CITY OF BELLEVILLE
REGULAR CITY COUNCIL MEETING
AGENDA
Monday, November 27, 2023 - 7:30 pm

The City of Belleville City Council has elected to utilize a hybrid of in-person and virtual access through "Zoom" to the regularly scheduled City Council Meeting. This model is intended to facilitate all persons who wish to participate in the City Council Meeting. For those who wish to participate via Zoom, the information is listed below.

Join Zoom Meeting
https://us02web.zoom.us/j/81313059880?pwd=RGVYS3Z3TE0yMGRsMzdSMjNUcEExZz09

Meeting ID: 813 1305 9880
Passcode: 809061

One tap mobile
+13092053325,,81313059880#,,,,*809061# US
+13126266799,,81313059880#,,,,*809061# US (Chicago)

Dial by your location
• +1 309 205 3325 US
• +1 312 626 6799 US (Chicago)
• +1 646 876 9923 US (New York)
• +1 646 931 3860 US
• +1 301 715 8592 US (Washington DC)
• +1 305 224 1968 US
• +1 669 444 9171 US
• +1 669 900 6833 US (San Jose)
• +1 689 278 1000 US
• +1 719 359 4580 US
• +1 253 205 0468 US
• +1 253 215 8782 US (Tacoma)
• +1 346 248 7799 US (Houston)
• +1 360 209 5623 US
• +1 386 347 5053 US
• +1 408 638 0968 US (San Jose)
• +1 507 473 4847 US
• +1 564 217 2000 US

Meeting ID: 813 1305 9880
Passcode: 809061

Find your local number: https://us02web.zoom.us/u/kdatAfxrXF

1. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

2. ROLL CALL

3. PRESENTATIONS & CITIZENS COMMENTS

A. Presentations

B. Council Follow Up List

C. Citizen Comments on Non-Agenda Items

4. **APPROVAL OF AGENDA**

5. **APPROVAL OF MINUTES**
   A. November 13, 2023 Regular Meeting of the City Council

6. **PUBLIC HEARING**
   A. None

7. **INTRODUCTION OF ORDINANCES**
   A. None

8. **GENERAL BUSINESS DISCUSSION**
   A. Holiday Light Contest Discussion
   B. Alan C. Young & Associates - Audit Engagement Letter
   C. Memo – Police Chief Appointment

9. **ACCOUNTS PAYABLE AND DEPARTMENTAL EXPENDITURES**

10. **CITY MANAGER COMMENTS**

11. **CITY COUNCIL MEMBER COMMENTS**

12. **MAYOR'S COMMENTS**

13. **CITIZENS COMMENTS**

14. **ACTION ITEMS FOR NEXT REGULARLY SCHEDULED MEETING**

15. **ADJOURNMENT**

CITY OF BELLEVILLE
REGULAR CITY COUNCIL MEETING MINUTES
Monday, November 13, 2023 - 7:30 pm

The regular meeting of the City Council was held via a hybrid of in-person and virtual access through ZOOM.

The regular meeting of the Belleville City Council was called to order by Mayor Conley at 7:30 p.m.

1. PLEDGE OF ALLEGIANCE & MOMENT OF SILENCE

2. ROLL CALL

Council Member Bates	Present
Council Member Beebe	Present
Council Member Fielder	Present
Mayor Pro-Tem Voigt	Absent
Mayor Conley	Present

3. PRESENTATIONS & CITIZENS COMMENTS

A. Presentations
- None.

B. Council Follow Up List
- None.

C. Citizen Comments on Non-Agenda Items
- None.

4. APPROVAL OF AGENDA

MOTION: Motion by Bates, supported by Beebe to approve the agenda as presented.

ROLL CALL VOTE:	Council Member Bates	Aye
	Council Member Beebe	Aye
	Council Member Fielder	Aye
	Mayor Conley	Aye

Motion Carried.

5. APPROVAL OF MINUTES

A. October 16, 2023, Regular Meeting of the City Council

MOTION: Motion by Fielder, supported by Beebe approving the minutes of the Regular City Council Meeting, held on October 16, 2023.

ROLL CALL VOTE:	Council Member Bates	Aye
	Council Member Beebe	Aye
	Council Member Fielder	Aye
	Mayor Conley	Aye

Motion Carried.

6. **PUBLIC HEARINGS**
   A. None.

7. **INTRODUCTION OF ORDINANCES**
   A. None.

8. **GENERAL BUSINESS DISCUSSION**

A. Special Event Application – Egan's Pub Annual St. Patrick's Day Celebration

MOTION: Motion by Bates, supported by Beebe approving the Egan's Pub Annual St. Patrick's Day Celebration event for 2024.

ROLL CALL VOTE:	Council Member Bates	Aye
	Council Member Beebe	Aye
	Council Member Fielder	Aye
	Mayor Conley	Aye

Motion Carried.

B. Special Event Application – Veteran's Day Ceremony
   - Council did not vote on this item, as the event date had already elapsed.
   - Project Manager Jones stated that the event went well.

C. Resolution #23-032 – Board and Commission Appointments

MOTION: Motion by Fielder, supported by Bates approving **Resolution # 23-032**, re-appointing Valerie Kelley-Bonner and appointing John Winter to the Downtown Development Authority.

ROLL CALL VOTE:	Council Member Bates	Aye
	Council Member Beebe	Aye
	Council Member Fielder	Aye
	Mayor Conley	Aye

Motion Carried.

D. Public Safety Stats
   - Police Department – October 2023
      i. Acting Police Chief Faull presented stats for the month of October, noting that the number of calls for service have increased, but otherwise things are going well.

E. Radar Speed Signs

MOTION: Motion by Fielder, supported by Bates approving the purchase of mobile radar speed signs from RadarSign in the amount of $3,848.00.

ROLL CALL VOTE:	Council Member Bates	Aye
	Council Member Beebe	Aye
	Council Member Fielder	Aye

	Mayor Conley	Aye

Motion Carried.

F. Wayne County Annual Pavement Restoration Permit – A-24101

MOTION: Motion by Bates, supported by Beebe approving the Wayne County Annual Pavement Restoration Permit – A-24101.

ROLL CALL VOTE:	Council Member Bates	Aye
	Council Member Beebe	Aye
	Council Member Fielder	Aye
	Mayor Conley	Aye

Motion Carried.

G. AT&T Metro Act Right of Way Permit Extension

MOTION: Motion by Bates, supported by Fielder approving the AT&T Metro Act Right of Way Permit Extension.

ROLL CALL VOTE:	Council Member Bates	Aye
	Council Member Beebe	Aye
	Council Member Fielder	Aye
	Mayor Conley	Aye

Motion Carried.

H. I.T. Report
- Council discussed the report as presented, with no decisions made.

I. Discussion – City Hall Building Issues

MOTION: Motion by Fielder, supported by Bates authorizing city administration to determine the worth of, and process of selling, the current City Hall building and location, at a cost of no more than $5,000.00, as well as looking in to potential temporary locations for conducting city operations until a new permanent location is established.

ROLL CALL VOTE:	Council Member Bates	Aye
	Council Member Beebe	Aye
	Council Member Fielder	Aye
	Mayor Conley	Aye

Motion Carried.

J. Discussion – School Resource Officer Agreement
- Council discussed the potential agreement and advised city administration to seek a review of and response from the city's attorney.

K. Closure of City Hall – Week of Christmas/New Years Day

MOTION: Motion by Bates, supported by Fielder approving the closure of City Hall from December 25, 2023 to January 1, 2024.

ROLL CALL VOTE:	Council Member Bates	Aye
	Council Member Beebe	Aye
	Council Member Fielder	Aye
	Mayor Conley	Aye

Motion Carried.

9. ACCOUNTS PAYABLE AND DEPARTMENTAL EXPENDITURES

MOTION: Motion by Fielder, supported by Bates to approve Accounts Payable and Departmental Expenditures in excess of $500, as presented.

ROLL CALL VOTE:	Council Member Bates	Aye
	Council Member Beebe	Aye
	Council Member Fielder	Aye
	Mayor Conley	Aye

Motion Carried.

10. CITY MANAGER COMMENTS

- Stated that CAT will be providing on-site training to the DPS staff pertaining to the department's newly purchased backhoe.
- Reminded Council that he will be in Frankenmuth on Thursday afternoon for the MML Mayors and Presidents Institute.

11. CITY COUNCIL MEMBER COMMENTS

- Council Member Bates
  - Thanked the Clerk's Office staff, Election Inspectors, and voters for another successful Election Day.
  - Congratulated the new and returning elected candidates for City Council.
- Council Member Beebe
  - Congratulated Valerie Kelley-Bonner and John Winter on their re-appointment and appointments, respectively, to the DDA.
- Council Member Fielder
  - Stated that there is one more Regular Meeting of the Belleville City Council before the newly/returning elected candidates take fill their seats.
  - Noted that his goal in life is to see a newly constructed City Hall.
  - Stated that the Belleville High School Football Team will be playing against Davison at Novi High School in the State Quarter Finals on Saturday.

12. MAYOR'S COMMENTS

- Noted that the Belleville High School football games have been amazing and exciting to watch.
- Stated that the Belleville High School Band recently returned from Disney World, where they performed.

- Noted that Winterfest is coming up, and encouraged the new, returning, and departing Council Members to participate in the parade.
- Stated that the DDA Meeting is on Wednesday.
- Thanked the Clerk's Office staff and Election Inspectors for their efforts on Election Day.
- Congratulated the candidates who were elected.
- Reminded everyone that the first Regular Council Meeting in December will be held at the Belleville Area District Library.

13. CITIZENS COMMENTS

- Rosemary Otzman
  - Stated that residents have expressed concerns to her about moving City Hall to Savage Rd., as the Police Department would be on the other side of the railroad tracks.
- Julie Kissel
  - Noted that she has been working with City Manager Smith on organization, retention, and purging of files at City Hall.
  - Informed everyone that there will be a reception prior to the first Council Meeting in December, beginning at 7 p.m.
- Randy Priest
  - Asked if the current City Hall building would be immediately demolished if the location moves to Savage Rd.
  - Inquired if the Police Department has to remain in the same location as City Hall, or if they can be separated.

14. ACTION ITEMS FOR NEXT REGULARLY SCHEDULED MEETING

- None.

15. ADJOURNMENT

MOTION: Motion by Bates, supported by Fielder to adjourn at 9:05 PM.
No objections were noted.
Motion Carried.

Submitted by Briana Hootman, City Clerk/Treasurer
Approved:
Posted:
Published:

City of Belleville

6 Main Street ◊ Belleville, MI 48111-2788
Jason Smith, MPA, City Manager
jsmith@belleville.mi.us
734-252-4307 ◊ Fax 734-697-6837 ◊
www.bellevilleonthelake.com

To: Belleville City Council
From: Jason Smith, MPA – City Manager
Date: 11/21/2023
Re: Young & Associates Audit Engagement Letter.

RECOMMEDNDATION: *Motion to authorize the Mayor and City Manager to sign the audit engagement letter from Young & Associates*

Annually, our financials are audited by an independent organization. Young & Associates seeks to conduct our interview again this year and “obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor’s report that includes (their) opinion about whether (our) financial statements are fairly presented, in all material respects, in conformity with Generally Accepted Accounting Principles (GAAP); and report on the fairness of the supplementary information related to in the second paragraph when considered in relation to the financial statements as a whole.”

The Engagement Letter that is to be signed by the Mayor and City Manager is the City’s confirmation that we understand the scope of the work provided

Your consideration and concurrence are appreciated.

Alan C. Young & Associates, P.C.
CERTIFIED PUBLIC ACCOUNTANTS AND CONSULTANTS

7310 Woodward Ave, Suite 740
Detroit, MI 48202

(313) 873-7500 (Tel.)
(313) 873-7502 (Fax)
www.alancyoung.com

ENGAGEMENT LETTER

September 1, 2023

Mr. Jason Smith
City Manager
City of Belleville
6 Main Street
Belleville, Michigan 48111

Dear Mr. Smith:

We are pleased to confirm our understanding of the services we are to provide to the City of Belleville (the City) for the year ended June 30, 2023.

Audit Scope and Objectives

We will audit the financial statements of the governmental activities, the business–type activities, the aggregate discretely presented component units, each major fund and the aggregate remaining fund information, and the disclosures, which collectively comprise the basic financial statements of the City as of and for the year ended June 30, 2023. Accounting standards generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis
2) The Budgetary Comparison Schedules
3) Other Post Employment Benefit Plan Trust Trend Information
4) Schedule of Changes in the City's Net Pension Liability and Related Ratios
5) Schedule of City Contributions Last Ten Fiscal Years

Audit Scope and Objectives (Continued)

We have also been engaged to report on supplementary information other than RSI that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.

- Combining balance sheet and combining statement of revenues, expenditures and changes in fund balances of non major governmental funds.

The objectives of our audit are to obtain reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP; and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

Auditor's Responsibilities for the Audit of the Financial Statements

We will conduct our audit in accordance with GAAS and will include tests of your accounting records and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Auditor's Responsibilities for the Audit of the Financial Statements (Continued)

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected customers, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement.

We may, from time to time and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

Audit Procedures — Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures — Internal Control (Continued)

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

1. Revenue recognition
2. Override of controls

Audit Procedures — Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also prepare the financial statements of the City in conformity with accounting principles generally accepted in the United States of America based on information provided by you.

We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statement services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Responsibilities of Management for the Financial Statements

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for designing, implementing, and maintaining internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with accounting principles generally accepted in the United States of America.

Management is responsible for making drafts of financial statements, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) additional information that we may request for the purpose of the audit; and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Responsibilities of Management for the Financial Statements (Continued)

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with accounting principles generally accepted in the United States of America (GAAP). You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for the financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

Engagement Administration, Fees, and Other (Continued)

The audit documentation for this engagement is the property of Alan C. Young & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of Michigan or its designee. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Alan C. Young & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the State of Michigan or its designee. The State of Michigan or its designee may intend or decide to distribute the copies or information contained therein to others, including other governmental agencies.

Alan Young is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. We expect to begin our audit on a mutually agreed upon date and to issue our reports no later than December 31, 2023.

Our fee for services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed $16,870. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 60 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our standard hourly rates are as follows:

Directors	$275-$300
Principals	$215
Managers	$160
Supervisors	$150
Staff	$105

To ensure that Alan C. Young & Associates, P.C.'s independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Engagement Administration, Fees, and Other (Continued)

In the event of a dispute over fees for our engagement, we mutually agree to try in good faith to resolve the dispute through mediation by selecting a third party to help us reach an agreement. If we are unable to resolve the fee dispute through mediation, client and accountant agree to submit to resolution by arbitration in accordance with the Rules for Professional Accounting and Related Services Disputes of the American Arbitration Association. Such arbitration shall be binding and final. IN AGREEING TO ARBITRATION, WE BOTH ACKNOWLEDGE THAT IN THE EVENT OF A DISPUTE OVER FEES CHARGED BY THE ACCOUNTANT, EACH OF US IS GIVING UP THE RIGHT TO HAVE THE DISPUTE DECIDED IN A COURT OF LAW BEFORE A JUDGE OR JURY AND INSTEAD ARE ACCEPTING THE USE OF ARBITRATION FOR RESOLUTION.

Reporting

We will issue a written report upon completion of our audit of the City's financial statements. Our report will be addressed to the Members of City Council. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or withdraw from this engagement.

We appreciate the opportunity to be of service to the City of Belleville and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the attached copy and return it to us.

Very truly yours,

ALAN C. YOUNG & ASSOCIATES, P.C.

Alan C. Young

Alan C. Young, MST, CPA, CGMA
Chief Executive Officer

RESPONSE:

This letter correctly sets forth the understanding of the City of Belleville.

Management signature: ______________________________

Title: ______________________________

Date: ______________________________

Governance signature: ______________________________

Title: ______________________________

Date: ______________________________

WIRE TRANSFER INSTRUCTIONS

Federal Tax ID: 38-2463166

Invoices Paid by Wire Transfer:

J.P. Morgan Chase
3044 W. Grand Blvd
Detroit, MI 48202
ABA Routing # 072000326
(313) 873-7500

Alan C. Young & Associates, PC
Account # 627981860

City of Belleville

6 Main Street ◇ Belleville, MI 48111-2788
Jason Smith, MPA, City Manager
jsmith@belleville.mi.us
734-252-4307 ◇ Fax 734-697-6837 ◇
www.bellevilleonthelake.com

To: Belleville City Council
From: Jason Smith, MPA – City Manager
Date: 11/21/2023
Re: Police Chief Appointment

RECOMMEDNDATION: *Motion to approve the appointment of Acting Chief Krissy Faull as the permanent Chief of Police; and authorize the Mayor, city manager, labor attorney, and Civil Service Commission to negotiate the employment contract.*

Acting Chief Faull has shown an incredible capacity to manage the day-to-day operations of the department and all its administrative tasks, while handling all her other regular duties. Her professionalism, dedication to her craft, and passion for the city have proven that she is the ideal candidate to serve as Chief of Police for the City of Belleville.

I have been incredibly impressed with Chief Faull in the time I have been here, and I am confident that she will continue to lead our Police Department team with the immeasurable spirit that she has exhibited in her 20+ year career.

Your consideration and concurrence are appreciated.

CITY OF BELLEVILLE
RESOLUTION NO. 23-035

RESOLUTION TO APPROVE DEPARTMENTAL EXPENDITURES

WHEREAS, per City Charter, Chapter XV, Section 15.8, purchases in excess of five hundred dollars must be approved by Council, and

WHEREAS, City Council approves accounts payable.

NOW THEREFORE, BE IT RESOLVED that the Council of Belleville hereby approves accounts payable in the amount of $494,662.12 and the following departmental purchases in excess of $500:

Vendor	Department	Amount	Description
Osborne Concrete	DPW	$744.00	Cemetery Footings

MOTION:	SECOND:

AYES:	NAYS:	ABSENT:	VOTE:

Briana Hootman
Clerk/Treasurer

Kerreen Conley
Mayor

Agenda Date: November 27, 2023

City of Belleville

EXPENDITURES IN EXCESS OF $500

City Charter Section 15.8 requires Council approval of all purchases in excess of $500.00 and not in excess of $5000.00. Use this cover sheet for each purchase subject to this provision, and attach supporting documentation.

Vendor: OSBORNE CONCRETE **Amount:** $ 744.00

Purpose: CEMETARY FOOTINGS

[redacted]

	This request is for Council approval prior to purchase:
	This purchase was previously approved by Council:
	This purchase is part of a bid approved by Council:
X	**This purchase was budgeted:** PAID FOR BY PEPOLE WITH FOUNDATION ORDERS
	This purchase was for an emergency:

[redacted]

☐ **This purchase was based on competitive price quotes:**

☐ **This purchase is not based on competitive quotes because:**

OSBORNE CONCRETE COMPANY

OSBORNE CONCRETE CO
37500 NORTHLINE RD
ROMULUS MI 48174
Phone: 734-941-3008 Fax: 734-941-1666

INVOICE 483644
Invoice Date 11/16/2023

Bill To: CITY OF BELLEVILLE
6 MAIN STREET
BELLEVILLE MI 48111

Delivery: CITY OF BELLEVILLE
DENTON CEMETARY
MI

Customer	PO Number	Job	Terms	Due Date
BEL001		000005	NET30	12/16/2023

Ticket	Description	Units	Rate	Extended
373260	5 BAG REGULAR MIX	4.0	156.00	624.00
373260	CARTAGE	1.0	90.00	90.00
373260	FUEL SURCHARGE	1.0	30.00	30.00

Subtotal	$744.00
Sales Tax	$0.00
Invoice Total	$744.00

Ri Rg CEMETARY

r_ar_invprint

ACCOUNTS PAYABLE EXPENDITURES
COUNCIL MEETING ON
NOV 27 2023

DATE	AMOUNT	DESCRIPTION	G. TOTAL
11/27/2023	$25,899.65	**EFT**	$25,899.65
11/27/2023	$37,107.20	**CHECKS**	$37,107.20
GRAND TOTAL			**$ 63,006.85**

11/22/2023 10:01 AM
User: TAKISHA
DB: Belleville

CHECK REGISTER FOR CITY OF BELLEVILLE
CHECK NUMBERS 375 - 379

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Description	Amount	Statu
Bank CHA2 CHASE NEW ACCOUNT								
11/22/2023	CHA2	375(E)	1231	BLUE CARE NETWORK	BLUE CARE NETWORK	EMPLOYEE & RETIREE INSURANCE	21,815.97	Open
11/22/2023	CHA2	376(E)	2545	COMCAST	COMCAST	SENIOR TRANSPORTATION - PHONE LI	105.23	Open
11/22/2023	CHA2	377(E)	0496	PRINCIPAL LIFE	PRINCIPAL LIFE	LIFE INSURANCE 12/1/2023 TO 12/3	1,004.34	Open
11/22/2023	CHA2	378(E)	4303	TELNET WORLDWIDE	TELNET WORLDWIDE	TELEPHONE SERVICES	611.59	Open
11/22/2023	CHA2	379(E)	3102	WEX BANK	WEX BANK	FUEL BILL - OCT 7 TO NOV 6, 2022	2,362.52	Open

CHA2 TOTALS:

Total of 5 Checks:	25,899.65
Less 0 Void Checks:	0.00
Total of 5 Disbursements:	25,899.65

CHECK REGISTER FOR CITY OF BELLEVILLE
CHECK NUMBERS 6984 - 7021

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Description	Amount	Stat
Bank CHA2 CHASE NEW ACCOUNT								
11/22/2023	CHA2	6984	0237	ASSOC. OF WAYNE COUNTY	ASSOC. OF WAYNE COUNTY	MEMBERSHIP DUES FOR 2024 RENEWAL	200.00	Open
11/22/2023	CHA2	6985	0817	BELLEVILLE AREA INDEPEN	BELLEVILLE AREA INDEPEN	ADVERTISING/HILLSIDE CEMETERY AD	441.00	Open
					BELLEVILLE AREA INDEPEN	ADVERTISING/NOTICE OF PUBLIC SAL	35.00	Open
							476.00	
11/22/2023	CHA2	6986	4543	BELLEVILLE/CANTON HEATI	BELLEVILLE/CANTON HEATI	CITY HALL- BOILER REPAIRS	169.00	Open
11/22/2023	CHA2	6987	4540	COLLINS APPRAISAL GROUP	COLLINS APPRAISAL GROUP	APPRAISAL (6 MAIN, 25 E HURON RI	2,800.00	Open
11/22/2023	CHA2	6988	4508	CUSATO, MICHELE	CUSATO, MICHELE	ELECTION WORKER NOV 2023	172.50	Open
11/22/2023	CHA2	6989	4314	DOWNRIVER HITCH & TRUCK	DOWNRIVER HITCH & TRUCK	CAPITAL DPS-PLOW	8,482.50	Open
11/22/2023	CHA2	6990	0076	DTE ENERGY	DTE ENERGY	6 MAIN - 9100 067 6536 6	898.77	Open
11/22/2023	CHA2	6991	1001	EMERSON, WILLIAM	EMERSON, WILLIAM	ELECTION WORKER NOV 2023	25.00	Open
11/22/2023	CHA2	6992	4507	FLANGE, JOSEPH	FLANGE, JOSEPH	ELECTION PAY NOV 2023	190.63	Open
11/22/2023	CHA2	6993	4509	FREY, SARA	FREY, SARA	ELECTION WORKER NOV 2023	115.00	Open
11/22/2023	CHA2	6994	4550	HANOIAN MARTHA	HANOIAN MARTHA	ELECTION WORKER NOV 2023	115.00	Open
11/22/2023	CHA2	6995	4089	HYDROCORP	HYDROCORP	OCT 2023 CROSS CONNECTION	400.00	Open
11/22/2023	CHA2	6996	4345	INCH MEMORIALS	INCH MEMORIALS	BRICKS (4 BRICKS)	120.00	Open
11/22/2023	CHA2	6997	0384	JORDAN,JUDITH	JORDAN,JUDITH	JULY BOARD OF REVIEW 2023	100.00	Open
					JORDAN,JUDITH	ELECTION WORKER NOV 2023	150.00	Open
							250.00	
11/22/2023	CHA2	6998	4405	KCI	KCI	POSTAGAE PROPOSAL #229185	28.16	Open
11/22/2023	CHA2	6999	REFUND TAX	KERNS, MATTHEW-ASHLEY	KERNS, MATTHEW-ASHLEY	2023 Sum Tax Refund 31 087 01 03	5,423.53	Open
11/22/2023	CHA2	7000	4229	LYMAN, LAMURIEL	LYMAN, LAMURIEL	ELECTION WORKER NOV 2023	115.00	Open
11/22/2023	CHA2	7001	4527	MISSION POINTE	MISSION POINTE	PAYROLL 11/6/2023 - 11/19/2023	272.00	Open
11/22/2023	CHA2	7002	3013	OCCUPATIONAL HEALTH CEN	OCCUPATIONAL HEALTH CEN	PHYSICAL - OFFICER MYTKYCH, BREN	208.00	Open
11/22/2023	CHA2	7003	0154	OSBORNE CONCRETE COMPAN	OSBORNE CONCRETE COMPAN	CEMETERY - SUPPLIES/MAINTENANCE	744.00	Open
11/22/2023	CHA2	7004	4441	PHYLLIS SCHRENCENGOST	PHYLLIS SCHRENCENGOST	ELECTION WORKER NOV 2023	172.50	Open
11/22/2023	CHA2	7005	3795	PRIEST, RANDOLPH	PRIEST, RANDOLPH	JULY 2023 BOARD OF REVIEW	100.00	Open
11/22/2023	CHA2	7006	0496	PRINCIPAL LIFE	PRINCIPAL LIFE	LIFE INSURANCE 12/1/2023 TO 12/3	1,004.34	Open
11/22/2023	CHA2	7007	2642	PRIORITY ONE EMERGENCY	PRIORITY ONE EMERGENCY	PD- SUPPLIES AND MAINT	197.94	Open
11/22/2023	CHA2	7008	4424	QUADIENT FINANCE USA, I	QUADIENT FINANCE USA, I	POSTAGE (NOV 2023)	3,000.00	Open
11/22/2023	CHA2	7009	4424	QUADIENT LEASING USA, I	QUADIENT LEASING USA, I	COVERAGE PERIOD DEC 4 - MARCH 3.	461.10	Open
11/22/2023	CHA2	7010	4549	RADARSIGN	RADARSIGN	RADAR SIGN-PD	3,848.00	Open
11/22/2023	CHA2	7011	4506	RODRIGUEZ, HANNAH	RODRIGUEZ, HANNAH	JULY 2023 BOARD OF REVIEW	100.00	Open
11/22/2023	CHA2	7012	4000	SCHRECENGOST, DEANNA	SCHRECENGOST, DEANNA	ELECTION WORKER NOV 2023	187.50	Open
11/22/2023	CHA2	7013	2320	ST. ANTHONY'S CATHOLIC	ST. ANTHONY'S CATHOLIC	BUILDING USE FOR NOV 2023 ELECTI	200.00	Open
11/22/2023	CHA2	7014	0711	SUMPTER ACE HARDWARE	SUMPTER ACE HARDWARE	CEMETERY - SUPPLES/MAINTENANCE	36.67	Open
					SUMPTER ACE HARDWARE	DPW SUPPLIES	7.99	Open
					SUMPTER ACE HARDWARE	DPW SUPPLIES	37.79	Open
					SUMPTER ACE HARDWARE	CEMETERY - SUPPLES/MAINTENANCE	6.46	Open
							88.91	
11/22/2023	CHA2	7015	4551	THE BANCORP BANK, N.A.	THE BANCORP BANK, N.A.	LEGAL SERVICE OF PROCESS (SARAH	80.00	Open
11/22/2023	CHA2	7016	REFUND TAX	TINSLEY, DERRICK	TINSLEY, DERRICK	2023 Sum Tax Refund 31 084 05 00	2,121.94	Open
11/22/2023	CHA2	7017	3213	VERIZON WIRELESS	VERIZON WIRELESS	COB CELLPHONE BILLS 10/13 - 11/1	206.18	Open
11/22/2023	CHA2	7018	4291	WALRATH, CRYSTAL	WALRATH, CRYSTAL	ELECTION WORKER NOVEMBER 2023	175.38	Open
11/22/2023	CHA2	7019	0219	WAYNE COUNTY TREASURER-	WAYNE COUNTY TREASURER-	BELLE VILLA MEADOWS OCT 2023	615.00	Open
11/22/2023	CHA2	7020	3816	WCA ASSESSING	WCA ASSESSING	APPRAISAL SERVICES DEC 2023	2,274.57	Open
11/22/2023	CHA2	7021	2490	WISE TECHNOLOGIES LLC	WISE TECHNOLOGIES LLC	IT SUPPORT (CITY HALL)	1,068.75	Open

CHA2 TOTALS:

Total of 38 Checks:	37,107.20
Less 0 Void Checks:	0.00

CHECK REGISTER FOR CITY OF BELLEVILLE
CHECK NUMBERS 6984 - 7021

Check Date	Bank	Check	Vendor	Vendor Name	Invoice Vendor	Description	Amount	Statu
Total of 38 Disbursements:							37,107.20	