


CITY OF TECUMSEH  
COUNCIL MEETING  
TECUMSEH CITY HALL  
NOVEMBER 3, 2014  
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)
  1. Approve Council minutes from the regular meeting held October 20, 2014 and Informational meeting of October 27, 2014
  2. State of Michigan – Public Service Commission
  3. Jan Fox – Appleumpkin Festival
9. New business:
  1. Resolution Re: Payment of Bills (roll call)
  2. Resolution Re: Tentative Selection of New City Clerk
  3. Resolution Re: 32<sup>nd</sup> Annual Christmas Parade and Santa House
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



To: Tecumseh City Council  
From: Kevin Welch, City Manager   
Subject: City Manager's Report  
Date: November 3, 2014

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**Recent Grant Applications**

The City of Tecumseh has submitted a letter of intent to apply for a PlacePlans Technical Assistance Grant, that will be facilitated by MSU extension and the MML. This grant provides technical support for projects that fall within the definition of Placemaking. The project we submitted is for improvements to the Evans Street Corridor. This project has come up numerous times and most recently in our Placemaking Strategy sessions and our Strategic Plan.

The Tecumseh Chamber, in conjunction with the City of Tecumseh and Tecumseh Township, plans to submit a grant request to Frontier for their America's Best Communities program. The grant is for projects that will help local business by creating jobs and improving retail opportunities. The initial grant award would be to help plan a project that meets the goals of the grant. This grant could also be for the Evans Street Corridor.

We also plan to submit a grant request to the MEDC for "Movies in the Park". This grant, if approved, would be a 50% match by the MEDC with remaining funds coming from crowdfunding.

**Clerk's Dept.**

The General Election will be held Tuesday, November 4, 2014. The Clerk's department has been very busy preparing for this election. To date, we have mailed 782 absentee ballots. Jack Baker will be on the ballot for the Mayor position. Incumbent Ron Wimple, Gary Fox and Stephanie Harmon are running for the three council positions. Four proposals are also on the ballot they include: two state proposals regarding the hunting of wolves, the Tecumseh Public Schools Millage renewal and the City of Tecumseh's Bond proposal. We were recently notified by the County Clerk that declared write-ins were received for the Governor's Office, U.S. Senator, 2A District Court Judge and a partial term for the Tecumseh Public School Board. The support of Deputy Clerk Julie Craig, part-time employee Amanda Wells, as well as city employees Leisa Still, Linda Pizana and Denine Wells, Election Inspectors, the Utilities Department and other departments is greatly appreciated by the City Clerk.

**Burt Street/North Maumee**

The City of Tecumseh has been award a grant to resurface both streets in 2016. This is an 80% grant, with the City incurring 100% of the engineering fees. Therefore, our cost of the two road repairs will be between \$150,000 to \$200,000. Tim Bock went the extra mile to obtain these two grants.

**Former Tecumseh Products Property**

The City of Tecumseh did submit a claim to Western Surety for the remainder of the demolition of phase I and II of the demolition work. We are communicating with the demolition company to resolve this matter in a manner that is acceptable to the City.

### **Perpetual Care Fund**

We are still exploring other investment options for this fund. The funds remain with Meryl Lynch at this point. Since the funds are subject to Public Act 20, the options are very limited and so is the return.

### **Evans Street Road Closure**

The Evans Street bridge is scheduled to be closed again on Wednesday, November 5<sup>th</sup>, for the installation of the main gate at Red Mill Dam. The Lenawee County Road Commission will handle the detour and placement of the signs, and notification will be sent out to the media, schools and the Sheriff's Department, informing them of the closure.

CITY OF TECUMSEH  
COUNCIL MEETING  
OCTOBER 20, 2014  
TECUMSEH CITY HALL  
7:30 P.M.

The meeting was called to order by Mayor Johnson.

Mayor Johnson led the Pledge of Allegiance.

Roll call was taken as follows:

PRESENT: Mayor Johnson, Council members Baker, Naugle, Philo, VanAlstine,  
Wimple and Wright.

ABSENT: None.

Motion VanAlstine and seconded Wimple, to approve the October 20, 2014 agenda as presented. Motion carried unanimously.

Guests were welcomed to the meeting by Mayor Johnson.

Mayor Johnson presented a Certification of Appreciation to Eagle Scout Samuel Anderson of Troop 632 for Indian Crossing Trails as his Eagle Scout Project. Samuel chose clearing out what the local historians believe to be the site of Native American Dancing Grounds. Samuel cleared the grounds, installed benches and a sign noting the Dancing Ground feature.

Brookside Cemetery Superintendant Dan Righter reviewed the annual report he presented to Council. Noting that Fiscal year 2013/2014 had been quite busy with fifty nine interments and thirty seven cremations. Dan reported that only twenty seven niches are available and that a request for another columbarium will be presented later this year or the following year. He also reported that he is considering a new cemetery software program by BS&A.

Roland VonKaler commented that the Brookside Cemetery is listed in the National Register of Historic Place and suggested the rebuilding of the receiving vault which would add to its historic charm and could be used as a columbarium.

Motion Baker and seconded Naugle, to receive and place on file the report of the City Manager. The following items were added or discussed: 1) The second public meeting to discuss the bond proposal will be held on October 27<sup>th</sup>; 2) leaf raking project; 3) Tecumseh Products building demolition update; 4) Sidewalk Program update; 5) Evans Street will be temporarily closed Wednesday, October 22<sup>nd</sup> for repairs of the Red Mill Dam; and 6) complemented Cemetery Superintendent Dan Righter for the excellent job he does. 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 study session and regular meeting held October 6, 2014 and Informational meeting held October 13, 2014; (2) Budget Report; (3) Police Report for September 2013; and (4) Emergency Services Report for September 2014.

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

CITY OF TECUMSEH  
COUNCIL MEETING  
OCTOBER 20, 2014  
TECUMSEH CITY HALL  
7:30 P.M.

YES: Philo, VanAlstine, Wimple, Wright, Baker, Johnson and Naugle.  
NO: None.  
RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To approve the October 20, 2014 list of bills to be paid.

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

YES: VanAlstine, Wimple, Wright, Baker, Johnson, Naugle and Philo.  
NO: None.  
RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To approve Amelia's Army 5K Run for November 1, 2014.

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

YES: Baker, Johnson, Naugle, Philo, VanAlstine, Wimple and Wright.  
NO: None.  
RESOLUTION DECLARED ADOPTED.

RESOLUTION

CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES: To authorize the City Manager to sign an agreement with Detroit Salt Company for \$1,500 tons of salt at \$60.58 per ton.

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

YES: Wimple, Wright, Baker, Johnson, Naugle, Philo and VanAlstine.  
NO: None.  
RESOLUTION DECLARED ADOPTED.

Motion Wimple and seconded VanAlstine, to adjourn to closed session at 7:52 p.m. for reasons allowable under Public Act 267 of 1976, Section 8(c) Labor Negotiations and 8(d) to consider purchase of real property. A roll call was taken as follows:

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TECUMSEH CITY HALL  
7:30 P.M.

YES: Wright, Baker, Johnson, Naugle, Philo, VanAlstine and Wimple.

NO: None.

MOTION CARRIED UNANIMOUSLY.

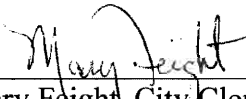
The regular meeting reconvened at 8:12 p.m.

Council discussed the great turnout for the Appleumpkin Festival and the wonderful job Jan Fox does every year to make this such a successful event for the community.

Motion VanAlstine and seconded Naugle, to adjourn the meeting at 8:15 p.m. Motion carried unanimously.

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Richard E. Johnson, Mayor

  
\_\_\_\_\_  
Mary Feight, City Clerk

CITY OF TECUMSEH  
COUNCIL MEETING  
INFORMATIONAL MEETING  
ROAD & INFRASTRUCTURE BOND PROPOSAL  
OCTOBER 27, 2014  
TECUMSEH CITY HALL  
7:00 P.M.

The meeting was called to order by Mayor Johnson.

Mayor Johnson led the Pledge of Allegiance.

Roll call was taken as follows:

PRESENT: Mayor Johnson, Council members Baker, Naugle, Philo, VanAlstine,  
and Wimple.

ABSENT: Council member Wright.

Motion VanAlstine and seconded Wimple, to approve the October 27, 2014 agenda as presented.  
Motion carried unanimously.

Guests were welcomed to the meeting by Mayor Johnson.

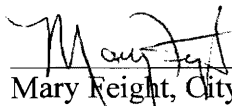
The following is a brief overview of the presentation by City Manager Welch regarding the bond proposal that will be on the November 4, 2014 ballot. Voters will be asked to approve the sale of \$2,250,000 in bonds, to be specifically used for road construction and repairs. The cost to the taxpayers would be approximately two mills for a period of five years. A home with a taxable value of \$54,000 will cost the taxpayer \$108.00 per year.

The City will receive approximately \$55,000 for the 2014/2015 year through Act 51, a road tax specifically for street systems. This will cover 60% of the repairs and the general fund will cover the remainder. The street department maintains 45 miles of streets (17 major and 28 local). Heavily deteriorated streets are a priority when determining which roads to repair. Typical repairs used are joint sealing, chip seal, thin overlay, mill and fill, and complete reconstruction. The street superintendent and city engineer rate our streets from 1-10, with 10 being the best street. If the proposal passes, bonds would be sold in January and road repair would begin during the second half of FY 2015. Council will determine which roads will be repaired by taking into consideration the street rate, amount of traffic and condition of the road as advised by the street superintendent and city engineer.

Motion VanAlstine and seconded Wimple, to adjourn the meeting at 7:18 p.m. Motion carried unanimously.

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Richard E. Johnson, Mayor



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Mary Feight, City Clerk

**STATE OF MICHIGAN  
BEFORE THE MICHIGAN PUBLIC SERVICE COMMISSION**

**NOTICE OF HEARING  
FOR THE ELECTRIC CUSTOMERS OF  
CONSUMERS ENERGY COMPANY  
CASE NO. U-17688**

- On August 5, 2014, the Michigan Public Service Commission (Commission) issued an order requiring Consumers Energy Company (Consumers Energy) to file a proposal to modify the existing cost allocation methods and rate design methods that have been used to set existing electric rates. The Commission will review Consumers Energy's October 6, 2014 application to modify existing cost allocation methods and rate design methods that are used to set rates pursuant to Public Act 169 of 2014; and the Commission's order. The Company is specifically proposing: 1) a 4 CP 100/0/0 weighting methodology (100% demand, 0% on-peak energy, and 0% total energy) for production capacity expense and a 12 CP 100/0/0 weighting methodology to allocate transmission expense, and 2) to use class peak demands at generation, inclusive of Retail Open Access ("ROA") demands, as the allocator for the amounts related to high voltage distribution assets and a change related to the portion of test year Other O&M attributed to Federal Energy Regulatory Commission ("FERC") account 908, Customer Assistance Expense. The proposal impact, if approved, would be:
  - **A TYPICAL PRIMARY CLASS CUSTOMER'S AVERAGE ELECTRIC BILL MAY BE DECREASED BY APPROXIMATELY 5.0 % PER MONTH BEGINNING IN DECEMBER 2015 AND THEREAFTER.**
  - **A TYPICAL SECONDARY CLASS CUSTOMER'S AVERAGE ELECTRIC BILL MAY BE DECREASED BY APPROXIMATELY 1.3 % PER MONTH BEGINNING IN DECEMBER 2015 AND THEREAFTER.**
  - **A TYPICAL RESIDENTIAL CUSTOMER'S AVERAGE ELECTRIC BILL MAY BE INCREASED BY APPROXIMATELY 2.5 % PER MONTH BEGINNING IN DECEMBER 2015 AND THEREAFTER. THIS WOULD RESULT IN AN AVERAGE ELECTRIC BILL INCREASE OF \$2.29 PER MONTH FOR A RESIDENTIAL CUSTOMER WHO USES 654 KWH PER MONTH.**
- If the Commission approves its request; Consumers Energy's proposal in this case will not result in an increase in annual revenues for the Company but will alter the rates charged to customers in the residential, secondary, and primary rate classes. Consumers Energy has proposed that these altered rates not be implemented prior to December 1, 2015.
- The information below describes how a person may participate in this case.



- You may contact Consumers Energy Company, One Energy Plaza, Jackson, Michigan 49201, (800) 477-5050 for a free copy of its application. Any person may review the documents at the offices of Consumers Energy Company.

- A public hearing will be held:

**DATE/TIME:** November 10, 2014, at 10:00 a.m.  
This hearing will be a prehearing conference to set future hearing dates and decide other procedural matters.

**BEFORE:** Administrative Law Judge Mark E. Cummins.

**LOCATION:** Constitution Hall  
525 West Allegan  
Lansing, Michigan

**PARTICIPATION:** Any interested person may attend and participate. The hearing site is accessible, including handicapped parking. Persons needing any accommodation to participate should contact the Commission's Executive Secretary at (517) 241-6160 in advance to request mobility, visual, hearing or other assistance.

The Commission will hold a public hearing to consider Consumers Energy's October 6, 2014 application to modify existing cost allocation methods and rate design methods that have been used to set rates for its electric customers pursuant to the provisions of Public Act 169 of 2014; and the Commission's August 5, 2014 Order. Consumers Energy's application proposes methods for cost allocation and rate design that would alter the Company's current rates which were approved by the Commission in Case No. U-17087.

All documents filed in this case shall be submitted electronically through the Commission's E-Dockets website at: [michigan.gov/mpscedockets](http://michigan.gov/mpscedockets). Requirements and instructions for filing can be found in the User Manual on the E-Dockets help page. Documents may also be submitted, in Word or PDF format, as an attachment to an email sent to: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov). If you require assistance prior to e-filing, contact Commission staff at (517) 241-6180 or by email at: [mpscedockets@michigan.gov](mailto:mpscedockets@michigan.gov).

Any person wishing to intervene and become a party to the case shall electronically file a petition to intervene with this Commission by November 3, 2014. (Interested persons may elect to file using the traditional paper format.) The proof of service shall indicate service upon Consumers Energy's Legal Department - Regulatory Group, One Energy Plaza, Jackson, Michigan 49201.

Any person wishing to appear at the hearing to make a statement of position without

becoming a party to the case may participate by filing an appearance. To file an appearance, the individual must attend the hearing and advise the presiding administrative law judge of his or her wish to make a statement of position. All information submitted to the Commission in this matter becomes public information: available on the Michigan Public Service Commission's website, and subject to disclosure. Please do not include information you wish to remain private.

Requests for adjournment must be made pursuant to the Commission's Rules of Practice and Procedure R 460.17315 and R 460.17335. Requests for further information on adjournment should be directed to (517) 241-6060.

A copy of Consumers Energy's application may be reviewed on the Commission's website at: [michigan.gov/mpscedockets](http://michigan.gov/mpscedockets), and at the office of Consumers Energy Company. For more information on how to participate in a case, you may contact the Commission at the above address or by telephone at (517) 241-6180.

The Utility Consumer Representation Fund has been expanded for the purpose of aiding in the representation of utility customers in 2014 PA 169 proceedings. Contact the Chairperson, Utility Consumer Participation Board, Department of Licensing and Regulatory Affairs, P.O. Box 30004, Lansing, Michigan 48909, for more information.

Jurisdiction is pursuant to 1909 PA 106, as amended, MCL 460.551 et seq.; 1919 PA 419, as amended, MCL 460.54 et seq.; 1939 PA 3, as amended, MCL 460.1 et seq.; 1969 PA 306, as amended, MCL 24.201 et seq.; 1982 PA 304, as amended, MCL 460.6j et seq.; 2014 PA 169, as amended; MCL 460.11 et seq.; and the Commission's Rules of Practice and Procedure, as amended, 1999 AC, R 460.17101 et seq.

October 9, 2014

Tecumseh's 21st Annual

# APPLEUMPKIN Festival



Oct 27, 2014

Dear Mayor Johnson and Council Members,

*On behalf of the Appleumpkin Committee I would like to thank you for your contribution to the success of the 21st Appleumpkin Festival.*

*This starts with the Council, then goes to the administrative staff, then goes to the department heads and their staff. Your endorsement of the festival and letting the staff be involved is HUGE! The success level would not be where it is without the support of the City of Tecumseh - from placing of barricades, to making sure all the electrical is working, to hauling in picnic tables, to putting faucets on the fire hydrants, to using the generators, to assisting with signage, to doing the promotions, to having a police presence, to street and parking lot sweeping, not to mention how many of the staff goes above and beyond.*

*This is a community festival that is a win-win for many entities. It is not only a way to showcase our community, our businesses and our neighborhoods, it is also a financial success for many. Most of our retail stores in the downtown benefit either directly those two days or later when many return visit and do shopping, and dining. We had*

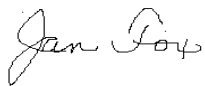
over 20 local nonprofit organizations that used the festival as a fundraiser and also as a way to promote their organization.

It is truly a combined effort of the committee, the many volunteers, the financial support of the businesses, the in kind services of the City and other businesses, involvement of the local nonprofit organizations and churches, the community members who attend the festival, the support of Tecumseh Public Schools and more that I am probably missing mentioning.

I am so proud of our community and so proud to show it off!! We all should enjoy and appreciate what we have here. What makes that is the cooperation of all the different entities working together.

With sincere thankfulness,

Jan Fox and the Appleumpkin Committee

A handwritten signature in cursive script that reads "Jan Fox".



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

Agenda Item Number: 9. New Business, Item No. 1	Submitted by: Kevin M. Welch
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Item: November 3, 2014 Check Register	Department: City Managers Office
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**Summary:**  
Approve the November 3, 2014 list of bills to be paid.

**Recommendation:**  
**RESOLUTION**  
The City Council of the City of Tecumseh hereby resolves:  
to approve the November 3, 2014 list of bills to be paid.

**Council Action:**  
 Approved  
 Denied  
 Continued

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**Bid/Purchase Item:**  
 Budgeted \$ \_\_\_\_\_  
\_\_\_\_\_ Page(s) in FY Budget  
 Not Budgeted

Signature

City Manager

Title

10/28/14

Date

10/30/2014

CHECK REGISTER FOR CITY OF TECUMSEH  
CHECK NUMBERS 54535 - 99999

Check Date	Check	Vendor Name	Description	Amount
Bank TEC ACCOUNTS PAYABLE				
10/27/2014	54535	HUBBARDS AUTO CENTER	EQ MTC-SUPPLIES-4-	102.20
10/28/2014	54536	BANKCARD PROCESSING CENTER		
		THE BOULEVARD MARKET	CTY MGR-SAGE FUNERAL	106.76
		BRITISH PANTRY	CTY MGR-FUNDRAISING	118.64
		BRITISH PANTRY	ECON DEV-WELCOME CTR VISITORS	30.85
		CONSTANT CONTACT	ECON DEV-ANNUAL SUBSCRIPTION	540.00
		CITY LIMITS DINER	CTY MGR-LUNCH W/KENT HERRICK	14.79
		FABRICARE CLEANERS	PARKS-DRY CLEANING	27.00
		GROSH BACKDROPS	TCA-BIG BAND SUPPLIES	100.00
		GROSH BACKDROPS	TCA-PREPAID EXPENSES	300.00
		TECUMSEH BIG BOY	ECON DEV-COMM FND BREAKFAST	52.16
		AMAZON.COM	CTY MGR-COMPUTER SUPPLIES-2-	574.65
		AMAZON.COM	COFFEE (EMPLOYEE REIMB)	50.77
		STAMP EXPRESS	CITY HALL-BANK STAMPS	69.93
		ISTOCK.COM	PARKS-PHOTO CREDITS	175.00
		APPLE STORE	CTY MGR-ADAPTERS	82.68
		MICROSOFT	OFFICE 365-SEPT 2014	210.00
		LAMINATOR.COM	CITY HALL-LAMINATING FILM	69.98
		ALICE TRAINING INSTITUTE	POLICE-TRAINING	495.00
		CITY OF LANSING	ECON DEV-PARKING	5.00
		CRESCENDO MUSIC	TCA-BIG BAND SUPPLIES	106.43
		REPUBLIC PARKING SYSTEM	CTY MGR-PARKING	5.80
		SHRM.ORG	CTY MGR-MEMBERSHIP DUES	170.00
		TOTAL BANKCARD PROCESSING		3,305.44
10/28/2014	54537	CONSUMERS ENERGY	UTILITIES	12,678.98
10/28/2014	54538	FIRST CONTRACTING	ECON DEV-GEN CONTRACTING 101 E CI	18,140.00
10/28/2014	54539	THE LINCOLN NATL LIFE INS CO	LIFE INS PREMIUM-NOV 2014	321.84
10/28/2014	54540	MARTINS HOME CENTER	CEM/POL/EMS/DPW/PKS/WW/WAT/T	2,557.93
10/28/2014	54541	MICROSOFT CORPORATION	OFFICE PRO PLUS-1 MO SUBSCR-WELCI	18.00
10/28/2014	54542	OFFICE MAX INCORPORATED	CITY HALL/BLDG DEPT/TCA-SUPPL-3-	79.19
10/28/2014	54543	SOIL & MATERIALS ENGINEERS INC	ECON DEV-SALSARIAS PROJECT	99,996.46
10/28/2014	54544	STAPLES ADVANTAGE	CEM/POL/EMS/PKS/EDD/WW-SUPPL-1	1,497.79
10/28/2014	54545	U S BANK EQUIPMENT FINANCE	CITY HALL/EMS-COPIER LEASE-2-	421.00
11/03/2014	54546	APEX SOFTWARE	ASSESSING SOFTWARE-MTC RENEWAL	470.00
11/03/2014	54547	APPLE MAT RENTAL	CITY HALL-FLOOR MATS	90.60
11/03/2014	54548	BASIL BOYS	PARKS/CTY HALL-LUNCH-2-	133.13
11/03/2014	54549	BELL EQUIPMENT COMPANY	EQ MTC-SUPPLIES	369.00
11/03/2014	54550	CITY OF JACKSON	POLICE-MCOLES LED	355.46
11/03/2014	54551	CONSUMERS ENERGY	UTILITIES-40-	12,034.82
11/03/2014	54552	DEENA COVEY	PARKS-5K INSTRUCTOR	160.00
11/03/2014	54553	CPIX	ONLINE PROP LISITING SITE	675.00
11/03/2014	54554	DOAN COMPANIES	CEMETERY-FOUNDATIONS	496.00
11/03/2014	54555	DOWNTOWN PRINTING	PRINTING-BOND MILLAGE	1,171.50
11/03/2014	54556	EVOQUA WATER TECHNOLOGIES LLC	WW-SPROCKET/CHAIN	210.00
11/03/2014	54557	F & S LANDSCAPE INC	CTY HALL/PARKS/BLDG 5VC-5-	4,867.00
11/03/2014	54558	KATHY FIELD	TCA-REIMB FOR SHOW/OFFICE SUPPLIE	38.66

11/03/2014	54559	GBS INC	ELECTION MATERIALS	450.00
11/03/2014	54560	GERKEN MATERIALS INC	WATER-ASPHALT	502.98
11/03/2014	54561	GRAINGER	WW-AIR COMPRESSORS	113.94
11/03/2014	54562	H & H REPAIR INC	EQ MTC-SUPPLIES-2-	936.30
11/03/2014	54563	THE HAMBLIN COMPANY	CITY HALL-GARAGE SALE APPLICATIONS	257.00
11/03/2014	54564	HYDRODYNAMICS INC	WW-PUMP REPAIR	1,778.78
11/03/2014	54565	I.T. RIGHT INC	ANNUAL ANTI-VIRUS RENEWAL	750.00
11/03/2014	54566	IAAO	IAAO MEMBERSHIP/CERTIFICATION	175.00
11/03/2014	54567	IHEART MEDIA	APPLEUMPKIN COMMERCIALS	445.50
11/03/2014	54568	J TREES CELLARS	TCA-WINE SUPPLIES	192.00
11/03/2014	54569	JEFF'S AUTO GLASS	EQ MTC-SUPPLIES	227.09
11/03/2014	54570	JONES & HENRY LABORATORIES	WW-MERCURY	250.00
11/03/2014	54571	KRISTIE JONES	PARKS-5K INSTRUCTOR	180.00
11/03/2014	54572	L & I TIRE SERVICE LLC	EQ MTC-SUPPLIES	1,198.00
11/03/2014	54573	JENNIFER LERCH	CLEANING 10/20/14-10/31/14	500.00
11/03/2014	54574	LOCAL PARCEL SERVICE	POLICE/EMS/WATER-SHIPPIG-9-	166.65
11/03/2014	54575	MACNLOW ASSOCIATES	POLICE-SUPERVISION SCHOOL	375.00
11/03/2014	54576	MCKENNA ASSOCIATES INC	BLDG SVC-SITE PLAN REVIEW	3,085.00
11/03/2014	54577	MCMASTER-CARR SUPPLY COMPANY	WW-BOLTS	35.55
11/03/2014	54578	MI MUN LEAGUE WORKER COMP FUND	WORKERS COMP PREMIUM	19,873.00
11/03/2014	54579	STATE OF MICHIGAN	POLICE-SOR FEES	120.00
11/03/2014	54580	STATE OF MICHIGAN	WATER-WELLL SAMPLES	899.00
11/03/2014	54581	STATE OF MICHIGAN	TCA-SALES TAX-OCT 2014	20.82
11/03/2014	54582	STATE OF MICHIGAN	TCA-BOILER INSPECTION	60.00
11/03/2014	54583	STATE OF MICHIGAN-DOT	MAJOR-ASPHALT	1,065.67
11/03/2014	54584	MT BUSINESS TECHNOLOGIES INC	CITY HALL/PARKS/WW-COPY CHG5-3-	826.15
11/03/2014	54585	MUZZALL GRAPHICS	DDA CHECKS	191.05
11/03/2014	54586	NALCO CROSSBOW WATER	WW-SUPPLIES	460.00
11/03/2014	54587	O'HARA CHRYSLER INC	EQ MTC-SUPPLIES	540.00
11/03/2014	54588	PETTY CASH	TCA-SUPPLIES	25.35
11/03/2014	54589	PETTY CASH	CITY HALL-POSTAGE/LUNCH/APPLEUM.	64.38
11/03/2014	54590	PRO MED UNIFORM	PARKS-TSHIRTS-2-	307.76
11/03/2014	54591	ROOT SPRING SCRAPER COMPANY	EQ MTC-SUPPLIES-2-	722.93
11/03/2014	54592	STATE INDUSTRIAL PRODUCTS	CEMETERY-HAND SOAP	188.18
11/03/2014	54593	CORINNE STAVISH	TCA-TELLABRATION EMCEE	400.00
11/03/2014	54594	STERICYCLE INC	EMS-BIO WASTE REMOVAL	379.65
11/03/2014	54595	SUBURBAN CHEVROLET	EQ MTC-SUPPLIES	69.65
11/03/2014	54596	TECUMSEH HERALD	PARKS-SUBSCRIPTION RENEWAL	39.00
11/03/2014	54597	TECUMSEH HERALD	CITY HALL/CEM/BLDG SVC-PRINT/PUBL	646.65
11/03/2014	54598	TECUMSEH PUBLIC SCHOOLS	PARKS-FACILITY RENTAL	250.00
11/03/2014	54599	TECUMSEH TIRE EXCHANGE	EQ MTC-SUPPLIES	50.00
11/03/2014	54600	TETRA TECH INC	WW-ASSET MGMT PLAN	32,032.22
11/03/2014	54601	TIMOTHY TILTON	PARKS-FLAG FOOTBALL ASSISTANCE	100.00
11/03/2014	54602	TROPHY EDUCATION LLC	EMS-CONTINUING ED CREDITS	550.00
11/03/2014	54603	USA BLUEBOOK	WW-GASKETS	53.35
11/03/2014	54604	WADE TRIM	BLDG SVC-O'REILLLY SITE PLAN REV	1,925.00
11/03/2014	54605	WTOL-TV TOLEDO	APPLEUMPKIN COMMERCIALS	3,280.00
11/03/2014	54606	WTOL2-ME TV	APPLEUMPKIN COMMERCIALS	100.00

TEC TOTALS:

Total of 72 Checks:	237,048.60
Less 0 Void Checks:	0.00
Total of 72 Disbursements:	237,048.60

**CITY COUNCIL MEETING  
NOVEMBER 3, 2014**

ACCOUNTS PAYABLE	11/3/2014	\$237,048.60
PAYROLL	10/31/2014	\$123,336.64
SOCIAL SECURITY TAXES	10/31/2014	\$9,383.32
WORKERS COMP	10/31/2014	\$2,771.14
EMPLOYEE'S RETIREMENT	10/31/2014	<u>\$22,477.02</u>
<b>TOTAL:</b>		<b>\$395,016.72</b>

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PAYROLL	10/31/2014	\$83,388.59
A/C PAYABLE - C.M.	11/3/2014	\$45,771.30
SOC SECURITY TAXES FOR PAYROLL	10/31/2014	\$6,340.48
WORKERS COMP	10/31/2014	\$2,070.09
EMPLOYEE'S RETIREMENT	10/31/2014	\$16,444.63
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>
<b>TOTAL GENERAL FUND</b>		<b>\$154,015.09</b>

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PAYROLL	10/31/2014	\$0.00
A/C PAYABLE - C.M.	11/3/2014	\$1,065.67
SOC SECURITY TAXES FOR PAYROLL	10/31/2014	\$0.00
WORKERS COMP	10/31/2014	\$0.00
EMPLOYEE'S RETIREMENT	10/31/2014	\$0.00
TR-EQUIP RENTAL -		\$0.00
TR-TRUNKLINE MTC-Q/E		<u>\$0.00</u>

**TOTAL MAJOR STREET & TRUNKLINE FUND** **\$1,065.67**

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PAYROLL	10/31/2014	\$0.00
A/C PAYABLE - C.M.	11/3/2014	\$0.00
SOC SECURITY TAXES FOR PAYROLL	10/31/2014	\$0.00
WORKERS COMP	10/31/2014	\$0.00
EMPLOYEE'S RETIREMENT	10/31/2014	\$0.00
TR-EQUIP RENTAL -		<u>\$0.00</u>

**TOTAL LOCAL STREET FUND** **\$0.00**

---

PAYROLL	10/31/2014	\$5,567.21
A/C PAYABLE - C.M.	11/3/2014	\$97.86
SOC SECURITY TAXES FOR PAYROLL	10/31/2014	\$424.60
WORKERS COMP	10/31/2014	\$21.71
EMPLOYEE'S RETIREMENT	10/31/2014	\$733.32
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>

**TOTAL ECONOMIC DEVELOPMENT FUND** **\$6,844.70**



CITY COUNCIL MEETING-11/3/14  
 PAGE 2

PAYROLL	10/31/2014	\$6,180.48
A/C PAYABLE - C.M.	11/3/2014	\$5,093.00
SOC SECURITY TAXES FOR PAYROLL	10/31/2014	\$472.24
WORKERS COMP	10/31/2014	\$52.09
EMPLOYEE'S RETIREMENT	10/31/2014	\$699.05
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>

TOTAL DEVELOPMENT SERVICES FUND \$12,496.86

PAYROLL	10/31/2014	\$16,678.21
A/C PAYABLE - C.M.	11/3/2014	\$48,674.36
SOC SECURITY TAXES FOR PAYROLL	10/31/2014	\$1,265.68
WORKERS COMP	10/31/2014	\$411.20
EMPLOYEE'S RETIREMENT	10/31/2014	\$2,590.54
WATR/SEWER BILLING	SEPT 2014	\$0.00
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>

TOTAL WASTEWATER FUND \$69,619.99

PAYROLL	10/31/2014	\$6,281.95
A/C PAYABLE - C.M.	11/3/2014	\$5,092.74
SOC SECURITY TAXES FOR PAYROLL	10/31/2014	\$480.58
WORKERS COMP	10/31/2014	\$179.26
EMPLOYEE'S RETIREMENT	10/31/2014	\$1,443.00
WATER/SEWER BILLING	SEPT 2014	\$0.00
TR-EQUIP MTC-Q/E		\$0.00
TR-EQUIP RENTAL -		<u>\$0.00</u>

TOTAL WATER FUND \$13,477.53

PAYROLL	10/31/2014	\$0.00
A/C PAYABLE - C.M.	11/3/2014	\$4,571.53
SOC SECURITY TAXES FOR PAYROLL	10/31/2014	\$0.00
WORKERS COMP	10/31/2014	\$0.00
EMPLOYEE'S RETIREMENT	10/31/2014	<u>\$0.00</u>

TOTAL EQUIPMENT FUND \$4,571.53

PAYROLL	10/31/2014	\$0.00
A/C PAYABLE - C.M.	11/3/2014	\$0.00
SOC SECURITY TAXES FOR PAYROLL	10/31/2014	\$0.00
WORKERS COMP	10/31/2014	\$0.00
EMPLOYEE'S RETIREMENT	10/31/2014	\$0.00
TR-EQUIP RENTAL -		<u>\$0.00</u>

TOTAL SPECIAL ASSESSMENT FUND \$0.00

WA SALES - WW COMM CHG -		\$0.00
A/C PAYABLE - C.M.	11/3/2014	<u>\$0.00</u>

TOTAL WATER & SEWER FUND		\$0.00
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PAYROLL	10/31/2014	\$5,240.20
A/C PAYABLE - C.M.	11/3/2014	\$3,464.89
SOC SECURITY TAXES FOR PAYROLL	10/31/2014	\$399.74
WORKERS COMP	10/31/2014	\$36.79
EMPLOYEE'S RETIREMENT	10/31/2014	\$566.48
TR-EQUIP RENTAL -		<u>\$0.00</u>
TOTAL TECUMSEH CIVIC AUDITORIUM FUND		\$9,708.10

PAYROLL	10/31/2014	\$0.00
A/C PAYABLE - C.M.	11/3/2014	\$0.00
SOC SECURITY TAXES FOR PAYROLL	10/31/2014	\$0.00
WORKERS COMP	10/31/2014	\$0.00
EMPLOYEE'S RETIREMENT	10/31/2014	<u>\$0.00</u>
TOTAL CIVIC AUD CAPITAL IMPROVEMENT FUND		\$0.00

A/C PAYABLE - C.M.	11/3/2014	<u>\$0.00</u>
TOTAL MEMORIAL DAY PARADE FUND		\$0.00

PAYROLL	10/31/2014	\$0.00
A/C PAYABLE - C.M.	11/3/2014	\$4,949.76
SOC SECURITY TAXES FOR PAYROLL	10/31/2014	\$0.00
WORKERS COMP	10/31/2014	\$0.00
EMPLOYEE'S RETIREMENT	10/31/2014	\$0.00
TR-EQUIP RENTAL -		<u>\$0.00</u>
TOTAL MUNICIPAL PURCHASE FUND, SERIES 2004		\$4,949.76

PAYROLL	10/31/2014	\$0.00
A/C PAYABLE - C.M.	11/3/2014	\$0.00
SOC SECURITY TAXES FOR PAYROLL	10/31/2014	\$0.00
WORKERS COMP	10/31/2014	\$0.00
EMPLOYEE'S RETIREMENT	10/31/2014	\$0.00
TR-EQUIP RENTAL -		<u>\$0.00</u>
TOTAL CAPITAL IMPROVEMENT FUND		\$0.00

PAYROLL	10/31/2014	\$0.00
A/C PAYABLE - C.M.	11/3/2014	\$0.00
SOC SECURITY TAXES FOR PAYROLL	10/31/2014	\$0.00
WORKERS COMP	10/31/2014	\$0.00
EMPLOYEE'S RETIREMENT	10/31/2014	\$0.00
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>

TOTAL WEST CHICAGO STREETScape FUND \$0.00

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PAYROLL	10/31/2014	\$0.00
A/C PAYABLE - C.M.	11/3/2014	\$131.03
SOC SECURITY TAXES FOR PAYROLL	10/31/2014	\$0.00
WORKERS COMP	10/31/2014	\$0.00
EMPLOYEE'S RETIREMENT	10/31/2014	\$0.00
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>

TOTAL DOWNTOWN DEVELOPMENT AUTH FUND \$131.03

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PAYROLL	10/31/2014	\$0.00
A/C PAYABLE - C.M.	11/3/2014	\$0.00
SOC SECURITY TAXES FOR PAYROLL	10/31/2014	\$0.00
WORKERS COMP	10/31/2014	\$0.00
EMPLOYEE'S RETIREMENT	10/31/2014	\$0.00
TR-EQUIP RENTAL -		\$0.00
TR-EQUIP MTC-Q/E		<u>\$0.00</u>

TOTAL ANDREW J SMITH FUND \$0.00

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A/C PAYABLE - C.M.	11/3/2014	<u>\$0.00</u>
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TOTAL 2005 MTF BOND DEBT RETIRE FUND \$0.00

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A/C PAYABLE - C.M.	11/3/2014	<u>\$0.00</u>
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TOTAL DDA PUBLIC ART FUND \$0.00

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A/C PAYABLE - C.M.	11/3/2014	<u>\$0.00</u>
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TOTAL BROWNFIELD REDEVELOPMENT FUND \$0.00

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A/C PAYABLE - C.M.	11/3/2014	<u>\$0.00</u>
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TOTAL TEC BUS & TECH PARK FUND \$0.00

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A/C PAYABLE - C.M.	11/3/2014	<u>\$18,140.00</u>
TOTAL ECON DEV REHAB PROJECT FUND		\$18,140.00
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A/C PAYABLE - C.M.	11/3/2014	<u>\$0.00</u>
TOTAL LOCAL DEV FINANCE AUTHORITY FUND		\$0.00
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A/C PAYABLE - C.M.	11/3/2014	<u>\$99,996.46</u>
TOTAL ECON DEV PROJECT-MDEQ FUND		\$99,996.46
-----		
A/C PAYABLE - C.M.	11/3/2014	<u>\$0.00</u>
TOTAL PURE MICHIGAN FUND		\$0.00
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A/C PAYABLE - C.M.	11/3/2014	<u>\$0.00</u>
WIRE TRANSFER TO BANK OF NEW YORK MELLON-BOND PAYMENT		<u>\$0.00</u>
TOTAL LTGO BABS, SERIES 2010 DEBT SERVICE FUND		\$0.00
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**Agenda Item Review Form  
City Council  
City of Tecumseh**

<b>Agenda Item Number:</b> 9. New Business, item #2	<b>Submitted by:</b> Kevin M Welch
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<b>Item:</b> Tentative Selection of New City Clerk	<b>Department:</b> City Manager
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**Summary:**

As you may know, Mary Feight has indicated that she will retire in 2015. While I am happy for her and her husband, her retirement will be a significant loss to the City. We will miss Mary. Mary will provide a more specific date of her retirement after January 1, 2015.

I plan to recommend that you confirm Jessica Hnidy to replace Mary as the City Clerk when Mary retires. Jessica currently serves as the Administrative Assistant to the Building Inspector since September of 2011. While Jessica is not familiar with the election process, she is familiar with records retention, meetings etc. Therefore, I would like to have her begin working with Mary to learn the aspects of the Clerk's job and to attend additional training and certification.

Jessica served in various administrative positions prior to working for the City of Tecumseh and holds a certificate in Business Administration. With training, Jessica should have the ability and desire to perform this job well. She has proven her management skills as well in the Building Department since she frequently manages the department on her own and with very little direction. Lastly, she was able to learn her present job very quickly.

The training period will also allow us to train Jessica's replacement.

**Recommendation:**

**RESOLUTION**

THE CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES:

to authorize the City Manager to begin a training schedule for Jessica Hnidy for the position of City Clerk, with an official appointment to the position to take place later in 2015.

**Council Action:**

Approved

Denied

Continued

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**Bid/Purchase Item:**

Budgeted \$ \_\_\_\_\_

\_\_\_\_\_ Page(s) in FY Budget

Not Budgeted

Signature  
**Kevin Welch**  
Digitally signed by Kevin Welch  
DN: cn=Kevin Welch, o=City of Tecumseh, ou=City of Tecumseh,  
email=kwelch@tecumseh.mi.us, c=US  
Date: 2014.10.23 13:49:12 -0400

Signature

Department Head  
\_\_\_\_\_  
City Manager

Date  
**10/23/2014**  
Date

# Jessica L. Hnidy

6252 Tomer Road • Clayton, MI • 49235 • jlhnyd@hotmail.com • (517) 759-6202

**CAREER OBJECTIVE:** With nearly 15 years of experience in the business/office environment, I seek a position where my knowledge and skills may be applied and expanded.

## **WORK EXPERIENCE:**

**City of Tecumseh..... Administrative Assistant  
Tecumseh, MI August 2011-Current**

Work in the Building Services Department as the assistant to the Building Services Director. Responsibilities include:

- Answer incoming calls and greet contractors, residents, etc.
- Issue Building, Mechanical, Electrical, and Plumbing permits to contactors and residents.
- Collect permit fees, plan review fees and building deposits.
- Schedule inspections for the perspective trades and manage inspector's schedules.
- Issue Special Event permits and Agenda Review forms for submittal to City Council for approval.
- Organize Agendas and take Meeting Minutes for Boards and Commissions including Planning Commission, Historic Preservation Commission, and Zoning Board of Appeals.
- Assist Building Services Director with Code Enforcement and daily tasks as requested.
- Manage and track incoming Engineering and Planning fees.
- Prepare public notices in a timely fashion and submit to the newspaper for publication.
- Update the Building Services portion of the City of Tecumseh website.
- Run monthly permit and Accessor reports using BSA Software.

**Ervin Leasing Company ..... Document Specialist  
Ann Arbor, Michigan August 2006 – June 2009**

Worked in the Vendor Services Department of a commercial leasing company. Responsibilities included:

- Answer all incoming calls from assigned vendors and lessee's.
- Assisted my 7 assigned salespeople with everyday tasks and other tasks as requested.
- Prepared lease contracts specific to each Lessee, and deliver to them in a timely manner via mail, email or express carrier.
- Followed up on lease documents daily to receive them back in a timely manner.
- Sorted incoming mail checking and logging in completed contracts and fees.
- Answered all questions regarding leasing contracts, payments, terms, etc.
- Updated and distributed weekly reports for our large vendors as requested via Microsoft Excel.
- Worked extensively in our leasing software, "eErvin."

**FH Martin Constructors ..... Accounting Assistant  
Warren, Michigan March 2006 – July 2006**

Worked in the accounting department of a large general contracting firm. My responsibilities included:

- Prepare checks for pickup by subcontractors, making sure all paperwork is received and correct.
- All invoicing for the Service Dept. including tracking and maintenance.
- Entering invoices and Purchase Rental Records in "Timberline" on a daily basis.
- Communicating regularly with subcontractors, answering questions/updating them on status of payment.
- Entering all Subcontracts and Change Orders in "Timberline" (our accounting software).

# Jessica L. Hnidy

6252 Tomer Road • Clayton, MI • 49235 • jlhnidy@hotmail.com • (517) 759-6202

***FH Martin Constructors* ..... *Administrative Asst/Receptionist*  
*Warren, Michigan* ..... *September 2004 -March 2006***

Worked at the front desk and managed the lobby area. My responsibilities included:

- Providing excellent customer service to customers/clients as they arrive, or on the phone.
- Answered main switchboard, directed and screened calls as necessary.
- Updating the company calendar with bid dates, employee vacation/sick days, etc.
- Distributed all incoming mail, and prepared outgoing mail.
- Shipping all blueprints, transmittals, and other items as instructed using Fed-Ex, UPS, and DHL.
- Organizing meetings/gatherings on a regular basis.
- Filling out bid forms for the Project Managers, and other tasks as instructed.

***Baker College* ..... *Administrative Assistant*  
*Owosso, Michigan* ..... *August 2001 -December 2003***

Worked in the Admissions Department where we recruit and advise potential students. Responsibilities included:

- Provide excellent customer service to both potential and current students of Baker College
- Organize and enter all leads and send all requested information to potential students
- Manage daily inquiry calls and walk-in inquiries
- Answer the main switchboard while directing traffic in a constantly active office
- Develop spreadsheets and miscellaneous correspondence/documents

***The Hamblin Company* ..... *Office Assistant*  
*Tecumseh, Michigan* ..... *March 1999 -September 2000***

Worked with in the corporate office of Hamblin Graphics, directly under the CEO. My responsibilities included:

- Typing quotes for new and returning customers
- Accurately typing job tickets before they were sent to the printing plant
- Creating and organizing spreadsheets for easier access to company information
- Packaging and sending corporate documents and gifts using UPS/Fed-Ex, etc
- Operating the main switchboard and screening incoming calls
- Assisting accountant by posting and filing invoices and other important documents

## **EDUCATION:**

***Baker College* ..... *Business Administration*  
*Owosso, Michigan* ..... *September 2000 – September 2002***

***Lenawee Vo-Tech Center* ..... *Business/Office*  
*Adrian, Michigan* ..... *Certificate, June 2000***

Member of Business Professionals of America. Served as Historian for 1 year. Won 5<sup>th</sup> and 6<sup>th</sup> place at both regional and state competitions.

**REFERENCES:** Available upon request.



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

<b>Agenda Item Number:</b> 9. New Business, Item #3	<b>Submitted by:</b> Bradley A. Raymond
--	--

<b>Item:</b> 32nd Annual Christmas Parade & Santa House	<b>Department:</b> Building Services Department
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**Summary:**

Please see the attached Special Event/Land Use application and letters from Vicki Philo, concerning requests to hold the 32nd Annual Christmas Parade on December 5 , 2014 beginning at 7:00 p.m., and locate the Santa House once again in Adams Park.

**Recommendation:**

**RESOLUTION**

THE CITY COUNCIL OF THE CITY OF TECUMSEH RESOLVES:

to approve the Special Event/ Land Use application submitted by the Tecumseh Area Chamber of Commerce to hold the 32nd Annual Christmas Parade in Downtown Tecumseh on Friday, December 5, 2014 beginning at 7:00p.m., and to allow the Santa House to be located in Adams Park on or after November 18,2014 and to remove it prior to January 30,2015.

**Council Action:**

Approved  
 Denied  
 Continued

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**Bid/Purchase Item:**

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

**Bradley A. Raymond**  
Digitally signed by Bradley A. Raymond  
 DN: cn=Bradley A. Raymond, o=Building Services Department, ou=City of Tecumseh, email=braymond@tecumseh.mi.us, c=US  
 Date: 2014.10.27 11:50:52 -0400

\_\_\_\_\_  
 Signature

**Kevin Welch**  
Digitally signed by Kevin Welch  
 DN: cn=Kevin Welch, ou=City of Tecumseh, ou=City of Tecumseh, email=kwelch@tecumseh.mi.us, c=US  
 Date: 2014.10.28 08:07:00 -0400

\_\_\_\_\_  
 Signature

**Building Services**  
 \_\_\_\_\_  
 Department Head

**Kevin Welch**  
 \_\_\_\_\_  
 City Manager

**10-27-2014**  
 \_\_\_\_\_  
 Date

**10-28-2014**  
 \_\_\_\_\_  
 Date





October 21, 2014

City Council  
Tecumseh City Hall  
309 E. Chicago Blvd.  
Tecumseh, MI 49286

Dear City Council Members;

The 32nd annual *Christmas Parade* is planned for Friday, December 5th.  
Our organization respectfully requests:

- **Permission to hold the *Christmas Parade* on December 5th, 2014 beginning at 7:00 p.m.**

The parade route will be as follows: beginning at N. Union and Chicago Blvd; proceed east on Chicago Blvd. to N. Maumee; turn north on Maumee to Tecumseh Middle School to disburse. Line-up is at 6:15 p.m. Line-up area to be along East side N. Union to Shawnee, Maiden Lane (between Blvd. & Shawnee), Shawnee St. (between Pearl & Union) & Logan St. (between Pearl & Union).

- **"NO PARKING" be posted along the parade route and the line-up streets.**
- **Police assistance for the parade.**
- **Closing M-50/Chicago Blvd. during the parade from N. Union. to Maumee St.**

Thank you for you're continuing support of the annual Chamber of Commerce *Christmas Parade!*

Sincerely,

Vicki Philo  
Executive Director

cc: Troy Stern, Chief of Police  
Tim Bock, Director, Public Works  
Brad Raymond – Director, Building Services

# EVENT APPLICATION

OFFICE USE ONLY

Date submitted: \_\_\_\_\_

Initial \_\_\_\_\_

Host Organization/Group/Business Name Tecumseh Area Chamber of Commerce

Applicant Name: Vicki Philo Phone #: 423-3740

Applicant Title/Position: Executive Director

Address: 132 W. Chicago Blvd.

City: Tecumseh State MI Zip Code: 49286

Type of Event(s) applying for?

*Please check all areas of interest*

Street Closure (section 1)

Parade

Block Party

Other

Banner (section 2)

Temporary Signage (section 3)

Special Event (section 4)

## -OFFICE USE ONLY-

Signify approval of event by initialing and dating below. Additional comments are welcome

Police	Initial <u>TP</u>	Date <u>10/27/14</u>
Emergency Services	Initial <u>TP</u>	Date <u>10/27/14</u>
DPW	Initial <u>TP</u>	Date <u>10-27-14</u>
Parks & Recreation	Initial <u>TP</u>	Date <u>10-27-14</u>
Bldg. Services	Initial <u>BAR</u>	Date <u>10/27/14</u>
City Council (Clerk)	Initial _____	Date _____
City Manager	Initial _____	Date _____

Recommendations and /or comments by city departments: \_\_\_\_\_

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

**SECTION 1**

**Street Closure**  
Parade/Block Party/Other

Date(s) of Street Closure/Parade/Block Party Other: December 5, 2014

Name of Event: Tecumseh Christmas Parade

Start Time of Event: 7:00pm Ending Time of Event: 8:00pm

Contact Person: Vicki Philo

Phone Number: 423-3740 Cell Number: 605-0592

- Is Police assistance requested? YES  NO
- Is DPW assistance requested? YES  NO

**\*\*Include a detailed map of parade route or street closure area\*\***

Describe details of event: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Applicant agrees to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Tecumseh*

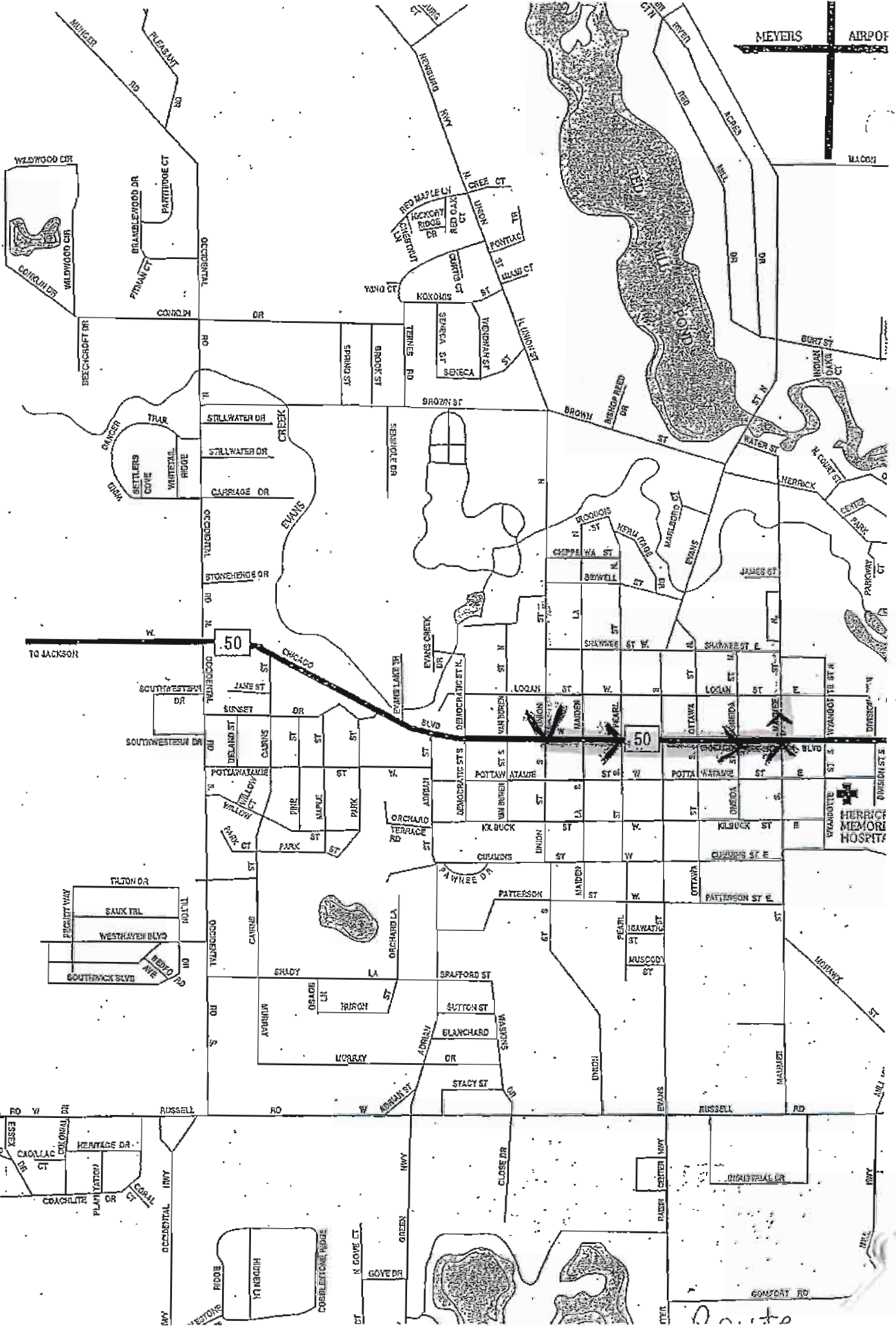
Signature of Applicant: *Vicki Philo*

**OFFICE USE ONLY**

Forwarded by: \_\_\_\_\_ City Council meeting date: \_\_\_\_\_

Route Map: \_\_\_\_\_ Insurance Waiver: \_\_\_\_\_ Fee: \_\_\_\_\_

MEYERS AIRPOF



C

D

E

F

Route



October 21, 2014

City Council  
Tecumseh City Hall  
309 E. Chicago Blvd.  
Tecumseh, MI 49286

Mayor Dick Johnson and Council Members,

To continue the tradition of bringing Santa Claus to this community at the Christmas Parade and several hours during the month of December leading up to Christmas, our organization respectfully requests:

- **Permission to locate the 'Santa House' in Adams Park and use electricity.**
- **Permission to place the building on or after November 18 and to and remove it prior to January 30.**

Thank you for your consideration.

Sincerely,

Vicki Philo  
Executive Director

cc: Troy Stern, Chief of Police  
Tim Bock, Director, Public Works  
Brad Raymond – Director, Building Services

Name of Event: Santa House

Address of Event: Adams Park

Dates of Event: 12/5/14-12/24/14

Event Contact Person: Vicki Philo

Phone Numbers:

Home: 423-4220

Cell: 605-0592

Description of Event:

Santa house in Adams Park  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- I certify that the information contained in the foregoing application is true and correct to the best of my knowledge and that I have read, understand and agree to abide by the rules and regulation governing the proposed Special Event under the City of Tecumseh Municipal Code. I also certify that I, on behalf of the host organization, am authorized to commit that organization and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Tecumseh.*

\*Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach the following (if required)

- Property Owner Consent     Insurance Waiver     Neighbor Notification  
 Deposit     Other \_\_\_\_\_

**LOCATION PLAN**

Sketch a layout of the special event site. The sketch must show the location to entrances and exits to the event, parking areas, signage, street names, vendors, activities, etc. and other pertinent details.

