

CITY OF MARINE CITY

City Commission Meeting Agenda

Regular Meeting: Thursday, March 5, 2015; 7:00 pm
Marine City Fire Hall: 200 South Parker Street, Marine City

1. **CALL TO ORDER**
2. **PRAYER ~ Pastor Dusheke**
PLEDGE OF ALLEGIANCE ~ Mayor Skotarczyk
3. **ROLL CALL:** Mayor Raymond Skotarczyk; Commissioners Terrance Avery, Elizabeth Hendrick, Dianne M. Lovett, Raymond Meli, David L. Simpson, James L. Turner; and, Acting City Manager Donald G. Tillery
4. **COMMUNICATIONS**
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 ~ February 5, 2015
8. **CONSENT AGENDA**
 - A. Special Event ~ Flea Markets
 - B. Special Event ~ Concerts @ Drake Park
 - C. Special Event ~ Antique Show
 - D. Special Event ~ Farmer's Market
 - E. Special Event ~ K of C Tootsie Roll Drive
 - F. Business License ~ Riverbank Theatre, LLC
9. **UNFINISHED BUSINESS**
 - A. Superintendent of Department of Public Works Employment Agreement

- B. City Manager Job Description & Announcement
- C. City Manager Search

10. NEW BUSINESS

- A. Resolution #05-2015
 - Friends of City Hall
- B. Resolution #06-2015
 - Vacation of High Street
- C. Town Hall Meeting Dates

11. FINANCIAL BUSINESS

- A. Disbursements, including Payroll ~ \$177,068.18

12. CITY MANAGER'S REPORT

13. COMMISSIONER PRIVILEGE

14. EXECUTIVE SESSION

- A. Confidential Attorney/Client Communication

15. ADJOURNMENT

7-A

**City of Marine City
City Commission
February 19, 2015**

A regular meeting of the Marine City Commission was held on Thursday, February 19, 2015, in the Fire Hall, 200 South Parker Street, Marine City, Michigan, and was called to order by Mayor Skotarczyk at 7:00 pm.

After a prayer offered by Pastor Whetstone, the Pledge of Allegiance was led by Mayor Skotarczyk.

Present: Mayor Skotarczyk; Commissioners Avery, Hendrick, Lovett, Meli, Simpson, and Turner; Acting City Manager Tillery; and, City Clerk Baxter.

Absent: None

Communications

The following communication was received:

- Rosalie Skwiers ~ ADA Accessible Public Buildings

Motion by Commissioner Lovett, seconded by Commissioner Simpson, to accept the communication and place it on file. All Ayes. Motion Carried.

Public Comment

Judy White, 8757 Anchor Bay Drive, Algonac, and Bob Klingler of Rockford Carving, 837 Degurse, Marine City, announced that the Marine City Music Festival will be held July 10 & 11, 2015 at the Marine City Beach. The festival, sponsored by Rockford Carving, will offer an extraordinary line-up of musicians and will raffle a Gibson guitar.

Approve Agenda

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

Approve Minutes

Motion by Commissioner Lovett, seconded by Commissioner Simpson, to approve the Minutes of the Regular City Commission Meeting held February 5, 2015, as presented. All Ayes. Motion Carried.

Consent Agenda

The following Consent Agenda item was presented:

- Departmental Activity Reports
- Marine City Area Fire Authority ~ Run Report, Activity Report, Meeting Minutes
- Special Event ~ Poppies for Veterans
- Special Event ~ Marine City High Homecoming Parade

Motion by Commissioner Simpson, seconded by Commissioner Turner, to approve the Consent Agenda, as presented.

A discussion then ensued regarding item #8-C, Special Event ~ Poppies for Veterans. Because the date chosen by American Legion Charles J. Fulton Post #382, of St. Clair, precedes the date chosen by our local veterans by one week, the Board felt an obligation to support our direct community and suggested that another date should be chosen by the St. Clair organization.

Motion by Commissioner Simpson, seconded by Commissioner Turner, to amend original motion to exclude Item #8-C. All Ayes. Motion Carried.

Motion by Commissioner Simpson, seconded by Commissioner Turner, to approve the Consent Agenda, as amended, and place it on file. Ayes: Skotarczyk, Avery, Lovett, Meli, Simpson, Turner. Nays: Hendrick. Motion Carried.

Motion by Commissioner Simpson, seconded by Commissioner Turner, to deny Item #8-C, Special Event ~ Poppies for Veterans, based upon date. It was requested that the group chose another date and submit it for approval. Ayes: Avery, Lovett, Meli, Simpson, Turner. Nays: Skotarczyk, Hendrick. Motion Carried.

UNFINISHED BUSINESS

Michigan Municipal League Presentation ~ City Manager Search

A presentation was made by Joyce Parker of Michigan Municipal League on what MML can do for Marine City in its search for a new City Manager. Ms. Parker described the flat fee of \$10,000 and explained the benefits of using Michigan Municipal League, versus conducting the search independently. They include MML's network of identifying key contacts and their contact pool, candidate confidentiality, MML's proven methodology, customization process to meet specific community needs, and their evaluation process.

Commissioner Avery asked what the cost would look like for the City to conduct their own interviews versus the cost of hiring a search firm.

Mayor Skotarczyk said his main concern with the process is making sure it was handled professionally and to observe and protect the applicant's confidentiality.

Commissioner Simpson said the biggest concern is the confidentiality of applicants applying for a position. He said that he has found the majority of candidates prefer the anonymity of using a search firm. He also said without a search firm, obtaining a qualified candidate pool is a concern.

Commissioner Lovett said the Michigan Municipal League certainly has a well-known footprint in the State of Michigan. She further said it is a group that people look to for city administrative jobs. Without MML's assistance, she said our search may not be as expansive. Mrs. Lovett said that MML was a good choice for the City Manager search.

Commissioner Hendrick suggested that the city check with Novi on their recent interviews of three separate search companies.

Mayor Skotarczyk said he was not against getting prices from other search firms, but said Michigan Municipal League has a larger candidate pool.

Commissioner Turner suggested that the City Manager Search Sub-Committee first attempt to establish necessary criteria for the new City Manager and conduct the search themselves. If not successful, then look to a professional firm for help.

Acting City Manager Tillery made a recommendation to go with a professional firm due to potential violations with confidentiality of the applicant pool and scheduling of sub-committee meetings. Mayor Skotarczyk concurred with his recommendation.

Motion by Commissioner Lovett, seconded by Mayor Skotarczyk, to waive competitive bidding, and hire Michigan Municipal League to conduct a City Manager search for Marine City.

Commissioner Simpson said he would not be opposed to hearing what other search firms had to offer.

Commissioner Hendrick suggested the City Manager Search Sub-Committee meet to get prices from other search firm companies for the purpose of making a recommendation to the Board. Commissioner Hendrick also recommended this be done at a Special Meeting to move the process along without having to wait until the next regularly scheduled meeting on March 5, 2015.

Motion by Commissioner Hendrick, seconded by Commissioner Meli, to postpone the original motion until the March 5, 2015 meeting. Ayes: Skotarczyk, Avery, Hendrick, Meli, Simpson, Turner. Nays: Lovett. Motion Carried.

Review of City Manager Job Description & Announcement

A draft document of the new City Manager job description and announcement was reviewed with Commissioner Hendrick offering several additions. The job description is to be updated and a finished document presented at the March 5, 2015 meeting for approval.

Superintendent of Public Works Employment Agreement

Upon review, the employment agreement was found to be incomplete. Motion by Commissioner Hendrick, seconded by Commissioner Lovett, to postpone the vote and request Acting City Manager Tillery to review and amend, as necessary, and present to the Board at its March 5, 2015 meeting for approval. All Ayes. Motion Carried.

Acting City Manager Employment Agreement

An employment agreement, drafted by the City Manager Search Sub-Committee, was provided to the Board for consideration. Motion by Commissioner Avery, seconded by Commissioner Lovett, to accept the employment agreement between the City of Marine City and Donald G. Tillery, as presented.

Commissioner Simpson said that he trusts and respects the work done by the sub-committee and supports the motion.

Commissioner Hendrick said, although she agreed upon the employment agreement in the sub-committee meetings to go along with the Board, she cannot support the motion due to the figure presented and her representation of the community.

Roll Call Vote. Ayes: Skotarczyk, Avery, Lovett, Simpson, Turner. Nays: Hendrick, Meli. Motion Carried.

Revised 2015-2016 Budget Meeting Dates

The 2015-2016 Budget Meeting schedule was amended due to a missed budget review deadline by a department head.

Motion by Commissioner Lovett, seconded by Commissioner Turner, to accept the new budget schedule, as presented. All Ayes. Motion Carried.

Adopt Ordinance #01-2015 ~ Water Supply Cross Connection

Motion by Commissioner Lovett, seconded by Commissioner Simpson, to adopt Ordinance #01-2015 ~ Water Supply Connection, as presented. All Ayes. Motion Carried.

NEW BUSINESS

None.

FINANCIAL BUSINESS

Disbursements

Motion by Commissioner Lovett, seconded by Commissioner Simpson, to approve total disbursements, including payroll, in the amount of \$273,826.21, as presented. Roll Call Vote. Ayes: Skotarczyk, Avery, Lovett, Meli, Simpson, Turner. Nays: Hendrick. Motion Carried.

Preliminary Financial Statements

Motion by Commissioner Simpson, seconded by Commissioner Lovett, to accept the Preliminary Financial Statements for January, 2015, and place them on file. All Ayes. Motion Carried.

Acting City Manager's Report

Acting City Manager Donald Tillery provided updates on the following items:

- Marine City Police Department now using crime mapping and training is completed, now in the testing phase of Clemis.
- Attended a TIFA Workshop to prepare the preliminary 2015-2016 budget.
- Conducted social media training with City Clerk, Kristen Baxter, to develop a City of Marine City Facebook page, blog and twitter account.
- Attended a St. Clair County Chief's meeting.
- Attended meetings on the new hotel project for Water Street, as well as a Brownfield Development Authority meeting.
- Attended a Blue Meets Green meeting.
- Preliminary budget process with Department of Public Works and Clerk's Department is complete.
- Preliminary budget review dates set for March 24, 25 and 26 at the Marine City Fire Hall from 6:00 to 8:00 pm.

Commissioner Privilege

Commissioner Lovett thanked Judy White, Mr. & Mrs. Klingler, and David Simpson for their hard work and commitment to the Marine City Music Festival.

Commissioner Hendrick requested the Department of Public Works have an emergency contact phone number on their recording for water main breaks, and other emergencies, during evening and weekend hours.

Commissioner Avery requested a procedure be put in place for residents and businesses who don't shovel their snow.

Commissioner Simpson urged residents and business owners to attend the preliminary budget review meetings on March 24, 25 and 26 at 6:00 to 8:00 pm.

Mayor Skotarczyk said he had approached about holding a Town Hall meeting and said that the budget workshops may be an excellent time to reach out to people. He continued by saying that there are many questions about levels of service and what the citizens expect from the city and from administration and what they want them to spend money on. Mayor

Skotarczyk said he was pleased and excited about this year's Marine City Music Festival. He wished the organizers all the success in the world.

Executive Session

Motion by Commissioner Lovett, seconded by Commissioner Meli, to enter into Executive Session at 9:20 pm for the purpose of discussing Confidential Attorney/Client Communication Regarding Legal Opinion, and, considering the Executive Session Minutes of December 18, 2014. Roll Call Vote. All Ayes. Motion Carried.

Motion by Commissioner Lovett, seconded by Commissioner Meli, to return to Open Session at 9:43 pm. All Ayes. Motion Carried.

Motion by Commissioner Lovett, seconded by Commissioner Avery, to approve the Executive Session Minutes of December 18, 2014. All Ayes. Motion Carried.

Adjournment

Motion by Commissioner Hendrick, seconded by Commissioner Simpson, to adjourn at 9:43 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter
City Clerk

RECEIVED
FEB 16 2015

B-A

City of Marine City

SPECIAL EVENT PERMIT APPLICATION

CITY OF MARINE CITY, MICHIGAN

303 S. Water Street, Marine City, Michigan 48039

It is recommended that all applications be submitted to the City not less than 90 days prior to the start of the event in order for the application to be processed by the event date. The City will act upon the application within 30 days of receipt. The City of Marine City may impose restrictions on any special event in the interest of the health and safety of residents and participants. The applicant may be required to indemnify the city for and hold it harmless from and defend it against any and all claims, lawsuits or other liability.

An Application Fee of \$25.00 is required for all non-City sponsored events; however, the fee shall be refunded to the Applicant in the event there is zero cost impact to the City for the event.

NAME OF EVENT: Chamber of Commerce Flea Markets

Applicant / Sponsor of Event: Marine City Area Chamber of Commerce

Is Sponsor of Event a Non-Profit Organization? Yes No

Mailing Address: 201-A Broadway
Marine City, MI 48039

Contact Person / Phone: Shari Faucher 810-765-4501

Contact Person E-Mail: Chamber@visitmarinecity.com

On Site Event Manager / Phone: Same

(Changes in this information must be submitted to the City Clerk prior to the event.)

Date/Hours of Event: May 16, June 20, July 18, Aug. 15
Sept. 19 9am to 3pm

set-up starts @ 7:30am

Location of Event: Trident Industrial Park
1300 Parker
Marine City, MI 48039

Will alcoholic beverages be served? Yes _____ No

Provide Detailed Description of Event (attach additional sheets & overhead diagram, if applicable):

Vendors will setup and sell items that they provide.

Will street closures be necessary? Yes _____ No

If yes, include a detailed map and indicate the date and time for closing and re-opening, including set-up and tear down. _____

Are utility hook-ups required for water, electric, etc.? Yes _____ No
(May impact total cost of event)

If yes, list locations. _____

General Insurance Requirements:

1. Applicant/Sponsor will supply evidence of the following:
 - a. Certificate of general liability insurance with \$1,000,000 per occurrence and in the aggregate. Total coverage must be sufficient to cover possible exposure with adequate policy limits (may require higher limits if exposure is considered high).

- i. If liquor is being served, then evidence of additional "Liquor Liability" with limits of not less than \$1,000,000 per occurrence and in the aggregate (may require higher limits if exposure is considered high).
- b. The named of insured must be the same as the Applicant/Sponsor.
- c. Policy coverage dates must be for the full term of the event.
- d. The City of Marine City must be named as an "Additional Insured" on the certificate.
- e. The City of Marine City and all of its elected and appointed officials, employees, and volunteers are to be added to the Applicant's/Sponsor's general liability policy as "Additional Insured's".
- f. The person signing the certificate must have authority to do so.
- g. A "Hold Harmless Agreement" is required, signed by event Applicant/Sponsor and the insurance provider (See Agreement Attached).
- h. Complete contact information for Insurer required.

Insurance Provider: Aitkens & Ormond

Amount of Coverage: \$1,000,000.00

Contact Name, Address & Telephone Number of Insurance Provider: _____

Kathy Geatches
30060 23 mile Rd Chesterfield, MI 48047
586-949-5570

(Attach Copy of Certificate of Liability Insurance)

The City of Marine City complies with the ADA. No person shall be subjected to unlawful discrimination under any program or activity conducted in the City of Marine City.

Applicant / Sponsor of Event is responsible for providing Portable Restrooms.

Indicate # of Portable Restrooms planned for Event:

Indicated # of Handicap Portable Restrooms planned for Event:

 |

Applicant / Sponsor of Event is responsible for providing TRASH RECEPTACLES.

Ascending Fee Schedule:

1. CITY SPONSORED EVENTS: The City of Marine City is responsible for 100% of costs.
2. CO-SPONSORED EVENTS: The City of Marine City is responsible for 50% of costs.
3. NON-PROFIT EVENTS: Sponsored by a currently certified IRS 501C (3) Non-Profit Organization. The sponsor is responsible for 100% of costs effective January 1, 2012.
4. FOR PROFIT EVENTS: The sponsor is responsible for 100% of cost.

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

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

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

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

Shari Jaucher
Signature

2-13-15
Date

Hold Harmless Agreement

City of Marine City
303 Water Street
Marine City, MI 48039

MARINE CITY CHAMBER OF COMMERCE agrees to indemnify and hold harmless The City of Marine City from any and all liability, defense costs, including other fees, loss or damage, that the City of Marine City may suffer as a result of claims, demands, costs, or judgments against it, or arising from (Name of event) Chamber Flea Markets.

In addition, MC CHAMBER OF COMMERCE agrees to provide the City of Marine City a Certificate of Insurance naming the City of Marine City as an "Additional Insured" in an amount of not less than the maximum exposure of the City of Marine City.

Shari Faucher

Print Name (Rep of Applicant/Sponsor)

Admin. Assist.

Print Title

Shari Faucher

Signature

2-13-15

Date

KATHY GEATCHES

Print Name (Rep of Insurance Carrier)

LICENSED RESIDENT AGENT, CSR

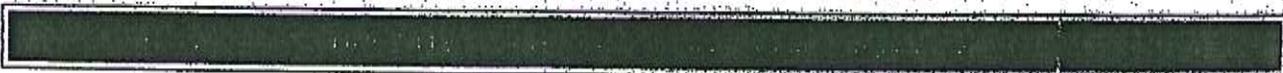
Print Title

Kathy Geatches

Signature

2-10-15

Date



8-B

RECEIVED
FEB 16 2015

City of Marine City

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CITY OF MARINE CITY, MICHIGAN
303 S. Water Street, Marine City, Michigan 48039

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An Application Fee of \$25.00 is required for all non-City sponsored events; however, the fee shall be refunded to the Applicant in the event there is zero cost impact to the City for the event.

NAME OF EVENT: Free Concerts @ Drake Park

Applicant / Sponsor of Event: MC Area Chamber of Commerce and
The Historical Society of Marine City

Is Sponsor of Event a Non-Profit Organization? Yes No

Mailing Address: 201 - A Broadway
Marine City, MI 48039

Contact Person / Phone: Shari Faucher 810-765-4501

Contact Person E-Mail: chamber@visitmarinecity.com

On Site Event Manager / Phone: Same
(Changes in this information must be submitted to the City Clerk prior to the event.)

Date/Hours of Event: June 24, 2015 time: 7 or 7:30pm
July 29, 2015 time to be determined
possibly August, 26, 2015
3rd Wednesday of Month

Location of Event: Drake Park on Water Street

Will alcoholic beverages be served? Yes _____ No X

Provide Detailed Description of Event (attach additional sheets & overhead diagram, if applicable):

a hired band will set up and perform
June is Jim DeHeno
July is Guy Williams

Will street closures be necessary? Yes _____ No X

If yes, include a detailed map and indicate the date and time for closing and re-opening, including set-up and tear down. _____

Are utility hook-ups required for water, electric, etc.? Yes _____ ? No _____
(May impact total cost of event)

If yes, list locations. possible need of electric hook-up

General Insurance Requirements:

1. Applicant/Sponsor will supply evidence of the following:
 - a. Certificate of general liability insurance with \$1,000,000 per occurrence and in the aggregate. Total coverage must be sufficient to cover possible exposure with adequate policy limits (may require higher limits if exposure is considered high).

- i. If liquor is being served, then evidence of additional "Liquor Liability" with limits of not less than \$1,000,000 per occurrence and in the aggregate (may require higher limits if exposure is considered high).
- b. The named of insured must be the same as the Applicant/Sponsor.
- c. Policy coverage dates must be for the full term of the event.
- d. The City of Marine City must be named as an "Additional Insured" on the certificate.
- e. The City of Marine City and all of its elected and appointed officials, employees, and volunteers are to be added to the Applicant's/Sponsor's general liability policy as "Additional Insured's".
- f. The person signing the certificate must have authority to do so.
- g. A "Hold Harmless Agreement" is required, signed by event Applicant/Sponsor and the insurance provider (See Agreement Attached).
- h. Complete contact information for Insurer required.

Insurance Provider: Aitken & Ormond

Amount of Coverage: 1,000,000

Contact Name, Address & Telephone Number of Insurance Provider: _____
Kathy Geatches
300601 23 mile Rd Chesterfield, ME 48047
586-949-5570

(Attach Copy of Certificate of Liability Insurance)

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

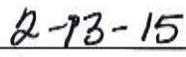
- There have been additional city costs due to cleanup or repairs of damaged property.
- Additional city services were provided as a result of changes in the requirements as requested by event organizers.

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

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



Signature



Date



MARIN-1 OP ID: KG

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/12/2015

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

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

PRODUCER Aitken & Ormond -New Baltimore P. O. Box 489 New Baltimore, MI 48047 Debra J. Rogers	CONTACT NAME: Debra J. Rogers	
	PHONE (A/C, No, Ext): 586-949-5570	FAX (A/C, No): 586-949-5170
E-MAIL ADDRESS:		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : National Specialty Insurance		
INSURER B : The Hartford		29424
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

INSURED **Marine City Chamber of Commerc**
201 - A Broadway St
Marine City, MI 48039

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			NSQ2099025	07/14/2014	07/14/2015	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	35WECBM2851	06/29/2014	06/29/2015	PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$ 100,000
							E.L. DISEASE - EA EMPLOYEE \$ 100,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER**CANCELLATION****INSURED**

Insured's Copy

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
Debra J. Rogers

Hold Harmless Agreement

City of Marine City
303 Water Street
Marine City, MI 48039

MARINE CITY CHAMBER OF COMMERCE agrees to indemnify and hold harmless The City of Marine City from any and all liability, defense costs, including other fees, loss or damage, that the City of Marine City may suffer as a result of claims, demands, costs, or judgments against it, or arising from (Name of event) Free Concerts @ Drake Park

In addition, MC CHAMBER OF COMMERCE agrees to provide the City of Marine City a Certificate of Insurance naming the City of Marine City as an "Additional Insured" in an amount of not less than the maximum exposure of the City of Marine City.

Shari Faucher

Print Name (Rep of Applicant/Sponsor)

Admin Assist

Print Title

Shari Faucher

Signature

2-13-15

Date

KATH GEATCHES

Print Name (Rep of Insurance Carrier)

LICENSED RESIDENT AGENT, CSR

Print Title

Kathy Geatches

Signature

2-10-15

Date



8-C

RECEIVED
FEB 16 2015

City of Marine City

SPECIAL EVENT PERMIT APPLICATION

CITY OF MARINE CITY, MICHIGAN
303 S. Water Street, Marine City, Michigan 48039

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NAME OF EVENT: 4th Annual Antique Show @ Nautical Mile Park

Applicant / Sponsor of Event: Marine City Area Chamber of Commerce

Is Sponsor of Event a Non-Profit Organization? Yes No

Mailing Address: 201-A Broadway
Marine City, MI
48039

Contact Person / Phone: Shari Faucher 810-765-4501

Contact Person E-Mail: chamber@visitmarinecity.com

On Site Event Manager / Phone: Bob Ahee 810-765-7122
(Changes in this information must be submitted to the City Clerk prior to the event.)

Date/Hours of Event: July 17 - set-up only
Saturday July 18th 10am to 5pm (9am early buy in)
Sunday July 19th 10am to 4pm

Location of Event: Nautical Mile Park

Will alcoholic beverages be served? Yes _____ No X

Provide Detailed Description of Event (attach additional sheets & overhead diagram, if applicable):

Vendors will set up in designated areas to sell antiques that they provide

Tents will be set up for vendor use.

Security will be provided for overnight Friday & Saturday

Will street closures be necessary? Yes _____ No X

If yes, include a detailed map and indicate the date and time for closing and re-opening, including set-up and tear down. _____

Are utility hook-ups required for water, electric, etc.? Yes _____ X No _____
(May impact total cost of event)

If yes, list locations. not sure - probably not.

General Insurance Requirements:

1. Applicant/Sponsor will supply evidence of the following:
 - a. Certificate of general liability insurance with \$1,000,000 per occurrence and in the aggregate. Total coverage must be sufficient to cover possible exposure with adequate policy limits (may require higher limits if exposure is considered high).

- i. If liquor is being served, then evidence of additional "Liquor Liability" with limits of not less than \$1,000,000 per occurrence and in the aggregate (may require higher limits if exposure is considered high).
- b. The named of insured must be the same as the Applicant/Sponsor.
- c. Policy coverage dates must be for the full term of the event.
- d. The City of Marine City must be named as an "Additional Insured" on the certificate.
- e. The City of Marine City and all of its elected and appointed officials, employees, and volunteers are to be added to the Applicant's/Sponsor's general liability policy as "Additional Insured's".
- f. The person signing the certificate must have authority to do so.
- g. A "Hold Harmless Agreement" is required, signed by event Applicant/Sponsor and the insurance provider (See Agreement Attached).
- h. Complete contact information for Insurer required.

Insurance Provider: Aitken-Ormond

Amount of Coverage: \$1,000,000.00

Contact Name, Address & Telephone Number of Insurance Provider: _____

Kathy Geatches
30060 23 mile Rd Chesterfield, MI 48047
586-949-5570

(Attach Copy of Certificate of Liability Insurance)

The City of Marine City complies with the ADA. No person shall be subjected to unlawful discrimination under any program or activity conducted in the City of Marine City.

Applicant / Sponsor of Event is responsible for providing Portable Restrooms.

Indicate # of Portable Restrooms planned for Event:

Indicated # of Handicap Portable Restrooms planned for Event:

11

Applicant / Sponsor of Event is responsible for providing TRASH RECEPTACLES.

Ascending Fee Schedule:

1. CITY SPONSORED EVENTS: The City of Marine City is responsible for 100% of costs.
2. CO-SPONSORED EVENTS: The City of Marine City is responsible for 50% of costs.
3. NON-PROFIT EVENTS: Sponsored by a currently certified IRS 501C (3) Non-Profit Organization. The sponsor is responsible for 100% of costs effective January 1, 2012.
4. FOR PROFIT EVENTS: The sponsor is responsible for 100% of cost.

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

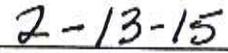
- There have been additional city costs due to cleanup or repairs of damaged property.
- Additional city services were provided as a result of changes in the requirements as requested by event organizers.

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

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



Signature



Date

Hold Harmless Agreement

City of Marine City
303 Water Street
Marine City, MI 48039

MARINE CITY CHAMBER OF COMMERCE agrees to indemnify and hold harmless The City of Marine City from any and all liability, defense costs, including other fees, loss or damage, that the City of Marine City may suffer as a result of claims, demands, costs, or judgments against it, or arising from (Name of event) 4th Annual Antique Show

In addition, MC CHAMBER OF COMMERCE agrees to provide the City of Marine City a Certificate of Insurance naming the City of Marine City as an "Additional Insured" in an amount of not less than the maximum exposure of the City of Marine City.

Shari Faucher

Print Name (Rep of Applicant/Sponsor)

Administrative Assistant

Print Title

Shari Faucher

Signature

2-13-15

Date

KATHY GEATCHES

Print Name (Rep of Insurance Carrier)

LICENSED RESIDENT AGENT, CSR

Print Title

Kathy Geatches

Signature

2-10-15

Date



8-D

RECEIVED
FEB 16 2015

City of Marine City

SPECIAL EVENT PERMIT APPLICATION

CITY OF MARINE CITY, MICHIGAN
303 S. Water Street, Marine City, Michigan 48039

It is recommended that all applications be submitted to the City not less than 90 days prior to the start of the event in order for the application to be processed by the event date. The City will act upon the application within 30 days of receipt. The City of Marine City may impose restrictions on any special event in the interest of the health and safety of residents and participants. The applicant may be required to indemnify the city for and hold it harmless from and defend it against any and all claims, lawsuits or other liability.

An Application Fee of \$25.00 is required for all non-City sponsored events; however, the fee shall be refunded to the Applicant in the event there is zero cost impact to the City for the event.

NAME OF EVENT: Farmer's Market

Applicant / Sponsor of Event: Marine City Area Chamber of Commerce

Is Sponsor of Event a Non-Profit Organization? Yes No

Mailing Address: 201-A Broadway
Marine City, MI 48039

Contact Person / Phone: Shari Faucher 810-765-4501

Contact Person E-Mail: chamber@visitmarinecity.com

On Site Event Manager / Phone: Same

(Changes in this information must be submitted to the City Clerk prior to the event.)

Date/Hours of Event: starts in July to end in October

Thursdays 10am to 4pm

Location of Event: Dead End of High Street @ Parker

Will alcoholic beverages be served? Yes _____ No

Provide Detailed Description of Event (attach additional sheets & overhead diagram, if applicable):

Vendors will set up tents to sell products that they provide

Will street closures be necessary? Yes _____ No

If yes, include a detailed map and indicate the date and time for closing and re-opening including set-up and tear down. _____

Are utility hook-ups required for water, electric, etc.? Yes _____ No
(May impact total cost of event)

If yes, list locations. _____

General Insurance Requirements:

1. Applicant/Sponsor will supply evidence of the following:
 - a. Certificate of general liability insurance with \$1,000,000 per occurrence and in the aggregate. Total coverage must be sufficient to cover possible exposure with adequate policy limits (may require higher limits if exposure is considered high).

- i. If liquor is being served, then evidence of additional "Liquor Liability" with limits of not less than \$1,000,000 per occurrence and in the aggregate (may require higher limits if exposure is considered high).
- b. The named insured must be the same as the Applicant/Sponsor.
- c. Policy coverage dates must be for the full term of the event.
- d. The City of Marine City must be named as an "Additional Insured" on the certificate.
- e. The City of Marine City and all of its elected and appointed officials, employees, and volunteers are to be added to the Applicant's/Sponsor's general liability policy as "Additional Insured's".
- f. The person signing the certificate must have authority to do so.
- g. A "Hold Harmless Agreement" is required, signed by event Applicant/Sponsor and the insurance provider (See Agreement Attached).
- h. Complete contact information for Insurer required.

Insurance Provider: Aitken & Ormond

Amount of Coverage: \$1,000,000.00

Contact Name, Address & Telephone Number of Insurance Provider: Kathy Geatches
30060 23 mile Rd. Chesterfield, Mi 48047
586-949-5570

(Attach Copy of Certificate of Liability Insurance)

The City of Marine City complies with the ADA. No person shall be subjected to unlawful discrimination under any program or activity conducted in the City of Marine City.

Applicant / Sponsor of Event is responsible for providing Portable Restrooms.

Indicate # of Portable Restrooms planned for Event: _____
 Indicated # of Handicap Portable Restrooms planned for Event: 1

Applicant / Sponsor of Event is responsible for providing TRASH RECEPTACLES.

Ascending Fee Schedule:

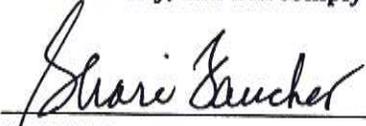
1. CITY SPONSORED EVENTS: The City of Marine City is responsible for 100% of costs.
2. CO-SPONSORED EVENTS: The City of Marine City is responsible for 50% of costs.
3. NON-PROFIT EVENTS: Sponsored by a currently certified IRS 501C (3) Non-Profit Organization. The sponsor is responsible for 100% of costs effective January 1, 2012.
4. FOR PROFIT EVENTS: The sponsor is responsible for 100% of cost.

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

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

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

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



Signature

2-13-15
Date

Hold Harmless Agreement

City of Marine City
303 Water Street
Marine City, MI 48039

MARINE CITY CHAMBER OF COMMERCE agrees to indemnify and hold harmless The City of Marine City from any and all liability, defense costs, including other fees, loss or damage, that the City of Marine City may suffer as a result of claims, demands, costs, or judgments against it, or arising from (Name of event) _____

In addition, MC CHAMBER OF COMMERCE agrees to provide the City of Marine City a Certificate of Insurance naming the City of Marine City as an "Additional Insured" in an amount of not less than the maximum exposure of the City of Marine City.

Shari Faucher

Print Name (Rep of Applicant/Sponsor)

Admin. Assist.

Print Title

Shari Faucher

Signature

2-13-15

Date

KATHY GEATCHES

Print Name (Rep of Insurance Carrier)

LICENSED RESIDENT AGENT, CSR

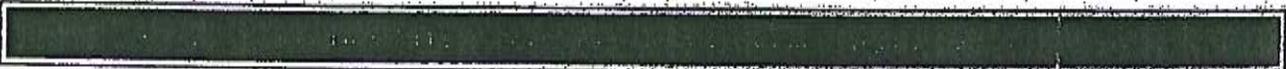
Print Title

Kathy Geatches

Signature

2-10-15

Date



8E
RECEIVED
FEB 23 2015

SPECIAL EVENT PERMIT APPLICATION

City of Marine City

CITY OF MARINE CITY, MICHIGAN

303 S. Water Street, Marine City, Michigan 48039

It is recommended that all applications be submitted to the City not less than 90 days prior to the start of the event in order for the application to be processed by the event date. The City will act upon the application within 30 days of receipt. The City of Marine City may impose restrictions on any special event in the interest of the health and safety of residents and participants. The applicant may be required to indemnify the city for and hold it harmless from and defend it against any and all claims, lawsuits or other liability.

Note: Approval of Special Event Permit Application and event date is subject to final approval of the City Commission, based on other activities occurring within the community.

An Application Fee of \$25.00 is required for all non-City sponsored events; however, the fee shall be refunded to the Applicant in the event there is zero cost impact to the City for the event.

NAME OF EVENT: 40TH ANNUAL KOFC MI DRIVE (MENTALLY IMPAIRED) FOOTSIE ROLL DRIVE

Applicant / Sponsor of Event: MARINE CITY KNIGHTS OF COLUMBUS Council #856

Is Sponsor of Event a Non-Profit Organization? Yes No

Mailing Address: 6385 KING RD. MARINE CITY MI 48039

Contact Person / Phone: LEN SCHWARTZ 248 505 5660

Contact Person E-Mail: 10008081@G.MHIL.COM

On Site Event Manager / Phone: LEN SCHWARTZ 248 505 5660

(Changes in this information must be submitted to the City Clerk prior to the event.)

Date/Hours of Event: 3-27-15 thru 3-28-15 7am - 2pm

Location of Event: INTERSECTION OF MAIN & BROADWAY
WEST BLVD & PARKER CHARTIER & PARKER

Will alcoholic beverages be served? Yes _____ No

Provide Detailed Description of Event (attach additional sheets & overhead diagram, if applicable):

ONE PERSON COLLECTING DONATIONS AT BOTH LOCATIONS

Will street closures be necessary? Yes _____ No

If yes, include a detailed map and indicate the date and time for closing and re-opening, including set-up and tear down. _____

Are utility hook-ups required for water, electric, etc.? Yes _____ No
(May impact total cost of event)

If yes, list locations. _____

General Insurance Requirements:

1. Applicant/Sponsor will supply evidence of the following:
 - a. Certificate of general liability insurance with \$1,000,000 per occurrence and in the aggregate. Total coverage must be sufficient to cover possible exposure

with adequate policy limits (may require higher limits if exposure is considered high).

- i. If liquor is being served, then evidence of additional "Liquor Liability" with limits of not less than \$1,000,000 per occurrence and in the aggregate (may require higher limits if exposure is considered high).
- b. The named insured must be the same as the Applicant/Sponsor.
- c. Policy coverage dates must be for the full term of the event.
- d. The City of Marine City must be named as an "Additional Insured" on the certificate.
- e. The City of Marine City and all of its elected and appointed officials, employees, and volunteers are to be added to the Applicant's/Sponsor's general liability policy as "Additional Insured's".
- f. The person signing the certificate must have authority to do so.
- g. A "Hold Harmless Agreement" is required, signed by event Applicant/Sponsor and the insurance provider (See Agreement Attached).
- h. Complete contact information for Insurer required.

Insurance Provider: ACORD

Amount of Coverage: 1,000,000

Contact Name, Address & Telephone Number of Insurance Provider: _____

SHAWKI KUNDUZ REGENCY INS GROUP
1690 WINTER TOWER PLACE #500
EAST LANSING MI 48823 517-664-2770

(Attach Copy of Certificate of Liability Insurance)

The City of Marine City complies with the ADA. No person shall be subjected to unlawful discrimination under any program or activity conducted in the City of Marine City.

Applicant / Sponsor of Event is responsible for providing Portable Restrooms.

Indicate # of Portable Restrooms planned for Event: 0
Indicated # of Handicap Portable Restrooms planned for Event: 0

Applicant / Sponsor of Event is responsible for providing TRASH RECEPTACLES.

Ascending Fee Schedule:

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2. CO-SPONSORED EVENTS: The City of Marine City is responsible for 50% of costs.
3. NON-PROFIT EVENTS: Sponsored by a currently certified IRS 501C (3) Non-Profit Organization. The sponsor is responsible for 100% of costs effective January 1, 2012.
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As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this event as determined by the City of Marine City, and will comply with all local, state and federal rules, regulations and laws.



Signature

2-20-15

Date

Estimated Costs: \$ _____

Hold Harmless Agreement

City of Marine City
303 Water Street
Marine City, MI 48039

MARINE CITY Ref C 856 agrees to indemnify and hold harmless The City of Marine City from any and all liability, defense costs, including other fees, loss or damage, that the City of Marine City may suffer as a result of claims, demands, costs, or judgments against it, or arising from (Name of event) MC DIVE.

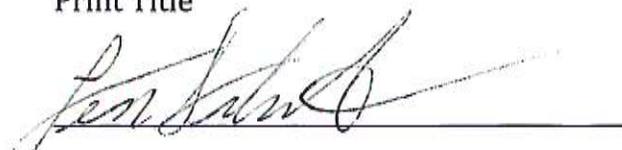
In addition, MC Ref C 856 agrees to provide the City of Marine City a Certificate of Insurance naming the City of Marine City as an "Additional Insured" in an amount of not less than the maximum exposure of the City of Marine City.

LEW SCHWARTZ
Print Name (Rep of Applicant/Sponsor)

Print Name (Rep of Insurance Carrier)

FINANCIAL SEC.
Print Title

Print Title


Signature

Signature



INSURANCE BINDER

OP ID: SK

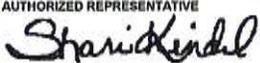
DATE (MM/DD/YYYY)

2/17/2015

THIS BINDER IS A TEMPORARY INSURANCE CONTRACT, SUBJECT TO THE CONDITIONS SHOWN ON THE REVERSE SIDE OF THIS FORM.

AGENCY Regency Insurance Group, Inc. 1690 Watertower Place, #500 East Lansing, MI 48823 Shari Kindel		COMPANY Capital Specialty Ins. Corp		BINDER # 7539	
PHONE (A/C, No, Ext): 517-664-2770		FAX (A/C, No): 517-664-2787		EXPIRATION DATE TIME <input checked="" type="checkbox"/> AM <input type="checkbox"/> PM	
CODE: AGENCY CUSTOMER ID: KNIGH-1		SUB CODE:		DATE EFFECTIVE TIME 03/19/15 12:01	
INSURED Knights of Columbus Michigan State Council 6025 Wall St Sterling Heights MI 48312		<input checked="" type="checkbox"/> THIS BINDER IS ISSUED TO EXTEND COVERAGE IN THE ABOVE NAMED COMPANY PER EXPIRING POLICY # CS02488216-01		DATE TIME 04/13/15 <input checked="" type="checkbox"/> 12:01 AM <input type="checkbox"/> NOON	
DESCRIPTION OF OPERATIONS/VEHICLES/PROPERTY (Including Location) TOOTSIE ROLL FUNDRAISER					

COVERAGES		LIMITS		
TYPE OF INSURANCE	COVERAGE/FORMS	DEDUCTIBLE	COINS %	AMOUNT
PROPERTY CAUSES OF LOSS <input type="checkbox"/> BASIC <input type="checkbox"/> BROAD <input type="checkbox"/> SPEC				
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000		
AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$ MEDICAL PAYMENTS \$ PERSONAL INJURY PROT \$ UNINSURED MOTORIST \$		
AUTO PHYSICAL DAMAGE DEDUCTIBLE <input type="checkbox"/> COLLISION: _____ <input type="checkbox"/> OTHER THAN COL: _____	<input type="checkbox"/> ALL VEHICLES <input type="checkbox"/> SCHEDULED VEHICLES	ACTUAL CASH VALUE STATED AMOUNT \$ OTHER		
GARAGE LIABILITY <input type="checkbox"/> ANY AUTO		AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$		
EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM	RETRO DATE FOR CLAIMS MADE:	EACH OCCURRENCE \$ AGGREGATE \$ SELF-INSURED RETENTION \$ WC STATUTORY LIMITS		
WORKER'S COMPENSATION AND EMPLOYER'S LIABILITY		E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$		
SPECIAL CONDITIONS/OTHER COVERAGES Event dates: March 19 - April 13, 2015		FEES \$ TAXES \$ ESTIMATED TOTAL PREMIUM \$		

NAME & ADDRESS		<input type="checkbox"/> MORTGAGEE <input type="checkbox"/> LOSS PAYEE	<input type="checkbox"/> ADDITIONAL INSURED
		LOAN #	
		AUTHORIZED REPRESENTATIVE 	

RECEIVED
FEB 23 2015
BF

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:

Business Name: Riverbank Theatre, LLC
Business Address: 358 S. Water St.
Bus. Phone: 810 278 1749 Fax: _____ E-Mail: info@thesnugtheatre.com
Description of Business: Professional performing arts theatre

Open Date (Subject to approval): Dec 6, 2014 Non-Profit: Yes No
Number of Employees: Full Time 4 Part Time _____ # of Seats 179
Hours of Operation: From 9:00 am to 10:00 pm M T W T F S S

Ownership: Corporation Individual Partnership LLC Limited Partnership
Corporation Name: _____
State Tax ID: _____ Federal ID: _____
Value of Initial Stock and Equipment: \$ _____

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

Name: Thomas Vertin Title: owner
Address: 6535 Green Dr Phone: 586 764 2761
City: Harsens Island State: MI Zip: 48028
Driver's License #: _____
Name: _____ Title: _____
Address: _____ Phone: _____
City: _____ State: _____ Zip: _____
Driver's License #: _____

Building Owner: Thomas Vertin

Address: _____

State: _____ Zip: _____ Phone: _____

Emergency Contact Information (After Hours):

Name: Kathy Vertin Phone: 248 705 3425

Name: Valerie Heath Phone: 586 854 3050

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.

HAS THIS BUSINESS MET ALL COUNTY, STATE AND/OR FEDERAL LICENSING REQUIREMENTS NEEDED TO CONDUCT YOUR BUSINESS?

YES: Y NO: _____

APPLICANT'S INITIALS: _____

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.


Signature & Title of Applicant

2-23-15
Dated

City of Marine City, Michigan

303 S. Water Street, Marine City, Michigan 48039

Registration Form

Business Name: Riverbank, LLC
Business Address: 358 S. Water St. #238
Bus. Phone: 810-278-1749 Fax: _____ E-Mail: info@thesnugtheatre.com

Emergency Contact Information (After Hours):

Name: Kathy Vertin Phone: 248 705 3425
Name: Valerie Heath Phone: 586 854 3050

Ownership: Corporation Individual Partnership LLC Limited Partnership

Owner Information:

Name: Thomas Vertin Title: Owner
Address: 420 S. Water St. #238 Phone: 586 764 2761
City: Marine City State: MI Zip: 48039
Driver's License #: _____

Manager / Operator (if different from Owner):

Name: Valerie Heath Title: Managing Director
Address: 7415 Aqua Isle Phone: 586 854 3050
City: Clay State: MI Zip: 48001
Driver's License #: _____

Hours of Operation: From 9 am to 10 pm M T W Th F S S

List any Flammable or Toxic Materials Stored in Building _____

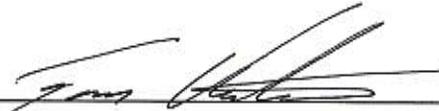
Provide copies of any necessary paperwork for hazardous substances from any outside agencies.

Special Instructions for Police and Fire Departments: _____

This registration is in accordance with the Marine City Code of Ordinances, and the standards and conditions as set forth in same. Business registration is required annually. There is no charge for this registration, and you will be mailed your current year's business license upon returning the completed registration form to:

Kristen Baxter, City Clerk
City of Marine City
303 South Water Street
Marine City, Michigan 48039
kbaxter@marinecity-mi.org
810-765-8830

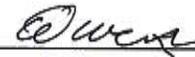
Contact City Clerk Kristen Baxter at 810-765-8830 with any questions you may have.



Signature

2-23-15

Dated



Title

CITY OF MARINE CITY SUPERINTENDENT OF PUBLIC WORKS
EMPLOYMENT AGREEMENT

This Agreement is made and entered into this nineteenth day of February, 2015 by and between the **City of Marine City**, a Michigan municipal corporation, hereinafter referred to as the "City" and **Michael P. Itrich**, hereinafter referred to as the "Employee," both of whom understand and agree as follows:

Whereas, the City desires to employ the services of Employee as Superintendent of Public Works in accordance with Section 3.7 of the Marine City Charter; and

Whereas, the Employee desires to accept this employment;

Now, therefore, in consideration of the covenants herein contained, the parties agree as follows:

1. This employment is a full-time, forty-hours per week position.
 - a. Employee's employment begins on March 1, 2015 and shall continue for an indefinite term until terminated by either party upon thirty (30) days written notice.
 - b. Employee's probationary status terminates upon execution of this agreement.
 - c. Employee shall be compensated at the rate of annual salary of Sixty-Eight Thousand Six Hundred Forty Dollars (\$68,640.00).
 - d. This position is considered that of **exempt status** as more fully described in Section 5.7 of the most recent revision of the Marine City Personnel Policies and Procedures.
2. Employee shall be responsible for the following duties:
 - a. See the attached Superintendent of Public Works job description.
3. Employee work schedule:
 - a. Base work schedule is forty (40) hours per week.
 - b. Normal working hours are between 7:30 a.m. and 4:00 p.m., Monday through Friday.
 - c. Employee shall have a one (½) hour unpaid lunch period.
 - d. Employee may be required to work on nights, weekends, and holidays as necessitated by emergencies and meeting schedules. Employee shall be compensated for these additional hours per

the Marine City Personnel Policies & Procedures Manual.

4. Employee specifically understands and agrees that the benefits for this regular, full-time position are governed by the Marine City Personnel Policies and Procedures and are subject to change by action of the City Commission.
5. Employer agrees to provide the Employee the following:
 - a. Employer shall furnish the Employee, at the expense of the Employer, all uniforms and equipment pertaining to the Superintendent of Public Works position including replacement and maintenance.
 - b. Employer shall pay \$65.00 monthly to the Employee for a stipend towards the use of his personal cell phone.
6. Employee shall be reimbursed for mileage expenses at the prevailing Internal Revenue Service rate in the event he is required to use his personal automobile while performing the duties required under this agreement.
7. Until Employee reaches retirement age, he shall have the right to return to his position with Teamsters Local Union #214 if his employment under this agreement is terminated. After Employee reaches retirement age, his right to return to the union under any circumstances ceases.
8. **Employee specifically acknowledges and agrees that he is responsible to and serves at the pleasure of the City Manager as set forth in Section 3.7 of the City Charter; that this agreement creates an at-will relationship between the parties; and that this agreement is terminable by either party as provided in Paragraph 1(a).**
9. The provisions of this agreement shall be interpreted in accordance with the laws of the State of Michigan. It contains the entire agreement between the parties, and supersedes any and all other agreements between them. The parties further acknowledge that any statements or representations that may have heretofore been made by either of them to the other are void and of no effect and that neither of them has relied thereon in connection with his or its dealing with the other.

IN WITNESS WHEREOF, the parties hereto set their hands and seals the day and year first above written.

City of Marine City:

Raymond B. Skotarczyk, Mayor



Donald G. Tillery, Acting City Manager

Employee:



Michael P. Itrich

CITY OF MARINE CITY
JOB DESCRIPTION

SUPERINTENDENT OF PUBLIC WORKS

Position Summary: Oversees a full range of construction, maintenance and repair activities associated with municipal infrastructure, including wastewater treatment plant and water plant personnel, activities and operations.

Supervised By: City Manager

Supervises: All Public Works, Wastewater Treatment Plant and Water Plant personnel

Essential Job Functions:

An employee in this position is required to perform the following essential functions with or without reasonable accommodation. These examples are not an exhaustive list of the duties which the employee may be expected to perform.

1. Plans, directs and supervises a full range of construction, maintenance and repair activities associated with municipal infrastructure, including major and local streets, bridges, sidewalks, curbs, gutters, cemetery, parks, grounds and recreational sites, water distribution and wastewater/storm water collection systems, fire hydrants, motor/equipment pool and related functional areas.
2. Supervises Wastewater Treatment Plant and Water Plant personnel, operations and activities. Ensures the plants are properly maintained and operated according to MDEQ and other governing standards and that all related paperwork, licensing and reporting are properly completed.
3. Hires, trains, evaluates and supervises Public Works staff in a manner that promotes positive employee relations, maximizes productivity and enhances customer service for the community. Addresses employee grievances according to established procedures and labor contract guidelines.
4. Prepares staff schedules and work assignments. Prioritizes projects, allocates resources and supervises work progress and quality. Approves scheduled and unscheduled time off, reviews and approves time sheets.
5. Ensures an adequate inventory of parts and supplies to provide efficient operations. Prepares equipment replacement schedules and preventative maintenance schedules for vehicles and equipment.

6. Develops and enforces safety rules and procedures in accordance with OSHA/MIOSHA and MDEQ regulations. Identifies training needs, trains staff on various policies and procedures, secures outside training opportunities and maintains related training files.
7. Serves as Cemetery Sexton. Oversees maintenance of cemetery grounds and facilities, assists the public with site selection and coordinates activities associated with burials. Coordinates sales with other City departments to ensure proper documentation and records are established and maintained.
8. Prepares departmental projections, estimates and requests for the annual budget, including fee schedule recommendations. Purchases departmental supplies, equipment and materials and ensures the proper expenditure of approved funds.
9. Tracks projects and activities, collects data, prepares correspondence, progress and other general reports and completes related administrative activities for the department.
10. Receives and responds to questions, concerns and complaints from the community. Works with other departments and the City Manager to ensure the timely and satisfactory resolution of issues.
11. Assists in researching and preparing project specifications and overseeing contracted projects to ensure work is completed to the City's standards for quality and efficiency.
12. Oversees, authorizes, and maintains documents associated with the Act 51 program through the State of Michigan. Serves as the State Trunkline Maintenance Supervisor for the City.
13. Works along with the Public Works Office Manager to complete the MDEQ MS4 Permit and serves as the main Industrial Stormwater Certified Operator for the Public Works.
14. Maintains and ensures that the Cross Connection Program in the City is being properly updated, necessary paperwork is being completed, and that all procedures are followed as designated by the program and the State of Michigan.
15. Coordinates and consults with other City staff as appropriate, seeks input from specialists and experts as needed and ensures coordination, compliance and communication with other local units, State and Federal agencies in matters related to public works, wastewater treatment, and water plant activities.

16. Responds to public works emergencies, including those which occur outside of normal business hours. Participates in project and maintenance work as operational need demand, operating related vehicles and equipment.
17. Performs other duties as assigned.

MINIMUM QUALIFICATIONS AND REQUIRED KNOWLEDGE, SKILLS, ABILITIES:

The requirements listed below are representative of the minimum qualifications, knowledge, skills, and abilities required to successfully perform the essential functions of the position.

- A High School Diploma or the equivalent and additional training in building/construction trades or related field are required.
- A State of Michigan Water Distribution License at the level appropriate for the City's water system (currently S-2) is required.
- A valid State of Michigan Commercial Driver's License (CDL) with the designations appropriate for the City's fleet, a satisfactory driving record, and the ability to maintain one throughout employment, are required.
- Five or more years in infrastructure construction and maintenance or related field are required. Supervisory and administrative experience is strongly preferred.
- Knowledge of the best management practices and procedures associated with municipal construction projects and maintenance activities and wastewater treatment plant and water plant operations, including project planning and safety consideration.
- Knowledge of the materials, equipment and safety procedures associated with municipal public works activities.
- Knowledge of State and Federal requirements, regulations, and procedures governing municipal wastewater treatment and water plant systems.
- Skill in planning, directing and supervising the work of others.
- Skill in handling difficult customer relations issues with tact and diplomacy.

- Ability to establish and utilize computerized record keeping systems.
- Ability to establish and maintain effective working relationships and use good judgment, initiative and resourcefulness when dealing with other employees, professional contacts and media, elected officials, and the public.
- Ability to respond to public works emergencies and attend meetings outside of normal business hours.

WORKING CONDITIONS AND PHYSICAL DEMANDS

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of the job.

An employee in this position spends a significant amount of their time working in the field, at various public works project sites. This may include sites with treacherous terrain, requiring the employee to traverse uneven ground, climb up or crawl down to access the site, and may involve fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with construction sites. The employee also spends time in an office setting to complete administrative duties.

An employee in this position must have the strength, stamina and physical coordination needed to gain access to the public works project sites described above, and must have the vision capabilities and manual dexterity necessary to operate equipment and participate in project work and maintenance activities as operational needs demand. The employee is required to do all of this in every type of weather condition, including extremely adverse weather conditions, extreme heat or severe cold weather.



City of Marine City

303 South Water Street
Marine City, Michigan 48039
(810) 765-8846 • fax (810) 765-4010

9B

Employment Opportunity

City Manager

Position Summary

Marine City is a Home Rule City and is administered by a City Manager. The City Manager is the chief administrative officer of the City, responsible to the City Commission for the efficient operation of all departments of the City government under his/her jurisdiction. The City Manager has overall responsibility for finance and assessing; police; parks and recreation; public works; licensing; and administrative officers of the City. The City Manager is also responsible for developing effective recommendations in areas of policies, staffing, expenditure, etc. where Commission action is required.

Position Details

The City Manager shall be the chief administrative officer of the City. His/Her functions and duties shall be:

- To be responsible to the Commission for the efficient administration of all administrative departments of the City government except the Attorney's department.
- To see that all laws and ordinances are enforced.
- To appoint with the approval of the Commission the heads of the several City departments whose appointments are not otherwise specified herein; and to remove such department heads subject to the provisions of the City Charter.
- To see that all terms and conditions imposed in favor of the City or its inhabitants in any public utility franchise, or in any contract, are faithfully kept and performed.
- To recommend an annual budget to the Commission, and to administer the budget as finally adopted under policies formulated by the Commission and to keep the Commission fully advised at all times as to the financial condition and needs of the City.
- To recommend to the Commission for adoption such measures as are deemed necessary or expedient; and to attend Commission meetings with the right to take part in discussions but not to vote.
- To supervise the activities of the Emergency Management Office.
- To exercise and perform all administrative functions of the City.
- To perform such other duties as may be prescribed by this charter or as may be required of him by ordinance or by direction of the Commission.

Elected Officials

Raymond Scotarczyk
Mayor

James L. Turner
Mayor Pro-Tem

Dianne M. Lovett
Commissioner

Terrance Avery
Commissioner

David L. Simpson
Commissioner

Lisa Hendrick
Commissioner

Raymond Meli
Commissioner

Appointed Officials

Donald G. Tillery
(Acting)
City Manager

James Downey
George Joachim
City Attorneys

Kristen Baxter
City Clerk

Mary Ellen McDonald
Treasurer

Donald G. Tillery
Chief of Police

Joseph Slankster
Fire Chief

Mike Itrich
*Superintendent of
Public Works*

Come see our charming town!

Salary & Benefits

A starting salary will be negotiated, depending upon qualifications, with excellent fringe benefits.

Candidate Qualifications

The successful candidate will be selected on the basis of his/her executive and administrative qualifications, and must have special training in the field or previous experience as a City Manager or as an assistant to a City Manager.

Additionally, the following may be considered for selection:

- Education: Bachelor's Degree or Masters Degree desirable.
- At least 3 years of progressively responsible experience in local government, or significant private sector managerial experience.
- If no experience, the candidate should explain, in detail, the special training he/she possesses to successfully perform the job.
- Strong, proven leadership skills.
- Supervise projects within the City and coordinate with State & County officials to participate in projects benefiting the City.
- Participate in all relevant City; County; State; and Federal boards and committees.
- Seek out grant opportunities.
- Facilitate goodwill through interaction between, County, State and Federal representatives and entities.
- Excellent communication and interpersonal skills.
- The successful candidate will need to be able to develop and manage the budget through a difficult and challenging period being fiscally resourceful. He/she will need to be decisive and organized, following through on council directives and citizen requests, and be sensitive to the importance of the history and character of the community.
- The successful candidate will also possess a strong ethics; view themselves as partners with the City Commission, demonstrated by fully disclosing and sharing information, and engaging the commission; possess a strong customer focus and a deep belief in stewardship as a public servant in assisting stake-holders enjoy the community; possess a sense of calm and good humor and an interest in investing in the community; and a willingness to be out-and-about in the community as part of it.
- The City Manager will need to be open and accessible to the public and be able to promote public and business relationships.

The Community

Marine City is a unique, waterfront community with an interesting history, charming architecture and exciting potential. The St. Clair River was the ancient path of transport for Native Americans and it brought the first European settlers to the area in the late 1700's. Intra-state shipping, transportation and international trade possibilities created a City that built hundreds of sailing and early steam vessels from local timber. The Blue Water Ferry is on Water Street and carries car, truck and pedestrians to and from Sombra, Ontario. Marine City is also blessed with rich recreational possibilities. A boat launch ramp on the south side of town gives everyone boating and fishing access to the river. There is a public sand beach on the St. Clair River just north of the business district and four City parks are located on the waterfront. The City boasts two live performance theatres and an open air amphitheater in the downtown district. The City is also looking forward to a hotel and conference center which is under development as well as a business incubator. Marine City's

charming appeal has been aided by grants for a facade program, as well as our downtown rental spaces improved by a rental rehab grant. The quality of life in Marine City is excellent with neighborhoods that are quiet, tidy and safe. The people of Marine City are open and friendly and embrace newcomers quickly.

Vital Statistics

- Population 4,174 (2012)
- 2+ square miles in area
- Median Income: \$39,896 (2012)
- Unemployment: 9.4% (2014)
- Households: 1,860 (2013)
- Education Level: 81.1% High School Graduates, 13% College graduates
- Median Housing Value: \$82,394 (2012)

The Region

Medical Facilities

St. John River District Hospital, Mercy and Port Huron Hospitals serve the area providing a full range of services and specialties including: emergency services, cardiac and cancer treatment, physical and occupational therapy, CAT scans, MRI and many others.

Education

Marine City has two high schools, Marine City High School with 827 students, grades 9-12 and Cardinal Mooney Catholic High School with 192 students, grades 9-12. One public elementary, one middle school and one Catholic elementary/middle school educate over 1045 students.

Colleges/Continuing Education

St. Clair Community College in Port Huron and Macomb Community College in Warren are short distances from Marine City and offer a wide range of programs. The University of Phoenix-Detroit Campus, Wayne State University, Oakland University and Marygrove College are all within 50 miles of Marine City.

Organizational History and Structure

- Date of Founding: 1780s
- Date of Incorporation: 1865
- Form of Government: Commission-Manager
- Commission Terms: Non-Partisan Commissioner - 4 year overlapping terms, Mayor - every 2 years
- Meetings: 1st & 3rd Thursdays at 7:00 pm
- Budget: \$5,200,000 FY14/15
- Number of Employees: 8 full-time
- Municipal Services: Police, Fire, Water, Sewer, Recreation, Streets, general government

The Mayor and City Commission act as the legislative body and are responsible for appointing the City Manager. They establish overall policy through their actions including annual budget adoption, setting the tax rate, acting on recommendations of the City Manager, ordinance adoption and

amendments, and approval of contracts and agreements. The Mayor and Commissioners make appointments to various boards and commissions and hold public hearings on various subjects.

Application and Selection Process

If you are interested in this outstanding opportunity, please submit by May 31, 2015 detailed resume and salary history.

Please send via mail to:
Marine City, City Manager Search
303 S. Water St.
Marine City, MI 48039

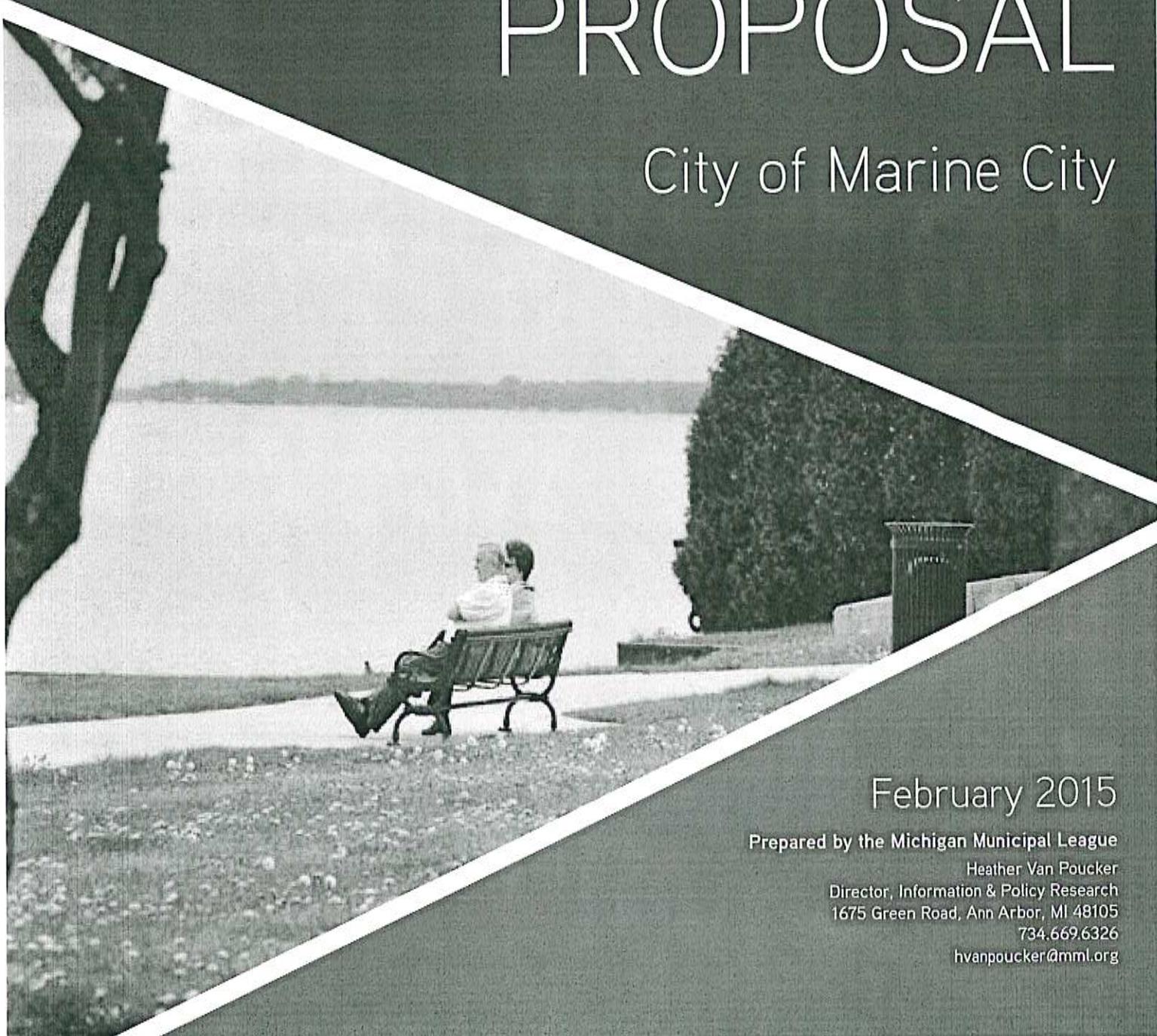
or email to:
dtillery@marinecity-mi.org

Resumes will be screened and the most qualified candidates will be invited to interview. Once a mutual interest in the position has been established, references and backgrounds will be checked. All candidates will be notified of their status once the finalists have been selected. In accordance with Michigan Laws, resumes may be subject to public disclosure. **Candidates may request confidentiality during meetings to review resumes.** Marine City is an equal opportunity employer.



EXECUTIVE SEARCH PROPOSAL

City of Marine City



February 2015

Prepared by the Michigan Municipal League

Heather Van Poucker

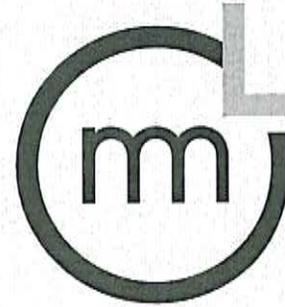
Director, Information & Policy Research

1675 Green Road, Ann Arbor, MI 48105

734.669.6326

hvanpoucker@mml.org

City of Marine City
303 S. Water Street
Marine City, MI 48039



michigan municipal league

February 26, 2015

City of Marine City,

The Michigan Municipal League is pleased to offer the City of Marine City our assistance in selecting your next City Manager. The League is committed to strengthening Michigan communities, and works hand-in-hand with our members to provide the tools needed to effectively manage and develop their communities. This close relationship gives the League a deep understanding of a community's needs and challenges and makes us uniquely qualified to provide a comprehensive executive search service.

The League's executive search service is designed to ensure the best possible match between a community and its top administrator, with the ultimate goal of providing the community a highly qualified leader who will add tremendous value to the community. To that end, we are dedicated to serving the needs of member communities before, during, and after a search process. Our service is focused exclusively on Michigan communities, but our recruitment is nationwide. We manage an unparalleled network of applicants, half of which are from outside the state.

Each search process is tailored to meet the community's specific needs and goals. We work closely with the community to gain a full understanding of the priorities as a basis for structuring the search process. We facilitate with consensus-building around the attributes a community is looking for to gain a complete picture of the desired candidate's experience, qualifications, and management style. This helps to ensure the best possible employment match, resulting in a successful, long-term placement.

We provide a high level of customized service in order to produce a quality match for the community. In order to ensure a quality outcome and match for the community, a typical search includes with the following services and requires 90 to 120 days to complete. The timeline varies depending on timing of ad placement, availability of candidates and city officials, and the needs of the community.

Feel free to contact the League with any questions or to request an in-person presentation from one of our search facilitators.

Thank you,
Heather Van Poucker

PROPOSAL FOR EXECUTIVE SEARCH

City of Marine City

► SERVICE SUMMARY

Our executive search service typically includes the following activities, which are accomplished over the course of up to three personal visits with the search facilitator:

- Development of an extensive candidate and community profile featured within a professionally designed recruitment brochure (print and electronic formats)
- Featured placement in the League's classifieds which receive 4,000+ hits per week
- Marketing, including an exclusive direct email to Michigan municipal managers and others as appropriate, as well as the League's social media (more than 5,000 followers)
- Direct recruitment of passive candidates
- Application analysis and personal pre-screening of viable applicants
- Reference checks, social media check, and in-depth background investigation done by a third party
- Customized interview questions and selection format/process
- Development of the conditional offer of employment

► SEARCH PROCESS

Develop Recruitment Profiles

In the first meeting, the search facilitator will facilitate a work session to develop a comprehensive recruitment profile. The work session should include various stakeholders including elected officials and city staff. The search facilitator will spur the development of an ideal recruitment profile that the city can agree on and be proud of. This ensures the quality of applicants recruited, as well as manages and clarifies the expectations of the new position. The recruitment profile has two components:

1. **The Candidate Profile** details the qualifications, experience, and professional characteristics required for the position. It is designed to reflect the goals and priorities of the community and goes beyond what is normally found in succinct ad language. The completed profile is used throughout the selection process as an objective tool for determining the most appropriate candidates to be interviewed, and ultimately a final selection.
2. **The Community Profile** provides a description of the position, the organization (i.e. organizational structure, services provided, etc.), and the community itself. This component is an excellent opportunity to highlight the quality of life aspects of your city or region to prospective candidates (i.e. local and regional attractions, school systems, community strengths and cultural or entertainment opportunities.)

These profiles are used to develop a professionally designed recruitment brochure which is featured on the



MML website in its entirety and directly emailed to targeted Michigan municipal professionals.

Develop and Administer Recruitment and Outreach Campaign

In order to recruit and select the most qualified candidates, it is necessary to effectively market the position to the widest and most appropriate audience. To accomplish this, we will develop an outreach and advertising campaign that includes placing advertisements in various professional publications specific to the area of expertise being sought. Our advertising strategy will include both written and electronic publications:

- Featured placement on the League's Classified Ads (website, features complete recruitment brochure)
- ICMA Website
- League social media outlets
- Other professional associations as appropriate (i.e. MGFOA, MAP, etc.)
- Regional public administration associations
- Public administration master's programs' career placement offices
- Other municipal associations as appropriate (i.e., MTA, MAC, etc.)

The full recruitment brochure will be featured on the League's web site which receives an average of 4,000 hits per week. League searches are always listed first with special graphics to highlight your position. This is an excellent opportunity to promote the position and your community to a wide range of prospective candidates.

In addition to advertising the position, we will utilize our extensive network of contacts to identify professionals in transition and managers who may have an interest in the opportunity. We focus the recruiting effort on attracting the most qualified candidates, including passive candidates, to ensure an outstanding candidate pool. Following the closing date for receipt of resumes, we will proceed with resume review and interviews.

Screen Resumes and Narrow Field of Applicants

We receive resumes directly and assess each applicant against the criteria established in the recruitment profile to identify viable candidates who most closely meet the municipality's requirements. We also conduct initial prescreening and online searches.

At the conclusion of this initial screening process, we present a confidential summary of the applicants and their qualifications which serves as the basis for a suggested "short-list" of candidates for further consideration. After discussion and consideration, the municipality will determine whom to invite for personal interviews.

Once invitations to interview have been extended and accepted, the names and resumes of candidates are no longer protected by confidentiality. Until that time, we closely guard the identity of confidential applicants to ensure your search process yields the strongest pool of candidates. Please note that we do not ever release the name, resume, other identifiers or application materials of confidential applicants who are not viable candidates. We only lift confidentiality for viable candidates who agree to participate in the interview process.

Preliminary Reference Review

As the field of applicants is narrowed, we will conduct preliminary reference reviews to verify an applicant's



prior work history and learn more about the candidates' experience, past performance, and management style.
Interview and Selection Process

Interview and Selection Process

Once a list of final candidates has been developed, we will assist in coordinating and scheduling interviews. As well, we will develop interview questions that focus on the priorities outlined within the candidate profile.

Further, we will offer guidance and advice concerning appropriate interview topics as well as those that should be avoided. While our executive search facilitators have extensive experience in the field of human resources, and specifically interview and selection, they are not attorneys. It is always advisable for the municipal attorney to be apprised of the proposed interview and selection process.

A search facilitator will attend and facilitate the interviews with each of the final candidates. At the conclusion of the interview process, we will facilitate discussion and evaluation of each candidate.

Keep in mind that our search facilitators do not presume to choose the best candidate for the position. That important decision is completely at the discretion of the municipality. Rather, we aide in assessing interview responses and how they relate to the objective criteria established in the candidate profile and provide related guidance and expertise.

Search Close-out

After the community has chosen a candidate, the search facilitator will be able to assist in contract negotiations of the conditional and final offer. At this stage, the League will initiate a thorough background search handled by a contracted third party that specializes in employment investigation.

Once an agreement is reached with the individual selected for the position, the facilitator will perform closing tasks, such as personal notification of unsuccessful candidates.

Search Timeline

Timing is critical in an executive search and any delay in action can often result in losing a highly sought-after candidate. We encourage our client communities to establish a well-defined project timeline with the search facilitator at the first meeting to ensure the process moves quickly and positions the community to compete for the best talent. A sample timeline is provided below.

WEEK 1	Initial Meeting: Create Profiles, Recruitment Strategy, Ad Language
WEEK 2-3	Place ads
WEEK 3-5	Direct Recruitment, Active Solicitation of Candidates
WEEK 3-6	Application Screening, Initial Reference Checks
WEEK 6-7	Prepare Short List, Meet and Review Candidates
WEEK 7-8	Conduct First Interviews
WEEK 8-9	Second Interviews (if necessary)
WEEK 9-10	Extend Conditional Offer
WEEK 10	Background Checks
WEEK 11-12	Close Out Activities



Our Clients

Below are listed some of the municipalities that have utilized the executive search services of the League in recent years. Clients include cities, villages, counties and townships of all sizes throughout the state. Many of our clients have been so pleased with our work that they become repeat customers for other positions, bringing our total number of searches near 200.

- | | | | |
|---------------------------|-----------------------------|--------------------------|--------------------------------|
| City of Albion | City of Grosse Pointe Woods | City of Saline | Village of Stockbridge |
| City of Alpena | City of Harper Woods | City of Sandusky | Village of Wolverine Lake |
| City of Battle Creek | City of Hart | City of Sault Ste. Marie | Brighton Township |
| City of Belding | City of Highland Park | City of South Lyon | Coloma Township |
| City of Berkley | City of Hillsdale | City of Tecumseh | Delhi Township |
| City of Big Rapids | City of Howell | City of Three Rivers | Delta Township |
| City of Bloomfield Hills | City of Huntington Woods | City of Troy | Huron Township |
| City of Boyne City | City of Inkster | City of Whitehall | Lyon Township |
| City of Brown City | City of Iron Mountain | City of Williamston | Oakland Township |
| City of Buchanan | City of Ironwood | City of White Cloud | Shelby Township |
| City of Caro | City of Ishpeming | City of Woodhaven | Hartland Township |
| City of Cass City | City of Jackson | Village of Baraga | Spring Lake Township |
| City of Cedar Springs | City of Keego Harbor | Village of Bellevue | Ypsilanti Township |
| City of Cheboygan | City of Lapeer | Village of Beverly Hills | Saint Joseph County |
| City of Chelsea | City of Leslie | Village of Caro | Saginaw County Road Commission |
| City of Clawson | City of Lowell | Village of Cass City | White Lake Fire Authority |
| City of Clio | City of Marine City | Village of Cassopolis | Coloma Township |
| City of Croswell | City of Marlette | Village of Constantine | White Lake Fire Authority |
| City of Davison | City of Menominee | Village of Douglas | |
| City of Eastpointe | City of Midland | Village of Franklin | |
| City of East Grand Rapids | City of Milan | Village of Holly | |
| City of Escanaba | City of Monroe | Village of Kalkaska | |
| City of Essexville | City of Mount Pleasant | Village of Kingsley | |
| City of Evart | City of Muskegon Heights | Village of Lake Orion | |
| City of Farmington | City of Norton Shores | Village of L'Anse | |
| City of Ferndale | City of Norway | Village of Mackinaw City | |
| City of Ferrysburg | City of Parchment | Village of Mattawan | |
| City of Frankenmuth | City of Plymouth | Village of Middleville | |
| City of Frankfort | City of Port Huron | Village of Newberry | |
| City of Grand Blanc | City of Portland | Village of Oxford | |
| City of Grand Ledge | City of Rogers City | Village of Paw Paw | |
| City of Grayling | City of Saint Clair | Village of Reese | |
| City of Grosse Pointe | | Village of Sparta | |



Pricing

The League provides a total not-to-exceed price of \$10,000 for executive search service which includes both professional fees and project expenses (advertising, travel, etc.) This ensures you know exactly what you will spend up front to complete this critical process.

The League welcomes the opportunity to assist the City of Marine City in this search. Please feel free to contact me directly with questions about our service or this proposal.

Our Promise

The League is committed to providing the best possible outcome and employment match for the community. Therefore, we guarantee placement for at least one year, and strongly encourage the management professionals placed to comply with Tenet 4 of the ICMA Code of Ethics, which sets a minimum of two years for employment with a local government. In the highly unlikely event that the position is vacated within a year of placement, the League will offer another search at no or little additional cost to the community.

Sincerely,
Sent via email

Heather Van Poucker
Director, Information & Policy Research

Please provide authorized signature below to officially engage the League to provide the executive search services outlined within this proposal:

AUTHORIZED SIGNATURE _____

TITLE _____ DATE _____

9-c

MARINE CITY, MICHIGAN

A Proposal to Conduct An Executive Search for a CITY MANAGER

February 26, 2015

THE MERCER GROUP, INC.

Corporate Headquarters:
5579 B Chamblee-Dunwoody
Suite 511
Atlanta, GA 30338
Phone 770-551-0403
FAX 770-399-9749

Raleigh Office:
Phillip Robertson
3443 Highway 39 North
Louisburg, North Carolina 27549
Phone 919.496.2080
FAX 919.496.7995
MercerNC@aol.com



The Mercer Group, Inc.

Consultants to Management

3443 Highway 39 North
Louisburg, NC 27549
919-496-2080
FAX 919-496-7995
mercercnc@aol.com

Mr. Donald G. Tillery, Acting City Manager
303 S. Water Street
Marine City, Michigan

26 February 2015

Dear Mr. Tillery:

The Mercer Group, Inc. is pleased to provide this proposal to the City to recruit nationally and to develop well-qualified candidates for City Manager. We are very interested in assisting the City with this critical project.

The purpose of engaging the services of an executive search firm is to seek out and recruit experienced candidates and to assist the City in selecting highly qualified individuals who meet the profile and needs of the City and who might not otherwise apply. The Mercer Group, Inc. is exceptionally well-qualified to assist the City with this project; evidence of directly related experience over time is essential to success in choosing a search firm. We have conducted recent chief executive searches (a list of all of our 2014 searches is included in this proposal) such as the following examples, among many others:

Petoskey	Michigan	City Manager	2015
Saint Clair Shores	Michigan	City Manager	2013
Troy	Michigan	City Manager	2012
Holland	Michigan	City Manager	2012
Yankton	South Dakota	City Manager	2012
Lee County	Georgia	County Administrator	2011
Birmingham	Michigan	City Manager	2010
Petoskey	Michigan	City Manager	2009
Orange County	North Carolina	County Manager, County Atty.	2009
Dublin	Ohio	City Manager	2009
Boulder	Colorado	City Manager, City Attorney	2003, 2008
Longmont	Colorado	City Attorney	2008
Mooreville	North Carolina	Town Manager	2008
Enterprise Group, Inc., Jackson, Michigan		President/CEO	1997, 2008
Tipp City	Ohio	City Manager	2008
Worthington	Ohio	City Manager	2008
Oxford	Ohio	City Manager	2007
Bloomfield Hills	Michigan	City Manager	1998, 2006
Troy	Michigan	City Manager	2006
Michigan Municipal League		Executive Director	2005

We are well experienced in learning the expectations of an elected Board of Commissioners in order to tailor this recruitment to your criteria.

This is document is offered to assist the City in assessing the qualifications of the Mercer Group to handle this critical work. I am attaching a description of our methods and a quotation of professional fees and direct expenses for this recruitment.

A complete list of our hundreds of placements is available at our website along with examples of position profiles that have been developed for our recent searches. (Mercergroupinc.com)

* * * * *

Thank you for the opportunity to assist in this important assignment. I am willing to come to Marine City at my own expense to discuss our methods and any issues or concerns that you may have.

Please call me at 919-496-2080 or on my cell at 919-349-7239 if you have any questions or need clarification on any aspect of my proposal.

Sincerely,
THE MERCER GROUP, INC.

A handwritten signature in cursive script that reads "Phillip G. Robertson".

Phillip G. Robertson
Senior Vice President

FIRM HISTORY AND QUALIFICATIONS

The Mercer Group, Inc. is an independent management consulting firm incorporated in the State of Georgia and operating nation-wide. The firm was founded by James L. Mercer, a long-term public management consultant.

Mr. Mercer started his own firm in 1981 and, in 1984, merged it with another consulting firm, Wolfe & Associates, Inc. On June 1, 1986, Mr. Mercer acquired the Human Resource and Organizational Consulting Practice of Wolfe & Associates, Inc. This acquisition formed the basis for Mercer, Slavin & Nevins, Inc. He sold his interest in Mercer, Slavin & Nevins, Inc. early in 1990 and founded The Mercer Group, Inc.

We are the largest nationwide public sector search firm and we have more experience than any other public sector executive search firm. Mr. James L. Mercer, the owner of the firm, is a Certified Management Consultant (CMC) which is the preeminent designation earned in the management consulting profession. It is an indication that the individual possessing it has met and continues to meet strict certification requirements of the Institute of Management Consultants. The CMC designation represents that the individual has met world-class standards of competence, ethics and independence in the management consulting field. Mr. Mercer is the only management consultant with this designation operating in the public sector. Phillip Robertson, the primary consultant for your project, has 15 years' experience with the Mercer Group.

The Mercer Group, Inc. provides exceptionally high quality management consulting services to state and local governments, transit authorities, health care providers, utilities, special districts, and private sector clients. Specialty practice areas include: executive recruitment, organization and operations analysis, productivity improvement, strategic planning, management systems, compensation/classification/policy studies, privatization, budget evaluation services, government consolidation and organization development, training, and general management consulting. Our key consultants have conducted successful searches for hundreds of public sector organizations nationally and can offer numerous references as testimony of our work. Public sector clients constitute over 90% of our business.

James L. Mercer has conducted or assisted in the conduct of more than 250 successful executive searches in recent years. Mr. Mercer is the Chief Executive Officer of our firm and can be located at our Santa Fe office as follows:

James L. Mercer, President, The Mercer Group, Inc.
28 Sierra del Sol
Santa Fe, NM 87505
Telephone: 505-466-9500; FAX: 505-466-1274
Federal Tax ID No.: 58-1877068
jmercer@mercergroupinc.com
www.mercergroupinc.com

PRIMARY RECRUITING TEAM

Phillip Robertson, Senior Vice President and Principal Consultant

Mr. Robertson is a senior consultant with the Mercer Group specializing in executive search, compensation and classification studies, and organizational analysis. He engages consulting clients nationwide from our North Carolina office. Mr. Robertson was previously the Management Information Systems Manager for the North Carolina Division of Employment and Training. He has 35 years' experience in the public sector, including serving as Personnel Manager for a Division of the North Carolina State Government.

A Former Assistant City Manager for Clayton, North Carolina, Mr. Robertson has a BA in History from Wake Forest University in Winston-Salem, North Carolina and a Masters degree in Public Administration from Appalachian State University in Boone, North Carolina.

Phillip G. Robertson
The Mercer Group, Inc.
3443 Highway 39 North
Louisburg, NC 27549

Telephone: 919-496-2080; FAX: 919-496-7995

e-mail: mercercnc@aol.com

www.mercergroupinc.com

James L. Mercer, President

Mr. Mercer holds a Master of Business Administration degree from the University of Nevada, Reno, and a Bachelor of Science degree in Industrial Management from the same institution. He has also received a Certificate in Municipal Administration from the University of North Carolina at Chapel Hill and is a graduate of the Executive Development Program at Cornell University. Mr. Mercer is a Certified Management Consultant (CMC) and has 40 years of experience in executive search and management consulting. He has authored or co-authored five books and has written more than 200 articles on various management topics. His experience covers the following functional areas: executive search, organization and operations analysis, management systems, productivity improvement, seminars/training, goal setting, strategic planning, privatization, government, consolidation, and general consulting.

Prior to founding The Mercer Group, Inc., Mr. Mercer held positions as President of Mercer, Slavin & Nevins, Inc.; Regional Vice President of Wolfe & Associates, Inc.; as Partner and Vice President of Korn/Ferry International; General Manager of Battelle Southern Operations; National Program Director for Public Technology, Inc.; and Assistant City Manager of Raleigh, North Carolina.

VALUE ADDED

Beyond the typical services provided by public or private sector search consultants, we draw your attention to these services that add value for the fees proposed:

1. Over 50 years' combined experience by our team members as municipal consultants with successful national recruitment experience.
2. The Mercer Group, Inc. knows the market nationwide and the market knows us.
3. We are very familiar with Michigan.
4. A performance planning and appraisal process that helps to cement a mutually successful relationship with the Board of Commissioners and the new City Manager.
5. Our objectivity is enhanced by proposing a fixed fee, rather than a fee based on percentage of the City Manager's first annual salary.
6. **A full guarantee to repeat the entire search for no additional fees if the appointee leaves for any reason within 24 months of appointment (direct expenses to be reimbursed).**

REFERENCES FOR PHILLIP ROBERTSON

Ms Kate Marshall, Mayor Pro Tem during my search
City of Petoskey, Michigan
231-347-0587
101 E. Lake Street
Petoskey, Michigan 49770

Ms Lori Bluhm, City Attorney
City of Troy, Michigan
248-524-3323
500 West Big Beaver Road
Troy, Michigan 48084

Mayor Kurt D. Dykstra
City of Holland, Michigan
616-355-1314
270 S. River Avenue
Holland, Michigan 49423

Mr. Ed Duffy, Previous Chair
Lee County, Georgia, County Commission
229-435-4327
110 Starksville Ave.
Leesburg, GA 31763

Senator William Beagle, Past Council President
Tipp City, Ohio
260 South Garber Drive
Tipp City, Ohio 45371
937-266-8771

MERCER GROUP METHODOLOGY AND PROCESS

A. Approach

Our approach and style are interactive with the Board of Commissioners and staff. That is, we form a partnership with our client to conduct a project.

B. Methodology

We recommend a seven (7)-step search process as follows for the recruitment of your City Manager:

- **Position Analysis** We will define work relationships, job qualifications and requirements for the position – the “Position Profile.”
- **Recruitment Process** We will recruit regionally and nationally for the position, advertising and networking to locate and invite qualified candidates.
- **Resume Review** We will identify qualified candidates.
- **Candidate Screening** We will carefully screen prospective finalists according to the criteria established and approved by the Commission in the Position Profile and present the most highly qualified to the Commission.
- **Background Investigation** We will thoroughly evaluate candidates invited by the Board of Commissioners for interviews.
- **Interview Process** We will make recommendations and assist in selection.
- **Negotiation and Follow-up** We will facilitate employment, performance planning and appraisal, and follow up to ensure complete integrity of the process.

Each step in this process for Marine City is described below.

1. **Position Analysis**

We will have extensive consultation with the Board of Commissioners, and staff as well as other individuals or groups (if you wish) to determine the needs and issues, requirements of the job, and to verify information about the environment within which the

position functions. We will spend a considerable amount of time at the beginning of the process in Flint in order to determine the level of experience and training needed.

During this process, we will initiate individual interviews with the Board of Commissioners, staff members and others of your choice to identify expectations, perceptions, and concerns regarding the position.

Based on those meetings, we will prepare a draft position profile and review it with the Board of Commissioners in order to arrive at a general agreement regarding the specifications for the position. The final position profile will include information about the City, its goals, major services offered, issues to be faced, the position, the ideal candidate and the selection criteria established. We create full-color recruitment brochures from the profile that can be circulated in digital networks very widely among candidates and nominators.

2. Recruitment Process

We will review our database to determine those candidates whom we may already know and/or already have on file who may meet the Board's specifications.

Although this process is valuable, we will rely most heavily on our own contacts among professional associations, ICMA, MML, other professional associations, public sector websites, and other contacts of our own experience. In other words, through "networking", we will conduct a nation-wide professional search for the best qualified candidates and invite them to apply for the position.

3. Resume Review

We will review and analyze each applicant's background and experience against the position description criteria. We will acknowledge all resumes received and keep candidates informed of their status.

4. Candidate Screening

Criteria for the preliminary screening will be contained in the approved "Position Profile". They may include such items as education, technical knowledge, experience, accomplishments, management style, personal traits, etc. Screening of candidates against those criteria will be based on data contained in the resumes and other data provided by the candidates and on our knowledge of the organizations in which they work. At this stage, each must meet the minimum qualifications specified in the Position Profile.

We will be responsible for screening the applications received. This initial screening will be conducted by telephone with both the prospective candidate and with initial references who may know the candidate's background and expertise, in order to establish their *bona fide* credentials.

Once the initial screening is completed, we will select the prospective candidates who most closely match the criteria established by the Board. We will interview those candidates in order to verify their qualifications and other favorable characteristics. The

output of this step in the process will be detailed information, in the candidates' own words and method of presentation regarding their direct experience with the Issues Facing the Position as developed and presented in the Position Profile. One contingency here is that the Board may not approve of any of the candidates. If that should occur, we would, of course, keep searching until the Board's needs are clearly met.

After review by the Board of Commissioners, we will contact the leading candidates and personally seek a signed release so that we may begin background investigations. We examine candidates' qualifications based upon your selection criteria and evidence of their continuing professional education and upon verifying their particular accomplishments.

5. Background Investigations

As part of our process in evaluating finalists, we make detailed and extensive reference checks. In conducting these, it is our practice to speak directly to individuals who are now or have previously been in positions to evaluate the candidate's job performance. We complete professional reference checks prior to the Board's interviews. That allows the Board to target the questioning more effectively, based upon what we have learned about each finalist's performance and style.

We ask each candidate to provide us with a few references. We then network to other persons who know the candidate. In this way, we thoroughly evaluate each candidate with a 360 degree perspective. We have talked to as many as 35 references concerning a single finalist candidate. These references and evaluations are combined to provide frank and objective appraisals of the top candidates. We also verify past employment difficulties, if any, including any legal action filed against former employers.

As part of our evaluation process, we verify undergraduate and graduate college degrees and check criminal records. As an additional option, we can arrange for credit checks, psychological (or similar) testing of the candidates that may be desired. (These may be extra cost items.) We will recommend background investigation criteria to the Board of Commissioners, who will make the final decision on the specifics of the background check.

The Mercer Group, Inc. is an equal opportunity employer and recruiter, and as a practice does not discriminate against any employee or applicant for employment on the basis of race, religion, creed, color, gender, sexual orientation, handicap, or national origin.

6. Interview Process

Based on the preceding steps, a Final Report of your finalists for the recruitment for the City Administrator will be forwarded to the Board for interviews. We will provide written materials on each finalist. This information will cover, but not be limited to, 1) present position, 2) total years experience, 3) salary requirements, 4) education, 5) previous positions held, 6) notable projects, 7) management style, 8) skills and abilities, 9) interests, and 10) professional goals. This information will be presented to the Board

of Commissioners in a detailed written format combined with the results of the background investigation.

We will also provide the Board of Commissioners with our recommendations relative to timing, sequencing, location, setting, format, and conduct of interviews with the finalists. We will provide information about trends in employment, employment contracts and agreements, relocation expenses, perquisites, appropriate role for spouses, receptions, etc. We will arrange schedules for top candidate interviews with the Board and will coordinate the process. We are prepared to facilitate the Board's deliberation following the interviews of finalists.

7. Negotiation and Follow-up

We will also mediate the negotiation process relative to salary, benefits and other conditions of employment. We feel that we can be especially helpful because we work on a fixed fee rather than one based on a percentage of salary. One contingency here is that an agreement may not be able to be arranged. If that is the case, we will work with the Board to select an alternate candidate.

We are also prepared to assist the Board of Commissioners and the new City Manager with performance planning within about 90 days of appointment and with performance appraisal after the first year. We have developed a thorough instrument and process for this purpose in order to help strengthen the employment relationship right away. In this regard, we will work with the Board to define the role and expectations of the new City Manager.

We are prepared to handle any and all media relations. Unless otherwise directed, it is our standard practice to tell all media that we are working on behalf of the Board of Commissioners and that any public statement should come directly from the Board.

Finally, we will notify by letter all unsuccessful candidates who were not recommended for interview of the final decision reached. We suggest, however, that it is more proper for the City to directly notify all unsuccessful candidates whom they interviewed of the final result.

We will keep the Board of Commissioners closely informed and involved in decisions concerning the search process at all times. We will prepare and send to the Board periodic reports. These reports will contain a progress report on the recruitment and specific steps to be taken to meet the Board's deadlines and an itemization of expenses incurred-to-date and expected to be incurred during each succeeding project step.

Schedule

We typically propose a 110-day schedule from our start date to the Board's appointment of the new City Manager: With the Board's contract approval, we would expect to begin the search promptly, with position analysis and profile research initiated immediately. Advertising and

recruitment would be conducted for about 30 to 45 days. This would allow us to report the top finalists within about 60 days. Commissioners should be in a position to select a few finalists at that time. Following our background checks and other preparation, interviews could be arranged in Farmington within another 3 to 4 weeks. A selection could be made by the Board of Commissioners following those interviews. A new City Manager would be on the job within about 30-45 days from appointment, possibly sooner if there is no notice to be worked at the previous employer.

This schedule can be altered further in order to meet the Board's requirements.

PROFESSIONAL FEES AND COSTS

Our professional fees are \$16,000 for the services outlined to recruit the City Manager for Marine City plus direct expenses not to exceed \$4,000.

Position Profile	\$ 2,850
Outreach and Recruitment.....	2,000
Resume Review	2,450
Candidate Screening.....	2,750
References and Investigation.....	2,850
Interview Process	2,100
Negotiation and Follow-up.....	<u>1,000</u>
TOTAL FEES.....	\$16,000
MAXIMUM OUT-OF-POCKET EXPENSES.	<u>\$4,000</u>
MAXIMUM FEES AND EXPENSES.....	<u>\$20,000</u>

Direct expenses are primarily for consultant travel, telephone, correspondence, criminal record checks, and report preparation.

Because of our local project control, expenses can be kept to a minimum. The cost for final candidates to travel to interview with the Board of Commissioners is not included. Such costs are typically paid by our clients, on a reimbursement basis, directly to the candidates. These costs are difficult to estimate because they depend on where the candidates are located. Out-of-state costs run as high as \$750 to \$1,000 per person.

The City's cost for The Mercer Group, Inc. for services rendered under our agreement will not exceed the agreed upon price unless an increase is authorized by the Board in writing.

We will comply with all applicable laws, rules and regulations of federal, state and local government entities. Our ability to carry out the work required will be drawn greatly from our past experience in providing similar services to others, and we expect to continue such work in

the future. We will, to the degree possible, preserve the confidential nature of any information received from you or developed during the work in accordance with our professional standards.

We assure you that we will devote our best efforts to carrying out this engagement. The results obtained, our recommendations and any written material provided by us will represent our best judgment based on the information available to us. Our liability, if any, will not be greater than the amount paid to us for the services rendered.

2014 EXECUTIVE SEARCHES BY THE MERCER GROUP

- City Manager - City of Des Moines, Iowa
- City Manager - City of East Point, Georgia
- City Administrator - City of Augusta, Georgia
- Finance Director - Eddy County, New Mexico
- Town Manager - Town of Rocky Hill, Connecticut
- Fire Chief - City of Sandy Springs, Georgia
- County Manager - Cumberland County, North Carolina
- Economic Development Director - City of Garland, Texas
- Police Chief - City of Plant City, Florida
- Community Development Director - City of St. Pete Beach, Florida
- Police Chief - City of St. Petersburg, Florida
- Fire Chief - City of Vallejo, California
- Town Administrator – Milliken, Colorado
- City Manager – Petoskey, Michigan
- Utilities Director - City of Fayetteville, Arkansas
- Secretary/Executive Director - Pennsylvania Municipal Retirement System
- Traffic Engineer - City of Arvada, Colorado
- Director of Information Technology - City of Bowie, Maryland
- City Attorney - City of Asheville, North Carolina
- General Manager - Santa Cruz Metropolitan Transit District, California
- Assistant General Manager - Santa Cruz Metropolitan Transit District, California
- Deputy Fire Chief - City of Vallejo, California
- Economic Development Manager - City of Vallejo, California
- City Manager - City of Bristol, Tennessee
- City Administrator - City Of Beacon, NY
- Executive Director - Tampa Bay Area Regional Transportation Authority
- Director Of Procurement - Pinellas Suncoast Transit Authority
- Executive Director - Hillsborough County - City-County Planning Commission, Tampa, Florida
Metropolitan Planning Organization For Transportation (Mpo)
- Director of Engineering and Environmental Services - Durham County, North Carolina
- Executive Director Connecticut Conference of Municipalities
- County Administrator – Citrus County, Florida
- Director of Development Services - City of West Des Moines
- Auditor - Dallas County, Texas
- Executive Director - New Jersey Schools Insurance Group

Fire Chief - City Of Edmond, Oklahoma
Chief Of Police - City Of Gardner, Kansas
City Manager - Joplin, Missouri
County Attorney - Lea County, New Mexico
Assistant Finance Director - Lea County, New Mexico
Chief of Police - City of Bellevue, Washington

SAMPLE POSITION PROFILE

*THE POSITION PROFILE USED IN THE HOLLAND, MICHIGAN, RECRUITMENT
FOLLOWS:*



holland
m i c h i g a n

Holland, Michigan

Position Profile

for

CITY MANAGER

POSITION PROFILE

HOLLAND, MICHIGAN CITY MANAGER

THE MERCER GROUP

Phillip G. Robertson
Senior Vice President
3443 Highway 39 North
Louisburg, North Carolina 27549
Telephone 919-496-2080
MercerNC@aol.com

Send resume, cover letter, and detailed salary history by November 14, 2011
(Electronic Submission Preferred)

The City of Holland is an Equal Opportunity Employer



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CITY OF HOLLAND, MICHIGAN

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INTRODUCTION

This is an exceptional opportunity to lead a remarkably successful, responsive and business-friendly municipal government.

Located midway (three hours) between Chicago and Detroit, on the shores of Lake Macatawa, an inland lake that abuts Lake Michigan, Holland is a unique and attractive city. With a population of approximately 35,000, Holland sits amidst a metro area of 120,000 people and is 30 minutes from the Grand Rapids metro area, which approaches 1 million. The City is politically, geographically, economically and strategically positioned to continue its development as a nucleus for advanced manufacturing, industrial design, tourism, and education.

Holland is recognized as a home of industrial leadership in multiple industries. For decades, the Holland area has been home to leaders in the office furniture industry (Herman Miller and Haworth). Holland is emerging as the North American leader in advanced energy storage manufacturing focused on large-scale lithium-ion battery production for automotive and defense applications (Johnson Controls and LG Chem). These industry-leading companies have recently invested over \$500 million between them and each hosted President Obama within 13 months of each another. Holland also specializes in food processing (for example, Holland has been home to a major Heinz facility for parts of three centuries), the automotive industry (major tier 1 and 2 suppliers call the Holland area home, including Johnson Controls, Magna Donnelly, and Gentex), and industrial design.



Mayor Dykstra and President Obama

FOREWORD

Holland, however, is more than its industrial base, important as that is for the community's overall health. Holland has its roots in traditional Dutch culture, as its early settlers were, not surprisingly, immigrants from the Netherlands. Holland values its history and traditions, as seen in its European-like downtown, abundant arts and cultural scene, and overall ambiance. But, while it honors and respects its past, Holland definitely lives in the present and looks to the future. Today's Holland is alive with diverse cultures, whose influence has created an exciting-and thriving community. Longtime residents cannot imagine living anywhere else; newcomers wonder why they did not move here sooner. Visitors delight in the vast array of recreational activities (not the least of which are the pristine Lake Michigan beaches), visual and performing arts, attractions, and an award-winning downtown boasting exceptional shops, galleries, and eateries. There's even a snowmelt system that keeps the downtown streets and sidewalks snow and ice-free in winter.

History of Holland

Holland was settled in 1847 by Dutch immigrants under the leadership of Dr. Albertus van Raalte. Originally intending to travel to Wisconsin, Van Raalte and his companions ended up completing their journey in Western Michigan. At the time, the land was inhabited by Native Americans of the Ottawa tribe people who had lived near the lake for hundreds of years.

In Holland's early history, Van Raalte was a spiritual leader, as well as overseeing political, educational and financial matters. In 1847 Van Raalte established a congregation of the Reformed Church in America, which would later be called the First Reformed Church of Holland. On March 25 1867, Holland was incorporated as a city with Isaac Cappon as the city's first mayor. The city suffered a major fire on October 8–9, 1871, the exact date as the Great Chicago Fire. Though much of the city burned to the ground, the early residents rebuilt their city and Holland has been building ever since.

Since those early days, Holland has seen enormous and nearly unabated population, cultural, and economic growth. Much has changed, of course, over the years. Holland has grown into a diverse community in every way.

However, the people of today's Holland believe that the drive and perseverance of its earliest fore-bearers still remains in this community even today. Holland has a very unusual and special sense of community. People truly live with a sense of togetherness and public-spiritedness. The pride in this place is palpable.

ABOUT CITY GOVERNMENT

City Council



The City of Holland has a City Council/City Manager form of government. As its governing body, Holland's City Council is comprised of eight elected members. Six members are elected by specific wards, and two are elected at-large. Council members serve four-year, staggered terms with half the council up for election every two years. Voters also elect the mayor, who serves for two-years at a time. Municipal elections are consolidated with the general election and held every two years in November of odd-numbered years. City Council has primary responsibility for setting policy and law for the present and future of the city. City Council recognizes that its role generally is that of a policy-making body and has a strong history of appreciating the distinct roles of city management from city council. One of the most important tasks each year for Council is approving the annual City budget and setting accompanying tax rate.

The City Council and the Mayor appoint the City Manager. The City Manager is responsible for all management functions of the City, including preparation of the budget, delivery of services, hiring of personnel, and implementation of capital projects. The City Manager needs to provide pertinent information to the City

Council concerning issues facing Holland. Moreover, the City Council expects the City Manager to keep the council informed on relevant information.

Holland's city government has witnessed remarkable stability over the past quarter century. The city manager, whose retirement created this vacancy, served the city with distinction for 23 years (plus another 4 as an assistant city manager prior to that). There is little turnover among city employees. Even the political leadership has seen remarkable stability: In the 23-year tenure of the last city manager, there have been only 23 different councilmembers and four different mayors.

The City of Holland also boasts a very successful municipal utility – the Holland Board of Public Works – that provides water, wastewater, electricity (including generation), and fiber optic utilities to the City of Holland and beyond. The BPW is managed by a professional staff led by a General Manager. The BPW also has a Board of Directors, appointed by the City Council, to provide oversight of the utilities. All major decisions, including rates and infrastructure improvements, however, must be approved by the City Council. In August, the BPW General Manager announced that he was resigning the position to take a similar job in the state of Colorado. The BPW Board has begun its process of searching for a new General Manager.

ADDITIONAL INFORMATION ABOUT HOLLAND

More Information

For further information about Holland, Michigan, please visit the following:

www.cityofholland.com

www.enjoyhollandmichigan.com

www.holland.org

ISSUES FACING THE POSITION

(The following issues were identified through interviews with the Mayor and Council, the Search Committee, selected Staff, and other Community and Business Leaders. Successfully addressing these issues will be of primary importance to the new City Manager.)

CONTINUED FINANCIAL STABILITY

The City government is currently in a stable financial situation that needs to be continued through the same strong financial stewardship that was a hallmark of the previous city manager. The existing economic climate has necessitated a “do more with less” operational philosophy that will require the new Manager to identify, prioritize, and address all budgeting, spending and revenue issues. The new Manager will be looked to by the Mayor and Council for advice, options, and guidance regarding ways to increase revenues, identify opportunities for operational savings, and exploration of alternative funding sources.

STRATEGIC PLANNING

The City’s development, implementation, and tracking of strategic goals, objectives, and benchmarks is exemplary. The new Manager will be expected to nourish this culture of on-going strategic planning with the Mayor, Council, and with an unrivaled system of private and public partners that is a part of the Holland fabric.

REGIONAL COLLABORATION

Michigan’s structure of multiple local governmental units will necessitate a continued emphasis on regional collaboration to address many issues. The new Manager will be expected to spearhead this effort, especially with the nearby jurisdictions (a variety of townships, including four that abut Holland; the neighboring City of Zeeland, as well as the two counties within which Holland lies).

PUBLIC TRUST

It will be important for the new City Manager to continue to maintain the trust and credibility that is currently placed in the City government by the residents and business community of Holland. Residents and business leaders wish to continue with an open, accessible administration and they want to feel comfortable talking and working with the new Manager. This will entail the new Manager becoming involved with, and in, the community to the same extent as other prominent community leaders.

PUBLIC / PRIVATE PARTNERSHIPS

The City of Holland has one of the most well developed and successfully functioning public / private partnership structures in the nation. The new Manager will be expected to keep this focus from the City's standpoint through operationally and strategically participating with other public and private organizations and stake holders.

HIRING OF EXECUTIVE STAFF, SUCCESSION PLANNING, AND EMPLOYEE DEVELOPMENT

Holland city government and its residents have long benefited from having an exceptionally qualified and expert management team of department heads, as well as experienced staff in many other positions. The new manager will be expected to address all phases of succession planning. Within the next few years, there is a possibility that some department heads and other tenured staff will retire; the new manager will be expected to recruit and hire replacements for these key positions that will, at a minimum, maintain the current operational integrity and cohesiveness of the senior staff. Emphasis also needs to be placed on developing mid-level management expertise within the current staff ranks so that as senior staff continue to leave there are experienced and tenured staff from within to take their place.

PROVISIONS OF THE POSITION

The City Manager is appointed by the Mayor and City Council, based on professional training and qualifications, to carry out the Council's policies and decisions and to ensure that the entire community is being efficiently and effectively served. The City Manager's duties and responsibilities will include the following:

- Sees that all laws and ordinances are faithfully enforced.
- Advises the Council of financial conditions and current and future needs, including well articulated options.
- Administers the annual budget as adopted by the City Council.
- Manages and supervises departments of the City.
- Appoints and removes, with Council notification, Department Heads and staff of the City.
- Provides leadership and direction in the development of short and long range plans.
- Coordinates activities with other elected officials and boards, departments and agencies.
- Provides professional advice on City administration and organization to Council and Department Heads.
- Communicates official plans, policies and procedures to elected officials, City staff, and the general public. Facilitates effective communication between the Council and City management, and the Council and the public.
- Studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Receives complaints from staff, residents and the general public and assists in resolving conflicts.
- Prepares studies, reports and related information for decision-making purposes.
- Attends meetings of the City Council, and events at which the Council's attendance may be required.

Compensation: Salary is negotiable depending upon qualifications and experience; there is an attractive and competitive fringe benefits plan.

Performance Planning and Appraisal: A new City Manager can expect to establish mutually agreeable performance goals and measures with the Mayor and Council within the first few months of employment. This will be facilitated by The Mercer Group. The City Manager will be expected to submit a yearly work plan to the Mayor and Council.

Residency, Community Involvement: Within 180 days of the end of his/her probationary period, the City Manager must move his/her residence within a reasonable proximity of the City limits, with strong encouragement that the City Manager live within the city limits. The City Manager will be expected also to take part in and support community events, programs and activities that are related to the quality of life in the community.

At Will Employment Status: The City Manager serves at the pleasure of the Mayor and City Council within the provisions of the employment contract.

Interview Process: After screening and qualification by The Mercer Group, Inc., and approval by the Mayor and Council, candidates will be invited to Holland for introductions and interview with the Mayor and Council, and possibly staff or others. Intensive background investigations will be conducted, which may include visits to the home city of the final candidate(s) as part of the selection process.

THE IDEAL CANDIDATE

Education and Experience

- Bachelor's degree in public administration, business administration or a field closely related to government management. A Master's degree in a related field is strongly desired.
- Minimum of ten years' progressively increasing executive responsibility for revenue enhancement, organization, management, policy formulation and service delivery in a full-service organization approaching the size and complexity of Holland or larger.

- A record of successfully dealing with elected officials and boards, other than and in concert with the City Council.
- A proven record of safe guarding and enhancing the public's trust in local government.
- Fiscally astute with experience in the principles and practice of governmental management, including taxation, budgeting, finance, grantsmanship, environmental protection, human resource management, and program and service delivery and evaluation.
- Solid experience and skill in revenue enhancement, financial management, financial planning and administration of budgets.
- Experience with a broad variety of services, including economic and commercial development, regional governmental collaboration, utilities, land use planning, community development, transportation, and parks and recreation.
- Experience with focused economic development and revitalization programs and initiatives.
- A record of effective hiring and of promoting employee development and leadership, including delegation, accountability, training and rewards for performance.
- A record of customer service and responsiveness to residents, establishing an organizational practice of customer-friendly services.

Working Style, Skills, Knowledge and Abilities

- A participative leader who is comfortable among highly competent and successful people in both the public and private sectors.
- A results-oriented and apolitical Manager who can make difficult strategic decisions and communicate them in a respectful, compassionate manner.
- An individual that keeps the Mayor and Council apprised of potential problems and attendant options, being detail oriented but understanding the amount of detail needed for each interaction or discussion.
- A leader who sets direction, then remains in regular communication with Department Heads to hold them accountable for accomplishments.
- A Manager who supports policy development by the Council and is skilled at translating policy into practice with staff members.
- A person who will become a member of community and civic organizations, appear at community meetings and events, regional planning and service

partnerships, and neighborhood meetings, and is available for evening or weekend public meetings.

- A leader with the foresight to imagine and anticipate trends, opportunities, and problems. A person who can help to articulate to residents and staff the Council's vision for Holland.
- Someone with a thorough approach to examining alternatives, and presenting well-documented options and recommendations to elected officials in a timely manner, including explanation of alternatives, pros and cons.
- A person who will use demonstrated skills in interpersonal, written and verbal communications to build strong trust with the Council and the public, while enhancing the credibility of City government and the position of City Manager.
- A person who promotes teamwork, shares information willingly, and encourages an open and transparent government.
- A leader who can make a quick decision under pressure when the situation demands.
- A skilled public speaker and presenter with an understanding of the media and the importance of positive public relations.
- Someone familiar with trends in technology useful for city functions.
- A Manager who is aware of local, regional, state and national issues and practices.

Personal Characteristics

- A person of unquestioned honesty, integrity and ethics who demonstrates the highest standards of professional conduct.
- A strategic thinker who serves as a catalyst in developing and implementing initiatives that benefit all residents.
- Someone who is not interested in who gets the credit for good things happening; not a "monument builder".
- A person who is accessible and forthright and respectful with the Council, residents and City staff.
- A person who remains professional in all aspects; has the ability to listen without prejudice.
- Someone with a well-developed sense of humor.

- Someone who understands the need to listen and learn before acting upon initiatives or making significant changes. A person who will tackle approved projects and programs with a “can-do” attitude.
- A relationship-builder with community members, the City Council and staff, and other colleagues. One who brings people together across traditional boundaries and helps to build consensus.
- A person who is sensitive to community history and values, and who enjoys becoming involved in community events and groups.
- Someone with the self-confidence to welcome the experience and expertise of the Council and staff, helping both groups to focus their resources on long-term gains.
- A leader who builds an open rapport with staff members, welcoming consultation on new ideas and problem-solving. A person who respects individuals and values professional development for each.
- An innovative individual of high energy.
- A person who comfortably combines drive and diplomacy.

POSITION ADVERTISEMENT

CITY OF HOLLAND, MICHIGAN CITY MANAGER

This is an exceptional opportunity to manage one of the most successful, responsive and business-friendly municipal governments in the United States.

Located midway (three hours) between Chicago and Detroit, on the shore of Lake Macatawa, which abuts Lake Michigan, Holland is a city like no other. With a population of approximately 35,000, Holland sits amid a metro area containing 120,000 people and is 30 minutes from the Grand Rapids metro area, which approaches 1 million people. The City is politically, geographically, economically and strategically positioned to continue to grow as a center of industry, tourism, commerce, retirement and education.

Holland has a professional staff of more than 200 full-time employees. The manager is appointed by the nine-member Mayor and City Council. During the past 36 years Holland has had two city managers; during the past 20 years, two mayors (the current mayor is running unopposed in the upcoming election). The general fund budget for fiscal year 2010-11 was \$50MM. The number expands to \$150MM with the inclusion of the Holland Board of Public Works, the municipally-owned, four-utility enterprise run by a general manager and governed by a board of directors appointed by and responsible to the mayor and city council.

The Holland City Council seeks a professional manager to provide strategic and operational leadership. The ideal candidate possesses an agile financial mind and proven experience with regional collaboration in local multi-governmental environments, demonstrated success with substantial public/private partnerships, hiring executive level managers, succession planning, development of mid-level managers, implementing meaningful strategic planning initiatives, relating effectively with all segments of a diverse community and the capacity to manage organizational change.

Competitive salary DOQ, plus excellent fringe benefits. Bachelor's degree (Master's degree in public administration, business, law or a related field highly preferred) with a minimum of ten years of experience in high level management positions.

If chosen for an interview with mayor and council, a candidate will be required to cooperate with The Mercer Group, Inc. in its conduct of background checks. **Send resume; cover letter that demonstrates how your qualifications, interests, and experience coincide with this posting; detailed salary history; and, if desired, a request for confidentiality pursuant to MCL 15.268(h) by November 14, 2011, to Phillip Robertson, The Mercer Group, Inc., MercerNC@aol.com (electronic submission preferred) or mail to 3443 Hwy. 39 North, Louisburg, NC 27549. View an in-depth profile of the position at www.MercerGroupInc.com by clicking on the "Current Searches" tab on the left of the screen. EOE**

9c

CITY OF MARINE CITY, MICHIGAN

**Executive Search Proposal
for**

City Manager

Prepared by Robert E. Slavin on February 23, 2015



**SLAVIN MANAGEMENT
CONSULTANTS**

3040 Holcomb Bridge Rd. Suite A-1 • Norcross, Georgia 30071 • (770) 449-4656 • FAX (770) 416-0848 • E-mail: slavin@bellsouth.net
www.slavinweb.com

With an affiliates in Burlington, NC; Cincinnati, OH; Dallas, TX; Dunedin, FL; Hartford, CT; Mackinac Island, MI and Mesa, AZ



February 23, 2015

Mr. Donald G. Tillery, Acting City Manager
City of Marine City
303 S. Water Street
Marine City, MI 48039
dtillery@marinecity-mi.org

Re: Executive Search Services for the Position of City Manager

Dear Mr. Tillery:

Slavin Management Consultants (SMC) is pleased to submit this proposal to conduct an executive search for the next City Manager of Marine City. The purpose of this project is to help the City Commission to develop and agree to a comprehensive position profile for City Manager and then to identify, recruit and present outstanding candidates who meet these criteria. Once the profile has been approved by the City Commission, SMC will have no difficulty identifying quality prospective candidates and becoming immediately productive. It is normal for a City Manager search to take between sixty and ninety days to complete.

SMC is a national firm, strategically based in Norcross, Georgia for easy access to Atlanta's Hartsfield - Jackson International Airport - the world's busiest airport. We have affiliates in Burlington, NC; Cincinnati, OH; Dallas, TX; Dunedin, FL; Hartford, CT; Mackinac Island, MI and Mesa, AZ.

As a high quality, independent management consulting firm, Slavin Management Consultants is most capable and interested in providing these services to the City. Over the years we have recruited more than 800 local government executives including many in Michigan. In Michigan, our previous clients include Ann Arbor, Auburn Hills, Bay City, Bay County, Grand Rapids, Kalamazoo, Kalamazoo County, Lapeer, Portage, Traverse City, Washtenaw County and Ypsilanti.

This proposal commits the highest level of our firm's resources. I, Bob Slavin, will manage and serve as the primary consultant for the project. I am the owner and president of SMC and am among the most experienced recruiters of governmental managers in the nation. I have a strong and proven commitment to providing exceptional recruitment services to public agencies and have received many accolades supporting this work. *I have the authority to bind the corporation.* Dave Krings and Mr. Paul Wenbert will assist with the project. Both are highly experienced human resources consultants. I have the authority to bind SMC to a contract with the City of Marine City

Thank you for the opportunity to submit this proposal. We look forward to working with the City of Marine City on this critical and highly challenging project. If you have questions concerning this proposal, please contact me at (770) 449-4656.

Very truly yours,

SLAVIN MANAGEMENT CONSULTANTS

Robert E. Slavin, President

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STATEMENT OF QUALIFICATIONS

About Slavin Management Consultants

Slavin Management Consultants (SMC) is an independent management consulting firm formed in 1991 and incorporated in the State of Georgia. We operate nationwide from our home office near Atlanta, Georgia. The principal and only stock holder of the firm is Robert E. Slavin. Mr. Slavin has extensive experience as a local government executive and as a management consultant. We have affiliates in Burlington, NC; Cincinnati, OH; Dallas, TX; Dunedin, FL; Hartford, CT; Mackinac Island, MI and Mesa, AZ. Over the years SMC has placed more than 800 local government executives.

SMC provides exceptionally high-quality consulting services to state and local governments, health care providers, transit authorities, utilities, special districts, and private sector clients. Specialty practice areas include executive recruitment, pay and classification, performance appraisal systems, and organization development and training. Our key consultants have conducted successful assignments for hundreds of public sector organizations nationally and offer many references as testimony of our work.

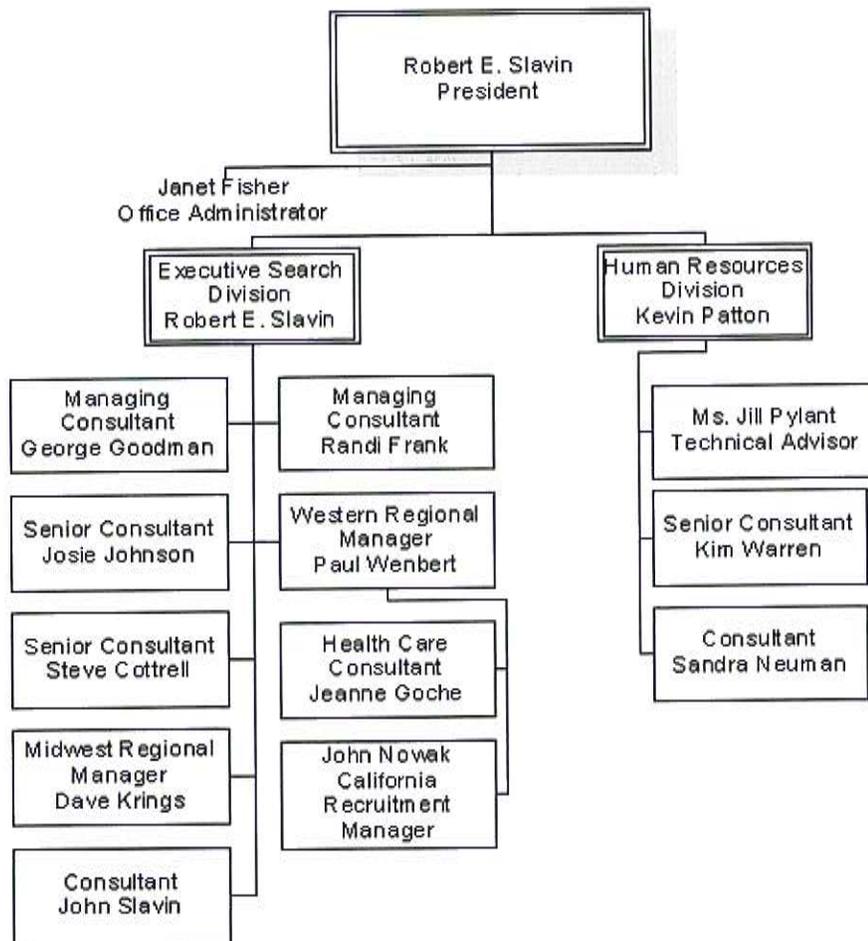
We use a "critical path" search process which allows our clients to focus attention on the selection process rather than on identifying, recruiting, screening and evaluating candidates. We understand that each client's need for key executives is different and that there is no "best" person for all situations. The best prospects are typically happily employed and not responding to advertisements. These people need to be found and encouraged to become candidates. They are understandably reluctant to apply for positions when their interest could become a matter of public information prior to being assured that the City is interested in their candidacy. Our approach to this assignment will reflect the unique qualities of Marine City. It will honor the interests of candidates to the extent possible under Michigan law.

In considering our proposal we point out several factors about our firm and our approach that will be of significant benefit to the City:

- We are results oriented. Once the recruitment profile is approved, we "lock" into the criteria established and carefully identify, recruit and evaluate candidates who meet **your criteria**. We do not simply bring forward candidates whom we may already know.
- Our key staff members have extensive experience in conducting executive searches for the public sector throughout the nation.
- We are committed to complete client satisfaction. Our successful placement-oriented approach will ensure that the project work is practical, realistic, timely and that it has the full commitment and support of the City so that a successful placement will be facilitated.
- We use discount airfares and leverage trips between clients whenever possible to reduce expenses to our clients.
- We are leaders in the field of executive search in the public sector and our methodologies are state-of-the-art. We can address all aspects of your assignment.
- Every search that we have conducted has resulted in a selection from our recommended group of candidates. Our experience includes large and small organizations, and chief executives and subordinate level positions. More than 95% of our placements have remained in our client's positions for more than five years.

- Our style is interactive. That is, we strive to build a partnership with our clients.
- We are experts in EEO/AA recruitment. Approximately 25% of our placements are women and/or minorities.

Slavin Management Consultants



PROFESSIONAL BACKGROUND OF ASSIGNED STAFF

This important engagement will be personally conducted by Mr. Robert E. Slavin. Under Mr. Slavin's leadership, SMC has completed more than 800 successful executive searches for local governments and non-profit agencies located in approximately forty states. Members of the proposed search team include Mr. Paul Wenbert and Mr. David Krings. Both are professional public human resources practitioners with significant direct management experience. All team members are long-term members of a variety of professional organizations and stay abreast of new and changing laws, developments and trends by regularly attending specialized workshops, seminars and annual conferences.

Robert E. Slavin, President

Mr. Slavin will manage and serve as the lead consultant for this project. He is a pioneer in public sector and nonprofit executive search. He is among the best known and respected professional recruiters in the business. He is a frequent speaker before professional groups and he has written several articles for professional journals concerning governmental management. By special invitation, Mr. Slavin assisted the United States Office of Personnel Management to define and set up the Senior Executive Service for the Federal Government.

Mr. Slavin began his local government career in 1967. His experience includes twelve years working directly for local governments and it includes seven years as a principal consultant with the government search practice of Korn/Ferry International, the largest private sector search firm in the world. He headed the local government search practices for Mercer/Slavin, Incorporated, Mercer, Slavin & Nevins and Slavin, Nevins and Associates, Inc. Mr. Slavin now heads the executive search practice for Slavin Management Consultants. Clients include state and local governments, nonprofit and private sector businesses all over the United States. His experience includes search assignments for the 1984 Los Angeles Olympic's Organizing Committee.

Mr. Slavin's experience and qualifications include organizational analysis, classification and compensation studies, and assessment centers and human resource's systems studies.

Before being invited to join Korn/Ferry International, Mr. Slavin served as Assistant City Manager/Director of Human Resources for the City of Beverly Hills, California.

While at Beverly Hills, Mr. Slavin conducted many executive level recruitment assignments involving nationwide search and placement. Before joining the City of Beverly Hills, Mr. Slavin was the Assistant Personnel Director for the City of San Leandro, California.

Before San Leandro, Mr. Slavin was on the personnel staff of Santa Clara County, California. His assignments included recruitment, classification and selection for the County's Health Department, Medical Center, Transportation Agency, Sheriff's Office, Superintendent of Schools, Fire Marshall, Assessor's Office, Library System and County Recorder's Office.

Mr. Slavin received his Bachelor of Science degree in Political Science from the University of Santa Clara, and has completed the graduate course work for a Master's degree in Public Administration at California State University at Hayward. He is a Certified Professional Consultant to Management by the National Bureau of Certified Consultants.

Organizations

- International City/County Management Association
- American Society for Public Administration
- International Personnel Management Association
- IPMA - Human Relations Commission

- IPMA - Publications Review Committee
- Society for Human Resource Management
- Southern California Public Labor Relations Council
- Southern California Municipal Assistants
- Bay Area Salary Survey Committee

David Krings, ICMA-CM, SMC Mid West Regional Manager

Mr. Krings has 35 years experience at the top levels of state, county, and municipal governments. He is internationally recognized as a state and local government management practitioner and consultant. Mr. Krings has been on the professional staff of governors in both Wisconsin and Arkansas. He served as the County Administrator in Peoria County, (Peoria) Illinois and Hamilton County, (Cincinnati) Ohio. Both Hamilton County and Peoria County received national recognition for innovative, quality management during Mr. Krings' tenure. Mr. Krings also served as the Assistant Executive Director for Ramsey County (St. Paul) Minnesota.

Mr. Krings has a M.A. in Public Policy and Administration from the University of Wisconsin-Madison and a BA from Carroll College (Waukesha, Wisconsin). He has also studied at schools in Denmark and Mexico.

In 2005 Mr. Krings began his encore career, still in public service, but in a much broader capacity than in prior years. He is the part-time Administrator of Lockland, Ohio. He served as the part-time Advisor to the Mayor in Newtown, Ohio. He has had scores of consulting engagements with local jurisdictions and not-for-profits (largely through TechSolve, a not-for-profit consulting firm). He has been certified as a local government expert in litigation involving local governments. He has been on an advisory board of a company providing inmate telephone services (DC Telesystems). In 2009 he associated with the firm Good Energy to consult with local governments in the provision of cost saving electricity purchasing. He is also a managing consultant for Slavin Management Consultants.

Highlights from Mr. Krings' 13 years as Hamilton County Administrator include:

- Responsible for \$2.3 billion budget;
- Oversaw more than \$1 billion in development of Cincinnati riverfront including construction of a new NFL football stadium and a MLB baseball park;
- Developed small, minority, and female business development program;
- Governing Magazine and Syracuse University gave Hamilton County fourth highest grade among America's large urban counties for overall management;
- Gold Seal for Good E-Governance from National Academy of Public Administration;
- Top rated web site from National Association of Counties;
- Numerous Government Finance Officers Association of United States and Canada awards for Distinguished Budget Presentation; and
- ICMA Center for Performance Measurement Certificate of Distinction;

Organizations

- ICMA—Past President and Board Member

- National Association of County Administrators (NACA)—Past President and Board Member
- First person to be President of both ICMA and NACA
- Recipient of American Society for Public Administration chapter Good Government Award
- Adjunct professor for University of Cincinnati and faculty member of University of Illinois, Community Information and Education Service

Paul Wenbert, SMC Western Regional Manager

Mr. Wenbert has more than thirty years of professional local government experience including twenty-four years of executive level experience with thirteen of those years as a city manager. Mr. Wenbert joined Slavin Management Consultants in 2007 as Western Regional Manager. He is headquartered in Mesa, Arizona. Most recently, Mr. Wenbert completed seven years of service as Deputy City Manager of Mesa. His career highlights include nine years as City Administrator for Newton, Iowa; four years as Village Manager for Villa Park, Illinois and four years as Assistant City Manager for Ames, Iowa. Early in his career Mr. Wenbert served as an administrative intern for Fort Wayne, Indiana and as an administrative assistant for Mesa, Arizona and Marion, Indiana.

Mr. Wenbert earned his Masters in Public Administration degree from Arizona State University and his Bachelor of Science degree From Indiana University. He is also an ICMA Credentialed Manager.

His career highlights include:

- Chaired **Keep Maytag In Newton Task Force** which facilitated retention of more than 2,000 jobs and addition of 440 jobs and \$41 million of investment
- Instituted Productivity Improvement Programs in Newton, Iowa and Villa Park, Illinois resulting in more than \$3 million of savings
- Negotiated revised 28E agreement with twelve local governments for regional landfill operated by City of Newton and involved in many other intergovernmental relations activities in Newton, Villa Park and Mesa, Arizona
- Supervised city departments with \$470 million budget and 1,100 employees in Mesa, Arizona.
- Directed \$80 million five-year Capital Improvements Program budget in Ames
- Served as chief negotiator on collective bargaining team for police, fire and blue collar union negotiations in Ames
- Worked for the City of Mesa during the time period when it was the fastest growing community in the United States and was involved with many growth issues such as infrastructure planning and financing, freeway interchange decisions and allocating resources equitably to newly developed and existing areas of the community
- Designed and administered first personnel and wage classification system for City of Marion, Indiana
- In all positions enhanced citizen connection to city government through various methods including citizen-based strategic planning, citizen focus groups, regular community attitude surveys, citizen academies and providing highlights of items on Council agenda
- In all positions improved staff team-building through city-wide staff development and training and city-wide committee work assignments

- Served as Vice-President of International City/County Management Association
- Served as President of Iowa City/County Management Association
- Received ICMA Program Excellence Award for Collaborative Children and Youth Initiatives
- Received Greater Newton Area Chamber of Commerce Key Award for Chairing ***Keep Maytag In Newton Task Force***

Organizations

- ICMA (Past Executive Board Member and Chair of the three ICMA Committees)
- Iowa City/County Management Association (Past President)

METHODOLOGY

We recommend a five-step process as follows:

- Define job qualifications and requirements for the City Manager position — the "recruitment profile."
- Identify and recruit qualified candidates.
- Evaluate prospective candidates.
- Make recommendations, help in selection and facilitate employment.
- Establish evaluation criteria and follow-up.

Each step of this process is described below.

A. Develop Position Profile

We will meet with each City Commission member individually and, with the Commission's permission, with staff and community leaders to learn the City's needs, focus and requirements such as experience, education and training as well as preferred management style and personal traits. In developing the recruitment profile, we will spend a considerable amount of time at the beginning of the process in Marine City to gather information about the City and to ascertain the unique challenges of the job and the general environment within which the position functions.

Once we have gained the necessary information, we will prepare a draft recruitment profile and review it with the City Commission to arrive at a general agreement regarding the specifications for the position. The final profile will include information about the region, the City of Marine City, the City government, major issues to be faced, the position and the selection criteria established.

B. Identify Qualified Candidates

We will first review our database to find those candidates whom we may already know and/or already have on file who may meet your specifications. Although the above process is valuable, we will rely most heavily on our own contacts in related fields and on our own experience. In other words, through "networking," we will conduct a professional search for the best-qualified candidates and invite them to apply for the position. In this effort, we utilize appropriate professional organizations, our established contacts, and our knowledge of quality jurisdictions and their employees.

We will prepare classified advertisements and develop a targeted advertising program utilizing professional publications. SMC will place these announcements and will acknowledge all resumes received and thoroughly screen all potential candidates.

C. Evaluate Prospective Candidates

Preliminary Screening and Progress Report

Criteria for the preliminary screening will be contained in the approved recruitment profile. They may include such items as education, technical knowledge, experience, accomplishments, management style, personal traits, etc. Screening of candidates against those criteria will be based on data contained in the resume and other data provided by the candidates and on our knowledge of the organizations in which they work. At this stage, each must meet the minimum qualifications specified in the recruitment profile.

We request that all candidates provide us, in writing, substantial information about their accomplishments and

their management style and philosophy. This information is verified and, at the City's option, may be further tested by having the finalists respond to a supplemental questionnaire and/or complete management and leadership style inventories. We interpret these instruments for the City as well.

We will meet with the City Commission to provide a progress report on a number of semifinalist candidates. These individuals will be top prospects who clearly meet the City's specifications for the position. With guidance from the City, we will narrow the semifinalist candidate group on the basis of refined criteria. During this meeting we will determine City Commission's expectations relative to the components and scheduling of the final candidate interview process.

D. Selection and Employment

In-depth Screening and Final Report

At this point, we will interview those semifinalist candidates whom the City Commission has the greatest interest in. Proper "fit" is as important as technical ability. We assess both. In order to better assess candidates' management style and interpersonal characteristics, we personally interview each in his or her present work environment. We will closely examine each candidate's experience, qualifications, achievements, management style and interpersonal skills in view of the selection criteria and our professional expertise in evaluating the quality of such qualifications, skills and achievements.

We conduct in-depth background checks on those individuals who continue to demonstrate their overall suitability for the position. Included are detailed and extensive reference checks which cover a minimum period of ten years. In conducting these, it is our practice to speak directly to individuals who are now or have been in positions to evaluate the candidate's job performance. We ask each candidate to provide us with a large number of references. We then network these references to other persons who know the candidate. In this way, we thoroughly evaluate each candidate. These references and evaluations are combined to provide frank and objective appraisals of the top candidates.

As part of our evaluation process we conduct credit checks and verify undergraduate and graduate college degrees. We also conduct internet and criminal, civil and driving court records checks. At the Board's option, we can arrange for assessment centers and/or psychological (or similar) testing of the candidates. These optional items will result in extra cost.

We will then meet with the City Commission to present a group of well-qualified finalist candidates for interviews in Marine City. These final candidates will not be ranked because, at this point, they will all be qualified and it will then be a matter of chemistry between the candidates and the City Commission that should produce the final selection decision.

Our final report will be presented in a meeting with the City Commission. This written report is a comprehensive document. It contains our candidate recommendations, details about the search, interview tips, interview questions, candidate evaluation forms and information about legal vs. illegal inquiries. The report also includes the candidate interview schedule as well as our recommendations relative to timing, sequencing, location, setting, format, and conduct of interviews. The report contains comprehensive information about each recommended candidate. This includes educational and experience information, an evaluation of the candidate's experience relative to the criteria established by the City, a summary of reference comments and a statement of accomplishments and management style prepared by the candidate. Present compensation is also provided for each recommended candidate.

We will provide information about trends in employment, employment contracts and agreements, relocation expenses, perquisites, appropriate roles for spouses, receptions, etc. We arrange schedules for top candidate interviews with the City and we will coordinate the entire process.

We will properly handle any and all media relations. Unless otherwise directed, it is our standard practice to tell all media that we are working on behalf of the City of Marine City and that any public statement should come from the City directly. Under no conditions will we release information to the media unless specifically directed by the City to do so.

We will notify all unsuccessful candidates of the final decision reached. We will continue to work for the City until a suitable candidate is recruited and hired by the City.

E. Establish Evaluation Criteria

Once the new City Manager has been on board for 30 days or so, we will conduct a session with the City Commission and with the new City Manager to establish mutual performance criteria and goals for the position.

F. Follow-up

We will follow-up with the City Commission and the new City Manager during the first year and assist in making any adjustments that may be necessary.

G. Reporting

We will keep the City informed, involved in decisions and involved in the search process. We will provide frequent progress reports to the City.

H. Deliverables

Deliverables include the recruitment profile (draft and final), the advertisement (draft and final), the progress report (presented in person), the final report with interview tips, interview schedule, interview questions, candidate resumes, candidate evaluations, candidate writing samples, rating sheets, ranking forms, tabulation forms and appropriate/inappropriate question list and negotiated employment agreement between the City and the selected candidate.

RECENT SMC CHIEF EXECUTIVE SEARCHES

CLIENT	POP	BUDGET (\$M)	MONTH/ YEAR	SEARCH FOR	STILL EMPLOYED ?	PLACED	Contact Information
Adams County, CO	451, 574	472.1	09/2013	County Manager	Active Search	Pending	Mr. Bryan Ostler (720) 523-6071 Bostler@adcogov.org
Aurora, CO	314,000	615	07/2010	City Manager	Yes	George Noe	Mr. Kin Shuman (303) 739-7225 Kshuman@auroragov.org
Bay City, MI	34,900	137.3	12/13	City Manager	Yes	Richard Finn	Lori Dufresne Commission President Phone: (989) 245-6869 ldufresne@baycitymi.org
Branson, MO	10,000	70	10/2013	City Administrator	Yes	Bill Malinen	Mayor Raeanne Presley (417) 337-8548 < raeannepresley@gmail.com >
Corpus Christi, TX	285,000	672	08/2011	City Manager	Yes	Ron Olson	Mayor Joe Adame (361) 826-3100 joea@cctexas.com
Cary, NC	95,000	163.2	01/2009	Town Manager	Yes	Ben Shivar	Ms. Valiria Willis (919) 469-4072 valiria.willis@townofcary.org
Dunedin, FL	36,000	69.1	11/2007	City Manager	Yes	Rob DiSpirito	Mayor Dave Eggers (727) 298-3001 deggers@dunedinfl.net
Dunwoody, GA	40,000	26.8	09/2008	City Manager	Yes	Warren Hutmacher	Mayor Ken Wright (678) 382-6700 ken.wrght@dunwoodyga.gov
Escambia County, FL	300,000	440	02/2008	County Administrator	No, left in 2010	Robert McLaughlin	Ms. Barbara Keyser (850) 595-1479 barbara_murphy@co.escambia.fl.us
Fort Myers, FL	48,000	350	06/2007	City Manager	Yes	Billy Mitchell	Mr. Billy Mitchell (239) 332-6309 wmitchell@cityftmyers.com
Franklin, TN	59,000	87.1	10/2008	City Administrator	Yes	Eric Stuckey	Mayor Ken Moore (615) 791-3217 ken.moore@franklintn.gov
Fridley, MN	27,800	17	06/2013	City Manager	Yes	Wally Wysopal	Mayor Scott Lund 763-572-3500
Georgetown, SC	10,000	32	02/2013	City Administrator	Yes	Christopher Carter	Mayor Jack M., Scoville, Jr. (843) 545-4001
Glynn County, GA	78,000	97.3	06/2010	County Administrator	Yes	Alan Ours	Mr. Alan Ours (912) 554-7401 aours@glenncountyga.gov
Greenville, NC	84,500	99.3	11/2012	City Manager	Yes	Barbara Lipscomb	Mayor Allen Thomas (252) 329-4419 amthomas@greenvillenc.gov

CLIENT	POP	BUDGET (\$M)	MONTH/ YEAR	SEARCH FOR	STILL EMPLOYED ?	PLACED	Contact Information
Gulf Shores, AL	9,000	48	06/2013	City Administrator	Yes	Steve Griffin	Mayor Robert Craft (251) 968-1124 mayor@gulfshoresal.gov
Independence, KS	9,800	19.8	05/2010	City Manager	Yes	Micky Webb	Ms. Kelly Passauer (620) 332-2506 citymgr@comgen.com
Iowa City, IA	63,000	150	09/2010	City Manager	Yes	Tom Markus	Ms. Marian Karr (319) 356-5041 marian-karr@iowa-city.org
Longmont, CO	87,500	133	02/2012	City Manager	Yes	Harold Dominguez	Mr. Bobby King, HR Dir (303) 651-8605 bobby.king@clongmont.co.us
Mansfield, MA	23,500	80 (includes schools)	10/2009	Town Manager	Yes	Bill Ross	Mr. Kevin Moran (508) 261-7372 selectmen@mansfieldma.com
Missouri Municipal League	N/A	1.3	06/2010	Executive Director	Yes	Dan Ross	Ms. Gerry Welsh (314) 963-5307 citycouncil@webstergroves.org
Newark, DE	29,000	39.6	08/2012	City Manager	Yes	Carol Hauck	Mayor Vance Funk (302) 368-2561 x12 vance3@funklawoffices.com
Oak Park, IL	52,000	106	01/2013	Village Manager	Yes	Cara Pavlicek	Trustee Colette Lueck (708) 358-5792 clueck@oak-park.us
Peoria County, IL	182,800	139.6	06/2011	County Administrator	Yes	Lori Curtis Luther	Chair Tom O'Neill (309) 494-8886 toneill@peoriacounty.org
Portage, MI	50,000	87	11/2014	City Manager	Yes	Larry Schaffer	Mr. Rob Boullis Dir. - Employee Development (269) 329-4402 boullisr@portage.gov
Prince William County, VA	293,000	2.2B	01/2010	County Executive	Yes	Ms. Melissa Peacor	Ms. Melissa Peacor (703) 792-6720 mpeacor@pwcgov.org
Rock Hill, SC	67,400	265	09/2010	City Manager	Yes	David Vehaun	Mr. Doug Echols (803) 329-7011 cbell@ci.rock-hill.sc.us
Seminole County, FL	425,000	885.4	05/2011	County Manager & County Attorney	Yes Yes	James Hartmann Bryant Applegate	Commissioner Bob Dallari Phone: (407) 665-7215 fmacdonald@seminolecountyfl.gov
Snellville, GA	18,200	19	06/2012	City Manager	Yes	James (Butch) Sanders	Mayor Kelly Kautz (770) 985-3500 kkautz@snellville.org
Saint Joseph, MO	76,107	158	04/2011	City Manager	Yes	Bruce Woody	Mayor Bill Falkner (816) 271-4640 bfalkner@ci.st-joseph.mo.us
Tazewell County, IL	135,000	56.2	03/2012	County Administrator	Yes	Michael Freilinger	Chair David Zimmerman (309) 477-2272 dzimmerman@tazewell.com

CLIENT	POP	BUDGET (\$M)	MONTH/YEAR	SEARCH FOR	STILL EMPLOYED ?	PLACED	Contact Information
Urbandale, IA	38,000	35	04/2009	City Manager	Yes	A.J. Johnson	Mayor Bob Andeweg (515) 283-3100 bandeweg@urbandale.org
Venice, FL	21,500	68.2	03/2012	City Manager	Yes	Edward Lavelle	Alan Bullock Adm Serv Dir (941) 486-2626 abulloc@ci.venice.fl.us
Wichita, KS	360,000	496	11/2008	City Manager	Yes	Robert Layton	Mayor Carl Brewer (316) 268-4331 Cbrewer@wichita.gov
Windham, CT	24,000	575 (includes schools)	06/2009	Town Manager	Yes	James Patrick	Mayor Ernest Eldridge (860) 465-3000 eeldridge@windham.com

According to the International City/County Management Association, the average tenure of a city manager is approximately five years. The average tenure of local government chief executives placed by Slavin Management Consultants exceeds seven years.

SMC is an equal opportunity employer and recruiter, and will not discriminate against any employee or applicant for employment because of race, religion, creed, color, sex, sexual orientation, disability or national origin.

REFERENCES

Mr. Bobby King
Director of Human Resources
City of Longmont, CO
City of Longmont
350 Kimbark Street
Longmont, CO 80501 USA
Phone: (303) 651-8609
City Manager recruitment completed in 2012

Mayor Matt Hayek
City of Iowa City
410 E. Washington Street
Iowa City, Iowa 52240
Phone: 319.356.5043
Fax: 319.356.5497
City Manager Search (2010)
matt-hayek@iowa-city.org

Mr. Rob Boulis
Dir. - Employee Development
City of Portage
7900 South Westnedge Avenue
Portage, Michigan 49002
(269) 329-4402
City Manager Search (2014)
boulisr@portage.gov

Lori Dufresne
Commission President
City of Bay City
301 Washington Ave
Bay City, MI 48708
Phone: (989) 245-6869
City Manager Search (2014)
Email: ldufresne@baycitymi.org

Mayor Joe Adame
City of Corpus Christi, Texas
P.O. Box 9277
Corpus, Christi, TX 78469-9277
Phone: (361) 826.3100
City Manager recruitment completed in 2011

Mr. James Dinneen
County Manager
County of Volusia
Thomas C. Kelly
Administration Center
123 W. Indiana Ave.
DeLand, FL 32720
(386) 736-5920
Transit Director - Greater Dayton Regional
Transit Authority (2005)
Human Resources Director - Volusia County
(2007)
Budget Director - Volusia County (2008)

Mr. Thomas O'Neill
Peoria County Board Chairman
Peoria County Courthouse
324 Main Street, Room 502
Peoria, Illinois 61602-1319
(309) 672-6056
County Administrator Search (2011)

Mr. Barry Burton
County Administrator
Lake County
18 N County Street
Waukegan, IL 60085-4350
(847)377-2250
Chief Information Officer Search (2005)
Assistant County Administrator Search (2010)
Human Resources Director Search (2004)
Economic Development Director Search (2010)

Mr. William Malinen
City Administrator
City of Branson
110 W. Maddux Ave.
Branson, MO 65616
(417) 337-8548
Finance Director Search (2007)
Economic Development Director Search (2009)
Community Development Director Search (2009)

Mayor Carl Brewer
City of Wichita
455 N. Main Street
Wichita, KS 67202
(316) 268-4331
City Manager Search (2008)

PROPOSED TIME LINE

The search process normally takes between sixty (60) and ninety (90) days to complete and typically follows the following pattern:

STEPS	DAYS			
	1-30	30-45	45-60	60-360
1. DEVELOP SEARCH PROCESS, RECRUITMENT PROFILE AND ADVERTISING PROGRAM FOR CITY COMMISSION APPROVAL	✓			
2. IDENTIFY QUALIFIED CANDIDATES, REVIEW DATA BASE, NETWORK, RECEIVE AND REVIEW RESUMES	✓	✓		
3. SCREEN & EVALUATE PROSPECTIVE CANDIDATES		✓		
4. PROGRESS MEETING AND REPORT		✓		
5. INTERVIEW AND EVALUATE PROSPECTIVE CANDIDATES		✓	✓	
6. SUBMIT FINAL REPORT AND RECOMMENDATIONS, ASSIST IN SELECTION, FACILITATE EMPLOYMENT			✓	
7. ESTABLISH EVALUATION CRITERIA AND FOLLOW-UP				✓

Approximately twelve semifinalist candidates are presented to the City at the progress meetings. Generally, about five finalist candidates are presented for interviews with the City Commission.

GUARANTEES

SMC provides a comprehensive set of assurances and guarantees to our executive recruitment clients that include:

- We are committed to excellence. We guarantee the highest quality of work and its success in your environment. To accomplish this, we will continue to work with the City until the City is satisfied with the candidates and a satisfactory candidate is selected and accepts employment.
- We guarantee our work and will redo the search if the position is vacated, for any reason, within two years of the employment date of a candidate selected by the City through our efforts.
- We will never actively recruit any *candidate who we have placed* nor will we actively recruit any *employee* from a client organization for at least two years from the completion date of an assignment.

PRICING PROPOSAL

Professional Fees

Our fees are based on a rate schedule that reflects the experience of the individual assigned. We use a flat fee rate schedule. Therefore, there are no project limitations based on annual salary. For this assignment we are proposing to use only consultants who have specific experience on similar assignments for other clients. We will use senior consultants where appropriate and to reduce the overall cost. We will use staff consultants when feasible. The following tables show the level of involvement by project step and cost.

PROJECT COSTS					
STEPS	ASSIGNED HOURS (Approximate)			RATE (Hr)	FEES
	Project Manager	Consultant	Total		
1. Project Planning/Develop Position Profile/ Prepare Advertising	36		36	75	\$2,700
2. Identify & Recruit Candidate/Acknowledge Resumes	32		32	75	\$2,400
		35	35	35	\$1,225
3. Preliminary Candidate Screening	16		16	75	\$1,200
		4	4	35	\$140
4. Progress Report to City/Reduce Candidate Pool	8		8	75	\$600
		8	8	35	\$280
5. In-depth Candidate Evaluation (Includes on-site consultant interviews with semi-finalist candidates)	40		40	75	\$3,000
		16	16	35	\$560
6. Arrange for & Schedule Final Interviews	4		4	75	\$300
7. Prepare Final Report with Interview Questions and Selection Criteria	10		10	75	\$750
		16	16	35	\$560
8. Present Final Report and Attend Interviews	12		12	75	\$900
9. Assist in Employee Selection	2		2	75	\$150
10. Negotiate Employment Agreement	6		6	75	\$450
11. Establish Performance Goals	6		6	No Charge	\$0
12. Follow-up	4		4	No Charge	\$0
TOTAL HOURS	176	79	255		
TOTAL PROFESSIONAL FEE					\$15,215

Expenses (Not-to-Exceed)

Consultant Travel Costs: The client pays direct cost for all necessary consultant travel using coach or,

when available, lower air rates, corporate hotel rates at moderately priced properties (Holiday Inn or equivalent), rental cars, using the corporate discount and normal meals. Our client controls these costs in the following ways: (1) when appropriate, consultants will accomplish multiple purposes when traveling and will allocate costs to multiple clients; (2) the client pre-approves all work plans including all consultant (and candidate) travel.

Office Costs Include: Telephone (\$350 flat fee, billed in two installments), FAX, postage, messenger, copier, and clerical costs.

Consultant travel, classified advertising and office costs to support the executive search project described in this proposal **will not exceed 55%** of the professional fee (**\$8,368.25**). Therefore the total not-to-exceed cost the City will be **\$23,583.25**.

The costs for final candidates to travel to Marine City for interviews are not covered by this proposal. These costs vary widely and are impossible to anticipate at the beginning of a search. Candidate travel expenses are typically paid by the City on a reimbursement basis, directly to the candidates, and controlled through the City's prior approval of the finalist candidates.

Should the City's needs result in additional project scope that significantly increases costs it may be necessary to increase the expense budget for the project.

Your liability to Slavin Management Consultants for services rendered under this agreement will not exceed the agreed upon price unless an increase is authorized by you in writing.

We will submit monthly invoices for fees and expenses. It is our practice to bill 30% at the start of the searches, 30% at the end of thirty days, 30% at the end of sixty days, and the remaining 10% shortly after the time the new City Manager accepts employment with the City. Each invoice will be payable upon receipt for professional services. SMC does not provide discounts.

Expenses will be billed in addition and shown as a separate figure. Attached is a pro-forma invoice showing the level of accounting detail we will provide.

Expenses will be billed in addition and shown as a separate figure. Attached is a pro-forma invoice showing the level of accounting detail we will provide.

We will comply with all applicable laws, rules, and regulations of federal, state, and local government entities.

Our ability to carry out the work required will be heavily dependent upon our experience in providing similar services to others, and we expect to continue such work in the future. We will, to the degree possible, preserve the confidential nature of any information received from you or developed during the work in accordance with our professional standards.

We assure you that we will devote our best efforts to carrying out this engagement. The results obtained, our recommendations, and any written material provided by us will represent our best judgment based on the information available to us. Our liability, if any, will not be greater than the amount paid to us for the services rendered.

This proposal constitutes the agreement between us. It cannot be modified except in writing by both parties. Our agreement will be interpreted according to the laws of the State of Michigan.

AGREEMENT FOR SERVICES

This proposal is presented for Slavin Management Consultants by:

SIGNATURE: Robert E. Slavin

NAME: Robert E. Slavin

TITLE: President

DATE: February 23, 2015

This proposal is accepted for the City of Marine City, Michigan by:

SIGNATURE: _____

NAME: _____

TITLE: _____

DATE: _____

EXHIBITS

PRO FORMA INVOICE

INVOICE DATE: _____
CLIENT: _____
ADDRESS: _____
CITY, STATE: _____

Progress billing for professional services
rendered in connection with our agreement:

\$XXXX.XX

(Invoice __ of __)

Reimbursable expenses at cost:

Airfare	\$ XXX.XX
Hotel	XX.XX
Ground Transportation	XX.XX
Meals	XX.XX
Tips	XX.XX
Telephone	XXX.XX
Clerical Support	XXX.XX
FAX	XX.XX
Messenger Service	XX.XX
Copies	XX.XX
Postage	XX.XX
Misc. Direct Costs	XX.XX

Total Expenses \$XXXX.XX

TOTAL INVOICE

\$XXXX.XX

CLIENT LIST BY CATEGORY

The following list of clients represent organizations for which our principal Consultants performed significant project work. This client list spans thirty years of experience of SMC consultants. Please contact SMC if you desire to speak with the individuals who were project contacts.

MUNICIPALITIES

Aiken, South Carolina	Dallas, Texas
Albany, Georgia	Davenport, Iowa
Alpharetta, Georgia	Davie, Florida
Anaheim, California	Decatur, Georgia
Ann Arbor, Michigan	Decatur, Illinois
Arlington, Texas	Delray Beach, Florida
Arlington Heights, Illinois	Del Rio, Texas
Arvada, Colorado	Denton, Texas
Atlanta, Georgia	Destin, Florida
Atlantic Beach, Florida	Dothan, Alabama
Asheville, North Carolina	Dubuque, Iowa
Auburn, Maine	Duluth, Georgia
Aurora, Colorado	Dunedin, Florida
Austin, Texas	Durham, North Carolina
Bartlesville, Oklahoma	Eagle Pass, Texas
Bay City, Michigan	East Brunswick Township, New Jersey
Bentonville, Arkansas	Edmond, Oklahoma
Bergenfield, New Jersey	Elgin, Illinois
Berkeley, California	Enfield, Connecticut
Beverly Hills, California	Escondido, California
Birmingham, Alabama	Evanston, Illinois
Bisbee, Arizona	Fort Collins, Colorado
Blacksburg, Virginia	Fort Lauderdale, Florida
Bloomington, Illinois	Fort Worth, Texas
Boynton Beach, Florida	Franklin, Tennessee
Branson, Missouri	Fridley, Minnesota
Brea, California	Frisco, Colorado
Bridgeport, Connecticut	Gainesville, Florida
Broken Arrow, Oklahoma	Gainesville, Georgia
Brownsville, Texas	Galesburg, Illinois
Bryan, Texas	Garden City, New York
Burbank, California	Georgetown, South Carolina
Camarillo, California	Glastonbury, Connecticut
Carson, California	Glendale, Arizona
Cary, North Carolina	Glen Ellyn, Illinois
Casper, Wyoming	Grand Rapids, Michigan
Chapel Hill, North Carolina	Greensboro, North Carolina
Charlotte, North Carolina	Gulfport, Florida
Chesapeake, Virginia	Hardeeville, SC
Clearwater, Florida	Hemet, California
Cleveland, OH	Hercules, California
Columbia, Missouri	Highland Park, Illinois
Columbus, Georgia	Hollywood, Florida
Concord, New Hampshire	Homestead, Florida
Coral Springs, Florida	Huntington Beach, California
Corpus Christi, Texas	Independence, Missouri
Corta Madera, California	Independence, Kansas
Creedmoor, North Carolina	Iowa City, Iowa
Culver City, California	Jacksonville Beach, Florida

Jupiter, Florida
Kalamazoo, Michigan
Kansas City, Missouri
Lake Worth, Florida
Lakewood, Colorado
Lapeer, Michigan
Laramie, Wyoming
Laredo, Texas
Lenexa, Kansas
Liberty, Missouri
Lillburn, Georgia
Little Rock, Arkansas
Long Beach, California
Longmont, CO
Manassas, Virginia
Mansfield, Massachusetts
Miami Beach, Florida
Milwaukie, Oregon
Minneapolis, Minnesota
Miramar, Florida
Modesto, California
Muscatine, Iowa
Neptune Beach, Florida
Newark, Delaware
New Smyrna Beach, Florida
Norfolk, Virginia
Norman, Oklahoma
North Las Vegas, Nevada
North Miami Beach, Florida
Northglenn, Colorado
North Port, Florida
Norwich, Connecticut
Oak Park, Illinois
Oberlin, Ohio
Ocean City, Maryland
Oceanside, California
Olathe, Kansas
Oklahoma City, Oklahoma
Oxnard, California
Palm Bay, Florida
Palm Beach Gardens, Florida
Palo Alto, California
Panama City, Florida
Park Ridge, Illinois
Pasadena, California
Peoria, Illinois
Phoenix, Arizona
Pittsburg, Kansas
Pompano Beach, Florida
Portage, Michigan
Pueblo, Colorado
Richmond, California
Richmond, Virginia

Riverside, California
Riverview, Michigan
Roanoke, Virginia
Rock Hill, South Carolina
Rockville, Maryland
Sacramento, California
St. Louis Park, Minnesota
Salem, Oregon
San Diego, California
San Fernando, California
San Francisco, California
San Jose, California
San Juan Capistrano, California
Sandersville, Georgia
Santa Ana, California
Santa Monica, California
Sarasota, Florida
Shaker Heights, Ohio
Simi Valley, California
Sioux City, Iowa
Snellville, Georgia
South Brunswick Township, New Jersey
Springfield, Missouri
Stratford, Connecticut
Storm Lake, Iowa
Sunnyvale, California
Sunrise, Florida
Takoma Park, Maryland
Topeka, Kansas
Titusville, Florida
Thornton, Colorado
Traverse City, Michigan
Topeka, Kansas
Turlock, California
Upper Arlington, Ohio
Urbandale, Iowa
Valdez, Alaska
Venice, FL
Virginia Beach, Virginia
Waco, Texas
Warrensburg, Missouri
Washington, Illinois
West Des Moines, Iowa
West Hartford, Connecticut
West Hollywood, California
West Palm Beach, Florida
Wichita, Kansas
Windham, Connecticut
Winston-Salem, North Carolina
Winter Park, Florida
Worthington, Minnesota
Ypsilanti, Michigan

COUNTIES

Adams County, Colorado
Alameda County, California
Albemarle County, Virginia

Arapahoe County, Colorado
Beaufort County, South Carolina
Broward County, Florida

Brown County, Wisconsin
Buffalo County, Nebraska
Chaffee County, Colorado
Cass County, Michigan
Chesterfield County, Virginia
Clark County, Nevada
Cobb County, Georgia
Dade County, Florida
Eagle County, Colorado
Escambia County, Florida
Fairfax County, Virginia
Forsyth County, Georgia
Fremont County, Colorado
Fresno County, California
Fulton County, Georgia
Glynn County, Georgia
Gunnison County, Colorado
Hall County, Georgia
Hamilton County, Ohio
Ketchikan-Gateway Borough, Alaska
Lake County, Florida
Lake County, Illinois
La Plata County, Colorado
Leon County, Florida
Lincoln County, North Carolina
Livingston County, Illinois
Los Angeles County, California
Martin County, Florida
McHenry County, Illinois
Mecklenburg County, North Carolina
Mendocino County, California
Mesa County, Colorado

Moffat County, Colorado
Monterey County, California
Muscatine County, Iowa
New Kent County, Virginia
Orange County, New York
Orange County, North Carolina
Oklahoma
Palm Beach County, Florida
Peoria County, Illinois
Pinellas County, Florida
Polk County, Florida
Prince William County, Virginia
Ramsey County, Minnesota
St. Louis County, Minnesota
Saline County, Kansas
San Diego County, California
San Luis Obispo County, California
San Mateo County, California
Sarasota County, Florida
Sedgwick County, Kansas
Seminole County, Florida
Sonoma County, California
Springettsbury Township, Pennsylvania
Spotsylvania County, Virginia
Tazewell County, IL
Volusia County, Florida
Wake County, North Carolina
Washtenaw County, Michigan
Whiteside County, Illinois
Whitfield County, Georgia
Yolo County, California

OTHER ORGANIZATIONS

Development Groups

Arrowhead Regional Development, Duluth, Minnesota
Columbia Development Corporation, South Carolina
Fresno Economic Development Commission, California
Fresno Redevelopment Authority, California
GoTopeka, Inc., Kansas
Lincoln Road Development Corporation, Miami Beach, FL
Los Angeles, California, Community Redevelopment Agency
Mid-American Regional Council, Kansas City, Missouri
Seize The Future Development Corp, Aurora, IL
West Palm Beach Downtown Development Authority, Florida

Housing Authorities

California Housing Finance Agency

Jefferson County Housing Authority, Alabama
Las Vegas Housing Authority
Memphis Housing Authority, Tennessee
Ocala Housing Authority, Florida
Peoria Housing Authority, Illinois

Libraries

Birmingham, Alabama Public Library
Central Arkansas Library System
Lexington, Kentucky Library System
Metropolitan Library System of Oklahoma
Moline Public Library

Non-Profits and Other Governmental Jurisdictions

California State Government
CDC Federal Credit Union, Atlanta, Georgia
District of Columbia
Fresno Employment and Training Commission, California

Jefferson County Personnel Board, Alabama
Local Government Insurance Trust, Maryland
Los Angeles, California Department of
Community Public HealthLos Angeles, California
Music Center Operating Company
Los Angeles Olympics Organizing Committee
Metropolitan Nashville, Tennessee Arts
Commission
Parkland Hospital, Texas
Southwest Florida Regional Planning Council

Professional Associations

American Public Works Association
Association of County Commissioners, Georgia
Georgia Municipal Association
International City/County Management
Association
Iowa League of Cities
Missouri Municipal League

School Districts

Adams County School District #14, Commerce
City, Colorado
Lake Sumpter Community College, Florida
Dallas Independent School District, Texas

Transportation Agencies

Alameda-Contra Costa Transit District, Oakland,

California
Bay Area Rapid Transit District, Oakland,
California
Dallas Area Rapid Transit District, Dallas, Texas
Greater Dayton Regional Transportation
Authority
Kalamazoo County Transportation Authority
Lee County Port Authority, Florida
Metra (Chicago Commuter Rail System)
Port Everglades Authority, Fort Lauderdale,
Florida
Orlando - Orange County Expressway Authority
Port of Sacramento, California
Riverside Transit Agency, California
San Francisco Bay Area Rapid Transit District,
California
Sarasota/Manatee Airport Authority, Florida
Southern California Rapid Transit District

Utility Districts

Columbus Water Works, Georgia
Metropolitan Sewer District of Greater Cincinnati,
Ohio
Public Works Commission of Fayetteville, North
Carolina
Rivanna Solid Waste Authority, Virginia
Rivanna Water and Sewer Authority, Virginia
Sacramento Municipal Utility District, California
South Florida Water Management District
Spartanburg Utility District, South Carolina

EEO STATEMENT

Slavin Management Consultants (SMC) is committed to building a diverse workforce which reflects the face of the community we serve, honors and respects the differences and abilities of all our employees and residents, and provides employees with the necessary opportunities, tools, and support to achieve their maximum potential.

Equitably managing a diverse workforce is at the heart of equal opportunity. Valuing diversity is the basis for a policy of inclusion. Diversity recognizes and respects the multitude of differences which employees bring to the workplace. Diversity complements organizational values that stress teamwork, leadership, empowerment, and quality service. Diversity means striving to maintain an environment in which managers value the differences in their employees and take steps to ensure that all employees know they are welcome.

To achieve workplace equity and inclusion, SMC will observe the practices outlined below:

- We will ensure that we do not discriminate in employment on the basis of race, color, religion, national origin, sex, age, disability, marital status, sexual orientation, creed, ancestry, medical condition, or political ideology.
- Our recruiting efforts will ensure that applicant pools are both capable and diverse.
- We will make employment decisions based on job-related criteria and will provide opportunities for entry and promotion into non-traditional jobs.
- We will ensure a workplace free of all forms of harassment.
- We will develop a procedure for prompt, thorough and impartial investigations of discrimination or harassment complaints and will act on appropriate measures to provide remedy or relief to individuals who have been victims of illegal discrimination or harassment.

Measures to ensure accountability for managing diversity will be incorporated into the performance management system for supervisors and managers. The chief executive officer will evaluate the effectiveness of our diversity policies and programs.

By creating a workplace where everyone can work towards their maximum potential, SMC will retain quality, productive employees who will provide excellent services to our clients.

MINORITY AND WOMEN PLACEMENTS

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
ALACHUA COUNTY, FL	County Administrator			X
ALBANY, GA	City Manager	X		
	Police Chief	X		
	Assistant City Manager	X		
	Human Resources Director	X		
ASPEN, CO	City Manager		X	
AUSTIN, TX	City Auditor		X	
	City Manager		X	
	Police Chief			X
BERKELEY, CA	City Manager	X		
	Public Works Director			X
BEVERLY HILLS, CA	Sanitation Director	X		
	Library Director		X	
BOCA RATON, FL	City Manager		X	
	Asst. City Manager		X	
BOISE, ID	Chief Financial Officer	X		
BROWARD COUNTY, FL	Assistant Director of Equal Employment	X	X	
BOISE, ID	Chief Financial Officer		S	
BRYAN, TX	Municipal Court Judge		X	
	City Manager		X	
CAMARILLO, CA	City Clerk		X	
CARSON, CA	Planning Director		X	
CHAPEL HILL, NC	Transportation Director		X	
	Human Resources Director		X	
CHARLOTTE COUNTY, FL	County Attorney		X	
CENTRAL CITY ASSN. OF THE CITY OF LOS ANGELES (CA)	Director of Security	X		
CHARLOTTE, NC	Neighborhood Services Director	X		
COLUMBIA, MO	Police Chief	X		
CULVER CITY, CA	Finance Director			X
DALLAS INDEPENDENT SCHOOL DISTRICT (TX)	Chief Financial Officer	X	X	
DALLAS, TX	City Attorney		X	
DECATUR, GA	Chief of Police	X		
DISTRICT OF COLUMBIA	Executive Director Alcoholic Beverage Regulations Commission		X	

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
DURHAM, NC	City Manager	X		
	City Manager	X	X	
	Police Chief		X	
	Public Works Director	X	X	
ESCAMBIA COUNTY, FL	Assistant County Administrator	X		
ESCONDIDO, CA	Civic Center Construction Mgr		X	
EVANSTON, IL	City Manager		X	
FRESNO, CA (PIC)	Executive Director	X		
FORT LAUDERDALE, FL	Fire Chief	X		
FORT MYERS, FL	City Manager	X		
FRESNO, CA (PIC)	Executive Director	X		
GAINESVILLE, FL	Equal Employment Director	X		
GLASTONBURY, CT	Human Resources Director	X	X	
GREENBELT HOMES, INC. (MARYLAND)	Executive Director		X	
GREENSBORO, NC	Assistant City Manager	X		
GREENVILLE, NC	City Manager	X	X	
HAMILTON COUNTY, OH	Jobs and Family Services Director		X	
HILLSBOROUGH COUNTY (FL) CHILDREN'S BOARD	Executive Director		X	
HOLLYWOOD, FL	City Manager	X		
JUPITER, FL	Assistant to the City Manager		X	
	Public Works Director			X
KALAMAZOO, MI	City Manager		X	
	Assistant City Manager		X	
LAKE COUNTY, FL	County Attorney		X	
LAKE COUNTY, IL	Purchasing Director		X	
	Human Resources Director	X		
	Assistant County Administrator		X	
LAKE COUNTY, IL HEALTH DEPARTMENT	Executive Director		X	
LAKE WORTH, FL	Utilities Customer Services Manager	X		
LA PLATA COUNTY, CO	Human Services Director		X	
LEE COUNTY, FL	County Administrator		X	
	Human Resources Director	X		
LINCOLN ROAD DEVELOPMENT CORP.	Executive Director		X	
LONG BEACH, CA	Police Chief	X		
LONG BEACH, CA	Executive Director, Civil Service Commission		X	

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
LONGMONT, CO	City Manager			X
LOS ANGELES, COMMUNITY REDEVELOPMENT AGENCY	Sr. Project Manager	X		X
	Project Manager	X		
	Project Manager			X
LOS ANGELES COUNTY (CA) HEALTH SYSTEMS AGENCY	Executive Director	X	X	
	Deputy Exec. Dir.			X
LOS ANGELES COUNTY DEPARTMENT OF PUBLIC HEALTH	Public Health Director	X		
LOS ANGELES OLYMPICS ORGANIZING COMMITTEE	Human Resources Director	X	X	
	Director of Venues		X	
METROZOO (MIAMI FL)	Director of Marketing		X	
MEMPHIS (TN) HOUSING AUTHORITY	Executive Director	X		
MIAMI (FL) OFF-STREET PARKING SYSTEM	Finance Director			X
MIAMI VALLEY REGIONAL TRANSIT AUTH. (DAYTON, OH)	Executive Director	X	X	
MIRAMAR, FL	City Manager		X	
MONTEREY COUNTY, CA	Hospital Administrator	X		
NOAH DEVELOPMENT CORPORATION	Executive Director	X		
NORFOLK, VA	Human Resources Director	X		
	Senior Engineer		X	
NORFOLK, VA	Social Services Director	X		
OAK PARK, IL	Village Manager		X	
OCALA (FL) PUBLIC HOUSING AUTHORITY	Executive Director	X		
OBERLIN, OH	City Manager		X	
ORMOND BEACH, FL	City Manager	X		
OKLAHOMA CITY, OK	City Manager	X		
PALM BAY, FL	Human Resources Director		X	
PALM BEACH COUNTY, FL	Assistant County Administrator		X	
PALM BEACH COUNTY (FL) CHILDREN'S SERVICES BOARD	Executive Director		X	
PALM BEACH COUNTY (FL) HEALTH CARE DISTRICT	Executive Director		X	
PALM BEACH GARDENS, FL	City Manager (1992)		X	
	City Manager (1999)			X
PALO ALTO, CA	City Attorney		X	

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
PEORIA (IL) PUBLIC HOUSING AUTHORITY	Executive Director	X		
PHOENIX, AZ	Chief of Police		X	
PRINCE WILLIAM COUNTY, VA	County Executive		X	
	Human Resources Director	X	X	
	Fire Chief	X	X	
RICHMOND, CA	City Manager	X		
RICHMOND, VA	Director of Public Health	X		
ROANOKE, VA	Police Chief	X		
	Economic Development Director		X	
	Assistant City Manager	X	X	
	Director of Human Services		X	
ROCKVILLE, MD	Assistant City Manager		X	
SACRAMENTO, CA	Human Resources Director	X	X	
SAGINAW, MI	Police Chief			X
SAN DIEGO, CA	City Manager	X		
SAN FRANCISCO, CA	Assistant City Administrator		X	
SAN JOSE, CA	Police Chief	X		
SANTA MONICA, CA	Deputy City Manager		X	
SARASOTA, FL	Human Resources Director	X		
SARASOTA COUNTY, FL	Deputy County Administrator	X		
SELMA, AL	Chief of Police	X		
SHAKER HEIGHTS, OH	City Administrator		X	
SUNNYVALE, CA	Public Information Officer		X	
	City Clerk		X	
STRATFORD, CT	Human Resources Director		X	
TAKOMA PARK, MD	City Manager		X	
	Recreation Director	X	X	
	Housing and Community Development Director		X	
	Public Works Director	X		
THORNTON, CO	Public Information Officer		X	
TOPEKA, KS	City Manager	X		
	Police Chief	X		
VENICE, FL	Police Chief		X	
VIRGINIA BEACH, VA	Human Resources Director	X		
VIRGINIA BEACH PARK TRUST (FL)	Executive Director	X		
VOLUSIA COUNTY, FL	County Manager	X	X	
	Budget Director	X		

CLIENT	POSITION	AFRICAN AMERICAN	WOMAN	LATINO
WACO, TX	Deputy City Manager		X	
	Exec. Dir. - Support Services			X
	Assistant City Manager	X		
	Director of Facilities			X
WAKE COUNTY, NC	Human Services Director			X
THE WEINGART CENTER (LOS ANGELES)	Executive Director		X	
WEST COVINA, CA	Planning Director	X	X	
WEST MIFFLIN, PA	Town Administrator		X	
WEST PALM BEACH, FL	Assistant City Administrator	X	X	
WICHITA, KS	Human Resources Dir	X	X	
	Community Services Dir	X	X	
	Communications Director		X	
	Director of Libraries		X	
	Housing and Development Director	X	X	
	City Manager	X		
YPSILANTI, MI	City Manager	X		
ZOOLOGICAL SOCIETY OF FLORIDA (DADE COUNTY)	Executive Director			X

10-A

CITY OF MARINE CITY
ST. CLAIR COUNTY, MICHIGAN

RESOLUTION NO. 05-2015

A RESOLUTION TO RECEIVE AND HOLD PROPERTY FROM THE FRIENDS OF CITY HALL, A MICHIGAN NON-PROFIT CORPORATION, TO FURTHER THE RESTORATION, PRESERVATION, AND PROMOTION OF CITY HALL.

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 March 2015 at 7:00 PM.

Present:

Absent:

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

WHEREAS, the Friends of City Hall is a section 501(c)(3), non-profit corporation dedicated to the restoration, preservation, and promotion of the City of Marine City's Historic City Hall; and,

WHEREAS, the Friends of City Hall engages in fundraising, applies for grants, and seeks donations to promote and further its purpose; and

WHEREAS, the Friends of City Hall desires to establish an account with the City of Marine City in order to provide the City of Marine City the financial resources necessary to promote and further its purpose; and,

WHEREAS, the City of Marine City Commission may in its discretion receive and hold any property in trust for any municipal purpose pursuant to Charter section 17.3; and,

WHEREAS, the City of Marine City, in the event the Commission were to receive and hold said property, shall apply these financial resources to the execution of the purpose for which Friends of City Hall was established as required by Charter section 17.3; and,

WHEREAS, the City Commission has determined that it is prudent, advisable, and in the best interest of the City to receive and hold the property of the Friends of City Hall in order to further that organization's municipal purpose;

NOW, THEREFORE, BE IT RESOLVED that the City of Marine City receives and accepts the property of the Friends of City Hall in trust to further the municipal purpose of that Michigan, non-profit corporation and instructs administration to engage the Friends of City Hall in all matters necessary to perfect this transaction.

Ayes:

Nays:

RESOLUTION DECLARED ADOPTED.

Raymond B. Skotarczyk, Mayor

Attest:

Kristen Baxter, City Clerk

CITY OF MARINE CITY
ST. CLAIR COUNTY, MICHIGAN

RESOLUTION NO. 06-2015

A RESOLUTION TO VACATE HIGH STREET.

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 March 2015 at 7:00 PM.

Present:

Absent:

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

WHEREAS, Article VII, Section 29 of the Michigan Constitution grants to municipalities "reasonable control of their highways, streets, alleys, and public places;" and

WHEREAS, the Michigan Appellate Courts have repeatedly held that "reasonable control" includes the power to vacate a street; and,

WHEREAS, Section 7.6 of the Marine City Charter specifically addresses a format to be followed by the City Commission for the vacation of a street; and,

WHEREAS, the City of Marine City wishes to vacate High Street from its intersection with South Belle River Avenue until its terminus and transfer the City's interest to adjacent property owners; and,

WHEREAS, the northerly five feet (5') of High Street has previously been vacated to the adjacent northerly property owners; and,

WHEREAS, this resolution was introduced at the City Commission meeting held on March 5, 2015 and notice was published that the public would be provided an opportunity to voice any objections thereto at the regular City Commission meeting of March 19, 2015

NOW, THEREFORE, BE IT RESOLVED that:

1. That the City Commission hereby vacates High Street from its intersection with South Belle River Avenue until its terminus; and,
2. Upon completion of said vacation, the remaining northerly twenty-five (25') of High Street shall be added to the two (2) parcels lying immediately adjacent to and north of High Street; and,
3. Upon completion of said vacation, the southerly one-half (1/2) of High Street, which constitutes thirty feet (30'), shall be added to the three (3) parcels lying immediately adjacent to and south of High Street; and

4. Upon completion of said vacation, the Acting City Manager is hereby authorized to execute quitclaim deeds transferring the City's interest in High Street to the respective owners of said lots.

Ayes:

Nays:

RESOLUTION DECLARED ADOPTED.

Raymond B. Skotarczyk, Mayor

Attest:

Kristen Baxter, City Clerk

10-C



M A R I N E C I T Y

Memorandum

To: Marine City Commission
From: Donald G. Tillery, Chief of Police | Acting City Manager
cc: City Commission Agenda Packet
Date: February 27, 2014
Re: Town Hall Meeting Dates

Preliminary meeting dates have been set-aside for the Commission to conduct a town hall meeting at the Washington Life Center, 403 North Mary Street, Marine City, MI 48039. The dates set-aside are:

Tuesday March 10, 2015

Thursday March 12, 2015

Tuesday March 17, 2015

The meeting is scheduled to begin at 7:00 PM and will last approximately 2 hours, or until all business is complete.

The cost of renting the facility is \$50 per hour, with coffee and cookies provided by the St. Clair County Council on Aging, which is the parent organization of the Washington Life Center.

There is a Public Address system available with 1 wired microphone and 2 wireless microphones for the meeting.

I request that the Commission choose the appropriate date(s) for the town hall meeting, and I will make the arrangements forthwith.

Respectfully,

Donald G. Tillery

Chief of Police | Acting City Manager

Memo

To: Mayor and City Commission
From: Mary Ellen McDonald, CPFA/MiCPT
Finance Director/Treasurer
Date: 2/27/2015
Re: Total Disbursements Including Payroll

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

Total Expenditures including Payroll	\$177,068.18
List of Disbursements Including Payroll (2/16/15-2/15)	\$128,311.65
Meeting Encumbrances	\$ 48,756.53
TOTAL	\$177,068.18

Thank you

MEETING DATE 3/5/15

LOCAL STREET FUND

Opening Balance	\$120,115.80			
Collections/Interest/Serv Chg	\$0.00	\$0.00	\$0.00	\$0.00
	\$120,115.80			
Disbursements/Payroll	-\$2,258.96	-\$421.37	-\$1,837.59	
Fund Transfer	\$0.00			
	\$117,856.84			
Encumbrances	-\$13,087.16			
Closing Balance	\$104,769.68			

MAJOR STREET FUND

Opening Balance	\$197,209.51			
Collections/Interest/Serv Chg	\$10.62	\$10.62	\$0.00	\$0.00
	\$197,220.13			
Disbursements/Payroll	-\$1,336.89	-\$289.33	-\$1,047.56	
Fund Transfer	\$0.00			
	\$195,883.24			
Encumbrances	-\$6,625.09			
Closing Balance	\$189,258.15			

GENERAL FUND

Opening Balance	\$1,183,680.92			
Collections/Interest/Serv. Chg	\$62,480.80	\$62,480.80	\$0.00	\$0.00
	\$1,246,161.72			
Disbursements/Payroll/ACH	-\$39,714.81	-\$9,097.35	-\$30,617.46	\$0.00
Fund Transfer	\$0.00			
	\$1,206,446.91			
Encumbrances	-\$20,637.83			
Closing Balance	\$1,185,809.08			

WATER/SEWER FUND

Opening Balance	\$96,237.72			
Collections/Interest/PointPayFee	\$88,534.45	\$88,534.45	\$0.00	\$0.00
	\$184,772.17			
Disbursements/Payroll	-\$11,540.09	-\$4,480.96	-\$7,059.13	
Fund Transfer	\$0.00			
	\$173,232.08			
Encumbrances	-\$3,064.79			
Closing Balance	\$170,167.29			

CEMETERY FUND

Opening Balance	\$47,180.81			
Collections/Interest	\$0.00	\$0.00	\$0.00	
	\$47,180.81			
Disbursements/Payroll	-\$21.50	\$0.00	-\$21.50	
Fund Transfer	\$0.00			
	\$47,159.31			
Encumbrances	-\$341.66			
Closing Balance	\$46,817.65			

TIFA #1 FUND

Opening Balance	\$38,943.98		
Collections/Interest	\$0.00	\$0.00	\$0.00
	\$38,943.98		
Disbursements/Payroll	\$0.00	\$0.00	\$0.00
Fund Transfer	\$0.00		
	\$38,943.98		
Encumbrances	\$0.00		
Closing Balance	\$38,943.98		

TIFA #2 FUND

Opening Balance	\$319,686.75		
Collections/Interest	\$0.00	\$0.00	\$0.00
	\$319,686.75		
Disbursements/Payroll	\$0.00	\$0.00	\$0.00
Fund Transfer	\$0.00		
	\$319,686.75		
Encumbrances	-\$1,666.67		
Closing Balance	\$318,020.08		

TIFA #3 FUND

Opening Balance	\$703,189.82		
Collections/Interest	\$0.00	\$0.00	\$0.00
	\$703,189.82		
Disbursements/Payroll	\$0.00	\$0.00	\$0.00
Fund Transfer	\$0.00		
	\$703,189.82		
Encumbrances	-\$3,333.33		
Closing Balance	\$699,856.49		

DRUG FORFEITURE FUND

Opening Balance	\$12,050.98		
Collections	\$0.00	\$0.00	
	\$12,050.98		
Disbursements	\$0.00	\$0.00	
	\$12,050.98		
Encumbrances	\$0.00		
Closing Balance	\$12,050.98		

TAX ACCOUNT FUND

Opening Balance	\$54,447.98			
Collections/Interest/Misc. Chgs	\$74,389.51	\$74,389.51	\$0.00	\$0.00
	\$128,837.49			
Disbursements	-\$64,390.04	-\$64,390.04		
	\$64,447.45			
Encumbrances	\$0.00			
Closing Balance	\$64,447.45			

MARINE CITY RETIREMENT FUND

Opening Balance	\$73,397.11			
Collections/Interest/Account Fee	\$593.12	\$593.12	\$0.00	\$0.00
	\$73,990.23			
Disbursements/Payroll	\$0.00	\$0.00	\$0.00	
	\$73,990.23			
Encumbrances	\$0.00			
Closing Balance	\$73,990.23			

MARINE CITY RETIREE HEALTH INSURANCE TRUST FUND

Opening Balance	\$42,739.61			
Collections/Interest/Acct Fees	\$18,841.50	\$18,841.50	\$0.00	\$0.00
	\$61,581.11			
Disbursements/ACH	-\$9,049.36	-\$9,049.36		
Transfers	\$0.00	\$0.00	\$0.00	
	\$52,531.75			
Encumbrances	\$0.00			
Closing Balance	\$52,531.75			

SPECIAL ASSESSMENT FUND

Opening Balance	\$31,791.84			
Collections/Interest/Serv. Chgs	\$0.00	\$0.00	\$0.00	\$0.00
	\$31,791.84			
Disbursements	\$0.00	\$0.00	\$0.00	
Closing Balance	\$31,791.84			

L.R. MILLER MEMORIAL LIBRARY FUND

Opening Balance	\$3,353.08			
Collections/Interest	\$0.00	\$0.00	\$0.00	
	\$3,353.08			
Encumbrances	\$0.00			
Closing Balance	\$3,353.08			

LIST OF DISBURSEMENT
Disbursement 2/16/15-2/26/15

Disbursements 2/20/15	\$87,728.41
Pay Ending 2/18/15	\$40,583.24
TOTAL	\$128,311.65

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 DB: Marine City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY
 EXP CHECK RUN DATES 02/20/2015 - 02/20/2015
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PAID
 DISBURSEMENTS 2/20/15

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice De
Ref #	Address	CK Run Date	PO	Hold	
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK	
Invoice Notes		Due Date		1099	
B015	BLUE CROSS-BLUE SHIELD OF MICH	02/01/2015	STATEMENT	FTB	MTHLY HEAL
81994	PO BOX 674416	02/20/2015		N	
02/08/2015	DETROIT MI, 48267-4416	/ /	0.0000	Y	
		02/28/2015		N	

PD CK# 8542 02/20/2015

GL NUMBER	DESCRIPTION	AMOUNT
101-172.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	906.35
592-543.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	194.22
592-547.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	194.22
101-215.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	411.50
592-543.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	51.44
592-547.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	51.44
101-253.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	546.41
592-543.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	273.20
592-547.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	273.20
101-301.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	2,010.75
101-441.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	1,584.60
202-450.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	264.11
203-450.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	396.15
592-543.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	79.23
592-547.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	316.92
101-441.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	113.46
101-281.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	12.61
202-450.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	12.61
203-450.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	12.61
592-543.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	37.82
592-547.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	37.82
592-547.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0000	25.22
101-441.000-716.000	MEMBER CHANGE	113.46
101-281.000-716.000	MEMBER CHANGE	12.61
202-450.000-716.000	MEMBER CHANGE	12.61
203-450.000-716.000	MEMBER CHANGE	12.61
592-543.000-716.000	MEMBER CHANGE	37.82
592-547.000-716.000	MEMBER CHANGE	37.82
592-547.000-716.000	MEMBER CHANGE	25.22

8,058.04

015	BLUE CROSS-BLUE SHIELD OF MICH	02/01/2015	STATEMENT	FTB	MTHLY HEALT
1995	PO BOX 674416	02/20/2015		N	
2/08/2015	DETROIT MI, 48267-4416	/ /	0.0000	Y	
		02/28/2015		N	

D CK# 8543 02/20/2015

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY
 EXP CHECK RUN DATES 02/20/2015 - 02/20/2015

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DISBURSEMENTS 2/20/15

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

GL NUMBER	DESCRIPTION	AMOUNT
736-000.000-716.000	MTHLY HEALTH INS PREMIUM-007006050-0001	9,301.51
736-000.000-716.000	MEMBER CHANGE-CREDIT	(252.15)
		<u>9,049.36</u>

DISBURSEMENTS

VENDOR

0252	COMCAST	02/07/2015	STATEMENT	FTB	HIGH-SPEED
81996	PO BOX 7500	02/20/2015		N	
02/07/2015	SOUTHEASTERN PA, 19398-7500	/ /	0.0000	N	
		02/28/2015		N	

PD CK# 8544 02/20/2015
 *(2/19/15-3/18/15)

GL NUMBER	DESCRIPTION	AMOUNT
001-172.000-853.000	HIGH-SPEED INTERNET/PHONE-CITY OFFICES	52.50
001-209.000-853.000	HIGH-SPEED INTERNET/PHONE-CITY OFFICES	52.50
001-215.000-853.000	HIGH-SPEED INTERNET/PHONE-CITY OFFICES	52.50
001-253.000-853.000	HIGH-SPEED INTERNET/PHONE-CITY OFFICES	52.50
001-371.000-853.000	HIGH-SPEED INTERNET/PHONE-CITY OFFICES	52.49
001-751.000-853.000	HIGH-SPEED INTERNET/PHONE-CITY OFFICES	52.49
092-543.000-853.000	HIGH-SPEED INTERNET/PHONE-CITY OFFICES	26.25
092-547.000-853.000	HIGH-SPEED INTERNET/PHONE-CITY OFFICES	26.25
		<u>367.48</u>

FEBRUARY 20, 2015

0252	COMCAST	02/07/2015	STATEMENT	FTB	HIGH-SPEED
81997	PO BOX 7500	02/20/2015		N	
02/07/2015	SOUTHEASTERN PA, 19398-7500	/ /	0.0000	N	
		02/28/2015		N	

PD CK# 8544 02/20/2015
 *(2/20/15-3/19/15)

GL NUMBER	DESCRIPTION	AMOUNT
001-301.000-853.000	HIGH-SPEED INTERNET/PHONE-PD	351.57

0252	COMCAST	02/07/2015	STATEMENT	FTB	HIGH-SPEED
1998	PO BOX 7500	02/20/2015		N	
2/07/2015	SOUTHEASTERN PA, 19398-7500	/ /	0.0000	N	
		02/28/2015		N	

PD CK# 8544 02/20/2015
 *(2/21/15-3/20/15)

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY
 EXP CHECK RUN DATES 02/20/2015 - 02/20/2015

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DISBURSEMENTS 2/20/15

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

GL NUMBER	DESCRIPTION	AMOUNT
592-549.000-853.000	HIGH-SPEED INTERNET/PHONE-WW	115.37

						VENDOR
E039	EAST CHINA SCHOOL DISTRICT	02/20/2015	STATEMENT	FTB	2014 SUMME	
82010	1585 MEISNER ROAD	02/20/2015		N		
	ATTN: BUSINESS OFFICE					
02/20/2015	EAST CHINA MI, 48054-4143	/ /	0.0000	N		
		02/25/2015		N		

PD CK# 8545 02/20/2015

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-208.000	2014 SUMMER TAX 2/1/15-2/15/15	1,624.95
703-000.000-208.000	2014 SUMMER TAX 2/1/15-2/15/15	0.60
703-000.000-208.000	2014 SUMMER TAX 2/1/15-2/15/15	62.69
703-000.000-208.000	2014 SUMMER TAX 2/1/15-2/15/15	0.04
703-000.000-208.100	2014 SUMMER TAX 2/1/15-2/15/15	608.80
703-000.000-208.100	2014 SUMMER TAX 2/1/15-2/15/15	0.31
703-000.000-208.100	2014 SUMMER TAX 2/1/15-2/15/15	24.68
703-000.000-208.100	2014 SUMMER TAX 2/1/15-2/15/15	0.02
703-000.000-208.101	2014 SUMMER TAX 2/1/15-2/15/15	77.52
703-000.000-208.101	2014 SUMMER TAX 2/1/15-2/15/15	0.04
703-000.000-208.101	2014 SUMMER TAX 2/1/15-2/15/15	3.15
		<u>2,402.80</u>

						VENDOR
4017	MARINE CITY GENERAL FUND	02/20/2015	STATEMENT	FTB	2014 SUMMER	
32011	303 SOUTH WATER ST	02/20/2015		N		
02/20/2015	MARINE CITY MI, 48039	/ /	0.0000	N		
		02/25/2015		N		

PD CK# 8546 02/20/2015

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-206.000	2014 SUMMER TAX 2/1/15-2/15/15	3,271.06
703-000.000-206.000	2014 SUMMER TAX 2/1/15-2/15/15	1.68
703-000.000-206.000	2014 SUMMER TAX 2/1/15-2/15/15	132.64
703-000.000-206.000	2014 SUMMER TAX 2/1/15-2/15/15	0.10
703-000.000-206.110	2014 SUMMER TAX 2/1/15-2/15/15	214.83
703-000.000-206.110	2014 SUMMER TAX 2/1/15-2/15/15	0.17
703-000.000-206.500	2014 SUMMER TAX 2/1/15-2/15/15	986.09
703-000.000-206.500	2014 SUMMER TAX 2/1/15-2/15/15	32.22

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 DB: Marine City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY
 EXP CHECK RUN DATES 02/20/2015 - 02/20/2015
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PAID
 DISBURSEMENTS 2/20/15
 Post Date Invoice
 CK Run Date PO
 Disc. Date Disc. %
 Due Date

Bank Invoice De
 Hold
 Sep CK
 1099

4,638.79

VENDOI

S012 SEMCO ENERGY GAS CO 02/05/2015 STATEMENT FTB MONTHLY GA
 81999 PO BOX 740812 02/20/2015 N
 02/05/2015 CINCINNATI OH, 45274-0812 / / 0.0000 N
 03/09/2015 N
 PD CK# 8547 02/20/2015
 *300 S PARKER ST

GL NUMBER DESCRIPTION AMOUNT
 101-790.000-923.000 MONTHLY GAS SERVICE CHARGE-311709 194.59

S012 SEMCO ENERGY GAS CO 02/05/2015 STATEMENT FTB MONTHLY GAS
 82000 PO BOX 740812 02/20/2015 N
 02/05/2015 CINCINNATI OH, 45274-0812 / / 0.0000 N
 03/09/2015 N
 PD CK# 8547 02/20/2015
 *304 S BELLE RIVER AVE

GL NUMBER DESCRIPTION AMOUNT
 592-546.000-923.000 MONTHLY GAS SERVICE CHARGE-123325C 356.65

S012 SEMCO ENERGY GAS CO 02/05/2015 STATEMENT FTB MONTHLY GAS
 82001 PO BOX 740812 02/20/2015 N
 02/05/2015 CINCINNATI OH, 45274-0812 / / 0.0000 N
 03/09/2015 N
 PD CK# 8547 02/20/2015
 *375 S PARKER ST

GL NUMBER DESCRIPTION AMOUNT
 101-301.000-923.000 MONTHLY GAS SERVICE CHARGE-295016 115.80

S012 SEMCO ENERGY GAS CO 02/05/2015 STATEMENT FTB MONTHLY GAS
 32002 PO BOX 740812 02/20/2015 N
 02/05/2015 CINCINNATI OH, 45274-0812 / / 0.0000 N
 03/09/2015 N
 PD CK# 8547 02/20/2015
 *514 S PARKER ST

GL NUMBER DESCRIPTION AMOUNT
 101-441.000-923.000 MONTHLY GAS SERVICE CHARGE-326160 1,371.79

DISBURSEMENTS
 FEBRUARY 20, 2015

02/27/2015 09:16 AM
 User: McDonald
 DB: Marine City

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY
 EXP CHECK RUN DATES 02/20/2015 - 02/20/2015
 JOURNALIZED

PAID
 DISBURSEMENTS 2/20/15

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

S012	SEMCO ENERGY GAS CO	02/05/2015	STATEMENT	FTB	MONTHLY GA
82003	PO BOX 740812	02/20/2015		N	
02/05/2015	CINCINNATI OH, 45274-0812	/ /	0.0000	N	
		03/09/2015		N	

PD CK# 8547 02/20/2015
 *1696 S PARKER ST

GL NUMBER	DESCRIPTION	AMOUNT
592-545.000-923.000	MONTHLY GAS SERVICE CHARGE-315021	1,451.59

S012	SEMCO ENERGY GAS CO	02/05/2015	STATEMENT	FTB	MONTHLY GAS
82004	PO BOX 740812	02/20/2015		N	
02/05/2015	CINCINNATI OH, 45274-0812	/ /	0.0000	N	
		03/09/2015		N	

PD CK# 8547 02/20/2015
 *405 S MAIN ST

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-923.000	MONTHLY GAS SERVICE CHARGE-169102	214.85

S012	SEMCO ENERGY GAS CO	02/05/2015	STATEMENT	FTB	MONTHLY GAS
32005	PO BOX 740812	02/20/2015		N	
02/05/2015	CINCINNATI OH, 45274-0812	/ /	0.0000	N	
		03/09/2015		N	

PD CK# 8547 02/20/2015
 *229 S WATER ST (GENERATOR)

GL NUMBER	DESCRIPTION	AMOUNT
592-549.000-923.000	MONTHLY GAS SERVICE CHARGE-273448	15.88

S012	SEMCO ENERGY GAS CO	02/05/2015	STATEMENT	FTB	MONTHLY GAS
32006	PO BOX 740812	02/20/2015		N	
02/05/2015	CINCINNATI OH, 45274-0812	/ /	0.0000	N	
		03/09/2015		N	

PD CK# 8547 02/20/2015
 *231 S WATER ST

GL NUMBER	DESCRIPTION	AMOUNT
592-549.000-923.000	MONTHLY GAS SERVICE CHARGE-219921	853.38

S012	SEMCO ENERGY GAS CO	02/05/2015	STATEMENT	FTB	MONTHLY GAS
32007	PO BOX 740812	02/20/2015		N	
02/05/2015	CINCINNATI OH, 45274-0812	/ /	0.0000	N	

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY
 EXP CHECK RUN DATES 02/20/2015 - 02/20/2015
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PAID
 DISBURSEMENTS 2/20/15

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

03/09/2015

N

PD CK# 8547 02/20/2015
 *303 S WATER ST

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-923.000	MONTHLY GAS SERVICE CHARGE-25982	264.38

DISBURSEMENTS

S204	ST CLAIR COUNTY TREASURER	02/20/2015	STATEMENT	FTB	2014 SUMME
82012	200 GRAND RIVER AVE, SUITE 101	02/20/2015		N	
02/20/2015	PORT HURON MI, 48060	/ /	0.0000	Y	
		02/25/2015		N	

PD CK# 8548 02/20/2015

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-207.000	2014 SUMMER TAX 2/1/15-2/15/15	366.25
703-000.000-207.000	2014 SUMMER TAX 2/1/15-2/15/15	0.18
703-000.000-207.000	2014 SUMMER TAX 2/1/15-2/15/15	14.83
703-000.000-207.000	2014 SUMMER TAX 2/1/15-2/15/15	0.01
703-000.000-207.100	2014 SUMMER TAX 2/1/15-2/15/15	1,032.71
703-000.000-207.100	2014 SUMMER TAX 2/1/15-2/15/15	0.53
703-000.000-207.100	2014 SUMMER TAX 2/1/15-2/15/15	41.91
703-000.000-207.100	2014 SUMMER TAX 2/1/15-2/15/15	0.03
703-000.000-207.300	2014 SUMMER TAX 2/1/15-2/15/15	448.11
703-000.000-207.300	2014 SUMMER TAX 2/1/15-2/15/15	0.23
703-000.000-207.300	2014 SUMMER TAX 2/1/15-2/15/15	18.17
703-000.000-207.300	2014 SUMMER TAX 2/1/15-2/15/15	0.01
703-000.000-207.400	2014 SUMMER TAX 2/1/15-2/15/15	37.54
703-000.000-207.400	2014 SUMMER TAX 2/1/15-2/15/15	0.01
703-000.000-207.400	2014 SUMMER TAX 2/1/15-2/15/15	1.53
703-000.000-207.500	2014 SUMMER TAX 2/1/15-2/15/15	179.23
703-000.000-207.500	2014 SUMMER TAX 2/1/15-2/15/15	0.09
703-000.000-207.500	2014 SUMMER TAX 2/1/15-2/15/15	7.25
703-000.000-207.500	2014 SUMMER TAX 2/1/15-2/15/15	0.01
703-000.000-207.900	2014 SUMMER TAX 2/1/15-2/15/15	1,163.36
703-000.000-207.900	2014 SUMMER TAX 2/1/15-2/15/15	0.60
703-000.000-207.900	2014 SUMMER TAX 2/1/15-2/15/15	47.17
703-000.000-207.900	2014 SUMMER TAX 2/1/15-2/15/15	0.04

3,359.80

3204	ST CLAIR COUNTY TREASURER	02/20/2015	STATEMENT	FTB	2014 WINTER
32013	200 GRAND RIVER AVE, SUITE 101	02/20/2015		N	

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY
 EXP CHECK RUN DATES 02/20/2015 - 02/20/2015
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 DISBURSEMENTS 2/20/15

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice De
Ref #	Address	CK Run Date	PO	Hold	
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK	
Invoice Notes		Due Date		1099	
02/20/2015	PORT HURON MI, 48060	/ /	0.0000	Y	
PD CK# 8549 02/20/2015		02/25/2015		N	

GL NUMBER	DESCRIPTION	AMOUNT
703-000.000-207.200	2014 WINTER TAX 2/1/15-2/15/15	4,768.90
703-000.000-207.200	2014 WINTER TAX 2/1/15-2/15/15	772.63
703-000.000-207.600	2014 WINTER TAX 2/1/15-2/15/15	13,614.99
703-000.000-207.600	2014 WINTER TAX 2/1/15-2/15/15	2,205.52
703-000.000-207.700	2014 WINTER TAX 2/1/15-2/15/15	11,912.99
703-000.000-207.700	2014 WINTER TAX 2/1/15-2/15/15	1,929.83
703-000.000-207.800	2014 WINTER TAX 2/1/15-2/15/15	8,429.86
703-000.000-207.800	2014 WINTER TAX 2/1/15-2/15/15	1,365.63
703-000.000-206.810	2014 WINTER TAX 2/1/15-2/15/15	1,356.00
703-000.000-207.130	2014 WINTER TAX 2/1/15-2/15/15	1,701.12
703-000.000-207.130	2014 WINTER TAX 2/1/15-2/15/15	275.69
703-000.000-207.140	2014 WINTER TAX 2/1/15-2/15/15	641.94
703-000.000-207.150	2014 WINTER TAX 2/1/15-2/15/15	4,253.73
703-000.000-207.150	2014 WINTER TAX 2/1/15-2/15/15	689.16
703-000.000-209.930	2014 WINTER TAX 2/1/15-2/15/15	3.77
703-000.000-209.930	2014 WINTER TAX 2/1/15-2/15/15	10.76
703-000.000-209.930	2014 WINTER TAX 2/1/15-2/15/15	9.42
703-000.000-209.930	2014 WINTER TAX 2/1/15-2/15/15	6.66
703-000.000-209.930	2014 WINTER TAX 2/1/15-2/15/15	1.34
703-000.000-209.930	2014 WINTER TAX 2/1/15-2/15/15	3.36
		<u>53,953.30</u>

1204	ST CLAIR COUNTY TREASURER	02/20/2015	STATEMENT	FTB	2014 WINTER
12014	200 GRAND RIVER AVE, SUITE 101	02/20/2015		N	
12/20/2015	PORT HURON MI, 48060	/ /	0.0000	Y	
PD CK# 8550 02/20/2015		02/25/2015		N	

GL NUMBER	DESCRIPTION	AMOUNT
03-000.000-209.930	2014 WINTER TAX 2/1/15-2/15/15	3.77
03-000.000-209.930	2014 WINTER TAX 2/1/15-2/15/15	10.77
03-000.000-209.930	2014 WINTER TAX 2/1/15-2/15/15	9.42
03-000.000-209.930	2014 WINTER TAX 2/1/15-2/15/15	6.67
03-000.000-209.930	2014 WINTER TAX 2/1/15-2/15/15	1.35
03-000.000-209.930	2014 WINTER TAX 2/1/15-2/15/15	3.37
		<u>35.35</u>

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 EXP CHECK RUN DATES 02/20/2015 - 02/20/2015
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 DISBURSEMENTS 2/20/15

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

					VENDOR
W089	WELLS FARGO FINANCIAL LEASING	01/01/2015	5001928747A	FTB	MONTHLY CO
82008	PO BOX 6434	02/20/2015		N	
02/11/2015	CAROL STREAM IL, 60197-6434	/ /	0.0000	N	
		02/26/2015		N	

PD CK# 8551 02/20/2015
 *(12/26/14-1/25/15) (JANUARY 2015)

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-943.000	MONTHLY COPIER LEASE	278.82

W089	WELLS FARGO FINANCIAL LEASING	02/01/2015	5001928747B	FTB	MONTHLY COI
82009	PO BOX 6434	02/20/2015		N	
02/11/2015	CAROL STREAM IL, 60197-6434	/ /	0.0000	N	
		02/26/2015		N	

PD CK# 8551 02/20/2015
 *(1/26/15-2/25/15) (FEBRUARY 2015)

GL NUMBER	DESCRIPTION	AMOUNT
101-265.000-943.000	MONTHLY COPIER LEASE	278.82

VENDOR

TOTAL - ALL V

FUND TOTALS:

- Fund 101 - GENERAL FUND
- Fund 202 - MAJOR STREET FUND
- Fund 203 - LOCAL STREET FUND
- Fund 592 - WATER/SEWER FUND
- Fund 703 - TAX ACCOUNT FUND
- Fund 736 - RETIREE HEALTH INS TRUST FUND

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 EXP CHECK RUN DATES 03/05/2015 - 03/05/2015
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MEETING ENCUMBRANCES 3/5/15

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 Des
A023 81974 03/05/2015	AARON D ATKINSON 1539 MEISNER ROAD EAST CHINA MI, 48054	03/05/2015 03/05/2015 / / 03/05/2015	STATEMENT 0.0000	FTB N Y N	MONTHLY PHC

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-853.000	MONTHLY PHONE REIMBURSEMENT-3/15	30.00

Vendor Code Ref # Invoice Date	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Des
A023 82024 02/18/2015	AARON D ATKINSON 1539 MEISNER ROAD EAST CHINA MI, 48054	02/18/2015 03/05/2015 / / 03/05/2015	STATEMENT 0.0000	FTB N Y N	OVERTIME LU

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-869.000	OVERTIME LUNCH MONIES-P/E 2/18/15	10.00

Vendor Code Ref # Invoice Date	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Des
P015 81975 01/31/2015	AIRGAS USA LLC PO BOX 802576 CHICAGO IL, 60680-2576	01/31/2015 03/05/2015 / / 03/05/2015	9925019085 000004372 0.0000	FTB N N N	ACETYLENE/A

Open

GL NUMBER	DESCRIPTION	AMOUNT	VEND
101-441.000-740.000	ACETYLENE/ARGON	36.11	A

Vendor Code Ref # Invoice Date	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Des
A025 82037 02/26/2015	AIS CONSTRUCTION EQUIPMENT 65809 GRATIOT AVE LENEX MI, 48050	02/26/2015 03/05/2015 / / 03/28/2015	J06859 000004390 0.0000	FTB N N N	NPK PH300 H

Open

*(FOR JCB BACKHOE WITH ATTACHMENTS) (CITY COMMISSION WAIVED COMPETIVE BIDDING 2/5/15) (NOTE:USING COUNTY ROAD TAX MILLAGE F

GL NUMBER	DESCRIPTION	AMOUNT	AI
202-452.000-970.000	NPK PH300 HYDRAULIC JACK HAMMER	6,040.00	
203-452.000-970.000	NPK PH300 HYDRAULIC JACK HAMMER	12,080.00	
		<u>18,120.00</u>	

Vendor Code Ref # Invoice Date	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Des
M113 82022 02/25/2015	APT-USC 7044 S 13TH STREET OAK CREEK WI, 53154	02/25/2015 03/05/2015 / / 04/01/2015	17134 0.0000	FTB N N N	2015 50TH AN

Open

*(AUGUST 16-18, 2015)

GL NUMBER	DESCRIPTION	AMOUNT
101-253.000-959.000	50TH ANNUAL CONFERENCE-I ANTONIEWICZ	395.00

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY
 EXP CHECK RUN DATES 03/05/2015 - 03/05/2015
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MEETING ENCUMBRANCES 3/5/15

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 De:
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					VENI
B178 81976 03/05/2015	BRIAN W BAYLY 365 COLONIAL LANE ALGONAC MI, 48001	03/05/2015 03/05/2015 / / 03/05/2015	STATEMENT 0.0000	FTB N N N	MONTHLY PHC

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-371.000-853.000	MONTHLY PHONE REIMBURSEMENT-3/15	40.00

MEETING

					VENC
C072 82015 02/10/2015	CARQUEST AUTO PARTS PO BOX 404875 ATLANTA GA, 30384-4875	02/10/2015 03/05/2015 / / 03/12/2015	5880-231835 000004378 0.0000	FTB N N N	WHEEL NUTS/

Open

*(EQUIPMENT REPAIR-TRAILER)

GL NUMBER	DESCRIPTION	AMOUNT	A
101-441.000-781.000	WHEEL NUTS/MISC	57.96	

C072 82038 02/25/2015	CARQUEST AUTO PARTS PO BOX 404875 ATLANTA GA, 30384-4875	02/25/2015 03/05/2015 / / 03/27/2015	5880-232716 000004041 0.0000	FTB N N N	LAMP MARKER
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Open

GL NUMBER	DESCRIPTION	AMOUNT	A
101-441.000-863.000	LAMP MARKERS	9.16	

MARCH 5, 2015

					VEND
C105 81977 02/10/2015	CONTRACTORS CONNECTION INC 2644 AUBURN ROAD SHELBY TOWNSHIP MI, 48317	02/10/2015 03/05/2015 / / 03/12/2015	7083336 000004375 0.0000	FTB N N N	GRAFFITI RE

Open

GL NUMBER	DESCRIPTION	AMOUNT	AJ
202-443.000-740.000	GRAFFITI REMOVER	18.36	
202-456.000-740.000	GRAFFITI REMOVER	18.36	
203-443.000-740.000	GRAFFITI REMOVER	27.54	
203-456.000-740.000	GRAFFITI REMOVER	27.54	
		<u>91.80</u>	

					VENDC
D142 81978 03/05/2015	DONALD G TILLERY 715 GRAND LEGACY LAPEER MI, 48446	03/05/2015 03/05/2015 / / 03/05/2015	STATEMENT 0.0000	FTB N N N	MONTHLY PHO

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY
 EXP CHECK RUN DATES 03/05/2015 - 03/05/2015
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MEETING ENCUMBRANCES 3/5/15

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice De:
Ref #	Address	CK Run Date	PO	Hold	
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK	
Invoice Notes		Due Date		1099	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301.000-853.000	MONTHLY PHONE REIMBURSEMENT-3/15	40.00

F178	FBI-LEEDA	03/05/2015	9685-15	FTB	2015 MEMBE
82029	5 GREAT VALLEY PARKWAY, SUITE 125	03/05/2015	000004382	N	
03/05/2015	MALVERN PA, 19355	/ /	0.0000	N	
		03/05/2015		N	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301.000-803.000	2015 MEMBERSHIP DUES-D TILLERY	50.00

B017	FOSTER BLUE WATER OIL LLC	02/17/2015	940420	FTB	FLOOR DRY/H
82020	36065 WATER ST	03/05/2015	000004027	N	
02/17/2015	PO BOX 430	/ /	0.0000	N	
	RICHMOND MI, 48062-0430	03/19/2015		N	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-863.000	FLOOR DRY/HYDRAULIC TRACTOR FLUID	634.05

G073	GOVT FINANCE OFFICERS ASSN	02/10/2015	0142828	FTB	MEMBERSHIP
81991	203 N LASALLE ST SUITE 2700	03/05/2015		N	
02/10/2015	CHICAGO IL, 60601-1216	/ /	0.0000	N	
		03/05/2015		N	

Open
 *(3/1/15-2/29/16)

GL NUMBER	DESCRIPTION	AMOUNT
101-253.000-803.000	MEMBERSHIP RENEWAL-M.E. MCDONALD	160.00

H010	HILLS GARAGE	02/25/2015	8663	FTB	REPAIRS-2000
82039	1284 RANGE RD	03/05/2015	000004386	N	
02/25/2015	PORT HURON MI, 48060	/ /	0.0000	N	
		03/27/2015		N	

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-863.000	REPAIRS-2000 STERLING	322.68

H013	HILL'S SERVICE CENTER INC	02/10/2015	1084	FTB	TRAILER TIRE
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 EXP CHECK RUN DATES 03/05/2015 - 03/05/2015
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MEETING ENCUMBRANCES 3/5/15

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 De:
81979 02/10/2015	5658 POINTE DRIVE EAST CHINA MI, 48054	03/05/2015 / / 03/12/2015	000004373 0.0000	N N N	

Open

GL NUMBER	DESCRIPTION	AMOUNT	
101-441.000-781.000	TRAILER TIRES/VALVE STEMS	360.00	
101-441.000-863.000	TIRE REPAIR-FORD PICKUP	20.00	
		380.00	

MEETING

A118 82040 02/16/2015	INTERSTATE BILLING SERVICE INC PO BOX 2208 DECATUR AL, 35609-2208	02/16/2015 03/05/2015 / / 03/18/2015	P16846A 000004036 0.0000	FTB N N N	SPLICER/HOS

Open

GL NUMBER	DESCRIPTION	AMOUNT	
101-441.000-781.000	SPLICER/HOSE	20.55	

A118 82041 02/16/2015	INTERSTATE BILLING SERVICE INC PO BOX 2208 DECATUR AL, 35609-2208	02/16/2015 03/05/2015 / / 03/18/2015	P16846B 000004385 0.0000	FTB N N N	SPLICER/HOS

Open

GL NUMBER	DESCRIPTION	AMOUNT	
101-441.000-781.000	SPLICER/HOSE	34.66	

ENCUMBRANCES

J032 81980 03/05/2015	JAMES D HEASLIP 455 MABEL ST MARINE CITY MI, 48039	03/05/2015 03/05/2015 / / 03/05/2015	STATEMENT 0.0000	FTB N N N	MONTHLY PHO

Open

GL NUMBER	DESCRIPTION	AMOUNT	
101-301.000-853.000	MONTHLY PHONE REIMBURSEMENT-3/15	30.00	

MARCH 5, 2015

V023 81981 03/05/2015	JAMES R VANDERMEULEN 1534 MINNESOTA AVE MARYSVILLE MI, 48040	03/05/2015 03/05/2015 / / 03/05/2015	STATEMENT 0.0000	FTB N N N	MONTHLY PHO

Open

GL NUMBER	DESCRIPTION	AMOUNT	
101-301.000-853.000	MONTHLY PHONE REIMBURSEMENT-3/15	30.00	

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY
 EXP CHECK RUN DATES 03/05/2015 - 03/05/2015
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MEETING ENCUMBRANCES 3/5/15

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 Des
K054 82030 02/12/2015	K-E ELECTRIC SUPPLY CORP 146 NORTH GROESBECK HWY MOUNT CLEMENS MI, 48043	02/12/2015 03/05/2015 / / 03/14/2015	I719442 000004028 0.0000	FTB N N N	LIGHT BULBS

Open

GL NUMBER	DESCRIPTION	AMOUNT	VEND
101-441.000-931.000	LIGHT BULBS	62.25	

MEETING

Vendor Code Ref # Invoice Date	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Des
K075 81982 03/05/2015	KRISTEN BAXTER 350 COLONIAL LANE ALGONAC MI, 48001	03/05/2015 03/05/2015 / / 03/05/2015	STATEMENT 000004388 0.0000	FTB N N N	MONTHLY PHC

Open

GL NUMBER	DESCRIPTION	AMOUNT	VEND
101-215.000-853.000	MONTHLY PHONE REIMBURSEMENT-3/15	40.00	

ENCUMBRANCES

Vendor Code Ref # Invoice Date	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Des
K078 82042 02/25/2015	KYLEE CIELECKI 8354 LINDSEY ROAD CASCO MI, 48064	02/25/2015 03/05/2015 / / 03/05/2015	STATEMENT 000004388 0.0000	FTB N N Y	BASKETBALL

Open

*(BASKETBALL PROJECT)

GL NUMBER	DESCRIPTION	AMOUNT	VEND
101-751.000-802.000-BASKETBALL	BASKETBALL OFFICIAL FEE	60.00	

MARCH 3, 2015

Vendor Code Ref # Invoice Date	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Des
L183 82043 02/24/2015	LEO'S PEST CONTROL LLC PO BOX 91 MARINE CITY MI, 48039	02/24/2015 03/05/2015 / / 03/26/2015	STATEMENT 000004387 0.0000	FTB N N N	ANT TREATME

Open

*(TETRA TECH MAINTENANCE ACCOUNT)

GL NUMBER	DESCRIPTION	AMOUNT	VEND
592-545.000-802.000	ANT TREATMENT-WWTP	175.00	

Vendor Code Ref # Invoice Date	Vendor name Address City/State/Zip	Post Date CK Run Date Disc. Date Due Date	Invoice PO Disc. %	Bank Hold Sep CK 1099	Invoice Des
L152 81983 03/05/2015	LYNN M ZYROWSKI 2552 BELLE RIVER EAST CHINA MI, 48054	03/05/2015 03/05/2015 / / 03/05/2015	STATEMENT 0.0000	FTB N N N	MONTHLY PHON

Open

GL NUMBER	DESCRIPTION	AMOUNT	VEND
101-751.000-853.000	MONTHLY PHONE REIMBURSEMENT-3/15	40.00	

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 MEETING ENCUMBRANCES 3/5/15

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

VENI					
M060	MARY ELLEN MCDONALD	03/05/2015	STATEMENT	FTB	MONTHLY PHC
81984	1102 S THIRD	03/05/2015		N	
03/05/2015	MARINE CITY MI, 48039	/ /	0.0000	N	
Open		03/05/2015		N	

GL NUMBER	DESCRIPTION	AMOUNT
101-253.000-853.000	MONTHLY PHONE REIMBURSEMENT-3/15	40.00

MEETING

VEND					
I007	MICHAEL P ITRICH	03/05/2015	STATEMENT	FTB	MONTHLY PHC
81985	5602 KING ROAD	03/05/2015		N	
03/05/2015	CHINA MI, 48054	/ /	0.0000	N	
Open		03/05/2015		N	

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-853.000	MONTHLY PHONE REIMBURSEMENT-3/15	65.00

ENCUMBRANCES

VEND					
N086	NATALIE TIPTON	02/25/2015	STATEMENT	FTB	BASKETBALL
82044	6986 MEISNER ROAD	03/05/2015	000004389	N	
02/25/2015	CHINA MI, 48054	/ /	0.0000	N	
Open		03/27/2015		Y	

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-802.000-BASKETBALL	BASKETBALL OFFICIAL FEE	90.00

MARCH 5, 2015

VEND					
N043	NEOFUNDS BY NEOPOST	01/23/2015	STATEMENT	FTB	PREPAID POS
81992	PO BOX 30193	03/05/2015		N	
01/23/2015	TAMPA FL, 33630-3193	/ /	0.0000	N	
Open		03/05/2015		N	

GL NUMBER	DESCRIPTION	AMOUNT
101-000.000-123.200	PREPAID POSTAGE-POSTAGE METER	2,000.00

VEND					
O029	ON DUTY GEAR LLC	02/16/2015	12515	FTB	HANDCUFFS
82019	309 HURON AVE	03/05/2015	000004096	N	
02/16/2015	PORT HURON MI, 48060	/ /	0.0000	N	
Open		03/18/2015		N	

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MEETING ENCUMBRANCES 3/5/15

Vendor Code	Vendor name	Post Date	Invoice	Bank	Invoice De:
Ref #	Address	CK Run Date	PO	Hold	
Invoice Date	City/State/Zip	Disc. Date	Disc. %	Sep CK	
Invoice Notes		Due Date		1099	

GL NUMBER	DESCRIPTION	AMOUNT
101-301.000-744.000	HANDCUFFS	286.93

H064	PATRICK S HUPCIK	03/05/2015	STATEMENT	FTB	MONTHLY PHC
81986	1120 WEST BLVD	03/05/2015		N	
03/05/2015	MARINE CITY MI, 48039	/ /	0.0000	Y	
Open		03/05/2015		N	

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-853.000	MONTHLY PHONE REIMBURSEMENT-3/15	30.00

H064	PATRICK S HUPCIK	02/18/2015	STATEMENT	FTB	OVERTIME LU
82025	1120 WEST BLVD	03/05/2015		N	
02/18/2015	MARINE CITY MI, 48039	/ /	0.0000	Y	
Open		03/05/2015		N	

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-869.000	OVERTIME LUNCH MONIES-P/E 2/18/15	10.00

P012	PAUL A WESTRICK	03/05/2015	STATEMENT	FTB	MONTHLY PHC
81987	32463 SUTTON RD	03/05/2015		N	
03/05/2015	NEW BALTIMORE MI, 48047	/ /	0.0000	N	
Open		03/05/2015		N	

GL NUMBER	DESCRIPTION	AMOUNT
101-301.000-853.000	MONTHLY PHONE REIMBURSEMENT-3/15	30.00

P017	PEAR TREE MEDICAL CLINIC	02/17/2015	19493	FTB	PHYSICAL-A
82045	51863 SCHOENHERR RD SUITE 101	03/05/2015	000004379	N	
02/17/2015	SHELBY TWP MI, 48315-2758	/ /	0.0000	N	
Open		03/19/2015		N	

GL NUMBER	DESCRIPTION	AMOUNT
101-301.000-725.000	PHYSICAL-A KREINER	100.00

P016	PHILIP OLEKSIK	02/16/2015	STATEMENT	FTB	MILEAGE REI
82023	1038 S PARKER ST APT 1	03/05/2015		N	
02/23/2015	MARINE CITY MI, 48039	/ /	0.0000	N	
Open		03/05/2015		N	

GL NUMBER	DESCRIPTION	AMOUNT
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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 De
101-751.000-870.000	MILEAGE REIMBURSEMENT				25.16

R012 82016 03/01/2015	RAYMOND JAMES & ASSOCIATES 691 N SQUIRREL RD SUITE 222 AUBURN HILLS MI, 48326	03/01/2015 03/05/2015 / / 03/05/2015	STATEMENT 0.0000	FTB N N N	EMPLOYER RI
Open					

GL NUMBER	DESCRIPTION	AMOUNT
101-851.000-718.000	EMPLOYER RETIREMENT CONTRIBUTION-3/15	11,915.00
202-450.000-718.000	EMPLOYER RETIREMENT CONTRIBUTION-3/15	520.83
203-450.000-718.000	EMPLOYER RETIREMENT CONTRIBUTION-3/15	952.08
209-000.000-718.000	EMPLOYER RETIREMENT CONTRIBUTION-3/15	341.66
592-543.000-718.000	EMPLOYER RETIREMENT CONTRIBUTION-3/15	955.41
592-547.000-718.000	EMPLOYER RETIREMENT CONTRIBUTION-3/15	1,761.25
		<u>16,446.23</u>

S021 81993 02/13/2015	ST CLAIR CO ROAD COMMISSION 21 AIRPORT ROAD ST CLAIR MI, 48079-1404	01/31/2015 03/05/2015 / / 03/14/2015	510333 0.0000	FTB N N N	TRAFFIC SIG
Open					

GL NUMBER	DESCRIPTION	AMOUNT
202-459.000-802.000	TRAFFIC SIGNAL MAINT-WEST BLVD/M-29	27.54

S016 82017 02/17/2015	STANDARD OFFICE SUPPLY 928 MILITARY STREET PORT HURON MI, 48060-5481	02/17/2015 03/05/2015 / / 03/19/2015	0153442-001 000004377 0.0000	FTB N N N	OFFICE SUPP
Open					

GL NUMBER	DESCRIPTION	AMOUNT	A
101-172.000-727.000	OFFICE SUPPLIES	0.76	
101-209.000-727.000	OFFICE SUPPLIES	0.76	
101-215.000-727.000	OFFICE SUPPLIES	0.77	
101-253.000-727.000	OFFICE SUPPLIES	18.11	
101-371.000-727.000	OFFICE SUPPLIES	0.76	
101-751.000-727.000	OFFICE SUPPLIES	0.76	
592-543.000-727.000	OFFICE SUPPLIES	9.05	
592-547.000-727.000	OFFICE SUPPLIES	9.05	
		<u>40.02</u>	

S016 82021 02/20/2015	STANDARD OFFICE SUPPLY 928 MILITARY STREET PORT HURON MI, 48060-5481	02/20/2015 03/05/2015 / / 03/22/2015	0153506-001 000004009 0.0000	FTB N N N	TONER CARTR

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MEETING ENCUMBRANCES 3/5/15

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 Des
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Open

GL NUMBER	DESCRIPTION	AMOUNT	VEND
101-301.000-727.000	TONER CARTRIDGES/PAPER CLIPS	376.75	

S220 82046	STATE OF MICHIGAN-MDEQ CASHIERS OFFICE PO BOX 30657 LANSING MI, 48909-8157	02/01/2015 03/05/2015 / / 03/15/2015	906011 000004384 0.0000	FTB N N N	MUNICIPAL S
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Open

GL NUMBER	DESCRIPTION	AMOUNT	VEND
101-281.000-822.000	MUNICIPAL SW ANNUAL PERMIT FEE-MIG610365	2,000.00	

S293 81989	STRATEGIC COMM SOLUTIONS INC 27780 NOVI ROAD NOVI MI, 48377-3427	03/01/2015 03/05/2015 / / 03/30/2015	1875 0.0000	FTB N N N	PROFESSIONA
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Open
 *(SUBMITTED TO TIFA BOARD FOR APPROVAL)

GL NUMBER	DESCRIPTION	AMOUNT	VEND
251-000.000-801.000	PROFESSIONAL SERVICES-THRU 3/15	1,666.67	
252-000.000-801.000	PROFESSIONAL SERVICES-THRU 3/15	3,333.33	
		<u>5,000.00</u>	

S285 82018	SYO COMPUTER SERVICES PO BOX 182487 SHELBY TWP MI, 48318-2487	03/01/2015 03/05/2015 / / 03/17/2015	15240 000003967 0.0000	FTB N N N	REMOTE BACK-
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Open

GL NUMBER	DESCRIPTION	AMOUNT	VEND
101-265.000-781.000	REMOTE BACK-UP OF DATA-3/15	30.00	
101-265.000-802.000	WEBSITE MAINTENANCE-3/15	125.00	
		<u>155.00</u>	

S285 82026	SYO COMPUTER SERVICES PO BOX 182487 SHELBY TWP MI, 48318-2487	02/17/2015 03/05/2015 / / 03/19/2015	15251 000004380 0.0000	FTB N N N	1500 TOWER (
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Open

GL NUMBER	DESCRIPTION	AMOUNT	VEND
101-301.000-727.000	1500 TOWER UPS	507.00	

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MEETING ENCUMBRANCES 3/5/15

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 De
S285 82027 02/18/2015	SYO COMPUTER SERVICES PO BOX 182487 SHELBY TWP MI, 48318-2487	02/18/2015 03/05/2015 / / 03/20/2015	15258 000004383 0.0000	FTB N N N	POWER SUPP

Open

GL NUMBER	DESCRIPTION	AMOUNT
592-545.000-781.000	POWER SUPPLY FOR SERVER-WWTP	61.43

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 De
S285 82028 02/18/2015	SYO COMPUTER SERVICES PO BOX 182487 SHELBY TWP MI, 48318-2487	02/18/2015 03/05/2015 / / 03/20/2015	15262 000004381 0.0000	FTB N N N	MALWARE REM

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-301.000-781.000	MALWARE REMOVAL TOOL	10.00

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 De
S285 82047 02/23/2015	SYO COMPUTER SERVICES PO BOX 182487 SHELBY TWP MI, 48318-2487	02/23/2015 03/05/2015 / / 03/25/2015	15277 000004391 0.0000	FTB N N N	(2) DELL MC

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-215.000-727.000	(2) DELL MONITORS/ADAPTOR	374.40
592-543.000-727.000	(2) DELL MONITORS/ADAPTOR	46.80
592-547.000-727.000	(2) DELL MONITORS/ADAPTOR	46.80
		<u>468.00</u>

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 De
V022 81990 02/12/2015	VESCO OIL CORP PO BOX 525 SOUTHFIELD MI, 48037-0525	02/12/2015 03/05/2015 / / 03/14/2015	3658012-00 000004039 0.0000	FTB N N N	DISPOSAL FE

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-441.000-863.000	DISPOSAL FEES-WASTE FROM VEHICLES	70.25

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 De
B024 81988 01/21/2015	VINEY'S VARSITY WEAR LLC 6732 SOUTH RIVER ROAD MARINE CITY MI, 48039	01/21/2015 03/05/2015 / / 03/05/2015	STATEMENT 000004374 0.0000	FTB N N N	BASKETBALL

Open

GL NUMBER	DESCRIPTION	AMOUNT
101-751.000-740.000-BASKETBALL	BASKETBALL JERSEYS	48.00

VEND

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MEETING ENCUMBRANCES 3/5/15

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

TOTAL - ALL

FUND TOTALS:
Fund 101 - GENERAL FUND
Fund 202 - MAJOR STREET FUND
Fund 203 - LOCAL STREET FUND
Fund 209 - CEMETERY FUND
Fund 251 - TIFA 2
Fund 252 - TIFA 3
Fund 592 - WATER/SEWER FUND

MEETING

ENCUMBRANCES

MARCH 5, 2015