



225 S Camburn St
Stanton, MI, 48888
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www.StantonOnline.com

STANTON CITY COMMISSION
Regular Meeting Agenda
August 11, 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 July 28, 2020.
- b. Approval of bill payments for the month of August 2020 in the total amount of \$106,803.97.
- c. Revenue and Expenditure Report for the month of July.

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 set August 25, 2020 at 7:00 PM as the date and time for a public hearing to consider the establishment of a Commercial Redevelopment District.
- b. Consideration by City Commission to adopt a resolution establishing criteria for the determination of eligibility for commercial redevelopment district tax exemption certificates.

- c. Consideration by City Commission to award a bid contract to Abonmarche Consultants, Inc. for certified grant administration services related to the Bradford Extended Storm Sewer Improvements and Detention Pond Project at a cost not-to-exceed \$19,850.

9. Committee Reports

10. Public Comments

11. Commission Comments

12. Adjournment

City of Stanton
Regular Meeting Minutes
July 28, 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 Edelman to approve the agenda. Motion carried on a voice vote.
4. **Public Comments:**
Greg Millard, Six Lakes, He wanted to ask for a tax abatement for a new Millard's Furniture Pole Barn addition.
5. **Standing Items**
 - a. Motion made by Edelman second by Basom to approve the Regular Meeting Minutes of July 14, 2020 with an amendment of DDA-Mayor Williams thanked Commissioner Basom for the *Stand Come Together Now* logo/slogan. and in committee reports the striking of ~~Commissioner Mazzola wanted to thank Jane Basom for doing a great job with the flowers downtown.~~ Motion carried on a voice vote.
 - b. Motion made by Holloway second by Mazzola to approve the bills for July 2020 in the amount of \$97,312.80. Motion carried on a voice vote.
6. **Monthly Reports**
 - a. Stanton Police Department
 - b. DPW Report-Commissioner Basom gave a shout out to the DPW for their help this weekend with a problem they had with one of their properties.
 - c. Clerk/Treasurer Financial Report
 - d. City Manager
 - a. Understanding the Commercial Redevelopment Act and a request to create Commercial Redevelopment District pursuant to Public Act 255 of 1978.
7. **New Business:**
 - a. Motion made by Miel second by Basom to vote for the 2 proposed nominees on the ballot for the 2020 Michigan Municipal League Workers' Compensation Fund Board of Trustees with no write-in candidates. Motion carried on a voice vote.
 - b. Motion made by Edelman second by Miel to approve the Uniform Video Service Local Franchise Renewal Agreement between Charter Communications and the

City of Stanton, and set the Franchise fee at 5% and the PEG fee at 0%. Motion carried on a voice vote with Commissioner Holloway voting no.

- c. Motion made by Miel second by Edelman to accept the proposal from Main Street Planning Company of Grand Rapids, Michigan for professional services to assist the Planning Commission with drafting an ordinance to allow adult use marihuana facilities, with the understanding that medical marihuana is still included, within Stanton city limits and makes the necessary budget adjustments. Roll Call vote: Basom yes, Edelman yes, Holloway no, Mazzola yes, Miel yes, Thomas no. Yes 4, No 2. Motion passed by Roll call vote.

8. Committee Reports:

DDA-Mayor Williams stated that the t-shirt fundraiser is still going on. The adopt a pole holiday sale is going well, if you would like to sponsor a pole call Rachael at city hall. New businesses ribbon cutting ceremonies will be coming soon.

Veterans Memorial Park-still waiting on legislation.

9. Public Comments:

Vester Davis, 225 S Camburn, He wanted to thank the commission for the support during Leadership Montcalm and let the commissioners know that Clerk Braman will be attending the class of 2021 for Leadership Montcalm.

10. Commission Comments:

Commissioner Miel wants to thank Vester, the city and the commission for doing a good job, things are going well.

Commissioner Holloway commented that Greg Millard is a great guy and he wishes him well.

11. Adjournment

Motion made by Mazzola second by Thomas to adjourn meeting at 7:51p.m.

Motion carried on a voice vote.

Lori Williams, Mayor

Lori Braman, Clerk

08/05/2020 11:33 AM
 User: LBRAMAN
 DB: Stanton

CHECK DISBURSEMENT REPORT FOR CITY OF STANTON
 CHECK DATE FROM 07/23/2020 - 08/05/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 GENERAL FUND							
07/28/2020	STANT	9324*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	11,350.65
07/29/2020	STANT	9325*#	BS&A SOFTWARE	PROFESSIONAL SERVICES	801.000	172	1,024.66
				PROFESSIONAL SERVICES	801.000	209	383.00
				CHECK STANT 9325 TOTAL FOR FUND 101:			<u>1,407.66</u>
07/29/2020	STANT	9328	MONTCALM COUNTY	MEMBERSHIP DUES	802.000	172	300.00
07/29/2020	STANT	9330	STAFFORD COMMUNICATIONS	PRINTING AND PUBLISHING	900.000	172	36.00
07/29/2020	STANT	9331	STANDARD INSURANCE COMPANY	INSURANCE	710.000	850	239.35
08/05/2020	STANT	9332	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	602.20
08/05/2020	STANT	9333	CASAIR INC	TELEPHONE	850.000	448	215.76
				INTERNET	851.000	448	215.76
				CHECK STANT 9333 TOTAL FOR FUND 101:			<u>431.52</u>
08/05/2020	STANT	9334	JOE KALINOWSKI	REPAIR, MAINTENANCE	775.000	301	38.00
08/05/2020	STANT	9335	LORI WILLIAMS	CONFERENCE AND TRAINING	728.000	102	225.00
08/05/2020	STANT	9336	SPECTRUM HEALTH MEDICAL GROUP	MISCELLANEOUS	956.000	441	95.00
08/05/2020	STANT	9337	MML WORKERS' COMP FUND	INSURANCE	710.000	850	628.00
08/05/2020	STANT	9340#	ROLSTON HARDWARE	REPAIR, MAINTENANCE	775.000	441	34.31
				MATERIALS AND SUPPLIES	726.000	752	24.95
				CHECK STANT 9340 TOTAL FOR FUND 101:			<u>59.26</u>
08/05/2020	STANT	9341#	VERIZON WIRELESS	MATERIALS AND SUPPLIES	726.000	301	39.34
				TELEPHONE	850.000	448	55.72
				CHECK STANT 9341 TOTAL FOR FUND 101:			<u>95.06</u>
				Total for fund 101 GENERAL FUND			15,507.70

08/05/2020 11:33 AM
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DB: Stanton

CHECK DISBURSEMENT REPORT FOR CITY OF STANTON
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Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 202 MAJOR STREET FUND							
07/28/2020	STANT	9324*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	634.77
Total for fund 202 MAJOR STREET FUND							634.77

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 203 LOCAL STREET FUND							
07/28/2020	STANT	9324*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	634.76
Total for fund 203 LOCAL STREET FUND							634.76

08/05/2020 11:33 AM
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CHECK DISBURSEMENT REPORT FOR CITY OF STANTON
CHECK DATE FROM 07/23/2020 - 08/05/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 590 SEWER FUND							
07/24/2020	STANT	9322*	CITY OF STANTON	BOND RESERVE/RRI	992.000	536	15,900.00
07/28/2020	STANT	9324*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	1,004.35
07/29/2020	STANT	9325*#	BS&A SOFTWARE		801.000	536	535.67
07/29/2020	STANT	9326	FRONTIER	UTILITIES	920.000	536	311.09
07/29/2020	STANT	9329*	PREIN & NEWHOF	PROFESSIONAL SERVICES	801.000	536	1,998.50
				SAMPLING	804.000	536	490.00
				CHECK STANT 9329 TOTAL FOR FUND 590:			<u>2,488.50</u>
08/05/2020	STANT	9339	PEERLESS MIDWEST INC	CAPITAL OUT LAY	981.000	536	8,537.76
				Total for fund 590 SEWER FUND			28,777.37

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CHECK DISBURSEMENT REPORT FOR CITY OF STANTON
CHECK DATE FROM 07/23/2020 - 08/05/2020

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 591 WATER FUND							
07/24/2020	STANT	9322*	CITY OF STANTON	BOND RESERVE/RRI	992.000	536	19,600.00
07/28/2020	STANT	9324*	CITY OF STANTON	DUE TO PAYROLL CLEARING FUND	214.750	000	1,030.96
07/29/2020	STANT	9325*#	BS&A SOFTWARE	PROFESSIONAL SERVICES	801.000	536	535.67
07/29/2020	STANT	9327	STATE OF MICHIGAN	SAMPLING	804.000	536	32.00
07/29/2020	STANT	9329*	PREIN & NEWHOF	PROFESSIONAL SERVICES	801.000	536	1,998.50
				PROFESSIONAL SERVICES	801.000	536	339.00
				CHECK STANT 9329 TOTAL FOR FUND 591:			<u>2,337.50</u>
08/05/2020	STANT	9338	MUNICIPAL SUPPLY	MATERIALS AND SUPPLIES	726.000	536	1,312.16
				MATERIALS AND SUPPLIES	726.000	536	170.00
				CHECK STANT 9338 TOTAL FOR FUND 591:			<u>1,482.16</u>
				Total for fund 591 WATER FUND			25,018.29

Check Date	Bank	Check #	Payee	Description	Account	Dept	Amount
Fund: 703 TAX ACCOUNT							
07/28/2020	TAX	3547	GENERAL FUND	GENERAL FUND 20,354.13, ADMIN 365.66	818.000	000	20,719.79
07/28/2020	TAX	3548	MONTCALM COUNTY TREASURER	MONTCALM COUNTY TREASURER	820.000	000	6,541.69
				SET	826.000	000	8,969.60
				CHECK TAX 3548 TOTAL FOR FUND 703:			<u>15,511.29</u>
				Total for fund 703 TAX ACCOUNT			36,231.08
			TOTAL - ALL FUNDS				106,803.97

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

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

PERIOD ENDING 07/31/2020

% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2020 NORMAL (ABNORMAL)	MONTH 07/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Revenues						
Dept 000						
101-000-664.016	INTEREST FOR CD'S	7,000.00	731.32	731.32	6,268.68	10.45
Total Dept 000		7,000.00	731.32	731.32	6,268.68	10.45
Dept 101 - GENERAL FUND REV						
101-101-401.000	PROPERTY TAX	315,000.00	39,832.16	39,832.16	275,167.84	12.65
101-101-412.000	DELINQUENT TAX	20,000.00	0.00	0.00	20,000.00	0.00
101-101-426.000	TRAILER PARK TAX	1,500.00	0.00	0.00	1,500.00	0.00
101-101-447.000	PROPERTY TAX ADMINISTRATION	0.00	711.73	711.73	(711.73)	100.00
101-101-450.000	LICENSE AND PERMITS	2,000.00	450.00	450.00	1,550.00	22.50
101-101-451.000	CABLE TV FRANCHISE FEE	19,000.00	0.00	0.00	19,000.00	0.00
101-101-452.000	302 FUNDS	500.00	0.00	0.00	500.00	0.00
101-101-570.000	LIQUOR LICENSE REVENUE (LCC)	1,500.00	13.75	13.75	1,486.25	0.92
101-101-573.000	LOCAL COMMUNITY STABILIZATION SHARE	150.00	0.00	0.00	150.00	0.00
101-101-574.000	STATE REVENUE SHARING	125,000.00	22,442.00	22,442.00	102,558.00	17.95
101-101-626.000	GRAVE OPENINGS/FOUNDATION	5,000.00	2,053.50	2,053.50	2,946.50	41.07
101-101-650.000	SALE OF PROPERTY	2,500.00	0.00	0.00	2,500.00	0.00
101-101-660.000	FINES & FORFEITS	1,200.00	0.00	0.00	1,200.00	0.00
101-101-664.000	INTEREST	3,000.00	69.74	69.74	2,930.26	2.32
101-101-667.202	MAJOR ST. EQUIP. RENTAL	28,000.00	2,377.48	2,377.48	25,622.52	8.49
101-101-667.203	LOCAL ST. EQUIP. RENTAL	10,000.00	1,885.21	1,885.21	8,114.79	18.85
101-101-667.590	SEWER EQUP RENTAL	6,000.00	1,033.38	1,033.38	4,966.62	17.22
101-101-667.591	WATER EQUIPMENT RENTAL	6,000.00	775.69	775.69	5,224.31	12.93
101-101-675.000	CONTRIBUTIONS & DONATIONS	500.00	0.00	0.00	500.00	0.00
101-101-687.000	REFUNDS & REBATES	200.00	515.52	515.52	(315.52)	257.76
101-101-695.000	MISCELLANEOUS	10,000.00	1,589.46	1,589.46	8,410.54	15.89
101-101-699.202	ADMINISTRATION MAJOR STREET	10,000.00	0.00	0.00	10,000.00	0.00
101-101-699.203	ADMINISTRATION LOCAL STREET	5,000.00	0.00	0.00	5,000.00	0.00
101-101-699.590	ADMINISTRATION SEWER	35,000.00	0.00	0.00	35,000.00	0.00
101-101-699.591	ADMINISTRATION WATER	35,000.00	0.00	0.00	35,000.00	0.00
Total Dept 101 - GENERAL FUND REV		642,050.00	73,749.62	73,749.62	568,300.38	11.49
TOTAL REVENUES		649,050.00	74,480.94	74,480.94	574,569.06	11.48
Expenditures						
Dept 102 - CITY COMMISSION						
101-102-702.000	WAGES	7,700.00	0.00	0.00	7,700.00	0.00
101-102-715.000	FITW/FICA	700.00	0.00	0.00	700.00	0.00
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	250.00	0.00	0.00	250.00	0.00
101-102-801.000	PROFESSIONAL SERVICES	500.00	0.00	0.00	500.00	0.00
101-102-880.000	EMPLOYEE RELATIONS	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 102 - CITY COMMISSION		11,800.00	0.00	0.00	11,800.00	0.00
Dept 171 - MAYOR						
101-171-702.000	WAGES	2,400.00	0.00	0.00	2,400.00	0.00
101-171-715.000	FITW/FICA	200.00	0.00	0.00	200.00	0.00
101-171-728.000	CONFERENCE AND TRAINING	250.00	0.00	0.00	250.00	0.00

PERIOD ENDING 07/31/2020

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		AMENDED BUDGET	07/31/2020 NORMAL (ABNORMAL)	MONTH 07/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-171-801.000	PROFESSIONAL SERVICES	500.00	0.00	0.00	500.00	0.00
Total Dept 171 - MAYOR		3,350.00	0.00	0.00	3,350.00	0.00
Dept 172 - CITY HALL/ADMINISTRTION						
101-172-702.101	CITY MANAGER WAGES	63,000.00	4,707.70	4,707.70	58,292.30	7.47
101-172-702.216	SUPPORT STAFF	23,000.00	1,493.01	1,493.01	21,506.99	6.49
101-172-708.000	RETIREMENT	4,500.00	0.00	0.00	4,500.00	0.00
101-172-715.000	FITW/FICA	9,000.00	823.15	823.15	8,176.85	9.15
101-172-726.000	MATERIALS AND SUPPLIES	1,000.00	37.15	37.15	962.85	3.72
101-172-727.000	POSTAGE	500.00	0.00	0.00	500.00	0.00
101-172-728.000	CONFERENCE AND TRAINING	1,500.00	0.00	0.00	1,500.00	0.00
101-172-801.000	PROFESSIONAL SERVICES	8,000.00	1,064.66	1,064.66	6,935.34	13.31
101-172-802.000	MEMBERSHIP DUES	1,000.00	300.00	300.00	700.00	30.00
101-172-805.000	TRAVEL	1,000.00	0.00	0.00	1,000.00	0.00
101-172-806.000	CONTRACTUAL SERVICES	3,000.00	126.68	126.68	2,873.32	4.22
101-172-900.000	PRINTING AND PUBLISHING	1,500.00	36.00	36.00	1,464.00	2.40
101-172-930.000	REPAIR/MAINTENANCE BUILDING	500.00	0.00	0.00	500.00	0.00
101-172-956.000	MISCELLANEOUS	3,500.00	5.00	5.00	3,495.00	0.14
101-172-981.000	CAPITAL OUT LAY	2,000.00	0.00	0.00	2,000.00	0.00
Total Dept 172 - CITY HALL/ADMINISTRTION		123,000.00	8,593.35	8,593.35	114,406.65	6.99
Dept 209 - CEMETERY						
101-209-702.441	DIRECTOR OF PUBLIC WORKS	2,500.00	91.93	91.93	2,408.07	3.68
101-209-702.442	FULL TIME	3,800.00	288.53	288.53	3,511.47	7.59
101-209-715.000	FITW/FICA	750.00	48.68	48.68	701.32	6.49
101-209-726.000	MATERIALS AND SUPPLIES	500.00	0.00	0.00	500.00	0.00
101-209-775.000	REPAIR, MAINTENANCE	1,200.00	0.00	0.00	1,200.00	0.00
101-209-801.000	PROFESSIONAL SERVICES	2,500.00	383.00	383.00	2,117.00	15.32
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	0.00	0.00	500.00	0.00
Total Dept 209 - CEMETERY		14,250.00	812.14	812.14	13,437.86	5.70
Dept 215 - CLERK						
101-215-702.000	WAGES	34,000.00	2,648.19	2,648.19	31,351.81	7.79
101-215-708.000	RETIREMENT	1,800.00	0.00	0.00	1,800.00	0.00
101-215-715.000	FITW/FICA	4,080.00	350.08	350.08	3,729.92	8.58
101-215-726.000	MATERIALS AND SUPPLIES	500.00	13.77	13.77	486.23	2.75
101-215-727.000	POSTAGE	250.00	0.00	0.00	250.00	0.00
101-215-728.000	CONFERENCE AND TRAINING	500.00	0.00	0.00	500.00	0.00
101-215-802.000	MEMBERSHIP DUES	200.00	0.00	0.00	200.00	0.00
101-215-805.000	TRAVEL	250.00	0.00	0.00	250.00	0.00
101-215-900.000	PRINTING AND PUBLISHING	250.00	115.80	115.80	134.20	46.32
Total Dept 215 - CLERK		41,830.00	3,127.84	3,127.84	38,702.16	7.48
Dept 247 - BOARD OF REVIEW						
101-247-702.000	WAGES	900.00	0.00	0.00	900.00	0.00
101-247-715.000	FITW/FICA	100.00	0.00	0.00	100.00	0.00
101-247-728.000	CONFERENCE AND TRAINING	100.00	0.00	0.00	100.00	0.00

PERIOD ENDING 07/31/2020

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		AMENDED BUDGET	07/31/2020 NORMAL (ABNORMAL)	MONTH 07/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
101-247-801.000	PROFESSIONAL SERVICES	500.00	0.00	0.00	500.00	0.00
Total Dept 247 - BOARD OF REVIEW		1,600.00	0.00	0.00	1,600.00	0.00
Dept 253 - TREASURER						
101-253-702.000	WAGES	18,500.00	1,331.23	1,331.23	17,168.77	7.20
101-253-715.000	FITW/FICA	2,200.00	181.71	181.71	2,018.29	8.26
101-253-726.000	MATERIALS AND SUPPLIES	220.00	13.78	13.78	206.22	6.26
101-253-727.000	POSTAGE	400.00	15.00	15.00	385.00	3.75
101-253-728.000	CONFERENCE AND TRAINING	500.00	0.00	0.00	500.00	0.00
Total Dept 253 - TREASURER		21,820.00	1,541.72	1,541.72	20,278.28	7.07
Dept 257 - ASSESSOR						
101-257-702.000	WAGES	9,300.00	802.67	802.67	8,497.33	8.63
101-257-715.000	FITW/FICA	1,000.00	61.41	61.41	938.59	6.14
101-257-726.000	MATERIALS AND SUPPLIES	250.00	0.00	0.00	250.00	0.00
101-257-727.000	POSTAGE	500.00	0.00	0.00	500.00	0.00
101-257-728.000	CONFERENCE AND TRAINING	200.00	0.00	0.00	200.00	0.00
101-257-801.000	PROFESSIONAL SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
101-257-802.000	MEMBERSHIP DUES	125.00	0.00	0.00	125.00	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		14,775.00	864.08	864.08	13,910.92	5.85
Dept 262 - ELECTIONS						
101-262-702.000	WAGES	2,000.00	0.00	0.00	2,000.00	0.00
101-262-715.000	FITW/FICA	150.00	0.00	0.00	150.00	0.00
101-262-726.000	MATERIALS AND SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00
101-262-727.000	POSTAGE	200.00	0.00	0.00	200.00	0.00
101-262-728.000	CONFERENCE AND TRAINING	125.00	0.00	0.00	125.00	0.00
101-262-801.000	PROFESSIONAL SERVICES	250.00	0.00	0.00	250.00	0.00
101-262-900.000	PRINTING AND PUBLISHING	250.00	0.00	0.00	250.00	0.00
Total Dept 262 - ELECTIONS		3,975.00	0.00	0.00	3,975.00	0.00
Dept 301 - POLICE						
101-301-702.301	POLICE CHIEF	35,000.00	1,180.08	1,180.08	33,819.92	3.37
101-301-702.302	POLICE OFFICER	45,000.00	3,179.20	3,179.20	41,820.80	7.06
101-301-702.303	PART-TIME OFFICERS	15,000.00	330.00	330.00	14,670.00	2.20
101-301-715.000	FITW/FICA	10,000.00	549.49	549.49	9,450.51	5.49
101-301-726.000	MATERIALS AND SUPPLIES	1,500.00	0.00	0.00	1,500.00	0.00
101-301-727.000	POSTAGE	200.00	0.00	0.00	200.00	0.00
101-301-728.000	CONFERENCE AND TRAINING	500.00	0.00	0.00	500.00	0.00
101-301-731.000	UNIFORMS	800.00	0.00	0.00	800.00	0.00
101-301-736.000	GAS	2,500.00	0.00	0.00	2,500.00	0.00
101-301-775.000	REPAIR, MAINTENANCE	2,500.00	0.00	0.00	2,500.00	0.00
101-301-801.000	PROFESSIONAL SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
101-301-956.000	MISCELLANEOUS	200.00	0.00	0.00	200.00	0.00
101-301-981.000	CAPITAL OUT LAY	1,500.00	0.00	0.00	1,500.00	0.00

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		AMENDED BUDGET	07/31/2020 NORMAL (ABNORMAL)	MONTH 07/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 301 - POLICE		119,700.00	5,238.77	5,238.77	114,461.23	4.38
Dept 441 - DEPARTMENT OF PUBLIC WORKS						
101-441-702.441	DIRECTOR OF PUBLIC WORKS	13,000.00	745.04	745.04	12,254.96	5.73
101-441-702.442	FULL TIME	30,000.00	1,743.39	1,743.39	28,256.61	5.81
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	319.98	319.98	4,680.02	6.40
101-441-726.000	MATERIALS AND SUPPLIES	1,500.00	13.38	13.38	1,486.62	0.89
101-441-728.000	CONFERENCE AND TRAINING	650.00	0.00	0.00	650.00	0.00
101-441-731.000	UNIFORMS	1,000.00	0.00	0.00	1,000.00	0.00
101-441-736.000	GAS	5,000.00	0.00	0.00	5,000.00	0.00
101-441-775.000	REPAIR, MAINTENANCE	15,000.00	0.00	0.00	15,000.00	0.00
101-441-777.000	GROUPS REPAIR/MAINTENANCE	250.00	0.00	0.00	250.00	0.00
101-441-806.000	CONTRACTUAL SERVICES	15,000.00	0.00	0.00	15,000.00	0.00
101-441-956.000	MISCELLANEOUS	200.00	0.00	0.00	200.00	0.00
101-441-981.000	CAPITAL OUT LAY	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 441 - DEPARTMENT OF PUBLIC WORKS		93,600.00	2,821.79	2,821.79	90,778.21	3.01
Dept 448 - UTILITIES						
101-448-850.000	TELEPHONE	3,500.00	215.76	215.76	3,284.24	6.16
101-448-851.000	INTERNET	3,500.00	215.76	215.76	3,284.24	6.16
101-448-920.000	UTILITIES	30,000.00	0.00	0.00	30,000.00	0.00
101-448-921.000	WATER/SEWER	1,500.00	0.00	0.00	1,500.00	0.00
Total Dept 448 - UTILITIES		38,500.00	431.52	431.52	38,068.48	1.12
Dept 528 - RUBBISH COLLECTON/DISPOSAL						
101-528-807.000	RUBBISH	1,800.00	0.00	0.00	1,800.00	0.00
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	0.00	0.00	4,000.00	0.00
Dept 721 - PLANNING COMMISSION						
101-721-702.000	WAGES	2,100.00	0.00	0.00	2,100.00	0.00
101-721-715.000	FITW/FICA	200.00	0.00	0.00	200.00	0.00
101-721-728.000	CONFERENCE AND TRAINING	500.00	0.00	0.00	500.00	0.00
101-721-801.000	PROFESSIONAL SERVICES	3,000.00	0.00	0.00	3,000.00	0.00
101-721-900.000	PRINTING AND PUBLISHING	200.00	0.00	0.00	200.00	0.00
Total Dept 721 - PLANNING COMMISSION		6,000.00	0.00	0.00	6,000.00	0.00
Dept 752 - PARKS AND RECREATION						
101-752-702.441	DIRECTOR OF PUBLIC WORKS	2,000.00	91.93	91.93	1,908.07	4.60
101-752-702.442	FULL TIME	13,000.00	865.55	865.55	12,134.45	6.66
101-752-715.000	FITW/FICA	1,500.00	120.97	120.97	1,379.03	8.06
101-752-726.000	MATERIALS AND SUPPLIES	1,500.00	0.00	0.00	1,500.00	0.00
101-752-775.000	REPAIR, MAINTENANCE	1,500.00	0.00	0.00	1,500.00	0.00
101-752-981.000	CAPITAL OUT LAY	5,000.00	0.00	0.00	5,000.00	0.00

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GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2020 NORMAL (ABNORMAL)	MONTH 07/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Total Dept 752 - PARKS AND RECREATION		24,500.00	1,078.45	1,078.45	23,421.55	4.40
Dept 850 - OTHER FUNCTIONS						
101-850-710.000	INSURANCE	105,000.00	18,725.56	18,725.56	86,274.44	17.83
101-850-712.000	FIRE DEPARTMENT	15,000.00	0.00	0.00	15,000.00	0.00
101-850-714.000	MICHIGAN MUNICIPAL LEAGUE	2,000.00	0.00	0.00	2,000.00	0.00
101-850-812.000	COUNTY TRAILER FEES	250.00	0.00	0.00	250.00	0.00
101-850-813.000	MONTCALM SCHOOL TRAILER FEES	1,000.00	0.00	0.00	1,000.00	0.00
101-850-816.000	MONTCALM ALLIANCE	1,500.00	0.00	0.00	1,500.00	0.00
101-850-827.000	DAY TOWNSHIP TAXES	1,600.00	0.00	0.00	1,600.00	0.00
Total Dept 850 - OTHER FUNCTIONS		126,350.00	18,725.56	18,725.56	107,624.44	14.82
TOTAL EXPENDITURES		649,050.00	43,235.22	43,235.22	605,814.78	6.66
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		649,050.00	74,480.94	74,480.94	574,569.06	11.48
TOTAL EXPENDITURES		649,050.00	43,235.22	43,235.22	605,814.78	6.66
NET OF REVENUES & EXPENDITURES		0.00	31,245.72	31,245.72	(31,245.72)	100.00
BEG. FUND BALANCE		714,471.54	714,471.54			
NET OF REVENUES/EXPENDITURES - 2019-20			104,616.18		104,616.18	
END FUND BALANCE		714,471.54	850,333.44			

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		AMENDED BUDGET	07/31/2020 NORMAL (ABNORMAL)	MONTH 07/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
Revenues						
Dept 000						
202-000-546.000	GAS & WEIGHT TAX	108,000.00	6,606.80	6,606.80	101,393.20	6.12
202-000-664.000	INTEREST	2,500.00	69.75	69.75	2,430.25	2.79
202-000-664.016	INTEREST FOR CD'S	6,000.00	312.01	312.01	5,687.99	5.20
202-000-695.000	MISCELLANEOUS	3,500.00	0.00	0.00	3,500.00	0.00
Total Dept 000		120,000.00	6,988.56	6,988.56	113,011.44	5.82
TOTAL REVENUES		120,000.00	6,988.56	6,988.56	113,011.44	5.82
Expenditures						
Dept 463 - ROUTINE MAINTENANCE						
202-463-702.000	WAGES	5,500.00	375.99	375.99	5,124.01	6.84
202-463-715.000	FITW/FICA	700.00	49.19	49.19	650.81	7.03
202-463-740.000	OPERATING SUPPLIES	2,000.00	0.00	0.00	2,000.00	0.00
202-463-755.000	RESURFACING & MAINTENANCE	6,000.00	0.00	0.00	6,000.00	0.00
202-463-801.000	PROFESSIONAL SERVICES	2,500.00	0.00	0.00	2,500.00	0.00
202-463-940.000	EQUIPMENT RENTAL	11,000.00	2,377.48	2,377.48	8,622.52	21.61
Total Dept 463 - ROUTINE MAINTENANCE		27,700.00	2,802.66	2,802.66	24,897.34	10.12
Dept 474 - TRAFFIC						
202-474-702.000	WAGES	5,200.00	375.98	375.98	4,824.02	7.23
202-474-715.000	FITW/FICA	650.00	49.18	49.18	600.82	7.57
202-474-726.000	MATERIALS AND SUPPLIES	1,250.00	0.00	0.00	1,250.00	0.00
Total Dept 474 - TRAFFIC		7,100.00	425.16	425.16	6,674.84	5.99
Dept 478 - WINTER MAINTENANCE						
202-478-702.000	WAGES	5,000.00	376.54	376.54	4,623.46	7.53
202-478-715.000	FITW/FICA	700.00	49.22	49.22	650.78	7.03
202-478-740.000	OPERATING SUPPLIES	2,500.00	0.00	0.00	2,500.00	0.00
202-478-940.000	EQUIPMENT RENTAL	18,000.00	0.00	0.00	18,000.00	0.00
Total Dept 478 - WINTER MAINTENANCE		26,200.00	425.76	425.76	25,774.24	1.63
Dept 482 - ADMINISTRATION						
202-482-732.000	ADMINISTRATION EXPENSE	10,000.00	1,861.00	1,861.00	8,139.00	18.61
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	39,000.00	0.00	0.00	39,000.00	0.00
Total Dept 482 - ADMINISTRATION		59,000.00	1,861.00	1,861.00	57,139.00	3.15
TOTAL EXPENDITURES		120,000.00	5,514.58	5,514.58	114,485.42	4.60
Fund 202 - MAJOR STREET FUND:						
TOTAL REVENUES		120,000.00	6,988.56	6,988.56	113,011.44	5.82
TOTAL EXPENDITURES		120,000.00	5,514.58	5,514.58	114,485.42	4.60

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		AMENDED BUDGET	07/31/2020 NORMAL (ABNORMAL)	MONTH 07/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 202 - MAJOR STREET FUND						
	NET OF REVENUES & EXPENDITURES	0.00	1,473.98	1,473.98	(1,473.98)	100.00
	BEG. FUND BALANCE	747,239.15	747,239.15			
	NET OF REVENUES/EXPENDITURES - 2019-20		20,945.77		20,945.77	
	END FUND BALANCE	747,239.15	769,658.90			

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		AMENDED BUDGET	07/31/2020 NORMAL (ABNORMAL)	MONTH 07/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 203 - LOCAL STREET FUND						
Revenues						
Dept 000						
203-000-546.000	GAS & WEIGHT TAX	47,000.00	3,342.37	3,342.37	43,657.63	7.11
203-000-664.000	INTEREST	2,500.00	65.12	65.12	2,434.88	2.60
203-000-699.202	ADMINISTRATION MAJOR STREET	39,000.00	0.00	0.00	39,000.00	0.00
Total Dept 000		88,500.00	3,407.49	3,407.49	85,092.51	3.85
TOTAL REVENUES		88,500.00	3,407.49	3,407.49	85,092.51	3.85
Expenditures						
Dept 463 - ROUTINE MAINTENANCE						
203-463-702.000	WAGES	5,500.00	375.97	375.97	5,124.03	6.84
203-463-715.000	FITW/FICA	700.00	49.17	49.17	650.83	7.02
203-463-740.000	OPERATING SUPPLIES	5,000.00	2,870.17	2,870.17	2,129.83	57.40
203-463-755.000	RESURFACING & MAINTENANCE	38,800.00	0.00	0.00	38,800.00	0.00
203-463-801.000	PROFESSIONAL SERVICES	5,000.00	0.00	0.00	5,000.00	0.00
203-463-940.000	EQUIPMENT RENTAL	5,000.00	1,885.21	1,885.21	3,114.79	37.70
Total Dept 463 - ROUTINE MAINTENANCE		60,000.00	5,180.52	5,180.52	54,819.48	8.63
Dept 474 - TRAFFIC						
203-474-702.000	WAGES	5,000.00	375.99	375.99	4,624.01	7.52
203-474-715.000	FITW/FICA	800.00	49.16	49.16	750.84	6.15
Total Dept 474 - TRAFFIC		5,800.00	425.15	425.15	5,374.85	7.33
Dept 478 - WINTER MAINTENANCE						
203-478-702.000	WAGES	5,000.00	376.55	376.55	4,623.45	7.53
203-478-715.000	FITW/FICA	700.00	49.22	49.22	650.78	7.03
203-478-740.000	OPERATING SUPPLIES	3,000.00	0.00	0.00	3,000.00	0.00
203-478-940.000	EQUIPMENT RENTAL	4,000.00	0.00	0.00	4,000.00	0.00
Total Dept 478 - WINTER MAINTENANCE		12,700.00	425.77	425.77	12,274.23	3.35
Dept 482 - ADMINISTRATION						
203-482-732.000	ADMINISTRATION EXPENSE	5,000.00	1,519.00	1,519.00	3,481.00	30.38
203-482-981.000	CAPITAL OUT LAY	5,000.00	0.00	0.00	5,000.00	0.00
Total Dept 482 - ADMINISTRATION		10,000.00	1,519.00	1,519.00	8,481.00	15.19
TOTAL EXPENDITURES		88,500.00	7,550.44	7,550.44	80,949.56	8.53
Fund 203 - LOCAL STREET FUND:						
TOTAL REVENUES		88,500.00	3,407.49	3,407.49	85,092.51	3.85
TOTAL EXPENDITURES		88,500.00	7,550.44	7,550.44	80,949.56	8.53
NET OF REVENUES & EXPENDITURES		0.00	(4,142.95)	(4,142.95)	4,142.95	100.00
BEG. FUND BALANCE		339,463.99	339,463.99			
NET OF REVENUES/EXPENDITURES - 2019-20			13,468.58		13,468.58	

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		AMENDED BUDGET	07/31/2020	MONTH 07/31/2020	BALANCE	
			NORMAL (ABNORMAL)	INCREASE (DECREASE)	NORMAL (ABNORMAL)	USED
Fund 203 - LOCAL STREET FUND						
END FUND BALANCE		339,463.99	348,789.62			

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GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2020 NORMAL (ABNORMAL)	MONTH 07/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 590 - SEWER FUND						
Revenues						
Dept 000						
590-000-642.000	WATER/SEWER REVENUES	280,000.00	20,899.60	20,899.60	259,100.40	7.46
590-000-660.000	FINES & FORFEITS	2,000.00	0.00	0.00	2,000.00	0.00
590-000-664.000	INTEREST	2,000.00	65.39	65.39	1,934.61	3.27
590-000-664.016	INTEREST FOR CD'S	2,200.00	379.02	379.02	1,820.98	17.23
Total Dept 000		286,200.00	21,344.01	21,344.01	264,855.99	7.46
TOTAL REVENUES		286,200.00	21,344.01	21,344.01	264,855.99	7.46
Expenditures						
Dept 536 - SEWER/WATER EXPENDITURES						
590-536-702.441	DIRECTOR OF PUBLIC WORKS	14,000.00	919.23	919.23	13,080.77	6.57
590-536-702.442	FULL TIME	16,700.00	865.58	865.58	15,834.42	5.18
590-536-702.500	OVER TIME HOURS	1,000.00	0.00	0.00	1,000.00	0.00
590-536-715.000	FITW/FICA	3,000.00	233.93	233.93	2,766.07	7.80
590-536-727.000	POSTAGE	2,500.00	0.00	0.00	2,500.00	0.00
590-536-728.000	CONFERENCE AND TRAINING	0.00	225.00	225.00	(225.00)	100.00
590-536-732.000	ADMINISTRATION EXPENSE	35,000.00	4,619.48	4,619.48	30,380.52	13.20
590-536-775.000	REPAIR, MAINTENANCE	17,050.00	0.00	0.00	17,050.00	0.00
590-536-801.000	PROFESSIONAL SERVICES	35,000.00	2,534.17	2,534.17	32,465.83	7.24
590-536-802.000	MEMBERSHIP DUES	500.00	95.00	95.00	405.00	19.00
590-536-803.000	PUMPING	14,000.00	0.00	0.00	14,000.00	0.00
590-536-804.000	SAMPLING	12,000.00	490.00	490.00	11,510.00	4.08
590-536-920.000	UTILITIES	35,000.00	311.09	311.09	34,688.91	0.89
590-536-940.000	EQUIPMENT RENTAL	10,000.00	1,033.38	1,033.38	8,966.62	10.33
590-536-956.000	MISCELLANEOUS	3,500.00	0.00	0.00	3,500.00	0.00
590-536-981.000	CAPITAL OUT LAY	16,050.00	0.00	0.00	16,050.00	0.00
590-536-991.000	PRINCIPAL PAYMENT	21,000.00	0.00	0.00	21,000.00	0.00
590-536-992.000	BOND RESERVE/RRI	15,900.00	15,900.00	15,900.00	0.00	100.00
590-536-995.000	INTEREST PAYMENT	34,000.00	0.00	0.00	34,000.00	0.00
Total Dept 536 - SEWER/WATER EXPENDITURES		286,200.00	27,226.86	27,226.86	258,973.14	9.51
TOTAL EXPENDITURES		286,200.00	27,226.86	27,226.86	258,973.14	9.51
Fund 590 - SEWER FUND:						
TOTAL REVENUES		286,200.00	21,344.01	21,344.01	264,855.99	7.46
TOTAL EXPENDITURES		286,200.00	27,226.86	27,226.86	258,973.14	9.51
NET OF REVENUES & EXPENDITURES		0.00	(5,882.85)	(5,882.85)	5,882.85	100.00
BEG. FUND BALANCE		3,225,946.17	3,225,946.17			
NET OF REVENUES/EXPENDITURES - 2019-20			91,161.83		91,161.83	
END FUND BALANCE		3,225,946.17	3,311,225.15			

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		AMENDED BUDGET	07/31/2020 NORMAL (ABNORMAL)	MONTH 07/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 591 - WATER FUND						
Revenues						
Dept 000						
591-000-628.000	TURN ON/OFF FEE	2,000.00	0.00	0.00	2,000.00	0.00
591-000-642.000	WATER/SEWER REVENUES	270,000.00	23,972.70	23,972.70	246,027.30	8.88
591-000-660.000	FINES & FORFEITS	1,200.00	0.00	0.00	1,200.00	0.00
591-000-664.000	INTEREST	3,500.00	73.17	73.17	3,426.83	2.09
591-000-664.016	INTEREST FOR CD'S	5,500.00	693.63	693.63	4,806.37	12.61
591-000-695.000	MISCELLANEOUS	0.00	30.00	30.00	(30.00)	100.00
Total Dept 000		282,200.00	24,769.50	24,769.50	257,430.50	8.78
TOTAL REVENUES		282,200.00	24,769.50	24,769.50	257,430.50	8.78
Expenditures						
Dept 536 - SEWER/WATER EXPENDITURES						
591-536-702.441	DIRECTOR OF PUBLIC WORKS	14,000.00	919.24	919.24	13,080.76	6.57
591-536-702.442	FULL TIME	12,100.00	865.54	865.54	11,234.46	7.15
591-536-702.500	OVER TIME HOURS	1,000.00	24.75	24.75	975.25	2.48
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	236.77	236.77	3,763.23	5.92
591-536-726.000	MATERIALS AND SUPPLIES	2,000.00	35.00	35.00	1,965.00	1.75
591-536-727.000	POSTAGE	2,000.00	0.00	0.00	2,000.00	0.00
591-536-728.000	CONFERENCE AND TRAINING	1,000.00	0.00	0.00	1,000.00	0.00
591-536-732.000	ADMINISTRATION EXPENSE	35,000.00	4,383.31	4,383.31	30,616.69	12.52
591-536-775.000	REPAIR, MAINTENANCE	15,000.00	1,483.50	1,483.50	13,516.50	9.89
591-536-801.000	PROFESSIONAL SERVICES	8,000.00	2,873.17	2,873.17	5,126.83	35.91
591-536-802.000	MEMBERSHIP DUES	500.00	485.00	485.00	15.00	97.00
591-536-804.000	SAMPLING	2,500.00	32.00	32.00	2,468.00	1.28
591-536-850.000	TELEPHONE	2,000.00	0.00	0.00	2,000.00	0.00
591-536-920.000	UTILITIES	13,000.00	0.00	0.00	13,000.00	0.00
591-536-940.000	EQUIPMENT RENTAL	10,000.00	775.69	775.69	9,224.31	7.76
591-536-956.000	MISCELLANEOUS	5,000.00	0.00	0.00	5,000.00	0.00
591-536-981.000	CAPITAL OUT LAY	40,000.00	0.00	0.00	40,000.00	0.00
591-536-991.000	PRINCIPAL PAYMENT	36,000.00	0.00	0.00	36,000.00	0.00
591-536-992.000	BOND RESERVE/RRI	19,600.00	19,600.00	19,600.00	0.00	100.00
591-536-995.000	INTEREST PAYMENT	38,000.00	0.00	0.00	38,000.00	0.00
591-536-997.000	WATER TOWER MAINTENENCE	19,000.00	0.00	0.00	19,000.00	0.00
Total Dept 536 - SEWER/WATER EXPENDITURES		282,200.00	31,713.97	31,713.97	250,486.03	11.24
TOTAL EXPENDITURES		282,200.00	31,713.97	31,713.97	250,486.03	11.24
Fund 591 - WATER FUND:						
TOTAL REVENUES		282,200.00	24,769.50	24,769.50	257,430.50	8.78
TOTAL EXPENDITURES		282,200.00	31,713.97	31,713.97	250,486.03	11.24
NET OF REVENUES & EXPENDITURES		0.00	(6,944.47)	(6,944.47)	6,944.47	100.00
BEG. FUND BALANCE		2,402,842.82	2,402,842.82			
NET OF REVENUES/EXPENDITURES - 2019-20			36,682.30		36,682.30	
END FUND BALANCE		2,402,842.82	2,432,580.65			

REVENUE AND EXPENDITURE REPORT FOR CITY OF STANTON

PERIOD ENDING 07/31/2020

% Fiscal Year Completed: 8.49

GL NUMBER	DESCRIPTION	2020-21	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
		AMENDED BUDGET	07/31/2020 NORMAL (ABNORMAL)	MONTH 07/31/2020 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
TOTAL REVENUES - ALL FUNDS		1,425,950.00	130,990.50	130,990.50	1,294,959.50	9.19
TOTAL EXPENDITURES - ALL FUNDS		1,425,950.00	115,241.07	115,241.07	1,310,708.93	8.08
NET OF REVENUES & EXPENDITURES		0.00	15,749.43	15,749.43	(15,749.43)	100.00
BEG. FUND BALANCE - ALL FUNDS		7,429,963.67	7,429,963.67			
END FUND BALANCE - ALL FUNDS		7,429,963.67	7,712,587.76			



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

CITY OF STANTON NOTICE OF PUBLIC HEARING TO CONSIDER ESTABLISHMENT OF A COMMERCIAL REDEVELOPMENT DISTRICT

PUBLIC NOTICE IS HEREBY GIVEN that the City Commission of the City of Stanton will hold a public hearing on August 25, 2020, at or after 7:00 p.m. at the regular meeting of the Stanton City Commission on the application of Millard's Furniture Store for the establishment of a Commercial Redevelopment District under the provisions of Act 255 of the Public Acts of Michigan of 1978, as amended ("Act 255") for new construction at 232 W Main Street and 212 Main Street within the City and commonly identified as: parcels 59-053-113-001-00 & 59-053-112-002-00.

Following the public hearing, the City Commission may consider a resolution to establish the requested commercial redevelopment district under the terms of Act 255.

Public Participation Instructions

Members of the public may view the meeting live at:

STEP 1. Join Zoom Meeting by clicking on the following link: [TBD](#)

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

STEP 2. Enter Webinar ID: TBD

STEP 3. Enter Password: TBD

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 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.

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 Phone: (989) 831-4440

Date: August 12, 2020

**CITY OF STANTON
COUNTY OF MONTCALM, MICHIGAN
RESOLUTION #**

A RESOLUTION ESTABLISHING CRITERIA FOR THE DETERMINATION OF ELIGIBILITY FOR COMMERCIAL REDEVELOPMENT DISTRICT TAX EXEMPTION CERTIFICATE

WHEREAS, the City of Stanton desires to promote beneficial rehabilitation, renovation, or redevelopment of obsolete or vacant property within the city's downtown area to eliminate blight conditions, promote commercial activity

WHEREAS, the City of Stanton desires to utilize the Michigan Commercial Redevelopment Act, Public Act 255 of 1978, as amended, as an important tool to further the community's economic redevelopment objectives; and

WHEREAS, the City of Stanton desires to establish specific criteria to be considered by the City Commission in making determinations on the eligibility of properties for commercial redevelopment tax exemption certificates and the length of such exemptions pursuant to Public Act 255 of 1978, as amended;

NOW, THEREFORE, BE IT RESOLVED that the City Commission for the City of Stanton does hereby establish the following criteria to be used by the City Commission in determining the eligibility of properties for commercial redevelopment tax exemption certificates and the length thereof to be approved by the City Commission:

1. **INCREASE IN LOCAL TAX BASE.** The property being considered shall be credited with one (1) year of eligibility for tax exemption for each \$250,000 in additional taxable value which the redevelopment project will increase the local tax base (taxable value) within the district in the first year after completion of construction, up to a maximum credit of six (6) years. Appropriate documentation as required by the City Manager shall be submitted by the applicant to provide ample evidence that the project will result in such tax base enhancement. The \$250,000 threshold may be reduced at the discretion of the City Commission IF the project meets the objectives of "new destination business" contained in Section 4(c), and the City Commission finds that the benefits derived from meeting the objectives are commensurate with, or exceed, the value of the additional tax incentives to be provided.
2. **JOBS RETAINED.** The property being considered shall be credited with one (1) year of eligibility for tax exemption for each five (5) full-time equivalent (40 hours per week) jobs which the redevelopment project will cause to be retained within the district, up to a maximum credit of three (3) years. Appropriate documentation as required by the City Manager shall be submitted by the applicant to provide ample evidence that the project will result in the retention of such jobs.

3. **JOBS CREATED.** The property being considered shall be credited with one (1) year of eligibility for tax exemption for each five (5) full-time equivalent (40 hours per week) jobs which the redevelopment project will cause to be created within the district, up to a maximum credit of six (6) years. Appropriate documentation as required by the City Manager shall be submitted by the applicant to provide ample evidence that the project will result in the creation of such jobs.
4. **USES AND FACILITIES.** The property being considered shall be credited with one (1) year of eligibility for tax exemption for each of the following uses, facilities, or purposes created as a result of the redevelopment project, up to a maximum credit of three (3) years:
 - a. Project creates additional public parking within the district;
 - b. Project creates outdoor dining facilities within the district;
 - c. Project establishes a new “destination” business within the district, with “destination business” to be defined as one which, by the unusual, unique, or specialized nature of the goods or services offered as compared to those already existing within the community, promotes the diversification of the types of businesses, goods, or services in the community and regularly attracts customers from a distance from the district of 15 miles or more;
 - d. Project results in the rehabilitation of an “obsolete property” as defined by Public Act 255 of 1978, as amended;
 - e. Project results in the construction of a new building as an infill project that supports the traditional historic Midwestern downtown character and architecture of the district;
 - f. Project incorporates substantial public art into the overall development;
 - g. Project protects and preserves interior and exterior historic architectural features in accordance with the US Secretary of Interior Standards for Historic Preservation;
 - h. Project results in sustainable development (walkability, accessibility, minimal environmental impact, energy efficiency, and other similar sustainability features).

Appropriate documentation as required by the City Manager shall be submitted by the applicant to provide ample evidence that the project will result in the creation of the uses, facilities, or purposes listed above.

5. **LIMITATIONS ON ELIGIBILITY.** A property and project must meet all of the requirements of the Michigan Commercial Redevelopment Act, Public Act 255 of 1978, as amended. In no case shall a property be credited with more years of tax exemption eligibility than is permitted by state law. All projects must, at a minimum, meet the eligibility requirements for tax exemption credits from the categories of (1) increase in local tax base; AND (2) jobs retained OR (3) jobs created to be considered for a commercial redevelopment tax exemption certificate.

6. **EXTENSION OF TAX EXEMPTION CERTIFICATES.** The City Commission may consider the extension of a tax exemption certificate in accordance with the provisions of Public Act 255 of 1978, as amended, if the City Commission, upon recommendation from City administration, determines that such extension is in the best interest of the City. Such extensions shall not exceed the maximum term of tax exemption certificates permitted by Act 255 of 1978. The criteria to be used in determining the granting of extensions must be contained in the resolution approving the original tax exemption certificate as required by state law.

7. **REVOCAION OF TAX EXEMPTION CERTIFICATES.** The City Commission may consider the revocation of a tax exemption certificate in accordance with the provisions of Public Act 255 of 1978, as amended, if the City Commission, upon recommendation from City administration, determines that the conditions under which the certificate was issued are not met or maintained during the entire term of the tax exemption certificate.

PRESENT: COMMISSIONERS:

NAYS: COMMISSIONERS:

YEAS: COMMISSIONERS:

ABSENT: COMMISSIONERS:

RESOLUTION DECLARED.

CERTIFICATION

I HEREBY CERTIFY, that the foregoing is a Resolution duly made and passed by the Commission of the City of Stanton at their regular meeting held on August 11, 2020 at 7:00PM in Stanton City Hall, with a quorum present.

Lori Braman, City Clerk

Date



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: August 7, 2020
Subject: Bid award for Certified Grant Administration related to the Bradford Extended Storm Sewer Improvements and Detention Pond - Infrastructure and Resiliency Improvement Project

The purpose of this memorandum is to recommend the bid award for certified grant administration services to Abonmarche Consultants, Inc. The City of Stanton needs a Certified Grant Administrator to administer the Community Development Block Grant for the Bradford Extended Storm Sewer Improvements and Detention Pond - Infrastructure and Resiliency Improvement Project. Abonmarche provided a favorable bid in the not-to-exceed amount of \$19,850.

BACKGROUND

On April 16, the Michigan Economic Development Corporation sent a letter to the City of Stanton inviting the city to participate in the application process for a Community Development Block Grant (CDBG) to address critical infrastructure needs. The CDBG program is primarily funded by U.S. Department of Housing and Urban Development (HUD) dollars for the state of Michigan.

The Bradford Extended Storm Sewer Improvements and Detention Pond Project is comprised of the following: replacement lead water services lines, street resurfacing, relocation of sewer lines, upsizing a detention basin, installation of a new storm sewer system, and street resurfacing.

The CDBG grant manual requires units of local government to have a Certified Grant Administrator (CGA) on staff or procure a CGA consultant to utilize funding. Administrative dollars are not available for employees of the City unless there is a contract with specific duties in place. Therefore, this agenda item is to recommend the bid award for consultant services to fulfill the CGA requirements.

BID RESULTS

Written quotes were accepted via a competitive bidding process managed by the Michigan Economic Development Corporation. Shown below are the proposed work hours and fees from each bidder.

2020 Bradford Extended Storm Sewer Improvements and Detention Pond RFP Results		
Project Scope Items	Abonmarche	Revitalize LLC
General Tasks Hrs.	65	25
Financial Management Hrs.	50	30
Environmental Review Hrs.	30	30
Procurement Hrs.	20	10
Construction and Labor Compliance Hrs.	80	130
Monitoring and Close Out Hrs.	15	6
National Objective of Compliance	5	8
Total Hours	265	243
Hourly Rate	\$75	-
FEE	\$19,875	Not provided

FINANCIAL IMPACT

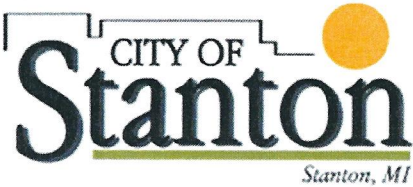
Expenses for Certified Grant Administration are eligible for reimbursement under the Community Development Block Grant program.

RECOMMENDATION

I recommend City Commission approve the bid award to Abonmarche Consultants, Inc. and authorize the City Manager to sign the necessary documents once the authorization to proceed is granted.

ATTACHMENTS

1. Professional Consultant Services Contract
2. Recommended CGA Bid Proposal



**CITY OF STANTON
RFP -CERTIFIED GRANT ADMINISTRATOR**

August 6, 2020

August 6, 2020

Mr. Vester Davis, City Manager
 City of Stanton
 225 S. Camburn St.
 Stanton, Michigan 48888

RE: City of Stanton Request for Certified Grant Administrator Services

Dear Mr. Davis,

As a certified grant administrator for the MEDC CDBG program, I was delighted to see a CGA opportunity become available with a familiar name and face. I am eagerly responding as I have enjoyed working with you in the past and I am well acquainted with infrastructure projects through my Abonmarche experience. We are firm believers that Infrastructure projects are a vital and necessary component for a strong and resilient community.

It was exciting to learn that City of Stanton is currently finalizing steps to receive \$2 million in Community Development Block Grant funds for storm, sanitary, watermain, road reconstruction and detention basin improvements. It would be a rewarding enterprise to assist with the grant compliance steps throughout the ensuing project.

My range of experience at Abonmarche covers managing grants from the initial idea to closeout documentation. I have assisted in the preparation of several CDBG project applications and am familiar with the process and related requirements. Abonmarche has provided design and construction administration on multiple CDBG projects and we have a wealth of knowledge and experience incorporating CDBG compliance throughout the process.

Enclosed is our response to the RFP for a Certified Grant Administrator on the project. I would enjoy working with you on another project. If you have any questions, please do not hesitate to contact me or Abonmarche Vice President, Tim Drews, via email at jregovich@abonmarche.com or tdrews@abonmarche.com or via phone at 269.927.2295.

Sincerely,



Joelle K. Regovich
 Certified Grant Administrator



Timothy R. Drews
 Vice President

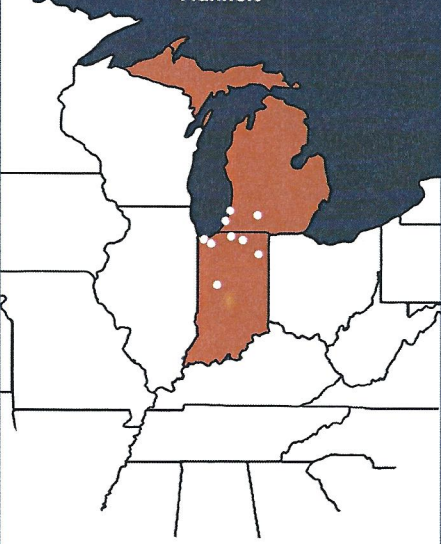
Abonmarche takes pride in our reputation built on trust, passion, reliability, and quality. We are committed to exceed the specific needs of each client which has established an outstanding portfolio of referrals. We work closely with our clients to understand what they need to accomplish and what they hope to achieve. Then, we put our expert technical and creative skills to work—and help you create a great place.

We undertake every project with our client's best interests in mind and truly seek to become partners during the course of the project. Our business strategy is centered upon building long-term client relationships. During our proud history, we have attracted and retained clients by providing superior customer value—in fact, the majority of our work is repeat business from loyal clients.

As our client base and geographical service area expanded, Abonmarche continued to grow, opening additional offices to better meet our clients' needs and carry on the tradition of service upon which the company was founded. With 40 years of experience, Abonmarche has become a premier provider of a wide array of professional services, providing superior customer value, and improving communities for a variety of private- and public-sector clients. This often includes grant and loan applications in coordination with state funding agencies.

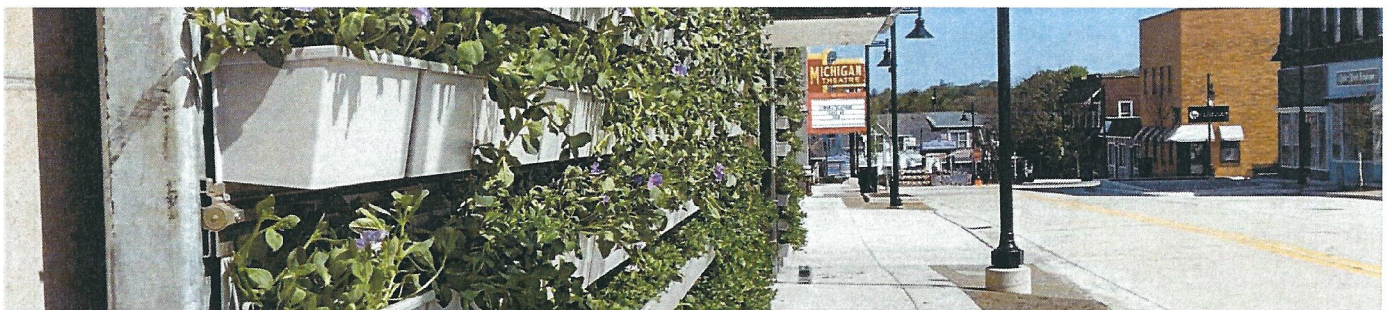
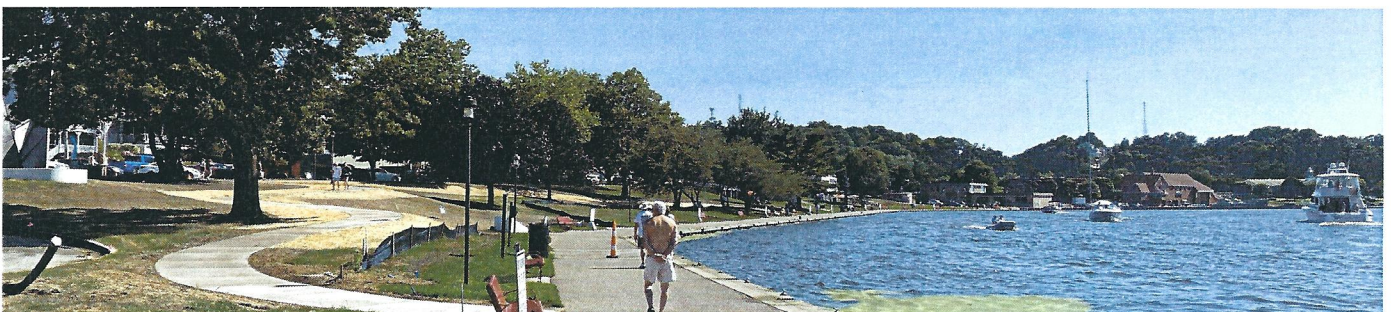
Our staff of 120+ has sufficient and redundant capacity to meet the needs of this project and the expectations of our clients. Our strength lies in our ability to draw upon the diverse knowledge and experience of our principals and staff. This enables us to creatively address design issues when they arise. Our strategy is to form a skilled project team that will add value to your project by providing excellent communication, ingenuity, and customer service paired with knowledge and experience.

Civil Engineers
Architects
Land Surveyors
Marina/Coastal Engineers
Transportation Engineers
Landscape Architects
Structural Engineers
Planners



LOCATIONS

Benton Harbor, MI	South Bend, IN
South Haven, MI	Valparaiso, IN
Portage, MI	Goshen, IN
	Hobart, IN
	Fort Wayne, IN
	Lafayette, IN





Project Understanding

The City of Stanton was recommended to receive 2020 CDBG Infrastructure and Resiliency funds toward reconstruction of N. 2nd Street between W. Bradford and W. Main Street, including replacement of the storm sewer, sanitary sewer and watermain. Additionally, the project will replace storm sewer on W. Bradford Street between N. 2nd Street and N. State Street and upsize the detention basin on the southwest corner of W. Main Street and N. 2nd Street. The total project cost is estimated at \$2,252,765 and funding sources would include CDBG and local funds.

Design of the project has been initiated by engineering firm Prein & Newhof with an anticipated construction period of winter/spring 2021. Per grant conditions, the project must be completed no later than December 31, 2021.

The City of Stanton is seeking a Certified Grant Administrator (CGA) for management and administrative services throughout the project. The CGA will coordinate items as needed between the City, engineering firm, MEDC program specialist, and contractor to follow and meet program requirements.

Firm Background

For over 40 years, Abonmarche has built its reputation as one of the leading consulting firms in the Midwest. Our team of over 120 professionals is composed of engineers, architects, land surveyors, planners, GIS specialists, landscape architects, grant administrators and more. Our wide-ranging client base includes Fortune 500 corporations, municipalities, road commissions, Departments of Transportation, and private developers.

Our multi-disciplined team has broad expertise in infrastructure projects utilizing local, state and federal funding sources, including CDBG funds. We are well versed in the necessary steps required for grant compliance during the design, construction and closeout of a project.

Abonmarche has extensive experience with environmental review processes, SHPO Section 106 applications, public notices and hearings, bidding, awarding contracts, utilizing Davis Bacon Act wages, reviewing and approving pay requests, construction inspection, construction administration, progress reports and closeout paperwork.

Project Team

Administration of the City of Stanton CDBG project will be provided by Joelle Regovich, Grant Administrator for Abonmarche. Joelle has been a Certified Grant Administrator for MEDC CDBG grants since June 2020.

In her position as Grant Administrator, Joelle performs work related to seeking appropriate grant sources for projects, preparing and writing grant applications, assisting with execution documents, preparing progress and financial reports, and completing other compliance documentation as needed. Throughout the process, she collaborates and coordinates information between the client, funding source, engineer and contractor to achieve a successful project outcome.

She has prepared and administered grant paperwork for USDA Rural Development funds, Department of Natural Resources Recreation and Waterways programs, Michigan Council for Arts and Cultural Affairs grants, Michigan State Historic Preservation Lighthouse Assistance Program grants, and Michigan Department of Transportation (MDOT) Transportation Alternative Program grants. Additionally, she has assisted with multiple grant applications for MEDC Community Development Block Grant projects.

She has been involved with numerous infrastructure projects including sewer, sidewalk, road, drainage, and parks development. Her experience also includes managing and coordinating compliance for projects that leverage multiple funding sources including multiple grants, loans and local funds.

Capacity

Abonmarche Consultants, Inc. currently employs two CGAs on staff, Joelle Regovich and Katie Saintz. Abonmarche has the capacity to dedicate focused attention to this project.

Abonmarche Consultants, Inc. is under contract for engineering services for the following CDBG projects:

South Haven Center Street Streetscape—2019—2020

Village of Paw Paw Michigan Avenue Streetscape—2020 to present

City of Grand Haven Project River Watch—2019 to present

Scope of Services:

I. General Tasks

- A. Abonmarche CGA will establish project files in the City of Stanton, City Hall offices at 225 S. Camburn Street, Stanton, MI 48888. CGA will monitor and follow all applicable state, local and federal regulations.
- B. CGA will assist the City of Stanton with scheduling public hearings, including assisting with preparation of public notices and conducting hearings as needed. CGA will assist with plans to accommodate existing COVID-19 safety protocols at that time, including virtual meetings.
- C. CGA will assist the City of Stanton with locating and reviewing the Section 504 self-evaluation and transition plan for assisting persons with disabilities in gaining equal access to information and public buildings, meetings and accommodations in employment.
- D. CGA will prepare one analysis of impediments to fair housing.
- E. CGA will ensure all Citizen Participation Requirements are met.
- F. CGA will assist the City of Stanton in establishing and maintaining one Section 3 plan and appropriate reports.
- G. CGA will prepare progress reports for the City of Stanton. The estimated units for this task are 3 semi-annual progress reports.
- H. CGA will assist with preparing and submitting for approval Community Development Block Grant amendments as necessary and conduct public hearings
- I. CGA will complete other general tasks as necessary, including but not limited to, coordinating and meeting with key players, preparing amendment requests for City of Stanton and preparing environmental review amendments for the City.

II. Financial Management

- A. CGA will prepare requests for payment that are consistent with the procedures established for the CDBG Program.
- B. CGA will ensure that the City of Stanton has an acceptable financial management system as it pertains to finances of the CDBG Program. An acceptable system includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and should conform to generally accepted principles of municipal accounting.
- C. CGA will assist with engineer progress inspections.

III. Environmental Review—Per Project

- A. The CGA will assist the City of Stanton with determining the required level of environmental review and prepare the required paperwork.
- B. CGA will procure the services of an environmental consultant if needed per the level of environmental review determination. Costs for the environmental consultant will be paid by the City of Stanton. This is an eligible CDBG reimbursement cost.

- C. CGA will procure the services of a certified archaeologist in order to complete the required SHPO Section 106 application. Cost for the certified archaeologist will be paid by the City of Stanton. This is an eligible CDBG reimbursement cost.
- D. CGA will assist the City of Stanton with amending the required environmental review, if scope changes.
- E. CGA will assist the City of Stanton in providing documentation to ensure that project costs are not incurred until after the completion of the environmental review and authorization from the GRANTOR.

IV. Procurement

- A. CGA will assist the City of Stanton in following Procurement Policies and maintenance of files.
- B. CGA will assist the City of Stanton in preparing all RFPs/RFQs for any additional necessary professional services needed for projects.
- C. CGA will assist with the review and analysis of proposals for qualifications, cost, and other factors.
- D. CGA will provide required procurement reports to and obtain approvals from MEDC as appropriate.
- E. CGA will maintain procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc., as needed.
- F. CGA will maintain Section 3 file for each contract in excess of \$100,000.
- G. CGA will provide annual Project DBE and other related procurement reports.

V. Construction and Labor Compliance

- A. CGA will assist in preparing bid documents by providing CDBG compliance documents to the engineer and supervise the bidding process to ensure they are consistent with state and federal regulations.
- B. CGA will secure the Department of Labor's federal wage decision and provide it to the engineer for inclusion in bid documents.
- C. CGA will provide to the engineer CDBG compliance provisions required for construction contracts that comply with state and federal regulations. Examples include Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 24 CFR 85.36, Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 503, etc.
- D. CGA will obtain contractor clearance(s).
- E. CGA will check weekly payrolls and complete Payroll Review Worksheet to ensure compliance with federal wage decision(s). CGA will conduct on-site interviews and compare the results with the appropriate payrolls.
- F. CGA will monitor construction to ensure compliance with equal opportunity and labor standards provisions.

- G. CGA will assist in a final inspection of the project and in the issuance of a final acceptance of work.
- H. CGA will monitor Section 3, DBE and other contractor and subcontractor reports.

VI. Monitoring and Close Out

- A. CGA will attend and assist the City of Stanton during the MEDC's monitoring visit(s) and assist the City of Stanton with responding to all monitoring findings.
- B. CGA will prepare close-out documents.
- C. CGA will conduct and document Performance Public Hearings on an annual and/or project basis as required.

VII. National Objective Compliance

- A. CGA will obtain documentation of construction completion of infrastructure for health, safety and sanitation, as qualified in the CDBG application.



Fees:

Abonmarche proposes to perform all work within the Scope of Services for the estimated hours and not to exceed fee as follows:

Part I—General Tasks	<u>65</u> hours
Part II—Financial Management	<u>50</u> hours
Part III—Environmental Review—Total project	<u>30</u> hours
Part IV—Procurement	<u>20</u> hours
Part V—Construction and Labor Compliance	<u>80</u> hours
Part VI—Monitoring and Close Out	<u>15</u> hours
Part VII—National Objective Compliance	<u>5</u> hours
Total Hours	<u>265</u> hours
Hourly Rate (inclusive of travel and material costs):	<u>\$ 75</u>
Total Not to Exceed Contract Price:	<u>\$ 19,875</u>

Local Governing Bodies Utilizing Abonmarche Consultants, Inc. for
Design and Construction Administration Services on CDBG projects

City of South Haven

539 Phoenix Street
South Haven, Michigan 49090
Brian Dissette
Former South Haven City Manager
Current Berrien County Administrator as of July 1
269-982-8601
bdissette@berriencounty.org

CDBG Projects:

South Haven Center Street Streetscape—2019—2020

Village of Paw Paw

111 E. Michigan Avenue
Paw Paw, Michigan 49079
Sarah Moyer-Cale
Village Manager
(269) 657-3148
s.moyer-cale@pawpaw.net

CDBG Projects:

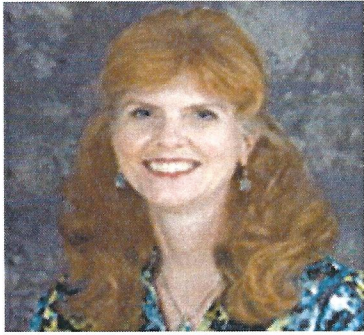
Michigan Avenue Streetscape—2020 to present

City of Grand Haven

519 Washington Avenue
Grand Haven, MI 49417
Pat McGinnis
City Manager
616.847.4888
pmcginnis@grandhaven.org

CDBG Projects:

Harbor Drive Infrastructure Improvement—2017—2019
Project River Watch—2019 to present



EDUCATION

University of Notre Dame
Bachelor of Arts, English

COMMUNITY INVOLVEMENT

Southshore Concert Band,
Board Vice President

Southwest Michigan Symphony
Orchestra—Education
Programs Coordinator

CERTIFICATIONS

Certified Grant Administrator

JOELLE REGOVICH

GRANT ADMINISTRATOR

Joelle performs work related to grant seeking, grant writing, and grant administration. She helps to identify the grant funding needs of our clients and then actively researches and identifies funding opportunities. Joelle coordinates with the client to gather the required information to write a compelling grant. Once the grant has been received, Joelle assists with the administration of the grant. Joelle understands the impact that grants can have on a project and works diligently and tirelessly to find funding opportunities for our clients.

AREAS OF EXPERTISE:

USDA RURAL BUSINESS DEVELOPMENT GRANT

Joelle has worked with various communities to prepare, submit, and help administer rural business development grants.

- Fennville, MI
- Allegan, MI
- South Haven, MI
- Three Oaks, MI

MICHIGAN DEPARTMENT OF NATURAL RESOURCES

Joelle has assisted various municipalities in seeking funds from MDNR. Many of her grant applications have been subsequently funded. Additionally, she has provided grant administrative support once the grant has been received.

- Waterways Grant Programs
- Land and Water Conservation Fund
- Michigan Natural Resources Trust Fund
- Recreation Passport

MICHIGAN COUNCIL FOR ARTS AND CULTURAL AFFAIRS

Joelle has prepared a variety of awarded grants for different MCACA programs. She also served as a grant reviewer for the Capital Improvement Program.

- Calhoun County - Project Support Program
- City of Allegan - Capital Improvement Program
- Liberty Hyde Bailey Museum - Capital Improvement Program

MICHIGAN ECONOMIC DEVELOPMENT CORPORATION

Joelle has worked with various MEDC grant funding programs for several communities.

- City of Allegan - Core Community Fund
- City of Allegan - PlacePlan Implementation Mini-grant
- City of South Haven - Community Development Block Grant (CDBG)
- City of Grand Haven - Infrastructure Capacity Enhancement (ICE) Grant

MICHIGAN STATE HISTORIC PRESERVATION OFFICE

Joelle has prepared and received grant funding to restore lighthouses through the Michigan Lighthouse Assistance Program.

- South Haven Lighthouse - Exterior paint project
- Grand Haven Lighthouse - Window replacement project

Engineering

Firm Principal	\$220-255
Senior Project Engineer/ Manager/ Group Director	\$165-200
Project Engineer / Project Manager	\$120-145
Staff Engineer	\$90-120
Landscape Architect	\$115-120
CADD Technician	\$70-100
Senior Construction Technician/Construction Technician/ Office Technician	\$65-100
Structural Engineer	\$140-160
Senior Urban Planner	\$120-135

Architecture

Lead Architect	\$170-175
Senior Licensed Architect/Project Manager	\$135-145
Project Architect/Project Manager	\$110-135
Architectural Draftsman/Designer	\$90-110
Architectural Intern	\$75

Surveying

Senior Surveyor/Project Manager/Group Director	\$120-135
Project Surveyor	\$100-120
Survey Crew Manager	\$100-110
Survey Crew Chief	\$70-100
Survey Technician	\$60-80
CADD Technician	\$70-90
One-Person Crew with Robotic Total Station	\$100

Auxiliary Services

IT Support Technician/Manager	\$100-120
Administrative/Executive Assistant/Graphic Designer/Grant Specialist	\$70-75
Development Services Professionals	\$100-175

Effective 02/01/2020 Rates Subject to Change

CITY OF STANTON**CONTRACT FOR CONSULTANT SERVICES****COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**
CONSULTANT SERVICES**PART I -- AGREEMENT**

This Agreement for professional services is by and between the City of Stanton, Montcalm County, State of Michigan (hereinafter called the "GRANTEE"), acting herein by Lori Williams, Mayor, hereunto duly authorized, and Abonmarche Consultants, a corporation organized under the laws of the State of Michigan (hereinafter called the "CONSULTANT"), acting herein by Vester Davis, Jr., City Manager, hereunto duly authorized;

WITNESSETH THAT:

WHEREAS, the GRANTEE has received funding under the State of Michigan, MEDC, CDBG Programs pursuant to Title I of the Housing and Community Development Act of 1974, as amended; and,

WHEREAS, the GRANTEE desires to engage the CONSULTANT to render certain technical assistance services in connection with its Community Development Program:

NOW, THEREFORE, the parties do mutually agree as follows:

1) Employment of CONSULTANT

The GRANTEE hereby agrees to engage the CONSULTANT, and the CONSULTANT hereby agrees to perform the Scope of Services set forth herein under the terms and conditions of this agreement.

2) Scope of Services

The CONSULTANT shall, in a satisfactory and proper manner, perform the services listed in Part III Scope of Services and Payment Schedule. Services in each of the work areas shall be performed under and at the direction of the chief elected official or their designated representative.

3) Time of Performance

The services of the CONSULTANT shall commence on August 12, 2020 and shall end on December 31, 2021. Such services shall be continued in such sequence as to assure their relevance to the purposes of this Agreement. All of the services required and performed hereunder shall not be completed until the GRANTEE has received notification of final close out from the MEDC.

Access to Information

It is agreed that all information, data, reports, records, and maps as are existing, available, and necessary for the carrying out of the work outlined above, shall be furnished to the CONSULTANT by the GRANTEE. No charge will be made to the CONSULTANT for such information, and the GRANTEE will cooperate with the CONSULTANT in every way possible to facilitate the performance of the work described in this contract.

4) Compensation and Method of Payment

CONSULTANT shall only be paid for services rendered under this agreement from funds allowed by the MEDC for administrative costs under the provisions of the grant awarded to the GRANTEE. Payment will be made only on approval of the GRANTEE. The total amount of reimbursable costs to be paid CONSULTANT under this contract for program administration shall not exceed Nineteen Thousand Eight Hundred Seventy-Five Dollars (\$19,875). CONSULTANT may not incur any costs in excess of this

amount (except at its own risk) without the approval of the GRANTEE. CONSULTANT will only be paid for the time and effort needed to complete the actual scope of services required for this program; which may be less than the total amount above.

The CONSULTANT shall submit invoices to the GRANTEE for payment. Each invoice submitted shall identify the specific contract task(s) or sub-task(s) listed in Part III, Scope of Services for payment according to the appropriate method listed below:

- a) Cost Reimbursement: For tasks lacking a definable work product and/or the CONSULTANT will not assume the risk for incurring the costs for a definable work product: cost reimbursement of labor, material and service costs, and allowable overhead. Each invoice shall itemize the: Direct labor hours by job classification; hourly rate by job classification, fringe benefits as *either* a percent direct labor cost *or absolute dollar per hour amount*; mileage and per diem required per task, and overhead as *either* a percent of direct costs *or dollar amount per direct labor hour* in accordance with the schedule of reimbursable costs listed in Part III Payment Schedule. Reimbursement for contracted services or materials shall include the vendor invoice(s) that identifies items by quantities and cost per unit.
- b) Lump Sum Price: For tasks with a definable work product and the quantity required is certain and the contractor assumes the risk for all costs: a lump sum price. Each invoice submitted shall identify the specific contract task(s) listed in as listed in Part III and the completed work product/deliverable for the agreed upon price and quantity listed in Part III Payment Schedule.
- c) Unit Price: For tasks with a definable work product but the quantity is uncertain and the contractor assumes the risk for all costs: a unit price times the number of units completed for each billing. Each invoice submitted shall identify the specific contract task(s) listed in as listed in Part III and the completed work product/deliverable for the agreed upon price listed in Part III Payment Schedule.

5) Ownership Documents

All documents, including original drawings, estimates, specifications, field notes, and data are the property of the Grantee. The CONSULTANT may retain reproducible copies of drawings and other documents.

6) Professional Liability

The CONSULTANT shall be responsible for the use of reasonable skills and care benefiting the profession in the preparation of the application and in the implementation of the CDBG Program.

7) Indemnification

The CONSULTANT shall comply with the requirements of all applicable laws, rules and regulations in connection with the services of the CONSULTANT, and shall exonerate, indemnify, and hold harmless the GRANTEE, its officers, agents, and all employees from and against them, and local taxes or contributions imposed or required under the Social Security, Workers' Compensation, and Income Tax Laws. Further, the CONSULTANT shall exonerate, indemnify, and hold harmless the GRANTEE with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this contract by the CONSULTANT. This shall not be construed as a limitation of the CONSULTANT's liability under this Agreement or as otherwise provided by law.

8) Terms and Conditions

This Agreement is subject to the provisions titled, "Part II, Terms and Conditions" and "Part III Payment Schedule", consisting of eight pages, attached hereto and incorporated by reference herein.

9) Address of Notices and Communications

Vester Davis, Jr.
City Manager
225 S. Camburn Street, Stanton, MI 48888

Joelle Regovich
Grant Administrator
95 W Main Street, P.O. Box 1088
Benton Harbor, MI 49023

10) Captions

Each paragraph of this Contract has been supplied with a caption to serve only as a guide to the contents. The caption does not control the meaning of any paragraph or in any way determine its interpretation or application.

11) Authorization

This Agreement is authorized by the City of Stanton, Resolution [_____] adopted [____], copies of which are attached hereto and made a part hereof.

ATTEST:

City of Stanton

By: _____

Date: _____

Abonmarche Consultants

By: _____

Abonmarche Consultants, Inc.

Date: _____

PART II -- TERMS AND CONDITIONS

A. TERMINATION OF CONTRACT FOR CAUSE.

If, through any cause, the CONSULTANT shall fail to fulfill in a timely and proper manner his obligations under this Contract, or if the CONSULTANT shall violate any of the covenants, agreements, or stipulations of this Contract, the GRANTEE shall thereupon have the right to terminate this Contract by giving written notice to the CONSULTANT of such termination and specifying the effective date thereof, at least five days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the CONSULTANT under this Contract shall, at the option of the GRANTEE, become its property and the CONSULTANT shall be entitled to receive just and equitable compensation for any work satisfactorily completed hereunder. Notwithstanding the above, the CONSULTANT shall not be relieved of liability to the GRANTEE for damages sustained by the GRANTEE by virtue of any breach of the Contract by the CONSULTANT, and the GRANTEE may withhold any payments to the CONSULTANT for the purpose of set-off until such time as the exact amount of damages due the GRANTEE from the CONSULTANT is determined.

This contract for overall program administration will be automatically terminated if the application(s) is not funded by the MEDC. CONSULTANT will not be entitled to any reimbursement for program administration either from the GRANTEE or the MEDC.

B. TERMINATION FOR CONVENIENCE OF THE GRANTEE

The GRANTEE may terminate this contract at any time by giving at least 10 days' notice in writing to the CONSULTANT. If the Contract is terminated by the GRANTEE as provided herein, the CONSULTANT will be paid for the time provided and expenses incurred up to the termination date. If this Contract is terminated due to the fault of the CONSULTANT, paragraph 1 hereof relative to termination shall apply.

This contract for overall program administration will be automatically terminated if the application(s) is not funded by the MEDC. CONSULTANT will not be entitled to any reimbursement for program administration either from the GRANTEE or the MEDC.

C. CHANGES

The GRANTEE may, from time to time, request changes in the scope of the services of the CONSULTANT to be performed hereunder. Such changes, including any increase or decrease in the amount of the CONSULTANT's compensation, which are mutually agreed upon by and between the GRANTEE and the CONSULTANT, shall be incorporated in written amendments to this Contract. No amendment or variation of the terms of this contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the contract is binding on any of the parties.

D. PERSONNEL

- a) The CONSULTANT represents that he has, or will secure at his own expense, all personnel required in performing the services under this Contract. Such personnel shall not be employees of or have any contractual relationship with the GRANTEE.
- b) All of the services required hereunder will be performed by the CONSULTANT or under his supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.
- c) None of the work or services covered by this Contract shall be subcontracted without the prior written approval of the GRANTEE. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Contract.

E. ASSIGNABILITY

The CONSULTANT shall not assign any interest in this Contract, and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the GRANTEE thereto. Provided, however, that claims for money by the CONSULTANT from the GRANTEE under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the GRANTEE.

F. REPORTS AND INFORMATION

The CONSULTANT, at such times and in such forms as the Grantee may require, shall furnish the GRANTEE such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Contract, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Contract.

G. RECORDS AND AUDITS

The CONSULTANT shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the Contract and such other records as may be deemed necessary by the GRANTEE to assure proper accounting for all project funds, both federal and non-federal shares. These records will be made available for audit or other financial reporting purposes to the GRANTEE or any authorized representative, and will be retained for five years after the MEDC has officially closed-out the CDBG Program unless permission to destroy them is granted by the GRANTEE.

H. FINDINGS CONFIDENTIAL

All of the reports, information, data, et cetera, prepared or assembled by the CONSULTANT under this Contract are confidential and the CONSULTANT agrees that they shall not be made available to any individual or organization without the prior written approval of the GRANTEE.

I. COPYRIGHT

No materials, to include but not limited to reports, maps, or documents produced as a result of this contract, in whole or in part, shall be available to CONSULTANT for copyright purposes. Any such materials produced as a result of this contract that might be subject to copyright shall be the property of the GRANTEE and all such rights shall belong to the GRANTEE, and the GRANTEE shall be sole and exclusive entity who may exercise such rights.

J. COMPLIANCE WITH LOCAL LAWS

The CONSULTANT shall comply with all applicable laws, ordinances and codes of the state and local government, and the CONSULTANT shall hold the GRANTEE harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Contract.

K. CIVIL RIGHTS ACT OF 1964/EQUAL EMPLOYMENT OPPORTUNITY

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. During the performance of this Contract, the CONSULTANT agrees as follows:

- a) The CONSULTANT will not discriminate against any employee or applicant for employment because of race, creed, sex, color, national origin, handicap or familial status. The CONSULTANT will take affirmative steps to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, creed, sex, color, national origin, handicap or familial status. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms or compensation; and selection for training, including apprenticeship. The CONSULTANT agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the GRANTEE setting forth the provisions of this non-discrimination clause.
- b) The CONSULTANT will, in all solicitations or advertisements for employees placed by or on behalf of the CONSULTANT; state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, national origin, handicap or familial status.
- c) The CONSULTANT will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
- d) The CONSULTANT will comply with all provisions of Presidential Executive Order 11246 (Executive Order 11246) of September 24, 1965, and of the rules, regulations and relevant orders of the Secretary of Labor.
- e) The CONSULTANT will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records and accounts by the GRANTEE and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.
- f) In the event of the CONSULTANT's non-compliance with the equal opportunity clauses of this Agreement or with any such rules, regulations, or orders, this Agreement may be canceled, terminated, or suspended in whole or in part and

the CONSULTANT may be declared ineligible for further government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided by Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- g) The CONSULTANT will include the provisions of paragraphs (a) through (g) in every subcontract or purchase order unless exempted by rules, regulations or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The CONSULTANT will take such action with respect to any subcontract or purchase order as the GRANTEE may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that in the event the CONSULTANT becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the GRANTEE, the CONSULTANT may request the United States to enter into such litigation to protect the interests of the United States.

L. SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974

No person in the United States shall on the grounds of race, color, national origin, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title. Section 109 further provides that discrimination on the basis of age under the Age Discrimination Act of 1975 or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended, is prohibited.

M. "SECTION 3" COMPLIANCE IN THE PROVISION OF TRAINING, EMPLOYMENT AND BUSINESS OPPORTUNITIES

- a) The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- b) The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- c) The CONSULTANT agrees to send to each labor organization or representative of workers with which the CONSULTANT has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the CONSULTANT's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each, and the name and location of the person(s) taking applications for each of the positions, and the anticipated date the work shall begin.
- d) The CONSULTANT agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR Part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR Part 135. The CONSULTANT will not subcontract with any subcontractor where the CONSULTANT has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR Part 135.
- e) The CONSULTANT will certify that any vacant employment positions, including training positions, that are filled (1) after the CONSULTANT is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the CONSULTANT's obligations under 24 CFR Part 135.
- f) Noncompliance with HUD's regulations in 24 CFR Part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- g) With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to

the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

N. INTEREST OF MEMBERS OF THE GRANTEE

No member of the governing body of the GRANTEE and no other officer, employee, or agent of the GRANTEE who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract; and the CONSULTANT shall take appropriate steps to assure compliance.

O. INTEREST OF OTHER LOCAL PUBLIC OFFICIALS

No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connection with the planning and carrying out of the program, shall have any personal financial interest, direct or indirect, in this Contract; and the CONSULTANT shall take appropriate steps to assure compliance.

P. INTEREST OF CONSULTANT AND EMPLOYEES

The CONSULTANT covenants that he presently has no interest and shall not acquire interest, direct or indirect, in the project area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of his services hereunder. The CONSULTANT further covenants that in the performance of this Contract, no person having any such interest shall be employed.

Q. ACCESS TO RECORDS

The MEDC grantor agency, the Department of Housing and Urban Development, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the CONSULTANT which are directly pertinent to this specific contract for the purpose of audits, examinations, and making excerpts and transcriptions.

All records connected with this contract will be maintained in a central location by the unit of local government and will be maintained for a period of 5 years from the official date of close out of the grant by the MEDC.

R. INSURANCE

- a) Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-: VI.
- b) This rating requirement shall be waived for Worker's Compensation coverage only.
- c) CONSULTANT's Insurance: The CONSULTANT shall not commence work under this contract until he has obtained all insurance required herein. Certificates of Insurance, fully executed by officers of the Insurance Company written or countersigned by an authorized Michigan State agency. The CONSULTANT shall not allow any sub-contractor to commence work on his subcontract until all similar insurance required for the subcontractor has been obtained and approved. If so requested, the CONSULTANT shall also submit copies of insurance policies for inspection and approval of the GRANTEE before work is commenced. Said policies shall not hereafter be canceled, permitted to expire, or be changed without thirty (30) days' notice in advance to the GRANTEE and consented to by the GRANTEE in writing and the policies shall so provide.
- d) Compensation Insurance: Before any work is commenced, the CONSULTANT shall maintain during the life of the contract, Workers' Compensation Insurance for all of the CONSULTANT's employees employed at the site of the project. In case any work is sublet, the CONSULTANT shall require the subcontractor similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the CONSULTANT. In case any class of employees engaged in work under the contract at the site of the project is not protected under the Workers' Compensation Statute, the CONSULTANT shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer's Liability Insurance for the protection of such employees not protected by the Workers' Compensation Statute.
- e) Commercial General Liability Insurance: The CONSULTANT shall maintain during the life of the contract such Commercial General Liability Insurance which shall protect him, the GRANTEE, and any subcontractor during the performance of work covered by the contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract, whether such operations be by himself or by a subcontractor, or by anyone directly or indirectly employed by either of them, or in such a manner as to impose liability to the GRANTEE. Such insurance shall name the GRANTEE as additional insured

for claims arising from or as the result of the operations of the CONSULTANT or his subcontractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of [insert GRANTEE determined amount here – for example \$1,000,000].

- f) Insurance Covering Special Hazards: Special hazards as determined by the GRANTEE shall be covered by rider or riders in the Commercial General Liability Insurance Policy or policies herein elsewhere required to be furnished by the CONSULTANT, or by separate policies of insurance in the amounts as defined in any Special Conditions of the contract included therewith.
- g) Licensed and Non-Licensed Motor Vehicles: The CONSULTANT shall maintain during the life of the contract, Automobile Liability Insurance in an amount not less than combined single limits of [insert GRANTEE determined amount here – for example \$1,000,000] per occurrence for bodily injury/property damage. Such insurance shall cover the use of any non-licensed motor vehicles engaged in operations within the terms of the contract on the site of the work to be performed there under, unless such coverage is included in insurance elsewhere specified.
- h) Subcontractor's Insurance: The CONSULTANT shall require that any and all subcontractors, which are not protected under the CONSULTANT's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the CONSULTANT.

S. APPLICABLE LAW

This contract shall be governed by and interpreted in accordance with the laws of the State of Michigan. Venue of any action brought with regard to this contract shall be in the 64B District Court & Probation, county of Montcalm, State of Michigan.

T. CODE OF ETHICS

The CONSULTANT acknowledges that Stanton Personnel Manual and Code of Conduct applies to the Contracting Party in the performance of services called for in this contract. The CONSULTANT agrees to immediately notify the state if potential violations of the Code arise at any time during the term of this contract.

U. SEVERABILITY

If any term or condition of this Contract or the application thereof is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Contract are declared severable.

V. COMPLETE CONTRACT

This is the complete Contract between the parties with respect to the subject matter and all prior discussions and negotiations are merged into this contract. This Contract is entered into with neither party relying on any statement or representation made by the other party not embodied in this Contract and there are no other agreements or understanding changing or modifying the terms. This Contract shall become effective upon final statutory approval.

W. ENTIRE AGREEMENT & ORDER OF PRECEDENCE

This contract together with the Request For Proposal and CONSULTANT's proposal which are incorporated herein; shall, to the extent possible, be construed to give effect to all of its provisions; however, where provisions are in conflict, first priority shall be given to the provisions of the contract, excluding the Request for Proposals, its amendments and the Proposal; second priority shall be given to the provisions of the Request for Proposals and its amendments; and third priority shall be given to the provisions of the CONSULTANT's Proposal.

NOTE TO GRANTEE ON SCOPE OF SERVICES AND PAYMENT SCHEDULE:

1. *The list of the scope of services is just an example. The grant recipient should delete any services not needed for this particular contract; or add services that are needed.*
2. *The use of unit and lump sum prices are just an example. The grant recipient may require all tasks be performed on a cost reimbursement basis. The grant recipient should insure that the unit price and/or lump sum price payment requirements are deleted from Part I Section 5 of the contract if they are not used.*
3. *Any use of unit and lump sum prices assumes the grant recipient has conducted the required (24 CFR 85.36(f)) cost price analysis according to the steps outlined in HUD's Quick Guide to Cost Price Analysis, found in Exhibit 6-5, and maintains sufficient detail [Exhibit 6-4 Excel] to establish the basis of the price (24 CFR 85.36(b)(9)).*

PART III – SCOPE OF SERVICES AND PAYMENT SCHEDULE**I. General Tasks**

- A. Establish project files in the GRANTEE's office. These files must demonstrate compliance with all applicable state, local, and federal regulations. The project files must be monitored throughout the program to ensure that they are complete and that all necessary documentation is being retained in the GRANTEE's files.
- B. With the assistance of the GRANTEE, help conduct public hearings. This includes, but is not limited to, such things as assisting with public notices, conducting hearings, etc.
- C. Prepare the Section 504 self-evaluation and transition plan, if applicable.
- D. Prepare one analysis of impediments to fair housing.
- E. Ensure all Citizen Participation Requirements are met.
- F. Assist GRANTEE in establishing and maintaining one Section 3 plan and appropriate reports.
- G. Prepare progress reports for the GRANTEE, including obtaining financial and employment data from the developer. The estimated units for this task are **3** semi-annual progress reports;
- H. Prepare and submit for approval Community Development Block Grant Amendments as necessary and conduct public hearings if required.
- I. Other general tasks as necessary, including but not limited to, coordinating and meeting with key players, preparing amendment requests for GRANTEE, and preparing environmental review amendments for GRANTEE.

Total estimated hours for General Tasks: 65

II. Financial Management

- A. Prepare the Requests for Payment to ensure consistency with the procedures established for the CDBG Program.
- B. Ensure that the GRANTEE has an acceptable financial management system as it pertains to finances of the CDBG Program. An acceptable system includes, but is not limited to, cash receipts and disbursements journal and accompanying ledgers, and should conform to generally accepted principles of municipal accounting.
- C. Make progress inspections and certify private investment.
- D. Provide assistance during annual audit of CDBG programs, as necessary.

Total estimated hours for Financial Management: 50

III. Environmental Review - per project

- A. Assist GRANTEE with determining the required level of environmental review and prepare the required paperwork.
- B. Assist GRANTEE in providing documentation to ensure that project costs are not incurred until after the completion of the environmental review and authorization from the GRANTOR.

Total estimated hours for Environmental Review: 30

~~Land Acquisition, Relocation, and One for One Replacement~~

- ~~A. Assist GRANTEE in complying with regulations governing land acquisition (real property, easements, rights of ways, donation of property, etc.).~~
- ~~B. Assist GRANTEE in complying with regulations governing relocation of persons, including individuals, businesses and farms.~~
- ~~C. Assist GRANTEE in complying with regulations governing the demolition/conversion of lower income dwelling units and the replacement of such dwelling units.~~

~~Total estimated hours for Land Acquisition, Relocation, and One for One Replacement: 0~~

IV. Procurement

- A. Establish and maintain Procurement Policies and files.
- B. Assist the GRANTEE in preparing all RFPs/RFQs for any additional necessary professional services such as appraisal, architectural/engineering, legal and other services needed for projects

- C. Review and analyze proposals for qualifications, cost, and other factors.
- D. Provide required procurement reports to and obtain approvals from MEDC as appropriate.
- E. Maintain procurement records including selection process, advertisements, reasons for selections, minutes of bid openings, etc.
- F. Maintain Section 3 file for each contract in excess of \$100,000.
- G. Provide annual Project DBE and other related procurement reports.

Total estimated hours for Procurement: 20

V. Construction and Labor Compliance

- A. Assist the project engineer in the preparation of bid documents and supervise the bidding process consistent with state and federal regulations.
- B. Secure the Department of Labor's federal wage decision and include it in the bid documents.
- C. Prepare construction contracts which comply with state and federal regulations. Examples are Conflict of Interest, Access to Records, Copeland Anti-Kickback Act, Safety Standards, Architectural Barriers, Flood Insurance, Clean Air and Water Act (for contracts over \$100,000), HUD Handbook (6500.3), 24 CFR 85.36, Section 3, Section 109, Title VI, Civil Rights Act, EO 11246 (for contracts over \$10,000), Section 503, etc.
- D. Obtain contractor clearance(s).
- E. Check weekly payrolls and complete Payroll Review Worksheet to ensure compliance with federal wage decision(s). Conduct on-site interviews and compare the results with the appropriate payrolls.
- F. Monitor construction to ensure compliance with equal opportunity and labor standards provisions.
- G. Assist in a final inspection of the project and in the issuance of a final acceptance of work.
- H. Assist the project architect/engineer in obtaining any necessary permits.
- I. Monitor Section 3, DBE and other contractor and subcontractor reports.

Total estimated hours for Construction and Labor Compliance: 80

VI. Monitoring and Close Out

- A. Attend and assist the GRANTEE during the MEDC's monitoring visit(s). Prepare GRANTEE's response to all monitoring findings.
- B. Prepare close-out documents.
- C. Conduct and document Performance Public Hearings on an annual and/or project basis as required.

Total estimated hours for Monitoring and Close Out: 15

VII. National Objective Compliance, Surveys, and Income verification

- A. Compile semi-annual employment data from developer and submit to GRANTEE on a timely basis. The estimated units for this task are _____ semi-annual job summary reports and associated income certification forms.
- B. Conduct surveys in accordance with HUD guidelines to determine low/moderate income beneficiaries as needed for applications for which Census data cannot be used.
- C. Determine eligibility of area wide target areas using Census data and LOGRECO mapping system.

Total estimated hours for National Objective Compliance, Surveys, and Income Verification: 5

TOTAL FOR ALL TASKS: 265