



**CITY OF BURTON**  
**BURTON CITY COUNCIL MEETING**  
**MARCH 7, 2022**  
**AGENDA**

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**Council Chambers**

**Regular Meeting**

**7:00 PM**

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**4303 S. CENTER ROAD**  
**BURTON, MI 48519**

- A. INVOCATION LED BY: TOM MARTINBIANCO**
- B. THE PLEDGE OF ALLEGIANCE IS LED BY: TOM MARTINBIANCO**
- C. ROLL CALL**
- D. APPROVAL OF AGENDA**
- E. STAFF PRESENT**
- F. APPROVAL OF MINUTES**

- 1. City Council - Regular Meeting - Feb 21, 2022 7:00 PM

**G. ADMINISTRATIVE REPORTS**

**H. COMMITTEE REPORTS**

**I. AUDIENCE PARTICIPATION**

Now is the time set-aside for members of the audience to address the Burton City Council. I would ask each individual to give their name and address for the record and to limit their comments to three (3) minutes and to speak on the topics germane to City business.

**J. COUNCIL DISCUSSION**

**K. COUNCIL ACTION**

- 1. Approve and authorize the payment of Attorney Billing (Doyle) 2/16/22 to 2/28/22 in the amount of \$4,456.30.
- 2. Approve and authorize the request for a Residential Sanitary Water & Sewer Installer's License for Pzarka Site Development, LLC., 5747 Bullard Road, Fenton, Michigan.
- 3. Approve and authorize the appointment of Deborah Walton, PO Box 190273, Burton, MI 48519, to the Election Commission with a term ending March 7, 2026.

4. Approve and authorize the Mayor and City Clerk to execute a contract with ACE-Saginaw Paving Co. 115 S. Averill Ave., Flint, MI 48506, for the Maplewood Meadows S.A.D. Paving Program contract which is the Local Street Paving for the Not-to-Exceed fee of \$842,345.00
5. Approve and authorize the City Clerk to set a special city council meeting for the purpose of the second Public Hearing for Maplewood Meadows Subdivision Paving, SAD Project #22-019-P, for Monday, March 21, 2022, at 6:30 p.m. at City Hall, or any later date of City Council choice; (a minimum of fourteen (14) days is required. Public notices and letters to residents will be sent as appropriate.
6. Approve and authorize Mayor and Clerk to sign Resolution 2022-5 to award the SRF Segment 2 construction contract to Insituform Technologies, 17988 Edison Ave., Chesterfield, MO 63005, the lowest responsive bidder for a cost not to exceed \$2,348,385.50
7. Approve and authorize the Mayor and Clerk to approve the construction engineering contract with Stantec Consulting Michigan Inc., 3754 Ranchero Drive, Ann Arbor, MI 48108-2771. To provide construction engineering services for the construction phase of Segment 2 - SRF Wastewater System Improvement project at a cost not to exceed \$239,800.

#### **L. TABLED ITEMS**

1. Approve and authorize the following 2020-2021 budget amendment: Increase 1001-6090-959-7674 Memorial Day Parade by \$40,000; Decrease General Fund Balance by \$40,000.

Agendas and minutes may be found at [www.burtonmi.gov](http://www.burtonmi.gov)



**CITY OF BURTON**  
**BURTON CITY COUNCIL MEETING**  
**FEBRUARY 21, 2022**  
**MINUTES**

**Council Chambers**

**Regular Meeting**

**7:00 PM**

**4303 S. CENTER ROAD**  
**BURTON, MI 48519**

**This meeting was opened by President Steven Heffner at 7:00 PM.**

**A. INVOCATION LED BY: CHRISTINA HICKSON**

**B. THE PLEDGE OF ALLEGIANCE IS LED BY: CHRISTINA HICKSON**

**C. ROLL CALL**

| <b>Attendee Name</b> | <b>Title</b>   | <b>Status</b> | <b>Arrived</b> |
|----------------------|----------------|---------------|----------------|
| Tom Martinbianco     | Vice President | Present       |                |
| Steven Heffner       | President      | Present       |                |
| Vaughn Smith         | Councilman     | Present       |                |
| Gregory Fenner       | Councilman     | Present       |                |
| Christina Conley     | Councilwoman   | Present       |                |
| Greg Hull            | Councilman     | Excused       |                |
| Christina Hickson    | Councilwoman   | Present       |                |

**D. APPROVAL OF AGENDA**

1. Approve the agenda as presented.

|                  |                                                       |
|------------------|-------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>                            |
| <b>MOVER:</b>    | Vaughn Smith, Councilman                              |
| <b>SECONDER:</b> | Christina Hickson, Councilwoman                       |
| <b>AYES:</b>     | Martinbianco, Heffner, Smith, Fenner, Conley, Hickson |
| <b>EXCUSED:</b>  | Hull                                                  |

**E. STAFF PRESENT**

Duane Haskins, Mayor  
Racheal Boggs, City Clerk  
Brian Ross, Police Chief  
Kirk Wilkinson, Fire Chief  
Charles Abbey, DPW Director/HR  
Jodi Holbrook, Controller

**F. APPROVAL OF MINUTES**

1. City Council - Regular Meeting - Feb 7, 2022 7:00 PM

Minutes Acceptance: Minutes of Feb 21, 2022 7:00 PM (APPROVAL OF MINUTES)

|                  |                                                       |
|------------------|-------------------------------------------------------|
| <b>RESULT:</b>   | <b>ACCEPTED [UNANIMOUS]</b>                           |
| <b>MOVER:</b>    | Gregory Fenner, Councilman                            |
| <b>SECONDER:</b> | Christina Hickson, Councilwoman                       |
| <b>AYES:</b>     | Martinbianco, Heffner, Smith, Fenner, Conley, Hickson |
| <b>EXCUSED:</b>  | Hull                                                  |

## G. ADMINISTRATIVE REPORTS

Mayor Haskins gave a report on the following:

- Taxes are due February 28, 2022. Taxes not paid on the 28<sup>th</sup> will automatically go to the county.
- There are issues with the contract for the police gas pump and parking lot. We are at the mercy of the installers. We would like to have everything done before Memorial Day. Mr. Abbey is keeping a close eye on this.
- There is a budget transfer on the agenda tonight for the Memorial Day/50<sup>th</sup> Anniversary event. Mr. President, you were in my office the other day and we discussed all of the events we have planned. We have a lot planned. We probably have enough money to cover the events but not to cover staffing for the four days. We are seeking donations and if we get enough donations, we may not need all the money and we could transfer it back at that time.

## H. COMMITTEE REPORTS

Mrs. Conley gave a report on the 50th Anniversary Committee and Public Access Meeting. I handed out a schedule of events from the committee meeting to the council tonight. I would like to do a City Council tent on Sunday including all past and present councils. We had a discussion at our Public Access Meeting and would like the input of all council members. I want every body to walk in the parade. The committee was supposed to check with the Mayor to see if you wanted to be under the council tent too.

Mayor Haskins stated there is a lot that has already been planned for the area and space that we have. Like I told the President, we already have a tent. That tent can be utilized. As long as it fits into the time frames, I think it is a great idea. We have already planned on reaching out to the past Mayors and Council Members. I know President Heffner came in and talked to the Clerk about it but we had already discussed inviting them to the parade and festivities. Once we get the RSVP's, we will have a better idea.

Mrs. Conley stated I would like to do our council tent strictly as a council tent. We want to work with the rest of the committee but it is important and I would like our own tent. I would like to set it up with the history, the people that were on the past council, pictures and all kinds of stuff. I want a separate tent for the council and the mayors, if that is possible.

Mayor Haskins stated we will definitely have to check on available locations because I don't want our past representatives of our city being shoved off into a small tent in a corner somewhere. They need to be front and center.

Mrs. Conley stated I totally agree and that is what I want to do. When I was taken off the Parks & Rec and put on the Public Access Committee, I was put on that committee to do this and that is what I'm going to do. I will work with anybody I got to work with and I'm not going to put anybody in a corner.

Mr. Heffner would like the council to host a reception for past Mayor's and Council people. Maybe we could have a set time where all of us show up at the same time on Sunday to

host a dinner or a get-together of some sort. We have time to figure out those details. If there will already be a tent, we can utilize that.

Mr. Fenner stated the 911 Consortium had a meeting where they discussed the ambulance contracts again. Right now, everyone is licensed to cover the entire county. What they are worried about is back up ambulances. As an example, Medstar signs a contract with Davison, the other ambulance companies will exclude Davison from their area. Now there is only one ambulance company for Davison without a back up. I recommend we stay the course until they iron everything out. They are moving forward with accepting contracts and implementing them. Every time they get closer, there is a setback.

Mrs. Hickson gave a report on the Legislative Committee meeting. We discussed the election process. We will be having another meeting. We are open to new ideas and the public is welcome.

Mr. Smith stated I attended the Legislative meeting and something that was brought up was in November, we raised the pay for Election Workers for that election and it helped the Clerk recruit election workers. I would like the council to discuss raising the pay even if it is temporarily. From what I hear, the Clerk struggles to find workers. The state legislature requires training for anyone to work elections. Increasing the pay may alleviate these problems. If people can make more money working the election than they do at their jobs, guess what they will do? They will take a day off work to work the election.

Mr. Heffner stated I will completely support that. It needs to be done sooner rather than later that way the Clerk has a number she can work with to start enticing new people to sign up.

Mayor Haskins stated at least 80% of our election workers work an entire day. Once they begin working, they cannot leave until the end. The polls open at 7:00AM and close at 8:00PM. They can't just come and work a couple hours and leave. That also creates an issue with finding workers to work those long days.

Mrs. Conley stated at the meeting, I think it was Mr. Martinbainco that said we can't just have anybody come in and work the polls. They have to have a little bit of background and fill out an application.

Mr. Heffner stated I think the Clerk's Office trains the workers.

Mayor Haskins stated under the law, the only requirement is that you are a registered voter just like running for City Council, the only qualification is that you are a registered voter. No experience is required.

Mr. Heffner congratulated the Chairs of Public Access and Legislative Committees on chairing their first meeting. I watched the meetings and you both did a good job.

## **I. AUDIENCE PARTICIPATION**

Angela Rodriguez of 2219 Champion Lane in Burton expressed concerns regarding the mess created by the contractors doing work at Burton Estates. My yard is flooded and destroyed and my paved road is covered with dirt and nails. I am asking for your help.

## **J. COUNCIL DISCUSSION**

Mr. Fenner stated Mrs. Rodriguez called me about the issue at Burton Estates. I called the Mayor and someone went out to try to alleviate the problem and it didn't work. I went to the home today and the back yard is flooded. They live in an existing home from 2005. In each direction, there are new homes being built and basements dug. It looks like they have

raised the level and the water is funneling right into their yard. I was able to see pictures of their yard in the summer time and there is not a dandelion in it normally. She is right, the road looks like a dirt road. I don't know how we hold the builder accountable to some of this but we absolutely have to figure it out. It doesn't look like they are sweeping every Friday like they are supposed to. I feel bad for these people, they have a really nice home.

Mrs. Conley stated I wish I didn't have to bring this to the council but I brought it up at the last meeting to Mr. Abbey and I got another phone call today from Genesee Fence. The fence over at Fire Station 1 has still not been paid for.

Mayor Haskins stated the problem was they emailed the invoice to Mrs. Conley because somehow, she got involved with it. We never knew and she never notified us that the invoice was sent to her. Our purchasing agent reached out to them and said we didn't receive the invoice to pay them. They responded that they did email it and forwarded us the original email. It was sent to Mrs. Conley and she never brought it up to us. That is why it was delayed.

Mrs. Conley stated the fence was done in November. I don't write the paychecks for Burton. I might have went there and got the samples for the fence and put a folder together for everybody but I don't have the authority to do anything. They just called me today and they know the City of Burton is who they should go to. I didn't get involved, I just went there and got information.

Mayor Haskins stated my understanding from what they said is you and Jeremy Scharrer were calling them nonstop making changes to the project and they thought you were running the project. We explained to them that everything goes through the city. Regardless, they sent you the invoice. That is what caused the delay. You never notified us that the invoice was sent to you.

Mrs. Conley said, excuse me. Two weeks ago, that's when I received it. Right? And told Mr. Abbey, Right?

Mr. Abbey stated you did let us know two weeks ago that they were not paid. There is a process. I went right to our Purchasing Agent who handles this. I explained to her what you told us. We needed to know where to take the money from. You can't just pay people out of certain places, we have a process. The auditors insist on that. Now, the controller tells me it was paid. You say it hasn't.

Mrs. Conley said, they called me today.

Mr. Abbey said, they shouldn't be calling you to begin with. Tell them to call us. That is where they get the check from.

Mrs. Conley said all Jeremy and I went there for was to get samples of what we would like to have done with the fence. We didn't tell them who to contact. We did make changes but we are still not the City of Burton. November, December, January, February, that's over 90 days.

Mayor Haskins stated for clarification, Penny Johnson emailed Mrs. Conley the invoice on December 7, 2021 at 8:38 AM. I have the email here. You brought it up at the last Council Meeting on February 7th.

Mr. Abbey stated for Mrs. Conley, so she has all the information, the check number that was sent to the company that did the fence is 180667 and it went out Friday morning. If you would have called us when they called you, we could have told you that.

Mrs. Conley stated I did not call them and harass them, I went there once for samples. I will call them tomorrow and tell them to call you.

Mayor Haskins stated they can call Julie, the Purchasing Agent, she handles this.

Mr. Smith stated I received two phone calls from residents in regards to parking. Mr. Heffner and Mrs. Hickson have been made aware of it. They thought we had an ordinance for over night parking on the street. In this situation, the car is parked in the street indefinitely and the driveway is empty.

Mr. Heffner stated we need to talk with the attorney about putting a limit on cars that are parked in the road indefinitely versus cars parked over night or temporarily.

Attorney Doyle stated we can look into that. We have regulations about parking near mailboxes and other parking regulations.

Mr. Smith stated I would like to get a read on this from the council and see if we can have the attorney, administration and Police Chief look into this and come back and discuss it in a couple weeks.

Mayor Haskins asked what are you wanting us to look into? How are you looking to correct the issue, exactly?

Mr. Smith stated Mr. Fenner has an example of an ordinance. How does it read?

Mr. Fenner read the following: "no person shall park a vehicle or permitted to stand either wholly or partly within the limits of any public highway of the township throughout the night".

Mr. Smith stated another way you can do it is use time frames such as 7:00PM to 7:00AM. You have to give them something so they will have to move the car.

Mr. Heffner stated we have to remember that some of these people paid for curb and gutter so they could park in the road.

Mayor Haskins stated that is not going to be a good blanket legislative rule to follow because there are numerous places where people park in the road. Mr. Heffner might have a point.

Mr. Heffner stated I wouldn't support banning them from parking but I would support limiting long term parking. The vehicle should be moved everyday.

Further discussion ensued regarding operable vehicles, parking on both sides of the street, signs and safety concerns.

Mr. Abbey stated one thing to consider is this is impossible to police. Another is that some of these streets have mailboxes on both sides of the street. There is a lot to think about. On the surface, it sounds good.

Mr. Fenner asked the Legislative Committee to look into what other municipalities have done and take it to a Legislative Committee Meeting.

Mrs. Hickson stated the Committee will take it up.

Mr. Heffner asked the City Attorney to research this.

Mr. Smith stated as we are all aware that things are getting more expensive. We have inflation. When inflation occurs, the Fed will determine that we have to cool off the economy so they raise interest rates. They are projecting a raise in interest rates of 4-7 times for this year. Right now, we have a plan of five phases for the sewer. We have implemented the first phase and we are on our second phase. We have discussed how we are going to pay for it. We still have four phases left that are approximately \$3 million each. The Fed is projecting raising rates in March. As an example, a \$300,000 home on a 30-year fixed mortgage, the banks offer a rate of 3.5% the total cost to finance the home would be \$485,000. This would be a substantial increase on the amount of \$3 million. I would like to discuss this before we get into the budget. Can we review this at a Finance Meeting? We have to figure out how we are going to pay for it.

Mr. Martinbianco asked how far along we are into the process?

Mr. Abbey stated we have gone out to bid for phase two and it will start any day, next year will be phase three and so on for all five phases. We have always planned on bonding for it unless the council says otherwise. That was the \$15.5 million you committed to earlier. The phases are coming in under budget; phase two was approximately \$2.9 million of the \$3 million projected.

Mr. Smith asked if we have locked ourselves into the bond. We haven't fully decided how we are going to pay for it, correct.

Mr. Abbey stated tentatively but each phase you will have to approve. That is correct. If you don't bond for the whole project, you probably will not be eligible for loan forgiveness. Like on the water project, they forgave \$3 million. The sewer project is the same way.

Mr. Martinbianco suggests talking to Benzinski. He asked the administration to contact the bond counsel and have these discussions prior to the Finance Meeting.

Further discussion continued regarding bonding and options. A Finance Committee Meeting was scheduled for Monday, February 28, 2022 at 5:00PM.

Mr. Smith would like to make sure the issue at Burton Estates has a timeline on it so it doesn't get lost.

Mr. Heffner suggests the city go out to the site and speak to the developer and give them a time to have the road cleaned up and if it is not done, give them a stop work order on all the projects.

Mr. Abbey stated Mrs. Abbey doesn't do field work. The building official handles this. The Mayor and I drove out there today. I see the pond on the left side of the property. The road is a mess. You do have a beautiful place. Anytime you build this fast on these small lots, it does create a problem. They have been one of the better companies to work with in many years. You are caught in a perfect storm because you have building happening on both sides of you. If they destroyed your backyard, we will hold them accountable and they will make it right. They are sweeping the streets on a regular basis.

An inaudible conversation occurred in the audience.

Mr. Heffner stated if I did not know there was asphalt on the street, I would have thought they lived on a dirt road. We are aware of the situation and we will keep in touch with the administration regarding this.

**K. COUNCIL ACTION**

1. Approve and authorize the payment of Attorney Billing (Doyle) 2/1/22 to 2/15/22 in the amount of \$5,993.25.

|                  |                                                       |
|------------------|-------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>                            |
| <b>MOVER:</b>    | Christina Conley, Councilwoman                        |
| <b>SECONDER:</b> | Christina Hickson, Councilwoman                       |
| <b>AYES:</b>     | Martinbianco, Heffner, Smith, Fenner, Conley, Hickson |
| <b>EXCUSED:</b>  | Hull                                                  |

2. Approve and authorize the following 2021-2022 budget amendment: Increase 1001-1001-808.0000 Audit and Other Professional Services by \$5,500; Increase 2002-4082-808.0000 Audit and Other Professional Services by \$1,500; Increase 2003-4082-808.0000 Audit and Other Professional Services by \$500; Increase 2006-2006-808.0000 Audit and Other Professional Services by \$900; Increase 2007-2007-808.0000 Audit and Other Professional Services by \$1,000; Increase 5013-0000-808.0000 Audit and Other Professional Services by \$150; Increase 5090-5090-808.0000 Audit and Other Professional Services by \$4,000; Increase 5091-5091-808.0000 Audit and Other Professional Services by \$2,750; Increase 6061-6061-808.0000 Audit and Other Professional Services by \$2,500; Decrease Each Coordinating Fund Balance by \$18,800.

Mr. Smith asked for an explanation from the Controller.

Ms. Holbrook stated the original amount budgeted for the auditors was \$63,100. If you remember at the audit presentation, the auditors pointed out to you that they had to spend a lot of time on our single audit this year and our total cost to them was \$78,550. There are a lot of lines on here because the audit fees are allocated all over various departments of the city. It is an increase due to the single audit being added to it.

|                  |                                                       |
|------------------|-------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>                            |
| <b>MOVER:</b>    | Gregory Fenner, Councilman                            |
| <b>SECONDER:</b> | Vaughn Smith, Councilman                              |
| <b>AYES:</b>     | Martinbianco, Heffner, Smith, Fenner, Conley, Hickson |
| <b>EXCUSED:</b>  | Hull                                                  |

3. Approve and authorize the following 2021-2022 budget amendment: Increase 2006-2006-991.0001 Principal Portion of Lease by \$51,500; Increase 2006-2006-995.0001 Interest Portion of Lease by \$5,900; Decrease Fire Fund Balance by \$57,400.

Mr. Smith asked for an explanation from the Controller.

Ms. Holbrook stated there is a carryover from last year. The auditors recommended instead of postdating that payment that we make two payments. This is the amendment for that.

Minutes Acceptance: Minutes of Feb 21, 2022 7:00 PM (APPROVAL OF MINUTES)

|                  |                                                       |
|------------------|-------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>                            |
| <b>MOVER:</b>    | Tom Martinbianco, Vice President                      |
| <b>SECONDER:</b> | Christina Conley, Councilwoman                        |
| <b>AYES:</b>     | Martinbianco, Heffner, Smith, Fenner, Conley, Hickson |
| <b>EXCUSED:</b>  | Hull                                                  |

4. Approve and authorize the following 2021-2022 budget amendment: Increase 2002-4051-802.7606 S.B. Grand Traverse ST (Bristol-Hemphill) by \$247,550; Increase 2002-4051-802.7607 Saginaw ST (Maple-Judd) by \$221,736; Increase 2002-4051-802.7608 Saginaw ST (Judd-Bristol) by \$233,956; Increase 2002-4051-802.7609 Belsay Road (Davison-Potter) by \$149,515; Increase 2002-4051-802.7610 Maple Ave (Sandalwood-Saginaw) by \$139,990; Increase 2002-4051-802.7611 Maple Ave (Fenton-Sandalwood) by \$54,188; Decrease Major Street Fund Balance by \$1,046,935.

Mr. Smith asked for an explanation from the Controller.

Ms. Holbrook stated the first three lines are a carryover from the prior year. The others are to change it to implement the full amount of the project. None of these are additional funds.

|                  |                                                       |
|------------------|-------------------------------------------------------|
| <b>RESULT:</b>   | <b>CARRIED [UNANIMOUS]</b>                            |
| <b>MOVER:</b>    | Gregory Fenner, Councilman                            |
| <b>SECONDER:</b> | Vaughn Smith, Councilman                              |
| <b>AYES:</b>     | Martinbianco, Heffner, Smith, Fenner, Conley, Hickson |
| <b>EXCUSED:</b>  | Hull                                                  |

5. Approve and authorize the following 2020-2021 budget amendment: Increase 1001-6090-959-7674 Memorial Day Parade by \$40,000; Decrease General Fund Balance by \$40,000.

Mrs. Conley stated she would like to table this and send it to the Finance Committee for discussion since they are already meeting.

|                  |                                               |                               |
|------------------|-----------------------------------------------|-------------------------------|
| <b>RESULT:</b>   | <b>TABLED [5 TO 1]</b>                        | <b>Next: 3/7/2022 7:00 PM</b> |
| <b>MOVER:</b>    | Christina Conley, Councilwoman                |                               |
| <b>SECONDER:</b> | Tom Martinbianco, Vice President              |                               |
| <b>AYES:</b>     | Martinbianco, Heffner, Smith, Conley, Hickson |                               |
| <b>NAYS:</b>     | Fenner                                        |                               |
| <b>EXCUSED:</b>  | Hull                                          |                               |

Agendas and minutes may be found at [www.burtonmi.gov](http://www.burtonmi.gov)

Meeting was adjourned at 8:15 PM.



**Burton City Council**  
4303 S. Center Road  
Burton, MI 48519

Meeting: 03/07/22 07:00 PM  
Department: Clerk's Office  
Category: Attorney Billing  
Prepared By: Racheal Boggs  
Department Head: Racheal Boggs

**K.1**

**SCHEDULED**

**AGENDA ITEM (ID # 5306)**

*DOC ID: 5306*

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**Approve and authorize the payment of Attorney Billing  
(Doyle) 2/16/22 to 2/28/22 in the amount of \$4,456.30.**



**Burton City Council**  
4303 S. Center Road  
Burton, MI 48519

Meeting: 03/07/22 07:00 PM

Department: Clerk's Office

Category: License

Prepared By: Katie Malin

Department Head: Racheal Boggs

**K.2**

**SCHEDULED**

**AGENDA ITEM (ID # 5308)**

DOC ID: 5308

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## **Approve and authorize the request for a Residential Sanitary Water & Sewer Installer's License for Pzarka Site Development, LLC., 5747 Bullard Road, Fenton, Michigan.**

### **ATTACHMENTS:**

- Pzarka Site Development Application (PDF)



City of Burton  
4303 S. Center Rd.  
Burton, MI 48519  
www.burtonmi.gov

K.2.a

## Application for Sewer & Water Installer License

Date: 3/01/2022 License Expiration: \_\_\_\_\_  
Name of Applicant: Tina Pieczarka  
Applicant Address: 5747 Bullard Rd Fento MI 48430  
Phone Number: (248) 431-8883 Email: tina@pzarka.com  
Name of Business: Pzarka Site Development LLC  
Business Address: 5747 Bullard Rd Fento MI 48430  
Phone Number: (248) 431-8883 Plumbing License #: #2101119165

| LICENSE FEES                                    | Amount   | Proration | PAID                                |
|-------------------------------------------------|----------|-----------|-------------------------------------|
| 1. Sewer Installer<br>Expires - March 31, _____ | \$100.00 |           | <input checked="" type="checkbox"/> |
| 2. Water Installer<br>Expires - March 31, _____ | \$100.00 |           | <input checked="" type="checkbox"/> |

- Applicant must file a Performance Bond in the Amount of \$10,000.
- Applicant must maintain insurance against liability in the amounts of \$100,000 for injury to one person and \$300,000 per occurrence, and against liability for property damage in the amount of \$100,000.
- Each contractor shall maintain Workman's Compensation insurance covering all employees.

The undersigned hereby specifically agrees that any approval granted for license received after said approval is subject to revocation at any time by the Burton City Council, and that there shall be no liability on the part of the Burton City Council of the City of Burton, or any officers, members or employees of said units, because of any revocations and the granting of such approval of license does not create a vested right.

The undersigned hereby specifically agrees to abide by all provisions of Burton City Ordinance #112, adopted 8-4-69, effective 9-15-69, and all City Ordinances and Resolutions of the Burton City Council now in force or hereinafter adopted.

I, Tina Pieczarka (applicant) being duly sworn, state that I have read the foregoing application and exhibits therein contained and attached, by me subscribe and knowingly made the foregoing answers, statements, and representations therein contained and that said statement representations are true.

THIS APPLICATION MUST BE SIGNED BEFORE A NOTARY: \_\_\_\_\_

Signature of Applicant

Subscribed and sworn before me a Notary Public in and for the County of Oakland, State of Michigan this 1<sup>st</sup> day of March, 20 22.

Notary Public

SUSAN TRACY  
NOTARY PUBLIC - MICHIGAN  
Commission Expires  
OAKLAND COUNTY  
ACTING IN THE COUNTY OF Wayne

Y:\Documents\LICENS Applications\Sewer & Water Installer.docx

Attachment: Pzarka Site Development Application (5308 : Residential Sanitary Water & Sewer Installer's License)



# CERTIFICATE OF LIABILITY INSURANCE

K.2.a

DATE (MM/DD/YYYY)

3/2/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|                                                                                           |  |                                                                                                                                                                    |  |
|-------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br>The Dearborn Agency Inc.<br>22691 Michigan Avenue<br>Dearborn MI 48124 |  | <b>CONTACT NAME:</b><br><b>PHONE</b><br>(A/C, No, Ext): 313-562-8373<br><b>FAX</b><br>(A/C, No): 313-562-5371<br><b>E-MAIL</b><br>ADDRESS: info@dearbornagency.com |  |
|                                                                                           |  | <b>INSURER(S) AFFORDING COVERAGE</b>                                                                                                                               |  |
|                                                                                           |  | <b>INSURER A:</b> Westfield Insurance Co.                                                                                                                          |  |
|                                                                                           |  | <b>INSURER B:</b>                                                                                                                                                  |  |
|                                                                                           |  | <b>INSURER C:</b>                                                                                                                                                  |  |
|                                                                                           |  | <b>INSURER D:</b>                                                                                                                                                  |  |
|                                                                                           |  | <b>INSURER E:</b>                                                                                                                                                  |  |
|                                                                                           |  | <b>INSURER F:</b>                                                                                                                                                  |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                       |                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-------------------------|
| <b>COVERAGES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>CERTIFICATE NUMBER:</b> 1833609703 | <b>REVISION NUMBER:</b> |
| THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. |                                       |                         |

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                   | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                                                                         |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | Y         | Y        | CWP4280728    | 2/19/2022               | 2/19/2023               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| A        | <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                                  | Y         |          | CWP4280728    | 2/19/2022               | 2/19/2023               | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                                                                |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br><b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b> <input type="checkbox"/>                                                                                                                  |           |          |               |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$                                                                                                                                                                                                       |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/><br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                              | Y/N       | N/A      | WCP9677980    | 5/3/2022                | 5/3/2023                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 500,000<br>E.L. DISEASE - EA EMPLOYEE \$ 500,000<br>E.L. DISEASE - POLICY LIMIT \$ 500,000                                            |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

|                                                                                         |                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CERTIFICATE HOLDER</b><br><br>City of Burton<br>4303 S. Center Rd<br>Burton MI 48519 | <b>CANCELLATION</b><br><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

BOND NO. 72434377SEWER DIGGER'S BOND

KNOWN ALL MEN BY THESE PRESENTS: That We, Pzarka Site Development  
 \_\_\_\_\_ of the City,  
 Township or Village of Fenton, State of Michigan,  
 hereinafter called the Principal and WESTERN SURETY COMPANY,  
 hereinafter called the Surety, a corporation organized under the laws of the State of \_\_\_\_\_  
South Dakota, with its home office in the City of Sioux Falls,  
 in the said state are held and firmly bound unto the City of Burton, a Municipal Corporation of  
 the State of Michigan, hereinafter called the Obligee, in the sum of Ten Thousand and no/100ths  
 Dollars (\$10,000.00), lawful money of the United States of America; for the payment whereof to  
 the Obligee, the Principal/Principals bind (s) himself/themselves, his/their heirs, executors,  
 administrator, successors and assigns, and the surety binds itself, its successors and assigns,  
 jointly and severally, firmly by these presents.

THE CONDITION OF THIS OBLIGATION IS SUCH, That WHEREAS, the above named  
 Principal is about to engage in the business of tapping and making connections with sewers and  
 other service pipes and excavating for that purpose within the streets, lanes and alleys of the  
 City of Burton in accordance with the provisions of Ordinance No. 56 as amended, entitled, "An  
 Ordinance providing for the operation of Public Sewers and Sewer Systems within the City of  
 Burton, connections thereto and use thereof; Providing penalties for violations, and providing for  
 other related matters." Adopted August 4, 1969, and has made application for a license therefore  
 as provided in said ordinance during the period between ~~April 1st~~ <sup>February 1st</sup> 2022, and March 31,  
2022. Therefore, if the above named Principal shall well and faithfully comply  
 with all the provisions of said ordinance and those of all other ordinances of the City of Burton  
 relative to said business and shall save and keep harmless the said City of Burton from any and  
 all claims or suits for damages resulting from any violation thereof by him or his employees in  
 case such license is issued, then this obligation to be void; otherwise to remain in full force and  
 effect.

IN WITNESS WHEREOF, We have hereunto set our hands and seals this 2nd  
 day of February A.D., 2022.



(Power of Attorney with  
 seal thereon, must be  
 attached)

Pzarka Site Development  
 Principal

BY: \_\_\_\_\_

WESTERN SURETY COMPANY  
 Surety

BY: Paul T. Bruflat

(Attorney-in-fact)  
 Paul T. Bruflat, Vice President

# Western Surety Company

## POWER OF ATTORNEY

### KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls,  
State of South Dakota, its regularly elected Vice President,  
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One SEWER DIGGER CITY OF BURTON

bond with bond number 72434377

for PZARKA SITE DEVELOPMENT

as Principal in the penalty amount not to exceed: \$10,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by its  
Vice President with the corporate seal affixed this 2nd day of February,  
2022.

ATTEST

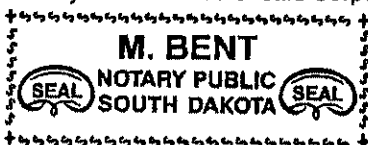
*P. Leitheiser*  
P. Leitheiser, Assistant Secretary

WESTERN SURETY COMPANY  
By *Paul T. Bruflat*  
Paul T. Bruflat, Vice President



STATE OF SOUTH DAKOTA }  
COUNTY OF MINNEHAHA } ss

On this 2nd day of February, 2022, before me, a Notary Public, personally appeared  
Paul T. Bruflat and P. Leitheiser  
who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President  
and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the  
voluntary act and deed of said Corporation.



*M. Bent*

My Commission Expires March 2, 2026

Notary Public

To validate bond authenticity, go to [www.cnasurety.com](http://www.cnasurety.com) > Owner/Obligee Services > Validate Bond Coverage.

**CITY OF BURTON**

Receipt: 110735106

01/31/22

4303 S. CENTER RD.  
BURTON, MI 48519

Cashier: 006

Received Of: PZARKA

810-743-1500

WWW.BURTONMI.GOV

The sum of: 200.00

|         |       |                    |                           |      |
|---------|-------|--------------------|---------------------------|------|
| LICENSE | WATER |                    |                           | 100. |
|         |       | 1001-0000-450.0000 | 100.00                    |      |
| LICENSE | SEWER |                    |                           | 100. |
|         |       | 1001-0000-450.0000 | 100.00                    |      |
|         |       |                    | Total                     | 200. |
|         |       | CREDIT CARD        | 8d9c5926-8469-4f40-9beb-e | 200. |
|         |       | Credit Card Fee    | 8d9c5926-8469-4f40-9beb-e | 5    |

Attachment: Pzarka Site Development Application (5308 : Residential Sanitary Water &amp; Sewer Installer's License)

Signed: \_\_\_\_\_



**Burton City Council**  
4303 S. Center Road  
Burton, MI 48519

Meeting: 03/07/22 07:00 PM  
Department: Clerk's Office  
Category: Appointment  
Prepared By: Racheal Boggs  
Department Head: Racheal Boggs

**K.3**

**SCHEDULED**

**AGENDA ITEM (ID # 5305)**

*DOC ID: 5305*

---

**Approve and authorize the appointment of Deborah Walton,  
PO Box 190273, Burton, MI 48519, to the Election  
Commission with a term ending March 7, 2026.**

**ATTACHMENTS:**

- Deborah Walton Interest Letter (PDF)

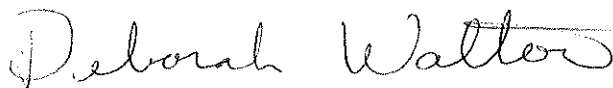
Deborah Walton  
P.O. Box 190273  
Burton, MI 48519

March 1, 2022

Mayor Haskins and Madam Clerk,

Please accept this as my letter of interest to be appointed as a member of the Burton Election Commission. I am currently a resident of the City of Burton and serving on the Parks and Recreation Commission. In the past, I have sat on the board of the Planning Commission and the Zoning Board of Appeals. Recently, I was appointed to fill a six-month term on the Burton City Council that ended in November of 2021. I think I could be an asset to the Election Commission and look forward to the opportunity to continue to serve this great city. Thank you for your time and consideration.

Kind regards,

A handwritten signature in cursive script that reads "Deborah Walton". The signature is written in dark ink and is positioned above the printed name.

Deborah Walton



**Burton City Council**  
4303 S. Center Road  
Burton, MI 48519

Meeting: 03/07/22 07:00 PM  
Department: Purchasing  
Category: Contract  
Prepared By: Julie Griffith  
Department Head: Julie Griffith

**K.4**

**SCHEDULED**

**AGENDA ITEM (ID # 5300)**

DOC ID: 5300

**Approve and authorize the Mayor and City Clerk to execute a contract with ACE-Saginaw Paving Co. 115 S. Averill Ave., Flint, MI 48506, for the Maplewood Meadows S.A.D. Paving Program contract which is the Local Street Paving for the Not-to-Exceed fee of \$842,345.00**

**ATTACHMENTS:**

- Ace Saginaw Bid (PDF)
- Bid Tab MWM 21-019-P (PDF)

## **PROPOSAL**

### **MAPLEWOOD MEADOWS S.A.D. PAVING PROGRAM 21-019-P**

This is the PROPOSAL of ACE-SAGINAW PAVING COMPANY, hereinafter called the Bidder, to the City of Burton, a Michigan Governmental Corporation, hereinafter called the Owner.

The Bidder, having familiarized himself with the local conditions affecting the work, and having examined the contract documents including the Advertisement, Instruction to Bidders, Proposal, Agreement, Bonds, Insurances, Specifications and Addenda, hereby proposes to furnish all labor, materials, tools, equipment, utilities and transportation services, and to perform and fully complete all the work listed on the proposal form and/or described in the contract documents and specifications designated as:

### **CITY OF BURTON, MICHIGAN MAPLEWOOD MEADOWS S.A.D. PAVING PROGRAM 21-019-P**

## **SCHEDULE**

The successful Bidder will be required to complete all work within the schedule specified below.

All contract work must be completed in its entirety by June 30, 2022. Failure to complete all contract work by June 30, 2022 will result in the Contractor being assessed liquidated damages in accordance with MDOT 2012 Standard Specifications for Construction.

The successful Bidder will be required to submit a construction schedule to the Owner indicating the dates of completion of the various items of work. This schedule, when approved by the Owner, will become a part of the contract documents.

\* See attached documentation of basis of proposal.

## BASE PROPOSAL

[illegible]

EIGHT HUNDRED FORTY TWO THOUSAND, THREE  
HUNDRED FORTY FIVE U.S. DOLLARS

Attachment: Ace Saginaw Bid (5300 : Maplewood Mdws S.A.D.Paving Program 21-019-P)

The undersigned hereby agrees that if the foregoing proposal shall be accepted by the Owner, he will, within fifteen (15) consecutive calendar days after receiving notice of the acceptance of such proposal, enter into contract, in the appropriate form, to furnish all labor, materials, tools, and construction equipment necessary for the full and complete execution of the work at and for the prices named in this proposal, and he will furnish to the Owner all required insurance certificates and policies, and furnish such surety as shall be approved by the Owner for the faithful performance of such contract and for the payment of all materials used in this work and for all labor expended thereon and for the maintenance and guarantee of his work as shall be approved by the Owner.

The attention of the undersigned is directed to the liquidated damages provision of the contract documents. The undersigned hereby agrees that if this proposal be accepted by the Owner, he will complete the entire work of the contract within the specified number of consecutive calendar days after being notified to proceed, and if the work is not completed in the designated time, the liquidated damages specified shall be deducted from any money due the Contractor.

Project to be opened to traffic throughout construction.

Project shall be to complete all work within the schedule specified in this proposal.

The successful Bidder

The undersigned has attached hereto a (Bid Bond) (Certified Check) in the sum of 5% OF ATTACHED BID AMOUNT

(\$) as required in the "Advertisement" and the undersigned agrees that in case he shall fail to fulfill his obligations under the foregoing proposal and agreement, the Owner may, at its option, determine that the undersigned has abandoned his rights and interest in such proposal, and that the certified check or bid bond accompanying his proposal has been forfeited to the said Owner, but otherwise, the said certified check or bid bond shall be returned to the undersigned upon the execution of such contract and the acceptance of his bonds and insurances or upon the rejection of his proposal.

The undersigned affirms that in making such proposal neither he nor any company that he may represent, nor anyone on behalf of himself or his company, has directly or indirectly entered into any collusion, undertaking, or agreement with any bidder to maintain the prices of said work, and further affirms that such proposal is made without regard or reference to any other bidder or proposal and without any agreement or understanding or combination, either directly or indirectly, with any other person or persons with reference to such bidding.

In submitting this bid it is understood that the right is reserved by the Owner to waive any informality in bids, to reject any or all bids, or accept any bid or combination of bids, which is considered most favorable to the Owner.

The Owner reserves the right to decide which divisions will be constructed under this contract. Once the bids are received, the scope of the work will be decided.

Bidder acknowledges receipt of the following addenda(s):

ADDENDUM #1 DATED 02/07/2022

Dated and signed at \_\_\_\_\_, State of MICHIGAN, this 24<sup>TH</sup> day of FEBRUARY, 2022.

Name of Bidder ACE-SAGINAW PAVING COMPANY

By: Thomas Gatz **Thomas Gatz/Proj. Mgr.**

Address: 115 S. AVERILL AVE.  
FLINT, MI 48504

Telephone: 810-238-1737

Attachment: Ace Saginaw Bid (5300 : Maplewood Mdws S.A.D.Paving Program 21-019-P)



# BID TABULATION CITY OF BURTON

K.4.b

Department of Public Works

**Project:** MAPLEWOOD MEADOWS S.A.D. Paving Program 21-019-P  
**Bid Opening at:** CITY HALL  
**Date & Time:** JANUARY 24, 2022 10am

**Present:** Julie Griffith, Purchasing Agent  
Pete Wingblad, Superintendent of Engineering

| Rank | BIDDER NAME & ADDRESS                                                    | 5% BOND | SIGNED BID | TOTAL BID      |
|------|--------------------------------------------------------------------------|---------|------------|----------------|
| 1    | Ace-Saginaw Paving<br>115 S. Averill Ave. Flint, MI 48506                | Yes     | Yes        | \$842,345.00   |
| 2    | Pyramid Paving & Construction<br>600 N. Jefferson ST. Bay City, MI 48708 | Yes     | Yes        | \$913,706.75   |
| 3    | Allied Construction<br>PO Box 1290 Clarkston, MI 48347-1290              | Yes     | Yes        | \$947,553.00   |
| 4    | Hutch Paving<br>3000 east Ten Mile RdWarren, MI 48091                    | Yes     | Yes        | \$969,548.50   |
| 5    | R & R Asphalt<br>2800 Childs Lake Rd. Milford, MI 48381                  | Yes     | Yes        | \$1,101,640.00 |
| 6    | AJAX<br>1957 Crooks, Suite A Troy, MI 48084                              | Yes     | Yes        | \$1,209,275.00 |
| 7    | Cadillac Asphalt<br>51777 12 Mile Wixom, MI 48393                        | Yes     | Yes        | \$1,397,250.00 |

Attachment: Bid Tab MWM 21-019-P (5300 : Maplewood Mdws S.A.D.Paving Program 21-019-P)



**Burton City Council**

4303 S. Center Road  
Burton, MI 48519

**SCHEDULED**

**AGENDA ITEM (ID # 5307)**

Meeting: 03/07/22 07:00 PM

Department: Department of Public Works

Category: Public Hearing

Prepared By: Amber Abbey

Department Head: Charles Abbey

**K.5**

DOC ID: 5307

**Approve and authorize the City Clerk to set a special city council meeting for the purpose of the second Public Hearing for Maplewood Meadows Subdivision Paving, SAD Project #22-019-P, for Monday, March 21, 2022, at 6:30 p.m. at City Hall, or any later date of City Council choice; (a minimum of fourteen (14) days is required. Public notices and letters to residents will be sent as appropriate.**



**Burton City Council**  
4303 S. Center Road  
Burton, MI 48519

Meeting: 03/07/22 07:00 PM  
Department: Department of Public Works  
Category: Contract  
Prepared By: Amber Abbey  
Department Head: Charles Abbey

**K.6**

**SCHEDULED**

**AGENDA ITEM (ID # 5301)**

*DOC ID: 5301*

---

**Approve and authorize Mayor and Clerk to sign Resolution 2022-5 to award the SRF Segment 2 construction contract to Insituform Technologies, 17988 Edison Ave., Chesterfield, MO 63005, the lowest responsive bidder for a cost not to exceed \$2,348,385.50**

**ATTACHMENTS:**

- A RESOLUTION TO AWARD (PDF)
- let\_haskins\_srf\_ww\_imp\_seg 2\_ #5738-01\_bid\_review\_202222.1 (PDF)

**Resolution 22-5**

**A RESOLUTION TO TENTATIVELY AWARD  
A CONSTRUCTION CONTRACT FOR WASTEWATER SYSTEM IMPROVEMENTS**

**WHEREAS**, the City of Burton wishes to construct improvements to its existing wastewater system; and

**WHEREAS**, the wastewater system improvements project formally adopted on July 24, 2020 will be funded through the State of Michigan's State Revolving Fund (SRF) program; and

**WHEREAS**, the City of Burton has sought and received construction bids for the proposed improvements and has received a low bid in the amount of \$2,348,385.50 from Insituform Technologies; and

**WHEREAS**, the City of Burton's engineer, Stantec Consulting has recommended awarding the contract to the low bidder.

**NOW THEREFORE BE IT RESOLVED**, that the City of Burton tentatively awards the contract for construction of the proposed wastewater system improvements project to Insituform Technologies, contingent upon successful financial arrangements with the SRF.

Yeas:

Nays:

Abstain:

Absent:

I certify that the above Resolution was adopted by City of Burton on \_\_\_\_\_.

BY:

\_\_\_\_\_  
Name and Title *(please print or type)*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Attachment: A RESOLUTION TO AWARD (5301 : Award of SRF Segment 2 Project)



**Stantec Consulting Michigan Inc.**  
3754 Ranchero Drive, Ann Arbor MI 48108-2771

February 22, 2022  
File: 2075154300

**Attention: Honorable Duane Haskins**  
City of Burton Mayor  
4303 S. Center Road  
Burton, MI 48519

Dear Mayor Haskins,

**Reference: Burton SRF Wastewater Improvements, Segment 2, SRF Project #5738-01  
Bid Review**

Pursuant to your direction, bids for the above-referenced project were received at City Hall on February 15, 2022, where they were opened and read aloud at 10:00 AM. A total of one (1) bid was received. The bid of \$2,348,385.50 was submitted by Insituform Technologies Inc. (Insituform) of Chesterfield, Missouri. One bid (submitted by Granite Inliner) did not meet the project bid requirements (submitted after the 10:00 AM deadline) and therefore deemed disqualified. A bid tabulation has been enclosed for the project.

Stantec has reviewed Insituform's references and completed work list and verified their experience on similar projects, some of which have been in the City. Based on our review of the provided references, their previous experience, and their major subcontractors, we believe that Insituform has the ability to perform the work satisfactorily on this project. Insituform is therefore deemed the lowest responsive, responsible bidder for the above referenced project in the amount of TWO MILLION, THREE HUNDRED FORTY-EIGHT THOUSAND, THREE HUNDRED EIGHTY-FIVE and 50/100 Dollars (\$2,348,385.50)

Should the City choose to award a contract to Insituform, we would be pleased to prepare the contracts for execution, obtain the required bonds and insurance, and schedule a preconstruction meeting to initiate this project. We would like to thank you for this opportunity to provide services for the City and we look forward to continuing this relationship in the future.

Regards,

**Stantec Consulting Michigan Inc.**

**Spencer Cain** PE  
Project Engineer  
Phone: 734-214-1858  
Cell: 734-546-6694  
Spencer.Cain@Stantec.com

**Brian Simons** PE, MBA, LEED-AP  
Senior Principal  
Phone: 734 214 2518  
Cell: 734-368-3114  
Brian.Simons@Stantec.com

February 22, 2022  
Honorable Duane Haskins  
Page 2 of 2

**Reference:**     **Burton SRF Wastewater Improvements, Segment 2, SRF Project #5738-01  
Bid Review**

**Attachment:**     Bid Tabulation

c.   Amber Abbey, Deputy DPW Director

cs v:\2075\active\2075108911\civil\design\specification\bid\set\bids received\let\_haskins\_srf\_ww\_imp\_seg 2\_#5738-01\_bid\_review\_202222.docx

Attachment: let\_haskins\_srf\_ww\_imp\_seg 2\_#5738-01\_bid\_review\_202222.1 (5301 : Award of SRF Segment 2 Project)

Design with community in mind



Bid Tabulation  
for the  
SRF Wastewater Improvements - Segment 2 - SRF Project #5738-01  
for  
City of Burton

K.6.b

Bid Date: Tuesday, February 15, 2022  
10:00 AM, local time

20751089

| CONTRACTOR: |                                                                                               |        |       | Isituform Technologies USA, LLC |               | NAME         |             | NAME         |             |
|-------------|-----------------------------------------------------------------------------------------------|--------|-------|---------------------------------|---------------|--------------|-------------|--------------|-------------|
|             |                                                                                               |        |       | 17988 Edison Avenue             |               | Address      |             | Address      |             |
|             |                                                                                               |        |       | Chesterfield MO 63005           |               |              |             |              |             |
|             |                                                                                               |        |       | 636-530-8000                    |               | Phone Number |             | Phone Number |             |
| No.         | Item                                                                                          | Qty.   | Units | Unit Price                      | Total Price   | Unit Price   | Total Price | Unit Price   | Total Price |
| 001         | General Conditions and Mobilization (5% Max)                                                  | 1      | LS    | \$ 114,015.70                   | \$ 114,015.70 |              | \$ -        |              | \$ -        |
| 002         | Utility Exploration and Coordination (3% Max)                                                 | 1      | LS    | \$ 48,720.20                    | \$ 48,720.20  |              | \$ -        |              | \$ -        |
| 003         | Traffic Control and Maintenance                                                               | 1      | LS    | \$ 95,963.80                    | \$ 95,963.80  |              | \$ -        |              | \$ -        |
| 004         | Audio/Video Route Survey (0.5% Max)                                                           | 1      | LS    | \$ 10,065.30                    | \$ 10,065.30  |              | \$ -        |              | \$ -        |
| 100         | Inlet Filter                                                                                  | 6      | EA    | \$ 105.90                       | \$ 635.40     |              | \$ -        |              | \$ -        |
| 101         | Silt Fence                                                                                    | 115    | FT    | \$ 3.20                         | \$ 368.00     |              | \$ -        |              | \$ -        |
| 102         | Tree Protection Fence                                                                         | 378    | FT    | \$ 1.10                         | \$ 415.80     |              | \$ -        |              | \$ -        |
| 103         | Filter Berm                                                                                   | 2      | EA    | \$ 264.60                       | \$ 529.20     |              | \$ -        |              | \$ -        |
| 200         | Remove and Replace 8-inch Sewer, SDR 26 PVC, Open Cut                                         | 675    | LF    | \$ 322.90                       | \$ 217,957.50 |              | \$ -        |              | \$ -        |
| 201         | Remove and Replace 6-inch Sewer Lead, SDR 26 PVC, Open Cut                                    | 103    | LF    | \$ 296.40                       | \$ 30,529.20  |              | \$ -        |              | \$ -        |
| 204         | Remove and Replace Storm Sewer - CMP, 12-inch to 15-inch                                      | 60     | LF    | \$ 84.70                        | \$ 5,082.00   |              | \$ -        |              | \$ -        |
| 205         | Remove and Replace Storm Sewer - RCP C76 CL-IV, 12-inch                                       | 20     | LF    | \$ 84.70                        | \$ 1,694.00   |              | \$ -        |              | \$ -        |
| 206         | Abandon Existing External Drop                                                                | 7      | EA    | \$ 3,016.90                     | \$ 21,118.30  |              | \$ -        |              | \$ -        |
| 207         | Interior Drop Connection                                                                      | 7      | EA    | \$ 3,599.10                     | \$ 25,193.70  |              | \$ -        |              | \$ -        |
| 208         | Remove and Replace 48" Dia. Storm Sewer Inlet                                                 | 1      | EA    | \$ 4,446.00                     | \$ 4,446.00   |              | \$ -        |              | \$ -        |
| 250         | Connect to Existing Sewer Manhole                                                             | 7      | EA    | \$ 1,587.80                     | \$ 11,114.60  |              | \$ -        |              | \$ -        |
| 251         | Connect to Existing Sewer                                                                     | 3      | EA    | \$ 349.30                       | \$ 1,047.90   |              | \$ -        |              | \$ -        |
| 252         | Sewer Flow Control, Open Cut                                                                  | 1      | LS    | \$ 39,166.70                    | \$ 39,166.70  |              | \$ -        |              | \$ -        |
| 300         | Sewer Flow Control, Lining                                                                    | 1      | LS    | \$ 11,671.60                    | \$ 11,671.60  |              | \$ -        |              | \$ -        |
| 301         | Pre-Lining Sewer Cleaning and CCTV, 8-inch to 15-inch                                         | 36,528 | FT    | \$ 3.70                         | \$ 135,153.60 |              | \$ -        |              | \$ -        |
| 302         | Pre-Lining Lateral CCTV, Up to 50 feet                                                        | 24     | EA    | \$ 370.50                       | \$ 8,892.00   |              | \$ -        |              | \$ -        |
| 303         | 8-inch CIPP Sewer Lining                                                                      | 21,203 | FT    | \$ 30.10                        | \$ 638,210.30 |              | \$ -        |              | \$ -        |
| 304         | 10-inch CIPP Sewer Lining                                                                     | 3,958  | FT    | \$ 35.10                        | \$ 138,925.80 |              | \$ -        |              | \$ -        |
| 305         | 12-inch CIPP Sewer Lining                                                                     | 2,715  | FT    | \$ 47.70                        | \$ 129,505.50 |              | \$ -        |              | \$ -        |
| 306         | 15-inch CIPP Sewer Lining                                                                     | 841    | FT    | \$ 61.50                        | \$ 51,721.50  |              | \$ -        |              | \$ -        |
| 307         | 8-inch CIPP Spot Liner, 10- feet                                                              | 14     | EA    | \$ 3,016.90                     | \$ 42,236.60  |              | \$ -        |              | \$ -        |
| 308         | 12-inch CIPP Spot Liner, 10- feet                                                             | 3      | EA    | \$ 3,122.80                     | \$ 9,368.40   |              | \$ -        |              | \$ -        |
| 309         | 15-inch CIPP Spot Liner, 10- feet                                                             | 2      | EA    | \$ 4,181.30                     | \$ 8,362.60   |              | \$ -        |              | \$ -        |
| 311         | Lateral CIPP Liner, Up to 50 feet                                                             | 24     | EA    | \$ 5,134.00                     | \$ 123,216.00 |              | \$ -        |              | \$ -        |
| 312         | Post-CIPP Lateral Connection Grout                                                            | 128    | EA    | \$ 952.70                       | \$ 121,945.60 |              | \$ -        |              | \$ -        |
| 313         | Cut Intruding Service Lead                                                                    | 6      | EA    | \$ 370.50                       | \$ 2,223.00   |              | \$ -        |              | \$ -        |
| 314         | Main Line Sewer Joint Test, 8-inch                                                            | 220    | EA    | \$ 111.10                       | \$ 24,442.00  |              | \$ -        |              | \$ -        |
| 315         | Main Line Sewer Joint Grout, 8-inch                                                           | 50     | EA    | \$ 132.30                       | \$ 6,615.00   |              | \$ -        |              | \$ -        |
| 317         | Internal Chimney Seal                                                                         | 3      | EA    | \$ 238.20                       | \$ 714.60     |              | \$ -        |              | \$ -        |
| 318         | Manhole Rehabilitation                                                                        | 157    | VF    | \$ 222.30                       | \$ 34,901.10  |              | \$ -        |              | \$ -        |
| 319         | Manhole Frame and Cover                                                                       | 1      | EA    | \$ 1,958.30                     | \$ 1,958.30   |              | \$ -        |              | \$ -        |
| 400         | Remove and Replace HMA Road Pavement, Major (E. Court St., Lippincott Blvd., and Roberta St). | 940    | SYD   | \$ 132.30                       | \$ 124,362.00 |              | \$ -        |              | \$ -        |
| 401         | Remove and Replace HMA Road Pavement, Minor (Crestline Dr).                                   | 125    | SYD   | \$ 116.40                       | \$ 14,550.00  |              | \$ -        |              | \$ -        |
| 402         | Remove and Replace Concrete Drive Pavement                                                    | 116    | SYD   | \$ 137.60                       | \$ 15,961.60  |              | \$ -        |              | \$ -        |
| 403         | Restore Aggregate Shoulder, 23A, 6-inch                                                       | 64     | SYD   | \$ 18.00                        | \$ 1,152.00   |              | \$ -        |              | \$ -        |
| 405         | Remove and Replace Sign                                                                       | 2      | EA    | \$ 264.60                       | \$ 529.20     |              | \$ -        |              | \$ -        |
| 406         | Remove and Replace Concrete Curb and Gutter                                                   | 371    | FT    | \$ 90.00                        | \$ 33,390.00  |              | \$ -        |              | \$ -        |

Attachment: let\_haskins\_srf\_wv\_imp\_seg 2\_#5738-01\_bid\_review 202222.1 (5301 : Award of SRF

|                       |                                          |      |       |                                                                                                     |                 |                                     |             |                                     |             |
|-----------------------|------------------------------------------|------|-------|-----------------------------------------------------------------------------------------------------|-----------------|-------------------------------------|-------------|-------------------------------------|-------------|
| CONTRACTOR:           |                                          |      |       | Isituform Technologies USA, LLC<br>17988 Edison Avenue<br>Chesterfield MO 63005<br><br>636-530-8000 |                 | NAME<br>Address<br><br>Phone Number |             | NAME<br>Address<br><br>Phone Number |             |
| No.                   | Item                                     | Qty. | Units | Unit Price                                                                                          | Total Price     | Unit Price                          | Total Price | Unit Price                          | Total Price |
| 407                   | Remove and Replace Brick Paver Drive     | 32   | SYD   | \$ 169.40                                                                                           | \$ 5,420.80     |                                     | \$ -        |                                     | \$ -        |
| 408                   | Remove Existing Tree, 6-inches or larger | 2    | EA    | \$ 3,355.10                                                                                         | \$ 6,710.20     |                                     | \$ -        |                                     | \$ -        |
| 450                   | Restoration                              | 1    | LS    | \$ 28,182.90                                                                                        | \$ 28,182.90    |                                     | \$ -        |                                     | \$ -        |
| TOTAL BASE BID PRICE: |                                          |      |       |                                                                                                     | \$ 2,348,385.50 |                                     | \$ -        |                                     | \$ -        |

Attachment: let\_haskins\_srf\_ww\_imp\_seg 2\_ #5738-01\_bid\_review\_202222.1 (5301 : Award of SRF



**Burton City Council**  
4303 S. Center Road  
Burton, MI 48519

Meeting: 03/07/22 07:00 PM  
Department: Department of Public Works  
Category: Contract  
Prepared By: Amber Abbey  
Department Head: Charles Abbey

K.7

**SCHEDULED**

**AGENDA ITEM (ID # 5302)**

DOC ID: 5302

**Approve and authorize the Mayor and Clerk to approve the construction engineering contract with Stantec Consulting Michigan Inc., 3754 Ranchero Drive, Ann Arbor, MI 48108-2771. To provide construction engineering services for the construction phase of Segment 2 - SRF Wastewater System Improvement project at a cost not to exceed \$239,800.**

**ATTACHMENTS:**

- Stantec Proposal.CE Phase 2 (PDF)



**Stantec Consulting Michigan Inc.**  
3754 Ranchero Drive, Ann Arbor MI 48108-2771

February 24, 2022  
File: 207585004

**Attention: Honourable Duane Haskins**  
Mayor of City of Burton  
4303 S. Center Road  
Burton, Michigan 48519

Dear Mayor Haskins,

**Reference: Proposal for Professional Engineering Services – Segment 2 – SRF Wastewater System Improvements Construction Services**

Stantec Consulting Michigan Inc. (Stantec) is pleased to offer the following proposal to the City of Burton (City) for professional engineering services for the above referenced project.

## Background

Stantec met EGLE's milestone schedule and completed the design of Segment 2 of the SRF Wastewater System Improvements. The project was advertised on January 10, 2022, and bids were received and opened February 15, 2022. Construction is expected to begin in May 2022.

Stantec understands that this new project will involve construction services for CIPP rehab of existing 8-inch to 15-inch of gravity sewer mains located within the Segment 2 project area as defined in the SRF project plan submitted to EGLE, along with limited open cut replacement and repair of 8-inch of gravity sewer mains including restoration of the impacted bituminous roads. The total approximate length of sewers that will be rehabilitated via lining and/or replacement in this phase of the project is approximately 29,400 feet.

## Scope of Services

Pursuant to providing engineering services that incorporate Stantec's project understanding, Stantec has developed the following project approach to meet the project goals and deliverables. We propose to provide the following scope of services:

### Task 1: Pre-Construction Services and Shop Drawing Review:

- Review insurance and bonds submitted by the Contractor and finalize the contract.
- Coordinate and facilitate a preconstruction meeting with the Contractor.
- Review shop drawings for all materials for general conformance with contract documents.

### Task 2: Survey Construction Layout:

- Provide survey construction staking where warranted (sewer, road surface, easements, etc.)

**Reference:** Proposal for Professional Engineering Services – Segment 2 – SRF Wastewater System Improvements Construction Services

Task 3: Construction Administration:

- Respond to Requests for Information (RFIs) from the Contractor if necessary.
- Coordinate with the City DPW personnel.
- Perform field interviews with the Contractor's staff and review certified payrolls for compliance with field interviews and Davis Bacon Wage Rate requirements (as required by EGLE).
- Process pay applications and make recommendations to the City for payment to the Contractor.
- Provide correspondence throughout the project including shop drawing letters, punch-list letters, field orders, bulletins, change orders and any other correspondence related to administration of the project.
- Attend weekly field meetings and biweekly project progress meetings.

Task 4: Construction Observation:

- Perform full time inspection of all system improvements.
- Perform part time inspection of restoration activities.
- Attend to residents' concerns and complaints during construction operations.

Task 5: Punch-list and Close-out:

- Prepare punch list and provide follow up site inspections with the Contractor until all items are complete.
- Prepare and submit to the City all daily inspection reports.
- Review post lining inspection videos
- Prepare field measured record drawings in hard copy and electronic format per the City's standards.

### Significant Assumptions

- Material construction testing, where warranted, will be completed by the Contractor.
- Stantec will provide one (1) inspector on this project. The City will support with its staff for the duration of the project when needed
- Stantec's employees are local to Burton's geographic area. Therefore, no charge for travel time or mileage was included in the above scope.
- The City will update its inventory information in Cartograph.

### Project Budget

We propose to undertake the work outlined above for a not-to-exceed fee of \$239,800. Please note this fee is subject to inclusion in the SRF Funding and the City would be reimbursed by EGLE for the invoices that are paid by the City.

February 24, 2022  
Honourable Duane Haskins  
Page 3 of 3

**Reference:** Proposal for Professional Engineering Services – Segment 2 – SRF Wastewater System Improvements Construction Services

### Project Schedule

Please note that the project schedule will assume construction begins in May 2022 and ends November 2022.

Please note that this work will be conducted as an amendment of our existing Segment 2, SRF design task which falls under the General Engineering Services Agreement previously executed between the City of Burton and Stantec Consulting Michigan Inc.

If the above proposal meets your approval, please sign this letter and return a copy to our office. We take pride in providing the City with quality engineering services and look forward to continuing our services for years to come.

Regards,

**Stantec Consulting Michigan Inc.**



**Spencer Cain**, PE  
Project Engineer  
Phone: 734 214 1858  
Cell: 734 546 6694  
Spencer.Cain@stantec.com

**Stantec Consulting Michigan Inc.**



**Brian Simons**, PE, LEED® AP  
Senior Principal  
Phone: 734 214 2518  
Fax: 734 761 1200  
Brian.Simons@stantec.com

### ACKNOWLEDGED AND ACCEPTED:

**CITY OF BURTON**

\_\_\_\_\_  
Name of Signer:  
Title of Signer:

\_\_\_\_\_, 2022

c. File

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Design with community in mind

Attachment: Stantec Proposal.CE Phase 2 (5302 : Construction Contract with Stantec SRF Segment 2)



**TABLED**

**AGENDA ITEM (ID # 5294)**

DOC ID: 5294

**Approve and authorize the following 2020-2021 budget amendment: Increase 1001-6090-959-7674 Memorial Day Parade by \$40,000; Decrease General Fund Balance by \$40,000.**

**HISTORY:**

**02/21/22**     **City Council**

**TABLED**

**Next: 03/07/22**

Mrs. Conley stated she would like to table this and send it to the Finance Committee for discussion since they are already meeting.

**ATTACHMENTS:**

- Budget Amendment 2021-22 02-21-22 P&R     (DOC)

## INTEROFFICE MEMORANDUM

To: Mayor Duane Haskins  
From: Controller Jodi J. Holbrook  
Date: February 17, 2022

Re: Memo of Explanation for  
City Council Meeting of 02/21/2022

Mayor Haskins:

**I am requesting that Council approve a budget amendment within the General Fund Budget in the Parks and Recreation Department as follows: Increase 1001-6090-959-7674 Memorial Day Parade by \$40,000; Decrease General Fund Balance by \$40,000.**

This budget amendment is to increase the total amount allocated to the Memorial Day and 50<sup>th</sup> Anniversary Celebration.

Attachment: Budget Amendment 2021-22 02-21-22 P&R (5294 : Budget Amendment)