



225 S Camburn St  
Stanton, MI, 48888  
Phone (989) 831.4440  
Fax (989) 831.5756  
[www.StantonOnline.com](http://www.StantonOnline.com)

**STANTON CITY COMMISSION**  
**Regular Meeting Agenda**  
**July 14, 2020**  
**7:00 PM**

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Roll Call:**

Mayor Lori Williams  
Mayor Pro Tem  
Vladimir Edelman  
Commissioner Jane Basom

Commissioner Ray Holloway  
Commissioner Michael Mazzola  
Commissioner Charles Miel  
Commissioner Mary Thomas

**4. Approval of Agenda**

**5. Public Comments and/or Questions** (Public Comments shall be limited to 3 minutes per person. A person wishing to address the Commission shall state their name and address for the official record. The Commission may at their discretion respond to comments and/or questions after all have been received.)

**6. Standing Items**

- a. Approval of commission meeting minutes of June 23, 2020.
- b. Approval of bill payments for the month of July 2020 in the total amount of \$26,214.17.
- c. Revenue and Expenditure Report for the month of June.

**7. Monthly Reports**

- a. Stanton Police Department
- b. Stanton Public Works
- c. Treasurer
- d. City Manager

**8. New Business**

- a. Consideration by City Commission to accept the proposal from Prein & Newhof of Grand Rapids, Michigan for professional engineering services to design and oversee the construction of the Bradford Extended Storm Sewer Improvements and Detention Pond Project.

**9. Committee Reports**

**10. Public Comments**

**11. Commission Comments**

**12. Adjournment**



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**CITY OF STANTON NOTICE OF ELECTRONIC STANTON CITY COMMISSION MEETING  
TUESDAY, JULY 14, 2020 AT 7:00 PM  
ELECTRONICALLY ON THE CITY OF STANTON FACEBOOK PAGE**

**Reason for Electronic Meeting**

To mitigate the spread of COVID-19 (Coronavirus), protect the public health, and provide essential protections to vulnerable persons, it is imperative that all persons take steps to limit in-person contact. These critical mitigation measures include social distancing and limiting the number of people interacting at public gatherings. On March 18, 2020 Governor Whitmer signed Executive Order 2020-15 titled "Temporary authorization of remote participation in public meetings and hearings and temporary relief from monthly meeting requirements for school boards". The City of Stanton must continue to conduct public business during this state of emergency, including actions to respond to COVID-19, and the general public must be able to continue to participate in government decision making without unduly compromising public health, safety and welfare. To protect the public health, safety, and welfare and comply with Center for Disease Control and Prevention recommendations, local governing bodies may meet remotely and electronically.

**Public Participation Instructions**

Members of the public may view the meeting live at:

**STEP 1. Join Zoom Meeting by clicking on the following link:** <https://bit.ly/31X5PG7>

Or Use a telephone to dial: +1 312-626-6799

**STEP 2. Enter Webinar ID:** 875 7574 6327

**STEP 3. Enter Password:** 993938

Members of the public may submit comments to be read aloud by the City Manager during public comment by e-mailing comments (Include your full name and address) in advance of the meeting to [citymanager@stantononline.com](mailto:citymanager@stantononline.com) or during the public comment portion of the meeting by submitting your full name, address, and comment on the live stream of the meeting. Comments should be limited to no more than three minutes. A broadcast of the meeting will also be available on the City of Stanton Facebook page at <http://www.facebook.com/cityofstanton/>.

**Public Input and Questions on Business Before the Commission**

Members of the public may contact the Stanton City Commission to provide input, or ask questions on any business that will come before the Commission by e-mail at [citymanager@stantononline.com](mailto:citymanager@stantononline.com).

**Persons with Disabilities Participation Instructions**

The City of Stanton will provide reasonable accommodations to individuals with disabilities who want to electronically attend the meeting with twenty-four (24) hours notice to the City of Stanton.

Vester Davis, Jr., City Manager

Email: [citymanager@stantononline.com](mailto:citymanager@stantononline.com) Phone: (989) 831-4440

Date: July 8, 2020

**City of Stanton**  
**Regular Meeting Minutes**  
**June 23, 2020**

1. **Call to Order: Pledge of Allegiance** – The City of Stanton regular meeting was called to order via zoom conference video at 7:00p.m. by Mayor Lori Williams with the Pledge of Allegiance.
2. **Roll Call:** Mayor Lori Williams, Jane Basom, Vladimir Edelman, Ray Holloway, Michael Mazzola, Chuck Miel, Mary Thomas  
Absent: None
3. **Approval of Agenda**  
Motion made by Thomas second by Mazzola to approve the agenda. Motion carried on a voice vote.
4. **Public Comments:** None
5. **Standing Items**
  - a. Motion made by Holloway second by Mazzola to approve the Regular Meeting Minutes of June 9, 2020 as amended to reflect adding amendment from last meeting. Motion carried on a voice vote.
  - b. Motion made by Miel second by Edelman to approve the bills for June 2020 in the amount of \$25,416.15. Motion carried on a voice vote.
6. **Monthly Reports**
  - a. Stanton Police Department
  - b. DPW Report
  - c. Clerk/Treasurer Financial Report
  - d. City Manager
    - a. Discuss replacing signage at two city facilities, Stanton City Hall and Forest Hill Cemetery.
7. **New Business:**
  - a. Motion made by Miel second by Holloway to approve eliminating the red door hanger for delinquent water bill noticing purposes. Motion carried on a voice vote.
  - b. Motion made by Edelman second by Mazzola to approve a contract proposal from Prein & Newhof for professional design engineering services to complete the East Main Street Water Service Connection Project. Motion carried on a voice vote.
8. **Committee Reports:**

DDA-newsletters will be coming out on July 1st and the fundraisers will be going live with adopt a pole and logo wear purchases available.
9. **Public Comments:** None

**10. Commission Comments:**

Commissioner Mazzola gave praise to Loren & Peggy Krantz for doing great work downtown.

Mayor Williams attended the Habitat for Humanity open houses and reported that if everything goes as planned both families will be in by the end of December.

**11. Adjournment**

Motion made by Miel second by Holloway to adjourn meeting at 7:37p.m.

Motion carried on a voice vote.

Lori Williams, Mayor

Lori Braman, Clerk

07/08/2020 04:55 PM  
 User: LBRAMAN  
 DB: Stanton

CHECK DISBURSEMENT REPORT FOR CITY OF STANTON  
 CHECK DATE FROM 06/17/2020 - 07/08/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
06/24/2020	STANT	9270	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	2,960.36
06/24/2020	STANT	9271	ARROW SWIFT PRINTING	PRINTING AND PUBLISHING	900.000	172	91.23
06/24/2020	STANT	9273	FIRST BANKCARD	MATERIALS AND SUPPLIES	726.000	172	135.00
				CONFERENCE AND TRAINING	728.000	172	15.00
				CONTRACTUAL SERVICES	806.000	172	54.28
				CHECK STANT 9273 TOTAL FOR FUND 101:			<u>204.28</u>
06/24/2020	STANT	9274	MONTCALM COUNTY CENTRAL DISPAT	MEMBERSHIP DUES	802.000	301	534.49
06/24/2020	STANT	9275	NYE UNIFORM	UNIFORMS	731.000	301	121.00
				UNIFORMS	731.000	301	155.54
				CHECK STANT 9275 TOTAL FOR FUND 101:			<u>276.54</u>
06/24/2020	STANT	9277	PRIORITY HEALTH	INSURANCE	710.000	850	5,655.38
06/24/2020	STANT	9278#	QUILL	MATERIALS AND SUPPLIES	726.000	172	52.75
				MATERIALS AND SUPPLIES	726.000	172	63.72
				MATERIALS AND SUPPLIES	726.000	301	54.16
				MATERIALS AND SUPPLIES	726.000	441	32.76
				CHECK STANT 9278 TOTAL FOR FUND 101:			<u>203.39</u>
06/24/2020	STANT	9279	STANDARD INSURANCE COMPANY	INSURANCE	710.000	850	235.42
06/30/2020	STANT	9280	A LOT OF CLEAN	REPAIR/MAINTENANCE BUILDING	930.000	172	28.00
06/30/2020	STANT	9284	KENT EQUIPMENT	REPAIR, MAINTENANCE	775.000	441	102.97
06/30/2020	STANT	9286*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	12,283.56
				Total for fund 101 GENERAL FUND			22,575.62

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 202 MAJOR STREET FUND							
06/30/2020	STANT	9286*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	438.20
Total for fund 202 MAJOR STREET FUND							438.20

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 203 LOCAL STREET FUND							
06/30/2020	STANT	9286*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	438.19
Total for fund 203 LOCAL STREET FUND							438.19

07/08/2020 04:55 PM  
User: LBRAMAN  
DB: Stanton

CHECK DISBURSEMENT REPORT FOR CITY OF STANTON  
CHECK DATE FROM 06/17/2020 - 07/08/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 590 SEWER FUND							
06/30/2020	STANT	9283	FRONTIER	UTILITIES	920.000	536	304.82
06/30/2020	STANT	9286*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	688.00
Total for fund 590 SEWER FUND							992.82

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DB: Stanton

CHECK DISBURSEMENT REPORT FOR CITY OF STANTON  
CHECK DATE FROM 06/17/2020 - 07/08/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 591 WATER FUND							
06/24/2020	STANT	9272	ELHORN ENGINEERING	REPAIR, MAINTENANCE	775.000	536	263.00
06/24/2020	STANT	9276	PREIN & NEWHOF	PROFESSIONAL SERVICES	801.000	536	580.00
06/30/2020	STANT	9281	STATE OF MICHIGAN	SAMPLING	804.000	536	64.00
06/30/2020	STANT	9282	ELHORN ENGINEERING	REPAIR, MAINTENANCE	775.000	536	53.66
06/30/2020	STANT	9286*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	687.92
Total for fund 591 WATER FUND							1,648.58

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 703 TAX ACCOUNT							
06/30/2020	TAX	3535	CENTRAL MONTCALM PUBLIC SCHOOL	DEBT RETIREMENT	819.000	000	34.65
				CENTRAL MONTCALM SCHOOLS	821.000	000	29.17
				CHECK TAX 3535 TOTAL FOR FUND 703:			<u>63.82</u>
06/30/2020	TAX	3536	GENERAL FUND	GENERAL FUND	818.000	000	10.05
06/30/2020	TAX	3537	MONTCALM INTERMEDIATE SCHOOL	MONTCALM INTERMEDIATE DISTRIC	822.000	000	24.79
06/30/2020	TAX	3538	MONTCALM COUNTY TREASURER	MONTCALM COUNTY TREASURER	820.000	000	8.66
06/30/2020	TAX	3539	MONTCALM COMMUNITY COLLEGE	MONTCALM COMMUNITY COLLEGE	823.000	000	13.44
				Total for fund 703 TAX ACCOUNT			120.76
			TOTAL - ALL FUNDS				26,214.17

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

PERIOD ENDING 06/30/2020

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2020 NORMAL (ABNORMAL)	MONTH 06/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-664.016	INTEREST FOR CD'S	6,000.00	7,410.99	414.57	(1,410.99)	123.52
Total Dept 000		6,000.00	7,410.99	414.57	(1,410.99)	123.52
Dept 101 - GENERAL FUND REV						
101-101-401.000	PROPERTY TAX	315,000.00	315,519.27	58.88	(519.27)	100.16
101-101-412.000	DELINQUENT TAX	23,000.00	20,088.16	20,088.16	2,911.84	87.34
101-101-426.000	TRAILER PARK TAX	1,300.00	1,734.00	0.00	(434.00)	133.38
101-101-450.000	LICENSE AND PERMITS	500.00	7,847.00	3,485.00	(7,347.00)	1,569.40
101-101-451.000	CABLE TV FRANCHISE FEE	19,000.00	19,794.27	0.00	(794.27)	104.18
101-101-452.000	302 FUNDS	0.00	500.00	0.00	(500.00)	100.00
101-101-570.000	LIQUOR LICENSE REVENUE (LCC)	1,700.00	1,388.75	0.00	311.25	81.69
101-101-573.000	LOCAL COMMUNITY STABILIZATION SHARE	0.00	6,403.50	0.00	(6,403.50)	100.00
101-101-574.000	STATE REVENUE SHARING	140,000.00	153,320.00	0.00	(13,320.00)	109.51
101-101-626.000	GRAVE OPENINGS/FOUNDATION	7,500.00	7,804.22	559.25	(304.22)	104.06
101-101-643.000	SALE OF CEMETERY LOTS	1,000.00	0.00	0.00	1,000.00	0.00
101-101-650.000	SALE OF PROPERTY	5,000.00	0.00	0.00	5,000.00	0.00
101-101-660.000	FINES & FORFEITS	500.00	1,733.99	402.39	(1,233.99)	346.80
101-101-664.000	INTEREST	1,000.00	2,898.49	66.65	(1,898.49)	289.85
101-101-667.202	MAJOR ST. EQUIP. RENTAL	15,000.00	30,309.63	1,037.27	(15,309.63)	202.06
101-101-667.203	LOCAL ST. EQUIP. RENTAL	15,000.00	11,674.43	1,965.45	3,325.57	77.83
101-101-667.590	SEWER EQUP RENTAL	5,000.00	9,499.38	1,256.90	(4,499.38)	189.99
101-101-667.591	WATER EQUIPMENT RENTAL	5,000.00	8,812.14	336.85	(3,812.14)	176.24
101-101-675.000	CONTRIBUTIONS & DONATIONS	500.00	0.00	0.00	500.00	0.00
101-101-687.000	REFUNDS & REBATES	50.00	(30.20)	515.52	80.20	(60.40)
101-101-695.000	MISCELLANEOUS	10,000.00	18,319.40	2,107.12	(8,319.40)	183.19
101-101-699.202	ADMINISTRATION MAJOR STREET	10,000.00	10,000.00	2,500.00	0.00	100.00
101-101-699.203	ADMINISTRATION LOCAL STREET	5,000.00	5,000.00	1,250.00	0.00	100.00
101-101-699.590	ADMINISTRATION SEWER	35,000.00	35,000.00	8,750.00	0.00	100.00
101-101-699.591	ADMINISTRATION WATER	35,000.00	35,000.00	8,750.00	0.00	100.00
Total Dept 101 - GENERAL FUND REV		651,050.00	702,616.43	53,129.44	(51,566.43)	107.92
TOTAL REVENUES		657,050.00	710,027.42	53,544.01	(52,977.42)	108.06
Expenditures						
Dept 102 - CITY COMMISSION						
101-102-702.000	WAGES	7,400.00	6,950.00	1,800.00	450.00	93.92
101-102-715.000	FITW/FICA	700.00	693.52	137.70	6.48	99.07
101-102-726.000	MATERIALS AND SUPPLIES	150.00	0.00	0.00	150.00	0.00
101-102-728.000	CONFERENCE AND TRAINING	1,000.00	0.00	0.00	1,000.00	0.00
101-102-730.000	PUBLIC RELATIONS	500.00	0.00	0.00	500.00	0.00
101-102-801.000	PROFESSIONAL SERVICES	500.00	432.00	0.00	68.00	86.40
101-102-880.000	EMPLOYEE RELATIONS	1,500.00	1,350.00	0.00	150.00	90.00
Total Dept 102 - CITY COMMISSION		11,750.00	9,425.52	1,937.70	2,324.48	80.22
Dept 171 - MAYOR						
101-171-702.000	WAGES	2,400.00	2,200.00	600.00	200.00	91.67
101-171-715.000	FITW/FICA	200.00	168.30	45.90	31.70	84.15
101-171-728.000	CONFERENCE AND TRAINING	250.00	25.00	0.00	225.00	10.00

PERIOD ENDING 06/30/2020

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2020 NORMAL (ABNORMAL)	MONTH 06/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-171-801.000	PROFESSIONAL SERVICES	500.00	181.50	0.00	318.50	36.30
Total Dept 171 - MAYOR		3,350.00	2,574.80	645.90	775.20	76.86
Dept 172 - CITY HALL/ADMINISTRTION						
101-172-702.101	CITY MANAGER WAGES	64,000.00	63,461.48	6,923.07	538.52	99.16
101-172-702.216	SUPPORT STAFF	20,000.00	19,334.05	2,028.82	665.95	96.67
101-172-708.000	RETIREMENT	4,500.00	0.00	0.00	4,500.00	0.00
101-172-715.000	FITW/FICA	8,000.00	10,995.97	1,190.03	(2,995.97)	137.45
101-172-726.000	MATERIALS AND SUPPLIES	2,000.00	989.09	292.43	1,010.91	49.45
101-172-727.000	POSTAGE	400.00	302.60	0.00	97.40	75.65
101-172-728.000	CONFERENCE AND TRAINING	2,000.00	810.14	15.00	1,189.86	40.51
101-172-801.000	PROFESSIONAL SERVICES	8,000.00	8,483.42	903.00	(483.42)	106.04
101-172-802.000	MEMBERSHIP DUES	1,000.00	895.00	240.00	105.00	89.50
101-172-805.000	TRAVEL	1,500.00	337.68	0.00	1,162.32	22.51
101-172-806.000	CONTRACTUAL SERVICES	2,500.00	1,438.76	138.28	1,061.24	57.55
101-172-900.000	PRINTING AND PUBLISHING	1,000.00	1,782.33	456.93	(782.33)	178.23
101-172-930.000	REPAIR/MAINTENANCE BUILDING	500.00	854.29	409.80	(354.29)	170.86
101-172-956.000	MISCELLANEOUS	4,000.00	3,590.59	0.00	409.41	89.76
101-172-981.000	CAPITAL OUT LAY	2,500.00	1,500.50	0.00	999.50	60.02
Total Dept 172 - CITY HALL/ADMINISTRTION		121,900.00	114,775.90	12,597.36	7,124.10	94.16
Dept 209 - CEMETERY						
101-209-702.441	DIRECTOR OF PUBLIC WORKS	2,500.00	1,204.94	97.40	1,295.06	48.20
101-209-702.442	FULL TIME	3,500.00	3,482.29	334.04	17.71	99.49
101-209-715.000	FITW/FICA	700.00	607.31	55.71	92.69	86.76
101-209-726.000	MATERIALS AND SUPPLIES	300.00	0.00	0.00	300.00	0.00
101-209-775.000	REPAIR, MAINTENANCE	1,500.00	129.74	0.00	1,370.26	8.65
101-209-801.000	PROFESSIONAL SERVICES	3,000.00	1,860.00	0.00	1,140.00	62.00
101-209-940.000	EQUIPMENT RENTAL	2,500.00	0.00	0.00	2,500.00	0.00
101-209-956.000	MISCELLANEOUS	500.00	460.80	0.00	39.20	92.16
Total Dept 209 - CEMETERY		14,500.00	7,745.08	487.15	6,754.92	53.41
Dept 215 - CLERK						
101-215-702.000	WAGES	33,000.00	34,606.64	3,922.86	(1,606.64)	104.87
101-215-708.000	RETIREMENT	1,800.00	0.00	0.00	1,800.00	0.00
101-215-715.000	FITW/FICA	4,000.00	4,573.95	517.52	(573.95)	114.35
101-215-726.000	MATERIALS AND SUPPLIES	500.00	562.25	0.00	(62.25)	112.45
101-215-727.000	POSTAGE	200.00	200.00	0.00	0.00	100.00
101-215-728.000	CONFERENCE AND TRAINING	500.00	359.21	0.00	140.79	71.84
101-215-802.000	MEMBERSHIP DUES	500.00	120.00	0.00	380.00	24.00
101-215-805.000	TRAVEL	500.00	0.00	0.00	500.00	0.00
101-215-900.000	PRINTING AND PUBLISHING	500.00	0.00	0.00	500.00	0.00
Total Dept 215 - CLERK		41,500.00	40,422.05	4,440.38	1,077.95	97.40
Dept 247 - BOARD OF REVIEW						
101-247-702.000	WAGES	800.00	805.00	0.00	(5.00)	100.63
101-247-715.000	FITW/FICA	500.00	61.58	0.00	438.42	12.32
101-247-728.000	CONFERENCE AND TRAINING	200.00	33.64	0.00	166.36	16.82

PERIOD ENDING 06/30/2020

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2020 NORMAL (ABNORMAL)	MONTH 06/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-247-801.000	PROFESSIONAL SERVICES	100.00	65.10	0.00	34.90	65.10
Total Dept 247 - BOARD OF REVIEW		1,600.00	965.32	0.00	634.68	60.33
Dept 253 - TREASURER						
101-253-702.000	WAGES	18,000.00	18,109.94	1,989.36	(109.94)	100.61
101-253-715.000	FITW/FICA	2,500.00	2,471.91	271.53	28.09	98.88
101-253-726.000	MATERIALS AND SUPPLIES	200.00	175.66	0.00	24.34	87.83
101-253-727.000	POSTAGE	500.00	620.00	275.00	(120.00)	124.00
101-253-728.000	CONFERENCE AND TRAINING	1,000.00	805.10	0.00	194.90	80.51
Total Dept 253 - TREASURER		22,200.00	22,182.61	2,535.89	17.39	99.92
Dept 257 - ASSESSOR						
101-257-702.000	WAGES	9,300.00	9,632.04	802.67	(332.04)	103.57
101-257-715.000	FITW/FICA	1,000.00	736.85	61.40	263.15	73.69
101-257-726.000	MATERIALS AND SUPPLIES	500.00	235.00	0.00	265.00	47.00
101-257-727.000	POSTAGE	500.00	418.70	0.00	81.30	83.74
101-257-728.000	CONFERENCE AND TRAINING	300.00	50.00	0.00	250.00	16.67
101-257-801.000	PROFESSIONAL SERVICES	1,000.00	1,263.00	0.00	(263.00)	126.30
101-257-802.000	MEMBERSHIP DUES	300.00	0.00	0.00	300.00	0.00
101-257-805.000	TRAVEL	100.00	0.00	0.00	100.00	0.00
101-257-900.000	PRINTING AND PUBLISHING	300.00	0.00	0.00	300.00	0.00
Total Dept 257 - ASSESSOR		13,300.00	12,335.59	864.07	964.41	92.75
Dept 262 - ELECTIONS						
101-262-702.000	WAGES	1,600.00	2,527.50	0.00	(927.50)	157.97
101-262-715.000	FITW/FICA	250.00	158.22	0.00	91.78	63.29
101-262-726.000	MATERIALS AND SUPPLIES	1,500.00	847.36	0.00	652.64	56.49
101-262-727.000	POSTAGE	200.00	210.65	55.00	(10.65)	105.33
101-262-728.000	CONFERENCE AND TRAINING	200.00	49.16	0.00	150.84	24.58
101-262-801.000	PROFESSIONAL SERVICES	500.00	121.10	0.00	378.90	24.22
101-262-900.000	PRINTING AND PUBLISHING	300.00	0.00	0.00	300.00	0.00
Total Dept 262 - ELECTIONS		4,550.00	3,913.99	55.00	636.01	86.02
Dept 301 - POLICE						
101-301-702.301	POLICE CHIEF	31,200.00	29,990.72	3,003.84	1,209.28	96.12
101-301-702.302	POLICE OFFICER	42,000.00	43,464.75	4,675.20	(1,464.75)	103.49
101-301-702.303	PART-TIME OFFICERS	20,000.00	11,464.22	1,365.00	8,535.78	57.32
101-301-715.000	FITW/FICA	8,000.00	9,104.12	972.37	(1,104.12)	113.80
101-301-726.000	MATERIALS AND SUPPLIES	1,500.00	1,023.60	101.68	476.40	68.24
101-301-727.000	POSTAGE	150.00	26.90	0.00	123.10	17.93
101-301-728.000	CONFERENCE AND TRAINING	1,000.00	0.00	0.00	1,000.00	0.00
101-301-731.000	UNIFORMS	1,000.00	876.81	276.54	123.19	87.68
101-301-736.000	GAS	2,000.00	1,253.55	99.51	746.45	62.68
101-301-775.000	REPAIR, MAINTENANCE	4,000.00	3,699.48	0.00	300.52	92.49
101-301-801.000	PROFESSIONAL SERVICES	5,000.00	4,072.19	0.00	927.81	81.44
101-301-802.000	MEMBERSHIP DUES	500.00	534.49	534.49	(34.49)	106.90
101-301-956.000	MISCELLANEOUS	200.00	191.00	0.00	9.00	95.50
101-301-981.000	CAPITAL OUT LAY	1,500.00	1,077.99	0.00	422.01	71.87

PERIOD ENDING 06/30/2020

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GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2020 NORMAL (ABNORMAL)	MONTH 06/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND Expenditures						
Total Dept 301 - POLICE		118,050.00	106,779.82	11,028.63	11,270.18	90.45
Dept 441 - DEPARTMENT OF PUBLIC WORKS						
101-441-702.441	DIRECTOR OF PUBLIC WORKS	15,000.00	11,214.19	2,381.14	3,785.81	74.76
101-441-702.442	FULL TIME	30,000.00	27,489.95	3,561.02	2,510.05	91.63
101-441-702.500	OVER TIME HOURS	2,000.00	0.00	0.00	2,000.00	0.00
101-441-715.000	FITW/FICA	5,000.00	5,032.95	777.90	(32.95)	100.66
101-441-726.000	MATERIALS AND SUPPLIES	1,500.00	628.96	32.76	871.04	41.93
101-441-728.000	CONFERENCE AND TRAINING	1,200.00	95.00	0.00	1,105.00	7.92
101-441-731.000	UNIFORMS	1,500.00	1,334.73	0.00	165.27	88.98
101-441-736.000	GAS	6,500.00	4,469.62	167.34	2,030.38	68.76
101-441-740.000	OPERATING SUPPLIES	5,000.00	0.00	0.00	5,000.00	0.00
101-441-775.000	REPAIR, MAINTENANCE	15,000.00	15,536.86	149.33	(536.86)	103.58
101-441-777.000	GROUNDS REPAIR/MAINTENANCE	500.00	0.00	0.00	500.00	0.00
101-441-806.000	CONTRACTUAL SERVICES	15,000.00	5,956.91	0.00	9,043.09	39.71
101-441-930.000	REPAIR/MAINTENANCE BUILDING	0.00	155.00	155.00	(155.00)	100.00
101-441-956.000	MISCELLANEOUS	200.00	180.00	0.00	20.00	90.00
101-441-981.000	CAPITAL OUT LAY	5,000.00	397.61	0.00	4,602.39	7.95
Total Dept 441 - DEPARTMENT OF PUBLIC WORKS		103,400.00	72,491.78	7,224.49	30,908.22	70.11
Dept 448 - UTILITIES						
101-448-775.000	REPAIR, MAINTENANCE	1,000.00	0.00	0.00	1,000.00	0.00
101-448-850.000	TELEPHONE	4,800.00	3,398.70	407.53	1,401.30	70.81
101-448-851.000	INTERNET	2,500.00	2,500.00	124.67	0.00	100.00
101-448-920.000	UTILITIES	30,000.00	27,506.28	1,893.11	2,493.72	91.69
101-448-921.000	WATER/SEWER	1,500.00	1,348.90	116.14	151.10	89.93
Total Dept 448 - UTILITIES		39,800.00	34,753.88	2,541.45	5,046.12	87.32
Dept 528 - RUBBISH COLLECTON/DISPOSAL						
101-528-807.000	RUBBISH	1,800.00	82.00	0.00	1,718.00	4.56
101-528-809.000	CLEAN UP DAY	2,200.00	0.00	0.00	2,200.00	0.00
Total Dept 528 - RUBBISH COLLECTON/DISPOSAL		4,000.00	82.00	0.00	3,918.00	2.05
Dept 721 - PLANNING COMMISSION						
101-721-702.000	WAGES	1,500.00	1,025.00	350.00	475.00	68.33
101-721-715.000	FITW/FICA	200.00	81.38	26.76	118.62	40.69
101-721-728.000	CONFERENCE AND TRAINING	500.00	500.00	0.00	0.00	100.00
101-721-801.000	PROFESSIONAL SERVICES	8,000.00	6,256.65	0.00	1,743.35	78.21
101-721-900.000	PRINTING AND PUBLISHING	0.00	162.60	0.00	(162.60)	100.00
Total Dept 721 - PLANNING COMMISSION		10,200.00	8,025.63	376.76	2,174.37	78.68
Dept 752 - PARKS AND RECREATION						
101-752-702.441	DIRECTOR OF PUBLIC WORKS	2,500.00	1,204.93	97.39	1,295.07	48.20
101-752-702.442	FULL TIME	10,000.00	10,446.29	1,002.18	(446.29)	104.46
101-752-715.000	FITW/FICA	250.00	1,492.17	140.53	(1,242.17)	596.87
101-752-726.000	MATERIALS AND SUPPLIES	2,500.00	171.50	0.00	2,328.50	6.86

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GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2020 NORMAL (ABNORMAL)	MONTH 06/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-752-775.000	REPAIR, MAINTENANCE	2,000.00	411.22	0.00	1,588.78	20.56
101-752-940.000	EQUIPMENT RENTAL	700.00	0.00	0.00	700.00	0.00
101-752-981.000	CAPITAL OUT LAY	15,000.00	2,027.00	0.00	12,973.00	13.51
Total Dept 752 - PARKS AND RECREATION		32,950.00	15,753.11	1,240.10	17,196.89	47.81
Dept 850 - OTHER FUNCTIONS						
101-850-710.000	INSURANCE	89,000.00	108,139.66	6,538.91	(19,139.66)	121.51
101-850-711.000	RETIREMENT	5,000.00	0.00	0.00	5,000.00	0.00
101-850-712.000	FIRE DEPARTMENT	30,000.00	30,768.63	0.00	(768.63)	102.56
101-850-714.000	MICHIGAN MUNICIPAL LEAGUE	3,000.00	1,304.00	0.00	1,696.00	43.47
101-850-812.000	COUNTY TRAILER FEES	250.00	241.50	0.00	8.50	96.60
101-850-813.000	MONTCALM SCHOOL TRAILER FEES	1,000.00	966.00	0.00	34.00	96.60
101-850-816.000	MONTCALM ALLIANCE	2,500.00	2,500.00	0.00	0.00	100.00
101-850-827.000	DAY TOWNSHIP TAXES	1,600.00	1,514.40	0.00	85.60	94.65
Total Dept 850 - OTHER FUNCTIONS		132,350.00	145,434.19	6,538.91	(13,084.19)	109.89
TOTAL EXPENDITURES		675,400.00	597,661.27	52,513.79	77,738.73	88.49
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		657,050.00	710,027.42	53,544.01	(52,977.42)	108.06
TOTAL EXPENDITURES		675,400.00	597,661.27	52,513.79	77,738.73	88.49
NET OF REVENUES & EXPENDITURES		(18,350.00)	112,366.15	1,030.22	(130,716.15)	612.35
BEG. FUND BALANCE		714,471.54	714,471.54			
END FUND BALANCE		696,121.54	826,837.69			

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GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2020 NORMAL (ABNORMAL)	MONTH 06/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-546.000	GAS & WEIGHT TAX	96,150.00	116,347.98	7,605.41	(20,197.98)	121.01
202-000-664.000	INTEREST	2,500.00	2,366.47	65.68	133.53	94.66
202-000-664.016	INTEREST FOR CD'S	6,000.00	7,153.32	322.11	(1,153.32)	119.22
202-000-695.000	MISCELLANEOUS	5,000.00	3,004.69	0.00	1,995.31	60.09
Total Dept 000		109,650.00	128,872.46	7,993.20	(19,222.46)	117.53
TOTAL REVENUES		109,650.00	128,872.46	7,993.20	(19,222.46)	117.53
Expenditures						
Dept 463 - ROUTINE MAINTENANCE						
202-463-702.000	WAGES	5,000.00	4,728.99	417.25	271.01	94.58
202-463-715.000	FITW/FICA	650.00	623.51	54.80	26.49	95.92
202-463-740.000	OPERATING SUPPLIES	5,000.00	429.01	0.00	4,570.99	8.58
202-463-755.000	RESURFACING & MAINTENANCE	30,000.00	27,453.15	0.00	2,546.85	91.51
202-463-801.000	PROFESSIONAL SERVICES	4,000.00	3,107.34	0.00	892.66	77.68
202-463-940.000	EQUIPMENT RENTAL	10,000.00	12,614.91	1,037.27	(2,614.91)	126.15
Total Dept 463 - ROUTINE MAINTENANCE		54,650.00	48,956.91	1,509.32	5,693.09	89.58
Dept 474 - TRAFFIC						
202-474-702.000	WAGES	5,000.00	4,728.78	417.23	271.22	94.58
202-474-715.000	FITW/FICA	500.00	623.60	54.80	(123.60)	124.72
202-474-726.000	MATERIALS AND SUPPLIES	500.00	0.00	0.00	500.00	0.00
202-474-940.000	EQUIPMENT RENTAL	500.00	0.00	0.00	500.00	0.00
Total Dept 474 - TRAFFIC		6,500.00	5,352.38	472.03	1,147.62	82.34
Dept 478 - WINTER MAINTENANCE						
202-478-702.000	WAGES	5,000.00	4,736.36	417.97	263.64	94.73
202-478-715.000	FITW/FICA	500.00	624.55	54.92	(124.55)	124.91
202-478-740.000	OPERATING SUPPLIES	1,000.00	2,389.35	0.00	(1,389.35)	238.94
202-478-940.000	EQUIPMENT RENTAL	16,000.00	17,694.72	0.00	(1,694.72)	110.59
Total Dept 478 - WINTER MAINTENANCE		22,500.00	25,444.98	472.89	(2,944.98)	113.09
Dept 482 - ADMINISTRATION						
202-482-732.000	ADMINISTRATION EXPENSE	10,000.00	12,289.48	2,500.00	(2,289.48)	122.89
202-482-981.000	CAPITAL OUT LAY	10,000.00	0.00	0.00	10,000.00	0.00
202-482-999.203	TRANSFER TO LOCAL STREETS	20,000.00	15,882.94	0.00	4,117.06	79.41
Total Dept 482 - ADMINISTRATION		40,000.00	28,172.42	2,500.00	11,827.58	70.43
TOTAL EXPENDITURES		123,650.00	107,926.69	4,954.24	15,723.31	87.28
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		109,650.00	128,872.46	7,993.20	(19,222.46)	117.53

REVENUE AND EXPENDITURE REPORT FOR CITY OF STANTON

PERIOD ENDING 06/30/2020

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	06/30/2020 NORMAL (ABNORMAL)	MONTH 06/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
TOTAL EXPENDITURES		123,650.00	107,926.69	4,954.24	15,723.31	87.28
NET OF REVENUES & EXPENDITURES		(14,000.00)	20,945.77	3,038.96	(34,945.77)	149.61
BEG. FUND BALANCE		747,239.15	747,239.15			
END FUND BALANCE		733,239.15	768,184.92			

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GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2020 NORMAL (ABNORMAL)	MONTH 06/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000						
203-000-546.000	GAS & WEIGHT TAX	60,000.00	58,859.03	3,847.56	1,140.97	98.10
203-000-664.000	INTEREST	2,700.00	1,999.77	62.46	700.23	74.07
203-000-695.000	MISCELLANEOUS	6,000.00	0.00	0.00	6,000.00	0.00
203-000-699.202	ADMINISTRATION MAJOR STREET	20,000.00	15,882.94	0.00	4,117.06	79.41
Total Dept 000		88,700.00	76,741.74	3,910.02	11,958.26	86.52
TOTAL REVENUES		88,700.00	76,741.74	3,910.02	11,958.26	86.52
Expenditures						
Dept 463 - ROUTINE MAINTENANCE						
203-463-702.000	WAGES	5,000.00	4,729.18	417.23	270.82	94.58
203-463-715.000	FITW/FICA	700.00	623.50	54.79	76.50	89.07
203-463-740.000	OPERATING SUPPLIES	4,500.00	429.01	0.00	4,070.99	9.53
203-463-755.000	RESURFACING & MAINTENANCE	30,000.00	22,004.99	0.00	7,995.01	73.35
203-463-801.000	PROFESSIONAL SERVICES	10,000.00	3,262.03	0.00	6,737.97	32.62
203-463-940.000	EQUIPMENT RENTAL	5,000.00	7,152.46	1,965.45	(2,152.46)	143.05
Total Dept 463 - ROUTINE MAINTENANCE		55,200.00	38,201.17	2,437.47	16,998.83	69.21
Dept 474 - TRAFFIC						
203-474-702.000	WAGES	5,000.00	4,728.65	417.24	271.35	94.57
203-474-715.000	FITW/FICA	500.00	623.52	54.81	(123.52)	124.70
203-474-726.000	MATERIALS AND SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
203-474-940.000	EQUIPMENT RENTAL	500.00	0.00	0.00	500.00	0.00
Total Dept 474 - TRAFFIC		7,000.00	5,352.17	472.05	1,647.83	76.46
Dept 478 - WINTER MAINTENANCE						
203-478-702.000	WAGES	5,000.00	4,736.47	417.97	263.53	94.73
203-478-715.000	FITW/FICA	500.00	624.55	54.91	(124.55)	124.91
203-478-740.000	OPERATING SUPPLIES	2,000.00	2,389.35	0.00	(389.35)	119.47
203-478-940.000	EQUIPMENT RENTAL	4,000.00	4,521.97	0.00	(521.97)	113.05
Total Dept 478 - WINTER MAINTENANCE		11,500.00	12,272.34	472.88	(772.34)	106.72
Dept 482 - ADMINISTRATION						
203-482-732.000	ADMINISTRATION EXPENSE	5,000.00	6,947.48	1,250.00	(1,947.48)	138.95
203-482-981.000	CAPITAL OUT LAY	10,000.00	0.00	0.00	10,000.00	0.00
Total Dept 482 - ADMINISTRATION		15,000.00	6,947.48	1,250.00	8,052.52	46.32
TOTAL EXPENDITURES		88,700.00	62,773.16	4,632.40	25,926.84	70.77
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		88,700.00	76,741.74	3,910.02	11,958.26	86.52
TOTAL EXPENDITURES		88,700.00	62,773.16	4,632.40	25,926.84	70.77

REVENUE AND EXPENDITURE REPORT FOR CITY OF STANTON

PERIOD ENDING 06/30/2020

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDT USED
		AMENDED BUDGET	06/30/2020 NORMAL (ABNORMAL)	MONTH 06/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET FUND						
NET OF REVENUES & EXPENDITURES		0.00	13,968.58	(722.38)	(13,968.58)	100.00
BEG. FUND BALANCE		339,463.99	339,463.99			
END FUND BALANCE		339,463.99	353,432.57			

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GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2020 NORMAL (ABNORMAL)	MONTH 06/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
590-000-569.000	STATE GRANT	0.00	374,790.14	0.00	(374,790.14)	100.00
590-000-642.000	WATER/SEWER REVENUES	235,000.00	244,154.74	19,270.06	(9,154.74)	103.90
590-000-644.000	BOND RESERVE/RRI	15,900.00	0.00	0.00	15,900.00	0.00
590-000-660.000	FINES & FORFEITS	4,000.00	1,993.67	0.00	2,006.33	49.84
590-000-664.000	INTEREST	1,000.00	1,732.23	64.74	(732.23)	173.22
590-000-664.016	INTEREST FOR CD'S	0.00	2,369.81	143.99	(2,369.81)	100.00
590-000-695.000	MISCELLANEOUS	0.00	321.61	321.61	(321.61)	100.00
Total Dept 000		255,900.00	625,362.20	19,800.40	(369,462.20)	244.38
TOTAL REVENUES		255,900.00	625,362.20	19,800.40	(369,462.20)	244.38
Expenditures						
Dept 536 - SEWER/WATER EXPENDITURES						
590-536-702.441	DIRECTOR OF PUBLIC WORKS	13,000.00	12,049.93	974.02	950.07	92.69
590-536-702.442	FULL TIME	22,000.00	10,446.51	1,002.17	11,553.49	47.48
590-536-702.500	OVER TIME HOURS	2,000.00	26.78	0.00	1,973.22	1.34
590-536-715.000	FITW/FICA	3,000.00	2,976.37	260.18	23.63	99.21
590-536-726.000	MATERIALS AND SUPPLIES	5,000.00	0.00	0.00	5,000.00	0.00
590-536-727.000	POSTAGE	2,200.00	1,213.00	0.00	987.00	55.14
590-536-728.000	CONFERENCE AND TRAINING	2,500.00	0.00	0.00	2,500.00	0.00
590-536-732.000	ADMINISTRATION EXPENSE	35,000.00	39,619.48	8,750.00	(4,619.48)	113.20
590-536-775.000	REPAIR, MAINTENANCE	15,000.00	3,223.45	0.00	11,776.55	21.49
590-536-801.000	PROFESSIONAL SERVICES	12,000.00	339,351.94	0.00	(327,351.94)	2,827.93
590-536-803.000	PUMPING	14,000.00	620.00	0.00	13,380.00	4.43
590-536-804.000	SAMPLING	10,000.00	8,186.00	1,390.00	1,814.00	81.86
590-536-900.000	PRINTING AND PUBLISHING	500.00	0.00	0.00	500.00	0.00
590-536-920.000	UTILITIES	40,000.00	34,895.52	3,367.53	5,104.48	87.24
590-536-940.000	EQUIPMENT RENTAL	6,000.00	9,499.38	1,256.90	(3,499.38)	158.32
590-536-956.000	MISCELLANEOUS	2,500.00	2,266.00	0.00	234.00	90.64
590-536-981.000	CAPITAL OUT LAY	15,000.00	0.00	0.00	15,000.00	0.00
590-536-991.000	PRINCIPAL PAYMENT	21,000.00	22,000.00	22,000.00	(1,000.00)	104.76
590-536-992.000	BOND RESERVE/RRI	15,900.00	0.00	0.00	15,900.00	0.00
590-536-995.000	INTEREST PAYMENT	33,550.00	35,516.25	16,486.25	(1,966.25)	105.86
Total Dept 536 - SEWER/WATER EXPENDITURES		270,150.00	521,890.61	55,487.05	(251,740.61)	193.19
TOTAL EXPENDITURES		270,150.00	521,890.61	55,487.05	(251,740.61)	193.19
Fund 590 - SEWER FUND:						
TOTAL REVENUES		255,900.00	625,362.20	19,800.40	(369,462.20)	244.38
TOTAL EXPENDITURES		270,150.00	521,890.61	55,487.05	(251,740.61)	193.19
NET OF REVENUES & EXPENDITURES		(14,250.00)	103,471.59	(35,686.65)	(117,721.59)	726.12
BEG. FUND BALANCE		3,225,946.17	3,225,946.17			
END FUND BALANCE		3,211,696.17	3,329,417.76			

PERIOD ENDING 06/30/2020

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	06/30/2020 NORMAL (ABNORMAL)	MONTH 06/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Revenues						
Dept 000						
591-000-628.000	TURN ON/OFF FEE	2,000.00	1,640.00	0.00	360.00	82.00
591-000-642.000	WATER/SEWER REVENUES	241,000.00	250,563.41	19,521.84	(9,563.41)	103.97
591-000-644.000	BOND RESERVE/RRI	19,600.00	0.00	0.00	19,600.00	0.00
591-000-660.000	FINES & FORFEITS	3,500.00	1,783.05	0.00	1,716.95	50.94
591-000-664.000	INTEREST	2,500.00	3,209.31	68.53	(709.31)	128.37
591-000-664.016	INTEREST FOR CD'S	0.00	5,717.26	418.97	(5,717.26)	100.00
591-000-695.000	MISCELLANEOUS	400.00	185.00	35.00	215.00	46.25
Total Dept 000		269,000.00	263,098.03	20,044.34	5,901.97	97.81
TOTAL REVENUES		269,000.00	263,098.03	20,044.34	5,901.97	97.81
Expenditures						
Dept 536 - SEWER/WATER EXPENDITURES						
591-536-702.441	DIRECTOR OF PUBLIC WORKS	14,000.00	12,049.25	973.94	1,950.75	86.07
591-536-702.442	FULL TIME	25,000.00	10,445.54	1,002.10	14,554.46	41.78
591-536-702.500	OVER TIME HOURS	1,500.00	324.94	0.00	1,175.06	21.66
591-536-708.000	RETIREMENT	2,500.00	0.00	0.00	2,500.00	0.00
591-536-715.000	FITW/FICA	4,000.00	3,011.18	260.11	988.82	75.28
591-536-726.000	MATERIALS AND SUPPLIES	2,000.00	0.00	0.00	2,000.00	0.00
591-536-727.000	POSTAGE	1,500.00	1,418.75	0.00	81.25	94.58
591-536-728.000	CONFERENCE AND TRAINING	2,700.00	930.00	0.00	1,770.00	34.44
591-536-732.000	ADMINISTRATION EXPENSE	35,000.00	39,383.31	8,750.00	(4,383.31)	112.52
591-536-775.000	REPAIR, MAINTENANCE	15,000.00	19,780.96	316.66	(4,780.96)	131.87
591-536-801.000	PROFESSIONAL SERVICES	8,000.00	14,966.70	580.00	(6,966.70)	187.08
591-536-802.000	MEMBERSHIP DUES	500.00	470.00	0.00	30.00	94.00
591-536-804.000	SAMPLING	5,000.00	1,405.00	64.00	3,595.00	28.10
591-536-850.000	TELEPHONE	2,000.00	0.00	0.00	2,000.00	0.00
591-536-900.000	PRINTING AND PUBLISHING	500.00	0.00	0.00	500.00	0.00
591-536-920.000	UTILITIES	12,000.00	12,919.91	860.31	(919.91)	107.67
591-536-940.000	EQUIPMENT RENTAL	10,000.00	8,812.14	336.85	1,187.86	88.12
591-536-956.000	MISCELLANEOUS	5,500.00	5,190.00	0.00	310.00	94.36
591-536-981.000	CAPITAL OUT LAY	38,825.00	23,825.00	0.00	15,000.00	61.37
591-536-991.000	PRINCIPAL PAYMENT	34,000.00	35,000.00	35,000.00	(1,000.00)	102.94
591-536-992.000	BOND RESERVE/RRI	19,600.00	0.00	0.00	19,600.00	0.00
591-536-995.000	INTEREST PAYMENT	17,000.00	35,516.25	19,030.00	(18,516.25)	208.92
591-536-997.000	WATER TOWER MAINTENENCE	19,200.00	0.00	0.00	19,200.00	0.00
Total Dept 536 - SEWER/WATER EXPENDITURES		275,325.00	225,448.93	67,173.97	49,876.07	81.88
TOTAL EXPENDITURES		275,325.00	225,448.93	67,173.97	49,876.07	81.88
Fund 591 - WATER FUND:						
TOTAL REVENUES		269,000.00	263,098.03	20,044.34	5,901.97	97.81
TOTAL EXPENDITURES		275,325.00	225,448.93	67,173.97	49,876.07	81.88
NET OF REVENUES & EXPENDITURES		(6,325.00)	37,649.10	(47,129.63)	(43,974.10)	595.24
BEG. FUND BALANCE		2,402,842.82	2,402,842.82			
END FUND BALANCE		2,396,517.82	2,440,491.92			

REVENUE AND EXPENDITURE REPORT FOR CITY OF STANTON

PERIOD ENDING 06/30/2020

% Fiscal Year Completed: 100.00

GL NUMBER	DESCRIPTION	2019-20	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		AMENDED BUDGET	06/30/2020 NORMAL (ABNORMAL)	MONTH 06/30/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
TOTAL REVENUES - ALL FUNDS		1,380,300.00	1,804,101.85	105,291.97	(423,801.85)	130.70
TOTAL EXPENDITURES - ALL FUNDS		1,433,225.00	1,515,700.66	184,761.45	(82,475.66)	105.75
NET OF REVENUES & EXPENDITURES		(52,925.00)	288,401.19	(79,469.48)	(341,326.19)	544.92
BEG. FUND BALANCE - ALL FUNDS		7,429,963.67	7,429,963.67			
END FUND BALANCE - ALL FUNDS		7,377,038.67	7,718,364.86			



225 S Camburn St.  
 PO Box 449  
 Stanton MI 48888  
 Phone 989-831-4440 Fax 989-831-5756

7/14/2020 CASH SUMMARY BY ACCOUNTS FOR CITY OF STANTON  
 FROM 6/1/2020 TO 6/30/2020  
 FUNDS: 101, 703, 750  
 CASH AND INVESTMENT ACCOUNTS

Fund Account	Description	Beginning Balance 6/1/2020	Total Debits	Total Credits	Ending Balance 6/30/2020
<b>Fund 101 General Fund</b>					
101-000-001	General Fund	\$401,633.86	\$52,869.17	\$53,129.44	\$401,894.13
202-000-001	Major Streets	\$399,359.41	\$4,885.52	\$7,671.09	\$402,144.98
203-000-001	Local Streets	\$345,863.21	\$4,563.68	\$3,910.02	\$345,209.55
590-000-001	Sewer Fund	\$393,902.57	\$56,511.09	\$24,783.62	\$362,175.10
591-000-001	Water Fund	\$515,856.56	\$67,752.56	\$25,309.73	\$473,413.73
	<b>General Fund Total</b>	<b>\$2,056,615.61</b>	<b>\$186,582.02</b>	<b>\$114,803.90</b>	<b>\$1,984,837.49</b>
<b>Fund 703 Taxes</b>					
703-000-001		\$1,793.87	\$325.62	\$265.28	\$1,733.53
<b>Fund 750 Payroll</b>					
750-000-001		\$5,627.72	\$44,769.78	\$44,557.57	\$5,415.51
	<b>TOTAL – ALL FUNDS</b>	<b>\$2,064,037.20</b>	<b>\$231,677.42</b>	<b>\$159,626.75</b>	<b>\$1,991,986.53</b>

**Major Deposits**

Date	Description	Amounts
06/8/20	Act 51	\$11,452.97
6/17/20	2019 Per.Prop. tax	\$48.83
6/30/20	2019 Per. Prop. tax	\$10.05
6/02/20	2019 Delin. taxes/County	\$21,059.55
6/17/20	County of Montcalm	\$27.39
	May 2020 fines/ordinances	

**Certificate of Deposits/chemflex/savings**

Bank	Amounts
Isabella (4 CD'S)	\$558,814.07
Sidney (1 CD)	\$106,008.32
Chemical (8 CD'S)	\$519,744.93
Chemical (savings)	\$9,398.77
Isabella (savings)	\$100.24
<b>Total</b>	<b>\$1,194,066.33</b>

Reviewed by Lori Braman and Rachael Winnie

# Business Development Activity Report

**JUNE 2020**

## **ECONOMIC DEVELOPMENT PROJECT UPDATE**

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- **SUBMITTED 1** Montcalm site for MEDC Project Billett; working on **3 non-traditional projects.**

## **BUSINESS RETENSION/EXPANSION/ATTRACTION ACTIVITIES**

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### **MANUFACTURING/IT EMPLOYER VIRTUAL RETENTION VISITS (50 per year)**

- **GREENVILLE:** Federal Mogul/Tenneco, The Wheel Exchange

### **AGRI-BUSINESS EMPLOYER VIRTUAL RETENTION VISITS (8 per year): NONE**

## **ACTIVITY UPDATE**

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### **COVID-19 COMMUNICATIONS:**

- **Michigan Safe Start Plan: Re-Engaging Michigan**  
Governor Gretchen Whitmer's MI Safe Start Plan outlines how we will begin to re-engage while continuing to keep our communities safe. Re-engagement will happen in phases. Those businesses that are necessary to protect and sustain life are already open. As we move into lower-risk phases, additional business categories will re-open and the restrictions on public gatherings and social interactions will ease.  
<https://www.michigan.gov/coronavirus/0,9753,7-406-100467---,00.html>
- Shared info on ***The Michigan Manufacturing Technology Center-West (The Center-West) PIVOT (Planning In Volatile and Opportunistic Times) 2020 Toolkit***. For a limited time, this DIY toolkit is offered at no charge and comes with 2 free hours of coaching (1-hour orientation, 1-hour follow-up).  
**BENEFITS:**
  - Creates meaningful conversations during this high-anxiety time
  - Methodical scenario planning that supports more effective, ongoing decision making
  - Explores options that helps you think about your capabilities and capacity differently, as well as how to deploy limited resources.
  - Helps your team identify signals in changing environments and its implications<https://www.rightplace.org/for-local-business/manufacturing-training>
- Communications with manufacturers re: WMW! Virtual Job Fair; "How They Pivoted" MEDC webinar; Workshare Effectiveness; The Right Place list of PPE suppliers

### **NON-COVID ACTIVITIES**

- Took a 3-day class and exam to be recertified as a Community Development Block Grant (CDBG) Certified Grant Administrator (CGA) for another 3 years. Waiting to hear examination results/
- **APEX CLEAN ENERGY:**
  - Held a "virtual" evening presentation June 25<sup>th</sup> for townships, Montcalm Planning and County Commissions re: Wind 201 with Kevin Beeson Pine River Township Sup. – Gratiot) and Bill Fahey (attorney), covering potential wind ordinance language. Sixteen in attendance.
  - Posted video of May 28<sup>th</sup> presentation on private YouTube channel, and shared with MAISD CFO.
  - Developed township contact list/meeting schedule for upcoming meeting invitations.
- Made a virtual presentation on MEA/RPI activities and related COVID19 responses/resources to the Montcalm Human Services Collaborative.
- Forwarded information to share on trainings offered by the MI Retailer's Assoc. on dealing with customers given the new health safety requirements to municipalities, townships and the Greenville Area Chamber.
- Continuing work on a potential assisted living facility in Montcalm, and scheduled a July community visit.

- Attended a virtual Coalition of Greater Greenville (COGG) meeting, featuring an info-packed presentation by Greenville Public Schools Superintendent Linda VanHouten.
- Sent e-mails to manufacturers containing information re: SBA EID Loans available again; MIOSHA Grants; New NAFTA Key Factors; MEDC COVID19 Resource Page
- Provided information for an article in the June 27<sup>th</sup> edition of **The Daily News** regarding business restart assistance available.
- Sent information re: trainings available for the MEDC Small Business Portal to local governments, chambers, DDA's.
- Attended a ZOOM meeting on “Resiliency in Michigan's Food/Ag Industry,” hosted by MI Economic Development Assoc. (MEDA), and featuring updates from Sen. Gary Peters’ staff and MI Dept. of AG & Rural Development.
- Attended virtually, the Pitch North competition for Newaygo, Lake & Oceana counties. This is the second year of an entrepreneurial competition, developed by The Right Place Coordinator for Newaygo County. Also invited Greenville Area Chamber Director.
- Attended the 13 county West MI EDC bi-monthly meeting, virtually. Covered the future of Discover Manufacturing (will be virtual), and a potential second round of business grants from the state.
- Attended a virtual Junior Achievement meeting. Because of the impact from COVID19 on fundraising, they have experienced a 40% cut. They should be able to continue efforts in Montcalm as their programs are ready to move to an online format.
- Attended a virtual training session for the MEDC’s new Initiate portal, which can provide small business assistance – specifically financial. Go to <https://medc.initiateprosperity.org/>
- Continuing work as the Certified Grant Administrator for the Howard City \$1.8 million Community Development Block Grant (CDBG) for water/wastewater upgrades. Received approval for a second Grant Amendment request for funding increase to complete lagoon cleaning/aeration. Also received Payment #9.

**UPCOMING 2020 MEA MEETING SCHEDULE (All at the MCC Greenville Campus TLC building):**

- **NEXT FULL MEETING is July 8<sup>th</sup>, from 2:30 – 4:00 p.m., and features a presentation from Keith den Hollander of the Christian Coalition re: renewables and why they support. This will be a ZOOM Virtual meeting.**
- 2020 Meetings remaining:
  - Oct. 28<sup>th</sup> Annual Meeting – 7:30 a.m. – 9:30 a.m.

## REGIONAL COLLABORATION

**RPI INSIDER (Quarterly Publication of The Right Place) now online:**

- See the latest issue of the insider! For this issue, we went digital only. You can view it at this link: <https://online.flippingbook.com/view/458803/> Enter the passcode: **RightPlace1985**

**RELEVANT INFORMATION:**

- **Site Selection Magazine story on The Right Place/Consumers Energy:** <https://siterelection.com/issues/2020/may/consumers-energy-the-right-place-arrives-at-the-right-time>
- The Right Place Personal Protection Equipment (PPE) booklet, which lists vetted West MI businesses offering these supplies: <https://www.rightplace.org/for-local-business/product-specs-for-covid-19-ppe-equipment>
- RPI Website: <http://www.rightplace.org/For-Local-Business/Montcalm-County.aspx>
- West MI Regional Dashboard: <http://www.wmdashboard.org/>
- West MI Research Network 2020 Census Montcalm County Toolkit Website: <http://becountedwestmi.org/county-toolkits-resources/>

## ANNUAL METRICS

---

**0**

NEW/RETAINED JOBS

**\$0**

CAPITAL INVESTMENT

**\$0**

NEW/RETAINED PAYROLL

**\$0**

WORKER TRAINING  
DOLLARS

**5**

CURRENT RETENTION/  
ATTRACTION & NON-  
TRADITIONAL PROJECTS

**453**

OF 200 COMPANY ASSISTS

## OTHER ANNUAL METRICS

---

**15 of 50**

VISITS TO MFG/IT EMPLOYERS

**3 of 8**

VISITS TO AGRI-BUSINESSES

## CUMULATIVE METRICS (7/1/2014 THROUGH 6/30/2020)

---

**750**

NEW/RETAINED JOBS

**\$1,190,853**

WORKER TRAINING DOLLARS

**\$29,146,588**

NEW/RETAINED PAYROLL

**2,219**

COMPANY ASSISTS

**\$220,012,200**

CAPITAL INVESTMENT

**\$415,000**

CBBG/Brownfield FUNDING



225 S Camburn St.  
P.O. Box 449  
Stanton, MI 48888  
Phone (989) 831-4440  
www.stantononline.com

## Outdoor Dining Permit Application

### 1. Restaurant Information

Name:	Address:
Phone:	Email:

### 2. Owner Information

Name:	Address:
Phone:	Email:

### 3. Applicant Information (if different than owner)

Name:	Phone:
-------	--------

### 4. Requirements

- Completed application
- Site Plan Drawing
- Certificate of liability insurance with the City of Stanton listed
- Letter of approval from property owner (if owner did not file the application)

*By signing below, the applicant agrees to perform the described work in accordance with all guidelines and requirements from the City of Stanton Zoning Ordinance.*

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

*Office Use Only*

Permit #:	Date Received:	Fee:
Date of Approval:	Date of Denial:	Approved by:

## **Zoning Ordinance, Chapter 8, Section 8.02**

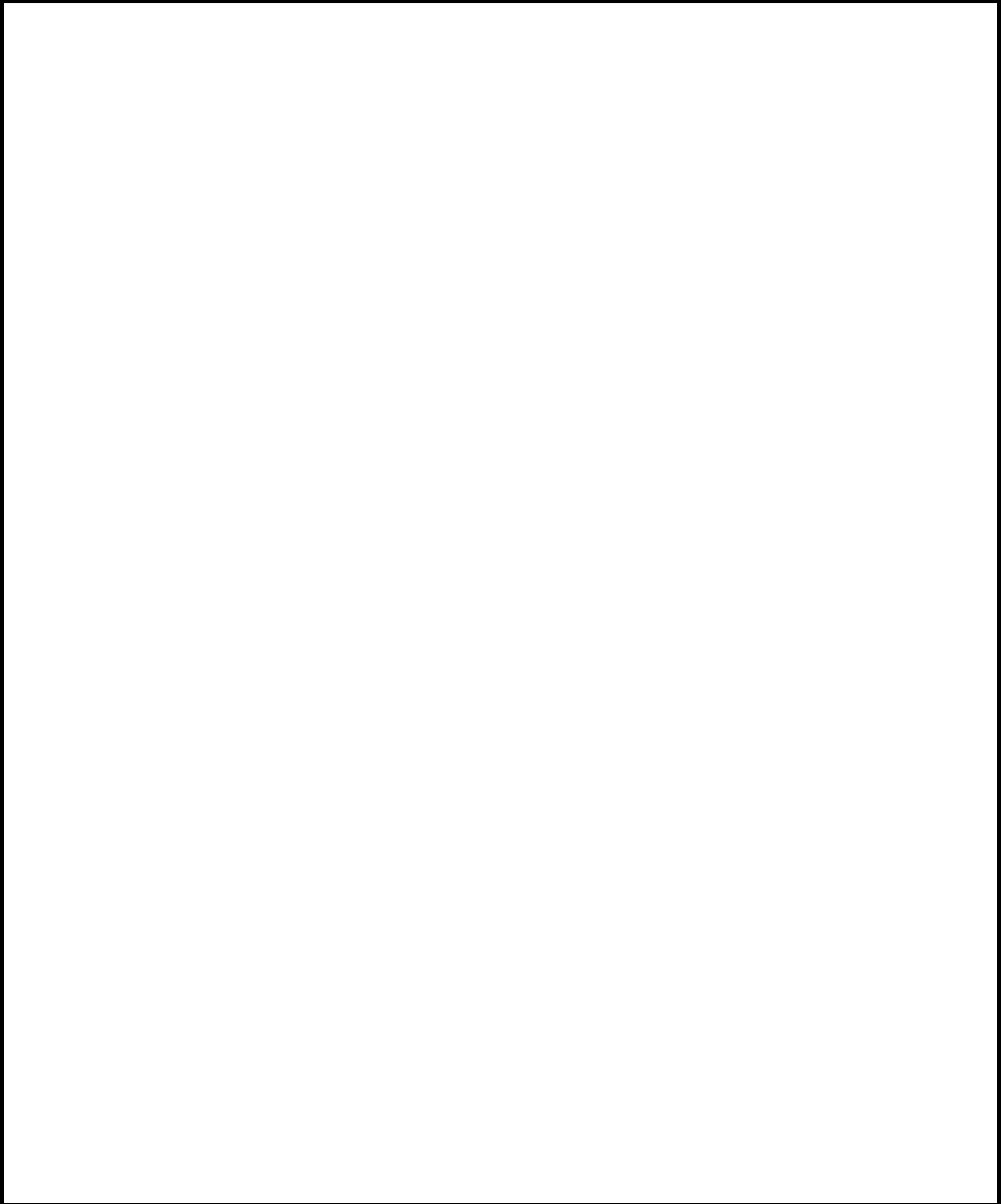
- h) Outdoor dining is permitted where such dining does not encroach upon a minimum of five feet of unobstructed sidewalk space adjacent to the curb. Outdoor dining may be separated from the sidewalk only with movable planters, fencing or similar non-fixed barriers, provided they do not exceed a height of 36 inches including plant material. Any outdoor dining activity proposed for a public sidewalk or elsewhere in a road right-of-way must first be approved by the City Commission.

### **Outdoor dining specifics:**

- Location of outdoor dining:       Private Property       Public Property       Both
- Will alcohol be served outdoors:       Yes       No
- Number of proposed tabletops: \_\_\_\_\_
- Number of proposed seats: \_\_\_\_\_
- Square footage of proposed outdoor dining area: \_\_\_\_\_
- Hours of operation: \_\_\_\_\_
- Proposed dates of outdoor operation: \_\_\_\_\_

## **SITE PLAN DRAWING**

Provide a detailed drawing of proposed outdoor dining area.





225 S Camburn St  
Stanton, MI, 48888  
Phone (989) 831.4440  
Fax (989) 831.5756  
www.StantonOnline.com

## MEMORANDUM

**To:** Mayor Williams & Stanton City Commission  
**From:** Vester Davis, Jr., City Manager  
**Date:** July 1, 2020  
**Subject:** MEDC-CDBG Bradford Extended Storm Sewer Improvements and Detention Pond Infrastructure and Resiliency (IR) Professional Engineering Services

---

## BACKGROUND

In November 2019, the Michigan Economic Development Corporation (MEDC) announced the acceptance of applications for new projects under the State of Michigan's Community Development Block Grant Infrastructure (CDBG) and Resiliency (IR) program. The city of Stanton has since been selected as a grant award recipient and now is in need of professional engineering services. Staff is requesting consideration by the City Commission to accept a proposal from Prein & Newhof of Grand Rapids, Michigan for professional design engineering, bidding, and construction administration services for the lump sum amount of \$343,600.

The project is currently under environmental review, and the City does not have a formal grant agreement for funding; therefore, the City cannot seek reimbursement for any incurred costs until a grant agreement is executed. However, all environmental review steps are near completion and according to the MEDC grant timeline, projects will be recommended to the MSF Board for consideration.

## PROPOSED PROJECT OVERVIEW

Listed in the 2019 Capital Improvement Plan formed under the recent SAW Grant is the Bradford Extended Storm Sewer Improvements and Detention Pond (Project No: 202303). This project includes installing new concrete storm sewer, upsizing a detention basin, replacing a water main, relocating a portion of the sanitary sewer, street reconstruction and more.

## FINANCIAL IMPLICATIONS

The proposed engineering costs will count towards the City's required local match amount. Our funding strategy for this particular project involves public funds from the city of Stanton as shown below and a

greater amount of federal grant funds from the Michigan Strategic Fund. Overall all local funds are in a positive state to fund the proposed project.

	General Fund	Water Fund	Sewer Fund
Pct. %	52.3%	40.2%	7.4%
Dollar amount	\$179,702	\$138,127.20	\$25,426.40

#### **ALTERNATIVES FOR CONSIDERATION**

- 1. Accept the proposal as presented.**
- 2. Do not accept the proposal.**
- 3. Postpone action to discuss at a later date.**

#### **RECOMMENDATION**

It is recommended that the City Commission accept the proposal from Prein & Newhof to perform professional design engineering, project bidding, and construction administration, services for the lump sum amount of \$343,600.

#### **ATTACHMENTS**

- Attachment - Project Overview
- Contract Proposal for Professional Engineering Services

July 2, 2020

Mr. Vester Davis (Via electronic mail)  
City Manager  
City of Stanton  
225 S. Camburn St.  
Stanton, Michigan 48888

RE: Community Development Block Grant (CDBG) Proposed Project; City of Stanton Infrastructure and Resiliency Improvement Project

Dear Mr. Davis:

The Michigan Economic Development Corporation, on behalf of the Michigan Strategic Fund, has received the Request for Release of Funds and Certification of Environmental Review Procedures as required by federal regulations 24 CFR Part 58 for the City of Stanton's proposed Michigan CDBG Project, Infrastructure and Resiliency Improvement Project. In addition, we have received your emailed letter on June 30, 2019 requesting authorization to incur Engineer exempt activity costs in the amount of \$343,600 for the engineering and design on the project. I am pleased to inform the City that the request has been approved. The City and Engineer may incur non-CDBG Engineering Exempt activity costs up to \$343,600 for the activities specified above and referenced in your letter.

Please note these activities may be subject to Davis Bacon. Please ensure that the City and Engineer are aware of and comply with federal labor standard requirements. If applicable, contracts must be executed and must include the required federal wage decisions and other federal labor standard language. The contracts cannot include any work to be paid for with CDBG funds. The City's and MEDC's files must include a copy of the executed contracts.

This letter is intended only to grant permission to incur costs mentioned above, and is not to be construed as permission to conduct any other project activities. The City and Engineer may incur only those expenses to be paid for with non-CDBG funds. The City and Engineer are cautioned that any public or private expenses incurred, or any work done on this project, prior to final approval of a grant is solely at the risk of the City of Stanton and the Engineer. Approval of this request does not imply approval of your project, which will be reviewed according to the published program requirements.

Should you have any questions on these requirements, please contact me at (517) 335-6681 or [vinsonL1@michigan.org](mailto:vinsonL1@michigan.org).

Sincerely,



Louis Vinson  
CDBG Program Specialist

cc: Kevin Koster, P.E. via e-mail  
CDBG File

June 26, 2020

Vester Davis  
City of Stanton  
P.O. Box 449  
Stanton, MI 48888

**RE: Proposal for Professional Engineering Services for MEDC-CDBG Bradford Extended Storm Sewer Improvements and Detention Pond – Infrastructure and Resiliency Improvement Project**

Dear Mr. Davis:

Congratulations on receiving a Letter of Interest from the Michigan Economic Development Corporation (MEDC) for the IR grant totaling \$2,252,765. The IR Grant included a detailed application, preliminary plans, and specifications that we developed with your assistance based on projects outlined in Stanton’s Capital Improvement Program. This proposal is for engineering services to implement the design and construction phases of this project.

The project is outlined in detail in your grant application, and generally includes:

- Placement of 1,975 feet of new concrete storm sewer (30” up to 48”) on W. Bradford Street between N. 2<sup>nd</sup> Street and N. State Street and on N. 2<sup>nd</sup> Street between W. Bradford St. and W. Main St.
- Upsizing the detention basin on the SW corner of W. Main St. and N. 2<sup>nd</sup> Street.
- Replacement of 1,000 feet of water main with new 8” main in N. Second Street including new fire hydrants.
- Relocation of 225 feet of 8” sanitary sewer in N. 2<sup>nd</sup> Street.
- New sidewalk construction on N. Second Street at W. Main Street.
- Replacement of lead water services as encountered and required by EGLE.
- Street resurfacing associated with utility replacements.

The project will be CDBG funded by the U.S. Department of Housing and Urban Development (HUD) and administered by the MEDC, through Michigan Strategic Fund (MSF). The City will provide matching funds. The project requires an Environmental Review and Certified Grant Administrator (CGA). Federal Labor Standards (Davis Bacon) apply to construction.

**Anticipated Project Schedule**

May 1, 2020	City to return Letter of Interest to CDBG/MEDC
June 29, 2002	City to begin acquisition of CGA Services
July 6, 2020	Project Engineering services may begin (unless requested earlier)
August 31, 2020	Environmental Review Completion
September 22, 2020	IR Round presented to MSF Board
Sept. 22 – Oct, 2020	Execute Grant Agreement
December 31, 2020	Project Engineering complete

Jan. – March 2021	Advertise and receive construction bids
April 2021	Construction Start
November 2021	Construction Completion

### **Scope of Services**

We have developed the following engineering scope of services based on these project elements and our experience working with prior MEDC administered projects. Prein&Newhof will provide the following scope of services:

#### Design Phase

- Attend project coordination meetings with the City and MEDC Staff;
- Provide a supporting role to the CGA during the Environmental Review;
- Provide support and assistance with CDGB requirements to be completed by the City;
- Gather and review record plans, private utility information and any available records pertinent to the proposed project areas;
- Complete topographic survey of all project areas;
- Complete design of the system improvements;
- Attend up to three design review meetings with the City;
- Prepare and submit permit applications (City to pay permit fees);
- Prepare opinion of probable cost based on final design;
- Prepare project specifications, construction bid package and contract documents, including specific CDGB requirements as coordinated with the CGA;

#### Bidding Phase

- Assist City with advertising for bids, responding to questions, preparing addendums;
- Attend and conduct a public bid opening meeting;
- Review bids and prepare bid tabulation and provide recommendations;
- Prepare Notice of Award and Notice to Proceed;
- Assist City with preparation of final contracts for signing by Contractor;

#### Construction Phase

- Schedule, attend, and prepare minutes for a preconstruction meeting;
- Track and review shop drawings;
- Provide construction staking;
- Provide density testing;
- Provide full time construction observation;
- Schedule and attend monthly progress meetings and prepare minutes for each;
- Respond to RFIs, prepare payment applications (8 assumed) and change orders;
- Conduct final project inspection and punchlist; and
- Complete record plans and property iron replacements following completion.

#### Services Provide by the City or Others

- The City will be the main point of contact with MEDC throughout the project.

Mr. Vester Davis  
June 24, 2020  
Page 3

- A Certified Grant Administrator (CGA) is required. The cost is paid for by CDBG above the application amount. The City will work with MEDC on procurement of a CGA.
  - CGA will take the lead role in preparing the Environmental Review including all required NEPA documentation and letters.
  - CGA will coordinate Federal Labor Standards requirements including providing information to be included in the construction contract documents, certifying payrolls, conducting interviews, and submitting HUD forms.
  - CGA will complete required project closeout and audit paperwork.
- Easement Acquisition (if required) will be considered an additional service.

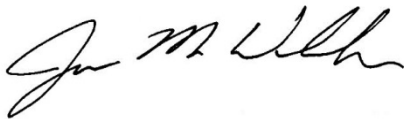
### **Fee Proposal**

Based on the scope of work described above, we propose to complete this work for a lump sum fee of \$343,600.

We look forward to working closely with you on this project. Should you have any questions, please contact our office. We appreciate the opportunity to further assist Stanton with their infrastructure needs.

Sincerely,

**Prein&Newhof**



Jason Washler, P.E.



Kevin Koster, P.E.

KEK/jw

## Standard Terms & Conditions

- A. General** - As used in this Prein&Newhof Standard Terms and Conditions for Professional Services (hereinafter “Terms and Conditions”), unless the context otherwise indicates: the term “Agreement” means the Professional Services Agreement inclusive of all documents incorporated by reference including but not limited to this P&N Standard Terms and Conditions for Professional Services; the term “Engineer” refers to Prein & Newhof, Inc.; and the term “Client” refers to the other party to the Professional Services Agreement.

These Terms and Conditions shall be governed in all respects by the laws of the United States of America and by the laws of the State of Michigan.

- B. Standard of Care** - The standard of care for all professional and related services performed or furnished by Engineer under the Agreement will be the care and skill ordinarily used by members of Engineer’s profession of ordinary learning, judgment or skill practicing under the same or similar circumstances in the same or similar community, at the time the services are provided.
- C. Disclaimer of Warranties** - Engineer makes no warranties, expressed or implied, under the Agreement or otherwise.
- D. Construction/Field Observation** - If Client elects to have Engineer provide construction/field observation, client understands that construction/field observation is conducted to reduce, not eliminate the risk of problems arising during construction, and that provision of the service does not create a warranty or guarantee of any type. In all cases, the contractors, subcontractors, and/or any other persons performing any of the construction work, shall retain responsibility for the quality and completeness of the construction work and for adhering to the plans, specifications and other contract documents.
- E. Construction Means and Methods** - Engineer shall not have control or charge of and shall not be responsible for construction means, methods, techniques, sequences, or procedures, or for any safety precautions and programs in connection with the construction work, for the acts or omissions of the Contractor, Subcontractors, or any other persons performing any of the construction work, or for the failure of any of them to carry out the construction work in accordance with the plans, specifications or other contract documents.
- F. Opinions of Probable Costs** – Client acknowledges that Engineer has no control over market or contracting conditions and that Engineer’s opinions of costs are based on experience, judgment, and information available at a specific period of time. Client agrees that Engineer makes no guarantees or warranties, express or implied, that costs will not vary from such opinions.

### **G. Client Responsibilities**

1. Client shall provide all criteria, Client Standards, and full information as to the requirements necessary for Engineer to provide the professional services. Client shall designate in writing a person with authority to act on Client’s behalf on all matters related to the Engineer’s services. Client shall assume all responsibility for interpretation of contract documents and construction observation/field observation during times when Engineer has not been contracted to provide such services and shall waive any and all claims against Engineer that may be connected thereto.
2. In the event the project site is not owned by the Client, the Client must obtain all necessary permission for Engineer to enter and conduct investigations on the project site. It is assumed that the Client possesses all necessary permits and licenses required for conducting the scope of services. Access negotiations may be performed at additional costs. Engineer will take reasonable precaution to minimize damage to land and structures with field equipment. Client assumes responsibility for all costs associated with protection and restoration of project site to conditions existing prior to Engineer’s performance of services.
3. The Client, on behalf of all owners of the subject project site, hereby grants permission to the Engineer to utilize a small unmanned aerial system (sUAS) for purposes of aerial mapping data acquisition. The Client is responsible to provide required notifications to the property owners of the subject project site and affected properties where the sUAS services will be performed. The Engineer will operate the sUAS in accordance with applicable State and Federal Laws.

### **H. Hazardous or Contaminated Materials/Conditions**

1. Client will advise Engineer, in writing and prior to the commencement of its services, of all known or suspected Hazardous or Contaminated Materials/Conditions present at the site.
2. Engineer and Client agree that the discovery of unknown or unconfirmed Hazardous or Contaminated Materials/Conditions constitutes a changed condition that may require Engineer to renegotiate the scope of or terminate its services. Engineer and Client also agree that the discovery of said Materials/Conditions may make it necessary for Engineer to take immediate measures to protect health, safety, and welfare of those performing Engineer’s services. Client agrees to compensate Engineer for any costs incident to the discovery of said Materials/Conditions.

3. Client acknowledges that Engineer cannot guarantee that contaminants do not exist at a project site. Similarly, a site which is in fact unaffected by contaminants at the time of Engineer's surface or subsurface exploration may later, due to natural phenomena or human intervention, become contaminated. The Client waives any claim against Engineer, and agrees to defend, indemnify and hold Engineer harmless from any claims or liability for injury or loss in the event that Engineer does not detect the presence of contaminants through techniques commonly employed.
4. The Client recognizes that although Engineer is required by the nature of the services to have an understanding of the laws pertaining to environmental issues, Engineer cannot offer legal advice to the Client. Engineer urges that the Client seek legal assistance from a qualified attorney when such assistance is required. Furthermore, the Client is cautioned to not construe or assume that any representations made by Engineer in written or conversational settings constitute a legal representation of environmental law or practice.
5. Unless otherwise agreed to in writing, the scope of services does not include the analysis, characterization or disposal of wastes generated during investigation procedures. Should such wastes be generated during this investigation, the Client will contract directly with a qualified waste hauler and disposal facility.

**I. Underground Utilities** – To the extent that the Engineer, in performing its services, may impact underground utilities, Engineer shall make a reasonable effort to contact the owners of identified underground utilities that may be affected by the services for which Engineer has been contracted, including contacting the appropriate underground utility locating entities and reviewing utility drawings provided by others. Engineer will take reasonable precautions to avoid damage or injury to **underground** utilities and other underground structures. Client agrees to hold Engineer harmless for any damages to below ground utilities and structures not brought to Engineers attention and/or accurately shown or described on documents provided to Engineer.

**J. Insurance**

1. Engineer will maintain insurance for professional liability, general liability, worker's compensation, auto liability, and property damage in the amounts deemed appropriate by Engineer. Client will maintain insurance for general liability, worker's compensation, auto liability, and property damage in the amounts deemed appropriate by Client. Upon request, Client and Engineer shall each deliver certificates of insurance to the other evidencing their coverages.
2. Client shall require Contractors to purchase and maintain commercial general liability insurance and other insurance as specified in project contract documents. Client shall cause Engineer, Engineer's consultants, employees, and agents to be listed as additional insureds with respect to any Client or Contractor insurances related to projects for which Engineer provides services. Client agrees and must have Contractors agree to have their insurers endorse these policies to reflect that, in the event of payment of any loss or damages, subrogation rights under these Terms and Conditions are hereby waived by the insurer with respect to claims against Engineer.

**K. Limitation of Liability** - The total liability, in the aggregate, of Engineer and Engineer's officers, directors, partners, employees, agents, and consultants, whether jointly, severally or individually, to Client and anyone claiming by, through, or under Client, for any and all injuries, losses, damages and expenses, whatsoever, arising out of, resulting from, or in any way related to the Project or the Agreement, including but not limited to the performance of services under the Agreement, from any cause or causes whatsoever, including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract or warranty, expressed or implied, of Engineer or Engineer's officers, directors, partners, employees, agents, consultants, or any of them, shall not exceed the amount of the compensation paid to Engineer under this Agreement, or the sum of fifty thousand dollars and no cents (\$50,000.00), whichever is less. Recoverable damages shall be limited to those that are direct damages. Engineer shall not be responsible for or held liable for special, indirect or consequential losses or damages, including but not limited to loss of use of equipment or facility, and loss of profits or revenue.

Client acknowledges that Engineer is a corporation and agrees that any claim made by Client arising out of any act or omission of any director, officer, or employee of Engineer, in the execution or performance of the Agreement, shall be made against Engineer and not against such director, officer, or employee.

**L. Documents and Data**

1. All documents prepared or furnished by Engineer under the Agreement are Engineer's instruments of service, and are and shall remain the property of Engineer.
2. Hard copies of any documents provided by Engineer shall control over documents furnished in electronic format. Client recognizes that data provided in electronic format can be corrupted or modified by the Client or others, unintentionally or otherwise. Consequently, the use of any data, conclusions or information obtained or derived from electronic media provided by Engineer will be at the Client's sole risk and without any liability, risk or legal exposure to Engineer, its employees, officers or consultants.

3. Any extrapolations, conclusions or assumptions derived by the Client or others from the data provided to the Client, either in hard copy or electronic format, will be at the Client's sole risk and full legal responsibility.

- M. Differing Site Conditions** - Client recognizes that actual site conditions may vary from the assumed site conditions or test locations used by Engineer as the basis of its design. Consequently, Engineer does not guarantee or warrant that actual site conditions will not vary from those used as the basis of Engineer's design, interpretations and recommendations. Engineer is not responsible for any costs or delays attributable to differing site conditions. .
- N. Terms of Payment** - Unless alternate terms are included in the Agreement, Client will be invoiced on a monthly basis until the completion of the **Project**. All monthly invoices are payable within 30 days of the date of the invoice. Should full payment of any invoice not be received within 30 days, the amount due shall bear a service charge of 1.5 percent per month or 18 percent per year plus the cost of collection, including reasonable attorney's fees. If Client has any objections to any invoice submitted by Engineer, Client must so advise Engineer in writing within fourteen (14) days of receipt of the invoice. Unless otherwise agreed, Engineer shall invoice Client based on hourly billing rates and direct costs current at the time of service performance. Outside costs such as, but not limited to, equipment, meals, lodging, fees, and subconsultants shall be actual costs plus 10 percent. In addition to any other remedies Engineer may have, Engineer shall have the absolute right to cease performing any services in the event payment has not been made on a current basis.
- O. Termination** - Either party may terminate services, either in part or in whole, by providing 10 calendar days written notice thereof to the other party. In such an event, Client shall pay Engineer for all services performed prior to receipt of such notice of **termination**, including reimbursable expenses, and for any shut-down costs incurred. Shut-down costs may, at Engineer's discretion, include expenses incurred for completion of analysis and records necessary to document Engineer's files and to protect its professional reputation.
- P. Severability and Waiver of Provisions** - Any provision or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Client and P&N, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable **provision** that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of the Agreement.
- Q. Dispute Resolution** - If a dispute arises between the parties relating to the Agreement, the parties agree to use the following procedure prior to either party pursuing other available remedies:
1. Prior to commencing a lawsuit, the parties must attempt mediation to resolve any dispute. The parties will jointly appoint a mutually acceptable person not affiliated with either of the parties to act as mediator. If the parties are unable to agree on the mediator within twenty (20) calendar days, they shall seek assistance in such regard from the Circuit Court of the State and County wherein the Project is located, who shall appoint a mediator. Each party shall be responsible for paying all costs and expenses incurred by it, but shall split equally the fees and expenses of the mediator. The mediation shall proceed in accordance with the procedures established by the mediator.
  2. The parties shall pursue mediation in good faith and in a timely manner. In the event the mediation does not result in resolution of the dispute within thirty (30) calendar days, then, upon seven (7) calendar days' written notice to the other party, either party may pursue any other available remedy.
  3. In the event of any litigation arising from the Agreement, including without limitation any action to enforce or interpret any terms or conditions or performance of services under the Agreement, Engineer and Client agree that such action will be brought in the District or Circuit Court for the County of Kent, State of Michigan (or, if the federal courts have exclusive jurisdiction over the subject matter of the dispute, in the U.S. District Court for the Western District of Michigan), and the parties hereby submit to the exclusive jurisdiction of said court.
- R. Force Majeure** - Engineer shall not be liable for any loss or damage due to failure or delay in rendering any services called for under the Agreement resulting from any cause beyond Engineer's reasonable control.
- S. Assignment** - Neither party shall assign its rights, interests or obligations under this Agreement without the express written consent of the other party.
- T. Modification** - The Agreement may not be modified except in writing signed by the party against whom a modification is sought to be enforced.
- U. Survival** - All express representations, indemnifications, or limitations of liability included in the Agreement shall survive its completion or termination for any reason.
- V. Third-Party Beneficiary** - Client and Engineer agree that it is not intended that any provision of this Agreement establishes a third party beneficiary giving or allowing any claim or right of action whatsoever by a third party.