

CITY OF TECUMSEH
COUNCIL MEETING
TECUMSEH CITY HALL
JANUARY 3, 2018
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 18, 2017
9. New Business:
 - A. Resolution Re: Approve payment of bills (roll call)
 - B. Resolution Re: Reappointment of Mildred Gentz to the Election Commission (roll call)
 - C. Resolution Re: Reappointment of Michele Garner to the Election Commission (roll call)
 - D. Resolution Re: Confirmation of Appointment of Tonya Miller as Tecumseh City Clerk (roll call)
 - E. Resolution Re: Place Consideration of Determination of Similar Use for Transitional Housing Facilities in the Office-Service (OS-1) District on the January 15, 2018 regular meeting agenda
 - F. Resolution Re: Approve the First Amendment to Interlocal Agreement for Property Assessment Services with Tecumseh Township (roll call)
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, 2018

Fire, DPW and Utilities Department Thank You's!

Our DPW, Fire Department and Utilities crews deserve an *EXTRA* thank you this Holiday season, as they endured brutal weather conditions to clean our streets, assist with structure fires in nearby communities, provide citizen assists, and keep our water flowing. With the Christmas Eve snow storm, the DPW staff was up first thing Christmas morning to plow our streets and lay down salt so that people could travel safely. The Fire Department has recently assisted on structure fires in nearby communities, including a large barn fire in the Tipton area and structure fires in Raisin Township and the Village of Clinton. This time of year also sees more citizen assist calls for residents who are seriously ill or experience an accident in the home. Unfortunately, with bitter cold also comes water main breaks due to expanding frost causing movement in the ground. Utilities crews have worked late into the night in sub-freezing conditions to repair water main breaks, on top of their regular duties. For anyone has worked in wet and freezing conditions, you can relate to this type of difficult working environment. I want to extend my thanks for our dedicated emergency and field staff that works through freezing nights, so that the rest of us can enjoy a comfortable and safe Holiday- *Thank you for all you do!*

Brookside Cemetery

Nicholas Handler 12-5-1959 – 2-28-2016

Nick loved this community and the people in it. In his passing he left word that money was to be set aside for 2 new columbaria in the mausoleum and a cremation / reflecting garden at Brookside Cemetery.

Dan Righter was presented with a check in the amount of \$30,000.00 on December 20, 2017 by Phil Carner, the executor of Nick's estate. The cemetery will be moving forward on this project in the near future. Dan stated that it was always a pleasure to work with Nick over the years engaging with families of lost loved ones. His memory will live on indefinitely at Brookside with this donation.

Tecumseh Center for the Arts

Tecumseh Center for the Arts had a very successful December. The Tecumseh Pops and Community Chorus had over 300 patrons at their Christmas Memories concert on Sunday, December 3. The 11th production of the Nutcracker Ballet was also very successful. I am happy to report that we exceeded our goals for ticket sales, concessions, bar sales and boutique. The TCA Big Band & VocalAires also performed their holiday concert on Sunday, December 10. Their 'Tis the season concert had just under 250 in attendance.

In addition, the theater held the following events in December:

- Monroe Street Theater Dance Company | December 16
- Tecumseh Elementary Holiday Concert | December 19
- Tecumseh Middle School Choir | December 20
- Tecumseh Public Schools Holiday Movies | December 21

We also sent out an end-of-year donation letter to our most loyal patrons and added a new online donation page to our website as well as a merchandise page for Gift Certificates and other fundraising programs. In addition, the theater received a very generous donation from the Trust of Nick Handler for \$10,000.

The theater is eager to start 2018 with an exciting line-up for January including:

- Kiwanis Travel Series | January 8
- Princess Day | January 13
- The Second City | January 20
- Tecumseh Dance Workshop | January 27

Parks and Recreation

Department staff met with Carl Lewandowski to explore working together to offer Lenawee Youth Lacrosse. Carl currently runs Tecumseh Youth Lacrosse, a program that offers lacrosse programming to youth in grades 3 through 8. Carl would like to expand the reach of lacrosse in Lenawee (one of the fastest growing sports in America) and is also interested in partnering with the YMCA of Lenawee County. Carl will continue to run the lacrosse programming while Parks and Rec would facilitate registration and offer additional administrative support.

Also in lacrosse news, Parks and Rec will offer several indoor lacrosse camps for youth in grades 2 through 8 beginning in January of 2018.

On Wednesday, January 10, Parks and Rec will host a 5 year celebration Open House at the AJ Smith Recreation Center from 4 to 6 pm. Everyone is invited to stop in, enjoy light refreshments and explore all the AJ Smith Center has to offer. From 4 to 6 pm on January 10, Michigan Avian Experience will be at the AJ Smith Recreation Center with live birds of prey. Folks can enter to win punch card passes for many of the activities offered at the Rec Center and the department will feature many free activities the week of January 7 through the 13, 2018.

CITY OF TECUMSEH
COUNCIL MEETING
DECEMBER 18, 2017
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, and Riddle.

ABSENT: Council member Wimple.

MOTION Keiser and seconded Harmon, to excuse Council Member Wimple from the meeting due to him being out of the County. Motion carried unanimously.

Guests were welcomed to the meeting by Mayor Baker.

MOTION Harmon and seconded Keiser, to approve the December 18, 2017 agenda as presented. motion carried unanimously.

A Proclamation Honoring Boy Scouts of American Troop 632 of Tecumseh, Michigan was presented by Mayor Baker.

MOTION Naugle and seconded Harmon, to receive and place on file the report of the City Manager. The following items were added or discussed: 1) Capital Improvement Program (CIP); 2) Downtown Tecumseh 9th Annual Ice Sculpture Festival; 3) Economic Development Director Position; 4) Sanitary Sewer Projects – Notice to Proceed and 5) DiggyPod Expansion; 6) Promedica Meeting Update in regards to future of Herrick Memorial Hospital Building.

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 4, 2017; (2) Budget Report and (3) October 2017 Report of the Police Department.

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

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

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To approve the December 18, 2017 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: Harmon, Keiser, Naugle, Riddle, Baker and Fox.

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To approve to reschedule the first regular City Council Meeting in January 2018 to Wednesday January 3, 2018 at 7:30pm.

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

YES: Baler, Fox, Harmon, Keiser Naugle and Riddle.

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To reappoint Tim Prettyman to serve a 3-year term on the Historic Preservation Commission to expire in January 2021.

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

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

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To reappoint Brent Gnodtke to a 4-year term on the Board of Directors of the Local Development Finance Authority (LDFA) of the cities of Adrian and Tecumseh, with a term expiring on August 6, 2021.

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

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

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To reappoint Ron Wimple to a 4-year term on the Board of Directors of the Local Development Finance Authority (LDFA) of the cities of Adrian and Tecumseh, expiring on August 6, 2020.

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

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

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To adopt the 2018 Annual Performance Resolution for governmental agencies; and authorized the City Manager to apply to MDOT for the necessary permit to work within the State Rights of Way.

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

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

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To approve the 2018 Ice Sculpture Festival Special Event and closure of South Evans St. from Chicago Blvd. to the entrance of the SW parking lot from 7:30am to 6:30pm on Saturday January 20, 2018.

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

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

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To accept 2.51 acres of land as a donation from Stanley and Bridget Ames. The land is to be incorporated into Indian Crossing Trails Park.

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

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

NO: None.

RESOLUTION DECLARED ADOPTED.

During Public Comment three residents spoke in regards to the Determination of Similar Use for Transitional/Emergency Women and Children Housing Facilities in the Office-Service (OS-1) District. The residents spoke in favor of the topic and questioned when the item will appear on a future City Council Agenda. Mayor Baker suggested that at the next regularly held City Council Meeting on January 3rd, 2018 that City Council will make a request to place the topic on the January 16th, 2018 agenda for review and reconsideration.

MOTION Harmon and seconded Riddle, to adjourn the meeting at 8:17 p.m.
Motion carried unanimously.

Jackson L. Baker, Mayor

Angela Gwilt, Acting City Clerk



Agenda Item Review Form
City Council
City of Tecumseh

Agenda Item Number: 9. New Business, Item A	Submitted by: Dan Swallow
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Item: January 3, 2018 Check Register	Department: City Managers Office
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Summary:
Approve the January 3, 2018 list of bills to be paid.

Recommendation:

RESOLUTION

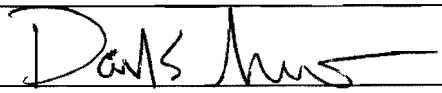
The City Council of the City of Tecumseh hereby resolves:
to approve the January 3, 2018 list of bills to be paid.

Council Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

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



Signature

City Manager

Title

12/27/17

Date

12/27/2017

CHECK REGISTER FOR CITY OF TECUMSEH
CHECK NUMBERS 60743 - 99999

Check Date	Check	Vendor Name	Description	Amount
Bank TEC ACCOUNTS PAYABLE				
12/20/2017	60743	BLUE CROSS BLUE SHIELD OF MICH	HEALTH/DENTAL INS PREMIUM-JAN 2018	51,216.83
12/20/2017	60744	BUSCH'S INC	CH/PKS/ECD-SUPPLIES-3-	48.64
12/20/2017	60745	C & D HUGHES	M50 SEWER IMPROVEMENTS-PYMT 1	175,777.55
12/20/2017	60746	AMBER EVERS	TCA-TICKET SALES	15.00
12/20/2017	60747	THE LINCOLN NATL LIFE INS CO	LIFE INS PREMIUM-JAN 2018	341.41
12/20/2017	60748	MARTINS HOME CENTER	CH/PKS/WW/WAT/EQM/TCA/DDA-SUPPL-55-	1,264.56
12/20/2017	60749	MANUEL SALAZAR	TCA-TICKET SALES	28.00
12/20/2017	60750	TECUMSEH PLYWOOD	CH/PKS/WW-SUPPLIES-4-	1,461.06
12/20/2017	60751	TECUMSEH POPS ORCHESTRA	TCA-TICKET SALES	3,058.00
12/20/2017	60752	U S BANK EQUIPMENT FINANCE	CITY HALL/FD-COPIER LEASE-2-	421.00
01/03/2018	60753	ADRIAN OVERHEAD DOORS	FD-REPAIR OVERHEAD DOORS	250.41
01/03/2018	60754	JUSTIN ANSPACH	PARKS-BASKETBALL COACH	25.00
01/03/2018	60755	ASSOCIATED ENG & SURVEYORS INC	SURVEY-607 N EVANS	450.00
01/03/2018	60756	AUTO-WARES GROUP	CEM/FD/EQM-SUPPLIES-18-	1,183.87
01/03/2018	60757	BASIL BOYS	LEN CARES-LUNCH	78.14
01/03/2018	60758	BREATHING AIR SYSTEMS	FD-SVC & SAMPLE KIT	63.00
01/03/2018	60759	CINTAS	WW/WATER-UNIFORMS-2-	163.78
01/03/2018	60760	CITY OF JACKSON	POLICE-CONSORTIUM FEES	574.86
01/03/2018	60761	STEPHANIE COLE	PARKS-INSTRUCTOR FEES	92.00
01/03/2018	60762	D & P COMMUNICATIONS	POLICE-LEIN LINE	150.00
01/03/2018	60763	DESIGN STONE ENGRAVING SVCS	CEMETERY-NICHE ENGRAVING	1,050.00
01/03/2018	60764	DETROIT SALT COMPANY	MAJOR/LOCAL-ROAD SALT	1,868.80
01/03/2018	60765	F & S LANDSCAPE INC	TCA-SNOW REMOVAL-PYMT 1/5	500.00
01/03/2018	60766	JAYME FUNCHION	PARKS-INSTRUCTOR FEES	116.00
01/03/2018	60767	GALLS LLC	POLICE-UNIFORM BOOTS	105.00
01/03/2018	60768	H & H REPAIR INC	EQ MTC-SUPPLIES	95.03
01/03/2018	60769	LINDA HEWLETT	REIMB-MILEAGE/COMPUTER SUPPLIES	73.87
01/03/2018	60770	IHEART MEDIA	GENERIC HOLIDAY SHOPPING ADS	415.00
01/03/2018	60771	INSIGNIA GRAPHICS INC	DPW/PARKS-SIGNS-2-	485.20
01/03/2018	60772	INTERNATIONAL CODE COUNCIL INC	BLDG-MEMBERSHIP DUES	135.00
01/03/2018	60773	JTV INC	TCA-TV COMMERCIALS	299.00
01/03/2018	60774	KONICA MINOLTA BUS SOLUTIONS	POLICE-COPIER LEASE	131.05
01/03/2018	60775	L & I TIRE SERVICE LLC	EQ MTC-TIRES	590.00
01/03/2018	60776	LENAWEE COUNTY TREASURER	MOBILE HOME FEES-NOV 2017	260.00
01/03/2018	60777	LEXISNEXIS RISK SOLUTIONS	POLICE-SEARCHES	122.50
01/03/2018	60778	LITTLE GARDEN CLUB OF TECUMSEH	TCA-NUTCRACKER WREATHS	40.00
01/03/2018	60779	LOCAL PARCEL SERVICE	WATER-SHIPPING CHGS	30.40
01/03/2018	60780	STATE OF MICHIGAN	POLICE-FINGERPRINTS	462.00
01/03/2018	60781	STATE OF MICHIGAN	WW-BIOSOLIDS LAND APP FEE	1,537.12
01/03/2018	60782	MT BUSINESS TECHNOLOGIES INC	CITY HALL-COPY CHGS	318.54
01/03/2018	60783	MUNICIPAL SUPPLY CO	WATER-VALVE WRENCH/REPAIR CLAMP	618.80
01/03/2018	60784	MUZZALL GRAPHICS	CITY HALL-YEAR END FORMS	285.38
01/03/2018	60785	CANDACE NOVESKEY	PARKS-INSTRUCTOR FEES	44.00
01/03/2018	60786	O'REILLY	WW-HEX BITS	7.98
01/03/2018	60787	PATRIOTS FIRE SERVICE	FD-ENGINE 1 REPAIRS	162.02
01/03/2018	60788	PEERLESS INC	PARKS-TOILET PARTS	37.89

01/03/2018	60789	THE PIANO SMITH	TCA-PIANO TUNING	100.00
01/03/2018	60790	RAYLECOM COMMUNICATIONS LLC	FD-RADIO REPAIR-ENG1 & 6	915.00
01/03/2018	60791	SAFETY SYSTEMS INC	POLICE/FD-INSP/QTLY LEASE	317.00
01/03/2018	60792	SCHMIDT & SONS OF TECUMSEH INC	FD-OXYGEN TANK REFILL	11.80
01/03/2018	60793	STATE INDUSTRIAL PRODUCTS	CEMETERY-HAND CLEANER	114.34
01/03/2018	60794	SUBURBAN CHEVROLET	EQ MTC-SUPPLIES	108.78
01/03/2018	60795	TEAM SPORTS INC	PARKS-VOLLEYBALL PADS	560.30
01/03/2018	60796	TLS PRODUCTIONS INC	TCA-FOG MACHINE FOR NUTCRACKER	465.00
01/03/2018	60797	USA BLUEBOOK	WW-AMMONIA/LAB SUPPLIES	998.26
01/03/2018	60798	WATERWAY OF MICHIGAN LLC	FD-ANNUAL LADDER TESTING	239.00
01/03/2018	60799	WILLIS BUILDING CO INC	BLDG DEP REFUND-625 SHAW BROOKE LN	500.00
01/03/2018	60800	WORKSPHERE OCCUPATIONAL MEDICINE	DPW/WW-MDOT EXAMS	630.00

TEC TOTALS:

Total of 58 Checks:	251,413.17
Less 0 Void Checks:	0.00
Total of 58 Disbursements:	<u>251,413.17</u>

**CITY COUNCIL MEETING
JANUARY 3, 2018**

ACCOUNTS PAYABLE	1/3/2018	\$251,413.17
PAYROLL	12/22/2017	\$131,219.91
SOCIAL SECURITY TAXES	12/22/2017	\$9,629.90
WORKERS COMP	12/22/2017	\$2,001.96
EMPLOYEE'S RETIREMENT	12/22/2017	<u>\$24,053.17</u>
TOTAL:		\$418,318.11

PAYROLL	12/22/2017	\$87,383.09
A/C PAYABLE - C.M.	1/3/2018	\$45,651.86
SOC SECURITY TAXES FOR PAYROLL	12/22/2017	\$6,390.17
WORKERS COMP	12/22/2017	\$1,604.47
EMPLOYEE'S RETIREMENT	12/22/2017	\$16,981.94
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>
TOTAL GENERAL FUND		\$158,011.53

PAYROLL	12/22/2017	\$0.00
A/C PAYABLE - C.M.	1/3/2018	\$1,125.00
SOC SECURITY TAXES FOR PAYROLL	12/22/2017	\$0.00
WORKERS COMP	12/22/2017	\$0.00
EMPLOYEE'S RETIREMENT	12/22/2017	\$0.00
TR-EQUIP RENTAL -		\$0.00
TR-TRUNKLINE MTCE-QUAR		<u>\$0.00</u>

TOTAL MAJOR STREET & TRUNKLINE FUND **\$1,125.00**

PAYROLL	12/22/2017	\$0.00
A/C PAYABLE - C.M.	1/3/2018	\$743.80
SOC SECURITY TAXES FOR PAYROLL	12/22/2017	\$0.00
WORKERS COMP	12/22/2017	\$0.00
EMPLOYEE'S RETIREMENT	12/22/2017	\$0.00
TR-EQUIP RENTAL -		<u>\$0.00</u>

TOTAL LOCAL STREET FUND **\$743.80**

PAYROLL	12/22/2017	\$11,337.67
A/C PAYABLE - C.M.	1/3/2018	\$2,152.78
SOC SECURITY TAXES FOR PAYROLL	12/22/2017	\$856.90
WORKERS COMP	12/22/2017	\$29.48
EMPLOYEE'S RETIREMENT	12/22/2017	\$1,225.90
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>

TOTAL ECONOMIC DEVELOPMENT FUND **\$15,602.73**

PAYROLL	12/22/2017	\$4,968.50
A/C PAYABLE - C.M.	1/3/2018	\$2,701.20
SOC SECURITY TAXES FOR PAYROLL	12/22/2017	\$365.64
WORKERS COMP	12/22/2017	\$25.55
EMPLOYEE'S RETIREMENT	12/22/2017	\$912.01
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>
TOTAL DEVELOPMENT SERVICES FUND		\$8,972.90

PAYROLL	12/22/2017	\$12,854.15
A/C PAYABLE - C.M.	1/3/2018	\$186,090.57
SOC SECURITY TAXES FOR PAYROLL	12/22/2017	\$932.62
WORKERS COMP	12/22/2017	\$167.05
EMPLOYEE'S RETIREMENT	12/22/2017	\$2,817.20
TR-EQUIP MTC-Q/E		\$0.00
TR-EQUIP RENTAL -		\$0.00
WATER/SEWER BILLING	NOV 2017	<u>\$0.00</u>
TOTAL WASTEWATER FUND		\$202,861.59

PAYROLL	12/22/2017	\$7,400.84
A/C PAYABLE - C.M.	1/3/2018	\$3,490.96
SOC SECURITY TAXES FOR PAYROLL	12/22/2017	\$546.49
WORKERS COMP	12/22/2017	\$144.22
EMPLOYEE'S RETIREMENT	12/22/2017	\$1,330.78
TR-EQUIP MTC-Q/E		\$0.00
TR-EQUIP RENTAL -		\$0.00
WATER/SEWER BILLING	NOV 2017	<u>\$0.00</u>
TOTAL WATER FUND		\$12,913.29

PAYROLL	12/22/2017	\$0.00
A/C PAYABLE - C.M.	1/3/2018	\$1,891.30
SOC SECURITY TAXES FOR PAYROLL	12/22/2017	\$0.00
WORKERS COMP	12/22/2017	\$0.00
EMPLOYEE'S RETIREMENT	12/22/2017	<u>\$0.00</u>
TOTAL EQUIPMENT FUND		\$1,891.30

PAYROLL	12/22/2017	\$0.00
A/C PAYABLE - C.M.	1/3/2018	\$0.00
SOC SECURITY TAXES FOR PAYROLL	12/22/2017	\$0.00
WORKERS COMP	12/22/2017	\$0.00
EMPLOYEE'S RETIREMENT	12/22/2017	\$0.00
WATER/SEWER BILLING		<u>\$0.00</u>
TOTAL SPECIAL ASSESSMENT FUND		\$0.00

A/C PAYABLE - C.M.	1/3/2018	\$0.00
		<u>\$0.00</u>
TOTAL DDA DEBT RETIREMENT FUND		\$0.00

PAYROLL	12/22/2017	\$7,275.66
A/C PAYABLE - C.M.	1/3/2018	\$7,089.35
SOC SECURITY TAXES FOR PAYROLL	12/22/2017	\$538.08
WORKERS COMP	12/22/2017	\$31.19
EMPLOYEE'S RETIREMENT	12/22/2017	\$785.34
TR-EQUIP RENTAL -		<u>\$0.00</u>
TOTAL TECUMSEH CIVIC AUDITORIUM FUND		\$15,719.62

PAYROLL	12/22/2017	\$0.00
A/C PAYABLE - C.M.	1/3/2018	\$0.00
SOC SECURITY TAXES FOR PAYROLL	12/22/2017	\$0.00
WORKERS COMP	12/22/2017	\$0.00
EMPLOYEE'S RETIREMENT	12/22/2017	<u>\$0.00</u>
TOTAL CIVIC AUD CAPITAL IMPROVEMENT FUND		\$0.00

A/C PAYABLE - C.M.	1/3/2018	<u>\$0.00</u>
TOTAL MEMORIAL DAY PARADE FUND		\$0.00

PAYROLL	12/22/2017	\$0.00
A/C PAYABLE - C.M.	1/3/2018	\$0.00
SOC SECURITY TAXES FOR PAYROLL	12/22/2017	\$0.00
WORKERS COMP	12/22/2017	\$0.00
EMPLOYEE'S RETIREMENT	12/22/2017	\$0.00
TR-EQUIP RENTAL -		<u>\$0.00</u>
TOTAL MUNICIPAL PURCHASE FUND		\$0.00

PAYROLL	12/22/2017	\$0.00
A/C PAYABLE - C.M.	1/3/2018	\$0.00
SOC SECURITY TAXES FOR PAYROLL	12/22/2017	\$0.00
WORKERS COMP	12/22/2017	\$0.00
EMPLOYEE'S RETIREMENT	12/22/2017	\$0.00
TR-EQUIP RENTAL -		<u>\$0.00</u>
TOTAL CAPITAL IMPROVEMENT FUND		\$0.00

PAYROLL	12/22/2017	\$0.00
A/C PAYABLE - C.M.	1/3/2018	\$0.00
SOC SECURITY TAXES FOR PAYROLL	12/22/2017	\$0.00
WORKERS COMP	12/22/2017	\$0.00
EMPLOYEE'S RETIREMENT	12/22/2017	\$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	12/22/2017	\$0.00
A/C PAYABLE - C.M.	1/3/2018	\$476.35
SOC SECURITY TAXES FOR PAYROLL	12/22/2017	\$0.00
WORKERS COMP	12/22/2017	\$0.00
EMPLOYEE'S RETIREMENT	12/22/2017	\$0.00
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>

TOTAL DOWNTOWN DEVELOPMENT AUTH FUND \$476.35

PAYROLL	12/22/2017	\$0.00
A/C PAYABLE - C.M.	1/3/2018	\$0.00
SOC SECURITY TAXES FOR PAYROLL	12/22/2017	\$0.00
WORKERS COMP	12/22/2017	\$0.00
EMPLOYEE'S RETIREMENT	12/22/2017	\$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.	1/3/2018	<u>\$0.00</u>
TOTAL BROWNFIELD REDEVOLPMENT FUND		\$0.00

A/C PAYABLE - C.M.	1/3/2018	<u>\$0.00</u>
TOTAL DDA PUBLIC ART FUND		<u>\$0.00</u>

A/C PAYABLE - C.M.	1/3/2018	<u>\$0.00</u>
TOTAL EVANS STREET MARKET FUND		\$0.00

A/C PAYABLE - C.M.	1/3/2018	<u>\$0.00</u>
TOTAL 2005 MTF BOND FUND		\$0.00

A/C PAYABLE - C.M.	1/3/2018	<u>\$0.00</u>
TOTAL ECON DEV REHAB PROJECT FUND -----		\$0.00
A/C PAYABLE - C.M.	1/3/2018	<u>\$0.00</u>
TOTAL LOCAL DEV FINANCE AUTHORITY FUND -----		\$0.00
A/C PAYABLE - C.M.	1/3/2018	<u>\$0.00</u>
TOTAL ECON DEV PROJECT-MDEQ FUND -----		\$0.00
A/C PAYABLE - C.M.	1/3/2018	<u>\$0.00</u>
TOTAL PURE MICHIGAN FUND -----		\$0.00
A/C PAYABLE - C.M.	1/3/2018	<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: Angela Gwilt
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Item: Election Commission Reappointment of Mildred Gentz	Department: City Clerk
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Summary:

The term will expire for the following commission member who has consented to be reappointed to the Election Commission to a 1-year term expiring in January 2019:

Mildred Gentz
729 Clark St. # 32
Tecumseh, MI 49286

Recommendation:

RESOLUTION

THE CITY COUNCIL OF THE CITY OF TECUMSEH
RESOLVES:

to reappoint Mildred Gentz to serve a 1-year term on the Election Commission to expire in January 2019.

Council Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

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

Angela Gwilt
Signature

Daniel E. Swallow
Digitally signed by Daniel E. Swallow
Date: 2017.12.20 10:07:42 -05'00'
Signature

Acting City Clerk
Department Head

City Manager
City Manager

12/28/17
Date

12/20/2017
Date



**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: Confirmation of Appointment of Tonya Miller as Tecumseh City Clerk	Department: Tecumseh City Manager
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Summary:

The City of Tecumseh advertised for the City Clerk position through the Michigan Municipal League, the Daily Telegram, and the on-line through the City website. 47 people applied for the City Clerk position; of which 2 applicants were internal candidates. 6 individuals were selected for interviews, and 4 ultimately completed the interview process. These 4 finalists were interviewed by a panel of 3 interviewers which included Pat Baker, Adrian City Clerk; Leisa Still, Tecumseh City Treasurer; and Dan Swallow, Tecumseh City Manager. After the interviews, each candidate was scored based on 9 areas of experience and skills.

The top candidate following the interviews was Ms. Tonya Miller, and the City Manager proceeded with reference checks. Ms. Miller received excellent reviews and glowing remarks from her references which included current and past employers. A summary of Ms. Miller's credentials include a bachelor's degree in accounting from Adrian College, several years experience in administration at Gleaner Life Insurance, serving as Deputy Clerk at Fairfield Township, and most recently holding the position as Business Office/Billing Manager with Swanton Healthcare and Retirement Center. During her time as Deputy Clerk with Fairfield Township, Ms. Miller ran a primary election and was heavily involved with voter validation, equipment testing and entries in the State of Michigan Qualified Voter File (QVF) System.

Ms. Miller was offered a starting salary of \$57,000 and benefits afforded other full-time City employees as outlined in the attached offer letter. This offer is of course contingent upon City Council's confirmation as outlined in Sec. 4.6 Administrative Service, of the City Charter.

Recommendation:

RESOLUTION

THE CITY COUNCIL OF THE CITY OF TECUMSEH
RESOLVES:

to Confirm the City Manager's appointment of Ms. Tonya Miller as Tecumseh City Clerk in accordance with Section 4.6 of the City Charter.

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: 2017.12.27 09:28:49 -05'00'

Signature

City Manager

Department Head

12/27/2017

Date

Daniel E. Swallow Digitally signed by Daniel E. Swallow
Date: 2017.12.27 08:29:12 -05'00'

Signature

City Manager

City Manager

12/27/2017

Date



Dan Swallow, AICP MPA
City Manager
City of Tecumseh
(517) 424-6555

December 22, 2017

Ms. Tonya A. Miller
214 Joy Street, Apt. #4
Blissfield, MI 49228
t.a.miller1023@gmail.com

RE: Tecumseh City Clerk Position - Conditional Offer of Employment

Dear Ms. Miller:

It is with great pleasure that the City of Tecumseh makes this conditional offer of employment for the City Clerk position. We are offering you a starting salary of **\$57,000 per year**, and you will be eligible for an increase on July 1, 2018. This is a full-time exempt position that is not eligible for overtime after a 40-hour work week.

In addition, your compensation package includes the following benefits which are described on the attached Summary of Benefits.

- Health and Dental Insurance
- Defined Benefit / Defined Contribution (Hybrid) Retirement
- Life Insurance
- Deferred Income Account
- Education Program
- Paid Holidays
- Paid Vacation and Personal Days

This job offer is contingent upon the following:

- Confirmation of appointment by the Tecumseh City Council
- Completion of a satisfactory background examination
- Passing a drug test

Once the above contingencies are successfully completed, this job offer will also be contingent upon receipt of results of a satisfactory physical examination designed solely to determine your physical ability to perform the duties of the position being offered to you.

On your first day, you will be given an orientation by the City Treasurer's Office. This orientation will include completing employment forms, reviewing fringe benefits, introduction to staff and touring City Hall. Please bring appropriate documentation for the completion of your new-hire forms, including proof that you are presently eligible to work in the United States for I-9 Form purposes.

Please indicate your acceptance of our offer by signing below and returning one copy of the letter, with your original signature, to me by **Thursday, December 28, 2018**. In addition to this letter, please complete, sign and return the attached release for the background examination.

Innovative ♦ Timeless ♦ Inviting

RE: Tecumseh City Clerk Position - Conditional Offer of Employment

Once you have indicated your acceptance, we can discuss a preferred start date and other employment details. I would like to seek City Council's confirmation at its January 3, 2018 City Council meeting, but this could be held until its January 15 meeting. We look forward to having you as part of our team and believe you will find this opportunity both challenging and rewarding.

If you have any questions about this offer, please contact me at any time on my cell phone at (517) 662-0012 or via e-mail at dswallow@tecumseh.mi.us.

Sincerely,



Daniel E. Swallow
City Manager

Cc: Leisa Still, City Treasurer

Enclosures: City of Tecumseh Summary of Benefits
Background Investigation Release and Statement of Consent

I, Tonya A. Miller, have read and understood the provisions of this offer of employment, and I accept the above conditional job offer. I understand that my employment with the City of Tecumseh is considered at will, meaning that either the City or I may terminate this employment relationship at any time with or without cause or notice.

This offer shall remain open until January 4, 2018. Any acceptance received after this date will be considered invalid.

Signature: 

Date: 12.24 2017

An electronic or photo copy of this acceptance will be valid as an original hereof, even though the said copy does not contain an original writing of my signature.

Innovative ♦ Timeless ♦ Inviting

November 9, 2017

Admin Experience
Govt./Clerk Experience
Accounting Degree

Dan Swallow, City Manager
City of Tecumseh
309 East Chicago Boulevard
Tecumseh, MI 49286

Dear Mr. Swallow,

I am writing to express my interest in the City Clerk position. Kelly Jo Gilmore, Director for the Tecumseh Center of the Arts, shared the opening with me. Her experience with the city has been an enjoyable one, leading me to inquire.

Reading through the requirements, I can respond to every bullet point. I am hoping to highlight my experiences here to demonstrate the capabilities required as I interpret them, in summary, of this position.

I have a BBA in Accounting and all post-college my working years have been in a professional office setting. The job description mentions record keeping, research, responding to inquiries and keeping abreast of varying developments as they relate to the position. Duties of past positions have included these to some degree or another:

- As an accountant, record keeping is an essential function for audit trails and resource references for compiling data.
- Research provides building blocks for making the most of any job. The key, in my opinion, is to embrace it and apply it. My most accomplished research projects include work I did for a legal case, research done for an ORV ordinance while serving on the planning commission and a project determining the cost-benefit of a piece of equipment.
- Responding to inquiries is a basic skill required of any position. I served as the lead 360 Team responder for our top field force and currently I am responsible for responding to inquiries by auditors, varying state and federal agencies and most importantly, families who are relying on assistance and direction.
- The healthcare industry alone has provided me with the understanding and importance of how quickly regulations and requirements can change. This was also true of the insurance industry with changes related to finance, disclosures and agent education.

Specifically related to elections and more municipal-oriented duties with this position, I did serve as the Deputy Clerk for Fairfield Township. During this time, I oversaw a primary election only two months after being sworn in. I worked with absentee ballots, tested election equipment, cleaned files and records according to regulations and requirements, worked in the Qualified Voter File and reviewed signature cards. Although not thorough or extensive in knowledge, after being absent from this position for a couple of years, I am excited about the possibility of working in this area full time. Coming in with a working knowledge can be beneficial in that regulations and requirements will be looked upon from a fresh perspective rather than performing tasks "as they have always been done."

I believe I would be a great asset to your team. I look forward to an opportunity to discuss my qualifications further.

My resume is enclosed for your review and consideration.

Best Regards,

Tonya A. Miller

TONYA A. MILLER

214 Joy Street Apt. #4

Blissfield, MI 49228

(517) 215-1215

t.a.miller1023@gmail.com

PROFESSIONAL SUMMARY

ACCOUNTANT/ADMINISTRATIVE PROFESSIONAL experienced in accounting, administrative support and project management. Energetic professional with the unique ability to manage multiple projects concurrently. Hands-on professional demonstrating exceptional communication and leadership skills in setting where energy, effort and focus result in improving and achieving set goals. Experienced leader utilizing strategic planning to drive change and increase productivity, resulting in improved performance and organizational excellence.

CAREER HISTORY

Swanton Health Care & Retirement Center – Swanton, OH

Current

Financial Assistant and Business Office/Billing Manager

- Ensure company profitability measures by identifying and resolving problems through Profit and Loss (P&L) reviews.
- Create monthly financial statement reports, updating economic position for company superiors to utilize.
- Gather and organize all data necessary for the annual Cost Report submission to external accountants.
- Responsible for the administration of Accounts Receivable Aging and the collection of those accounts.
- Developed and implemented processes and procedures for reconciling revenues, closing month end, and preparing financials.
- Secure insurance payments by coordinating and following up on all reviews, appeals, and recoveries.
- Reconcile General Ledger accounts.
- Implemented a process for ensuring electronic copies of policies.
- Prepare and mail Monthly Billing Statements and reconcile resident accounts.
- Assist families with Applications for Medicaid and Rep Payee and act as liaison between the county and the families.
- Verify insurances and Evaluate Cost Risk of new admissions to the facility.
- Evaluate and Review Invoices for accuracy and Cost Effectiveness on as needed basis.

Fairfield Township – Fairfield Township, MI

2014-2015

Deputy Clerk

- Responsible for duties of the clerk in his/her absence, including voter validation, equipment testing and validation, ballot record entry, and proxy at township board meetings.

Fairfield Township – Fairfield Township, MI

2014-2015

Planning Commission Committee Member

- Collaborated with other committee members on interpreting township policy and procedure according to regulatory codes.
- Assisted in the research and development of an ORV/ATV for presentation to higher authority for adoption into the township code.

Gleaner Life Insurance Society – Adrian, MI

2012-2013

Agency Team Member

- Developed and oversaw a \$1.1 million budget and reviewing and reporting monthly status of that budget.
- 360 Service Team Leader First Contact assisting sales representatives with Resolutions to concerns/issues.
- Project Manager for several assignments including the identification and savings of \$15,000 annually in maintenance equipment overcharges.
- Demonstrated keen leadership abilities through the successful completion of 5 projects on time and under budget during the course of 8 months.
- Developed and maintained an Agent Service Model which extended to both new and existing sales representatives.

Gleaner Life Insurance Society - Adrian, MI

2007-2012

Field Services Manager

- Provided a support function in the strategic planning of a \$1 million+ annual budget, assisting executives in carrying out tactical goals and objectives.
- Exhibited event planning skills and applied strong organization in coordinating banquets and trips, collaborating with hotels, vendors, caterers, and travel agents.
- Applied knowledge of commissions and software to become an expert in the area of commissions as the lead for new product implementation.
- Participated as a member of the Leadership Team and Budget Committee.
- Provided Administrative Support to the director of Agency Development by producing action plans, production report and analytical details.
- Skilled at developing and maintaining strong relationships with clients, key players and sales representatives by utilizing networking abilities.
- Coordinated and assisted in the Development of agent software covering the span from parameter/beta testing to release into the field.

Gleaner Life Insurance Society - Adrian, MI

2005-2007

Field Services Coordinator

- Collaborated with the IT department to create reports for monitoring, tracking, and recording representative productivity while identifying and correcting issues that occurred to ensure efficient workflow.
- Promoted excellent relations with the sales representatives and maintained an excellent rapport as liaison between the sales representatives and the home office.
- Developed, implemented and maintained procedures for licensing renewals.
- Responsible for the supervision and growth of two staff members and the day-to-day activities of the department.

Gleaner Life Insurance Society - Adrian, MI

1992-2005

Accountant/Field Services Coordinator

- Administered representative payroll while reconciling daily commissions and general ledger activity.
- Assisted with the Annual Statement report by completing and editing necessary paperwork.
- Prepare and Reconcile Tax Returns, compliance reports and vouchers to ensure finances are correct.
- Successfully established and implemented a debit balance collection process to accumulated funds on neglected accounts.

EDUCATION

Bachelor of Business Administration (B.B.A.): Adrian College - Adrian, MI
Major in Accounting

ORGANIZATIONS

Deputy Clerk, Fairfield Township (Current)
Legacy Arbor President (2007-2009)
Leadership Team Participant (Gleaner Life)
Fellowship in the Life Office Management Association for Insurance (FLMI)
Associate in Agency Administration (AIAA)
Associate in Regulatory Compliance (AIRC)
Professional Customer Service (PCS)



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

Agenda Item Number: 9. New Business, Item E.	Submitted by: Dan Swallow
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Item: Place Consideration of Determination of Similar Use for Transitional Housing Facilities in the Office-Service (OS-1) District on a Future Meeting Agenda	Department: Tecumseh City Manager
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Summary:

At its November 6, 2017 regular meeting City Council found that "Transitional/Emergency Women and Children Housing Facility" was not a clearly similar land use in the Office-Service (OS-1) District based on the methods of operation. Due to new information presented at subsequent meetings and a Council Study Session on November 27, 2017; this decision was rescinded at the December 4, 2017 regular meeting. If Council would like to review and consider this zoning question again, it would be appropriate for Council to vote to place it on a future meeting agenda. The next available meeting is Monday, January 15, 2018.

Zoning Ordinance Sec. 98-23. Determination of similar uses., of the Zoning Ordinance sets up the process and criteria for how these cases are addressed. The primary criteria that the Planning Commission and City Council are asked to consider as part of this process are as follows:

a) Determination of compatibility. In making the determination of compatibility, the city council shall consider specific characteristics of the use in question and compare such characteristics with those of the uses that are expressly permitted in the district. Such characteristics shall include, but are not limited to, traffic generation, types of service offered, types of goods produced, methods of operation, and building characteristics.

b) Conditions. If the city council determines that the proposed use is compatible with permitted and existing uses in the district, the council shall then decide whether the proposed use shall be permitted by right, by special approval, or as a permitted accessory use. The proposed use shall be subject to the review and approval requirements for the district in which it is located. The city council shall have the authority to establish additional standards and conditions applicable to the use.

Recommendation:

RESOLUTION

THE CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES:

to place "Determination of Similar Use for Transitional/ Emergency Women and Children Housing Facilities in the Office-Service (OS-1) District" on the January 15, 2018 regular meeting agenda for review and consideration.

Council Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

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

Bradley A. Raymond Digitally signed by Bradley A. Raymond
Date: 2017.12.20 11:29:35 -05'00'

Signature

Daniel E. Swallow Digitally signed by Daniel E. Swallow
Date: 2017.12.20 11:11:51 -05'00'

Signature

Building Services Director

Department Head

City Manager

City Manager

12/20/2017

Date

12/20/2017

Date



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

Agenda Item Number: 9. New Business, Item F.	Submitted by: Dan Swallow
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Item: First Amendment to Interlocal Agreement for Property Assessment Services with Tecumseh Township	Department: Tecumseh City Manager
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Summary:

Last year, the City of Tecumseh entered into an interlocal agreement with Tecumseh Township to provide Property Assessment Services on behalf of the Township. Public agencies in Michigan are authorized by state law to exercise jointly with each other powers and services they share in common. Therefore, the City of Tecumseh is authorized to provide property assessment services for other governmental entities like Tecumseh Township. Through the employment of the City Assessor, Ms. Amanda Lacelle, the City also maintains staff with the necessary credentials to perform these services.

The first year of the Agreement went well, and the Township would like to extend the Agreement for two years: 2018 and 2019. In summary, the City will be providing all of the common property assessment services including taxpayer contact, sales entry, projections on revenue, an annual report to the Township Board, database management and maintenance of BS&A, data pertaining to parcels entered into system, ECF analysis, land values, required reports to Lenawee County Equalization and State of Michigan, field inspections, Notice of Assessment preparation, review of property tax exemption applications, and recommendations to the Township Board relative to new or revised State requirements, Board of Review preparation, and Michigan Tax Tribunal hearings.

Due to the more intense workload of the first year of the agreement, the first Amendment proposed to reduce the fees by 10% to \$13.50 per parcel assessed. However, there is a proposed inflationary increase to \$14.00 per parcel assessed for 2019 as the City costs for personnel and supplies are increasing. The other terms of the agreement remain unchanged.

Recommendation:

RESOLUTION

THE CITY COUNCIL OF THE CITY OF TECUMSEH
RESOLVES:

to approve the First Amendment to the Interlocal Agreement with Tecumseh Township for the performance of Property Assessment Services, with an effective date of January 1, 2018; and authorize the Mayor and Acting City Clerk to execute the Agreement.

Council Action:

Approved
 Denied
 Continued

Bid/Purchase Item:

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

Signature
Daniel E. Swallow
Digitally signed by Daniel E. Swallow
 Date: 2017.12.20 08:58:13 -05'00'
 Signature

Department Head
City Manager
 City Manager

Date
12/20/17
 Date

FIRST AMENDMENT TO INTERLOCAL AGREEMENT

CITY OF TECUMSEH AND TECUMSEH TOWNSHIP ASSESSMENT SERVICES

THIS FIRST AMENDMENT TO INTERLOCAL AGREEMENT (hereinafter referred to as "First Amendment") is entered into by and between the CITY OF TECUMSEH and TECUMSEH TOWNSHIP (hereinafter referred to individually as "Public Agency") all being Michigan municipal corporations in the County of Lenawee, Michigan in consideration of the undertaking of the Public Agencies unto each other.

WITNESSETH:

WHEREAS, the City of Tecumseh and Tecumseh Township are parties to that certain Interlocal Agreement dated January 1, 2017; and

WHEREAS, the Agreement permits renewal or extension for an additional term upon the passage of a Concurrent Resolution adopted by the governing body of each Public Agency; and

WHEREAS, the Agreement permits modification, including but not limited to, the fees for services and term; and

WHEREAS, both Public Agencies are desirous of modifying the fees and extending the Agreement for a term of two (2) years.

NOW THEREFORE, it is mutually agreed by and between the parties hereto as follows:

**ARTICLE I.
FEES**

Tecumseh Township shall pay to the City of Tecumseh an amount equal to thirteen dollars and fifty cents (\$13.50) per parcel assessed, for the calendar year 2018; fourteen dollars (\$14.00) per parcel assessed, for the calendar year 2019; and an amount agreed upon by both parties for each year thereafter. This fee may be renegotiated at the request of either party after the first year based on the actual expenses incurred. Invoices shall be distributed quarterly.

**ARTICLE II.
EFFECTIVE DATE AND TERM**

This First Amendment shall take effect upon a date set forth in a Concurrent Resolution adopted by the governing body of each Public Agency hereto. In the event that one (1) or more Public Agencies does not adopt said Concurrent Resolution approving this

Agreement, then this Agreement shall not take effect and shall be null and void.

The term of this First Amendment shall be for two (2) years from the date set forth in the Resolution adopted by the Public Agencies, subject to the Modification provision set forth in Article II; and may be renewed or extended for an additional term upon the passage of a Concurrent Resolution adopted by the governing body of each Public Agency.

**ARTICLE III.
MODIFICATION**

This First Amendment shall prevail over the terms of the original Agreement with respect to those provisions it intends to change. All other terms remain in effect as previously agreed upon. The original Agreement and this First Amendment may be further amended by mutual consent and Concurrent Resolution of all the Public Agencies hereto.

**ARTICLE IV.
BINDING AGREEMENT**

The provisions of the original Agreement and this First Amendment shall bind and inure to the benefit of the successors and assigns of the parties hereto, if any there be. By executing this Agreement, the officer of each of the parties hereto affirm and attest that the governing body they represent has adopted a Concurrent Resolution approving the terms and conditions of this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused their names to be subscribed by their fully authorized representatives.

Effective Date: January 1, 2018

CITY OF TECUMSEH

TECUMSEH TOWNSHIP

By: _____
Jackson L. Baker
Its: Mayor

By: _____
Curt Brown
Its: Supervisor

By: _____
Angela Gwilt
Its: Acting City Clerk

By: _____
Gerald Coulter
Its: Clerk