

# **CITY OF PINCONNING POLICIES**

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## **City Employees**

CITY OF

# PINCONNING

M I C H I G A N

208 Manitou Street, P.O. Box 628, Pinconning, MI 48650  
(517) 879-2360 FAX (517) 879-4958

## CIVIL RIGHTS POLICY/RESOLUTION

### General Public Policy

It is hereby declared to be contrary to the public policy of the City of Pinconning for any persons to be discriminated against in employment, housing or participation in publicly funded programs because of race, religion, national origin, color, sex, marital status, age or handicap.

### Employment

The opportunity to obtain employment without discrimination because of race, religion, national origin, color, sex, marital status, age or handicap is hereby recognized and declared to be a civil right. Further, it shall be contrary to the public policy of the City of Pinconning for any employer to discriminate in hire, promotion, tenure, terms or conditions of employment because of race, religion, national origin, color, sex, marital status, age or handicap.

### Housing

The opportunity to purchase, lease, sell, hold, use and convey housing without discrimination because of race, religion, national origin, color, sex, marital status, age or handicap is hereby recognized and declared to be a civil right.

### Publicly Funded Programs

The opportunity to participate in federal, state and locally funded programs without discrimination because of race, religion, national origin, color, sex, marital status, age or handicap is hereby recognized and declared to be a civil right.

  
\_\_\_\_\_  
Mayor

Nov. 24, 1993  
\_\_\_\_\_  
Date

Above policy adopted by council action at November 22, 1993 formal council meeting.

  
\_\_\_\_\_  
Karen Waterman, Clerk

March 25, 1991

A Hospitalization Committee Meeting was held on March 21, 1991 for the purpose of discussing and developing a policy to address compensation for employees who elect not to participate in the City's health insurance plan. Committee members have proposed the following for Mayor & Council's review and action.

Committee Chairman Kowaleski suggested that the practice of reimbursing employees who are not on the City's health insurance plan for the cost of their insurance while their spouse is on lay-off be terminated. In place of this it is the suggestion of the Committee that the following Health Insurance Compensation be considered.

#### HEALTH INSURANCE COMPENSATION POLICY

To be eligible for named compensation, an employee who is regularly scheduled to work 40 hours or more per week for more than 48 weeks and does not participate in the City's hospitalization coverage will be paid a sum of money for each hour worked per year as follows; .25¢ per hour for waiving hospitalization medical coverage. Also to be eligible for this compensation, the employee:

1. Must be eligible for coverage and have waived coverage for a full coverage year. (Oct. 1 - Sept. 30th)
2. Must show proof of adequate hospitalization medical coverage through another source.
3. Payment to be made on annual basis, the first pay in October.

The above policy retroactive to 10/1/90.

Copy of the proposed waiver policy attached, it is the recommendation of the Committee that this be adopted in conjunction with the compensation policy.

ADOPTED 3/25/91, COUNCIL ACTION AT INFORMAL MEETING

  
\_\_\_\_\_  
Karen Waterman  
Clerk

CITY OF

# PINCONNING

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## SEXUAL HARASSMENT POLICY

It is the City of Pinconning's policy to prohibit harassment of one employee by another employee or by a supervisor on the basis of sex.

Though it is not easy to define precisely what harassment is, it certainly includes unwelcome jokes or comments, sexual advances, requests for sexual favors, unwanted touching and other verbal or physical conduct of a sexual nature. Any employee who feels that he or she has been subjected to sexual harassment should immediately report the matter to the City Manager or the Personnel Committee. Violations of this policy will not be permitted and will result in disciplinary action up to and including discharge. Employees can be assured that no one will be retaliated against for either filing a complaint or participating in an investigation of harassment. All actions will be treated confidentially.

Signed: 

Adopted: December 20, 1993

Above policy adopted by Council action at December 20, 1993 Formal Council Meeting.



Karen Waterman, Clerk

CITY OF PINCONNING

TRAVEL EXPENSE POLICY

City of Pinconning officials & employees who incur travel expenses (mileage, meals, lodging, etc.) while representing the City at seminars, conferences, etc. will be reimbursed for such expenses in the following manner:

The official or employee will submit a travel expense voucher to the City Clerk prior to the trip in timely fashion to allow an expense check to be processed. The voucher to contain the following information:

1. Period of time to be gone.
2. Cost of registration @ conference/seminar (if not pre-paid by municipality)
3. Cost of lodging (if not pre-paid by municipality)  
\*Submit lodging information to City Clerk
4. \_\_\_\_\_ For mileage. Mileage to be determined by current approved IRS rate.
5. Cost of meals:        \$50.00 – Per Diem

\$10.00 - Breakfast\*  
\$15.00 - Lunch\*  
\$25.00 - Dinner\*

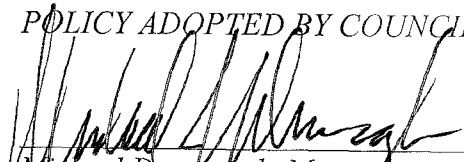
\*Departure and return time to determine basis for meal allowance (over 1 hour from city)

All additional expenses (i.e. parking etc.) must be accompanied by a receipt. .

Alcoholic Beverages are not a reimbursable item and will not be reimbursed by the City of Pinconning.

This procedure based on prior approval granted by Council of trip, as requested by official or employee.

*POLICY ADOPTED BY COUNCIL ACTION 09/06/2005.*

  
Michael Duranczyk, Mayor

  
Terri Hribek, City Clerk

## **Financial**



# **CITY OF PINCONNING**

## **ACH AND ELECTRONIC TRANSACTIONS POLICY**

### **Authority**

The Clerk shall be designated as the Electronic Transaction Officer (ETO) of the City of Pinconning and may enter into ACH (Automated Clearing House) agreements as provided by Public Act 738 of 2002. The City of Pinconning deems that it is in the best interest of the City to make certain financial transactions by using electronic transactions as described in the Act and shall have adopted a resolution to authorize electronic transactions and shall have provided the ETO a copy of this policy.

### **Responsibility**

The ETO shall be responsible for all ACH agreements, including payment approval, accounting, reporting, and generally overseeing compliance with the ACH policy for the City of Pinconning. The ETO shall submit documentation detailing the goods or services purchased, the cost of goods or services, and the date of the payment.

### **Internal Accounting Controls**

The ETO shall be responsible for the establishment of ACH agreements and shall notify the person responsible for approval and payment of those accounts to be paid by ACH or electronic transfers.

Upon receipt of an invoice for payment by ACH, the person responsible for approval and payment shall approve payment and notify the ETO of the amount of debit to the City account. Accounts payable by this method may include utility and recurring payments. These payments shall be included on the report of payments to the City Council. All other invoices approved by the person responsible for the approval and payment by ACH may be paid in that matter if deemed in the best interest of the City of Pinconning to avoid a late fee.

For payment of State and Federal payroll taxes, the ETO shall initiate or delegate payment to the proper authority upon receipt of the information from the payroll department using the established EFTPS and state program.

For deposits from state, county and/or federal authorities, and from third-party payment processors, e.g. (banks and vendors) the ETO shall obtain the amount of the deposit and notify the person responsible for accounting records.

The ETO shall approve all ACH transactions BEFORE payment is made.

The City Clerk shall hold all invoices along with copies of payment advices for audit purposes.

*(Policy effective as adopted by Pinconning City Council on August 4, 2003.)*

**RESOLUTION  
FOR ACH AND ELECTRONIC TRANSACTIONS**

Dennison/Nadolney: Move to approve implementation of ACH and Electronic Transactions

**WHEREAS**, on December 30, 2002, the Governor of the State of Michigan approved Act No. 738 of the Public Acts of 2002 authorizing the use of electronic transactions by designated officers of the City of Pinconning; and

**WHEREAS**, the City of Pinconning deems that it is in the best interest of the City to make certain financial transactions by using electronic transactions as described in the Act;

**NOW, THEREFORE, BE IT RESOLVED**, that the following policy shall govern the use of electronic transactions:

- (a) The Treasurer or electronic transaction officer (ETO) shall be responsible for establishing all ACH arrangements for the City of Pinconning;
- (b) The Treasurer or ETO shall draft a written policy to be followed in accordance with the act and presented to the City Council;
- (c) The Treasurer or ETO shall be responsible for payment approval, accounting, reporting, and generally overseeing compliance or shall appoint an employee to perform such duties;
- (d) The Treasurer or ETO shall submit documentation to the City Council, or person responsible for approving payments by resolution or charter requirements, detailing goods and services purchased, the cost of goods or services, the date of payment, and the department levels services;
- (e) All ACH transactions shall be approved by the Treasurer or ETO before payment is made.

ROLL CALL VOTE: YEAS: NADOLNEY, BLESSENSKI, BRANDENBURG, DENNISON, HALL, MAYOR GROMASKI. NAYS: NONE. ABSENT: BYRNE. RESOLUTION DECLARED ADOPTED.

Resolution adopted by Council Action on July 21<sup>st</sup>, 2003.

**CITY OF PINCONNING**

***CAPITALIZATION POLICY***

**TO COMPLY WITH GASB 34, THE CITY OF PINCONNING ESTABLISHES THE FOLLOWING CAPITALIZATION POLICY:**

**ASSETS WITH A COST OF MORE THAN \$2,500.00 WITH A USEFUL LIFE OF 5 YEARS OR MORE WILL BE CAPITALIZED AND ASSETS WITH A COST \$2,500.00 OR LESS WILL NOT BE CAPITALIZED OR DEPRECIATED.**

**THIS POLICY EFFECTIVE IMMEDIATELY.**

**ABOVE POLICY ADOPTED BY CITY COUNCIL ACTION ON OCTOBER 4, 2004.**



**TERRI HRIBEK,  
CITY CLERK**

## CITY OF PINCONNING

### DEBIT CARD/CREDIT CARD POLICY

The City of Pinconning believes that it is in the best interest of the public that certain employees of the City of Pinconning have the ability to purchase goods or services by the use of debit/credit cards.

The following guidelines will be adhered to with respect to the use of City debit/credit cards.

#### A. CARD USE

- 1) The following officers of the City of Pinconning are authorized to make debit/credit card purchases on behalf of the City of Pinconning:

Mayor – Daniel Byrne  
City Manager – Brent Bury  
City Clerk – Terri Hribek

Amended  
9-15-03

- 2) The City Manager is the officer responsible for the issuance, accounting, monitoring and retrieval of any and all debit/credit cards issued in the name of the City of Pinconning.
- 3) Any debit/credit card issued in the name of the City of Pinconning may only be used by the authorized officer or employee for the purchase of goods or services for the official business of the City of Pinconning. No other person other than the officer or employee of the City of Pinconning shall be allowed to use or have possession of the debit/credit card.
- 4) No person shall be allowed to have custody or possession of a debit/credit card in the name of the City of Pinconning unless said person is an active officer or employee of the City of Pinconning. To this end any person terminated or voluntarily discounting their employment with the City of Pinconning, any persons on sick leave, or on leave of absence for any reason, shall deposit the credit card with the City Manager.
- 5) Each officer or employee making use of a City debit/credit card shall make a full accounting of any expenditures. This full accounting shall be submitted to the City Manager and must include, but not be limited to:
  - a. A specific listing of any goods and services purchased,
  - b. The cost of any such goods or services,
  - c. The date that the purchase was consummated and,
  - d. A statement of the official business purpose for which the goods or services were purchased.

FINANCE & PERSONNEL:

Nadolney/Byrne: Move to authorize payment of bills and accounts for September, 2003 as presented in the amount of \$41,695.02. Carried.

Item B, Debit/Credit Card Policy Amendment. Committee Chairman Nadolney stated that the existing policy states the personal names of the officials and an amendment is necessary in order to change the policy to a generic form that will state only the official titles of Mayor, City Manager and City Clerk allowing for future changes of officials.

Nadolney/Bleshenski: Move to amend City of Pinconning Debit Card/Credit Card Policy as follows:

A. Card Use, Item #1

Remove the following names: Daniel Byrne, Brent Bury and Terri Hribek and to include only official titles as follows:  
Mayor, City Manager and City Clerk.

ROLL CALL VOTE: YEAS: BLESSENSKI, BRANDENBURG, BYRNE, HALL, NADOLNEY, MAYOR GROMASKI. NAYS: NONE. ABSENT: DENNISON.  
MOTION DECLARED ADOPTED.

CITY SERVICES:

Committee Chairman Hall informed a meeting was held with Township Officials and Fleis & Vandenbrink Engineers regarding township sewer extension project. Mr. Hall informed another meeting is to be scheduled soon.

City Manager Byrne informed a Recreation Council meeting is scheduled for Wednesday, September 17<sup>th</sup> at 5:00 at the Pinconning Township Hall. Councilman Hall informed he will be attending the Recreation Council meeting.

PUBLIC SAFETY:

Committee Chairman Byrne informed a monthly police activity report was provided.

PARKS & RECREATION:

Mayor Gromaski stated that Committee Chairman Dennison was absent and the Recreation Council meeting has already been discussed. City Manager Byrne addressed the Council regarding use of the City Park stating that when a key is picked up for the park restrooms that they will be informed that they may need to bring their own paper products. Also, City Manager Byrne stated that a \$5.00 key deposit for the park restroom key may also need to be implemented.

DOWNTOWN DEVELOPMENT AUTHORITY:

Mayor Gromaski offered the floor to City Manager Byrne. Mr. Byrne stated that he had been in contact with DDA board members and they are aware that the Council has some concerns and will be monitoring DDA activity. Mayor Gromaski informed that Mr. Ted

## B. ITEMS THAT MAY BE PURCHASED WITH THE DEBIT/CREDIT CARD

- 1) Petroleum purchases.
- 2) Commodities related to travel. (Must be less than first-class)
- 3) Conference registration fees.

The City of Pinconning debit/credit card may not be used for any of the following:

- 1) Cash advances.
- 2) Liquor, tobacco products or other standard merchant category exclusions.
- 3) Personal use.

## C. DEBIT/CREDIT CARD SECURITY

The City debit/credit card shall always be treated with a level of care that will secure the card and account number.

- 1) **Storage of the Debit/Credit Card** – The debit/credit card shall be kept in an accessible, but secure, location. When not in use the card will be stored by the City Clerk in the City's fireproof file cabinets.
- 2) **Debit/Credit Card Account Number** – The card number shall be guarded carefully and no employee with access to the card will post or write down the account number.
- 3) **Lost or Stolen Cards** – If the card is lost or stolen the employee must immediately notify the City Manager who will direct the City Treasurer to notify the banking institution.
- 4) **Personal Liability** – The City debit/credit card will not impact the cardholder's personal credit reference. The City card is a corporate liability card, not a personal liability card. Any employee that has access to the card has the responsibility to use it in a manner approved by the City.

## D. PAYMENT OF INVOICE

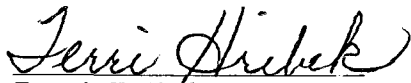
In the case of a credit card no billing shall be honored for payment until such time as said bill has been approved by the City Council.

The balance due on the City credit card account shall be paid in full each month prior to the date of the invoice.

**E. VIOLATION**

Any officer or employee of the City of Pinconning who violates the provisions of this policy shall be subject to disciplinary action up to and including termination of employment and appropriate criminal and/or civil action.

ABOVE POLICY ADOPTED BY COUNCIL ACTION AT OCTOBER 7, 2002 INFORMAL MEETING.



Terri Hribek,  
City Clerk

# CITY OF PINCONNING

Michigan's Cheese Capital

P.O. Box 628

Pinconning, Michigan 48650

Phone 879-2360

## FIXED OR FINAL DAY COLLECTION POLICY

If the last day of any period of any fixed or final day for collection of water/sewer bills, taxes, etc. is a Saturday, Sunday, legal holiday, or if City Hall is closed for any reason, the fixed or final day for collection of monies due without the assessment of a late fee will be extended to the next working day, this policy effective immediately.

Adopted by Council action 2/1/93 Informal Meeting



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Karen Waterman  
Clerk



# CITY OF PINCONNING

## INVESTMENT POLICY

### 1.0 PURPOSE:

It is the policy of the City of Pinconning to invest public funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the entity and conforming to all state statutes and local ordinances governing the investment of public funds.

### 2.0 SCOPE:

This investment policy applies to all financial assets of the City of Pinconning. These assets are accounted for in the various funds of the City of Pinconning and include the following funds:

GENERAL FUND  
SPECIAL REVENUE FUNDS  
CAPITAL PROJECT FUNDS  
INTERNAL SERVICE (WATER & SEWER FUNDS)  
DEBT SERVICE FUNDS  
TRUST AND AGENCY FUNDS  
ANY NEW FUND CREATED BY THE GOVERNING BODY,  
UNLESS SPECIFICALLY EXEMPTED BY THE GOVERNING  
BODY.

### 3.0 OBJECTIVES:

Funds of the City of Pinconning will be invested in accordance with Michigan Public Act 20 of the Public Acts of 1943, as amended, and in accordance with the following objectives in order of priority.

3.1 SAFETY: Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.

3.2 DIVERSIFICATION: The investments shall be diversified by specific maturity dates, individual financial institution(s) or a specific class of securities in order that potential loss on individual securities does not exceed the income generated from the remainder of the portfolio.

3.3 LIQUIDITY: The investment portfolio will remain sufficiently liquid

to meet all operating requirements which might be reasonably anticipated.

3.4 RETURN ON INVESTMENT: The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio.

#### 4.0 DELEGATION OF AUTHORITY:

Authority to manage the investment program is derived from City Treasurer per MCL 87.11. Management responsibility for the investment program is hereby delegated to the City Treasurer per MCL 87.11, who shall establish written procedures and internal controls for the operation of the investment program consistent with this investment policy. No person may engage in investment transactions except as provided under the terms of this policy and the procedures established by the investment officer. The investment officer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials.

#### 5.0 AUTHORIZED INSTRUMENTS:

In accordance with Public Act 20 of the Public Acts, as amended, the surplus funds of the City of Pinconning may be invested as follows:

- (a) Bonds, securities, and other obligations of the United States or an agency or instrumentality of the United States.
- (b) Certificates of deposit, saving accounts, deposit accounts, or depository receipts of a financial institution, provided the financial institution is eligible to be a depository of funds belonging to the State under a law or rule of this State or the United States.
- (c) Commercial paper rated at the time of purchase within the highest classification established by not less than two standard rating services and that matures not more than 270 days after the date of purchase.
- (d) Repurchase agreements consisting of instruments listed in subdivision (a) above. Repurchase agreements shall be negotiated only with dealers or financial institutions with whom the City of Pinconning negotiated a master repurchase agreement. Repurchase agreements must be signed with the bank or dealer and must contain provisions comparable to those outlined in the public security association's model master repurchase agreement.
- (e) Bankers' acceptances of United States banks.
- (f) Mutual funds registered under the Investment Company Act of 1940 maintain a \$1.00 per share net asset value, and with authority to purchase only investment vehicles that are legal for direct investment by a public corporation.

## 6.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS:

Financial institution means a state or nationally chartered bank or a state or federally chartered savings and loan association, savings bank, or credit union whose deposits are insured by an agency of the United States government and which maintains a principal office or branch office in the State of Michigan under the laws of Michigan or the United States. The Treasurer shall maintain a listing of financial institutions, which are approved for investment purposes.

The security dealers and financial institutions may include primary or regional dealers that qualify under Securities and Exchange Council Rule 15C3-1 (uniform net capital rule) and investment departments of banks, and which have been subject to the following evaluation:

1. Financial condition, loan exposure, capital adequacy, asset quality, earnings, and liquidity.
2. Regulatory status of the dealer.
3. Background and expertise of the individual representative.
4. An upper quartile rating from a nationally recognized independent bank and savings and loan rating service.

Individuals representing investment institutions doing business with the City shall receive a copy of this policy along with an Acknowledgment to Comply Agreement. By signing the Acknowledgment Agreement, they certify that they have read the investment policy, understand the provisions therein, and shall comply with the requirements of P.A. 20 of 1943, as amended, and this investment policy for the City of Pinconning. The Treasurer shall keep a copy of such certification on file.

## 7.0 SAFEKEEPING AND CUSTODY:

All security transactions including collateral for repurchase agreements and financial institution deposits, entered into by the City of Pinconning shall be on a cash (or delivery vs. payment) basis. Securities may be held by a third party custodian designated by the Treasurer and evidenced by safekeeping receipts as determined by the Treasurer.

## 8.0 PRUDENCE:

The standard of prudence to be applied by the Investment Officer shall be the "prudent person" rule which states; "Investments shall be made with judgment and care, under circumstances then prevailing, which persons, of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived." The prudent person rule shall be applied in the context of managing the overall portfolio.

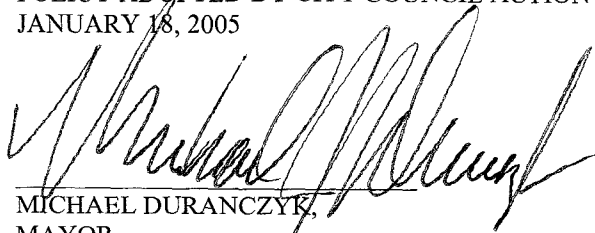
9.0 REPORTS:

The Treasurer shall prepare a written report to the Mayor and Council concerning the investment of the funds periodically.

10.0 EFFECTIVE DATE:

This policy shall become effective on January 19, 2005, the day following adoption by the City Council of the City of Pinconning, County of Bay, State of Michigan. This policy supercedes any and all previous policies.

POLICY ADOPTED BY CITY COUNCIL ACTION AT FORMAL COUNCIL MEETING HELD  
JANUARY 18, 2005

  
\_\_\_\_\_  
MICHAEL DURANCZYK,  
MAYOR

  
\_\_\_\_\_  
TERRI HRIBEK,  
CITY CLERK

# CITY OF PINCONNING

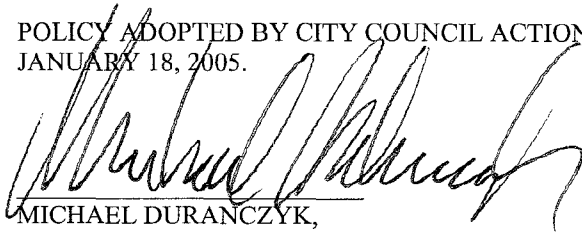
## *REVENUE RECOGNITION POLICY*

**PER AUDITOR RECOMMENDATION IN ORDER TO COMPLY WITH GASB34, THE CITY OF PINCONNING ESTABLISHES THE FOLLOWING REVENUE RECOGNITION POLICY:**

**REVENUE WILL BE RECOGNIZED UP TO 60 DAYS AFTER THE FISCAL YEAR END.**

**THIS POLICY EFFECTIVE IMMEDIATELY.**

POLICY ADOPTED BY CITY COUNCIL ACTION AT FORMAL COUNCIL MEETING HELD  
JANUARY 18, 2005.

  
\_\_\_\_\_  
MICHAEL DURANCZYK,  
MAYOR

  
\_\_\_\_\_  
TERRI HRIBEK,  
CITY CLERK

## **General**

CITY OF PINCONNING

PURCHASE ORDER POLICY

CITY DEPARTMENT HEADS HAVE THE AUTHORITY TO SPEND UP TO \$50 ON CITY EXPENDITURES BEFORE CITY MANAGER APPROVAL IS REQUIRED.

FOR EXPENDITURES THAT EXCEED \$50, THE FOLLOWING PURCHASE ORDER PROCEDURES MUST BE ADHERED TO:

1. USE OF REQUISITION FORMS FOR ITEMS REQUESTED LISTING VENDOR INFORMATION, PRICES, DATE REQUIRED, DESIGNATED USE, ETC. TO BE SIGNED BY APPROPRIATE DEPARTMENT HEAD AND GIVEN TO CITY MANAGER FOR APPROVAL. HOWEVER, CITY MANAGER APPROVAL IS REQUIRED FOR ANY EXPENDITURE WHICH WILL CAUSE AN APPROVED LINE ITEM TO GO OVER BUDGET REGARDLESS OF THE DOLLAR AMOUNT OF THE EXPENDITURE.
2. UPON APPROVAL BY THE CITY MANAGER, THE CLERK'S OFFICE WILL PROCESS THE PURCHASE ORDER AS NEEDED.

IF THIS POLICY AS STATED IS NOT FOLLOWED, THE ITEMS ORDERED/PURCHASED MAY NOT BE APPROVED FOR PAYMENT BY THE CITY. Effective date: 7/15/93.

ADOPTED 7/6/93, INFORMAL COUNCIL MEETING



Karen Waterman, Clerk

CITY OF PINCONNING

PURCHASING POLICY

THE CITY MANAGER HAS THE AUTHORITY TO SPEND UP TO \$1,000 ON CITY EXPENDITURES BEFORE COUNCIL APPROVAL IS REQUIRED.

NON-BUDGETED EXPENDITURE ITEMS OVER \$1,000 MUST BE PRESENTED TO THE PURCHASING COMMITTEE FOR REVIEW AND THE PURCHASING COMMITTEE WILL THEN MAKE A RECOMMENDATION TO COUNCIL AS A WHOLE AT A REGULARLY SCHEDULED MEETING.

PINCONNING BUSINESSES SHALL HAVE PRECEDENCE OVER OTHERS. HOWEVER IT IS UNDERSTOOD THAT IN SOME INSTANCES, THE NEED WILL BE OF A SPECIAL NATURE AND A BID MAY BE SECURED FROM ONE VENDOR, WHICH MAY BE OUT OF TOWN.

ADOPTED 10/2/95, COUNCIL ACTION AT REGULAR MEETING

  
Karen Waterman  
Clerk



CITY OF

# PINCONNING

M I C H I  A N

208 Manitou Street, P.O. Box 628, Pinconning, MI 48650  
(517) 879-2360 FAX (517) 879-4958

## CITY OF PINCONNING

### RETURN CHECK POLICY

EFFECTIVE AUGUST 23, 2000 A \$25.00 FEE WILL BE IMPOSED UPON ANY INDIVIDUAL OR BUSINESS THAT ISSUES A CHECK TO THE CITY FOR AN OBLIGATION INCURRED/SERVICE PROVIDED BY THE CITY IF SAID CHECK IS RETURNED FOR INSUFFICIENT FUNDS.

IF AN INSUFFICIENT FUND CHECK IS ISSUED AS PAYMENT FOR A WATER/SEWER BILL, OR A SHUT-OFF NOTICE FOR NON-PAYMENT OF BILL, THE \$25.00 FEE WILL BE IMPOSED IN ADDITION TO THE DISCONTINUATION OF WATER/SEWER SERVICE AS SOON AS IS PRACTICAL. FURTHER, THE APPLICABLE SHUT-OFF/TURN-ON FEE WILL BE IMPOSED AS WELL AS THE INSUFFICIENT FUND CHECK FEE, WITH BOTH FEES PLUS THE UNPAID BALANCE OWING FOR THE WATER/SEWER SERVICE TO BE PAID IN FULL IN CASH TO THE CITY PRIOR TO THE RESTORATION OF THE WATER/SEWER SERVICE. ON THE FIRST OFFENSE, THE CITY TREASURER, MAY AT HIS/HER DISCRETION, SEND WRITTEN NOTIFICATION OF SAME TO THE CUSTOMER AND ALLOW 2-3 ADDITIONAL DAYS FOR PAYMENT TO BE RECEIVED. HOWEVER, RECEIPT OF A SECOND INSUFFICIENT FUND CHECK FROM THE SAME CUSTOMER AT ANY TIME FOR WATER/SEWER SERVICE WILL RESULT IN IMMEDIATE DISCONTINUATION OF SERVICE WITH NO PRIOR NOTICE OR EXTENSION OF TIME.

CHECKS RETURNED FOR INSUFFICIENT FUNDS FOR ANY OTHER TYPE OF SERVICE PROVIDED BY THE CITY MAY BE TURNED OVER TO THE PINCONNING POLICE DEPARTMENT FOR COLLECTION AT THE DISCRETION OF THE CITY TREASURER.

THE TREASURER WILL PROVIDE ONE WRITTEN NOTICE TO THE WRITER OF AN INSUFFICIENT CHECK ADVISING SAME OF THIS POLICY.

Adopted by City Council 8/21/2000



Karen Waterman, CMC  
City Clerk

## **Services**

CITY OF PINCONNING  
 FEE SCHEDULE  
 2003 – 2004

*adopted  
 by Council  
 action  
 3/3/03*

<u>Item</u>	<u>Fee</u>
Photocopies	\$.25 per page
Assessment Card Copy <i>(Blue Book)</i>	\$3.00 per card
Notary for City Residents	\$0.00
Notary for Non-Residents	\$2.00
NSF Check Fee	\$25.00
Budget	\$20.00
Auditor's Report	\$20.00
Marriage (Mayor)	\$25.00
Voter Registration List	\$20.00
Faxes	\$3.00 for the first 5 pages, \$.50 per page thereafter

**Zoning**

Site Plan Review	\$80.00*
Variance – Zoning Board of Appeals	\$80.00*
Special Land Use Permit Application	\$80.00*
Zoning Amendment – Planning Commission	\$150.00*
Zoning Ordinance (Specific Sections)	\$.50 per page
Zoning Ordinance (Entire Ordinance)	\$40.00
Zoning Permit (Required to Obtain Building Permit)	\$30.00

\*The City reserves the right to charge to the applicant any and all engineering, consulting or other professional fees incurred.

**Police Services**

Finger Printing	\$7.00
Police Reports	\$4.00 for first two pages, \$.25 per page thereafter
Portable Breathalyzer Test – Per Month	\$20.00
Portable Breathalyzer Test – Single Test	\$5.00

# CITY OF PINCONNING SEPTAGE RECEIVING POLICY

**Septage haulers wishing to discharge at the City of Pinconning Wastewater Treatment Facility must comply with all conditions of this policy.**

Must comply with all conditions of the City of Pinconning Wastewater Treatment Plant Operating Plan for Accepting Domestic Septage.

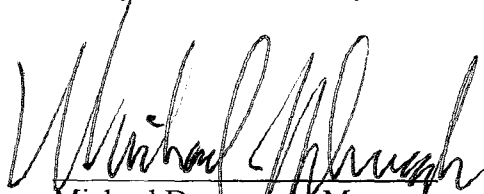
Accept rates for discharge as set by the City of Pinconning's Septage Receiving Fee Schedule. 30 Day Notice will be given prior to any fee revisions.

A prepayment of \$500.00 minimum must be applied to account balance prior to initial discharge. Each discharge event thereafter will result in a deduction per fee schedule for the tank size being discharged from the monies held in account of hauler. Account balances are non-transferable.

Hauler to be notified when account balance falls below the amount remaining to cover the cost of 3 discharges.

Septage discharge will be denied if sufficient funds are not available on account (zero balance) with the City of Pinconning.

Policy Effective January 1, 2006.

  
Michael Duranczyk, Mayor      9-26-05  
Date

  
Terri Hribek, Clerk      9-26-05  
Date

# CITY OF PINCONNING

## SEPTAGE RECEIVING FEE SCHEDULE

FEES BASED PER TANK SIZE:

	<u>LOAD SIZE</u>	<u>FEE</u>
Port a John load up to	400 Gallon Tank	\$ 25.00
Septage Load up to	2,000 Gallon Tank	\$ 50.00
“	3,000 Gallon Tank	75.00
“	4,000 Gallon Tank	100.00
“	5,000 Gallon Tank	125.00

CITY OF PINCONNING MUST GIVE 30 DAY NOTICE TO HAULERS PRIOR TO ANY FEE REVISIONS.

FEE SCHEDULE EFFECTIVE DECEMBER 5, 2005 AND SUPERCEDES ANY AND ALL PREVIOUS FEE SCHEDULES.

# CITY OF PINCONNING

## SEPTAGE RECEIVING FEE SCHEDULE

FEES BASED PER TANK SIZE: MINIMUM FEE FOR DISCHARGE \$50.00

<u>LOAD SIZE</u>	<u>FEE</u>
Load up to 2,000 Gallon Tank	\$ 50.00
3,000 Gallon Tank	75.00
4,000 Gallon Tank	100.00
5,000 Gallon Tank	125.00

CITY OF PINCONNING MUST GIVE 30 DAY NOTICE TO HAULERS PRIOR TO ANY FEE REVISIONS.

FEE SCHEDULE EFFECTIVE SEPTEMBER 21, 2005.

# MEMO

To: Mayor and Council

FROM: Chief Tober

REFERENCE: Finger printing for non-criminal reasons

DATE: 07 26 00

We are required by law to fingerprint persons arrested by the department or persons arrested on our complaints. Fingerprinting of citizens for employment reasons or for Concealed Weapons Permits has been done on a no cost basis for several years. Due to the fact that many employers are requiring fingerprinting of new employees, the police department has been using its resources for other's convenience. Usually two cards, one state and one federal are required for employment and for weapons permits.

Having knowledge that other departments have charged for that service for many years, I believe that it is time for the Pinconning Police Department to follow suit. Listed below are costs that other local departments charge for fingerprinting on non-criminal matters.

Arenac County Sheriff, \$5.00  
Bay County Sheriff, \$8.50  
Bay City Police, \$8.00 per card

I am requesting that council review this proposed charge, then set a cost for fingerprinting of individuals. We then can begin collecting revenue from this service as other agencies have.

J. C. Tober

SEE ATTACHED COUNCIL ACTION

INFORMAL COUNCIL MEETING - AUGUST 7, 2000

Meeting called to order by Mayor Pawelski at 6:00 P.M.

ROLL CALL: Present: D. Byrne, L. Byrne, Flynn, Hall, Kruchowski, Pomaville, Mayor Pawelski. Absent: None.  
Quorum: Present.

The Opening Ceremony was led by Mayor Pro-Tem Hall.

D. Byrne/Flynn: Move to approve the Consent Agenda as presented consisting of approval to St. Michael's festival committee to hold parade on City Streets August 11, 2000 at 6:00 P.M. and authorization to cast ballot as presented for candidates to be elected to the Michigan Municipal Risk Management Board. Carried.

REQUESTS:

Chief of Police Tobér requested that Council consider implementation of service fee for the fingerprinting of individuals for non-criminal reasons. Chief Tober provided a Memo to Councilmembers detailing the reasons for the request and also provided information pertaining to the amount of the fee other neighboring units of government are charging for this service. Council took the following action regarding Chief Tober's request.

Pomaville/L. Byrne: Move to institute a fee of \$7.00 for the service of the City Police Department providing finger printing of individuals for non-criminal reasons, said fee effective immediately. Carried.

At the request of the Downtown Development Authority Council took the following action.

Kruchowski/L. Byrne: Move to appoint Paul Lutenske as a member of the Downtown Development Authority effective immediately. Carried.

Mayor Pawelski discussed a request he had received from a representative of Heartland Home Health Care. Heartland is requesting permission to use City facilities as a site to offer free blood pressure, diabetic screening services to senior citizens in the Pinconning area. It was the consensus of Council that Heartland be advised to put this request in writing and provide the dates and times they would like to use City facilities, Council will then take formal action on this request.



# CITY OF PINCONNING

Michigan's Cheese Capital

P.O. Box 628

Pinconning, Michigan 48650

Phone 879-2360

December 21, 1992

DUE TO INCREASED COSTS OF OPERATING MAINTENANCE, CHEMICALS, LABWARE, ETC., IT HAS BECOME NECESSARY TO RE-EVALUATE AND ADJUST THE CHARGES FOR LABORATORY ANALYSIS.

THESE NEW PRICES ARE STILL LOWER THAN MOST INDEPENDENT LABS AND WE HAVE TO CHARGE THESE PRICES TO AT LEAST BREAK EVEN ON RUNNING THESE TESTS. THESE RATES WILL BECOME EFFECTIVE JANUARY 1, 1993.

IF THERE ARE ANY QUESTIONS REGARDING THESE NEW RATES, WE WILL BE HAPPY TO DISCUSS THEM WITH YOU.

## OLD RATES

B.O.D. \$11.00 each  
Fecal Coliform \$15.00 each  
Total Phosphorous \$9.00 each  
Suspended Solids \$5.00 each  
Volatile Suspended Solids \$5.00 each  
Amonia Nitrogen \$15.00 each  
P.H. \$3.00 each

## NEW RATES

B.O.D. \$20.00 each  
Fecal Coliform \$22.00 each  
Total Phosphorous \$12.00 each  
Suspended Solids \$8.00 each ~~8.00~~  
Volatile Suspended Solids ~~4.00~~ <sup>8.00</sup> ea  
Amonia Nitrogen \$24.00 each  
P.H. \$4.00 each

Sincerely,

CITY OF PINCONNING



Timothy Stalker  
Director of Operations

TS:maw

**CITY OF PINCONNING**  
**POLICY TO ESTABLISH**  
**MARRIAGE SOLEMNIZATION FEES**

**PURSUANT TO THE PROVISIONS OF PUBLIC ACT 211 OF 1972, THE CITY OF PINCONNING HEREBY ESTABLISHES THE FEE FOR THE PERFORMANCE OF MARRIAGE SOLEMNIZATIONS IN THE CITY OF PINCONNING BY THE MAYOR TO BE TWENTY-FIVE DOLLARS (\$25.00). SAID FEE SHALL BE COLLECTED BY THE MAYOR AT THE TIME OF THE MARRIAGE CEREMONY AND REMITTED TO THE CITY TREASURER FOR DEPOSIT INTO THE GENERAL FUND OF THE CITY OF PINCONNING.**

**THIS POLICY SHALL BE EFFECTIVE UPON ADOPTION BY CITY COUNCIL.**

POLICY ADOPTED CITY COUNCIL ACTION AT COUNCIL MEETING HELD 11/2/98.

*Karen Waterman*

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KAREN WATERMAN, CMC  
CITY CLERK

CITY OF PINCONNING

TAX REQUEST POLICY

REQUESTS RECEIVED FOR PROPERTY TAX INFORMATION MUST BE PRESENTED TO THE CITY IN WRITING, ACCOMPANIED BY A SELF-ADDRESSED STAMPED ENVELOPE AND CHECK PAYABLE TO THE CITY IN THE AMOUNT OF \$1.00/PER PARCEL REQUEST. THE CITY TREASURER'S OFFICE WILL NO LONGER HANDLE REQUESTS RECEIVED VIA PHONE, FAX, MAIL (UNACCOMPANIED BY CHECK) AND WALK-IN AT WINDOW. THIS POLICY EFFECTIVE IMMEDIATELY.

ABOVE POLICY ADOPTED BY COUNCIL ACTION AT JULY 20, 1998 MEETING.

*Karen Waterman*

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KAREN WATERMAN, CMC  
CITY CLERK