



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, MARCH 11TH, @ 6:30PM
AGENDA
*REVISED 3/9/2021**

- 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. February 4, 2021 – Special Meeting
 - 2. February 11, 2021 – Regular Meeting
 - b. Approval of Disbursement List
 - 1. February 2021 - in the amount of \$1,433,326.74
- VII. REQUESTS FOR COUNCIL ACTION**
 - a. Appointment of
 - 1. Department of Public Works Director Mark Ragsdale
 - 2. Finance Director/Assistant City Manager Vincent Neyland
 - b. Extension of
 - 1. State of Emergency through April 8, 2021
 - 2. Interim City Manager's Contract
 - c. Authorization of
 - 1. Capital Improvement Projects – Engineering Only
 - a. Sanitary Sewers
 - b. Street Preservation
 - 2. South East Regional Emergency Services Authority (SERESA)
 - 3. Municipal Employees' Retirement System of Michigan (MERS) Addendum Agreement
 - d. Discussion of
 - 1. Information Technology Services
- 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 discussion with Legal Counsel regarding negotiations related to a Collective Bargaining Agreement

XI. CITIZEN PARTICIPATION

XII. ADJOURNMENT

(Posted Thursday, March 4th, 2021 @ 4:00pm; REVISED 3/9/2021)

IT is inviting you to a scheduled Zoom meeting.

Topic: City Council Meeting

Time: Mar 11, 2021 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89833095007>

Meeting ID: 898 3309 5007

Passcode: 285973

One tap mobile

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Meeting ID: 898 3309 5007

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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 **March 11, 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. During the meeting, members of the public may e-mail comments to 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. 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. 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. 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.

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

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

1. CALL MEETING TO ORDER

Mayor Pro-Tem Winowiecki called the Special Virtual Meeting to order at 6:31pm.

2. PLEDGE OF ALLEGIANCE

3. ROLL CALL OF COUNCIL MEMBERS

PRESENT:

COUNCIL MEMBER AMY BARANSKI	FRASER, MI
COUNCIL MEMBER KATHY BLANKE	CITY HALL
COUNCIL MEMBER SUZANNE KALKA	FRASER, MI
COUNCIL MEMBER MICHAEL LESICH	FRASER, MI
COUNCIL MEMBER PATRICE SCHORNAK	CITY HALL
COUNCIL MEMBER DAVID WINOWIECKI	FRASER, MI

ABSENT:

MAYOR MICHAEL CARNAGIE

ALSO PRESENT:

MARC THOMPSON, INTERIM CITY MANAGER
CHELSEA ZELMANSKI, ACTING CITY CLERK
DONALD DENAULT, CITY ATTORNEY
DAVID BISBY, LIEUTENANT
ERIC MYERS, SERGEANT
ED HORN, AV SPECIALIST
MARK RAGSDALE, CANDIDATE
PERCOLA BROOKS, CANDIDATE
VINCENT NEYLAND, CANDIDATE
IRWIN WILLIAMS, CANDIDATE

4. APPROVAL OF AGENDA

MEMBER BARANSKI moved, second by **MEMBER KALKA**; to approve the agenda.

ROLL CALL VOTE:

BARANSKI	YES
BLANKE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

MEMBER WINOWIECKI moved, second by **MEMBER KALKA**; to excuse Mayor Carnagie from the meeting.

ROLL CALL VOTE:

BARANSKI	YES
BLANKE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

5. REQUEST FOR COUNCIL ACTION

a. Consideration/ Action to Appoint an Acting City Clerk

MEMBER BLANKE moved, second by **MEMBER BARANSKI**; to appoint Chelsea Zelmanski as the Acting City Clerk.

ROLL CALL VOTE:

BARANSKI	YES
BLANKE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

- Ms. Zelmanski thanked the Council

b. Council to Interview Prospective DPW Director Candidates

- Candidate Mark Ragsdale was welcomed into the meeting at 6:38pm.
 - Mr. Ragsdale introduced himself and responded to a series of questions presented by Council.

c. Council to Interview Prospective Assistant City Manager/ Finance Director Candidates

- Candidate Percola Brooks was welcomed into the meeting at 7:07pm.
 - Ms. Brooks introduced herself and responded to a series of questions presented by Council.

Intermission at 7:46pm

- Candidate Vincent Neyland was welcomed into the meeting at 7:52pm.
 - Mr. Neyland introduced himself and responded to a series of questions presented by Council.
- Candidate Irwin Williams was welcomed into the meeting at 8:38pm.

- Mr. Williams introduced himself and responded to a series of questions presented by Council.

d. Deliberation

- Member Winowiecki addressed the City Attorney for clarification on the deliberation portion of the agenda
- The City Attorney advised Council that this was the time for council to talk, consider a motion, etc.
- The City Manager addressed council in regards to the deliberation portion
- Member Schornak expressed her concerns with incomplete background checks and stated she would like to postpone deliberating
- Member Kalka expressed her concern in regards to incomplete background checks of the candidates

MEMBER BARANSKI moved, second by **MEMBER BLANKE**; to postpone the deliberation on the candidates until the next meeting due to unfinished background checks.

ROLL CALL VOTE:

BARANSKI	YES
BLANKE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

MEMBER BARANSKI moved, second by **MEMBER SCHORNAK**; to start the February 11, 2021 Regular Council meeting at 6pm.

ROLL CALL VOTE:

BARANSKI	YES
BLANKE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

6. CITIZEN PARTICIPATION

NONE

7. ADJOURNMENT

MEMBER KALKA moved, second by **MEMBER BLANKE**; to adjourn the meeting at 9:15pm.

The motion carried unanimously

Respectfully submitted,

Chelsea Zelmanski, Acting City Clerk

David Winowiecki, Mayor Pro-Tem

**MINUTES
FRASER CITY COUNCIL – REGULAR MEETING- (VIRTUAL)
FEBRUARY 11, 2021**

A Special Virtual meeting of the Fraser City Council was conducted on February 11, 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 meeting to order at 6:07pm

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL OF COUNCIL MEMBERS

PRESENT:

COUNCIL MEMBER AMY BARANSKI	NAPLES, FL
MAYOR MICHAEL CARNAGIE	CITY HALL
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:

COUNCIL MEMBER KATHY BLANKE

ALSO PRESENT:

MARC THOMPSON, INTERIM CITY MANAGER
CHELSEA ZELMANSKI, ACTING CITY CLERK
DONALD DENAULT, CITY ATTORNEY
DAVID BISBY, LIEUTENANT
ERIC MYERS, SERGEANT
ED HORN, AV SPECIALIST
AMY CELL, HUMAN RESOURCES
SARAH TRAXLER, EXECUTIVE VICE PRESIDENT, MCKENNA
DANIELLE BOUCHARD, ASSOCIATE PLANNER, MCKENNA
PAUL URBIEL, PRINCIPAL PLANNER, MCKENNA

MAYOR CARNAGIE moved, second by **MEMBER SCHORNAK**; to excuse Member Blanke from the meeting.

ROLL CALL VOTE:

BARANSKI	YES
CARNAGIE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

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IV. APPROVAL OF AGENDA

MEMBER BARANSKI moved, second by **MEMBER SCHORNAK**; to add item VIII. a. 9. Discussion of IT RFPs and to add to item XI. b. a closed door session to discuss negotiations of a collective bargaining agreement to the agenda.

ROLL CALL VOTE:

BARANSKI	YES
CARNAGIE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

MAYOR CARNAGIE moved, second by **MEMBER KALKA**; to approve the agenda as amended.

ROLL CALL VOTE:

BARANSKI	YES
CARNAGIE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

V. CITIZEN PARTICIPATION ON AGENDA ITEMS

NONE

VI. PRESENTATIONS

FRASER 2021 – MASTER PLAN DRAFT

- Presented by Sarah Traxler, Danielle Bouchard, and Paul Urbiel
- The Master Plan Draft was presented to council as a long-term planning document that will provide a layout for future growth and development of the city. The current plan is from the 1990s.

MEMBER SCHORNAK

Asked who would be responsible to submit for grants or would the city hire a grant writer.

MEMBER KALKA

- Thanked Sarah and Danielle
- Expressed her concern for the cost and how the city goes about getting proposals

SARAH TRAXLER

- The type of grant will determine who is responsible for the grants
- Additional study plans use the master plan as an input and they serve as a basis for zoning

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MARC THOMPSON

Improvement plans help with non-motorized projects when it comes to streets. Having these items in a plan will help with grant money.

MEMBER LESICH

Thanked Sarah for the updated Master Plan.

Asked if the first step to reviewing the overlay flex zoning district would be to have the legal counsel and Planning Commission look at changing the ordinances to enable such things. Also asked if the Master Plan and Future Land Use Map changed any particular parcel of property. These maps are plans and would require legal action to do so.

PLANNING COMMISSION MEMBER FRANK FARINA

Stated that the council has made many good decisions over the years and one of the best decisions was bringing McKenna on board. He also praised Sarah on her professionalism.

MAYOR CARNAGIE moved, second by **MEMBER WINOWIECKI**; to distribute the proposed plan to Michigan Planning Enabling Act requirements for review as requested, intended for independence neighboring jurisdictions for a 63-day comment period.

ROLL CALL VOTE:

BARANSKI	YES
CARNAGIE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

VII. CONSENT AGENDA

MEMBER KALKA moved, second by **MEMBER BARANSKI**; to approve the consent agenda.

ROLL CALL VOTE:

BARANSKI	YES
CARNAGIE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

VIII. REQUESTS FOR COUNCIL ACTION

a. DISCUSSION/ ACTION

1. Approval of Appointment of Recreation Board Members

MEMBER WINOWIECKI moved, second by **MEMBER LESICH**; to approve Echo Hunt as a Recreation Board Member for the term ending December 31, 2023.

ROLL CALL VOTE:

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BARANSKI	YES
CARNAGIE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

MAYOR CARNAGIE moved, second by **MEMBER SCHORNAK**; to approve Chris Meller as a Recreation Board Member for the term ending December 31, 2023.

ROLL CALL VOTE:

BARANSKI	YES
CARNAGIE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

MEMBER WINOWIECKI moved, second by **MEMBER KALKA**; to approve Christine Koch as a Recreation Board Member for the term ending December 31, 2021.

ROLL CALL VOTE:

BARANSKI	YES
CARNAGIE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-

2. Municipal Employees' Retirement System of Michigan (MERS) Addendum Agreement

MAYOR CARNAGIE moved, second by **MEMBER KALKA**; to postpone until the March 11, 2021 Regular Meeting the discussion of the MERS Addendum Agreement.

ROLL CALL VOTE:

BARANSKI	YES
CARNAGIE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

**MINUTES
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3. Approval of Budget Amendments

MARC THOMPSON

Council was provided a document from John Walters, Finance Director, regarding the proposed budget amendments. The approval of the amendments would allow the city to get the budget in line with the actual expenditures and the council may be presented with more amendments before the end of the Fiscal Year.

MEMBER BARANSKI moved, second by **MEMBER LESICH**; to approve the budget amendments as presented by Mr. Walters.

ROLL CALL VOTE:

BARANSKI	YES
CARNAGIE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

4. Resolution to Contract with UBS Financial Services

MARC THOMPSON

Council had previously allowed the city to do business with MiClass, which is a pooled money market program for public entities throughout Michigan. There is also an agreement in place with Robinson Capital. UBS Financial would be the 3rd tool and the city would have the same type of investments that it has with Robinson Capital, which is primarily certificates of deposits. Using UBS Financial would allow for added security and diversification of the funds

MAYOR CARNAGIE

Are there fee schedules for these companies that the city would have to pay or are fees paid based on invested funds?

MARC THOMPSON

There is an industry standard for certificates of deposit which is two tenths percent. UBS has indicated that they could shave off some of that percentage.

MEMBER KALKA moved, second by **MEMBER WINOWIECKI**; to adopt resolution number 2021-003 to contract with UBS Financial.

ROLL CALL VOTE:

BARANSKI	YES
CARNAGIE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

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5. Approval of 2020-2021 Poverty Exemption Guidelines

MARC THOMPSON

This is an annual event that was brought up at the previous meeting. There had been some changes at the state level, and now the guidelines reflect those changes. Residents who fall under the poverty line can receive some relief on their taxes.

MEMBER WINOWIECKI moved, second by **MEMBER KALKA**; to approve the 2020-2021 Poverty Exemption Policy and Guidelines.

ROLL CALL VOTE:

BARANSKI	YES
CARNAGIE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

6. Extension of City of Fraser COVID-19 State of Emergency through March 11, 2021

MEMBER BARANSKI moved, second by **MEMBER WINOWIECKI**; to extend the City of Fraser's State of Emergency through March 11, 2021.

MEMBER ROLL CALL VOTE:

BARANSKI	YES
CARNAGIE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

7. Public Works & Assistant City Manager/ Finance Director Candidates

MAYOR CARNAGIE

Thanked all of council and the participants for all of their hard work in reviewing and scheduling meetings and interviews.

MEMBER KALKA

Noted that there were some great candidates for the Assistant City Manager/ Finance Director Position.

MEMBER BARANSKI

Stated that we had a wonderful variety of candidates for the roles. Each candidate has their own strengths. The Assistant City Manager/ Finance Director is a unique role that is going to create some struggles but will create opportunities.

MEMBER SCHORNAK

Appreciates the time that the candidates took to complete the interviews.

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MEMBER WINOWIECKI moved, second by **MEMBER KALKA**; to advance Mark Ragsdale to the next step in the approval process for the DPW Director Position.

MEMBER ROLL CALL VOTE:

BARANSKI	YES
CARNAGIE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

MEMBER KALKA moved, second by **MEMBER WINOWIECKI**; to advance Vincent Neyland to the next step in the approval process for the Assistant City Manager/ Finance Director Position.

MEMBER ROLL CALL VOTE:

BARANSKI	YES
CARNAGIE	YES
KALKA	YES
LESICH	NO
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 5-1

MARK RAGSDALE

Addressed council and stated he is looking forward to serving the City.

8. CITY CLOCK RESTORATION

MAYOR CARNAGIE

Explained that the City Clock is a memorial to Firefighter Sutton and funds were raised to pay for the clock. It has been 20 years since the memorial was established. The 21st Memorial of David Sutton's passing will take place on March 4th.

MEMBER WINOWIECKI moved, second by **MEMBER BARANSKI**; to move forward with the City Clock Restoration in honor of David Sutton.

MEMBER ROLL CALL VOTE:

BARANSKI	YES
CARNAGIE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

MEMBER KALKA

- Noted she would like to verify the cost of the clock restoration
- Committed to donating \$5,000 to the project

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MARC THOMPSON

Stated that the cost will be between \$9,000 and \$10,000.

MAYOR CARNAGIE

Expressed his gratitude for the generous offer from Member Kalka

MEMBER BARANSKI

- Stated that the remainder of the funds would come out of the Gambling Funds
- Made the public aware that the funds were coming from “Special Funds”

MEMBER WINOWIECKI

Sated that he has done research on the restoration project and the company following through with the project is the best fit

MEMBER SCHORNAK

Asked for verification from the Finance Director that the Gambling Funds are the correct funds to use for the project

9. IT Request for Proposals

MEMBER BARANSKI

Stated that the city has about 13 proposals according to Amy Cell.

AMY CELL

Asked if it would be possible to allow the subcommittee to allow initial interviews.

MEMBER WINOWIECKI

Stated that he had reviewed all 13 IT proposals.

MEMBER BARANSKI moved, second by **MEMBER**; to allow a subcommittee to rank Information Technology Request for Proposal for further consideration by council.

MEMBER ROLL CALL VOTE:

BARANSKI	YES
CARNAGIE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

IX. PENDING ITEMS OF UNFINISHED BUSINESS/ REPORT OF CITY ADMINISTRATION

MARC THOMPSON

- The Capital Improvement Draft will be revised and would like to have a meeting to present the plan to the Council. It will also correlate with the Master Plan.
- Concern has been expressed about the requirements of the S2 license in the DPW, Mr. Ragsdale possess the appropriate license.
- Council will receive the Planning Commission’s approval of the outlots in front of Hockey Land
- There will be work done on the 15-mile sanitary sewer (W. of Hayes Rd.) There may be some traffic implications in this area.
- The audit should be done soon.

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X. REPORT OF MAYOR AND CITY COUNCIL/ NEW BUSINESS

MEMBER SCHORNAK

- Thanked the citizens who have stepped up to serve the community
- Thanked the Parks and Recreation Commission Members for their time and service

MEMBER KALKA

- Thanked the candidates who came forward for both the DPW position and the Assistant City Manager position
- Thanked Amy Cell and Marc Thompson for their hard work
- Thanked Lt. Bisby for running a seamless meeting
- Thanked Chelsea Zelmanski for stepping into the clerk's role

MEMBER LESICH

- Thanked the Parks and Recreation Commissioners who have served and stepped down
- Welcomed new and returning Parks and Recreation Commissioners
- Wants to discuss the Cell Tower Lease
- The Senior All Night Party is looking for donations in the form of cans & bottles

MEMBER WINOWIECKI

- Wished everyone a Happy Valentine's Day
- Welcomed back the Mayor

MEMBER BARANSKI

Reminded everyone of the cell phone policy during meetings; an issue was brought to council's attention

MEMBER BARANSKI moved, second by **MEMBER SCHORNAK**; to suspend the cell phone policy for easier communication during virtual council meetings for informational purposes.

MEMBER ROLL CALL VOTE:

BARANSKI	YES
CARNAGIE	YES
KALKA	YES
LESICH	NO
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 5-1

MAYOR CARNAGIE

- Firefighter David Sutton Memorial will take place on March 4th
- Attends a monthly call with other cities and counties to understand the impact of COVID
- Conversation with Mark Hackle about frustration of residents about the COVID Vaccine; Mayor believes that the county is doing a great job; 5,000 vaccines available via the county per week
- Curious about the old work out facility behind the Oak Ridge Market that the city owns

XI. CLOSED SESSION

**MINUTES
FRASER CITY COUNCIL – REGULAR MEETING- (VIRTUAL)
FEBRUARY 11, 2021**

a. Consultation with the City’s Legal Counsel Regarding Trial or Settlement Strategy in Connection with Macomb County Circuit Court Case Number 20-3248-CD

MAYOR CARNAGIE moved, second by **MEMBER KALKA**; to enter closed session with the City’s Legal Counsel Regarding Trial or Settlement Strategy in Connection with Macomb County Circuit Court Case Number 20-3248-CD

MEMBER ROLL CALL VOTE:

BARANSKI	YES
CARNAGIE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

*COUNCIL ENTERED CLOSED SESSION AT 7:48 PM
MEETING CALLED BACK TO ORDER AT 9:05 PM*

b. Closed door session to discuss negotiations of a collective bargaining agreement

MEMBER BARANSKI moved, second by **MEMBER SCHORNAK**; to enter closed door session to discuss negotiations of a collective bargaining agreement.

MEMBER ROLL CALL VOTE:

BARANSKI	YES
CARNAGIE	YES
KALKA	YES
LESICH	YES
SCHORNAK	YES
WINOWIECKI	YES

Motion carried 6-0

*COUNCIL ENTERED CLOSED SESSION AT 9:06 PM
MEETING CALLED BACK TO ORDER AT 9:45 PM*

XII. CITIZEN PARTICIPATION

RESIDENT DANA SUTHERLAND

Member of the Parks and Recreation Commission would like to know how to go about getting proposals/ plans in place for the commission also about the signage at some of the parks.

MARC THOMPSON

- Stated that we are waiting on proposals for signs for Sommerset & Pompo parks

MEMBER BARANSKI

- Will follow up with proposals once they are provided to council

MEMBER LESICH

- FFBC is sponsoring and paying for a sign for McKinley Park. Stated that company will be providing quotes for the other signage at Sommerset & Pompo. The city will maintain all control over the design of the sign.

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FRASER CITY COUNCIL – REGULAR MEETING- (VIRTUAL)
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MEMBER WINOWIECKI moved, second by **MEMBER KALKA**; motion to adjourn the Regular Virtual Council Meeting of February 11, 2021.

Respectfully submitted,

Chelsea Zelmanski, Acting City Clerk

Michael Carnagie, Mayor



City of Fraser

Check Disbursement Report

March 11, 2021

EXPENDITURES FOR APPROVAL

101 GENERAL FUND	\$	490,449.49
202 MAJOR STREET FUND	\$	478.11
203 LOCAL STREET FUND	\$	6,522.90
210 AMBULANCE FUND	\$	9,638.24
226 GARBAGE AND RUBBISH COLLECTION	\$	71,697.63
265 DRUG FORFEITURE	\$	1,411.08
270 SENIOR HOUSING	\$	57,592.23
592 WATER & SEWER FUND	\$	791,784.85
661 MOTOR POOL	\$	3,752.21
911296.13 VENDOR EXPENDITURES	\$	1,433,326.74

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/05/2021	PNC	135784	123.NET, INC.	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	482.15
02/05/2021	PNC	135787	ALPHA ONE BUILDING LLC	Escrow Fee	283.100	000	856.40
02/05/2021	PNC	135788	AMERIGAS-STERLING HEIGHTS	OTHER REPAIRS AND MAINTENANCE	934.000	690	1,675.69
02/05/2021	PNC	135789	APOLLO FIRE EQUIPMENT	OPERATING SUPPLIES	746.000	301	100.06
				OPERATING SUPPLIES	746.000	301	349.03
				CHECK PNC 135789 TOTAL			449.09
02/05/2021	PNC	135790	ASSESSMENT	ASSESSOR SERVICES FEB	801.500	209	8,489.58
02/05/2021	PNC	135791	AT&T	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	265	496.88
02/05/2021	PNC	135792	BANK'S VACUUM - SHELBY TWP	OTHER REPAIRS AND MAINTENANCE	934.000	266	89.97
02/05/2021	PNC	135793	BS&A SOFTWARE	SOFTWARE MAINTENANCE AGREEMENTS	933.000	258	5,282.00
02/05/2021	PNC	135794#	C & G NEWSPAPERS	PRINTING AND PUBLISHING	900.000	209	114.48
				PRINTING AND PUBLISHING	900.000	410	190.80
				CHECK PNC 135794 TOTAL			305.28
02/05/2021	PNC	135795*#	CINTAS CORPORATION #354	MATERIALS & SUPPLIES	742.000	265	260.01
				MATERIALS & SUPPLIES	742.000	269	602.64
				MATERIALS & SUPPLIES	742.000	269	49.39
				CHECK PNC 135795 TOTAL			912.04
02/05/2021	PNC	135797*#	DALE'S LANDSCAPING SUPPLY, INC.	OTHER REPAIRS AND MAINTENANCE	934.000	441	1,300.00
02/05/2021	PNC	135798	DOUGLASS SAFETY SYSTEMS LLC	OPERATING SUPPLIES	746.000	301	1,670.00
02/05/2021	PNC	135799	FRASER PUBLIC LIBRARY	DUE TO LIBRARIES	223.000	000	102.80
02/05/2021	PNC	135803	HALLAHAN & ASSOCIATES, P.C.	PROFESSIONAL SERVICES (LEGAL)	801.800	210	1,771.00
02/05/2021	PNC	135805	HEWLETT-PACKARD FINANCIAL SERVICES	LEASED ASSETS	983.000	258	900.14
				LEASED ASSETS	983.000	258	336.54

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Fund: 101 GENERAL FUND				CHECK PNC 135805 TOTAL			1,236.68
02/05/2021	PNC	135806	INTERNATIONAL ASSOCIATION	MEMBERSHIPS	915.000	301	190.00
02/05/2021	PNC	135808	KALAMAZOO SANITARY SUPPLY	OPERATING SUPPLIES	746.000	301	1,592.85
				OPERATING SUPPLIES	746.000	301	164.64
				CHECK PNC 135808 TOTAL			1,757.49
02/05/2021	PNC	135809	KERR ALBERT OFFICE SUPPLY	1099-NEC FORMS	752.100	260	210.20
				PERFORATED WRITING PADS	752.100	260	7.54
				CHECK PNC 135809 TOTAL			217.74
02/05/2021	PNC	135810	DENNIS KOENDERS	MECHANICAL INSP.	703.100	371	2,130.60
02/05/2021	PNC	135812	MACOMB COUNTY CHAMBER	MEMBERSHIPS	915.000	101	299.00
02/05/2021	PNC	135814	MACOMB COUNTY FINANCE DEPARTMENT	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	301	100.00
02/05/2021	PNC	135815	MACOMB WHOLESALE SUPPLY	MATERIALS & SUPPLIES	742.000	265	159.98
02/05/2021	PNC	135816	STATE OF MICHIGAN-DEQ	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	441	3,000.00
02/05/2021	PNC	135817	OAKLAND COUNTY	COMPUTER SERVICES (CLEMIS)	948.000	301	6,450.75
02/05/2021	PNC	135818#	OFFICE DEPOT	SUPPLIES	752.000	209	69.99
				OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	260	1,115.50
				CHECK PNC 135818 TOTAL			1,185.49
02/05/2021	PNC	135821	ROSEDALE SOLUTIONS, LLC	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	260	5,725.00
02/05/2021	PNC	135823	NICHOLAS SCHAEFER	SALARIES	703.000	371	2,610.00
02/05/2021	PNC	135825	JAMES SHIMKO	PLUMBING INSP.	703.200	371	450.00
02/12/2021	PNC	135829*#	AEW	Escrow Fee	283.100	000	377.70
				OTHER REPAIRS AND MAINTENANCE	934.000	266	125.00
				ENGINEERING SERVICES	946.000	371	250.00
				ENGINEERING SERVICES	946.000	441	2,152.20
				ENGINEERING SERVICES	946.000	441	2,284.00

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND				ENGINEERING SERVICES	946.000	441	150.00
				CHECK PNC 135829 TOTAL			<u>5,338.90</u>
02/12/2021	PNC	135832	CHELSEA ZELMANSKI	COVID TEST	843.000	171	125.00
02/12/2021	PNC	135834*#	CINTAS CORPORATION #354	OTHER REPAIRS AND MAINTENANCE	934.000	265	205.15
				OTHER REPAIRS AND MAINTENANCE	934.000	269	157.20
				OTHER REPAIRS AND MAINTENANCE	934.000	269	346.10
				CHECK PNC 135834 TOTAL			<u>708.45</u>
02/12/2021	PNC	135835	DETROIT ENERGY STREET LIGHTS	ELECTRIC (STREET LIGHTING)	920.100	448	18,894.99
02/12/2021	PNC	135836*#	DTE ENERGY COMPANY	ELECTRIC	920.000	265	187.09
				ELECTRIC	920.000	266	1,198.98
				ELECTRIC	920.000	267	45.39
				ELECTRIC	920.000	269	377.58
				ELECTRIC	920.000	448	151.66
				CHECK PNC 135836 TOTAL			<u>1,960.70</u>
02/12/2021	PNC	135838	FIRST CHOICE SERVICES	SUPPLIES	742.000	269	176.00
				SUPPLIES	742.000	269	6.00
				DELIVERY CHARGE	742.000	269	10.95
				CHECK PNC 135838 TOTAL			<u>192.95</u>
02/12/2021	PNC	135840	FRASER PUBLIC LIBRARY	DUE TO LIBRARIES	223.000	000	14.88
02/12/2021	PNC	135842*#	GMT POWER, INC.	BLOCK HEATER ON CITY HALL GENERATOR	934.000	265	325.00
				OTHER REPAIRS AND MAINTENANCE	934.000	269	230.00
				CHECK PNC 135842 TOTAL			<u>555.00</u>
02/12/2021	PNC	135843	GREAT LAKES PEST CONTROL CO. INC	VEHICLE REPAIRS AND MAINTENANCE	932.000	266	150.00
02/12/2021	PNC	135844#	HENRY FORD HEALTH SYSTEM	PHYSICAL	843.000	301	481.00
				CDL RECERT	843.000	441	76.00
				CHECK PNC 135844 TOTAL			<u>557.00</u>

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
02/12/2021	PNC	135846#	JOHNSON THERMOL TEMP INC.	OTHER REPAIR AND MAINTENANCE	934.000	265	492.34
				MATERIALS AND SUPPLIES	934.000	268	1,061.00
				OTHER REPAIR AND MAINTENANCE	934.000	268	393.30
				OTHER REPAIR AND MAINTENANCE	934.000	269	286.88
				OTHER REPAIR AND MAINTENANCE	934.000	269	2,303.25
				OTHER REPAIR AND MAINTENANCE	934.000	269	225.00
				CHECK PNC 135846 TOTAL			4,761.77
02/12/2021	PNC	135847	LEAF	LEASED ASSETS	983.000	258	900.92
02/12/2021	PNC	135849	MICHIGAN DOOR	BAY DOOR REPAIR AT FIRE	934.000	265	175.00
02/12/2021	PNC	135850	MICHIGAN MUNICIPAL LEAGUE	MML VIRTUAL CAPCON SEMINAR - MIKE	911.000	101	150.00
02/12/2021	PNC	135851	MUNICIPAL CODE CORPORATION	SUBSCRIPTIONS AND PUBLICATIONS (CODE)	791.500	215	1,059.54
02/12/2021	PNC	135852	O'REILLY RANCILIO PC	PROFESSIONAL SERVICES (LEGAL)	801.800	210	1,218.00
				PROFESSIONAL SERVICES (LEGAL)	801.800	210	336.00
				PROFESSIONAL SERVICES (LEGAL)	801.800	210	518.00
				PROFESSIONAL SERVICES (LEGAL)	801.800	210	7,494.84
				CHECK PNC 135852 TOTAL			9,566.84
02/12/2021	PNC	135853	OAKLAND COUNTY	COMPUTER SERVICES (CLEMIS)	948.000	301	1,325.50
02/12/2021	PNC	135855	PLAYPOWER LT FARMINGTON, INC.	OTHER REPAIRS AND MAINTENANCE	934.000	690	68,150.00
				OTHER REPAIRS AND MAINTENANCE	934.000	690	56,700.25
				CHECK PNC 135855 TOTAL			124,850.25
02/12/2021	PNC	135856*#	REINDEL TRUE VALUE	OTHER REPAIRS AND MAINTENANCE	934.000	265	6.71
				MATERIALS & SUPPLIES	742.000	269	26.48
				OPERATING SUPPLIES	746.000	301	14.45
				OTHER REPAIRS AND MAINTENANCE	934.000	690	342.60
				CHECK PNC 135856 TOTAL			390.24
02/12/2021	PNC	135857#	SHRED-IT USA	SUPPLIES	752.000	171	17.78
				SUPPLIES	752.000	209	17.78

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				SUPPLIES	752.000	260	17.79
				SUPPLIES	752.000	371	17.79
				CHECK PNC 135857 TOTAL			<u>71.14</u>
02/12/2021	PNC	135858	SHREDCORP	SUPPLIES	752.000	301	53.00
02/12/2021	PNC	135861	STATE OF MICHIGAN	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	301	43.25
02/12/2021	PNC	135862	SUPPLY DEN	CLEANING SUPPLIES PUBLIC SAFETY	742.000	265	23.80
02/12/2021	PNC	135863	THE I.T. VERDIN COMPANY	OTHER REPAIRS AND MAINTENANCE	934.000	265	4,538.00
02/19/2021	PNC	135869	AMY CELL LLC	HUMAN RESOURCES FEB 2021	801.100	101	12,000.00
02/19/2021	PNC	135871	BOBS SANITATION SERVICE, INC	OTHER REPAIRS AND MAINT	934.000	690	380.00
02/19/2021	PNC	135874*#	CONSUMERS ENERGY	NATURAL GAS	921.000	265	2,116.50
				NATURAL GAS	921.000	266	933.39
				NATURAL GAS	921.000	267	273.92
				NATURAL GAS	921.000	269	1,271.01
				CHECK PNC 135874 TOTAL			<u>4,594.82</u>
02/19/2021	PNC	135875	CREDBOX, LLC	SHADOW BOX	746.000	301	300.00
02/19/2021	PNC	135877	DALE'S LANDSCAPING SUPPLY, INC.	HAULING WOOD CHIPS	934.000	441	1,385.00
02/19/2021	PNC	135879	FIRE SAVVY CONSULTANTS, LLC	Escrow Fee	283.100	000	400.00
02/19/2021	PNC	135880*#	CITY OF FRASER	WATER	918.000	265	26.26
				WATER	918.000	265	412.57
				WATER	918.000	266	118.30
				WATER	918.000	267	127.46
				WATER	918.000	267	72.07
				CHECK PNC 135880 TOTAL			<u>756.66</u>
02/19/2021	PNC	135882	KIRK, HUTH, LANGE & BADALAMENTI	CITY ATTORNEY	801.800	210	1,778.75
02/19/2021	PNC	135884	MACOMB WHOLESALE SUPPLY	SHOP RAGS	752.000	441	118.50
02/19/2021	PNC	135885#	MAIL PLUS	MAIL OR POSTAGE	851.000	260	53.30

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				MAIL OR POSTAGE	851.000	260	57.70
				MAIL OR POSTAGE	851.000	301	15.40
				CHECK PNC 135885 TOTAL			<u>126.40</u>
02/19/2021	PNC	135886	21ST CENTURY MEDIA - MICHIGAN	PRINTING AND PUBLISHING	900.000	101	999.00
02/19/2021	PNC	135887	MICHIGAN FIRE INSPECTORS SOCIETY	MEMBERSHIPS	915.000	301	30.00
02/19/2021	PNC	135888	MICHIGAN RECREATIONAL	OTHER REPAIRS AND MAINT	934.000	690	6,640.00
				OTHER REPAIRS AND MAINT	934.000	690	30,945.00
				CHECK PNC 135888 TOTAL			<u>37,585.00</u>
02/19/2021	PNC	135889	MORE COMPUTER SUPPLIES	SUPPLIES	752.000	136	961.20
02/19/2021	PNC	135890	NICKEL & SAPH, INC	PROPERTY LIABILITY INSURANCE	935.000	951	678.00
02/19/2021	PNC	135891	OAKLAND COMMUNITY COLLEGE	PROFESSIONAL DEVELOPMENT	910.000	301	1,500.00
02/19/2021	PNC	135892	OFFICE DEPOT	SUPPLIES	752.000	215	11.08
				SUPPLIES	752.000	215	97.63
				CHECK PNC 135892 TOTAL			<u>108.71</u>
02/19/2021	PNC	135893	R&R FIRE TRUCK REPAIR, INC	OPERATING SUPPLIES	746.000	301	200.40
02/19/2021	PNC	135894	CITY OF ROSEVILLE	MAIL OR POSTAGE	851.000	301	382.08
02/19/2021	PNC	135895	THE POD DROP OF FRASER	IPHONE 1 PRO SCREEN REPLACEMENT	985.000	258	230.00
02/19/2021	PNC	135896	THOMSON REUTERS - WEST	OPERATING SUPPLIES	746.000	301	292.16
02/26/2021	PNC	135899	CHRISTINA WOODS	PROFESSIONAL SERVICES (LEGAL)	801.800	210	49,443.46
02/26/2021	PNC	135900	KELLY DOLLAND	PROFESSIONAL SERVICES (LEGAL)	801.800	210	49,443.46
02/26/2021	PNC	135901	MICHELE KWIATKOWSKI	PROFESSIONAL SERVICES (LEGAL)	801.800	210	22,915.82
02/26/2021	PNC	135902	THE SANDERS LAW FIRM	PROFESSIONAL SERVICES (LEGAL)	801.800	210	32,426.00
02/26/2021	PNC	135903	THE SANDERS LAW FIRM	PROFESSIONAL SERVICES (LEGAL)	801.800	210	32,426.00
02/26/2021	PNC	135904	THE SANDERS LAW FIRM	PROFESSIONAL SERVICES (LEGAL)	801.800	210	13,185.34

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Fund: 101 GENERAL FUND				Total for fund 101 GENERAL FUND			490,449.49

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 202 MAJOR STREET FUND							
02/05/2021	PNC	135813	MACOMB COUNTY DEPARTMENT OF ROADS	TRAFFIC SERVICES - STREETS	871.000	463	478.11
				Total for fund 202 MAJOR STREET FUND			478.11

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 203 LOCAL STREET FUND							
02/12/2021	PNC	135829*#	AEW	ENGINEERING SERVICES	946.000	463	1,398.70
02/12/2021	PNC	135830	AJAX MATERIALS CORPORATION	HOT PATCH AND COLD PATCH	870.000	463	833.75
02/12/2021	PNC	135866	WASHINGTON ELEVATOR CO., INC	ICE MELT FOR SIDEWALKS	872.000	463	657.25
02/19/2021	PNC	135872	CADILLAC ASPHALT, LLC	ASHPALT MATERIAL FOR PATCHING	870.000	463	2,225.25
02/19/2021	PNC	135878	DORNBOS SIGN, INC.	TRAFFIC SERVICES	871.000	463	488.00
				TRAFFIC SERVICES	871.000	463	455.70
				TRAFFIC SERVICES	871.000	463	275.00
				TRAFFIC SERVICES	871.000	463	303.05
				TRAFFIC SERVICES - STREETS	871.000	463	75.00
				TRAFFIC SERVICES - STREETS	871.000	463	(188.80)
				CHECK PNC 135878 TOTAL			1,407.95
				Total for fund 203 LOCAL STREET FUND			6,522.90

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 210 AMBULANCE FUND							
02/05/2021	PNC	135785	ACCUMED BILLING, INC	PROFESSIONAL SERVICES - ACCUMED	801.200	301	1,724.69
				PROFESSIONAL SERVICES - ACCUMED	801.200	301	1,626.41
				PROFESSIONAL SERVICES - ACCUMED	801.200	301	1,685.80
				PROFESSIONAL SERVICES - ACCUMED	801.200	301	1,897.15
				PROFESSIONAL SERVICES - ACCUMED	801.200	301	1,622.31
				CHECK PNC 135785 TOTAL			<u>8,556.36</u>
02/05/2021	PNC	135820	PRAXAIR DISTRIBUTION INC	OPERATING SUPPLIES	746.000	301	265.82
02/12/2021	PNC	135831	APOLLO FIRE EQUIPMENT	OPERATING SUPPLIES	746.000	301	90.00
02/12/2021	PNC	135854	OFFICEMAX INCORPORATED	FIXED ARM OFFICE CHAIR	746.000	301	249.99
02/19/2021	PNC	135881	KALAMAZOO SANITARY SUPPLY	OPERATING SUPPLIES	746.000	301	476.07
				Total for fund 210 AMBULANCE FUND			9,638.24

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 226 GARBAGE AND RUBBISH COLLECTION FUND							
02/05/2021	PNC	135824*	SERVICE ONE TITLE AGENCY LLC	RECYCLING	033.000	000	6.07
02/12/2021	PNC	135841	GFL ENVIRONMENTAL USA	TRASH PICK UP & DUMPSTERS 3 MONTHS	919.000	528	54,377.33
				LIBRARY DUMPSTER 3 MONTHS 101-073.000	919.000	528	92.23
				RECYCLING FOR 3 MONTHS	925.000	528	6,557.00
				COMPOST FOR ONE MONTH	926.000	528	10,665.00
				CHECK PNC 135841 TOTAL			<u>71,691.56</u>
				Total for fund 226 GARBAGE AND RUBBISH COLLECTION			71,697.63

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 265 DRUG FORFEITURE							
02/12/2021	PNC	135865	VERIZON	OPERATING SUPPLIES	746.000	310	600.30
				OPERATING SUPPLIES	746.000	310	716.56
				CHECK PNC 135865 TOTAL			<u>1,316.86</u>
02/19/2021	PNC	135898	VERIZON	OPERATING SUPPLIES	746.000	310	94.22
				Total for fund 265 DRUG FORFEITURE			1,411.08

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 SENIOR HOUSING							
02/05/2021	PNC	135786	ADVANCED PEST CONTROL	PEST CONTROL # 214,216,302,308	934.000	265	350.00
02/05/2021	PNC	135795*#	CINTAS CORPORATION #354	OTHER REPAIRS AND MAINTENANCE	934.000	265	25.00
02/05/2021	PNC	135796	COMCAST	OTHER MISC COMMUNICATIONS (INTERNET)	852.000	265	114.96
02/05/2021	PNC	135800	GRAINGER	OTHER REPAIRS AND MAINTENANCE	934.000	265	443.43
02/05/2021	PNC	135804	HD SUPPLY FACILITIES MAINTENANCE	FRIGIDAIRE 30" ELETRIC RANGE	934.000	265	1,158.00
02/05/2021	PNC	135826	SPEED CLEAN SERVICE	OTHER REPAIRS AND MAINTENANCE	934.000	265	327.00
02/12/2021	PNC	135828	ADVANCED PEST CONTROL	OTHER REPAIRS AND MAINTENANCE	934.000	265	300.00
				OTHER REPAIRS AND MAINTENANCE	934.000	265	275.00
				OTHER REPAIRS AND MAINTENANCE	934.000	265	100.00
				OTHER REPAIRS AND MAINTENANCE	934.000	265	100.00
				CHECK PNC 135828 TOTAL			775.00
02/12/2021	PNC	135829*#	AEW	OTHER REPAIRS AND MAINTENANCE	934.000	265	200.00
02/12/2021	PNC	135834*#	CINTAS CORPORATION #354	OTHER REPAIRS AND MAINTENANCE	934.000	265	25.00
02/12/2021	PNC	135836*#	DTE ENERGY COMPANY	ELECTRIC	920.000	265	695.77
02/12/2021	PNC	135842*#	GMT POWER, INC.	REPAIR AND MAINT	934.000	265	1,079.35
02/12/2021	PNC	135845	JOHN'S LUMBER	OTHER REPAIRS AND MAINTENANCE	934.000	265	49.56
02/12/2021	PNC	135856*#	REINDEL TRUE VALUE	VARIOUS SUPPLIES	934.000	265	114.74
02/12/2021	PNC	135859	SPEED CLEAN SERVICE	FURNITURE REMOVAL	934.000	265	374.86
02/19/2021	PNC	135873	COLONY HARDWARE CORPORATION	AIR FOR NAIL GUNS	742.000	265	34.78
02/19/2021	PNC	135874*#	CONSUMERS ENERGY	NATURAL GAS	921.000	265	1,100.56
02/19/2021	PNC	135876	D & S CONTRACTORS, INC.	OTHER REPAIRS AND MAINTENANCE	934.000	265	45,774.00

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CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
CHECK DATE FROM 02/01/2021 - 02/28/2021

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 SENIOR HOUSING							
02/19/2021	PNC	135880*#	CITY OF FRASER	WATER	918.000	265	2,809.96
02/19/2021	PNC	135897	ULTRA FLOORS	NEW FLOORING UNIT 121	934.000	265	2,140.26
				Total for fund 270 SENIOR HOUSING			57,592.23

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Pag 15/18

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND							
02/05/2021	PNC	135797*#	DALE'S LANDSCAPING SUPPLY, INC.	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	5,850.00
02/05/2021	PNC	135801	GREAT LAKES WATER AUTHORITY	WATER (GREAT LAKES WATER AUTHORITY)	918.500	526	96,404.08
02/05/2021	PNC	135802	GUNNERS METERS & PARTS, INC	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	2,760.00
02/05/2021	PNC	135819	PIPETEK INFRASTRUCTURE SERVICES	OTHER REPAIRS AND MAINTENANCE	934.000	527	450.00
02/05/2021	PNC	135824*	SERVICE ONE TITLE AGENCY LLC	WATER COMMODITY	642.100	000	8.71
				SEWER COMMODITY	642.300	000	19.05
				WATER READY TO SERVE	655.700	000	56.50
				SEWER READY TO SERVE	655.700	000	37.65
				METER REPLACEMENT	655.700	000	3.73
				CHECK PNC 135824 TOTAL			125.64
02/12/2021	PNC	135829*#	AEW	CIP - 2020 DWRP 14 MILE WM & PRVS	158.600	000	5,153.10
				ENGINEERING SERVICES	946.000	527	426.80
				CHECK PNC 135829 TOTAL			5,579.90
02/12/2021	PNC	135833	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 135833 TOTAL			600.00
02/12/2021	PNC	135836*#	DTE ENERGY COMPANY	ELECTRIC	920.000	527	171.54
02/12/2021	PNC	135837	FERGUSON WATERWORKS	OPERATING SUPPLIES	752.100	526	1,174.36
02/12/2021	PNC	135848	MACOMB COUNTY PUBLIC WORKS COMM	SEWAGE	917.000	527	216,731.00
02/12/2021	PNC	135856*#	REINDEL TRUE VALUE	SUPPLIES	752.000	526	238.74
02/19/2021	PNC	135868	AMERICA'S FINEST	100 SHEETS OF NON LINEN LETTERHEAD DPW	752.000	526	15.00
02/19/2021	PNC	135870	AUDIO SENTRY CORPORATION	OTHER REPAIRS AND MAINTENANCE (LIFT ST)	934.500	527	47.50
				OTHER REPAIRS AND MAINTENANCE (LIFT ST)	934.500	527	47.50

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CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
CHECK DATE FROM 02/01/2021 - 02/28/2021

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND				CHECK PNC 135870 TOTAL			95.00
02/19/2021	PNC	135880*#	CITY OF FRASER	WATER	918.000	526	26.26
02/19/2021	PNC	135883#	MACOMB COUNTY PUBLIC WORKS COMM	2010 NORTH GRATIOT DRAINAGE DISTRICT	303.200	000	1,291.27
				2010 LTO OMID	303.300	000	29,629.73
				2010B OMID BONDS	304.000	000	8,249.85
				CLINTONDALE PUMP STATION DEBT	305.100	000	47,381.25
				OMID 2015A	305.250	000	19,986.04
				NORTH GRATIOT REFUNDING	305.400	000	16,718.46
				2017A MID DRAINAGE DISTRICT REFUNDING	305.550	000	106,943.17
				2017A MID DRAINAGE DISTRICT SINKHOLE	305.600	000	62,485.83
				INTEREST EXPENSE	992.000	527	55,459.78
				INTEREST EXPENSE	992.000	527	5,210.27
				INTEREST EXPENSE	992.000	527	17,412.61
				INTEREST EXPENSE	992.000	527	1,204.45
				INTEREST EXPENSE	992.000	527	(330.88)
				INTEREST EXPENSE	992.000	527	56,633.83
				INTEREST EXPENSE	992.000	527	744.09
				INTEREST EXPENSE	992.000	527	1,463.26
				INTEREST EXPENSE	992.000	527	4,628.92
				INTEREST EXPENSE	992.000	527	910.36
				INTEREST EXPENSE	992.000	527	4,866.46
				INTEREST EXPENSE	992.000	527	6,414.33
				INTEREST EXPENSE	992.000	527	11,768.85
				INTEREST EXPENSE	992.000	527	2,425.94
				PAYING AGENT FEES	993.000	527	0.26
				PAYING AGENT FEES	993.000	527	1.05
				PAYING AGENT FEES	993.000	527	10.52
				PAYING AGENT FEES	993.000	527	5.64
				PAYING AGENT FEES	993.000	527	8.57
				PAYING AGENT FEES	993.000	527	9.85
				PAYING AGENT FEES	993.000	527	8.03
				PAYING AGENT FEES	993.000	527	15.73
				PAYING AGENT FEES	993.000	527	5.81
				CHECK PNC 135883 TOTAL			461,563.33

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CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
CHECK DATE FROM 02/01/2021 - 02/28/2021

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND				Total for fund 592 WATER AND SEWER FUND			791,784.85

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CHECK DISBURSEMENT REPORT FOR CITY OF FRASER
CHECK DATE FROM 02/01/2021 - 02/28/2021

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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 661 MOTOR POOL							
02/05/2021	PNC	135807	JOHN'S LUMBER	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	370.36
02/05/2021	PNC	135811	LESLIE TIRE SERVICE, INC.	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	642.07
02/05/2021	PNC	135822	SAFETY-KLEEN SYSTEMS, INC.	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	555.12
02/05/2021	PNC	135827	SUBURBAN FORD OF STERLING HTS,	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	19.20
02/12/2021	PNC	135839	FISHER AUTO PARTS, INC	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	9.10
				VEHICLE REPAIRS AND MAINTENANCE	932.000	249	(8.00)
				CHECK PNC 135839 TOTAL			1.10
02/12/2021	PNC	135860	SPENCER OIL COMPANY	GASOLINE	759.000	249	1,736.89
02/12/2021	PNC	135864	TRACTION-GENUINE PARTS CO	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	206.16
02/19/2021	PNC	135867	AIRGAS USA, LLC	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	64.02
				VEHICLE REPAIRS AND MAINTENANCE	932.000	249	97.90
				VEHICLE REPAIRS AND MAINTENANCE	932.000	249	59.39
				CHECK PNC 135867 TOTAL			221.31
				Total for fund 661 MOTOR POOL			3,752.21
			TOTAL - ALL FUNDS				1,433,326.74

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

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



ANDERSON, ECKSTEIN & WESTRICK, INC.

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

51301 Schoenherr Road, Shelby Township, MI 48315
586.726.1234 | www.aewinc.com

September 21, 2020

Marc Thompson, Interim City Manager
City of Fraser
33000 Garfield Road
Fraser, MI 48026

Reference: Proposal for Professional Services
Sanitary Sewer Investigation – SW Quad

Dear Mr. Thompson:

We are pleased to submit to you our proposal to professional engineering services on the above referenced project.

Understanding of the Project

We understand the City is considering a program to evaluate the condition of the sanitary sewers and manholes for the sewers located in the southwest quadrant of the City. The last time the sewers in this part of the City were investigated was in 2012, and the City would like to obtain an updated condition assessment. It is also our understanding that the City would like to continue regular, routine inspections of the sanitary sewers on a rotating basis, so that all of the sewer within the City is investigated every 8 to 10 years.

The project would consist of:

- Cleaning and CCTV Investigation of approximately 93,500 feet of 6"-36" diameter sanitary sewer, evaluation of the sewer condition, and recommendations for rehabilitation.
- Condition assessment of approximately 400 sanitary manholes and recommendations for rehabilitation.

We understand that the City is open to extending the contract from last year's CCTV project. We have estimated the cost of contracted services to clean and perform CCTV investigation of the sanitary sewer for this project at approximately \$200,000 based on the bid prices from last year.

Services to Be Provided

Task 1) Plans, Specifications and Contract Bid Award

We propose to furnish project plans and specifications for the sewer cleaning and CCTV investigation, and administer the contract



Marc Thompson
September 21, 2020
Page 2

extension process including a recommendation for award of a contract and updated contract books.

Task 2) Construction Phase Services: Inspection, Contract Administration and GIS Updates

We propose to provide full-time construction inspection and contract administration services, prepare record plans, and update the City's GIS with as-built information.

Task 3) Manhole Inspection

We propose to complete manhole inspections in accordance with Manhole Assessment Certification Program (MACP) standards on all sanitary manholes in the selected district utilizing a 2-person crew.

Task 4) Sewer and Manhole Condition Assessment and Recommendations

We propose to review sewer and manhole inspection data, complete a condition summary report and provide recommendations for rehabilitation with a priority schedule for rehabilitation. Cost estimates will be provided for each structure and sewer line in the program which requires rehabilitation. Sewer line evaluations will be completed in accordance with Pipeline Assessment Certification Program (PACP) standards.

Fee for Professional Services

We propose that the engineering fees for the various tasks required to complete this project be as follows:

Task 1) Plans, Specifications and Contract Extension Award

We propose to complete this task for a fee of \$6,500.00.

Task 2) Construction Phase Services: Inspection, Contract Administration and GIS Updates

We propose to complete this task on an hourly charge basis for the various personnel as required in accordance with the attached current hourly rate schedule. For budget purposes, you may estimate construction phase costs at 25% of the construction cost or \$50,000.00.



Marc Thompson
September 21, 2020
Page 3

Task 3) Manhole Inspection

We propose to complete this task for a fee of \$32,000.00.

Task 4) Sewer and Manhole Condition Assessment and Recommendations

We propose to complete this task for a fee of \$7,500.00.

A summary of the estimated project costs are as follows:

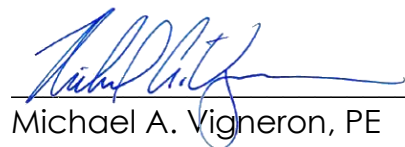
Contracted Services Estimate (CCTV and Clean)	\$ 200,000.00
Plans, Specifications and Contract Bid Award	\$ 6,500.00
Construction Phase Services	\$ 50,000.00
Manhole Inspection	\$ 32,000.00
Condition Assessment and Recommendations	\$ 7,500.00
Contingencies (10% of Contracted Services)	\$ 20,000.00
Estimated Total	\$ 316,000.00

If you have any questions or require any additional information, please advise.
We will await your authorization.

Sincerely,

Anderson, Eckstein and Westrick, Inc.

Accepted By



Michael A. Vigneron, PE
Senior Project Engineer

Signature



Executive Vice President

Printed Name, Title

Enclosure: Hourly Rate Schedule

Date

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**EXHIBIT "A"****HOURLY CHARGE RATE**

<u>EMPLOYEE CLASSIFICATION</u>	<u>HOURLY RATE CHARGE</u>
PRINCIPAL ENGINEER/SURVEYOR/ARCHITECT	\$ 100.00
SENIOR PROJECT ENGINEER/SURVEYOR/ARCHITECT	100.00
LICENSED ENGINEER/SURVEYOR/ARCHITECT	100.00
GRADUATE ENGINEER/SURVEYOR/ARCHITECT	81.00
TEAM LEADER	81.00
ENGINEERING AIDE III	67.00
ENGINEERING AIDE II	61.00
ENGINEERING AIDE I	56.00
ENGINEERING AIDE TRAINEE	39.00
SECRETARIAL (SPECIAL PROJECTS)	33.00
SURVEY FIELD (3 PERSON)	163.00
SURVEY FIELD (2 PERSON)	137.00
CONFINED SPACE ENTRY CREW	185.00
DATA COLLECTOR (SURVEY CREW)	21.00
COMPUTER SYSTEM	11.00
GPS SURVEY EQUIPMENT	56.00

EFFECTIVE JULY 1, 2005



ANDERSON, ECKSTEIN & WESTRICK, INC.

CIVIL ENGINEERS - SURVEYORS - ARCHITECTS

51301 Schoenherr Road, Shelby Township, MI 48315
586.726.1234 | www.aewinc.com

September 21, 2020

Marc Thompson, Interim City Manager
City of Fraser
33000 Garfield Road
Fraser, MI 48026

Reference: Proposal for Professional Services
2021 Road Program

Dear Mr. Thompson:

We are pleased to submit to you our proposal to prepare project log, specifications and provide full construction engineering services on the above referenced project.

Understanding of the Project

We understand the City has budgeted \$400,000 in the local road fund for repairs and maintenance. We have reviewed areas of need with DPW personnel and have prepared a recommended program comprised of both rehabilitation and preventative maintenance treatments to extend the life of existing roadways before they deteriorate further, requiring more costly repairs. The proposed program being considered includes the following:

- Full Depth Concrete Pavement Repairs (selective slab replacement)
 - Moulin Rouge Subdivision
 - Regal – Grettel to Adolph
 - Sewel – west end to Janet
- Joint and Crack Sealing
 - Mazara
 - Harrington
 - Alessia
 - Nicola
 - Fabrizio
 - Paoletti

We have estimated the construction cost of this project at approximately \$310,000.



Marc Thompson
September 21, 2020
Page 2

We understand this work would ideally occur during the 2021 construction season.

Fee for Professional Services

We propose the engineering fee for this project be in accordance with our existing agreement as follows:

- 1) Design Engineering
Included in Design Engineering we propose to complete field marking and measuring pavement and furnish the project log, details and specifications for the project for 4% of construction costs. The fee for design phase services is estimated at \$12,400.00.
- 2) Construction Staking, Contract Administration and Inspection
Fee to be on an hourly charge basis for the various personnel as required in accordance with the attached current hourly rate schedule. It is our understanding that full time construction inspection may be required for this project depending on City DPW personnel availability. For budget purposes, you may estimate Construction Staking and Contract Administration costs at 4.5% of the construction cost or \$10,850.00. If AEW is asked to provide full time construction inspection, those services could be budgeted at 9% of the construction cost or \$27,900.00.
- 3) Testing and Lab Services
Work for density and concrete testing, as required, will be billed at actual cost as invoiced in accordance with our Agreement. Any proposed testing will be discussed with the City prior to our authorizing the work. For budget purposes, you may estimate this cost at 1.5% of the construction cost or \$4,650.00.

A summary of the estimated project costs are as follows:

Construction Cost Estimate	\$ 310,000.00
Design Engineering	\$ 12,400.00
Construction Staking/Contract Admin.	\$ 13,950.00
Inspection	\$ 27,900.00
Testing	\$ 4,650.00
Contingencies (10%)	\$ 31,000.00
Estimated Total	\$ 399,900.00



Marc Thompson
September 21, 2020
Page 3

If you have any questions or require any additional information, please advise.
We will await your authorization.

Sincerely,

Anderson, Eckstein and Westrick, Inc.

Accepted By

Michael A. Vigneron, PE
Senior Project Engineer

Signature

Scott Lockwood, PE
Executive Vice President

Printed Name, Title

Enclosure: Hourly Rate Schedule

Date

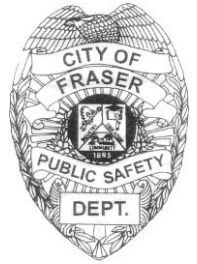
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**EXHIBIT "A"****HOURLY CHARGE RATE**

<u>EMPLOYEE CLASSIFICATION</u>	<u>HOURLY RATE CHARGE</u>
PRINCIPAL ENGINEER/SURVEYOR/ARCHITECT	\$ 100.00
SENIOR PROJECT ENGINEER/SURVEYOR/ARCHITECT	100.00
LICENSED ENGINEER/SURVEYOR/ARCHITECT	100.00
GRADUATE ENGINEER/SURVEYOR/ARCHITECT	81.00
TEAM LEADER	81.00
ENGINEERING AIDE III	67.00
ENGINEERING AIDE II	61.00
ENGINEERING AIDE I	56.00
ENGINEERING AIDE TRAINEE	39.00
SECRETARIAL (SPECIAL PROJECTS)	33.00
SURVEY FIELD (3 PERSON)	163.00
SURVEY FIELD (2 PERSON)	137.00
CONFINED SPACE ENTRY CREW	185.00
DATA COLLECTOR (SURVEY CREW)	21.00
COMPUTER SYSTEM	11.00
GPS SURVEY EQUIPMENT	56.00

EFFECTIVE JULY 1, 2005

FRASER DEPARTMENT OF PUBLIC SAFETY



MEMO

To: City Manager Marc Thompson
From: Interim Director Mike Pettyes
Date: February 18th 2021
Re: SERESA Membership

Sir,

As you may know our 3-year service contract with SERESA for dispatch service ends on June 30th 2021. The plan when we outsourced our dispatch services to SERESA was to obtain a 3-year contract and then pursue a permanent solution for our dispatching needs by becoming members of SERESA if the service met our expectations. SERESA has met and exceeded our expectations as our provider of emergency dispatch services. I believe the best course to pursue at this time is to become a permanent member of SERESA. The process for this is rather simple. We first need a resolution or approval from council to move on this process. SERESA and its members would have to approve our membership as well.. This is done by all three SERESA municipalities' boards (Roseville, Saint Clair Shores and Eastpointe) approving our membership.

There are several advantages of becoming a member of SERESA.

- Being a voting member will allow us to form policy and procedures that will help address our dispatching needs. The individual that represents the City of Fraser on the SERESA board is selected by our city council. This is per the SERESA Articles of Incorporation.
- Costs. The structure for calculating costs is based exclusively on usage. The total costs are divided by the number of calls for service and each city pays an amount based on the total number of calls they generate.
 - Members hold an equity stake in the organization. When monies go unused, SERESA distributes the monies back to the members. This has happened three times in the ten years of SERESA existence.
 - If the county passes their 911 sur-tax for cellular 911, SERESA will receive a large sum of money each year from these collected taxes. These funds will be used for capital expenses and may reduce the amount of money participating city's pay for dispatch services. If we are not members we will see no savings or reduction of costs.
- Being an actual member solidifies our position amongst our most frequently used mutual aid departments. This will continue to improve shared services with our neighboring communities.

The cost for dispatch services will increase for the 2021-2022 budget year. The preliminary numbers show that if we were to become members the cost would be approximately \$303,000. If we were to remain a contract customer that number would be approximately \$290,000. SERESA has not provided me a contract price for any subsequent years.

I was provided a copy of the agreement that all three current municipalities signed when they joined SERESA. This document was given to Don DeNault for review. I have not heard back from Don but I do not anticipate any issues with the document.

Our relationship with SERESA and its members over the past 2 ½ years has been excellent and the transition of our dispatch services was seamless. The transition to becoming members of this organization would only benefit the services we provide our citizens. I see no other viable options for our dispatch services other than SERESA and I believe becoming a member is in the best interest of this department and our city.

I have attached a draft of the service agreement that I forwarded to Don DeNault. Please let me know if you need any further information.

**FIRST AMENDED ARTICLES OF INCORPORATION
TO ESTABLISH A SOUTH EAST REGIONAL
EMERGENCY SERVICES AUTHORITY**

These Articles of Incorporation are adopted by the Participating Municipalities as defined herein.

**SECTION I
PURPOSE**

The Participating Municipalities desire to create a legal entity to be known as the "South East Regional Emergency Services Authority" ("SERESA"), which will be responsible for the dispatch of emergency police, fire, and ambulance services, as well as wrecker services throughout all geographical portions of South East Michigan that are subject to the political control of the Participating Municipalities, as defined herein. SERESA may also provide the structure for the consolidation of additional emergency services in the future, including the potential for consolidation or collaboration in the delivery of police, fire and/or ambulance services. If SERESA provides police, fire or EMS service it will do so in a department separate from the central dispatch department.

**SECTION II
DEFINITIONS**

As used in these Articles, the following terms shall have the following meanings:

- 2.1 "Board" refers to the Administrative Policy Board described in these Articles.
- 2.2 "Budget" refers to the annual fiscal plan regarding anticipated expenditures and revenue adopted by the Board at its June meeting.
- 2.3 "Act" refers to the "Emergency 9-1-1 Service Enabling Act," being MCL §484.1101 et. seq. as it may be amended from time to time, or any successor public acts.

2.4 "Fiscal year" refers to the one-year period in which the Budget shall be effective and shall begin July 1st of each year and end on June 30 of the following year, unless a different fiscal year is required by law.

2.5 "Legislative body" refers to the governing body of each Participating Municipality.

2.6 "Participating Agencies" refers to the law enforcement, fire departments, and emergency medical services ("EMS") of the Participating Municipalities and Supporting Entities.

2.7 "Participating Municipalities" refers to the Cities of Eastpointe, St Clair Shores, Roseville and Fraser, and any other municipality that executes these Articles and has not withdrawn from SERESA as provided herein.

2.8 "Properly convened meeting" refers to a Board meeting where a majority of the appointed members are present, and which was the subject of proper notice to each member as provided in SERESA's bylaws.

2.9 "Proper vote" refers to a vote of the members at a properly convened meeting, which results in a simple majority of those members present and voting. Voting requirements in excess of a simple majority for all or certain subjects may be required through the SERESA bylaws.

2.10 "Public Safety Answering Point" or "PSAP" refers to the initial and primary 9-1-1 call answering, and dispatch center as defined by the Act.

2.11 "SERESA" refers to the South East Regional Emergency Services Authority as created herein.

2.12 "Supporting Entities" refers to all municipalities and other legal entities that operate Participating Agencies and have signed a Service Agreement with SERESA.

2.13 "Technical Advisory Committee" (or TAC) refers to the advisory committee described in these Articles.

2.14 "Year End Contribution Figures" refers to the financial contribution figures, annually calculated by the auditors for all Participating Municipalities.

2.15 "9-1-1 Plan" refers to the Plan adopted by the appropriate County Board of Commissioners pursuant to the Act.

SECTION III GOVERNANCE

3.1 STATUS

SERESA, through its Board, shall be a legal entity separate and independent from the Participating Municipalities, as authorized by Michigan's Emergency Services to Municipalities Act, MCL §124.601 et. seq. ("Act 57"), which serves as the enabling authority for these Articles and SERESA shall have the right to sue and be sued in its own name and its goals, objectives and actions shall be in pursuit of its unique interests. Notwithstanding the above, SERESA is not a joint venture and none of the Participating Municipalities shall be liable for any of SERESA's legal or equitable obligations.

3.2 ADMINISTRATION

3.2A ADMINISTRATIVE POLICY BOARD

3.2A(1) Composition

The general policies governing SERESA shall be established by an Administrative Policy Board ("Board") of six (6) members to be

composed of one (1) representative from the City of Eastpointe; one (1) representative from the City of Roseville; one (1) representative from the City of St Clair Shores; one (1) representative from the City of Fraser; and one (1) fire chief (or public safety director) from the Participating Municipalities; and one (1) police chief (or public safety director) from the Participating Municipalities. One (1) representative shall be added to the Board for each additional Participating Municipality that becomes a member of SERESA as provided herein. Such appointments shall be made from experienced elected or appointed officials. The fire chief representative and the police chief representative shall be selected by the Board; however, under no circumstances may the police chief and the fire chief of the same Participating Municipality serve on the Board at the same time nor shall a Participating Municipality experience more than a four (4) year period without having one of its chiefs serve on the Board. Each appointing body may remove its appointee(s) at will. Appointments shall be made for three (3) year terms, except the police and fire chief representatives who shall be appointed to two (2) year terms. All Members shall serve without recompense provided by the Authority, although nothing herein shall prohibit the appointing body from offering per diems or other compensation consistent with its policies on service to appointed bodies. If a member has been appointed because of their representative status due to their election to public office or appointment to a public safety position and the member resigns, is defeated, or

otherwise loses that office or position, their term as an Administrative Policy Board member shall also terminate with the loss of their office or position. In its bylaws, the Board may provide for *ex-officio* members to the Board from Supporting Entities and may prescribe additional rules governing the start dates and completion of terms that give further definition to this Section.

3.2A(2) Powers

In addition to general policy-making authority and other powers conferred herein, the Board is authorized to perform the following functions for SERESA in order to facilitate the purpose of these Articles:

- (a) enter into contracts;
- (b) acquire, hold, or dispose of property;
- (c) construct, manage, or operate buildings or improvements;
- (d) contract with Participating Municipalities or Supporting Entities to provide manpower, equipment, or administrative services;
- (e) receive and administer grants, gifts, bequests, and assistance funds;
- (f) incur debts and liabilities;
- (g) approve SERESA's annual Budget;
- (h) approve all SERESA expenditures;
- (i) contract with the Participating Municipalities and Supporting Entities regarding the provision of emergency or support services;

(j) hire, employ and terminate personnel, including a SERESA Director;

(k) adopt and revise from time to time, bylaws for itself and for the Technical Advisory Committee;

(l) exercise such other authority as is necessary for the operation of SERESA not inconsistent with the Act, Act 57, the 9-1-1 Plan, and other applicable Michigan laws or these Enabling Articles;

and

(m) exercise such other power or authority conferred on the Board through Act 57, including but not limited to the levy of a tax or issuance of bonds in its own name and within its own jurisdiction.

Notwithstanding the above, the authority of the Board shall be limited to SERESA and its funds and the Board shall not have the authority to bind, commit or encumber the funds of the Participating Municipalities or Supporting Entities.

3.2A(3) Exercise of Authority

The Board shall meet at least quarterly with a mandatory meeting in January and June. The Board may meet more frequently at its discretion. At the January meeting, the Board shall elect a Chairperson and Vice Chairperson from its membership and may appoint a Treasurer who may be from its membership, the treasurer of a Participating Municipality or the SERESA Director. No later than its June meeting it shall adopt a Budget for the ensuing fiscal year. Powers shall be exercised upon a

proper vote at a properly convened meeting. Each member shall be entitled to one (1) vote. The Board will follow the requirements of Michigan's Open Meetings Act.

3.2A(4) Board Chairperson

The Board Chairperson elected at the January meeting of the Board shall preside over meetings of the Board, serve as the public spokesperson for SERESA and shall coordinate activities of the Board, SERESA Director and TAC, and cause minutes of each Board and TAC meeting to be kept and distributed to each member. The Board Chairperson, however, shall not exercise any authority independent of the Board or its express authorization.

3.2A(5) Board Vice-Chairperson

The Board Vice-Chairperson elected at the January meeting of the Board shall exercise the authority of the Board Chairperson in the latter's absence.

3.2A(6) Board Treasurer.

The Board Treasurer shall be appointed by the Board at its January meeting, shall supervise the collection and disbursement of funds as directed by the Board and these Articles. A financial report from either the treasurer and/or the SERESA Director shall be presented and/or mailed to each Board member prior to each regular Board meeting.

3.2A(7) Reservation of Powers

Notwithstanding the powers enumerated and conferred above, the following activities must be approved by the legislative bodies of all then current Participating Municipalities before SERESA may exercise its authority:

- (a) The placing on a ballot of a proposal seeking electoral approval for a tax levy;
 - (b) The issuance of any bonds;
 - (c) The addition of any Participating Municipality to SERESA;
 - (d) The additional Authority provision of any emergency services beyond 91 1 call answering and dispatch services;
 - (e) The alteration or amendment of the call-based formula in Exhibit A for allocating costs among the Participating Municipalities;
- and
- (f) Any other specific power or activity that otherwise requires approval of each Participating Municipality under these Articles.

3.2B TECHNICAL ADVISORY COMMITTEE

3.2B(1) Composition

The Board shall appoint the members of a Technical Advisory Committee ("TAC") pursuant to Board approved bylaws. All members of the TAC shall be police, fire, dispatch, or EMS professionals. The Board Chairperson and SERESA Director shall serve as *ex officio* members of this Committee.

3.2B(2) Powers

The TAC's duties and responsibilities shall be assigned and exercised as defined in the Board approved bylaws.

3.2B(3) Meetings

The TAC shall meet at least quarterly and more often if necessary, according to its Board approved bylaws. Each member shall serve without Authority recompense and shall be entitled to one vote. All decisions of the TAC shall be made by a proper vote at a properly convened meeting.

3.2B(4) Law Enforcement Information Network

Any other provision in these Articles notwithstanding, a committee composed of all of the law enforcement personnel on TAC is hereby established with management control as provided under any federal or state statute or regulation governing the Law Enforcement Information Network ("LEIN") or similar state, federal or regional law enforcement information sharing network systems. Such management control shall extend to the configuration, access and usage on computers, terminals, or other related equipment that is used to gain access to these systems, and all personnel either operating or having access to such equipment.

SECTION IV OPERATIONS

4.1 PERSONNEL

SERESA shall have the authority to employ its own personnel. Hiring and firing decision-making may be delegated by the Board through written resolution to the SERESA Director or other Board designee, although any agreement to hire any employee for a term other than "at will" must be expressly approved by the Board. Additionally, or in the alternative, SERESA may contract with one or more Participating Municipalities for the assignment of municipal personnel to SERESA.

The Administrative Policy Board is charged with the discretion to determine wages and benefits in compliance with Michigan law. In addition to supervisory responsibilities, the SERESA Director shall prepare the annual budget covering all costs for the operation of SERESA for submission to the Board. The SERESA Director shall keep an accurate accounting of the financial operations of the SERESA and shall report regularly to the Board regarding the financial and budgetary condition of SERESA.

4.2 LIABILITIES

SERESA may contract for all appropriate insurance with an insurance company or may contract for inclusion by a Participating Municipality in the municipality's insurance coverage. Notwithstanding the above, SERESA's participation in any program of self-insurance will require approval of all Participating Municipalities.

SERESA must secure and maintain comprehensive general liability insurance, business automobile liability insurance, and if it employs any personnel, workers

compensation and employer's liability insurance. The minimum liability level limits for such insurance shall be:

Workers Compensation - Statutory

Employer's Liability - \$500,000 each person

If it owns any automobiles, Business Automobile Liability Combined \$5,000,000 single limit for bodily injury and property damage.

Comprehensive General Liability and Public Official's liability - \$10,000,000 each person and \$10,000,000 each occurrence for bodily injury and \$10,000,000 each occurrence and \$10,000,000 aggregate for property damage

SERESA must indemnify any Participating Municipality and may indemnify a Supporting Entity against any general losses, damages, or liabilities due to the service and activities of SERESA or participation in SERESA up to SERESA's liability insurance policy limits.

4.3 CENTRAL DISPATCH

SERESA may be assigned by the 9-1-1 Plan and is assigned by these Enabling Articles the responsibility of operating a central dispatch and emergency service telephone answering system for the Participating Municipalities and Supporting Entities in the central dispatch program within the geographic borders of such entities. The intention of these Articles is that SERESA will serve as the primary PSAP for all portions of the Participating Municipalities and Supporting Entities. The Board may contract for certain administrative services from one or more of the Participating Municipalities and/or Supporting Entities. SERESA may also dispatch wrecker services within the geographic areas served by SERESA, according to policies and conditions established by the Board.

4.4 CENTRAL RECORDS

With the express approval of the Board, SERESA may operate a Central Records service for the compiling, filing, and distribution of certain public safety records for the Participating Agencies. Central Records shall act as a clearinghouse of information for all the Participating Agencies.

4.5 ADDITIONAL EMERGENCY SERVICES

If approved by the legislative bodies of all the Participating Municipalities at the time, SERESA may undertake additional emergency services by amendment of this Agreement or by contract with the Participating Municipalities and/or Supporting Entities, including law enforcement, fire and/or ambulance services. If SERESA provides police or fire service it will do so in a department separate from the central dispatch department. The above shall not be interpreted as precluding SERESA from developing and facilitating mutual aid arrangements among the Participating and/or Supporting Entities.

SECTION V FISCAL ADMINISTRATION

5.1 FINANCING

Due to their fiscal stability and inherent equity, dedicated millage and telephone operational surcharge funding are the preferred methods for funding SERESA's operations. However, if such funds are not available or as available are recognized as insufficient to finance SERESA, the Participating Municipalities agree to the call dispatch-based formula described in Exhibit A as the method for determining each Participating Municipality's pro-rata funding obligation.

5.2 BUDGET

For each fiscal year, the Board shall adopt a Budget, which shall generally segregate anticipated revenues into accounts designed to cover expected expenditures. The Budget shall balance anticipated revenues with expected expenditures and contingency accounts. No expenditure may be authorized if it will result in an actual budgetary deficit or is at a rate, which will eventually lead to an actual budgetary account deficit prior to the end of the fiscal year. The Board shall amend the Budget to meet deviations in expected revenues or authorized expenditures. The Board will present the Participating Municipalities with timely budgetary projections and estimates so that each Participating Municipality has an opportunity to adequately plan for its contribution in its own annual budget..

5.3 DEPOSITORY

The Board shall designate a depository which shall be a federally or state regulated bank or savings institution, and establish therein accounts wherein all SERESA revenues are to be deposited. The Depository selected may be a segregated subaccount(s) within the depository funds of a Participating Municipality. SERESA shall comply with all applicable Michigan law regarding the investment, holding and reporting of funds. The treasurer's signature and that of at least one other person designated by the Board shall be required before the depository may release any SERESA funds.

5.4 EXPENDITURES

The Board must approve all SERESA expenditures. Notwithstanding the foregoing, the SERESA Director may approve expenditures for SERESA operations in an amount not to exceed \$10,000 ("Pre-authorized Ceiling") prior to Board approval,

provided there are existing appropriations in the Budget, to cover the expenditure. The Board may increase or decrease the Pre-authorized Ceiling of \$10,000, provided it does so by a two-thirds vote of all Board members appointed and serving and the new Preauthorized Ceiling is recorded in its minutes. At each Board meeting, the SERESA Director must present for ratification all expenditures that were made under the Pre-authorized Ceiling since the last Board meeting.

5.5 ANNUAL AUDIT

All SERESA finances and expenditures shall be subject to a complete annual audit to be performed by a certified public accountant. As part of the audit, the auditors shall calculate the financial contribution of each Participating Municipality and Supporting Entity to SERESA for that year including reasonable dollar quantification for all in-kind services provided by the Participating Municipality to SERESA. These figures, entitled "year-end contribution figures," shall be used in determining the historical contribution of each Participating Municipality as detailed in Section VI, entitled "Dissolution". Any Participating Municipality shall be credited in its year-end calculation figures with any millage and/or surcharge funds, which it levies and appropriates to the SERESA for the latter's use. The chief fiscal officer of each Participating Municipality may review the documentation and work papers prepared by the Authority. A copy of the Annual Audit shall be submitted to the legislative body of each Participating Municipality. The legislative body of each Participating Municipality shall also have the right to request other financial information regarding SERESA's budget, funds, and expenditures. The SERESA Director shall respond to such a request

within ten (10) business days. The Board at its next meeting shall review any denial of information to a municipality by the SERESA Director.

SECTION VI DISSOLUTION

In the event these Articles are terminated and SERESA is dissolved, after reasonable wind-up expenses are deducted, each Participating Municipality active in SERESA at the time of dissolution shall be entitled to a portion of SERESA's assets, according to its historical contribution to SERESA, by adding all of its year-end contribution figures together and dividing that sum by the total of all year-end contribution figures of all active Participating Municipalities in SERESA. The resulting percentage shall be multiplied by SERESA's net assets to achieve the Participating Municipality's share.

SERESA will be dissolved by resolution of all Participating Municipalities or the withdrawal of any number of Participating Municipalities that leaves no more than one (1) Participating Municipality as a party to these Articles.

SECTION VII PARTICIPATION AND ANNUAL MEETING

SERESA shall hold an annual meeting for all Participating Municipalities and Supporting Entities to discuss the general operation of the central dispatch operations.

SECTION VIII MISCELLANEOUS

8.1 MERGER

These Articles constitute the complete expression of the agreement between the Participating Municipalities on these subjects and there are no other oral or written agreements or understandings between the entities concerning SERESA. Any prior

agreements or understandings on the matters addressed in these Articles are hereby rescinded, revoked or terminated. These Articles may only be modified or amended by subsequent written agreement approved by the legislative body of each of the Participating Municipalities.

8.2 SEVERABILITY

These Articles shall be interpreted in a manner consistent with applicable law. If any portion is held to be illegal, invalid, or unenforceable, the remainder of the Articles shall be deemed severable and shall remain in full force and effect.

8.3 TERM

These Articles shall become effective on the date the fourth municipality executes it, and shall remain in effect indefinitely, unless terminated by resolution approved by two-thirds of the Participating Municipalities, or as provided in Section 8.5, or if SERESA is removed from the 911 Plan as the primary public safety answering point, or if only one of the Participating Municipalities has not withdrawn pursuant to Section 8.4, below.

8.4 WITHDRAWAL

Any Participating Municipality may withdraw from SERESA and terminate its participation in these Articles, provided it gives each remaining Participating Municipality written notice equivalent to at least "one (1) full budgetary year" in advance of its withdrawal. For purposes of this section only, "one (1) full budgetary year" shall run from the date that the Administrative Policy Board approves a final budget for the upcoming fiscal year through the end of the fiscal year for which the budget pertains. Any withdrawing Municipality shall forfeit assets dedicated to the

Authority and any portion of the fund balance or equity in the Authority, including its historical contribution figures, unless the Board by unanimous vote of the members then serving decides otherwise.

8 5 AMENDMENT

These Amended Articles may be amended if the legislative bodies of all the Participating Municipalities adopt a resolution approving the amendment.

EXECUTION

CITY OF ROSEVILLE

Its Mayor

CERTIFICATION

I, _____ the Roseville City Clerk, hereby attest that the foregoing Amended Articles of incorporation were adopted by the city council of the City of Roseville, County of Macomb, Michigan at a meeting duly held on the __ day of _____, 2021.

EXECUTION

CITY OF ST. CLAIR SHORES

Its Mayor

CERTIFICATION

I, _____ the St. Clair Shores City Clerk, hereby attest that the foregoing Amended Articles of incorporation were adopted by the city council of the City of St. Clair Shores, County of Macomb, Michigan at a meeting duly held on the ___ day of ____, 2021.

EXECUTION

CITY OF EASTPOINTE

Its Mayor

CERTIFICATION

I, _____ the Eastpointe City Clerk, hereby attest that the foregoing Amended Articles of incorporation were adopted by the city council of the City of Eastpointe, County of Macomb, Michigan at a meeting duly held on the __ day of _____, 2021.

EXECUTION

CITY OF FRASER

Its Mayor

CERTIFICATION

I, _____ the Fraser City Clerk, hereby attest that the foregoing Amended Articles of incorporation were adopted by the city council of the City of Fraser, County of Macomb, Michigan at a meeting duly held on the ___ day of _____, 2021.

EXHIBIT A

SERESA CALL/DISPATCH FUNDING FORMULA

The purpose of this funding formula is to allocate the reasonable and necessary costs (referred to herein as the "Unfunded Financial Needs") of operating the South East Regional Emergency Services Authority ("SERESA") that are not covered by a dedicated millage, telephone operational surcharge, grant, or other funding. The intent of this formula is to allocate the Unfunded Financial Needs on an equitable basis, considering the demand and usage of the constituent municipalities.

The founding communities consider the volume of dispatched calls for service an equitable method for allocating the funding of the joint dispatch center. This statistic most adequately represents the demand and usage of dispatch services for each community in a combined center. Unless additional Participating Municipalities are added to SERESA or a Participating Municipality withdraws, the Participating Municipalities Agree that the percentages are based on a three-year average of calls for service volume as depicted in the following dispatched call percentages to meet the Unfunded Financial Needs for the first three (3) full years of SERESA's operations with four (4) Participating Municipalities with year one starting at:

Eastpointe -	25%
Roseville -	34%
St Clair Shores -	30%
Fraser -	11%

It is the desire of the founding communities to fairly and uniformly weigh the relative cost burden on SERESA operations over an adequate period of time. Therefore, each year after three (3) full years of SERESA's operations with four (4) participating agencies, SERESA will average the previous three (3) full years of SERESA's operations to determine the percentage of participation for the next budget year. SERESA's Administrative Policy Board may re-evaluate the call/dispatch statistics and parameters as generally described above, and adjust the above percentages based upon more current information.

Defined Benefit Plan Adoption Agreement Addendum



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

www.mersofmich.com

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

I. Effective Date

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

II. Employer name Fraser, City of

Municipality number 500301

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

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

Division number 50030112

Division name on file with MERS Clerical/Court aft 7/1/16

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Full Time Clerical

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

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030112

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

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

Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030112

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

128 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	☒	☐
Workers' Compensation	☒	☐
Unpaid Family Medical Leave Act (FMLA)	☒	☐
Other: <u>Permissive LOA, Leave for union stewards</u> For example, sick and accident, administrative, educational, sabbatical, etc.	☒	☐
Other 2: _____ Additional leave types as above	☐	☒

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030112

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

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

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030112

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

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

Types of Compensation

Regular Wages

☒ Salary or hourly wage X hours☐ On-call pay☒ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)☐ Other: _____Other Wages apply: YES ☒ NO ☐☐ Shift differentials☐ Severance issued over time (weekly/bi-weekly)☒ Overtime☐ Other: _____Lump Sum Payments apply: YES ☒ NO ☐☒ PTO cash-out☐ Educational degrees☒ Longevity☐ Moving expenses☒ Bonuses☐ Sick payouts☐ Merit pay☐ Severance (if issued as lump sum)☐ Job certifications☐ Other: _____Taxable Payments apply: YES ☐ NO ☒☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)☐ Prizes, gift cards☐ Car allowance☐ Personal use of a company car☐ Other: _____Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒☐ Gun, tools, equipment, uniform☐ Mileage reimbursement☐ Phone☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)☐ Fitness☐ Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☒ NO ☐☒ 457 employee and employer contributions☐ IRA contributions☒ 125 cafeteria plan, FSAs and HSAs☐ Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒☐ Health plan, dental, vision benefits☐ Group term or whole life insurance < \$50,000☐ Workers compensation premiums☐ Other: _____☐ Short- or Long-term disability premiumsMandatory Contributions apply: YES ☒ NO ☐☒ Defined Benefit employee contributions☐ Other: _____☐ MERS Health Care Savings Program employee contributionsTaxable Fringe Benefits apply: YES ☐ NO ☒☐ Clothing reimbursement☐ Group term life insurance > \$50,000☐ Stipends for health insurance opt out payments☐ Other: _____Other Benefits / Lump Sum Payments apply: YES ☒ NO ☐☐ Workers compensation settlement payments☒ Other: sick bonus, longevity, personal bank, comp bank, attached to highest 60 months. No lump sum vacation bank or sick bank upon separation.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030112

V. Execution:

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

This foregoing Addendum is hereby approved by City of Fraser

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

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____



Defined Benefit Plan Adoption Agreement Addendum



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

www.mersofmich.com

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

I. Effective Date

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

II. Employer name Fraser, City of

Municipality number 500301

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

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

Division number 50030111

Division name on file with MERS Clerical/Court

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Full time Clerical

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

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030111

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

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

Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030111

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

128 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	☒	☐
Workers' Compensation	☒	☐
Unpaid Family Medical Leave Act (FMLA)	☒	☐
Other: <u>Permissive leave of absence, leave for union stewards</u> For example, sick and accident, administrative, educational, sabbatical, etc.	☒	☐
Other 2: <u>Additional leave types as above</u>	☐	☒

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030111

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

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

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030111

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

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

Types of Compensation

Regular Wages

☒ Salary or hourly wage X hours

☐ On-call pay

☒ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)

☐ Other: _____

Other Wages apply: YES ☒ NO ☐
☐ Shift differentials

☐ Severance issued over time (weekly/bi-weekly)

☒ Overtime

☐ Other: _____

Lump Sum Payments apply: YES ☒ NO ☐
☒ PTO cash-out

☐ Educational degrees

☒ Longevity

☐ Moving expenses

☒ Bonuses

☐ Sick payouts

☐ Merit pay

☐ Severance (if issued as lump sum)

☐ Job certifications

☐ Other: _____

Taxable Payments apply: YES ☐ NO ☒
☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)

☐ Prizes, gift cards

☐ Car allowance

☐ Personal use of a company car

☐ Other: _____

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒
☐ Gun, tools, equipment, uniform

☐ Mileage reimbursement

☐ Phone

☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)

☐ Fitness

☐ Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☒ NO ☐
☒ 457 employee and employer contributions

☐ IRA contributions

☒ 125 cafeteria plan, FSAs and HSAs

☐ Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒
☐ Health plan, dental, vision benefits

☐ Group term or whole life insurance < \$50,000

☐ Workers compensation premiums

☐ Short- or Long-term disability premiums

☐ Other: _____

Mandatory Contributions apply: YES ☒ NO ☐
☒ Defined Benefit employee contributions

☐ MERS Health Care Savings Program employee contributions

☐ Other: _____

Taxable Fringe Benefits apply: YES ☐ NO ☒
☐ Clothing reimbursement

☐ Group term life insurance > \$50,000

☐ Stipends for health insurance opt out payments

☐ Other: _____

Other Benefits / Lump Sum Payments apply: YES ☒ NO ☐
☐ Workers compensation settlement payments

☒ Other: _____

Maximum 320 hours vacation bank, sick bonus, longevity, personal bank, comp bank, and attached to highest 60 months.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030111

V. Execution:

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

This foregoing Addendum is hereby approved by City of Fraser

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

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____



Defined Benefit Plan Adoption Agreement Addendum



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

www.mersofmich.com

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

I. Effective Date

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

II. Employer name Fraser, City of

Municipality number 500301

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

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

Division number 50030124

Division name on file with MERS DPW hired aft 7/1/2016

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Laborer, Water Person 1&2, Operator, Mechanic, Chief Mechanic, Inspector, Carpenter, Electrician, Engineering Aide, Electrical Journeyman

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

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030124

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

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

Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030124

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

128

hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	☒	☐
Workers' Compensation	☒	☐
Unpaid Family Medical Leave Act (FMLA)	☐	☒
Other: <u>Permissive LOA, Leave for Union Stewards</u> For example, sick and accident, administrative, educational, sabbatical, etc.	☒	☐
Other 2: <u>Duty incurred Injury</u> Additional leave types as above	☒	☐

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030124

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

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

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030124

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

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

Types of Compensation

Regular Wages

☒ Salary or hourly wage X hours

☐ On-call pay

☒ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)

☐ Other: _____

Other Wages apply: YES ☒ NO ☐
☐ Shift differentials

☐ Severance issued over time (weekly/bi-weekly)

☒ Overtime

☐ Other: _____

Lump Sum Payments apply: YES ☒ NO ☐
☐ PTO cash-out

☐ Educational degrees

☒ Longevity

☐ Moving expenses

☐ Bonuses

☐ Sick payouts

☐ Merit pay

☐ Severance (if issued as lump sum)

☐ Job certifications

☒ Other: All wages and all payouts during service role into FAC. (no uniform)
Taxable Payments apply: YES ☐ NO ☒
☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)

☐ Prizes, gift cards

☐ Car allowance

☐ Personal use of a company car

☐ Other: _____

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒
☐ Gun, tools, equipment, uniform

☐ Mileage reimbursement

☐ Phone

☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)

☐ Fitness

☐ Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☐ NO ☒
☐ 457 employee and employer contributions

☐ IRA contributions

☐ 125 cafeteria plan, FSAs and HSAs

☐ Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒
☐ Health plan, dental, vision benefits

☐ Group term or whole life insurance < \$50,000

☐ Workers compensation premiums

☐ Short- or Long-term disability premiums

☐ Other: _____

Mandatory Contributions apply: YES ☒ NO ☐
☒ Defined Benefit employee contributions

☐ Other: _____

☐ MERS Health Care Savings Program employee contributions

Taxable Fringe Benefits apply: YES ☐ NO ☒
☐ Clothing reimbursement

☐ Group term life insurance > \$50,000

☐ Stipends for health insurance opt out payments

☐ Other: _____

Other Benefits / Lump Sum Payments apply: YES ☒ NO ☐
☐ Workers compensation settlement payments

☒ Other: Payouts at termination sick bonus, longevity, personal bank, comp bank, and attached to the highest 60 months - no lump sum for vacation bank or sick bank upon termination.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030124

V. Execution:

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

This foregoing Addendum is hereby approved by City of Fraser

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

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____



Defined Benefit Plan Adoption Agreement Addendum



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

www.mersofmich.com

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

I. Effective Date

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

II. Employer name Fraser, City of

Municipality number 500301

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

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

Division number 50030123

Division name on file with MERS DPW

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Laborer, Water Person 1&2, Operator, Mechanic, Chief Mechanic, Inspector, Carpenter, Electrician, Engineering Aide, Electrical Journeyman

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

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030123

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

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

Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030123

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an ‘hour per day’ has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working) ¹²⁸_____ hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee’s current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee’s hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee’s start and end date per month, along with the employee’s hourly rate.

Not able to determine this eligibility
need to look at past practice

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	☐	☐
Workers’ Compensation	☒	☐
Unpaid Family Medical Leave Act (FMLA)	☐	☒
Other: <u>Permissive Leave of Absence, Leave for Union Stewards</u> For example, sick and accident, administrative, educational, sabbatical, etc.	☒	☐
Other 2: _____ Additional leave types as above	☐	☐

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030123

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

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

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030123

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

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

Types of Compensation

Regular Wages

☒ Salary or hourly wage X hours

☒ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)

☒ On-call pay

☐ Other: _____

Other Wages apply: YES ☒ NO ☐
☒ Shift differentials

☒ Overtime

☐ Severance issued over time (weekly/bi-weekly)

☐ Other: _____

Lump Sum Payments apply: YES ☒ NO ☐
☐ PTO cash-out

☒ Longevity

☒ Bonuses

☐ Merit pay

☐ Job certifications

☐ Educational degrees

☐ Moving expenses

☐ Sick payouts

☒ Severance (if issued as lump sum)

☒ Other: Performance Achievements, attainment of education, lump sum personal service accrued during FAC period

Taxable Payments apply: YES ☐ NO ☒
☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)

☐ Prizes, gift cards

☐ Personal use of a company car

☐ Car allowance

☐ Other: _____

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒
☐ Gun, tools, equipment, uniform

☐ Phone

☐ Fitness

☐ Mileage reimbursement

☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)

☐ Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☒ NO ☐
☐ 457 employee and employer contributions

☒ 125 cafeteria plan, FSAs and HSAs

☐ IRA contributions

☐ Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒
☐ Health plan, dental, vision benefits

☐ Workers compensation premiums

☐ Short- or Long-term disability premiums

☐ Group term or whole life insurance < \$50,000

☐ Other: _____

Mandatory Contributions apply: YES ☒ NO ☐
☒ Defined Benefit employee contributions

☐ MERS Health Care Savings Program employee contributions

☐ Other: _____

Taxable Fringe Benefits apply: YES ☐ NO ☒
☐ Clothing reimbursement

☐ Stipends for health insurance opt out payments

☐ Group term life insurance > \$50,000

☐ Other: _____

Other Benefits / Lump Sum Payments apply: YES ☒ NO ☐
☐ Workers compensation settlement payments

☒ Other: max 320 hours vacation bank, sick bonus, longevity personal bank, comp bank and attached to highest 60 months.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030123

V. Execution:

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

This foregoing Addendum is hereby approved by City of Fraser

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

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____



Defined Benefit Plan Adoption Agreement Addendum



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

www.mersofmich.com

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

I. Effective Date

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

II. Employer name Fraser, City of

Municipality number 500301

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

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

Division number 50030125

Division name on file with MERS POAM hired after 7/1/2016

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Public Safety Officers, Non-PSO Paramedics

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

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030125

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

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

Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030125

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)

120

hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	☒	☐
Workers' Compensation	☒	☐
Unpaid Family Medical Leave Act (FMLA)	☐	☒
Other: <u>Sick Leave</u> For example, sick and accident, administrative, educational, sabbatical, etc.	☒	☐
Other 2: <u>Duty Disability</u> Additional leave types as above	☒	☐

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030125

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

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

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030125

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

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

Types of Compensation

Regular Wages

☒ Salary or hourly wage X hours

☒ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)

☒ On-call pay

☐ Other: _____

Other Wages apply: YES ☒ NO ☐
☒ Shift differentials

☒ Overtime

☐ Severance issued over time (weekly/bi-weekly)

☐ Other: _____

Lump Sum Payments apply: YES ☒ NO ☐
☒ PTO cash-out

☒ Longevity

☐ Bonuses

☐ Merit pay

☐ Job certifications

☐ Educational degrees

☐ Moving expenses

☒ Sick payouts

☐ Severance (if issued as lump sum)

☒ Other: See footnote #1
Taxable Payments apply: YES ☐ NO ☒
☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)

☐ Prizes, gift cards

☐ Personal use of a company car

☐ Car allowance

☐ Other: _____

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒
☐ Gun, tools, equipment, uniform

☐ Phone

☐ Fitness

☐ Mileage reimbursement

☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)

☐ Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☒ NO ☐
☒ 457 employee and employer contributions

☒ 125 cafeteria plan, FSAs and HSAs

☐ IRA contributions

☐ Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒
☐ Health plan, dental, vision benefits

☐ Workers compensation premiums

☐ Short- or Long-term disability premiums

☐ Group term or whole life insurance < \$50,000

☐ Other: _____

Mandatory Contributions apply: YES ☒ NO ☐
☒ Defined Benefit employee contributions

☐ MERS Health Care Savings Program employee contributions

☐ Other: _____

Taxable Fringe Benefits apply: YES ☐ NO ☒
☐ Clothing reimbursement

☐ Stipends for health insurance opt out payments

☐ Group term life insurance > \$50,000

☐ Other: _____

Other Benefits / Lump Sum Payments apply: YES ☐ NO ☒
☐ Workers compensation settlement payments

☐ Other: _____

POAM Agreement 33.1 C

Final Average Compensation (FAC) shall include the highest 60 months of compensation and shall include all eligible gross income earned during that period. Lump sum payments upon retirement such as vacation, sick, and other fringe benefits that are eligible gross income at the time of retirement shall be added to the 60 consecutive month total, regardless of when the 60 consecutive month total occurs.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030125

V. Execution:

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

This foregoing Addendum is hereby approved by City of Fraser

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

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____



Footnote 1: All wages and all payouts during service role into FAC (excluding uniform reimbursement). All payouts at termination are included within maximums Other: Lump sum payments 8-hour employee: 400 hours maximum sick bank, 400 hours maximum vacation bank, longevity, holiday bank, personal bank, sick bonus, comp bank, shift pay, EMT attached to highest 60 months. Lump-sum payments 24-Hour Employee: 696 hours maximum sick bank, vacation bank, longevity, holiday bank, personal bank, sick bonus, comp bank, shift pay. Maximum pension: not to exceed 100% of base pay at the time of retirement excluding COLA increases.

Defined Benefit Plan Adoption Agreement Addendum



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

www.mersofmich.com

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

I. Effective Date

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

II. Employer name Fraser, City of

Municipality number 500301

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

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

Division number 50030121

Division name on file with MERS POAM

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Public Safety Officers, Non PSO - Paramedics

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

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030121

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

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

Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030121

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)
120 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	☒	☐
Workers' Compensation	☒	☐
Unpaid Family Medical Leave Act (FMLA)	☐	☒
Other: <u>Duty Disability, sick time</u> For example, sick and accident, administrative, educational, sabbatical, etc.	☒	☐
Other 2: <u>Additional leave types as above</u>	☐	☒

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030121

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

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

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030121

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

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

Types of Compensation

Regular Wages

☒ Salary or hourly wage X hours

☒ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)

☒ On-call pay

☐ Other: _____

Other Wages apply: YES ☒ NO ☐
☒ Shift differentials

☒ Overtime

☐ Severance issued over time (weekly/bi-weekly)

☒ Other: _____

Lump Sum Payments apply: YES ☒ NO ☐
☒ PTO cash-out

☒ Longevity

☒ Bonuses

☐ Merit pay

☐ Job certifications

☐ Educational degrees

☐ Moving expenses

☐ Sick payouts

☐ Severance (if issued as lump sum)

☒ Other: See footnote #1
Taxable Payments apply: YES ☐ NO ☒
☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)

☐ Prizes, gift cards

☐ Personal use of a company car

☐ Car allowance

☐ Other: _____

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒
☐ Gun, tools, equipment, uniform

☐ Phone

☐ Fitness

☐ Mileage reimbursement

☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)

☐ Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☒ NO ☐
☒ 457 employee and employer contributions

☒ 125 cafeteria plan, FSAs and HSAs

☐ IRA contributions

☐ Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒
☐ Health plan, dental, vision benefits

☐ Workers compensation premiums

☐ Short- or Long-term disability premiums

☐ Group term or whole life insurance < \$50,000

☐ Other: _____

Mandatory Contributions apply: YES ☒ NO ☐
☒ Defined Benefit employee contributions

☐ MERS Health Care Savings Program employee contributions

☐ Other: _____

Taxable Fringe Benefits apply: YES ☐ NO ☒
☐ Clothing reimbursement

☐ Stipends for health insurance opt out payments

☐ Group term life insurance > \$50,000

☐ Other: _____

Other Benefits / Lump Sum Payments apply: YES ☒ NO ☐
☐ Workers compensation settlement payments

☒ Other: _____

POAM Agreement 33.1 C

Final Average Compensation (FAC) shall include the highest 60 months of compensation and shall include all eligible gross income earned during that period. Lump sum payments upon retirement such as vacation, sick, and other fringe benefits that are eligible gross income at the time of retirement shall be added to the 60 consecutive month total, regardless of when the 60 consecutive month total occurs.

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030121

V. Execution:

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

This foregoing Addendum is hereby approved by City of Fraser

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

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____



Footnote 1: Compensation includes longevity, overtime, shift differentials, pay periods of absence from work by reason of vacation, holiday, and sickness, member's pretax contributions to a plan established under Section 125 of the IRC, performance achievements, attainment of education, lump-sum personal service accrued during the FAC period and other: Lump sum payments 8-hour employee: 400 hours maximum sick bank, 400 hours maximum vacation bank, longevity, holiday bank, personal bank, sick bonus, comp bank, shift pay, EMT attached to the highest 60 months. Lump-sum payments 24-hour Employee: 696 hours maximum sick bank, vacation bank, longevity, holiday bank, personal bank, sick bonus, comp bank, shift pay, EMT attached to the highest 60 months. Note uniform reimbursement not included in the definition of compensation. Maximum Pension: Not to exceed 100% of base salary at the time of retirement excluding COLA increases.

Defined Benefit Plan Adoption Agreement Addendum



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

www.mersofmich.com

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

I. Effective Date

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

II. Employer name Fraser, City of

Municipality number 500301

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

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

Division number 50030120

Division name on file with MERS POLC and COAM

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

Public Safety Sergeant 1, Public Safety Sargeant 2, Public Safety Lieutenant

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

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030120

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

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

Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030120

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)
 120 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	☒	☐
Workers' Compensation	☒	☐
Unpaid Family Medical Leave Act (FMLA)	☐	☐
Other: <u>Duty Incurred Disability,</u> For example, sick and accident, administrative, educational, sabbatical, etc.	☒	☐
Other 2: _____ Additional leave types as above	☐	☐

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030120

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

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

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030120

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

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

Types of Compensation

Regular Wages

☒ Salary or hourly wage X hours

☒ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)

☒ On-call pay

☐ Other: _____

Other Wages apply: YES ☒ NO ☐
☒ Shift differentials

☒ Overtime

☐ Severance issued over time (weekly/bi-weekly)

☒ Other: Comp time
Lump Sum Payments apply: YES ☒ NO ☐
☒ PTO cash-out

☒ Longevity

☒ Bonuses

☐ Merit pay

☒ Job certifications

☒ Educational degrees

☐ Moving expenses

☒ Sick payouts

☐ Severance (if issued as lump sum)

☒ Other: All defined benefits as prescribed by COAM and POLC CBA's
Taxable Payments apply: YES ☐ NO ☒
☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)

☐ Prizes, gift cards

☐ Personal use of a company car

☐ Car allowance

☐ Other: _____

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒
☐ Gun, tools, equipment, uniform

☐ Phone

☐ Fitness

☐ Mileage reimbursement

☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)

☐ Other: _____

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☒ NO ☐
☒ 457 employee and employer contributions

☒ 125 cafeteria plan, FSAs and HSAs

☐ IRA contributions

☐ Other: _____

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒
☐ Health plan, dental, vision benefits

☐ Workers compensation premiums

☐ Short- or Long-term disability premiums

☐ Group term or whole life insurance < \$50,000

☐ Other: _____

Mandatory Contributions apply: YES ☒ NO ☐
☒ Defined Benefit employee contributions

☐ MERS Health Care Savings Program employee contributions

☐ Other: _____

Taxable Fringe Benefits apply: YES ☒ NO ☐
☒ Clothing reimbursement

☐ Stipends for health insurance opt out payments

☐ Group term life insurance > \$50,000

☐ Other: _____

Other Benefits / Lump Sum Payments apply: YES ☒ NO ☐
☐ Workers compensation settlement payments

See attached settlement agreements COAM and POLC

☒ Other: Compensation includes all taxable monies earned

Maximum Pension: Not to exceed 100% of base salary at the time of retirement or 80% of FAC

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030120

V. Execution:

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

This foregoing Addendum is hereby approved by City of Fraser

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

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____



Defined Benefit Plan Adoption Agreement Addendum



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

www.mersofmich.com

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

I. Effective Date

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

II. Employer name Fraser, City of

Municipality number 500301

This is an amendment of the existing Adoption Agreement for the MERS Defined Benefit.

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

Division number 50030110

Division name on file with MERS Supervisor/Management

III. Plan Eligibility

Only those employees eligible for MERS membership may participate in the MERS Defined Benefit. If an employee classification is **included** in the plan, then employees that meet this definition will receive service credit if they work the required number of hours to meet the service credit qualification defined below. All eligible employees must be reported to MERS.

Using your Division Name above, expand on the employee classifications that are eligible to participate in MERS. For example, if Division is "General," please insert specific classifications that are eligible for MERS such as "Clerical Staff," "Elected Officials," "Library Director," etc.:

City Manager, City Clerk, Director of Finance, Director of DPW, and
Public Safety Director, Assistant City Manager

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

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030110

If you elect to include a special classification (chart below), then the employee will be required to meet the Service Credit Qualification as defined under section IV (Provisions) in order to earn a month of service. Excluded classification will require additional information below.

To further define eligibility (select all that apply):

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

Probationary Periods (select one):

- ☐ Service will begin after the probationary period has been satisfied. Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period, the employer will not report or provide service.

The probationary period will be _____ month(s).

Comments:

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030110

IV. Provisions

1. Service Credit Qualification

To clarify how eligible employees earn service credit, please indicate how many hours per month an eligible employee needs to work. For example, if you require 10 eight-hour days, this would be 80 hours per month. If an 'hour per day' has been defined (like ten 7-hour days), electing 70 hours will be required. Employees must meet the definition of Plan Eligibility in order to earn service credit under the plan.

To receive one month of service credit, an employee shall work (or be paid for as if working)
120 hours in a month.

2. Leaves of Absence

Indicate by checking the boxes below, whether the potential for service credit will be allowed if an eligible employee is on one of the following types of leave, regardless of meeting the service credit qualification criteria.

Regardless whether an eligible employee is awarded service credit while on the selected type(s) of leave:

- MERS will skip over these months when determining the FAC amount for benefit calculations.
- Third-party wages **are not** reported for leaves of absence.
- Employers **are not** required to remit employer contributions based on leaves of absence when no wages are paid by the employer. However, an employer may submit additional voluntary contributions for the period of the leave in an amount determined by the employer.
- For **contributory divisions**, employee contributions are required for service credit to be retained. Employee contributions will be collected based on the Service Credit Qualification. Employers will calculate employee contributions due using the employee's current hourly rate (prior to leave). For example if 120 hours is required for service credit, then employee contributions shall be equal to 120 hours times the employee's hourly rate. Employees have three times the length of leave, to a maximum of five years, to pay required employee contributions. Leaves of absence are required to be reported to MERS, including the employee's start and end date per month, along with the employee's hourly rate.

Type of Leave	Service Credit Granted	Service Credit Excluded
Short- and Long-Term Disability	☐	☒
Workers' Compensation	☒	☐
Unpaid Family Medical Leave Act (FMLA)	☐	☒
Other: _____ For example, sick and accident, administrative, educational, sabbatical, etc.	☐	☒
Other 2: _____ Additional leave types as above	☐	☒

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030110

3. Definition of Compensation

The Definition of Compensation is used to calculate a participant's final average compensation and is used in determining both employer and employee contributions. Wages paid to employees, calculated using the elected definition, must be reported to MERS.

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

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

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030110

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

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

Types of Compensation

Regular Wages

☒ Salary or hourly wage X hours

☒ PTO used (sick, vacation, personal, bereavement, holiday leave, or unclassified)

☐ On-call pay

☐ Other: maximum 320 hours vacation

Other Wages apply: YES ☒ NO ☐
☐ Shift differentials

☒ Overtime

☐ Severance issued over time (weekly/bi-weekly)

☐ Other:

Lump Sum Payments apply: YES ☒ NO ☐
☐ PTO cash-out

☒ Longevity

☐ Bonuses

☐ Merit pay

☐ Job certifications

☐ Educational degrees

☐ Moving expenses

☐ Sick payouts

☐ Severance (if issued as lump sum)

☒ Other: personal service accrued during FAC, Attainment of education, performance Achievements

Taxable Payments apply: YES ☐ NO ☒
☐ Travel through a non-accountable plan (i.e. mileage not tracked for reimbursement)

☐ Prizes, gift cards

☐ Personal use of a company car

☐ Car allowance

☐ Other:

Reimbursement of Nontaxable Expenses (as defined by the IRS) apply: YES ☐ NO ☒
☐ Gun, tools, equipment, uniform

☐ Phone

☐ Fitness

☐ Mileage reimbursement

☐ Travel through an accountable plan (i.e. tracking mileage for reimbursement)

☐ Other:

Types of Deferrals

Elective Deferrals of Employee Premiums/Contributions apply: YES ☒ NO ☐
☐ 457 employee and employer contributions

☒ 125 cafeteria plan, FSAs and HSAs

☐ IRA contributions

☐ Other:

Types of Benefits

Nontaxable Fringe Benefits of Employees apply: YES ☐ NO ☒
☐ Health plan, dental, vision benefits

☐ Workers compensation premiums

☐ Short- or Long-term disability premiums

☐ Group term or whole life insurance < \$50,000

☐ Other:

Mandatory Contributions apply: YES ☒ NO ☐
☒ Defined Benefit employee contributions

☐ MERS Health Care Savings Program employee contributions

☐ Other:

Taxable Fringe Benefits apply: YES ☐ NO ☒
☐ Clothing reimbursement

☐ Stipends for health insurance opt out payments

☐ Group term life insurance > \$50,000

☐ Other:

Other Benefits / Lump Sum Payments apply: YES ☒ NO ☐
☐ Workers compensation settlement payments

☒ Other: Individual agreements may have special provisions

Defined Benefit Plan Adoption Agreement Addendum

EMPLOYER NAME: Fraser, City of

DIV: 50030110

V. Execution:

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

This foregoing Addendum is hereby approved by City of Fraser

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

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____



Prepared For: Marc Thompson
 Prepared By: Amy Cell, President, Amy Cell Talent (ACT)
 RE: Quarterly Human Resources Update
 Date: March 4, 2021

Please find below an update covering recent and planned HR activities.

This report also includes a recruiting summary.

Key recent activities include:

- Support of IT RFP process
- Recruitment for Assistant City Manager/Finance Director
- Recruitment for DPW Superintendent
- Ongoing benefits administration and employee relations matters
- Commencement of BS&A HR Information System implementation - comprehensive system that will automate time keeping and provide enhanced employee self service, which will reduce HR support and streamline operations
- MERS Adoption Addendums
- Handbook draft reviewed by department leadership
- 1095's distributed

HR Dashboard

Element	Upcoming Activities/Target Timeframe
<u>Payroll, Compensation & Benefits.</u> Ensure a fair and equitable compensation structure and strategy. Ensure that benefits are competitive and cost effective, and that paid leave programs are compliant and managed appropriately. Coordinate open enrollment.	- BS&A mapping & position profile setup (April) - BS&A personnel file implementation (June) - Job description, employee classification, KPI review/update. (June) - BS&A timekeeping implementation (Q3) - Compensation structure review. (Q3) - Analyze and optimize overtime and compensatory time off. (Q3) - Communicate total compensation. (Q3)
<u>Reward & Recognition / Performance Management.</u> Ensure measurements of success, and that each department and individual objectives are aligned with the goals and objectives of the City. Address performance issues proactively	- Coordinate an annual performance management program that can include 360 degree feedback for the City Manager and department heads. (Q4) - Develop reward and recognition programs to ensure that staff feel acknowledged and appreciated. (Q4) - Develop a training initiative based on risk management

and appropriately.	complimentary training programs. (Q4) - Ensure that there is a training and development plan for each employee. (Q4)
<u>Compliance.</u> Ensure that all compliance matters are reviewed and addressed.	- Handbook/policy update complete & Council review and approval. (May)
<u>Employee Relations.</u> Support an engaged workforce, effective leaders, and prompt resolution of conflict. Develop and implement programs that support the employee experience such as engaging in volunteer and health and wellness activities, celebrating birthdays and anniversaries, managing discipline and conflict, and ensuring good onboarding and offboarding processes.	- Launch employee engagement survey. (TBD)
<u>Organization Effectiveness.</u> Support an effective structure and intentional culture. The culture, or unwritten code of beliefs and behaviors should be intentionally managed with clear guidelines and values.	

Recruiting Summary

Position	Status Update	Next Steps
Elections Clerk	Six candidates under consideration, interviews with Marc Thompson in process. Small group interviews with Council end of March. Full council interview and discussion in April.	
Building Clerk		Obtain approval from Council to backfill vacated position.
Assistant DPW Superintendent		Internal posting to begin in April.
Finance/Recreation Clerk		Obtain approval from Council. Launch search in April.
City Manager		Launch search March 15. Council to be presented candidates April 22. Council to determine finalists April 29. Interviews on May 6. Decision May 13.

Hours

Month	Target Hours	Actual Hours
July	80	195
August	160	222
September	160	272
October	160	301
November	160	272
December	160	216
January	160	312
February	160	318