

## MEMO

To: City Council  
From: Marc Thompson  
Subject: Council meeting April 8, 2021  
Date: April 1, 2021

**This meeting will be a virtual meeting.**

**Among the action items on the agenda for our April 8 meeting are:**

### **ACTING CLERK**

We don't have anyone designated as either the city clerk or the acting city clerk. We need to have someone with that designation because there are a variety of tasks that the clerk must accomplish. Many of those tasks are related to elections, but many are not.

At this point we have not identified a person, but we hope to have someone identified by the time of the meeting.

### **ARBOR DAY**

This is a proclamation to be done by the mayor proclaiming April 30, 2021 as ARBOR DAY in the City of Fraser. No formal action is necessary by the council.

### **MDOT PERFORMANCE RESOLUTION**

This is a requirement of MDOT and establishes requirements for the city or for anyone working on our behalf in the public right of way on MDOT controlled roads. It primarily deals with utility work and requires that we or any contractor we hire have liability insurance. Underground utility repairs that we might do, a water repair on Groesbeck for example, is the motivation for the resolution.

A motion to adopt the legislation would be appropriate.

### **INFORMATION TECHNOLOGY (IT) CONTRACTED SERVICES**

A committee of 2 council members and 4 staff members reviewed 14 proposals to provide IT services for the city. From those, the committee interviewed 6 companies. Those 6 were reduced to 3 companies which did a site visit, more interviews and refined their proposal. The 3 companies were ITRight, BPI, and All Covered.

On the committee were Councilmembers Winowiecki and Lesich, and staff members: Bisby, Myers, Thompson, and Neyland. Amy Cell was instrumental in developing the RFP and throughout the process. The unanimous recommendation is that we proceed with ITRight. A more detailed analysis of the recommendation has been provided separately along with the proposals from the other 2 finalists.

A motion to authorize a contract with ITRight for provision of Information Technology services would be appropriate.

### **AUTHORIZE PAYMENT TO GRS--\$29,000**

In December of 2020 we received 2 reports from the actuarial firm GRS. Both reports related funding for our post-employment benefits. A few days ago, we received bills in the amount of \$29,000 for the 2 reports. We have not found where these reports or the related expenditures were ever approved by the council. In light of the significant amount, we would like council approval before we make the payment. We have found correspondence from 2019 which seems to indicate that the then Finance Director may have solicited a proposal to create the reports.

A motion to “authorize payment of the bill totaling \$29,000 from GRS for 2 reports related to post-employment benefits” would be sufficient.

### **AMERICAN RESCUE ACT DISCUSSION**

We understand the city will receive significant funds as a result of the American Rescue Act. The specific amount, the timing, and any restrictions are not yet finalized. We have heard an amount of \$1,400,000 with it being distributed ½ in May of 2021 and ½ in May of 2022. However, there remain a number of unresolved specifics about the funds, including the amount.

There has been some informal discussion regarding these funds and how they might best be put to use for the betterment of the city and what restrictions they have. Among the topics we may want to discuss are;

- 1) restrictions related to tax reduction
- 2) restrictions related to pension liability
- 3) park improvements
- 4) infrastructure improvements

For comparison purposes our recent improvements at Somerset Park were about \$170,000 and at Pompo about \$160,000. Recent, informal discussions have mentioned the need for improvements at Harrington, Meadows and Boris Parks. Included are pages from the current edition of the Park 5 year plan for those 3 parks.

### **PARK SIGNS**

We hope to have a brief discussion related to signs in the parks and corporate limit signs, with a goal of approving/authorizing the purchase and installation of consistent signs at each park and the major entrances to the city. We have provided renderings of proposed signs. If these colors and their general appearance are satisfactory, we will seek a vendor with the best value and proceed. It is possible that the installed signs may vary slightly in final detail, but will generally be as approved.

We are developing a list of the total number of signs needed for the parks and the major city entrances. Based on a quote from “Signs by Tomorrow” the rough price for an installed sign is about \$2100.

We estimate 12 Corporate limit signs and are developing a list of park signs. Some parks will need more than one sign.

A motion to proceed with sign purchase and installation would keep the process moving.

#### **STATE OF EMERGENCY**

Council recently extended our Covid-19 related emergency through April 8, 2021. The recent local health statistics are not encouraging, although it seems the state may be requiring in person meetings unless a local community has declared a state of emergency. We should know more by the meeting date.

#### **CITY CLERK INTERVIEWS**

With the recent resignations of Kelly Dolland and Chelsea Zelmanski, we are in need a city clerk. Among the people who have expressed interest in the position are four very qualified candidates. They are scheduled for interviews in 30 minute increments toward the end of the agenda.

#### **CLOSED SESSION**

We have a very brief closed session to allow for discussion of labor contract negotiations.



# City of Fraser

CENTENNIAL COMMUNITY

MAYOR  
Michael Carnagie  
MAYOR PRO-TEM  
David Winowiecki  
COUNCIL  
Amy Baranski  
Kathy Blanke  
Suzanne Kalka  
Michael Lesich  
Patrice M. Schornak

**FRASER CITY COUNCIL – REGULAR VIRTUAL MEETING  
THURSDAY, APRIL 8, 2021 @ 6:30PM  
DRAFT AGENDA as of March 30, 2021**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL OF COUNCIL MEMBERS**
- IV. APPROVAL OF AGENDA**
- V. CITIZEN PARTICIPATION ON AGENDA ITEMS**
- VI. CONSENT AGENDA**
  - a. Approval of Minutes
    1. March 4, 2021 – Special Meeting
    2. March 11, 2021 – Regular Meeting
  - b. Approval of Disbursement List
    1. March 2021 - \$849,342.94
- VII. REQUESTS FOR COUNCIL ACTION**
  1. Appoint Acting Clerk
  2. Proclamation of Arbor Day – April 30, 2021
  3. Michigan Department of Transportation – Performance Resolution
  4. Information Technology Vendors
  5. Pay GRS Invoices
  6. COVID-19 Funds Discussion
    - a. Restrictions
    - b. Park Improvements
    - c. Infrastructure Improvements
  7. Park Signs
  8. State of Emergency Extension through May 6
  9. Clerk of Council Interviews
- VIII. PENDING ITEMS OF UNFINISHED BUSINESS / REPORT OF THE CITY ADMINISTRATION**
- IX. REPORT OF MAYOR AND CITY COUNCIL / NEW BUSINESS**

## X. CLOSED SESSION

- a. Strategy session connected with the negotiation of a collective bargaining agreement\*

## XI. CITIZEN PARTICIPATION

## XII. ADJOURNMENT

**(Posted Tuesday, March 30, 2021 @ 12:00pm)**

IT is inviting you to a scheduled Zoom meeting.

Topic: City Council Meeting

Time: Apr 8, 2021 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/86994051247>

Meeting ID: 869 9405 1247

Passcode: 349428

One tap mobile

+19292056099,,86994051247# US (New York)

+13017158592,,86994051247# US (Washington DC)

Dial by your location

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 869 9405 1247

Find your local number: <https://us02web.zoom.us/j/kc6vrCswf>

### NOTICE OF ELECTRONIC PUBLIC MEETING

The Michigan Department of Health and Human Services issued an order on March 2, 2021 that prohibits indoor gatherings of more than 25 people at non-residential venues, and the Michigan Department of Labor and Economic Opportunity issued emergency rules on October 14, 2020 regarding remote work by employees when feasible. In addition, the City of Fraser has declared a local state of emergency, due to the ongoing COVID-19 pandemic. To ensure against violating the indoor gathering requirements for mandatory social distancing due to the limited space within the City Council Chambers, and in the interest of achieving the goal expressed in the MDHHS order and the MDLEO rules to protect the public health, particularly during a local state of emergency, the **Fraser City Council** will meet electronically on **April 8, 2021 @ 6:30PM** in accordance with the Open Meetings Act, using the Zoom platform for videoconferencing and public access."

This notice is required to ensure that those wishing to observe and/or participate in the meeting have the opportunity to do so. The public can participate via the Zoom application, internet access via the Zoom website, and/or via telephone using the Zoom telephone number and meeting ID. The public will be able to hear Council members and will be permitted to speak for up to five minutes during the public participation portion(s) of the agenda. Please note that callers/viewers will automatically be muted, and must remain muted until called upon to speak by the Mayor. Written comments will be accepted prior to the date and time (no later than 4:30pm on the day of the meeting) by the City Clerk @ [kellyd@micityoffraser.com](mailto:kellyd@micityoffraser.com). During the meeting, members of the public may e-mail comments to [publicmeeting@micityoffraser.com](mailto:publicmeeting@micityoffraser.com). The e-mail must provide the following: 1. Your name, address, and e-mail address 2. The agenda item in your subject line, if your comments pertain to a specific agenda item. To contact members of the City Council in order to provide input or ask questions on any business before the City Council at the meeting, please use the contact information found on the City of Fraser website: [www.ci.fraser.mi.us](http://www.ci.fraser.mi.us). Public Hearing comments will be heard during any Public Hearing that is conducted during the meeting, and other comments will be heard or reviewed during public participation. The City of Fraser provides live public access to this meeting on Comcast Channel 5 and WOW Channel 10 and online at [www.ci.fraser.mi.us](http://www.ci.fraser.mi.us). This live public access meets the OMA's requirements that all public body deliberations and decisions take place at a meeting open to the public. In addition, if technology permits, the meeting will also be streamed via the YouTube website and application. In the event of a change in the status of statewide or local states of emergency, the City Council meeting may be changed from a remote meeting to a live in-person meeting to be held at Fraser City Hall, 33000 Garfield Road, Fraser, MI 48026, on the same date and at the same time. The City will post notice of any change in method of conducting the meeting from a remote meeting to an in-person live meeting, and/or any change in the meeting place for this meeting, to the City's website at [www.ci.fraser.mi.us](http://www.ci.fraser.mi.us). Interested parties should periodically check for such changes or contact the City Clerk's Office at (586) 293-3100. The City of Fraser thanks all of you for your understanding and support as we all attempt to navigate these challenging times together.

City of Fraser Administration - February 2021

**MINUTES  
FRASER CITY COUNCIL – SPECIAL MEETING - (VIRTUAL)  
MARCH 4, 2021**

Special Virtual meeting of the Fraser City Council was conducted on March 4, 2021 at the City Municipal Building, located at 33000 Garfield Rd., Fraser, in the County of Macomb, Michigan.

**I. CALL MEETING TO ORDER**

*Mayor Carnagie called the Special Virtual Meeting to order at 7:07 PM.*

**II. PLEDGE OF ALLEGIANCE**

**III. ROLL CALL OF COUNCIL MEMBERS**

**PRESENT:**

|                                 |            |
|---------------------------------|------------|
| COUNCIL MEMBER AMY BARANSKI     | FRASER, MI |
| COUNCIL MEMBER KATHY BLANKE     | FRASER, MI |
| MAYOR MICHAEL CARNAGIE          | FRASER, MI |
| COUNCIL MEMBER SUZANNE KALKA    | FRASER, MI |
| COUNCIL MEMBER MICHAEL LESICH   | FRASER, MI |
| COUNCIL MEMBER PATRICE SCHORNAK | FRASER, MI |
| COUNCIL MEMBER DAVID WINOWIECKI | FRASER, MI |

**ABSENT:**

NONE

**ALSO PRESENT:**

MARC THOMPSON, INTERIM CITY MANAGER  
MICHAEL PETTYES, INTERIM PUBLIC SAFETY DIRECTOR  
CHELSEA ZELMANSKI, ACTING CITY CLERK  
DONALD DENAULT, CITY ATTORNEY  
DAVID BISBY, LIEUTENANT  
ERIC MYERS, SERGEANT  
ED HORN, AV SPECIALIST  
CHERIE BARTRAM, SERESA EXECUTIVE DIRECTOR  
MIKE VIGNERON, AEW SENIOR PROJECT ENGINEER  
TONY LEESE, SERESA ASSISTANT DIRECTOR

**MINUTES**  
**FRASER CITY COUNCIL – SPECIAL MEETING - (VIRTUAL)**  
**MARCH 4, 2021**

**IV. APPROVAL OF AGENDA**

**MEMBER BARANSKI** moved, second by **MEMBER WINOWIECKI**; to amend the agenda by adding items VII; Discussion Regarding Appointments to the Parks & Recreation Commission and VIII; Allowing council to go into a closed door session regarding labor negotiations.

**MEMBER ROLL CALL VOTE:**

|            |     |
|------------|-----|
| BARANSKI   | YES |
| BLANKE     | YES |
| CARNAGIE   | YES |
| KALKA      | YES |
| LESICH     | NO  |
| SCHORNAK   | YES |
| WINOWIECKI | YES |

*Motion failed 6-1*

**MEMBER LESICH**

Asked for clarification on the purpose of the addition of agenda item VIII. Closed Door Labor Negotiations and which union contract was to be discussed. Stated that he was unaware of the addition before the council meeting. Asked if there was a negotiation taking place or if this was a result of the arbitration. Also asked which collective bargaining agreement was going to be discussed.

**AMY BARANSKI**

Stated that the closed session was to be continued from the previous council meeting. Also that the purpose of the motion was to allow for an update on the negotiations.

**DON DENAULT**

Stated that if not all members present voted yes the motion would fail. It was also stated that the motion could be adjusted to separate the two items to be added.

**MEMBER BARANSKI** moved, second by **MEMBER WINOWIECKI**; to amend the agenda by adding item VII. Discussion regarding appointment to the Parks & Recreation Commission.

**MEMBER ROLL CALL VOTE:**

|            |     |
|------------|-----|
| BARANSKI   | YES |
| BLANKE     | YES |
| CARNAGIE   | YES |
| KALKA      | YES |
| LESICH     | YES |
| SCHORNAK   | YES |
| WINOWIECKI | YES |

*Motion passed 7-0*

**MINUTES  
FRASER CITY COUNCIL – SPECIAL MEETING - (VIRTUAL)  
MARCH 4, 2021**

**MEMBER BARANSKI** moved, second by **MEMBER WINOWIECKI**; to approve the agenda as amended.

**MEMBER ROLL CALL VOTE:**

|            |     |
|------------|-----|
| BARANSKI   | YES |
| BLANKE     | YES |
| CARNAGIE   | YES |
| KALKA      | YES |
| LESICH     | YES |
| SCHORNAK   | YES |
| WINOWIECKI | YES |

*Motion passed 7-0*

**V. CITIZEN PARTICIPATION**

*NONE*

**VI. PRESENTATIONS**

1. South East Regional Emergency Services Authority (SERESA)
  - Presented by Cherie Bartram, SERESA Executive Director

The presentation introduced information regarding the City staying a contract entity or becoming a member of SERESA. Conversation between Public Safety Director Pettyes, SERESA Executive Director Cherie Bartram, and Members of Council ensued. A decision will potentially be made at the next regularly scheduled meeting on March 11, 2021.

2. Capital Improvement Plan (CIP)
  - Presented by Mike Vigneron, AEW Senior Project Engineering

The Draft Capital Improvement Plan Presentation outlined important details for projects that are anticipated to take place throughout the City over the next 5 years. These projects involve sewers, roads, and water distribution systems.

**VII. DISCUSSION REGARDING APPOINTMENT TO THE PARKS AND RECREATION COMMISSION**

**MEMBER BARANSKI**

Attended the March Parks and Recreation Commission meeting. During the meeting it was discussed that Parks and Recreation document rules state a member of the Council shall serve as an ex-officio member on the Parks and Recreation Commission. This has not been done and this position should be reinstated by appointment of a council member by council. The Charter also calls for the Superintendent of the Schools, as well as a member of the Planning Commission to be involved in the meetings. A member from the Planning Commission would be determined after individuals are contacted and interest is expressed.

**MINUTES  
FRASER CITY COUNCIL – SPECIAL MEETING - (VIRTUAL)  
MARCH 4, 2021**

**MEMBER BARANSKI** moved, second by **MEMBER BLANKE**; to appoint Council Member Winowiecki as an ex-officio member to the Parks and Recreation Commission pursuant to the City's Charter.

**MEMBER ROLL CALL VOTE:**

|            |     |
|------------|-----|
| BARANSKI   | YES |
| BLANKE     | YES |
| CARNAGIE   | YES |
| KALKA      | YES |
| LESICH     | YES |
| SCHORNAK   | YES |
| WINOWIECKI | YES |

*Motion passed 7-0*

**MEMBER LESICH**

Also attended the Parks & Recreation Commission meeting. Clarified that over the years there have been members of council appointed to the Commission. Commented that the absence of liaisons could be due to the advancements in technology since the 1950's allowing individuals to communicate more effectively.

**MEMBER SCHORNAK**

Stated that the Council should revisit the portion of the Charter that mentions the involvement of the Superintendent of the schools and possibly reach out to the schools to see if they are interested in becoming an ex-officio member of the commission.

**MEMBER KALKA**

Stated that by appointing a council member, the council and commission could communicate more efficiently.

**MAYOR CARNAGIE**

Stated that he and Marc Thompson had a meeting with some members from the Recreation Commission and Farmer's Market. Commented that there is a lot of miscommunication between the groups and to resolve that matter, has invited those members to come speak at council meetings to give updates.

**MEMBER BLANKE**

Addressed the City Manager and Mayor Carnagie stating that about twenty years ago, the school board would meet with members of council to communicate. Recommended that council could potentially revive this type of gathering.

**DON DENAULT**

Pointed out that the Parks and Recreation has a document titled, "Bylaws", that does not mention ex-officio members. The Parks and Recreation ordinance from 1968 establishes the ex-officio positions. The bylaws of the Parks and Recreation Commission indicates that the agenda for their meetings shall be sent to the City Manager, City Attorney, City Council, Recording Secretary, and all appropriate department heads.

**MINUTES  
FRASER CITY COUNCIL – SPECIAL MEETING - (VIRTUAL)  
MARCH 4, 2021**

**VIII. ADJOURNMENT**

**MEMBER BARANSKI** moved, second by **MEMBER WINOWIECKI**; to adjourn the meeting at 9:28PM.

The motion carried unanimously

Respectfully submitted,

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Acting City Clerk

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Michael Carnagie, Mayor



# City of Fraser

## Check Disbursement Report

April 8, 2021

### EXPENDITURES FOR APPROVAL

|                                    |           |                   |
|------------------------------------|-----------|-------------------|
| 101 GENERAL FUND                   | \$        | 365,274.51        |
| 202 MAJOR STREET FUND              | \$        | 1,745.22          |
| 203 LOCAL STREET FUND              | \$        | 27,673.15         |
| 210 AMBULANCE FUND                 | \$        | 10,257.11         |
| 226 GARBAGE AND RUBBISH COLLECTION | \$        | 16.23             |
| 265 DRUG FORFEITURE                | \$        | 459.18            |
| 270 SENIOR HOUSING                 | \$        | 28,038.85         |
| 592 WATER & SEWER FUND             | \$        | 355,121.42        |
| 661 MOTOR POOL                     | \$        | 57,700.81         |
| 703 SUMMER TAX COLLECTION FUND     | \$        | 3,056.26          |
| <b>VENDOR EXPENDITURES</b>         | <b>\$</b> | <b>849,342.94</b> |



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CHECK DISBURSEMENT REPORT FOR CITY OF FRASER  
CHECK DATE FROM 03/01/2021 - 03/31/2021

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| Check Date             | Bank | Check #  | Payee                           | Description                             | Account | Dept | Amount   |
|------------------------|------|----------|---------------------------------|-----------------------------------------|---------|------|----------|
| Fund: 101 GENERAL FUND |      |          |                                 |                                         |         |      |          |
| 03/05/2021             | PNC  | 135905   | 123.NET, INC.                   | COMMUNICATIONS (TELEPHONE, CELL, PHONE) | 850.000 | 258  | 481.45   |
| 03/05/2021             | PNC  | 135907*# | ADVANCED PEST CONTROL           | OTHER REPAIRS AND MAINT                 | 934.000 | 267  | 100.00   |
| 03/05/2021             | PNC  | 135908   | AEW                             | Escrow Fee                              | 283.100 | 000  | 211.50   |
|                        |      |          |                                 | Escrow Fee                              | 283.100 | 000  | 196.30   |
|                        |      |          |                                 | Escrow Fee                              | 283.100 | 000  | 45.30    |
|                        |      |          |                                 | CHECK PNC 135908 TOTAL                  |         |      | 453.10   |
| 03/05/2021             | PNC  | 135909#  | AMERICA'S FINEST                | OPERATING SUPPLIES                      | 746.000 | 301  | 53.00    |
|                        |      |          |                                 | SUPPLIES                                | 752.000 | 441  | 108.00   |
|                        |      |          |                                 | CHECK PNC 135909 TOTAL                  |         |      | 161.00   |
| 03/05/2021             | PNC  | 135910   | ASSESSMENT                      | ASSESSOR SERVICES FEB 2021 - APRIL 2021 | 801.500 | 209  | 8,489.58 |
| 03/05/2021             | PNC  | 135911   | AT&T                            | COMMUNICATIONS (TELEPHONE, CELL, PHONE) | 850.000 | 265  | 539.58   |
|                        |      |          |                                 | COMMUNICATIONS (TELEPHONE, CELL, PHONE) | 850.000 | 265  | 235.91   |
|                        |      |          |                                 | CHECK PNC 135911 TOTAL                  |         |      | 775.49   |
| 03/05/2021             | PNC  | 135912   | MAYSSA ATTIA                    | PROFESSIONAL AND CONTRACTUAL SERVICES   | 801.000 | 136  | 900.00   |
| 03/05/2021             | PNC  | 135914   | BOB LOGAN                       | POSTAGE FOR OVERNIGHT MAIL DELIVERY     | 851.000 | 260  | 26.35    |
| 03/05/2021             | PNC  | 135915   | BS&A SOFTWARE                   | SOFTWARE MAINTENANCE AGREEMENTS         | 933.000 | 258  | 4,000.00 |
| 03/05/2021             | PNC  | 135918*# | CINTAS CORPORATION #354         | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 260.01   |
|                        |      |          |                                 | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 269  | 419.29   |
|                        |      |          |                                 | CHECK PNC 135918 TOTAL                  |         |      | 679.30   |
| 03/05/2021             | PNC  | 135922*# | DALE'S LANDSCAPING SUPPLY, INC. | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 48.00    |
|                        |      |          |                                 | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 48.00    |
|                        |      |          |                                 | CHECK PNC 135922 TOTAL                  |         |      | 96.00    |
| 03/05/2021             | PNC  | 135923   | DAVID KIRWIN                    | SUPPLIES                                | 752.000 | 209  | 400.00   |
| 03/05/2021             | PNC  | 135925   | DONNA NAVARRO                   | PROFESSIONAL AND CONTRACTUAL SERVICES   |         |      |          |

\*\* VOIDED \*\*

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| Check Date             | Bank | Check #  | Payee                       | Description                             | Account | Dept | Amount   |
|------------------------|------|----------|-----------------------------|-----------------------------------------|---------|------|----------|
| Fund: 101 GENERAL FUND |      |          |                             |                                         |         |      |          |
| 03/05/2021             | PNC  | 135926   | DSS CORPORATION             | SOFTWARE MAINTENANCE AGREEMENTS         | 933.000 | 258  | 6,400.00 |
| 03/05/2021             | PNC  | 135927*# | DTE ENERGY COMPANY          | ELECTRIC                                | 920.000 | 265  | 3,646.46 |
|                        |      |          |                             | ELECTRIC                                | 920.000 | 266  | 1,222.96 |
|                        |      |          |                             | ELECTRIC                                | 920.000 | 267  | 115.82   |
|                        |      |          |                             | ELECTRIC                                | 920.000 | 269  | 684.62   |
|                        |      |          |                             | ELECTRIC                                | 920.000 | 448  | 138.13   |
|                        |      |          |                             | CHECK PNC 135927 TOTAL                  |         |      | 5,807.99 |
| 03/05/2021             | PNC  | 135928   | EDWARD F. HARTFIELD         | PROFESSIONAL SERVICES (LEGAL)           | 801.800 | 210  | 2,484.45 |
| 03/05/2021             | PNC  | 135929   | EDWARD R. HORN              | PROFESSIONAL SERVICES                   | 801.100 | 258  | 1,000.00 |
| 03/05/2021             | PNC  | 135932   | FRASER PUBLIC LIBRARY       | DUE TO LIBRARIES                        | 223.000 | 000  | 11.11    |
| 03/05/2021             | PNC  | 135934   | HALLAHAN & ASSOCIATES, P.C. | PROFESSIONAL SERVICES (LEGAL)           | 801.800 | 210  | 228.00   |
| 03/05/2021             | PNC  | 135936#  | HP, INC.                    | SUPPLIES                                | 752.000 | 209  | 20.93    |
|                        |      |          |                             | SUPPLIES                                | 752.000 | 215  | 540.39   |
|                        |      |          |                             | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 260  | 661.42   |
|                        |      |          |                             | SUPPLIES                                | 752.000 | 301  | 1,064.34 |
|                        |      |          |                             | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 371  | 214.23   |
|                        |      |          |                             | SUPPLIES                                | 752.000 | 441  | 75.58    |
|                        |      |          |                             | SUPPLIES                                | 752.000 | 691  | 5.88     |
|                        |      |          |                             | CHECK PNC 135936 TOTAL                  |         |      | 2,582.77 |
| 03/05/2021             | PNC  | 135937*# | JOHN'S LUMBER               | PARK DONATIONS - OTHER REPAIRS AND      | 934.100 | 690  | 120.00   |
|                        |      |          |                             | PARK DONATIONS - OTHER REPAIRS AND      | 934.100 | 690  | 150.48   |
|                        |      |          |                             | CHECK PNC 135937 TOTAL                  |         |      | 270.48   |
| 03/05/2021             | PNC  | 135938*# | JOHNSON THERMOL TEMP INC.   | ENGINEERING SERVICES                    | 934.000 | 265  | 176.46   |
|                        |      |          |                             | OTHER REPAIR AND MAINTENANCE            | 934.000 | 266  | 373.92   |
|                        |      |          |                             | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 268  | 337.50   |
|                        |      |          |                             | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 268  | 262.50   |
|                        |      |          |                             | OTHER REPAIR AND MAINTENANCE            | 934.000 | 269  | 205.68   |

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| Check Date             | Bank | Check # | Payee                            | Description                             | Account | Dept | Amount   |
|------------------------|------|---------|----------------------------------|-----------------------------------------|---------|------|----------|
| Fund: 101 GENERAL FUND |      |         |                                  | CHECK PNC 135938 TOTAL                  |         |      | 1,356.06 |
| 03/05/2021             | PNC  | 135939  | JUDICIAL MANAGEMENT SYSTEMS INC  | PROFESSIONAL AND CONTRACTUAL SERVICES   | 801.000 | 136  | 7,811.00 |
| 03/05/2021             | PNC  | 135943# | MACOMB COUNTY FINANCE DEPARTMENT | SUPPLIES                                | 752.000 | 171  | 24.44    |
|                        |      |         |                                  | SUPPLIES                                | 752.000 | 260  | 24.44    |
|                        |      |         |                                  | SUPPLIES                                | 752.000 | 301  | 48.89    |
|                        |      |         |                                  | PROFESSIONAL AND CONTRACTUAL SERVICES   | 801.000 | 301  | 150.00   |
|                        |      |         |                                  | SUPPLIES                                | 752.000 | 441  | 24.44    |
|                        |      |         |                                  | CHECK PNC 135943 TOTAL                  |         |      | 272.21   |
| 03/05/2021             | PNC  | 135945  | METCOM                           | SUPPLIES                                | 752.000 | 136  | 408.16   |
| 03/05/2021             | PNC  | 135946  | MICHIGAN STATE POLICE            | PROFESSIONAL AND CONTRACTUAL SERVICES   | 801.000 | 301  | 180.00   |
| 03/05/2021             | PNC  | 135947  | MICHIGAN STATE FIREMEN'S ASSOC   | PROFESSIONAL DEVELOPMENT                | 910.000 | 301  | 133.95   |
| 03/05/2021             | PNC  | 135949  | OFFICE DEPOT                     | SUPPLIES                                | 752.000 | 136  | 92.75    |
|                        |      |         |                                  | SUPPLIES                                | 752.000 | 136  | 56.52    |
|                        |      |         |                                  | SUPPLIES                                | 752.000 | 136  | 13.09    |
|                        |      |         |                                  | SUPPLIES                                | 752.000 | 136  | 23.16    |
|                        |      |         |                                  | SUPPLIES                                | 752.000 | 136  | 22.00    |
|                        |      |         |                                  | CHECK PNC 135949 TOTAL                  |         |      | 207.52   |
| 03/05/2021             | PNC  | 135950  | OTIS ELEVATOR COMPANY            | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 1,618.18 |
|                        |      |         |                                  | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 800.00   |
|                        |      |         |                                  | CHECK PNC 135950 TOTAL                  |         |      | 2,418.18 |
| 03/05/2021             | PNC  | 135953  | SIRCHIE                          | OPERATING SUPPLIES                      | 746.000 | 301  | 41.45    |
| 03/05/2021             | PNC  | 135956  | TELEPHONE SUPPORT SYSTEMS, INC.  | LABOR REMOTE                            | 850.000 | 258  | 78.75    |
| 03/05/2021             | PNC  | 135957  | TRIDENT INSURANCE SERVICES       | PROPERTY LIABILITY INSURANCE            | 935.000 | 951  | 9,089.00 |
| 03/05/2021             | PNC  | 135960  | VERIZON                          | COMMUNICATIONS (TELEPHONE, CELL, PHONE) | 850.000 | 258  | 2,161.16 |
|                        |      |         |                                  | COMMUNICATIONS (TELEPHONE, CELL, PHONE) | 850.000 | 258  | 252.06   |
|                        |      |         |                                  | CHECK PNC 135960 TOTAL                  |         |      | 2,413.22 |

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| Check Date             | Bank | Check #  | Payee                              | Description                          | Account | Dept | Amount    |
|------------------------|------|----------|------------------------------------|--------------------------------------|---------|------|-----------|
| Fund: 101 GENERAL FUND |      |          |                                    |                                      |         |      |           |
| 03/05/2021             | PNC  | 135963   | WINDER POLICE EQUIPMENT            | B736 RHODIUM BADGES                  | 746.000 | 301  | 189.42    |
|                        |      |          |                                    | SHIPPING                             | 746.000 | 301  | 9.00      |
|                        |      |          |                                    | CHECK PNC 135963 TOTAL               |         |      | 198.42    |
| 03/05/2021             | PNC  | 135964   | WOW INTERNET-CABLE-PHONE           | OTHER MISC COMMUNICATIONS (INTERNET) | 852.000 | 258  | 2,490.13  |
| 03/11/2021             | PNC  | 135965*# | AEW                                | Escrow Fee                           | 283.100 | 000  | 1,132.50  |
|                        |      |          |                                    | ENGINEERING SERVICES                 | 946.000 | 441  | 4,854.00  |
|                        |      |          |                                    | ENGINEERING SERVICES                 | 946.000 | 441  | 954.00    |
|                        |      |          |                                    | CHECK PNC 135965 TOTAL               |         |      | 6,940.50  |
| 03/11/2021             | PNC  | 135966   | AMERICA'S FINEST                   | SUPPLIES                             | 752.000 | 441  | 108.00    |
| 03/11/2021             | PNC  | 135967*  | APOLLO FIRE EQUIPMENT              | OPERATING SUPPLIES                   | 746.000 | 301  | 49.00     |
| 03/11/2021             | PNC  | 135968   | BS&A SOFTWARE                      | SOFTWARE MAINTENANCE AGREEMENTS      | 933.000 | 258  | 5,140.00  |
| 03/11/2021             | PNC  | 135970   | C & G NEWSPAPERS                   | PRINTING AND PUBLISHING              | 900.000 | 209  | 114.48    |
| 03/11/2021             | PNC  | 135971   | C E & A PROFESSIONAL SERVICES, INC | MEDICAL PROVIDER SERVICES            | 843.000 | 441  | 66.48     |
| 03/11/2021             | PNC  | 135973   | COUNTY OF MACOMB ENFORCEMENT TEAM  | OPERATING SUPPLIES                   | 746.000 | 301  | 400.00    |
| 03/11/2021             | PNC  | 135975   | DETROIT ENERGY STREET LIGHTS       | ELECTRIC (STREET LIGHTING)           | 920.100 | 448  | 18,361.51 |
| 03/11/2021             | PNC  | 135978   | FRASER PUBLIC LIBRARY              | DUE TO LIBRARIES                     | 223.000 | 000  | 98.16     |
| 03/11/2021             | PNC  | 135979#  | HENRY FORD HEALTH SYSTEM           | MEDICAL PROVIDER SERVICES            | 843.000 | 301  | 524.00    |
|                        |      |          |                                    | MEDICAL PROVIDER SERVICES            | 843.000 | 441  | 304.00    |
|                        |      |          |                                    | MEDICAL PROVIDER SERVICES            | 843.000 | 441  | 76.00     |
|                        |      |          |                                    | CHECK PNC 135979 TOTAL               |         |      | 904.00    |
| 03/11/2021             | PNC  | 135980   | HEWLETT-PACKARD FINANCIAL SERVICES | LEASED ASSETS                        | 983.000 | 258  | 900.14    |
|                        |      |          |                                    | LEASED ASSETS                        | 983.000 | 258  | 336.54    |
|                        |      |          |                                    | CHECK PNC 135980 TOTAL               |         |      | 1,236.68  |
| 03/11/2021             | PNC  | 135981   | INACOMP                            | SOFTWARE MAINTENANCE AGREEMENTS      | 933.000 | 258  | 1,500.00  |

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|------------------------|------|---------|----------------------------------|---------------------------------------|---------|------|------------|
| Fund: 101 GENERAL FUND |      |         |                                  |                                       |         |      |            |
| 03/11/2021             | PNC  | 135982  | JOHN'S LUMBER                    | MATERIALS & SUPPLIES                  | 742.000 | 690  | 64.68      |
| 03/11/2021             | PNC  | 135983# | JOHNSON THERMOL TEMP INC.        | OTHER REPAIR AND MAINTENANCE          | 934.000 | 265  | 867.74     |
|                        |      |         |                                  | OTHER REPAIR AND MAINTENANCE          | 934.000 | 268  | 285.80     |
|                        |      |         |                                  | CHECK PNC 135983 TOTAL                |         |      | 1,153.54   |
| 03/11/2021             | PNC  | 135984  | KENEWELL PRINTING CORPORATION    | SUPPLIES                              | 752.000 | 136  | 546.95     |
| 03/11/2021             | PNC  | 135985  | DENNIS KOENDERS                  | MECHANICAL INSP.                      | 703.100 | 371  | 1,560.00   |
| 03/11/2021             | PNC  | 135987  | MACNLOW ASSOCIATES               | PROFESSIONAL DEVELOPMENT (PA 302)     | 910.302 | 301  | 375.00     |
| 03/11/2021             | PNC  | 135988  | MACOMB DUPLICATING COMPANY       | PROFESSIONAL AND CONTRACTUAL SERVICES | 801.000 | 136  | 78.56      |
| 03/11/2021             | PNC  | 135989  | MACOMB WHOLESALE SUPPLY          | MATERIALS & SUPPLIES                  | 742.000 | 690  | 209.97     |
| 03/11/2021             | PNC  | 135991  | O'REILLY RANCILIO PC             | PROFESSIONAL SERVICES (LEGAL)         | 801.800 | 210  | 9,277.59   |
|                        |      |         |                                  | PROFESSIONAL SERVICES (LEGAL)         | 801.800 | 210  | 616.00     |
|                        |      |         |                                  | PROFESSIONAL SERVICES (LEGAL)         | 801.800 | 210  | 406.00     |
|                        |      |         |                                  | PROFESSIONAL SERVICES (LEGAL)         | 801.800 | 210  | 1,526.00   |
|                        |      |         |                                  | CHECK PNC 135991 TOTAL                |         |      | 11,825.59  |
| 03/11/2021             | PNC  | 135994  | PITNEY BOWES GLOBAL FIN SRV, LLC | LEASED ASSETS                         | 983.000 | 258  | 824.25     |
| 03/11/2021             | PNC  | 135996  | ROSEDALE SOLUTIONS, LLC          | PROFESSIONAL AND CONTRACTUAL SERVICES | 801.000 | 260  | 2,550.00   |
| 03/11/2021             | PNC  | 135997  | CITY OF ROSEVILLE                | MAIL OR POSTAGE                       | 851.000 | 136  | 300.28     |
|                        |      |         |                                  | RENTALS                               | 940.000 | 136  | 74,788.75  |
|                        |      |         |                                  | CHECK PNC 135997 TOTAL                |         |      | 75,089.03  |
| 03/11/2021             | PNC  | 135998  | SERESA                           | PROFESSIONAL AND CONTRACTUAL SERVICES | 801.000 | 325  | 130,315.00 |
| 03/11/2021             | PNC  | 135999  | JAMES SHIMKO                     | PLUMBING INSP.                        | 703.200 | 371  | 687.00     |
| 03/11/2021             | PNC  | 136000# | SHRED-IT USA                     | SUPPLIES                              | 752.000 | 171  | 18.39      |
|                        |      |         |                                  | SUPPLIES                              | 752.000 | 209  | 18.39      |
|                        |      |         |                                  | SUPPLIES                              | 752.000 | 260  | 18.38      |
|                        |      |         |                                  | SUPPLIES                              | 752.000 | 371  | 18.39      |

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|------------------------|------|----------|---------------------------------|-------------------------------------|---------|------|-----------|
| Fund: 101 GENERAL FUND |      |          |                                 |                                     |         |      |           |
|                        |      |          |                                 | CHECK PNC 136000 TOTAL              |         |      | 73.55     |
| 03/11/2021             | PNC  | 136001   | THE I.T. VERDIN COMPANY         | OTHER REPAIRS AND MAINTENANCE       | 934.000 | 265  | 4,538.00  |
| 03/11/2021             | PNC  | 136002   | THOMSON REUTERS - WEST          | OPERATING SUPPLIES                  | 746.000 | 301  | 292.16    |
| 03/11/2021             | PNC  | 136003   | WARREN PIPE & SUPPLY CO.        | OTHER REPAIRS AND MAINTENANCE       | 934.000 | 266  | 26.89     |
| 03/19/2021             | PNC  | 136009   | AMERIGAS-STERLING HEIGHTS       | OTHER REPAIRS AND MAINTENANCE       | 934.000 | 690  | 2,204.60  |
| 03/19/2021             | PNC  | 136010   | AMY CELL LLC                    | HUMAN RESOURCES SERVICES MARCH 2021 | 801.100 | 101  | 12,000.00 |
| 03/19/2021             | PNC  | 136012   | CHRISTINE KOCH                  | SUPPLIES                            | 752.000 | 691  | 177.14    |
|                        |      |          |                                 | SUPPLIES                            | 752.000 | 691  | 6.36      |
|                        |      |          |                                 | SUPPLIES                            | 752.000 | 691  | 130.12    |
|                        |      |          |                                 | SUPPLIES                            | 752.000 | 691  | 205.07    |
|                        |      |          |                                 | CHECK PNC 136012 TOTAL              |         |      | 518.69    |
| 03/19/2021             | PNC  | 136013*# | CINTAS CORPORATION #354         | MATERIALS & SUPPLIES                | 742.000 | 265  | 205.15    |
|                        |      |          |                                 | MATERIALS & SUPPLIES                | 742.000 | 269  | 483.70    |
|                        |      |          |                                 | CHECK PNC 136013 TOTAL              |         |      | 688.85    |
| 03/19/2021             | PNC  | 136015   | DALE'S LANDSCAPING SUPPLY, INC. | OTHER REPAIRS AND MAINTENANCE       | 934.000 | 690  | 35.00     |
| 03/19/2021             | PNC  | 136017*# | CITY OF FRASER                  | WATER                               | 918.000 | 265  | 26.26     |
|                        |      |          |                                 | WATER                               | 918.000 | 265  | 473.65    |
|                        |      |          |                                 | WATER                               | 918.000 | 266  | 103.03    |
|                        |      |          |                                 | WATER                               | 918.000 | 267  | 153.21    |
|                        |      |          |                                 | WATER                               | 918.000 | 267  | 56.80     |
|                        |      |          |                                 | CHECK PNC 136017 TOTAL              |         |      | 812.95    |
| 03/19/2021             | PNC  | 136019   | JOHN'S LUMBER                   | OTHER REPAIRS AND MAINTENANCE       | 934.000 | 690  | 118.99    |
| 03/19/2021             | PNC  | 136020   | KIRK, HUTH, LANGE & BADALAMENTI | CITY ATTORNEY                       | 801.800 | 210  | 1,595.00  |
| 03/19/2021             | PNC  | 136021   | LEAF                            | LEASED ASSETS                       | 983.000 | 258  | 900.92    |
| 03/19/2021             | PNC  | 136023   | MICHIGAN STATE POLICE           | FEE (SEX OFFENDER REGISTRATION)     | 816.000 | 301  | 90.00     |

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|------------------------|------|----------|----------------------------|---------------------------------------|---------|------|----------|
| Fund: 101 GENERAL FUND |      |          |                            |                                       |         |      |          |
| 03/19/2021             | PNC  | 136025   | OFFICE DEPOT               | SUPPLIES                              | 752.000 | 136  | 44.49    |
|                        |      |          |                            | SUPPLIES                              | 752.000 | 136  | 5.94     |
|                        |      |          |                            | CHECK PNC 136025 TOTAL                |         |      | 50.43    |
| 03/19/2021             | PNC  | 136027*# | REINDEL TRUE VALUE         | VARIOUS SUPPLIES                      | 742.000 | 268  | 9.28     |
|                        |      |          |                            | VARIOUS SUPPLIES                      | 742.000 | 690  | 66.14    |
|                        |      |          |                            | CHECK PNC 136027 TOTAL                |         |      | 75.42    |
| 03/19/2021             | PNC  | 136029   | SIRCHIE                    | OPERATING SUPPLIES                    | 746.000 | 301  | 34.50    |
| 03/19/2021             | PNC  | 136033   | TROY GROUP, INC            | LEASED ASSETS                         | 983.000 | 258  | 340.00   |
| 03/26/2021             | PNC  | 136036*# | ADVANCED PEST CONTROL      | OTHER REPAIRS AND MAINT               | 934.000 | 267  | 100.00   |
| 03/26/2021             | PNC  | 136037   | ARROWHEAD SCIENTIFIC, INC. | 2X2.5 HINGE LIFTERS BLACK 25 PACK     | 746.000 | 301  | 24.20    |
|                        |      |          |                            | 2X4.5 HINGE LIFTERS BLACK 25 PACK     | 746.000 | 301  | 38.50    |
|                        |      |          |                            | FEATHER BRUSHES                       | 746.000 | 301  | 110.00   |
|                        |      |          |                            | 2X2.5 HINGE LIFTERS WHITE 25 PACK     | 746.000 | 301  | 48.40    |
|                        |      |          |                            | 2X4.5 HINGE LIFTERS WHITE 25 PACK     | 746.000 | 301  | 77.00    |
|                        |      |          |                            | 2X2.5 HINGE LIFTERS BLACK 25 PACK     | 746.000 | 301  | 24.20    |
|                        |      |          |                            | 2X4.5 HINGE LIFTERS BLACK 25 PACK     | 746.000 | 301  | 38.50    |
|                        |      |          |                            | 4X4.5 HINGE LIFTERS BLACK 25 PACK     | 746.000 | 301  | 107.60   |
|                        |      |          |                            | STERILE WATER 3ML VIALS 100 PACK      | 746.000 | 301  | 48.86    |
|                        |      |          |                            | 7X13.5X4 PRINTED PAPER BAGS 100 PK    | 746.000 | 301  | 24.10    |
|                        |      |          |                            | 12X17X7 PRINTED PAPER BAGS 100 PK     | 746.000 | 301  | 29.80    |
|                        |      |          |                            | DISPOSABLE POLY TWEEZERS 12 PK        | 746.000 | 301  | 8.95     |
|                        |      |          |                            | DISPOSABLE POLY STERILE 12 PK         | 746.000 | 301  | 11.00    |
|                        |      |          |                            | WRAPAROUND SAFETY GLASSES             | 746.000 | 301  | 99.90    |
|                        |      |          |                            | SEALGUARD 2" SPILT BACK EVIDENCE TAPE | 746.000 | 301  | 31.90    |
|                        |      |          |                            | SHIPPING AND HANDLING                 | 746.000 | 301  | 19.54    |
|                        |      |          |                            | CHECK PNC 136037 TOTAL                |         |      | 742.45   |
| 03/26/2021             | PNC  | 136038   | BENDZINSKI & CO.           | PROFESSIONAL AND CONTRACTUAL SERVICES | 801.000 | 260  | 1,000.00 |
| 03/26/2021             | PNC  | 136039   | BS&A SOFTWARE              | SOFTWARE MAINTENANCE AGREEMENTS       | 933.000 | 258  | 3,000.00 |

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|------------------------|------|----------|----------------------------------|-----------------------------------|---------|------|----------|
| Fund: 101 GENERAL FUND |      |          |                                  |                                   |         |      |          |
| 03/26/2021             | PNC  | 136041*# | CINTAS CORPORATION #354          | MATERIALS & SUPPLIES              | 742.000 | 265  | 260.01   |
|                        |      |          |                                  | MATERIALS & SUPPLIES              | 742.000 | 269  | 41.98    |
|                        |      |          |                                  | MATERIALS & SUPPLIES              | 742.000 | 269  | 373.53   |
|                        |      |          |                                  | CHECK PNC 136041 TOTAL            |         |      | 675.52   |
| 03/26/2021             | PNC  | 136043*# | CONSUMERS ENERGY                 | NATURAL GAS                       | 921.000 | 265  | 2,361.15 |
|                        |      |          |                                  | NATURAL GAS                       | 921.000 | 266  | 1,094.94 |
|                        |      |          |                                  | NATURAL GAS                       | 921.000 | 267  | 252.84   |
|                        |      |          |                                  | NATURAL GAS                       | 921.000 | 269  | 1,535.67 |
|                        |      |          |                                  | CHECK PNC 136043 TOTAL            |         |      | 5,244.60 |
| 03/26/2021             | PNC  | 136045   | DALE'S LANDSCAPING SUPPLY, INC.  | OTHER REPAIRS AND MAINTENANCE     | 934.000 | 690  | 32.25    |
|                        |      |          |                                  | OTHER REPAIRS AND MAINTENANCE     | 934.000 | 690  | 32.25    |
|                        |      |          |                                  | CHECK PNC 136045 TOTAL            |         |      | 64.50    |
| 03/26/2021             | PNC  | 136046*# | JOHNSON THERMOL TEMP INC.        | OTHER REPAIRS AND MAINTENANCE     | 934.000 | 269  | 225.00   |
|                        |      |          |                                  | OTHER REPAIRS AND MAINTENANCE     | 934.000 | 269  | 1,112.50 |
|                        |      |          |                                  | CHECK PNC 136046 TOTAL            |         |      | 1,337.50 |
| 03/26/2021             | PNC  | 136047   | JORDANO GRAPHICS & SIGNS, LLC    | OPERATING SUPPLIES                | 746.000 | 301  | 42.00    |
| 03/26/2021             | PNC  | 136048   | MACOMB COMMUNITY COLLEGE         | TRAINING 302 FUNDS                | 910.302 | 301  | 920.00   |
| 03/26/2021             | PNC  | 136050*# | MACOMB COUNTY FINANCE DEPARTMENT | MATERIALS AND SUPPLIES            | 752.000 | 136  | 24.40    |
|                        |      |          |                                  | MATERIALS AND SUPPLIES            | 752.000 | 171  | 24.40    |
|                        |      |          |                                  | MATERIALS AND SUPPLIES            | 752.000 | 260  | 24.40    |
|                        |      |          |                                  | MATERIALS AND SUPPLIES            | 752.000 | 301  | 49.05    |
|                        |      |          |                                  | COMMUNICIATIONS (VEHICLES)        | 850.500 | 301  | 145.77   |
|                        |      |          |                                  | MATERIALS AND SUPPLIES            | 752.000 | 441  | 7.87     |
|                        |      |          |                                  | CHECK PNC 136050 TOTAL            |         |      | 275.89   |
| 03/26/2021             | PNC  | 136051   | MACOMB WHOLESALE SUPPLY          | MATERIALS & SUPPLIES              | 742.000 | 265  | 239.96   |
| 03/26/2021             | PNC  | 136052   | MICHIGAN POLICE TRAINING         | PROFESSIONAL DEVELOPMENT (PA 302) | 910.302 | 301  | 850.00   |

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|---------------------------------|------|---------|--------------------------|-----------------------------------------|---------|------|------------|
| Fund: 101 GENERAL FUND          |      |         |                          |                                         |         |      |            |
| 03/26/2021                      | PNC  | 136053  | RAY ELECTRIC             | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 269  | 215.10     |
| 03/26/2021                      | PNC  | 136055  | SHREDCORP                | OPERATING SUPPLIES                      | 746.000 | 301  | 53.00      |
| 03/26/2021                      | PNC  | 136056  | VERIZON                  | COMMUNICATIONS (TELEPHONE, CELL, PHONE) | 850.000 | 258  | 969.14     |
| 03/26/2021                      | PNC  | 136057  | WOW INTERNET-CABLE-PHONE | OTHER MISC COMMUNICATIONS (INTERNET)    | 852.000 | 258  | 2,505.60   |
| Total for fund 101 GENERAL FUND |      |         |                          |                                         |         |      | 365,274.71 |

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| Check Date                           | Bank | Check # | Payee                             | Description                | Account | Dept | Amount   |
|--------------------------------------|------|---------|-----------------------------------|----------------------------|---------|------|----------|
| Fund: 202 MAJOR STREET FUND          |      |         |                                   |                            |         |      |          |
| 03/05/2021                           | PNC  | 135942  | MACOMB COUNTY DEPARTMENT OF ROADS | TRAFFIC SERVICES - STREETS | 871.000 | 463  | 794.71   |
| 03/26/2021                           | PNC  | 136049  | MACOMB COUNTY DEPARTMENT OF ROADS | TRAFFIC SERVICES - STREETS | 871.000 | 463  | 950.51   |
| Total for fund 202 MAJOR STREET FUND |      |         |                                   |                            |         |      | 1,745.22 |

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|-----------------------------|------|---------|------------------------------|--------------------------------------|---------|------|------------------|
| Fund: 203 LOCAL STREET FUND |      |         |                              |                                      |         |      |                  |
| 03/05/2021                  | PNC  | 135924  | DETROIT SALT COMPANY         | WINTER MAINTENANCE - STREETS         | 872.000 | 463  | 4,930.19         |
|                             |      |         |                              | WINTER MAINTENANCE - STREETS         | 872.000 | 463  | 4,963.27         |
|                             |      |         |                              | WINTER MAINTENANCE - STREETS         | 872.000 | 463  | 4,972.52         |
|                             |      |         |                              | WINTER MAINTENANCE - STREETS         | 872.000 | 463  | (0.01)           |
|                             |      |         |                              | WINTER MAINTENANCE - STREETS         | 872.000 | 463  | 4,910.24         |
|                             |      |         |                              | WINTER MAINTENANCE - STREETS         | 872.000 | 463  | 0.01             |
|                             |      |         |                              | WINTER MAINTENANCE - STREETS         | 872.000 | 463  | 2,474.83         |
|                             |      |         |                              | WINTER MAINTENANCE - STREETS         | 872.000 | 463  | 2,432.50         |
|                             |      |         |                              | CHECK PNC 135924 TOTAL               |         |      | <u>24,683.55</u> |
| 03/05/2021                  | PNC  | 135961  | WASHINGTON ELEVATOR CO., INC | WINTER MAINTENANCE - STREETS         | 872.000 | 463  | 742.50           |
| 03/26/2021                  | PNC  | 136040  | CADILLAC ASPHALT, LLC        | ASHPALT MATERIAL FOR PATCHING        | 870.000 | 463  | 2,247.10         |
|                             |      |         |                              | Total for fund 203 LOCAL STREET FUND |         |      | 27,673.15        |

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| Check Date               | Bank | Check # | Payee                            | Description                          | Account | Dept | Amount        |
|--------------------------|------|---------|----------------------------------|--------------------------------------|---------|------|---------------|
| Fund: 210 AMBULANCE FUND |      |         |                                  |                                      |         |      |               |
| 03/05/2021               | PNC  | 135906  | ACCUMED BILLING, INC             | PROFESSIONAL SERVICES - ACCUMED      | 801.200 | 301  | 1,865.35      |
| 03/05/2021               | PNC  | 135916  | CANFIELD EQUIPMENT SERVICE, INC. | EMERGENCY EQUIPMENT LIGHTS SIREN AND | 746.000 | 301  | 4,997.86      |
| 03/05/2021               | PNC  | 135952  | JASON POOLE                      | LIQUID SMOKE                         | 746.000 | 301  | 15.00         |
| 03/11/2021               | PNC  | 135967* | APOLLO FIRE EQUIPMENT            | OPERATING SUPPLIES                   | 746.000 | 301  | 98.00         |
|                          |      |         |                                  | OPERATING SUPPLIES                   | 746.000 | 301  | 272.82        |
|                          |      |         |                                  | CHECK PNC 135967 TOTAL               |         |      | <u>370.82</u> |
| 03/11/2021               | PNC  | 135995  | PRAXAIR DISTRIBUTION INC         | OPERATING SUPPLIES                   | 746.000 | 301  | 265.82        |
| 03/19/2021               | PNC  | 136008  | ALLIED 100, LLC                  | RESCUE RANDY TRAINING                | 746.000 | 301  | 1,451.10      |
| 03/19/2021               | PNC  | 136011  | BOUND TREE MEDICAL               | OPERATING SUPPLIES                   | 746.000 | 301  | 475.69        |
| 03/19/2021               | PNC  | 136022  | MI DEPT. OF HEALTH & HUMAN       | OPERATING SUPPLIES                   | 746.000 | 301  | 815.47        |
|                          |      |         |                                  | Total for fund 210 AMBULANCE FUND    |         |      | 10,257.11     |

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| Check Date                                        | Bank | Check # | Payee                      | Description | Account | Dept | Amount |
|---------------------------------------------------|------|---------|----------------------------|-------------|---------|------|--------|
| Fund: 226 GARBAGE AND RUBBISH COLLECTION FUND     |      |         |                            |             |         |      |        |
| 03/11/2021                                        | PNC  | 135976* | DONALD GALAT               | RECYCLING   | 033.000 | 000  | 16.15  |
| 03/11/2021                                        | PNC  | 135977* | FIRST PREMIER TITLE AGENCY | RECYCLING   | 033.000 | 000  | 0.08   |
| Total for fund 226 GARBAGE AND RUBBISH COLLECTION |      |         |                            |             |         |      | 16.23  |

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|---------------------------|------|---------|---------|------------------------------------|---------|------|--------|
| Fund: 265 DRUG FORFEITURE |      |         |         |                                    |         |      |        |
| 03/19/2021                | PNC  | 136035  | VERIZON | OPERATING SUPPLIES                 | 746.000 | 310  | 459.18 |
|                           |      |         |         | Total for fund 265 DRUG FORFEITURE |         |      | 459.18 |

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|--------------------------|------|----------|---------------------------|--------------------------------------|---------|------|----------|
| Fund: 270 SENIOR HOUSING |      |          |                           |                                      |         |      |          |
| 03/05/2021               | PNC  | 135907*# | ADVANCED PEST CONTROL     | OTHER REPAIRS AND MAINT              | 934.000 | 265  | 120.00   |
|                          |      |          |                           | OTHER REPAIRS AND MAINT              | 934.000 | 265  | 300.00   |
|                          |      |          |                           | OTHER REPAIRS AND MAINT              | 934.000 | 265  | 400.00   |
|                          |      |          |                           | CHECK PNC 135907 TOTAL               |         |      | 820.00   |
| 03/05/2021               | PNC  | 135918*# | CINTAS CORPORATION #354   | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 25.00    |
| 03/05/2021               | PNC  | 135919   | COMCAST                   | OTHER MISC COMMUNICATIONS (INTERNET) | 852.000 | 265  | 114.96   |
| 03/05/2021               | PNC  | 135927*# | DTE ENERGY COMPANY        | ELECTRIC                             | 920.000 | 265  | 1,035.28 |
| 03/05/2021               | PNC  | 135937*# | JOHN'S LUMBER             | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 47.04    |
| 03/05/2021               | PNC  | 135938*# | JOHNSON THERMOL TEMP INC. | OTHER REPAIR AND MAINTENANCE         | 934.000 | 265  | 211.80   |
|                          |      |          |                           | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 1,048.25 |
|                          |      |          |                           | CHECK PNC 135938 TOTAL               |         |      | 1,260.05 |
| 03/05/2021               | PNC  | 135948   | MILLWORK                  | OTHER REPAIRS AND MAINT              | 934.000 | 265  | 1,171.00 |
| 03/05/2021               | PNC  | 135958   | ULTRA FLOORS              | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 2,413.52 |
|                          |      |          |                           | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 100.00   |
|                          |      |          |                           | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 2,140.26 |
|                          |      |          |                           | CHECK PNC 135958 TOTAL               |         |      | 4,653.78 |
| 03/11/2021               | PNC  | 135965*# | AEW                       | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 600.00   |
| 03/11/2021               | PNC  | 135969   | BUDS LOCK & KEY INC       | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 100.00   |
| 03/19/2021               | PNC  | 136005   | ADVANCED PEST CONTROL     | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 300.00   |
| 03/19/2021               | PNC  | 136013*# | CINTAS CORPORATION #354   | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 25.00    |
| 03/19/2021               | PNC  | 136017*# | CITY OF FRASER            | WATER                                | 918.000 | 265  | 2,993.20 |

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|--------------------------|------|----------|----------------------------------|-----------------------------------|---------|------|-----------|
| Fund: 270 SENIOR HOUSING |      |          |                                  |                                   |         |      |           |
| 03/19/2021               | PNC  | 136018   | JACQUELINE DETOMASO              | ESCROW - SECURITY DEPOSITS        | 291.000 | 000  | 555.00    |
| 03/19/2021               | PNC  | 136024   | MILLWORK                         | OTHER REPAIRS AND MAINT           | 934.000 | 265  | 6,284.00  |
| 03/19/2021               | PNC  | 136027*# | REINDEL TRUE VALUE               | VARIOUS SUPPLIES                  | 752.100 | 265  | 214.30    |
| 03/19/2021               | PNC  | 136028   | KEN SHEPARD                      | OTHER REPAIRS AND MAINTENANCE     | 934.000 | 265  | 1,655.00  |
| 03/19/2021               | PNC  | 136030   | SPEED CLEAN SERVICE              | OTHER REPAIRS AND MAINTENANCE     | 934.000 | 265  | 493.90    |
| 03/19/2021               | PNC  | 136032*# | SUPPLY DEN                       | OTHER REPAIRS AND MAINTENANCE     | 752.000 | 265  | 3.22      |
| 03/19/2021               | PNC  | 136034   | ULTRA FLOORS                     | OTHER REPAIRS AND MAINTENANCE     | 934.000 | 265  | 2,413.52  |
| 03/26/2021               | PNC  | 136036*# | ADVANCED PEST CONTROL            | OTHER REPAIRS AND MAINT           | 934.000 | 265  | 120.00    |
| 03/26/2021               | PNC  | 136041*# | CINTAS CORPORATION #354          | MATERIALS & SUPPLIES              | 742.000 | 265  | 25.00     |
| 03/26/2021               | PNC  | 136043*# | CONSUMERS ENERGY                 | NATURAL GAS                       | 921.000 | 265  | 1,068.70  |
| 03/26/2021               | PNC  | 136046*# | JOHNSON THERMOL TEMP INC.        | REPLACEMENT OF NINE CRACKED PANS  | 934.000 | 265  | 247.25    |
|                          |      |          |                                  | REPLACEMENT OF NINE CRACKED PANS  | 934.000 | 265  | 247.25    |
|                          |      |          |                                  | REPLACEMENT OF NINE CRACKED PANS  | 934.000 | 265  | 247.00    |
|                          |      |          |                                  | CHECK PNC 136046 TOTAL            |         |      | 741.50    |
| 03/26/2021               | PNC  | 136050*# | MACOMB COUNTY FINANCE DEPARTMENT | SUPPLIES                          | 752.000 | 265  | 24.40     |
| 03/26/2021               | PNC  | 136054   | KEN SHEPARD                      | OTHER REPAIRS AND MAINTENANCE     | 934.000 | 265  | 1,295.00  |
|                          |      |          |                                  | Total for fund 270 SENIOR HOUSING |         |      | 28,038.85 |

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|--------------------------------|------|----------|---------------------------------|-----------------------------------------|---------|------|------------|
| Fund: 592 WATER AND SEWER FUND |      |          |                                 |                                         |         |      |            |
| 03/05/2021                     | PNC  | 135913   | AUDIO SENTRY CORPORATION        | MONITOR CELLULAR                        | 934.500 | 527  | 47.50      |
| 03/05/2021                     | PNC  | 135917   | CAPITAL ONE PUBLIC FUNDING, LLC | INTEREST EXPENSE                        | 992.000 | 527  | 3,416.89   |
| 03/05/2021                     | PNC  | 135920   | CORE & MAIN LP                  | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 526  | 1,631.12   |
| 03/05/2021                     | PNC  | 135922*# | DALE'S LANDSCAPING SUPPLY, INC. | HAULING DEBRIS DIRT                     | 752.100 | 526  | 1,385.00   |
| 03/05/2021                     | PNC  | 135927*# | DTE ENERGY COMPANY              | ELECTRIC                                | 920.000 | 527  | 141.37     |
| 03/05/2021                     | PNC  | 135930   | FERGUSON WATERWORKS             | PARTS FOR TAPPING MACHINE               | 752.100 | 526  | 21.05      |
|                                |      |          |                                 | SOFTWARE MAINTENANCE                    | 761.000 | 526  | 14,916.47  |
|                                |      |          |                                 | CHECK PNC 135930 TOTAL                  |         |      | 14,937.52  |
| 03/05/2021                     | PNC  | 135933#  | GREAT LAKES WATER AUTHORITY     | WATER (GREAT LAKES WATER AUTHORITY)     | 918.500 | 526  | 99,108.96  |
|                                |      |          |                                 | SEWAGE                                  | 917.000 | 527  | 4,814.66   |
|                                |      |          |                                 | CHECK PNC 135933 TOTAL                  |         |      | 103,923.62 |
| 03/05/2021                     | PNC  | 135944   | MACOMB COUNTY PUBLIC WORKS COMM | SEWAGE                                  | 917.000 | 527  | 216,713.00 |
| 03/05/2021                     | PNC  | 135951   | PETTY CASH                      | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 526  | 20.58      |
| 03/11/2021                     | PNC  | 135965*# | AEW                             | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 526  | 4,909.20   |
| 03/11/2021                     | PNC  | 135972   | CHRISTIAN CONCRETE CUTTING INC. | SAW CUTTING CONCRETE WHEN NEEDED        | 752.100 | 526  | 300.00     |
|                                |      |          |                                 | SAW CUTTING CONCRETE WHEN NEEDED        | 752.100 | 526  | 300.00     |
|                                |      |          |                                 | CHECK PNC 135972 TOTAL                  |         |      | 600.00     |
| 03/11/2021                     | PNC  | 135976*  | DONALD GALAT                    | WATER READY TO SERVE                    | 642.200 | 000  | 146.61     |
|                                |      |          |                                 | SEWER READY TO SERVE                    | 642.400 | 000  | 97.68      |
|                                |      |          |                                 | METER REPLACEMENT                       | 642.500 | 000  | 9.67       |
|                                |      |          |                                 | CHECK PNC 135976 TOTAL                  |         |      | 253.96     |
| 03/11/2021                     | PNC  | 135977*  | FIRST PREMIER TITLE AGENCY      | WATER COMMODITY                         | 642.100 | 000  | 0.47       |

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|--------------------------------|------|----------|--------------------------------|-----------------------------------------|---------|------|-----------------|
| Fund: 592 WATER AND SEWER FUND |      |          |                                |                                         |         |      |                 |
|                                |      |          |                                | WATER READY TO SERVE                    | 642.200 | 000  | 0.74            |
|                                |      |          |                                | SEWER COMMODITY                         | 642.300 | 000  | 1.02            |
|                                |      |          |                                | SEWER READY TO SERVE                    | 642.400 | 000  | 0.49            |
|                                |      |          |                                | METER REPLACEMENT                       | 642.500 | 000  | 0.05            |
|                                |      |          |                                | CHECK PNC 135977 TOTAL                  |         |      | <u>2.77</u>     |
| 03/11/2021                     | PNC  | 135990   | MAIL PLUS                      | POSTAGE                                 | 851.000 | 526  | 49.30           |
| 03/11/2021                     | PNC  | 135993   | PARAGON LABORATORIES           | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 526  | 114.00          |
| 03/11/2021                     | PNC  | 136004#  | WHITLOCK BUSINESS SYSTEMS      | PROFESSIONAL AND CONTRACTUAL SERVICES   | 801.000 | 526  | 411.41          |
|                                |      |          |                                | MAIL OR POSTAGE                         | 851.000 | 526  | 1,051.51        |
|                                |      |          |                                | PROFESSIONAL AND CONTRACTUAL SERVICES   | 801.000 | 527  | 411.42          |
|                                |      |          |                                | MAIL OR POSTAGE                         | 851.000 | 527  | 1,051.51        |
|                                |      |          |                                | CHECK PNC 136004 TOTAL                  |         |      | <u>2,925.85</u> |
| 03/19/2021                     | PNC  | 136014   | CONTRACTORS PIPE & SUPPLY CORP | SUPPLIES AS NEEDED                      | 752.100 | 526  | 174.99          |
|                                |      |          |                                | SUPPLIES AS NEEDED                      | 752.100 | 526  | 8.27            |
|                                |      |          |                                | CHECK PNC 136014 TOTAL                  |         |      | <u>183.26</u>   |
| 03/19/2021                     | PNC  | 136016   | FERGUSON WATERWORKS            | PARTS FOR TAPPING MACHINE               | 752.100 | 526  | 446.20          |
| 03/19/2021                     | PNC  | 136017*# | CITY OF FRASER                 | WATER                                   | 918.000 | 526  | 26.26           |
| 03/26/2021                     | PNC  | 136042   | CLANCY EXCAVATING CO.          | HAULING CONCRETE                        | 752.100 | 526  | 1,907.56        |
| 03/26/2021                     | PNC  | 136044   | CORE & MAIN LP                 | WATER AND SEWER                         | 752.100 | 526  | 1,486.46        |
|                                |      |          |                                | Total for fund 592 WATER AND SEWER FUND |         |      | 355,121.42      |

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|----------------------|------|---------|---------------------------|---------------------------------|---------|------|-----------|
| Fund: 661 MOTOR POOL |      |         |                           |                                 |         |      |           |
| 03/05/2021           | PNC  | 135931  | FISHER AUTO PARTS, INC    | MOTOR POOL SUPPLIES             | 932.000 | 249  | 53.51     |
|                      |      |         |                           | MOTOR POOL                      | 932.000 | 249  | 127.40    |
|                      |      |         |                           | CHECK PNC 135931 TOTAL          |         |      | 180.91    |
| 03/05/2021           | PNC  | 135935  | HALT FIRE                 | VEHICLE REPAIRS AND MAINTENANCE | 932.000 | 249  | 92.00     |
|                      |      |         |                           | FREIGHT                         | 932.000 | 249  | 19.22     |
|                      |      |         |                           | CHECK PNC 135935 TOTAL          |         |      | 111.22    |
| 03/05/2021           | PNC  | 135941  | LESLIE TIRE SERVICE, INC. | MOTOR POOL                      | 932.000 | 249  | 234.00    |
| 03/05/2021           | PNC  | 135954  | SPENCER OIL COMPANY       | DIESEL                          | 758.000 | 249  | 3,057.36  |
|                      |      |         |                           | FUEL                            | 759.000 | 249  | 3,032.46  |
|                      |      |         |                           | CHECK PNC 135954 TOTAL          |         |      | 6,089.82  |
| 03/05/2021           | PNC  | 135955  | TAG TINTZ & GRAPHX LLC    | MOTOR POOL                      | 932.000 | 249  | 135.00    |
| 03/05/2021           | PNC  | 135959  | UNITED AUTO PARTS         | MOTOR POOL                      | 932.000 | 249  | 32.10     |
| 03/05/2021           | PNC  | 135962  | WEINGARTZ                 | MOTOR POOL                      | 932.000 | 249  | 43.96     |
|                      |      |         |                           | MOTOR POOL                      | 932.000 | 249  | 120.98    |
|                      |      |         |                           | MOTOR POOL                      | 932.000 | 249  | 31.96     |
|                      |      |         |                           | CHECK PNC 135962 TOTAL          |         |      | 196.90    |
| 03/11/2021           | PNC  | 135974  | CRUISERS                  | VEHICLE REPAIRS AND MAINTENANCE | 932.000 | 249  | 17,587.00 |
|                      |      |         |                           | VEHICLE REPAIRS AND MAINTENANCE | 932.000 | 249  | 16,157.00 |
|                      |      |         |                           | CHECK PNC 135974 TOTAL          |         |      | 33,744.00 |
| 03/11/2021           | PNC  | 135986  | LESLIE TIRE SERVICE, INC. | VEHICLE REPAIRS AND MAINTENANCE | 932.000 | 249  | 1,080.00  |
| 03/11/2021           | PNC  | 135992  | OSCAR W. LARSON CO.       | VEHICLE REPAIRS AND MAINTENANCE | 932.000 | 249  | 250.00    |
| 03/19/2021           | PNC  | 136006  | AIRGAS USA, LLC           | VEHICLE REPAIRS AND MAINTENANCE | 932.000 | 249  | 47.41     |
|                      |      |         |                           | VEHICLE REPAIRS AND MAINTENANCE | 932.000 | 249  | 83.84     |
|                      |      |         |                           | VEHICLE REPAIRS AND MAINTENANCE | 932.000 | 249  | 55.59     |
|                      |      |         |                           | CHECK PNC 136006 TOTAL          |         |      | 186.84    |

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|----------------------|------|----------|----------------------------------|---------------------------------|---------|------|-----------------|
| Fund: 661 MOTOR POOL |      |          |                                  |                                 |         |      |                 |
| 03/19/2021           | PNC  | 136007   | INTERSTATE BILLING SERVICES INC. | VEHICLE REPAIRS AND MAINTENANCE | 932.000 | 249  | 1,324.97        |
|                      |      |          |                                  | VEHICLE REPAIRS AND MAINTENANCE | 932.000 | 249  | 2,134.52        |
|                      |      |          |                                  | VEHICLE REPAIRS AND MAINTENANCE | 932.000 | 249  | 1,829.08        |
|                      |      |          |                                  | OTHER REPAIRS AND MAINTENANCE   | 934.000 | 249  | 1,470.03        |
|                      |      |          |                                  | OTHER REPAIRS AND MAINTENANCE   | 934.000 | 249  | 3,209.44        |
|                      |      |          |                                  | CHECK PNC 136007 TOTAL          |         |      | <u>9,968.04</u> |
| 03/19/2021           | PNC  | 136026   | OSCAR W. LARSON CO.              | VEHICLE REPAIRS AND MAINTENANCE | 932.000 | 249  | 342.50          |
| 03/19/2021           | PNC  | 136027*# | REINDEL TRUE VALUE               | VARIOUS SUPPLIES                | 932.000 | 249  | 6.49            |
| 03/19/2021           | PNC  | 136031   | SPENCER OIL COMPANY              | DIESEL                          | 758.000 | 249  | 2,085.32        |
|                      |      |          |                                  | FUEL                            | 759.000 | 249  | 3,008.64        |
|                      |      |          |                                  | CHECK PNC 136031 TOTAL          |         |      | <u>5,093.96</u> |
| 03/19/2021           | PNC  | 136032*# | SUPPLY DEN                       | VEHICLE REPAIRS AND MAINTENANCE | 932.000 | 249  | 49.03           |
|                      |      |          |                                  | Total for fund 661 MOTOR POOL   |         |      | 57,700.81       |

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|--------------------------------------|------|---------|-------------------------------|-----------------------------------------------|---------|------|------------|
| Fund: 703 SUMMER TAX COLLECTION FUND |      |         |                               |                                               |         |      |            |
| 03/05/2021                           | PNC  | 135921  | CORELOGIC CENTRALIZED REFUNDS | ALL UNDISTRIBUTED TAXES                       | 274.000 | 000  | 383.93     |
|                                      |      |         |                               | ALL UNDISTRIBUTED TAXES                       | 274.000 | 000  | 178.17     |
|                                      |      |         |                               | ALL UNDISTRIBUTED TAXES                       | 274.000 | 000  | 356.32     |
|                                      |      |         |                               | ALL UNDISTRIBUTED TAXES                       | 274.000 | 000  | 220.71     |
|                                      |      |         |                               | ALL UNDISTRIBUTED TAXES                       | 274.000 | 000  | 359.43     |
|                                      |      |         |                               | ALL UNDISTRIBUTED TAXES                       | 274.000 | 000  | 293.60     |
|                                      |      |         |                               | ALL UNDISTRIBUTED TAXES                       | 274.000 | 000  | 248.67     |
|                                      |      |         |                               | ALL UNDISTRIBUTED TAXES                       | 274.000 | 000  | 503.93     |
|                                      |      |         |                               | ALL UNDISTRIBUTED TAXES                       | 274.000 | 000  | 186.11     |
|                                      |      |         |                               | ALL UNDISTRIBUTED TAXES                       | 274.000 | 000  | 305.25     |
|                                      |      |         |                               | CHECK PNC 135921 TOTAL                        |         |      | 3,036.12   |
| 03/05/2021                           | PNC  | 135940  | KHALIL, MARIAM                | ALL UNDISTRIBUTED TAXES                       | 274.000 | 000  | 20.14      |
|                                      |      |         |                               | Total for fund 703 SUMMER TAX COLLECTION FUND |         |      | 3,056.26   |
|                                      |      |         | TOTAL - ALL FUNDS             |                                               |         |      | 849,342.94 |

'\*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

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

**PROCLAMATION  
ARBOR DAY**

**WHEREAS,** *in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for planting of trees; and*

**WHEREAS,** *this holiday, called **ARBOR DAY**, was first observed with the planting of more than a million trees in Nebraska; and*

**WHEREAS,** ***ARBOR DAY** is now observed throughout the nation and the world; and trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean air, produce oxygen and habitat for wildlife;*

**WHEREAS,** *trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products; and*

**WHEREAS,** *trees in our City increase property values, enhance the economic vitality of business areas, and beautify our community.*

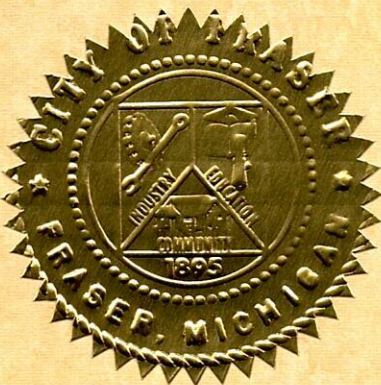
**NOW THEREFORE, BE IT RESOLVED,**

*I, Michael Carnagie, by virtue of the authority vested in me as Mayor of the City of Fraser, and on behalf of the entire City Council and all our citizens, do hereby proclaim April 30th, 2021 as **ARBOR DAY** within the City of Fraser.*

*Given under my hand on this 8th day of April, 2019*

---

*Michael Carnagie, Mayor*



Interim City Manager Marc Thompson  
33000 Garfield  
Fraser, MI 48026

Dear Tree City USA Supporter,

On behalf of the Arbor Day Foundation, I write to congratulate Fraser on earning recognition as a 2020 Tree City USA. Residents of Fraser should be proud to live in a community that makes the planting and care of trees a priority.

Fraser is one of more than 3,600 Tree City USA communities, with a combined population of 155 million. The Tree City USA program is sponsored by the Arbor Day Foundation in partnership with the U.S. Forest Service and the National Association of State Foresters.

If ever there was a time for trees, now is that time. Communities worldwide are facing issues with air quality, water resources, personal health and well-being, and energy use. Fraser is stepping up to do its part. As a result of your commitment to effective urban forest management, you are helping to provide a solution to these challenges.

We hope you are excited to share this accomplishment. Enclosed in this packet is a press release for your convenience as you prepare to contact local media and the public.

State foresters coordinate the presentation of the Tree City USA recognition materials. We will forward information about your awards to your state forester's office to facilitate presentation. It would be especially appropriate to make the Tree City USA award a part of your community's Arbor Day ceremony.

Again, we celebrate your commitment to the people and trees of Fraser and thank you for helping to create a healthier planet for all of us.

Best Regards,



Dan Lambe  
President

cc: Rose McKinney

enclosure

FOR IMMEDIATE RELEASE:

**Arbor Day Foundation Names Fraser Tree City USA®**

**Lincoln, Neb. (March 3, 2021)** Fraser, Michigan, was named a 2020 Tree City USA® by the Arbor Day Foundation in honor of its commitment to effective urban forest management.

Fraser achieved Tree City USA recognition by meeting the program's four requirements: a tree board or department, a tree care ordinance, an annual community forestry budget of at least \$2 per capita and an Arbor Day observance and proclamation.

"Tree City USA communities see the impact an urban forest has in a community first hand," said Dan Lambe, president of the Arbor Day Foundation. "The trees being planted and cared for by Fraser are ensuring that generations to come will enjoy to a better quality of life. Additionally, participation in this program brings residents together and creates a sense of civic pride, whether it's through volunteer engagement or public education."

If ever there was a time for trees, now is that time. Communities worldwide are facing issues with air quality, water resources, personal health and well-being, energy use, and protection from extreme heat and flooding. The Arbor Day Foundation recently launched the *Time for Trees* initiative to address these issues, with unprecedented goals of planting 100 million trees in forests and communities and inspiring 5 million tree planters by 2022. With Tree City USA recognition, Fraser has demonstrated a commitment to effective urban forest management and doing its part to help address these challenges for Fraser residents now and in the future.

More information on the program is available at [arborday.org/TreeCityUSA](https://arborday.org/TreeCityUSA).

**About the Arbor Day Foundation:** The Arbor Day Foundation is a million member nonprofit conservation and education organization with the mission to inspire people to plant, nurture, and celebrate trees. More information is available at [arborday.org](https://arborday.org).



GRETCHEN WHITMER  
GOVERNOR

STATE OF MICHIGAN  
**DEPARTMENT OF TRANSPORTATION**  
MACOMB TRANSPORTATION SERVICE CENTER

PAUL C. AJEGBA  
DIRECTOR

February 12, 2021

Macomb County TSC  
26170 21 Mile Road  
Chesterfield Township, MI 48051  
(586) 421-3920

**Annual Permit Attachments**

MDOT's annual permit attachments are referenced this year according to the appropriate web site. The website and path are listed, enabling the applicant to retrieve the appropriate attachments. This will result in a more efficient means of obtaining the most current information in completing MDOT tasks.

The web site [www.michigan.gov/mdot](http://www.michigan.gov/mdot) has two selected location to retrieve information appropriate for the annual permit.

**Doing Business with MDOT** allows you access to the MDOT permit forms including:

Bore & Jack Standards-3701 series thru 3703D  
PA-11 – for hazardous spills  
PA-01 - for road utility cuts & pavement restoration

“[Administrative Rules regulating Driveways, Banners and Parades](#)” can be obtained at the MDOT web site. Select **Doing Business, Permits, Right of Way Construction Permits** and in the top paragraph, click on the underlined title next to the PDF note for the information wanted.

**Maps & Publications** provides access to the MDOT standards for:

R-83 Backfilling

Under the **Standard Plans** category, other details can also be obtained.

Advance Notices are submitted through the CPS program in conjunction with you permit. If there are any questions, please feel free to call the Permit Department at (810) 650-2009 and talk to Gary Phillips the Permits Engineer.

*All annual permit work must have an advance notice submitted prior to working on the project.*

## PERFORMANCE RESOLUTION FOR GOVERNMENTAL AGENCIES

*This Performance Resolution is required by the Michigan Department of Transportation for purposes of issuing to a municipal utility an "Individual Permit for Use of State Highway Right of Way", or an "Annual Application and Permit for Miscellaneous Operations within State Highway Right of Way".*

RESOLVED WHEREAS, the \_\_\_\_\_  
(city, village, township, etc.)

hereinafter referred to as the "GOVERNMENTAL AGENCY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

NOW THEREFORE, in consideration of the DEPARTMENT granting such PERMIT, the GOVERNMENTAL AGENCY agrees that:

1. Each party to this Agreement shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this Agreement, as provided by law. This Agreement is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.
2. If any of the work performed for the GOVERNMENTAL AGENCY is performed by a contractor, the GOVERNMENTAL AGENCY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the GOVERNMENTAL AGENCY. Failure of the GOVERNMENTAL AGENCY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.
3. Any work performed for the GOVERNMENTAL AGENCY by a contractor or subcontractor will be solely as a contractor for the GOVERNMENTAL AGENCY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the GOVERNMENTAL AGENCY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the GOVERNMENTAL AGENCY.
4. The GOVERNMENTAL AGENCY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

5. The GOVERNMENTAL AGENCY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the GOVERNMENTAL AGENCY'S facilities according to a PERMIT issued by the DEPARTMENT.
6. With respect to any activities authorized by a PERMIT, when the GOVERNMENTAL AGENCY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.
7. The incorporation by the DEPARTMENT of this resolution as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.
8. This resolution shall continue in force from this date until cancelled by the GOVERNMENTAL AGENCY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the GOVERNMENTAL AGENCY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

BE IT FURTHER RESOLVED, that the following position(s) are authorized to apply to the DEPARTMENT for the necessary permit to work within State Highway Right of Way on behalf of the GOVERNMENTAL AGENCY.

Title and/or Name: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I HEREBY CERTIFY that the foregoing is a true copy of a resolution adopted by

the \_\_\_\_\_  
(Name of Board, etc)

of the \_\_\_\_\_ of \_\_\_\_\_  
(Name of GOVERNMENTAL AGENCY) (County)

at a \_\_\_\_\_ meeting held on the \_\_\_\_\_ day

of \_\_\_\_\_ A.D. \_\_\_\_\_.

Signed \_\_\_\_\_ Title \_\_\_\_\_



# City of Fraser

CENTENNIAL COMMUNITY

MAYOR  
Michael Carnegie

MAYOR PRO-TEM  
David Winowiecki

COUNCIL  
Amy Baranski  
Kathy Blanke  
Suzanne Kalka  
Michael Lesich  
Patrice M. Schornak  
David Winowiecki

March 30, 2021

City Council  
33000 Garfield Rd  
Fraser, MI 48026

Re: IT RFP Summary and recommendation

Dear City Council,

In January, a request for proposal to find an Information Technology managed service provider was prepared and released. A total of fourteen firms responded. A subcommittee consisting of Mayor Pro-Tem David Winowiecki, Councilmember Michael Lesich, Lieutenant Dave Bisby, Sergeant Eric Myers and Interim City Manager Marc Thompson reviewed the proposals, interviewed six firms, hosted three onsite visits and unanimously recommended IT Right as the new Information Technology Services provider. The proposal and draft contract are attached. We also recommend that City Attorney Don DeNault works with IT Right to finalize the contract.

Very truly yours,

Amy Cell  
Fraser Human Resources  
(734) 657-0370  
HR@micityoffraser.com



**Information Technology Solutions that  
Work for Local Government**

5815 East Clark Rd Suite G  
Box 160  
48808 Bath  
United States

**Q U O T E**

**Number** RQ19062-0

**Date** Mar 12, 2021

**Sold To**

**Fraser, City**  
Amy Cell  
33000 Garfield Road  
48026 Fraser  
United States

**Phone** 734-657-0370  
**Fax**

**Ship To**

**Fraser, City**  
Amy Cell  
33000 Garfield Road  
48026 Fraser  
United States

**Phone** 734-657-0370  
**Fax**

**From The Desk Of**

**Tom**  
517-290-7771  
tconway@itright.com

Here is the quote you requested.

**Terms**

**P.O. Number**

**Ship Via**

| Line | Qty | Description                                                                                                                                            | Unit Price  | Ext. Price  |
|------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| 1    | 1   | Unlimited Annual Labor Service Contract                                                                                                                | \$80,640.00 | \$80,640.00 |
| 2    |     | Upon acceptance, pricing will be reviewed to ensure that the pc and server counts are accurate and adjusted accordingly.                               |             |             |
| 3    |     | <b>Includes:</b>                                                                                                                                       |             |             |
| 4    |     | Managed Anti-virus                                                                                                                                     |             |             |
| 5    |     | Workstation Proactive Performance Monitoring, Patch Management, Scheduled Maintenance, Predictive Hardware Failure, and Intrusion Detection.           |             |             |
| 6    |     | Server Proactive Performance Monitoring, Patch Management, Scheduled Maintenance, Predictive Hardware Failure, Health Checks, and Intrusion Detection. |             |             |
| 7    |     | Remote Backup                                                                                                                                          |             |             |
| 8    |     | End User Security Training and Testing                                                                                                                 |             |             |
| 9    |     | Proactive Network Administration / Project Design and VCIO Management / Budget Planning                                                                |             |             |
| 10   | 1   | Onboarding Labor and Documentation - One-time fee                                                                                                      | \$4,000.00  | \$4,000.00  |

\* For orders over \$5000, payment for the hardware/software is required prior to processing the order.

| Line                                                                                                   | Qty | Description | Unit Price      | Ext. Price         |
|--------------------------------------------------------------------------------------------------------|-----|-------------|-----------------|--------------------|
| * For orders over \$5000, payment for the hardware/software is required prior to processing the order. |     |             | <b>SubTotal</b> | \$84,640.00        |
|                                                                                                        |     |             | <b>Tax</b>      | \$0.00             |
| Please contact me if I can be of further assistance.                                                   |     |             | <b>Shipping</b> | \$0.00             |
|                                                                                                        |     |             | <b>Total</b>    | <b>\$84,640.00</b> |

\* For orders over \$5000, payment for the hardware/software is required prior to processing the order.

This Agreement is made effective as of \_\_\_\_\_ by and between \_\_\_\_\_, and I.T. Right, of 5815 East Clark Road, Bath Michigan 48808.

In this Agreement, the party who is contracting to receive services shall be referred to as "The Client", and the party who will be providing the services shall be referred to as "I.T. RIGHT". I.T. RIGHT has a background in Computer technology and is willing to provide services to The Client based on this background. The Client desires to have services provided by I.T. RIGHT.

Therefore, the parties agree as follows:

**1. DESCRIPTION OF SERVICES.**

Beginning on 05/01/2021 I.T. RIGHT will provide the following services (collectively, the "Services"): Repair and maintenance of computer equipment and the computer network. This includes the existing computers and related network equipment within the client's office(s).

**2. SERVICES NOT COVERED.** I.T. Right reserves the right to charge an hourly rate for labor related to the design and implementation of new equipment or technologies. The client will be notified ahead of time of any extra charges involved before the work is started. Projects expected to exceed Eight (8) hours of labor including but not limited to the replacement of servers are considered new technology, are not covered under this contract and will be billed separately.

**3. Services Not Provided.** I.T. Right will not provide structured cabling services. I.T. Right will not climb into ceilings, attics or crawlspaces. I.T. Right will not climb upon roofs, trees or polls; or use equipment like tall ladders or bucket trucks to service or replace equipment.

**4. Third Party Support Agreements.** To the extent that I.T. Right is asked to support third party software or hardware; The Client agrees to maintain appropriate support agreements with the manufacturers or resellers of those products such as software support contracts and/or onsite extended warranties for applicable hardware.

**5. PAYMENT.** The Client will pay an annual fee to I.T. RIGHT for the Services in the amount listed in the payment schedule (Appendix A). This fee shall be payable in full within 30 days unless otherwise notated in this document.

**6. PERFORMANCE OF SERVICES.** I.T. RIGHT shall determine the manner in which the Services are to be performed and the specific hours to be worked by I.T. RIGHT. The Client will rely on I.T. RIGHT to work as many hours as may be reasonably necessary to fulfill I.T. RIGHT's obligations under this Agreement.

**7. INDEMNIFICATION.** Client shall indemnify, defend and hold harmless I.T. RIGHT, its directors, officers and employees from and against any and all claims, losses, damages, liabilities costs and expenses, including reasonable attorneys' fees, that arise out of, result from or are related to (i) a breach by Client of any warranty, representation or covenant set forth herein, (ii) Negligence or willful misconduct of the client, it's employees or other contract agents. (iii) Client's refusal to accept, for any reason, reasonable industry standard security recommendations.

**8. INSURANCE.** During the Term, I.T. Right shall procure and maintain the following insurance coverage: (a) workers' compensation and employer's liability insurance as required by the laws of the State in which the Services are being performed, (b) comprehensive general liability insurance in the amount that is commercially reasonable with respect to the Services, and (c) cyber-liability insurance in the amount that is commercially reasonable with respect to the Services. The Client shall not rely exclusively on I.T. Right for insurance or as an insurance provider; but shall procure and maintain its own insurance coverage (or agree to accept risk itself) as follows: cyber-liability insurance in the amount that is commercially reasonable with respect to The Client's servers, hardware, software, data and/or computer networks.

**9. THIS SECTION INTENTIONALLY LEFT BLANK.**

**10. CLIENT NEW PROJECT**

**APPROVAL.** I.T. RIGHT and The Client recognize that I.T. RIGHT's Services will include working on various projects for The Client. I.T. RIGHT shall obtain the approval of the Client prior to the commencement of a new project.

**11. Site Liaison/Primary Contact.** The Client agrees to assign one employee or elected official to be the primary contact person to I.T. Right. The roll of the Primary Contact shall be to, (i) Meet and discuss with I.T. Right status of projects and initiatives (ii) Communicate to I.T. Right the decisions of The Client including but not limited to technology policies and their enforcement, (iii) Approve quotes or communicate the same to I.T. Right. Should the client fail to appoint a Primary Contact, The Client agrees that I.T. Right may work with any elected official in these capacities.

**12. Other Client Appointed Contacts.**

I.T. Right recognizes The Client may for compliance, legal, or other reasons appoint individuals other than the primary contact to positions of responsibility concerning line of business technology concerns. These positions include but are not limited to "CJIS Officer" and "FOIA Officer." I.T. Right will work with these individuals as it pertains to their reasonably assigned duties. The Client represents that I.T. Right can depend on these individuals for guidance pertaining to their respective areas of responsibility.

**13. TERM/TERMINATION.** This Agreement shall be effective for 1 year(s). Continuation of and payment for services beyond this agreement stated term will constitute a renewal 1 year under the existing terms. Either party reserves the right to terminate this contract at any time provided 90 days' notice is given. The remaining time will be prorated and paid to the client within 120 days of receipt of the termination notice.

IF for The Client:

IF for I.T. RIGHT:

**14. EMPLOYEES.** I.T. RIGHT's employees, if any, who perform services for The Client under this Agreement shall also be bound by the provisions of this Agreement.

I.T. Right  
Dan Eggleston  
Director of Information Technology  
5815 East Clark Road Suite G  
Bath Michigan 48808

**15. Employment Restrictions.** The Client shall not solicit to hire, hire or engage any of IT RIGHT'S employees (or anyone employed by IT RIGHT in the prior twelve calendar months) while this Agreement is in effect and for the twelve-calendar month period immediately after termination or completion of this Agreement for any reason. If Client does solicit to hire, hire or engage any of the IT RIGHT'S employees, The Client shall immediately pay Company an amount equal to 100% of the then-current or most recent annual salary or wages paid by Company to such employee.

Either party may change such address from time to time, by providing written notice to the other in the manner set forth above.

**17. ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

**18. AMENDMENT.** This Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

**16. NOTICES.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid, addressed as follows:

**19. APPLICABLE LAW.** The laws of the State of Michigan shall govern this Agreement.

Party receiving services:

Accepted By: \_\_\_\_\_

Title: \_\_\_\_\_

Party providing services: I.T. Right

Proposed By \_\_\_\_\_  
Dan Eggleston, Director of Information Technology

## Appendix A: Price Sheet:

---

*κ*

| Year | Amount | Term/Option     |
|------|--------|-----------------|
| 2021 | 80,640 | Regular Term    |
| 2022 | 80,640 | Customer Option |
| 2023 | 81,850 | Customer Option |
| 2024 | 83,077 | Customer Option |
| 2025 | 84,323 | Customer Option |

# I.T. RIGHT

*Information Technology Solutions  
that Work for Local Government*

## RFP/Information Packet





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2/11/2021

### Letter of Introduction

RE: Introduction

Thank you for allowing I.T. Right the opportunity to submit a response to your RFP. I wanted to take a moment to outline who we are and what we do as an organization.

I.T. Right is a Michigan based "C" corporation headquartered in Bath, Michigan (just north of East Lansing). We were founded in 1998 and have grown steadily, focusing on providing technology services to local government.

I.T. Right has read, acknowledged, and agrees with the scope of work, terms, and conditions as outlined in the City's RFP and all quote contained herein will be valid for 30 days.

Our Director of Operations and Technical Manager is:

Randall K. Allen, MCSE

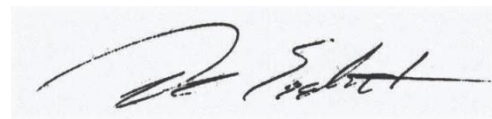
I.T. Director

[rallen@itright.com](mailto:rallen@itright.com)

855-487-4448 ext. 5

Randy manages the VCIOs and the technicians. He coordinates the daily schedule. He also handles all new customer onboarding. He will be able to answer any questions you might have.

Thank you again for your time and consideration of I.T. Right



Dan Eggleston, MCSE+I

### General Company Information

- We focus on Local Government IT needs (accounting for over 95% of our business)
- We are fingerprinted, and background checked/cleared to work on LEIN and MICJN
- We have over 600 municipal customers
- We are a Microsoft Certified Partner and have been in business since 1998
- We have over 45 people on staff, about double what we had five years ago

I.T. Right is the primary source of contracted IT Services for local government in Michigan. At over 600 governmental customers, no other vendor has close to our knowledge of local government business processes. Our interaction with the industry and knowledge of emerging technologies is unparalleled. We are unique in our ability to evaluate new technologies and implement them in a way consistent with the special laws, rules, and requirements of being a Michigan City. We pride ourselves on timely attention and a strong commitment to resolving the computer needs of our clients. We know that IT done right can benefit everyone.

*Thank you for your interest in I.T. Right.*

*We welcome the opportunity to speak with you about your computer needs.*



### History/Biography

Founded in 1998 by Dan Eggleston and Richard Brewer, I.T. Right began as the independent consulting division of a Lansing-based technology school. By the year 2000, company operations had taken a significant turn away from the traditional teaching roles.

Early ties with BS&A Software brought Organization and municipal business that required travel throughout the state. While successful, the consulting division was not symbiotic with the technical school. Consequently, Mr. Eggleston decided he would purchase all outstanding shares of the business; and thus, become its sole owner.

Between 2000 and 2006, I.T. Right experienced steady growth within Michigan. In 2006 I.T. Right began offering hosted services including website, email, email filtration and offsite/managed backup.

From 2007 through 2017, I.T. Right has experienced double-digit year over year growth, still focusing almost exclusively on Michigan local government. Staffing levels grew in this period from 7 to 35, adding several of what are now key senior team members and giving I.T. Right the culture and customer service reputation it is known for today.

2018 and beyond. With the growth of BS&A Software into the fund accounting market and their plans to expand nationally; We are expecting to continue our current pace of double-digit growth for the foreseeable future. Within 5 years we will be servicing the Ohio and Indiana markets. We anticipate having around 50 people on staff by 2021.

Fiscal summary: I.T. Right is a Michigan based "C" corporation. Its growth is funded exclusively by revenue/profits. Except for a couple of revolving lines of credit from its hardware vendors, I.T. Right has no debt. I.T. Right is fully insured with Auto, Workers Compensation, and a million-dollar umbrella liability policy. Employees enjoy paid vacation, H.S.A. Health Insurance, company matched 401K, and other benefits.

### Identifying Information

I.T. Right, Inc. maintains one office:

I.T. Right, Inc.  
8515 East Clark Rd., Suite G  
Bath, MI 48808  
855-ITRIGHT  
517-318-0350

Mailing address:

I.T. Right  
Box 60  
Bath, MI 48808

Dan Eggleston, MCSE  
Owner  
[deggleston@itright.com](mailto:deggleston@itright.com)

### Qualifications

I.T. Right is the leading local government network consultant in Michigan. A Microsoft Certified Partner with over 20 years of experience and the Solar Winds 2018 “MSP of the Year.” We have over 600 municipal customers, #1 in the state. All our technicians are fingerprinted, and background checked to be certified to work on MICJN and LEIN. I.T. Right is the only Authorized BS&A Software Network Consultant; and will work with any vendor or contractor to get the job done. I.T. Right has no known relationship or conflict of interest with the customer or any of its staff.

### Office Tech Staff/Staffing Plan



***Daniel Eggleston, B.A., MCSE+I, Owner***

Dan is the founder of our company. All those letters stand for Microsoft Certified Systems Engineer +Internet. Dan's degree is actually in literature. He is real picky about his coffee (Starbucks knows him by name) and should not be left alone in a room with a bucket of cashews.



***Melissa Eggleston, Owner/President***

Yup, this is Dan's wife. In her previous life, she was a preschool teacher with a Child Development degree from the University of Maine. Then Dan convinced her to work with him. Over the years she has worn a few different hats around here. These days Melissa is involved in Marketing, HR, and any other administrative work that needs to be attended to around the office. She prefers her coffee with lots of milk and chocolate.



***Randy Allen, MCSE, Director of Information Technology***

Randy has been with IT Right since 2007 and is responsible for most of the day to day operations of the company. He has over 18 years of experience in the industry and is an MCSE. Before becoming a network engineer, Randy was a United States Army Paratrooper. A much less picky coffee drinker, Randy keeps us stocked up on flavored creamers.



***Monique Allen, Administration***

Monique works with Randy to deliver quotes and track orders & inventory. She has her bachelor's degree in Civil Engineering and a master's degree in not taking Guff from Randy. She prefers Dave's Tea (various flavors) and being Canadian is naturally a monster big Hockey fan!



***Sarah Little, Accounting***

We can't tell you how thrilled we are to have Sarah on Board. Sarah has a bachelor's degree in Accounting WMU (Go Broncos!) and is also a huge Hockey fan. She drinks coffee or tea depending on the day and seems more to care about having a hot mug of something on the desk when it's cold.

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***Tom Conway, VCIO/Senior Account Manager***

Tom brings a wealth of experience to the team. He has been helping clients with IT planning for 12 years and has a business background. As one could expect, his organizational and management skills make him a valuable addition to the I.T. Right team. He prefers dark roast coffee, no sugar or cream.



***Jon Thelen, Project Manager***

Jon joined us in August of 2020 and has been a great addition to the team. He coordinates with all the vendors and makes sure all the projects run smooth. He drinks his coffee hot in the winter and iced in the summer--usually with cream.



***Nicole Bradford, M.S., Dispatcher***

Nicole joined us in 2017 and was immediately tasked with managing the schedules of all those field engineers. She is also tasked with receiving items, shipping and several other tasks in the office. Her latte consumption has increased somewhat as a result, and we're quite grateful she's here.



***Jarud Koenigsconnect, B.S., MCSE, Senior Network Engineer & Help Desk Manager***

Jarud has been with our company since 2006! This makes him our honorary senior team member. He has a bachelor's degree in Computer Science and is an MCSE. Jarud does not yet drink coffee. But he is one of 10 children, so we suspect his parents will teach him about coffee when the time comes.



***Andrew Konen, B.S., Assistant Help Desk Manager***

Andrew joined IT Right 2016. He has a BS in Computer Science and works on our help desk. His coffee preference, so far, seems to be "yes please!"



***Jacob VanAtta, A.S., CCNA, Senior Network Technician***

Jacob joined us in 2015. He has an associate degree and now works on our help desk. He prefers his coffee cold-brewed and extra bold.

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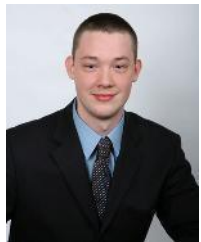
***Will Jones, Cisco Expert, Senior Help Desk Technician***

Will joined us in 2014. He's a serious technician and an even more serious coffee drinker, cajoling the rest of the staff with one of our favorite exclamations: "If you kill the Jo, you make some mo!" We appreciate that he reads technical manuals for fun. He is a Computer Hardware Wizard!



***Victor Arden, MCP, Senior Network Engineer & Help Desk Technician***

Victor joined us in 2007. He left for a little while but was welcomed back enthusiastically. He normally drinks his coffee black but cut back recently when he joined cross fit. Victor takes calls from his home office in Grand Blanc, MI.



***Devin Chambers, B.S. Computer Science, MCP, Senior Network Engineer***

Devin has been with us since 2011 and has his degree in computer science. Devin is a familiar voice to many and is an integral part of our help desk team. Coffee preference: Black.



***Shawn Dyer, Assistant Director of Hosted Services***

Shawn joined us in 2016. He is currently our webmaster and backup system admin; and an invaluable help in maintaining our hosted services. Shawn enjoys frequent cups of strong coffee, nah it's just refreshing water for him.



***Paul Xiong, B.S., Webmaster, Hosted Services Technician***

Paul has been with us since 2012 and received his bachelor's degree computer stuff. In his spare time, he's been in several movies as an extra and has his own IMDB page. He was an extra in "Oz The great and powerful" and was on screen at least twice as attested to by the several members of the team that held a premiere/screening party for him. His coffee loyalty can be bought by anybody that wants him to do their commercials.



**Todd Lyman, M.S., DSSE, Western Region, Technology Alignment Manager (TAM)**

Todd joined us in 2012. He holds a master's degree in Communications from BGSU. Todd has proven himself a quick study and eager team member but seems to prefer a good cup of cocoa over coffee.



**Caleb Eifert, MCP, Northern Region, Technical Alignment Manager (TAM)**

Caleb has been with I.T. Right since 2009. He is a Microsoft Certified Professional. Like Jarud, Caleb grew up on a dairy farm. He sneaks a cup of whatever is brewing from time to time and has brought us some interesting regionally roasted beans from his home in Traverse City.



**Ken Young, Eastern Region, Technology Alignment Manager (TAM)**

Ken joined us in 2013. He has over five years of experience in IT and has been a great addition. He has an enthusiastic attitude and an infectious laugh. He drinks this insane caffeine thing called a "Rock Star." We think this might (in part) account for his enthusiasm.



**Nathan Feldpausch, Central Region, Technology Alignment Manager (TAM)**

Nathan returned to I.T. Right in September of 2019 and as always an asset to our team. Give him a hot drink, and he is happy. Hot cider, hot chocolate, coffee...he likes it all!



**Mason Salsbury, Field Engineer**

Mason joined us in 2018. He's a member of our field crew and, strangely, seems to prefer Biggby coffee over Starbucks. Maybe it's the cherry roast?

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***Christina Palmer, Field Engineer***

Christina joined us in the field in 2018. Her coffee preference is black, but she will occasionally indulge with a pumpkin-spice latte.



***Austin Eggleston, Field Engineer***

Austin is a recent college graduate but long-time intern of IT Right. He's been on the road for us seasonally since 2016, but you'll see a lot more of him now, as he is a full-time employee as of December 2018. Austin's coffee routine is rigid and well-researched: black in the morning, cream afternoon, only decaf after six.



***Elijah Barnes, Field Engineer***

Elijah joined us in 2017. He works as part of the field team and isn't quite sure what all the fuss is about. South American blend, blonde roast, French pressed, black. Why, how else would you drink it?



***Mark Tiltman, Field Engineer***

Mark joined I.T. Right as a field engineer in 2016. He's happy with whatever coffee is handed to him but left to his own devices he seems to use hazelnut creamer.



***Jermey Casler, Field Engineer***

Jermey joined I.T. Right in August of 2020. He has a firm belief that there are two basic food groups, caffeine and sugar.



***William Burleson, Field Engineer***

Will also joined us in August of 2020. He doesn't seem to be too picky about coffee and will drink with or without cream or sugar on any given day.



***Michael Young, Field Engineer***

Mike joined the field team in October of 2020. He has skills in networking and has worked help desk at previous companies. He likely is found measuring the complexity of coding tasks in coffee cups. He reported one day that one was like a five-espresso algorithm.



***Erik Hansen, Bench Technician***

Erik joined us in 2019 as part of the field crew, but now primarily repairs or preps computers on the work bench. He is a big movie buff and used to work at a tv station. He always says, "no matter what historians claimed, BC really stood for 'Before Coffee.'"



***Markeisha Stevenson, Call Router***

Markeisha joined us in 2018 and has been a mainstay on the phones ever since. We're so grateful to have her on board. Get this: she drinks straight espresso.



***Mike Hiland, Help Desk Technician***

Mike joined us in 2016. He is currently studying web design and has already made himself valuable to our in-house help desk team. While he keeps his coffee preferences a secret, unsourced rumors have been circulating that he prefers black tea.



***Karl Kuszewski, Help Desk Technician***

Karl joined our help desk in 2018. He used to drink instant coffee, but we taught him the rewards of patience. He now drinks real coffee and tells us (more excitedly with each cup) how much he enjoys it. We may soon have to teach him when to switch to water.



***Robby Maudrie, Help Desk Technician***

Robby joined us in 2019. He's one of our help desk technicians, and so far, as we are aware does not drink a drop of coffee. We don't know how he does it. Some of us don't believe it.



***Alex Lambert, Help Desk Technician***

Alex joined I.T. Right in 2017 as a member of our help desk. Since that time, we have identified him as the foremost coffee drinker among us. He prefers to drink it in large quantities, and cares little for how it's prepared.



***Gavin Stone, Help Desk Technician***

Gavin joined our field crew in 2017 and likes to prank the help desk team by pouring an entire pot of coffee into his oversized travel mug. Now the joke is on him, as he joined the help desk team in May of 2020.



***Randy Fisher, Help Desk Technician***

Randy joined us in 2019. He's one of our help desk technicians, and so far, his perfect mornings is spent drinking coffee, eating breakfast, and taking his dog for a walk.



***Dan Tryens, Help Desk Technician***

Dan joined I.T. Right in 2019, but he's been working help desks for years. We're still not sure whether he drinks coffee because he likes it, out of necessity, or just because it's there, but either way he drinks it black.



***Marcus Luongo-Jenks, Help Desk Technician***

Marcus joined us in 2019. He once analyzed data from over 500 ways to prepare coffee and concluded that black coffee is superior. He still sometimes takes cream.

### Security

**I.T. Right uses a layered approach to security that includes, but is not limited to the following:**

- Strong border/perimeter security (usually Cisco).
- Industry best practices and policies. With over 500 Michigan Municipal networks under our Managed Services, we are more uniquely positioned to pass along and help develop relevant policies.
- FIPS 140-2 compliant encryption enforced on all authorized remote access.
- 2Factor authentication wherever possible.
- Remotely monitored Operating System and Third-Party Patching for performance and security.
- Comprehensive Disaster Recovery planning including the use of hybrid cloud technology (FIPS 140-2 compliant).
- Industry best practice network policies and restrictions including user and password audits that ensure just in time and just enough access is granted to accomplish the require work without unnecessarily increasing the City's attackable footprint.
- Password audits that test to ensure that strong passwords are also smart passwords and not easily guessed.
- Appropriate audit trail and logging.
- End user training and testing to reduce the incidence of “Ransomware “ CEO Fraud, and other common Cyber threats. (**Security Training** quote is available upon request).

### Service Level Agreement (SLA)

I.T. Right utilizes Autotask, a leading cloud-based CRM/PSA ticketing system designed explicitly for Managed Service Providers. A client-based web portal is available to monitor individual or organization wide ticket flow. Tickets may be opened from the web console, be emailing [support@itright.com](mailto:support@itright.com), or by calling 855-487-4448 (AKA, 855-ITRIGHT).

I.T. Right staffs its helpdesk from 7:45 am to 5:00 pm. On any given day there are between 10-15 people answering the phones and fixing as many issues as possible remotely. Out level two helpdesk support averages over 10 years with I.T. Right and is available any time tickets need to be escalated.

After-hours support is on an “on-call” basis, with phone calls being returned within an hour until midnight and within 2 hours after midnight.

During business hours the guaranteed response time is within 30 minutes, after business hours the guarantee is within 2 hours. Guaranteed onsite emergency response is 4 hours as dispatched from Grand Rapids, Traverse City, or Lansing.

Planned downtime will always be scheduled with affected parties/departments and will only be performed with City's approval and at their discretion. Determinations will be made as to the tolerance for anticipated down time vs. tolerance for increased costs; and solutions will be developed and implemented that achieve the City's stated budgetary and redundancy goals. Generally, I.T. Right recommends a hybrid solution of local off-site backup & block level imaging. This manages solution give the flexibility and quick restore times of local backup with the layered security of offsite storage. Standard data retention with this system is 1 month, although longer times are available. All solutions utilize FIPS 140.2 compliant encryption and are certified as such by NIST.

Onsite support works at the discretion of the City Administration. In the event of conflicting requests, onsite staff will ask the administration to establish or alter priorities accordingly. Other than that, we're here to serve you!

PC installations, software installations, and upgrades are covered under the standard maintenance plan. Server installations and migrations, and other new projects (especially those spanning multiple days) will be quoted and approved at an agreed upon flat rate before work starts. There will be no incremental or surprise invoices.

### General Migration Plan

To re-iterate, I.T. Right is Michigan's leading governmental managed service provider with over 600 municipal customers. As such, over our 20+ years in business, we have developed a list of best practices and standards which are meant to secure your network and prove the best overall work experience. The following is our usual order of business for the first month:

*Our Account Manager meets with existing Management/department heads:*

- o Establish connection, develop a communication plan
- o Determine what if anything requires urgent attention
- o Establish general goals for the immediate and mid term

*A senior network engineer meets with existing IT Staff/Consultants.*

- o Reviews the network with an eye toward standardizing and implementing best practices
- o Collects information about existing struggles
- o Collects (where possible) network maps, administrative accounts/access, and key vendor contact information

*A Junior Network Technician arrives on site and:*

- o Works with our hosted services department to implement our RMM (Remote Monitoring and Management) Software
- o Addresses Identified urgent issues as possible
- o Works on filling out Hardware Inventories and Network Maps as needed

*The Account Manager and Senior Network Engineer meet and develop a detailed plan of action.*

### Response Time/Technology Used for Remote Support

Remote repair services are provided from our location in Bath, MI. We have 10-15 technicians on staff during regular business hours and an on-call technician after hours. Our network is a redundant fiber-optic network with generator backup that services BS&A Software as well as I.T. Right. We use a combination of VPN Secured RDP (Cisco AnyConnect) and Bomgar remote access software to service customers remotely. Both technologies use FIPS 140.2 certified compliant encryption

Remote response during business hours: 95% of our calls are answered immediately by a technician, with the average “call-back” occurring within 30 minutes.

On-site response time: Our current maximum on-site response time in an emergency should be no more than 4 hours.

### Disaster Recovery

I.T. Right uses FIPS compliant CTERA Backup Devices locally to backup and restore data, as well as implementing offsite backup from those devices to our central datacenter, or in the Amazon Cloud, if preferred. We use RAID 1 and RAID 10 hard drive mirroring technologies as well as Shadow Copy to further protect data. In the event of a system down event, we are well positioned to respond quickly. We can get to any location in the lower peninsula in less than 2 business hours. Because we have the data protected using various layers, we often can restore the data very quickly and have the server up and running again within the same business day. In the event of total hardware failure, we would overnight a new server and have the network up the following business day. To that end, we often keep a spare server in stock for just such an emergency.

### Account Management

Your Account Manager will be Tom Conway. Tom has over 13 years' experience in the IT industry and has a business background. His contact information is as follows:

Tom Conway  
Box 160  
Bath, MI 48808  
[tconway@itright.com](mailto:tconway@itright.com)

Tom will communicate with and advocate for the City, serving both as a project planner and overall ombudsman for the account.

### Monitoring

I.T. Right uses Solar Winds (an American company based in Texas) MSP software for Remote Monitoring and Management (RMM). Our RMM dashboard is monitored daily by senior technicians, with more urgent events creating tickets automatically in Autotask for quicker response time. Patching, Antivirus, Performance Monitoring, and General System Health can be summarized and reported to the City weekly, monthly, or quarterly.

### Documentation and Records

All work including requests for work and approvals will be documented in our PSA (Autotask) and will be available for both historical context and to calculate SLA performance. Sensitive documents including network diagrams, and network administrative information are recorded in separate in-house systems (not in the cloud) which require two factor authentications. All documentation pertaining to I.T. Right's work on and knowledge of the City's network is the property of I.T. Right, Inc. I.T. Right will treat all such information as strictly confidential and will not be disclosed to third parties without the explicit direction of the appropriate City Officials. This will be outlined in appropriate Non-Disclosure Agreements and corresponding Management Control Agreements as required for CJIS certification.

I.T. Right will not share the administrative passwords. I.T. Right will create administrative access accounts upon the request/direction of the appropriate administrative staff. Maintaining separate administrative accounts is required by certain regulations and is a best practice for monitoring and auditing changes made to the network.

At the end of the contract, or at any time during the contract, I.T. Right will provide full enterprise administrative access to City personnel. All I.T. Right staff recognize the City as the primary and final owner of the network; control of which ultimately resides with those Officials (elected and otherwise) who have been entrusted with its management by the board.

In the event of conflicting instructions that cannot otherwise be resolved, I.T. Right will look to the board or its appointed Technology Coordinator for written direction. Failing that, or in the case of sensitive legal matters, I.T. Right will look to the City Attorney for explicit direction.

Security audits can be performed at the discretion of the City.

### Customer Reference List

The following references are Municipalities that hire us for various engineering and administrative work:

|                    |                 |                                                 |              |
|--------------------|-----------------|-------------------------------------------------|--------------|
| City of Clare      | Steve Kingsbury | 202 W. Fifth St., Clare, MI 48617               | 989-386-4508 |
| Village of Sparta  | Julius Suchy    | 156 E. Division, Sparta, MI 49345               | 616-887-8251 |
| Cascade Township   | Brian Wilson    | 2865 Thornapples SE, Grand Rapids, MI, 48546    | 616-949-3765 |
| Caledonia Village  | Matt Wright     | 8196 Broadmoor Ave, Caledonia, MI 48847         | 989-875-3811 |
| Lake County        | John Kovalcik   | 800 10 <sup>th</sup> Street, Baldwin, MI 49034  | 231-745-6059 |
| Fruitland Township | Karolyn Rillema | 4545 Neistrom Rd, Whitehall, MI, 49461          | 231-766-3208 |
| City of Ludington  | Jackie Steckel  | 400 S. Harrison St., Ludington, MI 49431        | 231-845-6237 |
| City of Manistee   | Ed Bradford     | 70 Maple Street, Manistee, MI 49660             | 231-723-2558 |
| Crawford Sheriff   | Jim Baker       | 200 W. Michigan Ave., Grayling, MI 49738        | 989-344-3205 |
| Pere Marquette Twp | Rachel Enbody   | 1669 S. Pere Marquette Hwy, Ludington, MI 49431 | 231-845-1277 |
| City of Cadillac   | Owen Roberts    | 200 North Lake Street, Cadillac, MI 49601       | 231-779-7363 |

### Customer List

|                                |                               |                                  |
|--------------------------------|-------------------------------|----------------------------------|
| 41B District Court             | Burns Township                | Dan P Eggleston                  |
| Account Receivable Solutions   | Burr Oak Township             | Davison, City of                 |
| Ada Township                   | Cadillac, City                | Davison, City of DPW             |
| Addison Township               | Caledonia Township Kent       | Decatur, Village                 |
| Addison, Village of            | Caledonia Township Shiawassee | Delhi Township                   |
| Adrian Public Library          | Caledonia, Village of         | Detroit, City                    |
| Adrian, City of                | Cambridge Township            | Dewitt Area Recreation Authority |
| Alaiedon Township              | Cannon Township               | Dewitt DDA                       |
| Almont, Village                | Career Quest Learning Center  | Dewitt, City of                  |
| AMG Appraisal Services         | Carson City                   | Dewitt, Township                 |
| Arcada Township                | Cascade Charter Township      | Dexter, Village                  |
| Architects Design Group        | Casnovia Township             | DMC Service Group                |
| Armada Township                | CCTC                          | Dornbos Sign & Safety            |
| Ashley, Village                | Century Glass                 | Douglas PD                       |
| Auburn, City                   | Cheboygan City                | Douglas, City of the Village     |
| Aurelius Township              | Cherry Grove Township         | Dundee Township                  |
| Ausable Charter Township       | Chesaning, Village            | Dundee, Village                  |
| Auto Owners                    | China Township                | Durand, City of                  |
| Bad Axe, City                  | Chippewa County               | Eagle Township                   |
| Barry, Township                | Clam Lake Township            | East China Township              |
| Beaver Creek Township          | Clare PD, City of             | Eaton Township                   |
| Bellevue, Village              | Clare, City of                | Eau Claire, Village              |
| Benton Charter Township        | Clark Township                | Egelston Township                |
| Bernard Risdon                 | Clinton County                | Elsie Public Library             |
| Big Rapids Township            | Clinton County Road           | Elsie, Village of                |
| Big Rapids, City               | Clio Fire Department          | Erie Township                    |
| Bingham Township               | Clio, City                    | Evart, City                      |
| Birmingham, City               | Clyde Township                | Farwell, Village                 |
| Blackman Township              | cocm.org                      | Fennville, City                  |
| Blissfield Police Department   | Collaboration Systems Group   | Flint Township                   |
| Blissfield, Village            | Columbia Township             | Flint Twp. PD                    |
| Bloomfield Hills, City         | Comstock Township             | Flushing, City                   |
| Blue Water Area Humane Society | Comstock Township FD          | Fowler Public Schools            |
| Bois Blanc Township            | Concord, Village of           | Fowlerville, Village             |
| Boyne Library                  | Convis Township               | Frederic Township                |
| Brady Township                 | Cooper Township               | Fruitland Township               |
| Bridgeport Township            | Core Technology               | Fulton Township                  |
| Brighton Township              | Corunna, City                 | Gaines Township                  |
| Brooklyn, Village              | Cottrellville Township        | Galesburg, City                  |
| Brown Deer, Village            | Crawford County               | Garfield Township                |
| Brownstown Township            | Crawford Sheriff Department   | Georgetown Township              |
| BS&A Software                  | CSZ Services                  | Gladwin County                   |
| Buchanan Township              | Dalton Township               | Golden Township                  |

# I.T. RIGHT

**Information Technology Solutions  
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## Introduction Packet

Goodrich, Village  
Grand Blanc, City  
Grant Township  
Grass Lake Charter Township  
Gratiot Agricultural  
Gratiot County Child Advocacy  
Gratiot County Road Commission  
Grayling Housing Commission  
Grayling, City of  
Grosse Pointe Farms, City of  
Gull Lake Sewer  
Hamilton Township  
Hampton Charter Township  
Hanover Township  
Haring, Township  
Hartland Township  
Henrietta Township  
Hesperia, Village  
HFA  
HFA Southfield  
Hope Township  
Hopkins Township  
Houghton Lake Ambulance Authority  
Houghton Lake Building Agency  
Houghton Lake Sewer Authority  
Huron County Road Commission  
Huron PD  
Huron Township  
Imlay City  
Imlay City PD  
Ingham County  
Ingham Township  
Ionia, City  
Isabella County Road Commission  
Ithaca, City  
Jackson, City  
Jasper Township  
Johnstown Township  
Jonesfield Township  
KABA  
Kalamazoo Township  
Kimball Fire  
Kimball Township  
Kotchville Township  
Lake County  
Laketon Township

Laketown Township  
Lakewood Club, Village of  
Lansing Catholic  
Lansing Charter Township  
Lansing Charter Township  
Police  
Lansing, City  
Lansing Glass  
LaSalle Township  
Leighton Township  
Lenawee Humane Society  
Lenox Township  
Leoni Township  
Leoni Utility Authority  
Leroy Township  
Leslie Township  
Liberty Township  
Libertyville  
Litchfield, City Of  
Livonia, City  
Locke Township  
London Township  
Luna Pier, City of  
Lyon Township  
Lyons Twp. District Library  
Lyons, Village  
Madison Twp.  
Manistee, City  
Maple Forest Township  
Marion Township  
Markey Township  
Marquette, City  
Martin, Village  
Mecosta Township  
Memphis Police Department  
Memphis, City  
Michigan Petroleum Assoc.  
Michigan State Fireman's Assoc.  
Middleville, Village  
Millington Township  
Monroe Charter Township  
Monroe Charter Township FD  
Montrose Township  
Moorland Township  
Morenci Library  
Morenci, City

Mulder Company  
Mundy Township  
Mundy Township Fire  
Mundy Township Police Department  
Municipal Inspection Services  
Muskegon Township  
MWEA  
New Haven Township  
Newaygo County  
North Branch Township  
North Oakland County Fire Authority  
North Star Township  
Northfield Township  
Oakland Township  
Oceola Township  
OCMAA.ORG  
Olive Township  
One-to-One  
Institute  
Onondaga Township  
Ortonville, Village of  
Oscoda  
Oshtemo  
Oskaloosa  
Otisco Township  
Otsego  
Ovid Township  
Ovid, Village of  
Pac 2 Library Cooperative  
Pere Marquette Charter Township  
Petersburg, City  
Pewamo, Village  
Pinckney Library  
Pinckney, Village of  
Pinconning Township  
Pine Lake Fire Department  
Pine River Township  
Pittsfield Township  
Plymouth Housing Commission  
Plymouth, City  
Port Huron DDA  
Port Huron Township  
Port of Monroe  
Port Sanilac Village  
Pottersville, City  
Prairieville Township

# I.T. RIGHT

## Introduction Packet

**Information Technology Solutions  
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Putnam Fire  
Redford Township  
Richfield Township  
Richland Township  
Riley Township  
Risdon Rigs  
Rives Township  
Rochester, City  
Rochester, City PD  
Roseville, City of  
Ross Township  
Saline, City  
Sand Lake Village  
Sandusky, City  
Sanilac County  
Saugatuck, City of  
Sault Ste. Marie, City  
SCCAFC  
Schoolcraft Township  
Scio Township  
Shelby, Village  
Sheridan Township

Shorewood Village  
Signature Appraisal  
SLC Meter  
Sodus Township  
Somerset Township  
South Branch Township  
Southern Clinton County Municipal  
Utility Authority  
Spring Arbor Township  
St. Ignace, City  
St. Martha School  
Sterling Heights  
Stockbridge Area Ambulance  
Stockbridge Township  
Stockbridge, Village  
Summit Township  
Surrey Township  
Suwanee, City  
SWBCWS  
Tecumseh, City  
Texas Township  
Thornapple Township

Torch Lake Township  
Tyrone Township  
Vassar, City  
Vernon Township  
Vernon, Village  
Victor Township  
Walker, City of  
Waterloo Township  
Wayne County  
WCA Assessing  
Webberville, Village of  
Webster Township  
West Side Water  
Wexford County  
Wheatfield Township  
White Lake Township  
Whiteford Township  
Williamston PD  
Williamston, City of  
Woodland Township

### How Can I.T. Right help You?

#### ***Flexible IT Solutions for Your Business Needs***

- Complete Network Management
- Document Lookup Solutions
- Online Backup Services
- Website and Email Solutions

#### ***IT Support Solutions for Local Government Since 1998***

- Microsoft Certified Partner
- On-Site Support, No Charge for Drive Time
- 600+ Government Customers
- Toll Free Remote Support

#### ***Contact I.T. Right***

- Toll Free 855-ITRIGHT (487-4448)
- [support@itright.com](mailto:support@itright.com)
- [www.itright.com](http://www.itright.com)

### Fees Contract Optional

#### ***Service Contract:***

Service Contracts are a flat rate agreement for labor and networking services. Service contracts cover all labor and maintenance related to the network, both on-site and remote. The cost of equipment, software, or cloud services is not included. Large projects, including server installations, will be quoted and billed at a separate rate.

#### ***Bundle with Proactive Network Administration, Maintenance, Remote Backup:***

A bundled quote including proactive administration, remote backup, software patching, and anti-virus is provided. It offers a two-tiered approach to your IT needs. This software covers anti-virus, Microsoft and 3<sup>rd</sup> party patch management, predictive hardware failure, network inventory, and intrusion detection.

#### ***VCIO/Net Admin Services:***

Net Admin services may be added that will include a quarterly visit on-site from a Net Admin. They work closely with the VCIO to provide account management and strategic leadership to the City.

#### ***Billing Procedure:***

I.T. Right bills parts upon delivery. Unless otherwise agreed upon, service contracts and renewals are billed annually and sent out one month before renewal date. \*

*\*On quotes for hardware/software over \$5,000, payment for the hardware/software is required prior to processing the order.*

## Appendix A

### Quotes and City Required Documentation:

## **REQUEST FOR PROPOSAL IT TECHNICAL SUPPORT SERVICES**

The City of Fraser is soliciting proposals from experienced and qualified companies to provide a managed service model for the city PCs, laptops, and workstations and to provide network administration and server management along with other software and hardware related activities.

The City of Fraser has an integrated fiber ring network that connects all city buildings and provides connectivity to the main servers located at City Hall. The City has multiple servers that provide a variety of functions. The City follows CLEMIS security requirements. The City uses the following general software and services for day to day operations, including, but not limited to the following:

- Microsoft operating systems and software applications
- G-Suite
- Granicus Video Management (live streaming and archiving public meetings)
- CivicPlus (City website)
- BS&A
- Neptune (Water Department)
- Fortinet Fortigate Firewalls
- CLEMIS

It is the City's intention to award a professional services contract for an initial one-year term with two additional one-year renewal term options, if agreed upon by all parties.

Proposals are to be submitted no later than 2:00 P.M. (ET) on Friday, January 29, 2021. Proposals received after this time will not be considered. All requests for additional information or questions should be directed to Amy Cell, [HR@MiCityofFraser.com](mailto:HR@MiCityofFraser.com). Detailed instructions for the completion of the proposal are contained in this request for proposal (RFP).

The City of Fraser officially distributes bid documents through the Michigan Intergovernmental Trade Network (MITN) Purchasing Group, website <http://www.bidnetdirect.com/mitn> and on the City's website at [www.MiCityofFraser.com](http://www.MiCityofFraser.com). Copies of bid documents obtained from any other sources are not considered official copies.

The City of Fraser has sole discretion to determine the proposal that best serves our needs. The City further reserves the right to consider matters such as, but not limited to quality offered, delivery terms, budget requirements, location, and service reputation, in determining the most advantageous proposal and reserves the right to reject any and all proposals.

## INFORMATION SUMMARY

Proposals received after RFP Deadline Date will not be considered.

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## VENDOR PROPOSAL CHECKLIST

Failure to submit the following items may result in the proposal being declared non-responsive. Proposal documents should be submitted in the following order:

- ATTACHMENT A – COVER SHEET FOR PROPOSAL
- ATTACHMENT B – VENDOR RESPONSE
- ATTACHMENT C – VENDOR REFERENCE INFORMATION
- ATTACHMENT D – INDEMNITY/INSURANCE – CERTIFICATION STATEMENT
- ATTACHMENT E – DEBARMENT AND SUSPENSION – CERTIFICATION STATEMENT
- ATTACHMENT F – NON-COLLUSION – CERTIFICATION STATEMENT

## 1. PROPOSAL SUBMISSION

Proposals must be received by 2:00 P.M. (ET) on Friday, January 29, 2021. Proposals received after this time will not be considered. All proposals must include completed, signed copies of all required attachments. Proposals will be accepted by electronic submission only, as follows:

**E-mail Proposal Submission:** Respondents are to submit electronic response (preferably single-file PDF format) by e-mail to: [HR@MiCityofFraser.com](mailto:HR@MiCityofFraser.com) with the subject line: "IT Technical Support Services."

Vendor assumes all risks associated with electronic submission (including possible technical issues). Proposals received after the submission deadline will not be considered. Submissions may be withdrawn by written request only if request is received on or before the submission deadline. Submissions not meeting these criteria may be deemed non-responsive.

## 2. QUESTIONS

Vendors may submit questions and requests for clarification regarding this RFP until Friday, January 22, 2021 and are encouraged to initiate preparation of proposals immediately upon receipt of this RFP so that all relevant questions and information needs can be identified and answered in a manner that provides adequate time to prepare a comprehensive and complete response. The vendor is responsible to ensure they have received all addenda before submitting a proposal.

Responses to all questions and inquiries received by the City will be issued Tuesday, January 26, 2021 by 5:00 P.M. in the form of an Addendum and posted on the MITN and on the City's website. All requests for additional information or questions should be directed to Amy Cell, [HR@MiCityofFraser.com](mailto:HR@MiCityofFraser.com).

## 3. SCOPE OF SERVICES

The City of Fraser currently employs approximately 50 full-time on-site staff. The awarded contractor(s) to provide Information Technology Services for the City's computer operations and infrastructure including but not limited to: network, server, internet edge, enterprise solutions and desktop computing, as well as administration of City enterprise applications.

This request provides for staff augmentation of service desk and desktop support, network support, server support, database support, enterprise application administration, application/hardware

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monitoring, data backup, website maintenance, inventory control, security, and disaster recovery support. Additionally, the selected vendor may be requested to provide training, network cabling, and help desk/service desk options.

#### 4. PROPOSAL SELECTION AND AWARD PROCESS

Proposals will be reviewed to determine if mandatory submission requirements are met. Proposals that do not comply with submission instructions established in this document and/or that do not include the required information will be considered non-responsive. Respondents assume responsibility for meeting submission requirements and addressing all necessary technical and operational issues to meet the objectives of the RFP.

An Evaluation Committee(s) will be established by the City to review the proposals and to make a recommendation for contract award. **A proposer may not contact any member of an evaluation committee except at the RFP Administrator's direction.**

Proposals will be evaluated based on the following criteria (of equal weight and in no particular order):

- Experience and Qualifications
- Proposal Responsiveness to RFP Objectives
- Comparable Projects
- Customer References
- Costs Proposed

As a part of the proposal evaluation process, Finalists may be invited to attend an in-person interview. The City reserves the right to interview any number of qualifying firm(s) and/or consultant(s) as part of the evaluation and selection process.

#### 5. SUBCONTRACTORS

Since the contract is made pursuant to the proposal submitted by the awarded vendor and in reliance upon the vendor's qualification and responsibility, the vendor shall not sublet or assign the contract, nor shall any subcontractor commence performance of any part of the work included in the contract without the previous written consent by the City.

#### 6. INDEPENDENT CONTRACTOR

The awarded vendor will perform all work and services described herein as an independent contractor and not as an officer, agent, servant or employee of The City of Fraser. The vendor will have exclusive control of and the exclusive right to control the details of the services and work performed hereunder and all persons performing the same and shall be solely responsible for the acts and omissions of its officers, agents, employees, contractors and subcontractors, if any. No person performing any of the work or services described hereunder will be considered an officer, agent, servant or employee of the City nor will any such person be entitled to any benefits available or granted to employees of the City.



## **7. OWNERSHIP OF DATA**

All information provided by the City and any reports, notes, and other data collected and utilized by the vendor, its assigned employees, and/or subcontractors, pursuant to this agreement, shall become the property of the City as prepared, whether delivered to the City or not. Unless otherwise provided herein, all such data shall be delivered to the City or its designee upon completion of the agreement or at such other times as the City or its designee may request.

## **8. INCURRED EXPENSES/CONFIDENTIALITY**

The City is not responsible for any cost or expense incurred by the proposers preparing and submitting a proposal or cost associated with meetings and evaluations of proposals prior to execution of an agreement. All proposals, (including attachments, supporting documentation, supplementary materials, addenda, and other) will become public documents and shall become the property of the City and will not be returned to the proposer. We are not able to provide confidentiality.

## **9. RESERVATION OF RIGHTS**

The City of Fraser reserves the right to award a contract without an interview, as determined in the best interest of The City of Fraser. The City of Fraser reserves the right to select and recommend for award the proposed services which best meets its required needs, quality levels and budget constraints. The City of Fraser reserves the right to reject any and all proposals. The City further reserves the right to delete or modify any task from the scope of services at any time during the course of the bid process.

## **10. CONTRACT TERMS, PERIOD, PROCEDURES AND USE**

A formal written contract, with specifications, will be entered into between the parties. The proposal, or any part thereof, submitted by the awarded vendor may be attached to and become a part of the contract. All requirements of this RFP will be incorporated by reference unless otherwise noted in the final negotiated contract. Any final contract structure resulting from this RFP may be subject to negotiation and the required approvals by the City Council.

It is the City's intention to award an initial contract for an initial one-year term with two additional one-year renewal term options, if mutually agreed upon by both parties.

The City, by written notice, may terminate this contract, in whole or in part, for any reason giving thirty (30) days' notice. If this contract is terminated, the City is liable only for payment under the payment provisions of this contract for services rendered before the effective date of termination.

All proposers are notified that the City reserves the right to modify the scope of services during the course of the contract. Such modification may include adding or deleting any tasks this project will encompass and /or any modifications deemed necessary. Any changes in pricing or payment terms

proposed by the vendor resulting from the requested changes are subject to acceptance by the City. This contract is for the City use. Pricing reflects a commitment of the term indicated.

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## **ATTACHMENT A – COVER SHEET FOR PROPOSAL RFP 20-07 IT TECHNICAL SUPPORT SERVICES**

*Proposals must include this cover sheet (or this sheet reproduced on company letterhead) as PAGE 1 of the proposal. Vendors may complete all required attachments as a stand-alone response (PDF document, written or typed).*

[    ] an individual, [ X ] a corporation (please mark appropriate box), duly organized  
under the laws of the State of    Michigan    .

The undersigned, having carefully read and considered the services as described within this solicitation, does hereby offer to perform such services on behalf of the City in the manner described and subject to the terms and conditions set forth in the attached proposal, including, by reference here, the City's solicitation document. Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

By submission of a response, the vendor agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of the vendor's services, or (2) benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership, or employment, on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the City. Vendors shall identify any interests, and the individuals involved, and shall understand that the City, at its discretion may reject their proposal.

By submission of a proposal the vendor certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business," as defined in the Michigan Economic Sanctions Act, 2012 P.A. 517.

The undersigned affirms that he/she is duly authorized to execute this proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other vendor and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the vendor has full authority to execute any resulting contract awarded as the result of, or on the basis of the proposal.

If Applicable, vendor acknowledges, by initialing, receipt of the following

addendums: Addendum No. 1: TgC

Addendum No. 2: TgC

Addendum No. 3: TgC

**ATTACHMENT A – COVER SHEET FOR PROPOSAL-  
continued**

The submission of a proposal hereunder shall be considered evidence that the vendor is satisfied with respect to the conditions to be encountered and the character, quantity and quality of the work to be performed.

BY:

(Signature of Authorized Representative)

Date

Thomas J. Conway VCIO/Senior Account Manager 2/11/2021

(Printed Name and Title of Authorized Representative)

PRINCIPAL OFFICE INFORMATION / ADDRESS:

Individual / Company Name: I.T. Right, Inc.

Street Address 5815 East Clark Road

City Bath

State MI

Zip Code 48808

Telephone 855-487-4448

Fax n/a

Email tconway@itright.com

Taxpayer Identification Number 38-3445328

**ATTACHMENT B –VENDOR  
RESPONSE  
IT TECHNICAL SUPPORT  
SERVICES**

Submitted proposals must address the requirements completely and accurately, be organized according to the following outline:

**Section 1: INTRODUCTION AND EXECUTIVE SUMMARY**

Provide a brief Introduction and Executive Summary of the major facts or features of the proposal, including any conclusions, assumptions, and recommendations. The Executive Summary should be designed specifically for review by a non-technical audience and senior management.

Provide clear, descriptive information on the following:

1. A description of the company's background and history, including year established, former names, and type of ownership.
2. Provide the number of offices, the locations for the company, and the location of the office that will most likely be working with the City.
3. Identify whether the vendor is a single-source provider of professional services or if a subcontractor(s) will be used. If a subcontractor(s) will be used, please provide detailed information regarding the nature of the subcontracting work and descriptive information about the company, including its primary representative.
4. A statement concerning the Company's current financial stability. Any financial/bank statements, data, line of credit information, proof of cash reserves, etc., pertaining to the company performance may be listed as "Confidential" and will be made available for review only by the review team for the project.
5. Identify the primary contact.

**Section 2: PERSONNEL, EXPERIENCE, PROFESSIONAL QUALIFICATIONS**

1. Describe your market share in the industry and what differentiates your company from key competitors. Describe what is distinctive about your firm and the services you offer.
2. A description of at least three (3) similar professional experiences/projects, elaborating on experience in providing professional services for IT Technology Services of comparable or larger size companies/ municipalities with both private and public sector clients. Description shall include at a minimum the Project Manager assigned to each project referenced, hardware and software environment, date of initiation, status of work and discussion of activities and applications.
3. Describe how the company responds to daily issues and maintains close, effective communications with the City and its staff.
4. Total number of personnel currently available for services described herein.

**ATTACHMENT B –VENDOR  
RESPONSE-continued Section 3: SERVICE DELIVERY**

The City desires the vendor will work with all staff to provide a seamlessly integrated system for all IT services. The proposal should address, and include a detailed description of, each of the following:

1. Describe the specific services and service delivery you will provide and your ability to provide services and/or projects in a timely manner.
2. Examples of activities need to be performed for the City of Fraser, include but are not limited to:
  - A. Installing and configuring computer hardware, software, systems, networks, printers and scanners;
  - B. Monitoring and maintaining computer systems and networks;
  - C. Responding in a timely manner to service issues and requests;
  - D. Providing technical support across the company (this may be in person or over the phone);
  - E. Setting up accounts for new users;
  - F. Repairing and replacing equipment as necessary;
  - G. Testing new technology;
  - H. Potentially training staff members in the use of equipment and programs.

**Section 4: COSTS**

Based on the scope of services requests, propose a mix of staffing.

1. Please provide a rate schedule.
2. Please provide an annual estimated cost based on assumptions and experience with a similar service scope. Please include relevant assumptions in this analysis.

**Section 5: OTHER INFORMATION / SUPPLEMENTAL MATERIALS**

Provide any supplemental materials which might enhance the City's understanding of the Respondent's capabilities and experience. Identify any additional value-added services that may be of interest to the City.

**ATTACHMENT C – VENDOR REFERENCE  
INFORMATION RFP IT TECHNICAL  
SUPPORT SERVICES**

*The proposer hereby authorizes the recipient of this authorization (or a copy thereof) to furnish the City any and all information concerning the undersigned's (and the employees of the undersigned) education, work experience, and character which they may have, personal or otherwise, and releases all parties from all liability for any damage that may result from furnishing the same to the City.*

**Customer Reference 1**

|                                                      |                         |
|------------------------------------------------------|-------------------------|
| Customer Name:                                       | City of Roseville       |
| Customer Address:                                    | 29777 Gratiot           |
| Contact Person:                                      | John Haase              |
| Contact Phone Number:                                | 586-447-4675            |
| Contact Email:                                       | jhaase@roseville-mi.gov |
| Brief overview/description of the services provided: | same as proposed        |

**Customer Reference 2**

|                                                      |                         |
|------------------------------------------------------|-------------------------|
| Customer Name:                                       | City of Center Line     |
| Customer Address:                                    | 7070 E. 10 Mile Road    |
| Contact Person:                                      | Dennis Champine         |
| Contact Phone Number:                                | 586-757-6800            |
| Contact Email:                                       | dchampine@centerline.go |
| Brief overview/description of the services provided: | same as proposed        |

**Customer Reference 3**

|                                                      |                             |
|------------------------------------------------------|-----------------------------|
| Customer Name:                                       | Grosse Pointe Farms         |
| Customer Address:                                    | 90 Kerby Road               |
| Contact Person:                                      | Debra Peck Lichtenberg      |
| Contact Phone Number:                                | 313-885-6600                |
| Contact Email:                                       | dpeck@grossepointefarms.org |
| Brief overview/description of the services provided: | same as proposed            |

**ATTACHMENT D - CERTIFICATION FOR INSURANCE AND INDEMNITY  
REQUIREMENTS RFP IT TECHNICAL SUPPORT  
SERVICES**

The vendor must affect and maintain any and all insurance coverages, including, but not limited to, Worker's Compensation, Employer's Liability and General, Contractual and Professional Liability as required by the City. Additionally, the vendor shall evidence satisfactory compliance for Unemployment Compensation and Social Security reporting as required by federal and state laws.

Evidence of Worker's Compensation and Employers' Liability, Commercial General Liability and Automobile and Professional Liability Insurances shall be provided to the City by a certificate naming the City of Fraser as an additional insured on general coverage and automobile liability and providing a waiver of subrogation on Worker's Compensation in favor of the City and certificate holder on all policies affording a thirty (30) day written notice of cancellation, non-renewal, or known material change for the duration of the contract.

The vendor agrees to indemnify and hold harmless the City, its employees, agents and volunteers against and from all claims, judgments, losses, damages, payments, costs and expenses of every nature and description including attorney's fees arising out of or resulting from the vendor's performance or nonperformance of the work described.

A certificate of insurance shall be submitted for review to the City for each successive period of coverage for the duration of any agreement resulting from this RFP process. Additional Insured Endorsement to the Commercial General Liability policy must accompany the certificate, OR the Certificate must state that the General Liability policy includes a blanket additional insured provision on the primary basis for any entity required by contract or agreement to be an additional insured.

The undersigned certifies and represents an understanding of the City's Insurance and Indemnification requirements. The undersigned further acknowledges that financial responsibility for claims or damages to any person or to companies and agents shall rest with the vendor.

Thomas J. Conway

2/11/2021

Authorized Representatives Signature

Date

Thomas J. Conway

VCIO/Senior Account Manager

Authorized Representative's Printed Name and Title

I.T. Right, Inc.

Company Name (and Legal Name) for Business

**ATTACHMENT E – DEBARMENT AND  
SUSPENSION RFP IT TECHNICAL  
SUPPORT SERVICES**

The undersigned certifies to the best of his/her knowledge and belief, that the corporation, LLC, partnership, or sole proprietor, and/or its' principals, owners, officers, shareholders, key employees, directors and member partners: (1) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; (2) have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in (2) of this certification; and, (4) have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Thomas J. Conway

2/11/2021

Authorized Representatives Signature

Date

Thomas J. Conway

VCIO/Senior Account Manager

Authorized Representative's Printed Name and Title

I.T. Right, Inc.

Company Name (and Legal Name) for Business

**ATTACHMENT F – CERTIFICATION OF  
NON-COLLUSION RFP IT TECHNICAL  
SUPPORT SERVICES**

The undersigned certifies and represents that the vendor: 1) has not colluded, conspired, connived or agreed, directly or indirectly, with any other vendor or person to submit a proposal which is a sham, 2) has not in any manner agreed with any other persons or businesses to fix the proposed price, overhead, profit, or any cost element of the submitted proposal, 3) has not attempted to secure any advantage against any other vendors through collusion with any other vendor or employee(s) or representative of The City of Fraser, 4) has not directly or indirectly submitted or disclosed its proposal or its contents or divulged information or relative data to any association or to any member or agent of any other vendor to this proposal.

Thomas J. Conway

Authorized Representatives Signature

2/11/2021

Date

Thomas J. Conway

VCIO/Senior Account Manager

Authorized Representative's Printed Name and Title

I.T. Right, Inc.

Company Name (and Legal Name) for Business



**Information Technology Solutions that  
Work for Local Government**

5815 East Clark Rd Suite G  
Box 160  
48808 Bath  
United States

**Q U O T E**

**Number** ITRQ19062

**Date** Feb 11, 2021

**Sold To**

**Fraser, City**  
Amy Cell  
33000 Garfield Road  
48026 Fraser  
United States

**Phone** 734-657-0370  
**Fax**

**Ship To**

**Fraser, City**  
Amy Cell  
33000 Garfield Road  
48026 Fraser  
United States

**Phone** 734-657-0370  
**Fax**

**From The Desk Of**

**Tom**  
517-290-7771  
tconway@itright.com

Here is the quote you requested.

**Terms**

**P.O. Number**

**Ship Via**

| Line | Qty | Description                                                                                                                                            | Unit Price  | Ext. Price  |
|------|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|-------------|
| 1    | 1   | Unlimited Annual Labor Service Contract                                                                                                                | \$52,800.00 | \$52,800.00 |
| 2    |     | Upon acceptance, pricing will be reviewed to ensure that the pc and server counts are accurate and adjusted accordingly.                               |             |             |
| 3    |     | <b>Includes:</b>                                                                                                                                       |             |             |
| 4    |     | Managed Anti-virus                                                                                                                                     |             |             |
| 5    |     | Workstation Proactive Performance Monitoring, Patch Management, Scheduled Maintenance, Predictive Hardware Failure, and Intrusion Detection.           |             |             |
| 6    |     | Server Proactive Performance Monitoring, Patch Management, Scheduled Maintenance, Predictive Hardware Failure, Health Checks, and Intrusion Detection. |             |             |
| 7    |     | Remote Backup                                                                                                                                          |             |             |
| 8    |     | End User Security Training and Testing                                                                                                                 |             |             |
| 9    |     | Proactive Network Administration / Project Design and VCIO Management / Budget Planning                                                                |             |             |
| 10   | 1   | Onboarding Labor and Documentation - One-time fee                                                                                                      | \$4,000.00  | \$4,000.00  |

\* For orders over \$5000, payment for the hardware/software is required prior to processing the order.

| Line                                                                                                   | Qty | Description | Unit Price      | Ext. Price         |
|--------------------------------------------------------------------------------------------------------|-----|-------------|-----------------|--------------------|
| * For orders over \$5000, payment for the hardware/software is required prior to processing the order. |     |             | <b>SubTotal</b> | \$56,800.00        |
|                                                                                                        |     |             | <b>Tax</b>      | \$0.00             |
| Please contact me if I can be of further assistance.                                                   |     |             | <b>Shipping</b> | \$0.00             |
|                                                                                                        |     |             | <b>Total</b>    | <b>\$56,800.00</b> |

\* For orders over \$5000, payment for the hardware/software is required prior to processing the order.

## All Covered 2<sup>nd</sup> proposal

I had the opportunity to meet with Eric and David from City of Fraser Police Department yesterday morning with my Solution Architect, Michael Montalbo. Please send along a sincere thank you for all of Eric's time in visiting City Hall and DPS. We ran 'an intelligent' discovery tool on the City of Fraser network to garner the necessary data to feel comfortable in our pricing proposal and came back with the following counts that differed a bit from the RFP. Here is the count summary and pricing difference.

\*Please note – per our interview, All Covered could lock in a 1Yr, 2Yr, or 3 Yr. agreement; whatever the City of Fraser is most comfortable with. We look forward to continuing in this process.

| <u>Updated Response</u>      | <u>All Covered RFP Response</u> | <u>All Covered</u> |
|------------------------------|---------------------------------|--------------------|
|                              | 1/29/21                         | 3/11/21            |
| 1. Number of Servers         | 2                               | 7                  |
| 2. Number of PCs in AD       | 50                              | 68                 |
| 3. Number of Network devices | 5                               | 14                 |
| 4. Monthly Fee               | \$4,727                         | \$7,311            |
| 5. One-time set-up fee       | \$493                           | \$743              |
| 6. One-time on-boarding fee  | \$4,234                         | \$6,568            |

### Server Detail in City of Fraser Environment:

|                    |
|--------------------|
| City Host 1 VMWare |
| City Host 2 VMWare |
| FRASERDPS          |
| FRASERCITY         |

|               |
|---------------|
| FRASERDB      |
| FRASERNEPTUNE |
| FRASERSCADA   |

Network Device Detail in City of Fraser Environment:

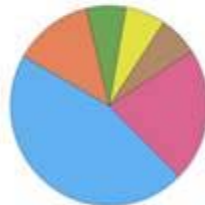
|                    |          |          |
|--------------------|----------|----------|
| Switch 1           | Switch   | HP       |
| Switch 2           | Switch   | HP       |
| Switch 3           | Switch   | HP       |
| Switch 4           | Switch   | HP       |
| Switch 5           | Switch   | HP       |
| Switch 6           | Switch   | HP       |
| Switch 7           | Switch   | HP       |
| Switch 8           | Switch   | Cisco    |
| Switch 9           | Switch   | Meraki   |
| Switch 10          | Switch   | Meraki   |
| Switch 11          | Switch   | Meraki   |
| Switch 12          | Switch   | Meraki   |
| Switch 13          | Switch   | Meraki   |
| Firewall City Hall | Firewall | FortiNet |

## Asset Summary: Active Computers

Active Computers are defined as computers that were either actively responding at the time of the scan or have checked in with Active Directory within the past 30 days.

### Active Computers by Operating System

Total (46)



|                                        |
|----------------------------------------|
| Windows 7 Professional (45.7%)         |
| Windows 10 Pro (13%)                   |
| Windows 10 Pro Version 1703 (6.5%)     |
| Windows 10 Pro Version 1803 (6.5%)     |
| Windows Server 2012 R2 Standard (6.5%) |
| Other (21.7%)                          |



| Operating System                  | Total     | Percent     |
|-----------------------------------|-----------|-------------|
| <b>Top Five</b>                   |           |             |
| Windows 7 Professional            | 21        | 45.7%       |
| Windows 10 Pro                    | 6         | 13%         |
| Windows 10 Pro Version 1703       | 3         | 6.5%        |
| Windows 10 Pro Version 1803       | 3         | 6.5%        |
| Windows Server 2012 R2 Standard   | 3         | 6.5%        |
| Total - Top Five                  | 36        | 78.3%       |
| <b>Other</b>                      |           |             |
| Windows 10 Pro Version 1809       | 2         | 4.3%        |
| Windows 10 Pro Version 1909       | 2         | 4.3%        |
| Windows 10 Pro Version 2009       | 2         | 4.3%        |
| Windows 10 Pro Version 1607       | 1         | 2.2%        |
| Windows 10 Pro Version 1709       | 1         | 2.2%        |
| Windows 8.1 Pro with Media Center | 1         | 2.2%        |
| Windows Server 2016 Standard      | 1         | 2.2%        |
| Total - Other                     | 10        | 21.7%       |
| <b>Overall Total</b>              | <b>46</b> | <b>100%</b> |



**Kevin Kroening**

Sr. IT Services Consultant



[kkroening@allcovered.com](mailto:kkroening@allcovered.com)

(248) 961-9681

[Disclaimer](#)





# B

# P

# I

23399 Commerce Dr Suite B7, Farmington Hills, MI 48335 (248) 357-3980

## Master Service Agreement

### INVOICING ADDRESS

|                                                       |
|-------------------------------------------------------|
| <b>CUSTOMER</b><br>City of Fraser                     |
| <b>ADDRESS</b><br>33000 Garfield Rd, Fraser, MI 48026 |

### INSTALLATION ADDRESS

|                        |
|------------------------|
| <b>CUSTOMER</b>        |
| <b>ADDRESS</b><br>Same |

### CUSTOMER CONTACT

|                                 |                          |
|---------------------------------|--------------------------|
| Primary: Amy Cell<br>Telephone: | Secondary:<br>Telephone: |
|---------------------------------|--------------------------|

## Technology Support Engagement

This is an open engagement between customer listed above, hereinafter referred to as Customer, and BPI Information Systems, hereinafter referred to as BPI. Under the scope of this engagement, BPI will provide computer information systems maintenance for the equipment listed in Section V and meeting the service level detailed within this agreement.

Service will begin on April 1st, 2021 and is subject to renewal every 12 months. Upon automatic renewal, the Fee Schedule for the scope of the engagement will automatically increase by two and one half percent (2.5%) If there is an increase or change in the scope of the engagement, a notice will be sent to the customer with the price adjustment required within 30 days of the event giving rise to the adjustment for approval. Any price adjustment agreed upon during the designated term will carry over to the next 12-month term and will be subject to the 2.5% price adjustment.

The Customer understands that this agreement is for the continued systems maintenance by means of managed service. This includes coverage for equipment listed in section V "Customer Equipment Listing" and excludes parts, software or third-party services required to maintain the listed equipment. Any hardware, software, and parts provided are quoted and billed separately.

## I. Acknowledgment and Acceptance

Indicate your approval of the terms of this engagement by signing where indicated below. Terms and conditions are on section III.

Customer Acceptance:

Accepted by: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

BPI Acknowledgement:

Accepted by: \_\_\_\_\_

Print name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## II. Service Level Agreement

The following is a service and support summary for this contract. For details on each service type refer to Section IV. Items listed as declined are excluded but, can be made available with 30-day written notice to BPI.

| Support Area                | Support Description                                        | Page | Acceptance |
|-----------------------------|------------------------------------------------------------|------|------------|
| Support-Business Hours      | 8am to 5pm Monday through Friday                           | 7    | Covered    |
| After Hours Support         | 24x7x365                                                   | 7    | Covered    |
| Help Desk                   | Level 1, 2 and 3 support by phone                          | 7    | Covered    |
| Deskside Support            | Onsite support for desktop computers and related equipment | 7    | Covered    |
| Application Software        | Support of business application software                   | 8    | Covered    |
| Documentation and Reporting | Document technology assists and reports                    | 8    | Covered    |
| Data Center                 | Servers and central data systems                           | 8    | Covered    |
| Network Services            | Switches and routers                                       | 8    | Covered    |
| Systems Management          | License, warranty, and vendor management                   | 8    | Covered    |
| Network Security            | Central firewall and internet connection                   | 9    | Covered    |
| Backup System Recovery      | Design and maintain central backup system                  | 9    | Covered    |
| Technology Administration   | General non-technical management duties                    | 10   | Covered    |
| Telecommunications          | Phone systems and VoIP devices                             | 10   | Declined   |
| Data Cable                  | Priority time and materials services                       | 10   | Covered    |

### Service Request Procedures:

1. Customer staff or designated contact will call the BPI helpdesk or on-site technician for support.
2. Work orders can be placed using the BPI web portal or email to Helpdesk@micityoffraser.com
3. All service will be recorded in the BPI service system for management review.
4. If applicable, after hours service will be routed through call forwarding using the customer's phone system.
5. PC installations are completed by a desktop technician and billed at a fixed cost of 1.5 hours. (\$145.00)
6. Standard server installations are completed by a senior network engineer and billed at a fixed cost of 20 hours. (\$2,700.00)
7. Afterhours support on call service is billed at overtime rate.

## Response and Resolution Times

BPI will provide Customer a response to a submitted ticket within two (2) business hours. A response is the initial helpdesk phone call to collect information to properly categorize and assign the ticket to the appropriate resources.

### General Helpdesk Questions and Computer Assistance

- Most calls are answered on the first ring and a qualified technician is available to begin providing assistance.
- This covers general computer operation and soft issues with the operating system of applications software.
- If required, the service ticket is escalated to one of the following "Priority" levels.

#### Priority 1

- Customer Impact. All users and functions affected/unavailable.
- SLA: Within two (2) hours; Resolved: ASAP.

#### Priority 2

- Customer Impact. Significant degradation of services. Large number of users affected.
- SLA: Within four (4) hours; Resolved: ASAP

#### Priority 3

- Customer Impact. Limited number of users or functions affected; business process can continue.
- SLA: Within one (1) business day; Resolved: ASAP

The above response times only apply to Services directly provided by BPI. BPI does not make any commitments or guarantees regarding response times of third-party providers or vendors.

Client may request emergency services outside of Normal Business Hours to respond to critical network issues. Emergency services rendered via remote assistance or onsite assistance outside of Normal Business Hours are subject to be billed at 1½ times the normal rate for requested services.

BPI will provide Client with access to a monthly summary report that includes all requests for services, the problem statement and resolution for each request.

## Fee Schedule

The fee schedule is based on the actual equipment inventory and professional services contracted for within this contract. As equipment quantities change the monthly fee will be adjusted accordingly. A detailed equipment inventory is listed in Section V.

| Equipment Types               | Quantity Covered | Monthly Fee Per Unit | Sub Totals    |
|-------------------------------|------------------|----------------------|---------------|
| Personal Computers            | 53               | \$ 85.00             | \$ 4,505.00   |
| Laptops                       | 22               | 85.00                | 1,870.00      |
| Physical Servers              | 2                | 450.00               | 900.00        |
| Virtual Server                | 10               | 75.00                | 750.00        |
| Network Firewall              | 1                | 190.00               | 190.00        |
| Enterprise Backup             | 1                | 400.00               | 400.00        |
| Wireless Network Equipment    | 1                | 300.00               | 300.00        |
| Network Switching and routing | 1                | 900.00               | 900.00        |
| VoIP Phone System             | 0                | 390.00               | -             |
| <b>First Months Bill</b>      |                  |                      |               |
| GEM Discount                  |                  | -35%                 | \$ (3,435.25) |
| Monthly Fee:                  |                  |                      | \$ 6,379.75   |

This contract is invoiced monthly. Payment is due in advance at the beginning of each month. The contract can be canceled with thirty days written notice or for nonpayment.

### Current Rates for Additional Services \*\*

| Resource                | Standard Hourly Rate | Discounted Hourly Rate |
|-------------------------|----------------------|------------------------|
| Senior Network Engineer | \$185.00             | \$135.00               |
| Network Engineer        | 145.00               | 125.00                 |
| Desktop Technician      | 125.00               | 90.00                  |
| Cabling Technician      | 90.00                | 85.00                  |

\*\* Discounted rates above apply for work added at Client's request and deemed "Out of Scope" and beyond Services included in this Schedule. Services may be performed remotely or onsite per Client approval. Hourly rates subject to change on an annual basis.

Out of scope service after BPI business hours, weekends, and BPI holidays is billed at 1½ times the discounted rate listed above.

Out of scope, support charges will be incurred at a 30-minute minimum commencing at the time of a return call by a BPI support representative. On-site support charges will include travel to and from customer site and shall require a two (2) hour minimum, with additional time in half-hour increments.

### III. Terms and Conditions

#### BPI Support Responsibilities

- a) For the charges stated on the face of this Agreement (Charges), BPI will furnish Support under the terms and conditions of the Agreement.
- b) Unless otherwise expressly agreed on the service level agreement, BPI provides services only during Normal Business Hours, and all work performed by BPI after Normal Business Hours will be billable to Client as an additional service, per the terms of the agreement.
- c) BPI will maintain updated documentation on Managed Devices to facilitate the providing of Service. Upon termination of the Agreement, if Client has paid all amounts due under the Agreement, Client will be provided with a printed or electronic copy of such documentation upon written request.
- d) BPI shall protect the disclosed confidential information by using the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorized use, dissemination, or publication of the confidential information as BPI uses to protect its own confidential information of a like nature.
- e) This Agreement imposes no obligation upon BPI with respect to confidential information that becomes a matter of public knowledge through no fault of the BPI.

#### Customer Responsibilities

- a) The Customer, at its expense, shall provide reasonable facilities such as but not limited to, secure storage space for spare parts and service documentation, adequate working space including heat, light and electrical power outlets.
- b) The Customer shall constantly maintain the environmental conditions specified by BPI.
- c) The Customer shall keep confidential any materials, literature, information of knowledge which relates to trade secrets of BPI, or any property marked as proprietary or confidential by BPI.

#### Limitation of Liability

- a) BPI liability to the customer for damages from any cause whatsoever and regardless of the form of actions, whether in contract or in tort, including negligence, shall not exceed the charges paid to BPI. Such charges will be those in effect when the cause of action arose. This limitation will not apply to claims for personal injury or damage to real or tangible personal property caused by BPI's negligence.
- b) No action (whether in contract or tort, including negligence) arising out of the performance of BPI under this agreement may be brought by either party more than eighteen (18) months after the cause of the action has arisen, except that an action for nonpayment may be brought within eighteen (18) months of the date of the last payment.
- c) In no event will BPI be liable for any lost data, lost profits or any other special, indirect or consequential damages, even if BPI has been advised of, or should have known of, the possibility of such damage or for any claim against the customer by any other party.
- d) Customer agrees to indemnify and defend BPI for any claims by third parties which are occasioned by or arising from any BPI performance pursuant to instructions of the customer.

- e) In providing support, BPI does not assure uninterrupted operation and BPI is not responsible for failure to render services due to causes beyond its control.
- f) BPI disclaims all warranties either expressed or implied including, without limitation, warranties of merchantability and fitness for a particular purpose.

#### Exclusions

BPI is not required to provide any services except those services expressly set forth in the Service Description Schedule. Without limiting the foregoing, the following items, fees, and/or services are excluded from the service under this Schedule; any work performed related to the following will be billed at BPI's published rates.

- a) Any service(s) required due to treatment or attempts to install, repair, maintain, or modify any Managed Devices or related software or peripherals by a non-BPI authorized person or entity, including but not limited to negligent acts, improper configuration changes, new application installations, and upgrade installations.
- b) A formal disaster recovery or business continuation plan is NOT within the scope of this Schedule. Although the services to be provided under this Schedule are designed to provide managed IT continuity and will, under certain conditions, help Client recover from certain disasters, it should in no way be considered a formal disaster recovery or business continuity plan. If Client requires a disaster recovery or business continuation plan, including testing of the plan, BPI can assist Client with the development of such a plan. All time spent in the development and testing of this plan would be billable at a discounted rate or as an agreed additional service.
- c) Managed Device(s) which cannot be properly serviced due to end of life conditions, other withdrawal or termination of warranty or support by the manufacturer, unavailability of documentation or parts, or that exhibit excessive damage. BPI will use commercially reasonable efforts to provide thirty (30) days' notice to Client of any issues under this clause.
- d) BPI does not provide hardware warranty or maintenance services, and does not maintain an inventory of spare parts or replacement hardware. It is Client's responsibility to enter into appropriate warranty/replacement arrangements with hardware vendors. BPI will use reasonable efforts to coordinate with hardware warranty/maintenance providers in the repair and replacement of defective hardware. BPI reserves the right to utilize the services of manufacturer's representatives for repairs guaranteed by those manufacturers under separate service contracts. BPI shall have no obligation with respect to components that are identified by its manufacturer as a consumable or expendable item including, but not limited to, printer cartridges, fuser assemblies, batteries, print heads, magnetic media, paper supplies and similar items; handling all such items are the Client's responsibility.
- e) Training for customer or customers employees.
- f) Purchasing management including solicitation of quotes or bid, placing orders, tracking orders or verification of invoice or bills.
- g) Providing of supplies or accessories for any Managed Device(s) or electrical work external to Managed Device(s).

- h) Installation of replacement equipment and/or installation of additional equipment unless that equipment is part of a covered service incident.
- i) Project management for new or replacement of information systems equipment or software.
- j) Maintenance of accessories, alterations, attachments, upgrades or other devices; or services related to any relocation of Managed Device(s) unless specifically listed in a Schedule.
- k) The cost of any parts, equipment, or shipping charges of any kind.
- l) Third-party software license fees, renewal fees, or upgrade fees of any kind (except in connection with software provided by BPI in support of the Service).
- m) The cost of any third-party vendor or manufacturer support or incident fees of any kind.
- n) Programming (modification of software code) and program (software) maintenance.
- o) Training services of any kind unless otherwise agreed in writing by BPI.
- p) Moving hardware from one physical address to another physical address.
- q) BPI covers only the maintenance support of the network connection of network enabled, shared printers/copiers, and the printer connection and printer drivers of locally attached printers. Any other printer maintenance is not covered.
- r) Any peripheral attached to a workstation/laptop including, but not limited to USB hard drives, scanners, docking devices, cameras, and VoIP phones are not covered unless specifically listed on this Schedule.
- s) BPI will not be obligated to furnish continued support under this Agreement if the Equipment is moved from its location of initial installation and/or reinstalled without prior consent of BPI.
- t) Electrical work external to the Equipment.
- u) Support outside normal business hours.
- v) Catastrophe causes such as, but not limited to, fluctuations in electrical power or operating environment, accidents, fire and/or water damage.

**General**

- a) This Agreement may be modified only by a written amendment duly signed by the authorized representative of both parties. Variance from the terms and conditions of the Agreement in any Customer order or other written notification will be of no effect.
- b) It is the responsibility of Client to ensure that all of their data are adequately documented, backed up, duplicated, and protected against viruses and other security threats. BPI will, at the request of the client, provide advice, assistance, and recommendations for best practices in these areas. The client is responsible for implementing these backup and security best practices. BPI is not responsible for Client's failure to do so, nor for any cost of restructuring data stored on disks, tapes, memories, etc. lost during the course of performance of services hereunder.
- c) If BPI fails to fulfill its contractual obligation, Client has the right to recover an equitable amount not to exceed

such charges as were paid to BPI pursuant to this agreement. In no event will BPI be liable to Client or any other person or entity, whether in contract, tort or any other basis, for incidental, consequential, indirect, or special damages or liabilities, or for loss of revenue, loss of business or other financial loss arising from services performed by any representative of BPI.

- d) This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan. This agreement may not be modified except by a writing signed by both parties to this Agreement. If any legal action relating to this Agreement arises, the prevailing party shall be entitled to recover all costs, expenses, and reasonable attorney's fees incurred because of the legal action.
- e) If any portion of this Agreement is held illegal, unenforceable, void, or void able by any Court, each of the remaining terms shall continue in full force as a separate agreement.
- f) Customer understands and acknowledges that BPI has invested a substantial amount of time and money in training its support/service representatives. Accordingly, Customer agrees not to attempt to hire, nor accept a request for employment from any support/service representative or other BPI employee for a period of one (1) year after the date any such BPI employee has last performed any services for customer. In the event Customer breeches the terms of this section, Customer shall be liable to BPI in an amount equal to the applicable employee's documented annual gross wages, including fringe benefits, for the most recent calendar year.
- g) Without the prior written consent of BPI, the Customer may not assign this Agreement. Any attempt by Customer to assign any of the right or obligations of this Agreement without such consent is void.
- h) Charges will be invoiced and paid in advance, based upon the payment plan specified. Customer agrees to pay liquidated damages for delinquent payment at one and one-half percent (1 ½ %) per month (but not exceeding the lawful rate) and agrees to pay for collection costs and attorney's fees incurred by BPI in collecting payment.
- i) The Customer agrees to pay amounts equal to any taxes resulting from this Agreement and any activities thereunder, exclusive of taxes based on BPI's net income.
- j) BPI need not perform any of its responsibilities or duties under the terms and conditions of this Agreement unless all charges and payments due have been made prior to the request for support by the Customer.
- k) If either party defaults in its obligations under this Agreement and the default continues for thirty (30) days after written notice thereof by the other party, this Agreement may be terminated by the other party without prejudice to any other remedy.
- l) If either party on any occasion fails to perform any term of the Agreement, and the other party does not enforce the term, the failure to enforce on the occasion will not prevent enforcement on any other occasion.
- m) This Agreement is made at Farmington Hills, Michigan.

## IV. Service Description Schedule

BPI Information Systems is pleased to offer a customized package of high-value information technology Services for Client. While multiple components are available with the options described below, only those Services specified as "Included" in this Schedule are provided.

### Help Desk (*Included as Standard Service*)

1. Provide level 1 telephone support including minor workstation operation troubleshooting, business application software support, computer resource scheduling information (e.g., network status, scheduled outages), status of problems, and recording of non-problem related service requests (moves, adds, changes, software installs, etc.). Track all problems to resolution and provide detail and summary problem reports.
2. Provide first line identification and documentation of third party software issues.
3. Provide Level 1, 2 & 3 support as outlined below.
4. Provide Help Desk management software.
5. Assign help desk tickets for all issues.

### Level 1 Problem Resolution Process

Level 1 Help Desk staffs are responsible for the following tasks.

1. Opening problem call ticket.
2. Obtaining problem description.
3. Determining business impact.
4. Gathering contact information.
5. Validating problem and performing initial triage and setting of Severity Level
6. Problem resolution, if possible.
7. Routing of ticket to next level Help Desk as appropriate.

### Level 2 Help Desk Resources

1. Validating problem and assigned Severity Level, and re-classifying as appropriate.
2. Resolving reported problem based on problem resolution documentation. Typically, requests resolved by Level 2 Help Desk include common problems or recurring problems.
3. Routing ticket to next level Help Desk for problems in which documentation does not exist, new or previously unknown problem is reported, or a higher level technical/coding problem exists.

### Level 3 Help Desk Resources

1. Resolving application specific problems or requests for which Help Desk documentation does not exist.
2. Coordinate problem resolution of software applications with the third party software vendor.
3. Coordinate problem resolution with appropriate IT staff.

### 24x7 Help Desk

Provide 24x7 on call help desk addressing Level 1 and 2 support and on-site services if needed.

24x7 Help Desk Additional  
Optional Service  
Initial either  
Accepted: \_\_\_\_\_  
Declined: \_\_\_\_\_

### Deskside Support Services (*Included as Standard Service*)

Provide desktop support, administration, problem diagnosis and repair of end-user equipment including workstations and printers in accordance with established service level agreement. BPI provides a single point of contact for users to ease communication and quality of service.

1. Problem diagnosis and repair for workstations and the associated configurations which are supported by the customer.
2. Report any software license and hardware violations or related issues to the customer.
3. Maintain current hardware physical inventory in centralized asset management database.
4. Perform backups prior to updating user equipment.
5. Test equipment prior to closing service ticket.

### Business Application Software *(Included as Standard Service)*

1. Support and maintenance services for business application software used to operate and conduct its business activities.
2. Provide support for desktop office software.
3. Support internal and external e-mail systems.
4. Provide systems administration support of the financial software.
5. Work with application software vendors to install fixes, updates and new releases of their software.
6. Recommend changes to vendor application maintenance agreements.
7. Update Documentation to reflect maintenance and enhancement changes.

### Documentation and Reporting *(Included as Standard Service)*

1. Create and make available service reports for completed work and open service tickets.
2. Document all projects with updated status reports as work is completed.
3. Develop and maintain documentation for standards and procedures in knowledgebase.
4. Maintain all documentation in accordance with change management procedures.
5. All documentation will be available in both printed and electronic form.
6. All documentation maintained in a central repository will be easily accessible by the customer and BPI.
7. Generate scheduled, ad-hoc, and other special reports as requested by the customer.
8. All technology assets will be documented in a central database and accessible to the customer.

### Data Center *(Included as Standard Service)*

1. Maintain and monitor physical and virtual file servers.
2. Document all equipment and software with OEM warranty and support coverage.
3. Update the operating system, applications software and utility software.
4. Develop and update server standards for software versions and licensing.
5. Install and maintain enterprise wide Antivirus.
6. Allocate disk space, CPU cores and memory as needed.
7. Define and maintain user and object security within the operating system.
8. Configure network print services, patch management, group policies and other shared resources.
9. Monitor system operations and identify operational problems as they occur.
10. Correct system related problems and when necessary contact OEM vendors.
11. Shutdown and restart systems or applications as when required.

### Network Services *(Included as Standard Service)*

1. Monitor and maintain Ethernet network components; routers, firewalls, switches and wireless devices
2. Document all equipment and software including OEM warranty and support coverage.
3. Create and update network diagrams.
4. Install and test software patches
5. Manage auditing of accounts, authentication, password resets, and account setup and removal.
6. Provide recommendations for network improvements and upgrades.
7. Document and follow the approved change management procedures.
8. Document test results when components are replaced.
9. Perform and report network utilization and errors analysis on request.
10. Administer and maintain the secure wireless infrastructure.
11. Serve as the main contact for third party vendor data services.
12. Report major outages to management according to established procedures and standard response times.
13. Investigate and review network capacity requirements.
14. Evaluate current bandwidth and bandwidth requirements to make recommendations and implement approved recommendations.
15. Maintain remote access for approved users and applications.

### Systems Management *(Included as Standard Service)*

1. BPI will oversee asset management, license management, and third-party vendors.
2. Maintain a hardware inventory on an ongoing basis throughout the contract.
3. Register, verify, and maintain an inventory of hardware warranties.
4. Inventory, tag and record all equipment in asset management program.
5. Prepare reports and analyses of equipment, including performance concerns, cost savings suggestions, and new technology suggestions.

6. Identify all new computer equipment and record in inventory.
7. Maintain an inventory of all software licenses (operating systems and business systems), including warranty information and maintenance status.
8. Verify that all software is licensed and up-to-date and report discrepancies to the customer.
9. Perform detailed inventory of all software installed on customer equipment (desktops, laptops, other mobile, servers) on request.
10. Coordinate and monitor vendor contracts.

### Network Security

1. Document enterprise network infrastructure and computer assets for security assessment.
2. Recommend, create and maintain security policies and procedures.
3. Provide qualitative or quantitate risk assessments.
4. Conduct periodic internal network vulnerability scans and external penetration tests.
5. Maintain user profiles and access levels for network and database systems.
6. Monitor and install necessary patches, virus updates and fixes to desktop and server software on a timely basis.
7. Establish strong password policies with minimum complexity standards and require changes at regular intervals.
8. Deploy reasonable, industry standard virus protection and updates .
9. Record and investigate any security breach and provide additional security protection to correct any security deficiencies identified by the customer or outside audit.
10. Notify customer of security breaches upon discovery.
11. Proactively recommend security procedures and execute security procedures upon customers approval as an additional service.
12. Create and maintain an access control list defining which users have access to which resources and the nature of the authorized access.
13. Investigate and correct infected equipment and/or programs.
14. Unless otherwise agreed to by BPI in writing Security breach remediation limited to 10 hours of system engineering time. All other system engineering Services connected with Security breach remediation will require an additional agreement between BPI and Customer.

Network Security Additional  
Optional Service  
*Initial either*  
Accepted: \_\_\_\_\_  
Declined: \_\_\_\_\_

### Data Backup and System Recovery

1. Create and maintain documentation for the disaster recovery plan.
2. Inventory data and software to be included in disaster recovery plan.
3. Establish restore point intervals and return to operation requirements.
4. Design backup system and procedures meeting business requirements.
5. Recommend and assist in the purchase of backup technology from third party vendors.
6. Implement backup system as designed.
7. Perform local, off site and cloud backup as designed.
8. Manage the restore process to recover files, applications or completed systems within the capabilities of the disaster recovery system design.
9. Test and maintain the recovery systems to verify the backup process and restore procedures.
10. Manage the recovery and return to operation process in the event of a system outage.
11. Use best effort to restore service as expeditiously as possible.
12. A copy of recovery plans will be maintained by BPI on the customer management portal.
13. Unless otherwise agreed to by BPI in writing data backup and System Recovery is limited to 10 hours of system engineering time. All other system engineering services time connected with Data Backup and System Recovery will require an additional agreement between BPI and Customer.

Data Backup and System Recovery  
Additional Optional Service  
*Initial either*  
Accepted: \_\_\_\_\_  
Declined: \_\_\_\_\_

## Technology Administration

1. Evaluate proposed IT projects to assess adequacy of existing hardware and recommend purchase of new equipment and software as required.
2. Establish company-wide standards for desktop and server hardware that is periodically evaluated as technology advances.
3. Periodically meet with customer to review performance under the terms of the contract.
4. Prepare technology Requests for Proposals and oversee bidding process.
5. Develop policies and procedures for performance of computer operations.
6. Act as the customers liaison with various telecommunication, cable, and Internet service providers in coordinating system connectivity issues.
7. Ensure that technology staff documents system management activities to aid in knowledge transfer.
8. Coordinate resolution of software related issues and software updates by working with the business application software vendors.
9. Recommend best practices to increase efficiencies and improve quality of services.
10. In conjunction with customer, implement and maintain the Strategic Information Technology Plan and implement the recommendations that are identified in the plan.
11. Advise customer when called upon to report on the condition and adequacy of the information systems and software and make recommendations for improvement.
12. Assist in the long-range strategic planning of infrastructure (i.e., LAN, WAN) and other technology needs for the customer.
13. Plan for and manage the deployment of major upgrades to the customers infrastructure including Microsoft Office upgrades, Windows operating system upgrades, database system upgrades, email system advancement/replacement and others.

Technology Administration  
Additional  
Optional Service  
*Initial either*  
Accepted: \_\_\_\_\_  
Declined: \_\_\_\_\_

## Telecommunications

1. Provide level one support as first contact for common VoIP phone issues.
2. Represent client to voice equipment vendors
3. Assist with telecom service selection and troubleshooting
4. Administer network changes required to host VoIP systems

Telecommunications  
Optional Service  
*Initial either*  
Accepted: \_\_\_\_\_  
Declined: \_\_\_\_\_

## Cabling *(Included as Standard Service)*

Network data cable is provided on a time and materials basis. When moves, additions or changes are needed to the customer's cable system a written quote will be provided.

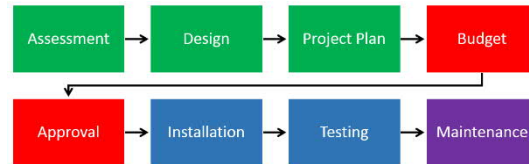
## Supplementary Services

These services are offered outside of the core support agreement and only initiated when needed. Each is billed separately based on the work required to complete the specific tasks. Itemized quotes are provided at the time of service.

## Project Management

BPI recognizes project management as a critical activity to the success of your enterprise systems. When system changes or equipment upgrades are planned, the BPI project manager opens a project charter with four key focuses:

- Manage the project life cycle
- Ensure appropriate communication
- Manage resources and stakeholders
- Maintain project documentation



First the project scope is clearly defined. By surveying users and gathering computer system specifications, a preliminary scope statement is produced. This is referred to as the "Project Charter" and used to refine the boundaries of the project. This gives us an outline of what the end goals are and what parameters can be used to measure the project's success.

As the project plan is developed, the project scope is further refined into individual tasks that can be tracked during the implementation phase. We then monitor and manage the work to make sure there are no variances from the original plan.

Before approval, the budget forecast is used to justify the project based on the defined scope and time schedule. As this project moves forward, users may request changes. By having a working project plan in place, any changes are properly addressed, and the project completed as planned.

## Security Audit and Risk Assessment

An independent security audit provides greater assurance that your information systems meet your organizational requirements and regulatory compliance. The BPI security audit is based in the NIST and CompTIA standards and then right sized to cover the areas relevant to your systems.

The audit tasks are managed using the BPI project management system and independent auditors to verify a thorough review and documentation of the findings.

Popular areas covered include:

- |                                          |                                |
|------------------------------------------|--------------------------------|
| • Defining the Desired State of Security | • Potential Monetary Impact    |
| • Create Baselines                       | • Qualitative Risk Assessment  |
| • Prioritize Vulnerabilities             | • Quantitative Risk Assessment |
| • Mitigate Vulnerabilities               | • Management Controls          |
| • Penetration Testing                    | • Operational Controls         |
| • Network Mapping                        | • Technical Controls           |
| • Vulnerability Scanning                 | • Preventive Controls          |
| • Password Analysis                      | • Detective Controls           |
| • Policy and Procedure Review            | • Corrective Controls          |
| • Threats and Threat Likelihood          |                                |

## Equipment Replacement

Adding or replacing computers, servers and network equipment is managed in a well-orchestrated process provides greater assurance that new equipment is received and works as planned. The installation management and technical tasks can be standalone work orders or be part of a larger project.

For smaller or less complex installations, a work order is created that includes a detailed description of the work and materials involved. This is reviewed and approved before products are ordered and work is scheduled. Labor charges are also listed for review and approval.



V. Customer Equipment Listing



November 5, 2019

Mr. Timothy Sadowski  
City Treasurer  
City of Fraser  
Retiree Health Care Plan  
33000 Garfield Rd.  
Fraser, MI 48026

**Re: Proposed Fees for the June 30, 2019 Actuarial Funding Valuation of the City of Fraser Retiree Health Care Plan and June 30, 2020 and June 30, 2021 GASB Accounting Reports**

Dear Mr. Sadowski:

Gabriel, Roeder, Smith & Company (GRS) would be pleased to provide actuarial and consulting services for the City of Fraser Retiree Health Care Plan. This engagement letter describes the scope of services and fees for preparing an actuarial funding valuation of the retiree health care benefits and two GASB accounting reports. Also included is a list of data items that will be needed to complete the actuarial funding valuation.

***GRS Background in Health Care Consulting***

GRS specializes in assessing complex health care and benefit issues. GRS has extensive experience in the design, evaluation, pricing, financing, and implementation of retiree health care benefit programs, particularly retiree health care plans sponsored by state and local governments. We have a thorough understanding and hands-on experience with the health care marketplace, both nationally and regionally. Our expertise and insight into public employee retirement systems are highlighted by the fact that our consultants and actuaries have experience in benefit design, managed care strategies, plan administration and legislative issues, as well as valuation related services.

### ***Scope of Services***

#### **Actuarial Funding Valuation**

In order to prepare the necessary information we will need to prepare an actuarial funding valuation of the retiree health care benefits for the City of Fraser Retiree Health Care Plan, as of June 30, 2019. The actuarial funding valuation will encompass the phases indicated below:

- Determination of the:
  - Actuarial present value of projected benefits
  - Actuarial accrued liability
  - Actuarial value of assets
  - Unfunded actuarial accrued liability
  - Normal cost
  - Actuarially Determined Contribution (ADC) for the fiscal years ending June 30, 2020 and June 30, 2021
- The actuarial retiree health care valuation will be based on an “intermediate” health care trend assumption, and include the following:
  - One contribution rate, without assets.
  - Up to two sets of initial per capita costs based on up to six distinct retiree medical plans, one for current retirees and one for future retirees based on health care plans available at retirement.
  - The retiree medical, prescription drug, dental, and vision plans are self-insured pre-65 and are a fully-insured Medicare Advantage plan post-65.
  - We will prepare our calculations using one interest rate assumption which is consistent with the investment policy of the Plan.
- Our fees do not include any meetings, additional studies for changes in benefits, or any other items not detailed in this letter. If the City of Fraser would like to meet to discuss the results of the valuation, GRS will charge for the meetings based on time and expense. The standard hourly rate for this would range from \$236-\$420 per hour.

## **GASB Accounting Report**

As a result of GASB Statement Nos. 74 and 75, the City will require annual accounting reports. In addition, the GASB Statements require a re-measurement of the liabilities be performed at least every two years, if there are no significant plan changes between the valuation date and the applicable fiscal year end.

In order to prepare the necessary information for the fiscal years ending June 30, 2022 and June 30, 2023, we will need to prepare additional accounting reports of the retiree health care benefits for the City of Fraser Retiree Health Care Plan. The accounting reports will be provided following the availability of the necessary information and the end of the applicable fiscal year. The GASB Statement Nos. 74 and 75 reports will include, but are not limited to, the following information:

### **GASB Statement Nos. 74 and 75 Reporting:**

- Calculation of the Single Discount Rate based on a full projection of benefit payments, expected contributions and investment returns;
- Statement of Changes in the Net OPEB Liability and Related Ratios, using the Single Discount Rate as described above;
- Schedule of Net OPEB Liability;
- Schedule of Actuarially Determined Contributions (and notes);
- Statement of Fiduciary Net Position and Changes in Fiduciary Net Position;
- A sensitivity analysis providing the Net OPEB Liability based on a 1% higher and 1% lower discount rate and a 1% higher and 1% lower health care trend assumption;
- A description of the types of benefits provided by the plan;
- The number and classes of employees covered by the benefit terms;
- OPEB Expense calculation which separately tracks annual gains and losses due to demographic experience, asset experience, assumption changes, and plan changes; and
- Deferred Outflows and Inflows of Resources related to OPEBs.

Note that there is still other information not listed above that will be required in the Plan's financial statements and/or the CAFR to fully comply with GASB Statement Nos. 74 and 75. This additional information will need to be provided by the Plan's investment consultant and its accountants or other financial statement preparers. This other information includes the annual money-weighted rate of return on OPEB plan investments. If the Plan's investment consultant and its accountant are unable to provide this calculation, GRS can provide it for an additional fee. Please let us know if you require GRS to perform the calculation.

### **Calculate Per Capita Retiree Claim Costs**

For the portion of the plan that is fully-insured, actives and non-Medicare retirees are often assigned the same rate. Since health risk and utilization of medical services increases with age, this practice produces an implied subsidy to the retiree population. The GASB and the Society of Actuaries' Actuarial Standards of Practice require the use of "true" retiree cost in retiree health care valuations. GRS will develop the retiree premiums associated with each individual age by adjusting the blended fully-insured rates with the ratio of the expected cost at that age and the expected cost at the average age of the blended active and non-Medicare eligible population.

For the self-insured portion of the plan, calculations of current per capita retiree claim costs for a large group are usually based entirely on the group's own experience. Data is obtained from the vendor, including claim, premium, enrollment data, and administrative expenses. The data is separated for each subgroup for which rates are required. We review the data for completeness and reasonableness. Claim completion factors are determined and applied and incurred monthly claim costs per member or per risk unit are determined. Appropriate trend rates are applied to trend the claim costs to the appropriate time period. Administrative expenses are added and any other adjustments are made as appropriate.

### ***Professional Consulting Staff***

The GRS team assigned to the actuarial funding valuation of the retiree health care benefits for the City of Fraser has extensive experience and expertise in retirement plans, health care benefits, and their associated costs. The team will include members with the following credentials listed below:

- A qualified health actuary who is either an Associate of the Society of Actuaries (ASA), or a Fellow of the Society of Actuaries (FSA). This individual will be responsible for analyzing your premiums and/or claims experience, determining a per person health care cost appropriate for your Plan, and determining the appropriate health inflation assumption to be used in your actuarial funding valuation.
- A qualified OPEB actuary who is either an Associate of the Society of Actuaries (ASA), a Fellow of the Society of Actuaries (FSA), or an Enrolled Actuary (EA). This individual will be responsible for calculating the liabilities and the Actuarially Determined Contributions.

The Actuarial Standards require that any actuary providing a Statement of Actuarial Opinion (SAO) be qualified to do so. The actuaries certifying the City of Fraser's actuarial funding valuation must be qualified to provide the SAO. The GRS actuaries assigned to the project satisfy the above requirements.

### **Consulting Fees**

Gabriel, Roeder, Smith & Company's professional consulting fees are based on the time spent by our associates in performing these services for you. The table below shows our proposed fees broken down for each Valuation Project:

| Valuation Project                                                                                                                      | Fees*            |
|----------------------------------------------------------------------------------------------------------------------------------------|------------------|
| 1. Actuarial Funding Valuation as of 6/30/2019                                                                                         | \$19,000         |
| 2. GASB Report (based on 6/30/2019 actuarial funding valuation)<br>In accordance with GASB Statement Nos. 74 and 75 for FYE 6/30/2020^ | 9,500            |
| 3. GASB Report (based on 6/30/2019 actuarial funding valuation)<br>In accordance with GASB Statement Nos. 74 and 75 for FYE 6/30/2021^ | 9,500            |
| Additional component unit reporting fee (if applicable)                                                                                | \$1,000 per unit |
| Timing: Projected delivery 12-16 weeks after receiving clean and complete data for Item 1 and 4-6 weeks for Items 2 and 3.             |                  |

\* The fees above will be charged following the completion of each project listed.

^ Additional fees may apply if there have been significant changes to the Plan since the Actuarial Funding Valuation was completed.

The fees provided above are based on a biennial valuation cycle where roll-forward techniques will be applied to the June 30, 2019 funding valuation for the purpose of preparing the information for GASB Statement Nos. 74 and 75 for the fiscal years ending June 30, 2020 and June 30, 2021.

Please note that due to Public Act 202, all Local Units of Government must provide figures for uniform reporting on Form 5572 submissions for the State of Michigan. In order to generate the information necessary for PA 202 uniform assumption reporting, an additional calculation is required. The cost for this additional calculation is \$2,500 for each valuation cycle absent changes in the uniform assumptions and benefit provisions, and will be provided as part of the annual GASB Statement Nos. 74 and 75 reports.

A high quality valuation must be based on accurate member data, benefit cost data and plan design information. We base all of our calculations on this information which is supplied by the Plan Sponsor and their designees. If, after commencement of the valuation, it is determined that some of the information is inaccurate or incomplete requiring re-work on our part, we will increase our fees based on actual time spent on the additional work.



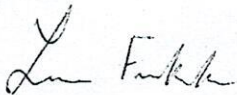
Mr. Timothy Sadowski  
City of Fraser  
November 5, 2019  
Page 6

***Project Timing***

We are prepared to initiate the actuarial funding valuation upon receipt of the data and following your approval of the proposal. We project that an actuarial funding valuation will be delivered twelve to sixteen weeks after receipt of clean and complete data.

Please do not hesitate to contact us at 1-248-799-9000 should you need additional information or clarification. We look forward to assisting the City of Fraser in the valuation of its retiree health care benefits.

Respectfully submitted,



Laura Frankowiak, ASA, FCA, MAAA

LF:sc  
Enclosure



**Gabriel, Roeder, Smith & Company**

One Towne Square  
Suite 800  
Southfield, Michigan 48076-3723  
(248) 799-9000

**Invoice**

| Date     | Invoice |
|----------|---------|
| 1/5/2021 | 459593  |

**Bill To:**

Attention: Marc Thompson  
City Manager  
City of Fraser  
33000 Garfield Rd.  
Fraser, Michigan 48026

**Please Remit To:**

Dept. # 78009  
Gabriel, Roeder, Smith & Company  
PO Box 78000  
Detroit, Michigan 48278-0009

**Federal Tax ID**

38-1691268

**Client 4530, GASB 74/75 2020 0630, Project 4530-005****Amount**

Preparation of the GASB Statement Nos. 74 and 75 report for the City of Fraser Retiree Health Care Plan as of June 30, 2020. See our report dated December 30, 2020.

9,500.00

Preparation of PA 202 Uniform Assumption results for the City of Fraser Retiree Health Care Plan as of June 30, 2020. See our report dated December 30, 2020.

2,500.00

**Amount Due**

**\$12,000**

VENDOR GABROE  
ACCT#                      ANS                       
AMTS 12,000.00 DATE                       
AUTHORIZED                       
AGENTS 101 260 801 880

RECEIVED  
MAR 15 2021  
CITY OF FRASER  
FINANCE DEPT.

**Gabriel, Roeder, Smith & Company**

One Towne Square  
Suite 800  
Southfield, Michigan 48076-3723  
(248) 799-9000

**Invoice**

| Date     | Invoice |
|----------|---------|
| 1/5/2021 | 459592  |

**Bill To:**

Attention: Marc Thompson  
City Manager  
City of Fraser  
33000 Garfield Rd.  
Fraser, Michigan 48026

**Please Remit To:**

Dept. # 78009  
Gabriel, Roeder, Smith & Company  
PO Box 78000  
Detroit, Michigan 48278-0009

**Federal Tax ID**

38-1691268

**Client 4530, OPEB Val 2019 0630, Project 4530-004**

**Amount**

Preparation of the actuarial funding valuation of the City of Fraser Retiree Health Care Plan, as of June 30, 2019. See our report dated December 11, 2020.

19,000.00

**Amount Due**

**\$19,000**

VENUE GABROE DEPT             
ACCT#            TRANS             
AMTS 19,000.00 DATE             
AMT             
101260801000

RECEIVED  
MAR 15 2021  
CITY OF FRASER  
FINANCE DEPT.



33251 Gratiot Avenue  
Clinton Twp, MI 48035  
(586) 948-9226

# ESTIMATE

## E-45510

<http://www.signsbytomorrow.com/roseville/sign-company-home.aspx>  
<http://www.signsbytomorrow.com/roseville/>

Payment Terms: DUE UPON RECEIPT

Created Date: 2/9/2021

**DESCRIPTION:** Fraser City Entrance Signs

**Bill To:** City of Fraser DPW  
31250 Kendall  
Fraser, MI 48026  
US

**Pickup At:** Signs By Tomorrow - Clinton Twp.  
33251 Gratiot Avenue  
Clinton Twp, MI 48035  
US

**Requested By:** Rose McKinney  
Email: rosem@micityoffraser.com  
Work Phone: (586) 293-2001 x 3

**Salesperson:** House Signs By Tomorrow - Clinton Twp  
Entered By: Ken Slezak

| NO. | Product Summary                                                                                                                                                                                                                                                     | QTY | UNIT PRICE | AMOUNT     |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------|------------|
| 1   | <b>City Entrance Signs (Model GP-PS-2)</b>                                                                                                                                                                                                                          | 4   | \$1,934.74 | \$7,738.96 |
| 1.1 | <b>Stock Sign - Double Sided</b><br><b>Part Qty:</b> 1<br>- Retail Price: \$1934.74<br><b>Text:</b><br>3"x11' Round Black Smooth Poles W/<br>Finials, includes 1"x2"x76" crossarm<br>holders.<br><br>48"x72" Blue Panels (Pantone 2147)<br>contour cut in 1/8" ACM. |     |            |            |
| 1.2 | <b>Cast Cut Vinyl -</b><br><b>Part Qty:</b> 1<br><b>Width:</b> 0.00"<br><b>Height:</b> 0.00"<br><b>Text:</b><br>Gold Metallic Cut Vinyl                                                                                                                             |     |            |            |
| 2   | <b>Setup</b>                                                                                                                                                                                                                                                        | 1   | \$5.00     | \$5.00     |
| 2.1 | <b>Setup Charge -</b>                                                                                                                                                                                                                                               |     |            |            |
| 3   | <b>Install</b>                                                                                                                                                                                                                                                      | 1   | \$1,170.00 | \$1,170.00 |
| 3.1 | <b>Installation Service - If Existing Signs Need to be Removed, Add<br/>\$100.00 Per Sign to be Removed</b><br>- Price: \$1170.00                                                                                                                                   |     |            |            |

50% Deposit Due When Placing Order.

Permitting Service/ Permit Fees Not Includes Assuming None Will Be Needed.

|                     |            |
|---------------------|------------|
| <b>Subtotal:</b>    | \$8,913.96 |
| <b>Taxes:</b>       | \$0.00     |
| <b>Grand Total:</b> | \$8,913.96 |

If Permits Needed and Engineered Sealed Drawings Are Required, Additional  
Costs Will Apply

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



33251 Gratiot Avenue  
Clinton Twp, MI 48035  
(586) 948-9226

# ESTIMATE

## E-45552

<http://www.signsbytomorrow.com/roseville/sign-company-home.aspx>  
<http://www.signsbytomorrow.com/roseville/>

Payment Terms: DUE UPON RECEIPT

Created Date: 2/19/2021

**DESCRIPTION:** Fraser Park Signs

**Bill To:** City of Fraser DPW  
31250 Kendall  
Fraser, MI 48026  
US

**Pickup At:** Signs By Tomorrow - Clinton Twp.  
33251 Gratiot Avenue  
Clinton Twp, MI 48035  
US

**Requested By:** Rose McKinney  
Email: [rosem@micityoffraser.com](mailto:rosem@micityoffraser.com)  
Work Phone: (586) 293-2001 x 3

**Salesperson:** House Signs By Tomorrow - Clinton Twp  
Entered By: Ken Slezak

| NO. | Product Summary                                                                                                                                                                                                                                                         | QTY | UNIT PRICE | AMOUNT     |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------|------------|
| 1   | <b>Pompo Park Large Entrance (Model GP-PS-2)</b>                                                                                                                                                                                                                        | 1   | \$2,018.95 | \$2,018.95 |
| 1.1 | <b>Stock Sign - Double Sided</b><br><br><b>Part Qty:</b> 1<br>- Retail Price: \$2018.95<br><br><b>Text:</b><br>3"x11' Round White Smooth Poles W/<br>Finials, includes 1"x2"x76" crossarm<br>holders.<br><br>48"x72" Green Panels (PMS 343)<br>contour cut in 1/8" ACM. |     |            |            |
| 1.2 | <b>Cast Cut Vinyl -</b><br><br><b>Part Qty:</b> 1<br><b>Width:</b> 0.00"<br><b>Height:</b> 0.00"<br><br><b>Text:</b><br>White Cut Vinyl                                                                                                                                 |     |            |            |
| 2   | <b>Pompo Park Small Entrance (Model GP-PS-4)</b>                                                                                                                                                                                                                        | 1   | \$1,638.76 | \$1,638.76 |
| 2.1 | <b>Stock Sign -</b><br><br><b>Part Qty:</b> 1<br>- Retail Price: \$1638.76<br><br><b>Text:</b><br>4"x11' Round White Smooth Poles W/<br>Finials and 1"x2"x36" crossarms.<br><br>48"hx32"w Green Panels (PMS 343)<br>ACM panels 1/8" thick.                              |     |            |            |

|     |                                                                                                                                                                                                                                                                                     |   |              |            |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|--------------|------------|
| 2.2 | Cast Cut Vinyl -<br>Part Qty: 1<br>Width: 0.00"<br>Height: 0.00"                                                                                                                                                                                                                    |   |              |            |
| 3   | Somerset Park (GP-PS-2 Panel Shape/ No Posts)                                                                                                                                                                                                                                       | 2 | \$579.53     | \$1,159.06 |
| 3.1 | 3mm Aluminum Solid Core Composite - Single Sided<br>Part Qty: 1<br>Width: 72.00"<br>Height: 48.00"<br>Text:<br>48"x72" ACM Panel 1/8" Thick Green<br>Background (PMS 343) W/ White Cut<br>Vinyl.<br><br>Panels Will be Attached to Fence Via<br>Aluminum Fence Bracket (3 Per Sign) |   |              |            |
| 3.2 | Cast Cut Vinyl -<br>Part Qty: 1<br>Width: 0.00"<br>Height: 0.00"                                                                                                                                                                                                                    |   |              |            |
| 4   | Setup                                                                                                                                                                                                                                                                               | 1 | \$5.00       | \$5.00     |
| 4.1 | Setup Charge -                                                                                                                                                                                                                                                                      |   |              |            |
| 5   | Install                                                                                                                                                                                                                                                                             | 1 | \$790.00     | \$790.00   |
| 5.1 | Installation Service - If Existing Signs Need to be Removed Add<br>\$100.00 Per Sign to be Removed<br>- Price: \$790.00                                                                                                                                                             |   |              |            |
|     |                                                                                                                                                                                                                                                                                     |   | Subtotal:    | \$5,611.77 |
|     |                                                                                                                                                                                                                                                                                     |   | Taxes:       | \$0.00     |
|     |                                                                                                                                                                                                                                                                                     |   | Grand Total: | \$5,611.77 |

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



WELCOME TO  
**SOMERSET PARK**

Park Hours Sunrise to Sunset  
CITY OF FRASER



WELCOME TO  
**JAMES J. POMPO PARK**

Park Hours Sunrise to Sunset  
CITY OF FRASER



  
**POMPO  
PARK**

Park Hours  
Sunrise to Sunset

CITY OF FRASER

WELCOME TO  
**FRASER**



**Sign Cost - \$1,280 installed**

**Current rendering - 48" High by 96" Wide (4 feet by 8 feet)**

**Would be installed in parking circle**



**Example of post with PVC cover**

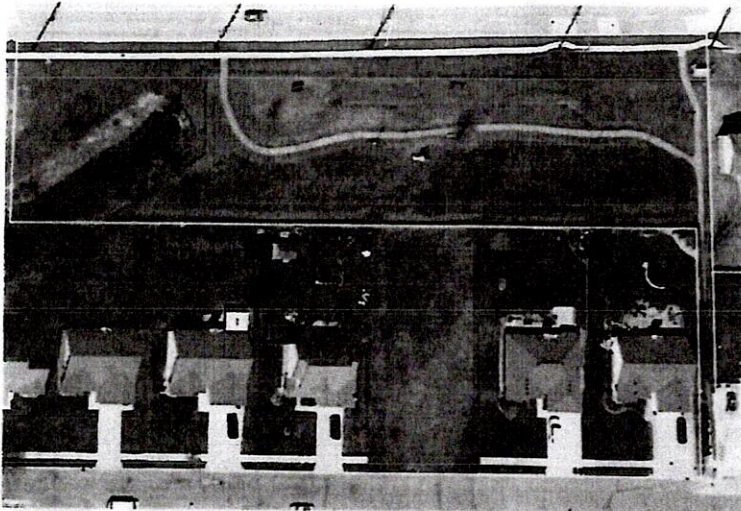


Other ideas - mockups attached if interested.

## Action Plan Summary

| Park                                       | Actions to be considered                                                                                                                                                                                                   |
|--------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Joe Blanke Park</b>                     | Add play structure<br>Resurface pathway to A.D.A standards                                                                                                                                                                 |
| <b>Joe Boris Park</b>                      | Add new sign, drinking fountain, more trees<br>Resurface pathway to A.D.A standards                                                                                                                                        |
| <b>Harrington Trails</b>                   | Resurface pathway to A.D.A standards<br>Add trees, picnic tables, and park benches                                                                                                                                         |
| <b>McKinley Park</b>                       | Construct Barrier-Free Playground and improve area<br>Installation of monitored cameras                                                                                                                                    |
| <b>Meadows Park</b>                        | Add park benches and picnic tables                                                                                                                                                                                         |
| <b>James Pompo Park</b>                    | Replace playground equipment<br>Resurface Courts<br>Resurface pathway to A.D.A standards                                                                                                                                   |
| <b>Charles Reindel Park</b>                | Resurface pathwav to A.D.A standards<br>Repair baseball diamond<br>Build designated skateboard area<br>Add Frisbee golf                                                                                                    |
| <b>Somerset Park</b>                       | Replace playground equipment<br>Resurface pathway to A.D.A standards                                                                                                                                                       |
| <b>Walter Steffens Park</b>                | Resurface Tennis Courts<br>Replace Baseball Diamond Lighting System<br>Add fences to Baseball Diamonds<br>Connection to County bike path<br>Build new pavilion and renovate bathrooms<br>Installation of monitored cameras |
| <b>Fraser Activity Center</b>              | Refinish gymnasium floor                                                                                                                                                                                                   |
| <b>City of Fraser Dog Park</b>             | Plan location and develop area                                                                                                                                                                                             |
| <b>Fraser Bike Path/Non-Motorized Path</b> | Plan path to connect to greater trails in the area                                                                                                                                                                         |

## JOE BORIS PARK



*Maps and outlines are for illustration purposes only.  
Maps are not to scale and boundaries are approximate.  
Source: Google Earth*

### Joe Boris Park

Size:

0.6 Acres

Location:

14 Mile East of Hayes

Type:

Neighborhood Park

Features:

Swing Set, Play Structure

### Action Plan Goals

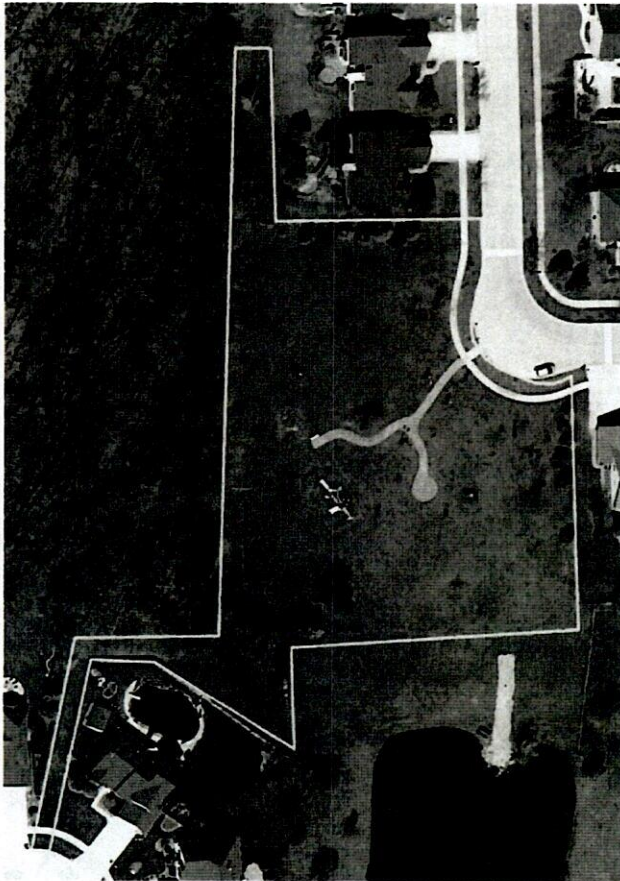
Add new sign, drinking fountain, trees, bike racks

Add picnic area or pavilion

Resurface Pathway to ADA standards

# MEADOWS PARK

---



*Maps and outlines are for illustration purposes only.*

*Maps are not to scale and boundaries are approximate.*

*Source: Google Earth*

## Meadows Park

Size:

1.8 Acres

Location:

At Rambling Dr and Sugar  
Maple Dr

Type:

Neighborhood Park

Features:

Swing Set, Play Structure

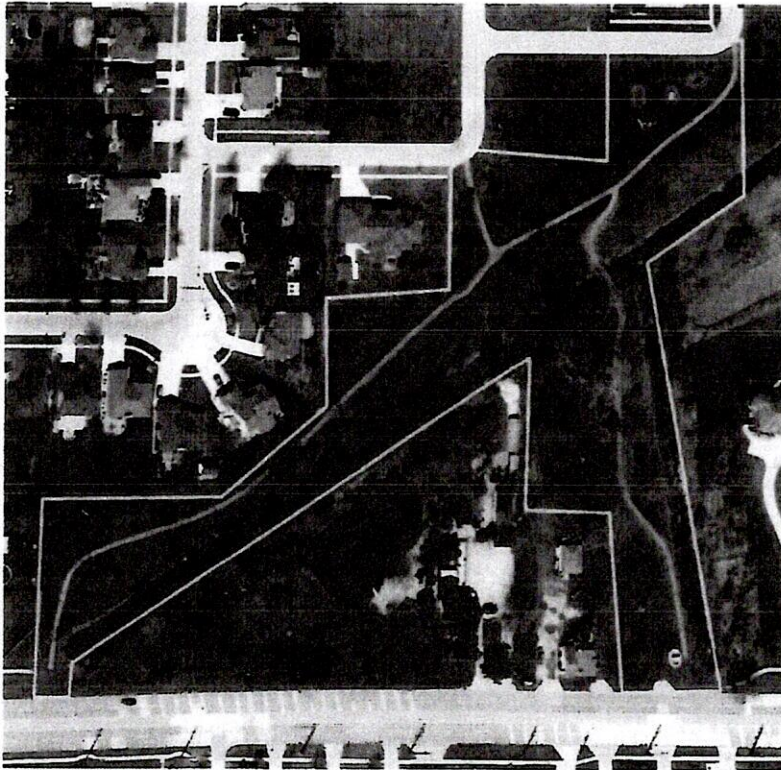
## Action Plan Goals

Add park benches, picnic tables, dog waste stations

Resurface pathway to ADA standards

Add landscaping and trees

# HARRINGTON TRAILS PARK



## Harrington Trails Park

Size:

4 Acres

Location:

15911 E 14 Mile Rd

Type:

Neighborhood Park

Features:

Swing set, Play Structures, Walking Path

*Maps and outlines are for illustration purposes only.*

*Maps are not to scale and boundaries are approximate.*

*Source: Google Earth*

## Action Plan Goals

- Resurface pathway to ADA standards
- Add trees, picnic tables and park benches
- Replace Play Structure
- Add Bike Racks
- Add Natural Playground

## SECTION 8

---

*Action Plan*

*Detailed Action Plan for all Parks and Facilities*

*McKinley Park Barrier-Free Playground Project*

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## **Action Plan Highlights**

The development of a Community Recreation Plan is an opportunity to review existing parks and recreation facilities and to define goals and objectives for the improvement of recreation opportunities in the City of Fraser. The action plans on the next few pages will detail areas of need as well as a specific action item to act on.

Development of a detailed action plan will assist the city of Fraser in the pursuit of grant opportunities that become available. The city will actively pursue grants that can supplement available funding for identified action areas.

As with any plan of this type, multiple factors can affect the potential success of any particular goal. The city should continue to prioritize maintenance needs of the parks, and seek ways to improve the parks where possible. With money for projects limited, efforts should be made to engage interested parties, foundations, businesses, and grant making organizations to fund identified needs.

### **Action plan items focus on five areas:**

- Park maintenance and incremental improvements
- Updating facilities to ADA standards
- Capital improvement projects (ex. McKinley Park barrier-free playground)
- Safety review
- Community involvement outreach

### **Park maintenance and incremental improvements**

The city should continue to prioritize park maintenance activities, and maintain existing assets to ensure they remain in good condition and provide continued safe operation. Seek targeted improvements from action plan and implement where possible.

Equipment in city parks is of varying ages, most of which is 20+ years old. Maintenance of parks and park equipment is managed through the Department of Public Works, and the equipment is regularly checked to ensure safe operation. The Parks and Recreation Department works closely with DPW to address any issues that may arise.

### **Updating facilities to ADA standards**

ADA standards have evolved over time. Where practical, the city should seek to improve areas to current ADA standards. Resurfacing of walking paths and improving facilities should be considered as key goals. Research into grants and other funding sources should be pursued.

### **Capital improvement projects**

Projects include the McKinley Park Barrier-Free Playground, adding pavilions, renovating bathrooms, and replacing lighting systems. These are large projects, and require dedicated efforts to undertake and support.

Capital improvements happen on an “as needed” basis when funds allow, however plans for big projects go through a long process of community hearings, talks with community members, plans with city engineer and city council, and are dependent on funding sources.

### **Safety Review**

Safety is a priority for all city parks and facilities. This includes physical elements as playground equipment, baseball diamonds, volleyball courts, basketball courts, etc. as well as ensuring that residents and guests feel safe and secure while using our recreation areas.

Fraser parks and public lands are generally located in residential areas, and few problems have been reported overall. Fraser Public Safety includes park properties as part of their regular patrol duties. Installation of monitored cameras in high risk areas would also help patrol and deter vandalism.

To ensure the continued safety and satisfaction of users of our parks, an action plan should be created to review safety procedures and ways to improve communication to guests, in areas such as hours of operation, rules of the park, and contact information for the Parks and Recreation Department and Public Safety.

### **Community Outreach**

The Fraser Parks and Recreation department is at the will of community stakeholders, namely residents and businesses within Fraser. Fraser Parks and Recreation recognizes that anything the department accomplishes is for the residents, which is why it is important to allow constant communication between the community and the department, so as to steer department goals as community wants and needs dictate. The recreation accomplishes this with open recreation commission meetings that are broadcast on cable channel and online, sending out surveys to participants many times a year, and attending to residents comments regarding programming or facilities.

## Action Plan Summary

| Park                                | Actions to be considered                                                                                                                                                                                                   |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Joe Blanke Park                     | Add play structure<br>Resurface pathway to A.D.A standards                                                                                                                                                                 |
| Joe Boris Park                      | Add new sign, drinking fountain, more trees<br>Resurface pathway to A.D.A standards                                                                                                                                        |
| Harrington Trails                   | Resurface pathway to A.D.A standards<br>Add trees, picnic tables, and park benches                                                                                                                                         |
| McKinley Park                       | Construct Barrier-Free Playground and improve area<br>Installation of monitored cameras                                                                                                                                    |
| Meadows Park                        | Add park benches and picnic tables                                                                                                                                                                                         |
| James Pompo Park                    | Replace playground equipment<br>Resurface Courts<br>Resurface pathway to A.D.A standards                                                                                                                                   |
| Charles Reindel Park                | Resurface pathwav to A.D.A standards<br>Repair baseball diamond<br>Build designated skateboard area<br>Add Frisbee golf                                                                                                    |
| Somerset Park                       | Replace playground equipment<br>Resurface pathway to A.D.A standards                                                                                                                                                       |
| Walter Steffens Park                | Resurface Tennis Courts<br>Replace Baseball Diamond Lighting System<br>Add fences to Baseball Diamonds<br>Connection to County bike path<br>Build new pavilion and renovate bathrooms<br>Installation of monitored cameras |
| Fraser Activity Center              | Refinish gymnasium floor                                                                                                                                                                                                   |
| City of Fraser Dog Park             | Plan location and develop area                                                                                                                                                                                             |
| Fraser Bike Path/Non-Motorized Path | Plan path to connect to greater trails in the area                                                                                                                                                                         |

# CITY OF FRASER

## COMBINED NOTICE OF PUBLIC HEARING ON INCREASING PROPERTY TAXES AND 2021-2022 BUDGET

A Public Hearing has been scheduled for Thursday, April 15, 2021 during the Regular Council Meeting held at 6:30 PM within the Council Chambers, 33000 Garfield Rd, Fraser, MI. The City Council of the City of Fraser will hold a public hearing on the recommended budget and 4.5000 mills on the PA 33 of 1951 Ad Valorem Special Assessments to be levied in 2021 for the 2021-2022 Fiscal Year Budget. **THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL ALSO BE A SUBJECT OF THIS HEARING.** A copy of the budget is available for public inspection in the Clerk's Office at 33000 Garfield Rd, Fraser, MI. The total number of mills to be levied and the purposes for each millage are:

| Purpose                      | Authority | Millage to be Levied<br>July 1, 2021 | Millage to be Levied<br>December 1, 2021 | Totals  |
|------------------------------|-----------|--------------------------------------|------------------------------------------|---------|
| City Operating               | Charter   | 18.1225                              |                                          | 18.1225 |
| Rubbish                      | PA 298    | 1.4000                               |                                          | 1.4000  |
| ALS                          | Voted     | 0.9660                               |                                          | 0.9660  |
| Police and<br>Fire Operating | PA 33     | 2.0000                               | 2.5000                                   | 4.5000  |
| Totals                       |           | 22.4885                              | 2.5000                                   | 24.9885 |

The revenues and expenditures by fund are:

| Fund                   | Revenues   | Expenditures | Net Income (Loss) |
|------------------------|------------|--------------|-------------------|
| General                | 17,383,542 | 17,697,118   | (313,576)         |
| Major Street           | 1,016,169  | 948,634      | 67,535            |
| Local Street           | 719,581    | 482,279      | 237,302           |
| Ambulance              | 910,322    | 1,121,700    | (211,377)         |
| Rubbish                | 928,230    | 1,066,870    | (138,640)         |
| Drug Forfeiture        | 12,800     | 31,864       | (19,064)          |
| Gambling Forfeiture    | 19,000     | 0            | 19,000            |
| Senior Housing         | 550,080    | 799,854      | (249,774)         |
| Street Debt            | 0          | 165,028      | (165,028)         |
| Capital Projects       | 1,146,500  | 1,146,500    | 0                 |
| Water and Sewer        | 9,774,125  | 9,656,684    | 117,441           |
| Medical Self Insurance | 661,104    | 661,104      | 0                 |
| Motor Pool             | 794,524    | 794,524      | 0                 |

Public comments, either oral or written, are welcome at the Public Hearing. Handicapped persons needing assistance or aid should contact the City Clerk's Office during regular working hours forty-eight hours prior to the meeting.

Marc Thompson  
Interim City Manager

# CITY OF FRASER

## NOTICE OF PUBLIC HEARING

### 2021-2022 POLICE & FIRE SPECIAL ASSESSMENTS

A Public Hearing has been scheduled for Thursday, April 15, 2021 during the Regular Council Meeting held at 6:30 PM within the Council Chambers, 33000 Garfield Rd, Fraser, MI. The City Council of the City of Fraser will hold a public hearing to hear objections to the police and fire in combination “Public Safety” expenses and to the proposed ad valorem special assessments permitted under Public Act 33 of 1951. All parcels of land situated in the City of Fraser, County of Macomb and State of Michigan are subject to the proposed community wide ad valorem special assessments in a column provided on the regular tax roll. The City Council has declared its intention to undertake ad valorem special assessments for certain costs of police and fire operations in combination as outlined below:

| <b>Purpose</b>               | <b>Type</b>                      | <b>Millage to be Levied<br/>July 1, 2021</b> | <b>Millage to be Levied<br/>December 1, 2021</b> | <b>Total Millage</b> |
|------------------------------|----------------------------------|----------------------------------------------|--------------------------------------------------|----------------------|
| Police and<br>Fire Operating | Ad Valorem<br>Special Assessment | 2.0000                                       | 2.5000                                           | 4.5000               |

| <b>Purpose</b>               | <b>Type</b>                      | <b>Estimated Revenues<br/>July 1, 2021</b> | <b>Estimated Revenues<br/>December 1, 2021</b> | <b>Total Revenues</b> |
|------------------------------|----------------------------------|--------------------------------------------|------------------------------------------------|-----------------------|
| Police and<br>Fire Operating | Ad Valorem<br>Special Assessment | \$905,256                                  | \$1,131,569                                    | \$2,036,825           |

#### **Expenditures**

|                                        |               |
|----------------------------------------|---------------|
| WAGES - FULL TIME EMPLOYEES            | 2,883,965     |
| SALARIES                               | 120,000       |
| WAGES - PART TIME EMPLOYEES            | 51,000        |
| VACATION PAY                           | 319,477       |
| HOLIDAY PAY                            | 142,854       |
| FICA                                   | 240,020       |
| MEDICARE                               | 56,134        |
| CASH IN LIEU OF BENEFITS (INS OPT OUT) | 0             |
| OVERTIME                               | 302,000       |
| LONGEVITY PAY                          | 52,000        |
| DEFINED BENEFIT PENSION PLAN (MERS)    | 0             |
| MERS DIVISION 20 POLC                  | 1,158,972     |
| MERS DIVISION 21 POAM                  | 693,198       |
| HEALTH INSURANCE PREMIUMS (EMPLOYEES)  | 595,200       |
| CLOTHING ALLOWANCE                     | 56,702        |
| EDUCATION ALLOWANCE                    | 32,000        |
| WORKERS COMPENSATION INSURANCE EXPENSE | 80,576        |
| RETIREE HEALTH SAVINGS PLAN (ICMA)     | 19,500        |
| OPERATING SUPPLIES                     | 50,000        |
| SUPPLIES                               | 10,000        |
| PROFESSIONAL AND CONTRACTUAL SERVICES  | 50,000        |
| FEE (SEX OFFENDER REGISTRATION)        | 850           |
| MEDICAL PROVIDER SERVICES              | 5,800         |
| COMMUNICIATIONS (VEHICLES)             | 20,000        |
| MAIL OR POSTAGE                        | 1,200         |
| PROGRMMING                             | 50            |
| PROFESSIONAL DEVELOPMENT               | 20,000        |
| PROFESSIONAL DEVELOPMENT (PA 302)      | 10,000        |
| MEMBERSHIPS                            | 1,500         |
| VEHICLE REPAIRS AND MAINTENANCE        | 83,959        |
| COMPUTER SERVICES (CLEMIS)             | 45,000        |
| BAD DEBT EXPENSE                       | <u>20,000</u> |
|                                        | 7,159,091     |

Public comments, either oral or written, are welcome at the Public Hearing. Handicapped persons needing assistance or aid should contact the City Clerk’s Office during regular working hours forty-eight hours prior to the meeting.

Marc Thompson  
Interim City Manager



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### CITY OF FRASER COMBINED NOTICE OF PUBLIC HEARING ON INCREASING PROPERTY TAXES AND 2021-2022 BUDGET

A Public Hearing has been scheduled for Thursday, April 15, 2021 during the Regular Council Meeting held at 6:30 PM within the Council Chambers, 33000 Garfield Rd, Fraser, MI. The City Council of the City of Fraser will hold a public hearing on the recommended budget and 4,500 mills on the PA 33 of 1981 Ad Valorem Special Assessments to be levied in 2021 for the 2021-2022 Fiscal Year Budget. **THE PROPERTY TAX MILLAGE RATE PROPOSED TO BE LEVIED TO SUPPORT THE PROPOSED BUDGET WILL ALSO BE A SUBJECT OF THIS HEARING.** A copy of the budget is available for public inspection in the Clerk's Office at 33000 Garfield Rd, Fraser, MI. The total number of mills to be levied and the purposes for each millage are:

| Purpose                   | Authority | Millage to be Levied |                  | Totals         |
|---------------------------|-----------|----------------------|------------------|----------------|
|                           |           | July 1, 2021         | December 1, 2021 |                |
| City Operating            | Charter   | 18.1225              |                  | 18.1225        |
| Rutish                    | PA 298    | 1.4000               |                  | 1.4000         |
| ALS                       | Voted     | 0.9660               |                  | 0.9660         |
| Police and Fire Operating | PA 33     | 2.0000               | 2.5000           | 4.5000         |
| <b>Totals</b>             |           | <b>22.4885</b>       | <b>2.5000</b>    | <b>24.9885</b> |

The revenues and expenditures by fund are:

| Fund                   | Revenues   | Expenditures | Net Income (Loss) |
|------------------------|------------|--------------|-------------------|
| General                | 17,383,542 | 17,697,118   | (313,576)         |
| Major Street           | 1,016,189  | 948,634      | 67,555            |
| Local Street           | 719,581    | 482,278      | 237,302           |
| Ambulance              | 910,322    | 1,121,700    | (211,377)         |
| Rubbish                | 925,230    | 1,066,870    | (136,640)         |
| Drug Forfeiture        | 12,800     | 31,864       | (19,064)          |
| Gambling Forfeiture    | 19,000     | 0            | 19,000            |
| Senior Housing         | 950,080    | 799,854      | (249,774)         |
| Street Debt            | 0          | 165,028      | (165,028)         |
| Capital Projects       | 1,146,500  | 1,146,500    | 0                 |
| Water and Sewer        | 9,774,135  | 9,656,684    | 117,451           |
| Medical Self Insurance | 661,104    | 661,104      | 0                 |
| Motor Pool             | 794,524    | 794,524      | 0                 |

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**Marc Thompson**  
Interim City Manager

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Info



### CITY OF FRASER NOTICE OF PUBLIC HEARING 2021-2022 POLICE & FIRE SPECIAL ASSESSMENTS

A Public Hearing has been scheduled for Thursday, April 15, 2021 during the Regular Council Meeting held at 6:30 PM within the Council Chambers, 33000 Garfield Rd, Fraser, MI. The City Council of the City of Fraser will hold a public hearing to hear objections to the police and fire special assessments. The City of Fraser, County of Macomb and State of Michigan are subject to the proposed community wide ad valorem special assessments in a column provided on the regular ballot. The City Council has declared its intention to undertake ad valorem special assessments for various needs of police and fire operations in combination as outlined below:

| Purpose               | Type               | Millage to be Levied |                  | Total Millage |
|-----------------------|--------------------|----------------------|------------------|---------------|
|                       |                    | July 1, 2021         | December 1, 2021 |               |
| Police and Ad Valorem | 2.0000             |                      | 2.5000           |               |
| Fire                  | Special Assessment |                      |                  | 4.5000        |

| Purpose                                 | Type               | Estimated Revenues July 1, 2021 | Estimated Revenues December 1, 2021 | Revenues Total     |
|-----------------------------------------|--------------------|---------------------------------|-------------------------------------|--------------------|
|                                         |                    |                                 |                                     |                    |
| Police and Ad Valorem                   | 2.0000             | \$1,131,568                     |                                     | \$1,131,568        |
| Fire                                    | Special Assessment |                                 |                                     | \$2,283,965        |
| <b>TOTALS</b>                           |                    |                                 |                                     | <b>\$3,415,533</b> |
| AD VALOREM - FULL TIME EMPLOYEES        |                    |                                 |                                     | 2,883,965          |
| WAGES - PART TIME EMPLOYEES             |                    |                                 |                                     | 10,000             |
| VACATION PAY                            |                    |                                 |                                     | 142,804            |
| HOLIDAY PAY                             |                    |                                 |                                     | 242,000            |
| WICA                                    |                    |                                 |                                     | 98,734             |
| RETIREMENT                              |                    |                                 |                                     | 362,066            |
| CASH IN-LIEU OF BENEFITS (PAB OPT OUT)  |                    |                                 |                                     | 0                  |
| CONVERTIBLE PAY                         |                    |                                 |                                     | 50,000             |
| DEFERRED BENEFIT PENSION PLAN (DBFP)    |                    |                                 |                                     | 1,158,972          |
| WATER DIVISION (P&C)                    |                    |                                 |                                     | 893,198            |
| WATER DIVISION (P&C) - P&C              |                    |                                 |                                     | 893,198            |
| HEALTH INSURANCE - PROGRAMS (EMPLOYEES) |                    |                                 |                                     | 50,702             |
| EDUCATION ALLOWANCE                     |                    |                                 |                                     | 50,702             |
| WORKERS COMPENSATION INSURANCE EXPENSE  |                    |                                 |                                     | 83,076             |
| RETIREMENT HEALTH SAVINGS PLAN (RHP)    |                    |                                 |                                     | 50,000             |
| UNIFORMS                                |                    |                                 |                                     | 50,000             |
| UNIFORMS AND CONTRACTUAL SERVICES       |                    |                                 |                                     | 50,000             |
| FILED OFFENSES INVESTIGATIONS           |                    |                                 |                                     | 50,000             |
| LEGAL FEES AND SERVICES                 |                    |                                 |                                     | 50,000             |
| COMMUNICATIONS (WIRELESS)               |                    |                                 |                                     | 20,000             |
| TRAIN OR POSTAGE                        |                    |                                 |                                     | 50,000             |
| PROFESSIONAL DEVELOPMENT                |                    |                                 |                                     | 50,000             |
| PROFESSIONAL DEVELOPMENT (PA 30)        |                    |                                 |                                     | 50,000             |
| WATER DIVISION                          |                    |                                 |                                     | 50,000             |
| WATER DIVISION - MAINTENANCE            |                    |                                 |                                     | 83,076             |
| COMPUTER SERVICES (CLAS)                |                    |                                 |                                     | 50,000             |
| ROAD DEBT EXPENSE                       |                    |                                 |                                     | 20,000             |
| <b>TOTAL</b>                            |                    |                                 |                                     | <b>\$3,415,533</b> |

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**Marc Thompson**  
Interim City Manager

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