

Michigan Department of Treasury  
Office of Revenue and Tax Analysis  
PO Box 30722  
Lansing MI 48909

**RE: Compliance Form 4887 - Category 2 Consolidation of Services for Copper City Village**

The Copper City Village is pleased to submit form 4887 with the required documents per Public Act 59 Economic Vitality Incentive Program (EVIP) for category 2.

The Copper City Village has chosen to track and display this data using Munetrix to make the information readily available to the public and other local units of government.

**Included with this letter are the required documents for Copper City Village:**

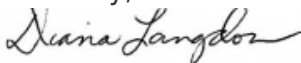
- A listing of previous shared services or consolidations with the estimated cost savings these actions have generated.
- An update of our progress to last year's proposed collaboration
- A plan of one or more proposals to increase existing level of cooperation, collaboration, and consolidation, within the jurisdiction or with other jurisdictions
  - Includes an estimate of the potential savings for any new service or consolidations being planned
  - Includes a timeline we expect to work towards

The attached pages are drawn directly from the reporting feature in our Munetrix homepage. We will make copies available to the public when requested.

All documentation necessary to comply with the EVIP requirements are included with this letter, and we look forward to continue receiving these important funds from the State of Michigan.

Please contact me if you need any further information or clarification.

Sincerely,



Diana Langdon  
Village President

Diana Langdon  
Village President

Michigan Department of Treasury  
(Recreated) 4887 (Rev 09-13)

### Economic Vitality Incentive Program/County Incentive Program Certification of Consolidation of Services

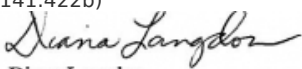
Issued under authority of 2013 Public Act 59. Filing is mandatory to qualify for payments.

Each city/village/township/county applying for Consolidation of Services payments must:

1. Certify to the Michigan Department of Treasury (Treasury) that the local unit listed below has produced and made readily available to the public, a Consolidation Plan as required by 2013 Public Act 59. The plan shall be made available for public viewing in the clerk's office or posted on a publicly accessible Internet site.
2. Submit to Treasury a Consolidation Plan.

**City/village/township:** This certification, along with a Consolidation Plan, **must be received by February 1, 2014** to receive the February and April payments or on or before March 31, 2014 to receive the April payment. Post mark dates will not be considered. For questions, call (517) 373-2697.

**County:** This certification, along with a Consolidation Plan, **must be received by February 1, 2014** (or the first day of a payment month) in order to qualify for that month's payment. Post mark dates will not be considered. For questions, call (517) 373-2697.

PART 1: LOCAL UNIT INFORMATION			
Local Unit Name <b>Copper City Village</b>		Local Unit County Name <b>Houghton County</b>	
Local Unit Code <b>313020</b>		Contact E-Mail Address <b>coppercityvillage@hotmail.com</b>	
Contact Name <b>Diana Langdon</b>	Contact Title <b>Village President</b>	Contact Phone Number <b>920-569-9000</b>	Extension
Website Address, if reports are available online <b>http://munetrix.com/sections/data/municipal.php?MuniID=1407&amp;Type=Village</b>			
PART 2: CERTIFICATION			
<i>In accordance with 2013 Public Act 59, the undersigned hereby certifies to Treasury that the above mentioned local unit has produced a Consolidation Plan and has made them available for public viewing in the city, village, township, or county clerk's office or has posted them on a publicly accessible Internet site. The Consolidation Plan is attached to this signed certification.</i>			
Chief Administrative Officer Signature (as defined in MCL 141.422b)  <b>Diana Langdon</b> Village President		Printed Name of Chief Administrative Officer (as defined in MCL 141.422b) <b>Diana Langdon</b>	
Title <b>Village President</b>		Date <b>May 21, 2014</b>	

Completed and signed form (including required attachments) should be e-mailed to: **TreasRevenueSharing@michigan.gov**

If you are unable to submit via e-mail, fax to (517) 335-3298 or mail the completed form and required attachments to:

Michigan Department of Treasury  
Office of Revenue and Tax Analysis  
PO Box 30722  
Lansing MI 48909

TREASURY USE ONLY		
EVIP/CIP	Y N	Certification Received
Final Certification		Plan Received
		1st C/P Submission Y N
EVIP/CIP Notes		

## **Shared Services Plan**

Finding creative ways to continue to provide services to our residents in light of our small size, small property tax base and millage, and our dedicated but small staff is nothing new to the Village. This year, we found our ability to carry out our plan for shared services was interfered with by several unforeseen but critical issues that needed to be dealt with on a higher priority basis. The Village Staff and Officials pulled through some difficult times and have a renewed interest in seeking to create new ways to share and consolidate services and functions and implement those already proposed.

As in prior years, we consider this plan a work in progress which will be updated regularly. This process has been rewarding, particularly to the extent that we realized how much we have already done as a means of survival, as a community our size must collaborate and share services or we cease to exist.

**Summary of Shared Service Initiatives**

<b>Name</b>	<b>Purpose</b>	<b>Form</b>	<b>Scope</b>	<b>Status</b>	<b>Year</b>	<b>Data Owner</b>	<b># of Partners</b>
Storm Drain Management	Public Works	Joint Venture	External	In Process	2012	Copper City Village	2
Village Safety Project	Parks & Recreation	Public Private Partnership	External	In Process	2013	Copper City Village	1
Drainfield Monitoring	Water	Contractual	External	Dropped	1996	Copper City Village	4
Water Systems Operations Management	Water	Contractual	Internal	Dropped	2012	Copper City Village	1
Consolidation of Duties of Water Systems Operator and Sewer Monitoring	Community Service	Individual Community Initiative	Internal	Proposed	2014	Copper City Village	1
Consolidation of Officer Function	Staff Reductions	Individual Community Initiative	Internal	Existing	2013	Copper City Village	1
Election Administration	Administration	Contractual	External	Existing	1996	Copper City Village	1
Mutual Aid - Fire	Fire	Independent Authority	County	Existing	2000	South Range	21
Property Assessment	Assessing	Joint Venture	External	Existing		Copper City Village	1
Sewer Services	Public Works	Joint Venture	External	Existing	1996	Copper City Village	1
Water Systems Operator Job Duties Changes	Water	Individual Community Initiative	Internal	Existing	2012	Copper City Village	1
Winter Road Maintenance	Public Works	Contractual	External	Existing	1960	Copper City Village	2

### Shared Service - Storm Drain Management

<b>Owner:</b>	Copper City Village
<b>Form:</b>	Joint Venture
<b>Primary Purpose:</b>	Public Works
<b>Scope:</b>	External
<b>Status:</b>	In Process
<b>Year Initiated:</b>	2012
<b>Revenues:</b>	\$0 (less partner contributions)
<b>Website:</b>	

**Description:**  
 No progress has been made towards externalizing the storm drain management to Houghton County. Since the collaboration has been proposed, two existing storm drain sections have required repair, resulting in significant draws from the Village's road funds. The Street Commissioner/Administrator appointed in 2012 did not make pursuing this collaboration a priority as directed by the Council. The 2013 fiscal year will see the Street Commissioner/Administrator role being filled by the Village President and Village Clerk, who will make pursuing this collaboration a priority.

Due to the unforeseen retirement with no notice of the Water and Sewer Billing clerk, and the associated need to interview and hire a replacement, create from scratch a new billing accounting suite and procedure and implement new software, train two new individuals to perform the work, together with the administrative work involved in entering into a natural gas franchise, replacing the drainfield monitoring duties previously performed by the NHCWSA with internal staff, and additional work related to the bi annual audit, admimistration did not have the time to undertake the schedule for the storm drain collaboration, which was deemed a lower priority item. This year the Clerk and President will attempt to follow the proposed timeline for the previous year.

The Timeline for implementation for 2013 was:

By May 2013 the Village President and Clerk will meet with the Houghton County Drain Commissioner to discuss the possibility of collaboration and the parameters of the same.

By July 2013 the Houghton County Drain Commissioner will be invited to discuss the possible collaboration with the Village Council

If an intergovernmental agreement is feasible the proposal will be brought to the Houghton County Board of Commissioners by December 2013.

The Timeline for implementation for 2014 is :

By May 2014 the Village President and Clerk will meet with the Houghton County Drain Commissioner to discuss the possibility of collaboration and the parameters of the same.

By July 2014 the Houghton County Drain Commissioner will be invited to discuss the possible collaboration with the Village Council

If an intergovernmental agreement is feasible the proposal will be brought to the Houghton County Board of Commissioners by December 2014.

### Partners for Storm Drain Management

Partner	Type	Lies Within	Population	Contribution	Savings
Copper City Village	Village	Houghton County	190		\$20,000
Houghton County	County	13 WUPPDR	36,628		

**Timeline for Storm Drain Management**

<b>Name</b>	<b>Start Date</b>	<b>End Date</b>
Kick Off with Houghton County	05/01/2013	05/02/2013
County Presentation	07/08/2013	07/09/2013
County Commission Review	12/30/2013	12/31/2014
County Negotiations	01/01/2014	05/30/2014
Council Presentation	07/15/2014	07/16/2014
Final Review and Approval	07/21/2014	12/30/2014

### Shared Service - Village Safety Project

<b>Owner:</b>	Copper City Village
<b>Form:</b>	Public Private Partnership
<b>Primary Purpose:</b>	Parks & Recreation
<b>Scope:</b>	External
<b>Status:</b>	In Process
<b>Year Initiated:</b>	2013
<b>Revenues:</b>	\$0 (less partner contributions)
<b>Website:</b>	

**Description:**  
 The Village of Copper City has one 4 way stop within the village limits at the intersection of Third and Mohawk Streets. Three of the 4 lots adjacent to that 4 way stop are village owned property. The park and playground are on the South side of the intersection and the Post Office and Fire hall are on the North Side. East bound vehicles entering the village from County Road C-641 which merges into Third Street frequently fail to stop at the 4 way stop, and the speed of these vehicles is often above the posted speed limit. Last year the Village installed crosswalks across third street where each side street intersected and signs warning to stop for pedestrians in cross walk. This has not deterred the problem drivers. Children wait each morning for the bus at the Fire Hall and frequent the parks, often darting across the street. We propose a collaboration with a local non profit arts center, Keweenaw Krayons, to plan and execute an arts installation in the village which will remind drivers to slow down. The exact form is not yet known yet the message we plan to convey is that motorists should "Drive Like Your Kids Live Here." The arts center has materials and equipment that the project can utilize which will save the village on costs of materials and supplies.

\$1000.00 will be budgeted for this project.

Timeline for implementation:

- 1st meeting With Keweenaw Krayons Staff: By March 15, 2013
- Discussion of meeting outcome at Council Meeting March 18, 2013
- Town Meeting regarding Project April 30, 2013 to get input
- Unveiling Project Design May 30, 2013
- Project Implementation by September 2013

PROJECT UPDATE: Due to unforeseen barriers relative to staffing issues with Keweenaw Krayons, the loss of Village Water/Sewer billing clerk with no notice and the concomitant need to set up a new billing software suite and train two new individuals to do the work, the extra administrative work of entering into a natural gas franchise, and several other unforeseen projects requiring the attention of administration, this project was put on hold until spring. The original timeline progressed through the March 18, 2013 date, but the Town Meeting, Design and Implementation schedule will carry into 2014.

- Town Meeting regarding Project June 2014 to get input
- Unveiling Project Design June 30, 2014
- Project Implementation by September 2014

### Partners for Village Safety Project

Partner	Type	Lies Within	Population	Contribution	Savings
Copper City Village	Village	Houghton County	190		

**Timeline for Village Safety Project**

<b>Name</b>	<b>Start Date</b>	<b>End Date</b>
Kick off Meeting	03/15/2013	03/16/2013
Council Review	03/18/2013	03/19/2013
Public Meeting	06/02/2014	06/27/2014
Unveiling of Project	06/30/2014	06/30/2014
Implementation	07/07/2014	09/30/2014



### Shared Service - Drainfield Monitoring

<b>Owner:</b>	Copper City Village
<b>Form:</b>	Contractual
<b>Primary Purpose:</b>	Water
<b>Scope:</b>	External
<b>Status:</b>	Dropped
<b>Year Initiated:</b>	1996
<b>Revenues:</b>	\$0 (less partner contributions)
<b>Website:</b>	

**Description:**

UPDATE: IN September of 2013 the Village began using an individual to perform the services as the Authority indicated it no longer wished to provide the service.

Since 1996 the Village has contracted to obtain Drainfield Monitoring Services from the North Houghton County Water and Sewer Authority. This is an authority established between Calumet Township and the Villages of Calumet and Laurium, and serves our community pursuant to contract. Utilizing this service enables the village to avoid the costs including but not limited to hiring and procuring licensing for an additional employee. The additional employee and risks involved in performing the duties would also lead to an increase in our liability and worker insurances, and the cost of obtaining, insuring and maintaining equipment necessary to perform the services would also add additional expenses. Use of their services yields an estimated annual savings of \$2400.00.

### Partners for Drainfield Monitoring

Partner	Type	Lies Within	Population	Contribution	Savings
Copper City Village	Village	Houghton County	190	\$4,200	\$2,400
Laurium	Village	Houghton County	1,977		
Calumet	Village	Houghton County	726		
Calumet	Township	Houghton County	6,489		

### Shared Service - Water Systems Operations Management

<b>Owner:</b>	Copper City Village
<b>Form:</b>	Contractual
<b>Primary Purpose:</b>	Water
<b>Scope:</b>	Internal
<b>Status:</b>	Dropped
<b>Year Initiated:</b>	2012
<b>Revenues:</b>	\$0 (less partner contributions)
<b>Website:</b>	

**Description:**  
 In 2012 the Village of Copper City proposed an external consolidation of services with neighboring municipalities as potential partners wherein a single individual might serve as the certified Water Systems Operator for multiple village. The Village had been paying its water systems operator a large salary for relatively small amounts of work. Sharing an Operator with another jurisdiction would yield a reduction in costs to our village in satisfying the operational requirements of our Water Systems Management, and potentially enable the partnering municipality to see a reduction in their own costs as well;

However, this project has been dropped due to lack of progress. We were unable to find a jurisdiction or operator willing to partner in this capacity. This was a barrier to implementation. Nevertheless, the Village has located a new water systems operator who is willing to undertake additional duties for a lesser rate of pay. This will result in a savings of about \$600.00 per year performing duties that Street Commission staff or other water system staff would have to undertake. Further savings may yet be realized in assigning additional duties to this staff position with compensation for a increase in salary which would be less than that currently paid to another water system staff monthly for turn off/on and meter reading. This consolidation may be proposed for 2014.

### Partners for Water Systems Operations Management

Partner	Type	Lies Within	Population	Contribution	Savings
Copper City Village	Village	Houghton County	190		\$2,000

### Shared Service - Consolidation of Duties of Water Systems Operator and Sewer Monitoring

<b>Owner:</b>	Copper City Village
<b>Form:</b>	Individual Community Initiative
<b>Primary Purpose:</b>	Community Service
<b>Scope:</b>	Internal
<b>Status:</b>	Proposed
<b>Year Initiated:</b>	2014
<b>Revenues:</b>	\$800 (less partner contributions)
<b>Website:</b>	

**Description:**

Beginning in 2013, the North Houghton County Water and Sewer Authority terminated its longtime contract with the Village to provide sewer drainfield monitoring and reporting. The Village appointed the individual currently serving as the Water Systems Operator to take on the duties the Authority had undertaken. The savings to the village is approximately 65\$ monthly.

The Village Plans to change the job description currently in place for the Water Systems Operator to include the duties of the Drainfield Monitor and create a new job position entitled Water and Sewer Systems Operator.

The only step required for implementation will take place at the February 2014 council meeting where the new job position and description are adopted and the individual currently serving the various positions currently separately described is appointed to the new role.

### Partners for Consolidation of Duties of Water Systems Operator and Sewer Monitoring

Partner	Type	Lies Within	Population	Contribution	Savings
Copper City Village	Village	Houghton County	190		

### Timeline for Consolidation of Duties of Water Systems Operator and Sewer Monitoring

Name	Start Date	End Date
Council Adopts New Job Title and Description	02/17/2014	02/18/2014

**Shared Service - Consolidation of Officer Function**

<b>Owner:</b>	Copper City Village
<b>Form:</b>	Individual Community Initiative
<b>Primary Purpose:</b>	Staff Reductions
<b>Scope:</b>	Internal
<b>Status:</b>	Existing
<b>Year Initiated:</b>	2013
<b>Revenues:</b>	\$890 (less partner contributions)
<b>Website:</b>	

**Description:**  
 THIS CHANGE HAS BEEN IMPLEMENTED AND WILL CONTINUE FOR 2014

A new consolidation for 2012 is the Proposal to Eliminate the Street Commissioner and Administrator Position for the Village of Copper City by dividing the existing duties of the same between the Village President and Village Clerk. Both the Village Clerk and President will see a slight increase in Salary but the Salary for the Street Commissioner will be eliminated, saving the Village of Copper City \$75.00 monthly or \$890.00 annually. The Street Administrator Position will be incorporated into the Clerk's Position and the Commissioner will be incorporated into the President's and Clerk's roles. Eliminating the Street Commissioner/Administrator role as a separate office will also enable the President to keep closer control on the Department's expenditures, which during fiscal year 2012 were greatly over budgeted amounts for the year due to additional projects and purchases not pre authorized or approved. With this additional consideration the change will save an additional \$2000 to \$4000 dollars in the next year.

The change will be implemented on February 17, 2013 if it is adopted by the Village council at the annual appointment of offices and employees. The provisions regarding salary and savings will be adopted on 2-17-13 at the Budget Hearing to be held on that date. The discussions for this change began to take place in the Fall of 2012 when the council began to discuss the continued availability of the then street commissioner to continue work and reviewing the expenditures from the time period served. There were no barriers to implementing this change.

**Partners for Consolidation of Officer Function**

Partner	Type	Lies Within	Population	Contribution	Savings
Copper City Village	Village	Houghton County	190		

**Shared Service - Election Administration**

<b>Owner:</b>	Copper City Village
<b>Form:</b>	Contractual
<b>Primary Purpose:</b>	Administration
<b>Scope:</b>	External
<b>Status:</b>	Existing
<b>Year Initiated:</b>	1996
<b>Revenues:</b>	\$0 (less partner contributions)
<b>Website:</b>	

**Description:**  
**Village Elections have been administered by Calumet Township since at least 1996. This has saved the Village a Significant amount of time and money. The village will also look at selling election related equipment no longer in use.**

**Partner: Calumet Township**

**Partners for Election Administration**

<b>Partner</b>	<b>Type</b>	<b>Lies Within</b>	<b>Population</b>	<b>Contribution</b>	<b>Savings</b>
Copper City Village	Village	Houghton County	190		

**Shared Service - Mutual Aid - Fire**

<b>Owner:</b>	South Range
<b>Form:</b>	Independent Authority
<b>Primary Purpose:</b>	Fire
<b>Scope:</b>	County
<b>Status:</b>	Existing
<b>Year Initiated:</b>	2000
<b>Revenues:</b>	\$0 (less partner contributions)
<b>Website:</b>	

**Description:**  
 All the communities in Houghton County are in a Mutual Aid Agreement to help keep the citizens and their property safe.

**Partners for Mutual Aid - Fire**

Partner	Type	Lies Within	Population	Contribution	Savings
Copper City Village	Village	Houghton County	190		
5 Villages			4,658	\$0	\$0
2 Citys			12,342	\$0	\$0
14 Townships			24,286	\$0	\$0

**Shared Service - Property Assessment**

<b>Owner:</b>	Copper City Village
<b>Form:</b>	Joint Venture
<b>Primary Purpose:</b>	Assessing
<b>Scope:</b>	External
<b>Status:</b>	Existing
<b>Year Initiated:</b>	
<b>Revenues:</b>	\$0 (less partner contributions)
<b>Website:</b>	
<b>Description:</b> Calumet Township Assessor covers property within village limits.	

**Partners for Property Assessment**

Partner	Type	Lies Within	Population	Contribution	Savings
Copper City Village	Village	Houghton County	190		

**Shared Service - Sewer Services**

<b>Owner:</b>	Copper City Village
<b>Form:</b>	Joint Venture
<b>Primary Purpose:</b>	Public Works
<b>Scope:</b>	External
<b>Status:</b>	Existing
<b>Year Initiated:</b>	1996
<b>Revenues:</b>	\$5,000 (less partner contributions)
<b>Website:</b>	

**Description:**  
 Five residences in Allouez Township outlying the village limits have been served by the municipal sewer system through an intergovernmental agreement with Allouez Township. Since inception, the revenue to the village to supply these residences averages estimates to an incremental savings of about \$300.00 per year to operation of the system without these residences.

**Partners for Sewer Services**

Partner	Type	Lies Within	Population	Contribution	Savings
Copper City Village	Village	Houghton County	190		



**Shared Service - Water Systems Operator Job Duties Changes**

<b>Owner:</b>	Copper City Village
<b>Form:</b>	Individual Community Initiative
<b>Primary Purpose:</b>	Water
<b>Scope:</b>	Internal
<b>Status:</b>	Existing
<b>Year Initiated:</b>	2012
<b>Revenues:</b>	\$600 (less partner contributions)
<b>Website:</b>	

**Description:**

Beginning in 2012, the Village appointed a new Water Systems Operator for the Village water system. With this change was an alteration in the nature of the job duties of the water systems operator and a slight reduction in salary. The increase in job duties permitted the village to rely on the WSO to perform duties which previously would be performed by other individuals for an hourly wage. These savings amount to about about \$600.00 annual savings to the village.

**Partners for Water Systems Operator Job Duties Changes**

<b>Partner</b>	<b>Type</b>	<b>Lies Within</b>	<b>Population</b>	<b>Contribution</b>	<b>Savings</b>
Copper City Village	Village	Houghton County	190		

**Shared Service - Winter Road Maintenance**

<b>Owner:</b>	Copper City Village
<b>Form:</b>	Contractual
<b>Primary Purpose:</b>	Public Works
<b>Scope:</b>	External
<b>Status:</b>	Existing
<b>Year Initiated:</b>	1960
<b>Revenues:</b>	\$0 (less partner contributions)
<b>Website:</b>	

**Description:**  
 Since the 1960's or before, the Village has contracted with the Keweenaw County's Road Commission to provide winter road care for the Village. This partnership makes sense as the cost of obtaining and maintaining all of the equipment required for a road maintenance fleet is out of reach for the village. (\$42,000 acquisition cost for heavy truck with plow, grader and snowgo attachments, assuming a 5 year loan with payments of \$700.00 monthly plus \$2100 interest at 5% per annum; fuel and maintenance \$3000 annually) Additionally the cost of materials and equipment (\$1000), salaries of operators of the equipment (\$6000), licensing and insuring the vehicles and workers (\$1000) would be beyond our resources. We would also have to build a structure to house the equipment and run utilities to it, along with maintaining the structure (Minimum Cost \$90,000. Because the annual cost of the County providing this service to the village is about \$8000-\$9000, the savings of using the County Road Commission to provide this service is approximately \$13,622 while the equipment is being paid off and \$5222 thereafter plus the additional cost of the structure and the opportunity cost to the village of using the property for the structure in other development. Overall Savings between \$95, 222 and \$103,622 to the village by sharing this service.

**Partners for Winter Road Maintenance**

<b>Partner</b>	<b>Type</b>	<b>Lies Within</b>	<b>Population</b>	<b>Contribution</b>	<b>Savings</b>
Copper City Village	Village	Houghton County	190	\$8,900	\$100,000
Keweenaw County	County	13 WUPPDR	2,156		