

**REPORT OF THE
AUBURN - WILLIAMS
INTERGOVERNMENTAL
ADVISORY COMMITTEE**

May 2009

**Members of the
AUBURN - WILLIAMS
INTERGOVERNMENTAL ADVISORY COMMITTEE**

John McNally - City of Auburn Mayor
Bill Reder – City of Auburn Elected Official
James Dominowski – City of Auburn Member at Large
Betty Owen – City of Auburn Member at Large

Tom Paige – Charter Township of Williams Supervisor
Paul Wasek- Charter Township of Williams Trustee
Ron Kohn - Charter Township of Williams Member at Large
Rebecca King - Charter Township of Williams Member at Large
Tom Putt- Charter Township of Williams (Alternate Member)

FORMATION OF THE COMMITTEE

In 2007, the Auburn City Commission and the Board of Trustees of the Charter Township of Williams recognized that future revenues will decrease due to the national and local economy and agreed that it was time to look toward methods to deliver essential governmental services in the most cost effective way to the residents, businesses and property owners.

The City of Auburn passed a Resolution to Consolidate Governmental Services with Williams Township on July 2, 2007. *(Copy included in report.)*

The Board of Trustees of the Charter Township of Williams passed a Resolution Supporting Intergovernmental Cooperation on August 14, 2007. *(Copy included in report.)*

The Board of Trustees of the Charter Township of Williams and the Auburn City Commission held a special joint meeting on Thursday, April 24, 2008 to discuss intergovernmental cooperation. It was agreed that the two communities were looking for opportunities to cooperate and combine services, where feasible to expand services to the all residents. It is not the intent to combine governmental units.

It was at this meeting that the Auburn – Williams Intergovernmental Advisory Committee was established by both governmental units. *(Copy of Minutes included in report.)*

It is the Auburn – Williams Intergovernmental Advisory Committee's purpose to identify areas of mutual interest of both municipalities and carefully research the possibilities of combining the effort in those identified areas if good service can be derived while being economically feasible. The Committee should look at all aspects of operations; i.e. administration, public works, police protection and equipment. The goal is to determine if a cost savings can be realized while offering the citizens the same or better level of service.

This Committee shall follow the rules of the Open Meetings Act, keeping minutes and posting the dates of the meetings. This Committee is strictly advisory to the Township and the City and has no authority to make or change policy.

CONCLUSION OF THE COMMITTEE

The City of Auburn has a few options as to how they might provide law enforcement service. They can continue to maintain their own department as it has been in the past or a modified version, with the combination of full time and part-time officers. Another option is to contract all or part of the services with the Bay County Sheriff's Department. The details of these options are included on the chart.

The Charter Township of Williams has a good working relationship with the Bay County Sheriff's Department and does not want to cancel their agreement unless an economically viable alternative is identified that will not negatively impact the delivery of law enforcement services in the Township, City and greater Bay County.

The Township intends to continue their contract with the Sheriff's Department, therefore the opportunity for the City and the Township to combine law enforcement services in an effort to increase the number of hours of service or to reduce cost is only possible if the City contracts with the Sheriff's Department. The Township may consider the formation of an Auburn Williams law Enforcement Authority as a method to partner with the City. However, Township Committee representatives are concerned about the initial cost to form an Authority, ongoing operational and administrative costs, increased liability exposure in today's litigious society, and the cost to provide adequate training. In addition, the Township representatives are troubled that creating an Authority, and cancelling their agreement with the Sheriff's Department, will negatively impact the Sheriff Department's eligibility for state funding that currently pays for three Road Patrol Deputies in Bay County.

The Committee feels it is important, no matter the method used to provide future law enforcement, that the officers and/or deputies are Medical First Responders to assist the volunteer Auburn-Williams Firefighters in low priority medical runs as determined by the Fire Chief. As the city and township demographics continue to develop, the call volume for emergency medical service has grown substantially accounting for 65% of the 480 calls in 2008.

The Committee requested the City of Auburn and the Charter Township of Williams to hire McKenna Associates to review the options the Committee developed and add to the list if any options were overlooked. The consultant would also assist the City and Township with a special meeting where the information could be presented to the public for their comments. It was thought that both communities would share equally in the cost. At the May 4, 2009 Auburn City meeting, the City Commission declined the Committee's request for a consultant.

The Committee has made every attempt to keep its actions open to the public. The Committee recommends that the City and the Township hold a public forum where the options can be explained to the public and input can be received.

Research information to support the Committee's conclusion is included in this report. The cost estimates created by the Committee are based on the information provided by the City and the Township. The cost estimates by others have not been verified. The City should run new cost estimates based on current information prior to finalizing their decision.

SUMMARY OF OPTIONS

In an effort to summarize the Committee's findings, all of the information was included on a **CHART OF OPTIONS** created by Tom Paige.

Option 1. Remain the same –

Township contract with the Sheriff's Department. Chart indicates 2 full time deputies providing a total of 80 hours per week. This could be changed but the estimated cost would also change.

City maintain their own department –

Chart indicates 1 full time chief and 1 full time officer providing a total of 80 hours per week. This could be changed to use a combination of full and part-time officers and the estimated cost would change.

Note: this option does not offer the opportunity of coordination of services between the City and the Township.

Option 2. Contract with Sheriff's Department -

Township continues to contract 2 Bay County Sheriff's deputies.

City contracts for 2 Bay County Sheriff's deputies.

Note: this option offers coordination of services between the City and the Township.

Option 3. City create a department to service City and Township -

It was determined that this option is *not feasible* as the City officers do not have police authority beyond the City's boundaries.

Option 4. Williams & Auburn Share Services

Township maintain contract for 2 deputies

City maintains 1 officer and contract for 1 deputy.

Various options of time split in this option.

Note: this could offer the opportunity of coordination of services between the City and the Township with the 3 deputies.

Option 5. Create a Police Authority

City and Township create another separate governmental Authority (such as the Auburn Williams Fire District Board).

Note: Township representatives are hesitant to recommend canceling their agreement with the Sheriff's Department based for the reasons stated in the Conclusion of the Committee.

PLEASE REVIEW THE ENTIRE CHART TO READ ALL OF THE CONSIDERATIONS OF EACH OPTION.

Numbers to support the information on the chart can be found included with the Minutes.

Revised 4/7/2009	Option 1	Option 2	Option 3	Option 4	Option 5
	Do The Same	Sheriff Dept 4 Deputies	Township Contract with City of Auburn	Williams & Auburn Share Services	Create Auburn-Williams Police Authority
# Auburn Officers	2	0	8	1 + 1 = 2	4
# Sheriff Dept. Deputies	2	4	0	2	
Auburn Hours Available per Week	80	160	168	80	160
Williams Hours Available per Week	80			80	
Cost to Auburn- Estimated	\$197,223			\$197,223 ?	\$304,847
Cost to Township- Estimated	\$156,733	\$332,448	\$589,793	\$156,733	
Auburn Administration Provided By	Auburn	Sheriff Dept.	Auburn	Auburn & Sheriff Dept.	Authority
Williams Administration Provided By	Sheriff Dept.			Sheriff Dept.	
Auburn Training Provided By	Auburn	Sheriff Dept.	Auburn	Auburn & Sheriff Dept.	Authority
Williams Training Provided By	Sheriff Dept.			Sheriff Dept.	
Primary Liability Costs- Auburn	Auburn	Sheriff Dept.	Auburn	Auburn & Sheriff Dept.	Authority
Primary Liability Costs- Williams	Sheriff Dept.			Sheriff Dept.	
Hours Available as First Responder- Auburn	80	160	168	80	160
Hours Available as First Responder- Williams	80			80	
PA416 Grant Funded Deputies Available in County	3	3	0	3	0

Revised 4/7/2009	Option 1	Option 2	Option 3	Option 4	Option 5
	Do The Same	Sheriff Dept 4 Deputies	Township Contract with City of Auburn	Williams & Auburn Share Services	Create Auburn-Williams Police Authority
Other Considerations	City Officers and Township Deputies remain within jurisdictional boundaries	* Unified Administration * Utilize current Auburn Police Station as a Sub- Station	* Officers need to be Deputised to have jurisdiction in township. * Loss of three PA416 Deputies from county	* Split Administration depending on how position is filled * Fill as Full Time or Part Time? * City Officers and Township Deputies remain within jurisdictional boundaries	* Cost to constitute Authority. * Creation of Authority Governing Board. * Annual Operating cost. * Loss of three PA416 Deputies from county
Benefits	No Change	* 160 Hours/Week coverage available to entire Auburn/Williams community and AWF D *No hours lost to travel time	* 24 x 7 coverage available to entire Auburn/Williams community and AWF D *No hours lost to travel time	* Various options for Auburn * No change in township	* 160 Hours/Week coverage available to entire Auburn/Williams community *No hours lost to travel time

DETERMINATIONS MADE DURING THE PROCESS

- The Committee feels it is important, no matter the method used to provide future law enforcement, that the officers and/or deputies are Medical First Responders to assist the volunteer Auburn-Williams Firefighters in low priority medical runs as determined by the Fire Chief.
- The City officers do not have police authority outside of the city boundaries. Bay County unable to deputize because of insurance liability issues. If an Authority is created, the Authority (and most likely, the municipalities creating the Authority) would be responsible for the liability issues.
- If the Bay County Sheriff's Department reduces their staff of deputies by two less deputies they will no longer be eligible for the PA416 Grant which provides 3 additional deputies to the County road patrol which assist in the back up or emergency response to all communities in Bay County. Williams Township Committee representatives are troubled with recommending canceling their contract with the Sheriff's Department to the Township Trustees since the end result is less Bay County Sheriff Department officers available in Bay County.
- The Bay County Sheriff is not required by statute to provide police services (road patrol) to the communities, unless there is a specific contract to do so in a community. Maintaining law enforcement at the County jail is the primary job of the Sheriff's Dept.
- If the City decides to contract with the Sheriff's Department, the Sheriff would be willing to use the Police station as a sub-station and the deputies would report to and from that location, therefore the deputies would not have the daily travel time before and after shifts.
- If the City contracts with the Bay County Sheriff's Department, the Sheriff has stated that he would consider the Auburn City officer for a deputy's position.
- The time period with the most calls to 911 with reports written in Bay County is 3p.m. to 8p.m.

INFORMATION COLLECTED BY THE COMMITTEE THOUGH MAY 20, 2009

This research information was presented to the Committee during meetings; therefore the information is included with the Minutes in this report.

- The actual cost to the township of two sheriff's deputies
- The actual cost of the police department to the city
- Chief Klann prepared an estimate for the city to provide city/township 24 hour/7day week coverage.
- The Committee created a chart of the current "plus" and "delta" of having the sheriff's deputies and of having a police department.
- Estimated cost and time covered scenarios were developed based on using sheriff's deputies and/or police officers
- A meeting was held with the Sheriff and Bay County staff and officials to discuss how a contract for services would work and to determine if Bay County would agree to meet some of the needs outlined by this Committee.
- A survey of other communities law enforcement
- A summary of 911 runs was obtained
- Officer Poltorak Proposal to the City for one full time chief and two part time officers

REFERENCE MATERIAL

CITY OF AUBURN

- Resolution to Consolidate Governmental Services
With Williams Township Resolution– Dated July 2, 2007
- Special Meeting Minutes – Dated April 24, 2008
- Minutes – Dated May 4, 2009

WILLIAMS CHARTER TOWNSHIP

- Resolution Supporting Intergovernmental Cooperation
Dated August 14, 2007
- Special Meeting Minutes – Dated April 24, 2008
- Letter to City of Auburn – Dated May 13, 2009

A Resolution to Consolidate Governmental Services With Williams Township

- Whereas, The City of Auburn, an inland farm belt located in western Bay County, was established in 1948 and since that time has grown and prospered; and
- Whereas, Over the years the City of Auburn has joined with the Charter Township of Williams in many successful ventures including the Auburn-Williams Fire Department, Auburn-Williams Recreation, building permits and inspections; and
- Whereas, The City became a member of the Bay County West Side Regional Waste Treatment Facility abandoning its Lagoon System. The City had purchased raw water from the City of Midland and filtered that water for distribution until several yeas ago when a waterline was installed from the City of Midland to Auburn supplying treated and filtered water; and
- Whereas, At a time when governmental units are realizing decreasing revenues it is necessary to look towards consolidation of governmental services and, given the success of the working relationship between the City of Auburn and the Charter Township of Williams, it is only fitting that consolidation of services provided by these two governmental units be considered; Therefore, Be It
- Resolved That the Mayor of the City of Auburn and the City Manager present this resolution to the Williams Township Board for their adoption and jointly appoint a committee to investigate the feasibility of further consolidation of services by the City and Township; Be It Further
- Resolved That this joint effort toward consolidating governmental services be done in the most cost effective and efficient manner possible and that the Michigan Township Association and the Michigan Municipal League both be invited to join this effort and, further, that the Mayor and Auburn City Commission and the Township Supervisor and the Williams Township Board embrace and support this consolidation fulfilling their fiduciary responsibility to the residents of both the City of Auburn and Williams Township.

YEAS: *Richard Fletcher, Sandra Henning, John McNally, Brian Raab, William Reder*

NAYS: *Ann Machelski*

ABSTAIN: None

ABSENT: *James Zoller*

ADOPTED: *July 2, 2007*

CITY OF AUBURN
113 E ELM STREET
AUBURN, MICHIGAN 48611
662 6761
APRIL 24, 2008

Auburn City Commission and Williams Township met jointly at Williams Township, 1080 W Midland Road was called to order by Supervisor Thomas Paige for a special Meeting at 10:00 A.M.

COMMISSIONERS PRESENT: Kenneth Charbonneau, Richard Fletcher, Ann Machelski, John McNally, Brian Raab, William Reder

COMMISSIONERS ABSENT: Sandra Henning

WILLIAMS TOWNSHIP BOARD PRESENT: Amy Charney, Connie Hooverman, Thomas Paige, Thomas Putt, Paul Wasek

WILLIAMS TOWNSHIP BOARD ABSENT: James Plant Jerry Schrott

ALSO PRESENT: Catherine Mullhaupt, Lead Member Information Liaison, MTA Mary Charles, Information Analyst MML, Bill Mathewson, Legal Counsel, MML Robert Feinauer, Sylvester Poltorak, Tom Gillcrest

Supervisor Paige led the Pledge of Allegiance.

An eight person Intergovernmental Advisory Committee to seek ways to save money and improve Services in all areas.

Supervisor Paige & Mayor McNally will serve on the committee, along with one elected official from Township and City and 2 City & 2 Township residents at large.

City will choose their committee on May 5th, 2008. Township will choose their committee on May 13th, 2008

Paige: The committee must proceed very carefully. We don't intent to merge or annex under one government.

We have different water sources. City bills their own water and sewer bills. County bills for the Township. County takes care of Township roads; City takes care of their own. City has sidewalks, large challenge to combine. Essexville and Hampton each have their own Police Departments and work well together

Planning and Zoning: Township has lot of land to develop, City is pretty much developed. We have Auburn Williams Fire District & Auburn Williams Recreation. The City contracts with Township for building permits and inspections.

Ann Machelski excused 11:00 A.M.

Wasek: We should know what we can do and what we can not do.

Adjourned 11:05 A.M.

APPROVED 5-5-8

CLERK *Lucille J. [unclear]*
MAYOR *James M. [unclear]*

CITY OF AUBURN
113 E ELM STREET
AUBURN, MICHIGAN 48611

Regular Commission Meeting
May 4, 2009

Auburn City Commission met at the City Hall Building, 113 E Elm Street was called to order by Mayor John McNally for a regular meeting at 7:00 P.M.

COMMISSIONERS PRESENT: Kenneth Charbonneau, Ann Machelski, Brian Raab, Ric Fletcher, John McNally, Bill Reder.

COMMISSIONERS ABSENT: Sandra Henning

ALSO PRESENT: JoElla Krantz, Karen Bellor, Sly Poltorak, Shawn Poltorak, John Billete, Al VanOchten, Toni Lascari and one other resident.

Mayor led the Pledge of Allegiance.

COMMISSIONERS ABSENT: Reder/Fletcher motioned to excuse Henning.
Yeas: All

I. APROVAL OF AGENDA:

Reder/Machelski moved to approve the agenda as printed. Mayor amended the agenda under New Business to add H. Maple & Kern St. Project and I. Gun Range Supervisors. Approval of agenda as amended. Yeas: All

II. APPROVAL OF MINUTES OF APRIL 20, 2009 MEETING:

Reder/Charbonneau to approve minutes of April 20, 2009 meeting as printed. Yeas: All

III. CONSENT AGENDA

Reder/Raab moved to receive Consent Agenda: February and March 2009 Financial Statements, April 14, 2009 Personnel Committee Meeting Minutes, April 15, 2009 Auburn/Williams Rec Board Minutes, April 16, 2009 AWFDD Board Meeting Minutes, Request From Bay County Pony League for Annual Tag Sale Days on June 19 and 20, 2009. Yeas: All

IV. PUBLIC COMMENT:

Reder/Machelski moved to open floor to public comment: Yeas: All

None

Charbonneau/Reder moved to close floor to public comment and return to regular order of business: Yeas: All

V. Unfinished Business

None

VI. New Business

- A) Fletcher/Reder moved to approve the AWFD 2010 Proposed Budget.
Roll Call Vote: Yeas: 6 Nays: None Absent: 1
- B) Reder/Machelski moved to concur with the East Central Michigan Planning & Development Regional Commission (ECMPDRD) Proposed Name, Organizational and Bylaws Changes. Yeas: All
- C) Reder/Raab moved to set 2009-2011 Public Hearing on the Budget for 7:00 p.m. June 1, 2009. Yeas: All
- D) Raab/Reder moved to accept Renewal Date for Blue Cross Blue Shield
Yeas: All
- E) Reder/Raab moved to enter into Agreement to Provide Communication Assistance Regarding Future Law Enforcement Options. Roll Call Vote:
Yeas: Reder, Raab, McNally (3) Nays: Fletcher, Machelski, Charbonneau (3) Absent: Henning (1) Motion does not pass.
- F) Officer Poltorak's Police Department Reorganization Proposal. Recommend that the proposal be passed on to the Advisory Board.
- G) Machelski/Charbonneau moved to proceed with Multi-Purpose Court at City Park. Roll Call Vote: Yeas: All Nays: None Absent: 1
- H) Raab/Charbonneau to accept change order on the Maple & Kern St. Project up to \$6,000.00 Dollars – DPW Director Al VanOchten & Engineer John Billette discussed additional issues with project to seek approval for additional funds. Fill all pipes with fill. Roll Call Vote: Yeas: All Nays: None Absent: 1
- I) Reder/Fletcher moved to accept recommendation for Gun Range Supervisors. Yeas: All

VII. Administrator's Report

Reder/Fletcher moved to receive Administrator's Report: Yeas: All

VIII. Bills Submitted for Payment

Reder/Charbonneau moved to pay bills submitted for payment. Roll call Vote: Yeas: All, Absent: 1

IX. Mayor and Commissioner's Comments

Ann Machelski informed Commission that no action was taken regarding the Personnel Committee. Sly gave letter to McNally regarding memorial ceremony for Police Officers at City Hall at noon for those that are interested in attending.

X. Public Comment

Reder/Charbonneau moved to go into Public Comment.

Yeas: All

Sly informed Commissioners that he gave a copy of his proposal to the Advisory Board.

Reder/Raab moved to go out of public comment.

Yeas: All

XI. ADJOURNMENT:

Raab/Fletcher moved to adjourn at 7:45 P.M.

APPROVAL

CLERK

MAYOR

Resolution Supporting Intergovernmental Cooperation

08-07-044-A/I/W

WHEREAS, Williams Township was first settled in 1854 and became the second township in what is now Bay County, Michigan; and

WHEREAS, Auburn was incorporated as a city in 1948 in order to obtain an important and critical water supply from the City of Midland, a water supply that continues to serve the City of Auburn today; and

WHEREAS, Williams Township became Williams Charter Township in March of 1980 as approved by the electors of Williams Township on November 7, 1978; and

WHEREAS, the City of Auburn and Williams Charter Township have joined over the years in many successful ventures including the Auburn-Williams Fire Department, the Auburn-Williams Recreation Association, and contracting for administration of the Michigan Building Code; and

WHEREAS, both the City of Auburn and Williams Charter Township are members of the West Bay County Regional Wastewater System; and

WHEREAS, at a time when governmental units are realizing decreasing revenues, it is necessary and fitting to look towards methods to deliver essential governmental services in the most cost effective way to the residents, businesses and property owners of Williams Charter Township and the City of Auburn.

NOW, THEREFORE, BE IT RESOLVED, that the Williams Charter Township Board of Trustees supports identifying, investigating, and implementing methods of providing timely services to residents, businesses, and property owners in the most cost effective manner possible;

BE IT FURTHER RESOLVED, that the Williams Charter Township Board of Trustees supports appointment of a joint committee of elected officials and residents at large to identify and investigate the feasibility of further intergovernmental cooperation between the City of Auburn and Williams Charter Township;

BE IT FINALLY RESOLVED, that both the Michigan Townships Association and the Michigan Municipal League be invited to join and assist in this effort, and that the Mayor and Auburn City Commission, and the Williams Township Board of Trustees support intergovernmental cooperation that provides timely and cost effective governmental services that our constituents deserve and expect.

AYES: Paige, Plant, Hoverman, Charney, Wasek, and Schrott.
NAYS: None.
EXCUSED: Putt.

RESOLUTION DECLARED ADOPTED

Thomas Paige
Thomas Paige
Williams Township Supervisor

Amy Charney
Amy Charney
Williams Township Clerk

I, Amy Charney, Clerk of the Charter Township of Williams certify that the foregoing resolution is a true and accurate copy of a resolution adopted by the Board of Trustees of the Charter Township of Williams at a regular meeting held on Tuesday, the 14th day of August 2007.

Amy Charney
Amy Charney
Williams Township Clerk

**CHARTER TOWNSHIP OF WILLIAMS
BOARD OF TRUSTEES
SPECIAL MEETING – April 24, 2008**

The Board of Trustees of the Charter Township of Williams held a special joint meeting with the Auburn City Commission on Thursday April 24, 2008 at the Township Hall. The agenda is attached Exhibit A.

I. Call to Order and Roll Call

The meeting was called to order by Tom Paige, Supervisor at 10:05 a.m. The city of Auburn was called to order by their Mayor and roll was taken. Board of Trustees present: Paige (Supervisor), Hoverman (Treasurer), Charney (Clerk), Putt (Trustee), and Wasek (Trustee).

Excused: Plant (Trustee) and Schrott (Trustee).

Also present: Catherine Mullhaupt, MTA; Mary Charles, MML; and Bill Mathewson, MML.

II. Pledge of Allegiance

The Pledge of Allegiance to the flag was said in unison.

III. Changes to the Agenda

There were no changes to the agenda.

IV. Public Comment

There were no comments at this time.

V. Introduction of Guests

T. Paige introduced Catherine Mullhaupt, Lead Member Information Liaison, Michigan Townships Association; Mary Charles, Information Analyst, Michigan Municipal League; and Bill Mathewson, Legal Counsel for the Michigan Municipal League, and thanked them for attending the meeting.

VI. Roundtable Discussion

T. Paige made some opening remarks about intergovernmental cooperation already taking place with Auburn, i.e., the Auburn/Williams Recreation Association, and the Auburn/Williams Fire Department. The city also contracts with the township for administration of the Michigan State Building Code by having the township building inspector and electrical inspector issue building, electrical, plumbing, and mechanical permits on their behalf. The township also completes inspections as required by Michigan law.

He then provided information about how Auburn became incorporated as a city in 1948. A referendum vote was held in 1947; it passed and residents were given the opportunity to receive water from the city of Midland. Williams Township receives water from Bay City and is billed through the Bay County Department of Water & Sewer.

Millage rates differ as the city is solely responsible for paving and maintaining their streets, whereas, the Bay County Road Commission maintains township roads, for a fee.

The township and the city should continue to explore opportunities to work together that make sense for both communities. If areas of mutual interest are identified, then the city and township should carefully explore the possibilities. He reiterated that quick and hasty decisions should not be made without fully understanding the ramifications.

John McNally, Mayor, stated that the city initiated the process to explore the possibility of joint police cooperation. The township contracts with the Bay County Sheriff Department for two full time deputies while the city has a two man department of their own. He feels that the residents of both communities could potentially receive better police service/coverage with a combined department.

Bill Reder, Auburn City Commissioner, stated that it has never been discussed to dissolve the city form of government. The resolution was passed by the city commissioners to discuss joint cooperation and combination of services, where feasible, in order to expand services to all of our residents.

Paul Wasek asked about legal issues and stressed that residents from both communities must be involved.

B. Mathewson stated that intergovernmental cooperation does not require a vote by residents, only resolutions from both governing boards.

C. Mullhaupt stated that the Attorney General has ruled that ballot advisory questions are illegal.

Formulation of an intergovernmental advisory committee was discussed in order to further explore areas of possible cooperation between both governmental entities. Committee meetings will be posted in accordance with the Open Meetings Act and the public will be encouraged to attend.

The general structure of the advisory committee was then contemplated. After a brief discussion, it was determined that the advisory committee would be comprised of John McNally, Mayor, and Tom Paige, Supervisor, along with one other elected member of both the township board and city commission. Two residents from each municipality will then be chosen, for an eight member committee.

C. Mullhaupt suggested that parameters of the advisory committee be discussed during the first meeting, and then reminded those present that each legislative body is responsible for any decisions that are ultimately made.

Ann Machelski, City Commissioner, departed at 11:00 a.m.

Each governmental unit will appoint a member to the advisory committee at their next meeting.

Both units of government have newsletters that will soon be mailed and resident volunteers may indicate a willingness to serve on the information gathering committee. It is anticipated that formation of the committee may not be complete until June.

VII. Public Comment

There was no public comment.

VIII. Adjournment

By unanimous consent, the meeting was adjourned at 11:10.a.m.

Williams Charter Township

Amy Charney, Clerk

Tom Paige, Supervisor

1080 W. Midland Road
Auburn, Michigan 48611

Williams Charter Township

Supervisor - Tom Paige (989) 662-4241
Clerk - Amy Charney (989) 662-4408
Treasurer - Connie Hoverman (989) 662-4091
Fax (989) 662-4631

May 13, 2009

Auburn City Commission
113 East Elm Street
Auburn, MI 48611

Dear Commissioners:

As you know, the Auburn-Williams Intergovernmental Advisory Committee (AWIAC) has been meeting since December 17, 2008 with the purpose of identifying areas of mutual interest to Auburn and Williams Township, and to carefully research the possibility of combining efforts in identified areas with the goal of determining if cost savings can be realized while providing the same or better level of service. Due to the retirement of Auburn Police Chief Jim Klann, recent AWIAC meetings have focused on law enforcement and public safety services.

I can assure you that members of the AWIAC have been working diligently to identify options for law enforcement and public safety services in the Auburn-Williams community and are nearing completion of this task. However, since the AWIAC has no funding capacity or legislative authority, the Committee was seeking city and township approval to provide funding to secure a consultant to review the accuracy and completeness of the committee's findings for law enforcement and public safety, and to hold a public forum to discuss these options with the community for their guidance.

It was my belief that during discussion at the joint City Commission and Township Board Meeting held on April 24, 2008 that it was understood that the AWIAC may incur minimal costs, and the consensus was that the city and township would split reasonable costs evenly. On May 4, 2009, the Auburn City Commission denied the AWIAC's consultant funding request. Given this denial, how should the AWIAC proceed?

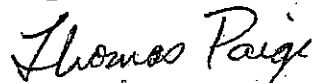
Short of direction to the contrary from the City Commission, I believe the AWIAC could complete its report at its May 20, 2009 meeting and forward the report to the city and township. A special joint meeting of the Auburn City Commission and Williams Township Board of Trustees could then be scheduled as an opportunity to present the AWIAC's findings and options regarding law enforcement and public safety services to the community, and to receive public comment on those options.

Please note that the content of this letter has been approved by the Williams Township Board of Trustees. At a time when Michigan's economy remains extremely poor and governmental units are continuing to realize decreased revenues, the Williams Township Board of Trustees reaffirms its support to identify, investigate, and implement methods of providing timely services in the most cost effective manner possible.

It has been a pleasure to serve as a member of the Auburn Williams Intergovernmental Advisory Committee and work with people that care deeply about our community and have taken their mission very seriously.

Thank you for your attention to this matter. Please feel free to contact me with any questions or concerns.

Respectfully,



Thomas Paige
Williams Township Supervisor

cc: Williams Township Board
AWIAC Members

**AUBURN – WILLIAMS
INTERGOVERNMENTAL ADVISORY COMMITTEE**

**MINUTES
WITH INFORMATIONAL COMMITTEE
HANDOUTS INCLUDED**

MEETINGS OF THE COMMITTEE

December 17, 2008

January 21, 2009

February 18, 2009

March 17, 2009

April 7, 2009

May 20, 2009

All meetings were posted in accordance with the Opens Meetings Act at the Auburn City office and the Williams Township office. Copies of all Minutes were given to the City and to the Township for official record keeping. The Township made the minutes available on their web site.

Copies of posting and Minutes are included in this report.

**CHARTER TOWNSHIP OF WILLIAMS
CITY OF AUBURN
INTERGOVERNMENTAL ADVISORY COMMITTEE
MEETING 12-17-08
APPROVED**

I. Call to Order and Roll Call

The meeting was called to order by Tom Paige at 7:00p.m. at the Township Hall. The Agenda is attached Exhibit A.

Committee Members present: Tom Paige, Paul Wasek, Rebecca King, Ron Kohn, John McNally, Bill Reder, Jim Dominowski, and Betty Owen.

Others Present: L. Sylvester Polporak.

II. Pledge of Allegiance

The Pledge of Allegiance to the flag of the United States was said in unison.

III. Introductions

Each committee member introduced themselves.

IV. Committee Organization, Purpose and Objectives

a. Committee Authority -April 24, 2008 Joint Meeting Minutes.

T. Paige explained that a special joint meeting of township and City was held to discuss intergovernmental cooperation and the formation of this committee. He stated that this committee is strictly advisory to the Township and the City and has no authority to make or change policy.

b. Meeting Minutes /records-who does these?

T. Paige advised that this committee shall follow the rules of the Open Meetings Act, keeping minutes and posting the dates of the meetings. B. Owen offered to take the minutes of the meetings and disburse an electronic copy to the committee members and to provide a written copy to the City and Township for their records. No one objected.

c. Select a Committee Chairperson.

J. McNally made a motion to name Betty Owen as the Chairperson of this committee. T. Paige supported the motion and the motion passed unanimously.

d. Areas of Study

P. Wasek stated that City and the Township operate under very different statues and regulations and that there is not a desire at this time by the township to consider merging the two governmental units. It is this committee's purpose to identify areas of mutual interest of both municipalities and carefully research the possibilities of combining the effort in those identified areas if good service can be derived while being economically feasible. J. McNally and B. Reder stressed that the committee should look at all aspects of operations; i.e. administration, D.P.W. , Police protection and equipment. J. McNally

stated that the goal is to research areas to determine if a cost savings can be realized while offering the citizens the same or better level of service.

T. Paige explained that because the two entities are formed differently, it would be difficult to combine administrative staff. The City hires a Clerk/Treasurer (currently one person) while the township Clerk and Treasurer are elected officials with specified job duties which do not include tasks involving the City. The City Manager is hired while the Township Supervisor is elected.

There was discussion relating to police protection. T. Paige stated that currently the Township contracts with Bay County for services. They have two deputies (40 hours each) and the City has their own department with a Chief and one officer. T. Paige stated that the Fire Chief has reported to him on several occasions that firefighters have had to wait a long time for a deputy to respond to the fire – call so they could enter a building. J. McNally stated that he would like to see 24 hour law enforcement coverage every day. T. Paige stated that the township must provide police services in accordance with the Charter Township requirements. They can meet that need by contracting for the service. Currently, the township budget for 2009 police service is \$180,000.00.

P. Wasek stated that he was told that the Saginaw Township received a large grant to assist their police department. He wondered if grants would be available to the City or the Township. It was stated that the city has more fire runs than the township; this could be true of the police service also.

It was stated that the Auburn Police officers do not have police powers outside of Auburn unless they are assisting another department. T. Paige stated that he did not think that the Bay County Sheriff would deputize other entities' officers to be empowered outside of their own jurisdiction. J. Dominowski stated that he did not think any sheriff in Michigan would deputize other entities' officers in a similar situation. Also, it was stated that an authority (such as the Fire District) might get around that issue, but the Bay County Sheriff deputies could be less than enthusiastic to participate in back up calls.

It was stated that Chief Klahn has about two years to reach retirement. Officer Polporak was asked how many more years of service he needed for full retirement. He stated, "six more years and then he was done".

It was mentioned that being able to assist each other with DPW equipment or manpower might be beneficial. The example given was; the township might have their DPW person out on an extended sick leave and need a certain job done quickly. It was stated that it would be nice if they could call the city to have that task accomplished. J. Dominowski referred to this as a "lease back" of equipment and/or manpower.

B. Reder advised that he was aware of Jerome and Valerie from Crystal Planning, who do work for non-profit groups by offering advice on how to make their operations and staff financial efficient. He believes this is done at no charge for non-profit groups. T. Paige stated that he knew of a couple of

contacts for the same type of service. It was agreed that B. Owen would contact Crystal Planning and T. Paige would call his contacts to determine if their service might assist the committee and if there would be a charge to do so. Everyone agreed that the service of this type of firm could be beneficial.

V. Future Meetings

a. Dates and Times

It was agreed that Wednesday evenings work for everyone at this time (the summer schedule may have to change to Tuesday evenings). It was agreed that the meetings would be held every Third Wednesday of the month at 7:00 p.m.

b. Location

It was agreed the meetings would be held at the township office.

c. Resources, People and Materials

As information is need from the township and city, it will be provided. The Township Supervisor and the City Manager can authorize expenditure for consultants as long as the cost is within their authorized limit.

VI. Public Comment

There was no public comment.

VII. Adjournment

Minutes Respectfully Submitted by:
Betty Owen

NEXT MEETING DATE: January 21, 2009

Information obtained after the meeting:

The city's current budget for police service is 200,665.00.

**CHARTER TOWNSHIP OF WILLIAMS
CITY OF AUBURN
INTERGOVERNMENTAL ADVISORY COMMITTEE**

PUBLIC NOTICE

**Notice is hereby given that the Auburn-Williams Intergovernmental Advisory
Committee will hold the next committee meeting on Wednesday, January 21,
2009 at 7:00p.m. prevailing Eastern Time at the Williams Township Office
located at 1080 W. Midland Road, Auburn, MI 48611.**

Williams Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and readers for printed materials being considered at the meeting, to individuals with disabilities upon ten (10) days notice. Individuals requiring auxiliary aids or service should contact the Township by writing or calling:

Amy Charney, Clerk, ADA Coordinator
Charter Township of Williams
1080 W. Midland Road
Auburn, MI 48611
989 662-4408 Voice
989 662-4631 Fax
TDD's

Bay County Clerk's Association/Bay County Executive 989 895-4049
Or

The Michigan Relay Center 1 800 649-3777

Official copies of the Auburn-Williams Intergovernmental Advisory Committee Minutes are stored with the Auburn City Clerk at 113 E. Elm Street, Auburn MI 48611 and with the Williams Township Clerk at 1080 W. Midland Road, Auburn, MI 48611. They are available for public inspection during normal business hours or by appointment.

POSTED: 12-22-09

**CHARTER TOWNSHIP OF WILLIAMS
CITY OF AUBURN
INTERGOVERNMENTAL ADVISORY COMMITTEE
MEETING 1-17-09
APPROVED**

1. Call to Order and Roll Call

The meeting was called to order by Betty Owen at 7:00p.m. at the Township Hall.

Committee Members present: Tom Paige, Tom Putt (alternate), Ron Kohn, John McNally, Bill Reder, Jim Dominowski, and Betty Owen.

Committee Members Absent: Paul Wasek, Rebecca King.

Others Present: L. Sylvester Polporak, Jim Carlin.

2. Pledge of Allegiance

The Pledge of Allegiance to the flag of the United States was said in unison.

3. Review and Approval of Minutes – December 17, 2008

J. McNally made a motion to approve the Minutes as written. J. Dominowski supported the motion and it passed unanimously.

4. Review Plus and Delta of

- a. Police Department**
- b. Sheriff's Contract**

The committee broke into two groups to identify the plus and delta of each department. A summary of the combination of the charts is attached. Exhibit A.

5. Update on Action Items

- a. Tom Paige to contact MSU Extension Director reference Planners**

T. Paige contacted Mary Ann Heidemann (989 354-9870), MSU land use planner and she would be glad to assist this committee. The cost would be \$66.00 per hour and no travel charge as this is her region.

- b. B. Owen to contact Crystal Planning- Valerie Roof (989 450-9864).**

B. Owen contacted Valerie Roof, who explained that they are facilitators and would be glad to assist this committee at a fee of \$60 to \$100 depending on the work being done.

The committee agreed that more research on their part should be done before bringing in a consultant.

6. Other Discussion Reference Law Enforcement Service

Discussion followed regarding the issues detailed on the charts. It was noted that both the city and township have about 80 hours of coverage (2-officers/deputies) in a week; although the deputies have travel time to/from Bay County jail to check in and get vehicle. It was asked if the township received revenue from traffic tickets – they do not. T. Paige state that the current cost for the Sheriff's deputies is less than budgeted because one of the officers is a single man so his health insurance cost is considerably less; so he is keeping the budget at the level indicated in case that office is replace with

one that has a family (which would increase the health insurance charges). The township budget for law enforcement is \$180,000. The city's budget is \$200,665.

It was stated that if affordable, it would be ideal if 24 hour service could be provided in the township and the city. It was agreed that we should try to get statistics from Bay City Central for the separate number of law enforcement runs in the township and city and if possible by shift. It was stated that perhaps sharing a law enforcement person for the third shift would be beneficial and if it is financially difficult, perhaps another adjoining community would want to participate. The use some part-time law enforcement people (not all) as a means of keeping cost down and offering flexibility in scheduling around sick leave and vacations was discussed. Tom Paige stated that the sheriff must have a certain number of deputies on the road or he could risk losing the funding from the PA416 which would then reduce the staff by 5 deputies. Everyone agreed that it was important to all of the Bay County citizens that the sheriff's staff not be reduced as we rely on their response for emergencies and backup. It was stated that having a police department could serve other needs such as zoning enforcement.

It was agreed that it is necessary to know the cost of additional service and to perhaps develop different law enforcement coverage plans and the associated cost for each plan. After reviewing that information the committee may want to discuss options with the Bay County Sheriff. J. McNally stated that the City committee members and Administrator would meet to develop some plans for the next committee meeting.

7. Discussion On Other Mutual Possibilities

It was agreed to delay this discussion and focus on one topic at a time – law enforcement.

8. Public Comment

Jim Carlin stated that perhaps the committee should check with the Sheriff to determine if the township discontinued their contract for two deputies would it result in the loss of five deputies on the department. He also stated that the city and township budgets are close to the same.

9. Future Meetings

Next meeting will be held February 18, 2009 at the township office.

10. Adjournment

B. Reder made a motion to adjourn. R. Kohn supported the motion and it passed unanimously. The meeting ended at 8:35p.m.

Minutes Respectfully Submitted by:
Betty Owen

CHARTER TOWNSHIP OF WILLIAMS
CITY OF AUBURN
INTERGOVERNMENTAL ADVISORY COMMITTEE
MEETING 1-17-09

Exhibit "A" Summary of the Charts

<p><u>Sheriff's Contract PLUS</u></p> <p>Liability/vehicle Insurance provided by others</p> <p>Training resources</p> <p>Detective available</p> <p>Technology available</p> <p>More of a fixed cost</p> <p>Position filled when officer is sick or hurt</p>	<p><u>Sheriff's Contract Delta</u></p> <p>Travel time</p> <p>May take deputy time to become familiar with community</p> <p>No role in deputy selection</p> <p>Officers may not be from community</p> <p>Less flexible schedule</p>
<p><u>Own Police Department PLUS</u></p> <p>Same officers</p> <p>More direct control</p> <p>Flexibility in scheduling</p> <p>Familiar with residents and area streets, etc</p> <p>Visibility</p> <p>Officers usually reside in community</p> <p>Tailor equipment to needs</p> <p>Small force</p> <p>Direct training with Fire Dept.</p> <p>No travel time taken out of paid working hours</p> <p>Good traffic control – especially by Western High School</p> <p>Having own Police station gives residents a place to meet with police for non-emergency activities.</p>	<p><u>Own Police Department Delta</u></p> <p>Limited coverage (10 shifts a week)</p> <p>Maybe limited training resources</p> <p>No coverage for sick leave/vacation must rely on Sheriff/MSP</p> <p>Added Insurance cost</p> <p>-vehicle</p> <p>- liability</p> <p>Sheriff does not cover unless 911 call</p>

**CHARTER TOWNSHIP OF WILLIAMS
CITY OF AUBURN
INTERGOVERNMENTAL ADVISORY COMMITTEE**

PUBLIC NOTICE

**Notice is hereby given that the Auburn-Williams Intergovernmental Advisory
Committee will hold the next committee meeting on Wednesday, February 18,
2009 at 7:00p.m. prevailing Eastern Time at the Williams Township Office
located at 1080 W. Midland Road, Auburn, MI 48611.**

Williams Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and readers for printed materials being considered at the meeting, to individuals with disabilities upon ten (10) days notice. Individuals requiring auxiliary aids or service should contact the Township by writing or calling:

Amy Charney, Clerk, ADA Coordinator
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POSTED: 1-27-09

**CHARTER TOWNSHIP OF WILLIAMS
CITY OF AUBURN
INTERGOVERNMENTAL ADVISORY COMMITTEE
MEETING 2-18-09
APPROVED**

1. Call to Order and Roll Call

The meeting was called to order by Betty Owen at 7:00p.m. at the Township Hall.

Committee Members present: Tom Paige, Tom Putt (alternate), Ron Kohn, John McNally, Bill Reder, Rebecca King, and Betty Owen.

Committee Members Absent: Paul Wasek, Jim Dominowski.

Others Present: Barb Reiss.

2. Pledge of Allegiance

The Pledge of Allegiance to the flag of the United States was said in unison.

3. Review and Approval of Minutes – January 17, 2009

B. Reder made a motion to approve the Minutes as written. T. Paige supported the motion and it passed unanimously.

4. Review of Cost Estimates

a. Police Department

b. Sheriff's Deputies

The committee members were provided cost estimate worksheets prepared by Chief Jim Klann, Betty Owen and the Sheriff's department. The current cost for one Chief and one officer, each working 40 hours a week; a total of 80 hours, costs \$206,497.20 annually. The Township's current actual cost for 2 deputies, each working 40 hours a week; a total of 80 hours, costs \$151,331.00 annual. This cost could increase because the union contract is due and because one deputy is currently at "single" health insurance rate.

The Chief's estimate is for 8 officers, which would provide combined services for the city and township providing 24 hour service. He included the cost for more equipment and uniforms; he estimated the cost would be \$589,793.00 annually. B. Owen included worksheets showing the City's current cost and some scenario cost estimates should the service be expanded.

The Sheriff's department provided a cost estimate for one deputy at the rate of \$76,534 per deputy (\$153,068 for two) with the understanding that the union contract may be negotiated in the near future.

T. Paige noted that the Sheriff's estimate did not include the 5% administrative fee so that could raise the cost to \$154,571.00 for two deputies. After some discussion it was agreed that

it would may be too expensive for the township to go with the city for service. It was also agreed that it would not be in the best interest of the county residents for the sheriff to lose five deputies because his level of staffing decreased by the two deputies at the township.

It was stated that both the City and the Township revenue sharing will be down and that taxes collected could be flat or decrease, therefore we must look at all options to be fiscally responsible to the residents.

T. Paige stated that he wanted to correct a comment he made at a previous meeting. If a deputy is off on workers compensation or disability the deputy is replaced by another. If he is off for sick or vacation leave he is not replaced.

B. Owen stated that she spoke with the Sheriff and Mike Gray today in preparation of this meeting. She asked the Sheriff about the travel time lost on each shift, and if that could be avoided if the substation was in Auburn. The Sheriff is willing to discuss the issue. She also asked him if the shifts could be split shift (perhaps some 4 hour shifts) and he thought that could be worked out as well.

B. Reder stated that should the city choose to go with the Sheriff's department, the Sheriff would consider Officer Polporak for a deputy position, he would also consider some cost savings in exchange for the use of the building, equipment and vehicles. This would need to be discussed the county finance people.

It was discussed that if the City and Township both worked with the Sheriff there could be an opportunity to have more time covered. For instance, each community could have a deputy on 1st shift and then share one on 2nd and 3rd shifts. There are several scheduling possibilities.

T. Paige was asked to call and get the "run" data from 911 so we could review which shifts seem to be the busiest.

B. Owen stated that the Fire Chief mentioned that the fire fighters often respond to low priority calls, which could be better done by law enforcement. An example of this; the fire fighters went to a call because a person was not responding to the door bell for Meals on Wheels. They had to wait for the officer to arrive before they could enter the house. The person was on the floor and need assistance to get up, but was uninjured. As we look to the future, and want to preserve our volunteer fire department, perhaps we should look at having some of these needs met as well.

R. King stated that she works two part-time law enforcement jobs and that there are a lot of officers willing to work for \$10.00 per hour. She advised that if someone is out of law enforcement for one year they need to go back to school to re-certify. She stated that Vassar has 5 full time and 4 part time

officers and Breckenridge has 2 full time and 5 part time officers. R. Kohn stated that he would like to know what Tittabawassee does.

After discussion it was agreed that more information regarding the Sheriff's deputies would be helpful. B. Owen was asked to set up a meeting with the Sheriff before our next committee meeting and anyone from the committee who is available could attend.

8. Public Comment

Barb Reiss stated that she wasn't sure what the best way to go would be and she understood the committee was gathering information, but she hoped that the public could comment on it.

9. Future Meetings

Next meeting will be held April 15, 2009 at the township office. There will not be a meeting in March.

10. Adjournment

B. Reder made a motion to adjourn. J. McNally supported the motion and it passed unanimously. The meeting ended at 8:38p.m.

Minutes Respectfully Submitted by:
Betty Owen

Action Items:

T. Paige: Call 911 for Run Data

B. Owen: Call Tittabawassee Twp and set meeting with Sheriff

AUBURN WILLIAMS INTERGOVERNMENTAL COMMITTEE

COST ESTIMATES

CITY

Current cost for on Chief and one officer, each 40 hours a week = 80 hours total \$206,497.20
Annual

The Chief's estimate is for 8 officers to combine services for the city and township. He included the cost for more equipment and uniforms; the cost would be \$589,793.00 annually.

Included are worksheets that show the City's current cost and some scenarios if service were to be expanded -- all are estimates.

TOWNSHIP

Current actual cost for 2 deputies, each 40 hours a week = 80 hours total \$151,331.00 Annual

This cost will increase because the Union contract is due & because one deputy is a "single" health insurance rate.

If 1 hour a day per deputy (2 hours total) is lost in travel and check in time in Bay City, this would equal 730 hours annually and would be 17.5% of the total hours charged.

SHERIFF DEPT

For informational purpose the Sheriff offered the rate of \$76,534 per deputy (\$153,068 for two) with the understanding that the Union contract will be negotiated.

Wages: Chief: $\$26.85 \times 2080 \text{ hrs.} = \$55,848.00$
Officers: $\$18.00 \times 2080 \text{ hrs.} = \$37,440.00 \times 7 = \$262,080.00$
+ $\$55,848.00$
Total $\$317,928.00$

Fica: $\$24,320.00$
Health/Life: $\$90,890.00$
Pension Plan: $\$27,818.00$
Workers Comp: $\$7,438.00$
Ins/Liability: $\$3,539.00$

Total: $\$154,005.00$

Total: $\$471,933.00$

Office Supplies/ Legal Fees	\$ 3,500.00	
Uniforms / Equipment:	$2,250.00 \times 8 = \$18,000.00$	Startup/ Afterwards $\$4,000.00$
Seminar / Training:	\$ 3,000.00	
Mileage:	\$ 1,000.00	
Gas/Oil/Rent/Repairs x 3 Vehicles	\$ 37,500.00	
Total:	\$ 63,000.00	

New Vehicle 4x4	\$25,000.00
Light Bar	\$ 1,100.00
Siren	\$ 300.00
Speaker For Siren	\$ 160.00
Mobile Radio	\$ 3,500.00
In Car Video System	\$ 4,500.00
Installation of Equipment	\$ 2,000.00
Total:	\$36,560.00

Prepared by
Chief Klahn

Secretary	\$ 9,700.00
Operating Supplies	\$ 2,000.00
Telephone	\$ 2,100.00
Utilities	\$ 2,000.00
Repair/Maintenance-Building	\$ 1,000.00
Dues	\$ 500.00
Capital Outlay	\$ 1,000.00

Total	\$ 18,300.00
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Grand Total: \$589,709.00
~~\$589,793.00~~

Chis Kamm (2)

Employee Wage and Benefit Analysis Budget Year 2008-2009 With 01/01/09 Health Renewal Rates

Name	Position	Current Hrly Rate	Current Yrly Salary	3.00%	Hrly Incr	2008-09 Annual	Hourly Rate	Health Ins Buyout	Vac Buyout Overtime Wages	Total Gross Wages
James Klann	Police Chief	\$ 26.07	\$ 54,225.60	\$ 1,626.77	\$ 0.78	\$ 55,852.37	\$ 26.85	\$ 5,000.00	\$ -	\$ 60,852.37
Sylvester Poltorak	Patrolman	\$ 20.29	\$ 42,203.20	\$ 1,266.10	\$ 0.61	\$ 43,469.30	\$ 20.90	\$ -	\$ 2,000.00	\$ 45,469.30
Total Estimated Wages			\$ 96,428.80	\$ 2,892.86		\$ 99,321.66		\$ 5,000.00	\$ 2,000.00	\$ 106,321.66

BENEFITS

Position	Health Benefits	Life	8.7500% Pension	Uniforms	Total Benefits	Total Emp Cost	Hourly Rate
Police Chief	\$ -	\$ 45.00	\$ 5,324.58	\$ 1,000.00	\$ 6,369.58	\$ 67,221.95	\$ 32.32
Patrolman	\$ 17,332.34	\$ 45.00	\$ 3,978.56	\$ 1,000.00	\$ 22,355.90	\$ 67,825.20	\$ 32.61
	\$ 17,332.34	\$ 90.00	\$ 9,303.15	\$ 2,000.00	\$ 28,725.49	\$ 130,047.15	

	2008		2009		100% of		716	
	July/Dec Month Health	Benefits	Jan/June Benefits	Deduct Paid	Yearly Benefits	Monthly Life Ins	Yearly Life Ins	Yearly Benefits
Police Chief	\$ 114.46	\$ -	\$ -	\$ -	\$ 686.76	\$ 3.75	\$ 45.00	\$ 731.76
Patrolman	\$ 1,411.76	\$ 1,136.13	\$ 1,136.13	\$ 2,000.00	\$ 17,287.34	\$ 3.75	\$ 45.00	\$ 17,332.34
Totals	\$ 1,526.22	\$ 1,136.13			\$ 17,974.10			\$ 18,064.10

Health, Dental and Vision
 Insurance Rates as of January 1, 2009
 One Person 420.78
 Two Person 946.77
 Family 1,136.13 --

FICA 7.65%
 Worker's Comp 2.34 per \$100

CITY OF AUBURN at Jan 2009 Rates
Prepared by Betty Owen - Estimates only

Police Chief	38.25hr	wage,family health/life ins., pension, uniforms
Officer	\$32.61hr	wage,family health/life ins., pension, uniforms
Part-time	15.50hr	wage,uniform

Police Chief	38.25hr	79560.00 annual
		4273.00 FICA
		<u>1307.00</u> W Comp
	40.93hr	85140.00 ANNUAL

	\$32.61hr	
Officer		67829.00
		3478.00 FICA
		<u>1064.00</u> W Comp
	34.79hr	72371.00 ANNUAL

	15.50hr	
Part-time		1.19 FICA HR
	\$17.05hr	0.36 W Comp hr

FIXED COSTS

Secretary	9700
Office Supplies	1000
Operating Supplies	1000
Attorney	1000
Telephone	2100
Mileage	100 could increase per officer
Insurance	3300 (5 full time add \$330/ 3FULL 2 part add \$157 more
Utility	2000
Repair/Equip	500
Repair/Build	1000
Equip Vehicle Rent	25000
Misc	300
Seminars/Training	700 could increase per officer
Dues	300 could increase per officer
Capital Outlay	1000

49000 equals additional cost per year
this equates to \$942.30 per week.

39,300

TY OF AUBURN

COVERAGE -CHIEF, OFFICER = 80 HOURS A WEEK (AS CURRENT)

CHIEF	1637.20	40 HRS
OFFICER	1391.60	40 HRS
BASE COST	942.30	
<hr/>		
	3971.10	TIMES 52 WEEKS \$206,497.20 ANNUAL

COVERAGE -CHIEF, OFFICER, 3 PART TIME 24 X 7 = 168 HOUR (80HR FULLTIME/88 PART TIME)

CHIEF	1637.20	40 HRS
OFFICER	1391.60	40 HRS
PART TIME 3	1500.40	88 HRS
BASE COST	942.30	
INCREASE OF BASE	12.63	(Ins. Training, dues)
<hr/>		
	5484.13	TIMES 52 WEEKS \$285,175.00 ANNUAL

COVERAGE -CHIEF, OFFICER, 3 PART TIME 20 X 7 = 140 HOUR (80HR FULLTIME/60 PART TIME)

CHIEF	1637.20	40 HRS
OFFICER	1391.60	40 HRS
PART TIME 3	1023.00	60 HRS
BASE COST	942.30	
INCREASE IN BASE	12.63	(Ins. Training, dues)
<hr/>		
	5006.73	TIMES 52 WEEKS \$260,350.00 ANNUAL

CITY OF AUBURN - COVERING CITY AND TOWNSHIP

COVERAGE -CHIEF, 3 OFFICERS = 160 HOURS A WEEK

CHIEF	1637.20	40 HRS	
OFFICER	1391.60	40 HRS	2 Officers on 1st shift (80 hrs)
OFFICER	1391.60	40 HRS	2 officers on 2nd shift (80 hrs)
OFFICER	1391.60	40 HRS	5 days a week
BASE COST	942.30		
INCREASE IN BASE	37.50	(Ins. Training, dues)	
6791.80 TIMES 52 WEEKS \$353,174.00 ANNUAL			

COVERAGE -CHIEF, 3 OFFICERS = 280 HOURS A WEEK

CHIEF	1637.20	40 HRS	
OFFICER	1391.60	40 HRS	2 officers on 1st shift X 7days -
OFFICER	1391.60	40 HRS	2 officers on 2nd shift X 7
OFFICER	1391.60	40 HRS	1 officer on 3rd shift X 7
OFFICER	1391.60	40 HRS	
PART TIME	1364.00	80 HRS	
BASE COST	942.30		
INCREASE IN BASE	37.50	(Ins. Training, dues)	
9547.40 TIMES 52 WEEKS \$496,465 ANNUAL			

COVERAGE -CHIEF, 3 OFFICERS = 224 HOURS A WEEK

CHIEF	1637.20	40 HRS	
OFFICER	1391.60	40 HRS	2 officers on 1st shift X 7days -
OFFICER	1391.60	40 HRS	1 officers on 2nd shift X 7
OFFICER	1391.60	40 HRS	1 officer on 3rd shift X 7
PART TIME	1091.20	64 HRS	
BASE COST	942.30		
INCREASE IN BASE	37.50	(Ins. Training, dues)	
7883.00 TIMES 52 WEEKS \$409,926.00			

NUMBERS ARE ALL ESTIMATES - THIS DOES NOT INCLUDE COST TO COVER OFFICERS ON SICK LEAVE OR VACATION - NUMBER DOES NOT INCLUDE A PRESENCE AT THE HIGH SCHOOL.

2010 Estimated Township Road Patrol Personal Services Costs

DESCRIPTION	AMOUNT
NUMBER OF HOURS PAID IN 2010	2,088
NINE HOLIDAYS	72
TOTAL NUMBER OF STRAIGHT TIME HOURS	2,160
BASE WAGE RP01-6YR-ROAD PATROL DEPUTY (labor contract expired 12/31/08 - this calculation is based on 2008 wages)	\$23.72
WAGES	ANNUAL 2010
BASE ANNUAL WAGE	\$51,235
ESTIMATED FIVE HOLIDAYS WORKED AT 1 1/2 TIME	40 1,423
SHIFT DIFFERENTIAL BASED ON 1,387 HOURS*	1397 279
SUB-TOTAL	\$2,937
OVERTIME BASED ON 27 HOURS AT 1 1/2 TIME	27 961
LONGEVITY (not applicable to rp01 Deputies)	-
TOTAL WAGES	\$53,898

FRINGES	
SOCIAL SECURITY	7.65% \$4,123
HEALTH INSURANCE (dependent on the Deputy who holds the position)	13,901
LIFE INSURANCE	48
RETIREMENT (VEBA)	4.00% 2,156
WORKERS COMPENSATION #	1.87% 1,008
SICK AND ACCIDENT INSURANCE #	0.67% 361
UNEMPLOYMENT INSURANCE #	0.35% 189
CERTIFIED BREATHALYZER OPERATOR (based on 12/31/08 contract)	100
GUN ALLOWANCE (based on 12/31/08 contract)	100
UNIFORM CLEANING (based on 12/31/08 contract)	650
TOTAL FRINGES	\$22,636
TOTAL PERSONAL SERVICES	\$76,534

HOLIDAY PAY	SCHEDULED	NOT SCHEDULED
Hours an employee would be paid if works an 8 hour holiday	20	28
Hours an employee would be paid if does not work the holiday		8
An employee earns time and a half if scheduled to work a holiday and double and one-half time if not scheduled and called in.		
If an employee works 4 or more hour on a recognized holiday, the entire 8 hours will be paid as if worked on a holiday.		

*2080 annual work hours; 67% of 24 hour period has shift premium (\$20 2nd, \$25 3rd) for this calculation (67% of 2080 @ \$.20)

Workers Compensation, Sick & Accident and Unemployment rates based on 12/31/07 actuarial valuation

Slum FF

**CHARTER TOWNSHIP OF WILLIAMS
CITY OF AUBURN
INTERGOVERNMENTAL ADVISORY COMMITTEE**

PUBLIC NOTICE

Notice is hereby given that the Auburn-Williams Intergovernmental Advisory Committee will hold a SPECIAL committee meeting on Wednesday, March 17, 2009 at 10:00am prevailing Eastern Time at the Bay County Building, 4th floor Conference room.

This meeting is to gather information regarding possible law enforcement services for Williams Township and City of Auburn

Official copies of the Auburn-Williams Intergovernmental Advisory Committee Minutes are stored with the Auburn City Clerk at 113 E. Elm Street, Auburn MI 48611 and with the Williams Township Clerk at 1080 W. Midland Road, Auburn, MI 48611. They are available for public inspection during normal business hours or by appointment.

POSTED: FEBRUARY 27, 2009

**CHARTER TOWNSHIP OF WILLIAMS
CITY OF AUBURN
INTERGOVERNMENTAL ADVISORY COMMITTEE
SPECIAL MEETING 3-17-09
APPROVED**

1. Call to Order and Roll Call

The meeting was called to order by Betty Owen at 10:07p.m. at the Bay County Building, 4th floor conference room.

Committee Members present: Tom Paige, John McNally, Bill Reder, Rebecca King, Jim Dominowski and Betty Owen.

Committee Members Absent: Paul Wasek, Tom Putt (alternate), Ron Kohn.

Others Present: Mike Gray, Bob Redmond, Pat Beson, John Miller.

2. This meeting is to gather information regarding possible law enforcement services for Williams Township and City of Auburn

B. Owen explained that this is an open meeting to the public. The committee is here for research to some of the committee's questions.

B. Reder explained to the county representatives that on April 24, 2008 the City of Auburn and Williams Township held a special joint meeting to discuss intergovernmental cooperation and approved the formation of the Intergovernmental Advisory Committee. It is the committee's purpose to identify areas of mutual interest of both municipalities and carefully research the possibilities of combining the effort in those identified areas if good service can be derived while being economically feasible. B. Reder stated that because Chief Klann began to speak about an early retirement, the law enforcement services has been the first focus of the committee. It was reported that Chief Klann will retire on March 27, 2009.

It was stated that the Williams Township is satisfied with the services provided by the Sheriff's department and that the committee is researching all options. B. Reder stated that Officer Poltorak provided a proposal for services continuing the police department using possible grants. Officer Poltorak is to get with the City Administrator to clarify numbers and then provide the proposal to the committee. Bay County representatives stated that those grants are highly competitive.

B. Owen stated that during the committee's previous meetings, questions came about regarding the possible Sheriff's department services: currently the deputies' travel time to and from the Sheriff's departments is about 20% of the billable cost. Could this be eliminated if the deputies used the police station as an office? It has been asked by the fire chief if the law enforcement officers could also be First Responders and make the initial response to many of the non-fire related runs? Would you hire Officer Poltorak? If the City were to contract for two officers, would you use existing road patrol officers or will two more deputies be hired?

The Sheriff responded to these questions. He would be able to work it out so the officers could report in from the Auburn/Williams location, eliminating the travel time back and forth. Most of the deputies are First Responder certified, if the city/township required it in the contract that could be done. In fact, the Sheriff stated that it is already being done in other communities. If our fire department wants them to do so, he and the fire chief could meet with the 911 director to set up an appropriate protocol. The Sheriff stated that he would consider Officer Poltorak for a deputy position but he would have to meet their criteria. The Sheriff stated that the road patrol would not be reduced, if a contract was written for two more deputies, then he would hire two. The union would allow deputies to bid for the new jobs. The Sheriff did state that the officers would be assigned to Auburn/Williams and would not be there on a rotating basis unless Auburn/Williams officials asked for a change in deputies. T. Paige stated that the Township is very pleased with the deputies assigned to their community.

The Sheriff stated that even though the communities may contract for four officers, the road patrol (33 Deputies) would back up those deputies and when needed, the Bay County detectives would be available to the communities. He stated that his administrative staff would also be there to assist the communities as needed.

The Sheriff provided a worksheet of an estimate of cost (salary & benefits) per deputy \$76,773. The Sheriff stated that some overtime is figured into the estimate, but there could be some additional cost for overtime based on the time requested by the communities. T. Paige stated that he did not see the administrative cost (5%) included. The Sheriff was unsure if it should be included. Mike Gray will check with the accounting department to verify and will let us know. J. Dominowski asked how the vacation sick leave would work. The Sheriff stated that the deputy is not usually replaced for a day or two off on leave; however, if the deputy is on vacation/sick leave longer than a week he would be covered by another deputy. J. Dominowski asked about the time the deputies are gone for court cases. The Sheriff stated that it isn't usually much time, but if it is a road deputy could cover the time.

After looking at the "call log" summary, different scheduling scenarios were discussed. T. Paige asked if 10 hour shift would be considered. The Sheriff stated that they work 8 hour shifts now. He might consider 10 hour shifts but that would have to be discussed with the union. The Sheriff stated that he is opposed to 12 hour shifts because it tends toward poor efficiencies. The possibility of one deputy for both the Township and the City would allow for 24 hour coverage for almost 7 days a week.

It was asked if the City decided to contract with the Sheriff's Department would the Sheriff consider buying the City's two police vehicles and would he provide a reimbursement for the station. This is not the Sheriff's decision but the Bay County Commission's. It was stated that they would look at the possibility of buying one or two of the cars. It was stated that the contract requires reimbursement to them for all costs. So if the City charges for the use of the station, Bay County would have to charge the cost as other expenses. So although the City would not get paid for the building, it would save the deputies travel time (about 20% of billable cost) to and from Sheriff's offices each day.

Page 3 of 3

Pat Beson, County Commissioner Chair stated that he was glad to have the opportunity to meet everyone and that his door is always open and he takes phone calls at all times, so if there are any additional questions for him, please feel free to call him.

T. Paige stated that the Township would have some changes to the contract to consider, but the City has a greater decision to make. T. Paige stated that if the City decides to share law enforcement coverage with the Township, they would need to discuss the cost break down between the two communities. T. Paige stated that he and Mayor McNally will have to present this information to their Boards. It was agreed that Mike Gray would get additional information to the committee through Betty Owen. It was stated that this information will be presented at another committee meeting for further discussion by the committee.

The meeting ended at 11:00 a.m.

Minutes Respectfully Submitted by:
Betty Owen

2009 Estimated Township Road Patrol Personal Services Costs

DESCRIPTION	AMOUNT
NUMBER OF HOURS PAID IN 2009	2,096
NINE HOLIDAYS	72
TOTAL NUMBER OF STRAIGHT TIME HOURS	2,168
BASE WAGE RP01-6YR-ROAD PATROL DEPUTY (labor contract expired 12/31/08 - this calculation is based on 2008 wages)	\$23.72
WAGES	ANNUAL 2009
BASE ANNUAL WAGE	\$51,425
ESTIMATED FIVE HOLIDAYS WORKED AT 1 1/2 TIME	40 1,423
SHIFT DIFFERENTIAL BASED ON 1,387 HOURS*	1397 279
SUB-TOTAL	53,127
OVERTIME BASED ON 27 HOURS AT 1 1/2 TIME	27 961
LONGEVITY (not applicable to rp01 Deputies)	-
TOTAL WAGES	\$54,088
FRINGES	
SOCIAL SECURITY	7.65% \$4,138
HEALTH INSURANCE (dependent on the Deputy who holds the position)	13,901
LIFE INSURANCE	48
RETIREMENT (VEBA)	4.00% 2,164
WORKERS COMPENSATION #	1.84% 995
SICK AND ACCIDENT INSURANCE #	0.67% 362
UNEMPLOYMENT INSURANCE #	0.42% 227
CERTIFIED BREATHALYZER OPERATOR (based on 12/31/08 contract)	100
GUN ALLOWANCE (based on 12/31/08 contract)	100
UNIFORM CLEANING (based on 12/31/08 contract)	650
TOTAL FRINGES	\$22,685
TOTAL PERSONAL SERVICES	\$76,773

80,000 with 5%

HOLIDAY PAY

	SCHEDULED	NOT SCHEDULED
Hours an employee would be paid if works an 8 hour holiday	20	28
Hours an employee would be paid if does not work the holiday		8
An employee earns time and a half if scheduled to work a holiday and double and one-half time if not scheduled and called in.		
If an employee works 4 or more hour on a recognized holiday, the entire 8 hours will be paid as if worked on a holiday.		

*2080 annual work hours; 67% of 24 hour period has shift premium [\$20 2nd, \$.25 3rd] for this calculation (67% of 2080 @ \$.20)

Workers Compensation, Sick & Accident & Unemployment rates based on 12/31/07 actuarial valuation

SUMMARY OF 2008 CALL ACTIVITY STATISTICAL REPORT AUBURN POLICE, BAY COUNTY SHERIFF, MI STATE POLICE

WILLIAMS TWP	TOTAL 2008 CALLS	TRAFFIC		CITY AUBURN	TOTAL 2008 CALLS	TRAFFIC
MI STATE	432	104		MI STATE	191	31
BAY COUNTY	1008	324		BAY COUNTY	316	63
AUBURN PD	40	14		AUBURN PD	242	15
Totals	1480	442=29.8%		Totals	749	109=14.5%

CALL ACTIVITY BY TIME OF DAY

TIME OF DAY	SHERIFF IN TOTAL COUNTY	MI STATE IN TOTAL COUNTY
12AM - 1AM	583	252
1AM - 2AM	537	273
2AM - 3AM	445	167
3AM - 4AM	315	36
4AM - 5 AM	241	21
5AM - 6AM	115	79
6AM - 7AM	208	163
7AM - 8AM	568	309
8AM - 9AM	633	429
9AM - 10AM	615	462
10AM - 11AM	654	486
11AM - 12PM	761	431
12PM - 1 PM	678	424
1PM - 2 PM	358	522
2PM - 3PM	623	553
3PM - 4PM	1231	566
4PM - 5PM	1465	574
5PM - 6PM	1305	634
6PM - 7PM	1199	749
7PM - 8PM	1044	885
8PM - 9PM	967	884
9PM - 10PM	411	904
10PM- 11PM	382	743
11PM - 12PM	609	404
	15,947	10,950

“Calls” counted, are actual calls that have been given a report number.

CALL ACTIVITY BY COMMUNITY

COMMUNITY	AUBURN POLICE	BAY CO SHERIFF	MI STATE POLICE
B.C. NE – A2	1	640	306
B.C. E - A4	2	206	175
B.C. SE - A5	0	167	203
B.C. SW –A7	1	322	237
B.C. NW –A8	3	539	250
BANGOR -6	1	2669	1217
BANGOR -7	2	2684	908
HAMPTON -8	0	270	92
MONITOR -10	7	2443	2093
AUBURN -12	242	316	191
WILLIAMS-12	40	1008	432
KAWKAWLIN -14	1	816	858
PINCONNING -15	0	463	581
FRASER -16	1	496	580
ESSEXVILLE -17	0	53	24
PORTSMOUTH -18	0	862	301
BEAVER -19	1	175	138
FRANKENLUST -20	2	705	1633
GARFIELD -21	1	152	161
MERRITT -22	0	246	85
MT FOREST -23	0	112	120
GIBSON -24	0	70	76
GLADWIN -33	0	1	3
-99	9	532	286
	314	15947	10,950

“Calls” counted, are actual calls that have been given a report number.

WILLIAMS TWP 1480 TOTAL CALLS
4492 Population
36 square miles

CITY OF AUBURN 749 TOTAL CALLS
2011 Population
1 square mile

**CHARTER TOWNSHIP OF WILLIAMS
CITY OF AUBURN
INTERGOVERNMENTAL ADVISORY COMMITTEE**

PUBLIC NOTICE

Notice is hereby given that the Auburn-Williams Intergovernmental Advisory Committee will hold the next committee meeting on Wednesday, April 15, 2009 at 7:00p.m. prevailing Eastern Time at the Williams Township Office located at 1080 W. Midland Road, Auburn, MI 48611.

Williams Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and readers for printed materials being considered at the meeting, to individuals with disabilities upon ten (10) days notice. Individuals requiring auxiliary aids or service should contact the Township by writing or calling:

Amy Charney, Clerk, ADA Coordinator
Charter Township of Williams
1080 W. Midland Road
Auburn, MI 48611
989 662-4408 Voice
989 662-4631 Fax
TDD's

Bay County Clerk's Association/Bay County Executive 989 895-4049
Or

The Michigan Relay Center 1 800 649-3777

Official copies of the Auburn-Williams Intergovernmental Advisory Committee Minutes are stored with the Auburn City Clerk at 113 E. Elm Street, Auburn MI 48611 and with the Williams Township Clerk at 1080 W. Midland Road, Auburn, MI 48611. They are available for public inspection during normal business hours or by appointment.

POSTED 3-20-09

**CHARTER TOWNSHIP OF WILLIAMS
CITY OF AUBURN
INTERGOVERNMENTAL ADVISORY COMMITTEE**

PUBLIC NOTICE

Notice is hereby given that the Auburn-Williams Intergovernmental Advisory Committee will CHANGE the date of their next committee meeting from Wednesday, April 15, 2009 to TUESDAY APRIL 7, 2009 at 7:00p.m. prevailing Eastern Time at the Williams Township Office located at 1080 W. Midland Road, Auburn, MI 48611.

Williams Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and readers for printed materials being considered at the meeting, to individuals with disabilities upon ten (10) days notice. Individuals requiring auxiliary aids or service should contact the Township by writing or calling:

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POSTED: March 26, 2009

**CHARTER TOWNSHIP OF WILLIAMS
CITY OF AUBURN
INTERGOVERNMENTAL ADVISORY COMMITTEE
MEETING 4-7-09
APPROVED**

Chairperson, Betty Owen welcomed everyone to the Auburn Williams Intergovernmental meeting. She stated that it is this committee's purpose to identify areas of mutual interest of both municipalities and carefully research the possibilities of combining the effort in those identified areas if good service can be derived while being economically feasible. Tom Paige stated that this committee was established at a joint Special meeting of the City of Auburn and the Charter Township of Williams on April 24, 2008. As a committee of the municipalities this committee follows all of the rules of the Open Meeting Act. Minutes are taken and meetings are posted promptly.

1. Call to Order and Roll Call

The meeting was called to order by Betty Owen at 7:03p.m. at the Township Conference Room.

Committee Members present: Tom Paige, Tom Putt (alternate), Ron Kohn, John McNally, Bill Reder, Jim Dominowski, Paul Wasek, and Betty Owen.

Committee Members Absent: Rebecca King

Others Present: Ken Charbonneau, Ann Machelski, Roye & Sandy Burr, Andrew Kunz, Cindy Gonsler, Eric Larsen, B.J. Raab, Sandy Henning, Lee Kilbourn.

2. Pledge of Allegiance

The Pledge of Allegiance to the flag of the United States was said in unison.

3. Review and Approval of Minutes

a. Regular Meeting February 18, 2009

T. Paige made a motion to approve the Minutes as written. B. Reder supported the motion and it passed unanimously.

b. Special Meeting March 17, 2009

P. Wasek made a motion to approve the Minutes as written. J. McNally supported the motion and it passed unanimously.

4. Action Items from February 18, 2009 Meeting

a. 911 Run Data

B. Owen explained at the February meeting the committee requested information on the 911 data. B. Owen contacted the 911 director and received several reports. She presented a summary of those reports. She noted that the calls in Williams Township for 2008 were: MI State 432 calls; Bay County 1008 calls, and Auburn Police 40 calls. She continued to note that the calls in the City of Auburn for 2008 were: MI State 191, Bay County 316; Auburn Police Dept 242. Included in the summary report was a listing of calls by the hour. The most calls were from 3pm to 8 or 9 pm.

B. Owen continued to explain that the report indicated 1480 total calls for Williams Township (population of 4492 and 36 square miles) and 749 total calls for Auburn (population 2011 and 1 square mile). This would indicate that the city and township have about as many calls per resident.

b. Tittabawassee Township LEO cost

At the February meeting the committee wanted to know the law enforcement costs that the Tittabawassee Township incurs. Included in the committee's handouts was a sheet with survey information of other community law enforcement costs.

- 1) Williams and Monitor each pay for two Bay County Sheriff's deputies at a cost of approximately \$151,000 annually for 2008
- 2) Bangor pays for four Bay County Sheriff's deputies at a cost of approximately \$302,000 annually for 2008
- 3) Portsmouth pays for one Bay County Sheriff's deputy at a cost of approximately \$75,500 annually for 2008
- 4) Frankenlust, Beaver, Kawkawlin and Fraser each pay for a portion of a deputy's time currently \$666 per month or about \$8000 per year.
- 5) Tittabawassee Township has its own police department which is 24hours a day 7 days a week. The budget is \$600,200.00 this includes 5 full time officers and 5 part-time.

T. Paige commented that looking at the Tittabawassee Township cost, the budget that was put together by Chief Klann for 24 hour service was very close in number. It was asked if 4 deputies could provide 24 hour service 7 days a week. T. Paige stated that it would be more like 20 hours a day-7 days a week.

5. Review information from Meeting with Sheriff & Bay County Officials

Those committee members who attended the meeting with the Sheriff and County representatives on March 17th, shared information with those present at this meeting. B. Owen explained that the Fire Chief had requested that the committee consider having the law enforcement, whichever way the city chooses to go, to have First Responder training so they can assist with the low priority calls. An example of this might be when a person at one of the elderly care homes needs to be transported to the hospital. Because the call is made to 911, the fire department is automatically toned out. It would be more efficient if the law enforcement officer could respond to that type of call. This would save the volunteer fire fighter's time, and help to reduce the runs made with big equipment. The committee asked the Sheriff if this was a possibility and he stated that it could certainly be done and a provision in the contract could be included. The Sheriff advised that most of his deputies are first responders and provide this type of service to other communities they contract with.

It was explained that the committee had a concern as to whether the Sheriff would hire two new deputies or take them from road patrol. The Sheriff stated that two new positions would be filled.

The Sheriff stated that the City officer would be considered for one of the positions and that he did want to interview him.

It was explained that the Sheriff would assign the same deputies to our communities; the deputies would not be on a rotating basis. This would allow the deputies to become familiar with the community and the community familiar with the deputies.

T. Paige stated that currently their two deputies report to the Sheriff's office in Bay City and get the vehicle and then report to the township; and this is reversed at the end of the shift. Travel time is about 20% of the billable time. The Sheriff stated that they could use the Auburn police department as a sub-station and the deputies could report to and from there, saving travel time. This would also allow for a place for the public to contact the deputies.

J. McNally explained that if the city and township share law enforcement officers they could have 4 deputies which would provide 20 hours of coverage 7 days a week and it would cost the city about \$50,000 less.

T. Paige created a chart to indicate the Options that had been discussed by the committee and the impact each would have. T. Paige reviewed that chart (see attached).

Options on the chart are:

1. Remain the same:
Williams Township – 2 deputies 5 days a week and City of Auburn – 1 Chief & 1 officer 5 days a week.
2. Both Communities Contract with the Bay County Sheriff's Department - 4 deputies 164 hours a week.
3. Township contract with the City of Auburn Police
Estimate \$589,793 (8 officers for 24/7 coverage) *Chief Klann supplied dollar figure
This is not a viable option as the city officers do not have police authority in the township.
4. Williams Township and City share services, Township using 2 deputies and the City using 1 officer and 1 deputy. This would not work well as the city officer does not have police authority in the township.
5. Create an Auburn-Williams Police Authority
1 Chief & 3 officers - Estimate \$304,847 PLUS (does not include additional vehicle or equipment) this would mean creating a new governmental agency (such as the Auburn Williams Fire District Administrative Board). They would need to create their own budget and have someone administer the day to day needs.

T. Paige explained that currently the Sheriff has road patrol deputies paid for by a grant PA 416. If the Sheriff's staffing levels fall below a certain number he will lose the 3 deputies funded by this grant. Currently the Sheriff's department is 1 deputy over the minimum. Should the township discontinue their agreement for 2 deputies the Sheriff would not only lose two deputies but also the 3 for road patrol. He explained that it would not serve anyone in the township or in Bay County to lose the back up of the road patrol.

T. Paige and the other township representatives stated that they do have control of their deputies. They can request something of the Sheriff and he is very responsive. T. Paige explained that he asked for a bicycle for the deputies to ride in the summer, this gets the deputies into the neighborhoods and they can relate to the younger kids. The Sheriff supplied the bicycle and the program works well in the warmer weather. It was stated that specific issues, such as the requirement for First Responder can be added to the contract. T. Paige stated that one of the deputies has been with the township longer than he has.

T. Paige mentioned the incident in Bay City where a tazer was used and the young man died. The situation is under investigation. T. Paige stated, that it may be determined that the Bay City officer did everything correctly; but it will still cost a great deal of staff time and money which hopefully will be covered by liability insurance. But how great is the cost even if the officer is vindicated.

T. Putt commented that the municipalities must look at this in a business way. If you can get more hours of coverage for less money, it makes business sense....security for the communities is the issue.

It was stated that the property evaluation is going down and property tax revenue will be going down. T. Paige stated that the township tax revenue will go down in 2010. It was stated that it is prudent to evaluate services and consider cost savings.

J. McNally stated that at an earlier committee meeting it was discussed to bring a facilitator in to assist in the research and to prepare a report to the municipalities. At that time it was the consensus of the committee members that the committee should do some research and then look to a professional for assistance. B. Owen asked if the committee thought it was time to do so. The committee thought it would be a good idea.

At this time Owen asked, would the committee consider temporarily leave the Agenda topic of Options Available and allow Public Comment and then return to the discussion about the Options Available. Bill Reder made a motion to go into Public Comment at this time. T. Paige supported the motion and it passed unanimously.

K. Charbonneau asked if Auburn was already paying the Sheriff for road patrol. Reder replied that there is a county millage of about 5.3 mills as a county tax. He stated that the Sheriff is not required to provide road patrol, but he is mandated to operate a jail. The majority of the Sheriff's deputies cost is covered by grants and communities such as Williams Township who contract for service. It was stated that Auburn's population doubles when Western High School is in session. There is a Sheriff's deputy on duty in the school when the school is in session. This is paid for by the school system. K. Charbonneau asked how long the contract terms would be. T. Paige explained that the contract is written with an automatic renewal every year. However there is a 30 day out written in the contract. The cost for the year is estimated and the township pays equal installments each month and at the end of the year it

adjusted to the actual cost. K. Charbonneau asked if the municipality could dictate the work hours. T. Paige said yes they can. He adjusts the hours in the summer to allow for more time in the evening hours. K. Charbonneau asked how the runs on our summary report are counted. Does it count as a run every time a deputy calls in for service? T. Paige replied that a "call" is when a complaint number is assigned to a report.

A. Machelski asked why the Auburn Police could not be deputized to operate outside of the Auburn boundaries. It was explained that Bay County is concerned about their liability insurance exposure. Should a deputized officer have a problem while outside of Auburn, it would go back to the Bay County's insurance company. J. Dominowski explained that the city training requirements do not meet the need of the Bay County Sheriff's department.

She asked if the Sheriff would definitely hire City Officer Sly Poltorak. J. Dominowski explained that the Sheriff said that he would consider him and definitely wants to interview him.

A. Machelski asked how the cost of shared deputies would work; currently there is a formula for the shared fire department. J. McNally stated that the committee has not worked that out (not in the scope of the committee's authority to negotiate) but he would recommend that the City pay for two deputies and the Township pay for two deputies, and that they split the cost of operating the police building. T. Paige stated that he agreed with that. The fire department is based on the runs they make because they are not there all the time. The deputies would be on duty to serve both communities.

A. Machelski mentioned the Auburn police cars. J. McNally stated that the Sheriff did state that is not in charge of purchasing vehicles; that is why Mike Gray also met with the committee. Mike stated that they would most likely consider purchasing the newest vehicle if that is what Auburn wants.

Eric Larsen asked that if the City can write things into the contract, can it be written in that the Sheriff must hire Sly (Officer Poltorak) – guarantee him a job. It was stated that he would be interviewed, but he would have to meet the hiring criteria set forth by Bay County for the position. E. Larsen asked if the contracted cost is one price now, but can it be raised significantly after we contract with the Sheriff. It was stated that the cost is based on actual employee cost and a fixed percent for administrative costs. T. Paige stated that the contracts for the township have gone up by cost of living increases for the deputies. It was explained that all the counties that contract for Sheriff services have the same contract (and contract amounts based on the number of deputies). He asked if the deputies in Auburn can get pulled away to respond to other communities. J. Dominowski responded that the Sheriff stated that they can respond to other communities in the case of a life threatening event. T. Paige stated an example of this would be when we had the shooting in Auburn last month, the deputy from Williams and Monitor Townships responded to assist.

He asked if the two deputies currently serving the township will remain or would we get four new deputies. T. Paige responded that the two deputies currently serving the township will remain. E. Larsen stated that he plans on putting a large investment into his business and he wants to be certain

that his cost of doing business is not going to increase due to a higher cost of law enforcement in Auburn. B. Reder mentioned that the Sheriff is willing to have a logo on the car that states Bay County Sheriff – Auburn Williams (or something to that effect).

B.J. Raab stated that he thinks that Jeff Wolpert does an excellent job and it is nice to have the only fire investigator in the county close by. T. Paige agreed and stated that when Jeff needs to do a fire investigation, the Sheriff back fills his position.

L. Kilbourn stated that he thought going with the Sheriff's department would be great because they would have better training, better equipment and the ability to respond in the city and township. He stated that whenever he has had a problem at the furniture store, alarm for broken window, etc. it has always been the county that has responded; never the Auburn police. He suggested that having an open house for the deputies would allow the public to meet them and for the deputies to be introduced to the public. L. Kilbourn stated that he is glad to hear the committee is considering things in a businesslike manner; he wishes the representatives in Washington would do the same thing. Saving money is a must do thing – the community must watch dollars while looking for good service, just as a business does. L. Kilbourn stated that someday they might consider blending the city and township government. It was explained that it is not the intent of the committee or of the two municipalities to consider that.

S. Henning requested that the Mayor not present a chart that was created by Officer Poltorak as the validity of the numbers has not been verified. She also stated that she thought going with the Sheriff's department would be positive.

S. Burr stated that she agreed with L. Kilbourn and thinks going with the Sheriff is a good idea.

C. Gonsler stated that she thought going with the Sheriff's department was a good idea. She stated that she has lived in Auburn for eight years and believes the Auburn police department is pathetic. She stated that the decision should not be based on saving one person's job when that officer is doing a pathetic job for the community. She spoke of a couple of events that she requested assistance from the Auburn police and had little or no response. She stated that when the Auburn IGA was broken into, the alarm went off and no one responded. The store owner followed the people who broke in to Saginaw where they were finally arrested. She asked why the Auburn Chief and police officer were not part of the team the night of the shooting. She asked who was in charge of the Auburn Police. J. McNally stated that the City Administrator is their supervisor.

E. Larsen spoke up and stated that he did not think she should make negative comments about the individual officers. He stated that he has had to have responses at his business; sometimes good response and sometimes a response that could use improvement.

T. Paige stated that he wonders how the media decides to project news stories. He stated that the Bay County deputies were first on scene at the shooting and that in fact it was the Bay County Sheriff's department in charge of the scene but yet on TV5 it was pictures of the "blue" cars that were seen.

A. Machelski stated that Sly wasn't at the scene of the shooting immediately but that he was at the scene. She also stated that if anyone has a problem and they do not get satisfaction from the City Administrator they should go to a City meeting to present the problem.

C. Gonsler stated that she is sorry if she hurt some people's feeling but she does feel that the Auburn Police officers should be more responsive to the community and that she believes going with the Sheriff's department would be a good idea.

B. Owen asked if there were any more comments from the public. There being none she asked to go back to the Discussion of the Options Available. J. McNally made a motion to return to the agenda topic "Discuss Options Available", B. Reder supported that motion and it carried unanimously.

J. McNally stated that he thought that a meeting should be held where the public could come and make comment. He stated that getting a facilitator, a person who is not bias to review the committees research and then help to make the information concise to present to both communities. B. Owen stated that this would be a good way to ensure the committee hasn't overlooked an option. P. Wasek stated that the township is beginning their budget process so this needs to happen fairly quickly. J. Dominowski stated that it is important that this process continues timely as the City only has one officer.

P. Wasek stated that it is important that everyone understands that this committee will only make recommendations. It cannot dictate to the City and Township how to move forward. The committee is only advisory.

B. Reder made a motion to authorize John McNally, Tom Paige and Betty Owen to select a facilitator and to contract them to do the work discussed. Prior to contracting the facilitator they are to determine if Board approval from each community will be necessary for the expenditure. P. Wasek supported the motion and it passed unanimously.

9. Future Meetings

It was agreed that the committee would maintain the meeting date of May 20, 2009; however if the facilitator is ready to meet prior to that date B. Owen will call for a meeting before May 20th. The meetings will be at the township office.

B. Owen stated that there was some confusion over this meeting. The meeting was originally scheduled for April 15th but two and possibly three committee members were unable to attend. So the committee was surveyed for a new date. It was agreed that April 7th was open for everyone. This was posted at the City and Township offices in a timely basis on March 26th. Unfortunately, it was put in the City

newsletter with the wrong date so the City Administrator posted the correct date in the Midland Daily News and the Bay City Times. R. Kohn stated that he did see it in the paper.

10. Adjournment

B. Reder made a motion to adjourn. R. Kohn supported the motion and it passed unanimously. The meeting ended at 8:46p.m.

Minutes Respectfully Submitted by:
Betty Owen

Action Items:

T. Paige: Call facilitator on his list to determine availability.

SURVEY OF OTHER COMMUNITIES LAW ENFORCEMENT

Williams and Monitor each pay for two Bay County Sheriff's deputies at a cost of approximately \$151,000 annually for 2008

Bangor pays for four Bay County Sheriff's deputies at a cost of approximately \$302,000 annually for 2008

Portsmouth pays for one Bay County Sheriff's deputy at a cost of approximately \$75,500 annually for 2008

Frankenlust, Beaver, Kawkawlin and Fraser each pay for a portion of a deputies time currently \$666 per month or about \$8000 per year.

Tittabawassee Township has its own police department which is 24hours a day 7 days a week. The budget is \$600,200.00 this includes 5 full time officers and 5 part-time.

SUMMARY OF 2008 CALL ACTIVITY STATISTICAL REPORT

AUBURN POLICE, BAY COUNTY SHERIFF, MI STATE POLICE

WILLIAMS TWP	TOTAL 2008 CALLS	TRAFFIC		CITY AUBURN	TOTAL 2008 CALLS	TRAFFIC
MI STATE	432	104		MI STATE	191	31
BAY COUNTY	1008	324		BAY COUNTY	316	63
AUBURN PD	40	14		AUBURN PD	242	15
Totals	1480	442=29.8%		Totals	749	109=14.5%

CALL ACTIVITY BY TIME OF DAY

TIME OF DAY	SHERIFF IN TOTAL COUNTY	MI STATE IN TOTAL COUNTY
12AM - 1AM	583	252
1AM - 2AM	537	273
2AM - 3AM	445	167
3AM - 4AM	315	36
4AM - 5 AM	241	21
5AM - 6AM	115	79
6AM - 7AM	208	163
7AM - 8AM	568	309
8AM - 9AM	633	429
9AM - 10AM	615	462
10AM - 11AM	654	486
11AM - 12PM	761	431
12PM - 1 PM	678	424
1PM - 2 PM	358	522
2PM - 3PM	623	553
3PM - 4PM	1231	566
4PM - 5PM	1465	574
5PM - 6PM	1305	634
6PM - 7PM	1199	749
7PM - 8PM	1044	885
8PM - 9PM	967	884
9PM - 10PM	411	904
10PM- 11PM	382	743
11PM - 12PM	609	404
	15,947	10,950

"Calls" counted, are actual calls that have been given a report number.

CALL ACTIVITY BY COMMUNITY

COMMUNITY	AUBURN POLICE	BAY CO SHERIFF	MI STATE POLICE
B.C. NE - A2	1	640	306
B.C. E - A4	2	206	175
B.C. SE - A5	0	167	203
B.C. SW -A7	1	322	237
B.C. NW -A8	3	539	250
BANGOR -6	1	2669	1217
BANGOR -7	2	2684	908
HAMPTON -8	0	270	92
MONITOR -10	7	2443	2093
AUBURN -12	40	316	191
WILLIAMS-12	242	1008	432
KAWKAWLIN -14	1	816	858
PINCONNING -15	0	463	581
FRASER -16	1	496	580
ESSEXVILLE -17	0	53	24
PORTSMOUTH -18	0	862	301
BEAVER -19	1	175	138
FRANKENLUST -20	2	705	1633
GARFIELD -21	1	152	161
MERRITT -22	0	246	85
MT FOREST -23	0	112	120
GIBSON -24	0	70	76
GLADWIN -33	0	1	3
-99	9	532	286
	314	15947	10,950

"Calls" counted, are actual calls that have been given a report number.

WILLIAMS TWP 1480 TOTAL CALLS
4492 Population
36 square miles

CITY OF AUBURN 749 TOTAL CALLS
2011 Population
1 square mile

Revised 4/7/2009	Option 1	Option 2	Option 3	Option 4	Option 5
	Do The Same	Sheriff Dept 4 Deputies	Township Contract with City of Auburn	Williams & Auburn Share Services	Create Auburn-Williams Police Authority
# Auburn Officers	2	0	8	1 + 1 = 2	4
# Sheriff Dept. Deputies	2	4	0	2	
Auburn Hours Available per Week	80	160	168	80	160
Williams Hours Available per Week	80			80	
Cost to Auburn- Estimated	\$197,223			\$197,223 ?	\$304,847
Cost to Township- Estimated	\$156,733	\$332,448	\$589,793	\$156,733	
Auburn Administration Provided By	Auburn	Sheriff Dept.	Auburn	Auburn & Sheriff Dept.	Authority
Williams Administration Provided By	Sheriff Dept.			Sheriff Dept.	
Auburn Training Provided By	Auburn	Sheriff Dept.	Auburn	Auburn & Sheriff Dept.	Authority
Williams Training Provided By	Sheriff Dept.			Sheriff Dept.	
Primary Liability Costs- Auburn	Auburn	Sheriff Dept.	Auburn	Auburn & Sheriff Dept.	Authority
Primary Liability Costs- Williams	Sheriff Dept.			Sheriff Dept.	
Hours Available as First Responder- Auburn	80	160	168	80	160
Hours Available as First Responder- Williams	80			80	
PA416 Grant Funded Deputies Available in County	3	3	0	3	0

Revised 4/7/2009		Option 1	Option 2	Option 3	Option 4	Option 5
		Do The Same	Sheriff Dept 4 Deputies	Township Contract with City of Auburn	Williams & Auburn Share Services	Create Auburn-Williams Police Authority
Other Considerations	City Officers and Township Deputies remain within jurisdictional boundaries	* Unified Administration * Utilize current Auburn Police Station as a Sub- Station	* Officers need to be Deputised to have jurisdiction in township. * Loss of three PA416 Deputies from county	* Split Administration depending on how position is filled * Fill as Full Time or Part Time? * City Officers and Township Deputies remain within jurisdictional boundaries	* Cost to constitute Authority. * Creation of Authority Governing Board. * Annual Operating cost. * Loss of three PA416 Deputies from county	
Benefits	No Change	* 160 Hours/Week coverage available to entire Auburn/Williams community and AWF-D *No hours lost to travel time	* 24 x 7 coverage available to entire Auburn/Williams community and AWF-D *No hours lost to travel time	* Various options for Auburn * No change in township	* 160 Hours/Week coverage available to entire Auburn/Williams community *No hours lost to travel time	

Betty Owen

To: mike.snyder@dowcorning.com
Subject: RE: Medical First Response

From: mike.snyder@dowcorning.com [mailto:mike.snyder@dowcorning.com]
Sent: Tuesday, April 07, 2009 9:00 AM
To: eeowen@sbcglobal.net
Cc: mike.snyder@dowcorning.com
Subject: Medical First Response

Betty:

As the Intergovernmental Services Exploration Committee continues to explore the possibilities of joint City/Township law enforcement service, I would request that the scope of Medical First Response (MFR) services be included in this assessment.

Currently the Auburn-Williams Fire Department is dispatched to any call made to Bay County 911 for medical or ambulance assistance, regardless of severity. As the size and demographics of the city and township continue to develop, the call volume for emergency medical service has grown substantially, and currently account for approximately 65% of our 480 calls per year. Over the years, I have approached both the Bay County Medical Control Authority and Bay County 911 Center about a tiered response approach for medical calls that dispatch emergency medical resources in proportion to the nature of the need -- rather than dispatching the entire fire department for the call. While there has been some support for this approach, there are many details that have to be worked out.

There are many benefits to blending law enforcement into MFR responses for low severity calls, including the ability to constrain the growth of fire department emergency call volume, which also provides a longer future time period before we need to contemplate changing the make-up of our entirely volunteer fire and emergency service organization at Auburn-Williams Fire Department.

As the Intergovernmental Services Committee considers law enforcement services for the Auburn-Williams District, it would seem that if we could ensure that each law enforcement professional is a minimum of MFR trained, we could establish the first phase of a tiered medical response to service, based on severity. For example, a request for medical transportation due to a minor injury would involve the dispatch of a MFR trained law enforcement officer to the scene (in addition to an Advanced Life Support ambulance from either Bay City or Midland) to provide initial patient assessment and await the arrival of the ambulance. In the event that the officer was unable to respond due to other assignments, or if the nature of the call met any of a set of pre-defined significant medical emergency situations (like chest pain, difficulty breathing, burns, etc) the fire department would also be dispatched to provide MFR service, and additional responders. Also, if there were ever a situation that the law enforcement officer was concerned about the medical nature of the call based on dispatch information, the fire department could be requested and immediately dispatched to the call.

At this point, I desire that the fundamental, high level, framework of this approach is understood and supported during the law enforcement service exploration phase. Obviously, there will be many procedural and training details that will have to be worked out once this approach is adopted and a final law enforcement service model is selected.

I am very willing to work with the appropriate groups to further discuss this proposal, at the proper time. In the meantime, please feel free to contact me with any questions or concerns that the Committee may have.

Respectfully,

Mike Snyder
Corporate Safety, Industrial Hygiene, & Loss Prevention
(989) 496-5397 (Office)
(208) 730-3827 (Fax)
<mailto:mike.snyder@dowcorning.com>

**CHARTER TOWNSHIP OF WILLIAMS
CITY OF AUBURN
INTERGOVERNMENTAL ADVISORY COMMITTEE

PUBLIC NOTICE**

**Notice is hereby given that the Auburn-Williams Intergovernmental Advisory
Committee will hold a committee meeting on Wednesday, May 20, 2009
at 7:00p.m. prevailing Eastern Time at the Williams Township Office
located at 1080 W. Midland Road, Auburn, MI 48611.**

Williams Township will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and readers for printed materials being considered at the meeting, to individuals with disabilities upon ten (10) days notice. Individuals requiring auxiliary aids or service should contact the Township by writing or calling:

Amy Charney, Clerk, ADA Coordinator
Charter Township of Williams
1080 W. Midland Road
Auburn, MI 48611
989 662-4408 Voice
989 662-4631 Fax
TDD's

Bay County Clerk's Association/Bay County Executive 989 895-4049

Or

The Michigan Relay Center 1 800 649-3777

Official copies of the Auburn-Williams Intergovernmental Advisory Committee Minutes are stored with the Auburn City Clerk at 113 E. Elm Street, Auburn MI 48611 and with the Williams Township Clerk at 1080 W. Midland Road, Auburn, MI 48611. They are available for public inspection during normal business hours or by appointment.

POSTED 4-14-09

**CHARTER TOWNSHIP OF WILLIAMS
CITY OF AUBURN
INTERGOVERNMENTAL ADVISORY COMMITTEE
MEETING 5-20-09
UNAPPROVED**

Chairperson, Betty Owen welcomed everyone to the Auburn Williams Intergovernmental meeting.

1. Call to Order and Roll Call

The meeting was called to order by Betty Owen at 7:00p.m. at the Township office/hall.

Committee Members present: Tom Paige, Ron Kohn, John McNally, Bill Reder, Jim Dominowski, Paul Wasek, Rebecca King, and Betty Owen.

Others Present: Ann Machelski, Cindy Gonsler, Sandy Henning, and Thomas Fick.

2. Pledge of Allegiance

The Pledge of Allegiance to the flag of the United States was said in unison.

3. Review and Approval of Minutes

Regular Meeting April 7, 2009

B. Reder made a motion to approve the Minutes as written. R. Kohn supported the motion and it passed unanimously.

4. Officer Poltorak Proposal to the City

B. Owen explained that Officer Poltorak provided the City with a proposal for one full time chief and two part time officers. The City advised him to provide this Committee with the proposal. The proposal is included in the packet. After some discussion it was agreed that this proposal is already included in our list of options. It will be the City's personnel decision, should they maintain the department as they have in the past, whether they use full time or part time officers. B. Reder made a motion to accept the proposal and P. Wasek supported the motion. Motion passed unanimously.

5. Update on Request for a Consultant

T. Paige advised the Committee that he contacted McKenna Associates, a professional consulting firm that has experience with police issues. The consultant's agreement would include reviewing the research done by the Committee, investigating any possible options not recognized by the Committee and assisting the City and Township in the presentation of information to the public. The fee for this would be, not to exceed \$3950.00. This amount would be split equally by the City and the Township. Because the decisions have a greater affect on the City at this time, the request for expenditure went to the City first. The City denied the expenditure at their May 4, 2009 meeting.

T. Paige, on behalf of the Township Board of Trustees, wrote a letter to the City suggesting a special joint meeting of the City of Auburn Commission and the Williams Township Trustees should be scheduled as an opportunity to present this Committee's findings and the options for law enforcement so the public could receive and comment on those options.

T. Paige stated that since consultant services are not available to the Committee, B. Owen put a draft final report together for the Committee to review and comment on. Once the report is finalized it will be given to the City and the Township.

B. Owen stated that this Committee was formed to identify options for law enforcement in the Auburn – Williams community, with the goal of cost savings and/or increased services for the businesses and residents. The purpose of this report is to provide the City and Township with unbiased research and options to present at a joint meeting where the public can provide their comments. To that extent, the draft report has a copy of all of this committee's Minutes and research information as well as a summary of the options we have investigated.

B. Owen explained that the back portion of the report includes copies of Minutes from each Committee meeting and a copy of the posting for that meeting. The research handouts for each meeting are also included. She advised that in front of the Committee's Minutes is a Reference Material section, which includes the Resolutions and the Minutes by the City and the Township pertaining to the formation of this Committee.

It was explained that the first page of the report provided the names of Committee members. The next page was a history of the formation of the Committee. Then the Committee reviewed the page; Determinations Made During the Process. Each paragraph was read and the Committee agreed that it was correct.

The Committee then reviewed the page; Conclusions of the Committee. Each paragraph was read and the Committee agreed that it was correct.

It was agreed that a joint meeting of the City and the Township with the Committee was very important for the purpose of public information and comment. It was stated that a good cross section of input would be received by having the City and Township invited to the meeting. Depending on the direction the City chooses to go, it could impact the Township businesses and residents so they should also be invited.

It was stated that this Committee has been very transparent to the public and in an effort to remain that way, it was suggested that B. Owen with the assistance of T. Paige and J. McNally put together a newsletter informing the residents of the joint meeting so that the same information is given to the City and Township businesses and residents. The City and Township would then mail the newsletter as they do their regular newsletters.

B. Reder made a motion to accept the REPORT OF THE AUBURN- WILLIAMS INTERGOVERNMENTAL ADVISORY COMMITTEE as written. P. Wasek supported the motion and the motion was approved unanimously.

P. Wasek made a motion to authorize B. Owen with the assistance of T. Paige and J. McNally to prepare a newsletter to notify the public of the joint meeting. B. Reder supported the motion and the motion passed unanimously.

After discussion, B. Reder made a motion to hold the special joint meeting with the Auburn City Commission and the Williams Township Trustees and the Auburn-Williams Intergovernmental Advisory Committee on June 17, 2009 at the Williams Township Hall at 7:00pm local time. T. Paige supported the motion and it passed unanimously.

T. Paige advised everyone that the Williams Township Trustees were working diligently to encourage the State to build the new State Police Post in Williams Township near Salzburg and M-47. He stated that Dow Corning has offered to donate the land. As other communities negotiate to have them locate in their communities, the biggest drawback to the Salzburg location is the lack of sanitary sewer.

T. Paige then explained that the City of Auburn and the Township are part of the Bay County West Side Regional Sewage Disposal System. Recently the City of Essexville and Hampton Township have decided to buy into that system. That will provide over \$114,000 to Williams Township that can be used for expansion of the Township's sanitary sewer collection system. This could be used to extend sanitary sewer to the Salzburg location if the police complex is located there. So this will keep Williams Township as a viable location for the new post.

It was emphasized however, that if the State Police post is built in the Township, it will not increase law enforcement in our area. The State Police will still be patrolling on the state highways.

7. Public Comment

Ann Machelski asked if the log report from 911 was reviewed for accuracy. It was stated that the Committee really did not have a way to audit the 911 records. She stated that it was hard to believe there were so many deer strikes in Auburn. It was stated that in some cases the wrong code might have been used either by the law enforcement agent or the secretary, and in some cases, the officer uses the zip code to determine his location if he is not familiar with the City boundaries.

Ann Machelski thanked the Committee for their time and effort in this project.

Cindy Gonsler asked how the part time positions would be filled and how many hours they would work if the City chooses to go in that direction. It was stated that those decisions are personnel decisions that the City would have to determine. The Committee is only looking at the options available to the City.

Thomas Fick stated that he does not see the Sheriff's Deputies in the Township very often other than at the Township offices. He stated that the deputies are called to other communities. It was explained that this past week the afternoon deputy is on training. It was also explained that the deputies can be called to other communities if it is a life threatening situation. An example of this was the shooting in Auburn. The deputies from Williams Township, Monitor and road patrol deputies were called in to assist. One of the deputies in the Township is the county fire investigator, so he can be called out of the area at times as well. When they are called away, the Township can have another deputy fill in or bank the hours for another time.

J. McNally explained that the way it has been in the City is if an officer is sick or on vacation, the time is not covered. An officer could be off duty for a week or two of vacation. If the deputies are used, and there is extended leave, the sheriff would send a road officer to cover the shifts.

T. Paige stated that there is 168 hours in a week and the Township only covers 80 hours a week. That is the reason that the Committee was asked to look at combining services. If the Township and the City were able to provide law enforcement together it would provide 160 hours of coverage. Mr. Fick asked the cost of an Authority. It was stated that Chief Klann provided an estimate of \$589,793.00, which might sound high, but the Tittabawassee Township has its own force which provides 24 hour service and their budget is over 600,000.00.

Committee Member R. Kohn was excused at 8:00pm.

There was general discussion regarding the various options and the cost estimates. It was stressed by the Committee that the cost estimates were based on the numbers provided by the Township and City for last year's actual costs and the estimates provided by others were not verified. It was explained that the cost will vary from the estimates as some time has passed. The City will need to do a careful review of the current costs prior to making a final decision.

8. Future Meetings

It was stated that the Committee would continue its research on other areas the City and Township could cooperate and assist each other while saving money. It was agreed that no meeting would be scheduled at this time for July and August. A meeting is scheduled for September 16th at 7:00pm.

9. Adjournment

B. Reder made a motion to adjourn. T. Paige supported the motion and it passed unanimously.

The meeting ended at 8:14p.m.

Minutes Respectfully Submitted by:
Betty Owen

04-28-09

To Mayor and Commissioners;

The cops grant application period expired 04-14-09.

This is a proposal to decrease the Auburn Police department wages and benefits budget from 2008 and increase coverage hours for the residents of the city. This proposal would keep one full time officer/acting Chief at 40 hrs a week and hire two part time officers. The two part time officers would not have full time officer's benefits.

The two part time officers would work 28 hrs a week each for a total of 56 hrs. This would increase the coverage by 16 hrs. Per week to 96 hrs compared to what the police department had been covering with Chief Klann and the officer at 80 hrs a week.

A Current figure for wages and benefits has the officer at approximately \$65,430.65 not including overtime for the year. Two part time officers "estimated high" at \$18.00 an hr for the year not including the estimated 24 extra hours for events is approximately \$57,652.36. Area starting wages for part time police officers are from \$13.50 to \$15.00 an hour.

Equipment for the two part time officer's uniforms and one bullet resistant vest is approximately \$1609.00 for a total of \$59,261.36. The department would utilize other existing equipment for the new officers. New part time officers could be required to purchase their own vests.

This total estimated wages and benefits of one full time officer and two part time officers is approximately \$123,083.00 Comparing this to the 2008 cost of \$147,811.40 for the Chief and patrolman there would be a savings of \$24,728.00

The police departments budget overall will be lower from the 2008 to the 2009 budget as it does not have the services of the city clerk at the department, health care costs will be for only one officer and pension contribution will be lower.

Respectfully submitted Sylvester Poltorak

THIS ESTIMATE IS BASED ON CITY INFORMATION FOR CHIEF POSTION AND IS BASED ON
 \$15.00 PER HOUR FOR THE PART TIME OFFICERS (This is derived from info from Tittabawassee)
 THE FIXED COST IS BASED ON 1 FULL TIME CHIEF & 1 FULL TIME OFFICER SO SOME COSTS COULD
 INCREASE. THE HOURLY RATE PAID COULD CHANGE AND WOULD DECREASE/INCREASE THIS ESTIMATE

Chief	\$26.86HR	55848 Annual wage
		4273 FICA
		1307 W. Comp
		13634 Health Ins
		45 Life Ins
		4886 Pension
		<u>1000</u> Uniforms
\$38.94		80993 Total Annual for Chief

Part-time	\$15.00 hour	28 hrs week X 52 = 463 hr annual X \$16.51 = 24,076
	1.15 FICA	X 2 part timers =48,152
	0.36 W.. Comp	
	16.51 per hour	

FIXED COSTS

Secretary	9700
Office Supplies	1000
Operating Supplies	1000
Attorney	1000
Telephone	2100
Mileage	100 could increase per officer
Insurance	3300 (5 full time add \$330/ 3FULL 2 part add \$157 more
Utility	2000
Repair/Equip	500
Repair/Build	1000
Equip Vehicle Rent	25000
Misc	300
Seminars/Training	700 could increase per officer
Dues	300 could increase per officer
Capital Outlay	<u>1000</u>
	49000 equals additional cost per year. NOTE this number is based on 2 full time this equates to \$942.30 per week.
	<u>-9700</u> less secretary
	39300

ESTIMATE w part time

Chief	80,993
Part time	48,152
Fixed Cost	39,300
	168,445 Annual Cost no including sick leave and vacation

1080 W. Midland Road
Auburn, Michigan 48611

Williams Charter Township

Supervisor - Tom Paige (989) 662-4241
Clerk - Amy Charney (989) 662-4408
Treasurer - Connie Hoverman (989) 662-4091
Fax (989) 662-4631

May 13, 2009

Auburn City Commission
113 East Elm Street
Auburn, MI 48611

Dear Commissioners:

As you know, the Auburn-Williams Intergovernmental Advisory Committee (AWIAC) has been meeting since December 17, 2008 with the purpose of identifying areas of mutual interest to Auburn and Williams Township, and to carefully research the possibility of combining efforts in identified areas with the goal of determining if cost savings can be realized while providing the same or better level of service. Due to the retirement of Auburn Police Chief Jim Klann, recent AWIAC meetings have focused on law enforcement and public safety services.

I can assure you that members of the AWIAC have been working diligently to identify options for law enforcement and public safety services in the Auburn-Williams community and are nearing completion of this task. However, since the AWIAC has no funding capacity or legislative authority, the Committee was seeking city and township approval to provide funding to secure a consultant to review the accuracy and completeness of the committee's findings for law enforcement and public safety, and to hold a public forum to discuss these options with the community for their guidance.

It was my belief that during discussion at the joint City Commission and Township Board Meeting held on April 24, 2008 that it was understood that the AWIAC may incur minimal costs, and the consensus was that the city and township would split reasonable costs evenly. On May 4, 2009, the Auburn City Commission denied the AWIAC's consultant funding request. Given this denial, how should the AWIAC proceed?

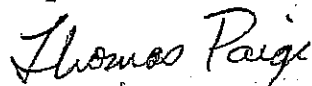
Short of direction to the contrary from the City Commission, I believe the AWIAC could complete its report at its May 20, 2009 meeting and forward the report to the city and township. A special joint meeting of the Auburn City Commission and Williams Township Board of Trustees could then be scheduled as an opportunity to present the AWIAC's findings and options regarding law enforcement and public safety services to the community, and to receive public comment on those options.

Please note that the content of this letter has been approved by the Williams Township Board of Trustees. At a time when Michigan's economy remains extremely poor and governmental units are continuing to realize decreased revenues, the Williams Township Board of Trustees reaffirms its support to identify, investigate, and implement methods of providing timely services in the most cost effective manner possible.

It has been a pleasure to serve as a member of the Auburn Williams Intergovernmental Advisory Committee and work with people that care deeply about our community and have taken their mission very seriously.

Thank you for your attention to this matter. Please feel free to contact me with any questions or concerns.

Respectfully,



Thomas Paige

Williams Township Supervisor

cc: Williams Township Board
AWIAC Members