



# 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 – VIRTUAL MEETING THURSDAY, June 10, 2021 @ 6:30PM

- 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**
    - i. **City Council Special Meeting - April 8, 2021**
    - ii. **City Council Regular Meeting - April 15, 2021**
    - iii. **Planning Commission Approved Minutes Feb. 3, 2021 Meeting**
    - iv. **Planning Commission Approved Minutes March 3, 2021**
    - v. **Parks and Rec Commission Approved Minutes from April 6, 2021 Meeting**
  - b. **Approval of May Disbursement List in the Amount of \$769,532.72**
- VII. PUBLIC HEARING**
  - a. **2021–2022 INCREASING WATER & SEWER RATES**
- VIII. REQUESTS FOR COUNCIL ACTION**
  - a. **Approval of Fraser Lion's Club City Festival -- July 22–25, 2021**
  - b. **Authorization of the 2021-2022 WATER & SEWER RATES**
  - c. **Authorization City Hall Security Upgrade**
  - d. **Authorization of Insurance Renewal**
  - e. **Approval of Resolution RE: Garfield Shared-Use Path**
  - f. **Authorization of Sewer Cleaning and Television Contract**
  - g. **Authorization Street Repairs Contract**
  - h. **Authorization for Risk and Resilience Assessment Plan**
  - i. **Authorization of SERVICE CONTRACTS**
    - i. **Assessing**
    - ii. **Planning / Zoning / Building**
    - iii. **HR**

**IX. REPORT OF THE CITY ADMINISTRATION**

**X. STANDING ITEMS/UNFINISHED BUSINESS/PROJECT STATUS UPDATES**

- a. Fruehauf Road Repairs
- b. Street Sweeper

**XI. CITY FRASER STATE OF EMERGENCY STATUS - STATE COVID MANDATE UPDATES**

**XII. REPORT OF MAYOR AND CITY COUNCIL / NEW BUSINESS**

**XIII. CITIZEN PARTICIPATION**

**XIV. CLOSED SESSION**

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

**XV. ADJOURNMENT**

**(Posted Thursday, June 3, 2021 @ 3:00pm)**

IT is inviting you to a scheduled Zoom meeting.

Topic: Council Meeting

Time: June 10, 2021, 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81387643206>

Meeting ID: 81387643206

Passcode: 406009

One tap mobile

+13017158592,,84625953078# US (Washington DC)

+13126266799,,84625953078# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

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Meeting ID: 81387643206

Find your local number: <https://us02web.zoom.us/u/kb38Xnxk40>

**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 **May 10, 2021 @ 6:30PM** in accordance with the Open Meetings Act, using the Zoom platform for videoconferencing and public access."

This notice is required to ensure that those wishing to observe and/or participate in the meeting have the opportunity to do so. The public can participate via the Zoom application, internet access via the Zoom website, and/or via telephone using the Zoom telephone number and meeting ID. The public will be able to hear Council members and will be permitted to speak for up to five minutes during the public participation portion(s) of the agenda. Please note that callers/viewers will automatically be muted, and must remain muted until called upon to speak by the Mayor. Written comments will be accepted prior to the date and time (no later than 4:30pm on the day of the meeting) by the City Clerk @ [kellyd@micityoffraser.com](mailto:kellyd@micityoffraser.com). During the meeting, members of the public may e-mail comments to [publicmeeting@micityoffraser.com](mailto:publicmeeting@micityoffraser.com). The e-mail must provide the following: 1. Your name, address, and e-mail address 2. The agenda item in your subject line, if your comments pertain to a specific agenda item. To contact members of the City Council in order to provide input or ask questions on any business before the City Council at the meeting, please use the contact information found on the City of Fraser website: [www.ci.fraser.mi.us](http://www.ci.fraser.mi.us). Public Hearing comments will be heard during any Public Hearing that is conducted during the meeting, and other comments will be heard or reviewed during public participation. The City of Fraser provides live public access to this meeting on Comcast Channel 5 and WOW Channel 10 and online at [www.ci.fraser.mi.us](http://www.ci.fraser.mi.us). This live public access meets the OMA's requirements that all

public body deliberations and decisions take place at a meeting open to the public. In addition, if technology permits, the meeting will also be streamed via the YouTube website and application. In the event of a change in the status of statewide or local states of emergency, the City Council meeting may be changed from a remote meeting to a live in-person meeting to be held at Fraser City Hall, 33000 Garfield Road, Fraser, MI 48026, on the same date and at the same time. The City will post notice of any change in method of conducting the meeting from a remote meeting to an in-person live meeting, and/or any change in the meeting place for this meeting, to the City's website at [www.ci.fraser.mi.us](http://www.ci.fraser.mi.us). Interested parties should periodically check for such changes or contact the City Clerk's Office at (586) 293-3100. The City of Fraser thanks all of you for your understanding and support as we all attempt to navigate these challenging times together.

City of Fraser Administration - May 2021

**CITY OF FRASER PLANNING COMMISSION MEETING  
MUNICIPAL BUILDING ~ 33000 GARFIELD ROAD  
Wednesday, February 3, 2021  
MINUTES APPROVED AS CORRECTED March 3, 2021**

**PRESENT:** CHAIRPERSON: WARUNEK, MEMBERS: BARR, FARINA, KEIL, CZARNECKI, PERRY, COOK

**EXCUSED ABSENCE:** NONE.

**ALSO PRESENT:** ~~DONALD DENAULT, CITY ATTORNEY~~ (corrected)  
CLARK ANDREWS, CITY ATTORNEY  
ALYSSA ALBRIGHT, CITY ATTORNEY  
DYLAN CHURCH, CITY ATTORNEY  
SARAH TRAXLER, McKENNA  
PAUL URBIEL, McKENNA  
DANIELLE BOUCHARD, McKENNA  
BRUCE ECK, McKENNA BUILDING OFFICIAL

**1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE:**

Chairperson WARUNEK called the meeting to order at 7:02 PM

**2. ROLL CALL:**

|          |           |                                                                      |
|----------|-----------|----------------------------------------------------------------------|
| Members: | Barr      | Audio was muted                                                      |
|          | Cook      | Present (participating from Macomb County, City of Fraser, Michigan) |
|          | Czarnecki | Present (participating from Macomb County, City of Fraser, Michigan) |
|          | Farina    | Present (participating from Macomb County, City of Fraser, Michigan) |
|          | Keil      | Present (participating from Macomb County, City of Fraser, Michigan) |
|          | Perry     | Present (participating from Macomb County, City of Fraser, Michigan) |
|          | Warunek   | Present (participating from Macomb County, City of Fraser, Michigan) |

**3. APPROVAL OF AGENDA ~ Regular meeting of February 3, 2021:**

**Motion by Member:** KEIL                      **Support by Member:** FARINA

**To:** Approve the agenda of February 3, 2021 as presented.

**AYES** 6 (corrected: Commissioner Barr was muted)

**NAYS** 0

**MOTION CARRIED**

**4. CHAIRPERSON'S OPENING REMARKS:**

Chairperson WARUNEK read the formal statement relative to the powers of the Planning Commission and the facts and conditions for granting site plan approval. Chairperson WARUNEK read the formal statement relative to virtual public meetings and remote participation.

**5. APPROVAL OF MINUTES January 6, 2021:**

**Motion by Member:** FARINA                      **Supported by Member:** KEIL

**To:** Approve the minutes of the January 6, 2021 as presented.

**AYES** 7

**NAYS** 0

**MOTION CARRIED**



**CITY OF FRASER PLANNING COMMISSION MEETING  
MUNICIPAL BUILDING ~ 33000 GARFIELD ROAD  
Wednesday, February 3, 2021  
MINUTES APPROVED AS CORRECTED March 3, 2021**

**6. New Business**

**PUBLIC HEARING:**

- A. SLU 20-001 / Jim Butler on behalf of A&A Management / Part of 34400 Utica Road / To obtain a Special Land Use Approval for a fast-food restaurant in the "CG – Commercial General" Zoning District.**

**The public hearing was opened at 7:28pm**

DISCUSSION: URBIEL began the discussion by explaining the general project details. The applicant is proposing to develop 1.46 acres in an outlot located within the existing Fraser Hockeyland parking lot. The proposed development is the construction of two retail buildings – one Big Boy restaurant with a drive-through window on the north side, and a Beyond Juice store with two additional retail spaces (tenants to be determined) on the south side. The applicant submitted a site plan for City review that includes a landscaping plan and lighting plan. The applicant received a variance in 2019 for reduced parking. The applicant is in the process of securing the necessary shared parking agreements and also provided an updated traffic study.

URBIEL noted that mitigation for traffic during extreme events is necessary for approval of the application. To address this, the applicant submitted an Extreme Event Plan to the City for review. It was also noted that the applicant has been working to resolve fire safety violations for the existing Hockeyland site, and has successfully resolved about 95% of those violations.

URBIEL stated that the proposed restaurants at the outlot site are in compliance with the GC, General Commercial, District because a restaurant is a permitted use by right. The proposed drive-through at the Big Boy lot is the component that resulted in Special Land Use Approval by the Planning Commission.

Jim BUTLER, civil engineer for the project, noted that the proposed drive-through window is intended to function as a drive-up window for takeout purposes. FARINA questioned BUTLER if a Starbucks Coffee is proposed on the site because it is mentioned on the site plan. BUTLER noted that was a typo and Starbucks will be removed from the site plan. FARINA also noted concern for the existing parking lot needing repairs. Bud KOWALSKI, Hockeyland General Manager, noted that the entire parking lot is planned to be repaved. FARINA asked if the proposed easement agreements for parking lot cross-access will be filed with the City Attorney's office for review and BUTLER confirmed. COOK questioned if there will be enough parking on the site with the new outlot development. BUTLER responded that the easement agreement for shared parking will address this issue. FARINA questioned when the Hockeyland site will be 100% fire protection compliant. KOWALSKI responded that the fire protection compliancy will be complete within the next few weeks. WARUNEK suggested to add 100% fire protection compliancy as a condition for approval.

CZARNECKI noted that the new retail sites should have limited hours of operation ~~between 6am and 11pm, as per the City's Zoning Ordinance~~ (corrected: as a condition of site plan approval). Additionally, the applicant could clarify the plan for the entire Hockeyland parking lot. KOWALSKI noted that the entire Hockeyland parking lot is planned to be resurfaced, restriped, and repaved.

The City received one public comment in regards to SLU 20-001 from a resident at Gardenia Drive. The resident expressed concern for increased noise and smell of food as a result of the new outlot retail development. KEIL noted that ventilation units are more advanced now and will not likely have adverse effects on surrounding residential properties. COOK stated that there is a "hum" noise emitted from Hockeyland's heating and cooling infrastructure so it is not likely residents on Mulvey will be able to hear drive-through noises from their homes. FARINA questioned if a noise study has been done. KOWALSKI noted that a noise study has not been conducted. ANDREWS stated that the current shared parking agreements submitted by the applicant are not recordable in their present state and must be in recordable form.

No other comments were received by the public regarding SLU 20-001.

**The Public Hearing was closed at 8:04pm**



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**Motion by Member:** KEIL

**Supported by Member:** FARINA

**To:** Approve SLU 20-001 / Jim Butler on behalf of A&A Management / Part of 34400 Utica Road / To obtain a Special Land Use Approval for a fast-food restaurant in the "CG – Commercial General" Zoning District. with the following conditions:

1. The applicant must provide a 60-day advance notice of significant events (which include Extreme Events) and a plan to handle parking, traffic and safe pedestrian circulation. A plan for Extreme Events must be submitted by the Applicant to the City's Development Review Team at least 60 days in advance of the proposed Extreme event to be reviewed administratively by the City.
2. The applicant agrees to comply with the Plan for Extreme Events and all additional requirements imposed by the Development Review Team relating to the proposed parking management strategy for large-scale special events.
3. The applicant agrees to employ adequate City Public Safety personnel at the Applicant's sole expense to handle traffic congestion and circulation problems and facilitate orderly parking at Extreme Events and other events where traffic congestion and the need for overflow parking is anticipated in accordance with the past practice reimbursement process.
4. The applicant must adhere to the North Parking Lot improvement plan as submitted.
5. Agreements for easements for cross access, shared parking and utilities for the parcels proposed as part of this development application are required. These agreements for easements must be reviewed and approved by the City, executed, and recorded with the Macomb County Register of Deeds.
6. Applicant must give the City 60 days advance notice prior to the expiration or termination of any Shared Parking and Lease Agreements, provide alternate shared parking arrangements for review and approval by the City, and be subject to revocation if no suitable shared parking arrangement is provided.
7. All agreements and site plans must be reviewed and approved by all applicable government departments and agencies, by the City Attorney, and City Engineers.
8. The applicant achieves 100% fire protection and safety approval from the City of Fraser Fire Marshal.
9. Retail operations may only be conducted between 6am and 11pm.
10. The applicant agrees to completely resurface, restripe, and re-asphalt the entire Hockeyland parking lot (i.e., the entirety of parking lots in proposed Parcels A, B and C, including the north lot) and the parking lot must provide adequate stormwater management.
11. Shared Parking and Lease Agreements with Total Soccer, the Lions' Club, Meijer, and Fraser Schools must be reviewed and approved by the City Attorney, executed, and recorded with the Macomb County Register of Deeds.

**AYES 7**

**NAYS 0**

**MOTION CARRIED**

**B. SP 20-006 / Jim Butler on behalf of A&A Management / Part of 34400 Utica Road / Proposed Site Retail**

DISCUSSION: FARINA questioned if the existing sanitary sewer is capable of accommodating new retail development. Michael VIGERNON, City Engineer, responded that the sanitary sewer and other utilities will be determined in the engineering phase of the project. ANDREWS questioned if the proposed outdoor seating is



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planned to be utilized during winter months as well. BUTLER noted that it is possible the outdoor seating may become permanent fixtures. ANDREWS stated that outdoor seating on this site shall comply with State regulations and Macomb County Health Department regulations.

**Motion by Member:** KEIL                      **Supported by Member:** FARINA  
**To:** Approve SP 20-006 / Jim Butler on behalf of A&A Management / Part of 34400 Utica Road / Proposed Site Retail with the following conditions:

1. The applicant must adhere to the conditions as required for the approval of SLU 20-001.
2. The parking lot must be re-paved and meet all standards for proper drainage, as determined by the City Engineers.
3. The site must comply with all requirements as set forth by the City Engineers.

**AYES: 7  
NAYS: 0  
MOTION CARRIED**

**7. UNFINISHED BUSINESS:**

**A. 01-19SUB / Max Mancini / Garfield Park – SUB Parcels 1-10 / Site Plan Amendment**

DISCUSSION: URBIEL explained the proposed site plan amendment submitted by the applicant, Max MANCINI, to eliminate the required extension of Anita Drive further east and not develop parcel 5 (planned to be located at the easternmost end of Anita Drive). URBIEL noted that the site plan was originally approved in 2006. To date, the applicant has constructed 9 out of 10 of the planned homes along Anita Drive. Further, Planning Commission discussion in 2019 noted concern for the ability for emergency vehicles to turn around in the VFW parking lot located on the north side of Anita Drive if the road extension was not completed.

URBIEL explained that upon review of the proposed site plan amendment, parcel 5 would be rendered unbuildable, would result in reduced road connectivity in the City, may increase impediments to emergency vehicle access on Anita Drive, and lack of public sewer in front of parcel 5 would likely result in a required connection in front of parcel 4 and 5 to the sanitary sewer system if development were to take place. URBIEL noted that McKenna recommends denial of the proposed site plan amendment.

MANCINI stated that Fraser Road to the north was vacated in 1992. Emergency vehicles have been utilizing the VFW parking lot for years as a turn-around when called to any site on Anita Drive. Additionally, Parcel 5 is located in the FEMA floodplain, making the high watermark a flood hazard for a road extension off Anita Drive. MANCINI noted that conversations are being had with the adjacent property owner to purchase Parcel 5 and combine it with Parcel 4 so Parcel 5 will no longer be non-conforming. MANCINI stated that developing Parcel 5 is not a viable option.

VIGERNON noted that the FEMA floodplain has been changed since the original site plan was approved in 2006. Today, it would typically be required that all infrastructure was constructed prior to building homes on each parcel. The floodplain map shown in the presentation notes that water leads across Anita Drive, and it would be the City Engineer's preference that water and sewer lines were extended to Parcel 5.

ECK noted that the abrupt end of Anita Drive may become a safety hazard for patrons of the VFW. ECK explained that if the VFW's parking lot were to be changed in the future, a cul-de-sac or dead-end signage at the end of Anita Drive would be desirable.

FARINA noted that the Planning Commission requested the applicant construct a cul-de-sac or hammerhead at the end of Anita Drive during the previous review in 2019. MANCINI denied the request at the time. CZARNECKI explained that the role of the Planning Commission is to preserve the safety of City residents and a safe turnaround for emergency vehicles on Anita Drive is necessary. CZARNECKI inquired what the safety



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factors would be for emergency vehicles if Parcel 5 were purchased and developed. MANCINI explained that future development cannot occur until the road is extended.

WARUNEK noted ~~that the site plan should be developed as it was approved~~ (corrected: support for exploring different avenues for this site plan in the future). KEIL noted that the floodplain prevents the buildable area for a new home to be constructed on Parcel 5. WARUNEK explained that it may be possible to build within the floodplain, but the development will be different than the original site plan shows.

TRAXLER stated that MANCINI submitted a site plan that set the expectations to the City for development. The applicant is requesting a site plan amendment to would result in Parcel 5 being non-conforming. The Planning Commission is not permitted to approve the site plan, given that the non-conforming lot is in violation of the City's Zoning Ordinance. MANCINI may seek to combine Parcels 4 and 5, or seek a variance. COOK suggested the Planning Commission postpone the site plan amendment application so the applicant can continue working with property owner at Parcel 4 to purchase Parcel 5 and combine it to Parcel 4.

**Motion by Member: FARINA**

**Supported by Member: COOK**

**To:** Postpone 01-19SUB / Max Mancini / Garfield Park – SUB Parcels 1-10 / Site Plan Amendment for a period of 6 months, until the August 4, 2021 City of Fraser Planning Commission meeting, or sooner, depending if the applicant is able to combine Parcel 4 and Parcel 5 prior to August 4, 2021.

**AYES: 6**

**NAYS: 1** (corrected: CZARNECKI)

**MOTION CARRIED**

**B. 2020 City of Fraser Planning Commission Annual Planning Report**

DISCUSSION: URBIEL presented the 2020 Planning Commission Annual Planning Report. CZARNECKI questioned why information on variances were included in the report when that is a ZBA matter. TRAXLER noted that the Michigan Planning Enabling Act requires that an annual report on the ZBA must also be submitted to City Council. FARINA noted that McKenna should add ZBA to the title of the Report.

**Motion by Member: FARINA**

**Supported by Member: CZARNECKI**

**To:** Postpone forwarding the 2020 City of Fraser Planning Commission Annual Planning Report to City Council until the March 3, 2021 Planning Commission meeting.

**AYES 7**

**NAYS 0**

**MOTION CARRIED**

**C. City of Fraser 2021 Master Plan**

DISCUSSION: BOUCHARD began the discussion by explaining the changes made since the January 2021 Planning Commission meeting. The changes include the addition of a document acronym page, additional case studies, and general text edits and reviews. FARINA questioned if the McKenna included text changes pertaining to enhanced sidewalk connectivity, updating the City's sign ordinance, and including information on the current parks system. BOUCHARD noted that additional information on the City's park system still needs to be added to the next draft. TRAXLER explained the remaining tasks and project schedule.

**Motion by Member: KEIL**

**Supported by Member: CZARNECKI**

**To:** Forward the City of Fraser 2021 Master Plan to City Council to open the 63-day comment period.

**AYES 7**

**NAYS 0**

**MOTION CARRIED** (corrected: **MOTION CARRIED**)

**8. PUBLIC COMMUNICATIONS ON NON-AGENDA ITEMS:**

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DISCUSSION: None.

**9. ZONING BOARD OF APPEALS MEMBER LIASION REPORT:**

DISCUSSION: FARINA noted the ZBA meetings for February 2021 and March 2021 were canceled.

**10. COMMISSIONERS' COMMENTS AND ITEMS OF INTEREST / CONCERNS:**

|                   |                                                                                                                            |
|-------------------|----------------------------------------------------------------------------------------------------------------------------|
| Member Barr:      | None.                                                                                                                      |
| Member Cook:      | Wished the group a good evening and great job to WARUNEK for first meeting as chair.                                       |
| Member Czarnecki: | Great job to the group on the meeting and kudos to Master Plan team.                                                       |
| Member Perry:     | Great job to WARUNEK for first meeting as chair.                                                                           |
| Member Farina:    | Welcomed Bruce Eck as Building Official and congratulations to Master Plan team and to WARUNEK for first meeting as chair. |
| Member Kiel:      | Great job to WARUNEK on first meeting as chair and to the Master Plan team.                                                |
| Chair Warunek:    | Thanked the group for a good meeting.                                                                                      |
| McKenna:          | The March 2021 meeting will include an agenda item on the CIP.                                                             |
| City Attorney:    | None.                                                                                                                      |

**11. ADJOURNMENT:**

**Motion by Member:** KEIL    **Support by Member:** PERRY

To: ADJOURN THE MEETING, OF February 3, 2021 at 10:42 PM

**AYES 7**

**NAYS 0**

**MOTION CARRIED**

Audience members: None.



**CITY OF FRASER PLANNING COMMISSION MEETING  
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Wednesday, March 3, 2021  
MINUTES APPROVED MAY 5, 2021**

**PRESENT:** CHAIRPERSON: WARUNEK, MEMBERS: BARR, FARINA, KEIL, CZARNECKI, PERRY, COOK

**EXCUSED ABSENCE:** NONE.

**ALSO PRESENT:** CLARK ANDREWS, CITY ATTORNEY  
PAUL URBIEL, McKENNA  
SARAH TRAXLER, McKENNA

**1. CALL MEETING TO ORDER / PLEDGE OF ALLEGIANCE:**

Chairperson WARUNEK called the meeting to order at 7:03 PM

**2. ROLL CALL:**

|          |           |                                                                      |
|----------|-----------|----------------------------------------------------------------------|
| Members: | Barr      | Present (participating from Macomb County, City of Fraser, Michigan) |
|          | Cook      | Present (participating from Macomb County, City of Fraser, Michigan) |
|          | Czarnecki | Present (participating from Macomb County, City of Fraser, Michigan) |
|          | Farina    | Present (participating from Macomb County, City of Fraser, Michigan) |
|          | Keil      | Present (participating from Macomb County, City of Fraser, Michigan) |
|          | Perry     | Present (participating from Macomb County, City of Fraser, Michigan) |
|          | Warunek   | Present (participating from Macomb County, City of Fraser, Michigan) |

**3. APPROVAL OF AGENDA ~ Regular meeting of March 3, 2021:**

**Motion by Member:** KEIL      **Support by Member:** PERRY

**To:** Approve the agenda of March 3, 2021 as presented.

**AYES** 7 (BARR, COOK, CZARNECKI, FARINA, KEIL, PERRY, WARUNEK)

**NAYS** 0

**MOTION CARRIED**

**4. CHAIRPERSON'S OPENING REMARKS:**

Chairperson WARUNEK read the formal statement relative to the powers of the Planning Commission and the facts and conditions for granting site plan approval. Chairperson WARUNEK read the formal statement relative to virtual public meetings and remote participation.

**5. APPROVAL OF MINUTES February 3, 2021:**

**Motion by Member:** FARINA      **Supported by Member:** CZARNECKI

**To:** Approve the minutes of the February 3, 2021 as corrected. Corrections include:

1. Revising the comments stated by Chairperson WARUNEK pertaining to the site plan discussion for 01-19SUB / Max Mancini / Garfield Park – SUB Parcels 1-10 / Site Plan Amendment;
2. Removing DONALD DeNAULT from the Also Present list;
3. Revising the comments stated by Commissioner CZARNECKI pertaining to the hours of operation for SLU 20-001 / Jim Butler on behalf of A&A Management / Part of 34400 Utica Road / To obtain a Special Land Use Approval for a fast-food restaurant in the "CG – Commercial General" Zoning District;
4. Revising the roll call for Approval of the Agenda to note that Commissioner BARR was muted;
5. Revising the roll call for 01-19SUB / Max Mancini / Garfield Park – SUB Parcels 1-10 / Site Plan Amendment to note that Commissioner CZARNECKI was opposed;



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6. Correcting a spelling error pertaining to Unfinished Business item C, City of Fraser 2021 Master Plan from "MOTION CRRIED" to "MOTION CARRIED."

**AYES**        7 (BARR, COOK, CZARNECKI, FARINA, KEIL PERRY, WARUNEK)  
**NAYS**        0  
**MOTION CARRIED**

**6. New Business**

**A. PUBLIC HEARING: None**

**B. SP 21-001 Jay Parks on Behalf of Fraser CS LLC / 32200 Groesbeck Highway / Proposed Building Addition**

DISCUSSION: URBIEL explained the existing site is a former bank. The current occupant of the building is Cremation Source, a cremation planning business. The current site is utilized for office space. The subject of the application is to enclose the current canopy to utilize as a storage facility to accommodate increased growth of their business. The applicant is also requesting to change the exterior appearance of the building. The proposed enclosure would result in approximately 1,584 square feet in additional occupiable space. The proposal includes a new loading door and additional rear exit of the building. The applicant is also proposing additional front yard landscaping.

URBIEL noted that the applicant should clarify the anticipated site circulation and the anticipated vehicle traffic that may be generated by constructing the additional storage space. The public safety review also resulted in a request for the applicant to clarify the dimensions of the site turnaround drive to confirm safety vehicles would be able to turn around on the site efficiently. The applicant provided the new façade is planned to be clad masonry with aluminum composite.

PARKS and TERRY BILOVUS, contractors for the applicant added that the brick masonry will be carried around the building and the color for the composite has not yet been chosen. WARUNEK explained that the original site was planned for office space.

FARINA questioned if any bodies will be stored at this facility. BILOVUS explained that the owner does not plan to store any bodies at the facility. CZARNECKI questioned how body storage would affect the property zoning. URBIEL noted that storing bodies would require special land use approval. PARKS noted that shipments to the site would include office supplies, urns, cremation boxes, and other similar products.

FARINA questioned if the City's Ordinance requires that the front façade materials must wrap around the entire building. PARKS confirmed that the same materials will be used around the entire building. The Commission discussed giving URBIEL authority to approve building façade color when selected.

CZARNECKI noted that the site currently has ample underutilized parking. Additionally, the dumpster does not have a door or proper enclosure. TRAXLER explained that it is reasonable to require the dumpster be brought up to Ordinance and building code standards as a condition of approval.

**Motion by Member: FARINA        Supported by Member: CZARNECKI**

**To:** Approve SP 21-001 Jay Parks on Behalf of Fraser CS LLC / 32200 Groesbeck Highway / Proposed Building Addition, with the following conditions:

1. The applicant confirms to the City's satisfaction that appropriate emergency vehicle access is preserved at the North Driveway;
2. The applicant demonstrates to the City Engineer's satisfaction that the proposed enclosure does not impede or modify existing surface drainage patterns;
3. The applicant provide a revision date on all future revised submitted plans;

**CITY OF FRASER PLANNING COMMISSION MEETING  
MUNICIPAL BUILDING ~ 33000 GARFIELD ROAD  
Wednesday, March 3, 2021  
MINUTES APPROVED MAY 5, 2021**

4. No human remains or bodies shall be stored or passed through the site and the use shall be conducted strictly as stated in the letter from the applicant dated February 25, 2021, specifically for the purposes of consulting and meeting with families who choose direct cremation services and also to provide retail purchases of urns and memorial printing services associated with the aforementioned services. At no time shall the site conduct any traditional funeral services provided or hosted within the building (i.e., visitations, funeral hosting, embalming, or storage of corpses, cadavers, or human remains);
5. Improve the dumpster enclosure to code standards;
6. Administrative approval of the color of the aluminum cladding.

**AYES:** 7 (BARR, COOK, CZARNECKI, FARINA, KEIL, PERRY, WARUNEK)

**NAYS:** 0

**MOTION CARRIED**

**7. UNFINISHED BUSINESS:**

**A. 2020 City of Fraser Planning Commission and Zoning Board of Appeals Annual Report**

DISCUSSION: URBIEL noted that the APP was revised per the Commission's comments from the February 3, 2021 Planning Commission Meeting. URBIEL noted the City's ZBA Members will be sent a copy of this Report.

**Motion by Member:** FARINA

**Supported by Member:** KEIL

**To:** Approve the draft 2020 Fraser Planning Commission and Zoning Board of Appeals Annual Report and instruct staff to transmit to City Council.

**AYES:** 7 (BARR, COOK, CZARNECKI, FARINA, KEIL, PERRY, WARUNEK)

**NAYS:** 0

**MOTION CARRIED**

**B. City of Fraser 2021 Master Plan**

DISCUSSION: TRAXLER explained that the draft was considered by City Council for distribution at the Council's February 2021 Meeting. Three Planning Commissioners were in attendance at that meeting. City Council unanimously approved distribution of the draft Plan to the required distribution entities. A distribution letter was submitted to the distribution entities On Wednesday, February 24, 2021. The public hearing for the Plan will be held by the Planning Commission at the May 5, 2021 regularly scheduled meeting.

**8. PUBLIC COMMUNICATIONS ON NON-AGENDA ITEMS:**

DISCUSSION: None.

**9. ZONING BOARD OF APPEALS MEMBER LIASION REPORT:**

DISCUSSION: FARINA noted the ZBA meeting March 2021 was canceled.

**10. COMMISSIONERS' COMMENTS AND ITEMS OF INTEREST / CONCERNS:**

Member Barr: None.

Member Cook: Told the group to be safe and see them next month.

Member Czarnecki: Asked if any applications will be on the agenda next month.

Member Perry: None.

Member Farina: Drove by 13 Mile and Groesbeck and it is under construction and stay safe.

Member Kiel: None.

Chair Warunek: Taco Bell is open with hopefully temporary certificate of occupancy and make sure the buffer will be constructed on the site.

McKenna: A pre-application meeting was held for an industrial property on Kelly Road so that application may come in for the April 2021 Meeting. Deadlines for required updates will be underway within the next few months on the former Dairy Queen site.



**CITY OF FRASER PLANNING COMMISSION MEETING  
MUNICIPAL BUILDING ~ 33000 GARFIELD ROAD  
Wednesday, March 3, 2021  
MINUTES APPROVED MAY 5, 2021**

City Attorney: None.

**Motion by Member:** FARINA

**Supported by Member:** KEIL

**To:** Authorize the City Planner to send out notices for a public hearing to be held at the May 5, 2021 Planning Commission Meeting.

**AYES** 7 (BARR, COOK, CZARNECKI, FARINA, KEIL, PERRY, WARUNEK)

**NAYS** 0

**MOTION CARRIED**

**11. ADJOURNMENT:**

**Motion by Member:** KEIL

**Support by Member:** FARINA

**To:** ADJOURN THE MEETING OF MARCH 3, 2021 at 8:26 PM

**AYES** 7 (BARR, COOK, CZARNECKI, FARINA, KEIL, PERRY, WARUNEK)

**NAYS** 0

**MOTION CARRIED**

Audience members: None.

City of Fraser Parks & Recreation Commission  
Minutes of the Regular Meeting  
Tuesday, April 6, 2021  
7:00 pm Virtual Meeting via Zoom

A regular meeting of the Fraser Parks and Recreation Commission was conducted on the above date Via Zoom due to stay-at-home orders surrounding Covid-19.

**1. Call meeting to order**

- Chairperson Sarah Kelley called the meeting to order at 7:03 p.m.

**2. Pledge of Allegiance**

**3. Roll Call**

- **Present:** Chairperson Sarah Kelley, Vice Chairperson Dana Sutherland, Commissioners David Bogdan, Echo Hunt
- **Also Present:** Vincent Neyland (City Administration), David Winowiecki (City Council)
- **Absent:** Christine Koch (excused), Chris Meller

**4. Approval of Agenda for April 6, 2021**

- Motion made by Echo Hunt to approve the agenda, second by Sarah Kelley
- Approved by all present

**5. Approval of Meeting Minutes of March 2, 2021**

- Motion was made to approve the minutes by Sarah Kelley, second by Dana Sutherland
- Approved by all present

**6. Report on Parks**

- Discussion took place about creating a new 5-year plan.
- How the 5-year plan has typically been developed in the past.
- Purpose of the 5-year plan
- Due date of the 5-year plan was discussed and the possibility of an extension of the due date.
- Mr. Neyland did not think there would be a problem to update the 5-year plan by the due date of December 2021. Requested the Parks & Recreation Commission input new suggestions.



City of Fraser Parks & Recreation Commission  
Minutes of the Regular Meeting  
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- Motion to table of discussion until the May meeting by Commissioner Kelley, second by Commissioner Hunt.
  - Approved by all present

**7. Volunteer Group Reports**

- Updates on McKinley Park from Fraser First Boosters
  - Sherry Stein gave an update on McKinley park that included:
    - Installation of the new music pieces has been completed.
    - Just completed the sand table that was made by the Boy Scouts and installed by our on-call volunteer fire department. Complimented them on the outstanding job they did on the installation. Another great community effort.
    - Presently working on the sensory garden
    - The fairy and troll doors are also in the process of being installed on several trees May 24, 2021.
    - McKinley Park is near completion and soon Fraser First Boosters will be looking for a new project.
    - Women for Humanity has volunteered to install the garden beds May 24, 2021.
    - Hoping to have an opening event on completion of the park if the pandemic will cooperate hopefully this summer (2021).
    - Their next meeting will be April 27, 2021 at 6:30 pm on Zoom there will be information on ENUFF and the Fraser Firsts Facebook pages.
- Fix the Fort
  - Sarah Kelly reached out to the Fix the Fort group and the group is still officially on hold due to the pandemic, but they do look forward to starting up again in the near future.
  - There was a short discussion about what the group does for the Fort Fraser and a bit of the history.

City of Fraser Parks & Recreation Commission  
Minutes of the Regular Meeting  
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7:00 pm Virtual Meeting via Zoom

- Sarah will continue to keep in contact with the group.
- Fraser Farmers Market
  - Nancy Berube turned the Farmer's Market over to Vincent Neyland and the Parks & Recreation Commission to continue the group.
  - A thank you to Nancy for all the hard work she did planning and developing the Fraser Farmers market.

## 8. Event Planning

- **Spring Park Cleanup**
  - There was a discussion about the park clean up.
    - Several suggestions were made as to how to proceed with the park clean up.
    - There was some review of past park cleanup events from past years and how they were conducted.
    - The question arose about what online sign-up services we have and what was used in the past for sign-ups and surveys.
    - The suggestion was made that if we survey the residents that we use the same survey questions that were used in the past (5-Year Plan) to make tracking responses more usable for events and the 5-year plan.
    - Motion was made by Dana Sutherland to tentatively schedule the Parks Cleanup Events for Thursday April 22, 2021 (Earth Day) as a clean up your area day for cleaning up around your home and helping your neighbors and Saturday April 24, 2021 to meet and start at Fort Fraser and then break into smaller groups and move to clean up selected neighborhood parks. 2<sup>nd</sup> by Sarah Kelley.
    - Approved by all present.
- **Park Repairs**
  - Short discussion on possible needs for park repairs.



City of Fraser Parks & Recreation Commission  
Minutes of the Regular Meeting  
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- Mr. Neyland listed some of the needs at some parks and what DPW will be doing.
- Park restrooms have been unlocked and water turned on for the season.
- Price quote requests have been sent out for park signs.
- Concerns were brought up regarding the new tall structure at Somerset where children can climb out on the upper level through the netting on the back of the structure.
- Concerns about the child recently getting stuck in one of the gaps in the structure installed at Somerset Park. Public safety had to come to the park and free her.
- Concerns about children climbing on the outside of the new structure at Somerset Park.
- **Food Truck Rally**
  - Dana Sutherland made motion was made to form a subcommittee for a Food Truck Rally. Second by Commissioner Bogdan.
  - Approved by all present.

**9. Overview Report of Parks and Recreation (City Assistant Mgr.)**

- **Structure of Parks & Recreation**
  - Mr. Neyland explained that the senior activity center, pavilion rentals, baseball, softball, and tee ball are all on hold due to covid and the numbers going the wrong way in Michigan.
  - Many of the programs cannot be monitored and enforced regarding safe practices for covid like the pavilion rentals.
  - Worried about contact tracing coming back to an event that the city allowed. He will not endorse it.
  - He asks for people to be patient until the numbers start going another direction.
  - Until then everything is on hold until further notice.

City of Fraser Parks & Recreation Commission  
Minutes of the Regular Meeting  
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- Mr. Neyland wants to be fair and not allow one program and not the others. Does not want to open one area and not another.
- The Senior Center will need at least two people to run the Senior Activity Center for greeting and sign up. But maybe we could start with one. Then the building must be cleaned up because it has been shuttered for months and it is a big project for one person to handle.
- Mr. Neyland has to go to city council to hire employees to open it and doesn't want to go before city council while the city is in the state of emergency due to Covid-19.
- Mr. Neyland wants the commission to keep planning things like the Farmers Market and the Meet the Easter Bunny until parks and recreation can be reopened.
- Commissioner Bogdan pointed out that the highest number of people vaccinated against covid are seniors 50 years old and older and the senior programs can be monitored and vaccine cards required for participation and or to enter the building. No need to wait to plan these activities.
- Commissioner Bogdan pointed out and showed calendars from neighboring cities: Roseville, St. Clair Shores, and Clinton Township for their senior programming.
- Mr. Neyland reiterated that we need employees; we need to clean up the activity center; we need to plan activities, but the bottom line is that he is not comfortable because of the current state of covid numbers.
- Commissioner Sutherland suggested that there be some middle ground because there are things that can be done carefully and safely and that it is wrong to take an all or nothing approach.
- Mr. Neyland wants us to plan and asked what programs we had and what programs we want.



City of Fraser Parks & Recreation Commission  
Minutes of the Regular Meeting  
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7:00 pm Virtual Meeting via Zoom

- Sarah Kelley asked Commissioner Bogdan if there were any programs he would suggest.
- Commissioner Bogdan suggested several senior health programs that the parks and recreation department ran and explained ways to run those programs.
- Mr. Winowiecki pointed out that no amount of talking is going to make a difference here. Mr. Neyland has clearly explained the function of the commission and we need to get our suggestions for activities together and send them to Vince.
- Mr. Winowiecki suggested that the city cannot hire people to run the activity center because they are all on unemployment and do not want to work for what the city would pay them.
- **Status of Programs**
  - (Topic included above)

**10. Report on special events**

- **Meet the Easter Bunny event**
  - Commissioner Sutherland discussed the success of the event.
  - Gave a thank you to the Fraser First Boosters who helped out.
  - Thanked the Mayor and the Firefighters that supported the event.
  - Thanked the volunteers that came out to support the event.
  - Gave the extra items that were left over to Fraser First Boosters to help with their event and some to Mayor Carnegie for an event that he was planning with the Firefighters.
  - Thank you to Mr. Sutherland for doing a great job playing the Easter bunny.

**11. Other Business**

- **Interview Candidate for Empty Commission seat**

Only one person applied so questioning was waved in leu of an introduction.

City of Fraser Parks & Recreation Commission  
Minutes of the Regular Meeting  
Tuesday, April 6, 2021  
7:00 pm Virtual Meeting via Zoom

- **Recommendation of candidate to city council**

- Commissioner Sutherland made a motion to the Fraser City Council to approve Amanda Rolens for the Fraser Parks and Recreation Commission seat available for the term ending December 21, 2022. Second by Commissioner Bogdan.
- Approved by all present.

**12. Citizens with Concerns**

- Laura Lesich thanked Amanda for all her efforts helping with city events and welcome Sunny to the park commission.
  - Pointed out that she was at Fort Fraser that day and no one was wearing masks or taking precautions due to covid. Thinks that people are responsible for themselves and if they want to be out there in the parks, they should be allowed to enjoy their life as they see fit.
  - Does not understand why the city wouldn't go ahead with pavilion rentals for citizens that want to enjoy the parks. It is up to the citizens to keep themselves safe.
  - Pointed out that years ago there was almost no support for the parks and the previous director was very creative in getting volunteers to do maintenance work that should have been done by the DPW. Examples were painting park equipment and garbage cans to make things look better.
  - Supports opening up small events for the seniors. They are the ones suffering the most and are probably the ones most safe right now with covid.
  - Lets get moving on activities so that our residents are not looking to other cities for activities. We have an opportunity to make a better city for ourselves.



City of Fraser Parks & Recreation Commission  
Minutes of the Regular Meeting  
Tuesday, April 6, 2021  
7:00 pm Virtual Meeting via Zoom

**13. Commissioners with Concerns**

- Commissioner Hunt
  - Brought up some items that she would like to develop further, get opinions on, for and added to the next agenda. Suggestions for a hide and seek for kids and a garden walk/competition.
  - Mr. Winowiecki offered some helpful advice on how the process works for approval of events by the city council.
- Commissioner Bogdan
  - Thanked Dana for putting together the Easter event and the volunteers that helped her. Thanked Laura Lesich for citizens comments. Thanked the commission for being there and welcomed Amanda Rolens to the parks and recreation commission.
- Commissioner Sutherland
  - Agreed with and thanked Laura Lesich for her citizen comments.
  - Hopes we can get things going so that all sides will be happy. Thanked the volunteers that helped with the Easter Event along with her husband for playing the easter bunny.
  - Welcomed Amanda Rolens to the commission.
  - Expressed her interest and concerns in the Farmers Market that we should be able to open soon with social distancing and other precautions. She will be reaching out to all of us for suggestions and help in making the May 8, 2021 opening of the Farmers Market a success.
- Commissioner Kelly
  - Happy that Amanda Rolens applied; we will soon have a full commission.
  - Mentioned the fun she and her boys had at the Easter event.

City of Fraser Parks & Recreation Commission  
Minutes of the Regular Meeting  
Tuesday, April 6, 2021  
7:00 pm Virtual Meeting via Zoom

- Thanked Nancy Berube for her efforts setting up the Farmers Market and starting the efforts to create a dog park in the City of Fraser.

**14. Adjournment**

- A motion was made by Commissioner Sutherland to adjourn the meeting, seconded by Sarah Kelley.
- Approved by all present
- Chairperson Sarah Kelley adjourned that meeting at 9:19 pm

Respectfully Submitted

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Sarah Kelley  
Chairperson

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Dana Sutherland  
Vice Chairperson

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David Bogdan  
Secretary

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Vincent Neyland  
Assistant City Manager





## City of Fraser

### Check Disbursement Report

June 10, 2021

#### EXPENDITURES FOR APPROVAL

|                                    |           |                   |
|------------------------------------|-----------|-------------------|
| 101 GENERAL FUND                   | \$        | 259,559.64        |
| 202 MAJOR STREET FUND              | \$        | 4,364.00          |
| 203 LOCAL STREET FUND              | \$        | 808.56            |
| 210 AMBULANCE FUND                 | \$        | 3,453.10          |
| 226 GARBAGE AND RUBBISH COLLECTION | \$        | 139,187.84        |
| 267 GAMBLING FORFEITURE            | \$        | 41,000.00         |
| 270 SENIOR HOUSING                 | \$        | 20,561.55         |
| 592 WATER & SEWER FUND             | \$        | 277,287.91        |
| 661 MOTOR POOL                     | \$        | 23,310.12         |
| <b>VENDOR EXPENDITURES</b>         | <b>\$</b> | <b>769,532.72</b> |

| Check Date             | Bank | Check #  | Payee                            | Description                             | Account | Dept | Amount       |
|------------------------|------|----------|----------------------------------|-----------------------------------------|---------|------|--------------|
| Fund: 101 GENERAL FUND |      |          |                                  |                                         |         |      |              |
| 05/03/2021             | PNC  | 136159*# | ADVANCED PEST CONTROL            | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 267  | 100.00       |
| 05/03/2021             | PNC  | 136162   | BANK'S VACUUM - SHELBY TWP       | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 269  | 39.98        |
| 05/03/2021             | PNC  | 136164*# | CINTAS CORPORATION #354          | MATERIALS & SUPPLIES                    | 934.000 | 265  | 260.01       |
|                        |      |          |                                  | MATERIALS & SUPPLIES                    | 934.000 | 269  | 327.46       |
|                        |      |          |                                  | CHECK PNC 136164 TOTAL FOR FUND 101:    |         |      | 587.47       |
| 05/03/2021             | PNC  | 136167*# | CONSUMERS ENERGY                 | NATURAL GAS                             | 921.000 | 265  | 1,428.44     |
|                        |      |          |                                  | NATURAL GAS                             | 921.000 | 266  | 583.38       |
|                        |      |          |                                  | NATURAL GAS                             | 921.000 | 267  | 171.55       |
|                        |      |          |                                  | NATURAL GAS                             | 921.000 | 269  | 868.89       |
|                        |      |          |                                  | CHECK PNC 136167 TOTAL FOR FUND 101:    |         |      | 3,052.26     |
| 05/03/2021             | PNC  | 136172   | CITY OF FRASER                   | WATER                                   |         |      | ** VOIDED ** |
| 05/03/2021             | PNC  | 136174   | JOHN GILLIES                     | OPERATING SUPPLIES                      | 746.000 | 301  | 124.45       |
| 05/03/2021             | PNC  | 136177   | HAWK ANALYTICS                   | OPERATING SUPPLIES                      | 746.000 | 301  | 2,995.00     |
| 05/03/2021             | PNC  | 136179   | KERR ALBERT OFFICE SUPPLY        | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 260  | 364.10       |
| 05/03/2021             | PNC  | 136180   | KIRK, HUTH, LANGE & BADALAMENTI  | PROFESSIONAL SERVICES - MARCH 2021      | 801.800 | 210  | 1,817.75     |
| 05/03/2021             | PNC  | 136182#  | MACOMB COUNTY FINANCE DEPARTMENT | MATERIALS AND SUPPLIES                  | 752.000 | 136  | 23.50        |
|                        |      |          |                                  | MATERIALS AND SUPPLIES                  | 752.000 | 260  | 27.10        |
|                        |      |          |                                  | MATERIALS AND SUPPLIES                  | 752.000 | 301  | 47.07        |
|                        |      |          |                                  | PROFESSIONAL AND CONTRACTUAL SERVICES   | 801.000 | 301  | 110.00       |
|                        |      |          |                                  | MATERIALS AND SUPPLIES                  | 752.000 | 441  | 20.00        |
|                        |      |          |                                  | CHECK PNC 136182 TOTAL FOR FUND 101:    |         |      | 227.67       |
| 05/03/2021             | PNC  | 136183*# | MACOMB WHOLESALE SUPPLY          | MATERIALS & SUPPLIES                    | 742.000 | 265  | 224.75       |
|                        |      |          |                                  | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 690  | 224.75       |
|                        |      |          |                                  | CHECK PNC 136183 TOTAL FOR FUND 101:    |         |      | 449.50       |
| 05/03/2021             | PNC  | 136184   | MICHIGAN STATE POLICE            | FEE (SEX OFFENDER REGISTRATION)         | 816.000 | 301  | 210.00       |



06/01/2021 11:19 AM  
User: CAROLYNN  
DB: Fraser

CHECK DISBURSEMENT REPORT FOR CITY OF FRASER  
CHECK DATE FROM 05/01/2021 - 05/31/2021

Page 2/24

| Check Date             | Bank | Check #  | Payee                           | Description                             | Account | Dept | Amount          |
|------------------------|------|----------|---------------------------------|-----------------------------------------|---------|------|-----------------|
| Fund: 101 GENERAL FUND |      |          |                                 |                                         |         |      |                 |
| 05/03/2021             | PNC  | 136186#  | MICHIGAN DOOR                   | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 1,365.00        |
|                        |      |          |                                 | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 269  | 327.50          |
|                        |      |          |                                 | CHECK PNC 136186 TOTAL FOR FUND 101:    |         |      | <u>1,692.50</u> |
| 05/03/2021             | PNC  | 136187   | MSAB INC.                       | SOFTWARE MAINTENANCE AGREEMENTS         | 933.000 | 258  | 3,395.00        |
| 05/03/2021             | PNC  | 136188   | MUNICIPAL CODE CORPORATION      | SUBSCRIPTIONS AND PUBLICATIONS (CODE)   | 791.500 | 215  | 900.00          |
| 05/03/2021             | PNC  | 136192*  | R&R FIRE TRUCK REPAIR, INC      | OPERATING SUPPLIES                      | 746.000 | 301  | 1,623.15        |
| 05/03/2021             | PNC  | 136193*# | REINDEL TRUE VALUE              | VARIOUS SUPPLIES                        | 934.000 | 267  | 8.99            |
|                        |      |          |                                 | VARIOUS SUPPLIES                        | 746.000 | 301  | 2.71            |
|                        |      |          |                                 | VARIOUS SUPPLIES                        | 742.000 | 690  | 157.60          |
|                        |      |          |                                 | CHECK PNC 136193 TOTAL FOR FUND 101:    |         |      | <u>169.30</u>   |
| 05/03/2021             | PNC  | 136194   | ROBERT HALF INTERNATIONAL, INC. | PROFESSIONAL SERVICES                   | 801.800 | 215  | 1,354.94        |
|                        |      |          |                                 | PROFESSIONAL SERVICES                   | 801.800 | 215  | 1,221.20        |
|                        |      |          |                                 | CHECK PNC 136194 TOTAL FOR FUND 101:    |         |      | <u>2,576.14</u> |
| 05/03/2021             | PNC  | 136195   | ROSEDALE SOLUTIONS, LLC         | PROFESSIONAL AND CONTRACTUAL SERVICES   | 801.000 | 260  | 4,875.00        |
| 05/03/2021             | PNC  | 136196   | SHREDCORP                       | MONTHLY SHREDDING                       | 801.000 | 301  | 53.00           |
| 05/03/2021             | PNC  | 136197*# | SUPPLY DEN                      | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 42.65           |
|                        |      |          |                                 | MATERIALS & SUPPLIES                    | 742.000 | 269  | 82.53           |
|                        |      |          |                                 | CHECK PNC 136197 TOTAL FOR FUND 101:    |         |      | <u>125.18</u>   |
| 05/03/2021             | PNC  | 136198   | TRIDENT INSURANCE SERVICES      | PROPERTY LIABILITY INSURANCE            | 935.000 | 951  | 1,217.00        |
| 05/03/2021             | PNC  | 136199*# | VERIZON                         | COMMUNICATIONS (TELEPHONE, CELL, PHONE) | 850.000 | 260  | 107.89          |
|                        |      |          |                                 | COMMUNICATIONS (TELEPHONE, CELL, PHONE) | 850.000 | 301  | 372.82          |
|                        |      |          |                                 | COMMUNICATIONS (TELEPHONE, CELL, PHONE) | 850.000 | 441  | 99.03           |
|                        |      |          |                                 | CHECK PNC 136199 TOTAL FOR FUND 101:    |         |      | <u>579.74</u>   |

| Check Date             | Bank | Check #  | Payee                           | Description                             | Account | Dept | Amount   |
|------------------------|------|----------|---------------------------------|-----------------------------------------|---------|------|----------|
| Fund: 101 GENERAL FUND |      |          |                                 |                                         |         |      |          |
| 05/03/2021             | PNC  | 136201   | WHOLESALE TREE, INC             | CAPITAL OUTLAY - LAND IMPROVEMENTS      | 974.000 | 441  | 600.00   |
|                        |      |          |                                 | CAPITAL OUTLAY - LAND IMPROVEMENTS      | 974.000 | 441  | 150.00   |
|                        |      |          |                                 | CAPITAL OUTLAY - LAND IMPROVEMENTS      | 974.000 | 441  | 219.00   |
|                        |      |          |                                 | CHECK PNC 136201 TOTAL FOR FUND 101:    |         |      | 969.00   |
| 05/03/2021             | PNC  | 136202   | WOW INTERNET-CABLE-PHONE        | OTHER MISC COMMUNICATIONS (INTERNET)    | 852.000 | 258  | 2,505.60 |
| 05/07/2021             | PNC  | 136203   | 123.NET, INC.                   | COMMUNICATIONS (TELEPHONE, CELL, PHONE) | 850.000 | 258  | 481.85   |
| 05/07/2021             | PNC  | 136205   | AMERIGAS-STERLING HEIGHTS       | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 690  | 1,002.39 |
| 05/07/2021             | PNC  | 136206*  | AT&T                            | COMMUNICATIONS (TELEPHONE, CELL, PHONE) | 850.000 | 265  | 507.70   |
| 05/07/2021             | PNC  | 136207   | MAYSSA ATTIA                    | PROFESSIONAL SERVICES                   | 801.700 | 136  | 875.00   |
| 05/07/2021             | PNC  | 136210*# | BOUND TREE MEDICAL              | CARDIAC SCIENCE G5 AED                  | 752.000 | 441  | 1,349.99 |
|                        |      |          |                                 | G5 PEDIATRIC AED PADS                   | 752.000 | 441  | 165.00   |
|                        |      |          |                                 | CARDIAC SCIENCE G5 AED                  | 752.000 | 750  | 1,349.99 |
|                        |      |          |                                 | G5 PEDIATRIC AED PADS                   | 752.000 | 750  | 165.00   |
|                        |      |          |                                 | CHECK PNC 136210 TOTAL FOR FUND 101:    |         |      | 3,029.98 |
| 05/07/2021             | PNC  | 136211#  | C & G NEWSPAPERS                | PRINTING AND PUBLISHING                 | 900.000 | 410  | 381.60   |
|                        |      |          |                                 | PRINTING AND PUBLISHING                 | 900.000 | 801  | 305.28   |
|                        |      |          |                                 | CHECK PNC 136211 TOTAL FOR FUND 101:    |         |      | 686.88   |
| 05/07/2021             | PNC  | 136212   | CHRIS KOCH                      | SUPPLIES                                | 752.000 | 691  | 5.97     |
| 05/07/2021             | PNC  | 136214*# | DALE'S LANDSCAPING SUPPLY, INC. | VEHICLE REPAIRS AND MAINTENANCE         | 934.000 | 690  | 193.50   |
|                        |      |          |                                 | VEHICLE REPAIRS AND MAINTENANCE         | 934.000 | 690  | 64.50    |
|                        |      |          |                                 | VEHICLE REPAIRS AND MAINTENANCE         | 934.000 | 690  | 193.50   |
|                        |      |          |                                 | VEHICLE REPAIRS AND MAINTENANCE         | 934.000 | 690  | 32.25    |
|                        |      |          |                                 | VEHICLE REPAIRS AND MAINTENANCE         | 934.000 | 690  | 290.25   |
|                        |      |          |                                 | CHECK PNC 136214 TOTAL FOR FUND 101:    |         |      | 774.00   |
| 05/07/2021             | PNC  | 136215   | DITTMAN TREE SERVICE, INC       | PROFESSIONAL AND CONTRACTUAL SERVICES   | 801.000 | 441  | 5,100.00 |



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| Fund: 101 GENERAL FUND |      |          |                                    |                                      |         |      |          |
| 05/07/2021             | PNC  | 136216*# | DTE ENERGY COMPANY                 | ELECTRIC                             | 920.000 | 265  | 3,879.46 |
|                        |      |          |                                    | ELECTRIC                             | 920.000 | 266  | 1,091.68 |
|                        |      |          |                                    | ELECTRIC                             | 920.000 | 267  | 90.22    |
|                        |      |          |                                    | ELECTRIC                             | 920.000 | 269  | 581.33   |
|                        |      |          |                                    | ELECTRIC                             | 920.000 | 448  | 157.57   |
|                        |      |          |                                    | CHECK PNC 136216 TOTAL FOR FUND 101: |         |      | 5,800.26 |
| 05/07/2021             | PNC  | 136217*# | CITY OF FRASER                     | WATER                                | 918.000 | 265  | 26.26    |
|                        |      |          |                                    | WATER                                | 918.000 | 265  | 443.11   |
|                        |      |          |                                    | WATER                                | 918.000 | 266  | 103.03   |
|                        |      |          |                                    | WATER                                | 918.000 | 267  | 137.94   |
|                        |      |          |                                    | WATER                                | 918.000 | 267  | 56.80    |
|                        |      |          |                                    | CHECK PNC 136217 TOTAL FOR FUND 101: |         |      | 767.14   |
| 05/07/2021             | PNC  | 136218*# | GFL ENVIRONMENTAL USA              | DUE FROM LIBRARIES                   | 073.000 | 000  | 92.23    |
| 05/07/2021             | PNC  | 136219   | HALLAHAN & ASSOCIATES, P.C.        | PROFESSIONAL SERVICES (LEGAL)        | 801.800 | 210  | 1,254.00 |
| 05/07/2021             | PNC  | 136220   | HEWLETT-PACKARD FINANCIAL SERVICES | LEASED ASSETS                        | 983.000 | 258  | 900.14   |
|                        |      |          |                                    | LEASED ASSETS                        | 983.000 | 258  | 336.54   |
|                        |      |          |                                    | CHECK PNC 136220 TOTAL FOR FUND 101: |         |      | 1,236.68 |
| 05/07/2021             | PNC  | 136222   | JOHN'S LUMBER                      | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 690  | 48.55    |
| 05/07/2021             | PNC  | 136223#  | JOHNSON THERMOL TEMP INC.          | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 519.50   |
|                        |      |          |                                    | OTHER REPAIR AND MAINTENANCE         | 934.000 | 265  | 139.92   |
|                        |      |          |                                    | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 459.92   |
|                        |      |          |                                    | OTHER REPAIR AND MAINTENANCE         | 934.000 | 266  | 511.40   |
|                        |      |          |                                    | CHECK PNC 136223 TOTAL FOR FUND 101: |         |      | 1,630.74 |
| 05/07/2021             | PNC  | 136224   | DENNIS KOENDERS                    | MECHANICAL INSP.                     | 703.100 | 371  | 885.00   |
| 05/07/2021             | PNC  | 136226   | MACOMB COUNTY FINANCE DEPARTMENT   | COMMUNICIATIONS (VEHICLES)           | 850.500 | 301  | 1,839.89 |
| 05/07/2021             | PNC  | 136228   | MACOMB MECHANICAL, INC             | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 345.00   |
| 05/07/2021             | PNC  | 136230   | MICHIGAN DOOR                      | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 255.00   |

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| Fund: 101 GENERAL FUND |      |          |                                    |                                         |         |      |           |
| 05/07/2021             | PNC  | 136231   | OAKLAND COUNTY                     | COMPUTER SERVICES (CLEMIS)              | 948.000 | 301  | 1,325.50  |
| 05/07/2021             | PNC  | 136234   | PAM SHANK                          | SUPPLIES                                | 752.000 | 691  | 60.00     |
| 05/07/2021             | PNC  | 136235   | QMI GROUP, INC                     | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.000 | 691  | 7.50      |
| 05/07/2021             | PNC  | 136238   | ROBERT HALF INTERNATIONAL, INC.    | PROFESSIONAL SERVICES                   | 801.800 | 215  | 1,381.96  |
| 05/07/2021             | PNC  | 136239   | ROSEDALE SOLUTIONS, LLC            | PROFESSIONAL AND CONTRACTUAL SERVICES   | 801.000 | 260  | 1,875.00  |
| 05/07/2021             | PNC  | 136240   | CITY OF ROSEVILLE                  | MAIL OR POSTAGE                         | 851.000 | 136  | 402.98    |
| 05/07/2021             | PNC  | 136242   | JAMES SHIMKO                       | PLUMBING INSP.                          | 703.200 | 371  | 319.80    |
| 05/07/2021             | PNC  | 136243#  | SHRED-IT USA                       | SUPPLIES                                | 752.000 | 171  | 18.39     |
|                        |      |          |                                    | SUPPLIES                                | 752.000 | 209  | 18.38     |
|                        |      |          |                                    | SUPPLIES                                | 752.000 | 260  | 18.39     |
|                        |      |          |                                    | SUPPLIES                                | 752.000 | 371  | 18.39     |
|                        |      |          |                                    | CHECK PNC 136243 TOTAL FOR FUND 101:    |         |      | 73.55     |
| 05/07/2021             | PNC  | 136244   | SPEED CLEAN SERVICE                | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 690  | 75.00     |
|                        |      |          |                                    | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 690  | 75.00     |
|                        |      |          |                                    | CHECK PNC 136244 TOTAL FOR FUND 101:    |         |      | 150.00    |
| 05/07/2021             | PNC  | 136246   | TRAFFIC SAFETY ASSOC OF MACOMB CO. | MEMBERSHIPS                             | 915.000 | 301  | 434.40    |
| 05/07/2021             | PNC  | 136247   | TRI-COUNTY AQUATICS, INC           | POND MAINTENACE                         | 930.000 | 690  | 565.00    |
| 05/07/2021             | PNC  | 136249   | VECMAR COMPUTER SOLUTIONS          | SOFTWARE MAINTENANCE AGREEMENTS         | 933.000 | 258  | 75.00     |
| 05/07/2021             | PNC  | 136251   | WINDER POLICE EQUIPMENT            | OPERATING SUPPLIES                      | 746.000 | 301  | 40.00     |
| 05/14/2021             | PNC  | 136252*# | AEW                                | ENGINEERING SERVICES                    | 946.000 | 441  | 1,331.00  |
|                        |      |          |                                    | STREET REHABILITATION                   | 989.000 | 441  | 6,200.00  |
|                        |      |          |                                    | ENGINEERING SERVICES                    | 946.000 | 801  | 1,375.00  |
|                        |      |          |                                    | CHECK PNC 136252 TOTAL FOR FUND 101:    |         |      | 8,906.00  |
| 05/14/2021             | PNC  | 136254   | AMY CELL LLC                       | BALANCE DUE FOR FISCALYEAR 2021         | 801.100 | 101  | 12,000.00 |



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| Fund: 101 GENERAL FUND |      |          |                              | BALANCE DUE FOR FISCALYEAR 2021      | 801.100 | 101  | 2,099.64  |
|                        |      |          |                              | CHECK PNC 136254 TOTAL FOR FUND 101: |         |      | 14,099.64 |
| 05/14/2021             | PNC  | 136255   | APEX SOFTWARE                | APEX SKETCHING SOFTWARE LICENSE      | 933.000 | 258  | 705.00    |
| 05/14/2021             | PNC  | 136256   | BEAN BROS. TROPHY & AWARD    | OPERATING SUPPLIES                   | 746.000 | 301  | 221.00    |
| 05/14/2021             | PNC  | 136257   | BS&A SOFTWARE                | SOFTWARE MAINTENANCE AGREEMENTS      | 933.000 | 258  | 11,317.00 |
| 05/14/2021             | PNC  | 136260   | DETROIT ENERGY STREET LIGHTS | ELECTRIC (STREET LIGHTING)           | 920.100 | 448  | 18,399.53 |
| 05/14/2021             | PNC  | 136263#  | HENRY FORD HEALTH SYSTEM     | MEDICAL PROVIDER SERVICES            | 843.000 | 171  | 152.00    |
|                        |      |          |                              | MEDICAL PROVIDER SERVICES            | 843.000 | 441  | 78.00     |
|                        |      |          |                              | CHECK PNC 136263 TOTAL FOR FUND 101: |         |      | 230.00    |
| 05/14/2021             | PNC  | 136264#  | HP, INC.                     | SUPPLIES                             | 752.000 | 209  | 19.28     |
|                        |      |          |                              | SUPPLIES                             | 752.000 | 209  | 566.05    |
|                        |      |          |                              | SUPPLIES                             | 752.000 | 215  | 137.13    |
|                        |      |          |                              | SUPPLIES                             | 752.000 | 301  | 562.29    |
|                        |      |          |                              | SUPPLIES                             | 752.000 | 371  | 165.09    |
|                        |      |          |                              | SUPPLIES                             | 752.000 | 441  | 65.67     |
|                        |      |          |                              | SUPPLIES                             | 752.000 | 750  | 0.45      |
|                        |      |          |                              | CHECK PNC 136264 TOTAL FOR FUND 101: |         |      | 1,515.96  |
| 05/14/2021             | PNC  | 136265*# | JOHNSON CONTROLS             | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 266  | 469.91    |
|                        |      |          |                              | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 266  | 469.91    |
|                        |      |          |                              | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 267  | 1,411.38  |
|                        |      |          |                              | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 269  | 411.07    |
|                        |      |          |                              | CHECK PNC 136265 TOTAL FOR FUND 101: |         |      | 2,762.27  |
| 05/14/2021             | PNC  | 136266*  | JOHNSON THERMOL TEMP INC.    | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 1,018.00  |
|                        |      |          |                              | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 456.50    |
|                        |      |          |                              | CHECK PNC 136266 TOTAL FOR FUND 101: |         |      | 1,474.50  |
| 05/14/2021             | PNC  | 136270*# | MACOMB WHOLESALE SUPPLY      | MATERIALS & SUPPLIES                 | 742.000 | 265  | 630.00    |

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| Fund: 101 GENERAL FUND |      |          |                                 |                                         |         |      |           |
|                        |      |          |                                 | MATERIALS & SUPPLIES                    | 742.000 | 265  | 21.98     |
|                        |      |          |                                 | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 266  | 280.00    |
|                        |      |          |                                 | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 266  | 119.98    |
|                        |      |          |                                 | MATERIALS & SUPPLIES                    | 742.000 | 269  | 59.99     |
|                        |      |          |                                 | MATERIALS & SUPPLIES                    | 742.000 | 269  | 70.00     |
|                        |      |          |                                 | CHECK PNC 136270 TOTAL FOR FUND 101:    |         |      | 1,181.95  |
| 05/14/2021             | PNC  | 136271   | MAIL PLUS                       | MAIL OR POSTAGE                         | 851.000 | 260  | 44.20     |
| 05/14/2021             | PNC  | 136272   | 21ST CENTURY MEDIA - MICHIGAN   | PRINTING AND PUBLISHING                 | 900.000 | 101  | 701.25    |
|                        |      |          |                                 | PRINTING AND PUBLISHING                 | 900.000 | 101  | 525.25    |
|                        |      |          |                                 | CHECK PNC 136272 TOTAL FOR FUND 101:    |         |      | 1,226.50  |
| 05/14/2021             | PNC  | 136273   | O'REILLY RANCILIO PC            | PROFESSIONAL SERVICES (LEGAL)           | 801.800 | 210  | 10,076.55 |
|                        |      |          |                                 | PROFESSIONAL SERVICES (LEGAL)           | 801.800 | 210  | 84.00     |
|                        |      |          |                                 | PROFESSIONAL SERVICES (LEGAL)           | 801.800 | 210  | 182.00    |
|                        |      |          |                                 | PROFESSIONAL SERVICES (LEGAL)           | 801.800 | 210  | 996.00    |
|                        |      |          |                                 | CHECK PNC 136273 TOTAL FOR FUND 101:    |         |      | 11,338.55 |
| 05/14/2021             | PNC  | 136274#  | OFFICE DEPOT                    | SUPPLIES                                | 752.000 | 136  | 66.62     |
|                        |      |          |                                 | SUPPLIES                                | 752.000 | 136  | 4.99      |
|                        |      |          |                                 | SUPPLIES                                | 752.000 | 136  | 16.99     |
|                        |      |          |                                 | SUPPLIES                                | 752.000 | 260  | 48.34     |
|                        |      |          |                                 | CHECK PNC 136274 TOTAL FOR FUND 101:    |         |      | 136.94    |
| 05/14/2021             | PNC  | 136276*# | REINDEL TRUE VALUE              | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 39.03     |
|                        |      |          |                                 | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 269  | 65.74     |
|                        |      |          |                                 | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 690  | 148.07    |
|                        |      |          |                                 | CHECK PNC 136276 TOTAL FOR FUND 101:    |         |      | 252.84    |
| 05/14/2021             | PNC  | 136277   | ROBERT HALF INTERNATIONAL, INC. | PROFESSIONAL SERVICES                   | 801.800 | 215  | 1,419.97  |
| 05/14/2021             | PNC  | 136278   | SUPPLY DEN                      | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 19.22     |
| 05/14/2021             | PNC  | 136279*# | VERIZON                         | COMMUNICATIONS (TELEPHONE, CELL, PHONE) | 850.000 | 171  | 64.14     |



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| Fund: 101 GENERAL FUND |      |          |                              |                                         |         |      |          |
|                        |      |          |                              | COMMUNICATIONS (TELEPHONE, CELL, PHONE) | 850.000 | 260  | 64.62    |
|                        |      |          |                              | COMMUNICATIONS (TELEPHONE, CELL, PHONE) | 850.000 | 371  | 64.14    |
|                        |      |          |                              | COMMUNICATIONS (TELEPHONE, CELL, PHONE) | 850.000 | 441  | 1,145.23 |
|                        |      |          |                              | CHECK PNC 136279 TOTAL FOR FUND 101:    |         |      | 1,338.13 |
| 05/21/2021             | PNC  | 136282*# | AEW                          | ENGINEERING SERVICES                    | 946.000 | 441  | 2,688.30 |
| 05/21/2021             | PNC  | 136285   | ASSESSMENT ADMINISTRATION    | PROFESSIONAL SERVICES (ASSESSOR)        | 801.500 | 209  | 8,489.58 |
| 05/21/2021             | PNC  | 136286   | SUSAN BERLIN                 | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 690  | 120.00   |
| 05/21/2021             | PNC  | 136287   | BOBS SANITATION SERVICE, INC | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 690  | 190.00   |
| 05/21/2021             | PNC  | 136290#  | CINTAS CORPORATION #354      | MATERIALS & SUPPLIES                    | 742.000 | 265  | 50.03    |
|                        |      |          |                              | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 345.12   |
|                        |      |          |                              | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 230.29   |
|                        |      |          |                              | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 65.62    |
|                        |      |          |                              | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 205.15   |
|                        |      |          |                              | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 269  | 230.09   |
|                        |      |          |                              | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 269  | 153.53   |
|                        |      |          |                              | CHECK PNC 136290 TOTAL FOR FUND 101:    |         |      | 1,279.83 |
| 05/21/2021             | PNC  | 136292   | DANA SUTHERLAND              | SUPPLIES                                | 752.000 | 691  | 84.79    |
| 05/21/2021             | PNC  | 136296   | HENRY FORD HEALTH SYSTEM     | MEDICAL PROVIDER SERVICES               | 843.000 | 171  | 141.00   |
|                        |      |          |                              | MEDICAL PROVIDER SERVICES               | 843.000 | 171  | 12.32    |
|                        |      |          |                              | CHECK PNC 136296 TOTAL FOR FUND 101:    |         |      | 153.32   |
| 05/21/2021             | PNC  | 136297#  | JOHNSON THERMOL TEMP INC.    | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 861.49   |
|                        |      |          |                              | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 266  | 502.48   |
|                        |      |          |                              | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 267  | 156.20   |
|                        |      |          |                              | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 267  | 118.70   |
|                        |      |          |                              | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 268  | 392.80   |
|                        |      |          |                              | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 269  | 205.68   |
|                        |      |          |                              | CHECK PNC 136297 TOTAL FOR FUND 101:    |         |      | 2,237.35 |

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| Fund: 101 GENERAL FUND |      |          |                                  |                                       |         |      |          |
| 05/21/2021             | PNC  | 136298   | KIESLER POLICE SUPPLY, INC.      | OPERATING SUPPLIES                    | 746.000 | 301  | 216.27   |
| 05/21/2021             | PNC  | 136299   | KIRK, HUTH, LANGE & BADALAMENTI  | CITY ATTORNEY                         | 801.800 | 210  | 1,785.10 |
| 05/21/2021             | PNC  | 136300   | LEAF                             | LEASED ASSETS                         | 983.000 | 258  | 900.92   |
| 05/21/2021             | PNC  | 136302   | MACOMB COMMUNITY COLLEGE         | PROFESSIONAL DEVELOPMENT              | 910.000 | 301  | 800.00   |
| 05/21/2021             | PNC  | 136304#  | MACOMB COUNTY FINANCE DEPARTMENT | SUPPLIES                              | 752.000 | 171  | 23.50    |
|                        |      |          |                                  | SUPPLIES                              | 752.000 | 260  | 23.50    |
|                        |      |          |                                  | SUPPLIES                              | 752.000 | 301  | 47.00    |
|                        |      |          |                                  | SUPPLIES                              | 752.000 | 441  | 27.61    |
|                        |      |          |                                  | CHECK PNC 136304 TOTAL FOR FUND 101:  |         |      | 121.61   |
| 05/21/2021             | PNC  | 136305   | MICHIGAN STATE POLICE            | FEE (SEX OFFENDER REGISTRATION)       | 816.000 | 301  | 120.00   |
| 05/21/2021             | PNC  | 136308   | OAKLAND COUNTY                   | COMPUTER SERVICES (CLEMIS)            | 948.000 | 301  | 2,242.80 |
|                        |      |          |                                  | COMPUTER SERVICES (CLEMIS)            | 948.000 | 301  | 6,450.75 |
|                        |      |          |                                  | CHECK PNC 136308 TOTAL FOR FUND 101:  |         |      | 8,693.55 |
| 05/21/2021             | PNC  | 136309   | OFFICE DEPOT                     | SUPPLIES                              | 752.000 | 260  | 14.26    |
| 05/21/2021             | PNC  | 136311   | ROBERT HALF INTERNATIONAL, INC.  | PROFESSIONAL SERVICES                 | 801.800 | 215  | 1,488.67 |
| 05/21/2021             | PNC  | 136312   | ROCKET ENTERPRISE INC            | MATERIALS & SUPPLIES                  | 742.000 | 265  | 353.60   |
| 05/21/2021             | PNC  | 136314   | THOMSON REUTERS - WEST           | OPERATING SUPPLIES                    | 746.000 | 301  | 300.92   |
| 05/21/2021             | PNC  | 136316   | WARREN PIPE & SUPPLY CO.         | OTHER REPAIRS AND MAINTENANCE         | 746.000 | 301  | 35.80    |
| 05/27/2021             | PNC  | 136318   | 39TH DISTRICT COURT ROSEVILLE    | PROFESSIONAL AND CONTRACTUAL SERVICES | 801.000 | 136  | 802.50   |
| 05/27/2021             | PNC  | 136319*# | ADVANCED PEST CONTROL            | OTHER REPAIRS AND MAINTENANCE         | 934.000 | 267  | 120.00   |
| 05/27/2021             | PNC  | 136320   | AEW                              | Escrow Fee                            | 283.100 | 000  | 491.00   |
| 05/27/2021             | PNC  | 136321   | MAYSSA ATTIA                     | PROFESSIONAL AND CONTRACTUAL SERVICES | 801.000 | 136  | 875.00   |
| 05/27/2021             | PNC  | 136322   | BANK'S VACUUM - SHELBY TWP       | OTHER REPAIRS AND MAINTENANCE         | 934.000 | 269  | 112.95   |
| 05/27/2021             | PNC  | 136323   | BUDS LOCK & KEY INC              | OTHER REPAIRS AND MAINTENANCE         | 934.000 | 267  | 45.00    |



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| Fund: 101 GENERAL FUND |      |          |                                  |                                         |         |      |           |
| 05/27/2021             | PNC  | 136326*# | CONSUMERS ENERGY                 | NATURAL GAS                             | 921.000 | 265  | 928.86    |
|                        |      |          |                                  | NATURAL GAS                             | 921.000 | 266  | 277.72    |
|                        |      |          |                                  | NATURAL GAS                             | 921.000 | 267  | 114.93    |
|                        |      |          |                                  | NATURAL GAS                             | 921.000 | 269  | 476.35    |
|                        |      |          |                                  | CHECK PNC 136326 TOTAL FOR FUND 101:    |         |      | 1,797.86  |
| 05/27/2021             | PNC  | 136327*# | DALE'S LANDSCAPING SUPPLY, INC.  | VEHICLE REPAIRS AND MAINTENANCE         | 934.000 | 690  | 40.00     |
| 05/27/2021             | PNC  | 136330   | JOHN'S LUMBER                    | BUILDING, BUILDING ADDITIONS AND IMPROV | 934.000 | 269  | 544.47    |
| 05/27/2021             | PNC  | 136331   | JOHNSON THERMOL TEMP INC.        | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 269  | 2,000.00  |
| 05/27/2021             | PNC  | 136332   | JUDICIAL MANAGEMENT SYSTEMS INC  | SOFTWARE MAINTENANCE AGREEMENTS         | 933.000 | 136  | 2,400.00  |
| 05/27/2021             | PNC  | 136333   | MACOMB COUNTY FINANCE DEPARTMENT | COMMUNICIATIONS (VEHICLES)              | 850.500 | 301  | 145.77    |
| 05/27/2021             | PNC  | 136334*# | MACOMB WHOLESALE SUPPLY          | MATERIALS & SUPPLIES                    | 742.000 | 265  | 32.75     |
| 05/27/2021             | PNC  | 136335#  | MCKENNA ASSOCIATES               | PROFESSIONAL AND CONTRACTUAL SERVICES   | 801.000 | 371  | 5,200.00  |
|                        |      |          |                                  | PROFESSIONAL AND CONTRACTUAL SERVICES   | 801.000 | 371  | 9,603.25  |
|                        |      |          |                                  | PROFESSIONAL AND CONTRACTUAL SERVICES   | 801.000 | 371  | 8,076.50  |
|                        |      |          |                                  | PROFESSIONAL AND CONTRACTUAL SERVICES   | 801.000 | 371  | 10,815.00 |
|                        |      |          |                                  | PROFESSIONAL SERVICES (PLANNING)        | 801.900 | 801  | 15,646.25 |
|                        |      |          |                                  | PROFESSIONAL SERVICES (PLANNING)        | 801.900 | 801  | 10,586.50 |
|                        |      |          |                                  | PROFESSIONAL SERVICES (PLANNING)        | 801.900 | 801  | 8,230.50  |
|                        |      |          |                                  | PROFESSIONAL SERVICES (PLANNING)        | 801.900 | 801  | 10,280.25 |
|                        |      |          |                                  | CHECK PNC 136335 TOTAL FOR FUND 101:    |         |      | 78,438.25 |
| 05/27/2021             | PNC  | 136337   | OFFICE DEPOT                     | SUPPLIES                                | 752.000 | 260  | 294.82    |
| 05/27/2021             | PNC  | 136340   | CITY OF ROSEVILLE                | MAIL OR POSTAGE                         | 851.000 | 136  | 388.46    |
| 05/27/2021             | PNC  | 136342   | SPEED CLEAN SERVICE              | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 690  | 75.00     |
|                        |      |          |                                  | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 690  | 315.00    |
|                        |      |          |                                  | CHECK PNC 136342 TOTAL FOR FUND 101:    |         |      | 390.00    |

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| Fund: 101 GENERAL FUND |      |         |       |                                 |         |      |            |
|                        |      |         |       | Total for fund 101 GENERAL FUND |         |      | 259,559.64 |



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| Fund: 202 MAJOR STREET FUND          |      |          |                              |                            |         |      |          |
| 05/14/2021                           | PNC  | 136252*# | AEW                          | ENGINEERING SERVICES       | 946.000 | 463  | 2,107.00 |
| 05/14/2021                           | PNC  | 136262   | GRAND TRUNK WESTERN RAILROAD | TRAFFIC SERVICES - STREETS | 871.000 | 463  | 2,257.00 |
| Total for fund 202 MAJOR STREET FUND |      |          |                              |                            |         |      | 4,364.00 |

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| Fund: 203 LOCAL STREET FUND          |      |         |                                   |                            |         |      |        |
| 05/03/2021                           | PNC  | 136181  | MACOMB COUNTY DEPARTMENT OF ROADS | TRAFFIC SERVICES - STREETS | 871.000 | 463  | 137.86 |
| 05/21/2021                           | PNC  | 136303  | MACOMB COUNTY DEPARTMENT OF ROADS | TRAFFIC SERVICES - STREETS | 871.000 | 463  | 670.70 |
| Total for fund 203 LOCAL STREET FUND |      |         |                                   |                            |         |      | 808.56 |



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| Fund: 210 AMBULANCE FUND |      |          |                            |                                         |         |      |                 |
| 05/03/2021               | PNC  | 136191   | PRAXAIR DISTRIBUTION INC   | OPERATING SUPPLIES                      | 746.000 | 301  | 168.75          |
|                          |      |          |                            | OPERATING SUPPLIES                      | 746.000 | 301  | 229.45          |
|                          |      |          |                            | CHECK PNC 136191 TOTAL FOR FUND 210:    |         |      | <u>398.20</u>   |
| 05/03/2021               | PNC  | 136192*  | R&R FIRE TRUCK REPAIR, INC | OPERATING SUPPLIES                      | 746.000 | 301  | 160.00          |
| 05/03/2021               | PNC  | 136199*# | VERIZON                    | COMMUNICATIONS (TELEPHONE, CELL, PHONE) | 850.000 | 301  | 142.43          |
| 05/07/2021               | PNC  | 136237   | RICHMOND LENOX EMS         | CPR CARDS                               | 801.000 | 301  | 203.00          |
| 05/21/2021               | PNC  | 136288   | BOUND TREE MEDICAL         | OPERATING SUPPLIES                      | 746.000 | 301  | 712.90          |
|                          |      |          |                            | AED AND WALL MOUNT                      | 746.000 | 301  | 1,519.98        |
|                          |      |          |                            | CHECK PNC 136288 TOTAL FOR FUND 210:    |         |      | <u>2,232.88</u> |
| 05/21/2021               | PNC  | 136310   | PRAXAIR DISTRIBUTION INC   | OPERATING SUPPLIES                      | 746.000 | 301  | 316.59          |
|                          |      |          |                            | Total for fund 210 AMBULANCE FUND       |         |      | 3,453.10        |

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| Fund: 226 GARBAGE AND RUBBISH COLLECTION FUND |      |          |                               |                                                   |         |      |            |
| 05/03/2021                                    | PNC  | 136171   | FIRST AMERICAN TITLE INSUR CO | RECYCLING                                         | 033.000 | 000  | 167.13     |
| 05/03/2021                                    | PNC  | 136173   | GFL ENVIRONMENTAL USA         | TRASH PICK UP & DUMPSTERS 3 MONTHS                | 919.000 | 528  | 52,241.00  |
|                                               |      |          |                               | 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 136173 TOTAL FOR FUND 226:              |         |      | 69,555.23  |
| 05/07/2021                                    | PNC  | 136218*# | GFL ENVIRONMENTAL USA         | WASTE AND RUBBISH DISPOSAL                        | 919.000 | 528  | 50,770.24  |
|                                               |      |          |                               | CURBSIDE RECYCLING                                | 925.000 | 528  | 8,027.76   |
|                                               |      |          |                               | COMPOSTING                                        | 926.000 | 528  | 10,665.00  |
|                                               |      |          |                               | CHECK PNC 136218 TOTAL FOR FUND 226:              |         |      | 69,463.00  |
| 05/14/2021                                    | PNC  | 136268*  | LANDMARK BUILDING II CO INC   | RECYCLING                                         | 033.000 | 000  | 1.67       |
| 05/21/2021                                    | PNC  | 136315*  | TURN KEY TITLE AGENCY, LLC    | RECYCLING                                         | 033.000 | 000  | 0.81       |
|                                               |      |          |                               | Total for fund 226 GARBAGE AND RUBBISH COLLECTION |         |      | 139,187.84 |

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| Fund: 267 GAMBLING FORFEITURE          |      |         |                       |                                         |         |      |           |
| 05/21/2021                             | PNC  | 136284  | APOLLO FIRE EQUIPMENT | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 301  | 41,000.00 |
| Total for fund 267 GAMBLING FORFEITURE |      |         |                       |                                         |         |      | 41,000.00 |



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| Fund: 270 SENIOR HOUSING |      |          |                                  |                                      |         |      |          |
| 05/03/2021               | PNC  | 136159*# | ADVANCED PEST CONTROL            | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 600.00   |
|                          |      |          |                                  | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 100.00   |
|                          |      |          |                                  | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 120.00   |
|                          |      |          |                                  | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 100.00   |
|                          |      |          |                                  | CHECK PNC 136159 TOTAL FOR FUND 270: |         |      | 920.00   |
| 05/03/2021               | PNC  | 136164*# | CINTAS CORPORATION #354          | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 25.00    |
| 05/03/2021               | PNC  | 136166   | COMCAST                          | OTHER MISC COMMUNICATIONS (INTERNET) | 852.000 | 265  | 124.96   |
| 05/03/2021               | PNC  | 136167*# | CONSUMERS ENERGY                 | NATURAL GAS                          | 921.000 | 265  | 764.38   |
| 05/03/2021               | PNC  | 136178   | HD SUPPLY FACILITIES MAINTENANCE | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 379.00   |
|                          |      |          |                                  | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 4,005.00 |
|                          |      |          |                                  | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 1,338.00 |
|                          |      |          |                                  | CHECK PNC 136178 TOTAL FOR FUND 270: |         |      | 5,722.00 |
| 05/03/2021               | PNC  | 136193*# | REINDEL TRUE VALUE               | VARIOUS SUPPLIES                     | 934.000 | 265  | 355.15   |
| 05/03/2021               | PNC  | 136197*# | SUPPLY DEN                       | OTHER REPAIRS AND MAINTENANCE        | 934.000 | 265  | 63.68    |
| 05/07/2021               | PNC  | 136206*  | AT&T                             | UTILITIES                            | 918.000 | 265  | 185.39   |
| 05/07/2021               | PNC  | 136210*# | BOUND TREE MEDICAL               | G5 PEDIATRIC AED PADS                | 742.000 | 265  | 165.00   |
|                          |      |          |                                  | CARDIAC SCIENCE G5 AED               | 742.000 | 265  | 1,349.99 |
|                          |      |          |                                  | CHECK PNC 136210 TOTAL FOR FUND 270: |         |      | 1,514.99 |
| 05/07/2021               | PNC  | 136213   | CONSUMERS ENERGY                 | NATURAL GAS                          | 921.000 | 265  | 16.91    |
| 05/07/2021               | PNC  | 136216*# | DTE ENERGY COMPANY               | ELECTRIC                             | 920.000 | 265  | 811.98   |
| 05/07/2021               | PNC  | 136217*# | CITY OF FRASER                   | WATER                                | 918.000 | 265  | 2,840.50 |

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| Fund: 270 SENIOR HOUSING |      |          |                                 |                                         |         |      |          |
| 05/07/2021               | PNC  | 136233   | OTIS ELEVATOR COMPANY           | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 1,415.04 |
| 05/07/2021               | PNC  | 136236   | REFUSE EQUIPMENT SERVICES, INC. | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 931.25   |
| 05/07/2021               | PNC  | 136241   | KEN SHEPARD                     | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 1,103.00 |
|                          |      |          |                                 | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 595.00   |
|                          |      |          |                                 | CHECK PNC 136241 TOTAL FOR FUND 270:    |         |      | 1,698.00 |
| 05/14/2021               | PNC  | 136252*# | AEW                             | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 300.00   |
| 05/14/2021               | PNC  | 136265*# | JOHNSON CONTROLS                | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 669.86   |
|                          |      |          |                                 | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 669.86   |
|                          |      |          |                                 | CHECK PNC 136265 TOTAL FOR FUND 270:    |         |      | 1,339.72 |
| 05/14/2021               | PNC  | 136266*  | JOHNSON THERMOL TEMP INC.       | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 187.50   |
| 05/14/2021               | PNC  | 136270*# | MACOMB WHOLESALE SUPPLY         | MATERIALS & SUPPLIES                    | 742.000 | 265  | 70.00    |
|                          |      |          |                                 | MATERIALS & SUPPLIES                    | 742.000 | 265  | 119.98   |
|                          |      |          |                                 | CHECK PNC 136270 TOTAL FOR FUND 270:    |         |      | 189.98   |
| 05/14/2021               | PNC  | 136276*# | REINDEL TRUE VALUE              | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 271.87   |
| 05/14/2021               | PNC  | 136279*# | VERIZON                         | COMMUNICATIONS (TELEPHONE, CELL, PHONE) | 850.000 | 265  | 128.28   |
| 05/21/2021               | PNC  | 136293   | DONN NEWHOUSE                   | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 125.00   |
| 05/27/2021               | PNC  | 136319*# | ADVANCED PEST CONTROL           | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 100.00   |
| 05/27/2021               | PNC  | 136324   | CINTAS CORPORATION #354         | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 14.39    |
|                          |      |          |                                 | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 265  | 25.00    |
|                          |      |          |                                 | CHECK PNC 136324 TOTAL FOR FUND 270:    |         |      | 39.39    |
| 05/27/2021               | PNC  | 136325   | COMCAST                         | OTHER MISC COMMUNICATIONS (INTERNET)    | 852.000 | 265  | 124.97   |

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| Fund: 270 SENIOR HOUSING          |      |          |                  |             |         |      |           |
| 05/27/2021                        | PNC  | 136326*# | CONSUMERS ENERGY | NATURAL GAS | 921.000 | 265  | 365.61    |
| Total for fund 270 SENIOR HOUSING |      |          |                  |             |         |      | 20,561.55 |



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| Fund: 592 WATER AND SEWER FUND |      |          |                                 |                                         |         |      |          |
| 05/03/2021                     | PNC  | 136161   | AUDIO SENTRY CORPORATION        | OTHER REPAIRS AND MAINTENANCE (LIFT ST) | 934.500 | 527  | 190.00   |
| 05/03/2021                     | PNC  | 136163   | BUDS LOCK & KEY INC             | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 526  | 120.00   |
| 05/03/2021                     | PNC  | 136165   | CLANCY EXCAVATING CO.           | HAULING CONCRETE                        | 752.100 | 526  | 2,848.73 |
| 05/03/2021                     | PNC  | 136168   | CONTRACTORS PIPE & SUPPLY CORP  | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 526  | 12.67    |
| 05/03/2021                     | PNC  | 136169   | CORE & MAIN LP                  | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 526  | 438.56   |
|                                |      |          |                                 | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 526  | 660.28   |
|                                |      |          |                                 | CHECK PNC 136169 TOTAL FOR FUND 592:    |         |      | 1,098.84 |
| 05/03/2021                     | PNC  | 136175   | GREAT LAKES WATER AUTHORITY     | SEWAGE                                  | 917.000 | 527  | 4,814.66 |
|                                |      |          |                                 | SEWAGE                                  | 917.000 | 527  | 4,814.66 |
|                                |      |          |                                 | CHECK PNC 136175 TOTAL FOR FUND 592:    |         |      | 9,629.32 |
| 05/03/2021                     | PNC  | 136176   | GUNNERS METERS & PARTS, INC     | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 526  | 1,500.00 |
| 05/03/2021                     | PNC  | 136183*# | MACOMB WHOLESALE SUPPLY         | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 526  | 17.95    |
| 05/03/2021                     | PNC  | 136189   | OLIVER SOD FARM                 | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 526  | 125.00   |
| 05/03/2021                     | PNC  | 136193*# | REINDEL TRUE VALUE              | VARIOUS SUPPLIES                        | 752.100 | 526  | 163.24   |
| 05/07/2021                     | PNC  | 136204   | AMERICA'S FINEST                | SUPPLIES                                | 752.000 | 526  | 130.00   |
|                                |      |          |                                 | PRINTING AND PUBLISHING                 | 900.000 | 526  | 695.00   |
|                                |      |          |                                 | CHECK PNC 136204 TOTAL FOR FUND 592:    |         |      | 825.00   |
| 05/07/2021                     | PNC  | 136208   | AUDIO SENTRY CORPORATION        | OTHER REPAIRS AND MAINTENANCE (LIFT ST) | 934.500 | 527  | 47.50    |
| 05/07/2021                     | PNC  | 136209   | BATCO, INC.                     | PROFESSIONAL DEVELOPMENT                | 910.000 | 526  | 1,150.00 |
| 05/07/2021                     | PNC  | 136214*# | DALE'S LANDSCAPING SUPPLY, INC. | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 526  | 19.90    |
|                                |      |          |                                 | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 526  | 19.90    |
|                                |      |          |                                 | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 526  | 203.75   |
|                                |      |          |                                 | CHECK PNC 136214 TOTAL FOR FUND 592:    |         |      | 243.55   |

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| Fund: 592 WATER AND SEWER FUND |      |          |                                 |                                         |         |      |            |
| 05/07/2021                     | PNC  | 136216*# | DTE ENERGY COMPANY              | ELECTRIC                                | 920.000 | 527  | 439.20     |
| 05/07/2021                     | PNC  | 136217*# | CITY OF FRASER                  | WATER                                   | 918.000 | 526  | 26.26      |
| 05/07/2021                     | PNC  | 136227   | MACOMB COUNTY PUBLIC WORKS COMM | SEWAGE                                  | 917.000 | 527  | 216,731.00 |
| 05/07/2021                     | PNC  | 136229   | MADDOX IRRIGATION               | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 526  | 980.00     |
| 05/14/2021                     | PNC  | 136252*# | AEW                             | ENGINEERING SERVICES                    | 946.000 | 526  | 8,540.70   |
|                                |      |          |                                 | PROFESSIONAL AND CONTRACTUAL SERVICES   | 801.000 | 527  | 8,025.00   |
|                                |      |          |                                 | CHECK PNC 136252 TOTAL FOR FUND 592:    |         |      | 16,565.70  |
| 05/14/2021                     | PNC  | 136253   | AMERICA'S FINEST                | SUPPLIES                                | 752.000 | 526  | 70.00      |
|                                |      |          |                                 | SUPPLIES                                | 752.000 | 526  | 66.00      |
|                                |      |          |                                 | CHECK PNC 136253 TOTAL FOR FUND 592:    |         |      | 136.00     |
| 05/14/2021                     | PNC  | 136258   | C & G NEWSPAPERS                | PRINTING AND PUBLISHING                 | 900.000 | 526  | 262.35     |
| 05/14/2021                     | PNC  | 136261   | EJ USA, INC                     | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 526  | 122.30     |
| 05/14/2021                     | PNC  | 136268*  | LANDMARK BUILDING II CO INC     | WATER READY TO SERVE                    | 655.700 | 000  | 15.92      |
|                                |      |          |                                 | SEWER READY TO SERVE                    | 655.700 | 000  | 10.61      |
|                                |      |          |                                 | METER REPLACEMENT                       | 655.700 | 000  | 1.05       |
|                                |      |          |                                 | CHECK PNC 136268 TOTAL FOR FUND 592:    |         |      | 27.58      |
| 05/14/2021                     | PNC  | 136275   | PARAGON LABORATORIES            | OTHER REPAIRS AND MAINTENANCE           | 934.000 | 526  | 184.00     |
| 05/14/2021                     | PNC  | 136276*# | REINDEL TRUE VALUE              | SUPPLIES                                | 752.000 | 526  | 66.89      |
| 05/14/2021                     | PNC  | 136279*# | VERIZON                         | COMMUNICATIONS (TELEPHONE, CELL, PHONE) | 850.000 | 526  | 144.22     |
| 05/14/2021                     | PNC  | 136280   | WASHINGTON ELEVATOR CO., INC    | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 526  | 202.00     |
| 05/14/2021                     | PNC  | 136281#  | WHITLOCK BUSINESS SYSTEMS       | PROFESSIONAL AND CONTRACTUAL SERVICES   | 801.000 | 526  | 410.51     |
|                                |      |          |                                 | PROFESSIONAL AND CONTRACTUAL SERVICES   | 801.000 | 526  | 409.97     |



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|--------------------------------|------|----------|---------------------------------|-----------------------------------------|---------|------|------------|
| Fund: 592 WATER AND SEWER FUND |      |          |                                 |                                         |         |      |            |
|                                |      |          |                                 | MAIL OR POSTAGE                         | 851.000 | 526  | 1,025.52   |
|                                |      |          |                                 | MAIL OR POSTAGE                         | 851.000 | 526  | 1,048.66   |
|                                |      |          |                                 | PROFESSIONAL AND CONTRACTUAL SERVICES   | 801.000 | 527  | 410.51     |
|                                |      |          |                                 | PROFESSIONAL AND CONTRACTUAL SERVICES   | 801.000 | 527  | 409.97     |
|                                |      |          |                                 | MAIL OR POSTAGE                         | 851.000 | 527  | 1,025.52   |
|                                |      |          |                                 | MAIL OR POSTAGE                         | 851.000 | 527  | 1,048.67   |
|                                |      |          |                                 | CHECK PNC 136281 TOTAL FOR FUND 592:    |         |      | 5,789.33   |
| 05/21/2021                     | PNC  | 136282*# | AEW                             | PROFESSIONAL AND CONTRACTUAL SERVICES   | 801.000 | 527  | 4,875.00   |
| 05/21/2021                     | PNC  | 136289   | CHRISTIAN CONCRETE CUTTING INC. | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 526  | 300.00     |
| 05/21/2021                     | PNC  | 136291   | DALE'S LANDSCAPING SUPPLY, INC. | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 526  | 39.80      |
| 05/21/2021                     | PNC  | 136294   | FERGUSON WATERWORKS             | SOFTWARE MAINTENANCE                    | 761.000 | 526  | 3,300.00   |
| 05/21/2021                     | PNC  | 136295   | J.L. GEISLER CORP.              | SUPPLIES                                | 752.000 | 526  | 72.95      |
| 05/21/2021                     | PNC  | 136307   | MINI MIX, INC                   | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 526  | 475.00     |
|                                |      |          |                                 | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 526  | 1,500.00   |
|                                |      |          |                                 | CHECK PNC 136307 TOTAL FOR FUND 592:    |         |      | 1,975.00   |
| 05/21/2021                     | PNC  | 136315*  | TURN KEY TITLE AGENCY, LLC      | WATER COMMODITY                         | 642.100 | 000  | 6.95       |
|                                |      |          |                                 | WATER READY TO SERVE                    | 642.200 | 000  | 7.34       |
|                                |      |          |                                 | SEWER COMMODITY                         | 642.300 | 000  | 15.21      |
|                                |      |          |                                 | SEWER READY TO SERVE                    | 642.400 | 000  | 4.89       |
|                                |      |          |                                 | METER REPLACEMENT                       | 642.500 | 000  | 0.48       |
|                                |      |          |                                 | CHECK PNC 136315 TOTAL FOR FUND 592:    |         |      | 34.87      |
| 05/27/2021                     | PNC  | 136327*# | DALE'S LANDSCAPING SUPPLY, INC. | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 526  | 2,160.00   |
| 05/27/2021                     | PNC  | 136329   | GREAT LAKES WATER AUTHORITY     | SEWAGE                                  | 917.000 | 527  | 4,814.66   |
| 05/27/2021                     | PNC  | 136338   | OLIVER SOD FARM                 | OPERATING SUPPLIES (MATERIALS&SUPPLIES) | 752.100 | 526  | 67.00      |
|                                |      |          |                                 | Total for fund 592 WATER AND SEWER FUND |         |      | 277,287.91 |



| Check Date           | Bank | Check #  | Payee                              | Description                          | Account | Dept | Amount          |
|----------------------|------|----------|------------------------------------|--------------------------------------|---------|------|-----------------|
| Fund: 661 MOTOR POOL |      |          |                                    |                                      |         |      |                 |
| 05/03/2021           | PNC  | 136160   | AIRGAS USA, LLC                    | EQUIPMENT REPAIRS                    | 931.000 | 249  | 60.33           |
|                      |      |          |                                    | EQUIPMENT REPAIRS                    | 931.000 | 249  | 93.45           |
|                      |      |          |                                    | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 39.04           |
|                      |      |          |                                    | MOTOR POOL                           | 932.000 | 249  | 54.29           |
|                      |      |          |                                    | CHECK PNC 136160 TOTAL FOR FUND 661: |         |      | <u>247.11</u>   |
| 05/03/2021           | PNC  | 136170   | CRUISERS                           | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 85.00           |
| 05/03/2021           | PNC  | 136185   | MICHIGAN CAT                       | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 2,507.92        |
| 05/03/2021           | PNC  | 136190   | PALCO CAMPER                       | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 89.70           |
| 05/03/2021           | PNC  | 136200   | WEINGARTZ                          | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 184.49          |
|                      |      |          |                                    | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 196.00          |
|                      |      |          |                                    | CHECK PNC 136200 TOTAL FOR FUND 661: |         |      | <u>380.49</u>   |
| 05/07/2021           | PNC  | 136221   | J & P AUTO ELECTRIC                | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 150.00          |
| 05/07/2021           | PNC  | 136225   | LESLIE TIRE SERVICE, INC.          | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 652.00          |
| 05/07/2021           | PNC  | 136232   | OSCAR W. LARSON CO.                | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 1,100.00        |
| 05/07/2021           | PNC  | 136245   | SPENCER OIL COMPANY                | DIESEL FUEL                          | 758.000 | 249  | 2,125.47        |
|                      |      |          |                                    | GASOLINE                             | 759.000 | 249  | 6,863.44        |
|                      |      |          |                                    | CHECK PNC 136245 TOTAL FOR FUND 661: |         |      | <u>8,988.91</u> |
| 05/07/2021           | PNC  | 136248   | UNITED AUTO PARTS                  | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 150.73          |
| 05/07/2021           | PNC  | 136250   | WEINGARTZ                          | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 391.63          |
| 05/14/2021           | PNC  | 136259   | CRUISERS                           | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 133.00          |
| 05/14/2021           | PNC  | 136267   | L419 SUBURBAN FORD OF STERLING HTS | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 32.22           |
| 05/14/2021           | PNC  | 136269   | LESLIE TIRE SERVICE, INC.          | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 15.00           |
| 05/14/2021           | PNC  | 136276*# | REINDEL TRUE VALUE                 | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 7.95            |

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DB: Fraser

CHECK DISBURSEMENT REPORT FOR CITY OF FRASER  
CHECK DATE FROM 05/01/2021 - 05/31/2021

Page 24/24

| Check Date           | Bank | Check #  | Payee                     | Description                          | Account | Dept | Amount        |
|----------------------|------|----------|---------------------------|--------------------------------------|---------|------|---------------|
| Fund: 661 MOTOR POOL |      |          |                           |                                      |         |      |               |
| 05/21/2021           | PNC  | 136283   | AIRGAS USA, LLC           | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 91.08         |
|                      |      |          |                           | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 58.75         |
|                      |      |          |                           | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 52.90         |
|                      |      |          |                           | CHECK PNC 136283 TOTAL FOR FUND 661: |         |      | <u>202.73</u> |
| 05/21/2021           | PNC  | 136301   | LESLIE TIRE SERVICE, INC. | EQUIPMENT REPAIRS                    | 931.000 | 249  | 540.00        |
| 05/21/2021           | PNC  | 136306   | MIDDLETON AUTO PARTS      | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 200.00        |
| 05/21/2021           | PNC  | 136313   | SPARTAN DISTRIBUTORS      | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 95.95         |
| 05/21/2021           | PNC  | 136317   | WEINGARTZ                 | VEHICLE REPAIRS AND MAINTENANCE      | 931.000 | 249  | 1,063.88      |
| 05/27/2021           | PNC  | 136328   | FISHER AUTO PARTS, INC    | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 86.40         |
| 05/27/2021           | PNC  | 136334*# | MACOMB WHOLESALE SUPPLY   | EQUIPMENT REPAIRS                    | 752.000 | 249  | 94.95         |
| 05/27/2021           | PNC  | 136336   | MICHIGAN CAT              | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 5,108.56      |
| 05/27/2021           | PNC  | 136339   | OSCAR W. LARSON CO.       | VEHICLE REPAIRS AND MAINTENANCE      | 932.000 | 249  | 332.50        |
| 05/27/2021           | PNC  | 136341   | SPARTAN DISTRIBUTORS      | EQUIPMENT REPAIRS                    | 931.000 | 249  | 539.00        |
| 05/27/2021           | PNC  | 136343   | WEINGARTZ                 | EQUIPMENT REPAIRS                    | 931.000 | 249  | 114.49        |
|                      |      |          |                           | Total for fund 661 MOTOR POOL        |         |      | 23,310.12     |
|                      |      |          | TOTAL - ALL FUNDS         |                                      |         |      | 769,532.72    |

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

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



## **FRASER LION'S CLUB CITY FESTIVAL**

### **RESPONSIBILITIES**

#### **FIRE:**

- Fireworks approval
- City Insurance
- Inspect all Lion Club installations and setup

#### **POLICE:**

- Approves the Liquor License – Derek Demico (Lion's Club) then to PS Director
- All officers on patrol on the Sunday of the City Picnic
- Coordinates with the Sheriff's Explorers to get volunteer patrol; with two deputies to supervise
- Volunteers EMS station on Sunday

#### **DPW:**

- Set up electrical for use
- Sunday ONLY cleans during and after the city picnic
- Monday ONLY cleans the final wrap up of event
- Install hydrant meter and hose connections for camp site.
- Install water connection at diamond 2 location
- Install water connection at willow tree pavilion for Lions Club and food vendor.
- Move bleachers from diamond # 1 to back parking lot
- Move basketball benches from basketball court to fence line of parking lot.
- Replace all relocated items on the Monday following the event
- City bathrooms will remain CLOSED during the entire event

#### **CITY COUNCIL:**

- Approves use of Steffens Park
- Approves the contract for the fireworks

#### **RECREATION:**

- Liaison for the City to the Lions Club
- Parade Organization
- Organizes and presents the contract for fireworks
- Possible management of Premium Parking
- Sends out invoice to Lions for repayment after the event

#### **LION'S CLUB:**

- Holds contract for Carnival
- Liaison to the city for the carnival
- Rents tables, chairs, portapotties, dumpsters, fans. Deliveries anticipated Wednesday afternoon or Thursday morning



Manages liquor license and the beer distribution with Pettipren  
Obtains private security for Beer Tent Entrances  
Organizes and pays for bands for the Beer Tent  
Tent is Location controlled  
Manages food vendors  
Vendors have to have their licenses and permits in order for food  
Tie in power connection for Lions Club trailer from main power panel by willow tree pavilion  
Set-up and run power cable for food vendor area from main panel at willow tree to food area in tent  
Supply and set-up tables in main tent  
Supply and lay-out garbage cans throughout park  
Supply and install snow fence. Starting at south end of City Hall parking lot continuing down to 14-mile sidewalk by fire bay  
Connect and continue fence down 14-Mile to main park entrance from fire bay

The above items must be completed by Noon on Wednesday, July 21

Lions Club will be responsible for wage and fringe costs per hour associated with each of the items that the DPW performs

If there are any changes, the Lions are to notify the City Manager, Recreation Director, and/or DPW Director and DPW Supervisor. Memorialized in writing.

2021 invoice will contain the following:

- Actual City expenditures for purposes of the Event
- \$ TBD for Fireworks
- \$500.00 Special Event Permit
- Costs for Macomb County Sheriff's Department Services
- Cost of Materials Utilized
- \$500.00 Utilities (minimum)
- Actual cost of City Personnel
- Wages and Fringe for DPW hours in preparation and clean-up of event
- Sunday Overtime wages for Police and DPW



MENU

[HOME](#) • [OUR COMPANY](#) • [EMPLOYMENT](#) • [CONTACTS](#)**AMERICA'S  
CLEANEST &  
BRIGHTEST  
MIDWAY!****FRASER LION'S CLUB CITY FESTIVAL**

13

# FRASER LION'S CLUB CITY FESTIVAL

**JULY 22 - 25, 2021**

Location Information









## **Big Rock Amusements LLC**

### **Covid-19 Standard Operating Procedures**

Big Rock Amusements Is extremely excited to once again bring fun and adventure to communities across the states. We know these are troubling times and there are many concerns we all have. The following procedures have been set in place to create a safe environment for our patrons and employees.

- Social distancing will be enforced at all times.
- Physical space will be increased between patron and workers.
- Contact between patrons and workers will be limited.
- New training programs will be provided to workers instructing them on how to stay safe and keep patrons safe.
- Workers will be provided with personal protective equipment as per CDC guidelines
- Workers will be instructed to wear face coverings, as appropriate, per CDC guidelines
- Patrons will be encouraged to wear face coverings when not experiencing a ride or attraction.
- Touch free or contactless payment options will be provided throughout the midway. Patrons and workers are encouraged to utilize often.
- Patrons must always abide by the gathering ban per CDC guidelines.
- Parties with at least one patron who has been diagnosed or exhibiting symptoms of COVID-19 will be prohibited from entering the premises.
- Informative signage will be posted at entrances and throughout the establishment to remind patrons to adhere to the guidelines provided by the Center for Disease Control.
- New operations and sanitation procedures will be made available at [bigrockamusements.com](http://bigrockamusements.com) for patrons to review prior to their visit.
- Uniformed entrances will be established. Patrons will be subject to a temperature screening upon entering the venue.
- Face to face purchases will be reduced when possible

- All self-serve items have been removed and will be provided to patrons upon request.
- Workers will be required to monitor ques and enforce social distancing to prevent gatherings.
- Patrons are encouraged to utilize sanitation stations before entering each ride or attraction.
- Workers are required to clean and sanitize all contact surfaces between each ride cycle.
- The number of patrons will be reduced in order to meet social distancing guidelines.
- Some attractions that do not permit social distancing have been closed until further notice
- Seating areas will be reconfigured to promote social distancing.
- New procedures have been implemented to increase cleaning and sanitization frequency.
- Food service areas will adhere to the guidelines set fourth by the CDC for restaurants and dining services.





## **Big Rock Amusements LLC**

### **Covid-19 Standard Operating Procedures**

#### **Food & Concessions**

#### **EMPLOYEE PROTECTION**

- All employees will be screened for symptoms of Covid-19, upon arrival.
- Employees will subject to a temperature screening daily, upon arrival.
- If employee exceeds a temperature of 100.4 degrees Fahrenheit, they will not be permitted to work
- Dedicated face coverings and protective gloves will be provided and worn all employees
- Employees will be required to wash hands routinely, avoid touching faces and practice good raspatory etiquette when coughing or sneezing as per CDC guidance
- Employees are prohibited to congregate in common areas during breaks
- If employees are exhibiting and symptoms or felling ill they should stay home and report symptoms to a supervisor and seek medical attention immediately
- If an employee tests positive for Covid-19 The local Health Department will be notified immediately
- Signage on health policies will be posted throughout the workplace
- Employees will follow sanitation frequency guidelines as per CDC

#### **CONSUMER PROTECTION**

- Seating areas will be limited to no more than 10 guests per table per CDC guidance on group sizes
- Any outdoor waiting areas will be marked so that social distancing standards are met
- Tables and outside surrounding counter tops will be cleaned and sanitized frequently



# **INFECTIOUS DISEASE PREPAREDNESS AND RESPONSE PLAN**

COVID-19 EMPLOYEE AWARENESS TRAINING



## EDUCATION

It is important that we remain informed of the dangers presented by the spread and contamination of Covid-19 so we can do our part to protect both ourselves and our patrons.

Coronavirus is a respiratory virus which spreads primarily through droplets generated when an infected person coughs or sneezes, or through droplets of saliva or discharge from the nose. While these symptoms alone may not be critical for most, the virus has been proven fatal for some.

### SYMPTOMS INCLUDE

Fever (greater than 100.4 Fahrenheit)  
Chills  
Cough  
Shortness of breath or difficulty breathing  
Fatigue  
Muscle or body aches  
New loss of taste or smell  
Sore throat  
Congestion or runny nose  
Nausea or vomiting

BIG ROCK AMUSEMENTS LLC

#### Emergency Contact Information

EMAIL:

[info@bigrockamusements.com](mailto:info@bigrockamusements.com)

PHONE OR TEXT:

(989)239-5703

(248)660-1671

YOU CAN ALSO QUICKLY GET IN TOUCH WITH US USING INSTANT MESSENGER VIA FACEBOOK OR INSTAGRAM

@BIGROCKAMUSEMENTS

**IN THE LAST 14 DAYS HAVE YOU OR ANY ONE YOU HAVE BEEN IN CLOSE CONTACT WITH EXHIBITED ANY OF THESE SYMPTOMS?**

YES

NO

☐

(INITIAL HERE)

If you are experiencing any of these symptoms, **please** isolate yourself immediately and contact a supervisor immediately via phone, text, email or instant messenger using the information provided.

**FOR THE MOST RECENT UPDATES ON COVID-19:**

<http://www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html>

or

<http://www.osha.gov/publications/osh3990.pdf>

## ACTION

In order to reach our goal, we must embrace change.

New regimens and requirements have been set into motion and will continue to evolve as we learn and discover new ways to defend against infection.

## VIRUS PREVENTION & SANITATION THESE STANDARDS WILL BE STRICTLY ENFORCED COMPLIANCE IS MANDATORY FOR EMPLOYMENT

**Every employee will be provided with disinfectants as well as protective gear.**

### **Social distancing will be enforced.**

- Social distancing will be enforced at all times.
  - Physical space will be increased between patron and workers.
  - Contact between patrons and workers will be limited.
  - New training programs will be provided to workers instructing them on how to stay safe and keep patrons safe.
  - Workers will be provided with personal protective equipment as per CDC guidelines
  - Workers will be instructed to wear face coverings, as appropriate, per CDC guidelines
  - Patrons will be encouraged to wear face coverings when not experiencing a ride or attraction.
  - Touch free or contactless payment options will be provided throughout the midway. Patrons and workers are encouraged to utilize often.
  - Patrons must always abide by the gathering ban per CDC guidelines.
  - Parties with at least one patron who has been diagnosed or exhibiting symptoms of COVID-19 will be prohibited from entering the premises.
  - Informative signage will be posted at entrances and throughout the establishment to remind patrons to adhere to the guidelines provided by the Center for Disease Control.
  - New operations and sanitation procedures will be made available at [bigrockamusements.com](http://bigrockamusements.com) for patrons to review prior to their visit.
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  - Workers are required to clean and sanitize all contact surfaces between each ride cycle.
  - The number of patrons will be reduced in order to meet social distancing guidelines.
  - Some attractions that do not permit social distancing have been closed until further notice
  - Seating areas will be reconfigured to promote social distancing.
  - New procedures have been implemented to increase cleaning and sanitization frequency.
  - Food service areas will adhere to the guidelines set fourth by the CDC for restaurants and dining services.



## **KNOW THE RISKS**

Although we are committed to keeping our employees and patrons safe by any means necessary we unfortunately cannot guarantee that you will not be exposed to infectious diseases such as Covid-19.

It is your responsibility to observe and participate in all Covid-19 guidelines and determine if it is safe for you as well as those within your household to be a part of a work environment with this level of contamination risk factors.

---

By signing below, you are acknowledging the risks of exposure to Covid-19 that come along with re-entering a public work environment.

You are also releasing Big Rock Amusements LLC of any responsibility in any case involving the exposure to and/or spread of any infectious disease.

---

Name (please print)

---

Date

---

Signature

---

Date

---

Do you consent to a daily wellness screening?

☐

YES

☐

NO

**STEFFENS PARK LICENSE AGREEMENT**  
for  
**Annual Lions Fair and City Picnic**

**PARTIES.** This license agreement ("Agreement") is by and between the City of Fraser, a municipal corporation organized and existing under the laws of the State of Michigan, with a principal place of business at 33000 Garfield Road, Fraser, Michigan 48026 (the "City"), and Fraser Lions Club, a non-profit corporation, organized and existing under the laws of the State of Michigan, with a mailing address of 34540 Utica Road, Fraser, Michigan 48026 (the "Licensee").

**PURPOSE.** This Agreement sets forth the rights, obligations, and conditions of Licensee's use of property, fixtures, and buildings on City property known as Steffens Park (the "Park").

**RECITALS**

- The City owns Steffens Park and is responsible for preserving its resources and operating Steffens Park consistent with its fiduciary and statutory obligations to the public and taxpayers of the City of Fraser.
- Steffens Park is first and foremost a recreational space for the people of Fraser. The City prioritizes use of the Park space as a City park and as a place for respite, quiet enjoyment, and recreational activities.
- Each year, traditionally in July, the City has promoted an annual "City Picnic" held at Steffens Park. The event has grown over the years, due to the addition of the Licensee's fair ("Lions Fair"), from a single-day event to a weekend filled with activities, including carnival rides, vendors, charities, a parade, and a fireworks show.
- The Licensee has previously partnered with the City to organize and host the Lions Fair and City Picnic at Steffens Park (the "Event").
- The parties desire to continue their collaboration and to memorialize the terms of the arrangement for use of the Park by executing this Agreement.

For the public benefit and other consideration set forth herein, the City hereby grants a non-exclusive license ("License") to Licensee to use the Park for the annual Lions Fair and City Picnic subject to the terms and conditions set forth in Appendices A through G and Schedules 1 through 4.

IN WITNESS WHEREOF, the duly authorized representatives of the parties have executed this License.

WITNESS:

*Kelly Ann Dolland*  
*Kelly Ann Dolland*

WITNESS:

*Derek Damico*  
DEREK DAMICO

CITY OF FRASER

*D. Wayne O'Neal*  
D. Wayne O'Neal, City Manager / Date  
Authorized by vote of the City Council on December 13, 2018

FRASER LIONS CLUB

*Donald Kiefer*  
DONALD KIEFER, PRESIDENT  
Printed Name of Duly Authorized Agent  
*Donald Kiefer*  
Signature of Duly Authorized Agent / Date



# STEFFENS PARK LICENSE AGREEMENT

## for

### Annual Lions Fair and City Picnic

**PARTIES.** This license agreement ("**Agreement**") is by and between the City of Fraser, a municipal corporation organized and existing under the laws of the State of Michigan, with a principal place of business at 33000 Garfield Road, Fraser, Michigan 48026 (the "**City**"), and International Association of Lions Clubs [Fraser][DD1], a non-profit corporation, organized and existing under the laws of the State of Michigan, with a mailing address of 34540 Utica Road, Fraser, Michigan 48026 (the "**Licensee**").

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IN WITNESS WHEREOF, the duly authorized representatives of the parties have executed this License.

WITNESS:

**CITY OF FRASER**

\_\_\_\_\_  
D. Wayne O'Neal, City Manager / Date  
Authorized by vote of the City Council on December 13, 2018

WITNESS:

**INTERNATIONAL ASSOCIATION OF  
LIONS CLUBS FRASER**

\_\_\_\_\_  
Printed Name of Duly Authorized Agent

\_\_\_\_\_  
Signature of Duly Authorized Agent / Date



## APPENDIX A TERMS AND CONDITIONS

1. **PUBLIC BENEFIT & CONSIDERATION.** The Fraser City Council has determined that granting the License to the Licensee is for the public benefit, which consists of, but is not limited to, the provision of an annual gathering of City residents, visitors, and businesses to enjoy Steffens Park, revisit the City, experience carnival festivities, patronize unique vendors, participate in charitable undertakings, and enjoy family entertainment. Further, in recognition of the value the Park has in enabling the Licensee's fundraising, and also in recognition of the value Licensee's efforts and programming have to the public benefit and the City, the parties agree that Licensee shall pay the City's expenses associated with the City's overall administration, maintenance, and operations in accordance with Schedule 4. Licensee and the City recognize the consideration outlined in Schedule 4 reflects a balance of the following factors: the public benefit of Licensee's programming to the residents and to the vitality of the City (cultural, social, and economic); the value of the Park's assets to Licensee operations (including non-realized occupancy costs for office and storage uses to Licensee); administrative, maintenance, and operational costs to the City; and impacts to the Park and the surrounding area in terms of the wear and tear, transportation and parking, and off-site sound exposure.
2. **LICENSED AREA.** The City and Licensee agree that it is not the intention of the parties to transform the Park into a public forum. The Park currently has designated public forum areas and this Agreement does not expand or alter those areas. The Licensed Area is described in Schedule 1.
3. **AUTHORIZED ACTIVITIES.** Licensee is permitted to use the Licensed Area for those activities identified in Schedule 2 (the "**Authorized Activities**") and for no other purpose. Licensee shall conduct no other business, enterprise, program, or activity in, on, or around the Park unless specifically authorized by this Agreement or an amendment in writing hereto.
4. **SCHEDULING.** Schedule 3 of this License outlines the annual submittal timeline for a proposed schedule for each annual Event, as well as standards for approval of the schedule by the City Manager. The scheduling parameters listed in Schedule 3 establish the standards that shall be the basis for approval of Licensee's schedule. In addition, Licensee recognizes that adjustments to the parameters may be made annually by the City Manager.

The schedule, when approved annually in writing by the City Manager, shall become a part of this Agreement as Schedule 3, Addendum 1. Licensee shall conduct its operations in accord with Schedule 3. With the exception of a fireworks display approved by the Department of Public Safety, Licensee shall not schedule, stage, or promote any program, act, or performance in which pyrotechnics, explosives, or display of open flames are involved or used without prior and separate written approval.
5. **TERM.** The term of this Agreement shall be five (5) years commencing on January 1, 2019 and ending upon the conclusion of the fifth annual Event held in 2023 pursuant to this Agreement, unless terminated earlier as permitted herein or by agreement of the parties.
6. **EXTENSION OF TERM.** Licensee may at the conclusion of the fourth annual Event held in 2022 request, in writing to the City Council, an extension of this Agreement for up to an additional five (5) year term. The City shall negotiate in good faith an extension provided: (1) Licensee is not in violation or default of any material term of this Agreement; (2) Licensee has not received more than six (6) notices of default during the term; and (3) the City has not been obligated to make any financial contributions and has not absorbed any costs not specifically set forth in this Agreement (unless repaid to the City by Licensee) to maintain, organize, police, or otherwise facilitate the Event during the first four (4) years.



7. **EARLY TERMINATION.** Licensee may terminate this Agreement without penalty by written notice to the City upon the following conditions: (1) Licensee is not in default of any obligation; and (2) the City is provided notice no later than November 1<sup>st</sup> following the most recent Event held pursuant to this Agreement.
8. **DISCLOSURES.** In order to promote transparency and public confidence in financial transactions involving the use of the Park, Licensee shall provide timely financial information, including the following (the timing of the submittals below may be modified by the City Manager for good cause upon request of the Licensee presented in writing prior to the dates shown below):
- A. IRS Form 990 for the most recent two (2) fiscal years available.
  - B. Other event-related information (e.g., policies for cash handling, carnival operator contracts (excluding financial terms), staff training, vendor insurance, etc.) for inspection as may be requested by the City.
9. **AS IS CONDITION.** Licensee accepts the Licensed Area "as is" and as fit for the Licensee's intended purposes. City is under no obligation to improve, fit-up, or make ready the Licensed Area for Licensee's Authorized Activities.
10. **RESPONSIBILITY FOR COSTS OF OPERATIONS.** Unless otherwise stated in this Agreement, Licensee is responsible for all costs and expenses incurred by Licensee for performing its obligations under this Agreement and carrying out its mission. The City shall have no obligation to pay for, or reimburse, any costs associated with Licensee's performance under this Agreement.
11. **RESPONSIBILITY FOR COSTS OF FIREWORKS DISPLAY.** The City will pay for a fireworks display to be held during the final evening of the Event in an amount not to exceed eight thousand dollars (\$8,000.00), but Licensee shall reimburse the full amount to the City in accordance with Licensee's other payment and reimbursement obligations set forth herein. The Fraser City Council may increase the City's allocation for the fireworks display by resolution, but Licensee's reimbursement obligation will remain the same. Licensee may refer potential donors to the City, and the City may solicit and accept donations, toward the City's allocation for the fireworks display.
12. **INSPECTIONS.** To reimburse the City for the cost of required City inspections, Licensee shall apply and pay to the City the sum of five hundred dollars (\$500.00) for a special event permit through the City's Building Department.
13. **PUBLIC ACCESS.** Licensee agrees that, despite use of the Park for the Event, the public shall always be allowed access during the Event, and no one shall be excluded by Licensee absent a violation of Licensee's rules, which include but are not limited to regulations governing attire and family-friendly self-expression and a prohibition against guests and visitors carrying any weapons, contraband, or non-prescribed controlled substances in the Park during the Event. Licensee and its contractors/vendors shall display signage, approved by the City, in conspicuous locations throughout the Park conveying the Licensee's rules during the Event.
14. **FENCING/EVENT BOUNDARIES.** Licensee may fence the entire Park as a liquor-controlled space if permitted by the Michigan Liquor Control Commission.

End of Appendix A



## APPENDIX B

### PROPERTY REQUIREMENTS

1. **UTILITIES.** Licensee shall pay to the City the sum of five hundred dollars (\$500.00) to reimburse the City's costs for electricity and water utilities for the Event, as well as for grey water removal, beginning in 2020. Any other utilities associated with the Event may be separately metered and billed to the Licensee by the City. For the purposes of this section neither telephone nor other telecommunications utilities such as fiber optics, cable, internet service, wi-fi, or the like are utilities.
2. **MAINTENANCE.** Licensee shall be responsible at its own cost for maintaining any of its temporary structures, staging, or exhibits and for ensuring that any of its equipment is in good and sanitary condition and repair. Licensee shall also ensure that any temporary structures, staging, exhibits, and equipment of its vendors is in good and sanitary condition and repair, and that all vendors maintain adequate liability insurance. City shall be responsible for all maintenance of its own structures. Licensee shall notify the City as soon as possible in writing if Licensee identifies any City-owned areas that are in need of maintenance to preserve and protect the structural integrity of any building or to protect public health and safety.
3. **WASTE AND CLEAN-UP.** Licensee shall not allow any waste, rubbish, or other objectionable materials to accumulate within the Licensed Area or upon or around Park grounds. Licensee shall arrange for proper solid waste receptacles, the locations of which shall be approved by the City, and shall be responsible for all City costs associated with cleaning up debris and emptying trash bins during the Event and returning and restoring any exterior Licensed Area to a park-like condition after the Event. Licensee shall be solely responsible for removal of its own materials (including those belonging to contractors and vendors) and may contribute personnel to assist with the City's clean-up efforts in an effort to reduce Licensee's cost-reimbursement obligations for City personnel. To the extent the Licensed Area includes any building space, the building shall be kept clean, free of debris, and tidy.
4. **CAPITAL IMPROVEMENTS.** Licensee understands that the City may renovate, modify, or redesign the Park or portions thereof at any time, and implementation may cause disruption to Licensee's planning of programming and activities for the Event. The parties agree to work cooperatively to minimize the impacts of such initiatives on the Event.
5. **MODIFICATIONS.** No modifications of any kind to the Licensed Area, including structures within a Licensed Area, are permitted without prior written agreement of the City.
6. **EQUIPMENT/INSTALLATION OF ADDITIONAL EQUIPMENT.** With the prior written approval of the City, Licensee may install machinery, equipment, or other personal property. With advance written consent of the City, Licensee may remove such machinery, equipment, and other personal property from the Licensed Area, provided that any removal of machinery, equipment, or other personal property does not adversely affect the structural integrity of any structure. If any damage is caused by such removal, Licensee agrees to promptly repair such damage, to the satisfaction of the City, at its own expense.
7. **RIGHT OF ENTRY.** The City shall have the right to enter into and upon the Licensed Area including all buildings at all times to inspect, make repairs, or make improvements to City-owned structures and grounds, to remove items from the Licensed Area that are in violation of this Agreement, and to protect the health, safety, and welfare of users, employees, and visitors or for any other public purpose.

End of Appendix B



## APPENDIX C

### INSURANCE AND INDEMNIFICATION

1. **INSURANCE.** Throughout the term of this License Agreement, Licensee shall, at its sole cost and expense, maintain insurance against such risks and for such amounts as are customarily insured against by entities engaged in the types of activities in which Licensee will be engaged.
  - A. Types of insurance shall include:
    - i. Commercial General Liability coverage protecting Licensee against loss from liability imposed by law or assumed in any written contract or arising from personal injury, including bodily injury or death, or damage to the property of others, caused by an accident or other occurrence, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 aggregate.
    - ii. Automobile Liability coverage protecting Licensee against loss arising from personal injury, including bodily injury or death, or damage to the property of others, caused by all owned autos with a limit of liability of not less than \$300,000 per occurrence. If Licensee does not own vehicles, the Licensee may so affirmatively represent the same in writing, in which case coverage may be for non-owned and hired vehicles only.
    - iii. Licensee shall maintain such coverage necessary to insure its exhibits, equipment, and other personal property placed in any municipal building or on any municipal property. Licensee shall also provide property coverage for any of its temporary structures and betterments.
    - iv. Workers' compensation insurance to the extent required by the laws of the State of Michigan.
    - v. All exhibits, equipment, and other personal property not owned by Licensee shall be insured by their respective owners with limits and coverages approved in writing by the City. All vendors and subcontractors of Licensee shall be required to maintain the same coverages as Licensee (set forth in the preceding paragraphs). Licensee shall provide all required insurance documentation to the City at least thirty (30) days in advance of the Event.
  - B. The parties acknowledge and agree that insurance coverages may need to be adjusted over the course of the term of this Agreement due to changes in the City's requirements, inflation, incidents, or changes in Licensee's Authorized Activities. The parties agree to make good faith efforts to mutually agree upon such updates and adjustments to insurance coverage so as to maintain commercially reasonable amounts and to apportion equitably such costs and risks.
  - C. All insurance required by this Agreement shall be procured and maintained through financially sound and responsible insurance companies authorized to write insurance in the State. Such insurance may be written with deductible amounts comparable to those on similar policies carried by entities engaged in the types of activities in which Licensee will be engaged.
  - D. The City shall be identified as an additional insured party on a primary and non-contributory basis on all liability policies.

E. Licensee shall provide proof of insurance coverage satisfactory to the City which may include certificates of insurance or policy documents.

F. If a loss or claim relating to City property or against City in any other way arising in whole or in part from the activities of Licensee or its vendors or subcontractors, the liability insurance of Licensee shall be primary and the City's secondary.

2. **INDEMNIFICATION**. Licensee agrees to defend, hold harmless, and indemnify the City and its officers, agents, employees, and volunteers against any and all claims and liability for bodily injury, death, and property damage arising in any way as a result of the existence of this Agreement or any activity conducted hereunder or any person or entity operating under Licensee's authority, at Licensee's direction, or pursuant to a contract or agreement with Licensee. Licensee's obligation shall not extend, however, to any claims and liability that derive solely from the actions of the City's employees, officials, volunteers, or agents. This provision shall survive termination or expiration of the Agreement.

End of Appendix C



## APPENDIX D RESTRICTIONS

1. **NON-DISCRIMINATION.** Licensee shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status. Licensee shall ensure that any written contracts or agreements with vendors, exhibitors, and others acting at Licensee's direction or for Licensee will include the same non-discrimination obligation therein.
2. **NO ALCOHOL, MARIJUANA, OR ILLEGAL SUBSTANCES.** No outside alcohol, and no marijuana or illegal substances, are permitted in the Park. Licensee shall communicate this restriction to all personnel and contractors, and shall ensure these prohibitions are included on all required signage.
3. **PARKING.** Licensee may utilize all parking areas along Park Lane. Licensee understands the City may establish rules and terms of use for its parking areas, which may without limitation include: elimination or reduction in parking within the Park at any time; and the imposition and collection of parking fees by the City, subject to a reduced vendor fee to be paid by the City to Licensee in an amount to be agreed upon by the Parties annually when preparing the Annual Addendum (see Schedule 4). Licensee is expressly not authorized to lease, sub-license, award, or otherwise designate or reserve any parking spot in any area of the Park, with the exception of designated vendor and exhibitor parking pre-approved in writing by the City. The parties agree there is no obligation on behalf of the City to provide parking to the Licensee, paid or unpaid, within or outside the Park.
4. **VEHICLES.** Licensee and its vendors shall only utilize Park entrances and adjoining roadways and accessways in the manner and locations designated by the City. Parking for disabled persons shall also be provided in locations and amounts to be approved by the City.
5. **COMMERCIAL ACTIVITY IN PARK.** Licensee shall conduct no other business, enterprise, program, or activity in, on, or around the Park other than as specifically authorized by this Agreement. There shall further be no solicitations, monetization of Park grounds, or charging of any fees unless specifically allowed under Authorized Activities.
6. **SIGNAGE.** Licensee shall not display, erect, or permit any signage in the Licensed Area or Park which has not been approved by the City.
7. **NO AMPLIFICATION.** Licensee shall not employ any sound amplification unless such amplification is allowed under Authorized Activities and Licensee has met all setup, equipment, and training conditions prior to commencement of use.
8. **CITY ORDINANCES.** Unless approved herein, Licensee and its contractors, subcontractors, agents, and volunteers shall abide by and comply with all City ordinance regulations applicable to City parks, including but not limited to the regulations in Chapter 18 of the City's Code of Ordinances.
9. **VENDORS.** Licensee is solely responsible for securing and supervising any food/beverage vendors for the Event. Exception: If the City is a party to, or enters into, an agreement with any vendor to provide food, beverages, or other services to Park visitors and users, Licensee shall work cooperatively with the City to accommodate a reasonable and limited incorporation of the vendor's services into the Event.
10. **RESTROOMS.** City restroom facilities will be closed and locked for the duration of the Event. Licensee will be solely responsible for ensuring the provision of adequate portable facilities, which shall be set up and located as approved by the City.

End of Appendix D



## APPENDIX E

### OPERATIONS AND RECOURSE FOR INFRACTIONS

1. **POINT OF CONTACT.** Licensee shall designate in writing a person or persons as a point of contact for City officials.
2. **REVIEW OF PERFORMANCE.** Up to three times per year, Licensee shall make a representative from its Board as well as administrative leadership available to participate in a public meeting to hear public comment and to respond to questions and concerns. The timing, format, and schedule of these public meetings shall be at the discretion and direction of the City Manager and Mayor.
3. **APPROVAL OF TEMPORARY FACILITIES.** The process for City approval of the Licensee's temporary facilities (authorized facilities erected and disassembled for the Event) is outlined in Schedule 2, Authorized Activities. The purpose of this approval is to ensure: (1) compliance with this Agreement as well as with life safety and building codes and the Americans with Disabilities Act; and (2) incorporation of public safety recommendations and risk management practices into the layout.
4. **RECOURSE FOR INFRACTIONS.** An infraction shall mean an event of non-compliance with this Agreement which the City has elected to treat as less than a Default. Such infractions may include but are not limited to the following:
  - placement of unauthorized signage
  - engaging in other business or activities that are not authorized
  - failure to maintain clear aisles and accessways
  - failure to follow any health and safety directive of an authorized City official

In the event of infraction, the City shall first provide verbal real-time notice to Licensee's Point of Contact or, if unavailable, any personnel of Licensee. After providing such notice, the City shall afford Licensee a reasonable opportunity to cure the infraction. After the opportunity to cure has been exhausted, if the infraction remains uncured the City may, at the discretion of the City Manager, exercise its right of entry as set forth elsewhere in this Agreement to correct the infraction. In addition, the City may provide written notice to the Licensee of the infraction and assess a penalty of \$150 for each infraction, which shall be invoiced on the final billing invoice provided to Licensee by the City for all of Licensee's cost reimbursement obligations set forth in this Agreement. The City shall also have the right to demand assurances from Licensee and a plan of action for avoiding further infractions. The opportunity to cure need not be provided, however, in the event of an immediate health or safety emergency, as determined in the sole discretion of the City.

5. **RESTORATION AND DAMAGES.** With the exception of reasonable wear and tear based on the nature and scope of the Event, Licensee shall restore, replace, and remedy promptly any damage caused to the Park, utilities, telecommunications infrastructure, or any City facilities by Licensee's activities. If the damage is not remedied promptly, the City - after written notice to Licensee - may, through its own forces or a contractor, restore, replace, and remedy the damage, and may invoice Licensee for that work.
6. **PUBLIC SAFETY AND PUBLIC HEALTH.** The City Manager, Director of Public Safety, Parks and Recreation Director, and Director of Public Works may, at their sole discretion, order additional measures beyond those described in this Agreement to protect the health and safety of Park visitors. Such additional measures may include, without limitation, the assignment of additional personnel or the erection of barriers. If such additional measures are ordered and require the use of City resources, Licensee shall pay for the cost of such additional measures, which shall be invoiced based on then-current City costs for personnel and vehicles, including the applicable fringe benefits multiplier.

End of Appendix E



## APPENDIX F DEFAULT AND CURE

1. **DEFAULT.** Any of the following shall be an "Event of Default" under this Agreement:

- A. The failure by Licensee to follow any public health or public safety directive;
- B. The failure to observe or perform any obligation or covenant of the Agreement;
- C. Any false or misleading material statement or representation by Licensee related to this Agreement and performance under it;
- D. Failure of the Licensee to reimburse all City costs set forth in this Agreement within sixty (60) days of the final day of the Event held in the calendar year;
- E. Licensee's loss of 501(c)(3) tax exempt status and failure to cure within sixty (60) days.

If by reason of force majeure a party is unable in whole or in part to carry out its obligations under this Agreement, that party shall give written notice of such force majeure event within a reasonable time of its inability to perform. Performance shall be suspended during continuance of the force majeure and for a reasonable time thereafter. The term "force majeure" shall include, without limitation, acts of God, strikes, lockouts or other industrial disturbances, acts of public enemies, insurrections, riots, epidemics, natural disasters, partial or entire failure of utilities, shortage of energy, or any other cause or event not reasonably within the control of the party claiming such inability and not due to that party's own fault. However, weather events will not be, simply by virtue of their occurrence, sufficient to excuse Licensee's ongoing performance of the Event to which the weather event applies, nor its cost reimbursement obligations set forth herein.

2. **REMEDIES ON DEFAULT.** Whenever Licensee shall commit any Event of Default, the City may with written notice take, to the extent permitted by law, any one or more of the following remedial steps:

- A. Assess to the Licensee any cost incurred by the City to correct, cure, or remedy the Event of Default;
- B. Amend or limit the number of Authorized Activities;
- C. Take possession of and/or secure the Licensed Area;
- D. Declare any and all other payments due under this Agreement immediately due and payable;
- E. Take any action as it shall deem necessary to cure any such Event of Default (such action shall not be deemed to constitute a waiver of such Event of Default); and/or
- F. Terminate this Agreement, and take any other action at law or in equity which it deems necessary or desirable to collect the payments or other obligations then due or thereafter to become due hereunder, to secure possession of the Licensed Area, and to enforce the obligations, agreements, or covenants of Licensee under this Agreement.

No action taken by the City pursuant to this paragraph (including repossession of the Licensed Area) shall relieve Licensee from its obligations required by this Agreement. After an Event of Default, Licensee shall have the right upon notice to the City to enter the Licensed Area with agents or representatives of the City to remove any equipment or personal property owned by Licensee if such equipment or personal property is not part of the Licensed Area.

3. **REMEDIES CUMULATIVE.** No remedy is intended to be exclusive of any other available remedy. Each remedy shall be cumulative and in addition to other remedies now or hereafter existing at law or in equity. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient.
4. **NO ADDITIONAL WAIVER IMPLIED BY ONE WAIVER.** In the event any obligation contained in this Agreement is breached by any party and thereafter waived by the other party, such waiver shall be limited to the particular breach waived and shall not be deemed to waive any other breach hereunder.
5. **NON-RECOURSE.** Notwithstanding any provision hereof to the contrary, or any other express or implied agreement between the parties, or any act or course of conduct hereunder, the obligations of the parties set forth herein shall solely be those of the entities named in the first paragraph of this Agreement. No employee or agent of the City shall have any personal liability whatsoever under this Agreement, nor shall any officer, director, employee, agent, or volunteer of Licensee have any personal liability whatsoever under this Agreement, it being understood and agreed that the City shall look solely to the assets of Licensee for recourse hereunder.
6. **TERMINATION OR SURRENDER OF LICENSE.** Upon termination of this Agreement, or mutual cancellation thereof, the Licensee shall have no further rights to any usage of the Licensed Area for the purposes set forth herein.

End of Appendix F



## APPENDIX G MISCELLANEOUS PROVISIONS

1. **COMPLIANCE WITH LAWS.** The Licensee shall comply with all Federal, State, County, and City laws, ordinances, codes, and regulations affecting the Park and Licensed Area, the improvements thereon, or any activity or condition on or in the Licensed Area.
2. **FREE OF LIENS.** Licensee shall keep Park free and clear of all liens arising out of the Licensee's occupancy and use of the Licensed Area and at all times promptly and fully pay or discharge any claims on which any lien could be based.
3. **LICENSEE.** Whenever the term Licensee is used herein, the term shall be understood to refer to any and all of Licensee's vendors, contractors, subcontractors, agents, employees, officers, and volunteers, to the extent contextually implied, and the imposition of any obligation or prohibition on or against Licensee shall impose an obligation upon Licensee to ensure compliance with such obligation or prohibition by its vendors, contractors, subcontractors, agents, employees, officers, and volunteers.
4. **NOTICES.** Any notice required under this Agreement or other writing which may be given by either party to the other shall be deemed to have been given when made in writing and delivered in hand or delivered by U.S. Mail or a courier service with proof of delivery, or made in writing and delivered via electronic mail, and addressed as follows:  

|                  |                                                                                                                                                                 |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| To the City:     | D. Wayne O'Neal, Fraser City Manager<br>33000 Garfield Road<br>Fraser, MI 48026                                                                                 |
| To the Licensee: | Fraser Lions Club President<br>34540 Utica Road<br>Fraser, MI 48026<br>E-Mail: <a href="mailto:fraserlionscarnival@gmail.com">fraserlionscarnival@gmail.com</a> |
5. **SEVERABILITY.** In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision.
6. **AMENDMENTS, CHANGES, AND MODIFICATIONS.** This Agreement may not be amended, changed, modified, altered, or terminated except in a writing executed by the parties.
7. **APPLICABLE LAW AND DISPUTE RESOLUTION.** This Agreement shall be governed by the laws of the State of Michigan without regard or reference to its conflict of laws principles. The parties shall work in good faith to resolve disputes arising under this Agreement, and in the event of impasse, shall first utilize the services of the Resolution Center before pursuing recourse in a court of competent jurisdiction.
8. **COMPLETE AGREEMENT.** The complete License and agreement between the parties consists of the License, Appendices A through G, and Schedules 1 through 4. Modifications may only be made in a writing executed by the parties.
9. **ASSIGNMENT AND SUBLETTING PROHIBITED.** Licensee shall not assign this Agreement or lease any portion of the Licensed Area. All vendor contracts shall be solely for services to be provided for the Event on behalf of Licensee and shall include all of the obligations, rights, prohibitions, and responsibilities set forth herein, or a copy of this Agreement as an attachment to such contracts.

End of Appendix G  
Schedules 1 through 4 Follow

## SCHEDULE 1: LICENSED AREA

The areas licensed to the Licensee are depicted on the following satellite image:



END OF SCHEDULE 1



## **SCHEDULE 2: AUTHORIZED ACTIVITIES**

1. **General Authority.** The Licensee is authorized to carry out the following Authorized Activities in the Licensed Areas of the Park.

**A. The staging, promotion, and production of entertainment performances, youth activities, community showcases (stage performances featuring local performers, acts, and organizations), carnival rides and games, fireworks show, Beer Tent, raffles, food vending, a gaming tent, and merchandise vending located within the Park, subject to the following:**

1. A schedule of programming shall be approved annually in accordance with Schedule 3;
2. All programming shall be appropriate for all ages, with no profanity outside the parameters for a "G" rating on the scale used by the Motion Picture Association of America ("MPAA") before 9:00 p.m., and no language outside the parameters for a PG-13 rating on the MPAA's scale thereafter;
3. All programming must be licensed/permitted, if required, by the State of Michigan and any other authorities with jurisdiction over the activity involved; and
4. City groups, organizations, individuals, and vendors shall be given a minimum of one (1) week for "first priority" over others outside of the City to be a vendor, exhibitor, or another role established by Licensee for the Event through an early sign-up process or other method approved by the City.

**B. Maintain office space and store materials and equipment required for the operation of the Event.**

1. Licensee is authorized to:
  - a. Utilize its own trailer for office use onsite.
  - b. Utilize its own portable shed for storage.
2. Equipment shall not be staged on the Park's soccer fields due to the existence of a sprinkler system installed in the fields.
3. There shall be no storage of hazardous materials and no smoking in City buildings or structures.

**C. Solicitation of Donations within the Park subject to the following:**

1. Donations must be collected in a manner, by signage or otherwise, which clearly informs donors their contribution is voluntary and the purpose for which the contribution will be used.

**D. Installation of Temporary Facilities within the park subject to the following:**

1. All temporary facilities placed in or erected in the Park shall be in substantial conformance with the number, type and layout as deployed during the preceding Event and comply with all life safety and building codes as determined by the City.
2. Temporary facilities may be placed in the Park no earlier than the Monday preceding the Event, with the exception of one baseball field designated by the City for scheduled City activities, which may be utilized upon written notice from the City that the activities on that field for the week have concluded.
3. All temporary facilities will be removed from the Park by the end of the Tuesday following the Event, but all baseball fields must be cleared for use by the City for City activities scheduled to be held on Monday evening.
4. Licensee shall be responsible for all costs of the temporary facilities and obtaining all necessary electrical, building, and other permits.
5. No installation, construction, or erection of temporary facilities shall take place until all appropriate building permits have been issued.
6. Licensee is solely responsible for acquisition, placement, and removal of all tables, chairs, portable restroom facilities, mechanical refuse containers, trash and recycling receptacles, fans, and other equipment deemed by Licensee to be necessary for the Event.

**E. Reservation of space (monetization of Park grounds) in exchange for payment in authorized spaces (i.e., restricting access to the use of a portion of the Park on the basis of payment) and is subject to the following:**

1. May only be done during programming authorized under this Agreement; and
2. Shall be subject to reasonable rules and directives of the City governing time, place, and manner.

**F. Merchandising is permitted subject to Additional Conditions set forth in Section 2.**

**2. Additional Conditions for Authorized Uses.** The Authorized Activities are conditioned upon the following:

**A. Public Safety & Crowd Management.** Licensee and City agree the responsibility for ensuring the safety of attendees at the Event first lies with the Licensee. In furtherance of the goal to ensure public safety and crowd management, the Licensee agrees to the following:

1. **Public Safety & Crowd Management Planning Meeting.** At the call of the City Manager and prior to the approval of the Event schedule, a meeting will be held to plan for site security and crowd management in the Park for the upcoming Event, including projection of events by type for the purposes of ensuring adherence to the terms in this section and planning out staff requirements. This planning shall be inclusive of all necessary traffic



safety and parking mitigation strategies required.

2. **Carnival Operator.** Licensee is solely responsible for contracting with a carnival operator to operate the carnival events for the Event, and shall serve as the liaison to the City for all carnival-related communications. Licensee shall identify for the City, in writing, the Carnival Operator for each Event. Name and contact information shall be provided to the City Manager's office, Public Safety Department, Parks and Recreation Department, and Department of Public Works. The operator shall be directly responsible for supervising crowd management within the carnival boundaries on site.
3. **Security.** If the entire Park is a liquor controlled location, Licensee shall provide private security personnel, at its own cost, for all entrances to the Event as required by applicable liquor licensing laws, regulations, and ordinances. If the liquor controlled location is limited to a beer tent (the "Beer Tent"), then Licensee shall provide personnel of its own choosing to secure the Beer Tent entrances, in accordance with all requirements of applicable liquor licensing laws, regulations, and ordinances.
4. **Beer Tent.** Licensee is solely responsible for securing, managing, and supervising the required liquor license for the Beer Tent and all beer distribution therein, in accordance with all state laws and City ordinances governing alcohol sales. Licensee is also solely responsible for securing, supervising, and compensating all entertainers that it permits to perform within the Beer Tent, in accordance with all City ordinances and the terms of this Agreement.
5. **Crowd Management.** Licensee is required to use crowd managers as set forth in this section. The use of crowd managers is critical to ensuring public safety and to assist in any emergency.
  - i. Names of all trained staff persons, volunteers, or private security personnel who may serve as crowd managers shall be provided to the City Manager's office.
  - ii. Crowd managers for each event shall: wear distinctive shirts so that they are identifiable as individuals who can assist visitors with event-related concerns; have flash lights for evening events; and have communication devices in order to contact authorities for assistance when needed.

**B. Merchandising.** Consistent with the mission of public parks as places of respite, recreation, and enjoyment, the following is agreed to when it comes to selling merchandise in the Licensed Area:

1. **Authorized Points of Sale and Times.** Points of sale for merchandise will be limited to locations approved by the City.
2. **Appearance and Configuration.** At all times the merchandise areas shall be kept in a neat and orderly manner and configured in accordance with public safety and crowd management guidance from the City.
3. **Authorized Items for Sale.** No merchandise may be sold to the public which is not approved by the City. The City reserves the right to authorize/control any sales of light-up "glow" merchandise and any other items identified to Licensee in writing at any Event planning meeting unless Licensee documents that the other items identified to Licensee in

writing by the City were sold by Licensee or one of its vendors during the previous Event. However, Licensee shall provide reduced vendor contract pricing to any vendor of such City authorized items, with the amount to be determined each year by the parties.

4. **Blanket and Chair Policy.** Licensee is responsible for administering and enforcing a policy on blankets and chairs as outlined below:
  - a. Licensee and the City shall identify and agree, prior to the commencement of the Event, appropriate areas and times for blankets and lawn chairs. No plastic or other tarps shall be permitted, except to protect the blankets/chairs during inclement weather.
  - b. This provision will not prevent blankets or lawn chairs from being placed prior to the restricted time of day if they are attended.
  - c. Licensee shall clearly communicate this Blanket and Chair Policy on all promotional materials, including any online materials as well as signage installed for the Event.
  - d. No pop-up tents shall be permitted during, or within one (1) hour of, the fireworks display.

END OF SCHEDULE 2



### **SCHEDULE 3: SCHEDULING**

This License is valid only on the following dates:

2019: July 18, 19, 20, 21

2020: July 23, 24, 25, 26

2021: July 22, 23, 24, 25

2022: July 21, 22, 23, 24

2023: July 20, 21, 22, 23

Changes and additions to any location, procedure, events, or the approved schedule shall only be permitted if approved in writing by the City Manager.

END OF SCHEDULE 3

#### **SCHEDULE 4: PUBLIC BENEFIT & CONSIDERATION**

**General Purpose.** In acknowledgement of the City's costs in operating the Park and in balance with the benefits to the public of Licensee's operation and coordination of the Event, Licensee and the City agree that Licensee shall fully reimburse the City for all of the following costs, unless otherwise approved by the City Council at the request of Licensee in a specific year prior to the Event for that year:

1. Actual City expenditures of funds for purposes of the Event
2. The cost of materials utilized by the City at the request of Licensee for purposes of the Event or purchased by the City to address a public safety concern caused by Licensee's activities
3. The actual cost of City personnel utilized, outside of a volunteer capacity, for purposes of the Event, as calculated by the City
4. The overtime compensation paid for Department of Public Works and Public Safety personnel to work on the Sunday of the Event (invoiced after the Event)
5. All costs paid by the City to the County of Macomb for Sheriff's Department services

**Annual Addendum.** Each year, by March 1<sup>st</sup>, Licensee shall submit to the City an addendum to this Agreement setting forth the tasks and work that must be completed in order to prepare the Park for the Event, to conduct the Event, and to restore the Park after the Event (the "**Annual Addendum**"). The Annual Addendum will identify all City personnel who will be required to be on site during the Event or who cannot otherwise be replaced by Licensee's own individuals, and it will delineate the tasks and work that may only be performed by the City, as well as those that must be performed by the Licensee by specific dates and times which, if not done, shall then be performed by the City. The City Manager shall be authorized to approve the Annual Addendum, as well as any updates as Event planning progresses, on behalf of the City. For any and all tasks and work performed by the City pursuant to this Schedule and the Annual Addendum, Licensee shall reimburse the City in full as provided in Paragraph 3 above.

END OF SCHEDULE 4



# CITY OF FRASER

## NOTICE OF PUBLIC HEARING ON INCREASING WATER AND SEWER RATES

A Public Hearing has been scheduled for Thursday, June 10th, 2021 during the Virtual Regular Council Meeting held at 6:30 PM within the Council Chambers, 33000 Garfield Rd, Fraser, MI. The City Council of the City of Fraser will hold a public hearing on the proposed water and sewer rates effective July 2021. A copy of the proposed water and sewer rates are available for public inspection on the City of Fraser website [www.micityoffraser.com](http://www.micityoffraser.com). Because of the COVID-19 Pandemic this public hearing will be a Virtual meeting.

### Water and Sewer Rate Schedule

#### Current Rates (Effective July 2020) Proposed Rates (Effective July 2021)

| Commodity | CODE | Commodity Rate per unit | Commodity Rate per unit |
|-----------|------|-------------------------|-------------------------|
| Water     | WA   | \$4.79                  | \$5.48                  |
| Sewer     | SW   | \$10.48                 | \$10.44                 |
| Combined  |      | \$15.27                 | \$15.92                 |

-Note: 1 unit billed = 100 cut

| Water Ready to Serve Charge |      |                    |            |
|-----------------------------|------|--------------------|------------|
| Meter Size                  | CODE | Monthly            | Monthly    |
| 5/8                         | WR   | \$15.16            | \$15.16    |
| 1                           | WR   | \$15.16            | \$15.16    |
| 1.5                         | WR   | \$34.10            | \$34.10    |
| 2                           | WR   | \$60.62            | \$60.62    |
| 3                           | WR   | \$136.40           | \$136.40   |
| 4                           | WR   | \$242.49           | \$242.49   |
| 6                           | WR   | \$545.60           | \$545.60   |
| 8                           | WR   | \$969.95           | \$696.95   |
| 10 or larger                | WR   | \$1,515.55         | \$1,515.55 |
| Sewer Ready to Serve Charge |      |                    |            |
| Meter Size                  | CODE | Monthly            | Monthly    |
| 5/8                         | SR   | \$10.10            | \$10.10    |
| 1                           | SR   | \$10.10            | \$10.10    |
| 1.5                         | SR   | \$22.73            | \$22.73    |
| 2                           | SR   | \$40.41            | \$40.41    |
| 3                           | SR   | \$90.93            | \$90.93    |
| 4                           | SR   | \$161.66           | \$161.66   |
| 6                           | SR   | \$363.73           | \$363.73   |
| 8                           | SR   | \$646.64           | \$646.64   |
| 10 or larger                | SR   | \$1,010.37         | \$1,010.37 |
| Miscellaneous               | CODE | Miscellaneous Fees |            |
| Rental Deposit              | DP   | \$250.00           | \$250.00   |
| Meter Replacement           | MC   | \$1.00             | \$1.00     |
| Recycling                   |      | \$1.67             | \$1.67     |

Note: Water use by units for billing purposes: 1 unit of water billed = 100 cubic feet = 748 gallons.

Because of the COVID-19 Pandemic, this will be a Virtual meeting. If you have questions regarding this public Hearing,

Please contact the City Clerk Department at [clerk@micityoffraser.com](mailto:clerk@micityoffraser.com) by 6:30pm, Thursday, June 10<sup>th</sup>, 2021. The City Manager will provide your questions to the Mayor.

IT is inviting you to a scheduled Zoom meeting.

Topic: Council Meeting

Time: June 10, 2021, 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/81387643206>

Meeting ID: 81387643206

Passcode: 406009

One tap mobile

+13017158592,,84625953078# US (Washington DC)

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Dial by your location

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+1 669 900 6833 US (San Jose)

Meeting ID: 81387643206

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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 **May 10, 2021 @ 6:30PM** in accordance with the Open Meetings Act, using the Zoom platform for videoconferencing and public access."

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

City of Fraser Administration - May 2021



# **CITY OF FRASER** **NOTICE OF PUBLIC HEARING ON INCREASING WATER AND SEWER** **RATES**

A Public Hearing has been scheduled for Thursday, June 10th, 2021 during the Virtual Regular Council Meeting held at 6:30 PM within the Council Chambers, 33000 Garfield Rd, Fraser, MI. The City Council of the City of Fraser will hold a public hearing on the proposed water and sewer rates effective July 2021. A copy of the proposed water and sewer rates are available for public inspection on the City of Fraser website [www.mcityoffraser.com](http://www.mcityoffraser.com). Because of the COVID-19 Pandemic this public hearing will be a Virtual meeting.

## **Water and Sewer Rate Schedule**

**Current Rates (Effective July 2020) Proposed Rates (Effective July 2021)**

| Commodity | CODE | Commodity Rate per unit | Commodity Rate per unit |
|-----------|------|-------------------------|-------------------------|
| Water     | WA   | \$4.79                  | \$5.48                  |
| Sewer     | SW   | \$10.48                 | \$10.44                 |
| Combined  |      | \$15.27                 | \$15.92                 |

-Note: 1 unit billed = 100 cut

| Water Ready to Serve Charge |      |                    |            |
|-----------------------------|------|--------------------|------------|
| Meter Size                  | CODE | Monthly            | Monthly    |
| 5/8                         | WR   | \$15.16            | \$15.16    |
| 1                           | WR   | \$15.16            | \$15.16    |
| 1.5                         | WR   | \$34.10            | \$34.10    |
| 2                           | WR   | \$60.62            | \$60.62    |
| 3                           | WR   | \$136.40           | \$136.40   |
| 4                           | WR   | \$242.49           | \$242.49   |
| 6                           | WR   | \$545.60           | \$545.60   |
| 8                           | WR   | \$969.95           | \$969.95   |
| 10 or larger                | WR   | \$1,515.55         | \$1,515.55 |
| Sewer Ready to Serve Charge |      |                    |            |
| Meter Size                  | CODE | Monthly            | Monthly    |
| 5/8                         | SR   | \$10.10            | \$10.10    |
| 1                           | SR   | \$10.10            | \$10.10    |
| 1.5                         | SR   | \$22.73            | \$22.73    |
| 2                           | SR   | \$40.41            | \$40.41    |
| 3                           | SR   | \$90.93            | \$90.93    |
| 4                           | SR   | \$161.66           | \$161.66   |
| 6                           | SR   | \$363.73           | \$363.73   |
| 8                           | SR   | \$646.64           | \$646.64   |
| 10 or larger                | SR   | \$1,010.37         | \$1,010.37 |
| Miscellaneous               | CODE | Miscellaneous Fees |            |
| Rental Deposit              | DP   | \$250.00           | \$250.00   |
| Meter Replacement           | MC   | \$1.00             | \$1.00     |
| Recycling                   |      | \$1.67             | \$1.67     |

Note: Water use by units for billing purposes: 1 unit of water billed = 100 cubic feet = 748 gallons. Because of the COVID-19 Pandemic, this will be a Virtual meeting. If you have questions regarding this public hearing.

Please contact the City Clerk Department at [clerk@mcityoffraser.com](mailto:clerk@mcityoffraser.com) by 6:30pm, Thursday, June 10th, 2021. The City Manager will provide your questions to the Mayor.

IT is inviting you to a scheduled Zoom meeting.

Topic: Council Meeting

Time: June 10, 2021, 06:30 PM Eastern Time (US and Canada)

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City of Fraser Administration - May 2021

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City of Fraser Administration - May 2021





## City of Fraser Department of Public Safety

Police-Fire-Ambulance

33000 Garfield Fraser, Michigan 48026  
(586) 293-2000 Fax (586) 296-8480

May 27, 2021

To: Marc Thompson, City Manager

Re: Closed Circuit Surveillance System (EquaVision) & Keyless Entry (Kantech)

Sir,

Over the past several months we have been working with Philips Security, who play a role in servicing the City's Closed Circuit Surveillance (CCTV), keyless entry system (Kantech), and as well as exploring the opportunity to save the City costs as it relates to alarm monitoring of city owned properties (includes both burglar and fire alarms). During one of their recent service visits, it was discovered that the former IT department head purchased a new server for city hall in August of 2020 (\$7,332.24) and upgraded the CCTV system at senior housing in July of 2020 (\$6,244.15).

While the senior housing server is up and fully operational, it was discovered that the city hall server was plugged in, however, it was not housing any data, nor was it utilizing the software and licensing agreements paid for. Philips advised that this was most likely due to the fact that our current system still has antiquated analogue cameras and audio feeds, which cannot be migrated over to the new server. Philips added that the IT Department head was supposed to facilitate the migration to the new server, as well as complete the update to all digital cameras and digital audio feeds. They also uncovered that our key card software has not been updated in some time, and operating on antiquated operating system versions.

It is my understanding that part of the IT budget for the 20-21 year was to include the project of upgrading the public safety cameras and microphones to digital, thereby eliminating the remaining unreliable analogue units. The analogue system is so old and antiquated that parts are no longer available. We learned this firsthand the other week when we discovered the audio from one of our holding rooms was not working and we put in a service call. Phillips had to utilize audio equipment from another area (old dispatch) to make the audio work in the holding facility.

After several conversations with Philips, I requested a comprehensive plan and cost associated with updating our Kantech (card reader/keyless entry) and our EquaVision (utilizing the new server and licenses, as well as replacing all analogue fixtures). An additional camera was requested to cover the fire division supply room and employee entrance in the fire bay. The costs for the projects are as follows;

- |                                  |          |
|----------------------------------|----------|
| 1) Kantech migration and upgrade | \$375    |
| 2) New camera for fire bay       | \$730.39 |





## City of Fraser Department of Public Safety

Police-Fire-Ambulance  
33000 Garfield Fraser, Michigan 48026  
(586) 293-2000 Fax (586) 296-8480

3) CCTV upgrade (18 cameras and 9 audio) \$18,932.54

**Total Cost for Project: \$20,037.93**

It is my recommendation to move forward with the project and utilize funds from the 101.258.933.000 (IT – Software Maintenance Agreements), which as of May 27, 2021 has approximately \$155,000 remaining. (Phillips has indicated that once completed, they will facilitate the CCTV sharing among DPW and Public Safety, as well provide training for the Kantech upgraded dashboard).

Completing this project would mean that the three (3) major city properties (City Hall/Public Safety, DPW, and Senior Housing) would all be operating CCTV systems that are up to date and capable of sharing video feeds across our networks. Additionally, for public safety, it would mean that our CCTV/Audio systems would be less susceptible to failure during critical incidents, lessening our potential for liability and civil litigation.

I have included Philips "Future plans for Fraser DPS", as well as quote sheets for the three (3) projects and paid invoices for the unused server and Senior Housing camera upgrade.

Feel free to contact me should you require anything further in the matter.

Best Regards,

Lt. David Bisby  
Patrol Division Commander  
Fraser DPS  
33000 Garfield  
Fraser MI 48026  
[bisbyd@fraserdps.com](mailto:bisbyd@fraserdps.com)  
(586)-293-2000 ext 202





PHILLIPS SECURITY INC.  
1070 W Silverbell Road, Orion, MI 48359  
Phone: (248) 622-5867

## Future plan for Fraser DPS

1. I.T. to create connection of new server to the network allowing access on network for viewing. This should have the same or similar settings of current recorder.
  - a. We can assist with network configuration of the new recorder.
  - b. Static IP is preferred on the recorders to minimize future issues and support costs.
  - c. Server has 2 NIC cards that can be utilized if cameras are on a different VLAN than user devices.
  - d. Need ability to move 2 files related to the asterisks in number 3.
  - e. Ideally if possible we would like to reuse the IP that is currently used for the Kantech Virtual machine on to the new server, this will prevent us from having to touch every Kantech panel in the field. From my knowledge that IP and VM are dedicated to Kantech only.
2. Phillips Security will migrate all/any existing IP cameras to the new server at no charge to Fraser after I.T. has the network in place for it.
  - a. This will cause IP cameras to be on the new and analog to be on the old.
  - b. We will create camera groups so that the end user experience is as simple as working off of one recorder.
    - No charge for #2 work.
3. At the same time as number 2 or anytime after number 1 happens We propose moving the Kantech database in to the new recorder. The new recorder has a new license for Kantech that will be utilized to bring the entire system up to date. This is approx. 2-4 hours of labor to move and relicense.  
\*\*\*We will need the ability to save and move 2 files either across the network or use a thumb drive. All past transaction history will move over to the new server with the current card holder database so searches can still be performed relevant to before the migration so no data will be lost.
  - 2-4 hours labor
4. As desired, we can replace analog cameras with IP and include them on the new server.
  - a. If we eliminate some of the Sally port cameras those licenses can be used for replacement cameras going from analog to IP
    - Pricing will vary dependent on location of cameras because of wire runs. If there is some that you want to tackle first let me know and I can get the estimate together for them.
5. Regarding the Analog microphones.
  - a. I am working on seeing if we can get encoders for Exacq still, I have one in my warehouse but we would need 2.
  - b. Alternative to moving the analog over is replacing with IP based Mics.
    - I will have pricing on this early next week.

I currently owe and will get over as soon as our systems are back up from our update today.

1. Estimate for camera add out side of fire and storage area
2. Update estimate for monitoring takeover of DPS fire
3. Old invoice from the recorder that was purchased last year.
4. Estimate for both options related to the Microphones, one being replace with IP and the other maintain the analog. I will put this as a per item estimate so you can do any number at any given time in relations to the IP based Mics. The analog would need to be converted in groups of 4 because the analog encoder is a 4 input unit.





1010 W. Hamlin Road  
Rochester Hills, MI 48309

(248) 622-5867 Fax # (248) 377-4590

**BILL TO**

Fraser Department of Public Safety  
Lt. David Bisby  
33000 Garfield Rd.  
Fraser, MI 48026

# Estimate

6492

DATE

5/1/2021

TERMS

Net 30

REP

JK5

All prices are subject to change due to market fluctuation. Prices are valid for 30 days. Sign and return estimate with deposit.  
email: [info@securedbyphillips.com](mailto:info@securedbyphillips.com)

Payment is acceptance of buyer's agreement to Terms and Conditions posted on [http://www.consultphillips.com/PCI\\_terms.pdf](http://www.consultphillips.com/PCI_terms.pdf).

| ITEM         | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | QTY | PRICE     | TOTAL     |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------|-----------|
|              | Fraser DPS Analog camera replacement estimate. Includes replacing all mics and cameras with IP based systems.                                                                                                                                                                                                                                                                                                                                                                       |     |           |           |
|              | SOW:<br>Utilize new recorder that Fraser already has possession of in the rack.<br>Replace old analog microphones with new IP microphones<br>Replace old analog cameras with new IP cameras, includes new Cat6 wiring.<br>Transfer available license on current recorder to the new recorder. This was paid for on the invoice that included the server. There is a line included for license updates to make them transferable because they were out of date preventing transfers. |     |           |           |
| SCNVRL       | Exacq Pro Camera Channel License                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 18  | 145.20    | 2,613.60T |
| Hik4mp2.8mm  | Hik IP camera, 2.8mm fixed lens, 105 degree view, 8mp, WDR, 100' IR, 3840x2160 res, Indoor/Outdoor IP66.                                                                                                                                                                                                                                                                                                                                                                            | 18  | 242.98667 | 4,373.76T |
| MI Materials | To replace analog cameras<br>Camera exterior mounts                                                                                                                                                                                                                                                                                                                                                                                                                                 | 6   | 34.00     | 204.00T   |

APPROVAL SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

\*\*\*\*\*  
We also accept all major credit cards:

Account Number \_\_\_\_\_

Expiration \_\_\_\_\_ Code \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_ Check enclosed

**Make check payable to  
Phillips Security Inc.**

**Subtotal**

**Sales Tax (0.0%)**

**TOTAL**

# Estimate

6492



1010 W. Hamlin Road  
Rochester Hills, MI 48309

(248) 622-5867 Fax # (248) 377-4590

## BILL TO

Fraser Department of Public Safety  
Lt. David Bisby  
33000 Garfield Rd.  
Fraser, MI 48026

DATE

5/1/2021

TERMS

Net 30

REP

JK5

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email: info@securedbyphillips.com

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| ITEM         | DESCRIPTION                                                                            | QTY | PRICE     | TOTAL     |
|--------------|----------------------------------------------------------------------------------------|-----|-----------|-----------|
| MI           | Louroe Digifact IP microphone                                                          | 9   | 440.68667 | 3,966.18T |
| Wire         | Cat ethernet wire, for cameras and mics.<br>Includes terminals, hanging hardware, etc. | 5   | 220.00    | 1,100.00T |
| Security Lbr | Security install labor per SOW                                                         | 89  | 75.00     | 6,675.00  |

APPROVAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\*  
We also accept all major credit cards:

Account Number \_\_\_\_\_

Expiration \_\_\_\_\_ Code \_\_\_\_\_

\_\_\_\_\_ Check enclosed

**Make check payable to  
Phillips Security Inc.**

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

**Subtotal** \$18,932.54

**Sales Tax (0.0%)** \$0.00

**TOTAL** \$18,932.54

A \$15.00 late fee is assessed monthly on any unpaid invoice balance 60 days past due. Phillips Security reserves the right to demand reimbursement of all fees incurred in an effort to collect if the account is in default over 90 days to include but not limited to attorney fees and court costs to the extent permitted by law.





1010 W. Hamlin Road  
Rochester Hills, MI 48309

(248) 622-5867 Fax # (248) 377-4590

**BILL TO**

Fraser Department of Public Safety  
Lt. David Bisby  
33000 Garfield Rd.  
Fraser, MI 48026

# Estimate

6485

DATE

5/1/2021

TERMS

Net 30

REP

JK5

All prices are subject to change due to market fluctuation. Prices are valid for 30 days. Sign and return estimate with deposit.  
email: [info@securedbyphillips.com](mailto:info@securedbyphillips.com)

Payment is acceptance of buyer's agreement to Terms and Conditions posted on [http://www.consultphillips.com/PCI\\_terms.pdf](http://www.consultphillips.com/PCI_terms.pdf).

| ITEM        | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                 | QTY | PRICE | TOTAL  |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------|--------|
|             | Fraser DPS Kantech move and update.<br><br>SOW: Move database from old VM server to the Exacqvision and utilize the new license on the Exacqvision for Kantech corporate edition. This includes installation of clients as needed/requested. Software is licensed for 2 full clients and 2 web clients. All data and past transactional history to be migrated over to new. |     |       |        |
| SecurityLbr | Security install labor per man/hour                                                                                                                                                                                                                                                                                                                                         | 5   | 75.00 | 375.00 |

APPROVAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\*

We also accept all major credit cards:

Account Number \_\_\_\_\_

Expiration \_\_\_\_\_ Code \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_ Check enclosed

**Make check payable to  
Phillips Security Inc.**

**Subtotal** \$375.00

**Sales Tax (0.0%)** \$0.00

**TOTAL** \$375.00

A \$15.00 late fee is assessed monthly on any unpaid invoice balance 60 days past due. Phillips Security reserves the right to demand reimbursement of all fees incurred in an effort to collect if the account is in default over 90 days to include but not limited to attorney fees and court costs to the extent permitted by law.

# Estimate

6486



1010 W. Hamlin Road  
Rochester Hills, MI 48309

(248) 622-5867 Fax # (248) 377-4590

## BILL TO

Fraser Department of Public Safety  
Lt. David Bisby  
33000 Garfield Rd.  
Fraser, MI 48026

DATE 5/1/2021

## TERMS

Net 30

REP JK5

All prices are subject to change due to market fluctuation. Prices are valid for 30 days. Sign and return estimate with deposit.  
email: info@securedbyphillips.com

Payment is acceptance of buyer's agreement to Terms and Conditions posted on [http://www.consultphillips.com/PC\\_terms.pdf](http://www.consultphillips.com/PC_terms.pdf).

| ITEM        | DESCRIPTION                                                                                               | QTY | PRICE  | TOTAL   |
|-------------|-----------------------------------------------------------------------------------------------------------|-----|--------|---------|
|             | Fraser DPS camera add at fire bay covering south door and storage room door.                              |     |        |         |
| Hik4mp2.8mm | HikUS IP camera, 2.8mm fixed lens, 105 degree view, 8mp, WDR, 100' IR, 3840x2160 res, Indoor/Outdoor IP66 | 1   | 230.39 | 230.39T |
| SecurityLbr | Security install labor per man/hour                                                                       | 6   | 75.00  | 450.00  |
| Wire        | Cat6 cable and related terminals and hanging hardware.                                                    | 1   | 50.00  | 50.00T  |
|             | We believe there is a spare license on the recorder so we did not include one on this estimate.           |     |        |         |

APPROVAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\*

We also accept all major credit cards:

Account Number \_\_\_\_\_

Expiration \_\_\_\_\_ Code \_\_\_\_\_

Check enclosed

Make check payable to  
Phillips Security Inc.

Signature \_\_\_\_\_

Subtotal \$730.39

Sales Tax (0.0%) \$0.00

**TOTAL** \$730.39

A \$15.00 late fee is assessed monthly on any unpaid invoice balance 60 days past due. Phillips Security reserves the right to demand reimbursement of all fees incurred in an effort to collect if the account is in default over 90 days to include but not limited to attorney fees and court costs to the extent permitted by law.





1010 W. Hamlin Road  
Rochester Hills, MI 48309  
Phone: (248) 622-5867 Fax: (248) 377-4590

**Invoice**  
**7645**

BILL TO

Fraser Department of Public Safety  
Ms. Michele Kwiatkowski  
33000 Garfield Rd.  
Fraser, MI 48026

P.O.

| DATE     | TERMS  | DUE DATE | REP   | TECH |
|----------|--------|----------|-------|------|
| 8/5/2020 | Net 30 | 9/4/2020 | Brady |      |

| QTY                                                          | DESCRIPTION                                                                                                                                                                                                                                                                                 | SERVICED | RATE            | AMOUNT         |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------------|----------------|
|                                                              | Replacement Exacqvision<br><br>SOW:<br>Install new Exacqvision recorder in rack.<br>Move all existing IP cameras to the new recorder (Analog will stay on existing recorder).<br>Configure all camera streams, networks, users permissions, etc.<br>Configure and add to clients as needed. |          |                 |                |
| 1                                                            | Exacqvision 18tb IP 2U rack mount recorder with 4 IP cameras licenses (64 max). exacqVision Professional, client, web/mobile software pre-installed with 3 years software upgrades and hardware warranty. Win10 on SSD. HDMI, DVI-D, DisplayPort (2 max simultaneous), Dual GB NICs.        |          | 6,096.00        | 6,096.00T      |
| 11                                                           | Exacq Pro SSA extension license per IP camera professional                                                                                                                                                                                                                                  |          | 23.45           | 257.95T        |
| 1                                                            | Exacq Pro SSA -Pro-C software update to the current exacqvision, per server                                                                                                                                                                                                                 |          | 278.29          | 278.29T        |
| 1                                                            | Installation labor for "turn key system" per SOW.<br>Non profit                                                                                                                                                                                                                             |          | 700.00<br>0.00% | 700.00<br>0.00 |
| in station video service<br>101-258-985.00<br>M. Kwiatkowski |                                                                                                                                                                                                                                                                                             |          |                 |                |

Thank you for your business!

Please make check payable to:  
Phillips Security Inc. and remit to address above.

We also accept all major credit cards:

Account Number Expiration

Signature Security Code

Total \$7,332.24

Payments/Credits \$0.00

Balance Due \$7,332.24

Payment is acceptance of buyer's agreement to Terms and Conditions posted on [http://www.consultphillips.com/PCI\\_terms.pdf](http://www.consultphillips.com/PCI_terms.pdf).  
A \$15.00 late fee is assessed monthly on any unpaid invoice balance 60 days past due. Phillips Security reserves the right to demand reimbursement of all fees incurred in an effort to collect if the account is in default over 90 days to include but not limited to attorney fees and court costs to the extent permitted by law.



1010 W. Hamlin Road  
Rochester Hills, MI 48309  
Phone: (248) 622-6867 Fax: (248) 377-4599

RECEIVED

Invoice

7640

JUL 30 2020

COPY OF FRASER  
FINANCE DEPT.

BILL TO

Fraser Department of Public Safety  
Ms. Michele Kwiatkowski  
33000 Garfield Rd.  
Fraser, MI 48028

P.O.

| DATE      | TERMS  | DUE DATE  | REP   | TECH |
|-----------|--------|-----------|-------|------|
| 7/27/2020 | Net 30 | 8/26/2020 | Brady |      |

| QTY | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                        | SERVICED | RATE      | AMOUNT    |
|-----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|-----------|-----------|
|     | Senior center<br>SOW:<br>Add 3 interior cameras.<br>Add 4 exterior cameras<br>Install new recorder<br>Perform all configuration                                                                                                                                                                                                                                                                    |          |           |           |
| 7   | Hik IP camera, 2.8mm fixed lens, 105 degree view, 8mp, WDR, 100' IR, 3840x2160 res, Indoor/Outdoor IP66                                                                                                                                                                                                                                                                                            |          | 228.54571 | 1,589.82T |
| 7   | Security install labor per SOW                                                                                                                                                                                                                                                                                                                                                                     |          | 250.00    | 1,750.00  |
| 1   | CAT6 cabling Plenum required. Terminals, conduit, misc.                                                                                                                                                                                                                                                                                                                                            |          | 500.00    | 500.00T   |
| 4   | Wall mount outdoor pendant for cameras. Requires cap.                                                                                                                                                                                                                                                                                                                                              |          | 29.85     | 119.40T   |
| 4   | Camera mounting cap w/NPT for fixed cameras                                                                                                                                                                                                                                                                                                                                                        |          | 12.9475   | 51.79T    |
| 1   | ExacqVision Recorder LC desktop 4tb of storage<br>Desktop recorder with 4 IP cameras licenses (16 max) and 8 analog at 30 FPS, exacqVision Start client, server, web/mobile software pre-installed with 3 years software upgrades and hardware warranty. Ubuntu Linux 18.04, DisplayPort, HDMI, DVI-D, VGA monitor outputs, Dual Gb NIC, 1 multiplexed analog output. Keyboard and mouse included. |          | 1,894.19  | 1,894.19T |
| 3   | Exacq START Camera Channel License                                                                                                                                                                                                                                                                                                                                                                 |          | 60.18667  | 180.56T   |
| 1   | 8 Port GB network switch POE<br>Non profit                                                                                                                                                                                                                                                                                                                                                         |          | 148.39    | 148.39T   |
|     |                                                                                                                                                                                                                                                                                                                                                                                                    |          | 0.00%     | 0.00      |

Thank you for your business!

Please make check payable to:  
Phillips Security Inc. and remit to address above.

We also accept all major credit cards:

Account Number Expiration

Signature Security Code

Total \$6,244.15

Payments/Credits \$0.00

Balance Due \$6,244.15

Payment is acceptance of buyer's agreement to Terms and Conditions posted on [http://www.consultphillips.com/PCI\\_terms.pdf](http://www.consultphillips.com/PCI_terms.pdf).  
A \$15.00 late fee is assessed monthly on any unpaid invoice balance 60 days past due. Phillips Security reserves the right to demand reimbursement of all fees incurred in an effort to collect if the account is in default over 90 days to include but not limited to attorney fees and court costs to the extent permitted by law.



**RESOLUTION COMMITTING FUNDS TO THE  
GARFIELD ROAD SHARED-USE PATH**

At the Regular Meeting of the City Council of Fraser, Michigan held on \_\_\_\_\_ at \_\_\_\_\_ held Virtually in the Council Chambers of City Municipal Building (located at 33000 Garfield Road, City of Fraser, County of Macomb, State of Michigan) the following resolution was offered by Council Member \_\_\_\_\_ seconded by Council Member \_\_\_\_\_ and adopted with \_\_\_\_\_ votes by Members

---

**WHEREAS**, the City of Fraser has initiated a shared-use path project along Garfield Road within the City of Fraser; and

**WHEREAS**, this project is consistent with the adopted Comprehensive Master Plan and the Macomb County Trailways Master Plan; and

**WHEREAS**, the project will eventually connect to the existing multi use path known as the Freedom Trail on Metropolitan Parkway in Clinton Township; and

**WHEREAS**, the Transportation Alternatives Program (TAP) is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT); and

**WHEREAS**, the City of Fraser is applying for funds through MDOT from the Transportation Alternative Program to construct a shared-use path along Garfield Road; and

**WHEREAS**, MDOT requires a formal commitment from the public agency that will be receiving these funds and will be implementing and maintaining these infrastructure projects; and

**WHEREAS**, the City of Fraser has openly discussed this project and publicly communicated the desire to complete this project;

NOW THEREFORE, BE IT RESOLVED:

1. That the City of Fraser will certify that the financing will be secured, available, and committed for use in constructing the project. This financing is intended to include funds incorporated in the Fiscal Year 2022-2023 budget to provide the matching funds for nonparticipating funds as well as a contingency in the 2023-2024 Fiscal Year Budget if the project continues past 2024.
2. That the City of Fraser Commits to owning, operating and funding/implementing maintenance plan/program over the design life of the facility constructed with TAP Funds.
3. That the City of Fraser authorizes the City Manager, to act as the agency's agent during development and sign a project agreement upon receipt of a funding award.

Motion offered by \_\_\_\_\_ supported by

\_\_\_\_\_ to approve this participation resolution.

AYES:

NAYS:

---



STATE OF MICHIGAN)

)SS.

COUNTY OF MACOMB)

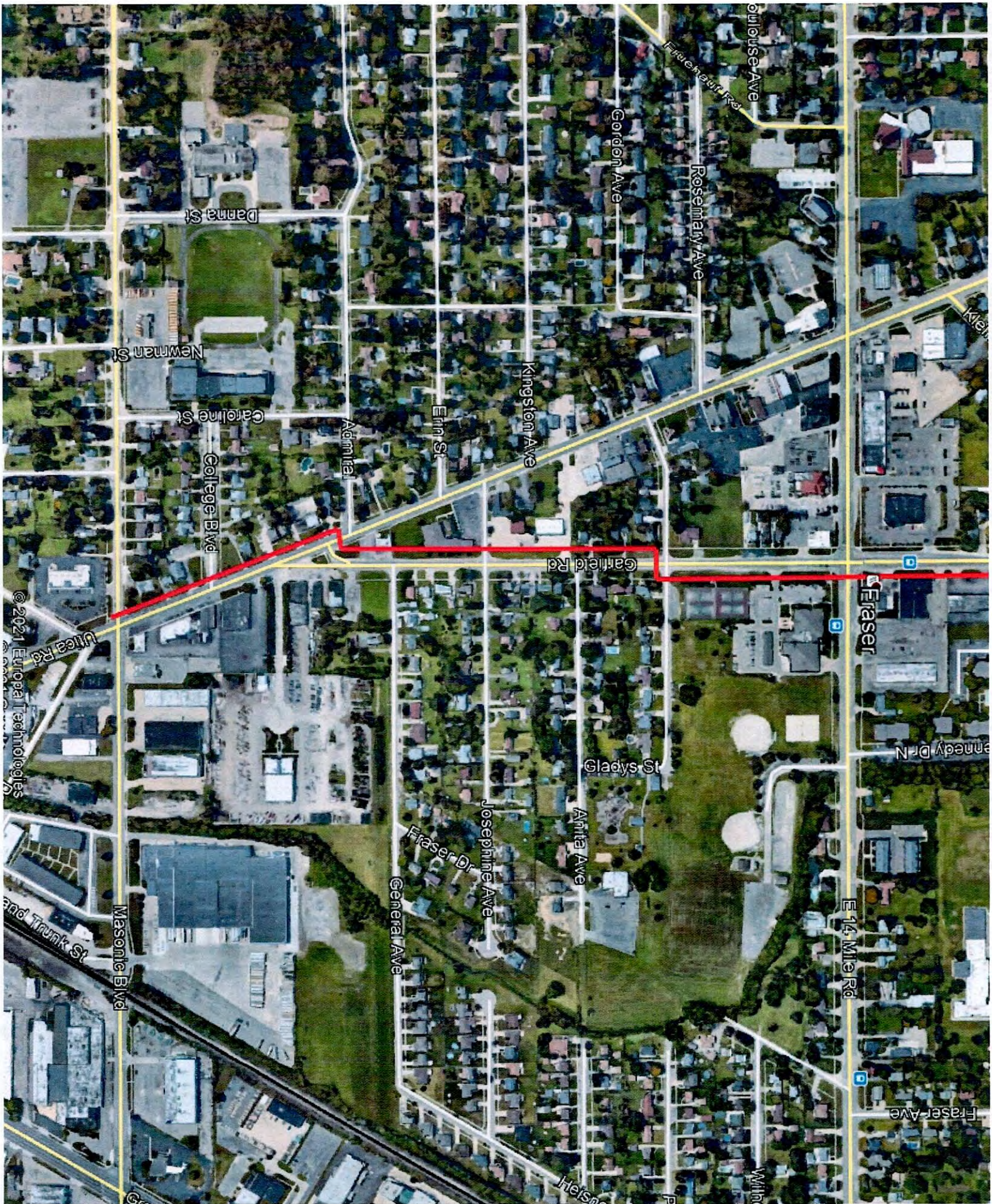
I, Brian Fairbrother, the duly qualified City Clerk of the City of Fraser, Macomb County, Michigan do hereby certify that the foregoing is a true and completed copy of the Resolution adopted by the City Council of the City of Fraser, Macomb County, Michigan on \_\_\_\_\_ and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance of the Open Meetings Act being Act 267 of the Michigan Public Acts of 1976. as amended, and that the minutes of said meeting were kept and will be or have been made available as required by said act.

---

Brian Fairbrother, City Clerk

---







# Non-Motorized Transportation Framework

The City of Fraser has a long-standing exemplary public park and almost citywide sidewalk system. With few gaps, the City of Fraser is largely fitted with sidewalks on both sides of the street, which creates a safe and accessible pedestrian network.

Additionally, the City is also committed to creating a future of safe and accessible non-motorized transportation network for residents to experience outdoor recreation opportunities, active transportation and commuting opportunities, and more.

Planning for a robust non-motorized transportation network not only will increase the quality of life for residents and visitors, but it can also increase economic development opportunities and the longevity of existing businesses as well. As planning trends and other significant matters such as climate change, the City's aging population, and the global pandemic continue to evolve over time, implementing opportunities for alternative forms of transportation has quickly become increasingly more important.

Currently, the City of Fraser has a small pocket of a trail system located in the Harrington Trails Park. As sidewalks are also important to the City's transportation infrastructure, it becomes also important to recognize the differing needs of sidewalk users and bike facilities users. In general, sidewalks are typically best suited for pedestrian movement. Individuals who commute to work by bicycle, or competitively cycle, would not utilize sidewalks due to their travel at faster speeds, which results in unsafe conditions for pedestrians using the sidewalks. For this population, widened paved shoulders (4 feet or wider) or bike lanes would be most appropriate.

Furthermore, those users who are interested in leisure biking, typically with younger children or for a casual scenic ride, would utilize separated non-motorized pathways (8 feet or wider) to avoid any traffic congestion and unsafe conditions.

As noted by the Southeast Michigan Council of Governments (SEMCOG), the City of Fraser has a high demand for bike facilities—especially in those areas concentrated near the Industrial Park and along major road corridors. Due to the high traffic speeds, little to no widened road shoulders, and high-volume multi-lane roads, very few people feel comfortable utilizing Fraser's roads for biking.

According to SEMCOG, the City of Fraser has several planned areas for future bike facilities. Bike facilities for the City can include separated pathways, bike lanes, or widened shoulders. To plan for these projects, the City should conduct an analysis to determine which type of bike facility is best suited for each corridor. The proposed bike enhancement corridors include:

- Utica Road
- Mulvey Road
- Garfield Road
- Hayes Road (up to 14 Mile Road)
- Kelly Road
- Masonic Boulevard
- 14 Mile Road
- Klein Road
- Malyn Boulevard
- Eveningside Drive

The City can prioritize bike facility projects by timing each project with the City's (and County's) proposed road improvements schedule by adding bike facilities into road improvement projects already taking place. The City should also prioritize future bike facilities to adjoin with existing and planned regional facilities, such as the Macomb Orchard Trail located in Clinton Township and the planned Utica Junction, as noted in the Mobilize Macomb Plan.

The Map included on the next page notes the corridors planned for future bike facilities in the City of Fraser. Note that some of these planned routes may require local partnerships with neighboring jurisdictions or Macomb County Department of Roads.

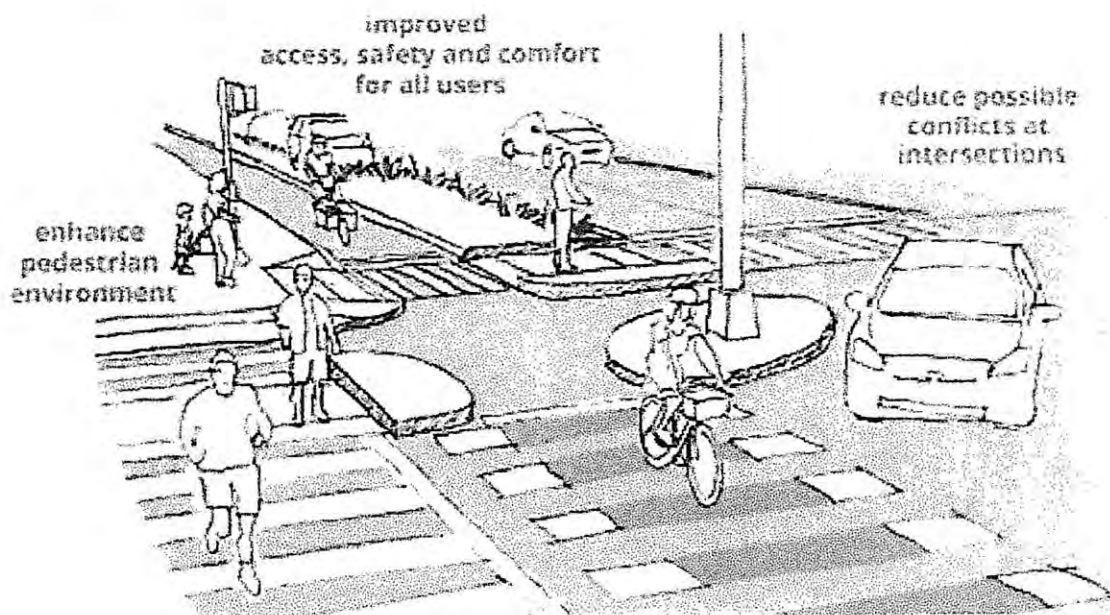




In addition to the planned bike facility corridors, the City should also expand the existing sidewalk system to fill the gaps in the network. Planned sidewalk areas include:

- Around and within the Industrial Park
- Both sides of Groesbeck Highway
- Within commercial and industrial clusters on the south end of Groesbeck Highway
- Residential area between Masonic Boulevard and 13 Mile Road
- Residential area between Mulvey Road and 14 Mile Road
- Within multi-family residential areas between Utica Road and Garfield Road along 15 Mile Road
- On both sides of the street anywhere in the planned CBD area.
- Moving forward into the implementation of this Plan, the City should consider requiring sidewalks to fill-in the gaps where they exist.

As a means for cyclists, pedestrians, and motorists to safely interact with one another in busy-high volume intersections, multimodal crossings can be implemented in several key intersections in the City. Types of improvements typically considered in multimodal crossing intersections include crosswalks, pedestrian crossing signals, curbs, sidewalks, pedestrian medians, and more. The City should implement multi-modal crossings at popular pedestrian, bike, and motorist intersections to promote the safe and efficient flow of all types of users—especially in the CBD area.



# Parks & Planned Bike Facilities

City of Fraser, Michigan

October 13, 2020

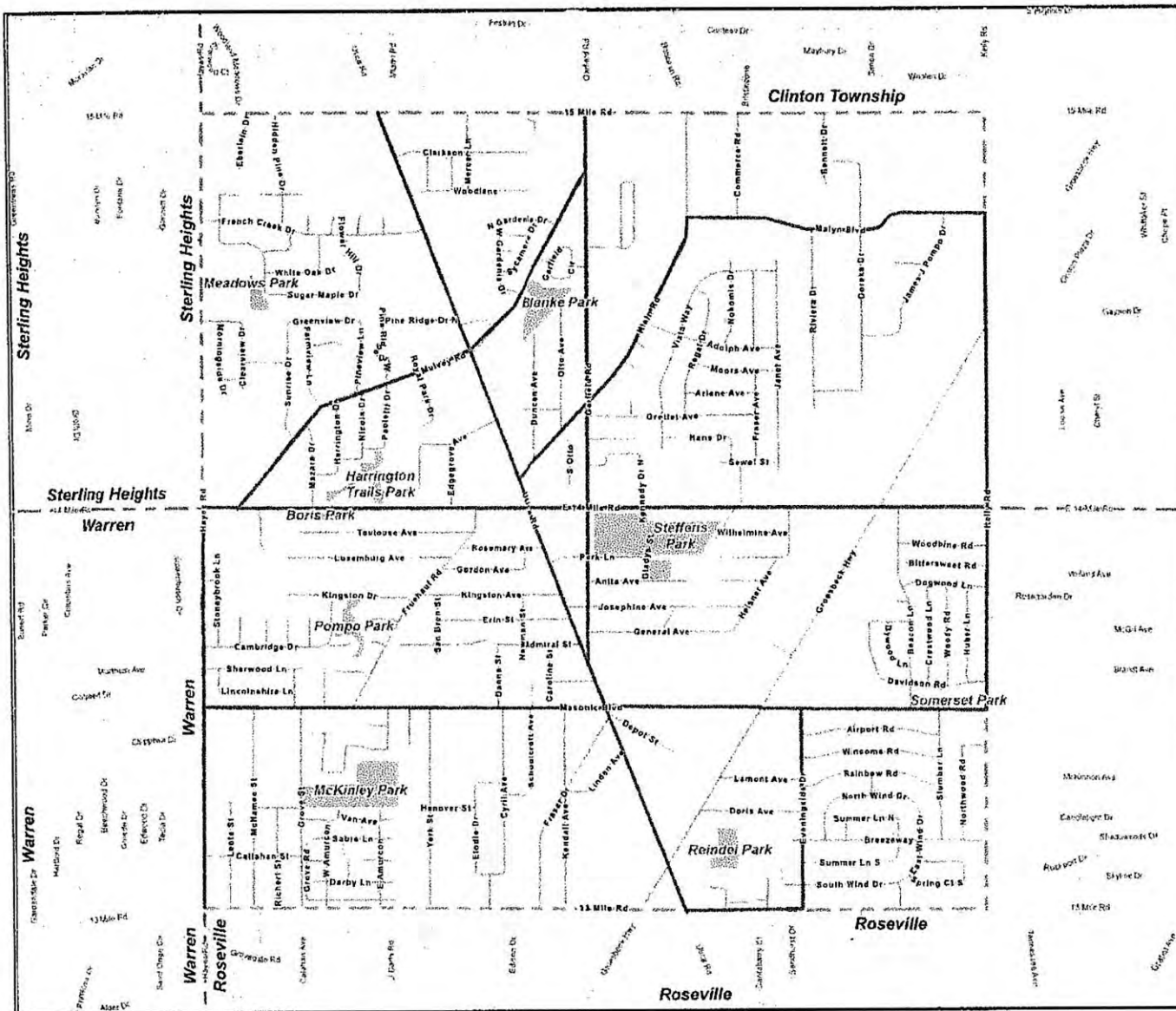
## LEGEND

-  Fraser Boundary
-  Planned Bike Facilities
-  Parks

0 500 1,000  
Feet

Base Map Source: Michigan Center for Geographic Information, Version 17a  
Data Source: City of Fraser 2020, McKenna 2020

 MCKENNA







**ANDERSON, ECKSTEIN & WESTRICK, INC.**

**CIVIL ENGINEERS - SURVEYORS - ARCHITECTS**

51301 Schoenherr Road, Shelby Township, MI 48315

586.726.1234 | [www.aewinc.com](http://www.aewinc.com)

March 31, 2021

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

**Reference: Recommendation for Contract Extension**

2021 Sanitary Sewer Investigation – SW Quadrant  
AEW Project No. 0190-0450

Dear Mr. Thompson:

Pipetek Infrastructure Services has offered to again extend their contract unit prices from the 2018 Sanitary Sewer Investigation Program for the proposed 2021 Sanitary Sewer Investigation Program.

Our office has bid programs of similar size this year, and Pipetek's prices from 2018 were at or below prices for similar projects in nearby communities.

We have worked with Pipetek Infrastructure Services for several years in many neighboring communities and are satisfied with their past performance.

We do not believe any benefit will accrue to the City by seeking further competitive bids. Therefore, we recommend the city award a contract extension for the **2021 Sanitary Sewer Investigation Program - SW Quadrant to Pipetek Infrastructure Services, LLC**, 12119 Levan Road, Livonia, MI 48150 in the amount of **\$189,830.00**.

Sincerely,

Michael A. Vigneron, PE  
Senior Project Engineer

Enclosure: Pipetek Proposal

M:\0190\0190-0450\Gen\Letters\ContractExtension\_210331.docx

# PROPOSAL

## CITY OF FRASER 2021 SANITARY SEWER CONDITION ASSESSMENT AEW PROJECT NO. 0190-0450

| Item No. | Description                                                 | Estimated Quantity | Unit | Bid Unit Price | Bid Price |
|----------|-------------------------------------------------------------|--------------------|------|----------------|-----------|
| 1        | _Bonds, Insurance and Initial Setup Expense, Max 3%         | 1                  | LS   | 5,500.00       | 5,500.00  |
| 2        | _Cleaning 06-12 inch Sanitary Sewers                        | 70,600             | Ft   | 0.85           | 60,010.00 |
| 3        | _Cleaning 15-21 inch Sanitary Sewers                        | 5,900              | Ft   | 1.00           | 5,900.00  |
| 4        | _Cleaning 24-36 inch Sanitary Sewers                        | 14,200             | Ft   | 1.25           | 17,750.00 |
| 6        | _Heavy Cleaning 06-12 inch Sanitary Sewers                  | 17,650             | Ft   | 0.25           | 4,412.50  |
| 7        | _Heavy Cleaning 15-21 inch Sanitary Sewers                  | 1,475              | Ft   | 1.00           | 1,475.00  |
| 8        | _Heavy Cleaning 24-36 inch Sanitary Sewers                  | 3,550              | Ft   | 1.25           | 4,437.50  |
| 10       | _Extra Heavy Cleaning                                       | 30                 | Hr   | 200.00         | 6,000.00  |
| 11       | _Final TV Investigation and Log, 06-12 inch Sanitary Sewers | 70,600             | Ft   | 0.85           | 60,010.00 |
| 12       | _Final TV Investigation and Log, 15-21 inch Sanitary Sewers | 5,900              | Ft   | 0.85           | 5,015.00  |
| 13       | _Final TV Investigation and Log, 24-36 inch Sanitary Sewers | 14,200             | Ft   | 0.85           | 12,070.00 |
| 15       | _Removal of Mineral Deposits                                | 25                 | Ea   | 25.00          | 625.00    |
| 16       | _Cutting Service Lead Protrusions                           | 25                 | Ea   | 25.00          | 625.00    |
| 17       | _Traffic Control, Major Street                              | 1                  | LS   | 2,500.00       | 2,500.00  |
| 18       | _Traffic Control, Minor Street                              | 1                  | LS   | 2,500.00       | 2,500.00  |
| 19       | _Deliverables                                               | 1                  | LS   | 1,000.00       | 1,000.00  |

**PROPOSAL GRAND TOTAL \$ 189,830.00**



# PROPOSAL

## CITY OF FRASER 2021 SANITARY SEWER CONDITION ASSESSMENT AEW PROJECT NO. 0190-0450

Pipetek Infrastructure Services

Bidder/Company

12119 Levan Rd. Livonia, MI 48150

Address

Patrick Selby

Signature

734-921-3054

Telephone

Patrick SELBY

Printed Name

p.selby@pipetekservices.com

Email Address

Analise Ruiz

Attest Signature

3/30/2021

Date of Signature

Analise Ruiz

Attest Printed Name

\*Contractor will be required to submit Insurance and bonds for this project



**ANDERSON, ECKSTEIN & WESTRICK, INC.**

**CIVIL ENGINEERS - SURVEYORS - ARCHITECTS**

51301 Schoenherr Road, Shelby Township, MI 48315

586.726.1234 | [www.aewinc.com](http://www.aewinc.com)

May 28, 2021

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

**Reference: Letter of Recommendation for Contract Award**

2021 Concrete Road Repair Program  
AEW Project No. 0190-0452

Dear Mr. Thompson:

On Wednesday, May 26, 2021, twelve (12) bids were received for the project referenced above. Our office has checked the bid tabulation and a copy is attached for your use. The low bidder is Mattioli Cement Company, LLC with a total bid amount of \$255,207.85.

We have worked with Mattioli Cement Company, LLC on similar projects in Fraser as well as nearby communities and are satisfied with their performance.

Based on our experience and bids submitted, we recommend awarding a contract for the **2021 Concrete Road Repair Program** to **Mattioli Cement Company, LLC**, 6085 McGuire Road, Fenton, MI 48430 in the amount of **\$255,207.85**.

If you have any questions or need additional information, please advise.

Sincerely,

Michael A. Vigheron, PE

Enclosure: Bid Tabulation

cc: Mark Ragsdale, DPW Superintendent  
Vincent Neyland, Finance Director

M:\0190\0190-0452\Gen\Letters\AwardRecommendation\_210528.docx





**TABULATION OF BIDS**  
CITY OF FRASER  
2021 CONCRETE ROAD REPAIR PROGRAM  
AEW PROJECT NO. 0190-0452

Prepared by: Anderson, Eckstein and Westrick, Inc.  
51301 Schoenherr Road  
Shelby Township, MI 48315

DATE: 5/26/2021  
TIME: 10:00 AM

**BIDDER RANKING**

| RANK | BIDDER NAME                             | Pavement Patching | Joint and Crack Sealing | Grand Total of Pavement Patching + Joint and Crack Sealing |
|------|-----------------------------------------|-------------------|-------------------------|------------------------------------------------------------|
| 1    | Mattioli Cement Co., LLC                | \$ 237,407.85 *   | \$ 17,800.00            | \$ 255,207.85 *                                            |
| 2    | Century Cement Company, Inc.            | \$ 260,500.21     | \$ 13,100.00            | \$ 273,600.21                                              |
| 3    | Great Lakes Contracting Solutions, LLC  | \$ 274,588.75     | \$ 7,400.00             | \$ 281,988.75                                              |
| 4    | Goretski's Construction Company         | \$ 298,975.00     | \$ 17,500.00            | \$ 316,475.00                                              |
| 5    | K D Cement LLC                          | \$ 300,291.25     | \$ 18,500.00            | \$ 318,791.25                                              |
| 6    | Luigi Ferdinandi & Son Cement Co., Inc. | \$ 299,950.00 *   | \$ 22,500.00            | \$ 322,450.00 *                                            |
| 7    | D Macro Contractors Inc.                | \$ 297,855.00 *   | \$ 31,000.00            | \$ 328,855.00 *                                            |
| 8    | JB Contractors Inc.                     | \$ 316,350.00 *   | \$ 16,000.00            | \$ 332,350.00 *                                            |
| 9    | Lacaria Concrete Construction, Inc.     | \$ 322,154.50 *   | \$ 23,000.00            | \$ 345,154.50                                              |
| 10   | Koala-T Construction, Inc.              | \$ 321,185.00     | \$ 33,000.00            | \$ 354,185.00                                              |
| 11   | Merlo Construction Co., Inc.            | \$ 340,325.00 *   | \$ 19,000.00            | \$ 359,325.00 *                                            |
| 12   | Hartwell Cement Company                 | \$ 346,380.00     | \$ 17,000.00            | \$ 363,380.00                                              |

\* CORRECTED BY ENGINEER

- 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

**TABULATION OF BIDS**

CITY OF FRASER

2021 CONCRETE ROAD REPAIR PROGRAM

AEW PROJECT NO. 0190-0452

DATE: 5/26/2021  
TIME: 10:00 AMPrepared by: Anderson, Eckstein and Westrick, Inc.  
51301 Schoenherr Road  
Shelby Township, MI 48315**BIDDER RANKING**

| RANK | BIDDER NAME                             | Pavement Patching | Joint and Crack Sealing | Grand Total of Pavement Patching +<br>Joint and Crack Sealing |
|------|-----------------------------------------|-------------------|-------------------------|---------------------------------------------------------------|
| 1    | Mattioli Cement Co., LLC                | \$ 237,407.85 *   | \$ 17,800.00            | \$ 255,207.85 *                                               |
| 2    | Century Cement Company, Inc.            | \$ 260,500.21     | \$ 13,100.00            | \$ 273,600.21                                                 |
| 3    | Great Lakes Contracting Solutions, LLC  | \$ 274,588.75     | \$ 7,400.00             | \$ 281,988.75                                                 |
| 4    | Goretski's Construction Company         | \$ 298,975.00     | \$ 17,500.00            | \$ 316,475.00                                                 |
| 5    | K D Cement LLC                          | \$ 300,291.25     | \$ 18,500.00            | \$ 318,791.25                                                 |
| 6    | Luigi Ferdinandi & Son Cement Co., Inc. | \$ 299,950.00 *   | \$ 22,500.00            | \$ 322,450.00 *                                               |
| 7    | D Macro Contractors Inc.                | \$ 297,855.00 *   | \$ 31,000.00            | \$ 328,855.00 *                                               |
| 8    | JB Contractors Inc.                     | \$ 316,350.00 *   | \$ 16,000.00            | \$ 332,350.00 *                                               |
| 9    | Lacaria Concrete Construction, Inc.     | \$ 322,154.50 *   | \$ 23,000.00            | \$ 345,154.50                                                 |
| 10   | Koala-T Construction, Inc.              | \$ 321,185.00     | \$ 33,000.00            | \$ 354,185.00                                                 |
| 11   | Merlo Construction Co., Inc.            | \$ 340,325.00 *   | \$ 19,000.00            | \$ 359,325.00 *                                               |
| 12   | Hartwell Cement Company                 | \$ 346,380.00     | \$ 17,000.00            | \$ 363,380.00                                                 |

\* CORRECTED BY ENGINEER





**TABULATION OF BIDS**

CITY OF FRASER  
2021 CONCRETE ROAD REPAIR PROGRAM  
AEW PROJECT NO. 0190-0452

Mattioli Cement Co., LLC  
6085 McGuire Rd  
Fenton, MI 48430

Century Cement Company, Inc.  
12600 Sibley Road  
Riverview, MI 48193

| Item No.                         | Description                                                                  | Estimated Quantity | Units | Unit Price | Amount     | Unit Price | Amount     |
|----------------------------------|------------------------------------------------------------------------------|--------------------|-------|------------|------------|------------|------------|
| <b>Pavement Patching Program</b> |                                                                              |                    |       |            |            |            |            |
| 1.                               | _Bonds, Insurance & Mobilization Expense- (3% Max)                           | 1                  | LS    | 7,000.00   | 7,000.00   | 7,791.21   | 7,791.21   |
| 2.                               | Curb and Gutter, Rem                                                         | 50                 | Ft    | 10.00      | 500.00     | 10.00      | 500.00     |
| 3.                               | Sidewalk, Rem                                                                | 100                | Syd   | 10.00      | 1,000.00   | 9.00       | 900.00     |
| 4.                               | _Driveway, Conc, Rem                                                         | 25                 | Syd   | 10.00      | 250.00     | 9.00       | 225.00     |
| 5.                               | _Subgrade Undercutting, Modified                                             | 100                | Cyd   | 40.00      | 4,000.00   | 1.00       | 100.00     |
| 6.                               | _Full Depth Sawcutting through Existing Pavement, Sidewalk, Driveway or Curb | 3,250              | Ft    | 1.60       | 5,200.00   | 2.00       | 6,500.00   |
| 7.                               | Maintenance Gravel, LM                                                       | 50                 | Cyd   | 1.00       | 50.00      | 1.00       | 50.00      |
| 8.                               | _External Structure Wrap, 12 inch                                            | 7                  | Ea    | 445.00     | 3,115.00   | 400.00     | 2,800.00   |
| 9.                               | _External Structure Wrap, 18 inch                                            | 2                  | Ea    | 550.00     | 1,100.00   | 500.00     | 1,000.00   |
| 10.                              | _Dr Structure, Top, 6 inch - 12 inch                                         | 14                 | Ea    | 45.00      | 630.00     | 300.00     | 4,200.00   |
| 11.                              | Dr Structure Cover, Adj, Case 1, Modified                                    | 9                  | Ea    | 225.00     | 2,025.00   | 300.00     | 2,700.00   |
| 12.                              | Dr Structure, 24 inch dia                                                    | 1                  | Ea    | 2,900.00   | 2,900.00   | 2,000.00   | 2,000.00   |
| 13.                              | Dr Structure, Adj, Add Depth                                                 | 18                 | Ft    | 80.00      | 1,440.00   | 50.00      | 900.00     |
| 14.                              | _Dr Structure Cover, Sanitary Manhole                                        | 1                  | Ea    | 629.21     | 629.21     | 600.00     | 600.00     |
| 15.                              | _Dr Structure Cover, Storm Manhole                                           | 1                  | Ea    | 548.58     | 548.58     | 600.00     | 600.00     |
| 16.                              | _Dr Structure Cover, Catch Basin                                             | 7                  | Ea    | 590.58     | 4,134.06   | 600.00     | 4,200.00   |
| 17.                              | _Dr Structure, 36 inch dia                                                   | 1                  | Ea    | 3,000.00   | 3,000.00   | 3,000.00   | 3,000.00   |
| 18.                              | _Underdrain, Subgrade, 6 inch, Modified                                      | 200                | Ft    | 13.00      | 2,600.00   | 15.00      | 3,000.00   |
| 19.                              | Joint, Expansion, E2                                                         | 125                | Ft    | 7.00       | 875.00     | 18.00      | 2,250.00   |
| 20.                              | _Joint, Expansion, Erg, w/ 3/4 Dowels                                        | 50                 | Ft    | 11.00      | 550.00     | 18.00      | 900.00     |
| 21.                              | Cement                                                                       | 5                  | Ton   | 70.00      | 350.00     | 1.00       | 5.00       |
| 22.                              | Lane Tie, Epoxy Anchored                                                     | 1,200              | Ea    | 4.48       | 5,376.00 * | 5.00       | 6,000.00   |
| 23.                              | Pavt Repr, Nonreinf Conc, 8 inch                                             | 2,300              | Syd   | 49.00      | 112,700.00 | 45.00      | 103,500.00 |
| 24.                              | Pavt Repr, Nonreinf Conc, 9 inch                                             | 500                | Syd   | 52.00      | 26,000.00  | 50.00      | 25,000.00  |
| 25.                              | _Cleaning and Sealing Existing Joints and Random Cracks(Conc. Pavt.)         | 8,000              | Ft    | 0.65       | 5,200.00   | 0.65       | 5,200.00   |
| 26.                              | _Pavt Repr, Rem, Modified                                                    | 2,800              | Syd   | 10.00      | 28,000.00  | 20.00      | 56,000.00  |
| 27.                              | Driveway, Nonreinf Conc, 6 inch                                              | 25                 | Syd   | 62.00      | 1,550.00   | 50.00      | 1,250.00   |



**TABULATION OF BIDS**

CITY OF FRASER  
2021 CONCRETE ROAD REPAIR PROGRAM  
AEW PROJECT NO. 0190-0452

Mattoli Cement Co., LLC  
6085 McGuire Rd  
Fenton, MI 48430

Century Cement Company, Inc.  
12600 Sibley Road  
Riverview, MI 48193

| Item No.                                                                    | Description                                                          | Estimated Quantity | Units | Unit Price      | Amount    | Unit Price    | Amount    |
|-----------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------|-------|-----------------|-----------|---------------|-----------|
| 28.                                                                         | Curb and Gutter, Conc, Det F3                                        | 50                 | Ft    | 39.00           | 1,950.00  | 25.00         | 1,250.00  |
| 29.                                                                         | Detectable Warning Surface                                           | 25                 | Ft    | 39.00           | 975.00    | 40.00         | 1,000.00  |
| 30.                                                                         | Sidewalk, Conc, 4 inch                                               | 500                | Sft   | 6.25            | 3,125.00  | 5.00          | 2,500.00  |
| 31.                                                                         | Sidewalk, Conc, 6 inch                                               | 150                | Sft   | 6.90            | 1,035.00  | 5.50          | 825.00    |
| 32.                                                                         | _Sidewalk Ramp, Conc, 8 inch                                         | 250                | Sft   | 8.00            | 2,000.00  | 7.00          | 1,750.00  |
| 33.                                                                         | _Traffic Maintenance and Control                                     | 1                  | LS    | 7,200.00        | 7,200.00  | 12,000.00     | 12,000.00 |
| 34.                                                                         | _Surface Restoration, Seeding                                        | 400                | Syd   | 1.00            | 400.00    | 0.01          | 4.00      |
| Total of Pavement Patching Program:                                         |                                                                      |                    |       | 237,407.85 *    |           | 260,500.21    |           |
| Joint and Crack Sealing Program                                             |                                                                      |                    |       |                 |           |               |           |
| 35.                                                                         | _Cleaning and Sealing Existing Joints and Random Cracks(Conc. Pavt.) | 20,000             | Ft    | 0.63            | 12,600.00 | 0.65          | 13,000.00 |
| 36.                                                                         | _Traffic Maintenance and Control                                     | 1                  | LS    | 5,200.00        | 5,200.00  | 100.00        | 100.00    |
| Total of Joint and Crack Sealing Program:                                   |                                                                      |                    |       | 17,800.00       |           | 13,100.00     |           |
| Grand Total of Pavement Patching Program + Joint and Crack Sealing Program: |                                                                      |                    |       | \$ 255,207.85 * |           | \$ 273,600.21 |           |

\* CORRECTED BY ENGINEER





**TABULATION OF BIDS**  
**CITY OF FRASER**  
**2021 CONCRETE ROAD REPAIR PROGRAM**  
**AEW PROJECT NO. 0190-0452**

| Item No.                         | Description                                                                  | Estimated Quantity | Units | Great Lakes Contracting Solutions, LLC |            | Goretski's Construction Company           |            |
|----------------------------------|------------------------------------------------------------------------------|--------------------|-------|----------------------------------------|------------|-------------------------------------------|------------|
|                                  |                                                                              |                    |       | 2300 Edinburgh<br>Waterford, MI 48328  |            | 4850 South Hill Road<br>Milford, MI 48381 |            |
|                                  |                                                                              |                    |       | Unit Price                             | Amount     | Unit Price                                | Amount     |
| <b>Pavement Patching Program</b> |                                                                              |                    |       |                                        |            |                                           |            |
| 1.                               | _Bonds, Insurance & Mobilization Expense- (3% Max)                           | 1                  | LS    | 7,800.00                               | 7,800.00   | 7,500.00                                  | 7,500.00   |
| 2.                               | Curb and Gutter, Rem                                                         | 50                 | Ft    | 14.15                                  | 707.50     | 10.00                                     | 500.00     |
| 3.                               | Sidewalk, Rem                                                                | 100                | Syd   | 13.15                                  | 1,315.00   | 15.00                                     | 1,500.00   |
| 4.                               | _Driveway, Conc, Rem                                                         | 25                 | Syd   | 13.15                                  | 328.75     | 15.00                                     | 375.00     |
| 5.                               | _Subgrade Undercutting, Modified                                             | 100                | Cyd   | 39.00                                  | 3,900.00   | 40.00                                     | 4,000.00   |
| 6.                               | _Full Depth Sawcutting through Existing Pavement, Sidewalk, Driveway or Curb | 3,250              | Ft    | 2.10                                   | 6,825.00   | 1.50                                      | 4,875.00   |
| 7.                               | Maintenance Gravel, LM                                                       | 50                 | Cyd   | 32.50                                  | 1,625.00   | 30.00                                     | 1,500.00   |
| 8.                               | _External Structure Wrap, 12 inch                                            | 7                  | Ea    | 430.00                                 | 3,010.00   | 1,000.00                                  | 7,000.00   |
| 9.                               | _External Structure Wrap, 18 inch                                            | 2                  | Ea    | 550.00                                 | 1,100.00   | 1,200.00                                  | 2,400.00   |
| 10.                              | _Dr Structure, Tap, 6 inch - 12 inch                                         | 14                 | Ea    | 185.00                                 | 2,590.00   | 500.00                                    | 7,000.00   |
| 11.                              | Dr Structure Cover, Adj, Case 1, Modified                                    | 9                  | Ea    | 475.00                                 | 4,275.00   | 750.00                                    | 6,750.00   |
| 12.                              | Dr Structure, 24 inch dia                                                    | 1                  | Ea    | 1,270.00                               | 1,270.00   | 1,500.00                                  | 1,500.00   |
| 13.                              | Dr Structure, Adj, Add Depth                                                 | 18                 | Ft    | 150.00                                 | 2,700.00   | 200.00                                    | 3,600.00   |
| 14.                              | _Dr Structure Cover, Sanitary Manhole                                        | 1                  | Ea    | 550.00                                 | 550.00     | 750.00                                    | 750.00     |
| 15.                              | _Dr Structure Cover, Storm Manhole                                           | 1                  | Ea    | 520.00                                 | 520.00     | 750.00                                    | 750.00     |
| 16.                              | _Dr Structure Cover, Catch Basin                                             | 7                  | Ea    | 475.00                                 | 3,325.00   | 750.00                                    | 5,250.00   |
| 17.                              | _Dr Structure, 36 inch dia                                                   | 1                  | Ea    | 1,700.00                               | 1,700.00   | 4,500.00                                  | 4,500.00   |
| 18.                              | _Underdrain, Subgrade, 6 inch, Modified                                      | 200                | Ft    | 11.50                                  | 2,300.00   | 20.00                                     | 4,000.00   |
| 19.                              | Joint, Expansion, E2                                                         | 125                | Ft    | 24.00                                  | 3,000.00   | 15.00                                     | 1,875.00   |
| 20.                              | _Joint, Expansion, Erg, w/ 3/4 Dowels                                        | 50                 | Ft    | 15.00                                  | 750.00     | 25.00                                     | 1,250.00   |
| 21.                              | Cement                                                                       | 5                  | Ton   | 155.00                                 | 775.00     | 200.00                                    | 1,000.00   |
| 22.                              | Lane Tie, Epoxy Anchored                                                     | 1,200              | Ea    | 6.00                                   | 7,200.00   | 6.00                                      | 7,200.00   |
| 23.                              | Pavt Repr, Nonreinf Conc, 8 inch                                             | 2,300              | Syd   | 53.75                                  | 123,625.00 | 58.00                                     | 133,400.00 |
| 24.                              | Pavt Repr, Nonreinf Conc, 9 inch                                             | 500                | Syd   | 57.00                                  | 28,500.00  | 63.00                                     | 31,500.00  |
| 25.                              | _Cleaning and Sealing Existing Joints and Random Cracks(Conc. Pavt.)         | 8,000              | Ft    | 0.66                                   | 5,280.00   | 0.75                                      | 6,000.00   |
| 26.                              | _Pavt Repr, Rem, Modified                                                    | 2,800              | Syd   | 13.20                                  | 36,960.00  | 12.00                                     | 33,600.00  |
| 27.                              | Driveway, Nonreinf Conc, 6 inch                                              | 25                 | Syd   | 49.50                                  | 1,237.50   | 60.00                                     | 1,500.00   |



**TABULATION OF BIDS**  
**CITY OF FRASER**  
**2021 CONCRETE ROAD REPAIR PROGRAM**  
**AEW PROJECT NO. 0190-0452**

| Item No.                                                                           | Description                                                          | Estimated Quantity | Units | Great Lakes Contracting Solutions, LLC<br>2300 Edinburgh<br>Waterford, MI 48328 |                   | Goretski's Construction Company<br>4850 South Hill Road<br>Milford, MI 48381 |                   |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------|-------|---------------------------------------------------------------------------------|-------------------|------------------------------------------------------------------------------|-------------------|
|                                                                                    |                                                                      |                    |       | Unit Price                                                                      | Amount            | Unit Price                                                                   | Amount            |
| 28.                                                                                | Curb and Gutter, Conc, Def F3                                        | 50                 | Ft    | 22.75                                                                           | 1,137.50          | 30.00                                                                        | 1,500.00          |
| 29.                                                                                | Detectable Warning Surface                                           | 25                 | Ft    | 40.00                                                                           | 1,000.00          | 40.00                                                                        | 1,000.00          |
| 30.                                                                                | Sidewalk, Conc, 4 inch                                               | 500                | Sft   | 6.75                                                                            | 3,375.00          | 5.00                                                                         | 2,500.00          |
| 31.                                                                                | Sidewalk, Conc, 6 inch                                               | 150                | Sft   | 7.80                                                                            | 1,170.00          | 6.00                                                                         | 900.00            |
| 32.                                                                                | _Sidewalk Ramp, Conc, 8 inch                                         | 250                | Sft   | 8.95                                                                            | 2,237.50          | 12.00                                                                        | 3,000.00          |
| 33.                                                                                | _Traffic Maintenance and Control                                     | 1                  | LS    | 8,000.00                                                                        | 8,000.00          | 5,000.00                                                                     | 5,000.00          |
| 34.                                                                                | _Surface Restoration, Seeding                                        | 400                | Syd   | 11.25                                                                           | 4,500.00          | 10.00                                                                        | 4,000.00          |
| <b>Total of Pavement Patching Program:</b>                                         |                                                                      |                    |       |                                                                                 | <b>274,588.75</b> |                                                                              | <b>298,975.00</b> |
| <b>Joint and Crack Sealing Program</b>                                             |                                                                      |                    |       |                                                                                 |                   |                                                                              |                   |
| 35.                                                                                | _Cleaning and Sealing Existing Joints and Random Cracks(Conc. Pavt.) | 20,000             | Ft    | 0.37                                                                            | 7,300.00          | 0.75                                                                         | 15,000.00         |
| 36.                                                                                | _Traffic Maintenance and Control                                     | 1                  | LS    | 100.00                                                                          | 100.00            | 2,500.00                                                                     | 2,500.00          |
| <b>Total of Joint and Crack Sealing Program:</b>                                   |                                                                      |                    |       |                                                                                 | <b>7,400.00</b>   |                                                                              | <b>17,500.00</b>  |
| <b>Grand Total of Pavement Patching Program + Joint and Crack Sealing Program:</b> |                                                                      |                    |       | <b>\$</b>                                                                       | <b>281,988.75</b> | <b>\$</b>                                                                    | <b>316,475.00</b> |

\* CORRECTED BY ENGINEER





**TABULATION OF BIDS**  
**CITY OF FRASER**  
**2021 CONCRETE ROAD REPAIR PROGRAM**  
**AEW PROJECT NO. 0190-0452**

| Item No.                         | Description                                                                  | Estimated Quantity | Units | K D Cement LLC                                      |            | Luigi Ferdinandi & Son Cement Co., Inc. |            |
|----------------------------------|------------------------------------------------------------------------------|--------------------|-------|-----------------------------------------------------|------------|-----------------------------------------|------------|
|                                  |                                                                              |                    |       | 3250 New Farm Ct Suite 6<br>Commerce Twp., MI 48390 |            | 16481 Common<br>Roseville, MI 48066     |            |
|                                  |                                                                              |                    |       | Unit Price                                          | Amount     | Unit Price                              | Amount     |
| <b>Pavement Patching Program</b> |                                                                              |                    |       |                                                     |            |                                         |            |
| 1.                               | _Bonds, Insurance & Mobilization Expense- (3% Max)                           | 1                  | LS    | 8,745.00                                            | 8,745.00   | 5,000.00                                | 5,000.00   |
| 2.                               | Curb and Gutter, Rem                                                         | 50                 | Ft    | 10.00                                               | 500.00     | 10.00                                   | 500.00     |
| 3.                               | Sidewalk, Rem                                                                | 100                | Syd   | 12.15                                               | 1,215.00   | 9.00                                    | 900.00     |
| 4.                               | _Driveway, Conc, Rem                                                         | 25                 | Syd   | 12.15                                               | 303.75     | 18.00                                   | 450.00     |
| 5.                               | _Subgrade Undercutting, Modified                                             | 100                | Cyd   | 50.00                                               | 5,000.00   | 10.00                                   | 1,000.00   |
| 6.                               | _Full Depth Sawcutting through Existing Pavement, Sidewalk, Driveway or Curb | 3,250              | Ft    | 1.00                                                | 3,250.00   | 1.50                                    | 4,875.00   |
| 7.                               | Maintenance Gravel, LM                                                       | 50                 | Cyd   | 30.00                                               | 1,500.00   | 1.00                                    | 50.00      |
| 8.                               | _External Structure Wrap, 12 inch                                            | 7                  | Ea    | 100.00                                              | 700.00     | 400.00                                  | 2,800.00   |
| 9.                               | _External Structure Wrap, 18 inch                                            | 2                  | Ea    | 100.00                                              | 200.00     | 425.00                                  | 850.00     |
| 10.                              | _Dr Structure, Tap, 6 inch - 12 inch                                         | 14                 | Ea    | 150.00                                              | 2,100.00   | 100.00                                  | 1,400.00   |
| 11.                              | Dr Structure Cover, Adj. Case 1, Modified                                    | 9                  | Ea    | 300.00                                              | 2,700.00   | 250.00                                  | 2,250.00   |
| 12.                              | Dr Structure, 24 inch dia                                                    | 1                  | Ea    | 1,500.00                                            | 1,500.00   | 1,000.00                                | 1,000.00   |
| 13.                              | Dr Structure, Adj. Add Depth                                                 | 18                 | Ft    | 275.00                                              | 4,950.00   | 250.00                                  | 4,500.00   |
| 14.                              | _Dr Structure Cover, Sanitary Manhole                                        | 1                  | Ea    | 400.00                                              | 400.00     | 500.00                                  | 500.00     |
| 15.                              | _Dr Structure Cover, Storm Manhole                                           | 1                  | Ea    | 400.00                                              | 400.00     | 500.00                                  | 500.00     |
| 16.                              | _Dr Structure Cover, Catch Basin                                             | 7                  | Ea    | 400.00                                              | 2,800.00   | 500.00                                  | 3,500.00   |
| 17.                              | _Dr Structure, 36 inch dia                                                   | 1                  | Ea    | 2,000.00                                            | 2,000.00   | 1,200.00                                | 1,200.00   |
| 18.                              | _Underdrain, Subgrade, 6 inch, Modified                                      | 200                | Ft    | 13.00                                               | 2,600.00   | 10.00                                   | 2,000.00   |
| 19.                              | Joint, Expansion, E2                                                         | 125                | Ft    | 17.10                                               | 2,137.50   | 15.00                                   | 1,875.00   |
| 20.                              | _Joint, Expansion, Erg, w/ 3/4 Dowels                                        | 50                 | Ft    | 8.50                                                | 425.00     | 10.00                                   | 500.00     |
| 21.                              | Cement                                                                       | 5                  | Ton   | 75.00                                               | 375.00     | 150.00                                  | 750.00     |
| 22.                              | Lane Tie, Epoxy Anchored                                                     | 1,200              | Ea    | 3.95                                                | 4,740.00   | 5.00                                    | 6,000.00   |
| 23.                              | Pavt Repr, Nonreinf Conc, 8 inch                                             | 2,300              | Syd   | 64.65                                               | 148,695.00 | 72.00                                   | 165,600.00 |
| 24.                              | Pavt Repr, Nonreinf Conc, 9 inch                                             | 500                | Syd   | 69.15                                               | 34,575.00  | 81.00                                   | 40,500.00  |
| 25.                              | _Cleaning and Sealing Existing Joints and Random Cracks(Conc. Pavt.)         | 8,000              | Ft    | 0.80                                                | 6,400.00   | 1.00                                    | 8,000.00   |
| 26.                              | _Pavt Repr, Rem, Modified                                                    | 2,800              | Syd   | 13.50                                               | 37,800.00  | 9.00                                    | 25,200.00  |
| 27.                              | Driveway, Nonreinf Conc, 6 inch                                              | 25                 | Syd   | 58.50                                               | 1,462.50   | 54.00                                   | 1,350.00   |



**TABULATION OF BIDS**  
**CITY OF FRASER**  
**2021 CONCRETE ROAD REPAIR PROGRAM**  
**AEW PROJECT NO. 0190-0452**

| Item No.                                                                           | Description                                                          | Estimated Quantity | Units | K D Cement LLC<br>3250 New Farm Ct Suite 6<br>Commerce Twp., MI 48390 |           | Luigi Ferdinandi & Son Cement Co., Inc.<br>16481 Common<br>Roseville, MI 48066 |           |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------|-------|-----------------------------------------------------------------------|-----------|--------------------------------------------------------------------------------|-----------|
|                                                                                    |                                                                      |                    |       | Unit Price                                                            | Amount    | Unit Price                                                                     | Amount    |
| 28.                                                                                | Curb and Gutter, Conc, Det F3                                        | 50                 | Ft    | 35.00                                                                 | 1,750.00  | 40.00                                                                          | 2,000.00  |
| 29.                                                                                | Detectable Warning Surface                                           | 25                 | Ft    | 40.00                                                                 | 1,000.00  | 40.00                                                                          | 1,000.00  |
| 30.                                                                                | Sidewalk, Conc, 4 inch                                               | 500                | Sft   | 5.15                                                                  | 2,575.00  | 8.00                                                                           | 4,000.00  |
| 31.                                                                                | Sidewalk, Conc, 6 inch                                               | 150                | Sft   | 6.15                                                                  | 922.50    | 10.00                                                                          | 1,500.00  |
| 32.                                                                                | _Sidewalk Ramp, Conc, 8 inch                                         | 250                | Sft   | 9.00                                                                  | 2,250.00  | 12.00                                                                          | 3,000.00  |
| 33.                                                                                | _Traffic Maintenance and Control                                     | 1                  | LS    | 11,120.00                                                             | 11,120.00 | 5,000.00                                                                       | 5,000.00  |
| 34.                                                                                | _Surface Restoration, Seeding                                        | 400                | Syd   | 8.00                                                                  | 3,200.00  | 1.00                                                                           | 400.00    |
| <b>Total of Pavement Patching Program:</b>                                         |                                                                      |                    |       | <b>300,291.25</b>                                                     |           | <b>299,950.00 *</b>                                                            |           |
| <b>Joint and Crack Sealing Program</b>                                             |                                                                      |                    |       |                                                                       |           |                                                                                |           |
| 35.                                                                                | _Cleaning and Sealing Existing Joints and Random Cracks(Conc. Pavt.) | 20,000             | Ft    | 0.80                                                                  | 16,000.00 | 1.00                                                                           | 20,000.00 |
| 36.                                                                                | _Traffic Maintenance and Control                                     | 1                  | LS    | 2,500.00                                                              | 2,500.00  | 2,500.00                                                                       | 2,500.00  |
| <b>Total of Joint and Crack Sealing Program:</b>                                   |                                                                      |                    |       | <b>18,500.00</b>                                                      |           | <b>22,500.00</b>                                                               |           |
| <b>Grand Total of Pavement Patching Program + Joint and Crack Sealing Program:</b> |                                                                      |                    |       | <b>\$ 318,791.25</b>                                                  |           | <b>\$ 322,450.00 *</b>                                                         |           |

\* CORRECTED BY ENGINEER





**TABULATION OF BIDS**  
**CITY OF FRASER**  
**2021 CONCRETE ROAD REPAIR PROGRAM**  
**AEW PROJECT NO. 0190-0452**

D Macro Contractors Inc.  
5005 E 14 Mile Road  
Sterling Heights, MI 48310

JB Contractors Inc.  
2933 Military  
Detroit, MI 48209

| Item No.                         | Description                                                                  | Estimated Quantity | Units | Unit Price | Amount     | Unit Price | Amount     |
|----------------------------------|------------------------------------------------------------------------------|--------------------|-------|------------|------------|------------|------------|
| <b>Pavement Patching Program</b> |                                                                              |                    |       |            |            |            |            |
| 1.                               | _Bonds, Insurance & Mobilization Expense- (3% Max)                           | 1                  | LS    | 9,000.00   | 9,000.00   | 9,000.00   | 9,000.00   |
| 2.                               | Curb and Gutter, Rem                                                         | 50                 | Ft    | 5.00       | 250.00     | 12.00      | 600.00     |
| 3.                               | Sidewalk, Rem                                                                | 100                | Syd   | 9.00       | 900.00     | 10.00      | 1,000.00   |
| 4.                               | _Driveway, Conc, Rem                                                         | 25                 | Syd   | 9.00       | 225.00     | 15.00      | 375.00 *   |
| 5.                               | _Subgrade Undercutting, Modified                                             | 100                | Cyd   | 40.00      | 4,000.00   | 30.00      | 3,000.00   |
| 6.                               | _Full Depth Sawcutting through Existing Pavement, Sidewalk, Driveway or Curb | 3,250              | Ft    | 2.50       | 8,125.00   | 3.00       | 9,750.00   |
| 7.                               | Maintenance Gravel, LM                                                       | 50                 | Cyd   | 25.00      | 1,250.00   | 35.00      | 1,750.00 * |
| 8.                               | _External Structure Wrap, 12 inch                                            | 7                  | Ea    | 100.00     | 700.00     | 250.00     | 1,750.00   |
| 9.                               | _External Structure Wrap, 18 inch                                            | 2                  | Ea    | 125.00     | 250.00     | 400.00     | 800.00     |
| 10.                              | _Dr Structure, Tap, 6 inch - 12 inch                                         | 14                 | Ea    | 300.00     | 4,200.00   | 300.00     | 4,200.00   |
| 11.                              | Dr Structure Cover, Adj, Case 1, Modified                                    | 9                  | Ea    | 375.00     | 3,375.00   | 200.00     | 1,800.00   |
| 12.                              | Dr Structure, 24 inch dia                                                    | 1                  | Ea    | 1,900.00   | 1,900.00   | 2,000.00   | 2,000.00   |
| 13.                              | Dr Structure, Adj, Add Depth                                                 | 18                 | Ft    | 200.00     | 3,600.00   | 180.00     | 3,240.00   |
| 14.                              | _Dr Structure Cover, Sanitary Manhole                                        | 1                  | Ea    | 600.00     | 600.00     | 700.00     | 700.00     |
| 15.                              | _Dr Structure Cover, Storm Manhole                                           | 1                  | Ea    | 600.00     | 600.00     | 700.00     | 700.00     |
| 16.                              | _Dr Structure Cover, Catch Basin                                             | 7                  | Ea    | 600.00     | 4,200.00 * | 725.00     | 5,075.00   |
| 17.                              | _Dr Structure, 36 inch dia                                                   | 1                  | Ea    | 2,500.00   | 2,500.00   | 3,000.00   | 3,000.00   |
| 18.                              | _Underdrain, Subgrade, 6 inch, Modified                                      | 200                | Ft    | 12.50      | 2,500.00   | 20.00      | 4,000.00   |
| 19.                              | Joint, Expansion, E2                                                         | 125                | Ft    | 15.00      | 1,875.00   | 15.00      | 1,875.00   |
| 20.                              | _Joint, Expansion, Erg, w/ 3/4 Dowels                                        | 50                 | Ft    | 15.00      | 750.00     | 12.00      | 600.00     |
| 21.                              | Cement                                                                       | 5                  | Ton   | 1.00       | 5.00       | 150.00     | 750.00     |
| 22.                              | Lane Tie, Epoxy Anchored                                                     | 1,200              | Ea    | 9.00       | 10,800.00  | 7.00       | 8,400.00   |
| 23.                              | Pavt Repr, Nonreinf Conc, 8 inch                                             | 2,300              | Syd   | 63.00      | 144,900.00 | 70.00      | 161,000.00 |
| 24.                              | Pavt Repr, Nonreinf Conc, 9 inch                                             | 500                | Syd   | 75.00      | 37,500.00  | 79.00      | 39,500.00  |
| 25.                              | _Cleaning and Sealing Existing Joints and Random Cracks(Conc. Pavt.)         | 8,000              | Ft    | 1.50       | 12,000.00  | 0.65       | 5,200.00   |
| 26.                              | _Pavt Repr, Rem, Modified                                                    | 2,800              | Syd   | 9.00       | 25,200.00  | 7.20       | 20,160.00  |
| 27.                              | Driveway, Nonreinf Conc, 6 inch                                              | 25                 | Syd   | 58.00      | 1,450.00   | 61.00      | 1,525.00   |



**TABULATION OF BIDS**  
**CITY OF FRASER**  
**2021 CONCRETE ROAD REPAIR PROGRAM**  
**AEW PROJECT NO. 0190-0452**

| Item No.                                                                           | Description                                                          | Estimated Quantity | Units | D Macro Contractors Inc.<br>5005 E 14 Mile Road<br>Sterling Heights, MI 48310 |           | JB Contractors Inc.<br>2933 Military<br>Detroit, MI 48209 |           |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------|-------|-------------------------------------------------------------------------------|-----------|-----------------------------------------------------------|-----------|
|                                                                                    |                                                                      |                    |       | Unit Price                                                                    | Amount    | Unit Price                                                | Amount    |
| 28.                                                                                | Curb and Gutter, Conc, Det F3                                        | 50                 | Ft    | 40.00                                                                         | 2,000.00  | 35.00                                                     | 1,750.00  |
| 29.                                                                                | Detectable Warning Surface                                           | 25                 | Ft    | 50.00                                                                         | 1,250.00  | 34.00                                                     | 850.00    |
| 30.                                                                                | Sidewalk, Conc, 4 inch                                               | 500                | Sft   | 6.00                                                                          | 3,000.00  | 5.50                                                      | 2,750.00  |
| 31.                                                                                | Sidewalk, Conc, 6 inch                                               | 150                | Sft   | 6.50                                                                          | 975.00    | 7.00                                                      | 1,050.00  |
| 32.                                                                                | _Sidewalk Ramp, Conc, 8 inch                                         | 250                | Sft   | 7.50                                                                          | 1,875.00  | 8.00                                                      | 2,000.00  |
| 33.                                                                                | _Traffic Maintenance and Control                                     | 1                  | LS    | 2,500.00                                                                      | 2,500.00  | 15,000.00                                                 | 15,000.00 |
| 34.                                                                                | _Surface Restoration, Seeding                                        | 400                | Syd   | 9.00                                                                          | 3,600.00  | 3.00                                                      | 1,200.00  |
| <b>Total of Pavement Patching Program:</b>                                         |                                                                      |                    |       | <b>297,855.00 *</b>                                                           |           | <b>316,350.00 *</b>                                       |           |
| <b>Joint and Crack Sealing Program</b>                                             |                                                                      |                    |       |                                                                               |           |                                                           |           |
| 35.                                                                                | _Cleaning and Sealing Existing Joints and Random Cracks(Conc. Pavt.) | 20,000             | Ft    | 1.50                                                                          | 30,000.00 | 0.75                                                      | 15,000.00 |
| 36.                                                                                | _Traffic Maintenance and Control                                     | 1                  | LS    | 1,000.00                                                                      | 1,000.00  | 1,000.00                                                  | 1,000.00  |
| <b>Total of Joint and Crack Sealing Program:</b>                                   |                                                                      |                    |       | <b>31,000.00</b>                                                              |           | <b>16,000.00</b>                                          |           |
| <b>Grand Total of Pavement Patching Program + Joint and Crack Sealing Program:</b> |                                                                      |                    |       | <b>\$ 328,855.00 *</b>                                                        |           | <b>\$ 332,350.00 *</b>                                    |           |

\* CORRECTED BY ENGINEER





**TABULATION OF BIDS**  
**CITY OF FRASER**  
**2021 CONCRETE ROAD REPAIR PROGRAM**  
**AEW PROJECT NO. 0190-0452**

| <div></div> <div>CITY OF FRASER<br/>2021 CONCRETE ROAD REPAIR PROGRAM<br/>AEW PROJECT NO. 0190-0452</div> |                                                                              |                    |       | Lacaria Concrete Construction, Inc.<br>3720 Central Avenue<br>Detroit, MI 48210 |            | Koala-T Construction, Inc.<br>13448 Chateau Cove<br>Holly, MI 48442 |            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------|-------|---------------------------------------------------------------------------------|------------|---------------------------------------------------------------------|------------|
| Item No.                                                                                                                                                                                  | Description                                                                  | Estimated Quantity | Units | Unit Price                                                                      | Amount     | Unit Price                                                          | Amount     |
| <b>Pavement Patching Program</b>                                                                                                                                                          |                                                                              |                    |       |                                                                                 |            |                                                                     |            |
| 1.                                                                                                                                                                                        | _Bonds, Insurance & Mobilization Expense- (3% Max)                           | 1                  | LS    | 8,500.00                                                                        | 8,500.00   | 6,000.00                                                            | 6,000.00   |
| 2.                                                                                                                                                                                        | Curb and Gutter, Rem                                                         | 50                 | Ft    | 25.00                                                                           | 1,250.00   | 25.00                                                               | 1,250.00   |
| 3.                                                                                                                                                                                        | Sidewalk, Rem                                                                | 100                | Syd   | 16.00                                                                           | 1,600.00   | 10.00                                                               | 1,000.00   |
| 4.                                                                                                                                                                                        | _Driveway, Conc, Rem                                                         | 25                 | Syd   | 16.00                                                                           | 400.00     | 9.00                                                                | 225.00     |
| 5.                                                                                                                                                                                        | _Subgrade Undercutting, Modified                                             | 100                | Cyd   | 25.00                                                                           | 2,500.00   | 45.00                                                               | 4,500.00   |
| 6.                                                                                                                                                                                        | _Full Depth Sawcutting through Existing Pavement, Sidewalk, Driveway or Curb | 3,250              | Ft    | 1.89                                                                            | 6,142.50   | 2.00                                                                | 6,500.00   |
| 7.                                                                                                                                                                                        | Maintenance Gravel, LM                                                       | 50                 | Cyd   | 10.00                                                                           | 500.00     | 40.00                                                               | 2,000.00   |
| 8.                                                                                                                                                                                        | _External Structure Wrap, 12 inch                                            | 7                  | Ea    | 390.00                                                                          | 2,730.00   | 250.00                                                              | 1,750.00   |
| 9.                                                                                                                                                                                        | _External Structure Wrap, 18 inch                                            | 2                  | Ea    | 410.00                                                                          | 820.00     | 350.00                                                              | 700.00     |
| 10.                                                                                                                                                                                       | _Dr Structure, Tap, 6 inch - 12 inch                                         | 14                 | Ea    | 360.00                                                                          | 5,040.00   | 200.00                                                              | 2,800.00   |
| 11.                                                                                                                                                                                       | Dr Structure Cover, Adj, Case 1, Modified                                    | 9                  | Ea    | 375.00                                                                          | 3,375.00   | 525.00                                                              | 4,725.00   |
| 12.                                                                                                                                                                                       | Dr Structure, 24 inch dia                                                    | 1                  | Ea    | 2,400.00                                                                        | 2,400.00   | 2,500.00                                                            | 2,500.00   |
| 13.                                                                                                                                                                                       | Dr Structure, Adj, Add Depth                                                 | 18                 | Ft    | 100.00                                                                          | 1,800.00   | 250.00                                                              | 4,500.00   |
| 14.                                                                                                                                                                                       | _Dr Structure Cover, Sanitary Manhole                                        | 1                  | Ea    | 890.00                                                                          | 890.00     | 480.00                                                              | 480.00     |
| 15.                                                                                                                                                                                       | _Dr Structure Cover, Storm Manhole                                           | 1                  | Ea    | 1,000.00                                                                        | 1,000.00   | 550.00                                                              | 550.00     |
| 16.                                                                                                                                                                                       | _Dr Structure Cover, Catch Basin                                             | 7                  | Ea    | 1,000.00                                                                        | 7,000.00   | 400.00                                                              | 2,800.00   |
| 17.                                                                                                                                                                                       | _Dr Structure, 36 inch dia                                                   | 1                  | Ea    | 3,200.00                                                                        | 3,200.00   | 3,500.00                                                            | 3,500.00   |
| 18.                                                                                                                                                                                       | _Underdrain, Subgrade, 6 inch, Modified                                      | 200                | Ft    | 18.00                                                                           | 3,600.00   | 15.00                                                               | 3,000.00   |
| 19.                                                                                                                                                                                       | Joint, Expansion, E2                                                         | 125                | Ft    | 15.00                                                                           | 1,875.00   | 10.00                                                               | 1,250.00   |
| 20.                                                                                                                                                                                       | _Joint, Expansion, Erg, w/ 3/4 Dowels                                        | 50                 | Ft    | 25.00                                                                           | 1,250.00   | 15.00                                                               | 750.00     |
| 21.                                                                                                                                                                                       | Cement                                                                       | 5                  | Ton   | 130.00                                                                          | 650.00     | 155.00                                                              | 775.00     |
| 22.                                                                                                                                                                                       | Lane Tie, Epoxy Anchored                                                     | 1,200              | Ea    | 9.50                                                                            | 11,400.00  | 5.00                                                                | 6,000.00   |
| 23.                                                                                                                                                                                       | Pavt Repr, Nonreinf Conc, 8 inch                                             | 2,300              | Syd   | 67.50                                                                           | 155,250.00 | 67.85                                                               | 156,055.00 |
| 24.                                                                                                                                                                                       | Pavt Repr, Nonreinf Conc, 9 inch                                             | 500                | Syd   | 69.00                                                                           | 34,500.00  | 68.55                                                               | 34,275.00  |
| 25.                                                                                                                                                                                       | _Cleaning and Sealing Existing Joints and Random Cracks(Conc. Pavt.)         | 8,000              | Ft    | 0.89                                                                            | 7,120.00   | 1.00                                                                | 8,000.00   |
| 26.                                                                                                                                                                                       | _Pavt Repr, Rem, Modified                                                    | 2,800              | Syd   | 9.39                                                                            | 26,292.00  | 18.00                                                               | 50,400.00  |
| 27.                                                                                                                                                                                       | Driveway, Nonreinf Conc, 6 inch                                              | 25                 | Syd   | 63.00                                                                           | 1,575.00   | 85.00                                                               | 2,125.00   |



**TABULATION OF BIDS**  
CITY OF FRASER  
2021 CONCRETE ROAD REPAIR PROGRAM  
AEW PROJECT NO. 0190-0452

| Item No.                                                                           | Description                                                          | Estimated Quantity | Units | Lacaria Concrete Construction, Inc.<br>3720 Central Avenue<br>Detroit, MI 48210 |           | Koala-T Construction, Inc.<br>13448 Chateau Cove<br>Holly, MI 48442 |           |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------|-------|---------------------------------------------------------------------------------|-----------|---------------------------------------------------------------------|-----------|
|                                                                                    |                                                                      |                    |       | Unit Price                                                                      | Amount    | Unit Price                                                          | Amount    |
| 28.                                                                                | Curb and Gutter, Conc, Det F3                                        | 50                 | Ft    | 25.00                                                                           | 1,250.00  | 50.00                                                               | 2,500.00  |
| 29.                                                                                | Detectable Warning Surface                                           | 25                 | Ft    | 75.00                                                                           | 1,875.00  | 40.00                                                               | 1,000.00  |
| 30.                                                                                | Sidewalk, Conc, 4 inch                                               | 500                | Sft   | 5.50                                                                            | 2,750.00  | 5.75                                                                | 2,875.00  |
| 31.                                                                                | Sidewalk, Conc, 6 inch                                               | 150                | Sft   | 6.30                                                                            | 945.00    | 7.00                                                                | 1,050.00  |
| 32.                                                                                | _Sidewalk Ramp, Conc, 8 inch                                         | 250                | Sft   | 7.50                                                                            | 1,875.00  | 9.00                                                                | 2,250.00  |
| 33.                                                                                | _Traffic Maintenance and Control                                     | 1                  | LS    | 16,000.00                                                                       | 16,000.00 | 1,500.00                                                            | 1,500.00  |
| 34.                                                                                | _Surface Restoration, Seeding                                        | 400                | Syd   | 12.00                                                                           | 4,800.00  | 4.00                                                                | 1,600.00  |
| <b>Total of Pavement Patching Program:</b>                                         |                                                                      |                    |       | <b>322,154.50 *</b>                                                             |           | <b>321,185.00</b>                                                   |           |
| <b>Joint and Crack Sealing Program</b>                                             |                                                                      |                    |       |                                                                                 |           |                                                                     |           |
| 35.                                                                                | _Cleaning and Sealing Existing Joints and Random Cracks(Conc. Pavt.) | 20,000             | Ft    | 0.95                                                                            | 19,000.00 | 1.50                                                                | 30,000.00 |
| 36.                                                                                | _Traffic Maintenance and Control                                     | 1                  | LS    | 4,000.00                                                                        | 4,000.00  | 3,000.00                                                            | 3,000.00  |
| <b>Total of Joint and Crack Sealing Program:</b>                                   |                                                                      |                    |       | <b>23,000.00</b>                                                                |           | <b>33,000.00</b>                                                    |           |
| <b>Grand Total of Pavement Patching Program + Joint and Crack Sealing Program:</b> |                                                                      |                    |       | <b>\$ 345,154.50</b>                                                            |           | <b>\$ 354,185.00</b>                                                |           |

\* CORRECTED BY ENGINEER





# TABULATION OF BIDS

CITY OF FRASER  
2021 CONCRETE ROAD REPAIR PROGRAM  
AEW PROJECT NO. 0190-0452

Merlo Construction Co., Inc.  
4964 Technical Drive  
Milford, MI 48381

Hartwell Cement Company  
21650 Fern Ave.  
Oak Park, MI 48237

| Item No.                         | Description                                                                  | Estimated Quantity | Units | Unit Price | Amount     | Unit Price | Amount     |
|----------------------------------|------------------------------------------------------------------------------|--------------------|-------|------------|------------|------------|------------|
| <b>Pavement Patching Program</b> |                                                                              |                    |       |            |            |            |            |
| 1.                               | _Bonds, Insurance & Mobilization Expense- (3% Max)                           | 1                  | LS    | 9,000.00   | 9,000.00   | 10,000.00  | 10,000.00  |
| 2.                               | Curb and Gutter, Rem                                                         | 50                 | Ft    | 30.00      | 1,500.00   | 5.00       | 250.00     |
| 3.                               | Sidewalk, Rem                                                                | 100                | Syd   | 20.00      | 2,000.00   | 9.00       | 900.00     |
| 4.                               | _Driveway, Conc, Rem                                                         | 25                 | Syd   | 25.00      | 625.00     | 9.00       | 225.00     |
| 5.                               | _Subgrade Undercutting, Modified                                             | 100                | Cyd   | 40.00      | 4,000.00   | 5.00       | 500.00     |
| 6.                               | _Full Depth Sawcutting through Existing Pavement, Sidewalk, Driveway or Curb | 3,250              | Ft    | 2.00       | 6,500.00   | 3.50       | 11,375.00  |
| 7.                               | Maintenance Gravel, LM                                                       | 50                 | Cyd   | 1.00       | 50.00      | 5.00       | 250.00     |
| 8.                               | _External Structure Wrap, 12 inch                                            | 7                  | Ea    | 800.00     | 5,600.00   | 425.00     | 2,975.00   |
| 9.                               | _External Structure Wrap, 18 inch                                            | 2                  | Ea    | 1,000.00   | 2,000.00   | 525.00     | 1,050.00   |
| 10.                              | _Dr Structure, Tap, 6 inch - 12 inch                                         | 14                 | Ea    | 400.00     | 5,600.00   | 50.00      | 700.00     |
| 11.                              | Dr Structure Cover, Adj, Case 1, Modified                                    | 9                  | Ea    | 475.00     | 4,275.00   | 275.00     | 2,475.00   |
| 12.                              | Dr Structure, 24 inch dia                                                    | 1                  | Ea    | 1,200.00   | 1,200.00   | 2,400.00   | 2,400.00   |
| 13.                              | Dr Structure, Adj, Add Depth                                                 | 18                 | Ft    | 100.00     | 1,800.00   | 125.00     | 2,250.00   |
| 14.                              | _Dr Structure Cover, Sanitary Manhole                                        | 1                  | Ea    | 650.00     | 650.00     | 650.00     | 650.00     |
| 15.                              | _Dr Structure Cover, Storm Manhole                                           | 1                  | Ea    | 650.00     | 650.00     | 650.00     | 650.00     |
| 16.                              | _Dr Structure Cover, Catch Basin                                             | 7                  | Ea    | 550.00     | 3,850.00   | 590.00     | 4,130.00   |
| 17.                              | _Dr Structure, 36 inch dia                                                   | 1                  | Ea    | 2,000.00   | 2,000.00   | 4,000.00   | 4,000.00   |
| 18.                              | _Underdrain, Subgrade, 6 inch, Modified                                      | 200                | Ft    | 20.00      | 4,000.00   | 20.00      | 4,000.00   |
| 19.                              | Joint, Expansion, E2                                                         | 125                | Ft    | 23.00      | 2,875.00   | 5.00       | 625.00     |
| 20.                              | _Joint, Expansion, Erg, w/ 3/4 Dowels                                        | 50                 | Ft    | 18.00      | 900.00     | 12.00      | 600.00     |
| 21.                              | Cement                                                                       | 5                  | Ton   | 100.00     | 500.00     | 10.00      | 50.00      |
| 22.                              | Lane Tie, Epoxy Anchored                                                     | 1,200              | Ea    | 12.00      | 14,400.00  | 3.00       | 3,600.00   |
| 23.                              | Pavt Repr, Nonreinf Conc, 8 inch                                             | 2,300              | Syd   | 53.00      | 121,900.00 | 81.00      | 186,300.00 |
| 24.                              | Pavt Repr, Nonreinf Conc, 9 inch                                             | 500                | Syd   | 60.00      | 30,000.00  | 92.00      | 46,000.00  |
| 25.                              | _Cleaning and Sealing Existing Joints and Random Cracks(Conc. Pavt.)         | 8,000              | Ft    | 0.75       | 6,000.00   | 0.80       | 6,400.00   |
| 26.                              | _Pavt Repr, Rem, Modified                                                    | 2,800              | Syd   | 26.00      | 72,800.00  | 13.50      | 37,800.00  |
| 27.                              | Driveway, Nonreinf Conc, 6 inch                                              | 25                 | Syd   | 48.00      | 1,200.00 * | 80.00      | 2,000.00   |



**TABULATION OF BIDS**  
**CITY OF FRASER**  
**2021 CONCRETE ROAD REPAIR PROGRAM**  
**AEW PROJECT NO. 0190-0452**

Merlo Construction Co., Inc.  
 4964 Technical Drive  
 Milford, MI 48381

Hartwell Cement Company  
 21650 Fern Ave.  
 Oak Park, MI 48237

| Item No.                                                                           | Description                                                          | Estimated Quantity | Units | Unit Price | Amount              | Unit Price | Amount            |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------|--------------------|-------|------------|---------------------|------------|-------------------|
| 28.                                                                                | Curb and Gutter, Conc, Det F3                                        | 50                 | Ft    | 30.00      | 1,500.00            | 17.00      | 850.00            |
| 29.                                                                                | Detectable Warning Surface                                           | 25                 | Ft    | 38.00      | 950.00              | 25.00      | 625.00            |
| 30.                                                                                | Sidewalk, Conc, 4 inch                                               | 500                | Sft   | 8.00       | 4,000.00            | 6.25       | 3,125.00          |
| 31.                                                                                | Sidewalk, Conc, 6 inch                                               | 150                | Sft   | 10.00      | 1,500.00            | 7.50       | 1,125.00          |
| 32.                                                                                | _Sidewalk Ramp, Conc, 8 inch                                         | 250                | Sft   | 10.00      | 2,500.00            | 8.00       | 2,000.00          |
| 33.                                                                                | _Traffic Maintenance and Control                                     | 1                  | LS    | 18,000.00  | 18,000.00           | 6,000.00   | 6,000.00          |
| 34.                                                                                | _Surface Restoration, Seeding                                        | 400                | Syd   | 15.00      | 6,000.00            | 1.25       | 500.00            |
| <b>Total of Pavement Patching Program:</b>                                         |                                                                      |                    |       |            | <b>340,325.00 *</b> |            | <b>346,380.00</b> |
| <b>Joint and Crack Sealing Program</b>                                             |                                                                      |                    |       |            |                     |            |                   |
| 35.                                                                                | _Cleaning and Sealing Existing Joints and Random Cracks(Conc. Pavt.) | 20,000             | Ft    | 0.75       | 15,000.00           | 0.80       | 16,000.00         |
| 36.                                                                                | _Traffic Maintenance and Control                                     | 1                  | LS    | 4,000.00   | 4,000.00            | 1,000.00   | 1,000.00          |
| <b>Total of Joint and Crack Sealing Program:</b>                                   |                                                                      |                    |       |            | <b>19,000.00</b>    |            | <b>17,000.00</b>  |
| <b>Grand Total of Pavement Patching Program + Joint and Crack Sealing Program:</b> |                                                                      |                    |       | <b>\$</b>  | <b>359,325.00 *</b> | <b>\$</b>  | <b>363,380.00</b> |

\* CORRECTED BY ENGINEER





## **ANDERSON, ECKSTEIN & WESTRICK, INC.**

**CIVIL ENGINEERS - SURVEYORS - ARCHITECTS**

51301 Schoenherr Road, Shelby Township, MI 48315

586.726.1234 | [www.aewinc.com](http://www.aewinc.com)

April 9, 2021

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

**Reference: Proposal for Professional Services**

Risk & Resilience Assessment and Emergency Response Plan  
City of Fraser

Dear Mr. Thompson,

We are pleased to provide the City of Fraser with a proposal for professional services for the development of a Risk and Resilience Assessment (RRA) and Emergency Response Plan (ERP) for compliance with Environmental Protection Agency (EPA) requirements.

AEW has provided professional engineering services to Fraser since 1994. This past experience has provided us a deep understanding of City's water distribution system and current measures it has in place to address vulnerabilities and respective countermeasures.

**Understanding of the Project**

The RRA and ERP are required of all community water systems serving more than 3,300 people under America's Water Infrastructure Act (AWIA) of 2018, Sec. 2013 Community Water System Risk and Resilience. In general, the water system must assess the risks to, and resilience of, its system. Water systems serving less than 50,000 people must have certified to the EPA that their Risk and Resilience Assessment (RRA) has been completed by June 30, 2021 and that their Emergency Response Plan (ERP) has been completed by December 31, 2021 (within 6 months of the RRA certification).

**Services to be Provided**

AEW will provide the following services:

Kick-Off/Review Meetings

- Coordinate with the City to develop a team of knowledgeable stakeholders, including water system supervisors, emergency response



Marc Thompson  
April 9, 2021  
Page 3

- the monitoring practices of the system;
  - the financial infrastructure of the system;
  - the use, storage, or handling of various chemicals by the system;
  - the operation and maintenance of the system;
  - an evaluation of cyber security; and
  - an evaluation of capital and operational needs for risk and resilience management for the system, to include recommendations for updates to plans, procedures, strategies and a prioritized list of investments that will improve the risk profile of the system.
- AEW will also assess threats to the utility's infrastructure and consider threats to critical suppliers and proximity hazards that could impact its operations. These critical suppliers include:
  - electricity suppliers;
  - fuel suppliers; and
  - support services or contractors.
- The following proximity hazards will be considered:
  - neighboring facilities that may suffer damage, e.g. smoke, toxic materials releases;
  - explosive shock damage, etc.;
  - impact PRVs, booster & storage facilities, system interconnects, etc. will be considered; and
  - other appropriate hazards as determined in a preliminary assessment.
- A threat analysis will be completed estimating the likelihood of threats or hazards developed as described above.
- AEW will produce necessary documentation required by the US EPA to submit the Certification of Completion of the City's RRA.
- The Assessment will include a prioritized list of recommended improvements, estimate of probable cost, and the benefit to the system risk profile.
- Deliverables to the City will include: a hard copy of the Risk and Resilience Assessment, one electronic copy in editable MSWord format, and one electronic copy in PDF format.

#### Emergency Response Plan Update

- The Emergency Response Plan update will include:
  - Updating strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system;





Marc Thompson  
April 9, 2021  
Page 5

- Alternative Source Water Operations and Interconnected Utilities
- Other Mitigation Actions (operational procedures to be followed in an emergency (including treatment, mutual aid agreements, personal safety measures including evacuation plans or lock down procedures)
- Detection Strategies:
  - Unauthorized Entry into facilities;
  - Water Contamination;
  - Cyber Intrusion;
  - Hazardous Chemical Release;
  - Natural Hazards;
  - Power Outages;
  - Malevolent Acts.
- Per the AWIA, AEW will use criteria developed during the RRA to include strategies and resources to improve the resilience of the water system, including physical security and cybersecurity of the system in the ERP.
- AEW will also identify strategies that can be used to aid in the detection of malevolent acts and natural hazards that would threaten the security or resilience of the water system.
- AEW will produce all necessary documentation required by the U.S. EPA to submit with the Certification of Completion of an Emergency Response Plan Update based on the findings of the RRA completed earlier in the project process. The Certification will be produced and transmitted to EPA under the City's signature.
- The RRA and ERP will meet the requirements of Section 2103 of the America's Water Infrastructure Act of 2018.
- Deliverables to the City will include: a hard copy of the Emergency Response Plan, one electronic copy in editable MSWord format, and one electronic copy in PDF format.

### **Responsibilities of the Client**

- The City will provide any necessary information needed to complete the RRA and ERP including system operation and maintenance records, necessary employee records, system security measures, etc.
- The City will make available existing Plans and reports.
- The City will provide extensive input regarding the system assets, existing countermeasures, system operations and maintenance, system security, cybersecurity, and employee records, as required.

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

| <b><u>EMPLOYEE CLASSIFICATION</u></b>      | <b><u>HOURLY RATE CHARGE</u></b> |
|--------------------------------------------|----------------------------------|
| 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



## Assessment Administration Services, L.L.C.

June 1, 2021

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

RE: Proposal for Assessing Services

Dear Mr. Thompson:

It has been a pleasure for Assessment Administration Services to serve as the Assessor of Record and provide Assessing personnel for the City of Fraser since 2015. We have prepared an updated quote for your review. We are proposing a three year contract which begins May 1, 2021 and ends April 30, 2024 for the contractual sum of \$116,500 for the first year with a 2% increase each year for the remainder of the 3 year contract. Assessment Administration Services, L.L.C. agrees to provide the following:

- Provide a MAAO (Level III) or higher Assessor to certify the roll.
- Supervise and maintain the assessment roll as outlined by State Tax Commission rules and regulations.
- Develop land value and economic condition factor analysis.
- Review all sales and property transfers.
- Prepare, defend and counsel regarding all Michigan Tax Tribunal cases and testify when necessary.
- Conduct March, July and December Boards of Review.
- Supervise and review July and December Board of Review changes.
- Normal record card maintenance as recommended by the State Tax Commission.
- Provide office hours and availability of Assessing Staff and Assessor 2 days per week except for vacations and holidays.
- Attend necessary work sessions and City Council Meetings.
- AMAR Compliance (Audit of Minimum Assessing Requirements).
- Provide knowledgeable customer service to the constituents of Fraser.
- All preformed duties required of the Assessor of record.

In addition, Assessment Administration Services, has 7 Certified Michigan Master Assessing Officer's on staff (including one at the City of Fraser) that will provide assistance with tax tribunals and other consultation as needed. If you have any questions regarding this proposal or would like to meet in person, please do not hesitate to contact me.

Sincerely,



Lisa Griffin, MAAO, PPE  
President  
Assessment Administration Services, L.L.C.

## Assessment Administration Services, L.L.C.

June 1, 2021

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

RE: Proposal for Assessing Services

Dear Mr. Thompson :

Assessment Administration Services has been providing cost effective solutions for municipalities throughout southeastern Michigan since 2009. We have an experienced staff that currently provides assessing functions to 21 Michigan municipalities in six counties in Southeastern Michigan. We are excited to offer a proposal for our services to the City of Fraser. Our goal is to reach complete satisfaction from our clients. We strongly recommend that you contact them to get their first-hand experiences with Assessment Administration Services.

Assessment Administration Services staff has an overwhelming history of experience. I myself have been in the assessing field since 1985. We currently have a staff of 20 highly certified professionals along with support staff. We have 6 Michigan Master Assessing Officers on staff one of which is Debra Kopp who is the City Assessor in Fraser. In all, there is well over 200 years of combined Assessing experience!

Assessment Administration Services also carries insurance for workmen's compensation, commercial general liability and automobile insurance. Attached is a copy for your review.

Over the years, we have increased the staff and time we are at Fraser based on the needs of the department. Because of this, we have increased our contract price. We have implemented a field inspection program and have additional consultation staff with Michigan Tax Tribunals.

Attached is a proposal for Assessing Services, a copy of our insurance certificate and a complete list of our clients both new and old. Please do not hesitate to contact me if you have any questions regarding the information supplied or if you would like to meet in person.

We appreciate being able to offer you a proposal for our services and look forward to hearing from you soon.

Sincerely,



Lisa Griffin, MAAO, PPE  
President  
Assessment Administration Services, L.L.C.



**List of Client Community References,  
Contact Information and Services Provided  
For Assessment Administration Services, L.L.C.**

---

**LAPEER COUNTY**

**June 2018-Present**

**Contact: Greg Hill, Equalization Director  
(810) 667-0228  
County Equalization Studies**

**LENAWEE COUNTY**

**Franklin Township:**

**2017-2020**

**Contact: Bob Platt, Supervisor  
(517) 431-2644  
Assessor of Record  
Assessing Staff  
Reappraisal  
14 Point Review Compliance**

**Rollin Township:**

**May 2018-Present**

**Contact: Irma Davis, Supervisor  
(517) 547-7786  
Assessor of Record  
Assessing Staff**

**Woodstock Township:**

**2017-Present**

**Contact: Matt SeGraves, Supervisor  
(517) 260-6668  
Assessor of Record  
Assessing Staff  
Reappraisal  
14 Point Review Compliance**

**HILLSDALE COUNTY**

**Somerset Township:**

**May 2018-Present**

**Contact: Tim Shaw, Supervisor  
(517) 688-9223  
Assessor of Record  
Assessing Staff**

**Township of Richmond:****2012-Present**

**Contact:** Chris DeVos, Supervisor  
(586) 405-5192  
**Services:** Assessor of Record  
Assessing Staff

**Township of Bruce:****2009-Present**

**Contact:** Mike Fillbrook, Supervisor  
(586) 752-4585  
**Services:** Assessor of Record  
Reappraisal  
Administered 14 Point Review Compliance

**Charter Township of Shelby:****2009-2012**

**Contact:** Richard Stathakis, Supervisor  
(586) 731-5100  
**Services:** Assessor of Record  
Field Inspection  
Consultation  
Administered 14 Point Review Compliance

**City of St. Clair Shores:****2011**

**Contact:** Mike Smith, Human Resource Director  
(586) 447-3311  
**Services:** Apex Sketch Project

**OAKLAND COUNTY****City of Auburn Hills:****2020-Present**

**Contact:** Tom Tanghe, City Manager  
(248) 370-9440  
**Services:** Assessor of Record  
Assessing Staff

**ST. CLAIR COUNTY****Charter Township of China:****2014-Present**

**Contact:** John Golan, Supervisor  
(810) 765-1145 x 205  
**Services:** Assessor of Record (MMAO)  
Assessing Staff



**City of Westland:**

**2012**

**Contact:** James Elrod, Former Assessor  
(734) 812-7157  
**Services:** Assessing Staff

**WASHTENAW COUNTY**

**Township of Northfield:**

**2014-Present**

**Contact:** Township Manager  
(734) 449-2880  
**Services:** Assessor of Record  
Assessing Staff  
Field Inspection



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/1/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                                  |  |                                                                                                                                                                                    |  |
|--------------------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br>CIA Insurance & Risk Management<br>45600 Village Blvd.<br>Shelby Twp MI 48315 |  | <b>CONTACT</b><br>NAME:<br>PHONE (A/C, No, Ext): 586-799-6000<br>FAX (A/C, No):<br>E-MAIL: certificates@ciainsurance.com<br>ADDRESS:                                               |  |
| <b>INSURED</b><br>Assessment Admin. Services LLC<br>61060 Winterberry Dr<br>Washington MI 48094  |  | <b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A : Hartford Insurance Companies<br>INSURER B : Arch Insurance Company<br>INSURER C :<br>INSURER D :<br>INSURER E :<br>INSURER F : |  |
| ASSESS-1                                                                                         |  | NAIC # 22357                                                                                                                                                                       |  |

**COVERAGES**

CERTIFICATE NUMBER: 2054689925

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                    | ADDL INSD | SUBR WVD | POLICY NUMBER                | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                            |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|------------------------------|-------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> 1,000<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          | 35SBAIK6496                  | 3/7/2021                | 3/7/2022                | EACH OCCURRENCE \$ 2,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 2,000,000<br>GENERAL AGGREGATE \$ 4,000,000<br>PRODUCTS - COMP/OP AGG \$ 4,000,000<br>\$ |
| A        | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                                        |           |          | 35SBAIK6496                  | 3/7/2021                | 3/7/2022                | COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                   |
| A        | <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$ 10,000                                                                       |           |          | 35SBAIK6496                  | 3/7/2021                | 3/7/2022                | EACH OCCURRENCE \$ 4,000,000<br>AGGREGATE \$ 4,000,000<br>\$                                                                                                                                                                                      |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                        | Y/N       | N/A      | 35WECAB2U6S                  | 3/7/2021                | 3/7/2022                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.I. EACH ACCIDENT \$ 500,000<br>E.I. DISEASE - EA EMPLOYEE \$ 500,000<br>E.I. DISEASE - POLICY LIMIT \$ 500,000                                               |
| B<br>A   | Professional Liability<br>Employee Dishonesty                                                                                                                                                                                                                                                                        |           |          | AMP0001177-02<br>35SBAIK6496 | 3/7/2021<br>3/7/2021    | 3/7/2022<br>3/7/2022    | 2000000<br>1000000<br>\$1,000 Deductible                                                                                                                                                                                                          |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

This certificate of insurance neither affirmatively nor negatively amends extends or alters the coverage afforded by the above captioned policies.

**CERTIFICATE HOLDER****CANCELLATION**City of Fraser  
33000 Garfield Road  
Fraser MI 48026

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# Transmittal

**TO:** Marc Thompson  
**ORGANIZATION:** Interim City Manager, City of Fraser  
**FROM:** Paul Urbiel, AICP  
**DATE:** May 20, 2021

Marc -

Enclosed you will find the following information:

|  |              |   |                         |
|--|--------------|---|-------------------------|
|  | For Approval | X | As Requested            |
|  | For Your Use |   | For Review and Comments |

| NUMBER OF COPIES | DESCRIPTION:                                                                                                                 |
|------------------|------------------------------------------------------------------------------------------------------------------------------|
| 1                | Agreement for Professional Community Planning Services (dated April 17, 2021)                                                |
| 1                | Agreement for Additional Services Under Existing Contract to provide Building Department Services (dated June 25, 2018)      |
| 1                | Agreement for Additional Services Under Existing Contract to provide Electrical Inspection Services (dated February 8, 2021) |
| 1                | Agreement for Additional Services Under Existing Contract to provide Code Enforcement Services (dated February 23, 2021)     |
| 1                | 2021-2022 Budget Figures for City Manager (originally transmitted by email April 6, 2021)                                    |

Regarding the 2021-2022 Budget Figures for City Manager Document: This was the list Sarah sent in April of planning and zoning and building budget items for consideration during the budgeting process. Please note that on the 1<sup>st</sup> page under planning and zoning, items 2 through 5 are special projects that are currently not under contract. These projects were discussed over the last year with various folks in administration (you may recall McKenna discussed these with the Mayor and you when John Jackson and Sarah visited late winter) and most of them are high priority implementation tasks in the Master Plan.

Sincerely,  
**McKENNA**

Paul Urbiel, AICP  
 Senior Principal Planner

## **INTERIM AGREEMENT FOR PROFESSIONAL AND TECHNICAL PLANNING ADVISORY SERVICES**

This AGREEMENT made and executed this 17<sup>th</sup> day of April, 2017, by and between the CITY OF FRASER, MICHIGAN, hereinafter called the "CITY" and McKENNA ASSOCIATES, INC., as Michigan corporation of Northville and Detroit, Michigan, hereinafter called the "Consultant".

WITNESS:

### **SECTION 1 - AGREEMENT**

For and in consideration of the faithful and workmanlike performance of the services described as hereinafter set forth, the City hereby hires the Consultant and shall pay the Consultant as described in Section 8. This agreement shall continue in effect from the date of execution until such time as there is a thirty (30) day notice of termination by either the City or the Consultant.

### **SECTION 2 - RETAINER SERVICES**

For the monthly retainer, the Consultant for its part, hereby agrees to provide the following planning advisory services:

- A. The Consultant shall reserve specified evening meeting times, prepare for and attend up one (1) public meeting per month of the Planning Commission, Board of Zoning Appeals, City Council, or other meetings requested by the City. At such meetings, the professional planner shall:
  - 1. Confer with the Chairperson, and/or City Manager regarding the agenda prior to the meeting.
  - 2. During the meeting provide guidance and assistance regarding local and State legislation, procedures, regulations and planning, zoning and design principles.
- B. On a day-to-day basis the Consultant shall provide telephone and email advice, assistance and coordination with City officials, especially the City Manager and Building Inspector, and others doing business with the City in all matters pertaining to administrative, advisory and legislative responsibilities, as applied to planning, zoning, subdivision, commercial/industrial/multiple-family and other developmental issues, as requested by the City.
- C. The Consultant shall make available its professional library of planning, design, development, housing, zoning and census information.
- D. The Consultant shall make a preliminary pre-application review of potential land development proposals as to advisability and feasibility pursuant to the City's land regulations and plans.
- E. The Consultant shall make the City officials generally aware of the availability of sources of various funds and economic development mechanisms.

### **SECTION 3 - HOURLY RATED SERVICES**

On an hourly compensation basis, as described in Section 8.B., the Consultant shall provide the following services to the City:

- A. Prepare for and attend additional meetings beyond the monthly public meetings identified above.
- B. Draft amendments to the zoning ordinance and assist city officials with public hearing, and adoption notices.
- C. Provide assistance on the Community Development Block Grant (CDBG) program and on other Federal, State and local programs, as applicable.
- D. Prepare for and attend other meetings of a planning or coordinating nature, with other agencies or groups, as requested by authorized City officials.
- E. Perform professional planning assistance in the maintenance and interpretation of the Master Plan.
- F. Provide verbal and/or written reports, reviews and recommendations or other services (e.g. extensive revisions of ordinances, maps and text) to the City, including economic development assistance, traffic, or market or environmental studies when requested by authorized City officials.
- G. Provide other professional, technical, and design services related to planning, land use, economic development, zoning and spatial concerns as may be specifically requested by authorized City officials.



#### SECTION 4 - REVIEW SERVICES

The Consultant shall provide written technical recommendations on site plans, special approvals, rezonings, variances, and lot splits, in accordance with the City Zoning Ordinance and subdivision reviews in accordance with state law. All such work shall be paid by the City in accordance with the schedule of fees included in Section 8.C., herein.

For each review, the Consultant shall undertake the following activities:

- A. Initially review the site using City-provided aerial photos.
- B. Discuss the case by telephone and email or in person with the applicant, City Manager, Building Official, and other City officials regarding review issues.
- C. Personally inspect the site area.
- D. Review relevant planning issues (not including specific technical engineering issues).
- E. Prior to scheduled review by the City (in time for inclusion with agenda packages), submission of a written review and recommendation to the City.

#### SECTION 5 - COOPERATION

The Consultant shall have the cooperation of City officials, including the City Manager and Building Official, in the collection of data and other information for the agreed upon services.

#### SECTION 6 - CONSULTANT PROVISIONS

The Consultant agrees to furnish all materials and services necessary to undertake the above services for the City and to assume all cost, except outside reproduction costs, including reasonable travel expenses between the Consultant's office and the City, salaries of employees engaged by the Consultant and other overhead expenses.

#### SECTION 7- CITY PROVISIONS

The City shall provide the following to the Consultant:

- A. Up-to-date copies of city charter, ordinances, forms, guidelines and policies.
- B. Copies of previously prepared studies, plans, census and other available data.
- C. Most recent aerial photographs with property lines of the City and reproducible GIS or CAD maps of the City, as available.
- D. Copies of the agenda and minutes for each Planning Commission meeting, and copies of site plans, documents, applications and related information for items on the Planning Commission agenda.

#### SECTION 8 - COMPENSATION

For and in consideration of the faithful and professional performance and delivery of the above services as set forth herein, the City shall compensate the Consultant monthly for services pursuant to this interim agreement within a period of thirty (30) days after receipt from the Consultant of an itemized voucher describing services performed, and when applicable, the time spent in rendering such services at the agreed upon hourly rate, as per the schedule below:

- A. Retainer  
For services rendered pursuant to Section 2, City shall pay the Consultant a retainer of Seven Hundred and Eighty (\$780.00) dollars per month.
- B. Hourly Rated Services  
For services rendered pursuant to Section 3, the City shall pay the Consultant at the hourly rate specified in the following schedule, including one half of the travel time expended in providing services to the City.

##### Schedule of Hourly Rates

| <u>Professional Level</u>   | <u>Hourly Rate</u> |
|-----------------------------|--------------------|
| President                   | \$130.00           |
| Executive Vice President    | \$125.00           |
| Vice President              | \$120.00           |
| Director                    | \$115.00           |
| Senior Principal or Manager | \$110.00           |
| Principal                   | \$95.00            |
| Senior                      | \$85.00            |
| Associate                   | \$78.00            |
| Assistant                   | \$70.00            |

Note: These hourly rates are valid through July 31, 2018, after which the Consultant may increase the hourly rates per classification by a percentage equal to the Consumer Price Index (for the past 12 months) for the Detroit Metro Area as reported by the U.S. Department of Labor, Bureau of Labor Statistics.

C. Compensation For Services Under Section 4.

For the following reviews, fees shall be paid by the City to the Consultant for services rendered per Section 4. of this agreement, in accordance with the following schedule below. Payment of the following fees shall not be contingent upon City's receipt of payment from the applicants. Where fees are based on hourly rates (e.g., review of Planned Developments, covenants and restrictions, and condominium documents), upon request, Consultant shall provide cost estimate to the City Manager for review services prior to commencing work.

1. Subdivision (plat) Review (for conventional subdivision and cluster subdivision):
  - a. Sketch Plan Review - (not required, but desirable)  
\$5.00 per lot with \$170.00 minimum
  - b. Preliminary Plat Review:  
For Tentative Approval: \$600.00 plus \$7.00 per lot  
For Final Approval: \$200.00 plus \$5.00 per lot, \$250.00 minimum charge
  - c. Final Plat Approval:  
\$125.00 plus \$2.00 per lot, \$250.00 minimum charge
  - d. Review of Covenants and Restrictions: Consultant shall be paid at hourly rates as specified in Section 8.B., above.
2. Site Plan Review and Special Approval Use Reviews (Each Review):
  - a. Multiple-family or Mobile Home Park Development \$600.00 plus \$15.00 per unit
  - b. Cluster Housing Development: \$650.00 plus \$10.00 per unit
  - c. Commercial or Industrial Development: \$650.00 plus \$75.00 per acre
  - d. Public Institutional/Semi-Public Uses: \$600.00 plus \$50.00 per acre
  - e. Planned Development
    - 1) Review of plans, consultation with City officials and applicant, and other work related to request for Planned Development plan - Consultant shall be paid at an hourly rate as specified in Section 8.B.
    - 2) Final Detailed Site Plans: Subdivision Plans, or other plans required prior to issuance of building permit - Same as Sections C.1. and C.2, a. through d., above.
  - f. Special Approval or Conditional Use: \$495.00 plus \$10.00 per acre in addition to applicable Site Plan Review fee above.
  - g. Revision Fee: For each additional written technical review and recommendation provided by the Consultant (e.g. because of submission of a revised plan) the Consultant shall be paid an additional fee of one half of the original review fee.
3. Rezoning or Use Variance: \$495.00 plus \$10.00 per acre.
4. Conditional Zoning, Text or Map: Consultant shall be paid hourly per Section 8.B. rates with prior estimates to City.
5. Land Division, Lot Split or Combination Review: \$250.00 plus \$75.00 per lot resulting or being combined.
6. Appeals, Interpretations and Variances Review: \$250.00 per variance.
7. Alley or Street Vacations Review: \$200.00 plus \$75.00 for each R.O.W. abutting lot.
8. Landscaping Review - plan not included on or with a site plan:
  - a. Plan - \$250.00 plus \$75.00 per acre or fraction thereof.
  - b. Compliance Inspection - hourly, not to exceed 3% of approved landscape cost estimate.
9. Condominium Document Review: Hourly, as specified in Section 8.B., with prior estimates to City.
10. Meetings at Consultant's or City offices with applicants: Hourly rate as specified in Section 8.B.



#### SECTION 9 - ADDITIONAL SERVICES

For services requiring additional time and/or meetings beyond the scope identified herein and as requested by the City, the Consultant shall be compensated at the rate set forth in Section 8.B., herein. It is expressly understood and agreed that the compensation provided herein shall not cover the following services:

- A. Preparation of applications for submission to federal, State or County agencies;
- B. Traveling expenses outside Macomb, Wayne and Oakland counties;
- C. Preparation of area plans, tax increment financing and development plans, capital improvement programs, corridor studies, recreation plans, environmental studies, housing studies, program development and similar plans, programs and studies.

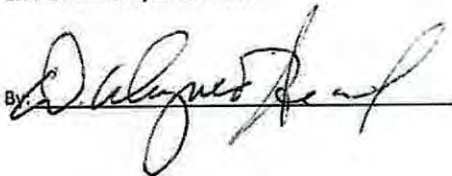
The Consultant shall provide the above services for a separately negotiated fee.

#### SECTION 10 - EQUAL EMPLOYMENT OPPORTUNITY, OWNERSHIP OF DATA AND COMPLIANCE

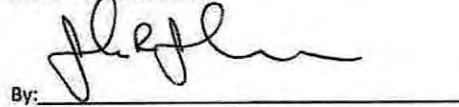
- A. Equal Employment Opportunity. There shall be no discrimination against any employee who is employed in the work covered by this contract or against any applicant for such employment because of race, color, religion, sex or nation origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training.
- B. Ownership of Data. Upon completion or termination of this Agreement, all reports, charts, maps and graphics shall become the property of the City, and shall not be furnished to any other party without permission of the City.
- C. Compliance With All Laws and AICP Code of Ethics. In the performance of this contract, Consultant agrees to comply with the Code of Ethics of the American Institute of Certified Planners and all applicable State, Federal and local statutes, ordinances, and regulations applicable to this contract.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement the day and year first above written.

CITY OF FRASER, MICHIGAN

By: 

McKENNA ASSOCIATES

By:   
John R. Jackson, AICP, President

## PLANNING AND ZONING

| Budget Item                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Estimated \$,<br>2021 - 2022 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| <b>1. Provide City Planner Services, including:</b> <ul style="list-style-type: none"> <li>A. Zoning administration office hours (approx. 8 hours per week, may vary based on need / volume of work)</li> <li>B. Staffing and administration of the Planning Commission and Zoning Board of Appeals, including agendas and packets preparation; minutes preparation; public hearing notices preparation; ongoing correspondence with appointed officials; etc.</li> <li>C. Prepare reviews of proposed developments (rezoning, site plan, special use, planned unit development, variances, etc.) <i>(note: the City passes these costs on to applicants, they are not included in the estimated cost)</i></li> <li>D. Respond to inquiries and guide interested parties and developers</li> <li>E. Occasional attendance / presentation to City Council</li> <li>F. Ongoing maintenance of policies and codes related to land use, development, and other related topics</li> <li>G. Collaboration with City Departments for issues concerning physical development, public and private (i.e. advise and support on special projects, such as multi-use path, capital improvements, etc.)</li> </ul> | \$60,000                     |
| <b>2. Sign Ordinance Preparation:</b> <ul style="list-style-type: none"> <li>A. Rewrite of sign ordinance for compliance with important US Supreme Cast, Reed v. Town of Gilbert</li> <li>B. Modernization of obsolete standards</li> <li>C. Improve standards related to look of signage and to declutter commercial corridors, in particular</li> <li>D. Study viability of licensing signs (i.e. speeding up removal of non-conforming signs)</li> <li>E. Master Plan high priority implementation task</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | \$9,000                      |
| <b>3. Zoning Ordinance Update:</b> <ul style="list-style-type: none"> <li>A. Rewrite of zoning ordinance as directed by 2020 Technical Review and to implement Future Land Use and other related policies contained in Master Plan (high priority implementation task)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | \$28,000                     |
| <b>4. Parks and Recreation Master Plan Update:</b> <ul style="list-style-type: none"> <li>A. Preparation of Parks and Recreation Master Plan (required every five years to maintain State eligibility for MDNR parks and recreation grants)</li> <li>B. Work with Parks Board and Director for public engagement, which is required by the MDNR standards for preparing 5-year Parks and Recreation Master Plans</li> <li>C. Manage entire process from kick-off to upload of plan to MDNR system</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | \$15,000                     |
| <b>5. Downtown Development Authority Reconstitution and Preparation of Development Plan and Tax Increment Financing Plan:</b> <ul style="list-style-type: none"> <li>A. Advise City council on reconstituting the Downtown Development Authority (DDA) per Chapter 7, Article 2 of the City of Fraser Code of Ordinances and in compliance with Public Act 57 of 2018, "Recodified Tax Increment Financing Act"</li> <li>B. Prepare required Development Plan and Tax Increment Financing Plan to establish legal and fiscal foundation for future activities of DDA, per statutory requirements of Public Act 57 of 2018, "Recodified Tax Increment Financing Act"</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | \$22,500                     |



| BUILDING                                                                                                                                                                                                                                                     |                              |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Budget Item                                                                                                                                                                                                                                                  | Estimated \$,<br>2021 - 2022 |
| <b>1. Provide Building Official Services, including:</b><br>A. Building Official office hours (20 hours per week)<br>B. Respond to inquiries and guide interested parties and developers<br>C. Perform building inspections<br>D. Supervise trade inspectors | \$76,800                     |
| <b>2. Provide Electrical Inspection Services, including:</b><br>A. Perform electrical inspections ( <i>note: fee based on 70% of permit revenue</i> )                                                                                                        | \$17,400                     |
| <b>3. Provide Plan Review Services, including:</b><br>A. Plumbing<br>B. Electrical<br>C. Mechanical / HVAC<br>D. Building                                                                                                                                    | \$7,800                      |
| <b>4. Provide Code Enforcement Services, including:</b><br>A. Code Enforcement Officer office hours (12 hours per week)<br>B. Perform field work to respond to complaints and proactively enforce codes                                                      | \$40,560                     |

# Human Resources Consulting Services

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Prepared for City of Fraser

Presented by Amy Cell, LLC

June 3, 2021





Fraser City Council  
33000 Garfield Road  
Fraser, MI 48026

Dear City Council,

Thank you for the opportunity to submit this proposal to continue to support the City of Fraser with Human Resources Consulting Services.

We have enjoyed being part of the Fraser team and by contributing in the following ways:

- *Onsite Human Resources expertise support* - We are currently providing onsite support five days per week to support employee and retiree benefits administration, employee relations and employee life cycle management support. We coordinated open enrollment, launched an employee newsletter, and have updated the HR Policy manual which is currently in legal review.
- *HR Information System & Documentation update* - We have added a BS&A module to move to online personnel file management and to future employee self service. We have audited all documents and training records and are in the process of ensuring full compliance.
- *Recruiting* - We have successfully recruited for an Interim City Manager, Permanent City Manager, DPW Superintendent, DPW Supervisor, Assistant City Manager/Finance Director, Paramedic, Building Office, Recreation Clerk & City Clerk.
- *IT Support and other special projects* - We coordinated the proposal and selection process for a new IT Vendor and have participated in other special projects as needed.

We have been honored to work with the City of Fraser Council and staff. We have an ambitious plan for the coming year and would be pleased to continue our partnership for the coming year. The following proposal describes information about our firm and our plan for the coming year.

Please feel free to contact me with any questions. Thank you very much for the opportunity to work for the city over this past year.

Best regards,

A handwritten signature in blue ink that reads "Amy Cell". The signature is fluid and cursive, with the first name "Amy" and the last name "Cell" clearly distinguishable.

Amy Cell  
President



## **Qualifications**

### **Type of Business**

Amy Cell, LLC of 215 W. Michigan Avenue, Ypsilanti, Michigan 48197, operates as a Limited Liability Corporation in the State of Michigan. As a registered LLC in Michigan, we are licensed to operate in the State of Michigan. We provide recruiting, human resources consulting, and career coaching services.

### **History**

Since our founding in March of 2015, Amy Cell, LLC has supported hundreds of clients with human resources and talent acquisition services. We have led several successful public sector searches in Michigan, including searches for City Managers or the equivalent for the cities of Madison Heights, Clawson, Holland, St. Clair Shores and Redford Township. We have also provided various department level recruiting, training and organizational development support to additional public sector clients including the cities of Grand Rapids, Ann Arbor and Novi. As such, we are very familiar with local and state municipalities and understand the Freedom of Information Act (FOIA) and Open Meetings Act (OMA) and how these statutes impact the talent acquisition process.

In addition to our strong track record of success in both the public and private sectors, Amy Cell brings significant relevant experience to municipal clients, having served as Senior Vice President of Talent Enhancement at the Michigan Economic Development Corporation (MEDC), and as Vice President Talent Enhancement for Ann Arbor SPARK. In these roles, Amy was responsible for programs in talent attraction, retention and development at regional and state levels, and was integral in the design and implementation of talent programs to benefit Michigan employers and citizens (e.g., job seekers, apprentices, displaced workers). Through this decade of public service, Amy Cell established a large professional network and national reputation as a thought leader in human resources. The firm's commitment to client satisfaction has led to strong growth, and our firm is proud to have all of our employees based in Southeast Michigan.

### **Why us?**

We are able to offer a unique blend of human resources expertise, municipal experience, and provide an integrated approach that is unparalleled by other firms. We have made significant progress over the past year, but there is more work to be done and we look forward to working on key initiatives over the coming year to position the city for continued success.

## **Human Resources Consulting Services Plan**

### **Summary**

We will provide an independent, consistent and expert Human Resources partnership with the City of Fraser. Key elements of our high touch and high tech solution include:

- Dedicated team that will work onsite five days a week, attend Council meetings, and be available by phone, email and Zoom.
- Additional team of HR subject matter experts to work on special projects & recruiting activities.
- Utilization of best practices and technology including BS&A HR Information System, LinkedIn, ZipRecruiter, JazzHR applicant tracking system, SparkHire video interviewing platform, Primalogik 360 degree feedback tool.
- Thought leadership and best practice implementation, and ongoing support in all areas of human resources.

The following summarizes our approach and the services that we would provide in the variety of different HR specialities.

### **Compensation and Benefits**

We will ensure that the organization has a fair and equitable compensation structure and strategy. All jobs should have an up-to-date position description, evaluation and market study. There should be a grading/banding system in place that ensures internal equity and external competitiveness. We would ensure that there is a well designed and administered compensation plan. We would ensure that benefits are competitive and cost effective, and that paid leave programs are compliant and managed appropriately. We will help employees understand the total compensation that they are receiving. Our activities will include:

- Address any benefits and payroll questions from employees & retirees
- Ensure appropriate job titles and position descriptions
- Prepare compensation recommendations for City Council approval
- Manage worker's compensation matters
- Oversee employee leave policies and programs



## **Reward and Recognition / Performance Management**

It is important that the organization have clear measurements of success, and that each department and individual objectives are aligned with the goals and objectives of the City. We will carefully review Key Performance Indicators for each department and position, reward systems and make recommendations and changes as necessary. We will coordinate an initial six month review and then ongoing annual performance management program that can include 360 degree feedback for the City Manager and department heads. We will also look at other reward and recognition programs to ensure that staff feel acknowledged and appreciated. If there are any performance issues, we will address them proactively and appropriately. We will make sure that there is a training and development plan for each employee.

## **Compliance**

We will ensure that all compliance matters are reviewed and addressed, such as labor law posters, personnel files, I-9 documentation, employee handbooks, personnel policies, and harassment reporting. We will develop and maintain staff and administrative policies.

## **Employee Relations**

There are a wide range of ways that the Human Resources team supports employees. Our goal is an engaged workforce, effective leaders, and prompt resolution of conflict. We will help the City of Fraser 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. We will:

- Complete new hire orientation
- Develop and consistently implement employee discipline protocols
- Conduct exit interviews
- Address conflicts that might arise between employees, and/or between employees and managers

## **Organization Effectiveness**

Ensuring that the City of Fraser has an effective structure and intentional culture is another area of focus that we will bring to this partnership, including the review of staffing levels and benchmarking them to other similar organizations to ensure efficiency. Each department and position should be aligned to the mission of the organization and have clear accountability. The culture, or unwritten code of beliefs and behaviors should be intentionally managed with clear guidelines and values. HR can, and should, play a role at helping the organization understand and be intentional in terms of culture. This also includes ensuring that training programs are developed if there is a need, especially for managers. We are strong supporters of a culture of



inclusion, and have developed municipal training programs in this area. Sometimes the organization might be facing a transition like a new department leader. During these times, HR can provide appropriate change management assistance. Mentoring programs and succession planning opportunities should also be considered as necessary. Contingency and emergency management planning will also be a part of the scope.

## Talent Acquisition

We will help ensure that your organization has a thoughtful and intentional talent acquisition strategy that is compliant with federal, state and local laws. We will evaluate your brand, and put together a plan to enhance or sustain it. We will review long and short term talent needs, and put together a strategic plan for developing the talent pipeline. We will quickly fill any open positions with qualified diverse talent that are good fits in terms of experiences and culture. We will provide and cover the following aspects:

- Review and create employment application forms and review job criteria
- Clearly identify the “must have” criteria for the position
- Advertisement and marketing of job opportunities
- Application intake that includes a responsive and respectful candidate experience
- Efficient and consistent processing and vetting applicants
- Candidate interviews and assessments that can include screening questionnaires, phone interviews, video interviews, onsite interviews and customized assessments
- Interview training and support for hiring managers
- Efficient processing of onboarding materials and pre-employment documentation

## Key 2021-2022 Deliverables

The following summarizes our plan for the year.

| Element                                                                                                                                                                                                                                                                         | Upcoming Activities/Target Timeframe                                                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>Payroll, Compensation &amp; Benefits.</u></b> 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. | <ul style="list-style-type: none"> <li>- BS&amp;A complete personnel file implementation (June)</li> <li>- Job description, employee classification, KPI review/update. (August)</li> <li>- Compensation structure review. (September)</li> <li>- Communicate total compensation. (October)</li> </ul> |
| <b><u>Reward &amp; Recognition / Performance Management.</u></b> 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 and appropriately.            | <ul style="list-style-type: none"> <li>- Coordinate six month initial and then annual performance management program that can include 360 degree feedback for the City Manager and department heads. (Rolling basis for Vince Neyland, Mark Ragsdale, Elaine Leven, Brian Fairbrother)</li> </ul>      |



|                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                   | <ul style="list-style-type: none"> <li>- Develop reward and recognition programs to ensure that staff feel acknowledged and appreciated. (December)</li> <li>- Develop a training initiative based on risk management complimentary training programs. (September)</li> <li>- Ensure that there is a training and development plan for each employee. (October)</li> </ul> |
| <b><u>Compliance.</u></b><br>Ensure that all compliance matters are reviewed and addressed.                                                                                                                                                                                                                                                                                                       | - Handbook/policy update complete & Council review and approval. (July)                                                                                                                                                                                                                                                                                                    |
| <b><u>Employee Relations.</u></b><br>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. (January)                                                                                                                                                                                                                                                                                                                             |
| <b><u>Organization Effectiveness.</u></b><br>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.                                                                                                                                                                    | - Continue to review the organization structure to ensure that it is effective, efficient and sustainable.                                                                                                                                                                                                                                                                 |

### Monthly Engagement Fee

Monthly Human Resources consulting fee is \$12,000. This is based on an estimate of 60-70 hours per week which will be needed to provide onsite coverage 5 days per week and to execute on the aforementioned projects and recruiting needs.

**Note:** This proposal includes all fees and travel expenses for Amy Cell, LLC staff. This proposal also includes access to LinkedIn, ZipRecruiter, JazzHR applicant tracking system, SparkHire video interviewing platform, Primalogik 360 Degree Feedback tool. Fees for background checks, specialty job board fees and other pre-approved direct costs are not included in this fee and will be invoiced monthly.