

FIRE PROTECTION AGREEMENT

This Agreement is effective on the first day of January , 2003, by and between the City of Corunna, a municipal corporation of Shiawassee County, Michigan, hereinafter referred to as the "CITY" and the Charter Township of Caledonia, a municipal corporation of Shiawassee County, Michigan, hereinafter referred to as the "TOWNSHIP".

WHEREAS, in accordance with the Michigan Fire Protection Statute, being **MCL 41.811**; which authorizes the City and the Township to jointly establish and maintain a fire department, organize and maintain fire vehicles, appoint fire officers, provide for part-time fire personnel, make and establish rules and regulations for the government of the department and to appropriate such funds, as may be necessary to operate and maintain the fire departments.

WHEREAS, the parties of the Fire Protection Agreement entered into a Fire Protection Agreement dated March 6, 1967, a Supplemental Fire Protection Agreement, dated December 4, 1967, an additional Fire Protection Agreement of April 3, 1973, an additional Fire Protection Agreement of July 6, 1982, and an additional Fire Protection Agreement of January 1, 1993;

WHEREAS, several provisions of said earlier Agreements are now obsolete: and The earlier Agreements have expired; now the parties hereto wish to enter into a new Agreement effective this date:

NOW THEREFORE IT IS MUTUALLY AGREED AS FOLLOWS:

1. **PRIOR AGREEMENTS**

The Fire Protection Agreement of March 6, 1967, the Supplemental Fire Protection Agreement of December 4, 1967, and the additional Fire Protection Agreement of April 3, 1973 the Fire Protection Agreement of July 6, 1982, and the Fire Protection Agreement of January 1, 1993, are expired and hereby cancelled, in accord and satisfaction.

2. **CONTINUATION OF A FIRE DEPARTMENT**

The City and Township agree to continue a Fire Department, which shall be known as the Corunna-Caledonia Fire Department.

3. **FIRE VEHICLES AND EQUIPMENT**

The City and the Township shall equally and jointly own equipment and vehicles purchased prior to and after the execution of this agreement with the exceptions noted in this paragraph. Equipment purchased between January 01, 1993 and December 31, 2002, is owned at the rate of 42% City and 58% Township, and will remain at said status until it is replaced. The replacement equipment shall then be equally owned. (See attachment exhibit D for equipment listing.) The exception to this equipment purchased between January 01, 1993, and December 31, 2002, is the Kenworth Tanker, which is being purchased out of the fire run fund (Capital Improvement Fund) and is owned equally between the parties.

4. **PAYMENTS FOR PURCHASES FOR NEW VEHICLES AND EQUIPMENT, EXPENSES, UPKEEP AND INSURANCE**

a) ***New Equipment and Vehicles:*** All payments for the purchase of new fire vehicles and equipment shall be the joint responsibility of the City and Township via the Fire Board Capitol Improvement Fund. The City and the Township shall each make an annual payment of \$10,000 (Ten Thousand Dollars) before July 31st of each year beginning with July 2004, to the Capitol Improvement Fund, and said fund shall be solely responsible for the purchase of new equipment and vehicles under the direction of the Fire Administrative Board. Alterations to this appropriation may be made upon the mutual agreement of both the City and the Township.

b) Employee Benefits: In addition to those benefits provided through the City's Worker's Compensation insurance, fire personnel shall be entitled to receive compensation for lost wages which result from fire related injuries causing seven actual days or less of lost work, and shall be the joint responsibility of the City and Township as set forth under Item #11B, APPROPRIATIONS.

i. Each day's compensation shall be based upon 80% of 1/5th of the injured fire personnel's average weekly wage. The average weekly wage shall be determined in accordance with the State Worker's Compensation Act.

ii. Compensation shall be paid only for actual workdays missed by the injured fire personnel.

iii. Payment under this agreement shall be within 14 days when possible of the submission by the injured fire personnel of proof of injury and employment and wage records sufficient to establish the average weekly wage. Claims for benefits shall, under this paragraph, be processed under the same rules as worker's compensation benefits.

iv. Upon the submission of claims for benefits as set forth above, the Fire Chief is authorized to approve payment of benefits not to exceed \$500.00. Payment of benefits which exceed \$500.00 must be approved by the Fire Administrative Board or its designee.

c) Repairs and Maintenance: All fire equipment and vehicle repair and maintenance are to be agreed upon by the Fire Administrative Board, and shall be the joint responsibility of the City and Township as set forth under Item #11B, APPROPRIATIONS.

Should the vehicles or equipment need emergency maintenance or repair the Fire Chief is authorized to perform such maintenance or repair provided the estimated expense does not exceed \$1000.00. Should the expense exceed \$1000.00 the Fire Chief shall seek prior approval of the Fire Administrative Board.

5. USE OF FIRE VEHICLES, EQUIPMENT AND SUPPLIES

All fire vehicles, equipment and supplies shall be available for use anywhere in the City, Township or other areas which have contracted for fire protection service with the Fire Administrative Board. Neither party shall charge the other for the use of said vehicles, equipment and supplies.

6. FIRE STATIONS

- a. The City shall be responsible for all expenses, insurance, maintenance and upkeep of the Fire Station and Fire Hall Annex located in the City. The Township shall pay to the City as its share of said expenses, insurance, maintenance and upkeep. The Township shall pay to the City 50% of the total square footage rate. Beginning January 01, 2003 the square footage rate is calculated at \$9.00 (Nine Dollars) per square foot. The square footage rate will be adjusted according to the U.S Department of Labor Consumer Price Index (CPI) for all urban consumers based on the Midwest Urban Area, all items, 1982-84=100, January index with a floor of 2.5%. The CPI adjustment will be done on the sixth year following the effective date of this contract and then each five year period thereafter. Adjustments will be made in January of the appropriate year.
- b. The Main Fire Station is figured at 3216 sq ft for a sum total of \$28,944. Townships payment to the City for the Main Fire Station is \$14,472 beginning January 01, 2003.
- c. The Fire Annex is currently figured at 2288 sq. ft. consisting of the 2 fire bays, training room, officer's office space, and fire department hallway between areas, for a sum total of \$20,592. Townships payment for the annex space is \$10,296. Township is not obligated for annex space payments until January 01, 2004. CPI adjustment to annex space will be every five years from January 2004. It is agreed between the parties that as additional square footage in the annex becomes "fire department ready for use", the Township agrees to pay, at the same lease rate, up to a maximum of 2950 square feet. The increase in lease payments due to increase in annex square footage will begin the month following the completeness of the space and will be paid within 30 days following the receipt of notification of such increased space. It is also agreed between the parties that the Township agrees to continue annex lease payments for a minimum period of 2 years commencing January 01, 2004.
- d. All lease payments must be received by the City within 30 days from receipt of billing from the City. The annual current year billing, from the City, will be done in February of each year. Failure to receive such payments will result in a penalty of 1.5% interest per month on the unpaid balance.
- e. It is agreed that prior to future building for expansion of the Fire Department or storage of Fire equipment, the Fire Administrative

Board shall contract with a neutral 3rd party professional, who has expertise in Fire Department specifications, needs and locations. This professional shall be agreed upon by the Fire Administrative Board, funded by the Fire Administrative Board out of the Capital Improvement Fund and shall make a non-binding recommendation to the Fire Administrative Board. The Fire Administrative Board, based upon the professional recommendation will make further recommendations to the respective City Council and Township Board.

- f. In 2004 the City of Corunna will be replacing the Shiawassee Street bridge and for a period of time (6 to 8 months) the bridge will be completely removed. To ensure fire protection on the north side of the Shiawassee River some fire vehicles and equipment will be stored at the City of Corunna DPW facility at the end of Pine Street or in other areas of the city. It is agreed between the City and the Township that although the vehicles and equipment may be stored at different locations within the city, the same amount of lease costs will prevail and in no way alters this lease agreement. During this period of bridge construction the agreement will be treated as if the vehicles and equipment are in their normal locations.

7. FIRE ADMINISTRATIVE BOARD

- a. There shall be continued a Fire Administrative Board (hereinafter Board).
- b. In addition to those powers and duties specifically set forth in this agreement the board shall have such powers and duties that the City and Township may from time to time delegate to it by joint resolution.
- c. The membership of the Board, terms of office, appointment, compensation and expenses for members and the filling of vacancies shall be as set forth in the Michigan Fire Protection Statute being MCL **41.811** which is attached hereto as exhibit A.
- d. The Board shall prepare an annual fire department budget. The proposed Budget shall be submitted to and reviewed by the City and Township and may be amended, adopted or rejected by them. The Budget shall be presented by March 1st of each year and will run from July 1st to June 30th.
- e. The Board shall recommend to the City and Township the appointment of a Fire Chief. The appointment of the Fire Chief must be approved by both the City and Township. The Board shall appoint,

upon the recommendation of the Fire Chief, and Assistant Chief. The Fire Chief shall appoint two Captains, two Lieutenants and one training officer based on the recommendation of an officer selection committee as set forth under section IX PROMOTIONS of the Corunna Caledonia Fire Department Rules and Regulations manual. All officers shall serve two-year terms. Compensation for the officers shall be determined as a part of the annual Fire Department Budget.

- f) In accordance with the Fire Protection Fee Ordinances adopted by both the City and Township, the Board shall assess fees for the provision of Fire Protection Services to owners of premises or vehicle's within the City and Township.
- g) From time to time, no less than annually, the Board shall review the fees charged for Fire Protection Services to determine whether the fees are reasonably related to the cost of providing Fire Protection Services and make recommendations to the City and Township regarding the fees.
- h) The Fire Administrative Board shall continue a Capital Improvement Fund. The Board shall deposit into the Fund all fees collected from owners of premises or vehicles for the use of Fire Protection Services. The Capitol Improvement Fund shall be reserved for Capital Improvements of Vehicles and Equipment only, or other such uses as permitted by this agreement. Expenditures from the Fund shall be made only upon the approval of the Board. Assets and Liabilities of the Fire Administrative Board shall be considered joint and equal responsibilities of the City and Township. The Fire Administrative Board shall neither enter into obligations nor create liabilities in excess of Fire Administrative Board liquid assets unless approved by both the City and the Township. Any purchase of Vehicles and/or Equipment which may result in a need for increased Fire Station facilities, shall be approved in advance by both the City and the Township.

8. Records

The City shall maintain all records and accounts of the Fire Department, to include the Fire Administrative Board Capitol Improvement Fund, and shall make all payments such as wages, salaries, insurance, taxes, water, fuel and maintenance costs. Written monthly reports will be made to the Fire Administrative Board and to the Township. Records shall be available for inspection by the parties to this Agreement at reasonable times and hours upon reasonable notice.

Total monthly costs of record keeping is calculated at \$425.00. Township to pay City 50% of these costs at a monthly amount of \$212.50. This rate to be reviewed and adjusted in the identical timeframes as lease reviews and shall be done as to timed functions and personnel costs as outlined in exhibit E.

9. WATER

The City shall be paid by the Township for water at the commodity rate which it charges entities in the City for all water taken from the City's municipal water supply by fire personnel for all fires in the Township. The Township shall be paid by the City for water at the City's commodity rate for all water taken from the Township's water supply by fire personnel for all fires in the City.

10. FUEL

Fuel shall be paid for at a cost not greater than the market price and shall be purchased from a source other than the City of Corunna. The costs shall be the responsibility of the City and Township as set forth under item #11 **B APPROPRIATIONS.**

11. APPROPRIATIONS

Upon approval of the annual budget the City and the Township shall make such appropriations as may be necessary to adequately fund the budget.

a) Fixed Expenses: The City and Township shall each pay 50% of fixed overhead expenses to include the following: Board Wages, Officer Salary, Secretary Wages, Attorney's Fees, Memberships & Dues, Professional Development, Physicals, Data Processing, Mutual Aid Wages & Payroll Taxes, and Telephone/Radio Communications.

b) Variable expenses: The City shall pay 32% and the Township shall pay 68% as per the 5-year total run history as per Exhibit B. Variable expenses shall include the following: Fuel, Equipment & Vehicle Repairs & Maintenance, Employee Benefits, Workers Compensation Insurance, Operating Supplies, and Vehicle & Liability Insurance.

At the end of six years from the effective date of this contract and then each successive 5-year period thereafter, the variable percentages shall be re-calculated based on the previous 5-year total run history, excluding mutual aid runs, and said histories shall be annually incorporated hereinto by subsequent exhibits.

12. PART-TIME FIRE PERSONNEL

The Fire Board shall appoint all part-time fire personnel on the recommendation of the Fire Chief. The Township agrees to be

responsible for reimbursement for all wages and payroll taxes of all part-time fire personnel, including the Fire Chief and other officers who respond to a fire in the Township and also agrees to be responsible for reimbursement for all wages and payroll taxes of all part-time fire personnel who remain on a stand-by basis at the fire station as a result of fire runs to the City. The City agrees to pay all wages and payroll taxes of all part-time fire personnel, including the Fire Chief and other officers who respond to a fire in the City and also all part-time fire personnel who remain on a stand-by basis at the fire station as a result of fire runs within the City. The cost of fire runs in areas contracting with the Fire Administrative Board for services, will be the responsibility of the City and the Township as set forth under Item #11A APPROPRIATIONS. It is mutually agreed and understood that the City shall not disqualify any resident of the Township from holding a position in the Corunna-Caledonia Fire Department solely on the ground that said person is not a resident of the City nor shall the Township disqualify any resident of the City from holding a position in the Corunna-Caledonia Fire Department solely on the ground that the said person is not a resident of the Township. All fire personnel shall be under the supervision of the Fire Chief. All mutual aids shall be the joint responsibility of the City and Township as set forth under Item #11A APPROPRIATIONS. Rates of compensation for all part-time fire personnel shall be determined as a part of the annual budget.

13. FIRE PROTECTION AREA

The parties agree to continue to furnish part-time fire personnel to respond to all fire calls in the City, Township or other area contracting with the Fire Administrative Board for service. City and Township are prohibited from independently contracting out fire service to other areas.

14. TERM

This Agreement shall remain in effect for 50 years and will end December 31, 2053.

15. CANCELLATION

This Agreement may be cancelled by either party effective January 1st in any year upon the written notice to the other party at least one year in advance of the proposed effective date. Upon cancellation of this Agreement, the party not canceling shall have first option and right to purchase the canceling part's interest in all fire equipment including trucks. All Equipment and Vehicles will be purchased at 50% of the equipment's appraised value at the time of purchase due to cancellation. The only exception is the specific equipment listed in

section 3 and appropriate attachment, (purchased between January 01, 1993 and December 31, 2002) which has not been replaced, and this will be purchased with the Township paying 42% and the City paying 58% of the equipment appraised value at the time of cancellation.

16. AMENDMENTS

Amendments to this Agreement may be made at any time by mutual consent of the parties.

17. PAYMENTS DUE

The Township shall pay the City, or the City shall pay the Township, for such services within thirty (30) days of receipt of billing. In the event that any service charge or any part thereof shall not be paid within thirty (30) days of receipt of billing, a penalty of one and one-half per cent (1.5%) per month or fraction thereof for each month that said service billing remains unpaid, computed on the unpaid amount thereof.

18. FACILITIVE MEDIATION

In the event that disputes arise between the parties in regard to any of the provisions of this agreement which are not able to be resolved by a good faith effort of both parties, said parties agree to enter into Facilitive mediation prior to taking any legal action, with following conditions:

Such request for facilitive mediation may be made by either party, after a good faith effort has been made to resolve the dispute; and,

1. A "30 day notice of intent to mediate" must be received by the party being served before the 30 days begins; and,
2. Good faith effort may include such things as, small group or individuals from each side, approved by respective Township and City, or any other avenues designed to settle disputes without the intervention of arbitration or legal action; and,
3. The parties will continue to try to resolve disputes within this "30 day notice of intent to mediate" period; and,
4. Either party shall have the right to submit the dispute to facilitive mediation for up to 90 days past the end of the 30 day notice; and,
5. Facilitive Mediation will be with Mid Michigan Dispute Resolution Center (MMDRC) or its successor. In the absence of MMDRC or its successor, the parties may opt to agree to make a selection from the approved Shiawassee County Civil Mediators list, at a reasonable cost, which cost will be equally shared.

IN WITNESS WHEREOF, the Mayor and Clerk of the City of Corunna and the Supervisor and Clerk of the Charter Township of Caledonia have executed this Agreement by authority of their respective legislative bodies.

CALEDONIA CHARTER TOWNSHIP

CITY OF CORUNNA

Thomas Wayne
Supervisor

[Signature]
Mayor

Connie L. Sukerik
Clerk

Suonne F. Long
Clerk

This Agreement was duly authorized by a Corunna City Council vote at a Corunna City Council meeting, held on the 6th day of October, A.D., 2003.

Dated: October 6, 2003

Suonne F. Long
Clerk

This Agreement was duly authorized by a Caledonia Charter Township Board vote at a Caledonia Charter Township Board meeting, held on the 20 day of October A.D., 2003.

Dated: 10-20-2003

Connie L. Sukerik
Clerk

EXHIBIT A

MCLA 41.811 Joint administrative board; creation; appointment, qualifications, and terms of members; compensation and expenses; vacancy; additional member; election of chairperson and vice-chairperson; meetings; rules of procedure; record of proceedings; quorum; removal of members; annual budget; powers and duties; board not new employer; conducting business at public meeting; availability of writings to public; definitions.

Sec. 11.

(1) The governing bodies of 2 or more contiguous townships, villages, or cities may, acting jointly, create a joint police administrative board, fire administrative board, or police and fire administrative board. A joint administrative board shall consist of 2 members from each participating township, village, or city. The members of a joint administrative board shall be appointed by their respective governing bodies for terms of 6 years. However, of the first members appointed, 1 member from each participating township, village, or city shall be appointed for a term of 4 years. A member of a joint administrative board shall not be an employee of a police or fire department of a participating township, village, or city. A member of a joint administrative board may be compensated for each meeting, not to exceed 52 per year, at a rate not to exceed \$30.00 by the joint administrative board for each meeting the member attends and shall be reimbursed for actual and necessary expenses incurred in the performance of board duties. A vacancy on a joint administrative board shall be filled by the original appointing governing body for the remainder of the unexpired term.

(2) At its first meeting, a joint administrative board shall, by resolution approved by a majority of its members, select an additional member who shall be a resident of a participating township, village, or city. The members shall annually elect a chairperson and a vice-chairperson from the board membership. A joint administrative board shall hold 4 regular quarterly meetings a year and special meetings as necessary at times as it determines. A joint administrative board shall adopt its own rules of procedure and shall keep a record of its proceedings. A majority of the members constitute a quorum for the transaction of business and the affirmative vote of a majority of all the members is necessary for the adoption of a motion or resolution. The members of a joint administrative board shall be residents of the townships, villages, or cities from which they were appointed. The members of a joint administrative board may be removed by the appointing governing body.

(3) A joint administrative board created pursuant to this section shall prepare an annual police department budget or fire department budget, or both, for the police department, fire department, or police and fire departments of

each participating township, village, or city. The proposed budgets shall be submitted to and reviewed by the respective governing bodies and may be amended, adopted, or rejected by them. A joint administrative board shall have other powers and duties as considered necessary by the participating governing bodies. A joint administrative board, if authorized to employ and appoint a police chief, fire chief, or other police or fire officers, including detectives, shall only employ and appoint such officers on behalf of an individual township, city, or village and does not constitute a new employer.

(4) The business which a joint administrative board may perform shall be conducted at a public meeting of the board held in compliance with the open meetings act, Act No. 267 of the Public Acts of 1976, as amended, being sections 15.261 to 15.275 of the Michigan Compiled Laws. Public notice of the time, date, and place of the meeting shall be given in the manner required by Act No. 267 of the Public Acts of 1976, as amended.

(5) A writing prepared, owned, used, in the possession of, or retained by the board in the performance of an official function shall be made available to the public in compliance with the freedom of information act, Act No. 442 of the Public Acts of 1976, as amended, being sections 15.231 to 15.246 of the Michigan Compiled Laws.

(6) As used in this section:

(a) "City" means a city with a population of not more than 15,000.

(b) "Governing body" means the body in which the legislative powers of a township, village, or city are vested.

EXHIBIT B
Total 5-year Run History
January 1, 1998 to December 31, 2002

Calendar Year	City of Corunna	Caledonia Charter Township	Mutual Aid	Annual Runs
1998	58	80	7	145
1999	29	64	26	119
2000	30	58	12	100
2001	38	98	24	160
2002	45	117	17	179
5-Year Totals:	200	417	86	703

Total Corunna/Caledonia Runs: 617

Corunna: 32%
Caledonia: 68%

EXHIBIT C

Rental Rate Calculations

2003-2009 Rates

Station	Square Footage	\$9.00 per sq ft	50%
Corunna Main	3216	\$ 28,944	\$ 14,472
Annex Bay	2288	\$ 20,592	\$ 10,296

Annex not developed 662

Total Rates Adjusted for Annual CPI Increase

U.S Dept of Labor Consumer Price Index for All Urban Consumers

Midwest Urban Area - All Items - 1982-84=100 - January Index -
Floor of 2.5%

EXHIBIT E

Position/Department Hourly Cost (Working Hours):

Includes: Department Cost (Wages/Benefits/Basic Office Expenses)

	Annual Department Cost	Net Hours Worked	Net Hourly Cost
Deputy Clerk:	\$55,000	1798	\$30.58
Treasurer:	\$55,000	1878	\$29.29
Clerk:	\$70,000	1798	\$38.93
Manager:	\$85,000	1838	\$46.25

Hours Worked Calculation: 365 days / 7 days = 52.14 Weeks x 40 Hours = 2086 Hours

2086 Hours - 104 Holiday Hours – 24 Personal Hours = 1958 Annual Gross Hours

Net Hours per position accounts for paid vacation days that vary with position.

No reduction in hours calculated for Sick Days and/or Bereavement leave.

1. **FIRE RUN BILLINGS:**

Deputy Clerk: Takes approximately one hour to enter fire runs in spreadsheet, create, print bills and stuff envelopes. This time is based on the average of 15-20 fire runs that need to be billed. This function was started in January 1995. (~\$30 Mth)

Treasurer: N/A

Clerk: N/A

Manager: N/A

2. **ACCOUNTS RECEIVABLE:**

Deputy Clerk: Involves creating a monthly invoice for billing purposes, calculating reimbursement by entering paid invoices into a spreadsheet; copying complete data packet to send with invoice. The Avg. time spent is 1 hour. (~\$30 Mth)

Treasurer: N/A

Clerk: N/A

Manager: N/A

3. **RECEIPT IN PAID FIRE RUN INVOICES:**

Deputy Clerk: Avg. time spent is 5-10 minutes per invoice. Invoice is pulled and pmt info is entered in spreadsheet. This function was started in January 1995. (~\$30 Mth)

Treasurer: N/A

Clerk: N/A

Manager: N/A

4. **PAYROLL:**

Deputy Clerk: Payroll figures are added sheet by sheet before given to person who enters payroll. Time spent 20 to 30 minutes. (~\$15 Mth)

Treasurer: Call in P/R taxes every payroll (30 minutes), fill out monthly withholding tax reports for the state on P/R (1 hour), fill out 941 forms quarterly (1 hour), fill out annual sales, use and withholding taxes (15 minutes), fill out wage detail reports quarterly (2 hours). Deal with unemployment issues, people to try claim unemployment with fire department and are still on it, I send letters explaining the issue (1 hour). (~\$50 Mth)

Clerk: Their payroll is done on a quarterly basis. New employees are entered into payroll system, current employees are kept up-to-date regarding tax changes and deduction claims, payroll is entered, checks are run and once a year W2's are processed (approximately 2 hours per quarter). (~\$30 Mth)

Manager: N/A

5. **COLLECTIONS:**

Deputy Clerk: Every September the unpaid fire run invoices are sent to city and township treasurers and collection agency. It takes approximately one hour to sort and copy invoices to send to treasurers and collection agency. (~ \$5 Mth)

Treasurer: Make copies to give to county to put on tax bill, balance fire runs on tax bills at beginning of taxes (often B.O.R. changes are done), collect money for fire runs, deposit, disburse to fire department, balance at the end of tax collections with county, collect payoff, disburse to fire department, make sure it all balances in the end with county, with auditors and my monthly bank statements (approximately 3 hours, depending on how many fire runs and B.O.R. changes). (~\$50 Mth)

Clerk: N/A

Manager: N/A

6. **RECORD KEEPING:**

Deputy Clerk: Keep spreadsheet up-to-date for audit-spreadsheet data is used to compare monies collected in Fire Fund. (~\$15)

Treasurer: Keep track of fire fund (101-336) and fire truck fund (206) and reconcile on a monthly basis with the general ledger. Get info gathered for audit (approx. 1 hour). Up-date fixed assets for auditors, send memo with fixed asset spreadsheet to chief of fire department and update spreadsheet (30 minutes). (~\$50 Mth)

Clerk: Keep track of purchased and sold vehicles and equipment for liability insurance billing purposes and fixed asset report. Also obtains and keeps track of vehicle titles (approx. 4 hours per year). (~\$10 Mth)

Manager: Assist in budget and budget amendment preparation. Enter budget and amendments into Fund Balance. Track budget expenditures and monitor year end estimates. 30 minutes. (~ \$25 Mth)

7. **ACCOUNTS PAYABLE:**

Deputy Clerk: Copies are made of each invoice before check vouchers are entered into computer system. The copies are put in a folder to bill township for that month. Time spent making copies average 15-20 minutes but it depends on the number of invoices. (~\$5 Mth)

Treasurer: Do up check vouchers for unemployment, first I look into it to make sure it is legit to pay. Call the state to straighten out when incorrect (1 hour). (~\$25 Mth)

Clerk: New vendors are entered, current vendors are kept up-to-date, double check general ledger numbers used, check vouchers are entered processing to printing checks (approximately 4 hours per year). (~\$10 Mth)

Manager: Review all payables for line item utilization and budget compliance. 15 Minutes. (~ \$10)

8. **CAPITOL IMPROVEMENT FUND:**

Deputy Clerk: N/A

Treasurer: Maintain account revenue and expenditure entries. Print and provide reports as necessary. Assist Auditor. (1 hour). (~\$25 Mth)

Clerk: N/A

Manager: Review all payables for contract compliance. Assist in establishing and maintaining a budget. 15 Minutes. (~ \$10)

Total Estimated Staff/Department Cost for Administration: ~ \$425 Mth

SERVICE/EXPENSES PROVIDED IN ADDITION TO DEPARTMENT COSTS:

1. Liability and Unemployment Insurance.
2. Office Facilities (Space, Utils, Hazard Insurance, R&M, Etc.)
3. Regular Full-Time Office Hours.
4. Part Time Secretarial Support.
5. Bank and Audit Fees.
6. Additional Office Support (Telephone Service, Answering Machine, Copy Machine, Fax Machine, General Postage, General Reproduction, Etc.)

Total Estimated Cost: ?

**AMENDMENT #1
FIRE PROTECTION AGREEMENT
City of Corunna
Caledonia Charter Township**

WHEREAS, the parties of the Fire Protection Agreement entered into a Fire Protection Agreement dated January 1, 2003; and

WHEREAS, the Fire Administrative Board has requested additional funding from the parties for the purchase of new fire apparatus; and

WHEREAS, the parties to the Agreement desire to modify paragraph 4 of said agreement which reads as follows:

4. PAYMENTS FOR PURCHASES FOR NEW VEHICLES AND EQUIPMENT, EXPENSES, UPKEEP AND INSURANCE

New Equipment and Vehicles: All payments for the purchase of new fire vehicles and equipment shall be the joint responsibility of the City and Township via the Fire Board Capitol Improvement Fund. The City and the Township shall each make an annual payment of \$10,000 (Ten Thousand Dollars) before July 31st of each year beginning with July 2004, to the Capitol Improvement Fund, and said fund shall be solely responsible for the purchase of new equipment and vehicles under the direction of the Fire Administrative Board. Alterations to this appropriation may be made upon the mutual agreement of both the City and the Township.

NOW THEREFORE IT IS MUTUALLY AGREED TO REPLACE PARAGRAPH 4 AS FOLLOWS:

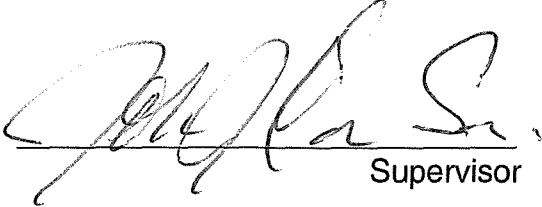
X 4. PAYMENTS FOR PURCHASES FOR NEW VEHICLES AND EQUIPMENT, EXPENSES, UPKEEP AND INSURANCE

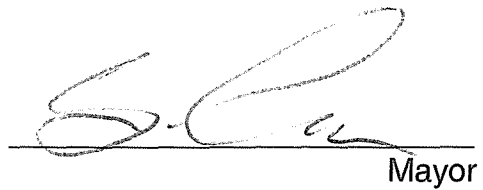
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IN WITNESS WHEREOF, the Mayor and Clerk of the City of Corunna and the Supervisor and Clerk of the Charter Township of Caledonia have executed this Agreement by authority of their respective legislative bodies.

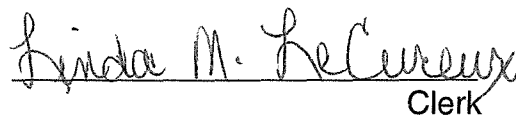
CALEDONIA CHARTER TOWNSHIP

CITY OF CORUNNA


Supervisor

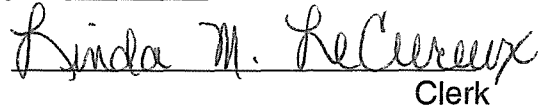

Mayor


Clerk


Clerk

This Amendment was duly authorized by a Corunna City Council vote at a Corunna City Council meeting, held on the 27th day of March, A.D., 2006.

Dated: March 27, 2006


Clerk

This Agreement was duly authorized by a Caledonia Charter Township Board vote at a Caledonia Charter Township Board meeting, held on the 30th day of March, A.D., 2006.

Dated: 3-30-06


Clerk