DRAFT

CITY OF BURTON

BURTON CITY COUNCIL MEETING

NOVEMBER 3, 2014

MINUTES

Council Chambers	Regular Meeting	7:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Tom Martinbianco at 7:05 PM.

A. INVOCATION LED BY TOM MARTINBIANCO

Mr. Martinbianco took a moment of silence and prayer for Battilion Chief Ken Baker and for Shawn Duncanson's son, Luke Duncanson.

B. THE PLEDGE OF ALLEGIANCE IS LED BY TOM MARTINBIANCO

C. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	President	Present	
Duane Haskins	Vice-President	Present	
Dennis O'Keefe	Councilman	Present	
Steven Heffner	Councilman	Present	
Ellen Ellenburg	Councilwoman	Present	
Vaughn Smith	Councilman	Present	
Steven Hatfield	Councilman	Present	

D. STAFF PRESENT

Rik Hayman, Chief of Staff
Sue Warren, HR Director
Ginger Burke-Miller, Controller
Liz Moss, Safety/ADA/Grants
Rick Austin, Attorney
Amanda Doyle, Attorney
Marcy Kimball, Clerk Typist

E. APPROVAL OF MINUTES

1. City Council - Regular Meeting - Oct 20, 2014 7:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Duane Haskins, Vice-President
SECONDER:	Steven Hatfield, Councilman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

2. City Council - Committee of the Whole - Oct 28, 2014 6:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Duane Haskins, Vice-President
SECONDER:	Steven Hatfield, Councilman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

F. ADMINISTRATIVE REPORT

Mr. Hayman stated Mayor Zelenko could not be here tonight. She would like you to know that IMS should complete their road study soon. The Center Road project will let November 7, 2014. The Belsay Road design is progressing nicely and once we have the information on the IMS study, the Mayor will wrap up all the project information at the December 1, 2014 council meeting.

On behalf of the Mayor, the administration, and the entire city workforce she extends her appreciation for your understanding and support given involving last week's funerals. It truly means a lot to all of us and the families that you all were very supportive.

Mayor Zelenko also asked to relay these upcoming items:

1. The City of Burton is hosting the Genesee County Small Cities and Villages meeting this Wednesday, 6:00 PM at Tia Helita's.

2. The annual 80/20 vs hard cap decision will be upon you soon. The Council will receive information on this within the next couple of weeks.

3. Fire Chief Epperson would like to apply for fire grants for essential equipment as well as an aerial platform.

4. Plante Moran received the information for the 5 year forecast.

G. COMMITTEE REPORTS

Mr. Heffner reported Parks & Recreation held their 7th Annual Trick or Treat Trail last weekend. It was the biggest attendance we have ever had. I would like to give thanks to all of the people that volunteered and the sponsors. Next Saturday is the Veteran's Honor Run.

Mr. Martinbianco replied given the number of people that we have at the Trick or Treat Trail we may have to look for a different venue for this event next year.

Mrs. Ellenburg reported October 25th was Project Heat's On. They serviced 37 homes in the City of Burton. We want to thank Goyette, the techs and everyone on the committee.

H. AUDIENCE PARTICIPATION

Jim Craig from Burton Parks & Recreation stated so far we have 265 people signed up for the Veteran's Honor Run. We are hoping for 350 to 400 participants so please spread the word. The proceeds go to the Disabled American Veterans.

John Stapish of Burton questioned agenda item #3, to give $17,162.45 to the Senior Citizen Center in Community Development Block Grant funds.

Mr. Martinbianco replied we need to use it or lose it. We can take advantage of it and put it toward salaries and benefits and free up general fund money.

Mr. Stapish spoke regarding the driveway abutments at 1160 Decamp that were dug out and never replaced. Mr. Martinbianco stated if they were concrete they are no longer in conformance with our practice. If they are in the public right away it is an insurance issue.

Mr. Stapish said the old building, at the corner of Genesee Road and Davison Road that used to be a used car business, needs to be put on the demo list. Mr. Martinbianco stated he will inquire with the owner of the building on what his intentions are.

I. COUNCIL DISCUSSION

Mr. Smith said he received a letter from Lester Brady regarding health insurance coverage change for new employees hired after July 1, 2014. Mr. Brady feels this should also include any new council members hired after July 1, 2014 and said that it would be a cost savings to the City. I have given each of you a copy of this and would like for you to look it over and maybe revisit this at our next council meeting.

Mrs. Ellenburg said our Battalion Chief, Ken Baker was an active member of Salvation Army. If anyone would like to donate to Salvation Army in the memory of Ken Baker there will be envelopes at the Burton City Hall Reception area and indicate on your check, In Memory of Ken Baker. Doug Halstead was also an active member of Salvation Army.

Mr. Haskins thanked everyone for their condolences. Our thoughts, prayers and hearts are with the families of Ken Baker and Luke Duncanson. It's pretty awesome to see the City as a whole bind together when something tragic happens to what we call our family here. I would like to give a special thank you to Lexus and Laura Morgan for their help with the Trick or Treat Trail face painting. They are very proud to serve the community and they give selflessly all the time. The Policeman's Ball was a huge success and a great fundraiser that helps out families in other aspects.

J. COUNCIL ACTION

1. Approve and authorize the Attorney Billing (Richard Austin) from 10/16/14 to 10/29/14 in the amount of $5,956.50.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Tom Martinbianco, President
SECONDER:	Steven Heffner, Councilman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

2. Approve and authorize the Mayor and Clerk to enter into an agreement with Stantec Consulting Michigan Inc., 3754 Ranchero Drive, Ann Arbor, MI 48108-2771 to complete the preliminary engineering, design and plan preparation phases of the 2014 State Revolving Fund for improvements to the City of Burton's Sanitary Sewer System at a cost not to exceed $370,000.

   Ms. Moss reported The SRF is for the sewer. We will be addressing the bad areas. We will doing more camera and smoke testing with the SAW Grant money which will lead to more sewer repairs. The bids should be in by April 2015 and the work should start in May 2015.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Steven Heffner, Councilman
SECONDER:	Duane Haskins, Vice-President
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

3. Approve and Authorize the Genesee County Metropolitan Planning Commission to transfer $17,161.45 In Community Development Block Grant funds from DPW Project number #13-006-P DeCamp Paving to Senior Center Operations for salaries and benefits and $2,000.00 from CDBG funds from DPW Project number #13-006-P DeCamp Paving to Senior Center Improvements for sidewalk replacement.

   Motion #3 amended as follows:

   Approve and authorize the transfer $2,000.00 from Community Development Block Grant funds from DPW Project number #13-006-P Decamp Paving to Senior Center Improvements for sidewalk replacement.

   Mr. Martinbianco stated the CDBG Funds will be discussed at another meeting.

RESULT:	**CARRIED AS AMENDED [UNANIMOUS]**
MOVER:	Duane Haskins, Vice-President
SECONDER:	Steven Heffner, Councilman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

4. To approve and authorize a budget amendment within fund 2003 Local Streets of $39,100 from Unappropriated Surplus to Transfers Out Sewer Loan repayment.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Steven Heffner, Councilman
SECONDER:	Ellen Ellenburg, Councilwoman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

Meeting was adjourned at 8:00 PM.

DRAFT

CITY OF BURTON

BURTON CITY COUNCIL MEETING

OCTOBER 20, 2014

MINUTES

Council Chambers	Regular Meeting	7:00 PM

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Tom Martinbianco at 7:05 PM.

A. INVOCATION LED BY DUANE HASKINS

B. THE PLEDGE OF ALLEGIANCE IS LED BY DUANE HASKINS

C. ROLL CALL

Attendee Name	Title	Status	Arrived
Tom Martinbianco	President	Present	
Duane Haskins	Vice-President	Present	
Dennis O'Keefe	Councilman	Present	
Steven Heffner	Councilman	Present	
Ellen Ellenburg	Councilwoman	Present	
Vaughn Smith	Councilman	Present	
Steven Hatfield	Councilman	Present	

D. STAFF PRESENT

Paula Zelenko, Mayor
Doug Bingaman, Treasurer
Amanda Doyle, Attorney
Rik Hayman, Chief of Staff
Rick Austin, Attorney

E. APPROVAL OF MINUTES

1. City Council - Regular Meeting - Oct 6, 2014 7:00 PM

RESULT:	**ACCEPTED [UNANIMOUS]**
MOVER:	Duane Haskins, Vice-President
SECONDER:	Steven Heffner, Councilman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

F. ADMINISTRATIVE REPORT

Mayor Zelenko said tonight's agenda is brief.

Item #1 & #2 are attorney billings. The Keller Thoma bill is in regards to general personnel matters.

Item #3 is the approval of a residential sanitary sewer installer's license.

Item #4 is the approval of a Resolution 2014-24 adopting the Genesee County Hazard Mitigation Plan Update. Because it is a multi-jurisdictional plan and because Burton is one of the communities that participate with the County's Plan, we must pass the resolution so that we are eligible to apply for funding in the event of a disaster that meets the criteria.

You have at your desk a copy of the approved budget booklet.

Treasurer Doug Bingaman is here in the event you have questions on the Investment Report.

We are moving forward as planned with new the website and are still in the content of migration phase.

Mr. Martinbianco asked Mr. Bingaman several questions about the Investment Report.

Mr. Bingaman explained the different funds.

The north parking lot drainage and reconstruction is underway.

All of our road projects are wrapping up; I will report on the specifics next month, as well as ditching, water, sanitary, and demolitions.

The DDA is in the middle of reviewing the draft of their Visioning Plan so you should see that coming before you sometime next month.

Mrs. Elllenburg and I had the opportunity to attend the Municipal League Conference last week and the thing we learned confirms this Council and Administration really are on the right track to rebuilding the restructuring our city from the interdepartmentally and personnel standpoint, to addressing our unfunded liabilities, infrastructure needs , safe neighborhoods, so we can attract and retain business and residents.

State legislative updates on what may be expected in the lameduck session so be on the watch for Action Alerts from the League to contact your legislators.

A Couple of reminders:

This Saturday is Project Heat's On and Trick or Treat Trail.

Next week on Wednesday October 28 at 6:00 p.m. there is a Committee of the Whole meeting regarding Plante Moran discussion and possible recommendations regarding the pension plan and other post employment benefits.

Saturday, November 1st is the Policeman's Ball, if you have not purchased your tickets, you might want to do that before they are sold out.

G. COMMITTEE REPORTS

Mrs. Ellenburg stated the Library is having a book sale on Thursday, October 23, 2014 and again on Saturday, October 25, 2014. She also thanked the DPW for their help with the sale.

Mr. Heffner stated the the Trick or Treat Trail is this weekend at Kelly Lake. Also, the Christmas parade will be December 6, 2014.

Mr. Heffner said that Public Access met tonight to discussed getting notebooks devices for the City Council. We got an update on the website migration, which is going to be another 4 weeks out before it done.

Mr. Smith gave a recap on how IQM2 works.

1. To add to the tonights agenda Item #5 Approve and authorize the administraion to get quotes for mid range lap tops and a network printer not to exceed $3,000.00

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Vaughn Smith, Councilman
SECONDER:	Duane Haskins, Vice-President
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

H. AUDIENCE PARTICIPATION

Tonia Fults of Burton came in to discuss how she turned in her homestead paperwork in and it still has not be applied.

Mona Miron of Burton stated the Historical Society is not a non-profit.

Jim Craig of Burton said Veterans Honor Run is November 8, 2014 at Blessed Sacrament at 11:11 a.m.

I. COUNCIL DISCUSSION

Mr. O'Keefe thanked the Administration for reworking the Budget Book. He would also like an update on the new CPA firm. Also, he wanted to know if the bank reconciliation is up to date.

Mayor Zelenko stated the new CPA firm was in and is almost done with our audit. She said that the bank reconciliation is up to date or you would not have been able to get the monthly numbers so fast.

Mr. Haskins stated he will not be able to attend the Committee of the Whole meeting on Tuesday, October 28, 2014 because he has to work.

Mr. Martinbianco said he had a meeting with the resident at the end of Ellis Park Drive. He will get the Mayor about what the meeting was about.

Mr. O'Keefe liked the idea of having a Mid year review to see where the City stands on the budget.

J. COUNCIL ACTION

1. Approve and authorize the Attorney Billing (Richard Austin) from 10/01/14 to 10/15/14 in the amount of $4,477.75.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Duane Haskins, Vice-President
SECONDER:	Ellen Ellenburg, Councilwoman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

2. Approve and authorize the Attorney Billing (Keller Thoma) from 09/04/14 to 09/22/14 in the amount of $510.31.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Duane Haskins, Vice-President
SECONDER:	Steven Heffner, Councilman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

3. Approve and authorize the request for Residential Sanitary Sewer & Water Installer's License for Webster Excavating Inc., 6211 Snow Apple Dr. Clarkston, MI 48346.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Duane Haskins, Vice-President
SECONDER:	Ellen Ellenburg, Councilwoman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

4. Approve and authorize the Mayor and Clerk to sign a Resolution 2014-24 for the adoption of the Genesee County Hazard Mitigation Plan Update.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Duane Haskins, Vice-President
SECONDER:	Steven Heffner, Councilman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

5. Approve and authorize the administraion to get quotes for mid range lap tops and a network printer not to exceed $3,000.00.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Vaughn Smith, Councilman
SECONDER:	Duane Haskins, Vice-President
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

6. Amend Item # 5 to increase the dollar amount not to exceed $5,000.00 for the lap top and printer.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Steven Hatfield, Councilman
SECONDER:	Ellen Ellenburg, Councilwoman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

Meeting was adjourned at 8:35 PM.

DRAFT

CITY OF BURTON

BURTON CITY COUNCIL MEETING

OCTOBER 28, 2014

MINUTES

Council Chambers	**Committee of the Whole**	**6:00 PM**

4303 S. CENTER ROAD
BURTON, MI 48519

This meeting was opened by President Tom Martinbianco at 6:07 PM.

A. CALL TO ORDER

Attendee Name	Title	Status	Arrived
Tom Martinbianco	President	Present	
Duane Haskins	Vice-President	Excused	
Dennis O'Keefe	Councilman	Present	
Steven Heffner	Councilman	Present	
Ellen Ellenburg	Councilwoman	Present	
Vaughn Smith	Councilman	Present	
Steven Hatfield	Councilman	Present	

B. STAFF PRESENT

Paula Zelenko, Mayor
Ginger Burke-Miller, Controller
Pam Hill, Plante Moran
Teresa Karsney, Clerk
Rik Hayman, Chief of Staff
Jospeh Rankin, Plante Moran
Sue Warren, Human Resources

C. AUDIENCE PARTICIPATION

None

D. AGENDA ITEMS

1. Plante Moran presentation, discussion and possible recommendations regarding the City's pension plan (MERS) and other post-employment benefits (OPEB).

   Pam Hill from Plante Moran introduced Mr. Joe Rankin from Plante Moran who is their Employee Benefits Consultant. Joe has been with Plante Moran for over 17 years.

   Mr. Rankin explained the workings of a defined benefit plan.

- How the establishment and funding.
- Crediting of past service.
- Effects of benefits Levels and features.

Then Mr. Rankin went over the City of Burton's Defined Benefit Plan

1. History

- How the Conversion of our defined contribution plan was started with only modest asset transfer.
- Rich benefits and COLI
- Historically a commonly employed approach to providing benefits.

2. Current status

Minutes Acceptance: Minutes of Oct 28, 2014 6:00 PM (Approval of Minutes)

- Contribution
- Liabilities as of 12/31/13

a. Assets of $17.603 million
b. Prospective changes to active employee benefits likely produces only modest changes to the funding.
c. Unfunded liabilities $28.322 million - $41.009 million.
d. Funded Ration 30-30%.

3. Summary

- The way the plan was established dictates current liabilities.
- Historically, expensive benefits and subsidies (such as bridge benefits) were provide to participants; not too unusual.
- Market crashes of 2000 and 2008 contributed to underfunding.
- Unfunded liability is large and continues to grow.
- Employee and employer contributions are largely paying for other retiree benefits.

Mrs. Ellenburg asked if a Hybred System Program would help us and are we eligible for one.

Mr. Rankin stated that yes it would but you would have to be 50% funded to move to this type of plan. With MERS you are getting about 8% rate on your return.

Mr. Smith stated that at the MERS conference he heard that it is dropping to a 6% rate on our return.

Mr. Smith asked about the timing of our additional payments.

Mr. Rankin said that the timing of payments does make a difference. The more money you put in shows you are making an effort to pay down your debit.

Martinbianco said since we can't pay it off should we put our money into a sinking fund instead of paying down MERS. This way we can use the money for other items needed in the City.

Mr. Rankin said you could do a sinking fund but you may not get a 9% rate of return on your money. He has seen other City or Township do a dedicated millage to help pay down their unfunded liabilities. Or maybe do a bond for pay down the unfunded liability.

Mrs. Burke-Miller stated that our bond rating is not high enough for us to get a bond for the unfunded liability.

Mr. Smith asked what would be best to pay down the pension plan or the OPEB.

Mr. Rankin stated that it is State law that we pay down the pension plan. OPEB is just a unfunded liability, there is no law yet stated that we must pay this down.

Ms. Hill stated that GASB 68 will be in effect as of June 30, 2015. The unfunded liability will have to be put on the balance sheet.

Mr. Martinbianco asked how GASB 68 would affect our S & P rating.

Ms. Hill stated that were told the GASB 68 shouldn't affect our rating because they already know that we have always had this unfunded liability.

Mr. O'Keefe stated that Genesee County has an uphill climb still ahead of them. Can we get external help from the Governor?

Mr. Rankin stated he didn't think it was possible to get external help.

Ms. Hill asked they are working on the 5 year forecast.

Mr. O'Keefe would like to see it be a 10 year forecast.

Meeting was adjourned at 7:21 PM.

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

ADOPTED

Meeting: 11/03/14 07:00 PM
Department: Clerk's Office
Category: Attorney Billing
Prepared By: Teresa M. Karsney
Department Head: Teresa M. Karsney

AGENDA ITEM (ID # 1274)

DOC ID: 1274

Approve and authorize the Attorney Billing (Richard Austin) from 10/16/14 to 10/29/14 in the amount of $5,956.50.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Tom Martinbianco, President
SECONDER:	Steven Heffner, Councilman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

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

ADOPTED

Meeting: 11/03/14 07:00 PM
Department: Mayor's Office
Category: Water/Sewer
Prepared By: Rik Hayman
Department Head: Rik Hayman

AGENDA ITEM (ID # 1272)

DOC ID: 1272

Approve and authorize the Mayor and Clerk to enter into an agreement with Stantec Consulting Michigan Inc., 3754 Ranchero Drive, Ann Arbor, MI 48108-2771 to complete the preliminary engineering, design and plan preparation phases of the 2014 State Revolving Fund for improvements to the City of Burton's Sanitary Sewer System at a cost not to exceed $370,000.

ATTACHMENTS:

- StantecSRF (PDF)

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Steven Heffner, Councilman
SECONDER:	Duane Haskins, Vice-President
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

Stantec

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

September 23, 2014
File: 207580004

Attention: Ms. Elizabeth Moss, City of Burton
City of Burton
4093 Manor Drive
Burton, Michigan 48519

Dear Ms. Moss,

Reference: Proposal for Professional Services for the Design of the 2014 SRF

Pursuant to the City's request, Stantec Consulting Michigan Inc. (Stantec) is pleased to submit this proposal for providing professional engineering services for the design of improvements to the City's Sanitary Sewer System as illustrated in the 2014 State Revolving Fund (SRF) project plan. This letter proposal is divided into the following major sections:

- Project Background and Understanding
- Project Scope of Services
- Project Assumptions
- Project Schedule
- Project Budget

PROJECT BACKGROUND AND UNDERSTANDING

Stantec completed a SRF project plan in July 2014 (SRF project plan) for the City's sanitary sewer system. As depicted in Table 5.1 of the SRF project plan (attached), the selected improvements include replacement of five (5) pump stations (Rinn, Casto, Farner, Cheryl Ann, and Leith), lining/replacement of approximately 10,000 feet of gravity sewers, lining and replacement of five (5) forcemains, and upgrades to approximately 6,500 of 15-18 inch gravity sewer. Details on the improvements required will be in-line with the SRF project plan.

The City was identified on the MDEQ funding priority list as being within fundable range and is very likely to be funded in 2015.

PROJECT SCOPE OF SERVICES

Task 1 – Preliminary Engineering

Under this phase of work, Stantec will identify all critical aspects of the project that will be necessary to allow for a streamlined and efficient design process. Specific work tasks include:

- Perform a field reconnaissance to establish a clear understanding of all field conditions.

Reference: Proposal for Professional Services for the Design of the 2014 SRF

- Review available background information including record drawings from the City and any other pertinent sources.
- If insufficient record drawings are available, coordinate with the City Utilities Department to field verify the pipe material, pipe condition, valve locations and hydrant locations of the existing system.
- Contact and coordinate with utility companies as necessary to obtain location information relative to gas, electric, phone, cable, etc.
- Perform geotechnical exploration of the project site by drilling soil borings along the sewer replacement routes and at each pump station. It is assumed that up to fifteen (15) soil borings will be drilled to a depth of 15-feet and five (5) borings to a depth of 35 feet to establish a reasonable familiarity with soil conditions.
- Establish Right-of-Way along the project route (sewer replacement/upgrades).
- Provide survey mapping of the road and front yard corridors to use as a base map for the design for the five pump stations as well as the sewer replacement/upgrade routes.
- Develop GIS map of all sewer and forcemain lining routes.
- Provide a preliminary horizontal sewer layout for review by the City and County to initiate agency coordination at any early stage of the project. Confirmation of the horizontal layout by all agencies at this stage of work will provide for an efficient detailed design stage of work.
- Develop preliminary design plans for pump stations and related telemetry improvements.
- Prepare a Preliminary Estimate of Probable Construction Cost based on the findings of this Preliminary Engineering phase of work.

Task 2 – Detailed Design, Plan Preparation and Contract Documents

In this phase of work, detailed construction plans and specifications would be prepared. A detailed scope for this phase of work is as follows:

- Perform supplemental topographic survey as needed in the specific location of sewer/pump station replacement necessary for the detailed stage of design.
- Review the existing average and peak design flows tributary to the existing station.

- Perform a paper hydraulic analysis for the pump station and forcemain and use this analysis to select the new pumps.
- Prepare plan and profile sheets for the proposed work consistent with City, County and Michigan Department of Environmental Quality (MDEQ) Standards for agency review and approval.
- Include necessary City and County Standard Detail Sheets, as well as prepare any specialized details for the project.
- Review and include a traffic control plan and bypass pumping for all pump station, sewer replacement, and lining (where needed).
- Finalize design plans for pump stations replacement and related telemetry improvements
- Prepare Contract Documents, including the necessary bidding documents and detailed specifications for the project for City, County and MDEQ review and approval.
- Prepare and submit a Part 41 Permit for Wastewater Systems application and submit to Michigan Department of Environmental Quality (MDEQ). Included with the Part 41 permit will be the paper analysis of the existing average and peak flows tributary to the Woodrow lift station and the forcemain hydraulic analysis.
- Attend design review meetings with the City. It is assumed that seven (7) meetings with the City will be necessary during the design phase.
- Prepare an updated Engineer's Probable Opinion of Construction Cost for the project at the permitting and bidding stages of the project.
- Provide assistance to the City with completing SRF Part 1 application.

Task 3 – Bidding Assistance

Under this phase Stantec will provide public bidding assistance for the project including the following specific tasks:

- Distribute electronic bidding documents (plans and specifications) to interested bidders and plan houses.
- Coordinate and facilitate a pre-bid meeting.
- Review bid questions, prepare and distribute addenda.

Reference: Proposal for Professional Services for the Design of the 2014 SRF

- Attend a public bid opening at the City offices.
- Review bids and recommend award.
- Provide assistance to the City with completing SRF Part 2 and Part 3 applications.

PROJECT ASSUMPTIONS

The following are major project assumptions associated with our project scope of work:

- The City Utilities Department would be available to assist in field verification of pipe material, locations, elevations and appurtenance locations as requested by Stantec.
- The City's existing GIS will be utilized in preparation of the sewer lining design.
- The existing subdivision plat information can be used to establish a majority of the right-of-way locations for this project with minimal field verification of irons and monuments.
- Service leads will be replaced from the new sewer lines, if any, up to the road side of the sidewalk. We assume that no easements will be necessary for replacement of service leads.
- No wetland delineation will be necessary for this project.
- No traffic study will be required.
- We have only accounted for a standard traffic control plan in our proposal.
- All can type pump stations will be replaced with submersible pump stations.
- Leith pump station will be upgraded utilizing the existing structure.
- All permit application fees will be paid by the City.
- The nominal capacity of the pumps and number of pumps will remain unchanged under the improvements. Infiltration and Inflow reduction will be completed by the City for all pump stations service areas.
- The existing steel can pump chambers will remain in place after the improvements. The access tubes will be cut off 6-7 feet below grade and the chambers will be filled with granular material or flowable fill.

Reference: Proposal for Professional Services for the Design of the 2014 SRF

- The existing wetwells will be converted to flow-through manholes, where applicable.
- The influent sewer and forcemain will be reused under the improvements.
- The existing City of Burton road right-of-way will provide sufficient space for the construction of the stations improvements, easements will not be needed.
- Construction administration services are not included in this proposal. Stantec will be happy to provide a proposal for construction administration at a later date.
- MDEQ approval to project plan will be granted in a timely manner.
- User charge system study to satisfy MDEQ's mile stone schedule will be completed by others.

PROJECT SCHEDULE

We will endeavor to meet the milestone schedule (summarized below) that MDEQ drafted for this project:

Submittal of Draft Plans and Specifications	March 3, 2015
Submittal of Final Plans and Specifications	May 1, 2015
Publication of Bid Advertisement (no later than)	June 2, 2015
Opening of Bids (no later than)	July 2, 2015
City Council Resolution for Tentative Award	July 20, 2015
Loan Closing	September 17, 2015

At this time we anticipate the preliminary engineering phase of the project to begin immediately upon authorization, anticipated in early October 2014.

PROJECT BUDGET

We propose to complete the preliminary engineering, design and plan preparation phases of the work on a time and material basis for a not-to-exceed fee of $370,000.

Reference: Proposal for Professional Services for the Design of the 2014 SRF

Task 1	Preliminary Engineering	$220,000
Task 2	Detailed Design, Plan Preparation and Contract Documents	$135,000
Task 3	Bidding Assistance	$15,000
	TOTAL NOT-TO-EXCEED FEE	**$370,000**

The not-to-exceed budget amount stated above includes all fees for the work described in this proposal, including all reimbursable charges such as charges for sub-consultants and other specialized services.

Please note that Stantec reserves the right to transfer budget between tasks outlined in the scope of work due to the possible occurrence of overlapping tasks, but will not exceed the total amount stated above.

Please note that this work would be conducted under the General Engineering Services Agreement that has been previously executed between the City and Stantec Consulting Michigan Inc.

If the above proposal meets your approval, please sign this proposal letter and return a copy to our office.

We appreciate this opportunity to provide professional services to the City. If you have any questions regarding the above information, please do not hesitate to contact us.

Regards,

STANTEC CONSULTING MICHIGAN INC.

Dima El-Gamal, PhD, PE, LEED® AP
Associate
Phone: (734) 214-2516
Fax: (734) 761-1200
dima.el-gamal@stantec.com

STANTEC CONSULTING MICHIGAN INC.

R. Brian Simons, PE, LEED® AP
Principal
Phone: (734) 214-2518
Fax: (734) 761-1200
brian.simons@stantec.com

Attachment: Table 5.1 of the 2014 SRF Project Plan

Reference: Proposal for Professional Services for the Design of the 2014 SRF

ACKNOWLEDGED AND ACCEPTED:

CITY OF BURTON

____

Name of Signor:
Title of Signor:

______________________________, 2014

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5.0 SELECTED ALTERNATIVE – SANITARY IMPROVEMENTS

All possible alternatives for meeting the objectives of the City's sanitary collection system and efficient operation were identified in **Chapter 4.0**. These alternatives were narrowed down to the most feasible and/or constructible options designed to meet the City's objectives.

5.1 DESCRIPTION

Based on the economic feasibility analysis and environmental impacts, the selected alternatives for the City's sanitary collection system improvements are listed as follows:

Table 5-1 Selected Alternatives

Project Components	Selected Alternative	SRF Funding-Project Capital Cost Opinion
Level 4 and Level 5 Gravity Sewers	Optimization Alternative-Lining	$1,290,000
Can Type Pump Stations Casto, Cheryl Ann, Rinn, & Farner	Principle Alternative-Replace with Submersible Type Station	$2,000,000
Leith Pump Station	Optimization Alternative-Reuse existing structure	$455,000
PUMP Stations WITH capacity CONSTRAINT (Casto, Cheryl Ann, and Woodrow)	Optimization Alternative-Aggressive I/I Removal	Not Applicable-to be pursued independently from SRF
Forcemains (Casto, Rinn, and Cheryl Ann)	Optimization Alternative-Lining	$216,000
Forcemains (Farner and Leith)	Principle Alternative-Replace Force main via trenchless construction	$373,000
UNDERSIZED TRUNKLINES M15 M27 M23-M33-M34	Optimization Alternative-I/I Removal	Not Applicable-to be pursued independently from SRF

Project Components	Selected Alternative	SRF Funding-Project Capital Cost Opinion
UNDERSIZED TRUNKLINE M15-M16-M22	Principle Alternative- Upgrade Sewer to meet design standards	$2,368,000
Total SRF Project		$6,702,000

5.2 RELEVANT DESIGN PARAMETERS

As stated earlier, the proposed improvements to the City's collection system will be designed per the "Recommended Standards for Wastewater Facilities" published by the Great Lakes and Upper Mississippi Board of Sanitary Engineers. The preliminary basis of design was determined assuming the following in regards to future flows and capacity considerations related to the Project Service Area:

- Minimum 20 year growth varying between 1.6-9%
- 2.58 people per household/103 gpd per capita.
- 500 gpd per acre (non-residential).
- In kind pump replacement for the following pump stations (Plus aggressive I/I removal):

Table 5-2 Pump Station Capacities

Pump Station	Firm Capacity* (gpm)
Casto	840
Rinn	760
Farner	600
Cheryl Ann	500
Leith St. / 1978	250

Largest Pump out of service

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

ADOPTED

Meeting: 11/03/14 07:00 PM
Department: Mayor's Office
Category: Transfer
Prepared By: Rik Hayman
Department Head: Rik Hayman

AGENDA ITEM (ID # 1275)

DOC ID: 1275 A

Approve and Authorize the Genesee County Metropolitan Planning Commission to transfer $17,161.45 In Community Development Block Grant funds from DPW Project number #13-006-P DeCamp Paving to Senior Center Operations for salaries and benefits and $2,000.00 from CDBG funds from DPW Project number #13-006-P DeCamp Paving to Senior Center Improvements for sidewalk replacement.

RESULT:	**CARRIED AS AMENDED [UNANIMOUS]**
MOVER:	Duane Haskins, Vice-President
SECONDER:	Steven Heffner, Councilman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield

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

ADOPTED

Meeting: 11/03/14 07:00 PM
Department: Controller's Office
Category: Budget
Prepared By: Ginger Burke-Miller
Department Head: Ginger Burke-Miller

AGENDA ITEM (ID # 1261)

DOC ID: 1261

To approve and authorize a budget amendment within fund 2003 Local Streets of $39,100 from Unappropriated Surplus to Transfers Out Sewer Loan repayment.

RESULT:	**CARRIED [UNANIMOUS]**
MOVER:	Steven Heffner, Councilman
SECONDER:	Ellen Ellenburg, Councilwoman
AYES:	Martinbianco, Haskins, O'Keefe, Heffner, Ellenburg, Smith, Hatfield