

CITY OF MARINE CITY

CITY COMMISSION

MEETING AGENDA

Regular Meeting: Thursday, December 5, 2013; 7:00PM

Marine City Fire Hall: 200 South Parker Street, Marine City, Michigan

1. **CALL TO ORDER**
2. **MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** MAYOR Charles R. Browne; COMMISSIONERS Terrance Avery, Elizabeth Hendrick, Dianne M. Lovett, Raymond Meli, Raymond Skotarczyk, and James L. Turner; and, City Manager John Gabor.
4. **COMMUNICATIONS**
 - A. Proclamation ~ 2013 Mariners Championship Football Team
5. **PUBLIC COMMENT** *Residents are welcome to address the City Commission. Please state name and address. Limit comments to five (5) minutes.*
6. **APPROVE AGENDA (Additions / Deletions)**
7. **APPROVE MINUTES**
 - A. City Commission Regular Meeting ~ November 21, 2013
8. **CONSENT AGENDA**
 - A. 2014 Meeting Schedule
 - B. TIFA Minutes ~ October 15, 2013
 - C. Business License ~ A1 Family Dentistry of Marine City

9. UNFINISHED BUSINESS

- A. Marine City Area Fire Authority Equity Account Resolution

10. NEW BUSINESS

- A. Title VI Non-Discrimination Plan
- B. Cancellation of January 2, 2014 Meeting
- C. Audit Engagement Letter ~ McBride-Manley & Company
- D. Resolution for Charitable Gaming Licenses ~ H.P.A.T.E.E.M.

11. FINANCIAL BUSINESS

- A. Disbursements, including Payroll ~ \$136,943.70

12. CITY MANAGER'S REPORT

13. COMMISSIONER PRIVILEGE

14. ADJOURNMENT

PROCLAMATION

WHEREAS, the 2013 Marine City High School Mariners Football Team and their coaches have helped create a positive image for their school and the citizens of Marine City ~ displaying "Team Over Talent"; and,

WHEREAS, the dedication, hard work, mutual support and commitment of the team and coaches exemplify the pride and heart of the Marine City High School football program; and,

WHEREAS, the recognition and celebration of the Mariners Football Team serves to bring our community together in honoring the players and their coaches for a phenomenal football season resulting in an outstanding finish with a record of 13 wins and 1 loss; and,

WHEREAS, the Mariners Football Team and their coach, Ron Glodich, were successful in capturing the 2013 District and Regional Championships while enroute to Ford Field in Detroit, Michigan; and,

WHEREAS, the Mariners Football Team and their coach, Ron Glodich, were successful in defeating Grand Rapids South Christian 49 ~ 35 on November 29, 2013 to bring home the Division 4 State Football Championship;

NOW, THEREFORE, BE IT RESOLVED that the City of Marine City, along with the City Commission and the citizens of Marine City, officially acknowledge and pay special tribute to the 2013 Mariners Championship Football Team and Coach Ron Glodich and his coaching staff for their outstanding achievements and contributions, and encourage each member of the team to continue their positive athletic and scholastic contributions.

Signed this Third day of December 2013.



Charles R. Browne, Mayor

M-A

**City of Marine City
City Commission
November 21, 2013**

Prior to the meeting being called to order, Mayor Charles R. Browne, Commissioner Terrance Avery, Commissioner Dianne M. Lovett, and Commissioner James L. Turner were sworn into office by City Clerk Diana S. Kade.

A regular meeting of the Marine City Commission was held on Thursday, November 21, 2013, in the Fire Hall, 200 South Parker Street, Marine City, Michigan, and was called to order by Mayor Charles R. Browne at 7:00 PM.

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

Present: Mayor Browne; Commissioners Avery, Hendrick, Lovett, Mell, Skotarczyk and Turner; City Manager Gabor; and, City Clerk Kade.

Absent: None

Also Present: James Downey, City Attorney

Elect Mayor Pro Tem

Motion by Mayor Browne, seconded by Commissioner Lovett, to appoint Commissioner Raymond Skotarczyk as the Mayor Pro Tem. All Ayes. Motion Carried.

Communications

There were no Communications presented.

Public Comment

Lucille Wegmeyer, representing the Civic Women's Club, announced the December 14th Holiday Home Tour; said the organization was proud of the things that had been accomplished in the past; and, thanked the City for what they had done to assist their club.

Approve Agenda

Motion by Commissioner Lovett, seconded by Commissioner Turner, to approve the Agenda, as presented. All Ayes. Motion Carried.

Approve Minutes

Motion by Commissioner Lovett, seconded by Commissioner Skotarczyk, to approve the Minutes of the Regular City Commission Meeting held November 7, 2013, as presented. All Ayes. Motion Carried.

Consent Agenda

The following Consent Agenda items were presented:

- Departmental Activity Reports
- Marine City Area Fire Authority Run Report ~ October 2013

Motion by Commissioner Lovett, seconded by Commissioner Turner, to approve the Consent Agenda, and place it on file. All Ayes. Motion Carried.

2012/2013 Audit Presentation

Curtis McBride of McBride – Manley & Company reported on the financial condition of the City as of June 30, 2013, as follows:

Total Assets:	\$1,306,000
Total Liabilities:	<u>413,000</u>
Net Fund Balance:	\$ 893,000

Mr. McBride stated that the City’s fund balance was well-funded and in good shape; and, referred to the City’s financial statements as a *Clean Opinion* and in compliance.

Mr. McBride presented comparisons between years ended June 30, 2012 and June 30, 2013. He noted an additional \$20,000 loss in the 2013 property tax revenues from the

previous year; and, reported that the capital projects had been combined with the General Fund Balance.

Mr. McBride discussed the Local Street and Major Street Funds, and noted the LaBuhn Bridge Project.

The Water and Sewer Funds had an unrestricted balance of \$471,414, and a total Net Position of \$5,553,747.

Mr. McBride commented on the Pension Trust Fund, which was 79.3% funded as of June 30, 2012. He reported that the unfunded actuarial accrued liability was \$1,501,000.

Mr. McBride discussed the Retiree Health Trust Fund, which also had an unfunded liability of \$7,565,000. He said this was not a problem unique only to the City of Marine City, and recommended that they pay attention to the fund.

Mr. McBride discussed restrictions on expenditures such as the purchase of funeral flowers or floral arrangements. He explained that it was a judgment call for these types of expenditures, which were common practices of municipalities, especially when viewed as isolated incidents.

Mr. McBride commented on the Marine City Area Fire Authority Budget, and said that the various communities were charged based on an estimate. The City's over-payment was about \$65,000; and, he recommended that this be addressed.

City Manager Gabor thanked the City's Finance Director, Mary Ellen McDonald, for another unqualified audit.

Mr. McBride said the City's management should be commended, as well as the City Commission.

Motion by Commissioner Lovett, seconded by Commissioner Turner, to accept the Audited Financial Statements for the Year Ended June 30, 2013, and place it on file. All Ayes. Motion Carried.

New Business

City Clerk Employment Agreement

City Manager Gabor presented an Employment Agreement for Kristen Baxter to replace Diana Kade as the City Clerk upon Mrs. Kade's retirement. The position is a regular full-time position, beginning December 1, 2013, and is considered that of exempt status governed by the most recent revision of the Marine City Personnel Policies and Procedures.

When asked by Mayor Browne, City Clerk Kade stated that she felt Ms. Baxter, who had worked in the Police Department for the past five years, was very capable of assuming the role as City Clerk, and endorsed her appointment.

Motion by Commissioner Lovett, seconded by Commissioner Skotarczyk, to approve the Marine City Clerk Employment Agreement for Kristen Baxter, as presented. All Ayes. Motion Carried.

Marine City Area Fire Authority Equity Account Resolution

City Manager Gabor reported that he had received a Resolution from the MC Area Fire Authority to approve keeping 100% of its excess budget funds and to place the funds into an equity account to be used for capital improvement purchases. Under the current agreement, those funds are suppose to be returned to each municipality at the end of each fiscal budget year. City Manager Gabor recommended that the MC Area Fire Authority provide a five-year capital improvement plan for review prior to the Commission's action in this matter. He noted that Marine City was still experiencing declining revenues; and, said that Marine City's portion of this fund was currently estimated at \$65,000.

Motion by Commissioner Lovett to table further action on the Resolution until a five-year capital improvement plan was presented. The Motion died for lack of support.

Fire Chief Joseph Slankster addressed the Commission and reported that the other municipalities in the MC Area Fire Authority had passed the Resolution. He spoke of his department's dedication, and extensively listed the fundraising efforts and purchases by the department without financial assistance from the City. Chief Slankster reported that the 30-year old tanker needed to be replaced, and the department wanted to use the monies for that purchase.

Firefighter David Vandebossche commented about how they have kept costs down and saved monies; and, how they were trying to save for future capital improvement purchases without asking for more financial assistance.

Chief Slankster stated that he was currently working on a five-year plan, which could be submitted to the City Commission at the next meeting.

Commissioner Hendrick stated that the MC Area Fire Authority wanted to be assured that the money would be there. She said they had worked very hard to find ways to save money.

City Manager Gabor stated that the City had already provided 100% of the current equipment and facilities.

Chief Slankster responded that the equipment had been paid for by all of the departments. He said that they were asking to move the excess monies into an equity account.

Commissioner Hendrick stated that any purchase would require approval by the MC Area Fire Authority. She said she had a lot of respect for the Fire Department.

Mayor Browne commented that he supported the Fire Department, but wanted to review its capital improvement plan on paper.

Motion by Commissioner Lovett, seconded by Commissioner Skotarczyk, to postpone further action until a future meeting. Ayes: Browne, Avery, Lovett, Skotarczyk, Turner. Nays: Hendrick, Meli. Motion Carried.

Adoption of a Resolution Authorizing the SAW Grant Agreement

Ken Kingsley of Tetra Tech addressed the Commission and reported that the State of Michigan was developing a grant program for storm water, asset management, and wastewater (SAW). The plan would be written in as a component of the NPDES permit renewal process for the Waste Water Treatment Plant. Mr. Kingsley stated that it was the City's intent to apply and receive grant assistance with a 10% local match. The State would use a lottery to determine the award.

Motion by Commissioner Lovett, seconded by Commissioner Turner, to adopt a Resolution authorizing the SAW Grant Agreement, as presented; Resolution No. 031-13. All Ayes. Motion Carried.

Personnel Policies and Procedures ~ Proposed Revision

City Manager Gabor provided the following update to the Marine City Personnel Policies and Procedures, as follows:

For employees recalled from layoff or hired after January 1, 2008, there will be a 100% contribution requirement for both pre and post Medicare insurance by the employee. The employee will contribute \$1,500 on an annual basis (pro-rated with each bi-weekly pay) to a retiree health savings plan as established by the City. The City will match the employee contribution to the established retiree health savings plan dollar for dollar, up to \$1,500.

Motion by Commissioner Lovett, seconded by Commissioner Turner, to approve the proposed revision to the Personnel Policies and Procedures dated November 21, 2013, as presented. All Ayes. Motion Carried.

Financial Business

Fund Transfers

Motion by Commissioner Lovett, seconded by Commissioner Turner, to approve the following Fund Transfer Resolutions:

- Resolution No. 032-13 \$10,000 from General Fund to Water/Sewer Fund
- Resolution No. 033-13 \$8,000 from General Fund to Water/Sewer Fund
- Resolution No. 034-13 \$63,000 from Capital Improvement Fund to Major Street Fund
- Resolution No. 035-13 \$10,600 from TIFA #1 to General Fund
- Resolution No. 036-13 \$30,000 from TIFA #2 to General Fund
- Resolution No. 037-13 \$65,400 from TIFA #3 to General Fund

All Ayes. Motion Carried.

Disbursements

Motion by Commissioner Lovett, seconded by Commissioner Turner, to approve total disbursements, including payroll, in the amount of \$342,528.57, as presented. Roll Call Vote. Ayes: Browne, Avery, Lovett, Skotarczyk, Turner. Nays: Hendrick, Meli. Motion Carried.

Preliminary Financial Statements

Motion by Commissioner Lovett, seconded by Commissioner Turner, to accept the Preliminary Financial Statements for October 2013, and place them on file. All Ayes. Motion Carried.

City Manager's Report

City Manager Gabor provided updates on the following items:

- Current repairs to seawall being completed - paid for by TIFA / Restoration to be done by Department of Public Works
- Will be on vacation next week - Offices to be closed Thursday & Friday for Thanksgiving
- Conducted preliminary walk-through at The Snug apartments

Commissioner Privilege

Commissioner Lovett thanked Curtis McBride and his staff for the audit presentation, and thanked Mary Ellen McDonald for her ongoing expertise. Commissioner Lovett also thanked TIFA for its financial support and investment in grant writing; congratulated the Cardinal Mooney Volleyball Team and the Marine City High School Football Team; and, wished everyone a blessed and Happy Thanksgiving.

Commissioner Turner thanked the members of the Marine City Area Fire Authority and said he appreciated what they have done for the community and its residents.

Commissioner Hendrick wished the Marine City Mariners Football Team *good luck*; thanked the Mariners Band for its wonderful job; and, wished everyone a Happy Thanksgiving. Commissioner Hendrick said she took the job as Commissioner in order to fight hard for everyone in the community, to fight hard for the DPW employees, and to fight hard for others. She spoke of the gear and equipment purchased by the MC Area Fire

Authority; and, noted that the other municipalities had passed the resolution - no questions asked. Commissioner Hendrick said that they should have good faith in the Fire Department, and that no one could thank them enough for all they do. Commissioner Hendrick commented on the TIFA lobbyist, and said it was not a good way to spend money if they did not have the matching funds for the grants.

Commissioner Meli said he strongly supported the Fire Department, and believed its track record speaks as a judgment of character. He said the department was trying to save money for the community, and he commended the men and women of the Fire Department. Commissioner Meli wished everyone a Happy Thanksgiving.

Commissioner Skotarczyk commented that they all appreciated the first responders, and that he did not feel it was unreasonable to ask the MC Area Fire Authority how the \$65,000 was going to be spent. He wished everyone a Happy Thanksgiving.

Mayor Browne spoke of his support of the Fire Department. He congratulated both the Marine City and St. Clair Football Teams for outstanding seasons, noting that both had a lot to be proud of. Mayor Browne also applauded the high school bands and Swim Teams. He said that the East China School District had phenomenal students and athletes, and thanked the coaches, volunteers and students. Mayor Browne wished both football teams well as they moved towards the State Finals. Mayor Browne commented on TIFA's financial support of a grant writer; said it would be money well spent; and, said he hoped it would be as successful as the last time. Mayor Browne wished everyone a Happy Thanksgiving.

Executive Session

Commissioner Lovett made a motion to table entering into Executive Session. The Motion died for lack of support.

Motion by Commissioner Lovett, seconded by Commissioner Meli, to enter into Executive Session for the purpose of conducting the City Manager Evaluation; and, considering the Executive Session Minutes of November 7, 2013. Roll Call Vote. Ayes: Browne, Avery, Hendrick, Meli, Skotarczyk, Turner. Nays: Lovett. Motion Carried.

Motion by Commissioner Lovett, seconded by Commissioner Turner, to return to Open Session at 9:25 PM. All Ayes. Motion Carried.

Motion by Commissioner Lovett, seconded by Commissioner Turner, to approve the Executive Session Minutes of November 7, 2013, as presented. All Ayes. Motion Carried.

Adjournment

Motion by Commissioner Hendrick, seconded by Commissioner Avery, to adjourn at 9:29 PM. All Ayes. Motion Carried.

Respectfully submitted,

Diana S. Kade
City Clerk

BA

PUBLIC NOTICE CITY OF MARINE CITY 2014 REGULAR MEETING SCHEDULE

The Marine City **CITY COMMISSION** will hold regular meetings on the first and third Thursday of each month at 7:00 PM in the Fire Hall, 200 South Parker Street, Marine City, Michigan 48039.

January 2 & 16	May 1 & 15	September 4 & 18
February 6 & 20	June 5 & 19	October 2 & 16
March 6 & 20	July 3 & 17	November 6 & 20
April 3 & 17	August 7 & 21	December 4 & 18

The Marine City **PLANNING COMMISSION** will hold regular meetings on the second Monday of each month at 7:00 PM in the Fire Hall, 200 South Parker Street, Marine City, Michigan 48039.

January 13	May 12	September 8
February 10	June 9	October 13
March 10	July 14	November 10
April 14	August 11	December 8

The Marine City **DANGEROUS BUILDING BOARD OF APPEALS** and the **ZONING BOARD OF APPEALS** will hold regular meetings on the first Wednesday of each month at 6:00 PM and 7:00 PM, respectively, in the Fire Hall, 200 South Parker Street, Marine City, Michigan 48039.

January 1	May 7	September 3
February 5	June 4	October 1
March 5	July 2	November 5
April 2	August 6	December 3

The Marine City **TAX INCREMENT FINANCE AUTHORITY** will hold regular meetings on the third Tuesday of each month at 4:00 PM in the Fire Hall, 200 South Parker Street, Marine City, Michigan 48039.

January 21	May 20	September 16
February 18	June 17	October 21
March 18	July 15	November 18
April 15	August 19	December 16

The Marine City **HISTORICAL COMMISSION** will hold quarterly meetings on the third Tuesday of each month at 6:00 PM in the Fire Hall, 200 South Parker Street, Marine City, Michigan 48039.

January 21	April 15	July 15	October 21
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The City of Marine City complies with the ADA. Should individuals with disabilities require special aids, please contact the City Clerk, 303 South Water Street, Marine City, Michigan 48039, Telephone 810-765-8830, 48 hours prior to the scheduled meeting.

The Marine City **PENSION BOARD OF TRUSTEES - PENSION PLAN** and **PENSION BOARD OF TRUSTEES - RETIREE HEALTH CARE PLAN** will hold regular quarterly meetings on the last Tuesday of each meeting month at 4:30 PM in the Fire Hall, 200 South Parker Street, Marine City, Michigan 48039.

January 28 April 29 July 29 October 28

The Marine City **LIBRARY BOARD** will hold regular quarterly meetings on the second Monday of each meeting month at 7:00 PM in the Library, 300 South Parker Street, Marine City, Michigan 48039.

January 13 April 14 July 14 October 13

The **MARINE CITY AREA FIRE AUTHORITY** will hold regular meetings on the third Wednesday of each month at 7:00 PM in the Fire Hall, 200 South Parker Street, Marine City, Michigan 48039.

January 15	May 21	September 17
February 19	June 18	October 15
March 19	July 16	November 19
April 16	August 20	December 17

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**City of Marine City
Tax Increment Finance Authority
October 15, 2013**

A regular meeting of T.I.F.A. was held in the Fire Hall, 200 South Parker Street, Marine City, Michigan, on Tuesday, October 15, 2013, and was called to order at 4:00 PM by Chairperson May.

Present: Chairperson May; Board Members Lepley, Phelan and Tisdale; City Manager Gabor; Deputy Clerk Baxter; and, City Clerk Kade.

Absent: Board Members Babchek, Skwiers and Weisenbaugh.

Approve Agenda

The following addition was made to the Agenda:

- New Business Strategic Communication Solutions – Special Presentation

Motion by Board Member Tisdale, seconded by Board Member Lepley, to approve the Agenda, as amended. All Ayes. Motion Carried.

Approve Minutes

Motion by Board Member Lepley, seconded by Board Member Tisdale, to approve the Minutes of the Regular Tax Increment Finance Authority Meeting held September 17, 2013, as presented. All Ayes. Motion Carried.

Communications

There were no Communications presented.

Public Comment

Rebecca Lepley, representing the Friends of City Hall, reported on the successful Heritage Day; thanked the TIFA Board for its financial assistance; and, announced the 2014 Heritage Day dates as September 20th and September 21st. Rev. Lepley commented that she did not want to allow Historic City Hall to become in disrepair again.

Unfinished Business

None

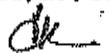
New Business

Strategic Communication Solutions ~ Special Presentation

At the July 23, 2013 Special TIFA Meeting, the Board unanimously requested that the City Manager negotiate lobbying efforts with Strategic Federal Affairs with a period of one, two and three years.

City Manager Gabor reported that Strategic Federal Affairs had the potential to generate grant funding opportunities, and introduced members of Strategic Federal Affairs/Strategic Communication Solutions who would provide a special presentation to the Board.

SFA President Robert Law said that they understood that Marine City's downtown was a vital component and an irreplaceable community resource. Noting the façade and rental rehab programs in Marine City, he said that investing in this area and building upon its strengths were positive historical elements. Mr. Law introduced Bill Bullard, Vice President for State Relations and Local Government, and John Kerr, Vice President of Economic Development.

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Mr. Kerr spoke of his deep appreciation for the history of port communities. He detailed how they would focus on several areas of development for Marine City including funding opportunities to refurbish the interior of the historic City Hall building.

Mr. Law discussed the grant writing process, and said that Strategic Communication Solutions had the ability to make necessary state and federal contacts.

Strategic Federal Affairs/Strategic Communication Solutions responded to questions and concerns raised by the TIFA Board.

Motion by Board Member Lepley, seconded by Board Member Tisdale, to contract with Strategic Communication Solutions at the rate of \$5,000 per month for a period of one year to seek grants for the litany of activities described, and in addition to others that may arise, with specific attention to the interior refurbishment of the city hall as monies are available. No Vote Taken.

Motion by Board Member Tisdale, seconded by Board Member Lepley, to table further action until the next scheduled TIFA meeting. All Ayes. Motion Carried.

Discussion on Seawall Repair ~ City Beach

City Manager Gabor presented three quotes for the seawall repair at the City Beach, as follows:

- Marine One Construction \$19,369.00
49090 Jefferson Avenue
Chesterfield, Michigan 48047

- S.A. Fiscelli Marine Construction, Inc. \$34,025.00
4044 Scott B Drive
St. Clair, Michigan 48079

- Malcolm Marine, Inc. \$38,470.00
1159 Fred Moore Highway
St. Clair, Michigan 48079

City Manager Gabor said he expected the final costs to exceed the quotes by another \$4,000 due to unforeseen circumstances. He said that the City could not wait much longer to repair the seawall, and noted that no permits would be required via the Corp of Engineers. City Manager Gabor said that there were enough monies in TIFA #1 to handle the costs.

Discussion ensued by the TIFA Board regarding expenditures by TIFA over the past few years.

Motion by Board Member Tisdale, seconded by Board Member Phelan, to accept the bid from Marine One Construction and approve an amount not to exceed \$19,500.00 from TIFA District #1 for the City Beach Seawall Repair. All Ayes. Motion Carried.

Financial Business

Invoice Approval

Motion by Board Member Tisdale, seconded by Board Member Lepley, to approve the Friends of City Hall Invoice dated October 3, 2013, for financial support for assistance with Heritage Days and Promotional Video, as follows:

- \$1,500.00 from TIFA #2 Fund
- \$3,000.00 from TIFA #3 Fund

All Ayes. Motion Carried.

Motion by Board Member Phelan, seconded by Chairperson May, to approve Team Thompson Concrete LLC Invoice #1072 for the sidewalk replacement project on South Belle River Avenue from Brown Street to Chartier, as follows:

- \$3,327.34 from TIFA #2 Fund
- \$6,654.66 from TIFA #3 Fund

All Ayes. Motion Carried.

Motion by Board Member Phelan, seconded by Board Member Tisdale, to approve Team Thompson Concrete LLC Invoice #1073 for the sidewalk replacement project on South Belle River Avenue from Brown Street to Robertson Street, as follows:

- \$1,209.84 from TIFA #2 Fund
- \$2,419.66 from TIFA #3 Fund

All Ayes. Motion Carried.

Preliminary Financial Statements

Motion by Board Member Phelan, seconded by Chairperson May, to accept the Preliminary Financial Statements for August 2013, and place them on file. All Ayes. Motion Carried.

Adjournment

Motion by Board Member Phelan, seconded by Board Member Tisdale, to adjourn at 5:17 PM. All Ayes. Motion Carried.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Diana S. Kade". The signature is written in a cursive style with a large initial "D" and a long horizontal flourish extending to the right.

Diana S. Kade
City Clerk

RECEIVED
NOV 08 2013

8-C

City of Marine City **City of Marine City, Michigan**
303 S. Water Street, Marine City, Michigan 48039

Business License Application

A Non-Refundable Background Check Fee Due at Time of Filing Application
\$10.00 Due per Each Background Check

Business Information: MARINE CITY DENTAL
Business Name: AI FAMILY DENTISTRY OF MARINE CITY
Business Address: 162 S WATER STREET, MARINE CITY, MI
Bus. Phone: 810-765-4055 Fax: _____ E-Mail: _____
Description of Business: DENTAL OFFICE

Open Date (Subject to approval): _____ Non-Profit: Yes No
Number of Employees: Full Time 2 Part Time 3 # of Seats _____
Hours of Operation: From 9:00 AM to 5:00 PM M T W Th F S S

Ownership: Corporation Individual Partnership LLC Limited PLC
Partnership

Corporation Name: AI FAMILY DENTISTRY OF MARINE CITY
State Tax ID: _____ Federal ID: 46-3448101
Value of Initial Stock and Equipment: \$ 25,000

Owner Information (Must Provide Copy of Government Issued Photo Identification):

Name: ANEEL K RANDHAWA Title: OWNER
Address: 50481 KOSS DRIVE Phone: 586 226 0638
City: MACOMB TWP State: MI Zip: 48044
Driver's License #: R530067461356
Name: _____ Title: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____
Driver's License #: _____

Building Owner: _____

Address: _____

State: _____ Zip: _____ Phone: _____

Emergency Contact Information (After Hours):

Name: Jasdeep Randhawa Phone: 586.675.7777

Name: _____ Phone: _____

Alarm Company:

Name: _____ Phone: _____

Address: _____
STREET CITY STATE ZIP

List any Flammable or Toxic Materials Stored in Building _____

Provide copies of any necessary paperwork for hazardous substances from any outside agencies.

<p>HAS THIS BUSINESS MET ALL COUNTY, STATE AND/OR FEDERAL LICENSING REQUIREMENTS NEEDED TO CONDUCT YOUR BUSINESS?</p> <p>YES: <u>X</u> NO: _____</p> <p>APPLICANT'S INITIALS: <u>[Signature]</u></p>	
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Provide copies of any other governmental licenses needed to conduct your business.

Special Instructions for Police and Fire Departments: _____

Is there hard-surface parking for this business? (Yes) No

Are you indebted to the City for anything? NO

I hereby certify that I am the owner, or am authorized to act on behalf of the owner, of the above-described business. I further certify that to the best of my knowledge this is a true and correct application, and understand that the falsification of this application is cause for revocation or suspension of this license.

Anil Randhawa, Owner
Signature & Title of Applicant

11/8/13
Dated

9A

CITY OF MARINE CITY
ST. CLAIR COUNTY, MICHIGAN

RESOLUTION NO. _____

A RESOLUTION TO CREATE AN EQUITY ACCOUNT FOR DEPOSITING 100% OF THE EXCESS MARINE CITY AREA FIRE AUTHORITY FUNDS FROM THE END OF EACH FISCAL BUDGET YEAR, WHICH WOULD THEN BE USED FOR FUTURE CAPITAL IMPROVEMENTS

A RESOLUTION of the City Commission of the City of Marine City adopted at a regular meeting of said Commission held at the Fire Hall located at 200 South Parker Street, Marine City, Michigan, on the _____ day of _____ 2013 at 7:00 PM.

Present:

Absent:

The following preamble and resolution were offered by _____ and supported by _____:

WHEREAS, the current rules indicate that the Marine City Area Fire Authority should return the excess budget funds at the rate contributed; and,

WHEREAS, the Marine City Area Fire Authority is currently holding excess funds as a liability on the Marine City Area Fire Authority budget; and,

WHEREAS, it has been determined that the excess funds should be kept with the Marine City Area Fire Authority and placed into an equity fund for capital improvements;

THEREFORE, BE IT RESOLVED, that the City of Marine City approves keeping the excess budget funds with the Marine City Area Fire Authority and placed into an equity account to be used for capital improvement purchases and is to be considered in immediate effect.

Ayes:

Nays:

RESOLUTION DECLARED ADOPTED.

John M. Gabor, City Manager

Attest:

Diana S. Kade, City Clerk

10-A



STATE OF MICHIGAN

RICK SNYDER
GOVERNOR

DEPARTMENT OF TRANSPORTATION

LANSING

KIRK T. STEUDLE
DIRECTOR

November 5, 2013

Charles Browne, Mayor
City of Marine City
303 South Water Street
Marine City, Michigan 48039

Dear Mayor Browne:

Title VI of the Civil Rights Act of 1964, and related statutes state that, "No person in the United States shall on the grounds of race, color, or national origin, sex, age, disability, or socio-economic status, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program or activity receiving Federal financial assistance". The Civil Rights Restoration Act of 1987 restored the full intent of Title VI to require compliance by all federal-aid recipients and sub-recipients whether their programs or activities are federally funded or not.

Related to Title VI, Executive Order 12898, Limited English Proficiency and Executive Order 13166, Environmental Justice was enacted to ensure non-discrimination against low-income populations, minority populations and persons who have limited ability to speak, write, or understand English. These Executive Orders require recipients and sub-recipients to address Environmental Justice and Limited English Proficiency in consideration of and approach to any program, service, or activity receiving federal-financial assistance, in their Title VI Plans.

Our records indicate that the Michigan Department of Transportation (MDOT) does not have a Title VI Plan on file for the City of Marine City.

A Title VI Plan is required prior to the receipt of federal financial assistance. If you have ever entered into a contract with MDOT for federal highway funds or have received assistance from the Federal Highway Administration (FHWA) in relationship to an MDOT project, you must have a Title VI Plan.

Failure to comply with this requirement may place you in deficiency status until you have complied with the regulation as specified in 23 CFR Part 200 and 49 CFR Part 21. You must verify that your organization meets compliance requirements by creating a Title VI Plan document and submitting it along with the enclosed "Sub-Recipient Application for Certification of Title VI and EEO Compliance and Assurances - form 0106."

YOU HAVE 90 CALENDAR DAYS (2/3/14) FROM RECEIPT OF THIS CORRESPONDENCE TO HAVE YOUR FINAL COMPLETED PLAN IN PLACE AND POSTED ON YOUR WEBSITE. YOUR INITIAL DRAFT PLAN MUST BE SUBMITTED FOR REVIEW BY OUR OFFICE WITHIN 30 DAYS (12/5/13); SO THAT WE MAY ASSIST YOU IN ENSURING THAT YOUR TITLE VI PLAN

MURRAY D. VAN WAGONER BUILDING • P. O. BOX 30050 • LANSING, MICHIGAN 48909

www.michigan.gov • (517) 373-2090

IS IN COMPLIANCE WITH THE REGULATIONS. PLEASE NOTE THAT YOUR FINAL DRAFT PLAN MUST BE REVIEWED AND RECEIVE APPROVAL BY OUR STAFF PRIOR TO SENDING IT TO YOUR CITY COUNCIL FOR ADOPTION.

At a minimum, your Title VI Plan must include:

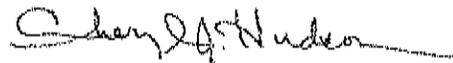
- Title VI Assurances signed by the City Manager or other appropriate executive or responsible authority
- Appendix A, B, and C must be inserted in every contract or sub-contract (enclosed for your reference)
- Local Public Agency (LPA) Plans must include at a minimum:
 - Designation of a Title VI Coordinator and/or EEO Officer with full authority to implement the Title VI Plan and related statutes
 - Internal compliance reviews of all programs
 - Public outreach and education plan
 - Training programs for staff and others
 - Complaint procedures including time limits for responding
 - Procedures for identifying and addressing Title VI issues
 - Annual reporting methods on the status of Title VI compliance
 - Methods to prevent discrimination in policy, programs, and procedures
 - Data collections procedures and methods
 - Prevention of discrimination by ensuring fairness in sub-contracting
 - Assurances against discrimination in employment
 - Limited English Proficiency Plan (LEP)
 - Environmental Justice Plan (To address the effects of projects on low-income populations and minority populations)
 - Retaliation clause

Once you have determined who the Title VI Coordinator will be for your organization, please have them contact the following individual to receive the Title VI & LEP Plan template documents that should be used to create the initial draft document(s) for our review:

Teshia Johnson
Civil Rights Program Compliance Technician
Michigan Department of Transportation
(517) 241-7462
Fax: 517-335-2785
Johnsont35@michigan.gov

I look forward to working with you to ensure non-discrimination. The work you do is vital to the economic vitality of our state and the nation, and requires that public funds be used for the benefit of all in a fair and equitable manner.

Sincerely,



Cheryl J. Hudson
EEO Officer

Enclosure(s)

CITY OF MARINE CITY

TITLE VI

NON-DISCRIMINATION PLAN

303 Water Street
Marine City, MI 48039
Phone: 810-765-8846
Fax: 810-765-4010
Website: www.marinecity-mi.org

Title VI Coordinator:
John Gabor, City Manager
303 Water Street
Marine City, MI 48039
Phone: 810-765-0513
Fax: 810-765-4010
Email: jgabor@marinecity-mi.org

**MARINE CITY - TITLE VI
NON-DISCRIMINATION PLAN**
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**MARINE CITY - TITLE VI
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INTRODUCTION

The City of Marine City, formerly known as “Newport” and later as the “Village of Marine City”, was incorporated as a city in June 1887. The City of Marine City provides its residents with a safe, efficient, and environmentally sound community that has preserved its rich heritage as a coastal community and celebrates its beautiful architecture, ample cultural resources, and its unique waterfront location. The City of Marine City serves all people of the city, including minority populations, low-income populations, the elderly, persons with disabilities, and extends a warm welcome to the great number of tourists it attracts to the city. The City of Marine City recognizes its responsibility to provide fairness and equity in all of its programs, services, and activities, and that it must abide by and enforce federal and state civil rights legislation.

Title VI of the Civil Rights Act of 1964, is the overarching civil rights law which prohibits discrimination based on race, color, or national origin, in any program, service or activity that receives federal assistance. Specifically, Title VI assures that, “No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or be otherwise subjected to discrimination under any program or activity receiving federal assistance.” Title VI has been broadened by related statutes, regulations and executive orders. Discrimination based on sex is prohibited by Section 324 of the Federal-Aid Highway Act, which is the enabling legislation of the Federal Highway Administration (FHWA). The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 prohibit unfair and inequitable treatment of persons as a result of projects which are undertaken with Federal financial assistance. The Civil Rights Restoration Act of 1987 clarified the intent of Title VI to include all programs and activities of federal-aid recipients and contractors whether those programs and activities are federally funded or not.

In addition to statutory authorities, Executive Order 12898, “Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations,” signed in February of 1994, requires federal agencies to achieve Environmental Justice as part of its mission by identifying disproportionately high and adverse human health or environmental effects of its programs, policies, and activities on minority populations and low-income populations. Environmental Justice initiatives are accomplished by involving the potentially affected public in the development of transportation projects that fit within their communities without sacrificing safety or mobility. In 1997, the U.S. Department of Transportation (USDOT) issued its DOT Order to Address Environmental Justice in Minority Populations and Low-Income Populations to summarize and expand upon the requirements of Executive Order 12898 on Environmental Justice. Also, Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency (LEP),” provides that no person shall be subjected to discrimination on the basis of race, color, or national origin under any program or activity that receives Federal financial assistance.

As a recipient of federal financial assistance, the City of Marine City must provide access to individuals with limited ability to speak, write, or understand the English language. The City will not restrict an individual in any way from the enjoyment of any advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under its programs or

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projects. Individuals may not be subjected to criteria or methods of administration which cause adverse impact because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program because of race, color or national origin. Therefore, the primary goals and objectives of the City of Marine City's Title VI Program are:

1. To assign roles, responsibilities, and procedures for ensuring compliance with Title VI of the Civil Rights Act of 1964 and related regulations and directives;
2. To ensure that people affected by the City's programs and projects receive the services, benefits, and opportunities to which they are entitled without regard to race, color, national origin, age, sex, or disability;
3. To prevent discrimination in the City of Marine City's programs and activities, whether those programs and activities are federally funded or not;
4. To establish procedures for identifying impacts in any program, service, or activity that may create illegal adverse discrimination on any person because of race, color, national origin, age, sex, or disability; or on minority populations, low-income populations, the elderly, and all interested persons and affected Title VI populations;
5. To establish procedures to annually review Title VI compliance within specific program areas within the City;
6. To set forth procedures for filing and processing complaints by persons who believe they have been subjected to illegal discrimination under Title VI in the City's services, programs or activities.

As the sub-recipient of federal transportation funds, the City of Marine City must comply with federal and state laws, and related statutes, to ensure equal access and opportunity to all persons, with respect to transportation services, facilities, activities, and programs, without regard to race, color, religion, national origin, sex, socio-economic status, or geographical location. Every effort will be made to prevent discrimination in any program or activity, whether those programs and activities are federally funded or not, as guaranteed by the Civil Rights Restoration Act of 1987.

The City of Marine City shall also ensure that their sub-recipients adhere to state and federal law and include in all written agreements or contracts, assurances that the sub-recipient must comply with Title VI and other related statutes. The City of Marine City, as a sub-recipient who distributes federal transportation funds, shall monitor their sub-recipients for voluntary compliance with Title VI. In the event that non-compliance is discovered, the City will make a good faith effort to ensure that the sub-recipient corrects any deficiencies arising out of complaints related to Title VI; and that sub-recipients will proactively gauge the impacts of any program or activity on minority populations and low-income populations, the elderly, persons with disabilities, all interested persons and affected Title VI populations.

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Discrimination under Title VI

There are two types of illegal discrimination prohibited under Title VI and its related statutes. One type of discrimination which may or may not be intentional is “disparate treatment.” Disparate treatment is defined as treating similarly situated persons differently because of their race, color, national origin, sex, disability, or age.

The second type of illegal discrimination is “disparate impact.” Disparate impact discrimination occurs when a “neutral procedure or practice” results in fewer services or benefits, or inferior services or benefits, to members of a protected group. With disparate impact, the focus is on the consequences of a decision, policy, or practice rather than the intent.

The City of Marine City’s efforts to prevent such discrimination must address, but not be limited to, a program’s impacts, access, benefits, participation, treatment, services, contracting opportunities, training, investigation of complaints, allocation of funds, prioritization of projects, and the overarching functions of planning, project development and delivery, right-of-way, construction, and research.

The City of Marine City has developed this Title VI Plan to assure that services, programs, and activities of the City are offered, conducted, and administered fairly, without regard to race, color, national origin, sex, age, or disability of the participants or beneficiaries of federally funded programs, services, or activities (see Title VI Assurances).

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NON-DISCRIMINATION PLAN
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**CITY OF MARINE CITY
NON-DISCRIMINATION POLICY STATEMENT**

The City of Marine City reaffirms its policy to allow all individuals the opportunity to participate in federal financially assisted services and adopts the following provision:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” In applying this policy, the City and its sub-recipients of federal funds shall not:

1. Deny any individual with any services, opportunity, or other benefit for which such individual is otherwise qualified;
2. Provide any individual with any service, or other benefit, which is inferior (in quantity or quality) to, or which is provided in a different manner from that which is provided to others;
3. Subject any individual to segregated or disparate treatment in any manner related to such individual’s receipt of services or benefits;
4. Restrict an individual in any way from the enjoyment of services, facilities or any other advantage, privilege or other benefit provided to others;
5. Adopt or use methods of administration, which would limit participation by any group of recipients or subject any individual to discrimination;
6. Address any individual in a manner that denotes inferiority because of race, color, or national origin;
7. Permit discriminatory activity in a facility built in whole or in part with federal funds;
8. Deny any segment of the population the opportunity to participate in the operations of a planning or advisory body that is an integral part of a federally funded program;
9. Fail to provide information in a language other than English to potential or actual beneficiaries who are of limited English speaking ability, when requested and as appropriate;
10. Subject an individual to discriminatory employment practices under any federally funded program whose objective is to provide employment;
11. Locate a facility in any way, which would limit or impede access to a federally-funded service or benefit.

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The City of Marine City will actively pursue the prevention of any Title VI deficiencies or violations and will take the necessary steps to ensure compliance. If irregularities occur in the administration of the program's operation, procedures will be promptly implemented to resolve Title VI issues all within a period not to exceed 90 days.

The City of Marine City designates John Gabor, City Manager as the City's Title VI Coordinator. The City Manager will be responsible for initiating and monitoring Title VI activities and other required matters, ensuring that the City of Marine City complies with the Title VI regulations and pursues prevention of Title VI deficiencies or violations. Inquiries concerning the City of Marine City and Title VI may be directed to the John Gabor, City Manager, 303 Water Street, Marine City, MI 48039; Phone: 810-765-0513; Fax: 810-765-4010; or via email at jgabor@marinecity-mi.org.

Charles Brown
Mayor

John Gabor
City Manager/Title VI Coordinator

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TITLE VI ASSURANCES

The City of Marine City (hereinafter referred to as the "Recipient") hereby agrees that as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation, it will comply with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d-42 USC 2000d-4 (hereinafter referred to as the "Act"), and all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-Assisted Programs for the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964 (hereinafter referred to as the "Regulations") and other pertinent directives, to the end that in accordance with the Act, Regulations, and other pertinent directives, no person in the United States shall, on the grounds of gender, race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Recipient received Federal financial assistance from the Department of Transportation, including the Federal Highway Administration, and hereby gives assurances that it will promptly take any measures necessary to effectuate this agreement. This assurance is required by subsection 21.7 (a) (1) and (b) of the Regulations.

More specifically and without limiting the above general assurance, the Recipient hereby gives the following specific assurance with respect to the Federal Aid Highway Program:

1. That the Recipient agrees that each "program" and each "facility" as defined in subsections 21.23(e) and 21.23(b) of the Regulations, will be (with regard to a "program") conducted, or will be (with regard to a "facility") operated in compliance with all requirements imposed by, or pursuant to, the Regulations.
2. That the Recipient shall insert the following notification in all solicitations for bids for work or material subject to the Regulations and made in connection with all Federal Aid Highway Programs and, in adapted form in all proposals for negotiated agreements:

"The (Recipient), in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Sub-Title A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. That the Recipient shall insert the clauses of Appendix A of this assurance in every contract subject to the Act and the Regulations.
4. That the Recipient shall insert the clauses of Appendix B of this assurance, as a covenant running with the land, in any deed from the United States effecting a transfer of real property, structures, or improvements thereon, or interest therein.
5. That where the Recipient receives Federal financial assistance to construct a facility, or part of a facility, the assurance shall extend to the entire facility and facilities operated in connection therewith.

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6. That where the Recipient receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the assurance shall extend to rights to space on, over or under such property.
7. That the Recipient shall include the appropriate clauses set forth in Appendix C of this assurance, as a covenant running with the land, in any future deeds, leases, permits, licenses, and similar agreements entered into by the Recipient with other parties: (a) for the subsequent transfer of real property acquired or improved under the Federal Aid Highway Program; and (b) for the construction or use of or access to space on, over or under real property acquired, or improved under the Federal Aid Highway Program.
8. That this assurance obligates the Recipient for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property or interest therein or structures or improvements thereon, in which case the assurance obligates the Recipient or any transferee for the longer of the following periods: (a) the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or (b) the period during which the Recipient retains ownership or possession of the property.
9. The Recipient shall provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom it delegates specific authority to give reasonable guarantee that it, other recipients, sub-grantees, contractors, subcontractors, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Act, the Regulations and this assurance.
10. The Recipient agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Act, the Regulations, and this assurance.

This assurance is given in consideration of and for the purpose of obtaining any and all Federal grants, loans, contracts, property, discounts or other Federal financial assistance extended after the date hereof to the Recipient under the Federal Aid Highway Program and is binding on it, other recipients, sub-grantees, contractors, sub-contractors, transferees, successors in interest and other participants in the Federal Aid Highway Program. The person or persons whose signatures appear below are authorized to sign this assurance on behalf of the Recipient.

City of Marine City

Charles Browne, Mayor

Date

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AUTHORITIES

Title VI of the Civil Rights Act of 1964, 42 USC 2000d to 2000d-4; 42 USC 4601 to 4655; 23 USC 109(h);

Title VI of the Civil Rights Act of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin (including Limited English Proficiency), be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving federal financial assistance (please refer to 23 CFR 200.9 and 49 CFR 21). Related statutes have broadened the grounds to include age, sex, low income, and disability.

The Civil Rights Restoration Act of 1987 also broadened the scope of Title VI coverage by expanding the definition of terms "programs or activities" to include all programs or activities of Federal Aid recipients, sub-recipients, and contractors, whether such programs and activities are federally assisted or not (Public Law 100-259 [S. 557] March 22, 1988).

Federal Aid Highway Act of 1973, 23 USC 324: No person shall on the ground of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal assistance under this title or carried on under this title.

Age Discrimination Act of 1975, 42 USC 6101: No person in the United States shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity receiving federal financial assistance.

Americans With Disabilities Act of 1990 PL 101-336: No qualified individual with a disability shall, by reason of his/her disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination by a department, agency, special purpose district or other instrumentality of a state or local government.

Section 504 of the Rehabilitation Act of 1973: No qualified individual with a disability shall, solely by reason of his/her disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity that receives or benefits from federal financial assistance.

USDOT Order 1050.2: Standard Title VI Assurances

EO12250: Department of Justice Leadership and coordination of Non-discrimination Laws.

EO12898: Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations.

28 CFR 50.3: Guidelines for the enforcement of Title VI of the Civil Rights Act of 1964.

EO13166: Improving Access to Services for Persons with Limited English Proficiency.

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DEFINITIONS

Adverse Effects -- The totality of significant individual or cumulative human health or environmental effects including interrelated social and economic effects, which may include, but are not limited to: (See Appendix E for additional discussion of “significant”)

- Bodily impairment, infirmity, illness or death
- Air, noise and water pollution and soil contamination
- Destruction or disruption of man-made or natural resources
- Destruction or diminution of aesthetic values
- Destruction or disruption of community cohesion or community’s economic vitality
- Destruction or disruption of the availability of public and private facilities and services
- Adverse employment effects
- Displacement of person’s businesses, farms or non-profit organizations
- Increased traffic congestion, isolation, exclusion or separation of minority or low-income individuals within a given community or from the broader community
- Denial of, reduction in, or significant delay in the receipt of benefits of the City programs, policies and activities

Federal Assistance -- Includes grants and loans of federal funds; the grant or donation of federal property and interests in property; the detail of federal personnel, federal property or any interest in such property without consideration or at a nominal consideration or at a consideration which is reduced for the purpose of assisting the recipient, or in recognition of the public interest to be served by such sale or lease to the recipient; and any federal agreement, arrangement or other contract which has, as one of its purposes, the provision of assistance.

Limited English Proficiency - Individuals with a primary or home language other than English who must, due to limited fluency in English, communicate in that primary or home language if the individuals are to have an equal opportunity to participate effectively in or benefit from any aid, service or benefit provided by the City.

Low-Income – A person whose median household income is at or below the Department of Health and Human Service Poverty guidelines (see <http://aspe.hhs.gov/poverty/>).

Low-Income Population – Any readily identifiable group of low-income persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City program, policy or activity.

Minority – A person who is:

- a. Black – A person having origins in any of the black racial groups of Africa;
- b. Hispanic – A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race;

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- c. Asian American – A person having origins in any of the original people of the Far East, Southeast Asia, the Indian sub-continent, or the Pacific Islands; or
- d. American Indian and Alaskan Native – A person having origins in any of the original people of North America and who maintains cultural identification through tribal affiliation or community recognition.

Minority Population – Any readily identifiable groups of minority persons who live in geographic proximity and, if circumstances warrant, geographically dispersed/transient persons (such as migrant workers or Native Americans) who will be similarly affected by a proposed City program, policy or activity.

Non-Compliance – A recipient has failed to meet prescribed requirements and has shown an apparent lack of good faith effort in implementing all the requirements of Title VI and related statutes.

Persons – Where designation of persons by race, color or national origin is required, the following designation ordinarily may be used; “White not of Hispanic origin”, “Black not of Hispanic origin”, “Hispanic”, “Asian or Pacific Islander”, “American Indian or Alaskan Native”. Additional sub-categories based on national origin of primary language spoken may be used, where appropriate, on either a national or a regional basis.

Program – Includes any road or park project including planning or any activity for the provision of services financial aid or other benefits to individuals. This includes education or training, work opportunities, health welfare, rehabilitation, or other services, whether provided directly by the recipient of federal financial assistance or provided by others through contracts or other arrangements with the recipient.

Recipient - Any state, territory, possession, the District of Columbia, Puerto Rico, or any political subdivision, or instrumentality thereof, or any public or private agency, institution, or organization, or other entity, or any individual, in any state, territory, possession, the District of Columbia, or Puerto Rico, to whom Federal assistance is extended, either directly or through another recipient, for any program. Recipient includes any successor, assignee, or transferee thereof, but does not include any ultimate beneficiary under any such program.

Significant Adverse effects on Minority and Low-Income Populations – An adverse effect that:

- a. is predominantly borne by a minority population and/or a low-income population, or
- b. will be suffered by the minority population and/or low-income population and is shown to be appreciably more severe or greater in magnitude than the adverse effect that will be suffered by the non-minority population and/or non-low-income population.

Sub-Recipient – Any agency such as a council of governments, regional planning agency, or educational institution, for example, that received Federal Highway Administration (FHWA) funds through the State DOT and not directly from the FHWA. Other agencies, local governments, contractors, consultants that receive these funds are all considered sub-recipients.

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ADMINISTRATION – GENERAL

The City of Marine City designates John Gabor, City Manager, as the Title VI Coordinator (hereinafter referred to as the “Title VI Coordinator”). Mr. Gabor shall have lead responsibility for coordinating the administration of the Title VI and related statutes, programs, plans, and assurances.

Complaints: If any individual believes that he/she or any other program beneficiaries have been the object of unequal treatment or discrimination as to the receipt of benefits and/or service, or on the grounds of race, color, national origin (including Limited English Proficiency), sex, age or disability, he/she may exercise his/her right to file a complaint with the City. Complaints may be filed with the Title VI Coordinator. Every effort will be made to resolve complaints informally at the lowest level.

Data Collection: Statistical data on race, color, national origin, English language ability and sex of participants in and beneficiaries of the City programs; e.g., impacted citizens and affected communities will be gathered and maintained by the City. The gathering procedures will be reviewed annually to ensure sufficiency of the data in meeting the requirements of the Title VI program.

Program Reviews: Special emphasis program reviews will be conducted based on the annual summary of Title VI activities, accomplishments, and problems. The reviews will be conducted by the Title VI Coordinator to assure effectiveness in their compliance of Title VI provisions. The Title VI Coordinator will coordinate efforts to ensure the equal participation in all their programs and activities at all levels. The City does not have any special emphasis programs at this time.

Title VI Reviews on Sub-Recipients: Title VI compliance reviews will be conducted annually by the Title VI Coordinator. Priority for conducting reviews will be given to those recipients of federal (U.S. Department of Transportation) funds with the greatest potential of impact to those groups covered by the Act. The reviews will entail examination of the recipients’ adherence to all Title VI requirements. The status of each review will be reported in the annual update and reported to relevant U.S. Department of Transportation (USDOT) modes upon request.

Annual Reporting Form: The Title VI Coordinator will be responsible for coordination, compilation, and submission of the annual reporting form data to the Michigan Department of Transportation (MDOT), Civil Rights Program Unit via the Sub-Recipient Annual Certification Form (MDOT form #0179) by October 5th.

Title VI Plan Updates: If updated, a copy of Title VI Plan will be submitted to the MDOT, Civil Rights Program Unit, as soon as the update has been completed, or as soon as practicable, and no later than 30 days if significant changes are made.

Public Dissemination: The City will disseminate Title VI Program information to the City employees and to the general public. Title VI Program information will be submitted to sub-

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recipients, contractors and beneficiaries. Public dissemination will include inclusions of Title VI language in contracts and publishing the City's Title VI Plan within 90 days of approval on the main page of the City of Marine City's internet website, at www.marinecity-mi.org.

Remedial Action: The City, through the Title VI Coordinator, will actively pursue the prevention of Title VI deficiencies and violations and will take the necessary steps to ensure compliance with all program administrative requirements. When deficiencies are found, procedures will be promptly implemented to correct the deficiencies and to put in writing the corrective action(s). The period to determine corrective action(s) and put it/them in writing to effect compliance may not exceed 90 days from the date the deficiencies are found.

LIMITED ENGLISH PROFICIENCY (LEP)

On August 11, 2000, President William J. Clinton signed an executive order, Executive Order 13166: Improving Access to Service for Persons with Limited English Proficiencyⁱ, to clarify Title VI of the Civil Rights Act of 1964. It had as its purpose, to ensure accessibility to programs and services to otherwise eligible persons who are not proficient in the English language.

This executive order stated that individuals who do not speak English well and who have a limited ability to read, write and speak, or understand English are entitled to language assistance under Title VI of the Civil Rights Act of 1964 with respect to a particular type of service, benefit, or encounterⁱⁱ. These individuals are referred to as being limited in their ability to speak, read, write, or understand English, hence the designation, "LEP," or Limited English Proficient. The Executive Order states that:

"Each federal agency shall prepare a plan to improve access to its federally conducted programs and activities by eligible LEP persons. Each plan shall be consistent with the standards set forth in the LEP Guidance, and shall include the steps the agency will take to ensure that eligible LEP persons can meaningfully access the agency's programs and activities."

Not only do all federal agencies have to develop LEP plans as a condition of receiving federal financial assistance, recipients have to comply with Title VI and LEP guidelines of the federal agency from which funds are provided as well.

Federal financial assistance includes grants, training, use of equipment, donations of surplus property, and other assistance. Recipients of federal funds range from state and local agencies, to nonprofits and organizations. Title VI covers a recipient's entire program or activity. This means all parts of a recipient's operations are covered, even if only one part of a recipient's organization receives the federal assistance. Simply put, any organization that receives federal financial assistance is required to follow this Executive Order.

The City of Marine City receives funds from the US Department of Transportation via the Federal Highway Administration.

MARINE CITY - TITLE VI NON-DISCRIMINATION PLAN

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The US Department of Transportation published *Policy Guidance Concerning Recipients' responsibilities to Limited English Proficient Person* in the December 14th, 2005 Federal Register.ⁱⁱⁱ

The Guidance implies that the City of Marine City is an organization that must follow this guidance:

This guidance applies to all DOT funding recipients, which include state departments of transportation, state motor vehicle administrations, airport operators, metropolitan planning organizations, and regional, state, and local transit operators, among many others. Coverage extends to a recipient's entire program or activity, i.e., to all parts of a recipient's operations. This is true even if only one part of the recipient receives the Federal assistance. For example, if DOT provides assistance to a state department of transportation to rehabilitate a particular highway on the National Highway System, all of the operations of the entire state department of transportation—not just the particular highway program or project—are covered by the DOT guidance.

Elements of an Effective LEP Policy

The US Department of Justice, Civil Rights Division has developed a set of elements that may be helpful in designing an LEP policy or plan. These elements include:

1. Identifying LEP persons who need language assistance
2. Identifying ways in which language assistance will be provided
3. Training Staff
4. Providing notice to LEP persons
5. The recommended method of evaluating accessibility to available transportation services is the Four-Factor Analysis identified by the USDOT.

These recommended plan elements have been incorporated into this plan.

Methodology for Assessing Needs and Reasonable Steps for an Effective LEP Policy

The DOT guidance outlines four factors recipients should apply to the various kinds of contacts they have with the public to assess language needs and decide what reasonable steps they should take to ensure meaningful access for LEP persons:

1. The number or proportion of LEP persons eligible to be served or likely to be encountered by a program, activity, or service of the recipient or grantee.
2. The frequency with which LEP individuals come in contact with the program.
3. The nature and importance of the program, activity, or service provided by the recipient to the LEP Community.

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4. The resources available to the City of Marine City and overall cost.

The greater the number or proportion of eligible LEP persons, the greater the frequency with which they have contact with a program, activity, or service and the greater the importance of that program, activity, or service, the more likely enhanced language services will be needed. The intent of DOT's guidance is to suggest a balance that ensures meaningful access by LEP persons to critical services while not imposing undue burdens on small organizations and local governments.

Smaller recipients with more limited budgets are typically not expected to provide the same level of language service as larger recipients with larger budgets.

The DOT guidance is modeled after the Department of Justice's guidance and requires recipients and sub-recipients to take steps to ensure meaningful access to their programs and activities to LEP persons. More information for recipients and sub-recipients can be found at <http://www.lep.gov>.

The Four-Factor Analysis

This plan uses the recommended four-factor analysis of an individualized assessment considering the four factors outlined above. Each of the following factors is examined to determine the level and extent of language assistance measures required to sufficiently ensure meaningful access to City of Marine City services and activities that may affect their quality of life. Recommendations are then based on the results of the analysis.

Factor 1: The Proportion, Numbers and Distribution of LEP Persons

The Census Bureau has a range for four classifications of how well people speak English. The classifications are: 'very well,' 'well,' 'not well,' and 'not at all.' For our planning purposes, we are considering people that speak English less than 'very well' as Limited English Proficient persons.

As seen in Table #1, the Census 2010 Data for the City of Marine City shows a small number of the population that speak English less than 'very well.'

TABLE #1

LANGUAGE SPOKEN AT HOME	# of Individuals	Percentage
Population 5 years and over	4248	4248
English only	4125	97.0%
Language other than English	18	.005%

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Speak English less than "very well"	105	
Spanish	8	.002%
Speak English less than "very well"	12	.0003%
Other Indo-European languages	8	.002%
Speak English less than "very well"	5	.001%
Asian and Pacific Islander languages	2	.0005%
Speak English less than "very well"	9	.002%
Other languages	0	0.0%
Speak English less than "very well"	0	0.0%

Factor 2: Frequency of Contact with LEP Individuals

The City has conducted an informal survey of our employees with regard to whether they have had encounters with LEP individuals in the performance of their job functions and found that have not had any encounters with LEP individuals. We have offices accessible to the public and therefore accessible to LEP individuals and we have staff that work in the field that could encounter LEP individuals. Additionally, regular City Council meetings are held on the 1st and 3rd Thursday of each month which would potentially bring LEP individuals to these meetings. Given the number of LEP individuals, as displayed in Table #1 (above), the probability of our employees to encounter an LEP individual is low.

Factor 3: The Nature and Importance of the Program, Activity, or Service to LEP

The City of Marine City serves individuals throughout the City in a variety of ways including managing roads, water, sewer, police, fire, elections, and other services to residents and other individuals, such as visitors and those traversing the state. The nature of the services that the City provides is very important to an individual's day-to-day life. Therefore the denial of services to an LEP individual could have a significant detrimental effect. Given the number of LEP individuals in the City, we will ensure accessibility to all of our programs, services, and activities.

Factor 4: The Resources Available to the City of Marine City and Overall Cost

US Department of Transportation Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons published in the Federal Register: December 14, 2005 (Volume 70, Number 239) states:

"Certain DOT recipients, such as those serving very few LEP persons or those with very limited resources, may choose not to develop a written LEP plan."

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The City of Marine City serves very few LEP persons and has very limited resources. However, it has decided to include a LEP section in its Title VI Plan in order to comply with the Executive Order and to ensure access and reasonable accommodations for LEP persons who may be unknown at this time.

Safe Harbor Stipulation

Federal law provides a “Safe Harbor” situation so that recipients can ensure with greater certainty that they comply with their obligation to provide written translations in languages other than English. A “Safe Harbor” means that if a recipient provides written translation in certain circumstances, such action will be considered strong evidence of compliance with the recipient’s written-translation obligations under Title VI.

The failure to provide written translations under the circumstances does not mean there is non-compliance, but rather provides a guide for recipients that would like greater certainty of compliance than can be provided by a fact-intensive, four factor analysis. For example, even if a Safe Harbor is not used, if written translation of a certain document(s) would be so burdensome as to defeat the legitimate objectives of its program, it is not necessary. Other ways of providing meaningful access, such as effective oral interpretation of certain vital documents, might be acceptable under such circumstances.

Strong evidence of compliance with the recipient’s written translation obligations under “Safe Harbor” includes providing written translations of vital documents for each eligible LEP language group that constitutes 5% or 1,000, whichever is less, of the population of persons eligible to be served or likely to be affected or encountered. Translation of other documents, if needed, can be provided orally.

This “Safe Harbor” provision applies to the translation of written documents only. It does not affect the requirement to provide meaningful access to LEP individuals through competent oral interpreters where oral language services are needed and are reasonable.

Given the small number of LEP language group members, the City of Marine City’s budget and number of staff, it is deemed that written translations of vital documents would be so burdensome as to defeat the legitimate objectives of our programs. It is more appropriate for the City of Marine City to proceed with oral interpretation options for compliance with LEP regulations.

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Providing Notice to LEP Persons

USDOT LEP guidance says:

Once an agency has decided, based on the four factors, that it will provide language service, it is important that the recipient notify LEP persons of services available free of charge. Recipients should provide this notice in languages LEP persons would understand.

The guidance provides several examples of notification including:

1. Signage, in languages that an LEP individual would understand that free language assistance is available with advance notice.
2. Stating in outreach documents that free language services are available from the agency.
3. Working with community-based organizations and other stakeholders to inform LEP individuals of the recipient's services, including the availability of language assistance services.

Statements in languages that an LEP individual would understand will be placed in public information and public notices informing LEP individuals that those requiring language assistance and/or special accommodations will be provided the requested service free of charge, with reasonable advance notice to the City of Marine City.

Options and Proposed Actions

Options:

Federal fund recipients have two (2) main ways to provide language services: oral interpretation either in person or via telephone interpretation service and written translation. The correct mix should be based on what is both necessary and reasonable in light of the four-factor analysis.^{iv}

The City of Marine City is defining an interpreter as a person who translates spoken language orally, as opposed to a translator, who translates written language or who transfers the meaning of written text from one language into another. The person who translates orally is not a translator, but an interpreter.^v

Considering the relatively small size of the City, the small number of LEP individuals in the service area, and limited financial resources, it is necessary to limit language aid to the most basic and cost-effective services. However, when requested appropriate assistance will be provided.

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What the City of Marine City will do. What actions will the City of Marine City take?

- Notify the public that interpreter services are available upon request, with seven day advance notice.
- With advance notice of seven calendar days, the City will provide interpreter services at public meetings, including language translation and signage for the hearing impaired.
- The City will utilize the *Translators Resource List* as provided by MDOT for translation services and verbal interpretation.
- The Census Bureau “I-speak” Language Identification Card will be distributed to all employees that may potentially encounter LEP individuals.
- Once the LEP individual’s language has been identified, an agency from the *Translators Resource List* will be contacted to provide interpretation services.
- Publications of the City’s complaint form will be made available online and upon request.
- In the event that a City employee encounters a LEP individual, they will follow the procedure listed below:

OFFICE ENCOUNTER

1. Provide an I-speak language identification card to determine the language spoken of the LEP individual.
2. Once the foreign language is determined, provide information to Title VI coordinator who will contact an interpreter from MDOT’s *Translators Resource List*.
3. If the need is for a document to be translated, the Title VI coordinator will have the document translated and provided to the requestor as soon as possible.

ROAD ENCOUNTER

1. Road crew employee will immediately contact the Title VI coordinator for assistance, and provide an I-speak language identification card to the LEP individual to determine the language spoken of the individual.
2. Once the foreign language is determined, provide information to Title VI coordinator who will contact an interpreter from MDOT’s *Translators Resource List* to provide telephonic interpretation.

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3. If the need is for a document to be translated, the Title VI coordinator will have the document translated and provided to the requestor as soon as possible.

IN WRITING

1. Once a letter has been received it will be immediately forwarded to the Title VI Coordinator.
2. The Title VI Coordinator will contact a translator from the MDOT's *Translators Resource List* to determine the specifics of the letter request information.
3. The Title VI Coordinator will work with the selected agency to provide the requested service to the individual in a timely manner.

OVER THE PHONE

1. If someone calls into our office speaking another language every attempt will be made to keep that individual on the line until an interpreter can be conferenced into the line and if possible determine the language spoken of the caller.
2. Once the language spoken by the caller has been identified, we will proceed with providing the requested assistance to the LEP individual.

The City of Marine City's Staff Training

The City of Marine City's staff will be provided training on the requirements for providing meaningful access to services for LEP persons.

ENVIRONMENTAL JUSTICE (EJ)

Compliance with Title VI includes ensuring that no minority or low income population suffers "disproportionately high and adverse human health or environmental effect" due to any "programs, policies and activities" undertaken by any agency receiving federal funds. This obligation will be met by the City in the following ways:

- When planning specific programs or projects, identifying those populations that will be affected by a given program or project.
- If a disproportionate effect is anticipated, following mitigation procedures.
- If mitigation options do not sufficiently eliminate the disproportionate effect, discussing and, if necessary, implementing reasonable alternatives.

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Disproportionate effects are those effects which are appreciably more severe for one group or predominantly borne by a single group. The City will use U.S. Census data to identify low income and minority populations.

Where a project impacts a small number or area of low income or minority populations, the City will document that:

- Other reasonable alternatives were evaluated and were eliminated for reasons such as the alternatives impacted a far greater number of people or did greater harm to the environment; etc.
- The project's impact is unavoidable;
- The benefits of the project far out-weigh the overall impacts; and
- Mitigation measures are being taken to reduce the harm to low income or minority populations.

If it is concluded that no minority and/or low income population groups are present in the project area, the City will document how the conclusion was reached. If it is determined that one or more of these population groups are present in the area, the City will administer potential disproportionate effects test.

The following steps will be taken to assess the impact of project on minority and/or low income population groups:

STEP ONE: Determine if a minority or low income population is present within the project area. If the conclusion is that no minority and/or low income population is present within the project area, document how the conclusion was reached. If the conclusion is that there are minority population groups and/or low income population groups present, proceed to Step Two.

STEP TWO: Determine whether project impacts associated with the identified low income and minority populations are disproportionately high and adverse. In doing so, refer to the list of potential impacts and questions contained in Appendix E. If it is determined that there are disproportionately high and adverse impacts to minority and low income populations, proceed to Step Three.

STEP THREE: Propose measures that will avoid, minimize and/or mitigate disproportionately high and disproportionate adverse impacts and provide offsetting benefits and opportunities to enhance communities, neighborhoods and individuals affected by proposed project.

STEP FOUR: If after mitigation, enhancements and off-setting benefits to the affected populations, there remains a high and disproportionate adverse impact to minority or low income populations, then the following questions must be considered:

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Question 1: Are there further mitigation measures that could be employed to avoid or reduce the adverse effect to the minority or low income population?

Question 2: Are there other additional alternatives to the proposed action that would avoid or reduce the impacts to the low income or minority populations?

Question 3: Considering the overall public interest, is there a substantial need for the project?

Question 4: Will the alternatives that would satisfy the need for the project and have less impact on protected populations (a) have other social economic or environmental impacts that are more severe than those of the proposed action (b) have increased costs of extraordinary magnitude?

STEP FIVE: Include all findings, determinations or demonstrations in the environmental document prepared for the project.

FILING A TITLE VI COMPLAINT

I. Introduction

The Title VI complaint procedures are intended to provide aggrieved persons an avenue to raise complaints of discrimination regarding the City programs, activities, and services as required by statute.

II. Purpose

The purpose of the discrimination complaint procedures is to describe the process used by the City for processing complaints of discrimination under Title VI of the Civil Rights Act of 1964 and related statutes.

III. Roles and Responsibilities

The Title VI Coordinator has overall responsibility for the discrimination complaint process and procedures. The Title VI Coordinator may, at his/her discretion assign a capable person to investigate the complaint.

The designated investigator will conduct an impartial and objective investigation, collect factual information and prepare a fact-finding report based upon information obtained from the investigation.

IV. Filing a Complaint

The complainant shall make himself/herself reasonably available to the designated investigator, to ensure completion of the investigation within the timeframes set forth.

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Applicability: The complaint procedures apply to the beneficiaries of City programs, activities, and services, including but not limited to: the public, contractors, sub-contractors, consultants, and other sub-recipients of federal and state funds.

Eligibility: Any person who believes that he/she has been excluded from participation in, denied benefits or services of any program or activity administered by the City or its sub-recipients, consultants, and contractors on the basis of race, color, national origin (including Limited English Proficiency), sex, age or disability may bring forth a complaint of discrimination under Title VI.

Time Limitation on Filing Complaints: Title VI complaints may be filed with the Title VI Coordinator's office. In all situations, the employees of the City must contact the Title VI Coordinator immediately upon receipt of Title VI related complaints.

Complaints must be filed within 180 days of the alleged discrimination. If the complainant could not reasonably be expected to know that the act was discriminatory within the 180 day period, he/she will have 60 additional days after becoming aware of the illegal discrimination to file the complaint.

Complaints must be in writing, and must be signed by the complainant and/or the complainant's representative. The complaint must set forth as fully as possible the facts and circumstances surrounding the claimed discrimination. In cases where the complainant is unable or incapable of providing a written statement, the complainant will be assisted in converting the verbal complaint into a written complaint. All complaints, however, must be signed by the complainant and/or by the complainant's representative.

Items that should not be considered a formal complaint: (unless the items contain a signed cover letter specifically alleging a violation of Title VI) include but are not limited to:

1. An anonymous complaint that is too vague to obtain required information
2. Inquiries seeking advice or information
3. Courtesy copies of court pleadings
4. Newspaper articles
5. Courtesy copies of internal grievances

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V. Investigation

Investigation Plan: The investigator shall prepare a written plan, which includes, but is not limited to the following:

- Names of the complainant(s) and respondent(s)
- Basis for complaint
- Issues, events or circumstances that caused the person to believe that he/she has been discriminated against
- Information needed to address the issue
- Criteria, sources necessary to obtain the information
- Identification of key people
- Estimated investigation time line
- Remedy sought by the complainant(s)

Conducting the Investigation:

- The investigation will address only those issues relevant to the allegations in the complaint.
- Confidentiality will be maintained as much as possible.
- Interviews will be conducted to obtain facts and evidence regarding the allegations in the complaint. The investigator will ask questions to elicit information about aspects of the case.
- A chronological contact sheet is maintained in the case file throughout the investigation.
- If a Title VI complaint is received on a MDOT related contract against the City of Marine City, MDOT will be responsible for conducting the investigation of the complaint. Upon receipt of a Title VI complaint filed against the City of Marine City, the complaint and any pertinent information should immediately be forwarded to the MDOT, Civil Rights Program Unit.

Investigation Reporting Process:

- Complaints made against a City of Marine City sub-recipient should be investigated by the City following the internal complaint process.
- Within 40 days of receiving the complaint, the investigator prepares an investigative report and submits the report and supporting documentation to the office of the City Manager for review.
- The Title VI Coordinator reviews the file and investigative report. Subsequent to the review, the Title VI Coordinator makes a determination of "probable cause" or "no probable cause" and prepares the decision letter.

Retaliation:

The laws enforced by this City prohibit retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by these laws. If you experience retaliation or intimidation separate from the discrimination alleged in this complaint please contact:

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John Gabor, City Manager
303 Water Street
Marine City, MI 48039
Phone: 810-765-0513
Fax: 810-765-4010
Email: jgabor@marinecity-mi.org

Reporting Requirements to an External Agency

A copy of the complaint, together with a copy of the investigation report and final decision letter will be forwarded to the MDOT, Civil Rights Program Unit within 60 days of the date the complaint was received.

Records

All records and investigative working files are maintained in a confidential area. Records are kept for three years.

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APPENDIX A - [TO BE INSERTED IN ALL FEDERAL-AID CONTRACTS]

During the performance of this contract, the contractor, for itself, its assignees and successors, in interest (hereinafter referred to as the "contractor") agrees, as follows:

1. **Compliance with Regulations:** The contractor shall comply with Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation, Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials in the discrimination prohibited by Section 21.5 of the Regulation, including employment practices when the contractor covers a program set for in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations, or directives issues pursuant thereto, and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the State Highway Department or the Federal Highway Administration to be pertinent to ascertain compliance with such Regulations or directives. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information, the contractor shall so certify to the State Highway Department or the Federal Highway Administration, as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5.

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Sanctions for Noncompliance: In the event the contractor's noncompliance with the nondiscrimination provisions of this contract, the State Highway Department shall impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:

- a. Withholding payments to the contractor under the contract until the contractor complies and/or
- b. Cancellation, termination or suspension of the contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor shall include provisions of paragraphs (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the State Highway Department or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance: provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request the State Highway Department to enter into such litigation to protect the interests of the State, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

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APPENDIX B - TRANSFER OF PROPERTY

The following clauses shall be included in any and all deeds effecting or recording the transfer of real property, structures or improvements thereon, or interest therein from the United States.

(GRANTING CLAUSE)

NOW THEREFORE, the Department of Transportation, as authorized by law, and upon the condition that the State of Michigan, will accept title to the lands and maintain the project constructed thereon, in accordance with Title 23, United States Code, the Regulations for the Administration of the Department of Transportation and, also in accordance with and in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter referred to as the Regulations) pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252; 42 U.S.C. 2000d to 2000d-4) does hereby remise, release, quitclaim and convey unto the State of Michigan all the right, title and interest of the Department of Transportation in and to said lands described Exhibit "A" attached hereto and made a part hereof.

(HABENDUM CLAUSE)*

TO HAVE AND TO HOLD said lands and interests therein unto the State of Michigan, and its successors forever, subject, however, the covenant, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and shall be binding on the State of Michigan, its successors and assigns.

The State of Michigan, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that (1) no person shall on the grounds of race, color, national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part, on, over, or under such lands hereby conveyed (,) (and)*(2) that the State of Michigan shall use the lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation – Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended (,) and (3) that in the event of breach of any of the above-mentioned nondiscrimination

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conditions, the Department shall have a right to re-enter said lands and facilities on said land, and the above described land and facilities shall thereon revert to and vest in and become the absolute property of the Department of Transportation and its assigns as such interest existed prior to this deed.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of Title VI of the Civil Rights Act of 1964.

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APPENDIX C - PERMITS, LEASES AND LICENSES

The following clauses shall be included in all deeds, licenses, leases, permits, or similar instruments entered into by the Michigan Department of Transportation, pursuant to the provisions of Assurance 7(a).

The grantee, licensee, lessee, permittee, etc., (as appropriate) for himself, his heirs, personal representative, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases, add, "as a covenant running with the land") that in the event facilities are constructed, maintained, or otherwise operated on the said property described in this (deed, license, lease, permit, etc.) for a purpose for which a Department of Transportation program or activity is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) shall remain and operate such facilities and services in compliance with all other requirements imposed pursuant to Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation -- Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations may be amended.

(Include in licenses, leases, permits, etc.)*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to terminate the license, lease, permit, etc., and to re-enter and repossess said land and the facilities thereon, and hold the same as if said license, lease, permit, etc., had never been made or issued.

(Include in deeds)*

That in the event of breach of any of the above nondiscrimination covenants, the Michigan Department of Transportation shall have the right to re-enter lands and facilities hereon, and the above described lands and facilities shall thereupon revert to and vest in and become the absolute property of the State of Michigan Department of Transportation and its assigns.

*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to effectuate the purpose of the Title VI of the Civil Rights Act of 1964 and the Civil Rights Act of 1987.

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APPENDIX D - TITLE VI COMPLAINT FORM

**CITY OF Marine City
TITLE VI COMPLAINT FORM**

Title VI of the Civil Rights Act of 1964 states that "No person in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination in any program, service, or activity receiving federal assistance."

This form may be used to file a complaint with the City of Marine City based on violations of Title VI of the Civil Rights Act of 1964. You are not required to use this form; a letter that provides the same information may be submitted to file your complaint. **Complaints should be filed within 180 days of the alleged discrimination. If you could not reasonably be expected to know the act was discriminatory within 180 day period, you have 60 days after you became aware to file your complaint.**

If you need assistance completing this form, please contact John Gabor by phone at (810) 765-0513 or via e-mail at jgabor@marinecity-mi.org.

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (home) _____ (work)

Individual(s) discriminated against, if different than above (use additional pages, if needed).

Name: _____ Date: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ (home) _____ (work)

Please explain your relationship with the individual(s) indicated above: _____

Name of agency and department or program that discriminated:

Agency or department name: _____

Name of individual (if known): _____

Address: _____

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City: _____ State: _____ Zip: _____

Date(s) of alleged discrimination:
Date discrimination began _____ Last or most recent date _____

ALLEGED DISCRIMINATION:

If your complaint is in regard to discrimination in the delivery of services or discrimination that involved the treatment of you by others by the agency or department indicated above, please indicate below the basis on which you believe these discriminatory actions were taken.

- | | |
|------------------|-----------------------|
| _____ Race | _____ Religion |
| _____ Color | _____ National Origin |
| _____ Age | _____ Sex |
| _____ Disability | _____ Income |

Explain: Please explain as clearly as possible what happened. Provide the name(s) of witness(es) and others involved in the alleged discrimination. (Attach additional sheets, if necessary, and provide a copy of written material pertaining to your case).

Signature: _____ Date: _____

Please return completed form to: John Gabor, City Manager, 303 Water St., Marine City, MI 48039; Phone: 810-765-0513; Fax: 810-765-4010; or via email at jgabor@marinecity-mi.org.

Note: *The City of Marine City prohibits retaliation or intimidation against anyone because that individual has either taken action or participated in action to secure rights protected by policies of the City. Please inform the person listed above if you feel you were intimidated or experience perceived retaliation in relation to filing this complaint.*

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**APPENDIX E - DETERMINE/DISTINGUISH SIGNIFICANT/NON-SIGNIFICANT
EFFECTS**

“Significant” requires considerations of both context and intensity:

- (a) *Context.* This means that the significance of an action must be analyzed in several contexts such as society as a whole (human, nation), the affected region, the affected interests, and the locality. Significance varies with the setting of the proposed action. For instance, in the case of a site-specific action, significance would usually depend upon the effects in the local area rather than in the world as a whole. Both short-and long-term effects are relevant.

- (b) *Intensity.* This refers to the severity of impact. Responsible officials must bear in mind that more than one agency may make decisions about partial aspects of a major action. The following should be considered in evaluating intensity:
 - (1) Impacts that may be both beneficial and adverse. A significant effect may exist even if, on balance, the effect would be beneficial.

“Non-significant effect” means no substantial change to an environmental component and this no material bearing on the decision-making process.

Scientific, technical, institutional, the public’s value, and the local economic conditions influence the meaning of significant effect.

If an alternative would provide a beneficial effect, then the alternative would cause no significant adverse effect. If an alternative would provide an adverse effect, the effect might be significant or the effect might be non-significant.

Determinations of “significant” and “non-significant” effects will be made by the City Manager.

**MARINE CITY - TITLE VI
NON-DISCRIMINATION PLAN**
Revised: 11-13-2013

**APPENDIX F - PROGRAM COMPLIANCE/PROGRAM REVIEW GOALS FOR
CURRENT PLAN YEAR**

1. The City of Marine City's Title VI Plan will be communicated to each City Department Head who will review the plan with departmental employees.
2. The City of Marine City's Title VI Plan will be published on the main page of the City's website www.marinecity-mi.org, within 90 days of approval.
3. Appendix A will be included in all City contracts as outlined in the Title VI Plan.
4. The language in Number 2 of the City of Marine City's Title VI Assurances will be included in all solicitations for bids for work or material subject to the Regulations and in all proposals for negotiated agreements.
5. The procedure(s) for responding to individuals with Limited English Proficiency will be implemented.
6. All City of Marine City employees will be trained or made aware of the LEP procedure and the Title VI complaint procedure.
7. A review of City facilities will be conducted in reference to compliance with the American Disabilities Act.
8. The following data will be collected and reviewed by the Title VI Coordinator and included, where appropriate, in the annual report submitted to MDOT.
 - a. **Boards and Commissions:** The number of vacancies; how vacancies are advertised and filled; the number of applicants; the representation of minorities will be evaluated.
 - b. **Public Meetings:** The number of open meetings; how meeting dates and times are communicated to the general public and to individuals directly affected by the meeting.
 - c. **Construction Projects:** The number of construction projects and minority contractors bidding and the number selected; verification that Title VI language was included in bids and contracts for each project.
 - d. **LEP Needs:** The number of requests for language assistance that were requested or required; the outcome of these requests.
 - e. **Complaints:** The number of Title VI complaints received; nature of the complaints; resolution of the complaints.
 - f. **Timeliness of Services:** The number of requests for services; amount of time from request to when service was delivered; number of requests denied.
 - g. **Right of Way/Imminent Domain:** The number of such actions and diversity of individual(s) affected.
 - h. **Program Participants:** Racial data of program participants where possible.

ⁱ The executive order verbatim can be found online at <http://www.usdoj.gov/crt/cor/Pubs/eolep.htm>.

ⁱⁱ Policy Guidance Concerning Recipients' Responsibilities to Limited English Proficient (LEP) Persons. Federal Register: December 14, 2005 (Volume 70, Number 239)

ⁱⁱⁱ The DOT has also posted an abbreviated version of this guidance on their website at <http://www.dotcr.ost.dot.gov/asp/lcp.asp>.

^{iv} <http://www.dotcr.ost.dot.gov/asp/lcp.asp>

^v Department of Justice Final LEP Guidelines, Federal Register June 18, 2002-Vol. 67-Number 117.

CANCELLATION OF JANUARY 2, 2014 MEETING

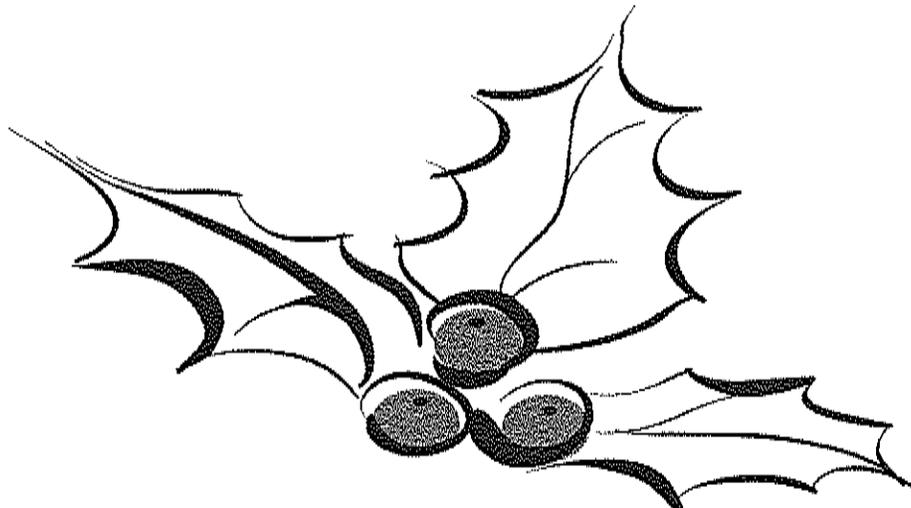
City Offices will be closed during the holidays, as follows:

- | | |
|---------------------|--------------------------------------|
| * Christmas Eve Day | Tuesday, December 24 th |
| * Christmas Day | Wednesday, December 25 th |
| * New Years Eve Day | Tuesday, December 31 st |
| * New Years Day | Wednesday, January 1 st |

December 27th is the deadline for agenda items for the January 2nd Commission Meeting.

Due to employee vacations, scheduled in conjunction with the holidays, the City will most likely have no City business to discuss at the first meeting in January.

As always, a special meeting can be scheduled, if necessary, for urgent business that must be handled prior to the scheduled January 16, 2014 Commission Meeting.



McBride - Manley



A COMPANY P.C.

CERTIFIED PUBLIC
ACCOUNTANTS

10-c

GLEN E. MCBRIDE, C.P.A.
PATRICIA A. MANLEY, C.P.A.
CURTIS J. MCBRIDE, C.P.A.
GWENDOLYN S. BRESINSKI, C.P.A.

October 23, 2013

John Gabor
City of Marine City
303 S. Water Street
Marine City Michigan 48039

Dear Mr. Gabor:

Please find enclosed the engagement letter for the proposed audit of the CITY OF MARINE CITY for the fiscal year ended June 30, 2014.

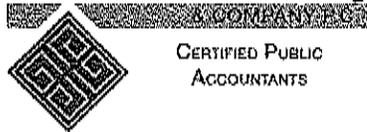
If the proposal meets the City's satisfaction, please sign the appropriate copy and return it to us.

Sincerely,

McBRIDE - MANLEY & COMPANY P.C.

Curtis J. McBride, C.P.A.

Enclosure



GLEN E. MCBRIDE, C.P.A.
PATRICIA A. MANLEY, C.P.A.
CURTIS J. MCBRIDE, C.P.A.
GWENDOLYN S. BRESINSKI, C.P.A.

October 23, 2013

City Council and Management
City of Marine City
303 S. Water Street
Marine City, Michigan 48039

We are pleased to confirm our understanding of the services we are to provide the CITY OF MARINE CITY for the year ended June 30, 2014. We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of the City of Marine City as of and for the year ended June 30, 2014. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Marine City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Marine City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis.
- 2) Pension – Schedule of Fund Progress and Employer Contributions
- 3) Retirees' Health Care – Schedule of Fund Progress and Employer Contributions

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Marine City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

- 1) Combining Schedules
- 2) Budgetary Statements
- 3) Schedule of Indebtedness

Audit Objectives

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City of Marine City and other procedures we consider necessary to enable us to express such opinions. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements, we retain the right to take any course of action permitted by professional standards, including declining to express an opinion or issue a report, or withdrawing from the engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The reports on internal control and compliance will each include a paragraph that states that the purpose of the report is solely to describe the scope of testing of internal control over financial reporting and compliance, and the result of that testing, and not to provide an opinion on the effectiveness of internal control over financial reporting or on compliance, and that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering internal control over financial reporting and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that the City of Marine City is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes. You will be required to acknowledge in the written representation letter our assistance with preparation of the financial statements and that you have reviewed and approved the financial statements and related notes prior to their issuance and have accepted responsibility for them. You agree to assume all management responsibilities for any nonaudit services we provide; oversee the services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for ensuring that management is reliable and financial information is reliable and properly recorded. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws, regulations, contracts, agreements, and grants for taking timely and appropriate steps to remedy any fraud, violations of contracts or grant agreements, or abuse that we may report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

With regard to using the auditor's report, you understand that you must obtain our prior written consent to reproduce or use our report in bond offering official statements or other documents.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental

regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Government Auditing Standards require that we communicate, during the planning stage of an audit, certain information to officials of the audited entity, and certain other parties. That information follows.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City of Marine City's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all cash or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the City of Marine City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of McBride-Manley & Company P.C. and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to a Regulatory Authority or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If Requested, access to such audit documentation will be provided under the supervision of McBride - Manley &

Company P.C.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by a Regulatory Authority. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in June or July 2014 and to issue our reports no later than November 2014. Curtis J. McBride is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Our fee for this audit will be in accordance with the firm's standard hourly billing rates at the time of the examination and will not exceed \$28,360 for the year ended June 30, 2014. If an audit under the Single Audit Act is required, our estimated fee for that audit should be between \$1,500 and \$3,000. The initiation of any new fund or major construction programs may result in increased fees. The above fee quotes are predicated on the City's records being suitable and complete for audit and completely reconciled and balanced in accordance with generally accepted accounting principles. This would normally include the preparation by the City of certain items before the audit begins (See Exhibit A). However, a revised proposal will be submitted for the Board's approval if our fees are expected to exceed those stated above. Our fees for this engagement will be billed in two segments. The first portion will be billed upon completion of our preliminary examination, sometime in June or July 2014.

You may request that we perform additional services not addressed in this engagement letter. If this occurs, we will communicate with you regarding the scope of the additional services and the estimated fees. We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter.

Government Auditing Standards require that we provide you with a copy of our most recent peer review report and any letter of comment, and any subsequent peer review reports and letters of comment, received during the period of the contract. Our 2010 peer review report accompanies this letter.

We appreciate the opportunity to be of service to the City of Marine City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Respectfully submitted,

MCBRIDE - MANLEY & COMPANY P.C.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the City of Marine City.

By: _____

Title: _____

Date: _____

EXHIBIT A

Items to be completed before commencement of audit:

1. Posted and reconciled general ledger and trial balance for all the following funds:

General	Special Assessment Trust
Major Street	Capital Improvement
Local Street	Tax
Cemetery	Library
Drug Law Enforcement	Cemetery Trust
Debt Service, 1991 Unlimited Tax Bonds – Series A	T.I.F.A. #1, #2 and #3
Water and Sewer	Pension Trust
Retirees Health Care Trust	
Any significant new funds initiated during periods under audit	
2. Water and sewer revenues and receivables reconciled to manual control totals.
3. All bank accounts properly reconciled to the general ledger accounts for all funds.
4. The total taxes collected reconciled to the total tax roll and all distributions correctly reflected for both winter and summer collections.
5. Reconciliation of delinquent personal property taxes for all years showing tax collected during the fiscal year and ending tax balance due.
6. Preparation of check register for the tax fund giving total paid to each taxing authority.
7. Complete list of all Pension Fund investments at fiscal year end reflecting description, cost, market value, maturity, and interest rate.
8. Review by City personnel of all unpaid invoices at fiscal year end and proper reconciliation of same to computerized accounts payable listing at fiscal year.
9. Workpapers on all interfund payables and receivables and reconciliation of same between funds.
10. Listing of all amounts in capital outlay account showing detail of items purchased and reconciliation of listing to general ledger.
11. Calculation and workpaper for accrued sick and vacation pay and accrued wages for each fiscal year end.
12. Reconciliation of special assessment subsidiary ledgers to manual control and general ledger receivable.
13. Reconciliation of refuse revenue in General Fund.
14. Reconciliation of property tax revenues in General Fund, all Debt Service Funds, and all T.I.F.A. Funds.
15. Loan schedules showing balance due on all State Revolving Loans, and a listing of all bond principal and interest payments.

EXHIBIT A

(Continued)

16. Reconciliation of cemetery revenues to general ledger balances.
17. Properly allocated employee benefits between funds including, but not limited to, health insurance, pension contributions, and payroll taxes; proper recording of these benefits in the various funds and departments of the general ledger.
18. Updated fixed asset schedules.

McBride - Manley



CERTIFIED PUBLIC
ACCOUNTANTS

CLIENT'S COPY

GLEN E. MCBRIDE, C.P.A.
PATRICIA A. MANLEY, C.P.A.
CURTIS J. MCBRIDE, C.P.A.
GWENDOLYN S. DRESINSKI, C.P.A.

October 23, 2013

John Gabor, City Manager
City of Marine City
303 S. Water Street
Marine City, MI 48039

This letter is to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

We will perform the following services:

We will compile, from information you provide, the Sewer Rate Computation for the Sewer Service Agreement with Cottrellville Township dated March 22, 1991, for the year ending June 30, 2013, and estimate for the year ending June 30, 2014, and issue an accountant's report thereon in accordance with Statements on Standards for Accounting and Review Services (SSARs) issued by the American Institute of Certified Public Accountants.

The objective of a compilation is to assist you in presenting financial information in the form prescribed in the Cottrellville Township Sewer Service Agreement dated March 22, 1991. We will utilize information that is your representation without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the Sewer Rate Study in order for the statements to be in conformity with the Sewer Service Agreement.

You are responsible for:

- a) the preparation and fair presentation of the computations in accordance with the Sewer Service Agreement.
- b) designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial data.
- c) preventing and detecting fraud.
- d) identifying and ensuring that the City complies with the laws and regulations applicable to its activities.
- e) making all financial records and related information available to us and for the accuracy and completeness of that information.

We will conduct our compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants.

A compilation differs significantly from a review or an audit of financial data. A compilation does not contemplate performing inquiry, analytical procedures, or other procedures performed in a review. Additionally, a compilation does not contemplate obtaining an understanding of the City's internal control; assessing fraud risk; testing accounting records by obtaining sufficient appropriate audit evidence through inspection, observation, confirmation, or the examination of source documents (for example, cancelled checks or bank images); or other procedures ordinarily performed in an audit. Accordingly, we will not express an opinion or provide any assurance regarding the financial data being compiled.

Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts. However, we will inform the appropriate level of management of any material errors, and of any evidence or information that comes to our attention during the performance of our compilation procedures, that fraud may have occurred. In addition, we will inform you of any evidence or information that comes to our attention during the performance of our compilation procedures regarding illegal acts that may have occurred, unless they are clearly inconsequential. We have no responsibility to identify and communicate deficiencies in your internal control as part of this engagement.

If, for any reason, we are unable to complete the compilations of your Sewer Rate Study, we will not issue reports on such statements as a result of this engagement.

You are responsible for assuming all management responsibilities and for overseeing any other services we provide by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience. In addition, you are responsible for evaluating the adequacy and results of the services performed and accepting responsibility for the results of such services.

Curtis McBride is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

To ensure that McBride-Manley & Company P.C.'s independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Respectfully submitted,

MCBRIDE-MANLEY & COMPANY P.C.
Certified Public Accountants

RESPONSE:

This letter correctly sets forth the understanding of the City of Marine City.

By: _____

Title: _____

Date: _____

10-D



State of Michigan
Michigan Gaming Control Board
Office of the Executive Director
P.O. Box 30786
Lansing, MI 48909
Phone: (313) 456-4940
Fax: (313) 456-3405
Email: Millionaireparty@michigan.gov
www.michigan.gov/mgcb

LOCAL GOVERNING BODY RESOLUTION FOR CHARITABLE GAMING LICENSES
(Required by MCL 432.103(K)(ii))

At a REGULAR meeting of the MARINE CITY COMMISSION
REGULAR OR SPECIAL TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD
called to order by MAYOR CHARLES R. BROWN on 12/05/2013
DATE
at 7:00 a.m./p.m. the following resolution was offered:
TIME

Moved by _____ and supported by _____
that the request from H.P.A.T.E.E.M. of COLUMBUS
NAME OF ORGANIZATION CITY
county of ST. CLAIR, asking that they be recognized as a
COUNTY
nonprofit organization operating in the community for the purpose of obtaining charitable
gaming licenses, be considered for APPROVAL
APPROVAL/DISAPPROVAL

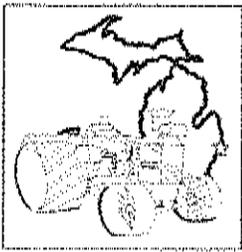
APPROVAL	DISAPPROVAL
Yeas: _____	Yeas: _____
Nays: _____	Nays: _____
Absent: _____	Absent: _____

I hereby certify that the foregoing is a true and complete copy of a resolution offered and
adopted by the Marine City Commission at a Regular
TOWNSHIP, CITY, OR VILLAGE COUNCIL/BOARD REGULAR OR SPECIAL
meeting held on December 5, 2013
DATE

SIGNED: _____
TOWNSHIP, CITY, OR VILLAGE CLERK

Diana S. Kade, City Clerk
PRINTED NAME AND TITLE

303 S. Water Street, Marine City, Michigan 48039
ADDRESS



H.P.A.T.E.E.M.

Historic Preservation of Antique Tractors and Equipment of Eastern Michigan

Garry E. Spencer, President • (810) 614-1770
Rodney R. Romain II, Vice President • (810) 794-0236
P.O. Box 14 • Algonac, Michigan 48001

November 21, 2013

Marine City Commission
200 N. Water Street
Marine City, MI 48039

RE: RESOLUTION FOR CHARITABLE GAMING LICENSE

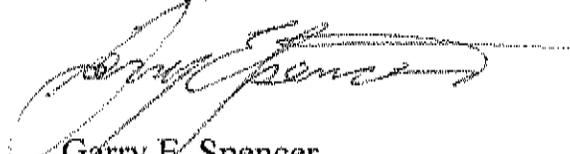
To Whom It May Concern:

The Historic Preservation of Antique Tractors and Equipment of Eastern Michigan (H.P.A.T.E.E.M.), a non-profit organization, is requesting approval of the attached form, "Local Governing Body Resolution For Charitable Gaming License." We are requesting that this item be added to your December 5, 2013, agenda.

The H.P.A.T.E.E.M. will be raffling a tractor on January 3, 2015, at the Knights of Columbus Hall on King Road. The funds from this raffle will be for our organization.

Should you have any questions, please contact me at (810) 614-1770.

Sincerely,



Garry E. Spencer
President

GES/jw

Attachment

Date: SEP 19 2011

HISTORIC PRESERVATION OF ANTIQUE
TRACTORS AND EQUIP OF E MICH INC
7566 MARINE CITY HWY
CASCO, MI 48064

Employer Identification Number:
20-6569355
DLN:
17053216349021
Contact Person:
JOAN C KISER ID# 31217
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
September 7, 2006
Contribution Deductibility:
Yes
Addendum Applies:
No

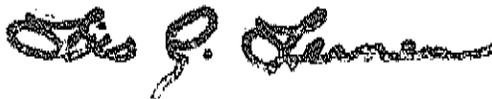
Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner
Director, Exempt Organizations

Enclosure: Publication 4221-PC

Letter 947 (DO/CG)



Charitable Gaming Division
 c/o Accounting
 Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY:
 101 E. Hillsdale, Lansing, MI 48933
 (517) 335-5780
 www.michigan.gov/cg

RAFFLE LICENSE APPLICATION

For Bureau Use Only

ALLOW 6 WEEKS FOR PROCESSING.
 PLEASE PRINT OR TYPE IN BLUE OR BLACK INK.

QUALIFICATION INFORMATION	1. Organization Name Historic Preservation of Antique Tractors and Equipment (H.P.A.T.E.E.M.)				2. Organization ID Number or Last License Number Issued 801242	
	3. Organization Street Address 8869 Meskill Rd.		City Columbus	State MI	Zip Code 48063	
	Organization Mailing Address P.O. Box 14		City Algonac	State MI	Zip Code 48001	County 74 St Clair
	4. Has your organization ever received a license such as bingo, millionaire party, raffle, charity game ticket, or numeral game? <input type="checkbox"/> Yes - Complete application and submit with the appropriate fee. <input checked="" type="checkbox"/> No - Please follow the instructions on the qualification guideline. If a guideline was not included or you do not understand it, contact our office at (517) 335-5780 to inquire as to what documentation must be submitted to qualify for licensing.					
5. Is your organization a candidate committee, political committee, political party committee, ballot question committee, independent committee or any other committee as defined by, and organized pursuant to, the Michigan Campaign Finance Act 388 of the Public Acts of 1976, as amended, being sections 169.201 to 169.282 of the Michigan Compiled Laws? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			6. Has your organization received contributions or made expenditures of \$500 or more in the last calendar year for the purpose of influencing or attempting to influence the action of voters for or against the nomination or election of a candidate, or the qualification, passage, or defeat of a ballot question? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			

SIGNATURE(S)	7. Provide name, title, home address, and telephone numbers for the PRINCIPAL OFFICER, e.g., president, grand knight, worthy matron, etc., and the vice president or equivalent and one other officer of the organization. SIGNATURE OF PRINCIPAL OFFICER REQUIRED - OR - signatures of the vice president or equivalent and one other officer. NOTE: Executive director signature not acceptable.		
	Name and Title	Street, City, State, ZIP Code	Telephone Numbers
	Principal Officer Garry Spencer	8869 Meskill Rd.	Day (810) 614-1770
	Title President		Evening
	Signature of Principal Officer		Date 10/24/13
	- OR -		
	Name and Title	Street, City, State, ZIP Code	Telephone Numbers
	Vice President or Equivalent		Day
	Title		Evening
	Signature of Vice President or Equivalent		Date
Name and Title	Street, City, State, ZIP Code	Telephone Numbers	
Other Officer		Day	
Title		Evening	
Signature of Other Officer		Date	
By signing above, I CERTIFY that I am at least 18 years of age, the organization applying is a NONPROFIT organization, I have examined this application and there is no misrepresentation or falsification in the information stated or attached, and the facts underlying our original qualification status remain unchanged. I FURTHER CERTIFY that I am aware that false or misleading statements will be cause for rejection of this application or revocation of the right to obtain any future licenses and I AM AWARE OF AND AGREE TO the conditions of Act 382 of the Public Acts of 1972, as amended, and the rules and directives of the Michigan Bureau of State Lottery.			

**PLEASE COMPLETE THE BACK PAGE OF THIS APPLICATION
 PLEASE MAKE A COPY OF THE COMPLETED APPLICATION FOR YOUR RECORDS**



RAFFLE INFORMATION	8. Contact Person Garry Spencer			9. Raffle Location (building name, if any) Knights of Columbus Hall		
	Mailing Address Where License Should Be Sent P.O. Box 14			Street Address 6385 King Rd.		
	City Algonac	State MI	ZIP Code 48001	City Marine City	ZIP Code 48039	County 74 St Clair
	Telephone Number (Day) (810) 614-1770		Telephone Number (Evening) (810) 614-1770			
	10. List name, home address, and telephone numbers of the person(s) in charge of raffle. Must be member for 6 months. If more than one chairperson, attach additional list.					
Raffle Chairperson Name Garry Spencer		Street, City, State, ZIP Code 8869 Meskill Rd. Columbus, MI 48063			Telephone Numbers Day (810) 614-1770 Evening (810) 614-1770	
11. If the total value of all prizes awarded in one day is \$500 or LESS, complete this section.						
Drawing Date(s) and Time(s) (Must be between the hours of 8 a.m.-2 a.m.):			License Fee:			
Date _____	Time p.m. _____	to _____ p.m.	All drawing dates included on this application must be at the same location. \$15 for 1, 2, or 3 drawing dates plus \$5 for each additional drawing date. (Example: 1 drawing date = \$15 fee, 6 drawing dates = \$30 fee.)			
Date _____	Time a.m. _____	to _____ a.m.	Enter the total number of small drawing dates.			
Date _____	Time a.m. _____	to _____ a.m.	<input type="checkbox"/> Check here if there are additional drawing dates and attach list. <div style="float: right; border: 1px solid black; padding: 2px;">\$15</div>			
-OR- If the total value of all prizes awarded in one day is MORE than \$500, complete this section.						
Drawing Date(s) and Time(s) (Must be between the hours of 8 a.m.-2 a.m.):			License Fee:			
Date 01/03/15	Time p.m. 5:00	to _____ p.m.	All drawing dates included on this application must be at the same location.			
Date _____	Time a.m. _____	to _____ a.m.	\$50 x <u>1</u> = <div style="border: 1px solid black; padding: 2px;">\$50</div>			
<input type="checkbox"/> Check here if there are additional drawing dates and attach list. <div style="text-align: center;">Number of Dates</div>						

TICKET INFORMATION	12. Will you be conducting an in-house raffle ONLY where there is no presale of the raffle tickets before the occasion? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, there is no need to complete the raffle ticket below.	
	13. Complete the boxes below in ink; ensure the ticket is printed with all of the required items. See Raffle Rule 506.	
	<input type="checkbox"/> Indicate any additional information that will appear on the actual tickets. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;">RAFFLE 001 Ticket #</p> <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 5px; width: 60%;"> <p style="text-align: center; font-size: 1.2em;">H.P.A.T.E.E.M.</p> <p style="text-align: center; font-size: 0.8em;">Name of Licensee</p> </div> <div style="border: 1px solid black; padding: 5px; width: 30%;"> <p style="text-align: center;">001 Ticket #</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; width: 30%;"> <p>1/3/15 Drawing Date(s)</p> </div> <div style="border: 1px solid black; padding: 5px; width: 30%;"> <p>5:00 - 10:00 p.m. Drawing Time(s)</p> </div> </div> <div style="text-align: center; margin-top: 10px;"> <p>Prizes</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Restored Oliver 70 Tractor</p> <p style="font-size: 0.8em;">First Prize *</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Oliver 70 Pedal Tractor</p> <p style="font-size: 0.8em;">Second Prize (if applicable)</p> </div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>Oliver 70 Toy Model</p> <p style="font-size: 0.8em;">Third Prize (if applicable)</p> </div> <div style="border: 1px solid black; padding: 5px; font-size: 0.8em;"> <p>Minimum 50/50 Prize (if applicable)</p> </div> </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; width: 40%;"> <p>Marine City K of C</p> <p style="font-size: 0.8em;">Raffle Location</p> </div> <div style="border: 1px solid black; padding: 5px; width: 20%;"> <p style="text-align: center;">\$5.00</p> <p style="font-size: 0.8em;">Ticket Price</p> </div> </div> <div style="margin-top: 10px;"> <p style="font-size: 0.8em;">(to be added when issued) License Number</p> </div> </div>	
	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Purchaser's Name</p> <hr/> <p>Purchaser's Address</p> <hr/> <p>Purchaser's Phone #</p> <hr/> </div>	
	<p>* For large prizes, you may want to include a disclaimer that states "If xxx (Indicate number) tickets are not sold, the drawing will revert to a 50/50 raffle with the minimum prize of \$xxx (Indicate dollar amount) awarded."</p>	

Make checks payable to: STATE OF MICHIGAN
 Submit completed application, supporting documents, and license fee to:
 Charitable Gaming Division, c/o Accounting, Box 30023, Lansing, MI 48909
OVERNIGHT DELIVERY: 101 E. Hillsdale, Lansing, MI 48933

11-A

Memo

To: John Gabor, City Manager
From: Mary Ellen McDonald, CPFA/MiCPT
Finance Director/Treasurer
Date: 12/3/2013
Re: Total Disbursements Including Payroll

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

Total Expenditures including Payroll	\$136,943.70
List of Disbursements Including Payroll (11/18/13-11/29/13)	\$ 58,111.59
Meeting Encumbrances	\$ 78,832.11
TOTAL	\$136,943.70

Thank you

MEETING DATE 12/5/13

LOCAL STREET FUND

Opening Balance	\$186,136.53			
Collections/Interest	\$0.00	\$0.00	\$0.00	
	\$186,136.53			
Disbursements/Payroll	-\$1,434.28	-\$4.13	-\$1,430.15	
Fund Transfer	\$0.00			
	\$184,702.25			
Encumbrances	-\$1,011.33			
Closing Balance	\$183,690.92			

MAJOR STREET FUND

Opening Balance	\$111,167.67			
Collections/Interest	\$0.00	\$0.00	\$0.00	
	\$111,167.67			
Disbursements/Payroll	-\$1,457.57	-\$45.32	-\$1,412.25	
Fund Transfer	\$63,000.00			
	\$172,710.10			
Encumbrances	-\$39,349.96			
Closing Balance	\$133,360.14			

GENERAL FUND

Opening Balance	\$1,588,695.78			
Collections/Interest/Serv. Chg	\$3,975.37	\$3,975.37	\$0.00	\$0.00
	\$1,592,671.15			
Disbursements/Payroll/ACH	-\$39,228.90	-\$2,513.05	-\$36,715.85	\$0.00
Fund Transfer	\$87,925.00			
	\$1,641,367.25			
Encumbrances	-\$31,211.15			
Closing Balance	\$1,610,156.10			

WATER/SEWER FUND

Opening Balance	\$135,658.70			
Collections/Interest/PointPayFee	\$34,883.08	\$34,883.08	\$0.00	\$0.00
	\$170,541.78			
Disbursements/Payroll	-\$9,941.79	-\$2,878.76	-\$7,063.03	
Fund Transfer	\$18,000.00			
	\$178,599.99			
Encumbrances	-\$6,926.34			
Closing Balance	\$171,673.65			

CEMETERY FUND

Opening Balance	\$41,181.50			
Collections/Interest	\$1,000.00	\$1,000.00	\$0.00	
	\$42,181.50			
Disbursements/Payroll	-\$366.52	-\$80.69	-\$285.83	
Fund Transfer	\$0.00			
	\$41,814.98			
Encumbrances	-\$333.33			
Closing Balance	\$41,481.65			

TIFA #1 FUND

Opening Balance	\$77,145.83		
Collections/Interest	\$0.00	\$0.00	\$0.00
	\$77,145.83		
Disbursements/Payroll	\$0.00	\$0.00	\$0.00
Fund Transfer	-\$10,600.00		
	\$66,545.83		
Encumbrances	\$0.00		
Closing Balance	\$66,545.83		

TIFA #2 FUND

Opening Balance	\$378,228.96		
Collections/Interest	\$0.00	\$0.00	\$0.00
	\$378,228.96		
Disbursements/Payroll	\$0.00	\$0.00	\$0.00
Fund Transfer	-\$30,000.00		
	\$348,228.96		
Encumbrances	\$0.00		
Closing Balance	\$348,228.96		

TIFA #3 FUND

Opening Balance	\$807,671.30		
Collections/Interest	\$0.00	\$0.00	\$0.00
	\$807,671.30		
Disbursements/Payroll	\$0.00	\$0.00	\$0.00
Fund Transfer	-\$65,400.00		
	\$742,271.30		
Encumbrances	\$0.00		
Closing Balance	\$742,271.30		

DEBT-ISSUE A FUND

Opening Balance	\$ 8,220.64			
Collections/Interest/Bank Chgs	\$0.00	\$0.00	\$0.00	\$0.00
	\$ 8,220.64			
Disbursements	\$0.00	\$0.00	\$0.00	
Fund Transfer	\$0.00			
	\$ 8,220.64			
Encumbrances	\$0.00			
Closing Balance	\$ 8,220.64			

DRUG FORFEITURE FUND

Opening Balance	\$11,983.98		
Collections	\$20.00	\$20.00	
	\$12,003.98		
Disbursements	\$0.00	\$0.00	
	\$12,003.98		
Encumbrances	\$0.00		
Closing Balance	\$12,003.98		

PAYROLL ACCOUNT

Opening Balance	\$500.00			
Bank Interest	\$0.00	\$0.00		
	\$500.00			
Disbursement/Transfer	\$0.00			
	\$500.00			
Encumbrances	\$0.00			
Closing Balance	\$500.00			

TAX ACCOUNT FUND

Opening Balance	\$10,473.79			
Collections/Interest/Misc. Chgs	\$7,660.67	\$7,660.67	\$0.00	\$0.00
	\$18,134.46			
Disbursements	-\$5,503.03	-\$5,503.03		
	\$12,631.43			
Encumbrances	\$0.00			
Closing Balance	\$12,631.43			

MARINE CITY RETIREMENT FUND

Opening Balance	\$49,861.74			
Collections/Interest/Account Fee	\$888.50	\$888.50	\$0.00	\$0.00
	\$50,750.24			
Disbursements/Payroll	\$0.00	\$0.00	\$0.00	
	\$50,750.24			
Encumbrances	\$0.00			
Closing Balance	\$50,750.24			

MARINE CITY RETIREE HEALTH INSURANCE TRUST FUND

Opening Balance	\$25,595.16			
Collections/Interest/Acct Fees	\$17,862.73	\$17,862.73	\$0.00	\$0.00
	\$43,457.89			
Disbursements/ACH Transfers	-\$104.50	-\$104.50		
	\$0.00	\$0.00	\$0.00	
	\$43,353.39			
Encumbrances	\$0.00			
Closing Balance	\$43,353.39			

SPECIAL ASSESSMENT FUND

Opening Balance	\$34,409.57			
Collections/Interest/Serv. Chgs	\$0.00	\$0.00	\$0.00	\$0.00
	\$34,409.57			
Disbursements	\$0.00	\$0.00	\$0.00	
Closing Balance	\$34,409.57			

L.R. MILLER MEMORIAL LIBRARY FUND

Opening Balance	\$3,352.19			
Collections/Interest	\$0.00	\$0.00	\$0.00	
	\$3,352.19			
Encumbrances	\$0.00			
Closing Balance	\$3,352.19			

HEALTH INSURANCE REIMBURSEMENT ACCOUNT

Opening Balance	\$490.12	
Transfer from Other Funds	\$75.00	\$75.00
	\$565.12	
ACH W/D	-\$75.00	-\$75.00
Closing Balance	\$490.12	

LIST OF DISBURSEMENT
November 18, 2013 - November 29, 2013

Pay Ending 11/13/13	\$46,207.38
Election Stipend-Kade 11/21/13	\$699.73
Disbursements 11/20/13-ACH W/D	\$159.50
Dibursements 11/22/13	\$10,969.98
HRA Payments-Retirees Only	\$75.00
TOTAL	\$58,111.59

JOURNALIZED
 PAID - CHECK TYPE: EFT
 DISBURSEMENTS 11/20/13
 EFT TRANSFER 11/20/13

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		
C007	CHOICE STRATEGIES	11/01/2013	STATEMENT	FTB	MONTHLY ADMINISTRATION FEE-11/13	
78609	ATTENTION: ACCOUNTING	11/20/2013		N		159.50
	76 MCNEIL ROAD 2ND FLOOR					
11/01/2013	WATERBURY CENTER VT, 05677	/ /	0.0000	N		0.00
		11/20/2013		N		159.50

PD CK# 14 11/20/2013

GL NUMBER	DESCRIPTION	AMOUNT
101-172.000-716.000	MONTHLY ADMIN FEE-11/13	3.84
592-543.000-716.000	MONTHLY ADMIN FEE-11/13	0.83
592-547.000-716.000	MONTHLY ADMIN FEE-11/13	0.83
101-215.000-716.000	MONTHLY ADMIN FEE-11/13	4.40
592-543.000-716.000	MONTHLY ADMIN FEE-11/13	0.55
592-547.000-716.000	MONTHLY ADMIN FEE-11/13	0.55
101-253.000-716.000	MONTHLY ADMIN FEE-11/13	2.74
592-543.000-716.000	MONTHLY ADMIN FEE-11/13	1.38
592-547.000-716.000	MONTHLY ADMIN FEE-11/13	1.38
101-301.000-716.000	MONTHLY ADMIN FEE-11/13	11.00
101-441.000-716.000	MONTHLY ADMIN FEE-11/13	16.50
202-450.000-716.000	MONTHLY ADMIN FEE-11/13	2.75
203-450.000-716.000	MONTHLY ADMIN FEE-11/13	4.13
592-543.000-716.000	MONTHLY ADMIN FEE-11/13	0.82
592-547.000-716.000	MONTHLY ADMIN FEE-11/13	3.30
736-000.000-716.000	MONTHLY ADMIN FEE-11/13	104.50
		<u>159.50</u>

VENDOR TOTAL: 159.50

TOTAL - ALL VENDORS: 159.50

FUND TOTALS:	
Fund 101 - GENERAL FUND	38.48
Fund 202 - MAJOR STREET FUND	2.75
Fund 203 - LOCAL STREET FUND	4.13
Fund 592 - WATER/SEWER FUND	9.64
Fund 736 - RETIREE HEALTH INS TRUST FUND	104.50

JOURNALIZED
 PAID - CHECK TYPE: PAPER CHECK
 DISBURSEMENTS 11/22/13

Vendor Code Ref # Invoice Date Invoice Notes	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
C252 78576 11/07/2013	COMCAST PO BOX 3005 SOUTHEASTERN PA, 19398-3005	11/07/2013 11/22/2013 / / 11/28/2013	STATEMENT FO 0.0000	FTB N N N	HIGH-SPEED INTERNET-PD	119.85 0.00 119.85

PD CK# 6747 11/22/2013

GL NUMBER	DESCRIPTION	AMOUNT
101-301.000-853.000	HIGH-SPEED INTERNET-PD	119.85

Vendor Code Ref # Invoice Date	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice FO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
C252 78577 11/07/2013	COMCAST PO BOX 3005 SOUTHEASTERN PA, 19398-3005	11/07/2013 11/22/2013 / / 11/28/2013	STATEMENT FO 0.0000	FTB N N N	HIGH-SPEED INTERNET-CITY OFFICES	135.19 0.00 135.19

PD CK# 6747 11/22/2013

GL NUMBER	DESCRIPTION	AMOUNT
101-172.000-853.000	HIGH-SPEED INTERNET-CITY OFFICES	19.32
101-209.000-853.000	HIGH-SPEED INTERNET-CITY OFFICES	19.31
101-215.000-853.000	HIGH-SPEED INTERNET-CITY OFFICES	19.31
101-253.000-853.000	HIGH-SPEED INTERNET-CITY OFFICES	19.31
101-371.000-853.000	HIGH-SPEED INTERNET-CITY OFFICES	19.31
101-751.000-853.000	HIGH-SPEED INTERNET-CITY OFFICES	19.31
592-543.000-853.000	HIGH-SPEED INTERNET-CITY OFFICES	9.66
592-547.000-853.000	HIGH-SPEED INTERNET-CITY OFFICES	9.66
		135.19

VENDOR TOTAL: 255.04

Vendor Code Ref # Invoice Date	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice FO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
D008 78578 11/13/2013	DTE ENERGY PO BOX 740786 CINCINNATI OH, 45274-0786	11/13/2013 11/22/2013 / / 12/06/2013	STATEMENT FO 0.0000	FTB N N N	MONTHLY ELECTRIC FEE-2255823	39.56 0.00 39.56

PD CK# 6748 11/22/2013
 *477 S WATER ST

GL NUMBER	DESCRIPTION	AMOUNT
101-756.000-921.000	MONTHLY ELECTRIC FEE-2255823	39.56

Vendor Code Ref # Invoice Date	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice FO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
D008 78579 11/13/2013	DTE ENERGY PO BOX 740786 CINCINNATI OH, 45274-0786	11/13/2013 11/22/2013 / / 12/06/2013	STATEMENT FO 0.0000	FTB N N N	MONTHLY ELECTRIC FEE-2006080	57.20 0.00 57.20

JOURNALIZED
 PAID - CHECK TYPE: PAPER CHECK
 DISBURSEMENTS 11/22/13

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		

PD CK# 6748 11/22/2013
 *405 S MAIN ST

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-921.000	MONTHLY ELECTRIC FEE-2006080	57.20
D008	DTE ENERGY	11/13/2013
78580	PO BOX 740786	11/22/2013
11/13/2013	CINCINNATI OH, 45274-0786	/ /
		0.0000
		12/06/2013
		FTB
		N
		N
		N
		MONTHLY ELECTRIC FEE-8819866
		62.10
		0.00
		62.10

PD CK# 6748 11/22/2013
 *300 BROADWAY ST

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-921.000	MONTHLY ELECTRIC FEE-8819866	62.10
D008	DTE ENERGY	11/13/2013
78581	PO BOX 740786	11/22/2013
11/13/2013	CINCINNATI OH, 45274-0786	/ /
		0.0000
		12/06/2013
		FTB
		N
		N
		N
		MONTHLY ELECTRIC FEE-9412881
		1,668.82
		0.00
		1,668.82

PD CK# 6748 11/22/2013
 *231 S WATER ST

GL NUMBER	DESCRIPTION	AMOUNT
592-549.000-921.000	MONTHLY ELECTRIC FEE-9412881	1,668.82
D008	DTE ENERGY	11/13/2013
78582	PO BOX 740786	11/22/2013
11/13/2013	CINCINNATI OH, 45274-0786	/ /
		0.0000
		12/06/2013
		FTB
		N
		N
		N
		MONTHLY ELECTRIC FEE-3590050
		209.49
		0.00
		209.49

PD CK# 6748 11/22/2013
 *303 S WATER ST

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-921.000	MONTHLY ELECTRIC FEE-3590050	209.49
D008	DTE ENERGY	11/13/2013
78583	PO BOX 740786	11/22/2013
11/13/2013	CINCINNATI OH, 45274-0786	/ /
		0.0000
		12/06/2013
		FTB
		N
		N
		N
		MONTHLY ELECTRIC FEE-8029962
		92.99
		0.00
		92.99

PD CK# 6748 11/22/2013
 *303 S WATER ST

GL NUMBER	DESCRIPTION	AMOUNT
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PAID - CHECK TYPE: PAPER CHECK
 DISBURSEMENTS 11/22/13

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		

101-265.000-921.000	MONTHLY ELECTRIC FEE-8029962					92.99
D008	DTE ENERGY	11/13/2013	STATEMENT	FTB	MONTHLY ELECTRIC FEE-4593814	
78584	PO BOX 740786	11/22/2013		N		37.13
11/13/2013	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		12/06/2013		N		37.13

PD CK# 6748 11/22/2013
 *200 N WATER ST

DISBURSEMENTS

GL NUMBER	DESCRIPTION	AMOUNT
101-756.000-921.000	MONTHLY ELECTRIC FEE-4593814	37.13
D008	DTE ENERGY	11/14/2013
78597	PO BOX 740786	11/22/2013
11/14/2013	CINCINNATI OH, 45274-0786	/ /
		12/09/2013
		0.0000
		35.28
		0.00
		35.28

PD CK# 6748 11/22/2013
 *424 PLEASANT ST

NOVEMBER 22, 2013

GL NUMBER	DESCRIPTION	AMOUNT
209-000.000-921.000	MONTHLY ELECTRIC FEE-9427111	35.28
D008	DTE ENERGY	11/15/2013
78598	PO BOX 740786	11/22/2013
11/15/2013	CINCINNATI OH, 45274-0786	/ /
		12/09/2013
		0.0000
		522.98
		0.00
		522.98

PD CK# 6748 11/22/2013
 *514 S PARKER ST

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-921.000	MONTHLY ELECTRIC FEE-8822648	522.98
D008	DTE ENERGY	11/15/2013
78599	PO BOX 740786	11/22/2013
11/15/2013	CINCINNATI OH, 45274-0786	/ /
		12/09/2013
		0.0000
		483.80
		0.00
		483.80

PD CK# 6748 11/22/2013
 *300 S PARKER ST

GL NUMBER	DESCRIPTION	AMOUNT
101-790.000-921.000	MONTHLY ELECTRIC FEE-9429628	483.80

D008	DTE ENERGY	11/15/2013	STATEMENT	FTB	MONTHLY ELECTRIC FEE-4296595	
78600	PO BOX 740786	11/22/2013		N		12.90

12/03/2013 08:38 AM
 User: McDonald
 DB: Marine City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY
 EXP CHECK RUN DATES 11/22/2013 - 11/22/2013
 JOURNALIZED

PAID - CHECK TYPE: PAPER CHECK
 DISBURSEMENTS 11/22/13

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		
11/15/2013	CINCINNATI OH, 45274-0786	/ /	0.0000	N		0.00
		12/09/2013		N		12.90

PD CK# 6748 11/22/2013
 *300 S PARKER ST

GL NUMBER	DESCRIPTION	AMOUNT
101-790.000-921.000	MONTHLY ELECTRIC FEE-4296595	12.90
D008	DTE ENERGY	10/17/2013
78601	PO BOX 740786	11/22/2013
11/14/2013	CINCINNATI OH, 45274-0786	/ /
		0.0000
		12/09/2013

PD CK# 6748 11/22/2013
 *444 PLEASANT ST

GL NUMBER	DESCRIPTION	AMOUNT
209-000.000-921.000	MONTHLY ELECTRIC FEE-9938979	23.23
D008	DTE ENERGY	11/14/2013
78602	PO BOX 740786	11/22/2013
11/14/2013	CINCINNATI OH, 45274-0786	/ /
		0.0000
		12/09/2013

PD CK# 6748 11/22/2013
 *444 PLEASANT ST

GL NUMBER	DESCRIPTION	AMOUNT
209-000.000-921.000	MONTHLY ELECTRIC FEE-9938979	22.18
D008	DTE ENERGY	11/14/2013
78603	PO BOX 740786	11/22/2013
11/14/2013	CINCINNATI OH, 45274-0786	/ /
		0.0000
		12/09/2013

PD CK# 6748 11/22/2013
 *304 S BELLE RIVER AVE

GL NUMBER	DESCRIPTION	AMOUNT
592-546.000-921.000	MONTHLY ELECTRIC FEE-8833246	604.34
D008	DTE ENERGY	11/15/2013
78604	PO BOX 740786	11/22/2013
11/15/2013	CINCINNATI OH, 45274-0786	/ /
		0.0000
		12/09/2013

PD CK# 6748 11/22/2013
 *375 S PARKER ST

PAID - CHECK TYPE: PAPER CHECK
 DISBURSEMENTS 11/22/13

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
101-301.000-921.000	MONTHLY ELECTRIC FEE-9859028	322.80
D008	DTE ENERGY	11/14/2013
78605	PO BOX 740786	11/22/2013
11/14/2013	CINCINNATI OH, 45274-0786	/ / 0.0000
		12/09/2013
PD CK# 6748 11/22/2013		
*(BRIDGE LIGHTS)		

DISBURSEMENTS

GL NUMBER	DESCRIPTION	AMOUNT
202-453.000-921.000	MONTHLY ELECTRIC FEE-3775155	42.57

VENDOR TOTAL: 4,237.37

E039	EAST CHINA SCHOOL DISTRICT	11/22/2013	STATEMENT	FTB	2013 SUMMER TAX 11/1/13-11/15/13
78585	1585 MEISNER ROAD	11/22/2013		N	623.17
	ATTN: BUSINESS OFFICE				
11/22/2013	EAST CHINA MI, 48054-4143	/ /	0.0000	N	0.00
		11/25/2013		N	623.17

PD CK# 6749 11/22/2013

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-208.000	2013 SUMMER TAX 11/1/13-11/15/13	243.00
703-000.000-208.000	2013 SUMMER TAX 11/1/13-11/15/13	0.22
703-000.000-208.000	2013 SUMMER TAX 11/1/13-11/15/13	17.13
703-000.000-208.100	2013 SUMMER TAX 11/1/13-11/15/13	306.06
703-000.000-208.100	2013 SUMMER TAX 11/1/13-11/15/13	0.09
703-000.000-208.100	2013 SUMMER TAX 11/1/13-11/15/13	8.32
703-000.000-208.101	2013 SUMMER TAX 11/1/13-11/15/13	47.07
703-000.000-208.101	2013 SUMMER TAX 11/1/13-11/15/13	0.01
703-000.000-208.101	2013 SUMMER TAX 11/1/13-11/15/13	1.27
		623.17

VENDOR TOTAL: 623.17

4017	MARINE CITY GENERAL FUND	11/22/2013	STATEMENT	FTB	2013 SUMMER TAX 11/1/13-11/15/13
78586	303 SOUTH WATER ST	11/22/2013		N	2,866.63
11/22/2013	MARINE CITY MI, 48039	/ /	0.0000	N	0.00
		11/25/2013		N	2,866.63

PD CK# 6750 11/22/2013

JOURNALIZED
 PAID - CHECK TYPE: PAPER CHECK
 DISBURSEMENTS 11/22/13

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
703-000.000-206.000	2013 SUMMER TAX 11/1/13-11/15/13	1,986.05
703-000.000-206.000	2013 SUMMER TAX 11/1/13-11/15/13	0.61
703-000.000-206.000	2013 SUMMER TAX 11/1/13-11/15/13	53.93
703-000.000-206.110	2013 SUMMER TAX 11/1/13-11/15/13	199.81
703-000.000-206.500	2013 SUMMER TAX 11/1/13-11/15/13	610.21
703-000.000-206.500	2013 SUMMER TAX 11/1/13-11/15/13	16.02

DISBURSEMENTS

2,866.63

VENDOR TOTAL: 2,866.63

S012	SEMCO ENERGY GAS CO	11/05/2013	STATEMENT	FTB	MONTHLY GAS SERVICE CHARGE-25982	
78587	PO BOX 740812	11/22/2013		N		74.36
11/05/2013	CINCINNATI OH, 45274-0812	/ /	0.0000	N		0.00
		12/04/2013		N		74.36

PD CK# 6751 11/22/2013
 *303 S WATER ST

NOVEMBER 22, 2013

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-923.000	MONTHLY GAS SERVICE CHARGE-25982	74.36

S012	SEMCO ENERGY GAS CO	11/05/2013	STATEMENT	FTB	MONTHLY GAS SERVICE CHARGE-311709	
78588	PO BOX 740812	11/22/2013		N		65.95
11/05/2013	CINCINNATI OH, 45274-0812	/ /	0.0000	N		0.00
		12/04/2013		N		65.95

PD CK# 6751 11/22/2013
 *300 S PARKER ST

GL NUMBER	DESCRIPTION	AMOUNT
101-790.000-923.000	MONTHLY GAS SERVICE CHARGE-311709	65.95

S012	SEMCO ENERGY GAS CO	11/05/2013	STATEMENT	FTB	MONTHLY GAS SERVICE CHARGE-326160	
78589	PO BOX 740812	11/22/2013		N		143.81
11/05/2013	CINCINNATI OH, 45274-0812	/ /	0.0000	N		0.00
		12/04/2013		N		143.81

PD CK# 6751 11/22/2013
 *514 S PARKER ST

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-923.000	MONTHLY GAS SERVICE CHARGE-326160	143.81

S012	SEMCO ENERGY GAS CO	11/05/2013	STATEMENT	FTB	MONTHLY GAS SERVICE CHARGE-219921	
78590	PO BOX 740812	11/22/2013		N		148.11

PAID - CHECK TYPE: PAPER CHECK
 DISBURSEMENTS 11/22/13

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
592-549.000-923.000	MONTHLY GAS SERVICE CHARGE-273448	19.69
S012	SEMCO ENERGY GAS CO	11/05/2013
78595	PO BOX 740812	11/22/2013
11/05/2013	CINCINNATI OH, 45274-0812	/ / 0.0000
		12/04/2013
		FTB
		N
		N
		N
		27.94
		0.00
		27.94

PD CK# 6751 11/22/2013
 *375 S PARKER ST

DISBURSEMENTS

GL NUMBER	DESCRIPTION	AMOUNT
101-301.000-923.000	MONTHLY GAS SERVICE CHARGE-295016	27.94

VENDOR TOTAL: 974.54

S204	ST CLAIR COUNTY TREASURER	11/22/2013	STATEMENT	FTB	2013 SUMMER TAX 11/1/13-11/15/13
78596	200 GRAND RIVER AVE, SUITE 101	11/22/2013		N	2,013.23
11/22/2013	PORT HURON MI, 48060	/ /	0.0000	N	0.00
		11/25/2013		N	2,013.23

PD CK# 6752 11/22/2013

NOVEMBER 22, 2013

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-207.000	2013 SUMMER TAX 11/1/13-11/15/13	222.36
703-000.000-207.000	2013 SUMMER TAX 11/1/13-11/15/13	0.07
703-000.000-207.000	2013 SUMMER TAX 11/1/13-11/15/13	6.04
703-000.000-207.100	2013 SUMMER TAX 11/1/13-11/15/13	627.05
703-000.000-207.100	2013 SUMMER TAX 11/1/13-11/15/13	0.19
703-000.000-207.100	2013 SUMMER TAX 11/1/13-11/15/13	17.01
703-000.000-207.100	2013 SUMMER TAX 11/1/13-11/15/13	0.01
703-000.000-207.300	2013 SUMMER TAX 11/1/13-11/15/13	272.07
703-000.000-207.300	2013 SUMMER TAX 11/1/13-11/15/13	0.08
703-000.000-207.300	2013 SUMMER TAX 11/1/13-11/15/13	7.39
703-000.000-207.400	2013 SUMMER TAX 11/1/13-11/15/13	22.80
703-000.000-207.400	2013 SUMMER TAX 11/1/13-11/15/13	0.01
703-000.000-207.400	2013 SUMMER TAX 11/1/13-11/15/13	0.63
703-000.000-207.500	2013 SUMMER TAX 11/1/13-11/15/13	108.81
703-000.000-207.500	2013 SUMMER TAX 11/1/13-11/15/13	0.03
703-000.000-207.500	2013 SUMMER TAX 11/1/13-11/15/13	2.95
703-000.000-207.900	2013 SUMMER TAX 11/1/13-11/15/13	706.33
703-000.000-207.900	2013 SUMMER TAX 11/1/13-11/15/13	0.22
703-000.000-207.900	2013 SUMMER TAX 11/1/13-11/15/13	19.18

2,013.23

12/03/2013 08:38 AM
User: McDonald
DB: Marine City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY
EXP CHECK RUN DATES 11/22/2013 - 11/22/2013
JOURNALIZED

Page: 9/9

PAID - CHECK TYPE: PAPER CHECK
DISBURSEMENTS 11/22/13

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		

VENDOR TOTAL: 2,013.23

TOTAL - ALL VENDORS: 10,969.98

FUND TOTALS:

Fund 101 - GENERAL FUND	2,474.57
Fund 202 - MAJOR STREET FUND	42.57
Fund 209 - CEMETERY FUND	80.69
Fund 592 - WATER/SEWER FUND	2,869.12
Fund 703 - TAX ACCOUNT FUND	5,503.03

DISBURSEMENTS

NOVEMBER 22, 2013

MONTHLY HRA PAYMENTS
NOVEMBER 15 – NOVEMBER 28, 2013

ACH WITHDRAWAL 11/18/13
ACH WITHDRAWAL 11/20/13

\$ 60.00
15.00

TOTAL

\$ 75.00

HRA
PAYMENTS
NOVEMBER 15 - 28, 2013
RETIREES ONLY

OPEN
 MEETING ENCUMBRANCES 12/5/13

Vendor Code Ref # Invoice Date Invoice Notes	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
A180 78610 11/07/2013	ALEXANDER CHEMICAL CORPORATION 16932 COLLECTIONS CENTER DRIVE CHICAGO IL, 60693	11/07/2013 12/05/2013 / / 12/07/2013	SLS10011731 000003592 0.0000	FTB N N N	HYPOCHLORITE SOLUTION	 1,194.60 0.00 1,194.60

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-549.000-754.000	HYPOCHLORITE SOLUTION	1,194.60	1,194.60

VENDOR TOTAL: 1,194.60

S210 78555 11/04/2013	AT & T LONG DISTANCE PO BOX 5017 CAROL STREAM IL, 60197-5017	11/04/2013 12/05/2013 / / 12/19/2013	STATEMENT 0.0000	FTB N N N	MTHLY LONG DIST PHONE CHGS-765-8241	5.57 0.00 5.57
Open						

GL NUMBER	DESCRIPTION	AMOUNT
592-545.000-853.000	MTHLY LONG DISTANCE PHONE CHGS-765-8241	5.57

S210 78556 11/04/2013	AT & T LONG DISTANCE PO BOX 5017 CAROL STREAM IL, 60197-5017	11/04/2013 12/05/2013 / / 12/19/2013	STATEMENT 0.0000	FTB N N N	MTHLY LONG DIST PHONE CHGS-765-9711	16.86 0.00 16.86
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-853.000	MTHLY LONG DISTANCE PHONE CHGS-765-9711	16.86

VENDOR TOTAL: 22.43

B001 78611 11/08/2013	BADGER METER INC PO BOX 80223 MILWAUKEE WI, 53208-0223	11/08/2013 12/05/2013 / / 12/08/2013	12824501 000003590 0.0000	FTB N N N	CONNECT SOFTWARE RENEWAL (12/6/13-12/5/14)	989.04 0.00 989.04
Open						

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-543.000-802.000	CONNECT SOFTWARE RENEWAL	494.52	494.52
592-547.000-802.000	CONNECT SOFTWARE RENEWAL	494.52	494.52
		989.04	989.04

VENDOR TOTAL: 989.04

B178 78557 12/05/2013	BRIAN W BAYLY 365 COLONIAL LANE ALGONAC MI, 48001	12/05/2013 12/05/2013 / / 12/05/2013	STATEMENT 0.0000	FTB N N N	MONTHLY PHONE REIMBURSEMENT-12/13	40.00 0.00 40.00
Open						

GL NUMBER	DESCRIPTION	AMOUNT
101-371.000-853.000	MONTHLY PHONE REIMBURSEMENT-12/13	40.00

MEETING
 ENCUMBRANCES
 DECEMBER 5, 2013

OPEN
 MEETING ENCUMBRANCES 12/5/13

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		

VENDOR TOTAL: 40.00

C072	CARQUEST AUTO PARTS	11/15/2013	5880-204226	FTB	OIL FILTERS/SPARK PLUGS	
78558	PO BOX 404875	12/05/2013	000003315	N		27.46
11/15/2013	ATLANTA GA, 30384-4875	/ /	0.0000	N		0.00
		12/15/2013		N		27.46

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-441.000-863.000	OIL FILTERS/SPARK PLUGS	27.46	27.46

VENDOR TOTAL: 27.46

C259	CHARLES H BAYLY	12/02/2013	STATEMENT	FTB	ELECTRICAL INSPECTIONS	
78625	518 MILL STREET	12/05/2013		N		232.50
12/02/2013	ALGONAC MI, 48001	/ /	0.0000	N		0.00
		12/05/2013		Y		232.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-371.000-802.000	ELECTRICAL INSPECTIONS	232.50

VENDOR TOTAL: 232.50

C033	CITY OF ST CLAIR	09/30/2013	0007633	FTB	CHANNEL SIX SUPPORT SERVICES	
78559	CABLE CHANNEL SIX	12/05/2013	000003586	N		14,640.90
11/14/2013	547 N CARNEY DRIVE	/ /	0.0000	N		0.00
	ST CLAIR MI, 48079	12/14/2013		N		14,640.90

Open

*(7/13-9/13)

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-265.000-802.000	CHANNEL SIX SUPPORT SERVICES	14,640.90	14,640.90

VENDOR TOTAL: 14,640.90

C122	CONTRACTORS CLOTHING CO	10/30/2013	7268295	FTB	BOOTS-R AMES/P HUPCIK	
78612	29350 JOHN R ROAD	12/05/2013	000003587	N		313.20
10/30/2013	PO BOX 71721	/ /	0.0000	N		0.00
	MADISON HEIGHTS MI, 48071	12/05/2013		N		313.20

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-441.000-744.000	BOOTS-R AMES/P HUPCIK	313.20	313.20

VENDOR TOTAL: 313.20

C105	CONTRACTORS CONNECTION INC	11/07/2013	7070518	FTB	O-RINGS	
78613	2644 AUBURN ROAD	12/05/2013	000003588	N		73.80
11/07/2013	SHELBY TOWNSHIP MI, 48317	/ /	0.0000	N		0.00
		12/07/2013		N		73.80

Open

OPEN
 MEETING ENCUMBRANCES 12/5/13

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
Ref #	Address	CR Run Date	FO	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
101-441.000-781.000	O-RINGS	73.80	73.80
VENDOR TOTAL:			73.80

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
M079	DALE J MARKEL	12/05/2013	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-12/13	
78560	6228 SHORTCUT ROAD	12/05/2013		N		30.00
12/05/2013	MARINE CITY MI, 48039	/ /	0.0000	N		0.00
		12/05/2013		N		30.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-853.000	MONTHLY PHONE REIMBURSEMENT-12/13	30.00
VENDOR TOTAL:		30.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
K002	DIANA S KADE	12/05/2013	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-12/13	
78561	341 N PARKER STREET	12/05/2013		N		40.00
12/05/2013	MARINE CITY MI, 48039	/ /	0.0000	N		0.00
		12/05/2013		N		40.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215.000-853.000	MONTHLY PHONE REIMBURSEMENT-12/13	40.00
VENDOR TOTAL:		40.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
D142	DONALD G TILLERY	12/05/2013	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-12/13	
78562	715 GRAND LEGACY	12/05/2013		N		40.00
12/05/2013	LAPER MI, 48446	/ /	0.0000	N		0.00
		12/05/2013		N		40.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301.000-853.000	MONTHLY PHONE REIMBURSEMENT-12/13	40.00
VENDOR TOTAL:		40.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
D007	DTE ENERGY	10/31/2013	STATEMENT	FTB	MONTHLY STREET LIGHTING FEE-10/13	
78614	PO BOX 630795	12/05/2013		N		7,749.51
10/31/2013	CINCINNATI OH, 45263-0795	/ /	0.0000	N		0.00
		12/10/2013		N		7,749.51

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-448.000-926.000	MONTHLY STREET LIGHTING FEE-10/13	7,749.51
VENDOR TOTAL:		7,749.51

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
E086	EMTERRA ENVIRONMENTAL USA CORP	10/31/2013	65128	FTB	ROLL OFF DUMPSTER-STREET SWEEPING DEBRIS	
78615	1606 E WEBSTER ROAD	12/05/2013	000003589	N		130.00
10/31/2013	FLINT MI, 48505	/ /	0.0000	N		0.00
		12/05/2013		N		130.00

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY
 EXP CHECK RUN DATES 12/05/2013 - 12/05/2013
 JOURNALIZED
 OPEN

MEETING ENCUMBRANCES 12/5/13

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

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
202-454.000-802.000	ROLL OFF DUMPSTER-STREET SWEEPING DEBRIS	52.00	52.00
203-454.000-802.000	ROLL OFF DUMPSTER-STREET SWEEPING DEBRIS	78.00	78.00
		130.00	130.00

VENDOR TOTAL: 130.00

E007 78616 11/06/2013	ETNA SUPPLY COMPANY PO BOX 897 529 - 32ND STREET SE GRAND RAPIDS MI, 49548-2392	11/06/2013 12/05/2013 / / 12/06/2013	S100904788.001 000003591 0.0000	FTB N N N	WATER DISTRIBUTION SYSTEM REPAIR ITEM	1,710.00 0.00 1,710.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
592-548.000-931.000	WATER DISTRIBUTION SYSTEM REPAIR ITEM	1,710.00	1,710.00

VENDOR TOTAL: 1,710.00

S102 78626 12/02/2013	GARRETT SMITH 168 BREE ROAD EAST CHINA MI, 48054	12/02/2013 12/05/2013 / / 12/05/2013	STATEMENT 0.0000	FTB N N Y	MECHANICAL INSPECTIONS	172.50 0.00 172.50
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-371.000-802.000	MECHANICAL INSPECTIONS	172.50

VENDOR TOTAL: 172.50

J032 78563 12/05/2013	JAMES D HEASLIP 455 MABEL ST MARINE CITY MI, 48039	12/05/2013 12/05/2013 / / 12/05/2013	STATEMENT 0.0000	FTB N N N	MONTHLY PHONE REIMBURSEMENT-12/13	30.00 0.00 30.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301.000-853.000	MONTHLY PHONE REIMBURSEMENT-12/13	30.00

VENDOR TOTAL: 30.00

V023 78564 12/05/2013	JAMES R VANDERMEULEN 1534 MINNESOTA AVE MARYSVILLE MI, 48040	12/05/2013 12/05/2013 / / 12/05/2013	STATEMENT 0.0000	FTB N N N	MONTHLY PHONE REIMBURSEMENT-12/13	30.00 0.00 30.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301.000-853.000	MONTHLY PHONE REIMBURSEMENT-12/13	30.00

VENDOR TOTAL: 30.00

MEETING ENCUMBRANCES DECEMBER 5, 2013

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY
 EXP CHECK RUN DATES 12/05/2013 - 12/05/2013
 JOURNALIZED
 OPEN
 MEETING ENCUMBRANCES 12/5/13

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		

J078	JOHN M GABOR	12/05/2013	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-12/13	
78565	41526 CLAIRPOINTE	12/05/2013		N		40.00
12/05/2013	HARRISON TOWNSHIP MI, 48045	/ /	0.0000	N		0.00
		12/05/2013		N		40.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-172.000-853.000	MONTHLY PHONE REIMBURSEMENT-12/13	40.00

VENDOR TOTAL: 40.00

M009	JUSTIN F MCCARTNEY	12/05/2013	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-12/13	
78566	206 PEARL	12/05/2013		N		30.00
12/05/2013	MARINE CITY MI, 48039	/ /	0.0000	N		0.00
		12/05/2013		N		30.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-853.000	MONTHLY PHONE REIMBURSEMENT-12/13	30.00

VENDOR TOTAL: 30.00

L152	LYNN M ZYROWSKI	12/05/2013	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-12/13	
78567	2552 BELLE RIVER	12/05/2013		N		40.00
12/05/2013	EAST CHINA MI, 48054	/ /	0.0000	N		0.00
		12/05/2013		N		40.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-853.000	MONTHLY PHONE REIMBURSEMENT-12/13	40.00

VENDOR TOTAL: 40.00

N064	MAIL FINANCE	12/17/2013	N4332393	FTB	POSTAGE METER/FOLDING MACHINE LEASE	
78617	25881 NETWORK PLACE	12/05/2013	000003238	N		348.98
11/15/2013	CHICAGO IL, 60673-1258	/ /	0.0000	N		0.00
		12/17/2013		N		348.98

Open

*(12/17/13-1/16/14)

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-265.000-943.000	POSTAGE METER/FOLDING MACHINE LEASE	348.98	348.98

VENDOR TOTAL: 348.98

M087	MARINE CITY PETTY CASH ACCOUNT	11/26/2013	STATEMENT	FTB	REIMBURSE PETTY CASH ACCOUNT	
78618	303 S WATER STREET	12/05/2013		N		14.85
11/26/2013	MARINE CITY MI, 48039	/ /	0.0000	N		0.00
		12/05/2013		N		14.85

Open

*(FORWARDING POSTAGE DUE-TAX BILLS)

GL NUMBER	DESCRIPTION	AMOUNT
101-209.000-728.000	REIMBURSE PETTY CASH ACCOUNT	14.85

MEETING ENCUMBRANCES 12/5/13

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		

M087	MARINE CITY PETTY CASH ACCOUNT	12/02/2013	STATEMENT	FTB	REIMBURSE PETTY CASH ACCOUNT	
78624	303 S WATER STREET	12/05/2013		N		5.50
12/02/2013	MARINE CITY MI, 48039	/ /	0.0000	N		0.00
		12/05/2013		N		5.50

Open
 *(FORWARDING POSTAGE DUE-TAX BILLS/ACCOUNTS PAYABLE CHECK)

GL NUMBER	DESCRIPTION	AMOUNT
101-209.000-728.000	REIMBURSE PETTY CASH ACCOUNT	4.95
101-253.000-728.000	REIMBURSE PETTY CASH ACCOUNT	0.55
		<u>5.50</u>
		0.00

VENDOR TOTAL: 20.35

M377	MARK R SCHWARTZ	12/02/2013	STATEMENT	FTB	ELECTRICAL INSPECTIONS	
78627	9821 SPRINGBORN	12/05/2013		N		162.75
12/02/2013	CASCO MI, 48064	/ /	0.0000	N		0.00
		12/05/2013		Y		162.75

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-371.000-802.000	ELECTRICAL INSPECTIONS	162.75
		<u>162.75</u>

VENDOR TOTAL: 162.75

M060	MARY ELLEN McDONALD	12/05/2013	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-12/13	
78568	1102 S THIRD	12/05/2013		N		40.00
12/05/2013	MARINE CITY MI, 48039	/ /	0.0000	N		0.00
		12/05/2013		N		40.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-253.000-853.000	MONTHLY PHONE REIMBURSEMENT-12/13	40.00
		<u>40.00</u>

VENDOR TOTAL: 40.00

I007	MICHAEL P ITRICH	12/05/2013	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-12/13	
78569	5602 KING ROAD	12/05/2013		N		30.00
12/05/2013	CHINA MI, 48054	/ /	0.0000	N		0.00
		12/05/2013		N		30.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-953.000	MONTHLY PHONE REIMBURSEMENT-12/13	30.00
		<u>30.00</u>

VENDOR TOTAL: 30.00

H064	PATRICK S HUPCIK	12/05/2013	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-12/13	
78570	1120 WEST BLVD	12/05/2013		N		30.00
12/05/2013	MARINE CITY MI, 48039	/ /	0.0000	N		0.00
		12/05/2013		N		30.00

Open

OPEN
 MEETING ENCUMBRANCES 12/5/13

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
101-441.000-853.000	MONTHLY PHONE REIMBURSEMENT-12/13	30.00

VENDOR TOTAL: 30.00

P012	PAUL A WESTRICK	12/05/2013	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-12/13	
78571	32463 SUTTON RD	12/05/2013		N		30.00
12/05/2013	NEW BALTIMORE MI, 48047	/ /	0.0000	N		0.00
		12/05/2013		N		30.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301.000-853.000	MONTHLY PHONE REIMBURSEMENT-12/13	30.00

VENDOR TOTAL: 30.00

R012	RAYMOND JAMES & ASSOCIATES	12/01/2013	STATEMENT	FTB	EMPLOYER RETIREMENT CONTRIBUTION-12/13	
78572	691 N SQUIRREL RD SUITE 222	12/05/2013		N		9,322.50
12/05/2013	AUBURN HILLS MI, 48326	/ /	0.0000	N		0.00
		12/05/2013		N		9,322.50

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-851.000-718.000	EMPLOYER RETIREMENT CONTRIBUTION-12/13	5,000.00
202-450.000-718.000	EMPLOYER RETIREMENT CONTRIBUTION-12/13	508.33
203-450.000-718.000	EMPLOYER RETIREMENT CONTRIBUTION-12/13	933.33
209-000.000-718.000	EMPLOYER RETIREMENT CONTRIBUTION-12/13	333.33
592-543.000-718.000	EMPLOYER RETIREMENT CONTRIBUTION-12/13	919.59
592-547.000-718.000	EMPLOYER RETIREMENT CONTRIBUTION-12/13	1,627.92
		9,322.50
		0.00

VENDOR TOTAL: 9,322.50

A009	RICHARD D AMES	12/05/2013	STATEMENT	FTB	MONTHLY PHONE REIMBURSEMENT-12/13	
78573	6280 PLANK ROAD	12/05/2013		N		65.00
12/05/2013	MARINE CITY MI, 48039	/ /	0.0000	N		0.00
		12/05/2013		N		65.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-853.000	MONTHLY PHONE REIMBURSEMENT-12/13	65.00

VENDOR TOTAL: 65.00

5249	SIRCHIE FINGERPRINT LAB INC	11/01/2013	0142496-IN	FTB	EVIDENCE SUPPLIES/SEALER	
78619	100 HUNTER PLACE	12/05/2013	000003595	N		429.01
11/01/2013	YOUNGSVILLE NC, 27596	/ /	0.0000	N		0.00
		12/05/2013		N		429.01

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-301.000-740.000	EVIDENCE SUPPLIES/SEALER	429.01	429.01

JOURNALIZED
 OPEN
 MEETING ENCUMBRANCES 12/5/13

Vendor Code Ref # Invoice Date Invoice Notes	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Description	Gross Amount Discount Net Amount
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VENDOR TOTAL: 429.01

S284 78623	ST CLAIR COUNTY TREASURER ST CLAIR CO INFO TECHNOLOGY 200 GRAND RIVER AVE, SUITE 201 PORT HURON MI, 48060	10/31/2013 12/05/2013 / / 12/05/2013	868 000003596 0.0000	FTB N N N	SCCNET SERVICE-OCTOBER 2013	150.00 0.00 150.00
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-301.000-853.000	SCCNET SERVICE-OCTOBER 2013	150.00	150.00
VENDOR TOTAL:			150.00

S016 78620 11/19/2013	STANDARD OFFICE SUPPLY 928 MILITARY STREET PORT HURON MI, 48060-5481	11/19/2013 12/05/2013 / / 12/19/2013	0143902-001 000003594 0.0000	FTB N N N	FILES/SCISSORS/CALENDAR	62.45 0.00 62.45
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Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED			
101-301.000-727.000	FILES/SCISSORS/CALENDAR	62.45	62.45			
S016 78621 11/21/2013	STANDARD OFFICE SUPPLY 928 MILITARY STREET PORT HURON MI, 48060-5481	11/21/2013 12/05/2013 / / 12/21/2013	0143982-001 000003599 0.0000	FTB N N N	OFFICE SUPPLIES	50.50 0.00 50.50

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-172.000-727.000	OFFICE SUPPLIES	0.26	0.26
101-209.000-727.000	OFFICE SUPPLIES	0.26	0.26
101-215.000-727.000	OFFICE SUPPLIES	0.25	0.25
101-253.000-727.000	OFFICE SUPPLIES	24.61	31.21
101-371.000-727.000	OFFICE SUPPLIES	0.25	0.25
101-751.000-727.000	OFFICE SUPPLIES	0.25	0.25
592-543.000-727.000	OFFICE SUPPLIES	12.31	15.61
592-547.000-727.000	OFFICE SUPPLIES	12.31	15.61
VENDOR TOTAL:			112.95

S006 78622 11/13/2013	STATE OF MICHIGAN-DEPT OF TRAN ATTN: FINANCE CASHIER PO BOX 30648 LANSING MI, 48909	11/13/2013 12/05/2013 / / 12/13/2013	AP361820 0.0000	FTB N N N	LABUHN BRIDGE PROJECT	38,789.63 0.00 38,789.63
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Open

GL NUMBER	DESCRIPTION	AMOUNT
202-453.000-970.000-LABUHN BRG	LABUHN BRIDGE PROJECT	38,789.63
VENDOR TOTAL:		38,789.63

JOURNALIZED
 OPEN

MEETING ENCUMBRANCES 12/5/13

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		
S285	SYO COMPUTER SERVICES	12/01/2013	13989	FTB	REMOTE BACK-UP/WEBSITE MAINTENANCE-12/13	
78574	48581 HAYES ROAD	12/05/2013	000003235	N		155.00
11/15/2013	SHELBY TOWNSHIP MI, 48315	/ /	0.0000	N		0.00
		12/15/2013		N		155.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-265.000-781.000	REMOTE BACK-UP OF DATA-12/13	30.00	30.00
101-265.000-802.000	WEBSITE MAINTENANCE-12/13	125.00	125.00
		155.00	155.00

MEETING

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
S285	SYO COMPUTER SERVICES	12/01/2013	13990	FTB	MONTHLY SERVICE CONTRACT-12/13	
78575	48581 HAYES ROAD	12/05/2013	000003236	N		1,450.00
11/15/2013	SHELBY TOWNSHIP MI, 48315	/ /	0.0000	N		0.00
		12/15/2013		N		1,450.00

Open

GL NUMBER	DESCRIPTION	AMOUNT	AMT RELIEVED
101-265.000-781.000	MONTHLY SERVICE CONTRACT-12/13	995.00	995.00
592-549.000-781.000	MONTHLY SERVICE CONTRACT-12/13	455.00	455.00
		1,450.00	1,450.00

ENCUMBRANCES

VENDOR TOTAL: 1,605.00

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice Description	Gross Amount
W100	WILLIAM J KARAS	12/02/2013	STATEMENT	FTB	MECHANICAL INSPECTIONS	
78628	4880 DAVIS ROAD	12/05/2013		N		120.00
12/02/2013	ST CLAIR MI, 48079	/ /	0.0000	N		0.00
		12/05/2013		Y		120.00

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-371.000-802.000	MECHANICAL INSPECTIONS	120.00

VENDOR TOTAL: 120.00

DECEMBER 5, 2013

TOTAL - ALL VENDORS: 78,832.11

FUND TOTALS:	
Fund 101 - GENERAL FUND	31,211.15
Fund 202 - MAJOR STREET FUND	39,349.96
Fund 203 - LOCAL STREET FUND	1,011.33
Fund 209 - CEMETERY FUND	333.33
Fund 592 - WATER/SEWER FUND	6,926.34