



## AGENDA

### CITY COMMISSION MEETING

Monday, December 18, 2017

7:00 PM

1. Call to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Announcements, Acknowledgments and Communications and Reports.  
Presentation of the 2017 Fiscal Year End Audit Report by Plante & Moran.
5. Adoption of Agenda.
6. Public Participation.
7. Administrative Response to Issues or Questions Raised During Previous Meetings.
8. Approval of Minutes.
9. General Business.  
9-A – Approve the Resolution for Deficit Elimination Plan – Automobile Parking System.  
9-B – Approve Purchases and Payment of Invoices.
10. Consent Agenda.  
10-A – Appointments to Boards, Committees and Commissions.
  - Appointment of Roger Bunton to the Retirement System Board of Trustees.
  - Reappointment of Raymond White to the Cable TV Commission.10-B - Approval of the 2017 Fiscal Year End Audit Report from Plante & Moran.
11. City Manager's Report.

12. Commissioners' Comments.

13. Adjournment.

The City of Mount Clemens will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audiotapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon one week-notice to the City of Mount Clemens. Individuals with disabilities requiring auxiliary aids should contact the City of Mount Clemens by writing or calling the following:

City Clerk's Office  
One Crocker Boulevard  
Mount Clemens, Michigan 48043  
586.469.6818, Extension 310  
911 - TDD

## **CITY COMMISSION WORK SESSION**

**County of Macomb  
State of Michigan**

**December 4, 2017  
Conference Room**

A work session of the Mount Clemens City Commission was held on Monday, December 4, 2017 at 6:00 p.m. The meeting was held in the Conference Room of the Municipal Building, One Crocker Boulevard, Mount Clemens, Michigan. Present at this meeting were Mayor Barb Dempsey and Commissioners Roger Bunton, Ronald Campbell, Bill “Sonny” Ford, Laura Fournier, Laura Kropp and Denise Mentzer. Also in attendance were: Lisa Borgacz, Interim City Manager/City Clerk; Jeff Wood, Assistant City Manager/Public Services Director; Linda Kunath, Finance Director; Brian Tingley, Community Development Director; Sara Price, Human Resources Director; Michael Murray, City Attorney; and Stephanie Lange, Chippewa Valley Coalition for Youth & Families.

**PUBLIC PARTICIPATION WAS CONDUCTED.**

**A PRESENTATION REGARDING MEDICAL MARIHUANA LAW WAS CONDUCTED.**

**CITY COMMISSION INFORMATIONAL UPDATES WERE CONDUCTED.**

**COMMISSIONERS’ COMMENTS WERE HEARD.**

Commissioner Kropp made a motion, supported by Commissioner Campbell to adjourn the meeting. The motion passed unanimously.

The meeting adjourned at 6:51 p.m.

Respectfully submitted,

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Barb Dempsey, Mayor

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Lisa Borgacz, Interim City Manager/City Clerk

## CITY COMMISSION MEETING

County of Macomb  
State of Michigan

December 4, 2017  
Commission Chambers

A regular meeting of the Mount Clemens City Commission was held on Monday, December 4, 2017 at 7:00 p.m. The meeting was held in the Commission Chambers of the Municipal Building, One Crocker Boulevard, Mount Clemens, Michigan. Present at this meeting were Mayor Barb Dempsey and Commissioners Roger Bunton, Ronald Campbell, Bill "Sonny" Ford, Laura Fournier, Laura Kropp and Denise Mentzer. Also in attendance were Lisa Borgacz, Interim City Manager/City Clerk, Jeff Wood, Assistant City Manager/Public Services Director and Michael Murray, City Attorney.

The meeting was called to order at 7:00 p.m.

### **ANNOUNCEMENTS, ACKNOWLEDGEMENTS, COMMUNICATIONS AND REPORTS WERE PRESENTED AND ADDRESSED, ITEM 4.**

State Representative William Sowerby made a presentation to the Commission regarding no fault insurance and pension reform.

A proclamation was given to former City Commissioner Lois Hill for her years of service on the City Commission.

### **THE ADOPTION OF THE AGENDA WAS CONSIDERED, ITEM 5.**

Commissioner Kropp made a motion, supported by Commissioner Bunton to adopt the agenda as presented. The motion passed unanimously.

### **PUBLIC PARTICIPATION WAS CONDUCTED, ITEM 6.**

### **ADMINISTRATIVE RESPONSE TO ISSUES OR QUESTIONS RAISED DURING PREVIOUS MEETINGS WAS RECEIVED, ITEM 7.**

### **APPROVAL OF MINUTES WAS CONSIDERED, ITEM 8.**

Commissioner Bunton made a motion, supported by Commissioner Kropp to approve the minutes of the Work Session of November 20, 2017 and the Regular Meeting of November 20, 2017 as presented. The motion passed unanimously.

### **REQUEST APPROVAL TO ENTER INTO AN AGREEMENT WITH AT&T FOR MANAGED PHONE SYSTEM SERVICES, UPGRADE DATA/VOICE CONNECTIONS AND NEW PHONE EQUIPMENT WAS CONSIDERED, ITEM 9-A.**

Commissioner Kropp made a motion, supported by Commissioner Bunton to approve the Agreement between the City of Mount Clemens and AT&T for the phone system upgrades, and the purchase, connection and installation of phone equipment. The motion passed unanimously.

**APPROVAL OF PURCHASES AND PAYMENT OF INVOICES WAS CONSIDERED, ITEM 9-B.**

Commissioner Campbell made a motion, supported by Commissioner Bunton to approve purchases and payment of invoices as presented. The motion passed unanimously.

**THE CONSENT AGENDA WAS CONSIDERED, ITEM 10.**

Commissioner Campbell made a motion, supported by Commissioner Kropp to approve the consent agenda as presented.

In Item 10-A, the second reading and adoption of an ordinance authorizing the conditional rezoning of property located at 205 Washington from I-1 Light Industrial to RM-1 Multiple-Family Residential, subject to a site plan and Conditional Rezoning Agreement was approved.

The motion passed unanimously.

**THE CITY MANAGER'S REPORT WAS GIVEN, ITEM 11.**

**COMMISSIONERS' COMMENTS WERE RECEIVED, ITEM 12.**

**ADJOURNMENT, ITEM 13.**

Commissioner Bunton made a motion, supported by Commissioner Kropp to adjourn the meeting.

The meeting adjourned at 7:51p.m.

Respectfully submitted,

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Barb Dempsey, Mayor

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Lisa Borgacz, Interim City Manager/City Clerk

**EXPLANATION OF AGENDA – DECEMBER 18, 2017**

**AGENDA ITEM NO. 9-A**

**Approve the Resolution for Deficit Elimination Plan – Automobile Parking System**

With the completion of the 2017 audit it was determined that the Unrestricted Net Position deficit balance in the Automobile Parking System required a Deficit Elimination Plan be filed with the State of Michigan.

The State requires elected body approval of the Resolution along with the deficit plan. The Automobile Parking System plan is a one year plan that contains itemized revenues, expenses, and changes in unrestricted net assets.

**SUBMITTED BY:** Linda A. Kunath, Finance Director/Treasurer

**RECOMMENDED MOTION:** Motion to approve the resolution for the Mount Clemens Auto Parking System Deficit Elimination Plan

**MOUNT CLEMENS AUTOMOBILE PARKING SYSTEM  
DEFICIT ELIMINATION PLAN**

**WHEREAS**, the City of Mount Clemens Automobile Parking System has a \$30,197 deficit fund balance on June 30, 2017; and

**WHEREAS**, 1971 PA 140 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury.

**NOW THEREFORE, BE IT RESOLVED** that the City of Mount Clemens legislative body adopts the following as the City of Mount Clemens Automobile Parking System Deficit Elimination Plan.

	2018
Unrestricted Net Position (Deficit) July 1, 2017	\$(30,197)
<b>Revenue</b>	688,000
<b>Expenses</b>	306,307
Depreciation (Net Investment in Capital Assets)	184,000
Debt principal (Net Investment in Capital Assets)	(355,000)
Unrestricted Net Position (Surplus) June 30, 2018	\$180,496

	2018
CA-CL (Deficit) July 1, 2017	\$(148,271)
Revenues	688,000
Expenses	306,307
Add Back Depreciation	184,000
CA-CL (Surplus) June 30, 2018	\$417,422

**BE IT FURTHER RESOLVED** that the City of Mount Clemens Finance Director/Treasurer submits the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

**RESOLUTION DECLARED ADOPTED** this 18<sup>th</sup> day of December, 2017.

CITY OF MOUNT CLEMENS,  
a Michigan Municipal Corporation

By: \_\_\_\_\_  
Barb Dempsey, Mayor

By: \_\_\_\_\_  
Lisa Borgacz, Interim City Manager/City Clerk





## **MEMORANDUM**

**TO:** Lisa Borgacz, Interim City Manager/City Clerk  
Jeffery Wood, Assistant City Manager

**FROM:** Linda A. Kunath, Finance Director/Treasurer

**DATE:** December 13, 2017

**SUBJECT:** Deficit Elimination Plan – Automobile Parking System

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The City Commission meeting Agenda for December 18, 2017 contains a request for approval of a Deficit Elimination Plan – Automobile Parking System. This request is in compliance with State of Michigan Department of Treasury requirements for local government units in accordance with 1971 Public Act (PA) 140.

The June 30, 2017 deficit of the Unrestricted Net Position in the Automobile Parking System is due to making an additional bond payment in the same fiscal year. The Parking System bond was refinanced 05/26/2016 with payments due July 1 and January 1, through July 1, 2023. Since 07/01/17 occurred on a Saturday, that payment was made in June, 2017. The additional principle and interest payment made in fiscal year 2016-2017 caused the deficit in the Unrestricted Net Position. There will not be a deficit from 07/01/17, the current fiscal year, and forward, as no more than two scheduled bond payments will be made in any given fiscal year. The Deficit Elimination Plan is reflective of the one year elimination period.

If you have any questions or additional information is needed, please contact me.

**EXPLANATION OF AGENDA – DECEMBER 18, 2017**

**AGENDA ITEM NO. 9-B**

**Approve Purchases and Payment of Invoices**

VENDOR (PURCHASES)	DESCRIPTION	FUND/ DEPARTMENT/ APPROPRIATION	ACCOUNT NUMBER	AMOUNT	CURRENT BALANCE
1.FCx Services Process Control Service Division 24450 Indoplex Circle Farmington Hills, MI 48335	Estimated annual Requirement of Instrumentation Services needed By the Water and Sewer Plants	Sewer-Utilities Fund/ Pump Stations/ Contractual Services	590-53706-818000	\$105.00/hour/scheduled \$150.00/hour/emergency \$125.00/hour/programming \$105.00/hour/travel	\$3,682.00
		Sewer-Utilities Fund/ Retention Basin/ Contractual Services	590-53707-818000		\$16,548.00
		Sewer-Utilities Fund/ Operation of Plant/ Contractual Services	590-53708-818000		\$4,063.35
		Water-Utilities Fund/ Operation of Plant/ Contractual Services	591-53708-818000		\$18,758.52

VENDOR (INVOICES)	DESCRIPTION	FUND/ DEPARTMENT/ APPROPRIATION	ACCOUNT NUMBER	AMOUNT	CURRENT BALANCE
1.State of Michigan Michigan Department of Environmental Quality Cashiers Office – NP1 P.O. Box 30657 Lansing, MI 48909	NPDES Annual Permit Fee (National Pollutant Discharge Elimination System)	Sewer-Utilities Fund/ Operation of Plant/ State of Michigan Fees	590-53708-831000	\$13,000.00	\$16,268.00
2.Cass Auto Parts 293 Cass Avenue Mount Clemens, MI 48043	Auto parts and supplies picked up in the month of November 2017, by various departments.	Various	Various	\$1,668.25	Various
3.O'Reilly Auto Parts 10 North Groesbeck Mount Clemens, MI 48043	Auto parts and supplies picked up in the month of November 2017, by various departments.	Various	Various	\$1,561.08	Various

VENDOR (INVOICES)	DESCRIPTION	FUND/ APPROPRIATION/ ACCOUNT NUMBER	ACCOUNT NUMBER	AMOUNT	CURRENT BALANCE
4. Kramer & Murray, P.C. Ruggirello, Velardo, Novara, and Ver Beek, P.C. 65 Southbound Gratiot Mount Clemens, MI 48043	Legal Fees for The month of November, 2017	General Fund/ Legal Services/ Legal Fees	101-26600-826000	\$9,456.25	\$81,527.50
		General Fund/ Legal Services/ Legal Fees-Labor	101-26600-826001	\$1,281.25	\$39,193.75
		Dial-A-Ride Fund/ Legal Fees	211-29000-826000	\$156.25	\$1,500.00
		Downtown Development Authority Fund/ Legal Fees	248-69200 826000	\$256.25	*
		Water-Utilities Fund/ Commercial Activities/ Legal Fees	591-53703-826000	\$75.00	*

\*Budget amendment to be made at a later date.

**SUBMITTED BY:** Linda A. Kunath, Finance Director/Treasurer

**RECOMMENDED MOTION:** Approve payment of invoices as presented.

**CITY OF MOUNT CLEMENS**

Tabulation of sealed bids received and opened on Tuesday, December 5, 2017, for our estimated annual requirement of Instrumentation Services needed by the Water and Sewer Plants:

BIDDER	SCHEDULED INSTRUMENTATION SERVICE COSTS/HOUR	EMERGENCY SERVICE COSTS/HOUR	PROGRAMMING SERVICE COST/HOUR	TRAVEL COSTS
1.FCx Services Process Control Services Division 24450 Indoplex Circle Farmington Hills, MI 48335	\$105.00 \$945.00/day	\$150.00	\$125.00 \$1,500.00/day	\$105.00/ Instrumentation \$125.00/ PLC and SCADA

Bid posted on MITN.  
 Bid posted on Cable.  
 Bid posted on City's Website.

Linda A. Kunath  
 Finance Director/Treasurer

**EXPLANATION OF CONSENT AGENDA – DECEMBER 18, 2017**

**CONSENT AGENDA ITEM NO. 10-A**

**Appointments to Boards, Committees and Commissions**

Retirement System Board of Trustees

Mayor recommends appointing Roger Bunton as the representative from the Mount Clemens City Commission to the Retirement System Board of Trustees.

Cable Television Commission

Mayor recommends reappointing Raymond White to the Cable TV Commission. This is for a 3-year term, which expires 12/31/2020.

**SUBMITTED BY:** Barb Dempsey  
Mayor

**RECOMMENDED MOTION:** To approve the appointments as presented.

**EXPLANATION OF CONSENT AGENDA – DECEMBER 18, 2017**

**CONSENT AGENDA ITEM NO. 10-B**

**Approval of the June 30, 2017 Fiscal Year End Audit Report from Plante & Moran**

Plante & Moran has completed their audit of the City's financials for the 2016-2017 Fiscal Year ending June 30, 2017. Copies of the audit have been provided for your review and acceptance.

The audit will be available for review on the State of Michigan's web site, on the City's website and in the City Clerk's Office.

**SUBMITTED BY:** Linda A. Kunath, Finance Director/Treasurer

**RECOMMENDED MOTION:** To approve the Audit as submitted for the fiscal year ending June 30, 2017 by Plante & Moran.

[plantemoran.com](http://plantemoran.com)

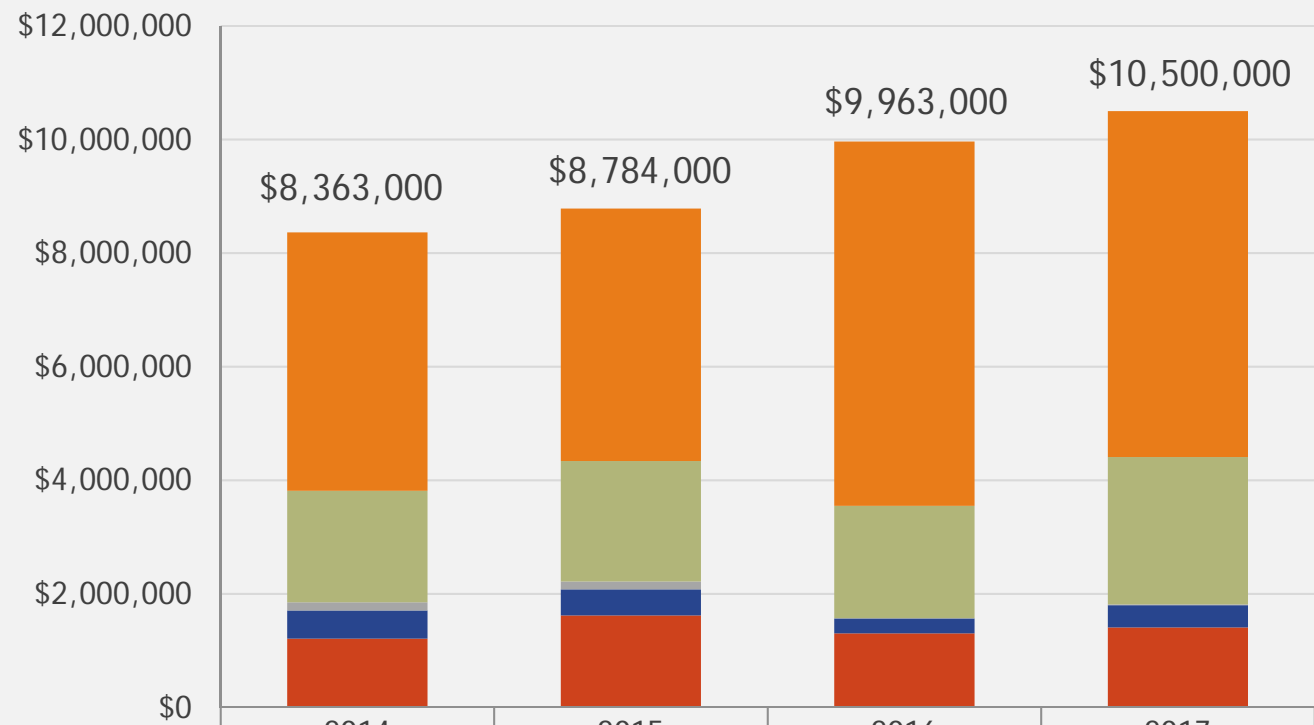


## ■ City of Mount Clemens Audit Presentation

FOR THE YEAR ENDED JUNE 30, 2017

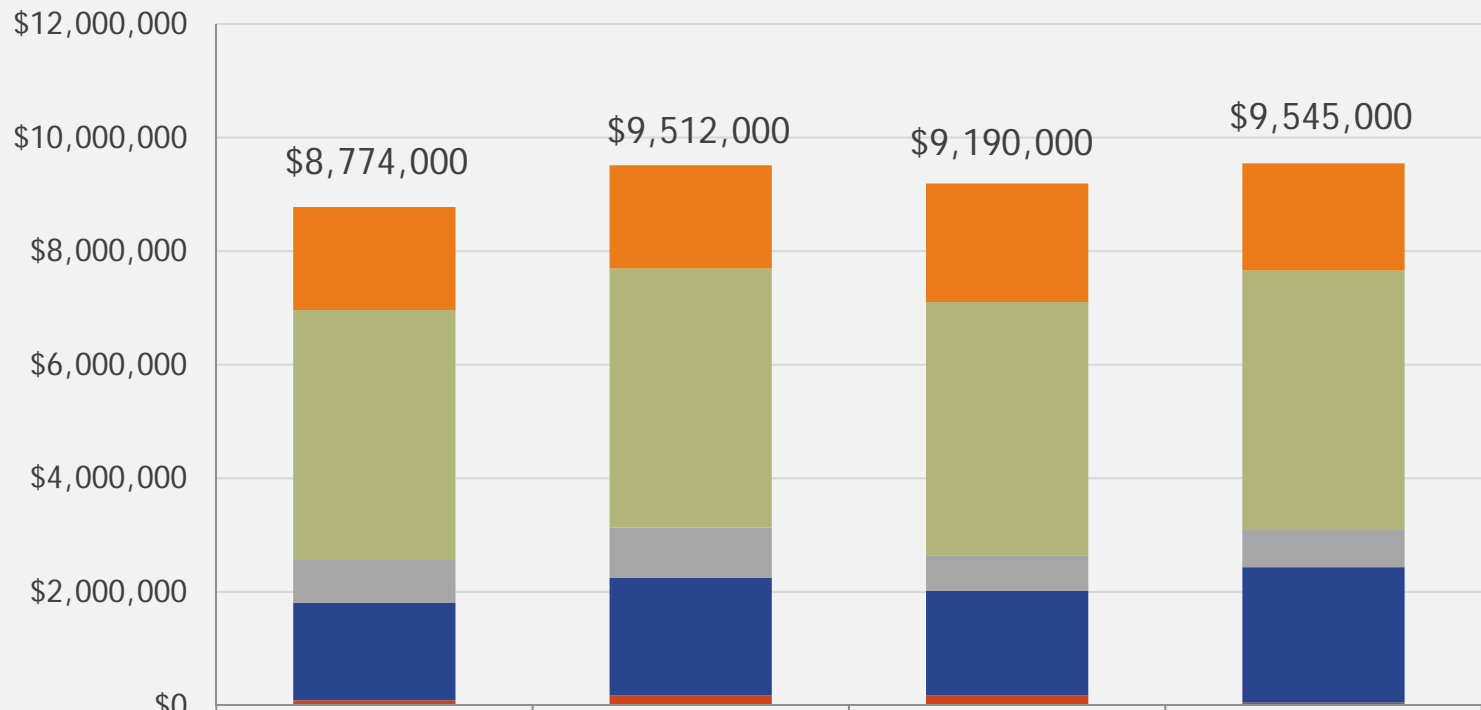


# City of Mount Clemens General Fund Revenue Years Ended June 30, 2014 - 2017



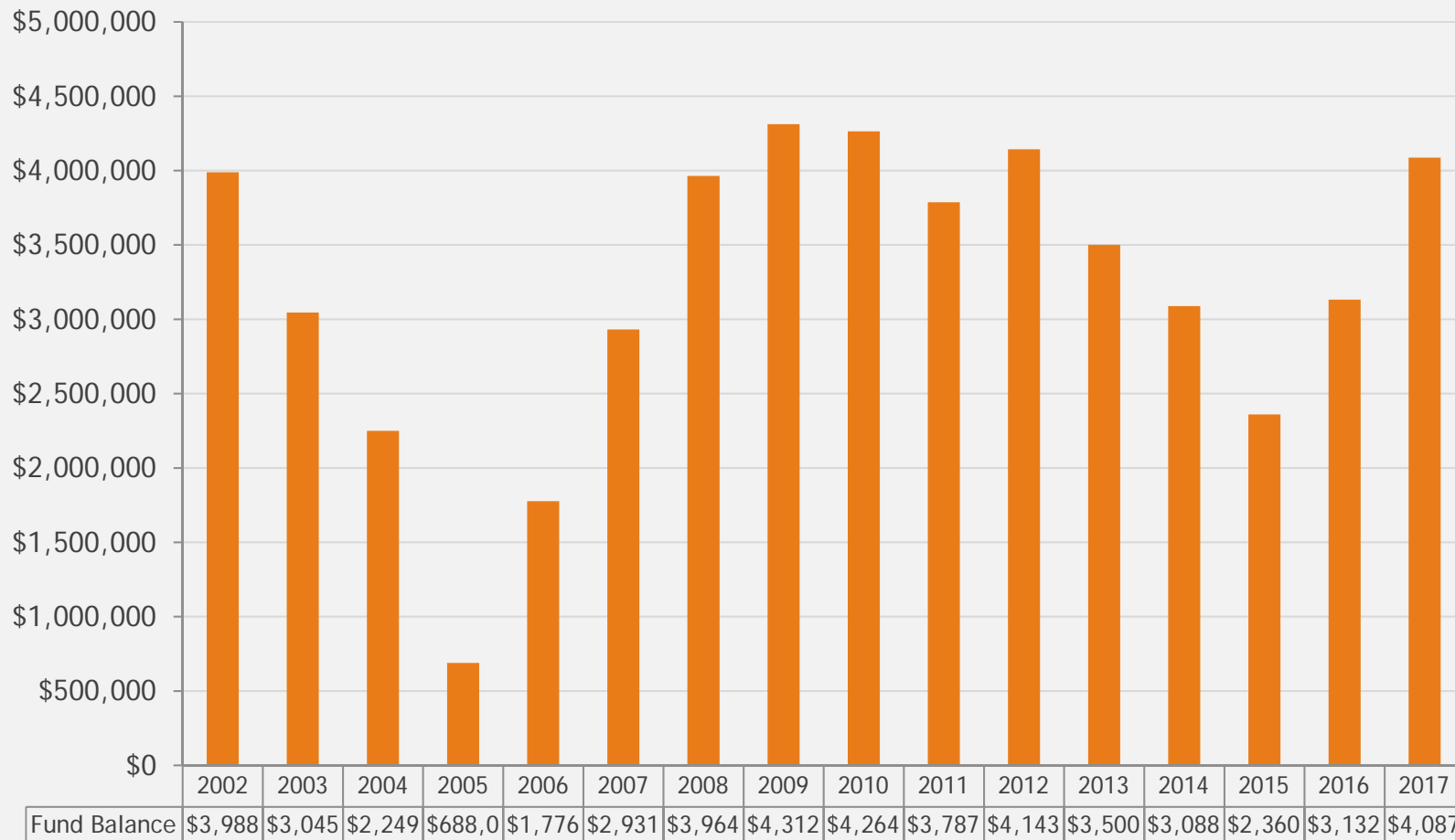
	2014	2015	2016	2017
Property Taxes	\$4,549,000	\$4,445,000	\$6,415,000	\$6,093,000
State & Federal	\$1,964,000	\$2,123,000	\$1,977,000	\$2,593,000
Fines, Forfeitures, & Fees	\$145,000	\$138,000	\$5,000	\$15,000
Other Revenue and Transfers	\$496,000	\$459,000	\$264,000	\$391,000
Charges for Services and Permits	\$1,209,000	\$1,619,000	\$1,302,000	\$1,408,000

# City of Mount Clemens General Fund Expenditures & Transfers Years Ended June 30, 2014 - 2017

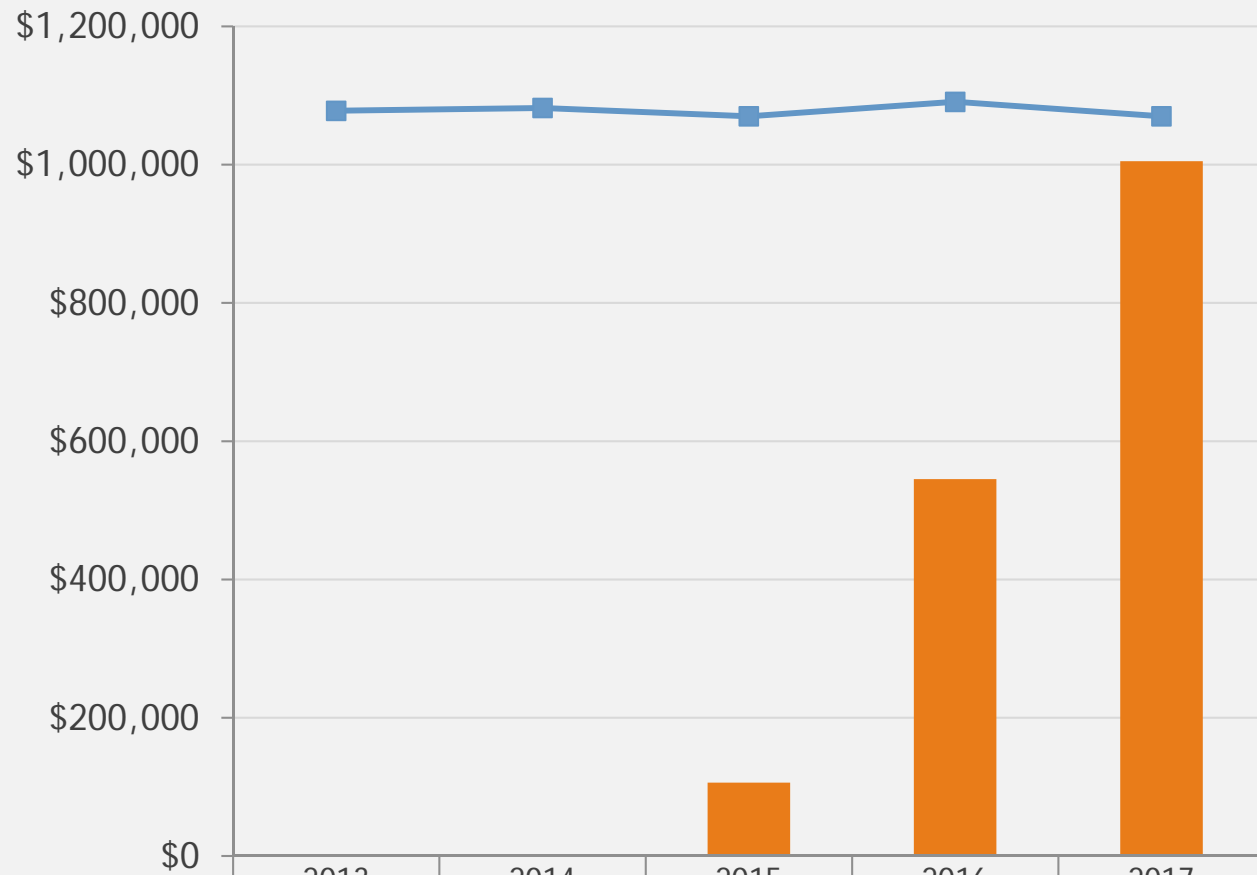


	2014	2015	2016	2017
General Government	\$1,813,000	\$1,818,000	\$2,089,000	\$1,889,000
Public Safety	\$4,402,000	\$4,562,000	\$4,469,000	\$4,568,000
Public Works & Rec.	\$751,000	\$882,000	\$613,000	\$654,000
Insurance & Pension	\$1,718,000	\$2,070,000	\$1,845,000	\$2,384,000
Transfers Out	\$90,000	\$180,000	\$174,000	\$50,000

# City of Mount Clemens General Fund - Fund Balance Years Ended June 30, 2002 - 2017 In Thousands

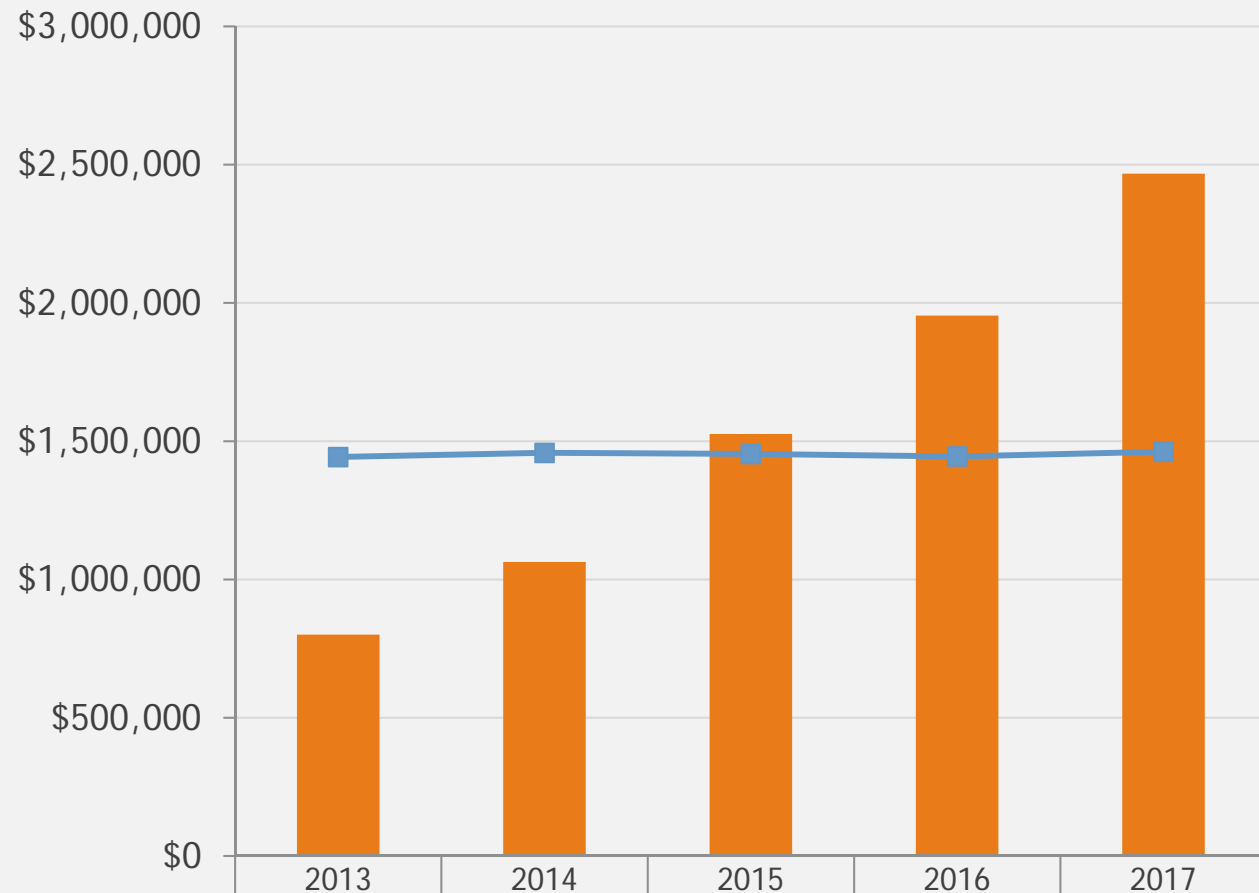


# City of Mount Clemens Water Supply System Years Ended June 30, 2013 - 2017

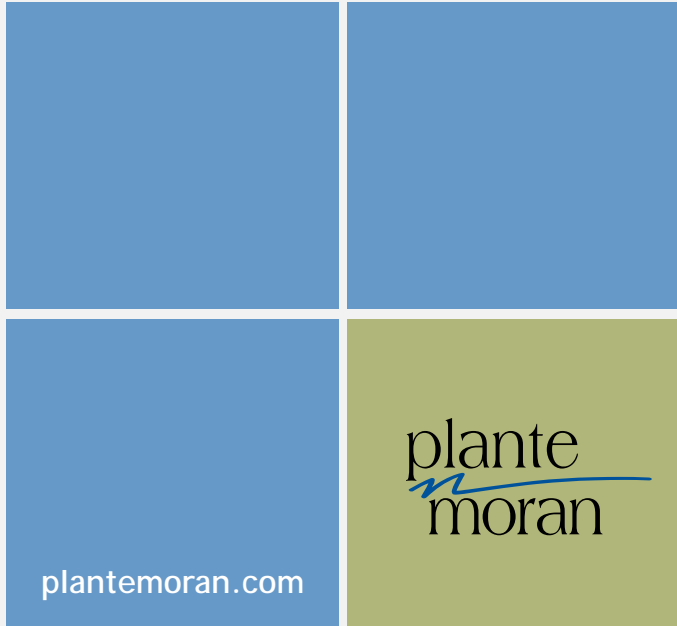


Unrestricted Cash Balances	\$0	\$0	\$106,000	\$545,000	\$1,005,000
Debt Service (Princ & Int)	\$1,078,000	\$1,082,000	\$1,070,000	\$1,091,000	\$1,070,000

# City of Mount Clemens Sewage Disposal System Years Ended June 30, 2013 - 2017



Unrestricted Cash Balances	\$800,000	\$1,063,000	\$1,526,000	\$1,954,000	\$2,467,291
Debt Service (Princ & Int)	\$1,443,000	\$1,458,000	\$1,454,000	\$1,445,000	\$1,462,000



■ THANK YOU

## EXPLANATION OF AGENDA – DECEMBER 18, 2017

**TO:** The Honorable Mayor Barb Dempsey and  
All City Commissioners

**FROM:** Lisa Borgacz, Interim City Manager  
Jeffrey D. Wood, Assistant City Manager/Public Services Director

**DATE:** December 14, 2017

**RE:** Report from the City Manager's Office

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1. City Commission Meeting: There will be a work session on Monday, December 18, 2017 at 6:00 p.m. to review the City's 2017 Fiscal Year End Report with Plante & Moran. The regular City Commission meeting will begin at 7:00 p.m.
2. Holiday Schedule: City offices will be closed on Friday, December 22, 2017 and Monday, December 25, 2017 for the Christmas holiday, and Friday, December 29, 2017 and Monday, January 1, 2018 for the New Year's holiday. Refuse pickup will run one day behind the week of December 25<sup>th</sup> and the week of January 1<sup>st</sup>.
3. Christmas Trees: Christmas trees will be collected by the City's refuse contractor on your regularly scheduled refuse pickup day beginning December 26, 2017 through January 26, 2018. Please make sure the tree is bare and not in a plastic bag when placed at the curb for pickup.
4. Special Events: The annual Macomb County New Year's Eve Gala will begin at 10:30 p.m. on Sunday, December 31, 2017 on Main Street. There will be entertainment and a fireworks display at midnight. Celebrations will begin in the downtown area with special events taking place from 4 p.m. to 9 p.m., including the annual children's New Year's Eve in Never-Never Land. For more information, please contact the Downtown Development Authority at 586.469.4168.
5. Snow Emergency: A snow emergency was declared on Wednesday, December 13, 2017 due to the forecasted snowfall. Please remember that when a snow emergency is declared, all vehicles must be removed from the street per City Ordinance #30.030.