

AGENDA REPORT

TO: Mayor & City Commission
FROM: Ken Hibl, City Manager
DATE: December 2, 2009
RE: Approval of Christmas Cards List & Christmas Bonuses

For the Agenda of December 7, 2009

Background. For the past nine years, the City Commission has sent Christmas cards to neighboring governmental entities and other specific addressees. The Commission is asked to consider continuing this tradition by approving/amending the attached Christmas Card List.

Similarly the City Commission approved criteria (*copy att'd*) for the payment of employee Christmas bonuses eleven years ago. The City Commission is asked to review the criteria and consider whether it desires to continue the tradition of approving the payment of employee Christmas bonuses.

Issues & Questions Specified. Should the City Commission review the Christmas Card List and approve payment of employee Christmas bonuses?

Alternatives.

1. Review the list and approve the payment of bonuses.
2. Cease sending Christmas cards and do not approve the payment of employee bonuses.
3. Set the matter aside for consideration and/or deliberation at a later date.

Financial Impact. Approval of the Christmas cards list and subsequent approval of payment of the Christmas bonuses will commit the City to expenditure of \$ _____ (Cost of cards - \$ _____; Clare Cash - \$ _____). This is a budgeted appropriation in the approved 2009/2010 budget.

Recommendation. I recommend that the City Commission review the Christmas Cards List and amend it as the Commission deems appropriate and concurrently approve the payment of the bonuses by adoption of Resolution 2009-076 (*copy att'd*).

Attachments.

1. Christmas Card List
2. Bonus Criteria.
3. Employee List.
4. Resolution 2009-076.

Title	First_Name	Last_Name
Mr.	Richard	Acker
Mr.	Alexander	Agin
Mr.	Jim	Allen
Mr.	Richard	Allen
Mr.	John	Audretsch
Ms.	Karen	Baehr
Mr.	Dennis	Baldwin
Mr.	Larry	Barco
Mr.	Gary	Bauer
Ms.	Virginia	Beck
Mr.	Mike	Becker
Mr.	Bob	Bergey
Mr.	Joseph	Bertling II
Ms.	Sheila	Bissonnette
Mr.	James	Blackwell
Aux Officer	Michael	Blye
Mr.	Robert	Bonham
Ms.	Michelle	Bott
Mr.	Jon	Bouchey
Mr.	Dale	Brandon
Ms	Rachel	Brownlee
Mr.	Gene	Brandon
Aux Officer	Carl	Bryans
Aux Officer	Winnie	Bryans
Mr.	Robert	Caldwell
Mr.	Chad	Calkins
Congressman	Dave	Camp
Mr.	Mitch	Canel
Mr.	William	Carlson
Ms.	Glenda	Carmoney
Mr.	Grace	Carson
Mr.	James	Chapman
Mr.	Don	Chiodo
Mr.	Dale	Clark
Ms.	Megan	Clute
Ms.	Carol	Colville
Mr.	Bret	Cook
Mr.	William	Strouse
Ms.	Jeremy	Conner
Officer	Brian	David
Ms.	Cathy	Davis
Ms.	Elaine	Demasi
Mr.	Vince	Demasi
Mr.	Jeff	Bean
Ms.	Sandra	Brewer
Mr.	Dean	Doherty
Mr.	William	Droomer
Aux Officer	Sean	Duffy
Mr.	George	Dunn
Aux Officer	Thomas	Drury
Mr.	Dan	Dysinger
Mr.	Sam	Eberhart
Mr.	Marvin	Farley
Mr.	Jerry	Forsberg
Cadet	Alissa	Fredricksen

	Lindsay	Gabriel
Ms.	Arlene	Garver
Governor	Jennifer	Granholm
Ms.	Amandagrace	Green
Mr.	George	Green
Officer	Brian	Gregory
Mr.	Steve	Grim
Mr.	Bob	Guiliani
Mr. & Mrs.	Nyle	Haggart
Ms.	Marlene	Hales
Mr.	Matt	Halicek
Mr.	Michael	Haring
Mr.	Joe	Hart
Mr.	Tim	Haskin
Ms.	Rebecca	Hastings
Ms.	Kay	Haven
Ms.	Jennifer	Heinzman
Mr.	Cesar	Hernandez
Mr.	Ken	Hibl
Mr.	Roger	Hicks
Mr.	Vincente	Hinojosa
Ms.	Jaynie	Hoerauf
Mr.	John	Holland
Mr.	Michael	Huddleston
Mr.	Jason	Humphrey
Ms.	Molly	Humphrey
Ms.	Angela	Husted
Mr.	Al	Iacco
Mr.	Michael	Janderwski
Ms.	Gus	Jelenek
Mr.	Alan	Jessup
	Mel	Johns
Mr.	Cory	Johnson
Mr.	Jordan	Johnson
Mr.	Don	Jones
Dr.	Kurt	Kepner
Mr.	Steven	Kingsbury
Mr.	Dan	Kirwin
Mr.	JJ	Klaus
Mr.	Jay	Kleinhart
Mr.	John	Kline
Mr.	Dennis	Koch
Ms.	Kelly	Koch
Ms.	Michelle	Koch
Officer	Greg	Kolhoff
Ms.	Amy	Kunse
Mr.	Ron	Kunse
Mr.	Jean	LaValley
Ms.	Mignon	Laverty
Mr.	Steve	Letherer
Senator	Carl	Levin
Mr.	Thomas	Lewis
Mr.	Ken	Lingaur
Mr.	Bob	List
Ms.	Crystal	Logan-Syerwicze
Ms.	Christine	Los

Ms.	Sharon	Mair
Ms.	Marian	Matyn
Mr.	David	Maxwell
Ms.	Adrienne	McCormick
Officer	Jeremy	McGraw
Ms.	Pamela	McKnight
Senator	Michelle	McManus
Mr.	Greg	McMillan
Mr.	Dan	McNerney
Mr.	Thomas	McPhall
Mr.	Matthew	Metzler
Mr.	Chad	Michels
Mr.	Jeff	Michels
Ms.	Rose	Michels
Mr.	Dwayne	Miedzianowski
Mr.	Joshua	Miller
Mr.	James	Mishler
Ms.	Bethany	Mittan
Mr.	Theresa	Montney
Representative	Tim	Moore
Aux Officer	Jason	Montney
Aux Officer	Paul	Morningstar
Mr.	Rick	Moser
Aux Officer	Trevor	Muir
Ms.	Rachel	Ohler
Mr.	Taylor	Owens
Mr.	Keagen	Owens
Aux Officer	Joel	Papenfus
Ms.	Kimberly	Parker
Officer	John	Pedjac
Aux Officer	Matt	Plumley
Mr.	Luke	Potter
Mr.	Dave	Prawdzik
Mr.	Jeff	Punches
Mr.	Dennis	Purkis
Mr.	Thomas	Quick
Mr.	Darryl	Rehahn
Mr.	Jon	Ringelberg
Mr.	Micah	Ringelberg
Mr.	Adam	Robinson
Mr.	Donald	Rulapaugh
Officer	Greg	Rynearson
Officer	David	Saad
Aux Officer	Stacy	Salminen
Ms.	Carol	Santini
Mr.	Michael	Sargent
Ms.	Diane	Schmidt
Ms.	Amy	Schlusler
Ms.	Sara	Schnur
Ms.	Lori	Schuh
Ms.	Sarah	Schumacher
Ms.	Jeanne	Shelander
Aux Officer	C. James	Shuster
Mr.	Joshua	Shuster
Mr.	John	Seibt
Ms.	Mary Ann	Shurlow

Mr.	Dennis	Sian
Mr.	Al	Slaggert
Mr.	Mike	Smith
Ms.	Miranda	Smith
Senator	Debbie	Stabenow
Mr.	Steve	Stark
	Tanner	Stinso
Ms.	Delite	Strouse
Mr	Michael	Sved
Mr.	James	Swan
Ms.	Karla	Swanson
Ms.	Carlene	Sysak
Aux Officer	Tom	Testa
Mr.	Jake	Thornton
	Sarah	Timmins
Ms.	Dolores	Timperley
Ms.	Diann	Turnwald
Mr.	Ron	Verch
Ms.	Karlie	Vida
Reverend	Margaret	Vredeveld
Mr.	Ben	Walters
Mr.	Austin	Walworth
Officer	Richard	Ward
Officer	Christopher	Webb
Ms.	Shelby	Webb
Ms.	Geraldine	Welling
Cadet	Jarred	Wentworth
Officer	Alan	White
Aux Officer	Cori	Wolfgang
Mr.	David	Williams
Ms.	Jan	Winter
Mr.	Jerry	Witbeck
Ms.	Lillian	Witchell
Mr.	Brook	Wood
Mr.	John	Wolf
Officer	James	Wren
Mr.	Thomas	Wright
Aux Officer	Keith	Yats
Ms.	Cheryl	Yesney
Mr.	Norm	Yoder
Officer	Joseph	Young
Aux Officer	William	Young
Mr.	Harold	Zastrow
Mr.	Alan	Zebrowski

Burnside & Lang

Gourdie Fraser &
Associates

**ELIGIBILITY REQUIREMENTS
FOR
EMPLOYEE CHRISTMAS BONUSES**

- Full-time employees who are on the payroll of the City as of December 1st of the year bonuses are paid shall receive the same amount of Christmas bonus (currently \$50 of Clare cash).
- Part-time & temporary/seasonal employees receive ½ the amount of bonus (currently \$25 of Clare cash) as a full-time employee.
- To attain eligibility for a part-time or temporary (seasonal) Christmas bonus, the individual must have worked for the City the equivalent of 60 days (480 hours) during the calendar year the bonus is received or be currently employed by the City as a part-time or temporary (seasonal) employee.
- Fire Department & Auxiliary Police receive the same amount of Christmas bonus as full-time employees if they meet all Department eligibility requirements (verified by the Fire Chief & Police Chief, respectively).
- Individuals who meet more than one eligibility requirement (i.e., a full-time employee who is also an auxiliary policeman or volunteer firefighter or a part-time employee who is also a firefighter or auxiliary policeman) receive an equivalent number of bonuses in the cumulative amounts stipulated for each eligibility category.
- Individuals who serve as contractors for the City are not eligible to receive a Christmas bonus.
- Full-time employees who resign or retire during the year of the Christmas bonus but who complete at least six months (180 calendar days) of employment during the year the bonus is received are eligible to receive a Christmas bonus.
- Employees terminated for adverse causes during the year the Christmas bonus is received lose eligibility for the bonus.
- Individuals serving as Electrical Inspectors, Building Inspectors, and Code Enforcement Officers for the City receive the same bonus as full-time employees.

BERTLING	JOSEPH	691	\$25.00	Parks
BOTT	MICHELLE	191	\$25.00	Treasurer/Assessor
CONNER	JEREMY	536	\$25.00	Recreation
GABRIEL	LINDSAY	691	\$25.00	Recreation
HART	ERNEST	691	\$25.00	Parks
JOHNSON	CORY	691	\$25.00	Parks
KOCH	MICHELLE	172	\$25.00	DDA
LAVALLEY	JEAN	691	\$25.00	Parks
LINGAUR	KENNETH	284	\$25.00	Intern
MCCORMICK	ADRIENNE	172	\$25.00	Intern
PARKER	KIMBERLY	536	\$25.00	WWT Clerk
RULAPAUGH	DONALD	691	\$25.00	Parks
SVED	MICHAEL	276	\$25.00	Cemetery
SYSAK	CARLENE	215	\$25.00	Clerk
P/T Employee Count		14	\$325.00	

AGIN	ALEX	206	\$50.00	Volunteer FD
BALDWIN	DENNIS	441	\$50.00	DPW
BAUER	GARY	691	\$50.00	Volunteer FD
BAUER	GARY	206	\$50.00	DPW
BLYE	MICHAEL	301	\$50.00	Cadet - Non Paid
BONHAM	ROBERT	441	\$50.00	DPW Supervisor
BOUCHEY	JON	206	\$50.00	Volunteer FD
BRYANS	CARL	301	\$50.00	Aux - Non Paid
BRYANS	WINNIE	301	\$50.00	Aux - Non Paid
CALKINS	CHAD	206	\$50.00	Volunteer FD
CANEL	MITCH	441	\$50.00	Volunteer FD
CANEL	MITCH	206	\$50.00	DPW
CHAPMAN	JIM	206	\$50.00	FD Chief
CLARK	DALE	536	\$50.00	WWT
DAVID	BRIAN	301	\$50.00	PD Officer
DAVIS	CATHY	292	\$50.00	DPW
DROOMER	BILL	441	\$50.00	DPW
DRURY	TOM	301	\$50.00	PD Officer
DRURY	CHRIS	301	\$50.00	Aux - Non Paid
DUFFY	SEAN	301	\$50.00	DPW Clerk
EBERHART	SAM	441	\$50.00	Volunteer FD
EBERHART	SAM	206	\$50.00	DPW
FARLEY	MARVIN	206	\$50.00	Volunteer FD
FREDRICKSON	ALISSA	301	\$50.00	Aux - Non Paid
GREEN	AMANDAGRACE	691	\$50.00	Parks & Rec
GREGORY	BRIAN	301	\$50.00	PD Officer
GUILIANI	ROBERT	206	\$50.00	Volunteer FD
HALICEK	MATTHEW	206	\$50.00	Volunteer FD

HARING	MICHAEL	206	\$50.00	Volunteer FD
HAVEN	KATHLEEN	215	\$50.00	Clerk
HERNANDEZ	CESAR	206	\$50.00	Volunteer FD
HIBL	KEN	172	\$50.00	City Manager
HOLLAND JR.	JOHN	536	\$50.00	WWT Supervisor
HUDDLESTON	MICHAEL	206	\$50.00	Volunteer FD
JANDERWSKI	MICHAEL	206	\$50.00	Volunteer FD
JESSUP	ALAN	441	\$50.00	DPW
JOHNSON	CORY	206	\$50.00	Volunteer FD
KINGSBURY	STEVEN	215	\$50.00	Treasurer
KLEINHARDT	JAY	206	\$50.00	Volunteer FD
KOCH	DENNIS	206	\$50.00	Volunteer FD
KOLHOFF	GREG	301	\$50.00	PD Officer
LEWIS	THOMAS	206	\$50.00	Volunteer FD
MCGRAW	JEREMY	301	\$50.00	PD Officer
MCPHALL	THOMAS	206	\$50.00	Volunteer FD
MICHELS	CHAD	206	\$50.00	Volunteer FD
MICHELS	JEFFREY	206	\$50.00	Volunteer FD
MIEDZIANOWSKI	DWAYNE	301	\$50.00	PD Chief
MILLER	JOSHUA	536	\$50.00	WWT
MONTNEY	JASON	206	\$50.00	Volunteer FD
MONTNEY	THERESA	206	\$50.00	Volunteer FD
MOORE	LINDSEY	301	\$50.00	Aux - Non Paid
MORNINGSTAR	ROBERT	301	\$50.00	Aux - Non Paid
MUIR	TREVOR	301	\$50.00	Aux - Non Paid
PAPENFUS	JOEL	301	\$50.00	Aux - Non Paid
PEDJAC	JOHN	301	\$50.00	PD Officer
PEDJAC	JOHN	301	\$50.00	Aux Officer
PLUMLEY	MATTHEW	301	\$50.00	Aux - Non Paid
POTTER	LUKE	441	\$50.00	DPW
QUICK	TOM	536	\$50.00	WWT
REHAHN	DARRYL	206	\$50.00	Volunteer FD
RYNEARSON	GREG	301	\$50.00	PD Officer
SAAD	DAVE	301	\$50.00	PD Officer
SALMINEN	STACY	301	\$50.00	Aux Officer
SARGENT	MIKE	206	\$50.00	Volunteer FD
SCHMIDT	DIANE	215	\$50.00	Clerk
SCHUH	LORI	172	\$50.00	Main Street Manager
SCHUMACHER	SARAH	215	\$50.00	Deputy Clerk
SHUSTER	JOSHUA	441	\$50.00	DPW
SHUSTER	CAROL JAMES	301	\$50.00	Aux - Non Paid
SWAN	JAMES	206	\$50.00	Volunteer FD
TESTA	TOM	301	\$50.00	Aux Officer
TURNWALD	DIANN	206	\$50.00	Volunteer FD
VONREICHBAUER	JASON	301	\$50.00	PD Officer

WALWORTH	AUSTIN	206	\$50.00	Volunteer FD
WARD	RICHARD	301	\$50.00	PD Officer
WEBB	CHRIS	301	\$50.00	PD Officer
WENTWORTH	JARRED	301	\$50.00	PD Officer
WHITE	ALAN	301	\$50.00	PD Officer
WILLIAMS	DAVE	284	\$50.00	Building Inspector
WILLIAMS	DAVE	206	\$50.00	Volunteer FD
WOLFGANG	CORI	301	\$50.00	Aux Officer
WREN	JAMES	301	\$50.00	PD Officer
YATS	KEITH	301	\$50.00	Aux Officer
YODER	NORM	206	\$50.00	Volunteer FD
YOUNG	JOE	301	\$50.00	PD Officer
YOUNG	WILLIAM	301	\$50.00	Aux Officer
ZASTROW	HAROLD	441	\$50.00	DPW
ZEBROWSKI	ALAN	206	\$50.00	Volunteer FD

F/T Employee Count

88

Part Time	14	\$	25.00	\$350.00
Full Time	88	\$	50.00	\$4,400.00
Employee Count	102	Total		\$4,750.00

RESOLUTION 2009-076

A RESOLUTION OF THE CLARE CITY COMMISSION APPROVING THE 2009 CHRISTMAS CARD LIST AND EMPLOYEE CHRISTMAS BONUSES.

WHEREAS, the City of Clare has traditionally sent Christmas cards to neighboring governmental entities and other specific addressees and concurrently offered its employees a Christmas bonus; and

WHEREAS, the City Commission appropriated the funds for the purchase of said Christmas cards and the payment of said bonus in its adopted 2009/2010 budget; and

WHEREAS, the City Commission desires to continue said traditions.

NOW THEREFORE BE IT RESOLVED THAT the City Commission of the City of Clare hereby approves the proposed Christmas card list and concurrently approves the payment of a Christmas bonus for its full-time and part-time employees, the amount of said bonus being \$50 for each qualified full-time employee and \$25 for each qualified part-time employee in the form of Clare Cash.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INsofar AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The Resolution was introduced by Commissioner _____ and supported by Commissioner _____. The Resolution declared adopted by the following roll call vote:

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 7th day of December 2009.

Diane Schmidt, City Clerk