City of Fraser

CENTENNIAL COMMUNITY

MAYOR
Michael Carnagie
MAYOR PRO-TEM
Patrice M. Schornak
COUNCIL
Amy Baranski
Kathy Blanke
Patrick O'Dell
Dana Sutherland
David Winowiecki

CITY MANAGER
Elaine Leven
CITY CLERK
Cynthia Greenia

FRASER CITY COUNCIL AGENDA
CITY COUNCIL CHAMBERS
33000 GARFIELD, FRASER, MI 48026
THURSDAY, JANUARY 13, 2022
6:30 P.M.

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL OF COUNCIL MEMBERS**
4. **APPROVAL OF AGENDA**
5. **CITIZEN PARTICIPATION ON AGENDA ITEMS**
6. **CONSENT AGENDA**
   a. City Council Minutes Regular Meeting December 9, 2021
   b. Civil Service Commission Meeting Minutes of December 6, 2021
   c. Local Officials Compensation Commission Minutes July 9, 2019
   d. 2021 AMAR (Audit of Minimum Assessing Requirements) Certificate of Achievement
   e. December 2021 Check Disbursements
7. **NEW BUSINESS**
   a. Public Hearing 2022 CDBG Funding
   b. Allocating Expenditures of 2022 CDBG Funding
   c. HVAC Estimate of Costs
   d. Resolution #2022-01 Addition of Clearview Drive to Local Roads
   e. Senior Center Parking Lot
   f. Resolution # 2022-002 for Liquor License Permit/Free Play
   g. Ordinance #2022-001 Smoking on or Near City Property
   h. Compensation Commission Report
   i. SEMCOG Appointment
   j. MACRO Appointment
   k. Amended of Audit Engagement Letter Yeo and Yeo
   l. Budget Amendments
8. **RETURNING BUSINESS**
   a. Senior Center Janitorial Service
   b. Staffing for Parks and Recreation Department
9. **REPORT OF CITY ADMINISTRATION**
10. **REPORT OF MAYOR AND CITY COUNCIL**
11. **CITIZEN PARTICIPATION**

12. CLOSED SESSION

a. **TOCONSIDER WRITTEN LEGAL OPINIONS OF THE CITY ATTORNEY EXEMPT FROM DISCUSSION OR DISCLOSURE**

13. ADJOURNMENT

Fraser City Council Meeting Minutes
Regular In-Person and Virtual Meeting
December 9, 2021 @ 6:30 P.M.

Regular in-person and virtual meeting of the Fraser City Council, conducted on Tuesday, December 9, 2021 at 6:30 p.m. at the City Municipal Building, located at 33000 Garfield Rd., in the County of Macomb, Michigan

1. CALL TO ORDER

Mayor Carnagie called the meeting to order at 6:31 p.m.

2. PLEDGE OF ALLEGIANCE

Mayor Carnagie led the Pledge of Allegiance

3. ROLL CALL

Present: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki
Absent: None

Others: Assistant City Manager Mistretta
City Attorney Don DeNault
Deputy Clerk Mary Matuz
City Clerk Cindi Greenia

4. APPROVAL OF AGENDA

Motion by Carnagie, supported by Schornak to add Item 6e, Presentation by Carolyn Wozniak, Fraser Public Schools Superintendent:

AYES: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki
NAYS: None

Motion by Schornak, supported by O'Dell to remove
Item 8b from the agenda.

AYES: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki
NAYS: None

Motion by Baranski, supported by Schornak to approve the agenda as amended.

AYES: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki
NAYS: None

5. CITIZEN PARTICIPATION ON AGENDA ITEMS

Anthony Ludlow spoke regarding the re-opening of the Parks and Recreation Department.

6. CONSENT AGENDA

a. City Council Meeting Minutes November 9, 2021
b. City Council Special Meeting Minutes November 16, 2021
c. Historical Commission Minutes of October 4, 2021
d. November Check Disbursement
e. Presentation by Carolyn Wozniak, Fraser Public Schools Superintendent

Motion by Winowiecki, supported by Blanke to approve the Consent Agenda for the December 9, 2021 City Council meeting as presented.

AYES: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki
NAYS: None

e. Presentation Fraser Public Schools

Fraser Public School Superintendent Carrie Wozniak approached the City Council. She wanted to formally thank the Fraser Police Department for their amazing support since the tragedy in Oxford. She reviewed that with the events that happened at the Oxford Community Schools last Tuesday, things had been very tense and our Police Department was there and very supportive. She was very grateful for all of them. Mayor Carnagie noted that his wife worked at one of the schools and echoed that the Fraser Police Department had been very supportive.

Council Member Baranski asked if the district was going to have some type of community forum regarding the events. Superintendent Wozniak said they were planning one for after the holidays and that the parents would be notified when it was. She added how thankful she was for the great partnership that the school district had with the City of Fraser.

7. NEW BUSINESS

a. Set Date for 2022 CDBG Public Hearing

Motion by Baranski supported by Schornak to approve setting the date of January 13, 2022 at 6:30 p.m. as the date and time for the 2022 CDBG Public Hearing.

AYES: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki
NAYS: None

b. Announcement of Vacancies of Boards and Commissions

c. Reappointment of Boards and Commission Members

City Clerk Greenia reviewed for City Council that City Manager Leven had asked her to research which Boards and Commissions had vacancies on them at this time and how many. She reviewed for City Council what she had found.

Discussion on this item quickly merged into discussion on the item that was regarding reappointment of some of the spots on the Boards and Commissions roster for terms on the Boards and Commissions that would be ending December 31, 2021 and had already ended. City Attorney DeNault indicated that it was his understanding that if a Board or Commission member had a term end date of, for example, 12/31/2021 and no re-appointment was formally made and no one else was appointed to fill that spot, the person would serve until such action was taken.

Council Member Baranski stated that she was not comfortable rubber stamping these reappointments. She did not know all of the people listed for reappointment on the item. They may be wonderful people, but she felt she needed more information on each of them before she was comfortable approving them. She would like to see everyone that wants to be re-appointed or appointed submit an application and/or a letter of interest. She would like to see their information before appointing them to any Board or Commission.

Motion by Baranski, supported by Sutherland, to direct the City to post all vacancies to City of Fraser Boards and Commissions that are either vacant or requiring reappointment as of January 1, 2022 shall be posted with a 30 day period to submit interest so that Fraser City Council could address the vacancies and reappointments at the February 2022 meeting.

Discussion on Motion:
Mayor Pro-Tem Schornak asked that from here forward City Council be made aware of any terms that will be coming to an end for Board and Commission members 60 days prior to the end of term. Mayor Carnagie asked that the Boards and Commission Members be added to the Organization Chart with names and term end dates.

Laura Lesich indicated that in the past applicants for membership on a Board or Commission were interviewed by that Board or Commission prior to it coming to City Council. City Attorney DeNault agreed that this was past practice. This is not a required practice.

Vote on Motion:
AYES: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki
NAYS: None

d. Set Meeting Date for City Council Workshop

City Clerk Greenia reviewed that at the November 2021 meeting Council Member Baranski indicated she would like to have a meeting to try and wrap some items up that had been in discussion for a long time. City Manager Leven had asked that she put this item on the agenda and noted that January 6, 2022 was a good date for this meeting.

City Council discussed they would like to see this as a review of some open items for new City Council Members, a review of some of the processes for new City Council Members, and discussion on some older items that have not been resolved. Mayor Carnagie said that he had spoken to City Manager Leven regarding this meeting.

Motion by O'Dell, supported by Baranski to approve January 6, 2022 at 6:30 p.m. at the Fraser Senior Activity Center as the date, time and place for the Special City Council Meeting.

AYES: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki
NAYS: None

d. Approval of City of Fraser Calendar for Meeting Dates for 2022

City Clerk Greenia reviewed that City Manager Leven had asked her to put together a list of meeting dates to present to City Council for calendar year 2022 based on what meeting dates and times they had previously been meeting.

Motion by Schornak supported by O'Dell to approve the calendar of meeting dates for the Fraser City Council 2022 dates as follows:

1/13/2022	5/12/2022	9/8/2022
2/10/2022	6/9/2022	10/13/2022
3/10/2022	7/14/2022	11/10/2022
4/14/2022	8/11/2022	12/8/2022

Ayes: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki
Nays: None

e. Janitorial Service Contract – Senior Activity Center

Assistant City Manager Mistretta addressed this item with City Council. She indicated that currently she was the person that was cleaning at the Senior Activity Center. She stated that DPW Superintendent Ragsdale and HR Director Cell were in charge of this process. The candidate that they were presenting for City Council's approval was Jani-King.

A lengthy discussion ensued on how to address this issue. City Council did not feel it was a prudent use of City funds to pay someone $3,690 monthly to clean a building that was not even open full-time. They also did not want to see Assistant City Manager Mistretta cleaning the building on her lunch hour. HR Director Cell stated that this was a very competitive market and there were not many vendors who bid on this.

City Council recommended trying to get a local company try to come in and clean a few days a week. Mayor Pro-Tem Schornak and City Council Member Winowiecki both stated that they were aware of smaller companies that might be willing to do this. Council Member Winowiecki stated he had given a recommendation and understands that they have not been followed up with.

Mr. Ragsdale noted that this was not his project, it was the HR Department and the City Manager who were running this project. The DPW did not have the staff to take care of this job. The person cleaning City Hall was already maxed out with her hours.

Mayor Carnagie stated that he felt the entire process needed to be started over.

Council Member Baranski wanted to move forward with this. She noted there were really two parts to this matter. First she wanted to get a short term solution so that Assistant City Manager Mistretta was not spending her lunch hours cleaning toilets, and second they needed to figure out how they would address this for the long term.

Motion by Baranski, supported by Winowiecki to authorize the City to hire, if deemed necessary by City Manager Leven, on a month to month basis with the ability to cancel each month, a cleaning service the Senior Activity Center at a not to exceed amount of $30 per hour, not to exceed four (4) hours a day and five (5) days per week.

Council Member Blanke suggested that this really just should go back to City Manager Leven, DPW Superintendent Ragsdale and HR Director Cell and have them figure out what is needed and go from there.

Discussion was had on the possibility of having a DPW staff member go a couple of times a week to go over and clean at Senior Activity Center. Mr. Ragsdale noted that he felt this building needed a deep clean prior to the day to day maintenance of the building. Mr. Ragsdale said they would make it work for the next couple of weeks.

Member Baranski then withdrew her motion, and Member Winowiecki withdrew his support.

City Council took a break to correct the issues with the sound system at 7:45 p.m.
City Council reconvened at 8:05 p.m.

Motion by Baranski, supported by Schornak to direct the City Manager to expand the scope of the search for cleaning of the Senior Activity Center to include the possibility of hiring a part-time person as well as pursuing additional professional/commercial cleaning services.

AYES: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki
NAYS: None

f. Discussion of Re-Opening of Fraser Parks and Recreation Department

City Council Member O'Dell reviewed the history of the Recreation Department – he indicated that there was a budget approved by City Council and not much of it had been used. He wanted to see this matter addressed sooner rather than later. He shared that when he went door to door while campaigning a lot of people he spoke with wanted to see this department up and running again. He did not want to have to go to neighboring communities to have his children participate in recreational activities.

Motion by O'Dell to instruct the City Manager or who she would appoint to prepare a plan to reopen the Fraser Parks and Recreation Department with the following deliverables:

1. Hire and have in position a full-time Parks and Recreation Director to oversee Parks and Recreation and Senior Center Programming by 3/11/2022;
2. Said director will have outdoor parks and recreation programs in place and available no later than June 1st, 2022, with a minimum of five (5) programs each for children five (5) and under, 6-10, teens, adults, and seniors;
3. Said director will develop COVID restrictive programming for all age groups as an alternative in case COVID restrictions return; and

4. Said director will create plans for 2022 Farmers Market, Fall Fest, City Parade, Christmas in Fraser, and other TBD special events, including but not limited to vendor outreach and vendor fee schedules

Mayor Carnagie asked if that “person” could be a subcommittee put in that place or how Council Member O’Dell thought this would be. Council Member O’Dell felt we needed a “person” but a committee with the City Manager and a couple of Council Members and some Parks and Recreation people could maybe guide that search along. He felt we needed to get this going sooner rather than later. Council Member O’Dell stated that he felt a full-time director would be the best idea for now.

Mayor Pro-Tem Schornak noted she had no problem starting the search. However, the Council had waited for information regarding numbers of people that participated in the programs and they never received this. She had no problem starting a search but agreed that, perhaps, a part-time person for this position would be the best fit. It would end up being full time. There were still quite a bit of unresolved issued with COVID and how it will affect the program going forward. She did want Parks and Recreation to come back. Member O’Dell noted that he felt a full-time person was warranted at this time; it needs to be started now.

Council Member Blanke indicated she did not disrespect anything Council Member O’Dell had to say. She agreed that the City Council needed to look at the numbers and history of participation in this Department to see what it would require moving forward. She shared that her feelings were that the reputation of the City’s Recreation Department had to build up their reputation again. What did the residents want? Maybe they could take surveys to see what the answers are. She was all for moving forward with this.

Mayor Carnagie then stated we needed to look at what are recreation assets were – were they out of date – what did we need to purchase to bring this up to date. He would like to see the program be self-sustaining. He felt that it needed good planning moving forward.

Council Member Sutherland stated that she felt Council Member O’Dell’s motion was well thought out. People wanted the Recreation Program back. City Council needed to start and do something moving forward. She referred to the time Assistant City Manager Mistretta did a great job with Christmas in Fraser, she had spent at least a day a week on the Farmer’s Market along with Hunter Pullis. There was a lot of work to be done in the Recreation Department. She felt surveys were a good idea. City Manager Leven was getting surveys out to the community. They needed to start working on a five (5) year plan. The former Finance Director was provided lists of programs that would both be in person and COVID related programs for the City. She said she felt Council Member O’Dell’s motion was a good first step.

Council Member Baranski stated that it was clear they were all in agreement the program should be moving forward. She reminded City Council that they were operating with at $250,000.00 budget deficit every year. Also, we are not allowed to have children’s programs at the Senior Center any more. What is the City envisioning this program to look like? She shared that the Assistant City Manager should have an employee under her to get this program up and running. What role does the Recreation Commission play in all of this? Also, what about the Recreation Master Plan? That decides what the City’s Recreation Program looks like moving forward. She does want to see programs and move forward.

Mayor Pro-Tem Schornak asked if we could put survey out there – wanting to know what programs the residents want and what they would actually participate in. Assistant City Manager Mistretta stated they had already talked about this – we were updating their Facebook Page daily and getting programs up and running through there. They were working on getting some COVID friendly programs. They were getting some great interaction on their Facebook Page.

Council Member Sutherland referred to a room off of the Police Department and thought we could use that room for some start of recreation programming - that would be a start. Maybe the full time person could use the time during the winter, later fall and early spring months preparing for the summer programs. The day care that used to be available was incredibly helpful to many working parents. She feels that there is enough work for a full-time person in this position. Perhaps they are not a director, but simply an employee.

Council Member O'Dell suggested that maybe this person – the hire – could help with the Senior Program as well. Council Member Sutherland added that it would be more difficult to find a part-time person to fill this need. Mayor Carnagie agreed they had to move forward but felt there was a lot of work to be done before they could hire someone. He had no information in front of him regarding this. He would like to see some data on this.

Council Member Winowiecki indicated that he understood everyone on City Council wants to see this program move forward. He needed more data on what was wanted from the residents. He stated that the Recreation Commission, due to various reasons and resignations, may not even have a quorum to meet right now. He wanted to see this taken care of first. He wanted hard data on what types of programs were desired by the residents. Let's get the surveys done to get that data. COVID made changes to everything.

Council Member Baranski asked what salary range this person would be hired in at. Council Member O'Dell stated he felt $45,000 to $60,000. What types of numbers were showing up for the Senior Programs? Assistant City Manager Mistretta reviewed the programs and where they were with the numbers. Assistant City Manager Mistretta reviewed the numbers. Programs are definitely growing. They see 20 to 30 a day. Mayor Carnagie noted that Assistant City Manager Mistretta seemed to be growing the Senior Programs in the correct way – slowly.

Council Member Sutherland suggested that perhaps City Manager Leven and Assistant City Manager Mistretta would like to get together and get a salary range to present to City Council for this person – they would bring it back to Council for approval.

Member O'Dell amended his motion to say the following

Motion by O'Dell, supported by Sutherland, to instruct the City Manager or who she would appoint to prepare a plan to reopen the Fraser Parks and Recreation Department with the following deliverables:

1. Hire and have in position a full-time Parks and Recreation employee to oversee Parks and Recreation and Senior Center Programming by 3/11/2022;
2. Said employee will have outdoor parks and recreation programs in place and available no later than June 1st, 2022, with a minimum of five (5) programs each for children five (5) and under, 6-10, teens, adults, and seniors;

3. Said employee will develop COVID restrictive programming for all age groups as an alternative in case COVID restrictions return; and
4. Said employee will create plans for 2022 Farmers Market, Fall Fest, City Parade, Christmas in Fraser, and other TBD special events, including but not limited to vendor outreach and vendor fee schedules

Discussion on Motion:

Attorney DeNault asked for clarity on the motion. Council Member O'Dell stated that his motion was to have the City Manager create a plan to hire an employee for the Fraser Parks and Recreation Department and to deliver those deliverables.

Council Member Blanke asked Attorney DeNault if that Department was actually the Recreation Department. He is uncertain how the Parks and Recreation Department was created – there is no Ordinance, no Charter Provision. He felt it must have been an administrative decision. We would need to dig further to find out when and how this happened. In 1968 an Ordinance creating a Recreation Commission was approved. Discussion was had on why City Council appointed the Recreation Director. Council Member Blanke then indicated that somewhere around the 1980's the DPW were given the "Parks" part of this Department. Recreation has nothing to do with the Parks.

HR Director Cell discussed that it has seemed to be more difficult to get someone to do this job if it were only offered as a part-time position. Mayor Pro-Tem Schornak noted that perhaps someone could be hired as a full-time position combining the current part-time opportunity that is open for the Senior Activity Director as well as the Recreation employee. This person would work under Assistant City Manager Mistretta. HR Director Cell added that the City could look at getting a part-time summer intern from the college. Mayor Carnagie stated he would like to see a hybrid position doing both Recreation as well as the Senior Activity position in one full-time hire. He would like to see the numbers on what this would cost.

Discussion from Citizens:

Suzanne Kalka noted that she felt having City Manager Leven, Assistant City Manager Mistretta and HR Director Cell should get together and put something together for discussion at the January 13, 2022 City Council meeting.

Anthony Ludlow reviewed his concern with cities and the competition they have for residents using their recreation programs. The City must be creative. You should get the information first.

Jim Sutherland, 31520 Schoolcraft. He indicated that he felt City Manager Leven, Assistant City Manager Mistretta and HR Director Amy Cell should get the information in order to put together a job description and move forward with this. A part-time person will not be able to do this job – a full-time person is needed. Don't overthink what the residents want.

Deanna Ryner, 15569 Luxemburg indicated that she did not think that a full-time person was needed to do this job at this time. She would like to see the Recreation Commission membership full before any decisions are made. Take your time and do this right.

Vote on Motion:

AYES: O'Dell, Sutherland
NAYS: Baranski, Blanke, Carnagie, Schornak, Winowiecki

Council Member Baranski would love to see at the January 13, 2022 meeting Assistant City Manager Mistretta, after consulting with City Manager Leven and HR Director Cell, to tell City Council what her plan was moving forward for the part of her job that was Recreation. Mayor Pro-Tem Schornak agreed with Council Member Baranski's assessment of the situation and looked forward to this coming back in January of 2022.

8. RETURNING BUSINESS

a. DPW Staffing

HR Director Cell reviewed this item for City Council. She indicated that they had been working closely with the DPW Department in regards to adding a clerical position to their department. She went over the information in the packet that would support this request.

Council Members Sutherland and O'Dell had questions regarding the posting requirements and whether or not this was included in the budget. DPW Superintendent Ragsdale explained that due to so many part-time laborers that were in the budget leave. This allowed monies to be in the budget to cover the cost of an additional part-time clerical.

Motion by Baranski, supported by Sutherland to approve the staffing of a part-time DPW Clerk as outlined in the packet.

Discussion on Motion:

Council Member Winowiecki thanked HR Director Cell for all the backup information she put into this packet.

AYES: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki
NAYS: None

b. City of Fraser State of Emergency – COVID

Mayor Carnagie noted that he asked to put this item on the agenda because we had agreed to let this go until the end of the year. County Executive Hackel noted that no other Counties had extended this and Mayor Carnagie suggested that perhaps the City just let this go. City Attorney DeNault then commented that the State had not extended this so no Boards or Commissions would be able to meet virtually as of January 1, 2022.

9. REPORT OF CITY ADMINISTRATION

Assistant City Manager Mistretta reported to City Council the following:
We are finalizing the audit presently and hope to have it completed by the end of this month. We may seek an extension due to things that had not been completed for the audit prior to her arrival

Parks and Recreation is moving forward. Christmas in Fraser was last weekend and it was very well attended.

The Senior Activity Center is in full swing and the programs are growing. They are looking forward to add more programs.

10. REPORT OF MAYOR AND CITY COUNCIL

Council Member Sutherland spoke regarding the park signs and had some thoughts on moving forward with those. Perhaps this would be discussed in the upcoming workshop. Great job to the Historical Society on the Baumgartner Open House; great job to Sarah and everyone that helped on the Christmas in Fraser event. Thank you to Mulvey Condo's Homeowners Association for the donation of the new start for the tree. Thanks to Lt. Bisby and the Department of Public Safety for their increased presence at the schools.

Council Member Baranski stated an audience member that had to leave prior to Citizen Participation at the end of the meeting, had given her some information stating that the City of Fraser rental property inspections were not legal. She asked Mr. DeNault to check into this. Congratulated Assistant City Manager Mistretta for her work on Christmas in Fraser – she heard nothing but praise for the job she did for this event; Prayers for everyone dealing with the tragic events in Oxford – mental health is very important. She is looking forward to 2022. She wished everyone a happy holiday.

Council Member O'Dell thanked the Fraser Goodfellows. Christmas in Fraser was very well attended. Fraser First Booster Club was holding their annual Blue Jean Ball. Happy Holidays and Merry Christmas everyone.

Council Member Blanke read a poem into the record. She said that many things cause us to lose focus on what Christmas is really about. Her wish for everyone this holiday season and in the coming year was hope. Merry Christmas to everyone.

Council Member Winowiecki echoed most of what had been already said. Merry Christmas and Happy New Year to all. He thanked Assistant City Manager Mistretta for her efforts in making Christmas in Fraser a success.

Mayor Pro-Tem Schornak voiced her concerns about the manner in which the Historical Society has to purchase supplies, turn in receipts and then get reimbursed. At one point they had petty cash – she would like to know why they could not have that again. Assistant City Manager Mistretta reviewed the procedures with her regarding purchasing goods and being reimbursed. She thanked Chris Meller for his service on Parks and Rec. She wished everyone a happy holiday.

Mayor Carnagie noted they did the Shop with a Hero this week. They had 38 Fraser children and took them to Meijer where they each got $100 to spend on whatever they chose. It is always a great event! He noted that Christmas in Fraser was a great success! He wished everyone a safe and happy holidays and reminded everyone not to drink and drive. Take care of our families.

11. CITIZEN PARTICIPATION

Laura Lesich 15201 Fairview. Welcome new City Council members to the team. She mentioned Ladies Night on Wednesday, December 15th at the Infinity Hall. She commented on the Recreation Cleaning Discussion. She felt that there had been a plan for this. She added that planning the activities takes time.

13. ADJOURNMENT

Motion by Schornak, supported by Baranski to adjourn the meeting at 9:53 p.m.

AYES: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland, Winowiecki
NAYS: None

Respectfully Submitted:

____
Cindi Greenia, City Clerk

____
Michael Carnagie, Mayor

City of Fraser

CENTENNIAL COMMUNITY

APPROVED MEETING MINUTES
CITY OF FRASER CIVIL SERVICE COMMISSION
MUNICIPAL BUILDING, 3300 GARFIELD, FRASER, MI 48026
MONDAY, DECEMBER 6, 2021 @ 2:00 P.M.

1. **CALL TO ORDER**

The meeting was called to order at 2:04 p.m. by Chairman Bender.

2. **ROLL CALL**

Members Present:	Thomas Bender Dan Healy Thomas Suminski
Also Present:	City Clerk Greenia Lt. David Bisby, Public Safety Department Sergeant John Gillies

3. **APPROVAL OF AGENDA**

Motion by Bender supported by Healy to approve the agenda as presented.

AYES: Bender, Healy, Suminski
NAYS: None Motion Carried

4. **APPROVAL OF MINUTES**

Motion by Healy, supported by Suminski to approve the minutes of the September 13, 2021 Fraser Civil Service Commission as presented.

AYES: Bender, Healy, Suminski
NAYS: None Motion Carried

5. NEW BUSINESS

a. Election of Chairperson of City of Fraser Civil Service Commission for 2022

Motion by Bender supported by Healy to nominate Thomas Suminski for Chairperson of the Fraser Civil Service Commission effective January of 2022.

AYES: Bender, Healy, Suminski
NAYS: None Motion Carried

b. Request for Certification of Sergeant List

Motion by Bender supported by Suminski to approve a portion of the eligibility list for the position of public safety sergeant be certified by the Civil Service Commission for a period of two (2) years from the date of certification, and to include PSO Scott Eovaldi and PSO James Ternes as they met the requirements of a total score from the written exam, oral exam and seniority points of 70% or above, noting that PSO Scott Eovldi's combined score was 77.1 and PSO James Ternes combined score was 70.3.

AYES: Bender, Healy, Suminski
NAYS: None Motion Carried

6. COMMISSION MEMBERS TO BE HEARD

The Commission members had nothing at this time.

7. PUBLIC TO BE HEARD

There was no public to be heard at this time.

8. ADJOURNMENT

Motion by Bender supported by Suminski to adjourn the meeting at 2:08 p.m.

Respectfully Submitted:

Cindi Greenia, Clerk
City of Fraser

Local Officers Compensation Commission
Meeting Minutes
Tuesday, July 9th, 2019

AS APPROVED DECEMBER 14, 2021

Fraser Local Officers Compensation Commission was conducted on the above date at the City Municipal Building located at 33000 Garfield Road, Fraser, County of Macomb, Michigan.

Present: Robert Brannon, Joseph Chimenti, Frank Farina and Roseanne Menendez

Absent: Anna Cameron

Also Present: Kelly Dolland, Recording Secretary

1. Call Meeting to Order

Chairman Farina called the July 9th, 2019 Compensation Commission meeting to order at 4:07pm.

2. Approval of Agenda

Member MENENDEZ moved, seconded by Member BRANNON, TO APPROVE AGENDA AS PRESENTED.

The motion carried unanimously

3. Approval of the May 31st, 2017 Compensation Commission Meeting Minutes

Member MENENDEZ moved, seconded by Member BRANNON, TO APPROVE MAY 31ST, 2017 COMPENSATION COMMISSION MEETING MINUTES AS SUBMITTED.

The motion carried unanimously.

4. Election of Chairperson and Vice Chairperson

Member MENENDEZ moved, seconded by Member FARINA, TO NOMINATE MEMBER BRANNON AS CHAIRMAN.

Member Brannon accepted.

The motion carried unanimously.

Member BRANNON moved, seconded by Member MENENDEZ, TO NOMINATE MEMBER CHIMENTI AS VICE CHAIRMAN.

Member Chimenti accepted.

The motion carried unanimously.

5. Discussion of Salaries of Mayor and Council

Member MENENDEZ, second by Member CHIMENTI, TO MAINTAIN IDENTICAL SALARY FOR MAYOR, $4,531 AND COUNCIL, $3,835 LIMIT TO 18 COUNCIL MEETINGS PER FISCAL YEAR.

The motion carried unanimously.

6. Discussion of Wedding Ceremony Fee and Location.

Member MENENDEZ moved, second by Member BRANNON, TO MAINTAIN EXISTING WEDDING CEREMONY FEE AND LOCATION.

The motion carried unanimously.

7. Citizen Participation – none

8. Adjournment

Motion by Member MENENDEZ, seconded by Member BRANNON, TO ADJOURN THELOCAL OFFICERS COMPENSATION COMMISSION MEETING OF TUESDAY, JULY 9TH, 2019 @ 4:38PM

The motion carried unanimously.

Respectfully submitted,

____

Cindi Greenia, City of Fraser City Clerk
Appointed September 12, 2021

5102 (Rev. 01-19)

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

GRETCHEN WHITMER
GOVERNOR

RACHAEL EUBANKS
STATE TREASURER

December 15, 2021

Marc Thompson, City Manager
City of Fraser, Macomb County
PO Box 10
Fraser, MI 48026

Dear Marc Thompson:

The State Tax Commission at their December 14, 2021 meeting approved the enclosed Certificate of Achievement. This certificate acknowledges the City of Fraser, Macomb County for receiving a perfect score on their 2021 AMAR Review. The Commission wishes to congratulate the City and thank you for your continued efforts to provide fair and equitable assessing in the State of Michigan.

Sincerely,

David A. Buick, Executive Director
State Tax Commission

Enc: Certificate of Achievement

Certificate of Achievement

This acknowledges that

City of Fraser, Macomb County

On the 14th of December 2021 has been recognized for the outstanding achievement of receiving a perfect score on the 2021 Audit of Minimum Assessing Requirements (AMAR) Review. We wish to congratulate you and thank you for your continued efforts to provide fair and equitable assessing in the State of Michigan.

Peggy L. Nolde, Chairperson

W. Howard Morris, Member

Mark A. Davidoff, Member

City of Fraser
Check Disbursement Report
January 13, 2021

EXPENDITURES FOR APPROVAL

101	GENERAL FUND	$	109,039.40
202	MAJOR STREET FUND	$	750.10
203	LOCAL STREET FUND	$	118,182.27
210	AMBULANCE FUND	$	7,256.08
226	GARBAGE AND RUBBISH COLLECTION	$	87,715.62
270	SENIOR HOUSING	$	30,470.86
401	CAPITAL PROJECTS FUND	$	14,744.69
592	WATER & SEWER FUND	$	352,768.10
661	MOTOR POOL	$	12,269.61
703	SUMMER TAX COLLECTION FUND	$	16,288.13
	VENDOR EXPENDITURES	**$**	**749,484.86**

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
12/03/2021	PNC	137259	ADVANCED PEST CONTROL	OTHER REPAIRS AND MAINTENANCE	934.000	267	100.00
12/03/2021	PNC	137260	AEW	Escrow Fee	283.100	000	93.70
				Escrow Fee	283.100	000	89.70
				Escrow Fee	283.100	000	78.60
				RENEWABLE ESCROW	283.100	000	1,074.50
				Escrow Fee	283.100	000	226.20
				Escrow Fee	283.100	000	93.00
				Escrow Fee	283.100	000	774.00
				Escrow Fee	283.100	000	151.00
				CHECK PNC 137260 TOTAL FOR FUND 101:			2,580.70
12/03/2021	PNC	137262	ASSESSMENT ADMINISTRATION	PROFESSIONAL SERVICES (ASSESSOR)	801.500	209	9,708.33
12/03/2021	PNC	137263	MAYSSA ATTIA	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	136	1,050.00
12/03/2021	PNC	137265	BOBS SANITATION SERVICE, INC	OTHER REPAIRS AND MAINTENANCE	934.000	690	190.00
12/03/2021	PNC	137268	EXECUTIVE LANGUAGE SERVICES INC.	INTERPRETER FEES	823.000	136	210.00
12/03/2021	PNC	137269*#	CITY OF FRASER	WATER	918.000	265	26.26
				WATER	918.000	265	673.21
				WATER	918.000	266	329.55
				WATER	918.000	267	26.26
				WATER	918.000	269	149.18
				WATER	918.000	690	89.94
				CHECK PNC 137269 TOTAL FOR FUND 101:			1,294.40
12/03/2021	PNC	137270	GREAT LAKES PEST CONTROL CO. INC	OTHER REPAIRS AND MAINTENANCE	934.000	266	60.00
12/03/2021	PNC	137272	HEWLETT-PACKARD FINANCIAL SERVICES	LEASED ASSETS	983.000	258	336.54
12/03/2021	PNC	137273	JOE BURLAGER	PROGRAMMING - RECREATION REVOLVING	888.000	691	250.00
12/03/2021	PNC	137276#	MACOMB COUNTY FINANCE DEPARTMENT	SUPPLIES	752.000	171	52.82
				SUPPLIES	752.000	260	105.82
				SUPPLIES	752.000	301	158.80
				PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	301	230.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				COMMUNICIATIONS (VEHICLES)	850.500	301	63.35
				SUPPLIES	752.000	441	37.58
				CHECK PNC 137276 TOTAL FOR FUND 101:			648.37
12/03/2021	PNC	137277	MARVELOUS PROMOTIONS	UNIFORMS	741.000	441	407.24
12/03/2021	PNC	137279	METCOM	SUPPLIES	752.000	136	462.82
12/03/2021	PNC	137280	MICHIGAN DOOR	OTHER REPAIRS AND MAINTENANCE	934.000	265	202.50
12/03/2021	PNC	137281	MICHIGAN STATE POLICE	PROFESSIONAL DEVELOPMENT	910.000	301	850.00
12/03/2021	PNC	137283*#	OFFICE DEPOT	SUPPLIES	752.000	136	4.58
				SUPPLIES	752.000	136	77.43
				SUPPLIES	752.000	371	81.06
				CHECK PNC 137283 TOTAL FOR FUND 101:			163.07
12/03/2021	PNC	137285	CITY OF ROSEVILLE	MAIL OR POSTAGE	851.000	136	389.12
12/03/2021	PNC	137286	ROYAL OAK NAME PLATE CO.	SUPPLIES	752.000	101	15.00
12/03/2021	PNC	137287	TELEPHONE SUPPORT SYSTEMS, INC.	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	170.63
12/03/2021	PNC	137289	WALTER LASHLEY	MAIL OR POSTAGE	851.000	136	14.32
12/10/2021	PNC	137291	AMERICA'S FINEST	SUPPLIES	752.000	441	135.00
12/10/2021	PNC	137292	AT&T	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	265	507.81
12/10/2021	PNC	137296	DETROIT ENERGY STREET LIGHTS	ELECTRIC (STREET LIGHTING)	920.100	448	18,895.46
12/10/2021	PNC	137298	FRASER PUBLIC LIBRARY	DUE TO LIBRARIES	223.000	000	65.45
12/10/2021	PNC	137300*#	GFL ENVIRONMENTAL USA	DUE FROM LIBRARIES	073.000	000	94.31
12/10/2021	PNC	137302	BENJAMIN HOPPE	OPERATING SUPPLIES	746.000	301	90.00
12/10/2021	PNC	137306	KENT COMMUNICATIONS, INC.	MAIL OR POSTAGE	851.000	209	106.92
12/10/2021	PNC	137309	MACOMB CO. ASSOC. CHIEFS OF POLICE	MEMBERSHIPS	915.000	301	40.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
12/10/2021	PNC	137310#	MACOMB COUNTY FINANCE DEPARTMENT	SUPPLIES	752.000	136	26.65
				SUPPLIES	752.000	171	29.39
				SUPPLIES	752.000	260	33.66
				SUPPLIES	752.000	301	53.00
				CHECK PNC 137310 TOTAL FOR FUND 101:			142.70
12/10/2021	PNC	137312#	MARY MATUZ	SUPPLIES	752.000	101	26.27
				SUPPLIES	752.000	215	75.07
				PROGRAMMING	881.000	691	29.68
				SUPPLIES	752.000	750	23.97
				CHECK PNC 137312 TOTAL FOR FUND 101:			154.99
12/10/2021	PNC	137314	PERFECT PLUMBING	Escrow Fee	283.100	000	1,000.00
12/10/2021	PNC	137315	PITNEY BOWES GLOBAL FIN SRV, LLC	LEASED ASSETS	983.000	258	824.25
12/10/2021	PNC	137316*#	REINDEL TRUE VALUE	SUPPLIES	752.000	215	31.45
				MATERIALS & SUPPLIES	742.000	265	7.37
				MATERIALS & SUPPLIES	742.000	269	25.98
				CHECK PNC 137316 TOTAL FOR FUND 101:			64.80
12/10/2021	PNC	137317	ROSEDALE SOLUTIONS, LLC	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	260	3,775.00
12/10/2021	PNC	137318	ROYAL OAK NAME PLATE CO.	SUPPLIES	752.000	215	10.00
12/10/2021	PNC	137319#	SHRED-IT USA	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	171	36.77
				PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	209	36.77
				PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	260	36.78
				PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	371	36.78
				CHECK PNC 137319 TOTAL FOR FUND 101:			147.10
12/10/2021	PNC	137320	SUPPLY DEN	MATERIALS & SUPPLIES	742.000	269	29.04
12/10/2021	PNC	137321	UNITED STATES POSTAL SERVICE	MAIL OR POSTAGE	851.000	260	350.00
12/10/2021	PNC	137322	UNIVERSAL PLUMBING & SEWER, INC.	ESCROW FEE	283.100	000	1,000.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
12/10/2021	PNC	137323*#	VERIZON	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	40.67
				COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	371	81.34
				COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	441	648.84
				CHECK PNC 137323 TOTAL FOR FUND 101:			770.85
12/10/2021	PNC	137324	MARILYNN WRIGHT	OTHER REPAIRS AND MAINTENANCE	934.000	267	10.97
12/16/2021	PNC	137325	123.NET,INC.	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	480.88
12/16/2021	PNC	137328	AMY CELL LLC	PROFESSIONAL SERVICES (HR)	801.100	270	12,655.68
12/16/2021	PNC	137331	BS&A SOFTWARE	SOFTWARE MAINTENANCE AGREEMENTS	933.000	258	1,330.00
12/16/2021	PNC	137332	C & G NEWSPAPERS	SUBSCRIPTIONS AND PUBLICATIONS (CODE)	791.500	215	91.32
12/16/2021	PNC	137333#	CINTAS CORPORATION #354	MATERIALS & SUPPLIES	742.000	265	81.36
				MATERIALS & SUPPLIES	742.000	269	475.99
				CHECK PNC 137333 TOTAL FOR FUND 101:			557.35
12/16/2021	PNC	137337	DANA SUTHERLAND	CONFERENCES	911.000	101	207.35
12/16/2021	PNC	137338	PROFESSIONAL BENEFITS SERVICES,	PROFESSIONAL SERVICES (HR)	801.100	270	44.00
12/16/2021	PNC	137339	DEWOLF AND ASSOCIATES	PROFESSIONAL DEVELOPMENT (PA 302)	910.302	301	795.00
12/16/2021	PNC	137340	ERCC	MEMBERSHIPS	915.000	171	300.00
12/16/2021	PNC	137342	FIRST CHOICE SERVICES	MATERIALS & SUPPLIES	742.000	269	303.86
12/16/2021	PNC	137344	FRASER PUBLIC LIBRARY	DUE TO LIBRARIES	223.000	000	109.29
12/16/2021	PNC	137347*#	INGERSOLL MECHANICAL, INC.	OTHER REPAIRS AND MAINTENANCE	934.000	265	316.40
				OTHER REPAIRS AND MAINTENANCE	934.000	265	886.82
				OTHER REPAIRS AND MAINTENANCE	934.000	269	1,071.50
				CHECK PNC 137347 TOTAL FOR FUND 101:			2,274.72
12/16/2021	PNC	137350	KC SUPPLY CO. INC.	CALIBRATION GAS FOR MSA AIR READER	746.000	301	160.00
				SHIPPING	746.000	301	57.00
				CHECK PNC 137350 TOTAL FOR FUND 101:			217.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
12/16/2021	PNC	137351	KIRK, HUTH, LANGE & BADALAMENTI	CITY ATTORNEY	801.800	210	1,310.40
12/16/2021	PNC	137354	LEAF	LEASED ASSETS	983.000	258	900.92
				LEASED ASSETS	983.000	258	900.92
				CHECK PNC 137354 TOTAL FOR FUND 101:			1,801.84
12/16/2021	PNC	137357	STATE OF MICHIGAN	OTHER REPAIRS AND MAINTENANCE	934.000	265	120.00
12/16/2021	PNC	137358	MACOMB COUNTY HERITAGE ALLIANCE	SUPPLIES	752.000	746	30.00
12/16/2021	PNC	137361	MICHIGAN CHAPTER - IAAI	MEMBERSHIPS	915.000	301	20.00
12/16/2021	PNC	137364*#	MOTION & CONTROL ENTERPRISES, LLC	MATERIALS & SUPPLIES	742.000	265	129.12
12/16/2021	PNC	137365	O'REILLY RANCILIO PC	PROFESSIONAL SERVICES (LEGAL)	801.800	210	84.00
				PROFESSIONAL SERVICES (LEGAL)	801.800	210	1,568.00
				PROFESSIONAL SERVICES (LEGAL)	801.800	210	6,784.00
				CHECK PNC 137365 TOTAL FOR FUND 101:			8,436.00
12/16/2021	PNC	137366	OFFICE DEPOT	SUPPLIES	752.000	301	32.25
12/16/2021	PNC	137367	RAY ELECTRIC	MATERIALS & SUPPLIES	742.000	690	21.18
12/16/2021	PNC	137369	JAMES SHIMKO	PLUMBING INSP.	703.200	371	45.00
12/16/2021	PNC	137370	SHREDCORP	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	301	53.00
12/16/2021	PNC	137373	THOMSON REUTERS - WEST	OPERATING SUPPLIES	746.000	301	300.92
12/16/2021	PNC	137375*	VERIZON	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	301	291.55
12/16/2021	PNC	137378	YEO & YEO PC	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	260	25,000.00
12/22/2021	PNC	137379*#	CONSUMERS ENERGY	NATURAL GAS	921.000	265	1,820.47
				NATURAL GAS	921.000	266	1,010.53
				NATURAL GAS	921.000	267	233.72
				NATURAL GAS	921.000	269	1,612.33
				CHECK PNC 137379 TOTAL FOR FUND 101:			4,677.05

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
12/22/2021	PNC	137380*#	DTE ENERGY COMPANY	ELECTRIC	920.000	267	35.36
				ELECTRIC	920.000	448	51.59
				CHECK PNC 137380 TOTAL FOR FUND 101:			86.95
				Total for fund 101 GENERAL FUND			109,039.40

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 202 MAJOR STREET FUND							
12/03/2021	PNC	137275	MACOMB COUNTY DEPARTMENT OF ROADS	PRESERVATION - STREETS	870.000	463	750.10
				Total for fund 202 MAJOR STREET FUND			750.10

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 203 LOCAL STREET FUND							
12/03/2021	PNC	137278	MATTIOLI CEMENT COMPANY	CAP.IMP.CONST.	989.000	463	118,182.27
				Total for fund 203 LOCAL STREET FUND			118,182.27

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 210 AMBULANCE FUND							
12/03/2021	PNC	137274	LINDE GAS & EQUIPMENT, INC.	OPERATING SUPPLIES	746.000	301	370.00
12/10/2021	PNC	137290	ACCUMED BILLING, INC	PROFESSIONAL SERVICES - ACCUMED	801.200	301	2,495.04
12/16/2021	PNC	137329	BOUND TREE MEDICAL	OPERATING SUPPLIES	746.000	301	242.80
				OPERATING SUPPLIES	746.000	301	53.39
				CHECK PNC 137329 TOTAL FOR FUND 210:			296.19
12/16/2021	PNC	137352	LANSING COMMUNITY COLLEGE	EMS IC SCHOOL	910.000	301	2,902.00
12/16/2021	PNC	137356	LINDE GAS & EQUIPMENT, INC.	OPERATING SUPPLIES	746.000	301	316.59
12/16/2021	PNC	137360	MI DEPT. OF HEALTH & HUMAN	OPERATING SUPPLIES	746.000	301	761.29
12/16/2021	PNC	137375*	VERIZON	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	301	114.97
				Total for fund 210 AMBULANCE FUND			7,256.08

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 226 GARBAGE AND RUBBISH COLLECTION FUND							
12/10/2021	PNC	137300*#	GFL ENVIRONMENTAL USA	WASTE AND RUBBISH DISPOSAL	919.000	528	68,407.84
				CURBSIDE RECYCLING	925.000	528	8,287.56
				COMPOSTING	926.000	528	10,941.50
				CHECK PNC 137300 TOTAL FOR FUND 226:			87,636.90
12/10/2021	PNC	137313*	MILAN KUKLIK	RECYCLING	033.000	000	5.96
12/16/2021	PNC	137334	COBB, DONALD R	RECYCLING	033.000	000	72.76
				Total for fund 226 GARBAGE AND RUBBISH COLLECTION			87,715.62

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 SENIOR HOUSING							
12/03/2021	PNC	137266	COMCAST	OTHER MISC COMMUNICATIONS (INTERNET)	852.000	265	114.97
12/03/2021	PNC	137269*#	CITY OF FRASER	WATER	918.000	265	2,937.29
12/10/2021	PNC	137293	AT&T	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	265	183.66
12/10/2021	PNC	137304	INGERSOLL MECHANICAL, INC.	OTHER REPAIRS AND MAINTENANCE	934.000	265	1,415.52
12/10/2021	PNC	137305	INGRAM LIBRARY SERVICES	OTHER REPAIRS AND MAINTENANCE			** VOIDED **
12/10/2021	PNC	137307	KIMBERLY JANUSZ	ESCROW - SECURITY DEPOSITS	291.000	000	635.00
12/10/2021	PNC	137316*#	REINDEL TRUE VALUE	MATERIALS & SUPPLIES	742.000	265	5,297.72
12/10/2021	PNC	137323*#	VERIZON	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	265	81.34
12/16/2021	PNC	137326	ADVANCED PEST CONTROL	OTHER REPAIRS AND MAINTENANCE	934.000	265	500.00
				OTHER REPAIRS AND MAINTENANCE	934.000	265	800.00
				CHECK PNC 137326 TOTAL FOR FUND 270:			1,300.00
12/16/2021	PNC	137330	BRIGHTER CLEANING SERVICES LLC	OTHER REPAIRS AND MAINTENANCE	934.000	265	185.00
				OTHER REPAIRS AND MAINTENANCE	934.000	265	90.00
				OTHER REPAIRS AND MAINTENANCE	934.000	265	95.00
				CHECK PNC 137330 TOTAL FOR FUND 270:			370.00
12/16/2021	PNC	137347*#	INGERSOLL MECHANICAL, INC.	OTHER REPAIRS AND MAINTENANCE	934.000	265	3,863.66
				OTHER REPAIRS AND MAINTENANCE	934.000	265	918.98
				OTHER REPAIRS AND MAINTENANCE	934.000	265	1,290.01
				OTHER REPAIRS AND MAINTENANCE	934.000	265	3,905.16
				OTHER REPAIRS AND MAINTENANCE	934.000	265	2,220.24
				CHECK PNC 137347 TOTAL FOR FUND 270:			12,198.05
12/16/2021	PNC	137348	INGRAM WHOLESALE SIDING	OTHER REPAIRS AND MAINTENANCE	934.000	265	8.94
12/16/2021	PNC	137359	MACOMB MECHANICAL, INC	OTHER REPAIRS AND MAINTENANCE	934.000	265	4,547.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 SENIOR HOUSING							
12/16/2021	PNC	137371	SPEED CLEAN SERVICE	OTHER REPAIRS AND MAINTENANCE	934.000	265	517.06
12/22/2021	PNC	137379*#	CONSUMERS ENERGY	NATURAL GAS	921.000	265	828.95
12/22/2021	PNC	137380*#	DTE ENERGY COMPANY	ELECTRIC	920.000	265	35.36
				Total for fund 270 SENIOR HOUSING			30,470.86

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 401 CAPITAL PROJECTS FUND							
12/10/2021	PNC	137295	DELL MARKETING LP	OPTIPLEX 5090 TOWER	972.000	301	790.35
				CLASS 40 SOLID STATE DRIVE	972.000	301	86.87
				NVIDIA QUADRO P620	972.000	301	150.47
				CHECK PNC 137295 TOTAL FOR FUND 401:			1,027.69
12/10/2021	PNC	137303	IDEMIA IDENTITY & SECURITY USA	TOUCHPRINT 5300 500 PPI WITH	972.000	301	5,742.00
				MICHIGAN TOUCH PRINT ENTERPRISE	972.000	301	1,250.00
				TOUCHPRINT ENTERPRISE FINGERPRINT	972.000	301	1,250.00
				TOUCHPRINT ENTERPRISE MICHIGAN PALM	972.000	301	2,500.00
				INSTALL/TRAINING, 1 DAY	972.000	301	2,975.00
				CHECK PNC 137303 TOTAL FOR FUND 401:			13,717.00
				Total for fund 401 CAPITAL PROJECTS FUND			14,744.69

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND							
12/03/2021	PNC	137264	AUDIO SENTRY CORPORATION	OTHER REPAIRS AND MAINTENANCE (LIFT ST)	934.500	527	47.50
12/03/2021	PNC	137267	CORE & MAIN LP	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	116.35
12/03/2021	PNC	137269*#	CITY OF FRASER	WATER	918.000	526	49.04
12/03/2021	PNC	137271	GREAT LAKES WATER AUTHORITY	SEWAGE	917.000	527	4,938.30
12/03/2021	PNC	137282	MISS DIG SYSTEM, INC	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	2,757.20
12/03/2021	PNC	137283*#	OFFICE DEPOT	SUPPLIES	752.000	526	196.11
12/03/2021	PNC	137284	PARAGON LABORATORIES	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	526	234.00
12/10/2021	PNC	137299	FRISTAD DUNCAN LLC	WATER READY TO SERVE	642.200	000	30.22
				SEWER READY TO SERVE	642.400	000	20.13
				METER REPLACEMENT	642.500	000	1.99
				CHECK PNC 137299 TOTAL FOR FUND 592:			52.34
12/10/2021	PNC	137301	GREAT LAKES WATER AUTHORITY	WATER (GREAT LAKES WATER AUTHORITY)	918.500	526	104,131.07
12/10/2021	PNC	137311	MACOMB COUNTY PUBLIC WORKS COMM	SEWAGE	917.000	527	232,667.00
12/10/2021	PNC	137313*	MILAN KUKLIK	WATER COMMODITY	642.100	000	112.10
				WATER READY TO SERVE	642.200	000	56.49
				SEWER COMMODITY	642.300	000	229.42
				SEWER READY TO SERVE	642.400	000	37.65
				METER REPLACEMENT	642.500	000	3.73
				CHECK PNC 137313 TOTAL FOR FUND 592:			439.39
12/10/2021	PNC	137316*#	REINDEL TRUE VALUE	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	14.83
12/10/2021	PNC	137323*#	VERIZON	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	526	156.70
12/16/2021	PNC	137341	FERGUSON WATERWORKS	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	13.29
12/16/2021	PNC	137345	HYDRO-DESIGNS, INC.	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	526	3,083.00

Fund: 592 WATER AND SEWER FUND

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
12/16/2021	PNC	137363	MINI MIX, INC	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	1,617.50
				OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	1,298.00
				CHECK PNC 137363 TOTAL FOR FUND 592:			2,915.50
12/16/2021	PNC	137376	WARREN PIPE & SUPPLY CO.	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	6.38
12/22/2021	PNC	137380*#	DTE ENERGY COMPANY	ELECTRIC	920.000	527	950.10
				Total for fund 592 WATER AND SEWER FUND			352,768.10

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 661 MOTOR POOL							
12/03/2021	PNC	137261	INTERSTATE BILLING SERVICES INC.	EQUIPMENT	931.000	249	48.35
12/03/2021	PNC	137288	THE SAFETY COMPANY, LLC	OTHER REPAIRS AND MAINTENANCE	934.000	249	139.61
12/10/2021	PNC	137294	BEC ENTERPRISES, LLC	EQUIPMENT REPAIRS	931.000	249	185.49
12/10/2021	PNC	137297	FRASER AUTO BODY, INC	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	893.00
12/10/2021	PNC	137308	LESLIE TIRE SERVICE, INC.	OTHER REPAIRS AND MAINTENANCE	934.000	249	600.00
12/16/2021	PNC	137327	AIRGAS USA, LLC	OTHER REPAIRS AND MAINTENANCE	934.000	249	59.80
				OTHER REPAIRS AND MAINTENANCE	934.000	249	54.73
				OTHER REPAIRS AND MAINTENANCE	934.000	249	92.78
				CHECK PNC 137327 TOTAL FOR FUND 661:			207.31
12/16/2021	PNC	137343	FISHER AUTO PARTS, INC	OTHER REPAIRS AND MAINTENANCE	934.000	249	34.56
				OTHER REPAIRS AND MAINTENANCE	934.000	249	215.64
				CHECK PNC 137343 TOTAL FOR FUND 661:			250.20
12/16/2021	PNC	137355	LESLIE TIRE SERVICE, INC.	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	600.00
12/16/2021	PNC	137364*#	MOTION & CONTROL ENTERPRISES, LLC	EQUIPMENT REPAIRS	931.000	249	47.30
12/16/2021	PNC	137372	SPENCER OIL COMPANY	DIESEL FUEL	758.000	249	1,908.35
				GASOLINE	759.000	249	6,697.96
				CHECK PNC 137372 TOTAL FOR FUND 661:			8,606.31
12/16/2021	PNC	137374	TRACTION-GENUINE PARTS CO	OTHER REPAIRS AND MAINTENANCE	934.000	249	50.79
12/16/2021	PNC	137377	WOLVERINE FREIGHTLINER EASTSIDE	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	641.25
				Total for fund 661 MOTOR POOL			12,269.61

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 703 SUMMER TAX COLLECTION FUND							
12/16/2021	PNC	137335	CORELOGIC CENTRALIZED REFUNDS	ALL UNDISTRIBUTED TAXES	274.000	000	2,441.15
12/16/2021	PNC	137336	CORELOGIC CENTRALIZED REFUNDS	ALL UNDISTRIBUTED TAXES	274.000	000	1,675.31
12/16/2021	PNC	137346	ICONS INC	ALL UNDISTRIBUTED TAXES	274.000	000	2,541.03
12/16/2021	PNC	137349	KAZMER. JANET TRUST & JAMES TRUST	ALL UNDISTRIBUTED TAXES	274.000	000	1,939.23
12/16/2021	PNC	137353	LARSH. KRISTIN	ALL UNDISTRIBUTED TAXES	274.000	000	1,407.46
				ALL UNDISTRIBUTED TAXES	274.000	000	42.84
				CHECK PNC 137353 TOTAL FOR FUND 703:			1,450.30
12/16/2021	PNC	137362	MICHIGAN OUTPATIENT SURGERY CTR	ALL UNDISTRIBUTED TAXES	274.000	000	2,541.05
12/16/2021	PNC	137368	ROCKET MORTGAGE	ALL UNDISTRIBUTED TAXES	274.000	000	3,700.06
				Total for fund 703 SUMMER TAX COLLECTION FUND			16,288.13
			TOTAL - ALL FUNDS				749,484.86

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

City of Fraser

CENTENNIAL COMMUNITY

MAYOR
Michael Carnagie
MAYOR PRO-TEM
Patrice M. Schornak
COUNCIL
Amy Baranski
Kathy Blanke
Patrick O'Dell
Dana Sutherland
David Winowiecki

CITY MANAGER
Elaine Leven
CITY CLERK
Cynthia Greenia

TO: City Manager Leven
FROM: City Clerk Greenia
DATE: December 27, 2021

RE: 2022 CDBG Programming Public Hearing

The City's Community Development Block Grant allocation this year is $9,750 (less $1,500 for MCCSA Chore) with Public Service Funds of $8,250 available for projects.

All information and applications must be turned in to the County by February 25th, 2022. A Public Hearing notice was published on December 22, 2021 (see attached). In order to submit our application by the County deadline, the Public Hearing and the allocation of funds must be acted upon at the January 2022 Council Meeting.

A copy of the Public Hearing notice and draft Resolution is included for your information, along with the Summary of 2022 Non-Profit Applications as provided by the County.

Please feel free to contact me prior to the meeting with any questions or for further clarification of the above information.

CITY MANAGER
Elaine Leven
CITY CLERK
Cynthia Greenia

City of Fraser

CENTENNIAL COMMUNITY

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Michael Carnagie
MAYOR PRO-TEM
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Kathy Blanke
Patrick O'Dell
Dana Sutherland
David Winowiecki

PUBLIC HEARING NOTICE

CITY OF FRASER

NOTICE OF PUBLIC HEARING

At 6:30 p.m., on Thursday, January 13, 2022, at the City of Fraser City Council Chambers, 33000 Garfield, Fraser, MI 48026, a public hearing will be held to obtain the views of citizens concerning community development and housing needs, as required by the Housing and Community Development Act of 1974, as amended.

The City of Fraser will be applying for approximately $150,000.00 dollars in Community Development Block Grant funds for PY 2022 from the Macomb "Urban County" Program. Federal guidelines require that maximum priority be given to activities, which primarily benefit low or moderate-income families or which aid in the prevention or elimination of slums or blight. A variety of projects are eligible for community development funding. These include but are not limited to:

Property acquisition	Handicapped Barrier Removal	Public Facilities
Code enforcement	Rehabilitation of Buildings	Public Infrastructure
Housing Rehabilitation	Public Services	

The City will also consider funding requests for multiple public services agencies.

Citizens residing in blighted areas or lower-income persons are encouraged to participate. Arrangements to reasonably accommodate special needs, including handicap accessibility or interpreter, will be made upon receiving 72-hour notice. Contact Cindi Greenia, City Clerk at (586) 293-3100 ext. 106 for special services.

If you cannot attend this meeting and want your views known, please call or write Cindi Greenia, City Clerk at (586) 293-3100 ext. 106, 33000 Garfield, Fraser, MI 48026. You can also reach her by email at cityclerk@micityoffraser.com.

Published in the C & G Newspapers on December 22, 2021

City of Fraser

CENTENNIAL COMMUNITY

To: City Manager Leven Date: 12/17/2021

From: City Clerk Greenia

Re: Allocation of 2022 CDBG Funds

City Council just heard public comment on the expenditure of our 2022 CDBG monies.
We have $8,250.00 to allocate for public service funds. We are also going to be applying for an additional $45,722.41 in funding for a bricks and mortar project of a Senior Activity Center sign.

Should City Council agree on the allocations tonight, the following motion could be made so that we are in compliance with the requirements of the CDBG programming.

Motion to allocate $8,250.00 in funds for public services with 2022 CDBG funds and to approve an application for a bricks and mortar grant for a sign at the Senior Activity Center in the amount of $45,722.41.

City of Fraser

CENTENNIAL COMMUNITY

TO: City Manager Leven
FROM: City Clerk Greenia
DATE: December 27, 2021

RE: 2022 CDBG Programming

City Council has had the opportunity to listen to requests from various Public Service Providers regarding the expenditure of The City of Fraser's 2022 CDBG allotment for CDBG Public Service. As noted in the item review for the Public Hearing, Fraser has $8,250 to spend on these requests. The minimum amount granted can be no less than $1,500 per provider.

The following Public Service Providers had requested funding from the City of Fraser prior to the Public Hearing:

Advancing Macomb Foundation, Inc.	$	4,900
Care House	$	4,800
Interfaith Volunteer Caregivers	$	740
Macomb County Rotating Emergency Shelter Team (MCREST)	$	1,890
Turning Point	$	3,000

City Council is also being asked to approve the submission of an application for a 2022 Bricks and Mortar Competitive Grant. This grant will be used to install a new sign at the Senior Activity Center in an amount $45,722.41.

After speaking with Stephanie Burgess, the Program Director for the CDBG Funds in Macomb County, she indicated that you could make one motion approving the expenditure of the $8,250 for Public Service Funds (broken down to the specific amounts per provider) and also approve application for a Bricks and Mortar Grant for a new sign for the Senior Activity Center in an amount not to exceed $45,722.41.

	Armada Twp	Armada Village	Bruce Twp	Center Line	Chesterfield Twp	Eastpointe	Fraser	Harrison Twp	Lenox Twp	Macomb Twp	Mt Clemens	New Baltimore	New Haven	Ray Twp	Richmond City	Richmond Twp	Romeo	Shelby Twp	Utica	Washington Twp	PROJECT TOTAL
Advancing Macomb Foundation							$4,900.00	$7,840.00			$6,860.00										**$19,600**
Armada PAL	$1,750.00	$1,750.00																			**$3,500.00**
Care House	$600.00	$600.00	$1,200.00	$3,600.00	$9,000.00	$15,000.00	$4,800.00	$4,200.00	$1,200.00	$12,000.00	$7,200.00	$2,400.00	$2,400.00	$1,200.00	$1,200.00	$600.00	$1,800.00	$7,200.00	$1,200.00	$4,200.00	**$81,600.00**
Interfaith Volunteer Caregivers	$222.00	$148.00	$222.00	$1,480.00	$592.00	$2,220.00	$740.00	$1,110.00	$148.00	$1,480.00	$888.00	$740.00	$148.00	$148.00	$148.00	$148.00	$148.00	$3,330.00	$740.00	$740.00	**$15,540.00**
Maggie's Wigs 4 Kids of Michigan	$1,000.00				$1,000.00	$1,000.00				$1,000.00			$1,000.00		$1,000.00			$1,000.00		$1,000.00	**$8,000.00**
MCREST	$783.00	$792.00	$1,890.00	$1,890.00	$1,890.00	$5,355.00	$1,890.00	$1,890.00	$1,890.00	$1,890.00	$1,890.00	$1,890.00	$1,890.00	$1,890.00	$792.00	$783.00	$3,780.00	$7,560.00	$3,780.00	$3,780.00	**$48,195.00**
Samaritan House	$500.00	$500.00	$3,000.00											$500.00			$1,000.00	$7,000.00	$1,000.00	$7,000.00	**$20,500.00**
Shelby Township Lions																		$5,000.00			**$5,000.00**
Turning Point				$2,000.00	$7,500.00	$8,250.00	$3,000.00	$1,250.00			$5,000.00	$2,000.00	$1,500.00		$1,000.00		$1,000.00	$5,000.00	$1,000.00	$2,000.00	**$40,500.00**
Community Total	$4,855.00	$3,790.00	$6,312.00	$8,970.00	$19,982.00	$31,825.00	$15,330.00	$16,290.00	$3,238.00	$16,370.00	$21,838.00	$7,030.00	$6,938.00	$3,738.00	$4,140.00	$1,531.00	$7,728.00	$36,090.00	$7,720.00	$18,720.00	**$242,435.00**

December 2021

SERVICE ACTIVITIES

Important Note: Proposal qualification do not ensure funding, since this is a local community determination. The aggregate amount of the funding recommendation by the communities for any given agency must be for a minimum of $1,500 in order for a contract to be awarded. If an agency receives less than $1,500 aggregate then the funds will be reallocated to the County's Housing Rehabilitation Program.

Applicant: Advancing Macomb Foundation, Inc. **Name:** Breaking Barriers to Play Coalition

CDBG Request: $19,600 **Project Cost:** $133,000

Communities of consideration:

Fraser ($4,900) Harrison Twp ($7,840) Mount Clemens ($6,860)

Project Description: The applicant, in conjunction with youth sports organizations, provides sports activities and leagues to youth and families. CDBG funds would be used to provide scholarships to income eligible youth and their guardians to participate in sports programming. The applicant would be reimbursed $28 per person for core programming (family free play, playground games, sports sampling, water safety, nutrition and conditioning and positive parenting/coaching), $84 per person for non-traditional leagues (golf, futsal, swimming, kickball, martial arts, gymnastics, bowling and racket sports), and $84 per person for traditional sports leagues (flag football, softball, baseball, soccer, cheer and basketball).

New or Previously Funded Subrecipient: Advancing Macomb Foundation is a new applicant.

Note of Concern: Applicant has no prior experience with CDBG and will therefore require technical assistance for billing, income eligibility requirements and program requirements.

Applicant: Armada Police Athletic League **Name:** Armada PAL

CDBG Request: $3,500 **Project Cost:** $88,000

Communities of consideration:

Armada Twp ($1,750) Village of Armada ($1,750)

Project Description: The applicant provides one week of summer camp for children in 5th through 8th grade in the Armada School District. CDBG funds would be used to provide scholarships to students from LMI families who would not be able to afford camp otherwise. The cost is $350 per student so if you choose to fund this project, please do so in $350 increments.

New or Previously Funded Subrecipient: Armada PAL is a reoccurring applicant.

Note of Concern: Armanda PAL was allocated $2,450 in the 2020 program year and $2,450 was recaptured due to the summer camp not being held because of the COVID-19 pandemic. No funds were recaptured during the 2021 program year. Armada PAL received funding from Armada Township ($1,050) and Village of Armada ($1,050). The funds served: Armada Township (2 people), City of Richmond (2 people), Richmond Township (1 person) and Ray Township (1 person).

December 2021

Applicant: Care House **Name:** Child Advocacy Services Program

CDBG Request: $81,600 **Project Cost:** 1,228,498

Communities of consideration:

Armada Twp ($600)	Village of Armada ($600)	Bruce Twp ($1,200)	Center Line ($3,600)
Chesterfield ($9,000)	Eastpointe ($15,000)	Fraser ($4,800)	Harrison Twp ($4,200)
Lenox Twp ($1,200)	Macomb Twp ($12,000)	Mt Clemens ($7,200)	New Baltimore ($2,400)
New Haven ($2,400)	Ray Twp ($1,200)	City of Richmond ($1,200)	Richmond Twp ($600)
Romeo ($1,800)	Shelby Twp ($7,200)	Utica ($1,200)	Washington Twp ($4,200)

Project Description: The applicant provides child-friendly, family-centered investigation, prosecution and treatment services to income-eligible child victims of sexual and physical abuse, by coordinating an interdisciplinary support team (law enforcement, child protective services and assistant prosecutors), and provides crisis intervention, counseling, court advocacy, parent and child support groups, education, information and referral. Services are provided at no charge to families served. Each community's funding request is based on service projections in that community. The cost per child and the family is approximately $678, but only $600 is billed to CDBG. If funding this project, please do so in $600 increments.

New or Previously Funded Subrecipient: Care House is a reoccurring applicant.

Note of Concern: No funds were recaptured for the 2020 program year. Care House received funding from Armada Township ($350), Village of Armada ($400), Bruce Township ($600), Center Line ($1,818.50), Chesterfield ($8,400), Eastpointe ($6,300), Fraser ($4,800), Lenox Township ($300), Memphis ($2,200), Mount Clemens ($1,542), New Baltimore ($2,400), New Haven ($1,303), City of Richmond ($600), Richmond Township ($2,562), Romeo ($200), Shelby Township ($7,200), Utica ($565), and Washington Township ($2,000). The funds served: Bruce Township (1 person), Center Line (4 people), Chesterfield (12 people), Eastpointe (11 people), Fraser (8 people), Memphis (1 person), Mount Clemens (3 people), New Baltimore (3 people), New Haven (1 person), Romeo (1 person), City of Richmond (1 person), Shelby Township (12 people) and Washington Township (4 people).

Applicant: Interfaith Volunteer Caregivers **Name:** Safe at Home Program

CDBG Request: $15,540 **Project Cost:** $41,380

Communities of consideration:

Armada Twp ($222)	Village of Armada ($148)	Bruce Twp ($222)	Center Line ($1,480)
Chesterfield Twp ($592)	Eastpointe ($2,220)	Fraser ($740)	Harrison Twp ($1,110)
Lenox Twp ($148)	Macomb Twp ($1,480)	Mount Clemens ($888)	New Baltimore ($740)
New Haven ($148)	Ray Twp ($148)	City of Richmond ($148)	Richmond Twp ($148)
Romeo ($148)	Shelby Twp ($3,330)	Utica ($740)	Washington Twp ($740)

Project Description: Assist income eligible seniors and physically challenged adults with indoor and outdoor chores, minor home repairs and routine housekeeping/maintenance tasks that they cannot accomplish due to limited financial resources. The average cost is $74 per completed task.

New or Previously Funded Subrecipient: Interfaith is a reoccurring applicant.

Note of Concern: Interfaith Volunteer Caregivers was allocated $8,879.50 in the 2020 program year and $2,579.50 was recaptured. Interfaith Volunteer Caregivers received funding from Bruce Township ($168), Center Line ($818.50), Eastpointe ($2,058), Mount Clemens ($840), New Baltimore ($620), City of Richmond ($168), Romeo ($100), Shelby Township ($3,360), Utica ($504) and Washington Township ($243). The funds served: Armada Township (1 person), Center Line (1 person), Eastpointe (3 people), Harrison

Township (5 people), Macomb Township (4 people), Mount Clemens (2 people), New Baltimore (1 person), Utica (3 people) and Shelby Township (14 people).

Applicant: Macomb County Rotating Emergency Shelter Team (MCREST) **Name:** Emergency Shelter

CDBG Request: $48,195 **Project Total:** $1,186,406.20

Communities of Consideration:

Armada Twp ($783)	Village of Armada ($792)	Bruce Township ($1,890)
Center Line ($1,890)	Chesterfield ($1,890)	Eastpointe ($5,355)
Fraser ($1,890)	Harrison Twp ($1,890)	Lenox Twp ($1,890)
Macomb Twp ($1,890)	Mt Clemens ($1,890)	New Baltimore ($1,890)
New Haven ($1,890)	Ray Twp ($1,890)	City of Richmond ($792)
Richmond Twp ($783)	Romeo ($3,780)	Shelby Twp ($7,560)
Utica ($3,780)	Washington Twp ($3,780)	

Project Description: MCREST provides emergency shelter (through local churches on a rotating basis) and related services to help people overcome homelessness. Services include assessments, referral assistance and casework to its clients, as well as shelter. Homeless persons would benefit from 5,355 shelter nights ($9.00/night) within contributing communities. All beneficiaries would be homeless.

New or Previously Funded Subrecipient: MCREST is a reoccurring applicant.

Note of Concern: No funds were recaptured for the 2020 program year. MCREST received funding from Village of Armada ($200), Eastpointe ($2,409.75), Fraser ($806), Mount Clemens ($1,890), New Baltimore ($500), Romeo ($600), Shelby Township ($7,560), Utica ($565) and Washington Township ($2,000). Due to the COVID-19 pandemic MCREST had to change their shelter model from rotating churches to utilizing a hotel. CDBG funding was used to pay for the cost of sheltering guests in a hotel.

Applicant: Maggie's Wigs 4 Kids of Michigan **Name:** Maggie's Wigs 4 Kids of Michigan

CDBG Request: $8,000 **Project Total:** $21,600

Communities of Consideration:

Armada Twp ($1,000)	Chesterfield Twp ($1,000)	Eastpointe ($1,000)	Macomb Twp ($1,000)
New Haven ($1,000)	City of Richmond ($1,000)	Shelby Twp ($1,000)	Washington Twp ($1,000)

Project Description: Maggie's Wigs 4 Kids promotes self-esteem in children by providing custom wigs for medical conditions such as cancer, alopecia, trichotillomania and burn survivors. This helps relieve feelings of acute self-consciousness by the sufferer. Funds would provide services including consultation, a wig fitting, cutting, styling, and instruction on wig care. The cost is $2,700 per wig, but only $1,000 of it will be billed to CDBG.

New or Previously Funded Subrecipient: Maggie's Wigs 4 Kids is a reoccurring applicant.

Note of Concern: Wigs 4 Kids was allocated $3,200 in the 2020 program year and $1,200 was recaptured. Maggie's Wigs 4 Kids received funding from Chesterfield ($1,000), Eastpointe ($1,000), New Baltimore ($200) and Shelby Township ($1,000). The funds served: Armada Township (1 person) and Eastpointe (1 people).

December 2021

Applicant: Samaritan House **Name:** Emergency Basic Needs Assistance

CDBG Request: $20,500 **Project Total:** $370,000

Communities of Consideration:

Armada Twp ($500)	Village of Armada ($500)	Bruce Twp ($3,000)	Ray Twp ($500)
Romeo ($1,000)	Shelby Twp ($7,000)	Utica ($1,000)	Washington Twp ($7,000)

Project Description: Samaritan House maintains an emergency food pantry and provides utility, shelter, clothing and other basic needs assistance to income-eligible individuals, families and seniors in crisis. They will use CDBG funds to provide emergency food to LMI families at a cost of $2.25 per pound, per meal.

New or Previously Funded Subrecipient: Samaritan House is a reoccurring applicant.

Note of Concern: No funds were recaptured for the 2020 program year. In 2020 Samaritan House received funding from Armada Township ($350), Village of Armada ($200), Bruce Township ($2,500), Romeo ($500), Shelby Township ($5,373) and Washington Township ($5,000). The funds served: Armada Township (11 people), Village of Armada (6 people), Bruce Township (95 people), Romeo (82 people), Shelby Township (108 people) and Washington Township (258 people).

Applicant: Shelby Township Lions Club **Name:** Christmas Basket Program

CDBG Request: $5,000 **Project Total:** $10,000

Community: Shelby Twp ($5,000)

Project Description: CDBG funds will be used to provide food in Christmas Baskets to LMI families who are residents of Shelby Township.

New or Previously Funded Subrecipient: Shelby Township Lions is a reoccurring applicant.

Note of Concern: Shelby Township Lions was awarded $5,000 for the 2020 program year and $2,949.91 was recaptured. Shelby Township Lions received funding from Shelby Township ($5,000) in 2020 and served 90 people.

Applicant: Turning Point, Inc. **Name:** Domestic Violence & Sexual Assault Program

CDBG Request: $40,500 **Project Total:** $1,000,000

Communities of Consideration:

Center Line ($2,000)	Chesterfield Twp ($7,500)	Eastpointe ($8,250)	Fraser ($3,000)
Harrison Twp ($1,250)	Mt Clemens ($5,000)	New Baltimore ($2,000)	New Haven ($1,500)
City of Richmond ($1,000)	Romeo ($1,000)	Shelby Twp ($5,000)	Utica ($1,000)
Washington Twp ($2,000)			

Project Description: Turning Point provides immediate emergency shelter, crisis intervention, and supportive services for survivors of domestic abuse and their dependent children 365/7/24. Turning Point also has a 365/24/7 crisis line. It also provides advocacy, 24-hour crisis intervention, support groups, medical support, skills building, employment and housing searches, and children's support programs. CDBG funds would be used to pay for costs related to the shelter. The total cost of providing these services is approximately $70/night per person for shelter, but Turning Point is only asking for reimbursement at a rate of $25 per night. Clients would benefit from 1,620 shelter nights ($25/night) within contributing communities.

New or Previously Funded Subrecipient: Turning Point is a reoccurring applicant.

Note of Concern: Turning Point was awarded $26,320 for the 2020 program year and $12,568 was recaptured. No funds were recaptured for the 2019 program year. Turning Point received funding from Chesterfield ($1,000), Eastpointe ($8,750), Fraser ($2,500), Mount Clemens ($1,452), New Baltimore ($2,000), New Haven ($1,303), City of Richmond ($1,500), Romeo ($250), Shelby Township ($5,000), Utica ($565) and Washington Township ($2,000). The funds served: Chesterfield (7 people), Eastpointe (6 people), Fraser (4 people), Mount Clemens (7 people), New Baltimore (2 people), New Haven (2 people) and Shelby Township (3 people).

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ESTIMATE
EST-10741

Payment Terms: Cash Customer

Created Date: 12/17/2021

DESCRIPTION: Senior Activity Center Monument Sign w/ EMC

Bill To:
City of Fraser
33000 Garfield
Fraser, MI 48026
US

Installed:
City of Fraser
33000 Garfield
Fraser, MI 48026
US

Requested By: Cindi Cindi
Email: cityclerk@micityoffraser.com
Work Phone: (586) 293-3100 x 106
Cell Phone: (586) 405-5192

Salesperson: Bryan Duquet
Email: bryand@teamsignarama.com
Work Phone: 586-792-7446
Entered By: Jyl Duquet

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	**2 Sided Monument Sign Cabinet**	1	$2,028.75	$2,028.75
1.1	**Sign Box/Cabinet/Capsule - 2 Sided Monument Sign Cabinet** **Width:** 102.00" **Height:** 27.00" **Depth:** 10.00"			
2	**Polycarb faces w/ 1 color Cut Translucent Vinyl**	2	$363.815	$727.63
2.1.1	**.187" Polycarbonate White - Polycarbonate sign faces** **Part Qty:** 1 **Width:** 102.00" **Height:** 27.00"			
2.1.2	**Vinyl - Translucent Cut - Translucent Vinyl Graphics** **Part Qty:** 1 **Width:** 102.00" **Height:** 27.00" **Text:** COLOR=			
3	**Electronic Message Center**	1	$14,769.85	$14,769.85
3.1	**LED Message Boards (EMCs) - 16 mm RED LED Display** **Part Qty:** 1 - Retail Price: $0.00 **Text:** The Electro-matic displays are now the Fusion Series. The size is slightly larger at 27.44" x 97.56" Current Size is 16mm with a pixel pitch of 32 x 144 Monochrome Red. Over all dimensions are 26” tall x 96” wide. Electro-matic			

16mm Red $14,297.50
16mm RGB (Full Color) $16,155.38
11mm RGB(Full Color) $21,044.13

Use Outdoor
Configuration Double Sided
Pixel Pitch 16 mm
Pixel Matrix 36x144
Display Dimensions 1' 11.62"H x 7' 10.49" W
Cabinet Dimensions 2' 3.44" H x 8' 1.56"W x 5'' D
Voltage 120v
Software
Communication Cellular Modem with Lifetime Contract
LED SPECIFICATIONS ELECTRICAL SPECIFICATIONS
LED Type DIP Watts 815 Avg.
Brightness 10000 cd/m² (Nits) Max amps 6.8 Avg.
Viewing Angle 45° Vert.,110° Horiz.
Total number of Circuits at 20 Amps:
Estimated Lifetime 100,000 Hours All electrical specifications are totals for all sides
ADDITIONAL DISPLAY DETAILS ACCESSORIES
Total Weight 362 Lbs
Service Access Front
Software Lifetime, Unlimited Users
Cellular Lifetime Contract
Current Delivery 4-6 Weeks (verified at time of order) Quantity
FUS-B-16D-036X0144R-CL-OSS5
Red LED Display
Limited Warranty
http://emdisplays.com/warranty

Watchfire Display Options:
19mm Red $18,188.56
16mm Full color EMC: $18,878.5
10mm full color EMC: $23,038.8
8mm full Color EMC: $25,501.25
6mm Full Color EMC: $29,968.18

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3.2 **Shipping - Inbound Freight- To be determined**

Part Qty: 1
- Retail Price: $0.00

Text:
Inbound Freight.

4	**Footing pole and back hoe**	1	$3,235.10	$3,235.10

4.1	**Custom Item Taxed - Footing and pole** **Part Qty:** 1 - Retail Price: $0.00 **Text:** Includes digging of footing, Haul away of dirt if needed, hole inspection, Concrete , pole and labor to set and install. **Miss-dig will be called prior to digging footing, WE ARE NOT RESPONSIBLE FOR SPRINKLERS OR UNKNOWN ELECTRICAL THAT MAY BE PRESENT**			
5	**Masonry (Brick Work)**	1	$8,087.75	$8,087.75
5.1	**Custom Item Taxed - Masonry (Brick Work)** **Part Qty:** 1 - Retail Price: $0.00 **Text:** Over all deminsions 12.5' long x 6f high and 20" wide. Approximately 100 Cinderblock inner and 1000 Brick for monument exterior. Brick will have to be ordered not in stock. Includes 20' of Limestone, (2) 22x 26 Caps. Grout, Rod Block Cells, Flashing and weep hole vents. Winter protection included in installed in cold.			
6	**Installation - Contractor**	1	$1,675.00	$1,675.00
6.1	**Installation - Contractor -**			
7	**Permit Acquisitions WITH Electrical if Required**	1	$0.00	$0.00
7.1	**Permit Acquisitions -** **Part Qty:** 1 - Retail Price: $150.00 **Text:** If required 150.00			
8	**Permit Cost (To be determined by municipality)**	1	$0.00	$0.00
8.1	**Permit Cost To Be Determined by Municipality -** **Part Qty:** 1 - Retail Price: $0.00			

Subtotal:	$30,524.08
Taxes:	$1,701.71
Grand Total:	$32,225.79

Thank you for considering Signarama - Clinton Township for all of your sign needs. Celebrating 18 years in business, thanks to our loyal customers!

IMPORTANT NOTE: Pricing for raw materials is volatile at this time due to global shipping and supply line disruptions. This pricing is good for 30 days from date of creation.

Please advise us if you're looking for long term pricing!

ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS - SURVEYORS - ARCHITECTS
51301 Schoenherr Road, Shelby Township, MI 48315
586.726.1234 | www.aewinc.com

December 1, 2021

Elaine Leven, City Manager
City of Fraser
33000 Garfield Road
Fraser, Michigan 48026

Reference: Budget Amendment Request
City Hall HVAC
AEW Project No. 0190-0465

Dear Ms. Leven:

In October of this year, after a meeting with City staff related to the effectiveness and deficiencies of the City Hall HVAC system, AEW's mechanical engineering subconsultant Peter Basso Associates, Inc. (PBA) conducted a condition assessment of the HVAC system, and their report is attached for your reference. This assessment was conducted to support the budgeted capital project to replace four (4) heat exchangers in the rooftop units (RTUs) at City Hall at an estimated cost of $200,000, and evaluate whether or not this project would provide long term benefit to the City for the cost, given the age of the units and the other heating/cooling issues that have been identified at City Hall. In addition, we are aware that the Department of Public Works is interested in converting the HVAC system controls to an open-source control system to allow for more vendors to provide service to the system.

Based on our discussions with City staff, the findings of PBA and City DPW requests, we are recommending a more robust capital project be considered in the very near term to address the immediate and long-term heating/cooling needs at City Hall in a more cost-effective manner, in lieu of replacing the (4) heat exchangers as currently budgeted in this Fiscal Year. The recommended project would include both Option 2 and Option 3 as noted in the attached PBA Report, summarized below:

Option 2:

- Replace RTU-1, 2, 3, 4, and 5 rooftop units.
- Convert RTU-1, 2, 4, and 5 into variable air volume units by removing the bypass dampers, controls, and associated components.
- Replace the temperature control system with direct digital, BACNET compatible temperature control system.
  - Opinion of Probable Construction Cost: $375,000 to $405,000

Option 3:

- Replace and repair equipment and components installed in the hot water heating system.
- Replace all unions in the hot water heating piping system.
- Provide pipe insulation on heating hot water system.
- Replace secondary heating pumps and accessories.

  - Opinion of Probable Construction Cost: $55,000 to $85,000

Total Project Budget Recommendation: $490,000

This would require a budget amendment of $290,000 in addition to the $200,000 currently budgeted.

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

Sincerely,

Michael A. Vigneron, PE

Enclosure: HVAC Condition Assessment Report

cc: Mark Ragsdale, DPW Superintendent
Sarah Mistretta, Assistant City Manager / Finance Director

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City of Fraser Townhall HVAC Condition Assessment

HVAC Condition Assessment

PBA Project No. 2021.0366

Peter Basso Associates Inc
CONSULTING ENGINEERS

5145 Livernois, Suite 100 | Troy, MI 48098-3276 | Tel: 248-879-5666 | Fax: 248-879-0007
www.PeterBassoAssociates.com

TABLE OF CONTENTS

INTRODUCTION

The Town Hall of Fraser is located at the corners of Garfield Road and East 14 Mile Road. The building is approximately 33,000 square feet and was constructed between 1999 and 2000. The building is home to the following services: Public Safety, City Administration, and City Council.

Peter Basso Associates was commissioned by Anderson, Eckstein, and Westrick (AEW) for the City of Fraser to assess the existing heating, ventilating, and air conditioning (HVAC) systems serving the building and provide a report on their condition and deficiencies. The assessment included the review of original mechanical drawings, site observation, and discussion with maintenance personnel and employees to gain an understanding of the problems experienced in the building.

EXISTING SYSTEM DESCRIPTION

The Town Hall is served by five rooftop units located near the center of the building.

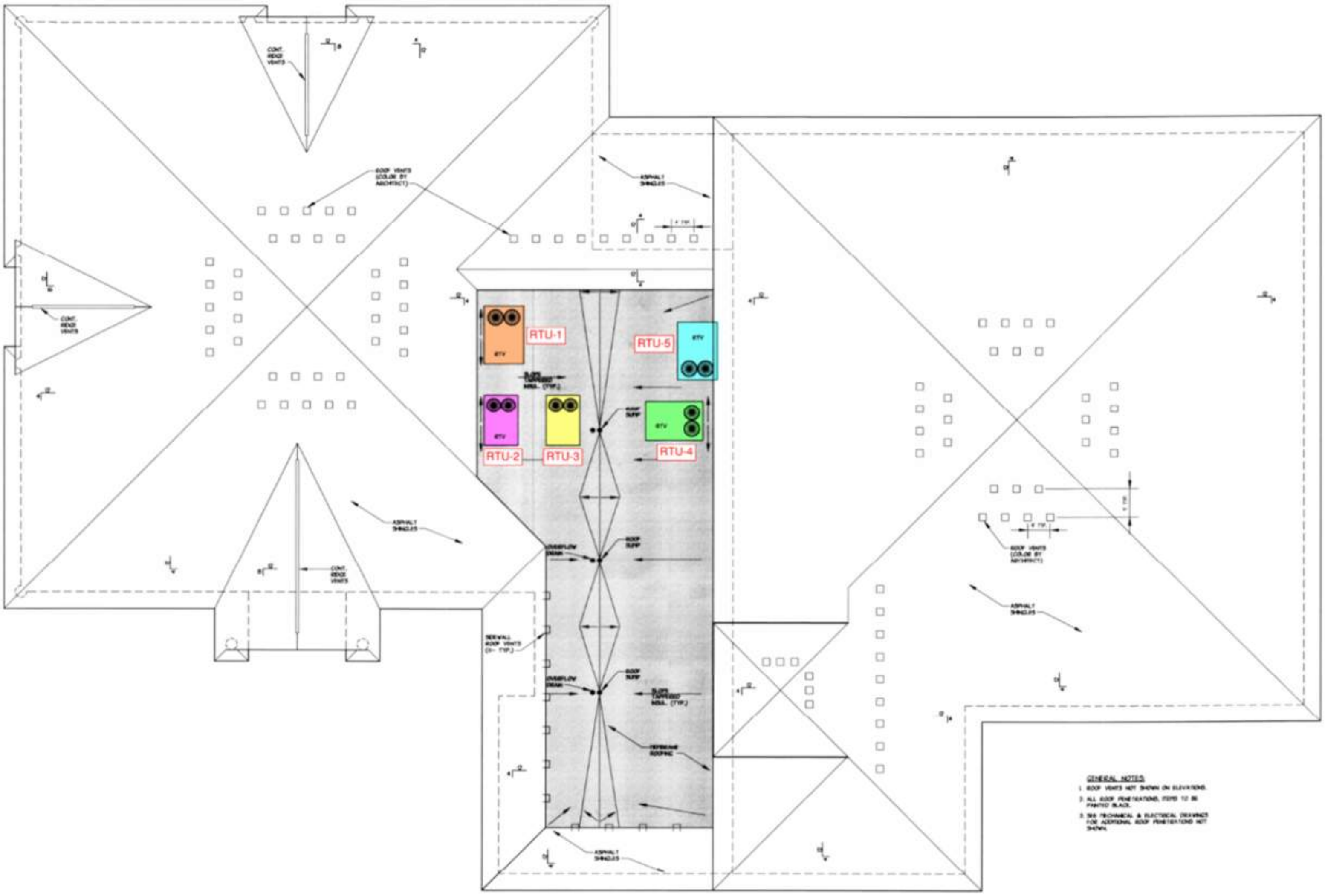

Figure 1: Rooftop Unit Locations

Rooftop Unit (RTU-1)

RTU-1 serves the north area of the administration offices. RTU-1 is a 15 ton unit that is equipped with direct expansion cooling coil, integral air cooled condensing unit, gas fired heat exchanger, supply fan, and powered exhaust fan. The unit is capable of 100% economizer cycle.

The main supply and return ductwork are routed through the upper level Storage Room adjacent to the roof. The ductwork is extended down into the ceiling space of the office area. The supply duct is connected to air terminal units and fan powered boxes. The air terminal units serve interior spaces while the fan powered boxes serve perimeter zones. The supply air is distributed to the spaces through ceiling mounted supply air diffusers. Return air from the spaces is through ceiling mounted grilles that transfer return air into the ceiling plenum. The main return duct is extended into the ceiling plenum and terminates with an open end to allow the return air a path back to the unit.

The unit is designed as a variable volume and temperature or VVT system. The unit discharges a constant volume of air at 60 degrees F year around. The air is than distributed by air terminal units and fan powered boxes to each space. The system is provided with a bypass damper located in the upper level Storage room that connects the main supply to the main return duct. The damper is controlled based on a duct static pressure sensor located at or near the end of the main supply duct run. As the terminal units and fan powered box dampers modulate closed the bypass damper will open, likewise when the dampers modulate open the bypass damper will close. The air terminal units and fan powered boxes are equipped with hot water tempering coils, that raise the temperature of the supply air to satisfy the room setpoint.

Rooftop Unit (RTU-2)

RTU-2 serves the southwest area of the administration offices. RTU-2 is a 10 ton unit that is equipped with direct expansion cooling coil, integral air cooled condensing unit, gas fired heat exchanger, supply fan, and powered exhaust fan. The unit is capable of 100% economizer cycle.

The main supply and return ductwork are routed through the second floor storage room adjacent to the roof. The ductwork is extended down into the ceiling space of the office area. The supply duct is connected to air terminal units and fan powered boxes. The air terminal units serve interior spaces while the fan powered boxes serve perimeter spaces. The supply air is distributed to the spaces through ceiling mounted supply air diffusers. Return air from the spaces is through ceiling mounted grilles that transfer return air into the ceiling plenum. The main return duct is extended into the ceiling plenum and terminates with an open end to allow the return air a path back to the unit.

The unit is designed as a variable volume and temperature or VVT system. The unit discharges a constant volume of air at 60 degrees F year around. The air is than distributed by air terminal units and fan powered boxes to each space. The system is provided with a bypass damper located in the upper level Storage room that connects the main supply to the main return duct. The damper is controlled based on a duct static pressure sensor located at or near the end of the main supply duct run. As the terminal units and fan powered box dampers modulate closed the bypass damper will open, likewise when the dampers modulate open the bypass damper will close. The air terminal units and fan powered boxes are equipped with hot water tempering coils, that raise the temperature of the supply air to satisfy the room setpoint.

Rooftop Unit (RTU-3)

RTU-3 serves the council chamber and adjacent spaces. RTU-3 is a 10 ton unit that is equipped with direct expansion cooling coil, integral air cooled condensing unit, gas fired heat exchanger, supply fan, and powered exhaust fan. The unit is capable of 100% economizer cycle.

The main supply and return ductwork are routed down through the roof into the ceiling of the spaces being served by the unit. The supply duct is routed through the ceiling space and distributes the supply air to the spaces through ceiling mounted supply air diffusers. Return air from the spaces is through a ceiling mounted grille that transfers air into the ceiling plenum. The main return duct is extended into the ceiling plenum and terminates with an open end to allow the return air a path back to the unit.

The unit is designed as a single zone, constant volume system. The system is controlled by a thermostat on the wall that activates the unit's cooling or heating.

Rooftop Unit (RTU-4)

RTU-4 serves the Public Safety offices along the east side of the building. RTU-4 is a 20 ton unit that is equipped with direct expansion cooling coil, integral air cooled condensing unit, gas fired heat exchanger, supply fan, and powered exhaust fan. The unit is capable of 100% economizer cycle.

The main supply and return ductwork are routed through the second floor Storage Room adjacent to the roof. The ductwork is extended down into the ceiling space of the office area. The supply duct is connected to air terminal units and fan powered boxes. The air terminal units serve interior spaces while the fan powered boxes serve perimeter spaces. The supply air is distributed to the spaces through ceiling mounted suppl air diffusers. Return air from the spaces is through a ceiling mounted grille that transfers air into the ceiling plenum. The main return duct is extended into the ceiling plenum and terminates with an open end to allow the return air a path back to the unit.

The unit is designed as a variable volume and temperature or VVT system. The unit discharges a constant volume of air at 60 degrees F year around. The air is than distributed by air terminal units and fan powered boxes to each space. The system is provided with a bypass damper that is open directly into the ceiling plenum. Note, this unit does not have the connection between the supply and return ducts similar to RTU-1 and RTU-2. The bypass damper is controlled based on a duct static pressure sensor located at or near the end of the main supply duct run. As the terminal units and fan powered box dampers modulate closed the bypass damper will open, likewise when the dampers modulate open the bypass damper will close. During the site investigation it was observed the ceiling plenum was being conditioned, this was the bypass damper operating. The air terminal units and fan powered boxes are equipped with hot water tempering coils, that raise the temperature of the supply air to satisfy the room setpoint.

Rooftop Unit (RTU-5)

RTU-5 serves the upper level above the Public Safety offices. RTU-5 is a 15 ton unit that is equipped with direct expansion cooling coil, integral air cooled condensing unit, gas fired heat exchanger, supply fan, and powered exhaust fan. The unit is capable of 100% economizer cycle.

The main supply and return ductwork are routed through the second floor ceiling space where the main supply and return duct are extended and serve the second floor. The supply duct is connected to air terminal units and fan powered boxes that serve the spaces. The supply air is distributed to the spaces through ceiling mounted suppl air diffusers. Return air from the spaces is through a ceiling mounted grille that transfers air into the ceiling plenum. The main return duct is extended into the ceiling plenum and terminates with an open end to allow the return air a path back to the unit.

The unit is designed as a variable volume and temperature or VVT system. The unit discharges a constant volume of air at 60 degrees F year around. The air is than distributed by air terminal units and fan powered boxes to each space. The system is provided with a bypass damper that is open directly to the ceiling plenum. Note, this unit is similar to RTU-4 and does not have the connection between the supply and return ducts. The bypass damper is controlled based on a duct static pressure sensor located at or near the end of the duct run. As the terminal units and fan powered box dampers modulate closed the bypass damper will open, likewise when the dampers modulate open the bypass damper will close. During the site investigation it was observed the ceiling plenum was being conditioned, this was the bypass damper operating. The air terminal units and fan powered boxes are equipped with hot water tempering coils, that raise the temperature of the supply air to satisfy the room setpoint.

__Hot Water Heating System__

The heating source for the building is two natural gas fired boilers located in the Boiler Room on the Upper Level. Each boiler has an output of 650 MBH.

Heating hot water from the boilers is distributed throughout the building in a closed loop, primary/secondary arrangement. Each boiler is provided with a circulation pump or primary pump. The primary pumps circulate water through the hot water boilers and the primary loop. Heating hot water is circulated through the building by two in-line pumps (one pump 100% stand-by) or secondary pumps. The hot water heating pumps are constant flow.

A compression tank and an air separator are installed on the hot water heating system.

Hot water cabinet unit heaters are provided at building entrances and stairways. Hot water unit heaters are provided in mechanical rooms and upper level storage spaces.

Air terminal units and fan powered boxes are equipped with hot water tempering coils. The coils are provided with 2-way control valves.

The hot water boilers discharge water temperature is reset based on outdoor air temperature. The hot water heating system will operate year round. In the winter it will provide heating water to the tempering coils and perimeter heating devices to offset the heat loss from the building and for tempering of the supply air to the spaces.

Temperature Control System

The temperature control system is a Trane Summit with A LONtalk communication link. The head end is located in the upper level storage room and the controllers are located throughout the building. A communication link between the head end and the controllers provides the interface. The controllers are linked to the air terminal units, fan powered boxes, and terminal heating equipment. The following is a building management architecture of the existing Trane Summit System.

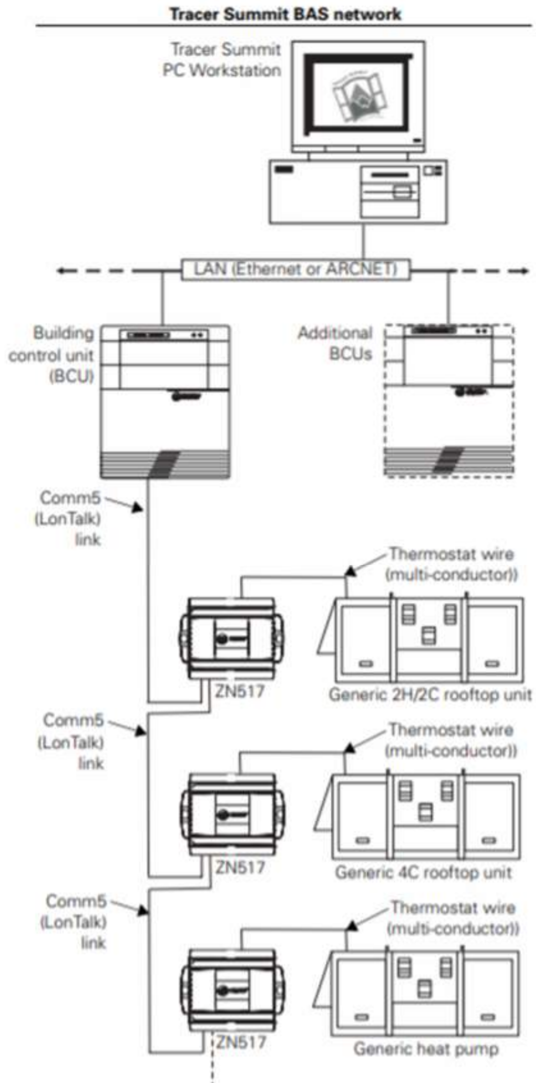

Figure 2: Existing Temperature Control System Architecture

SUMMARY OF FINDINGS & CONCLUSIONS

The following are our findings from conducting the site observation and discussing the system operations with staff and maintenance personnel. The following provides a legend for the description of the equipment

Rating	*Description*
Good	*Minor improvement needed. Only shows superficial damage or defect with no functional impact. Issues are addressed via routine maintenance. Equipment age may be between 5-10 years old.*
Fair	*Repairs are needed and components show signs of corrosion and damage. Equipment is cosmetically worn but functioning as intended under routine maintenance schedule. Equipment age may be between 8-12 years old.*
Poor	*Components or sub-components need replacement or extensive repair. More substantial part replacement and/or repair is frequent. There currently does not appear to be any safety issue. Maintenance scheduled is interrupted by more frequent breakdowns. Equipment is between 10-15 years old and 2 or more major repairs.*

Rooftop Units

RTU-1

- RTU-1 is a 15 ton unit installed 22 years ago.
- Unit has exceeded its useful life according to ASHRAE, Appendix.
- Unit has signs of corrosion around the base of the unit.
- Condenser coil fins are damaged.
- Condenser fan blades and motor are showing signs of corrosion.
- Unit was operating at time of observation, there were no unusual vibration or sound emanating from the unit.
- Unit is approximately 24" from wall on side that has duct connections.
- Building wall extends up above discharge of condenser fans along the north and west walls.

Overall RTU-1 appears to be in fair condition, with the exception of its age.
The clearances for each rooftop was visually observed, however they were not confirmed with the manufacturer's recommendations for each unit. Prior to replacing rooftop units, the clearances should be verified and if required modifications included in the design. The reduced clearances can decrease the life expectancy of the equipment and decrease capacity.

RTU-2

- RTU-2 is a 10 ton unit installed 22 years ago.
- Unit has exceeded its useful life according to ASHRAE, Appendix.
- Unit has signs of corrosion around the base of the unit.
- Condenser coil fins are damaged.
- Condenser fan blades and motor are showing signs of corrosion.
- Unit was operating at time of observation, there were no unusual vibration or sound emanating from the unit.
- Unit is approximately 24” from wall on side that has duct connections.
- Building wall extends up above discharge of condenser fans on the west wall.

Overall RTU-2 appears to be in fair condition, with the exception of its age.
The clearances for each rooftop was visually observed, however they were not confirmed with the manufacturer’s recommendations for each unit. Prior to replacing rooftop units, the clearances should be verified and if required modifications included in the design. The reduced clearances can decrease the life expectancy of the equipment and decrease capacity.

RTU-3

- RTU-3 is a 10 ton unit installed 22 years ago.
- Unit has exceeded its useful life according to ASHRAE, Appendix.
- Unit has signs of corrosion around the base of the unit.
- Condenser coil fins are damaged.
- Condenser fan blades and motor are showing signs of corrosion.
- Unit was operating at time of observation, there were no unusual vibration or sound emanating from the unit.
- Appears close to RTU-2.

Overall RTU-3 appears to be in fair condition, with the exception of its age.
The clearances for each rooftop was visually observed, however they were not confirmed with the manufacturer’s recommendations for each unit. Prior to replacing rooftop units, the clearances should be verified and if required modifications included in the design. The reduced clearances can decrease the life expectancy of the equipment and decrease capacity.

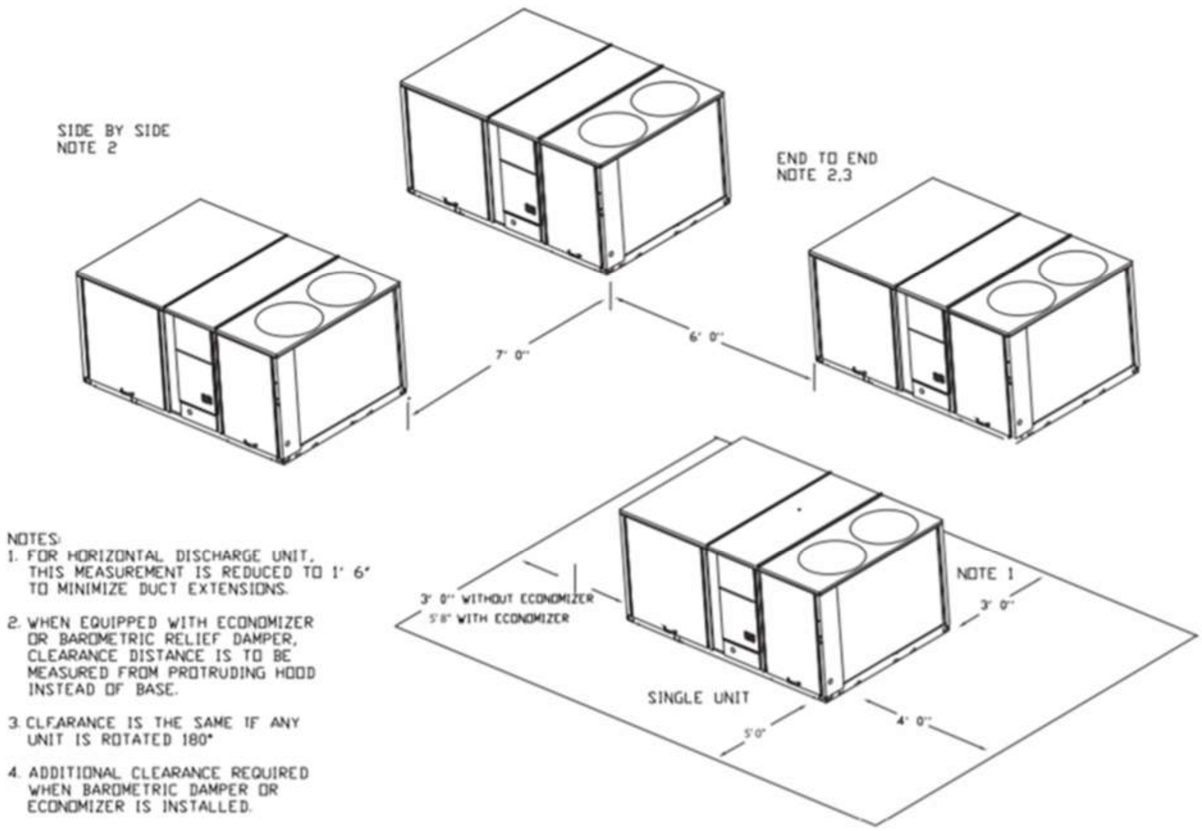

Figure 3: Rooftop Unit Recommended Clearances

RTU-4

- RTU-4 is a 20 ton unit installed 22 years ago.
- Unit has exceeded its useful life according to ASHRAE, Figure 3.
- Unit has signs of corrosion around the base of the unit.
- Condenser coil fins are damaged.
- Condenser fan blades and motor are showing signs of corrosion.
- Unit was operating at time of observation, there were no unusual vibration or sound emanating from the unit.
- Condenser fan discharge is below an overhang.
- Staff noted they have had to use a garden hose to spray water over the rooftop unit to assist in cooling the spaces served by the unit.
- Unit is approximately 24" from wall on condenser side of the unit.
- Bypass damper was dumping conditioned air into the ceiling plenum.

Overall RTU-4 appears to be in fair condition, with the exception of its age.
The clearances for each rooftop was visually observed, however they were not confirmed with the manufacturer's recommendations for each unit. Prior to replacing rooftop units, the clearances should be verified and if required modifications included in the design. The reduced clearances can decrease the life expectancy of the equipment and decrease capacity.

RTU-5

- RTU-5 is a 15 ton unit installed 22 years ago.
- Unit has exceeded its useful life according to ASHRAE, Appendix.
- Unit has signs of corrosion around the base of the unit.
- Condenser coil fins are damaged.
- Condenser fan blades and motor are showing signs of corrosion.
- Unit was operating at time of observation, there were no unusual vibration or sound emanating from the unit.
- Condenser fan discharge is below an overhang.
- Staff noted they have had to use a garden hose to spray water over the rooftop unit to assist in cooling the spaces served by the unit.
- Unit is approximately 24" from wall on side that has duct connections.
- Bypass damper was dumping conditioned air into the ceiling plenum.

Overall RTU-5 appears to be in fair condition, with the exception of its age.
The clearances for each rooftop was visually observed, however they were not confirmed with the manufacturer's recommendations for each unit. Prior to replacing rooftop units, the clearances should be verified and if required modifications included in the design. The reduced clearances can decrease the life expectancy of the equipment and decrease capacity.

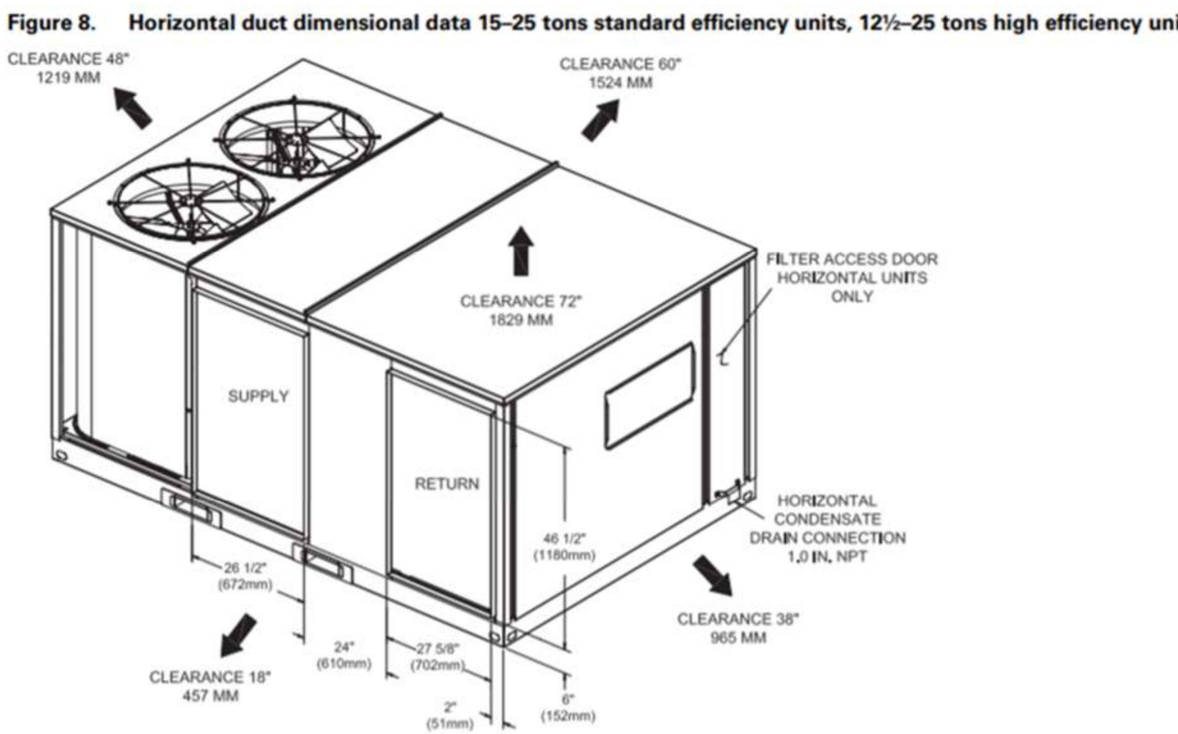

Figure 4: Rooftop Unit Recommended Clearances

Heating Hot Water System

- Boilers have been replaced within the last 3-5 years.
- Primary circulating pumps are in good condition and have been replaced within the same time frame.
- The secondary circulating pumps appear to be original to the building and are 22 years old, refer to Figure 3 for service life.
- Secondary pumps have a lot of corrosion.
- Air separator is showing signs of corrosion.
- Piping appears to be copper where exposed.
- Pipe insulation is missing near the boilers and circulating pumps.
- Pipe insulation is torn and in poor condition in several locations in the boiler room as well as in locations above the ceiling.
- The staff noted that there are piping leaks throughout the building, specifically at unions. Several ceiling tiles indicate stains from the leaking.
- The piping system throughout the building was observed in several locations, the locations where piping was visible appeared to be in fair condition. However, there were several locations, specifically in the Public Safety area where pipe insulation was missing.

Overall, the boilers and primary pumps appear to be in good condition.
The secondary pumps, air separator, and compression tank appear to be in poor condition.
The piping system is in poor condition and a plan should be put in place to replace leaking fittings throughout the building.
Pipe insulation is in poor condition and should be replaced where damaged, furthermore pipe insulation should be added to the piping that is missing the insulation.

Temperature Controls System

- The temperature control system is original to the building.
- The devices that were visible appeared to be in fair condition, however they did appear to be of an older vintage.
- The communication link is LONtalk.
- The staff noted that several thermostats do not work.
- The staff noted that several spaces are having trouble keeping the spaces cool, while other spaces are too hot.
- The head end computer in the Upper Level Storage room is out of date and was not accessible during our site visit as it was behind a locked fence.
- Maintenance staff noted that several dampers have been fixed on the air terminal units.

The temperature control system is antiquated and in poor condition. The system as noted by staff has not been functioning properly. Based on the age it would appear that replacing rooftop units and interfacing with the exiting control system may be a problem.

RECOMMENDATIONS

The rooftop equipment although in fair condition has exceeded its useful life. The clearance space of several units appear to be encroaching on the recommended distances as outlined in the installation manual. The new rooftop units will provide energy efficiency and reduced operating costs, however without determining the root cause of all the heating/cooling issues which appears to be the control system, the new rooftops will only be a band aid to a larger issue. The following are our recommendations to correct the building issues.

1. Option 1 (Not Recommended):
    - Replace RTU-1,2,3,4, and 5 with Trane rooftop equipment.
    - Connect new rooftop units to existing building management system.
    - Provide Retro-Commissioning for the existing mechanical systems at the Townhall.

        - Opinion of Probable Construction Cost: $250,000 to $280,000

2. Option 2:
    - Replace RTU-1,2,3, 4, and 5 rooftop units.
    - Convert RTU-1, 2,4, and 5 into variable air volume units by removing the bypass dampers, controls, and associated components.
    - Replace the temperature control system with direct digital, BACNET compatible temperature control system.

        - Opinion of Probable Construction Cost: $375,000 to $405,000

3. Option 3:
    - Replace and repair equipment and components installed in the hot water heating system.
    - Replace all unions in the hot water heating piping system.
    - Provide pipe insulation on heating hot water system.
    - Replace secondary heating pumps and accessories.

        - Opinion of Probable Construction Cost: $55,000 to $85,000

Photo 1: Rooftop Unit RTU-1

Photo 2: Bypass Damper on RTU-1

Photo 3: Rooftop Unit RTU-2

Photo 4: Rooftop Unit RTU-3

Photo 5: Rooftop Unit RTU-4

Photo 6: Overhang located above RTU-4

Photo 7: Rooftop Unit RTU-5

Photo 8: Temperature Control Panels

Photo 9: Hot Water Heating Air Vent-Note decolorization

Photo 10: Hot Water Heating Boiler and Primary Pump

Photo 11: Boiler Control Panel and Temperature Control Panels

Photo 12: Hot Water Heating System Secondary Pump and Accessories

Photo 13: Air Terminal Unit above Public Safety

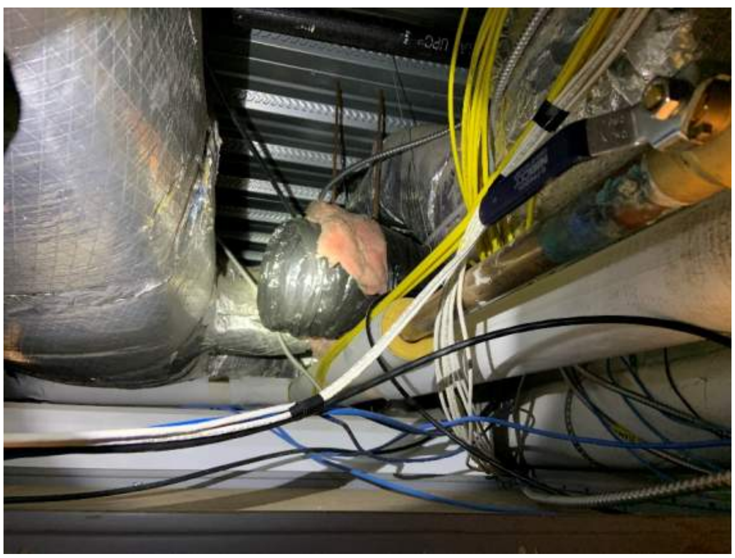

Photo 14: Above the Ceiling in Public Safety

ASHRAE Equipment Life Expectancy chart

ASHRAE is the industry organization that sets the standards and guidelines for most all HVAC-R equipment.
For additional info about ASHRAE the website is www.ashrae.org .

Equipment Item	Median Years
Air conditioners	
Window unit	10
Residential single or Split Package	15
Commercial through-the wall	15
Water-cooled package	15
Heat Pumps	
Residential air-to-air	15
Commercial air-to-air	15
Commercial water-to-air	19
Roof-top air conditioners	
Single-zone	15
Multi-zone	15
Boilers, hot water (steam)	
Steel water-tube	24 (30)
Steel fire-tube	25 (25)
Cast iron	35 (30)
Electric	15
Burners	21
Furnaces	
Gas- or oil-fired	18
Unit heaters	
Gas or electric	13
Hot water or steam	20
Radiant Heaters	
Electric	10
Hot water or steam	25

Equipment Item	Median Years
Air terminals	
Diffusers, grilles, and registers	27
Induction and fan coil units	20
VAV and double-duct boxes	20
Air washers	17
Ductwork	30
Dampers	20
Fans	
Centrifugal	25
Axial	20
Propeller	15
Ventilating roof-mounted	20
Coils	
DX, water, or steam	20
Electric	15
Heat Exchangers	
Shell-and-tube	24
Reciprocating compressors	20
Packaged chillers	
Reciprocating	20
Centrifugal	23
Absorption	23
Cooling towers	
Galvanized metal	20
Wood	20
Ceramic	34

Equipment Item	Median Years
Air-cooled condensers	20
Evaporative condensers	20
Insulation	
Molded	20
Blanket	24
Pumps	
Base-mounted	20
Pipe-mounted	10
Sump and well	10
Condensate 15	
Reciprocating engines	20
Steam turbines	30
Electric motors	18
Motor starters	17
Electric transformers	30
Controls	
Pneumatic	20
Electric	16
Electronic	15
Valve actuators	
Hydraulic	15
Pneumatic	20
Self-contained	10

ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS - SURVEYORS - ARCHITECTS
51301 Schoenherr Road, Shelby Township, MI 48315
586.726.1234 | www.aewinc.com

December 7, 2021

Elaine Leven, City Manager
City of Fraser
33000 Garfield Road
Fraser, Michigan 48026

Reference: Recommendation for Road Acceptance into Local Road System
Clearview Drive Extension
AEW Project No. 0190-0307

Dear Ms. Leven:

The developer of Fieldstone South Site Condominium has fulfilled their obligation for construction of a public road meeting City standards in conjunction with this development. As this road was intended to be a public road and the right-of-way has been deeded to the City, we recommend accepting the road into the City's local road system.

To satisfy State of Michigan requirements to receive funding for this road in accordance with Public Act 51 of 1951, we recommend that City Council pass a resolution accepting the road into the local road system. Suggested resolution language is provided for your reference.

Please let us know if you have any questions or concerns.

Sincerely,

Michael A. Vigneron, PE
Director of Engineering

Enclosure: Suggested Resolution

cc: Mark Ragsdale, Public Woks Superintendent

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City of Fraser

CENTENNIAL COMMUNITY

RESOLUTION NO. 2022-001

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF FRASER APPROVING STREET ADDITION

WHEREAS, the City of Fraser did on November 19, 2021 acquire title to Clearview Drive; and

WHEREAS, it is necessary to furnish certain information to the State of Michigan to place these streets within the City Street System for the purpose of obtaining funds under Act 51, P.A. 1951 as amended.

NOW, THEREFORE, BE IT RESOLVED:

1. That said street is 182.76 feet long or 0.035 miles as shown in the approved engineering plans.

2. That the center line of said street is described as:
COMMENCING AT THE SOUTHWEST CORNER OF SECTION 31; THENCE ALONG THE WEST LINE OF SECTION 31 NORTH 00 DEGREES 17 MINUTES 00 SECONDS EAST 1579.25 FEET; THENCE SOUTH 89 DEGREES 28 MINUTES 20 SECONDS EAST 563.55 FEET TO THE POINT OF BEGINNING OF THIS DESCRIBED CENTERLINE; THENCE SOUTHERLY ALONG A CURVE CONCAVE TO THE WEST HAVING A CENTRAL ANGLE OF 08 DEGREES 28 MINUTES 33 SECONDS, A RADIUS OF 250.00 FEET, AN ARC DISTANCE OF 36.98 FEET AND WHOSE CHORD BEARS SOUTH 04 DEGREES 29 MINUTES 17 SECONDS WEST 36.95 FEET; THENCE SOUTH 08 DEGREES 43 MINUTES 47 SECONDS WEST 56.21 FEET; THENCE SOUTHERLY ALONG A CURVE CONCAVE TO THE EAST HAVING A CENTRAL ANGLE OF 08 DEGREES 26 MINUTES 13 SECONDS, A RADIUS OF 250.00 FEET, AN ARC DISTANCE OF

36.81 FEET AND WHOSE CHORD BEARS SOUTH 04 DEGREES 30 MINUTES 23 SECONDS WEST 36.78 FEET; THENCE SOUTH 00 DEGREES 17 MINUTES 00 SECONDS WEST 52.76 FEET TO THE POINT OF ENDING OF THIS DESCRIBED CENTERLINE.

3. That said street is located within a City right-of-way and are under the control of the City of Fraser.

4. That said streets are public streets and are for public street purposes.

5. That said streets are accepted into the City Local Street System, and were open to the public for public use prior to December 31, 2021.

On motion of Council Member _______________, seconded by Council Member ______________, and by the following roll call vote, to wit:

AYE:

NO:

ABSENT:

The foregoing Resolution was passed and adopted this ___ day of _____________, 2021.

____

MICHAEL CARNAGIE, MAYOR

ATTEST:

____

CYNTHIA GREENIA, CITY CLERK

RECD MACOMB CO '21NOV19AM1141

202102273443 L: 28209 P: 576
Total Pages: 3
11/19/2021 11:51 AM Fees: $30.00
Anthony G. Forlini, Clerk/Register of Deeds
Macomb County, MI

RIGHT-OF-WAY DEDICATION

That we D'ANNA BUILDING, INC.
Name of Corporation
Address 1055 SOUTH BLVD., E. STE 200
Street
ROCHESTER HILLS MI 48307
City State Zip

for and in consideration of the sum of One Dollar, to us in hand paid by the City of Fraser in the County of Macomb, State of Michigan, do hereby release and convey to the City of Fraser an Easement for the construction, installation, repair, maintenance and replacement of Roads and Drainage over, under and across the following described parcel of land. No permanent structure shall be built on said easement.

SEE ATTACHED EXHIBIT "A" and "B"

The Easement shall be a permanent Easement described as:

SEE ATTACHED EXHIBIT "A" and "B"

The premises so disturbed by reason of the exercise of any of the foregoing powers, shall be reasonably restored to its original condition by the Grantee.

This Easement shall run with the land and be binding upon the heirs, executors, administrators, successors and assigns of the undersigned, as the holders of the legal title to the lands and premises above described.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands and seals, this 18TH day of NOVEMBER, 2021.

In the Presence of:

Witnesses:
Lorielle Sarters
(Type/Print Witness No. 1)

GRANTOR:
D'ANNA BUILDING, INC.
(Name of Corporation)
(Type/Print Name and Title)
FRANK D'ANNA, PRESIDENT

ACKNOWLEDGMENT

STATE OF MICHIGAN) ss
COUNTY OF OAKLAND

The foregoing instrument was acknowledged before me this 18TH day of NOVEMBER, 2021 by FRANK D'ANNA of D'ANNA BUILDINGS.,
(Individual Name(s) and Office (s) Held) (Name of Corporation)
a MICHIGAN corporation, on behalf of the corporation.
(State of Corporation)

Kimberlee Rochelle Buell
Notary Public OAKLAND County, Michigan.
My Commission Expires: 6-13-24
Acting in the County of: OAKLAND

WHEN RECORDED, RETURN TO:
CITY OF FRASER
CYNTHIA GREENIA, CLERK
33000 GARFIELD ROAD
FRASER, MICHIGAN 48026

DRAFTED BY: MICHAEL VIGNERON
ANDERSON, ECKSTEIN AND WESTRICK, INC.
51301 SCHOENHERR ROAD
SHELBY TOWNSHIP, MICHIGAN 48315
(586) 726-1234

3 C

EXHIBIT "A"

PROPOSED LEGAL DESCRIPTION – CLEARVIEW DRIVE R.O.W

A PARCEL OF LAND BEING LOCATED IN THE S.W. 1/4 OF SECTION 31, T.2.N., R.13E., CITY OF FRASER, MACOMB COUNTY, MICHIGAN. BEING MORE PARTICULARLY DESCRIBED AS: COMMENCING AT THE SOUTHWEST CORNER OF SECTION 31; THENCE N00°17'00"E 1579.25 FEET ALONG THE WEST LINE OF SECTION 31 AND THE CENTERLINE OF HAYES ROAD; THENCE S89°28'20E 533.55 FEET TO THE POINT OF BEGINNING; THENCE S89°28'20"E 60.00 FEET; THENCE SOUTHWESTERLY 41.28 FEET ALONG THE ARC OF A CURVE TO THE RIGHT (RADIUS OF 280.00 FEET, CENTRAL ANGLE OF 08°26'47", LONG CORD BEARS S04°30'23"W 41.24 FEET); THENCE S08°43'47"W 56.21 FEET; THENCE SOUTHWESTERLY 32.43 FEET ALONG THE ARC OF A CURVE TO THE LEFT (RADIUS OF 220.00 FEET, CENTRAL ANGLE OF 08°26'47", LONG CORD BEARS S04°30'23"W 32.40 FEET); THENCE S00°17'00"W 52.85 FEET; THENCE N89°28'20"W 60.00 FEET; THENCE N00°17'00"E 52.59 FEET; THENCE NORTHEASTERLY 41.28 FEET ALONG THE ARC OF A CURVE TO THE RIGHT (RADIUS OF 280.00 FEET, CENTRAL ANGLE OF 08°26'47", LONG CORD BEARS N04°30'23"E 41.24 FEET); THENCE N08°43'47"E 56.21 FEET; THENCE NORTHEASTERLY 32.69 FEET ALONG THE ARC OF A CURVE TO THE LEFT (RADIUS OF 220.00 FEET, CENTRAL ANGLE OF 08°30'47", LONG CORD BEARS N04°28'23"E 32.66 FEET) TO THE POINT OF BEGINNING.
THIS PARCEL OF LAND CONTAINS APPROXIMATELY 0.252 ACRES

STATE OF MICHIGAN
ROBERT J. PATTERSON
PROFESSIONAL SURVEYOR
NO. 17831
LICENSED PROFESSIONAL SURVEYOR

GRAPHIC SCALE: 1" = 50'

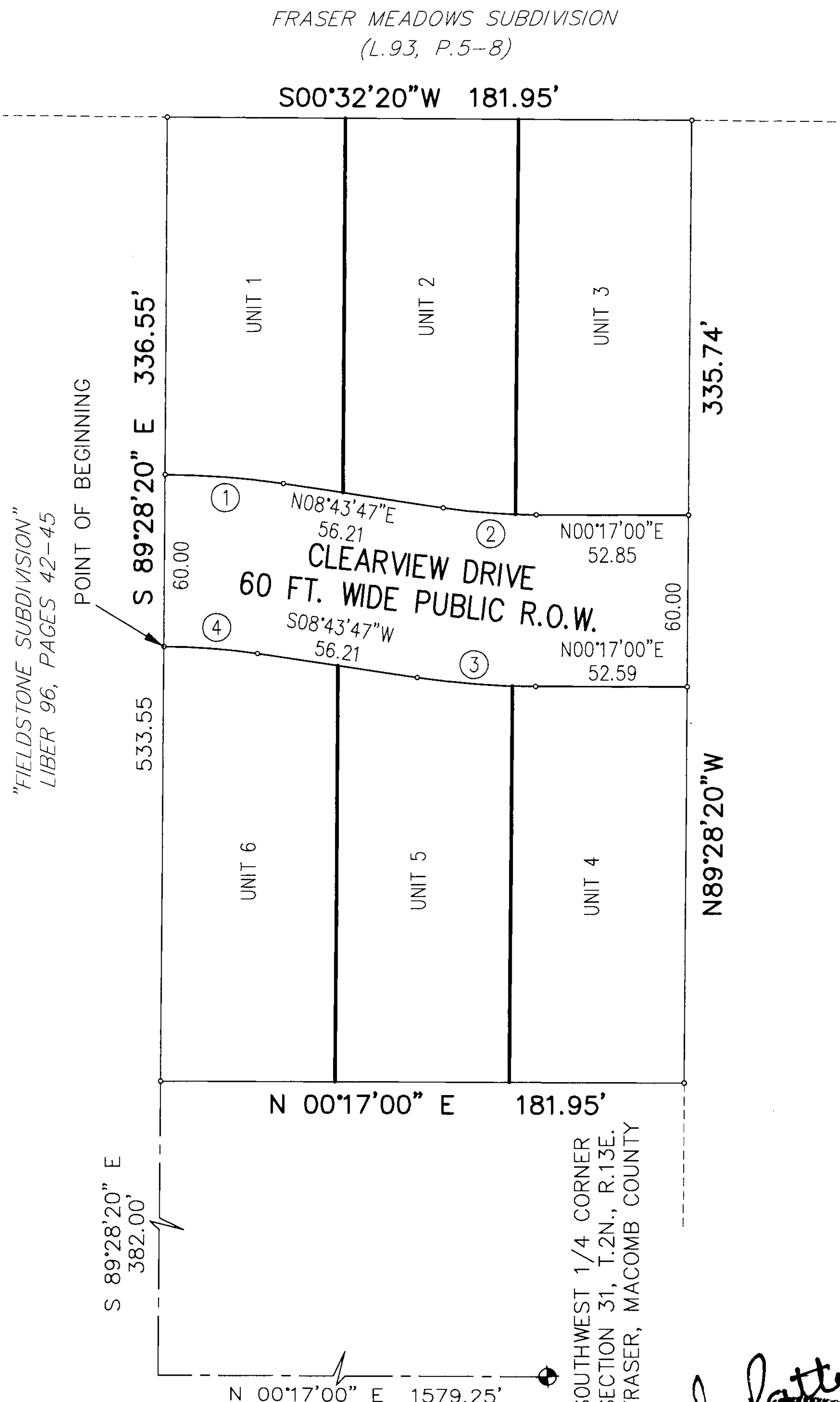
0 12.5 25 50 100

JOB # 18-112
SHEET 1 OF 2

JJ ASSOCIATES, INC.
Civil Engineering and Surveying

FORMERLY
MCS ASSOCIATES, INC.
1055 SOUTH BOULEVARD E., SUITE 200
ROCHESTER HILLS, MICHIGAN 48307
TELEPHONE (586) 726-9111 FAX (248) 852-7707

EXHIBIT "B"



CURVE DATA

NO	RADIUS	ARC	DELTA	CHORD
1	280.00	41.28	08°26'47"	S04°30'23"W 41.24
2	220.00	32.43	08°26'47"	S04°30'23"W 32.40
3	280.00	41.28	08°26'47"	N04°30'23"E 41.24
4	220.00	32.69	08°30'47"	N04°28'23"E 32.66

STATE OF MICHIGAN
ROBERT J. PATTERSON
PROFESSIONAL SURVEYOR
NO. 17631
LICENSED PROFESSIONAL SURVEYOR

Robert J. Patterson

JOB # 18-112
SHEET 2 OF 2

JJ ASSOCIATES, INC.
Civil Engineering and Surveying

FORMERLY
MCS ASSOCIATES, INC.
1055 SOUTH BOULEVARD E., SUITE 200
ROCHESTER HILLS, MICHIGAN 48307
TELEPHONE (586) 726-9111 FAX (248) 852-7707

ANDERSON, ECKSTEIN & WESTRICK, INC.
CIVIL ENGINEERS - SURVEYORS - ARCHITECTS
51301 Schoenherr Road, Shelby Township, MI 48315
586.726.1234 | www.aewinc.com

January 6, 2022

Elaine Leven, City Manager
City of Fraser
33000 Garfield Road
Fraser, Michigan 48026

Reference: Senior Housing Parking Lot
AEW Project No. 0190-0467

Dear Ms. Leven:

We understand that $200,000 has been included in the City's current budget for improvements to the parking lot at the Senior Housing facility. We have reviewed the project scope and anticipated cost for the proposed improvements and offer the following options for consideration:

Option 1 - Reconstruction

1. A reconstruction project was previously initiated by the City in 2015 to improve the parking lot facility. At that time, a recommendation was made that the parking lot should be reconstructed based on the condition of the pavement and the aggregate base (geotechnical report attached).
2. The project scope included complete pavement and base removal, replacement with 4" of asphalt on 10" of aggregate base, and new concrete pavement in the carport areas. This project was publicly bid, with bid prices ranging from approximately $282k-$337k. No action was taken on the bids and the project was put on hold.
3. If the same project scope were to be re-issued for bids for construction in 2022, we estimate the construction cost to be approximately $350k. A total project budget of $425,000 would be recommended to account for other project costs related to contract administration, inspection, material testing, and a 10% allowance for contingencies.
4. We estimate the design life of this fix to be approximately 20-25 years (i.e. rehabilitation will be required in about 20-25 years if appropriate preventative maintenance treatments such as crack sealing are routinely performed) with surface cracking developing within 5-10 years.

Option 2 - Rehabilitation

1. The current budget amount of $200,000 will accommodate removal of the existing asphalt surface, reconditioning the existing base material, placement of a new 3" thick asphalt surface over the existing base, and provisions for a small amount of base repair, as well as other project costs such as contract administration, inspection, material testing, and a 5%-10% allowance for contingencies.

2. We do not anticipate the budget would accommodate resurfacing work under or adjacent to the carports, but these areas could be bid as an alternate for consideration during contract award (approximate estimate $75k).
3. There are observed failures in the existing parking lot surface that suggest failures in the pavement structure may extend through the base to the subgrade, particularly in the southerly and easterly access road. These areas may require additional corrective measures to accommodate construction traffic which may not be fully known until work has begun. The aforementioned nominal base repairs and contingency do not account for this possibility, and additional costs are likely to be incurred if extensive subgrade corrective measures are needed.
4. With this treatment, we would expect surface cracking to develop in less than 5 years and we estimate the design life of this fix to be approximately 10-15 years (i.e. another rehabilitation treatment will likely be required in about 10 years if appropriate preventative maintenance treatments such as joint and crack sealing are routinely performed).

<u>Option 3 – Preventative Maintenance</u>

1. The current budget amount of $200,000 will accommodate a single course mill and overlay of the entire parking lot including the carport areas. This scope would include removing the top 1½" - 2" of the existing asphalt surface, repairing existing cracks, and placement of a new 1½" - 2" thick asphalt, as well as other project costs such as contract administration, inspection, material testing, and a 5%-10% allowance for contingencies.
2. This treatment would not address the existing base failures and poses risks of additional damage to the base material during construction that would result in additional costs being incurred.
3. With this treatment, we would expect surface cracking to develop in less than 2 years and we estimate the design life of this fix to be approximately 5 years (i.e. another rehabilitation treatment will likely be required in about 5 years if appropriate preventative maintenance treatments such as joint and crack sealing are routinely performed).

<u>Option 4 – Combination of Rehabilitation and Reconstruction</u>

1. A project approach that mixes reconstructing the parking lot where base failures are evident, resurfacing the portions that appear to have base in good condition, and addressing the carport areas with concrete is another option.
2. The project scope would include reconstructing the southerly and easterly access road, resurfacing the northerly and easterly parking areas, and replacing the pavement in the carport areas with concrete.
3. We estimate the construction cost for this option to be approximately $250k. A total project budget of $300,000 would be recommended to account for other

project costs related to contract administration, inspection, material testing, and a 10% allowance for contingencies.

4. We estimate the design life of this fix will range between 15-25 years (i.e. rehabilitation will be required in about 15-25 years if appropriate preventative maintenance treatments such as crack sealing are routinely performed) with surface cracking developing within 5-10 years.

Additionally, due to the nature of the native soils and materials comprising the existing pavement structure, we recommend the construction work take place in summer months with any of the options (preferably July - September), to minimize the chance of construction activities causing unnecessary damage to the existing base and subgrade. We understand that allocating some or all of the project costs in FY22-23 could be considered while developing the upcoming budget.

Our recommendation remains to reconstruct the parking lot (Option1). However, if there is a desire to complete a project within the allocated budget, we would suggest a more robust rehabilitation be considered in the areas that need it the most (Option 2).

We look forward to discussing the merits of the various treatment options and direction from the City on a selected treatment. If you have any questions or need additional information, please advise.

Sincerely,

Michael A. Vigneron, PE

Enclosure: Geotechnical Report

cc: Mark Ragsdale, DPW Superintendent
Sarah Mistretta, Assistant City Manager / Finance Director

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CONSULTING GROUP

Report on Geotechnical Pavement Investigation

Fraser Senior Living
34950 Hidden Pines Drive
Fraser, Michigan

Latitude 42.246114° N
Longitude 83.759791° W

Prepared for:

Anderson, Eckstein & Westrick, Inc.
51301 Schoenherr Road
Shelby Township, Michigan 48315

G2 Project No. 150533
July 27, 2015

CONSULTING GROUP

July 27, 2015

Mr. Michael Vigneron, P.E.
Senior Project Manager
Anderson, Eckstein & Westrick, Inc.
51301 Schoenherr Road
Shelby Township, Michigan 48315

RE: Report of Geotechnical Pavement Investigation
Fraser Senior Living Pavements
34950 Hidden Pines Drive
Fraser, Michigan
G2 Project No. 150533

Dear Mr. Vigneron:

In accordance with your request, we have completed a pavement investigation for the proposed reconstruction of the pavements for the Fraser Senior Living building in Fraser, Michigan. This report presents the results of our observations and analyses and includes recommendations and construction considerations relative to the proposed pavement reconstruction.

We appreciate the opportunity to be of service to you and look forward to discussing our findings. In the meantime, if you have any questions regarding this report or any other matter pertaining to the project, please call us.

Sincerely,

G2 Consulting Group, LLC

Jeffrey M. Hayball

Jeffrey M. Hayball, P.E.
Project Engineer

Noel J. Hargrave-Thomas, P.E.
Principal

Jason B. Stoops

Jason B. Stoops, P.E.
Project Manager / Associate

JMH/NJHT/ljv

Enclosures

EXECUTIVE SUMMARY

We understand the project consists of reconstruction the bituminous concrete pavements at the Fraser Senior Living building in Fraser, Michigan. The pavements consists of bituminous concrete, and are in poor condition. We anticipate the pavement receives mostly car traffic with delivery vehicle and garbage trucks. The age of the existing pavements were not available upon completion of this report.

The existing pavements consist of bituminous concrete and an underlying aggregate base course. The bituminous concrete ranges in thickness from 3 to 5 inches with an average thickness of 3-5/8 inches. The aggregate base course underlying the bituminous concrete consists of crushed limestone sand and gravel with little silt and generally measures 5 to 9 inches in thickness. One by three crushed concrete is present below the aggregate base within soil boring B-4. In addition, approximately 5 to 5-1/2 inches of bituminous millings are present below the bituminous concrete and atop of the aggregate base course of borings B-5 and B-6. A grain-size analysis was performed on a selected sample of the aggregate base obtained from boring B-7. Test results indicate the base course does not meet the gradation requirements for MDOT 21AA material due to an excessive amount of material finer than the No. 200 sieve (silt and clay) and insufficient amount of material greater than the No. 4 sieve (gravel). Silty sand fill underlies the pavement section of boring B-7 and extends to an approximate depth of 1-1/2 feet below grade. Buried topsoil is present below the pavement section of borings B-2 and B-8 and extends to an approximate depth of 15 inches below grade. Native stiff to very stiff fat clay underlies the buried topsoil, silty sand fill, and pavement section of the remaining borings and extends to the explore depth of 4 feet. Groundwater was observed within borings B-5 and B-6 during drilling operations at an approximate depth of 12 inches below grade. Upon completion of drilling operations, groundwater was measured at a depth of 3 feet within borings B-5 and B-6. No measurable groundwater was observed within the remaining borings during or upon completion of drilling operations.

The existing pavements within the parking lot are generally in poor condition with most of the bituminous concrete exhibiting moderate to high severity fatigue cracking. Based on the existing pavement and subsurface conditions, the existing pavements have reached the end of their serviceable life and we recommend the existing pavements be completely reconstructed. Therefore, we recommend the existing bituminous concrete be completely removed, the underlying aggregate base stripped and stockpiled, cutting to the design subgrade elevation, proof rolling the existing subgrade soils, then construct a new bituminous concrete pavement section.

We recommend completely removing the existing bituminous concrete and aggregate base within the existing parking lot. We anticipate some of the proposed subgrade will be cohesive soils. However, buried topsoil was encountered within two of the soil borings. Therefore, we recommend the buried topsoil, where encountered, be completely removed and replaced with engineered fill.

Given the fat clay subgrade soils with moisture contents generally above the plastic limit, we recommend budgeting for undercutting of the subgrade as part of the project. In addition, we recommend the fat clay subgrade not be exposed to prolong periods to precipitation and all construction work be performed during the summer months to ensure periods of dry warm weather.

Based on the results of our analyses, we recommend a minimum pavement design section for the reconstruction consisting of 2 inches of MDOT 13A bituminous concrete wearing course, 2 inches of MDOT 3C bituminous concrete leveling course, supported by 10 inches of MDOT 21AA dense graded material.

Do not consider this summary separate from the entire text of this report, with all the conclusions and qualifications mentioned herein. Details of our analysis and recommendations are discussed in the following sections and in the Appendix of this report.

PROJECT DESCRIPTION

We understand the project consists of reconstruction the bituminous concrete pavements at the Fraser Senior Living building in Fraser, Michigan. The pavements consists of bituminous concrete, and are in poor condition. We anticipate the pavement receives mostly car traffic with delivery vehicle and garbage trucks. The age of the existing pavements were not available upon completion of this report.

The purpose of our investigation is to determine and evaluate the general pavement and subsurface conditions within the existing private drive and develop general recommendations for reconstruction of the existing pavements.

SCOPE OF SERVICES

The field operations, laboratory testing, and engineering report preparation were performed under the direction and supervision of a licensed professional engineer. Our services were performed according to generally accepted standards and procedures in the practice of geotechnical engineering in this area. Our scope of services for this project consists of the following specific items:

1. We performed a cursory visual identification of the types and relative magnitudes of observable pavement distress.
2. We drilled a total of eight (8) pavement core/hand auger soil borings. Soil borings B-1 through B-8 were performed within the existing pavements and proposed to extend to a depth of 4 feet each. However, soil borings B-3 and B-4 were terminated at depths of 11 and 14 inches due to auger refusal. We measured the existing pavement section materials (bituminous concrete and aggregate base) and identified the type and condition of subgrade soils.
3. We performed laboratory testing on samples obtained from the soil borings. Laboratory testing included visual engineering classification, natural moisture content, organic matter content (loss-on-ignition), grain-size distribution, Atterberg Limits, and unconfined compressive strength determinations.
4. We prepared this engineering report. Our report includes recommendations for existing pavement reconstruction.

FIELD OPERATIONS

G2 Consulting Group, LLC, selected the number, depth, and location of the soil borings. The soil borings were located in the field by a G2 representative by measuring from existing site features and landmarks using conventional taping methods. The approximate soil boring locations are shown on the Soil Boring Location Plan, Plate No. 1. Ground surface elevations were not available at the time of the field investigation.

We used an electrically powered core rig equipped with a 4-inch diameter diamond-tipped core barrel to core the pavement locations. Pavement cores were drilled through the full depth of the existing pavement structure to obtain an accurate determination of the pavement thickness.

Hand auger borings were performed using a 3-inch diameter hand auger. Within each hand-auger boring, soil samples were obtained at 2 feet and 4 feet and at transitions in soil types. The soil samples were placed in sealed containers in the field and brought to the laboratory for testing and classification. A Dynamic Cone Penetrometer (DCP) test was performed within each hand auger boring at depths of 2 feet and 4 feet to evaluate the consistency of the in-situ soil. DCP testing involves driving a 1-1/2 inch diameter cone with a 45° vertex angle into the ground using a 15-pound weight dropped 20 inches after the cone is seated into the bottom of the hand auger borehole. The Dynamic Cone Penetrometer is driven successive 1-3/4 increments. The blow counts for each 1-3/4 inch increment are presented on the individual hand-auger soil boring logs.

During drilling operations, a G2 professional engineer maintained logs of the encountered subsurface conditions, including changes in stratigraphy and observed groundwater levels to be used in conjunction with our analysis of the subsurface conditions. The final hand-auger boring logs are based on the field logs and laboratory soil classification and testing. After completion of boring operations, the boreholes were backfilled with excavated soil and cold patch.

LABORATORY TESTING

Representative soil samples were subjected to laboratory testing to determine soil parameters pertinent to pavement design and site preparation. An experienced geotechnical engineer classified the samples in general conformance with the Unified Soil Classification System.

Laboratory testing included Atterberg limits, grain-size distribution, natural moisture content, organic matter content (loss-on-ignition), and unconfined compressive strength determinations. Atterberg limits were determined in accordance with ASTM D 4318 “Standard Test Methods for Liquid Limit, Plastic Limit, and Plasticity Index of Soils”. Grain-size distribution was determined in general conformance with ASTM D 422 method of testing. The organic matter content of representative samples was determined in accordance with ASTM Test Method D 2974, “Standard Test Methods for Moisture, Ash, and Organic Matter of Peat and Other Organic Soils”. The unconfined compressive strengths were determined using a spring loaded hand penetrometer. The hand penetrometer estimates the unconfined compressive strength to a maximum of 4-1/2 tons per square foot (tsf) by measuring the resistance of the soil sample to the penetration of a calibrated spring loaded cylinder.

The results of the moisture content and unconfined compressive strength laboratory tests are indicated on the soil boring logs at the depths the samples were obtained. Atterberg limits are shown graphically on Figure No. 9 in the Appendix. The grain size analyses are presented in the Appendix as Grain Size Distribution Figure No. 10. We will hold the soil samples for 60 days from the date of this report. If you would like the samples, please let us know.

EXISTING PAVEMENT CONDITIONS

The existing pavements consist of bituminous concrete and an underlying aggregate base course. The bituminous concrete ranges in thickness from 3 to 5 inches with an average thickness of 3-5/8 inches. The aggregate base course underlying the bituminous concrete consists of crushed limestone sand and gravel with little silt and generally measures 5 to 9 inches in thickness. One by three crushed concrete is present below the aggregate base within soil boring B-4. In addition, approximately 5 to 5-1/2 inches of bituminous millings are present below the bituminous concrete and atop of the aggregate base course of borings B-5 and B-6. A grain-size analysis was performed on a selected sample of the aggregate base obtained from boring B-7. Test results indicate the base course does not meet the gradation requirements for MDOT 21AA material due to an excessive amount of material finer than the No. 200 sieve (silt and clay) and insufficient amount of material greater than the No. 4 sieve (gravel).

Moderate to high severity fatigue cracking is present along most of the pavement surface. In addition, areas of pavement rutting were observed on the south and east sides of the parking lot. It appears crack sealing, cold patching, and full depth replacement patching have been performed in the past. The pavements are sloped to drain into catch basins generally located with the middle of the parking lot on the north and west sides of the parking lot. Portland cement concrete gutters present on the north and west sides of the site and bituminous concrete gutters present on the south side of the site. An adjacent greenbelt is present along the pavement edge on the east side of the parking lot. Catch basins are present within the greenbelt area on the east side of the parking lot. The catch basins consist of block and mortar construction and generally are in fair condition. During our site visit, G2 observed finger drains within the catch basins located on the west and north sides of the building.

EXISTING SUBSURFACE CONDITIONS

Silty sand fill underlies the pavement section of boring B-7 and extends to an approximate depth of 1-1/2 feet below grade. Buried topsoil is present below the pavement section of borings B-2 and B-8 and extends to an approximate depth of 15 inches below grade. Native fat clay underlies the buried topsoil, silty sand fill, and pavement section of the remaining borings and extends to the explore depth of 4 feet.

The buried topsoil has organic matter contents of 3.8 and 4.7 percent. The native fat clay is stiff to very stiff in consistency with natural moisture contents ranging from 15 to 27 percent, a liquid limit of 52 percent, a plasticity index of 31 percent, and unconfined compressive strengths ranging from 2,500 to 5,500 pounds per square foot (psf).

Groundwater was observed within borings B-5 and B-6 during drilling operations at an approximate depth of 12 inches below grade. Upon completion of drilling operations, groundwater was measured at a depth of 3 feet within borings B-5 and B-6. No measurable groundwater was observed within the remaining borings during or upon completion of drilling operations.

Fluctuations in perched and long term groundwater levels should be anticipated due to seasonal variations and following periods of prolonged precipitation. It should also be noted that groundwater observations made during drilling operations in predominantly cohesive soils are not necessarily indicative of the static groundwater level. This is due to the low permeability of such soils and the tendency of drilling operations to seal off the natural paths of groundwater flow.

The stratification depths shown on the soil boring logs represent the soil conditions at the boring locations. Variations may occur between borings. Additionally, the stratigraphic lines represent the approximate boundaries between soil types. The transition may be more gradual than what is shown. We have prepared the boring logs on the basis of laboratory classification and testing as well as field logs of the soils encountered.

The Soil Boring Location Plan, Plate No. 1, Soil Boring Logs, Figure Nos. 1 through 8, Atterberg Limits Results, Figure No. 9, Grain-Size Distribution, Figure No. 10, and Photographic Documentation, Figure Nos. 11 through 13, are presented in the Appendix. The soil profiles described above are generalized descriptions of the conditions encountered at the boring locations. General Notes defining the nomenclature used on the boring logs and elsewhere in this report are presented on Figure No. 14.

PAVEMENT EVALUATION AND RECOMMENDATIONS

General

The existing pavements within the parking lot are generally in poor condition with most of the bituminous concrete exhibiting moderate to high severity fatigue cracking. Based on the existing pavement and subsurface conditions, the existing pavements have reached the end of their serviceable life and we recommend the existing pavements be completely reconstructed. Therefore, we recommend the existing bituminous concrete be completely removed, the underlying aggregate base stripped and stockpiled, cutting to the design subgrade elevation, proof rolling the existing subgrade soils, then construct a new bituminous concrete pavement section.

Pavement Subgrade Preparation

We recommend completely removing the existing bituminous concrete and aggregate base within the existing parking lot. We anticipate some of the proposed subgrade will be cohesive soils. However, buried topsoil was encountered within two of the soil borings. Therefore, we recommend the buried topsoil, where encountered, should be completely removed and replaced with engineered fill. All exposed subgrade soils should be evaluated for stability before constructing the new pavement crosssection. After rough grade has been achieved, the exposed subgrade should be thoroughly proof rolled using a heavily loaded, rubber-tired, tandem-axle dump truck. Unsuitable soils or soils exhibiting excessive instability, such as severe rutting, should be removed by undercutting to expose stable soils. Any remaining unstable or unsuitable areas noted should be improved by additional compaction or removed and replaced with engineered fill. Given the fat clay subgrade soils with moisture contents generally above the plastic limit, we recommend budgeting for undercutting of the subgrade as part of the project. In addition, we recommend the fat clay subgrade not be exposed to prolong periods to precipitation and all construction work be performed during the summer months to ensure periods of dry warm weather.

Subgrade undercuts, if required, should be evaluated by a qualified engineering technician to determine if subgrade stabilization is necessary. We recommend that undercut excavations, where required, be backfilled with clean granular fill placed in an engineered manner. The existing aggregate base material stockpiled can be reused as engineered fill within undercut excavations. Lift thicknesses should not exceed 9 inches. These areas should have drain tiles installed connecting to catch basins to remove any groundwater from ponding within the undercut granular soils. All engineered fill should be compacted to a density of at least 95 percent of the maximum density determined by the Modified Proctor (ASTM D1557) method of testing. All engineered fill material should be placed and compacted at approximately the optimum moisture content. Frozen material should not be used as fill, nor should fill be placed on a frozen subgrade.

Pavement Design

We performed pavement design analyses in accordance with the “AASHTO Guide for Design of Pavement Structures”. The subgrade soils will generally consist of generally fat clay with moistures contents generally above the plastic limit. Based on the existing subgrade soils, we have provided design pavement sections based on an effective subgrade resilient modulus of 6,000 pounds per square inch (psi).

It is our understanding the traffic within the existing development is primarily cars with the occasional garbage and delivery truck. For evaluation purposes, we have designed the pavement section on an estimated of 50,000 18-kip equivalent single-axle loads (ESALs) over a 20-year design life. For evaluation purposes of the reconstruction, we have utilized a serviceability loss of 2.0, a standard deviation of 0.49 for flexible pavements, and a reliability factor of 0.95. If any actual traffic volume information becomes available, G2 Consulting Group should be notified so we can reevaluate our recommendations.

Based on the results of our analyses, we recommend a minimum pavement design section for the reconstruction consisting of 2 inches of MDOT 13A bituminous concrete wearing course, 2 inches of MDOT 3C bituminous concrete leveling course, supported by 10 inches of MDOT 21AA dense graded material.

All pavement materials are specified within the 2012 Standard Specifications for Construction from the Michigan Department of Transportation. The bituminous pavement materials are described in Section 501 and can be assigned a structural coefficient number of 0.42. The existing aggregate base material can be assigned a structural coefficient number of 0.11. Any imported MDOT 21AA material can be assigned a structural coefficient number of 0.14.

Pavement Drainage

Proper drainage is considered to be an important consideration for pavement design on cohesive soils. We recommend edge drains be provided around the perimeter of any proposed landscaped islands, curbs, and the pavement edge, since they can become a source of water infiltration into the pavement subgrade. Such drains could be connected to nearby catch basins. In addition, we recommend finger drains be installed at the catch basin locations. A minimum of four (4) finger drains should extend a minimum of 15 feet outward from each catch basin. The pavement and subgrade should be properly sloped to promote effective surface and subsurface drainage and prevent water from ponding.

Pavement Maintenance

Regular timely maintenance should be performed on the bituminous pavement to reduce the potential deterioration associated with moisture infiltration through surface cracks. The owner should be prepared to seal the cracks with a hot-applied elastic crack filler as soon as possible after cracking develops and as often as necessary to block the passage of water to the subgrade soils.

GENERAL COMMENTS

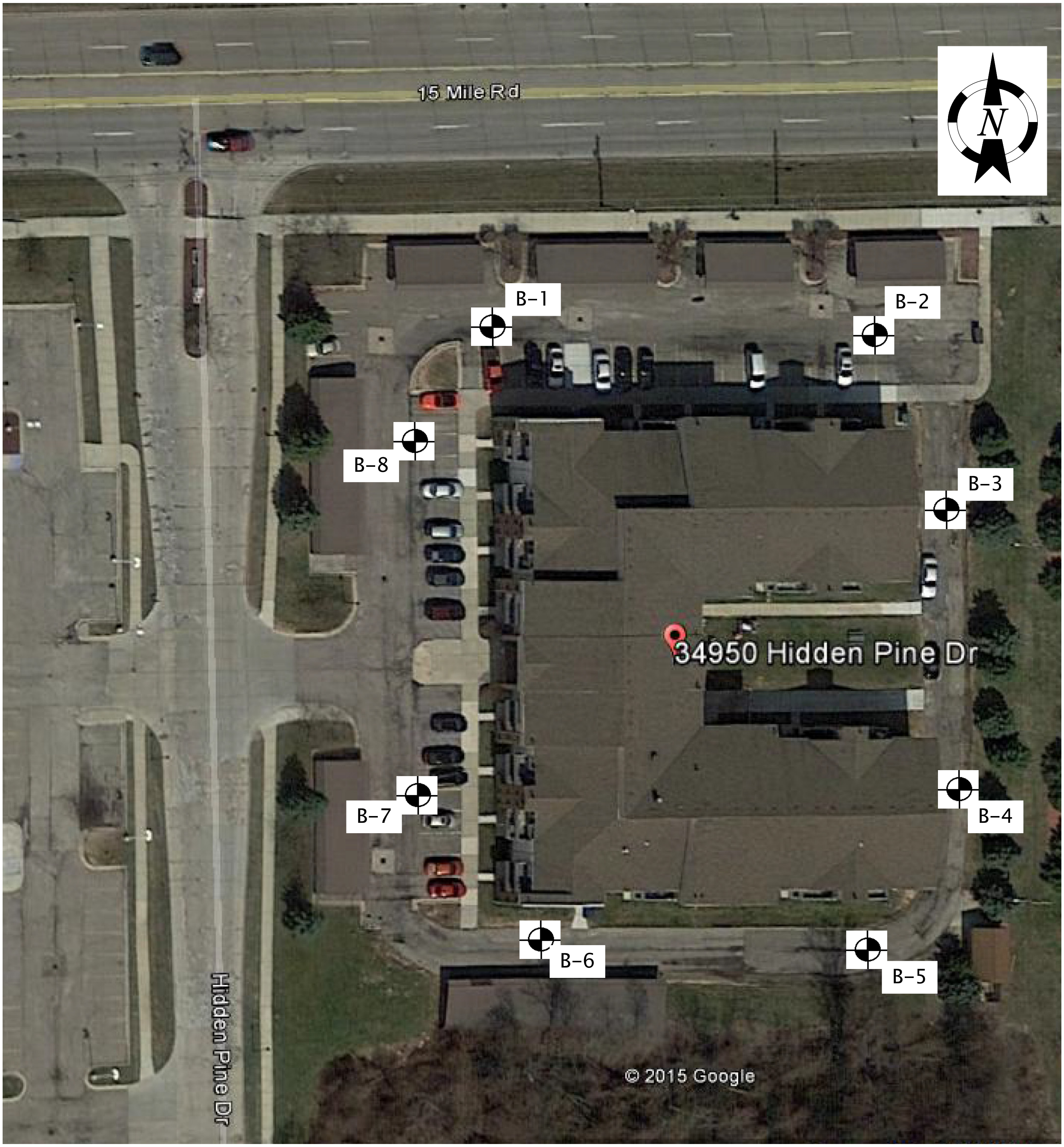
We have formulated the evaluations and recommendations presented in this report relative to site preparation and pavement construction on the basis of data provided to us relating to the general location for the proposed pavement improvements. Any significant change in this data should be brought to our attention for review and evaluation with respect to the prevailing subsurface conditions.

The scope of the present investigation was limited to evaluation of subsurface conditions for the support of the pavements and other related aspects of the development. No chemical, environmental, or hydrogeological testing or analyses were included in the scope of this investigation. If changes occur in the design, location, or concept of the project, the conclusions and recommendations contained in this report are not valid unless G2 Consulting Group, LLC reviews the changes. G2 Consulting Group, LLC will then confirm the recommendations presented herein or make changes in writing.

We have based the analyses and recommendations submitted in this report upon the data from soil borings performed at the approximate locations shown on the Soil Boring Location Plans, Plate No. 1. This report does not reflect variations that may occur between the actual boring locations. The nature and extent of any such variations may not become clear until the time of construction. If significant variations then become evident, it may be necessary for us to re-evaluate our report recommendations.

Soil conditions at the site could vary from those generalized on the basis of soil borings made at specific locations. It is, therefore, recommended that G2 Consulting Group, LLC be retained to provide soil engineering services during the site preparation and pavement construction phases of the proposed project. This is to observe compliance with the design concepts, specifications, and recommendations. Also, this allows design changes to be made in the event that subsurface conditions differ from those anticipated prior to the start of construction.

APPENDIX



Legend

Pavement Core/Hand Auger Borings performed by G2 Consulting Group, LLC on July 17, 2015

Soil Boring Location Plan		
Fraser Senior Living Pavements 34950 Hidden Pines Drive Fraser, Michigan		
G2 CONSULTING GROUP	Project No. 150533	
	Drawn by: JMH	
	Date: 7/23/15	Plate No. 1
	Scale: NTS	

Project Name: Fraser Senior Living Pavements

Project Location: 34950 Hidden Pines Drive
Fraser, Michigan

G2 Project No. 150533

Latitude: N/A Longitude: N/A

Soil Boring No. B-1

G2 CONSULTING GROUP

SUBSURFACE PROFILE

GROUND SURFACE ELEVATION: N/A

DEPTH (ft)	PRO-FILE	DESCRIPTION	DEPTH (ft)
		Bituminous Concrete (3-3/4 inches)	0.3
		Fill: Gray Sand and Gravel with little silt (Crushed Limestone Aggregate Base, 7 inches)	0.9
		Very Stiff Brown and Gray Fat Clay with trace silt, sand, and gravel	4.0
		End of Boring @ 4 ft	
5			5

SOIL SAMPLE DATA

SAMPLE TYPE/NO.	DCP BLOWS/ 1.75-INCHES	MOISTURE CONTENT (%)	DRY DENSITY (PCF)	UNCOF. COMP. ST. (PSF)
BS-1				
BS-2	11	15.2		5500*
BS-3	8	18.3		4000*

Total Depth: 4 ft
Drilling Date: July 17, 2015
Inspector: J. Hayball, P.E.
Contractor: G2 Consulting Group, LLC
Driller: J. Hayball, P.E.

Drilling Method:
4-inch diameter diamond tipped core barrel;
3-inch diameter hand auger

Water Level Observation:
Dry during and upon completion of drilling operations

Notes:
* Calibrated Hand Penetrometer

Excavation Backfilling Procedure:
Borehole backfilled with auger cuttings and capped with cold patch

Figure No. 1

PAVEMENT CORE DCP 150533.GPJ 20140820 G2 CONSULTING DATA TEMPLATE.GDT 7/27/15

Project Name: Fraser Senior Living Pavements

Project Location: 34950 Hidden Pines Drive
Fraser, Michigan

G2 Project No. 150533

Latitude: N/A Longitude: N/A

Soil Boring No. B-2

G2 CONSULTING GROUP

SUBSURFACE PROFILE

GROUND SURFACE ELEVATION: N/A

DEPTH (ft)	PRO-FILE	Description	DEPTH (ft)
		Bituminous Concrete (3 inches)	0.3
		Fill: Gray Sand and Gravel with little silt (Crushed Limestone Aggregate Base, 6-1/2 inches)	0.8
		Buried Topsoil: Dark Brown Silty Clay (Organic Matter Content = 4.7%)	1.3
		Stiff to Very Stiff Brown and Gray Fat Clay with trace silt, sand, and gravel	4.0
5		End of Boring @ 4 ft	5

SOIL SAMPLE DATA

SAMPLE TYPE/NO.	DCP BLOWS/ 1.75-INCHES	MOISTURE CONTENT (%)	DRY DENSITY (PCF)	UNCOF. COMP. ST. (PSF)
BS-1				
BS-2	7	23.5		3000*
BS-3	7	22.4		3000*

Total Depth: 4 ft
Drilling Date: July 17, 2015
Inspector: J. Hayball, P.E.
Contractor: G2 Consulting Group, LLC
Driller: J. Hayball, P.E.

Drilling Method:
4-inch diameter diamond tipped core barrel;
3-inch diameter hand auger

Water Level Observation:
Dry during and upon completion of drilling operations

Notes:
* Calibrated Hand Penetrometer

Excavation Backfilling Procedure:
Borehole backfilled with auger cuttings and capped with cold patch

Figure No. 2

PAVEMENT CORE DCP 150533.GPJ 20140820 G2 CONSULTING DATA TEMPLATE.GDT 7/27/15

Project Name: Fraser Senior Living Pavements

Project Location: 34950 Hidden Pines Drive
Fraser, Michigan

G2 Project No. 150533

Latitude: N/A Longitude: N/A

Soil Boring No. B-3

G2 CONSULTING GROUP

SUBSURFACE PROFILE

DEPTH (ft)	PRO-FILE	GROUND SURFACE ELEVATION: N/A	DEPTH (ft)
		Bituminous Concrete (5 inches)	0.4
		Fill: Gray Sand and Gravel with little silt (Crushed Limestone Aggregate Base, 6 inches)	0.9
		End of Boring @ 0.9 ft, Auger Refusal	
5			5

SOIL SAMPLE DATA

SAMPLE TYPE/NO.	DCP BLOWS/ 1.75-INCHES	MOISTURE CONTENT (%)	DRY DENSITY (PCF)	UNCOF. COMP. ST. (PSF)
BS-1				

Total Depth: 0.9 ft
Drilling Date: July 17, 2015
Inspector: J. Hayball, P.E.
Contractor: G2 Consulting Group, LLC
Driller: J. Hayball, P.E.

Drilling Method:
4-inch diameter diamond tipped core barrel;
3-inch diameter hand auger

Water Level Observation:
Dry during and upon completion of drilling operations

Excavation Backfilling Procedure:
Borehole backfilled with auger cuttings and capped with cold patch

Figure No. 3

Project Name: Fraser Senior Living Pavements

Project Location: 34950 Hidden Pines Drive
Fraser, Michigan

G2 Project No. 150533

Latitude: N/A Longitude: N/A

Soil Boring No. B-4

G2 CONSULTING GROUP

SUBSURFACE PROFILE

DEPTH (ft)	PRO-FILE	GROUND SURFACE ELEVATION: N/A	DEPTH (ft)
		Bituminous Concrete (3-1/2 inches)	0.3
		Fill: Gray Sand and Gravel with little silt (Crushed Limestone Aggregate Base, 8-1/2 inches)	1.0
		Fill: Crushed Concrete (1x3 Material)	1.2
		End of Boring @ 1.2 ft, Auger Refusal	
5			5

SOIL SAMPLE DATA

SAMPLE TYPE/NO.	DCP BLOWS/ 1.75-INCHES	MOISTURE CONTENT (%)	DRY DENSITY (PCF)	UNCOF. COMP. ST. (PSF)
BS-1				

Total Depth: 1.2 ft
Drilling Date: July 17, 2015
Inspector: J. Hayball, P.E.
Contractor: G2 Consulting Group, LLC
Driller: J. Hayball, P.E.

Drilling Method:
4-inch diameter diamond tipped core barrel;
3-inch diameter hand auger

Water Level Observation:
Dry during and upon completion of drilling operations

Excavation Backfilling Procedure:
Borehole backfilled with auger cuttings and capped with cold patch

Figure No. 4

Project Name: Fraser Senior Living Pavements

Project Location: 34950 Hidden Pines Drive
Fraser, Michigan

G2 Project No. 150533

Latitude: N/A Longitude: N/A

Soil Boring No. B-5

G2 CONSULTING GROUP

SUBSURFACE PROFILE / SOIL SAMPLE DATA

GROUND SURFACE ELEVATION: N/A

DEPTH (ft)	DESCRIPTION	DEPTH (ft)	SAMPLE TYPE/NO.	DCP BLOWS/ 1.75-INCHES	MOISTURE CONTENT (%)	DRY DENSITY (PCF)	UNCOF. COMP. ST. (PSF)
0.3	Bituminous Concrete (3-1/2 inches)						
0.8	Fill: Dark Brown Sand and Gravel (Bituminous Millings Aggregate Base, 5-1/2 inches)		BS-1				
1.5	Fill: Gray Sand and Gravel with little silt (Crushed Limestone Aggregate Base, 9 inches)						
			BS-2	9	17.4		4500*
4.0	Stiff to Very Stiff Brown and Gray Fat Clay with trace silt, sand, and gravel		BS-3	8	22.2		4000*
	End of Boring @ 4 ft						
5		5					

Total Depth: 4 ft
Drilling Date: July 17, 2015
Inspector: J. Hayball, P.E.
Contractor: G2 Consulting Group, LLC
Driller: J. Hayball, P.E.

Drilling Method:
4-inch diameter diamond tipped core barrel;
3-inch diameter hand auger

Water Level Observation:
12 inches during drilling; 3 feet upon completion of drilling

Notes:
* Calibrated Hand Penetrometer

Excavation Backfilling Procedure:
Borehole backfilled with auger cuttings and capped with cold patch

Figure No. 5

Project Name: Fraser Senior Living Pavements

Project Location: 34950 Hidden Pines Drive
Fraser, Michigan

G2 Project No. 150533

Latitude: N/A Longitude: N/A

Soil Boring No. B-6

G2 CONSULTING GROUP

SUBSURFACE PROFILE / SOIL SAMPLE DATA

GROUND SURFACE ELEVATION: N/A

DEPTH (ft)	Description	Bottom depth	SAMPLE TYPE/NO.	DCP BLOWS/ 1.75-INCHES	MOISTURE CONTENT (%)	DRY DENSITY (PCF)	UNCOF. COMP. ST. (PSF)
	Bituminous Concrete (3 inches)	0.3					
	Fill: Dark Brown Sand and Gravel (Bituminous Millings Aggregate Base, 5 inches)	0.7	BS-1				
	Fill: Gray Sand and Gravel with little silt (Crushed Limestone Aggregate Base, 8 inches)	1.3					
	Very Stiff Brown and Gray Fat Clay with trace silt, sand, and gravel	4.0	BS-2	8	22.9		3500*
			BS-3	11	18.4		5000*
5	End of Boring @ 4 ft						

Total Depth: 4 ft
Drilling Date: July 17, 2015
Inspector: J. Hayball, P.E.
Contractor: G2 Consulting Group, LLC
Driller: J. Hayball, P.E.

Drilling Method:
4-inch diameter diamond tipped core barrel;
3-inch diameter hand auger

Water Level Observation:
12 inches during drilling; 3 feet upon completion of drilling

Notes:
* Calibrated Hand Penetrometer

Excavation Backfilling Procedure:
Borehole backfilled with auger cuttings and capped with cold patch

Figure No. 6

Project Name: Fraser Senior Living Pavements

Project Location: 34950 Hidden Pines Drive
Fraser, Michigan

G2 Project No. 150533

Latitude: N/A Longitude: N/A

Soil Boring No. B-7

G2 CONSULTING GROUP

SUBSURFACE PROFILE				SOIL SAMPLE DATA				
DEPTH (ft)	PRO-FILE	GROUND SURFACE ELEVATION: N/A	DEPTH (ft)	SAMPLE TYPE/NO.	DCP BLOWS/ 1.75-INCHES	MOISTURE CONTENT (%)	DRY DENSITY (PCF)	UNCOF. COMP. ST. (PSF)
		Bituminous Concrete (3-3/4 inches)	0.3	BS-1				
		Fill: Gray Sand and Gravel with little silt (Crushed Limestone Aggregate Base, 7 inches)	1.1					
		Fill: Greenish Gray Silty Sand with trace gravel	1.5	BS-2	6	26.6		2500*
		Stiff Brown and Gray Fat Clay with trace silt, sand, and gravel	4.0	BS-3	8	23.3		3500*
5		End of Boring @ 4 ft	5					

Total Depth: 4 ft
Drilling Date: July 17, 2015
Inspector: J. Hayball, P.E.
Contractor: G2 Consulting Group, LLC
Driller: J. Hayball, P.E.

Drilling Method:
4-inch diameter diamond tipped core barrel;
3-inch diameter hand auger

Water Level Observation:
Dry during and upon completion of drilling operations

Notes:
* Calibrated Hand Penetrometer

Excavation Backfilling Procedure:
Borehole backfilled with auger cuttings and capped with cold patch

Figure No. 7

Project Name: Fraser Senior Living Pavements

Project Location: 34950 Hidden Pines Drive
Fraser, Michigan

G2 Project No. 150533

Latitude: N/A   Longitude: N/A

Soil Boring No. B-8

G2 CONSULTING GROUP

SUBSURFACE PROFILE				SOIL SAMPLE DATA				
DEPTH (ft)	PRO-FILE	GROUND SURFACE ELEVATION: N/A	DEPTH (ft)	SAMPLE TYPE/NO.	DCP BLOWS/ 1.75-INCHES	MOISTURE CONTENT (%)	DRY DENSITY (PCF)	UNCOF. COMP. ST. (PSF)
		Bituminous Concrete (3-1/2 inches)	0.3					
		Fill: Gray Sand and Gravel with little silt (Crushed Limestone Aggregate Base, 5 inches)	0.7	BS-1				
		Buried Topsoil: Dark Brown Silty Clay (Organic Matter Content = 3.8%)	1.3					
		Very Stiff Brown and Gray Fat Clay with trace silt, sand, and gravel		BS-2	11	18.8		5000*
			4.0	BS-3	10	19.7		5000*
		End of Boring @ 4 ft						
5			5					

Total Depth: 4 ft
Drilling Date: July 17, 2015
Inspector: J. Hayball, P.E.
Contractor: G2 Consulting Group, LLC
Driller: J. Hayball, P.E.

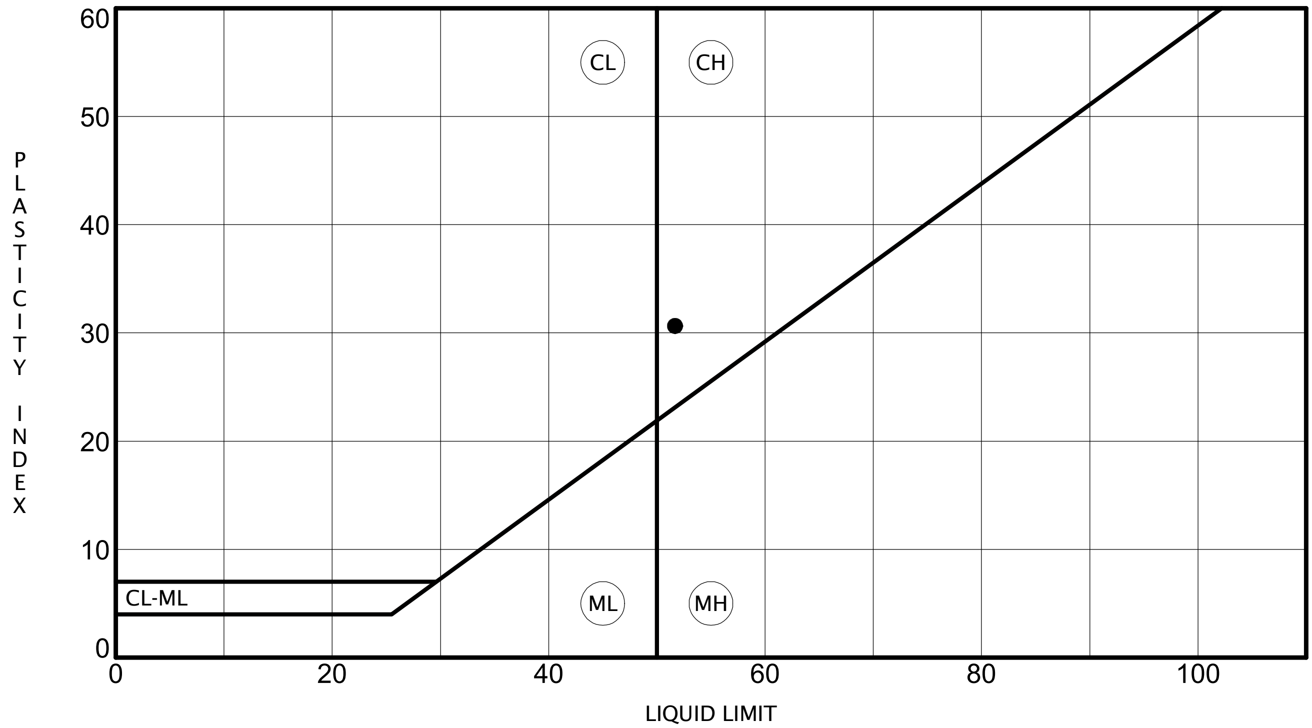
Drilling Method:
4-inch diameter diamond tipped core barrel;
3-inch diameter hand auger

Water Level Observation:
Dry during and upon completion of drilling operations

Notes:
* Calibrated Hand Penetrometer

Excavation Backfilling Procedure:
Borehole backfilled with auger cuttings and capped with cold patch

Figure No. 8



	Specimen Identification		LL	PL	PI	Fines	M %	Classification
●	B-2	BS-2	52	21	31		23	Brown and Gray Fat Clay

G2 CONSULTING GROUP

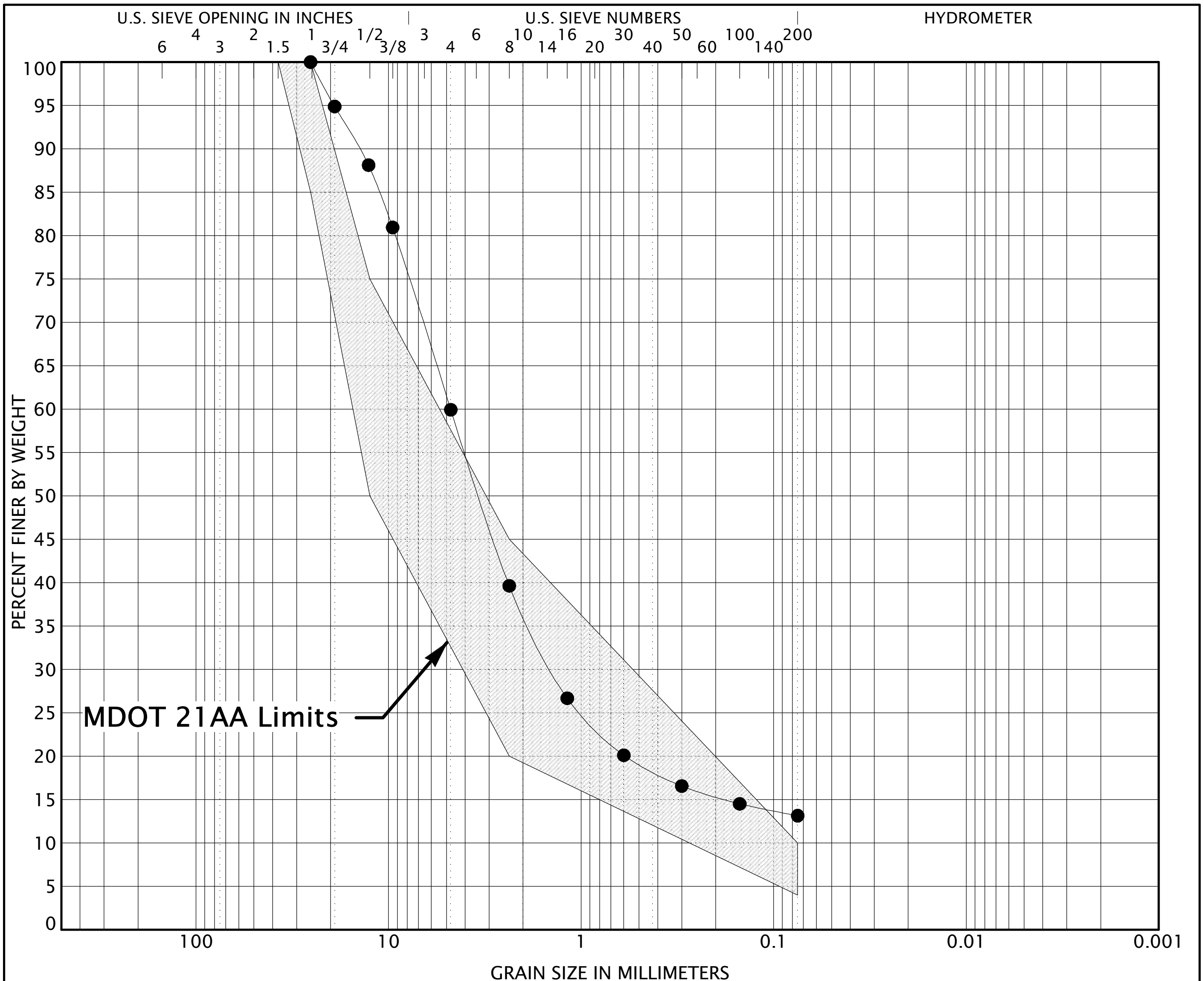
ATTERBERG LIMITS RESULTS

Project Name: Fraser Senior Living Pavements

Project Location: 34950 Hidden Pines Drive
Fraser, Michigan

G2 Project No.: 150533

Figure No. 9



COBBLES	GRAVEL		SAND			SILT OR CLAY
	coarse	fine	coarse	medium	fine	

Specimen ID	Description	LL	PL	PI	Cc	Cu
● B-7 BS-1	Fill: Gray Sand and Gravel with little silt					

Specimen ID	D100	D60	D30	D10	%Gravel	%Sand	%Silt	%Clay
● B-7 BS-1	25.4	4.761	1.41		40.1	46.8	13.1	

US_GRAIN_SIZE_MDOT_21AA 150533.GPJ 20140820 G2 CONSULTING DATA TEMPLATE.GDT 7/27/15

G2 CONSULTING GROUP

GRAIN SIZE DISTRIBUTION

Project Name: Fraser Senior Living Pavements

Project Location: 34950 Hidden Pines Drive
Fraser, Michigan

G2 Project No.: 150533

Figure No. 10

Photographic Documentation
Fraser Senior Living Pavements
Fraser, Michigan
G2 Project No. 150533

Photograph No. 1: Moderate to high severity fatigue cracking with standing water near boring B-1. View to the northeast.

Photograph No. 2: Moderate to high severity fatigue cracking near boring B-2. View to the southeast.

Photograph No. 3: Moderate to high severity fatigue cracking with pavement rutting and standing water near boring B-3. View to the south.

Photograph No. 4: Moderate to high severity fatigue cracking with full depth replacement patching, pavement rutting, and standing water near boring B-5. View to the west.

Photographic Documentation
Fraser Senior Living Pavements
Fraser, Michigan
G2 Project No. 150533

Photograph No. 5: Moderate to high severity fatigue cracking near boring B-7. View to the north.

Photograph No. 6: Moderate severity fatigue cracking with crack sealing and standing water near boring B-8. View to the north.

CONSULTING GROUP

GENERAL NOTES TERMINOLOGY

Unless otherwise noted, all terms herein refer to the Standard Definitions presented in ASTM 653.

PARTICLE SIZE

Boulders		- greater than 12 inches
Cobbles		- 3 inches to 12 inches
Gravel	- Coarse	- 3/4 inches to 3 inches
	- Fine	- No. 4 to 3/4 inches
Sand	- Coarse	- No. 10 to No. 4
	- Medium	- No. 40 to No. 10
	- Fine	- No. 200 to No. 40
Silt		- 0.005mm to 0.074mm
Clay		- Less than 0.005mm

CLASSIFICATION

The major soil constituent is the principal noun, i.e. clay, silt, sand, gravel. The second major soil constituent and other minor constituents are reported as follows:

Second Major Constituent (percent by weight)	Minor Constituent (percent by weight)
Trace - 1 to 12%	Trace - 1 to 12%
Adjective - 12 to 35%	Little - 12 to 23%
And - over 35%	Some - 23 to 33%

COHESIVE SOILS

If clay content is sufficient so that clay dominates soil properties, clay becomes the principal noun with the other major soil constituent as modifier, i.e. sandy clay. Other minor soil constituents may be included in accordance with the classification breakdown for cohesionless soils, i.e. silty clay, trace sand, little gravel.

Consistency	Unconfined Compressive Strength (psf)	Approximate Range of (N)
Very Soft	Below 500	0 - 2
Soft	500 - 1,000	3 - 4
Medium	1,000 - 2,000	5 - 8
Stiff	2,000 - 4,000	9 - 15
Very Stiff	4,000 - 8,000	16 - 30
Hard	8,000 - 16,000	31 - 50
Very Hard	Over 16,000	Over 50

Consistency of cohesive soils is based upon an evaluation of the observed resistance to deformation under load and not upon the Standard Penetration Resistance (N).

COHESIONLESS SOILS

Density Classification	Relative Density %	Approximate Range of (N)
Very Loose	0 - 15	0 - 4
Loose	16 - 35	5 - 10
Medium Compact	36 - 65	11 - 30
Compact	66 - 85	31 - 50
Very Compact	86 - 100	Over 50

Relative Density of cohesionless soils is based upon the evaluation of the Standard Penetration Resistance (N), modified as required for depth effects, sampling effects, etc.

SAMPLE DESIGNATIONS

AS - Auger Sample – Cuttings directly from auger flight
BS - Bottle or Bag Samples
S - Split Spoon Sample - ASTM D 1586
LS - Liner Sample with liner insert 3 inches in length
ST - Shelby Tube sample - 3 inch diameter unless otherwise noted
PS - Piston Sample - 3 inch diameter unless otherwise noted
RC - Rock Core - NX core unless otherwise noted

STANDARD PENETRATION TEST (ASTM D 1586) - A 2.0 inch outside-diameter, 1-3/8 inch inside-diameter split barrel sampler is driven into undisturbed soil by means of a 140-pound weight falling freely through a vertical distance of 30 inches. The sampler is normally driven three successive 6-inch increments. The total number of blows required for the final 12 inches of penetration is the Standard Penetration Resistance (N).

City of Fraser

CENTENNIAL COMMUNITY

To: City Manager Leven Date: 12/27/2021

From: City Clerk Greenia

Re: Approval of Reclassifying Tavern License To Class C Liquor License

Attached please find Resolution #2022-002 that has been submitted for your review by Free Play Pinball Arcade to approve the reclassification of a Tavern Liquor License to a Class C Liquor License for the property located at 34830 Utica Road, Fraser. The State of Michigan Department of Licensing and Regulatory Affairs requires approval of this Resolution from the local legislative body before further action can be taken in the process.

Michigan Department of Licensing and Regulatory Affairs
Liquor Control Commission (MLCC)
Toll Free: 866-813-0011 • www.michigan.gov/lcc

Business ID: ____________

Request ID: ____________

(For MLCC use only)

Local Government Approval

(Authorized by MCL 436.1501)

Instructions for Applicants:

- You must obtain a recommendation from the local legislative body for a new on-premises license application, certain types of license classification transfers, and/or a new banquet facility permit.

Instructions for Local Legislative Body:

- Complete this resolution or provide a resolution, along with certification from the clerk or adopted minutes from the meeting at which this request was considered.

At a ____________ (regular or special) meeting of the City of Fraser (township, city, village) council/board

called to order by ____________ on ____________ (date) at ____________ (time)

the following resolution was offered:

Moved by ____________ and supported by ____________

that the application from Free Play Pinball Arcade, LLC

(name of applicant - if a corporation or limited liability company, please state the company name)

for the following license(s): Reclassify the Tavern license to a Class C liquor license

(list specific licenses requested)

to be located at: 34830 Utica Rd 48026

and the following permit, if applied for:

☐ Banquet Facility Permit Address of Banquet Facility: ____________

It is the consensus of this body that it ____________ (recommends/does not recommend) this application be considered for approval by the Michigan Liquor Control Commission.

If disapproved, the reasons for disapproval are ____________

Vote

Yeas: ______

Nays: ______

Absent: ______

I hereby certify that the foregoing is true and is a complete copy of the resolution offered and adopted by the ____________ (township, city, village) council/board at a ____________ (regular or special) meeting held on ____________ (date)

____________ Print Name of Clerk

____________ Signature of Clerk

____________ Date

Under Article IV, Section 40, of the Constitution of Michigan (1963), the Commission shall exercise complete control of the alcoholic beverage traffic within this state, including the retail sales thereof, subject to statutory limitations. Further, the Commission shall have the sole right, power, and duty to control the alcoholic beverage traffic and traffic in other alcoholic liquor within this state, including the licensure of businesses and individuals.

Please return this completed form along with any corresponding documents to:
Michigan Liquor Control Commission
Mailing address: P.O. Box 30005, Lansing, MI 48909
Hand deliveries or overnight packages: Constitution Hall - 525 W. Allegan, Lansing, MI 48933
Fax to: 517-763-0059

MEMORANDUM

TO: Elaine Leven, City Manager

FROM: Donald P. DeNault, Jr., City Attorney

RE: Smoking Ordinance

DATE: January 4, 2022

At the City Council meeting in August of 2021, Council requested that Administration and the City Attorney review existing "no smoking" policies for City properties and propose modifications or new policies if needed.

To that end, I prepared a "draft" Resolution that included various provisions that could serve as a model, either for a City Council policy, or for an administrative policy issued by your office. After discussion with Council, however, the consensus was to bring those provisions forward in ordinance form, rather than a resolution.

Attached is a proposed ordinance that has been prepared in accordance with Council's direction. Also, in accordance with a suggestion made at the September City Council meeting, I have added "use of vapor products" to the draft ordinance as another form of prohibited smoking.

Finally, if Council approves the new ordinance prohibiting the use of vapor products on the premises, I propose the following senior housing lease language adjustments (to be included when leases are renewed or new leases are executed):

14. **Smoking Prohibited** – Tenant agrees and acknowledges that the premises to be occupied by Tenant and members of Tenant's household have been designated as a smoke-free living environment. Tenant and members of Tenant's household shall not smoke anywhere in the unit rented by Tenant, or the building where the Tenant's dwelling is located or in any of the common areas or adjoining grounds of such building or other parts of the rental community, nor shall Tenant permit any guests or visitors under the control of Tenant to do so. For purposes of this Paragraph, "smoking" means the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains tobacco, marihuana, or any controlled substance, and it also includes the use of any "vapor product," such as an e-cigarette or vaping device, as defined in the City's Code of Ordinances.

As always, I am happy to answer questions and provide more detail at the January meeting.

CITY OF FRASER

MACOMB COUNTY, MICHIGAN

ORDINANCE NO. _______

AN ORDINANCE TO CREATE DIVISION 4 OF ARTICLE II OF CHAPTER 12 OF THE FRASER CITY CODE TO REGULATE THE SMOKING OF TOBACCO AND VAPOR PRODUCTS ON OR NEAR CITY PROPERTY

THE CITY OF FRASER ORDAINS:

Section 1. Sections 12-47 through 12-50 of Division 3 of Article II of the Fraser City Code shall be reserved.

Section 2. Division 4 of Article II of Chapter 12 of the Fraser City Code shall be created and adopted to read as follows:

DIVISION 4. – SMOKING OF TOBACCO AND VAPOR PRODUCTS UPON OR NEAR CITY PROPERTY

Sec. 12-51 – Purpose and findings.

The purpose of this division is to protect the public health, safety, and welfare of property and persons in the City by prohibiting persons from smoking, vaping, or otherwise causing tobacco smoke or vapor to be emitted upon or near City property unless within an area officially designated for such activity.

The City Council finds that persons are prohibited by law from smoking inside public spaces, including City-owned facilities. However, smoking near entryways, exits, open windows, and air intakes outside City-owned facilities and vehicles still presents a significant risk of secondhand smoke exposure for City employees and visitors. The danger of secondhand smoke exposure from either tobacco products or vapor products is well documented and has the potential to endanger those who visit or work at City facilities.

The U.S. Food and Drug Administration (FDA) and Centers for Disease Control (CDC) have known for decades that the inhalation of smoke from cigarettes and similar tobacco products is harmful to human health. This is true even when smoke is experienced secondhand for relatively short durations. Secondhand smoke contains more than 7,000 chemicals, of which hundreds are toxic and approximately 70 can cause cancer. Even in adults who have never smoked, secondhand smoke presents a risk of heart disease, lung cancer, and stroke:

- On average, secondhand smoke causes nearly 34,000 premature deaths from heart disease each year in the United States among non-smoking adults.

- Over 7,300 non-smoking adults die each year from lung cancer caused by exposure to secondhand smoke.

- Strokes brought on by exposure to secondhand smoke kill more than 8,000 non-smoking adults each year.

Studies also show that secondhand smoke can also have a dramatic effect on the health and wellbeing of children:

- Pregnant adults exposed to secondhand smoke are more likely to have complicated pregnancies and children born underweight.

- Secondhand smoke can affect the brains of infants in ways that place them at significantly higher risk of Sudden Infant Death Syndrome (SIDS).

- Infants and young children exposed to secondhand smoke are more susceptible to ear infections and respiratory infections such as bronchitis and pneumonia.

- For children with asthma, encountering secondhand smoke can lead to more severe and frequent asthma attacks.

While the health perils associated with tobacco products have been known for years, studies are beginning to show that vapor products, such as electronic cigarettes (or “e-cigs”), contain an array of chemicals harmful to human health and development. In addition to containing nicotine, which is known to interfere with brain development in children and young adults, researchers now know that many vapor products emit toxic substances unsafe for human inhalation:

- Toxins such as propylene glycol, formaldehyde, acetaldehyde, and unstable atoms (free radicals) have been found in the aerosols produced by vapor products.

- High concentrations of the toxins found in vapor product aerosols can damage cells, cause illness, and increase aging.

- Research also indicates that the substances found in vapor product aerosols can lead to inflammation of the lungs, decreased lung development, breathing difficulties, and lower defense against bacterial pathogens.

Therefore, the City Council determines that prohibiting the smoking of tobacco products and vapor products upon or near City facilities and vehicles is in the interest of public health, safety, and welfare.

Sec. 12-52 – Prohibited conduct; penalty for violations.

(a) Subject to subsection (b), the following conduct is prohibited:

(1) Smoking tobacco products or vapor products within a City building or vehicle.

(2) Smoking tobacco products or vapor products within 100 feet of any window, air intake, entrance, door, or any other opening of a City building.

(3) Smoking tobacco products or vapor products inside, or within 20 feet of, any vehicle owned by or under the control of the City. This prohibition shall not apply to persons who are incidentally smoking while traveling when a City vehicle outside of their control is nearby.

(4) Disposing of tobacco product or vapor product waste in a manner that constitutes littering as defined in Chapter 16 of the City Code.

(b) This chapter does not prohibit persons from smoking tobacco products or vapor products within an officially designated smoking area or within a fully contained, privately-owned vehicle so long as the smoke, tobacco products, and any resulting waste remain contained within that vehicle. Designated smoking areas are those identified with signs and/or disposal containers as provided by the City. Designated smoking areas shall be located at a sufficient distance away from City buildings so that persons entering and exiting City buildings will not encounter smoke generated within the designated smoking areas.

(c) A person who violates subsection (a) may be trespassed from the site or location and prohibited from returning to that location unless the City Manager, in the City Manager's sole discretion, chooses to grant that person's written appeal, in full or with conditions.

(d) A violation of subsection (a) is punishable as provided in section 1-10 of the city code, except that a person who receives a subsequent violation within 90 days after having previously received a violation for subsection (a) is guilty of a misdemeanor.

Sec. 12-53 – Definitions.

For the purpose of construction and application of this division, the following definitions shall apply:

City building means any City-owned or operated structure, including but not limited to buildings, garages, offices, restroom facilities, and park pavilions.

Designated smoking area means a section of City-owned real property where smoking is permitted as indicated by signs conveying that a particular area is designated for smoking or designated containers placed specifically for the disposal of smoking-related waste.

Smoking means the burning of a lighted cigar, cigarette, pipe, or any other matter or substance that contains any tobacco product or marihuana, and it also includes the use of any vapor product.

Tobacco product means a product that contains tobacco and is intended for human consumption, including, but not limited to, cigarettes, non-cigarette smoking tobacco, and cigars.

Vapor product means a noncombustible product containing nicotine that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, and which can be used to produce vapor from nicotine in a solution or other form. Vapor product includes an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device and a vapor cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device. Vapor product does not include a product regulated as a drug or device by the United States Food and Drug Administration.

Waste means any butt, lighter, packaging, storage container, accessory, cartridge, charging instrument, or other material used in the smoking of tobacco products or vapor products or that may naturally result from the smoking of tobacco products or vapor products.

Section 3. The table in Sec. 1-10 of the Fraser City Code shall be amended to read as follows:

CHAPTER	TITLE	SECTION
6	Article III	All sections of the Property Maintenance Code except the following: 108.1.1, 108,1.2, 108.1.3, 108.1.4, 108.2, 108.4, 108.5, and 109.1
10	Article I	All sections of the International Fire Code except the following: 109.3, 111.4, and 503.6.2
10	Article II, Division 3	Sec. 10-24(a) (first offense within 72 hours), Sec. 10-24(b) (first offense within 72 hours), Sec. 10-24(c) (first offense within 72 hours), Sec. 10-24(d), Sec. 10-24(g), Sec. 10-26(a) (unless activity does not cease after issuance), Sec. 10-26(c) (unless activity does not cease after issuance)
12	Article II, Division 3	Sec. 12-43(a) (all offenses under age 17, first offense age 17); Sec. 12-44; 12-52(a) (not including a second offense within 90 days)
16	Article VII, Division 4	Sec. 16-206(c)(9) (all offenses under age 17); Sec. 16-206(e); Sec. 16-206 (f) (first and second offenses only); Sec. 16-206(g) (all offenses under age 18 and first and second offenses over age 17)

Section 4. All other provisions of the Fraser City Code not specifically amended by this ordinance amendment shall remain in full force and effect.

<u>Section 5</u>. This ordinance shall take effect seven (7) days after publication of a notice of adoption of the ordinance.

This ordinance was introduced at a ____________________ meeting of the City Council of the City of Fraser on the _______ day of ____________, 2022, and was duly adopted at a _____________ meeting of the City Council of the City of Fraser on the _____ day of ___________________, 2022.

____
MICHAEL CARNAGIE, Mayor

____
CYNTHIA GREENIA, City Clerk

CERTIFICATION

I, Cynthia Greenia, City Clerk for the City of Fraser, County of Macomb, State of Michigan, certify that this is a true copy of an Ordinance adopted by the Council of the City of Fraser at its ________ meeting on Thursday, __________________, 2022.

____
CYNTHIA GREENIA, CITY CLERK

PUBLICATION DATE:

Monday, _________________, 2022

C & G Newspapers

CITY OF FRASER

ORDINANCE NO: __________

NOTICE OF ADOPTION OF ORDINANCE

The City of Fraser has adopted an ordinance that amends Article II of Chapter 12 of the Fraser City Code of Ordinances to create a new Division 4 that regulates the smoking of tobacco and vapor products on or near City property. The ordinance shall be effective seven (7) days after publication of this Notice of Adoption. A copy of the ordinance can be inspected or obtained from the City Clerk's office in City Hall, 33000 Garfield Road, Fraser, Michigan 48026 during normal business hours.

City of Fraser

CENTENNIAL COMMUNITY

CITY MANAGER
Elaine Leven
CITY CLERK
Cynthia Greenia

MAYOR
Michael Carnagie
MAYOR PRO-TEM
Patrice M. Schornak
COUNCIL
Amy Baranski
Kathy Blanke
Patrick O'Dell
Dana Sutherland
David Winowiecki

To: City Manager Leven Date: 12/15/2021

From: City Clerk Greenia

Re: Report of Local Officials Compensation Commission Meeting 12/14/2021

At the December 14, 2021 meeting of the Local Officials Compensation Commission for the City of Fraser the compensation for Mayor and Council Members, as well as the fee and location for weddings was set.

After review of similar sized cities for Mayors and City Council members' compensation, the Local Officials Compensation Commission approved leaving the current annual compensation for City of Fraser Mayor at $4,531 and City of Fraser City Council Members at $3,835. They also approved a meeting compensation of $75 per meeting.

They approved leaving the fee for weddings in the City of Fraser at $50 for a resident of the City of Fraser and $100 for a resident of the State of Michigan and approved City Council Chambers as the location for the wedding ceremonies.

City of Fraser

CENTENNIAL COMMUNITY

MAYOR
Michael Carnagie
MAYOR PRO-TEM
Patrice M. Schornak
COUNCIL
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Patrick O'Dell
Dana Sutherland
David Winowiecki

CITY MANAGER
Elaine Leven
CITY CLERK
Cynthia Greenia

To: City Manager Leven Date: 12/16/2021

From: City Clerk Greenia

Re: Appointment to SEMCOG

The Southeast Michigan Council of Governments (SEMCOG) supports local planning through its technical, data, and intergovernmental resources. The work SEMCOG does improves the quality of the region's water, makes the transportation system safer and more efficient, revitalizes communities, and spurs economic development.

All SEMCOG policy decisions are made by local elected leaders, ensuring that regional policies reflect the interests of member communities. Members serve on one or both of SEMCOG's policy-making bodies — the General Assembly and the Executive Committee. These bodies act on recommendations developed through SEMCOG's various engagement methods, including standing committees and task forces described below. We engage regional stakeholders from local governments, the business community, and other special-interest and citizen groups.

Michael Lesich was the City of Fraser's Representative in SEMCOG. Since he is no longer a member of the Fraser City Council, we are requesting that City Council appoint a member to represent us in this organization.

City of Fraser

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David Winowiecki

CITY MANAGER
Elaine Leven
CITY CLERK
Cynthia Greenia

To: City Manager Leven Date: 12/15/2021

From: City Clerk Greenia

Re: Appointment of City Council Member to MACRO

MACRO (Macomb Area Communities for Regional Opportunities) is an organization formed in 2011 made up of the larger communities in Macomb County that was formed to research and, where feasible, implement service-sharing concepts to further reduce the cost of providing municipal services.

Michael Lesich was the City of Fraser's Representative in this organization. Since he is no longer a member of the Fraser City Council, we are requesting that City Council appoint a member to represent us in this organization.

YEO & YEO
CPAs & BUSINESS CONSULTANTS
800.968.0010 | yeoandyeo.com

December 23, 2021

To the Honorable Mayor and Members of the City Council
City of Fraser
33000 Garfield Road
Fraser, MI 48026

We are pleased to confirm our understanding of the services we are to provide the City of Fraser for the year ended June 30, 2021. We will audit the financial statements of the governmental activities, the business-type activities, the discretely presented component units, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements, of the City of Fraser as of and for the year ended June 30, 2021. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City of Fraser's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City of Fraser's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by U.S. generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- Management's discussion and analysis
- Budgetary comparison schedules
- Pension information
- Other postemployment benefit (OPEB) information

We have also been engaged to report on supplementary information other than RSI that accompanies the City of Fraser's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements:

- Schedule of expenditures of federal awards
- Nonmajor governmental funds combining statements
- Internal service funds combining statements
- Fiduciary funds combining statements

Audit Objectives
The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report

on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. The objective also includes reporting on -

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. We will issue written reports upon completion of our Single Audit. Our reports will be addressed to management and the Honorable Mayor and City Council of the City of Fraser. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

Audit Procedures - General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, an unavoidable risk exists that some material misstatements or noncompliance may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures - Internal Control
Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures - Compliance
As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Fraser’s compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the OMB *Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of City of Fraser’s major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on City of Fraser's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Other Services
We will also provide the following services, some of which may be covered by separate engagement letters, which cover the terms of each separate engagement. These non-audit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

- Assist in preparing financial statements, related notes and supplementary financial information, in accordance with U.S. Generally Accepted Accounting Principles (U.S. GAAP)
- Assist in preparing the government-wide conversion
- Assist in preparing calculations related to GASB 68 for the Net Pension Liability and related amounts
- Assist in preparing calculations related to GASB 75 for the Net OPEB Liability and related amounts
- Assist in preparing fixed asset and depreciation records and calculating depreciation expense, and related journal entries
- Assist in calculation of entries related to debt refunding and corresponding amortization of deferred amounts, if applicable
- Assist with filing of the annual F-65 and qualifying statement
- Assist in preparing the schedule of expenditures of federal awards and related notes, in accordance with Uniform Guidance
- Assist in preparing the Summary Schedule of Prior Audit findings
- Assist in preparing the data collection form

We will perform the services in accordance with applicable professional standards. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities
Management is responsible for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with U.S. generally accepted accounting principles; and for compliance with applicable laws and regulations (including federal statutes) and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. Management is also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for providing information to us related to any funding sources that you have received as a result of COVID-19; including any new grants, additional funding under new Federal acts, or loans. You are also responsible for determining that the use of any funds is in accordance with the applicable guidelines for each funding source.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

You agree to assume all management responsibilities relating to the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them. At the conclusion of the audit, you agree to retain all work products provided to you as part of our engagement in order to maintain complete records to support the audited financial statements. Under the AICPA Code of Professional Conduct, we cannot serve as custodian of your data under the independence rule.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

With regard to using the auditors' report, if you request our written consent to reproduce or use our report in a bond offering, official statements, or other documents, additional procedures will be required, at an additional cost to be determined.

However, you are not required to request or obtain our consent. If you use the auditors' report without our written consent, the following statements must be included in the bond offering, official statements, or other documents:

INDEPENDENT AUDITORS

> The financial statements of City of Fraser, as of June 30, 2021, and for the year then ended, included in this Official Statement, have been audited by Yeo & Yeo, P.C., CPAs & Business Consultants, independent auditors, as stated in their report appearing herein.
>
> Yeo & Yeo, P.C., CPAs & Business Consultants has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Yeo & Yeo, P.C., CPAs & Business Consultants also has not performed any procedures relating to this official statement.

You acknowledge that as a condition of our agreement to perform an audit, you agree to the best of your knowledge and belief to be truthful, accurate, and complete in the representations you make to us during the course of the audit and in the written representations provided to us at the completion of the audit.

In connection with this engagement, we may communicate with you or others via email transmission. As emails can be intercepted and read, disclosed, or otherwise used or communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed and only to such parties, we cannot guarantee or warrant that emails from us will be properly delivered and read only by the addressee. Therefore, we specifically disclaim and waive any liability or responsibility whatsoever for interception or unintentional disclosure of emails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage to any person or entity resulting from the use of email transmissions, including any consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure or communication of confidential or proprietary information.

Engagement Administration, Fees, and Other
We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to City of Fraser and the Michigan Department of Treasury; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Yeo & Yeo, P.C. and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the applicable regulator or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Yeo & Yeo, P.C.'s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the applicable regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit on approximately June 15, 2021 and to issue our reports no later than December 15, 2021. Alan D. Panter, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Professional standards require us to be independent with respect to the Organization in the performance of our services. Any discussions that management has with personnel of Yeo & Yeo regarding employment could pose a threat to our independence. Therefore, we request that management inform the engagement principal prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

Neither party shall, during the term of this engagement and for one year after its termination, solicit for hire as an employee, consultant or otherwise, any of the other party's personnel without such other party's express written consent. If the Organization desires to offer employment to a Yeo & Yeo employee and the employee is hired in any capacity by the Organization, a compensation placement fee of 25% of their salary may apply.

Any litigation arising out of this engagement, except actions by us to enforce payment of our professional invoices, must be filed within one year from the completion of the engagement, notwithstanding any statutory provision to the contrary. In the event of litigation brought against us, any judgment you obtain shall be limited in amount, and shall not exceed the amount of the price charged by us, and paid by you, for the services set forth in this engagement letter.

Yeo & Yeo has an established portal system to allow for secure transfer of your confidential information. The portal system is not intended to be utilized as a record storage device, purely a means to transmit information. Documents provided via the portal system will be removed approximately a year after it has been provided.

You acknowledge that we may collect your employees' personally identifiable information as part of the services that we are engaged to perform. We agree to indemnify you for any damages covered under our cyber liability policy that may result from a data breach at Yeo & Yeo, P.C. as part of the terms of this contract.

Our price for these services will be $40,000 ($34,000 base audit fee plus $6,000 for single audit). Our invoices for these services will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes past due and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above price is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If additional time becomes necessary to complete your engagement, we will discuss the issues with you and arrive at a new price estimate, which may or may not occur before we incur the additional time.

Our price quoted above is also contingent on all items on the assistance list being completed by the due dates indicated and the audit being performed during the dates scheduled. If the dates are not met and the engagement needs to be rescheduled due to things in your control, then an additional price of 20% will apply. The reason for this is that we schedule our client work well in advance. When the job has to be rescheduled it causes a domino effect, as we likely have other clients scheduled in the new requested time slot, and our staff are likely scheduled on another client. As a result, we may have to put you at the end of the line, and/or change staff. When our staff members finishing the work are not the same as those who started it, the audit is less efficient and more disruptive to your staff.

Our engagement will end upon delivery of your audited financial statements and our report thereon for the year set forth above. Any additional services that may be required will be part of a separate and new engagement. Should you wish to engage us to audit your financial statements for any other year, and should we accept such engagement, such engagement will be a separate and new engagement. A new engagement letter for any services beyond the scope of this engagement will govern the terms and conditions of the new engagement.

We appreciate the opportunity to be of service to City of Fraser and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy, and return it to us.

Sincerely,

Yeo & Yeo, P. C.
CPAs & Business Consultants

Alan Panter

Alan D. Panter, CPA, CGFM
Principal

RESPONSE:

This letter correctly sets for the understanding of City of Fraser.

Elaine Leven, City Manager