



Vassar City Council Agenda  
Council Chambers, City Hall  
287 E. Huron Ave  
Vassar, Michigan

1. Call To Order
2. Pledge Of Allegiance/Invocation
3. Roll Call  
    \_\_\_ Mayor Damm    \_\_\_ Mayor Pro-Tem Fabbro  
    \_\_\_ Councilor McTaggart    \_\_\_ Councilor Armstrong    \_\_\_ Councilor Mecham
4. Approval/Adjustment To The Agenda
5. Adoption Of Regular Minutes  
    December 7, 2020 Regular City Council Meeting Minutes

Documents:

[DEC 2020 CITY COUNCIL.PDF](#)

6. Public Comment  
    Citizens are to address the Council only. Statements are limited to five (5) minutes; must address items that are not listed on the Council meeting agenda, are limited to issues that have an impact on the City of Vassar and/or the City Council may address at a future meeting, and must not include endorsements of any candidates or other electioneering
7. Consent Agenda Items  
    Consent Agenda Items are those items of a routine administrative nature that are voted on by the Council in a Single Roll Call Vote. Staff recommends approval of all Items.  
    Any member of the public or City Council may request that an item be removed from the Consent Agenda for discussion

7.I. December 2020 Vendor Listing

Documents:

[VENDOR LISTING.PDF](#)

7.II. Boards And Commission Minutes  
    DDA - October 2020

Documents:

[DDA OCT 20.PDF](#)

8. New Ordinance - First Reading

2021-01 - An Ordinance Amending Portions of Chapter 10 of the Code of Ordinances City of Vassar, Michigan; Repeal; Fee Schedule; Penalties; Publication; and Effective Date.

Documents:

[CONSTRUCTION CODE ORDINANCE 2021 01.PDF](#)

9. New Business

9.I. Consideration Of Resolution #2021-01

Resolution #2021-01 - Resolution to Adopt Recreation Plan

Documents:

[2021 01 PARKS MASTER PLAN ADOPTION.PDF](#)

9.II. Consideration Of FY21 6-Month Budget Amendments

Documents:

[FY21 6MO AMENDMENTS.PDF](#)

9.III. Well 1 Emergency Repairs And Improvement

Documents:

[EMERGENCY REPAIRS.PDF](#)  
[WELL 1 PIPING REPLACEMENT.PDF](#)

9.IV. Preliminary Engineering And Construction Administration Services

Documents:

[PROPOSAL FOR PRELIMINARY ENGINEERING AND CONSTRUCTION ADMINISTRATION SERVICES- ATHLETIC BOURN FV.PDF](#)

9.V. Water Street Professional Services Proposal

Documents:

[SPICER PROFESSIONAL SERVICES- RURAL TASK FORCE WATER STREET.PDF](#)

10. Council Discussion, Direction To City Manager & Future Agenda Items

11. Public Comment

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12. City Manager Announcements & Statements

13. Adjourn



12/7/2020 - Minutes

1. Call To Order

Mayor Damm called the meeting to order at 7:00pm

Members present: Mayor Damm; Mayor Pro-Tem Fabbro; Councilor McTaggart; Councilor Armstrong; and Councilor Mecham.

Members Absent: None

2. Pledge Of Allegiance/Invocation

3. Oath Of Office - Newly Elected Council Members

City Clerk Lemcke administered the Oath of Office to newly elected Council Members:

- Melissa Armstrong
- Patricia Mecham
- Thomas McTaggart

4. Council Organization

**Motion by Fabbro; second by Mecham to re-appoint Michael Damm as Mayor.**

**Roll Call Vote:**

**Yae: Mayor Damm; Mayor Pro Tem Fabbro; Councilor McTaggart; Councilor Armstrong; Councilor Mecham**

**Nay: None**

**Motion carried.**

**Motion by Mecham; second by Armstrong to re-appoint Chuck Fabbro as Mayor-Pro Tem.**

**Roll Call Vote:**

**Yae: Mayor Pro Tem Fabbro; Councilor McTaggart; Councilor Armstrong; Councilor Mecham; Mayor Damm**

**Nay: None**

**Motion carried.**

5. Approval/Adjustment To The Agenda

**Motion by Fabbro; second by Mecham to approve the agenda as presented.**

**Roll Call Vote:**

**Yae: Councilor McTaggart; Councilor Armstrong; Mayor Pro Tem Fabbro; Councilor Mecham; Mayor Damm**

**Nay: None**

**Motion carried.**

6. Adoption Of Regular Minutes

**Motion by Armstrong; second by Mecham to approve the November 2, 2020 Regular City Council Meeting Minutes as presented.**

**Roll Call Vote:**

**Yae: Councilor Armstrong; Mayor Pro-Tem Fabbro; Councilor Mecham; Mayor Damm; Councilor McTaggart**

**Nay: None**

**Motion carried.**

7. Public Comment

Carl Miller - 420 Grant St, Vassar - Mr. Miller expressed his gratitude to the newly elected Council Members. He felt that this will be a great Council that will keep Vassar moving forward in the right direction.

8. Consent Agenda Items

**Motion by Mecham; second by Armstrong to approve the Consent Agenda as presented.**

**Roll call Vote:**

**Yae: Councilor Mecham; Councilor Armstrong; Mayor Pro-Tem Fabbro; Councilor McTaggart; Mayor Damm**

**Nay: None**

**Motion carried.**

8.I. November 2020 Vendor Listing

8.II. Boards And Commission Minutes

Parks & Recreation - Sept 23, 2020

Planning Commission - Aug 17, 2020

VAAS - Nov 19, 2020

9. New Business

9.I. City Of Vassar COVID-19 Policy

City Manager Niedzinski stated that the State of Michigan (MIOSHA and the Department of Health and Human Services) is requiring all businesses to adopt a COVID-19 Policy. This Policy must list those employees that are considered essential and therefore report to work daily and those employees that must work from home whenever possible.

**Motion by Fabbro; second by Mecham to approve the City of Vassar COVID -19 Policy as presented.**

**Roll Call Vote:**

**Yae: Mayor Damm; Mayor Pro Tem Fabbro; Councilor McTaggart; Councilor Armstrong; Councilor Mecham**

**Nay: None**

**Motion carried.**

9.II. Consideration Of Budget Timeline For FY2022

City Manager Niedzinski presented the timeline for FY22 Budget. Once approved, the timeline will be posted and published in the local paper.

**Motion by Mecham; second by Fabbro to approve the FY2022 Budget timeline as presented.**

**Roll Call Vote:**

**Yae: Mayor Pro Tem Fabbro; Councilor McTaggart; Councilor Armstrong; Councilor Mecham; Mayor Damm**

**Nay: None**

**Motion carried.**

9.III. Consideration Of Public Meeting Calendar For 2021

City Manager Niedzinski presented the CY2021 Public Meeting Calendar. Once approved, the calendar will be posted and published in the local paper.

**Motion by Fabbro; second by Mecham to approve the 2021 Public Meeting Calendar as presented.**

**Roll Call Vote:**

**Yae: Councilor McTaggart; Councilor Armstrong; Mayor Pro Tem Fabbro; Councilor Mecham; Mayor Damm**

**Nay: None**

**Motion carried.**

It was the consensus of Council that Councilor McTaggart be assigned as the Vassar DDA Liaison, replacing Councilor Hathaway. All other members will continue with their current boards/commissions.

9.IV. Consideration Of Resolution #2020-17

Resolution #2020-17 - To Accept Report of the Election Results

**Motion by Fabbro; second by Damm to approve Resolution #2020-17 - To Accept Report of the Election Results as presented.**

**Roll Call Vote:**

**Yae: Councilor Armstrong; Mayor Pro-Tem Fabbro; Councilor Mecham; Mayor Damm; Councilor McTaggart**

**Nay: None**

**Motion carried.**

9.V. Consideration Of Resolution #2020-18

Resolution #2020-18 - To Accept the Report of the Election Results of Local Proposals

**Motion by Fabbro; second by Armstrong to approve Resolution #2020-18 - To Accept the Report of the Election Results of Local Proposals as presented.**

**Roll call Vote:**

**Yae: Councilor Mecham; Councilor Armstrong; Mayor Pro-Tem Fabbro; Councilor McTaggart; Mayor Damm**

**Nay: None**

**Motion carried.**

9.VI. Consideration Of Resolution #2020-19

Resolution #2020-19 - Resolution for Termination of Construction Codes Enforcement and Administration Agreement with Tuscola County.

City Manager Niedzinski stated the the current Code Enforcement Agreement with Tuscola County requires a thirty (30) day written notice. This Resolution addresses that 30 day notice. However; City Manager Niedzinski asked to amend the current language to allow for a Sixty (60) day Notice. The time extension will allow for the the City to complete the process of finding a replacement to administrator construction code enforcement within the City of Vassar.

**Motion by Mecham; second by Fabbro to approve Resolution #2020-19 - Resolution for Termination of Construction Codes Enforcement and Administration Agreement with Tuscola County with the thirty (30) day termination amended to a sixty (60) day termination.**

**Roll Call Vote:**

**Yae: Mayor Damm; Mayor Pro Tem Fabbro; Councilor McTaggart; Councilor Armstrong; Councilor Mecham**

**Nay: None**

**Motion carried.**

9.VII. MERS Defined Contribution Plan Adoption Agreement Addendum

City Manager Niedzinski stated that MERS has requested that the City adopt this Addendum to the Defined Contribution Plan.

**Motion by Mecham; second by Armstrong to adopt the MERS Defined Contribution Plan Agreement Addendum as presented.**

**Roll Call Vote:**

**Yae: Mayor Pro Tem Fabbro; Councilor McTaggart; Councilor Armstrong; Councilor Mecham; Mayor Damm**

**Nay: None**

**Motion carried.**

9.VIII. Rowe Pedestrian Bridge Engineering Proposal

City Manager Niedzinski stated that Rowe Engineering has submitted a proposal to provide design engineering services for the Cass River Pedestrian Bridge Project. The proposal submitted totals \$91,400. City Manager Niedzinski reminded Council members that the City's costs for this project have been shared in FY21 and FY22 and this proposal is included in these anticipated expenses.

**Motion by Fabbro; second by Armstrong to approve and direct City Manager Niedzinski to sign the Cass River Nonmotorized Bridge Design Engineering Proposal from Rowe Engineering as presented.**

**Roll Call Vote:**

**Yae: Councilor McTaggart; Councilor Armstrong; Mayor Pro Tem Fabbro; Councilor Mecham; Mayor Damm**

**Nay: None**

**Motion carried.**

9.IX. Consideration Of Resolution #2020-20

#2020-20 - Resolution Approving Amended Comprehensive Financial Plan

City Manager Niedzinski stated that the City Council originally approved a Comprehensive Financial Plan with Resolution #2020-06 in May. There were changes that were required to this plan as it was submitted to Michigan Treasury. This resolution is the last item needed before the City's meeting with Treasury in January 2021.

**Motion by Mecham; second by Armstrong to approve #2020-20 - Resolution Approving Amended Comprehensive Financial Plan as presented.**

**Roll Call Vote:**

**Yae: Councilor Armstrong; Mayor Pro-Tem Fabbro; Councilor Mecham; Mayor Damm; Councilor McTaggart**

**Nay: None**

**Motion carried.**

10. Council Discussion, Direction To City Manager & Future Agenda Items

Mayor Damm requested an update on the blighted home on property on Goodrich Street. This property is owned by a company located in Ann Arbor Michigan. The owners have been contacted about the on-going blight issues. Their reluctance to demolish the structure could result in the City not renewing their Recreational Marihuana license when it expires in February 2021.

11. Public Comment

Carl Miller - 420 Grant, Vassar - Mr. Miller thanked everyone for the last 16 years where he was given the opportunity to serve the public and serve in his own home town. Mr. Miller is retiring his full-time position at the end of December.

12. City Manager Announcements & Statements

City Manager Niedzinski asked that all Council Members take a moment to send him their set of goals/directions for the City. He said he will be using those lists to develop the Capital Improvement Plan (CIP) and provide direction for the upcoming budget cycle.

13. Adjourn

**Motion by Fabbro; second by Armstrong to adjourn the meeting at 7:40pm. Motion carried.**

INVOICE REGISTER REPORT FOR CITY OF VASSAR  
 POST DATES 12/01/2020 - 12/31/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED OPEN AND PAID  
 BANK CODE: GENFC

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
104106 21457	APOLLO FIRE EQUIPMENT YEARLY SUPPLY OF BUNKERS 206-335.000-970.000 Capital Outlay	12/07/2020 STOLLIVER	12/07/2020	3,990.00 3,990.00	0.00	Paid	Y 12/07/2020
020-154 21469	ARNOLD & SAUTTER CO MSHADA GRANT FOR ANNA SARGENT 515 N 101-011.000-694.000 Miscellaneous Revenue	12/07/2020 STOLLIVER	12/07/2020	1,363.60 1,363.60	0.00	Paid	Y 12/07/2020
11-2020R 21551	ARNOLD & SAUTTER CO MSHADA GRANT FOR ANNA SARGENT 515 N 701-011.000-694.000 Miscellaneous Revenue	12/30/2020 STOLLIVER	12/30/2020	294.68 294.68	0.00	Paid	Y 12/30/2020
98982370112968 21548	AT&T ALARM LINES 590-548.000-850.000 Communication	12/21/2020 STOLLIVER	12/21/2020	184.95 184.95	0.00	Paid	Y 12/21/2020
98982337312198 21549	AT&T ALARM LINE 590-548.000-850.000 Communication	12/21/2020 STOLLIVER	12/21/2020	181.28 181.28	0.00	Paid	Y 12/21/2020
10-576181 21516	BASIC CORPORATE MONTHLY COBRA ADMIN FEE 101-298.000-911.400 FLEX Administration Fees	12/21/2020 STOLLIVER	12/21/2020	30.00 30.00	0.00	Paid	Y 12/21/2020
336102 21540	BRAUN, KENDRICK, FINKBEINER EDC PROFESSIONAL SERVICE 245-070.000-801.000 Professional Service	12/21/2020 STOLLIVER	12/21/2020	30.00 30.00	0.00	Paid	Y 12/21/2020
8999 21452	CARDMEMBER SERVICE NOVEMBER PURCHASES 101-528.000-801.000 214-011.000-694.000 591-536.000-801.000 590-550.000-970.000 101-265.000-740.000 206-335.000-740.000 214-061.000-740.000 101-215.000-740.200 590-553.000-751.000 591-536.000-751.000 101-265.000-775.000 101-300.000-752.000 Professional Service Miscellaneous Revenue Professional Service Capital Outlay Operating Supplies Operating Supplies Operating Supplies Election Miscellaneous Gas & Oil Gas & Oil Repair & Maintenance Uniforms & Cleaning	12/07/2020 STOLLIVER	12/07/2020	26,193.91 13,114.70 2,221.80 1,680.00 6,719.00 80.80 14.45 285.57 42.98 15.94 15.95 907.15 290.00	0.00	Paid	Y 12/07/2020



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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution						
	101-215.000-740.000	Operating Supplies		23.67			
	101-265.000-850.000	Communication		0.69			
	590-550.000-725.000	Clothing & Boot Allowance		130.66			
	591-536.000-740.000	Operating Supplies		130.66			
	101-300.000-740.000	Operating Supplies		51.96			
	591-536.000-730.000	Postage		467.93			
201552 21477	CARQUEST AUTO PARTS DPW PARTS	12/09/2020 STOLLIVER	12/09/2020	37.95	0.00	Paid	Y 12/09/2020
	101-441.000-775.000	Repair & Maintenance		37.95			
201561 21478	CARQUEST AUTO PARTS WWTP PARTS	12/09/2020 STOLLIVER	12/09/2020	97.38	0.00	Paid	Y 12/09/2020
	101-441.000-775.000	Repair & Maintenance		97.38			
880092 21533	CASS RIVER ALL SPORTS NAMEPLATE FOR TOM	12/21/2020 STOLLIVER	12/21/2020	31.50	0.00	Paid	Y 12/21/2020
	101-265.000-740.000	Operating Supplies		31.50			
3742 21536	CENTRAL SHOP RITE DPW SUPPLIES	12/21/2020 STOLLIVER	12/21/2020	17.98	0.00	Paid	Y 12/21/2020
	202-482.000-740.000	Operating Supplies		17.98			
5979 21556	CENTRAL SHOP RITE WWTP SUPPLIES	12/30/2020 STOLLIVER	12/30/2020	69.30	0.00	Paid	Y 12/30/2020
	590-550.000-740.000	Operating Supplies		69.30			
LS-16-2020A11 21542	CIB PLANNING MASTER PLAN	12/21/2020 STOLLIVER	12/21/2020	2,355.50	0.00	Paid	Y 12/21/2020
	101-465.000-967.000	Project Costs		2,355.50			
009-2020A11 21543	CIB PLANNING PLANNING & DEVELOPMENT REVIEWS	12/21/2020 STOLLIVER	12/21/2020	745.50	0.00	Paid	Y 12/21/2020
	101-465.000-967.000	Project Costs		745.50			
4068716007 21519	CINTAS CORP #346 CITY HALL RUGS	12/21/2020 STOLLIVER	12/21/2020	185.52	0.00	Paid	Y 12/21/2020
	101-265.000-775.000	Repair & Maintenance		185.52			
004 21550	CITY OF VASSAR WATER UTILITIES	12/21/2020 STOLLIVER	12/21/2020	3,089.08	0.00	Paid	Y 12/21/2020
	101-265.000-920.000	Utilities		94.29			

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 DB: Vassar

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution						
	206-335.000-920.000	Utilities		2,493.75			
	202-482.000-920.000	Utilities		48.47			
	203-482.000-920.000	Utilities		48.47			
	590-550.000-920.000	Utilities		404.10			
051-500-112-4000-00							
21557	CITY OF VASSAR	12/30/2020	12/30/2020	41.37	0.00	Paid	Y
	MOORE DRAIN TAX FOR 221 N CASS	STOLLIVER					12/30/2020
	101-265.000-971.010	LAND ACQUISITION UTILITIES		41.37			
051-500-112-4100-00							
21558	CITY OF VASSAR	12/30/2020	12/30/2020	41.37	0.00	Paid	Y
	MOORE DRAIN FOR 227 N CASS	STOLLIVER					12/30/2020
	101-265.000-971.010	LAND ACQUISITION UTILITIES		41.37			
001							
21476	CONSUMERS ENERGY	12/09/2020	12/09/2020	2,085.91	0.00	Paid	Y
	UTILITIES	STOLLIVER					12/09/2020
	214-045.000-920.000	Utilities		245.75			
	209-276.000-920.000	Utilities		113.71			
	101-265.000-920.000	Utilities		505.04			
	202-482.000-920.000	Utilities		227.27			
	203-482.000-920.000	Utilities		227.26			
	206-335.000-920.000	Utilities		338.69			
	590-550.000-920.000	Utilities		428.19			
9293							
21461	COOPER ELECTRIC	12/07/2020	12/07/2020	670.00	0.00	Paid	Y
	WIRED GENERATOR AT WATER TOWER	STOLLIVER					12/07/2020
	591-536.000-775.000	Repair & Maintenance		670.00			
9295							
21462	COOPER ELECTRIC	12/07/2020	12/07/2020	984.00	0.00	Paid	Y
	WIRED AC UNIT AT DPW	STOLLIVER					12/07/2020
	202-482.000-775.000	Repair & Maintenance		492.00			
	203-482.000-775.000	Repair & Maintenance		492.00			
9294							
21463	COOPER ELECTRIC	12/07/2020	12/07/2020	1,940.00	0.00	Paid	Y
	REPLACED BRAKER AT WELL #1	STOLLIVER					12/07/2020
	591-536.000-775.000	Repair & Maintenance		1,940.00			
20099							
21517	COOPER EXCAVATING, LLC	12/21/2020	12/21/2020	30,000.00	0.00	Paid	Y
	M-15 WATER MAIN	STOLLIVER					12/21/2020
	591-536.000-970.000	Capital Outlay		30,000.00			
122X16619206							
21474	CULLIGAN	12/09/2020	12/09/2020	170.90	0.00	Paid	Y
	WWTP PROFESSIONAL SERVICE	STOLLIVER					12/09/2020
	590-550.000-801.000	Professional Service		170.90			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
910039857727							
21521	DETROIT EDISON PRIMARY WWTP UTILITIES 590-550.000-920.000	12/21/2020 STOLLIVER	12/21/2020	4,602.95	0.00	Paid	Y 12/21/2020
	Utilities			4,602.95			
001							
21460	DTE ENERGY UTILITIES 214-040.000-920.000	12/07/2020 STOLLIVER	12/07/2020	4,590.11	0.00	Paid	Y 12/07/2020
	Utilities			345.79			
	Utilities			2,196.35			
	Utilities			367.15			
	Utilities			82.86			
	Utilities			330.94			
	Utilities			330.94			
	Utilities			666.86			
	Utilities			59.02			
	Utilities			95.11			
	Utilities			115.09			
910040531030							
21531	DTE ENERGY COMPANY STREETLIGHTS 214-045.000-920.000	12/21/2020 STOLLIVER	12/21/2020	6,595.00	0.00	Paid	Y 12/21/2020
	Utilities			25.38			
	Utilities			356.80			
	Utilities			16.75			
	Utilities			700.52			
	Utilities			3.00			
	Utilities			5,492.55			
285566							
21535	ELHORN ENGINEERING COMPANY CHLORINE FOR WATER DEPT 591-536.000-740.000	12/21/2020 STOLLIVER	12/21/2020	790.00	0.00	Paid	Y 12/21/2020
	Operating Supplies			790.00			
24904							
21541	ESCH LANDSCAPING LLC WATER STREET RAILROAD CROSSING, 203-482.000-970.000	12/21/2020 STOLLIVER	12/21/2020	2,950.00	0.00	Paid	Y 12/21/2020
	Capital Outlay			2,950.00			
9363							
21524	FAIRGROVE OIL COMPANY WWTP FUEL OIL 590-553.000-751.000	12/21/2020 STOLLIVER	12/21/2020	238.90	0.00	Paid	Y 12/21/2020
	Gas & Oil			238.90			
9401							
21525	FAIRGROVE OIL COMPANY FUEL OIL FOR WWTP 590-553.000-751.000	12/21/2020 STOLLIVER	12/21/2020	182.00	0.00	Paid	Y 12/21/2020
	Gas & Oil			182.00			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
203717 21526	FAIRGROVE OIL COMPANY DPW FUEL OIL 591-536.000-751.000 Gas & Oil	12/21/2020 STOLLIVER	12/21/2020	54.78 54.78	0.00	Paid	Y 12/21/2020
203716 21527	FAIRGROVE OIL COMPANY DPW FUEL OIL 591-536.000-751.000 Gas & Oil	12/21/2020 STOLLIVER	12/21/2020	58.91 58.91	0.00	Paid	Y 12/21/2020
203715 21528	FAIRGROVE OIL COMPANY CITY HALL FUEL OIL 101-265.000-775.000 Repair & Maintenance	12/21/2020 STOLLIVER	12/21/2020	28.71 28.71	0.00	Paid	Y 12/21/2020
9364 21529	FAIRGROVE OIL COMPANY DPW FUEL OIL 591-536.000-751.000 Gas & Oil	12/21/2020 STOLLIVER	12/21/2020	98.45 98.45	0.00	Paid	Y 12/21/2020
203714 21530	FAIRGROVE OIL COMPANY DPW FUEL OIL 591-536.000-751.000 Gas & Oil	12/21/2020 STOLLIVER	12/21/2020	249.81 249.81	0.00	Paid	Y 12/21/2020
148824 21454	FORWARD ENERGY PROPANE FOR DPW 591-536.000-970.000 Capital Outlay	12/07/2020 STOLLIVER	12/07/2020	23.44 23.44	0.00	Paid	Y 12/07/2020
003 21503	GARY L KNAPP JR LLC MSHDA GRANT FOR 915 N CASS AVE 701-011.000-694.000 Miscellaneous Revenue	12/18/2020 STOLLIVER	12/18/2020	0.00 2,000.00	0.00	Void	Y 12/18/2020
003 21504	GARY L KNAPP JR LLC MSHDA GRANT FOR 915 N CASS AVE 701-011.000-694.000 Miscellaneous Revenue	12/18/2020 STOLLIVER	12/18/2020	0.00 2,000.00	0.00	Void	Y 12/18/2020
001 21507	GARY L KNAPP JR LLC MSHADA GRANT FOR 915 N CASS AVE 701-011.000-694.000 Miscellaneous Revenue	12/18/2020 STOLLIVER	12/18/2020	2,000.00 2,000.00	0.00	Paid	Y 12/18/2020
001 21501	GARY SARGENT MEDICAL REIMBURSEMENT 590-550.000-911.100 Medical Reimbursement Employee	12/18/2020 STOLLIVER	12/18/2020	0.00 150.00	0.00	Void	Y 12/18/2020

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
002 21506	GARY SARGENT MEDICAL REIMBURSEMENT 590-550.000-911.100	12/18/2020 STOLLIVER	12/18/2020	0.00 150.00	0.00	Void	Y 12/18/2020
	Medical Reimbursement	Employee					
002 21508	GARY SARGENT MEDICAL REIMBURSEMENT 590-550.000-911.100	12/18/2020 STOLLIVER	12/18/2020	150.00 150.00	0.00	Paid	Y 12/18/2020
	Medical Reimbursement	Employee					
910062725 21514	GOYETTE MECHANICAL CITY HALL MAINTENANCE 101-265.000-775.000	12/21/2020 STOLLIVER	12/21/2020	164.25 164.25	0.00	Paid	Y 12/21/2020
	Repair & Maintenance						
910059144 21534	GOYETTE MECHANICAL CITY HALL QUARTELY PAYMENT 101-265.000-930.000	12/21/2020 STOLLIVER	12/21/2020	816.00 816.00	0.00	Paid	Y 12/21/2020
	Contractual Repair & Maintena						
9724154670 21455	GRAINGER GARAGE HEATER REPAIR FOR CITY HALL 101-265.000-775.000	12/07/2020 STOLLIVER	12/07/2020	78.87 78.87	0.00	Paid	Y 12/07/2020
	Repair & Maintenance						
20166598 21567	I.T. RIGHT JANUARY MONTHLY CONTRACT 101-228.000-805.000	12/30/2020 STOLLIVER	12/30/2020	291.67 291.67	0.00	Paid	Y 12/30/2020
	Computer Services						
DE6E64 21459	JAN'S PROFESSIONAL DRYCLEANERS POLICE UNIFORMS CLEANING 101-300.000-752.000	12/07/2020 STOLLIVER	12/07/2020	71.19 71.19	0.00	Paid	Y 12/07/2020
	Uniforms & Cleaning						
19C0058 21538	KENNEDY EXCAVATING INC CEDAR ST WATER MAIN PROJECT 591-536.000-970.000	12/21/2020 STOLLIVER	12/21/2020	3,220.70 3,220.70	0.00	Paid	Y 12/21/2020
	Capital Outlay						
51282 21468	LARSEN GRAPHICS BUSINESS CARDS FOR POLICE & DPW 101-300.000-740.000 202-482.000-740.000 203-482.000-740.000	12/07/2020 STOLLIVER	12/07/2020	137.50 110.00 13.75 13.75	0.00	Paid	Y 12/07/2020
	Operating Supplies						
001 21566	M-15 HERITAGE ROUTE 2021 DUES FOR M-15 HERITAGE ROUTE	12/30/2020 STOLLIVER	12/30/2020	100.00	0.00	Paid	Y 12/30/2020

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	101-265.000-820.000	Dues & Subscriptions		100.00			
1516 21470	MICHIGAN AGRIBUSINESS SOLUTIONS BIOSOLID LIQUID LAND APP 20-5882 590-550.000-930.000	12/09/2020 STOLLIVER	12/09/2020	35,200.00	0.00	Paid	Y 12/09/2020
		Contractual Repair & Maintena		35,200.00			
11696309 21546	MICHIGAN CAT CATERPILLAR REPAIR 101-441.000-775.000	12/21/2020 STOLLIVER	12/21/2020	1,175.62	0.00	Paid	Y 12/21/2020
		Repair & Maintenance		1,175.62			
812-20 21511	MICHIGAN CONCRETE SAWING INC WWTP REMOVAL OF WALLS AND STAIRS 590-550.000-970.000	12/21/2020 STOLLIVER	12/21/2020	3,200.00	0.00	Paid	Y 12/21/2020
		Capital Outlay		3,200.00			
446601 21532	NCL WWTP LAB SUPPLIES 590-550.000-740.000	12/21/2020 STOLLIVER	12/21/2020	745.22	0.00	Paid	Y 12/21/2020
		Operating Supplies		745.22			
138892351001 21539	OFFICE DEPOT OFFICE SUPPLIES 591-536.000-727.000 590-553.000-727.000 101-300.000-727.000	12/21/2020 STOLLIVER	12/21/2020	61.05	0.00	Paid	Y 12/21/2020
		Office Supplies		10.00			
		Office Supplies		10.00			
		Office Supplies		41.05			
41341-217119 21553	PARAGON LABORATORIES, INC WWTP SUPPLIES 590-550.000-801.000	12/30/2020 STOLLIVER	12/30/2020	340.00	0.00	Paid	Y 12/30/2020
		Professional Service		340.00			
41341-216436 21554	PARAGON LABORATORIES, INC WWTP LAB SUPPLIES 590-550.000-801.000	12/30/2020 STOLLIVER	12/30/2020	340.00	0.00	Paid	Y 12/30/2020
		Professional Service		340.00			
3312467576 21458	PITNEY BOWES GLOBAL FINANCIAL POSTAGE MACHINE 9/30/2020- 101-265.000-930.000	12/07/2020 STOLLIVER	12/07/2020	591.66	0.00	Paid	Y 12/07/2020
		Contractual Repair & Maintena		591.66			
26795 21555	PUMMILL BUSINESS FORMS, INC PERSONAL PROPERTY TAX KITS 101-209.000-900.000	12/30/2020 STOLLIVER	12/30/2020	252.53	0.00	Paid	Y 12/30/2020
		Printing & Publishing		252.53			

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45 21537	R & R EXCAVATING 304 N CASS, 137 SHERIDAN, 128 LYNN 214-045.000-801.000 Professional Service 101-265.000-971.010 LAND ACQUISITION UTILITIES	12/21/2020 STOLLIVER	12/21/2020	36,200.00 19,800.00 16,400.00	0.00	Paid	Y 12/21/2020
002 21502	RON MILLER MEDICAL REMIBURSEMENT 590-550.000-911.100 Medical Reimbursement Employe	12/18/2020 STOLLIVER	12/18/2020	0.00 150.00	0.00	Void	Y 12/18/2020
001 21505	RON MILLER MEDICAL REIMBURSEMENT 590-550.000-911.100 Medical Reimbursement Employe	12/18/2020 STOLLIVER	12/18/2020	0.00 150.00	0.00	Void	Y 12/18/2020
003 21509	RON MILLER MEDICAL REIMBURSEMENT 590-550.000-911.100 Medical Reimbursement Employe	12/18/2020 STOLLIVER	12/18/2020	150.00 150.00	0.00	Paid	Y 12/18/2020
26756 21552	ROOT'S HEATING & COOLING DPW GARAGE FURNACE SYSTEM 203-482.000-970.000 Capital Outlay 591-536.000-965.492 Transfer to Equip. Replacemen	12/30/2020 STOLLIVER	12/30/2020	14,722.00 10,000.00 4,722.00	0.00	Paid	Y 12/30/2020
96659 21515	ROWE PROFESSIONAL SERVICES M-15 WATER MAIN EXTENSION 591-536.000-965.492 Transfer to Equip. Replacemen	12/21/2020 STOLLIVER	12/21/2020	2,992.50 2,992.50	0.00	Paid	Y 12/21/2020
95679 21520	ROWE PROFESSIONAL SERVICES M-15 WATER MAIN EXTENSION 591-536.000-965.492 Transfer to Equip. Replacemen	12/21/2020 STOLLIVER	12/21/2020	3,280.00 3,280.00	0.00	Paid	Y 12/21/2020
12/18/20 21560	SAM'S CLUB DIRECT PARK, IMH & CITY HALL SUPPLIES 101-265.000-740.000 Operating Supplies 214-040.000-740.000 Operating Supplies 214-045.000-740.000 Operating Supplies 202-482.000-740.000 Operating Supplies 203-482.000-740.000 Operating Supplies 590-550.000-740.000 Operating Supplies 591-536.000-740.000 Operating Supplies	12/30/2020 STOLLIVER	12/30/2020	326.01 54.10 36.36 56.32 29.88 29.88 59.75 59.72	0.00	Paid	Y 12/30/2020

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183262 21464	SEWER EQUIPMENT SEWER JETTER PARTS 590-548.000-775.000	12/07/2020 STOLLIVER	12/07/2020	215.72	0.00	Paid	Y 12/07/2020
	Repair & Maintenance			215.72			
65464 21453	SPECTRUM PRINTERS, INC VOTE TEST DECK 101-215.000-740.200	12/07/2020 STOLLIVER	12/07/2020	95.00	0.00	Paid	Y 12/07/2020
	Election Miscellaneous			95.00			
204786 21456	SPICER ENGINEERING PARKS & REC MASTER PLAN 101-465.000-967.000	12/07/2020 STOLLIVER	12/07/2020	1,300.00	0.00	Paid	Y 12/07/2020
	Project Costs			1,300.00			
3463743129 21544	STAPLES OFFICE SUPPLIES 591-536.000-727.000 590-553.000-727.000 202-482.000-727.000 203-482.000-727.000 101-300.000-727.000 101-265.000-727.000	12/21/2020 STOLLIVER	12/21/2020	193.94	0.00	Paid	Y 12/21/2020
	Office Supplies			43.44			
	Office Supplies			60.20			
	Office Supplies			16.77			
	Office Supplies			16.77			
	Office Supplies			2.52			
	Office Supplies			54.24			
3464347913 21561	STAPLES OFFICE SUPPLIES 101-265.000-740.000 101-265.000-727.000	12/30/2020 STOLLIVER	12/30/2020	109.05	0.00	Paid	Y 12/30/2020
	Operating Supplies			77.89			
	Office Supplies			31.16			
761-10592547 21545	STATE OF MICHIGAN NPDES ANNUAL PERMIT FEE 2021 590-553.000-836.000	12/21/2020 STOLLIVER	12/21/2020	1,950.00	0.00	Paid	Y 12/21/2020
	Fees & Permits			1,950.00			
IN205512 21512	THE SAFETY COMPANY, LLC DBA MTECH LEAF MACHINE PARTS 202-468.000-930.000 203-468.000-930.000	12/21/2020 STOLLIVER	12/21/2020	2,432.18	0.00	Paid	Y 12/21/2020
	Contractual Repair & Maintena			1,216.09			
	Contractual Repair & Maintena			1,216.09			
301723755 21475	THUMB CELLULAR CELLULAR SERVICE 591-536.000-850.000 202-482.000-850.000 203-482.000-850.000 590-553.000-850.000 101-300.000-850.000	12/09/2020 STOLLIVER	12/09/2020	330.58	0.00	Paid	Y 12/09/2020
	Communication			59.10			
	Communication			29.56			
	COMMUNICATION			29.56			
	COMMUNICATION			59.10			
	Communication			129.30			



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	101-265.000-850.000	COMMUNICATION		23.96			
798710-0 21522	THUMB OFFICE SUPPLY OFFICE SUPPLIES 101-265.000-727.000	12/21/2020 STOLLIVER Office Supplies	12/21/2020	34.50	0.00	Paid	Y 12/21/2020
12/4/2020 21471	TREADZ LLC TIRES FOR TRUCK 101-441.000-775.000	12/09/2020 STOLLIVER Repair & Maintenance	12/09/2020	553.28	0.00	Paid	Y 12/09/2020
12/2/2020 21472	TREADZ LLC TIRES FOR TRUCK 101-441.000-775.000	12/09/2020 STOLLIVER Repair & Maintenance	12/09/2020	513.76	0.00	Paid	Y 12/09/2020
95869 21559	TUSCOLA COUNTY ADVERTISER ADD FOR BUILDING DEPT 101-101.000-900.000	12/30/2020 STOLLIVER Printing & Publishing	12/30/2020	110.00	0.00	Paid	Y 12/30/2020
95601 21513	TUSCOLA COUNTY ADVERTISER REQUEST FOR PROPOSAL AND PARKS 101-101.000-900.000	12/21/2020 STOLLIVER Printing & Publishing	12/21/2020	250.25	0.00	Paid	Y 12/21/2020
95430 21518	TUSCOLA COUNTY ADVERTISER AD FOR PROPOSAL AND NOTICE OF PARKS 101-101.000-900.000	12/21/2020 STOLLIVER Printing & Publishing	12/21/2020	209.00	0.00	Paid	Y 12/21/2020
12/4/2020 21523	TUSCOLA COUNTY CLERK AUGUST AND NOVEMBER 2020 ELECTIONS 101-215.000-740.200	12/21/2020 STOLLIVER Election Miscellaneous	12/21/2020	1,615.84	0.00	Paid	Y 12/21/2020
448574 21563	USA BLUE BOOK WWTP SUPPLIES 591-536.000-740.000	12/30/2020 STOLLIVER Operating Supplies	12/30/2020	30.22	0.00	Paid	Y 12/30/2020
448748 21564	USA BLUE BOOK WWTP SUPPLIES 590-550.000-740.000	12/30/2020 STOLLIVER Operating Supplies	12/30/2020	248.76	0.00	Paid	Y 12/30/2020
447425 21565	USA BLUE BOOK WWTP SUPPLIES 590-550.000-740.000	12/30/2020 STOLLIVER Operating Supplies	12/30/2020	295.28	0.00	Paid	Y 12/30/2020

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75975 21465	VASSAR BUILDING CENTER CITY HALL ROOF REPAIRS 101-265.000-775.000	12/07/2020 STOLLIVER Repair & Maintenance	12/07/2020	848.70 848.70	0.00	Paid	Y 12/07/2020
79980 21466	VASSAR BUILDING CENTER CEMETERY FENCE REPAIR 209-276.000-801.000	12/07/2020 STOLLIVER Professional Service	12/07/2020	121.97 121.97	0.00	Paid	Y 12/07/2020
003 21547	VASSAR CHAMBER OF COMMERCE 2021 MEMBERSHIP 101-265.000-820.000	12/21/2020 STOLLIVER Dues & Subscriptions	12/21/2020	75.00 75.00	0.00	Paid	Y 12/21/2020
001 21510	VASSAR ROTARY CLUB JANUARY 2021 DUES FOR MERRI, BEN AND STOLLIVER 101-215.000-820.000 101-300.000-850.000 101-172.000-820.000	12/21/2020 STOLLIVER Dues & Subscriptions Communication Dues & Subscriptions	12/21/2020	225.00 75.00 75.00 75.00	0.00	Paid	Y 12/21/2020
1171 21479	VASSAR TRUE VALUE HARDWARE NOVEMBER PURCHASES 101-265.000-775.000 214-040.000-775.000 202-480.000-740.000 203-480.000-740.000 101-441.000-775.000 214-061.000-740.000 591-536.000-740.000 590-550.000-740.000	12/09/2020 STOLLIVER Repair & Maintenance Repair & Maintenance Operating Supplies Operating Supplies Repair & Maintenance Operating Supplies Operating Supplies Operating Supplies	12/09/2020	664.65 31.92 220.27 71.38 71.38 36.57 16.20 192.44 24.49	0.00	Paid	Y 12/09/2020
84215 21562	WATKINS ROSS PROFESSIONAL CONSULTANTS FOR 101-223.000-801.000	12/30/2020 STOLLIVER Professional Service	12/30/2020	4,200.00 4,200.00	0.00	Paid	Y 12/30/2020
68942622 21467	WEX BANK GAS PURCHASES 101-300.000-751.000 206-335.000-751.000 101-441.000-751.000 591-536.000-751.000 590-553.000-751.000	12/07/2020 STOLLIVER Gas & Oil Gas & Oil Gas & Oil Gas & Oil Gas & Oil	12/07/2020	1,293.25 447.40 100.94 663.90 43.19 37.82	0.00	Paid	Y 12/07/2020

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251081 21473	WISCHMEYER, RYAN FIRE DEPT FOR PURE METAL WORKS 206-335.000-740.000	12/09/2020 STOLLIVER	12/09/2020	355.10 355.10	0.00	Paid	Y 12/09/2020
Operating Supplies				355.10			
# of Invoices:	95	# Due:	0	Totals:	220,172.54	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				220,172.54	0.00		

--- TOTALS BY GL DISTRIBUTION ---

101-011.000-694.000	Miscellaneous Revenue	1,363.60
101-101.000-900.000	Printing & Publishing	569.25
101-172.000-820.000	Dues & Subscriptions	75.00
101-209.000-900.000	Printing & Publishing	252.53
101-215.000-740.000	Operating Supplies	23.67
101-215.000-740.200	Election Miscellaneous	1,753.82
101-215.000-820.000	Dues & Subscriptions	75.00
101-223.000-801.000	Professional Service	4,200.00
101-228.000-805.000	Computer Services	291.67
101-265.000-727.000	Office Supplies	119.90
101-265.000-740.000	Operating Supplies	244.29
101-265.000-775.000	Repair & Maintenance	2,245.12
101-265.000-820.000	Dues & Subscriptions	175.00
101-265.000-850.000	Communication	24.65
101-265.000-920.000	Utilities	1,266.19
101-265.000-930.000	Contractual Repair & Maintena	1,407.66
101-265.000-971.010	LAND ACQUISITION UTILITIES	16,482.74
101-298.000-911.400	FLEX Administration Fees	30.00
101-300.000-727.000	Office Supplies	43.57
101-300.000-740.000	Operating Supplies	161.96
101-300.000-751.000	Gas & Oil	447.40
101-300.000-752.000	Uniforms & Cleaning	361.19
101-300.000-850.000	Communication	204.30
101-441.000-751.000	Gas & Oil	663.90
101-441.000-775.000	Repair & Maintenance	2,414.56
101-450.000-920.000	Utilities	5,492.55
101-465.000-967.000	Project Costs	4,401.00
101-470.000-920.000	Utilities	356.80
101-528.000-801.000	Professional Service	13,114.70
202-468.000-930.000	Contractual Repair & Maintena	1,216.09
202-480.000-740.000	Operating Supplies	71.38
202-482.000-727.000	Office Supplies	16.77
202-482.000-740.000	Operating Supplies	61.61
202-482.000-775.000	Repair & Maintenance	492.00
202-482.000-850.000	Communication	29.56
202-482.000-920.000	Utilities	609.68

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	GL Distribution						
	203-468.000-930.000	Contractual Repair & Maintena		1,216.09			
	203-480.000-740.000	Operating Supplies		71.38			
	203-482.000-727.000	Office Supplies		16.77			
	203-482.000-740.000	Operating Supplies		43.63			
	203-482.000-775.000	Repair & Maintenance		492.00			
	203-482.000-850.000	Communication		29.56			
	203-482.000-920.000	Utilities		606.67			
	203-482.000-970.000	Capital Outlay		12,950.00			
	206-335.000-740.000	Operating Supplies		369.55			
	206-335.000-751.000	Gas & Oil		100.94			
	206-335.000-920.000	Utilities		2,932.05			
	206-335.000-970.000	Capital Outlay		3,990.00			
	209-276.000-801.000	Professional Service		121.97			
	209-276.000-920.000	Utilities		172.73			
	214-011.000-694.000	Miscellaneous Revenue		2,221.80			
	214-040.000-740.000	Operating Supplies		36.36			
	214-040.000-775.000	Repair & Maintenance		220.27			
	214-040.000-920.000	Utilities		345.79			
	214-045.000-740.000	Operating Supplies		56.32			
	214-045.000-801.000	Professional Service		19,800.00			
	214-045.000-920.000	Utilities		386.22			
	214-061.000-740.000	Operating Supplies		301.77			
	214-062.000-920.000	Utilities		367.15			
	245-070.000-801.000	Professional Service		30.00			
	590-548.000-775.000	Repair & Maintenance		215.72			
	590-548.000-850.000	Communication		366.23			
	590-548.000-920.000	Utilities		95.11			
	590-550.000-725.000	Clothing & Boot Allowance		130.66			
	590-550.000-740.000	Operating Supplies		1,442.80			
	590-550.000-801.000	Professional Service		850.90			
	590-550.000-911.100	Medical Reimbursement Employe		300.00			
	590-550.000-920.000	Utilities		5,435.24			
	590-550.000-930.000	Contractual Repair & Maintena		35,200.00			
	590-550.000-970.000	Capital Outlay		9,919.00			
	590-553.000-727.000	Office Supplies		70.20			
	590-553.000-751.000	Gas & Oil		474.66			
	590-553.000-836.000	Fees & Permits		1,950.00			
	590-553.000-850.000	Communication		59.10			
	591-536.000-727.000	Office Supplies		53.44			
	591-536.000-730.000	Postage		467.93			
	591-536.000-740.000	Operating Supplies		1,203.04			
	591-536.000-751.000	Gas & Oil		521.09			
	591-536.000-775.000	Repair & Maintenance		2,610.00			
	591-536.000-801.000	Professional Service		1,680.00			
	591-536.000-850.000	Communication		59.10			
	591-536.000-920.000	Utilities		2,196.35			
	591-536.000-965.492	Transfer to Equip. Replacemen		10,994.50			
	591-536.000-970.000	Capital Outlay		33,244.14			
	701-011.000-694.000	Miscellaneous Revenue		2,294.68			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	861-450.000-920.000	Utilities		700.52			

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--- TOTALS BY FUND ---							
	101 - General Fund			58,262.02	0.00		
	202 - Major Streets Fund			2,497.09	0.00		
	203 - Local Streets Fund			15,426.10	0.00		
	206 - Fire Fund			7,392.54	0.00		
	209 - Cemetery Fund			294.70	0.00		
	214 - Park/Recreation Fund			23,735.68	0.00		
	245 - Vassar Econ Develop Comm (ED			30.00	0.00		
	590 - Sewer Fund			56,509.62	0.00		
	591 - Water Fund			53,029.59	0.00		
	701 - Due from Trust & Agency			2,294.68	0.00		
	861 - Street Lighting			700.52	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	011.000 - Revenue			5,880.08	0.00		
	040.000 -			602.42	0.00		
	045.000 -			20,242.54	0.00		
	061.000 - Community Promotions			301.77	0.00		
	062.000 - Pavilion			367.15	0.00		
	070.000 - EDC			30.00	0.00		
	101.000 - Mayor & Council			569.25	0.00		
	172.000 - City Manager			75.00	0.00		
	209.000 - Assessor			252.53	0.00		
	215.000 - City Clerk			1,852.49	0.00		
	223.000 - AUDIT			4,200.00	0.00		
	228.000 - COMPUTER I.T. SERVICE			291.67	0.00		
	265.000 - City Hall			21,965.55	0.00		
	276.000 - Cemetery			294.70	0.00		
	298.000 - Insurance			30.00	0.00		
	300.000 - POLICE DEPT			1,218.42	0.00		
	335.000 - Fire Department			7,392.54	0.00		
	441.000 - Motor Pool			3,078.46	0.00		
	450.000 - Street Lighting			6,193.07	0.00		
	465.000 - Econ. Dev./Cool Cites			4,401.00	0.00		
	468.000 - Tree			2,432.18	0.00		
	470.000 - Parking Lot			356.80	0.00		
	480.000 - Winter Maintenance			142.76	0.00		
	482.000 - Administration			15,348.25	0.00		
	528.000 - Residential Refuse			13,114.70	0.00		
	536.000 - Water			53,029.59	0.00		
	548.000 - Mains & Pumps			677.06	0.00		
	550.000 - Plant #2 Operating			53,278.60	0.00		
	553.000 - Overhead & Administratic			2,553.96	0.00		

## October DDA Minutes

10/12/2020 - Minutes

### 1. CALL TO ORDER

Call to order 8:07 am

Barden, Stefan, McTaggart, Haubenstricker

Absent- none

### 2. APPROVAL OF AGENDA

Haubenstricker add to agenda 5.2 Change to meeting date

Motion Stefan

2nd Haubenstricker

All

### 3. APPROVAL OF MINUTES

Motion Stefan

2nd Haubenstricker

All

### 4. PUBLIC COMMENT (Persons May Speak For Five Minutes About An Item That Is NOT Listed As A Public Hearing On This Agenda. Please State Your Name And Address For The Record.)

none

### 5. BUSINESS ITEMS

#### 5.1. Selfie Signs

Motion Stefan \$500 to be used to purchase signs for downtown

2nd Haubenstricker

All

5.2 proposed change to meeting schedule, 2nd Wednesday of each month

Motion Stefan

2nd Haubenstricker

All

### 6. COMMISSION MEMBER COMMENTS

7. CITY MANAGER ANNOUNCEMENTS & STATEMENTS

8. ADJOURNMENT

Motion Stefan

2nd Haubenstricker

All

8:31 am



ORDINANCE # 2021-01  
CITY OF VASSAR  
COUNTY OF TUSCOLA, MICHIGAN

AN ORDINANCE AMENDING PORTIONS OF CHAPTER 10 OF THE CODE OF ORDINANCES CITY OF VASSAR, MICHIGAN; REPEAL; FEE SCHEDULE; PENALTIES; PUBLICATION; AND EFFECTIVE DATE.

**THE CITY OF VASSAR ORDAINS:**

Section 1: Repeal/Replace. CHAPTER 10 – BUILDINGS AND BUILDING REGULATIONS, ARTICLE II. – CONSTRUCTION CODE, Sec. 10-31 through 10-33 are repealed in their entity and replaced with the following:

**Sec. 10-31. – Adoption of Stille-DeRossett-Hale single state construction code act, including the building, electrical, plumbing, and mechanical codes.**

Pursuant to the provisions of MCL § 117.3, Section 5.7 of the Charter of the City of Vassar, Michigan, and Section 8b(6) of 1972 PA 230, the city adopts by reference 1972 PA 230, commonly known as the Stille-DeRossett-Hale single state construction code act, being MCL § 125.1501 *et. seq.*, as amended, including the building, electrical, plumbing, and mechanical codes. The city hereby expressly releases and/or exempts from this specific ordinance adoption or applicability of the 2015 Michigan Energy Code, Part 10-a of the Michigan Construction Code, as it pertains to medical and/or recreational commercial marijuana facilities, including the following: any Grow/Cultivation Facilities, specifically Green Houses, as defined in the City of Vassar Ordinance 2019-11, that is codified in Chapter 50, Section 3 of the Code of Ordinances City of Vassar, Michigan.

**Sec. 10-32. – Copies of Codes.**

Printed copies of the Michigan Building Code, as adopted in Section 10-31, shall be kept in the Office of the City Clerk and be available for review and inspection by the public.

**Sec. 10-33. – Enforcing agency.**

The Building Official, as defined by Section 2a(1)(i) of 1972 PA 230, as amended, that is appointed or approved by the city council is hereby designated as the enforcing agency to discharge the responsibility of the city under 1972 PA 230, as amended. The city assumes responsibility for the administration and enforcement of the state construction code, building code, plumbing code, mechanical code, and electrical code within its corporate limits.

**Sec. 10-34. – Board of appeals.**

Pursuant to section 14 of 1972 PA 230, being MCL § 125.1514, there is hereby established a construction board of appeals, to perform the duties of the construction board of appeals under such act within the city. The board shall consist of five members appointed by the city council. Appointments in the first instance shall be for a period of one, two and three years, respectively, so as nearly as may be to provide for appointment of an equal number each year, and thereafter each member shall hold office for a full three-year term. If qualified, members of the zoning board of appeals may also be appointed to serve as members of the construction board of appeals.

**Sec. 10-35. – Enforcement.**

The provisions of this article shall be enforced by the city through its Building Official that is appointed or approved by the city council.

**Sec. 10-36 – Fee Schedule.**

The city council shall prepare a schedule of fees for permits, inspections, and plan review. The schedule of fees shall be published in a newspaper of general circulation in the City of Vassar within fifteen (15) days after adoption by the Vassar City Council.

**Sec. 10-37. – Penalty.**

(a) General Penalty. Any person violating any provision of the 1972 PA 230, being MCL § 125.1501 *et seq.*, shall, upon conviction thereof, be guilty of a misdemeanor, and be subject to a fine not exceeding \$500.00, or imprisonment for not more than 90 days in the Tuscola County Jail, or both fine and imprisonment at the discretion of the court.

(b) Complicity. Every person concerned in the commission of an offense under CHAPTER 10 – BUILDINGS AND BUILDING REGULATIONS, whether he or she directly commits the act constituting the offense or procures, counsels, aids or abets in its commission, may be prosecuted, indicted, tried and on conviction shall be punished as if he or she had directly committed such offense.

(c) Civil Infractions. The penalties to be assessed by the Court for a violation of CHAPTER 10 – BUILDINGS AND BUILDING REGULATIONS, which is designated as a civil infraction shall not exceed the following amounts:

- (1) For a first offense, two hundred fifty dollars (\$250.00);
- (2) For a second offense, five hundred dollars (\$500.00);
- (3) A third offense and any subsequent offenses shall be considered a misdemeanor and shall be penalized pursuant to subsection (a) hereof.

Section 2: Repeal of conflicting provisions. All resolutions, ordinances, or parts thereof in conflict with the provisions of this Ordinance are to the extent of such conflict, hereby repealed.

Section 3: Exemptions from Repeal. The repeal provided for in this Ordinance shall not affect:

- (a) Any offense or act committed or done, or any penalty incurred before the adoption of this Ordinance;
- (b) Any ordinance or resolution promising or guaranteeing the payment of money by or to another governmental unit pursuant to 1972 PA 230 before the adoption of this Ordinance;
- (c) The administrative ordinances and resolutions of the city council not in conflict or inconsistent with any provision of this Ordinance.
- (d) Any prosecution, suit or other proceeding pending, or any judgment rendered, pursuant to 1972 PA 230 on or prior to the adoption of this Ordinance.

Section 4: Severability. If any section, paragraph, clause, or provision of this Ordinance is for any reason held to be invalid or unconstitutional, the invalidity or unconstitutionality of such section, paragraph, clause, or provision shall not affect any of the remaining provisions of this Ordinance.

Section 5: Publication of ordinance. Pursuant to Section 5.11 of the Charter of the City of Vassar, this Ordinance shall be published in full in a newspaper of general circulation in the City of Vassar, within fifteen (15) days after adoption.

Section 6: Effective Date. Pursuant to Section 5.11 of the Charter of the City of Vassar, this Ordinance shall become effective immediately upon publication.

I HEREBY CERTIFY THAT THE ABOVE ORDINANCE WAS ADOPTED BY THE CITY OF VASSAR COUNCIL AT A REGULAR MEETING HELD ON THE \_\_\_ DAY OF \_\_\_\_\_ 202\_\_.

---

Mike Damm, Mayor

---

Merri Lemcke, City Clerk

First Reading:

Second Reading/Public Hearing:

Published:

**Resolution #2021-01**  
**RESOLUTION TO ADOPT RECREATION PLAN**

WHEREAS, the City of Vassar has undertaken a five-year Recreation Plan which describes the physical features, existing recreation facilities, and the desired actions to be taken to improve and maintain recreation facilities during the period between 2021 and 2025 and,

WHEREAS, public input was received via an online survey that was available from August 1 to August 31, 2020, to provide an opportunity for citizens to share ideas, express opinions, regarding the future of parks and recreation in Vassar, and

WHEREAS, the draft plan was made available for review from December 4, 2020 through January 4, 2021, at the Vassar City Hall and at [www.cityofvassar.org](http://www.cityofvassar.org), and

WHEREAS, a public meeting was held on January 4, 2021, at 6 p.m. at Vassar City Hall at 287 E. Huron Avenue, Vassar, MI 48768 to provide an opportunity for citizens to express opinions, ask questions, and discuss all aspects of the Recreation Plan, and

WHEREAS, the City of Vassar has developed the Recreation Plan for the benefit of the entire community and wishes to adopt the plan as a document to assist in meeting the recreation needs of the community, and

WHEREAS, the City of Vassar Park and Recreation Advisory Commission has recommended adoption of the plan by the City of Vassar,

NOW, THEREFORE BE IT RESOLVED that the Vassar City Council adopts the City of Vassar 2021 – 2025 Recreation Plan

Moved:

Second:

Yea:

No:

Abstain:

Date:            January 4, 2021

Adopted by the City Council of the City of Vassar this 4<sup>th</sup> day of January 2021.

I, Merri C. Lemcke, City Clerk for the City of Vassar do hereby certify that the foregoing is a true resolution adopted by the City of Vassar City Council at a Meeting thereof held on January 4, 2021 at 7 pm.

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Merri C. Lemcke, Vassar City Clerk

FY21 Proposed Budget Amendments  
Dec 31, 2020

GL NUMBER	DESCRIPTION	2020-21 ORIGINAL BUDGET	FY21 Amended Budget	YTD BALANCE 12/31/2020 NORMAL (ABNORMAL)	Change	
Fund 101 - General Fund						
Revenues						
Dept 011.000 - Revenue						
101-011.000-573.000	LOCAL COMMUNITY STABILIZATION SHARE	\$48,000.00	\$50,900.00	\$50,908.20	\$2,900.00	
101-011.000-576.100	STATE EVIP PAYMENTS	\$110,117.00	\$82,317.00	\$0.00	(\$27,800.00)	State funding reduced
101-011.000-580.000	Grant Revenue - Federal	\$0.00	\$32,800.00	\$32,807.00	\$32,800.00	Federal Cares Act \$
101-011.000-667.000	Lease Payment Revenue	\$1,200.00	\$1,400.00	\$1,400.00	\$200.00	
101-011.000-694.600	Election Reimbursement	\$0.00	\$1,525.00	\$1,524.90	\$1,525.00	State Reimbursement
Expenditures						
Dept 215.000 - City Clerk						
101-215.000-702.000	Salaries	\$55,400.00	\$65,000.00	\$32,250.00	\$9,600.00	Administrative Increase
101-215.000-710.000	Election Labor	\$3,000.00	\$3,100.00	\$3,083.00	\$100.00	
101-215.000-715.000	Social Security	\$4,850.00	\$5,200.00	\$2,785.80	\$350.00	
101-215.000-850.000	Communication	\$0.00	\$650.00	\$129.25	\$650.00	
Dept 265.000 - City Hall						
101-265.000-775.000	Repair & Maintenance	\$1,000.00	\$5,000.00	\$3,930.11	\$4,000.00	Additional repairs
101-265.000-801.000	Professional Service	\$1,000.00	\$16,500.00	\$16,048.00	\$15,500.00	Pension bond Attrny
101-265.000-801.600	Code	\$6,000.00	\$9,000.00	\$8,804.00	\$3,000.00	Codification
101-265.000-930.000	Contractual Repair & Maintena	\$9,500.00	\$25,500.00	\$20,370.23	\$16,000.00	Landscaping
101-265.000-956.000	Miscellaneous	\$750.00	\$1,500.00	\$1,301.96	\$750.00	
101-265.000-971.010	LAND ACQUISITION UTILITIES	\$2,000.00	\$19,200.00	\$19,174.40	\$17,200.00	Demolition of properties
Dept 300.000 - POLICE DEPT						
101-300.000-702.300	Chief & Detective	\$60,723.00	\$65,299.00	\$31,417.78	\$4,576.00	Administrative Increase
101-300.000-720.000	Vacation	\$5,120.00	\$6,885.00	\$5,185.20	\$1,765.00	

101-300.000-722.000	Sick Leave	\$784.00	\$3,100.00	\$2,840.13	\$2,316.00
101-300.000-910.000	Insurance & Bonds	\$4,700.00	\$5,300.00	\$5,304.05	\$600.00

Dept 444.000 - Work for Others

101-444.000-703.000	DPW Wages	\$1,500.00	\$3,500.00	\$2,998.93	\$2,000.00
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Dept 465.000 - Econ. Dev./Cool Cites

101-465.000-715.000	Social Security	\$0.00	\$250.00	\$143.06	\$250.00
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Fund 209 - Cemetery Fund

Revenues

Dept 011.000 - Revenue

209-011.000-643.000	Cemetery Space	\$2,500.00	\$3,750.00	\$3,750.00	\$1,250.00
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Expenditures

Dept 276.000 - Cemetery

209-276.000-740.050	Cemetery Refund	\$0.00	\$125.00	\$125.00	\$125.00
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Fund 214 - Park/Recreation Fund

Revenues

Dept 011.000 - Revenue

214-011.000-674.000	Donations	\$100.00	\$14,000.00	\$13,991.00	\$13,900.00	MSHDA Playground
214-011.000-694.202	Pumpkin Roll	\$5,500.00	\$0.00	\$0.00	(\$5,500.00)	

Expenditures

Dept 040.000

214-040.000-740.000	Operating Supplies	\$4,200.00	\$6,100.00	\$5,084.46	\$1,900.00
214-040.000-930.000	Contractual Repair & Maintena	\$0.00	\$1,400.00	\$1,400.00	\$1,400.00

Dept 045.000

Dept 060.000

214-060.000-740.000	Operating Supplies	\$0.00	\$500.00	\$137.70	\$500.00	
214-060.000-740.302	Pumpkin Roll	\$5,000.00	\$500.00	\$398.56	(\$4,500.00)	

Dept 061.000 - Community Promotions

214-061.000-801.000	Professional Service	\$200.00	\$3,200.00	\$3,163.00	\$3,000.00	Viadock painting
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Fund 590 - Sewer Fund

Revenues

Dept 011.000 - Revenue

590-011.000-694.000	Miscellaneous Revenue	\$6,000.00	\$7,500.00	\$7,370.82	\$1,500.00	
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Dept 548.000 - Mains & Pumps

590-548.000-930.000	Contractual Repair & Maintena	\$10,000.00	\$13,000.00	\$12,135.00	\$3,000.00	
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Fund 591 - Water Fund

Revenues

Dept 011.000 - Revenue

591-011.000-694.000	Miscellaneous Revenue	\$2,500.00	\$69,000.00	\$68,321.08	\$66,500.00	Township contribution
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Expenditures

Dept 536.000 - Water

591-536.000-803.000	Engineering Services	\$7,500.00	\$35,000.00	\$34,663.38	\$27,500.00	M-15 Extension and
591-536.000-970.000	Capital Outlay	\$147,000.00	\$196,000.00	\$194,161.42	\$49,000.00	Division St Projects



**PEERLESS-MIDWEST, INC.**

505 Apple Tree Drive  
 Ionia, MI 48846  
 616.527.0050

**QUOTATION**

City of Vassar \_\_\_\_\_

287 East Huron Ave \_\_\_\_\_

Vassar, MI 48768 \_\_\_\_\_

QUOTE # DLC-2020-345-01

Attention: Ryan Stein / Carl Miller \_\_\_\_\_

DATE December 11, 2020

REFERENCE Pricing for Well 1 Pump Overhaul

DESCRIPTION	PRICE
Mobilize to site with pump hoist rig, set up and pull pump and place a garden hose in the well for the TV survey. After the pump has been removed we will TV the well, and take the pump to our repair facility for teardown and assessment. Once repairs have been made we will return to site, disinfect well, set pump, run a performance test and collect the first bacti sample.	
Price to travel, pull, repair, set, test, and sample Well No.1	\$14,300.00
TV Survey	\$1,100.00
Price for new pump bowl, pump parts listed below, and New 50Hp Premium Efficient Inverter Duty Motor. Estimated pump parts are based on all new components except for line shaft and pump head.	\$19,600.00
The last time this pump was worked on was in 2012. At this time no pipe was replaced and the pump bowl was overhauled. Per this not to exceed pricing we are figuring all new column with bearing retainers and new SS shaft couplings, new bowl assembly, head shaft, motor shaft, and suction pipe complete with strainer basket. The column shafting was changed to stainless in 2012 and should be able to be reused. The only exceptions to the shafting will be the head shaft which is a normal wear item and the motor shaft which may have to be changed to match the new motor. Any pump parts scheduled for replacement that can be reused will be and may reduce the price by an applicable amount.	
<b>STATE SALES TAX, IF APPLICABLE, IS NOT INCLUDED</b>	
PAYMENT TERMS <u>Net 30 Days</u>	Not to Exceed <u>\$35,000.00</u>
START _____	
COMPLETE <u>4-6 weeks from start</u>	
VALID FOR _____	
ACCEPTED BY _____	

PEERLESS MIDWEST, INC.

BY DC Coullier  
 DC Coullier





**PEERLESS-MIDWEST, INC.**

505 Apple Tree Drive  
 Ionia, MI 48846  
 616.527.0050

**QUOTATION**

City of Vassar  
 287 East Huron Ave  
 Vassar, MI 48768

QUOTE # DLC-2020-363-1

Attention: Ryan Stein / Carl Miller

DATE December 28, 2020

REFERENCE Pricing for Well 1 Piping Replacement

DESCRIPTION	PRICE
Once the overhauled pump has been set we will replace the existing piping with the new configuration that was discussed in our meeting at Well No.1 pump house. This will include eliminating the 4" bypass for the meter and making a new spool piece in the event the meter needs to be worked on. This quote includes new gate valves, mag-meter, tees, elbows, spool pieces, injection corp, jack stands, sample tap, air and vac valve, and other miscellaneous parts and fittings.	
Labor to install new piping, meter, valves and blowoff.	\$5,600.00
Materials cost to replace piping from the pump head to the riser and blowoff.	\$13,375.00
This work is priced to be completed along with the pump installation and with the understanding the City of Vassar is removing the existing piping. No piping for the casing vent is included in this pricing. All fittings to be shop primed and no additional painting is to be performed by PMI in this quote.	
<b>STATE SALES TAX, IF APPLICABLE, IS NOT INCLUDED</b>	
PAYMENT TERMS <u>Net 30 Days</u>	Not to Exceed <b>\$18,975.00</b>
START _____	
COMPLETE <u>2-3 Days</u>	
VALID FOR _____	
ACCEPTED BY _____	

PEERLESS MIDWEST, INC.  
 BY DC Couller  
 DC Couller



December 22, 2020

*Via Email*

Mr. Andrew Niedzinski, City Manager  
City of Vassar  
287 E. Huron Avenue  
Vassar, Michigan 48768

**RE: Proposal for Preliminary Engineering and Construction Administration Services –  
FY2021 TED-Category B Grant No. 267 – Athletic and Bourn Street Rehabilitation  
MDOT Job No. 211806(A)**

Dear Andrew,

It was great to hear that the City of Vassar was awarded TED-Category B funding for improvements to two streets within the city limits. Funding through this competitive grant program will certainly help stretch the City's dollar in the betterment of your community.

### **Project Understanding**

The proposed TED-Category B project will result in improvements to the following streets:  
Athletic Street, from Division Street to West Street  
Bourn Street, from Grant Street to Cass Avenue

Athletic Street is proposed to be cold-milled and resurfaced. Bourn Street is proposed to be a crush and shape and resurfacing project. The existing HMA and underlying base material will be pulverized, shaped, and compacted as new base material. A new HMA surface will then be placed over the base material. We understand that the City will be completing manhole and water valve rehabilitation and replacements in conjunction with these street improvements. The total anticipated project cost is \$217,962 with \$74,766 in grant funding.

Bourn Street is approximately 600 feet long and is located within a residential area of the city lying north of the Cass River. The Athletic Street improvement area is approximately 1375 feet long and is bordered by the school campus on the north and residential homes on the south.

It is our understanding that this project will be implemented through the Direct Grant Option, as opposed to the MDOT LAP Option. The direct grant process allows the City to manage and administer the project under the local letting and oversight process. The Michigan Department of Transportation's Office of Economic Development (OED) will review and approve the bid tab summary, authorize initial and final payments, and conduct a site visit after the project is completed. The plan preparation, bidding, letting, award, and contractor payments will be administered by the city like a local street project. There is no federal aid associated with this project and therefore the federal aid regulations do not apply.

**9475 Holly Road, Suite 201  
Grand Blanc, MI 48439  
P: 810.743.9120  
F: 810.771.7860  
[www.fveng.com](http://www.fveng.com)**

### Scope of Service

The rehabilitation and resurfacing of Bourn and Athletic Street are not anticipated to include removal and replacement of significant curb and gutter or total street reconstruction, and therefore no topographic surveying or plan and profile drawings are proposed for these streets to reduce the engineering expenses associated with this project. The improvement plans will be prepared log style and will include typical cross sections and plan views. The plan view drawings will be completed from available records and field visitation. Sidewalk ramps along these streets should be replaced if they do not meet current ADA and MDOT standards. Ramps will be field evaluated by the design engineer and detailed accordingly. Our scope of services includes design engineering, bidding, and construction administration services and will include:

### Design Engineering

- Geotechnical investigation and pavement borings for use in design (completed by subconsultant).
- Field evaluation to identify and log the required improvements on each street and approximate quantities.
- Coordinate street improvements with utility companies.
- Prepare bidding documents and technical specifications.
- Prepare project details and plans (log style), location map, and quantity listing.
- Prepare Engineer's Opinion of Probable Construction Costs.

### Bidding Assistance

- Distribution of bidding documents and maintain plan holders list.
- Address contractor inquires during bidding process.
- Prepare addendums as necessary.
- Prepare tabulation of bids and make recommendation of award.

### Construction Administration

- Facilitate preconstruction meeting with representatives from the City, contractor, and utility companies. Prepare and distribute meeting minutes.
- Complete part time construction observation on the major work items of concrete flatwork, pulverizing, cold-milling, and HMA paving. We have budgeted for 7 days of construction observation.
- Review project submittals from the contractor.
- Prepare work orders and contract modifications as necessary.
- Prepare contractor pay estimates.
- Conduct final project walk-thru with City and contractor to develop final punch list and coordinate with contractor for completion and final project closeout.
- Assist City with OED final project accounting form.

Construction staking is not included in our scope of services as it is not anticipated to be necessary for the proposed street improvements.

### Fee Budget

Our proposed lump sum fee for the above outlined professional services is:

Design Engineering and Bidding:	\$13,200*
Construction Administration:	<u>\$13,800</u>
<b>Total:</b>	<b>\$27,000</b>

\*Geotechnical investigation is included in this fee

### Schedule

Construction is anticipated to be completed in the summer/fall of 2021. Design engineering will be completed over the winter for bidding in the spring of 2021.

Once again, congratulations on being awarded grant funding from this very competitive program. We appreciate the opportunity in providing our services to the City of Vassar.

If you need any additional information or have any questions, please contact me at (810) 244-1729 or [grose@fveng.com](mailto:grose@fveng.com).

Sincerely,

FLEIS & VANDENBRINK



Geric L. Rose, P.E., P.S.  
Operations Manager, Associate

December 16, 2020

Andrew Niedzinski, Manager  
City of Vassar  
297 East Huron Avenue  
Vassar, MI 48768

RE: Water Street Pavement Improvements  
City of Vassar

Andrew:

In response to your request this document is our proposal to provide professional services for the Water Street Pavement Improvement project in the City of Vassar.

### **Project Background**

The City of Vassar is interested in making pavement improvement to Water Street from Proctor Street to Arch Street. The City is looking for funding assistance from the Tuscola County Rural Task Force to enable the City to pay for these improvements.

The project is currently on the Rural Task Force list to be constructed in fiscal year 2022.

The following needs to be completed for the Rural Task Force.

1. A Narrative describing the proposed project.
2. An updated Michigan Department of Transportation form 1799.
3. Develop a Preliminary Estimate of Cost detailing the work to be completed.

The City needs Spicer Group's help in completing these three (3) items. The street is planned to be repaved and the project estimate is \$322,000 all which is out of date and needs to be revisited.

Water Street must be completed as an all-season roadway to receive funding from the Task Force.

### **Scope of Professional Services**

Spicer's proposed services follow:

1. Prepare the Project Narrative describing the proposed project.
2. Take four (4) core samples to determine the existing materials and depth of the existing roadway. Knowing the existing material thickness will help us to determine what the proposed street cross section should be to meet the all-season requirements.
3. Prepare the Preliminary Estimate of Cost for the proposed improvements.
4. Complete the Michigan Department of Transportation form 1799.
5. Meet with you to review the information and make decisions on how to move the project forward.

**Additional Services**

Additional services related to this project will be furnished by us after you authorize the work. Our fee for the additional services will be determined at the time they are agreed to and rendered.

**Fee Schedule**

Our proposed fee schedule follows. We will submit monthly invoices to you for our professional services, any additional authorized services and any reimbursable expenses.

1. Preliminary Engineering:
  - Standard hourly rates with the total amount estimated to be \$4,500.

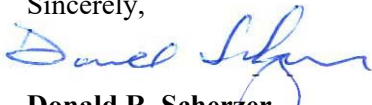
We have calculated these fees based on our understanding of what you want us to do and what you have told us.

Attached to this letter is a copy of our general conditions for our services which are part of this agreement. Any changes to this agreement must be agreed to by both of us.

If this proposal meets with your approval, please acknowledge this approval with an authorized signature below and return the enclosed copy to us. Upon receipt, we will start the project promptly.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,



**Donald R. Scherzer**



**Steven R. Rutkowski, P.E.**  
Project Manager

**SPICER GROUP, INC.**  
230 S. Washington Avenue  
Saginaw, MI 48607  
Phone: (989) 921-5594  
mail to: [steverutkowski@spicergroup.com](mailto:steverutkowski@spicergroup.com)

cc: 129839PR2020  
KAJ/Acctg

---

Above proposal accepted and approved  
by Owner.

**CITY OF VASSAR**

By: \_\_\_\_\_  
Authorized Signature

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