

CITY OF TECUMSEH
COUNCIL MEETING
TECUMSEH CITY HALL
NOVEMBER 2, 2015
7:30 P.M.
AGENDA

1. Call to order
2. Pledge of Allegiance
3. Roll call
4. Approval of Agenda
5. Welcome Guests
 - A. Certificate of Appreciation – Retiring Deputy Clerk Julie Craig
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 special meeting held October 15, 2015
 - B. Approve Council minutes from the meeting held October 19, 2015
 - C. Thank You Letter from David Flaisher
9. New Business:
 - A. Resolution Re: Approve payment of bills (roll call)
 - B. Resolution Re: City Manager Contract (roll call)
10. Public Comment Re: Items not on the Agenda
11. Adjourn to closed session Re: Public Act 267 of 1976, Section 8 (c) labor negotiations (roll call)
12. Miscellaneous business
13. 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 Joe Tuckey at 517 424 6555.



CERTIFICATE OF APPRECIATION

On behalf of the City of Tecumseh, City Council extends a unanimous vote of deep appreciation to retiring Deputy Clerk

Julie Craig

for her 17 years of faithful service, which she has served with dedication and integrity, and wish her many years of happiness during her retirement.

Jackson L. Baker
Jackson L. Baker, Mayor

Dated: November 2, 2015



Innovative • Timeless • Inviting



To: Tecumseh City Council
From: Joe Tuckey, Acting City Manager
Subject: City Manager's Report
Date: November 2, 2015

Street Department

The sidewalk program has been completed.

Consumers Energy is looking to be done sometime in the second week of November. Restoration will begin closer to the third week in November.

Parks and Recreation

Parks and Recreation department was awarded a grant in the amount of \$1720 through a partnership program between the Michigan Recreation and Park Association and Blue Cross Blue Shield. The funds will be used to purchase a portable shuffleboard court along with three sets of cues and discs. The equipment can be used both indoors and outside. During our outdoor season, the shuffleboard court will be located at the Satterthwaite sports courts. The remainder of the time, the equipment will be used indoors at the AJ Smith Recreation Center. The Tecumseh Senior Center is also contributing \$250 toward the cost of the equipment.

Tecumseh Center for the Arts

A 50/50 fundraising raffle has returned to the TCA. This successful fundraiser was held last year at the theater. This year, 500 raffle tickets will be available for purchase at the cost of \$50 per ticket. For additional information about the 50/50 raffle, contact the TCA at 517-423-6617.

On Friday November 20, the TCA is hosting a Tell-a-bration; an evening of storytelling. Each November, communities across the globe celebrate the art of storytelling in November. Internationally known storyteller, Corrine Stavish, is back for a return engagement to emcee the evening as people from our community are invited to step up to the stage and share a story. This year the theme for the stories is memorable moments. Call the Tecumseh Center for the Arts for additional information at 517-423-6617.

Fire Department

The fire department had two members exposed to Whooping Cough last week. Both members were sent to Workspere Occupational Medical for treatment which consists of a prescription for an antibiotic.

Whooping cough is a bacterial infection that's highly contagious, and it's also vaccine preventable. Especially in young kids and unvaccinated people, it causes a severe cough, which is the reason for the name, "whooping cough."

Lease Update

Staff is currently working on leases with the following tenants whose current leases expire on December 31, 2015

- The Fitness Connection – They will get something to us in the near future. Expires December 31, 2015
- J-Tree Cellars – Expires on December 31, 2015
- CAT – Community Arts of Tecumseh – Expires December 31, 2015
- Department on Aging (Senior Center) Expires December 31, 2015

CITY OF TECUMSEH
SPECIAL CITY COUNCIL MEETING
OCTOBER 15, 2015
CITY COUNCIL CHAMBERS
8:00 A.M.

Mayor Baker called the meeting to order.

Roll call was taken as follows:

Present: Mayor Baker, Council members Fox, Harmon, Naugle, Philo, VanAlstine and Wimple.
Absent: None.

Also Present: Acting City Manager Joe Tuckey, City Clerk Jessica Emrick, City Attorney Scott Baker, and Joyce Parker.

Motion Naugle and seconded Wimple, to accept the October 15, 2015 Agenda. Motion carried.

Mayor Baker explained that the special meeting was being held for the purpose of interviewing candidates for City Manager. Each Council member will take turns asking each candidate one question and all candidates will be asked the same questions for the sake of consistency and fairness. Council members will take notes during interviews, and will rate the candidates on a scale of 1-6; 1 being the best. Council members will present their rankings to the City Clerk at the beginning of the October 19 meeting, and the Clerk will prepare the results. The Clerk will then disclose the top three candidates for discussion. At that time, Council members will discuss the offer of a contract including benefits, and salary.

The following candidates were interviewed; Paula Holtz (internal candidate), Economic Development Director at the City of Tecumseh; Daniel Swallow, current Economic Development Director for the City of Monroe, with a Master's of Public Administration from Eastern Michigan University; Jonathan Greene, current Assistant City Manager and Economic Development Director for the City of Jackson, with a Master's of Public Administration from Central Michigan University; Elke Doom, current City Manager for the City of Princeton, West Virginia, with a Master's in Public Administration from Siena Heights University; David Flaischer, current Revenue Agent at the U.S. Department of Treasury, with a Bachelor's in Science and major in Accounting from Wayne State University; and Graham Waters, current Chief Administrative Officer at the City of New Carrollton, Maryland, with a Master's of Public Administration from Pennsylvania State University.

Candidates were asked questions regarding employment history and professional qualifications, their understanding of the City of Tecumseh's form of government, the role of the City Manager in relationship to Council and Administration, management philosophy, media communications, finance and budget, experience in government departments, intergovernmental relations, residency, and communication style. Candidates were also asked why they were interested in the position and why they should be considered over the other candidates.

Motion VanAlstine and seconded Harmon, to adjourn the meeting at 4:46 p.m. Motion carried unanimously.

Jackson L. Baker, Mayor

Jessica Emrick, City Clerk

CITY OF TECUMSEH
COUNCIL MEETING
OCTOBER 19, 2015
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, Naugle, Philo, VanAlstine,
and Wimple.

ABSENT: None.

Guests were welcomed to the meeting by Mayor Baker.

Motion VanAlstine and seconded Harmon, to approve the October 19, 2015 agenda as presented.
Motion carried unanimously.

Mayor Baker presented Jim Lincoln with the Musgrove Evans Award Certificate.

Motion Naugle and seconded Fox, to receive and place on file the report of the City Manager.
The following items were added or discussed: 1) Treasurer's Car Accident; 2) Appleumpkin
Appreciation. 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) Budget Report ; (2) September 2015
Report of the Police Department; (3) September 2015 Report of the Emergency Services
Department; (4) River Raisin Watershed Council Fall Meeting Agenda.

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

YES: Baker, Fox, Harmon, Naugle, Philo, VanAlstine, and Wimple.

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To approve the October 19,
2015 list of bills to be paid.

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

YES: Fox, Harmon, Naugle, Philo, VanAlstine, and Wimple.

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To accept and place on file the Letter of Resignation from Jay Samelak from the Local Development Finance Authority, Economic Development Corporation, and Retirement Board, and to send a Letter of Appreciation.

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

YES: Baker, Fox, Harmon, Naugle, Philo, VanAlstine, and Wimple.

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To appoint John Carlson to the Tecumseh Retirement Board and to serve as the Citizen Representative for a term of three years.

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

YES: Harmon, Naugle, Philo, VanAlstine, Wimple, Baker, and Fox.

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To appoint city resident Brent Gnodtke to the Construction Board of Appeals for a 2-year term to expire in August 2017.

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

YES: Naugle, Philo, VanAlstine, Wimple, Baker, Fox, and Harmon.

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To appoint city resident Brian Radant to the Construction Board of Appeals for a 2-year term to expire in August 2017.

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

YES: Philo, VanAlstine, Wimple, Baker, Fox, Harmon, and Naugle.

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To appoint city resident Peter White to the Construction Board of Appeals for a 2-year term to expire in August 2017.

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

YES: VanAlstine, Wimple, Baker, Fox, Harmon, Naugle, and Philo.

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To reappoint city resident Thomas Griffith to the Property Maintenance Board of Appeals for a 5-year term to expire in November 2020.

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

YES: Wimple, Baker, Fox, Harmon, Naugle, Philo and VanAlstine.

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To reappoint city resident Peter White to the Property Maintenance Board of Appeals for a 5-year term to expire in November 2020.

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

YES: Baker, Fox, Harmon, Naugle, Philo, VanAlstine, and Wimple.

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To appoint Gary Naugle to the Local Development Finance Authority of the Cities of Adrian and Tecumseh, with a term of office beginning August 7, 2015, for a 4-year term, ending on August 6, 2019.

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

YES: Fox, Harmon, Philo, VanAlstine, Wimple, and Baker.

NO: None.

ABSTAIN: Naugle.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To award the 2016 farming rights to Doug Wilkins at \$201 per acre and \$15,075 per year and to authorize the City Clerk and the Mayor to sign the agreement.

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

YES: Harmon, Naugle, Philo, VanAlstine, Wimple, Baker, and Fox.

NO: None.

RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To reappoint city resident Peter White to the Property Maintenance Board of Appeals for a 5-year term to expire in November 2020.

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

YES: Baker, Fox, Harmon, Naugle, Philo, VanAlstine, and Wimple.

NO: None.

RESOLUTION DECLARED ADOPTED.

Council member VanAlstine asked that the City Clerk announce top 3 candidates for City Manager as scored by Council members. City Clerk Emrick read the top 3 candidates as follows, noting that the lower score was indeed the better score: Daniel Swallow, with a score of 14; Paula Holtz, with a score of 15; and Jonathan Greene with a score of 15.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To discuss the top 3 candidates for the position of the new City Manager.

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

YES: Baker, Fox, Harmon, Naugle, Philo, VanAlstine, and Wimple.

NO: None.

RESOLUTION DECLARED ADOPTED.

Council members discussed the qualifications of each of the top 3 candidates. Council member Fox felt that Daniel Swallow would not have longevity within the City, and questioned his views on residency. Fox said the learning curve would be reduced with Paula Holtz. Mayor Baker added that Council has been “interviewing” Holtz for 13 years. Council person Philo agreed that Holtz had the experience and passion for the City; however Swallow could bring some fresh and new ideas to the City. Council person Harmon agreed, stating that Holtz had more experience with the City and economic development, but also felt that Swallow was bright and would bring exciting new ideas. Council member Naugle agreed with Harmon regarding Swallow and felt he would bring a balance to the City. Council member VanAlstine noted that Swallow has supervised many departments, and that Kevin Welch put in place a good budgeting system. VanAlstine added that any candidate would have a learning curve, but he felt Swallow was the best candidate. Wimple felt that Paula Holtz and Jonathan Greene would represent the City well, noting that Holtz has the best interest of the City and that Greene would bring the most experience. Wimple also felt that Holtz and Greene would have longevity, and felt that based on Swallow’s interview, he was not the fit that the City needed at this time.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To extend a tentative offer of employment to Daniel Swallow, contingent on background check, pre-employment physical and drug testing.

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

YES: Naugle, Philo, VanAlstine, Baker, and Harmon.

NO: Wimple and Fox.

RESOLUTION DECLARED ADOPTED.

Council members agreed that Attorney Baker and Joyce Parker would act as the negotiating team in regards to Daniel Swallow's contract, based on City Council's recommendations. Council members discussed salary figures, car allowance and a start date. It was decided that the City will offer a car allowance of \$400 a month. Council member Wimple disagreed with the car allowance and felt it should not be offered to Swallow as it was not requested in the compensation letter that was submitted. Mayor Baker noted that prior City Manager's received a car allowance. It was agreed that Swallow should be allowed to give at least a 30 day notice to his current employer, if he accepts the position with the City. Vacation and sick time was briefly discussed. Council members also discussed alternatives if Swallow does not accept the position. At that time, Council would reopen the discussion for the other two candidates that received the highest rankings.

During public comment Richard Bilby of 206 Maumee Street, inquired about the time needed for the drug testing and background check. Attorney Baker said the drug test can usually be completed within a matter of days, and two weeks should be more than ample for a background check.

Miscellaneous Business

Council member Philo announced that tickets are still available for the Musgrove Evans Award dinner honoring Jim Lincoln on Thursday, October 22, at 6:30 p.m.

Council member VanAlstine gave a reminder that October is Breast Cancer Awareness month, stating that his wife is a survivor and you can never be too aware.

Council member Wimple stated that although Daniel Swallow was not his number one candidate, he was still in his top three, and added that in his time on City Council this has been the toughest decision he has had to make.

Motion VanAlstine and seconded Naugle, to adjourn the meeting at 8:59 p.m. Motion carried unanimously.

Jackson L. Baker, Mayor

Jessica Emrick, City Clerk

5532 Dunmore
West Bloomfield, Michigan 48322

October 15, 2015

City of Tecumseh
Attention: City Clerk
309 E. Chicago
Tecumseh, Michigan 49286

Dear Honorable Mayor and Council Members:

Thank you for considering my application for the opportunity of City Manager, and for taking the time to interview me today. As often happens in interviews, I thought of additional responses after I left, but I hope I was able to provide enough information about myself for you to make a decision. I am interested in this opportunity, and hope you will consider me for the next step in the process. Please don't hesitate to contact me if you have any further questions or require more information.

Sincerely,

A handwritten signature in cursive script that reads "David Flaisher".

David Flaisher



Agenda Item Review Form
City Council
City of Tecumseh

Agenda Item Number: 9. New Business, Item A	Submitted by: Joseph C. Tuckey
Item: November 2, 2015 Check Register	Department: City Managers Office

Summary:
Approve the November 2, 2015 list of bills to be paid.

<p>Recommendation:</p> <p style="text-align: center;">RESOLUTION</p> <p>The City Council of the City of Tecumseh hereby resolves: to approve the November 2, 2015 list of bills to be paid.</p>	<p>Council Action:</p> <p><input type="checkbox"/> Approved <input type="checkbox"/> Denied <input type="checkbox"/> Continued</p> <hr/> <p>Bid/Purchase Item:</p> <p><input type="checkbox"/> Budgeted \$ _____ _____ Page(s) in FY Budget <input type="checkbox"/> Not Budgeted</p>
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Signature

Acting City Manager
Title

10/27/15
Date

10/29/2015

CHECK REGISTER FOR CITY OF TECUMSEH
CHECK NUMBERS 56903 - 99999

Check Date	Check	Vendor Name	Description	Amount
Bank TEC ACCOUNTS PAYABLE				
10/14/2015	56903	MICHIGAN TAX TRIBUNAL	MTT FILING FEE-WANKE	25.00
10/19/2015	56904	BLUE CROSS BLUE SHIELD OF MICH	INSURANCE PREMIUM-NOV 2015	42,658.63
10/19/2015	56905	UNEMPLOYMENT INSURANCE AGENCY	UNEMPLOYMENT WAGES PAID IN 2014	522.33
10/22/2015	56906	KIWANIS CLUB OF TECUMSEH	TCA-TICKET SALES	1,298.00
10/22/2015	56907	THE LINCOLN NATL LIFE INS CO	LIFE INS PREMIUM-NOV 2015	338.10
10/22/2015	56908	U S BANK EQUIPMENT FINANCE	CITY HALL-COPIER LEASE	343.00
10/27/2015	56909	BANKCARD PROCESSING CENTER		
		EJAZZLINES.COM	TCA-BIG BAND MUSIC	113.52
		STATE OF MICHIGAN	PARKS-ANNUAL REPORT/FILING	20.00
		RED PAINT PRINTING	TCA-TECH CREW UNIFORM	186.00
		AMAZON	PARKS-MOUTHGUARDS	86.89
		AMAZON	PARKS-CLOCK/HALLOWEEN BAGS	176.60
		MICROSOFT	OFFICE/EXCHANGE-SEPT 2015	233.92
		ISTOCK.COM	ECON DEV-PHOTOS	115.00
		HILTON	ECON DEV-REIMB BY P HOLTZ	45.85
		SPIRIT HALLOWEEN	ECON DEV-DOWNTOWN DISPLAY	52.99
		ZIGGOS	MOVIES/PARK-GLASSES REFUND	(129.55)
			TOTAL BANKCARD PROCESSING	901.22
10/27/2015	56910	CONSUMERS ENERGY	UTILITIES-44-	21,058.79
11/02/2015	56911	APEX SOFTWARE	SKETCHING SOFTWARE MTC RENEWAL	470.00
11/02/2015	56912	AUTO-WARES GROUP	EQ MTC-SUPPLIES-14-	640.12
11/02/2015	56913	BELL EQUIPMENT COMPANY	EQ MTC-SUPPLIES-2-	1,183.76
11/02/2015	56914	BRIAN BURNS	UB refund for account: WEST-001508-000(51.12
11/02/2015	56915	BUSCH'S INC	PARKS/MOVIES IN THE PARK-SUPPL-2-	41.12
11/02/2015	56916	CERTIFIED LABORATORIES	WATER-GREASE	171.91
11/02/2015	56917	CONSUMERS ENERGY	UTILITIES-7-	1,485.22
11/02/2015	56918	CPIX	ONLINE PROPERTY LISTING SITE	675.00
11/02/2015	56919	JOHN DEERE FINANCIAL	WW/EQ MTC-SUPPLIES-10-	760.18
11/02/2015	56920	DESIGN STONE ENGRAVING SVCS	CEMETERY-ENGRAVING	570.00
11/02/2015	56921	DOAN COMPANIES	CEMETERY-FOUNDATIONS	1,022.00
11/02/2015	56922	ELKE DOOM	CITY MGR INTERVIEW-TRAVEL REIMB	403.70
11/02/2015	56923	F & S LANDSCAPE INC	EMS/PARKS/BLDG SVC-OUTDOOR MTC-9-	5,690.00
11/02/2015	56924	GERKEN MATERIALS INC	WATER-HERRICK PK MAINBREAK	542.03
11/02/2015	56925	GRAHAM WATERS	CTY MGR INTERVIEW REIMB	500.00
11/02/2015	56926	I.T. RIGHT INC	REPL DRIVE ON SERVER/911 SYSTEM-3-	2,872.00
11/02/2015	56927	IHEART MEDIA	ECON DEV-ADS-CBA REIMB	408.00
11/02/2015	56928	INSIGNIA GRAPHICS INC	TCA-POSTER PRINTING	13.72
11/02/2015	56929	INTERNATIONAL CODE COUNCIL INC	EMS-DUES	230.00
11/02/2015	56930	KRIEGHOFF-LENAWEE COMPANY	ENTRANCE SIGNS	3,422.00
11/02/2015	56931	L & I TIRE SERVICE LLC	EQ MTC-SUPPLIES	145.00
11/02/2015	56932	AMANDA LACELLE	REIMB FOR TRAINING/TAX APPEALS	362.57
11/02/2015	56933	LENAWEE CO FIRE CHIEFS ASSOC	EMS-TRAINING	2,193.06
11/02/2015	56934	LENAWEE TIRE & SUPPLY	CEMETERY-TIRES	360.00
11/02/2015	56935	LONGS OUTDOOR POWER	EMS/PKS/WW/EQ MTC-SUPPLIES-4-	323.10
11/02/2015	56936	LUCAS & BAKER	LEGAL SERVICES-OCTOBER 2015	2,899.50
11/02/2015	56937	LYDEN OIL COMPANY	EQ MTC-PROGUARD-2-	1,946.00

11/02/2015	56938	MC SPORTS	PARKS-SOCCERBALLS	94.26
11/02/2015	56939	MCKENNA ASSOCIATES INC	BLDG SVC-SITE PLAN REVIEW	602.50
11/02/2015	56940	MI MUN LEAGUE WORKER COMP FUND	WORKERS COMP PREMIUM	16,817.00
11/02/2015	56941	MICHAEL PRATT	UB refund for account: SHLN-001102-0000	170.84
11/02/2015	56942	MICHIGAN PIPE & VALVE	WATER-FITTINGS	896.32
11/02/2015	56943	STATE OF MICHIGAN	POLICE-50R FEES	30.00
11/02/2015	56944	STATE OF MICHIGAN	TCA-5ALES TAX FOR OCTOBER 2015	6.30
11/02/2015	56945	STATE OF MICHIGAN	WATER-TESTING	247.00
11/02/2015	56946	MUNICIPAL CODE CORPORATION	ANNUAL WEB HOSTING	550.00
11/02/2015	56947	NAT'L PATENT ANALYTICAL SYSTEMS INC	POLICE-DATAMASTER MTC FEES	520.00
11/02/2015	56948	NATIONAL HIGHWAY MTC SYS LTD	LOCAL-STREET RUBBER	2,617.50
11/02/2015	56949	NORDMANN ROOFING CO INC	TCA-ROOF REPAIRS	4,053.00
11/02/2015	56950	NORTH EASTERN UNIFORMS & EQUIP	POLICE-BELT KEEPERS	15.80
11/02/2015	56951	PEERLESS SUPPLY COMPANY	PARKS-PLUMBING PARTS	202.79
11/02/2015	56952	PETTY CASH	TCA-PETTY CASH REIMB	27.35
11/02/2015	56953	PRO MED UNIFORM	TCA-NUTCRACKER TSHIRTS	485.55
11/02/2015	56954	PSTGP LLC	POLICE-TRAINING	475.00
11/02/2015	56955	RADANT'S ELECTRIC LLC	PARKS-ELECTRIC REPAIRS-2-	965.00
11/02/2015	56956	SMAFC	EMS-MEMBERSHIP DUES	40.00
11/02/2015	56957	SPEARS FIRE & SAFETY SERVICES	TCA-FIRE EXT MTC	77.83
11/02/2015	56958	STAPLES ADVANTAGE	CEM/POL/EMS/PKS/ECD/WW-SUPPL-16-	1,470.40
11/02/2015	56959	SUBURBAN CHEVROLET	EQ MTC-SUPPLIES	105.38
11/02/2015	56960	TECUMSEH PUBLIC SCHOOLS	PARKS-INDIAN STADIUM USAGE	250.00
11/02/2015	56961	UNITED STATES POSTAL SERVICE	POSTAGE-ALL DEPTS	4,000.00
11/02/2015	56962	USA BLUEBOOK	WW-LAB SUPPLIES	518.42
11/02/2015	56963	VAN BRUNT TRANSPORT INC	WW/WATER-SAND/STONE	3,570.01
11/02/2015	56964	WESTERN MICHIGAN FLEET PARTS	EQ MTC-SUPPLIES	114.85
11/02/2015	56965	WTOL-TV TOLEDO	APPLEUMPKIN ADS-REIMB BY CBA	3,090.00

TEC TOTALS:

Total of 63 Checks:	138,539.28
Less 0 Void Checks:	0.00
Total of 63 Disbursements:	<u>138,539.28</u>

**CITY COUNCIL MEETING
NOVEMBER 2, 2015**

ACCOUNTS PAYABLE	11/2/2015	\$138,539.28
PAYROLL	10/30/2015	\$121,470.42
SOCIAL SECURITY TAXES	10/30/2015	\$9,250.65
WORKERS COMP	10/30/2015	\$2,300.11
EMPLOYEE'S RETIREMENT	10/30/2015	<u>\$20,371.50</u>
TOTAL:		\$291,931.96

PAYROLL	10/30/2015	\$84,369.95
A/C PAYABLE - C.M.	11/2/2015	\$86,485.00
SOC SECURITY TAXES FOR PAYROLL	10/30/2015	\$6,415.46
WORKERS COMP	10/30/2015	\$1,864.51
EMPLOYEE'S RETIREMENT	10/30/2015	\$14,475.41
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>
TOTAL GENERAL FUND		\$193,610.33

PAYROLL	10/30/2015	\$0.00
A/C PAYABLE - C.M.	11/2/2015	\$0.00
SOC SECURITY TAXES FOR PAYROLL	10/30/2015	\$0.00
WORKERS COMP	10/30/2015	\$0.00
EMPLOYEE'S RETIREMENT	10/30/2015	\$0.00
TR-EQUIP RENTAL -	OCT 2015	\$12,586.04
TR-TRUNKLINE MTCE-QUAR		<u>\$0.00</u>

TOTAL MAJOR STREET & TRUNKLINE FUND **\$12,586.04**

PAYROLL	10/30/2015	\$0.00
A/C PAYABLE - C.M.	11/2/2015	\$2,617.50
SOC SECURITY TAXES FOR PAYROLL	10/30/2015	\$0.00
WORKERS COMP	10/30/2015	\$0.00
EMPLOYEE'S RETIREMENT	10/30/2015	\$0.00
TR-EQUIP RENTAL -	OCT 2015	<u>\$11,715.06</u>

TOTAL LOCAL STREET FUND **\$14,332.56**

PAYROLL	10/30/2015	\$5,581.56
A/C PAYABLE - C.M.	11/2/2015	\$5,457.80
SOC SECURITY TAXES FOR PAYROLL	10/30/2015	\$425.69
WORKERS COMP	10/30/2015	\$17.30
EMPLOYEE'S RETIREMENT	10/30/2015	\$1,002.47
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>

TOTAL ECONOMIC DEVELOPMENT FUND **\$12,484.82**

PAYROLL	10/30/2015	\$6,662.16
A/C PAYABLE - C.M.	11/2/2015	\$1,702.81
SOC SECURITY TAXES FOR PAYROLL	10/30/2015	\$509.09
WORKERS COMP	10/30/2015	\$43.70
EMPLOYEE'S RETIREMENT	10/30/2015	\$715.21
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>

TOTAL DEVELOPMENT SERVICES FUND \$9,632.97

PAYROLL	10/30/2015	\$12,471.64
A/C PAYABLE - C.M.	11/2/2015	\$16,587.65
SOC SECURITY TAXES FOR PAYROLL	10/30/2015	\$954.08
WORKERS COMP	10/30/2015	\$191.04
EMPLOYEE'S RETIREMENT	10/30/2015	\$2,499.69
TR-EQUIP MTC-Q/E		\$0.00
TR-EQUIP RENTAL -		\$0.00
WATER/SEWER BILLING	OCT 2015	<u>\$81,494.32</u>
TOTAL WASTEWATER FUND		<u>\$114,198.42</u>

PAYROLL	10/30/2015	\$6,918.25
A/C PAYABLE - C.M.	11/2/2015	\$11,713.42
SOC SECURITY TAXES FOR PAYROLL	10/30/2015	\$529.24
WORKERS COMP	10/30/2015	\$152.13
EMPLOYEE'S RETIREMENT	10/30/2015	\$1,156.87
TR-EQUIP MTC-Q/E		\$0.00
TR-EQUIP RENTAL -		\$0.00
WATER/SEWER BILLING	OCT 2015	<u>\$38,577.98</u>
TOTAL WATER FUND		<u>\$59,047.89</u>

PAYROLL	10/30/2015	\$0.00
A/C PAYABLE - C.M.	11/2/2015	\$5,225.99
SOC SECURITY TAXES FOR PAYROLL	10/30/2015	\$0.00
WORKERS COMP	10/30/2015	\$0.00
EMPLOYEE'S RETIREMENT	10/30/2015	<u>\$0.00</u>
TOTAL EQUIPMENT FUND		<u>\$5,225.99</u>

PAYROLL	10/30/2015	\$0.00
A/C PAYABLE - C.M.	11/2/2015	\$0.00
SOC SECURITY TAXES FOR PAYROLL	10/30/2015	\$0.00
WORKERS COMP	10/30/2015	\$0.00
EMPLOYEE'S RETIREMENT	10/30/2015	\$0.00
WATER/SEWER BILLING		<u>\$0.00</u>
TOTAL SPECIAL ASSESSMENT FUND		<u>\$0.00</u>

		\$0.00
A/C PAYABLE - C.M.	11/2/2015	<u>\$0.00</u>
TOTAL ADRIAN-TECUMSEH LDFA FUND		\$0.00

PAYROLL	10/30/2015	\$5,466.86
A/C PAYABLE - C.M.	11/2/2015	\$8,166.03
SOC SECURITY TAXES FOR PAYROLL	10/30/2015	\$417.09
WORKERS COMP	10/30/2015	\$31.43
EMPLOYEE'S RETIREMENT	10/30/2015	\$521.85
TR-EQUIP RENTAL -		<u>\$0.00</u>
TOTAL TECUMSEH CIVIC AUDITORIUM FUND		\$14,603.26

PAYROLL	10/30/2015	\$0.00
A/C PAYABLE - C.M.	11/2/2015	\$0.00
SOC SECURITY TAXES FOR PAYROLL	10/30/2015	\$0.00
WORKERS COMP	10/30/2015	\$0.00
EMPLOYEE'S RETIREMENT	10/30/2015	<u>\$0.00</u>
TOTAL CIVIC AUD CAPITAL IMPROVEMENT FUND		\$0.00

A/C PAYABLE - C.M.	11/2/2015	<u>\$0.00</u>
TOTAL MEMORIAL DAY PARADE FUND		\$0.00

PAYROLL	10/30/2015	\$0.00
A/C PAYABLE - C.M.	11/2/2015	\$675.00
SOC SECURITY TAXES FOR PAYROLL	10/30/2015	\$0.00
WORKERS COMP	10/30/2015	\$0.00
EMPLOYEE'S RETIREMENT	10/30/2015	\$0.00
TR-EQUIP RENTAL -		<u>\$0.00</u>
TOTAL MUNICIPAL PURCHASE FUND		\$675.00

PAYROLL	10/30/2015	\$0.00
A/C PAYABLE - C.M.	11/2/2015	\$0.00
SOC SECURITY TAXES FOR PAYROLL	10/30/2015	\$0.00
WORKERS COMP	10/30/2015	\$0.00
EMPLOYEE'S RETIREMENT	10/30/2015	\$0.00
TR-EQUIP RENTAL -		<u>\$0.00</u>
TOTAL CAPITAL IMPROVEMENT FUND		\$0.00

PAYROLL	10/30/2015	\$0.00
A/C PAYABLE - C.M.	11/2/2015	(\$91.92)
SOC SECURITY TAXES FOR PAYROLL	10/30/2015	\$0.00
WORKERS COMP	10/30/2015	\$0.00
EMPLOYEE'S RETIREMENT	10/30/2015	\$0.00
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		\$0.00

TOTAL MOVIES IN THE PARK FUND (\$91.92)

PAYROLL	10/30/2015	\$0.00
A/C PAYABLE - C.M.	11/2/2015	\$0.00
SOC SECURITY TAXES FOR PAYROLL	10/30/2015	\$0.00
WORKERS COMP	10/30/2015	\$0.00
EMPLOYEE'S RETIREMENT	10/30/2015	\$0.00
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		\$0.00

TOTAL DOWNTOWN DEVELOPMENT AUTH FUND \$0.00

PAYROLL	10/30/2015	\$0.00
A/C PAYABLE - C.M.	11/2/2015	\$0.00
SOC SECURITY TAXES FOR PAYROLL	10/30/2015	\$0.00
WORKERS COMP	10/30/2015	\$0.00
EMPLOYEE'S RETIREMENT	10/30/2015	\$0.00
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		\$0.00

TOTAL 2015 GOB PROJECT FUND \$0.00

A/C PAYABLE - C.M.	11/2/2015	\$0.00
TOTAL 2005 MTF BOND DEBT RETIRE FUND		\$0.00

A/C PAYABLE - C.M.	11/2/2015	\$0.00
TOTAL DDA PUBLIC ART FUND		\$0.00

A/C PAYABLE - C.M.	11/2/2015	\$0.00
TOTAL BROWNFIELD REDEVELOPMENT FUND		\$0.00

A/C PAYABLE - C.M.	11/2/2015	\$0.00
TOTAL FUND		\$0.00

A/C PAYABLE - C.M.	11/2/2015	<u>\$0.00</u>
TOTAL ECON DEV REHAB PROJECT FUND		\$0.00

A/C PAYABLE - C.M.	11/2/2015	<u>\$0.00</u>
TOTAL LOCAL DEV FINANCE AUTHORITY FUND		\$0.00

A/C PAYABLE - C.M.	11/2/2015	<u>\$0.00</u>
TOTAL ECON DEV PROJECT-MDEQ FUND		\$0.00

A/C PAYABLE - C.M.	11/2/2015	<u>\$0.00</u>
TOTAL PURE MICHIGAN FUND		\$0.00

A/C PAYABLE - C.M.	11/2/2015	\$0.00
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: Jessica Emrick
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Item: City Manager Contract	Department: City Clerk
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Summary:

Pursuant to guidance given by City Council, the City Attorney met with Mr. Swallow and discussed pertinent contractual terms and came to a tentative agreement which is reflected in the attached offer letter, as well as the attached contract. Further, the City Attorney has reviewed the background investigation, and finds nothing objective that would reflect poorly upon Mr. Swallow or City contained therein. Mr. Swallow has also scheduled his pre-employment physical for 10/29/15.

Recommendation:

RESOLUTION

THE CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES:

To be determined.

Council Action:

Approved

Denied

Continued

Bid/Purchase Item:

Budgeted \$ _____

_____ Page(s) in FY Budget

Not Budgeted

Jessica Emrick
Digitally signed by Jessica Emrick
 DN: cn=Jessica Emrick, o=City Clerk, ou=City of Tecumseh,
 email=jemrick@tecumseh.mi.us, c=US
 Date: 2015.10.28 14:31:45 -0400

Signature

Joseph Tuckey
Digitally signed by Joseph Tuckey
 DN: cn=Joseph Tuckey, o=City of Tecumseh, ou=Fire Department,
 email=jtuckey@tecumseh.mi.us, c=US
 Date: 2015.10.28 09:28:36 -0400

Signature

City Clerk
 Department Head

Acting City Manager
 City Manager

10/28/15
 Date

10/29/2015
 Date

CITY MANAGER EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into on this 2nd day of November 2015, by and between the City of Tecumseh, Michigan (hereinafter "the City") and Mr. Daniel E. Swallow (hereinafter "Mr. Swallow"). The City and Mr. Swallow agree as follows:

1. That Mr. Swallow will accept employment as the City's City Manager and agrees to perform the duties of the City Manager as set forth in the City Charter and as directed by the City's City Council. The City will be your sole and exclusive employer. Any future outside employment opportunities must be approved by City Council, the same which may be withheld for any reason, and may not interfere with the city manager's employment responsibilities, as determined by the City Council, prior to acceptance.
2. Mr. Swallow agrees that his employment will be subject to the terms of the City's City Charter, as may be amended from time to time. In the event of any conflict between the City Charter and this Agreement, the Charter shall control. Mr. Swallow also agrees that his employment will also be subject to the City's Personnel Manual dated 2013, as may be revised from time to time. In the event of any conflict between the City's Personnel Manual and this Agreement, this Agreement shall control.
3. That Mr. Swallow agrees that his employment is at-will, and that he may be terminated at any time, with or without notice or cause.
 - a. In the event that Mr. Swallow's employment is terminated by the City, the City, subject to Paragraph 3(b), agrees to pay to Mr. Swallow a lump cash sum equal to six months of his salary at the time of termination, less all applicable deductions.

All other benefits of City Employment shall cease immediately upon the termination of Mr. Swallow's employment.

- b. Mr. Swallow will not be entitled to any lump sum cash payment or benefit listed in paragraph 3(a) if he is terminated due to the conviction of any illegal act or due to gross misconduct. If Mr. Swallow is terminated due to the conviction of any illegal act or due to gross misconduct, all payments and benefits shall cease immediately.
 - c. Mr. Swallow agrees to give the City no less than 30 days notice prior to voluntarily resigning his employment with the City.
4. The City agrees to pay Mr. Swallow a salary of \$92,500 per year and \$400.00 per month for a car allowance. Mr. Swallow will also be entitled to an annual review of wages and benefits.
 5. The City agrees to provide Mr. Swallow two weeks (10 days) of vacation, which may be used from the time of his hire until June 30, 2016. Effective July 1, 2016, Mr. Swallow shall no longer be required to accrue vacation, but will be allowed to use up to four weeks vacation per fiscal year (July 1 through June 30). Mr. Swallow may not carry any vacation time forward from one year to the next.
 6. The City also agrees to give Mr. Swallow one personal day for use by June 30, 2016. Effective July 1, 2016, Mr. Swallow shall be given two personal days each fiscal year (July 1 through June 30). These personal days may not be carried forward from one year to the next. The use of these personal days does not require advance approval of the City Council, but Council may disallow the use of a personal day after the fact.

7. The City agrees that Mr. Swallow shall accrue sick leave at the rate of one day for each month in which Mr. Swallow actually works fifteen or more days.
8. The Employer agrees to put into force and to make required premium payments for employee term life insurance with a face value of 100% of the Employee's annual income.
9. The City agrees to provide Mr. Swallow with a four hundred (\$400.00)/month car allowance for use of his personal vehicle in the performance of his duties as City Manager. The vehicle will be kept in good repair and good appearance to properly represent the City in your business use of the vehicle. Mr. Swallow shall maintain all automobile insurance required by law, and shall bear the costs of the operation, maintenance and repair of the automobile.
10. The Employer shall indemnify and hold harmless Mr. Swallow against any claim, demand or lawsuit, which arises out of an alleged act or omission occurring in the performance of his duties as City Manager. Mr. Swallow agrees that the City may compromise and settle any such claim, demand or lawsuit at its sole choice. As a condition of the City's promise to indemnify and hold Mr. Swallow harmless, Mr. Swallow agrees to fully cooperate in the defense of any legal action brought by a third party against the City and/ or Mr. Swallow both during and after his employment with the City.
11. Mr. Swallow agrees to reside either within the City of Tecumseh or within twenty miles of the City, as provided in MCL 15.602, on or about November 2, 2016. In the event Mr. Swallow does relocate into the City of Tecumseh, he shall receive a one time reimbursement for moving expenses up to \$5,000.

12. Employer agrees to execute all necessary agreements provided by the City of Tecumseh employee retirement system for the benefit of Employee equal to that which is provided all other administrative employees of the Employer in accordance with the City of Tecumseh Personnel Manual dated 2013, as and if amended thereafter.
13. Employer agrees to budget and to pay for the professional dues and subscriptions of Employee necessary for his continuation and full participation in national, regional, state and local associations and organizations necessary and desirable for his continued professional participation, growth and advancement, and for the good of the Employer.
14. Employer shall bear the full cost of any fidelity or other bonds required of the Employee under any law or conditions.
15. The Council, in consultation with the Employee, shall fix any such other terms and conditions of employment, as it may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the City Charter of Tecumseh, City of Tecumseh ordinances and Michigan Statutes pertaining thereto, or any other law.
16. Except as otherwise provided in this Agreement, all provisions of the City of Tecumseh Charter, Ordinances, rules and regulations including, but not limited to the City of Tecumseh Personnel Manual dated 2013, as amended thereafter, of the Employer relating to sick leave, retirement and pension system contributions, holidays and other fringe benefits as they now exist or hereafter may be amended, also shall apply to Employee as they would to other salaried employees of Employer. Whenever the word "City Manager" appears in any of the provisions as described, aforesaid, the word "City Manager" shall mean "Council".

17. Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid as follows:

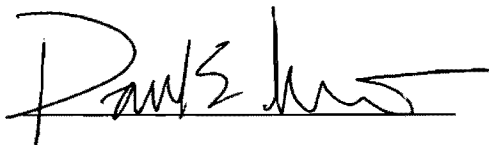
City of Tecumseh
309 E. Chicago Blvd.
Tecumseh, Michigan 49286

Mr. Daniel Swallow
379 Ave. De Lafayette
Monroe, MI 48162
(City of Tecumseh address to be provided on relocation to the City of Tecumseh)

18. Council shall conduct and annual review of Employee on or before January 31st of each year.

The parties understand that this Agreement is subject to, and contingent upon, approval by the City of Tecumseh City Council.

CITY OF TECUMSEH



Mr. Daniel E. Swallow

Dated: 10/28/2015

By: _____

Its: _____

Dated: _____



October 23, 2015

Mr. Daniel E. Swallow
379 Ave. De Lafayette
Monroe, MI 48162

Dear Mr. Swallow:

I am pleased to offer you the position of City Manager of the City of Tecumseh, Michigan, subject to the final approval by the City Council. The City Council has authorized this offer.

This offer of employment proposes an annual salary of \$92,500 on the starting date. The effective starting date of employment will be no later than Monday, December 7, 2015. Upon finding satisfactory performance in the future, the City Council may make appropriate adjustments.

The City offers to provide you with those fringe benefits, which are provided for the Non-Bargaining, full time employees of the City hired after July 1, 2011. Additionally, the following will be provided:

1. *Moving Expenses.* Reimbursement for reasonable moving expenses, defined as moving household possessions to future residence in the City of Tecumseh, one time only, for a total cost not to exceed \$ 5,000, shall be provided.

2. *Monthly Car Allowance-* In place of providing a City car, a \$ 400 monthly car allowance will be paid to you for using your own vehicle for business purposes, and the home-to-work commute. The vehicle will be kept in good repair and good appearance to properly represent the City in your business use of the vehicle. All insurance, maintenance and fuel costs will be paid by you and the City will have no further responsibilities in regard to payment of mileage allowances or other costs.

3. *Vacation-* Two weeks (10 days) will be provided at the outset of employment. Beginning July 1, 2016, Four (4) weeks (20 days) vacation will be provided for use over the next fiscal year, to be used by June 30th, 2017.

4. *Severance-* In the event your employment with the City is terminated without cause, you will receive a one-time payment equal to six months of your salary at the time of your termination, less all applicable deductions.

You will be expected to conduct the business of the City in a professional manner and especially as represented by you during your oral interview with the City Council. You are also expected to comply with the Code of Ethics of the International City/County Management Association.

Innovative ♦ Timeless ♦ Inviting

P.O. Box 396 ♦ 309 East Chicago Boulevard ♦ Tecumseh, Michigan 49286
517.423.2107 ♦ Fax: 517.423.3610 ♦ www.mytecumseh.org

Your scheduling of time at work at municipal facilities, meetings and events is expected to be without maximum limitation and shall meet the needs of the City, its businesses and inhabitants. The minimum workweek shall be 40 hours and there shall be no added compensation for hours worked beyond 40 hours per week. The City will be your sole and exclusive employer. Future outside employment opportunities may not interfere with the city manager's employment responsibilities, and must be approved by the City Council, prior to acceptance.

It is also understood that you will be employed on an at-will status as City Manager to perform the functions and duties of the position as required by law and charter. You will also perform such duties and functions as the City Council may from time to time direct. With the acceptance of this offer it is understood that you must be found acceptable by, and will serve at the pleasure of, the City Council and shall be subject to removal by the City Council with or without cause.

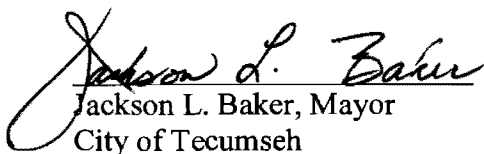
It is understood that this offer and acceptance will be replaced by an Employment Agreement which will be drafted by the City Attorney and approved by you and the City Council. The Employment Agreement will provide for the salary and fringe benefits included in this offer and acceptance.

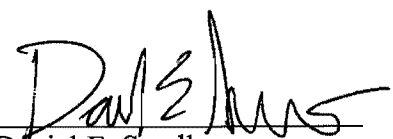
It is further understood that this offer may only take effect upon approval by majority vote of the City Council and, further, that any changes in such shall only be effective upon like approval of the Council. This appointment is contingent upon the Council's acceptance of a pre-employment physical examination, successful background examination, and passage of a drug and alcohol-screening exam.

Please sign this in the space provided below and return a signed copy to me at your earliest convenience. Upon receiving the accepted offer I will place the offer on the agenda of the City Council for its consideration and possible action to make the appointment.

Again, I am pleased to make this offer of employment on behalf of the City Council. Your consideration is greatly appreciated.

Sincerely,


Jackson L. Baker, Mayor
City of Tecumseh

Accepted:  Date: 10/25/15
Daniel E. Swallow

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P.O. Box 396 • 309 East Chicago Boulevard • Tecumseh, Michigan 49286
517.423.2107 • Fax: 517.423.3610 • www.mytecumseh.org