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

FRASER CITY COUNCIL AGENDA
CITY COUNCIL CHAMBERS
33000 GARFIELD, FRASER, MI 48026
THURSDAY, FEBRUARY 10, 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 Special Workshop Meeting January 6, 2022
   b. City Council Minutes Regular Meeting January 13, 2022
   c. January 2022 Check Disbursements
   d. Quarterly Finance Report
7. **NEW BUSINESS**
   a. Budget Amendments
   b. HR Transition
   c. Board and Commission Appointments
   d. Parks and Recreation Master Plan
   e. Annual MDOT Performance Resolution
   f. Fraser Meadows Ponds Treatment
   g. Somerset Park Tall Equipment Options
   h. Sewer Televising Contract Extension
   i. Sewer Liner Contract
8. **RETURNING BUSINESS**
   a. Parks and Recreation Signs
   b. Parks and Recreation Staffing
   c. Senior Housing Parking Lot
9. **REPORT OF CITY ADMINISTRATION**
10. **REPORT OF MAYOR AND CITY COUNCIL**
11. **CLOSED SESSION**
    a. Strategy session connected with the negotiation of a collective bargaining agreement
12. **CITIZEN PARTICIPATION**
13. **ADJOURNMENT**

IT is inviting you to a scheduled Zoom meeting.
Topic: Fraser City Council Regular Meeting, Thursday, February 10, 2022

Time: Feb 10, 2022 06:30 PM Eastern Time (US and Canada)
Join Zoom Meeting
https://us02web.zoom.us/j/81655463986

Meeting ID: **816 5546 3986**
Passcode: **395166**
One tap mobile
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+13017158592,,81655463986# US (Washington DC)

Dial by your location
+1 929 205 6099 US (New York)
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+1 669 900 6833 US (San Jose)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
Meeting ID: 816 5546 3986
Find your local number: https://us02web.zoom.us/u/kcHbsrgBtz

NOTICE OF ELECTRONIC PUBLIC MEETING

The **Fraser City Council** will meet in person in the Fraser City Hall Chambers, 33000 Garfield Road, Fraser, MI 48026 on **February 10, 2022 @ 6:30PM.** Public access will be available in person for those wishing to attend the meeting within the city hall council chamber. The meeting will also be shown on the Zoom Platform for videoconferencing.
This notice is to advise that those wishing to observe and/or participate in the meeting have the opportunity to do so. The public can participate via the Zoom application, internet access via the Zoom website, and/or via telephone using the Zoom telephone number and meeting ID. The public will be able to hear Council members and will be permitted to speak for up to five minutes during the public participation portion(s) of the agenda. Please note that callers/viewers will automatically be muted, and must remain muted until called upon to speak by the Mayor. Written comments will be accepted prior to the date and time (no later than 4:00pm on the day of the meeting) by the City Clerk's office at email address of cityclerk@micityoffraser.com. To contact members of the City Council in order to provide input or ask questions on any business before the City Council at the meeting, please use the contact information found on the City of Fraser website: www.micityoffraser.com. Public Hearing comments will be heard during any Public Hearing that is conducted during the meeting, and other comments will be heard or reviewed during public participation. The City of Fraser provides live public access to this meeting on Comcast Channel 5 and WOW Channel 10 and online at www.micityoffraser.com. This live public access meets the OMA's requirements that all public body deliberations and decisions take place at a meeting open to the public. In addition, if technology permits, the meeting will also be streamed via the YouTube website and application.

CITY OF FRASER ADMISTRATION – February 2022

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FRASER CITY COUNCIL AGENDA
SPECIAL WORK SESSION MEETING
SENIOR ACTIVITY CENTER
THURSDAY, JANUARY 6, 2022
6:30 P.M.

1. CALL TO ORDER

Mayor Carnagie called the meeting to order at 6:33 p.m.

2. PLEDGE OF ALLEGIANCE

Mayor Carnagie led the Pledge of Allegiance.

3. ROLL CALL OF COUNCIL MEMBERS

PRESENT: Baranski, Blanke, Carnagie, O'Dell, Schornak, Sutherland

ABSENT: Winowiecki

OTHERS: City Manager Leven, Assistant City Manager Mistretta, Attorney Don DeNault, Attorney Alyssa Albright, City Clerk Greenia, Deputy Clerk Mary Matuz

Motion by Carnagie, supported by Baranski to excuse Council Member Winowiecki from the meeting.

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

Motion Carried

4. APPROVAL OF AGENDA

Motion by Carnagie, supported by Baranski to add a Public Participation item following the last discussion item under Council Workshop.

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

Motion Carried

Motion by Baranski, supported by Sutherland to approve the agenda for the January 6, 2022 City Council Works Session as amended.

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

Motion Carried

5. COUNCIL WORKSHOP

City Attorney DeNault opened the discussion by indicating that we were here to share some informational and educational items. The meeting was a working session, no action would be taken.

a. Council/Manager Roles

City Attorney DeNault began by reviewing the history of the City Manager and City Council. The City Manager carries out the day to day operations of the City and the City Council sets policy and gives direction.

Mayor Carnagie asked about an issue that City Council had in the past with writing up a City Manager. Attorney DeNault went over the manner in which this should be handled.

City Manager Leven then reviewed that the role of the City Manager is to keep the doors open. The City Manager was like the neck in an hourglass – City Council's wishes are funneled through her to the staff and staff concerns are shared by her with City Council. The City Manager should be a part of all communications. She needs to be able to gauge Department Head performance and this will help her do so. She always has an open door policy. City Attorney DeNault supported that the City Manager must always be made aware of everything going on in the City, everything must run through her. The Chain of Command must be followed in order to have the City run efficiently.

Further discussion was had in the timeliness of a response to City Council questions on behalf of City Council. Additional discussion was had regarding issues that were encountered with former City Council members as well as former employees.

b. Council Rules and Procedures

City attorney DeNault began discussion on this item by referring to the City Council Rules and Procedures handbook that was last updated on September 28, 2021. He reviewed the items that were required by Charter which included such things as City Council being required to vote on matters, conflict of interest scenarios, misfeasance, nonfeasance and malfeasance.

Further discussion was had on items such as former employees sitting on City Council and voting on pension matters. Attorney DeNault stated that he and City Manager Leven could help with questions on this subject.

c. Parliamentary Procedure and Council Decorum

Attorney DeNault indicated that the City of Fraser referred to ***"Roberts Rules of Order"*** when following parliamentary procedure. He had a cheat sheet that was very helpful and summarized many of the procedures frequently used during a meeting. He added that the

Michigan Municipal League as well as the Michigan State University Extension offered excellent training opportunities on this subject.

The Mayor was the Chair and everything should go through him – he runs the meeting and is responsible for the flow of the meeting and discussion. Discussion was had on discussion with citizens during citizen participation. Attorney DeNault indicated that it is best if City Council does not necessarily respond during this portion of the meeting, but it is allowed if a Council Member feels it necessary to do so. Citizen participation generally gives people a place to be heard. Mr. DeNault suggested that perhaps the Mayor, after listening to a frustrated or unhappy resident, indicate to that person that they may want to contact the City Manager.

Further discussion was had on items such as what "Call the Question" means, and "Point of Order" means. Attendance of City Council at meetings was discussed as well.

d. Budgetary Process

City Manager Leven reviewed the budget process with Council. According to City Charter it is the responsibility of the City Manager to prepare and present a budget to City Council for their review and adoption. She would be providing Department Heads a budget worksheet at the upcoming Department Head meeting scheduled for January 18th. The worksheets would be returned to her on or before March 15th, 2022. She is required, by Charter, to submit a proposed budget to City Council at their April meeting.

The City Council will most likely need to have additional meetings for the purpose of reviewing the budget. Department Heads would be at meeting to explain their requests. If there were questions on this process the meetings were available on video. Discussion of the grant process was had as well.

She then reviewed that much of the budget is recurring costs and that Council's decisions were mostly regarding the discretionary spending. The City needed to adopt a Capital Improvement Plan which would be very helpful when making these decisions.

Council Member Baranski indicated that the past budget meetings could be viewed on video.

City Manager Leven then went over all of the legal requirements for getting the budget adopted. She added that this year this would be done in real time using BS&A.

City Attorney DeNault stated that, basically, a budget is an authorization to spend within the rules that have been adopted by City Council. Approving an expenditure does not mean it's going to be spent. It's a working guide and amendments to the budget can always be made.

e. Updates
1. Economic Development

City Manager Leven shared that Mayor Carnagie and she had been discussing some ways to promote the development to the economic community. The State of Michigan has some very good avenues to help with this. However the City does not have anyone focusing on Economic Development at this time. She is always happy to sit with anyone that might call to discuss their ideas. Right now the issue that has the most interest is whether or

not the City of Fraser will be allowing medical marijuana. That issue will require some lengthy discussion with City Council in the future. Mayor Carnagie agreed this was very important to the City. We had the County staff to help if need be. Discussion of using a DDA, using the Chamber and following our Master Plan followed.

2. Parks/Recreation

City Manager Leven reviewed that she now understood that the City had a Recreation Commission and a Parks and Recreation Department. Dianne was helping out with coordination of some programs at the Senior Activity Center. They were short staffed and the programs had been affected heavily by COVID. Right now the City needs to get a current Parks and Recreation Plan. The Recreation Commission should be helping out with that. The Commission is looking for new members at this time. They currently do not have a quorum of members at this time. She then reviewed how this document would be worked on and noted that City Council would have the final say. This would help us get funding from the State.

There are still many questions going forward. Discussion was had on whether or not Council Member Sutherland was still on the Recreation Commission or not technically. Attorney DeNault stated that, in his opinion, the offices were incompatible. Council Member Sutherland indicated she could still volunteer.

City Manager Leven then noted that working on a Parks and Recreation Master Plan is very important. They need to find out what the people who actually attend the activities get the chance to share their opinion. Recreation needs have changed. Once work on this starts, someone needs to be in charge, perhaps the Clerk's or City Manager's office.

Discussion of staffing needed for Parks and Recreation was had. Further discussion on the Parks and Recreation Master Plan was had as well. Council Member Baranski then indicated we needed to find out where we could hold the activities. Discussion was had on the possibility of renting some local facilities out for these activities. Assistant City Manager reviewed the activities that were offered at this time.

3. Boards and Commissions

Attorney DeNault noted first of all that we need to update the current Boards and Commissions Handbook. We have Boards and Commissions that differ in their power and responsibilities. He went over these with City Council. Council Member Sutherland stated that she would like to hear some type of monthly update from all of these bodies if possible.

4. PUBLIC PARTICIPATION

Shelly Gilray commented on cemetery issues.

5. CLOSED SESSIONS

Motion by Baranski supported by O'Dell to adjourn to closed session to consult with the City Attorney regarding trial or settlement strategy in connection with Macomb County Circuit Court Case Number 2020-003248-CD at 8:15

Attorney DeNault indicated that all the items listed should be covered under the motion for closed session.

Amended **Motion** by Baranski, with an amended support by O'Dell to adjourn to closed session at 8:15 p.m. regarding:

Trial or settlement strategy in connection with Macomb County Circuit Court Case Number 2020-003248-CD;

To consult with the City Attorney regarding trial or settlement strategy in connection with the Federal District Court Case Number 2017-CV-11813; and

To consider written legal opinions of the City Attorney exempt from discussion or disclosure:

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

Motion Carried

Council adjourned into Closed Session at 8:15 p.m.

City Council reconvened into open session at 10:00 p.m.

6. ADJOURNMENT

Motion by Baranski, supported by Sutherland to adjourn the meeting at 10:00 p.m.

All Ayes

Motion Carried

Respectfully Submitted:

_____
Cindi Greenia, Clerk

_____
Michael Carnagie, Mayor

City of Fraser

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PROPOSED MINUTES
CITY OF FRASER CITY COUNCIL
THURSDAY, JANUARY 13, 2022
6:30 P.M.

A regular meeting of the Fraser City Council was held on Thursday, January 13, 2022 at 6:30 p.m. The meeting was held in City Council Chambers at City Hall, 33000 Garfield, Fraser, MI 48026.

1. CALL TO ORDER

The meeting was called to order at 6:33 p.m. by Mayor Carnagie.

2. PLEDGE OF ALLEGIANCE

Mayor Carnagie led the Pledge of Allegiance.

3. ROLL CALL OF COUNCIL MEMBERS

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

Others: City Manager Leven, City Attorney DeNault, City Engineer Vigneron, City Clerk Greenia

4. APPROVAL OF AGENDA

Motion by Baranski, supported by Blanke to amend the agenda and remove Item 7l from the agenda and to move Item 12a Closed session up to become Item 7b2 and add item 7b1 to add a Closed Session to discuss Federal District Court Case Number 2017-CV-11813 to discuss trial and settlement strategy.

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

Motion by Winowiecki supported by Blanke to approve the agenda as amended.

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

DRAFT

5. CITIZEN PARTICIPATION ON AGENDA ITEMS

There was no citizen participation at this time.

6. CONSENT AGENDA

Motion by Winowiecki supported by Blanke to approve the Consent Agenda for the January 13, 2022 meeting as submitted.

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

Motion Carried

7. NEW BUSINESS

a. Public Hearing CDBG Funding

Mayor Carnagie opened the Public Hearing on the 2022 CDBG Funds for the City of Fraser at 6:37 p.m.

Nichole King with Care House approached City Council with a review of the organization and the services they provide. They were Macomb Counties only organization for child advocacy. The offered help and support for children who are victims of sexual abuse, child abuse or who have witnessed a violent act. She explained how they did this and went over the number of children in Macomb County, and specifically the City of Fraser, they have helped.

She shared that in 2021 their main fund raiser was negatively affected by COVID. She was grateful for the support that the City of Fraser had given them in the past. They received $4,800 from them last year and were requesting the same amount this year. Mayor Carnagie thanked her for coming out.

Stacey Conti, with Interfaith Volunteer Caregivers approached the City Council next. She indicated that their organization offered help to the elderly residents in the community. They could be help around the house with many types of assistance. They are asking for funds to grow their programs. She reviewed the numbers of residents that they served. They appreciated the help given in the past from the City of Fraser through the CDBG funds and were requesting the same amount as they requested last year.

Diane Banks, Executive Director of Advancing Macomb Foundation. She reviewed that this Foundation was created in 2014 and this was the first time they had come to ask for CDBG Funding. They were working on a Recreation Program called Breaking Barriers. This was for underprivileged children to keep them active and involved. The CDBG funds would be specifically used to provide scholarships to low to moderate income children to attend the recreation program. The request for $4,900 in CDBG Funds from the City of Fraser would provide 25 scholarships to the recreation program. Further discussion was had on their activities in Macomb County. They were working with municipalities in Macomb County to determine who would be able to apply or the scholarships.

Mayor Carnagie closed the Public Hearing at 6:55 p.m.

Motion by Schornak, supported by Blanke to allocate the 2022 City of Fraser CDBG Funding as follows:

$ 4,800	Care House
$ 1,000	Interfaith Volunteer Caregivers
$ 1,000	MCRest
$ 450	Wigs for Kids
$ 1,000	Advancing Macomb

City Manager Leven indicated that the County had changed their guidelines this year and that the minimum amount any public service organization could be granted was $1,500. Mayor Pro-Tem Schornak rescinded her motion.

Further discussion was had on other ways to split the funding allocation.

Motion by Schornak, support by Winowiecki to allocate the 2022 City of Fraser CDBG Funding as follows:

$ 4,800	Care House
$ 1,725	Advancing Macomb
$ 1,725	Interfaith Volunteer Caregivers.

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

Motion Carried

At this time City Manager Leven reviewed that also for consideration was approval of a grant application for an electronic sign at the Senior Activities Center. The sign is pretty much the same sign as at City Hall.

Discussion was had on other possible ideas that we could perhaps use this grant funding for such as the senior housing building itself and sidewalks. City Manager Leven reviewed the parameters that we needed to follow in order for a project to be eligible for this grant money. Council would like an opportunity to consider other possible alternatives for grant application in this cycle. We could still consider this at the February meeting as we need to submit the applications by February 25, 2022.

Motion by Baranski, supported by Schornak to approve City Administration to make application for a Bricks and Mortar Grant from the 2022 CDBG Grant Funding Cycle for a sign to be located at and used for the Senior Activities Center in an amount not to exceed $45,772.41.

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

Motion Carried

b1. Closed Session # 1

Motion by Baranski, supported by Blanke to enter into closed session at 7:15 p.m. to discuss Federal District Court Case Number 2017-CV-11813 to discuss trial and settlement strategy.

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

Motion Carried

City Council reconvened into open session at 7:42 p.m.

Motion by Baranski, supported by O'Dell to authorize City's Defense Counsel to proceed as discussed in closed session.

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

Motion Carried

b2. Closed Session # 2

Motion by Baranski, supported by Sutherland to go into closed session to consider a written legal opinion of the City Attorney exempt from discussion or disclosure

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

City Council entered into closed session at 7:43 p.m.

City Council reconvened from Closed Session at 8:51 p.m.

Motion by Baranski, supported by Winowiecki to appoint Council Member Baranski and Council Member Sutherland to work with City Manager Leven and Ryan Fantuzzi, Labor Attorney, as discussed in Closed Session.

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

Motion Carried

c. HVAC Estimate of Costs

Mike Vigneron, AEW, reviewed his current proposal with City Council regarding the HVAC system. The document presented was very thorough regarding the current status of the HVAC system. A discussion about an original solution to the problems with this system was reviewed with Mr. Ragsdale. After doing a deeper dive, AEW was recommending that either a budget amendment be made this year or additional monies be budgeted for in the next budget so that a more effective repair could be done to the HVAC system.

Council had budgeted $200,000 for this project in the FY 21/22 and AEW was recommending that a total of approximately $490,000 be expended to fix the system the correct way. He went over all the proposals/options with City Council. They were recommending that all five (5) rooftop units be replaced, all the controls are upgraded and that the boiler system receives some attention as well.

Mayor Pro-Tem Schornak asked regarding COVID monies for this project. City Manager Leven indicated that the entire $490,000 could be COVID monies if City Council so wished.

Motion by Schornak, supported by Blanke to approve the recommendation from AEW in regards to the City's HVAC system that all five (5) rooftop units be replaced, all the controls are upgraded and that the boiler system receives some attention as well, with warranties, in the amount of $490,000 also that we use the $200,000 budgeted in the FY 2021/2022 budget and the other $290,000 from the COVID monies.

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

Motion Carried

d. Resolution #2022-01 Addition of Clearview Drive to Local Roads

Mike Vigneron reviewed that this relates to the extension of Clearview Drive. The contractor has meet all requirements. AEW was recommending that City Council pass the resolution adding Clearview Drive to the Local Road System for the purposes of obtaining ACT 51 Monies for the City.

Motion by Winowiecki supported by Baranski to adopt City of Fraser Resolution #2022-001 approving the addition of Clearview Drive to the Local Road system for the purposes of State of Michigan Act 51 Minutes.

Discussion was had about the construction of the road. Anthony Ludlow, 34650 Clarkston W. #44 questioned the materials that were used to construct the road as well and made a suggestion as to what he thought would be a good material.

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

Motion Carried

e. Senior Housing Parking Lot

Mike Vigneron, AEW, reviewed the matter of the Senior Housing parking lot with City Council. He referred to the letter/proposal he submitted for Council's review. Discussion was had on the funding for the project. Council Member Baranski was in favor of doing the entire parking lot and doing it the correct way, and wanted to make sure that the funding was available for that, perhaps doing to over two (2) years. She asked Mr. Vigneron if this could wait until February to make a decision on – since we did not currently have the budget numbers available but should have them for that meeting. Mr. Vigneron stated that it could wait. Council was in favor of putting this item on the February agenda.

f. Resolution #2022-002 for Liquor License Permit/ Free Play

City Manager Leven reviewed this item with the Council and the current number of licenses within the City. She also reviewed what the change in classes would mean for the petitioner. She added that Lt. Bisby had no problem with this.

Motion by Schornak, supported by Sutherland to adopt City of Fraser Resolution # 2022-002 approving the reclassification of a Tavern License to a Class C Liquor License to Free Play.

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

Motion Carried

Council Member Blanke left the meeting at 9:13 p.m.

g. Ordinance # 2022-001 Smoking on or Near City Property

City Attorney DeNault reviewed with City Council the history that brought this proposed Ordinance to them for review. Initially it was going to be a resolution but City Council felt they wanted something that was legally enforceable. He had added language regarding vaping and e-cigarettes to this proposed Ordinance. The penalties would be the same as they were for all civil infractions. Signage will be required to show where smoking would be permitted.

Motion by Carnagie, supported by Baranski to adopt Ordinance #2022-001 Smoking on or Near City Property as proposed.

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

Motion Carried

h. Compensation Commission Report

Discussion was had of the meeting of the Compensation Commission on December 14, 2021. The Compensation Commission recommended no change to City Council compensation at this time. They also recommended no change to the wedding ceremony fee and site.

i. SEMCOG Appointment

City Manager Leven reviewed that SEMCOG required an elected official to be the delegate and the alternate could be an elected official or a staff of the City. They did meet during the day, generally at least three (3) times a year.

Council Member O'Dell volunteered to be the SEMCOG delegate with Mayor Carnagie agreeing to be the alternate.

Motion by O'Dell, supported by Baranski to nominate Council Member O'Dell to be the City of Fraser representative on SEMCOG with Mayor Carnagie being the alternate delegate.

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

Motion Carried

j. MACRO Appointment

City Manager Leven reviewed that Michael Lesich served previously. They meet during the day. We are looking for Council Member to represent the City of Fraser on MACRO.

Motion by Sutherland supported by Baranski to appoint Dana Sutherland to be the City of Fraser representative on MACRO.

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

Motion Carried

k. Amended Audit Engagement Letter Yeo and Yeo

City Manager Leven reviewed the change that was made to the engagement letter with our auditors.

Motion by Schornak supported by Sutherland to approve the amended Audit Engagement Letter with Yeo and Yeo.

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

Motion Carried

8. RETURNING BUSINESS

a. Senior Activities Center Janitorial Service

City Manager Leven went over the two (2) proposals that had been received for janitorial services at the Senior Activities Center since the last City Council meeting. Council noted that these were not really much more cost effective than the one that had previously been submitted to them. City Council discussed with City Manager Leven what all of the options for this position were.

Council member O'Dell indicated that he would rather pay one of the City's full-time employees overtime or part-time employees to do this task then an outside company at this point.

City Council asked that City Manager Leven meet with DPW Superintendent Ragsdale and HR Amy Cell to come up with some other options to fill this need.

b. Staffing for Parks and Recreation Department

City Manager Leven stated that this was really a continuation of the discussion from the Work Session on January 6. She still did not have any solid numbers for budgeting

purposes at this time. The Senior Activities Center is up and running right now with programs being added all the time.

Discussion was had on what types of locations we could use for indoor activities for the department.

Council Member Sutherland asked about the posted part-time position and what the status was on this. Discussion was had on part-time or full-time – what should we be looking for? Council Member Sutherland would like to see the posting note part-time with possible full-time.

Assistant City Manager Mistretta has begun the process of getting information on what other cities do in regards to Parks and Recreation Department staffing. Further discussion was had on the budget available for this employee. Council Member O'Dell noted that he felt we probably did not spend much money at all on Parks and Recreation this year.

Motion by O'Dell to hire a full time hybrid position, non- department head, for the Senior Activities Center and Parks and Recreation.

Discussion was had on the budget that would be available for this position.

Council Member O'Dell withdrew his motion, but wanted to make sure that at next month's City Council meeting the numbers for this would be available so they could move forward with it. He asked that City Manager Leven, Assistant City Manager Mistretta and Amy Cell from HR develop this position and have available budget numbers and the position description ready for the next meeting. Council Member Sutherland asked that options be brought back for discussion as well.

9. REPORT OF CITY ADMINISTRATION

City Manager Leven reviewed the following items in her update:

Thanked City Council for clarification on P&R Staffing.

She is working on getting the electronic files updated with current contracts and other documents.

The server migration is almost complete.

Congratulations to the DPW staff for passing certifications and to DPW Superintendent for being named as President of the local chapter of the American Public Works Organization.

She attended a Historical Commission meeting recently and was working on getting this in compliance with this Commission. They may be looking at memorializing their By-laws into ordinance form.

She was having a Department Head meeting next week and it would be a good chance to kick off the budget process.

Mary Matuz has done quite a bit of work on finding chairs that would be for Council Chambers. After discussion City Council asked City Manager Leven to go ahead and order the chairs.

10. REPORT OF MAYOR AND CITY COUNCIL

Council Member Sutherland shared that she appreciated all the hard work City Manager Leven was doing. She had been getting a lot of positive feedback regarding the Senior Activities Center.

Council Member Baranski wanted to thank City Council for all the collaboration on this board. Fraser High School was having its Annual Activities Night/Silent Auction on February 11, 2022 at the Vintage House.

Council Member O'Dell shared that there is a fund called MI Homeowners Assistance Fund that will help with expenses incurred from issues with COVID. These would be issues such as unpaid taxes, back mortgage payments, things of that nature. The website address is mihaf.michigan.gov. Fraser First is holding the annual Blue Jean Ball on 2/12/2022 at the Vintage House.

Council Member Winowiecki had nothing at this time.

Mayor Pro-Tem Schornak questioned as to whether or not there was a water main break last weekend. She expressed her concern that recently the City Council approved purchasing equipment that was supposed to eliminate most of the water main breaks. She asked that City Manager Leven if she could get information from DPW Superintendent Ragsdale regarding how many water main breaks there have been each year and where they are in the City. This information would help with future infrastructure plans. She asked City Manager Leven to add the information from Council Member O'Dell to the website. City Manager Leven responded that she already had a note to remind herself to do so.

Mayor Carnagie noted that we have been lucky with not much snow so far this winter.

11. CITIZEN PARTICIPATION

Karen Randall, 15461 Sherwood, approached City Council. She said she had lived in the City for quite a while. She shared that the Library was a very important part of the City. She reminded City Council that they were the landlords of the Library, she wanted to let them know that it was important for the city to keep the Library a vibrant part of the community and they should support it.

Jim Sutherland, 31520 Schoolcraft. Mr. Sutherland asked why the closed sessions were at the beginning of the meeting instead of the end. He was disappointed with the Parks and Recreation discussion and felt City Council was pushing the can down the road with a decision on this. Mayor Carnagie noted that the Closed Session was moved to the beginning of the meeting to save money for attorney costs.

At this time, City Council Member Baranski asked if we could continue with having ZOOM available at our meetings in the spirit of transparency. She asked that the appropriate staff be present at the meetings to monitor ZOOM. The City Council asked City Manager Leven to take care of this.

12. ADJOURNMENT

Motion by Winowiecki supported by Schornak to adjourn the meeting at 10:20 p.m.

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

Motion Carried

Respectfully Submitted:

_____
Cindi Greenia, Clerk

_____
Michael Carnagie, Mayor

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

City of Fraser

Check Disbursement Report

February 10, 2022

EXPENDITURES FOR APPROVAL

101	GENERAL FUNDFUND	$	272,638.32
202	MAJOR STREET FUND	$	3,680.71
203	LOCAL STREET FUND	$	3,746.74
210	AMBULANCE FUND	$	3,451.96
211	DISTRICT COURT OPERATIONS FUND	$	6,458.53
226	GARBAGE AND RUBBISH COLLECTION	$	67,767.04
265	DRUG FORFEITURE	$	3,750.00
270	SENIOR HOUSING	$	28,107.35
401	CAPITAL PROJECTS FUND	$	89,241.50
592	WATER & SEWER FUND	$	461,934.52
661	MOTOR POOL	$	20,515.40
703	SUMMER TAX COLLECTION FUND	$	2,626.48
	VENDOR EXPENDITURES	**$**	**963,918.55**

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
01/07/2022	PNC	137381	123.NET,INC.	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	258	479.97
01/07/2022	PNC	137382*#	AEW	ENGINEERING SERVICES	946.000	265	3,200.00
				ENGINEERING SERVICES	946.000	265	1,174.50
				ENGINEERING SERVICES	946.000	441	100.00
				ENGINEERING SERVICES	946.000	441	781.00
				CHECK PNC 137382 TOTAL FOR FUND 101:			5,255.50
01/07/2022	PNC	137384	AMERIGAS-STERLING HEIGHTS	OTHER REPAIRS AND MAINTENANCE	934.000	690	560.03
01/07/2022	PNC	137385	APOLLO FIRE EQUIPMENT	OPERATING SUPPLIES	746.000	301	150.00
				OPERATING SUPPLIES	746.000	301	1,000.00
				CHECK PNC 137385 TOTAL FOR FUND 101:			1,150.00
01/07/2022	PNC	137386	ARBOR DAY FOUNDATION	CAPITAL OUTLAY - LAND IMPROVEMENTS	974.000	441	15.00
01/07/2022	PNC	137387	ASSESSMENT ADMINISTRATION	PROFESSIONAL SERVICES (ASSESSOR)	801.500	209	9,708.33
01/07/2022	PNC	137389	AT&T	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	265	681.05
01/07/2022	PNC	137390	MAYSSA ATTIA	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	136	1,050.00
01/07/2022	PNC	137392	BOBS SANITATION SERVICE, INC	OTHER REPAIRS AND MAINTENANCE	934.000	690	190.00
01/07/2022	PNC	137393	BSN SPORTS INC	MATERIALS & SUPPLIES	742.000	690	236.00
01/07/2022	PNC	137394	C & G NEWSPAPERS	PRINTING AND PUBLISHING	900.000	101	239.88
01/07/2022	PNC	137395*#	CINTAS CORPORATION #354	OTHER REPAIRS AND MAINTENANCE	934.000	265	89.27
				OTHER REPAIRS AND MAINTENANCE	934.000	265	81.36
				MATERIALS & SUPPLIES	742.000	269	85.68
				OTHER REPAIRS AND MAINTENANCE	934.000	269	648.88
				CHECK PNC 137395 TOTAL FOR FUND 101:			905.19
01/07/2022	PNC	137398	PROFESSIONAL BENEFITS SERVICES,	PROFESSIONAL SERVICES (HR)	801.100	270	52.00
01/07/2022	PNC	137400	EXECUTIVE LANGUAGE SERVICES INC.	INTERPRETER FEES	823.000	136	210.00
01/07/2022	PNC	137402*#	CITY OF FRASER	WATER	918.000	265	26.26

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				WATER	918.000	265	251.25
				WATER	918.000	266	103.03
				WATER	918.000	267	26.26
				WATER	918.000	269	160.66
				WATER	918.000	690	10.34
				CHECK PNC 137402 TOTAL FOR FUND 101:			577.80
01/07/2022	PNC	137403*#	GREAT LAKES PEST CONTROL CO. INC	OTHER REPAIRS AND MAINTENANCE	934.000	266	50.00
01/07/2022	PNC	137406	HALLAHAN & ASSOCIATES, P.C.	PROFESSIONAL SERVICES (LEGAL)	801.800	210	893.00
01/07/2022	PNC	137407	HENRY FORD HEALTH SYSTEM	MEDICAL PROVIDER SERVICES	843.000	171	905.00
01/07/2022	PNC	137408#	HP, INC.	SUPPLIES	752.000	260	654.90
				SUPPLIES	752.000	371	326.97
				CHECK PNC 137408 TOTAL FOR FUND 101:			981.87
01/07/2022	PNC	137410	JOHNSON CONTROLS	OTHER REPAIRS AND MAINTENANCE	934.000	266	505.16
01/07/2022	PNC	137411	KENEWELL PRINTING CORPORATION	SUPPLIES	752.000	136	717.36
01/07/2022	PNC	137412	KENT COMMUNICATIONS, INC.	SUPPLIES	752.000	209	427.83
01/07/2022	PNC	137415	MACOMB MECHANICAL, INC	OTHER REPAIRS AND MAINTENANCE	934.000	265	459.00
01/07/2022	PNC	137417#	MCKENNA ASSOCIATES	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	371	9,907.50
				PROFESSIONAL SERVICES (PLANNING)	801.900	801	6,997.50
				CHECK PNC 137417 TOTAL FOR FUND 101:			16,905.00
01/07/2022	PNC	137418	MI GOVERNMENT FINANCE OFFICER	MEMBERSHIPS	915.000	260	150.00
01/07/2022	PNC	137419	MICHIGAN STATE POLICE	FEE (SEX OFFENDER REGISTRATION)	816.000	301	30.00
01/07/2022	PNC	137420#	OFFICE DEPOT	SUPPLIES	752.000	136	94.99
				SUPPLIES	752.000	136	48.06
				SUPPLIES	752.000	136	81.13
				SUPPLIES	752.000	209	12.89
				SUPPLIES	752.000	209	9.85

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				SUPPLIES	752.000	209	231.66
				OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	260	5.43
				OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	260	21.20
				OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	260	13.50
				OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	260	48.54
				OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	260	2.99
				OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	260	4.09
				CHECK PNC 137420 TOTAL FOR FUND 101:			574.33
01/07/2022	PNC	137421	PRIMA WELDING & EXPERIMENTAL, INC	MATERIALS & SUPPLIES	742.000	265	30.00
01/07/2022	PNC	137423	CITY OF ROSEVILLE	RENTALS	940.000	136	74,788.75
01/07/2022	PNC	137424	CITY OF ROSEVILLE	MAIL OR POSTAGE	851.000	136	812.61
01/07/2022	PNC	137425	SARAH MISTRETTA	SUPPLIES	752.000	691	61.93
01/07/2022	PNC	137427*#	SUPPLY DEN	BROOMS	746.000	301	77.69
01/07/2022	PNC	137428	TANYA SANCHEZ	PROFESSIONAL DEVELOPMENT	910.000	260	955.00
01/07/2022	PNC	137429	THOMAS L. GRAVELLE	PROFESSIONAL SERVICES (LEGAL)	801.800	210	1,132.20
01/07/2022	PNC	137433*#	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	956.49
				CHECK PNC 137433 TOTAL FOR FUND 101:			1,078.50
01/07/2022	PNC	137436	WOW INTERNET-CABLE-PHONE	OTHER MISC COMMUNICATIONS (INTERNET)	852.000	258	2,505.62
01/14/2022	PNC	137438*#	AEW	Escrow Fee	283.100	000	1,607.50
				Escrow Fee	283.100	000	204.00
				Escrow Fee	283.100	000	853.50
				Escrow Fee	283.100	000	1,809.50
				ENGINEERING SERVICES	946.000	265	150.00
				ENGINEERING SERVICES	946.000	265	162.00
				ENGINEERING SERVICES	946.000	371	450.00
				ENGINEERING SERVICES	946.000	371	350.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				ENGINEERING SERVICES	946.000	371	1,345.00
				ENGINEERING SERVICES	946.000	371	50.00
				ENGINEERING SERVICES	946.000	371	170.00
				ENGINEERING SERVICES	946.000	441	950.00
				CHECK PNC 137438 TOTAL FOR FUND 101:			8,101.50
01/14/2022	PNC	137440	AMERICA'S FINEST	SUPPLIES	752.000	301	105.00
01/14/2022	PNC	137441	AMY CELL LLC	PROFESSIONAL SERVICES (HR)	801.100	270	12,000.00
01/14/2022	PNC	137442	APOLLO FIRE EQUIPMENT	OPERATING SUPPLIES	746.000	301	302.71
				OPERATING SUPPLIES	746.000	301	140.00
				CHECK PNC 137442 TOTAL FOR FUND 101:			442.71
01/14/2022	PNC	137446#	CINTAS CORPORATION #354	MATERIALS & SUPPLIES	742.000	265	81.36
				MATERIALS & SUPPLIES	742.000	269	532.89
				CHECK PNC 137446 TOTAL FOR FUND 101:			614.25
01/14/2022	PNC	137449	DAN ZUCHOWSKI	MEDICAL PROVIDER SERVICES	843.000	171	60.00
01/14/2022	PNC	137450	DETROIT ENERGY STREET LIGHTS	ELECTRIC (STREET LIGHTING)	920.100	448	19,051.33
01/14/2022	PNC	137452	GABRIEL ROEDER SMITH & COMPANY	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	260	12,000.00
01/14/2022	PNC	137455*#	INGERSOLL MECHANICAL, INC.	OTHER REPAIRS AND MAINTENANCE	934.000	265	1,065.50
				OTHER REPAIRS AND MAINTENANCE	934.000	269	1,550.21
				CHECK PNC 137455 TOTAL FOR FUND 101:			2,615.71
01/14/2022	PNC	137456	JEREMY DEATHERAGE	PROFESSIONAL DEVELOPMENT	910.000	441	70.00
01/14/2022	PNC	137457	JOE GREGORY	PROFESSIONAL DEVELOPMENT	910.000	441	140.00
01/14/2022	PNC	137458	JOHN'S LUMBER	MATERIALS & SUPPLIES	742.000	690	105.84
				MATERIALS & SUPPLIES	742.000	690	35.81
				CHECK PNC 137458 TOTAL FOR FUND 101:			141.65
01/14/2022	PNC	137459	JOHNSON CONTROLS	OTHER REPAIRS AND MAINTENANCE	934.000	267	1,517.23

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
				OTHER REPAIRS AND MAINTENANCE	934.000	267	(1,137.92)
				CHECK PNC 137459 TOTAL FOR FUND 101:			379.31
01/14/2022	PNC	137460	LEAF	LEASED ASSETS	983.000	258	900.92
01/14/2022	PNC	137463	MACOMB COUNTY FINANCE DEPARTMENT	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	301	220.00
01/14/2022	PNC	137466#	MAIL PLUS	MAIL OR POSTAGE	851.000	171	39.60
				PROFESSIONAL SERVICES (HR)	801.100	270	644.35
				CHECK PNC 137466 TOTAL FOR FUND 101:			683.95
01/14/2022	PNC	137467	MICHIGAN MUNICIPAL LEAGUE	UNEMPLOYMENT COMPENSATION	708.000	260	78.02
01/14/2022	PNC	137470#	OFFICE DEPOT	SUPPLIES	752.000	215	28.78
				OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	260	41.45
				OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	260	80.97
				OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	260	116.97
				MATERIALS & SUPPLIES	742.000	265	20.50
				CHECK PNC 137470 TOTAL FOR FUND 101:			288.67
01/14/2022	PNC	137473*#	REINDEL TRUE VALUE	MATERIALS & SUPPLIES	742.000	265	81.94
				MATERIALS & SUPPLIES	742.000	269	5.57
				SUPPLIES	752.000	441	9.99
				CHECK PNC 137473 TOTAL FOR FUND 101:			97.50
01/14/2022	PNC	137474	ROSEDALE SOLUTIONS, LLC	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	260	650.00
01/14/2022	PNC	137475	SHREDCORP	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	301	53.00
01/14/2022	PNC	137476*	SPECTRON ELECTRIC	OTHER REPAIRS AND MAINTENANCE	934.000	265	959.62
01/14/2022	PNC	137478	SUPPLY DEN	MATERIALS & SUPPLIES	742.000	265	35.24
01/14/2022	PNC	137479	TRANE U.S. INC.	OTHER REPAIRS AND MAINTENANCE	934.000	265	1,224.50
01/14/2022	PNC	137481	VC3, INC.	HARDWARE	985.000	258	8.10

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
01/21/2022	PNC	137487	BUDGET ELECTRIC & GENERATORS	Final Inspection	283.100	000	30.00
				Convalescent Home Generator	283.100	000	50.00
				Gas Piping Pressure Test	283.100	000	30.00
				Generator (gas pipe&press.test	283.100	000	30.00
				Gas Piping	283.100	000	40.00
				Final Inspection	283.100	000	30.00
				CHECK PNC 137487 TOTAL FOR FUND 101:			210.00
01/21/2022	PNC	137488	JASMIN CROMWELL	PROFESSIONAL AND CONTRACTUAL SERVICES	801.950	750	281.40
				PROFESSIONAL AND CONTRACTUAL SERVICES	801.950	750	200.20
				CHECK PNC 137488 TOTAL FOR FUND 101:			481.60
01/21/2022	PNC	137490	PROFESSIONAL BENEFITS SERVICES,	PROFESSIONAL SERVICES (HR)	801.100	270	51.00
01/21/2022	PNC	137491	FRASER PUBLIC LIBRARY	DUE TO LIBRARIES	223.000	000	514.68
01/21/2022	PNC	137493#	HP, INC.	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	260	1,975.34
				SUPPLIES	752.000	371	268.00
				SUPPLIES	752.000	691	291.20
				CHECK PNC 137493 TOTAL FOR FUND 101:			2,534.54
01/21/2022	PNC	137497	KIRK, HUTH, LANGE & BADALAMENTI	CITY ATTORNEY	801.800	210	1,865.30
01/21/2022	PNC	137499	MCAA	PROFESSIONAL DEVELOPMENT	910.000	136	75.00
01/21/2022	PNC	137501	ROBERT HALF INTERNATIONIAL, INC.	PROFESSIONAL SERVICES	801.800	215	1,221.20
				PROFESSIONAL SERVICES	801.800	215	976.96
				CHECK PNC 137501 TOTAL FOR FUND 101:			2,198.16
01/21/2022	PNC	137502	SCHOTTS PROPERTIES, INC	Escrow Fee	283.100	000	1,000.00
01/21/2022	PNC	137503	JAMES SHIMKO	PLUMBING INSP.	703.200	371	417.00
01/21/2022	PNC	137506	WEINGARTZ	MATERIALS & SUPPLIES	742.000	269	47.94
01/21/2022	PNC	137507	WOW INTERNET-CABLE-PHONE	OTHER MISC COMMUNICATIONS (INTERNET)	852.000	258	2,516.20
01/21/2022	PNC	137508	YEO & YEO PC	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	260	14,000.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
01/24/2022	PNC	137509	ADVANCED LIGHTING & SOUND	HARDWARE	985.000	258	23,224.50
01/28/2022	PNC	137512	AMERICA'S FINEST	SUPPLIES	752.000	301	87.00
01/28/2022	PNC	137513	BOBS SANITATION SERVICE, INC	OTHER REPAIRS AND MAINTENANCE	934.000	690	190.00
01/28/2022	PNC	137514*#	CINTAS CORPORATION #354	MATERIALS & SUPPLIES	742.000	265	81.36
				MATERIALS & SUPPLIES	742.000	269	65.28
				MATERIALS & SUPPLIES	742.000	269	302.56
				CHECK PNC 137514 TOTAL FOR FUND 101:			449.20
01/28/2022	PNC	137516*#	CONSUMERS ENERGY	NATURAL GAS	921.000	265	2,066.69
				NATURAL GAS	921.000	266	1,333.44
				NATURAL GAS	921.000	267	283.69
				NATURAL GAS	921.000	269	1,921.91
				CHECK PNC 137516 TOTAL FOR FUND 101:			5,605.73
01/28/2022	PNC	137518	DEWOLF AND ASSOCIATES	PROFESSIONAL DEVELOPMENT	910.000	301	565.00
01/28/2022	PNC	137519*#	DTE ENERGY COMPANY	ELECTRIC	920.000	265	10,624.81
				ELECTRIC	920.000	267	345.34
				ELECTRIC	920.000	269	1,955.35
				ELECTRIC	920.000	448	101.72
				CHECK PNC 137519 TOTAL FOR FUND 101:			13,027.22
01/28/2022	PNC	137520*#	CITY OF FRASER	WATER	918.000	265	26.26
				WATER	918.000	265	229.33
				WATER	918.000	266	103.03
				WATER	918.000	267	26.26
				WATER	918.000	269	127.78
				WATER	918.000	690	26.26
				CHECK PNC 137520 TOTAL FOR FUND 101:			538.92
01/28/2022	PNC	137522	GREAT LAKES PEST CONTROL CO. INC	OTHER REPAIRS AND MAINTENANCE	934.000	265	150.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
01/28/2022	PNC	137525*	INGERSOLL MECHANICAL, INC.	OTHER REPAIRS AND MAINTENANCE	934.000	265	226.00
01/28/2022	PNC	137530	MACOMB COUNTY FINANCE DEPARTMENT	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	301	170.00
01/28/2022	PNC	137532#	MCKENNA ASSOCIATES	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	371	6,590.70
				PROFESSIONAL SERVICES (PLANNING)	801.900	801	4,756.15
				CHECK PNC 137532 TOTAL FOR FUND 101:			11,346.85
01/28/2022	PNC	137535	MTA	PROFESSIONAL DEVELOPMENT	910.000	209	78.00
01/28/2022	PNC	137539	SHREDCORP	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	301	60.00
01/28/2022	PNC	137544	VC3, INC.	HARDWARE	985.000	258	5.10
01/28/2022	PNC	137545*	VERIZON	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	301	348.31
01/28/2022	PNC	137547*#	WHITLOCK BUSINESS SYSTEMS	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	260	1,557.94
				MAIL OR POSTAGE	851.000	260	2,517.08
				CHECK PNC 137547 TOTAL FOR FUND 101:			4,075.02
01/28/2022	PNC	137548	WILLIAM CLIFT	CONFERENCES	911.000	371	200.00
01/28/2022	PNC	137549	WINDER POLICE EQUIPMENT	OPERATING SUPPLIES	746.000	301	107.47
				Total for fund 101 GENERAL FUND			272,638.32

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 202 MAJOR STREET FUND							
01/07/2022	PNC	137382*#	AEW	ENGINEERING SERVICES	946.000	463	1,484.40
01/07/2022	PNC	137414	MACOMB COUNTY DEPARTMENT OF ROADS	TRAFFIC SERVICES - STREETS	871.000	463	603.51
01/14/2022	PNC	137438*#	AEW	STREET REHABILITATION	989.000	463	1,234.80
				STREET REHABILITATION	989.000	463	358.00
				CHECK PNC 137438 TOTAL FOR FUND 202:			1,592.80
				Total for fund 202 MAJOR STREET FUND			3,680.71

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 203 LOCAL STREET FUND							
01/07/2022	PNC	137382*#	AEW	ENGINEERING SERVICES	946.000	463	2,554.60
01/07/2022	PNC	137399	DORNBOS SIGN, INC.	TRAFFIC SERVICES - STREETS	871.000	463	79.60
				TRAFFIC SERVICES - STREETS	871.000	463	25.14
				CHECK PNC 137399 TOTAL FOR FUND 203:			104.74
01/14/2022	PNC	137438*#	AEW	ENGINEERING SERVICES	946.000	463	265.30
01/14/2022	PNC	137451	DORNBOS SIGN, INC.	TRAFFIC SERVICES - STREETS	871.000	463	79.60
01/14/2022	PNC	137483	WASHINGTON ELEVATOR CO., INC	TRAFFIC SERVICES - STREETS	871.000	463	742.50
				Total for fund 203 LOCAL STREET FUND			3,746.74

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 210 AMBULANCE FUND							
01/07/2022	PNC	137426	STRYKER	OPERATING SUPPLIES	746.000	301	544.00
01/14/2022	PNC	137437	ACCUMED BILLING, INC	PROFESSIONAL SERVICES - ACCUMED	801.200	301	1,447.76
01/14/2022	PNC	137462	LINDE GAS & EQUIPMENT, INC.	OPERATING SUPPLIES	746.000	301	364.86
01/21/2022	PNC	137498	LINDE GAS & EQUIPMENT, INC.	OPERATING SUPPLIES	746.000	301	125.47
01/28/2022	PNC	137521	GARDE SYSTEMS LLC	BUCKLE GARDE	746.000	301	270.00
				SHIPPING	746.000	301	12.99
				CHECK PNC 137521 TOTAL FOR FUND 210:			282.99
01/28/2022	PNC	137528	LINDE GAS & EQUIPMENT, INC.	OPERATING SUPPLIES	746.000	301	244.25
01/28/2022	PNC	137541	STRYKER	OPERATING SUPPLIES	746.000	301	195.30
01/28/2022	PNC	137543	ULINE	OPERATING SUPPLIES	746.000	301	132.36
01/28/2022	PNC	137545*	VERIZON	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	301	114.97
				Total for fund 210 AMBULANCE FUND			3,451.96

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 211 DISTRICT COURT OPERATIONS FUND							
01/14/2022	PNC	137445	DELL MARKETING LP	DISTRICT COURT OPERATIONS	264.000	000	3,252.61
				DISTRICT COURT OPERATIONS	264.000	000	3,205.92
				CHECK PNC 137445 TOTAL FOR FUND 211:			6,458.53
				Total for fund 211 DISTRICT COURT OPERATIONS FUND			6,458.53

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 226 GARBAGE AND RUBBISH COLLECTION FUND							
01/07/2022	PNC	137422*	RAY JIANG	RECYCLING	033.000	000	1.67
01/21/2022	PNC	137492	GFL ENVIRONMENTAL USA	WASTE AND RUBBISH DISPOSAL	919.000	528	51,662.50
				CURBSIDE RECYCLING	925.000	528	8,269.56
				COMPOSTING	926.000	528	7,800.27
				CHECK PNC 137492 TOTAL FOR FUND 226:			67,732.33
01/21/2022	PNC	137495*	JASON PETERSON	RECYCLING	033.000	000	11.75
01/28/2022	PNC	137533*	MIDWEST TITLE LLC	RECYCLING	033.000	000	9.29
01/28/2022	PNC	137538*	PREMIER TITLE AGENCY LLC	RECYCLING	033.000	000	12.00
				Total for fund 226 GARBAGE AND RUBBISH COLLECTION			67,767.04

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 265 DRUG FORFEITURE							
01/14/2022	PNC	137484	WATCHGUARD, INC.		746.000	310	3,750.00
				Total for fund 265 DRUG FORFEITURE			3,750.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 SENIOR HOUSING							
01/07/2022	PNC	137382*#	AEW	OTHER REPAIRS AND MAINTENANCE	934.000	265	550.00
01/07/2022	PNC	137388	AT&T	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	265	183.66
01/07/2022	PNC	137395*#	CINTAS CORPORATION #354	OTHER REPAIRS AND MAINTENANCE	934.000	265	18.93
01/07/2022	PNC	137396	COMCAST	OTHER MISC COMMUNICATIONS (INTERNET)	852.000	265	125.30
01/07/2022	PNC	137402*#	CITY OF FRASER	WATER	918.000	265	3,142.69
01/07/2022	PNC	137403*#	GREAT LAKES PEST CONTROL CO. INC	OTHER REPAIRS AND MAINTENANCE	934.000	265	76.94
01/07/2022	PNC	137409	INGERSOLL MECHANICAL, INC.	OTHER REPAIRS AND MAINTENANCE	934.000	265	475.42
01/07/2022	PNC	137427*#	SUPPLY DEN	OTHER REPAIRS AND MAINTENANCE	934.000	265	7.16
01/07/2022	PNC	137432	USA CARPET CARE AND DYE	OTHER REPAIRS AND MAINTENANCE	934.000	265	150.00
01/07/2022	PNC	137433*#	VERIZON	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	265	81.34
01/14/2022	PNC	137444	BUDS LOCK & KEY INC	OTHER REPAIRS AND MAINTENANCE	934.000	265	131.80
01/14/2022	PNC	137453	GREAT LAKES PEST CONTROL CO. INC	OTHER REPAIRS AND MAINTENANCE	934.000	265	81.55
				OTHER REPAIRS AND MAINTENANCE	934.000	265	975.00
				CHECK PNC 137453 TOTAL FOR FUND 270:			1,056.55
01/14/2022	PNC	137455*#	INGERSOLL MECHANICAL, INC.	OTHER REPAIRS AND MAINTENANCE	934.000	265	3,540.19
				OTHER REPAIRS AND MAINTENANCE	934.000	265	722.40
				CHECK PNC 137455 TOTAL FOR FUND 270:			4,262.59
01/14/2022	PNC	137473*#	REINDEL TRUE VALUE	MATERIALS & SUPPLIES	742.000	265	248.34
01/14/2022	PNC	137476*	SPECTRON ELECTRIC	OTHER REPAIRS AND MAINTENANCE	934.000	265	300.00
01/21/2022	PNC	137494	INGERSOLL MECHANICAL, INC.	OTHER REPAIRS AND MAINTENANCE	934.000	265	184.50

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 270 SENIOR HOUSING							
01/21/2022	PNC	137496	JOSEPH KRZYWIECKI	ESCROW - SECURITY DEPOSITS	291.000	000	555.00
01/21/2022	PNC	137500	OFFICE DEPOT	MATERIALS & SUPPLIES	742.000	265	136.78
01/28/2022	PNC	137510	ABC WAREHOUSE	MATERIALS & SUPPLIES	934.000	265	2,192.00
01/28/2022	PNC	137514*#	CINTAS CORPORATION #354	MATERIALS & SUPPLIES	742.000	265	18.93
01/28/2022	PNC	137515	COMCAST	OTHER MISC COMMUNICATIONS (INTERNET)	852.000	265	115.57
01/28/2022	PNC	137516*#	CONSUMERS ENERGY	NATURAL GAS	921.000	265	934.32
01/28/2022	PNC	137519*#	DTE ENERGY COMPANY	ELECTRIC	920.000	265	2,613.81
01/28/2022	PNC	137520*#	CITY OF FRASER	WATER	918.000	265	2,760.61
01/28/2022	PNC	137523	GREAT LAKES SECURITY HARDWARE	OTHER REPAIRS AND MAINTENANCE	934.000	265	83.95
01/28/2022	PNC	137525*	INGERSOLL MECHANICAL, INC.	OTHER REPAIRS AND MAINTENANCE	934.000	265	433.50
				OTHER REPAIRS AND MAINTENANCE	934.000	265	1,777.95
				CHECK PNC 137525 TOTAL FOR FUND 270:			2,211.45
01/28/2022	PNC	137526	INGRAM WHOLESALE SIDING	OTHER REPAIRS AND MAINTENANCE	934.000	265	14.71
01/28/2022	PNC	137529	LOOK PROFESSIONAL PAINTING	OTHER REPAIRS AND MAINTENANCE	934.000	265	1,975.00
01/28/2022	PNC	137531	MACOMB MECHANICAL, INC	OTHER REPAIRS AND MAINTENANCE	934.000	265	3,500.00
				Total for fund 270 SENIOR HOUSING			28,107.35

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 401 CAPITAL PROJECTS FUND							
01/14/2022	PNC	137468	MIDSTATES RECREATION	CAPITAL OUTLAY - PARKS MAINTENANCE	972.000	690	84,259.50
01/21/2022	PNC	137505	VC3, INC.	CAPITAL OUTLAY - INFORMATION TECHNOLOGY	972.000	258	4,982.00
				Total for fund 401 CAPITAL PROJECTS FUND			89,241.50

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND							
01/07/2022	PNC	137382*#	AEW	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	14,572.50
				OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	7,975.00
				PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	527	2,957.20
				ENGINEERING SERVICES	946.000	527	1,625.00
				CHECK PNC 137382 TOTAL FOR FUND 592:			27,129.70
01/07/2022	PNC	137391	AUDIO SENTRY CORPORATION	OTHER REPAIRS AND MAINTENANCE (LIFT ST)	934.500	527	190.00
01/07/2022	PNC	137397	DAN ZUCHOWSKI	PROFESSIONAL DEVELOPMENT	910.000	527	70.00
01/07/2022	PNC	137402*#	CITY OF FRASER	WATER	918.000	526	16.16
01/07/2022	PNC	137404	GREAT LAKES WATER AUTHORITY	SEWAGE	917.000	527	4,938.30
01/07/2022	PNC	137405	H.D. EDWARDS & CO. INC.	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	210.00
01/07/2022	PNC	137422*	RAY JIANG	WATER READY TO SERVE	642.200	000	15.16
				SEWER READY TO SERVE	642.400	000	10.10
				METER REPLACEMENT	642.500	000	1.00
				CHECK PNC 137422 TOTAL FOR FUND 592:			26.26
01/07/2022	PNC	137433*#	VERIZON	COMMUNICATIONS (TELEPHONE, CELL, PHONE)	850.000	526	156.70
01/14/2022	PNC	137438*#	AEW	ENGINEERING SERVICES	946.000	526	4,375.00
				ENGINEERING SERVICES	946.000	526	100.00
				ENGINEERING SERVICES	946.000	526	250.00
				ENGINEERING SERVICES	946.000	526	374.00
				ENGINEERING SERVICES	946.000	526	600.00
				PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	527	2,459.90
				ENGINEERING SERVICES	946.000	527	17,825.00
				CHECK PNC 137438 TOTAL FOR FUND 592:			25,983.90
01/14/2022	PNC	137447	CORE & MAIN LP	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	599.25
01/14/2022	PNC	137454	GREAT LAKES WATER AUTHORITY	WATER (GREAT LAKES WATER AUTHORITY)	918.500	526	101,959.98
01/14/2022	PNC	137464	MACOMB COUNTY PUBLIC WORKS COMM	SEWAGE	917.000	527	232,667.00

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND							
01/14/2022	PNC	137465	MACOMB MECHANICAL, INC	SUPPLIES	934.000	526	273.00
01/14/2022	PNC	137471	PETERS, CATHERINE	WATER COMMODITY	642.100	000	13.67
				WATER READY TO SERVE	642.200	000	56.31
				SEWER COMMODITY	642.300	000	26.06
				SEWER READY TO SERVE	642.400	000	37.52
				METER REPLACEMENT	642.500	000	3.71
				CHECK PNC 137471 TOTAL FOR FUND 592:			137.27
01/14/2022	PNC	137472	PIPETEK INFRASTRUCTURE SERVICES	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	527	51,556.87
01/14/2022	PNC	137473*#	REINDEL TRUE VALUE	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	28.48
01/14/2022	PNC	137485#	WHITLOCK BUSINESS SYSTEMS	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	526	407.23
				PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	526	408.24
				MAIL OR POSTAGE	851.000	526	1,113.81
				MAIL OR POSTAGE	851.000	526	1,117.04
				PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	527	407.23
				MAIL OR POSTAGE	851.000	527	1,113.82
				MAIL OR POSTAGE	851.000	527	408.24
				MAIL OR POSTAGE	851.000	527	1,117.04
				CHECK PNC 137485 TOTAL FOR FUND 592:			6,092.65
01/21/2022	PNC	137495*	JASON PETERSON	WATER READY TO SERVE	642.200	000	106.63
				SEWER READY TO SERVE	642.400	000	71.04
				METER REPLACEMENT	642.500	000	7.03
				CHECK PNC 137495 TOTAL FOR FUND 592:			184.70
01/28/2022	PNC	137517	CONTRACTORS CONNECTION	OPERATING SUPPLIES (MATERIALS&SUPPLIES)	752.100	526	156.60
01/28/2022	PNC	137519*#	DTE ENERGY COMPANY	ELECTRIC	920.000	527	2,941.07
01/28/2022	PNC	137520*#	CITY OF FRASER	WATER	918.000	526	16.16

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 592 WATER AND SEWER FUND							
01/28/2022	PNC	137524	HYDRO METER SYSTEMS, INC	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	526	3,083.00
01/28/2022	PNC	137533*	MIDWEST TITLE LLC	WATER READY TO SERVE	642.200	000	84.28
				SEWER READY TO SERVE	642.400	000	56.16
				METER REPLACEMENT	642.500	000	5.56
				CHECK PNC 137533 TOTAL FOR FUND 592:			146.00
01/28/2022	PNC	137534	CITY OF MT. CLEMENS	FEES AND PERMITS	834.000	526	150.00
01/28/2022	PNC	137538*	PREMIER TITLE AGENCY LLC	WATER READY TO SERVE	642.200	000	108.87
				SEWER READY TO SERVE	642.400	000	72.53
				METER REPLACEMENT	642.500	000	7.18
				CHECK PNC 137538 TOTAL FOR FUND 592:			188.58
01/28/2022	PNC	137547*#	WHITLOCK BUSINESS SYSTEMS	PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	526	405.97
				MAIL OR POSTAGE	851.000	526	1,110.47
				PROFESSIONAL AND CONTRACTUAL SERVICES	801.000	527	405.97
				MAIL OR POSTAGE	851.000	527	1,110.48
				CHECK PNC 137547 TOTAL FOR FUND 592:			3,032.89
				Total for fund 592 WATER AND SEWER FUND			461,934.52

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 661 MOTOR POOL							
01/07/2022	PNC	137383	AM-DYN-IC FLUID POWER INC.	OTHER REPAIRS AND MAINTENANCE	934.000	249	297.79
01/07/2022	PNC	137401	FISHER AUTO PARTS, INC	OTHER REPAIRS AND MAINTENANCE	934.000	249	276.18
				OTHER REPAIRS AND MAINTENANCE	934.000	249	(49.00)
				CHECK PNC 137401 TOTAL FOR FUND 661:			227.18
01/07/2022	PNC	137413	LESLIE TIRE SERVICE, INC.	OTHER REPAIRS AND MAINTENANCE	934.000	249	224.00
01/07/2022	PNC	137416	MACOMB WHOLESALE SUPPLY	OTHER REPAIRS AND MAINTENANCE	934.000	249	119.94
01/07/2022	PNC	137430	TRACTION-GENUINE PARTS CO	EQUIPMENT REPAIRS	931.000	249	115.32
01/07/2022	PNC	137431	TRUCK & TRAILER SPECIALTIES, INC.	OTHER REPAIRS AND MAINTENANCE	934.000	249	397.50
01/07/2022	PNC	137434	WEINGARTZ	EQUIPMENT REPAIRS	931.000	249	149.95
				EQUIPMENT REPAIRS	931.000	249	118.00
				CHECK PNC 137434 TOTAL FOR FUND 661:			267.95
01/14/2022	PNC	137439	AM-DYN-IC FLUID POWER INC.	OTHER REPAIRS AND MAINTENANCE	934.000	249	884.76
				OTHER REPAIRS AND MAINTENANCE	934.000	249	22.80
				OTHER REPAIRS AND MAINTENANCE	934.000	249	558.10
				CHECK PNC 137439 TOTAL FOR FUND 661:			1,465.66
01/14/2022	PNC	137443	AUTO MOTIVE ENHANCERS, INC	EQUIPMENT REPAIRS	931.000	249	678.77
01/14/2022	PNC	137461	LESLIE TIRE SERVICE, INC.	OTHER REPAIRS AND MAINTENANCE	934.000	249	652.00
01/14/2022	PNC	137469	NBC TRUCK EQUIPMENT	OTHER REPAIRS AND MAINTENANCE	934.000	249	68.85
				OTHER REPAIRS AND MAINTENANCE	934.000	249	33.89
				CHECK PNC 137469 TOTAL FOR FUND 661:			102.74
01/14/2022	PNC	137473*#	REINDEL TRUE VALUE	EQUIPMENT REPAIRS	931.000	249	686.12
				OTHER REPAIRS AND MAINTENANCE	934.000	249	35.16
				CHECK PNC 137473 TOTAL FOR FUND 661:			721.28
01/14/2022	PNC	137477	SPENCER OIL COMPANY	DIESEL FUEL			** VOIDED **

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 661 MOTOR POOL							
				GASOLINE			** VOIDED **
				GASOLINE			** VOIDED **
01/14/2022	PNC	137480	TRUCK & TRAILER SPECIALTIES, INC.	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	2,320.48
				OTHER REPAIRS AND MAINTENANCE	934.000	249	248.64
				CHECK PNC 137480 TOTAL FOR FUND 661:			2,569.12
01/14/2022	PNC	137482	WARREN PIPE & SUPPLY CO.	EQUIPMENT REPAIRS	931.000	249	3.98
01/14/2022	PNC	137486	WOLVERINE FREIGHTLINER EASTSIDE	OTHER REPAIRS AND MAINTENANCE	934.000	249	1,223.35
01/21/2022	PNC	137489	CRUISERS	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	85.00
01/21/2022	PNC	137504	SPENCER OIL COMPANY	DIESEL FUEL	758.000	249	2,000.96
				DIESEL FUEL	758.000	249	1,921.96
				GASOLINE	759.000	249	4,901.88
				GASOLINE	759.000	249	312.38
				GASOLINE	759.000	249	(100.00)
				CHECK PNC 137504 TOTAL FOR FUND 661:			9,037.18
01/28/2022	PNC	137511	AIRGAS USA, LLC	OTHER REPAIRS AND MAINTENANCE	934.000	249	61.40
				OTHER REPAIRS AND MAINTENANCE	934.000	249	56.16
				OTHER REPAIRS AND MAINTENANCE	934.000	249	95.18
				CHECK PNC 137511 TOTAL FOR FUND 661:			212.74
01/28/2022	PNC	137536	NBC TRUCK EQUIPMENT	OTHER REPAIRS AND MAINTENANCE	934.000	249	128.84
01/28/2022	PNC	137537	OSCAR W. LARSON CO.	GASOLINE	759.000	249	544.54
01/28/2022	PNC	137540	STERLING HEIGHTS DODGE CHRYSLER	OTHER REPAIRS AND MAINTENANCE	934.000	249	332.61
01/28/2022	PNC	137542	TRUCK & TRAILER SPECIALTIES, INC.	VEHICLE REPAIRS AND MAINTENANCE	932.000	249	770.21
01/28/2022	PNC	137546	WEINGARTZ		934.000	249	337.70
				Total for fund 661 MOTOR POOL			20,515.40

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 703 SUMMER TAX COLLECTION FUND							
01/07/2022	PNC	137435	WELLS FARGO BANK	ALL UNDISTRIBUTED TAXES	274.000	000	220.13
01/14/2022	PNC	137448	CORELOGIC CENTRALIZED REFUNDS	ALL UNDISTRIBUTED TAXES	274.000	000	199.46
				ALL UNDISTRIBUTED TAXES	274.000	000	121.72
				ALL UNDISTRIBUTED TAXES	274.000	000	179.14
				ALL UNDISTRIBUTED TAXES	274.000	000	199.71
				ALL UNDISTRIBUTED TAXES	274.000	000	51.00
				ALL UNDISTRIBUTED TAXES	274.000	000	172.18
				ALL UNDISTRIBUTED TAXES	274.000	000	172.12
				ALL UNDISTRIBUTED TAXES	274.000	000	371.24
				ALL UNDISTRIBUTED TAXES	274.000	000	215.63
				ALL UNDISTRIBUTED TAXES	274.000	000	306.79
				ALL UNDISTRIBUTED TAXES	274.000	000	122.09
				ALL UNDISTRIBUTED TAXES	274.000	000	123.15
				CHECK PNC 137448 TOTAL FOR FUND 703:			2,234.23
01/28/2022	PNC	137527	LERETA LLC	ALL UNDISTRIBUTED TAXES	274.000	000	172.12
				Total for fund 703 SUMMER TAX COLLECTION FUND			2,626.48
			TOTAL - ALL FUNDS				963,918.55

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

BUDGET REPORT FOR CITY OF FRASER
Fund: 101 GENERAL FUND
Calculations as of 01/31/2022

GL NUMBER	DESCRIPTION	2021-22 ADOPTED BUDGET	2021-22 ACTIVITY THRU 01/31/22	2020-21 PROJECTED ACTIVITY
ESTIMATED REVENUES				
Dept 000				
101-000-402.000	TAXES - CURRENT REAL PROPERTY TAXE	8,297,029	7,966,505	
101-000-410.000	TAXES - CURRENT PERSONAL PROPERTY	500,000	555,331	
101-000-411.000	TAXES - DELINQUENT REAL PROPERTY T	1,177		
101-000-412.000	TAXES - DELINQUENT PERSONAL PROPEI	9,270	12,712	
101-000-415.000	TAXES - ALLOWANCE FOR CHARGEBACKS	(1,000)	(37)	
101-000-427.000	TAXES - COMMUNITY-WIDE SPECIAL ASS	1,471,889	883,506	
101-000-432.000	TAXES - PAYMENT IN LIEU OF TAXES	40,291		
101-000-437.000	TAXES - INDUSTRIAL FACILITY TAX	192,695	74,172	
101-000-445.000	TAXES - PENALTIES AND INTEREST ON	10,000	8,144	
101-000-447.000	TAXES - PROPERTY TAX ADMINISTRATIC	263,996	244,828	
101-000-476.400	BUSINESS LICENSES - PRECIOUS METAI	50		
101-000-477.000	LICENSES AND PERMITS - CABLE TV (W	94,600		
101-000-477.100	LICENSES AND PERMITS - CABLE TV (C	156,000	40,104	
101-000-478.000	LICENSES AND PERMITS - VIDEO FRANC	43,600	12,275	
101-000-479.000	LICENSES AND PERMITS - CELLULAR TC	104,250	51,080	
101-000-505.000	FEDERAL GRANTS - PUBLIC SAFETY		760,851	
101-000-543.302	STATE GRANTS - TRAINING FUNDS PA 3	10,000		
101-000-543.500	STATE GRANTS - LIQUOR LICENSE FEE	10,946	11,936	
101-000-547.000	STATE GRANT - COURT EQUITY	27,250	13,762	
101-000-573.000	LOCAL COMMUNITY STABILIZATION SHAI	698,960	826,102	
101-000-574.000	STATE GRANTS - STATE REVENUE SHARI	1,533,623	589,496	
101-000-611.000	ATTORNEY FEE REIMBURSEMENT		5,599	
101-000-621.000	PROBATION OVERSIGHT FEE	15,000	4,949	
101-000-627.000	BUILDING INSPECTION AND PERMIT FEI	281,250	147,048	
101-000-628.000	PLANNING COMMISSION FEES	5,000	2,651	
101-000-629.000	ZONING BOARD OF APPEALS FEES	2,500	2,000	
101-000-645.000	CHARGES FOR SERVICES - PUBLIC SAFI	150,000	92,424	
101-000-646.000	CHARGES FOR SERVICES - PUBLIC WORI	20,000	21,888	
101-000-647.000	CHARGES FOR SERVICES - CITY CLERK	2,500	273	
101-000-648.000	CHARGES FOR SERVICES - FINANCE	1,000	707	
101-000-649.000	CHARGES FOR SERVICES - RECREATION	45,000	1,300	
101-000-649.100	CHARGES FOR SERVICES - PARK RENTAI		1,965	
101-000-649.200	CHARGES FOR SERVICES - FIREWORKS		8,000	
101-000-649.500	CHARGES FOR SERVICES - SENIOR CENT	15,000	2,097	
101-000-650.000	TRANSACTION FEES (PAWN SHOP)	5,000	3,922	
101-000-655.000	DISTRICT COURT - FINES/COSTS-DIST	350,000	173,577	
101-000-664.000	INTEREST INCOME AND RENT CONTROL	19,600		
101-000-671.000	OTHER REVENUE		4,721	
101-000-673.000	GAIN OR LOSS ON SALE OF ASSETS		15,835	
101-000-674.600	DONATION - RECREATION PROGRAMMING		(5,794)	
101-000-674.700	DONATION - HISTORICAL COMMISSION		(16,837)	
101-000-674.800	DONATION - FARMERS MARKET		(7,353)	
101-000-674.900	DONATION - PARK DONATIONS		(6,248)	
101-000-676.202	ADMIN SERVICES - MAJOR STREETS	100,142		
101-000-676.203	ADMIN SERVICES - LOCAL STREETS	42,918		
101-000-676.210	ADMIN SERVICES - AMBULANCE	116,347		
101-000-676.226	ADMIN SERVICES - REFUSE	78,197		
101-000-676.526	ADMIN SERVICES - WATER	212,097		
101-000-676.527	ADMIN SERVICES - SEWER	174,360		
101-000-682.000	OTHER REVENUE - RETIREE HEALTH CAI	34,000	45,024	
101-000-687.000	OTHER REVENUE - REFUNDS OR REBATES	8,000	22,580	
101-000-688.000	OTHER REVENUE - SMART PROGRAM	15,000	9,760	
101-000-689.000	OTHER REVENUE - CASH OVER OR SHORT		141	
101-000-699.000	INTERFUND TRANSFERS IN	166,622		
Totals for dept 000 -		15,324,159	12,580,996	
TOTAL ESTIMATED REVENUES		15,324,159	12,580,996	

GL NUMBER	DESCRIPTION	2021-22 ADOPTED BUDGET	2021-22 ACTIVITY THRU 01/31/22	2020-21 PROJECTED ACTIVITY
APPROPRIATIONS				
Dept 101 - CITY COUNCIL				
101-101-703.000	SALARIES	48,600	24,456	
101-101-709.000	FICA	3,013	1,516	
101-101-711.000	MEDICARE	705	355	
101-101-732.000	WORKERS COMPENSATION INSURANCE EXI	130		
101-101-752.000	SUPPLIES	1,000	508	
101-101-752.100	OPERATING SUPPLIES (MATERIALS&SUPI	100	54	
101-101-900.000	PRINTING AND PUBLISHING	15,000	5,593	
101-101-911.000	CONFERENCES	2,500	207	
101-101-915.000	MEMBERSHIPS	1,500	1,000	
101-101-915.200	MEMBERSHIPS (MML)	6,366		
101-101-915.300	MEMBERSHIPS (SEMCOG)	1,700	1,702	
Totals for dept 101 - CITY COUNCIL		80,614	35,391	
Dept 136 - DISTRICT COURT				
101-136-702.000	WAGES - FULL TIME EMPLOYEES	144,447	83,381	
101-136-703.000	SALARIES	27,434	16,003	
101-136-704.000	WAGES - PART TIME EMPLOYEES	12,000	3,162	
101-136-705.000	VACATION PAY	9,359	7,992	
101-136-706.000	HOLIDAY PAY	8,958	5,478	
101-136-709.000	FICA	12,627	6,606	
101-136-711.000	MEDICARE	2,953	1,545	
101-136-714.000	LONGEVITY PAY	1,470	1,680	
101-136-717.000	DEFINED BENEFIT PENSION PLAN (MERS	8,744	1,948	
101-136-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYI	55,800	31,530	
101-136-732.000	WORKERS COMPENSATION INSURANCE EXI	699		
101-136-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	3,250	769	
101-136-752.000	SUPPLIES	6,180	3,525	
101-136-801.000	PROFESSIONAL AND CONTRACTUAL SERVI	51,809	12,903	
101-136-801.700	PROFESSIONAL AND CONTRACTUAL SERVI		1,050	
101-136-823.000	INTERPRETER FEES	1,000	800	
101-136-851.000	MAIL OR POSTAGE	2,500	2,907	
101-136-860.000	TRANSPORTATION	500		
101-136-910.000	PROFESSIONAL DEVELOPMENT	1,000	150	
101-136-933.000	SOFTWARE MAINTENANCE AGREEMENTS	2,500		
101-136-940.000	RENTALS	300,000	149,578	
Totals for dept 136 - DISTRICT COURT		653,230	331,007	
Dept 171 - CITY MANAGER				
101-171-702.000	WAGES - FULL TIME EMPLOYEES		7,665	
101-171-703.000	SALARIES	124,800	59,498	
101-171-705.000	VACATION PAY	7,378	10,224	
101-171-706.000	HOLIDAY PAY	7,993	4,981	
101-171-709.000	FICA	8,691	5,246	
101-171-711.000	MEDICARE	2,032	1,227	
101-171-712.000	CASH IN LIEU OF BENEFITS (INS OPT		2,250	
101-171-716.000	DEFINED CONTRIBUTION PENSION (401A	12,480	6,596	
101-171-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYI	18,600	420	
101-171-732.000	WORKERS COMPENSATION INSURANCE EXI	955		
101-171-752.000	SUPPLIES	1,000	410	
101-171-752.100	OPERATING SUPPLIES (MATERIALS&SUPI		54	
101-171-791.000	SUBSCRIPTIONS AND PUBLICATIONS	1,000		
101-171-801.000	PROFESSIONAL AND CONTRACTUAL SERVI	5,000	3,910	
101-171-843.000	MEDICAL PROVIDER SERVICES	14,420	3,203	
101-171-850.000	COMMUNICATIONS (TELEPHONE, CELL, I		(41)	
101-171-851.000	MAIL OR POSTAGE		116	
101-171-860.000	TRANSPORTATION	4,200		
101-171-910.000	PROFESSIONAL DEVELOPMENT	1,000	215	
101-171-911.000	CONFERENCES	1,000		
101-171-915.000	MEMBERSHIPS	2,000	945	
Totals for dept 171 - CITY MANAGER		212,549	106,919	
Dept 209 - ASSESSING				
101-209-703.000	SALARIES	1,545	270	
101-209-709.000	FICA	155	(6)	
101-209-711.000	MEDICARE	23	(1)	
101-209-752.000	SUPPLIES	5,000	816	
101-209-801.000	PROFESSIONAL AND CONTRACTUAL SERVI		110	
101-209-801.500	PROFESSIONAL SERVICES (ASSESSOR)	107,215	67,958	
101-209-801.800	PROFESSIONAL SERVICES (LEGAL)	10,000		
101-209-851.000	MAIL OR POSTAGE	4,000	384	
101-209-910.000	PROFESSIONAL DEVELOPMENT		78	
Totals for dept 209 - ASSESSING		127,938	69,609	
Dept 210 - LEGAL				
101-210-801.800	PROFESSIONAL SERVICES (LEGAL)	160,000	66,644	

GL NUMBER	DESCRIPTION	2021-22 ADOPTED BUDGET	2021-22 ACTIVITY THRU 01/31/22	2020-21 PROJECTED ACTIVITY
APPROPRIATIONS				
Dept 210 - LEGAL				
Totals for dept 210 - LEGAL		160,000	66,644	
Dept 215 - CLERK				
101-215-703.000	SALARIES	115,798	36,705	
101-215-705.000	VACATION PAY	15,591	1,577	
101-215-706.000	HOLIDAY PAY	8,222	2,812	
101-215-707.000	TEMPORARY EMPLOYEES	25,000	22,943	
101-215-709.000	FICA	10,361	3,578	
101-215-711.000	MEDICARE	2,423	837	
101-215-712.000	CASH IN LIEU OF BENEFITS (INS OPT		1,050	
101-215-713.000	OVERTIME	2,500	1,285	
101-215-716.000	DEFINED CONTRIBUTION PENSION (401A	7,000	2,967	
101-215-717.000	DEFINED BENEFIT PENSION PLAN (MERS	1,571	9	
101-215-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYE	37,200	374	
101-215-732.000	WORKERS COMPENSATION INSURANCE EXP	304		
101-215-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	50	74	
101-215-752.000	SUPPLIES	9,000	8,059	
101-215-791.500	SUBSCRIPTIONS AND PUBLICATIONS (CO	3,000	91	
101-215-801.800	PROFESSIONAL SERVICES	4,500	29,398	
101-215-851.000	MAIL OR POSTAGE	4,000	2,958	
101-215-910.000	PROFESSIONAL DEVELOPMENT	800		
101-215-911.000	CONFERENCES	3,000		
101-215-970.000	CAPITAL OUTLAY	3,100		
Totals for dept 215 - CLERK		253,420	114,717	
Dept 258 - INFORMATION TECHNOLOGY				
101-258-703.000	SALARIES	29,000	3,123	
101-258-704.000	WAGES - PART TIME EMPLOYEES		9,400	
101-258-705.000	VACATION PAY	1,427		
101-258-706.000	HOLIDAY PAY	900		
101-258-709.000	FICA	1,942	830	
101-258-711.000	MEDICARE	454	194	
101-258-713.000	OVERTIME		902	
101-258-716.000	DEFINED CONTRIBUTION PENSION (401A	941		
101-258-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYE	7,000	78	
101-258-732.000	WORKERS COMPENSATION INSURANCE EXP	72		
101-258-752.000	SUPPLIES	10,000	210	
101-258-801.100	PROFESSIONAL SERVICES	90,000	39,620	
101-258-850.000	COMMUNICATIONS (TELEPHONE, CELL, I	25,000	6,288	
101-258-851.000	MAIL OR POSTAGE	2,500		
101-258-852.000	OTHER MISC COMMUNICATIONS (INTERNE	45,000	21,716	
101-258-910.000	PROFESSIONAL DEVELOPMENT	1,500		
101-258-933.000	SOFTWARE MAINTENANCE AGREEMENTS	125,000	55,409	
101-258-983.000	LEASED ASSETS	29,000	12,765	
101-258-985.000	HARDWARE	45,000	49,670	
Totals for dept 258 - INFORMATION TECHNOLOGY		414,736	200,205	
Dept 260 - FINANCE				
101-260-702.000	WAGES - FULL TIME EMPLOYEES	120,000	56,948	
101-260-703.000	SALARIES	71,500	52,192	
101-260-704.000	WAGES - PART TIME EMPLOYEES		12,688	
101-260-705.000	VACATION PAY	20,393	12,338	
101-260-706.000	HOLIDAY PAY	13,855	4,543	
101-260-708.000	UNEMPLOYMENT COMPENSATION	13,160	149	
101-260-709.000	FICA	13,996	8,850	
101-260-711.000	MEDICARE	3,273	2,070	
101-260-712.000	CASH IN LIEU OF BENEFITS (INS OPT		2,450	
101-260-713.000	OVERTIME	2,100	2,403	
101-260-714.000	LONGEVITY PAY		500	
101-260-716.000	DEFINED CONTRIBUTION PENSION (401A	11,000	4,954	
101-260-717.000	DEFINED BENEFIT PENSION PLAN (MERS	10,088	823	
101-260-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYE	74,400	23,588	
101-260-732.000	WORKERS COMPENSATION INSURANCE EXP	1,250		
101-260-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	5,000	1,483	
101-260-752.000	SUPPLIES	3,000	3,084	
101-260-752.100	OPERATING SUPPLIES (MATERIALS&SUPP	8,000	2,968	
101-260-801.000	PROFESSIONAL AND CONTRACTUAL SERVI	79,328	72,699	
101-260-801.050	BANK SERVICE CHARGES	40,000	4,620	
101-260-850.000	COMMUNICATIONS (TELEPHONE, CELL, I		(41)	
101-260-851.000	MAIL OR POSTAGE	7,500	6,607	
101-260-910.000	PROFESSIONAL DEVELOPMENT	2,500	955	
101-260-915.000	MEMBERSHIPS	190	329	
Totals for dept 260 - FINANCE		500,533	277,200	
Dept 265 - CITY HALL				

GL NUMBER	DESCRIPTION	2021-22 ADOPTED BUDGET	2021-22 ACTIVITY THRU 01/31/22	2020-21 PROJECTED ACTIVITY
APPROPRIATIONS				
Dept 265 - CITY HALL				
101-265-704.000	WAGES - PART TIME EMPLOYEES	27,000	18,752	
101-265-707.000	TEMPORARY EMPLOYEES	1,030		
101-265-709.000	FICA	1,738	1,163	
101-265-711.000	MEDICARE	406	272	
101-265-742.000	MATERIALS & SUPPLIES	20,600	4,018	
101-265-801.000	PROFESSIONAL AND CONTRACTUAL SERVI	250		
101-265-850.000	COMMUNICATIONS (TELEPHONE, CELL, I	5,278	3,220	
101-265-852.000	OTHER MISC COMMUNICATIONS (INTERNI	556		
101-265-918.000	WATER	15,862	2,810	
101-265-920.000	ELECTRIC	47,000	30,204	
101-265-921.000	NATURAL GAS	23,896	6,811	
101-265-934.000	OTHER REPAIRS AND MAINTENANCE	68,959	19,501	
101-265-946.000	ENGINEERING SERVICES		5,187	
Totals for dept 265 - CITY HALL		212,575	91,938	
Dept 266 - ACTIVITY CENTER				
101-266-704.000	WAGES - PART TIME EMPLOYEES	10,300		
101-266-709.000	FICA	639		
101-266-711.000	MEDICARE	155		
101-266-742.000	MATERIALS & SUPPLIES	9,064	265	
101-266-918.000	WATER	4,000	2,415	
101-266-920.000	ELECTRIC	8,000	4,539	
101-266-921.000	NATURAL GAS	5,000	3,131	
101-266-934.000	OTHER REPAIRS AND MAINTENANCE	31,415	1,766	
Totals for dept 266 - ACTIVITY CENTER		68,573	12,116	
Dept 267 - BAUMGARTNER HOUSE				
101-267-742.000	MATERIALS & SUPPLIES	3,605	27	
101-267-852.000	OTHER MISC COMMUNICATIONS (INTERNI	412		
101-267-918.000	WATER	2,122	290	
101-267-920.000	ELECTRIC	1,700	835	
101-267-921.000	NATURAL GAS	2,987	710	
101-267-934.000	OTHER REPAIRS AND MAINTENANCE	4,120	1,089	
Totals for dept 267 - BAUMGARTNER HOUSE		14,946	2,951	
Dept 269 - DPW BUILDING				
101-269-704.000	WAGES - PART TIME EMPLOYEES		1,290	
101-269-709.000	FICA		80	
101-269-711.000	MEDICARE		19	
101-269-742.000	MATERIALS & SUPPLIES	16,631	6,886	
101-269-801.000	PROFESSIONAL AND CONTRACTUAL SERVI	1,000		
101-269-918.000	WATER	1,827	634	
101-269-920.000	ELECTRIC	9,000	5,124	
101-269-921.000	NATURAL GAS	10,480	4,201	
101-269-934.000	OTHER REPAIRS AND MAINTENANCE	37,540	7,239	
Totals for dept 269 - DPW BUILDING		76,478	25,473	
Dept 270 - HUMAN RESOURCES				
101-270-801.100	PROFESSIONAL SERVICES (HR)	144,000	86,907	
Totals for dept 270 - HUMAN RESOURCES		144,000	86,907	
Dept 301 - PUBLIC SAFETY				
101-301-702.000	WAGES - FULL TIME EMPLOYEES	2,312,965	1,568,096	
101-301-703.000	SALARIES	120,000		
101-301-704.000	WAGES - PART TIME EMPLOYEES	51,000	30,023	
101-301-705.000	VACATION PAY	256,224	144,218	
101-301-706.000	HOLIDAY PAY	114,570	107,387	
101-301-709.000	FICA	198,943	128,717	
101-301-711.000	MEDICARE	46,527	30,562	
101-301-712.000	CASH IN LIEU OF BENEFITS (INS OPT		27,400	
101-301-713.000	OVERTIME	302,000	209,874	
101-301-714.000	LONGEVITY PAY	52,000	13,940	
101-301-717.000	DEFINED BENEFIT PENSION PLAN (MERS		237,819	
101-301-717.020	MERS DIVISION 20 POLC	1,158,972	579,486	
101-301-717.021	MERS DIVISION 21 POAM	693,198	331,644	
101-301-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYI	595,200	197,326	
101-301-721.000	CLOTHING ALLOWANCE	56,702	38,025	
101-301-731.000	EDUCATION ALLOWANCE	32,000	13,741	
101-301-732.000	WORKERS COMPENSATION INSURANCE EXI	80,576		
101-301-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	19,500	10,709	
101-301-746.000	OPERATING SUPPLIES	87,134	18,654	
101-301-752.000	SUPPLIES	10,000	6,583	
101-301-801.000	PROFESSIONAL AND CONTRACTUAL SERVI	50,000	4,299	
101-301-816.000	FEE (SEX OFFENDER REGISTRATION)	850	210	
101-301-843.000	MEDICAL PROVIDER SERVICES	5,800		

GL NUMBER	DESCRIPTION	2021-22 ADOPTED BUDGET	2021-22 ACTIVITY THRU 01/31/22	2020-21 PROJECTED ACTIVITY
APPROPRIATIONS				
Dept 301 - PUBLIC SAFETY				
101-301-850.000	COMMUNICATIONS (TELEPHONE, CELL, I		2,454	
101-301-850.500	COMMUNICIATIONS (VEHICLES)	20,000	443	
101-301-851.000	MAIL OR POSTAGE	1,200	520	
101-301-886.000	PROGRAMMING - OWI ENFORCEMENT	50	32,791	
101-301-889.000	PROGRAMMING - PUBLIC SAFETY DONATI		7,277	
101-301-910.000	PROFESSIONAL DEVELOPMENT	20,000	14,675	
101-301-910.302	PROFESSIONAL DEVELOPMENT (PA 302)	10,000	3,980	
101-301-915.000	MEMBERSHIPS	1,500	625	
101-301-932.000	VEHICLE REPAIRS AND MAINTENANCE	257,004		
101-301-948.000	COMPUTER SERVICES (CLEMIS)	45,000	8,202	
101-301-956.000	BAD DEBT EXPENSE	20,000		
Totals for dept 301 - PUBLIC SAFETY		6,618,915	3,769,680	
Dept 325 - COMMUNICATIONS/DISPATCH				
101-325-801.000	PROFESSIONAL AND CONTRACTUAL SERVI	303,672	148,500	
Totals for dept 325 - COMMUNICATIONS/DISPATCH		303,672	148,500	
Dept 371 - BUILDING DEPARTMENT				
101-371-702.000	WAGES - FULL TIME EMPLOYEES	85,500	24,778	
101-371-703.000	SALARIES	21,000		
101-371-703.100	MECHANICAL INSP.	32,000	5,808	
101-371-703.200	PLUMBING INSP.	10,000	2,217	
101-371-704.000	WAGES - PART TIME EMPLOYEES	109,611	43,755	
101-371-705.000	VACATION PAY	9,149	2,279	
101-371-706.000	HOLIDAY PAY	6,420	1,586	
101-371-709.000	FICA	18,066	4,630	
101-371-711.000	MEDICARE	4,225	1,083	
101-371-712.000	CASH IN LIEU OF BENEFITS (INS OPT	2,700		
101-371-713.000	OVERTIME	5,000	3,256	
101-371-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYE	37,200	9,706	
101-371-732.000	WORKERS COMPENSATION INSURANCE EXI	2,660		
101-371-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	2,575	757	
101-371-752.000	SUPPLIES	3,863	1,396	
101-371-752.100	OPERATING SUPPLIES (MATERIALS&SUPI	9,682	138	
101-371-801.000	PROFESSIONAL AND CONTRACTUAL SERVI	72,500	65,573	
101-371-850.000	COMMUNICATIONS (TELEPHONE, CELL, I	2,500	407	
101-371-851.000	MAIL OR POSTAGE	1,030	1,069	
101-371-910.000	PROFESSIONAL DEVELOPMENT	773	85	
101-371-911.000	CONFERENCES	2,060	200	
101-371-915.000	MEMBERSHIPS	1,030		
101-371-932.000	VEHICLE REPAIRS AND MAINTENANCE	10,255		
101-371-946.000	ENGINEERING SERVICES	15,000	4,753	
Totals for dept 371 - BUILDING DEPARTMENT		464,799	173,476	
Dept 410 - ZONING BOARD OF APPEALS				
101-410-703.000	SALARIES	1,854	275	
101-410-709.000	FICA	115	17	
101-410-711.000	MEDICARE	27	4	
101-410-713.000	OVERTIME	309		
101-410-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYE	200		
101-410-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	10		
101-410-900.000	PRINTING AND PUBLISHING	1,500		
Totals for dept 410 - ZONING BOARD OF APPEALS		4,015	296	
Dept 441 - DEPARTMENT OF PUBLIC WORKS				
101-441-702.000	WAGES - FULL TIME EMPLOYEES	245,155	168,666	
101-441-703.000	SALARIES	85,000	101,538	
101-441-704.000	WAGES - PART TIME EMPLOYEES	10,000	16,767	
101-441-705.000	VACATION PAY	28,342	30,263	
101-441-706.000	HOLIDAY PAY	14,486	19,424	
101-441-707.000	TEMPORARY EMPLOYEES	7,224	1,179	
101-441-709.000	FICA	25,842	22,454	
101-441-711.000	MEDICARE	6,044	5,251	
101-441-712.000	CASH IN LIEU OF BENEFITS (INS OPT		8,300	
101-441-713.000	OVERTIME	18,880	8,312	
101-441-714.000	LONGEVITY PAY	7,720	2,975	
101-441-716.000	DEFINED CONTRIBUTION PENSION (401A		9,354	
101-441-717.000	DEFINED BENEFIT PENSION PLAN (MERS		3,792	
101-441-717.023	MERS DIVISION 23 DPW	182,452	134,328	
101-441-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYE	93,000	29,411	
101-441-721.000	CLOTHING ALLOWANCE	9,600	8,400	
101-441-732.000	WORKERS COMPENSATION INSURANCE EXI	12,000		
101-441-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	5,500	2,692	
101-441-741.000	UNIFORMS	3,500	407	
101-441-752.000	SUPPLIES	20,000	(1,713)	

GL NUMBER	DESCRIPTION	2021-22 ADOPTED BUDGET	2021-22 ACTIVITY THRU 01/31/22	2020-21 PROJECTED ACTIVITY
APPROPRIATIONS				
Dept 441 - DEPARTMENT OF PUBLIC WORKS				
101-441-801.000	PROFESSIONAL AND CONTRACTUAL SERVI	18,800	74	
101-441-850.000	COMMUNICATIONS (TELEPHONE, CELL, I	6,000	3,787	
101-441-851.000	MAIL OR POSTAGE	618	268	
101-441-910.000	PROFESSIONAL DEVELOPMENT	3,090	4,945	
101-441-911.000	CONFERENCES	515	1,578	
101-441-915.000	MEMBERSHIPS	1,030	230	
101-441-916.000	STORM DRAINS	200,000		
101-441-932.000	VEHICLE REPAIRS AND MAINTENANCE	61,527		
101-441-934.000	OTHER REPAIRS AND MAINTENANCE	20,000	4,079	
101-441-946.000	ENGINEERING SERVICES	30,000	19,700	
101-441-974.000	CAPITAL OUTLAY - LAND IMPROVEMENTS		15	
101-441-989.000	STREET REHABILITATION		3,281	
Totals for dept 441 - DEPARTMENT OF PUBLIC WORKS		1,116,325	609,757	
Dept 448 - STREET LIGHTING				
101-448-920.000	ELECTRIC	2,575	797	
101-448-920.100	ELECTRIC (STREET LIGHTING)	214,939	111,850	
Totals for dept 448 - STREET LIGHTING		217,514	112,647	
Dept 690 - PARK MAINTENANCE				
101-690-704.000	WAGES - PART TIME EMPLOYEES	31,000	13,281	
101-690-707.000	TEMPORARY EMPLOYEES	55,000	36,221	
101-690-709.000	FICA	5,363	3,069	
101-690-711.000	MEDICARE	1,254	718	
101-690-713.000	OVERTIME	500		
101-690-742.000	MATERIALS & SUPPLIES	31,930	2,853	
101-690-801.000	PROFESSIONAL AND CONTRACTUAL SERVI	2,500		
101-690-918.000	WATER	412	349	
101-690-930.000	POND MAINTENANCE	3,090	2,260	
101-690-932.000	VEHICLE REPAIRS AND MAINTENANCE	7,691		
101-690-934.000	OTHER REPAIRS AND MAINTENANCE	50,000	88,514	
Totals for dept 690 - PARK MAINTENANCE		188,740	147,265	
Dept 691 - RECREATION				
101-691-702.000	WAGES - FULL TIME EMPLOYEES	9,500		
101-691-703.000	SALARIES	27,500		
101-691-703.700	SALARIES (RECREATION COMMISSION)	1,250	120	
101-691-704.000	WAGES - PART TIME EMPLOYEES	10,500		
101-691-705.000	VACATION PAY	6,355		
101-691-706.000	HOLIDAY PAY	3,096		
101-691-707.000	TEMPORARY EMPLOYEES	20,000		
101-691-709.000	FICA	4,927	7	
101-691-711.000	MEDICARE	1,152	2	
101-691-714.000	LONGEVITY PAY	1,260		
101-691-716.000	DEFINED CONTRIBUTION PENSION (401A	2,450		
101-691-717.000	DEFINED BENEFIT PENSION PLAN (MERS	2,336		
101-691-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYE	18,600		
101-691-732.000	WORKERS COMPENSATION INSURANCE EXP	2,838		
101-691-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	938		
101-691-752.000	SUPPLIES	3,500	925	
101-691-801.950	PROFESSIONAL AND CONTRACTUAL SERVI	11,630		
101-691-850.000	COMMUNICATIONS (TELEPHONE, CELL, I	1,545		
101-691-851.000	MAIL OR POSTAGE	309	22	
101-691-880.000	COMMUNITY PROMOTION	12,000	12,000	
101-691-881.000	PROGRAMMING	12,000	2,050	
101-691-882.000	PROGRAMMING - FARMERS MARKET	1,750		
101-691-888.000	PROGRAMMING - RECREATION REVOLVING	3,000	250	
101-691-915.000	MEMBERSHIPS	2,500		
101-691-932.000	VEHICLE REPAIRS AND MAINTENANCE	2,564		
101-691-933.000	SOFTWARE MAINTENANCE AGREEMENTS		4,500	
Totals for dept 691 - RECREATION		163,500	19,876	
Dept 746 - HISTORICAL COMMISSION				
101-746-709.000	FICA	56	24	
101-746-711.000	MEDICARE	16	6	
101-746-713.000	OVERTIME	1,000	384	
101-746-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYE	26		
101-746-752.000	SUPPLIES	500	70	
101-746-752.100	OPERATING SUPPLIES (MATERIALS&SUPP		20	
101-746-934.000	OTHER REPAIRS AND MAINTENANCE	5,000	4,749	
Totals for dept 746 - HISTORICAL COMMISSION		6,598	5,253	
Dept 750 - SENIOR ACTIVITY CENTER				
101-750-702.000	WAGES - FULL TIME EMPLOYEES	24,000		
101-750-703.000	SALARIES	25,000		

GL NUMBER	DESCRIPTION	2021-22 ADOPTED BUDGET	2021-22 ACTIVITY THRU 01/31/22	2020-21 PROJECTED ACTIVITY
APPROPRIATIONS				
Dept 750 - SENIOR ACTIVITY CENTER				
101-750-704.000	WAGES - PART TIME EMPLOYEES	66,000	10,130	
101-750-705.000	VACATION PAY	1,445		
101-750-706.000	HOLIDAY PAY	2,402	187	
101-750-709.000	FICA	7,368	640	
101-750-711.000	MEDICARE	1,723	150	
101-750-716.000	DEFINED CONTRIBUTION PENSION (401A	2,450		
101-750-717.000	DEFINED BENEFIT PENSION PLAN (MERS	2,336		
101-750-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYE	18,600		
101-750-732.000	WORKERS COMPENSATION INSURANCE EXP	966		
101-750-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	938		
101-750-752.000	SUPPLIES	4,500	24	
101-750-801.950	PROFESSIONAL AND CONTRACTUAL SERVI	5,150	482	
101-750-850.000	COMMUNICATIONS (TELEPHONE, CELL, F	979		
101-750-851.000	MAIL OR POSTAGE	258		
101-750-881.000	PROGRAMMING	9,476	50	
101-750-932.000	VEHICLE REPAIRS AND MAINTENANCE	21,791		
Totals for dept 750 - SENIOR ACTIVITY CENTER		195,382	11,663	
Dept 801 - PLANNING COMMISSION				
101-801-703.000	SALARIES	2,575	260	
101-801-709.000	FICA	167	16	
101-801-711.000	MEDICARE	39	4	
101-801-713.000	OVERTIME	412		
101-801-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYE	260		
101-801-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	20		
101-801-801.900	PROFESSIONAL SERVICES (PLANNING)	84,000	37,111	
101-801-900.000	PRINTING AND PUBLISHING	1,545	1,131	
101-801-946.000	ENGINEERING SERVICES	15,000		
Totals for dept 801 - PLANNING COMMISSION		104,018	38,522	
Dept 861 - RETIREE				
101-861-712.000	CASH IN LIEU OF BENEFITS (INS OPT	21,000	15,750	
101-861-717.010	MERS DIVISION 10 SUPERVISOR	778,140	389,070	
101-861-717.011	MERS DIVISION 11 CLERICAL	18,191	24,534	
101-861-723.000	RETIREE HEALTH CARE - OPEB	2,442,192	552,661	
101-861-840.000	INSURANCE PREMIUM (LIFE)	2,136	1,071	
Totals for dept 861 - RETIREE		3,261,659	983,086	
Dept 951 - INSURANCE				
101-951-935.000	PROPERTY LIABILITY INSURANCE	331,492	537,291	
Totals for dept 951 - INSURANCE		331,492	537,291	
Dept 965 - TRANSFERS OUT CONTROL				
101-965-966.000	TRANSFERS OUT TO CAPITAL PROJECTS	2,983,500		
Totals for dept 965 - TRANSFERS OUT CONTROL		2,983,500		
TOTAL APPROPRIATIONS		18,879,721	7,978,389	
NET OF REVENUES/APPROPRIATIONS - FUND 101		(3,555,562)	4,602,607	

BUDGET REPORT FOR CITY OF FRASER
Fund: 592 WATER AND SEWER FUND
Calculations as of 01/31/2022

GL NUMBER	DESCRIPTION	2021-22 ADOPTED BUDGET	2021-22 ACTIVITY THRU 01/31/22	2020-21 PROJECTED ACTIVITY
ESTIMATED REVENUES				
Dept 000				
592-000-445.000	TAXES - PENALTIES AND INTEREST ON		14,112	
592-000-633.000	CROSS CONNECTION FEES		100	
592-000-642.100	SALES - WATER COMMODITY	2,810,563	1,629,347	
592-000-642.200	SALES - WATER RTS	1,179,769	683,301	
592-000-642.300	SALES - SEWER COMMODITY	4,832,593	2,605,266	
592-000-642.400	SALES - SEWER RTS	751,000	444,639	
592-000-642.500	SALES - METER REPLACEMENT FEE	63,600	37,704	
592-000-642.600	SALES - WATER TAP FEES	3,600	6,100	
592-000-642.700	SALES - SEWER TAP FEES	3,000	3,600	
592-000-642.900	SALES - WATER METER FEES		605	
592-000-655.700	PENALTIES	80,000	48,887	
592-000-664.000	INTEREST INCOME AND RENT CONTROL	50,000		
592-000-678.000	MISCELLANEOUS		(474)	
Totals for dept 000 -		9,774,125	5,473,187	
TOTAL ESTIMATED REVENUES		9,774,125	5,473,187	

GL NUMBER	DESCRIPTION	2021-22 ADOPTED BUDGET	2021-22 ACTIVITY THRU 01/31/22	2020-21 PROJECTED ACTIVITY
APPROPRIATIONS				
Dept 526 - WATER				
592-526-702.000	WAGES - FULL TIME EMPLOYEES	194,000	100,881	
592-526-704.000	WAGES - PART TIME EMPLOYEES	20,000	96	
592-526-705.000	VACATION PAY	20,675	14,923	
592-526-706.000	HOLIDAY PAY	13,136	7,478	
592-526-709.000	FICA	19,110	9,133	
592-526-711.000	MEDICARE	4,469	2,136	
592-526-713.000	OVERTIME	55,620	22,572	
592-526-714.000	LONGEVITY PAY	4,800	1,000	
592-526-717.000	DEFINED BENEFIT PENSION PLAN (MERS	47,356	1,925	
592-526-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYE	55,800	26,580	
592-526-721.000	CLOTHING ALLOWANCE	3,600	2,400	
592-526-732.000	WORKERS COMPENSATION INSURANCE EXP	7,934		
592-526-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	1,000	916	
592-526-752.000	SUPPLIES	15,450	699	
592-526-752.100	OPERATING SUPPLIES (MATERIALS&SUPP	128,750	69,584	
592-526-801.000	PROFESSIONAL AND CONTRACTUAL SERVI	22,000	18,329	
592-526-803.101	ADMINISTRATIVE SERVICES (GENERAL F	212,097		
592-526-834.000	FEES AND PERMITS		150	
592-526-850.000	COMMUNICATIONS (TELEPHONE, CELL, F	137,000	676	
592-526-851.000	MAIL OR POSTAGE	15,000	8,944	
592-526-883.000	PERMITS	5,854		
592-526-910.000	PROFESSIONAL DEVELOPMENT		1,596	
592-526-915.000	MEMBERSHIPS	785		
592-526-918.000	WATER	824	185	
592-526-918.500	WATER (GREAT LAKES WATER AUTHORITY	1,291,200	541,609	
592-526-932.000	VEHICLE REPAIRS AND MAINTENANCE	63,450		
592-526-934.000	OTHER REPAIRS AND MAINTENANCE	41,200	1,329	
592-526-946.000	ENGINEERING SERVICES	125,000	29,353	
592-526-956.000	BAD DEBT EXPENSE	15,000	271	
592-526-968.000	DEPRECIATION AND DEPLETION	210,000		
592-526-972.000	CAPITAL OUTLAY (WATER SYSTEM)	94,300	246,674	
592-526-991.000	PRINCIPAL		180,000	
592-526-992.000	INTEREST EXPENSE	10,712	43,163	
Totals for dept 526 - WATER		2,836,122	1,332,602	
Dept 527 - SEWER				
592-527-702.000	WAGES - FULL TIME EMPLOYEES	99,000	27,118	
592-527-705.000	VACATION PAY	21,513		
592-527-706.000	HOLIDAY PAY	3,869		
592-527-709.000	FICA	8,518	1,734	
592-527-711.000	MEDICARE	1,992	406	
592-527-713.000	OVERTIME	13,000	1,170	
592-527-717.000	DEFINED BENEFIT PENSION PLAN (MERS	47,356	436	
592-527-718.000	HEALTH INSURANCE PREMIUMS (EMPLOYE	37,200	3,201	
592-527-721.000	CLOTHING ALLOWANCE	3,500		
592-527-732.000	WORKERS COMPENSATION INSURANCE EXP	3,248		
592-527-733.000	RETIREE HEALTH SAVINGS PLAN (ICMA)	1,000	230	
592-527-752.000	SUPPLIES	10,000		
592-527-801.000	PROFESSIONAL AND CONTRACTUAL SERVI	300,000	66,814	
592-527-803.101	ADMINISTRATIVE SERVICES (GENERAL F	174,360		
592-527-834.000	FEES AND PERMITS	22,000		
592-527-850.000	COMMUNICATIONS (TELEPHONE, CELL, F	1,200		
592-527-851.000	MAIL OR POSTAGE	13,000	9,124	
592-527-910.000	PROFESSIONAL DEVELOPMENT	2,500	274	
592-527-917.000	SEWAGE	2,875,207	1,420,694	
592-527-920.000	ELECTRIC	3,000	6,637	
592-527-932.000	VEHICLE REPAIRS AND MAINTENANCE	211,500		
592-527-934.000	OTHER REPAIRS AND MAINTENANCE	275,000	3,826	
592-527-934.500	OTHER REPAIRS AND MAINTENANCE (LIF	100,000	2,251	
592-527-946.000	ENGINEERING SERVICES	115,000	168,877	
592-527-956.000	BAD DEBT EXPENSE	10,300	408	
592-527-968.000	DEPRECIATION AND DEPLETION	1,272,000		
592-527-973.000	CAPITAL OUTLAY (SEWER SYSTEM)	352,500		
592-527-991.000	PRINCIPAL	1	495,000	
592-527-992.000	INTEREST EXPENSE	525,704	270,444	
592-527-993.000	PAYING AGENT FEES	1,000	77	
Totals for dept 527 - SEWER		6,504,468	2,478,721	
TOTAL APPROPRIATIONS		9,340,590	3,811,323	
NET OF REVENUES/APPROPRIATIONS - FUND 592		433,535	1,661,864	
ESTIMATED REVENUES - ALL FUNDS		25,098,284	18,054,183	
APPROPRIATIONS - ALL FUNDS		28,220,311	11,789,712	

NET OF REVENUES/APPROPRIATIONS - ALL FUNDS	(3,122,027)	6,264,471

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 Council

From: Sarah Mistretta, Assistant City Manager

CC: Elaine Leven, City Manager

RE: Budget Amendment Request

Upon review of the budget, many line items were insufficiently funded and will require amendments to meet FY 2021/2022 financial obligations. Contractual services for the Cross Connection Program, Single Audit with Yeo and Yeo, and increased liability insurance premiums account for roughly 30% of the requested funds. Shortfalls within departmental budgets for DPW, City Manager, DPS, Clerk and Finance are the result of insufficient funds being allocated for the level of staffing and subsequent expenses associated. Additional review of position budgets will be necessary to determine whether there will any additional shortfalls this fiscal year. In total an additional $848,731 is being is requested as an amendment to the FY 2021/2022 budget.

BUDGET AMENDMENTS RECOMMENDED FOR FEB 2022 COUNCIL APPROVAL

DEPT	GL NUMBER	GL DESCRIPTION	EXPLANATION	2021-22 ADOPTED BUDGET	Jan 2022 Recommended Amount	$$ Difference Requested	% Difference Requested
CITY COUNCIL	101-101-915.300	MEMBERSHIPS(SEMCOG)	Additional fee incurred with annual membership.	1,700	**1,702**	2	0.1%
City Manager	101-171-705.000	Vacation Pay	Vacation utilization expense exceeded allocated amount. (Funding in City Manager/Transportation101-171-860 available for line item adj. to offset expense)	7,378	**11,578**	4,200	56.9%
Assessing	101-209-910.000	PROFESSIONAL DEVELOPMENT	Mandatory training for the Board of Review. $117.50 per person.	0	**235**	235	
Clerk	101-215-712.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	City clerk to be paid $450 per month over 8 months (nov-jun) for insurance opt-out. New GL	0	**3,600**	3,600	
FINANCE	101-260-703.000	SALARIES	Inadequate funding for payroll through duration of fiscal year (Additional may be reallocated from 101-260-702.000 Wages-Full Time Emp. Or via Rec/Senior Center)	71,500	**88,154**	16,654	23%
FINANCE	101-260-714.000	Longevity	No budget for employee annual longevity expense.	-	**500**	500	
FINANCE	101-260-752.000	Supplies	Managed printing services w/ HP cost department on average $400 per month which was not budgeted for when entered into contract w/ service provider	3,000	**5,800**	2,800	93%
FINANCE	101-260-801.000	PROFESSIONAL AND CONTRACTUAL SERVICES	Additionally cost for audit/financial consulting services. Unanticipated single audit for excess federal funds received FY 20/21.	79,328	**89,328**	10,000	13%
FINANCE	101-260-915.000	MEMBERSHIPS(MGFOA)	Membership fee due for CY 2022	190	**329**	139	73%
CITY HALL	101-265-704.000	Wages-Part Time	Inadequate funding budgeted for FY to meet present staffing level/hours.	27,000	**31,512**	4,512	17%
DPW Building	101-269-704.000	Wages-Part Time	No budget for present staffing	-	**11,000**	11,000	
DPW Building	101-269-709.000	FICA	No budget for present staffing	-	**600**	600	
DPW Building	101-269-711.000	MEDICARE	No budget for present staffing	-	**200**	200	
Public Safety	101-301-717.000	DEFINED BENEFIT PLAN (MERS)	No budget amount was created for this GL, although $75k was budgeted the prior year and $50.575k was appropriated. The recomm amt of $75k does not include the $200k extra contrib approved by council for the 2021-22 year.	200,000	**275,000**	75,000	38%
DPW	101-441-703.000	Salaries	Insufficent funds budgeted to cover wages of DPW Superintendent & DPW Supervisor.	85,000	**190,000**	105,000	124%
DPW	101-441-704.000	Wages-Part Time	Insufficent funds budgeted to meet staffing levels utilized. Set funding to mirror FY 20/21	10,000	**30,000**	20,000	200%
DPW	101-441-705.000	Vacation Pay	Insufficent funds budgeted to meet staffing levels utilization. Set funding to mirror FY 20/21	28,342	**44,506**	16,164	57%
DPW	101-441-706.000	Holiday Pay	Insufficent funds budgeted to meet staffing levels utilization. Estimated funding for the remaining 3 holidays in fiscal year.	14,486	**26,025**	11,539	80%
DPW	101-441-711.000	FICA	Insufficent funds budgeted to meet staffing levels utilization. Set funding to mirror FY 20/21, may require additional ammendment later in FY.	25,842	**31,250**	5,408	21%
DPW	101-441-711.000	MEDICARE	Insufficent funds budgeted to meet staffing levels utilization. Set funding to mirror FY 20/21, may require additional ammendment later in FY.	6,044	**7,309**	1,265	21%
DPW	101-441-716.000	DEFINED CONTRIBUTION (401A)	No budget amount was created for this GL, this represents the DPW Superintendent's and Supervisor's 401A and reflects a cost of $1,169.22 per month	-	**14,031**	14,031	
DPW	101-441-717.000	DEFINED BENEFIT PLAN (MERS)	No budget amount created for this GL; this represents four (4) DPW workers eligible for the DB plan.	-	**7,600**	7,600	
PARK MAINTENANCE	101-690-934.000	OTHER REPAIRS & MAINTENANCE	Since much of the Boris/Harrington/Meadows work was done in the 2021-22 fiscal year, the expenditure was journalized in this year as opposed to when the PO/encumbered items were approved, which was the 2020-21 year. The encumberance/PO was rolled forward when closing out the prior year, prompting the need for a budget amendment. No new costs are being incurred; the PO was simply not all appropriated in the prior year and has rolled forward.	50,000	**342,484**	292,484	585%
Insurance	101-951-935.000	PROPERTY LIABILITY INSURANCE	More money needed due to the large number of lawsuits resulting in a higher annual premium	331,492	**537,291**	205,799	62%
WATER	592-526-801.000	PROFESSIONAL & CONTRACTUAL SERVICES	Cross connection control program. Will be a reoccuring expense over the next 2 FY's.	22,000	**62,000**	40,000	182%
					NEW $$ REQUESTED	**848,731**	

Represents no new $$ requested; simply a reallocation among GL accounts for proper classification (should not be included in totals)
Indicates new $$ requested

Prepared For: Fraser City Council
Prepared By: Amy Cell, President, Amy Cell Talent (ACT)
RE: Human Resources Summary & Transition Planning
Date: February 2, 2022

Dear Council,

It has been an honor and privilege to work with Council and the incredible Fraser employees during the past 18 months. The purpose of this document is to provide a summary of HR activities during our partnership and to lay out our plans to transition HR to the Assistant City Manager.

Highlights include:

- Organizational Development, Recruiting & onboarding support - New team members have included: Brandon Accurso (POC FF), Matthew Barnes (PT DPW laborer), Emily Birkenshaw, Bill Clift (Code Enforcement), David Krauss (PSO), Melissa Frierson (DPW Supervisor), Holly Graham (Paramedic) Cindi Greenia (City Clerk), Brian Heeb (FT DPW), Asma Joja (Communications Associate), Elaine Leven (City Manager), Mary Matuz (Confidential Secretary), Robert Mellar (POC FF), Sarah Mistretta (Assistant City Manager), Mark Ragsdale, Justin Petrone (FT DPW), Mike Petrone (FT DPW), Hunter Pullis (Finance/Recreation Clerk), Jeff Skowronski (PT DPW laborer), Marc Thompson (Interim City Manager), Karrie Westphal (Accounting Supervisor), Celeste Wineski (PSO), and Tyler Wojnak (POC FF). Staffing study to support new PT DPW clerk position.
- Supported the offboarding of 15 employees.
- HR Information System upgrade - Implementation of the BS&A HR module and updated employee records.
- Employee handbook and policy update
- Benefits administration - Oversaw two open enrollments, outsourced COBRA administration, bid out dental insurance, MERS adoption addendums for six plans, reviewed monthly invoices, periodic overage coverage audits, Medicare staging for retirees, 401a plan restatement, coordinated flu shot clinic, supported finance with ACA IRS Form 720/PCORI completion, Medicare Part D mailings, increased long term disability insurance to match commitments, worked through a challenging and unexpected transition to Optum for Health Savings Account administration after TCF bank was merged.
- Performance review process and development plan recommendations
- I-9 and personnel file review and gathering necessary documentation/licenses
- Job description updates
- Compensation structure update
- Managed outsourcing of IT services
- Employee communications - Launched employee newsletter and hosted regular meetings.
- Compliance - Updated labor law postings, filed annualOSHA reports, mailed 1095-C documents, Department of Transportation testing/compliance, Workers Compensation audit, updated job application.

- Transitioned from employment contracts to at-will status for non-union employees
- Created and updated organizational chart
- Sent over 6,000 emails and responded to hundreds of specific employee relations matters including employment verifications, employee and retiree benefit questions, unemployment insurance matters and COVID related guidance. We have had 18 team members support Fraser with a total number of 4,192 hours, as of February 2.
- Created work instructions for HR processes which will be provided to Sarah Mistretta during our transition and handoff process which will be completed on February 28. We will be having a transition meeting on February 15 to provide the SOPs and a current action list. We will have a follow up meeting on February 22 to finalize any remaining open issues.

  Our goal is to have a clean handoff, given the capabilities of Sarah and her incredible team. Should any future HR needs/questions arise for the City of Fraser, we will be available to assist as needed and to do special projects on a time and expense basis of $75 per hour.

City of Fraser

CENTENNIAL COMMUNITY

MAYOR
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Kathy Blanke
Patrick O'Dell
Dana Sutherland
David Winowiecki

CITY MANAGER
Elaine Leven
CITY CLERK
Cynthia Greenia

To: City Manager Leven Date: 1/31/2021

From: City Clerk Greenia

Re: Board and Commission Appointments

City Manager Leven,

Please find below the positions on various Boards and Commissions that will need City Council's action.

**Currently a member – reappointment requested*

ASSESSING BOARD OF REVIEW – 2 YEAR TERMS

VACANCIES	TERM EXPIRES
Vacancy #1	12/31/2023
Vacancy #2	12/31/2023

Applicants Sandy Decker*

HISTORICAL COMMISSION – 4 YEAR TERMS

VACANCIES	TERM EXPIRES
Vacancy #1	6/30/2024
Vacancy #2	6/30/2024

No applications submitted

RECREATION COMMISSION – 3 YEAR TERMS

VACANCIES	TERM EXPIRES
Vacancy #1	12/31/2024
Vacancy #2	12/31/2023
Vacancy #3	12/31/2023
Vacancy #4	12/31/2022

Applicants Chris Koch*
Morgan Laidlaw

PLANNING COMMISSION – 3 YEAR TERMS

VACANCIES	TERM EXPIRES
Vacancy #1	12/31/2024
Vacancy #2	12/31/2024
Vacancy #3	12/31/2024
Vacancy #4	12/31/2022
Applicants	Joanne Barr*
	Kenny Perry*
	Randy Warunek*
	Michael Lesich
	Renee Meyer

ZBA – 3 YEAR TERMS

VACANCIES	TERM EXPIRES
Vacancy #1	12/31/2024
Vacancy #2	12/31/2024
Vacancy #3	12/31/2023
Applicants	Joseph Chimenti*
	Roseanne Menendez*

CONSTRUCTION BOARD OF APPEALS AND PROPERTY MAINTENANCE - 2 YEAR TERMS

VACANCIES	TERM EXPIRES
Vacancy #1	12/31/2023
Vacancy #2	12/31/2022
Applicants	Shelly Gilray*

MCKENNA

February 1, 2022

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

Subject: **Proposal to Prepare the 2022 Parks and Recreation Plan Master Plan**
City of Fraser, Michigan

Dear Elaine:

We are pleased to propose to assist Fraser leaders in preparing the Parks and Recreation Master Plan. Our team is excited about the opportunity to partner with the City to address future parks and recreation needs and desires, to the benefit of your residents and visitors. We will work with the City to develop a Park and Recreation Plan that is community-informed, is graphically compelling, and complies with the State's requirements for adoption (thus enabling grant applications and implementation resources).

In addition to being Fraser's planners since 2017, McKenna professionals have worked in more than 200 varied municipalities across the Midwest for more than four decades and bring that breadth of successful capability to the City of Fraser's recreation and parks planning processes. We've created dozens of Parks Master Plans, working often with communities confronting similar issues to Fraser. McKenna continues to maintain a 100% success rate in obtaining MDNR certification.

The final City of Fraser Parks and Recreation Master Plan will be an action-oriented, graphically rich document that will support the City's desire to fulfill the social, educational, and recreational needs of children, adults, and families.

PROPOSED SCOPE OF WORK

Step 1. Project Initiation
McKenna will conduct an initial meeting with designated City representatives to receive input and direction on the work plan and to finalize a structure for review and management of the plan process. We will:

1) Reach an understanding of expectations and answer questions;
2) Make mutually agreed upon adjustments to the work plan;
3) Review goals and objectives from the City's current Plan or other policy documents, if available.

During the project initiation meeting, we will also finalize procedures for public input and the framework for communications.

During this initial phase, we will also begin our inventory update by photographing and touring parks and recreation amenities.

HEADQUARTERS
235 East Main Street
Suite 105
Northville, Michigan 48167

O 248.596.0920
F 248.596.0930
MCKA.COM

Step 2. Perform Existing Park and Recreation Analysis
Per MDNR requirements, McKenna will prepare the community description, administrative structure narrative, and inventory the parks and recreation facilities – including all amenities in each of the parks. In addition to the inventory, McKenna will map existing parks and recreation resources within the City in addition to larger regional facilities within a 10-mile radius. These maps will show the City's parks and recreation facilities as well as significant civic and cultural facilities, school facilities, and larger area regional public recreation facilities.

Applying national standards modified by local conditions in Macomb County and Fraser, McKenna will assess the deficiencies in parks and recreation facilities available to the residents of Fraser. In addition, the McKenna team will review other City, County and regional documents and plans related to parks and recreation and summarize their applicability to the current planning effort.

Step 3. Conduct Public Engagement
Per the requirements of the MDNR, at least one public participation event or method must be utilized in preparing the plan, in addition to the required public hearing when the plan is complete. The base scope identified in this proposal includes an online survey.

McKenna will prepare and host a survey that will take respondents less than 10 minutes to take to gather opinions and preferences concerning parks and recreation in Fraser. We have employed a straightforward survey administration process to great effect in many communities, including for Fraser's 2021 Master Plan process.

At the City's behest and according to the scope and fees described below under *Optional Scope*, McKenna will create a public input strategy and employ additional methods to gain a more comprehensive understanding of the desires and demands of City parks and recreation users. If desired, we will work with the City to identify and reach specific stakeholders (i.e., senior citizens, parents of young children, etc.) that are challenging to reach and/or underrepresented in public input processes.

Results of all public engagement activities undertaken by this plan will be documented, tabulated and presented in a graphically pleasing manner in the Parks Master Plan. The plan will also include a detailed overview of the process undertaken for the plan update and will include documentation of all the public input methods hosted by the City, and as required by the MDNR.

Step 4. Synthesize Input and Finalize Goals
McKenna will review the City's existing goals and objectives with designated staff and modify them as necessary based upon the community snapshot, public engagement results, and other input received. Using that as a foundation, we will refine the goals and objectives for Fraser's Parks Master Plan, which will collectively set the direction for its implementation. The goals and objectives will be rooted in overarching themes of inclusiveness, (including age inclusivity) sustainability, resiliency, and health.

McKenna will then work closely with the City to evaluate the range of desired recreational uses at the parks and recreational programming needs. Uses will be evaluated based on a series of criteria that will balance the desire for the facilities with the feasibility of developing those facilities. Criteria will include the relationship with existing facilities, permitting requirements, the ability to finance and construct facilities and other factors.

Step 5. Draft Parks and Recreation Action Plan

Strategic Action Plan and Capital Improvement Program (CIP): McKenna will work with City administration to develop a chronology of projects to be implemented over the next five years (and beyond). The Action Plan will describe and prioritize anticipated recreation developments through year five of the plan, with longer phases included (i.e. years five-10, etc.). The Action Plan will include, at a minimum, specific recommendations for changes to existing programs and facilities, any acquisition of new properties (or preliminary thoughts about feasibility), and maintenance of all parks and recreation assets.

It will also include and reflect the City's current operating budget and recommendations for future budgets including identification of viable funding sources and contacts. The Action Plan will be represented in table form and will include the following information, at a minimum:

- Project description
- Project location
- Budget with cost estimates and method of funding
- Year(s) to be implemented
- Any recommendations for improving the visual appearance of all recreation facilities and parks
- Any recommendations for the maintenance and renovations of facilities
- Any program considerations.

Step 6. Public Review and Adoption

The final Fraser Parks Master Plan will be prepared as a written report covering the process from goal development through implementation recommendations. The report will include text and high-quality graphics, maps, charts, and tables explaining planning work. All detailed background material will be included in an appendix.

Public Review: McKenna will finalize the draft Plan to be made available to the public for the required MDNR 30-day review period. We recommend that copies be made available at City Hall, recreation facilities, and other community facilities. We will present the draft final plan at a public hearing and attend a final adoption meeting with City Council.

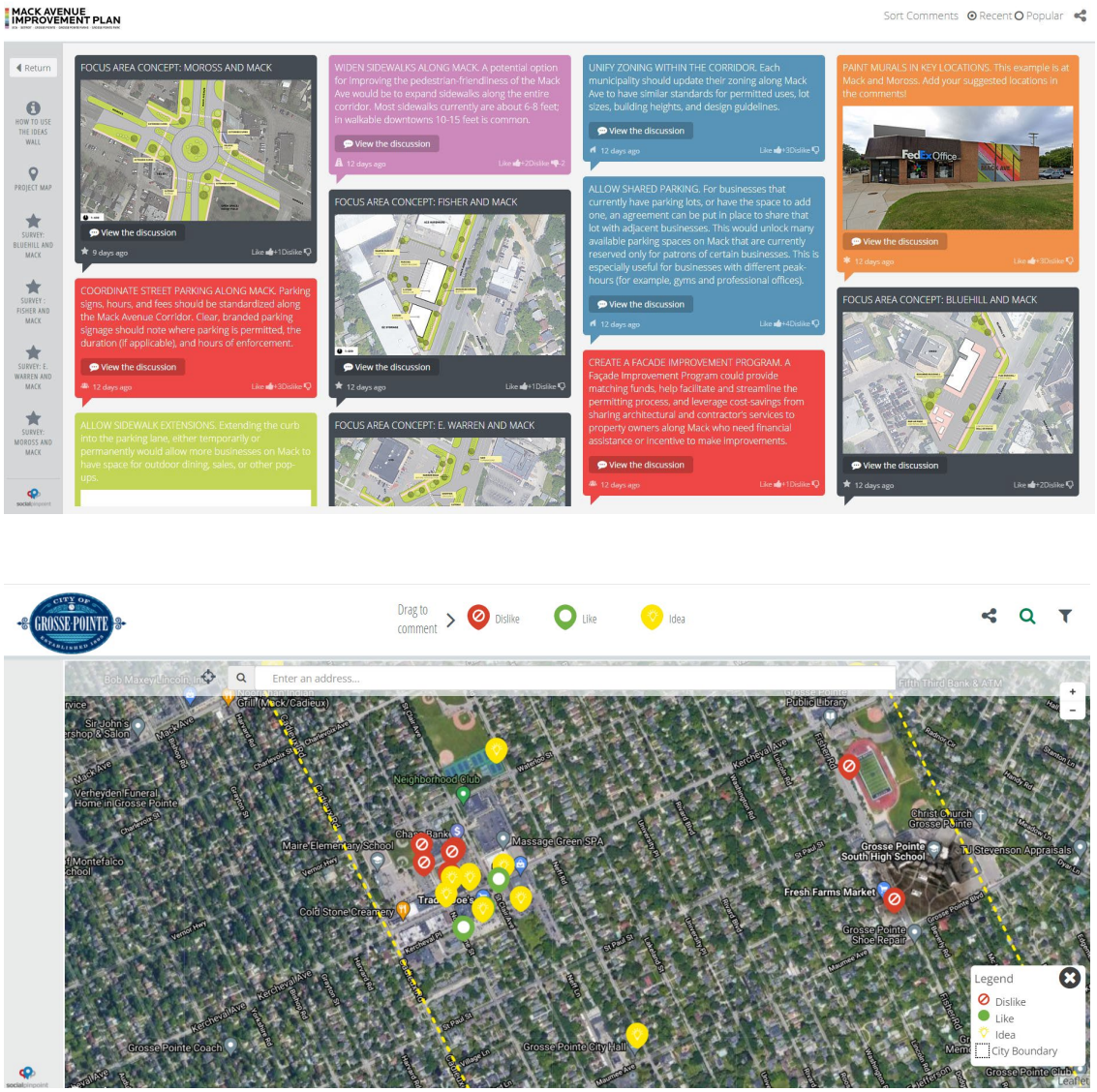
Lastly, McKenna will prepare the final plan to meet all required elements of the MDNR, including a completed checklist, to be submitted to the MDNR by the City.

OPTIONAL SCOPE

At the City's behest and according to the scope and fees described below under *Optional Scope*, McKenna will create a public input strategy and employ additional methods to gain a more comprehensive understanding of the desires and demands of City parks and recreation users. These activities may include one or more of the following as best meets the City's needs:

Optional Scope 1: Online Engagement and 'Passive' Input Collection

We will create a dedicated project website, including a virtual 'ideas board', interactive maps or other interactive features, to provide meaningful engagement activities for residents on their own time. We have found these methods to be both cost-effective and efficient at reaching a wide variety of the community who may not otherwise attend a formal public meeting or input session.



Examples of websites created to facilitate community participation and review. Top, the multi-jurisdictional corridor plan, the 2020 Mack Avenue Improvement Plan. Above, one of several input opportunities for the ongoing City of Grosse Pointe Master Plan. (Full website can be accessed at https://mcka.mysocialpinpoint.com/grosse-pointe-master-plan.)

Optional Scope 2: Roundtable Discussions with Key Stakeholders
McKenna will organize and facilitate, with the support of the City, four roundtable discussions over one half day. Roundtable discussions are a critical means of engaging stakeholders who may not be easily involved in large event public participation methods, such as residents with disabilities, the elderly, youth, and/or lower-income groups.

Optional Scope 3: Fraser "Field Day" / Broad-Based Input Session(s)
We will administer activities to collect community preferences and opinions regarding parks and recreation at a broad-based public input session. This event will be publicized in advance and will have a compelling reason for people to come. We find that hosting this type of public outreach in conjunction with another City event, such as a festival or a farmer's market, is the best way to engage a large and diverse group. McKenna will assist the City in developing the publicity methods and materials, scheduling the event, and other necessary elements to make it a success.

TIMELINE

We project the completion of the Parks and Recreation Master Plan within 6 months after authorization by the City to proceed.

MEETINGS

Included in our proposal is our attendance at four meetings with the City:

- *Meeting 1:* Project initiation with City Administration and members of the Recreation Commission (or other representatives, as designated by the City)
- *Meeting 2:* Working Meeting with the Recreation Commission
- *Meeting 3:* Public Hearing
- *Meeting 4:* Adoption meeting with City Council

FEE AND DELIVERABLES

McKenna will prepare the Fraser Park and Recreation Master Plan, as described in the **Proposed Scope of Work** above, for a fee of ***$14,000*** to be invoiced monthly on percent complete with a description of services. This fee includes 10 bound copies of the adopted plan, and digital versions of the plan in .pdf format suitable for placement on the web and reproduction by the City. All work completed during the Park and Recreation Master Plan process will become the property of The City of Fraser.

For the **Optional Scope** described above, Mckenna's fees are as follows:

1. Online Engagement and 'Passive' Input Collection: ***$1,800***
2. Roundtable Discussions with Key Stakeholders (per half-day): ***$2,000***
3. Fraser "Field Day" / Broad-Based Input Session (per session): ***$3,250***

If additional services or meetings beyond those included in the above fee are deemed by the City as desirable or necessary, they shall be compensated hourly per the *Agreement for Professional and Technical Planning Advisory Services between McKenna and the City of Fraser (4/17/207)*. The City shall not incur any further charges for additional services by McKenna without the City's approval.

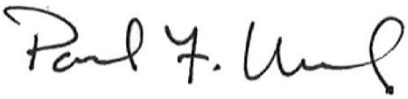
We believe this is the best approach to produce the Parks and Recreation plan. **We are always willing to adapt our scope and fees in a manner that is mutually agreeable, to best meet the City's needs.**

If you consider the terms to be acceptable, please sign a copy of this agreement and return one copy to us.

Thank you for the opportunity to work with you on this exciting project. We are ready to start work immediately upon authorization.

Respectfully submitted,

McKENNA



Paul Urbiel, AICP, Senior Principal Planner

AUTHORIZATION BY:

CITY OF FRASER, MICHIGAN

_____

Elaine Leven, City Manager Date

Clear Form

Michigan Department
of Transportation
2207B (05/21)

PERFORMANCE RESOLUTION FOR MUNICIPALITIES

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

RESOLVED WHEREAS, the The City of Fraser
(County, City, Village, Township, etc.)
hereinafter referred to as the "MUNICIPALITY," periodically applies to the Michigan Department of Transportation, hereinafter referred to as the "DEPARTMENT," for permits, referred to as "PERMIT," to construct, operate, use and/or maintain utilities or other facilities, or to conduct other activities, on, over, and under State Highway Right of Way at various locations within and adjacent to its corporate limits;

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

1. Each party to this *Resolution* shall remain responsible for any claims arising out of their own acts and/or omissions during the performance of this *Resolution*, as provided by law. This *Resolution* is not intended to increase either party's liability for, or immunity from, tort claims, nor shall it be interpreted, as giving either party hereto a right of indemnification, either by Agreement or at law, for claims arising out of the performance of this Agreement.

2. If any of the work performed for the MUNICIPALITY is performed by a contractor, the MUNICIPALITY shall require its contractor to hold harmless, indemnify and defend in litigation, the State of Michigan, the DEPARTMENT and their agents and employee's, against any claims for damages to public or private property and for injuries to person arising out of the performance of the work, except for claims that result from the sole negligence or willful acts of the DEPARTMENT, until the contractor achieves final acceptance of the MUNICIPALITY Failure of the MUNICIPALITY to require its contractor to indemnify the DEPARTMENT, as set forth above, shall be considered a breach of its duties to the DEPARTMENT.

3. Any work performed for the MUNICIPALITY by a contractor or subcontractor will be solely as a contractor for the MUNICIPALITY and not as a contractor or agent of the DEPARTMENT. The DEPARTMENT shall not be subject to any obligations or liabilities by vendors and contractors of the MUNICIPALITY, or their subcontractors or any other person not a party to the PERMIT without the DEPARTMENT'S specific prior written consent and notwithstanding the issuance of the PERMIT. Any claims by any contractor or subcontractor will be the sole responsibility of the MUNICIPALITY.

4. The MUNICIPALITY shall take no unlawful action or conduct, which arises either directly or indirectly out of its obligations, responsibilities, and duties under the PERMIT which results in claims being asserted against or judgment being imposed against the State of Michigan, the Michigan Transportation Commission, the DEPARTMENT, and all officers, agents and employees thereof and those contracting governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract. In the event that the same occurs, for the purposes of the PERMIT, it will be considered as a breach of the PERMIT thereby giving the State of Michigan, the DEPARTMENT, and/or the Michigan Transportation Commission a right to seek and obtain any necessary relief or remedy, including, but not by way of limitation, a judgment for money damages.

5. The MUNICIPALITY will, by its own volition and/or request by the DEPARTMENT, promptly restore and/or correct physical or operating damages to any State Highway Right of Way resulting from the installation construction, operation and/or maintenance of the MUNICIPALITY'S facilities according to a PERMIT issued by the DEPARTMENT.

6. With respect to any activities authorized by a PERMIT, when the MUNICIPALITY requires insurance on its own or its contractor's behalf it shall also require that such policy include as named insured the State of Michigan, the Transportation Commission, the DEPARTMENT, and all officers, agents, and employees thereof and those governmental bodies performing permit activities for the DEPARTMENT and all officers, agents, and employees thereof, pursuant to a maintenance contract.

7. The incorporation by the DEPARTMENT of this *Resolution* as part of a PERMIT does not prevent the DEPARTMENT from requiring additional performance security or insurance before issuance of a PERMIT.

8. This *Resolution* shall continue in force from this date until cancelled by the MUNICIPALITY or the DEPARTMENT with no less than thirty (30) days prior written notice provided to the other party. It will not be cancelled or otherwise terminated by the MUNICIPALITY with regard to any PERMIT which has already been issued or activity which has already been undertaken.

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

Title and/or Name:

City Manager Elaine Leven

Department of Public Works Superintendent Mark Ragsdale

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

the Fraser City Council
(Name of Board, etc.)

of the City of Fraser *(Name of MUNICIPALITY)* of Macomb *(County)*

at a Regular City Council Meeting meeting held on the 10 day

of February A.D. 2022.

Signed

Fraser City Clerk
Title

Cynthia L. Greenia
Print Signed Name

City of Fraser **Public Works Superintendent**

To: Elaine Leven, City Manager

From: Mark Ragsdale, Public Works Superintendent

Date: January 18, 2022

Subject: Request approval for service contract for treatment of Fraser Meadows ponds.

Introduction:

This agenda item is to award a 3-year contact to Tri- County Aquatics for the treatment of Fraser Meadows ponds.

Background:

The Department of Public Works is responsible for the maintenance and upkeep of both ponds located at Fraser Meadows. Part of maintaining the ponds is having them treated for algae and other floating and submersed vegetation.

Discussion:

The Department of Public Works has traditionally used Tri-County Aquatics to provide this service for years. To promote competitive bidding, the Department tried to obtain 3 bids. Because of the limited number of vendors that perform this service, we were only successfully in receiving two bids, a third party did say they could treat the pond but was not licensed to use chemicals.

- Tri-County Aquatics $3,450.00 for 6 annual treatments an additional cost for any additional treatments (none to date have been needed).
- The Pond Guy $7,180.00 all inclusive (all-inclusive package not needed but only option).
- Pondering Waters (does not have proper license to treat with chemicals)

Budget Impact:

- $3,090.00 budgeted annually in GL# 1001690930.000
- Currently $2,260.00 available
- $360 annual increase to budget

Recommendations:

The Superintendent of Public Works recommends the following:

- Award Tri- County Aquatics a 3-year contract to treat the ponds at Fraser Meadows 6 times a year, in the amount of $3,450.00 per year and give the Superintendent permission to utilize any other treatments to ponds that may arise at an additional cost on an as needed basis. So far, there has been no need for an additional treatment.#

Service Contract

☐ 2022 ☐ 2022-2024

Fraser Meadows

2 Ponds in Total

Tri-County Aquatics, Inc.
Pond & Lake Management

P.O. Box 173 - Washington, MI 48094
Phone: (586)786-6234 Fax: (586)207-1520
www.tricountyaquatics.com
tricountyaquatics@gmail.com

The Tri-County Aquatics Advantage

Tri-County Aquatics™ Inc. goal is to create a management program designed to meet your specific needs. With decades of industry experience, we have the solutions to all of your aquatic pest management needs.

Pond/Lake Treatment Services- Select Number of Treatments

Tri-County Aquatics will treat **Customer's** "Pond/Lake" for any algae, floating and submersed aquatic vegetation. Treatments do NOT include emergent weeds (cattails, grasses, phragmites, etc.) in and around the perimeter of the waterbody.

***Select the box for the number of treatments desired. Edit checkboxes as necessary**

			Total Cost
☐	3 Treatments	Three treatments will be peformed from May through August	$ 1,890.00
☐	6 Treatments	Six treatments will be performed "once per month" from mid April through September	$ 3,450.00
☐	9 Treatments	Nine treatments will be performed "every three weeks" from mid April through September	$ 4,770.00
☐	12 Treatments	Twelve treatments will be performed "every two weeks" from mid April through September	$ 5,820.00

*Any additional/retreatment that may be required throughout the treatment season will be performed only upon the written request submitted to Tri-County Aquatics by Customer.

Optional Biological Treatment For Pond Clarity and Sediment Reduction

Tri-County Aquatics will apply natural, beneficial bacteria and enzymes to your waterbody that consume and digest organic buildup and muck throughout the treatment season. Treatments will be performed in conjunction with Pond/Lake Treatments

***Select the box for the number of desired treatments.**

			Total Cost
☐	3 Treatments	Three treatments will be peformed from May through August	$ 915.00
☐	6 Treatments	Six treatments will be performed "once per month" from mid April through September	$ 1,830.00
☐	9 Treatments	Nine treatments will be performed "every three weeks" from mid April through September	$ 2,745.00
☐	12 Treatments	Twelve treatments will be performed "every two weeks" from mid April through September	$ 3,660.00

Optional Emergent Weed Treatment For Nuisance Weeds Along Perimeter of Waterbody

Tri-County Aquatics will treat for nuisance weeds and grasses, in and around the perimeter of Customer's waterbody, up to the high water mark. This service does NOT include the treatment of Phragmites which require specific treatments and timing of treatments.

***Select the box for the number of treatments desired. Treatments coincide with Pond/Lake Treatments**

			Total Cost
☐	3 Treatments	Three treatments will be peformed from May through August	$ 750.00
☐	6 Treatments	Six treatments will be performed "once per month" from mid April through September	$ 1,380.00

Optional Invasive Emergent Weed Treatment Evaluation (Phragmites/Cattails)

☐	Phragmites/Cattails Spray	Herbicide application to eradicate Phragmites/Cattails in and around waterbody.	N/A
☐	Phragmites/Cattails Mowing	Vegetation mowing/Brush control	N/A

*These services are offered but require a site evaluation followed by an updated contract. Checking the box requests that our technicians conduct a site evaluation and quote for treatments and/or mowing services. Quotes for other invasive emergent weed treatments/brush control available upon request.

Treatment Option Total	Unit Cost	Units	1 Year Cost	3 Year Cost
Pond/Lake Treatments	$ -	-	$ -	$ -
Biological Treatments	$ -	-	$ -	$ -
Perimeter Emergent Weed Treatments	$ -	-	$ -	$ -
Phragmites/Cattails Treatments	$ -	-	$ -	$ -
Michigan EGLE Treatment Permit and Processing Fee		**Yes**	$ 95.00	$ 285.00
Combined Total			**$ 95.00**	**$ 285.00**

Service Contract

☐ 2022 ☐ 2022-2024

Fraser Meadows

2 Ponds in Total

Tri-County Aquatics, Inc.
Pond & Lake Management

P.O. Box 173 - Washington, MI 48094
Phone: (586)-786-6234 Fax: (586)-207-1520

www.tricountyaquatics.com
tricountyaquatics@gmail.com

Terms and Conditions

*Customer will be provided with an invoice once per month throughout the treatment season.
*Payment is due net 30 days from the date of invoice.
*An additional 5% late fee will be applied to all past due balances over 30 days.
*If payment is delinquent more than sixty (60) days, Tri-County Aquatics may cancel Agreement. Canceling this Agreement does not constitute a waiver of any remedies afforded to Tri-County Aquatics either by law or set out in this Agreement.
*Any fees that may result from either Attorney's or a Collection Services company for unpaid balances owed to Tri-County Aquatics, Inc., will be the responsibility of the Customer.
* In the event Tri-County Aquatics and Customer are forced to litigate any claim or dispute arising from the performance of the Service Agreement, Customer agrees that it/she/he will be responsible for payment of Tri-County Aquatics reasonable attorney's fees and related costs.
*Customer agrees that, with the exception of Tri-County Aquatics' gross negligence or willful misconduct, under no circumstances shall Tri-County Aquatics be responsible to customer for any damages or claims of any nature, whether direct, indirect, consequential, incidental, special, exemplary, or punitive arising out of the performance of this Service Agreement beyond the following: Tri-County Aquatics total aggregate liability for any claims, losses, or damages arising out of or relating to this Service Agreement shall not exceed the total amount paid by customer to Tri-County Aquatics within the proceeding 12 month period. Any alteration or deviation from the above specifications involving extra costs will be executed only upon agreement of the parties and will become an extra charge over and above the sum described above.
*Neither party shall be responsible in damages, penalties or otherwise for any failure or delay in the performance of any of its obligations hereunder caused by strikes, riots, war, acts of God, accidents, governmental order and regulations or failure to obtain sufficient material beyond its reasonable control and which, by the exercise of due diligence, it is unable to overcome.
*Early termination of this contract by Customer will result in a $250 cancellation fee for each year left within the contract term.
*Cancellation does not negate any outstanding balances due to Tri-County Aquatics for services or permitting.
*Cancellation of service requested by customer and must be provided in writing and delivered via United States Certified Mail a minimum of 30 days prior to the cancellation date. Any Scheduled services within the 30 day cancellation period will still be performed and subject to invoicing for those services.
*This Agreement will expire on 9/31 of the year selected in this contract.
Disclaimer: Although it is highly unlikely to lose fish, Tri-County Aquatics or its employees do not take responsibility for any fish loss. Fish will die from low levels of oxygen, which is caused by dying and rotting vegetation.

Contact Information and Acceptance of Contract

*Please list current contact information so we can update our records to reflect the correct information.

Site Contact: (If Applicable)

Name:	Main Phone:
Street:	Mobile Phone:
City/State/Zip Code:	Email:

Property Manager Contact:

Company Name:	Phone:
Name:	Contact Email:
Street Address:	Invoice Email:
City, State, Zip Code:	

Contract Date: December 6, 2021

Acceptance of Contract

*The above prices, conditions and terms are satisfactory and are hereby accepted. Tri-County Aquatics is authorized to do the work as specified. Payments shall be made as outlined above.

_____

Customer/Authorized Agent's Signature | Print Name | Title | Date

Customer #	364921	2022
Name	Fraser Meadows Ponds	
Pond Size	P1-3.55 P2-1.63	

THE POND GUY POND MAINTENANCE PROGRAM

Complete Pond Maintenance Solution: The Pond Guy's maintenance program offers a complete solution to your pond treatment needs. Our company has been caring for local ponds and lakes for over 25 years. Our mission is to exceed your expectations.

On-Site Consultation: Before entering into a maintenance program, we perform an on-site consultation, where our pond professionals will assess your pond's treatment needs. We will discuss your goals for your pond or lake, and how we can best achieve those goals. We will detail treatment options, available plans, product usage, permit requirements, and any other questions you may have.

Expert Applicators: Our professional, licensed applicators have years of hands-on experience and extensive training, equipping them with the specialized knowledge and skills to treat your pond. Our experts will return your pond to a healthy, clean, and balanced environment, providing residents with a waterbody that is an asset, not a source of frustration.

Pre-Treatment Inspections: We never just pour chemicals into your pond and drive away. Prior to each treatment, our applicators perform a pre-treatment inspection of the pond to determine any weed or algae concerns and to visually inspect water conditions. We then compare our findings with your specific pond's treatment history to determine the best course of treatment.

Targeted Treatments: We customize our treatments for your pond's specific needs. Our treatment packages directly target floating algae, submerged algae, submerged weeds, and emergent weeds. Additionally, all treatment packages include separate treatments of our PondClear proactive bacteria, to promote a healthy ecosystem.

Unmatched Customer Service: The Pond Guy is dedicated to finding the best, most effective ways to help you maintain and enjoy your pond. We're committed to providing unmatched, experienced customer service. Never worry about unreturned calls - our local staff is available to answer any of your questions or concerns.

COMPLETE TREATMENT PACKAGE OPTIONS

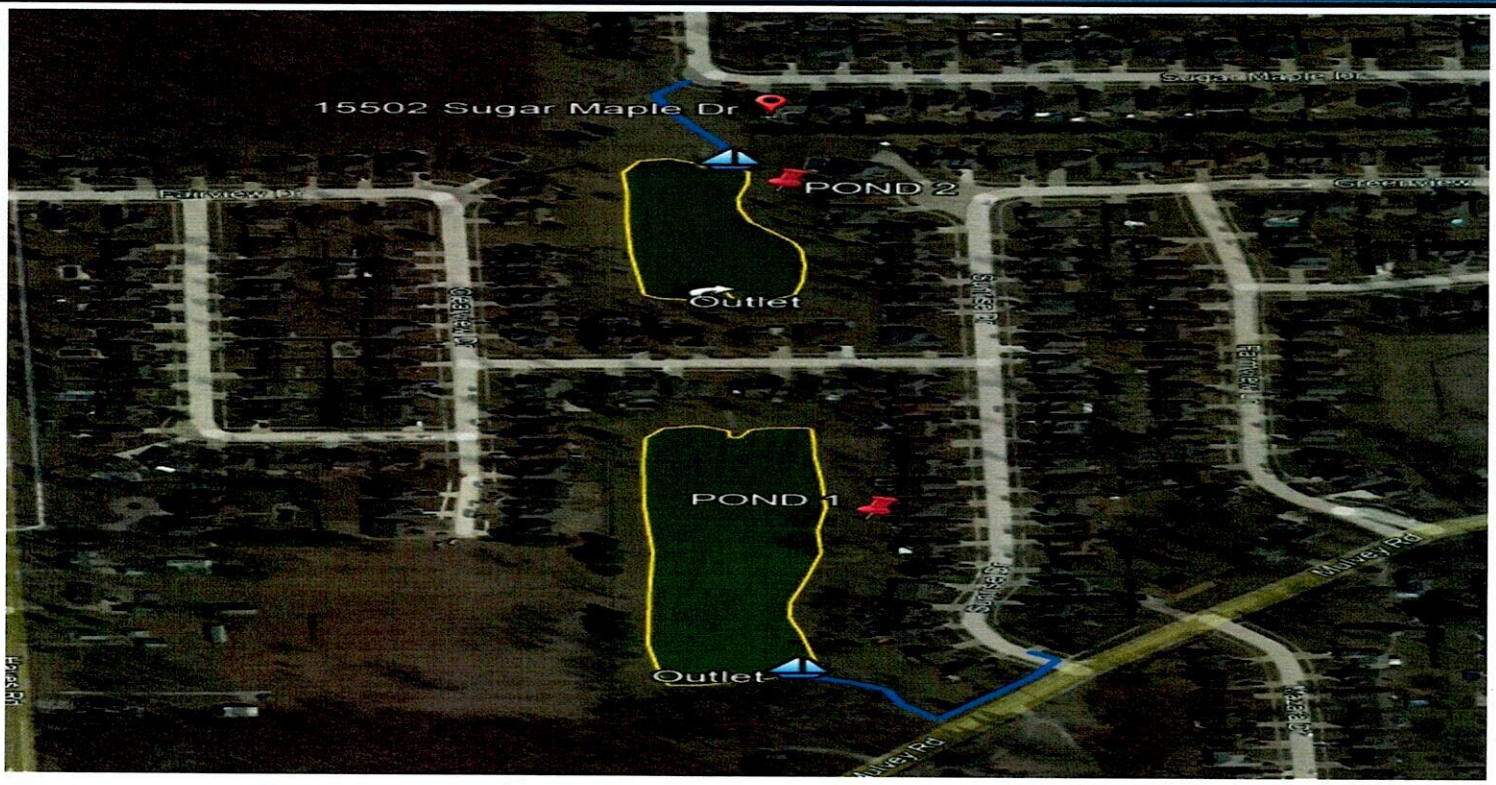
	Silver Package	Gold Package
➤ Chemical Application Visits	6 Treatments	9 Treatments
➤ Proactive Bacteria (TLC/Pondclear)	Included	Included
➤ EGLE Annual Permit Submission & Fee	Included	Included
➤ TLC/Pondclear Bacteria Application	✓	✓
➤ Pre-Treatment Email Notifications	✓	✓
➤ State Certified Applicators	✓	✓
➤ EPA Approved Chemicals	✓	✓
➤ "Touch up" Treatments	×	Included
➤ Early Season PRx Phosphate Binder (Ecoboost) Treatment	×	Included
➤ Emergent Weed Control (Up to 10% Coverage)	Included	Included
	$ 7,180.00	$ 10,195.00

BEACH AND SHORELINE MUCK CONTROL

The addition to SMR/MuckAway to your beach or shoreline can reduce up to 2 inches of muck per month and is safe for recreation, fishing, and other activities immediately after treatment. SMR/MuckAway is a natural pond cleaner and muck remover that is cultured from common natural aquatic ecosystems. If selected, The Pond Guy professional applicators will apply the SMR/MuckAway product to your waterbody in separate treatment applications.

	6 Treatments	9 Treatments
The Pond Guy Applied MuckAway Treatments	$ 2,042.0(	$ 3,062.0(

POND SPECIFIC INFORMATION



Total Waterbody Area: 5.18

Total Treatment Area: 3.63

Shoreline Parameter: 3,252'

Max Treatment Depth: 3'

Boat Type & Access ( ): MB

Water Control Structure: HWO-PERMIT

POND SPECIFIC INFORMATION

YES	NO	
◉	○	Permit is required
○	○	The pond contains fish
		☐ Trout ☐ Koi/Goldfish ☐ Gamefish
○	○	The pond is used for swimming.
○	○	The pond is used for irrigation (watering lawn, etc.).
○	○	The pond is used for household drinking.
○	○	Pets have unrestricted access to the pond.*

*A notification will be provided prior to treatment so pet's access to the pond can be restricted.

SPECIAL INSTRUCTIONS / COMMENTS

CUSTOMER CONTACT INFORMATION

Main Contact:

Name

Contact Phone

Billing/Mailing Address

Email

City State Zip

Additional Contact: (Has Authority to Make Decisions Regarding the Pond)

Name

Contact Phone

Billing/Mailing Address

Email

City State Zip

**Notification will automatically be sent via email to the main contact email address above prior to each treatment visit.
**Treatment receipts showing details of the visit are automatically emailed to the email listed above after each treatment is completed.

TOTAL AND PAYMENT INFORMATION

Choose your plan below and select the payment method.

- ○ Silver Treatment Package - (Total for this package is: $ 7180)
- ○ Silver Treatment Package with Muck Control - (Total for this package is: $ 9222)
- ○ Gold Treatment Package - (Total for this package is: $ 10195)
- ○ Gold Treatment Package with Muck Control - (Total for this package is: $ 13257)

○ **Electronic Credit Card** Card Number _____ Exp Date _____

Name on Card _____ CVV _____ Zipcode _____

○ **Credit Card by Phone** Call: (586)336-7663 Mon-Fri 8:00am - 5:00pm

○ **Check by Mail** Check made to: The Pond Guy

Mail to: TPG Service Dept - 15425 Chets Way. Armada, MI. 48005

TERMS & CONDITIONS

1	This agreement begins January 1st and lasts one year. It will automatically renew for successive one year periods with a guaranteed 3% or less annual increase. Termination can be made by either party at any time for any reason.
2	An invoice for treatments and bacteria will be sent at the end of January/beginning of February. Services will not begin until a signed copy of this agreement and payment are received.
3	The Pond Guy will be responsible for Liability and Workmen's Compensation Insurance along with all necessary EGLE Permit Fees (up to $200 per year) if applicable for the duration of this agreement. A non-refundable administrative fee of $200, plus any applicable permit fees, will be due to TPG if the agreement is cancelled after TPG has submitted or obtained a permit on behalf of this waterbody.
4	Treatments generally begin in late April (weather and program depending). Exact dates cannot be guaranteed for treatments, as it is our responsibility to maximize the effectiveness of the treatment by timing treatments around the growth patterns of target weeds. Advanced notice will be given via email prior to each treatment.
5	Emergents greater than 10%, growing from the shore, or areas around the waterbody are not included in this contract, and will be priced separately per the customer's request.
6	Although unlikely, The Pond Guy will not be held responsible for any fish loss during or after application. Ponds equipped with aeration, and/or ponds that are regularly maintained, are much less likely to suffer from fish loss.
7	Posting of the treatment area will be done by The Pond Guy immediately prior each treatment and will be done according to EGLE guidelines. Yellow notification signs will be attached to suitable fixtures around the treatment area showing the chemical used and the waterbody use restrictions. These posted signs must remain until the longest restriction expires.
8	The Pond Guy services are subject to EGLE guidelines set for use of EPA approved chemicals, application rates, treatment intervals, and target plant species. These guidelines can limit our ability to completely control aquatic nuisance plants. We recommend a proactive program such as aeration and beneficial bacteria to help keep nutrient and muck levels lowered and to help create a healthy ecosystem for your body of water.

☐ The Pond Guy takes pictures after each treatment to keep records of the visit and treatment progress. If we can NOT use photos of the pond for marketing purposes, please select this box.

AGREEMENT ACCEPTANCE

Signature: _____ Printed Name: _____ Date: _____

Thank you for trusting The Pond Guy to care for your pond or lake. Our goal is to exceed your expectations with unmatched, experienced service. We look forward to providing the complete solution to your pond maintenance needs.

The Pond Guy - Pond Maintenance Program

PERMITS - AUTHORIZATION - NOTIFICATION

Outline
If your body of water requires an Aquatic Nuisance Control permit from the Michigan Department of Environmental Quality refer to details below regarding the permit process. This authorization form is required for all ponds that we treat.

Aquatic Nuisance Permits
The Pond Guy (TPG) is responsible for the permit process (if applicable) including, but not limited to Permit Fees, Permit Submission, and End of Year Reporting to the State of Michigan. The permit will be issued to TPG. The customer will be responsible for signing at the bottom of this form, authorizing TPG to obtain a permit.

Treatment Area Notification Signs
Posting of the treatment area will be done by TPG immediately prior each treatment and will be done according to DNRE guidelines. Yellow notification signs will be attached to suitable fixtures around the treatment area. TPG can accommodate special requests for treatment signs, as long as they are within DNRE guidelines. If special areas are requested please mail us specific addresses, locations, and/or landmarks. We will do our best to accommodate any special requests, although we do request notification of at least 14 days prior to treatment. Special requests may result in additional fees, and notification of such fees will be provided in writing before work will be performed.

Notification of Treatment
Per MEGLE requirements: The permittee is required to notify, in writing, an owner of any waterfront property within 100 feet of thearea of impact, not less than seven (7) days and nore more than 45 days, before each initial chemical treatment of the calendar year, in accordance within Section 3310(h) of Part 33. If the owner is not the occupant of the waterfront property or the dwelling located on the property, then the owner is responsible for notifying the occupant. This notification requirement applies to each new, or expanded, area of impact added during the treatment season.

Authorization
Required by Law: Signatures are required for ALL bottomland owners on the treatment area map included in your agreement. If multiple owners than each owner will need to fill out Attachment A (separate authorization form). If the bottomlands are owned by an H.O.A then provide documentation of the organization and proof of your board membership. If the waterbody is treated under an S.A.D. (Special Assessment District) through the Township than Approval Minutes with names and addresses of all property owners in the assessed area will need to be provided. EGLE Permits will not be submitted until this information has been provided.

Verification
By signing below as the main contact for the area or waterbody to be treated, I understand that TPG will provide the initial notification required by law to all residents within 100' of the treatment area. After this initial notification TPG will provide the main contact notification of upcoming treatments. It will by the main contacts responsibility to notify residents included in the treatment area of upcoming treatments and will send TPG proof that this was completed. (Typically copy us on a mass notification email is sufficient). Services will not be provided until documentation of notification is recieved prior to each treatment.

This authorization begins January 01 and lasts one year. It will automatically renew for successive one year periods. Termination can be made by either party for any reason. I certifiy that I am the owner or agent of the owner of the bottomlands area or that I am an elected official of an HOA or Lakeboard that represents bottomland owners, and I have obtained written authorization or have a recorded vote from all bottomland owners to approve the autorization from all residents.

Signature: _____ Date: _____

Printed Name: _____ Title: _____

City of Fraser **Public Works Superintendent**

To: Elaine Leven, City Manager

From: Mark Ragsdale, Public Works Superintendent

Date: February 2, 2022

Subject: Possible Solutions to Resident Issue with Somerset

Introduction:

This agenda item is to discuss possible solutions to residential privacy issue with Somerset Park Playground.

Background:

In 2020, prior to my employment with the City of Fraser, major improvements were made at Somerset Park by installing new playground equipment. Two separate playscapes were installed according to age group The first being for toddlers and being smaller in stature, this is located closer to Masonic and the second being for older children and much taller in structure, this is located at the rear of the park that is adjacent to a residential neighborhood. One of the neighbors whose property backs up to the park has made several complaints with the city regarding noise from the children and privacy issues. The resident has a pool in his back yard and states that the teenage boys hang out at the top of the structure and spy on his daughters in the pool often making rude and vulgar comments.

Discussion:

In efforts to provide privacy for his back yard this resident constructed a makeshift privacy fence that was 12ft tall made of burlap. This was blight and not constructed per building codes. A meeting was held with the resident, the mayor, build official, building inspector, D.P.W. Superintendent and D.P.W. Supervisor. As a result of this meeting, the resident was instructed to remove the makeshift privacy fence. In efforts to show cooperation with the resident, the D.P.W. has come up with possible solutions to the privacy issues.

Options:

1. Move play structure from Somerset Park to Reindel Park $35,510.00
   It will be an additional $48,980.20 to finish Reindel Park. To replace the playscape at Somerset Park with a place structure that is much lower in height will cost an additional $32,870.40 (see attached quotes). $117,360.60 total for both parks.

2. Replace meshed panels on back part of the tower of the play structure with solid panels $6,480.00. While this option will possibly eliminate children climbing on the outside of the structure and block the view of the neighbors' homes from the back, it will not block the view from the sides of the tower.

3. Plant Giant Green 16ft tall Arborvitae. There are two residential back yards that are 65 feet in width that are in question. 10 Arborvitae this size will need to be planted 10' to 12' foot apart at the cost of $499.00 each for a total of $4,990.00.

4. Do nothing

Budget Impact:

- Budget impact will be determined by which option the City Council selects

Recommendations:

The Superintendent of Public Works recommends the following:

Option 3. Planting Arborvitae will in time not only provide privacy but act as a sound reducing barrier as well. There is money in the parks maintenance budget to cover this project.

Attachments:

3D Drawing of Reindel Park

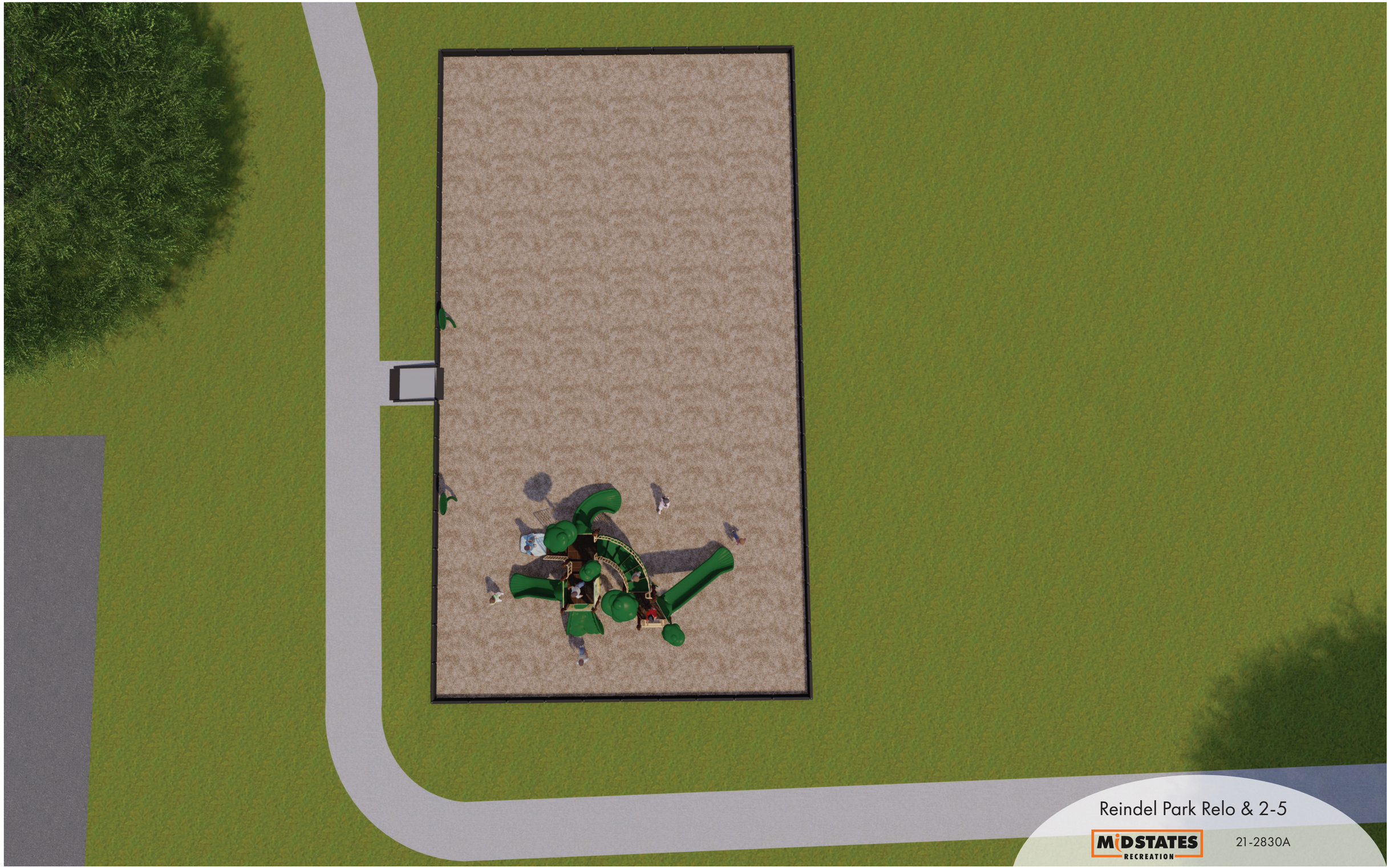
Reindel Park Relocation Site Plan

Quote from Midstates Recreation to move play structure from Somerset Park to Reindel Park, install new playground equipment at Somerset and Reindel Park.

Quote from Great Lakes Recreation to replace panels at Somerset Park

2022 Wholesale Tree Price List

#


Reindel Park Relo & 2-5
MIDSTATES RECREATION
21-2830A



Reindel Park Relo & 2-5

MIDSTATES RECREATION

21-2830A



Reindel Park Relo & 2-5

MIDSTATES RECREATION

21-2830A



Reindel Park Relo & 2-5

MIDSTATES RECREATION

21-2830A



Reindel Park Relo & 2-5

MiDSTATES RECREATION

21-2830A



Reindel Park Relo & 2-5

MIDSTATES RECREATION

21-2830A



Reindel Park Relo & 2-5

MIDSTATES RECREATION

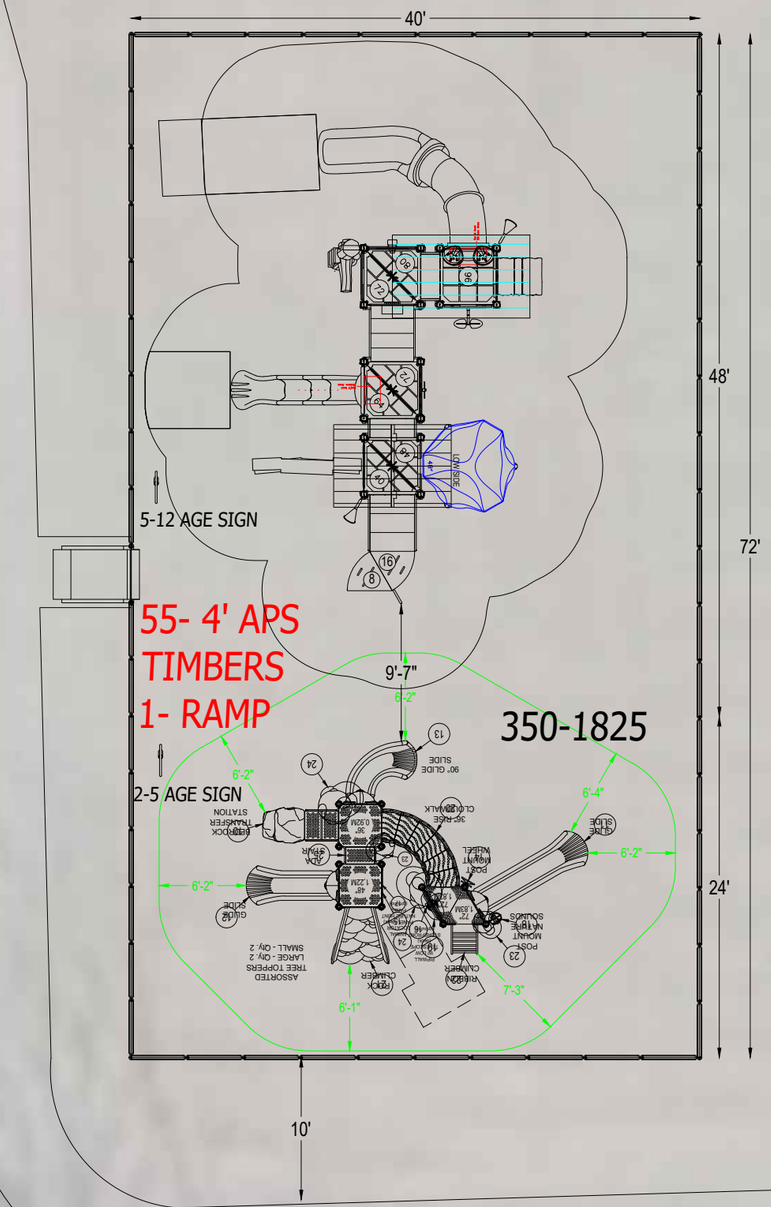
21-2830A



Reindel Park Relo & 2-5

MIDSTATES RECREATION

21-2830A



55- 4' APS
TIMBERS
1- RAMP

*PLAYGROUND SUPERVISION REQUIRED

MIDSTATES RECREATION

WWW.MIDSTATESRECREATION.COM

EQUIPMENT SIZE:
X' x Y' x Z'

USE ZONE:
X' x Y'

AREA:
2880 SqFt.

PERIMETER:
224 Ft.

FALL HEIGHT:
6 Ft.

USER CAPACITY:

AGE GROUP:
5-12

- ✓ ASTM F1487-17
- ✓ CPSC #325

PROJECT NO:
21-2830A

SCALE:
3/32"=1'-0"

DRAWN BY:
DME

Paper Size
B

DATE:
10-1-21

Reindel Park Relo & 2-5

1279 Hazelton-Etna Road SW
Pataskala, OH 43062
614-855-3790
www.midstatesrecreation.com

QUOTATION

Sold To	City of Fraser 33000 Garfield Accounts Payable Fraser, MI, 48026 United States	**Ship To**	Reindel Park 17101 13 Mile Road Fraser, MI, 48066 United States

Date	Quote #	Terms	Rep	Project	Ship Contact
2021-10-18	QTN-08766 **Valid Until** 11-18-2021		Brion Kilpela	2021 09 Charles J Reindel Park - Mi Fraser City Of	

Item Code	Description	Qty	Rate	Amount
Drawing #	Drawing #21-2830A Green Terrace 2-5 structure	1.0 Unit	$ 43,828.00	$ 43,828.00
ZZXX0651	WELCOME SIGN - AGES 2-5	1.0 Unit	$ 725.00	$ 725.00
ZZXX0652	WELCOME SIGN - AGES 5-12	1.0 Unit	$ 725.00	$ 725.00
APS-Border 12"	12" Playground Border with Spike	55.0 Unit	$ 50.00	$ 2,750.00
APS-ADA Half Ramp	ADA Half Ramp System for use with 8" or 12" borders	1.0 Unit	$ 775.00	$ 775.00
Freight	Shipping Charges are estimated and are subject to actual shipping charges incurred at time of shipment.	1.0 Unit	$ 3,675.00	$ 3,675.00
Installation Charges	Installation Charges: Take delivery of new equipment and border. Excavate an average of 6" and haul off site for 2880 SF play area. Install new equipment. Relocate 5-12 tower structure from Somerset Park and install per layout drawing. Grade/Rake existing area at Somerset smooth from removal. Disposal of concrete footings. Provide clean up and restore areas disturbed by construction.	1.0 Unit	$ 35,510.00	$ 35,510.00
Wood Fiber	(cy) Playground Engineered Wood Fiber Safety Surfacing - ASTM Compliant	155.0 Each	$ 38.00	$ 5,890.00

1279 Hazelton-Etna Road SW
Pataskala, OH 43062
614-855-3790
www.midstatesrecreation.com

QUOTATION

Item Code	Description	Qty	Rate	Amount
Customer Discount	NPP Customer Discounts	1.0 Unit	$ -9,387.80	$ -9,387.80

Subtotal	$ 84,490.20
Michigan Sales Tax	$ 0.00
Total	$ 84,490.20

Signature (Approval) _____

Printed Name _____

Title _____

Date _____

Great Lakes Recreation Co.
39 Veterans Drive, Suite 310
Holland, MI 49423 US
(616) 4997400
office@glrec.com

Estimate

ADDRESS
City of Fraser
31250 Kendall Ct
Fraser, MI 48026

SHIP TO
City of Fraser
31250 Kendall Ct
Fraser, MI 48026

ESTIMATE # 1623
DATE 11/29/2021
EXPIRATION DATE 12/31/2021

ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Replacement Items for Somerset Park			
Equipment	Blank Steel Panel (200200145) for NU-Edge Tower	1	1,732.00	1,732.00
Sales	Melody Maker Panel (200107429) for NU-Edge Tower	1	2,963.00	2,963.00
Equipment	Replacement Telescope (908603DBW) with hardware	1	265.92	265.92
Sales	Freight		285.00	285.00
Sales	Installation - Remove existing two panels. Install two new panels and telescope		1,500.00	1,500.00

SUBTOTAL	6,745.92
TAX	0.00
TOTAL	**$6,745.92**

Accepted By

Accepted Date

SPRING 2022

SHRUBS & SMALL EVERGREENS

WHOLESALE TREE INC
3208 ADVENTURE LANE OXFORD, MI 48371
O) 248- 969-5800 F) 248-969-5555 SALES@WHOLESALETREE.COM

ADD FREIGHT TO ALL ITEMS - SHIPPING FROM MULTIPLE LOCATIONS IN MI AND OTHER STATES
PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE MINIMUMS ORDERS MAY APPLY - DIRECT SHIP PRICING

ARBORVITAE	**36" B&B**	**4 ft B&B**	**5 ft B&B**	**6 ft B&B**	**7 ft B&B**	**8 ft B&B**	**9 ft B&B**	**10 ft B&B**
GREEN GIANT & SIMILAR		$69.00	$82.00	$99.00	$145.00	$179.00	$199.00	$229.00
EMERALD GREEN	$32.00	$49.00	$72.00	$85.00	$119.00	$149.00	$185.00	$215.00
NIGRA & ELEGANTISSIMA	$32.00	$49.00	$72.00	$85.00	$119.00	$149.00	$185.00	$215.00
PYRAMIDAL & WINTERGREEN	$32.00	$49.00	$72.00	$85.00	$119.00	$149.00	$185.00	$215.00
TECHNEY	$35.00	$69.00	$82.00	$99.00				
	11 ft B&B	**12 ft B&B**	**13 ft B&B**	**14 ft B&B**	**14-16' B&B**	**16' ft plus**		
GREEN GIANT & SIMILAR	$249.00	$289.00	$319.00	$369.00	$389.00	$499.00		
EMERALD GREEN- WINTERGREEN	$239.00	$299.00	$319.00	$369.00	$389.00	$499.00		
BOXWOOD	**#3 POT**	**#3 PREMIUM**	**15" B&B**	**18" B&B**	**21" B&B**	**24" B&B**	**30" B&B**	**Bareroot**
GREEN MOUNTAIN, GREEN VELVET, GREEN GEM	$21.50	$23.50	$22.50	$29.50	$33.50	$36.50	$55.00	10-12" $8.00
WINTERGEM & WINTERGREEN	$17.50	$20.50	$21.50	$26.90	$29.50	$34.50	$48.00	15" $12.00
TAXUS (YEW)			**15-18" B&B**	**18-24" B&B**	**24-30" B&B**	**30-36" B&B**		
DENSIFORMIS			$24.50	$29.50	$38.50	$59.50		
HICKSI, MEYERI, HATFIELD, MOONS			$24.90	$29.90	$38.90	$59.90		
EVERLOW, WARDI & OTHERS			$27.50	$31.50	$38.50			
BURNING BUSH	**#3 POT**		**18-24" B&B**	**24-30" B&B**	**30-36" B&B**	**3-4' B&B**	**4-5' B&B**	
DWARF BURNING BUSH	$19.50		$24.00	$28.00	$35.00	$39.00	$49.00	
JUNIPER UPRIGHT	**3-4' Pot/B&**	**5 ft B&B**	**6 ft B&B**	**7 ft B&B**	**8 ft B&B**	**9 ft B&B**	**10 ft B&B**	**10ft up**
KETLEERI, HETZI COLUMNARIS,	$35.00	$76.00	$85.00	$99.00	$149.00	$185.00	$199.00	$229.00
BLUE ARROW , RED CEDAR - MORE								
BOXWOOD GREEN VELVET SPECIALS		**Bare root 15"+**	**18-24" B&B**					
		$14.00	$26.50					
		100 MINIMUM DIRECT SHIP ONLY						

SUMAC & SPIREA, HYDRANGEA & OTHER ASST SHRUBS CALL FOR SPECIAL PRICING








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

February 1, 2022

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

Reference: **Recommendation for Contract Extension**
2022 Sanitary Sewer Investigation – SE Quadrant
AEW Project No. 0190-0471

Dear Ms. Leven:

Pipetek Infrastructure Services has offered to again extend their contract unit prices from the 2018 Sanitary Sewer Investigation Program for the proposed 2022 Sanitary Sewer Investigation Program, along with a negotiated price increase in major street traffic control due to the proximity of the proposed work this year's program compared to past programs.

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

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

We do not believe any benefit will accrue to the City by seeking further competitive bids. Therefore, we recommend the city award a contract extension for the **2022 Sanitary Sewer Investigation Program - SE Quadrant** to **Pipetek Infrastructure Services, LLC,** 12119 Levan Road, Livonia, MI 48150 in the amount of **$206,859.00**.

Sincerely,

Michael A. Vigneron, PE

Enclosure: Pipetek Proposal

M:\0190\0190-0471\Gen\Letters\ContractExtension_220201.docx

PROPOSAL

CITY OF FRASER
2022 SANITARY SEWER CONDITION ASSESSMENT
AEW PROJECT NO. 0190-0471

Item No.	Description	Estimated Quantity	Unit	Bid Unit Price	Bid Price
1	_Bonds, Insurance and Intial Setup Expense, Max 3%	1	LS	5,879.00	5,879.00
2	_Cleaning 06-12 inch Sanitary Sewers	73,300	Ft	0.85	62,305.00
3	_Cleaning 15-21 inch Sanitary Sewers	12,050	Ft	1.00	12,050.00
4	_Cleaning 24-36 inch Sanitary Sewers	7,450	Ft	1.25	9,312.50
6	_Heavy Cleaning 06-12 inch Sanitary Sewers	18,325	Ft	0.50	9,162.50
7	_Heavy Cleaning 15-21 inch Sanitary Sewers	3,050	Ft	0.90	2,745.00
8	_Heavy Cleaning 24-36 inch Sanitary Sewers	1,900	Ft	1.00	1,900.00
10	_Extra Heavy Cleaning	30	Hr	175.00	5,250.00
11	_Final TV Investigation and Log, 06-12 inch Sanitary Sewers	73,300	Ft	0.85	62,305.00
12	_Final TV Investigation and Log, 15-21 inch Sanitary Sewers	12,050	Ft	0.85	10,242.50
13	_Final TV Investigation and Log, 24-36 inch Sanitary Sewers	7,450	Ft	0.85	6,332.50
15	_Removal of Mineral Deposits	25	Ea	25.00	625.00
16	_Cutting Service Lead Protrusions	10	Ea	25.00	250.00
17	_Traffic Control, Major Street	1	LS	15,000.00	15,000.00
18	_Traffic Control, Minor Street	1	LS	2,500.00	2,500.00
19	_Deliverables	1	LS	1,000.00	1,000.00

PROPOSAL GRAND TOTAL $ 206,859.00

Pipetek Infrastructure Services, LLC
Bidder/Company

Signature

Patrick Selby
Printed Name

Analise Ruz
Attest Signature

Analise Ruz
Attest Printed Name

12119 LEVAN, LIVONIA, MI 48150
Address

734-921-3054
Telephone

pselby@pipetekservices.com
Email Address

1/28/2022
Date of Signature

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

City of Fraser **Public Works Superintendent**

To: Elaine Leven, City Manager

From: Mark Ragsdale, Public Works Superintendent

Date: January 31, 2022

Subject: Sewer Lining and Maintenance Contract

Introduction:

This agenda item is the recommendation of a sanitary and storm sewer pipe rehabilitation contract with Granite Inliner.

Background:

The Department of Public Works has been working on a long-term capital improvement plan for the city's sanitary sewer system, in conjunction with the city's engineering firm, AEW. In 2019 Pipetek was awarded a contract with the city to clean and televise all the city's sewer mains. The televised footage is then sent to the city's engineer to be compiled in a report of what sewers need to be rehabilitated. Typically, this report would then be put into an RFP and listed on Bidnet for contractors to bid on based on the footage that was listed in the contract.

Discussion:

In March of 2021, the City of Allen Park put out an RFP for a sanitary and storm sewer pipe rehabilitation cured in place (CIPP) project. This contract is an as needed basis, the prices are set with unit pricing according to what needs repaired. Three contactors attended the pre- bid meeting and two contactors placed bids accordingly. A three-year contract was awarded to Granite Inliner in March of 2017. By piggybacking off the City of Allen Park the City will save a lot of time and money from not having to construct a contact, bid documents and listing of RFP.

Budget Impact:

- None currently.
- City Engineer, along with D. P.W. Director, will take data from report and lay out a 3-year capital improvement plan. This plan will have a set amount of footage for rehabilitation and will use set dollar amounts from new contract to budget for each new fiscal year. Dollar amounts will be approved each year by City Council in the new fiscal year budget. Work will begin this summer after new fiscal year begins in July.

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Recommendations:

The Superintendent of Public Works recommends the following:

- The City of Fraser piggybacks off the City of Allen Park's contract with Granite Inliner and except offer to honor agreement.
- Utilize footage given to AEW by Pipetek to set 3-year sewer rehabilitation capital improvement plan utilizing set pricing from Granite Inliner contract. This will allow us to effectively budget for future repairs and give us a contractor for any emergency repairs as well.

Attachments:

- Bid tab showing unit pricing
- Letter of offer to honor agreement

January 14, 2022

City of Fraser
31250 Kendall
Fraser MI 48026-3918

Attn: Mr. Mark Ragsdale
Re: Offer to Honor Agreement

As discussed, we purpose to honor the terms and conditions of the competitively bid and recently awarded Agreement with the City of Allen Park, MI for Sanitary and Storm Sewer Pipe Rehabilitation Cured in Place (CIPP) Project. This As Needed Agreement is based on creating a cooperative relationship between the City and Granite Inliner that provides the City the ability to address all their sewer rehabilitation needs including possible emergency situations. Our offer to you and the City of Fraser for the same duration as our Agreement with the City of Allen Park, a period of three (3) years with the option of extending up to 2 additional years. Our offer includes maintaining the original unit prices listed (which are attached) for the full duration of the Agreement. Our offer is also based on providing the high level of professionalism and quality products / services we have been known for.

We hope this offer is accpetable to you and the City and look forward to working together.

If you have any questions please feel free to contact me directly.

Sincerely,

John Thompson

Business Development Manager

SANITARY AND STORM SEWER PIPES REHABILITATION
CURED IN PLACE (CIPP) PROJECT

CITY OF ALLEN PARK, MICHIGAN

C. E. Raines Company Job No. AP-163
BID DEADLINE: April 15, 2021 ; 3:00 p.m.

SECTION I - SANITARY AND STORM PIPES REHABILITATION

				Granite Inliner LLC		Inland Waters Pollution Control, Inc.	
Item	**Description**	**Unit**	**Estimated Quantity**	**Unit Price**	**Estimated Total Amount**	**Unit Price**	**Estimated Total Amount**
1	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - **6 inch diameter, 3 to 10 foot long**	Ea	1	$ 2,000.00	$ 2,000.00	$ 8,600.00	$ 8,600.00
2	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - **6 inch diameter, 10 to 20 foot long**	Ea	1	$ 2,700.00	$ 2,700.00	$ 11,900.00	$ 11,900.00
3	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - **6 inch diameter, 20 to 30 foot long**	Ea	1	$ 3,500.00	$ 3,500.00	$ 14,500.00	$ 14,500.00
4	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 8 **inch diameter, 3 to 10 foot long**	Ea	1	$ 2,500.00	$ 2,500.00	$ 2,500.00	$ 2,500.00
5	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 8 **inch diameter, 10 to 20 foot long**	Ea	1	$ 2,700.00	$ 2,700.00	$ 4,500.00	$ 4,500.00
6	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 8 **inch diameter, 20 to 30 foot long**	Ea	1	$ 3,200.00	$ 3,200.00	$ 7,000.00	$ 7,000.00
7	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 10 **inch diameter, 3 to 10 foot long**	Ea	1	$ 2,700.00	$ 2,700.00	$ 2,600.00	$ 2,600.00
8	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 10 **inch diameter, 10 to 20 foot long**	Ea	1	$ 3,200.00	$ 3,200.00	$ 5,000.00	$ 5,000.00
9	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 10 **inch diameter, 20 to 30 foot long**	Ea	1	$ 3,700.00	$ 3,700.00	$ 7,400.00	$ 7,400.00
10	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 12 **inch diameter, 3 to 10 foot long**	Ea	1	$ 3,100.00	$ 3,100.00	$ 2,800.00	$ 2,800.00
11	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 12 **inch diameter, 10 to 20 foot long**	Ea	1	$ 3,500.00	$ 3,500.00	$ 5,300.00	$ 5,300.00
12	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 12 **inch diameter, 20 to 30 foot long**	Ea	1	$ 4,000.00	$ 4,000.00	$ 7,800.00	$ 7,800.00
13	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 15 **inch diameter, 3 to 10 foot long**	Ea	1	$ 3,500.00	$ 3,500.00	$ 2,900.00	$ 2,900.00
14	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 15 **inch diameter, 10 to 20 foot long**	Ea	1	$ 4,000.00	$ 4,000.00	$ 5,200.00	$ 5,200.00

15	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 15 **inch diameter, 20 to 30 foot long**	Ea	1	$ 4,500.00	$ 4,500.00	$ 7,800.00	$ 7,800.00
16	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 18 **inch diameter, 3 to 10 foot long**	Ea	1	$ 4,000.00	$ 4,000.00	$ 3,000.00	$ 3,000.00
17	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 18 **inch diameter, 10 to 20 foot long**	Ea	1	$ 4,700.00	$ 4,700.00	$ 5,600.00	$ 5,600.00
18	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 18 **inch diameter, 20 to 30 foot long**	Ea	1	$ 5,700.00	$ 5,700.00	$ 8,400.00	$ 8,400.00
19	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 24 **inch diameter, 3 to 10 foot long**	Ea	1	$ 4,500.00	$ 4,500.00	$ 3,600.00	$ 3,600.00
20	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 24 **inch diameter, 10 to 20 foot long**	Ea	1	$ 5,500.00	$ 5,500.00	$ 7,050.00	$ 7,050.00
21	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 24 **inch diameter, 20 to 30 foot long**	Ea	1	$ 6,500.00	$ 6,500.00	$ 10,000.00	$ 10,000.00
22	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 36 **inch diameter, 3 to 10 foot long**	Ea	1	$ 6,000.00	$ 6,000.00	$ 11,500.00	$ 11,500.00
23	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 36 **inch diameter, 10 to 20 foot long**	Ea	1	$ 7,300.00	$ 7,300.00	$ 21,000.00	$ 21,000.00
24	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 36 **inch diameter, 20 to 30 foot long**	Ea	1	$ 8,500.00	$ 8,500.00	$ 31,000.00	$ 31,000.00
25	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 48 **inch diameter, 3 to 10 foot long**	Ea	1	$ 6,300.00	$ 6,300.00	$ 16,000.00	$ 16,000.00
26	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 48 **inch diameter, 10 to 20 foot long**	Ea	1	$ 8,000.00	$ 8,000.00	$ 28,000.00	$ 28,000.00
27	Sewer Spot repair with cured-in-place (inverted tube structural liner) including sewer pipe cleaning, pre and post video inspection tape report - 48 **inch diameter, 20 to 30 foot long**	Ea	1	$ 9,000.00	$ 9,000.00	$ 40,000.00	$ 40,000.00
28	Sanitary Sewer Pipe Joint sealing with chemical grout Avanti AV-100 acrylamide with additives Avanti AC-50W (where roots are spotted) or approved equal including all testing and removal of excess grout, pipe cleaning, pre and post video inspection tape	Joint	1	$ 300.00	$ 300.00	$ 325.00	$ 325.00
29	Manhole to manhole CIPP Lining including sewer pipe cleaning, pre and post video inspection tape report, **6 inch diameter**	Lft	1	$ 50.00	$ 50.00	$ 95.00	$ 95.00
30	Manhole to manhole CIPP Lining including sewer pipe cleaning, pre and post video inspection tape report, **8 inch diameter**	Lft	1	$ 52.00	$ 52.00	$ 42.00	$ 42.00
31	Manhole to manhole CIPP Lining including sewer pipe cleaning, pre and post video inspection tape report, **12 inch diameter**	Lft	1	$ 57.00	$ 57.00	$ 56.50	$ 56.50
32	Manhole to manhole CIPP Lining including sewer pipe cleaning, pre and post video inspection tape report, **15 inch diameter**	Lft	1	$ 65.00	$ 65.00	$ 65.00	$ 65.00
33	Manhole to manhole CIPP Lining including sewer pipe cleaning, pre and post video inspection tape report, **18 inch diameter**	Lft	1	$ 85.00	$ 85.00	$ 70.00	$ 70.00
34	Manhole to manhole CIPP Lining including sewer pipe cleaning, pre and post video inspection tape report, **24 inch diameter**	Lft	1	$ 100.00	$ 100.00	$ 105.00	$ 105.00
35	Traffic Maintenance and Control	Ls	1	$ 125.00	$ 125.00	$ 26,000.00	$ 26,000.00
	TOTAL BID SECTION I:				**$ 125,634.00**		**$ 307,708.50**

SECTION II - ALTERNATE ADD - MANHOLE REHABILITATION

				Granite Inliner LLC		Inland Waters Pollution Control, Inc.	
Item	**Description**	**Unit**	**Estimated Quantity**	**Unit Price**	**Estimated Total Amount**	**Unit Price**	**Estimated Total Amount**
1	Seal Spot Leak Structure waterproofing brick manhole/precast manhole with a calcium aluminate Cementous structural sealant Lafarge Sewer Coat PG or approved equal	Ea	1	$ 1,200.00	$ 1,200.00	$ 125.00	$ 125.00
2	Clean, Seal and Repair joint of precast manhole with Parsonpoxy FP compound or approved equal in all joints and lift holes flush with the wall	Ea	1	$ 1,500.00	$ 1,500.00	$ 450.00	$ 450.00
3	Seal Adjustment Rings with seal flex-seal-utility or approved equal	Ea	1	$ 750.00	$ 750.00	$ 1,200.00	$ 1,200.00
4	Reconstruct Chimney/Corbel	Ea	1	$ 2,000.00	$ 2,000.00	$ 3,500.00	$ 3,500.00
5	Chimney/Corbel Seal with Cretex or approved equal	Ea	1	$ 1,000.00	$ 1,000.00	$ 775.00	$ 775.00
6	Manhole Rehabilitation (CIP)	Vft	1	$ 350.00	$ 350.00	$ 300.00	$ 300.00
7	Restoration around Manhole and Clean-up	Ea	1	$ 500.00	$ 500.00	$ 500.00	$ 500.00
8	Traffic Maintenance and Control	Ls	1	$ 1,500.00	$ 1,500.00	$ 3,200.00	$ 3,200.00
	TOTAL BID SECTION II:				**$ 8,800.00**		**$ 10,050.00**

City of Fraser **Public Works Superintendent**

To: Elaine Leven, City Manager

From: Mark Ragsdale, Public Works Superintendent

Date: January 28, 2022

Subject: City Park and Welcome Signs

Introduction:

This agenda item is discussed replacement of city park and "Welcome to the City of Fraser" signs.

Background:

The City of Fraser has recently made a lot of improvements to its parks making them very appealing to the residents and visitors to the city. While major upgrades and improvements have been made to the parks, nothing has been done to replace missing or deteriorating park signs or the "Welcome to the City of Fraser" signs.

Discussion:

Originally, this task was assigned to the former Parks and Recreation/ Finance Director. Upon his resignation, I agreed to take on this task. Unlike, the former Director I have had no direction or InSite from the City Council on what the expectations are. It is my understanding that the City Council was under the impression they were just waiting on the former Director of Parks and Recreation to come back to them with bid results. The former director had left some notes with some measurements and ideas for signs and color scheme. After personally visiting each site, I realize that this is not a one size, or one type fit all. For example, Somerset and Boris Park both have fences around them, and there isn't a green belt area at Somerset Park, the sidewalk butts up to the fence. This means for a sign to be visible by people passing by the sign will have to be attached to the fence. I would recommend doing the same at Boris Park as well. The former Director had notes of a color pattern of blue and white for the signs as well. In my professional opinion, the use of the color white is a horrible idea, we would never be able to keep it clean, it would show every bit of dirt that landed on it especially, what was thrown on it by a lawn mower or weed whip. Some signs are in the County right of way and will need to be much taller than the ones the former Director had selected not to block the view of traffic. These signs will require a permit from the County and be pre-approved before installation. In addition, any quotes the former Director may have gotten are null in void due to inflation and supply chain issues.

I am looking for the following direction from the City Council:

- City Council determine dollar amount wanting to stay within for signs
- Amend budget to reflect that dollar amount approved
- The type of signs the City Council would like installed
- A color pattern for park signs
- A color pattern for "Welcome to the City of Fraser" signs
- What exactly will be written on signs

Budget Impact:

- City Council to determine amount.

Recommendations:

The Superintendent of Public Works recommends the following:

- That we utilized green with tan or beige lettering for park signs with city logo.
- We use the blended approach and use multiple sign types.
- Replace old, dilapidated brick structure at Steffens Park with new monument style sign with stone and reinstall Walter Steffens plaque.
- Replace old brick structure sign on the 14-mile rd. side of Steffens Park with new stone monument style sign.
- Install new monument style "Welcome to the City of Fraser" sign with stone at the Baumgartner house.
- Install new park signs in the style of Metro Parks as shown in attachments at the city parks with the city logo and green and tan/beige lettering.
- Replace "Welcome to City of Fraser" signs with tall black or green metal decorative signposts. These signs are in County right of way and must be elevated so they are not obstructing the view of traffic.
- Have decorative stoned cemented around bottom of posts or have landscaping put around them to protect post from lawn mowers and weed whips.

Notes:

Attached quote from Michigan Department of Corrections states 9 signs one for each park. This quote would cover 8 parks, two signs would be installed at Pompo, I am recommending monument style at Steffens Park. I also want to point out that the signs in the picture are double sided the quote reflects single sided signs, as we would install them facing the street.

Any "Welcome to the City of Fraser" signs not on city property are in the Macomb County right of way. This will require a permit and a picture with dimensions submitted to the county for prior approval before installation.

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METROPARKS
DELHI
METROPARK
A unit of the HURON-CLINTON METROPOLITAN AUTHORITY


TACO BELL
WB
WEST BRANCH
DISCOVER VICTORIAN
Welcome
KIWANIS INTERNATIONAL
OGEMAW COUNCIL #2022
VFW
POST 3775
#


NO PARKING ANY TIME
WELCOME TO
KIMBERLING CITY
MISSOURI
EST 1973
#

State of Michigan
Michigan State Industries
206 E. Michigan Ave.
Lansing, MI 48933
1-517-335-1125
Building Bridges to Success

QUOTATION

TO:

CITY OF FRASER DPW
33000 GARFIELD
FRASER, MI 48026
(586)293-3100

ATTN: CAROLYNN FALENSKI

SHIP TO:

CITY OF FRASER DPW
33000 GARFIELD
FRASER, MI 48026
(586)293-2001

ATTN: MARK RAGSDALE

Quote No.	Date	Cust No	S/M	Your Referenced Inquiry	Delivery Promise	F.O.B.	Expiration
0001798	12/20/2021	55029			30 DAYS	SHIPPING POINT	30 DAYS

Item	Quantity	UM	Part	Description	Price $	Extension $
001	162	SF	SBW-PERSQFT	SANDBLAST SIGN PER SQFT 9 (NINE) 6' X 3' X 1 1/2" SANDBLASTED WESTERN RED CEDAR SIGNS (162 SQ FT TOTAL) 3 COATS ENAMEL PAINT W/ LACQUER CLEAR COATING/SEALER 1 REINDEL PARK 1 MCKINLEY PARK 1 POMPO PARK 1 SOMERSET PARK 1 HARRINGTON TRAILS 1 BORIS PARK 1 STEFFENS PARK 1 BLANKE PARK 1 MEADOWS PARK	85.0000	13,770.00
002	16	SF	SBW-PERSQFT	SANDBLAST SIGN PER SQFT 4 (FOUR) 2' X 2' X 1 1/2" SANDBLASTED WOOD SIGNS, 3 COATS ENAMEL PAINT LACQUER CLEAR COAT SEAL 1 REINDEL PARK 1 MCKINLEY PARK 1 POMPO PARK 1 HARRINGTON TRAILS	85.0000	1,360.00
003	15	SF	SBW-PERSQFT	SANDBLAST SIGN PER SQFT 1 (ONE) 5' X 3' SAMBLASTED WOOD SIGN WESTERN RED CEDAR 3 COATS ENAMEL PAINT, W/ LACQUER CLEAR COAT 1 STEFFENS PARK	85.0000	1,275.00
004	8	SF	SBW-PERSQFT	SANDBLAST SIGN PER SQFT 1 (ONE) 4' X 2' SANDBLASTED WOOD SIGN WESTER RED CEDAR 3 COATS ENAMEL PAINT, W/ LACQUER CLEAR COAT SEALER 1 MCKINLEY PARK ANGLE IRON BRACKET SUPPORTS PAINTED AND PRE-DRILLED INCLUDED (SHIPPED LOOSE)	85.0000	680.00
				Total for Quote $		**17,085.00**

By:_____

Job Title: Senior Activity Center Coordinator	**FLSA Classification: Non-Exempt**
Salary: $25.00/hr	**Employment Status: Part-time**
Date: January 2022, Review Requested	**Reports To: Finance Director**

Job Description

Summary/objective

Under directed supervision, staffs, plans and manages the activities of the City of Fraser Senior Activity Center (SAC). Schedules, oversees, and monitors all activities for the members of the center. Coordinates daily center administration, facility use, and programs. Conducts an on-going evaluation of programs and activities, monitoring member's interests for success, making changes in services as needed.

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Opens and closes the SAC each day.
- Ensures that the facility is in proper working order.
- Monitors activities and services, assessing participant's and community interests and needs. Evaluates present programs and future potential programs for success. Makes adjustments in programs as needed.
- Perform various purchasing functions that involves preparing specifications and requisitions, ordering equipment, materials, supplies and services, maintaining records and preparing reports for departmental use.
- Maintains records of the facility and programs, completing reports for department use.

Supervisory responsibilities

No

Work environment

- Mostly indoor office environment with/without windows
- Work with constant interruptions; and interact with peers, subordinates, officials, and the public.
- The noise level in the work environment is usually quiet to moderate.
- May be exposed to dust, fluctuation in inside temperatures and electro-magnetic radiation as in a computer screen.

Physical demands

- Stand or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist.
- Must be able to lift up to 20 pounds at times.
- Carry, push, and/or pull to moderate amounts of weight.
- Operate office equipment requiring repetitive hand movement and fine coordination.

Travel required

No

Required knowledge, skills, education and experience

Preferred knowledge, Skills, Education, and Experience

- Possession of a Bachelor's degree or the equivalent in gerontology, social science, social work, business, or related field.

- A minimum of one to three years of experience in the planning and administration of senior adult programs or equivalent.

Additional eligibility requirements

Telecommuting Eligible

No

Work authorization/security clearance requirements

Not Applicable

EEO statement

The city of Fraser is an equal opportunity employer. The City does not discriminate in employment on account of race, color, religion, national origin, citizenship status, ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status, or unfavorable discharge from military service.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Manager_____ Date _____

HR_____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

Job Title: Recreation Coordinator	FLSA Classification: Non-Exempt
Salary:x	Employment Status: Full-time
Date: September 2021	Reports To: Finance Director

Job Description

Summary/objective

Under directed supervision, oversees Senior Activity Center and coordinates recreation programming for all ages for Fraser residents.

Staffs, plans and manages the activities of the City of Fraser Senior Activity Center (SAC). Schedules, oversees, and monitors all activities for the members of the center. Coordinates daily center administration, facility use, and programs. Conducts an on-going evaluation of programs and activities, monitoring member's interests for success, making changes in services as needed. Coordinates maintenance of the SAC.

Manage, direct, supervise and coordinate various recreation programs for Fraser residents of all ages, including sports leagues, special events, educational programs. Hire and supervise the work of full, part-time and seasonal staff. Coordinate activities with other departments, outside organizations and the general public.

Essential functions

Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- Oversees and performs outreach to community residents to assure that qualified citizens are aware of available services and activities.

- Monitors activities and services, assessing participant's and community interests and needs. Evaluates present programs and future potential programs for success. Makes adjustments in programs as needed.

- Assists in the preparation of the departmental budget by compiling budgetary data on the operation and maintenance of the senior center facility programs and activities.

- Perform various purchasing functions that involves preparing specifications and requisitions, ordering equipment, materials, supplies and services, maintaining records and preparing reports for departmental use.

- Prepares a variety of correspondence in the coordination and provision of senior housing and meets with various community residents and officials to discuss and evaluate present and future needs.

- Maintains records of the facility and programs, completing reports for department use.

- Performs a variety of other related duties as workloads, temporary absences, or emergencies dictate within the Recreation Office..

Supervisory responsibilities

Yes

Work environment

- Mostly indoor office environment with/without windows
- Work with constant interruptions; and interact with peers, subordinates, officials, and the public.
- The noise level in the work environment is usually quiet to moderate.
- May be exposed to dust, fluctuation in inside temperatures and electro-magnetic radiation as in a computer screen.

Physical demands

- Stand or sit for prolonged periods of time; occasionally stoop, bend, kneel, crouch, reach, and twist.
- Must be able to lift up to 20 pounds at times.

- Carry, push, and/or pull to moderate amounts of weight.
- Operate office equipment requiring repetitive hand movement and fine coordination.

Travel required

No

Required knowledge, skills, education and experience

Preferred knowledge, Skills, Education, and Experience

- Possession of a Bachelor's degree or the equivalent in gerontology, social science, social work, business, or related field.

- A minimum of one to three years of experience in the planning and administration of senior adult programs or equivalent.

Additional eligibility requirements

Telecommuting Eligible

Yes

Work authorization/security clearance requirements

Not Applicable

EEO statement

The city of Fraser is an equal opportunity employer. The City does not discriminate in employment on account of race, color, religion, national origin, citizenship status,

ancestry, age, sex (including sexual harassment), sexual orientation, marital status, physical or mental disability, military status, or unfavorable discharge from military service.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Signatures

This job description has been approved by:

Manager_____ Date _____

HR_____ Date _____

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____

memo

City of Fraser

To: Mayor and City Council

From: Elaine Leven, City Manager

Date: February 3, 2022

Re: Senior Housing Parking Lot Improvements

At the last meeting we received a proposal from AEW regarding the Senior Housing Parking Lot. It appears an additional $150,000 was budgeted in Other Repairs and Maintenance #270-265-934-000 for parking lot improvements. The current remaining balance in this account is $219,333. Other repairs and maintenance get charged to this account, which include carpet, painting, appliances, and pest control.

Currently there is $422,000 in cash reserve, however we still have additional charges that will be coming for the balcony work, estimated at about $150,000 that will be budgeted in the next fiscal year. Following are the beginning year cash balances for the previous five years:

2017 $86,747

2018 $153,328

2019 $256,789

2020 $458,779

2021 $417,777

I would advise not going below $200,000 in cash reserve, which would leave approximately an additional $100,000 to allocate to the parking lot. This would allow for a total budget of up to $250,000.

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).

Option 3 – Preventative Maintenance

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).

Option 4 – Combination of Rehabilitation and Reconstruction

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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