

**CITY OF MT. MORRIS
CITY COUNCIL AGENDA
January 11th, 2016
7:00 P.M.**

MEETING CALLED TO ORDER: Mayor Daniel Lavelle

PLEDGE OF ALLEGIANCE

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES: Regular meeting minutes from December 14, 2015

APPROVAL OF WARRANT: Pre-paid Warrant #15-28 in the amount of \$61,403.31 and Warrant#16-01 in the amount of \$73,060.55.

PUBLIC COMMENT (Five Minute Time Limit): *This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Issues brought up will not be discussed in detail at this meeting. Issues will either be referred to the proper staff or will be scheduled for consideration at a future City Council Meeting.*

A. UNFINISHED BUSINESS:

1. Update on Saginaw Street Water/Sewer Project

B. NEW BUSINESS:

1. RESOLUTION 16-01: Building /Zoning Official Contract.
2. Discussion of Morris Square Funds
3. RESOLUTION 16-02: BS&A Software.
4. Discussion on Digital Sign
- 5 RESOLUTION 16-03: City Manager Contract Negotiating Committee
6. Discussion on Council Workshop Date.
7. Discussion of Fee Schedule.

PUBLIC COMMENT (Five Minute Time Limit): *This section is reserved for members of the public to bring up matters of concern or opportunities for praise. Issues brought up will not be discussed in detail at this meeting. Issues will either be referred to the proper staff or will be scheduled for consideration at a future City Council Meeting.*

COUNCIL MEMBER AND STAFF COMMENTS

ADJOURNMENT

PLEASE TURN OFF ALL CELL PHONES AND OTHER ELECTRONIC DEVICES PRIOR TO THE MEETING.

PRESENTATION: Fiscal Year 2014-2015 Audit by Plante & Moran, PLLC

Pamela Hill and Lamar Rushing of Plante Moran gave an overview of the city's financial status for fiscal year ending June 30, 2015.

Lamar Rushing covered the trends in the city's general fund revenues, expenditures, and fund balance. Mr. Rushing also reviewed the trends in the water and sewer fund revenues and expenditures with Council.

Mr. Rushing explained the decreasing taxable values which have significant impact on the city's largest revenue source. Another challenge that might present itself will be a potential change in personal property tax.

PUBLIC COMMENT:

Jarett Byrne – 11856 Highland Ave. – Addressed the city's two dog ordinance, and the issue he has with it. Mr. Byrne would like to see this ordinance changed, and/or an extension of his violation. If this ordinance cannot be changed to accommodate more than two dogs, then he will have to look into moving out of the city.

City Manager Elena Danishevskaya informed Mr. Byrne that he should contact Police Chief Keith Becker with his concerns.

Dorothy Lindsey – 423 Spruce St. – Asked about the consent agenda that is listed on the agenda, and how it works.

City Manager Daniel Lavelle explained how a consent agenda worked.

City Manager Elena Danishevskaya let Mrs. Lindsey know that the consent agenda was listed separate on the agenda, due to this consent agenda just being a trial, and it will need to be voted on to continue using the consent agenda.

John Fejedelem 604 Walnut – Asked how the Unwrapped event went on December 5th.

City Manager Elena Danishevskaya let everyone know that Unwrapped went well, and of the good turnout. City Manager Elena Danishevskaya stated that staff and Public safely did a great job, and that she was able to get a lot of great pictures that she would like to post to the city website.

Dan Davis – 1009 E. Mt. Morris – Expressed his feelings about the current building inspector. Mr. Davis let the council know he was unhappy about the amount of the refund to Mr. Ham. Believes that the building inspector misdirected Mr. Ham to benefit himself.

James Ham. – 11745 N. Saginaw St. – Questioned the 43% drop in property tax that was explained in the audit presentation by Plante & Moran. Asked who the person was that determines that cost of tax for the city's properties.

City Manager Elena Danishevskaya let Mr. Ham know that the City Assessor is the one that determines the cost of the city's properties.

City treasurer Vicki Fishell let Mr. Ham know that there will be a Board of Review meeting at 4pm tomorrow at city hall, if he had any questions for the assessor.

5. Medical Insurance opt out.

City Manager Elena Danishevskaya explained that she would like the Council to think about offering current employees, and retirees of the city, some kind of lump sum to opt out of City health insurance coverage. City Manager Elena Danishevskaya went over the savings, and asked that a policy be put in place. Explained that there is a benefit for the employee, and retirees, while saving the City money as well.

City Mayor Daniel Lavelle talked about the way this opt out would work, and if employees opt out would they be allowed to opt back in after opt out was received.

After discussion Council asked that all the information be brought to the January meeting for review.

PUBLIC COMMENT:

James Ham – 11745 N. Saginaw St. – Thanked the council for all the time they have put in to getting everything completed with his business. Questioned the barriers request from last meeting, for in front of his business, and the cables attached to his building.

City Manager Elena Danishevskaya let Mr. Ham know that there are barriers planned for the curb on the corner, and explained that the proper people have been contacted in regards to the cables and just waiting for a response.

John Fejedelem – 604 Walnut – Asked if there was any plans to demolish the vacant houses in the City.

City Mayor Daniel Lavelle let Mr. Fejedelem know that the Land Bank has informed the City that there is a set amount of money for taking care of these properties.

City Manager Elena Danishevskaya stated that the Treasurer Vicki Fishell has been working on the list of properties in the city to submit to the Land Bank.

Sandy Fejedelem – 604 Walnut – Asked City Manager Elena Danishevskaya when she will be answering questions, either at the beginning or end of the meetings.

City Manager Elena Danishevskaya let Mrs. Fejedelem know that she will continue to answer last meetings questions during her staff comments.

COUNCIL MEMBER AND STAFF COMMENTS:

Council member Middleton wished everyone a Merry Christmas, and a Happy New Year.

Council member Michaels wished everyone a Merry Christmas.

Council member Judkins asked if all six addresses that are on the list were sent to the Land Bank. Thanked everyone that have been involved in the City this year, and welcomed the new members. Thanked Elena for getting the ball rolling and bringing enthusiasm. Thanked the community and let them know that he is keeping track of their questions and concerns. Let Mr. Ham know he hopes everything works out for him. Wished everyone a very special Christmas.

Council member Sullivan wished everyone a Merry Christmas, and be safe.

Council member Davis wished everyone a Merry Christmas, and Happy New Year.

City Clerk Kristina Somers wished everyone a Merry Christmas.

City Manager Elena Danishevskaya thanked everyone for working together so well. Glad that the council was able to get Mr. Ham his refund. Thanked the staff for working exceptionally well together. Likes seeing everyone working together as a team to get things completed. Let Mr. Fejedelem know that there has been no response from the owners, in regards to Grandma Kays sign, but will keep contacting them. Let Mr. Ham know that the left turn sign was moved and hopes it is working better. Merry Christmas, and look forward to working with you all this next year.

City Mayor Daniel Lavelle stated it had been a trying year, with changes in staff and management but looks forward to working together in the next year. Wished everyone a Merry Christmas and a Happy New Year.

ADJOURNMENT:

With no further business, the Council Meeting was adjourned at **9:20 p.m.**

Kristina K. Somers City Clerk

INVOICE APPROVAL LIST BY FUND REPORT

Pre-Paid Warrant#15-28

Date: 12/23/2015

Time: 1:40 pm

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CITY OF MT.MORRIS

Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
Fund: 101 General							
Dept: 000.000							
101-000.000-066.000	UNDISTRIBL						
	HUMANA INSURANCE COMF	182087513	January Vision/Dental	0	12/23/2015	12/23/2015	1,241.42
	UNUM LIFE INSURANCE CO.	0150244-001 5	LIFE&DISABILITY INS.	0	12/23/2015	12/23/2015	840.51
							2,081.93
101-000.000-256.000	DEPOSITS F						
	DAVIS/DAN//		Refund Key Deposit	0	12/23/2015	12/23/2015	25.00
	IRWIN/TONYA//		Refund Key Deposit	0	12/23/2015	12/23/2015	25.00
							50.00
101-000.000-471.000	PLANNING (
	HAM/JAMES//		Refund-Cond. Use Permit	0	12/23/2015	12/23/2015	300.00
							300.00
							Total Dept. 000000: 2,431.93
Dept: 215.000 ADMINISTRATION							
101-215.000-740.000	OPERATING						
	DANISHEVSKAYA/ELENA//		Mileage	0	12/23/2015	12/23/2015	62.10
	I.T. RIGHT	20146635	City Manager Monitor	0	12/23/2015	12/23/2015	95.00
	PRINTING SYSTEMS	92578	Supplies	0	12/23/2015	12/23/2015	123.77
	PURCHASE POWER	8000-9000-0233-4567	Postage	0	12/23/2015	12/23/2015	250.00
	SHRED-IT	9408620022	November Services	0	12/23/2015	12/23/2015	175.50
							548.37
101-215.000-959.000	MEMBERSH						
	MICHIGAN ASSOCIATION OF		2016 MEMBERSHIP DUES	0	12/23/2015	12/23/2015	60.00
							60.00
101-215.000-990.000	DEBT SERV						
	US BANK EQUIPMENT FINAI	293550539	COPIER LEASE	0	12/23/2015	12/23/2015	49.50
							49.50
							Total Dept. ADMINISTRATION: 657.87
Dept: 253.000 TREASURER							
101-253.000-740.000	OPERATING						
	PRINTING SYSTEMS	92578	Supplies	0	12/23/2015	12/23/2015	47.95
	PURCHASE POWER	8000-9000-0233-4567	Postage	0	12/23/2015	12/23/2015	125.00
							172.95
							Total Dept. TREASURER: 172.95
Dept: 265.000 CITY HALL & GRO							
101-265.000-740.000	OPERATING						
	MENARDS - CLIO	1062,1344,1355	Supplies	0	12/23/2015	12/23/2015	1.53
							1.53
101-265.000-801.000	PROFESSIC						
	CURBCO	30045	Nov.Sweep Major/Local/Parking	0	12/23/2015	12/23/2015	270.00
							270.00
101-265.000-920.000	PUBLIC UTIL						
	CONSUMERS ENERGY	100031206095	Nov City Hall (Electric)	0	12/22/2015	12/22/2015	824.34
	CONSUMERS ENERGY	100031206228	Nov. City Hall (Gas)	0	12/22/2015	12/22/2015	145.12
							969.46
							Total Dept. CITY HALL & GROUNDS: 1,240.99
Dept: 269.000 OTHER CITY PROF							
101-269.000-920.000	PUBLIC UTIL						
	CONSUMERS ENERGY	100029740212	Nov. Parking Lot	0	12/22/2015	12/22/2015	52.39

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
							52.39
							52.39
Dept: 305.000 POLICE DEPARTM							
101-305.000-740.000 OPERATING							
GALL'S INC.///		004512118	Traffic Cones	0	12/23/2015	12/23/2015	170.27
GALL'S INC.///		004512119	Equipment Bags	0	12/23/2015	12/23/2015	70.56
PURCHASE POWER		8000-9000-0233-4567	Postage	0	12/23/2015	12/23/2015	125.00
SHRED-IT		9408620022	November Services	0	12/23/2015	12/23/2015	17.50
							383.33
							52.39
							52.39
Dept: 336.000 FIRE DEPARTMEN							
101-336.000-714.000 FRINGE BENEFITS							
LINCOLN NATIONAL LIFE INSURANCE		INSFAMOUN-BL-1145264	FD Life Ins.	0	12/23/2015	12/23/2015	60.01
							60.01
101-336.000-759.000 UNIFORMS							
FIRE EQUIPMENT ASSC., INC.		15131	Gloves	0	12/23/2015	12/23/2015	130.00
							130.00
							190.01
Dept: 371.000 CODES & ENFORC							
101-371.000-801.000 PROFESSIONAL SERVICES							
REGIONAL INSPECTION LLC		104201511	November Charges	0	12/23/2015	12/23/2015	789.80
							789.80
							789.80
Dept: 441.000 PUBLIC WORKS							
101-441.000-920.000 PUBLIC UTILITIES							
CONSUMERS ENERGY		100031076589	Nov. DPW Garage	0	12/22/2015	12/22/2015	430.05
							430.05
101-441.000-930.000 REPAIR & MAINTENANCE							
KNAPHEIDE TRUCK EQUIPMENT		1105565	Spreader Truck#57	0	12/23/2015	12/23/2015	90.85
							90.85
							520.90
Dept: 738.000 LIBRARY							
101-738.000-740.000 OPERATING							
A-1 GLASS COMPANY		14532	Repair at Library	0	12/22/2015	12/22/2015	450.00
MENARDS - CLIO		1062,1344,1355	Supplies	0	12/23/2015	12/23/2015	3.21
							453.21
101-738.000-920.000 PUBLIC UTILITIES							
CONSUMERS ENERGY		100029689898	Nov. Library	0	12/22/2015	12/22/2015	722.42
							722.42
							1,175.63
							7,615.80
Fund: 202 Major Street							
Dept: 451.000 STREET CONSTR							
202-451.000-801.000 PROFESSIONAL SERVICES							
SPICER GROUP		178886	Professional Services-TIP	0	12/23/2015	12/23/2015	2,500.00
							2,500.00
							2,500.00

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
Dept: 463.000 STREET ROUTINE							
202-463.000-801.000	PROFESSIC CURBCO	30045	Nov.Sweep Major/Local/Parking	0	12/23/2015	12/23/2015	958.00
							958.00
t. STREET ROUTINE MAINTENANCE:							958.00
Dept: 474.000 TRAFFIC SERVICE							
202-474.000-801.000	PROFESSIC GENESEE COUNTY ROAD C	24421	Signal Maintenance	0	12/23/2015	12/23/2015	1,156.51
							1,156.51
Total Dept. TRAFFIC SERVICES:							1,156.51
Total Fund Major Street:							4,614.51
Fund: 203 Local Street							
Dept: 463.000 STREET ROUTINE							
203-463.000-801.000	PROFESSIC CURBCO	30045	Nov.Sweep Major/Local/Parking	0	12/23/2015	12/23/2015	1,060.00
							1,060.00
t. STREET ROUTINE MAINTENANCE:							1,060.00
Total Fund Local Street:							1,060.00
Fund: 276 Downtown Developme							
Dept: 103.000 AUTHORITY BOAR							
276-103.000-740.000	OPERATING MENARDS - CLIO	1062,1344,1355	Supplies	0	12/23/2015	12/23/2015	7.89
							7.89
Total Dept. AUTHORITY BOARD:							7.89
in Development Authority:							7.89
Fund: 591 Water Fund							
Dept: 215.000 ADMINISTRATION							
591-215.000-740.000	OPERATING I.T. RIGHT	20146635	City Manager Monitor	0	12/23/2015	12/23/2015	95.00
	PURCHASE POWER	8000-9000-0233-4567	Postage	0	12/23/2015	12/23/2015	505.00
							600.00
591-215.000-959.000	MEMBERSH MICHIGAN RURAL WATER A	1015	2016 Membership Dues	0	12/23/2015	12/23/2015	310.00
							310.00
591-215.000-990.000	DEBT SERV US BANK EQUIPMENT FINA	293550539	COPIER LEASE	0	12/23/2015	12/23/2015	49.50
							49.50
Total Dept. ADMINISTRATION:							959.50
Dept: 537.000 WATER DISTRIBUT							
591-537.000-740.000	OPERATING MENARDS - CLIO	1062,1344,1355	Supplies	0	12/23/2015	12/23/2015	61.67
							61.67
591-537.000-740.700	OPERATING ETNA SUPPLY COMPANY	S101665977.001	Water Meters	0	12/23/2015	12/23/2015	1,057.18
							1,057.18
591-537.000-920.000	PUBLIC UTII						

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
	CONSUMERS ENERGY	100030078313	Nov. Meter Pit 1	0	12/22/2015	12/22/2015	35.95
							<u>35.95</u>
591-537.000-921.000	COST OF SE						
	GENESEE COUNTY DRAIN C	W57 MM1215	November Water Usage	0	12/23/2015	12/23/2015	44,939.30
							<u>44,939.30</u>
							Total Dept. WATER DISTRIBUTION: 46,094.10
							Total Fund Water Fund: 47,053.60
Fund: 703	Current Tax Collection						
Dept: 000.000							
703-000.000-275.000	DUE TO TAX						
	DEVILLE/MICHAEL//		Refund Summer tax payment	0	12/23/2015	12/23/2015	1,051.51
							<u>1,051.51</u>
							Total Dept. 000000: 1,051.51
							rrent Tax Collection Fund: 1,051.51
							Grand Total: 61,403.31

This Warrant is hereby approved and directed for payment.

Daniel J. Lavelle, Mayor

Kristina K. Somers, City Clerk

INVOICE APPROVAL LIST BY FUND REPORT

Warrant#16-01

Date: 01/07/2016

Time: 10:08 am

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Fund: 101 General							
Dept: 000.000							
101-000.000-066.000	UNDISTRIBL GENESEE COUNTY RETIREI		4th Quarter Retirement	0	01/06/2016	01/06/2016	24,860.72
							24,860.72
101-000.000-256.000	DEPOSITS F DAVIS/LISA// WILLIAMS/MARSHA//		REFUND OF KEY DEPOSIT Refund of Key Deposit	0 0	01/06/2016 01/06/2016	01/06/2016 01/06/2016	25.00 25.00
							50.00
Total Dept. 000000:							24,910.72
Dept: 202.000 ASSESSOR							
101-202.000-801.000	PROFESSIC LANDMARK APPRAISAL		3 Assessing-Third Quarter	0	01/06/2016	01/06/2016	2,975.00
							2,975.00
Total Dept. ASSESSOR:							2,975.00
Dept: 212.000 ACCOUNTANT							
101-212.000-801.000	PROFESSIC PLANTE & MORAN	1298563	Audit Services	0	01/06/2016	01/06/2016	7,680.00
							7,680.00
Total Dept. ACCOUNTANT:							7,680.00
Dept: 215.000 ADMINISTRATION							
101-215.000-740.000	OPERATING GENESEE COUNTY HERALD MAPLE TOWNE PRINTING ZODIAC ENTERPRISES, LLC	H141330CL 15557 5675-S	Notice of Ordinance Adoption Envelopes City of MM-Emb Garms	0 0 0	01/06/2016 01/06/2016 01/06/2016	01/06/2016 01/06/2016 01/06/2016	27.13 138.00 42.75
							207.88
101-215.000-850.000	COMMUNIC, COMCAST CABLEVISION	09501792105-02-6	Monthly Charges City Hall	0	01/05/2016	01/05/2016	67.10
							67.10
Total Dept. ADMINISTRATION:							274.98
Dept: 253.000 TREASURER							
101-253.000-740.000	OPERATING ZODIAC ENTERPRISES, LLC	5675-S	City of MM-Emb Garms	0	01/06/2016	01/06/2016	42.75
							42.75
Total Dept. TREASURER:							42.75
Dept: 265.000 CITY HALL & GROU							
101-265.000-740.000	OPERATING WOLVERINE FIRE PROTECT	5675-S	EXT Inspection/Recharge	0	01/06/2016	01/06/2016	7.00
							7.00
Total Dept. CITY HALL & GROUNDS:							7.00
Dept: 305.000 POLICE DEPARTM							
101-305.000-740.000	OPERATING GALL'S INC./// MAPLE TOWNE PRINTING	004614379 15554	PD FLARES Business Cards-PD	0 0	01/06/2016 01/06/2016	01/06/2016 01/06/2016	113.00 27.00
							140.00
101-305.000-745.000	GAS & FUEL MICHIGAN PETROLEUM TEC	02-0000264	Petroleum	0	01/07/2016	01/07/2016	848.40
							848.40

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Fund/Dept/Acct	Vendor Name	Invoice #	Invoice Desc.	Check #	Due Date	Posting Date	Amount
101-305.000-850.000	COMMUNIC, AT & T	287230341993	November Wireless	0	01/05/2016	01/05/2016	56.80
	COMCAST CABLEVISION	09501792105-02-6	Monthly Charges City Hall	0	01/05/2016	01/05/2016	38.34
							95.14
101-305.000-930.000	REPAIR & M WOLVERINE FIRE PROTECT	5675-S	EXT Inspection/Recharge	0	01/06/2016	01/06/2016	72.00
							72.00
101-305.000-970.000	CAPITAL OU ARROWHEAD PUBLIC SAFE	MMCP91015	New PD Tahoe Equipment	0	01/05/2016	01/05/2016	3,122.00
							3,122.00
							Total Dept. POLICE DEPARTMENT: 4,277.54
Dept: 336.000 FIRE DEPARTMENT							
101-336.000-740.000	OPERATING BUSINESS MICRO RESOURC	7422	Annual Maint. Fee	0	01/07/2016	01/07/2016	400.00
	FIRE EQUIPMENT ASSC., INC	15132	FD Thremal Image Camera	0	01/06/2016	01/06/2016	460.00
	WOLVERINE FIRE PROTECT	5675-S	EXT Inspection/Recharge	0	01/06/2016	01/06/2016	139.00
							999.00
101-336.000-745.000	GAS & FUEL MICHIGAN PETROLEUM TEC	02-0000264	Petroleum	0	01/07/2016	01/07/2016	17.22
							17.22
101-336.000-759.000	UNIFORMS FIRE EQUIPMENT ASSC., INC	15132	FD Thremal Image Camera	0	01/06/2016	01/06/2016	460.00
							460.00
101-336.000-850.000	COMMUNIC, COMCAST CABLEVISION	09501792105-02-6	Monthly Charges City Hall	0	01/05/2016	01/05/2016	19.16
							19.16
101-336.000-930.000	REPAIR & M FIRE EQUIPMENT ASSC., INC	15132	FD Thremal Image Camera	0	01/06/2016	01/06/2016	460.00
							460.00
101-336.000-958.000	INSERVICE CPR RESOURCE		AHA BLS INSTRUSTOR COURSE	0	01/06/2016	01/06/2016	310.00
							310.00
							Total Dept. FIRE DEPARTMENT: 2,265.38
Dept: 441.000 PUBLIC WORKS							
101-441.000-740.000	OPERATING ACTION MUNICIPAL SUPPLY	16357	Supplies	0	01/05/2016	01/05/2016	31.62
	MENARDS - CLIO	1964	Supplies	0	01/06/2016	01/06/2016	35.94
	WOLVERINE FIRE PROTECT	5675-S	EXT Inspection/Recharge	0	01/06/2016	01/06/2016	75.00
							142.56
101-441.000-745.000	GAS & FUEL MICHIGAN PETROLEUM TEC	02-0000264	Petroleum	0	01/07/2016	01/07/2016	2.94
							2.94
101-441.000-850.000	COMMUNIC, AT & T	287230341993	November Wireless	0	01/05/2016	01/05/2016	34.09
	COMCAST CABLEVISION	09501809829-01-4	Monthly Charges DPW	0	01/05/2016	01/05/2016	69.85
							103.94
							Total Dept. PUBLIC WORKS: 249.44
Dept: 738.000 LIBRARY							
101-738.000-740.000	OPERATING ACTION MUNICIPAL SUPPLY	16357	Supplies	0	01/05/2016	01/05/2016	61.38

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	MENARDS - CLIO	1964	Supplies	0	01/06/2016	01/06/2016	19.97
	WOLVERINE FIRE PROTECT	5675-S	EXT Inspection/Recharge	0	01/06/2016	01/06/2016	14.00
							<u>95.35</u>
101-738.000-801.000	PROFESSIC						
	SHERWOOD PROFESSIONA	1287	Library Cleaning Services	0	01/06/2016	01/06/2016	210.00
							<u>210.00</u>
						Total Dept. LIBRARY:	305.35
						Total Fund General:	42,988.16
Fund: 202 Major Street							
Dept: 451.000 STREET CONSTR							
202-451.000-820.000 ENGINEERII							
	ROWE PROFESSIONAL SER	78249	Saginaw Street Improvements	0	01/06/2016	01/06/2016	5,255.08
	ROWE PROFESSIONAL SER	78250	Saginaw St. Water Main Repl	0	01/06/2016	01/06/2016	24,360.00
							<u>29,615.08</u>
						Total Dept. STREET CONSTRUCTION:	29,615.08
Dept: 463.000 STREET ROUTINE							
202-463.000-740.000 OPERATING							
	AT & T	287230341993	November Wireless	0	01/05/2016	01/05/2016	68.18
	WOLVERINE FIRE PROTECT	5675-S	EXT Inspection/Recharge	0	01/06/2016	01/06/2016	14.00
							<u>82.18</u>
						Total Dept. STREET ROUTINE MAINTENANCE:	82.18
						Total Fund Major Street:	29,697.26
Fund: 591 Water Fund							
Dept: 215.000 ADMINISTRATION							
591-215.000-850.000 COMMUNIC.							
	AT & T	287230341993	November Wireless	0	01/05/2016	01/05/2016	68.18
	COMCAST CABLEVISION	09501809829-01-4	Monthly Charges DPW	0	01/05/2016	01/05/2016	69.85
	COMCAST CABLEVISION	09501792105-02-6	Monthly Charges City Hall	0	01/05/2016	01/05/2016	67.10
							<u>205.13</u>
						Total Dept. ADMINISTRATION:	205.13
Dept: 537.000 WATER DISTRIBUT							
591-537.000-740.000 OPERATING							
	WOLVERINE FIRE PROTECT	5675-S	EXT Inspection/Recharge	0	01/06/2016	01/06/2016	40.00
							<u>40.00</u>
591-537.000-745.000	GAS & FUEL						
	MICHIGAN PETROLEUM TEC	02-0000264	Petroleum	0	01/07/2016	01/07/2016	88.00
							<u>88.00</u>
591-537.000-930.000	REPAIR & M						
	WOLVERINE FIRE PROTECT	5675-S	EXT Inspection/Recharge	0	01/06/2016	01/06/2016	42.00
							<u>42.00</u>
						Total Dept. WATER DISTRIBUTION:	170.00
						Total Fund Water Fund:	375.13
						Grand Total:	73,060.55

This Warrant is hereby approved and directed for payment.

Daniel J. Lavelle, Mayor

Kristina K. Somers, City Clerk



January 5, 2016

City of Mt. Morris
Daniel Lavelle, Mayor
11649 N. Saginaw St.
Mt. Morris, MI 48458

SUBJECT: Water Project - City of Mt. Morris
Loan \$ 715,000; 2.50 % Intermediate Interest Rate; 40 Years
Grant \$585,000

Dear Mr. Lavelle:

This letter establishes conditions which must be understood and agreed to by you before further consideration may be given to your application. The loan and/or grant will be administered on behalf of the Rural Utilities Service (RUS) by the State and Area staff of USDA, Rural Development. Any changes in project cost, source of funds, scope of services or any other significant changes in the project or applicant, must be reported to an approved by USDA, Rural Development, by written amendment to this letter. If significant changes are made without obtaining such approval, Rural Development may discontinue processing of the application.

This letter does not constitute loan and/or grant approval, nor does it ensure that funds are or will be available for the project.

The interest rate will be the lower of the rate in effect at the time of loan approval or the time of loan closing. The loan will be considered approved on the date a signed copy of Form RD 1940-1, "Request for Obligation of Funds", is mailed to you.

Please complete, sign and return the following forms if you agree to meet these conditions and desire that further consideration be given to your application:

Form RD 1942-46, "Letter of Intent to Meet Conditions,"
Form RD 1940-1, "Request for Obligation of Funds,"

Within 180 days of this letter, you must meet all of the conditions set forth which can be met prior to calling for construction bids. If you have not done so, Rural Development reserves the right to discontinue the processing of your application.

The conditions referred to above are as follows:

Project Budget – Funding from all sources has been budgeted for the estimated project cost of \$2,760,000, \$1,300,000 from RD. The project, as described is the approved Preliminary Engineering Report, is as follows:

Rural Development •
1525 N. Elms Rd., Flint, MI 48532
Voice (810) 230-8766 • Fax (810) 230-2404 * TDD/TTY 517-324-5200

USDA is an equal opportunity provider and employer.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form (PDF), found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

The preliminary engineering report (PER) is generally based on Rural Development guidelines. The report reviewed was received August 18, 2015.

Mt Morris has had a municipal water system since 1922. Since 1972 it has purchased water from the Genesee County water system, administered by the Genesee County Drain Commissioner - Division of Water and Waste Services. They have 18.9 miles of watermain, 60 percent of which is 6" diameter or smaller, which is undersized by current MDEQ standards. Water provided by two metered connections with the Genesee County system. Storage is provided by a Genesee County storage tank on Clio Road. Mt Morris has no storage of its own. It has 1080 residential and 102 commercial customers. Mt Morris maintains a backup well as a standby water supply, which are in acceptable condition.

The challenge facing Mt. Morris is the 6" watermain along Saginaw Street. It is undersized, leaky, and beyond its service life. It needs to be replaced. Michigan Dept of Transportation is reconstructing Saginaw Street, so it is to the city's advantage to replace the watermain and appurtenances.

The report included discussion of the current situation, projected demand, project alternatives, and recommendations. The proposed project includes a mile of watermain with hydrants, valves, service leads and restoration. MDOT leveraged funds are \$1,300,000. The proposed project has a total construction cost of \$2,635,000; total engineering services as stipulated in the draft engineering agreement are \$200,408. O&M is \$887,499/year. There are no short-lived assets. See CPAP underwriting, Project Costs, for complete project budget.

If, during the design engineering phase, the scope of the project is revised, the Preliminary Engineering Report will need to be also revised with the following items:

1. Revised project budget
2. Addendum to the Preliminary Engineering Report with narrative outlining revisions

Your funding needs will be reassessed if there are changes in project costs after bids are received. Obligated loan or grant funds not needed to complete the proposed project will be deobligated. Any reduction will be applied to grant funds first. An "Amended Letter of Conditions" will be issued for any revised project budget.

Project Funds - Project funding is planned from the following sources:

USDA, Rural Development -	\$ 715,000 loan
	\$ 585,000 grant
MDOT -	\$1,425,000
City of Mt Morris -	\$ 35,000

Any changes in funding sources following obligation of RUS funds must be reported to the processing official. Prior to advertisement for construction bids, you must provide evidence of applicant contributions and approval of other funding sources. This evidence should include a copy of the commitment letter.

Disbursement of Funds –Any applicant contribution will be considered as the first funds expended. An agreement should be reached with all other funding sources on how funds are to be disbursed before the start of construction. RUS loan funds will be used prior to the use of RUS grant funds.

You must establish a separate construction account, with an acceptable financial institution or depository that meets the requirements of 31 CFR Part 202. All project funds will be deposited into this account.

Financial institutions or depositories accepting deposits of public funds and providing other financial agency services to the Federal Government are required to pledge adequate, acceptable securities as collateral. All funds in the account will be secured by a collateral pledge equaling at least 100% of the highest amount of funds expected to be deposited in the constructions account at any one time. Additional guidance on collateral acceptability and valuation are available at Treasury's Bureau of the public debt website at www.publicdebt.treas.gov.

Any Agency grant funds not disbursed immediately upon receipt must be deposited in an interest bearing account except as follows:

1. Federal grant awards (includes all federal funding sources) are less than \$120,000 per year.
2. The best available interest bearing account would not be expected to earn in excess of \$100 per year will be submitted to the Agency at least quarterly as required in 7CFR3016.
3. The depository would require a minimum balance so high that it would not be feasible.

Security – The loan will be secured by a Revenue Bond as authorized under PA 94 of 1933, as amended. The bond will be fully registered as to both principal and interest in the name of the “United States of America Acting through the Department of Agriculture”.

The bond and any ordinance or resolution relating thereto must not contain any provision in conflict with the RD Loan Resolution, applicable regulations, and law. In particular, there must be no defeasance or refinancing clause in conflict with the graduation requirements of 7 USC 1983 (c).

Additional security requirements are contained in RUS Bulletin 1780-12, “Water or Waste System Grant Agreement” and RUS Bulletin 1780-27, “Loan Resolution (Public Bodies)”.

Qualified Status under Section 303(3) of Public Act 34 of 2011 – Prior to bidding, you and/or your bond counsel must verify that “Qualified Status” has been obtained or is ready to file an application with the Local Audit and Finance Division, Michigan Department of Treasury.

Loan Repayment – Your loan will be scheduled for repayment over a period of 40 years at the interest rate of 2.50%. The first interest payment will be scheduled no later than six months from the bond closing date. The interest rate will be the lower of the rate in effect at the time of loan approval or the time of loan closing, whichever is less, unless you choose otherwise.

You will be required to complete RD-3550-28, “Authorization Agreement for Preauthorized Payments” for all new and existing indebtedness to the Agency. Your loan payment will be electronically debited from your designated bank account on the day your payment is due.

Reserves – Reserves must be properly budgeted to maintain the financial viability and sustainability of any operation. Reserves are important to fund unanticipated emergency maintenance and repairs, and assist with debt service thru a debt service reserve should the need arise. Reserves can also be established and maintained for the anticipated and expected expenses including but not limited to operation and maintenance and customer deposits.

The annual bond reserve requirement is determined to be **\$2,850.00**. This will accumulate at the rate of one-tenth of one annual payment per year until the balance is equal to **\$28,500**.

The annual Repair, Replacement and Improvement (RRI) reserve requirement is determined to be **\$-0-**, since there are no short lived assets.

Users – This letter of conditions is based upon you providing evidence or a certification that there will be at least **1,080** residential users and **142** commercial users on the system when construction has been completed. Rural Development funding commitment is based on providing service to a total of **1222** users. Before the Agency can agree to the project being advertised for construction bids, you must provide evidence or a certification that the total required number of users are currently using the system or signed up to use the system.

Effective Collection Policy: The facility needs to be operated on a sound business plan. You will be required to develop an “Effective Collection Policy,” which can be included in a “Rate Ordinance,” which will address accounts not paid in full within a specified number of days after the date of billing. The plan should include appropriate late fees, specified timeframes for disconnection of service, and reconnection fees.

Proposed Operating Budget and User Rate Analysis - You must maintain a rate schedule that provides adequate income to meet the minimum requirements for operation and maintenance, debt service, and reserves. You will be required to submit a copy of your proposed annual operating budget and rate analysis to the Agency which supports the proposed loan repayment prior to the Agency giving you written authorization to proceed with the bidding phase. The operating budget should be based on a typical year cash flow after completion of the construction phase. Form RD 442-7 - “Operating Budget” attached or similar form may be utilized for this purpose. The rate analysis will be required to show the number of users, their average consumption based on a twelve month consecutive average, and rate structure to support the necessary revenue to make the operating budget cash flow. It is expected that O&M will change over each successive year and user rates will need to be adjusted on a regular basis.

Assistance is available from technical assistance resources to help you evaluate and complete a rate analysis on your system. This assistance is available free to your organization. If you are interested please contact our office for phone numbers and contacts of these organizations

Insurance and Bonding Requirements - Prior to loan closing or start of construction, whichever occurs first, you must acquire the types of insurance and bond coverage shown below. The use of deductibles may be allowed providing you have the financial resources to cover potential claims requiring payment of the deductible. The Agency strongly recommends that you have your engineer, attorney, and insurance provider(s) review proposed types and amounts of coverage, including any exclusions and deductible provisions. It is your responsibility and not that of the Agency to assure that adequate insurance and fidelity or employee dishonesty bond coverage is maintained.

1. **General Liability Insurance** – Include vehicular coverage.
2. **Workers’ Compensation** - In accordance with appropriate State laws.
3. **Position Fidelity Bond(s)** - All positions occupied by persons entrusted with the receipt and/or disbursement of funds must be bonded. You should have each position bonded in an amount equal to the maximum amount of funds to be under the control of that position at any one time. The coverage may be increased during construction of this project based on the anticipated monthly advances. The minimum coverage acceptable to the Agency will be for each position to be bonded for an amount at least equal to one annual installment on your Agency loan(s). The amount of coverage should be discussed and approved by the Agency. Form RD 440-24, “Position Fidelity Bond” may be used for this purpose.
4. **National Flood Insurance** - If the project involves acquisition or construction in designated special flood or mudslide prone areas, you must purchase a flood insurance policy at the time of loan closing.

5. Real Property Insurance – Fire and extended coverage will normally be maintained on all structures except reservoirs, pipelines and other structures if such structures are not normally insured and subsurface lift stations except for the value of electrical and pumping equipment. Prior to the acceptance of the facility from the contractor(s), you must obtain real property insurance (fire and extended coverage) on all facilities identified above.

Water Purchase/Sewage Treatment Contract - You propose to purchase treated water from the Genesee County Drain commission. A written contract will be required. A draft contract must be reviewed and concurred in by Rural Development prior to execution. Form RD 442-30 "Water Purchase Contract" may be used when appropriate. If the loan will be repaid from system revenues, the contract will be pledged as part of loan security.

System Management Agreements – If the project or system will be managed or operated by someone other than the applicant, a management agreement must be approved by Rural Development. A draft, unsigned agreement must contain items listed in RUS Bulletin 1780-8 "Minimum Suggested Contents of Management Agreements" and be submitted to Rural Development for concurrence prior to execution of contract.

Accounting Services - You may be required to obtain the services of an independent licensed Certified Public Accountant (CPA). When permitted by state statutes or with the approval of the Agency, a state or Federal auditor may perform the audit in lieu of a CPA.

Audit Agreement - You must enter into a written audit agreement with the auditor and submit a copy to the Agency prior to advertisement of bids. The audit agreement may include terms and conditions that the borrower and auditor deem appropriate; however, the agreement should include the type of audit or financial statements to be completed, the time frame in which the audit or financial statements will be completed, what type of reports will be generated from the services provided and how irregularities will be reported. Prior to the advertisement for bids, your accountant must certify to you and the Agency that the accounts and records as required by your bond resolution/ordinance have been established and are operational.

Audit Requirements - The following management data will be required from you on an annual basis and be submitted to the Agency as specified below:

1. A borrower that expends more than the current threshold in federal financial assistance per fiscal year shall submit an audit performed in accordance with the requirements of OMB Circular A-133. As described above, the total federal funds expended from all sources shall be used to determine federal financial assistance expended. Projects financed with interim financing are considered federal expenditures.
2. A borrower that expends less than the current threshold in Federal financial assistance per fiscal year and an outstanding Agency loan balance of \$1,000,000 or more shall submit an audit performed in accordance with Generally Accepted Government Auditing Standards, (GAGAS).
3. A borrower that expends less than the current threshold in Federal financial assistance per fiscal year and has an outstanding Agency loan balance of less than \$1,000,000 may submit a management report, which includes at a minimum a Balance Sheet and an Income and Expense Statement.

Annual Budget and Projected Cash Flow - Thirty days prior to the beginning of each fiscal year, you will be required to submit an annual budget and projected cash flow to this office. With the submission of the annual budget, you will be required to provide a current rate schedule, a current listing of the Board or Council Members and their terms.

Quarterly Reports – Quarterly management reports will be required until the processing office waives the required reports. You may use RD form 442-2 or other similar format. The area office will notify you in writing when the Quarterly reports are no longer required.

Property Rights - Prior to advertisement for construction bids, you must furnish satisfactory evidence that you have or can obtain adequate continuous and valid control over the lands and rights-of-ways needed for the project. Acquisitions of necessary land and rights must be accomplished in accordance with the Uniform Relocation and Real Property Acquisition Act. Such evidence of control over the lands and rights must be in the following form:

Right-of-Ways - A right-of-way map will be required showing clearly the location of all lands and right-of-ways needed for the project. The map must designate public and private lands and rights and the appropriate legal ownership thereof. A certification and legal opinion relative to title to right-of-ways and easements is required. Form RD 442-22, "Opinion of Counsel Relative to Rights-of-Way", and Form RD 442-21, "Right-of-Way Certificate" are to be used. These forms may contain a few exceptions such as properties that must be condemned; however, prior to the start of construction or loan closing, whichever occurs first, new forms must be provided which do not provide for any exceptions.

Preliminary Title Work – All title opinions and/or title commitments should be coordinated with the color-coded right-of-way map.

1. (Preliminary Title Opinions) Form MI RD 1927-9, "Preliminary Title Opinion" along with copies of deeds, contracts or options for any lands needed other than rights-of-way, may be used for each property currently owned or to be acquired. The title search period must cover a minimum of 40 years, be unqualified, and not contain any restrictions, including reverter clauses, which will adversely affect the system.
(Title Commitments) A title insurance commitment will be required on all real estate now owned and property to be acquired in connection with this project. Title insurance commitments must be owner's policies and equal the value of the property as improved. The commitment will name the borrower as the proposed insured. Any exceptions must be reviewed by the attorney, who must provide certification that the exceptions will not adversely affect the operation and maintenance of the facility.
2. (Final Title Opinion) Form MI RD 1927-10, "Final Title Opinion" - On the day of loan closing, your attorney must furnish a separate final title opinion on all existing land(s) and those to be acquired on the day of loan closing.
(Final Title Policy) – At or immediately after loan closing, a Title Insurance Policy showing no exceptions that would adversely affect the use of the real property in connection with the proposed project must be provided.

Engineering Services – The Agency must approve any agreements and modifications to agreements for professional engineering services. The agreement for engineering services should consist of the Engineers Joint Contract Documents Committee (EJCDC) documents as indicated in RUS Bulletin 1780-26, "Guidance for the Use of EJCDC Documents on Water and Waste Projects with RUS Financial Assistance" or other approved form of agreement. The engineer must also provide Form AD-1048 "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions."

Resident Inspector(s) – Full-time inspection is required unless a written exception is made by the Agency upon your written request. This service is to be provided by the consulting engineer or other arrangements as approved by the Agency. Prior to the pre-construction conference, a resume of qualifications of the resident inspector(s) will be submitted to the owner and Agency for review and approval. The owner will

provide a letter of acceptance for all proposed observers to the engineer and Agency. The resident inspector(s) must attend the pre-construction conference.

Restrictions on Lobbying

In order to comply with Section 319 of Public Law 101-121 which prohibits applicants and recipients of Federal contracts, grants and loans from using Federal appropriated funds for lobbying, the Federal Government in connection with the award of a specific contract, grant or loan, the **Applicant**, and all contractors and subcontractors must:

1. Execute the attached Certification for Contracts, Grants, and Loans.
2. Complete Standard Form LLL, "Disclosure of Lobbying Activities", if they have made, or agreed to make payment, using funds other than Federal appropriated funds, to influence or attempt to influence a decision in connection with the contract.
3. The Certification (and, if appropriate, the Disclosure) must be provided to USDA, Rural Development.

Environmental Requirements

Mitigation - At the conclusion of the proposal's environmental review process, no mitigation measures were specified.

Project Modifications – The project as proposed has been evaluated to be consistent with all applicable environmental requirements. If the project or any project element deviates from or is modified from the original approved project, additional environmental review may be required.

Vulnerability Assessments (VA) and Emergency Response Plans (ERP) – The Agency requires all financed water and wastewater systems to have a vulnerability assessment (VA) and an emergency response plan (ERP) in place. New water or wastewater systems must provide a certification that an ERP is complete prior to the start of operations. A certification that a VA is complete must be submitted within one year of the start of operations. Borrowers with existing systems must provide a certification that a VA and ERP are completed prior to bid authorization. Technical assistance is available in preparing these documents at no cost to you.

Permits – The owner, contractor or responsible party will be required to obtain all required permits for the project prior to advertisement for construction bids. A narrative opinion from your attorney concerning all permits, certificates, licenses and other items necessary to show that all legal requirements can be met and stating how they will be met.

Contract Documents, Final Plans and Specifications

The contract documents should consist of the EJCDC Construction Contract Documents as indicated in RUS Bulletin 1780-26 or other approved form of agreement.

The contract documents, final plans, and specifications must comply with RUS Instruction 1780, Subpart C – Planning, Designing, Bidding, Contracting, Construction and Inspections and be submitted to the Agency for approval prior to advertisement for bids.

The use of any procurement method other than competitive bidding must be requested in writing and approved by the Agency.

The Agency requires a pre-construction conference, pre-final, final, and warranty inspection.

The Agency requires prior agency concurrence with all Change Orders, Invoices, and Payment Estimates.

Graduation - By accepting this loan, you are also agreeing to refinance (graduate) the unpaid loan balance in whole, or in part, upon request of the Government. If at any time the Agency determines your entity is able to obtain a loan for such purposes from responsible cooperative or private sources at reasonable rates and terms, you will be requested to refinance.

Applicable State Statutes and Requirements – Evidence must also be provided indicating your system has a licensed operator, meeting State requirements, will be available prior to the system becoming operational or a suitable supervisory agreement with a licensed operator is in effect.

Civil Rights & Equal Opportunity - You should be aware of and will be required to comply with other federal statute requirements including but not limited to:

1. Section 504 of the Rehabilitation Act of 1973 – Under section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), no handicapped individual in the United States shall, solely by reason of their handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Agency financial assistance.
2. Civil Rights Act of 1964 – All borrowers are subject to, and facilities must be operated in accordance with, title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) and subpart E of part 1901 of this title, particularly as it relates to conducting and reporting of compliance reviews. Recipients shall post in offices and include on all materials [print and non-print (brochures, pamphlets, newspaper advertisements, news releases, outreach letters, letterhead, audio, video, internet and etc.)] used for public information, education and distribution the following nondiscrimination statement (long version).

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, age, disability, religion, sex and familial status. (Not all prohibited bases apply to all programs).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410 or call (800) 795-3272 (voice) or (202) 720-5964 (TDD).”

If materials have limited space thereby preventing the inclusion of the nondiscrimination statement (long version), recipients shall, at minimum use in print size no smaller than the text the following short version,

“This institution is an equal opportunity provider and employer.”

3. The Americans with Disabilities Act (ADA) of 1990 – This Act (42 U.S.C. 12101 et seq.) prohibits discrimination on the basis of disability in employment, State and local government services, public transportation, public accommodations, facilities, and telecommunications. Title II of the Act applies to facilities operated by State and local public entities which provides services, programs and activities. Title III of the Act applies to facilities owned, leased, or operated by private entities which accommodate the public.
4. Age Discrimination Act of 1975 – This Act (42 U.S.C. 6101 et seq.) provides that no person in the United States shall on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

Bid Authorization - Once all the conditions outlined in this letter have been met, the Agency may authorize you to advertise the project for construction bids. Such advertisement must be in accordance with appropriate State statutes. Immediately after bid opening you must provide the Agency with the following:

1. Bid tabulation
2. Consulting engineer's evaluation of bids and award of contract recommendation to the owner
3. Your recommendations for contract awards.
4. Revised project budget including bid award amounts.

If the Agency agrees that the construction bids received are acceptable, adequate funds are available to cover the total project costs, and all the administrative conditions of loan approval have been satisfied, loan closing instructions will be issued to you setting forth any further requirements that must be met before a Notice of Award may be issued.

Cost Overruns – Cost overruns exceeding 20% of the development cost at time of loan or grant approval or where the scope of the original purpose has changed will compete for funds with all other applications on hand as of that date. Cost overruns must be due to high bids or unexpected construction problems that cannot be reduced by negotiations, redesign, use of bid alternatives, rebidding or other means prior to consideration by the Agency for subsequent funding. Such requests will be contingent on the availability of funds.

Use of Remaining Funds – When the water project is substantially complete and it appears that there will be remaining loan and/or grant funds after all approved costs are paid, it is the policy of Rural Development (§1780.45(f)) to close out the project as follows:

1. Remaining funds may be used for eligible loan or grant purposes as approved in the Preliminary Engineering Report and subsequent addendums, provided the use will not result in major changes to the facility(s) and the purpose of the loan and grant remains the same.
2. RUS loan funds that are not needed will be applied as an extra payment on the RUS indebtedness unless other disposition is required by bond ordinance, resolution, or State statute.
3. RUS grant funds not expended for authorized purposes will be cancelled within 30 days of project completion. Prior to actual cancellation, you and your attorney and engineer will be notified of the Agency's intent to cancel the remaining funds and given appropriate appeal rights.

We look forward to continue working with you to complete this project and if you have any questions please contact Mary Capizzo, Area Specialist at 810-230-8766 Ext. 114 or by e-mail at mary.capizzo@mi.usda.gov.

Sincerely yours,

Paula Gromak, Area Director
USDA, Rural Development
Attachments

cc: Community Programs S/O
Attorney
Bond Counsel
Engineer

**CITY OF MT. MORRIS
&
CHARTER TOWNSHIP OF VIENNA**

**RESOLUTION 16-01:
JOINT AGREEMENT FOR BUILDING SERVICES**

THIS INTERGOVERNMENTAL AGREEMENT made this 11th day of January, 2016, by and between the **City of Mt. Morris, a Michigan Municipal Corporation**, whose address is 11649 N. Saginaw Street, Mt. Morris, Michigan, 48458, and the **Charter Township of Vienna, a Michigan Municipal Corporation**, whose address is 3400 West Vienna Road, Clio, Michigan, 48420;

WITNESSETH:

WHEREAS, the City and the Township wish to join together for building services to include electrical, mechanical and plumbing inspections, zoning, rental inspections; and

WHEREAS, the City and the Township do not wish to alter their form of government; and

WHEREAS, the City and the Township have reviewed and agreed to a proposal to share building services beginning February 15, 2016; and

WHEREAS, the City and the Township wish to make decisions regarding building services in the best interest of the public health, safety and welfare;

NOWHEREFORE, IT IS AGREED BY THE PARTIES AS FOLLOWS:

- A. Building Department. Vienna Township shall provide a full-time building department to issue building and trade permits for the City; attend any meetings that are requested; supply monthly and annual summary reports to the City; and have same or next day inspections.
- B. Fees. This agreement is based on the current fee structure for Vienna Township (attached). The City of Mt. Morris will collect the fees and retain 10% of the fees. The remainder of the fees will be paid quarterly for the building and trade revenue to Vienna Township. The City of Mt. Morris will have its own Rental Inspector appointed by City Manager. It is understood that from time to time, the City of Mt. Morris may use Vienna Township's rental inspector / zoning administrator. The fee for any work over and above Vienna township listed fees will be \$65.per hour.
- C. Procedures. A building permit shall not be issued for the construction of a building; a building addition; an accessory structure; fence; driveway, curb cut or parking area; signs; pool; deck or porch within the City of Mt. Morris without a correct Permit from the City of Mt. Morris. If it is a basic remodel, the building permit will be issued and a copy will be sent to the City for their files.

All copies of any trade permits will be forwarded to the City on a weekly basis, either by e-mail or dropped off in person. All originals will be kept at the City of Mt. Morris for future reference.

Electrical inspections are done Monday through Thursday after 3:30pm and mechanical/plumbing inspections are done on Wednesday mornings, or on an as-needed basis. Emergency inspections are done the same day.

No permits will be pulled by non-licensed contractors. Homeowners can pull permits for homes that they own and occupy. If not owner occupied, a licensed contractor will be required.

- D. Termination. The City or Township, upon thirty (30) days written notice, may terminate this Agreement unless otherwise agreed upon.
- E. Amendment. This agreement may be amended at any time, in writing, by mutual agreement of the parties.

IN WITNESS WHEREOF, the parties have hereto set their signatures on the day and year first above written.

Witnesseth:

CITY OF MT. MORRIS

BY: _____
Daniel Lavelle, Its Mayor

Kristina Somers, Its Clerk

CHARTER TOWNSHIP OF VIENNA

BY: _____
Joseph Rizk, Its Supervisor

CYNTHIA J. BRYAN, Its Clerk

**RESOLUTION
NO. 09-15-14-17
of the
CHARTER TOWNSHIP OF VIENNA**

FEE SCHEDULE

**BUILDING PERMIT FEES
BASED ON VALUE OF CONSTRUCTION**

<u>Amount</u>			
\$0.00	-	\$3,000.00	\$50.00
\$3,001.00	-	\$5,000.00	\$75.00
\$5,001.00	-	\$10,000.00	\$100.00
\$10,001.00	-	\$50,000.00	\$100.00 + \$5.00 per \$1,000.00
\$50,001.00	-	\$100,000.00	\$275.00 + \$4.00 per \$1,000.00
\$100,001.00	-	\$500,000.00	\$475.00 + \$3.00 per \$1,000.00
\$500,001.00	-	\$1,000,000.00	\$1,675.00 + \$2.00 per \$1,000.00
\$1,000,001.00	-	up	\$2,675.00 + \$1.00 per \$1,000.00

ELECTRICAL FEES

Residential Homes	\$200.00	Mobile home park site	\$6.00
Application fee	\$50.00	KVA & HP up to 20	\$6.00
Modular Home	\$50.00	Units up to 21 to 50	\$10.00
Service thru 200 amp	\$40.00	Units 51 and over	\$12.00
200 amp thru 600 amp	\$45.00	Fire Alarm Systems up to 10	\$50.00
600 amp thru 800 amp	\$60.00	Fire Alarm Systems 11-20	\$100.00
800 amp thru 1200 amp	\$80.00	Fire Alarm Systems 21 & up	\$5.00 ea
over 1200 amp (gfi only)	\$100.00	Energy Retrofit -temp control	\$45.00
circuits - each	\$5.00	Conduit only or grounding	\$45.00
Light fixtures - per 25	\$6.00	Air conditioning	\$10.00
Furnace - unit heater	\$5.00	Special inspection	\$50.00
Dishwasher, disposal, etc	\$5.00	Each inspection	\$45.00
Electrical heating units	\$4.00		
Power Outlets (ranges, etc)	\$7.00		
Signs (unit, neon, letter)	\$40.00		
Feeders - bus ducts per 50'	\$6.00		

MECHANICAL FEES

Residential Homes	\$200.00	Air handlers under 10,000 cfm	\$15.00
Application fee	\$50.00	Air handlers over 10,000 cfm	\$30.00
Modular Home	\$50.00	Commercial Hoods	\$10.00
New furnace under 400,000	\$30.00	VAV boxes	\$10.00
New furnace over 400,000	\$45.00	Heat recovery units	\$10.00
Residential boiler	\$30.00	Unit ventilators	\$10.00
Water heater	\$25.00	Unit heaters	\$25.00
Solid fuel equipment	\$25.00	Fire suppression 20.00 plus	1.00/head
Chimney, factory built	\$25.00	Evaporator coils	\$30.00
Solar, set of 3 panels	\$20.00	Refrigeration, split system	\$30.00
Gas piping, each opening	\$5.00	chiller	\$30.00
Ductwork (min 25.00)	\$25.00	cooling towers	\$30.00
Air conditioning	\$30.00	compressor	\$40.00
Heat pumps	\$30.00	LPG/fuel oil hook up	\$35.00
Bath & kitchen exhaust	\$10.00	Mobile home park site	\$6.00
Dryer vents	\$10.00	Each inspection	\$40.00
Under & above ground tanks	\$20.00	Exhaust Fan	\$20.00
Humidifiers	\$10.00	Commercial Roof-top	\$60.00
Piping systems - min 25.00	\$.05/ft	Safety Inspection	\$50.00
Gas Burning Fireplace	\$25.00		
Flue/Vent Damper	\$7.00		

PLUMBING FEES

Residential Homes	\$200.00	Manholes, catch basins	\$5.00
Application fee	\$50.00	Water dist pipe 3/4"	\$5.00
Modular home	\$50.00	1"	\$10.00
Mobile home park site	\$6.00	1 3/4"	\$15.00
fixtures/drains	\$5.00 ea	1 1/2"	\$20.00
stacks	\$3.00 ea	2"	\$25.00
Sewage ejectors, sumps	\$5.00 ea	over 2"	\$30.00
sub-soil drains	\$15.00 ea	Reduced pressure zone	
Water service less than 2"	\$5.00	back-flow provender	\$5.00
2" to 6"	\$25.00	Safety inspections	\$50.00
Over 6"	\$50.00	Each inspection	\$45.00
Bldg connection	\$5.00		
Sewers less than 6"	\$5.00		
sewers more than 6"	\$25.00		
Sump pump inspections	\$50.00		

DEMOLITION

Residential	\$30.00
Other Structures	Cost of Demolition

MISCELLANEOUS BUILDING DEPARTMENT FEES

Special Inspections	\$50.00
Renewals	\$20.00
Mobile Home Inspections	\$50.00
Remove a stop work order	\$100.00
Re-inspection, if necessary (when work is not completed)	\$50.00
Mortgage Inspection	\$100.00
Commercial Inspection Deposit (refundable)	\$1,000.00
Work started before permit issued	double fee
One renewal of Building permit	good for 6 months
Temporary Signs	\$25.00

PLAN REVIEW SERVICE FEE SCHEDULE

The fee for Plan Review is based on the volume of the building (except for Residential 1 & 2 Family)

	VOLUME (Cubic Feet)	BUILDING CODE BASE PLAN REVISE*
Up to	- 20,000	\$65.00
	20,001 - 40,000	\$95.00
	40,001 - 60,000	\$125.00
	60,001 - 80,000	\$155.00
	80,001 - 100,000	\$185.00
	100,001 - plus	\$215.00 plus \$2.00 per each 10,000 cf

ZONING AND PLANNING FEES

Rezoning request	\$300.00
Special Land Use	\$200.00
Special Meeting of the Planning Commission	\$400.00
Board of Appeals	\$300.00
Administrative Review	\$5,000.00
Zoning Verification	\$50.00
Site Plan Review:	\$1.00 per thousand of development
	\$50.00 minimum
	\$1,000.00 maximum

Any cost for outside review consulting, etc., as required by the Planning Commission or Building Official will be totally the responsibility of the petitioner.

CITY OF MT. MORRIS
RESOLUTION 16-02

WHEREAS: In conjunction with RESOLUTION 16-01 the city has deemed it necessary to acquire the BS&A Building Department.net software, and

WHEREAS: The software is only available for purchase from BS&A Software, pursuant to the attached proposal, for the sum of \$14,510.00, and;

WHEREAS: The Manager and staff deem the acquisition of this software to be highly advisable in order to more efficiently perform the functions in connection with building and rental inspections, and

NOW THEREFORE, BE IT RESOLVED:

This Council does hereby approve and authorize the proposal by BS&A for the sum of \$14,510.00 for software acquisition, and does hereby authorize the City Manager and City Clerk to enter into an appropriate document for such acquisition, and to take any further action as necessary in implementation hereof.

Moved by Council member _____, seconded by Council member _____, and thereafter adopted by the City Council of the City of Mt. Morris at a regular meeting held on January 11, 2016 at 7:00 p.m.

_____ Yea

_____ Nay

_____ Absent

Daniel Lavelle, Mayor

Kristina Somers, City Clerk

Proposal for Software and Services, Presented to...

City of Mt. Morris, Genesee County MI

October 6, 2015

Quoted by: Steve Rennell



Thank you for the opportunity to quote our software and services.

At BS&A, we are focused on delivering unparalleled service, solutions, support, and customer satisfaction. You'll see this in our literature, but it's not just a marketing strategy... it's a mindset deeply embedded in our DNA. Our goal is to provide such remarkable customer service that our customers feel compelled to remark about it.

*We are extremely proud of the many long-term customer relationships we have built. Our success is directly correlated with putting the customer first and consistently choosing to **listen**. Delivering unparalleled customer service is the foundation of our company.*

BS&A Software
14965 Abbey Lane Bath MI 48808
(855) BSA-SOFT / fax (517) 641-8960
bsasoftware.com

Contents

Please return all pages, retaining a copy for your records.

Cost Summary; Totals.....	3, 4, 5
Annual Service Fees.....	6
Optional Items.....	7
Acceptance.....	8
Contact Information.....	9

Attachments

Please retain for your records.

Hardware Requirements
SQL Server Pricing



Cost Summary

Application and Annual Service Fee prices based on an approximate 1,350. Software is licensed for use only by municipality identified on the cover page. If used for additional entities or agencies, please contact BS&A for appropriate pricing.

Prices subject to change if the actual count is significantly different than the estimated count.

Applications, New Purchase

Building Department .NET **\$3,275**

Database Setup

Building Department **\$2,250**

Project Management and Implementation Planning

Services include:

- Analyzing customer processes to ensure all critical components are addressed.
- Creating and managing the project schedule in accordance with the customer's existing processes and needs.
- Planning and scheduling training around any planned process changes included in the project plan.
- Modifying the project schedule as needed to accommodate any changes to the scope and requirements of the project that are discovered.
- Providing a central contact between the customer's project leaders, developers, trainers, IT staff, conversion staff, and other resources required throughout the transition period.
- Installing the software and providing IT consultation for network, server, and workstation configuration and requirements.
- Reviewing and addressing the specifications for needed customizations to meet customer needs (when applicable).

\$2,975

Implementation and Training

- \$850/day
- Days quoted are estimates; you are billed for actual days used

Services include:

- Setting up users and user security rights for each application
- Performing final process and procedure review
- Configuring custom settings in each application to fit the needs of the customer
- Setting up application integration and workflow methods
- Onsite verification of converted data for balancing and auditing purposes
- Training and Go-Live

Software Setup	Days: 1	\$850
Building Department .NET	Days: 5	\$4,250
	Total: 6	Subtotal \$5,100



Cost Totals

Not including Annual Service Fees

Applications	\$3,275
Data Conversions	\$2,550
Project Management and Implementation Planning	\$2,975
Implementation and Training	\$5,100

Total Proposed **\$13,900**

Travel Expenses **\$610**

Grand Total (with Travel Expenses) **\$14,510**

Payment Schedule

- 1st Payment: **\$5,525** to be invoiced upon execution of this agreement.
2nd Payment: **\$3,275** to be invoiced at start of training.
3rd Payment: **\$5,710** to be invoiced upon completion of training.

Annual Service Fees, New Purchases

Unlimited service and support during your first year with the program are included in your purchase price. Thereafter, Service Fees are billed annually. BS&A Software reserves the right to increase the Annual Service Fee by no more than the yearly Consumers Price Index (CPI).

Building Department \$660



Optional Item(s)

Program Customization

BS&A strives to provide a flexible solution that can be tailored to each municipality's needs. However, in some cases, custom work may be required. Typical examples include:

- custom payment import/lock box import
- custom OCR scan-line
- custom journal export to an outside accounting system
- custom reports

If you require any custom work, please let us know so that we can better understand the scope of your request and include that in a separate proposal.

Additional Training - Building Department Report Designer

Most of our Building Department customers heavily use our Report Designer, which is included free with the program. Report Designer Training is not included in the training quoted on this proposal and is highly recommended. You may attend a class at our office in Bath Township, or we can train at your location. Report Designer Training is typically completed in one day.

Please check the option you are interested in. Report Designer Training will be scheduled after successful implementation and training of your Building Department software.

- Classroom training, \$205/person/day
- On-site training (unlimited attendees), travel not included, \$850/day

Acceptance

Signature constitutes...

1. An order for products and services as quoted
Quoted prices do not include Program Customization or training beyond the estimated number of days
2. Agreement with the proposed Annual Service Fees
3. Acceptance of BS&A's hardware recommendations required to efficiently run the .NET applications

Signature

Date

BS&A PLEDGE. We offer a one-year, risk-reversal pledge on our software. If, up to a year after installation, you are not happy with our software and service, you can return our software for a full refund.

Returning Accepted Proposal to BS&A

Please return the entire proposal, with signature/date (this page) and contact information (next page) filled out, by any of these methods:

Mail: BS&A Software
14965 Abbey Lane
Bath, MI 48808

Fax: (517) 641-8960

Email: srennell@bsasoftware.com

Once your proposal is received, a BS&A representative will contact you to begin the scheduling process.

Questions? Please call Steve Rennell at (855) 272-7638 or email srennell@bsasoftware.com

Prices good for a period of 90 days from date on quote.

Page 8 of 9

City of Mt. Morris, Genesee County MI. Quoted October 6, 2015.

Contact Information

If any mailing addresses are PO Boxes, please also provide a Street Address for UPS/Overnight mail.

If additional contacts need to be submitted, please make a copy of this page.

Key Contact for Implementation and Project Management

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____

IT Contact

Name _____ Title _____

Phone/Fax _____ Email _____

Mailing Address _____

City, State, Zip _____



B-4

Dear Mr. Iber,

We would like to propose a plan to expend the majority of the \$465,314 over the next three years. First, we would like to establish Mt. Morris as a very low income community. Mt. Morris estimated median household income in 2013 was only \$21,343. Mt. Morris percentage of residents living in poverty in 2013 was 38.4%. When compared to the Michigan state averages, Mt. Morris is significantly below state average in median household income, unemployed percentage, percentage of population with a bachelor's degree. Median house value is below state average. Renting percentage is above state average.

As you can imagine, with shrinking revenues and tax values; Mt. Morris has many needs and little funding to cover many priority items. Genesee county metropolitan planning commission just came out with a 2015 Paser survey report which ranks Mt. Morris as 14th out of 14 cities and villages in our county (Genesee) as having the worst roads. Michigan is ranked as the 4th worst state with poor roads (2015 TRIP Report).

City of Mt. Morris is planning several large and small road & water infrastructure improvements. The first of the improvements is the Saginaw street water and road project which will occur in June – November of 2016. Saginaw street is where the Morris Square complex is located and is the major road through the city. We have started the long process of meetings with engineers, genesee county water and sewer, department of transportation. This will be a significant project of major importance where my time as a city manager will be spent to oversee and manage the project to ensure that it is done as it should be. We have federal loans and grants to assist us with this project. We are also planning on redoing another major street in 2017 (both water and road).

Unfortunately, we have no funds and no grant funding is available to address what is called "local streets." I propose that we use \$130k per year for years 2016, 2017, 2018 for local road improvements. This will allow us to pave $\frac{3}{4}$ of a mile on several different locations in our poorest streets and neighborhoods. In the last wind storm that we had, our city sign was damaged. We would also like to request to be able to purchase a digital sign on which we will provide information as to the Genesee county home improvement program which is funded through HUD. Many low income renters and home owners do not have the ability to know about city resources that are available to them, and important information from the city, such as low income rent assistance. We want to make that information available to everyone. We would also like to purchase a software program which for the utility billing and rental inspections, the majority of which involve low income residents. We would like to integrate utility and rental information with our website to provide accessibility to all residents. We will also list HUD assistance programs on the website.

We would like to use the funding as follows:

- | | |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Year 2016 | \$130,000 road improvements which would include soft costs such as manager salary to oversee the multi phased project; \$20k digital sign; \$2,000 sign improvements city wide; \$25,000 for software upgrades so low income residents can view their utility information online |
| Year 2017 | \$130,000 road improvements which would include soft costs such as manager salary to oversee the multi phased project |
| Year 2018 | \$130,000 road improvements which would include soft costs such as manager salary to oversee the multi phased project If approved, in three years we would use \$437,000 out of \$465,314. |

Sincerely,

Elena Danishevskaya, City Manager

B-4

Elena Danishevskaya

From: Iber, Robert G <robert.g.iber@hud.gov>
Sent: Wednesday, December 30, 2015 9:47 AM
To: Elena Danishevskaya
Subject: RE: Letter to Iber re Mt. Morris square 2

This message is in response to your letter attached to the December 29 electronic mail message below. Thank you for your letter which provides important income information on Mt. Morris residents. You have asked for approval from the Department of Housing and Urban Development for the use of \$465,314 in Program Income received from the sale of Mt. Morris Square, a property constructed with HoDAG funds and encumbered by a HoDAG lien. As we have discussed Program Income can be used for used to support the construction, rehabilitation, or operation of real property to be used primarily for low and moderate income residential purposes.

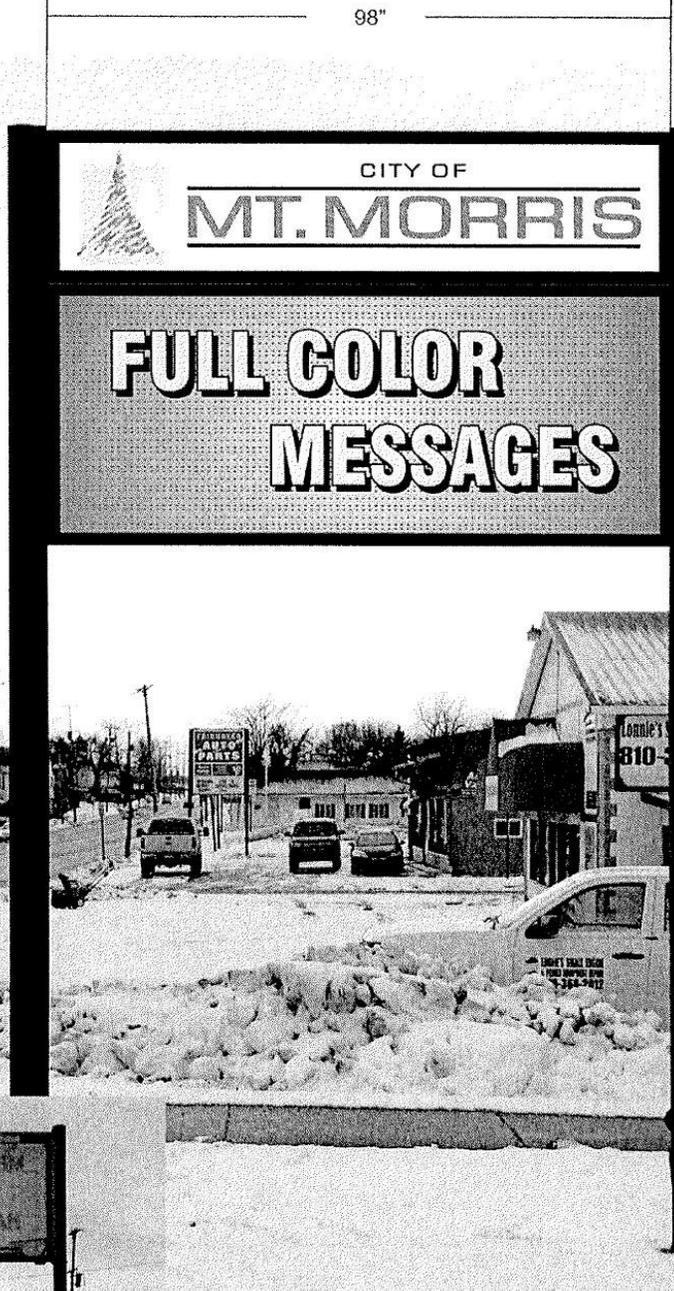
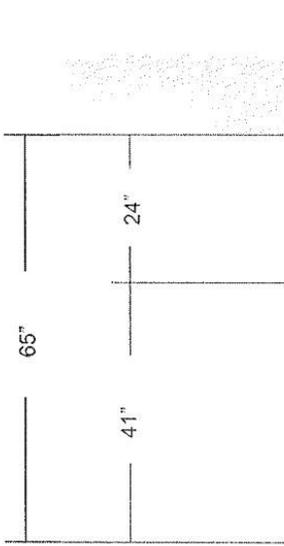
With that in mind, the Department approves your proposed use of the funds toward road improvements as described in your letter. It is understood that the road improvement project includes soft costs as you note in your letter. You propose to use the funds over a period of three years. That is acceptable to the Department, however, there are no time requirements, so the proposed timeframe or a change in the timeframe does not require HUD approval.

You also noted that funds will be used toward a digital sign and related improvements. You note that the sign provides home improvement and other important housing information to the City's low income renters and homeowners. As such, the Department also approves the use of the funds for the sign.

Lastly, you intend to use a portion of the funds on a software package that assists with utility billing and rental inspections and such information will be incorporated into the City's website to assist low income renters. The Department approves this usage of funds.

Should you require any additional information, feel free to contact me.

Robert Iber
Acting Director
Multifamily Asset and Counterparty Oversight Division



CITY OF MT. MORRIS CITY COUNCIL

RESOLUTION NO. 16-03

WHEREAS, based upon information received from the City Manager including, but not limited to, information with respect to Federal funds that are now available and of monies received with respect to the settlement of the Morris Square mortgage issue, this Council does hereby determine that there is sufficient funding to support a full-time Manager position and,

WHEREAS, it appears that there has been in recent weeks a significant increase in matters to which the Manager must direct their attention including, but not limited to, construction projects and it therefore, being very apparent that there are sufficient duties to warrant a full-time position.

NOW, THEREFORE, BE IT RESOLVED:

That this Council does hereby establish a Committee of three Council members to meet with the current City Manager and the City Attorney for the purpose of negotiating the terms and conditions of full time employment and an employment contract and does hereby appoint the following members of the Council to said Committee:

- 1. _____
- 2. _____
- 3. _____

It is expected that this Committee will meet subject to the requirements of the Open Meetings Act as soon as practicable for the purpose of agreeing upon terms of an employment contract pursuant to the terms of the City Charter and to convey the agreed upon terms to the City Attorney for the purpose of drafting a contract which will be submitted to this Council for approval as soon as possible.

Moved by Council member _____, seconded by Council member _____, and thereafter adopted by the City Council of the City of Mt. Morris at a regular meeting held Monday, January 11, 2016 at 7:00 p.m.

_____ Yea

_____ Nay

_____ Absent

Daniel Lavelle, Mayor

Kristina Somers, City Clerk

APPENDIX C - SCHEDULE OF FEES
SCHEDULE OF FEES
Updated 12/15/2008

The following is a schedule of current fees the city is collecting for services. Changes may be made by resolution of the city council from time to time and will be on file in city hall.

CEMETERY:

Grave openings:

Regular working day	\$700.00
Saturday	\$700.00
Sunday.....	\$750.00
Ashes.....	\$200.00

Cemetery lots:

Residents, 1-2 lots (each).....	\$500.00
Residents, 3 or more lots (for each lot in excess of 2).....	\$475.00
Nonresidents, 1-2 lots (each)	\$600.00
Nonresidents, 3 or more lots (for each lot in excess of 2)	\$575.00

Cemetery markers:

24 x 12	\$90.00
36 x 12	\$110.00
42 x 12	\$120.00
52 x 14	\$155.00
62 x 16	\$170.00

PEDDLERS, ICE CREAM VENDORS AND TRANSIENT MERCHANT LICENSE FEES:

Peddlers Permit:

One week license	\$75.00
Six month license.....	\$300.00

Ice Cream Vendors:

Six month license, per vehicle	\$300.00
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SERVICE FEES:

PBT test	\$20.00
Impounded vehicle.....	\$150.00
Fire report.....	\$10.00

Police report.....	\$10.00
Copy fees.....	30
Notary fee.....	\$5.00
Insufficient returned checks.....	\$30.00
Copy of City Charter.....	\$10.00
Copy of Code of Ordinances.....	\$150.00
Marriage ceremony performed by the Mayor.....	\$25.00
Burning Permit.....	\$10.00

WATER SEWER TAP IN FEES:

Water Meter Diameter	
5/8" – 3/4"	\$1,700.00
1"	\$2,200.00
1 1/2"	\$3,200.00
2"	\$4,200.00
3"	\$6,000.00
4"	\$10,000.00
6"	\$15,000.00
Over 6"	Negotiated with property owner

The cost of one meter, up to and including 1 1/2" is included in the tap-in fee. The cost of any meter larger than 1 1/2" shall be paid for by the user prior to installation and shall become City property upon installation. Any additional meters plus MXU, regardless of size, shall be paid for by the user prior to installation and shall become City property upon installation.

SEWER TAP IN FEES:

Water Meter Diameter	
5/8" – 3/4"	\$1,500.00
1"	\$2,000.00
1 1/2"	\$3,000.00
2"	\$4,000.00
3"	\$6,000.00
4"	\$10,000.00
6"	\$15,000.00
Over 6"	Negotiated with property owner

Sewer tap-in fees include any and all City inspection fees. Sewer tap-in fees are based and calculated on the corresponding water meter diameters used. The connections for sewer service is to be equal to the water service connection schedule and sewer tap-in fees based on water meter diameters used.

WATER AND SEWER FEES:

Water:

Turn on of service	\$16.24
Turn on of service – Short term.....	\$75.00
Turn off of service.....	\$16.24
Non-payment/shutoff	\$32.50
Ready to Serve.....	\$12.78
Water consumption per 100 cubic feet	\$3.27

Sewer:

Non-payment/shutoff	\$32.50
Base residential (w/meters).....	\$20.52
(W/allowance of 1,250 cubic feet of water consumed)	
Base commercial (w/meters).....	\$38.03
(W/allowance of 1,250 cubic feet of water consumed)	
Sewer discharge above base allowance.....	\$1.56
(Per 100 cubic feet of water consumed)	
Commercial (w/un-metered water)	\$32.50
(Per unit as assigned by the City’s table of unit factors)	
Service to customers outside the City	1.5 times above charges

WATER METER CHECK:

Deposit for meter	\$35.00
If meter is found to be faulty, the deposit is returned to owner and the meter is repaired. If the meter is found to be correct, the deposit is retained by the city.	

GRASS AND WEED CONTROL:

Per hour.....	\$38.00
Plus.....	\$30.00

SOLID WASTE COLLECTION FEES (To be billed on the monthly utility bill):

Residential and Recycling.....	\$9.50
Additional recycling bin.....	\$7.00

SMOKE DETECTOR COMPLIANCE CERTIFICATE: (per unit)

For sale or transfer	\$25.00
For lease or rental.....	\$15.00

COMMUNITY ROOM:

User Fee.....	\$75.00
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Key Deposit.....\$25.00

ZONING AND PLANNING:

Site plan review.....\$25.00
Variance request.....\$300.00
Conditional use permit.....\$300.00
Rezoning\$300.00
Copy of zoning ordinance\$25.00
Copy of master plan\$50.00
Sign permits\$30.00
Driveway permit\$30.00
Variance Request (Sign Ordinance).....\$300.00
Right of Way & Disruption Permit fee.....Each \$150.00
Plan Review Fee – Installation of Utility Cabinets.....\$200.00
Fence permit.....\$30.00

Zoning Permits:

No expansion of structure, site or use.....-0-
Addition to or conversion of existing structure
 Residential/base fee\$30.00
 Commercial base fee\$50.00
New construction (Cleared Site)
 Residential/base fee\$100.00
 Per housing unit\$50.00
 Commercial base fee\$200.00