

**CITY OF MT. MORRIS  
CITY COUNCIL AGENDA  
11649 N. Saginaw Street  
Mt. Morris, MI 48458  
Virtual ZOOM Meeting  
September 28, 2020  
7:15 P.M.**

**1. MEETING CALLED TO ORDER:** Mayor Duane K. Dunckel

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. APPROVAL OF AGENDA**

**5. APPROVAL OF MINUTES**

a. Approval of Virtual meeting minutes from September 14<sup>th</sup>, 2020.

**6. COMMUNICATIONS:**

a. None

**7. APPROVAL OF WARRANT:** Approval Warrant #20-18 in the amount of \$75,003.66.

**8. PUBLIC COMMENT (Agenda Items Only /Five Minute Time Limit).**

**9. UNFINISHED BUSINESS:**

a. None.

**10. NEW BUSINESS:**

a. **MML Board of Directors Election.**

b. **RESOLUTION 20-20: Water Main Replacement.**

**11. PUBLIC COMMENT (Five Minute Time Limit).**

**12. COUNCIL MEMBER AND STAFF COMMENTS**

**13. ADJOURNMENT**

**PLEASE SILENCE ALL CELL PHONES AND OTHER ELECTRONIC DEVICES PRIOR TO THE MEETING.**





Council Member Roth stated that he has brought the fire runs to City Manager/ Treasurer Vicki Fishell and Fire Chief Youngs attention. Stated that they are looking into a new contract.

Council Member Irwin questioned if they would change the contract.

Fire Chief Young stated that Genesee Township seemed open to changing the contract.

Council Member Irwin questioned how long it would take to get a new contract up and going.

Council Member Roth stated that someone was suppose to get back with City Manager/ Treasurer Vicki Fishell and have not yet. Stated that the person they were contacting lost the election and they will probably not get word back until after November.

Council Member Sorensen stated that Genesee Township would be open to a new contract and would be worth it to them. Also stated that nothing will be done until after November.

Council Member Irwin requested to be kept up to date on the new contract.

**ADJOURNMENT:**

With no further business, the Council Meeting was adjourned at **7:42 p.m.**

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April Smith, Deputy City Clerk

L Number Invoice Line Desc Vendor Invoice Description Amount Check #

and 101 General					
ept 000	UNDISTRIBUTED FRINGE BENEFITS	BLUE CARE NETWORK	HEALTH INS PREM	6,321.99	41777
01-000-066.000	UNDISTRIBUTED FRINGE BENEFITS	HUMANA HEALTH PLAN INC	VISION/DENTAL	1,167.34	41783
01-000-066.000	UNDISTRIBUTED FRINGE BENEFITS	UNUM LIFE INSURANCE CO.	INSURANCE	938.76	41795
		Total For Dept 000		8,428.09	

ept 190 ELECTIONS	OPERATING EXPENSE	GENESEE COUNTY CLERK	NOV. 2020 BALLOT PROGRAMMING	300.00	41780
01-190-740.000		Total For Dept 190 ELECTIONS		300.00	

ept 215 ADMINISTRATION	OPERATING EXPENSE	HUNTINGTON NATIONAL BANK	CREDIT CARD	15.89	41784
01-215-740.000	OPERATING EXPENSE	XTREME SHREDS	AUGUST SERVICES	17.50	41797
01-215-740.000	OPERATING EXPENSE	XTREME SHREDS	SEPTEMBER SERVICES	17.50	41797
01-215-874.000	RETIREE INSURANCE BENEFITS	BLUE CARE NETWORK	HEALTH INS PREM	1,509.23	41777
01-215-990.000	COPIER	US BANK EQUIPMENT FINANC	COPIER LEASE	67.58	41796
		Total For Dept 215 ADMINISTRATION		1,627.70	

ept 265 CITY HALL & GROUNDS	OPERATING EXPENSE	MENARDS - CLIO	SUPPLIES	24.93	41787
01-265-740.000	OPERATING EXPENSE	OUTDOOR SOLUTIONS	CITY HALL FLOWER BED MULCH	62.00	41790
01-265-740.000	OPERATING EXPENSE	OUTDOOR SOLUTIONS	RED MULCH	93.00	41790
01-265-740.000	OPERATING EXPENSE	OUTDOOR SOLUTIONS	RED MULCH	62.00	41790
01-265-740.000	OPERATING EXPENSE	OUTDOOR SOLUTIONS	TOPSOIL	72.00	41790
01-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	CITY HALL GAS	29.21	41779
01-265-920.000	PUBLIC UTILITIES	CONSUMERS ENERGY	CITY HALL ELECTRIC	646.69	41779
		Total For Dept 265 CITY HALL & GROUNDS		989.83	

ept 269 OTHER CITY PROPERTY	OPERATING EXPENSE	RECYCLE AWAY, LLC	RECYCLE BINS	855.30	41791
01-269-740.000	PUBLIC UTILITIES	CONSUMERS ENERGY	PARKING LOT	56.37	41779
		Total For Dept 269 OTHER CITY PROPERTY		911.67	

ept 305 POLICE DEPARTMENT	OPERATING EXPENSE	MENARDS - CLIO	SUPPLIES	5.33	41787
01-305-740.000	OPERATING EXPENSE	MENARDS - CLIO	SUPPLIES	1.99	41787
01-305-740.000	OPERATING EXPENSE	XTREME SHREDS	AUGUST SERVICES	17.50	41797
01-305-740.000	OPERATING EXPENSE	XTREME SHREDS	SEPTEMBER SERVICES	17.50	41797
01-305-745.000	GAS & FUEL	MICHIGAN PETROLEUM TECH	UNLEADED GAS	376.20	41788
01-305-930.000	REPAIR & MAINTENANCE - VEHICL	LEFTAVIS ENTERPRISES, INC	CAR WASH	36.00	41785
01-305-930.000	DEBT SERVICE - PRIN	BALBOA CAPITALCORPORATIO	IN CAR CAMERAS	318.94	41785
01-305-990.000	DEBT SERVICE - PRIN	US BANK EQUIPMENT FINANC	COPIER LEASE	115.04	41796
		Total For Dept 305 POLICE DEPARTMENT		888.50	

ept 336 FIRE DEPARTMENT	FRINGE BENEFIT-NON PAYROLL	LINCOLN NATIONAL LIFE IN	LIFE INSURANCE -FD	54.60	41786
01-336-714.800	GAS & FUEL	MICHIGAN PETROLEUM TECH	UNLEADED GAS	3.33	41788
01-336-930.000	REPAIR & MAINTENANCE - VEHICL	ULTRA BRIGHT LIGHTZ	LIGHT PAIR	129.99	41793
01-336-958.000	INSERVICE TRAINING	BREEN'S PROFESSIONAL6 P	POST GRANT MNG. SERVICES	500.00	41778
		Total For Dept 336 FIRE DEPARTMENT		687.92	

ept 441 PUBLIC WORKS	PUBLIC UTILITIES	CONSUMERS ENERGY	DPW GARAGE	204.79	41779
01-441-920.000					

Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
nd 101 General				
ppt 441 PUBLIC WORKS				
	Total For Dept 441 PUBLIC WORKS		204.79	
ppt 528 TRASH COLLECTION				
01-528-740.000	BEAR PACKAGING AND SUPPL	GARBAGE BAGS	724.75	41776
	Total For Dept 528 TRASH COLLECTION		724.75	
ppt 738 LIBRARY				
01-738-920.000	CONSUMERS ENERGY	LIBRARY	454.93	41779
	Total For Dept 738 LIBRARY		454.93	
	Total For Fund 101 General		15,218.18	
nd 202 Major Street				
ppt 451 STREET CONSTRUCTION				
02-451-801.000	GENESEE COUNTY ROAD COMM	LABOR/EQUIPMENT	135.79	41782
	Total For Dept 451 STREET CONSTRUCTION		135.79	
ppt 463 STREET ROUTINE MAINTENANCE				
02-463-740.000	UNIQUE PAVING MATERIALS	COLD MIX	1,337.56	41794
	Total For Dept 463 STREET ROUTINE MAINTENANCE		1,337.56	
	Total For Fund 202 Major Street		1,473.35	
nd 203 Local Street				
ppt 463 STREET ROUTINE MAINTENANCE				
03-463-740.000	UNIQUE PAVING MATERIALS	COLD MIX	1,337.57	41794
	Total For Dept 463 STREET ROUTINE MAINTENANCE		1,337.57	
	Total For Fund 203 Local Street		1,337.57	
nd 276 Downtown Development Authority				
ppt 103 AUTHORITY BOARD				
06-103-740.000	OUTDOOR SOLUTIONS	RED MULCH	93.00	41790
	Total For Dept 103 AUTHORITY BOARD		93.00	
	Total For Fund 276 Downtown Development Authority		93.00	
nd 591 Water Fund				
ppt 215 ADMINISTRATION				
01-215-874.000	BLUE CARE NETWORK	HEALTH INS PREM	570.51	41777
01-215-990.000	US BANK EQUIPMENT FINANC	COPIER LEASE	67.57	41796
	Total For Dept 215 ADMINISTRATION		638.08	
ppt 537 WATER DISTRIBUTION				
01-537-740.000	MENARDS - CLIO	SUPPLIES	9.97	41787
01-537-740.000	MENARDS - CLIO	SUPPLIES	3.97	41787
01-537-740.000	MICHIGAN PIPE & VALVE-IN	SUPPLIES	125.03	41789
01-537-740.000	MICHIGAN PIPE & VALVE-IN	CURB BOX	42.04	41789
01-537-740.000	MICHIGAN PIPE & VALVE-IN	PARTS	344.30	41789
01-537-745.000	MICHIGAN PETROLEUM TECH	UNLEADED GAS	58.47	41788
01-537-801.000	ROME PROFESSIONAL SERVIC	PRO. SERVICES AUG.1-AUG 31,2020	4,172.50	41792
01-537-920.000	CONSUMERS ENERGY	METER PTT	97.74	41779
01-537-920.000	CONSUMERS ENERGY	METER PTT	32.29	41779
01-537-921.000	GENESEE COUNTY DRAIN COM	7.29.20 - 08.26.2020 - MASTER PITS	50,339.07	41781

Invoice Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
nd 591 Water Fund	537 WATER DISTRIBUTION		Total For Dept 537 WATER DISTRIBUTION	55,225.38	
pt 539 WATER REPAIR	91-539-740.000		OPERATING EXPENSE	380.00	41789
			MICHIGAN PIPE & VALVE-IN REPAIR CLAMP	380.00	
			Total For Dept 539 WATER REPAIR	56,243.46	
			Total For Fund 591 Water Fund		
nd 592 Sewer Fund	215 ADMINISTRATION		RETIREE INSURANCE BENEFITS	570.52	41777
92-215-874.000			US BANK EQUIPMENT FINANC	67.58	41796
92-215-990.000			COPIER	638.10	
			Total For Dept 215 ADMINISTRATION	638.10	
			Total For Fund 592 Sewer Fund	638.10	

Invoice Number	Invoice Line Desc	Vendor	Invoice Description	Amount	Check #
Fund Totals:					
			Fund 101 General	15,218.18	
			Fund 202 Major Street	1,473.35	
			Fund 203 Local Street	1,337.57	
			Fund 276 Downtown Deve	93.00	
			Fund 591 Water Fund	56,243.46	
			Fund 592 Sewer Fund	638.10	
Total For All Funds:				<u>75,003.66</u>	



**To:** Members of the MML Liability & Property Pool  
**From:** Michael J. Forster, Fund Administrator  
**Date:** September 14, 2020  
**Subject:** Pool Director Election

Dear Pool Member:

Enclosed is your ballot for this year's Board of Directors election. Two (2) incumbent Directors have agreed to seek re-election and two (2) appointees are seeking election to their first term. You also may write in one or more candidates if you wish.

A brief biographical sketch of the candidate is provided for your review.

I hope you will affirm the work of the Nominating Committee by returning your completed ballot in the enclosed return envelope, no later than November 5. You may also submit your ballot online by going to [www.mml.org](http://www.mml.org). Click on *Insurance*, then *Liability & Property Pool*; the link to the ballot form is in the yellow banner.

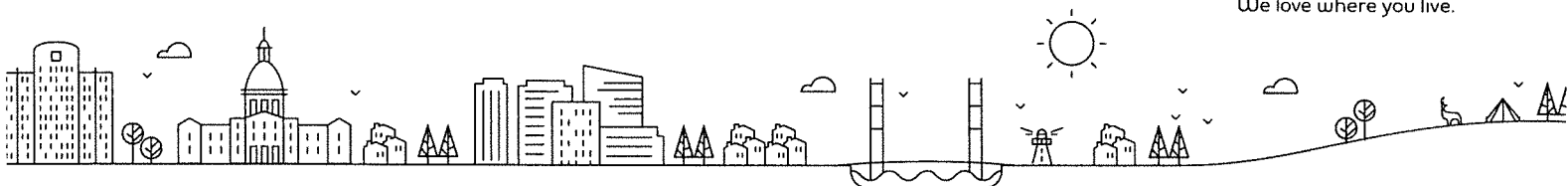
The MML Liability & Property Pool is owned and controlled by its members. Your comments and suggestions on how we can serve you better are very much appreciated. Thank you again for your membership in the Pool, and for participating in the election of your governing board.

Sincerely,



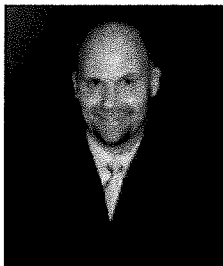
Michael J. Forster  
Pool Administrator  
mforster@mml.org

We love where you live.



## THE CANDIDATES

### Three-year terms beginning January 1, 2021



George Bosanic, City Manager, City of Greenville

George has more than 25 years' experience as a municipal official. He is a past president of the Greenville Rotary, winner of the Community Spirit Collaboration Award and a founding board member of the Montcalm County Big Brothers/Big Sisters Organization. He is a member of the Michigan Local Government Management Association and International City Management Association. He also served as Trustee for the MML Workers' Compensation Fund program from 2006 – 2018. George is seeking election to his first term.



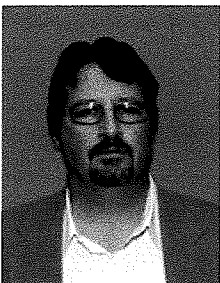
Melissa Johnson, Mayor, City of Chelsea

Melissa is the Mayor of the City of Chelsea and has more than six years' experience as a municipal official. Prior to becoming mayor, she served as a city council member and planning commissioner. Melissa is an attorney who has practiced in the areas of criminal and civil law. She is active in the Southeast Michigan Council of Governments as well as several other local and regional community and civic organizations. Melissa is seeking election to her first term.



Sue Osborn, Mayor, City of Fenton

Sue has more than twenty-nine years' experience as a municipal official, serving as the mayor in the City of Fenton for the last sixteen. She was appointed to Fenton's city council in 1985 and has been a continuous member since that time. Prior to her council service, she was a member of the Planning Commission from 1978-1985. Sue is a member of the Michigan Association of Mayors and is also active in several local and regional civic organizations. Sue is seeking re-election to her third term.



David Post, Village Manager, Village of Hillman

Dave has more than twenty-one years' experience as a municipal official, serving as the manager in the Village of Hillman. Dave is a past member of the Michigan Municipal League Board of Trustees and several MML committees. He is currently a member of the Northeast Michigan Council of Governments board, Hillman Community Radio board and the North Eastern Michigan Rehabilitation and Opportunity Center (NEMROC) board. Dave is also active in several local and regional civic organizations. Dave is seeking re-election to his third term.

**CITY OF MT. MORRIS  
RESOLUTION 20-20**

**WHEREAS:** The City of Mt. Morris had three water main breaks on Saginaw Street at Alexandrine in one section of 8” ductile iron pipe on Labor Day; and

**WHEREAS:** The City of Mt. Morris DPW and ROWE Professional Services Company have determined that the pipe is in poor condition and needs to be replaced; and

**WHEREAS:** ROWE Professional Services Company has submitted the attached proposal for engineering services in regards to bidding the project; and

**NOW THEREFORE, BE IT RESOLVED,** that:

This Council does hereby authorize the City to enter into the attached engineering proposal from ROWE Professional Services Company for \$8,700, to prepare and advertise bidding documents for Saginaw Street at Alexandrine Water Main Replacement and does hereby authorize the City Manager to execute the contract and any required documents on behalf of the City.

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, September 28, 2020 at 7:15 p.m.

\_\_\_\_\_ Yea

\_\_\_\_\_ Nay

\_\_\_\_\_ Absent

\_\_\_\_\_  
Duane K. Dunckel, Mayor

\_\_\_\_\_  
April Smith, Deputy City Clerk



# ROWE PROFESSIONAL SERVICES COMPANY

*Large Firm Resources. Personal Attention.*

September 21, 2020

Mr. Paul Zumbach, DPW Superintendent  
City of Mt. Morris  
11649 N. Saginaw Street  
Mt. Morris, MI 48458-2092

RE: Engineering Proposal  
Saginaw Street at Alexandrine Water Main Replacement

Dear Mr. Zumbach:

ROWE Professional Services Company is pleased to submit this proposal for engineering services regarding the above-referenced project. As discussed, we are providing a proposal to prepare engineering drawings and a short form contract document for the City of Mt. Morris.

Please see attached Exhibit A which lists the scope of work proposed for this project. ROWE proposes to perform the services listed in Exhibit A for the lump sum fee of **\$8,700**.

ROWE is prepared to begin work on this project as soon as we have written authorization to proceed. If you are in agreement with this proposal, please sign in the space provided below and return to our office. Should you have any questions or comments, please do not hesitate to contact me at (810) 869-5112.

Sincerely,  
ROWE Professional Services Company

Douglas P. Skylis, P.E.  
Sr. Project Manager

*Having reviewed this proposal, including the attached statement of terms and conditions which is a part thereof, acceptance of this proposal is hereby confirmed. ROWE Professional Services Company is authorized to proceed with the work.*

Accepted by: \_\_\_\_\_  
Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
Print Name and Title

### Attachments

R:\sdsk\Proj\08c0013\Doc\Proposals\Saginaw and Alexandrine\Proposal PTO.docx

Engineering | Surveying | Aerial Photography/Mapping | Landscape Architecture | Planning

Corporate: The ROWE Building, 540 S. Saginaw Street, Suite 200 • Flint, MI 48502 • O (810) 341-7500 • F (810) 341-7573

With Offices In: Farmington Hills, MI • Grayling, MI • Kentwood, MI • Lapeer, MI • Mt. Pleasant, MI • Myrtle Beach, SC

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

## EXHIBIT A

### PROJECT WORK DESCRIPTION:

The project includes replacement of the 8-inch-diameter water main crossing Saginaw Street at the intersection of Alexandrine between the two existing valves located at each side of the street, using the bore and jack method. The project has been initiated after City of Mt. Morris staff determined that the existing pipe has deteriorated below an acceptable level in this area. The city is hoping to implement the project as soon as practical.

### SCOPE OF WORK:

1. *Prepare Engineering Drawings and Bidding Documents* – After obtaining a topographic survey of the project area, ROWE will develop construction plans and a cost estimate meeting current Mt. Morris standards and requirements. A complete list of pay items and a cost estimate will be prepared. ROWE will prepare a short form bidding document to be issued to contractors for quotes. The document will contain a proposal for prospective bidders to enter unit bid prices to develop a total cost of the contract. The bidding documents will contain the short form contract not requiring bonds so as to reduce the cost of the final awarded contract, and allow more work to be accomplished.
2. *Advertise and Bid Contract* – Once reviewed and approved by the City of Mt. Morris, ROWE will assist in advertising the bidding document to the public. ROWE will also contact and coordinate with various local reputable contractors that may be interested in completing this work, with the intention of obtaining a minimum of three responsible bids. ROWE will assist with the bid opening, review the accuracy of the bids, and prepare a recommendation on how to proceed with award.

### The proposal is based on the following:

1. ROWE will prepare one plan sheet presenting proposed work with topographic survey as background, plan view and profile for the proposed water main work using the bore and jack method, as well as outlining all required restoration. Relevant details needed to complete the work will be assembled on a separate sheet.
2. ROWE will use standard short form bidding documents, subject to the review from the city staff.
3. Proposal includes a maximum of one meeting with the city to gather and verify data.

Items not included in this proposal are the following:

- Construction staking, construction observation, and construction engineering.
- Acquisition of any permits related to the project.
- Easement negotiations and acquisition (to be completed by city) if needed.

## TERMS AND CONDITIONS

The Owner will designate a representative with the authority to provide direction, receive and review information, and make decisions regarding the project. Decisions and direction shall be provided in a timely manner, so as to not delay the project.

The Engineer will perform services in a timely manner, consistent with sound professional practice. The Engineer will strive to perform the services within the established schedule, if any. Services are considered to be complete when deliverables have been presented to the Owner.

The Owner will provide the Engineer with all available information pertinent to the site of the project and access to the project site.

The Engineer will assist the Owner in preparing applications and documents to secure approvals and permits. The Owner is responsible for payment of permit application fees and charges.

Services provided by the Engineer shall be performed with the care and skill normally exercised by other members of the profession practicing under similar conditions.

The Owner shall promptly notify the Engineer of defects or suspected defects in the work.

The Engineer's opinions of construction costs will be based upon experience and historical information.

The Engineer will be responsible for the safety precautions and programs of its employees only.

If the Engineer is reviewing work by contractors or others on behalf of the Owner, the Engineer may only recommend to the Owner that work which does not conform to the project requirements be rejected.

Payment for work completed shall be made within thirty days of invoicing. Unless otherwise provided, invoices will be submitted monthly as the work progresses.

In the event additional work is needed because of a change in scope or unforeseen conditions, the Engineer will submit a proposal defining the modified scope of work and any modifications to the schedule and fee for the Owner's approval.

This agreement may be terminated by either party with fourteen days' written notice; however, the Engineer shall be paid for work completed prior to the date of termination.

All documents prepared by the Engineer in completing this work are considered the Engineer's property as instruments of service and are not intended for re-use by the Owner or others.

The Engineer is an independent contractor, responsible to the Owner for the results of this undertaking and is not an employee or agent of the Owner.

The Owner agrees to limit ROWE Professional Services Company's total liability to the Owner and any contractors on the project to \$8,700 or the Engineer's fee, whichever is greater.

The Owner and Engineer each bind themselves and any partners, successors, and assigns of the other party to this agreement. Neither party will assign, sublet, or transfer their interest in this agreement without the consent of the other party.

The terms of this agreement shall be governed by the laws of the State of Michigan. In the event a provision of this agreement is rendered unlawful, the remaining terms and provisions shall remain in effect.

In performance of this work, the Engineer will comply with their policies regarding non-discrimination against employees on the basis of race, color, religion, national origin or ancestry, age or sex.

**PUBLIC NOTICE**  
**City Council Meeting**  
**September 28, 2020**  
**7:15pm**

Pursuant to the provisions of Executive Order No. 2020-154 issued by Governor Gretchen Whitmer, notice is hereby given that the City of Mt. Morris City Council will hold an electronic regular meeting on **Monday, September 28, 2020** beginning at **7:15 p.m.** The reasons for holding an electronic public meeting are to limit the spread of COVID-19 (novel coronavirus) and to remain in compliance with Governor Whitmer's Executive Order 2020-160, which limits the number of persons not part of the same household at an indoor event or gathering to no more than 10 people.

To participate in a public meeting each person who wishes to participate must do one of the following:

1. Click on the following link to join the meeting

**Join Zoom Meeting**

<https://us02web.zoom.us/j/82485921445?pwd=bnRlbnkg2NXItakkyd2ZVOWc2OURHUT09>

Or:

1. Download the Zoom application onto you cell phone, tablet or computer. This application can be found by opening the "App Store" on your Apple or Android cell phone or Google searching Zoom on your computer.
2. After downloading the Zoom application do the following:
  1. Open the Zoom application.
  2. Select the "Join a Meeting" option highlighted in blue.
  3. Enter the following Meeting ID number: 824 8592 1445 using the phone's pop-up keypad or your computer's keyboard, and then select the "Join" option highlighted in blue.
  4. Enter the following password: 921079
  5. When prompted, select the "Join with video" option.
  6. When prompted, select the "Call using internet audio" option.

You should now be in the meeting. The meeting audio function for speaking purposes may be muted for the general public at times when the Council members are conducting City business that does not include audience participation. The audio hearing function will be in effect at all times during the meeting.