



**City of New Buffalo  
224 W. Buffalo Street  
New Buffalo MI 49117  
COUNCIL MEETING AGENDA  
July 20, 2020 at 6:30 p.m.**

1. Call Meeting to Order
2. Roll Call
3. Approval of Agenda
4. Consent Agenda
  - a. City Council Minutes: June 24, 2020
  - b. Receive Monthly Reports: Police, Fire, Water, Park, Building Dept., Treasurer
  - c. Receive Monthly Minutes:
  - d. Pay Bills for the Month
5. Public Comment
6. Presentations
  - a. Dune Walk Presentation – Tony McGhee Abonmarche
7. Old Business
  - a. Second Reading of Ordinance #246 clarifying sewer backups
8. New Business
  - a. Marquette Drive Participation Update
  - b. SAFEbuilt Building Fee Restructure Resolution #20.23
  - c. Solid Waste/Recycling Service Contract
  - d. Township Memorial Park Right of Way Vacation Resolution #20.20
  - e. Update on Street Roadway Condition and Investment Overview/Millage
  - f. Ordinance #247 Curbside Container Removal Proposal and Refuse Collection
  - g. New Website Proposal
  - h. Update on Parks/Millage Update/Renewal
  - i. MDOT Signal Mast Contract Resolution #20.15
  - j. Staff Wage Increases 2020 Resolution #20.21
  - k. Hardware Store Purchase Agreement
  - l. 2020 Tree Removal Program
  - m. Oselka Drive Temporary Parking Agreement
  - n. Covid Building Improvements
  - o. Berrien County Best Practices Committee Resolution #20.22



9. **Vacancies**

- i. Zoning Board of Appeals- Chair Liz Grim-Vaughn
- ii. Zoning Board of Appeals- Holiday Tarr

10. Correspondence

11. Council Comments

12. Adjournment

**Call to Order at 4:00 p.m.**

**Roll Call. All Present:** Mayor O'Donnell, Council Members Ennis, Kroll, Robertson, Spirito

**Approval of Agenda.** Motion by Mayor O'Donnell, seconded by Robertson to approve the agenda with two additional items: quote for temporary seawall and Whittaker Street Emergency Flooding issue.

**Previous Minutes.** Motion by Kroll, seconded by Ennis to approve the previous minutes for 06/15/2020: roll call vote, motion carried, 5-0.

**Public Comment:** None

**New Business**

**Resolution 20.17 Resolution to provide an expedited approval process allowing restaurants and bars to temporarily expand service areas into adjacent sidewalks and other public spaces.** Motion by Kroll, seconded by Spirito to approve Resolution 20.17 through November 30, 2020 as is and waive the application fee: roll call vote, motion carried, 4-1, Nays: Ennis

**Resolution #20.18 Resolution to provide an expedited approval process allowing retail stores to temporarily expand merchandise display areas into adjacent sidewalks and other public spaces.** Motion by Robertson seconded by Kroll to approve Resolution #20.18 through November 30, 2020 and waive the application fee, site plan will have to be reviewed. roll call vote, motion carried, 5-0.

**Resolution #20.19 EDA CARES Act Grant Application- Waterfront Improvements.** Motion by Kroll seconded by Spirito to approve Resolution #20.19: roll call vote, motion carried, 5-0.

**Quote for temporary Seawall:** Motion by Spirito seconded by Robertson to approve phase two in the amount of \$9,950.00: roll call vote, motion carried, 5-0.

**Whittaker Street Emergency Flooding:** Motion by Spirito seconded by Kroll to approve the emergency Whittaker Street Flooding Issue and approve funding up to \$30,000.00; roll call vote, motion carried, 5-0.

Motion by Mayor O'Donnell seconded by Robertson to adjourn the meeting at 4:42 p.m.

Adjournment at 4:42 p.m.

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**Lou O'Donnell IV, Mayor**

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**Ann M. Fidler, City Clerk**



Mr. Richards,

It is my pleasure to report some of the highlights from the last month of the Police Department's operations. If you would like additional information on any of these items, please let me know.

- In the last 30 days, the NBPD has taken 152 complaints. Those include 7 accidents, 2 traffic arrests, 3 theft/larceny/fraud, 2 assaults, and 18 ordinance violation complaints.
- In light of the recent scrutiny placed on Police Departments in this country, we have looked at our existing practices and found that our agency is in a good place with many safeguards already in place. Some of the items that our agency already does to limit negative exposure to our city include: full use of body camera and in car video on all incidents, Supervisor and Administrative (2 step) review of any use of force incident, all police officers are certified and highly trained, the agency no longer uses or possesses any controlled military equipment, and we have strong interaction with our community.
- Our agency is doing our best to enforce all mandates related to the Covid Pandemic. Please remember to wear a mask in public when other people are around.

Sincerely,

*Rich Killips*

Richard L Killips

Chief of Police



# MEMORANDUM

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To: City Manager, Mayor & Council Members

From: Fire Chief Chris Huston

Date: July 15, 2020

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Last month the Fire Department did not hold a Training meeting or a business meeting, however Chief Huston is keeping in touch with the firefighters. The Department had a total of 6 fire calls.



July 13, 2020

### MONTHLY WATER REPORT FOR JUNE 2020

Total amount of water treated in month	21,024,000 gals.
Average daily pumpage in month	701,000 gals.
Maximum treated for one day	854,000 gals.
Minimum treated for one day	550,000 gals.
Backwash water used in month	323,000 gals.

### COMPARISON BY MONTH AND YEAR

June	2020 (this year) consumption	21,024,000 gals.
June	2019 (last year) consumption	9,665,000 gals.

### CHEMICAL COSTS AND DATA

Chlorine used in month: 518 lbs. @ \$0.91/lb.	\$ 471.38
Fluoride used in month: 577 lbs. @ \$0.44/lb.	\$ 253.88
Aluminum sulfate used in month: 6,370 @ \$0.163/lb.	\$ 1,038.31
Total amount spent on chemicals	\$ 1,763.57
Total amount per million gallons	\$ 83.88

### MAINTENANCE REPORT

1. Maintenance Dept, repaired air compressor @ Water Plant.
2. Exercised generators and checked Cathodic Protection Systems.
3. Had Elevated Water Tower & Clearwell inspected by Dixon Engineering.
4. Had U.V. Reactor serviced by Piedmont Technical Services during month.
5. Merrell Bros. Cleaned Backwash Lagoon during month.
6. Had paving done by Blacktop Soecialists for various projects.
7. L & M Fabrication repaired Fish Screen @ Water Intake Plant.
8. D & D Mechanical replaced thermost for H&C System @ Water Plant.
9. Cut grass @ Water Department Facilities.

### DISTRIBUTION REPORT

1. Continued work on stone driveway repairs on N. Drive 8" Watermain Project.
2. Read water meters.
3. Did staking for Miss Dig Systems.
4. Did on /offs and checked high reading complaints.
5. Did bacteriologic testing for neighboring communities.
6. Checked on low pressure / flow complaints.
7. Worked on quarterly quality control for laboratory certification.
8. Passed P.T. 286 Study for laboratory certification.
9. Set new shower head and plumbing at Beach conseesion building.
10. Continuing implementation of plan for COVID – 19 Order.
11. Installed new 3/4" meter pit assembly @ 800 West Buffalo Street.
12. Made new 1" water tap @ 109 North Harrison Street.
13. Had 30" Water Intake Line inspected from shore out ~300 feet.
14. Collected Annual TTHM & HAA'5 samples for EGLE.
15. Cleaned trees & brush from around Water Tower Property.
16. Repaired damaged valve boxes during month.
17. Had random drug testing for CDL's during month.
18. Had work done @ Beaver Dam during month.
19. Started Union Negotiations.

### FUEL REPORT

1. Gasoline consumed	95.6 gals.
2. Diesel fuel consumed	2.0 gals.
3. Total fuel consumed	95.6 gals.
4. Average per day	3.2 gals.

### EQUIPMENT USAGE

Water Department Backhoe	2.0 hrs.
Street Department Backhoe	0.0 hrs.
Water Department Dump Truck	0.0 hrs.
Other	2.0 hrs.

### BENEFIT MAN HOURS USED DURING MONTH

	* <u>vacation</u>	<u>personal</u>	<u>sick</u>	<u>total hrs.</u>
Ken Anderson	32.0 T.M.	8.0 T.M.	0.0 T.M.	40.0 T.M.
	48.0 YTD	28.0 YTD	22.0 YTD	98.0 YTD
Chris Huston	0.0 T.M.	2.0 T.M.	18.5 T.M.	20.5 T.M.
	0.0 YTD	2.0 YTD	26.5 YTD	28.5 YTD

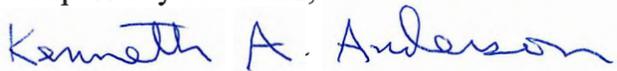
Robert Gruener	32.0 T.M. 32.0 YTD	0.0 T.M. 0.0 YTD	0.0 T.M. 16.0 YTD	32.0 T.M. 48.0 YTD
Jeff Johnson	0.0 T.M. 32.0 YTD	11.5 T.M. 11.5 YTD	0.0 T.M. 16.0 YTD	11.5 T.M. 59.5 YTD

\*(T.M. = This Month YTD = Year-to-date)

### Proposed Work For Month Of July 2020

1. Repairing damaged valve box covers.
2. Distributing 2019 Water Quality Report.
3. Complying with State and Federal COVID-19 Orders.
4. Stone driveway and black top work on North Drive 8" Water Main Project.
5. Planning for back to work strategy once COVID – 19 Order lifted.

Respectfully submitted,



Kenneth A. Anderson  
City of New Buffalo  
Water Superintendent

# CERTIFICATE OF EXCELLENCE

In recognition of the quality of your laboratory in proficiency testing for

**WS-286**

**City of New Buffalo**

is issued this certificate of achievement by ERA. This laboratory has been recognized as a Laboratory of Excellence for achieving 100% acceptable data in this study which included 265 participating laboratories. This achievement is a demonstration of the superior quality of the laboratory in evaluation of the standards listed below.

Heterotrophic Plate Count



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Matthew Seebeck  
Quality Officer



July 16, 2020

To: Mayor and City Council:

Summer is in full swing and busier than ever!

The beach has been busier than I have ever seen in June. So far from Memorial Day until June 24<sup>th</sup> we have taken in over \$60,000 which is double of last year's numbers. I expect July to be incredibly busy as well.

So far, all has been going smoothly down at the beach. The lifeguards are doing an amazing job, and I am very happy with their performance thus far.

The new beach shower was installed and has been a tremendous hit with the public. In case you haven't been down to see it, the shower is now in the front of the concession stand right near the parking lot. This is a much better placement than the old one that was behind the building. We have been very diligent in keeping the beach bathrooms clean. Currently they are shut down every hour and sanitized. While this is proving to be a challenge, we are staying on top of it, as well as trash. Trash has been unbelievable this season! We are checking and changing trash on the beach and throughout town every hour.

The docks at the marina have finally begun to be installed! AS of 7/16, 5 of the dock have been reinstalled at the new height. I am hopeful that by 7/24 the marina will be fully operational again.

Routine maintenance continues at the dog park and Oselka park.

All in all, I'd say summer has begun earlier than usual, but I know both my staff and I can handle whatever comes our way this season.

Respectfully submitted,

Kristen D'Amico  
Parks Director



June 16, 2020

To: Mayor and City Council,

All of my Lifeguards have been performing excellent over the past few weeks.

I was pleasantly surprised with the lifeguards' performance on the 4<sup>th</sup> of July weekend, it was a long weekend and everyone maintained their professionalism and stayed alert. I have been running the lifeguards @ 4 guards Mon-Thurs, 5 on Fri, and 7 on Sat & Sun. This schedule has worked well and allowed us to maintain a buffer of lifeguards on the weekends.

The lifeguards have been training consistently with all of our equipment, familiarizing themselves with how to operate everything and the equipment's' use cases and drawbacks. Currently, as a group, the lifeguards have completed 3 missing person searches, all were found, over 200 preventative measures have been taken, we've also had 8 major first-aids. I'm glad to report that the lifeguards have yet to enter the water for a full rescue as of (07/15/2020), I believe this is due to their diligence with preventative measures.

Respectfully Submitted,

Nate Carlson  
**Head Lifeguard**

# Monthly Permit List

07/14/2020

## Building

Permit #	Contractor	Job Address	Fee Total	Const. Value
PB20-0042	Hoffman Joseph M & Julie L Trust	21 Ramona CT	\$165.00	\$0
<b>Work Description:</b> New siding and insulation				
PB20-0048	Sheryl Cummins	103 N Barker ST	\$165.00	\$0
<b>Work Description:</b> ReRoof				
PB20-0049	MASTRO, JAMES TRUST	526 Biddle ST	\$0.00	\$0
<b>Work Description:</b> Kitchen Remodel				
PB20-0053	Carter & Terry Vravis	605 W Detroit ST	\$165.00	\$0
<b>Work Description:</b> Re-Roof existing house				
PB20-0041	VANDE LUNE, TODD	320 N Chicago ST	\$165.00	\$0
<b>Work Description:</b> Strip to decking dry in reshingle				
PB20-0047	EGGERT, ROBERT	103 S Taylor ST	\$382.80	\$0
<b>Work Description:</b> Renovation of Condemned House				
PB20-0052	Hill Kathryn E	1316 W Detroit ST	\$82.50	\$0
<b>Work Description:</b> 5 window replacements				
PB20-0051	215 Buffalo LLC	219 E Buffalo ST	\$165.00	\$0
<b>Work Description:</b> Re-Roof				
PB20-0044	Tierney Jamie D & Jaclyn M	121 S Townsend ST	\$165.00	\$0
<b>Work Description:</b> Detached Deck around pool				
PB20-0045	JKM REAL EST, LIMITED PARTN	514 W Water	\$165.00	\$0
<b>Work Description:</b> Temp deck walkways to boat slips				
PB20-0043	SMITH, KIRK & LAURA E	29 S Jameson ST	\$165.00	\$0
<b>Work Description:</b> Flat Roofing				
PB20-0050	SEVILLE INVSTMNT, LLC STE 20	21 S Whittaker ST S	\$165.00	\$0
<b>Work Description:</b> Re-Roof				
PB20-0046	Ciardelli Vicgtor III	121 N Monroe	\$287.10	\$0
<b>Work Description:</b> New Pool Cabana and Shed & Trellis				

**Total Permits For Type: 13**

**Total Fees For Type: \$2,237.40**

**Total Const. Value For Type: \$0**

## Electrical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PE20-0030	OSELKA, RONALD	701 W Water ST	\$165.00	\$0
<b>Work Description:</b> Electrical work for new laundry and bath				
PE20-0031	MASTRO, JAMES TRUST	526 Biddle ST	\$247.50	\$0
<b>Work Description:</b> House Renovations				
PE20-0032	Meyer Paul Trust	626 Marquette DR	\$82.50	\$0
<b>Work Description:</b>				
PE20-0033	Roberts Melanie A	521 E Michigan ST	\$82.50	\$0
<b>Work Description:</b> Service Only				

**Total Permits For Type: 4**  
**Total Fees For Type: \$577.50**  
**Total Const. Value For Type: \$0**

## Mechanical

Permit #	Contractor	Job Address	Fee Total	Const. Value
PM20-0059	VANDE LUNE, TODD	320 N Chicago ST	\$82.50	\$0
<b>Work Description:</b> New Water Heater				
PM20-0055	McCastland Jeffrey J	9 S Barton ST	\$82.50	\$0
<b>Work Description:</b> A/C Replacement				
PM20-0061	BUBB, HILLARY	1221 Shore DR	\$82.50	\$0
<b>Work Description:</b> A/C Replacement				
PM20-0062	Flaherty Patrick & Kathleen	201 W Merchant ST	\$82.50	\$0
<b>Work Description:</b> A/C Replacement				
PM20-0063	LOOKOUT LANDING, LLC	301 W Buffalo ST W	\$179.30	\$0
<b>Work Description:</b> One gas burning oil equipment				
PM20-0056	LOWRY, SAMUEL & JUDITH	102 S Barker ST	\$82.50	\$0
<b>Work Description:</b> A/C Unit Replacement				
PM20-0052	CULLISON, GERALD & JEANET	1120 W Detroit ST	\$82.50	\$0
<b>Work Description:</b> furnace and A/C replacement				
PM20-0054	Rick Johannes	1501 W Water #70	\$82.50	\$0

**Work Description:** New Heat Pump & Air Handler

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PM20-0051	Messinger Michael & Donna	226 S Mayhew ST	\$82.50	\$0
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**Work Description:** 2 A/C Replacements

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PM20-0060	Deprizio Joseph Nicholas & Melissa	1122 W Water ST	\$82.50	\$0
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**Work Description:** A/C Replacement

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PM20-0050	HARBOR GRAND, LLC #4101	111 Water W	\$305.80	\$0
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**Work Description:** Fire Protection system for Kitchen Cooking Devices

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PM20-0048	N Barton LLC	114 N Barton ST Unit A	\$165.00	\$0
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**Work Description:** New Residential Unit

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PM20-0049	N Barton LLC	114 N Barton ST Unit B	\$165.00	\$0
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**Work Description:** New Residential Unit

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PM20-0053	Gauthier Joseph J & Helen A Trust	108 W Mechanic ST	\$165.00	\$0
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**Work Description:** A/C Replacement

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PM20-0057	WEBB, HAROLD & SANDRA A	417 S Willard ST	\$165.00	\$0
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**Work Description:** A/C Unit Replacement

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PM20-0058	N Barton LLC	114 N Barton ST Unit A	\$264.00	\$0
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**Work Description:** Gas Burning Fire Place

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<b>Total Permits For Type:</b>	<b>16</b>
<b>Total Fees For Type:</b>	<b>\$2,151.60</b>
<b>Total Const. Value For Type:</b>	<b>\$0</b>

## Plumbing

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Permit #	Contractor	Job Address	Fee Total	Const. Value
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PP20-0015	OSELKA, RONALD	701 W Water ST	\$247.50	\$0
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**Work Description:** Plumbing for new laundry and bathroom

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PP20-0016	MASTRO, JAMES TRUST	526 Biddle ST	\$165.00	\$0
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**Work Description:** Plumbing Renovations

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PP20-0017	Toltnacav New Buffalo LLC	109 Harrison N	\$88.50	\$0
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**Work Description:** Final Connection of Modular Home

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PP20-0014	Ciardelli Vicgtor III	121 N Monroe	\$247.50	\$0
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**Work Description:** Interior plumbing alterations

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<b>Total Permits For Type:</b>	<b>4</b>
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Total Fees For Type:	\$748.50
Total Const. Value For Type:	\$0

# Report Summary

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Population: All Records  
Permit.AmountBalanceDue <=  
700,000,000 AND  
Permit.DateIssued Between  
6/1/2020 12:00:00 AM AND  
6/30/2020 11:59:59 PM

<b>Grand Total Fees:</b>	<b>\$5,715.00</b>
<b>Grand Total Permits:</b>	<b>37</b>
<b>Grand Total Const. Value:</b>	<b>\$0</b>



To: Mayor O'Donnell and Council  
Re: Treasurer's Monthly Report  
Date: July 14, 2020

Please find attached the following items for your review:

- A. Summary of Payables as of today.
- B. Statements from:
  - Abonmarche
  - The Curcio Law Firm
  - Dickinson Wright
  - Merrell Bros.
- C. Invoice Approval List by Fund
- D. Revenue/Expenditure Report

Please do not hesitate to contact me should you have questions or need additional information.

Kind regards,

*Kate Vyskocil*

Kate Vyskocil  
Treasurer

BANK CODE: POOL CHECK DATE: 07/09/2020 INVOICE PAY DATE FROM 07/14/2020 TO 07/14/2020

Check Date	Bank	Check #	Vendor Code	Vendor Name	Amount	# Invoices
07/09/2020	POOL	00000040329	2862	ABONMARCHE CONSULTANTS INC	7,500.00	1
07/09/2020	POOL	00000040330	1001	ADAMS REMCO INC	432.21	1
07/09/2020	POOL	00000040331	4923	AEGION	795.00	1
07/09/2020	POOL	00000040332	1004	ALEXANDER CHEMICAL CORP	1,842.00	1
07/09/2020	POOL	00000040333	3490	AMERICAN SAFETY & FIRST AID	148.14	2
07/09/2020	POOL	00000040334	2038	ANDERSON, KENNETH	244.38	2
07/09/2020	POOL	00000040335	4795	ARCHIVESOCIAL	2,388.00	1
07/09/2020	POOL	00000040336	3608	ART & IMAGE	1,535.25	7
07/09/2020	POOL	00000040337	3902	BIG C LUMBER	36.38	1
07/09/2020	POOL	00000040338	4298	BOLTON, JOSHUA	50.00	1
07/09/2020	POOL	00000040339	4788	CARPET MART	1,428.00	1
07/09/2020	POOL	00000040340	4712	CHARLES NICHOLAS CURCIO	9,080.90	1
07/09/2020	POOL	00000040341	1036	CITYS PURE ICE	20.40	1
07/09/2020	POOL	00000040342	3469	CLUSTER, MICHAEL	50.00	1
07/09/2020	POOL	00000040343	3898	CORE TECHNOLOGY CORPORATION	4,083.00	1
07/09/2020	POOL	00000040344	4661	COUNTRY LANE REMODELING/MIKE PLIS	70.00	1
07/09/2020	POOL	00000040345	4928	D&D MECHANICAL	350.00	1
07/09/2020	POOL	00000040346	4462	D'AMICO KRISTEN	50.00	1
07/09/2020	POOL	00000040347	4549	DICKINSON WRIGHT PLLC	3,600.00	1
07/09/2020	POOL	00000040348	4782	DOMESTIC UNIFORM RENTALS	1,056.20	13
07/09/2020	POOL	00000040349	4782	DOMESTIC UNIFORM RENTALS	318.70	3
07/09/2020	POOL	00000040350	4798	DOUBLEDAY OFFICE FURNITURE	1,672.15	1
07/09/2020	POOL	00000040351	4758	E.I. CONSTRUCTION	2,723.00	4
07/09/2020	POOL	00000040352	4929	EDUCATION & EMPLOYMENT LAW	254.95	1
07/09/2020	POOL	00000040353	3822	ELECTION SOURCE	234.70	1
07/09/2020	POOL	00000040354	4640	EMC-ELECTRICAL MAINTENANCE & CONST	4,910.00	1
07/09/2020	POOL	00000040355	4779	EMERGENCY VEHICLES PLUS	777.00	1
07/09/2020	POOL	00000040356	1047	ETNA SUPPLY COMPANY	515.00	2
07/09/2020	POOL	00000040357	1119	GRAINGER	19.41	1
07/09/2020	POOL	00000040358	1058	GRSD SEWER AUTHORITY	2,386.91	6
07/09/2020	POOL	00000040359	3529	GRUENER, ROBERT	50.00	1
07/09/2020	POOL	00000040360	1059	HACH COMPANY	959.91	1
07/09/2020	POOL	00000040361	3678	HUSTON, CHRISTOPHER	50.00	1
07/09/2020	POOL	00000040362	1073	INDIANA MICHIGAN POWER	1,765.46	1
07/09/2020	POOL	00000040363	4693	J. P. GILLEN & ASSOCIATES/EDGE IT	2,750.00	1
07/09/2020	POOL	00000040364	3531	JOHNSON, JEFFREY	50.00	1
07/09/2020	POOL	00000040365	4487	KATE VYSKOCIL	29.12	1
07/09/2020	POOL	00000040366	3661	KENNETH L KORP	825.00	1
07/09/2020	POOL	00000040367	2944	LAKELAND HEALTHCARE	100.23	1
07/09/2020	POOL	00000040368	4206	LAKESHORE RECYCLING & DISPOSAL LLC	21,701.60	2
07/09/2020	POOL	00000040369	3382	MEDIC 1	9,013.00	1
07/09/2020	POOL	00000040370	3524	MENARDS	1,535.04	9
07/09/2020	POOL	00000040371	3505	MERRELL BROS	27,483.66	1
07/09/2020	POOL	00000040372	1195	MICHIGAN ASSN OF PLANNING	60.00	1
07/09/2020	POOL	00000040373	3995	MICHIGAN RURAL WATER ASSOC	735.00	1
07/09/2020	POOL	00000040374	4062	MICHIGAN STATE POLICE	230.00	2
07/09/2020	POOL	00000040375	3495	MID CITY SUPPLY CO INC	186.27	2
07/09/2020	POOL	00000040376	1085	MODEL COVERALL	534.00	2
07/09/2020	POOL	00000040377	4336	NATIONAL HOSE TESTING SPECIALTIES	1,401.30	1
07/09/2020	POOL	00000040378	1113	NEW BUFFALO AREA SCHOOLS	1,194.12	1
07/09/2020	POOL	00000040379	4498	NEW BUFFALO HARDWARE	407.90	13
07/09/2020	POOL	00000040380	4498	NEW BUFFALO HARDWARE	478.92	13
07/09/2020	POOL	00000040381	4498	NEW BUFFALO HARDWARE	305.47	13
07/09/2020	POOL	00000040382	4498	NEW BUFFALO HARDWARE	354.34	13
07/09/2020	POOL	00000040383	4498	NEW BUFFALO HARDWARE	257.27	13
07/09/2020	POOL	00000040384	4498	NEW BUFFALO HARDWARE	77.37	5
07/09/2020	POOL	00000040385	2032	NEW BUFFALO TOWNSHIP	2,041.36	2
07/09/2020	POOL	00000040386	4031	OATSVALL CONSTRUCTION	1,250.00	1

BANK CODE: POOL CHECK DATE: 07/09/2020 INVOICE PAY DATE FROM 07/14/2020 TO 07/14/2020

Check Date	Bank	Check #	Vendor Code	Vendor Name	Amount	# Invoices
07/09/2020	POOL	00000040387	4550	OCCUSCREEN, LLC	328.00	1
07/09/2020	POOL	00000040388	3635	OSCAR'S PRINTING & COPY CENTER	1,843.91	1
07/09/2020	POOL	00000040389	1090	OZINGA READY MIX CONCRETE INC	1,472.50	2
07/09/2020	POOL	00000040390	3800	PARAGON LABORATORIES INC	184.00	1
07/09/2020	POOL	00000040391	1100	PARRETT COMPANY	105.77	2
07/09/2020	POOL	00000040392	4036	PIER 33	96.51	1
07/09/2020	POOL	00000040393	2085	PINE GROVE CEMETERY AUTHORITY	2,500.00	1
07/09/2020	POOL	00000040394	3739	PRAXAIR DISTRIBUTION INC	86.03	1
07/09/2020	POOL	00000040395	4684	PRIDE THE PORTABLE TOILET COMPANY	1,810.00	4
07/09/2020	POOL	00000040396	4133	RED ARROW FIRE EXTINGUISHER SERVICE	169.95	1
07/09/2020	POOL	00000040397	2065	RIDGE AUTO PARTS	27.93	2
07/09/2020	POOL	00000040398	3944	ROLLING PRAIRIE EXCAVATING	468.52	1
07/09/2020	POOL	00000040399	3489	SCHRADER'S DRAIN CLEANING	235.00	1
07/09/2020	POOL	00000040400	2374	SEIFERT'S FARM SUPPLY	75.00	2
07/09/2020	POOL	00000040401	1084	SEMCO ENERGY GAS CO.	727.41	4
07/09/2020	POOL	00000040402	3302	SHAFFNER TIRE	189.24	1
07/09/2020	POOL	00000040403	4793	SMYERS, ALEX	26.58	1
07/09/2020	POOL	00000040404	4186	STAR UNIFORMS	149.98	2
07/09/2020	POOL	00000040405	4486	STATE FARM	415.00	1
07/09/2020	POOL	00000040406	3497	STATE OF MICHIGAN DEQ	9.00	1
07/09/2020	POOL	00000040407	3861	STOCK & FIELD	209.16	1
07/09/2020	POOL	00000040408	2975	SWEETWATER BOATING SUPPLIES	45.78	2
07/09/2020	POOL	00000040409	2467	TELE-RAD INC	178.00	1
07/09/2020	POOL	00000040410	2844	THREE OAKS FORD	467.89	2
07/09/2020	POOL	00000040411	4018	TOTAL PARKING SOLUTIONS	4,560.00	2
07/09/2020	POOL	00000040412	4319	TROJAN UV	2,915.54	1
07/09/2020	POOL	00000040413	4453	TRUGREEN PROCESSING CENTER	834.00	6
07/09/2020	POOL	00000040414	2969	USA BLUEBOOK	3,584.37	5
07/09/2020	POOL	00000040415	3922	VERIZON WIRELESS	475.24	1
07/09/2020	POOL	00000040416	4350	VERSAW EARTHWORKS LLC	3,688.80	1
07/09/2020	POOL	00000040417	4505	WELLS FARGO VENDOR FIN SERV	1,191.58	1
07/09/2020	POOL	00000040418	4441	WETLANDS EXCAVATING & TRUCKING	650.00	1

Num Checks: 90

Num Stubs: 0

Num Invoices: 221

Total Amount: 154,118.71



Engineering • Architecture • Land Surveying

CITY OF NEW BUFFALO  
Attn: Dave Richards  
City Hall  
224 W. Buffalo Street  
New Buffalo, MI 49117

REC'D

MAY 29 2020

CITY OF NEW BUFFALO

INVOICE

No. 130638  
05/27/2020

19-1216 Waterfront Master Plan

Project Manager: Michael J Huber

Professional services completed through 5/15/2020, including facilitating steering committee meetings, development of concept designs and City Council Presentation.

	Contract Amount	Previously Invoiced	Current Invoice	Remaining Contract
400 Preliminary Engineering Design	\$23,500.00	\$11,000.00	\$7,500.00	\$5,000.00
420 Master Planning & Community Engagement	\$35,000.00	\$29,000.00	\$0.00	\$6,000.00
Totals:	\$58,500.00	\$40,000.00	\$7,500.00	\$11,000.00

Invoice Amount

\$7,500.00

All invoices are due upon receipt. After 30 days, interest of 1.5% per month will be added to any unpaid balance.

If, upon receipt of an invoice from Abonmarche, the client has any questions, or if there are any discrepancies in the invoice, the Client shall identify the issue in writing within ten (10) days of its receipt. If no written objection is made within the ten (10) day period, any such objection shall be deemed waived.

Please remit to: Abonmarche Consultants, Inc.

315 W. Jefferson Blvd.  
South Bend, IN 46601

New Address

105-670-818.2

OK  
6/1/2020



# ABONMARCHE

Engineering • Architecture • Land Surveying

## CITY OF NEW BUFFALO

Attn: David Richards  
City Hall  
224 W. Buffalo Street  
New Buffalo, MI 49117

## INVOICE

No. 130752  
06/09/2020

19-0242      2019 New Buffalo Street Resurfacing

Project Manager:    Munawar Azam

Professional services completed through 5/31/2020:

	Contract Amount	Previously Invoiced	Current Invoice	Remaining Contract
100 Street Assessment	\$5,500.00	\$5,500.00	\$0.00	\$0.00
150 Design Phase	\$35,800.00	\$35,800.00	\$0.00	\$0.00
540 Bidding	\$3,200.00	\$3,200.00	\$0.00	\$0.00
700 Construction Administration	\$58,150.00	\$57,496.00	\$654.00	\$0.00
Totals:	\$102,650.00	\$101,996.00	\$654.00	\$0.00

Invoice Amount

**\$654.00**

*All invoices are due upon receipt. After 30 days, interest of 1.5% per month will be added to any unpaid balance.*

*If, upon receipt of an invoice from Abonmarche, the client has any questions, or if there are any discrepancies in the invoice, the Client shall identify the issue in writing within ten (10) days of its receipt. If no written objection is made within the ten (10) day period, any such objection shall be deemed waived.*

Please remit to **Abonmarche Consultants, Inc.**  
PO Box 1088  
Benton Harbor, MI 49023

403-903-974.2

REC'D  
JUN 16  
CITY OF NEW BUFFALO  
6/18/2020





Engineering • Architecture • Land Surveying

**CITY OF NEW BUFFALO**

Attn: David Richards  
City Hall  
224 W. Buffalo Street  
New Buffalo, MI 49117

REC'D

JUN 29 2020

CITY OF NEW BUFFALO

**INVOICE**

No. 130994  
06/24/2020

**20-0145 City of New Buffalo Engineer of Record Retainer, Berrien Co., New Buffalo, MI.**

Project Manager: Anthony C. McGhee

Professional services through 5/31/2020, services include high water risk mitigation assistance.

Invoice Amount

\$750.00

*All invoices are due upon receipt. After 30 days, interest of 1.5% per month will be added to any unpaid balance.*

*If, upon receipt of an invoice from Abonmarche, the client has any questions, or if there are any discrepancies in the invoice, the Client shall identify the issue in writing within ten (10) days of its receipt. If no written objection is made within the ten (10) day period, any such objection shall be deemed waived.*

Please remit to **Abonmarche Consultants, Inc.**  
PO Box 1088  
Benton Harbor, MI 49023

101-298-818.2

  
6/29/2020



Engineering • Architecture • Land Surveying

CITY OF NEW BUFFALO  
Attn: Dave Richards  
City Hall  
224 W. Buffalo Street  
New Buffalo, MI 49117

RECV'D

JUN 29 2020

INVOICE

No. 131009  
06/25/2020

CITY OF NEW BUFFALO

19-1216 Waterfront Master Plan

Project Manager: Michael J Huber

Professional services completed through 6/15/2020, including preliminary engineering, cost estimating and final plan draft.

	Contract Amount	Previously Invoiced	Current Invoice	Remaining Contract
400 Preliminary Engineering Design	\$23,500.00	\$18,500.00	\$4,000.00	\$1,000.00
420 Master Planning & Community Engagement	\$35,000.00	\$29,000.00	\$5,000.00	\$1,000.00
Totals:	\$58,500.00	\$47,500.00	\$9,000.00	\$2,000.00

Invoice Amount

\$9,000.00

All invoices are due upon receipt. After 30 days, interest of 1.5% per month will be added to any unpaid balance.

If, upon receipt of an invoice from Abonmarche, the client has any questions, or if there are any discrepancies in the invoice, the Client shall identify the issue in writing within ten (10) days of its receipt. If no written objection is made within the ten (10) day period, any such objection shall be deemed waived.

Please remit to: Abonmarche Consultants, Inc.

315 W. Jefferson Blvd.  
South Bend, IN 46601

Our South Bend office has moved.  
Please note new remit to address.

105-670-818.2



# CLF

THE CURCIO LAW FIRM

710 Liberty Street, Suite C  
Spring Lake, Michigan 49456

## INVOICE

Invoice # 196  
Date: 07/01/2020  
Due Upon Receipt

City of New Buffalo  
224 West Buffalo Street New  
Buffalo, MI 49117

7-00001-NB - General  
7-00053-NB - Marquette Drive

Invoice Number	Services Commencing	Services Through	Balance Due
196	6/1/1/20	6/30/20	\$9,080.90

101-266-824 S

IN ACCOUNT WITH

DICKINSON WRIGHT PLLC



200 OTTAWA AVENUE, N.W., SUITE 1000  
GRAND RAPIDS, MI 49503-2427  
TELEPHONE: (616) 458-1300  
http://www.dickinsonwright.com  
FEDERAL I D #38-1364333

INVOICE DATE: JUNE 9, 2020

CITY OF NEW BUFFALO  
224 W. BUFFALO STREET  
NEW BUFFALO, MI 49917

CLIENT/MATTER NO.: 074113-00027

RE: HANDBOOK REVISION

TO LEGAL SERVICES RENDERED in connection with the revision of the City of New Buffalo employee handbook

*PRIVILEGED AND CONFIDENTIAL*

FOR PROFESSIONAL SERVICES THROUGH MAY 31, 2020

		<u>USD</u>
TOTAL FEES CURRENT INVOICE .....	\$	3,688.00
LESS COURTESY DISCOUNT .....	\$	<u>(88.00)</u>
SUBTOTAL FEES CURRENT INVOICE .....	\$	<u>3,600.00</u>
TOTAL CURRENT INVOICE .....	\$	<u><u>3,600.00</u></u>



# MERRELL



# BROS.



## INVOICE



facebook.com/merrellbros

### A Biosolids Management Corporation

**Bill To:**

CITY OF NEW BUFFALO  
224 WEST BUFFALO  
NEW BUFFALO, MI 49117

**MERRELL BROS., INC.****8811 W. 500 N.****Kokomo, IN 46901**

Phone: (800) 663-8830

Fax: (574) 699-7478

Web: www.merrellbros.com

E-mail: info@merrellbros.com

Any balance not paid when first due shall accrue interest at the rate of 1.5% per month (18% APR). If your account becomes past due, we will take all the steps necessary to collect, including but not limited to the filing, recording, and foreclosure of a mechanics's lien. You agree to pay all costs of collection, including but not limited to collection agency and attorney fees.

Invoice No.	Customer P.O. #	Invoice Date	Due Date
34797		Jun 30, 2020	7/15/20

Equipment	Amount	Service Completed	Unit Price	Extension
TANKER	43,491.00	06.24.20 Hauled to a Merrell Bros. Regional Biosolids Center	0.189	8,219.80
TANKER	49,704.00	06.25.20 Hauled to a Merrell Bros. Regional Biosolids Center	0.189	9,394.06
TANKER	43,491.00	06.26.20 Hauled to a Merrell Bros. Regional Biosolids Center	0.189	8,219.80
MOB/DEMOB.	1.00	06.24.20 - 06.26.20 Mob/Demob of Equipment	975.000	975.00
TESTING	1.00	Annual biosolids analysis June 2020	675.000	675.00

S9LS36-818.7

SLUDGE REMOVAL  
WATER TREATMENT  
PLANT

Total Invoice Amount	27,483.66
Payment/Credit Applied	
<b>TOTAL AMOUNT DUE</b> →	<b>\$ 27,483.66</b>

**That if you confess with your mouth, "Jesus is Lord," and believe in your heart that God raised Him from the dead, you will be saved. Romans 10:9** Are you unsure? See back →

# MERRELL BROS.

A Biosolids Management Corporation

- Liquid / Dry Land Application
- Consulting
- Off-Site Biosolids Storage
- Lagoon/Pond Hydraulic Dredging
- State / Federal Reporting
- Lagoon Surveying
- Grease & Septage Disposal
- Lagoon/Pond Mechanical Dredging
- Permitting
- Digester and Lagoon Cleaning
- Brown/Yellow Grease Recycling
- Belt Press/Centrifuge Dewatering

## CERTIFICATE OF DISPOSAL

THIS LETTER CERTIFIES THAT ON:

**6/24/20, 6/25/20 & 6/26/20**

136,686 GALLONS OF WATER PLANT RESIDUALS WERE TRANSPORTED FROM THE **NEW BUFFALO, MI WATER TREATMENT PLANT** INTO THE MERRELL BROS. REGIONAL BIOSOLIDS CENTER. SAID BIOSOLIDS WILL BE DISPOSED OF BY LAND APPLICATION UNDER MERRELL BROS. LAND APPLICATION PERMIT #INLA 000590 & 000653. THIS LETTER SERVES AS PROOF OF DISPOSAL FOR THE ABOVE MENTIONED FACILITY.



**MERRELL BROS., INC.  
REGIONAL BIOSOLIDS CENTER**



INVOICE GL DISTRIBUTION REPORT  
 POST DATES 06/10/2020 - 07/09/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 000							
101-000-214.000	07/02/20	NEW BUFFALO LIBRARY JOINT BLD	2019-20 REVOLVING TAX FUND SETTLEMENT	070220	07/02/20	3,892.69	40326
101-000-214.000	07/02/20	NEW BUFFALO PUBLIC LIBRARY	2019 REVOLVING TAX FUND SETTLEMENT	070220	07/02/20	3,824.78	40327
Total For Dept 000						7,717.47	
Dept 101 LEGISLATIVE							
101-101-720.000	06/02/20	MML - WORKERS COMPENSATION FUN	WORKER'S COMP PREMIUM 7/1/20THRU	11084205	06/09/20	14.12	40267
Total For Dept 101 LEGISLATIVE						14.12	
Dept 172 EXECUTIVE							
101-172-720.000	06/02/20	MML - WORKERS COMPENSATION FUN	WORKER'S COMP PREMIUM 7/1/20THRU	11084205	06/09/20	172.69	40267
101-172-756.000	06/15/20	ELAN CORP. PAYMENT SYSTEMS	MAY CREDIT CARD PURCHASES	06/15/20	06/15/20	29.04	40307
Total For Dept 172 EXECUTIVE						201.73	
Dept 215 CLERK							
101-215-716.000	06/23/20	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 JULY 2020	062320 PPO 500	06/23/20	942.17	40320
101-215-720.000	06/02/20	MML - WORKERS COMPENSATION FUN	WORKER'S COMP PREMIUM 7/1/20THRU	11084205	06/09/20	99.54	40267
101-215-831.000	06/18/20	BERRIEN COUNTY CLERKS ASSN	ANNUAL DUES 2020-21	061820	07/14/20	25.00	40318
Total For Dept 215 CLERK						1,066.71	
Dept 253 TREASURER							
101-253-716.000	06/23/20	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 JULY 2020	062320 PPO 500	06/23/20	828.99	40320
101-253-720.000	06/02/20	MML - WORKERS COMPENSATION FUN	WORKER'S COMP PREMIUM 7/1/20THRU	11084205	06/09/20	99.54	40267
101-253-751.000	06/10/20	KATE VYSKOCIL	MILEAGE REIMBURSEMENT	06102020	06/15/18	29.12	40365
101-253-903.000	06/08/20	SBF ENTERPRISES	TAX BILL PRINTING SUMMER 2020 TAXES	060820	06/09/20	938.22	40288
101-253-903.000	06/15/20	SBF ENTERPRISES	TAX STATEMENT, BACK PRINTING & SETU	0133854	07/14/20	613.17	40311
Total For Dept 253 TREASURER						2,509.04	
Dept 262 ELECTIONS							
101-262-756.000	06/22/20	ELECTION SOURCE	ELECTION OPERATING SUPPLIES	19-49548	07/14/20	234.70	40353
101-262-903.000	06/08/20	PRINTING SYSTEMS	ELECTIONS BALLOTS & ENVELOPES FOR F	214295	06/09/20	667.00	40283
101-262-903.000	06/08/20	PRINTING SYSTEMS	ELECTION FORMS--QVF APPLICATIONS FO	214277	06/09/20	28.50	40284
Total For Dept 262 ELECTIONS						930.20	
Dept 266 ATTORNEY							
101-266-826.100	06/15/20	DICKINSON WRIGHT PLLC	EMPLOYEE HANDBOOK REVISIONS	6/9/20	07/14/20	3,600.00	40347
101-266-826.400	07/02/20	CHARLES NICHOLAS CURCIO	LEGAL SERVICES JUNE 2020	196	07/14/20	9,080.90	40340
Total For Dept 266 ATTORNEY						12,680.90	
Dept 276 CEMETERY							
101-276-969.000	07/01/20	PINE GROVE CEMETERY AUTHORITY	CEMETERY 07/01/20	07/01/20	07/14/20	2,500.00	40393
Total For Dept 276 CEMETERY						2,500.00	
Dept 298 GENERAL GOVERNMENT							
101-298-716.000	06/23/20	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 JULY 2020	062320 PPO 500	06/23/20	1,908.27	40320
101-298-720.000	06/02/20	MML - WORKERS COMPENSATION FUN	WORKER'S COMP PREMIUM 7/1/20THRU	11084205	06/09/20	341.48	40267
101-298-751.000	06/01/20	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE 06/01/20-06/30/20	06/01/20	07/14/20	3.34	40378
101-298-756.000	06/15/20	ELAN CORP. PAYMENT SYSTEMS	MAY CREDIT CARD PURCHASES	06/15/20	06/15/20	44.87	40307
101-298-818.000	06/01/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES GEN GOVT	FCH12820	07/14/20	18.84	40384
101-298-818.000	06/04/20	GENERAL CODE	GENERAL CODE ANNUAL MAINT 7/1/20-5/	GC00110360-2	06/09/20	912.10	40247
101-298-818.200	06/30/20	ABONMARCHE CONSULTANTS INC	ENGINEER OF REFOR: HIGH WATER MIT	130994	07/14/20	750.00	
101-298-854.000	06/15/20	J. P. GILLEN & ASSOCIATES/EDGE	SERVER REPLACEMENT--LABOR	1454	07/14/20	2,750.00	40363
101-298-854.100	07/02/20	ARCHIVESOCIAL	ARCHIVE SERVICE 1-YEAR; 2 MONTH CRE	10465	07/14/20	2,388.00	40335
101-298-854.200	07/01/20	CORE TECHNOLOGY CORPORATION	SOFTWARE/07/01/20-06/01/21	MN3001436	07/14/20	4,083.00	40343
101-298-903.000	05/10/20	OSCAR'S PRINTING & COPY CENTE	NEWSLETTER/GEN GOV	119850	07/14/20	1,843.91	40388

INVOICE GL DISTRIBUTION REPORT  
 POST DATES 06/10/2020 - 07/09/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund 101 GENERAL FUND							
Dept 298 GENERAL GOVERNMENT							
101-298-920.000	06/09/20	COMCAST	COMCAST/GEN GOV/POLICE	8771402550106452	07/14/20	252.74	40308
101-298-920.000	04/02/20	CITY OF NEW BUFFALO	CITY WATER BILLS/04/02/20-05/31/20	04/02/20	07/14/20	273.01	40312
101-298-920.000	05/05/20	INDIANA MICHIGAN POWER	ELECTRIC/GEN GOV/POLICE	04342433929-15	07/14/20	443.54	40309
101-298-931.000	06/04/20	MENARDS	BUILDING SUPPLIES/GEN GOV	51962	07/14/20	72.41	40370
101-298-931.000	06/03/20	MENARDS	BUILDING REPAIR/GEN GOV	59101	07/14/20	49.92	40370
101-298-931.000	06/03/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/CITY HALL	0603209505	06/09/20	160.25	40328
101-298-931.000	06/04/20	NEW BUFFALO HARDWARE	BUILDING REPAIR/GEN GOV	A141398	07/14/20	20.07	40379
101-298-931.000	06/15/20	ELAN CORP. PAYMENT SYSTEMS	MAY CREDIT CARD PURCHASES	06/15/20	06/15/20	6.74	40307
101-298-931.000	04/27/20	E.I. CONSTRUCTION	BUILDING REPAIR/TOILET REPAIR/GEN GOV	04/27/20	07/14/20	166.00	40351
101-298-931.000	06/17/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/GEN GOV/06/17/20	0617209505	07/14/20	160.25	40348
101-298-931.000	06/17/20	MENARDS	BUILDING REPAIR/GEN GOV	53101	07/14/20	38.72	40370
101-298-931.000	07/01/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/CITY HALL	0701209505	07/14/20	160.25	40349
101-298-931.000	04/30/20	DOUBLEDAY OFFICE FURNITURE	ADMIN ASST FURNITURE FOR REMODEL	42077	07/14/20	1,672.15	40350
101-298-931.000	06/26/20	NEW BUFFALO HARDWARE	BUILDING REPAIR/GEN GOV	A145946	07/14/20	26.72	40384
101-298-932.000	05/21/20	TRUGREEN PROCESSING CENTER	LAWN SERVICE/POLICE STATION	1208303229	07/14/20	43.00	40413
101-298-932.000	06/19/20	TRUGREEN PROCESSING CENTER	GRUB PRVENTION/POLICE STATION	123181442	07/14/20	43.00	40413
101-298-932.000	06/19/20	TRUGREEN PROCESSING CENTER	LAWN SERVICR/POLICE STATION	123181396	07/14/20	43.00	40413
101-298-939.000	06/15/20	PIER 33	POLICE BOAT OIL CHANGE KIT & EMERGE	952-19135-5139	07/14/20	96.51	40392
101-298-943.000	06/05/20	US BANK EQUIPMENT FINANCE	EQUIPMENT RENTAL/GEN GOV	416250983	07/14/20	239.68	40324
101-298-943.000	06/09/20	ADAMS REMCO INC	EQUIPMENT RENTAL/GEN GOV	INV186755	07/14/20	432.21	40330
101-298-943.000	07/01/20	PITNEY BOWES INC	EQUIPMENT RENTAL/07/01/20-09/30/20	1015800977	07/14/20	180.00	40325
101-298-956.200	06/15/20	COUGHLIN, STEVE	REFUND FOR LE TOUR DE SHORE CANCELLED	07/14/20	07/14/20	225.00	40314
101-298-962.000	06/30/20	SEVILLE INVESTMENTS, LLC	PARKING LEASE PAYMENT FROM BEER CHU	06302020	07/14/20	11,000.00	
Total For Dept 298 GENERAL GOVERNMENT						30,848.98	
Dept 305 POLICE							
101-305-716.000	06/22/20	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE--PPO 1000 PLAN JUL	062220 PPO 1000	06/23/20	1,590.06	40319
101-305-716.000	06/23/20	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 JULY 2020	062320 PPO 500	06/23/20	4,515.83	40320
101-305-720.000	06/02/20	MML - WORKERS COMPENSATION FUN	WORKER'S COMP PREMIUM 7/1/20THRU	11084205	06/09/20	3,403.79	40267
101-305-722.000	06/20/20	LAKELAND HEALTHCARE	ALCOHOL AND BLOOD SPECIMEN/POLICE	19704117	07/14/20	100.23	40367
101-305-751.000	06/01/20	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE 06/01/20-06/30/20	06/01/20	07/14/20	666.13	40378
101-305-756.000	07/06/20	AMERICAN SAFETY & FIRST AID	SURGICAL MASKS/POLICE	0972464	07/14/20	138.44	40333
101-305-768.200	06/17/20	STAR UNIFORMS	UNIFORM/SEASONAL/MORROW/POLICE	7747-1	07/14/20	74.99	40404
101-305-768.200	06/17/20	STAR UNIFORMS	UNIFORM/SEASONAL/BENNETT/POLICE	7746.1	07/14/20	74.99	40404
101-305-818.000	06/11/20	MICHIGAN STATE POLICE	LIVSCAN FINGERPRINTING/POLICE	551-562770	07/14/20	173.00	40374
101-305-818.000	07/02/20	OCCUSCREEN, LLC	BACKGROUND CHECKS NEW EMPLOYEES	153660	07/14/20	70.00	40387
101-305-831.000	06/02/20	EDUCATION & EMPLOYMENT LAW	DESKBOOK PUBLIC EMPLOYMENT/POLICE	07298138	07/14/20	254.95	40352
101-305-831.000	04/30/20	MICHIGAN ASSN OF PLANNING	MEMBERSHIP RENEWAL/POLICE/06/29/20-	62444	07/14/20	60.00	40372
101-305-853.000	04/01/20	MICHIGAN STATE POLICE	QUARTERLY PMT/4/01/20-6/30/20	551-561895	07/14/20	57.00	40374
101-305-853.000	05/24/20	VERIZON WIRELESS	VERIZON/POLICE/PARK/STREET/05/24/20	9857255330	07/14/20	131.65	40415
101-305-853.000	07/01/20	CLUSTER, MICHAEL	PHONE STIPEND/CLUSTER/POLICE	07/01/20	07/14/20	50.00	40342
101-305-913.000	06/04/20	MRRMA	MRRMA 3RD INSTALLMENT JULY 2020	07/01/20	06/09/20	1,762.72	40268
101-305-916.000	06/04/20	MRRMA	MRRMA 3RD INSTALLMENT JULY 2020	07/01/20	06/09/20	11,660.38	40268
101-305-920.000	06/09/20	COMCAST	COMCAST/GEN GOV/POLICE	8771402550106452	07/14/20	252.75	40308
101-305-920.000	04/02/20	CITY OF NEW BUFFALO	CITY WATER BILLS/04/02/20-05/31/20	04/02/20	07/14/20	164.71	40312
101-305-920.000	05/05/20	INDIANA MICHIGAN POWER	ELECTRIC/GEN GOV/POLICE	04342433929-15	07/14/20	443.55	40309
101-305-931.000	06/03/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/POLICE	0603209705	06/09/20	93.97	40328
101-305-931.000	06/17/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/POLICE/06/17/20	0617209705	07/14/20	116.95	40348
101-305-931.000	06/25/20	NEW BUFFALO HARDWARE	BUILDING SUPPLIES/POLICE	A145637	07/14/20	19.59	40381
101-305-931.000	06/23/20	CARPET MART	CARPET FOR LOBBY/POLICE	37813	07/14/20	1,428.00	40339
101-305-931.000	07/01/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/POLICE	0701209705	07/14/20	116.95	40349
101-305-931.000	06/29/20	NEW BUFFALO HARDWARE	BUILDING REPAIR/POLICE	A146421	07/14/20	4.40	40383
101-305-933.000	06/15/20	ELAN CORP. PAYMENT SYSTEMS	MAY CREDIT CARD PURCHASES	06/15/20	06/15/20	35.37	40307

INVOICE GL DISTRIBUTION REPORT  
 POST DATES 06/10/2020 - 07/09/2020  
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Fund 101 GENERAL FUND							
Dept 305 POLICE							
101-305-933.000	06/16/20	NEW BUFFALO HARDWARE	EQUIPMENT/POLICE	B53443	07/14/20	9.78	40382
101-305-934.000	06/15/20	ELAN CORP. PAYMENT SYSTEMS	MAY CREDIT CARD PURCHASES	06/15/20	06/15/20	614.22	40307
101-305-939.000	06/29/20	SCHUBERT COLLISION CENTER	DODGE DURANGO REPAIR INSURANCE CLAI	2477	07/14/20	1,521.41	
101-305-943.000	12/15/19	PARRETT COMPANY	REMAING BALANCE FROM 12/15/19 INVOI	50027-2	07/14/20	7.33	40391
101-305-943.000	06/15/20	PARRETT COMPANY	EQUIPMENT RENTAL/POLICE	52982	07/14/20	98.44	40391
Total For Dept 305 POLICE						29,711.58	
Dept 336 FIRE							
101-336-720.000	06/02/20	MML - WORKERS COMPENSATION FUND	WORKER'S COMP PREMIUM 7/1/20THRU	11084205	06/09/20	506.38	40267
101-336-751.000	06/01/20	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE 06/01/20-06/30/20	06/01/20	07/14/20	3.34	40378
101-336-768.000	06/15/20	ELAN CORP. PAYMENT SYSTEMS	MAY CREDIT CARD PURCHASES	06/15/20	06/15/20	396.42	40307
101-336-818.000	07/01/20	NEW BUFFALO TOWNSHIP	CONTRACTED FIRE SERVICE/07/01/20-07	07/01/20	07/14/20	2,000.00	40385
101-336-853.000	07/01/20	HUSTON, CHRISTOPHER	PHONE STIPEND/HUSTON/FIRE	07/01/20	07/14/20	50.00	40361
101-336-913.000	07/01/20	STATE FARM	INSURANCE/FIRE DEPT.	22-E5-8367-1	07/14/20	415.00	40405
101-336-913.000	06/04/20	MMRMA	MMRMA 3RD INSTALLMENT JULY 2020	07/01/20	06/09/20	4,369.25	40268
101-336-920.000	04/02/20	CITY OF NEW BUFFALO	CITY WATER BILLS/04/02/20-05/31/20	04/02/20	07/14/20	329.42	40312
101-336-920.000	05/06/20	INDIANA MICHIGAN POWER	ELECTRIC/FIRE STATION/05/06/20-06/0	04031410105-15	07/14/20	163.83	40309
101-336-920.000	06/15/20	COMCAST	COMCAST/FIRE	8771402550012122	07/14/20	201.10	40316
101-336-920.000	05/26/20	SEMCO ENERGY GAS CO.	SEMCO/FIRE/05/26/20-06/24/20	0152246.500-16	07/14/20	21.95	40401
101-336-931.000	06/15/20	ELAN CORP. PAYMENT SYSTEMS	MAY CREDIT CARD PURCHASES	06/15/20	06/15/20	391.57	40307
101-336-931.000	06/17/20	EMC-ELECTRICAL MAINTENANCE & C	REPLACE LIGHTS WITH LEDS AT FIRE DE	7510	07/14/20	4,910.00	40354
101-336-931.000	06/19/20	NEW BUFFALO HARDWARE	BUILDING REPAIR/FIRE	A144444	07/14/20	2.93	40381
101-336-931.000	06/19/20	OATSVALL CONSTRUCTION	ROOF REPAIR/FIRE	6192020	07/14/20	1,250.00	40386
101-336-931.000	06/29/20	NEW BUFFALO HARDWARE	BUILDING REPAIR/FIRE	A146508	07/14/20	5.86	40383
101-336-933.000	06/22/20	NEW BUFFALO HARDWARE	EQUIPMENT/FIRE	B54048	07/14/20	24.46	40382
101-336-933.000	06/27/20	EMERGENCY VEHICLES PLUS	PUMP TESTING/FIRE	1867	07/14/20	777.00	40355
101-336-979.000	06/02/20	RIDGE AUTO PARTS	EQUIPMENT/FIRE	416136	07/14/20	23.25	40397
101-336-979.000	06/12/20	TELE-RAD INC	EQUIPMENT/FIRE	897983	07/14/20	178.00	40409
101-336-979.000	06/20/20	NEW BUFFALO HARDWARE	EQUIPMENT/FIRE	A144787	07/14/20	8.79	40380
101-336-979.000	06/18/20	NEW BUFFALO HARDWARE	EQUIPMENT/FIRE	B53746	07/14/20	18.57	40380
101-336-979.000	06/11/20	NEW BUFFALO HARDWARE	EQUIPMENT/FIRE	A142842	07/14/20	26.93	40380
101-336-979.000	06/24/20	RED ARROW FIRE EXTINGUISHER S	EQUIPMENT/FIRE	13532	07/14/20	169.95	40396
101-336-979.000	06/22/20	MENARDS	AIR COMPRESSOR/FIRE	53514	07/14/20	549.00	40370
101-336-979.000	06/30/20	NEW BUFFALO HARDWARE	EQUIPMENT/FIRE	A146687	07/14/20	37.22	40383
Total For Dept 336 FIRE						16,830.22	
Dept 442 STREET OPERATING							
101-442-716.000	06/23/20	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 JULY 2020	062320 PPO 500	06/23/20	396.22	40320
101-442-720.000	06/02/20	MML - WORKERS COMPENSATION FUND	WORKER'S COMP PREMIUM 7/1/20THRU	11084205	06/09/20	3,769.71	40267
101-442-751.000	06/01/20	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE 06/01/20-06/30/20	06/01/20	07/14/20	38.31	40378
101-442-756.000	06/22/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/STREET	B54075	07/14/20	70.44	40382
101-442-756.000	06/23/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/STREET	A145171	07/14/20	6.36	40383
101-442-756.000	06/22/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/STREET	B54008	07/14/20	19.09	40383
101-442-756.000	06/26/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/STREET	B54465	07/14/20	1.75	40383
101-442-756.000	06/22/20	PRAXAIR DISTRIBUTION INC	CYLINDER RENTAL/STREET	97305608	07/14/20	86.03	40394
101-442-767.000	06/03/20	NEW BUFFALO HARDWARE	EQUIPMENT/WATER	A14090	07/14/20	3.42	40379
101-442-767.000	06/11/20	NEW BUFFALO HARDWARE	EQUIPMENT/STREET	A141507	07/14/20	9.79	40380
101-442-767.000	06/23/20	NEW BUFFALO HARDWARE	EQUIPMENT/STREET	A145232	07/14/20	57.80	40382
101-442-767.000	06/19/20	NEW BUFFALO HARDWARE	EQUIPMENT/STREET	B53732	07/14/20	35.27	40382
101-442-767.000	06/18/20	NEW BUFFALO HARDWARE	EQUIPMENT/STREET	A1144367	07/14/20	28.39	40382
101-442-767.000	06/23/20	NEW BUFFALO HARDWARE	EQUIPMENT/STREET	B54158	07/14/20	14.69	40382
101-442-767.000	06/12/20	MID CITY SUPPLY CO INC	EQUIPMENT/STREET	S3894268.001	07/14/20	170.22	40375
101-442-767.000	06/23/20	MID CITY SUPPLY CO INC	TOOL REPAIR/STREET	S3894378.002	07/14/20	16.05	40375

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Fund 101 GENERAL FUND							
Dept 442 STREET OPERATING							
101-442-768.000	06/09/20	SMYERS, ALEX	CLOTHING ALLOWANCE REIMBURSEMENT/SMY	06/09/20	07/14/20	26.58	40403
101-442-818.000	07/01/20	VERSAW EARTHWORKS LLC	STORM SEWER DRAINAGE ISSUE AT NB IN	14	07/14/20	3,688.80	40416
101-442-818.000	06/08/20	LAKESHORE RECYCLING & DISPOSAL	DUMPSTER SERVICE JULY 2020	104453 JUL	06/09/20	116.00	40262
101-442-818.000	07/01/20	LAKESHORE RECYCLING & DISPOSAL	DUMPSTER COLLECTION/08/2020	106870 AUG	07/14/20	116.00	40368
101-442-853.000	05/24/20	VERIZON WIRELESS	VERIZON/POLICE/PARK/STREET/05/24/20	9857255330	07/14/20	40.01	40415
101-442-853.000	07/01/20	BOLTON, JOSHUA	PHONE STIPEND/BOLTON/STREET	07/01/20	07/14/20	50.00	40338
101-442-913.000	06/04/20	MRRMA	MRRMA 3RD INSTALLMENT JULY 2020	07/01/20	06/09/20	944.82	40268
101-442-920.000	04/02/20	CITY OF NEW BUFFALO	CITY WATER BILLS/04/02/20-05/31/20	04/02/20	07/14/20	667.51	40312
101-442-920.000	06/12/20	INDIANA MICHIGAN POWER	ELECTRIC/STREET OPERATING	04706607555-15	07/14/20	420.00	40322
101-442-920.000	07/01/20	COMCAST	COMCAST/STREET	8771402550009748	07/14/20	182.49	40321
101-442-920.000	05/26/20	SEMCO ENERGY GAS CO.	SEMCO/STREET/05/26/20-06/24/20	0153683.500-16	07/14/20	15.00	40401
101-442-931.000	06/03/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/GARAGE/STREET	0603200105	06/09/20	63.50	40328
101-442-931.000	06/17/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/GARAGE/STREET/06/	0617200105	07/14/20	63.50	40348
101-442-931.000	07/01/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/GARAGE	0701200105	07/14/20	63.50	40348
101-442-932.000	06/08/20	MENARDS	GROUNDS REPAIR/STREET	52312	07/14/20	483.32	40370
101-442-932.000	06/11/20	NEW BUFFALO HARDWARE	GROUNDS REPAIR/STREET	A142445	07/14/20	54.63	40380
101-442-932.000	06/11/20	ROLLING PRAIRIE EXCAVATING	GROUNDS REPAIR/STREET	3334	07/14/20	468.52	40398
101-442-932.000	06/09/20	SEIFERT'S FARM SUPPLY	GROUNDS REPAIR/STREET	212711	07/14/20	5.00	40400
101-442-932.000	06/24/20	ART & IMAGE	GROUNDS MAINTENANCE/STREET	2828	07/14/20	90.82	40336
101-442-932.000	06/22/20	SEIFERT'S FARM SUPPLY	GROUNDS REPAIR/STREET	212939	07/14/20	70.00	40400
101-442-932.000	06/17/20	WETLANDS EXCAVATING & TRUCKING	GROUNDS REPAIR/STREET	760	07/14/20	650.00	40418
101-442-932.000	06/22/20	MENARDS	GROUNDS REPAIR/STREET	53513	07/14/20	235.98	40370
101-442-932.000	06/24/20	OZINGA READY MIX CONCRETE INC	GROUNDS REPAIR/STREET	1457241	07/14/20	510.00	40389
101-442-932.000	06/24/20	NATURE'S WAY LANDSCAPING	MAINTENANCE CONTRACT FOR WHITTAKER	062420	07/14/20	2,694.31	
101-442-939.000	05/27/20	THREE OAKS FORD	VEHICLE REPAIR/STREET	65449	07/14/20	405.73	40410
Total For Dept 442 STREET OPERATING						16,849.56	
Dept 448 STREET LIGHTING							
101-448-926.000	06/12/20	INDIANA MICHIGAN POWER	ELECTRIC/STREET LIGHTING	04459418614-15	07/14/20	174.25	40322
101-448-926.000	06/01/20	INDIANA MICHIGAN POWER	ELECTRIC/STREET LIGHTING/06/01/20-0	04023785704-16	07/14/20	1,765.46	40362
Total For Dept 448 STREET LIGHTING						1,939.71	
Dept 523 SOLID WASTE COLLECTION							
101-523-818.000	06/08/20	LAKESHORE RECYCLING & DISPOSAL	WEEKLY CURBSIDE PICKUP/JULY	104454 JUL	06/09/20	20,674.60	40262
101-523-818.000	06/08/20	LAKESHORE RECYCLING & DISPOSAL	DUMPSTER SERVICE JULY 2020	104453 JUL	06/09/20	188.00	40262
101-523-818.000	07/01/20	LAKESHORE RECYCLING & DISPOSAL	DUMPSTER COLLECTION/08/2020	106870 AUG	07/14/20	188.00	40368
101-523-818.000	07/01/20	LAKESHORE RECYCLING & DISPOSAL	CURBSIDE GARBAGE PICKUP/08/2020	106871 AUG	07/14/20	20,674.60	40368
Total For Dept 523 SOLID WASTE COLLECTION						41,725.20	
Dept 651 AMBULANCE SERVICE							
101-651-818.000	06/01/20	MEDIC 1	AMBULANCE/JUNE/2020	06/01/20	07/14/20	9,013.00	40369
Total For Dept 651 AMBULANCE SERVICE						9,013.00	
Dept 872 OTHER FUNCTIONS							
101-872-912.000	06/04/20	MRRMA	MRRMA 3RD INSTALLMENT JULY 2020	07/01/20	06/09/20	1,101.99	40268
101-872-916.000	06/04/20	MRRMA	MRRMA 3RD INSTALLMENT JULY 2020	07/01/20	06/09/20	1,648.01	40268
Total For Dept 872 OTHER FUNCTIONS						2,750.00	
Total For Fund 101 GENERAL FUND						177,288.42	
Fund 105 PNBALRSB							
Dept 670							
105-670-818.200	06/15/20	ABONMARCHE CONSULTANTS INC	WATERFRONT MASTER PLAN ENG DESIGN	130638	07/14/20	7,500.00	40329

INVOICE GL DISTRIBUTION REPORT  
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Fund 105 PNBALRSB							
Dept 670							
			Total For Dept 670			7,500.00	
			Total For Fund 105 PNBALRSB			<u>7,500.00</u>	
Fund 202 MAJOR STREET FUND							
Dept 463 ROUTINE MAINTENANCE							
202-463-751.000	06/01/20	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE 06/01/20-06/30/20	491	07/14/20	262.33	
202-463-818.000	06/30/20	ROLLING PRAIRIE EXCAVATING	COLD PATCH/STREET	3385	07/14/20	2,562.33	
			Total For Dept 463 ROUTINE MAINTENANCE			<u>2,824.66</u>	
			Total For Fund 202 MAJOR STREET FUND			<u>2,824.66</u>	
Fund 203 LOCAL STREET FUND							
Dept 463 ROUTINE MAINTENANCE							
203-463-751.000	06/01/20	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE 06/01/20-06/30/20	491	07/14/20	52.46	
			Total For Dept 463 ROUTINE MAINTENANCE			<u>52.46</u>	
Dept 474 TRAFFIC SERVICES							
203-474-818.000	06/18/20	ROLLING PRAIRIE EXCAVATING	STROMER ROAD GRADING AND CUT BACK	3348	07/14/20	4,600.00	
			Total For Dept 474 TRAFFIC SERVICES			<u>4,600.00</u>	
			Total For Fund 203 LOCAL STREET FUND			<u>4,652.46</u>	
Fund 208 PARK FUND							
Dept 691 PARK							
208-691-716.000	06/23/20	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 JULY 2020	062320 PPO 500	06/23/20	450.39	40320
208-691-720.000	06/02/20	MML - WORKERS COMPENSATION FUND	WORKER'S COMP PREMIUM 7/1/20THRU	11084205	06/09/20	1,300.66	40267
208-691-728.000	06/15/20	ELAN CORP. PAYMENT SYSTEMS	MAY CREDIT CARD PURCHASES	06/15/20	06/15/20	40.14	40307
208-691-751.000	06/01/20	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE 06/01/20-06/30/20	06/01/20	07/14/20	314.77	40378
208-691-756.000	06/04/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	B52140	07/14/20	16.65	40379
208-691-756.000	06/04/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	A141394	07/14/20	10.28	40379
208-691-756.000	06/11/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	A142751	07/14/20	31.69	40380
208-691-756.000	06/15/20	ELAN CORP. PAYMENT SYSTEMS	MAY CREDIT CARD PURCHASES	06/15/20	06/15/20	56.27	40307
208-691-756.000	06/18/20	MODEL COVERALL	TRASH CAN LINERS/BEACH	S0900368	05/14/19	2,560.00	
208-691-756.000	06/10/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	A142612	07/14/20	53.25	40381
208-691-756.000	06/12/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	B53030	07/14/20	8.41	40381
208-691-756.000	06/24/20	AMERICAN SAFETY & FIRST AID	FIRST AID SUPPLIES/LIFE GUARDS	3.02713-IN	07/14/20	9.70	40333
208-691-756.000	06/22/20	STOCK & FIELD	OPERATING SUPPLIES/PARK	6738/20	07/14/20	209.16	40407
208-691-756.000	06/25/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	A145625	07/14/20	43.08	40381
208-691-756.000	06/18/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	A144241	07/14/20	13.71	40383
208-691-756.000	06/29/20	D'AMICO KRISTEN	REIMBURSEMENT FOR PARKS EXPENSES	063020	07/14/20	190.74	
208-691-756.000	06/12/20	CITYS PURE ICE	ICE DELIVERY/MARINA/PARK	0132212	07/14/20	20.40	40341
208-691-756.000	07/03/20	MODEL COVERALL	GARBAGE BAGS/PARK	S0904727	07/14/20	84.00	40376
208-691-756.000	06/28/20	NEW BUFFALO HARDWARE	OPERATING SUPPLIES/PARK	A146272	07/14/20	17.13	40384
208-691-767.000	06/01/20	NEW BUFFALO HARDWARE	EQUIPMENT/PARK	A140698	07/14/20	24.48	40379
208-691-767.000	06/03/20	NEW BUFFALO HARDWARE	EQUIPMENT/PARK	A141185	07/14/20	25.47	40379
208-691-767.000	06/05/20	NEW BUFFALO HARDWARE	EQUIPMENT/PARK	B52211	07/14/20	27.43	40379
208-691-767.000	06/15/20	ELAN CORP. PAYMENT SYSTEMS	MAY CREDIT CARD PURCHASES	06/15/20	06/15/20	152.58	40307
208-691-767.000	06/23/20	NEW BUFFALO HARDWARE	EQUIPMENT/PARK	A145214	07/14/20	42.12	40381
208-691-767.000	06/24/20	NEW BUFFALO HARDWARE	EQUIPMENT/PARK	B54212	07/14/20	15.17	40381
208-691-767.000	06/18/20	NEW BUFFALO HARDWARE	EQUIPMENT/PARK	A144220	07/14/20	32.30	40382
208-691-767.000	06/20/20	NEW BUFFALO HARDWARE	EQUIPMENT/PARK	B53836	07/14/20	66.60	40383
208-691-767.000	06/19/20	NEW BUFFALO HARDWARE	EQUIPMENT/PARK	A144463	07/14/20	2.15	40383
208-691-767.000	06/18/20	NEW BUFFALO HARDWARE	EQUIPMENT/PARK	A144226	07/14/20	52.89	40383

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Fund 208 PARK FUND							
Dept 691 PARK							
208-691-767.000	06/29/20	NEW BUFFALO HARDWARE	EQUIPMENT/PARK	A146381	07/14/20	13.21	40383
208-691-767.000	07/01/20	NEW BUFFALO HARDWARE	EQUIPMENT/PARK	A146824	07/14/20	8.32	40384
208-691-818.000	06/07/20	PRIDE THE PORTABLE TOILET COM	TOILET RENTAL/EXTRA SERVICES/MAY 20	19857	07/14/20	1,540.00	40395
208-691-818.000	05/29/20	PRIDE THE PORTABLE TOILET COM	TOILET RENTAL/BOAT LAUNCH/PARK/05/2	19945	07/14/20	90.00	40395
208-691-818.000	05/29/20	PRIDE THE PORTABLE TOILET COM	TOILET RENTAL/OSELKA/PARK/05/29/20-	19964	07/14/20	90.00	40395
208-691-818.000	05/29/20	PRIDE THE PORTABLE TOILET COM	TOILET RENTAL/DOG PARK/05/29/20-06/	1944	07/14/20	90.00	40395
208-691-818.000	06/08/20	LAKESHORE RECYCLING & DISPOSAL	DUMPSTER SERVICE JULY 2020	104453 JUL	06/09/20	629.00	40262
208-691-818.000	07/01/20	LAKESHORE RECYCLING & DISPOSAL	DUMPSTER COLLECTION/08/2020	106870 AUG	07/14/20	629.00	40368
208-691-853.000	05/24/20	VERIZON WIRELESS	VERIZON/POLICE/PARK/STREET/05/24/20	9857255330	07/14/20	303.58	40415
208-691-853.000	07/01/20	D'AMICO KRISTEN	PHONE STIPEND/D'AMICO/PARK	07/01/20	07/14/20	50.00	40346
208-691-903.000	08/13/19	ART & IMAGE	BEACH PARKING SIGN	2392	07/14/20	116.00	40336
208-691-903.000	06/24/20	ART & IMAGE	SIGNS/PARK	2825	07/14/20	130.00	40336
208-691-903.000	06/24/20	ART & IMAGE	DUNE WALK SIGN/PARK	2824	07/14/20	326.25	40336
208-691-903.000	03/05/20	ART & IMAGE	HANGING PARKING SIGNS/PARK	2706	07/14/20	364.50	40336
208-691-912.000	06/04/20	MMRMA	MMRMA 3RD INSTALLMENT JULY 2020	07/01/20	06/09/20	479.13	40268
208-691-913.000	06/04/20	MMRMA	MMRMA 3RD INSTALLMENT JULY 2020	07/01/20	06/09/20	944.80	40268
208-691-916.000	06/04/20	MMRMA	MMRMA 3RD INSTALLMENT JULY 2020	07/01/20	06/09/20	1,831.13	40268
208-691-920.000	06/07/20	COMCAST	COMCAST/MARINA/PARK	877402550106866-	07/14/20	469.58	40308
208-691-920.000	04/02/20	CITY OF NEW BUFFALO	CITY WATER BILLS/04/02/20-05/31/20	04/02/20	07/14/20	842.25	40312
208-691-920.000	05/05/20	INDIANA MICHIGAN POWER	ELECTRIC/CONCESSION/PARK	04523676007-15	07/14/20	20.20	40309
208-691-920.000	06/15/20	COMCAST	COMCAST/06/15/20-07/14/20	8771402550106726-	07/14/20	164.73	40316
208-691-920.000	06/12/20	INDIANA MICHIGAN POWER	ELECTRIC/PARK	0456766223-15	07/14/20	970.74	40322
208-691-920.000	05/01/20	NEW BUFFALO TOWNSHIP	WATER/PARK/05/01/20-06/30/20	05/01/20	07/14/20	41.36	40385
208-691-931.000	06/03/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/BEACH/PARK	0603200505	06/09/20	95.90	40328
208-691-931.000	06/03/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/MARINA/PARK	0603200515	06/09/20	78.45	40328
208-691-931.000	06/03/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/OSELKA/PARK	0603200525	06/09/20	82.95	40328
208-691-931.000	06/03/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/BOAT RAMP/PARK	0603200535	06/09/20	47.95	40328
208-691-931.000	06/10/20	NEW BUFFALO HARDWARE	BUILDING REPAIR/PARK	A142544	07/14/20	3.90	40380
208-691-931.000	06/15/20	ELAN CORP. PAYMENT SYSTEMS	MAY CREDIT CARD PURCHASES	06/15/20	06/15/20	124.33	40307
208-691-931.000	06/09/20	E.I. CONSTRUCTION	BUILDING REPAIR/BATHROOM/BEACH	06/09/20	07/14/20	318.00	40351
208-691-931.000	06/17/20	DOMESTIC UNIFORM RENTALS	/BUILDING SUPPLIES/BEACH/PARK/06/17	0617200505	07/14/20	95.90	40348
208-691-931.000	06/17/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/BOAT RAMP/PARK/06	0617200535	07/14/20	47.95	40348
208-691-931.000	06/17/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/OSELKA/PARK/06/17	0617200525	07/14/20	82.95	40348
208-691-931.000	06/17/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/MARINA/PARK/06/17	0617200515	07/14/20	78.45	40348
208-691-931.000	06/18/20	MODEL COVERALL	TRASH CAN LINERS/PARK	S0900970	07/14/20	450.00	40376
208-691-931.000	06/11/20	NEW BUFFALO HARDWARE	BUILDING REPAIR/PARK	B52885	07/14/20	21.55	40381
208-691-931.000	06/10/20	NEW BUFFALO HARDWARE	BUILDING REPAIR/PARK	A142555	07/14/20	14.69	40381
208-691-931.000	07/01/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/BOAT RAMP/PARK	0701200535	07/14/20	47.95	40348
208-691-931.000	07/01/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/MARINA/PARK	0701200515	07/14/20	78.45	40348
208-691-931.000	07/01/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/OSELKA/PARK	0701200525	07/14/20	82.95	40348
208-691-931.000	07/01/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/BEACH/PARK	0701200505	07/14/20	95.90	40348
208-691-931.000	07/03/20	E.I. CONSTRUCTION	BUILDING REPAIR/PARK	07/03/20	07/14/20	439.00	40351
208-691-932.000	06/03/20	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	A141070	07/14/20	59.76	40379
208-691-932.000	06/04/20	NEW BUFFALO HARDWARE	GROUNDS REPAIR/44P4ARK	A141357	07/14/20	87.20	40379
208-691-932.000	06/08/20	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	A142227	07/14/20	35.27	40379
208-691-932.000	06/09/20	NEW BUFFALO HARDWARE	GEOUNDS REPAIR/PARK	A142359	07/14/20	29.18	40380
208-691-932.000	06/09/20	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	B52704	07/14/20	182.17	40380
208-691-932.000	06/11/20	BIG C LUMBER	GROUNDS REPAIR/PARK	1158371	07/14/20	14.99	40315
208-691-932.000	06/11/20	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	A142752	07/14/20	63.65	40380
208-691-932.000	06/11/20	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	A142756	07/14/20	25.46	40380
208-691-932.000	06/11/20	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	B52555	07/14/20	13.39	40380
208-691-932.000	06/11/20	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	A142771	07/14/20	10.77	40380
208-691-932.000	06/08/20	TRUGREEN PROCESSING CENTER	GROUNDS MAINT/LAWN SERVICE/BASEBALL	122146124	07/14/20	240.00	40413

INVOICE GL DISTRIBUTION REPORT  
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Fund 208 PARK FUND							
Dept 691 PARK							
208-691-932.000	06/08/20	TRUGREEN PROCESSING CENTER	GROUNDS MAINT/GRUB PREVENTION/BASEB.	122141176	07/14/20	240.00	40413
208-691-932.000	06/15/20	EDUARD KOMARNICKI/EDDIE THE P	DOCKS AT MARINA: SANDBLAST AND REPA	6/16/20	07/14/20	14,850.00	40317
208-691-932.000	06/11/20	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	B52876	07/14/20	19.57	40381
208-691-932.000	06/11/20	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	A142810	07/14/20	15.67	40381
208-691-932.000	06/11/20	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	A142797	07/14/20	27.42	40381
208-691-932.000	06/11/20	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	A142801	07/14/20	22.02	40381
208-691-932.000	06/13/20	TRUGREEN PROCESSING CENTER	VEGETATION CONTROL/BASEBALL FIELDS/	122677655	07/14/20	225.00	40413
208-691-932.000	06/17/20	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	A144145	07/14/20	35.24	40382
208-691-932.000	06/12/20	NEW BUFFALO HARDWARE	GROUNDS REPAIR/PARK	A14290	07/14/20	13.40	40382
208-691-932.000	06/11/20	OZINGA READY MIX CONCRETE INC	GROUNDS REPAIR/PARK	1449133	07/14/20	962.50	40389
208-691-932.000	06/22/20	SWEETWATER BOATING SUPPLIES	GROUNDS REPAIR/PARK	7199	07/14/20	22.79	40408
208-691-932.000	06/24/20	SWEETWATER BOATING SUPPLIES	GROUNDS REPAIR/PARK	7203	07/14/20	22.99	40408
208-691-932.000	06/29/20	BIG C LUMBER	GROUNDS REPAIR/PARK	1174786	07/14/20	36.38	40337
208-691-932.000	06/30/20	NEW BUFFALO HARDWARE	GROUNDS REPAIR PARKS	A146729	07/14/20	6.36	40384
208-691-933.000	06/15/20	ELAN CORP. PAYMENT SYSTEMS	MAY CREDIT CARD PURCHASES	06/15/20	06/15/20	37.29	40307
208-691-933.000	06/27/19	ART & IMAGE	YEILD CROSS WALK SIGN/PARK	2303	07/14/20	151.68	40336
208-691-933.000	03/13/20	ART & IMAGE	SIGNS/PARK	2720	07/14/20	356.00	40336
208-691-933.000	07/01/20	TOTAL PARKING SOLUTIONS	KIOSK MAINTENANCE	105011	07/14/20	2,880.00	40411
208-691-933.100	07/01/20	TOTAL PARKING SOLUTIONS	CMS MONITORING WITH CREDIT CARD/1 Y	105010	07/14/20	1,680.00	40411
208-691-933.200	07/12/20	JOHN DEERE FINANCIAL	LOADER/PARK	2350626	07/14/20	142.94	40323
208-691-933.200	07/12/20	JOHN DEERE FINANCIAL	UTILITY/PARK	2350625	07/14/20	940.66	40323
208-691-939.000	06/23/20	THREE OAKS FORD	VEHICLE REPAIR/PARK	144981CIT99	07/14/20	62.16	40410
208-691-970.000	06/15/20	E.I. CONSTRUCTION	FAUCET & DRAIN REPLACEMENTS BEACH B.	06/12/20	07/14/20	1,800.00	40351
208-691-979.200	06/15/20	ELAN CORP. PAYMENT SYSTEMS	MAY CREDIT CARD PURCHASES	06/15/20	06/15/20	645.30	40307
			Total For Dept 691 PARK			44,259.83	
			Total For Fund 208 PARK FUND			44,259.83	
Fund 225 DREDGE FUND							
Dept 806 HARBOR DREDGING							
225-806-818.000	06/30/20	ABONMARCHE CONSULTANTS INC	DREDGING ENGINEERING AND PERMIT APP	130854	07/14/20	1,336.25	
			Total For Dept 806 HARBOR DREDGING			1,336.25	
			Total For Fund 225 DREDGE FUND			1,336.25	
Fund 402 EQUIPMENT PURCHASE FUND							
Dept 902 CAPITAL							
402-902-981.200	07/01/20	WELLS FARGO VENDOR FIN SERV	STREET AND PARK VEHICLES 07/01/20-0	501082035	07/14/20	714.95	40417
402-902-981.300	07/01/20	WELLS FARGO VENDOR FIN SERV	STREET AND PARK VEHICLES 07/01/20-0	501082035	07/14/20	476.63	40417
			Total For Dept 902 CAPITAL			1,191.58	
			Total For Fund 402 EQUIPMENT PURCHASE FUND			1,191.58	
Fund 403 CAPITAL IMPROV CONSTRUCTION							
Dept 903							
403-903-976.200	06/15/20	ABONMARCHE CONSULTANTS INC	STREET RESURFACING PROGRAM	130752	07/14/20	654.00	
403-903-998.000	06/15/20	U.S. BANK	BOND ANNUAL FEE	5747557	07/14/20	500.00	1081
			Total For Dept 903			1,154.00	
			Total For Fund 403 CAPITAL IMPROV CONSTRUCTION			1,154.00	
Fund 590 SEWER FUND							
Dept 537 SEWER							
590-537-818.000	06/22/20	SCHRADER'S DRAIN CLEANING	SEWER RODDING	560143	07/14/20	235.00	40399

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Fund 590 SEWER FUND							
Dept 537 SEWER							
590-537-836.000	06/24/20	GRSD SEWER AUTHORITY	MAY 2020 OPERATING RESERVE BILLED	0000011613	07/14/20	76,830.00	
590-537-836.100	06/24/20	GRSD SEWER AUTHORITY	SERVICE LIFT STATION #73	0000011599	07/14/20	182.59	
590-537-836.100	06/24/20	GRSD SEWER AUTHORITY	SERVICE LIFT STATION 75 HARBOR POIN	0000011600	07/14/20	507.00	
590-537-836.100	06/29/20	GRSD SEWER AUTHORITY	LAB TESTS	0000011608	07/14/20	205.00	
590-537-836.100	06/30/20	GRSD SEWER AUTHORITY	SERVICE LIFT STATION 73	0000011623	07/14/20	516.40	40358
590-537-836.100	06/30/20	GRSD SEWER AUTHORITY	SERVICE--HARBOR POINT LIFT STATION	0000011624	07/14/20	440.17	40358
590-537-836.100	06/30/20	GRSD SEWER AUTHORITY	SERVICE LIFT STATION #77	0000011625	07/14/20	68.75	40358
590-537-836.100	06/30/20	GRSD SEWER AUTHORITY	SERVICE STORM DRAINS BY BEACH	0000011626	07/14/20	475.00	40358
590-537-836.100	06/30/20	GRSD SEWER AUTHORITY	ANNUAL TELEMTRY FEE	0000011628	07/14/20	722.59	40358
590-537-916.000	06/04/20	MMRMA	MMRMA 3RD INSTALLMENT JULY 2020	07/01/20	06/09/20	643.11	40268
590-537-920.000	05/05/20	INDIANA MICHIGAN POWER	ELECTRIC/SEWER/05/05/20-06/03/20	04002186031-15	07/14/20	25.95	40309
590-537-920.000	06/12/20	INDIANA MICHIGAN POWER	ELECTRIC/SEWER	04598645309-15	07/14/20	414.91	40322
Total For Dept 537 SEWER						81,266.47	
Total For Fund 590 SEWER FUND						81,266.47	
Fund 591 WATER FUND							
Dept 536 WATER							
591-536-716.000	06/23/20	BLUE CROSS BLUE SHIELD OF MICH	HEALTH INSURANCE PPO 500 JULY 2020	062320 PPO 500	06/23/20	4,243.62	40320
591-536-720.000	06/02/20	MML - WORKERS COMPENSATION FUN	WORKER'S COMP PREMIUM 7/1/20THRU	11084205	06/09/20	2,354.09	40267
591-536-751.000	06/01/20	NEW BUFFALO AREA SCHOOLS	NBAS GASOLINE 06/01/20-06/30/20	06/01/20	07/14/20	168.23	40378
591-536-753.000	02/20/20	ALEXANDER CHEMICAL CORP	CHEMICALS NEEDED FOR WATER TREATMEN	21597	07/14/20	1,842.00	40332
591-536-756.000	06/08/20	MENARDS	OPERATING SUPPLIES/WATER	52314	07/14/20	35.12	40370
591-536-756.000	06/16/20	STATE OF MICHIGAN DEQ	LAB TESTING	761-10512129	07/14/20	9.00	40406
591-536-756.200	06/09/20	ETNA SUPPLY COMPANY	EQUIPMENT/WATER	S103545820.001	07/14/20	365.00	40356
591-536-756.200	07/02/20	ETNA SUPPLY COMPANY	METER REPLACEMENT/WATER	S103587241.001	07/14/20	150.00	40356
591-536-756.300	06/09/20	PARAGON LABORATORIES INC	TESTING SUPPLIES/WATER	42540-212633	07/14/20	184.00	40390
591-536-756.300	06/30/20	GRSD SEWER AUTHORITY	LAB TESTS FOR LAGOON SAMPLES	0000011627	07/14/20	164.00	40358
591-536-756.400	06/09/20	USA BLUEBOOK	LAB SUPPLIES/WATER	261530	07/14/20	331.25	40414
591-536-756.400	06/09/20	USA BLUEBOOK	LAB SUPPLIES/WATER	261999	07/14/20	163.74	40414
591-536-756.400	06/23/20	HACH COMPANY	LAB SUPPLIES/WATER	12012292	07/14/20	959.91	40360
591-536-756.400	06/23/20	MENARDS	LAB SUPPLIES/WATER	5362	07/14/20	29.92	40370
591-536-756.400	06/23/20	MENARDS	LAB SUPPLIES/WATER	53629	07/14/20	40.65	40370
591-536-756.400	06/30/20	USA BLUEBOOK	LAB SUPPLIES/WATER	281772	07/14/20	149.99	40414
591-536-756.400	06/22/20	USA BLUEBOOK	LAB SUPPLIES/WATER	273098	07/14/20	633.70	40414
591-536-767.000	06/26/20	RIDGE AUTO PARTS	SMALL TOOLS/WATER	417683	07/14/20	4.68	40397
591-536-767.000	06/29/20	USA BLUEBOOK	DIAPHRAM PUMP FOR WET EXCAVATION SI	280416	07/14/20	2,305.69	40414
591-536-768.000	06/15/20	ELAN CORP. PAYMENT SYSTEMS	MAY CREDIT CARD PURCHASES	06/15/20	06/15/20	180.37	40307
591-536-768.000	06/22/20	ANDERSON, KENNETH	CLOTHING ALLOWANCE/ANDERSON/WATER	06/22/20	07/14/20	194.38	40334
591-536-818.000	05/29/20	AEGION	WATER TANK MONITOR/WATER	604712	07/14/20	795.00	40331
591-536-818.000	06/09/20	COUNTRY LANE REMODELING/MIKE I	MOWING WATER TPWER/WATER/5/16/20 &/	1561	07/14/20	70.00	40344
591-536-818.000	06/15/20	D&D MECHANICAL	ROOF TOP AIRCONDITIONER REPAIR/WATE	06/15/20	07/14/20	350.00	40345
591-536-818.000	07/06/20	KENNETH L KORP	FLOW AND ANIMAL REMOVAL/WATER	07/6/20	07/14/20	825.00	40366
591-536-818.000	07/02/20	OCCUSCREEN, LLC	BACKGROUND CHECKS NEW EMPLOYEES	153660	07/14/20	258.00	40387
591-536-818.000	06/08/20	LAKESHORE RECYCLING & DISPOSAL	DUMPSTER SERVICE JULY 2020	104453 JUL	06/09/20	94.00	40262
591-536-818.000	07/01/20	LAKESHORE RECYCLING & DISPOSAL	DUMPSTER COLLECTION/08/2020	106870 AUG	07/14/20	94.00	40368
591-536-818.700	06/30/20	MERRELL BROS	SLUDGE REMOVAL--WATER TREATMENT PLA	34797	07/14/20	27,483.66	40371
591-536-831.000	07/01/20	MICHIGAN RURAL WATER ASSOC	MEMBERSHIP DUES/07/01/20-06/30/2021	07/01/20	07/14/20	735.00	40373
591-536-853.000	05/05/20	AT&T	PHONE/WATER/05/05/20-06/04/20	269469034306-15	07/14/20	146.59	40306
591-536-853.000	05/05/20	AT&T	PHONE/WATER/05/05/20-06/04/20	2694698533106-15	07/14/20	146.59	40306
591-536-853.000	07/01/20	ANDERSON, KENNETH	PHONE STIPEND/ANDERSON/WATER	07/01/20	07/14/20	50.00	40334
591-536-853.000	07/01/20	GRUENER, ROBERT	PHONE STIPEND/GRUENER/WATER	07/01/20	07/14/20	50.00	40359
591-536-853.000	07/01/20	JOHNSON, JEFFREY	PHONE STIPEND/JOHNSON/WATER	07/01/20	07/14/20	50.00	40364

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Fund 591 WATER FUND							
Dept 536 WATER							
591-536-912.000	06/04/20	MMRMA	MMRMA 3RD INSTALLMENT JULY 2020	07/01/20	06/09/20	3,210.14	40268
591-536-913.000	06/04/20	MMRMA	MMRMA 3RD INSTALLMENT JULY 2020	07/01/20	06/09/20	566.89	40268
591-536-916.000	06/04/20	MMRMA	MMRMA 3RD INSTALLMENT JULY 2020	07/01/20	06/09/20	610.38	40268
591-536-920.000	05/05/20	INDIANA MICHIGAN POWER	ELECTRIC/WATER	04909113708-15	07/14/20	25.61	40309
591-536-920.000	06/12/20	INDIANA MICHIGAN POWER	ELECTRIC/WATER	04354696801-15	07/14/20	3,278.09	40322
591-536-920.000	07/01/20	COMCAST	COMCAST/WATER	8771402550011900	07/14/20	230.86	40321
591-536-920.000	05/26/20	SEMCO ENERGY GAS CO.	SEMCO/WATER STREET/WATER WORKS/05/2	0152637.500-16	07/14/20	670.06	40401
591-536-920.000	05/26/20	SEMCO ENERGY GAS CO.	SEMCO/WATER 05/26/20-06/24/20	0151846.500-16	07/14/20	20.40	40401
591-536-930.000	06/29/20	NEW BUFFALO HARDWARE	PLANT REPAIR/WATER	B54731	07/14/20	29.15	40383
591-536-931.000	06/03/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/WATER	0603200005	06/09/20	41.50	40328
591-536-931.000	06/17/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/WATER/06/17/20	0617200005	07/14/20	41.50	40348
591-536-931.000	06/16/20	NEW BUFFALO HARDWARE	BUILDING REPAIR/WATER	A143770	07/14/20	5.85	40382
591-536-931.000	07/01/20	DOMESTIC UNIFORM RENTALS	BUILDING SUPPLIES/WATER	0701200005	07/14/20	41.50	40349
591-536-933.000	05/20/20	RIDGE AUTO PARTS	EQUIPMENT/WATER	415416-1	07/14/20	42.20	40310
591-536-933.000	06/02/20	NEW BUFFALO HARDWARE	EQUIPMENT/WATER	B51946	07/14/20	51.87	40379
591-536-933.000	06/02/20	NEW BUFFALO HARDWARE	EQUIPMENT/WATER	A140940	07/14/20	29.35	40379
591-536-933.000	06/09/20	NEW BUFFALO HARDWARE	EQUIPMENT/WATER	A142458	07/14/20	16.65	40379
591-536-933.000	06/23/20	SHAFFNER TIRE	TIRE DISPOSAL/WATER	0007168	07/14/20	189.24	40402
591-536-933.000	06/18/20	GRAINGER	EQUIPMENT/WATER	956498244	07/14/20	19.41	40357
591-536-933.000	06/15/20	NEW BUFFALO HARDWARE	EQUIPMENT/WATER	A143617	07/14/20	10.07	40382
591-536-933.000	06/12/20	NEW BUFFALO HARDWARE	EQUIPMENT/WATER	A143101	07/14/20	16.65	40382
591-536-933.000	06/04/20	NEW BUFFALO HARDWARE	EQUIPMENT/WATER	B52183	07/14/20	4.88	40383
591-536-979.000	06/10/20	TROJAN UV	UV REACTOR MAINTENANCE	SL5/10296737	07/14/20	2,915.54	40412
Total For Dept 536 WATER						57,724.97	
Total For Fund 591 WATER FUND						57,724.97	

INVOICE GL DISTRIBUTION REPORT  
 POST DATES 06/10/2020 - 07/09/2020  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 BOTH OPEN AND PAID

GL Number	Invoice Date	Vendor	Invoice Desc.	Invoice	Due Date	Amount	check #
Fund Totals:							
			Fund 101 GENERAL FUND			177,288.42	
			Fund 105 PNBALRSB			7,500.00	
			Fund 202 MAJOR STREET FUND			2,824.66	
			Fund 203 LOCAL STREET FUND			4,652.46	
			Fund 208 PARK FUND			44,259.83	
			Fund 225 DREDGE FUND			1,336.25	
			Fund 402 EQUIPMENT PURCHASE FUND			1,191.58	
			Fund 403 CAPITAL IMPROV CONSTRUCTION			1,154.00	
			Fund 590 SEWER FUND			81,266.47	
			Fund 591 WATER FUND			57,724.97	
Total For All Funds:						<u>379,198.64</u>	



PERIOD ENDING 06/30/2020

% Fiscal Year Completed: 100.00

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 06/30/2020	END BALANCE 06/30/2019	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET					
Fund 101 - GENERAL FUND								
101-172-712.000	CASH IN LIEU OF PAYMENTS	10,200.00	10,200.00	13,100.00	9,775.00	850.00	(2,900.00)	128.43
101-172-714.000	MEDICARE	605.00	900.00	808.98	731.44	62.37	91.02	89.89
101-172-715.000	SOCIAL SECURITY TAX	2,589.00	2,589.00	3,459.33	3,127.75	266.73	(870.33)	133.62
101-172-716.000	HEALTH INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-172-717.000	LIFE & DISABILITY INSURANCE	2,800.00	2,800.00	2,190.12	1,679.60	0.00	609.88	78.22
101-172-718.000	RETIREMENT	7,200.00	7,200.00	7,483.50	7,200.04	587.58	(283.50)	103.94
101-172-720.000	WORKER'S COMPENSATION INS	735.00	735.00	602.67	933.69	0.00	132.33	82.00
101-172-721.000	UNEMPLOYMENT COMPENSATION	800.00	800.00	189.00	378.90	0.00	611.00	23.63
101-172-728.000	OFFICE SUPPLIES	200.00	200.00	184.24	388.20	0.00	15.76	92.12
101-172-756.000	OPERATING SUPPLIES	0.00	0.00	47.05	275.00	29.04	(47.05)	100.00
101-172-801.000	EDUCATION & TRAINING	0.00	0.00	539.18	1,085.35	0.00	(539.18)	100.00
101-172-818.000	PROFESSIONAL & CONTRACTUAL	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
101-172-831.000	MEMBERSHIPS & DUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-172-853.000	TELEPHONE	0.00	0.00	0.00	188.90	0.00	0.00	0.00
101-172-873.000	TRAVEL/MILEAGE REIMB	500.00	500.00	0.00	0.00	0.00	500.00	0.00
101-172-903.000	PRINTING & PUBLISHING	100.00	100.00	0.00	0.00	0.00	100.00	0.00
101-172-934.000	OTHER REPAIRS & MAINT	200.00	200.00	0.00	0.00	0.00	200.00	0.00
101-172-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 172 - EXECUTIVE		(69,679.00)	(69,974.00)	(71,300.23)	(68,645.67)	(5,247.74)	1,326.23	
Dept 215 - CLERK								
101-215-703.000	SALARIES APPOINTED	61,378.00	50,003.00	50,609.16	60,284.52	3,269.24	(606.16)	101.21
101-215-706.000	SALARIES PERMANENT	34,093.00	34,093.00	29,799.28	14,804.85	3,338.84	4,293.72	87.41
101-215-706.100	SALARIES-OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-215-714.000	MEDICARE	1,384.00	1,384.00	1,091.92	940.70	90.70	292.08	78.90
101-215-715.000	SOCIAL SECURITY TAX	5,919.00	5,919.00	4,669.01	4,022.31	387.79	1,249.99	78.88
101-215-716.000	HEALTH INSURANCE	54,102.00	20,609.00	19,263.20	34,690.18	0.00	1,345.80	93.47
101-215-717.000	LIFE & DISABILITY INSURANCE	3,427.00	3,427.00	1,560.78	1,767.44	0.00	1,866.22	45.54
101-215-718.000	RETIREMENT	8,707.00	8,707.00	6,029.08	6,034.41	495.42	2,677.92	69.24
101-215-720.000	WORKER'S COMPENSATION INS	260.00	260.00	390.30	576.94	0.00	(130.30)	150.12
101-215-721.000	UNEMPLOYMENT COMPENSATION	1,150.00	1,150.00	545.19	691.33	0.00	604.81	47.41
101-215-728.000	OFFICE SUPPLIES	350.00	350.00	431.48	50.00	0.00	(81.48)	123.28
101-215-751.000	GASOLINE	200.00	200.00	277.76	0.00	0.00	(77.76)	138.88
101-215-756.000	OPERATING SUPPLIES	200.00	200.00	128.60	137.86	0.00	71.40	64.30
101-215-801.000	EDUCATION & TRAINING	500.00	500.00	1,300.00	410.00	0.00	(800.00)	260.00
101-215-818.000	PROFESSIONAL & CONTRACTUAL	500.00	500.00	673.93	0.00	0.00	(173.93)	134.79
101-215-831.000	MEMBERSHIPS & DUES	300.00	300.00	262.86	145.00	25.00	37.14	87.62
101-215-903.000	PRINTING & PUBLISHING	600.00	600.00	146.00	0.00	0.00	454.00	24.33
101-215-934.000	OTHER REPAIRS & MAINT	300.00	300.00	0.00	0.00	0.00	300.00	0.00
101-215-942.000	EQUIPMENT	0.00	0.00	1,320.53	0.00	0.00	(1,320.53)	100.00
101-215-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 215 - CLERK		(173,370.00)	(128,502.00)	(118,499.08)	(124,555.54)	(7,606.99)	(10,002.92)	
Dept 247 - BOARD OF REVIEW								
101-247-818.000	PROFESSIONAL & CONTRACTUAL	2,000.00	2,000.00	360.00	1,080.00	0.00	1,640.00	18.00
101-247-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 247 - BOARD OF REVIEW		(2,000.00)	(2,000.00)	(360.00)	(1,080.00)	0.00	(1,640.00)	

PERIOD ENDING 06/30/2020

% Fiscal Year Completed: 100.00

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 06/30/2020	END BALANCE 06/30/2019	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET					
Fund 101 - GENERAL FUND								
Dept 253 - TREASURER								
101-253-703.000	SALARIES APPOINTED	28,058.00	45,626.00	46,272.29	44,201.25	3,595.96	(646.29)	101.42
101-253-706.000	SALARIES PERMANENT	28,856.00	33,000.00	32,375.38	24,531.70	2,782.52	624.62	98.11
101-253-706.100	SALARIES-OVERTIME	650.00	650.00	245.02	301.95	56.54	404.98	37.70
101-253-714.000	MEDICARE	1,143.00	1,143.00	1,106.84	909.22	90.14	36.16	96.84
101-253-715.000	SOCIAL SECURITY TAX	4,886.00	4,886.00	4,732.43	3,887.12	385.48	153.57	96.86
101-253-716.000	HEALTH INSURANCE	43,922.00	15,432.00	14,580.93	18,317.76	0.00	851.07	94.49
101-253-717.000	LIFE & DISABILITY INSURANCE	3,671.00	3,671.00	3,893.88	2,883.70	0.00	(222.88)	106.07
101-253-718.000	RETIREMENT	8,868.00	8,868.00	9,449.33	8,965.26	732.64	(581.33)	106.56
101-253-720.000	WORKER'S COMPENSATION INS	260.00	260.00	390.30	576.94	0.00	(130.30)	150.12
101-253-721.000	UNEMPLOYMENT COMPENSATION	1,160.00	1,160.00	533.49	757.80	75.27	626.51	45.99
101-253-728.000	OFFICE SUPPLIES	250.00	250.00	74.97	0.00	0.00	175.03	29.99
101-253-730.000	POSTAGE	1,300.00	1,300.00	115.26	2,476.37	0.00	1,184.74	8.87
101-253-751.000	GASOLINE	300.00	300.00	357.62	58.28	29.12	(57.62)	119.21
101-253-756.000	OPERATING SUPPLIES	200.00	200.00	474.55	240.53	0.00	(274.55)	237.28
101-253-801.000	EDUCATION & TRAINING	2,200.00	2,200.00	1,274.30	1,836.06	0.00	925.70	57.92
101-253-818.000	PROFESSIONAL & CONTRACTUAL	7,000.00	7,000.00	6,647.41	5,606.25	0.00	352.59	94.96
101-253-831.000	MEMBERSHIPS & DUES	200.00	200.00	364.00	269.00	0.00	(164.00)	182.00
101-253-903.000	PRINTING & PUBLISHING	400.00	400.00	0.00	511.32	0.00	400.00	0.00
101-253-934.000	OTHER REPAIRS & MAINT	150.00	150.00	470.67	31.38	0.00	(320.67)	313.78
101-253-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 253 - TREASURER		(133,474.00)	(126,696.00)	(123,358.67)	(116,361.89)	(7,747.67)	(3,337.33)	
Dept 257 - ASSESSOR								
101-257-707.000	SALARIES PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-714.000	MEDICARE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-715.000	SOCIAL SECURITY TAX	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-720.000	WORKER'S COMPENSATION INS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-721.000	UNEMPLOYMENT COMPENSATION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-728.000	OFFICE SUPPLIES	125.00	125.00	43.45	0.00	0.00	81.55	34.76
101-257-730.000	POSTAGE	2,000.00	2,500.00	2,216.35	1,096.57	0.00	283.65	88.65
101-257-756.000	OPERATING SUPPLIES	0.00	1,500.00	1,195.64	40.00	0.00	304.36	79.71
101-257-801.000	EDUCATION & TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-818.000	PROFESSIONAL & CONTRACTUAL	24,960.00	24,960.00	25,445.00	25,317.26	2,142.50	(485.00)	101.94
101-257-831.000	MEMBERSHIPS & DUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-257-854.200	SOFTWARE EXPENSE	0.00	0.00	0.00	1,741.00	0.00	0.00	0.00
101-257-903.000	PRINTING & PUBLISHING	225.00	225.00	58.00	270.20	0.00	167.00	25.78
101-257-934.000	OTHER REPAIRS & MAINT	50.00	50.00	166.00	0.00	0.00	(116.00)	332.00
101-257-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 257 - ASSESSOR		(27,360.00)	(29,360.00)	(29,124.44)	(28,465.03)	(2,142.50)	(235.56)	
Dept 262 - ELECTIONS								
101-262-703.000	SALARIES APPOINTED	2,000.00	2,000.00	2,000.05	2,000.00	0.00	(0.05)	100.00
101-262-714.000	MEDICARE	30.00	30.00	29.00	25.50	0.00	1.00	96.67
101-262-715.000	SOCIAL SECURITY TAX	110.00	110.00	124.01	109.09	0.00	(14.01)	112.74
101-262-730.000	POSTAGE	200.00	200.00	200.00	28.07	0.00	0.00	100.00
101-262-751.000	GASOLINE	600.00	600.00	153.52	0.00	0.00	446.48	25.59
101-262-756.000	OPERATING SUPPLIES	1,000.00	1,000.00	1,739.30	1,243.48	234.70	(739.30)	173.93
101-262-801.000	EDUCATION & TRAINING	200.00	200.00	0.00	178.16	0.00	200.00	0.00
101-262-818.000	PROFESSIONAL & CONTRACTUAL	6,000.00	6,000.00	2,916.50	3,481.03	200.00	3,083.50	48.61



PERIOD ENDING 06/30/2020

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GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 06/30/2020	END BALANCE 06/30/2019	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET					
Fund 101 - GENERAL FUND								
Net - Dept 298 - GENERAL GOVERNMENT		(214,684.00)	(307,895.00)	(278,972.13)	(278,239.51)	(33,259.46)	(28,922.87)	
Dept 305 - POLICE								
101-305-705.000	SALARIES SUPERVISION	74,000.00	78,525.00	78,520.95	95,085.47	6,183.08	4.05	99.99
101-305-706.000	SALARIES PERMANENT	345,502.00	373,564.00	368,633.59	339,780.54	28,765.37	4,930.41	98.68
101-305-706.100	SALARIES-OVERTIME	30,000.00	60,000.00	53,794.53	47,244.20	2,583.14	6,205.47	89.66
101-305-707.000	SALARIES PART-TIME	58,000.00	58,000.00	53,895.53	42,998.00	5,408.45	4,104.47	92.92
101-305-714.000	MEDICARE	7,152.00	7,152.00	7,665.49	6,896.04	589.42	(513.49)	107.18
101-305-715.000	SOCIAL SECURITY TAX	30,582.00	30,582.00	32,776.67	29,486.51	2,520.29	(2,194.67)	107.18
101-305-716.000	HEALTH INSURANCE	140,781.00	140,781.00	103,947.48	99,942.96	0.00	36,833.52	73.84
101-305-717.000	LIFE & DISABILITY INSURANCE	13,804.00	13,804.00	11,761.56	11,200.20	0.00	2,042.44	85.20
101-305-718.000	RETIREMENT	35,061.00	35,061.00	32,398.72	31,273.10	2,526.13	2,662.28	92.41
101-305-720.000	WORKER'S COMPENSATION INS	9,800.00	14,837.00	11,127.75	16,517.57	0.00	3,709.25	75.00
101-305-721.000	UNEMPLOYMENT COMPENSATION	4,135.00	4,135.00	3,025.28	5,877.66	376.73	1,109.72	73.16
101-305-722.000	MEDICAL EXPENSE	1,300.00	1,300.00	1,263.61	1,495.05	100.23	36.39	97.20
101-305-728.000	OFFICE SUPPLIES	1,500.00	1,500.00	537.62	840.03	0.00	962.38	35.84
101-305-730.000	POSTAGE	150.00	150.00	72.95	0.00	0.00	77.05	48.63
101-305-751.000	GASOLINE	15,000.00	15,000.00	9,130.90	13,872.05	1,249.37	5,869.10	60.87
101-305-756.000	OPERATING SUPPLIES	2,000.00	2,000.00	1,788.27	1,613.57	0.00	211.73	89.41
101-305-767.000	EQUIPMENT/SMALL TOOLS	3,000.00	3,000.00	2,166.89	3,808.35	0.00	833.11	72.23
101-305-768.000	UNIFORMS	12,000.00	14,000.00	13,870.07	11,906.25	878.97	129.93	99.07
101-305-768.100	AMMO	4,500.00	4,500.00	2,209.02	2,353.56	0.00	2,290.98	49.09
101-305-768.200	UNIFORM ALLOW-RESERVE/CERT	1,500.00	1,500.00	424.59	1,726.74	149.98	1,075.41	28.31
101-305-769.000	K-9	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-305-801.000	EDUCATION & TRAINING	5,250.00	5,250.00	3,995.57	6,313.32	134.62	1,254.43	76.11
101-305-818.000	PROFESSIONAL & CONTRACTUAL	5,000.00	5,000.00	3,473.65	2,728.33	243.00	1,526.35	69.47
101-305-831.000	MEMBERSHIPS & DUES	600.00	600.00	619.64	510.00	254.95	(19.64)	103.27
101-305-851.000	RADIO/VIDEO MAINTENANCE	5,000.00	5,000.00	4,471.30	2,472.30	0.00	528.70	89.43
101-305-853.000	TELEPHONE	6,200.00	6,200.00	5,468.42	4,483.96	482.77	731.58	88.20
101-305-903.000	PRINTING & PUBLISHING	400.00	1,000.00	735.73	1,185.88	0.00	264.27	73.57
101-305-913.000	INSURANCE	10,000.00	10,000.00	4,006.13	3,664.00	480.70	5,993.87	40.06
101-305-916.000	LIABILITY INSURANCE	57,000.00	57,000.00	34,981.13	22,816.45	11,660.38	22,018.87	61.37
101-305-920.000	UTILITIES	7,950.00	7,950.00	9,274.76	11,793.22	951.42	(1,324.76)	116.66
101-305-931.000	BUILDING REPAIR & MAINTENANCE	5,000.00	15,000.00	12,625.00	17,992.87	1,779.86	2,375.00	84.17
101-305-933.000	EQUIPMENT & MAINTENANCE	2,400.00	2,400.00	7,945.61	1,730.52	71.48	(5,545.61)	331.07
101-305-933.100	EQUIPMENT MAINT--PARKING ENFOR	0.00	2,050.00	0.00	0.00	0.00	2,050.00	0.00
101-305-934.000	OTHER REPAIRS & MAINT	3,500.00	3,500.00	2,068.50	3,029.86	1,094.22	1,431.50	59.10
101-305-939.000	VEHICLE REPAIR & MAINTENANCE	10,500.00	10,500.00	15,523.93	9,884.03	1,505.43	(5,023.93)	147.85
101-305-943.000	EQUIPMENT RENTAL	0.00	0.00	1,181.74	797.34	105.77	(1,181.74)	100.00
101-305-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-305-979.000	EQUIPMENT	26,950.00	26,950.00	25,931.71	26,277.73	12,869.25	1,018.29	96.22
Net - Dept 305 - POLICE		(935,517.00)	(1,017,791.00)	(921,314.29)	(879,597.66)	(82,965.01)	(96,476.71)	
Dept 336 - FIRE								
101-336-705.000	SALARIES SUPERVISION	20,594.00	20,594.00	20,570.49	20,052.56	1,584.12	23.51	99.89
101-336-708.000	VOLUNTEER SALARIES	15,000.00	15,000.00	6,477.00	6,816.00	0.00	8,523.00	43.18
101-336-714.000	MEDICARE	516.00	516.00	392.19	377.59	22.97	123.81	76.01
101-336-715.000	SOCIAL SECURITY TAX	1,276.00	1,276.00	1,275.37	1,191.94	98.22	0.63	99.95
101-336-717.000	LIFE & DISABILITY INSURANCE	0.00	0.00	1,000.00	1,186.80	0.00	(1,000.00)	100.00
101-336-720.000	WORKER'S COMPENSATION INS	1,400.00	1,400.00	1,654.17	2,431.43	0.00	(254.17)	118.16
101-336-721.000	UNEMPLOYMENT COMPENSATION	1,140.00	1,140.00	181.69	528.29	58.44	958.31	15.94
101-336-728.000	OFFICE SUPPLIES	800.00	800.00	0.00	0.00	0.00	800.00	0.00

PERIOD ENDING 06/30/2020

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GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 06/30/2020	END BALANCE 06/30/2019	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET					
Fund 101 - GENERAL FUND								
101-336-730.000	POSTAGE	0.00	0.00	0.00	27.22	0.00	0.00	0.00
101-336-751.000	GASOLINE	2,000.00	2,000.00	345.15	542.57	41.15	1,654.85	17.26
101-336-756.000	OPERATING SUPPLIES	1,700.00	1,700.00	96.06	601.82	0.00	1,603.94	5.65
101-336-767.000	EQUIPMENT/SMALL TOOLS	4,000.00	4,000.00	0.00	217.33	0.00	4,000.00	0.00
101-336-768.000	UNIFORMS	1,200.00	1,200.00	396.42	489.95	396.42	803.58	33.04
101-336-801.000	EDUCATION & TRAINING	3,000.00	3,000.00	0.00	555.52	0.00	3,000.00	0.00
101-336-818.000	PROFESSIONAL & CONTRACTUAL	700.00	700.00	590.00	165.00	80.00	110.00	84.29
101-336-831.000	MEMBERSHIPS & DUES	200.00	200.00	125.00	75.00	0.00	75.00	62.50
101-336-851.000	RADIO/VIDEO MAINTENANCE	2,000.00	2,000.00	101.50	303.49	0.00	1,898.50	5.08
101-336-853.000	TELEPHONE	2,700.00	2,700.00	600.00	550.00	0.00	2,100.00	22.22
101-336-903.000	PRINTING & PUBLISHING	300.00	300.00	0.00	21.15	0.00	300.00	0.00
101-336-913.000	INSURANCE	20,000.00	20,000.00	13,522.75	8,622.50	4,784.25	6,477.25	67.61
101-336-920.000	UTILITIES	7,000.00	7,000.00	8,014.69	9,249.25	716.30	(1,014.69)	114.50
101-336-931.000	BUILDING REPAIR & MAINTENANCE	7,000.00	7,000.00	8,258.40	34,752.73	6,560.36	(1,258.40)	117.98
101-336-932.000	GROUNDS REPAIR & MAINT	2,000.00	2,000.00	1,047.26	330.00	0.00	952.74	52.36
101-336-933.000	EQUIPMENT & MAINTENANCE	12,000.00	12,000.00	3,050.18	8,824.56	804.20	8,949.82	25.42
101-336-934.000	OTHER REPAIRS & MAINT	400.00	400.00	0.00	24.59	0.00	400.00	0.00
101-336-939.000	VEHICLE REPAIR & MAINTENANCE	7,000.00	7,000.00	1,435.73	3,568.18	0.00	5,564.27	20.51
101-336-962.000	MISCELLANEOUS	0.00	0.00	4.89	0.00	0.00	(4.89)	100.00
101-336-979.000	EQUIPMENT	18,000.00	18,000.00	2,934.57	20,283.74	1,011.71	15,065.43	16.30
101-336-979.100	GEAR	6,000.00	6,000.00	0.00	6,642.00	0.00	6,000.00	0.00
Net - Dept 336 - FIRE		(137,926.00)	(137,926.00)	(72,073.51)	(128,431.21)	(16,158.14)	(65,852.49)	
Dept 371 - INSPECTION SERVICES								
101-371-728.000	OFFICE SUPPLIES	300.00	300.00	50.79	28.98	0.00	249.21	16.93
101-371-756.000	OPERATING SUPPLIES	425.00	425.00	2,173.78	1,138.75	0.00	(1,748.78)	511.48
101-371-801.000	EDUCATION & TRAINING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-371-818.000	PROFESSIONAL & CONTRACTUAL	0.00	0.00	655.00	7,740.00	0.00	(655.00)	100.00
101-371-819.000	INSPECTION FEE	70,000.00	70,000.00	26,951.40	18,817.92	454.43	43,048.60	38.50
101-371-819.100	MECHANICAL INSPEC FEE	15,000.00	15,000.00	7,240.39	7,216.53	(1,531.60)	7,759.61	48.27
101-371-819.200	ELECTRICAL INSPECTION FEE	16,000.00	16,000.00	9,664.10	4,889.70	137.00	6,335.90	60.40
101-371-819.300	PLUMBING INSPECTOR	6,000.00	6,000.00	4,088.50	3,510.90	(426.00)	1,911.50	68.14
101-371-819.400	RENTAL INSPECTIONS	0.00	40,000.00	37,545.00	0.00	0.00	2,455.00	93.86
101-371-903.000	PRINTING & PUBLISHING	0.00	0.00	0.00	68.00	0.00	0.00	0.00
101-371-934.000	OTHER REPAIRS & MAINT	0.00	0.00	252.50	0.00	0.00	(252.50)	100.00
101-371-979.000	EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 371 - INSPECTION SERVICES		(107,725.00)	(147,725.00)	(88,621.46)	(43,410.78)	1,366.17	(59,103.54)	
Dept 442 - STREET OPERATING								
101-442-705.000	SALARIES SUPERVISION	34,695.00	34,695.00	31,710.83	11,497.78	2,162.38	2,984.17	91.40
101-442-706.000	SALARIES PERMANENT	73,831.00	62,000.00	33,657.36	59,995.16	2,603.48	28,342.64	54.29
101-442-706.100	SALARIES-OVERTIME	15,000.00	15,000.00	6,483.36	7,757.69	298.32	8,516.64	43.22
101-442-707.000	SALARIES PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-442-714.000	MEDICARE	1,371.00	1,371.00	984.96	1,060.15	68.88	386.04	71.84
101-442-715.000	SOCIAL SECURITY TAX	5,861.00	5,861.00	4,211.68	4,532.99	294.42	1,649.32	71.86
101-442-716.000	HEALTH INSURANCE	85,718.00	59,061.00	53,774.10	48,910.83	0.00	5,286.90	91.05
101-442-717.000	LIFE & DISABILITY INSURANCE	7,772.00	7,772.00	4,564.94	3,142.21	0.00	3,207.06	58.74
101-442-718.000	RETIREMENT	20,027.00	6,800.00	11,286.25	12,063.83	1,024.76	(4,486.25)	165.97
101-442-720.000	WORKER'S COMPENSATION INS	14,500.00	14,500.00	12,449.64	18,456.56	0.00	2,050.36	85.86
101-442-721.000	UNEMPLOYMENT COMPENSATION	2,950.00	2,950.00	859.03	1,164.87	188.23	2,090.97	29.12
101-442-723.000	STIPENDS	500.00	500.00	300.00	200.00	0.00	200.00	60.00

PERIOD ENDING 06/30/2020

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GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 06/30/2020	END BALANCE 06/30/2019	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET					
Fund 101 - GENERAL FUND								
101-442-728.000	OFFICE SUPPLIES	375.00	375.00	801.33	202.18	0.00	(426.33)	213.69
101-442-751.000	GASOLINE	2,000.00	2,000.00	699.87	1,421.56	67.41	1,300.13	34.99
101-442-756.000	OPERATING SUPPLIES	7,500.00	7,500.00	7,109.40	5,575.51	266.92	390.60	94.79
101-442-767.000	EQUIPMENT/SMALL TOOLS	5,000.00	5,000.00	7,402.85	6,843.30	335.63	(2,402.85)	148.06
101-442-768.000	UNIFORMS	2,400.00	2,400.00	1,350.61	1,972.38	26.58	1,049.39	56.28
101-442-801.000	EDUCATION & TRAINING	1,000.00	1,000.00	0.00	272.97	0.00	1,000.00	0.00
101-442-818.000	PROFESSIONAL & CONTRACTUAL	6,000.00	6,000.00	10,940.77	7,934.52	3,688.80	(4,940.77)	182.35
101-442-818.120	TREE REMOVALS	0.00	15,000.00	8,250.00	10,650.00	0.00	6,750.00	55.00
101-442-831.000	MEMBERSHIPS & DUES	600.00	600.00	580.49	320.86	0.00	19.51	96.75
101-442-853.000	TELEPHONE	6,200.00	6,200.00	1,000.10	350.00	80.02	5,199.90	16.13
101-442-903.000	PRINTING & PUBLISHING	300.00	300.00	847.84	608.05	0.00	(547.84)	282.61
101-442-913.000	INSURANCE	6,000.00	6,000.00	2,834.46	2,722.50	944.82	3,165.54	47.24
101-442-920.000	UTILITIES	13,000.00	13,000.00	15,228.97	15,763.06	1,285.00	(2,228.97)	117.15
101-442-931.000	BUILDING REPAIR & MAINTENANCE	20,000.00	25,000.00	24,823.42	21,301.20	274.07	176.58	99.29
101-442-932.000	GROUNDS REPAIR & MAINT	14,000.00	14,000.00	14,336.03	16,287.44	4,134.77	(336.03)	102.40
101-442-933.000	EQUIPMENT & MAINTENANCE	3,500.00	3,500.00	5,241.50	6,562.21	0.00	(1,741.50)	149.76
101-442-935.100	STORM SEWER REPAIR & MAINT	6,000.00	30,000.00	875.00	574.00	0.00	29,125.00	2.92
101-442-939.000	VEHICLE REPAIR & MAINTENANCE	12,000.00	12,000.00	14,053.88	15,203.47	436.74	(2,053.88)	117.12
101-442-943.000	EQUIPMENT RENTAL	20,000.00	20,000.00	20,970.73	15,979.03	0.00	(970.73)	104.85
101-442-962.000	MISCELLANEOUS	0.00	0.00	0.00	5.19	0.00	0.00	0.00
101-442-962.200	MISC PROJECT COSTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 442 - STREET OPERATING		(388,100.00)	(380,385.00)	(297,629.40)	(299,331.50)	(18,181.23)	(82,755.60)	
Dept 448 - STREET LIGHTING								
101-448-926.000	STREET LIGHTING	36,000.00	36,000.00	33,402.76	28,337.40	3,650.55	2,597.24	92.79
Net - Dept 448 - STREET LIGHTING		(36,000.00)	(36,000.00)	(33,402.76)	(28,337.40)	(3,650.55)	(2,597.24)	
Dept 523 - SOLID WASTE COLLECTION								
101-523-818.000	PROFESSIONAL & CONTRACTUAL	272,256.00	272,256.00	229,868.60	248,596.40	0.00	42,387.40	84.43
101-523-956.200	REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 523 - SOLID WASTE COLLECTION		(272,256.00)	(272,256.00)	(229,868.60)	(248,596.40)	0.00	(42,387.40)	
Dept 651 - AMBULANCE SERVICE								
101-651-818.000	PROFESSIONAL & CONTRACTUAL	110,817.00	110,817.00	106,056.00	102,967.53	9,013.00	4,761.00	95.70
Net - Dept 651 - AMBULANCE SERVICE		(110,817.00)	(110,817.00)	(106,056.00)	(102,967.53)	(9,013.00)	(4,761.00)	
Dept 721 - PLANNING COMMISSION								
101-721-801.000	EDUCATION & TRAINING	1,200.00	1,200.00	0.00	1,100.00	0.00	1,200.00	0.00
101-721-818.000	PROFESSIONAL & CONTRACTUAL	3,000.00	3,000.00	578.00	1,909.00	0.00	2,422.00	19.27
101-721-831.000	MEMBERSHIPS & DUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-721-903.000	PRINTING & PUBLISHING	200.00	200.00	392.00	286.30	0.00	(192.00)	196.00
101-721-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 721 - PLANNING COMMISSION		(4,400.00)	(4,400.00)	(970.00)	(3,295.30)	0.00	(3,430.00)	

PERIOD ENDING 06/30/2020

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GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 06/30/2020	END BALANCE 06/30/2019	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET					
Fund 101 - GENERAL FUND								
Dept 722 - ZONING BOARD OF APPEALS								
101-722-818.000	PROFESSIONAL & CONTRACTUAL	600.00	600.00	324.00	648.00	0.00	276.00	54.00
101-722-831.000	MEMBERSHIPS & DUES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-722-903.000	PRINTING & PUBLISHING	200.00	700.00	554.00	98.00	0.00	146.00	79.14
101-722-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 722 - ZONING BOARD OF APPEALS		(800.00)	(1,300.00)	(878.00)	(746.00)	0.00	(422.00)	
Dept 872 - OTHER FUNCTIONS								
101-872-807.000	AUDIT	2,000.00	3,000.00	3,000.00	3,000.00	0.00	0.00	100.00
101-872-818.000	PROFESSIONAL & CONTRACTUAL	25,000.00	25,000.00	18,056.00	25,367.46	0.00	6,944.00	72.22
101-872-818.200	ENGINEERING	5,000.00	5,000.00	0.00	4,900.00	0.00	5,000.00	0.00
101-872-854.000	TECH SUPPORT/MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-872-881.000	MISCELLANEOUS PROJECT COST	10,000.00	10,000.00	7,030.47	7,331.77	0.00	2,969.53	70.30
101-872-912.000	FIRE INSURANCE	4,500.00	4,500.00	3,305.97	2,092.77	1,101.99	1,194.03	73.47
101-872-913.000	INSURANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-872-916.000	LIABILITY INSURANCE	8,000.00	8,000.00	4,944.04	3,456.41	1,648.01	3,055.96	61.80
101-872-932.500	AMTRAK PLATFORM MAINT.	200.00	200.00	0.00	3,609.89	0.00	200.00	0.00
101-872-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-872-963.000	BANK FEES	3,500.00	7,500.00	7,702.33	7,580.19	0.00	(202.33)	102.70
Net - Dept 872 - OTHER FUNCTIONS		(58,200.00)	(63,200.00)	(44,038.81)	(57,338.49)	(2,750.00)	(19,161.19)	
Dept 965 - TRANSFERS								
101-965-898.000	TRANSFER TO PARK	30,000.00	30,000.00	110,000.00	50,000.00	50,000.00	(80,000.00)	366.67
101-965-980.000	TRANSFER TO EQUIP PURCHASE	20,000.00	29,000.00	29,000.00	20,000.00	0.00	0.00	100.00
101-965-999.000	TRANSFERS OUT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
101-965-999.130	TRANSFER TO DEBT SERVICE	128,313.00	128,313.00	128,313.00	128,163.00	0.00	0.00	100.00
Net - Dept 965 - TRANSFERS		(178,313.00)	(187,313.00)	(267,313.00)	(198,163.00)	(50,000.00)	80,000.00	
Fund 101 - GENERAL FUND:								
TOTAL REVENUES		3,074,479.00	3,289,203.87	3,248,803.05	3,245,481.11	41,778.76	40,400.82	98.77
TOTAL EXPENDITURES		2,966,002.00	3,144,421.00	2,777,869.56	2,737,243.21	254,282.88	366,551.44	88.34
NET OF REVENUES & EXPENDITURES		108,477.00	144,782.87	470,933.49	508,237.90	(212,504.12)	(326,150.62)	325.27
Fund 105 - PNBALRSB								
Dept 000								
105-000-589.000	CONTRIBUTIONS	0.00	89,300.00	89,299.75	2,400.00	0.00	0.25	100.00
105-000-665.000	INTEREST EARNED	300.00	300.00	851.79	1,750.39	0.00	(551.79)	283.93
105-000-674.000	GRANTS	0.00	0.00	15,000.00	493,455.76	0.00	(15,000.00)	100.00
105-000-698.740	LRSB DISBURSEMENTS	275,000.00	275,000.00	290,673.54	290,954.22	0.00	(15,673.54)	105.70
105-000-807.000	AUDIT	3,920.00	3,920.00	3,920.00	3,920.00	0.00	0.00	100.00
Net - Dept 000		271,380.00	360,680.00	391,905.08	784,640.37	0.00	(31,225.08)	

PERIOD ENDING 06/30/2020

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GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET					
Fund 105 - PNBALRSB								
Dept 442 - STREET OPERATING								
105-442-976.100	N. WHITTAKER ST. REVDEVELOPMEN	0.00	0.00	0.00	68,273.12	0.00	0.00	0.00
Net - Dept 442 - STREET OPERATING		0.00	0.00	0.00	(68,273.12)	0.00	0.00	
Dept 670								
105-670-818.000	PROFESSIONAL & CONTRACTUAL	15,000.00	147,000.00	105,250.00	8,022.25	0.00	41,750.00	71.60
105-670-818.200	ENGINEERING	0.00	58,500.00	47,218.16	55,171.66	7,500.00	11,281.84	80.71
105-670-881.110	CAPITAL PROJECTS	50,000.00	50,000.00	0.00	36,470.79	0.00	50,000.00	0.00
105-670-881.500	BUSINESS IMP DISTRICT PLAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
105-670-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
105-670-970.000	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
105-670-980.000	TRANSFER TO EQUIP PURCHASE	40,000.00	40,000.00	40,000.00	40,000.00	0.00	0.00	100.00
105-670-999.120	TRANSFER TO SEWER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
105-670-999.150	TRANSFER TO DEBT SERVICE (MT)	51,063.00	51,063.00	51,063.00	53,176.00	0.00	0.00	100.00
105-670-999.200	TRANSFER TO MAJOR/LOCAL	0.00	300,000.00	300,000.00	0.00	0.00	0.00	100.00
105-670-999.300	TRANSFER TO GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 670		(156,063.00)	(646,563.00)	(543,531.16)	(192,840.70)	(7,500.00)	(103,031.84)	
Fund 105 - PNBALRSB:								
TOTAL REVENUES		275,300.00	364,600.00	395,825.08	788,560.37	0.00	(31,225.08)	108.56
TOTAL EXPENDITURES		159,983.00	650,483.00	547,451.16	265,033.82	7,500.00	103,031.84	84.16
NET OF REVENUES & EXPENDITURES		115,317.00	(285,883.00)	(151,626.08)	523,526.55	(7,500.00)	(134,256.92)	53.04
Fund 202 - MAJOR STREET FUND								
Dept 000								
202-000-546.000	MOTOR VEHICLE FUND TAX	140,000.00	140,000.00	197,324.62	199,013.74	14,009.25	(57,324.62)	140.95
202-000-566.000	OTHER STATE GRANTS (ACT 207)	0.00	0.00	0.00	26,440.57	0.00	0.00	0.00
202-000-665.000	INTEREST EARNED	600.00	600.00	2,966.31	4,219.95	0.00	(2,366.31)	494.39
202-000-699.100	TRANSFER IN	0.00	300,000.00	300,000.00	0.00	0.00	0.00	100.00
Net - Dept 000		140,600.00	440,600.00	500,290.93	229,674.26	14,009.25	(59,690.93)	
Dept 463 - ROUTINE MAINTENANCE								
202-463-705.000	SALARIES SUPERVISION	3,700.00	3,700.00	1,762.93	2,798.83	432.47	1,937.07	47.65
202-463-706.000	SALARIES PERMANENT	17,000.00	17,000.00	15,742.01	12,395.08	1,518.72	1,257.99	92.60
202-463-714.000	MEDICARE	225.00	225.00	229.52	183.26	26.04	(4.52)	102.01
202-463-715.000	SOCIAL SECURITY TAX	1,000.00	1,000.00	981.15	783.79	111.39	18.85	98.12
202-463-751.000	GASOLINE	6,000.00	6,000.00	4,949.13	7,092.28	455.63	1,050.87	82.49
202-463-756.000	OPERATING SUPPLIES	8,500.00	8,500.00	3,741.89	1,634.60	0.00	4,758.11	44.02
202-463-767.000	EQUIPMENT/SMALL TOOLS	2,500.00	2,500.00	0.00	495.00	0.00	2,500.00	0.00
202-463-818.000	PROFESSIONAL & CONTRACTUAL	10,000.00	10,000.00	8,502.46	7,388.06	2,562.33	1,497.54	85.02
202-463-933.000	EQUIPMENT & MAINTENANCE	6,000.00	6,000.00	2,457.17	17,069.44	0.00	3,542.83	40.95
202-463-939.000	VEHICLE REPAIR & MAINTENANCE	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
202-463-962.100	TOOLS & EQUIP	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00



PERIOD ENDING 06/30/2020

% Fiscal Year Completed: 100.00

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 06/30/2020	END BALANCE 06/30/2019	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BGD USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET					
Fund 203 - LOCAL STREET FUND								
Net - Dept 000		70,100.00	70,100.00	112,897.83	122,700.94	18,208.47	(42,797.83)	
Dept 463 - ROUTINE MAINTENANCE								
203-463-705.000	SALARIES SUPERVISION	3,700.00	3,700.00	1,762.82	1,562.74	432.46	1,937.18	47.64
203-463-706.000	SALARIES PERMANENT	5,000.00	5,000.00	6,746.81	5,536.97	650.90	(1,746.81)	134.94
203-463-714.000	MEDICARE	122.00	122.00	112.52	91.30	14.64	9.48	92.23
203-463-715.000	SOCIAL SECURITY TAX	793.00	793.00	481.34	390.28	62.65	311.66	60.70
203-463-751.000	GASOLINE	1,500.00	1,500.00	989.81	1,533.60	91.11	510.19	65.99
203-463-756.000	OPERATING SUPPLIES	5,000.00	5,000.00	3,992.50	2,409.11	0.00	1,007.50	79.85
203-463-767.000	EQUIPMENT/SMALL TOOLS	1,000.00	1,000.00	0.00	495.00	0.00	1,000.00	0.00
203-463-818.000	PROFESSIONAL & CONTRACTUAL	5,000.00	75,000.00	47,170.00	4,320.00	28,050.00	27,830.00	62.89
203-463-933.000	EQUIPMENT & MAINTENANCE	5,000.00	5,000.00	1,655.62	17,371.21	0.00	3,344.38	33.11
203-463-939.000	VEHICLE REPAIR & MAINTENANCE	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.00
203-463-962.100	TOOLS & EQUIP	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
Net - Dept 463 - ROUTINE MAINTENANCE		(31,615.00)	(101,615.00)	(62,911.42)	(33,710.21)	(29,301.76)	(38,703.58)	
Dept 474 - TRAFFIC SERVICES								
203-474-705.000	SALARIES SUPERVISION	3,700.00	3,700.00	1,763.11	1,562.68	432.55	1,936.89	47.65
203-474-706.000	SALARIES PERMANENT	5,200.00	5,200.00	6,746.30	5,536.93	650.87	(1,546.30)	129.74
203-474-714.000	MEDICARE	200.00	200.00	112.57	91.28	14.66	87.43	56.29
203-474-715.000	SOCIAL SECURITY TAX	750.00	750.00	481.33	390.30	62.64	268.67	64.18
203-474-756.000	OPERATING SUPPLIES	2,000.00	2,000.00	1,343.07	(348.75)	0.00	656.93	67.15
203-474-767.000	EQUIPMENT/SMALL TOOLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
203-474-784.000	OPER SUPP SNOW & ICE	10,000.00	10,000.00	19,301.12	15,656.48	0.00	(9,301.12)	193.01
203-474-818.000	PROFESSIONAL & CONTRACTUAL	0.00	0.00	4,668.24	0.00	4,600.00	(4,668.24)	100.00
203-474-933.000	EQUIPMENT & MAINTENANCE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 474 - TRAFFIC SERVICES		(21,850.00)	(21,850.00)	(34,415.74)	(22,888.92)	(5,760.72)	12,565.74	
Dept 478								
203-478-784.000	OPER SUPP SNOW & ICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 478		0.00	0.00	0.00	0.00	0.00	0.00	
Dept 482 - ADMINISTRATIVE								
203-482-703.000	SALARIES APPOINTED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
203-482-705.000	SALARIES SUPERVISION	2,500.00	2,500.00	2,725.31	2,708.03	220.34	(225.31)	109.01
203-482-714.000	MEDICARE	40.00	40.00	39.56	37.69	3.20	0.44	98.90
203-482-715.000	SOCIAL SECURITY TAX	170.00	170.00	169.00	160.96	13.66	1.00	99.41
203-482-807.000	AUDIT	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	100.00
203-482-962.000	MISCELLANEOUS	0.00	0.00	121.77	174.91	0.00	(121.77)	100.00
203-482-999.130	TRANSFER TO DEBT SERVICE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 482 - ADMINISTRATIVE		(3,710.00)	(3,710.00)	(4,055.64)	(4,081.59)	(237.20)	345.64	
Dept 483 - ENGINEERING								
203-483-818.000	PROFESSIONAL & CONTRACTUAL	10,000.00	25,000.00	5,125.00	6,752.42	0.00	19,875.00	20.50

User: KATE

PERIOD ENDING 06/30/2020

DB: New Buffalo

% Fiscal Year Completed: 100.00

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 06/30/2020	END BALANCE 06/30/2019	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET					
Fund 203 - LOCAL STREET FUND								
Net - Dept 483 - ENGINEERING								
		(10,000.00)	(25,000.00)	(5,125.00)	(6,752.42)	0.00	(19,875.00)	
Fund 203 - LOCAL STREET FUND:								
TOTAL REVENUES		70,100.00	70,100.00	112,897.83	122,700.94	18,208.47	(42,797.83)	161.05
TOTAL EXPENDITURES		67,175.00	152,175.00	106,507.80	67,433.14	35,299.68	45,667.20	69.99
NET OF REVENUES & EXPENDITURES		2,925.00	(82,075.00)	6,390.03	55,267.80	(17,091.21)	(88,465.03)	7.79
Fund 208 - PARK FUND								
Dept 000								
208-000-566.000	GRANT	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00
208-000-587.000	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-000-628.000	SERVICE CHARGE	800.00	800.00	0.00	709.00	0.00	800.00	0.00
208-000-651.100	TRANSIENT MARINA FEES	45,000.00	25,000.00	29,151.86	50,179.04	6,632.12	(4,151.86)	116.61
208-000-652.000	BOAT LAUNCHING FEES	50,000.00	50,000.00	56,272.00	45,453.75	13,964.00	(6,272.00)	112.54
208-000-652.100	BOAT LAUNCH FEES-COMMERCIAL	30,000.00	30,000.00	22,953.00	22,666.00	4,999.00	7,047.00	76.51
208-000-653.000	CONCESSION	12,000.00	12,000.00	6,000.00	8,505.63	3,500.00	6,000.00	50.00
208-000-653.100	VENDING MACHINE REVENUE	0.00	1,000.00	13.00	682.44	0.00	987.00	1.30
208-000-653.200	ICE/MECHANDISE SALES	0.00	0.00	1,412.00	509.78	122.00	(1,412.00)	100.00
208-000-653.300	VENDOR PERCENTAGE OF SALES	0.00	6,500.00	6,386.75	7,251.00	0.00	113.25	98.26
208-000-654.000	BEACH PARKING FEES	255,000.00	255,000.00	208,131.11	249,412.45	1,293.38	46,868.89	81.62
208-000-655.100	PAVILION RENTAL	500.00	500.00	575.00	650.00	0.00	(75.00)	115.00
208-000-657.000	PARKING FINES	0.00	0.00	2,178.46	159.00	50.00	(2,178.46)	100.00
208-000-665.000	INTEREST EARNED	200.00	200.00	587.97	945.69	0.00	(387.97)	293.99
208-000-698.000	MISCELLANEOUS	0.00	0.00	0.00	2,219.25	0.00	0.00	0.00
208-000-699.000	TRANSFER FROM GENERAL	30,000.00	30,000.00	110,000.00	50,000.00	50,000.00	(80,000.00)	366.67
Net - Dept 000		427,000.00	414,500.00	443,661.15	439,343.03	80,560.50	(29,161.15)	
Dept 691 - PARK								
208-691-705.000	SALARIES SUPERVISION	85,796.00	70,983.00	66,624.71	86,050.23	5,312.85	4,358.29	93.86
208-691-706.000	SALARIES PERMANENT	30,297.00	30,297.00	15,504.95	11,480.41	958.62	14,792.05	51.18
208-691-706.100	SALARIES-OVERTIME	5,000.00	2,500.00	162.72	0.00	0.00	2,337.28	6.51
208-691-706.160	SALARIES-BOAT LAUNCH	28,500.00	30,000.00	23,469.53	28,365.35	3,711.43	6,530.47	78.23
208-691-706.200	SALARIES- MARINA	21,000.00	21,000.00	12,348.33	9,620.10	578.50	8,651.67	58.80
208-691-706.300	SALARIES-BEACH	52,000.00	52,000.00	57,449.65	34,690.22	10,943.25	(5,449.65)	110.48
208-691-707.000	SALARIES PART-TIME	11,000.00	11,000.00	0.00	0.00	0.00	11,000.00	0.00
208-691-707.100	PT - LIFEGUARDS	0.00	42,000.00	40,907.71	19,915.04	13,783.82	1,092.29	97.40
208-691-714.000	MEDICARE	3,336.00	3,336.00	3,103.58	2,453.88	508.81	232.42	93.03
208-691-715.000	SOCIAL SECURITY TAX	14,266.00	14,266.00	13,270.24	10,492.52	2,175.48	995.76	93.02
208-691-716.000	HEALTH INSURANCE	12,787.00	12,787.00	7,432.88	6,194.92	0.00	5,354.12	58.13
208-691-717.000	LIFE & DISABILITY INSURANCE	3,556.00	3,556.00	1,669.56	1,224.40	0.00	1,886.44	46.95
208-691-718.000	RETIREMENT	9,288.00	3,648.00	3,647.54	3,415.75	281.71	0.46	99.99
208-691-720.000	WORKER'S COMPENSATION INS	5,000.00	5,000.00	4,228.26	6,291.14	0.00	771.74	84.57
208-691-721.000	UNEMPLOYMENT COMPENSATION	8,989.00	8,989.00	4,283.97	5,789.77	647.48	4,705.03	47.66
208-691-722.000	DRUG TESTING/MEDICAL EXPENSE	2,500.00	2,500.00	490.00	986.00	315.00	2,010.00	19.60
208-691-723.000	STIPENDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-691-728.000	OFFICE SUPPLIES	800.00	800.00	1,481.85	642.41	40.14	(681.85)	185.23
208-691-751.000	GASOLINE	6,000.00	6,000.00	2,282.88	3,026.25	523.02	3,717.12	38.05

PERIOD ENDING 06/30/2020

% Fiscal Year Completed: 100.00

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 06/30/2020	END BALANCE 06/30/2019	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET					
Fund 208 - PARK FUND								
208-691-756.000	OPERATING SUPPLIES	8,000.00	8,000.00	10,527.88	9,582.48	3,492.47	(2,527.88)	131.60
208-691-756.500	MERCHANDISE	0.00	0.00	0.00	1,355.68	0.00	0.00	0.00
208-691-767.000	EQUIPMENT/SMALL TOOLS	6,000.00	6,000.00	5,723.60	5,502.78	515.25	276.40	95.39
208-691-768.000	UNIFORMS	2,000.00	2,000.00	3,224.43	2,197.04	0.00	(1,224.43)	161.22
208-691-801.000	EDUCATION & TRAINING	800.00	800.00	0.00	35.00	0.00	800.00	0.00
208-691-807.000	AUDIT	1,000.00	1,000.00	1,000.00	1,000.00	0.00	0.00	100.00
208-691-818.000	PROFESSIONAL & CONTRACTUAL	25,000.00	40,000.00	39,853.23	44,907.00	6,349.00	146.77	99.63
208-691-818.200	ENGINEERING	2,000.00	2,000.00	0.00	3,450.00	0.00	2,000.00	0.00
208-691-831.000	MEMBERSHIPS & DUES	4,000.00	400.00	0.00	30.00	0.00	400.00	0.00
208-691-853.000	TELEPHONE	4,250.00	4,250.00	2,086.07	1,098.45	435.23	2,163.93	49.08
208-691-854.200	SOFTWARE EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-691-903.000	PRINTING & PUBLISHING	2,500.00	2,500.00	3,096.03	2,469.45	1,168.75	(596.03)	123.84
208-691-912.000	FIRE INSURANCE	3,000.00	3,000.00	1,437.38	909.90	479.13	1,562.62	47.91
208-691-913.000	INSURANCE	3,200.00	3,200.00	2,834.46	1,815.00	944.82	365.54	88.58
208-691-916.000	LIABILITY INSURANCE	8,500.00	8,500.00	5,493.38	3,840.45	1,831.13	3,006.62	64.63
208-691-920.000	UTILITIES	24,925.00	30,000.00	30,177.19	33,740.07	2,537.75	(177.19)	100.59
208-691-931.000	BUILDING REPAIR & MAINTENANCE	8,500.00	8,500.00	28,035.38	11,655.51	1,989.30	(19,535.38)	329.83
208-691-932.000	GROUPS REPAIR & MAINT	8,500.00	8,500.00	37,469.73	13,190.07	25,291.18	(28,969.73)	440.82
208-691-933.000	EQUIPMENT & MAINTENANCE	6,000.00	6,000.00	2,482.06	5,966.31	613.56	3,517.94	41.37
208-691-933.100	EQUIPMENT MAINT--PARKING SYSTE	0.00	2,760.00	2,925.12	2,460.00	0.00	(165.12)	105.98
208-691-933.200	EQUIPMENT LEASES	0.00	10,767.00	11,194.06	0.00	2,167.20	(427.06)	103.97
208-691-939.000	VEHICLE REPAIR & MAINTENANCE	4,500.00	4,500.00	2,902.46	542.06	62.16	1,597.54	64.50
208-691-943.000	EQUIPMENT RENTAL	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00	0.00
208-691-956.200	REFUNDS	225.00	225.00	0.00	187.00	0.00	225.00	0.00
208-691-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-691-963.000	BANK FEES	7,000.00	7,000.00	7,446.49	7,207.07	0.00	(446.49)	106.38
208-691-967.000	MISC PROJECTS	7,500.00	7,500.00	7,779.19	3,229.15	0.00	(279.19)	103.72
208-691-970.000	CAPITAL IMPROVEMENTS	5,000.00	5,000.00	6,000.00	5,582.30	1,800.00	(1,000.00)	120.00
208-691-971.000	CASH SHORT/OVER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
208-691-979.000	EQUIPMENT	5,000.00	5,000.00	66.88	4,832.30	0.00	4,933.12	1.34
208-691-979.200	LIFEGUARD EQUIPMENT	0.00	4,000.00	4,775.61	7,725.21	678.11	(775.61)	119.39
208-691-979.300	LIFEGUARD RECRUITMENT & TRAINI	0.00	1,500.00	1,330.91	2,233.83	398.00	169.09	88.73
208-691-999.500	TRANSFER TO DREDGE FUND	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 691 - PARK		(451,015.00)	(507,064.00)	(476,219.90)	(407,382.50)	(90,533.15)	(30,844.10)	
Fund 208 - PARK FUND:								
TOTAL REVENUES		427,000.00	414,500.00	443,661.15	439,343.03	80,560.50	(29,161.15)	107.04
TOTAL EXPENDITURES		451,015.00	507,064.00	476,219.90	407,382.50	90,533.15	30,844.10	93.92
NET OF REVENUES & EXPENDITURES		(24,015.00)	(92,564.00)	(32,558.75)	31,960.53	(9,972.65)	(60,005.25)	35.17
Fund 209 - PARK IMPROVEMENT FUND								
Dept 000								
209-000-404.000	PROPERTY TAXES	103,000.00	103,000.00	109,079.72	105,429.04	0.00	(6,079.72)	105.90
209-000-445.000	PENALTY & INTEREST	0.00	0.00	248.23	226.91	0.00	(248.23)	100.00
209-000-587.000	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-000-665.000	INTEREST EARNED	100.00	100.00	183.04	685.96	0.00	(83.04)	183.04
209-000-698.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-000-981.300	PARK VEHICLES & EQUIPMENT	0.00	10,000.00	0.00	32,691.89	0.00	10,000.00	0.00

PERIOD ENDING 06/30/2020

% Fiscal Year Completed: 100.00

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	END BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET					
Fund 209 - PARK IMPROVEMENT FUND								
Net - Dept 000		103,100.00	93,100.00	109,510.99	73,650.02	0.00	(16,410.99)	
Dept 691 - PARK								
209-691-999.500	TRANSFER TO DREDGE FUND	36,000.00	36,000.00	35,800.00	36,288.00	0.00	200.00	99.44
Net - Dept 691 - PARK		(36,000.00)	(36,000.00)	(35,800.00)	(36,288.00)	0.00	(200.00)	
Dept 751								
209-751-818.200	ENGINEERING	0.00	0.00	0.00	4,221.75	0.00	0.00	0.00
209-751-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
209-751-974.000	CAPITAL IMPROVEMENTS	0.00	25,000.00	15,350.00	232,736.90	0.00	9,650.00	61.40
Net - Dept 751		0.00	(25,000.00)	(15,350.00)	(236,958.65)	0.00	(9,650.00)	
Fund 209 - PARK IMPROVEMENT FUND:								
TOTAL REVENUES		103,100.00	103,100.00	109,510.99	106,341.91	0.00	(6,410.99)	106.22
TOTAL EXPENDITURES		36,000.00	71,000.00	51,150.00	305,938.54	0.00	19,850.00	72.04
NET OF REVENUES & EXPENDITURES		67,100.00	32,100.00	58,360.99	(199,596.63)	0.00	(26,260.99)	181.81
Fund 225 - DREDGE FUND								
Dept 000								
225-000-566.000	GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
225-000-589.000	CONTRIBUTIONS	36,000.00	9,182.00	9,182.00	36,288.00	0.00	0.00	100.00
225-000-665.000	INTEREST EARNED	250.00	250.00	1,210.02	1,929.85	16.24	(960.02)	484.01
225-000-699.100	TRANSFER IN	35,800.00	35,800.00	35,800.00	36,288.00	0.00	0.00	100.00
Net - Dept 000		72,050.00	45,232.00	46,192.02	74,505.85	16.24	(960.02)	
Dept 806 - HARBOR DREDGING								
225-806-818.000	PROFESSIONAL & CONTRACTUAL	200,000.00	3,000.00	3,410.00	4,590.00	1,336.25	(410.00)	113.67
Net - Dept 806 - HARBOR DREDGING		(200,000.00)	(3,000.00)	(3,410.00)	(4,590.00)	(1,336.25)	410.00	
Fund 225 - DREDGE FUND:								
TOTAL REVENUES		72,050.00	45,232.00	46,192.02	74,505.85	16.24	(960.02)	102.12
TOTAL EXPENDITURES		200,000.00	3,000.00	3,410.00	4,590.00	1,336.25	(410.00)	113.67
NET OF REVENUES & EXPENDITURES		(127,950.00)	42,232.00	42,782.02	69,915.85	(1,320.01)	(550.02)	101.30
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								

PERIOD ENDING 06/30/2020

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\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	END BALANCE	ACTIVITY FOR MONTH	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET					
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY								
Dept 000								
248-000-404.000	PROPERTY TAXES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-405.000	PROPERTY TAXES - COUNTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-445.000	PENALTY & INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-665.000	INTEREST EARNED	0.00	0.00	0.90	2.93	0.01	(0.90)	100.00
248-000-675.000	DONATIONS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-678.000	REIMBURSEMENTS	0.00	0.00	0.00	540.00	0.00	0.00	0.00
248-000-699.100	TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-818.000	PROFESSIONAL & CONTRACTUAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-818.200	ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
248-000-962.000	MISCELLANEOUS	0.00	0.00	0.00	741.77	0.00	0.00	0.00
Net - Dept 000		0.00	0.00	0.90	(198.84)	0.01	(0.90)	
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		0.00	0.00	0.90	542.93	0.01	(0.90)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	741.77	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.90	(198.84)	0.01	(0.90)	100.00
Fund 265 - DRUG LAW ENFORCEMENT FUND								
Dept 000								
265-000-655.000	FORFEITURE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
265-000-665.000	INTEREST EARNED	0.00	0.00	0.10	11.45	0.00	(0.10)	100.00
265-000-678.000	REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
265-000-699.000	TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
265-000-767.000	EQUIPMENT/SMALL TOOLS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
265-000-962.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
265-000-979.000	EQUIPMENT	0.00	0.00	0.00	6,952.05	0.00	0.00	0.00
Net - Dept 000		0.00	0.00	0.10	(6,940.60)	0.00	(0.10)	
Fund 265 - DRUG LAW ENFORCEMENT FUND:								
TOTAL REVENUES		0.00	0.00	0.10	11.45	0.00	(0.10)	100.00
TOTAL EXPENDITURES		0.00	0.00	0.00	6,952.05	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.10	(6,940.60)	0.00	(0.10)	100.00
Fund 266 - CRIMINAL JUSTICE TRAINING (ACT 302)								
Dept 000								
266-000-580.000	STATE REVENUE JUSTICE TRAINING	1,600.00	1,300.00	1,290.24	1,283.78	0.00	9.76	99.25
266-000-665.000	INTEREST EARNED	0.00	0.00	1.50	3.45	0.00	(1.50)	100.00
266-000-699.000	TRANSFER FROM GENERAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
266-000-961.000	CRIMINAL JUSTICE TRAINING	0.00	0.00	451.58	2,443.33	0.00	(451.58)	100.00



PERIOD ENDING 06/30/2020

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GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 06/30/2020	END BALANCE 06/30/2019	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET					
<b>Fund 402 - EQUIPMENT PURCHASE FUND</b>								
Net - Dept 000		80,000.00	80,000.00	110,536.23	121,476.44	0.00	(30,536.23)	
<b>Dept 872 - OTHER FUNCTIONS</b>								
402-872-942.000	EQUIPMENT	5,000.00	5,000.00	0.00	12,356.16	0.00	5,000.00	0.00
Net - Dept 872 - OTHER FUNCTIONS		(5,000.00)	(5,000.00)	0.00	(12,356.16)	0.00	(5,000.00)	
<b>Dept 902 - CAPITAL</b>								
402-902-974.000	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-902-981.000	POLICE VEHICLES&EQUIPMENT	20,466.00	32,437.40	32,437.40	20,465.67	0.00	0.00	100.00
402-902-981.100	FIRE VEHICLES & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-902-981.200	STREET VEHICLES & EQUIPMENT	37,278.00	37,278.00	35,308.34	36,857.40	714.95	1,969.66	94.72
402-902-981.300	PARK VEHICLES & EQUIPMENT	5,720.00	5,720.00	4,885.46	5,719.56	476.63	834.54	85.41
402-902-981.400	WATER VEHICLES & EQUIPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-902-981.500	CITY HALL OFFICE EQUIPMENT	5,000.00	5,000.00	1,035.18	8,784.89	0.00	3,964.82	20.70
402-902-998.000	FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
402-902-999.910	UNDESIGNATED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 902 - CAPITAL		(68,464.00)	(80,435.40)	(73,666.38)	(71,827.52)	(1,191.58)	(6,769.02)	
<b>Fund 402 - EQUIPMENT PURCHASE FUND:</b>								
TOTAL REVENUES		80,000.00	80,000.00	110,536.23	121,476.44	0.00	(30,536.23)	138.17
TOTAL EXPENDITURES		73,464.00	85,435.40	73,666.38	84,183.68	1,191.58	11,769.02	86.22
NET OF REVENUES & EXPENDITURES		6,536.00	(5,435.40)	36,869.85	37,292.76	(1,191.58)	(42,305.25)	678.33
<b>Fund 403 - CAPITAL IMPROV CONSTRUCTION</b>								
<b>Dept 000</b>								
403-000-665.000	INTEREST EARNED	0.00	0.00	2,051.81	6,479.30	6.50	(2,051.81)	100.00
403-000-678.000	REIMBURSEMENTS	0.00	0.00	0.00	4,186.62	0.00	0.00	0.00
403-000-695.100	TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
403-000-698.400	BOND PROCEEDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 000		0.00	0.00	2,051.81	10,665.92	6.50	(2,051.81)	
<b>Dept 903</b>								
403-903-976.000	N. WHITTAKER REDEVELOPMENT	0.00	0.00	0.00	186,315.76	0.00	0.00	0.00
403-903-976.100	STROMER & SHORE PROJECT	0.00	0.00	0.00	40,667.00	0.00	0.00	0.00
403-903-976.200	STREET PAVING PROGRAM	0.00	675,663.00	566,833.82	106,326.26	17,800.00	108,829.18	83.89
403-903-976.300	CLAY STREET RECONSTRUCTION	0.00	0.00	0.00	589,294.74	0.00	0.00	0.00
403-903-998.000	FEES	0.00	0.00	950.00	950.00	500.00	(950.00)	100.00
Net - Dept 903		0.00	(675,663.00)	(567,783.82)	(923,553.76)	(18,300.00)	(107,879.18)	

PERIOD ENDING 06/30/2020

% Fiscal Year Completed: 100.00

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GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 06/30/2020	END BALANCE 06/30/2019	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET					
Fund 403 - CAPITAL IMPROV CONSTRUCTION								
Fund 403 - CAPITAL IMPROV CONSTRUCTION:								
TOTAL REVENUES		0.00	0.00	2,051.81	10,665.92	6.50	(2,051.81)	100.00
TOTAL EXPENDITURES		0.00	675,663.00	567,783.82	923,553.76	18,300.00	107,879.18	84.03
NET OF REVENUES & EXPENDITURES		0.00	(675,663.00)	(565,732.01)	(912,887.84)	(18,293.50)	(109,930.99)	83.73
Fund 590 - SEWER FUND								
Dept 000								
590-000-566.000	GRANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-000-641.000	TAP IN FEES	15,000.00	15,000.00	5,462.43	5,758.09	0.00	9,537.57	36.42
590-000-641.100	TAP BUY INS	35,000.00	35,000.00	28,788.00	8,805.00	0.00	6,212.00	82.25
590-000-641.300	INSPECTION FEES	1,100.00	1,100.00	316.00	474.00	0.00	784.00	28.73
590-000-641.400	CONNECTION FEE	2,200.00	2,200.00	1,400.00	1,750.00	0.00	800.00	63.64
590-000-650.000	USAGE	386,000.00	386,000.00	412,733.23	429,619.68	31,424.35	(26,733.23)	106.93
590-000-650.100	READY TO SERVE	530,000.00	530,000.00	562,893.47	552,645.58	56,101.02	(32,893.47)	106.21
590-000-662.000	PENALTIES	8,500.00	8,500.00	10,285.25	10,070.45	624.55	(1,785.25)	121.00
590-000-665.000	INTEREST EARNED	1,500.00	1,500.00	3,788.53	5,220.46	0.00	(2,288.53)	252.57
590-000-670.000	INCOME FROM JOINT VENTURE	0.00	0.00	0.00	229,464.00	0.00	0.00	0.00
590-000-695.100	TRANSFER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-000-698.000	MISCELLANEOUS	0.00	0.00	1,234.30	(916.65)	0.00	(1,234.30)	100.00
590-000-699.000	TRANSFER IN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 000		979,300.00	979,300.00	1,026,901.21	1,242,890.61	88,149.92	(47,601.21)	
Dept 537 - SEWER								
590-537-705.000	SALARIES SUPERVISION	28,840.00	28,840.00	17,457.65	20,759.54	1,680.71	11,382.35	60.53
590-537-706.000	SALARIES PERMANENT	27,500.00	27,500.00	31,129.17	26,413.83	2,740.91	(3,629.17)	113.20
590-537-706.100	SALARIES-OVERTIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-537-714.000	MEDICARE	750.00	750.00	671.48	622.34	61.12	78.52	89.53
590-537-715.000	SOCIAL SECURITY TAX	3,000.00	3,000.00	2,870.98	2,661.12	261.36	129.02	95.70
590-537-730.000	POSTAGE	1,850.00	1,850.00	1,800.00	1,000.00	0.00	50.00	97.30
590-537-751.000	GASOLINE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-537-756.000	OPERATING SUPPLIES	300.00	300.00	152.09	312.03	152.09	147.91	50.70
590-537-807.000	AUDIT	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00	100.00
590-537-818.000	PROFESSIONAL & CONTRACTUAL	7,500.00	7,500.00	321.48	300.00	235.00	7,178.52	4.29
590-537-818.200	ENGINEERING	10,000.00	75,000.00	49,847.44	750.00	0.00	25,152.56	66.46
590-537-836.000	GALIEN RIVER SANITARY DISTRICT	850,000.00	850,000.00	857,561.20	708,194.29	152,950.80	(7,561.20)	100.89
590-537-836.100	GRSD MAINTENANCE	35,000.00	35,000.00	19,008.75	2,530.36	3,117.50	15,991.25	54.31
590-537-836.300	GRSD - CAPITAL IMPROVEMENT	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
590-537-836.500	GRSD-CONNECTION FEES	4,000.00	4,000.00	1,400.00	1,050.00	350.00	2,600.00	35.00
590-537-916.000	LIABILITY INSURANCE	3,000.00	3,000.00	1,929.34	1,304.05	643.11	1,070.66	64.31
590-537-920.000	UTILITIES	6,500.00	6,500.00	12,265.40	6,302.29	440.86	(5,765.40)	188.70
590-537-933.000	EQUIPMENT & MAINTENANCE	4,000.00	4,000.00	13.71	1,080.00	0.00	3,986.29	0.34
590-537-935.000	SEWER REPAIR & MAINTENANCE	10,000.00	20,000.00	13,047.10	50,757.08	0.00	6,952.90	65.24
590-537-935.200	N. WHITTKER REDEVELOPMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
590-537-937.000	SEWER CONNECTIONS/MAINTENANCE	1,000.00	30,000.00	11,400.00	266.01	0.00	18,600.00	38.00
590-537-943.000	EQUIPMENT RENTAL	400.00	400.00	0.00	0.00	0.00	400.00	0.00
590-537-956.200	REFUNDS	700.00	700.00	0.00	0.00	0.00	700.00	0.00
590-537-962.000	MISCELLANEOUS	0.00	0.00	335.97	481.54	0.00	(335.97)	100.00
590-537-991.000	DEPRECIATION EXPENSE	0.00	0.00	0.00	47,105.31	0.00	0.00	0.00
590-537-995.000	INTERFUND TRANSFERS	26,473.00	26,473.00	13,590.23	26,986.31	0.00	12,882.77	51.34
590-537-995.100	TRANSFER TO DEBT SERVICE 2017	127,699.00	127,699.00	127,699.00	127,549.00	0.00	0.00	100.00

PERIOD ENDING 06/30/2020

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GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 06/30/2020	END BALANCE 06/30/2019	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET					
Fund 590 - SEWER FUND								
590-537-998.000	FEES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 537 - SEWER		(1,152,512.00)	(1,256,512.00)	(1,164,500.99)	(1,028,425.10)	(162,633.46)	(92,011.01)	
Fund 590 - SEWER FUND:								
TOTAL REVENUES		979,300.00	979,300.00	1,026,901.21	1,242,890.61	88,149.92	(47,601.21)	104.86
TOTAL EXPENDITURES		1,152,512.00	1,256,512.00	1,164,500.99	1,028,425.10	162,633.46	92,011.01	92.68
NET OF REVENUES & EXPENDITURES		(173,212.00)	(277,212.00)	(137,599.78)	214,465.51	(74,483.54)	(139,612.22)	49.64
Fund 591 - WATER FUND								
Dept 000								
591-000-626.000	SERVICES RENDERED	4,000.00	4,000.00	125.00	2,919.00	0.00	3,875.00	3.13
591-000-641.000	TAP IN FEES	22,000.00	22,000.00	13,422.07	11,433.06	0.00	8,577.93	61.01
591-000-641.100	TAP BUY INS	10,000.00	10,000.00	7,966.00	5,946.00	0.00	2,034.00	79.66
591-000-641.200	WATER TAP SUPPLY REIM	0.00	0.00	6,122.55	4,386.75	0.00	(6,122.55)	100.00
591-000-648.000	USAGE - CASINO	340,000.00	340,000.00	352,365.65	316,565.20	30,860.50	(12,365.65)	103.64
591-000-649.000	USAGE-TWP	10,000.00	10,000.00	9,761.42	9,421.74	94.12	238.58	97.61
591-000-650.000	USAGE	325,000.00	325,000.00	290,281.79	301,294.11	20,575.74	34,718.21	89.32
591-000-650.100	READY TO SERVE	385,000.00	385,000.00	420,640.83	419,173.50	43,930.90	(35,640.83)	109.26
591-000-650.200	RTS - CASINO	23,000.00	23,000.00	25,334.92	23,386.08	1,948.84	(2,334.92)	110.15
591-000-651.000	ON/OFF FEES	750.00	750.00	3,365.00	3,779.63	570.00	(2,615.00)	448.67
591-000-662.000	PENALTIES	6,500.00	6,500.00	6,733.56	6,481.84	352.97	(233.56)	103.59
591-000-665.000	INTEREST EARNED	5,000.00	5,000.00	17,695.29	29,989.48	0.00	(12,695.29)	353.91
591-000-670.000	RENTAL/LEASE	15,000.00	15,000.00	15,000.00	15,000.00	0.00	0.00	100.00
591-000-680.000	HYDRANT RENTAL	200.00	200.00	130.50	20.50	50.00	69.50	65.25
591-000-698.000	MISCELLANEOUS	0.00	0.00	670.00	(880.19)	0.00	(670.00)	100.00
Net - Dept 000		1,146,450.00	1,146,450.00	1,169,614.58	1,148,916.70	98,383.07	(23,164.58)	
Dept 536 - WATER								
591-536-705.000	SALARIES SUPERVISION	114,769.00	114,769.00	114,153.62	121,117.40	8,771.50	615.38	99.46
591-536-706.000	SALARIES PERMANENT	172,285.00	172,285.00	177,934.52	164,546.22	13,190.61	(5,649.52)	103.28
591-536-706.100	SALARIES-OVERTIME	22,000.00	22,000.00	15,028.92	16,477.58	771.98	6,971.08	68.31
591-536-714.000	MEDICARE	4,481.00	4,481.00	4,262.88	4,034.19	306.11	218.12	95.13
591-536-715.000	SOCIAL SECURITY TAX	19,161.00	19,161.00	18,227.71	17,249.59	1,308.90	933.29	95.13
591-536-716.000	HEALTH INSURANCE	75,000.00	75,000.00	71,333.95	63,187.61	0.00	3,666.05	95.11
591-536-717.000	LIFE & DISABILITY INSURANCE	7,055.00	7,055.00	7,814.52	5,891.50	0.00	(759.52)	110.77
591-536-718.000	RETIREMENT	21,550.00	21,550.00	19,651.37	3,995.71	1,513.34	1,898.63	91.19
591-536-720.000	WORKER'S COMPENSATION INS	6,900.00	6,900.00	7,770.96	11,503.88	0.00	(870.96)	112.62
591-536-721.000	UNEMPLOYMENT COMPENSATION	1,925.00	1,925.00	750.74	1,510.47	0.00	1,174.26	39.00
591-536-723.000	STIPENDS	4,900.00	4,900.00	4,900.00	4,900.00	0.00	0.00	100.00
591-536-728.000	OFFICE SUPPLIES	1,450.00	1,450.00	747.14	369.32	11.66	702.86	51.53
591-536-730.000	POSTAGE	2,700.00	2,700.00	2,095.94	1,056.07	0.00	604.06	77.63
591-536-743.000	CHEMICALS	0.00	0.00	0.00	2,227.70	0.00	0.00	0.00
591-536-751.000	GASOLINE	6,300.00	6,300.00	3,568.04	4,828.83	(73.25)	2,731.96	56.64
591-536-753.000	PROCESS CHEMICALS	23,500.00	23,500.00	11,669.67	15,553.52	1,842.00	11,830.33	49.66
591-536-756.000	OPERATING SUPPLIES	22,000.00	22,000.00	22,840.66	15,653.42	44.12	(840.66)	103.82
591-536-756.100	SUPPLIES - WATER TAPS	7,500.00	7,500.00	5,545.52	5,851.65	0.00	1,954.48	73.94

PERIOD ENDING 06/30/2020

% Fiscal Year Completed: 100.00

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 06/30/2020	END BALANCE 06/30/2019	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET					
Fund 591 - WATER FUND								
591-536-756.200	METER REPLACEMENT	16,500.00	16,500.00	13,108.05	11,404.94	10,485.00	3,391.95	79.44
591-536-756.300	MISC TESTING SUPPLIES&TESTING	7,500.00	7,500.00	4,476.88	7,008.49	348.00	3,023.12	59.69
591-536-756.400	LAB SUPPLIES	21,000.00	21,000.00	13,898.30	15,523.55	2,467.95	7,101.70	66.18
591-536-767.000	EQUIPMENT/SMALL TOOLS	5,000.00	5,000.00	2,870.22	4,065.70	2,310.37	2,129.78	57.40
591-536-768.000	UNIFORMS	1,600.00	1,600.00	850.67	1,006.06	374.75	749.33	53.17
591-536-801.000	EDUCATION & TRAINING	3,600.00	3,600.00	1,951.66	2,377.20	0.00	1,648.34	54.21
591-536-807.000	AUDIT	2,000.00	2,000.00	2,000.00	2,000.00	0.00	0.00	100.00
591-536-818.000	PROFESSIONAL & CONTRACTUAL	27,500.00	27,500.00	12,175.35	29,923.60	3,048.00	15,324.65	44.27
591-536-818.200	ENGINEERING	15,000.00	15,000.00	3,861.02	5,049.66	879.36	11,138.98	25.74
591-536-818.600	CONTRACTUAL-WATER TAPS	7,500.00	7,500.00	9,760.96	1,956.00	0.00	(2,260.96)	130.15
591-536-818.700	SLUDGE REMOVAL	35,000.00	35,000.00	27,483.66	0.00	27,483.66	7,516.34	78.52
591-536-818.800	WATER INTAKE SERVICE	0.00	12,000.00	11,500.00	8,450.00	0.00	500.00	95.83
591-536-819.500	PERMIT FEE	150.00	150.00	226.50	150.00	0.00	(76.50)	151.00
591-536-824.000	LAB CERTIFICATION FEE	4,000.00	4,000.00	4,076.42	1,546.05	0.00	(76.42)	101.91
591-536-831.000	MEMBERSHIPS & DUES	1,500.00	1,500.00	1,444.49	474.87	0.00	55.51	96.30
591-536-853.000	TELEPHONE	10,000.00	10,000.00	9,555.17	10,621.45	767.69	444.83	95.55
591-536-873.000	TRAVEL/MILEAGE REIMB	400.00	400.00	0.00	0.00	0.00	400.00	0.00
591-536-903.000	PRINTING & PUBLISHING	800.00	800.00	664.09	219.92	152.09	135.91	83.01
591-536-912.000	FIRE INSURANCE	13,000.00	13,000.00	9,630.42	6,096.32	3,210.14	3,369.58	74.08
591-536-913.000	INSURANCE	3,000.00	3,000.00	1,700.66	907.46	566.89	1,299.34	56.69
591-536-916.000	LIABILITY INSURANCE	3,500.00	3,500.00	1,831.13	1,280.15	610.38	1,668.87	52.32
591-536-920.000	UTILITIES	48,000.00	48,000.00	49,913.35	49,504.59	4,225.02	(1,913.35)	103.99
591-536-930.000	PLANT REPAIR & MAINTENANCE	4,000.00	4,000.00	440.68	29,113.37	29.15	3,559.32	11.02
591-536-931.000	BUILDING REPAIR & MAINTENANCE	5,000.00	5,000.00	16,388.63	256,702.91	130.35	(11,388.63)	327.77
591-536-933.000	EQUIPMENT & MAINTENANCE	30,000.00	30,000.00	29,650.90	12,339.37	573.22	349.10	98.84
591-536-934.000	OTHER REPAIRS & MAINT	10,000.00	10,000.00	124,700.00	1,823.36	0.00	(114,700.00)	1,247.00
591-536-939.000	VEHICLE REPAIR & MAINTENANCE	6,500.00	6,500.00	1,173.06	2,549.92	0.00	5,326.94	18.05
591-536-943.000	EQUIPMENT RENTAL	250.00	250.00	0.00	0.00	0.00	250.00	0.00
591-536-955.000	CUSTOMER DEPOSIT REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
591-536-956.200	REFUNDS	1,000.00	1,000.00	0.00	(1,420.51)	0.00	1,000.00	0.00
591-536-962.000	MISCELLANEOUS	0.00	0.00	(83.00)	950.00	0.00	83.00	100.00
591-536-963.000	BANK FEES	3,000.00	3,000.00	1,808.58	2,820.51	0.00	1,191.42	60.29
591-536-974.700	PLANT SECURITY EXPENSE	2,500.00	2,500.00	430.00	419.90	0.00	2,070.00	17.20
591-536-979.000	EQUIPMENT	5,000.00	5,000.00	6,257.42	28,421.65	6,617.21	(1,257.42)	125.15
591-536-979.400	WATER METER REPLACEMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
591-536-979.500	HYDRANT REPLACEMENT	7,500.00	7,500.00	1,120.00	4,560.00	0.00	6,380.00	14.93
591-536-987.000	WATER MAIN EXTENSIONS	50,000.00	50,000.00	40,157.29	0.00	1,170.00	9,842.71	80.31
591-536-987.100	WATER MAIN REPLACEMENT--MECHAN	0.00	458,316.00	479,276.02	0.00	20,960.51	(20,960.02)	104.57
591-536-987.200	WATER MAINS N. WHITTAKER PROJE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
591-536-991.000	DEPRECIATION EXPENSE	0.00	0.00	0.00	189,700.96	0.00	0.00	0.00
591-536-991.500	PRINCIPLE	75,000.00	75,000.00	0.00	0.00	0.00	75,000.00	0.00
591-536-991.600	2010 WATER SYS IMPR-INTEREST	24,686.00	24,686.00	24,685.60	26,560.60	0.00	0.40	100.00
591-536-991.700	LIGHTHOUSE CREEK PAYMENT	85,931.00	85,931.00	77,542.06	29,903.55	0.00	8,388.94	90.24
591-536-995.000	INTERFUND TRANSFERS	0.00	0.00	0.00	26,700.00	0.00	0.00	0.00
591-536-995.100	TRANSFER TO DEBT SERVICE 2017	85,338.00	85,338.00	85,338.00	85,238.00	0.00	0.00	100.00
Net - Dept 536 - WATER		(1,135,731.00)	(1,606,047.00)	(1,560,160.40)	(1,315,904.26)	(114,096.71)	(45,886.60)	

PERIOD ENDING 06/30/2020

% Fiscal Year Completed: 100.00

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE 06/30/2020	END BALANCE 06/30/2019	ACTIVITY FOR MONTH 06/30/20	AVAILABLE BALANCE	% BDGT USED
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET					
Fund 591 - WATER FUND								
TOTAL REVENUES		1,146,450.00	1,146,450.00	1,169,614.58	1,148,916.70	98,383.07	(23,164.58)	102.02
TOTAL EXPENDITURES		1,135,731.00	1,606,047.00	1,560,160.40	1,315,904.26	114,096.71	45,886.60	97.14
NET OF REVENUES & EXPENDITURES		10,719.00	(459,597.00)	(390,545.82)	(166,987.56)	(15,713.64)	(69,051.18)	84.98
Fund 599 - WATER MAINT RESERVE FUND								
Dept 000								
599-000-589.100	CONTRIBUTIONS-CASINO	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-000-641.100	TAP BUY INS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-000-665.000	INTEREST EARNED	0.00	0.00	11,577.92	16,735.33	0.00	(11,577.92)	100.00
599-000-678.100	REIMB-COUNTY	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-000-695.200	TRANSFER FROM WATER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-000-698.000	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 000		0.00	0.00	11,577.92	16,735.33	0.00	(11,577.92)	
Dept 539 - WATER RESERVE								
599-539-962.000	MISCELLANEOUS	0.00	0.00	1,242.41	1,645.86	0.00	(1,242.41)	100.00
599-539-970.000	CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-539-987.100	WATER MAIN REPLACEMENT--MECHAN	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-539-989.000	PLANT EXPANSION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-539-991.000	DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
599-539-999.100	TRANSFER TO WATER	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 539 - WATER RESERVE		0.00	0.00	(1,242.41)	(1,645.86)	0.00	1,242.41	
Fund 599 - WATER MAINT RESERVE FUND:								
TOTAL REVENUES		0.00	0.00	11,577.92	16,735.33	0.00	(11,577.92)	100.00
TOTAL EXPENDITURES		0.00	0.00	1,242.41	1,645.86	0.00	(1,242.41)	100.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	10,335.51	15,089.47	0.00	(10,335.51)	100.00
Fund 703 - CURRENT TAX FUND								
Dept 000								
703-000-628.000	SERVICE CHARGE	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
Net - Dept 000		1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	
Fund 703 - CURRENT TAX FUND:								
TOTAL REVENUES		1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00

PERIOD ENDING 06/30/2020

% Fiscal Year Completed: 100.00

\*NOTE: Available Balance / Pct Budget Used does not reflect amounts encumbered.

GL NUMBER	DESCRIPTION	2019-20		YTD BALANCE	END BALANCE	ACTIVITY FOR MONTH	AVAILABLE	% BGD
		ORIGINAL BUDGET	2019-20 AMENDED BUDGET					
Fund 704 - TRUST & AGENCY								
Dept 000								
704-000-665.000	INTEREST EARNED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704-000-671.000	ESCROW	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704-000-671.035	ESCROW - GIERCZYK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704-000-671.036	ESCROW-NB ELECTRIC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704-000-671.037	ESCROW- GIERCZYK	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704-000-671.038	ESCROW-DUNESCAPE @ NB	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704-000-671.039	ESCROW-LAKESHORE FOODS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704-000-671.040	ESCROW-LAKE MICH VIEW TOWNHOME	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704-000-671.041	ESCROW - A REICHERT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704-000-671.042	ESCROW - A REICHERT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704-000-671.043	ESCROW - RUBINKAM	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704-000-671.044	ESCROW-BARTER CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704-000-671.045	ESCROW-REICHERT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704-000-671.046	ESCROW-LAKE MICH VIEW	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 000		0.00	0.00	0.00	0.00	0.00	0.00	
Dept 896 - ESCROW								
704-896-730.000	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704-896-821.000	ENGINEERING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704-896-826.000	LEGAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704-896-827.000	PLANNING CONSULTANT	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704-896-903.000	PRINTING & PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704-896-956.200	REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
704-896-964.100	ESCROW REFUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Net - Dept 896 - ESCROW		0.00	0.00	0.00	0.00	0.00	0.00	
Fund 704 - TRUST & AGENCY:								
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUES - ALL FUNDS		6,763,992.00	7,328,398.87	7,572,314.38	7,944,064.20	341,112.84	(243,915.51)	103.33
TOTAL EXPENDITURES - ALL FUNDS		6,786,955.00	9,296,873.40	8,322,470.24	7,698,263.75	692,764.18	974,403.16	89.52
NET OF REVENUES & EXPENDITURES		(22,963.00)	(1,968,474.53)	(750,155.86)	245,800.45	(351,651.34)	(1,218,318.67)	38.11



MANAGER'S REPORT

July 20, 2020

**AGENDA ITEM:** Final Reading of Ordinance #246 to Amend Section 16-11 of the New Buffalo Code to Clarify Responsibility for Sewer Backups

**SUMMARY:** This Ordinance makes the property owner responsible for all costs associated with sewer blocking, backups and any repairs. Currently there is no mention of the issue in the City's ordinances which leads property owners to believe the City will make any repairs or cover the cost. This ordinance clarifies that responsibility and requires the owners to cover any expense.

**COST:** None

**BUDGETED:** Yes No **NA**

**RECOMMENDATION:** Approve first reading of Ordinance #246 to Amend Section 16-11 of the New Buffalo Code to Clarify Responsibility for Sewer Backups.

Respectfully submitted,

David Richards, City Manager

**CITY OF NEW BUFFALO  
BERRIEN COUNTY, MICHIGAN**

**ORDINANCE NO. 246**

**AN ORDINANCE TO AMEND SECTION 16-11 OF THE NEW BUFFALO  
CITY CODE TO CLARIFY RESPONSIBILITY FOR DAMAGE CAUSED  
BY BACKUPS IN BUILDING SEWERS**

The City of New Buffalo ordains:

Section 1. Amendment. Section 16-11 of the New Buffalo City Code is amended to read as follows:

**Sec. 16-11. Building sewers and connections**

- A. No unauthorized and unlicensed person shall uncover, make any connections with or opening into, use, alter, or disturb any public sewer or appurtenance thereof without first obtaining a written permit from the District.
- B. There shall be two classes of building sewer permits: (1) For residential and commercial service, and (2) For service to establishments producing industrial wastes. In either case the owner or their agent shall make application on a special form furnished by the City. The permit application will be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the Superintendent. A permit and inspection fee for an industrial building sewer permit shall be paid to the City Treasurer at the time the application is filed.
- C. All costs and expense incident to the installation and connection of the building sewer shall be borne by the owner of the property on which the building is located. Further, such owner shall be fully responsible for and pay all costs incurred if any portion of the building sewer, building drain, or any related fixtures under the control of the owner become plugged, blocked, or backed up. The owner shall be responsible for paying all costs to correct any overflow, backup, or damage in such fixtures and shall ~~The owner shall indemnify the City from any loss or damage that may directly or indirectly be occasioned by their installation, connection, maintenance, or operation, of the building sewer.~~
- D. A separate and independent building sewer shall be provided for every building; except where a building stands at the rear of another on an interior lot and no private sewer is available or can be constructed to the rear building through an adjoining alley, court, yard, or driveway, the building sewer from the front building may be extended to the rear building and the whole considered as one building sewer.
- E. Old building sewers may be used in connection with new buildings only when they are found, upon examination and test by the Superintendent, to meet all requirements of this chapter.
- F. The size, slope, alignment, materials of construction of a building sewer, and the methods to be used in excavation, placing of the pipe, jointing, testing, and backfilling the trench, shall all conform to the requirements of the building and plumbing code or applicable rules and regulations of the City. In the absence of code provisions or in amplification

thereof, the materials and procedures set forth in appropriate specifications of the ASTM and WPCF Manual of Practice No. 9 shall apply.

- G. Whenever possible, the building sewer shall be brought to the building at an elevation below the basement floor. In all buildings in which any building drain is too low to permit gravity flow to the public sewer, sewage carried by such building drain shall be lifted by an approved means and discharged to the building sewer.
- H. No person shall make connection of roof downspouts, exterior foundation drains, areaway drains, or other sources of surface runoff or ground water to a building sewer of building drain which in turn is connected directly or indirectly to a public sanitary sewer.
- I. The connection of the building sewer into the public sewer shall conform to the requirements of the building and plumbing code or other applicable rules and regulations of the City, or the procedures set forth in appropriate specifications of the ASTM and WPCF Manual of Practice No. 9. All such connections shall be made gas-tight and watertight. Any deviation from the prescribed procedures and materials must be approved by the District before installation.
- J. The applicant for the building sewer permit shall notify the District when the building sewer is ready for inspection and connection to the public sewer. The connection shall be made under the supervision of the Superintendent or his/her representative.
- K. All excavations for building sewer installation shall be adequately guarded with barricades and lights so as to protect the public from hazard. Streets, sidewalks, parkways, and other public property disturbed in the course of the work shall be restored in a manner satisfactory to the Superintendent.

Section 2. Publication and Effective Date. The City Clerk shall cause this ordinance to be published in a newspaper of general circulation in the City, and the ordinance shall be effective 20 days after enactment or upon publication, whichever is later.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**CERTIFICATION**

This is a true and complete copy of Ordinance No. \_\_\_\_\_ adopted at a regular meeting of the New Buffalo City Council held on \_\_\_\_\_, 2020.

\_\_\_\_\_  
Lou O'Donnell IV, Mayor

\_\_\_\_\_  
Anne M. Fidler, City Clerk



## MANAGER'S REPORT

July 20, 2020

### **AGENDA ITEM:** Update on Contract for Marquette Drive Repairs

**SUMMARY:** At its last meeting, the City Council directed staff and the City Attorney to send a proposed special-assessment contract to all property owners along the private portion of Marquette Drive, which has fallen into disrepair. The contract provided a mechanism for the City to perform the needed repaving work, with the cost of the project being reimbursed by the owners through special-assessment installment payments.

In order to take effect, the owners of at least 28 of the 38 parcels fronting the road segment needed to return signed copies of the agreement by the end of the day on Thursday, July 16. This threshold was not met. Rather, signatures were returned for only nine of the parcels.

Pursuant to section 1 of the contract, the owners along Marquette Drive or other interested parties now have until Friday, July 24, to cover the current shortfall in pledged project funds, which is \$66,237.00. If no pledge is made to cover the shortfall, the contract does not take effect, and the project cannot go forward.

**Budgeted:** N/A

**Recommendation:** No action needed.

Respectfully submitted,

David Richards, City Manager



## MANAGER'S REPORT

July 20, 2020

**AGENDA ITEM:** Resolution 20.23 - Safe Built Inspection Agreement and Fee Schedule

**SUMMARY:** In May of 2019 the City Council approved engaging the services of Safebuilt for building construction inspection services. The City's attorney prepared the agreement which extends 4 more years. The fee structure is part of the agreement and at the time was lower than those being charged by the building department and the City paid almost \$20,000 a year to the former inspector.

Safebuilt is now proposing an amendment to their fee schedule. The Service Fee Schedule is identical to what is being paid now with the exception of the Inspection Services which has increased by 5%. The Building Permit fee structure is identical to the fees charged by the State of Michigan and is competitive with local communities. The fees suggested are not the highest nor the lowest in the area and a comparison for building permits is provided to demonstrate examples of different sized construction. In addition, the administration would like to add another 5% on top of the fees collected bringing the total to 15% in an effort to cover the costs of hosting the Safebuilt staff.

City staff has worked well with Safebuilt "in house" and at the corporate level. Their services have been effective, professional and timely and we look forward to a continued working relationship with Safebuilt for the foreseeable future. Safebuilt will be available to answer any questions.

**COST:** As noted

**BUDGETED:** Yes No NA

**RECOMMENDATION:** Approve Resolution 20.23 endorsing the Inspection Agreement with Safebuilt and confirming the Fee Schedule with an administrative fee of 10% and an additional 5%.

Respectfully submitted,

David Richards, City Manager



CITY OF NEW BUFFALO  
RESOLUTION 20.23

AMENEDMENT #2 TO THE SAFEbuilt MICHIGAN, LLC INSPECTION AGREEMENT AND FEE SCHEDULE

WHEREAS, the City of New Buffalo contracts with SAFEbuilt Michigan, LLC for Building Official Services; Building, Electrical, Plumbing and Mechanical Inspection Services and Plan Review as set forth in the Agreement of August 24, 2018; and

WHEREAS, SAFEbuilt Michigan has proposed an amendment to the Services Fee Schedule more consistent with the fees charged by the State of Michigan; and

WHEREAS, it is also the City's desire to approve Amendment #2 and the fee schedule included therein; now

THEREFORE, BE IT RESOLVED, the City Council hereby approves Amendment #2 to the professional services agreement and the attached fee schedule between SAFEbuilt Michigan, LLC and the City of New Buffalo; and

BE IT FURTHER RESOLVED, that the policy hereto shall be the policy as established for the City of New Buffalo; and all other policies to the extent of such conflict are hereby repealed.

Dated: July 20, 2020

AYES:  
NAYS:  
ABSTAIN:  
ABSENT:

RESOLUTION DECLARED: ADOPTED

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Ann M. Fidler  
City Clerk

CERTIFICATE

I, Ann M. Fidler, the duly appointed clerk, does hereby certify that the above is a true and correct copy of a resolution passed and approved by the City Council of the City of New Buffalo, on the 20<sup>th</sup> day of July, 2020.

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Ann M. Fidler, City Clerk

**AMENDMENT TWO  
PROFESSIONAL SERVICES AGREEMENT  
BETWEEN CITY OF NEW BUFFALO, MICHIGAN  
AND SAFEbuilt MICHIGAN, LLC**

This Amendment is entered into to amend the Professional Services Agreement previously entered into by and between City of New Buffalo, Michigan, (Municipality) and SAFEbuilt Michigan, LLC, a whole subsidiary of SAFEbuilt, LLC, (Consultant) on August 24, 2018. Municipality and the Consultant shall be jointly referred to as the “Parties”.

**Amendment Effective Date:** This Amendment shall be effective on the latest date fully executed by both Parties.

**RECITALS AND REPRESENTATIONS**

Municipality and Consultant entered into a Professional Services Agreement (Agreement), by which both Parties established the terms and conditions for service delivery for an initial period of August 24, 2018 through August 23, 2023; and

On May 21, 2019, Municipality and Consultant instituted Amendment One to the Agreement to add additional services; and

Parties hereto now desire to amend the Agreement as set forth herein; and

**NOW, THEREFORE**

Agreement is hereby amended as set forth below; and

1. Agreement, Exhibit A, Section 4. Fee Schedule shall read in its entirety as follows:

4. FEE SCHEDULE

- ✓ Municipality will promptly notify Consultant of any revisions or amendments to Municipal Fee Schedule
- ✓ Municipality will periodically review its Municipal Fee Schedule and valuation tables and make adjustment to reflect increases in the cost incurred by Consultant in providing Services
- ✓ Beginning January 01, 2021 and annually thereafter, any fee listed below that is based on a “per hour” rate shall be increased based upon the annual increase in the Department of Labor, Bureau of Labor Statistics or successor thereof, Consumer Price Index (United States City Average, All Items (CPI-U), Not Seasonally adjusted, All Urban Consumers, referred to herein as the “CPI”) for the Municipality or, if not reported for the Municipality the CPI for cities of a similar size within the applicable region from the previous calendar year, such increase, however, not to exceed 4% per annum. The increase will become effective upon publication of the applicable CPI data. If the index decreases, the rates listed shall remain unchanged.
- ✓ Consultant fees for Services provided pursuant to this Agreement will be as follows:

<b>Service Fee Schedule:</b>	
Inspection Services	90% of Municipal Permit Fee as established by ordinance or resolution
Inspections for permits issued prior to August 24, 2018	\$73.00 per inspection
Plan Review Services – Residential & Commercial • Excludes engineer review fees	90% of Municipal Plan Check Fee as established by ordinance or resolution
Structural Engineering Plan Review	\$150.00 per hour – one (1) hour minimum
Building Official Services	Included in percentage of fees above
Administrative/Permit Technician Services	Included in percentage of fee above
Rental Program Administration/Inspection • Municipality and Consultant agree to re-evaluate and adjust Consultant fee percentage annually to reflect increases in the cost incurred by Consultant for providing services	<ul style="list-style-type: none"> <li>• Front end building of program - \$70.00 per hour – one (1) hour minimum</li> <li>• Administration/Inspections – 90% of Rental Registration Fee Schedule as established by ordinance or resolution</li> </ul>

**All other provisions of the original Agreement shall remain in effect, to the extent not modified by Amendment One.**

IN WITNESS HEREOF, the undersigned have caused this Amendment to be executed in their respective names on the dates hereinafter enumerated.

\_\_\_\_\_  
Thomas P. Wilkas, CFO  
SAFEbuilt Michigan, LLC

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature  
City of New Buffalo, Michigan

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name & Title

Building Permit Pricing Examples	Current Pricing (per inspection)	Proposed Pricing (valuation based)	Chikaming Twp (valuation based)
<b>1500 Sq Ft Home</b>			
6 inspections @75.00	\$450.00		
Plan review	\$63.00	included	
10% added (current)	\$51.30	n/a	
Total	<b>\$564.30</b>	<b>\$579.00</b>	\$973.00
5% added (proposed)	n/a	<b>\$28.95</b>	
City retains	<b>\$51.30</b>	<b>\$86.85</b>	
<b>3000 Sq Ft Home</b>			
7 inspections @ 75.00	\$525.00		
Plan review	\$108.00	included	
10% added (current)	\$63.30	n/a	
Total	<b>\$696.30</b>	<b>\$923.00</b>	\$1,618.00
5% added (proposed)	n/a	<b>\$46.15</b>	
City retains	<b>\$63.30</b>	<b>\$138.45</b>	
<b>6000 Sq Ft Home</b>			
8 inspections @ 75.00	\$600.00		
Plan review	\$360.00	included	
10% added (current)	\$96.00	n/a	
Total	<b>\$1,056.00</b>	<b>\$1,796.00</b>	\$3,156.00
5% added (proposed)	n/a	<b>\$89.80</b>	
City retains	<b>\$96.00</b>	<b>\$269.40</b>	

- \* The proposed fees are identical to the current State of Michigan fees.
- \* Chikaming Twp shown for neighboring community comparison purposes only.
- \* This fee increase will complete the phased approach that was discussed originally when SAFEbuilt began discussions with the City.
- \* If approved, this will closer align the City's fees with statewide fee schedules.
- \* There will be a 90/10 split of the new fees (shown in green) plus the City will add 5% to the permit fee (shown in blue)

**SAFE BUILT**  
**VALUATION-BASED PERMIT AND**  
**INSPECTION FEE SCHEDULE**

ESTABLISHED UNDER THE STILLE-DEROSSETT-HALE STATE CONSTRUCTION  
 CODE ACT, 1972 PA 230, MCL 125.1501 ET SEQ.

**BUILDING PERMIT FEE SCHEDULE**

The total cost of improvement is based on the SAFEbuilt Square Foot Construction Cost Table. Plan review fees for use groups R-3 and R-4 only are included in this computation. Premanufactured unit fees are based upon 50% of the normal on-site construction permit fee. The first \$100.00 of an application fee is non-refundable.

to \$1,000 (includes one inspection only) .....	\$75.00
\$1,000 to \$10,000 .....	75.00 plus \$10 per \$1,000 over \$1,000
\$10,001 to \$100,000. ....	\$165.00 plus \$3 per \$1,000 over \$10,000
\$100,000 to \$500,000 .....	\$435.00 plus \$2 per \$1,000 over \$100,000
\$500,000 plus. ....	\$1,235.00 plus \$3 per \$1,000 over \$500,000

All work not involving a square foot computation:

Plan review and administration base fee..... \$100.00  
 plus \$100.00 for each inspection

Additional Inspection..... \$100.00

Special Inspection (pertaining to sale of building) .....\$100.00

Demolition:

Plan review and administration base fee..... \$100.00  
 plus \$0.07 per square foot of demolition (per floor/story)

Certificate of Occupancy .....\$50.00  
 (Required for all building permits except demolition permits)

**SAFE BUILT**  
**VALUATION-BASED PLAN REVIEW**  
**FEE SCHEDULE**

ESTABLISHED UNDER THE STILLE-DEROSSETT-HALE STATE CONSTRUCTION  
 CODE ACT, 1972 PA 230, MCL 125.1501 ET SEQ.

PLAN REVIEW FEE

<u>BUILDING VALUATION*</u>	<u>FEE</u>
\$0-\$500,000 .....	0.0013 of building valuation but not less than \$125.00
Over \$500,000 .....	\$650.00 plus 0.0003 of building valuation over \$500,000

\*Based on SAFE BUILT'S square foot construction cost table. (See Attached) The first \$125.00 of an application is non-refundable.

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Mechanical, Plumbing, Electrical (each code).....	25% of Building Code Review Fee
Review of Alterations, Remodeling & Submissions Where NO SQUARE FOOTAGE CALCULATIONS are available.....	\$125.00 Per Hour - 1 Hour Minimum
Consulting Services.....	\$125.00 Per Hour - 1 Hour Minimum

## SAFE BUILT

### SQUARE FOOT CONSTRUCTION COST TABLE

To be used with the SAFEbuilt Valuation-Based Building Permit and Plan Review Fee Schedules for computation of the "Total Cost of Improvement". The table below outlines the base cost per square foot for any given Use Group/Type of Construction combination. Unfinished basements must be computed separately at 20% of table cost. These figures are not intended to reflect actual cost of construction but are only used as a basis for determination of fees related to services rendered for projects.

USE GROUP	(2015 Michigan Building Code)	TYPE OF CONSTRUCTION								
		IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1	Assembly, theaters, with or without stage	176.44	169.93	165.20	157.56	146.98	142.20	151.76	132.98	127.07
A-2	Assembly, nightclubs, restaurants, bars, banquet halls	151.03	146.72	141.70	136.83	127.57	124.97	131.74	115.44	113.02
A-3	Assembly, religious worship buildings, general, community halls, libraries, museums	178.16	171.65	166.92	159.28	148.82	144.24	153.47	134.83	128.91
A-4	Assembly, arenas	175.54	169.03	163.40	156.66	145.18	141.50	150.86	131.18	126.17
A-5	Assembly, bleachers, grandstands, stadiums	156.59	150.08	144.45	137.72	125.75	122.53	131.91	112.21	107.20
B	Business	155.28	149.60	144.52	137.45	124.67	120.03	131.78	109.55	104.34
E	Educational	163.53	157.90	153.20	146.21	136.19	128.91	141.11	118.49	114.47
F-1	Factory and industrial, moderate hazard	92.97	88.61	83.30	80.08	71.35	68.29	76.52	58.88	55.23
F-2	Factory and industrial, low hazard	92.07	87.71	83.30	79.18	71.35	67.39	75.62	58.88	54.33
H-1	High Hazard, explosives	87.11	82.75	78.34	74.22	66.57	62.61	70.66	54.10	N.P.
H234	High Hazard	87.11	82.75	78.34	74.22	66.57	62.61	70.66	54.10	49.55
H-5	HPM	155.28	149.60	144.52	137.45	124.67	120.03	131.78	109.55	104.34
I-1	Institutional, supervised environment	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95
I-2	Institutional, hospitals, nursing homes	263.67	257.99	252.91	245.84	232.14	N.P.	240.17	217.03	N.P.
I-3	Institutional, restrained	176.87	171.19	166.11	159.04	147.61	142.08	153.37	132.50	125.48
I-4	Institutional, day care facilities	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95
M	Mercantile	113.22	108.91	103.89	99.02	90.41	87.80	93.93	78.28	75.86
R-1	Residential, hotels and motels	155.54	150.13	145.97	139.70	128.56	125.20	136.34	115.49	111.44
R-2	Residential, multiple family including dormitories, convents, monasteries	130.40	124.99	120.83	114.56	104.04	100.68	111.82	90.97	86.92
R-3	Residential, one- and two-family	122.74	119.39	116.36	113.47	108.94	106.23	109.87	101.79	95.34
R-4	Residential, care/assisted living facilities	154.20	148.79	144.63	138.36	127.07	123.71	134.85	114.01	109.95
S-1	Storage, moderate hazard	86.21	81.85	76.54	73.32	64.77	61.71	69.76	52.30	48.65
S-2	Storage, low hazard	85.31	80.95	76.54	72.42	64.77	60.81	68.86	52.30	47.75
U	Utility, miscellaneous	64.61	61.02	57.11	53.93	48.40	45.26	51.34	37.85	35.85

# Mechanical Permit Application SAFEbuilt

107 S. Capital Ave. – P.O. Box 190  
Athens, MI 49011

Phone: (269) 729-9244 Fax: (269) 729-9254

Email: [athensmi@safebuilt.com](mailto:athensmi@safebuilt.com)

Inspection Scheduling: 877-721-9266

Permit # \_\_\_\_\_

Fee \_\_\_\_\_

Method of Pay \_\_\_\_\_

Receipt # \_\_\_\_\_

Authority: 1972 PA 230 Penalty: Failure to provide information may result in denial of your request.	<b>Make check or money order payable to the Municipality</b>
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### I. Project or Facility Information

NAME OF OWNER/AGENT		HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
STREET ADDRESS AND JOB LOCATION (Street Number and Name)	CITY	ZIP CODE	COUNTY
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED			
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township OF:			

### II. Applicant Information

INDICATE APPLICANT <input type="checkbox"/> Licensee <input type="checkbox"/> Owner	NAME OF APPLICANT	COMPANY NAME	LICENSE NUMBER	EXPIRATION DATE
ADDRESS (Street Number and Name)		CITY	STATE	ZIP CODE
TELEPHONE NUMBER (include Area Code)		E-MAIL ADDRESS		
FEDERAL EMPLOYER ID NUMBER (or reason for exemption)				
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)		UIA NUMBER (or reason for exemption)		

### III. Type of Job

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Commercial
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> Residential
		<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	

### IV. Plan Review Information

**Plans must be submitted except as listed below.**

**Plans are not required** for the following:

- One-and two-family dwellings when the total building heating/cooling system input rating is 375,000 Btu's or less.
- Alterations and repair work determined by the mechanical official to be of a minor nature.
- Business, mercantile, and storage buildings having HVAC equipment only, with one fire area and not more than 3,500 square feet.
- Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work being performed is described above, check box below "Plans Not Required."

What is the building size in square footage? \_\_\_\_\_

What is the input rating of the heating system in this building? \_\_\_\_\_

**Plans are required** for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

Plans Not Required

### V. Applicant Signature

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

SIGNATURE OF APPLICANT	DATE
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VII. Fee Schedule – enter the number of items being installed, multiply by the unit price for the total fee.

**Item #2, Residential Heating System:** This item is used for the installation of a heating system in a **new residential structure**. Items #10 Gas Piping and #18 Duct need not be added. Replacement systems should be itemized.

	Fee	# of Items	Total
1. Application Fee (non-refundable)	\$75.00	1	\$75.00
2. Residential Heating System (includes duct & pipe) New Building Only*	\$50.00		
3. Gas/Oil Burning Equipment (furnace, roof top units, generators)	\$30.00		
4. Boiler	\$30.00		
5. Water Heater (gas piping & venting-direct replacement only)	\$5.00		
6. Damper (control, back-draft, barometric or fire/smoke)	\$5.00		
7. Solid Fuel Equipment (includes chimney)	\$30.00		
8. Chimney, factory built (installed separately), B Vent, PVC Venting	\$25.00		
37. Gas Burning Fireplace	\$30.00		
9. Solar; set of 3 panels-fluid transfer (includes piping)	\$20.00		
10. Gas Piping; each opening-new install (residential)	\$5.00		
11. Air Conditioning (incl. split systems) RTU-Cooling Only	\$30.00		
12. Heat Pumps (split systems) or Geothermal (complete residential)	\$30.00		
13. Dryer, Bath & Kitchen Exhaust (residential ducting not included)	\$5.00		
16. Humidifiers/Air Cleaners	\$10.00		
<b>Tanks</b>			
14. Aboveground (other than L.P.)	\$20.00		
38. Aboveground Connection	\$20.00		
15. Underground (other than L.P.)	\$25.00		
39. Underground Connection	\$25.00		
<b>Piping (ALL piping-minimum fee \$25.00)</b>			
17. Fuel Gas Piping	\$.05 /ft		
40. Process Piping	\$.05 /ft		
41. Hydronic Piping	\$.05 /ft		
42. Refrigeration Piping	\$.05 /ft		
46. Commercial Air Conditioning Piping	\$.05 /ft		

	Fee	# of Items	Total
43. Exhausters (commercial)	\$15.00		
18. Duct - minimum fee \$25.00	\$.10 /ft		
19. Heat Pumps; Commercial (pipe not included)	\$20.00		
<b>Air Handlers/Heat Wheels</b>			
20. Under 10,000 CFM	\$20.00		
21. Over 10,000 CFM	\$60.00		
22. Commercial Hoods	\$15.00		
23. Heat Recovery Units	\$10.00		
24. V.A.V. Boxes (all variable volume or zone damper equipment)	\$10.00		
25. Unit Ventilators/PTAC Units	\$10.00		
26. Unit Heaters (terminal units)	\$15.00		
27. Fire Suppression/Protection (includes piping)-minimum fee \$20.00	\$.75 / head		
28. Coils (Heat/Cool)	\$30.00		
29. Refrigeration (split system)	\$30.00		
<b>Chiller/Cooling Towers</b>			
30. Chiller-Refrigeration	\$30.00		
44. Chiller-Air Conditioning	\$30.00		
31. Cooling Towers-Refrigeration	\$30.00		
45. Cooling Towers-Air Conditioning	\$30.00		
32. Compressor/Condenser	\$30.00		
<b>Inspections</b>			
33. Special/Safety Inspection	\$75.00		
34. Rough/Additional Inspection	\$75.00		
35. Final Inspection	\$75.00	1	\$75.00
36. Underground	\$75.00		

**Total Fee** (Must Include the \$75 non-refundable application and \$75 final inspection fees)

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## Make checks payable to the Municipality

**General:** Mechanical work shall not be started until the application for permit has been filed with SAFEbuilt. All installations shall be in conformance with the Michigan Mechanical Code. No work shall be concealed until it has been inspected.

**Expiration of Permit:** A permit remains valid as long as work is progressing, and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. CANCELLED OR TERMINATED APPLICATIONS AND PERMITS ARE SUBJECT TO A \$75.00 ADMINISTRATIVE FEE AS WELL AS THE AFOREMENTIONED NON-REFUNDABLE APPLICATION FEE.**

**HOMEOWNER AFFIDAVIT:** I hereby certify, by signing the first page of this application, that the work described on this permit application shall be installed by myself in my own home which I am living in or about to occupy upon completion of the work and that all work shall be installed in accordance with the Michigan Mechanical Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Mechanical Inspector. I will cooperate with the Mechanical Inspector and assume the responsibility to arrange for necessary inspections.

**REINSPECTIONS: \$75.00  
PAYABLE PRIOR TO  
SCHEDULING THE  
REINSPECTION**

# Plumbing Permit Application SAFEbuilt

107 S. Capital Ave. – P.O. Box 190  
Athens, MI 49011

Phone: (269) 729-9244 Fax: (269) 729-9254

Email: [athensmi@safebuilt.com](mailto:athensmi@safebuilt.com)

Inspection Scheduling: 877-721-9266

Permit # \_\_\_\_\_

Fee \_\_\_\_\_

Method of Pay \_\_\_\_\_

Receipt # \_\_\_\_\_

Authority: 1972 PA 230 Penalty: Failure to provide information may result in denial of your request.	<b>Make check payable to the Municipality</b>
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### I. Project or Facility Information

NAME OF OWNER/AGENT		HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT?	
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Not required	
STREET ADDRESS AND JOB LOCATION (Street Number and Name)	CITY	ZIP CODE	COUNTY
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED			
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township OF:			

### II. Applicant Information

INDICATE APPLICANT	NAME OF APPLICANT	CONTRACTOR LICENSE NUMBER	EXPIRATION DATE
<input type="checkbox"/> Licensee			
<input type="checkbox"/> Owner		MASTER LICENSE NUMBER	EXPIRATION DATE
ADDRESS (Street Number and Name)	CITY	STATE	ZIP CODE
E-MAIL ADDRESS			
TELEPHONE NUMBER (Include Area Code)		FEDERAL EMPLOYER ID NUMBER (or reason for exemption)	
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)		UIA NUMBER (or reason for exemption)	

### III. Type of Job

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Sewer Only	<input type="checkbox"/> Water Service Only	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> Commercial
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> Residential	

### IV. Plan Review Information

Plans must be submitted except as listed below.

Plans are not required for the following:

1. One-and two-family dwelling containing not more than 3,500 square feet of building area.
2. Alterations and repair work determined by the plumbing official to be of a minor nature.
3. Buildings with a required plumbing fixture count less than 12.
4. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work being performed is described above, check box below "Plans Not Required."

**Plans are required** for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

Plans Not Required

### V. Applicant Signature

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of Section 23a are subjected to civil fines.	
SIGNATURE OF APPLICANT	DATE

**VII. Fee Schedule** - enter the number of items being installed, multiply by the unit price for total fee.

**Item #2, Mobile Home Unit Site:** WHEN setting a mobile home in a park, or a mobile or modular home on private property, a permit should include the application fee, a sewer or building drain, a water service or water distribution pipe and a final inspection.

**Item #3, Fixtures, Floor Drains, Special Drains and Water Connected Appliances Include:**

Water Closets	Sink (any description)	Slop Sink	Drinking Fountain	Floor Drain	Water Outlet or Connection to any Make-up Water Tank
Bathtub	Emergency Eye Wash	Bidet	Condensate Drain	Roof Drain	Water Outlet or Connection to Heating System
Lavatories	Emergency Shower	Cuspidor	Washing Machine	Grease Trap	Water Outlet or Connection to Filters
Shower Stall	Garbage Grinder	Dishwasher	Acid Waste Drain	Starch Trap	Connection to Sprinkler System (Irrigation)
Laundry Tray	Water Outlet Cooler	Refrigerator	Embalmng Table	Plaster Trap	Water Connected Sterilizer
Urinal	Ice Making Machine		Bed Pan Washer	Water Softener	Water Connected Dental Chair
Autopsy	Water Connected Still		Oil Separator	Sand Trap	Water Connection to Carbonated Beverage Dispensers

**Plus Any Other Fixture, Drain or Water Connected Appliance Not Specifically Listed**

**Item #25, Domestic Water Treatment and Filtering Equipment:** A license is not required for the installation of domestic water treatment and filtering equipment that requires modification to an existing cold water distribution supply and associated water piping in buildings if a permit is secured, required inspections performed and the installation complies with the applicable code. If the enforcing agency determines a violation exists, it shall be corrected by the responsible installer. The permit application shall include the application fee, the number of water treatment devices recorded in item #25 and the appropriate water distribution pipe (system) size fee.

	Fee	# Items	Total		Fee	# Items	Total
1. Application Fee (non-refundable)	\$75.00	1	\$75.00	Water Distributing Pipe (system)			
2. Mobile Home Park Site*	\$5.00 each			14. 3/4" Water Distribution Pipe	\$5.00		
3. Fixtures, floor drains, special drains, water connected appliances	\$5.00 each			15. 1" Water Distribution Pipe	\$10.00		
4. Stacks (soil, waste, vent and conductor)	\$3.00 each			16. 1-1/4" Water Distribution Pipe	\$15.00		
5. Sewage ejectors, sumps	\$5.00 each			17. 1-1/2" Water Distribution Pipe	\$20.00		
6. Sub-soil drains	\$5.00 each			18. 2" Water Distribution Pipe	\$25.00		
Water Service				19. Over 2" Water Distribution Pipe	\$30.00		
7. Less than 2"	\$5.00			20. Reduced pressure zone back-flow preventer	\$5.00 each		
8. 2" to 6"	\$25.00			25. Domestic water treatment and filtering equipment <b>only**</b>	\$5.00 each		
9. Over 6"	\$50.00			26. Medical Gas System	\$45.00		
10. Connection (bldg. drain-bldg. sewers)	\$5.00			27. Water Heater	\$5.00		
Sewers (sanitary, storm or combined)				Inspections			
11. Less than 6"	\$5.00			21. Underground Inspection	\$75.00		
12. 6" and Over	\$25.00			22. Rough/Additional Inspection	\$75.00		
13. Manholes, Catch Basins	\$5.00 each			23. Final Inspection	\$75.00	1	\$75.00
				24. Special Inspection	\$75.00		

\*See VII. Fee Schedule Item #2 above  
 \*\*See VII Fee Schedule Item #25 above

**Total Fee** (Must include the \$75.00 non-refundable application and \$75.00 final inspection fees)

**Please make checks payable to the Municipality**

**General:** Plumbing work shall not be started until the application for permit has been filed with SAFEbuilt. All installations shall be in conformance with the Michigan Plumbing Code. **No work shall be concealed until it has been inspected.**

**Expiration of Permit:** A permit remains valid as long as work is progressing, and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within 180 days after issuance of the permit or if the authorized work is suspended or abandoned for a period of 180 days after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. CANCELLED OR TERMINATED APPLICATIONS AND PERMITS ARE SUBJECT TO A \$75.00 ADMINISTRATIVE FEE AS WELL AS THE AFOREMENTIONED NON-REFUNDABLE APPLICATION FEE.**

**HOMEOWNER AFFIDAVIT:** I hereby certify, by signing the first page of this application, that the work described on this permit application shall be installed by myself in my own home which I am living in or about to occupy upon completion of the work and that all work shall be installed in accordance with the Michigan Plumbing Code and shall not be enclosed, covered up, or put into operation until it has been inspected and approved by the Plumbing Inspector. I will cooperate with the Plumbing Inspector and assume the responsibility to arrange for necessary inspections.

**REINSPECTIONS: \$75.00  
 PAYABLE PRIOR TO SCHEDULING  
 THE REINSPECTION**

# Electrical Permit Application

## SAFEbuilt

107 S. Capital Ave. – P.O. Box 190

Athens, MI 49011

Phone: (269) 729-9244 Fax: (269) 729-9254

Email: [athensmi@safebuilt.com](mailto:athensmi@safebuilt.com)

Inspection Scheduling: 877-721-9266

Permit # \_\_\_\_\_

Fee \_\_\_\_\_

Method of Pay \_\_\_\_\_

Receipt # \_\_\_\_\_

Authority: 1972 PA 230 Penalty: Failure to provide information may result in denial of your request.	<b>Make check or money order payable to the Municipality</b>
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### I. Project or Facility Information

NAME OF OWNER/AGENT		HAS A BUILDING PERMIT BEEN OBTAINED FOR THIS PROJECT?	
		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not required	
STREET ADDRESS AND JOB LOCATION (Street Number and Name)	CITY	ZIP CODE	COUNTY
NAME OF CITY, VILLAGE OR TOWNSHIP IN WHICH JOB IS LOCATED		Power Company _____ Work Order # _____	
<input type="checkbox"/> City <input type="checkbox"/> Village <input type="checkbox"/> Township OF:			

### II. Applicant Information

INDICATE APPLICANT <input type="checkbox"/> Licensee <input type="checkbox"/> Owner	NAME OF APPLICANT	CONTRACTOR LICENSE NUMBER	EXPIRATION DATE
ADDRESS (Street Number and Name)		MASTER LICENSE NUMBER	EXPIRATION DATE
CITY	STATE	ZIP CODE	E-MAIL
TELEPHONE NUMBER (Include Area Code)		FEDERAL EMPLOYER ID NUMBER (or reason for exemption)	
WORKERS COMPENSATION INSURANCE CARRIER (or reason for exemption)		UIA NUMBER (or reason for exemption)	

### III. Type of Job

<input type="checkbox"/> Single Family	<input type="checkbox"/> New	<input type="checkbox"/> Service Only	<input type="checkbox"/> Premanufactured Home Setup (State Approved)	<input type="checkbox"/> Commercial
<input type="checkbox"/> Other	<input type="checkbox"/> Alteration	<input type="checkbox"/> Special Inspection	<input type="checkbox"/> Manufactured Home Setup (HUD Mobile Home)	<input type="checkbox"/> Residential

### IV. Plan Review Information

Plans must be submitted except as listed below.

**Plans are not required for the following:**

1. When the electrical system rating does not exceed 400 amps and the building is not over 3,500 square feet in area.
2. Work completed by a governmental subdivision or state agency costing less than \$15,000.00.

If work being performed is described above, check box below "Plans Not Required."

What is the rating of the service or feeder in ampere? \_\_\_\_\_

What is the building size in square footage? \_\_\_\_\_

**Plans are required** for all other building types and shall be prepared by or under the direct supervision of an architect or engineer licensed pursuant to 1980 PA 299 and shall bear that architect's or engineer's seal and signature.

Plans Not Required

### V. Applicant Signature

Section 23a of the state construction code act of 1972, 1972 PA 230, MCL 125.1523A, prohibits a person from conspiring to circumvent the licensing requirements of this state relating to persons who are to perform work on a residential building or a residential structure. Violators of section 23a are subjected to civil fines.

SIGNATURE OF APPLICANT	DATE
------------------------	------

**VII. Fee Schedule** - enter the number of items being installed, multiply by the unit price for total fee.

**Item #17, Mobile Home Unit Site:**  
 When installing a site service in a park, the permit application must include the application fee, service, the number of park sites and a final inspection. When setting a HUD mobile home in a park, a permit must include the application fee, service, feeder and a final inspection. These shall be done by a licensed electrical contractor. When setting a HUD mobile home or a premanufactured home on private property, a permit must include the application fee, service, feeder and a final inspection.

	Fee	# Items	Total		Fee	# Items	Total
1. Application Fee (non-refundable)	\$75.00	1	\$75.00	K.V.A., H. P., Wind Turbines, ***EVSE and ****PV Modules			
Service				19. Units up to 20 K.V.A. or H.P./Per PV Module	\$6.00		
2. Through 200 Amp.	\$10.00			20. Units 21 to 50 K.V.A. or H.P./Per PV Module	\$10.00		
3. Over 200 Amp. thru 600 Amp.	\$15.00			21. Units > 50 K.V.A. or H.P./Per PV Module	\$12.00		
4. Over 600 Amp. thru 800 Amp.	\$20.00			Fire Alarm Systems (not smoke detectors)			
5. Over 800 Amp. thru 1200 Amp.	\$25.00			22. Up to 10 devices	\$50.00		
6. Over 1200 Amp. (GFI only)	\$50.00			23. 11 to 20 devices	\$100.00		
7. Circuits	\$5.00			24. Over 20 devices	\$5.00 ea.		
8. Lighting Fixtures/Outlets - per 25	\$6.00			Data / Telecommunication Outlets			
9. Dishwasher	\$5.00			31. 1 - 19 devices	\$5.00 ea.		
10. Furnace - Unit Heater	\$5.00			32. 20 - 300 devices	\$100.00		
11. Electrical - Heating Units (baseboard)	\$4.00			33. Over 300 devices	\$300.00		
12. Power Outlets (ranges, dryers, etc.)	\$7.00			Energy Management Temp. Control			
Signs				25. Energy Retrofit - Temp. Control	\$45.00		
13. Unit	\$10.00			34. Devices - Energy Management	\$5.00 ea.		
14. Letter (each)	\$15.00			26. Conduit only or grounding only	\$45.00		
15. Neon - each 25 feet	\$20.00			Inspections			
16. Feeders-Bus Ducts, etc. - per 50'	\$6.00			27. Special/Safety Inspection	\$75.00		
17. Mobile Home Park Site*	\$6.00			28. Rough/Additional Inspection	\$75.00		
18. Recreational Vehicle Park Site	\$4.00			29. Final Inspection	\$75.00	1	\$75.00
				30. Underground	\$75.00		

\* See VII. Fee Schedule Item #17 above  
 \*\*\* EVSE - Electrical Vehicle Supply Equipment  
 \*\*\*\* PV Modules – Photovoltaic (Solar Panels)

**Total Fee** (Must Include the \$75 non-refundable application and \$75 final inspection fees)

**Make check or money order payable to the Municipality**

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**Expiration of Permit:** A permit remains valid as long as work is progressing, and inspections are requested and conducted. A permit shall become invalid if the authorized work is not commenced within six months after issuance of the permit or if the authorized work is suspended or abandoned for a period of six months after the time of commencing the work. **A PERMIT WILL BE CLOSED WHEN NO INSPECTIONS ARE REQUESTED AND CONDUCTED WITHIN 180 DAYS OF THE DATE OF ISSUANCE OR THE DATE OF A PREVIOUS INSPECTION. CLOSED PERMITS CANNOT BE REFUNDED. CANCELLED OR TERMINATED APPLICATIONS AND PERMITS ARE SUBJECT TO A \$75.00 ADMINISTRATIVE FEE AS WELL AS THE AFOREMENTIONED NON-REFUNDABLE APPLICATION FEE.**

**HOMEOWNER AFFIDAVIT:** I hereby certify, by signing the first page of this application, that the work described on this permit application shall be installed by myself in my own home which I am living in or about to occupy upon completion of the work and that all work shall be installed in accordance with the Michigan Electrical Code and shall not be enclosed, covered up or put into operation until it has been inspected and approved by the Electrical Inspector. I will cooperate with the Electrical Inspector and assume responsibility to arrange for necessary inspections.

**REINSPECTIONS: \$75.00  
 PAYABLE PRIOR TO SCHEDULING  
 THE REINSPECTION**

Building Fees Schedule

Value of Construction	Permit Fee	Value of Construction	Permit Fee	Value of Construction	Permit Fee
\$2,000	\$75	\$46,000	\$339	\$90,000	\$563
\$3,000	\$81	\$47,000	\$345	\$91,000	\$568
\$4,000	\$87	\$48,000	\$351	\$92,000	\$573
\$5,000	\$93	\$49,000	\$357	\$93,000	\$578
\$6,000	\$99	\$50,000	\$363	\$94,000	\$583
\$7,000	\$105	\$51,000	\$368	\$95,000	\$588
\$8,000	\$111	\$52,000	\$373	\$96,000	\$593
\$9,000	\$117	\$53,000	\$378	\$97,000	\$598
\$10,000	\$123	\$54,000	\$383	\$98,000	\$603
\$11,000	\$129	\$55,000	\$388	\$99,000	\$608
\$12,000	\$135	\$56,000	\$393	\$100,000	\$613
\$13,000	\$141	\$57,000	\$398	\$101,000	\$618
\$14,000	\$147	\$58,000	\$403	\$102,000	\$623
\$15,000	\$153	\$59,000	\$408	\$103,000	\$628
\$16,000	\$159	\$60,000	\$413	\$104,000	\$633
\$17,000	\$165	\$61,000	\$418	\$105,000	\$638
\$18,000	\$171	\$62,000	\$423	\$106,000	\$643
\$19,000	\$177	\$63,000	\$428	\$107,000	\$648
\$20,000	\$183	\$64,000	\$433	\$108,000	\$653
\$21,000	\$189	\$65,000	\$438	\$109,000	\$658
\$22,000	\$195	\$66,000	\$443	\$110,000	\$663
\$23,000	\$201	\$67,000	\$448	\$111,000	\$668
\$24,000	\$207	\$68,000	\$453	\$112,000	\$673
\$25,000	\$213	\$69,000	\$458	\$113,000	\$678
\$26,000	\$219	\$70,000	\$463	\$114,000	\$683
\$27,000	\$225	\$71,000	\$468	\$115,000	\$688
\$28,000	\$231	\$72,000	\$473	\$116,000	\$693
\$29,000	\$237	\$73,000	\$478	\$117,000	\$698
\$30,000	\$243	\$74,000	\$483	\$118,000	\$703
\$31,000	\$249	\$75,000	\$488	\$119,000	\$708
\$32,000	\$255	\$76,000	\$493	\$120,000	\$713
\$33,000	\$261	\$77,000	\$498	\$121,000	\$718
\$34,000	\$267	\$78,000	\$503	\$122,000	\$723
\$35,000	\$273	\$79,000	\$508	\$123,000	\$728
\$36,000	\$279	\$80,000	\$513	\$124,000	\$733
\$37,000	\$285	\$81,000	\$518	\$125,000	\$738
\$38,000	\$291	\$82,000	\$523	\$126,000	\$743
\$39,000	\$297	\$83,000	\$528	\$127,000	\$748
\$40,000	\$303	\$84,000	\$533	\$128,000	\$753
\$41,000	\$309	\$85,000	\$538	\$129,000	\$758
\$42,000	\$315	\$86,000	\$543	\$130,000	\$763
\$43,000	\$321	\$87,000	\$548	\$131,000	\$768
\$44,000	\$327	\$88,000	\$553	\$132,000	\$773
\$45,000	\$333	\$89,000	\$558	\$133,000	\$778

Building Fees Schedule

Value of Construction	Permit Fee	Value of Construction	Permit Fee	Value of Construction	Permit Fee
\$134,000	\$783	\$181,000	\$1,018	\$228,000	\$1,225
\$135,000	\$788	\$182,000	\$1,023	\$229,000	\$1,229
\$136,000	\$793	\$183,000	\$1,028	\$230,000	\$1,233
\$137,000	\$798	\$184,000	\$1,033	\$231,000	\$1,237
\$138,000	\$803	\$185,000	\$1,038	\$232,000	\$1,241
\$139,000	\$808	\$186,000	\$1,043	\$233,000	\$1,245
\$140,000	\$813	\$187,000	\$1,048	\$234,000	\$1,249
\$141,000	\$818	\$188,000	\$1,053	\$235,000	\$1,253
\$142,000	\$823	\$189,000	\$1,058	\$236,000	\$1,257
\$143,000	\$828	\$190,000	\$1,063	\$237,000	\$1,261
\$144,000	\$833	\$191,000	\$1,068	\$238,000	\$1,265
\$145,000	\$838	\$192,000	\$1,073	\$239,000	\$1,269
\$146,000	\$843	\$193,000	\$1,078	\$240,000	\$1,273
\$147,000	\$848	\$194,000	\$1,083	\$241,000	\$1,277
\$148,000	\$853	\$195,000	\$1,088	\$242,000	\$1,281
\$149,000	\$858	\$196,000	\$1,093	\$243,000	\$1,285
\$150,000	\$863	\$197,000	\$1,098	\$244,000	\$1,289
\$151,000	\$868	\$198,000	\$1,103	\$245,000	\$1,293
\$152,000	\$873	\$199,000	\$1,108	\$246,000	\$1,297
\$153,000	\$878	\$200,000	\$1,113	\$247,000	\$1,301
\$154,000	\$883	\$201,000	\$1,117	\$248,000	\$1,305
\$155,000	\$888	\$202,000	\$1,121	\$249,000	\$1,309
\$156,000	\$893	\$203,000	\$1,125	\$250,000	\$1,313
\$157,000	\$898	\$204,000	\$1,129	\$251,000	\$1,317
\$158,000	\$903	\$205,000	\$1,133	\$252,000	\$1,321
\$159,000	\$908	\$206,000	\$1,137	\$253,000	\$1,325
\$160,000	\$913	\$207,000	\$1,141	\$254,000	\$1,329
\$161,000	\$918	\$208,000	\$1,145	\$255,000	\$1,333
\$162,000	\$923	\$209,000	\$1,149	\$256,000	\$1,337
\$163,000	\$928	\$210,000	\$1,153	\$257,000	\$1,341
\$164,000	\$933	\$211,000	\$1,157	\$258,000	\$1,345
\$165,000	\$938	\$212,000	\$1,161	\$259,000	\$1,349
\$166,000	\$943	\$213,000	\$1,165	\$260,000	\$1,353
\$167,000	\$948	\$214,000	\$1,169	\$261,000	\$1,357
\$168,000	\$953	\$215,000	\$1,173	\$262,000	\$1,361
\$169,000	\$958	\$216,000	\$1,177	\$263,000	\$1,365
\$170,000	\$963	\$217,000	\$1,181	\$264,000	\$1,369
\$171,000	\$968	\$218,000	\$1,185	\$265,000	\$1,373
\$172,000	\$973	\$219,000	\$1,189	\$266,000	\$1,377
\$173,000	\$978	\$220,000	\$1,193	\$267,000	\$1,381
\$174,000	\$983	\$221,000	\$1,197	\$268,000	\$1,385
\$175,000	\$988	\$222,000	\$1,201	\$269,000	\$1,389
\$176,000	\$993	\$223,000	\$1,205	\$270,000	\$1,393
\$177,000	\$998	\$224,000	\$1,209	\$271,000	\$1,397
\$178,000	\$1,003	\$225,000	\$1,213	\$272,000	\$1,401
\$179,000	\$1,008	\$226,000	\$1,217	\$273,000	\$1,405
\$180,000	\$1,013	\$227,000	\$1,221	\$274,000	\$1,409

**Building Fees Schedule**

Value of Construction	Permit Fee	Value of Construction	Permit Fee	Value of Construction	Permit Fee
\$275,000	\$1,413	\$322,000	\$1,601	\$369,000	\$1,789
\$276,000	\$1,417	\$323,000	\$1,605	\$370,000	\$1,793
\$277,000	\$1,421	\$324,000	\$1,609	\$371,000	\$1,797
\$278,000	\$1,425	\$325,000	\$1,613	\$372,000	\$1,801
\$279,000	\$1,429	\$326,000	\$1,617	\$373,000	\$1,805
\$280,000	\$1,433	\$327,000	\$1,621	\$374,000	\$1,809
\$281,000	\$1,437	\$328,000	\$1,625	\$375,000	\$1,813
\$282,000	\$1,441	\$329,000	\$1,629	\$376,000	\$1,817
\$283,000	\$1,445	\$330,000	\$1,633	\$377,000	\$1,821
\$284,000	\$1,449	\$331,000	\$1,637	\$378,000	\$1,825
\$285,000	\$1,453	\$332,000	\$1,641	\$379,000	\$1,829
\$286,000	\$1,457	\$333,000	\$1,645	\$380,000	\$1,833
\$287,000	\$1,461	\$334,000	\$1,649	\$381,000	\$1,837
\$288,000	\$1,465	\$335,000	\$1,653	\$382,000	\$1,841
\$289,000	\$1,469	\$336,000	\$1,657	\$383,000	\$1,845
\$290,000	\$1,473	\$337,000	\$1,661	\$384,000	\$1,849
\$291,000	\$1,477	\$338,000	\$1,665	\$385,000	\$1,853
\$292,000	\$1,481	\$339,000	\$1,669	\$386,000	\$1,857
\$293,000	\$1,485	\$340,000	\$1,673	\$387,000	\$1,861
\$294,000	\$1,489	\$341,000	\$1,677	\$388,000	\$1,865
\$295,000	\$1,493	\$342,000	\$1,681	\$389,000	\$1,869
\$296,000	\$1,497	\$343,000	\$1,685	\$390,000	\$1,873
\$297,000	\$1,501	\$344,000	\$1,689	\$391,000	\$1,877
\$298,000	\$1,505	\$345,000	\$1,693	\$392,000	\$1,881
\$299,000	\$1,509	\$346,000	\$1,697	\$393,000	\$1,885
\$300,000	\$1,513	\$347,000	\$1,701	\$394,000	\$1,889
\$301,000	\$1,517	\$348,000	\$1,705	\$395,000	\$1,893
\$302,000	\$1,521	\$349,000	\$1,709	\$396,000	\$1,897
\$303,000	\$1,525	\$350,000	\$1,713	\$397,000	\$1,901
\$304,000	\$1,529	\$351,000	\$1,717	\$398,000	\$1,905
\$305,000	\$1,533	\$352,000	\$1,721	\$399,000	\$1,909
\$306,000	\$1,537	\$353,000	\$1,725	\$400,000	\$1,913
\$307,000	\$1,541	\$354,000	\$1,729	\$401,000	\$1,917
\$308,000	\$1,545	\$355,000	\$1,733	\$402,000	\$1,921
\$309,000	\$1,549	\$356,000	\$1,737	\$403,000	\$1,925
\$310,000	\$1,553	\$357,000	\$1,741	\$404,000	\$1,929
\$311,000	\$1,557	\$358,000	\$1,745	\$405,000	\$1,933
\$312,000	\$1,561	\$359,000	\$1,749	\$406,000	\$1,937
\$313,000	\$1,565	\$360,000	\$1,753	\$407,000	\$1,941
\$314,000	\$1,569	\$361,000	\$1,757	\$408,000	\$1,945
\$315,000	\$1,573	\$362,000	\$1,761	\$409,000	\$1,949
\$316,000	\$1,577	\$363,000	\$1,765	\$410,000	\$1,953
\$317,000	\$1,581	\$364,000	\$1,769	\$411,000	\$1,957
\$318,000	\$1,585	\$365,000	\$1,773	\$412,000	\$1,961
\$319,000	\$1,589	\$366,000	\$1,777	\$413,000	\$1,965
\$320,000	\$1,593	\$367,000	\$1,781	\$414,000	\$1,969
\$321,000	\$1,597	\$368,000	\$1,785	\$415,000	\$1,973

Building Fees Schedule

Value of Construction	Permit Fee	Value of Construction	Permit Fee	Value of Construction	Permit Fee
\$416,000	\$1,977	\$463,000	\$2,165	\$510,000	\$2,343
\$417,000	\$1,981	\$464,000	\$2,169	\$511,000	\$2,346
\$418,000	\$1,985	\$465,000	\$2,173	\$512,000	\$2,349
\$419,000	\$1,989	\$466,000	\$2,177	\$513,000	\$2,352
\$420,000	\$1,993	\$467,000	\$2,181	\$514,000	\$2,355
\$421,000	\$1,997	\$468,000	\$2,185	\$515,000	\$2,358
\$422,000	\$2,001	\$469,000	\$2,189	\$516,000	\$2,361
\$423,000	\$2,005	\$470,000	\$2,193	\$517,000	\$2,364
\$424,000	\$2,009	\$471,000	\$2,197	\$518,000	\$2,367
\$425,000	\$2,013	\$472,000	\$2,201	\$519,000	\$2,370
\$426,000	\$2,017	\$473,000	\$2,205	\$520,000	\$2,373
\$427,000	\$2,021	\$474,000	\$2,209	\$521,000	\$2,376
\$428,000	\$2,025	\$475,000	\$2,213	\$522,000	\$2,379
\$429,000	\$2,029	\$476,000	\$2,217	\$523,000	\$2,382
\$430,000	\$2,033	\$477,000	\$2,221	\$524,000	\$2,385
\$431,000	\$2,037	\$478,000	\$2,225	\$525,000	\$2,388
\$432,000	\$2,041	\$479,000	\$2,229	\$526,000	\$2,391
\$433,000	\$2,045	\$480,000	\$2,233	\$527,000	\$2,394
\$434,000	\$2,049	\$481,000	\$2,237	\$528,000	\$2,397
\$435,000	\$2,053	\$482,000	\$2,241	\$529,000	\$2,400
\$436,000	\$2,057	\$483,000	\$2,245	\$530,000	\$2,403
\$437,000	\$2,061	\$484,000	\$2,249	\$531,000	\$2,406
\$438,000	\$2,065	\$485,000	\$2,253	\$532,000	\$2,409
\$439,000	\$2,069	\$486,000	\$2,257	\$533,000	\$2,412
\$440,000	\$2,073	\$487,000	\$2,261	\$534,000	\$2,415
\$441,000	\$2,077	\$488,000	\$2,265	\$535,000	\$2,418
\$442,000	\$2,081	\$489,000	\$2,269	\$536,000	\$2,421
\$443,000	\$2,085	\$490,000	\$2,273	\$537,000	\$2,424
\$444,000	\$2,089	\$491,000	\$2,277	\$538,000	\$2,427
\$445,000	\$2,093	\$492,000	\$2,281	\$539,000	\$2,430
\$446,000	\$2,097	\$493,000	\$2,285	\$540,000	\$2,433
\$447,000	\$2,101	\$494,000	\$2,289	\$541,000	\$2,436
\$448,000	\$2,105	\$495,000	\$2,293	\$542,000	\$2,439
\$449,000	\$2,109	\$496,000	\$2,297	\$543,000	\$2,442
\$450,000	\$2,113	\$497,000	\$2,301	\$544,000	\$2,445
\$451,000	\$2,117	\$498,000	\$2,305	\$545,000	\$2,448
\$452,000	\$2,121	\$499,000	\$2,309	\$546,000	\$2,451
\$453,000	\$2,125	\$500,000	\$2,313	\$547,000	\$2,454
\$454,000	\$2,129	\$501,000	\$2,316	\$548,000	\$2,457
\$455,000	\$2,133	\$502,000	\$2,319	\$549,000	\$2,460
\$456,000	\$2,137	\$503,000	\$2,322	\$550,000	\$2,463
\$457,000	\$2,141	\$504,000	\$2,325	\$551,000	\$2,466
\$458,000	\$2,145	\$505,000	\$2,328	\$552,000	\$2,469
\$459,000	\$2,149	\$506,000	\$2,331	\$553,000	\$2,472
\$460,000	\$2,153	\$507,000	\$2,334	\$554,000	\$2,475
\$461,000	\$2,157	\$508,000	\$2,337	\$555,000	\$2,478
\$462,000	\$2,161	\$509,000	\$2,340	\$556,000	\$2,481

**Building Fees Schedule**

Value of Construction	Permit Fee	Value of Construction	Permit Fee	Value of Construction	Permit Fee
\$557,000	\$2,484	\$604,000	\$2,766	\$651,000	\$3,048
\$558,000	\$2,487	\$605,000	\$2,769	\$652,000	\$3,051
\$559,000	\$2,490	\$606,000	\$2,772	\$653,000	\$3,054
\$560,000	\$2,493	\$607,000	\$2,775	\$654,000	\$3,057
\$561,000	\$2,496	\$608,000	\$2,778	\$655,000	\$3,060
\$562,000	\$2,499	\$609,000	\$2,781	\$656,000	\$3,063
\$563,000	\$2,502	\$610,000	\$2,784	\$657,000	\$3,066
\$564,000	\$2,505	\$611,000	\$2,787	\$658,000	\$3,069
\$565,000	\$2,508	\$612,000	\$2,790	\$659,000	\$3,072
\$566,000	\$2,511	\$613,000	\$2,793	\$660,000	\$3,075
\$567,000	\$2,514	\$614,000	\$2,796	\$661,000	\$3,078
\$568,000	\$2,517	\$615,000	\$2,799	\$662,000	\$3,081
\$569,000	\$2,520	\$616,000	\$2,802	\$663,000	\$3,084
\$570,000	\$2,523	\$617,000	\$2,805	\$664,000	\$3,087
\$571,000	\$2,526	\$618,000	\$2,808	\$665,000	\$3,090
\$572,000	\$2,529	\$619,000	\$2,811	\$666,000	\$3,093
\$573,000	\$2,532	\$620,000	\$2,814	\$667,000	\$3,096
\$574,000	\$2,535	\$621,000	\$2,817	\$668,000	\$3,099
\$575,000	\$2,538	\$622,000	\$2,820	\$669,000	\$3,102
\$576,000	\$2,541	\$623,000	\$2,823	\$670,000	\$3,105
\$577,000	\$2,544	\$624,000	\$2,826	\$671,000	\$3,108
\$578,000	\$2,547	\$625,000	\$2,829	\$672,000	\$3,111
\$579,000	\$2,550	\$626,000	\$2,832	\$673,000	\$3,114
\$580,000	\$2,553	\$627,000	\$2,835	\$674,000	\$3,117
\$581,000	\$2,556	\$628,000	\$2,838	\$675,000	\$3,120
\$582,000	\$2,559	\$629,000	\$2,841	\$676,000	\$3,123
\$583,000	\$2,562	\$630,000	\$2,844	\$677,000	\$3,126
\$584,000	\$2,565	\$631,000	\$2,847	\$678,000	\$3,129
\$585,000	\$2,568	\$632,000	\$2,850	\$679,000	\$3,132
\$586,000	\$2,571	\$633,000	\$2,853	\$680,000	\$3,135
\$587,000	\$2,574	\$634,000	\$2,856	\$681,000	\$3,138
\$588,000	\$2,577	\$635,000	\$2,859	\$682,000	\$3,141
\$589,000	\$2,580	\$636,000	\$2,862	\$683,000	\$3,144
\$590,000	\$2,583	\$637,000	\$2,865	\$684,000	\$3,147
\$591,000	\$2,586	\$638,000	\$2,868	\$685,000	\$3,150
\$592,000	\$2,589	\$639,000	\$2,871	\$686,000	\$3,153
\$593,000	\$2,592	\$640,000	\$2,874	\$687,000	\$3,156
\$594,000	\$2,595	\$641,000	\$2,877	\$688,000	\$3,159
\$595,000	\$2,598	\$642,000	\$2,880	\$689,000	\$3,162
\$596,000	\$2,601	\$643,000	\$2,883	\$690,000	\$3,165
\$597,000	\$2,604	\$644,000	\$2,886	\$691,000	\$3,168
\$598,000	\$2,607	\$645,000	\$2,889	\$692,000	\$3,171
\$599,000	\$2,610	\$646,000	\$2,892	\$693,000	\$3,174
\$600,000	\$2,613	\$647,000	\$2,895	\$694,000	\$3,177
\$601,000	\$2,616	\$648,000	\$2,898	\$695,000	\$3,180
\$602,000	\$2,619	\$649,000	\$2,901	\$696,000	\$3,183
\$603,000	\$2,622	\$650,000	\$2,904	\$697,000	\$3,186

**Building Fees Schedule**

Value of Construction	Permit Fee	Value of Construction	Permit Fee	Value of Construction	Permit Fee
\$698,000	\$2,625	\$745,000	\$2,907	\$792,000	\$3,189
\$699,000	\$2,628	\$746,000	\$2,910	\$793,000	\$3,192
\$700,000	\$2,631	\$747,000	\$2,913	\$794,000	\$3,195
\$701,000	\$2,634	\$748,000	\$2,916	\$795,000	\$3,198
\$702,000	\$2,637	\$749,000	\$2,919	\$796,000	\$3,201
\$703,000	\$2,640	\$750,000	\$2,922	\$797,000	\$3,204
\$704,000	\$2,643	\$751,000	\$2,925	\$798,000	\$3,207
\$705,000	\$2,646	\$752,000	\$2,928	\$799,000	\$3,210
\$706,000	\$2,649	\$753,000	\$2,931	\$800,000	\$3,213
\$707,000	\$2,652	\$754,000	\$2,934	\$801,000	\$3,216
\$708,000	\$2,655	\$755,000	\$2,937	\$802,000	\$3,219
\$709,000	\$2,658	\$756,000	\$2,940	\$803,000	\$3,222
\$710,000	\$2,661	\$757,000	\$2,943	\$804,000	\$3,225
\$711,000	\$2,664	\$758,000	\$2,946	\$805,000	\$3,228
\$712,000	\$2,667	\$759,000	\$2,949	\$806,000	\$3,231
\$713,000	\$2,670	\$760,000	\$2,952	\$807,000	\$3,234
\$714,000	\$2,673	\$761,000	\$2,955	\$808,000	\$3,237
\$715,000	\$2,676	\$762,000	\$2,958	\$809,000	\$3,240
\$716,000	\$2,679	\$763,000	\$2,961	\$810,000	\$3,243
\$717,000	\$2,682	\$764,000	\$2,964	\$811,000	\$3,246
\$718,000	\$2,685	\$765,000	\$2,967	\$812,000	\$3,249
\$719,000	\$2,688	\$766,000	\$2,970	\$813,000	\$3,252
\$720,000	\$2,691	\$767,000	\$2,973	\$814,000	\$3,255
\$721,000	\$2,694	\$768,000	\$2,976	\$815,000	\$3,258
\$722,000	\$2,697	\$769,000	\$2,979	\$816,000	\$3,261
\$723,000	\$2,700	\$770,000	\$2,982	\$817,000	\$3,264
\$724,000	\$2,703	\$771,000	\$2,985	\$818,000	\$3,267
\$725,000	\$2,706	\$772,000	\$2,988	\$819,000	\$3,270
\$726,000	\$2,709	\$773,000	\$2,991	\$820,000	\$3,273
\$727,000	\$2,712	\$774,000	\$2,994	\$821,000	\$3,276
\$728,000	\$2,715	\$775,000	\$2,997	\$822,000	\$3,279
\$729,000	\$2,718	\$776,000	\$3,000	\$823,000	\$3,282
\$730,000	\$2,721	\$777,000	\$3,003	\$824,000	\$3,285
\$731,000	\$2,724	\$778,000	\$3,006	\$825,000	\$3,288
\$732,000	\$2,727	\$779,000	\$3,009	\$826,000	\$3,291
\$733,000	\$2,730	\$780,000	\$3,012	\$827,000	\$3,294
\$734,000	\$2,733	\$781,000	\$3,015	\$828,000	\$3,297
\$735,000	\$2,736	\$782,000	\$3,018	\$829,000	\$3,300
\$736,000	\$2,739	\$783,000	\$3,021	\$830,000	\$3,303
\$737,000	\$2,742	\$784,000	\$3,024	\$831,000	\$3,306
\$738,000	\$2,745	\$785,000	\$3,027	\$832,000	\$3,309
\$739,000	\$2,748	\$786,000	\$3,030	\$833,000	\$3,312
\$740,000	\$2,751	\$787,000	\$3,033	\$834,000	\$3,315
\$741,000	\$2,754	\$788,000	\$3,036	\$835,000	\$3,318
\$742,000	\$2,757	\$789,000	\$3,039	\$836,000	\$3,321
\$743,000	\$2,760	\$790,000	\$3,042	\$837,000	\$3,324
\$744,000	\$2,763	\$791,000	\$3,045	\$838,000	\$3,327

**Building Fees Schedule**

Value of Construction	Permit Fee	Value of Construction	Permit Fee	Value of Construction	Permit Fee
\$839,000	\$3,330	\$886,000	\$3,609	\$933,000	\$3,888
\$840,000	\$3,333	\$887,000	\$3,612	\$934,000	\$3,891
\$841,000	\$3,336	\$888,000	\$3,615	\$935,000	\$3,894
\$842,000	\$3,339	\$889,000	\$3,618	\$936,000	\$3,897
\$843,000	\$3,342	\$890,000	\$3,621	\$937,000	\$3,900
\$844,000	\$3,345	\$891,000	\$3,624	\$938,000	\$3,903
\$845,000	\$3,348	\$892,000	\$3,627	\$939,000	\$3,906
\$846,000	\$3,351	\$893,000	\$3,630	\$940,000	\$3,909
\$847,000	\$3,354	\$894,000	\$3,633	\$941,000	\$3,912
\$848,000	\$3,357	\$895,000	\$3,636	\$942,000	\$3,915
\$849,000	\$3,360	\$896,000	\$3,639	\$943,000	\$3,918
\$850,000	\$3,363	\$897,000	\$3,642	\$944,000	\$3,921
\$851,000	\$3,366	\$898,000	\$3,645	\$945,000	\$3,924
\$852,000	\$3,369	\$899,000	\$3,648	\$946,000	\$3,927
\$853,000	\$3,372	\$900,000	\$3,651	\$947,000	\$3,930
\$854,000	\$3,375	\$901,000	\$3,654	\$948,000	\$3,933
\$855,000	\$3,378	\$902,000	\$3,657	\$949,000	\$3,936
\$856,000	\$3,381	\$903,000	\$3,660	\$950,000	\$3,939
\$857,000	\$3,384	\$904,000	\$3,663	\$951,000	\$3,942
\$858,000	\$3,387	\$905,000	\$3,666	\$952,000	\$3,945
\$859,000	\$3,390	\$906,000	\$3,669	\$953,000	\$3,948
\$860,000	\$3,393	\$907,000	\$3,672	\$954,000	\$3,951
\$861,000	\$3,396	\$908,000	\$3,675	\$955,000	\$3,954
\$862,000	\$3,399	\$909,000	\$3,678	\$956,000	\$3,957
\$863,000	\$3,402	\$910,000	\$3,681	\$957,000	\$3,960
\$864,000	\$3,405	\$911,000	\$3,684	\$958,000	\$3,963
\$865,000	\$3,408	\$912,000	\$3,687	\$959,000	\$3,966
\$866,000	\$3,411	\$913,000	\$3,690	\$960,000	\$3,969
\$867,000	\$3,414	\$914,000	\$3,693	\$961,000	\$3,972
\$868,000	\$3,417	\$915,000	\$3,696	\$962,000	\$3,975
\$869,000	\$3,420	\$916,000	\$3,699	\$963,000	\$3,978
\$870,000	\$3,423	\$917,000	\$3,702	\$964,000	\$3,981
\$871,000	\$3,426	\$918,000	\$3,705	\$965,000	\$3,984
\$872,000	\$3,429	\$919,000	\$3,708	\$966,000	\$3,987
\$873,000	\$3,432	\$920,000	\$3,711	\$967,000	\$3,990
\$874,000	\$3,435	\$921,000	\$3,714	\$968,000	\$3,993
\$875,000	\$3,438	\$922,000	\$3,717	\$969,000	\$3,996
\$876,000	\$3,441	\$923,000	\$3,720	\$970,000	\$3,999
\$877,000	\$3,444	\$924,000	\$3,723	\$971,000	\$4,002
\$878,000	\$3,447	\$925,000	\$3,726	\$972,000	\$4,005
\$879,000	\$3,450	\$926,000	\$3,729	\$973,000	\$4,008
\$880,000	\$3,453	\$927,000	\$3,732	\$974,000	\$4,011
\$881,000	\$3,456	\$928,000	\$3,735	\$975,000	\$4,014
\$882,000	\$3,459	\$929,000	\$3,738	\$976,000	\$4,017
\$883,000	\$3,462	\$930,000	\$3,741	\$977,000	\$4,020
\$884,000	\$3,465	\$931,000	\$3,744	\$978,000	\$4,023
\$885,000	\$3,468	\$932,000	\$3,747	\$979,000	\$4,026

**Building Fees Schedule**

Value of Construction	Permit Fee	Value of Construction	Permit Fee	Value of Construction	Permit Fee
\$980,000	\$3,471	\$1,027,000	\$3,750	\$1,074,000	\$4,029
\$981,000	\$3,474	\$1,028,000	\$3,753	\$1,075,000	\$4,032
\$982,000	\$3,477	\$1,029,000	\$3,756	\$1,076,000	\$4,035
\$983,000	\$3,480	\$1,030,000	\$3,759	\$1,077,000	\$4,038
\$984,000	\$3,483	\$1,031,000	\$3,762	\$1,078,000	\$4,041
\$985,000	\$3,486	\$1,032,000	\$3,765	\$1,079,000	\$4,044
\$986,000	\$3,489	\$1,033,000	\$3,768	\$1,080,000	\$4,047
\$987,000	\$3,492	\$1,034,000	\$3,771	\$1,081,000	\$4,050
\$988,000	\$3,495	\$1,035,000	\$3,774	\$1,082,000	\$4,053
\$989,000	\$3,498	\$1,036,000	\$3,777	\$1,083,000	\$4,056
\$990,000	\$3,501	\$1,037,000	\$3,780	\$1,084,000	\$4,059
\$991,000	\$3,504	\$1,038,000	\$3,783	\$1,085,000	\$4,062
\$992,000	\$3,507	\$1,039,000	\$3,786	\$1,086,000	\$4,065
\$993,000	\$3,510	\$1,040,000	\$3,789	\$1,087,000	\$4,068
\$994,000	\$3,513	\$1,041,000	\$3,792	\$1,088,000	\$4,071
\$995,000	\$3,516	\$1,042,000	\$3,795	\$1,089,000	\$4,074
\$996,000	\$3,519	\$1,043,000	\$3,798	\$1,090,000	\$4,077
\$997,000	\$3,522	\$1,044,000	\$3,801	\$1,091,000	\$4,080
\$998,000	\$3,525	\$1,045,000	\$3,804	\$1,092,000	\$4,083
\$999,000	\$3,528	\$1,046,000	\$3,807	\$1,093,000	\$4,086
\$1,000,000	\$3,531	\$1,047,000	\$3,810	\$1,094,000	\$4,089
\$1,001,000	\$3,534	\$1,048,000	\$3,813	\$1,095,000	\$4,092
\$1,002,000	\$3,537	\$1,049,000	\$3,816	\$1,096,000	\$4,095
\$1,003,000	\$3,540	\$1,050,000	\$3,819	\$1,097,000	\$4,098
\$1,004,000	\$3,543	\$1,051,000	\$3,822	\$1,098,000	\$4,101
\$1,005,000	\$3,546	\$1,052,000	\$3,825	\$1,099,000	\$4,104
\$1,006,000	\$3,549	\$1,053,000	\$3,828	\$1,100,000	\$4,107
\$1,007,000	\$3,552	\$1,054,000	\$3,831	\$1,101,000	\$4,110
\$1,008,000	\$3,555	\$1,055,000	\$3,834	\$1,102,000	\$4,113
\$1,009,000	\$3,558	\$1,056,000	\$3,837	\$1,103,000	\$4,116
\$1,010,000	\$3,561	\$1,057,000	\$3,840	\$1,104,000	\$4,119
\$1,011,000	\$3,564	\$1,058,000	\$3,843	\$1,105,000	\$4,122
\$1,012,000	\$3,567	\$1,059,000	\$3,846	\$1,106,000	\$4,125
\$1,013,000	\$3,570	\$1,060,000	\$3,849	\$1,107,000	\$4,128
\$1,014,000	\$3,573	\$1,061,000	\$3,852	\$1,108,000	\$4,131
\$1,015,000	\$3,576	\$1,062,000	\$3,855	\$1,109,000	\$4,134
\$1,016,000	\$3,579	\$1,063,000	\$3,858	\$1,110,000	\$4,137
\$1,017,000	\$3,582	\$1,064,000	\$3,861	\$1,111,000	\$4,140
\$1,018,000	\$3,585	\$1,065,000	\$3,864	\$1,112,000	\$4,143
\$1,019,000	\$3,588	\$1,066,000	\$3,867	\$1,113,000	\$4,146
\$1,020,000	\$3,591	\$1,067,000	\$3,870	\$1,114,000	\$4,149
\$1,021,000	\$3,594	\$1,068,000	\$3,873	\$1,115,000	\$4,152
\$1,022,000	\$3,597	\$1,069,000	\$3,876	\$1,116,000	\$4,155
\$1,023,000	\$3,600	\$1,070,000	\$3,879	\$1,117,000	\$4,158
\$1,024,000	\$3,603	\$1,071,000	\$3,882	\$1,118,000	\$4,161
\$1,025,000	\$3,606	\$1,072,000	\$3,885	\$1,119,000	\$4,164
\$1,026,000	\$3,609	\$1,073,000	\$3,888	\$1,120,000	\$4,167

**AMENDMENT ONE  
PROFESSIONAL SERVICES AGREEMENT  
BETWEEN CITY OF NEW BUFFALO, MICHIGAN  
AND SAFEbuilt MICHIGAN, LLC**

**Amendment to the Professional Services Agreement** effective August 24, 2018, between City of New Buffalo, Michigan, (Municipality) and SAFEbuilt Michigan, LLC, (Consultant). Municipality and the Consultant shall be jointly referred to as the "Parties".

**Amendment Effective Date:** This Amendment shall be effective on the latest date fully executed by both Parties.

**RECITALS AND REPRESENTATIONS**

Municipality and Consultant entered into a Professional Services Agreement (Agreement), by which both Parties established the terms and conditions for service delivery; and

Parties hereto now desire to amend the Agreement as set forth herein; and

**NOW, THEREFORE**

Agreement is hereby amended as set forth below.

1. Agreement, Exhibit A, 1. Lists of Services shall include Rental Program Administration and Annual Inspection.

Rental Program Administration and Annual Inspection

- ✓ Front end building of the program
- ✓ Program administration includes registration notices, unregistered tracking, inspection scheduling, data entry of inspection results and annual notice to schedule
- ✓ Determine fee and accept payment
- ✓ Accept and review registration forms and determine compliance with requirements
- ✓ Inspect dwellings, dwelling units, and property to ensure compliance with ordinance requirements
- ✓ Issue documentation for dwellings, dwelling units, and properties found to be in compliance
- ✓ Provide documentation for dwellings, dwelling units and property in violation of requirements
- ✓ Provide rental inspection services as called for by ordinance
- ✓ Provide statistical, narrative information and detailed reports within agreed upon frequencies

2. Agreement, Exhibit A, 2. Municipal Obligations shall include:

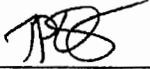
- ✓ Adopt an annual Rental Registration Fee Schedule based upon the following:
  - \$ 75.00 per unit if between 600 and 800 units are to be registered by Consultant
  - \$100.00 per unit if between 400 and 600 units are to be registered by Consultant
- ✓ Adopt an annual Rental Inspection Fee Schedule based upon the following:
  - \$150.00 per unit if between 600 and 800 units are to be inspected by Consultant
  - \$200.00 per unit if between 400 and 600 units are to be inspected by Consultant

3. Agreement, Exhibit A, 4. Fee Schedule shall include:

- ✓ Front end building of program - \$70.00 per hour – one (1) hour minimum
- ✓ Administration/Inspection – 90% of Municipal Fee
  - Municipality and Consultant agree to re-evaluate and adjust Consultant fee percentage annually to reflect increases in the cost incurred by Consultant for providing services

The original Agreement, Exhibits and terms shall remain in effect, to the extent not modified by this Amendment.

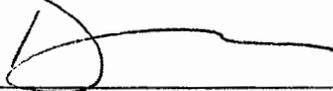
IN WITNESS HEREOF, the undersigned have caused this Amendment to be executed in their respective names on the dates hereinafter enumerated.



Thomas P. Wilkas, CFO  
SAFEbuilt Michigan, LLC

May 13, 2019

Date



Signature  
City of New Buffalo

5/21/19

Date



Name & Title

City Manager

**PROFESSIONAL SERVICES AGREEMENT BETWEEN  
CITY OF NEW BUFFALO, MICHIGAN AND SAFEbuilt MICHIGAN, LLC**

This Professional Services Agreement ("Agreement") is made and entered into by and between City of New Buffalo, Michigan ("Municipality"), and SAFEbuilt Michigan, LLC ("Consultant"). Municipality and Consultant shall be jointly referred to as "Parties."

**RECITALS**

WHEREAS, Municipality is seeking a consultant to perform the services listed in Exhibit A – List of Services and Fee Schedule, ("Services"); and

WHEREAS, Consultant is ready, willing, and able to perform Services.

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, Municipality and Consultant agree as follows:

1. SCOPE OF SERVICES

Consultant will provide Services to Municipality using qualified professionals. Consultant will perform Services in accordance with State adopted codes and all applicable amendments and ordinances adopted by Municipality. The professionals employed by Consultant will maintain current certifications, certificates, licenses for Services that they provide to Municipality. Consultant is not obligated to perform services beyond what is contemplated by this Agreement.

2. CHANGES TO SCOPE OF SERVICES

Any changes to Services between Municipality and Consultant shall be made in writing that shall specifically designate any changes in Service levels and compensation for Services. Both Parties shall determine a mutually agreed upon solution to alter services levels and a transitional timeframe that is mutually beneficial to both Parties. No changes shall be binding absent a written Agreement or Agreement Amendment executed by both Parties.

3. FEE STRUCTURE

In consideration of Consultant providing services, Municipality shall pay Consultant for Services performed in accordance with Exhibits A and B- List of Services and Fee Schedule.

4. INVOICE & PAYMENT STRUCTURE

Consultant will invoice Municipality on a monthly basis and provide all necessary supporting documentation. All payments are due to Consultant within 30 days of Consultant's invoice date. Payments owed to Consultant but not made within sixty (60) days of invoice date shall bear simple interest at the rate of one and one-half percent (1.5%) per month. If payment is not received within ninety (90) days of invoice date, Services will be discontinued until all invoices and interest are paid in full. Municipality may request, and Consultant shall provide, additional information before approving the invoice. When additional information is requested Municipality will identify specific disputed item(s) and give specific reasons for any request. Undisputed portions of any invoice shall be due within 30 days of Consultants invoice date, if additional information is requested, Municipality will submit payment within thirty (30) days of resolution of the dispute.

5. TERM

This Agreement shall be effective on the latest date on which this Agreement is fully executed by both Parties. The initial term of this Agreement shall be sixty (60) months, subsequently, Agreement shall automatically renew for a sixty {60} month term; unless prior notification is delivered to either Party thirty {30} days in advance of the renewal date of this Agreement. In the absence of written documentation, this Agreement will continue in force until such time as either Party notifies the other of their desire to terminate this Agreement.

6. TERMINATION

Either party may terminate this Agreement, or any part of this Agreement upon ninety (90) days written notice, with or without cause and with no penalty or additional cost beyond the rates stated in this Agreement. In case of such termination, Consultant shall be entitled to receive payment for work completed up to and including the date of termination within thirty (30) days of the termination.

All structures that have been permitted, a fee collected, and not yet expired at the time of termination may be completed through final inspection by Consultant provided that the time period to final inspection does not exceed ninety (90) days. if approved in writing by Municipality.

7. FISCAL NON-APPROPRIATION CLAUSE

Financial obligations of Municipality payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available in accordance with the rules, regulations, and resolutions of Municipality, and other applicable law. Upon the failure to appropriate such funds, this Agreement shall be terminated.

8. OBLIGATIONS

Municipality shall timely provide all data information, plans, specifications and other documentation reasonably required by Consultant to perform Services. Municipality grants Consultant full privilege, non-exclusive, non-transferable license to use all such materials as reasonably required to perform Service.

9. PERFORMANCE STANDARDS

Consultant shall perform the Services using that degree of care, skill, and professionalism ordinarily exercised under similar circumstances by members of the same profession practicing or performing the substantially same or similar services. Consultant represents to Municipality that Consultant retains employees that possess the skills, knowledge, and abilities to competently, timely, and professionally perform Services in accordance with this Agreement.

10. INDEMNIFICATION

To the fullest extent permitted by law, Consultant shall defend, indemnify, and hold harmless Municipality, its elected and appointed officials, employees and volunteers and others working on behalf of Municipality, from and against any and all third-party claims, demands, suits, costs (including reasonable legal costs), expenses, and liabilities ("Claims") alleging personal injury, including bodily injury or death, and/or property damage, but only to the extent that any such Claims are caused by the negligence of, or material breach of any obligation under this Agreement by, Consultant or any officer, employee, representative, or agent of Consultant. Consultant shall have no obligations under this Section to the extent that any Claim arises as a result of Consultants compliance with Municipal law, ordinances,

rules, regulations, resolution, executive orders or other instructions received from Municipality.

To the fullest extent permitted by law and without waiver of sovereign immunity, Municipality shall defend, indemnify, and hold harmless Consultant, its officers, employees, representatives, and agents, from and against any and all Claims alleging personal injury, including bodily injury or death, and/or property damage, but only to the extent that such Claims are caused by (a) the negligence of, or material breach of any obligation under this Agreement by, Municipality or any officer, employee, representative, or agent of Municipality or (b) Consultant's compliance with Municipal law, ordinances, rules, regulations, resolutions, executive orders or other instructions received from Municipality. If either Party becomes aware of any incident likely to give rise to a Claim under the above indemnities, it shall notify the other and both Parties shall cooperate fully in investigating the incident.

#### 11. ASSIGNMENT

Neither party shall assign all or part of its rights, duties, obligations, responsibilities, nor benefits set forth in this Agreement to another entity without the written approval of both Parties; consent shall not be unreasonably withheld. Consultant is permitted to subcontract portions of Services to its parent or sister companies without notice to Municipality and to other third parties provided that Consultant give Municipality prior written notice of the persons or entities with which Consultant has subcontracted. Consultant remains responsible for any subcontractor's performance or failure to perform. Subcontractors will be subject to the same performance criteria expected of Consultant. Performances clauses will be included in agreements with all subcontractors to assure quality levels and agreed upon schedules are met.

#### 12. INSURANCE

- A. Consultant agrees during the term of this Agreement to procure and maintain, at its own cost, a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by Consultant pursuant to this Agreement. Such insurance shall be in addition to any other insurance requirements imposed by law.
- B. At a minimum, Consultant shall procure and maintain, and shall cause any subcontractor of Consultant to procure and maintain, the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to Municipality. In the case of any claims-made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.
- C. Worker's compensation insurance to cover obligations imposed by applicable law for any employee engaged in the performance of work under this Agreement, and Employer's Liability insurance with minimum limits of one million dollars (\$1,000,000) bodily injury each accident, one million dollars (\$1,000,000) bodily injury by disease - policy limit, and one million dollars (\$1,000,000) bodily injury by disease - each employee.
- D. Commercial general liability insurance with minimum combined single limits of one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) general aggregate. The policy shall be applicable to all premises and operations. The policy shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts), blanket contractual, independent Consultant's, and products. The policy shall contain a severability of interest provision and shall be endorsed to include Municipality and Municipality's officers, employees, and consultants as additional insureds.

- E. Professional liability insurance with minimum limits of five million dollars (\$5,000,000) each claim and five million dollars (\$5,000,000) general aggregate.
- F. Automobile Liability: If performance of this Agreement requires use of motor vehicles licensed for highway use, Automobile Liability Coverage is required that shall cover all owned, non-owned, and hired automobiles with a limit of not less than \$1,000,000 combined single limit each accident.
- G. Municipality shall be named as an additional insured on Consultant's insurance coverage
- H. Prior to commencement of Services, Consultant shall submit certificates of insurance acceptable to Municipality.

### 13. INDEPENDENT CONTRACTOR

Consultant is an independent contractor, and neither Consultant, nor any employee or agent thereof, shall be deemed for any reason to be an employee or agent of Municipality. As Consultant is an independent contractor, Municipality shall have no liability or responsibility for any direct payment of any salaries, wages, payroll taxes, or any and all other forms or types of compensation or benefits to any personnel performing services for Municipality under this Agreement. Consultant shall be solely responsible for all compensation, benefits, insurance and employment-related rights of any person providing Services hereunder during the course of or arising or accruing as a result of any employment, whether past or present, with Consultant, as well as all legal costs including attorney's fees incurred in the defense of any conflict or legal action resulting from such employment or related to the corporate amenities of such employment.

### 14. THIRD PARTY RELIANCE

This Agreement is intended for the mutual benefit of Parties hereto and no third-party rights are intended or implied.

### 15. OWNERSHIP OF DOCUMENTS

Except as provided in this Agreement, Municipality shall retain ownership of all work product and deliverables created by Consultant pursuant to this Agreement and all records, documents, notes, data and other materials required for or resulting from the performance of Services hereunder shall not be used by Consultant for any purpose other than the performance of Services hereunder without the express prior written consent of Municipality. All such records, documents, notes, data and other materials shall become the exclusive property of Municipality when Consultant has been compensated for the same as set forth herein, and Municipality shall thereafter retain sole and exclusive rights to receive and use such materials in such manner and for such purposes as determined by it. Notwithstanding the preceding, Consultant may use the work product, deliverables, applications, records, documents and other materials required for or resulting from the Services, all solely in anonymized form, for purposes of (i) benchmarking of Municipality's and others performance relative to that of other groups of customers served by Consultant; (ii) sales and marketing of existing and future Consultant services; (iii) monitoring Service performance and making improvements to the Services. For the avoidance of doubt, Municipality Data will be provided to third parties only on an anonymized basis and only as part of a larger body of anonymized data. If this Agreement expires or is terminated for any reason, all records, documents, notes, data and other materials maintained or stored in Consultant's secure proprietary software pertaining to Municipality will be exported into a CSV file and become property of Municipality. Notwithstanding the preceding, Consultant shall own all rights and title to any Consultant provided software and any improvements or derivative works thereof.

Upon reasonable prior written notice, Municipality and its duly authorized representatives shall have access to any books, documents, papers and records of Consultant that are related to this Agreement for the purposes of audit or examination, other than Consultant's financial records, and may make excerpts and transcriptions of the same at the cost and expense of Municipality.

#### 16. CONFIDENTIALITY

Consultant shall not disclose, directly or indirectly, any confidential information or trade secrets of Municipality without the prior written consent of Municipality or pursuant to a lawful court order directing such disclosure.

#### 17. CONSULTANT PERSONNEL

Consultant shall employ a sufficient number of experienced and knowledgeable employees to perform Services in a timely, polite, courteous and prompt manner. Consultant shall determine appropriate staffing levels and shall promptly inform Municipality of any reasonably anticipated or known employment-related actions which may affect the performance of Services. Additional staffing resources shall be made available to Municipality when assigned employee(s) is unavailable.

#### 18. DISCRIMINATION & ADA COMPLIANCE

Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, disability, national origin or any other category protected by applicable federal or state law. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of Equal Opportunity laws.

Consultant shall comply with the appropriate provisions of the Americans with Disabilities Act (the "ADA"), as enacted and as from time to time amended, and any other applicable federal regulations. A signed certificate confirming compliance with the ADA may be requested by Municipality at any time during the term of this Agreement.

#### 19. PROHIBITION AGAINST EMPLOYING ILLEGAL ALIENS:

Consultant is registered with and is authorized to use and uses the federal work authorization program commonly known as E-Verify. Consultant shall not knowingly employ or contract with an illegal alien to perform work under this Agreement and will verify immigration status to confirm employment eligibility. Consultant shall not enter into an agreement with a subcontractor that fails to certify to Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. Consultant is prohibited from using the E-Verify program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

#### 20. HIRING OF CONSULTANT'S EMPLOYEES

During the term of this Agreement and for one year thereafter, Municipality shall not solicit, recruit or hire, or attempt to solicit, recruit or hire, any employee or former employee of Consultant who provided services to Municipality pursuant to this Agreement ("Service Providers"), or who interacted with Municipality in connection with the provision of such services (including but not limited to supervisors or managers of Service Providers, customer relations personnel, accounting personnel, and other support personnel of Consultant). Parties agree that this provision is reasonable and necessary in order to

preserve and protect Consultant's trade secrets and other confidential information, its investment in the training of its employees, the stability of its workforce, and its ability to provide competitive building department programs in this market. If any provision of this section is found by a court or arbitrator to be overly broad, unreasonable in scope or otherwise unenforceable, Parties agree that such court or arbitrator shall modify such provision to the minimum extent necessary to render this section enforceable. In the event that Municipality hires any such employee during the specified period, Municipality shall pay to Consultant a placement fee equal to 25% of the employee's annual salary including bonus.

**21. NOTICES**

Any notice under this Agreement shall be in writing and shall be deemed sufficient when presented in person, or sent, pre-paid, first class United States Mail, or delivered by electronic mail to the following addresses:

If to Municipality:  
David Richards, City Manager  
City of New Buffalo  
224 West Buffalo  
New Buffalo, MI 49117  
Email: manager@cityofnewbuffalo.org

If to Consultant:  
Thomas P. Wilkas, CFO  
SAFEbuilt, LLC  
3755 Precision Drive, Suite 140  
Loveland, CO 80538  
Email: twilkas@safebuilt.com;  
smarguez@safebuilt.com

**22. FORCE MAJEURE**

Any delay or nonperformance of any provision of this Agreement by either Party (with the exception of payment obligations) which is caused by events beyond the reasonable control of such party, shall not constitute a breach of this Agreement, and the time for performance of such provision, if any, shall be deemed to be extended for a period equal to the duration of the conditions preventing such performance.

**23. DISPUTE RESOLUTION**

In the event a dispute arises out of or relates to this Agreement, or the breach thereof, and if said dispute cannot be settled through negotiation, Parties agree first to try in good faith to settle the dispute by mediation, before resorting to arbitration, litigation, or some other dispute resolution procedure. The cost thereof shall be borne equally by each Party.

**24. ATTORNEY'S FEES**

In the event of dispute resolution or litigation to enforce any of the terms herein, each Party shall pay all its own costs and attorney's fees.

**25. AUTHORITY TO EXECUTE**

The person or persons executing this Agreement represent and warrant that they are fully authorized to sign and so execute this Agreement and to bind their respective entities to the performance of its obligations hereunder.

**26. GOVERNING LAW AND VENUE**

This Agreement shall be construed under and governed by the laws of the State of Michigan and all services to be provided will be provided in accordance with applicable federal, state and local law, without regard to its conflict of laws provisions. Disputes regarding this Agreement shall be heard in Berrien County.

27. COUNTERPARTS

This Agreement and any amendments may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. For purposes of executing this Agreement, scanned signatures shall be as valid as the original.

28. WAIVER

Failure to enforce any provision of this Agreement shall not be deemed a waiver of that provision. Waiver of any right or power arising out of this Agreement shall not be deemed waiver of any other right or power.

29. ENTIRE AGREEMENT

This Agreement, along with attached exhibits, constitutes the complete, entire and final agreement of the Parties hereto with respect to the subject matter hereof, and shall supersede any and all previous communications, representations, whether oral or written, with respect to the subject matter hereof. Invalidation of any of the provisions of this Agreement or any paragraph sentence, clause, phrase, or word herein or the application thereof in any given circumstance shall not affect the validity of any other provision of this Agreement.

IN WITNESS HEREOF, the undersigned have caused this Agreement to be executed in their respective names on the dates hereinafter enumerated.

CITY OF NEW BUFFALO, MICHIGAN

SAFEbuilt MICHIGAN, LLC

By:   
Name: David Richards  
Title: City Mgr  
Date: 8/22/18

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## EXHIBIT A – LIST OF SERVICES AND FEE SCHEDULE

### 1. LIST OF SERVICES

#### Building Official Services

- ✓ Manage and help administer the department and report to Municipality's designated official
- ✓ Be a resource for Consultant team members, Municipal staff, and applicants
- ✓ Help guide citizens through the complexities of the codes in order to obtain compliance
- ✓ Monitor changes to the codes including state or local requirements and determine how they may impact projects in the area and make recommendations regarding local amendments
- ✓ Assist Municipal staff in revising and updating municipal code to comply with adopted requirements
- ✓ Provide Building Code interpretations for final approval
- ✓ Oversee our quality assurance program and will make sure that we are meeting our agreed upon performance measurements and your expectations
- ✓ Provide training for our inspectors on Municipality adopted codes and local amendments as needed
- ✓ Oversee certificate of occupancy issuance to prevent issuance without compliance of all departments
- ✓ Attend staff and council meetings as mutually agreed upon
- ✓ Responsible for reporting for Municipality-frequency and content to be mutually agreed upon
- ✓ Responsible for client and applicant satisfaction
- ✓ Work with Municipal staff to establish and/or refine building department processes
- ✓ Issue stop-work notices for non-conforming activities - as needed

#### Building, Electrical, Plumbing, and Mechanical Inspection Services

- ✓ Consultant utilizes an educational, informative approach to improve the customer experience
- ✓ Perform consistent code compliant inspections to determine that construction complies with approved plans and/or applicable codes and ordinances
- ✓ Meet or exceed agreed upon performance metrics regarding inspections
- ✓ Provide onsite inspection consultations to citizens and contractors while performing inspections
- ✓ Return calls and emails from permit holders in reference to code and inspection concerns
- ✓ Identify and document any areas of non-compliance
- ✓ Leave a copy of the inspection ticket and discuss inspection results with site personnel

#### Plan Review Services

- ✓ Provide site plan and plan review services electronically or in the traditional paper format
- ✓ Review all plans, ensuring they meet adopted building codes, local amendments, zoning ordinances, and/or other ordinances
- ✓ Determine type of construction, use and occupancy classification using certified plans examiners

- ✓ Be available for pre-submittal meetings by appointment
- ✓ Coordinate plan review tracking, reporting, and interaction with applicable departments
- ✓ Provide feedback to keep plan review process on schedule
- ✓ Interpret legal requirements and recommend compliance procedures as well as address any issues by documented comment and correction notices
- ✓ Return a set of finalized plans and all supporting documentation
- ✓ Provide review of plan revisions and remain available to applicant after the review is complete

#### Administrative Services

- ✓ Provide qualified individuals to perform the functions of this position
- ✓ Facilitate the permitting process from initial permit intake to final issuance of permit
- ✓ Review submittal documents and request missing information to ensure packets are complete
- ✓ Answer questions concerning the building process and requirements over the phone or via fax or via email to applicants
- ✓ Form and maintain positive relationships with Municipal staff and maintain a professional image
- ✓ Determine and collect fees, if so desired
- ✓ Ensure that submittal documents are complete
- ✓ Work with Municipal Clerk to facilitate Freedom of Information Act (FOIA) requests
- ✓ Provide inspection scheduling and tracking to ensure code compliance
- ✓ Act as an office resource to inspectors in the field
- ✓ Provide input, tracking and reporting

#### Reporting Services

Consultant will work with Municipality to develop an acceptable reporting schedule and format that is mutually agreeable.

### 2. MUNICIPAL OBLIGATIONS

- ✓ All fees will be collected, and permits issued by Municipality
- ✓ Municipality shall provide twenty-four (24) hour notice when plan review is needed via email
- ✓ Municipality will intake permits, plans and related documents for pick up by Consultant and/or submit to Consultant electronically (PDF)

### 3. TIME OF PERFORMANCE

- ✓ Services will be performed during normal business hours excluding Municipal holidays.
- ✓ Building Official will be dispatched on an as-needed basis three (3) days per week or as mutually agreed
- ✓ Inspectors will be dispatched on an as-needed basis three (3) days per week
- ✓ Consultant will provide inspection results to the Municipality within forty-eight (48) hours of inspection
- ✓ Consultants representative(s) will be available by cell phone and email
- ✓ Consultants representative(s) will meet with the public by appointment

DELIVERABLES			
Inspection Services	Perform inspections requested prior to 7:30 a.m. on the same day of designated inspection day or next designated inspection day		
Pre-Submittal Meetings	Provide pre-submittal meetings to applicants by appointment		
Plan Review Turnaround Times	Provide comments within the following timeframes: Day 1 = first full business day after receipt of plans and all supporting documents		
	Project Type	First Comments	Second Comments
	✓ Single-family within	✓10 business days	✓10 business days or less
	✓ Multi-family within	✓10 business days	✓10 business days or less
	✓ Small commercial within (under \$2M in valuation)	✓10 business days	✓10 business days or less
✓ Large commercial within	✓10 business days	✓10 business days or less	

#### 4. FEE SCHEDULE

- ✓ Municipal Fee means the fees charged to applicants or others for building department services or, where applicable, other Services provided by Consultant. Municipality will periodically review its Municipal Fee Schedule and valuation tables and make adjustment to reflect increases in the cost incurred by Consultant in providing the Services.
- ✓ Municipality will promptly notify Consultant of any revisions or amendments to Municipal Fee schedule
- ✓ Municipality will forward a copy of revised or amended Municipal Fee schedule to Consultant
- ✓ Consultant fees for Services provided pursuant to this Agreement will be as follows:

Service Fee Schedule	
New Permits Inspection Services Includes: Reinspection and after-hours inspection	100% of Municipal Fee as established by ordinance
Inspections for Permits issued prior to Agreement commencement	\$73.00 per inspection, including re-inspections
Plan Review Services	100% of Municipal Fee as established by ordinance
Building Official Services	Included in percentage of fees above
Administrative Services	Included in percentage of fees above

**NOTE: FEE SCHEDULE RATES SHALL NOT BE INCREASED BY MORE THAN \$2.00 PER FUNCTION ON A BIENNIAL BASIS. RATE REVISIONS SHALL BE EFFECTIVE ON THE FIRST DAY OF SEPTEMBER OF QUALIFYING YEARS.**

**NOTE: THIS AGREEMENT IS CONTINGENT UPON THE MUNICIPALITY'S ADOPTION OF CONSULTANT'S FEE SCHEDULE THROUGH PROPER ORDINANCE ADOPTION PROCESS**

## CITY OF NEW BUFFALO BUILDING DEPARTMENT FEE SCHEDULE

### BUILDING & ZONING PERMIT FEE SCHEDULE

**RESIDENTIAL BUILDING PERMITS:**

1. RESIDENTIAL PROJECT MAY REQUIRE PLAN REVIEW. SEE "RESIDENTIAL PLAN REVIEW FEE SCHEDULE".
2. 3,500+ SQ. FT. OF OCCUPIABLE SPACE REQUIRE 4 COMPLETE SETS OF STRUCTURAL, ELECTRICAL, MECHANICAL, PLUMBING PRINTS SIGNED, SEALED, AND STAMPED BY A STATE OF MI LICENSED ARCHITECT OR ENGINEER

1 & 2 STORY STICK BUILT HOMES ON BASEMENT OR CRAWL SPACE	\$365.00*		
5 INSPECTIONS (FOOTING, BACKFILL, FRAMING, ENERGY CODE, FINAL)			
1 & 2 STORY STICK BUILT HOMES ON SLAB	\$292.00*		
4 INSPECTIONS (FOOTING, FRAMING, ENERGY CODE, FINAL)			
HUD OR PREMANUFACTURED HOME ON BASEMENT OR CRAWL SPACE	\$219.00*		
3 INSPECTIONS (FOOTING, BACKFILL, FINAL)			
HUD OR PREMANUFACTURED HOME ON SLAB	\$219.00*		
3 INSPECTIONS (FOOTING, TIE DOWN, FINAL)			
HUD/PREMANUFACTURED HOME IN MOBILE HOME COMMUNITY W/EXISTING FOUNDATION	\$146.00*		
2 INSPECTIONS (TIE DOWN, FINAL)			
POLE BARN UNFINISHED	\$146.00*		
2 INSPECTIONS (FOOTING, FINAL)			
POLE BARN FINISHED	\$219.00*		
3 INSPECTIONS (FOOTING, FRAMING, FINAL)			
ACCESSORY STRUCTURE 200 SQ. FT. AND UNDER	Zoning Permit		
ZONING PERMIT ONLY - NO BLDG. PERMIT REQUIRED			
ACCESSORY STRUCTURE 201 SQ. FT. - 600 SQ. FT.	\$73.00*		
1 INSPECTION (FINAL)			
ACCESSORY STRUCTURE 601 SQ. FT. AND OVER	\$146.00*		
2 INSPECTIONS (FOOTING, FINAL)			
DECK /PORCH SERVING AS MEANS OF EGRESS (POINT OF EXIT AND ENTRY)	\$146.00*		
2 INSPECTIONS (FOOTING, FINAL)			
DECK /PORCH <b>NOT</b> SERVING AS MEANS OF EGRESS	\$73.00*		
1 INSPECTION (FINAL)			
<b>ROOFING &amp; RE-SHINGLING - (ENFORCED PER MUNICIPALITY )</b>			
RE-SHINGLING	\$73.00		
1 INSPECTION (FINAL)			
RE-SHINGLING & ROOFING BOARD REPLACEMENT	\$146.00		
2 INSPECTIONS (ROUGH-inspected when boards are off, FINAL)			
SWIMMING POOLS	CONTACT SAFEbuilt		
<b>ZONING PERMIT:</b>	\$63.00		
<ol style="list-style-type: none"> <li>1. ALL BUILDING PROJECTS REQUIRE ZONING APPROVAL FROM THE MUNICIPALITY.</li> <li>2. IF SAFEbuilt PROCESSES, THE "ZONING PERMIT" CHARGE DEPICTED ABOVE IS APPLICABLE.</li> <li>3. IF MUNICIPALITY PROCESSES, APPLICANT MUST PROVIDE PROOF OF ZONING APPROVAL.</li> </ol>			
<b>COMMERCIAL BUILDING PERMITS:</b>	Contact SAFEbuilt		
<ol style="list-style-type: none"> <li>1. PROJECTS MAY REQUIRE PLAN REVIEW BASED UPON SIZE OF JOB AND SCOPE OF WORK.</li> <li>2. FEES CALCULATED UTILIZING APPROVED FEE SCHEDULE + \$88.00 ADMINISTRATIVE FEE*</li> <li>3. REQUIRES 4 COMPLETE SETS OF PRINTS STAMPED, SEALED, SIGNED BY A STATE OF MICHIGAN LICENSED ARCHITECT OR ENGINEER</li> </ol>			
COMMERCIAL PERMIT FEE ESTIMATE ONLY: FORMULA: Square foot of project X Unit Cost = Sub-Total + \$88.00*			
USE GROUP	UNIT COST PER SQ. FT.	USE GROUP	UNIT COST PER SQ. FT.
A-1	\$0.56	I-3	\$0.50
A-2, A-3, A-4	\$0.40	M	\$0.30
A-5	\$0.35	R-1	\$0.37
B	\$0.36	R-2	\$0.32
E	\$0.39	S-1, S-2, U	\$0.19
F-1, F-2, H	\$0.21	All Groups Remodel	\$0.12
I-1	\$0.35	All Groups Demo	\$0.07
I-2, I-4	\$0.55	Roofing	\$0.06 < 8000 sq. ft. / \$0.03 > 8000 sq. ft.

## RESIDENTIAL PLAN REVIEW FEE SCHEDULE

### RESIDENTIAL PLAN REVIEW:

1. ANY RESIDENTIAL STRUCTURE WITH 3,500+ SQ. FT. OF OCCUPIABLE SPACE WILL REQUIRE 4 COMPLETE SETS OF STRUCTURAL, ELECTRICAL, MECHANICAL AND PLUMBING PRINTS SIGNED, SEALED AND STAMPED BY A STATE OF MICHIGAN LICENSED ARCHITECT OR ENGINEER

HUD OR PREMANUFACTURED HOME		\$ 46.00
SWIMMING POOL (IN-GROUND ONLY - No Plan Review on Pre-manufactured)		\$ 34.00
NEW HOME, ADDITION, REMODEL, DECK, POLE BARN, GARAGE – see chart below		
	UNDER 100 SQ. FT.	NO REVIEW REQUIRED
	101 SQ. FT. TO 600 SQ. FT.	\$34.00
	601 SQ. FT. TO 1000 SQ. FT.	\$46.00
	1001 SQ. FT. TO 1500 SQ. FT.	\$61.00
	1501 SQ. FT. TO 2000 SQ. FT.	\$76.00
	2001 SQ. FT. TO 2500 SQ. FT.	\$91.00
	2501 SQ. FT. TO 3500 SQ. FT.	\$106.00
	3501 SQ. FT. AND OVER	\$0.06 PER SQ. FT.

## COMMERCIAL PLAN REVIEW FEE SCHEDULE

### COMMERCIAL PLAN REVIEW:

1. FEES ARE BASED UPON SIZE OF PROJECT AND SCOPE OF WORK

COMMERCIAL PLAN REVIEW ESTIMATE ONLY: FORMULA: Square footage of project X price per square foot

	UNDER 600 SQ. FT.	\$34.00
	601 TO 1000 SQ. FT.	\$0.057 per sq. ft.
	1001 TO 2000 SQ. FT.	\$0.042 per sq. ft.
	2001 TO 3000 SQ. FT.	\$0.032 per sq. ft.
	3001 TO 4000 SQ. FT.	\$0.027 per sq. ft.
	4001 TO 5000 SQ. FT.	\$0.024 per sq. ft.
	5001 TO 7500 SQ. FT.	\$0.021 per sq. ft.
	7501 TO 10000 SQ. FT.	\$0.019 per sq. ft.
	10001 AND MORE	\$0.017 per sq. ft.
ELECTRICAL PLAN REVIEW	\$46.00 MINIMUM	25% OF BLDG. PLAN REVIEW COST
MECHANICAL PLAN REVIEW	\$46.00 MINIMUM	25% OF BLDG. PLAN REVIEW COST
PLUMBING PLAN REVIEW	\$46.00 MINIMUM	25% OF BLDG. PLAN REVIEW COST
BARRIER FREE PLAN REVIEW	\$46.00 MINIMUM	\$0.014 X Total Sq. Ft. of Bldg. Project
FIRE PROTECTION PLAN REVIEW	\$46.00 MINIMUM	\$0.027 X Total Sq. Ft. of Bldg. Project
PUBLIC SWIMMING POOL PLAN REVIEW	\$46.00 MINIMUM	\$0.012 X Total sq. ft. of Pool

## PLUMBING PERMITS & INSPECTIONS – (COMMERCIAL ONLY)

APPLICATION FEE	\$58.00
MOBILE HOME PARK SITE	\$5.00 each
FIXTURE, FLOOR DRAINS, SPECIAL DRAINS & WATER CONNECTED APPLIANCES	\$5.00 each
STACKS(SOIL, WATER, VENT & CONDUCTOR)	\$3.00 each
SEWAGE EJECTORS & SUMPS	\$5.00 each
SUBSOIL DRAINS	\$5.00 each
<b>WATER SERVICE</b>	
LESS THAN 2"	\$25.00
2" TO 6"	\$25.00
OVER 6"	\$50.00
<b>SEWERS (SANITARY, STORM, COMBINED)</b>	

LESS THAN 6"	\$5.00
OVER 6"	\$25.00
MANHOLES, CATCH BASINS	\$5.00 each
<b>WATER DISTRIBUTING PIPE (SYSTEM)</b>	
¾" WATER DISTRIBUTION PIPE	\$5.00
1" WATER DISTRIBUTION PIPE	\$10.00
1 ¼" WATER DISTRIBUTION PIPE	\$15.00
1 ½" WATER DISTRIBUTION PIPE	\$20.00
2" WATER DISTRIBUTION PIPE	\$25.00
OVER 2" WATER DISTRIBUTION PIPE	\$30.00
REDUCED PRESSURE ZONE BACK FLOW PREVENTERS	\$5.00 each
DOMESTIC WATER TREATMENT & FILTERING EQUIP. ONLY	\$5.00
MEDICAL GAS SYSTEM	\$45.00
CONNECTION (BLDG DRAIN-BLDG SEWERS)	\$5.00
<b>INSPECTIONS</b>	
SPECIAL/SAFETY INSPECTIONS	\$73.00
ADDITIONAL INSPECTIONS	\$73.00
UNDERGROUND	\$73.00
ROUGH IN INSPECTION	\$73.00
FINAL INSPECTION	\$73.00
MINIMUM PLUMBING PERMIT FEE	\$131.00
PENALTY FOR STARTING WORK BEFORE OBTAINING PERMIT	\$73.00 plus permit fee
REINSPECTION OF DOCUMENTED CODE VIOLATIONS	\$73.00
<b>MECHANICAL PERMITS &amp; INSPECTIONS – (COMMERCIAL ONLY)</b>	
APPLICATION FEE	\$58.00
<b>COMMERCIAL HEATING SYSTEM (INCLUDING DUCT &amp; PIPE)</b>	
NEW BLDG ONLY	\$50.00
GAS OR OIL BURNERS (FURNACE, ROOF TOP UNITS, ETC)	\$30.00
BOILERS	\$30.00
WATER HEATERS	\$5.00
DAMPERS	\$5.00
SOLID FUEL EQUIPMENT/GAS BURNING FIREPLACE	\$30.00
GAS BURNING FIREPLACE	\$30.00
SOLAR SET OF THREE PANELS – FLUID TRANSFER (INCLUDES PIPING)	\$20.00
GAS PIPING, EACH OPENING - NEW	\$5.00
AIR CONDITIONING UNIT (INCLUDES SPLIT SYSTEMS)	\$30.00

HEAT PUMPS (PIPING NOT INCLUDED)	\$30.00
ALL FUEL CHIMNEYS	\$25.00
BATH/CLOTHES DRYER VENTS	\$5.00
KITCHEN EXHAUST SYSTEM	\$5.00
<b>TANKS:</b>	
ABOVEGROUND TANK	\$20.00
UNDERGROUND TANK	\$25.00
HUMIDIFIERS/AIR CLEANERS	\$10.00
PIPING (ALL PIPING, MINIMUM FEE \$25 PER SYSTEM)	\$25.00
DUCT WORK (PER SYSTEM)	\$25.00
<b>AIR HANDLERS/HEAT WHEELS</b>	
UNDER 10,000 CFM	\$20.00
OVER 10,000 CFM	\$60.00
COMMERCIAL RANGE HOODS (INCLUDES DUCT & MAKEUP AIR DUCT)	\$50.00
HEAT RECOVERY UNITS	\$10.00
V.A.V.BOXES	\$10.00
UNIT VENTILATORS/PTAC UNITS	\$10.00
UNIT HEATERS (TERMINAL UNITS)	\$15.00
<b>FIRE SUPPRESSION/PROTECTION SYSTEMS (INCLUDING PIPING) MIN FEE \$20.00</b>	
PER HEAD	\$.75
COILS (HEAT/COOL)	\$30.00
REFRIGERATION/SPLIT SYSTEMS	\$30.00
CHILLERS	\$30.00
COOLING TOWERS	\$30.00
COMPRESSOR/CONDENSER	\$30.00
<b>INSPECTIONS</b>	
SPECIAL/SAFETY INSPECTIONS	\$73.00
ADDITIONAL INSPECTIONS	\$73.00
UNDERGROUND	\$73.00
ROUGH IN INSPECTION	\$73.00
FINAL INSPECTION	\$73.00
MINIMUM PLUMBING PERMIT FEE	\$131.00
PENALTY FOR STARTING WORK BEFORE OBTAINING PERMIT	\$73.00 plus permit fee
REINSPECTION OF DOCUMENTED CODE VIOLATIONS	\$73.00
CERTIFICATION FEE	\$20.00

## ELECTRICAL PERMIS & INSPECTIONS – (COMMERCIAL ONLY)

APPLICATION FEE	\$58.00
<b>SERVICE</b>	
THROUGH 200 AMP	\$10.00
OVER 200-600 AMP	\$15.00
OVER 600-800 AMP	\$20.00
OVER 800-1200 AMP	\$25.00
OVER 1200 AMP (GFI ONLY)	\$50.00
CIRCUITS	\$5.00
LIGHTING FIXTURES (PER 25)	\$6.00
DISHWASHER	\$5.00
FURNACE-UNIT HEATER	\$5.00
ELECTRICAL-HEATING UNITS (BASEBOARD)	\$4.00
POWER OUTLETS	\$7.00
<b>SIGNS</b>	
UNIT	\$10.00
LETTER	\$15.00
SOLAR PANEL	\$20.00
GENERATOR	\$15.00
SMOKE DETECTOR	\$2.00
SUBPANEL	\$10.00 each
MOBILE HOME PARK SITE	\$6.00
RECREATIONAL VEHICLE PARK SITE	\$4.00
<b>K.V.A &amp; H.P</b>	
UNITS UP TO 20	\$6.00
UNITS 21 TO 50 K.V.A OR H.P	\$10.00
UNITS 51 K.V.A OR H.P & OVER	\$12.00
<b>FIRE ALARM SYSTEMS (NOT SMOKE DETECTORS)</b>	
UP TO 10 DEVICES	\$50.00
11 TO 20 DEVICES	\$100.00
OVER 20 DEVICES	\$5.00
<b>DATA/TELECOMMUNICATION OUTLETS</b>	
1-19 DEVICES	\$5.00
20-300 DEVICES	\$100.00
FEEDERS-BUS DUCTS, ETC – PER 50 FEET	\$6.00
CONDUIT ONLY OR GROUNDING ONLY	\$45.00
POOL BONDING/WHIRLPOOL TUB	\$10.00

<b>INSPECTIONS</b>	
SPECIAL/SAFETY INSPECTIONS	\$73.00
ADDITIONAL INSPECTIONS	\$73.00
UNDERGROUND	\$73.00
ROUGH IN INSPECTION	\$73.00
FINAL INSPECTION	\$73.00
MINIMUM PLUMBING PERMIT FEE	\$131.00
PENALTY FOR STARTING WORK BEFORE OBTAINING PERMIT	\$73.00 plus permit fee
REINSPECTION OF DOCUMENTED CODE VIOLATIONS	\$73.00
<b>INSPECTIONS – RESIDENTIAL – MECHANICAL, ELECTRICAL, PLUMBING</b>	
PERMIT FEES BASED UPON NUMBER OF INSPECTIONS REQUIRED FOR SCOPE OF WORK	
RESIDENTIAL PLUMBING PERMIT, PER INSPECTION	\$73.00
RESIDENTIAL MECHANICAL PERMIT, PER INSPECTION	\$73.00
RESIDENTIAL ELECTRICAL PERMIT, PER INSPECTION	\$73.00
<b>FEE SCHEDULE REVISIONS</b>	
FEE SCHEDULE RATES SHALL NOT BE INCREASED BY MORE THAN \$2.00 PER FUNCTION ON A BIENNIAL BASIS. RATE REVISIONS SHALL BE EFFECTIVE ON THE FIRST DAY OF SEPTEMBER OF QUALIFYING YEARS.	

**AMENDMENT ONE  
PROFESSIONAL SERVICES AGREEMENT  
BETWEEN CITY OF NEW BUFFALO, MICHIGAN  
AND SAFEbuilt MICHIGAN, LLC**

COPY

**Amendment to the Professional Services Agreement** effective August 24, 2018, between City of New Buffalo, Michigan, (Municipality) and SAFEbuilt Michigan, LLC, (Consultant). Municipality and the Consultant shall be jointly referred to as the "Parties".

**Amendment Effective Date:** This Amendment shall be effective on the latest date fully executed by both Parties.

**RECITALS AND REPRESENTATIONS**

Municipality and Consultant entered into a Professional Services Agreement (Agreement), by which both Parties established the terms and conditions for service delivery; and

Parties hereto now desire to amend the Agreement as set forth herein; and

**NOW, THEREFORE**

Agreement is hereby amended as set forth below.

- 1. Agreement, Exhibit A, 1. Lists of Services shall include Rental Program Administration and Annual Inspection.

Rental Program Administration and Annual Inspection

- ✓ Front end building of the program
- ✓ Program administration includes registration notices, unregistered tracking, inspection scheduling, data entry of inspection results and annual notice to schedule
- ✓ Determine fee and accept payment
- ✓ Accept and review registration forms and determine compliance with requirements
- ✓ Inspect dwellings, dwelling units, and property to ensure compliance with ordinance requirements
- ✓ Issue documentation for dwellings, dwelling units, and properties found to be in compliance
- ✓ Provide documentation for dwellings, dwelling units and property in violation of requirements
- ✓ Provide rental inspection services as called for by ordinance
- ✓ Provide statistical, narrative information and detailed reports within agreed upon frequencies

- 2. Agreement, Exhibit A, 2. Municipal Obligations shall include:

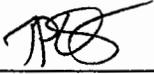
- ✓ Adopt an annual Rental Registration Fee Schedule based upon the following:
  - \$ 75.00 per unit if between 600 and 800 units are to be registered by Consultant
  - \$100.00 per unit if between 400 and 600 units are to be registered by Consultant
- ✓ Adopt an annual Rental Inspection Fee Schedule based upon the following:
  - \$150.00 per unit if between 600 and 800 units are to be inspected by Consultant
  - \$200.00 per unit if between 400 and 600 units are to be inspected by Consultant

- 3. Agreement, Exhibit A, 4. Fee Schedule shall include:

- ✓ Front end building of program - \$70.00 per hour – one (1) hour minimum
- ✓ Administration/Inspection – 90% of Municipal Fee
  - Municipality and Consultant agree to re-evaluate and adjust Consultant fee percentage annually to reflect increases in the cost incurred by Consultant for providing services

The original Agreement, Exhibits and terms shall remain in effect, to the extent not modified by this Amendment.

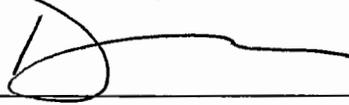
IN WITNESS HEREOF, the undersigned have caused this Amendment to be executed in their respective names on the dates hereinafter enumerated.



\_\_\_\_\_  
Thomas P. Wilkas, CFO  
SAEEbuilt Michigan, LLC

\_\_\_\_\_  
May 13, 2019

Date



\_\_\_\_\_  
Signature  
City of New Buffalo

\_\_\_\_\_  
Date

5/21/19



\_\_\_\_\_  
Name & Title

City Manager



MANAGER'S REPORT

July 20, 2020

**AGENDA ITEM:** Solid Waste/Recycling Service Contract

**SUMMARY:** In 2017 the City received bids from Republic Services of Stevensville and Lake Shore Recycling/Disposal for solid waste collection services. At the time Lakeshore was the low bid having held their prices from their original contract in 2014. Lakeshore is requesting an extension of 3-5 years on their current agreement at the same prices.

The contract expires December 31 2020 and a three (3) year agreement would have a start date of January 1, 2021 and an end date of December 31, 2023. While the City pays Lake Shore a monthly invoice, the costs are passed through to the residents who are billed with the bi-monthly water bill.

There is time to rebid the service but the previous comprehensive survey indicates Lake Shore's competitive pricing. There has been some discussion lately about recycling issues and Lakeshore is prepared to explain the situation. Other contractors have indicated they will not provide recycling services alone.

**COST:** As noted

**BUDGETED:**  Yes  No  NA

**RECOMMENDATION:** Consider extending Lake Shore a three (3) year agreement.

Respectfully submitted,

David Richards, City Manager



6/5/2020

City of New Buffalo

David Richards – City Manager

Dear David Richards and City Council Members:

I hope this letter finds each of you well. I would like to take a moment to say on behalf of myself, David Workman and the LakeShore Recycling and Disposal community that we wish each of you good health and safety during this unprecedented time. I am writing to propose an extension of our contract with the city of New Buffalo for the [waste and recycling contract] that is to expire on December 31, 2020.

LakeShore has proudly serviced the city of New Buffalo as the waste hauler since January 2014. As a locally owned and operated business we take much pride in our community and servicing the needs of our residents and businesses. Our conveniently located office space in downtown New Buffalo allows us to address any questions or issues with expediency. This level of service has remained top-notch throughout our years with the city and we would love the opportunity to continue to our services with the city for an additional 3 to 5 years.

We have been able to hold consistent pricing for the past six years and plan to continue to do the same in the future. I am asking for the opportunity to propose pricing for an extension on the contract for 3 to 5 years.

Thank you for your consideration and I look forward to speaking to you soon to set up next steps. Please contact me at [david@lakeshorerecycle.com](mailto:david@lakeshorerecycle.com) or on my cell phone at 708-516-3195.

Best Regards,

A handwritten signature in black ink that reads "David Workman". The signature is written in a cursive style with a large, prominent "D" and "W".

David Workman

Owner



## UPDATED ACCEPTABLE RECYCLING ITEMS



### FIBER MATERIAL

CEREAL BOXES, PAPER BAGS, MIXED OFFICE PAPER AND FILE PAPERS, NEWS PAPER, MAGAZINES, JUNK MAIL, BOOKS WITH COVERS REMOVED

MAKE SURE ALL BOXES ARE BROKEN DOWN AND PUT IN CART

### PLASTIC MATERIAL / METAL MATERIAL

#1 BOTTLES  
#2 BOTTLES AND JUGS  
#3-#7 RIGID PLASTIC CONTAINERS

ALUMINUM CANS,  
ALUMINUM FOIL & PIE TINS,  
STEEL CANS,  
TIN CANS

### GLASS MATERIAL

GLASS BOTTLES AND JARS (CLEAR & COLORED)

MAKE SURE ALL RECYCLING ITEMS ARE CLEAN AND CLEAR FROM ANY WASTE CONTAMINATION, IF RECYCLING IS CONTAMINATED IT WILL BE CONSIDERED TRASH AND WILL BE TREATED AS TRASH

## UNACCEPTABLE ITEMS

### PLASTIC BAGS

PLASTIC BAGS,  
PLASTIC FILM,  
PLASTIC TOYS,  
PLASTIC UTENSILS,  
STYROFOAM  
WATER HOSES

### GLASS

WINDOW GLASS,  
MIRRORS, LIGHT BULBS, CERAMICS,  
COOK WARE

### GARBAGE

MAKE SURE ALL RECYCLING ITEMS ARE CLEAN AND CLEAR FROM ANY WASTE CONTAMINATION

LAKESHORE RECYCLING & DISPOSAL  
PO BOX 503  
NEW BUFFALO, MI 49117

LOCAL  
POSTAL CUSTOMER

PRSRPT STD  
U.S. POSTAGE  
PAID  
EDDM  
RETAIL

## Recycling pickup to continue in the Village of Three Oaks

BY THERESE DONNELLY

**V**illage of Three Oaks residents will continue to get recycling pickup after the Three Oaks Village Council voted to continue with Lakeshore Recycling and to create a \$36 annual special assessment to fund it at their special meeting Wednesday, June 3.

While recycling services were previously funded by The Pokagon Fund, the program ended in 2019. At that time, the council voted to pay about \$23,000 for a year of service, with the money coming from the Rubbish Fund reserves. While the village has a rubbish removal contract with Lakeshore through 2023, there is no current contract for recycling. At a public hearing prior to voting on the matter, Village President David Grosse noted that continuing to use the reserve long term was not feasible.

At the May council meeting, there was discussion of concerns that collected recycling was not going to recycling facilities. Lakeshore owner David Workman has told Grosse and Village Manager Dan Faulkner that loads considered too contaminated are rejected by facilities and Lakeshore is fined for hauling the load to a landfill. Grosse said Lakeshore has not back charged the village for these fines.

In March, village residents received letters indicating what types of material can be put in the recycling bins. During the June

special meeting, Grosse said he and Faulkner had checked random bins in the village and found many had garbage inside. Council member Jim Kramer suggested some people might not realize which bin is meant for recycling and asked if it would be possible to make the bins more distinct. He also suggested listing on the bins what can be placed inside them.

Faulkner said he had attempted to find rates from other recycling collectors but could not find any that would take recycling without a rubbish removal contract. Village Clerk Cindi Moynihan said Lakeshore has not raised its rubbish rates to the village in almost 10 years and it was not likely that any other company would offer a comparable price.

The council voted to continue service and have Lakeshore provide documentation of loads accepted or rejected by recycling centers. Grosse said the company is currently taking loads to facilities in Elkhart, South Bend and Chicago.

The Council also had a public hearing for Truth in Taxation, which Grosse said was "for all practical purposes, just an exercise we have to go through for summer tax bills." Village residents will see no change in the millage rates in the tax bills that will go out in July. Millage rates are 9.0015 for the general fund and 3.6004 for the streets funds.



**CITY OF NEW BUFFALO, MICHIGAN  
AGREEMENT FOR RECYCLING AND SOLID WASTE COLLECTION SERVICES**

This agreement is made by and between the City of New Buffalo, Michigan, a municipal corporation, located at 224 West Buffalo Street, New Buffalo, Michigan, 49117, hereinafter referred to as "City" and LakeShore Recycling & Disposal, LLC hereinafter referred to as "Contractor."

**Section 1. Purpose of Agreement**

The Contractor shall collect, transport and remove all garbage, rubbish, trash, recyclable and Bulk waste from all single family and multiple family residential units and commercial establishments located within the limits of the City of New Buffalo according to the terms, conditions and provisions of this agreement.

**Section 2. Scope of Services**

1. The City of New Buffalo has approximately 1600 single, two-family, multi-family and commercial users. In terms of volume, commercial would have the same limitations as a residential account. These accounts currently receive curbside garbage and recyclable collection.
2. The City desires to have a curbside solid waste collection service comprised of three (3) component parts, including:
  - A. Garbage and Rubbish Collection, defined as all household and kitchen wastes, animal food and vegetable matter, and small quantities of building materials.
  - B. Recyclable Collection, including newspaper, magazines, metals, glass and plastics.
  - C. Bulk Waste, defined as larger items which cannot be disposed of during normal garbage collection, including appliances, furniture and similar items.

**Section 3. Definitions**

The following definitions shall apply throughout this contract.

1. "Garbage". Putrescible and non-putrescible animal and vegetable matter resulting from the handling, processing, cooking and consumption of food.
2. "Prohibited Materials". All appliances containing chlorofluorocarbons (C.F.C.'s) including but not limited to refrigerators, freezers, air conditioners, and dehumidifiers. Also includes large amounts of scrap metal, lumber, and construction or demolition debris which is more than two cubic yards (2 cu. yds.) in volume, longer than four feet (4 ft.) in length, and/or unbundled. Also includes compostable organic matter resulting from the maintenance of lawns, gardens, landscaping, and trees, including grass clippings, tree branches, brush, and leaves. Also includes tires and any other material which is or may become unlawful to place in a landfill by any local, state, or federal agency.

3. "Recyclables". Putrescible and non-putrescible wastes, both combustible and non-combustible, including newspapers and inserts, paperboard, cardboard, corrugated paper, magazines, telephone directories, clear, brown and green glass, aluminum, steel and tin cans, lids and foils, and PETE (No. 1), HPDE-1 (No. 2) and HPDE-2 (No. 2) plastic containers and lids. Also includes any material(s) which may become mandated as a recyclable by any local, state, or federal agency.
4. "Rubbish". Putrescible and non-putrescible wastes, both combustible and non-combustible, including paper, paperboard, cardboard, corrugated paper, magazines, telephone directories, bottles, glass, metal cans and containers, bedding, rags, crockery, wood, plastic. Also includes small amounts of scrap metal, lumber, and other construction and demolition debris provided such materials do not exceed two cubic yards (2 cu. yds.) in volume, are cut into no longer than four feet (4 ft.), and are securely bundled. Also includes one (1) large item per collection of furniture or an appliance which is not a prohibited material.
5. "Solid Waste" and/or "Refuse". All putrescible and non-putrescible wastes, except for human and animal bodily wastes and, including garbage, recyclables, rubbish and trash.
6. "Bulk Waste". Any items excluding prohibited materials which, combined or separated, are over and above any volume, length, size, and/or quantity restrictions required for normal collection.
7. "Unit". A residence or business which is currently served with curbside collection of solid waste. Occupants of a residence or business shall be "Unit customers".

#### **Section 4. Term of Agreement**

1. The length of the services shall be for a three (3) year contractual period starting January 1, 2018, and ending December 31, 2020.
2. The City reserves the right to grant extensions for the length of the services, but in no event shall the agreement be extended in excess of ten years from the original agreement execution date, without first gathering and deliberating on competitive bids.
3. The Contractor will not be responsible for the billing of services to the Unit customers for said services. The Contractor will bill the City based upon the number of residences for which service is provided.

#### **Section 5. Service Provisions**

1. Services shall be provided on a periodic basis as determined by the City Council, and on a specific weekday(s) which is mutually agreeable to the City and Contractor. In the event a holiday falls upon that given weekday(s) services shall be provided the day immediately following. Collection services shall be done between the hours of 7:00 a.m. and 6:00 p.m. Local Time. No variation or change to the regularly scheduled collection day or times may be made without the consent of the City Council.
2. The Contractor shall collect and transport all refuse in enclosed trucks constructed of metal and sufficiently tight to prevent leakage of liquid or solid materials, and such trucks and equipment shall be in compliance with all local, state, and federal regulations governing same. All trucks and equipment used by the Contractor shall be kept clean and odor free at all times. Equipment and trucks shall be of a generally uniform size and design, painted and lettered to the reasonable satisfaction of the City.
3. Refuse containers shall be placed for collection at ground level on the unit's property, on or adjacent to the curbing or pavement edge and within the right-of-way of an opened public street abutting the front side of the unit's property to be accessible not more than six (6) feet from the side of the street from which collection is made.

4. Collections and removal of refuse shall be done as inoffensively as possible with regard to sight and smell, and without the spilling or scattering of refuse in loading or in transit. Refuse spilled or scattered shall be picked up and removed immediately. Containers and lids shall be properly replaced to the point of collection and in an upright position after being emptied by the Contractor, and the Contractor shall do as little damage as reasonably possible to the containers and lids. Damage caused by the Contractor to containers and lids, other than damages caused by wind and other natural causes beyond the control of the Contractor, shall be paid for by the Contractor to the respective owners of same.
5. In the event of a dispute between a Unit customer of the City and the Contractor as to the manner of placing refuse, or the nature of the contents, or the time for removal thereof, or other matters of like nature, the Contractor agrees in the specific instance to collect and remove the refuse even though, in its opinion, it is not required to do so, unless the same constitutes a clear environmental, health, and/or safety hazard. The Contractor shall immediately report the matter to the office of the City Clerk, or other official designated by the City Manager, and the matter shall be adjusted by the parties, if possible, before further collection becomes necessary.
6. The Contractor shall instruct its employees who are in direct contact with Unit customers of the City to be polite and courteous. Upon receiving a copy of a resolution duly adopted by the City Council declaring an employee of the Contractor to be impolite or discourteous, or for other good cause, the Contractor shall appropriately discipline such employee or assign them to employment where their service will no longer cause offense.
7. The Contractor shall keep an active business telephone listing and address in the local telephone directory by which it may be contacted. The Contractor's name and telephone number shall be conspicuously painted on its collection vehicles.
8. The Contractor and its employees shall comply with all traffic and other laws, shall perform the services in a safe manner, and most particularly, shall insure that all vehicles are properly equipped with safety and warning devices and all employees wearing appropriate safety equipment.
9. In addition to the specific services outlined below, the Contractor shall also provide the City, at no additional cost, five (5) roll-off containers with a minimum volume of thirty (30) cubic yards during each year of the contract. These containers shall be delivered to and retrieved from specific sites when requested by the City.

#### **Section 6. Garbage and Rubbish Collection**

1. Garbage and rubbish shall be placed in ninety-five (95) or ninety-six (96) gallon roll-out carts provided by the Contractor. The Contractor shall provide one (1) ninety-five (95) or ninety-six (96) gallon roll-out cart to each customer at no charge. The household shall make every effort to utilize the specified roll-out carts to contain all the garbage. Additional garbage may be placed adjacent to the specified cart; said additional garbage shall be placed in plastic garbage bags, bundled or similarly contained such that it is kept neat, clean and sanitary. Said containers shall be maintained by the household and shall be kept neat, clean, and sanitary at all times.
2. Garbage and rubbish shall be collected and disposed of by landfilling or other lawful manner. If requested, the Contractor shall provide a monthly statement to the City listing the amount in tons of garbage and rubbish which has been collected throughout the City and disposed. The statement shall also include where and by what method the garbage and rubbish is disposed.
3. The Contractor shall make pick-ups with a maximum volume of one hundred twenty-eight (128) gallons for garbage and rubbish per unit. Quoted prices shall be stated on the basis of the total annual amount for the next three (3) years.

4. The Contractor shall collect garbage and rubbish weekly.

#### **Section 7.      Recyclables Collection**

1. Recyclables shall be placed into a ninety-five (95) or ninety-six (96) gallon roll-out recycling cart provided by the Contractor. The Contractor shall provide one (1) ninety-five (95) or ninety-six (96) gallon roll-out cart to each recycling customer at no charge. Additional amounts of recyclables may be placed in either brown paper grocery bags or transparent plastic bags. There is no limit to the amount of recyclables which may be placed out by units for collection.
2. The Contractor will be required to collect recyclables from all units within the City and then sort and transfer collected recyclables to an operation which will recycle said material into a reusable commodity. Recyclables collected by the Contractor shall not be handled, land-filled, incinerated, nor disposed in such a manner that prohibits or inhibits the ability to recycle the recyclables back to a reusable commodity.
3. If requested, the Contractor shall provide a monthly statement to the City detailing the amount of each type of recyclable collected and transferred in tons and both the total price and price per ton received for said collected recyclables. The statement shall also include to whom the recyclables were sold, and what amount, if any, of collected recyclables were unable to be recycled into a reusable commodity due to damage, contamination, or improper processing at the source.
4. The Contractor shall collect recyclables once every two weeks.

#### **Section 8.      Bulk Waste Collection**

1. Bulk waste shall be placed in the same area required for garbage, rubbish, and recyclables, but will not be required to be placed in containers. There is no limit to the amount of Bulk waste which may be placed out by units for collection.
2. Bulk waste shall be collected and disposed of by land-filling or other lawful manner.
3. If requested, the Contractor shall provide a monthly, quarterly, or annual statement to the City listing the amount in tons of Bulk waste which has been collected throughout the City and disposed.
4. The Contractor shall collect Bulk waste on a weekly basis.

#### **Section 9.      Prohibited Materials**

The Contractor shall not be required to collect prohibited materials, but shall provide information to units that place such material out for collection on how prohibited materials may be properly disposed.

#### **Section 10:     Compensation**

1. For the purposes of selecting and awarding this contract, the City agrees to pay for and accept the services to be performed by the successful bidder pursuant to the accepted and approved bid and the total amount of each accepted service option. This amount shall be referred to as the "base contract price" for each year included within the accepted bid.
2. The City will pay the Contractor the base contract price for each year, divided into twelve (12) equal monthly payments, a monthly basis on or about the fourth (4th) Friday of each month.
3. Once a bid has been accepted and approved by the City, and a written contractual agreement has been entered into by both the City and the Contractor, there shall be no increase in the base contract price for each year, except by consent of the City Council, regardless of any increases in

landfill tipping fees, decreases in wholesale prices of recyclables, or any additional units being constructed within the City.

**Section 11. Additional Requirements**

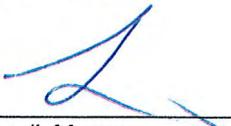
1. The Contractor shall provide copies of all permits and licenses required by any applicable federal, state or local regulation or law in performing the services required by this contract.
2. The laws of the State of Michigan, federal statutes, regulations and executive orders relating to discriminatory employment practices by employers contracting with the various levels of government must be adhered to. Consequently, the Contractor, in performing the services outlined within this contract, shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, creed, color, religion, age, sex, national origin, or disability, nor otherwise commit an unfair labor practice. The Contractor will take affirmative action to ensure that applicants are employed, and employees are treated during employment, without regard to race, creed color, religion, age, sex, national origin, or disability. Such action shall include, but is not limited to the following: employment upgrading, demotion or transfer, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
3. The Contractor shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause. The Contractor will further be required to incorporate this clause in all contracts entered into with suppliers of material services, Contractors and subcontractors and all labor organizations furnishing skilled, unskilled and craft union skilled labor, or anyone who performs any such labor or services in connection with the services outlined within this contract.
4. This agreement includes the attached bid sheet quotes labeled "Totals Including Alternate".

**Section 12. Severability**

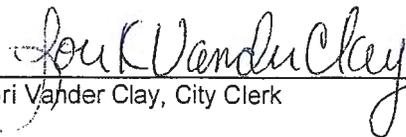
If any portion of this agreement is held to be invalid by a court of competent jurisdiction the remaining portions of this agreement will be in full force and effect.

**IN WITNESS WHEREOF**, the parties have hereto affixed their signatures.

**CITY OF NEW BUFFALO:**

  
\_\_\_\_\_  
Lou O'Donnell, Mayor

10-19-17  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Lori Vander Clay, City Clerk

10-18-2017  
\_\_\_\_\_  
Date

**CONTRACTOR:**

  
\_\_\_\_\_  
David Workman

10-18-17  
\_\_\_\_\_  
Date



Garbage Collection Rates

August 15, 2017

<u>Municipality</u>	<u>Services</u>	<u>Monthly Cost</u>	<u>Provider</u>
Benton Harbor - City	Household/Leaf/Bulk +	21.80	Reliable
Berrien Springs - Village	Household/Recycling Bulk –Village Spring/Fall Cleanup	10.13	Republic
Bridgman - City	Household/Recycling Yard/Annual Bulk +	14.81	Republic
Buchanan - City	Household/Recycling Yard – City 2x Monthly	15.00	Reliable
Buchanan - Township	Subscription Household	15.00	Michiana
Chikaming - Township	Household Recycling/Bulk +	25.50	Republic
Grand Beach - Village	Household Recycling	10.50	Able Lakeshore
Michiana/Republic	Household/Recycling/Yard Bulk +	16.00	Website
Michiana - Village	Household/Recycling	12.18	Lakeshore

New Buffalo - City	Household/Recycling/Yard/Bulk	11.08	Lakeshore
New Buffalo – Township	Subscription Household	14.00	Michiana
	Recycling	3.00	Lakeshore
Ornoko - Township	Subscription Household/Recycling	13.24	Republic
St. Joseph - City	Household/Bulk 3x	10.91	Bestway
	Recycling/Yard +		
Sawyer - Village	Household	14.50	Lakeshore
	Recycling	6.00	
	Bulk +		
Stevensville - Village	Household /Recycling	10.00	Republic
	Bulk – Village/2x Annual		
	Yard – Village/Weekly		
Three Oaks - Village	Household	9.65	Lakeshore
	Recycling	2.20	
	Bulk +		



MANAGER'S REPORT

July 20, 2020

**AGENDA ITEM:** Resolution 20-20, Introduction to Vacate a Portion of Detroit Street for the Township's Memorial Park

**SUMMARY:** This Resolution requires a public hearing be set for August 17, 2020 to vacate and abandon the City's interest in a portion of Detroit Street as identified in Exhibit 1. The vacating will facilitate the Township's plans to construct a Veteran's Memorial Park depicted in the attached materials. After the public hearing on August 17, 2020, Resolution 20-20 can be approved vacating the requested portion of Detroit Street and the Township can proceed with its plans for the memorial.

**COST:** None

**BUDGETED:** Yes No NA

**RECOMMENDATION:** Approve Resolution 20-20, Introduction to Vacate a Portion of Detroit Street for the Township's Memorial Park and setting a public hearing for August 17, 2020.

Respectfully submitted,

David Richards, City Manager



17425 Red Arrow Highway  
New Buffalo, MI 49117-9243  
(269)-469-1011 \* Fax (269)469-6711

*Michelle Heit* Supervisor    *Judith H Zabicki* Clerk    *Jack Rogers* Treasurer  
*Peter G. Rahm* Trustee    *Patricia Iazzetto* Trustee

January 17, 2020

David Richards, City Manager  
City Council  
City of New Buffalo  
224 W. Buffalo Street  
New Buffalo, MI 49117

Dear Mr. Richards and City Council,

New Buffalo Township is requesting the vacating of Clay Street on two parcels of land that we own in the city (11-62-7900-0399-04-0 & 11-62-7900-0399-05-0). We also own two adjoining parcels in the township (11-13-0002-0016-01-1 & 11-13-0002-0016-02-2). See attached map.

We would like to Create a Veterans Memorial Site. We don't have final plans in place but I have attached some ideas for you to see. We would like to have some benches placed around the memorial site also and would like to have some street parking and a parking area.

If you have any questions please don't hesitate to contact me.

Sincerely,

Judy Zabicki



**CITY COUNCIL  
CITY OF NEW BUFFALO  
Berrien County, Michigan**

Council member \_\_\_\_\_, supported by Council member \_\_\_\_\_, moved the adoption of the following resolution:

**RESOLUTION NO. 2020**

**A RESOLUTION TO VACATE A PORTION OF DETROIT STREET TO FACILITATE A VETERANS' MEMORIAL PARK**

WHEREAS, New Buffalo Township owns two parcels (Tax I.D. Nos. 11-62-7900-0399-04-0 and 11-62-7900-0399-05-0) in the City near its northern boundary line that it hopes to develop as veterans' memorial park;

WHEREAS, the Township would like to incorporate an undeveloped portion of platted Detroit Street that runs between the two parcels into the park;

WHEREAS, after introducing this resolution on July 20, 2020, and conducting a public hearing on the matter on August 17, 2020, the City Council believes it is in the best interests of the public health, safety and welfare to vacate the undeveloped portion of Detroit Street that runs between the two Township-owned parcels in order to facilitate the development of the park;

WHEREAS, pursuant to Section 12.1(g) of the City Charter, passage of this resolution requires the affirmative votes of 4 members of the City Council.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City hereby vacates and abandons its interests in the right-of-way described and depicted on the attached **Exhibit**.
2. The City Clerk is authorized and directed to record this resolution with the Berrien County Register of Deeds and to file a copy of this resolution with the Michigan Department of Licensing and Regulatory Affairs Office of Land Survey and Renumeration.
3. All resolutions and parts of resolutions, insofar as they conflict with the provisions of this resolution, are rescinded.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

**RESOLUTION DECLARED ADOPTED.**

**CERTIFICATION**

As the duly appointed and acting City Clerk, I certify that this is a true and complete copy of a resolution adopted by the City Council of the City of New Buffalo, Berrien County, Michigan, at a regular meeting held on August 17, 2020.

---

Ann M. Fidler, City Clerk

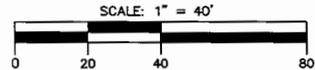
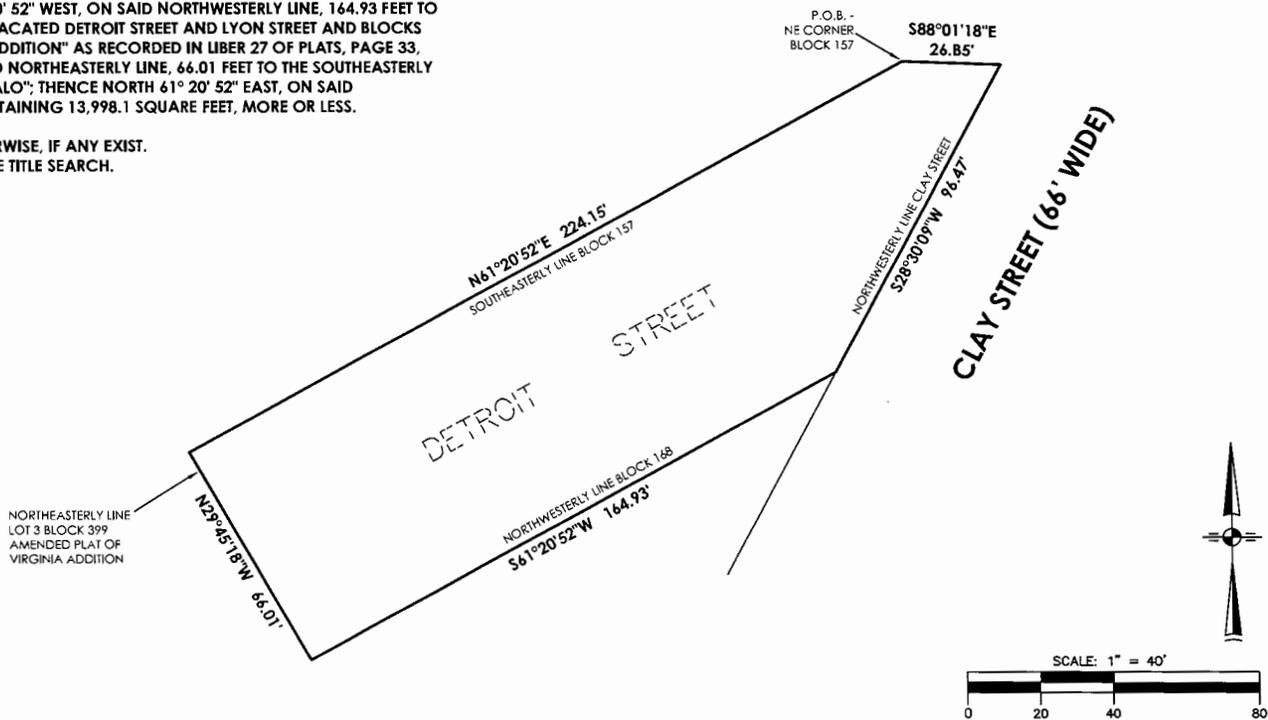




# EXHIBIT

THAT PART OF DETROIT STREET, "ANNEXED PLAT STYLED THE VIRGINIA ADDITION TO THE TOWN OF NEW BUFFALO AT THE MOUTH OF THE GALIEN RIVER IN THE TERRITORY OF MICHIGAN" (COMMONLY KNOWN AS "VIRGINIA ADDITION TO NEW BUFFALO"), CITY OF NEW BUFFALO, BERRIEN COUNTY, MICHIGAN, RECORDED IN BOOK "E" OF DEEDS, PAGE 291, BERRIEN COUNTY RECORDS, DESCRIBED AS BEGINNING AT THE NORTHEAST CORNER OF BLOCK 157, SAID PLAT; THENCE SOUTH 88° 01' 18" EAST, 26.85 FEET TO THE NORTHWESTERLY LINE OF CLAY STREET; THENCE SOUTH 28° 30' 09" WEST, ON SAID NORTHWESTERLY LINE, 96.47 FEET TO THE NORTHWESTERLY LINE OF BLOCK 168, SAID PLAT; THENCE SOUTH 61° 20' 52" WEST, ON SAID NORTHWESTERLY LINE, 164.93 FEET TO THE NORTHEASTERLY LINE OF LOT 3, BLOCK 399, "AMENDED PLAT OF VACATED DETROIT STREET AND LYON STREET AND BLOCKS 157, 158, PART OF 167 & 168 AND UNNAMED PORTION OF VIRGINIA ADDITION" AS RECORDED IN LIBER 27 OF PLATS, PAGE 33, BERRIEN COUNTY RECORDS; THENCE NORTH 29° 45' 18" WEST, ON SAID NORTHEASTERLY LINE, 66.01 FEET TO THE SOUTHEASTERLY LINE OF BLOCK 157, SAID PLAT OF "VIRGINIA ADDITION TO NEW BUFFALO"; THENCE NORTH 61° 20' 52" EAST, ON SAID SOUTHEASTERLY LINE, 224.15 FEET TO THE POINT OF BEGINNING. CONTAINING 13,998.1 SQUARE FEET, MORE OR LESS.

SUBJECT TO ALL EASEMENTS AND RESTRICTIONS OF RECORD OR OTHERWISE, IF ANY EXIST.  
SUBJECT TO FACTS THAT MAY BE DISCLOSED IN A FULL AND ACCURATE TITLE SEARCH.



## ABONMARCHE

95 West Main Street  
Benton Harbor, MI 49023  
T 269.927.2295  
F 269.927.1017  
abonmarche.com

Battle Creek  
Benton Harbor  
Lafayette  
South Bend

Goshen  
Hobart  
South Haven  
Valparaiso

Engineering · Architecture · Land Surveying

PREPARED FOR:

CITY OF NEW BUFFALO

copyright 2020 - ABONMARCHE CONSULTANTS, INC.

DRAWN BY: MGR

APPROVED BY: MAF

DATE: 7/13/2020

SCALE: 1" = 40'

DETROIT STREET

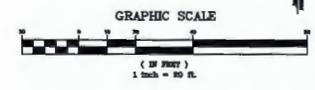
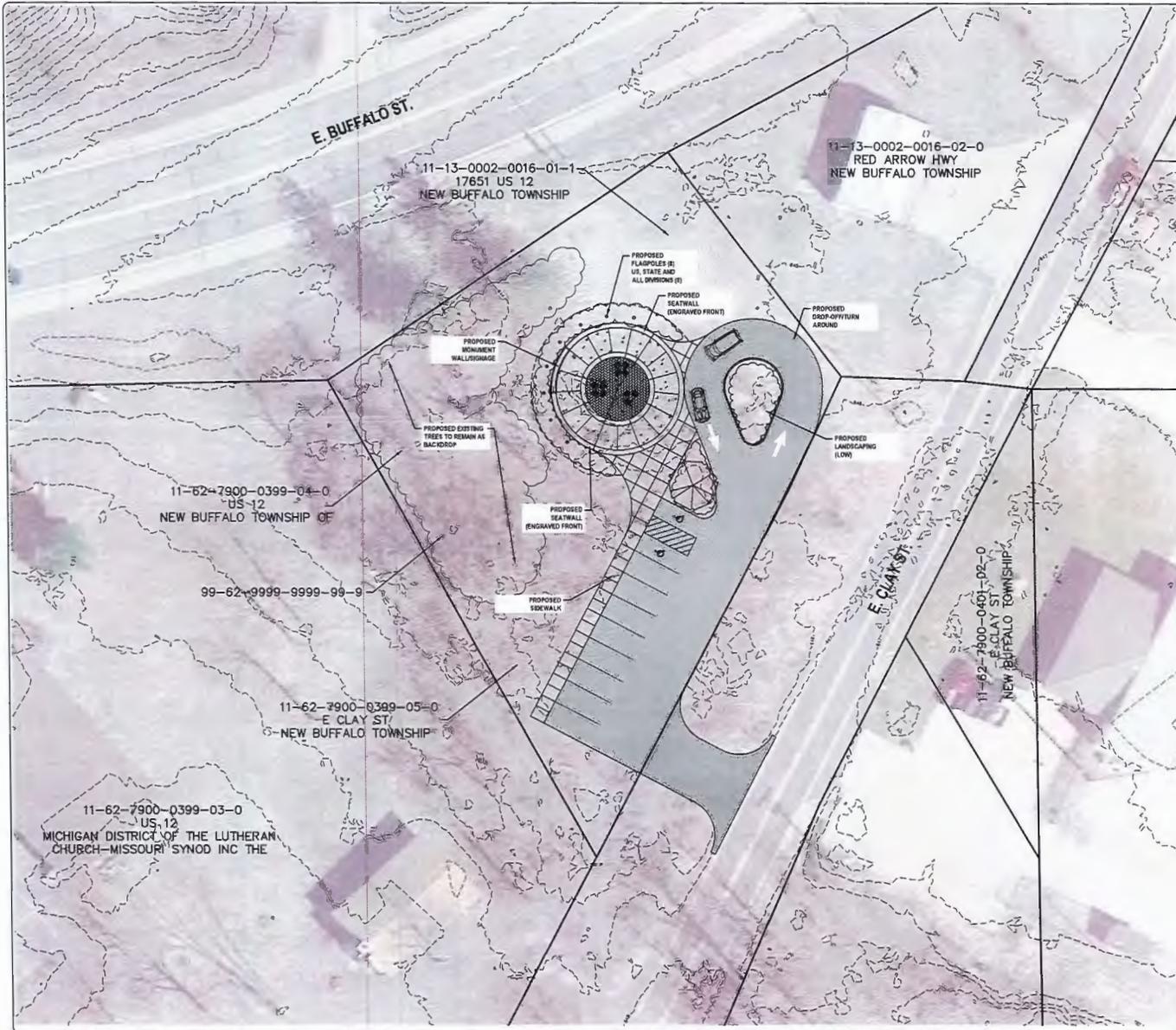
VIRGINIA ADDITION

CITY OF NEW BUFFALO

SHEET 1 OF 1

O:\Projects\2020-20-0145 CONB EOR CAD\_Survey\Drawings-20-0145 Detroit Street vac exhibit.dwg, 8.5x14 HORIZ, 7.13.2020 2:31:08 PM, mrcnking, 1:1

JOB NO. 20-0145



**ABONMARCHÉ**  
 1115 WEST WASHINGTON  
 SUITE 200  
 NEW BUFFALO, MI 48153  
 TEL: 588-2222  
 FAX: 588-2222  
 www.abonmarche.com  
 ENGINEER: MICHAEL J. BOGARDUS

**VETERANS MEMORIAL PARK  
 NEW BUFFALO TOWNSHIP  
 NEW BUFFALO, MICHIGAN**

**PROPOSED SCHEMATIC PLAN**

DATE	MAY 2020
DESIGNED BY	ES
DRAWN BY	ES
CHECKED BY	ES
IN CHARGE	ES
DATE	MAY 2020
SCALE	HORIZ: 1"=30'-0"
	VERT: VERT
PROJECT NO.	20-0022
CLIENT	





*BOOTH*  
Architecture LLC



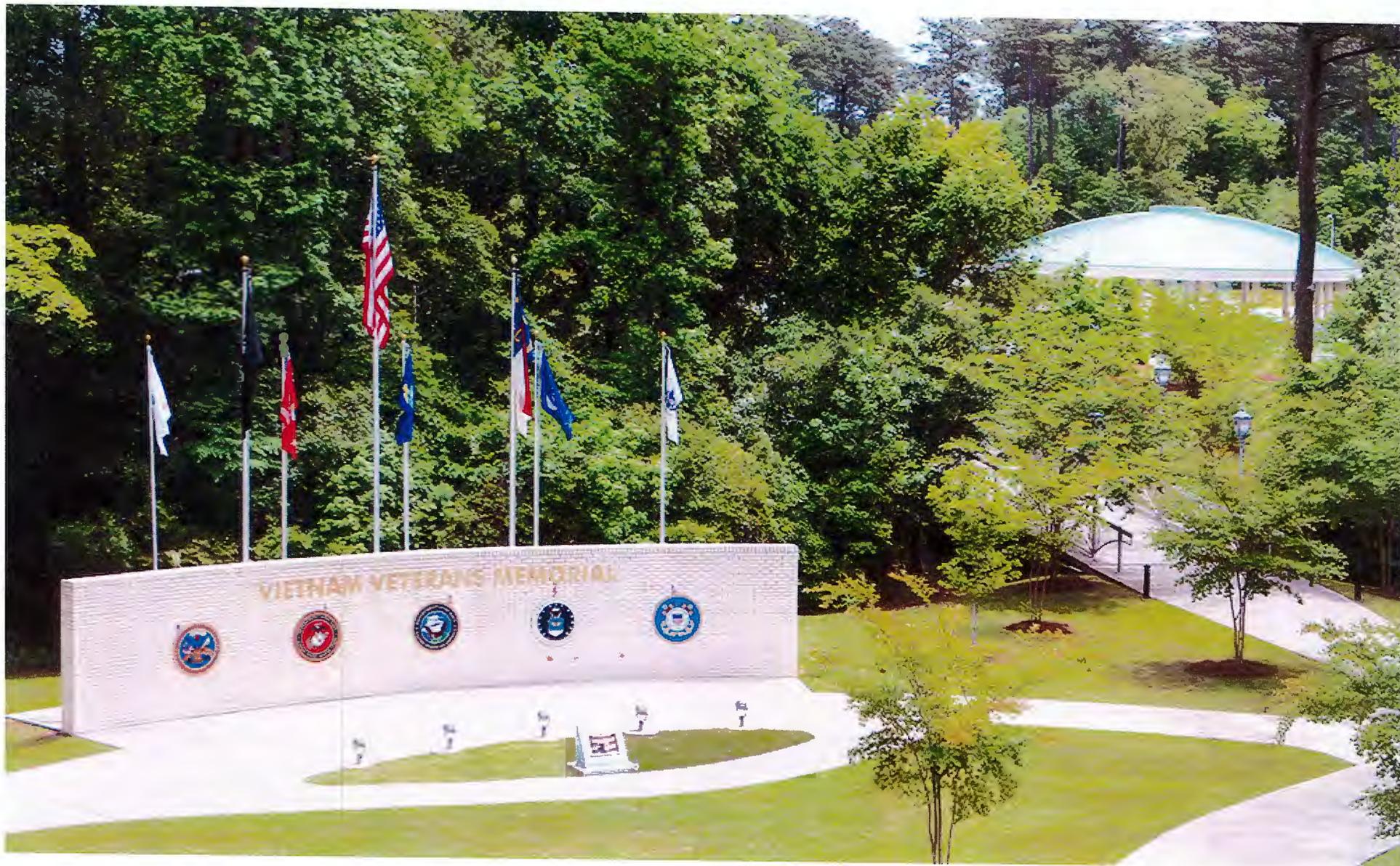
## **Veterans Park**

**This Park is dedicated to the courage, honor and commitment of the men and women who served to defend the rights and freedoms of our great nation.**

**Army • Marines • Navy • Air Force • Coast Guard • Merchant Marines**

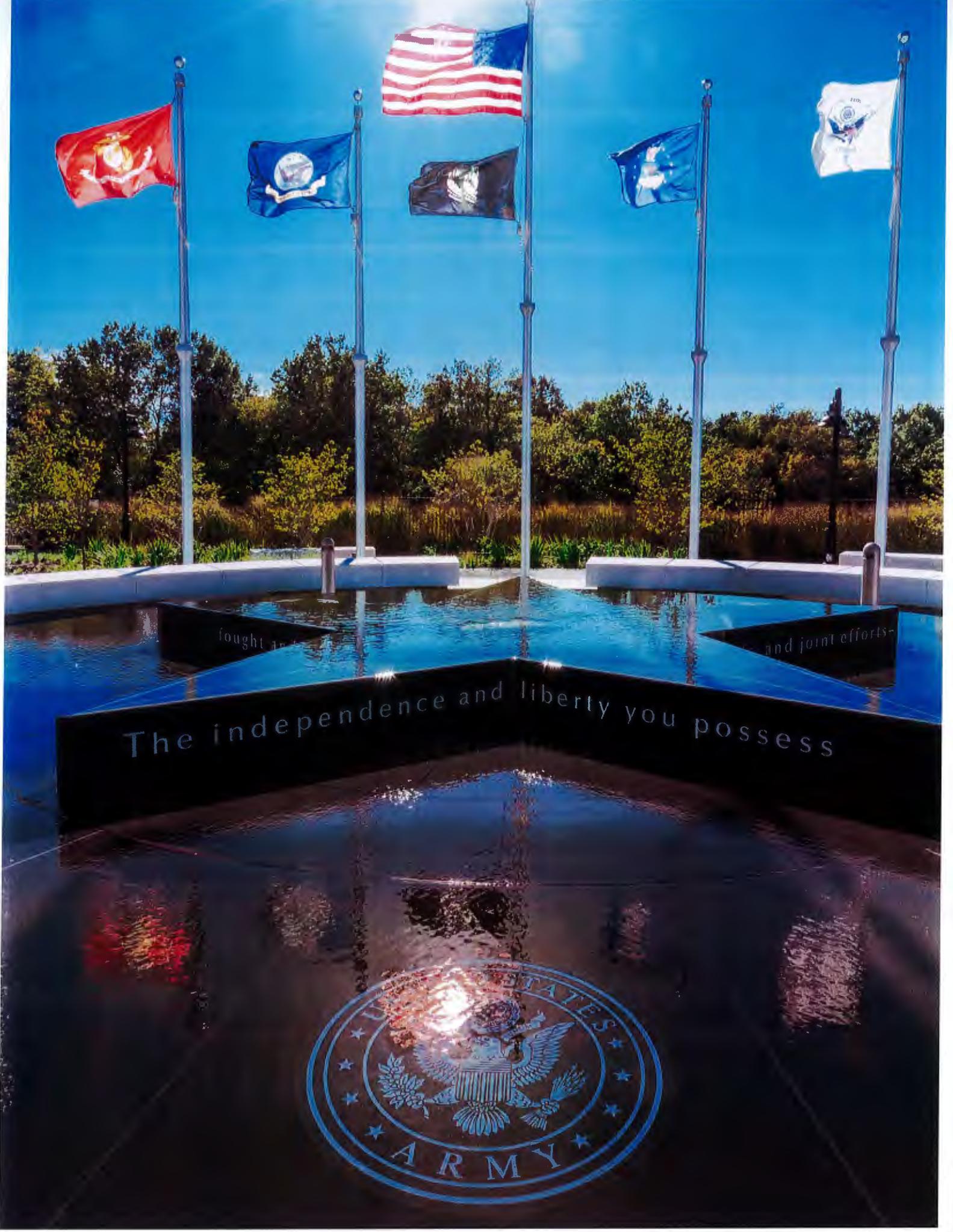
**Dedicated 2019 by the Little Egg Harbor Township Committee**

**Barbara Jo Cron, Mayor • John Kehm, Jr., Deputy Mayor • Ray Gormley • Lisa Stevens • Blaise Scibetta**





LET NO VETERAN  
BE FORGOTTEN



The independence and liberty you possess





## The Purple Heart

The Purple Heart, originally named the "Badge for Military Merit," was created by George Washington in 1782 in honor of bravery. It became known as the Purple Heart in 1932. Today the Purple Heart honors men and women for wounds suffered in combat in defense of freedom.

This plaque is dedicated to those men and women who have been awarded the Purple Heart.

**All Gave Some, Some Gave All**



## MANAGER'S REPORT

July 20, 2020

**AGENDA ITEM:** First Reading of Ordinance #247 to Amend Section 15-7 and 15-9 of the New Buffalo Code to Regulate the Preparation and Collection of Solid Waste

**SUMMARY:** This Ordinance addresses issues related to the placement of refuse bins, size limitations of bulk and yard waste, and separation of refuse and recyclables. The Ordinance prohibits the placement of bins prior to 4:00 PM preceding the day of collection and requiring removal of the bins from the curb on the same day of collection, additionally requiring placement of them in the side or rear yard.

Downed trees and limbs exceeding 4 feet in length are not eligible for curbside pickup and property owners and occupants are responsible for disposing of them and should call the City for chipping.

The Ordinance goes on to make it unlawful to scatter any raw refuse, garbage or rubbish in any sewer, ravine, drainage ditch or catch basin in the City, Harbor, the Galien River or Lake Michigan.

This Ordinance also makes it unlawful to allow refuse, garbage, rubbish, yard waste, recyclables, or downed trees or branches to accumulate on any public or private parcel except to prepare it for pickup or removal. October storage of such items shall not exceed 14 days of duration.

Section 15.9 allows the City to remove unauthorized items from the street right-of-way after 24 hours and recover costs from the property owner in accordance with the procedure noted and requiring payment within 30 days. Failure to pay will result in a property tax lien.

In addition, the City may remove items from the right-of-way at its expense without notice and empty a bin placed at the street on a day other than the scheduled collection day at the owners expense for a fee set by the City Council.

**COST:** None

**BUDGETED:** Yes No

NA

**RECOMMENDATION:** Approve first reading of Ordinance #247 to Amend Section 15-7 and 15-9 of the New Buffalo Code to Regulate the Preparation and Collection of Solid Waste

Respectfully submitted,

David Richards, City Manager

**CITY OF NEW BUFFALO  
BERRIEN COUNTY, MICHIGAN**

**ORDINANCE NO. 247**

**AN ORDINANCE TO AMEND SECTIONS 15-7 AND 15-9 OF THE NEW  
BUFFALO CITY CODE AND TO ADD A NEW SECTION 15-8 TO  
CHAPTER 15, ARTICLE II, TO REGULATE THE PREPARATION AND  
COLLECTION OF SOLID WASTE**

The City of New Buffalo ordains:

Section 1. Amendment. Sections 15-7, 15-8, and 15-9 of the New Buffalo City Code shall read as follows:

**Sec. 15-7. Responsibilities of property owners and occupants.**

- (a) All property owners and occupants who receive refuse collection services contracted by the City pursuant to section 15.3 shall comply with the terms and conditions of the applicable contract, which shall be available for public inspection in the office of the City Clerk. Such contracts

may address topics including:

- (1) Size and other specifications for refuse bins;
  - (2) Appropriate locations for placing refuse bins prior to pickup;
  - (3) Size limitations for the curbside pickup of bulk items and yard waste; and
  - (4) Appropriate separation of refuse and recyclable materials.
- (b) Refuse and recycling receptacles shall not be set out for collection prior to 4:00 p.m. preceding the day of collection. After such receptacles are emptied they shall, on the same day collections are made, be removed from the street right-of-way and stored in an appropriate location in the side or rear yard of the property. Receptacles shall not be stored in the front yard.
- (c) Downed trees and tree limbs exceeding 2 cubic yards in volume or 4 feet length do not constitute "yard waste" for purposes of this chapter, and therefore are not eligible for regular curbside pickup by the City or its contractors. Property owners and occupants shall be responsible for disposing of such items.

**Sec. 15-8. Placement or accumulation of refuse prohibited.**

It shall be unlawful to place or scatter, any raw refuse, garbage, or rubbish in any sewer, ravine, drainage ditch, or catch basin throughout the City, or in the harbor, Galien River, or Lake Michigan within the City. It shall also be unlawful to allow refuse, garbage, rubbish, yard waste, recyclables, or downed trees or branches to accumulate on any public or private parcel of property within the City, except to the limited extent necessary to prepare such items for curbside pickup or other appropriate means of removal from the property. Outdoor storage of such items shall not exceed 14 days in duration.

**Sec. 15.9. Authority to remove unauthorized items from the right-of-way and recover costs.**

In addition to any other available remedy, the City may remove unauthorized items from the street right-of-way and recover costs from the property owner in accordance with the following procedures:

- (a) For purposes of this section, unauthorized items in the right-of-way include:
- (1) Refuse receptacles placed at the street in violation of section 15-7(b) above;
  - (2) Trees or tree limbs too large for curbside pickup; and
  - (3) Other items not suitable for curbside pickup.
- (b) Upon observing an unauthorized item in the right-of-way, the City Manager or designee is authorized to notify, in writing, the owner of the adjoining premises that the City intends to remove such item at the owner's expense. Such notice shall be served by hand delivery or posted in a conspicuous location on the premises.
- (c) After service of the notice, the owner shall remove the unauthorized item from the right-of-way within 24 hours. If he or she fails to do so, the City may remove the item at the owner's expense as follows:
- (1) If the item is a refuse or recycling receptacle, the City shall store the receptacle and release it back to the owner or occupant upon payment of a fee in an amount set by resolution of the City Council.
  - (2) If the item is not a refuse or recycling receptacle, the City may dispose of the item and send the owner an invoice for the actual cost of removal and disposal. Such invoice shall be paid within 30 days. If payment is not received, the City may levy a single-lot special assessment to recover such costs pursuant to Chapter 17, Article V of the City Code.
- (d) This section shall not be construed to limit the authority of the City to relocate or remove unauthorized items from the right-of-way at the City's own cost without prior notice to the adjoining owner. Moreover, in addition to the remedies described above, the City may, at its discretion and without need for prior notice, empty a refuse receptacle placed at the street in violation of section 15-7(b) on a day other than the scheduled pickup day, and may charge the person responsible for the receptacle an off-schedule pickup fee in an amount set by the City Council.

Section 2. Publication and Effective Date. The City Clerk shall cause this ordinance to be published in a newspaper of general circulation in the City, and the ordinance shall be effective 20 days after enactment or upon publication, whichever is later.

YEAS: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

ABSENT: \_\_\_\_\_

**CERTIFICATION**

This is a true and complete copy of Ordinance No. \_\_\_\_ adopted at a regular meeting of the New Buffalo City Council held on \_\_\_\_\_, 2020.

---

Lou O'Donnell IV, Mayor

---

Anne M. Fidler, City Clerk



## MANAGER'S REPORT

July 20, 2020

### **AGENDA ITEM:** New Website Proposal

**SUMMARY:** The current website is dated and difficult to use. Staff spends much of its time explaining how to find information on the website. Both residents and especially visitors have a difficult time navigating the website, give up and call for help. In addition, there is a great deal of dated information on the website that staff is unaware of and unable to use or assist users. The basic design of the system is inflexible and impractical to upgrade and update. Many designers were contacted for demonstrations and 4 provided quotes, three of which are noted below. The fourth quote from WEBLINX is for approximately \$15,000 and while considered, was rejected. The deficiencies of the current website are listed below followed by the opportunities of a modern website.

**Deficiencies in current website:** There is too much text, and too many links and images on the home page; it lacks local photography; edits to headers and footers must be done by the designer; it is a less flexible template design; the response time is slow; a sitemap is missing which identifies problems in the website construction; it is not easily updated by staff; the website is not a custom design; it lacks fillable forms that can be submitted online; mobile response is problematic; there are security issues; it must be updated at additional cost; the search site is difficult to find; there are structural limitations to adding to the site; staff is unaware of incorrect information and there is no process for identifying that information; news is limited to a chronological list on the home page; the calendar is difficult to create and use; the website is disorganized and pages are difficult to understand; the website is not interactive and lacks an FAQ application

**Opportunities in a modern website:** employees build the website with close assistance from the provider; updates are included in an annual hosting subscription fee; updates are provided every 2 weeks; features are routinely improved with feedback from other websites; our staff is trained in real time and assisted as required; there is a prominent Google Search feature that searches the entire website; the website is mobile friendly; fillable forms are found on multiple pages that can be submitted online; the calendar is user friendly; the news site on the home

page is flexible and the same information can be found within individual department pages; the numerous pages are integrated allowing for information to be found within each page; the website includes an FAQ application; information has an expiration date; City staff sets up custom interfaces among the pages; an emergency alert system is situated on the home page.

Any of the vendors listed below can provide a quality website. However, ProudCity can help design a modern website that most meets our needs; not too little, not too big, and they engage the City's staff in designing the website. Like the others, ProudCity has an impressive list of clients both large and similar in size to New Buffalo giving them the experience required to help design a modern website with ever improving digital solutions. With ProudCity, New Buffalo staff will have complete control over the website and its content. It is anticipated ProudCity will allow the City to create, manage and secure the design and content of the website while providing the tools and assistance necessary to construct a custom web site, providing readily available, meaningful information to residents and visitors alike. In addition, ProudCity is the low bidder. \*

<b>Vendor</b>	<b>Design</b>	<b>Subscription</b>
ProudCity	\$4,500	\$1,800
Municode	\$4,600 + Add Ons	\$1,800
EVOGOV	\$5,400	\$1,800

**COST:** \$4,500.00 + \$1,800 annually

**BUDGETED:** Yes No NA

**RECOMMENDATION:** Approve the proposal from ProudCity to Design a Modern Website

Respectfully submitted,

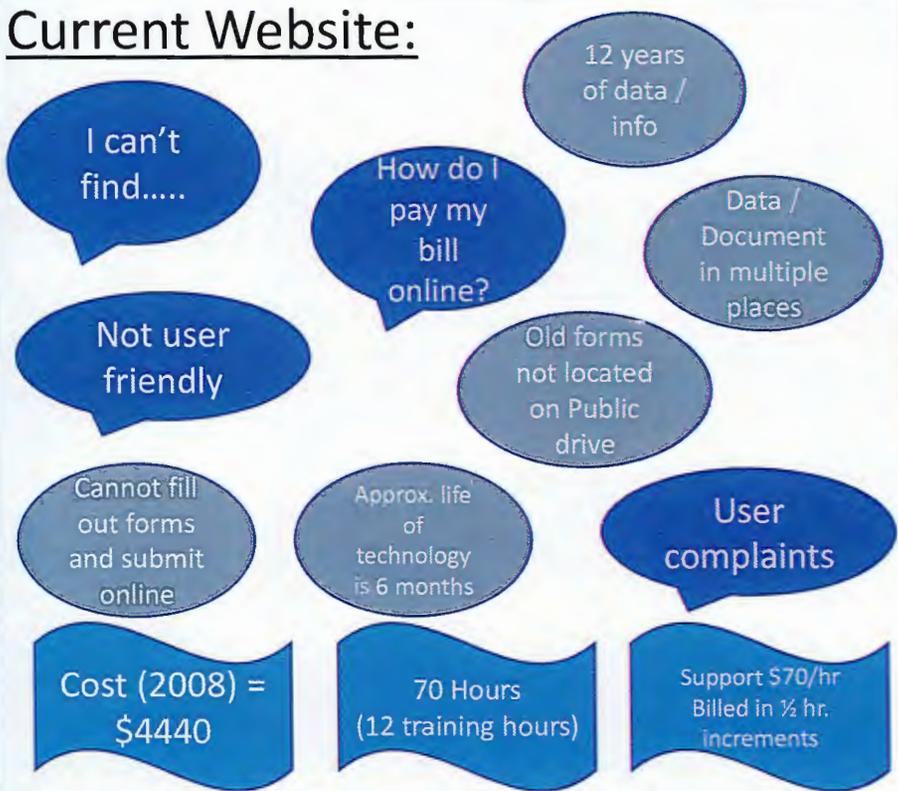
David Richards, City Manager

\*The quotes are voluminous and support hour long presentations. Most are 24 pages in length so they are not provided in the packet but hard copies are available upon request.

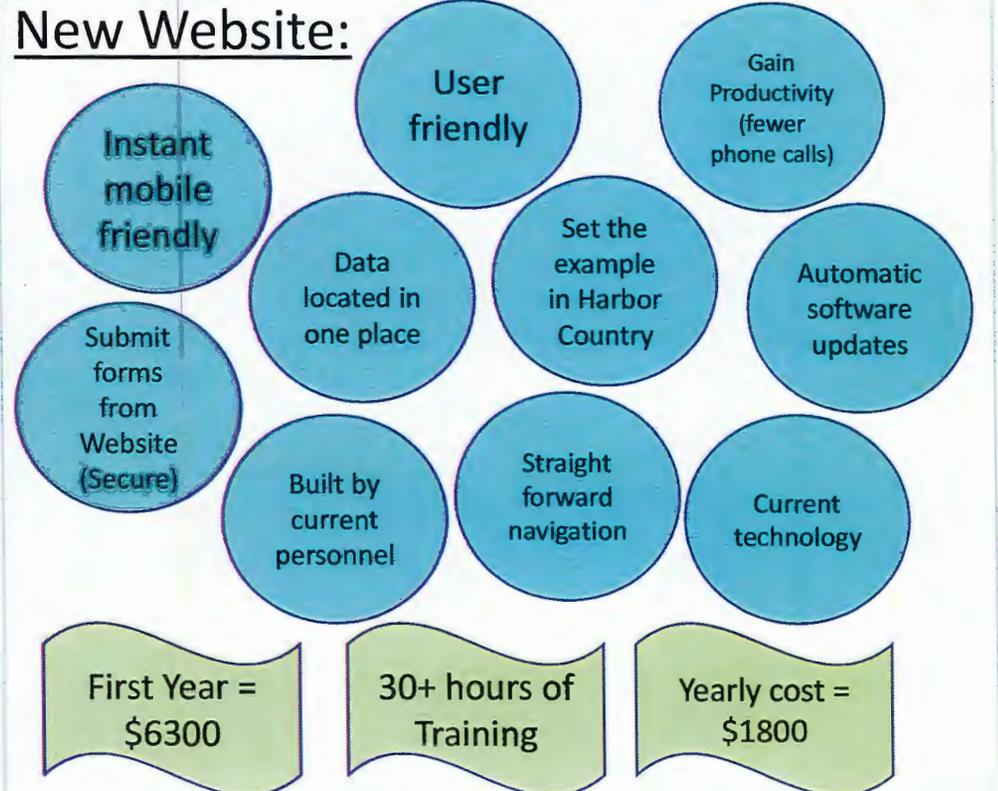
# Current Website vs. New Website

City Council Budget meeting 7/20/2020

## Current Website:



## New Website:



Cost to the City: Escalated call = \$58.42, 85 min.  
 Non-escalated call = \$16.78, 55 min.

# Guest Experiences

- Finding information

## Challenge

A lot of information on the site and some of it is hard to find

## Action

Create a prominent Search field,  
Sections and  
Icons to put information in compartments for filtering

## Result

Guests will be able to find information faster and City Hall will gain productivity with fewer phone calls

# Guest Experiences

- Submit forms directly through site

## Challenge

Currently need a printer, scanner, email or physically visit City Hall to complete certain transactions (vehicle beach pass, permits, applications, etc.)

## Action

- Secure the site
- Create fillable forms
- Allow electronic signatures
- Create "Submit" button
- Route to proper department
- Provide auto response

## Result

Guests will be able to find information faster and City Hall will gain productivity with fewer phone calls

# Guest Experiences

- Data Accuracy

## Challenge

Depending on which page the guest is on, they could get a different version of the same document

## Action

House all of the documents in one place on the site and every page pulls the document from that place

## Result

- Greater data accuracy and consistency
- Efficient changes to site with only one place to update

# Practical Challenges

- Zoom meeting notices – No obvious place to locate them
- Limit meeting listing – Had to put programming code into site to only display the previous meetings and only 1 upcoming meeting
- Create a third column on a page – Process was not intuitive and had to go with a different solution

# Current website

The screenshot shows the City of New Buffalo website. The header includes the city name and tagline, along with social media icons and utility links like 'Pay or View My Bill' and 'Pay/Appeal Parking Citations'. A navigation menu is visible with 'Departments' highlighted. A dropdown menu lists various city departments. A central banner promotes staying home during COVID-19, and a notice below it states that City Hall is closed to the public. The footer contains a search bar and system tray information.

City of New Buffalo  
The Gateway of Michigan

Welcome Residents Visitors City Services Departments

- City Manager
- City Assessor
- City Building Inspector
- City Clerk
- City Treasurer
- Fire Department
- Police Department
- Recreational Facilities
- Street Department
- Water Department

**STAY HOME**  
**STAY SAFE. SAVE LIVES.**  
MICHIGAN.GOV/CORONAVIRUS

**NOTICE: City Hall Closed to the Public Due to COVID**  
The following link provides information for all Executive Orders:  
[https://www.michigan.gov/coronavirus/0,9753,7-406-98178\\_98453\\_](https://www.michigan.gov/coronavirus/0,9753,7-406-98178_98453_)

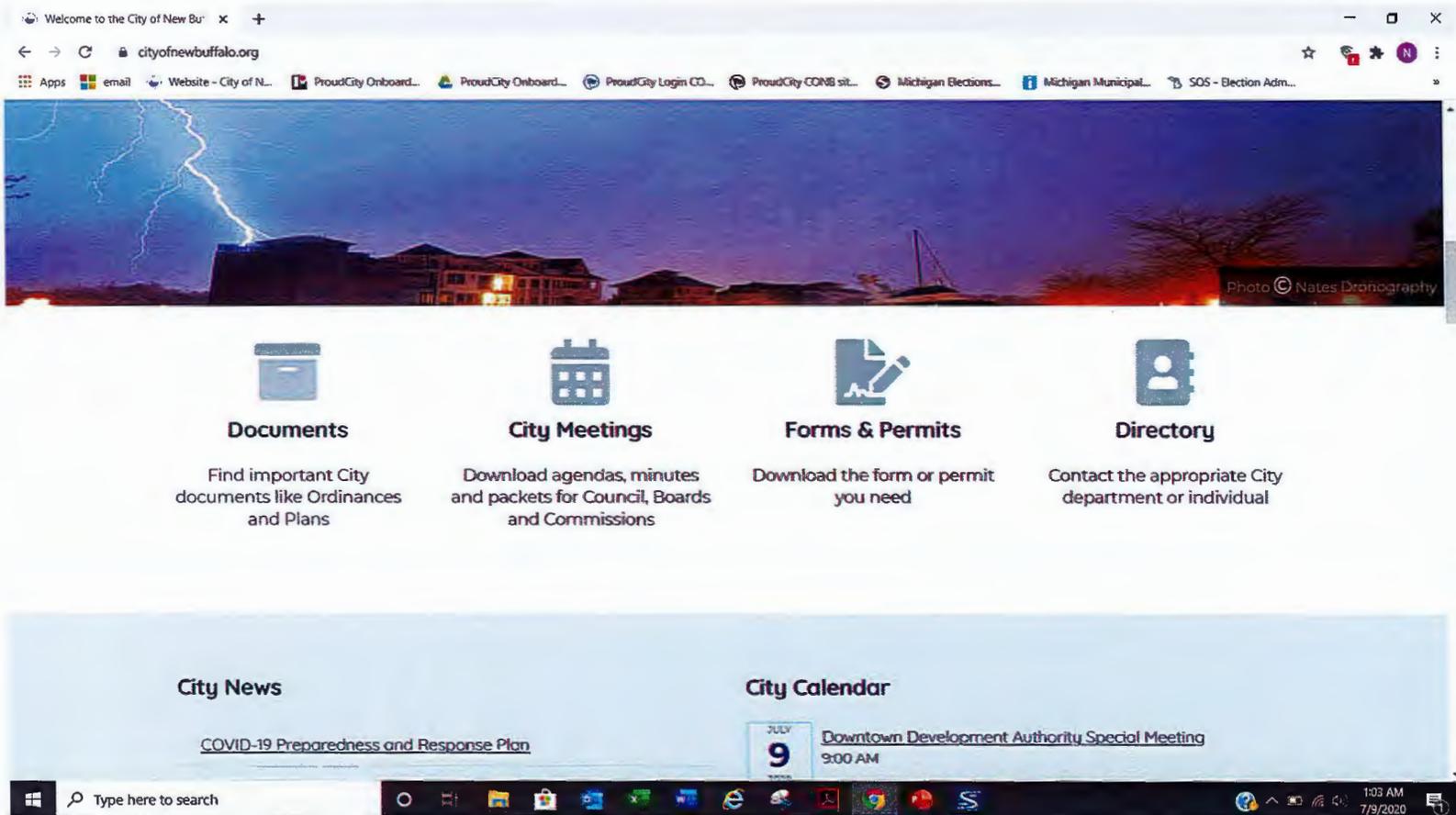
Utility bills can be mailed, paid online or put in the dropbox.  
All permits are available online and may be dropped in the dropbox or emailed to [permits@cityofnewbuffalo.org](mailto:permits@cityofnewbuffalo.org).

Updated Short-Term Rental List

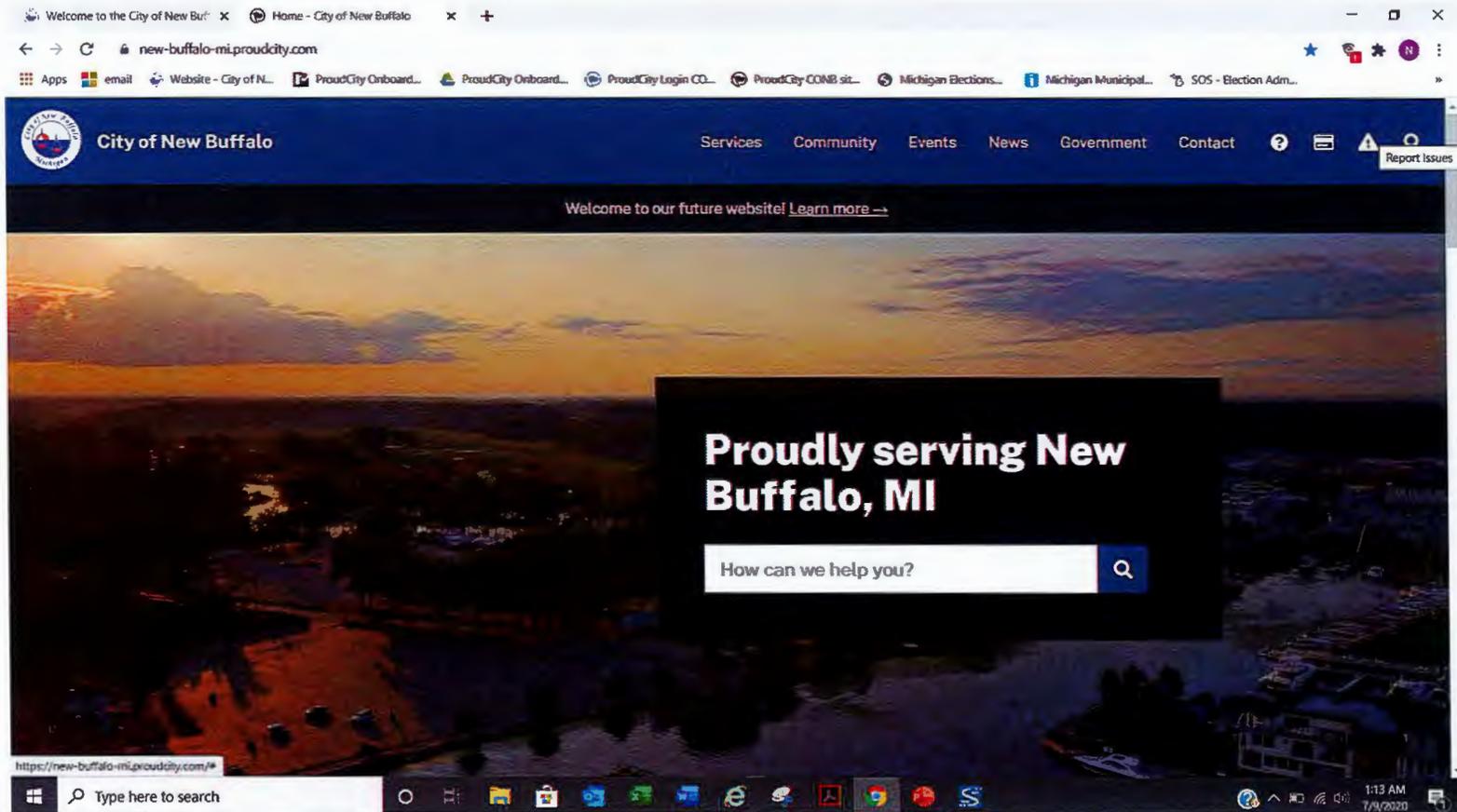
Type here to search

1:10 AM 7/9/2020

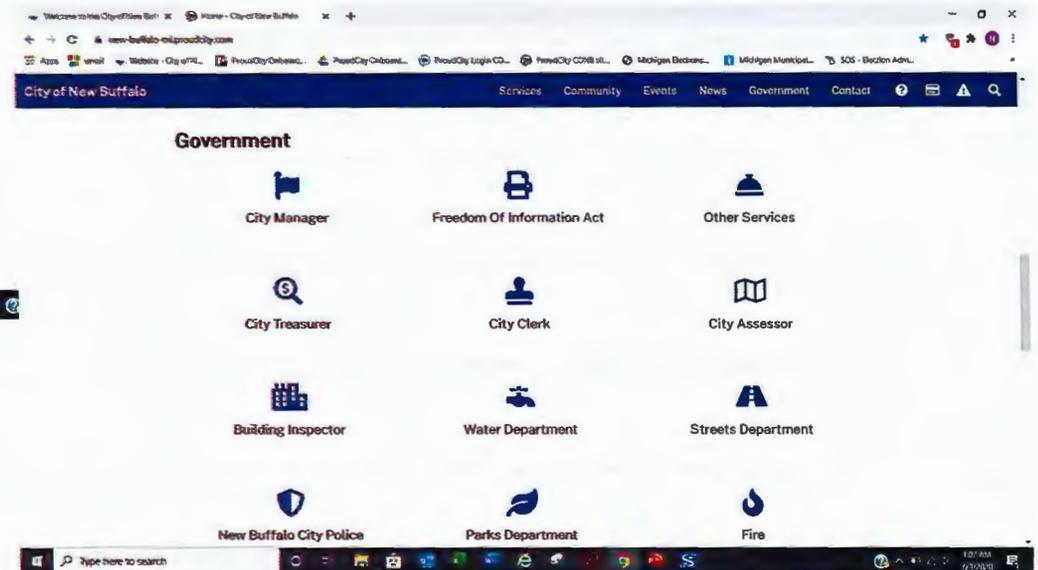
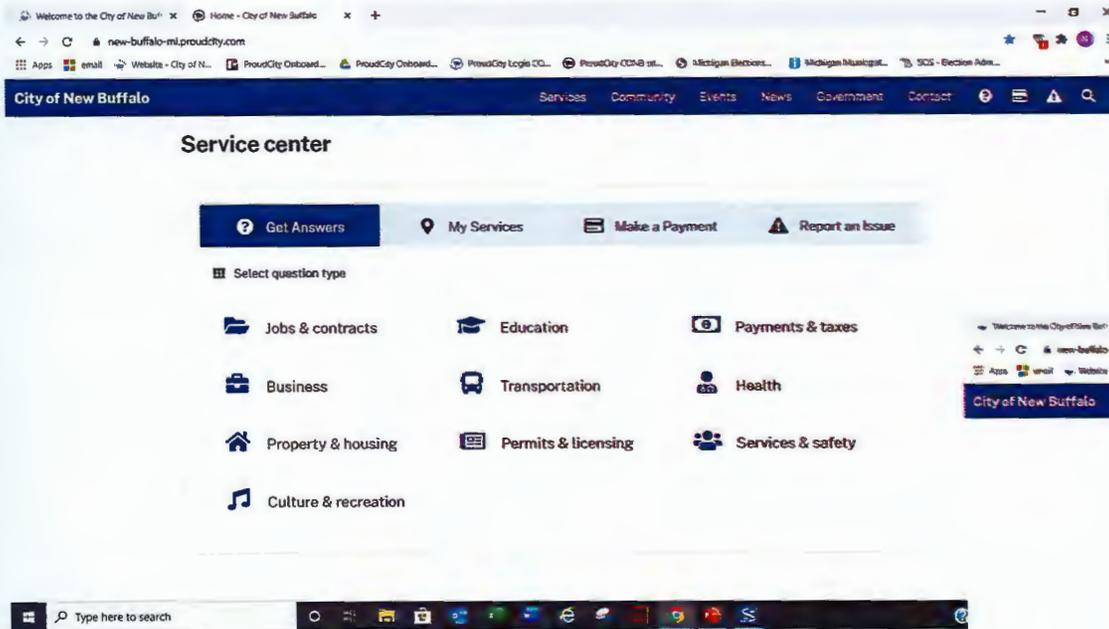
# Current website



# New website



# New website





MANAGER'S REPORT

July 20, 2020

**AGENDA ITEM:** Resolution # 20.15 Authorizing Contract #19-5298 with MDOT for Illuminated Street Name Signs and Signal Masts

**SUMMARY:** The State of Michigan is planning to replace the signal poles with mast arm signals at Whittaker and Buffalo Streets in the spring of 2021. These masts will allow for the height necessary for tall vehicles to pass unimpeded by the current shorter poles. The project includes the installation of lighted street name signs for which the City must pay the extra installation cost of \$27,500 as noted in the attached resolution. The contract requires an \$11,000 deposit before work can begin but will be applied to the total.

**COST:** \$27,500.00

**BUDGETED:** Yes  No  NA

**RECOMMENDATION:** Resolution # 20.15 Authorizing Contract #19-5298 with MDOT for Illuminated Street Name Signs and Signal Masts.

Respectfully submitted,

David Richards, City Manager

SPECIAL TRUNKLINE  
NON-ACT-51  
ADDED WORK

DA  
Control Section STG 14061  
Job Number 200366CON  
Fed Project # 20A0630  
Contract 19-5298

THIS CONTRACT is made by and between the MICHIGAN DEPARTMENT OF TRANSPORTATION, hereinafter referred to as the "DEPARTMENT"; and the CITY OF NEW BUFFALO, a Michigan municipal corporation, hereinafter referred to as the "CITY"; for the purpose of fixing the rights and obligations of the parties in agreeing to traffic signal improvement in conjunction with the DEPARTMENT'S traffic signal modernization work at Highway US-12 (Buffalo Street) and Whittaker Street, within the corporate limits of the CITY.

WITNESSETH:

WHEREAS, the DEPARTMENT is planning traffic signal modernization work at the intersection of Highway US-12 (Buffalo Street) and Whittaker Street; and

WHEREAS, the CITY has requested additional work in connection with the signal modernization work, which additional work is hereinafter referred to as the "PROJECT" and is located and described as follows:

Traffic signal mast arm installation at the intersection of Highway US-12 (Buffalo Street) and Whittaker Street including work required for the placement of mast arm signals in excess of the work required to install standard strain wire signals and illuminated street name signs; together with necessary related work, located within the limits of the CITY; and

WHEREAS, the DEPARTMENT presently estimates the PROJECT COST as hereinafter defined in Section 1 to be: \$27,500; and

WHEREAS, the parties hereto have reached an understanding with each other regarding the performance of the PROJECT work and desire to set forth this understanding in the form of a written Contract.

NOW, THEREFORE, in consideration of the premises and of the mutual undertakings of the parties and in conformity with applicable law, it is agreed:

1. The parties shall undertake and complete the construction of the PROJECT in accordance with this Contract. The term "PROJECT COST", as herein used, is hereby defined as the cost of the construction of the PROJECT including the costs of physical construction necessary for the completion of the PROJECT as determined by the DEPARTMENT; and

construction engineering (CE), and any and all other expenses in connection with any of the above.

2. The cost of alteration, reconstruction and relocation, including plans thereof, of certain publicly owned facilities and utilities which may be required for the construction of the PROJECT, shall be included in the PROJECT COST; provided, however, that any part of such cost determined by the DEPARTMENT, prior to the commencement of the work, to constitute a betterment to such facility or utility, shall be borne wholly by the owner thereof.

3. The CITY will approve the design intent of the PROJECT and shall accept full responsibility for the constructed PROJECT functioning as a part of the CITY'S facilities. The CITY is solely responsible for any input which it provides as it relates to the design of the PROJECT functioning as part of the CITY'S facilities.

4. The DEPARTMENT will administer all phases of the PROJECT and will cause to be performed all the PROJECT work.

Any items of PROJECT COST incurred by the DEPARTMENT may be charged to the PROJECT.

5. The PROJECT COST shall be charged to the CITY 100 percent and paid in the manner and at the times hereinafter set forth. Such cost is estimated to be as follows:

PROJECT COST - \$27,500

The CE costs will be apportioned in the same ratio as the actual direct construction costs.

6. The DEPARTMENT shall maintain and keep accurate records and accounts relative to the cost of the PROJECT. The DEPARTMENT may submit progress billings to the CITY on a monthly basis for the CITY'S share of the cost of work performed to date, less all payments previously made by the CITY not including payments made for a working capital deposit. No monthly billings of a lesser amount than \$1,000 shall be made unless it is a final or end of fiscal year billing. All billings will be labeled either "Progress Bill Number \_\_\_\_\_", or "Final Billing". Payment is due within 30 days of receipt of invoice. Upon completion of the PROJECT, payment of all items of PROJECT COST and receipt of all Federal Aid, the DEPARTMENT shall make a final billing and accounting to the CITY.

The CITY will deposit with the DEPARTMENT the following amount which will be used by the DEPARTMENT as working capital and applied toward the end of the project for the contracted work and cost incurred by the DEPARTMENT in connection with the PROJECT:

DEPOSIT - \$11,000

The total deposit will be billed to the REQUESTING PARTY by the DEPARTMENT and shall be paid by the REQUESTING PARTY within 30 days after receipt of invoice.

7. Pursuant to the authority granted by law, the CITY hereby irrevocably pledges a sufficient amount of funds received by it from the Michigan Transportation Fund to meet its obligations as specified herein. If the CITY shall fail to make any of its required payments when due, as specified herein, the DEPARTMENT shall immediately notify the CITY of the fact of such default and the amount thereof, and, if such default is not cured by payment within ten (10) days, the DEPARTMENT is then authorized and directed to withhold from the first of such monies thereafter allocated by law to the CITY from the Michigan Transportation Fund sufficient monies to remove the default, and to credit the CITY with payment thereof, and to notify the CITY in writing of such fact.

8. Upon completion of construction, the facilities being constructed as the PROJECT shall be operated and maintained by the CITY and the DEPARTMENT in accordance with standard practice.

9. Any and all approvals of, reviews of, and recommendations regarding contracts, agreements, permits, plans, specifications, or documents, of any nature, or any inspections of work by the DEPARTMENT pursuant to the terms of this Contract are done to assist the CITY. Such approvals, reviews, inspections and recommendations by the DEPARTMENT shall not relieve the CITY of its ultimate control and shall not be construed as a warranty of their propriety or that the DEPARTMENT is assuming any liability, control or jurisdiction.

When providing approvals, reviews and recommendations under this Contract, the DEPARTMENT is performing a governmental function, as that term is defined in MCL 691.1401 et seq., as amended, which is incidental to the completion of the PROJECT. 691.1402 et seq., as amended rests with the CITY.

10. In connection with the performance of PROJECT work under this Contract the parties hereto (hereinafter in Appendix "A" referred to as the "contractor") agree to comply with the State of Michigan provisions for "Prohibition of Discrimination in State Contracts", as set forth in Appendix A, attached hereto and made a part hereof. The parties further covenant that they will comply with the Civil Rights Acts of 1964, being P.L. 88-352, 78 Stat. 241, as amended, being Title 42 U.S.C. Sections 1971, 1975a-1975d, and 2000a-2000h-6 and the Regulations of the United States Department of Transportation (49 C.F.R. Part 21) issued pursuant to said Act, including Appendix "B", attached hereto and made a part hereof, and will require similar covenants on the part of any contractor or subcontractor employed in the performance of this Contract. The parties will carry out the applicable requirements of the DEPARTMENT'S Disadvantaged Business Enterprise (DBE) program and 49 CFR, Part 26, including, but not limited to, those requirements set forth in Appendix C.

11. This Contract shall become binding on the parties hereto and of full force and effect upon the signing thereof by the duly authorized officials for the CITY and for the DEPARTMENT; upon the adoption of a resolution approving said Contract and authorizing the signatures thereto of the respective officials of the CITY, a certified copy of which resolution shall be attached to this Contract.

IN WITNESS WHEREOF, the parties hereto have caused this contract to be executed as written below.

CITY OF NEW BUFFALO

MICHIGAN DEPARTMENT  
OF TRANSPORTATION

By \_\_\_\_\_  
Title:

By \_\_\_\_\_  
Department Director MDOT

By \_\_\_\_\_  
Title:



**APPENDIX A**  
**PROHIBITION OF DISCRIMINATION IN STATE CONTRACTS**

In connection with the performance of work under this contract; the contractor agrees as follows:

1. In accordance with Public Act 453 of 1976 (Elliott-Larsen Civil Rights Act), the contractor shall not discriminate against an employee or applicant for employment with respect to hire, tenure, treatment, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, height, weight, or marital status. A breach of this covenant will be regarded as a material breach of this contract. Further, in accordance with Public Act 220 of 1976 (Persons with Disabilities Civil Rights Act), as amended by Public Act 478 of 1980, the contractor shall not discriminate against any employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment because of a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. A breach of the above covenants will be regarded as a material breach of this contract.
2. The contractor hereby agrees that any and all subcontracts to this contract, whereby a portion of the work set forth in this contract is to be performed, shall contain a covenant the same as hereinabove set forth in Section 1 of this Appendix.
3. The contractor will take affirmative action to ensure that applicants for employment and employees are treated without regard to their race, color, religion, national origin, age, sex, height, weight, marital status, or any disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Such action shall include, but not be limited to, the following: employment; treatment; upgrading; demotion or transfer; recruitment; advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
4. The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, age, sex, height, weight, marital status, or disability that is unrelated to the individual's ability to perform the duties of a particular job or position.
5. The contractor or its collective bargaining representative shall send to each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding a notice advising such labor union or workers' representative of the contractor's commitments under this Appendix.
6. The contractor shall comply with all relevant published rules, regulations, directives, and orders of the Michigan Civil Rights Commission that may be in effect prior to the taking of bids for any individual state project.

7. The contractor shall furnish and file compliance reports within such time and upon such forms as provided by the Michigan Civil Rights Commission; said forms may also elicit information as to the practices, policies, program, and employment statistics of each subcontractor, as well as the contractor itself, and said contractor shall permit access to the contractor's books, records, and accounts by the Michigan Civil Rights Commission and/or its agent for the purposes of investigation to ascertain compliance under this contract and relevant rules, regulations, and orders of the Michigan Civil Rights Commission.
8. In the event that the Michigan Civil Rights Commission finds, after a hearing held pursuant to its rules, that a contractor has not complied with the contractual obligations under this contract, the Michigan Civil Rights Commission may, as a part of its order based upon such findings, certify said findings to the State Administrative Board of the State of Michigan, which State Administrative Board may order the cancellation of the contract found to have been violated and/or declare the contractor ineligible for future contracts with the state and its political and civil subdivisions, departments, and officers, including the governing boards of institutions of higher education, until the contractor complies with said order of the Michigan Civil Rights Commission. Notice of said declaration of future ineligibility may be given to any or all of the persons with whom the contractor is declared ineligible to contract as a contracting party in future contracts. In any case before the Michigan Civil Rights Commission in which cancellation of an existing contract is a possibility, the contracting agency shall be notified of such possible remedy and shall be given the option by the Michigan Civil Rights Commission to participate in such proceedings.
9. The contractor shall include or incorporate by reference, the provisions of the foregoing paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Michigan Civil Rights Commission; all subcontracts and purchase orders will also state that said provisions will be binding upon each subcontractor or supplier.

Revised June 2011

**APPENDIX B**  
**TITLE VI ASSURANCE**

During the performance of this contract, the contractor, for itself, its assignees, and its successors in interest (hereinafter referred to as the “contractor”), agrees as follows:

1. **Compliance with Regulations:** For all federally assisted programs, the contractor shall comply with the nondiscrimination regulations set forth in 49 CFR Part 21, as may be amended from time to time (hereinafter referred to as the Regulations). Such Regulations are incorporated herein by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed under the contract, shall not discriminate on the grounds of race, color, sex, or national origin in the selection, retention, and treatment of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices, when the contractor covers a program set forth in Appendix B of the Regulations.
3. **Solicitation for Subcontracts, Including Procurements of Materials and Equipment:** All solicitations made by the contractor, either by competitive bidding or by negotiation for subcontract work, including procurement of materials or leases of equipment, must include a notification to each potential subcontractor or supplier of the contractor’s obligations under the contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and facilities as may be determined to be pertinent by the Department or the United States Department of Transportation (USDOT) in order to ascertain compliance with such Regulations or directives. If required information concerning the contractor is in the exclusive possession of another who fails or refuses to furnish the required information, the contractor shall certify to the Department or the USDOT, as appropriate, and shall set forth the efforts that it made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of the contractor’s noncompliance with the nondiscrimination provisions of this contract, the Department shall impose such contract sanctions as it or the USDOT may determine to be appropriate, including, but not limited to, the following:
  - a. Withholding payments to the contractor until the contractor complies; and/or
  - b. Canceling, terminating, or suspending the contract, in whole or in part.

6. **Incorporation of Provisions:** The contractor shall include the provisions of Sections (1) through (6) in every subcontract, including procurement of material and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as the Department or the USDOT may direct as a means of enforcing such provisions, including sanctions for non-compliance, provided, however, that in the event a contractor becomes involved in or is threatened with litigation from a subcontractor or supplier as a result of such direction, the contractor may request the Department to enter into such litigation to protect the interests of the state. In addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Revised June 2011

## APPENDIX C

### TO BE INCLUDED IN ALL FINANCIAL ASSISTANCE AGREEMENTS WITH LOCAL AGENCIES

#### Assurance that Recipients and Contractors Must Make (Excerpts from US DOT Regulation 49 CFR 26.13)

- A. Each financial assistance agreement signed with a DOT operating administration (or a primary recipient) must include the following assurance:

The recipient shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any US DOT-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. The recipient shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of US DOT-assisted contracts. The recipient's DBE program, as required by 49 CFR Part 26 and as approved by US DOT, is incorporated by reference in this agreement. Implementation of this program is a legal obligation and failure to carry out its terms shall be treated as a violation of this agreement. Upon notification to the recipient of its failure to carry out its approved program, the department may impose sanctions as provided for under Part 26 and may, in appropriate cases, refer the matter for enforcement under 18 U.S.C. 1001 and/or the Program Fraud Civil Remedies Act of 1986 (31 U.S.C. 3801 et seq.).

- B. Each contract MDOT signs with a contractor (and each subcontract the prime contractor signs with a subcontractor) must include the following assurance:

The contractor, sub recipient or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of US DOT-assisted contracts. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the recipient deems appropriate.



**CITY OF NEW BUFFALO  
RESOLUTION 20.15**

**AUTHORIZING CONTRACT NUMBER 19-5298 WITH THE STATE OF MICHIGAN  
FOR ILLUNMINATED STREET NAME SIGNS**

**WHEREAS**, the City of New Buffalo desires to enter into a contract with MDOT for illuminated streets signs in conjunction with new traffic control masts at Whittaker and Buffalo Streets; and

**WHEREAS**, this project will be for the excess work required to install the street name signs and related work; and

**WHEREAS**, the City Council also desires to have the City Manager and/or the Mayor sign any and all documents associated with this contract with MDOT.

**NOW THEREFORE BE IT RESOLVED**, the City Council hereby accepts contract number 19-5298 with MDOT and authorizes the Mayor and Manager to sign and all documents associated with the contract.

**DATED: June 15, 2020**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**RESOLUTION DECLARED: ADOPTED**

---

**Ann M. Fidler, City Clerk**

**CERTIFICATE**

**I, Ann M. Fidler, duly appointed City Clerk of the City of New Buffalo, does hereby certify that the above is a true and correct copy of a resolution passed and approved by the City Council of the City of New Buffalo, Michigan, on this 15<sup>th</sup> day of June, 2020.**

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**Ann M. Fidler, City Clerk**



## MANAGER'S REPORT

July 20, 2020

**AGENDA ITEM:** Resolution 20.21 Increasing Non-Union Employees Wages

**SUMMARY:** The 2020/21 Operating Budget included an increase of 3% in wages to non-union employees. The additional cost is estimated to be about \$39,000.00. Bear in mind these same employees readily agreed to an additional 10% increase in their individual health care premiums resulting in a net savings to the City of about \$30,000.00 which is helpful in balancing the increase. In addition, there were reductions in staffing, reductions in hours worked, and open positions went unfilled. The employees are to be commended for their commitment.

This year the Police Chief has requested a \$3.00 an hour increase for the department's 9 part time employees bringing their wages to about \$18.00 an hour, comparable to most other area departments. He anticipates about 1500 hours of work for them this year. The last increase for part time patrol was 2014. The Chief explains further rationale in the attached memo.

**COST:** \$39,000.00

**BUDGETED:**  Yes  No  NA

**RECOMMENDATION:** Approve Resolution 20.21 increasing Non-Union employee wages by 3% and part-time patrol personnel by \$3.00.

Respectfully submitted,

David Richards, City Manager



**CITY OF NEW BUFFALO  
RESOLUTION 20.21**

**A RESOLUTION APPROVING A WAGE INCREASE FOR NON-UNION FULL-TIME  
AND REGULAR PART-TIME EMPLOYEES**

**WHEREAS**, final 2020/21 Budget Recommendations include a wage increase for all full-time and regular part-time employees; and

**NOW, THEREFORE, BE IT RESOLVED**, all non-union, full-time and regular part-time employees shall receive a 3.00% salary increase plus a three dollar an hour increase for part time police effective the first full pay period for July, 2020.

**DATED: July 20, 2020**

**AYES:**

**NAYS:**

**ABSTAIN:**

**ABSENT:**

**RESOLUTION DECLARED: ADOPTED**

---

**Ann M. Fidler, City Clerk**

**CERTIFICATE**

**I, Ann M. Fidler, duly appointed City Clerk of the City of New Buffalo, does hereby certify that the above is a true and correct copy of a resolution passed and approved by the City Council of the City of New Buffalo, Michigan, on this 20<sup>th</sup> day of July, 2020.**

---

**Ann M. Fidler, City Clerk**

As of MAY 1, 2020	2019-2020	BI-WEEKLY	HOURLY
BOONE, SHEILA	33,280.00	1280.00	16.00
FIDLER, AMY	42,500.00	1634.63	20.4327
GRIFFIN, NANCY	38,001.60	1461.60	18.27
LONSKE, RON (S)	31,827.00	1224.12	15.3014
MAST, NANCY	52,270.40	2010.40	25.13
RICHARDS, DAVID (S)	95,481.00	3672.35	45.9043
VYSKOCIL, KATHRYN (S)	66,782.74	2568.57	32.1071
CLUSTER, MICHAEL	57,699.20	2219.20	27.74
GRIMMETT, JASON	63,481.60	2441.60	30.52
HOCKENHULL, DAVID	53,060.80	2040.80	25.51
KILLIPS, RICHARD (S)	80,380.00	3091.54	38.6442
OLNEY, SCOT	53,060.80	2040.80	25.51
TILLERY, RUSSELL	56,014.40	2154.40	26.93
VOYTOVICK, NATHANIAL	46,800.00	1800.00	22.50
D'AMICO, KRISTEN (S)	45,777.35	1760.67	22.0083
BOLTON, JOSHUA	53,705.60	2065.60	25.82
FERRELL, ROBERT	37,606.40	1446.40	18.08
SCHULTZ, FRED	37,606.40	1446.40	18.08
SMYERS, ALEXANDER	37,606.40	1446.40	18.08
ANDERSON, KENNETH (S)	88,254.52	3394.40	42.4301
GRUENER, ROBERT	53,081.60	2041.60	25.52
HUSTON, CHRIS	51,500.80	1980.80	24.76
JOHNSON, JEFFREY	53,081.60	2041.60	25.52
Full Time - Mers	1,228,860.21	47,263.88	
Chris Huston - Fire Chief (S)	20,593.43	792.06	
City Manager (stipend)	10,200.00	425.00	
TOTAL FULL TIME SALARIES	1,259,653.64	48,480.94	
SCHULTZ, DONNA	16,068.00	618.00	15.45
YOUST, VICKI	19,188.00	738.00	18.45

**Dave Richards**

---

**From:** Rich Killips  
**Sent:** Tuesday, July 14, 2020 12:53 PM  
**To:** Dave Richards  
**Subject:** Fw: Part time officer wage

Good morning,

We are continually struggling to get part time officers to cover shifts that are open because of vacation, sick, or other leave time used by our full time officers. The talent pool for part time officers is dwindling fast; just a few years ago, the PD was hiring up to five seasonal police officers a year and the last two years we were only able to hire one each year. Last year the ONE seasonal officer had a full time job just weeks after starting with us and left before the season even started, and this year Courtney has already had three full time job offers. This will most likely be the last year that we will attempt to hire seasonal police officers because there are none to hire, this means we will have to lean on our part time officers even more. We are currently paying our PT officers well under the average rate in this area and unless this is remedied, we may start to see uncovered shifts which is not ideal. Please see the chart below for the PT police officer wages for the surrounding agencies.

New Buffalo PD	\$15.56	
Bridgman PD	\$18.00	Time and ½ on holiday shifts
Buchanan	\$18.00	
Baroda	\$18.50	
Chikaming	\$18.00	
Michiana/GB	\$18.00	
Watervliet	\$17.00	
Niles	\$20.00	
Coloma	\$18.64	

My proposal is to increase wages for PT employees that have 5+years' experience and work 100+ hours a year to \$20.00 per hr. PT employees that do not fit that criteria would make \$18.00 per hour. The costs of these increases would be offset by the reduction/elimination of seasonal police officers.

Please let me know your thoughts on this, I'd like to get it to council ASAP before we have staffing issues.

Thanks  
Rich

**Rich Killips**  
**Chief of Police**

**New Buffalo City Police Department**  
224 W. Buffalo St. New Buffalo Mi. 49117  
269-469-1593 Office  
269-469-2110 Fax



## MANAGER'S REPORT

July 20, 2020

### **AGENDA ITEM:** Potential Sale of 435 S. Whittaker Street

**SUMMARY:** The City recently took bids to buy City property we call the old hardware store at 435 S. Whitaker. We have two offers, one of which is within the appraised value at \$139,000.00. The other bid is \$35,000.00. The high bidder submitted a purchase offer that was reviewed by the City's attorney who provided comments noted below.

- This agreement puts some obligations on the City you should be aware of:
  - Under paragraph 10, the City would be required to maintain replacement cost or all-risk insurance on the property until closing.
  - Under paragraph 11, the City would have to order a title commitment pretty much immediately upon signing, and deliver a title commitment to the buyer within 14 days of the effective date of the agreement.
- As written, this agreement is contingent on the buyer being able to obtain financing. The buyer will get its deposit back if it can't obtain financing.
- In general, I think the form of the agreement is basically fine. However, I would recommend getting rid of the proposed addendum and replacing with a new addendum that:
  - Includes a definitive date by which closing has to occur. The buyer filled in the blank in paragraph 7 with the phrase "agreed to date" rather than stating an actual date. That can create problems. Unless you have another date in mind, I would recommend something about 4 months out.
  - Removes the proposed language in the addendum about how the buyer intends to divide the building. Unless the buyer's proposed use is really important to the Council (important enough to include as a deed restriction), language like what the buyer proposes can only create confusion. It's unclear whether it's supposed to be legally binding, and if so it's unclear what the remedy for breach would be.

- o Replaces the proposed language in the addendum with something more specific regarding requirement to obtain occupancy permits within a year. The proposed language refers to a “reverter,” but I don’t think that’s what’s really intended (reverters happen automatically and no money changes hands). Based on the other materials, it appears that what you really want is the right to re-purchase the property for the purchase price. I would suggest something like this:

Grantee shall obtain a certificate of occupancy a commercial use on the property on or before \_\_\_\_\_, 2021. In the event that Grantee fails to do so, Grantor shall have the right to repurchase the Property for \$139,000 plus the verifiable cost of any improvements made by Grantees. Grantor may exercise the repurchase option by providing written notice to Grantee of its intent to do so. Grantee shall convey the Property back to Grantor upon Grantor’s tender of the amount described in this paragraph. The rights and obligations described in this paragraph shall run with the land and shall be binding on the parties’ successors and assigns, but shall expire if not exercised on or before \_\_\_\_\_, 2022.

The addendum suggested is included in the packet and has been proposed to the buyer who has not responded at this time. The attorney has suggested either pulling the item from the agenda until an answer is received or approve the addendum as a counter offer.

This property was purchased from the County just prior to tax sale and any proceeds over the purchase price and investment of \$68,128 must go to the County. That number represents the purchase of the store, repair of the roof and the demolition of the materials building behind the store and is an agreement we have with the County Treasurer. Both the pole barn and the empty material lot have some utility for the City and staff would like to retain them both for future projects.

**COST:** NA

**RECOMMENDATION:** Approve the sale of 435 S. Whittaker to Firas Naji consistent with the Buy and Sell Agreement of June 9, 2020 but include the proposed addendum as a counter offer.

Respectfully submitted,

David Richards, City Manager

**ADDENDUM TO BUY AND SELL  
AGREEMENT**

The undersigned parties to a Buy and Sell Agreement dated June 9, 2020, by and between Firas Naji ("Buyer"), and City of New Buffalo ("Seller"), for the purchase and sale of that certain property known as 435 S. Whittaker Street, New Buffalo, MI 49117 ("Property"), hereby further agree as follows:

- In paragraph 7 of the Agreement, the phrase "agreed to date" shall be replaced with "November 18, 2020."
- At least 1 week before Closing, Buyer may request in writing that the Seller convey title to the Property to an LLC or other legal entity created by Buyer, instead of to Buyer directly. The Seller shall follow such directive and have the Deed prepared accordingly.
- The Deed shall include the following restriction: Grantee shall obtain a certificate of occupancy for a commercial use on the property on or before December 31, 2021. In the event that Grantee fails to do so, Grantor shall have the right to repurchase the Property for \$139,000 plus the verifiable cost of any improvements made by Grantees. Grantor may exercise the repurchase option by providing written notice to Grantee of its intent to do so. Grantee shall convey the Property back to Grantor upon Grantor's tender of the amount described in this paragraph. The rights and obligations described in this paragraph shall run with the land and shall be binding on the parties' successors and assigns, but shall expire if not exercised on or before December 31, 2022.

All other terms and conditions of the Buy and Sell Agreement to remain the same.

**BUYER(S):**

\_\_\_\_\_

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

\_\_\_\_\_

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

**SELLER(S):**

\_\_\_\_\_

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

\_\_\_\_\_

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



COMMERCIAL-INDUSTRIAL REAL ESTATE
BUY & SELL AGREEMENT



- 1. Parties. To: City of New Buffalo
2. hereinafter called the Seller, the undersigned, hereinafter called the Buyer, hereby offers to buy the Property at:
3. 435 S Whittaker St, New Buffalo, MI 49117-1763
4. located in City of New Buffalo, Berrien County Michigan and
5. legally described as: (attached as Exhibit "A") (described as follows): per title
6.
7.
8. and Tax Code(s): 11-62-4900-0119-00-3
9. 2. Including all buildings and permanent improvements and fixtures attached; all privileges, easements and appurtenances
10. pertaining thereto including any right, title and interest of Seller in and to adjacent streets, alleys, rights-of-way, leases, rents,
11. security deposits, licenses and permits with respect to the Property, warranties or guarantees relating to the Property being sold,
12. any personal Property specified herein and the trade name of not applicable, all of the above referred to as
13. the "Property"; subject to exact determination by survey pursuant to Paragraph 11(b). The following items of personal Property
14. are INCLUDED in the sale:
15.
16.
17. All other personal Property and the following additional items are EXCLUDED from the sale:
18.
19. 3. Price. The purchase price shall be One Hundred Thirty-Nine Thousand Dollars
20. (\$ 139,000.00 ).
21. 4. The Terms of Purchase shall be indicated by an "X" below.
22. CASH The full purchase price upon execution and delivery of a warranty deed, not contingent upon Buyer's ability to
23. obtain financing.
24. NEW The full purchase price upon execution and delivery of a warranty deed contingent upon Buyer's ability to
25. MORTGAGE obtain a 80.000 %: mortgage with note interest not exceeding 5.000 % per
26. annum, which Buyer agrees to apply for within 5 business days after acceptance by Seller and accept
27. promptly if tendered. In the event that the Buyer does not provide evidence of an application for financing within
28. the time provided above, the Seller may terminate this agreement by written notice of termination, which is
29. delivered to the Buyer prior to the time the Buyer provides evidence of an application for financing. Buyer to
30. provide Seller with a written conditional loan commitment by 60 days. In the event Buyer does not
31. provide the Seller with a written conditional loan commitment within the time provided above, the Seller may
32. terminate this agreement by a written notice of termination, which is delivered to the Buyer prior to the time the
33. Buyer provides the Seller with a written conditional loan commitment. Buyer hereby authorizes their lender to
34. disclose loan status information to REALTOR@Brokers.
35. LAND \$ upon execution and delivery of Land Contract/Purchase Money Mortgage wherein the
36. CONTRACT balance of the purchase price shall be payable in equal monthly installments of \$ or more per
37. or month. The first installment shall be due and payable days after date of closing. The monthly
38. installment will include interest at % per annum. Interest shall commence on date of closing. The
39. PURCHASE entire balance shall be payable within months. In addition, Buyer agrees to pay all taxes and
40. MONEY insurance separately when due or monthly in addition to the above monthly payment.
41. OTHER FINANCING as set forth on the attached Financing Addendum.
42. 5. Earnest Money. The Buyer hereby deposits \$ 5,000.00 in form of wired with
43. title company escrowee, receipt of which is hereby acknowledged as earnest money evidencing the
44. Buyer's good faith to be held by said escrowee in trust and to apply on the purchase price. The Buyer agrees to deposit an
45. additional amount of \$ N/A as earnest money on or before N/A. If this offer is not accepted, or
46. the title is not marketable, or if the terms of this Agreement are contingent upon the ability to obtain a new mortgage or other
47. contingencies specified herein which cannot be met, said deposit or deposits shall, upon furnishing written proof said
48. contingency cannot be met, be refunded to the Buyer. In the event the Buyer and Seller both claim the earnest money deposit,

FN Buyer's Initials

Seller's Initials



ADDENDUM TO BUY AND SELL AGREEMENT



Addendum # 1

- 1. In reference to Buy and Sell Agreement between Firas Naji the Buyer
2. and City of New Buffalo the Seller, with a referenced contract
3. date of June 9, 2020, covering the real property located at
4. 435 S Whittaker St, New Buffalo, MI 49117-1763
5. the undersigned Buyer and Seller further agree:
6. Buyer to utilize a portion of the front of the 435 S Whittaker building for
7. retail/commercial use and shall utilize the rear of the building for commercial
8. warehouse. An occupancy permit shall be obtained within 1 year of purchase or property
9. shall revert to seller.
10.
11.
12.
13.
14.
15.
16.
17.
18.
19.
20.
21.
22.

23. The above is acknowledged by the Buyer and Seller to be a definite part of the Buy and Sell Agreement. In the event there is a
24. conflict between the Buy and Sell Agreement and this Addendum to Buy and Sell Agreement, this Addendum to Buy and Sell
25. Agreement shall prevail.

26. Date: Time: A.M. P.M.

27. By: Mario Zarantenello 08/17/2020 03:45 PM GMT
28. REALTOR Mario Zarantenello

Firas Naji 08/17/2020 05:17 PM GMT
Buyer Firas Naji

29. For: @Properties Michigan
30. Selling Office

Buyer

31. Date: Time: A.M. P.M.

32. By:
33. REALTOR

Seller City of New Buffalo

34. For:
35. Listing Office

Seller

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**COMMERCIAL-INDUSTRIAL REAL ESTATE  
BUY & SELL AGREEMENT**

99. recommend a stake survey to determine the true and accurate boundaries of the Property. Buyer understands and agrees that the  
100. REALTORS/Brokers have made no representations as to the location of the improvements and easements on the Property or the  
101. boundaries of the Property nor assumed any responsibility for the representations made by the Seller of the location of the  
102. improvements and easements on the Property and the boundaries of the Property. When closing occurs, Seller and Buyer shall  
103. be deemed to have accepted the location of the improvements and easements on the Property and the boundaries of the Property.

104. **c. Title and Survey Approval:** If Buyer has an objection to items disclosed in the Commitment or the survey, Buyer shall  
105. make written objections to Seller within 5 days after receipt of both the Commitment and survey. Upon the expiration  
106. of such period, any item not objected to by Buyer or subsequently approved by Buyer in writing shall be deemed a permitted  
107. exception ("Permitted Exception"). If Buyer makes objections, Seller shall have thirty (30) days from the date the objections  
108. are made to cure the same, and the Closing Date shall be extended, if necessary. Seller agrees to utilize its best efforts and  
109. reasonable diligence to cure any objections, but only to the extent necessary to convey marketable title. If the objections are not  
110. satisfied within the time period, Buyer may either terminate this Agreement and receive a refund of the Earnest Money or waive  
111. the unsatisfied objections and close the transaction.

112. **d. Inspections: (Check paragraph (1) and/or (2) or paragraph (3) below)** Unless Buyer waives inspections under  
113. paragraph (3), Buyer shall have determined that the Property has no unacceptable, adverse environmental or physical condition  
114. as provided below.

115.  (1) **Environmental Assessment:** A Phase I environmental site assessment ("Phase I") on the Property shall be ordered  
116. promptly upon acceptance of this Agreement at  Seller's, or  Buyer's expense from a reputable, qualified engineer,  
117. acceptable to the Buyer. The Phase I shall be conducted in accordance with ASTM standards unless otherwise agreed and  
118. may also include at Buyer's option the following:

119. (a) an investigation for the presence of asbestos, radon, lead or polychlorinated biphenyls (PCBs) on the Property; and/or  
120. (b) an investigation to determine if the Property is located in any regulated or protected area under the jurisdiction of the  
121. U.S. Army Corps of Engineers, the U.S. Environmental Protection Agency, the Michigan Department of Environmental  
122. Quality, the Michigan Department of Natural Resources, the U.S. Fish and Wildlife Service or any other federal, state or  
123. local agency.

124. If Buyer does not make a written objection to any problem(s) revealed in the report within \_\_\_\_\_ days of  
125. \_\_\_\_\_, the Property shall be deemed to be acceptable. If Buyer determines that the  
126. environmental condition is unsatisfactory, Seller shall have a reasonable period of time, not to exceed \_\_\_\_\_ days, to  
127. remediate the condition to Buyer's satisfaction and the Closing Date shall be extended, if necessary. If Seller fails or refuses  
128. to remediate, Buyer may either terminate this Agreement and receive a refund of the Earnest Money or waive its objections  
129. and close the transaction.

130.  (2) **Physical Inspections:** Promptly upon acceptance of this Agreement, all physical inspections shall be ordered at  
131.  Seller's or  Buyer's expense. Inspections shall be made by qualified inspectors or contractors, selected or approved by  
132. Buyer, with written reports delivered to Seller and Buyer. Inspections may include but are not limited to the following:  
133. heating, cooling, electrical, plumbing, roof, walls, ceilings, floors, foundation, basement, crawl space, water, storm and  
134. waste sewer, well/septic, geotechnical, other: all physical aspects of the building. If Buyer, in its  
135. reasonable discretion, believes that an inspection report reveals a major defect in or with the Property, Buyer shall report  
136. such defect in writing to Seller within 5 days of recieving inspection report. If Buyer  
137. does not make a written objection to any problem(s) revealed in the report(s) within such time period, the Property shall be  
138. deemed acceptable to Buyer. Seller shall have a reasonable period of time, not to exceed 20 days, to repair any such  
139. major defect to Buyer's reasonable satisfaction and the Closing Date shall be extended, if necessary. If Seller fails or  
140. refuses to repair, Buyer may either terminate this Agreement and receive a refund of the Earnest Money or waive its  
141. objection and close the transaction.

142.  (3) **Waiver of Inspections:** Buyer has been made aware that independent inspections disclosing the condition of the  
143. Property are available, and Buyer has been afforded the opportunity to require such inspections as a condition of  
144. this Agreement, however, Buyer waives the right to obtain inspections and relies upon the condition of the Property  
145. based upon Buyer's own examination and releases Seller and listing and selling broker(s) from any and all liability  
146. relating to any problem, defect or deficiency affecting the Property, which release shall survive the closing.

147. Buyer and its agents shall have the right to enter upon the Property upon reasonable advance notice and make all inspections  
148. provided for herein. Buyer shall restore any damage to the Property resulting from the entry of Buyer or its agents and shall  
149. indemnify, defend and hold harmless Seller as to any injury to persons or damage to their Property resulting from the negligence  
150. of Buyer or its agents in conducting their activities on the Property.

+51. ~~**e. Document Review:** Within \_\_\_\_\_ days from the date hereof, Seller shall provide Buyer with copies of all lease documents,  
+52. management contracts, service contracts, and all other contracts relating to the operation of the Property. In addition, Seller shall  
+53. provide \_\_\_\_\_ years' income and expense information for the Property. Buyer shall have \_\_\_\_\_ days to review the documentation  
+54. set forth in this paragraph and, upon such review, may elect not to purchase the Property by providing written notice to Seller  
+55. on or before the expiration of that review period, in which event the earnest money deposit shall be returned to Buyer and neither  
+56. party shall have any further rights or obligations hereunder.~~

FN \_\_\_\_\_ Buyer's Initials

\_\_\_\_\_ Seller's Initials

**COMMERCIAL-INDUSTRIAL REAL ESTATE  
BUY & SELL AGREEMENT**

157. **12. Property Condition.** Buyer has examined this Property and Buyer is satisfied with its present condition, except as may be  
158. specified herein. Buyer understands and agrees that Buyer is purchasing the Property in an "AS IS" condition. Buyer  
159. understands and agrees that the REALTORS®/Brokers **do not warrant the condition of the Property** nor assume any  
160. responsibility for the representations made by the Seller pertaining to the condition of the Property or its use for any particular  
161. purpose. It is further understood that no representations or promises have been made to Buyer by the Seller other than those  
162. contained in this Agreement or as otherwise made or given by Seller to Buyer in a written representation statement. Buyer and  
163. Seller both understand that the REALTORS®/Brokers are not environmental experts. Unless expressly contained in a written  
164. instrument signed by the REALTOR®/Broker, the REALTOR®/Broker and REALTOR®/Broker's Salespersons have no  
165. knowledge of and make no representations regarding the environmental conditions of the Property, the existence of underground  
166. storage tanks at the Property now, or in the past, whether the Property is, has been or may be listed as a site of environmental  
167. contamination, or whether any such sites are located in the proximity of the Property. Seller represents and warrants that to the  
168. best of their knowledge, there has been no environmentally hazardous material placed, stored, or disposed of on the Property.  
169. This representation and warranty shall survive the closing.
170. **13. Prorations and Special Assessments.** Interest on any debt assumed or taken subject to, any rents, all other income and ordinary  
171. operating expenses of the Property, including but not limited to, public utility changes, shall be prorated as of the day prior to  
172. the Closing Date. Any special assessments applicable to the Property for municipal improvements made to the benefit of the  
173. Property prior to the date of acceptance of this Agreement shall be  paid by Seller at or before closing, or  assumed by the  
174. Buyer. At closing  Buyer will assume and agree to pay, or  Seller will agree to pay, all special assessments for municipal  
175. improvements which are levied after acceptance of this Agreement.
176. **14. Sales Expenses.** All sales expenses are to be paid in cash prior to or at the closing.  
177. **a. Seller's Expenses:** Seller shall pay all costs of releasing existing loans and recording the releases, 100.00 % of any closing  
178. fee, preparation of Deed and Vendor's Affidavit, and other expenses stipulated to be paid by Seller under other provisions of this  
179. Agreement.  
180. **b. Buyer's Expenses:** Buyer shall pay all expenses incident to any new or assumed loan, 100.000 % of any closing fee, and  
181. expenses stipulated to be paid by Buyer under other provisions of this Agreement.
182. **15. Duties of Buyer and Seller at Closing.**  
183. **a. At the closing, Seller shall deliver to Buyer, at Seller's sole cost and expense, the following:**  
184. (1) A duly executed and acknowledged Warranty Deed conveying marketable title in fee simple to all of the Property, free and  
185. clear of any and all liens, encumbrances, conditions, easements, assessments, reservations and restrictions, except Permitted  
186. Exception(s);  
187. (2) An Owner's Policy of Title Insurance (the "Title Policy") issued by the Title Company in the amount of the purchase price,  
188. dated as of closing, insuring Buyer's fee simple title to the Property to be marketable subject only to the Permitted Exception(s),  
189. and deleting the standard printed exceptions contained in the usual form of the Title Policy;  
190. (3) An executed Vendor's Affidavit, if required, in form acceptable to the Title Company;  
191. (4) A Bill of Sale, duly executed by Seller, containing warranties of title, conveying title, free and clear of all liens, to any  
192. personal Property specified in Paragraph 2;  
193. (5) An assignment, duly executed by Seller, of leases, prepaid rents, security deposits, and trade name, and to the extent  
194. assignable, licenses and permits, warranties or guarantees, and to the extent agreed to be assumed by Buyer, all service,  
195. maintenance, management or other contracts relating to the ownership or operation of the Property. Such assignment shall  
196. include an indemnity from Seller in favor of Buyer with respect to all claims and obligations arising under such leases and  
197. contracts prior to the Closing Date. If Buyer does not agree to assume any such contract, then Seller shall deliver evidence of  
198. terminations of such contract at closing and shall indemnify Buyer as to all claims and obligations thereunder;  
199. (6) A current rent roll duly certified by Seller and any security or tenant deposits, if applicable;  
200. (7) A commercially acceptable estoppel certificate executed by all tenants setting forth the fact that there are no agreements not  
201. reflected in the lease documents, that there are no defaults or rights of setoff under the leases, and that there has been no advance  
202. payment of rent.  
203. (8) Evidence of its capacity and authority for the closing of this transaction, including photo identification.  
204. (9) Certification establishing that no federal income tax is required to be withheld under the Foreign Investment and Real  
205. Property Tax Act, or consent to withhold tax from the proceeds of sale as required, unless it is established that the transaction is  
206. exempt;  
207. (10) All other executed documents necessary to close this transaction.

FN \_\_\_\_\_ Buyer's Initials

\_\_\_\_\_ Seller's Initials

**COMMERCIAL-INDUSTRIAL REAL ESTATE  
BUY & SELL AGREEMENT**

208. **b. At the closing, Buyer shall perform, at Buyer's sole cost and expense, the following:**
209. (1) Pay the cash portion of the purchase price in the form of a cashier's check or other immediately available
210. funds;
211. (2) Execute any note(s) and mortgage(s) and cause the funds to be made available to the closing agent for disbursement;
212. (3) Provide evidence of its capacity and authority for the closing of this transaction, including photo identification.
213. (4) Provide to Buyer's lender any title policy as required by the holder(s) of the mortgage(s);
214. (5) An assumption agreement by Buyer (which may be included in Seller's assignment pursuant to Paragraph 15. a. (5) above)
215. with respect to leases assigned to Buyer and contracts, if any, which Buyer has agreed to assume. Such assumption agreement
216. shall include an indemnity from Buyer in favor of Seller as to claims and obligations arising under such leases and contracts
217. assumed by Buyer from and after the Closing Date:
218. (6) Execute all other documents necessary to close this transaction.
219. **16. Condemnation.** Seller shall promptly notify Buyer in writing of the commencement of any condemnation proceedings against
220. any portion of the Property. If such condemnation proceedings are commenced, Buyer, at its option, may (1) terminate this
221. Agreement by written notice to Seller within 10 days after Buyer is advised of the commencement of
222. condemnation proceedings, or (2) proceed with the closing, provided however, that Seller's interest in any award shall be at
223. Buyer's election, (a) become the Property of Seller and reduce the purchase price by the same amount or (b) shall become the
224. Property of Buyer and the purchase price shall not be reduced.
225. **17. Miscellaneous.**
226. (a) Any notice required or permitted to be delivered shall be deemed received when personally delivered or when confirmed as
227. received by facsimile, express courier or United States mail (postage prepaid, certified and return receipt requested) addressed
228. to Seller or Buyer or their designee/agent at the address set forth below the signature of each party.
229. (b) This Agreement shall be construed in accordance with the laws of the State of Michigan.
230. (c) Time is of the essence. Time periods specified in this Agreement and any addenda are calendar days and shall expire at
231. midnight of the date stated unless the parties agree otherwise in writing.
232. (d) This Agreement is binding upon and for the benefit of the parties' respective heirs, administrators, executors, legal
233. representatives, successors, and assigns. No assignment of this Agreement shall release a party from liability for its obligations
234. hereunder.
235. (e) In the event any provision of this Buy and Sell Agreement is found to be unlawful, the remaining provisions shall remain
236. in full force and effect.
237. (f) This Agreement constitutes the entire agreement of the parties and cannot be changed except by their written consent.
238. (g) Broker(s) may refer Buyer or Seller to other professionals, service providers or product vendors, including lenders, loan
239. brokers, title insurers, escrow companies, inspectors, surveyors, engineers, consultants, environmental inspectors, and
240. contractors. Broker(s) has no responsibility for the performance of any service provider and/or inspector. Buyer and Seller are
241. free to select providers/inspectors other than those referred or recommended to them by Broker(s).
242. (h) Any party who is the prevailing party against any other party in any legal or equitable proceeding relating to this Agreement
243. shall be entitled to recover court costs and reasonable attorney fees from the non-prevailing party.
244. (i) The parties agree that the offer, any counteroffer, acceptance of any offer or counteroffer and any other written notice or
245. communication in connection with this transaction may be delivered or given by sending or transmitting it by electronic mail
246. or by fax. Any such communication shall be deemed delivered at the time it is sent or transmitted. The parties agree that the
247. electronic signatures and initials shall be deemed to be valid and binding upon the parties as if the original signatures or
248. initials were present in the documents in the handwriting of each party. Seller and Buyer agree that all communications can
249. be made or delivered to listing agent on behalf of the Seller at the fax number and/or the email address indicated on lines 288
250. and 289 and to the Selling Agent on behalf of the Buyer at the fax number and/or the email address indicated on lines 268
251. and 269. Buyer represents and warrants that an electronic mail address has been provided to the Selling Agent from which
252. Buyer may receive electronic mail. Either party shall provide the other with notice of any change of electronic mail addresses.
253. (j) This agreement may be signed in any number of counterparts with the same effect as if the signature of each counterpart
254. were upon the same instrument.
255. (k) Each person executing this Agreement on behalf of a party represents and warrants that he or she has been authorized by
256. all necessary action to execute and deliver this Agreement on behalf of such party.
- 257.
258. **18. Consult Your Advisors.** Buyer and Seller acknowledge they have been advised that, prior to signing this document, they should
259. seek the advice of an attorney for the legal or tax consequences of this document and the transaction to which it relates. In any
260. real estate transaction, it is recommended that you consult with a professional, such as a civil engineer, environmental engineer,
261. or other person, with experience in evaluating the condition of the Property, including the possible presence of asbestos,
262. hazardous and/or toxic materials and underground storage tanks.

FN \_\_\_\_\_ Buyer's Initials

\_\_\_\_\_ Seller's Initials

COMMERCIAL-INDUSTRIAL REAL ESTATE  
BUY & SELL AGREEMENT

263. 19. Buyer's Offer. Unless previously withdrawn by the Buyer, the Seller must accept his offer in writing prior to  
264. \_\_\_\_\_ at \_\_\_\_\_ (  a.m.,  p.m.,  noon,  midnight) or this offer shall terminate.  
Date Time  
265. Date: \_\_\_\_\_ Time: \_\_\_\_\_  A.M.,  P.M. Firas Naji 06/17/2020 05:17 PM GMT Buyer Signature  
266. By: Mario Zarantenello 06/17/2020 03:45 PM GMT Firas Naji Printed  
REALTOR® Signature (312) 925-8552 Phone No.  
Mario Zarantenello  
267. For: @Properties Michigan Buyer Signature  
Selling Office (269) 469-8346 Phone No.  
268. Selling Agent Fax No.: (269) 469-0711 Printed  
269. Selling Agent Email Address: harborcountry@aol.com

270. 20. Seller's Acceptance: As owners and Sellers of the Property described herein, the undersigned accepts the above agreement  
271. except \_\_\_\_\_  
272. \_\_\_\_\_  
273. \_\_\_\_\_  
274. \_\_\_\_\_  
275. \_\_\_\_\_  
276. \_\_\_\_\_

277. this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and agrees to sell in accordance therewith and to pay the Listing  
278. Office the brokerage fee for services rendered in this transaction, as stated in the Listing Agreement corresponding to the  
279. Property described herein. In the event of an exception, unless previously withdrawn by the Seller, the Buyer must accept  
280. this counter-offer in writing prior to \_\_\_\_\_ at \_\_\_\_\_ (  a.m.,  p.m.,  noon,  midnight) or this  
Date Time  
281. counter-offer shall terminate.  
282. Seller understands that consummation of the sale or transfer of the Property described in this agreement shall not  
283. relieve the Seller of any liability that Seller may have under the mortgage(s) to which Property is subject, unless  
284. otherwise agreed to by the lender or required by law or regulation.

285. Date: \_\_\_\_\_ Time: \_\_\_\_\_  A.M.,  P.M. \_\_\_\_\_ Seller Signature  
286. By: \_\_\_\_\_ City of New Buffalo Printed  
REALTOR® Signature Phone No.  
287. For: \_\_\_\_\_ Seller Signature  
Listing Office Phone No.  
288. Listing Agent Fax No.: \_\_\_\_\_ Printed  
289. Listing Agent Email Address: \_\_\_\_\_

290. 21. Buyer's Receipt of Acceptance. Receipt is hereby acknowledged by Buyer of the Seller's acceptance of Buyer's agreement.  
291. In the event acceptance was subject to certain changes from Buyer's agreement the Buyer agrees to accept said changes, all  
292. other terms and conditions remain unchanged.

293. Date: \_\_\_\_\_ Time: \_\_\_\_\_  A.M.,  P.M. Firas Naji 06/17/2020 05:17 PM GMT Buyer  
294. By: Mario Zarantenello 06/17/2020 03:45 PM GMT Buyer  
REALTOR® Signature  
Mario Zarantenello

295. 22. Seller's Receipt of Acceptance. Receipt is hereby acknowledged by Seller of the Buyer's acceptance of Seller's counter-offer.

296. Date: \_\_\_\_\_ Time: \_\_\_\_\_  A.M.,  P.M. \_\_\_\_\_ Seller  
297. By: \_\_\_\_\_ Seller  
REALTOR® Signature



## Disclosure Regarding Real Estate Agency Relationships



Before you disclose confidential information to a real estate licensee regarding a real estate transaction, you should understand what type of agency relationship you have with that licensee. A real estate transaction is a transaction involving the sale or lease of any legal or equitable interest in real estate consisting of not less than 1 or not more than 4 residential dwelling units or consisting of a building site for a residential unit on either a lot as defined in section 102 of the land division act, 1967 PA 288, MCL 560.102, or a condominium unit as defined in section 4 of the condominium act, 1978 PA 59, MCL 559.104.

- (1) An agent providing services under any service provision agreement owes, at a minimum, the following *duties* to the client:
  - (a) The exercise of reasonable care and skill in representing the client and carrying out the responsibilities of the agency relationship.
  - (b) The performance of the terms of the service provision agreement.
  - (c) Loyalty to the interest of the client.
  - (d) Compliance with the laws, rules, and regulations of this state and any applicable federal statutes or regulations.
  - (e) Referral of the client to other licensed professionals for expert advice related to material matters that are not within the expertise of the licensed agent.
  - (f) An accounting in a timely manner of all money and property received by the agent in which the client has or may have an interest.
  - (g) Confidentiality of all information obtained within the course of the agency relationship, unless disclosed with the client's permission or as provided by law, including the duty not to disclose confidential information to any licensee who is not an agent of the client.
  
- (2) A real estate broker or real estate salesperson acting pursuant to a service provision agreement shall provide the following *services* to his or her client:
  - (a) When the real estate broker or real estate salesperson is representing a seller or lessor, the marketing of the client's property in the manner agreed upon in the service provision agreement.
  - (b) Acceptance of delivery and presentation of offers and counteroffers to buy, sell, or lease the client's property or the property the client seeks to purchase or lease.
  - (c) Assistance in developing, communicating, negotiating, and presenting offers, counteroffers, and related documents or notices until a purchase or lease agreement is executed by all parties and all contingencies are satisfied or waived.
  - (d) After execution of a purchase agreement by all parties, assistance as necessary to complete the transaction under the terms specified in the purchase agreement.
  - (e) For a broker or associate broker who is involved at the closing of a real estate or business opportunity transaction furnishing, or causing to be furnished, to the buyer and seller, a complete and detailed closing statement signed by the broker or associate broker showing each party all receipts and disbursements affecting that party.

Michigan law requires real estate licensees who are acting as agents of sellers or buyers of real property to advise the potential sellers or buyers with whom they work of the nature of their agency relationship.

### SELLER'S AGENTS

A seller's agent, under a listing agreement with the seller, acts solely on behalf of the seller. A seller can authorize a seller's agent to work with subagents, buyer's agents and/or transaction coordinators. A subagent of the seller is one who has agreed to work with the listing agent, and who, like the listing agent, acts solely on behalf of the seller. Seller's agents and their subagents will disclose to the seller known information about the buyer which may be used to the benefit of the seller.

Individual services may be waived by the seller through execution of a limited service agreement. Only those services set forth in paragraph (2)(b), (c), and (d) above may be waived by the execution of a limited service agreement.

### BUYER'S AGENTS

A buyer's agent, under a buyer's agency agreement with the buyer, acts solely on behalf of the buyer. A subagent of the buyer is one who has agreed to work with the buyer's agent with who, like the buyer's agent, acts solely on behalf of the buyer. Buyer's agents and their subagents will disclose to the buyer known information about the seller which may be used to benefit the buyer.

Individual services may be waived by the buyer through execution of a limited service agreement. Only those services set forth in paragraph (2)(b), (c), and (d) above may be waived by the execution of a limited service agreement.

FN \_\_\_\_\_ Buyer's Initials

\_\_\_\_\_ Seller's Initials

Page 1 of 2

## Disclosure Regarding Real Estate Agency Relationships

### DUAL AGENTS

A real estate licensee can be the agent of both the seller and the buyer in a transaction, but only with the knowledge and informed consent, in writing, of both the seller and the buyer. In such a dual agency situation, the licensee will not be able to disclose all known information to either the seller or the buyer. As a dual agent, the licensee will not be able to provide the full range of fiduciary duties to the seller or the buyer. The obligations of a dual agent are subject to any specific provisions set forth in any agreement between the dual agent, the seller and the buyer.

### TRANSACTION COORDINATOR

A transaction coordinator is a licensee who is not acting as an agent of either the seller or the buyer, yet is providing services to complete a real estate transaction. The transaction coordinator is not an agent for either party and therefore owes no fiduciary duty to either party.

### DESIGNATED AGENCY

A buyer or seller with a designated agency agreement is represented only by agents specifically named in the agreement. Any agents of the firm not named in the agreement do not represent the buyer or seller. The named "designated" agent acts solely on behalf of his or her client and may only share confidential information about the client with the agent's supervisory broker who is also named in the agreement. Other agents in the firm have no duties to the buyer or seller and may act solely on behalf of another party in the transaction.

### LICENSEE DISCLOSURE

REALTOR hereby discloses the following relationship:  
(check one from each column)

with the BUYER <input checked="" type="checkbox"/> Buyer's Agent <input type="checkbox"/> Buyer's Agent - Limited Service Agreement <input type="checkbox"/> Dual Agent <input type="checkbox"/> Transaction Coordinator <input type="checkbox"/> None of the Above	AND	with the SELLER <input type="checkbox"/> Seller's Agent <input type="checkbox"/> Seller's Agent - Limited Service Agreement <input type="checkbox"/> Dual Agent <input type="checkbox"/> Transaction Coordinator <input checked="" type="checkbox"/> None of the Above
--	-----	---

### AFFILIATED LICENSEE DISCLOSURE (Check one)

Check here if acting as a designated agent. Only the licensee's broker and a named supervisory broker have the same agency relationship as the licensee named below. If the other party in a transaction is represented by an affiliated licensee, then the licensee's broker and all named supervisory brokers shall be considered disclosed consensual dual agents.

Check here if not acting as a designated agent. All affiliated licensees have the same agency relationship as the licensee named below.

Further, this form was provided to the buyer or seller before disclosure of any confidential information.

Mario Zarantenello  06/17/2020 03:45 PM GMT Licensee <b>Mario Zarantenello</b>	Date
Licensee	Date

### ACKNOWLEDGMENT

By signing below, the parties acknowledge that they have received and read the information in this agency disclosure statement and acknowledge that this form was provided to them before the disclosure of any confidential information specific to the potential sellers or buyers. **THIS IS NOT A CONTRACT.**

The undersigned \_\_\_\_\_ Does \_\_\_\_\_ Does Not have an agency relationship with any other real estate licensee. If any agency relationship exists, the undersigned is represented as a \_\_\_\_\_ Seller \_\_\_\_\_ Buyer.

Firas Najj  06/17/2020 05:17	Potential <input checked="" type="checkbox"/> Buyer <input type="checkbox"/> Seller (check one) Firas Najj	Potential <input type="checkbox"/> Buyer <input checked="" type="checkbox"/> Seller (check one) City of New Buffalo
	Date	Date

Todd and Lori Robinson  
320 S. Marshall St.  
New Buffalo, MI 49117

June 15, 2020

David Richards  
City Manager  
City of New Buffalo  
224 W. Buffalo St.  
New Buffalo, MI 49117

Dear Mr. Richards,

We would like to take this opportunity to update our proposal to purchase the properties at 435 S. Whittaker, 426 S. Thompson and 433 S. Thompson New Buffalo, MI that was submitted to you on February 19, 2020 in the amount of \$73,093 which was based on the amount of City property cost and expenses.

At that time of the above offer we were under the impression that all 3 properties were for sale. Since that time, we have been informed the the only property for purchase is 435 S. Whittaker New Buffalo.

At this time we would like to propose an offer of \$35,000 for the purchase of 435 S. Whittaker which covers the City's property cost and expenses.

Our intentions for the use of the property would be two fold. The front half would be rented out for new business and the back half would become our workshop and office space.

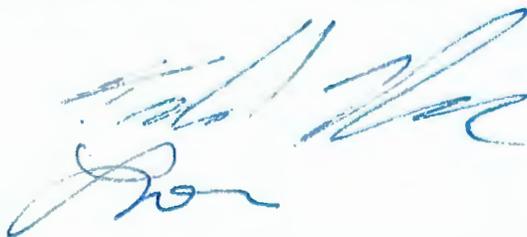
I am in the construction business and we are able to do much of the work myself to update the interior as well as the exterior of the building to improve the curb appeal as people come into our city. Our plan is to start the renovations as soon as possible, finish and get the front space rented out in accordance with the new bid requirements.

My wife Lori and I are both residents as well as business owners in New Buffalo. It has been our dream to become a bigger part of the business community. We have been searching a long time for the right property and situation to come along and we believe that this is the perfect opportunity for us as well as the City of New Buffalo.

We look forward to being a part of the business community and we thank you for your consideration.

In Regards,

Todd and Lori Robinson





### **REQUEST FOR SEALED BIDS TO PURCHASE 435 S. Whittaker Street**

The City of New Buffalo is requesting sealed bids until 3:30 PM EST on Friday, June 19, 2020 for the sale of the building located at 435 S. Whittaker Street, New Buffalo, MI 49117. The building has 4,800 square feet of retail space on .12 acres of property located at 435 S. Whittaker Street, New Buffalo, MI 49117.

Previous bidders will be offered an opportunity to rebid. Bids should contain a proposal for the intended use of the building. Bids shall be clearly marked on the outside of the envelope "Purchase of 435 S. Whittaker Street."

The sale of the property shall include a deed restriction that an occupancy permit must be obtained within one year of purchase or the City will be allowed to reacquire the property at the original purchase price. No bid shall be withdrawn for a period of 60 days and the City reserves the right to reject any or all bids and waive any irregularities in the bidding process.

Amy Fidler, City Clerk  
City of New Buffalo  
269-469-1500  
[afidler@cityofnewbuffalo.org](mailto:afidler@cityofnewbuffalo.org)

# CERTIFICATE OF SURVEY

I, MICHAEL A. FRESHLING, A LICENSED PROFESSIONAL SURVEYOR, MEMBER 40159, IN MICHIGAN, CERTIFY THAT THIS DRAWING IS AN ACCURATE REPRESENTATION OF A BOUNDARY SURVEY PERFORMED UNDER MY DIRECTION FOR THE FOLLOWING DESCRIBED PARCEL OF LAND:  
 LOTS 14, 15, 16, 17, 18, AND 19, BLOCK 7, MARQUETTE SUBDIVISION TO THE VILLAGE, NOW CITY OF NEW BUFFALO, MARQUETTE SUBDIVISION CONSISTING OF SUBDIVISION OF BLOCKS 42, 43, 53, 54, 215, 216 AND 217, VIRGINIA ADDITION TO THE VILLAGE, NOW CITY, OF NEW BUFFALO, BERRIEN COUNTY, MICHIGAN, ACCORDING TO THE PLAT THEREOF, RECORDED DECEMBER 23, 1920, IN VOLUME 4 OF PLATS, PAGE 25, BERRIEN COUNTY RECORDS.

LOTS 14, 15, 16, AND 17, BLOCK 4, MARQUETTE SUBDIVISION TO THE VILLAGE, NOW CITY OF NEW BUFFALO; MARQUETTE SUBDIVISION CONSISTING OF SUBDIVISION OF BLOCKS 42, 43, 53, 54, 215, 216 AND 217, VIRGINIA ADDITION TO THE VILLAGE, NOW CITY, OF NEW BUFFALO, BERRIEN COUNTY, MICHIGAN, ACCORDING TO THE PLAT THEREOF, RECORDED DECEMBER 23, 1920, IN VOLUME 4 OF PLATS, PAGE 25, BERRIEN COUNTY RECORDS.

ENTIRE LOT 12 AND THE SOUTHEAST 18 FEET OF LOT 11, BLOCK 4, MARQUETTE SUBDIVISION TO THE VILLAGE, NOW CITY OF NEW BUFFALO; MARQUETTE SUBDIVISION CONSISTING OF SUBDIVISION OF BLOCKS 42, 43, 53, 54, 215, 216 AND 217, VIRGINIA ADDITION TO THE VILLAGE, NOW CITY, OF NEW BUFFALO, BERRIEN COUNTY, MICHIGAN, ACCORDING TO THE PLAT THEREOF, RECORDED DECEMBER 23, 1920, IN VOLUME 4 OF PLATS, PAGE 25, BERRIEN COUNTY RECORDS.

SUBJECT TO ANY AND ALL EASEMENTS AND RESTRICTIONS OF RECORD, OR OTHERWISE.

SUBJECT TO ANY FACTS THAT MAY BE DISCLOSED IN A FULL AND ACCURATE TITLE SEARCH.

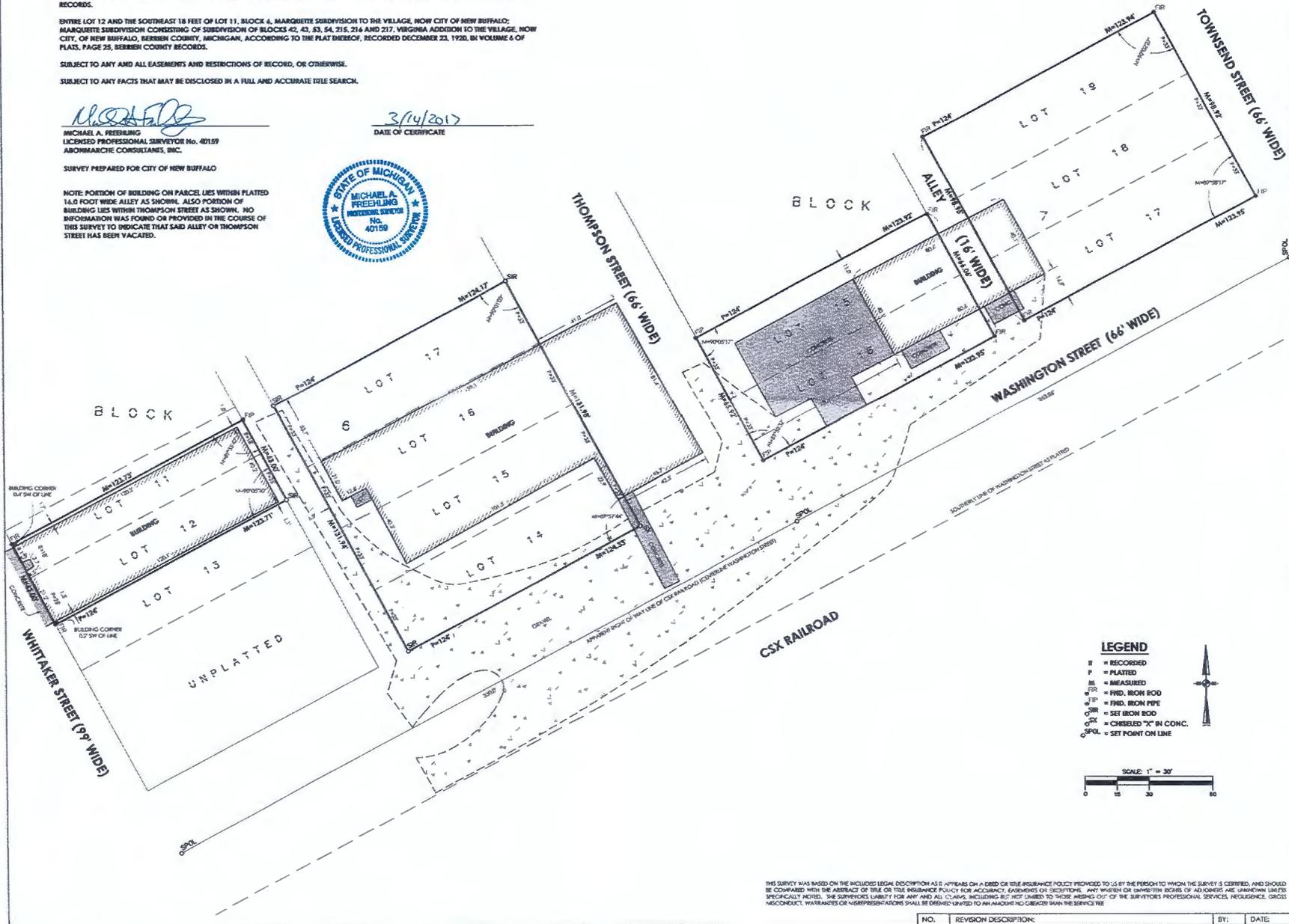
*Michael A. Freshling*

MICHAEL A. FRESHLING  
 LICENSED PROFESSIONAL SURVEYOR No. 40159  
 ABONMARCHÉ CONSULTANTS, INC.

3/14/2017  
 DATE OF CERTIFICATE

SURVEY PREPARED FOR CITY OF NEW BUFFALO

NOTE: PORTION OF BUILDING ON PARCEL LIES WITHIN PLATTED 16.0 FOOT WIDE ALLEY AS SHOWN. ALSO PORTION OF BUILDING LIES WITHIN THOMPSON STREET AS SHOWN. NO INFORMATION WAS FOUND OR PROVIDED IN THE COURSE OF THIS SURVEY TO INDICATE THAT SAID ALLEY OR THOMPSON STREET HAS BEEN VACATED.



**LEGEND**

- # = RECORDED
- P = PLATTED
- IR = IRON ROD
- IRP = FND. IRON ROD
- IRSP = FND. IRON PIPE
- IRSO = SET IRON ROD
- IRSC = CHISELED "C" IN CONC.
- SPOL = SET POINT ON LINE

SCALE: 1" = 30'

THIS SURVEY WAS BASED ON THE INCLUDED LEGAL DESCRIPTION AS IT APPEARS ON A DEED OR THE INSURANCE POLICY PROVIDED TO US BY THE PERSON TO WHOM THE SURVEY IS CERTIFIED, AND SHOULD BE COMPARED WITH THE ABSTRACT OF TITLE OR THE INSURANCE POLICY FOR ACCURACY, EASEMENTS OR EXCEPTIONS. ANY WRITEN OR PRINTED ERRORS OF ADJOINERS ARE UNLESS OTHERWISE SPECIFICALLY NOTED. THE SURVEYOR'S LIABILITY FOR ANY AND ALL CLAIMS, INCLUDING BUT NOT LIMITED TO THOSE ARISING OUT OF THE SURVEYOR'S PROFESSIONAL SERVICES, NEGLIGENCE, OMISSIONS, MISCONDUCT, WARRANTIES OR REPRESENTATIONS SHALL BE LIMITED TO AN AMOUNT NO GREATER THAN THE SERVICE FEE.

NO.	REVISION DESCRIPTION	BY:	DATE
-----	----------------------	-----	------

**ABONMARCHÉ**

315 High Motor Street  
 Benton Harbor, MI 49023  
 1-268-927-2293  
 1-268-927-1017  
 abonmarche.com

COHEN  
 HOBBS  
 LOFFELLE  
 KRAMER  
 SOUTH HAVEN  
 VINCENNES

Engineering - Architecture - Land Surveying

BOUNDARY SURVEY  
 435 S WHITTAKER  
 426 S THOMPSON  
 433 S THOMPSON

PART OF BLOCKS 6 & 7  
 MARQUETTE SUBDIVISION  
 CITY OF NEW BUFFALO  
 BERRIEN COUNTY, MICHIGAN

SHEET TITLE:  
 DRAWN BY: MAF  
 DESIGNED BY:  
 PM REVIEW:  
 QA/QC REVIEW: MGR  
 DATE: 3/10/2017  
 SCALE:  
 HORZ: 1"=30'  
 VERT:  
 A/C JOB #  
**17-0239**

J.  
1  
TBC

Lori D. Jarvis Register Of Deeds  
Berrien County, Michigan

Rec \$10.00 Recorded  
Remon \$4.00 AUGUST 17, 2015 13:55:32 PM  
Tax Cr \$0.00 Liber 3112 Page 0340-0340  
Receipt # 337853 Q DEED #2015128757



Liber 3112 Page 0340



QUIT CLAIM DEED

The Grantor, Berrien County Treasurer Bret Witkowski, acting in his official capacity as Berrien County Treasurer and Foreclosing Governmental Unit, whose address is 701 Main Street, St. Joseph, Michigan 49085, pursuant to the General Property Tax Act, Public Act, Public Act 206 of 1893, as amended, having obtained a Judgment of Foreclosure, recorded at Liber 3102 Page 1410, and after having granted the State of Michigan, and Cities, Townships, and Villages within Berrien County, and Berrien County, in that order, the right of first refusal to purchase property within the respective units, hereby conveys and quit claims to Grantee(s) CITY OF NEW BUFFALO,  
and, of 224 W BUFFALO,  
NEW BUFFALO, MI 49117, any and all of Grantor's lawful rights, title and interest in the following described real property located in the CITY OF NEW BUFFALO, County of Berrien, State of Michigan, subject to any easements, road right of ways, and building and use restrictions of record and the lien of taxes not yet due and payable, to-wit:

Property ID Number: 5-4940-0119-00-3

Property Address: 436 S WHITTAKER ST

Legal Description:

ENTIRE LOT 12 & THE SE 18' OF LOT 11 BLK 6 MARQUETTE SUB OF ENTIRE BLOCKS 42, 43, 54, 215, 217 & PARTS OF BLKS 53,216 VIRGINIA CO ADD TO VILLAGE OF NEW BUFFALO

Store Front on Whittaker

11-62-4900-0119-00-3

In consideration of the sum of: Twelve Thousand Three Hundred Thirty-Two and NO/100 Dollars (\$ 12,332.00 )

That Grantor grants to Grantee(s) the right to make any and all lawful divisions to the land, pursuant to Section 108 of the Land Division Act, Public Act 288 of 1967, as amended.

That the property may be located within the vicinity of farmland or a farm operation. Generally accepted agricultural and management practices which may generate noise, dust, odors, and other associated conditions may be used and are protected by the Michigan Right to Farm Act.

GRANTOR

STATE OF MICHIGAN }  
BERRIEN COUNTY } ss

By: Bret Witkowski  
Bret Witkowski, Berrien County Treasurer

On the 17<sup>th</sup> day of August, 2015, Bret Witkowski appeared before me, a Notary Public, in said County, and executed this instrument on behalf of Berrien County as its County Treasurer.

/s/ Shelly Welch  
Shelly Welch

Notary public, State of Michigan, County of Berrien.  
My commission expires 8-24-2019

Form Drafted By:  
Donna B. Howard, Esq.  
701 Main Street  
St. Joseph, MI 49085

Send Recorded Deed and Future Tax Bills to:  
CITY OF NEW BUFFALO

224 W BUFFALO  
NEW BUFFALO, MI 49117

\*\* This Transfer is exempt from real estate transfer taxes pursuant to MCL 207.526(h)(i) and MCL 207.505(h)(i).

	A	B	C	D	E
1	BID TAB SHEET				
2	Storage Bldg. Demolition				
3	June 19 @ 3:30 pm				
4					
5	<u>VENDOR</u>	<u>BID AMOUNT</u>	<u>ALTERNATE NO. 1</u>	<u>ALTERNATE NO. 2</u>	<u>ALTERNATE NO. 3</u>
6	Todd and Lori Robinson	\$ 35,000.00 AF NG.			
7	Firas Najj	\$ 139,000.00 AF NG.			
8					
9					
10					
11					
12					
13					
14					
15					



MANAGER'S REPORT

July 20, 2020

**AGENDA ITEM:** 2020 Tree Removal Program

**SUMMARY:** The Streets Department has proposed to remove a number of trees residents have complained about in the recent past. The attached list notes the trees to be removed which includes stump removal. The cost for the current program is estimated at \$15,000 but undoubtedly other trees will be added as the program is publicized and another \$10,000 for the year is anticipated to allow for removal of currently un-identified trees. In fact, the list grows daily. The trees are removed by priority and at the discretion of A&A Tree Service which has been used successfully by the City for other recent projects at a cost established by experience with other tree contractors.

**COST:** \$15,000.00 + \$10,000.00

**BUDGETED:** Yes No NA

**RECOMMENDATION:** Approve the proposed 2020 tree removal program.

Respectfully submitted,

David Richards, City Manager

Tree list as of 7/14/2020

1212 w Detroit st dead maple tree leaning over house from r-o-w. 1,200.00

430 s Chicago st dead pine was trimmed by aep due to power lines location in r-o-w. 2,500.00

28 s mayhew st 2 dead maples to be taken down and stumps to be ground down. 1,000.00

28s barton st 2 large dead elms to be taken down and stumps to be ground. 2,500.00

103 n townsend st 2 large dead elms to be trimmed of dead branches along with 3 dead elms along the merchant st side to be removed with stumps to be ground and 1 maple tree to be trimmed and cleaned up. 4,000.00

132 s barker st 1 dead maple to be removed stump to be ground along with 2 elms to be trimmed and cleaned up. 2,800.00

Washington and Willard st twin maple dying to be removed. 1,500.00

Total 15,500.00

Trees not being removed

709 w Washington st behind mailbox no.

935 bell ave live maple behind homeowners shed



## MANAGER'S REPORT

July 20, 2020

### **AGENDA ITEM:** Oselka Drive Temporary Parking Agreement

**SUMMARY:** The Moorings has offered to lease to the City 25 parking slips next to the Amtrak parking. The cost is a dollar and it's only temporary of course terminating Memorial Day 2022. The terms of the lease were prepared by the City's attorney and appear in the attached agreement. Automobile parking is intended to be free to the public 24/7, except overnight parking is prohibited. Campers and semitrailers are prohibited as well. The City will be responsible for upkeep and insurance of the site.

**COST:** None

**BUDGETED:** Yes No **NA**

**RECOMMENDATION:** Oselka Drive Temporary Parking Agreement

Respectfully submitted,

David Richards, City Manager

## PARKING LOT LEASE AGREEMENT

This Parking Lot Lease Agreement (this "Lease") is made as of the \_\_\_\_ day of \_\_\_\_\_, 2020, between the Moorings Association, a Michigan nonprofit corporation with a registered address of 310 Oselka Drive, Suite 256, New Buffalo, MI 49117 ("Landlord"), and the City of New Buffalo, a Michigan municipal corporation, with offices at 224 W. Buffalo Street, New Buffalo, MI 49117 (the "Tenant").

### TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Lease, the parties agree as follows:

1. Premises. Landlord, for the consideration described in this Lease, leases unto the Tenant, and the Tenant rents and leases from Landlord, according to the terms and provisions herein, the real estate depicted on the attached Exhibit A, together with all improvements located thereon (the "Premises").
2. Term. This Lease shall begin on the date first stated above and end on Memorial Day 2022 (the "Term").
3. Consideration. As consideration for this Lease, the Tenant shall pay the Landlord a one-time payment of \$1.00. The Landlord acknowledges the sufficiency and receipt of such payment.
4. Use of Premises
  - A. Tenant shall use the Premises as a public parking lot (the "Intended Use") and for no other purposes without Landlord's prior consent.
  - B. Tenant and the general public shall have access to the Premises 24 hours per day and 7 days per week.
  - C. Tenant shall be permitted to post and display up to \_\_\_\_ directional signs and up to \_\_ signs indicating that the Premises is a public parking lot. Such signs shall comply with the placement and dimensional regulations of the City of New Buffalo zoning ordinance pertaining to freestanding signs. The Landlord shall have prior approval of the location of such signs.
  - D. Tenant, at Tenant's sole cost and expense, shall maintain the Premises in clean and orderly condition and shall repair any damage to the Premises caused by Tenant.
  - E. Parking of camping trailers and semi-trailers is prohibited on the Premises.
  - F. Overnight parking between the hours of 12:00 a.m. to 5:00 a.m. is prohibited on the Premises.
5. Possession and Surrender. Upon expiration of this Lease, the Landlord shall take possession of the Premises, including the Improvements installed by the City. At the sole discretion and direction of the Landlord, Tenant will remove any signs, parking bumpers, or other removable improvements within 30 days of the expiration of this lease.
6. Utilities. Tenant does not anticipate any need for utilities during the Term. If utilities are needed, Tenant shall open accounts with utility providers in its own name and shall pay all charges incurred.
7. Legal Authority. The Landlord hereby represents and warrants that it has the legal authority to enter into this lease, and that all required steps for doing so were completed on or prior to the date first stated above.
8. Assignment and Subletting. Tenant shall not assign or sublet the Premises without the prior written consent of the Landlord, which may be granted or withheld in Landlord's sole and absolute discretion.
9. Real Estate Taxes. Landlord shall pay and discharge any ad valorem real property taxes and assessments which may be levied against all the Premises which become due and payable during the term of this Lease prior to the same becoming subject to interest or penalties.

10. Indemnification and Insurance. To the fullest extent permissible by law, Tenant shall indemnify and defend Landlord and save it harmless from any claims, actions, damages, liability and expense in connection with the loss of life, personal injury and/or damage to property arising out of the use of the Premises by Tenant or Tenant's invitees (including those parking in the public parking lot offered by the City) during the term of the Lease. At its own expense, Tenant shall provide, prior to the commencement of the term of this Lease and keep in force during the term of this Lease, comprehensive general liability coverage protecting against any liability for injury to persons and/or property and death of any persons occurring on or about the Premises. The limits of liability under such coverage shall not be less than \$10,000,000 single limit combined coverage.

12. Tenant Default. Upon default by the City, Landlord shall have all the remedies available under Michigan law.

13. Quiet Enjoyment. Landlord covenants that so long as no default has occurred and is continuing, Tenant may peacefully and quietly hold and enjoy the Premises for the Term without interference by Landlord or any person claiming by, through or under Landlord.

14. Miscellaneous.

a. Any notice, demand, or communication required, permitted, or desired to be given under this Lease shall be deemed effectively given when personally delivered (which may include delivery by FedEx, UPS or other courier) to those addresses first provided above. The parties may, by written notice, designate any further or different address to which subsequent notices, demands, or communications may be given.

b. The headings in this Lease are for reference purposes only and shall not affect its interpretation.

c. This Lease is the entire agreement between the parties regarding its subject matter. It supersedes and replaces all previous or contemporaneous, express or implied, written or oral statements, covenants, representations or agreements. This Lease may not be amended except in writing signed by the parties following an approving resolution adopted by the City Council.

d. No party shall be entitled to benefits other than those specified herein. No other party is intended to be a beneficiary of this Agreement.

f. This Lease was made in Berrien County, Michigan. The jurisdiction and venue for any action brought pursuant to or to enforce this Lease shall be solely in the state courts in Berrien County, Michigan. The prevailing party in any such action shall, in addition to any other remedies, be entitled to recover any costs and fees incurred to investigate, bring, maintain or defend any such action from its first accrual or first notice thereof through all appellate and collection proceedings.

The parties have signed this Lease as of the date first written above.

**CITY OF NEW BUFFALO**

**THE MOORINGS ASSOCIATION**

By: \_\_\_\_\_  
Lou O'Donnell IV, Mayor

By: \_\_\_\_\_

By: \_\_\_\_\_  
Ann M. Fidler, City Clerk

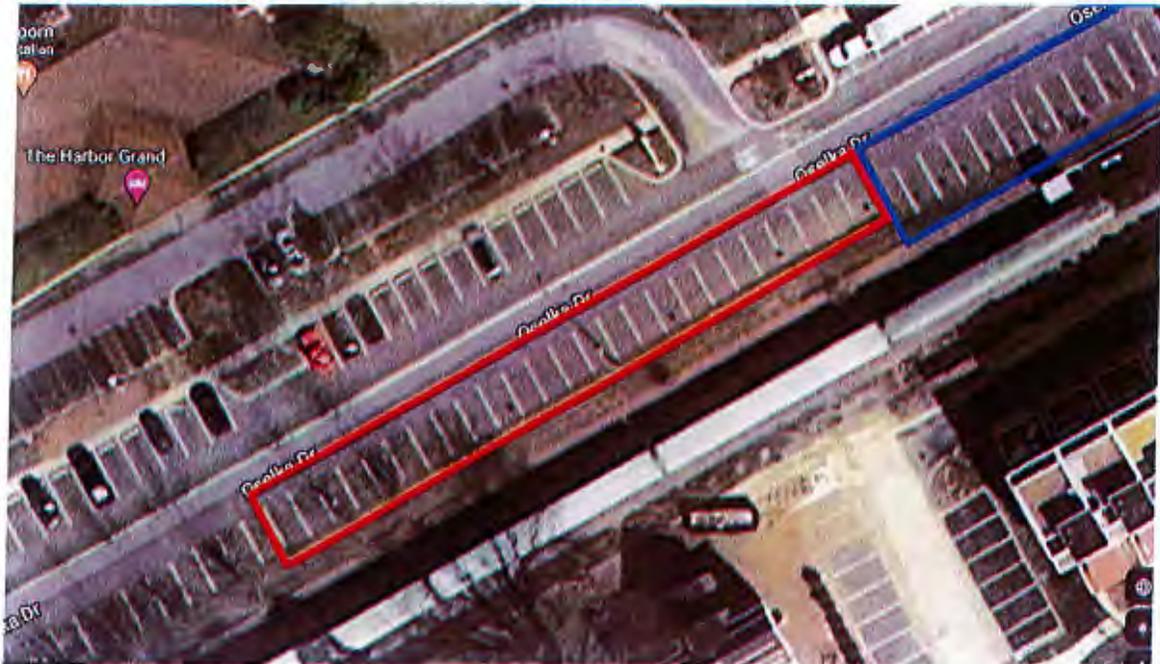
Its: \_\_\_\_\_

Date signed: \_\_\_\_\_, 2020

Date signed: \_\_\_\_\_, 2020

**EXHIBIT A**  
**LEGAL DEPICTION OF THE PREMISES**

*[Insert Image Showing Boundaries of Leased Area]*



25 Spaces adjacent to Amtrak parking along Oselka Dr., outlined in red. Blue highlighted area is existing Amtrak parking.



## MANAGER'S REPORT

July 20, 2020

**AGENDA ITEM:** COVID Building Improvements

**SUMMARY:** COVID guidelines for re-opening City Hall to the public have identified several improvements to the building making it safer for the public and employees. Some of the upgrades have already been accomplished in the Police Department and side offices for the Assessor and Building Department while others are underway at the reception area. Much of those projects was done in house by the DPW employees.

Several other recommendations are under consideration which require Council approval. The first recommendation is a designation of employee entrances enhanced with electronic locks to separate them from the public at a cost of \$10,378.00.

The second suggestion involves the separation of the work areas of the Accounts Payable Clerk and the Assistant Treasurer. A full division of the office with a re-moveable cube wall is \$2,829.00 and the option to partially divide the room is \$1,935.00.

Quotes for the work are attached.

**COST:** Up to \$13,207

**BUDGETED:** Yes  No  NA

**RECOMMENDATION:** Consider COVID building improvements

Respectfully submitted,

David Richards, City Manager

## Dave Richards

---

**From:** Rich Killips  
**Sent:** Tuesday, July 14, 2020 12:25 PM  
**To:** Dave Richards  
**Cc:** Kate Vyskocil  
**Subject:** Covid building improvements  
**Attachments:** Council outside doors.pdf; Treasuresrs office doubleday quote.pdf

Due to the business guidelines set out for reopening, two building projects have been brought forward.

- The first is the recommendation that we establish designated employee entrances to keep employees away from the public entrances to help control a possible spread of the virus. It was suggested that we look into using door control on those employee entrances to heighten security and be able to track who enters and leaves city hall. The cost of doing the three employee entrances in this building is \$10,378.
- The second project was brought forward by the Treasurers office and it involves the shared office of the Assistant Treasurer and Accounts Payable. This office was purpose built to be divide able if the city ever wished. The cost to do a full division of this office with a re-moveable cube wall is \$2829.00 or there is an option to partially divide the room which is \$1935.00. It is believed that the best remedy is a complete division of the room.

Please let me know what questions you have regarding this

Rich

**Rich Killips**  
**Chief of Police**

**New Buffalo City Police Department**  
224 W. Buffalo St. New Buffalo Mi. 49117  
269-469-1593 Office  
269-469-2110 Fax



**Project Goal and Scope of Work**

Access Control Installation Door #120, Door #151, and Door #104.

CCSB will provide all Product for the Installation of a complete Access Control System as per the Design.

CCSB will provide CAD's, Engineering, Final Connections, Programming, Testing.

Customer to provide:

7. All AC Power
8. Installation of Electric Strikes
9. Card Data Information
10. Install Cabinets and Conduit
11. Install Cable to the Door
12. Supply Data Drop at Panel location

**System Components**

<b>QTY</b>	<b>Manufacturer</b>	<b>DESCRIPTION</b>
1.00	DSX	Intelligent 2 Door Package: Includes one 1040E Enclosure, one 1042 Controller, one 1040CDM Communica
1.00	DSX	Intelligent Two Door I/O Controller (up to 4 per 1040E): 8 Inputs, 2 Relay Outputs, 2 Open Collecto
1.00	DSX	24 Volt MOV
1.00	DSX	24 VDC 11AMP Lock Power
1.00	LANTRONIX	NETWORK INTERFACE
3.00	Yuasa Battery Inc	Battery Back-up (Per Pkg)
1.00	Calrad	AC power Cord
3.00	DSX	ProxPro 8 Reader w/ Keypad (Grey or Beige) Keypad has a 26 bit output for Card or Pin
3.00	KANTECH	Request to Exit Motion w/ Relay
3.00	G.R.I. Telemark Corp	3/4" DPDT Door Contacts Grey
1.00	Windy City Wire	4 Elem Comp Cable CMP Ylw Jkt 500'
3.00	ADI/HES	Drop in Electric Strike
1.00		Misc Material
1.00		CAD
1.00		Engineering, Installation, Training & Project Management Services
1.00		Programming Services Panel
1.00		Installation Services Access Control Testing
1.00		Contingency
1.00		Warranty
1.00		Freight



**QUOTATION: 14111**  
 Communication Company  
 5320 South Main Street  
 South Bend, IN 46614  
 Phone 574-299-0020

**System Pricing**

**Total:** \$10,378.00

**Terms and Conditions:**

- The signing of this proposal declares Communication Company may proceed with the stated project and that the owner or owner's representative agrees to the scope of work and terms and conditions of this proposal. If your company requires a valid purchase order number prior to commencing work, please submit with signed proposal.
- All equipment installation, terminations, and testing is scheduled during standard business hours, Monday through Friday from 7:00am until 3:30pm. Any worked performed beyond normal hours at the request of the owner or owner's representative will incur added expense which the owner will be responsible for.
- Customer will provide reasonable access to each location to allow an uninterrupted work schedule during the standard workday. If during a scheduled working day our technician is required to suspend work due to the owner or owner's representative's request, an additional charge will occur at the owner's expense.
- Pricing is based on all internal walls free and clear of any obstructions or support which may hinder fishing cable. We have performed a reasonable evaluation to determine costs associated with this project. If during the course of implementing the solution we come across a situation that could not have been foreseen prior to providing pricing, then a change order may be required to continue the install.
- Pricing is based on the quantities and product listed in this proposal if product, quantities or jobsite conditions vary pricing will change.
- Pricing does not include any costs associated with tenting, or asbestos removal for infection control unless explicitly stated in the CCSB Responsibilities above.
- Pricing does not reflect any phasing of the project. Our pricing is based on the information provided to us and does not include any interruptions to the schedule.
- All conduits, terminal cabinets, back box installation and any 110VAC are the responsibility of the owner's choice electrical contractor.
- All 110VAC should meet the NFPA 99 code for Life Safety, Critical, and General branch circuits
- All network electronics to be provided and installed by customer.
- This proposal does not include or warranty the condition of the customer's existing equipment or version of software.
- This proposal does not include any costs associated with permits which may be required. Any required permits are the responsibility of the owner.
- Price valid for sixty (60) days.
- Net 30 Days.
- F.O.B. Destination.
- Initial billing of 20% will be done upon contract acceptance.
- Progressive off site billings are done as debt is incurred by Communication Company.
- Communication Company guarantees all prices for 60 days.
- All change orders must be written and signed by the owner or owner's representative.
- Restocking received material within 30 days of receipt will reflect a minimum restocking charge of 30% if available from manufacturer for return.
- All programming requests must be in writing and approved by owner or owners representative and additional charges may apply.
- Prices shown do not include sales tax or any taxes imposed on the sale of goods. Buyer agrees to reimburse seller of any such tax or furnish tax Exempt number and or certificate.
- Auto Cad files furnished in electronic format to CCSB for modification at no additional cost.

**Warranty:**

Communication Company of South Bend, Inc. warranties the quality of the workmanship for a period of one year after final installation. We honor the original manufacturer's equipment warranty for up to twelve months after installation. All services performed during the warranty period are during normal business hours of between 7:00am and 3:30pm EST. Equipment hardware or software modified, added to or serviced by a technician other than a Communication Company employee voids all warranties associated with system. Damage through misuse, abuse, or acts of God shall not be subject to this warranty. Communication Company is not responsible for loss of customer content. Extended warranties beyond our standard warranty are available upon request.

By the signing of this proposal or the issuance of a purchase order the above listed customer is in agreement with this proposal in its entirety.

Customer Representative (Print Name) \_\_\_\_\_.

By (Signature): \_\_\_\_\_ Date : \_\_\_\_\_.

Title: \_\_\_\_\_.



2435 PLAZA DRIVE  
 BENTON HARBOR, MI 49022  
 269-925-9110 / 269-926-9482 FAX

# QUOTATION

DATE	QUOTE #
07/02/20	070220-JM-2

<b>Salesperson</b>	Jim Marohn
<b>Phone</b>	269-208-2784
<b>Customer Contact</b>	Rich Killips
<b>Phone</b>	269-231-0041

**BILL TO:**  
 CITY OF NEW BUFFALO  
 224 W. BUFFALO ST.  
 NEW BUFFALO, MI 49117

**SHIP TO:**  
 Same as bill to address

PAYMENT TERMS: NET 30

LINE	DESCRIPTION	QTY	PRICE	AMOUNT
	<b>FLOOR TO CEILING PANELS COMPATICO CMW SYSTEM</b>			
	<b>OPTION 1: COMPLETEY DIVIDE THE ROOM</b>			
1	PANELS & SHIMS	1	\$ 2,429.00	\$ 2,429.00
2	DELIVER & INSTALL	1	\$ 400.00	\$ 400.00
3	TOTAL			\$ 2,829.00
	<b>OPTION 2: 102" PANEL RUN, WALL ATTACHED ONE SIDE</b>			
4	PANELS	1	\$ 1,585.00	\$ 1,585.00
5	DELIVER & INSTALL	1	\$ 350.00	\$ 350.00
6	TOTAL			\$ 1,935.00
			Subtotal	
			Freight	
			Sales Tax	N/A
			Total	

Accepted by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_



MANAGER'S REPORT

July 20, 2020

**AGENDA ITEM:** Resolution 20.22 Berrien County Best Practices Committee

**SUMMARY:** The City has been asked to join the Berrien County Best Practices Committee. I attended the last meeting and found it meaningful and helpful. In addition, it is a great opportunity to network with local leadership. I would appreciate being appointed the representative from the City if the Council desires membership.

**COST:** None

**BUDGETED:** Yes No NA

**RECOMMENDATION:** Approve Resolution 20.22 joining the Berrien County Best Practices Committee.

Respectfully submitted,

David Richards, City Manager



## RESOLUTION # 20.22

### A RESOLUTION TO JOIN THE CITY OF NEW BUFFALO WITH THE BERRIEN COUNTY BEST PRACTICES COMMITTEE FORMED UNDER THE INTERMUNICIPALITY COMMITTEE ACT OF P.A. 200 OF 1957 FOR THE PURPOSE OF STUDYING AREA GOVERNMENTAL PROBLEMS OF MUTUAL INTEREST AND CONCERN.

**WHEREAS**, the Intermunicipality Committee Act, P.A. 200 of 1957 (MCL 123.631 - 123.637) provides for the creation by two or more municipalities of a committee for the purpose of studying area governmental problems of mutual interest and concern; and to provide authority for the committee to receive gifts and grants; and

**WHEREAS**, the Intermunicipality Committee is limited to formulating recommendations for review and action by the member governing bodies; and

**WHEREAS**, such an organization will offer a structured forum for those local units of government in Southwestern Michigan who are willing to participate, to cooperatively explore best practices for promoting economic development and job creation/retention; increasing taxpayer value; and improving the quality of life for all residents.

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the \_\_\_\_\_ Board of \_\_\_\_\_ approves the establishment and organizing of an Intermunicipality committee, hereafter referred to as the Best Practices Committee (BPC), for the purpose of studying area governmental problems of mutual interest and concern in order to increase cooperation and trust among the participating local units of government.

Dated: July 20, 2020

Yeas:

Nays

Absent:

Abstain:

Resolution: Adopted

### **CERTIFICATION**

I, the undersigned, Clerk of the City of New Buffalo, Berrien County, MI, does hereby certify that the foregoing is a true and complete copy of Resolution 20.22 adopted by the City Council of the City of New Buffalo at a regular meeting held on July 20, 2020 the original of which is on file in the City Clerk's office and available to the public.

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Ann M. Fidler, City Clerk

**THE INTERMUNICIPALITY COMMITTEE (PA 200 OF 1957)**  
**THE BEST PRACTICES COMMITTEE**

**FREQUENTLY ASKED QUESTIONS**

**1. What is the Best Practices Committee?**

The Best Practices Committee, or BPC, is formed under the Intermunicipality Committee Act, P.A. 200 of 1957 (MCL 123.631-123.637) for the purpose of studying area governmental problems of mutual interest and concern. It is not a legislative body and has no authority to implement any policy, incur any expense (unless it has its own funds available), or initiate any action on behalf of any participating entity. It is an opportunity for representatives of the affiliated municipalities to meet on a regular basis to explore governmental issues (particularly those related to the provision of public services), discuss best practices, and develop plans which must then be presented to the individual municipal bodies for further public discussion and consideration.

**2. What is the structure of the BPC?**

The voting membership of the Best Practices Committee will consist of the chief elected official of each member local municipality, or his/her designees, plus one representative elected by the body. Local unit staff representation is expected and encouraged. At the regular Organizational Meeting, which will occur biennially on odd numbered years, the BPC will nominate and elect a Chair, Co-chair, and Secretary to serve until the next Organizational Meeting.

Due to membership growth in 2017, a five (5) member Executive Board was established. One (1) designee from the County may serve as an ex-officio member of the Executive Board. Officers of the Executive Board shall consist of the Chairperson, a Co-Chairperson who will also serve as the Chairperson Elect and a Secretary. The remaining members of the Executive Board shall represent the general membership. The Co-Chairperson will also serve in the capacity of Chairperson Elect and will advance to the position of Chairperson at the end of the sitting Chairperson's term unless Chairperson is re-elected or is unable to continue their duties.

Additionally, the BPC Executive Board will establish its own meeting schedule and Regular meetings will occur once every other month. Special Meetings are at the call of the Chair, or by the express desire of a simple majority of the members. The location of the regular meetings may be changed. Per diems and mileage for membership participation (if any) are to be determined by each member local governmental unit, respectively.

In the spirit of engagement, members are expected to attend a minimum of four (4) regularly scheduled BPC meetings per calendar year.

**3. If I am not a member, will I be able to attend?**

Yes. The BPC subscribes to the procedures and public protections of the Michigan Freedom of Information Act, Public Act No. 442 of 1976, and the Open Meetings Act, Public Act No. 267 of 1976.

**4. Why not use one of the more common statutes used for this organization, such as the Municipal Partnership Act?**

There are several different Public Acts that might be used for actual joint endeavors depending on the nature of the function, service, or powers that will be exercised. These are:

- P.A. 114 of 2011 (Conditional transfer of property by contract)
- P.A. 258 of 2011 (Standards for municipal joint endeavors)
- P.A. 261 of 2011 (Provision of emergency services by 2 or more municipalities)
- P.A. 262 of 2011 (Intergovernmental transfers of functions)
- P.A. 263 of 2011 (Interlocal public agency agreements)

For purposes here; however, the intent is not to transfer any power or authority to the Best Practices Committee (BPC). Its role is to study and make recommendations back to the governing bodies. Those recommendations may very well take the form of one of the above statutes, but will have no impact unless approved at the local level.

**5. What is the role of local government employees (i.e. staff)?**

No single elected representative of a local government can make a contribution of time or personnel to the Best Practices Committee. The expectation is that by approving the resolution creating the BPC, the municipality is tacitly agreeing to some staff interactions. Obviously, anything of a significant nature would have to be approved by the local unit or handled in accordance with that unit's normal policies.

**6. What is the role of Berrien County?**

Although the County is an "incorporated political subdivision of this state" and therefore technically eligible for membership, the intent is that the BPC is an affiliation of local municipalities (cities, townships, and villages) who wish to join it. While it is expected that the County Board of Commissioners will support this local initiative and authorize staff involvement, this interaction and the role of the County should be predicated on the desire of the BPC for such County involvement.

**7. What's it going to cost the local unit to join by passing this resolution?**

There is no membership cost anticipated at this time, nor reason to expect that funding will be required in the future. The statute does allow municipalities to contribute either based on the recommendation of the BPC or in its bylaws. It also allows for the acceptance of grants and private gifts. If funding is needed, the BPC can address it at the time and make a recommendation back to the governing bodies.

**8. Can my local unit leave the organization if it fails to address local needs?**

Of course. The statute does not define a period of commitment or a sunset to the organization. Unless some financial obligation is incurred that cannot or will not be assumed by the remaining communities, a resolution to withdrawal, approved by the local unit, is all that is required.

**9. Who can join?**

Any city, village, township, chartered township or other incorporated political subdivision in Southwestern Michigan is eligible to join simply by formally approving the enabling resolution. Other organizations that are not incorporated political subdivisions of the State of Michigan are not eligible for membership.

**11. Isn't this "recreating the wheel"? Won't it draw attention and resources away from other agencies already working on these issues?**

No. While the goal is clearly to "study" governmental issues, the emphasis of this group is more action-oriented than that. There is a lot of work already done on various issues affecting our community--by a lot of very smart, very competent individuals and organizations. The BPC can provide an essential forum for these studies and initiatives to be vetted by local leaders against a standard of local need and political considerations that supersede a particular bias or special interest. The BPC can actually be seen as a tool to strengthen the efforts of other organizations. Many of these operate in a "stovepipe" and are not always aware of what is happening elsewhere in the community. The BPC can be an ally to them with its ability to cross the boundaries of governmental, non-governmental, and private organizations.

**12. What powers are we transferring to the Best Practices Committee?**

The short answer is "nothing except the authority to study area governmental problems of mutual interest and concern". As clarification, here are some general principles that are expected to be considered by the Committee after the BPC is formed:

- All contracts and agreements resulting from discussions to which local municipality is a party, are subject to formal approval by the governing board of that municipality.
- No individual or agency representing the local government involved in these discussions is authorized to obligate that municipality to perform any service or incur any cost until approval by the governing board has been given.
- To the greatest extent possible, such discussions described herein are to be kept on a need to know basis until presented to the affected governing boards/agencies, although Council operations will be held in compliance with the Michigan Freedom of Information Act, Public Act No. 442 of 1976, and the Open Meetings Act, Public Act No. 267 of 1976.
- Data shared between units of government for purposes of these discussions is proprietary in nature and not to be released to a third party without prior approval by the originating entity, such approval and release being subject to FOIA.
- That if a plan for cooperative action is contemplated...
  - The entity hosting a service or function may impose a fee that goes into the general fund of that entity for the purpose of covering costs not otherwise identified within the contract and/or agreement.

- If it includes personnel sharing, contracts and agreements will be between the units of government, and that any direct contracting for services with employee(s) of one unit of government by another are not governed by this agreement.
- Personnel performing responsibilities in another municipality in conformance with a contract or agreement between the governmental agencies, the policies of the host municipality remain in effect and applicable unless otherwise prescribed between the governing bodies.
- That, unless otherwise specified, each member or municipality will be responsible for liability to persons and property arising from participation in the BPC and/or the execution of any contract or agreement, and agrees to hold harmless any other unit of government or agency participating in such a contract or agreement.
- That if a plan for cooperative action is contemplated, that the standards and bargaining contract provisions contained in the following, and similar, statutes, as amended, are incorporated, if applicable, into any contracts and/or agreements resulting from this association:
  - P.A. 114 of 2011 (Conditional transfer of property by contract)
  - P.A. 258 of 2011 (Standards for municipal joint endeavors)
  - P.A. 261 of 2011 (Provision of emergency services by 2 or more municipalities)
  - P.A. 262 of 2011 (Intergovernmental transfers of functions)
  - P.A. 263 of 2011 (Interlocal public agency agreements)