

# CITY OF MARINE CITY

## City Commission Meeting Agenda

Marine City Fire Hall 200 South Parker Street

Regular Meeting: Thursday, September 5, 2019; 7:00 PM

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### 1. CALL TO ORDER

### 2. MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE

### 3. ROLL CALL:

Mayor Dave Vandenbossche; Commissioners Jacob Bryson, Elizabeth Hendrick, Wendy Kellehan, William Klaassen, Paul Merchant, Cheryl Vercammen; City Manager Elaine Leven

### 4. COMMUNICATIONS

- A. TIFA Meeting Minutes – April 16, 2019
- B. TIFA Meeting Minutes – July 16, 2019
- C. St. Clair County

### 5. PUBLIC COMMENT

Anyone in attendance is welcome to address the City Commission. Please state name and address. Limit comments to five (5) minutes. This is a time for you to raise issues. The Commission will not respond, but issues will be followed up on as necessary.

### 6. APPROVE AGENDA

### 7. APPROVE MINUTES

- A. City Commission Regular Meeting – August 15, 2019
- B. City Commission Closed Session – August 15, 2019

### 8. CONSENT AGENDA

- A. Special Event – Pumpkin Palooza Party

### 9. UNFINISHED BUSINESS

- A. Personnel Policies & Procedures
- B. Website Recommendation
- C. Parklet Location

### 10. NEW BUSINESS

- A. High Service Pump
- B. Police Department General Orders
- C. City Commission Rules of Procedure
- D. Resolution No. 021-2019 – SCC Comprehensive Emergency Management Program
- E. Board Appointments
- F. Commissioner Request for Information

### 11. FINANCIAL BUSINESS

- A. Disbursements, including Payroll -- \$660,791.47

### 12. CITY MANAGER'S REPORT

### 13. COMMISSIONER PRIVILEGE

### 14. ADJOURNMENT

**City of Marine City  
Tax Increment Finance Authority  
April 16, 2019**

A regular meeting of T.I.F.A. was held in the Fire Hall, 200 South Parker Street, Marine City, Michigan, on Tuesday, April 16, 2019, and was called to order at 4:00 PM by Chairperson May.

After observing a moment of silence, the Pledge of Allegiance was led by Chairperson May.

**Present:** Chairperson Craig May; Board Members Rebecca Bryson, Charles Seigneurie, Scott Tisdale, Robert Weisenbaugh; City Manager Elaine Leven, City Clerk Kristen Baxter

**Absent:** Board Member James McDonald

**Approve Agenda**

Motion by Board Member Seigneurie, seconded by Board Member Tisdale, to approve the Agenda. All Ayes. Motion Carried.

**Approve Minutes**

Motion by Board Member Bryson, seconded by Board Member Seigneurie, to approve the Minutes of the Regular Tax Increment Finance Authority Meeting held January 15, 2019. All Ayes. Motion Carried.

**Communications**

***TIFA Subcommittee Report to the TIFA Board:***

Board Member Seigneurie, who sat on the TIFA Subcommittee, reviewed the report, and discussed with other Board members if a plan could be developed in the future.

Motion by Board Member Tisdale, seconded by Board Member Weisenbaugh, to accept and file the report. All Ayes. Motion Carried



## **Public Comment**

None.

## **Unfinished Business**

None.

## **New Business**

None.

## **Financial Business**

### ***Preliminary Financial Statements:***

- December, 2018
- January, 2019
- February, 2019

Motion by Board Member Weisenbaugh, seconded by Board Member Bryson, to accept the Preliminary Financial Statements for December of 2018, January of 2019, and February of 2019, and place them on file. All Ayes. Motion Carried.

### ***Resolution No. 005-2019 Budget Amendment***

Motion by Chairperson May, seconded by Board Member Seigneurie, to approve Resolution No. 005-2019.

Roll Call Vote.

Ayes: Bryson, Seigneurie, May

Nays: Weisenbaugh

Abstain: Tisdale

Motion Carried.

### ***Invoice Approval***

Motion by Board Member Weisenbaugh, seconded by Board Member Seigneurie, to not approve McBride-Manley Invoice #13276 in the amount of \$4,235.00 due to not having funds to cover the invoice. All Ayes. Motion Carried.

### ***Distribution of Surplus Funds***

Motion by Board Member Weisenbaugh, seconded by Board Member Seigneurie, to accept and file the Distribution of Surplus Funds. All Ayes. Motion Carried.

### ***2019-2020 Budget***

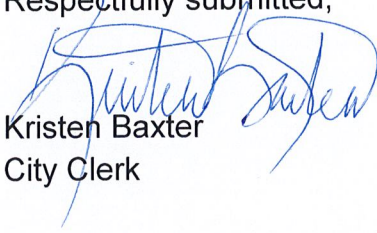
Motion by Board Member Seigneurie, seconded by Board Member Bryson, to approve the 2019-2020 fiscal year budget, as presented. All Ayes. Motion Carried.

The Board inquired what would happen if a grant or donation was received and City Manager Leven responded that the budget could be amended in the future.

### ***Adjournment***

Motion by Board Member Seigneurie, seconded by Board Member Weisenbaugh, to adjourn at 4:50 pm. All Ayes. Motion Carried.

Respectfully submitted,

  
Kristen Baxter  
City Clerk



**City of Marine City  
Tax Increment Finance Authority  
July 16, 2019**

A regular meeting of T.I.F.A. was held in the Fire Hall, 200 South Parker Street, Marine City, Michigan, on Tuesday, July 16, 2019, and was called to order at 4:09 PM by Chairperson May.

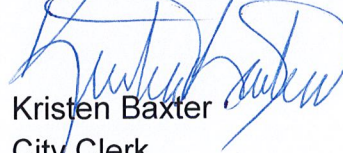
**Present:** Chairperson Craig May; Board Members Scott Tisdale, Robert Weisenbaugh; City Manager Elaine Leven, City Clerk Kristen Baxter

**Absent:** Board Members Rebecca Bryson, James McDonald, Charles Seigneurie

**Adjournment**

As there was no quorum present, Chairperson May adjourned the meeting at 4:10 pm.

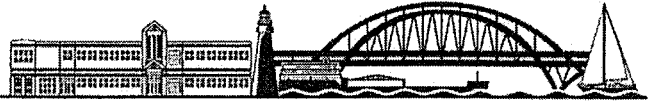
Respectfully submitted,



Kristen Baxter  
City Clerk



## COUNTY OF ST. CLAIR



OFFICE OF HOMELAND SECURITY/EMERGENCY MANAGEMENT

JUSTIN WESTMILLER  
Director

### MEMO

**To:** Governor Whitmer, State of Michigan

**From:** Chairman J. Bohm, St. Clair County, Michigan

**Date:** August 12, 2019

**Re:** LOCAL STATE OF EMERGENCY, ST. CLAIR COUNTY, MICHIGAN

On the 12<sup>th</sup> day of August, pursuant to Section 10 of Act 390, P.A., 1976, as amended, the Chief Elected Official of the St. Clair County Board of Commissioners declared that a Local State of Emergency exists in ST CLAIR COUNTY. St. Clair County has sustained ongoing and widespread flooding since April 25<sup>th</sup>, 2019 due to rising water levels in all of the Great Lakes but most importantly Lake St. Clair, the St. Clair River, and all of its tributaries locally. As a result of the situation, the following conditions exist:

- As of August 12, 2019, the St. Clair County Road Commission has identified \$977,862.06 in expenditures and loss of roadways related to this event. The loss occurred on or around June 25, 2019.
- The City of St. Clair has approximately \$268,000 in municipal losses and damage to the waterfront, golf course, and municipal Waste Water Treatment (WWT) facility
- The City of Algonac has incurred approximately \$921,386.87 after declaring a local emergency for flooding June 20<sup>th</sup>, 2019. Algonac received major damage to at least 9 local roadways, as well as major intrusion and infiltration (I&I) into their WWT facility that required immediate and sustained action.
- Clay Township and Harsens Island have more than \$325,000 in damages and money spent estimated for local roads damaged and infrastructure protection since April 25, 2019. Clay Township has had to protect multiple critical infrastructure points on Harsens Island (Clay Fire Station 2, Harsens Island Lions Hall <Community Center>), as well as Clay Fire Station 1 on the Mainland in Clay Township where St. Johns Marsh is encroaching as well. Funding has also been spent on I&I into the WWT system and lift stations overcome by flood waters causing damaging impacts to the regional system.





## COUNTY OF ST. CLAIR



- Ira Township has spent more than \$32,200 to repair local roads that needed emergency repairs, conduct I&I mitigation and response for the WWT system, and purchase a replacement booster pump for the WWT system that failed due to flood waters overwhelming the system.

The response and recovery aspects of ST CLAIR COUNTY'S Emergency Management Program have been activated and local resources are being utilized to the fullest extent possible. Despite these efforts, local resources are not sufficient to manage the situation. The following resources have been requested through mutual aid:

- St. Clair County requested dewatering pumps from MDOT and was denied due to not having a Governors declaration on file. When these pumps were not available, the county was forced to rent on the economy at the cost of approximately \$14,000 per month for 4 pumps that could keep up with workload.

Therefore, in accordance with Section 12 of Act 390, P.A. 1976, as amended, I deem this incident to be beyond the control of this political subdivision, that the Governor declare a "State of Emergency". In support of this request, we will submit specific damage assessment data through official channels and in accordance with the guidance by the Emergency Management and Homeland Security Division, Department of State Police (MSP/EMHSD) within three (3) days of this incident, unless circumstances dictate an earlier submittal as requested by the MSP/EMHSD. Furthermore, I understand that this request will not be acted upon without sufficient damage assessment data to substantiate the need for assistance, and I acknowledge that this is the responsibility of the COUNTY OF ST CLAIR to provide that information in the manner prescribed by the MSP/EMHSD.

Specifically, I request the following state assistance to supplement local response and recovery efforts: ***Direct access to MDOT for flood relief, response, mitigation and recovery. Direct Assistance by MDNR for wake law relief in flood affected areas of St. Clair River and its Tributaries.***

Accordingly, be advised that St. Clair County Homeland Security and Emergency Management Director, Justin Westmiller, will provide liaison and coordination with state and Federal authorities for assistance related to this disaster and in accordance with Section 14 Act 390, P.A. 1976, as amended, he is directed to transmit this request to MSP/EMHSD.

Ordered this 12<sup>th</sup> day of August 2019 by Chief Elected Official of St. Clair County Board of Commissioners.

  
\_\_\_\_\_  
Board Chair, St. Clair County Board of Commissioners

  
\_\_\_\_\_  
Date

**City of Marine City  
City Commission  
August 15, 2019**

A regular meeting of the Marine City Commission was held on Thursday, August 15, 2019 in the Fire Hall, 200 South Parker Street, Marine City, Michigan, and was called to order by Mayor Vandebossche at 7:00 pm.

After a moment of silence, the Pledge of Allegiance was led by Mayor Vandebossche.

**Present: Mayor Dave Vandebossche; Commissioners Jacob Bryson, Elizabeth Hendrick, Wendy Kellehan, William Klaassen, Cheryl Vercammen; City Manager Elaine Leven, City Clerk Kristen Baxter**

**Also in Attendance: City Attorney Robert Davis**  
**Absent: Commissioner Paul Merchant**

## **COMMUNICATIONS**

Received:

- Departmental Activity Reports
- MCAFA Run Report
- Bill Gratopp – SCC Board of Commissioners
- Pension Board Minutes – April 30, 2019
- Pension Board-Retiree Health Care Minutes – April 30, 2019

Motion by Commissioner Kellehan, seconded by Commissioner Bryson, to receive the Communications. All Ayes. Motion Carried.

## **PUBLIC COMMENT**

None.

## **APPROVE AGENDA**

Motion by Commissioner Hendrick, seconded by Commissioner Kellehan, to approve the Agenda. All Ayes. Motion Carried.



## APPROVE MINUTES

Motion by Commissioner Kellehan, seconded by Commissioner Klaassen, to approve the City Commission Meeting Minutes of August 1, 2019. All Ayes. Motion Carried.

## CONSENT AGENDA

Presented:

- Business License – Newport Pub, LLC
- Special Event – Kick Cancer, Inc.
- Special Event – Tenyer's Automotive Memorial Car Show

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to approve the Consent Agenda. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Vercammen. Nays: None. Motion Carried.

## UNFINISHED BUSINESS

### Ordinance No. 2019-010 Engine Brake – 2<sup>nd</sup> Reading/Adoption

Motion by Commissioner Hendrick, seconded by Commissioner Vercammen, to approve the adoption of Ordinance No. 2019-010 Engine Brake. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Vercammen. Nays: None. Motion Carried.

### Infrastructure Subcommittee Recommendation

At the August 1, 2019 City Commission meeting, Board members voted in favor of moving forward with the paving of Ward Street (M-29 to South Belle River Avenue), upon the recommendation of the Infrastructure Subcommittee. The Board asked the subcommittee to reassess the recommendation and determine another road to pave for the 2019-2020 fiscal year.

The Infrastructure Subcommittee made a recommendation that in addition to paving Ward Street (M-29 to South Belle River Avenue), the Board approve paving North Market Street (Broadway to Westminster). City Manager Leven stated that adding a second street would require a budget amendment of approximately \$20,000.

Motion by Commissioner Bryson, seconded by Commissioner Vercammen, to approve the recommendation of the Infrastructure Subcommittee in the amount of \$128,000.

**Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Vercammen. Nays: None. Motion Carried.

#### Personnel Policies & Procedures

City Manager Leven said that a thorough examination and rewrite had been conducted by the firm Plunkett Cooney and had been streamlined, changed and updated based on current law.

Commissioner Hendrick asked for support in tabling the item until the next meeting, due to having to wait for additional information and wanting to meet with the City Manager.

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to table approval of the Personnel Policies & Procedures to the September 5, 2019 meeting. All Ayes. Motion Carried.

#### City Commission Rules of Procedure

City Manager Leven reported that, based on feedback from a prior meeting, she had worked with the City Attorney on a redline edit of the document and said the changes primarily were due to consistency, legality, order of business, closed session meeting minutes procedure, inclusion of a motion table, and consent agenda.

Motion by Commissioner Vercammen, seconded by Commissioner Bryson, to move forward and bring the City Commission Rules of Procedure to the September 5, 2019 meeting. All Ayes. Motion Carried.

#### City Manager Evaluation

Commissioner Kellehan reviewed the documents and said it was important that all Board members have the same understanding of the evaluation tool and the timeline. The evaluation forms are due to Commissioners Kellehan or Hendrick by September 19<sup>th</sup>.

### **NEW BUSINESS**

#### DPW/Police Vehicle Bids

Several DPW and Police vehicles were posted for sale and sealed bids were received. Copies of the bids, along with the Kelly Blue Book value for each, was provided to the Board.

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to accept the sealed bid from Michael Weaver in the amount of \$2,125 for the 2014 Chevrolet Tahoe. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Vercammen. Nays: None. Motion Carried.



Motion by Commissioner Kellehan, seconded by Commissioner Bryson, to accept the sealed bid from Joe Treadaway in the amount of \$385 for the 2000 Ford F-250. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen. Nays: Vercammen. Motion Carried.

Motion by Commissioner Hendrick, seconded by Commissioner Bryson, to accept the sealed bid from Dawson Haney in the amount of \$2,100 for the 2012 Dodge Charger. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Vercammen. Nays: None. Motion Carried

No bids were received for the 1974 O'Brien Continuous Rodder Model 888 and it was decided that it would be sold at a later date.

#### Website Recommendation

City Manager Leven reported that she had reviewed seventeen proposals she had received from the City's website design RFP. She stated that she completed a detailed review of the four proposals that fell under the \$10,000 range.

She recommended Board approval for CivicPlus for the website design in the amount of \$8,000.

Commissioner Hendrick asked that the item be tabled until the September 5, 2019 meeting so that she could review the bids.

Motion by Commissioner Hendrick, seconded by Commissioner Kellehan, to table until the September 5, 2019 meeting. All Ayes. Motion Carried.

### **FINANCIAL BUSINESS**

#### Disbursements

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to approve total disbursements, including payroll, in the amount of \$419,422.82. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Vercammen. Nays: None. Motion Carried.

#### Preliminary Financial Statements

Motion by Commissioner Bryson, seconded by Commissioner Klaassen, to accept the Preliminary Financial Statements and place them on file. All Ayes. Motion Carried.

## **CITY MANAGER REPORT**

City Manager Leven reported on the following:

- Attended SEMCOG University
- SEMCOG offering grants for mapping infrastructure, focusing on federal aid roads; working with Wade Trim on proposal
- Dangerous Building Board was cancelled due to emergency, will be rescheduled
- EGLE annual site inspection conducted with report of a well-maintained sewer plant, and no issues
- Return sludge pump replacement at WWTP has begun, should be completed within 2 weeks
- Water plant high service pump replacement within 2 weeks
- Update on KaBoom grant location – we can move it subject to review and approval

## **COMMISSIONER PRIVILEGE**

Mayor Vandebossche announced River Rec Teen Zone's Grand Reveal on August 22, 2019 at 7:00 pm. He also congratulated the Maritime Day's Committee on a great festival.

## **CLOSED SESSION**

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to enter into Closed Session at 7:54 pm to consult with the City Attorney regarding pending litigation MCL 15.268 (e). **Roll Call Vote.** Ayes: Vandebossche, Bryson, Hendrick, Kellehan, Klaassen, Vercammen. Nays: None. Motion Carried.

## **OPEN SESSION**

Motion by Commissioner Hendrick, seconded by Commissioner Kellehan, to go back into Open Session at 8:13 pm. All Ayes. Motion Carried.

Motion by Commissioner Hendrick, seconded by Commissioner Vercammen, to continue with litigation for the parcel the City acquired through foreclosure, as discussed in Closed Session. Ayes: Bryson, Hendrick, Kellehan, Klaassen, Vercammen. Nays: Vandebossche. Motion Carried.

## **ADJOURNMENT**

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to adjourn at 8:15 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter  
City Clerk





City of Marine City  
Department of the City Clerk  
303 S. Water St.  
Marine City, MI 48039  
(810) 765-8830  
[kbaxter@marinecity-mi.org](mailto:kbaxter@marinecity-mi.org)

# Special Event Permit Application 8-A

Application Fee: \$25.00  
Submit 90 Days Prior to Start of Event  
CASH/MONEY ORDER/CHECK ONLY  
Cash Receipting Code: S/E

The City of Marine City may impose restrictions on any special event in the interest of the health and safety of residents and participants. The applicant may be required to indemnify the city for and hold it harmless from and defend it against any and all claims, lawsuits or other liability. **Approval of the Special Event Permit Application and event date is subject to final approval of the City Commission, based on other activities occurring within the community.**

Application Date: 8.14.19

## APPLICANT INFORMATION

Applicant/Sponsor of Event: Marine City Area Chamber  
Is Sponsor of Event a Non-Profit Organization? ☒ Yes ☐ No  
Contact Person: Erika DeLange  
Contact Number: 810.765.4501  
Email: chamber@visitmarinecity.com  
Mailing Address: 480 S. Water St Marine City MI 48039

## EVENT INFORMATION

Name of Event: Pumpkin Palooza Party  
Date/Hours of Event: 10/5/19 12pm - 10pm  
Location of Event: Drake Park, Civic Women's Park, Nautical Mile Park  
Will alcoholic beverages be served? ☐ Yes ☒ No  
-Have you applied for a liquor license? ☐ Yes ☒ No (\*If yes, please provide a copy)  
Provide a detailed description of event (attach additional sheets, if necessary): Kid zone in Drake Park, haunted forest (7pm-10pm) in Civic Women's Park, pumpkin carving/vendors in Nautical Mile Park

Are utility hook-ups required? ☒ Yes ☐ No  
Location: Civic Women's Park, Drake Park, Nautical Mile Park  
Will street closures be necessary? ☐ Yes ☒ No  
If yes, include a detailed map and indicate the date and time for closing and re-opening, including set-up and tear-down: \_\_\_\_\_

Is handicap/special parking needed? If yes, please explain: no

Applicant/Sponsor of Event is responsible for providing trash receptacles and portable restrooms.

Indicate number of portable restrooms for event: Regular \_\_\_\_\_ Handicapped \_\_\_\_\_

Will you be posting signs for the Special Event? If so, include proposed locations: Corners of Charter / Parker, West / Parker, 300 Boardwalk

**PLEASE NOTE:** Signs may not be placed at street corners blocking vision, or in easements. Please refer to City Ordinances for specifics.

**ALSO, PLEASE NOTE:** Street marking is PROHIBITED! Traffic cones and signage are acceptable, but all cones and signs must be removed immediately after the event.

### **AGREEMENT & INDEMNIFICATION**

The City of Marine City will provide the event organizers an estimate of fees for city services. The event organizers shall be given an opportunity to review these estimates prior to approval of the event. The final amount billed to the organizers will not exceed the estimated amount unless:

- There have been additional city costs due to cleanup or repairs of damaged property.
- Additional city services were provided as a result of changes in the requirements as requested by event organizers.

Applicants / Sponsors are to submit a 50% deposit of their estimated portion of costs within (30) days of their application being approved. They will be billed for the remainder of the ACTUAL costs after the event. Failure to pay the final bill within thirty (30) days of the invoice date will result in denial of application the following year.

**Applicant additionally agrees to provide the City of Marine City a Certificate of Insurance naming it as an "Additional Insured" in an amount of not less than One Million Dollars (\$1,000,000) as a condition for approval of this event.**

**As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this event as determined by the City of Marine City, and will comply with all local, state and federal rules, regulations and laws.**

*Mike Delange*  
Applicant Signature

8.14.19  
Date

ed **Indemnification and Hold Harmless Agreement: By way of my initials here and my full signature below, I hereby acknowledge that to the fullest extent of the law, agree to indemnify and hold harmless the City of Marine City ("City") from any and all liability, claims, demands, costs, and judgments, related to bodily injury or property damage, including attorney's fees, that the City incurs as a result of acts or omissions of Applicant and/or its agents arising from this event.**

*Mike Delange*  
Applicant Signature

8.14.19  
Date



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/20/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> KRAFT LAKE INSURANCE AGENCY INC PO BOX 1426  GRAND RAPIDS MI 49501-1426		<b>CONTACT</b> NAME: Chubb Customer Service Center PHONE (A/C, No, Ext): (866) 972-2727 E-MAIL ADDRESS: ChubbCSC@Chubb.com FAX (A/C, No):	
<b>INSURED</b> Marine City Chamber of Commerce 480 S Water St  Marine City MI 48039		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: ACE Fire Underwriters Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		<b>NAIC #</b> 20702	

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		CLUMID948893641X	08/01/2019	08/01/2020	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000						
	MED EXP (Any one person) \$ 5,000						
	PERSONAL & ADV INJURY \$ Limited						
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			CLUMID948893641X	08/01/2019	08/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$
	BODILY INJURY (Per person) \$						
	BODILY INJURY (Per accident) \$						
	PROPERTY DAMAGE (Per accident) \$						
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)




The insurance afforded by the policies described herein is subject to all terms, exclusions and conditions of such policies. Additional Insured, as per the terms and conditions of the Chubb Businessowners Liability Enhancement Endorsement (BOP-47635a, or its equivalent) included in the policy.

**CERTIFICATE HOLDER****CANCELLATION**

City Of Marine City  303 S. Water Street  Marine City, MI 48039	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Jessica Harris
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**DEPARTMENT ROUTING SHEET**  
**(For Internal Use Only)**

Department	Estimated Costs	Comments	Actual Costs
POLICE			
DPW			
FIRE			

Total Estimated Costs: \$ 

**CITY USE**

\$25.00 Application Fee Received: 

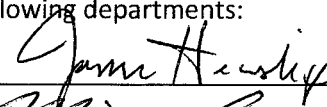

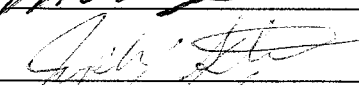
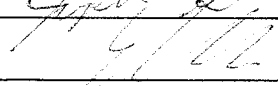
Application reviewed / approved by the following departments:

Police Chief

DPW

Fire Chief

City Manager

Approved by the City Commission on:

\_\_\_\_\_





# M A R I N E C I T Y

**To:** City Commission  
**From:** Elaine Leven, City Manager  
**Date:** August 7, 2019  
**Re:** Personnel Policies and Procedures

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As decided at a previous meeting I worked with our HR specialist legal firm Plunkett Cooney on an in-depth revision of our Personnel Policies and Procedures. Following is a summary of the significant changes:

- The formatting has been streamlined which should result in easier interpretation for the administration and employees, and consistent application of the applicable provisions.
- The introduction was modified to convey the broad nature of the document, and pertinent information from the 1991 resolution was incorporated into it.
- The Equal Employment Opportunity policies were updated to reflect current law.
- Employee status and definitions were clarified. Sections regarding the pay for exempt and non-exempt employees was made consistent with current law.
- The majority of the FMLA policy was eliminated as the City does not employ enough individuals to require it to provide FMLA leave to its employees.
- The military and religious leave sections were updated to ensure compliance with current law.
- The Drug and Alcohol Free Workplace Policy was streamlined to ensure it is still compliant with current law. It also addresses the specific treatment of medical marijuana, which is still considered an illegal substance pursuant to federal law.



# M A R I N E C I T Y

**To:** City Commission  
**From:** Elaine Leven, City Manager  
**Date:** August 7, 2019  
**Re:** Website Design Recommendation

Over the last month I have reviewed the 17 proposals we received from our Website Design RFP. While many of the proposals were over \$10,000 I did a detailed review of the 4 that were under that threshold to see if they met the RFP requirements and which would be the best fit for us. The four companies were Pixelvine, Media Pro Now, Revize, and Civic Plus. Following is a breakdown:

	Bid	Annual Costs	5 Year Cost	10 Year Cost
Pixelvine	\$3,125	\$1,600	\$11,125	\$19,125
Media Pro Now	\$6,500	\$1,200	\$12,500	\$18,500
Revize	\$5,400	\$2,400	\$17,400	\$29,400
CivicPlus	\$8,000	\$2,000	\$18,000	\$28,000

We are currently paying \$300 a year to utilize WordPress for our Content Management System (CMS), which we have not found to be user friendly. We do not have dedicated staff that only manage the website and are familiar with this type of software. Pixelvine and Media Pro Now both proposed using that system, though Media Pro Now is open to other systems. Both proposals include the design of a custom website and training.

Revize and CivicPlus both have their own CMS, which is designed for municipal applications and is very easy to use. I have had experience using Revize and several employees from our office participated in a webinar for CivicPlus. I am confident that both of them would ensure we meet the legal obligations for ADA compliance that is required and assist us with any future changes. I think we would be well served by either, but my recommendation is to select CivicPlus for the website design in the amount of \$8,000.

# The CivicPlus CivicCMS Platform

HELPING LOCAL GOVERNMENT INFORM, ENGAGE & PROTECT THEIR CITIZENS





- #1 Provider of Government Websites
- Built for local governments by the experts in local government
- 20+ Years of Government Experience

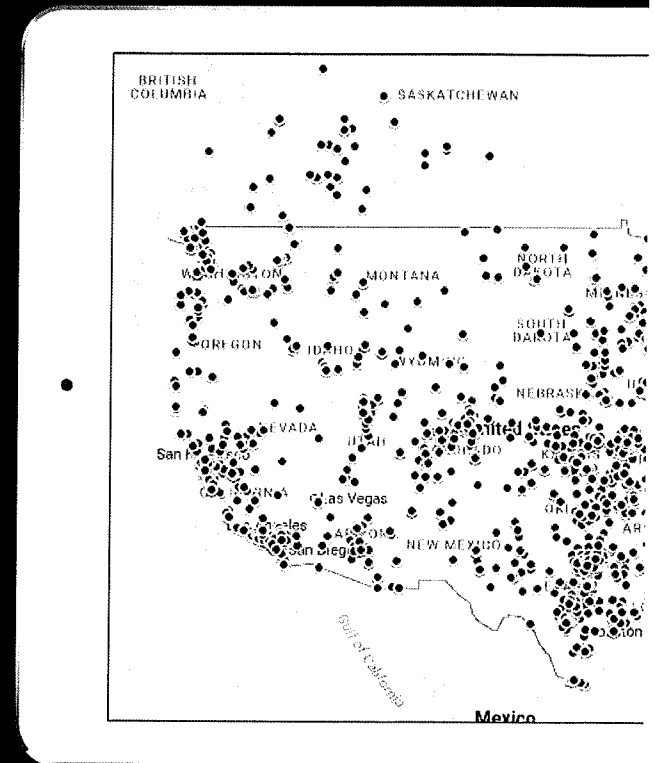


3,500+  
LOCAL GOVERNMENTS

60,000+  
ADMIN USERS

60+ Million  
PEOPLE IMPACTED

80+  
Partners in Michigan





# CIVICPLUS

Building Future Technologies Big Governments Need



# CIVICCMS

Tailoring Those Solutions For Small Governments Keep Pace



# CIVICCMS

## Our Platform is Drupal

- Very Secure
- Easiest to Use
- Supports Government Websites in over **150+** Countries

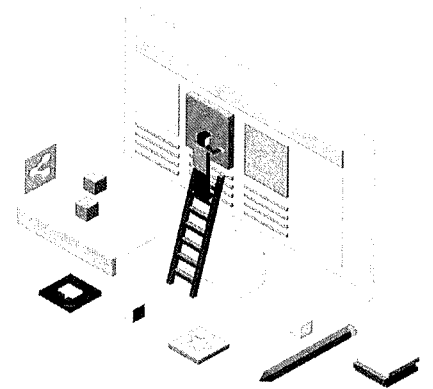


## We Are Open Source

- Tailored to Fit Government Processes
- Designed for Government Websites
- Development Flexibility

## Organizations Using Drupal

- FEMA
- NASA
- Homeland Security
- States of GA, NC, MA
- Cities of Boston, LA, San Diego, DC, SF
- Hundreds of Local Municipalities!



# CIVICCMS

Tailored Solution Designed for Local Governments

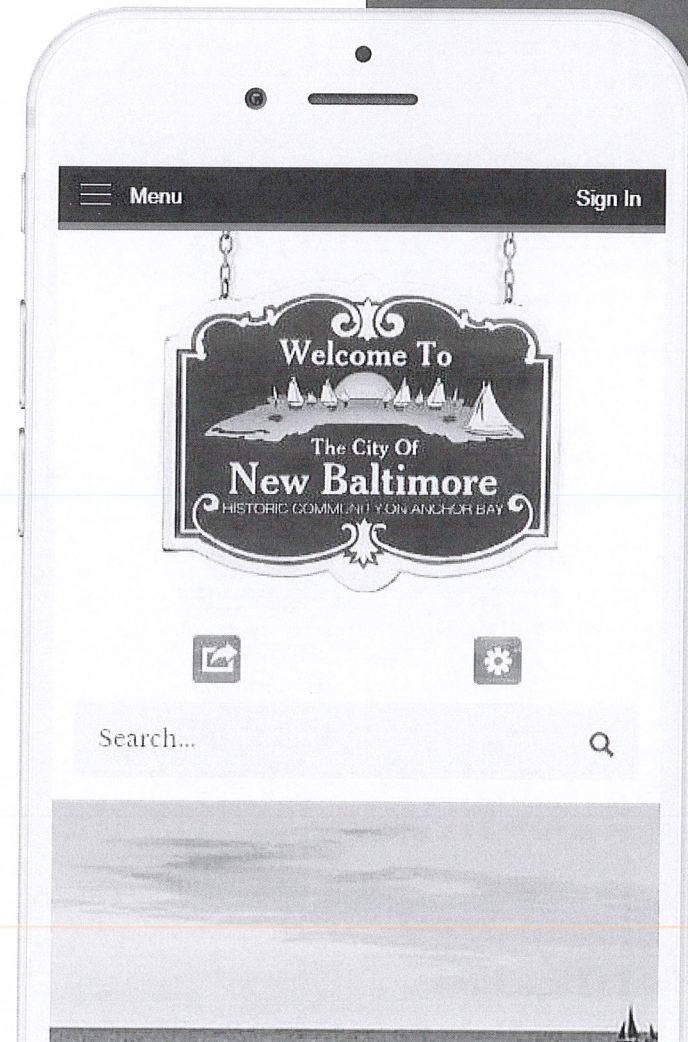


- Easy to Update Content
- Urgent Alerts & Public Notices
- Online Document Center
- Online Form Center
- Agenda Builder Tool
- Business Directory
- Email Notifications
- Schedule Expiration of Content
- Intuitive Calendar, tied to Agendas
- Permission Levels / User Rolls
- Advanced Searching Capabilities
- Google Analytics
- **Plus Many More...**

ADA Compliant

## Security

- SSL Certificate
- Tier 4 Data Center
- Daily Offsite Backups





## Very Easy to Edit Pages & Build New Content

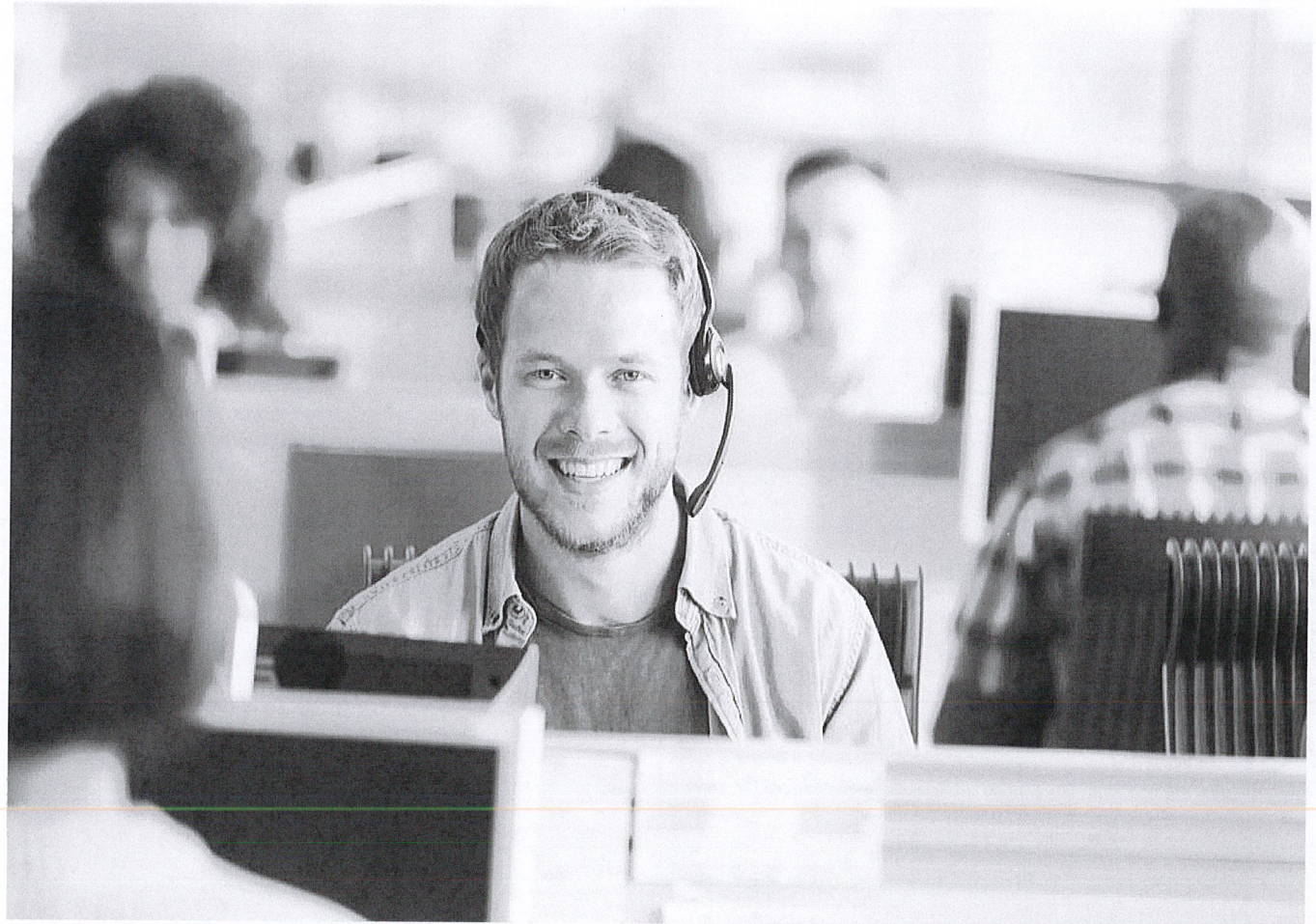
- Form Driven
- Pre-determined Locations
- Intuitive
- Online Help Center





## Staff Safety Net

- Live Customer Support
- Online Help Videos
- Monthly Tutorials
- 24/7 Technical Support





## Platform Maintenance

- Automatics Updates
- Free Platform Enhancements
- No Add-ins
- Daily Offside Backups
- DDoS Mitigation Protection
- 24/7 Technical Support



# Thank You



888-228-2233



302 South 4th Street, Suite 500  
Manhattan, Kansas 66502



[www.civicplus.com](http://www.civicplus.com)



## Disadvantages of WordPress

1. **Vulnerability:** This is the biggest disadvantage of WordPress security. WordPress relies heavily on plugins and themes for customization. Each plugin is developed by different people and companies which means no one is monitoring them. Each one could easily have malicious code or contain bugs. Since it is the most popular choice this makes WordPress a prime target for hackers everywhere. Not only is WordPress the most used, it is also the most hacked CMS platform in the world.
2. **Designed for Blogs, eCommerce and Businesses not Government:** Since the solution isn't very secure, this isn't the first choice for governments. In addition to that, other solutions handle content types, views and functionality better than WordPress.
3. **Needs frequent updates:** Because the solution is very vulnerable, it requires maintenance and updates to the system frequently.
4. **Customization needs coding:** Building a basic WordPress Website on the front end is easy. Tailoring tools designed for local government process requires coding or the use of code to be efficient. Building these can be costly or difficult to keep updated.
5. **Little to no dedicated support:** Vendors who build WordPress websites may have a number to call to get ahold of someone. However, when their office is closed, there isn't support available.
6. **Long term solution:** Initial training is important, and a WordPress website is a great immediate fix but when new staff comes in, they are usually left out on how to maintain the website. Additional training could be costly



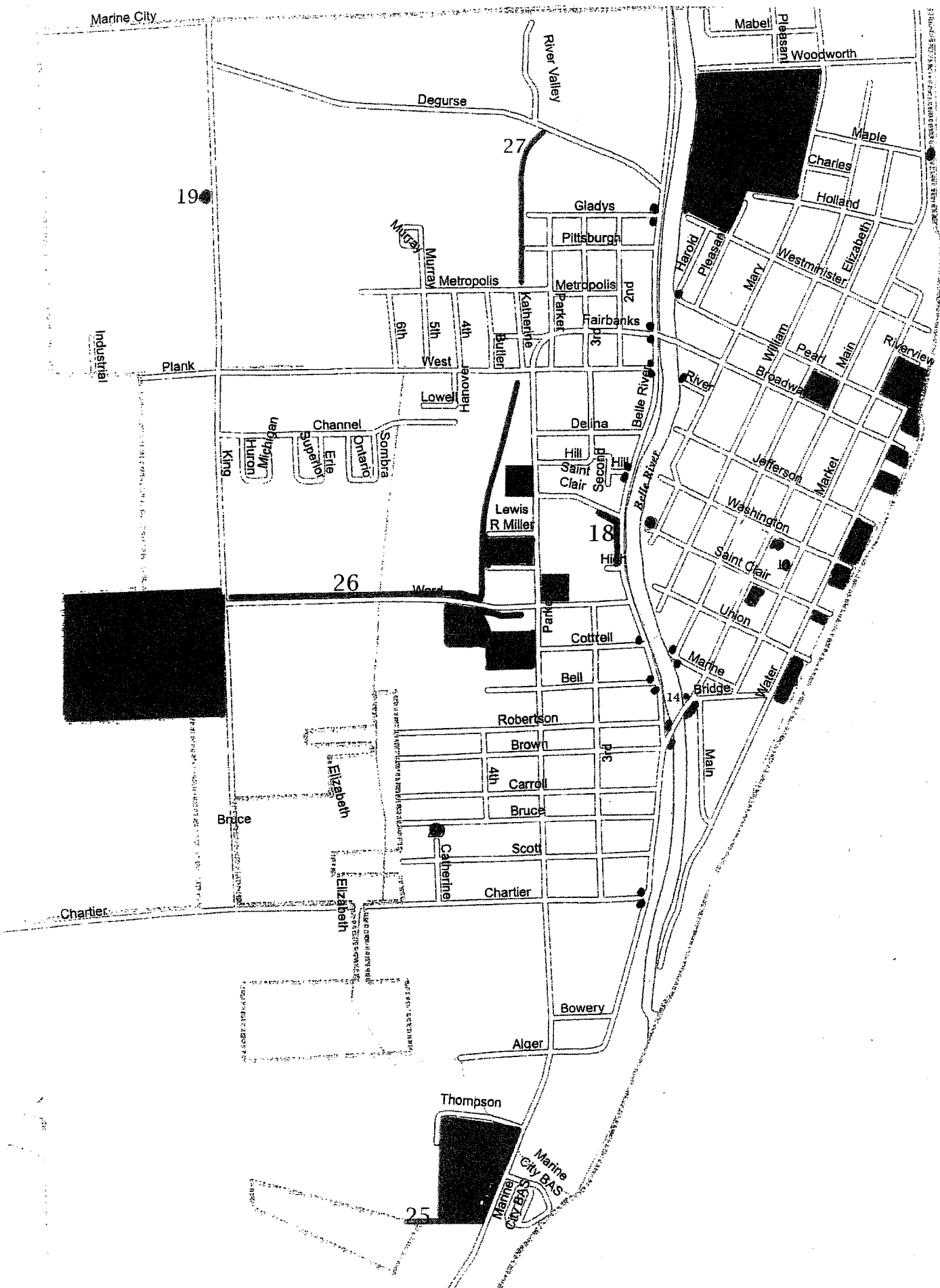


# M A R I N E C I T Y

**To:** City Commission  
**From:** Elaine Leven, City Manager  
**Date:** August 28, 2019  
**Re:** Parklet Location Consideration

---

At a previous meeting we discussed some concerns regarding the proposed location of the grant funded parklet, which per the application is in front of the DPW property. As I mentioned at the last meeting, if we choose to change the location it is subject to review by the company awarding the grant. For your information I have included a map which shows city owned property to help facilitate discussion.



Marine City

Mabel Pleasant  
Woodworth

Degurse

River Valley

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Gladys

Pittsburgh

Metropolis

Metropolis

Fairbanks

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**CITY OF  
MARINE CITY**  
**DEPARTMENT OF PUBLIC WORKS**

**303 S. Water Street  
MARINE CITY, MICHIGAN 48039  
(810) 765-9711 • Fax (810) 765-1796**

TO: Elaine Leven, City Manager  
FROM: Michael Itrich  
D.P.W. Superintendent  
SUBJECT: High Service Pump  
DATE: August 21<sup>st</sup>, 2019

Elaine,

On the last rain event on Sunday, August 18<sup>th</sup>, 2019, we had an alarm for high water at the Belle River Pump Station. Upon entering the basement, we found Pump #4 leaking a fair amount of water. We were able to isolate the pump and, upon looking at the pump, we found a large hole at the base of the pump. Please see BRPS picture #4 attached. When we removed the pump, we found that the shaft had broken that hold the impeller in place; please see BRPS pictures. When it broke, the impeller dropped and wore a hole through the wear ring and the cast iron fitting. Looking at the impeller we also found it broke at the top where it slides into the shaft; please see BRPS picture #2. I am working with Kerr Pump and Wally from Hydro Dynamics. It sounds like we would be better off upgrading the pump to a more efficient pump. We had a problem with Pump #2 last year before we tore it apart. I had some pricing done for repair parts and a new pump. It ended up just being the impeller, but on the quote from 5/9/2018 it shows option 1 being \$8,349.12 for replacement parts and option 2 for \$10,612.47 for a new pump. There would be an installation cost, but we have the pump out already so cost would be lower. It would be my recommendation to purchase a new pump. Please contact me with any questions or concerns.

Respectfully,

Michael Itrich  
D.P.W. Superintendent

**HYDRODYNAMICS, INC.**  
**Y.C.SMITH CO., DIV. OF HYDRODYNAMICS**  
**PHONE: 248-623-4700 / FAX: 248-623-9599**  
**WALLY@HYDRODYNAMICS.NET**

Date: 05/09/2018

Quotation NO:WD050918

TO: Marine city DPW  
ATT: Mr. Itrich  
REF: AC Replacements

We are pleased to quote the following: Option One

Mr. Itrich Hydro Dynamics is the Michigan rep for ABBA Parts they bought all of the old patterns For ACs , Fairbanks Morse when you get a second check out their web site, I had ABBA work up two options for you , ABBA replacement rotator to include the following Impeller, wear ring stuffing box, double mechanical seal, complete bearing frame, replacement to be drop in replacement bolt up to existing volute. Not included volute, front head, elbow, motor or coupling.

Total cost ..... \$ 8,349.12  
Lead time 4-8 weeks

Option two

Mike we can get rid of the older style and also upgrade to new built together closed coupled style comes with 50 hp motor , impeller wear ring , stuffing box with double mechanical seal also bolt in made to fit existing volute you get rid of costly drive shaft and run power cord through existing drive shaft holes to control panel. Not included in quote volute, front head, base, elbow,

**Total cost..... \$ 10,612.47**

Estimated Shipping Date: 8-12 weeks  
Ship Via: extra cost Estimate \$ 250.00  
F.O.B.: Waterford, Michigan  
Terms: 30 days

We are pleased to submit the above quotation for your consideration. Should you place an order, be assured it will receive our prompt attention. This quotation is valid for 30 days. Thereafter it is subject to change without notice. A 3% finance charge will be applied to any invoice not paid in 30 days. Credit card payments will have a 3% service fee added to the invoice. If you are tax exempt, please provide your tax exempt certificate or your order will be taxed. HydroDynamics Guarantee and Standard Terms and Conditions apply. If you do not have a copy, please let us know and they will be provided.

Wally Deaton  
Sales Representative  
Custom Pump Specialist  
248-866-1489 – Cell  
[wally@hydrodynamics.net](mailto:wally@hydrodynamics.net)

05-09-2018

**HYDRODYNAMICS, INC.**

**Y.C.SMITH CO., DIV. OF HYDRODYNAMICS**

**PHONE: 248-623-4700 / FAX: 248-623-9599**

**WALLY@HYDRODYNAMICS.NET**

Date: 05/09/2018

Quotation NO:WD 050918

TO: Marine City DPW  
ATT: Mr. Itrich  
REF: Quote AC

We are pleased to quote the following:

Mr. Itrich I got information requested for your AC 6x4x14 1 new impeller 12 ½", one wear ring 410 stainless steel, and one double mechanical seal Carbon/ Ni-Resist

Total cost ..... \$ 3,812.87

**The 8x6x12 with impeller 11.25" cast iron wear ring stainless steel and double mechanical seal.**

Total cost.....\$ 3121.33

Estimated Shipping Date: 4-6 weeks

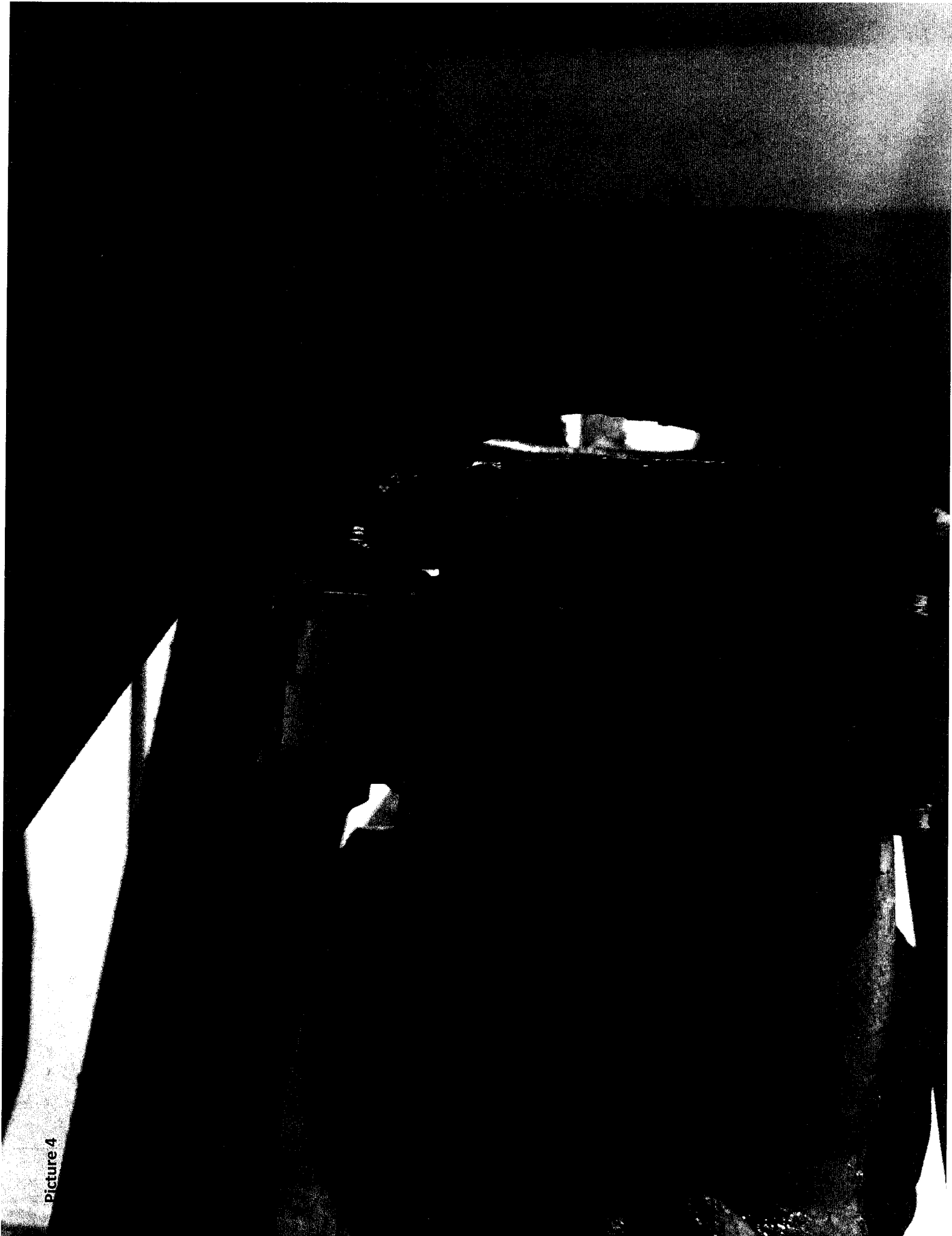
Ship Via: Extra

F.O.B.: Waterford, Michigan

Terms: 30 days

**We are pleased to submit the above quotation for your consideration. Should you place an order, be assured it will receive our prompt attention. This quotation is valid for 30 days. Thereafter it is subject to change without notice. A 3% finance charge will be applied to any invoice not paid in 30 days. Credit card payments will have a 3% service fee added to the invoice. If you are tax exempt, please provide your tax exempt certificate or your order will be taxed. HydroDynamics Guarantee and Standard Terms and Conditions apply. If you do not have a copy, please let us know and they will be provided.**

Wally Deaton  
Sales Representative  
Custom Pump Specialist  
248-866-1489 – Cell  
[wally@hydrodynamics.net](mailto:wally@hydrodynamics.net)



Picture 4



Belle River Pump Station





Picture 2



# Marine City Police Department

**James D. Heaslip**  
Chief of Police

375 S. Parker Street • Marine City, Michigan 48039  
(810) 765-4040 • Fax (810) 765-4135

August 27, 2019

Dear Honorable Commissioners and Mayor Vandebossche,

Several years ago, our current Policy and Procedures (General Orders) were sent to a company called OSS Academy for a general review. This review was funded by the insurance company to ensure the General Orders complied with any potential risk liability and current law. Since that time, I have tried to keep up with changing laws and update the Orders to keep the Marine City Police Department current. On August 9, 2019, I attended an online demonstration with LEXIPOL relating to an assessment of our Policies and Procedure.

LEXIPOL will cross-reference our current Policies and Procedures, extract agency specific content, and implement state specific content related to policy and procedures. LEXIPOL will also provide updates to keep current with changing Federal and State specific laws and court cases. LEXIPOL was founded by Risk Management staff, to decrease number of litigated claims, reduce cost of claims paid out and proof that daily training increases professionalism and reduces risk.

Over the past few years I have listened to concerns about posting these online and making them public. I never liked that idea as our current model includes the procedural aspect of how we do our jobs. With that said, LEXIPOL offers the ability to separate policy from procedure so we will have the option to post policies online. The attachment provided from LEXIPOL explains this in better details.

Another benefit of going with LEXIPOL is the daily training bulletins for the officers. This incorporates the policy and a scenario and allows the Officer to read them over, determine a course of action, and implement the action required. The completion of the bulletins are recorded and kept within the system to ensure the officers are getting the daily training required by LEXIPOL.

We do not pay any fees associated with our current Policies and Procedures. Our present manual was promulgated in 2008 and is updated accordingly to the best of our ability. I believe not having this service in place opens the Department and City to potential liability. We have been status quo in regards to this and I want to continue evolving the Department and reduce any risk and liability to the City.

This will be an expensive upfront project totaling \$10,954.00. I have contacted Steve Saph with the Insurance Company and he advised me they would fund 25% of the project. The total amount needed to fund this would be \$8,215.50. I have \$5,000 in capital outlay for this and an

*“ To Protect and Serve ”*



# Marine City Police Department

---

**James D. Heaslip**  
Chief of Police

375 S. Parker Street • Marine City, Michigan 48039  
(810) 765-4040 • Fax (810) 765-4135

additional \$4,000 from the TASER upgrades that I can use to complete this funding. The annual recurring costs to maintain this program will be \$4,259.00.

I have done research of policy and procedure review and implementation and could not find any other company that provides this level of service. I am requesting waiver of any competitive bid as this is a single source purchase.

Please see the attached quote and information for further details.

Respectfully Submitted,

A handwritten signature in cursive script that reads "James D. Heaslip".

James D. Heaslip  
Chief of Police

*“ To Protect and Serve ”*





MICHIGAN

Law Enforcement Policy  
Management &  
Daily Training Solution

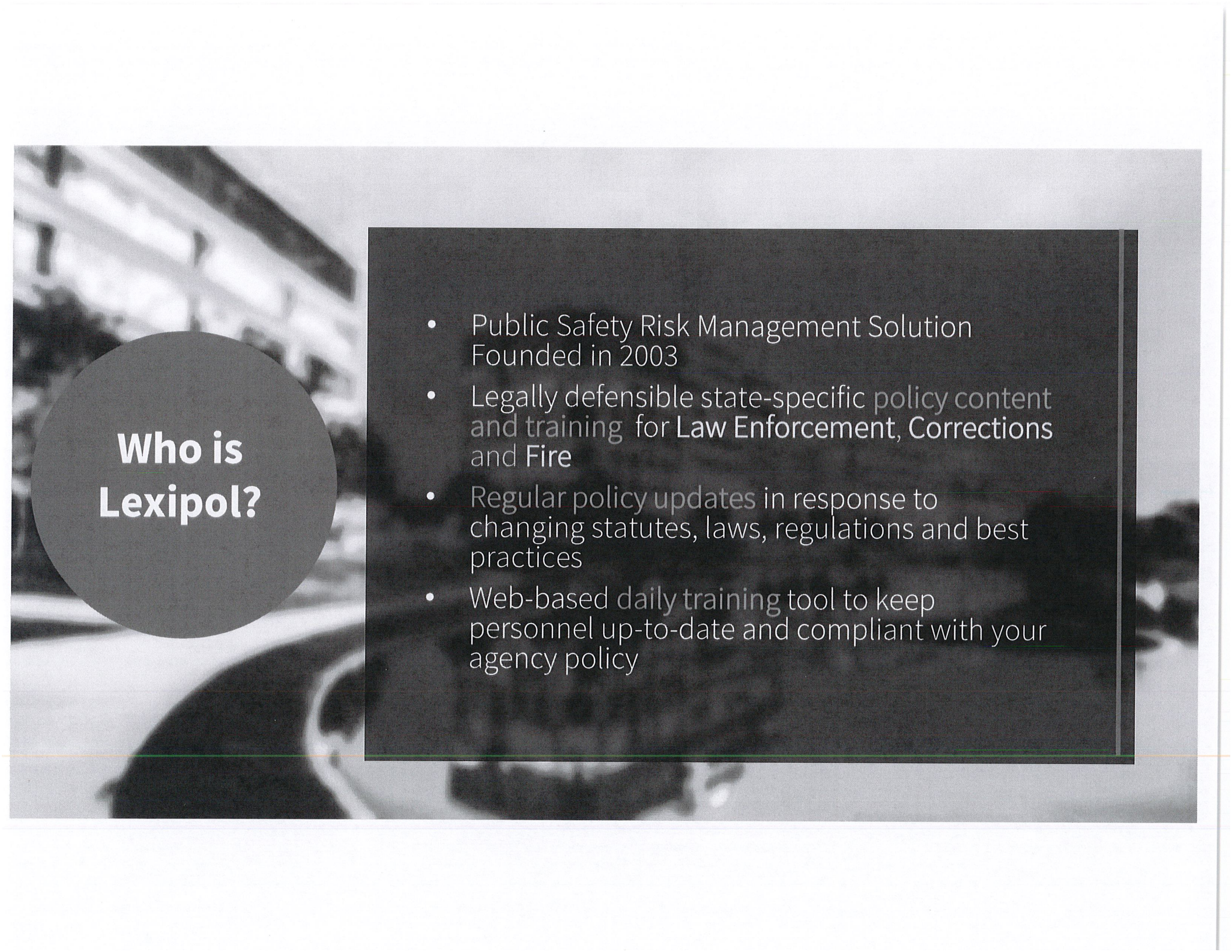
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Marine City  
Police Department

August 9, 2019







## Who is Lexipol?

- Public Safety Risk Management Solution  
Founded in 2003
- Legally defensible state-specific policy content  
and training for Law Enforcement, Corrections  
and Fire
- Regular policy updates in response to  
changing statutes, laws, regulations and best  
practices
- Web-based daily training tool to keep  
personnel up-to-date and compliant with your  
agency policy



## A Word from Our Co-Founder...



Gordon Graham  
**Lexipol** Co-Founder

“ In every tragedy there is always a proximate cause – the event that immediately preceded the tragedy. But if you go back in time and look for the root cause, all too often it comes down to a **lack of good policy** and a **lack of good training.** ”



## Risks & Impact

### High Risk / Low Frequency Event

**Outdated Policies**

**Lack of Accountability**

**Lack of Training**

#### **Physical**

- Officer Line-of-Duty injury
- Officer LODD

#### **Financial**

- Lawsuits
- Legal fees
- Settlements

#### **Political**

- Damage to reputation
- Loss of job

Root Cause



# Lexipol Solution



State-specific, legally defensible policies



Maintain compliance with current laws and court decisions



Scenario-based daily training on policies



Intuitive platform allows for easy policy access and acknowledgement/tracking and reporting



Editing and customization tools and new implementation support options





## Implementation

- Enhanced Onboarding
  - Questionnaire
  - KMS and Project Management Training
  - 8-hours 1:1 Professional Services
- Advanced Implementation Support
  - Customized support options available



Dashboard

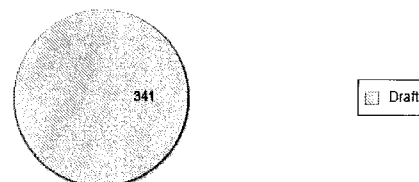
## Policy Acknowledgement Report



## DTB Summary Report

No Data Available for Chart

## Workflow Status



## Policies in Workflow

## Lexipol Updates

Manual: All

Inmate Visitation	Tue, Jan 06 2015
Reporting In-Custody Deaths	Tue, Jan 06 2015
End of Term Release	Tue, Jan 06 2015
Informed Consent and Right to Refuse M...	Tue, Jan 06 2015
Vehicle Impound Hearings	Tue, Mar 31 2015
Sick Leave	Tue, Mar 31 2015
Reserve [Officers_Deputies]	Tue, Mar 31 2015

## Policy Issuance Actions

Manual: All

Vehicle Towing and Release	Fri, Aug 07 2015
Unmanned Aerial System (UAS) Operations	Fri, Aug 07 2015
Temporary Custody of Adults	Fri, Aug 07 2015
Standards of Conduct	Fri, Aug 07 2015
Prison Rape Elimination	Fri, Aug 07 2015
News Media Relations	Fri, Aug 07 2015
Custodial Searches	Fri, Aug 07 2015

## Daily Training Bulletin

Manual: All

Vehicle Pursuits Policy - When to Termin...	Sun, Jun 28 2015
Disabled Vehicles	Sat, Jun 27 2015
Crime Analysis - Officer-Involved Shooti...	Fri, Jun 26 2015
Department Use of Social Media - Prohib...	Thu, Jun 25 2015
Civil Disputes	Wed, Jun 24 2015
Refusal of Emergency Medical Services	Tue, Jun 23 2015
Prison Rape Elimination	Mon, Jun 22 2015

Dashboard &gt; Manual Administration &gt; Manage Manuals

Curran LE Policy Manual (Draft)

## Curran LE Policy Manual

Filters

Rosemarie Curran began editing/updated this policy on August 28, 2015, 10:50 am

Revert to before I began editing/updated I am finished editing/updated

Search Manual

Policy Manual  
Law Enforcement Code of Ethics  
Blank for Mission Statement

1. Law Enforcement Role and Authority

2. Organization and Administration  
[ 1 update ]3. General Operations  
[ 1 new policy, 4 updates ]4. Patrol Operations  
[ 3 new policies ]5. Traffic Operations  
[ 2 new policies, 1 update ]6. Investigation Operations  
[ 3 new policies, 2 updates ]

600 Investigation and Prosecution

602 Sexual Assault Victims' DNA Rights

606 Informants

607 Eyewitness Identification

608 Brady Material Disclosure

609 Unmanned Aerial System (UAS) Operatio...

610 Asset Forfeiture

611 Warrant Service

612 Operations Planning and Deconfliction

7. Equipment

[ 1 new policy, 2 updates ]

8. Support Services

[ 5 updates ]

Policy  
607

## Eyewitness Identification

Version:

Include: ☒

Status: Draft

## 607.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This policy sets forth guidelines to be used when members of this department employ eyewitness techniques.add text

## 607.1.1 DEFINITIONS

Best Practice

Definitions related to the policy include:

**Eyewitness identification process -Any field identification, live lineup or photographic identification.**

**Field identification -A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.**

**Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.**

**Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.**

## 607.2 POLICY

Best Practice

This department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

## 607.3 INTERPRETIVE SERVICES

Best Practice

Officers should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or



## Curran LE Policy Manual

Filters

Rosemarie Curran began editing/updating this policy on August 28, 2015, 10:53 am

Revert to before I began editing/updating I am finished editing/updating

Search Manual

Policy Manual

Law Enforcement Code of Ethics

Blank for Mission Statement

1. Law Enforcement Role and Authority

2. Organization and Administration  
[ 1 update ]3. General Operations  
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[ 3 new policies, 2 updates ]

600 Investigation and Prosecution

602 Sexual Assault Victims' DNA Rights

606 Informants

607 Eyewitness Identification

608 Brady Material Disclosure

609 Unmanned Aerial System (UAS) Operatio...

610 Asset Forfeiture

611 Warrant Service

612 Operations Planning and Deconfliction

7. Equipment

[ 1 new policy, 2 updates ]

8. Support Services

[ 5 updates ]

Policy  
607

Add Section Create Workflow View Attachments Notes PDF Collapse All

Eyewitness Identification

Add Description

Version: Include: ☒ Status: Draft

## 607.1 PURPOSE AND SCOPE

Best Practice MODIFIED

This policy sets forth guidelines to be used when members of this department employ eyewitness techniques.add text

## 607.1.1 View in Full Window

Save Cancel

Title: DEFINITIONS

Add Accreditation

Description: Subsection Description

Version: Include: ☒ Edit Level: BESTPRACTICE

Edit Insert Format Review Table

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Font family



Horizontal ruler

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Increase Indent

Font size



Citation

U

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Definitions related to the policy include:

Eyewitness identification process -Any field identification, live lineup or photographic identification.

Field identification -A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

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Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

## Search and Seizure

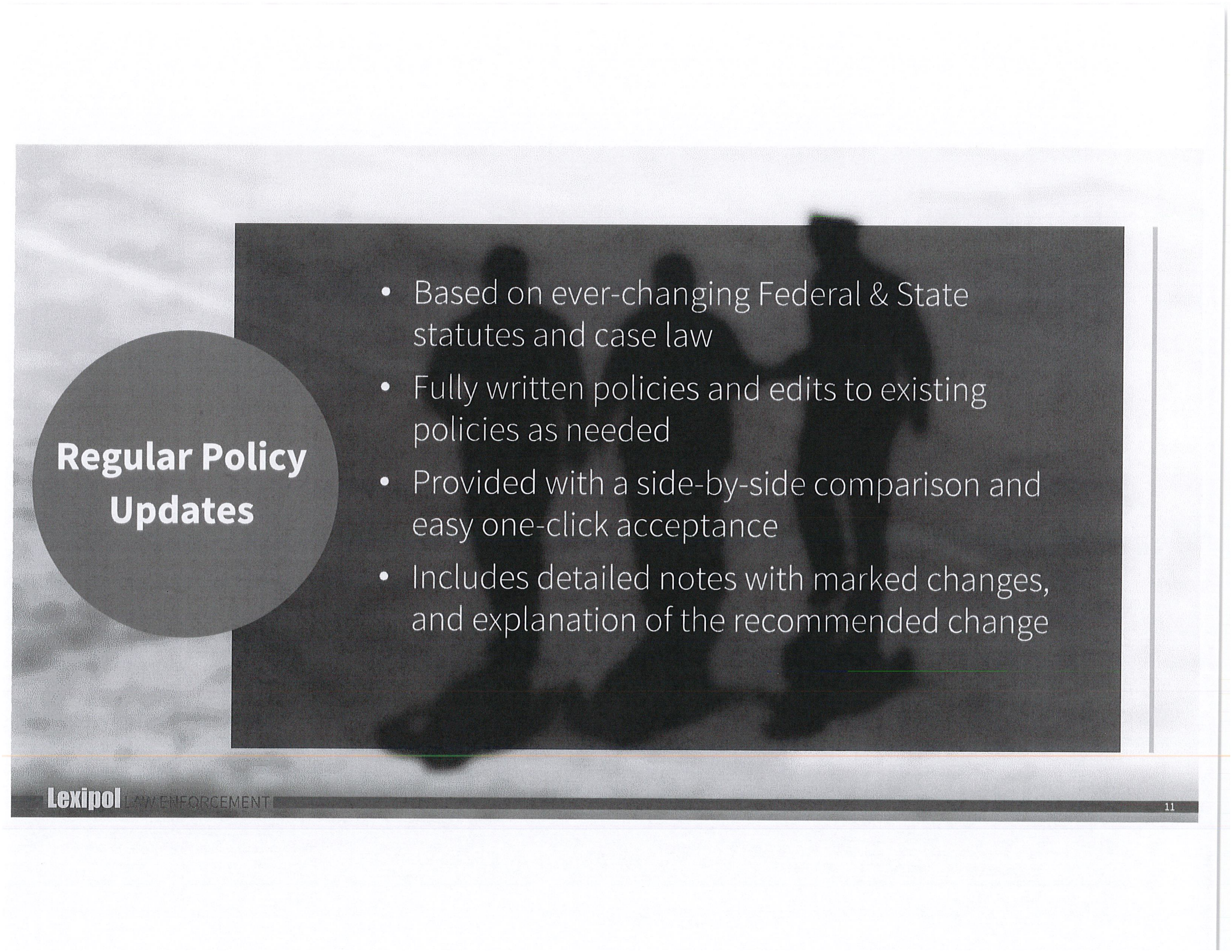
Version:  Include: ☒ Status: **311.3 SEARCHES****Federal** **MODIFIED**

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search. Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances







## **Regular Policy Updates**

- Based on ever-changing Federal & State statutes and case law
- Fully written policies and edits to existing policies as needed
- Provided with a side-by-side comparison and easy one-click acceptance
- Includes detailed notes with marked changes, and explanation of the recommended change



# Policy Guidesheets

## Chapter 2 – Response to Resistance and Pursuit Policies

### Policy 214 – Vehicle Pursuits

#### GENERAL DESCRIPTION

This pursuit policy is mandatory for agencies that provide specially marked law enforcement vehicles with authorized emergency lights and siren, and that may become involved in vehicular pursuits.

#### RECOMMENDED GUIDELINES

Having successfully defended this precise policy in the appellate courts, we strongly recommend that you refrain from modifying this policy to any great degree. The civil immunity available to your agency for any injury or damage caused by a fleeing suspect is only available if you have a comprehensive pursuit policy. Therefore, it is critical that you modify this policy as little as possible.

There are some pursuit issues which will be unique to your agency and jurisdiction. For example, some agencies have elected to restrict pursuits beyond that which is required or recommended by law (e.g., no pursuits of traffic infractions only). While such restrictions may increase your potential liability if a pursuit is continued under such circumstances, placing such limitations is entirely up to your agency. Naturally, we would be happy to work with you in formulating any restrictions you might be considering.

We have carefully listed the factors in 214.3.1-When to Initiate a Pursuit and we do not recommend that you delete any of them. If you feel compelled to add factors to this list, you may do so, but we caution you against adding too many factors or any factors that might be difficult or impossible for your officers to consider in the multiple circumstances that might arise. Similarly, while your department may not have aircraft, in 214.4.8-Aircraft Assistance, we recommend you address it in your pursuit policy.

Section 214.8.2-Use of Firearms, has been very carefully worded to not restrict an officer's ability to use a firearm to defend against a vehicle (e.g., driver) being used as a weapon while placing restrictions on the use of a firearm fired at the vehicle itself. Finally, you may wish to make any local adjustments in 214.9-Reporting and Review Requirements, if any local protocols are in place (we will work with you to insure that your policy is not in conflict with such protocols, if they exist).





Dashboard &gt; Agency Reports &gt; Policy Override Report

Selected Manual:

Manual Name:

California City PD CA Policy Manual - RELEASE

Run Report

Export Report

Print Report

Number	Title	Edit Level	Status	Date Modified	Date Created
100.1	PURPOSE AND SCOPE	State	Overridden	2014-02-27	2014-02-24
	PURPOSE AND SCOPE	State	Overridden	2014-02-27	2014-02-24
	PURPOSE AND SCOPE-TEST	Discretionary	Overridden	2014-02-27	2014-02-24
	Command Protocol	Best Practice	Overridden	2014-02-27	2014-02-24
	INVESTIGATION RESPONSIBILITY	Best Practice	Overridden	2014-02-27	2014-02-24
	TYPES OF INVESTIGATIONS	Best Practice	Overridden	2014-02-27	2014-02-24
	SELECTION OF CANINE HANDLERS	Best Practice	Overridden	2014-02-27	2014-02-24
	CANINE UNIT COORDINATOR RESPONSIBILITIES	Best Practice	Overridden	2014-02-27	2014-02-24

**Archiving &  
Oversight**



# Policy Acknowledgement

Policy  
307

## Vehicle Pursuits

Compare against last issued policy

5. Alleged offenses.
  6. Whether a suspect was apprehended, as well as the means and methods used.
    - a. Any use of force shall be reported and documented in compliance with the Use of Force Policy.
  7. Arrestee information, if applicable.
  8. Any injuries and/or medical treatment.
  9. Any property or equipment damage.
  10. Name of supervisor at the scene or who handled the incident.
  11. A preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.
- d. After receiving copies of reports, logs and other pertinent information, the Chief of Police or the authorized designee shall conduct or assign the completion of a post-pursuit review, as appropriate.
- e. Annually, the Chief of Police should direct a documented review and analysis of department vehicle pursuits to minimally include policy suitability, policy compliance and training needs.

### 307.13 REGULAR AND PERIODIC PURSUIT TRAINING

1. In addition to initial and supplementary training on pursuits, all officers will participate, no less than annually, in regular and periodic training addressing this policy and the importance of vehicle safety and protecting the public. Training will include recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

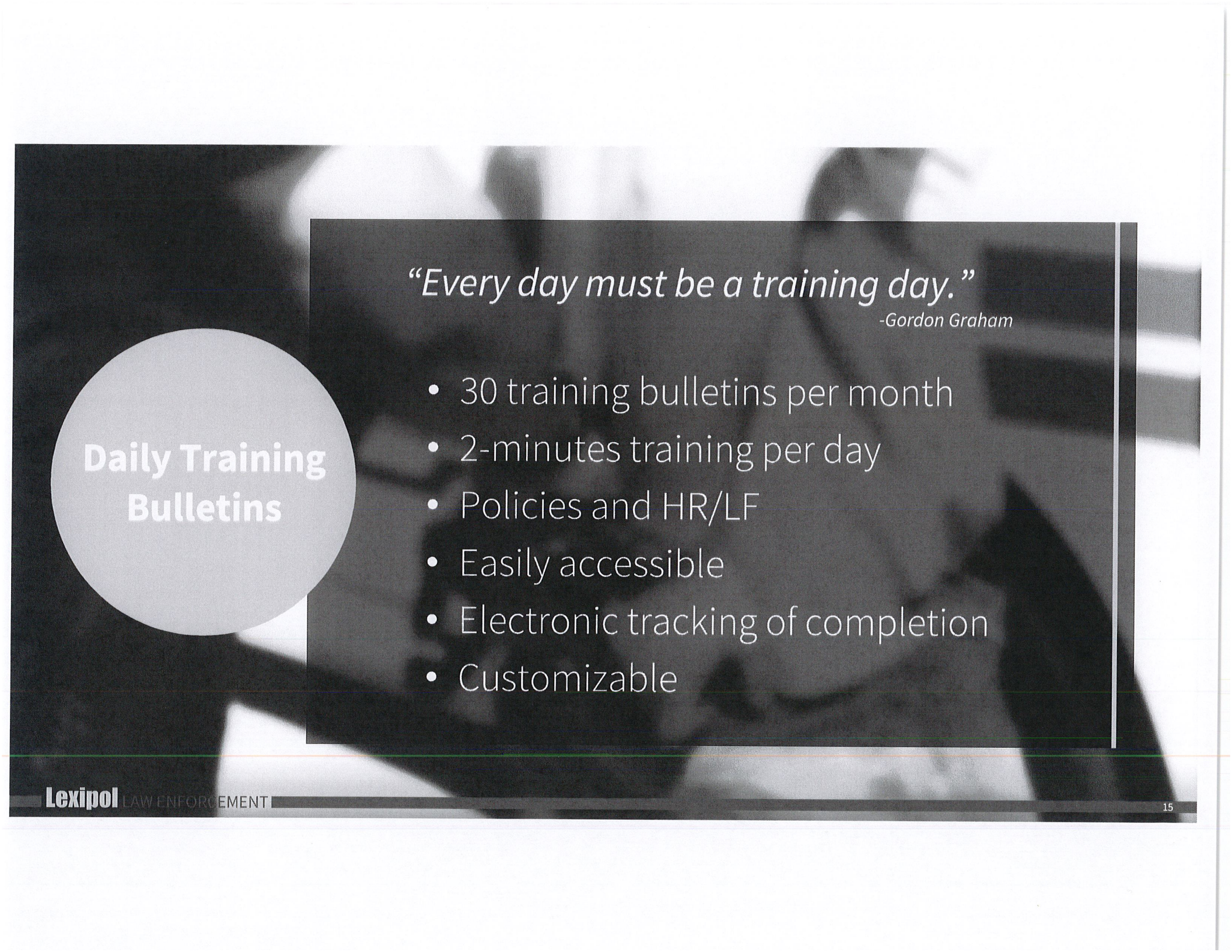
### 307.14 POLICY REVIEW

1. Officers of this department shall certify in writing that they have received, read and understand this policy initially, upon any amendments and whenever training on the policy is provided.

I understand that it is my responsibility to review, become familiar with and comply with all the provisions of this new or updated policy. I further understand that, if I have questions about or do not fully understand any portion of this policy, it is my responsibility to seek clarification from my supervisor. I hereby acknowledge that I have received, read and understand this policy.

Acknowledge





## Daily Training Bulletins

*“Every day must be a training day.”*

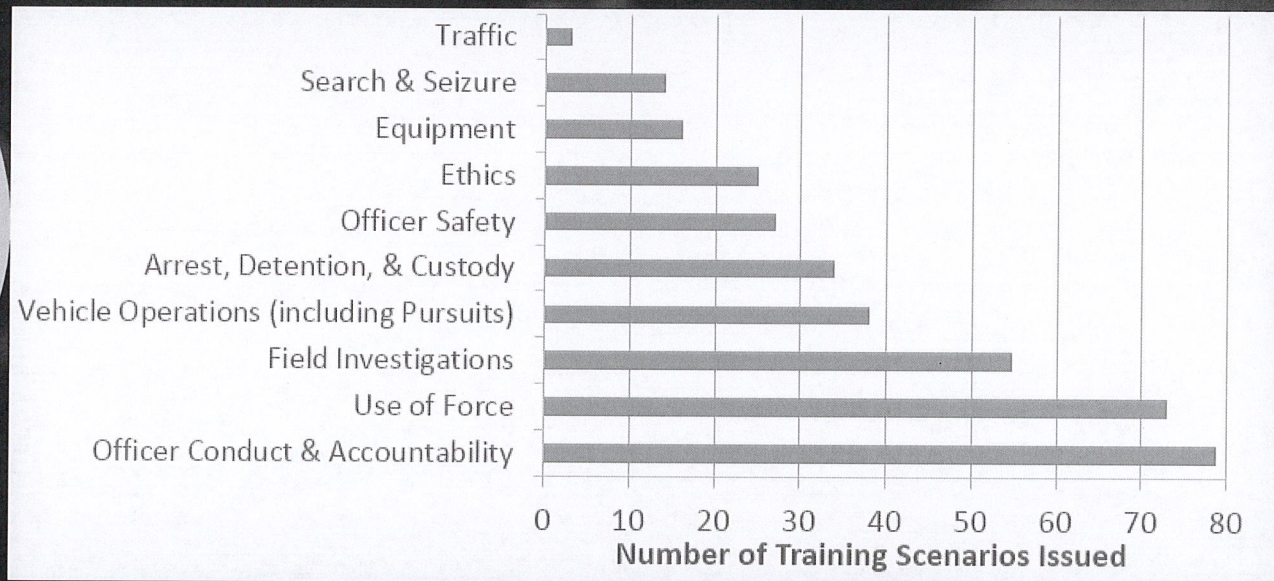
*-Gordon Graham*

- 30 training bulletins per month
- 2-minutes training per day
- Policies and HR/LF
- Easily accessible
- Electronic tracking of completion
- Customizable



## Daily Training Bulletins

### Summary of Training Topics Issued in a 1-Year Span





## DTB Access – Administrative View

### Daily Training Bulletins

Lexipol

KNOWLEDGE MANAGEMENT SYSTEM

Lexipol Global Master  
global\_admin  
Akpa Vijejo, GLOBAL

Profile

Help

Logout

Dashboard > Manual Administration

Manage Packages

Manage DTBs

Manage Package

Add DTBs

DTB Day	Title	Status	Manual Links	Author	Created	Package Names	Actions
	REPORTING-HONESTY	services DTB	Author	REPORTING THE US...	global_admin	11/12/2013	December Package
	TERRORISM	services DTB	Author	TERRORISM	global_admin	11/12/2013	December Package
	FIREARMS TRAINING	services DTB	Author	Firearms and Quali...	global_admin	11/12/2013	December Package
	TRAINING	services DTB	Author	SAFETY	global_admin	11/12/2013	December Package
	OFF-DUTY ENFORCEMENT	services DTB	Author	POLICY	global_admin	11/12/2013	December Package
	BOOKING EVIDENCE	services DTB	Author	CONDUCT, PROPER...	global_admin	11/12/2013	December Package
	PERSONAL IDENTIFYING INFORMATION	services DTB	Author	PERSONAL IDENTIF...	global_admin	11/12/2013	December Package
	MISSING PERSONS-PARENTAL ABDUCTION	services DTB	Author	INITIAL INVESTIGA...	global_admin	11/12/2013	December Package
	DAILY TRAINING BULLETINS	services DTB	Author	DAILY TRAINING BU...	global_admin	11/12/2013	December Package
	SITUATIONAL AWARENESS	services DTB	Author	SAFETY	global_admin	11/12/2013	December Package
	DEADLY FORCE APPLICATIONS	services DTB	Author	shooting at or from ...	global_admin	11/12/2013	November Package, December Packa...
	SEAT BELTS	services DTB	Author	WEARING OF SAFE...	global_admin	11/12/2013	November Package, December Packa...
	CONDUCT UNBECOMING	services DTB	Author	PERFORMANCE, PO...	global_admin	11/12/2013	November Package, December Packa...
	PREVENTABLE DEATHS	services DTB	Author	WEARING OF SAFE...	global_admin	11/12/2013	November Package, December Packa...
	COURTESY	services DTB	Author	CONDUCT	global_admin	11/12/2013	November Package, December Packa...

REPORTING-HONESTY

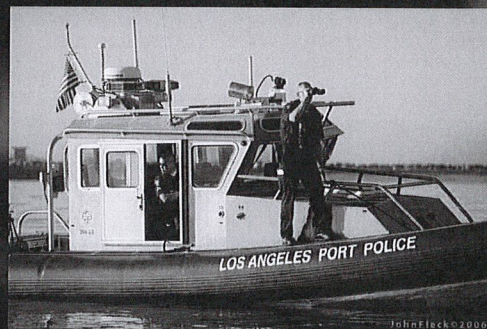
Edit DTB

Remove DTB

Export to PDF

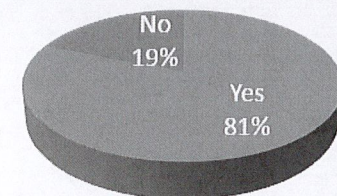


## Effectiveness of the DTB's

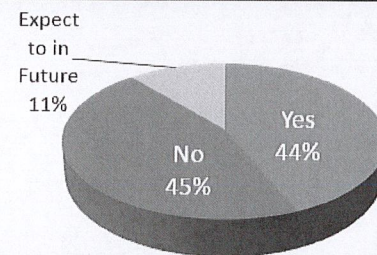


### Case Study – Effectiveness of DTBs


Have DTBs provided training on a Department policy that you were unaware of, or thought the policy language was different than the actual policy?



Have you had a field situation where your DTB training was utilized to complete your task within policy?








## **Risk Management**

- Growing number of RMA's and insurers support Lexipol
- RMA case studies show that Lexipol clients experience:
  - Decrease in number litigated claims
  - Reduction in cost of claims paid out
  - Proof that daily training increases professionalism and reduces risk





## Proven Customer Results

- **37%** fewer claims
- **45%** reduced frequency of litigated claims
- **48%** reduction in severity of claims
- **67%** lower incurred costs

*Sources: Colorado Intergovernmental Risk Sharing Agency (CIRSA), claims data from 2014-2015, and Citycounty Insurance Services (CIS) claims data from 2008-2012*





# Lexipol

PREDICTABLE IS PREVENTABLE®

[www.lexipol.com](http://www.lexipol.com)

Discuss next steps ...

Karen James

949-325-1230

[kjames@lexipol.com](mailto:kjames@lexipol.com)





## Additional Optional Services

- Supplemental Publication Service (SPS)
- Implementation Services
- Additional On-Going Management Services



# Supplemental Publication Service (SPS)

The screenshot displays the Lexipol Knowledge Management System interface. The top navigation bar includes the Lexipol logo and the title "KNOWLEDGE MANAGEMENT SYSTEM". Below this, a breadcrumb trail shows "Dashboard > Manual Administration > Manage Manuals".

The main content area is divided into two panels. The left panel, titled "CA Procedure Manual", contains a tree view of the manual's structure. It lists "Preface Title" and "Preface Title" at the top, followed by "1. Chapter" through "10. Chapter". Under "1. Chapter", there is a sub-item "100 Policy Title".

The right panel shows a detailed view of a specific item. It features a "View / Edit" button and a "100 Policy Title" header. Below this, a "Version" field is set to "Draft". The main content area displays a "100.1 Section Title" and a "100.1.1 Subsection" with a "100.1.2 Subsection Title".

A modal window is open, displaying the "505.8 JUVENILE CITATIONS" section. It includes a "Version" field and a "Best Practice" status. The text within the modal reads: "Completion of traffic citation forms for juveniles may vary slightly from the procedure for adults. The juvenile's age, place of residency, and the type of offense should be considered before issuing the juvenile a citation."



# Implementation

## Steps in Implementation

Cross Reference

Reconciliation

Integration

Review and Approve

Acknowledgement

Complete Manual Live

Update / DTB Management





## EDUCATE, TRACK AND VERIFY WITH TRAINING BULLETINS

### Are You Training On Your Policies?

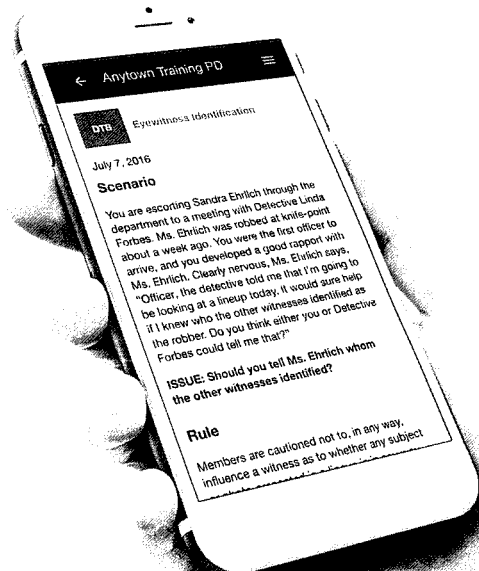
Even the best policy manual isn't as effective if it's not backed by ongoing training. Yet too often, public safety agencies merely ask personnel to acknowledge policies; they don't offer ongoing training. This creates the risk that personnel don't understand policy. It also leaves the organization vulnerable when something goes wrong and it's impossible to prove employees were trained on and understood agency policies.

### Improve Policy Compliance

Lexipol's Daily Training Bulletins use a proven system of realistic, ongoing and verifiable training to help personnel learn to apply policies and improve their ability to make well-reasoned decisions. These brief, scenario-based lessons provide a convenient way to enhance your members' policy understanding and defend against claims that you failed to train.

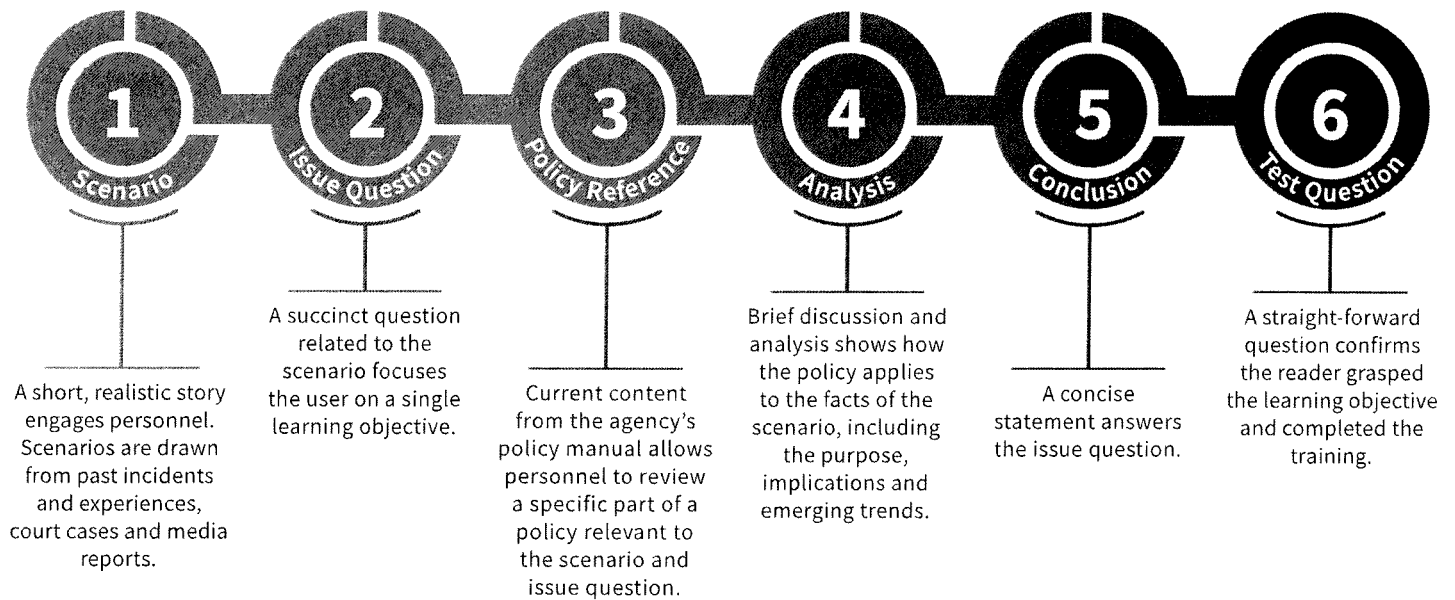
Lexipol's Daily Training Bulletin service provides:

- Enhanced retention of policy content in just minutes a day
- Application of policies to real-world situations
- Ability to electronically issue training bulletins and track completion
- Reports that document training by topic and staff member
- 24/7 access via a web-based platform and mobile app





## Anatomy of a Daily Training Bulletin



## Training Designed To Protect

Scenario-based training covering high-risk, low-frequency events and core critical tasks, including:

### Law Enforcement

- Preventing bias in policing
- Interacting with mentally ill persons
- Use of force
- Traffic stops
- Body-worn cameras

### Fire

- Social media
- Personal protective equipment
- Critical incident stress debriefing
- Apparatus operation
- Response to violent incidents

### Corrections

- Inmate classification
- Inmate safety checks
- PREA compliance
- Restrictive housing
- Mentally ill inmates

Plus, you can use Lexipol's technology platform to create custom training bulletins!

## More Than 3,000 Public Safety Agencies In 35 States Trust Lexipol



*"The Daily Training Bulletins [DTBs] make training on policy so simple. They give the officers an opportunity to review the policies using real-life scenarios, and we can easily track completion. Obviously a more thorough knowledge of the policy manual keeps the officers safer. And the DTBs are huge in helping us avoid litigation."*

**Chief Clifford Block**  
Midland (MI) Police Department



*"The Daily Training Bulletins are a big asset. We now have a tool where an employee can log in any time, be given a policy to review, and complete a test. It shows that the employees have been taken through the policy and understand it."*

**Chief Ted Martin**  
Branson (MO) Fire and Rescue

## REDUCE RISK AND COSTS WITH **PROVEN POLICIES**

### Are Your Policies Putting You At Risk?

Operating a law enforcement agency brings countless challenges. Law enforcement leaders must keep up with frequent changes in laws and regulations, maintain positive community relations and ensure officer safety — all with reduced funding.

Many agencies rely on outdated, inadequate policies for guidance on these complex issues. And that in turn leaves them vulnerable to physical, financial and political risks.

### Achieve Peace Of Mind With Lexipol

Lexipol's Law Enforcement Policies and Training solution provides:

- State-specific policies vetted by law enforcement professionals and public safety attorneys
- Updates in response to legislation, case law and evolving best practices
- Daily, scenario-based training to bring policy to life
- 24/7 access to your policies via a web-based platform and mobile app

### Proven Results

After implementing Lexipol, Oregon agencies experienced....

**45%**



reduction in  
frequency of  
litigated claims

**48%**



reduction in  
severity of claims  
paid out

(Source: Citycounty Insurance Services)

Colorado member agencies that implemented Lexipol had....

**37%**



fewer claims

**67%**



lower incurred  
costs

(Source: Colorado Intergovernmental Risk Sharing Agency)



## Experience The Benefits Of Lexipol's Law Enforcement Services



**Keep your personnel safe**  
Easy-to-understand policies and training provide consistent, clear guidance for officers to follow



**Reduce liability**  
Policies that reflect federal and state laws and law enforcement best practices provide a strong legal defense



**Improve policy understanding**  
Daily scenario-based training helps your personnel learn and apply your policies



**Save time and money**  
Comprehensive, continuously updated policy content means you'll spend fewer resources on creating and maintaining your policies



**Improve access to policy content**  
Your policy content is available anytime, anywhere through an online platform and mobile app



**Enhance accountability**  
Reporting features let you track policy acknowledgment and training

## Policies Designed To Protect

170+ policies covering high-risk areas for your department, including:

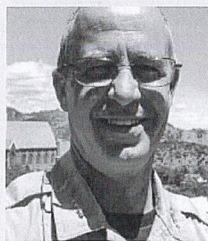
- Use of force
- Vehicle pursuits
- Body-worn cameras
- Social media
- Biased-based policing
- Standards of conduct
- Officer-involved shootings
- Search and seizure
- Mentally ill subjects
- Traffic operations
- Public recording of law enforcement activity

## Trusted By More Than 3,000 Public Safety Agencies In 35 States



*"Lexipol is the only provider that has policy that has been vetted by other chiefs, industry experts and lawyers. All you have to do is tailor the policies to your agency's needs."*

**Chief Steven Vaccaro**  
Mokena (IL) Police Department



*"Lexipol is one of the best products I have seen in my 30+ years in law enforcement."*

**Sheriff Gerald Antinoro**  
Storey County (NV) Sheriff's Office



## POLICY VS. PROCEDURE: IN PUBLIC SAFETY, WHAT'S THE DIFFERENCE?

Policies. General Orders. Standard Operating Guidelines. Standard Operating Procedures. Directives. In public safety, we use a lot of different words to refer to the guidelines that shape our conduct.

Sometimes, these words are used interchangeably. But there are subtle differences that can have an impact on personnel and on how the agency operates.

Lexipol clients can customize their manual to incorporate their agency's preferred nomenclature, whether that's standard orders or directives or SOGs. But one distinction we try to maintain is policy vs. procedure.

To be sure, the distinction is not black-and-white; there will always be some procedure in your policy manual and vice versa. But attempting to keep procedure separate from policy has important benefits for public safety agencies.

Before we jump into those benefits, let's look at the policy vs. procedure question a little more closely.

### DEFINITIONS

**Policies:** At Lexipol, we define policies as “guiding principles intended to influence decisions and actions.” Policies have the following characteristics:

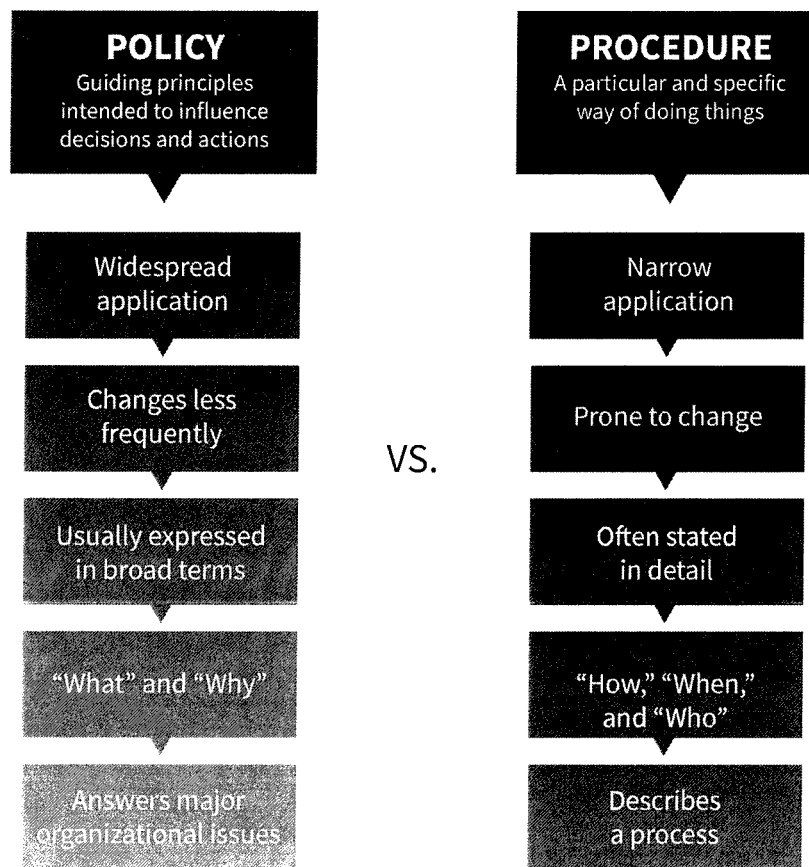
- Reflect the “rules” governing the organization and employee conduct
- Explain the rule rather than how to implement the rule
- Are often scrutinized in litigation targeting agency liability; they should be as simple and direct as possible
- As a body, they represent a consistent, logical framework for members' actions
- Widespread application
- Usually expressed in broad terms
- Focus on the *what* and *why*
- Answer major organizational issues
- Change less frequently than procedure



# Lexipol

**Procedures:** On the other hand, procedures are defined as “a particular and specific way of doing things.” Procedures have the following characteristics:

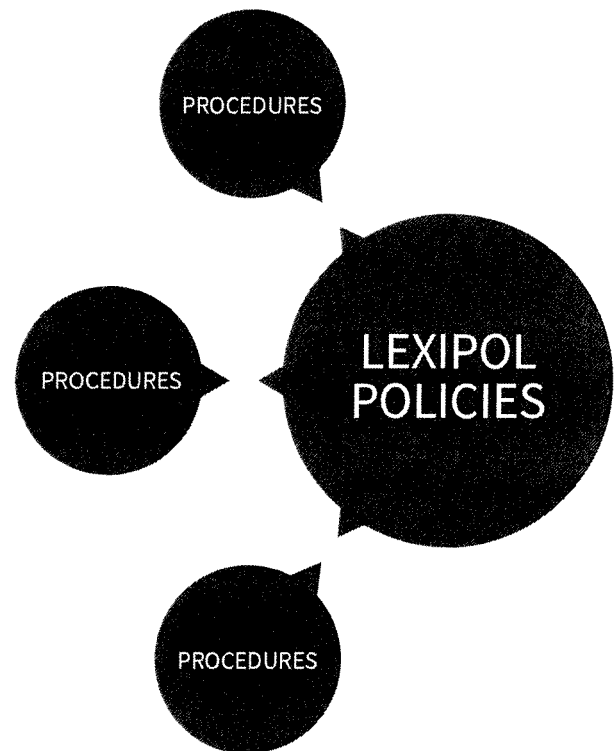
- Represent an implementation of policy
- Evolve over time as new tactics and tools emerge, new processes are designed and the risks associated with an area change in response to internal or external changes
- Narrow application
- Often include high level of detail
- Focus on the *how*, *when* and *who*
- Describe a process
- Prone to change



## EXAMPLES

As with most things, it helps to look at a couple examples to illustrate this difference.

- **Fire:** Your Incident Command Policy will likely include the directive that incident commanders use an ICS/NIMS-compliant incident management system. The components of that system—your accountability system, how you designate divisions, etc.—will be in a separate procedure.
- **Law Enforcement:** Your department's Bias-Based Policing Policy will outline the department's commitment to fair and objective policing. It will cover responsibilities for members and supervisors, reporting requirements and training requirements. However, it will not go into specifics about how to complete arrest reports or field interview cards or what the officer can/cannot do on traffic stops. These items will be found in associated procedures.
- **Corrections:** Your facility's Suicide Prevention and Intervention Policy will indicate the facility should have a suicide prevention plan. But it will not serve *as* the suicide prevention plan; it will simply provide broad guidelines for the information the plan should contain.





## BENEFITS OF SEPARATING POLICY FROM PROCEDURE

So why do we go to such lengths to keep policies and procedures separate? After working with thousands of public safety agencies across the country, we've learned this division has several benefits:

- **Reduces maintenance time.** Most agencies have complex, time-consuming processes for policy changes. Leaders can't just make a few changes, notify personnel and be done with it. Labor groups, lawyers and others must get involved. Procedural content, however, is less formal and rarely so closely governed and is often system-, division- or unit-specific. If you're changing procedural content but it's wrapped up in your policy, you may be subjecting yourself to a lengthy and unnecessary review process. Procedure revision should allow an agency to be nimble in management.
- **Promotes personnel safety.** Many procedural documents are very specific, revealing details you may not want to be publicly accessible (think tactical operations). Yet states and local governments are increasingly requiring public safety agencies to post their policies on websites or other publicly accessible forums. Yes, you can usually redact portions to protect your personnel. But if your procedural content is separate, it's one less thing you need to worry about.
- **Enhances policy understanding and compliance.** When procedure is mixed in with policy, policies quickly become very long. We all know it's no fun to read a long, complex legal document—which is essentially what a policy is. Focusing your policies on the broad directives and keeping procedural details separate can help personnel better understand your policies and commit them to memory. Further, electronic policy management systems like Lexipol can easily link your procedures, checklists, forms, etc. to your policies so personnel can still access everything in one place.

Policies and procedures are both important items in managing risk within public safety. Understanding the difference between the two is equally important.

## NEED HELP MANAGING YOUR POLICIES?

Lexipol provides state-specific policies for public safety agencies and an online platform so you can easily make changes, issue policies to personnel and track policy acknowledgement.

Contact us today for more information.

[info@lexipol.com](mailto:info@lexipol.com) | [www.lexipol.com](http://www.lexipol.com) | 844-312-9500



## A POLICY SOLUTION THAT MAKES SENSE

### MIDLAND (MI) POLICE DEPARTMENT

*Located in the Great Lakes Bay region of Central Michigan, the Midland Police Department employs 48 sworn officers who protect 42,000 citizens over a 36-square-mile area.*

## THE CHALLENGE

When Lexipol launched its Michigan Law Enforcement policy manual, Chief Clifford Block of the Midland Police Department (MPD) was waiting. In fact, he'd waited nearly eight years. "I was sold on it as far back as 2009, so when I heard they were coming to Michigan in 2015, I jumped on board the same week the product launched," he says.

Chief Block's interest in Lexipol stemmed from the struggle his department faced in keeping policies up to date with changing laws and regulations. "We had a pretty decent manual; it was comprehensive, but the updates were lacking," he says. "To maintain it and update policies on an annual basis was way too daunting."

Chief Block was also drawn to Lexipol co-founder Gordon Graham's vision for best practices and policy consistency in departments across the U.S. "Gordon talks about how high-speed pursuits in one

jurisdiction should be the same in another," he says. "The concept makes a lot of sense."

## THE SOLUTION

Lexipol's Michigan Law Enforcement policy solution proved a great fit for the challenges MPD was facing, providing a comprehensive set of best practice policies, continuous legislative and case law monitoring, and training.

The MPD worked methodically to review the policies and introduce the officers to them. "We required our officers to review chapters in two-week periods," Chief Block says. "The old policy manual stayed in effect until everyone had reviewed everything. During this process Lexipol's customer service was very responsive, very helpful."

“  
It just makes good sense to me to have experts overseeing our policy manual as opposed to relying on myself to track the case law and the legislation.”





## THE RESULTS

A little over a year after signing with Lexipol, the MPD had 111 policies issued and acknowledged by staff and rolled out the Daily Training Bulletins to all officers.

Equally important, Lexipol will help the MPD keep this solid foundation up to date. "It just makes good sense to me to have experts overseeing our policy manual as opposed to relying on myself to track the case law and the legislation," Chief Block says. "This will make the maintenance part very easy. What I see happening in most departments is that the manual gets done but then it doesn't get updated for 10 years. Here, if something changes, we get notified, and then we review the updates and add them. And that frees up my time."

Chief Block also sees significant benefits from the integrated training component of the Lexipol solution. "Obviously a more thorough knowledge of the policy

manual keeps the officers safer," he says. "And the Daily Training Bulletins are huge in helping us avoid litigation."

“  
A more thorough  
knowledge of the  
policy manual keeps the  
officers safer. And the  
Daily Training Bulletins  
are huge in helping us  
avoid litigation.”

Looking ahead, Chief Block sees another way Lexipol will pay off for the MPD: "We're going to be going through the Michigan law enforcement accreditation process, and having these comprehensive policies in place should make that very easy," he says. Lexipol's electronic platform also features an accreditation toolset to simplify accreditation compliance.

More time, decreased risk, better trained officers and assistance with accreditation. For Chief Block, that all adds up to peace of mind: "I don't have to lose sleep at night, worrying about whether our policies are sound."



## **FACILITATING ACCESS TO UP-TO-DATE POLICY CONTENT**

### **GRINNELL (IA) POLICE DEPARTMENT**

*The 14 sworn officers of the Grinnell Police Department serve a community of more than 9,000 residents in central Iowa. The agency has been using Lexipol since 2016.*

### **THE CHALLENGE**

In law enforcement, change comes quickly, driven by new legislation and evolution in best practices. It's difficult for most agencies to keep up—something Chief Dennis Reilly of the Grinnell Police Department (GPD) experienced first-hand. "We had relatively good policies but keeping them up to date in an ever-changing climate was a big challenge," he says.

Take use of force as an example: "Our Use of Force Policy included the force continuum," Chief Reilly says. "But many law enforcement experts started to advise against that. I spent almost a year working on a policy update, trying to get it done with all the other administrative duties I had to take care of."

As in most small departments, the burden of policy updates fell squarely on Chief Reilly's shoulders, but he had little time to devote to it. And even when he was able to author updates, getting them out to the officers was another challenge. "Our dissemination process was onerous," he says. "I would update or create a policy

in a Word document, then create a PDF of that policy, move that to the network drive and print out a copy to put in the manual we kept at the station." Tracking officer acknowledgement of policies was also done manually, further slowing the process.

The limited accessibility to the policies had a direct effect on the officers, too. "The only way they could access their manual was to consult the printed copy or go to the network—which had to be done in the office; it wasn't accessible from their in-car computers," Chief Reilly says. "While it worked for us, there was certainly room for improvement."

### **THE SOLUTION**

Lexipol's Iowa Law Enforcement Policies and Training solution matched up perfectly with the policy challenges Chief Reilly faced. "Lexipol has subject matter experts and legal experts on staff who create and update the policies as needed," he says. "It's all web-based so my officers can access the policies in their car or at their work stations—and if

**“**  
**Lexipol allows administrators to provide good policy, facilitate access to it & reinforce it through review & training.**  
**”**





I'm at home I can pull up the policies on my cellphone." The system also tracks and documents officer acknowledgement of policies, putting an end to the paper-and-pen acknowledgment system.

Through the Daily Training Bulletins (DTBs), Lexipol also filled another need that had previously gone unmet at the GPD.

"I like providing my officers with as much training as possible, but logistically I can't send them to training every week," Chief Reilly says. "With DTBs, they're getting daily training on high-risk subjects—pursuits, use of force, dealing with the mentally ill. Instead of an officer reading a policy only when it's issued or when there's a potential policy violation, on a daily basis they are referencing policy that our training supervisor deems is important and appropriate."

The tools integrated into Lexipol's Knowledge Management System (KMS) offer additional opportunities for training. Chief Reilly sets recurring review dates for certain policies and KMS sends out reminders to officers on those dates. "As frequently as we choose, we can require officers to review a policy. We don't even have to think about it—the system sends it out for us, and documents it," he says.

## THE RESULTS

Lexipol has been a big timesaver for the GPD. "I used to spend time going to various websites to review model policies or try to keep track of Iowa code changes or court decisions, and think about how that impacts our policy," Chief Reilly says. "I don't have to do that anymore because Lexipol is taking care of that for me." He also cites the accessibility of policy content and the reinforcement through training as huge benefits.

Recently, a Grinnell citizen's group became interested in the department's immigration violations policy. "In our prior policy manual, we didn't have a policy that addressed immigration," Chief Reilly says. "But Lexipol does, so when I met with the group, I was able to pull up the policy and show them clearly what we can and cannot do, based on federal law and best practice. That was really nice."

As valuable as the policy content is, Chief Reilly underscores it is just one part of the comprehensive Lexipol system. "The policy is a big piece—but just one piece," he says. "You also get training, you get web-based access, you get tracking and reporting. Put simply, Lexipol allows administrators to provide good policy, facilitate access to it and reinforce it through review and training."

“  
 With Daily Training  
 Bulletins, they're getting  
 daily training on high-risk  
 subjects—pursuits, use of  
 force, dealing with the  
 mentally ill.



## Michigan Law Enforcement Manual Updates May 2019

Lexipol legal and public safety experts monitor changing legislation and industry trends and provide you with updated policy content as appropriate.

The information below details the updates now available to your policy manual. We highly recommended you review these updates and process them within Lexipol's Knowledge Management System (KMS).

Lexipol offers step-by-step instructions and an informational video for getting updated policy content into your manual. If you subscribe to Lexipol Management Services, your Project Manager will begin processing your updates and contact you soon for final approval.

Please note the following when processing your updates:

- Lexipol has made some adjustments to the Questionnaire used to populate terminology and content in your manual. Therefore, when processing these policy updates, you may receive a prompt to complete the Questionnaire. You should complete the Questionnaire before you process your policy updates, so that your manual will be completely customized for your agency.
- Some updates include the removal of index terms because the index term function has been replaced by the KMS Manual Text Search feature. Accepting the update will accomplish this removal. If your agency has customized affected sections/subsections (indicated by a "Modified" label next to the section/subsection edit level label), you will need to delete the index terms manually during the update process, so that customized content is not changed.
- Serial commas have been added in most updated sections/subsections to improve clarity and correspond with current industry best practices for legal writing.
- There may be some sections/subsections that show an update flag but are not reflected in the Release Notes and do not appear to be changed. This is due to internal system corrections that do not affect policy content. You should accept these updates unless you have customized the section/subsection, in which case you may want to reject or edit the update to preserve your customization.

If you have questions about updating your manual, please contact Customer Service at 949.309.3894 or [customersupport@lexipol.com](mailto:customersupport@lexipol.com).

New Daily Training Bulletins (DTBs) are released specifically to target new policies and changes to your manual and can help your staff become well versed in your policies. If you are not yet subscribing to the DTBs, please contact Customer Service for information on how to get this invaluable tool.

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### Legal Disclaimer

Lexipol strives to provide the most current and legally sound policies possible. These policies and updates, however, do not constitute legal advice. As always, you are urged to carefully review all content and updates for applicability to your agency and check with your agency's legal advisor for appropriate legal review before changing or adopting any policy.



## Policy

## Priority

### **Chapter 2 – Organization and Administration**

Organizational Structure and Responsibility

Major

Accreditation Standards

Major

### **Chapter 3 – General Operations**

Canines

Major

Missing Persons

Major

### **Chapter 4 – Patrol Operations**

Immigration Violations

Critical

Contacts and Temporary Detentions

Critical

### **Chapter 10 – Personnel**

Reporting of Arrests, Convictions, and Court Orders

Minor

Sick Leave

Major

Personnel Complaints

Major

(Total: 9)

## Chapter 2 – Organization and Administration

---

### Organizational Structure and Responsibility

A recent review of this policy resulted in the following changes:

- A new subsection, **ORGANIZATIONAL CHART**, has been added to **[DIVISIONMAJOR]**s for consistency with MLEAC standards. Additionally, the text entity in the section title has been corrected in **[DIVISIONMAJOR]**.

### Accreditation Standards

This is a new policy for agencies with accreditation or certification standards. If your agency is not accredited or seeking accreditation, you should decline this policy.

## Chapter 3 – General Operations

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### Canines

Canine opioid exposure has become an increasingly critical consideration, especially with the highly toxic substances present in illicit drugs.

Agencies should consult with the designated canine veterinarian regarding whether naloxone should be used on canines and the appropriate dosage and method of administration. If your agency permits the use of naloxone on canines, modify this section accordingly.

- **TRAINING** has been modified to include training on recognition of and treatment for exposure to substances such as opioids.

Updates not related to the opioid update:

- Language has been edited for clarity in **ASSIGNMENT**.
- Grammatical corrections have been made in **APPREHENSION GUIDELINES**.
- Language has been added for clarity and grammatical corrections have been made in **REPORTING DEPLOYMENTS, BITES AND INJURIES**.
- Grammatical corrections have been made in **NON-APPREHENSION GUIDELINES**.
- The title of the DEA has been corrected in **CONTROLLED SUBSTANCE TRAINING AIDS**.
- Grammatical and punctuation updates have been made in **PURPOSE AND SCOPE, CANINE COORDINATOR, PREPARATION FOR DEPLOYMENT, NARCOTICS DETECTION, BOMB/EXPLOSIVE DETECTION, HANDLER SELECTION, HANDLER COMPENSATION, HANDLER RESPONSIBILITIES, CONTINUED TRAINING, TRAINING AIDS, and CONTROLLED SUBSTANCE PROCEDURES**.



- Index terms have been removed throughout the policy and spacing issues around letter lists have been corrected which may trigger updates in some sections that are not otherwise noted.

## Missing Persons

This policy has been revised as to the statutory age of an at-risk person. Changes to this policy include:

- In **DEFINITIONS**, "17 years or younger" has been changed to "16 years or younger."

## Chapter 4 – Patrol Operations

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### Immigration Violations

Given the amount of attention to immigration issues and considering litigation against law enforcement agencies, Lexipol has undertaken a thorough review of its immigration policy and is making a few changes to clarify the policy to protect agencies.

Of course, agencies are encouraged to work with their own counsel to ensure this policy meets their needs consistent with any local directives.

- **PURPOSE AND SCOPE** has been modified to clarify that the agency is working with immigration officials, not enforcing immigration laws.
- **POLICY** has been modified by adding "national origin" to immigration status.
- **VICTIMS AND WITNESSES** has been modified by replacing "color" with "ethnicity."
- The title "**ENFORCEMENT**" has been changed to "**DETENTIONS**" further emphasizing that the agency is not enforcing immigration laws.
- Subsections **CIVIL VS. CRIMINAL FEDERAL OFFENSES** and **IMMIGRATION CHECKS** have been removed. Some content from **IMMIGRATION CHECKS** has been retained and added with new content to **DETENTIONS** along with necessary reorganization for clarity.
- **SUPERVISOR RESPONSIBILITIES** has been modified to clarify the scope of the supervisory oversight in these instances.
- **ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT** has been modified to clarify that these notifications are handled pursuant to jail operating procedures.
- The title "**ICE REQUEST FOR ASSISTANCE**" has been changed to "**FEDERAL REQUESTS FOR ASSISTANCE**" and the content has been modified to reflect consistent references to federal authorities.
- **INFORMATION SHARING** has been modified to provide consistency in referring to federal authorities.
- The title "**IMMIGRATION HOLDS**" has been modified to "**IMMIGRATION DETAINERS**" to better reflect the intent of the section.
- **U VISA AND T VISA NONIMMIGRANT STATUS** has been modified to clarify the responsibilities of officers or deputies.
- **TRAINING** has been modified to reflect training needs regarding criminal immigration violations.

## Contacts and Temporary Detentions

This policy has been updated to improve quality. Changes include:

- Content has been added in **DEFINITIONS** to address body-worn cameras.
- In **PAT-DOWN SEARCHES**, a change has been made to make it more clear that while a pat-down is for officer safety, when there is an articulable suspicion that a suspect may pose a danger to the officer or others, consistent with all search and seizure issues, training and experience are key to guiding an officer's actions and understanding boundaries and limitations.
- The edit level in **FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT** has been changed to "Federal." While there is no specific citation attached to this content, it reflects constitutional rights of the detainee.
- Spacing issues, in and around letter lists have been corrected throughout this policy.
- Index terms have been removed from the policy as their function has been replaced by the KMS Manual Text Search feature.

## Chapter 10 – Personnel

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### Reporting of Arrests, Convictions and Court Orders

A review of this policy has resulted in the following changes:

- Statutory references have been updated in **OTHER CRIMINAL CONVICTIONS AND COURT ORDERS**.

### Sick Leave

2018 Michigan SB 1175, effective March 29, 2019, was enacted to amend 2018 PA 338. The Michigan Paid Medical Leave Act provides workers with the right to earn sick time for personal or family health needs, as well as purposes related to domestic violence and sexual assault, and school meetings needed as the result of a child's disability, health issues, or issues due to domestic violence and sexual assault. It also specifies the conditions for accruing and using earned sick time, and prohibits retaliation against an employee for requesting, exercising, or enforcing rights granted in this Act. Changes to this policy include:

- A reference and a citation have been added to **PURPOSE AND SCOPE**.
- A new section, **STATE MANDATES AND OTHER RELEVANT LAWS**, has been added to address the legislative changes.
- A new subsection, **MICHIGAN PAID MEDICAL LEAVE ACT**, has been added to **STATE MANDATES AND OTHER RELEVANT LAWS** to address the specifics of the Act.



## **Personnel Complaints**

Questions associated with this policy have been added to the General Information Questionnaire. You should complete the Questionnaire so that content related to both the time limit for completion of personnel complaint investigations and at-will and probationary employee discipline are customized for your agency.

Unrelated to the General Information Questionnaire update, changes include:

- Character spacing has been corrected in **PROBATIONARY EMPLOYEES AND OTHER MEMBERS**. Your policy may not have this update since it is dependent on how the General Information Questionnaire has customized the policy for your agency.

## RULES OF PROCEDURE OF THE MARINE CITY COMMISSION

### 1. AUTHORITY

These Rules of Procedure are adopted pursuant to the provisions of Section 6.7 of the Marine City Charter. These Rules of Procedure are intended to promote and ensure orderly and efficient public meetings. They are adopted in order to facilitate the concept of good government being conducted decently and in good order.

### 2. REGULAR MEETINGS

Regular City Commission meetings shall be held on the first and third Thursdays of each month at 7:00 P.M. The meetings shall be held at the ~~Fire Hall~~ designated City Commission Chambers unless a different meeting place is established by a majority vote of the City Commission at the previous meeting. When a regular meeting date falls on a holiday, the meeting shall be considered canceled without any further action by the Commission. Another meeting date may be established by a majority of the Commission. The City Clerk shall establish an annual regular meeting calendar for the City Commission and all other Commissions & and Boards.

### 3. SPECIAL MEETINGS

In accordance with Section 6.2 of the City Charter, special meetings shall be called by the Clerk only on the written request of the Mayor, the City Manager, or any two members of the Commission on at least 24 hours written notice to each member of the Commission, served personally or left at his/her usual place of residence. A special meeting may be held on shorter notice if all members of the Commission are present or have waived notice thereof in writing and public notice has been given timely provided as required by the Open Meetings Act. The agenda for any special meeting shall not be amended at the meeting.

### 4. PRESIDING OFFICER

The Mayor shall be the presiding officer of the City Commission. In the absence of the Mayor, the Mayor Pro-Tem shall preside. If both the Mayor and Mayor Pro-Tem are absent, the City Clerk shall call the Commission to order and shall preside for the choice of electing the presiding officer ~~to be elected by the~~ members present. If no quorum is present, the City Clerk shall adjourn the meeting. The presiding officer may move, second, and debate from the Chair subject only to such limitations as are imposed on all members and shall be not deprived of any rights and privileges of a Commissioner by reason of his/her acting as the presiding officer. The presiding officer shall take action as necessary



to maintain an orderly meeting. With a majority vote of the Commission, the presiding officer may have a disrupting person or persons removed from a meeting. That action does not apply to any future meetings and shall only apply to the balance of the meeting at issue.

## **5. MEETING AGENDAS**

The Agendas for all Commission meetings shall be prepared by the City Manager with the assistance of the ~~Mayor/Chairperson~~presiding officer. The City Clerk shall furnish a copy of the Agenda to each member of the Commission and the City Attorney. Included with the Agenda shall be copies of reports, communications, contract documents, or other materials that are to be considered on the Agenda. Communications, reports, contracts or other material may be presented at the meeting when they are received by the City Manager or any Commissioner after the Agenda is prepared and delivered to the Commissioners. The Commission may act on these items as presented or, if requested by any one Commissioner, consideration of these items may be postponed to the next regular or to a special meeting.

## **6. DECORUM AND ORDER**

Commissioners shall conduct themselves in a manner consistent with the dignity of their elected offices and shall act in a manner that engenders respect of the public, the City staff, and fellow members of the Commission.

Meetings are to be formal with sufficient enforcement of rules for ~~debate in order to control the expenditure of time~~. The presiding officer shall preserve decorum and decide all questions of order subject to the formal appeal to the Commission as a whole. Each person desiring to speak shall wait to be recognized by the presiding officer and then address all remarks to the presiding officer.

Commissioners shall confine remarks to the question under debate. A Commissioner, once recognized, shall not be interrupted while speaking unless a point of order is raised.

Commissioners shall not direct staff to initiate any action or prepare reports or initiate any projects or ~~study studies~~ without prior approval of the majority of the City Commission. (City Charter, Section 3.11).

## **7. VOTING**

All agenda matters are decided by a vote. The vote may be in the form of a showing of YES or NO, or the vote may be in the form of a roll call vote. Any Commissioner may request a roll call vote on any agenda item.

Every Commission member present when an ~~ordinance or resolution~~agenda item is put to a vote shall vote either YES or NO on a question during roll call. The

only exception to this requirement for voting shall be in the case of a ~~personal financial interest~~legally recognized conflict, which shall preclude a Commissioner from voting.

Every expenditure of city money requiring a vote shall be done by a roll call. Every Commission member present when an expenditure of city money is put to a vote shall vote either YES or NO on a question during roll call. The only exception to this requirement for voting shall be in the case of ~~personal financial interest~~a legally recognized conflict, which shall preclude a Commissioner from voting.

Any ~~member~~Commissioner shall have the right to express dissent against any motion, ordinance or resolution of the Commission and may request that the reasons be set forth in the minutes~~have reasons therefore entered upon the official minutes.~~

## **8. ORDER OF BUSINESS**

The business at all regular meetings of the Commission shall generally be transacted in the following order:

A. Call to Order

B. Moment of Silence/~~Prayer~~ and Pledge of Allegiance

C. Roll Call of Members

~~D. Communications~~

D. Approval of Agenda

E. Public Comment

~~F. A. Approval of Agenda~~

~~G. F. Approval of Minutes – City Commission~~

~~H. G. Consent Agenda – Minutes/Reports of Officers, Boards, Commissions and Committees, License Applications, Event Permits, Routine Communications, Financial Reports~~

H. Financial Business

I. Public Hearings

J. Unfinished Business

K. New Business



~~K.~~ Items removed from Consent Agenda

~~L.A.~~ Financial Business

~~M.L.~~ City Manager's Report

~~N.M.~~ Commissioner Privilege

~~O.N.~~ Closed Session, Under MCL 286

O. Adjournment

P. Any Commissioner may remove any item from the consent agenda. If removed, that item on the consent agenda shall become a regular agenda item and shall be presented accordingly. Once set, the consent agenda, in its entirety, shall be the subject of a roll call vote.

## **9. CITIZENS PARTICIPATION**

At that point in the Agenda titled "During Open Session Public Comment", any citizen may bring before the Commission any item of business or question. The Commission shall not take any action on any issue raised at Public Comment. The person shall rise to be recognized by the presiding officer. Upon being recognized, the person shall go immediately to the podium, and state his/her name and address and direct all comments to the presiding officer. The person exercising the right to public comment may voluntarily present a current address for the record, provided an address is not required to participate in public comment. It shall be the responsibility of the presiding officer to place a five (5) minutes time limit on the speaking of any individual. The Clerk shall maintain the official time and notify speakers when their time has expired. Any Commissioner may request the presiding officer to grant a speaker an extension of time.

Citizens may also be permitted to address the Commission upon recognition by the presiding officer while a particular agenda item is up for discussion. All speakers shall go directly to the podium and shall begin by stating their name and address. All remarks shall be directed to the presiding officer and confined to that specific agenda item and shall be subject to the time limitation, subject to the same protocol as public comment.

Any citizen can may tape record or videotape any regular or special meeting of the Commission. Anyone wanting to so record Commission meetings shall set up their equipment prior to the Commission meeting. Those recording shall not disrupt the Commission meeting for any reason.

## 10. PARLIAMENTARY PROCEDURE

The ~~Conduct~~ procedure of Commission meetings shall be in accordance with the procedures set forth below and in the preceding sections of these rules of order ~~herin~~. If an item arises not covered in these rules of order, the presiding officer shall rule on this question subject to an appeal to the full Commission by any one Commissioner.

- A. All business of the Commission shall be handled by motion, resolution or ordinance. Any member of the Commission may offer a motion or resolution, but such shall not be debated until it has been seconded by another Commission member. If no second is received, the motion shall be considered ~~lest~~void. The Commissioner who made the motion may withdraw any motion or resolution at any time up until the matter is the subject of a vote.
- B. When a main motion or resolution is under debate no motion shall be received by the following:
  - 1) To Adjourn
  - 2) To Take a Recess
  - 3) ~~To Table~~
  - 4) ~~3)~~ Move the Previous Question
  - 5) ~~To Postpone to a Certain Day~~
  - 6) ~~To Amend~~
  - 7) ~~To Postpone Indefinitely~~
- C. When two or more motions are on the table at one time, the following list shall set the precedence for the consideration of these motions. The motion at the top of the list has the highest precedence, the one at the bottom of the list, the lowest precedence.



- 1) Adjourn
- 2) Recess
- 3) Questions of Privilege
- 4) Lay on the Table
- 5) Previous Questions
- 6) Postpone to a Certain Time
- 7) Commit or Refer
- 8) Amend
- 9) Postpone Indefinitely
- 10) Main Motion

- D. ~~Motions to adjourn, motion to lay on the table, and a motion for a recess shall not be debatable.~~ When a recess is taken during the discussion of any question, the consideration of such question shall be resumed upon reassembling.
- E. A decision to table shall carry with it questions which were attached to the main item.
- F. If a motion or question is susceptible to a division it shall be divided at the request of any Commissioner.
- G. A motion to reconsider a vote shall be in order at the same meeting or at the next regular meeting. No question shall be reconsidered more than once. No motion to reconsider shall be entertained unless made by a Commissioner voting with the majority on the issue now set for reconsideration.
- H. Consideration of Motion. Attached to, and considered a part of these Rules of Procedure, is a listing showing the necessary requirements for each motion. Each motion shall be considered in accordance with that table.
- I. Right of Appeal. Any Commissioner may appeal to the full Commission a ruling of the presiding officer. If the appeal is seconded, the presiding officer shall immediately call the question of sustaining the decision of the ~~chair~~ presiding officer to a vote.

- J. Personal Privilege. The right of any Commission member to address the Commission on a question of personal privilege in cases where his/her integrity or vote is questioned shall be given preference over any discussion.
- K. Suspension of Rules. Any provision of parliamentary procedure not governed by the Charter or City Code may be temporarily suspended any meeting of the Commission by a majority vote.
- L. Commissioner Privilege. Under this Agenda item, no business can be transacted. It is an opportunity for Commissioners to make personal observations or comments. Therefore, acknowledgment or response from other Commissioners or city staff is not required at the meeting.

## 11. AMENDMENT TO RULES

These rules may be amended or new rules adopted by a majority vote of all Commissioners. Any such alteration of these rules of procedure shall be introduced in writing at a regular meeting and then shall be placed on the Agenda for the next regular meeting under New Business. This requirement shall be waived only by unanimous consent of all Commissioners by a roll call vote.

## 12. EXECUTIVE CLOSED SESSION MINUTES

~~The following procedures shall be followed:~~

- ~~A. A motion in regular session to adjourn to executive session for purpose of considering the executive session minutes of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.~~
- ~~B. Discussion at the executive session of the minutes presented and any appropriated amendments may be made by the Clerk at this time.~~
- ~~C. Adjournment of the executive session and reopening of the regular session.~~
- ~~D. A motion to approve the minutes of the executive session of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ as presented or amended.~~

~~The above procedure does not destroy the sanctity of the executive session minutes as it provides for discussion in closed sessions, and further complies with the requirement that all decisions must be made at a public meeting.~~

If upon review by any Commissioner there is a request made to the Clerk to amend the closed session meeting minutes, the amendments shall be presented to the Clerk prior to the next meeting, and approval of the closed session meeting minutes shall be placed on the next regular meeting in closed session for discussion, with action to follow in open session.



All discussion in ~~executive-closed~~ session is considered privileged and shall not be discussed outside the session.

### **13. COMMUNICATION WITH CONTRACTUAL EMPLOYEES**

Contractual employees on per-use billing, such as the City Attorney, Labor Attorney, etc., generate cost at each use. As such, the City Manager should initiate all tasks for the contractual employees.

- A. All routine questions should be made through the City Manager's office and forwarded to the contractual employee, if needed; unless there is a question of impropriety on the part of the City Manager.
- B. Commission members may independently contact contractual employees if the response from the City Manager did not fully satisfy the question and if the communication will not result in a charge to the city.
- C. The Mayor shall be able to contact the contractual employees ~~for the following reason~~—for clarification on procedures or agenda items in the absence of the City Manager.
- D. All communication with contractual employees must be during normal business hours, or by email, except in cases of emergency. The contractual employees will not be held to this restriction.
- E. Any communication from a Commissioner, and the response, must be documented by the billing contractual employee in the form of an email that is sent to the City Manager and all Commission members.
- F. Communications that are personal in nature or that the Commissioner has a personal interest in should not be entertained by the contractual employee unless brought forth by the majority of the Commission.
- G. The Commission can direct the contractual employee to perform services directly related to his contract, by a majority vote or resolution.

### **14. COMMUNICATION WITH SUBORDINATE BOARDS/COMMISSIONS**

It shall be the policy of the City Commission that sitting City Commission members shall not, unless appointed as a liaison member, provide oral or written comments at a subordinate Board/Commission meeting in situations where there is a private applicant seeking a defined approval. If the sitting City Commission member desires to have information presented, that information should be delivered to the liaison member or the City Clerk and made part of the Record accordingly.

Adopted: December 20, 1973

Effective: January 3, 1974

Amended: January 20, 1977  
October 6, 1994  
March 16, 2000  
September 6, 2001  
March 15, 2007  
December 6, 2007  
December 20, 2007  
May 6, 2010  
September 17, 2015  
February 2, 2017  
August \_\_, 2019

### **Consideration of Motion Requirements**

	<b>Debate</b>	<b>Amend</b>	<b>Vote</b>
Adjourn	<u>NO</u> <u>YES</u>	NO	Majority <u>in attendance</u>
Recess	<u>NO</u> <u>YES</u>	YES	Majority <u>in attendance</u>
Questions of Privilege	NO	NO	Majority <u>in attendance</u>
Lay on the Table (readdress later in the meeting)	<u>NO</u> <u>YES</u>	NO	Majority <u>in attendance</u>
Previous Question (Call the question to a vote)	NO	NO	2/3 <u>of those in attendance</u>
Postpone to a Certain Time (typically a future meeting date)	YES	YES	Majority <u>in attendance</u>
Commit or Refer (to Committee)	YES	YES	Majority <u>in attendance</u>
Amend	YES	YES	Majority <u>in attendance</u>
Postpone Indefinitely	YES	YES	Majority <u>in attendance</u>
Main Motion	YES	YES	Majority <u>in attendance</u>
Reconsider – can only be done at current meeting or next regular meeting	Same as original motion	NO	Majority <u>in attendance</u>
Rescind/Amend something previously adopted	YES	YES	Without prior notice, 2/3 or majority of full board, whichever is smaller <u>(4)</u> , otherwise simple majority of those in attendance
Suspension of Rules (Parliamentary Procedure)	NO	NO	Majority <u>in attendance</u>
Closed Session	<u>NO</u>	<u>NO</u>	Majority <u>in attendance</u>
Waive Competitive Bidding	<u>NO</u>	<u>NO</u>	<u>Unanimous</u>



**CITY OF MARINE CITY  
ST. CLAIR COUNTY, MICHIGAN  
RESOLUTION NO. 021-2019**

**RESOLUTION ADOPTING THE EMERGENCY SUPPORT PLAN**

**MEMORANDUM OF A RESOLUTION** of the City Commission of the City of Marine City, St. Clair County, Michigan, held in the Marine City Fire Hall, 200 S. Parker Street, Marine City, Michigan, on September 5, 2019 at 7:00 pm.

**PRESENT:**

**ABSENT:**

**WHEREAS**, the City of Marine City is in support of the St. Clair County Comprehensive Emergency Management Program; and

**WHEREAS**, the City of Marine City in its entirety to include the City of Marine City's Building, City Manager, Clerk, Department of Public Works, Police, and Treasurer Departments has approved the guidelines to support this program; and

**WHEREAS**, the City is required to approve any expenses regarding training and materials needed for emergency response, and

**WHEREAS**, St. Clair County Comprehensive Emergency Management Program has established and published procedures and design criteria for emergency functions for a natural disaster, technological incident or a hostile attack, and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF MARINE CITY, ST. CLAIR COUNTY, MICHIGAN THAT:**

**THE CITY COMMISSION FOR THE CITY OF MARINE CITY HEREBY ADOPTS THE EMERGENCY SUPPORT PLAN THROUGH THE ST. CLAIR COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PROGRAM.**

I hereby certify that the foregoing constitutes a true and complete copy of a Resolution duly adopted by the City Commission of the City of Marine City, County of St. Clair, State of Michigan at a regular meeting held on the 5th day of September, 2019 at which all members were present and none were absent, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and have been or will be made available as required by said act.

The following preamble and resolution were offered by Member \_\_\_\_\_,  
and supported by Member \_\_\_\_\_.

**AYES:**

**NAYS:**

**RESOLUTION DECLARED ADOPTED**

\_\_\_\_\_  
Dave Vandebossche, Mayor

\_\_\_\_\_  
Kristen Baxter, City Clerk



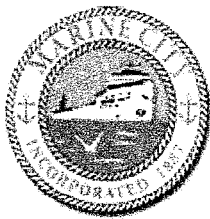


Office of City Clerk

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**APPLICATIONS RECEIVED FOR  
BOARD VACANCIES**

- 1) **Dangerous Building Board of Appeals**  
(1 vacancy for a State-Registered Architect)
  - Larry Nichols, 5412 Pointe Drive,  
East China Township
  
- 2) **Community & Economic Development Board**  
(1 vacancy for a business owner)
  - Robert Klingler, 7075 S. River Road,  
Cottrellville Township



# CITY OF MARINE CITY

## BOARDS AND COMMISSIONS APPLICATION

Name of Applicant: LARRY NICHOLS

RECEIVED  
AUG 22 2019

Address: \_\_\_\_\_

City of Marine City

Telephone: \_\_\_\_\_

Email: amnr@comcast.net

Indicate below which you are interested in serving on (may select more than one):

CITY COMMISSION ☐ ☐

HISTORICAL COMMISSION ☐ ☐

PLANNING COMMISSION ☐ ☐

LIBRARY BOARD ☐ ☐

ZONING BOARD OF APPEALS

DANGEROUS BUILDING BOARD

☐ ☐

OF APPEALS ☒ ☐

T.I.F.A. ☐ ☐

COMMUNITY & ECONOMIC

BOARD OF REVIEW ☐ ☐

DEVELOPMENT BOARD ☐ ☐

Please answer the following:

- |   | Yes                                 | No                                  |
|---|-------------------------------------|-------------------------------------|
| • Are you a Resident of the City of Marine City                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Are you a Registered Elector of the City of Marine City         | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Are you in default to the City (Taxes, Water Bills, Etc)        | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Are you in violation to the City (Blight, Building, Code, Etc.) | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Are you a State registered Architect or Engineer                | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |
| • Are you a Building Contractor                                   | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| • Are you currently employed by the City                          | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |

Comment on your area of interest and your experience in the community.  
Feel free to attach additional pages or a resume.

\_\_\_\_\_  
\_\_\_\_\_  
(Signature)

8-22-19  
(Date)





# CITY OF MARINE CITY

## BOARDS AND COMMISSIONS APPLICATION

Name of Applicant: Robert B Klingler

Address: MARINE CITY, MI 48039

Telephone: \_\_\_\_\_

Email: robert.b.klingler@klinglerautomatic.com

Indicate below which you are interested in serving on (may select more than one):

CITY COMMISSION ☐ ☐

HISTORICAL COMMISSION ☐ ☐

PLANNING COMMISSION ☐ ☐

LIBRARY BOARD ☐ ☐

ZONING BOARD OF APPEALS

DANGEROUS BUILDING BOARD

☐ ☐

OF APPEALS ☐ ☐

T.I.F.A. ☐ ☐

COMMUNITY & ECONOMIC

BOARD OF REVIEW ☐ ☐

DEVELOPMENT BOARD ☒ ☐

Please answer the following:

Yes No

- |   |                          |                                     |
|---|--------------------------|-------------------------------------|
| • Are you a Resident of the City of Marine City                   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Are you a Registered Elector of the City of Marine City         | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Are you in default to the City (Taxes, Water Bills, Etc)        | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Are you in violation to the City (Blight, Building, Code, Etc.) | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Are you a State registered Architect or Engineer                | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Are you a Building Contractor                                   | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| • Are you currently employed by the City                          | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Comment on your area of interest and your experience in the community.  
Feel free to attach additional pages or a resume.

RECEIVED

(Signature)

AUG 27 2019

8/26/19  
(Date)

City of Marine City



# M A R I N E C I T Y

**To:** City Commission  
**From:** Elaine Leven, City Manager  
**Date:** August 28, 2019  
**Re:** Commissioner Information Request

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I have received a request for information from Commissioner Hendrick for the following and look to the City Commission to determine if this is should be fulfilled as city business or a personal FOIA request:

- All internet history for all city owned computers since January 1, 2019
- All City Manager emails (included deleted) between city staff and Commissioners incoming and outgoing since January 1, 2019
- City Manager list of outstanding items to follow up on



Commissioner Lovett made a motion to set a Special Meeting on Thursday, February 25, 2016 to develop a dissemination plan for the PA33 Special Assessment. Motion failed due to no support.

Commissioner Meli said the newspaper was biased, and that he wanted to see the pros and cons of supporting the Public Act 33.

Mayor Skotarczyk said the city hired a professional to run the city and the Board should trust her with putting something factual together to inform the citizens of the PA33 Special Assessment. He called the question at this time.

Motion by Commissioner Avery, seconded by Mayor Skotarczyk, to instruct City Manager Leven to prepare information for facts of the Public Act 33 Special Assessment to be published in a one-quarter page advertisement in the Voice Newspaper, as well as in electronic media. Roll Call Vote. Ayes: Avery, Lovett, Simpson, Skotarczyk. Nays: Hendrick, Meli, Turner. Motion Carried. Commissioner Hendrick qualified her no vote due to the fact that the document could not be reviewed prior to being published.

### ***Commissioner Request for Information***

Mayor Skotarczyk explained that the City Manager received a request for all emails from 2015 for the police chief, city department heads, City Manager, and City Commissioners. City Manager Leven determined that the request was not "reasonable" due to the volume of the emails and the time and cost that would incur processing the request. She deferred the decision to the Board as the cost could be upward of \$2,000 to review the approximate 40,000 documents and asked if the request was something the Board would like to authorize.

Commissioner Hendrick identified herself as the person who was requesting the emails. She said her request was due to having to wait for requested documents months at a time. Commissioner Hendrick said she was getting suspicious and was beginning to feel like the local taxpayer and not trusting government too well.

City Attorney Downey confirmed that the decision was up to the City Manager and what she viewed as a reasonable request for information and the cost involved. He informed the Board that every document needed to be "scrubbed" for compliance under the Freedom of Information Act. He informed Commissioner Hendrick that she was entitled to file a FOIA request as a private citizen.

Commissioner Hendrick said the request did not include anything out of the ordinary and, as a Commissioner, she was entitled to the information to do her job. She said she was disappointed that the City Manager never came back to her to ask her to narrow the scope of her request.

Commissioner Turner said asking for emails from one year's time, was not a legitimate request.

Mayor Skotarczyk said the request was at the discretion of the City Manager and there was nothing in the Charter that said that the City Manager had to comply with a request from a single City Commissioner.

City Attorney Downey reinforced the Mayor's comment and stated that the City Manager had the discretion to honor the request or not. He suggested to Commissioner Hendrick that she come back with a request with a narrower scope.

No further action was taken by the Board at this time.

### ***Board Appointment ~ Board of Review***

An application was received from the following resident:

- Darlean Sugameli-Jarfas, 2025 South Parker Street

Motion by Commissioner Lovett, seconded by Commissioner Simpson, to approve the appointment of Darlean Sugameli-Jarfas as an alternate for the Board of Review with a term expiring December 31, 2018. All Ayes. Motion Carried.

## **FINANCIAL BUSINESS**

### ***Disbursements***

Motion by Commissioner Lovett, seconded by Commissioner Simpson, to approve total disbursements, including payroll, in the amount of \$173,489.86 as presented. Roll Call Vote. Ayes: Skotarczyk, Avery, Lovett, Simpson, Turner. Nays: Hendrick, Meli. Motion Carried.

**City of Marine City**

# Memo

**To:** Elaine Leven, City Manager  
**From:** Mary Ellen McDonald, CPFA/MiCPT  
Finance Director/Treasurer  
**Date:** 8/28/2019  
**Re:** Total Disbursements Including Payroll

---

Listed below is the breakdown by list for total Expenditures including Payroll

Total Expenditures including Payroll	\$660,791.47
List of Disbursements including Payroll (8/8/19-8/22/19)	\$490,597.29
Meeting Encumbrances	\$170,194.18
TOTAL	\$660,791.47

Thank you



**MEETING DATE 9/5/19****LOCAL STREET FUND**

Opening Balance	\$386,305.55			
Collections/Interest/Serv Chg	\$0.00	\$0.00	\$0.00	\$0.00
	\$386,305.55			
Disbursements/Payroll	-\$1,072.17	-\$234.97	-\$837.20	
Fund Transfer	\$0.00	\$0.00		
	\$385,233.38			
Encumbrances	-\$2,111.09			
Closing Balance	\$383,122.29			

**MAJOR STREET FUND**

Opening Balance	\$633,169.47			
Collections/Interest/Serv Chg	\$1,732.04	\$1,732.04	\$0.00	\$0.00
	\$634,901.51			
Disbursements/Payroll	-\$1,727.16	-\$138.59	-\$1,588.57	
Fund Transfer	\$0.00	\$0.00		
	\$633,174.35			
Encumbrances	-\$3,826.44			
Closing Balance	\$629,347.91			

**GENERAL FUND**

Opening Balance	\$1,828,645.77			
Collections/Interest/Serv. Chg	\$206,853.08	\$206,853.08	\$0.00	\$0.00
	\$2,035,498.85			
Disbursements/Payroll/ACH	-\$98,326.20	-\$15,601.63	-\$82,724.57	\$0.00
Fund Transfer	\$0.00	\$0.00		
	\$1,937,172.65			
Encumbrances	-\$60,255.16			
Closing Balance	\$1,876,917.49			

**WATER/SEWER FUND**

Opening Balance	\$1,192,526.19			
Collections/Interest/Serv. Chg	\$246,792.85	\$246,792.85	\$0.00	\$0.00
	\$1,439,319.04			
Disbursements/Payroll	-\$18,384.15	-\$703.74	-\$17,680.41	
Fund Transfer	\$0.00	\$0.00		
	\$1,420,934.89			
Encumbrances	-\$97,812.53			
Closing Balance	\$1,323,122.36			

**CEMETERY FUND**

Opening Balance	\$60,003.68			
Collections/Interest/Serv. Chg	\$720.00	\$720.00	\$0.00	\$0.00
	\$60,723.68			
Disbursements/Payroll	-\$1,452.78	\$0.00	-\$1,452.78	
Fund Transfer	\$0.00			
	\$59,270.90			
Encumbrances	-\$708.09			
Closing Balance	\$58,562.81			

**DRUG FORFEITURE FUND**

Opening Balance	\$9,090.34			
Collections	\$0.00	\$0.00		
	\$9,090.34			
Fund Transfer	\$0.00	\$0.00		
	\$9,090.34			
Encumbrances	\$0.00			
Closing Balance	\$9,090.34			

**TAX ACCOUNT FUND**

Opening Balance	\$110,500.03			
Collections/Serv Chg/Misc. Chgs	\$1,904,122.51	\$1,904,122.51	\$0.00	\$0.00
	\$2,014,622.54			
Disbursements	-\$362,108.97	-\$362,108.97		
	\$1,652,513.57			
Encumbrances	-\$5,480.87			
Closing Balance	\$1,647,032.70			

**MARINE CITY RETIREMENT FUND**

Opening Balance	\$129,682.22			
Collections/Interest/Account Fee	\$396.15	\$396.15	\$0.00	\$0.00
	\$130,078.37			
Disbursements/Payroll	\$0.00	\$0.00	\$0.00	
Transfers from Investment	\$0.00			
	\$130,078.37			
Encumbrances	\$0.00			
Closing Balance	\$130,078.37			

**MARINE CITY RETIREE HEALTH INSURANCE TRUST FUND**

Opening Balance	\$54,445.24			
Collections/Interest/Acct Fees	\$0.00	\$0.00	\$0.00	\$0.00
	\$54,445.24			
Disbursements	-\$7,525.86	-\$7,525.86		
Transfer from Investments	\$0.00	\$0.00		
	\$46,919.38			
Encumbrances	\$0.00			
Closing Balance	\$46,919.38			

**SPECIAL ASSESSMENT FUND**

Opening Balance	\$10,610.01			
Collections/Interest/Serv. Chgs	\$0.00	\$0.00	\$0.00	\$0.00
	\$10,610.01			
Disbursements	\$0.00	\$0.00		
Transfer	\$0.00	\$0.00		
Closing Balance	\$10,610.01			

**LIST OF DISBURSEMENTS  
AUGUST 8, 2019 - AUGUST 22, 2019**

Disbursements/ACH Withdrawal 8/8/19	\$9,129.85
Disbursements/ACH Withdrawal 8/15/19	\$679.19
Disbursements/ACH Withdrawal 8/16/19-8/22/19	\$376,504.72
Pay Ending 7/31/19	\$52,075.08
Pay Ending 8/14/19	\$52,208.45
<b>TOTAL</b>	<b>\$490,597.29</b>



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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY  
EXP CHECK RUN DATES 08/08/2019 - 08/08/2019

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JOURNALIZED  
PAID - CHECK TYPE: EFT  
DISBURSEMENTS 8/8/19  
ACH WITHDRAWAL 8/8/19

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		
D007	DTE ENERGY	07/31/2019	200191616296	FTB	MONTHLY STREET LIGHTING	
93542	PO BOX 630795	08/08/2019		N		9,129.85
08/01/2019	CINCINNATI OH, 45263-0795	/ /	0.0000	N		0.00
		09/03/2019		N		9,129.85

Paid  
\*7/1/19-7/31/19

GL NUMBER	DESCRIPTION	AMOUNT
101-448.000-926.000	MONTHLY STREET LIGHTING	9,129.85

VENDOR TOTAL: 9,129.85

TOTAL - ALL VENDORS: 9,129.85

FUND TOTALS:  
Fund 101 - GENERAL FUND

9,129.85

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY  
EXP CHECK RUN DATES 08/15/2019 - 08/15/2019

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PAID - CHECK TYPE: EFT  
DISBURSEMENTS 8/15/19  
ACH WITHDRAWAL 8/15/19

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

C252	COMCAST	08/21/2019	STATEMENT	FTB	HIGH-SPEED INTERNET/PHONE-WW	
93594	PO BOX 70219	08/15/2019		N		142.44
08/08/2019	PHILADELPHIA PA, 19176-0219	/ /	0.0000	Y		0.00
		08/29/2019		N		142.44

Paid  
\*229 S. WATER ST.  
8/21/19-9/20/19

GL NUMBER	DESCRIPTION	AMOUNT
592-549.000-850.000	HIGH-SPEED INTERNET/PHONE-WW	142.44

C252	COMCAST	08/19/2019	STATEMENT	FTB	HIGH-SPEED INTERNET/PHONE-CITY OFFICES	
93595	PO BOX 70219	08/15/2019		N		207.09
08/06/2019	PHILADELPHIA PA, 19176-0219	/ /	0.0000	Y		0.00
		08/27/2019		N		207.09

Paid  
\*303 S. WATER ST.  
8/19/19-9/18/19

GL NUMBER	DESCRIPTION	AMOUNT
101-172.000-850.000	HIGH-SPEED INTERNET/PHONE-CITY OFFICES	34.52
101-257.000-850.000	HIGH-SPEED INTERNET/PHONE-CITY OFFICES	34.52
101-215.000-850.000	HIGH-SPEED INTERNET/PHONE-CITY OFFICES	34.52
101-253.000-850.000	HIGH-SPEED INTERNET/PHONE-CITY OFFICES	34.52
101-371.000-850.000	HIGH-SPEED INTERNET/PHONE-CITY OFFICES	34.52
592-543.000-850.000	HIGH-SPEED INTERNET/PHONE-CITY OFFICES	17.24
592-547.000-850.000	HIGH-SPEED INTERNET/PHONE-CITY OFFICES	17.25
		207.09

C252	COMCAST	08/20/2019	STATEMENT	FTB	HIGH-SPEED INTERNET/PHONE-PD	
93596	PO BOX 70219	08/15/2019		N		253.61
08/07/2019	PHILADELPHIA PA, 19176-0219	/ /	0.0000	Y		0.00
		08/28/2019		N		253.61

Paid  
\*375 S. PARKER ST.  
8/20/19-9/19/19

GL NUMBER	DESCRIPTION	AMOUNT
101-301.000-850.000	HIGH-SPEED INTERNET/PHONE-PD	253.61

C252	COMCAST	08/14/2019	STATEMENT	FTB	MONTHLY PHONE SERV.-LITTLE LEAGUE PARK	
93597	PO BOX 70219	08/15/2019		N		76.05

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY  
EXP CHECK RUN DATES 08/15/2019 - 08/15/2019

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PAID - CHECK TYPE: EFT  
DISBURSEMENTS 8/15/19

ACH WITHDRAWAL 8/15/19

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		
08/01/2019	PHILADELPHIA PA, 19176-0219	/ /	0.0000	Y		0.00
		08/22/2019		N		76.05

Paid  
\*601 WARD ST.-ALARM SYSTEM  
8/14/19-9/13/19

GL NUMBER	DESCRIPTION	AMOUNT
101-756.000-850.000	MONTHLY PHONE SERV.-LITTLE LEAGUE PARK	76.05

VENDOR TOTAL: 679.19

TOTAL - ALL VENDORS: 679.19

FUND TOTALS:

Fund 101 - GENERAL FUND	502.26
Fund 592 - WATER/SEWER FUND	176.93



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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY  
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PAID  
DISBURSEMENTS 8/16/19-8/22/19  
ACH WITHDRAWAL 8/16/19-8/22/19

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

B015	BLUE CROSS-BLUE SHIELD OF MICH	08/01/2019	STATEMENT	FTB	MTHLY HEALTH INS PREMIUM-007006050-0001	
93566	PO BOX 674416	08/20/2019		N		7,525.86
08/06/2019	DETROIT MI, 48267-4416	/ /	0.0000	Y		0.00
		08/28/2019		N		7,525.86

Paid  
\*9/1/19-9/30/19

GL NUMBER	DESCRIPTION	AMOUNT
736-000.000-723.000	MTHLY HEALTH INS PREMIUM-007006050-0001	7,525.86

B015	BLUE CROSS-BLUE SHIELD OF MICH	08/01/2019	STATEMENT	FTB	MTHLY HEALTH INS PREMIUM-007006050-0000	
93567	PO BOX 674416	08/20/2019		N		5,470.16
08/06/2019	DETROIT MI, 48267-4416	/ /	0.0000	Y		0.00
		08/28/2019		N		5,470.16

Paid  
\*9/1/19-9/30/19

GL NUMBER	DESCRIPTION	AMOUNT
101-215.000-718.001	MTHLY HEALTH INS PREMIUM-007006050-0000	289.46
101-253.000-718.001	MTHLY HEALTH INS PREMIUM-007006050-0000	89.98
101-301.000-718.001	MTHLY HEALTH INS PREMIUM-007006050-0000	3,268.32
101-371.000-718.001	MTHLY HEALTH INS PREMIUM-007006050-0000	460.78
101-441.000-718.001	MTHLY HEALTH INS PREMIUM-007006050-0000	861.74
101-569.000-718.001	MTHLY HEALTH INS PREMIUM-007006050-0000	(53.54)
202-450.000-718.001	MTHLY HEALTH INS PREMIUM-007006050-0000	134.70
203-450.000-718.001	MTHLY HEALTH INS PREMIUM-007006050-0000	228.82
592-543.000-718.001	MTHLY HEALTH INS PREMIUM-007006050-0000	63.78
592-547.000-718.001	MTHLY HEALTH INS PREMIUM-007006050-0000	126.12
		5,470.16

VENDOR TOTAL: 12,996.02

E039	EAST CHINA SCHOOL DISTRICT	08/20/2019	STATEMENT	FTB	2019 SUMMER TAX 8/1/19-8/15/19	
93587	1585 MEISNER ROAD	08/20/2019		N		78,482.58
	ATTN: BUSINESS OFFICE					
08/20/2019	EAST CHINA MI, 48054-4143	/ /	0.0000	N		0.00
		08/25/2019		N		78,482.58

Paid  
\*2019 SUMMER TAX COLLECTIONS  
8/1/19-8/15/19

GL NUMBER	DESCRIPTION	AMOUNT
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DB: Marine City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY  
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PAID  
DISBURSEMENTS 8/16/19-8/22/19  
ACH WITHDRAWAL 8/16/19-8/22/19

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		
703-000.000-225.001		2019 SUMMER TAX 8/1/19-8/15/19			58,567.46	
703-000.000-225.001		2019 SUMMER TAX 8/1/19-8/15/19			3,128.40	
703-000.000-225.002		2019 SUMMER TAX 8/1/19-8/15/19			12,650.31	
703-000.000-225.002		2019 SUMMER TAX 8/1/19-8/15/19			913.88	
703-000.000-225.003		2019 SUMMER TAX 8/1/19-8/15/19			3,005.41	
703-000.000-225.003		2019 SUMMER TAX 8/1/19-8/15/19			217.12	
					78,482.58	

VENDOR TOTAL: 78,482.58

V024	FLAGSHIP-VISA	07/05/2019	STATEMENT	FTB	TOILET PAPER	
93554	3910 LAPEER RD	08/20/2019		N		17.39
07/05/2019	PORT HURON MI, 48060-2402	/ /	0.0000	N		0.00
		08/27/2019		N		17.39

Paid  
\*VG'S  
CITY OFFICES

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-752.000	TOILET PAPER	17.39

V024	FLAGSHIP-VISA	07/15/2019	STATEMENT	FTB	OMRON SOLID STATE RELAY	
93555	3910 LAPEER RD	08/20/2019		N		64.25
07/15/2019	PORT HURON MI, 48060-2402	/ /	0.0000	N		0.00
		08/27/2019		N		64.25

Paid  
\*AMAZON  
WATER PLANT

GL NUMBER	DESCRIPTION	AMOUNT
592-549.000-931.003	OMRON SOLID STATE RELAY	64.25

V024	FLAGSHIP-VISA	07/26/2019	STATEMENT	FTB	MML CONFERENCE-LODGING	
93556	3910 LAPEER RD	08/20/2019		N		409.47
07/26/2019	PORT HURON MI, 48060-2402	/ /	0.0000	N		0.00
		08/27/2019		N		409.47

Paid  
\*ELAINE LEVEN  
HOLIDAY INN  
ALPENA, MI  
7/23/19-7/26/19

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User: McDonald  
DB: Marine City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY  
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PAID  
DISBURSEMENTS 8/16/19-8/22/19  
ACH WITHDRAWAL 8/16/19-8/22/19

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT				
101-172.000-916.000	MML CONFERENCE-LODGING	409.47				
V024	FLAGSHIP-VISA	07/02/2019	STATEMENT	FTB	HEAVY DUTY SHIPPING TAPE	
93557	3910 LAPEER RD	08/20/2019		N		10.54
07/02/2019	PORT HURON MI, 48060-2402	/ /	0.0000	N		0.00
		08/27/2019		N		10.54

Paid  
\*AMAZON  
CITY OFFICES

GL NUMBER	DESCRIPTION	AMOUNT
101-172.000-755.000	HEAVY DUTY SHIPPING TAPE	1.76
101-257.000-755.000	HEAVY DUTY SHIPPING TAPE	1.76
101-215.000-755.000	HEAVY DUTY SHIPPING TAPE	1.76
101-253.000-755.000	HEAVY DUTY SHIPPING TAPE	1.76
101-371.000-755.000	HEAVY DUTY SHIPPING TAPE	1.76
592-543.000-755.000	HEAVY DUTY SHIPPING TAPE	0.87
592-547.000-755.000	HEAVY DUTY SHIPPING TAPE	0.87
		10.54

V024	FLAGSHIP-VISA	07/02/2019	STATEMENT	FTB	SMEAD EXPANDABLE FILE POCKETS	
93558	3910 LAPEER RD	08/20/2019		N		27.75
07/02/2019	PORT HURON MI, 48060-2402	/ /	0.0000	N		0.00
		08/27/2019		N		27.75

Paid  
\*AMAZON  
CITY OFFICES

GL NUMBER	DESCRIPTION	AMOUNT
101-172.000-755.000	SMEAD EXPANDABLE FILE POCKETS	4.62
101-257.000-755.000	SMEAD EXPANDABLE FILE POCKETS	4.63
101-215.000-755.000	SMEAD EXPANDABLE FILE POCKETS	4.63
101-253.000-755.000	SMEAD EXPANDABLE FILE POCKETS	4.63
101-371.000-755.000	SMEAD EXPANDABLE FILE POCKETS	4.62
592-543.000-755.000	SMEAD EXPANDABLE FILE POCKETS	2.31
592-547.000-755.000	SMEAD EXPANDABLE FILE POCKETS	2.31
		27.75

V024	FLAGSHIP-VISA	07/03/2019	STATEMENT	FTB	AT-A GLANCE MONTHLY WALL CALENDAR 2020	
93559	3910 LAPEER RD	08/20/2019		N		12.35
07/03/2019	PORT HURON MI, 48060-2402	/ /	0.0000	N		0.00



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DISBURSEMENTS 8/16/19-8/22/19  
ACH WITHDRAWAL 8/16/19-8/22/19

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

		08/27/2019		N		12.35
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Paid  
\*AMAZON  
CITY OFFICES

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-755.000	AT-A GLANCE MONTHLY WALL CALENDAR 2020	12.35

V024	FLAGSHIP-VISA	07/03/2019	STATEMENT	FTB	BANKERS BOX R-KIVE HEAVY	
93560	3910 LAPEER RD	08/20/2019		N		68.79
07/03/2019	PORT HURON MI, 48060-2402	/ /	0.0000	N		0.00
		08/27/2019		N		68.79

Paid  
\*AMAZON  
CITY OFFICES

GL NUMBER	DESCRIPTION	AMOUNT
101-253.000-755.000	BANKERS BOX R-KIVE HEAVY	22.93
592-543.000-755.000	BANKERS BOX R-KIVE HEAVY	22.93
592-547.000-755.000	BANKERS BOX R-KIVE HEAVY	22.93
		<hr/> 68.79

V024	FLAGSHIP-VISA	07/08/2019	STATEMENT	FTB	AVERY 8 TAB BINDER DIVIDERS	
93561	3910 LAPEER RD	08/20/2019		N		28.00
07/08/2019	PORT HURON MI, 48060-2402	/ /	0.0000	N		0.00
		08/27/2019		N		28.00

Paid  
\*AMAZON  
CITY OFFICES

GL NUMBER	DESCRIPTION	AMOUNT
101-172.000-755.000	AVERY 8 TAB BINDER DIVIDERS	4.67
101-257.000-755.000	AVERY 8 TAB BINDER DIVIDERS	4.67
101-215.000-755.000	AVERY 8 TAB BINDER DIVIDERS	4.67
101-253.000-755.000	AVERY 8 TAB BINDER DIVIDERS	4.67
101-371.000-755.000	AVERY 8 TAB BINDER DIVIDERS	4.67
592-543.000-755.000	AVERY 8 TAB BINDER DIVIDERS	2.32
592-547.000-755.000	AVERY 8 TAB BINDER DIVIDERS	2.33
		<hr/> 28.00

V024	FLAGSHIP-VISA	07/08/2019	STATEMENT	FTB	SMEAD FILE FOLDERS	
93562	3910 LAPEER RD	08/20/2019		N		19.49

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DISBURSEMENTS 8/16/19-8/22/19  
ACH WITHDRAWAL 8/16/19-8/22/19

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		
07/08/2019	PORT HURON MI, 48060-2402	/ /	0.0000	N		0.00
		08/27/2019		N		19.49

Paid  
\*AMAZON  
CITY OFFICES

GL NUMBER	DESCRIPTION	AMOUNT
101-172.000-755.000	SMEAD FILE FOLDERS	3.25
101-257.000-755.000	SMEAD FILE FOLDERS	3.25
101-215.000-755.000	SMEAD FILE FOLDERS	3.25
101-253.000-755.000	SMEAD FILE FOLDERS	3.25
101-371.000-755.000	SMEAD FILE FOLDERS	3.25
592-543.000-755.000	SMEAD FILE FOLDERS	1.62
592-547.000-755.000	SMEAD FILE FOLDERS	1.62
		19.49

V024	FLAGSHIP-VISA	07/15/2019	STATEMENT	FTB	POST IT NOTES & JUMBO PAPER CLIPS	
93563	3910 LAPEER RD	08/20/2019		N		17.98
07/15/2019	PORT HURON MI, 48060-2402	/ /	0.0000	N		0.00
		08/27/2019		N		17.98

Paid  
\*AMAZON  
CITY OFFICES

GL NUMBER	DESCRIPTION	AMOUNT
101-172.000-755.000	POST IT NOTES & JUMBO PAPER CLIPS	3.00
101-257.000-755.000	POST IT NOTES & JUMBO PAPER CLIPS	3.00
101-215.000-755.000	POST IT NOTES & JUMBO PAPER CLIPS	3.00
101-253.000-755.000	POST IT NOTES & JUMBO PAPER CLIPS	3.00
101-371.000-755.000	POST IT NOTES & JUMBO PAPER CLIPS	3.00
592-543.000-755.000	POST IT NOTES & JUMBO PAPER CLIPS	1.49
592-547.000-755.000	POST IT NOTES & JUMBO PAPER CLIPS	1.49
		17.98

V024	FLAGSHIP-VISA	07/30/2019	STATEMENT	FTB	BAND-AIDS-100 CT	
93564	3910 LAPEER RD	08/20/2019		N		6.97
07/30/2019	PORT HURON MI, 48060-2402	/ /	0.0000	N		0.00
		08/27/2019		N		6.97

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CITY OFFICES

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ACH WITHDRAWAL 8/16/19-8/22/19

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-752.000	BAND-AIDS-100 CT	6.97

V024	FLAGSHIP-VISA	07/03/2019	STATEMENT	FTB	DIGITAL SUBSCRIPTION	
93565	3910 LAPEER RD	08/20/2019		N		9.99
07/03/2019	PORT HURON MI, 48060-2402	/ /	0.0000	N		0.00
		08/27/2019		N		9.99

Paid  
\*THE TIMES HERALD

GL NUMBER	DESCRIPTION	AMOUNT
101-172.000-791.000	DIGITAL SUBSCRIPTION	9.99

VENDOR TOTAL: 692.97

M017	MARINE CITY GENERAL FUND	08/20/2019	STATEMENT	FTB	2019 SUMMER TAX 8/1/19-8/15/19	
93586	303 SOUTH WATER ST	08/20/2019		N		149,366.33
08/20/2019	MARINE CITY MI, 48039	/ /	0.0000	N		0.00
		08/25/2019		N		149,366.33

Paid  
\*2019 SUMMER TAX COLLECTIONS  
8/1/18-8/15/19

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-221.000	2019 SUMMER TAX 8/1/19-8/15/19	123,597.26
703-000.000-221.000	2019 SUMMER TAX 8/1/19-8/15/19	8,928.73
703-000.000-221.001	2019 SUMMER TAX 8/1/19-8/15/19	16,840.34
		149,366.33

VENDOR TOTAL: 149,366.33

S288	RELIANCE STANDARD LIFE INSURANCE CO	08/01/2019	STATEMENT	FTB	MONTHLY LIFE INSURANCE PREMIUM-8/19	
93593	P.O. BOX 3124	08/22/2019		N		185.44
07/16/2019	SOUTHEASTERN PA, 19398-3124	/ /	0.0000	Y		0.00
		08/22/2019		N		185.44

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-172.000-726.000	MONTHLY LIFE INSURANCE PREMIUM-8/19	15.20
101-215.000-726.000	MONTHLY LIFE INSURANCE PREMIUM-8/19	11.95
101-253.000-726.000	MONTHLY LIFE INSURANCE PREMIUM-8/19	3.99
101-301.000-726.000	MONTHLY LIFE INSURANCE PREMIUM-8/19	85.50



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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

101-371.000-726.000	MONTHLY LIFE INSURANCE PREMIUM-8/19				17.10	
101-441.000-726.000	MONTHLY LIFE INSURANCE PREMIUM-8/19				24.04	
101-569.000-726.000	MONTHLY LIFE INSURANCE PREMIUM-8/19				(0.67)	
202-450.000-726.000	MONTHLY LIFE INSURANCE PREMIUM-8/19				3.89	
203-450.000-726.000	MONTHLY LIFE INSURANCE PREMIUM-8/19				6.15	
592-543.000-726.000	MONTHLY LIFE INSURANCE PREMIUM-8/19				7.75	
592-547.000-726.000	MONTHLY LIFE INSURANCE PREMIUM-8/19				10.54	
					<u>185.44</u>	

VENDOR TOTAL: 185.44

S012	SEMCO ENERGY GAS CO	08/06/2019	STATEMENT	FTB	MONTHLY GAS SERVICE CHARGE-311709	
93598	PO BOX 740812	08/16/2019		N		18.84
08/06/2019	CINCINNATI OH, 45274-0812	/ /	0.0000	N		0.00
		09/04/2019		N		18.84

Paid  
\*300 S PARKER ST  
7/18/19-8/6/19

GL NUMBER	DESCRIPTION	AMOUNT
101-790.000-921.002	MONTHLY GAS SERVICE CHARGE-311709	18.84

S012	SEMCO ENERGY GAS CO	08/06/2019	STATEMENT	FTB	MONTHLY GAS SERVICE CHARGE-514044	
93599	PO BOX 740812	08/16/2019		N		14.81
08/06/2019	CINCINNATI OH, 45274-0812	/ /	0.0000	N		0.00
		09/04/2019		N		14.81

Paid  
\*303 S WATER ST  
7/8/19-8/6/19

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-921.002	MONTHLY GAS SERVICE CHARGE-514044	14.81

S012	SEMCO ENERGY GAS CO	08/06/2019	STATEMENT	FTB	MONTHLY GAS SERVICE CHARGE-219921	
93600	PO BOX 740812	08/16/2019		N		37.38
08/06/2019	CINCINNATI OH, 45274-0812	/ /	0.0000	N		0.00
		09/04/2019		N		37.38

Paid  
\*231 S WATER ST  
7/8/19-8/6/19

GL NUMBER	DESCRIPTION	AMOUNT
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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

592-549.000-921.002	MONTHLY GAS SERVICE CHARGE-219921				37.38	
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S012	SEMCO ENERGY GAS CO	08/06/2019	STATEMENT	FTB	MONTHLY GAS SERVICE CHARGE-273448	
93601	PO BOX 740812	08/16/2019		N		17.22
08/06/2019	CINCINNATI OH, 45274-0812	/ /	0.0000	N		0.00
		09/04/2019		N		17.22

Paid  
\*229 S WATER ST (GENERATOR)  
7/8/19-8/6/19

GL NUMBER	DESCRIPTION	AMOUNT
592-549.000-921.002	MONTHLY GAS SERVICE CHARGE-273448	17.22

S012	SEMCO ENERGY GAS CO	08/06/2019	STATEMENT	FTB	MONTHLY GAS SERVICE CHARGE-169102	
93602	PO BOX 740812	08/16/2019		N		14.81
08/06/2019	CINCINNATI OH, 45274-0812	/ /	0.0000	N		0.00
		09/04/2019		N		14.81

Paid  
\*405 S MAIN ST  
7/8/19-8/6/19

GL NUMBER	DESCRIPTION	AMOUNT
101-804.000-921.002	MONTHLY GAS SERVICE CHARGE-169102	14.81

S012	SEMCO ENERGY GAS CO	08/06/2019	STATEMENT	FTB	MONTHLY GAS SERVICE CHARGE-315021	
93603	PO BOX 740812	08/16/2019		N		104.93
08/06/2019	CINCINNATI OH, 45274-0812	/ /	0.0000	N		0.00
		09/04/2019		N		104.93

Paid  
\*1696 S PARKER ST  
7/8/19-8/6/19

GL NUMBER	DESCRIPTION	AMOUNT
592-545.000-921.002	MONTHLY GAS SERVICE CHARGE-315021	104.93

S012	SEMCO ENERGY GAS CO	08/06/2019	STATEMENT	FTB	MONTHLY GAS SERVICE CHARGE-326160	
93604	PO BOX 740812	08/16/2019		N		73.50
08/06/2019	CINCINNATI OH, 45274-0812	/ /	0.0000	N		0.00
		09/04/2019		N		73.50

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\*514 S PARKER ST  
7/8/19-8/6/19

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ACH WITHDRAWAL 8/16/19-8/22/19

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-921.002	MONTHLY GAS SERVICE CHARGE-326160	73.50

S012	SEMCO ENERGY GAS CO	08/06/2019	STATEMENT	FTB	MONTHLY GAS SERVICE CHARGE-295016	
93605	PO BOX 740812	08/16/2019		N		19.64
08/06/2019	CINCINNATI OH, 45274-0812	/ /	0.0000	N		0.00
		09/04/2019		N		19.64

Paid  
\*375 S PARKER ST  
7/8/19-8/6/19

GL NUMBER	DESCRIPTION	AMOUNT
101-301.000-921.002	MONTHLY GAS SERVICE CHARGE-295016	19.64

S012	SEMCO ENERGY GAS CO	08/06/2019	STATEMENT	FTB	MONTHLY GAS SERVICE CHARGE-123325C	
93606	PO BOX 740812	08/16/2019		N		31.75
08/06/2019	CINCINNATI OH, 45274-0812	/ /	0.0000	N		0.00
		09/04/2019		N		31.75

Paid  
\*304 S BELLE RIVER AVE  
7/8/19-8/6/19

GL NUMBER	DESCRIPTION	AMOUNT
592-546.000-921.002	MONTHLY GAS SERVICE CHARGE-123325C	31.75

S012	SEMCO ENERGY GAS CO	08/06/2019	STATEMENT	FTB	MONTHLY GAS SERVICE CHARGE-544346	
93607	PO BOX 740812	08/16/2019		N		14.81
08/06/2019	CINCINNATI OH, 45274-0812	/ /	0.0000	N		0.00
		09/04/2019		N		14.81

Paid  
\*260 S. PARKER  
7/8/19-8/6/19

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-921.002	MONTHLY GAS SERVICE CHARGE-544346	14.81

VENDOR TOTAL: 347.69

S204	ST CLAIR COUNTY TREASURER	08/20/2019	STATEMENT	FTB	2019 SUMMER TAX 8/1/19-8/15/19	
93588	200 GRAND RIVER AVE, SUITE 101	08/20/2019		N		134,260.06
08/20/2019	PORT HURON MI, 48060	/ /	0.0000	N		0.00
		08/25/2019		N		134,260.06



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DISBURSEMENTS 8/16/19-8/22/19  
ACH WITHDRAWAL 8/16/19-8/22/19

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

Paid  
\*2019 SUMMER TAX COLLECTIONS  
8/1/19-8/15/19

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-235.000	2019 SUMMER TAX 8/1/19-8/15/19	14,224.89
703-000.000-235.000	2019 SUMMER TAX 8/1/19-8/15/19	1,027.63
703-000.000-222.001	2019 SUMMER TAX 8/1/19-8/15/19	40,109.97
703-000.000-222.001	2019 SUMMER TAX 8/1/19-8/15/19	2,897.58
703-000.000-236.000	2019 SUMMER TAX 8/1/19-8/15/19	17,404.25
703-000.000-236.000	2019 SUMMER TAX 8/1/19-8/15/19	1,257.31
703-000.000-234.001	2019 SUMMER TAX 8/1/19-8/15/19	1,458.69
703-000.000-234.001	2019 SUMMER TAX 8/1/19-8/15/19	105.39
703-000.000-234.002	2019 SUMMER TAX 8/1/19-8/15/19	6,961.10
703-000.000-234.002	2019 SUMMER TAX 8/1/19-8/15/19	502.90
703-000.000-222.008	2019 SUMMER TAX 8/1/19-8/15/19	45,181.95
703-000.000-222.008	2019 SUMMER TAX 8/1/19-8/15/19	3,128.40
		134,260.06

VENDOR TOTAL: 134,260.06

USB20	U.S. BANK EQUIPMENT FINANCE	08/02/2019	391695855	FTB	COPIER LEASE PAYMENT	
93569	P.O. BOX 790448	08/20/2019		N		173.63
08/02/2019	SAINT LOUIS MO, 63179-0448	/ /	0.0000	N		0.00
		08/27/2019		N		173.63

Paid  
\*TOSHIBA  
ESTUDIO 5506 ACT  
SN# CHLF14551

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-884.000	COPIER LEASE PAYMENT	173.63

VENDOR TOTAL: 173.63

TOTAL - ALL VENDORS: 376,504.72

FUND TOTALS:

Fund 101 - GENERAL FUND	5,969.52
Fund 202 - MAJOR STREET FUND	138.59
Fund 203 - LOCAL STREET FUND	234.97
Fund 592 - WATER/SEWER FUND	526.81

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Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		
Fund 703 - TAX ACCOUNT FUND						362,108.97
Fund 736 - RETIREE HEALTH INS TRUST FUND						7,525.86

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ENCUMBRANCES 9/5/19

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

A023	AARON D ATKINSON	09/01/2019	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-9/19	
93570	1539 MEISNER ROAD	09/05/2019		N		35.00
09/01/2019	EAST CHINA MI, 48054	/ /	0.0000	N		0.00
		09/05/2019		N		35.00

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GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-850.000	MONTHLY PHONE REIMBURSEMENT-9/19	35.00

VENDOR TOTAL: 35.00

A167	ABC HOME AND COMMERCIAL SERVICES	06/26/2019	42360	FTB	CLEAN & RESTOCK ADA & STANDARD UNITS	
93652	8061 MARSH ROAD	09/05/2019	000006792	N		52.50
08/20/2019	CLAY TOWNSHIP MI, 48001-3401	/ /	0.0000	N		0.00
		09/05/2019		N		52.50

Paid

\*E. ST. CLAIR ST.-6/26/19

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-756.000-802.000	CLEAN & RESTOCK ADA & STANDARD UNITS	52.50	52.50

A167	ABC HOME AND COMMERCIAL SERVICES	07/18/2019	42360A	FTB	MONTHLY CLEANING & RESTOCKING	
93653	8061 MARSH ROAD	09/05/2019	000006751	N		157.50
08/20/2019	CLAY TOWNSHIP MI, 48001-3401	/ /	0.0000	N		0.00
		09/05/2019		N		157.50

Paid

\*E ST. CLAIR ST.

7/4/19

7/12/19

7/18/19

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-756.000-802.000	MONTHLY CLEANING & RESTOCKING	157.50	157.50

A167	ABC HOME AND COMMERCIAL SERVICES	06/26/2019	42361	FTB	CLEAN & RESTOCK ADA & STANDARD UNITS	
93648	8061 MARSH ROAD	09/05/2019	000006792	N		52.50
07/20/2019	CLAY TOWNSHIP MI, 48001-3401	/ /	0.0000	N		0.00
		09/05/2019		N		52.50

Paid

\*KING ROAD PARK

6/26/19

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-756.000-802.000	CLEAN & RESTOCK ADA & STANDARD UNITS	52.50	52.50



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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
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A167	ABC HOME AND COMMERCIAL SERVICES	07/20/2019	42361A	FTB	MONTHLY CLEANING & RESTOCKING	
93649	8061 MARSH ROAD	09/05/2019	000006751	N		157.50
07/20/2019	CLAY TOWNSHIP MI, 48001-3401	/ /	0.0000	N		0.00
		09/05/2019		N		157.50

Paid  
\*KING ROAD PARK  
7/4/19  
7/12/19  
7/18/19

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-756.000-802.000	MONTHLY CLEANING & RESTOCKING	157.50	157.50

A167	ABC HOME AND COMMERCIAL SERVICES	06/26/2019	42362	FTB	CLEAN & RESTOCK STANDARD UNIT	
93650	8061 MARSH ROAD	09/05/2019	000006792	N		23.75
07/20/2019	CLAY TOWNSHIP MI, 48001-3401	/ /	0.0000	N		0.00
		09/05/2019		N		23.75

Paid  
\*CEMETERY-6/26/19

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
209-000.000-802.000	CLEAN & RESTOCK STANDARD UNIT	23.75	23.75

A167	ABC HOME AND COMMERCIAL SERVICES	07/20/2019	42362A	FTB	CLEANING & RESTOCKING UNIT	
93651	8061 MARSH ROAD	09/05/2019	000006751	N		71.25
07/20/2019	CLAY TOWNSHIP MI, 48001-3401	/ /	0.0000	N		0.00
		09/05/2019		N		71.25

Paid  
\*CEMETERY  
7/4/19  
7/12/19  
7/18/19

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
209-000.000-802.000	CLEANING & RESTOCKING UNIT	71.25	71.25

A167	ABC HOME AND COMMERCIAL SERVICES	08/17/2019	42394	FTB	CLEAN & RESTOCK UNITS	
93609	8061 MARSH ROAD	09/05/2019	000006751	N		210.00
08/17/2019	CLAY TOWNSHIP MI, 48001-3401	/ /	0.0000	N		0.00
		08/16/2019		N		210.00

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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

Paid  
\*E. ST. CLAIR ST.  
7/25/19  
7/31/19  
8/6/19  
8/14/19

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-756.000-802.000	CLEAN & RESTOCK UNITS	210.00	210.00

A167	ABC HOME AND COMMERCIAL SERVICES	08/17/2019	42395	FTB	CLEANING & RESTOCKING UNITS	
93608	8061 MARSH ROAD	09/05/2019	000006751	N		210.00
08/17/2019	CLAY TOWNSHIP MI, 48001-3401	/ /	0.0000	N		0.00
		09/16/2019		N		210.00

Paid  
\*KING ROAD  
7/25/19  
7/31/19  
8/6/19  
8/14/19

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-756.000-802.000	CLEANING & RESTOCKING UNITS	210.00	210.00

VENDOR TOTAL: 935.00

C072	ADVANCE AUTO PARTS	08/08/2019	5880-339434	FTB	BRAKE PAD SET-SLVR SEMI MET	
93545	3033 KING ROAD	09/05/2019	000006702	N		14.29
08/08/2019	EAST CHINA MI, 48054	/ /	0.0000	N		0.00
		09/07/2019		N		14.29

Paid  
\*2000 FORD F-250 SUPER DUTY

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-441.000-932.000	BRAKE PAD SET-SLVR SEMI MET	14.29	14.29

C072	ADVANCE AUTO PARTS	08/08/2019	5880-339442	FTB	CORE RETURN/BRK CAL W/BRKT-RMFD	
93546	3033 KING ROAD	09/05/2019	000006702	N		35.09
08/08/2019	EAST CHINA MI, 48054	/ /	0.0000	N		0.00
		09/07/2019		N		35.09

Paid  
\*2005 FORD F-250 SUPER DUTY  
CORE RETURN FROM ORIGINAL INV# 339442

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-932.000	CORE RETURN/BRK CAL W/BRKT-RMFD	(60.00)
101-441.000-932.000	BRK CAL W/BRKT-RMFD (2)	95.09
		<u>35.09</u>

C072	ADVANCE AUTO PARTS	08/09/2019	5880-339544	FTB	BRK CAL W/BRKT-RMFD	
93544	3033 KING ROAD	09/05/2019	000006702	N		123.74
08/09/2019	EAST CHINA MI, 48054	/ /	0.0000	N		0.00
		09/08/2019		N		123.74

Paid  
\*2005 FORD EXPEDITION

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-441.000-932.000	BRK CAL W/BRKT-RMFD	123.74	123.74

C072	ADVANCE AUTO PARTS	08/12/2019	5880-339704	FTB	BRAKE ROTOR	
93543	3033 KING ROAD	09/05/2019	000006702	N		44.19
08/12/2019	EAST CHINA MI, 48054	/ /	0.0000	N		0.00
		09/05/2019		N		44.19

Paid  
\*2005 FORD EXPEDITION

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-441.000-932.000	BRAKE ROTOR	44.19	44.19

C072	ADVANCE AUTO PARTS	08/12/2019	5880-339708	FTB	BRK CAL W/BRKT-RMFD-CORE RETURN	
93547	3033 KING ROAD	09/05/2019	000006702	N		(75.00)
08/12/2019	EAST CHINA MI, 48054	/ /	0.0000	N		0.00
		09/11/2019		N		(75.00)

Paid  
\*CORE RETURN TO ORIGINAL INV# 339544

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-932.000	BRK CAL W/BRKT-RMFD-CORE RETURN	(75.00)

C072	ADVANCE AUTO PARTS	08/13/2019	5880-339792	FTB	BRAKE HOSES	
93610	3033 KING ROAD	09/05/2019	000006702	N		55.89
08/13/2019	EAST CHINA MI, 48054	/ /	0.0000	N		0.00
		09/12/2019		N		55.89

Paid  
\*DPW

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

101-441.000-932.000	BRAKE HOSES				55.89	55.89
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VENDOR TOTAL: 198.20

A256	AMERICAN CHIROPRACTIC MEDICAL SERV.	09/05/2019	STATEMENT	FTB	REFUND-OVERPAYMENT 2019 SUMMER PP	
93656	621 CHARTIER	09/05/2019		N		12.86
	SUITE B					
08/28/2019	MARINE CITY MI, 48039	/ /	0.0000	N		0.00
		09/05/2019		N		12.86

Paid  
\*2019 SUMMER PERSONAL PROPERTY TAX  
#02-999-0621-010  
621 CHARTIER SUITE B

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-275.000	REFUND-OVERPAYMENT 2019 SUMMER PERS PROP	12.86

VENDOR TOTAL: 12.86

R011	ASCENSION MICHIGAN AT WORK	07/31/2019	360929	FTB	DOT PHYSICAL EXAM- AARON ATKINSON	
93611	22255 GREENFIELD RD. #422	09/05/2019	000006780	N		62.00
08/06/2019	SOUTHFIELD MI, 48075	/ /	0.0000	N		0.00
		09/05/2019		N		62.00

Paid  
GL NUMBER DESCRIPTION AMOUNT AMT RELIEVED  
101-441.000-731.000 DOT PHYSICAL EXAM- AARON ATKINSON 62.00 62.00

VENDOR TOTAL: 62.00

B131	BLUE WATER FUEL MANAGEMENT	07/31/2019	STATEMENT	FTB	MONTHLY FUEL EXPENSES-PD	
93548	36065 WATER ST	09/05/2019		N		1,237.26
	PO BOX 430					
07/31/2019	RICHMOND MI, 48062-0430	/ /	0.0000	N		0.00
		09/05/2019		N		1,237.26

Paid  
\*MONTH OF JULY 2019

GL NUMBER	DESCRIPTION	AMOUNT
101-301.000-759.000	MONTHLY FUEL EXPENSES-PD	1,237.26

VENDOR TOTAL: 1,237.26

B008	BLUE WATER SPORTSMAN'S ASSOCIATION	08/06/2019	080619	FTB	OFFICER USE OF OUTDOOR RANGE	
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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		
93612	4866 RAVENSWOOD	09/05/2019	000006778	N		80.00
08/06/2019	KIMBALL MI, 48074	/ /	0.0000	N		0.00
		09/05/2019		N		80.00

Paid  
\*FIREARMS QUALIFICATION 7/25/19 & 8/5/19

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-301.000-915.000	OFFICER USE OF OUTDOOR RANGE	80.00	80.00

VENDOR TOTAL: 80.00

A275	BRIAN ATHERTON	09/01/2019	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-9/19	
93571		09/05/2019		N		35.00
	147 ROBERTSON					
09/01/2019	MARINE CITY MI, 48039	/ /	0.0000	N		0.00
		09/05/2019		N		35.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-850.000	MONTHLY PHONE REIMBURSEMENT-9/19	35.00

VENDOR TOTAL: 35.00

C033	CITY OF ST CLAIR	06/30/2019	19-0001121	FTB	CHANNEL SIX SUPPORT SERVICES	
93613	CABLE CHANNEL SIX	09/05/2019	000006762	N		7,812.22
	547 N CARNEY DRIVE					
08/22/2019	ST CLAIR MI, 48079	/ /	0.0000	N		0.00
		09/21/2019		N		7,812.22

Paid  
\*4/1/19-6/30/19  
\$15,624.44 X 50%  
PAYMENT RECEIVED 8/13/19

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-265.000-802.000	CHANNEL SIX SUPPORT SERVICES	7,812.22	7,812.22

VENDOR TOTAL: 7,812.22

C350	COMCAST BUSINESS	08/15/2019	86863431	FTB	BUSINESS VOICE EDGE	
93614	PO BOX 37601	09/05/2019		N		481.60
08/15/2019	PHILADELPHIA PA, 19101-0601	/ /	0.0000	N		0.00
		09/15/2019		N		481.60

Paid  
\*8/15/19-9/14/19

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT
101-172.000-850.000	BUSINESS VOICE EDGE	35.31
101-257.000-850.000	BUSINESS VOICE EDGE	35.31
101-215.000-850.000	BUSINESS VOICE EDGE	35.31
101-253.000-850.000	BUSINESS VOICE EDGE	35.31
101-371.000-850.000	BUSINESS VOICE EDGE	35.31
592-543.000-850.000	BUSINESS VOICE EDGE	17.64
592-547.000-850.000	BUSINESS VOICE EDGE	17.64
101-441.000-850.000	BUSINESS VOICE EDGE	93.37
101-301.000-850.000	BUSINESS VOICE EDGE	132.17
592-549.000-850.000	BUSINESS VOICE EDGE	44.23
		481.60

VENDOR TOTAL: 481.60

C105	CONTRACTORS CONNECTION INC	08/22/2019	7135139	FTB	DD SLING 3" X 8' /3" X 6' EYE/EYE SLING	
93657	2644 AUBURN ROAD	09/05/2019	000006795	N		114.40
08/22/2019	SHELBY TOWNSHIP MI, 48317	/ /	0.0000	N		0.00
		09/21/2019		N		114.40

Paid  
\*SYSTEM MAINTENANCE WATER  
SYSTEM MAINTENANCE SEWER

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-544.000-934.000	DD SLING 3" X 8' /3" X 6' EYE/EYE SLING	57.20	57.20
592-548.000-934.000	DD SLING 3" X 8' /3" X 6' EYE/EYE SLING	57.20	57.20
		114.40	114.40

VENDOR TOTAL: 114.40

C261	CORELOGIC CENTRALIZED REFUNDS	09/05/2019	STATEMENT	FTB	REFUND-OVERPAYMENT OF 2019 SUMMER TAX	
93590	P.O. BOX 9202	09/05/2019		N		0.00
08/22/2019	COPPELL TX, 75019-9760	09/05/2019	0.0000	Y		0.00
		09/05/2019		N		805.80

Paid  
\*REFUND: SUMMER TAX RECPT (02-325-0011-000, DATE: 08/22/2019, RECPT #: 00001140)  
OVERPAYMENT OF 2019 SUMMER TAX - JULY 2019 BOARD OF REVIEW CHANGE

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-275.000	REFUND-OVERPAYMENT OF 2019 SUMMER TAX	805.80

C261	CORELOGIC CENTRALIZED REFUNDS	09/05/2019	STATEMENT	FTB	REFUND-DUPLICATE 2019 SUMMER TAX PAYMEN	
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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		
93591	P.O. BOX 9202	09/05/2019		N		0.00
08/22/2019	COPPELL TX, 75019-9760	09/05/2019	0.0000	Y		0.00
		09/05/2019		N		2,001.05

Paid  
\*REFUND: SUMMER TAX RECPT (02-475-0185-000, DATE: 08/22/2019, RECPT #: 00001141)  
DUPLICATE PAYMENT OF 2019 SUMMER TAX

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-275.000	REFUND-DUPLICATE 2019 SUMMER TAX PAYMENT	2,001.05

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
C261	CORELOGIC CENTRALIZED REFUNDS	09/05/2019	STATEMENT	FTB	DUPLICATE PAYMENT-2019 SUMMER TAX	
93592	P.O. BOX 9202	09/05/2019		N		0.00
08/22/2019	COPPELL TX, 75019-9760	09/05/2019	0.0000	Y		0.00
		09/05/2019		N		1,287.86

Paid  
\*REFUND: SUMMER TAX RECPT (02-375-0040-000, DATE: 08/22/2019, RECPT #: 00001142)  
REFUND-DUPLICATE PAYMENT OF 2019 SUMMER TAX

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-275.000	DUPLICATE PAYMENT-2019 SUMMER TAX	1,287.86

VENDOR TOTAL: 4,094.71

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
D161	DANIEL BAXENDALE II	09/01/2019	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT 9/19	
93572	2209 TRAVERSE DRIVE	09/05/2019		N		35.00
09/01/2019	TROY MI, 48085	/ /	0.0000	N		0.00
		09/05/2019		N		35.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-301.000-850.000	MONTHLY PHONE REIMBURSEMENT-9/19	35.00

VENDOR TOTAL: 35.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
D80	DANIEL DEGUEISIPPE	09/01/2019	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-9/19	
93573	5853 MARKEL ROAD	09/05/2019		N		35.00
09/01/2019	COTTRELLVILLE TOWNSHIP MI, 48039	/ /	0.0000	N		0.00
		09/05/2019		N		35.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-850.000	MONTHLY PHONE REIMBURSEMENT-9/19	35.00

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Invoice Notes		Due Date		1099		

VENDOR TOTAL: 35.00

E010	ELAINE LEVEN	09/01/2019	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-9/19	
93574	8341 COLONY DRIVE	09/05/2019		N		40.00
09/01/2019	CLAY TWP MI, 48001	/ /	0.0000	N		0.00
		09/05/2019		N		40.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-172.000-850.000	MONTHLY PHONE REIMBURSEMENT-9/19	40.00

VENDOR TOTAL: 40.00

E086	EMTERRA ENVIRONMENTAL USA CORP	07/31/2019	321546	FTB	FLAT RATE FUEL SURCHARGE	
93616	1606 E WEBSTER ROAD	09/05/2019		N		(946.80)
07/31/2019	FLINT MI, 48505	/ /	0.0000	N		0.00
		09/05/2019		N		(946.80)

Paid

\*7/1/19-7/31/19

GL NUMBER	DESCRIPTION	AMOUNT
101-528.000-802.000	CONTRACTUAL SERVICES	(946.80)

E086	EMTERRA ENVIRONMENTAL USA CORP	08/01/2019	323961	FTB	TRASH & RECYCLING	
93615	1606 E WEBSTER ROAD	09/05/2019		N		22,951.92
08/01/2019	FLINT MI, 48505	/ /	0.0000	N		0.00
		09/05/2019		N		22,951.92

Paid

\*8/1/19-8/31/19

GL NUMBER	DESCRIPTION	AMOUNT
101-528.000-802.000	TRASH & RECYCLING	22,881.00
101-528.000-802.000	MICHIGAN LANDFILL FEE	70.92
		22,951.92

VENDOR TOTAL: 22,005.12

E007	ETNA SUPPLY COMPANY	08/09/2019	S103181797.001	FTB	6 X 10 FT PVC SCH40 BE PIPE (100)	
93549	PO BOX 772107	09/05/2019	000006711	N		340.00
08/09/2019	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		09/05/2019		N		340.00

Paid

\*SYSTEM MAINTENANCE SEWER

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-544.000-934.000	6 X 10 FT PVC SCH40 BE PIPE (100)	340.00	340.00

E007	ETNA SUPPLY COMPANY	08/08/2019	S103181961.001	FTB	9.45 X 6 SS TAPPING SLEEVE W/ DI FLG	
93550	PO BOX 772107	09/05/2019	000006711	N		548.00
08/08/2019	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		09/05/2019		N		548.00

Paid  
\*HYDRANT REPAIR-WATER SYSTEM MAINTENANCE

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-548.000-934.000	9.45 X 6 SS TAPPING SLEEVE W/ DI FLG	548.00	548.00

E007	ETNA SUPPLY COMPANY	08/09/2019	S103182876.001	FTB	8 X 20 FT PVC 80 PIPE/8 PVC 90 ELL SOC	
93618	PO BOX 772107	09/05/2019	000006766	N		342.00
08/09/2019	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		09/05/2019		N		342.00

Paid  
\*USING READY TO SERVE SEWER FEES  
STP RETURN SLUDGE PUMP

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-000.000-154.000	8 X 20 FT PVC 80 PIPE	258.00	258.00
592-000.000-154.000	8 PVC 90 ELL	84.00	84.00
		342.00	

E007	ETNA SUPPLY COMPANY	08/15/2019	S103192341.001	FTB	8 PVC 45 ELL SOC	
93617	PO BOX 772107	09/05/2019	000006784	N		336.00
08/15/2019	DETROIT MI, 48277-2107	/ /	0.0000	N		0.00
		09/05/2019		N		336.00

Paid  
\*USING READY TO SERVE FEES-SEWER  
RETURN SLUDGE PUMP INSTALL-WWTP

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-000.000-154.000	8 PVC 45 ELL SOC	336.00	336.00

VENDOR TOTAL:					1,566.00
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FV150	F & V OPERATIONS RESOURCE MGMT	07/24/2019	2819	FTB	OPERATIONS OF WATER PLANT & WASTEWATER	
93551	2960 LUCERNE DRIVE SE SUITE 100	09/05/2019	000006761	N		31,208.33
07/24/2019	GRAND RAPIDS MI, 49546	/ /	0.0000	N		0.00
		09/05/2019		N		31,208.33



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Paid  
\*JULY 2019

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-545.000-802.000	OPERATIONS OF WATER & WWTP PLANT	11,859.15	11,859.15
592-549.000-802.000	OPERATIONS OF WATER & WWTP PLANT	19,349.18	19,349.18
		<u>31,208.33</u>	

FV150	F & V OPERATIONS RESOURCE MGMT	08/01/2019	2857	FTB	OPERATIONS OF WATER PLANT & WASTEWATER	
93552	2960 LUCERNE DRIVE SE SUITE 100	09/05/2019	000006761	N		31,208.33
08/01/2019	GRAND RAPIDS MI, 49546	/ /	0.0000	N		0.00
		09/05/2019		N		31,208.33

Paid  
\*AUGUST 2019

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-545.000-802.000	OPERATIONS OF WATER & WWTP PLANT	11,859.15	11,859.15
592-549.000-802.000	OPERATIONS OF WATER & WWTP PLANT	19,349.18	19,349.18
		<u>31,208.33</u>	

VENDOR TOTAL: 62,416.66

B017	FOSTER BLUE WATER OIL LLC	08/15/2019	1922604540	FTB	DIESEL FUEL	
93620	PO BOX 550	09/05/2019	000006697	N		654.86
08/15/2019	RICHMOND MI, 48062-0550	/ /	0.0000	N		0.00
		09/05/2019		N		654.86

Paid  
\*DPW

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-441.000-758.000	DIESEL FUEL	654.86	654.86

VENDOR TOTAL: 654.86

H101	HAVILAND PRODUCTS COMPANY	06/13/2019	320448	FTB	BLEACH- SOD HYPOCHLORITE-NSF	
93646	421 ANN STREET NW	09/05/2019	000006772	N		699.60
06/13/2019	GRAND RAPIDS MI, 49504-2075	/ /	0.0000	N		0.00
		09/05/2019		N		699.60

Paid  
\*WWTP  
330 GALLON TOTE

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
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592-545.000-753.001	BLEACH- SOD HYPOCHLORITE-NSF			699.60	699.60	
H101	HAVILAND PRODUCTS COMPANY	06/13/2019	320449	FTB	BLEACH-SOD HYPOCHLORITE-NSF	
93647	421 ANN STREET NW	09/05/2019	000006773	N		699.60
06/13/2019	GRAND RAPIDS MI, 49504-2075	/ /	0.0000	N		0.00
		09/05/2019		N		699.60
Paid						
*WW						
330 GALLON TOTE						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED			
592-549.000-753.001	BLEACH-SOD HYPOCHLORITE-NSF	699.60	699.60			
H101	HAVILAND PRODUCTS COMPANY	08/05/2019	326427	FTB	BLEACH-SOD HYPOCHLORITE-NSF	
93621	421 ANN STREET NW	09/05/2019	000006787	N		1,399.20
08/05/2019	GRAND RAPIDS MI, 49504-2075	/ /	0.0000	N		0.00
		09/05/2019		N		1,399.20
Paid						
*WATER PLANT						
2-330 GALLON TOTES						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED			
592-549.000-753.001	BLEACH-SOD HYPOCHLORITE-NSF	1,399.20	1,399.20			
VENDOR TOTAL:				2,798.40		
H063	HI-TECH SYSTEM SERVICE	09/01/2019	64377	FTB	AGREEMENT TECH CARE PREMIUM	
93622	3070 PALMS ROAD	09/05/2019	000006673	N		869.00
08/15/2019	CASCO MI, 48064	/ /	0.0000	N		0.00
		09/14/2019		N		869.00
Paid						
*BILLING FOR SEPTEMBER 2019						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-265.000-948.000	MONITOR & MANAGE PREM SERVER	407.00	407.00
101-265.000-948.000	MONITOR & MANAGE PREM USER	315.00	315.00
101-265.000-948.000	MONITOR & MANAGE PREM NAS/EXT	39.00	39.00
101-265.000-948.000	TECHCLOUD BACKUP SVR LICENSE	48.00	48.00
101-265.000-948.000	TECHCLOUD BACKUP VIRTUAL SVR	48.00	48.00
101-265.000-948.000	TECHCLOUD ANTI-SPAM	12.00	12.00
		869.00	

VENDOR TOTAL: 869.00

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H103	HURON TITLE COMPANY	09/05/2019	STATEMENT	FTB	REFUND-OVERPAYMENT 2019 SUMMER TAX	
93539	330 MICHIGAN STREET	09/05/2019		N		157.88
08/13/2019	PORT HURON MI, 48060	/ /	0.0000	N		0.00
		09/05/2019		N		157.88

Paid  
\*REFUSE ADJUSTMENT-2019 TAX YEAR  
217 JEFFERSON ST. PARCEL#02-475-0199-000  
CHANGED TO SINGLE FAMILY PER BUILDING DEPARTMENT

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-275.000	REFUND-OVERPAYMENT 2019 SUMMER TAX	157.88

VENDOR TOTAL: 157.88

I039	IDEXX DISTRIBUTION, INC.	08/12/2019	3051769050	FTB	WP2001 GAMMA IRRAD/WP104 COLI P/A COMPA	
93623	PO BOX 101327	09/05/2019	000006788	N		1,291.52
08/12/2019	ATLANTA GA, 30392-1327	/ /	0.0000	N		0.00
		09/11/2019		N		1,291.52

Paid  
\*WATER PLANT

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-549.000-762.000	WP2001 GAMMA IRRAD COLILERT 100 ML	3,620.25	3,620.25
592-549.000-762.000	DISCOUNT	(2,360.77)	(2,360.77)
592-549.000-762.000	WP104 COLI P/A COMPARATOR	14.32	14.32
592-549.000-762.000	SHIPPING	17.72	17.72
		1,291.52	1,291.52

VENDOR TOTAL: 1,291.52

J032	JAMES D HEASLIP	09/01/2019	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-9/19	
93575	455 MABEL ST	09/05/2019		N		65.00
09/01/2019	MARINE CITY MI, 48039	/ /	0.0000	N		0.00
		09/05/2019		N		65.00

Paid  
GL NUMBER DESCRIPTION AMOUNT  
101-301.000-850.000 MONTHLY PHONE REIMBURSEMENT-9/19 65.00

VENDOR TOTAL: 65.00

V023	JAMES R VANDERMEULEN	09/01/2019	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-9/19	
93576	1534 MINNESOTA AVE	09/05/2019		N		35.00



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09/01/2019	MARYSVILLE MI, 48040	/ /	0.0000	N		0.00
		09/05/2019		N		35.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-301.000-850.000	MONTHLY PHONE REIMBURSEMENT-9/19	35.00

VENDOR TOTAL: 35.00

A003	JERRY CURRIER	08/12/2019	0102	FTB	STREET & PARKING RESTRIPIING	
93625	528 CLOVERLAWN	09/05/2019	000006765	N		500.00
08/12/2019	EAST CHINA MI, 48054	/ /	0.0000	N		0.00
		09/05/2019		Y		500.00

Paid

\*MAJOR ROADS  
BRIDGE STREET RESTRIPIING

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
202-452.000-974.000	STREET & PARKING RESTRIPIING	500.00	500.00

A003	JERRY CURRIER	08/12/2019	0103	FTB	STREET & PARKING RESTRIPIING	
93624	528 CLOVERLAWN	09/05/2019	000006765	N		999.00
08/12/2019	EAST CHINA MI, 48054	/ /	0.0000	N		0.00
		09/05/2019		Y		999.00

Paid

\*MAJOR ROADS  
WATER ST. STRIPING  
PARKING STALLS

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
202-452.000-974.000	STREET & PARKING RESTRIPIING	999.00	999.00

A003	JERRY CURRIER	08/23/2019	0104	FTB	S. BELLE RIVER STRIPING	
93654	528 CLOVERLAWN	09/05/2019	000006793	N		1,100.00
08/23/2019	EAST CHINA MI, 48054	/ /	0.0000	N		0.00
		09/05/2019		Y		1,100.00

Paid

\*MAJOR ROADS

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
202-452.000-974.000	S. BELLE RIVER STRIPING	1,100.00	1,100.00

VENDOR TOTAL: 2,599.00

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P008	KENNETH PHELPS SERVICE	07/31/2019	STATEMENT	FTB	MONTHLY CHECKS	
93626	501 BROADWAY	09/05/2019	000006779	N		66.00
07/31/2019	MARINE CITY MI, 48039	/ /	0.0000	N		0.00
		09/05/2019		N		66.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-301.000-932.000	MONTHLY CHECKS	66.00	66.00

P008	KENNETH PHELPS SERVICE	07/02/2019	STATEMENT	FTB	OIL CHG/TIRE REPAIR	
93627	501 BROADWAY	09/05/2019	000006779	N		89.00
07/02/2019	MARINE CITY MI, 48039	/ /	0.0000	N		0.00
		09/05/2019		N		89.00

Paid

\*2018 FORD

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-301.000-932.000	OIL CHG/TIRE REPAIR	89.00	89.00

VENDOR TOTAL: 155.00

K10	KENT AUTOMOTIVE	08/06/2019	9306921390	FTB	NYLON CABLE TIES/ SHIPPING & HANDLING	
93628	P.O. BOX 809401	09/05/2019	000006763	N		90.09
08/06/2019	CHICAGO IL, 60680-9401	/ /	0.0000	N		0.00
		09/06/2019		N		90.09

Paid

\*200-15.25 NYLON CABLE TIES

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-441.000-752.000	NYLON CABLE TIES/ SHIPPING & HANDLING	90.09	90.09

VENDOR TOTAL: 90.09

K075	KRISTEN BAXTER	09/01/2019	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-9/19	
93577	350 COLONIAL LANE	09/05/2019		N		40.00
09/01/2019	ALGONAC MI, 48001	/ /	0.0000	N		0.00
		09/05/2019		N		40.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-215.000-850.000	MONTHLY PHONE REIMBURSEMENT-9/19	40.00

VENDOR TOTAL: 40.00

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L007	LERETA LLC	09/05/2019	STATEMENT	FTB	REFUND-OVERPMT OF 2019 SUMMER TAX	
93681	ATTN: CENTRAL REFUNDS	09/05/2019		N		0.00
	1123 PARK VIEW DRIVE					
08/28/2019	COVINA CA, 91724	09/05/2019	0.0000	Y		0.00
		09/05/2019		N		391.17

Paid  
\*Refund: Summer Tax Recpt (02-475-0342-000, Date: 08/28/2019, RECPT #: 00001465)

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-275.000	REFUND-OVERPMT OF 2019 SUMMER TAX	391.17

VENDOR TOTAL: 391.17

L006	LUMBERJACK BLDG CENTERS INC	08/06/2019	A76780/3	FTB	6" X .045" X 7/8" METAL BLADE	
93663	BLUE TARP FINANACIAL INC	09/05/2019	000006694	N		17.44
	PO BOX 105525					
08/06/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		17.44

Paid  
\*WATER PLANT

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-549.000-934.000	6" X .045" X 7/8" METAL BLADE	17.44	17.44

L006	LUMBERJACK BLDG CENTERS INC	08/06/2019	A76862/3	FTB	HARDWARE BULK	
93664	BLUE TARP FINANACIAL INC	09/05/2019	000006692	N		0.96
	PO BOX 105525					
08/06/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		0.96

Paid  
\*CLIPS FOR 2005 1 TON

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-441.000-932.000	HARDWARE BULK	0.96	0.96

L006	LUMBERJACK BLDG CENTERS INC	08/08/2019	A77410/3	FTB	PVC HVY DTY CEMENT	
93666	BLUE TARP FINANACIAL INC	09/05/2019	000006694	N		13.29
	PO BOX 105525					
08/08/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		13.29

Paid  
\*WWTP

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
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592-545.000-934.000	PVC HVY DTY CEMENT				13.29	13.29
L006	LUMBERJACK BLDG CENTERS INC	08/08/2019	A77449/3	FTB	HYDRAULIC WATERSTOP	
93667	BLUE TARP FINANACIAL INC	09/05/2019	000006694	N		16.51
	PO BOX 105525					
08/08/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		16.51
Paid						
*WWTP						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-545.000-934.000	HYDRAULIC WATERSTOP	16.51	16.51

L006	LUMBERJACK BLDG CENTERS INC	08/13/2019	A79303/3	FTB	QKRT CONCRETE 60 L	
93668	BLUE TARP FINANACIAL INC	09/05/2019	000006694	N		7.98
	PO BOX 105525					
08/13/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		7.98
Paid						
*WATER PLANT						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-549.000-934.000	QKRT CONCRETE 60 L	7.98	7.98

L006	LUMBERJACK BLDG CENTERS INC	08/20/2019	A81594/3	FTB	QKRT CONCRETE MIX	
93669	BLUE TARP FINANACIAL INC	09/05/2019	000006796	N		11.97
	PO BOX 105525					
08/20/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		11.97
Paid						
*CB REPAIRS - LOCAL ROADS						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
203-451.000-934.000	QKRT CONCRETE MIX	11.97	11.97

L006	LUMBERJACK BLDG CENTERS INC	08/22/2019	A82294/3	FTB	HARDWARE BULK/HUNTER GREEN PAINT	
93660	BLUE TARP FINANACIAL INC	09/05/2019	000006692	N		6.85
	PO BOX 105525					
08/22/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		6.85
Paid						
*PARKS-BIKE RACK REPAIR						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
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101-756.000-934.000	HARDWARE BULK/HUNTER GREEN PAINT				6.85	6.85
L006	LUMBERJACK BLDG CENTERS INC	08/01/2019	T72112/3	FTB	GARDEN HOSE	
93662	BLUE TARP FINANACIAL INC	09/05/2019	000006692	N		18.99
	PO BOX 105525					
08/01/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		18.99

Paid  
\*PARKS-WATER CART

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-756.000-752.000	GARDEN HOSE	18.99	18.99

L006	LUMBERJACK BLDG CENTERS INC	08/07/2019	T73437/3	FTB	PAINT/ROLLERS/TRAYS & LINER	
93674	BLUE TARP FINANACIAL INC	09/05/2019	000006791	N		41.74
	PO BOX 105525					
08/07/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		41.74

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-301.000-930.000	BLACK FLAT PAINT	9.49	9.49
101-301.000-930.000	PRO STRIPPING TRAFFIC YELLOW	23.74	23.74
101-301.000-930.000	TRIM MARKER 3/8 ROLLER	4.36	4.36
101-301.000-930.000	PAINT ROLLER FRAME	1.89	1.89
101-301.000-930.000	PAINT TRAY LINER (2)	2.26	2.26
		41.74	

L006	LUMBERJACK BLDG CENTERS INC	08/07/2019	T73496/3	FTB	ADAPTERS/PINCH CLAMPS/GALV. BUSHINGS	
93665	BLUE TARP FINANACIAL INC	09/05/2019	000006694	N		30.56
	PO BOX 105525					
08/07/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		30.56

Paid  
\*WATER PLANT

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-549.000-934.000	MALE ADAPTERS/PINCH CLAMPS/GALV. BUSHING	30.56	30.56

L006	LUMBERJACK BLDG CENTERS INC	08/07/2019	T73510/3	FTB	TRIM MARKER 3/8 ROLLER	
93675	BLUE TARP FINANACIAL INC	09/05/2019	000006791	N		4.36
	PO BOX 105525					
08/07/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		4.36

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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

Paid  
\*LOCAL ROADS

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED			
203-452.000-934.000	TRIM MARKER 3/8 ROLLER	4.36	4.36			
L006	LUMBERJACK BLDG CENTERS INC	08/14/2019	T74952/3	FTB	HAMMER DRILL BIT/HARDWARE BULK	
93677	BLUE TARP FINANACIAL INC	09/05/2019	000006790	N		63.49
	PO BOX 105525					
08/14/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		63.49

Paid  
\*USING READY TO SERVE FEES-SEWER  
WWTP- RETURN SLUDGE PUMP

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED			
592-000.000-154.000	HARDWARE BULK	35.00	35.00			
592-000.000-154.000	HAMMER DRILL BIT	28.49	28.49			
		63.49				
L006	LUMBERJACK BLDG CENTERS INC	08/14/2019	T75013/3	FTB	HARDWARE BULK	
93672	BLUE TARP FINANACIAL INC	09/05/2019	000006796	N		9.38
	PO BOX 105525					
08/14/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		9.38

Paid  
\*BELLE RIVER PUMP STATION

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED			
592-546.000-931.003	HARDWARE BULK	9.38	9.38			
L006	LUMBERJACK BLDG CENTERS INC	08/16/2019	T75310/3	FTB	HAMMER DRILL/HARDWARE BULK	
93680	BLUE TARP FINANACIAL INC	09/05/2019	000006789	N		34.86
	PO BOX 105525					
08/16/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		34.86

Paid  
\*USING READY TO SERVE FEES- SEWER  
WWTP-RETURN SLUDGE PUMP

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-000.000-154.000	HAMMER DRILL	8.54	8.54
592-000.000-154.000	HARDWARE BULK	11.12	11.12
592-000.000-154.000	HARDWARE BULK	2.72	2.72



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592-000.000-154.000	HARDWARE BULK				1.12	1.12
592-000.000-154.000	HARDWARE BULK				1.04	1.04
592-000.000-154.000	HARDWARE BULK				10.32	10.32
					<u>34.86</u>	

L006	LUMBERJACK BLDG CENTERS INC	08/16/2019	T75322/3	FTB	THREADED ROD/HARDWARE BULK	
93678	BLUE TARP FINANACIAL INC	09/05/2019	000006790	N		16.18
	PO BOX 105525					
08/16/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		16.18

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\*USING READY TO SERVE FEES-SEWER  
WWTP- RETURN SLUDGE PUMP

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-000.000-154.000	THREADED ROD	11.38	11.38
592-000.000-154.000	HARDWARE BULK	3.80	3.80
592-000.000-154.000	HARDWARE BULK	0.60	0.60
592-000.000-154.000	HARDWARE BULK	0.40	0.40
		<u>16.18</u>	

L006	LUMBERJACK BLDG CENTERS INC	08/16/2019	T75327/3	FTB	HAMMER DRILL BIT	
93679	BLUE TARP FINANACIAL INC	09/05/2019	000006790	N		7.59
	PO BOX 105525					
08/16/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		7.59

Paid  
\*USING READY TO SERVE FEES-SEWER  
WWTP- RETURN SLUDGE PUMP

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-000.000-154.000	HAMMER DRILL	7.59	7.59

L006	LUMBERJACK BLDG CENTERS INC	08/18/2019	T75768/3	FTB	DISCHARGE HOSE KIT/CLAMP	
93676	BLUE TARP FINANACIAL INC	09/05/2019	000006791	N		25.62
	PO BOX 105525					
08/18/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		25.62

Paid  
\*WATER PLANT

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-549.000-931.003	DISCHARGE HOSE KIT	21.84	21.84

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592-549.000-931.003	S.S. HOSE CLAMP				3.78	3.78
					25.62	

L006	LUMBERJACK BLDG CENTERS INC	08/20/2019	T76216/3	FTB	POST EYE LIGHT CONTROL	
93661	BLUE TARP FINANACIAL INC	09/05/2019	000006692	N		18.98
	PO BOX 105525					
08/20/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		18.98

Paid  
\*BROADWAY PARK LIGHT REPAIR

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-756.000-934.000	POST EYE LIGHT CONTROL	18.98	18.98

L006	LUMBERJACK BLDG CENTERS INC	08/20/2019	T76242/3	FTB	HARDWARE BULK	
93671	BLUE TARP FINANACIAL INC	09/05/2019	000006796	N		1.78
	PO BOX 105525					
08/20/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		1.78

Paid  
\*BELLE RIVER PUMP STATION

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-546.000-931.003	HARDWARE BULK	1.78	1.78

L006	LUMBERJACK BLDG CENTERS INC	08/20/2019	T76285/3	FTB	CHAIN SAW CHAINS	
93659	BLUE TARP FINANACIAL INC	09/05/2019	000006692	N		77.01
	PO BOX 105525					
08/20/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		77.01

Paid  
\*DPW-CHAINSAW CHAINS

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-441.000-931.003	CHAIN SAW CHAINS	77.01	77.01

L006	LUMBERJACK BLDG CENTERS INC	08/21/2019	T76452/3	FTB	REDI-MIX MOTAR	
93673	BLUE TARP FINANACIAL INC	09/05/2019	000006796	N		13.68
	PO BOX 105525					
08/21/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		13.68

Paid  
\*CB REPAIRS - LOCAL ROADS

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Invoice Notes		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
203-451.000-934.000	REDI-MIX MOTAR	13.68	13.68

L006	LUMBERJACK BLDG CENTERS INC	08/22/2019	T76541/3	FTB	REDI-MIX MOTAR	
93670	BLUE TARP FINANACIAL INC	09/05/2019	000006796	N		18.24
	PO BOX 105525					
08/22/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		18.24

Paid  
\*CB REPAIRS - LOCAL ROADS

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
203-451.000-934.000	REDI-MIX MOTAR	18.24	18.24

L006	LUMBERJACK BLDG CENTERS INC	08/23/2019	T76820/3	FTB	CAUTION BLUE SB MARKING	
93658	BLUE TARP FINANACIAL INC	09/05/2019	000006694	N		10.81
	PO BOX 105525					
08/23/2019	ATLANTA GA, 30348-5525	/ /	0.0000	N		0.00
		09/10/2019		N		10.81

Paid  
\* MISS DIG MARKING PAINT  
SYSTEM MAINTENANCE-WATER

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-548.000-934.000	CAUTION BLUE SB MARKING	10.81	10.81

VENDOR TOTAL: 468.27

M377	MARK R SCHWARTZ	08/13/2019	STATEMENT	FTB	ELECTRICAL INSPECTIONS	
93578	9821 SPRINGBORN	09/05/2019		N		101.25
08/13/2019	CASCO MI, 48064	/ /	0.0000	N		0.00
		09/05/2019		Y		101.25

Paid  
\*PE190038 02-875-0014-000 1300 S. BELLE RIVER \$135.00

GL NUMBER	DESCRIPTION	AMOUNT
101-371.000-802.000	ELECTRICAL INSPECTIONS	101.25

M377	MARK R SCHWARTZ	08/14/2019	STATEMENT	FTB	ELECTRICAL INSPECTIONS	
93579	9821 SPRINGBORN	09/05/2019		N		63.00
08/14/2019	CASCO MI, 48064	/ /	0.0000	N		0.00
		09/05/2019		Y		63.00



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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

Paid  
\*PE190026 02-575-0039-000 838 CARROLL ST. \$168.00  
SPLIT /\$84.00 WITH SAM VITIELLO

GL NUMBER	DESCRIPTION	AMOUNT
101-371.000-802.000	ELECTRICAL INSPECTIONS	63.00

VENDOR TOTAL: 164.25

M060	MARY ELLEN MCDONALD	09/01/2019	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-9/19	
93580	1102 S THIRD	09/05/2019		N		40.00
09/01/2019	MARINE CITY MI, 48039	/ /	0.0000	N		0.00
		09/05/2019		N		40.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-253.000-850.000	MONTHLY PHONE REIMBURSEMENT-9/19	40.00

VENDOR TOTAL: 40.00

I007	MICHAEL P ITRICH	09/01/2019	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-9/19	
93581	349 NORTH AVENUE	09/05/2019		N		65.00
09/01/2019	ALGONAC MI, 48001	/ /	0.0000	N		0.00
		09/05/2019		N		65.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-850.000	MONTHLY PHONE REIMBURSEMENT-9/19	65.00

VENDOR TOTAL: 65.00

N043	NEOFUNDS BY NEOPOST	07/18/2019	15793261	FTB	POSTAGE LABELS	
93629	PO BOX 6813	09/05/2019	000006774	N		31.00
08/13/2019	CAROL STREAM IL, 60197-6813	/ /	0.0000	N		0.00
		09/12/2019		N		31.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-265.000-755.000	POSTAGE LABELS	31.00	31.00

VENDOR TOTAL: 31.00

O029	ON DUTY GEAR LLC	08/19/2019	20715	FTB	UNIFORM SHIRT-SS	
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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		
93632	PO BOX 611258	09/05/2019	000006777	N		97.49
08/19/2019	PORT HURON MI, 48061-1258	/ /	0.0000	N		0.00
		09/18/2019		N		97.49

Paid  
\*OFFICER JOHN NEWMAN

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-301.000-767.000	UNIFORM SHIRT-SS	97.49	97.49

0029	ON DUTY GEAR LLC	08/19/2019	20716	FTB	UNIFORM TROUSERS/SHIRT/JACKET/NAME TAPE	
93631	PO BOX 611258	09/05/2019	000006776	N		631.96
08/19/2019	PORT HURON MI, 48061-1258	/ /	0.0000	N		0.00
		09/18/2019		N		631.96

Paid  
\*OFFICER PAUL KELLY

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-301.000-767.000	UNIFORM TROUSER	84.99	84.99
101-301.000-767.000	ADD SAP POCKET	15.00	15.00
101-301.000-767.000	UNIFORM SHIRT-LS	84.99	84.99
101-301.000-767.000	UNIFORM SHIRT-SS	74.99	74.99
101-301.000-767.000	TAC-SHELL JACKET	359.99	359.99
101-301.000-767.000	NAME TAPE	12.00	12.00
		631.96	

0029	ON DUTY GEAR LLC	08/19/2019	20717	FTB	SAFARILAND HOLSTER	
93630	PO BOX 611258	09/05/2019	000006775	N		152.99
08/19/2019	PORT HURON MI, 48061-1258	/ /	0.0000	N		0.00
		09/18/2019		N		152.99

Paid  
\*OFFICER TROMBLEY

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-301.000-757.000	SAFARILAND HOLSTER	152.99	152.99

VENDOR TOTAL: 882.44

P157	PARAGON LABORATORIES INC	08/21/2019	206836	FTB	LAB SUPPLIES-WATER PLANT	
93655	ACCOUNTS RECEIVABLE	09/05/2019	000006794	N		296.00
08/21/2019	30555 SOUTHFIELD RD. STE 400	/ /	0.0000	N		0.00
	SOUTHFIELD MI, 48076	09/20/2019		N		296.00

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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

Paid  
\*WATER PLANT

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-549.000-762.000	EPA 524.2 VOC THMS	50.00	50.00
592-549.000-762.000	EPA 552.3 HALOACETIC ACIDS	114.00	114.00
592-549.000-762.000	SM 5310 TOTAL ORGANIC CARBON	62.00	62.00
592-549.000-762.000	TRIP CHARGE	70.00	70.00
		296.00	

VENDOR TOTAL: 296.00

P012	PAUL A WESTRICK	09/01/2019	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-9/19	
93582	32463 SUTTON RD	09/05/2019		N		35.00
09/01/2019	NEW BALTIMORE MI, 48047	/ /	0.0000	N		0.00
		09/05/2019		N		35.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-301.000-850.000	MONTHLY PHONE REIMBURSEMENT-9/19	35.00

VENDOR TOTAL: 35.00

R012	RAYMOND JAMES & ASSOCIATES	09/01/2019	STATEMENT	FTB	EMPLOYER RETIREMENT CONTRIBUTION-9/19	
93583	691 N SQUIRREL RD SUITE 222	09/05/2019		N		20,603.75
09/01/2019	AUBURN HILLS MI, 48326	/ /	0.0000	Y		0.00
		09/05/2019		N		20,603.75

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-270.000-717.001	EMPLOYER RETIREMENT CONTRIBUTION-9/19	12,361.25
202-450.000-717.001	EMPLOYER RETIREMENT CONTRIBUTION-9/19	660.42
203-450.000-717.001	EMPLOYER RETIREMENT CONTRIBUTION-9/19	1,195.00
209-000.000-717.001	EMPLOYER RETIREMENT CONTRIBUTION-9/19	329.58
592-543.000-717.001	EMPLOYER RETIREMENT CONTRIBUTION-9/19	2,472.50
592-547.000-717.001	EMPLOYER RETIREMENT CONTRIBUTION-9/19	3,585.00
		20,603.75

R012	RAYMOND JAMES & ASSOCIATES	08/31/2019	STATEMENT	FTB	EMPLOYER RET HEALTH INS CONT-8/19	
93633	691 N SQUIRREL RD SUITE 222	09/05/2019		N		13,461.04
08/22/2019	AUBURN HILLS MI, 48326	/ /	0.0000	N		0.00
		09/05/2019		N		13,461.04

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GL NUMBER	DESCRIPTION	AMOUNT
101-270.000-723.000	EMPLOYER RET HEALTH INS CONT-8/19	10,369.97
202-450.000-723.000	EMPLOYER RET HEALTH INS CONT-8/19	567.02
203-450.000-723.000	EMPLOYER RET HEALTH INS CONT-8/19	850.52
209-000.000-723.000	EMPLOYER RET HEALTH INS CONT-8/19	283.51
592-543.000-723.000	EMPLOYER RET HEALTH INS CONT-8/19	439.85
592-547.000-723.000	EMPLOYER RET HEALTH INS CONT-8/19	950.17
		<hr/> 13,461.04

R012	RAYMOND JAMES & ASSOCIATES	08/31/2019	STATEMENT	FTB	EMPLOYER RETIREE HEALTH INS. CONT.-8/19	
93634	691 N SQUIRREL RD SUITE 222	09/05/2019		N		5,420.67
08/22/2019	AUBURN HILLS MI, 48326	/ /	0.0000	N		0.00
		09/05/2019		N		5,420.67

Paid

GL NUMBER	DESCRIPTION	AMOUNT
592-545.000-723.000	EMPLOYER RETIREE HEALTH INS. CONT.-8/19	2,273.13
592-549.000-723.000	EMPLOYER RETIREE HEALTH INS. CONT.-8/19	3,147.54
		<hr/> 5,420.67

VENDOR TOTAL: 

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39,485.46

S298	SAM D VITIELLO	08/14/2019	STATEMENT	FTB	ELECTRICAL INSPECTION	
93584	57500 WERDERMAN	09/05/2019		N		63.00
08/14/2019	LENEX TOWNSHIP MI, 48048	/ /	0.0000	N		0.00
		09/05/2019		Y		63.00

Paid

\*PE190026 02-575-0039-000 838 CARROLL ST. \$168.00  
SPLIT/\$84.00 WITH MARK SCHWARTZ

GL NUMBER	DESCRIPTION	AMOUNT
101-371.000-802.000	ELECTRICAL INSPECTION	63.00

VENDOR TOTAL: 

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63.00

S284	ST CLAIR COUNTY TREASURER	06/30/2019	1305	FTB	CLEMIS CONNECTIVITY/SITE SUPPORT OPT-E-	
93645		09/05/2019	000006771	N		212.63
08/07/2019	200 GRAND RIVER AVE, SUITE 203	/ /	0.0000	N		0.00
	PORT HURON MI, 48060	09/05/2019		N		212.63



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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

Paid  
\*APRIL-JUNE 2019

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-301.000-802.000	CLEMIS CONNECTIVITY OPT-E-MAN	176.63	176.63
101-301.000-802.000	CLEMIS SITE SUPPORT OPT-E-MAN	36.00	36.00
		212.63	212.63

VENDOR TOTAL: 212.63

W101	SUSAN WILBURN	09/01/2019	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-9/19	
93585	6240 BENOIT	09/05/2019		N		40.00
09/01/2019	ALGONAC MI, 48001	/ /	0.0000	N		0.00
		09/05/2019		N		40.00

Paid

GL NUMBER	DESCRIPTION	AMOUNT
101-371.000-850.000	MONTHLY PHONE REIMBURSEMENT-9/19	40.00

VENDOR TOTAL: 40.00

B141	THE BANK OF NEW YORK MELLON,NA	08/05/2019	STATEMENT	FTB	BOND INTEREST PAYMENT	
93553	ATTN POOLED FIN UNT-ROBERT FERENCHI	09/05/2019		N		10,571.88
	10161 CENTURION PARKWAY N.					
08/05/2019	JACKSONVILLE FL, 32256	/ /	0.0000	N		0.00
		09/05/2019		N		10,571.88

Paid  
\*PROJECT NO. 7159-01  
WATER PLANT IMPROVEMENTS

GL NUMBER	DESCRIPTION	AMOUNT
592-547.000-992.000	BOND INTEREST PAYMENT	10,571.88

VENDOR TOTAL: 10,571.88

T009	THE CLEANING CREW II LLC	07/31/2019	405	FTB	CLEANING SERVICES	
93635	929 LIGHTHOUSE DRIVE	09/05/2019	000006770	N		400.00
07/31/2019	MARYSVILLE MI, 48040	/ /	0.0000	N		0.00
		09/05/2019		N		400.00

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\*PD- JULY 8,14,21,29, 2019  
GUY-JULY 6,14,21,28, 2019

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Ref #	Address	CK Run Date	PO	Hold		Discount
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-301.000-802.000	POLICE DEPT. - CLEANING	200.00	200.00
101-265.000-802.000	CITY OFFICES - CLEANING	200.00	200.00
		400.00	400.00

T009	THE CLEANING CREW II LLC	07/31/2019	406	FTB	CLEANING SERVICES-LIBRARY	
93636	929 LIGHTHOUSE DRIVE	09/05/2019	000006770	N		480.00
07/31/2019	MARYSVILLE MI, 48040	/ /	0.0000	N		0.00
		09/05/2019		N		480.00

Paid  
\*JULY 2,6,9,11,14,16,18,21,23,25,28,30, 2019

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-790.000-802.000	CLEANING SERVICES-LIBRARY	480.00	480.00

VENDOR TOTAL: 880.00

T035	THEUT REDI-MIX SUPPLY INC	08/02/2019	1080310	FTB	READY MIX CONCRETE 80 LB/8" FILL BRICK	
93637	1910 S PARKER STREET	09/05/2019	000006764	N		17.32
08/02/2019	MARINE CITY MI, 48039	/ /	0.0000	N		0.00
		09/05/2019		N		17.32

Paid  
\*CB REPAIRS -LOCAL

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
203-451.000-934.000	READY MIX CONCRETE 80 LB	11.68	11.68
203-451.000-934.000	8" FILL BRICK ADJUST BRICK	5.64	5.64
		17.32	

VENDOR TOTAL: 17.32

U029	USA BLUEBOOK	08/02/2019	969503	FTB	HACH DR300 CHLORINE F/T MR COLIMETER	
93640	PO BOX 9004	09/05/2019	000006767	N		466.45
08/02/2019	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		09/05/2019		N		466.45

Paid  
\*SYSTEM MAINTENANCE WATER

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-548.000-934.000	HACH DR300 CHLORINE F/T MR COLIMETER	440.00	440.00
592-548.000-934.000	FREIGHT	26.45	26.45
		466.45	

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Invoice Notes		Due Date		1099		

U029	USA BLUEBOOK	08/06/2019	972139	FTB	TITRATOR/PROCAL PRIMARY STANDARDS KIT	
93639	PO BOX 9004	09/05/2019	000006768	N		467.59
08/06/2019	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		09/05/2019		N		467.59

Paid  
\*WATER PLANT

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-549.000-762.000	HACH DIGITAL TITRATOR 169001	190.00	190.00
592-549.000-762.000	PROCAL PRIMARY STANDARDS KIT	248.46	248.46
592-549.000-762.000	FREIGHT	29.13	29.13
		467.59	

U029	USA BLUEBOOK	08/08/2019	974969	FTB	AUTOCLAVE THERMOMETER/ORION REFILLABLE	
93638	PO BOX 9004	09/05/2019	000006769	N		529.68
08/08/2019	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		09/07/2019		N		529.68

Paid  
\*WATER PLANT

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-549.000-762.000	AUTOCLAVE THERMOMETER	116.95	116.95
592-549.000-762.000	ORION REFILLABLE TRIODE	386.15	386.15
592-549.000-762.000	FREIGHT	26.58	26.58
		529.68	

U029	USA BLUEBOOK	08/15/2019	981390	FTB	REPLACEMENT CAP FOR LD0101XX	
93642	PO BOX 9004	09/05/2019	000006786	N		146.64
08/15/2019	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		09/14/2019		N		146.64

Paid  
\*WWTP

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-545.000-931.003	REPLACEMENT CAP FOR LD0101XX	129.00	129.00
592-545.000-931.003	FREIGHT	17.64	17.64
		146.64	

U029	USA BLUEBOOK	08/15/2019	981433	FTB	124 GPD 50 PSI FLEXFLO A-100 N/FREIGHT	
93619	PO BOX 9004	09/05/2019	000006782	N		902.68
08/15/2019	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00

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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

09/14/2019	N	902.68
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Paid  
\*USING READY TO SERVE FEES WATER  
WATER PLANT IMPROVEMENTS

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-000.000-152.000	124 GPD 50 PSI FLEXFLO A-100 N	869.95	869.95
592-000.000-152.000	FREIGHT	32.73	32.73
		902.68	

U029	USA BLUEBOOK	08/16/2019	982837	FTB	WATER PLANT IMPROVEMENTS	
93641	PO BOX 9004	09/05/2019	000006783	N		971.94
08/16/2019	GURNEE IL, 60031-9004	/ /	0.0000	N		0.00
		09/15/2019		N		971.94

Paid  
\*USING READY TO SERVE FEES-WATER  
WATER PLANT IMPROVEMENTS

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-000.000-152.000	ELECTRODE STORAGE SOLUTION 500 ML	24.45	24.45
592-000.000-152.000	DIGITAL INCUBATOR 2.0 CUBIC FEET	855.00	855.00
592-000.000-152.000	FREIGHT	92.49	92.49
		971.94	

VENDOR TOTAL: 3,484.98

V022	VESCO OIL CORP	08/15/2019	4541714-00	FTB	DISPOSAL FEES-WASTE FROM VEHICLES	
93643	PO BOX 525	09/05/2019	000006704	N		70.25
08/15/2019	SOUTHFIELD MI, 48037-0525	/ /	0.0000	N		0.00
		09/14/2019		N		70.25

Paid  
\*DPW

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-441.000-932.000	DISPOSAL FEES-WASTE FROM VEHICLES	70.25	70.25

VENDOR TOTAL: 70.25

W020	WATSON BROS SERVICE CO	07/24/2019	19WBS3043	FTB	REPAIRED A/C UNIT	
93644	3433 ELECTRIC AVENUE	09/05/2019	000006785	N		2,069.50
08/12/2019	PORT HURON MI, 48060	/ /	0.0000	N		0.00
		09/11/2019		N		2,069.50



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Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK		Net Amount
Invoice Notes		Due Date		1099		

Paid  
\*FAULTY THERMOSTAT  
FILLED UNIT WITH R.22  
RECONNECTED WIRES IN CONTROL CABINET

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-545.000-930.000	MATERIAL	1,213.00	1,213.00
592-545.000-930.000	LABOR	841.50	841.50
592-545.000-930.000	TRUCK CHARGE	15.00	15.00
		<u>2,069.50</u>	

VENDOR TOTAL: 2,069.50

TAXREFUND	WELLS FARGO REAL ESTATE TAX SERVICE	09/05/2019	08/22/2019	FTB	OVERPAYMENT OF 2019 SUMMER TAX	
93589	ATTN: REFUNDS/FINANCIAL SUPPORT	09/05/2019		N		0.00
	P.O. BOX 14506					
08/22/2019	DES MOINES IA, 50328	09/05/2019	0.0000	N		0.00
		09/05/2019		N		824.25

Paid  
\*REFUND: SUMMER TAX RECPT (02-002-4030-000, DATE: 08/22/2019, RECPT #: 00001138) JULY BOARD OF REVIEW CHANGE

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-275.000	OVERPAYMENT OF 2019 SUMMER TAX	824.25

VENDOR TOTAL: 824.25

W100	WILLIAM J KARAS	08/08/2019	STATEMENT	FTB	MECHANICAL INSPECTIONS	
93541	3260 MCKINLEY RD	09/05/2019		N		150.00
08/08/2019	CHINA MI, 48054	/ /	0.0000	N		0.00
		09/05/2019		Y		150.00

Paid  
\*PM190027 02-285-0051-000 261 ERIE STREET \$200.00

GL NUMBER	DESCRIPTION	AMOUNT
101-371.000-802.000	MECHANICAL INSPECTIONS	150.00

VENDOR TOTAL: 150.00

TOTAL - ALL VENDORS: 170,194.18

FUND TOTALS:

Fund 101 - GENERAL FUND	60,255.16
Fund 202 - MAJOR STREET FUND	3,826.44
Fund 203 - LOCAL STREET FUND	2,111.09

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Invoice Notes		Due Date		1099		
Fund 209 - CEMETERY FUND						708.09
Fund 592 - WATER/SEWER FUND						97,812.53
Fund 703 - TAX ACCOUNT FUND						5,480.87



# CITY OF MARINE CITY MANAGERS REPORT

*Elaine Leven – August 28, 2019*

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## **Ordinance Updates**

I've had a preliminary meeting with Wade Trim to discuss proposed changes and he will be following up with me in a couple of weeks. I anticipate a package of ordinances for the board by October.

## **Sidewalks**

This year's sidewalk program is almost complete. It is the final year of the first round of improvements.

## **Safe Routes to Schools**

We are still waiting for the State to finalize the punch list to complete and close out this project.

## **City Administration Office Space**

I'll be meeting with Partners in Architecture next week to review some preliminary concept plans for the building.

## **Downtown/Beach Parking**

The beach parking lot is completed and there is still some concrete work left to complete the path.

## **Police General Orders**

This is on the agenda for consideration.

## **Personnel Policy & Procedure Manual**

This is returning to the agenda after being tabled for a meeting.

## **Website Update**

This is returning to the agenda after being tabled for a meeting.

## **Redevelopment Ready Communities Program**

The initial phase of our baseline report has been completed and I will be following up with the state regarding that.

## **Rules of Procedure of City Commission**

This is on the agenda for consideration.

## **Business License Ordinance**

I have been working with the attorney on alternate language and direction for the business licenses based on feedback from the Fire Authority.

## **Water Feasibility Study**

Our grant has been approved and we have our notice to proceed. I attended the East China Water Authority meeting this week to let them know what we have applied for and our steps going forward. I also plan on submitting materials for the China Township Board.

## **Landfill PFAS**

The attorney is working on a response to EGLE regarding the PFAS detected at the City owned landfill in China Township.

## **Meetings**

I have attended the following meetings since the last update: CEDB.

## **Miscellaneous**

The Dangerous Building Board will be meeting Thursday, September 5th at 6:00 pm. The mosaics are installed in the parks.