Date



Agenda Item Review Form City Council City of Tecumseh

Agenda Item Number: 9. New Business, Item C	Submitted by: Dan Swallow
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Item: Fiscal Year 2016-2017 Mid-Year Budget Amendments	Department: Tecumseh City Manager
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Summary:

Attached are several mid-year budget amendments, which City Council adopts by Department (Totals in bold). The detailed line items are also included to provide additional information as to why the amendments are being proposed. The amendments are organized by Revenues and then Expenditures. These proposed amendments reflect the revised personal property reimbursement from the State of Michigan, and changes to implement the Assessment Services contract with Tecumseh Township. Additionally, the Emergency Services Department had increases due to the grant funds that they utilized to purchase the fire extinguisher training kit and new SCBA equipment. Several amendments involve moving funds that were originally budgeted in FY 2015-16, but the expenditures did not occur until this fiscal year. Examples of this include the Salt purchase, City Hall Improvements, and the Public Works Truck purchase. Structural deterioration at the Standish Dam and Bridge will likely necessitate repairs in the current fiscal year vs. waiting until next fiscal year. Finally, the administrative support services provided to the DDA by City staff have exceeded the original budget.

Recommendation:

RESOLUTION

THE CITY COUNCIL OF THE CITY OF TECUMSEH
RESOLVES:

to approve the proposed budget amendments in the form of the attached resolution.

Council Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

Budgeted \$ _____
 _____ Page(s) in FY Budget
 Not Budgeted

Daniel E. Swallow Digitally signed by Daniel E. Swallow
Date: 2016.12.28 15:21:01 -05'00'

City Manager

12/28/16

Signature

Department Head

Date

Daniel E. Swallow Digitally signed by Daniel E. Swallow
Date: 2016.12.28 15:21:31 -05'00'

City Manager

12/28/16

Signature

City Manager

Date

Proposed FY 2016- 2017 Budget Amendments: January 3, 2017 Council Meeting

Action	GL Number	Description	Original Budget	Change	Amended Budget
Revenues					
Add	101-000.000-441.000	Local Community Stabilization Auth. Personal Prop. Reimbursement	0	\$199,733	\$199,733
Amend	101-000.000-573.000	Local Community Stabilization Auth. Share Appropriation	\$55,000	(\$47,000)	\$8,000
Amend	101-000.000-576.000	Sales Tax Constitutional	\$675,000	(\$20,000)	\$655,500
Add	101-000.000-637.000	Assessing Services (Twp)	0	\$15,750	\$15,750
Amend	101-000.000-675.000	Contributions & Gifts	\$27,500	\$5,000	\$32,500
General Fund Revenue (101) Total:			\$5,240,872	\$153,483	\$5,394,355
Amend	420-694.000-676.105	Transfer from the General Fund	\$108,600	\$32,500	\$141,100
Capital Improvement Fund Revenue (420-694.000) Total:			\$108,600	\$32,500	\$141,100
Expenditures					
Amend	101-101.000-706.240	Assessor's Office	\$66,990	\$5,000	\$71,990
Amend	101-101.000-839.000	Software/Support/Upgrades	\$20,000	\$3,500	\$23,500
Amend	101-101.000-936.000	Business District	\$7,000	\$1,000	\$8,000
General Administration Department (101-101.000) Total:			\$1,412,768	\$9,500	\$1,422,268
Amend	101-336.000-778.200	Supplies-Equip. (EMS)	\$2,300	\$1,000	\$3,300
Emergency Services Department (101-336.000) Total:			\$587,196	\$1,000	\$588,196
Amend	101-440.000-727.000	Supplies- Office	\$1,500	\$1,500	\$3,000
Amend	101-440.000-727.000	Salt	\$6,000	\$12,135	\$18,135
Public Works Department (101-440.000) Total:			\$213,162	\$13,635	\$226,797
Amend	101-965.000-965.420	Transfer to Capital Improvement Fund	\$108,600	\$32,500	\$141,100
Fund Transfers (101.965.000) Total:			\$836,600	\$32,500	\$869,100
<i>General Fund Net Change:</i>				\$96,848	
Amend	420-445.000-924.100	Storm Water Drainage	\$20,000	(\$10,000)	\$10,000
Amend	420-445.000-973.200	In Car Cameras	\$13,500	\$500	\$14,000
Amend	420-445.000-978.260	City Hall Improvements	0	\$22,500	\$22,500
Add	420-445.000-983.200	Standish Bridge & Dam Rehabilitation	0	\$20,000	\$20,000
Capital Improvement Fund (420-445.000) Total:			\$108,600	\$32,500	\$141,100
Add	591-557.000-706.222	Payroll – Seasonal	0	\$2,000	\$2,000
Amend	591-557.000-920.000	Electric Power	\$53,000	\$9,000	\$62,000
Amend	591-557.000-977.450	Miscellaneous – New Equipment	\$5,000	\$500	\$5,500
Amend	591-557.000-984.400	Pollution Abatement/Engineering	\$18,900	\$3,000	\$21,900
Water Fund (591-557.000) Total:			\$756,552	\$14,500	\$771,052
Amend	661-932.000-977.400	*New Equipment Purchases	\$40,000	\$194,500	\$231,500
*Equipment Maintenance Fund (661-932.000) Total:			\$300,340	\$194,500	\$494,840
Amend	935-484.000-706.101	Payroll	\$1,280	\$1,270	\$2,550
Amend	935-484.000-715.000	Social Security Taxes	\$70	\$125	\$195
Amend	935-484.000-881.100	Christmas Decorations	\$2,500	\$1,000	\$3,500
Tecumseh DDA (935) Total:			\$137,438	\$2,395	\$139,833
<i>*All Other Funds Net Change:</i>				(\$211,395)	

***Note:** \$164,830 remaining balance in the FY 2015-16 Equipment Maintenance Fund was *RESERVED* in for the purchase of the new Public Works Dept. Truck, but the expenditure did not occur until this fiscal year.

City of Tecumseh

Budget Amendment Resolution Fiscal Year 2016-2017

Whereas, the Tecumseh City Charter provides that the Tecumseh City Council may amend the budget subject to the limitations contained in Section 8.5 Budget Control, of the said Charter, and

Whereas, the City Manager has prepared an amended budget that includes data showing the relation between the estimated and actual revenues and expenditures in accordance with Section 8.5 of the City Charter.

Therefore, Be It Resolved, that the appropriations for the Fiscal Year, commencing July 1, 2016 and ending June 30, 2017 are hereby amended on a functional basis for the General Fund and on a Fund Basis for other funds, as follows:

BUDGET SUMMARY INFORMATION

General Fund Expenditures (General Operating Purposes)

		<u>Amended</u>
General	\$1,412,768	\$1,422,268
Cemetery	155,453	
Police	1,552,725	
Emergency Services	587,196	\$588,196
Public Works	213,162	\$226,797
Parks and Recreation	424,615	
Total	\$4,345,919	\$4,370,054
Transfers Out	836,600	\$869,100
Total General Fund Expenditures	\$5,182,519	\$5,239,154

EXPENDITURES - OTHER GOVERNMENT FUNDS/ENTERPRISE FUNDS

		<u>Amended</u>
<u>Major Street Fund</u>	<u>\$665,100</u>	
<u>Local Street Fund</u>	<u>\$399,500</u>	
<u>Public Act 48 Fund</u>	<u>\$25,000</u>	
<u>Municipal Purchase Fund</u>	<u>\$64,675</u>	
<u>Brownfield Redevelopment Fund</u>	<u>\$17,658</u>	
<u>Economic Development Fund</u>	<u>\$206,788</u>	
<u>Tecumseh DDA Public Art Fund</u>	<u>\$15,250</u>	
<u>Development Services Fund</u>	<u>\$206,054</u>	
<u>Movies in the Park Fund</u>	<u>\$4,434</u>	
<u>LTGO BABS, Series 2010 DS Fund</u>	<u>\$65,800</u>	
<u>2015 GOB Fund</u>	<u>\$473,133</u>	
<u>2015 GOB Project Fund</u>	<u>\$785,384</u>	
<u>MTF Bonds (2005)</u>	<u>\$45,775</u>	
<u>Capital Improvement Fund</u>	<u>\$108,600</u>	<u>\$141,100</u>
<u>Wastewater Fund</u>	<u>\$1,664,575</u>	
<u>Water Fund</u>	<u>\$756,552</u>	<u>\$771,052</u>
<u>Equipment Maintenance Fund</u>	<u>\$300,340</u>	<u>\$494,840</u>
<u>Perpetual Care Fund</u>	<u>\$6,000</u>	
<u>Civic Auditorium Capital Improvement Fund</u>	<u>\$1,900</u>	
<u>Civic Endowment Fund</u>	<u>\$27,500</u>	

<u>Pure Tecumseh Campaign Fund</u>	<u>\$30,000</u>	
<u>Memorial Day Parade</u>	<u>\$3,000</u>	
<u>Special Assessment Fund</u>	<u>\$26,100</u>	
<u>Tecumseh Civic Auditorium</u>	<u>\$353,859</u>	
<u>Tecumseh DDA</u>	<u>\$137,438</u>	<u>\$139,833</u>
<u>Tecumseh DDA Debt Retirement Fund</u>	<u>\$97,375</u>	

And, be it further resolved that the Estimated Revenues for the 2016-2017 Fiscal Year are as follows:

GENERAL FUND REVENUES (GENERAL OPERATING PURPOSES)

		<u>Amended</u>
Property Taxes	\$3,427,000	
State of Michigan	833,000	<u>\$965,733</u>
Other	734,872	<u>\$755,622</u>
Cemetery	68,700	
Parks and Recreation	165,800	
Public Works	5,500	
Transfers in	6,000	
<u>Total General Fund Revenue</u>	<u>\$5,240,872</u>	<u>\$5,394,355</u>

REVENUES - OTHER GOVERNMENT/ENTERPRISE FUNDS

		<u>Amended</u>
<u>Major Street Fund</u>	<u>\$541,550</u>	
<u>Local Street Fund</u>	<u>\$409,977</u>	
<u>Public Act 48 Fund</u>	<u>\$26,100</u>	
<u>Municipal Purchase Fund</u>	<u>\$70,100</u>	
<u>Brownfield Redevelopment Fund</u>	<u>\$17,164</u>	
<u>Economic Development Fund</u>	<u>\$206,400</u>	

<u>Tecumseh DDA Public Art Fund</u>	<u>\$15,075</u>	
<u>Development Services Fund</u>	<u>\$199,550</u>	
<u>LTGO BABS, Series 2010 DS Fund</u>	<u>\$67,000</u>	
<u>2015 GOB Road Fund</u>	<u>\$474,000</u>	
<u>MTF Bond Debt (2005)</u>	<u>\$46,000</u>	
<u>Capital Improvement Fund</u>	<u>\$108,700</u>	<u>\$141,200</u>
<u>Wastewater Fund</u>	<u>\$1,396,780</u>	
<u>Water Fund</u>	<u>\$619,000</u>	
<u>Equipment Maintenance Fund</u>	<u>\$310,800</u>	
<u>Civic Auditorium CIP Fund</u>	<u>\$2,000</u>	
<u>Civic Endowment Fund</u>	<u>\$39,000</u>	
<u>Pure Tecumseh Campaign Fund</u>	<u>\$30,000</u>	
<u>Memorial Day Parade</u>	<u>\$2,040</u>	
<u>Special Assessment Fund</u>	<u>\$25,700</u>	
<u>Tecumseh Civic Auditorium</u>	<u>\$353,455</u>	
<u>Tecumseh DDA</u>	<u>\$134,515</u>	
<u>Tecumseh DDA Debt Retirement Fund</u>	<u>\$97,375</u>	



**Agenda Item Review Form
City Council
City of Tecumseh**

Agenda Item Number: 9. New Business, Item D	Submitted by: Dan Swallow
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Item: Fiscal Year 2017-2018 Budget Preparation, Review and Adoption Schedule	Department: Tecumseh City Manager
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Summary:

Attached is a proposed budget preparation, review, and adoption schedule for the 2017-2018 Fiscal Year budget.

Of particular importance to consider is the Budget Workshop Meeting proposed for the second Monday in March- March 13, 2017 at 6:30 PM, and the Public Hearing and anticipated Adoption on May 1, 2017. The City Charter requires adoption of the budget no later than the second Monday in May (May 8, 2017). I also plan to schedule a short study session meeting before the regular February 20, 2017 City Council meeting to review preliminary budget estimates.

Recommendation:

RESOLUTION

THE CITY COUNCIL OF THE CITY OF TECUMSEH
RESOLVES:

to approve the proposed Fiscal Year 2017-2018 Budget Preparation, Review and Adoption Schedule.

Council Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

Budgeted \$ _____
 _____ Page(s) in FY Budget
 Not Budgeted

Daniel E. Swallow Digitally signed by Daniel E. Swallow
Date: 2016.12.28 17:27:44 -05'00'

City Manager

12/28/16

Signature

Department Head

Date

Daniel E. Swallow Digitally signed by Daniel E. Swallow
Date: 2016.12.28 17:28:08 -05'00'

City Manager

12/28/16

Signature

City Manager

Date

PROPOSED
FISCAL YEAR 2017-18 BUDGET CALENDAR

<u>Date</u>	<u>Day</u>	<u>Component</u>
Jan 19	Thursday	Department budget requests submitted to City Manager
Feb 3	Friday	Draft budget prepared
Feb 20	Monday	Study session before regular meeting-Draft Budget Presented CIP Budget recommendation from Planning Commission
Mar 13	Monday	Budget study session at 6:30 p.m.
Apr 17	Monday	City Manager submits recommended budget to Council Set public hearing date
Apr 24	Monday	Publish <i>Notice of Public Budget Hearing</i> in Newspaper - Proposed budget available in Clerk's office
May 1	Monday	Hold public hearing on <u>Budget & Property Tax Millage Rate</u> City Council adoption of <u>Budget & Property Tax Millage Rate</u>
May 8	Monday	Final day for City Council to adopt City Budget

CHARTER BUDGET REQUIREMENTS

1. The City Manager shall prepare and submit to the Council, on the third Monday in April of each year, a recommended budget.
2. A public hearing shall be held before final budget adoption.
3. Council must adopt final budget by resolution no later than the second Monday in May. Appropriating any money requires the affirmative vote of five (5) or more members of City Council.
4. The Fiscal Year of the City and all its agencies begin on July 1st and ends June 30th of the following year.
5. City Council may amend the budget by making additional appropriations during the fiscal year for unanticipated expenditures, but such additional appropriations shall not exceed the amount of actual and anticipated revenues of the year.