



225 S Camburn St
Stanton, MI, 48888
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www.StantonOnline.com

STANTON CITY COMMISSION
Regular Meeting Agenda
October 27, 2020
7:00 PM

1. Call to Order

2. Pledge of Allegiance

3. Roll Call:

Mayor Lori Williams
Mayor Pro Tem
Vladimir Edelman
Commissioner Jane Basom

Commissioner Ray Holloway
Commissioner Michael Mazzola
Commissioner Charles Miel
Commissioner Mary Thomas

4. Approval of Agenda

5. Public Comments and/or Questions (Public Comments shall be limited to 3 minutes per person. A person wishing to address the Commission shall state their name and address for the official record. The Commission may at their discretion respond to comments and/or questions after all have been received.)

6. Standing Items

- a. Approval of commission meeting minutes of October 13, 2020
- b. Approval of bill payments for the month of October in the total amount of \$47,811.48.

7. Monthly Reports

- a. Stanton Police Department
- b. Stanton Public Works
- c. Clerk/Treasurer Report
- d. City Manager

8. New Business

- a. Consideration by City Commission to approve the Municipal Employees' Retirement System (MERS) Defined Contribution Plan Adoption Agreement Addendum.
- b. Consideration by City Commission to adopt the Electronic Meetings Rules and Procedures for the City of Stanton.

9. Committee Reports

10. Public Comments

11. Commission Comments

12. Adjournment

**City of Stanton
Regular Meeting Minutes
October 13, 2020**

1. **Call to Order: Pledge of Allegiance** – The City of Stanton regular meeting was called to order via zoom conference video at 7:00p.m. by Mayor Lori Williams with the Pledge of Allegiance.
2. **Roll Call:** Mayor Lori Williams, Jane Basom, Ray Holloway, Michael Mazzola, Chuck Miel, Mary Thomas
Absent: Vladimir Edelman was having computer issue he joined the meeting at 7:02p.m.
3. **Approval of Agenda**
Motion made by Thomas second by Mazzola to approve the agenda with an addition to new business letter d. Proposal for the Pivot Group. Motion carried on a voice vote.
4. **Public Comments:** None
5. **Standing Items**
 - a. Motion made by Holloway second by Basom to approve the Regular Meeting Minutes of September 22, 2020. Motion carried on a voice vote.
 - b. Motion made by Edelman second by Holloway to approve the bills for September 2020 in the total amount of \$89,244.94. Motion carried on a voice vote.
 - c. Motion made by Basom second by Thomas to accept the Revenue/Expenditure Report for the month of September. Motion carried on a voice vote.
6. **Monthly Reports**
 - a. Stanton Police Department-Chief Bryce and Officer Coughlin are doing a great job with blight and lawns are getting mowed around town.
 - b. DPW Report-DPW has been planting the trees from the Consumers Energy Grant.
 - c. Clerk/Treasurer Financial Report
 - d. City Manager
7. **New Business**
 - a. Motion made by Miel second by Basom to set the date and hours for Halloween trick or treating to October 31, 2020 5PM-7PM. Motion carried on a voice vote.
 - b. Motion made by Miel second by Holloway to approve the Montcalm County InterLocal Agreement for County Designated Assessor and authorize the Mayor to provide signature. Motion carried on a voice vote.
 - c. Motion made by Edelman second by Miel to accept the resignation of Vester Davis, Jr. as City Manager with an effective end date of September 23, 2020; and appoint Mayor Williams to oversee the day-to-day operations of the City of Stanton. Motion passed on a voice vote.

- d. Motion made by Miel second by Basom to accept the proposal form The Pivot Group for \$3,500 to search for the next City Manager. Motion carried on a voice vote.

8. Committee Reports:

DDA-Sidewalk sales downtown and the ribbon cutting ceremonies went great. Mayor Williams wanted to thank Stanton Rotary and Stanton Women's Club for putting together goodies bags for the new businesses. Veterans Memorial Park-Next meeting will be Tuesday at 7PM at City Hall but can still be attended through Zoom also.

9. Public Comments:

Commissioner Basom would like to have an update on Millard's tax exemption and would also like a yearly review given to the Commissioners. City Manager Davis told the Commissioners that the assessor, clerk and Millard's had completed all the paperwork and it had been submitted.

10. Commission Comments:

Commissioner Miel thanked Commissioner Basom and Mayor Williams for reaching out to and the discovery of The Pivot Group and to thank Vester Davis for all he did while he was here.

Mayor Williams thanked Vester on behalf of the City of Stanton, the staff and the City Commissioners for all the accomplishments he has done during his time working for the City of Stanton. Vester thanked everyone for everything and stated that it was bittersweet and he would miss the Stanton community and employees.

11. Adjournment

Motion made by Miel second by Edelman to adjourn meeting at 7:33p.m.
Motion carried on a voice vote.

Lori Williams, Mayor
Lori Braman, Clerk

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
10/20/2020	STANT	9442*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	11,371.96
10/21/2020	STANT	9443	AMERITAS LIFE INSURANCE	INSURANCE	710.000	850	648.11
10/21/2020	STANT	9444	BOOKWALTERS MOTOR SALES	REPAIR, MAINTENANCE	775.000	301	130.00
10/21/2020	STANT	9445	CITY OF STANTON	WATER/SEWER	921.000	448	103.04
10/21/2020	STANT	9446*#	CONSUMERS ENERGY	100 CEMETERY ST.	920.000	448	43.66
				225 S. CAMBURN ST.	920.000	448	227.39
				300 S. MILL ST.	920.000	448	155.13
				119 W. MAIN ST. #WTR	920.000	448	29.26
				119 S. COURT ST.	920.000	448	108.58
				117 S. LINCOLN ST.	920.000	448	92.46
				320 S LINCOLN ST	920.000	448	28.85
				421 E. MAIN ST.	920.000	448	68.26
				125 S. CAMBURN ST.	920.000	448	31.36
				CHECK STANT 9446 TOTAL FOR FUND 101:			<u>784.95</u>
10/21/2020	STANT	9450*#	FIRST BANKCARD	MATERIALS AND SUPPLIES	726.000	262	477.91
				UNIFORMS	731.000	441	145.32
				CHECK STANT 9450 TOTAL FOR FUND 101:			<u>623.23</u>
10/21/2020	STANT	9451#	GENERAL FUND	POSTAGE	727.000	301	4.60
				MATERIALS AND SUPPLIES	726.000	441	18.00
				CHECK STANT 9451 TOTAL FOR FUND 101:			<u>22.60</u>
10/21/2020	STANT	9452	MAIN STREET PLANNING COMPANY	PROFESSIONAL SERVICES	801.000	172	2,500.00
10/21/2020	STANT	9453#	MICHIGAN FLEET FUELING SOLUTIONS	GAS	736.000	301	58.73
				GAS	736.000	441	219.32
				CHECK STANT 9453 TOTAL FOR FUND 101:			<u>278.05</u>
10/21/2020	STANT	9455	MICHIGAN OFFICE SOLUTIONS, INC	PROFESSIONAL SERVICES	801.000	172	78.29
10/21/2020	STANT	9456	MONTCALM COUNTY CLERK	PROFESSIONAL SERVICES	801.000	262	160.40
10/21/2020	STANT	9457*#	PREIN & NEWHOF	CONTRACTUAL SERVICES	806.000	441	1,177.22
10/21/2020	STANT	9458#	QUILL	MATERIALS AND SUPPLIES	726.000	172	3.37
				MATERIALS AND SUPPLIES	726.000	262	155.96

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				MATERIALS AND SUPPLIES	726.000	262	327.21
				MATERIALS AND SUPPLIES	726.000	301	32.44
				CHECK STANT 9458 TOTAL FOR FUND 101:			<u>518.98</u>
10/21/2020	STANT	9459#	REPUBLIC SERVICES #239	REFUNDS & REBATES	687.000	101	1,031.04
				REPAIR, MAINTENANCE	775.000	441	200.70
				CHECK STANT 9459 TOTAL FOR FUND 101:			<u>1,231.74</u>
10/21/2020	STANT	9460	VIEW NEWSPAPER	PRINTING AND PUBLISHING	900.000	172	409.05
10/21/2020	STANT	9461	STANDARD INSURANCE COMPANY	INSURANCE	710.000	850	239.35
10/21/2020	STANT	9462	IMPACT CLEANING & RESTORATION	MISCELLANEOUS			** VOIDED **
10/21/2020	STANT	9463	IMPACT CLEANING & RESTORATION	MISCELLANEOUS	956.000	172	502.14
				Total for fund 101 GENERAL FUND			20,779.11

10/21/2020 07:28 PM
User: LBRAMAN
DB: Stanton

CHECK DISBURSEMENT REPORT FOR CITY OF STANTON
CHECK DATE FROM 10/08/2020 - 10/21/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 202 MAJOR STREET FUND							
10/20/2020	STANT	9442*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	591.92
10/21/2020	STANT	9457*#	PREIN & NEWHOF	PROFESSIONAL SERVICES	801.000	463	537.05
Total for fund 202 MAJOR STREET FUND							1,128.97

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User: LBRAMAN
DB: Stanton

CHECK DISBURSEMENT REPORT FOR CITY OF STANTON
CHECK DATE FROM 10/08/2020 - 10/21/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 203 LOCAL STREET FUND							
10/20/2020	STANT	9442*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	591.92
10/21/2020	STANT	9457*#	PREIN & NEWHOF	PROFESSIONAL SERVICES	801.000	463	537.05
Total for fund 203 LOCAL STREET FUND							1,128.97

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 User: LBRAMAN
 DB: Stanton

CHECK DISBURSEMENT REPORT FOR CITY OF STANTON
 CHECK DATE FROM 10/08/2020 - 10/21/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 590 SEWER FUND							
10/20/2020	STANT	9442*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	929.49
10/21/2020	STANT	9446*#	CONSUMERS ENERGY	1100 S, CAMBURN ST.	920.000	536	327.53
				300 W. WALNUT ST.	920.000	536	29.26
				507 W. MAIN	920.000	536	17.06
				507 W. MAIN ST.	920.000	536	178.65
				900 S. CAMBURN ST.	920.000	536	1,832.79
				717 N. CAMBURN ST.	920.000	536	53.91
				301 S. MILL	920.000	536	17.00
				301 S. MILL ST.	920.000	536	273.85
				CHECK STANT 9446 TOTAL FOR FUND 590:			<u>2,730.05</u>
10/21/2020	STANT	9450*#	FIRST BANKCARD	REPAIR, MAINTENANCE	775.000	536	81.71
10/21/2020	STANT	9454	ABONMARCHE CONSULTANTS, INC	PROFESSIONAL SERVICES	801.000	536	825.00
10/21/2020	STANT	9457*#	PREIN & NEWHOF	PROFESSIONAL SERVICES	801.000	536	317.93
				PROFESSIONAL SERVICES	801.000	536	1,982.25
				PROFESSIONAL SERVICES	801.000	536	5,363.55
				CHECK STANT 9457 TOTAL FOR FUND 590:			<u>7,663.73</u>
				Total for fund 590 SEWER FUND			12,229.98

10/21/2020 07:28 PM
 User: LBRAMAN
 DB: Stanton

CHECK DISBURSEMENT REPORT FOR CITY OF STANTON
 CHECK DATE FROM 10/08/2020 - 10/21/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 591 WATER FUND							
10/20/2020	STANT	9442*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	956.10
10/21/2020	STANT	9446*#	CONSUMERS ENERGY	319 N. MILL ST.	920.000	536	30.85
				601 N. NEW ST.	920.000	536	744.76
				721 N. CAMBURN ST.	920.000	536	33.12
				CHECK STANT 9446 TOTAL FOR FUND 591:			<u>808.73</u>
10/21/2020	STANT	9449	DEPT OF ENVIROMENTAL QUALITY	SAMPLING	804.000	536	207.00
10/21/2020	STANT	9450*#	FIRST BANKCARD	MATERIALS AND SUPPLIES	726.000	536	752.90
10/21/2020	STANT	9457*#	PREIN & NEWHOF	PROFESSIONAL SERVICES	801.000	536	1,727.15
				PROFESSIONAL SERVICES	801.000	536	1,982.25
				PROFESSIONAL SERVICES	801.000	536	5,363.55
				PROFESSIONAL SERVICES	801.000	536	746.77
				CHECK STANT 9457 TOTAL FOR FUND 591:			<u>9,819.72</u>
				Total for fund 591 WATER FUND			12,544.45
			TOTAL - ALL FUNDS				47,811.48

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND
 '#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT

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Dear Vester,

IMPORTANT! Reporting Process Changes - ACTION REQUIRED!

Based on your feedback, we know that having flexible retirement plans is an important aspect to meeting your unique workforce needs. As we evolve our plan provisions to meet those needs, we continue to see common errors and issues regarding the information that is reported to MERS each month for defined benefit, defined contribution and hybrid plans.

Since collecting accurate information is vital to not only correctly calculating retirement benefits, but also upholding our fiduciary responsibility, MERS took a comprehensive look at our plan provisions and processes through review of industry best practices and trends. Using that research, we developed the following revised policies and procedures for all plans.

Plan Eligibility

What is it?

Plan Eligibility defines which employee classifications are covered by the retirement plan. If any employee meets service credit qualification (or, day of work definition) for three months or more in a calendar year, they are considered eligible for membership in MERS and receive service credit regardless of classification of employee, e.g., part-time and temporary.

All eligible employees must be reported to MERS.

What is changing?

MERS is providing you with a structured form to help you better define what Plan Eligibility means to you. The format will help MERS understand whether your part-time, temporary, seasonal, voter-elected, appointed officials and contract employees are eligible for the retirement plan.

Moving forward you can choose to exclude classifications of employees based on your needs. For example, if you choose to exclude part-time employees as specified in your addendum agreement, they will not be eligible to enroll.

Service Credit Qualification

What is it?

Service Credit Qualification defines how an eligible employee earns service credit for a calendar month. Until now, this has been known as the Day of Work definition. An example of the Day of Work definition is to require full-time employees to work a minimum of ten, eight-hour days in order to earn a month of service. This generally equates to 80 hours in a month. Some employers define their Day of Work as a number of hours per month. For employers who did not define their Day of Work, MERS applied a default of ten, eight hour days. We recognize this default does not meet all employer needs. Further, some employers have defined their Day of Work to ensure part-time employees would not be unintentionally covered, which has created some challenges.

What is changing?

The Day of Work definition will not apply after January 1, 2021, and will be replaced with the hours defined through your Service Credit Qualification. You will now define your Service Credit Qualification as specific hours required to work in a **calendar month**. Replacing the current complex definition with a straightforward total number of hours in a month continues to allow for flexibility while streamlining the administration of the plan. In addition, giving you the option to define which specific employee classifications are excluded or included will help MERS to be in alignment with service eligibility moving forward.

There are no changes to how vesting is determined under the defined contribution and defined contribution portion of hybrid; elapsed time and hours reported will continue to be the way vesting is calculated.

Leaves of Absence

What is it?

The Leave of Absence provision defines whether or not an employee shall earn service credit during a leave of absence (i.e. disability, workers' compensation, FMLA). Regardless if service credit is allowed, leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

What is changing?

Each type of leave has subtle differences as they relate to granting service credit, reporting wages, remitting employee and employer contributions, and using the wages as part of an employee's final average compensation (FAC) for benefit calculation. Moving forward, you will specify whether or not service credit shall be granted for each specific type of leave, with the exception of military leave. Military leave is governed by the Uniformed Services Employment and Reemployment Act (USERRA) and affords an employee the right to service credit for qualified military leaves of absence if the employee returns to their same employer within the timeframe allowed.

Regardless of whether an eligible employee is awarded service credit while on the selected type(s) of leave, this modification will have the following results:

- MERS will **skip leave months** when determining the employee's final average compensation (FAC) amount for benefit calculation. **Lump sum payments issued** during a leave month **will not** be used in the calculation of benefit.
- Third-party wages **are no longer** reported for leaves of absence.
- Employers are not required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, you may submit additional voluntary contributions (amount determined by employer).
- **For contributory divisions**, employee contributions **are required** for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. You will calculate employee contributions due using the employee's current hourly rate (prior to leave).
 - For example: If an employee is required to work 120 hours to receive service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, up to a maximum of five years, to pay required employee contributions.

For defined contribution and defined contribution portion of hybrid, employee and employer contributions will be determined using actual wages worked. For example, if an employee is on short-term disability for three weeks of a month and returns the fourth week, the employer will use that fourth week's earned wages to determine the employee and employer contributions. Elapsed time continues to accrue toward vesting regardless of contributions submitted. For employers who determine vesting based on hours-reported in a year, should report actual hours worked.

Definition of Compensation

What is it?

For the defined benefit and defined benefit portion of hybrid, the Definition of Compensation is used to calculate an employee's final average compensation (FAC) and is used in determining both employer and employee contributions. Wages calculated using the elected definition and paid to employees must be reported to MERS.

For the defined contribution and defined contribution portion of hybrid, the Definition of Compensation determines the wages that are used to calculate employee and employer contributions. IRS maximums apply.

What is changing?

We are creating three standard definitions - **Base Wages**, (Box 1 of) **W-2 Wages**, and **Gross Wages** while continuing to allow a fourth custom option. If you choose to create a custom definition of compensation, wage types for inclusion of benefit calculation will be outlined in the custom definition section. One Definition of Compensation is allowed – either a standard definition or a custom definition. In addition, if you choose a custom definition, additional online validations and certifications should be expected when reporting ongoing wages and lump sum payments to MERS.

Special note for hybrid employers:

Over the past decade, MERS introduced changes to the defined contribution

component of the hybrid plan. Many employers have been using the same definition given the treatment of this program as one benefit. If employers have been using different definitions, that would mean an inconsistency in the wages used to determine contributions under the defined benefit and defined contribution portions. In an effort to address inconsistencies, we are asking employers to confirm they are using the same definition. If your municipality uses a different definition of compensation, and wishes to continue doing so, please contact MERS at DataCollectionProject@mersofmich.com and let us know you wish to manage these portions differently and we will walk you through next steps.

Employee Contribution Requirements

For contributory plans, please be proactive to ensure MERS has the most up-to-date employee contribution rate on record. If your reporting contact is required to provide a contribution discrepancy code each month when reporting defined benefit or defined benefit of hybrid employee wage and contribution data to MERS, this could mean MERS doesn't have the correct rate on record. Employee contributions are calculated based on wages reported using the employee contribution rate in effect by division. If these two don't align, a contribution discrepancy code is required to explain the contribution variance being reported.

Employers who participate in defined contribution or the defined contribution portion of hybrid are encouraged to include wages in their regular payroll reporting to support auditing of any variances.

Next Steps

Any provisional changes you make will be effective January 1, 2021. Even if you do not make any changes, we ask that you complete an **Adoption Agreement Addendum** for each of your divisions to affirmatively document your plan provisions on file. This will support a more streamlined method of benefit administration and reduce unnecessary contact to you through the audit process that occurs when participant requests are received, such as applications for retirement. **As a reminder, your Adoption Agreement is a legally binding document and all provisions within the document must be strictly adhered to.**

In the next few days, you will receive an email from **DocuSign** via the email address dse_NA3@docusign.net. As this information is coming from an electronic source and will require electronic completion and submission, it may help to work with your IT administrator in advance to ensure this email does not get stuck in your SPAM or junk mail folder. To prepare for what the form will request, please reference [this document](#).

Please note that documents must be completed and signed using the DocuSign tool. Paper form submission will not be accepted. For employers who offer any combination of defined benefit, defined contribution or hybrid, a separate email will be sent specific to that product.

Regardless of whether you are modifying or simply confirming your plan provisions via this addendum, governing body approval will be required. Submission of board minutes will be requested if a designated Authorized Signer is not already on file. Your

designated Human Resources contact will be asked to review and confirm this provisional detail before routing to the appropriate contact using MERS' designations on file. The addendum will be due back to MERS within 60 days of receipt. If you need more time, please contact MERS at DataCollectionProject@mersofmich.com for an exception.

You can find more information and resources on our website by clicking [here](#). If you have any questions or do not receive an email with your addendum within a week of this notice, please contact me.

Sincerely,
Karima LaJoie
PH: 517-703-1335

Like "MERS of Michigan" on Facebook for more retirement planning tips and resources.



You're receiving this newsletter because you're a member of MERS of Michigan.
This email was sent to [email address suppressed].

Municipal Employees' Retirement System (MERS) of Michigan
1134 Municipal Way
Lansing MI 48917

www.mersofmich.com
PH: 800.767.MERS (6377)

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Defined Contribution Plan Adoption Agreement Addendum

1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711 www.mersofmich.com

The employer, a participating municipality or court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Contribution (DC) Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Effective Date

The effective date shall be the first day of **January, 2021**.

II. Employer name Stanton, City of

Municipality number 590301

This is an amendment of the existing MERS Defined Contribution Agreement.

Any changes to plan provisions apply to employees in the division on the effective date, as well as to new hires ongoing. Definitions will apply for all service accrued after the effective date.

Division number 590301110593

Division name Full-Time employees

Note: This division should reflect how you currently define employees who are eligible to participate, for example, All full-time Employees, New hires after 1/1/2019, etc.

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Contribution Plan. If an employee classification is **included** in the plan, then employees that meet this definition are required to participate in the plan and earn time toward vesting. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS, such as "Clerical staff working more than 160 hours in a month," "Elected Officials" or "Admin working >32 hours per week," etc.:

Employee classification contains **public safety employees:** Yes No

Public safety employees include: law enforcement, parole and probation officers, employees responsible for emergency response (911 dispatch, fire service, paramedics, etc.), public works, and other skilled support personnel (equipment operators, etc.).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Stanton, City of

DIV: 590301110593

If you elect to include a special classification (chart below), then the employee will be required to participate in the employer and employee contributions adopted in your plan. An excluded classification will require additional information below.

To further define eligibility (select all that apply):

Employee Classification	Included	Excluded	Not Employed
Temporary Employees: Those who will work for the municipality fewer than _____ months in total.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Part-Time Employees: Those who regularly work fewer than _____ per _____.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Seasonal Employees: Those who will work for the municipality from _____ to _____ only.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Voter-Elected Officials	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Appointed Officials: An official appointed to a voter-elected office.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Contract Employees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Probationary Periods (select one):

- Contributions will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, contributions will not be reported and service toward vesting will begin when probationary period has ended.

The probationary period will be _____ month(s).

Comments:

- Contributions will begin with the employee's date of hire (no Probationary Period). Effective with the date of hire, wages paid and any associated contributions must be submitted to MERS.

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Stanton, City of

DIV: 590301110593

IV. Provisions

1. Leaves of Absence

Regardless of whether an employee is earning a wage while on the following types of leave:

- Third-party wages are not used in determining contributions for periods of leave.
- Vesting under elapsed time continues to accrue even if wages are not earned and contributions are zero.

Note: Employers who determine vesting based on an “hours-reported” method, should report actual worked hours for the month where there was a leave.

Types of leave include:

- Short Term and Long Term Disability
- Workers Compensation
- Unpaid Family Medical Leave Act (FMLA)

Leaves of absence due to military service are governed by the federal *Uniformed Services Employment and Reemployment Rights Act* of 1994 (USERRA), IRC 414(u), effective January 1, 2007, IRC 401(a)(37).

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Stanton, City of

DIV: 590301110593

2. Definition of Compensation

The Definition of Compensation is used to determine participant and employer contributions. Wages are strongly recommended to be reported with regular wage/contribution reports to MERS. Contributions cannot exceed IRS limitations.

Select your Definition of Compensation here. If you choose to customize your definition, skip this table and proceed to page 5.

	<input checked="" type="radio"/> Base Wages	<input type="radio"/> Box 1 Wages	<input type="radio"/> Gross Wages
Types of Compensation			
Regular Wages Salary or hourly wage X hours PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) On-call pay	All Regular Wages included	All Regular Wages included	All Regular Wages included
Other Wages Shift differentials Overtime Severance issued over time (weekly/bi-weekly)	Excluded	All Other Wages included	All Other Wages included
Lump Sum Payments PTO cash-out Longevity Bonuses Merit pay Job certifications Educational degrees Moving expenses Sick payouts Severance (if issued as lump sum)	Excluded	All Lump Sum Payments included	All Lump Sum Payments included
Taxable Payments Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) Prizes, gift cards Personal use of a company car Car allowance	Excluded	All Taxable Payments included	All Taxable Payments included
Reimbursement of Nontaxable Expenses (as defined by the IRS) Gun, tools, equipment, uniform Phone Fitness Mileage reimbursement Travel through an accountable plan (i.e. tracking mileage for reimbursement)	Excluded	Excluded	Excluded
Types of Deferrals			
Elective Deferrals of Employee Premiums/Contributions 457 employee and employer contributions 125 cafeteria plan, FSAs and HSAs IRA contributions	All Elective Deferrals included	Excluded	All Elective Deferrals included
Types of Benefits			
Nontaxable Fringe Benefits of Employees Health plan, dental, vision benefits Workers compensation premiums Short- or Long-term disability premiums Group term or whole life insurance < \$50,000	All Nontaxable Fringe Benefits included	Excluded	All Nontaxable Fringe Benefits included
Mandatory Contributions	All Mandatory Contributions included	Excluded	All Mandatory Contributions included
Taxable Fringe Benefits Clothing reimbursement Stipends for health insurance opt out payments Group term life insurance > \$50,000	Excluded	Excluded	All Taxable Fringe Benefits included
Other Benefits / Lump Sum Payments Workers compensation settlement payments	Excluded	Excluded	All Other Lump Sum Benefits included

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: **Stanton, City of**

DIV: 590301110593

SKIP THIS TABLE if you selected one of the standard definitions of compensation on page 4.

CUSTOM: If you choose this option, you must select boxes in each section you would like to include in your Definition of Compensation. You will be responsible for additional reporting details to track custom definitions.

Types of Compensation

Regular Wages

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Salary or hourly wage X hours | <input type="checkbox"/> On-call pay |
| <input type="checkbox"/> PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified) | <input type="checkbox"/> Other: _____ |

Other Wages apply: YES NO

- | | |
|--|--|
| <input type="checkbox"/> Shift differentials | <input type="checkbox"/> Severance issued over time (weekly/bi-weekly) |
| <input type="checkbox"/> Overtime | <input type="checkbox"/> Other: _____ |

Lump Sum Payments apply: YES NO

- | | |
|---|--|
| <input type="checkbox"/> PTO cash-out | <input type="checkbox"/> Educational degrees |
| <input type="checkbox"/> Longevity | <input type="checkbox"/> Moving expenses |
| <input type="checkbox"/> Bonuses | <input type="checkbox"/> Sick payouts |
| <input type="checkbox"/> Merit pay | <input type="checkbox"/> Severance (if issued as lump sum) |
| <input type="checkbox"/> Job certifications | <input type="checkbox"/> Other: _____ |

Taxable Payments apply: YES NO

- | | |
|---|--|
| <input type="checkbox"/> Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement) | <input type="checkbox"/> Car allowance |
| <input type="checkbox"/> Prizes, gift cards | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Personal use of a company car | |

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES NO

- | | |
|---|---|
| <input type="checkbox"/> Gun, tools, equipment, uniform | <input type="checkbox"/> Mileage reimbursement |
| <input type="checkbox"/> Phone | <input type="checkbox"/> Travel through an accountable plan (i.e. tracking mileage for reimbursement) |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Other: _____ |

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES NO

- | | |
|--|--|
| <input type="checkbox"/> 457 employee and employer contributions | <input type="checkbox"/> IRA contributions |
| <input type="checkbox"/> 125 cafeteria plan, FSAs and HSAs | <input type="checkbox"/> Other: _____ |

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES NO

- | | |
|--|--|
| <input type="checkbox"/> Health plan, dental, vision benefits | <input type="checkbox"/> Group term or whole life insurance < \$50,000 |
| <input type="checkbox"/> Workers compensation premiums | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Short- or Long-term disability premiums | |

Mandatory Contributions apply: YES NO

Taxable Fringe Benefits apply: YES NO

- | | |
|---|---|
| <input type="checkbox"/> Clothing reimbursement | <input type="checkbox"/> Group term life insurance > \$50,000 |
| <input type="checkbox"/> Stipends for health insurance opt out payments | <input type="checkbox"/> Other: _____ |

Other Benefits / Lump Sum Payments apply: YES NO

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Workers compensation settlement payments | <input type="checkbox"/> Other: _____ |
|---|---------------------------------------|

Defined Contribution Plan Adoption Agreement Addendum

EMPLOYER NAME: Stanton, City of

DIV: 590301110593

3. Forfeiture

A forfeiture occurs when a participant separates from employment prior to meeting the associated elapsed time (or hours reported) to receive vesting. The percentage of his/her employer contribution account balance that has not vested as of the date of termination will forfeit after 12 consecutive months following the termination date reported by the employer, or earlier, if the System distributes the participant's vested portion. MERS will utilize an available forfeiture balance as an automatic funding source applied to reported employer contributions at the time of reporting.

V. Execution:

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

This foregoing Addendum is hereby approved by ^{City of Stanton}

at a Board Meeting which took place on: _____
(mm/dd/yyyy)

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____





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www.StantonOnline.com

MEMORANDUM

To: Mayor Williams & Stanton City Commission
From: Vester Davis, Jr., City Manager
Date: October 22, 2020
Subject: Adoption of Electronic Meetings Rules and Procedures

The City of Stanton must adopt a set of rules and procedures in order to continue meeting virtually via electronic communication platforms per the recently adopted Public Act 228 of 2020 (Senate Bill 1108).

RECOMMENDATION

It is recommended that the City Commission adopt the Electronic Meeting Rules and Procedures immediately to continue its virtual meetings.

ATTACHMENTS

- Proposed Electronic Meeting Rules and Procedures
- A copy of Senate Bill 1108

City of Stanton
Electronic Meeting Procedures
October 27, 2020

This policy is adopted pursuant to PA 228 of 2020

- All deliberations and decisions of a public body must be made at a meeting open to the public.
- Members of the legislative (or other) City body may participate in public meetings via remote electronic means provided that all members of the body can see and hear each other and hear and be heard and seen by the public. Exceptions to attending a meeting in person shall only be permissible if the member is absent due to military duty, a medical condition, or a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or a local official or local governing body that would risk the personal health or safety of members of the public or the public body if the meeting were held in person.
- Each member of the legislative (or other) City body must, at the outset of each meeting, verbally certify that they are attending remotely and must declare their physical location (City & State/Country).
- The presider of the meeting must state clearly, for the record, the reason some or all members may be participating in the meeting remotely.
- Meetings to be held with some or all members participating remotely by electronic means shall be so noticed a minimum of 18 hours in advance of the meeting on City website in location immediately accessible to all members of the public.
- Each member of the legislative (or other) City body must consent to having their email address and/or phone number displayed on the City web site so that interested members of the public may communicate with them regarding agenda items to be covered at the meeting.
- Any member of the public may attend any electronic meeting by logging into Facebook or other live streaming platform and all members of the public shall be afforded ample opportunity to comment, verbally or in writing, during the meeting. Members of the public shall state or write their name and address in order to address the public body.
- A person shall not be excluded from a meeting otherwise open to the public except for a breach of the peace actually committed at the meeting.