



# CITY OF MARINE CITY

## City Commission Meeting Agenda

Marine City Fire Hall 200 South Parker Street  
Regular Meeting: Thursday, March 5, 2020; 7:00 PM

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1. **CALL TO ORDER**
2. **MOMENT OF SILENCE / PLEDGE OF ALLEGIANCE**
3. **ROLL CALL:** Mayor Dave Vandebossche; Commissioners Jacob Bryson, Elizabeth Hendrick, Wendy Kellehan, William Klaassen, Paul Merchant, Cheryl Vercammen; City Manager Elaine Leven
4. **APPROVE AGENDA**
5. **PUBLIC COMMENT** Anyone in attendance is welcome to address the City Commission. Please state name and limit comments to five (5) minutes. This is a time for you to raise issues. The Commission will not respond, but issues will be followed up on as necessary.
6. **APPROVE MINUTES**
  - A. City Commission Regular Meeting – February 20, 2020
7. **CONSENT AGENDA**
  - A. Special Event Permit - VFW Poppy Sale
  - B. Special Event Permit - Knights of Columbus Tootsie Roll Drive
  - C. Business License – Blue Water Gift Shop (Name Change: Formally Urban Garage)
8. **FINANCIAL BUSINESS**
  - A. Disbursements (including payroll) - \$276,589.84
9. **UNFINISHED BUSINESS**
  - A. Computer Network Support Service Bids
  - B. Lawn Care Maintenance Bids
10. **NEW BUSINESS**
  - A. Lot Split – 6280 King Road
  - B. Belle River Pump Station Check Valve
  - C. Salt Purchase – Waive Competitive Bidding
11. **CITY MANAGER'S REPORT**
12. **COMMISSIONER PRIVILEGE/LIAISON REPORTS**
13. **ADJOURNMENT**

**City of Marine City  
City Commission  
February 20, 2020**

A regular meeting of the Marine City Commission was held on Thursday, February 20, 2020 in the Fire Hall, 200 South Parker Street, Marine City, Michigan, and was called to order by Mayor Dave Vandebossche at 7:00 pm.

After a moment of silence, the Pledge of Allegiance was led by Mayor Vandebossche.

Present: Mayor Dave Vandebossche; Commissioners Jacob Bryson, Elizabeth Hendrick, Wendy Kellehan, William Klaassen, Paul Merchant, Cheryl Vercammen; City Manager Elaine Leven, City Clerk Kristen Baxter, Finance Director/Treasurer Megan Pearce

Also in Attendance: City Attorney Robert Davis

**APPROVE AGENDA**

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to approve the Agenda. All Ayes. Motion Carried.

**PUBLIC COMMENT**

Suzanne Cybulla, East China School District Superintendent, spoke in support of the school bond proposal on the March 10<sup>th</sup> Primary Election ballot.

**APPROVE MINUTES**

Motion by Commissioner Klaassen, seconded by Commissioner Kellehan, to approve the City Commission Meeting Minutes of February 6, 2020. All Ayes. Motion Carried.

Motion by Commissioner Klaassen, seconded by Commissioner Merchant, to approve the Closed Session Meeting Minutes of February 6, 2020. All Ayes. Motion Carried.

**CONSENT AGENDA**

Presented:

- A. Departmental Activity Reports
- B. MCAFA Run Report

- C. Planning Commission Meeting Minutes – January 13, 2020
- D. Marine City Senior Council
- E. Planning Commission Annual Report
- F. Business License – Auto Showplace (new owner)
- G. Preliminary Financial Statements

Motion by Commissioner Bryson, seconded by Commissioner Hendrick, to approve the Consent Agenda. **Roll Call Vote.** Ayes: Vandebossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

## **FINANCIAL BUSINESS**

### Disbursements

Motion by Commissioner Hendrick, seconded by Commissioner Kellehan, to approve total disbursements including payroll, in the amount of \$283,579.95. **Roll Call Vote.** Ayes: Vandebossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

## **UNFINISHED BUSINESS**

### 260 South Parker Street – Final Plan Approval

David Gassen, Azher Matty, and Brian Hinz of Partner's in Architecture, presented two plans (A & B) explained what had to be structurally done to the building to transition it into City Hall. He compared the plans and stated that Plan A was the original plan that they felt would maximize the space most effectively, and Plan B included modifications in the floor plan and plumbing that would result in a cost savings.

After Mr. Gassen's presentation and discussion, the Board elected to go with Plan B with the addition of removing the showers in the meeting room restrooms, and moving the front counter forward.

Mr. Gassen announced the updated schedule:

- March 26: City to receive Guarantee Maximum Price
- April 2: Renovations begin
- April 19: Site Plan/Planning Commission
- July 14: Project completion

Motion by Commissioner Bryson, seconded by Commissioner Vercammen, to accept Plan B, with the addition of removing the showers in the meeting room restrooms and

relocating the main counter. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

Topographic Survey for 260 South Parker Street

City Manager Leven stated that although three quotes were received for the topography survey, Wade Trim had indicated on their quote that the survey would not be certified. She recommended that the Board approve the quote from Project Control Engineering because they would be the partnering engineering firm for the project.

Motion by Commissioner Vercammen, seconded by Commissioner Bryson, to waive competitive bidding for the topographic survey for 260 South Parker Street. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

Motion by Commissioner Vercammen, seconded by Mayor Vandenbossche, to approve the bid from Project Control Engineering for a topographic survey for 260 South Parker Street in the amount of \$3,530. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

Damage to 260 South Parker Street

City Manager Leven stated that she had previously spoken with the tenant who agreed to do whatever it took to make things right.

City Attorney Davis questioned David Gassen of Partner's in Architecture about the damage to the building and he stated that nothing impactful had been done to the structure related to what they were doing.

City Manager Leven informed the Board that she was going to contact the tenant with an end date to have his belongings removed by.

The Board then discussed how to dispose of salvageable materials that would not be utilized. Suggestions of a yard sale, putting items up for bid, and an auction were discussed. Ultimately, the Board decided to donate the items to a non-profit group.

Motion by Commissioner Vercammen, seconded by Commissioner Bryson, to donate salvageable materials to a non-profit or charitable group. All Ayes. Motion Carried.

**NEW BUSINESS**

Resolution No. 002-2020 – Publically Funded Health Insurance Contribution Act

Motion by Commissioner Bryson, seconded by Commissioner Hendrick, to approve Resolution No. 002-2020 – Publically Funded Health Insurance Contribution Act. **Roll Call Vote.** Ayes: Vandenbossche, Bryson, Hendrick, Kellehan, Klaassen, Merchant, Vercammen. Nays: None. Motion Carried.

#### **ITEMS REMOVED FROM CONSENT AGENDA**

None.

#### **CITY MANAGER REPORT**

In addition to the City Manager's Report provided in the agenda packet, City Manager Leven added the following:

- Attended a Homeland Security- Emergency Management meeting
- Attended a Marine City Fire Authority meeting
- Took part in a webinar
- Department heads submitted budgets to City Manager
- Landscape bids for City property on next agenda
- IT bid opening on Monday, February 24

#### **COMMISSIONER PRIVILEGE/LIAISON REPORTS**

Commissioner Klaassen reported that the Planning Commission approved the plan for a commercial/condominium project on South Water Street. He said that the applicants were requesting a variance from the Zoning Board of Appeals. He also reported that the Board was discussing the Nautical Mile and the theme for downtown.

City Attorney Davis reported that he was scheduled to provide training to the Zoning Board of Appeals at their March 4, 2020 meeting.

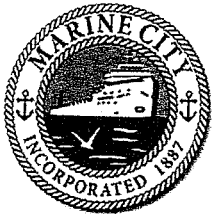
Mayor Vandenbossche corrected the date he had given at the February 6<sup>th</sup> meeting for Career Days. He said that the correct date for the event was March 18<sup>th</sup> at the Marine City High School at 6:00 pm.

#### **ADJOURNMENT**

Motion by Commissioner Hendrick, seconded by Commissioner Klaassen, to adjourn at 8:46 pm. All Ayes. Motion Carried.

Respectfully submitted,

Kristen Baxter  
City Clerk



City of Marine City  
Department of the City Clerk  
303 S. Water St.  
Marine City, MI 48039  
(810) 765-8830  
kbaxter@marinecity-mi.org

RECEIVED  
FEB 19 2020

# Special Event Permit Application

Application Fee: \$25.00  
Submit 90 Days Prior to Start of Event  
CASH/MONEY ORDER/CHECK ONLY  
Cash Receipting Code: S/E

City of Marine City

The City of Marine City may impose restrictions on any special event in the interest of the health and safety of residents and participants. The applicant may be required to indemnify the city for and hold it harmless from and defend it against any and all claims, lawsuits or other liability. **Approval of the Special Event Permit Application and event date is subject to final approval of the City Commission, based on other activities occurring within the community.**

Application Date: 2-19-2020

### APPLICANT INFORMATION

Applicant/Sponsor of Event: VFW 3901

Is Sponsor of Event a Non-Profit Organization?  Yes  No

Contact Person: THOMAS E. GRAF

Contact Number: \_\_\_\_\_

Email: NONE

Mailing Address: \_\_\_\_\_

### EVENT INFORMATION

Name of Event: Bobby POPPY

Date/Hours of Event: 5-7, 58-5-9 8AM TO 6PM

Location of Event: UG, Food Depot, M29

Will alcoholic beverages be served?  Yes  No

-Have you applied for a liquor license?  Yes  No (\*If yes, please provide a copy)

Provide a detailed description of event (attach additional sheets, if necessary): \_\_\_\_\_

N/A

Are utility hook-ups required?  Yes  No

Location: \_\_\_\_\_

Will street closures be necessary?  Yes  No

If yes, include a detailed map and indicate the date and time for closing and re-opening, including set-up and tear-down: \_\_\_\_\_

N/A

Is handicap/special parking needed? If yes, please explain: N/A

Applicant/Sponsor of Event is responsible for providing trash receptacles and portable restrooms.

Indicate number of portable restrooms for event: Regular \_\_\_\_\_ Handicapped \_\_\_\_\_ None

Will you be posting signs for the Special Event? If so, include proposed locations: NO

**PLEASE NOTE:** Signs may not be placed at street corners blocking vision, or in easements. Please refer to City Ordinances for specifics.

**ALSO, PLEASE NOTE:** Street marking is PROHIBITED! Traffic cones and signage are acceptable, but all cones and signs must be removed immediately after the event.

**AGREEMENT & INDEMNIFICATION**

The City of Marine City will provide the event organizers an estimate of fees for city services. The event organizers shall be given an opportunity to review these estimates prior to approval of the event. The final amount billed to the organizers will not exceed the estimated amount unless:

- There have been additional city costs due to cleanup or repairs of damaged property.
- Additional city services were provided as a result of changes in the requirements as requested by event organizers.

Applicants / Sponsors are to submit a 50% deposit of their estimated portion of costs within (30) days of their application being approved. They will be billed for the remainder of the ACTUAL costs after the event. Failure to pay the final bill within thirty (30) days of the invoice date will result in denial of application the following year.

Applicant additionally agrees to provide the City of Marine City a Certificate of Insurance naming it as an "Additional Insured" in an amount of not less than One Million Dollars (\$1,000,000) as a condition for approval of this event.

As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this event as determined by the City of Marine City, and will comply with all local, state and federal rules, regulations and laws.

Thomas E. Graf VFW 3901  
Applicant Signature

2-19-2020  
Date

TEG Indemnification and Hold Harmless Agreement: By way of my initials here and my full signature below, I hereby acknowledge that to the fullest extent of the law, agree to indemnify and hold harmless the City of Marine City ("City") from any and all liability, claims, demands, costs, and judgments, related to bodily injury or property damage, including attorney's fees, that the City incurs as a result of acts or omissions of Applicant and/or its agents arising from this event.

Thomas E. Graf VFW 3901  
Applicant Signature

2-19-2020  
Date

**DEPARTMENT ROUTING SHEET**  
(For Internal Use Only)

Department	Estimated Costs	Comments	Actual Costs
POLICE	-0-		
DPW	-0-		
FIRE	-0-		

Total Estimated Costs: \$ 0

**CITY USE**

\$25.00 Application Fee Received: N/A

Application reviewed / approved by the following departments:

Police Chief [Signature]

DPW [Signature]

Fire Chief [Signature]

City Manager [Signature]

Approved by the City Commission on:

\_\_\_\_\_





City of Marine City  
Department of the City Clerk  
303 S. Water St.  
Marine City, MI 48039  
(810) 765-8830  
kbaxter@marinecity-mi.org

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FEB 20 2020  
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Application Date: 2/20/2020

### APPLICANT INFORMATION

Applicant/Sponsor of Event: MARINE CITY KNIGHTS OF COLUMBUS

Is Sponsor of Event a Non-Profit Organization?  Yes  No

Contact Person: PAUL BURGER

Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

### EVENT INFORMATION

Name of Event: KNIGHTS OF COLUMBUS TOOTSIE ROLL DRIVE

Date/Hours of Event: APRIL 8-4 7AM TILL 6PM

Location of Event: Street corners at Chartier + Parker and Main + Broadway

Will alcoholic beverages be served?  Yes  No

-Have you applied for a liquor license?  Yes  No (\*If yes, please provide a copy)

Provide a detailed description of event (attach additional sheets, if necessary): \_\_\_\_\_

Knights and their Wives will give away Tootsie Rolls in return for donations.

Are utility hook-ups required?  Yes  No

Location: \_\_\_\_\_

Will street closures be necessary?  Yes  No

If yes, include a detailed map and indicate the date and time for closing and re-opening, including set-up and tear-down: \_\_\_\_\_

Is handicap/special parking needed? If yes, please explain: \_\_\_\_\_

Applicant/Sponsor of Event is responsible for providing trash receptacles and portable restrooms.

Indicate number of portable restrooms for event: Regular 0 Handicapped 0

Will you be posting signs for the Special Event? If so, include proposed locations: \_\_\_\_\_

**PLEASE NOTE:** Signs may not be placed at street corners blocking vision, or in easements. Please refer to City Ordinances for specifics.

**ALSO, PLEASE NOTE:** Street marking is PROHIBITED! Traffic cones and signage are acceptable, but all cones and signs must be removed immediately after the event.

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**As the authorized agent of the sponsoring organization, I hereby agree that this organization shall abide by all conditions and restrictions specific to this event as determined by the City of Marine City, and will comply with all local, state and federal rules, regulations and laws.**

Paul W. Burger

Applicant Signature

2/20/2020

Date

PWB

**Indemnification and Hold Harmless Agreement: By way of my initials here and my full signature below, I hereby acknowledge that to the fullest extent of the law, agree to indemnify and hold harmless the City of Marine City ("City") from any and all liability, claims, demands, costs, and judgments, related to bodily injury or property damage, including attorney's fees, that the City incurs as a result of acts or omissions of Applicant and/or its agents arising from this event.**

Paul William Burger

Applicant Signature

2/20/2020

Date

**DEPARTMENT ROUTING SHEET**  
(For Internal Use Only)

Department	Estimated Costs	Comments	Actual Costs
POLICE	0		
DPW	0		
FIRE	0		

Total Estimated Costs: \$ 0

**CITY USE**

\$25.00 Application Fee Received: W/A

Application reviewed / approved by the following departments:

Police Chief

James D. Henrichs

DPW

[Signature]

Fire Chief

Joseph [Signature]

City Manager

[Signature]

Approved by the City Commission on:

\_\_\_\_\_

# Business License Application



City of Marine City  
Department of the City Clerk  
303 S. Water St.  
Marine City, MI 48039  
(810) 765-8830  
kbaxter@marinecity-mi.org

RECEIVED  
FEB 20 2020  
City of Marine City

Application Fee: \$195.00  
(\$100 Clerk's Dept. + \$50 Building Dept. + \$45 Fire Authority)  
\*Application Fee includes full first year license if received after December 31<sup>st</sup>  
CASH/MONEY ORDER/CHECK ONLY  
Cash Receipting Code: BUS LIC

Application Date: 2-20-2020

NOTE: Make Clerk/Building check payable to City of Marine City & Fire Authority check payable to Marine City Area Fire Authority

### Owner Information

Owner(s) Name: Robert + Janice Ahee  
Contact Number(s): \_\_\_\_\_  
Email: [REDACTED]  
Mailing Address: \_\_\_\_\_

### Business Information

Business Name/DBA: Blue Water Gift Shop LLC  
Business Phone: 810-420-0140  
Business Address: 538 BROADWAY MARINE CITY MI 48039  
Business Mailing Address: 538 BROADWAY MARINE CITY MI 48039  
Number of Employees: Full Time: 2 Part Time: \_\_\_\_\_  
Hours of Operation: 11AM to 6PM  
State Tax ID No.: \_\_\_\_\_ Federal ID No.: 84-4269365  
Description of Business: GIFT SHOP  
Ownership: Corporation:  Sole-Proprietor:  Partnership:  LLC:  Limited:   
Partnership: \_\_\_\_\_ Corporation Name: \_\_\_\_\_  
Date of Opening: MARCH 1st 2020  
New Business:  Transfer of Ownership: \_\_\_\_\_ Transfer of Existing Business to New Location: \_\_\_\_\_  
Name of Previous Owner(s): THE URBAN GARAGE MC LLC  
Previous Business Location: \_\_\_\_\_

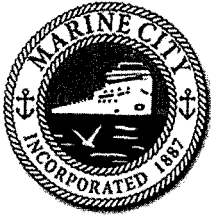
### Emergency Contact Information (After Hours)

Contact Name(s): ROBERT AHEE  
Contact Number(s): \_\_\_\_\_  
Alarm Company Name: none Phone: \_\_\_\_\_  
List any Flammable or Toxic materials stored in the Building: none  
Special Instructions for Police and/or Fire Department: none

### Certification

I certify that this business meets all County, State and/or Federal Licensing. I also certify that I have no outstanding overdue debt due to the city.  
I hereby certify that I am the owner, or am authorized to act on behalf of the owner, of the above described business. I further certify that to the best of my knowledge this is a true and correct application, and understand that the falsification of this application is cause for revocation or suspension of this license.

Applicant Signature: Robert Ahee Date: 2-20-2020



City of Marine City  
 Department of the City Clerk  
 303 S. Water St.  
 Marine City, MI 48039  
 (810) 765-8830  
 kbaxter@marinecity-mi.org

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 (\$100 Clerk's Dept. + \$50 Building Dept. + \$45 Fire Authority)  
 \*Application Fee includes full first year license  
 if received after December 31st  
 CASH/MONEY ORDER/CHECK ONLY

**ANNUAL BUSINESS LICENSE DEADLINES**  
 LICENSE EXPIRES: JUNE 30<sup>TH</sup> ANNUALLY LICENSE RENEWAL FEE: \$50 ANNUALLY

**CITY OFFICE USE ONLY**

License Fee: \$ \_\_\_\_\_

Paid Date: \_\_\_\_\_

Outstanding Debt Verified: \_\_\_\_\_

**Special Notes:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Required Signatures**

Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_

Police Chief: \_\_\_\_\_ Date: \_\_\_\_\_

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_

City Commission: \_\_\_\_\_ Date: \_\_\_\_\_

City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Business License No.: \_\_\_\_\_



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 Department of the City Clerk  
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**ANNUAL BUSINESS LICENSE DEADLINES**  
 LICENSE EXPIRES: JUNE 30<sup>TH</sup> ANNUALLY LICENSE RENEWAL FEE: \$50 ANNUALLY

**CITY OFFICE USE ONLY**

License Fee: \$ 0 Name Chg Only Paid Date: N/A  
 Outstanding Debt Verified: \_\_\_\_\_

Special Notes: This business was formally named  
Urban Garage & has same owners.

**Required Signatures**

Building Official: [Signature] Date: 3-25-2020  
 Fire Chief: [Signature] Date: 2-25-2020  
 Police Chief: [Signature] Date: 2-26-20  
 City Manager: \_\_\_\_\_ Date: 2-26-2020  
 City Commission: \_\_\_\_\_ Date: \_\_\_\_\_  
 City Clerk: \_\_\_\_\_ Date: \_\_\_\_\_

Date Issued: \_\_\_\_\_ Business License No.: \_\_\_\_\_

# Memo

TO: ELAINE LEVEN, CITY MANAGER  
FROM: MEGAN PEARCE, FINANCE DIRECTOR/TREASURER  
DATE: 2/27/2020  
RE: TOTAL EXPENDITURES

Listed below is the breakdown for total expenditures including payroll:

<b>List of Disbursements:</b> (2/14/2020-2/27/2020)	\$93,441.96
<b>Active Employee Payroll:</b> (2/20/2020)	\$43,311.13
<b>Meeting Encumbrances:</b> (3/5/2020)	\$139,836.75
<b>TOTAL</b>	<b>\$276,589.84</b>

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY  
 EXP CHECK RUN DATES 02/21/2020 - 02/27/2020  
 JOURNALIZED  
 PAID  
 DISBURSEMENTS 2/14/2020-2/27/2020

Vendor Code	Vendor Name	Amount
Invoice	Invoice Description	
GL Number	GL Description	
B015	BLUE CROSS-BLUE SHIELD OF MICH	
STATEMENT	MTHLY HEALTH INS PREMIUM-007006050-0000	
	*3/1/20-3/31/20	
101-215.000-718.001	MTHLY HEALTH INS PREMIUM-007006050-0000	593.60
101-301.000-718.001	MTHLY HEALTH INS PREMIUM-007006050-0000	2,695.64
101-441.000-718.001	MTHLY HEALTH INS PREMIUM-007006050-0000	1,747.97
202-450.000-718.001	MTHLY HEALTH INS PREMIUM-007006050-0000	291.33
203-450.000-718.001	MTHLY HEALTH INS PREMIUM-007006050-0000	437.00
592-543.000-718.001	MTHLY HEALTH INS PREMIUM-007006050-0000	255.33
592-547.000-718.001	MTHLY HEALTH INS PREMIUM-007006050-0000	517.53
		<u>6,538.40</u>
	VENDOR TOTAL:	<u>6,538.40</u>
D007	DTE ENERGY	
200471845376	MONTHLY STREET LIGHTING	
	*1/1/20-1/31/20	
101-448.000-926.000	MONTHLY STREET LIGHTING	9,767.07
		<u>9,767.07</u>
	VENDOR TOTAL:	<u>9,767.07</u>
E039	EAST CHINA SCHOOL DISTRICT	
STATEMENT	2019 SUMMER TAX-2/1/20-2/15/20	
703-000.000-225.001	DUE TO SCHOOLS-OPERATING-REAL	464.51
703-000.000-225.001	DUE TO SCHOOLS-OPERATING-PERSONAL	617.04
703-000.000-225.001	DUE TO SCHOOLS-INTEREST-OPER (REAL)	32.33
703-000.000-225.001	DUE TO SCHOOLS-INTEREST-OPER (PERSONAL)	27.81
703-000.000-225.002	DUE TO SCHOOLS-DEBT-REAL	417.84
703-000.000-225.002	DUE TO SCHOOLS-DEBT-PERSONAL	172.77
703-000.000-225.002	DUE TO SCHOOLS-DEBT-INTEREST- (REAL)	17.23
703-000.000-225.002	DUE TO SCHOOLS-DEBT-INTEREST- (PERSONAL)	7.79
703-000.000-225.003	DUE TO SCHOOLS-SINKING FUND-REAL	99.27
703-000.000-225.003	DUE TO SCHOOLS-SINKING FUND-PERSONAL	41.04
703-000.000-225.003	DUE TO SCHOOLS-SINKING FUND-INT- (REAL)	4.09
703-000.000-225.003	DUE TO SCHOOLS-SINKING FUND-INT- (PERS)	1.85
		<u>1,903.57</u>
	VENDOR TOTAL:	<u>1,903.57</u>
M017	MARINE CITY GENERAL FUND	
STATEMENT	2019 SUMMER TAX-2/1/20-2/15/20	
703-000.000-221.000	DUE TO CITY-OPERATING-REAL	4,082.62



INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY  
 EXP CHECK RUN DATES 02/21/2020 - 02/27/2020  
 JOURNALIZED  
 PAID  
 DISBURSEMENTS 2/14/2020-2/27/2020

Vendor Code Invoice GL Number	Vendor Name Invoice Description GL Description	Amount
703-000.000-221.000	DUE TO CITY-OPERATING-PERSONAL	1,687.94
703-000.000-221.000	DUE TO CITY-OPERATING-INTEREST- (REAL)	168.42
703-000.000-221.000	DUE TO CITY-OPERATING-INTEREST- (PERS)	76.08
703-000.000-221.005	DUE TO CITY-PENALTY-REAL PROPERTY	269.01
703-000.000-221.005	DUE TO CITY-PENALTY-PERSONAL PROPERTY	106.46
703-000.000-221.001	DUE TO CITY-REFUSE	1,004.63
703-000.000-221.001	DUE TO CITY-REFUSE INTEREST	42.98
		<u>7,438.14</u>

VENDOR TOTAL: 7,438.14

S204 ST CLAIR COUNTY TREASURER

STATEMENT	2019 WINTER TAX-2/1/20-2/15/20	
703-000.000-222.002	DUE TO COUNTY-DRUGS-ADVALOREM-REAL	9,948.51
703-000.000-222.002	DUE TO COUNTY-DRUGS-ADVALOREM-PERSONAL	1,216.22
703-000.000-222.002	DUE TO COUNTY-DRUG TASK FORCE-IFT-REAL	25.67
703-000.000-222.002	DUE TO COUNTY-DRUG TASK FORCE-IFT-PERS	104.70
703-000.000-222.005	DUE TO COUNTY-SR CITIZENS-ADVALOREM-REAL	14,187.66
703-000.000-222.005	DUE TO COUNTY-SR CITIZENS-ADVALOREM-PERS	1,734.48
703-000.000-222.005	DUE TO COUNTY-SR CITIZENS-IFT -REAL	36.62
703-000.000-222.005	DUE TO COUNTY-SR CITIZENS-IFT-PERS	149.32
703-000.000-223.002	DUE TO LIBRARY-ADVALOREM -REAL	12,413.97
703-000.000-223.002	DUE TO LIBRARY-ADVALOREM -PERS	1,517.67
703-000.000-223.002	DUE TO LIBRARY-IFT-REAL	32.04
703-000.000-223.002	DUE TO LIBRARY-IFT-PERSONAL	130.65
703-000.000-222.004	DUE TO COUNTY-PARKS-ADVALOREM-REAL	8,785.02
703-000.000-222.004	DUE TO COUNTY-PARKS-ADVALOREM-PERSONAL	1,074.00
703-000.000-222.004	DUE TO COUNTY-PARKS-IFT-REAL	22.67
703-000.000-222.004	DUE TO COUNTY-PARKS-IFT-PERSONAL	92.45
703-000.000-222.003	DUE TO COUNTY-VETERANS-ADVALOREM-REAL	1,772.39
703-000.000-222.003	DUE TO COUNTY-VETERANS-ADVALOREM-PERS	216.81
703-000.000-222.003	DUE TO COUNTY-VETERANS-IFT-REAL	4.57
703-000.000-222.003	DUE TO COUNTY-VETERANS-IFT-PERSONAL	18.66
703-000.000-222.011	DUE TO COUNTY-SHEA DRAIN	224.57
703-000.000-222.006	DUE TO COUNTY-ROADS-ADVALOREM-REAL	4,432.63
703-000.000-222.006	DUE TO COUNTY-ROADS-ADVALOREM-PERS	541.99
703-000.000-222.006	DUE TO COUNTY-ROADS-IFT-REAL	11.44
703-000.000-222.006	DUE TO COUNTY-ROADS-IFT-PERS	46.65
703-000.000-222.010	DUE TO COUNTY-LESTER DRAIN	2,678.77
		<u>61,420.13</u>

STATEMENT	2019 SUMMER TAX-2/1/20-2/29/20	
703-000.000-235.000	DUE TO COMMUNITY COLLEGE-REAL	469.86
703-000.000-235.000	DUE TO COMMUNITY COLLEGE-PERSONAL	194.27
703-000.000-235.000	DUE TO COMMUNITY COLLEGE-INTEREST- (REAL)	19.38

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY  
 EXP CHECK RUN DATES 02/21/2020 - 02/27/2020  
 JOURNALIZED  
 PAID  
 DISBURSEMENTS 2/14/2020-2/27/2020

Vendor Code Invoice GL Number	Vendor Name Invoice Description GL Description	Amount
703-000.000-235.000	DUE TO COMMUNITY COLLEGE-INTEREST-(PERS)	8.75
703-000.000-222.001	DUE TO COUNTY-OPERATING-REAL	1,324.89
703-000.000-222.001	DUE TO COUNTY-OPERATING-PERSONAL	547.78
703-000.000-222.001	DUE TO COUNTY-OPERATING-INT-(REAL)	54.69
703-000.000-222.001	DUE TO COUNTY-OPERATING-INT-(PERS)	24.70
703-000.000-236.000	DUE TO SPECIAL EDUCATION-REAL	574.87
703-000.000-236.000	DUE TO SPECIAL EDUCATION-PERSONAL	237.69
703-000.000-236.000	DUE TO SPECIAL EDUCATION-INT-(REAL)	23.71
703-000.000-236.000	DUE TO SPECIAL EDUCATION-INT-(PERS)	10.71
703-000.000-234.001	DUE TO ISD-INTERMEDIATE SCHOOL-REAL	48.17
703-000.000-234.001	DUE TO ISD-INTERMEDIATE SCHOOL-PERSONAL	19.92
703-000.000-234.001	DUE TO ISD-INTERMEDIATE SCHOOL-INT-(REAL)	2.00
703-000.000-234.001	DUE TO ISD-INTERMEDIATE SCHOOL-INT-(PERS)	0.90
703-000.000-234.002	DUE TO ISD-VOCATIONAL EDUCATION-REAL	229.91
703-000.000-234.002	DUE TO ISD-VOCATIONAL EDUCATION-PERSONAL	95.07
703-000.000-234.002	DUE TO ISD-VOCATIONAL EDUCATION-INT-(R)	9.48
703-000.000-234.002	DUE TO ISD-VOCATIONAL EDUCATION-INT-(P)	4.29
703-000.000-222.008	DUE TO COUNTY-STATE EDUCATION-REAL	1,492.44
703-000.000-222.008	DUE TO COUNTY-STATE EDUCATION-PERSONAL	617.04
703-000.000-222.008	DUE TO COUNTY-STATE EDUCATION-INT-(R)	61.56
703-000.000-222.008	DUE TO COUNTY-STATE EDUCATION-INT-(P)	27.81
		<u>6,099.89</u>
STATEMENT	2019 WINTER TAX- 1/15/20-1/30/20	
703-000.000-222.002	DUE TO COUNTY-DRUG TASK FORCE-IFT-REAL	47.43
703-000.000-222.005	DUE TO COUNTY-SR CITIZENS-IFT -REAL	67.63
703-000.000-223.002	DUE TO LIBRARY-IFT-REAL	59.18
703-000.000-222.004	DUE TO COUNTY-PARKS-IFT-REAL	41.88
703-000.000-222.003	DUE TO COUNTY-VETERANS-IFT-REAL	8.45
703-000.000-222.006	DUE TO COUNTY-ROADS-IFT-REAL	21.13
		<u>245.70</u>
STATEMENT	2019 WINTER TAX-12/1/19-12/15/19	
703-000.000-222.007	DUE TO COUNTY-LAND BANK-DRUG-REAL	2.81
703-000.000-222.007	DUE TO COUNTY-LAND BANK-SENIORS-REAL	4.00
703-000.000-222.007	DUE TO COUNTY-LAND BANK-LIBRARY-REAL	3.50
703-000.000-222.007	DUE TO COUNTY-LAND BANK-PARKS-REAL	2.48
703-000.000-222.007	DUE TO COUNTY-LAND BANK-VETERANS-REAL	0.50
703-000.000-222.007	DUE TO COUNTY-LAND BANK-ROADS-REAL	1.25
		<u>14.54</u>

VENDOR TOTAL: 67,780.26

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INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY  
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Vendor Code Invoice GL Number	Vendor Name Invoice Description GL Description	Amount
STATEMENT 703-000.000-222.019	2019 WINTER TAX -12/1/19-12/15/19 DUE TO STATE LAND BANK	14.52
VENDOR TOTAL:		<u>14.52</u>
TOTAL - ALL VENDORS:		<u>93,441.96</u>
FUND TOTALS		
Fund 101 - GENERAL FUND		14,804.28
Fund 202 - MAJOR STREET FUND		291.33
Fund 203 - LOCAL STREET FUND		437.00
Fund 592 - WATER/SEWER FUND		772.86
Fund 703 - TAX ACCOUNT FUND		77,136.49

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 JOURNALIZED  
 PAID  
 ENCUMBRANCES 3/5/2020

Vendor Code	Vendor Name	Invoice Description	Amount
Invoice GL Number	GL Description		
A023	AARON D ATKINSON		
STATEMENT	MONTHLY PHONE REIMBURSEMENT-MAR 20		
101-441.000-850.000	MONTHLY PHONE REIMBURSEMENT-MAR 20		35.00
VENDOR TOTAL:			35.00
C072	ADVANCE AUTO PARTS		
5880-350347	HHC G25100-FITTINGS/ HHC 85604 HYDRAULIC HOSE		
101-441.000-932.000	*2000 STERLING HYDRAULIC HOSE REPAIR REPAIR PARTS-VEHICLE REPAIRS		93.32
5880-350733	AIR/SPARK PLUG		
101-441.000-931.003	*DPW-TAMPER REPAIR REPAIR PARTS-EQUIP REPAIRS		13.57
VENDOR TOTAL:			106.89
R011	ASCENSION MICHIGAN AT WORK		
379353	RANDOM DRUG TEST		
101-441.000-731.000	*BRIAN ATHERTON EMPLOYMENT SCREENING		22.00
VENDOR TOTAL:			22.00
A275	BRIAN ATHERTON		
STATEMENT	MONTHLY PHONE REIMBURSEMENT-MAR 20		
101-441.000-850.000	MONTHLY PHONE REIMBURSEMENT-MAR 20		35.00
VENDOR TOTAL:			35.00
D161	DANIEL BAXENDALE II		
STATEMENT	MONTHLY PHONE REIMBURSEMENT-MAR 20		
101-301.000-850.000	MONTHLY PHONE REIMBURSEMENT-MAR 20		35.00
VENDOR TOTAL:			35.00
D80	DANIEL DEGUEISIPPE		
STATEMENT	MONTHLY PHONE REIMBURSEMENT-MAR 20		
101-441.000-850.000	MONTHLY PHONE REIMBURSEMENT-MAR 20		35.00

Vendor Code	Vendor Name	Amount
Invoice	Invoice Description	
GL Number	GL Description	
VENDOR TOTAL:		35.00
E010	ELAINE LEVEN	
STATEMENT	MONTHLY PHONE REIMBURSEMENT-MAR 20	
101-172.000-850.000	MONTHLY PHONE REIMBURSEMENT-MAR 20	40.00
VENDOR TOTAL:		40.00
B017	FOSTER BLUE WATER OIL LLC	
1320953	AIR 1 DEF FLUID *DPW	
101-441.000-758.000	DIESEL FUEL-DPW	73.34
VENDOR TOTAL:		73.34
H063	HI-TECH SYSTEM SERVICE	
65720	MICROSOFT WINDOWS 10 UPGRADE	
101-265.000-948.000	COMPUTER SERVICES	254.00
65749	AGREEMENT TECH CARE PREMIUM *MONTHLY BILLING FOR MARCH 2020	
101-265.000-948.000	MONITOR & MANAGE PREM SERVER	407.00
101-265.000-948.000	MONITOR & MANAGE PREM USER	315.00
101-265.000-948.000	MONITOR & MANAGE PREM NAS/EXT	39.00
101-265.000-948.000	TECHCLOUD BACKUP SVR LICENSE	48.00
101-265.000-948.000	TECHCLOUD BACKUP VIRTUAL SVR	48.00
101-265.000-948.000	TECHCLOUD ANTI-SPAM	12.00
VENDOR TOTAL:		869.00
VENDOR TOTAL:		1,123.00
A118	INTERSTATE BILLING SERVICE INC	
P48326	AIR FILTER (2) FUEL FILTERS (2) *DPW-EQUIPMENT MAINTENANCE	
101-441.000-931.003	AIR FILTER (2) FUEL FILTERS (2)	155.25
VENDOR TOTAL:		155.25
J032	JAMES D HEASLIP	
STATEMENT	MONTHLY PHONE REIMBURSEMENT-MAR 20	

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Vendor Code	Vendor Name	Invoice	Invoice Description	GL Number	GL Description	Amount
101-301.000-850.000			MONTHLY PHONE REIMBURSEMENT-MAR 20			65.00
						VENDOR TOTAL: 65.00
V023	JAMES R VANDERMEULEN					
STATEMENT			MONTHLY PHONE REIMBURSEMENT-MAR 20			
101-301.000-850.000			MONTHLY PHONE REIMBURSEMENT-MAR 20			35.00
						VENDOR TOTAL: 35.00
K075	KRISTEN BAXTER					
STATEMENT			MONTHLY PHONE REIMBURSEMENT-MAR 20			
101-215.000-850.000			MONTHLY PHONE REIMBURSEMENT-MAR 20			40.00
						VENDOR TOTAL: 40.00
M398	MARINE CITY AREA FIRE AUTHORITY					
20-5	SEMI-ANNUAL CONTRACT BILLING					
	*'19-'20 FISCAL YEAR TOTAL AMOUNT \$193,596.00					
101-336.000-802.000			CONTRACTUAL SERVICES			96,798.00
						VENDOR TOTAL: 96,798.00
M377	MARK R. SCHWARTZ					
STATEMENT			ELECTRICAL INSPECTIONS			
	*PE200004	02-250-0001-000	610 S. WATER ST.	\$136.00		
101-371.000-802.000			ELECTRICAL INSPECTIONS			102.00
STATEMENT			ELECTRICAL INSPECTIONS			
	*PE200001	02-475-0331-000	156 S. ELIZABETH ST.	\$246.00		
101-371.000-802.000			ELECTRICAL INSPECTIONS			184.50
						VENDOR TOTAL: 286.50
M010	MECHANICAL FABRICATORS INC					
40052	GRATES CUT PER SAMPLE/LABOR					
	*WWTP- GRATE REPLACEMENT					
	READY TO SERVE SEWER					
592-000.000-154.000			CAPITAL OUTLAY -WASTEWATER			771.02

Vendor Code	Vendor Name	Amount
Invoice	Invoice Description	
GL Number	GL Description	
VENDOR TOTAL:		771.02
M516	MEGAN PEARCE	
STATEMENT	MONTHLY PHONE REIMBURSEMENT-MAR 20	
101-253.000-850.000	MONTHLY PHONE REIMBURSEMENT-MAR 20	40.00
VENDOR TOTAL:		40.00
I007	MICHAEL P ITRICH	
STATEMENT	MONTHLY PHONE REIMBURSEMENT-MAR 20	
101-441.000-850.000	MONTHLY PHONE REIMBURSEMENT-MAR 20	65.00
VENDOR TOTAL:		65.00
P157	PARAGON LABORATORIES INC	
210700	SM 5310 TOTAL ORGANIC CARBON *WATER PLANT	
592-549.000-802.000	CONTRACTUAL SERVICES	132.00
VENDOR TOTAL:		132.00
R012	RAYMOND JAMES & ASSOCIATES	
STATEMENT	EMPLOYER RETIREMENT CONTRIBUTION-MAR 2020	
101-270.000-717.001	EMPLOYER RETIREMENT CONTRIBUTION	12,361.25
202-450.000-717.001	EMPLOYER RETIREMENT CONTRIBUTION	660.42
203-450.000-717.001	EMPLOYER RETIREMENT CONTRIBUTION	1,195.00
209-000.000-717.001	EMPLOYER RETIREMENT CONTRIBUTION	329.58
592-543.000-717.001	EMPLOYER RETIREMENT CONTRIBUTION	2,472.50
592-547.000-717.001	EMPLOYER RETIREMENT CONTRIBUTION	3,585.00
VENDOR TOTAL:		20,603.75
S036	ST CLAIR COUNTY IT	
2020MBOR	GEOGRAPHIC INFORMATION SYSTEMS DATABASE *PROPERTY CLASS WORKING (PARCELS PROPCLASS) ECF NEIGHBORHOODS(BS&A PARCEL SCREEN: NEIGH) LAND VALUE 11 X 17 MAPBOOK (CALCULATED LABELS) SALES STUDY (NAMED MATCHING YOUR EXCEL FILE) CURRENT TAX PARCEL POLYGONS 11 X 17 PDF BOOK CURRENT TAX PARCEL POLYGONS WALL MAP AERAIL/TAX PARCEL POLYGON 11 X 17 PDF BOOK	

INVOICE APPROVAL BY INVOICE REPORT FOR CITY OF MARINE CITY  
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 ENCUMBRANCES 3/5/2020

Vendor Code Invoice GL Number	Vendor Name Invoice Description GL Description	Amount
101-371.000-933.001	SOFTWARE MAINTENANCE AGREEMENTS	400.00
VENDOR TOTAL:		400.00
T016	TRACY KALLEK	
STATEMENT 101-371.000-850.000	MONTHLY PHONE REIMBURSEMENT-MAR 20 MONTHLY PHONE REIMBURSEMENT	40.00
VENDOR TOTAL:		40.00
W095	WADE TRIM	
2017131	PROFESSIONAL SERVICES *11/2/19-1/31/20	
592-000.000-152.000	WATER PLANT CONSOLIDATION FEASIBILITY STUDY CAPITAL OUTLAY-WATER	15,750.00
2017132	PROFESSIONAL SERVICES *1/1/20-1/31/20	
203-452.000-974.000	BELL STREET AND ST. CLAIR STREET RECONSTRUCTION CAPITAL OUTLAY-LAND IMPROVEMENTS	3,150.00
VENDOR TOTAL:		18,900.00
TOTAL - ALL VENDORS:		139,836.75
FUND TOTALS		
Fund 101 - GENERAL FUND		111,791.23
Fund 202 - MAJOR STREET FUND		660.42
Fund 203 - LOCAL STREET FUND		4,345.00
Fund 209 - CEMETERY FUND		329.58
Fund 592 - WATER/SEWER FUND		22,710.52



SEALED BIDS  
IT Services  
CITY OF MARINE CITY

NAME	ADDRESS	BID
Hi-Tech	3070 Palms Road, Casco, MI 48064	*Please see attached price sheet

**Opening Date/Time:**

February 24, 2020; 4:00 pm  
City Manager's Office -- Municipal Offices

**Present for Opening:**

Elaine Leven, City Manager  
Kristen Baxter, City Clerk  
Megan Pearce, Finance Director/Treasurer

**City of Marine City**

**Request for Proposals**

**Computer Network Support Proposal**



**Attn: Elaine Levine**

**City Manager**

**303 South Water Street**

**Marine City, MI. 48039**



February 24<sup>th</sup>, 2020

City of Marine City  
Elaine Leven  
City Manager  
303 S. Water Street  
Marie City, MI 48039

Dear Elaine,

Thank you for allowing Hi-Tech System Service, Inc. to provide The City of Marine City a proposal for your Computer Network Support Proposal. Enclosed you will find Hi-Tech's response to your request for proposal.

Hi-Tech has been providing IT and communication solution to government agencies since 1987. Our company's focus is to provide our clients with "Total Customer Satisfaction". We design, sell, and support best in class products and services. Hi-Tech has many highly trained and certified system engineers and account managers. Hi-Tech has completed many projects similar in scope to your current RFP. We look forward to working with you and your staff to deliver an expert solution on time and within budget. If you have any questions or concerns with regards to the RFP response, please feel free to contact me. 810-326-9000 ext. 202 or [jcstjames@hitech.net](mailto:jcstjames@hitech.net).

Sincerely,

*Jay St. James*



## Basic Summary Of The Scope Of Work (SOW) Requested In The RFP

Since 1987 Hi-Tech System Service, Inc. has partnered with many government agencies with similar a SOW as being requested in your current RFP. We have worked with government agencies ranging from townships, cities, and counties providing them IT services, support, and products. Hi-Tech System Service, Inc. understands the unique IT issues that are faced by government agencies. We take a proactive approach to IT management, providing your organization with best in class services and products.

Hi-Tech System Service, Inc. offers several options when it comes to network support services. For the purpose of this RFP we will be providing the city our Professional and Premium offerings. The benefits of each offering slightly differ and will be explained later in our bid response.

- 1.) **Network Support Services-** Hi-Tech can provide support services both remotely and onsite. We have a staff of 14 engineers which can provide these services. Hi-Tech also has a Network Operations Center (NOC) that is fully staffed for remote support and monitoring services. Our engineers are highly trained and familiar with Microsoft Network Operating Systems, BS&A software, CLEMIS, and other state and local government software applications.
- 2.) **Hardware/System Software Installations-** Hi-Tech has been performing network installations since 1987. Our staff has performed installation ranging from a single location with a single server to large campus installations with many servers and building locations. Hi-Tech's staff is familiar with all types of installation services ranging from network servers, SANs, network storage, VOIP Phones, wired and wireless networking, physical security, desktop deployments, application installation, etc.  
  
Hi-Tech is also a State and Local Education Dealer (SLED) for many manufacturers. This allows us to leverage our close relationship with the manufactures to provide products at the lowest price possible to government agencies. In many cases these products would be purchase off a pre-bid contract eliminating the need to go out to RFP.
- 3.) **Network Maintenance-** Hi-Tech has a fully staffed NOC that provides on going network monitoring and maintenance for our client's networks. These systems are monitored 7/24/365. System patching, updates, etc. will be performed remotely by our NOC engineers.
- 4.) **Operating System Upgrades-** Hi-Tech has been installing, deploying, upgrading, and managing network operating systems since 1987. Our engineers are highly trained and hold many industry certifications.
- 5.) **VPN Configuration/Maintenance-** Hi-Tech has installed and managed VPN connections for many clients. We have installed and supported point to point and large campus deployments of VPN connections.



- 6.) **Operation Analysis-** Hi-Tech can help you take control of one key cost driver- information technology while providing the tools that help you accelerate and streamline operations in core service areas. Our consulting teams help you solve critical business challenges, maximize the value of your information technology investments, and create an efficient and scalable technology solution.
- 7.) **Design And Analysis-** Hi-Tech will provide the city a technology roadmap each year. The roadmap will outline where the cities technology currently stands, where it needs to go, and the costs to get there. A account representative will be assign to the city to help assist in the design of any future projects. We will also supply the city a monthly health report giving a summary of the network's overall health and operations.
- 8.) **Recovery Plan** –The servers currently backup to a local NAS at town hall and the Police Department. The data is replicated to both NAS locations. So, a complete set of the cities' data is located both at town hall and the Police Department. Recovery would be a fast process since the data would be readily available.
- 9.) **Backup Planning-** The cities' current backup solution is using StorageCraft software which backups the client's data to a NAS. The servers are also setup with a RAID 5 configuration which is another level of redundancy. In the event of a drive failure a new hot swap drive could be placed in the server and the RAID array would rebuild itself. In the event of a total hardware failure a temporary shuttle server would be brought in and the data would be transferred from the NAS to the shuttle server. New hardware would then be ordered and the data would then be transferred to the new hardware.
- 10.) **Performance Tuning-** Our NOC engineers constantly monitors and manage your network so it will perform at maximum efficiency. Proactively monitoring your network will improve performance and limit downtime.
- 11.) **Develop Hardware Inventory And Replacement Program** - Hi-Tech's Tech Care managed service program will capture a complete inventory of all your IT assets. With our annual reviews and technology roadmaps we will develop a replacement program with the city.
- 12.) **Remote Management Services-** In today's IT environment the vast majority of issues can be resolved remotely. Hi-Tech's NOC engineers will service, maintain, and manage your network environment remotely.
- 13.) **Network Security Management-** Hi-Tech's client base is very diverse. We deal with government, education, and healthcare clients on a daily basis. We understand the processes necessary for network/data security.
- 14.) **Website Management Support-** Hi-Tech has the ability to develop, host, support, and manage websites.

**Primary Service Provider:** Hi-Tech's Dispatch Center Toll Free 866-326-9090 Option 2 or [support@hitech.net](mailto:support@hitech.net)



## Executive Summary

### **EXECUTIVE SUMMARY:**

Hi-Tech is a full-service information technology provider. We have been supplying our client's prompt, courteous, and dependable computer products and services since 1987. We pride ourselves on having a professional staff that is highly trained to assist our clients with their technology needs. We offer our client's cutting-edge technology solutions to best serve the needs of their organization. Hi-Tech offers complete design, installation, and support services for local and wide area networks, servers, storage, workstations, phone systems, and peripheral equipment. Our factory certified cable division is here to serve all your voice, video, and data needs. We install copper, fiber optics, and communication devices to support your backbone infrastructure. Hi-Tech offers complete network diagrams, cable testing, and certification reports. We can troubleshoot the network and eliminate network bottlenecks. Your organization is only as reliable as the equipment on which it operates. That's why Hi-Tech recommends and installs only the highest quality hardware and software solutions.

### **COMPANY EXPERIENCE:**

Hi-Tech has been working with government agencies in Michigan since 1987. We have several customers in and around the area of Marine City that we provide IT support services for. We work with our clients to develop strategies to improve their networks reliability and survivability. If awarded the support services for the City of Marine City, Hi-Tech will assign a dedicated support engineer as well as a backup engineer that can provide backup support when the dedicated engineer is unavailable. We also have a help desk that provides remote support services for our clients. Hi-Tech will also assign an Account Representative and Sales Manager to help plan and manage the City of Marine City's account. The Account Representative will be responsible for developing roadmaps, budgets, and hardware replacement programs. Hi-Tech is capable of managing and supporting your organizations servers, workstations, and peripherals. Hi-Tech is familiar industry standard servers and network equipment as well as business applications such as Microsoft Office, Windows, BS&A, and other government focused applications. Part of our support services include the updating and patching of all network equipment, performance tweaking, and ensuring there is a good backup. Hi-Tech's TechCare managed service programs offer 24x7x365 monitoring. Hi-Tech agrees to provide both level one and two support, troubleshooting and resolve technical problems for all locations. Setup a helpdesk and ticket system to track progress. Attend and participate in staff meeting and council meetings when requested for technical information.



## **STAFFING EXPERIENCE:**

Hi-Tech employ's 25 staff members to assist our clients with IT projects and support services. Hi-Tech assigns a dedicated engineer to each of our customers so they can familiarize themselves with the customer's network and needs. Hi-Tech TechCare support services include a help desk and support portal. Hi-Tech has listed other similar in size government as our references, additional reference are available upon request.

## **PROJECT MANAGEMENT & CONSULTATION EXPERIENCE:**

Hi-Tech has been in business since 1987, providing Information Technology related managed services to all size organizations and locations. Detailed information will be provided if requested. Hi-Tech has experience with BS&A, Fund Balance, APEX, Michigan QVF, Net Motion, LEIN, and Talon software as well as other government focused software applications.

## **SECURITY:**

If awarded the support service for the City of Marine City, Hi-Tech will implement our network security best practices which includes a password policy to ensure a secure network. We will also implement our Cloud based Security software which includes Anti-Virus, Anti-Malware, Anti-SPAM, and web content filtering. Our monitoring system will ensure all signatures and patches are up to date and track any security issues.

## **CLIENT RELATIONSHIP MANGAGMENT:**

Hi-Tech will appoint an onsite engineer, a backup onsite engineer, help desk staff, Account Representative, and Account Sales Manager to work directly with the City of Marine City. It will be the responsibility of the Account Representative and Sales Manager to perform meetings to review any open issues and plan for future projects and needs. In addition Hi-Tech has on staff Internet specialist, cabling and network specialist, printing and imaging specialist, communication specialist, and project managers that will work with the dedicated staff when required.



## **SERVICE LEVELS:**

Hi-Tech will provide remote support services. We will provide 24x7x365 remote monitoring of the network. Our normal business hours are Monday through Friday 8:00am – 5:00pm. After hours and Saturday support is available at time and one half with 2 hour minimum. Sunday and Holiday support is available at double time with 2 hour minimum. You may request support services by phone toll free at 866.326.9090 option 2, by email by sending your request to [support@hitech.net](mailto:support@hitech.net), or through our support portal which will be setup once the support agreement is in place.

We use a ticketing system to document, assign, track all support requests. This ticketing system can be used via phone call, email or portal. The system will keep the end user up to date on service request via email and/or portal.

## **PERFORMANCE MEASUREMENT:**

Hi-Tech measure's our performance based upon reports generated through our ticketing system. We have dedicated dispatcher's that log, assign, and follow up on each call. After completion of each call the client will receive an email survey to rate out performance which is reviewed by customer service. Our monitoring system generates system health reports to show if critical updates are being done in a timely fashion. This report has graphs indicating the overall health of the system. We perform quarterly reviews with the client to ensure Hi-Tech is supporting the end users properly and that we have the same goals for the enterprise.

## **CONFIDENTIALITY:**

Hi-Tech works with many education (K-12, Higher ED), health care, and government (state and local) agencies. All of Hi-Tech's employees are required to sign a confidentiality agreement and a HIPPA agreement as a condition to their employment. We also provide training to our employees on business ethics.

## **START DATE:**

Hi-Tech will comply with any requested start date. Our normal start dates are on the first of each month. Hi-Tech will work with the current IT provider to complete our discovery document which will give us the required information to support the network.





## SOLUTIONS FOR GOVERNMENT

Government operations today are all about doing more with less. Lower tax revenues create constant pressure for spending reductions, yet demands for government services continue to grow in areas including infrastructure, emergency services, salaries, insurance, and retirement contributions.

Hi-Tech can help you take control of one key cost driver - information technology - while providing the tools that help you accelerate and streamline operations in core service areas. Our consulting teams help you solve critical business challenges, maximize the value of your information technology investments, and create an efficient, effective, and scalable technology solution. Let Hi-Tech help you reduce technology costs so you can focus more resources on delivering greater government services.

### LEARN ABOUT HI-TECH

- Hi-Tech designs, builds, implements, and deploys IT solutions that will meet your vision and business goals.
- Our consultants become part of your organization, understand your operational needs, and work closely with your business and technology teams.
- **TECHCARE** Managed Services and **TECHCLOUD** Cloud Services allow government entities to outsource as much of their operations and maintenance needs as their skills and budgets require.
- Training is also available to help your employees start realizing the benefits of your new system as quickly as possible.

### BETTER TECHNOLOGY FOR BETTER SERVICES

The business of government is service to the public, not IT operations. Hi-Tech can help make your technology easier to own, manage, and operate, so your infrastructure becomes a powerful tool for service delivery.

Hi-Tech provides end-to-end IT, including networking, storage area networks, desktops, servers, and VoIP. Hi-Tech participates in the REMC statewide contract and many other purchasing vehicles to provide our clients the best pricing possible. Hi-Tech is one of only a handful of HP Public Sector Specialists. This certification provides our government clients with peace of mind that they are dealing with a knowledgeable, experienced, and capable IT solutions partner focused on the government sector. In addition, the HP Public Sector Specialist designation ensures our government clients the best possible pricing on HP products and services. Hi-Tech is able to support all of the IT solutions we provide and are backed by HP, the world's largest technology company.

### CALL HI-TECH FOR REAL WORLD SOLUTIONS

Hi-Tech is dedicated to providing you the best possible "total customer experience." We can assist your staff to navigate the complicated purchasing contracts and rules to receive the greatest benefit available from pre-negotiated pricing and group buys. Plus, our highly trained Engineers can provide extra IT support capacity when you need it, or day-to-day management of your technology environment.

**Let us help you control IT costs and deliver better government services.**

**Contact us today: 810.326.9000 or visit us online at [www.hitech.net](http://www.hitech.net)**



## Respondent Identifying Information

Hi-Tech System Service, Inc. will be the primary provider of all services listed in our RFP response.

We are located as follows:

Hi-Tech System Service, Inc.  
3070 Palms Road  
Casco, MI. 48064  
Phone: (810) 326-9000  
Toll Free Phone: (866)-326-9090  
Fax: (810)326-9100

**Primary Service Provider:** Hi-Tech's Dispatch Center Toll Free 866-326-9090 Option 2 or [support@hitech.net](mailto:support@hitech.net)



## Respondent Qualifications

Hi-Tech System Service, Inc. has been servicing the government community since 1987. We are the largest IT firm residing in St. Clair County. We have several factors that differentiate us from our competition.

- A.) Due to several factors it is highly unlikely that a conflict of interest would occur. When calling for services the city would speak to our service coordinator. The service coordinators only roll is to managed engineering time and ensure our service level agreements (SLA) are being reached. The SLA calls for a response time of 2 hours or less, a resolution plan in 4 hours or less, and a complete resolution in 24 hours or less. Hi-Tech staffs 14 onsite engineers in addition to having a completely staffed Network Operation Center (NOC). The city would be assigned a primary engineer, secondary engineer, account representative, and have access to the NOC during normal business hours.
- B.) Hi-Tech's staff highly educated and trained engineers. We find it imperative to continually educate our staff. Hi-Tech is familiar with government business applications such as BS&A, Fund Balance, APEX, Michigan QVF, Net Motion, LEIN, Talon, ETC. Each year we invest both time and financial resources to ensure our staff is on the cutting edge of technology. Hi-Tech maintains many certifications with industry leading technology manufactures. Our relationship with these manufactures allows us to provide our clients best in class products and services. Below are a few of our industry certifications.

Microsoft Certified Partner

Hewlett Packard SLED (State and Local Education Dealer) Authorized Dealer

Mitel Certified Partner

VmWare Certified Partner

Extreme Networks Gold Partner

Citrix Certified Partner

Leviton Certified Partner

Cisco Certified Partner

APC Certified Partner

Sophos Certified Partner

Axis Certified Partner



## Service Provider and Staffing Plan

Hi-Tech's engineering staff holds many industry certifications and has a wide variety of technical experience. Due to our varied client base our engineers are exposed to many different types of environments. The varied client base allows all of our engineers to become very well rounded. If awarded Hi-Tech would perform an immediate network analysis on your system. Once we better understand your network and needs a primary engineer, secondary engineer, and account representative will be assigned your account.

The account representative will be responsible for developing technology roadmaps, budgets, business reviews, consulting, and hardware replacement cycles.

The primary and secondary engineers will be responsible for serving your account if onsite services are required. All remote services, help desk, etc. will be handled by our network operations center (NOC) engineers. If the city has projects that requires specialized services, Hi-Tech can assign engineers to better service your account for the duration of the project. All calls will be logged by our service coordinator.

For Hi-Tech's Escalation and Service Level Agreement:  
(See Attached Service Request\Remote Support Escalation Procedures Document)

Some of the certifications held by our engineers:

- MCSE- Microsoft Certified Engineer
- MCP-Microsoft Certified Professional
- Comptia A+ Certified
- Comptia Network +
- VmWare VTSP
- VmWare VSHPERE Install, Configure, Manage
- HP Desktop, Workstation, and Notebook Authorized Engineer
- HP Printing Service and Support
- ENS- Extreme Network Solution Engineer
- EDP- Extreme Networks Design Professional
- SCE- Sophos Certified Engineer
- Shoretel Certified Support Engineer Mobility
- Shoretel Implementation Specialist Mobility
- Leviton Certified Cabling Systems
- Citrix Certified Engineer
- Mitel Certified Engineer



## TechCare Solution Matrix

### Service Level Agreement

	TechCare Time Block	TechCare Basic	TechCare Professional	TechCare Premium
Response Time	4 Hours or less	4 Hours or less	2 Hours or less	2 Hours or less
Resolution Plan	8 Hours	8 Hours	6 Hours	4 Hours
Resolved	24 Hours	24 Hours	24 Hours	24 Hours

### Included Services

Proactive Automated Services	Basic	Professional	Premium
Spyware Monitoring & Management	X	X	X
Patch Monitoring & Management	X	X	X
Antivirus Software	X	X	X
Virus Definition Monitoring & Management	X	X	X
Disk Defragmentation		X	X
Temp File Deletion		X	X
Performance, Availability & Predictive Failure Monitoring	X	X	X
Backup monitoring (supported backup device)	X	X	X
Admin Services			
Hardware & Software Inventory Reporting	X	X	X
Technology Review Meetings		X	X
Vendor Management			X
Support Services			
Firewall Management		X	X
End User Training		X	X
Minor Software Upgrades (same version number: 3.1>3.2)		X	X
Unlimited Remote Support		X	X
Unlimited Onsite Support			X

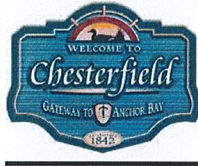
### Out of Agreement Labor Rates

Type of Service	Time	TechCare Time Block	TechCare Basic	TechCare Professional	TechCare Premium
Remote Help Desk Service	8am-5pm, M-F	SEE BLOCK	\$22.50 Per Quarter Hour	UNLIMITED	UNLIMITED
Onsite Service	8am-5pm, M-F	SEE BLOCK	\$90 Per Hour	\$90 Per Hour	UNLIMITED
Project Rates	Any	SEE BLOCK	\$90 Per Hour	\$90 Per Hour	\$90 Per Hour
Afterhours and Saturday Service	Any	As normal x 1.5	As normal x 1.5	Emergency only	Emergency only
Sunday and Holiday Service	Any	As normal x 2.0	As normal x 2.0	Emergency only	Emergency only

**Emergency/Onsite status will be determined by Hi-Tech**



## Government References



Hi-Tech System Service, Inc. has been serving Chesterfield Twp's IT needs for more than 20 years. Hi-Tech supports the entire townships' network with our TechCare proactive managed services agreements.

Ellen Clark  
Deputy Treasurer  
[eclark@chesterfieldtwp.org](mailto:eclark@chesterfieldtwp.org)  
(586) 949-0400



Hi-Tech System Service, Inc. has been serving GST Michigan Works IT needs for more than 20 years. Hi-Tech supports the entire organization's network with our TechCare proactive managed services agreements.

Kelly Cook  
[cookk@thumbworks.org](mailto:cookk@thumbworks.org)  
(989) 635-3561 ext 223



City of  
Mount Clemens

Hi-Tech System Service, Inc. has been serving City Of Mount Clemens's IT needs for more than 15 years. Hi-Tech supports the entire cities' network with our TechCare proactive managed services agreements.

Jennifer Gigliotti  
Finance Director  
[jgigliotti@cityofmountclemens.com](mailto:jgigliotti@cityofmountclemens.com)  
(586) 469-6818 ext 315



## Project Manager

Hi-Tech System Service, Inc. employs 25 staff members to service our client base. Most of our staff has been with Hi-Tech for over 10 years with several employees exceeding 20 years. In addition to our highly trained engineering staff we have product specialists that can be assigned to your account on an as needed basis.

Service Coordinator: Gerald St.James- (7 Years)  
810-326-9000 ext. 201  
[support@hitech.net](mailto:support@hitech.net)

Account Representative: Jay St.James- (26 Years)  
810-326-9000 ext. 202  
[jcstjames@hitech.net](mailto:jcstjames@hitech.net)

Proposal Respondent: Jay St.James- (26 Years)  
810-326-9000 ext. 202  
[jcstjames@hitech.net](mailto:jcstjames@hitech.net)

Primary Engineer: TBD Average Engineer Time With Hi-Tech is (10 Years) Longest is 26 Years, Fewest is 1 Year

Secondary Engineer: TBD Average Engineer Time With Hi-Tech is (10 Years) Longest is 26 Years, Fewest is 1 Year

Network Operation Center Engineer: Average Engineer Time With Hi-Tech is (3-5 Years)

**City of Marine City**  
**Request for Proposals**

**COMPUTER NETWORK SUPPORT SERVICES**  
**PRICE SHEET**

Failure to complete this form shall result in your Bid or Proposal being deemed nonresponsive and rejected without any further evaluation.

1. Repair and maintenance of computer equipment and the computer network. This includes the existing computers and related network equipment with City facilities. Please provide rates for any or all of the following pricing options:

Hourly Fee:	Remote	<u>\$90 per hour billed in ¼ hours for non-contract work</u>
	On-Site	<u>\$90 for non-contract work</u>
Monthly Fee:		<u>Pro Plan \$748</u> <u>Premium Plan \$1,026</u>
Annual Flat Rate Fee:		<u>Pro Plan \$8,976</u> <u>Premium Plan \$12,312</u>

2. Design and implementation of new equipment and technologies which is not routine.

Hourly Fee:	Remote	<u>\$90 per hour billed in ¼ hours for non-contract work.</u>
	On-Site	<u>\$90 for non-contract work. \$75 per hour for cabling services</u>

3. Please list any additional fees for consideration:

Website development will be billed at a rate of \$125 per hour.

Backup costs would be additional depending on the type of services requested.

What is the percentage of increase, if any, for subsequent years of this contract in all categories, including subcontracted services?

2021 0%-5%

2022 0%-5%

2023 0%-5%





**TECHCARE PROFESSIONAL**

## Proactive IT Support For Your Organization

Focus on your core business and let the professionals handle your IT needs.



### Professional Benefits

- 24X7 Network Monitoring
- Network Management
- Remote Support
- Network Analysis
- Anti-virus
- Patch Management
- Quarterly Backup Checks
- Web Filter
- Help Desk
- Quarterly Business Reviews
- Anti-Spam
- Client Portal
- IT Consultation

#### Hi-Tech's Proactive Maintenance Plan

*Reduce downtime, increase profitability*

Hi-Tech is dedicated to keeping your technology investment up and running smoothly so you can focus on your business. You can relax knowing our partnership with your organization means we take your IT personally, and strive to keep your staff productive with the tools they need to drive your business forward.

Change the way you think about IT with Hi-Tech. Think of us as your outsourced IT department. We strategically optimize and protect your infrastructure while performing day-to-day maintenance that keeps your users from experiencing downtime.

#### 24x7x365 Proactive Monitoring and Maintenance

*Detect and stop IT issues before they affect your bottom line.*

Hi-Tech's IT services are built to cover all of your IT support needs, from your employee workstations to your servers. This includes other devices on your network that are necessary for your organization's efficiency. By performing regular maintenance and monitoring your systems 24x7x365, we can drastically reduce the amount of downtime your staff experiences.

**Get Proactive! Call Us TODAY!**

810.326.9000 | Fax: 810.326.9100  
www.hitech.net | sales@hitech.net

3070 Palms Road  
Casco, Michigan 48064



**TECHCARE PREMIUM**

## Premium IT Support For Your Organization

Focus on your core business and let the professionals handle your IT needs.



### Features & Benefits

- 24X7 Network Monitoring
- Network Management
- Remote Support
- Onsite Support
- Network Analysis
- Antivirus
- Patch Management
- Quarterly Backup Checks
- Web Filter
- Help Desk
- Quarterly Business Reviews
- Spam Filter
- Client Portal
- IT Consultation

#### Hi-Tech's Proactive Maintenance Plan

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3070 Palms Road  
Casco, Michigan 48064



City of Marine City  
 Department of Public Works  
 514 S. Parker St.  
 Marine City, MI 48039  
 (810) 765-9711  
[mitrich@marinecity-mi.org](mailto:mitrich@marinecity-mi.org)

February 24, 2020

To: Elaine Leven, City Manger  
 From: Michael Itrich, DPW Superintendent  
 RE: Lawn Care Maintenance Bids

Dear City Manager Leven,

The bid opening for lawn care maintenance for City property was Tuesday February 18, 2020; three bids were received and are summarized as follows:

Down River Lawn and Landscape, Inc. – East China, MI

Down River Lawn and Landscape submitted two quotes. The first quote was in the amount of \$97,000.00 per year, for a three year contract in the amount of \$291,000.00. The second quote allowed for the use of a partner/subcontractor for the maintenance of the Woodlawn Cemetery and the City street ends only with Down River still responsible for the remaining City property in the amount of \$77,700.00 per year, for a three year contract in the amount of \$233,100.00. The pricing for both quotes is for 28 cuts per season and does not include pricing for additional cuts or delinquent home cuttings.

Tommy's Lawn Service, Landscaping & Snow Plowing, LLC. – East China, MI

Tommy's Lawn Service, Landscaping & Snow Plowing submitted a quote in the amount of \$95,265.00 per year, for a three year contract in the amount of \$285,795.00. The quote is for 28 cuts per season and they also provided a cost for out of scope work per hour for fall clean-up, if necessary, and delinquent home cuttings.

Yard Tech – Cottrellville, MI

Bid withdrawn.

At this time, I would like to thank the bidders for attending the pre-bid meeting held January 29, 2020 and for their time in preparing a bid package for review.

On January 20, 2020 I submitted a labor and equipment cost sheet for your review regarding what the City currently spends for lawn care maintenance; a copy is attached. To summarize, a low-end cost analysis for part time wages and equipment to perform the lawn care maintenance for City properties would be approximately \$36,172.22 (\$30,589.82 for wages and \$5,582.40 for equipment costs) and a high-end cost would be \$40,305.98 (\$34,723.58 for wages and \$5,582.40 for equipment costs).

It is my recommendation to have the City continue lawn care maintenance using part-time employees.

If you have any questions or concerns, or would like to discuss this matter more in depth, please contact me.

Respectfully Submitted,

Michael Itrich  
 DPW Superintendent

### **Part-Time Grass Cutting Wages**

1 @ \$14.00 an hour 32 hours per week (crew leader) = \$448

2 @ \$11.00 an hour 32 hours per week = \$704

Weekly total for grass cutting = \$1,152

Monthly = \$4,608

We start grass cutting in April (weather permitting) with 1 person. I hire 2 additional people around the middle of May; they usually leave at the end of August for school. I keep 1 person for grass cutting for September, October, and part of November (weather permitting). We will use May until November for 7 months of grass cutting.

7 months x \$4,608 per month = \$32,256

FICA cost 7.65% x \$32,256 = \$2,467.58

Wages for grass cutting: \$34,723.58

### **Estimated Equipment Cost**

We have 3 Exmark 60" riding lawn mowers; the years are 2005, 2011, and 2016. These are very dependable machines and they average about \$600 a year. Most costs are for belts, blades, and oil changes when needed. We run 2 for the grass cutting season and, when needed, we use the third one. We use an estimated 40 gallons a week in fuel. Estimated fuel usage is 1,120 gallons per cutting season. Our fuel prices range from \$1.99 to \$2.28 per gallon.

We will use the \$2.28 per gallon for the estimate:  $\$2.28 \times 1,120 \text{ gallons} = \$2553.60$

We maintain 3 weed whips and we buy 2 weed whips a year when needed at \$225 apiece.

$2 \times \$225 = \$450$

2 cycle oil for weed whips, heads, and string is estimated at \$600 a year.

We use the 1998 suburban to haul the equipment around with. This is a multi-task vehicle that is used for more than hauling equipment during the grass season.

Estimated fuel usage: 30 gallons a month x 7

210 gallons for grass season x \$2.28 gas = \$478.80 we get 252 Miles per tank.

We have a 14 foot trailer to haul 2 mowers. This is also a multi-task equipment. We replace the tires at least every 2 years at a cost of \$900.

These are only estimated costs. We all know that anything can break at any time whether it is old or new and would be an added cost.

This estimate does not include the time off that workers take, rain days that they cannot cut, or the last two months of the season where there is 1 grass cutter (sometimes 2).

This estimate also reflects the gas of the suburban which is used for other jobs in the summer months when grass cutting slows down. As well as the trailer which is used all year long.

Wages (estimated summer crew – 7 months with 3 people)	\$32,256
FICA cost (7.65% x \$32,256)	\$2,467.58
Mower maintenance	\$600
Fuel for mowers	\$2,553.60
Weed whips when needed	\$450
Weed whip supply's	\$600
1998 suburban fuel	\$478.80
Trailer tires when needed	\$900
	= \$40305.98

This is a crew that we normally run

Wages (3 people for 5 months x \$4,608)	\$23,040
1 person cutting September through November (\$14/hour)	\$5,376
FICA cost (7.65% x \$28,416)	\$2,173.82
	= \$30,589.82

RECEIVED  
MAR 22 2016

City of Marine City, Michigan  
303 S. Water Marine City MI 48039

PAID  
MAR 22 2016  
City of Marine City

City of Marine City

**Lot Split Application**

This application will not be processed until all required information is provided. An application fee of \$100.00 is due upon submittal of this application. Applicant will reimburse the City of Marine City for all Planning Consultant fees before being placed on the agenda.

**Owner Information**

Name: BRIAN K Crampton Phone: 810-560-5723  
586-725-3772

Address: P.O. BOX 7 NEW BALTIMORE MI 48047  
Street City State Zip

**Applicant Information**

Name: SAME AS ABOVE Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

**Property Information**

Address of property requesting to be split: 6280 KING RD

Parcel Number: # 74-02-002-3011-300

Current zoning: Light IND  
R1-A One-Family Res. R1-B One-Family Res. R-M Multiple Family Res.  
 B-1 Central Bus. B-2 General Bus. W-M Waterfront/Marina  
 I-1 Light Ind. I-2 Heavy Ind. MHP Mobile Home P-1 Parking

Legal Description: SEE SURVEY

Proposed legal description of each parcel after split: SEE SURVEY

Reason & Justification of split: FUTURE DEVELOPMENT

Required Documents

Applicant must provide 15 copies of scaled plans (not less than 1"=50') prepared by a registered land surveyor or civil engineer showing the following information:

In addition to a Cert of Survey of proposed split.

- North arrow, date and scale.
- The subject property, including dimensions of all existing and proposed property lines.
- Location of all existing structures on site and within 50' of the property line.
- Dimensions between existing structures and the property lines.
- Existing and proposed roads.
- Existing and proposed easements.
- Approximate locations of wetlands, floodplains, and other natural features which limit the planning of roads and structures. N/A
- Legal description of parcel to be divided.
- Legal description of all resulting parcels.
- Dimensioned limits within which principal buildings and accessory structures shall be confined on each parcel.
- All required front, rear and side yard setbacks resulting from the requested split.
- Future road right-of-way line. N/A
- Existing and proposed utilities, including the location of all existing and proposed easements.
- Existing and proposed sanitary sewer, storm drain, and water mains.
- Existing sidewalks.
- Fire hydrants existing and proposed.

All lots to be created shall comply with Marine City Zoning Ordinance requirements for the zoning district in which they are located. Variances may be required if the lot(s) fall under the requirements of Marine City Ordinances. There is no guarantee that variances if requested will be granted.

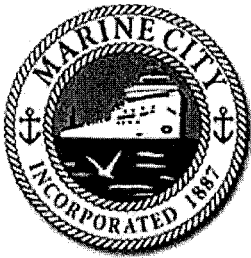
Applicant's Signature: [Signature] Date: Mar 22, 16

Please provide documentation showing legal owner of property.

Fee paid: \$ 100.00 Date: 3/22/2016

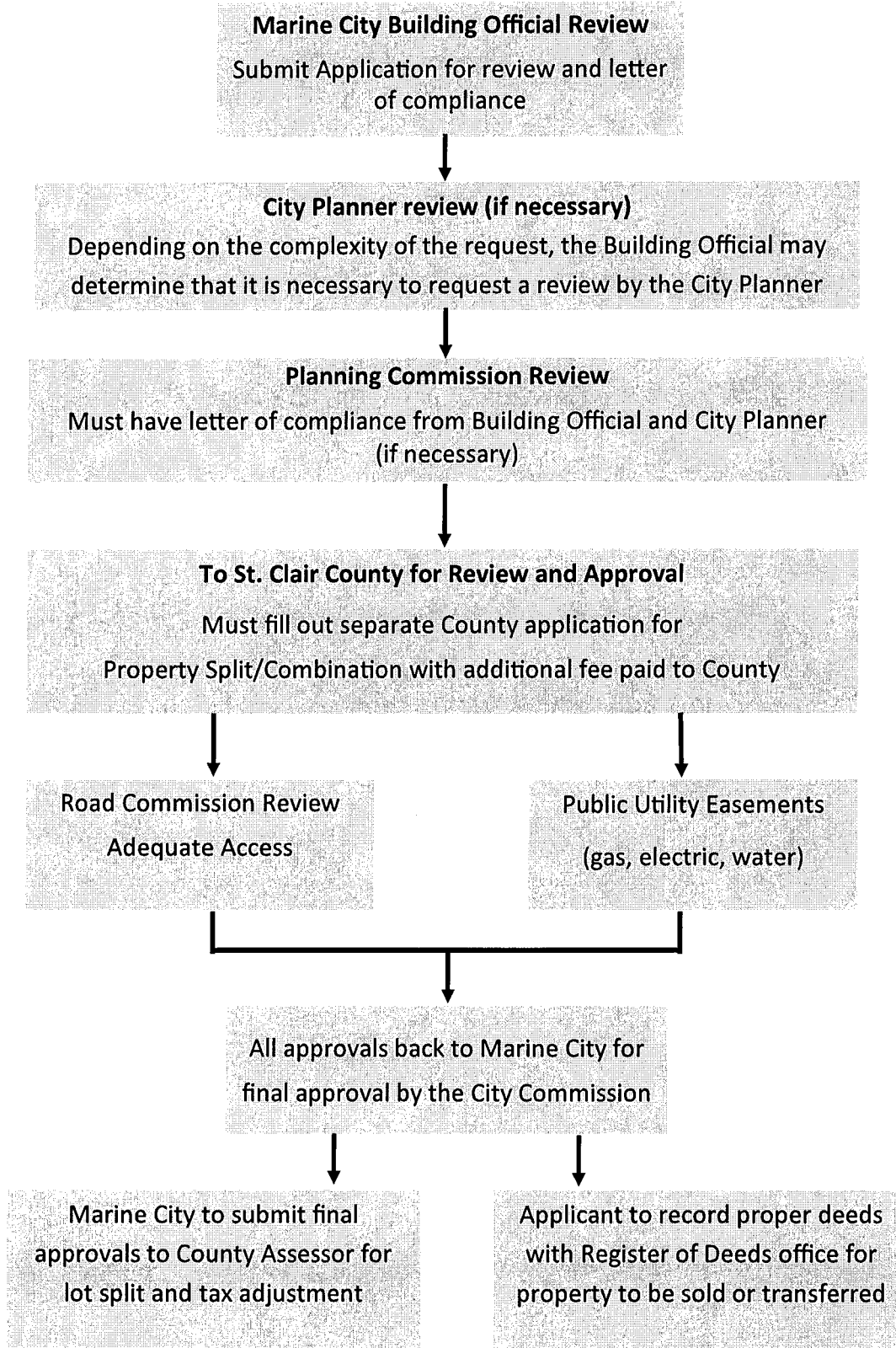
Planning Commission Approval Date: 02/10/2020  
City Commission Approval Date: \_\_\_\_\_

ZONING APPROVED  
Signed: [Signature]  
Date: 1-14-2020



City of Marine City  
Building Department  
303 S. Water St.  
Marine City, MI 48039  
(810) 765-9011  
buildingdepartment@marinecity-mi.org

## Workflow for Splitting Property in Marine City







# CITY OF MARINE CITY

303 S WATER ST.  
MARINE CITY, MI 48039  
PHONE (810) 765-8846 • FAX (810) 765-1040

01.28.2020

To: City of Marine City Planning Commission

Re: 6280 King rd. lot split

Planning Commissioners,

Mr. Crampton would like to split the parcel #74-02-002-3011-300 which is 7.28 acres currently, in to two parcels, one 4 acre parcel the north portion and one 3.28 acres the south portion. This is property is zoned Light Industrial. This split will cause NO structures to become non-conforming.

The proposed split falls well with in the 1:3 width: length ratio per the Ordnances. Mr. Crampton has also supplied this department with a stamped certificate of survey.

Tracy Kallek,

A handwritten signature in black ink, appearing to read "Tracy Kallek", written over a horizontal line.

Building Official/Zoning Admin

REG .SI FOR PROPERTY SPLIT/COMBINATIC

Tax Number of Parcel to be split 74-02-002-3011-300

Signature Applicant Travis Prath for Brian Crampton Date 02/23/16

**Municipality Review**

\_\_\_\_\_ Zoning Compliance for intended use (depth X width, acreage, access)

Municipality Signature \_\_\_\_\_ Date  / /

**Land Management Review for compliance of P.A. 591 of 1997 (Land Division Act of 1997)**

▶ must provide a survey or drawing to scale with dimensions at time of review

Reference #

Parent Parcel Tax Number(s) 74-02-002-3011-300

7016-12

Total acreage of parcels 1.28

Redivision  
Number of available splits 2

new parcel  
11-1998

\_\_\_\_\_ Platted Parcel existing divisions on parcels \_\_\_\_\_ requested divisions \_\_\_\_\_

\_\_\_\_\_ Tract of Land

\_\_\_\_\_ New Taxable Parcel being created requesting number of divisions 2

\_\_\_\_\_ Combination/ Adjustment of property lines

\_\_\_\_\_ Owner Note: King Road Rental LLC

none Delinquent Taxes

Reviewer Signature [Signature] Date 02/23/16

Approved \_\_\_\_\_ Disapproved w/notes

Notes: REDIVISION RIGHTS

The above review is for the compliance of P.A. 591 only.  
Review and approval of property splits/combinations by the Municipality is still required.

\*\*\*\* THIS REVIEW EXPIRES AFTER A PERIOD OF ONE YEAR \*\*\*\*

MCL 560.109 Municipality shall approve/disapprove proposed division within 45 days after filing completed application of the proposed division with assessor or other municipality designated official.

**Municipality Review and Approval**

- \_\_\_\_\_ Adequate and Accurate legal descriptions (must be provided & attached)
- \_\_\_\_\_ Accessibility. Driveway or existing easement provides vehicular access to existing roads or streets.
- \_\_\_\_\_ Public Utility Easements. (gas, electricity, water, sewer, telephone)
- \_\_\_\_\_ Taxes Current (responsibility of municipality)
- \_\_\_\_\_ Allocated Values by Parcel (attached)
- \_\_\_\_\_ Approved \_\_\_\_\_ Disapproved

Notes: \_\_\_\_\_

Municipality Signature \_\_\_\_\_ Date  / /

▶ The above signature authorizes for new parcel splits/combinations to be added to roll



**CITY OF  
MARINE CITY**  
DEPARTMENT OF PUBLIC WORKS

303 S. Water Street  
MARINE CITY, MICHIGAN 48039  
(810) 765-9711 • Fax (810) 765-1796

TO: Elaine Leven, City Manger  
FROM: Michael Itrich  
D.P.W. Superintendent  
DATE: February 24, 2020  
SUBJECT: BRPS Check Valve

Elaine,

After installing the new #4 high service pump at the Belle River Pump Station we noticed that when we opened the valves to test the pump it was running backwards. Upon investigation we found that the check valve above the new pump has failed. When operating properly the pump pushes the water through the check valve from the basement to the force main. When the pump is off the check valve should close and not allow water back to the pump.

With the help of F&V operations we reached out to find a replacement or parts to rebuild the check valve but learned that the valve is obsolete and they no longer offer parts. This check valve was installed in 1990. I have attached email documentation.

We have reached out to venders for a replacement check valve, and found that Kennedy Industries has the best quote with installation. This would be for an APCO, Check, 12", CVS check valve for the amount of \$4915. And the installation charge of \$3595 for the total amount of \$8510. I attached two other quotes that are just for the valve only. I am recommending going with Kennedy Industries for purchasing of the check valve and installing, I am also recommending to have a budget of \$10,000 for any unforeseen problems that we may run into. Any questions please contact me.

Respectfully

A handwritten signature in blue ink, appearing to read "Michael Itrich", is written over a light blue horizontal line.

Michael Itrich  
D.P.W. Superintendent



**KENNEDY**  
INDUSTRIES

INNOVATE  
SOLVE  
MONITOR  
REPAIR

BUDGETARY		
DATE	NUMBER	PAGE
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B FLE400  
L FLEIS & VANDENBRINK  
L 27725 STANSBURY BLVD.  
T SUITE 195  
O FARMINGTON HILL, MI 48334

Accepted By: \_\_\_\_\_  
Company: \_\_\_\_\_  
Date: \_\_\_\_\_  
PO#: \_\_\_\_\_

ATTENTION:  
MATTHEW CARSTENS

MCARSTENS@FV-OPERATIONS.COM

WE ARE PLEASED TO PROPOSE THE FOLLOWING FOR YOUR CONSIDERATION:

CUSTOMER REF/PO#	JOB TITLE	SLP	SHIPPING TYPE	
BUDGET	MARINE CITY, DEPT OF PUBLIC WO, WWTP, APCO/KENNEDY VALVE,CHECK,12"	DWS/JRW	FREIGHT ALLOWED	
QTY	DESCRIPTION	UNIT PRICE	EXTENDED	

1.00	APCO,CHECK,12",CVS CVS,12,EDV,F1,DI,DI-S1-S1-NBR*AC APCO SERIES EDV SWING CHECK VALVE, DUCTILE IRON BODY, ASME 125/150# FLANGED END CONNECTION, DUCTILE IRON DISC, 304 STAINLESS STEEL SHAFT, 304 STAINLESS STEEL BODY SEAT, NBR DISC SEAT, INTERIOR/EXTERIOR EPOXY COATING, WITH AIR CUSHION SIDE MOUNTED CYLINDER *INCLUDES (1) 8" X 3" CAST IRON FILLER FLANGE* SHIPPING: 1-3 WEEKS ARO	\$4,915.00	\$4,915.00
1.00	KENNEDY VALVE,CHECK,12",1206A KENNEDY VALVE AWWA C508 SWING CHECK VALVE, CAST IRON BODY, ASME 125/150# FLANGED END CONNECTIONS, CAST IRON DISC, NBR DISC SEAT, BRONZ SEAT RING, 413 STAINLESS STEEL SHAFT, INTERIOR/EXTERIOR EPOXY COATING, AIR CUSHION SIDE MOUNTED CYLINDER *INCLUDES (1) 8" X 3" CAST IRON FILLER FLANGE* SHIPPING: 3-5 WEEKS ARO	\$9,280.00	\$9,280.00
1.00	MARINE CITY THE FOLLOWING QUOTE IS FOR FIELD SERVICE REQUIRED ON YOUR ABOVE REFERENCED PUMP STATION:	\$3,595.00	\$3,595.00

NEW PARTS REQUIRED:

\*\*\*\*\*

- (2) 12" STAINLESS STEEL NUT, BOLT AND GASKET KITS
- (1) LOT OF STAINLESS STEEL 7/8" X 7" BOLTS AND NUTS
- (2) 8" GASKETS

FIELD SERVICE LABOR REQUIRED:

\*\*\*\*\*

KENNEDY INDUSTRIES WILL PROVIDE (2) FIELD SERVICE TECHNICIAN(S) ONSITE TO REMOVE YOUR OLD CHECK VALVE, INSTALL YOUR NEW CHECK VALVE, START UP, TEST RUN AND VERIFY PROPER OPERATION.

ESTIMATED FIELD SERVICE COST: \$3,595.00

YOU WILL BE BILLED ACCORDINGLY BASED ON THE BELOW RATES:

- MONDAY THRU FRIDAY 7:00AM-3:00PM: \$135.00/HR
- MONDAY THRU FRIDAY 3:00PM-7:00AM: \$202.50/HR
- DRIVE TIME: PER ABOVE RATES
- TRAVEL: \$1.50/MILE



**KENNEDY**  
INDUSTRIES

INNOVATE  
SOLVE  
MONITOR  
REPAIR

BUDGETARY		
DATE	NUMBER	PAGE
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QTY	DESCRIPTION	UNIT PRICE	EXTENDED
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\*\*\*THE QUOTE PROVIDED IS BASED UPON THE REMOVAL OF THE 8" DIAPHRAGM VALVE\*\*\*

EXISTING VALVES

12" CHECK = 21" FACE TO FACE

8" DIAPHRAGM VALVE = 9.50" FACE TO FACE

REPLACEMENT VALVES

12" CHECK = 27.50" FACE TO FACE

8" X 3" FILLER FLANGE = 3" FACE TO FACE

\*\*\*VALVES QUOTED DO NOT MEET AIS OR BUY AMERICAN\*\*\*

WE DO NOT INCLUDE: TAXES.

WE APPRECIATE THIS OPPORTUNITY TO QUOTE AND LOOK FORWARD TO BEING OF FUTURE SERVICE.

SINCERELY,

JASON WENDECKER

This quote is subject to and incorporates by reference Kennedy Industries, Inc.'s ("Kennedy") Terms & Conditions (Rev'd 4/2019) and Customer Warranty available at [www.kennedyind.com](http://www.kennedyind.com) which will be provided by email upon written request. Kennedy reserves the right to change the Terms & Conditions and Customer Warranty for future orders. By accepting this quote and/or issuing a purchase order relative to this quote, buyer expressly agrees to the provisions set forth in the Terms & Conditions and Customer Warranty posted on Kennedy's website.

**CREDIT CARD PAYMENTS ARE SUBJECT TO AN ADDITIONAL 3% CHARGE**  
**NO TAXES OF ANY KIND ARE INCLUDED IN THIS PROPOSAL**

P.O. Box 930079 Wixom, MI 48393 - 4925 Holtz Drive Wixom, MI 48393 - Phone: 248-684-1200 - Fax: 248-684-6011

[www.KennedyInd.com](http://www.KennedyInd.com)

**Mike Itrich**

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**From:** Matthew E. Carstens <mcarstens@fv-operations.com>  
**Sent:** Monday, February 10, 2020 1:50 PM  
**To:** Mike Itrich  
**Subject:** FW: Check valve assistance  
**Attachments:** submittal-sheet-cushion-check-valve-9bdc3d30.pdf

Mike,

Here is some more info on the Clow valves from Kennedy Industries. When I receive their quote I will send that your way as well.

**From:** Jason Wendecker <jwendecker@kennedyind.com>  
**Sent:** Monday, February 10, 2020 1:46 PM  
**To:** Matthew E. Carstens <mcarstens@fv-operations.com>  
**Cc:** Nick Heintz <nheintz@kennedyind.com>  
**Subject:** FW: Check valve assistance

Hi Matthew,

I just heard back from the factory. They let me know that the existing valve is obsolete and they no longer offer parts for this valve. We be sending a budgetary quote for a replacement Kennedy Valve today. If you have any questions please let us know.

Thanks,

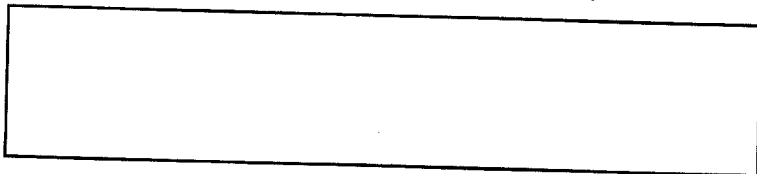
**Jason Wendecker**

**Project Manager**

**(248) 529-2959 Direct**

**(248) 684-1200 Main Office**

**Website | vCard | Facebook | LinkedIn | Twitter | YouTube**



**From:** Jason Wendecker  
**Sent:** Saturday, February 8, 2020 12:59 PM  
**To:** mcarstens@fv-operations.com  
**Cc:** Nick Heintz <nheintz@kennedyind.com>  
**Subject:** RE: Check valve assistance

Good morning Matthew,

Thank you the opportunity to assist you with these check valves. I apologize for the delayed response. I believe that these check valves are Clow 12" check valves with air cushion operators. The good news is that we are a Kennedy Valve

## Mike Itrich

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**From:** Mike Itrich  
**Sent:** Tuesday, February 11, 2020 7:49 AM  
**To:** 'Steve Hellstrom'  
**Subject:** RE: 12" Clow Check Valve

No I was planning on tearing it apart this week as soon as I do I will let you know but if you get a parts list let me know thanks

*Michael Itrich*

DPW Superintendent  
City of Marine City  
(Main Line) 810-765-9711  
Direct Line 810-676-5269  
Fax 810-765-1796

**From:** Steve Hellstrom [mailto:shellstrom@EtnaSupply.com]  
**Sent:** Tuesday, February 11, 2020 7:39 AM  
**To:** Mike Itrich <mitrich@marinecity-mi.org>  
**Subject:** 12" Clow Check Valve

Good morning Mike,

Just wanted to update you..... I reached out to two different providers. One has said parts are no longer available, and the second one is working on getting me a parts list. The stamped "List 114" on the side of the valve makes it an odd valve with different parts is what I was told. They do not offer a kit, only individual parts. Until I get the parts list, do you have any idea what parts you are looking to replace?

Thanks again,

Stephen Hellstrom  
Underground Customer Service

**ETNA**

46555 Continental Dr | Chesterfield, MI 48047  
c.586.596.9428 | p.586.949.2481 | [www.etnasupply.com](http://www.etnasupply.com)

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### Total Control Panel

To: [mitrich@marinecity-mi.org](mailto:mitrich@marinecity-mi.org) [Remove this sender from my allow list](#)  
From: [shellstrom@etnasupply.com](mailto:shellstrom@etnasupply.com)

[Login](#)

*You received this message because the sender is on your allow list.*

**HYDRODYNAMICS, INC.**  
**Y. C. SMITH CO., DIV. OF HYDRODYNAMICS**  
**PHONE: 248-623-4700 / FAX: 248-623-9599**  
**WALLY@HYDRODYNAMICS.NET**

Date: 02-20-2020

Quotation NO:022020

TO: Marine City DPW  
ATTN: Mr. Itrich  
Ref: Check valve 12 inch

We are pleased to quote the following:

Mike I was able to find two new Ga 12 inch with lay length one of 27.5 inch with air cushioned lever and weight, lead time is 2-4 weeks and your cost is \$ 7,200.00

Mike your second option would be the GA air cushioned adjustable shock this unit is 28 inch lay length lever and weight. Lead time 3-5 weeks to ship and your cost is \$ 8017.00

Questions call me at 248 866 1489

Ship Via: Included 2-6 Weeks  
F.O.B.: Warren, Michigan  
Terms: 30 days

**We are pleased to submit the above quotation for your consideration. Should you place an order, be assured it will receive our prompt attention. This quotation is valid for 30 days. Thereafter it is subject to change without notice. A 3% finance charge will be applied to any invoice not paid in 30 days. Credit card payments will have a 3% service fee added to the invoice. If you are tax exempt, please provide your tax exempt certificate or your order will be taxed. HydroDynamics Guarantee and Standard Terms and Conditions apply. If you do not have a copy, please let us know and they will be provided.**

Wally Deaton  
Sales Representative  
Custom Pump Specialist





ETNA SUPPLY - CHESTERFIELD  
 46555 CONTINENTAL DR  
 CHESTERFIELD, MI 48047-5207  
 586 949 2481  
 Fax 586 949 3480



# Quotation

QUOTE DATE	QUOTE NUMBER
02/14/2020	S103427352
ETNA SUPPLY PO Box 772107 DETROIT, MI 48277-2023 P-816 248 9182 F-816 245 9940	
PAGE NO.	
1 of 1	

QUOTE TO:

SHIP TO:

MARINE CITY  
 303 S WATER ST  
 MARINE CITY, MI 48039-1694

MARINE CITY  
 514 S PARKER ST  
 MARINE CITY, MI 48039-3586

CUSTOMER NUMBER	JOB NAME / PO NUMBER	JOB NAME / RELEASE NUMBER	SALESPERSON	
23124	12" CHECK VALVE		Brian Busch	
WRITER	SHIP VIA	TERMS	EXPIRE DATE	FREIGHT EXEMPT
Stephen Hellstrom	BID	NET 25TH	03/15/2020	No
ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE	
1ea	GOLDEN ANDERSON 12 FLG L&W CHECK VALVE 340W LUDLOW *Nonstock - Restock Policy Applies* Pn: 305992	4360.000/ea	4360.00	
1ea	12 2112 MEGAFLANGE W/304SS *Nonstock - Restock Policy Applies* Pn: 43460	452.000/EA	452.00	
1ea	12 FLANGE TORUSEAL GASKET Pn: 16770	31.000/ea	31.00	
1ea	12 FULL FACE RED RUBBER 1/8 GSKT Pn: 75253	7.000/ea	7.00	
2ea	10 & 12 FLG 304 BOLT & NUT KIT S.S (12) 7/8 HEX NUT SS 304 (12) 7/8 X 4 304 BOLT ALL STAINLESS STEEL Pn: 66065	110.000/ea	220.00	
		Subtotal	5070.00	
		S&H Charges	0.00	
		Amount Due	5070.00	

This Quotation is controlled by ETNA's standard terms and conditions ("ETNA's Standard Terms") found at <https://www.etnasupply.com/TermsandConditionsofQuotation>  
 Any other terms are expressly rejected. To the extent there is a conflict between any of the terms appearing on the face of this Quotation and ETNA's Standard Terms, the terms appearing on the face of the Quotation control.  
**TAXES ARE NOT INCLUDED ON THIS QUOTE!**

Prices are firm for 30 days. Price subject to change after 30 days.



**CITY OF  
MARINE CITY**  
DEPARTMENT OF PUBLIC WORKS

303 S. Water Street  
MARINE CITY, MICHIGAN 48039  
(810) 765-9711 • Fax (810) 765-1796

To: Elaine Leven, City Manager  
From: Michael Itrich,  
DPW Superintendent  
Date: February 25, 2020  
Subject: Salt Purchase

Elaine,

I am asking that the competitive bidding process be waived for the 2020-2021 salt order. I will be going through Mi-Deal as in the past years. At this time, there is no price per ton. Once the State has all the orders, they bid it out for the best prices.

Respectfully,

A handwritten signature in cursive script, appearing to read "Michael Itrich", is written over a horizontal line.

Michael Itrich  
DPW Superintendent



# CITY OF MARINE CITY MANAGERS REPORT

*Elaine Leven – February 26, 2020*

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## **City Commission Business (only updates noted):**

- City Administration Office Space: The architects are working with PCE for the topographic survey and are also working on the GMP.
- Ordinance Updates: Amendments will be coming back to the Planning Commission at their April meeting.
- Sidewalks: We'll be working on updating forms for this program.
- SEMCOG Infrastructure Mapping Grant
- Redevelopment Ready Communities Program: I met with EDA regarding several of the items they can prepare for us.
- Website Update
- Water Feasibility Study: This is about 50% completed.
- Parklet Location
- City Manager Evaluation
- Business License Ordinance
- Park Moratorium
- Recreational Marijuana

## **Legal Business:**

- Landfill PFAS reporting
- Commissioner Requests for non-agenda related information
- Future Charter amendments
- Ordinance amendments
- Numerous code violation issues
- Property encroachment issues

## **Administrative Business:**

- I have been working with the Treasurer on the budget and will be meeting with Department Heads next week.
- Code Enforcer Jim Schafer will be starting next week.

## **Meetings Attended Since Last Update:**

- CED