

**Agenda
City Commission Meeting
Three Rivers, Michigan
March 5, 2013**

1. **Call to Order**
2. **Roll Call**
3. **Invocation**

Pastor Bob Anderson, Three Rivers Church of the Nazarene
4. **Pledge of Allegiance**
5. **Approval of the Agenda**
6. **Presentations and Recognitions**
 - A. **Presentation of Proclamation for Armstrong International**
 - B. **Presentation of Proclamation for the Linn Family**
 - C. **Downtown Development Authority Annual Report for 2012**

Executive Director Christy Trammell will present the report.
 - D. **Historic District Commission Annual Report for 2012**

Chairman Rob Vander Giessen-Reitsma will present the report.
7. **Approval of Minutes**
 - A. **Minutes of the Regular Meeting held February 19, 2013**
8. **Public Hearings**
9. **General Comments**

People addressing the Commission should step to the microphone and state their name and address for the record.
10. **Business**
 - A. **Communications**
 1. **FY 2014 Budget Discussion Meetings Schedule**

The Commission will consider setting the special meeting dates for review of the 2014 budget.

2. Notice Of Intent to Issue Bonds and Declaration of Intent

The Commission will consider approving the resolution and authorize publication of notice of intent to finance the Mural Mall project, and potential purchase of a new fire pumper and street sweeper, not to exceed \$900,000.

3. Clean Water Plant Improvements Purchase Order for Additional Work

The Commission will consider authorizing the proposed purchase order for a cost of \$12,243.00.

4. Historic District Ordinance

The Commission will consider an ordinance change to the historic district ordinance, Chapter 27 of the City Code.

B. Consent

1. Invoices Payable

The Commission will consider authorizing payment of the invoices.

2. Police Department Monthly Report of February 2013

The Commission will consider placing the report on file.

3. Downtown Development Authority Board Minutes of February 12, 2013

The Commission will consider placing the minutes on file.

4. Recreational Authority Board Minutes of February 19, 2013.

The Commission will consider placing the minutes on file.

5. Library Board Minutes of February 26, 2013

The Commission will consider placing the minutes on file.

6. Fire Department Monthly Report of January 2013

The Commission will consider placing the report on file.

11. Appointments

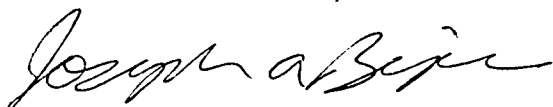
A. Appointments to Advisory Boards and Commissions

The Commission will consider any appropriate appointments.

12. City Commission and City Manager's Communications

13. Adjournment

Respectfully submitted,



Joseph A. Bippus
City Manager

Proclamation in Honor of Armstrong International

Whereas, on February 7, 2013, The Three Rivers Fire Department responded to Pleasant Lake for a man through the ice.

Whereas, Mr. Robert Horvath from Elkhart, Indiana was successfully rescued by civilians and rescue personnel.

Whereas, the special equipment used during the rescue was purchased with funds received from the Donis Armstrong Trust Fund. It was a generous donation received by the TRFD in December of 2008.

Whereas, one of the rescuers wearing that equipment was Lt. Troy Blackburn, an Armstrong International employee that was allowed leave work to help someone in need.

Whereas, this proclamation recognizes Armstrong International for decades of financial and logistical support - but more importantly...

NOW, THEREFORE, BE IT KNOWN BY ALL, that the City of Three Rivers recognizes Armstrong International for their direct involvement of a life saved on February 7, 2013.

Signed: _____
Thomas J. Lowry, Mayor

Date: March 5, 2013



Proclamation in Honor of The Linn Family

Whereas, on February 7, 2013, Mr. Robert Horvath from Elkhart, Indiana, falls through the ice on Pleasant Lake. Clinging to an inverted five-gallon bucket, he begins yelling for help.

Whereas, at home on Sunset Drive is the Linn Family – Jeff, Christy, and son Josh.

Whereas, Christy Linn hears the calls for help; amazingly from inside her home. She calls 911 and sends her family to investigate.

Whereas, Jeff and Josh Linn locate Mr. Horvath through the ice. They grab an extension ladder and a rope.

Whereas, Jeff and Josh enter the ice and head towards Mr. Horvath. Remarkably, Mr. Horvath thinks not of himself, but for the safety of Jeff and Josh. They ignore his pleas to stay back.

Whereas, Jeff and Josh extend the ladder to Mr. Horvath. Jeff anchors one end while Josh makes his way to the other. Josh manages to get the rope around Mr. Horvath. Jeff and Josh try to remove Mr. Horvath from the water, but his clothing is too heavy and the ice is too weak.

Whereas, Jeff and Josh ignore a fireman's plea to leave the ice, knowing that if they let go Mr. Horvath would most likely drown.

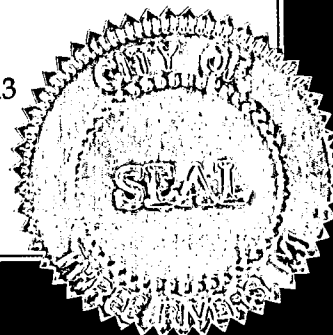
Whereas, Jeff and Josh manage to keep Mr. Horvath, who is suffering from advancing stages of hypothermia, above water until rescuers arrive.

Whereas, without Christy's astute hearing, and without the risk-taking intervention of Jeff and Josh, Mr. Horvath ability to stay above water is doubtful.

NOW, THEREFORE, BE IT KNOWN BY ALL, that the City of Three Rivers recognizes Christy, Jeff, and Josh Linn for a life saved under extremely dangerous conditions on February 7, 2013.

Signed: _____
Thomas J. Lowry, Mayor

Date: March 5, 2013



**Meeting Minutes
City Commission Meeting
Three Rivers, Michigan
February 19, 2013**

1. Call to Order

Mayor Lowry called the regular meeting of the Three Rivers City Commission to order at 6:00 p.m. in the Commission Chambers of City Hall.

2. Roll Call

The following members were present at roll call:

Alison Haigh
Carolyn McNary
Daryl Griffith
Jared Hoffmaster

Diane Haley-Clay
David York
Thomas J. Lowry, Mayor

3. Invocation

Pastor Bob Anderson, of Three Rivers Church of the Nazarene, gave the invocation.

4. Pledge of Allegiance

Mayor Lowry led those present in the Pledge of Allegiance.

5. Approval of Agenda

It was moved by Commissioner McNary and seconded by Commissioner Griffith to approve the agenda as presented.

The motion passed 7-0.

6. Presentations and Recognitions

A. Service Recognition by the Three Rivers Police Department Crossing Guards

Police Chief Bringman made the presentation.

7. Approval of Minutes

A. Minutes of the Regular Meeting held February 5, 2013

It was moved by Commissioner Griffith and seconded by Commissioner Clay to approve the minutes as presented.

The motion passed 7-0.

8. Public Hearings

Reprinting of the City Code

It was moved by Commissioner Griffith and seconded by Commissioner Haigh to adopt the ordinance to and merge the adopted ordinances into the City Code.

Motion passed 7-0. Ordinance 788 was adopted.

9. General Comments

Richard Price of 623 S. Erie Street commented on pedestrian signage near Menards.

10. Business

A. Communications

1. MLCC License Resolution

It was moved by Commissioner Griffith and seconded by Commissioner York to adopt the resolution for a microbrewery at 40 North Main St.

Motion passed 7-0.

2. Menards Street and Utility Easements

It was moved by Commissioner McNary and seconded by Commissioner Griffith to accept the easements and authorize the mayor to sign them.

Motion passed 7-0.

B. Consent

It was moved by Commissioner Clay and seconded by Commissioner Griffith to approve the consent agenda as presented.

The motion passed 7-0.

1. Invoices Payable

The Commission authorized payment of the invoices.

2. Library Board Minutes of January 22, 2013

The Commission placed the minutes on file.

3. Downtown Development Authority Board Minutes of January 4, 2013

The Commission placed the minutes on file.

4. Police Department Report of December 2012

The Commission placed the report on file.

5. Park Board Minutes of January 9, 2013

The Commission placed the minutes on file.

6. Cemetery Board Minutes of November 5, 2012

The Commission placed the minutes on file.

7. Cemetery Board Minutes of January 7, 2013

The Commission placed the minutes on file.

11. Appointments

A. Appointments to Advisory Boards and Commissions

It was moved by Commissioner York and seconded by Commissioner Griffith to accept the reappointments and to appoint Cymantha White to the Planning Commission with a term to expire March 1, 2014 and Adam Weeks to the Brownfield Redevelopment Authority with a term to expire March 1, 2016.

Motion passed 7-0.

12. City Commission and City Manager's Communications

Commissioner Griffith noted code enforcement officer Roger Stanfill's retirement and years of service.

Commissioner Hoffmaster noted the Chamber's Annual Ice Breaker Event and Relay for Life Kickoff.

City Commission Minutes
February 19, 2013
Page 3

Commissioner Clay inquired about channel 13. City Manager Bippus stated that he was looking into the equipment costs. Commissioner Clay commented on the Commission on Aging and also noted City Manager's prompt attention to commissioners' concerns.

By consent the City Commissioners asked the City Manager to look into the costs associated with offering in-house inspection services.

City Attorney O'Malley provided Commissioners with a draft ordinance for the HDC to process certificates of appropriateness.

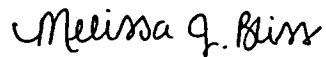
13. Adjournment

It was moved by Commissioner York and seconded by Commissioner Griffith to adjourn the meeting.

The motion passed 7-0.

Mayor Lowry adjourned the meeting at 6:30 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Melissa Bliss".

Melissa Bliss
City Clerk



333 West Michigan Avenue • Three Rivers, Michigan 49093
269.273.1075 • www.threeriversmi.org
Fax: 269.273.3132

REPORT TO: Honorable Mayor and City Commissioners
FROM: Catherine Lawson, Finance Director
Joseph A. Bippus, City Manager
SUBJECT: FY 2014 Budget Discussion Meetings Schedule
DATE PREPARED: February 27, 2013
MEETING DATE: March 5, 2013

BACKGROUND: The FY 2014 budget preparation season is underway. City Administration is busily working on the recommended budget for your review. At this time, we would like to ask the City Commission to schedule the special meeting dates for budget discussions.

RECOMMENDATION: The City Commission set the following special meeting dates for review of the 2014 budget.

Tuesday, May 14, 2013	6:00-9:00 p.m.
Tuesday, May 28, 2013	6:00-9:00 p.m.

FISCAL EFFECTS: None at this time

ALTERNATIVES: As suggested by the Commission.

Respectfully submitted,


Catherine Lawson
Finance Director


Joseph A. Bippus
City Manager



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REPORT TO: Honorable Mayor and City Commissioners

FROM: Catherine Lawson, Finance Director
Joseph A. Bippus, City Manager

SUBJECT: Notice of Intent to issue bonds and declaration of intent to reimburse from bond proceeds for the Mural Mall Project and potential capital purchases in the FY 2014 budget

DATE PREPARED: February 27, 2013

MEETING DATE: March 5, 2013

BACKGROUND: The City Commission has authorized the Mural Mall project and construction has begun. The project is being funded with grant funds of \$750,000 and \$190,000 matching funds being provided by the Downtown Development Authority. The City planned to finance this portion of the project since the project inception. The DDA will be responsible for payment of the Mural Mall debt issuance.

Additionally, we have included in the resolution amounts to potentially purchase a new fire pumper and street sweeper. These two capital purchases will be included in the FY2014 budget request. Due to the 45 day referendum period required for any debt issuances, we have elected to include these two purchases to potential save in issuance costs.

The attached resolution authorizes the City's notice of intent to issue capital improvement bonds to pay the cost of: (1) the Mural Mall project, (b) acquiring a fire pumper, and (c) acquiring a street sweeper. Additionally, the resolution includes a declaration of intent to reimburse from bond proceeds for the Mural Mall projects. This resolution begins the process for the issuance of bonds to finance the included projects as approved by Commission.

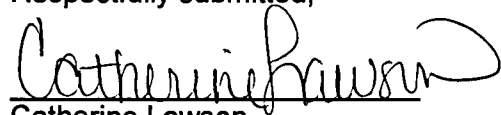
Publication of the notice does not obligate the City to issue the bonds. If the City decides to move forward after the referendum period, it may proceed to issue the Bonds for any or all of the projects listed in the notice. The size of the issuance can be reduced however it may not be increased.

RECOMMENDATION: The recommendation is for the City Commission to approve the attached resolution that authorizes the publication of a notice of intent indicating the City's intent to issue capital improvement bonds in an amount not to exceed \$900,000 to finance the Mural Mall project, and potential purchases of a new fire pumper and street sweeper.

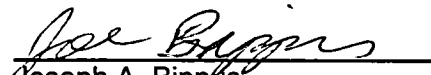
FISCAL EFFECTS: The cost of publication of this notice is included with in the FY2013 budget.

ALTERNATIVES: As suggested by the Commission.

Respectfully submitted,

A handwritten signature in cursive script, reading "Catherine Lawson", written over a horizontal line.

Catherine Lawson
Finance Director

A handwritten signature in cursive script, reading "Joe Bippus", written over a horizontal line.

Joseph A. Bippus
City Manager

**RESOLUTION AUTHORIZING PUBLICATION OF
NOTICE OF INTENT TO ISSUE BONDS**

City of Three Rivers
County of St. Joseph, State of Michigan

Minutes of a regular meeting of the City Commission of the City of Three Rivers, County of St. Joseph, State of Michigan, held on the 5th day of March, 2013, at 6:00 p.m., Eastern Standard Time.

PRESENT: Members _____

ABSENT: Members _____

The following preamble and resolution were offered by Member: _____ and supported by Member: _____:

WHEREAS, the City of Three Rivers, County of St. Joseph, State of Michigan (the "City"), intends to issue general obligation limited tax bonds pursuant to Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), in one or more series, in an aggregate principal amount of not to exceed Nine Hundred Thousand Dollars (\$900,000) (the "Bonds") for the purpose of paying all or part of the costs of certain public improvements in the City, including: a) acquiring and constructing improvements for the Mural Mall Project, a publicly owned pedestrian park and gathering area, consisting generally of street lighting, street furniture, decorative concrete walkways, and an irrigation system, together with all related site improvements, furnishings, appurtenances and attachments thereto; b) acquiring a fire pumper; and, c) acquiring a street sweeper; including all related equipment (the "Projects"); and

WHEREAS, a notice of intent to issue the Bonds must be published before the issuance of the Bonds in order to comply with the requirements of Section 517 of Act 34; and

WHEREAS, the City intends at this time to state its intentions to be reimbursed from proceeds of the Bonds for any expenditures undertaken by the City for the Projects prior to issuance of the Bonds.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The City Clerk is authorized and directed to publish a notice of intent to issue bonds in the *Three Rivers Commercial-News*, a newspaper of general circulation in the City.
2. The notice of intent shall be published as a display advertisement not less than one-quarter (1/4) page in size in substantially the form attached to this resolution as Exhibit A.
3. The City Commission does hereby determine that the foregoing form of Notice of Intent to Issue Bonds and the manner of publication directed is the method best calculated to give notice to the City's electors and taxpayers residing in the boundaries of the City of the City's intent to issue the Bonds, the maximum amount of the Bonds, the purpose of the Bonds, the source of payment for the Bonds and the right of referendum relating thereto, and the newspaper named for publication is hereby determined to reach the largest number of persons to whom the notice is directed.

4. The City makes the following declarations for the purpose of complying with the reimbursement rules of Treas. Reg. § 1.150-2 pursuant to the Internal Revenue Code of 1986, as amended:

- (a) The City reasonably expects to reimburse itself with proceeds of the Bonds for certain costs of the Projects which were paid or will be paid from the general funds of the City subsequent to sixty (60) days prior to today.
- (b) The maximum principal amount of debt expected to be issued for the Project, including issuance costs, is \$900,000.
- (c) A reimbursement allocation of the capital expenditures described above with the proceeds of the Bonds will occur not later than 18 months after the later of (i) the date on which the expenditure is paid, or (ii) the date the Projects are placed in service or abandoned, but in no event more than three (3) years after the original expenditure is paid. A reimbursement allocation is an allocation in writing that evidences the City's use of the proceeds of the Bonds to reimburse the City for a capital expenditure made pursuant to this resolution.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same hereby are rescinded.

AYES: Members: _____

NAYS: Members: _____

RESOLUTION DECLARED ADOPTED.

Melissa Bliss
City Clerk

I hereby certify that the attached is a true and complete copy of a resolution adopted by the City Commission of the City of Three Rivers, County of St. Joseph, State of Michigan, at a regular meeting held on the 5th day of March, 2013, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976 and that minutes of the meeting were kept and will be or have been made available as required by said Act.

Melissa Bliss
City Clerk

[NOTE: Publish as display advertisement at least one-quarter page in size.]

EXHIBIT A

NOTICE TO TAXPAYERS AND ELECTORS
OF THE CITY OF THREE RIVERS
OF INTENT TO ISSUE BONDS
AND THE RIGHT OF REFERENDUM RELATING THERETO

PLEASE TAKE NOTICE that the City of Three Rivers, County of St. Joseph, State of Michigan (the "City"), intends to issue and sell its general obligation limited tax bonds pursuant to Act 34, Public Acts of Michigan, 2001, as amended, in one or more series, in an aggregate principal amount of not to exceed Nine Hundred Thousand Dollars (\$900,000) for the purpose of paying all or part of the costs of certain public improvements in the City, including a) acquiring and constructing improvements for the Mural Mall Project, a publicly owned pedestrian park and gathering area, consisting generally of street lighting, street furniture, decorative concrete walkways, and an irrigation system, together with all related site improvements, furnishings, appurtenances and attachments thereto; b) acquiring a fire pumper; and, c) acquiring a street sweeper; including all related equipment.

SOURCE OF PAYMENT OF BONDS

THE PRINCIPAL OF AND INTEREST ON SAID BONDS SHALL BE PAYABLE from the general funds of the City lawfully available for such purposes including property taxes levied within applicable constitutional, statutory and charter tax rate limitations.

BOND DETAILS

SAID BONDS will be payable in annual installments not to exceed twelve (12) in number and will bear interest at the rate or rates to be determined at a public or private sale but in no event to exceed the maximum rate permitted by law on the balance of the bonds from time to time remaining unpaid.

RIGHT OF REFERENDUM

THE BONDS WILL BE ISSUED WITHOUT A VOTE OF THE ELECTORS UNLESS A PETITION REQUESTING SUCH A VOTE SIGNED BY NOT LESS THAN 10% OF THE REGISTERED ELECTORS RESIDING WITHIN THE BOUNDARIES OF THE CITY IS FILED WITH THE CITY CLERK WITHIN FORTY-FIVE (45) DAYS AFTER PUBLICATION OF THIS NOTICE. IF SUCH PETITION IS FILED, THE BONDS MAY NOT BE ISSUED WITHOUT AN APPROVING VOTE OF A MAJORITY OF THE QUALIFIED ELECTORS RESIDING WITHIN THE BOUNDARIES OF THE CITY VOTING THEREON.

THIS NOTICE is given pursuant to the requirements of Section 517, Act 34, Public Acts of Michigan, 2001, as amended.

Melissa Bliss
City Clerk, City of Three Rivers

20,951,049.2\089951-00046

Founded in 1852
by Sidney Davy Miller

MILLER CANFIELD

STEVEN D. MANN
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FAX (313) 496-8450
E-MAIL mann@millercanfield.com

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Via email only

February 27, 2013

Cathy Lawson
Finance Director and Treasurer
City of Three Rivers
333 West Michigan Avenue
Three Rivers, MI 49093

Re: 2013 Capital Improvement Bonds

Dear Cathy:

Pursuant to our recent discussions, attached please find a Resolution Authorizing Publication of Notice of Intent to Issue Bonds. We have prepared the Resolution for consideration by the City Commission at its meeting on March 5th. The Resolution indicates the City's intent to issue Capital Improvement Bonds, pledging the City's limited tax full faith and credit as security, in an amount not to exceed \$900,000 to pay the costs of: (a) the Mural Mall project, (b) acquiring a fire pumper, and (c) acquiring a street sweeper.

Publication of the notice does not obligate the City to issue the Bonds. If the City decides to move forward with the issuance, after the referendum period described below, it may proceed to issue the Bonds for any or all of the projects listed in the notice.

The size of the Bond issue can be reduced from the maximum amount listed in the notice to whatever amount is required based on the actual costs the City intends to finance. Of course, the City would not be able to increase the size of the Bonds for the projects over the amount in the notice without republishing a new notice for the increased amount. Similarly, the term of the financing can be shortened from the maximum term listed in the notice (12 years).

The Revised Municipal Finance Act requires the City to notify its electors of the City's intent to issue the Bonds by publishing a notice which gives the voters a referendum right on the issuance of the Bonds. The Bonds can be issued without a vote of the City electors unless a petition is filed with the City Clerk within 45 days of publication of the notice. The form of notice of Intent is included in the Resolution as

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

Cathy Lawson

-2-

February 27, 2013

Exhibit A. The Notice of Intent must be published as a display advertisement at least one-quarter (1/4) page in size in a newspaper of general circulation in the City.


Paragraph 4 of the Resolution contains language which authorizes the City to reimburse itself from Bond proceeds for certain costs relating to the project incurred prior to issuance of the Bonds, including costs for engineering and design. It will also allow the City to reimburse for any hard construction or acquisition costs which were incurred within 60 days before the adoption of the Resolution.

We would appreciate receiving four (4) original signed copies of the Resolution upon adoption by the City Commission as well as four (4) Affidavits of Publication for the Notice of Intent from the newspaper in which the Notice of Intent is published.

If you or any of the persons copied on this letter have any questions, please do not hesitate to contact me.

Very truly yours,

MILLER, CANFIELD, PADDOCK AND STONE, P.L.C.

By: 
Steven D. Mann

Enclosure

cc: Joseph A. Bippus, City Manager
J. Patrick O'Malley, Esq.
Warren M. Creamer, III

20,954,499.1\089951-00046



City of Three Rivers

333 West Michigan Avenue • Three Rivers, Michigan 49093

Phone: 269.273.1075 • Fax: 269.273.3132

www.threeriversmi.org

Report To: Honorable Mayor and City Commissioners

From: James J. Baker, CWP Director
Joseph A. Bippus, City Manager

Subject: Clean Water Plant Improvements Purchase Order for Additional Work

Date: March 5, 2013

Executive Summary: The Clean Water Plant Improvement Project was substantially completed on 2-11-2013 with final project completion scheduled for 3-28-2013. Over the winter CWP staff have determined additional areas where work is needed outside the scope of the project. Due to the nature of the work it is requested that the work be held off until warmer weather. LD Docsa has agreed to offer the same labor rates and material prices used as the low bidder for the CWP SRF project originally bid in 2011.

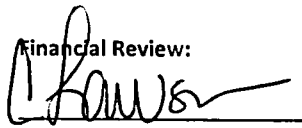
The additional work includes a permanent, easily maintained site plan that will contain future foam over events within a containment pond. This site plan was developed in coordination with the MDEQ and was engineered by Jason Docsa, P.E. of LD Docsa. The site plan includes the construction of a retaining wall, a two foot tall by four foot wide levee around the west perimeter of the plant and a containment pond. Foam flow will be directed into the containment pond for easy clean up with the pumper truck. Construction of this site plan should reduce the chance of any future foam over events from entering the street, storm drains, and river. This site plan will replace the previously approved temporary site plan used to contain foam over events during construction.

Proposed additional work also includes the repair/replacement of the damaged pole barn soffit along the west side of the pole barn and the installation of a French drain. The soffit was damaged from weather and high winds. CWP staff requested the French drain to help with drainage concerns around the administration building during heavy rain events.

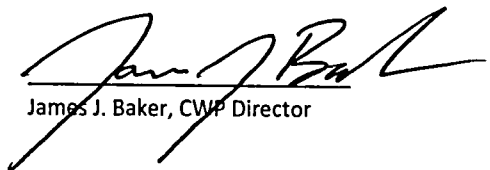
Fiscal Effects: The total cost of the proposed purchase order for additional work is \$12,243.00. This will be covered with funds available in the CWP budget.

Recommendation: Authorize the proposed purchase order for a cost of \$12,243.00.

Financial Review:


Cathy Lawson

Respectfully submitted,


James J. Baker, CWP Director
Joseph A. Bippus, City Manager

Requisition

NO.

P.O.#

[illegible]



333 West Michigan Avenue • Three Rivers, Michigan 49093
269.273.1075 • www.threeriversmi.org
Fax: 269.273.3132

REPORT TO: Honorable Mayor and City Commission
FROM: Joseph A. Bippus, City Manager
SUBJECT: Historic District Ordinance
DATE: March 5, 2013

EXECUTIVE SUMMARY: The Historic District committee has voted on a request to amend their current ordinance. They would like to make it clearer that request come to them before a building permit is obtained. After talking with the State this appears to be the way they intended the ordinance to be implemented. This ordinance has already been introduced for the first reading and had a public hearing.

ATTACHMENTS: Proposed ordinance change

FISCAL EFFECTS: None

RECOMMENDATION: It is recommended that they review the ordinance take public input and adopt it.

Respectfully submitted by,

A handwritten signature in cursive script that reads "Joe Bippus".

Joseph A. Bippus

City Manager

CITY OF THREE RIVERS, MICHIGAN

ORDINANCE NO. _____

AN ORDINANCE TO AMEND CHAPTER 27-12, SECTION A. TO THE CODE OF THE CITY OF THREE RIVERS REGARDING CERTIFICATE OF APPROPRIATENESS AND NOTICE TO PROCEED ISSUED BY THE HISTORIC DISTRICT COMMISSION.

SECTION 1: Chapter 27-12, Section A to the Code of the City of Three Rivers is amended to read as follows:

27-12 Section 12 - Permit Applications

A. A Certificate of Appropriateness or a Notice to Proceed, as well as any necessary permits, shall be obtained before any work affecting the exterior appearance of a resource is performed within a Historic District. The person, individual, partnership, firm, corporation, organization, institution, or agency of government proposing to do that work shall file an application for a permit with the Historic District Commission. If the Historic District Commission approves the work, it will then be referred to the City's Building Official to continue the permitting process. A permit shall not be issued and proposed work shall not proceed until the Commission has acted on the application by issuing a Certificate of Appropriateness or a Notice to Proceed as prescribed in this Chapter. The Commission shall not issue a Certificate of Appropriateness unless the applicant certifies in the application that the property where work will be undertaken has, or will have before the proposed project completion date, a fire alarm system or a smoke alarm complying with the requirements of the *Stille-Derossett-Hale Single State Construction Code Act*, 1972 PA 230, MCL 125.1501 to 125.1531.

SECTION 2: This Ordinance shall take effect on the _____ day of _____, 2013, following adoption thereof and after legal publication required by the Charter of the City of Three Rivers.

Ordained this _____ day of _____, 2013.

Approved this _____ day of _____, 2013.

Thomas J. Lowry, Mayor

ATTEST:

Melissa J. Bliss, City Clerk

REVIEWED FOR ADMINISTRATION:

APPROVED AS TO FORM:

Joseph A. Bippus, City Manager

J. Patrick O'Malley, City Attorney

User: LESLIE

Agenda Item

DB: Three Rivers

EXP CHECK RUN DATES 03/06/2013 - 03/06/2013

10B-1

UNJOURNALIZED

OPEN

Vendor Name	Invoice Date	Description	Amount
1. ABBOTT, NICHOLSON, QUILTER			
	02/11/2013	LABOR ATTORNEY	429.00
2. ADAMS, JENNIFER			
	02/01/2013	PROGRAMMING	100.00
3. AGRO SALES NORTH LLC			
	02/13/2013	PARTS	752.74
4. AMERICAN PUBLIC WORKS ASSOCIATION			
	02/18/2013	FLEET RATE MANUALS	85.00
5. ANDY J EGAN CO			
	02/13/2013	PREVENTIVE SAFETY & MAINTENANCE INSPECTI	432.00
	02/14/2013	A/C MAINTENANCE	357.50
		TOTAL	789.50
6. BEST ONE FLEET SERVICES			
	12/21/2012	BLANKET PO-TIRES & REPAIR	944.64
7. CARLTON CUSTOMIZED CLEANING			
	01/29/2013	CLEANING SERVICES	1,535.00
	02/06/2013	CLEANING SERVICES	1,635.00
		TOTAL	3,170.00
8. CHUCKS BODY SHOP INC.			
	02/06/2013	REPAIR FRONT BUMPER/PANELS #124	1,153.53
9. CORNERSTONE INSPECTIONS			
	02/15/2013	BUILDING TRADE INSPECTIONS	474.00
	02/15/2013	RENTAL INSPECTIONS	750.00
	02/15/2013	RENTAL INSPECTIONS	100.00
	02/15/2013	ADMINISTRATIVE INSPECTIONS	50.00
		TOTAL	1,374.00
10. DRAKES FUEL SERVICE			
	02/21/2013	AMOCO PREMIER DIESEL	1,274.51
11. EMERGENCY VEHICLE PRODUCTS			
	12/18/2012	HME 211	7,200.00
	12/18/2012	HME 211	2,806.65
		TOTAL	10,006.65
12. EMS TECHNOLOGIES INC.			
	02/15/2013	AUTOVENT 3000 & MAINTENANCE	568.84
13. FARM PLAN			
	01/28/2013	PARTS, OIL, LABOR	33.55
	01/30/2013	PARTS, OIL, LABOR	131.88
	02/13/2013	PARTS, OIL, LABOR	34.99
		TOTAL	200.42
14. FASTENAL			
	02/08/2013	SUPPLIES	133.11
	02/14/2013	SUPPLIES	17.37
	02/15/2013	SUPPLIES	90.60
		TOTAL	241.08
15. FREIGHTLINER			
	02/15/2013	PARTS	42.85
16. GAYLORD BROTHERS			
	02/07/2013	SPECIALITY SUPPLIES	180.72
17. GRIFFIN PEST CONTROL, INC.			
	02/11/2013	BI-MONTHLY PEST CONTROL AT RIVERSIDE	45.00
18. HACH CHEMICAL COMPANY			
	02/01/2013	ANNUAL METER/INSTRUMENT SERVICE	1,325.00

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EXP CHECK RUN DATES 03/06/2013 - 03/06/2013

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Vendor Name	Invoice Date	Description	Amount
	02/18/2013	SUPPLIES	299.69
		TOTAL	1,624.69
19. HUTSON ASSESSING, INC.			
	02/20/2013	ASSESSING SERVICES	2,985.00
20. ISI, LLC			
	01/01/2013	CISCO PHONE MAINT 5/13 TO 12/31/13	3,600.00
	02/08/2013	CISCO PHONE MAINT 5/13 TO 12/31/13	(1,200.00)
	02/06/2013	PHONE SYSTEM TRAINING	900.00
		TOTAL	3,300.00
21. JONES & HENRY ENGINEERS LTD			
	02/08/2013	PROF ENGR SERVICES/ WATER/WASTEWATER RAT	2,250.00
	02/08/2013	CONSTRUCTION ENGINEERING	9,125.00
	02/08/2013	DESIGN	7,500.00
		TOTAL	18,875.00
22. KAR LABORATORIES			
	01/30/2013	NPDES REQD AMMONIA & MERCURY TESTING	30.00
	02/21/2013	NPDES REQD AMMONIA & MERCURY TESTING	195.00
		TOTAL	225.00
23. KENDALL ELECTRIC, INC.			
	02/11/2013	BLANKET PO-ELECTRICAL SUPPLIES	24.92
	02/05/2013	MISC LAMPS/BATTERIES	6.58
	02/14/2013	MISC LAMPS/BATTERIES	25.00
		TOTAL	56.50
24. MAYER BUILDERS			
	02/26/2013	BLANKET PO-SNOWPLOWING E PARKING LOT	1,110.00
25. MUNICIPAL SUPPLY COMPANY INC.			
	02/11/2013	MISC METERS/COUPLINGS	330.48
	02/11/2013	MISC METERS/COUPLINGS	5,468.60
	02/26/2013	BLANKET PO-MISC METERS/COUPLINGS ETC	4,444.95
	02/11/2013	MISC METERS/COUPLINGS	6,799.95
	02/13/2013	BLANKET PO-MISC METERS/COUPLINGS ETC	264.23
		TOTAL	17,308.21
26. NASCO			
	02/06/2013	PROGRAM SUPPLIES	102.73
27. NORTH AMERICAN SALT COMPANY			
	02/26/2013	200 TONS LATE DELIVERY SALT, COMM APPROV	12,426.00
		*COMM APPROVAL 9/18/12	
	02/14/2013	26.43 TONS-LATE DELIVERY SALT-ADDL	1,642.10
		*PER COMM APPROVAL 9/18/12	
		TOTAL	14,068.10
28. NORTH CENTRAL LABORATORIES			
	02/18/2013	LABORATORY SUPPLIES	430.48
29. NYE UNIFORM COMPANY			
	02/06/2013	BADGES, COLLAR BRASS	336.83
	02/06/2013	POLICE DEPT EMBLEMS-100	240.00
	02/14/2013	DUTY PANTS-WITT	57.50
	02/14/2013	DUTY PANTS & BELTS-RICE	83.00
	02/14/2013	DUTY PANTS & BELTS-ARMSTRONG	83.00
	02/14/2013	DUTY PANTS & BELTS-SPEARS	96.21
	02/14/2013	DUTY PANTS & BELTS-FRANKS	83.00

Vendor Name	Invoice Date	Description	Amount
TOTAL			979.54
30. OFFICE MAX-A BOISE COMPANY			
	02/12/2013	OFFICE SUPPLIES	345.29
31. PERFECT PET			
	02/06/2013	ANIMAL FOOD & SUPPLIES	138.83
32. PRAXAIR DISTRIBUTION, INC.			
	02/14/2013	MEDICAL OXYGEN	110.76
33. QUILL CORPORATION			
	02/06/2013	OFFICE SUPPLIES	7.20
	02/07/2013	OFFICE SUPPLIES	17.24
TOTAL			24.44
34. ROSE PEST SOLUTIONS			
	02/11/2013	PEST CONTROL	49.00
35. SHERRY LABORATORIES			
	08/31/2012	NH4 TESTING & 1631 MERCURY	51.00
36. SHERWIN WILLIAMS			
	02/07/2013	BLANKET PO-PAINT & SUPPLIES	9.38
37. SHRED IT USA INC			
	02/13/2013	SHREDDING SERVICES	65.00
38. STURGIS JOURNAL			
	01/11/2013	LIBRARY POSTING	354.00
39. THE GUARDIAN			
	02/15/2013	SUBSCRIPTION	181.00
40. THERMO FISHER SCIENTIFIC, INC.			
	02/14/2013	REPAIR LAB OVEN MODEL 6555 S/N 606165-27	1,464.99
41. THREE RIVERS HEALTH			
	02/07/2013	BLOOD DRAWS-OWI ARRESTS-SALINAS	39.00
	02/13/2013	BLOOD DRAWS-OWI ARRESTS-CASSEL	39.00
	02/19/2013	BLOOD DRAWS-OWI ARRESTS-BOUGHTON	39.00
TOTAL			117.00
42. WARSAW SUPPLY INC.			
	02/07/2013	WASH/WAX	111.70
43. WASTE MANAGEMENT INC			
	02/01/2013	DUMP PASSES	110.70
44. WESTERN MICHIGAN INTERNATIONAL			
	11/05/2012	REPL SPEEDOMETER SENSOR #2 PARTS & LABOR	421.43
45. WITMER PUBLIC SAFETY GROUP INC			
	02/07/2013	2 BEN 2-PLUS LOW RIDER HELMETS	507.34
46. WW GRAINGER			
	02/18/2013	PARTS	173.80
TOTAL - ALL VENDORS			86,659.39
FUND TOTALS:			
Fund 101 - GENERAL FUND			34,626.16
Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY			33.55
Fund 230 - SOLID WASTE MANAGEMENT FUND			110.70
Fund 271 - LIBRARY OPERATIONS FUND			4,495.31
Fund 495 - CAPITAL IMPROVEMENT FUND			472.00
Fund 505 - AMBULANCE FUND			2,253.62
Fund 590 - SEWER FUND			30,144.82
Fund 591 - WATER FUND			10,594.72
Fund 661 - MOTOR POOL FUND			3,928.51

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Vendor Name	Invoice Date	Description	Amount
1. FILLMORE EQUIPMENT INC	02/14/2013	LOW VISCOSITY H OIL	14.54
2. FRONTIER	02/13/2013	FEBRUARY BILL	623.58
	02/13/2013	FEBRUARY BILL	140.88
	02/10/2013	FEBRUARY BILL	154.17
	02/13/2013	JANUARY BILL	34.26
	02/13/2013	FEBRUARY BILL	41.93
		TOTAL	994.82
3. INDIANA MICHIGAN POWER CO	02/08/2013	FEBRUARY 2013	11,283.42
4. JEANETTE SWARTZENTRUBER	02/21/2013	REFUND- RECEIVED PAYMENT IN ERROR	17.64
5. MARK ANKNEY	02/14/2013	REIMB SOFTWARE PURCHASE FROM B&H	148.19
6. MICHIGAN SECTION, AWWA	02/19/2013	REGISTRATION FRITTS LIMITED TREATMENT CO	380.00
7. MIKE KING	02/15/2013	REIMB CDL LICENSE	60.00
8. RELIANCE STANDARD LIFE INS CO.	03/01/2013	MARCH STD & LIFE	2,919.07
	03/01/2013	MARCH VOL LIFE	675.39
		TOTAL	3,594.46
9. ST JOSEPH COUNTY TREASURER	02/22/2013	RIVERSIDE PILOT	19,673.30
10. THREE RIVERS COMMUNITY SCHOOLS	02/22/2013	RIVERSIDE PILOT	27,590.43
11. US BANK EQUIPMENT FINANCE	02/27/2013	MONITORS/DEFIB. #022-0048021-001	2,130.87
	02/20/2013	RICOH MPC 6501 COPIER	302.53
	02/21/2013	SHARP MX-M4101N COPIER SERIAL 05042729	628.13
		TOTAL	3,061.53
12. WAGEWORKS	02/19/2013	MONTHLY FEE-JANUARY	50.00
TOTAL - ALL VENDORS			66,868.33
FUND TOTALS:			
Fund 101 - GENERAL FUND			52,626.45
Fund 271 - LIBRARY OPERATIONS FUND			1,079.32
Fund 505 - AMBULANCE FUND			2,391.60
Fund 590 - SEWER FUND			2,960.25
Fund 591 - WATER FUND			4,109.06
Fund 661 - MOTOR POOL FUND			57.19
Fund 662 - INSURANCE BENEFITS			3,644.46

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Vendor Name	Invoice Date	Description	Amount
1. CITY OF TR-AMBULANCE	02/16/2013	1/1/2013 TO 1/31/2013	45,279.78
2. CITY OF TR-DDA	02/16/2013	1/1/2013 TO 1/31/2013	142.98
3. CITY OF TR-GENERAL	02/16/2013	1/1/2013 TO 1/31/2013	20,568.35
	02/16/2013	1/1/2013 TO 1/31/2013	5,549.14
		TOTAL	26,117.49
4. CITY OF TR-LIBRARY OPERATING	02/16/2013	1/1/2013 TO 1/31/2013	2,911.25
5. CITY OF TR-MUNICIP STS	02/16/2013	1/1/2013 TO 1/31/2013	140,940.92
6. CITY OF TR-SOLID WASTE FUND	02/16/2013	1/1/2013 TO 1/31/2013	1,516.22
7. FIFTH THIRD BANK	02/16/2013		882.47
		*Refund: Summer Tax Recpt (051 145 022 00, Date: 02/16/2013, RECPT #: 00003163)	550.40
	02/16/2013	*Refund: Winter Tax Recpt (051 145 022 00, Date: 02/16/2013, RECPT #: 00004782)	
		TOTAL	1,432.87
8. LYNES MARGARET E	02/16/2013		174.54
		*Refund: Summer Tax Recpt (051 245 178 00, Date: 12/31/2012, RECPT #: 00003135)	179.46
	02/16/2013	*Refund: Winter Tax Recpt (051 245 178 00, Date: 12/31/2012, RECPT #: 00002340)	
		TOTAL	354.00
9. ST JOSEPH COUNTY TREASURER	02/16/2013	1/1/2013 TO 1/31/2013	21,254.34
	02/16/2013	1/1/2013 TO 1/31/2013	113,604.31
		TOTAL	134,858.65
10. TACIA BLANE L & SMAGALA CINDY L	02/16/2013		368.76
		*Refund: Summer Tax Recpt (051 499 041 00, Date: 02/16/2013, RECPT #: 00003162)	379.16
	02/16/2013	*Refund: Winter Tax Recpt (051 499 041 00, Date: 02/16/2013, RECPT #: 00004781)	
		TOTAL	747.92
11. THREE RIVERS COMMUNITY SCHOOLS	02/16/2013	1/1/2013 TO 1/31/2013	15,377.24
	02/16/2013	1/1/2013 TO 1/31/2013	233,283.90
		TOTAL	248,661.14
12. WRIGHT JACQUELINE	02/16/2013		130.36
		*Refund: Winter Tax Recpt (051 405 007 00, Date: 01/24/2013, RECPT #: 00002017)	

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF THREE RIVERS

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Vendor Name	Invoice Date	Description	Amount
	02/16/2013		126.79
		*Refund: Summer Tax Recpt (051 405 007 00, Date: 01/24/2013, RECPT #: 00003128)	
		TOTAL	257.15
TOTAL - ALL VENDORS			603,220.37
FUND TOTALS:			
Fund 703 - TAX SETTLEMENT FUND			603,220.37



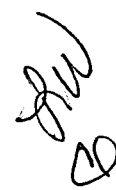
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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF THREE RIVERS

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EXP CHECK RUN DATES 02/14/2013 - 02/14/2013
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Vendor Name	Invoice Date	Description	Amount
1. LAKE MICHIGAN MAILERS INC.	02/14/2013	MAILING 2013 NOTICE OF ASSESSMENTS	1,979.10
TOTAL - ALL VENDORS			1,979.10
FUND TOTALS:			
Fund 101 - GENERAL FUND			1,979.10



Vendor Name	Invoice Date	Description	Amount
1. 8TH DISTRICT COURT	02/09/2013	BOND-STANISLAW, EMILY 2009-1591FH	400.00
2. BANKS HARDWOODS INC.	01/22/2013	MAPLE WOOD	185.55
3. BAY VALLEY RESORT & CONF CENTER	02/06/2013	LODGING	273.00
4. BRANDI DERUITER	02/04/2013	REIMB MILEAGE	130.62
5. CENTURY LINK	01/31/2013	ACCOUNT #77694350	3.59
6. CITY OF TR-PETTY CASH	02/13/2013	REPLENISH PETTY CASH	540.31
7. DAVID UNDERWOOD	02/15/2013	REGISTRATION FOR CLASS	325.00
8. DOCUMENTS TO U-MINITEX	02/07/2013	INTERLIBRARY LOAN	20.00
9. FIFTH THIRD BANK	02/05/2013	ACCT 5473-7816-0007-7947	1,141.44
10. FRONTIER	02/28/2013	FEBRUARY BILL	34.26
	02/25/2013	FEBRUARY BILL	56.47
	02/01/2013	FEBRUARY BILL	89.46
	02/01/2013	FEBRUARY BILL	107.60
TOTAL			287.79
11. HASTINGS MUTUAL INSURANCE	09/18/2012	CALL 20121341A-DAVIS, KELLI	131.50
12. INDIANA MICHIGAN POWER CO	01/30/2013	18750 M 60	71.02
	01/30/2013	6130 HOV AIRE DR	117.26
	01/29/2013	1240 PORTAGE AVE	120.76
	01/30/2013	WELL 4	315.27
	01/31/2013	SCIDMORE PARK	43.21
	01/31/2013	SCIDMORE PARK	16.73
	02/01/2013	57 N MAIN ST	517.67
	01/29/2013	N MAIN ST	145.55
	01/31/2013	SPRING ST	32.23
	01/31/2013	22 JOSHUA DR	211.44
	01/29/2013	611 COOLIDGE WAY	169.02
	01/31/2013	333 W MICHIGAN AVE	7,447.44
	01/29/2013	1214 ELM ST	23.96
	01/31/2013	W MICHIGAN AVE	13.34
	01/30/2013	702 EAST ST	13.34
	01/31/2013	803 HILL ST	23.50
	01/30/2013	18750 M 60	24.04
	01/30/2013	EVANS RD	25.90
	02/05/2013	409 WOLF LN	11,155.50
	01/30/2013	18750 M 60 REAR H FRAME	13.34
	01/31/2013	25 N MAIN ST	22.28
TOTAL			20,522.80
13. JOHN BLOOD	06/15/2012	RESCUE PLUS-JOHN BLOOD	100.00
	09/10/2012	RESCUE PLUS-JOHN BLOOD	100.00
	09/30/2012	RESCUE PLUS - JOHN BLOOD	100.00
TOTAL			300.00
14. KATHY BRAGG	01/07/2013	REIMB MEALS	25.59
15. MI CONF TEAMSTERS WELFARE FUND			

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EXP CHECK RUN DATES 02/15/2013 - 02/15/2013

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Vendor Name	Invoice Date	Description	Amount
	03/01/2013	MARCH 2013 HEALTH	40,034.50
	03/01/2013	MARCH 2013 HEALTH	13,805.00
	03/01/2013	MARCH 2013 HEALTH	17,946.50
		TOTAL	71,786.00
16. MICHIGAN ASSOC MUNICIPAL CEMET	02/12/2013	ANNUAL DUES-ASH	35.00
17. NTOA	02/15/2013	ACTIVE SHOOTER INSTRUCTOR CLASS	1,602.00
18. SEMCO ENERGY, INC.	01/31/2013	900 ARNOLD ST WELL 7	109.87
	01/31/2013	333 W MICHIGAN AVE	2,379.28
	01/31/2013	920 W MICHIGAN AVE	861.15
	02/01/2013	1015 S LINCOLN AVE DPW GARAGE	954.26
	02/01/2013	409 WOLF RD DRYER	1,308.42
	02/01/2013	409 WOLF RD PRESCREEN	512.37
	02/04/2013	104 SPRING ST	87.82
	02/04/2013	906 S CONSTANTINE ST PUMP	99.54
	02/04/2013	409 WOLF RD BLOWER	929.75
	01/31/2013	552 N DOUGLAS AVE	82.79
		TOTAL	7,325.25
19. SHELL OIL COMPANY	02/03/2013	MISC FUEL PURCHASES FOR JAN 2013	9,599.24
20. ST JOE FIREFIGHTERS ASSOC	02/08/2013	YEARLY ASSOC DUES	20.00
21. STATE OF MI-DEQ	02/01/2013	INDUSTRIAL SW PERMIT FEE	260.00
22. THOMAS BRINGMAN	01/07/2013	REIMB MEALS	87.89
TOTAL - ALL VENDORS			115,002.57
FUND TOTALS:			
Fund 101 - GENERAL FUND			13,877.65
Fund 214 - DOWNTOWN DEVELOPMENT AUTHORITY			645.15
Fund 271 - LIBRARY OPERATIONS FUND			2,227.41
Fund 505 - AMBULANCE FUND			2,799.29
Fund 590 - SEWER FUND			15,212.43
Fund 591 - WATER FUND			1,116.53
Fund 661 - MOTOR POOL FUND			7,338.11
Fund 662 - INSURANCE BENEFITS			71,786.00

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Three Rivers Police 2012 Annual Report



THREE RIVERS



POLICE DEPARTMENT

ANNUAL REPORT

FOR 2012

CHIEF THOMAS J. BRINGMAN

2012 Annual Report

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Mission Statement

Three Rivers Police Department

The Three Rivers Police Department exists to serve the community by protecting life and property; by preventing crime; by enforcing laws; and by maintaining order for all citizens.

Central to our mission are the values that guide our work and decisions, and help us contribute to the quality of life in Three Rivers.

Our values are characteristics or qualities of worth. They are NON-NEGOTIABLE. Although we may need to balance them we will never ignore them for the sake of expediency or personal preference.

We hold our values constantly before us to teach and remind us, and the community we serve, of our ideals. They are the foundation upon which our policies, goals and operations are built.

In fulfilling our mission, we need the support of citizens, elected representatives and City officials in order to provide the quality of service our values commit us to providing.

We the men and women of the Three Rivers Police Department, value:

- **Human Life**
- **Integrity**
- **Laws and Constitution**
- **Excellence**
- **Accountability**
- **Cooperation**
- **Problem Solving**
- **Ourselves**

THREE RIVERS POLICE DEPARTMENT

2012 Executive Summary

Chief Thomas J. Bringman

We exist to serve the community by protecting life and property; by preventing crime; by enforcing laws; and by maintaining order for all citizens. We continue earning the trust of the citizens we serve on a daily basis. We promote mutual understanding through communication, involvement in our community, and by treating people with respect.

As the Chief of Police an "Open Door Policy" is maintained for all citizens to come to the department to discuss their issues and concerns. If a citizen takes the time to come to talk to me; I take the time to listen. If the citizen wants me to go to them I go to them; they will be heard and the issue/concern will be addressed.

As a Department we discuss areas we can improve on taking into consideration the issues and concerns brought to our attention from our citizens as well as events that are taking place in and around St. Joseph County.

As the Police Chief I am a member of the Three Rivers Business Advisory Committee at Three Rivers High School; the Chair of the St. Joseph County 911 Policy Board of Directors; the Vice-Chair of the Twin County Community Probation Center Board of Directors; the President of the Domestic And Sexual Abuse Services (DASAS) Board of Directors; and meet regularly with the St. Joseph County Law Enforcement Officials to resolve the challenges law enforcement faces.

DEPARTMENT STRUCTURE

The Department has a total of 34 employees (17-full time, 13-part time, and 4-school crossing guards).

15-certified officers: Chief Tom Bringman; Detective Sergeant Mike Mohney; Sergeant Elaine Smith; Sergeant Karl Huhnke; Sergeant Andrew Howes; Sergeant Jason Therrien; Officer Eric Piper; Officer Sam Smallcombe; Officer Corey Smith; Officer Matt Kilbourn; K-9 Officer Tom Hicks; K-9 Officer Matt Stark; Officer Matt Davis; Officer Nathan Gipson and Officer Jeremiah Wolters.

1-certified part time officer: Officer Terry Baker

2-police staff: Administrative Assistant Kathy Bragg; Code Enforcement/Animal Control Officer (Janitorial Services) Roger Stanfill.

12-non certified auxiliary officers: Lieutenant Mike Fleckenstein; Sergeant James Ballard; Sergeant Erich Bernhardt; Officer Joshua Shook; Officer Tobin Houts; Officer Lara Mahr; Officer Qwenten Channey; Officer Justin Holbrook; Officer Gerald VanderMei; Officer Travis Cain; Officer Brian Kline; and Officer Shawn Taylor.

4-school crossing guards: Harold Robinson; Eddie Gipson; Karen Pfost and Mildred Ferguson.

DEPARTMENT FOCUS

The Three Rivers Police Department stayed focused throughout 2012 on the challenges facing law enforcement agencies in the State of Michigan. Reducing our office staff was needed when funds got cut, but the work still needed to be completed. Department staff worked together to meet the challenges causing reductions in patrol time, community involvement, and officers being more reactive than proactive. The Department of Human Services (DHS), Community Mental Health (CMH), and the Department of Corrections (DOC) have changed or decided not to change their agency policies causing additional challenges to law enforcement. Three Rivers Health (TRH) adds challenges to law enforcement because they don't have security personnel.

Providing the information on challenges from other agencies to our government officials will allow for a better understanding of the professional work ethic the members of the Three Rivers Police Department possess. Our members take pride in their work, but do get frustrated with the challenges that keep coming to law enforcement. Our communities officials can't help promote change with the other governmental agencies if they aren't aware of the issues.

CHALLENGES FROM OTHER AGENCIES

The Department of Human Services (DHS) started a Centralized Intake System to take all calls about child abuse, neglect, and sexual assault. The calls go to Central Intake in Grand Rapids with information sent out to the proper law enforcement agency from there. The calls come from a large service area with no one at the centralized intake facility being familiar with the areas involved. The information is sent by fax and not always to the correct fax number or proper law enforcement agency that has jurisdiction where the crime was committed. Another issue is they do not forward the information to the DHS agency where the law enforcement agency is located. Officers are typically not furnished enough information from central intake to know for sure what they have or who the people are that are involved. When officers discover that DHS needs to have Child Protective Services (CPS) involved with interviews all sorts of side stepping takes place. Officers go through the process of trying to get assistance from CPS with this taking additional time and work by the officer. This is where officers find out that our local DHS and CPS have not been informed about the reported incident(s). This all comes from the State making decisions without truly looking at the totality of their decisions.

The law enforcement officials from St. Joseph County asked DHS officials in Lansing to have their Central Intake send all calls for service (in St. Joseph County) to the St. Joseph County Central Dispatch Center. The State did not want to change or adjust the method they decided on. They made decisions that affect law enforcement agencies, local DHS offices and the victims of a crime (if a crime was committed) that don't help the investigation be taken care of in an efficient manner.

Community Mental Health (CMH) has many expectations of law enforcement agencies. The concerns causing the biggest challenges for law enforcement involves mental patients. Keep in mind we are not talking about mental patients who have committed a criminal act. We are talking about mental patients who are not taking their medication or who have other stressors going on in their life that need taken to a mental facility. We might have a few that have been on the edge for a while and went over the edge and truly need assistance from CMH. These are mental "patients" with medical issues – not criminals.

There are different ways a mental patient ends up at a hospital to be evaluated, but a majority of the time a law enforcement officer is involved with getting them to the evaluating facility. Three Rivers Health is the evaluating facility our officers are involved with. An officer (s) can easily be tied up for an hour or more doing the petition that is required along with explaining everything to the ER doctor. The doctor takes time to do his part and then gets someone from CMH to come to TR Health to do the CMH evaluation. During this part of the process the law enforcement officers can legally leave. [This is where the lack of security by TR Health becomes as issue.] Our officer (s) usually ends up staying if there is any issue to protect the staff at TR Health as well as the "patient" from hurting themselves or doing damage to property in the ER.

Once a decision is made to place the "patient" in a mental facility the CMH evaluator starts hunting for a facility that will accept the "patient". [Issues here involve money and space availability.] The facilities that meet CMH's requirements have been typically north of Grand Rapids, in Branch County, in Hillsdale County, and Calhoun County. The arrangements take anywhere from 2 to 4 hours to arrange. This ties up the officer waiting [no security at TR Health] and once the transport begins takes time to drive all the way to the mental facility, take the "patient" inside and then return to Three Rivers. Officers typically do this alone because of costs involved as well as availability of another officer to come in to help. This causes officer safety concerns for the officer doing the transport as well as the officer alone in the City until we can get someone to come in to work to help. If the petitioning officer has to testify at a "mental health hearing" they have to return to the same mental facility that they took the mental patient. This involves driving back and forth to the typically far away mental health facility.

CMH will NOT help with any of the costs involved with anything discussed. This is a short version of the problem, but law enforcement cannot keep being responsible for these expenses or be expected to have officers available to address CMH “Patients” instead of performing law enforcement duties.

Three Rivers Health (TRH) has funding concerns just like the City of Three Rivers has with budgets that are stretched as far as possible. TRH needs to figure a way to fund their own security staff and not expect the police department to provide security for them. Taking care of individuals who violate the law is our responsibility, not providing security. Officers stay at the hospital when they can, but they will leave to back up other officers and to handle criminal complaints. This puts the officer further behind on the work that needs to be done and will still be waiting for them when they have finished providing security at TR Health. This is being addressed but does add challenges for law enforcement throughout St. Joseph County. The Sturgis Police Department has the same issues with no security staff at Sturgis Hospital.

The State Department of Corrections (DOC) opened up a parole/probation office in Three Rivers. [They have needed additional office space for some time.] The problem is the State makes rules they want their staff to comply with that add challenges to local law enforcement. When a parole officer violates someone on parole, they expect the local law enforcement agency to transport the violator to the St. Joseph County Jail immediately. We have worked the process out a little bit with the help of the parole/probation officers in the Three Rivers office. This causes officers to stop whatever else they are working on to transport the parolee to Centreville. It was suggested the State DOC provide their own employees and vehicles to make these transports. Instead they use local law enforcement and local funds to cover the expenses involved with parole violators. The State keeps releasing prisoners on a regular basis and continues closing correctional facilities which put the burden on local jurisdictions.

SUMMARY OF CHALLENGES

With all that said a better picture of what law enforcement faces on a daily basis is realized. As the Police Chief, I am proud of the quality of employees we have working on the Three Rivers Police Department. We work together to get the job done and move on to our next challenge. We are very fortunate to have law enforcement agencies (and their officers) throughout St. Joseph County that work together to face the challenges that present themselves to law enforcement on a daily basis. To better serve the citizens of our community we need to keep promoting positive change within the other governmental agencies to help with funding their decisions.

DEPARTMENT COMMUNITY INVOLVEMENT

Members of the Department remain involved throughout the community, but have not been able to be as involved as they would like. Some of the involvement includes: TR student externships; TR school safety planning; TR school reading time; TR High School senior exit interviews and career presentations; St. Joseph County ISD life skills presentations; National Night Out; DEA Drug Disposal at Department; K-9 Officer presentations and involvement; TR Business Safety Days; and TR Community Special Events.

The certified officers, in addition to performing the duties and responsibilities of being a police officer, are responsible for: typing their police reports, organizing all items needed within the report in the proper order, preparing the copies needed (for the Prosecutors Office, the Defense Attorneys, Probation Departments, the Courts, Community Mental Health, and Child Protective Services to name a few), and making copies of photos & videos when needed. The officers also help with answering the phones and taking care of citizens coming to the police department when they can.

Administrative Assistant Kathy Bragg handles the majority of phone calls and taking care of the citizens that come to the police department. She is still responsible for all her previous duties which include: All the record requirements placed on us by the State of Michigan; Livescan updates and administrative duties; Freedom of Information Act requests; scheduling; payroll; helping to oversee all paperwork that is handled by the Department; entering the information into the various computer programs; and attending State training on a regular basis so our Department meets all the State of Michigan requirements each year.

Code Enforcement/Animal Control Officer (Roger Stanfill) helps with the custodial services for 2-hrs a day at City Hall and then handles the duties and responsibilities of being the Code Enforcement / Animal Control Officer the rest of his work day. Stanfill helps the officers with transporting in custody arrests to the St. Joseph County Sheriff Department. This helps keep two uniformed officers in the City as much as possible.

Detective Sergeant Mike Mohny and I handle the duties and responsibilities that go along with our positions. We help with answering phones, taking care of the citizens that walk into the Department and backing up officers on complaints when needed.

The "Department" responds to all calls for service that take place within the City of Three Rivers. We provide assistance (backup) with serious crimes that take place near the City of Three Rivers. The other law enforcement agencies come to Three Rivers to assist (backup) our Department when needed. By working together we can and will keep the citizens of Three Rivers and the surrounding area safe.

Members of our Department are on the St. Joseph County Major Crimes Task Force; the St. Joseph County Special Response Team; the St. Joseph County Area Narcotics Team; the St. Joseph County Meth Lab Removal Teams; and we have two K-9 Officers with their Canine Partners. Most members of the Department are on one or more of these teams. Members are involved with regular training to maintain the skill levels needed to be on the various teams.

THREE RIVERS POLICE AUXILIARY SQUAD

We are very proud of our Auxiliary Squad that has twelve dedicated members. The squad is headed by Aux. Lt. Mike Fleckenstein. A report about our Auxiliary Squad is attached.

CONCLUSION

The "Three Rivers Police Department" has professional dedicated members who truly care about the citizens of our community and the surrounding area. Each and every member takes pride in their work which makes be proud to be the Chief of Police.

CRIMINAL INVESTIGATIONS DIVISION

Det/Sgt Michael Mohnney

The Criminal Investigations Division of the Police Department is comprised of one detective responsible for the investigation of major criminal offenses. This position also entails review and follow-up on investigations as requested by the road patrol and/or prosecutor's office.

The D/Sgt. is assigned to the Major Crimes Task Force in St. Joseph County. This task force is used to direct investigative resources to any major crime in the county. The D/Sgt in this capacity is responsible for coordinating the investigators and assignments during task force activations.

The D/Sgt. is also a member of the St. Joseph County Multi-Jurisdictional Special Response Team; currently assigned as assistant team leader. This unit is responsible for the preservation and/or safe resolution of incidents that are more dangerous to the community that would require tactical training at a level not available from the normally trained police officer.

The D/Sgt. is the department liaison to the St. Joseph County Area Narcotics Unit (SCAN). In this capacity I provide any assistance necessary for the enforcement of drug violations. In Sept. 2012, the department entered an agreement with the St. Joseph County Sheriff's Department to provide an investigator to SCAN for 3 yrs. D/Sgt. also works closely with other state and federal agencies on cases occurring within St. Joseph County.

The D/Sgt. is assigned as the evidence/property officer. This responsibility includes categorizing items as property/evidence and storing them for past, present, and future court proceedings. This responsibility also entails processing evidence either in house or forwarding it to the MSP Lab for analysis, then forwarding the results to the prosecutor's office for use in criminal proceedings. The department currently stores items dating back to 1988.

The D/Sgt. also reviews and maintains drug forfeiture money and property. In 2012 the department seized and forfeited money and property totaling \$2288.00. One vehicle seizure has yet to be sold at auction. (See attached forfeiture report) This money is then used to purchase equipment and/or train department personnel.

The department has installed additional security cameras. These cameras were installed on the exterior and interior of the security garage and North hallway outside the booking area. The purpose was to use the security garage as an entry/exit point to bring prisoners inside for booking process. This was to eliminate prisoner contact with

citizens in lobby and to prevent any disruptions in the main office area with un-cooperative subjects. As a result, the door to the security garage and opener were replaced. Remote devices for this door were placed in each patrol unit as well as key pad entry device installed on the building exterior outside the garage.

THREE RIVERS POLICE DEPARTMENT
CRIMINAL INVESTIGATIONS DIVISION
 ASSEST FORFEITURE SECTION

2012 FORFEITURE SUMMARY

<u>OFFICER</u>	<u>CASE NO.</u>	<u>NAME</u>	<u>PENDING</u>	<u>RETURNED</u>	<u>DATE</u>	<u>RETAINED</u>	<u>DATE</u>	<u>AMT/VALUE</u>
Stark	278-12	Stoner			1-22-12	Cash	6-29-12	\$ 83
C. Smith	1268-12	Pique			3-21-12	Cash	6-29-12	\$ 334
Baker	1445-12	Odom		XX	3-31-12	Cash	4-26-12	\$ 900 (a)
C. Smith	1447-12	Pique			3-31-12	Cash	6-29-12	\$ 381
Stark	2024-12	Stebbin			4-29-12	Cash	9-26-12	\$ 500 (b)
Huhnke	6476-12	Lalonde/Silvers			11-27-12	Cash	12-21-12	\$ 90
	6476-12	Silvers			11-27-12	Vehicle	12-21-12	Pending Sale

- a) Settlement agreement to return Odom's vehicle
 b) Sale of Stebbin's vehicle at auction

<u>FORFEITURES</u>	<u>PENDING</u>	<u>RETURNED</u>	<u>RETAINED</u>	<u>TOTAL FORFEITED</u>
7	1	1	5	\$2288

2012 DEPARTMENT STATISTICS

Administrative Assistant Kathy Bragg

The departmental stat totals that are reported in the yearly report are the actual reports that the officers file class their complaints. I will explain in the upcoming pages the procedure of central dispatch taking complaints, how they file class the call, and then how the total numbers in this report may be different than the State stats.

TRPD Report Comparisons	2008	2009	2010	2011	2012
<u>Complaints</u> Number reflects incidents that officers responded to Number reflects actual typed reports	8432 2264	6855 1882	7055 1846	6613 1701	7006 1757
<u>Freedom of Information Request</u> This number reflects the requests from insurance companies, reports for individuals and local criminal history checks	410	543	518	670	538
<u>Citations</u> Tickets/citations written by all officers for state codes	1983	1418	1180	1530	unknown
<u>Accident Reports</u> An accident that occurs on the roadway – UD-10 State form required	173	162	147	138	160
<u>Gun Permits</u> **31 as of January 31, 2013**			121	151	188

DEPARTMENT CRIME STATS

Reasoning of Different State and Department Stat Numbers

Administrative Assistant Kathy Bragg

When looking at the following report/charts and the classification numbers, you will see numbers that are associated with the cases/incidents that our officers respond to. If compared to the State stats, those numbers would probably reflect different numbers. I will try to explain some of the reasons why this occurs.

The procedure starts with a call placed to central dispatch or 9-1-1. The dispatcher listens to the complainant and gets the information that they can at that time. They then dispatch officers and classify the call as what classification it falls into best at that time. Classifications are "state" codes that were set up by the state and by the federal government. Classification numbers are assigned to a crime, starting with the most severe crime of 01000 to 99009 which is assisting other departments and citizens.

When an officer arrives on scene and starts the initial investigation, the same classification may be kept or the officer determines what state corresponding classification it best falls into at that time. Example: someone calls in and says that there is a disturbance in their front yard. Central would classify it as a 5300, disorderly. Once the officer arrives, finds out that an assault took place, then the incident and case classification would change to 1300, assault.

We would then send that complaint into the state as (1) one case with a charge of 1300 – assault. The state number could then reflect (1) if only one victim was involved, but if more than (1) one victim was involved the state would count the number of victims, thus making the numbers different than ours. This is one scenario of the difference in stat numbers.

Another example of a case that the State would not count as a statistic would be an "unfounded" complaint or a "TOT" (transferring to another department to handle). Our officers take the initial call for service and do their investigation. After completing their investigation some cases are then referred to another agency for their assistance or for them to handle. Examples are: referring to Department of Human Services, DHS, or to another department as the incident took place out of the city limits. An unfounded complaint is not counted at the state but as a department stat we still count it as officers have spent time investigating this complaint.

As years go by, the State and the Federal government have changed a few of the requirements and classifications. Thus, we also have to change and adapt. There are new laws that are implemented and officers need to keep up with those changes. Thus, another example of the challenges that our officers are faced with daily. So when looking over State of Michigan statistics, the Federal government statistics and our department numbers, there will probably always be a discrepancy.

Incidents Per Ward for 2011 & 2012 Comparisons

	1st Ward 2012 YTD	1st Ward 2011 YTD	2nd Ward 2012 YTD	2nd Ward 2011 YTD	3rd Ward 2012 YTD	3rd Ward 2011 YTD	4th Ward 2012 YTD	4th Ward 2011 YTD	Total per Crime 2012	Total per Crime 2011
Homicide	1	0	0	0	1	0	0	0	2	0
Kidnapping	0	0	0	0	0	1	1	0	1	1
Sex Offenses –CSC	1	6	8	5	13	10	9	5	31	26
Robbery	0	0	2	2	1	4	0	1	3	7
Assaults – Simple Aggravated	9 6	16 4	36 12	28 7	45 7	35 9	48 11	41 5	138 36	120 25
Arson	0	0	1	1	1	0	0	1	2	2
Burglary	19	9	24	14	26	13	20	18	89	54
Larceny	39	45	26	43	87	77	46	28	199	193
Vehicle Theft-Recover	3	7	2	2	3	4	5	6	13	19
Forgery	0	1	2	1	4	4	0	1	6	7
Fraud	3	3	6	5	23	22	3	8	35	38
Embezzlement	1	0	0	0	5	7	0	1	6	8
Stolen Property	0	1	2	1	1	2	1	0	4	4
Damage to Property	24	21	28	25	31	29	23	19	106	94
Shoplifting	9	1	9	13	60	52	2	0	80	66
Controlled Substance	17	14	22	19	24	23	31	30	94	86
Family/Child	3	3	4	3	6	7	1	3	14	16

Incidents Per Ward for 2011 & 2012 Comparisons

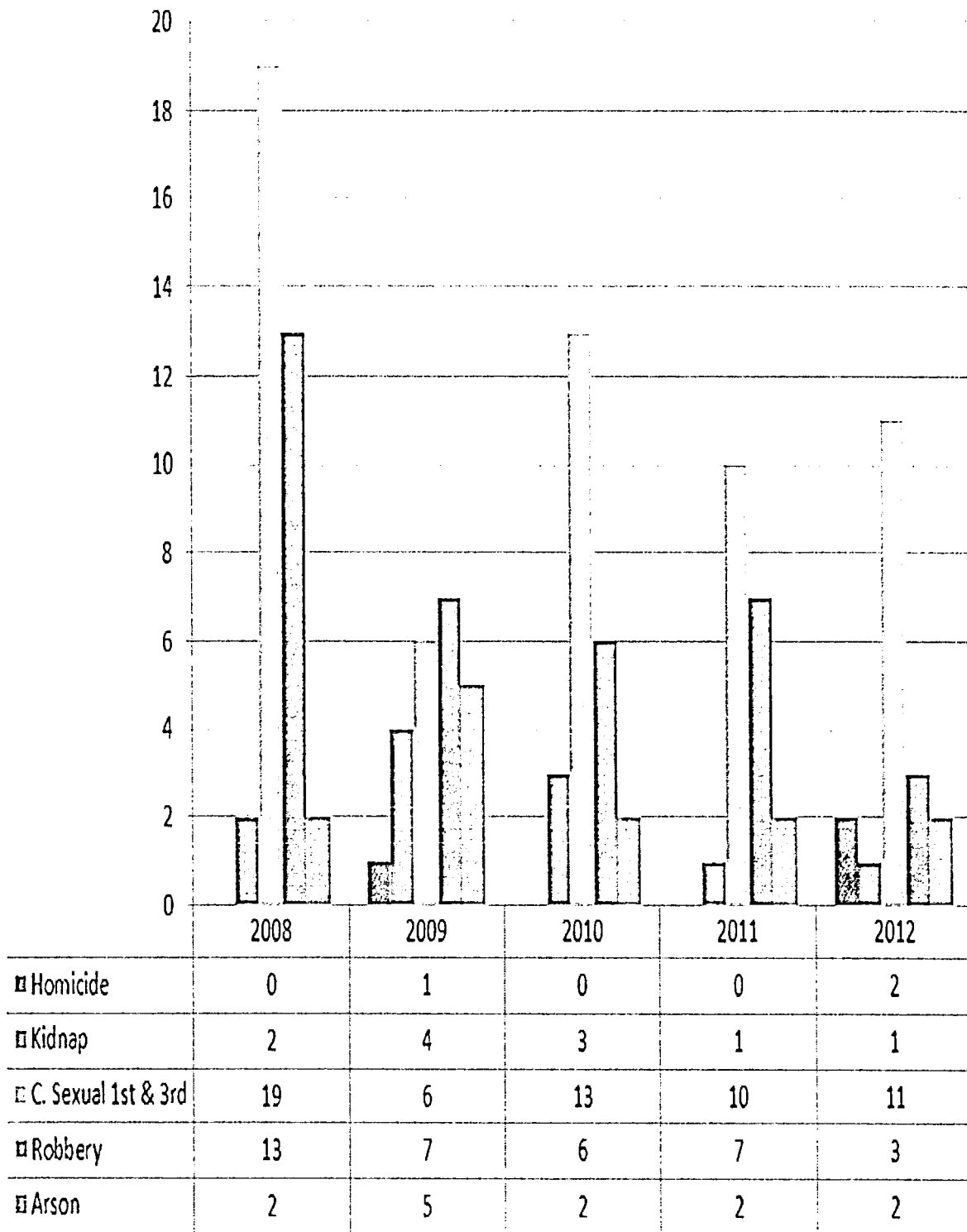
	1st Ward 2012 YTD	1st Ward 2011 YTD	2nd Ward 2012 YTD	2nd Ward 2011 YTD	3rd Ward 2012 YTD	3rd Ward 2011 YTD	4th Ward 2012 YTD	4th Ward 2011 YTD	Total per Crime 2012	Total per Crime 2011
Liquor Laws	3	1	5	4	2	3	4	5	14	13
Obstruct Police	2	2	3	4	6	3	6	0	17	9
Escape	0	0	5	3	2	2	2	0	9	5
Obstructing Justice	27	35	179	217	114	109	48	26	368	387
Weapons	3	5	2	3	2	4	5	7	12	19
Disorderly Person	11	10	12	15	24	21	15	6	62	52
H&R Accidents	15	6	6	6	21	19	3	8	45	39
Operating While Intox.	10	10	9	9	17	16	7	6	43	41
Misdemeanor Traffic	79	95	74	70	163	192	44	50	360	407
Health & Safety	6	1	2	1	1	3	3	0	12	5
Invasion of Privacy	4	6	5	2	6	11	7	7	22	26
Conservation	0	0	1	0	0	0	2	0	3	0
Miscellaneous	6	8	12	8	12	14	6	8	36	38
Juveniles Runaways	28 1	34 2	66 3	90 2	63 2	50 2	56 0	41 0	213 6	215 6
Accidents	48	41	14	17	74	54	15	21	151	133
Alarms	61	46	31	26	124	131	26	39	242	242
9-1-1 Hang Up	16	6	16	14	18	14	6	6	56	40

Incidents Per Ward for 2011 & 2012 Comparisons

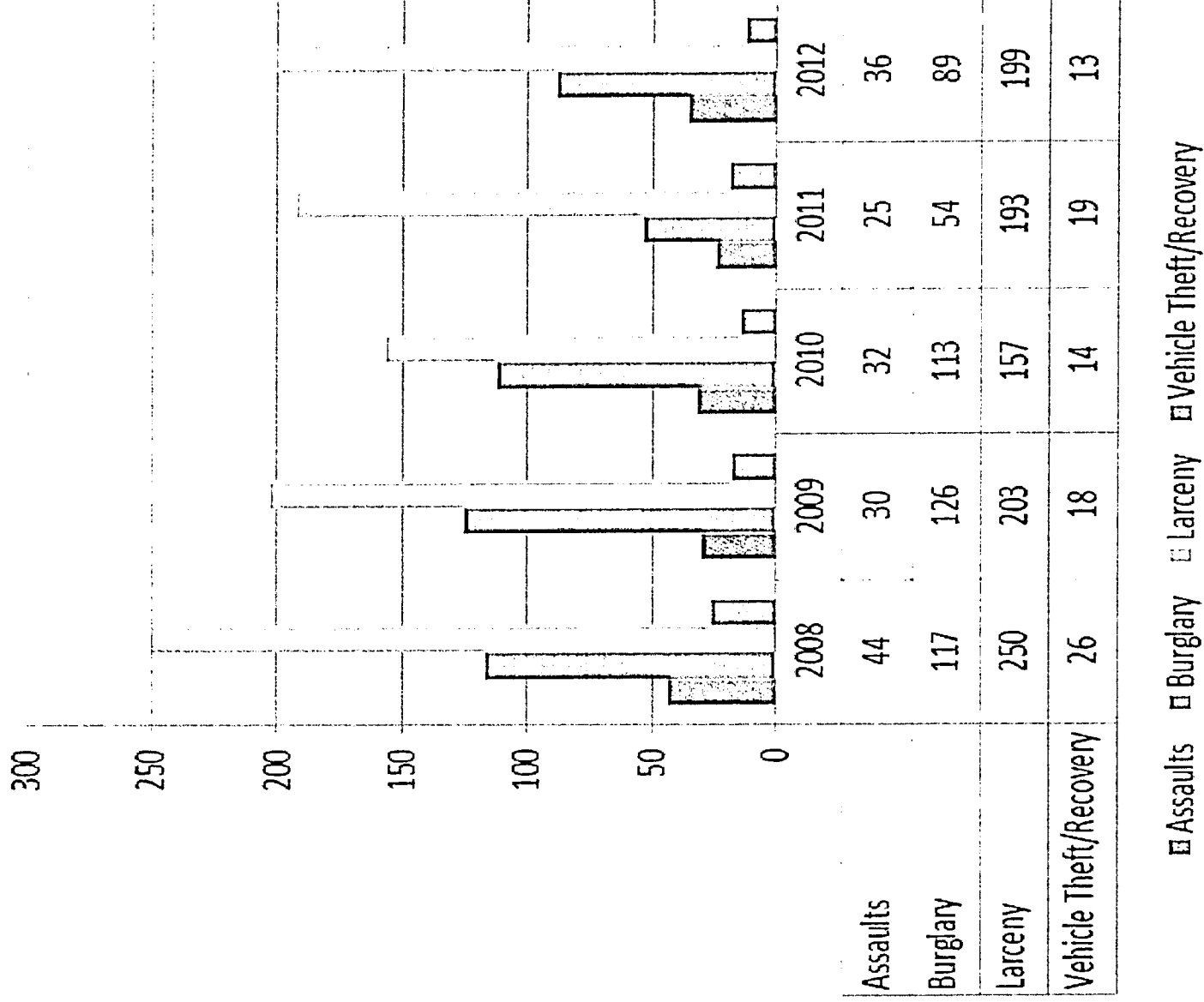
	1st Ward 2012 YTD	1st Ward 2011 YTD	2nd Ward 2012 YTD	2nd Ward 2011 YTD	3rd Ward 2012 YTD	3rd Ward 2011 YTD	4th Ward 2012 YTD	4th Ward 2011 YTD	Total per Crime 2012	Total per Crime 2011
Civil Dispute	104	89	192	185	236	237	153	111	685	622
Suspicious Situations	206	213	265	260	423	372	249	187	1143	1032
Lost/Found Property	15	22	21	11	60	54	19	12	115	99
Missing Person	0	2	4	2	1	1	0	1	5	6
Agency Assist	133	176	183	193	381	348	174	135	697	852
TR Trash Violation	14	12	57	48	27	22	15	24	114	107
TR Inoperable Vehicle	23	30	60	43	53	32	25	26	163	131
TR Burning	5	6	29	23	10	11	11	11	55	51
TR Animal	63	53	118	134	99	83	54	81	347	337
TR Grass	39	43	109	95	79	53	48	55	275	246
TR Nuisance	50	48	82	76	84	86	102	72	321	284
K9 Drug Dog Work	16	13	22	11	28	23	19	12	85	59
TOTALS	1123	1146	1771	1741	2471	2269	1325	1127	6690**	6283**

** This total number represents the number of incidents our officers responded to in the City's four wards. The total number of incidents of 7006 and 6613 respectfully represent the incidents that our officers also worked, but not in the city limits or designated wards. Those complaints may be a result of occurring close to the proximity of the ward but not in the city limits, or the incident may have started in the city and ended up out of the city limits, or was assisting other officers in need.

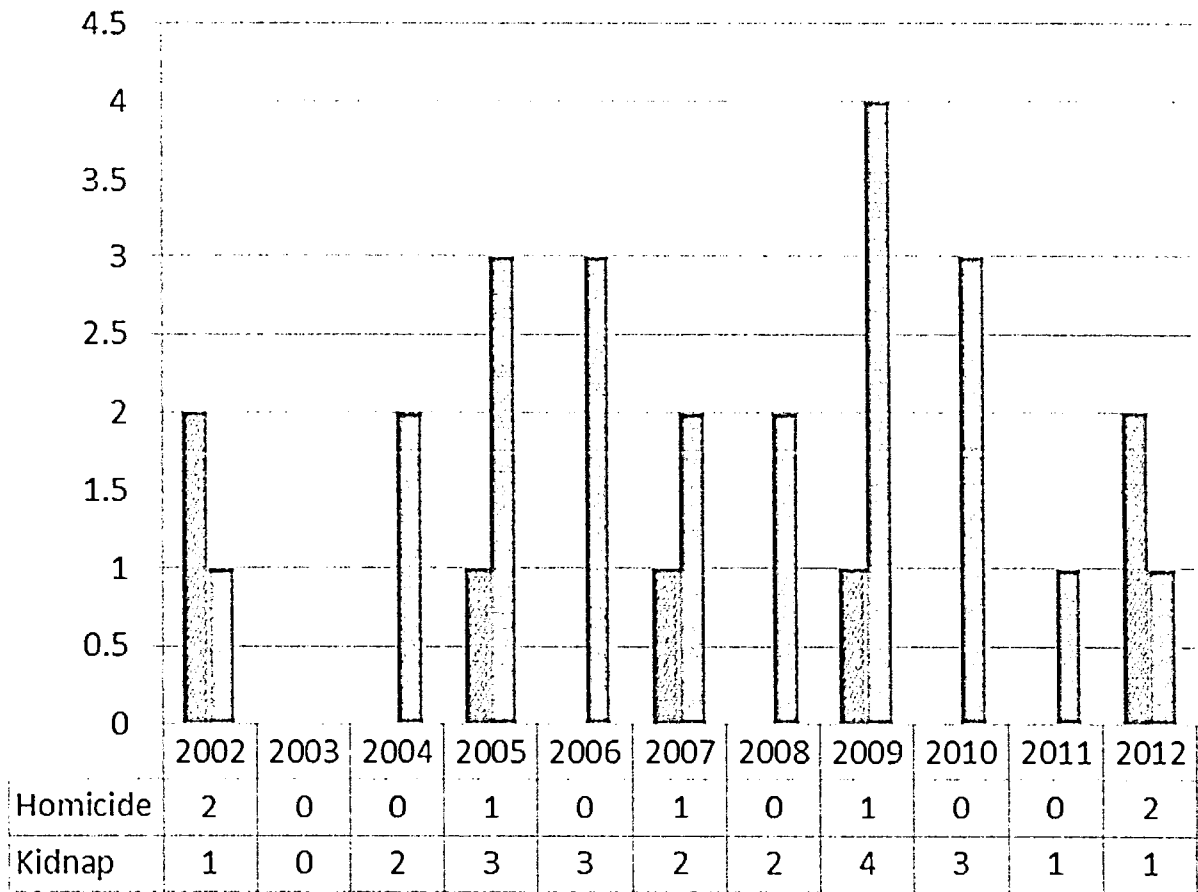
Major Crimes 5 Year Comparison



Major Crimes 5 Year Comparison

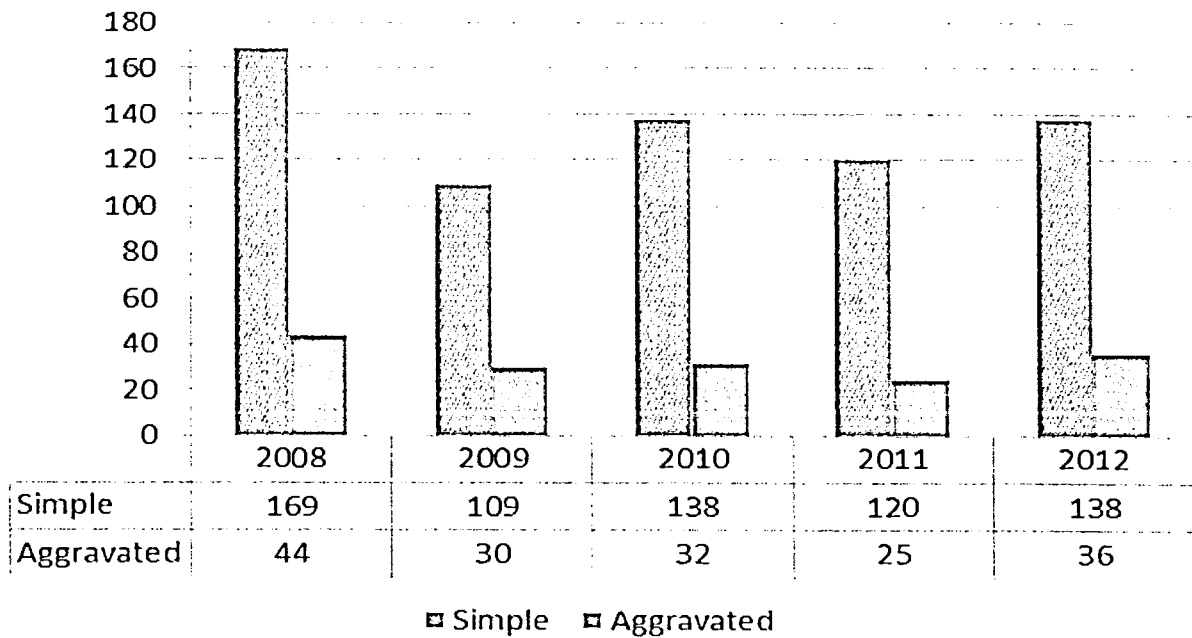


Homicide & Kidnapping 10 Year Comparison

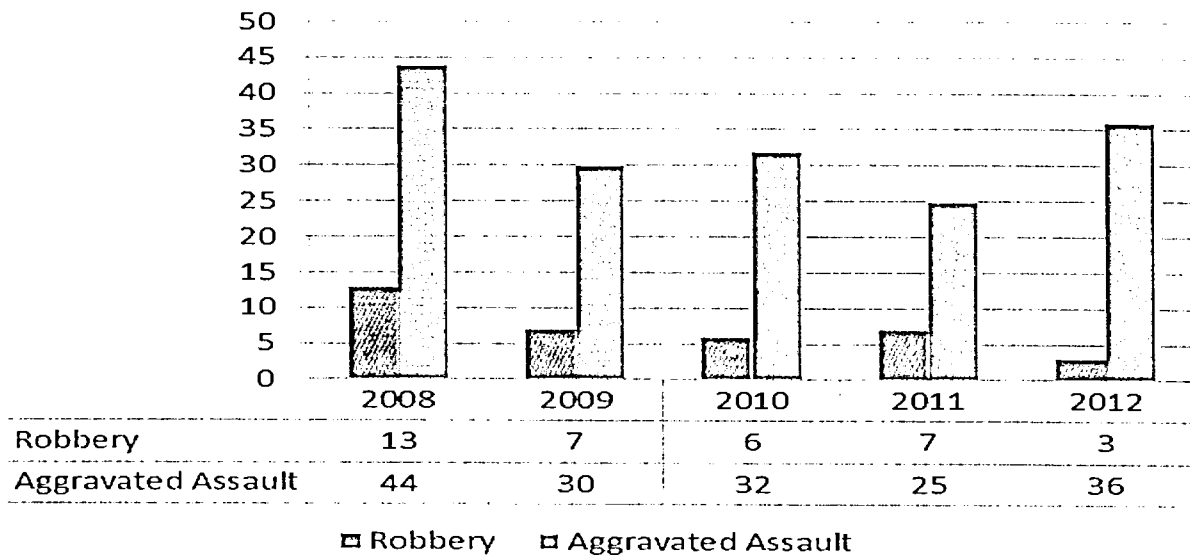


■ Homicide ■ Kidnap

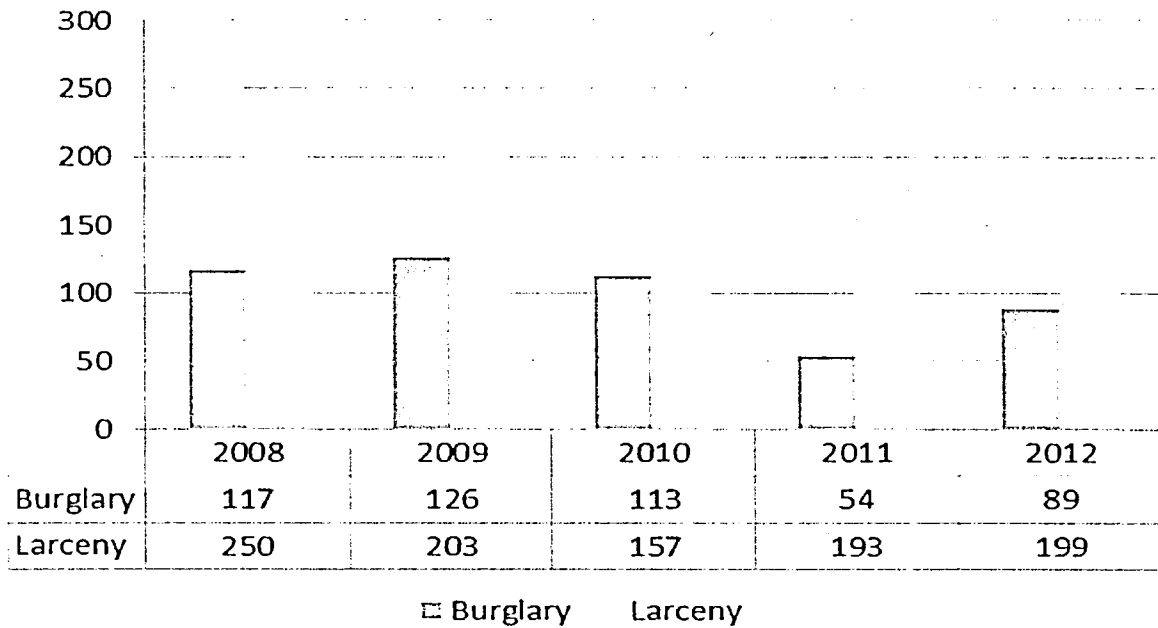
Simple & Aggravated Assault 5 Year Comparison



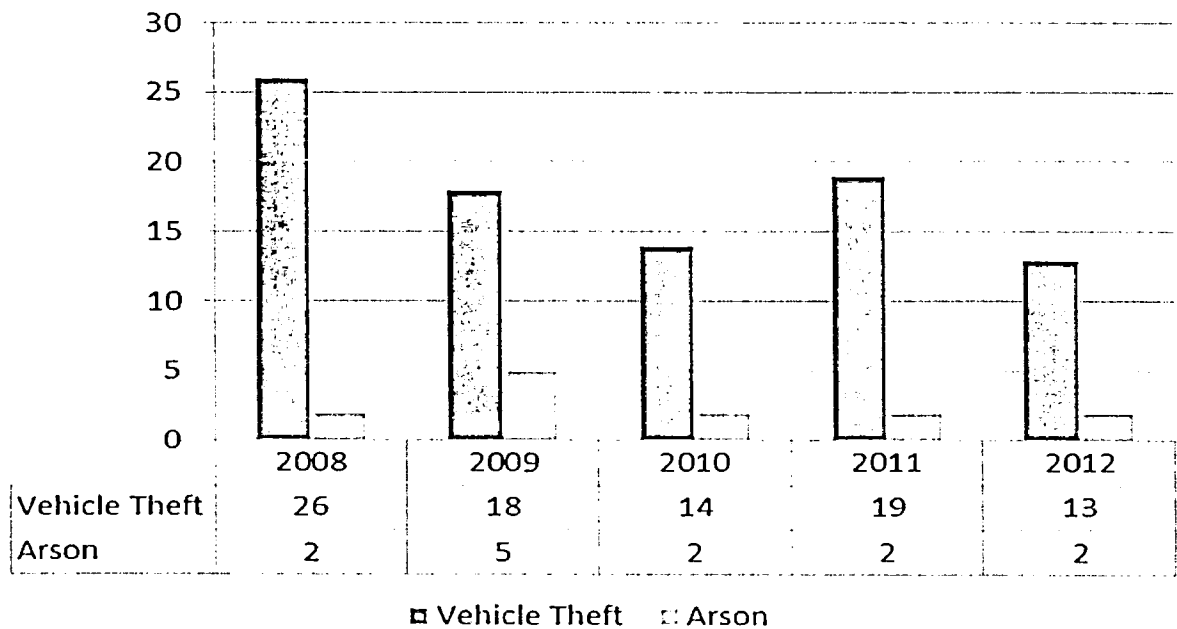
Robbery & Assault 5 Year Comparison



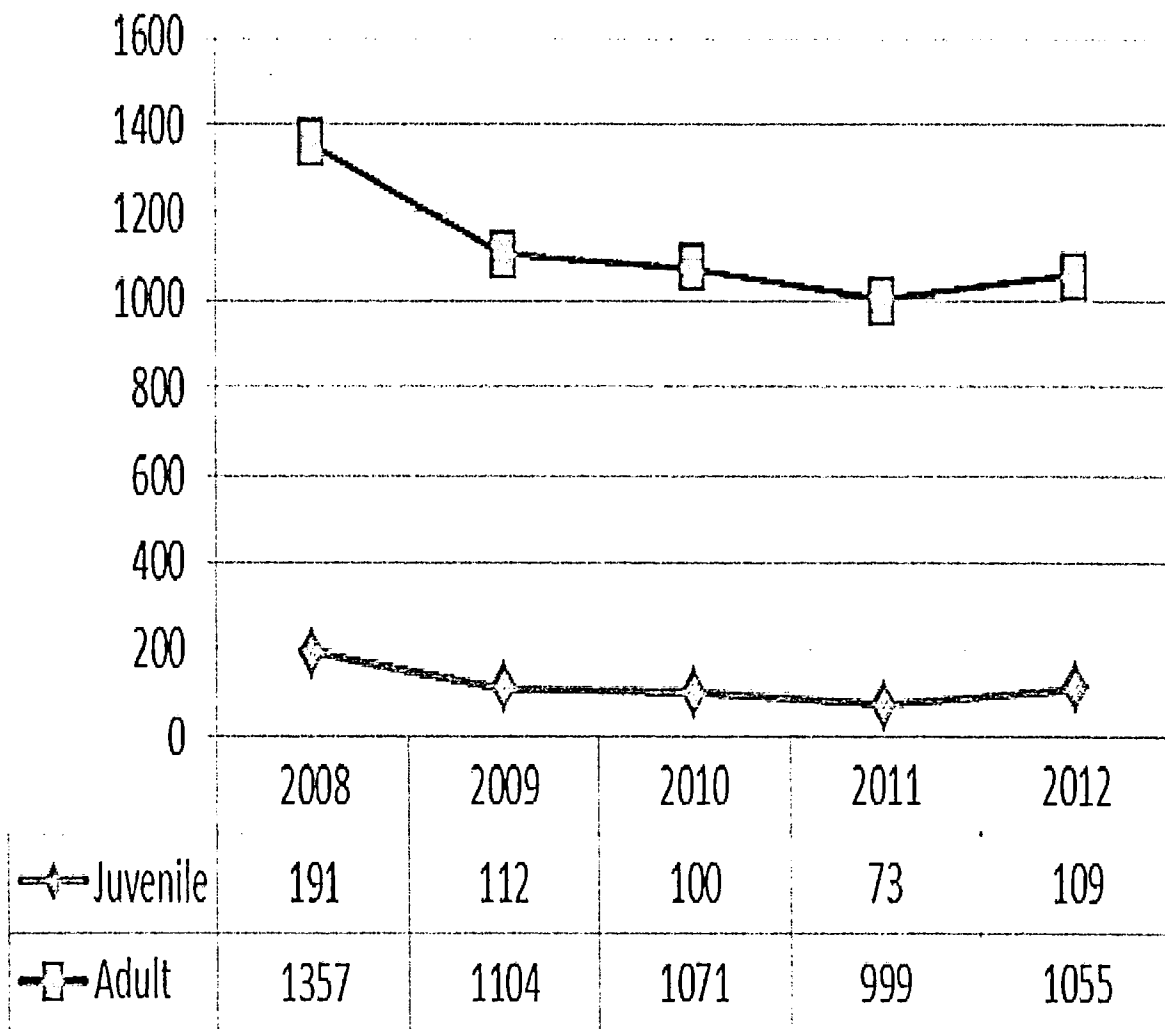
Burglary and Larceny 5 Year Comparison



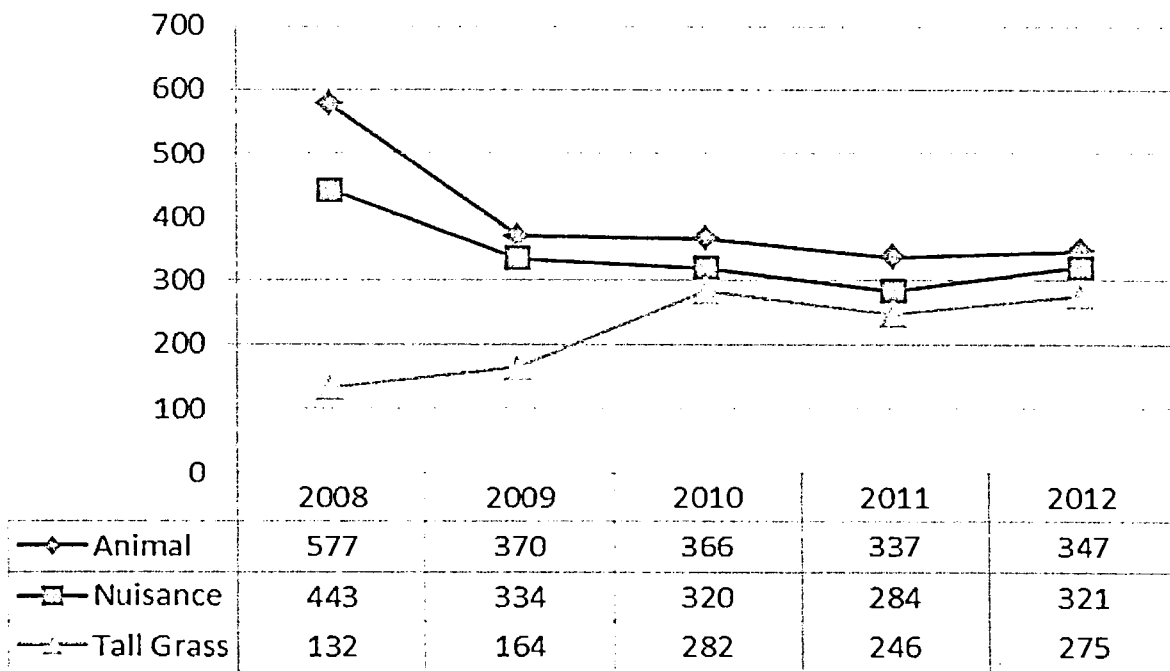
Vehicle Theft & Arson 5 Year Comparison



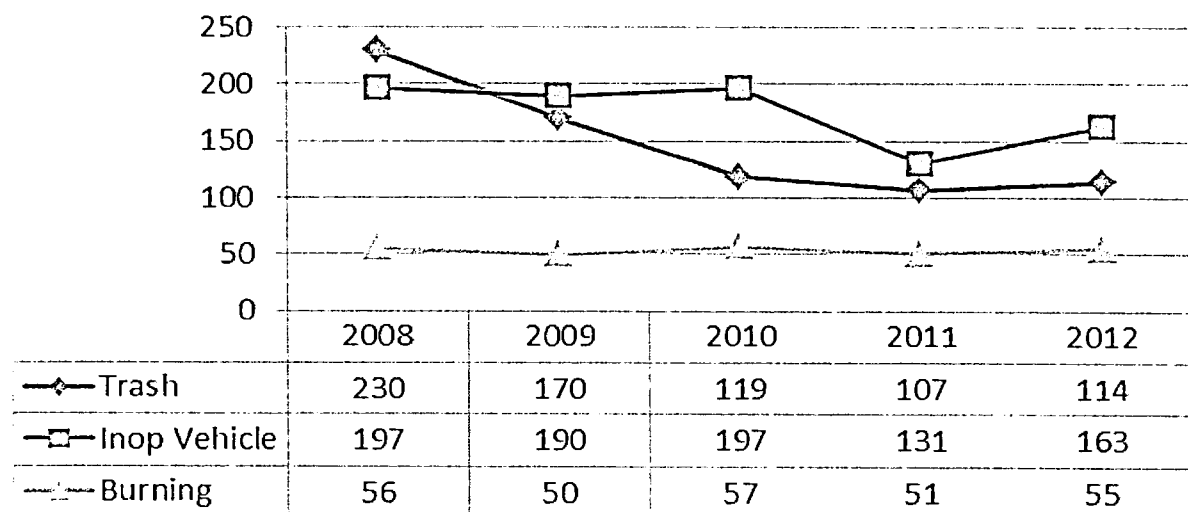
Adult & Juvenile Arrest 5 Year Comparison



Animal, Nuisance & Tall Grass 5 Year Comparison



Trash, Inop Vehicle & Burning 5 Year Comparison



Three Rivers Police Department Auxiliary

2013 Annual Report

Our History

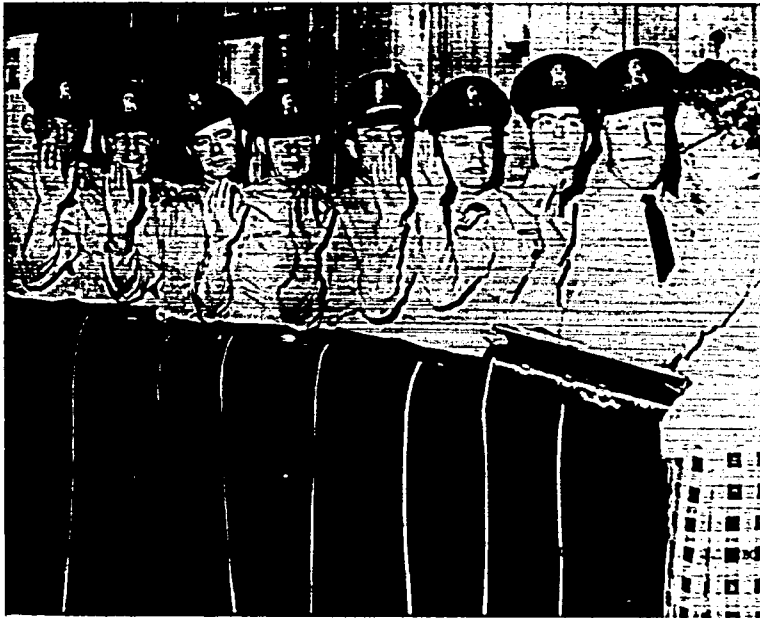


Figure 1. City Clerk Jane Sebo swears in 1st Auxiliary Squad

duties were performed. These gentlemen set the standard by which all Auxiliary Officers are compared today.

Three Rivers Police Chief "Birmingham" Jones was authorized to form the Three Rivers Police Department Auxiliary in 1957 from the interested members of the Civil Air Patrol which was being disbanded. Of the eight charter members of the Auxiliary force, only two remain alive today – Mr. Gene Schull and Mr. Willard Kipker, both still in Three Rivers. The legacy left by that original squad is a reputation for selfless dedication to duty, and the professional manner in which those

Over the years the Department recognized the value of having a well-trained force of Auxiliary Officers. As our level of training increased, so did our role in the Three Rivers Police Department. Today's Auxiliary Officer is seen providing crowd control at High School sports events, providing traffic control for the Memorial Day Parade, the Water Fest Parade, the Homecoming Parade and other various events throughout the year. We ride patrol with the Department's Certified Officers, book, fingerprint and transport prisoners, and perform other tasks assigned by the Officers we're working with.

The ability to perform these tasks safely and in conformance with State and Federal laws is the direct result of the training provided by the Department. Each of our Recruits receives an intense course in topics such as the Use of Force, Weapon Retention, Crime Scene Preservation, Drug Recognition, Traffic Control, Traffic Stops, Firearms and Firearm Safety, etc. Each of our Officers has been tasered and chemical sprayed as a part of Department Training. We recognize that good training is critical to enhance officer safety and to prepare the Officer to provide the level of service the people of Three Rivers deserve.

Today the Three Rivers Police Department Auxiliary is commanded by Chief Tom Bringman through his liaison to the squad, Sgt. Andrew Howes. The Auxiliary force also has a command structure. Mike Fleckenstein serves as Auxiliary Lieutenant. Auxiliary Sergeants Jim Ballard and Erich Bernhardt round out the squad's Command

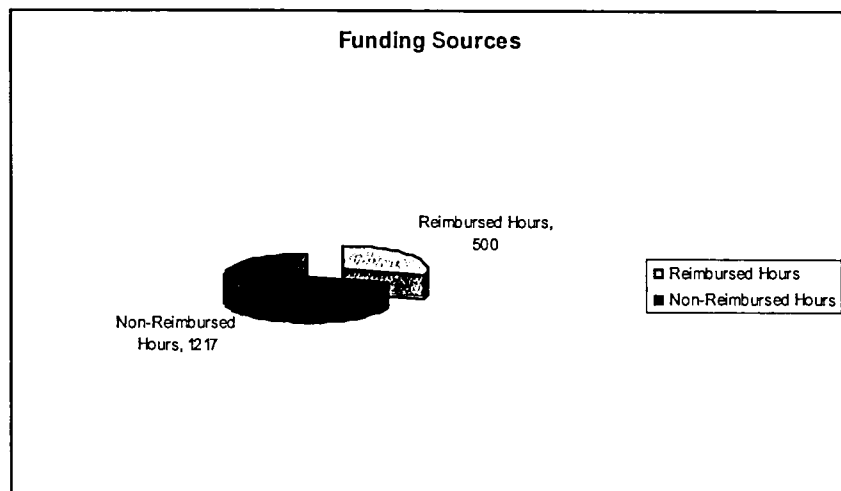


Staff. Our Command Staff provide command and control at the events worked by the Auxiliary.

Our membership currently stands at 12 people, ranging from 1 to 18 years of service. Our members come from every walk of life, and range in age from their 20s to their 50s. Some of our members hope to make law enforcement their profession, others serve as a way to give back to their community.

The pay structure for Auxiliary Officers was changed in 2009 in order to comply with the Federal Fair Labor Standards Act. Auxiliary Officers are paid \$10.00 per hour for all of their duty. Some of our duty is reimbursed by the entity we're working for, such as when we work football or basketball games the City is reimbursed by Three Rivers Schools for our wages. The remainder of our time is funded through the Department's budget. Due to budgetary constraints the Department has been forced to limit the number of hours Auxiliary Officers can work each month

Each member of the squad is allowed to serve a maximum of ten hours of non-reimbursed time each month. Four of the ten hours must be spent riding patrol with Certified Officers. In addition, members are required to attend mandatory meetings and trainings, and work mandatory events. In 2012, members worked a total of 1717 hours. About 30% of those hours were reimbursed by others, such as Three Rivers Community Schools. The remaining hours were covered by the Department's budget:

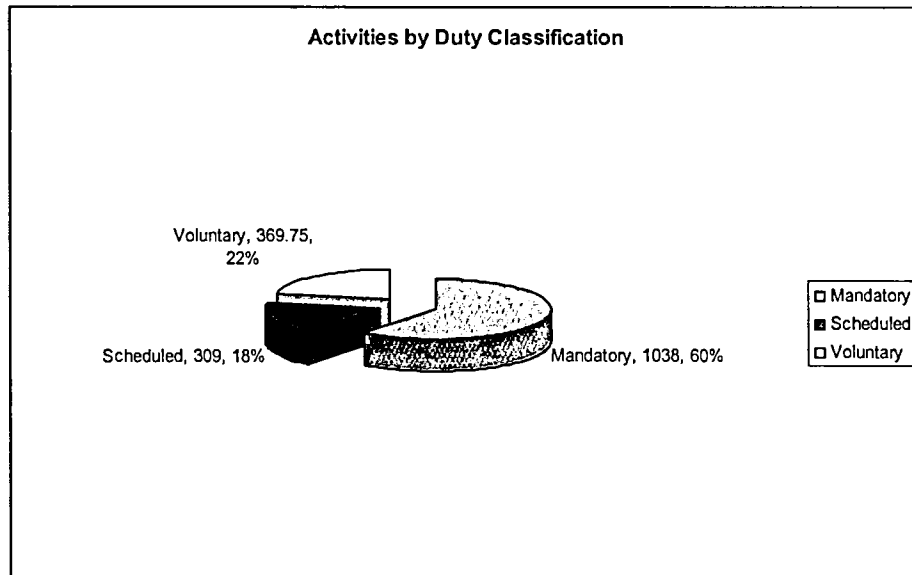


There are three ways that Auxiliary duty is classified:

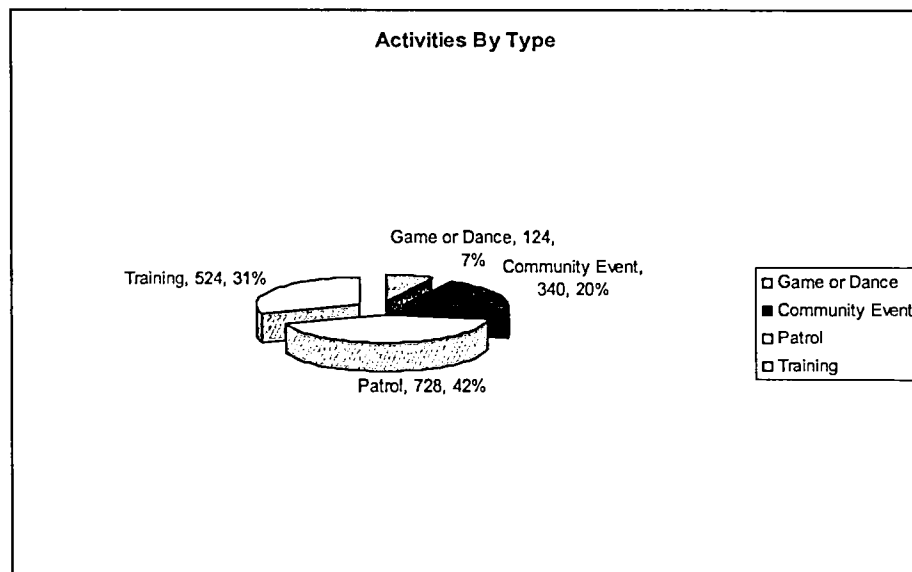
- **Mandatory** – Events where participation is required by all members of the squad. This would include parades and major festivals where the full squad is needed to cover the event. Most training is also mandatory.
- **Scheduled** – Events such as football games where members are scheduled for duty. These are most often reimbursed activities and we typically allow our customer to assist in determining how many Auxiliary Officers are needed to cover the event.



- **Voluntary** – Events where the member determines the time and date of their participation. This would typically include when the Officer's schedule allows them to fulfill their patrol ride time commitment each month. It was necessary to curtail much of this type of participation due to budget constraints.



We also track the types of activities that we perform for the Department. This allows us to show how the budget dollars benefit the Department and our Community:



Community Events include festivals such as Water Fest and Harmony Fest, etc. Members of our squad assist the full time Officers and our Department in countless other ways, such as building target stands for our firearms range, assisting the Firearms



Instructor during qualifications, and working with the K-9 Officers by being tracked and even bitten (in a bite suit) from time to time.

The following table shows our current Roll Call, including Rank and Years Of Service:

Officer Name:	Rank:	Member Since:
James Ballard	Sergeant	2000
Erich Bernhardt	Sergeant	2001
Travis Cain	Officer	2012
Qwenten Channey	Officer	2010
Mike Fleckenstein	Lieutenant	1994
Justin Holbrook	Officer	2010
Toben Houts	Officer	2007
Brian Kline	Officer	2012
Lara Mahr	Officer	2007
Joshua Shook	Officer	2005
Shawn Taylor	Officer	2012
Gary Vander Mei	Officer	2012

The following is a list of events that the Auxiliary Force worked in 2012 on behalf of the Three Rivers Police Department:

- Home football and basketball games.
- Triple Creek Dash Traffic Control
- Memorial Day Parade Traffic Control
- Water Fest
- Harmony Fest Crowd Control
- Homecoming Parade Traffic Control
- Halloween Patrol
- National Pill Take-Back

As 2013 begins we look forward to another year of service to our Department and our City. We remain committed to continuing the tradition of excellence set by generations of Auxiliary members before us. Each of our members serves with pride and represents our Department and our City with the same dedication to excellence set by that first Auxiliary squad in 1957.

Respectfully Submitted,

Mike Fleckenstein
Auxiliary Lieutenant



Our Creed

As members of the Three Rivers Police Department Auxiliary, we acknowledge that our actions, both on and off duty, reflect upon the City of Three Rivers and the Three Rivers Police Department. Membership on our distinguished squad carries a responsibility to the full-time Officers we assist, to the City, and to the citizens of our Community.

We take this responsibility seriously, and pledge the following:

- We will live our lives so that no action of ours will damage the reputation of the City, the Department, or our squad;
- We will strive for improvement, both individually and as a group, through training and practice;
- We will report for duty looking polished and professional so that the Department and the Community can take pride in each member of our squad;
- We will report for duty both mentally and physically prepared for the challenges that lie ahead;
- We will protect and defend the citizens of this Community to the best of our ability, even when it means placing ourselves in danger;
- We will protect and defend the full-time Officers we assist, no matter how fierce the battle;
- We will face fear with courage, anger with compassion, and mistrust with integrity;
- We will treat all persons with respect and dignity, no matter the circumstance;
- We will take pride in our accomplishments but learn from our mistakes;
- We will uphold the letter and the spirit of the laws of the United States, the State of Michigan, and the City of Three Rivers in the performance of our duties, and as we live our personal lives....

because we are the men and women of the Three Rivers Police Department Auxiliary, and we
ARE

Committed to Excellence



Meeting Minutes
Three Rivers Downtown Development Authority
Strategic Planning Meeting
February 12, 2013

1. Call to Order

The meeting was called to order by Chair Zimont at 8:04 a.m. at the Chamber of Commerce.

2. Roll Call

The following members were present at roll call:

Joe Bippus

Jeff Zimont

Donna Grubbs

Doug Mitchell

Danielle Moreland

Paul Shingledecker

Angel Johnston

Tricia Meyer

Patty Lockwood

3. Approval of Agenda

4. Citizen Comments

Anna Sullivan commented on the DDA's involvement in the Michigan Main Street Program again.

5. Financial Overview

City Treasurer Cathy Lawson presented a proposed DDA 2013/14 Budget. Discussion included elimination of PPT, TIF Captures, and alternative revenue sources including fundraising.

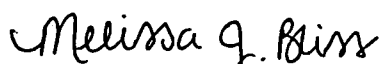
6. Committee Proposals

- a. Organizational Committee – Joe Bippus presented information on Main Street Awareness Initiative and Training Program through community meetings, volunteer training, and speaking engagements. Bippus also presented information on DDA Extension Area Committees.
- b. Design Committee – Patty Lockwood presented proposed purchases for 2013/14.
- c. Promotions Committee – Doug Mitchell presented a list of events and costs associated with hosting the events as well as volunteers needed.
- d. Economic Restructuring Committee – Danielle Mooreland addressed business 131 route through downtown, and destination restaurant recruitment.
- e. Director's Requests- Director Trammel noted Michigan Downtown Association Conferences and trainings and Main Street Select Level planning.

7. Adjournment

Chair Zimont adjourned the meeting at 12:15 p.m.

Respectfully submitted,



Melissa Bliss
City Clerk

River Country Recreation Authority
19 February 2013
Minutes

The meeting was called to order at 4:00 by Vice Chair Luke Parsons. Attending were Jim Stuck, Lindsay Howes, Annette Ashby, Merritt Brown, and Bruce Snook.

Jim distributed copies of the report to the Three Rivers Community Foundation from the Friends of the River Country Trails as submitted by Merritt Brown re: the design engineering for a non-motorized trail.

The report had been prepared by Chris Bolt on behalf of the St. Joseph County Road Commission. The report described the services the Road Commission proposed to perform. See copy in the file. See also the memo cited above.

The Friends group felt some urgency submitting this report to the Foundation as their quarterly meeting was being held this week. While the Authority Board appreciated the urgency to get this request for funds on the agenda rather than waiting until the next quarter, Board members were unprepared for this request since only John Pence, Chair had attended the meeting where this information was discussed. Jim Stuck was presented with the agenda for the meeting of the Foundation with no prior knowledge. He said that in order for a request to be made for this project, the Authority Board would need to vote to approve.

In order to expedite this process, Jim will request permission of members of the Foundation for the Executive Board to approve the expenditure upon approval of the Authority Board.

Motion: Jim Stuck moved, and Luke Parsons supported, to request that Chris Bolt give a presentation to members of the Authority Board re: trail project. If this Board approves, they will recommend to the Executive Committee of the Foundation that funds be released. 3/0

Jim also said we would need a letter from MDOT to allow the trail to cross US 131 at Millard.

Merritt said that Chris Bolt wants to hold at least two public hearings on the trail. He also said that the Peddle Paddle Club is planning to donate the funds made from their major fund raising event.

Lindsay said that an appointment for the opening on the Recreation Authority Board representing the City is pending.

A meeting with Chris Bolt will be arranged and members of the Authority Board will be informed.

Motion: Jim Stuck moved, and Annette Ashby supported, to adjourn the meeting. 3/0 The meeting was adjourned at 5:00.

The next regularly scheduled meeting will be 13 March 2013 at 4:00 in City Hall.

Submitted by Annette Ashby.

**Three Rivers Public Library Board
February Regular Meeting
February 26, 2013**

1. CALL TO ORDER

President Rogers called the meeting to order at 6:00 PM.

2. ROLL CALL

Present: Shirley Cody, Library Director; Sharon Rogers, Trustee; Myrtle Butler, Trustee; Joe Nowicki, Lockport Township; Mary Ann Blood, Trustee; Cindy Fenwick, Park Township; Jacqueline Gray, Trustee; Annette Ashby, Fabius Township

Absent: Sarah Embil, Trustee

3. VISITORS : None

4. PUBLIC PORTION None

5. ADDITIONS TO AND DELETIONS FROM THE AGENDA None

6. MINUTES

The minutes for the January 22, 2013 meeting were reviewed. Ashby motioned and Gray seconded to accept the minutes as amended. Motion passed 5-0.

7. CIRCULATION STATISTICS

- A. Circulation statistics for January 2013 were reviewed.
- B. Monthly reference statistics for January 2013 were reviewed.

8. COMMUNICATIONS

- A Email from and to city manager re community development group meetings was reviewed.
- B Email and response re fund balance transfers for capital outlay was reviewed.

9. FINANCIAL STATEMENTS AND BILL LISTINGS

- A. Reviewed the revenue and expenditure report for January 2013.
- B. Reviewed desk income report for January 2013.
- C. Invoice list for January 18, 2013-February 12 was reviewed. Motion by Blood and second by Gray to approve payment passed 5-0.
- D. Credit card statement for January 6, 2013-February 5, 2013 was reviewed.
- E. Petty cash receipts for January 2013 were reviewed.

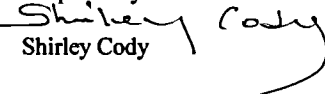
10. REPORTS

- A. The director's report was reviewed.
- B. The Michigan Room collection development policy was reviewed and approved.
- C. The Appeal of Fines policy was reviewed and approved.
- D. The Three Rivers Public Library User survey was reviewed and discussed. Revisions and marketing efforts were discussed. Board requested a second look once revisions have been made to draft.
- E. District library establishment discussions to date were reviewed by Sharon Rogers. History of the millage and move to the current building were reviewed. Current use and funding statistics were reviewed and possible effects of changes in personal property tax funding were discussed. The handout by Richard Butler summarizing the district library establishment act were reviewed. Advantages and disadvantages of the formation of a district library were weighed. Sharon Rogers will attend the next meeting of the Community Development Group on February 28.

11. COMMENTS: None.

12. ADJOURNMENT: Motion by Butler and second by Blood to adjourn meeting passed 5-0. Meeting adjourned at 7:25 p.m.

Respectfully submitted


Shirley Cody

2013 January Monthly Report

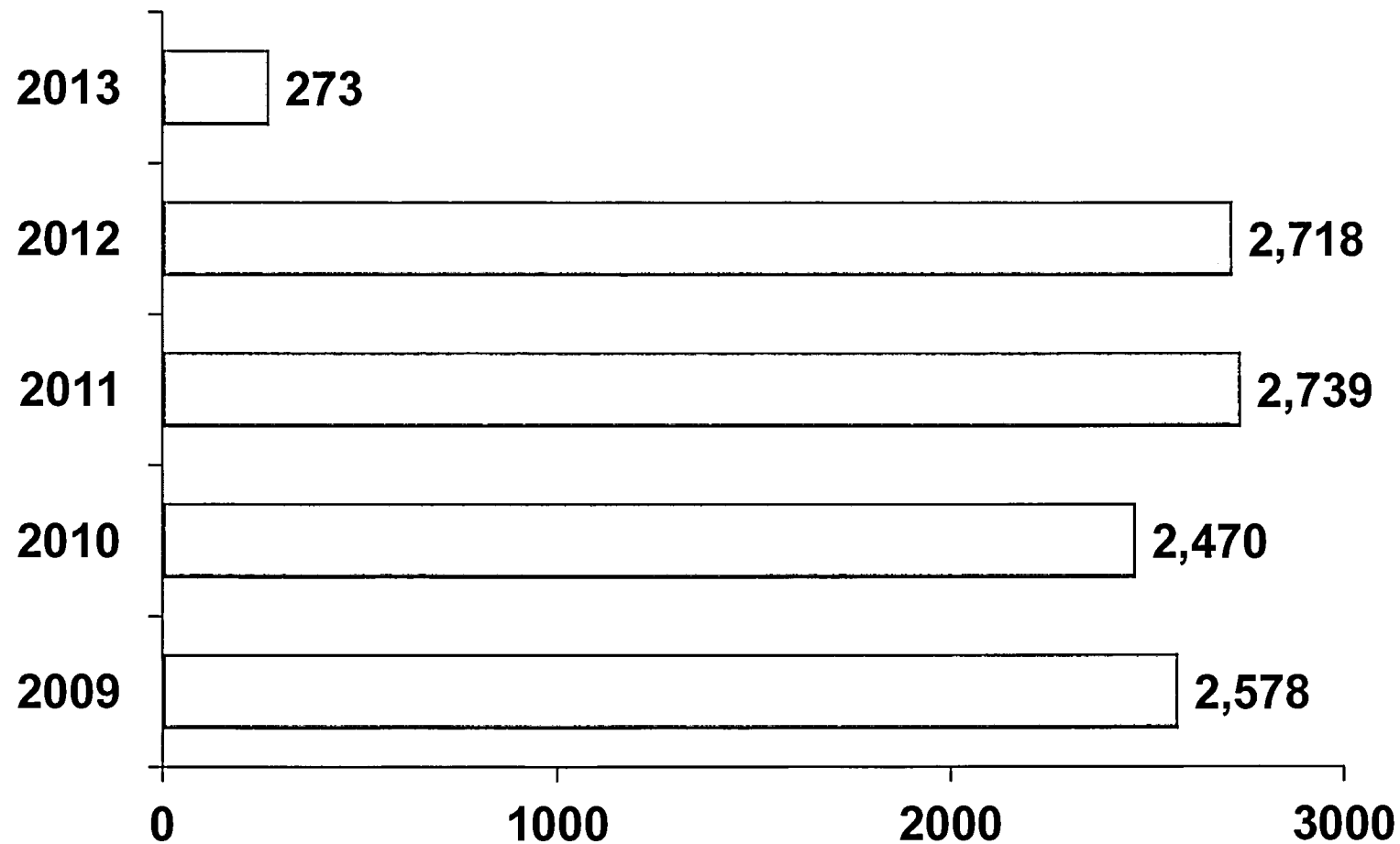


Since 1859

Dan W. Tomlinson, Fire Chief

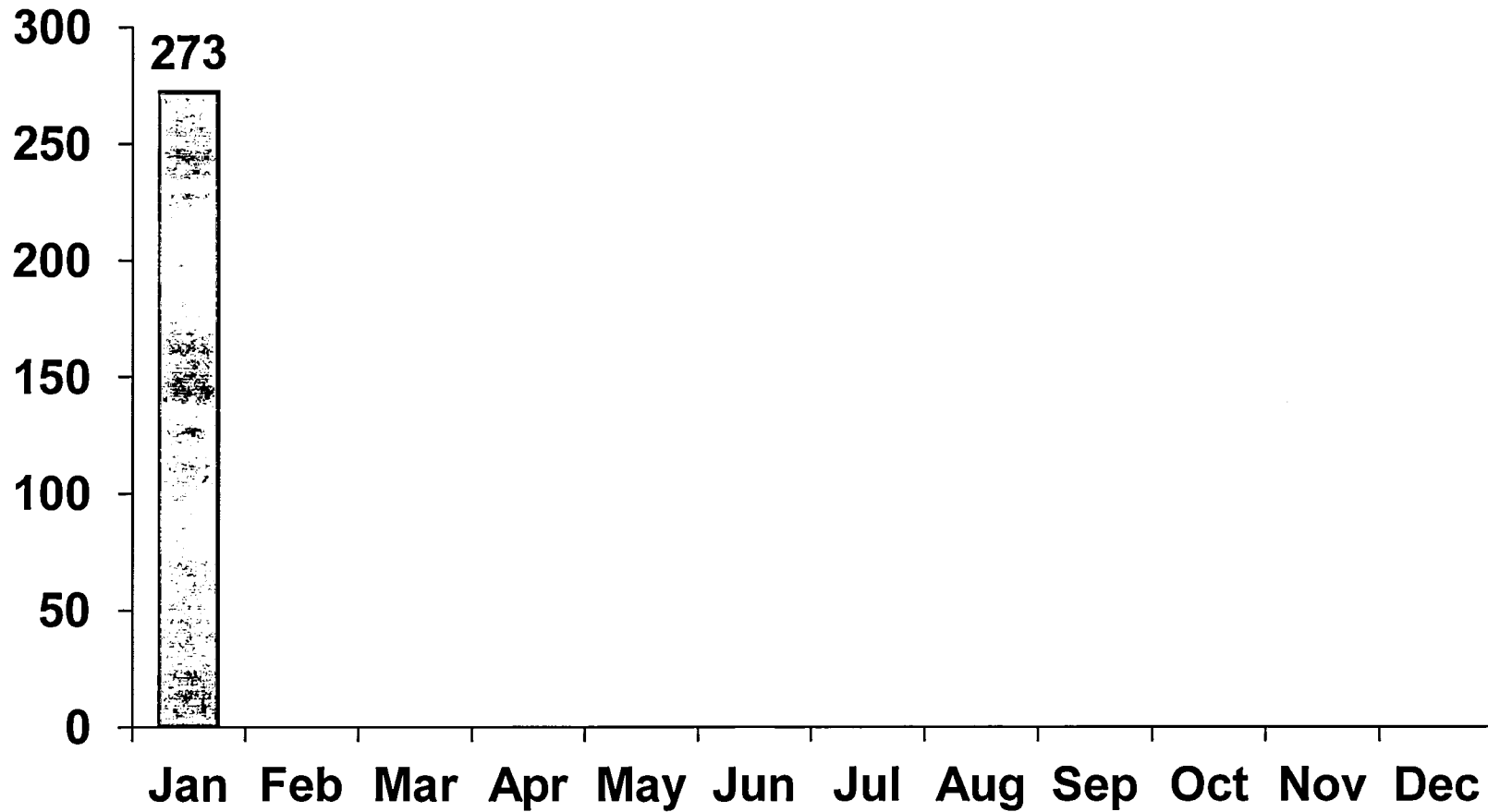
Total Fire & Ambulance Calls

Includes 911 Dispatches and Non-Emg Transfers



Total Calls by Month

Includes Fires, Rescues, Medicals, and Transfers



273

911 Fire & Rescue Calls by Month



Based on 25 Fire Calls and 11 Dual-Response Ambulance & Rescue Company Responses

911 Ambulance Calls by Month

Includes NFIRS 321 & 381

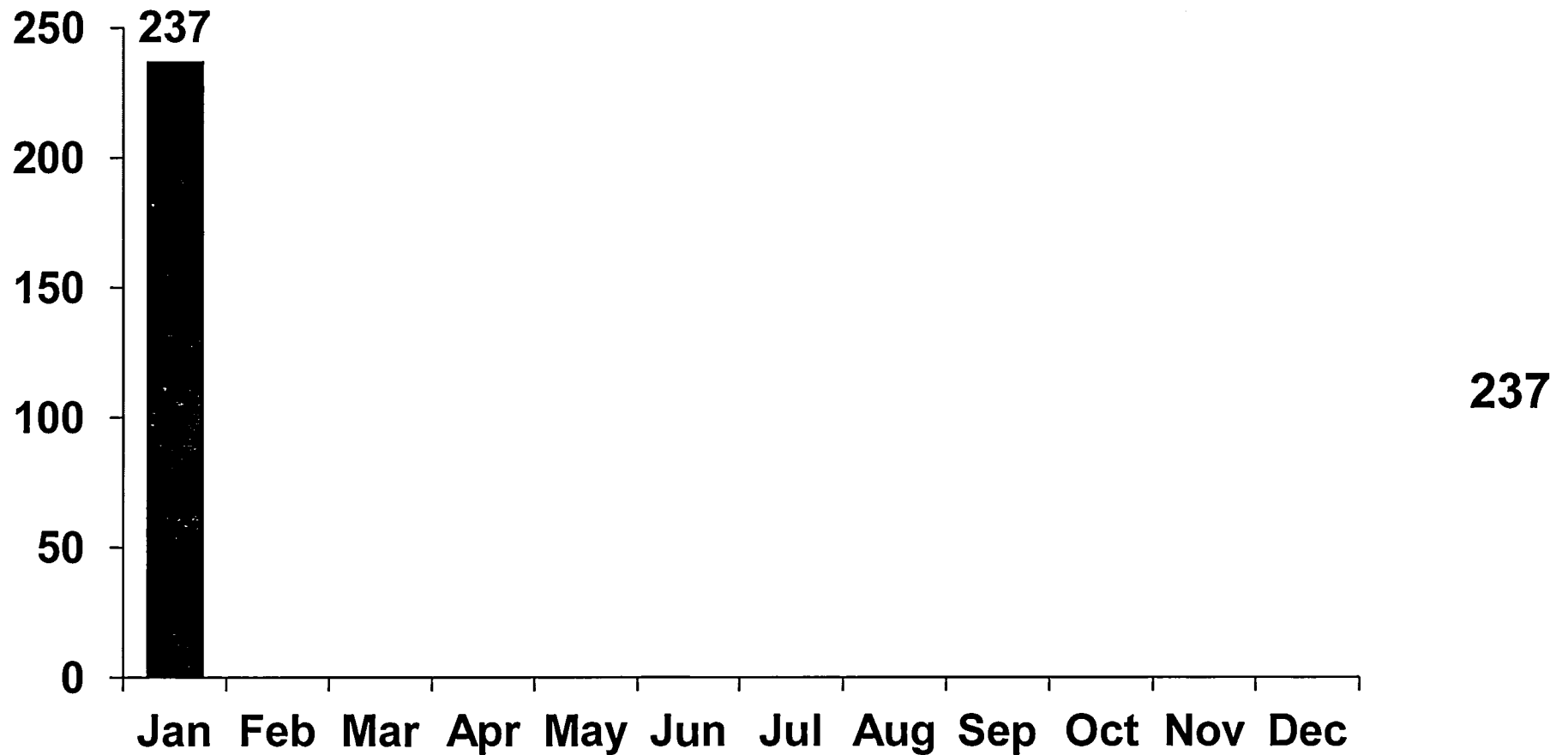


Ambulance Transfers by Month

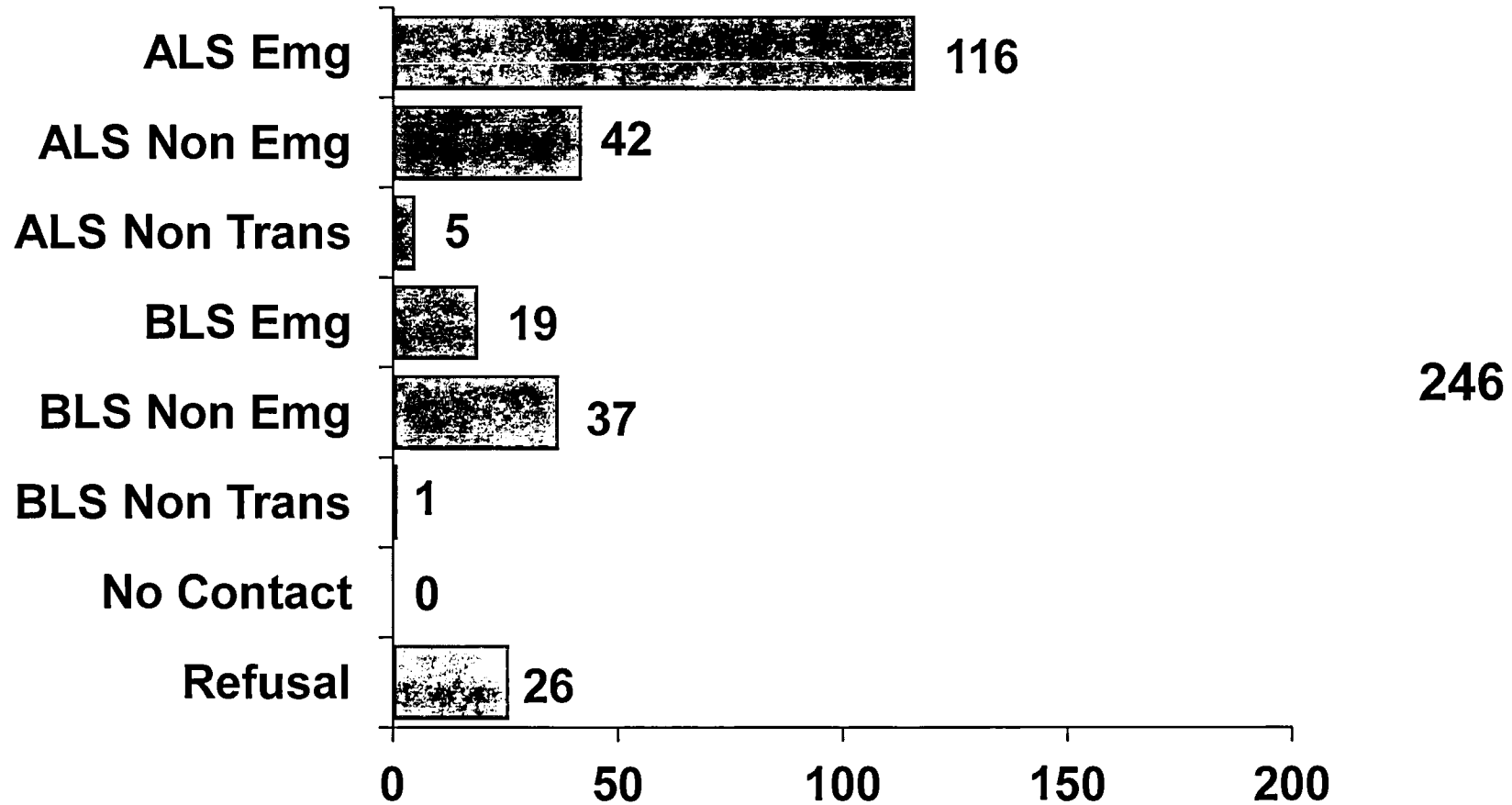


79

Total Ambulance Calls by Month



EMS Charges by Type

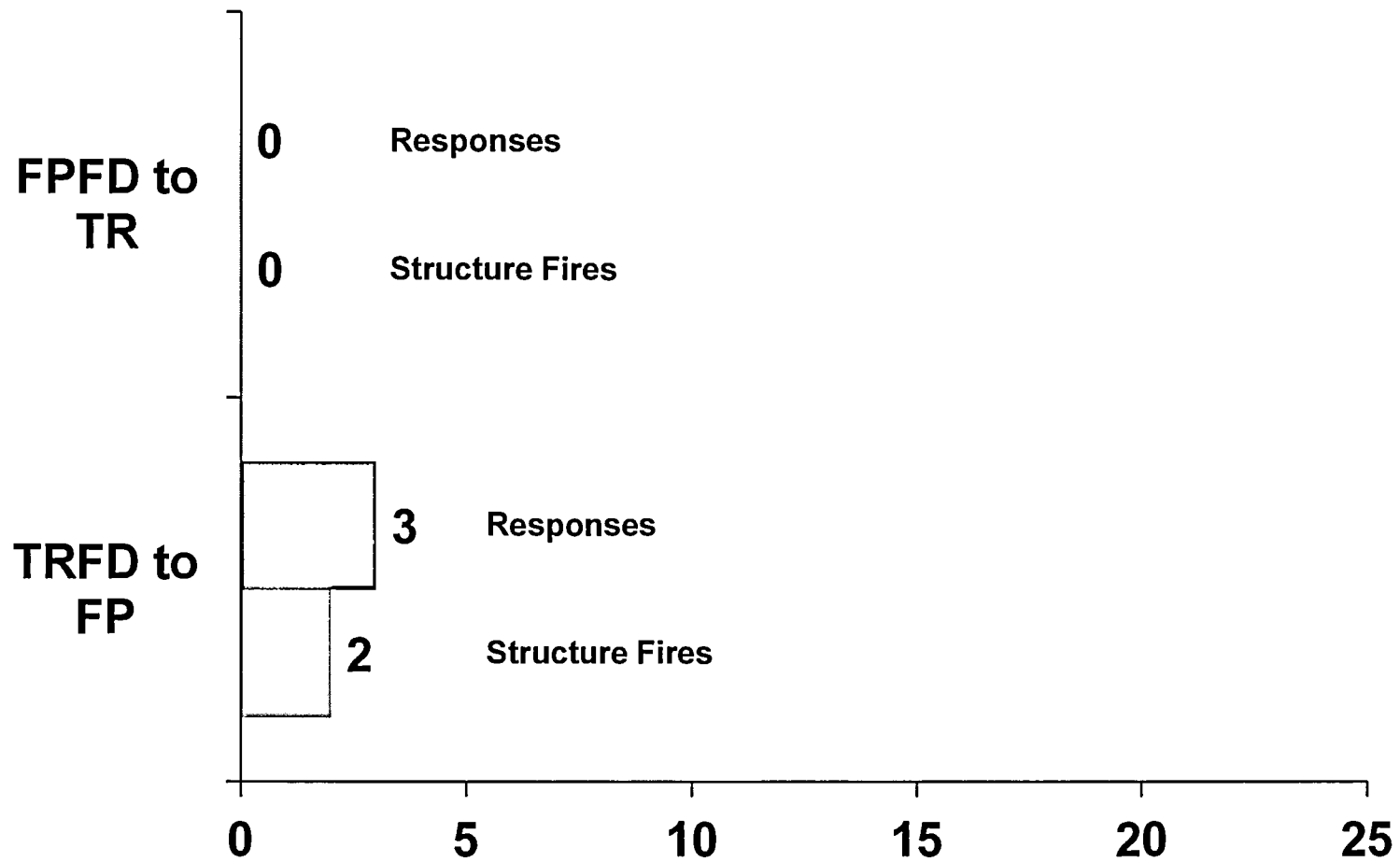


Number of Overlapping Calls



70

Initial Aid Responses



Initial Aid Responses

INITIAL-AID RESPONSES TO STATION 3

	Jan 03	51870 Wetherbee Rd	Smoke Scare - Fire Confined to Pellet Burner
	Jan 22	57121 Haines Rd	Commercial Structure Fire
	Jan 30	60709 Lutz Rd	Residential Structure Fire

INITIAL-AID RESPONSES TO STATION 2

No Responses Recorded in the Month of January

On-Call Responses by Month

Unscheduled Responses to Pager Activation



Two arrested in fatal meth explosion

BY RICK CORDES
STAFF WRITER

THREE RIVERS — A Three Rivers man has been arrested in connection with a Sept. 24 explosion of a methamphetamine lab at a garage on S. Andrews Street that resulted in the death of David Loach.

Following the incident police began a search for another individual who reportedly fled from the scene with possible injuries.

Officers from SCAN (St. Joseph County Area Narcotics) report that a warrant for the arrest of a man suspected of being involved in the meth explosion was secured Thursday and then served with the assistance of the Three Rivers Police Department.

The suspect has been charged with negligent homicide and operation and maintaining a methamphetamine lab and is being held in St. Joseph County jail pending arraignment.

Another suspect turned herself in at the courthouse, but posted bond.

Citizens with tips or information can call SCAN at 467-9045 ext. 245.

Fire causes minor damage

LOCKPORT TOWNSHIP

— An early-morning fire Tuesday caused minor damage to the K&D Body Shop. Firefighters from the Fabius-Park Townships Fire Department were able to extinguish a fire in the car-inspection bay of the building; flames spread no further and the rest of the building was unaffected.

The shop will remain open while repairs are done to the damaged portion of the building.

50 Years Ago

January 15, 1963

THREE RIVERS — Three Rivers firemen this morning went to the home of Mr. and Mrs. Lyle Stanard, 117 S. Andrews St., when a partially plugged chimney filled the room with carbon monoxide gas. Mrs. Stanard, who received oxygen at her home, was admitted to Three Rivers Hospital for observation.

50 Years Ago

January 23, 1963

THREE RIVERS — Fire last night swept through the 200,000 square-foot Three Rivers Casting Corp. plant at 416 Pleasant St., virtually demolishing the entire factory. Fire Chief S.M. Crose said the fire apparently started in a metal section of the plant near the north end of the building, where the cupola is located. Mrs. Beatrice Page, owner of the building, said Three Rivers Casting Corp. is a foundry.

Outstanding Department Effort

Staff Handled 273 Requests for Service

70 Were Overlapping Calls

- 53 Double Hits
- 12 Triple Hits
- 04 Quadruple Hits
- 01 Quintuple Hit

No Mutual-Aid Transports Were Necessary



333 West Michigan Avenue • Three Rivers, Michigan 49093
269.273.1075 • www.threeriversmi.org
Fax: 269.273.3132

Report To: Honorable Mayor and City Commissioners
From: Joseph A. Bippus, City Manager
Subject: Appointments to Advisory Boards and Commissions
Meeting Date: February 15, 2013

Background: The following is a list of the City's Advisory Boards and Commissions with vacancies and the number of vacancies which currently exist.

<u>NAME</u>	<u>VACANCIES</u>	<u>TERM</u>
Airport Industrial Park Board	2	03/01/2014 03/01/2013
Brownfield Redevelopment Authority	1	03/01/2015
Cemetery Board	1	03/01/2013
Local Officers Compensation Comm	1	03/01/2015
Park Board	1	03/01/2014
Planning Commission	1	03/01/2013
Historic District Commission	1	03/01/2015

Citizen Interest Forms

None

Respectfully submitted,

Joseph A. Bippus
City Manager