



# **TROY CITY COUNCIL**

## **REGULAR MEETING**

## **AGENDA**

**MARCH 21, 2022**

**CONVENING AT 7:30 P.M.**

**Submitted By  
The City Manager**

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***NOTICE: Persons with disabilities needing accommodations for effective participation in this meeting should contact the City Clerk at (248) 524-3316 or via e-mail at [clerk@troymi.gov](mailto:clerk@troymi.gov) at least two working days in advance of the meeting. An attempt will be made to make reasonable accommodations.***

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500 West Big Beaver  
Troy, MI 48084  
troymi.gov

The Honorable Mayor and City Council Members

City of Troy  
500 West Big Beaver  
Troy, MI 48084

Dear Mayor and City Council Members:

In this packet, you will find the agenda for the City Council meeting. To help facilitate an informed discussion, the packet provides you with agenda items and additional details. The packet also contains recommended courses of action for your consideration and seeks to aid you in adopting sound policy decisions for the City of Troy.

This comprehensive agenda has been put together through the collaborative efforts of management and staff members. We have made all attempts to obtain accurate supporting information. It is the result of many meetings and much deliberation, and I would like to thank the staff for their efforts.

If you need any further information, staff is always available to provide more information and answer questions that may arise. You can contact me at [CityManager@troymi.gov](mailto:CityManager@troymi.gov) or 248.524.3330 with questions.

Respectfully,

Mark F. Miller,  
City Manager




## Chapter 14A – Elected and Appointed Persons’ Ethics Ordinance Section 14.3 Annual Training and Acknowledgement

We, the undersigned Members of Troy City Council, have reviewed *Chapter 14A – Elected and Appointed Persons’ Ethics Ordinance*, understand its contents, and agree to be bound by its provisions.

Signed this 8<sup>th</sup> day of November, 2021.

  
\_\_\_\_\_  
Mayor Ethan Baker

  
\_\_\_\_\_  
Council Member Edna Abraham

  
\_\_\_\_\_  
Council Member Theresa Brooks

  
\_\_\_\_\_  
Council Member Rebecca Chamberlain-Creanga

  
\_\_\_\_\_  
Mayor Pro Tem Ann Erickson Gault

  
\_\_\_\_\_  
Council Member David Hamilton

  
\_\_\_\_\_  
Council Member Ellen Hodorek





# CITY COUNCIL AGENDA

March 21, 2022 – 7:30 PM

City Council Chambers

500 W. Big Beaver Rd.

Troy, MI 48084

(248) 524-3316

View the Meeting Live at: [www.troymi.gov/webcast](http://www.troymi.gov/webcast)

or on Local Access Cable Channels

(WOW – Ch 10, Comcast – Ch 17, AT&T – Ch 99)

**INVOCATION: Dr. Robert Cornwall, Police Department Chaplain** 1

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**INVOCATION: Dr. Robert Cornwall, Police Department Chaplain**

**PLEDGE OF ALLEGIANCE:**

**A. CALL TO ORDER:**

**B. ROLL CALL:**

- a) Mayor Ethan Baker  
Edna Abraham  
Theresa Brooks  
Rebecca A. Chamberlain-Creanga  
Ann Erickson Gault  
David Hamilton  
Ellen Hodorek

Excuse Absent Council Members:

Suggested Resolution

Resolution #2022-03-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **EXCUSES** the absence of \_\_\_\_\_ at the Regular City Council Meeting of March 21, 2022, due to \_\_\_\_\_.

Yes:

No:

**C. CERTIFICATES OF RECOGNITION AND SPECIAL PRESENTATIONS:**

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**C-1 No Certificates of Recognition and Special Presentations**

**D. CARRYOVER ITEMS:**

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**D-1 No Carryover Items**

**E. PUBLIC HEARINGS:**

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**E-1 Public Hearing to Reprogram Community Development Block Grant (CDBG) PY 2021 Funds**

Suggested Resolution

Resolution #2022-03-

Moved by

Seconded by

WHEREAS, The City Council of the City of Troy, after conclusion of a Public Hearing on this date, March 21, 2022, has determined that Program Year 2021 unexpended funds of \$128,761.00 from

the Remove Architectural Barriers account be reprogrammed to the Parks-Recreational Facilities account to supplement the PY 2018, 2019, 2020 and PY 2022 funds to develop and construct an inclusive park in Section 9;

BE IT RESOLVED, That Troy City Council hereby **AUTHORIZES** City Administration to reprogram funds from Program Years 2021 in the Remove Architectural Barriers account to the Parks-Recreational Facilities account in order to supplement the PY2018, PY2019, PY2020 and PY2022 funds to develop and construct an inclusive park in Section 9.

Yes:

No:

## **F. PUBLIC COMMENT FOR ITEMS ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

### **In accordance with the Rules of Procedure for the City Council:**

Any person not a member of the City Council may address the Council with recognition of the Chair, after clearly stating the nature of his/her inquiry or comment. **NOTE TO THE PUBLIC:** *City Council requests that if you do have a question or concern, to bring it to the attention of the appropriate department(s) whenever possible. If you feel that the matter has not been resolved satisfactorily, you are encouraged to bring it to the attention of the City Manager, and if still not resolved satisfactorily, to the Mayor and Council.*

- Petitioners of items that are included in the pre-printed agenda booklet shall be given a fifteen (15) minute presentation time that may be extended with the majority consent of City Council.
- Any member of the public, not a petitioner of an item, shall be allowed to speak for up to three (3) minutes to address any Public Hearing item.
- Any member of the public, not a petitioner of an item, does not have the right to engage in discussion or debate with City Council during the Public Comment portions of the meeting.
- All members of the public who wish to address the Council at a meeting shall be allowed to speak only if they have signed up to speak within thirty minutes before or within fifteen minutes after the meeting's start time. Signing up to speak requires each speaker provide his or her name. If the speaker is addressing an item(s) that appears on the pre-printed agenda, then the speaker shall also identify each such agenda item number(s) to be addressed.
- City Council may waive the requirements of this section by a consensus of the City Council.
- Agenda items that are related to topics where there is significant public input anticipated should initiate the scheduling of a special meeting for that specific purpose.

Prior to Public Comment, the Mayor may provide a verbal notification of the rules of decorum for City Council meetings or refer to the pre-printed agenda booklet, which will include the following language, as approved by City Council:

Please direct your comments to the City Council as a whole rather than to any individual. Please do not use expletives or make derogatory or disparaging comments about any individual or group. If you do, there may be immediate consequences, including being muted and having your comments omitted from any re-broadcast of the meeting. Please abide by these rules in order to minimize the possibility of disrupting the meeting.



**G. CITY COUNCIL/CITY ADMINISTRATION RESPONSE/REPLY TO PUBLIC COMMENT FOR ITEMS ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

**H. POSTPONED ITEMS:**

**H-1** No Postponed Items

**I. REGULAR BUSINESS:**

**I-1** Board and Committee Appointments: a) Mayoral Appointments – None; b) City Council Appointments – None

a) Mayoral Appointments: None

b) City Council Appointments: None

**I-2** Board and Committee Nominations: a) Mayoral Nominations – Downtown Development Authority, Global Troy Advisory Committee, Local Development Finance Authority; b) City Council Nominations – Employees’ Retirement System Board of Trustees/Retiree Health Care Benefits Plan and Trust, Historic District Commission, Liquor Advisory Committee, Southeast Michigan Council of Governments (SEMCOG), Traffic Committee

a) Mayoral Nominations:

Suggested Resolution

Resolution #2022-03-

Moved by

Seconded by

RESOLVED, That the Mayor of the City of Troy hereby **FORWARDS** the following nominated person(s) to serve on the Boards and Committees as indicated to the next Regular City Council Meeting for action:

**Downtown Development Authority**

Appointed by Mayor

13 Regular Members

4 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1	Notes 2
Baker	Ethan		11/13/2023	At Large	City Council exp. 11/13/23
Blair	Timothy	6/17/2017	9/30/2023	In District	
Keisling	Laurence	9/11/2022	9/30/2024	At Large	
Kiriluk	Alan	9/29/2022	9/30/2024	In District	

Knollenberg	Martin	6/28/2021	9/30/2023	In District	
Koza	Kenny	9/18/2019	9/30/2025	In District	
MacLeish	Daniel	6/28/2023	9/30/2025	In District	
Reschke	Ernest	10/4/2020	9/30/2022	At Large	
Schroeder	Douglas	9/10/2020	9/30/2022	At Large	
Stone	David	3/11/2023	9/30/2023	In District	
Tomcsik-Husak	Tara	9/22/2022	3/30/2024	In District	
Vacancy			9/30/2022	At Large	Ward Randol Jr. resigned 2/1/21
Vacancy			9/30/2024	In District	Cheryl Bush resigned 9/22/21

**Nominations to the Downtown Development Authority:****Unexpired Term Expiring:  
9/30/2022**

Term currently held by: Vacancy–W. Randol Jr. resigned 2/1/21

**Unexpired Term Expiring:  
9/30/2024**

Term currently held by: Vacancy-Cheryl Bush resigned 9/22/21

**Interested Applicants:**

Last Name	First Name	App Resume Expire	Notes 1	Notes 2
Beyer	Joseph	10/26/2022	In District	
Forster	Jeffrey	3/23/2023	At Large	Personnel Bd exp 4/30/24
Goetz	John	3/4/2023	At Large	
Kornacki	Rosemary	12/14/2022	At Large	Brownfield Redev Auth exp 4/30/23
McGerty	Ryan	2/25/2022	At Large	
Patel	Hitesh	3/23/2023	At Large	
Schick	Michael	12/22/2022	At Large	
Sekhri	Suneel	11/5/2023	At Large	
Sekhri	Arun	9/24/2022	At Large	
Vassallo	Joseph	3/4/2023	At Large	Brownfield Redev Auth exp 4/30/24

**Global Troy Advisory Committee**

Appointed by Mayor  
12 Regular Members  
3 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1
Baker	Ethan			Council Member
Bica-Grodsky	Lisa	9/23/2022	10/30/2023	
Burrus	MiVida	7/15/2018	10/30/2022	
Chezick	Edward		10/30/2022	
Fakhoury	Awni	4/28/2018	10/30/2024	Requests Reappointment
Liu	Allison	10/1/2022	7/31/2022	Student
Mohideen	Syeda	8/24/2020	10/30/2024	Requests Reappointment
Natcheva	Daniela	11/8/2021	10/30/2022	
Noguez-Ortiz	Carolina	12/19/2019	10/30/2022	Brownfield Redev Auth exp 4/30/23
Sekhri	Suneel	12/20/2021	10/30/2024	
Swaminathan	Sharanya		7/31/2022	Student
Vacancy			10/30/2023	Rebecca Chamberlain-Creanga resigned 2/26/20
Vacancy			10/30/2023	Cathleen Francois requested No Reappointment
Zhou	Yudong	10/23/2021	10/30/2022	

**Nominations to the Global Troy Advisory Authority:****Term Expires: 10/30/2023**

Term currently held by: Vacancy–Rebecca Chamberlain-Creanga resigned 2/26/20

**Term Expires: 10/30/2023**

Term currently held by: Vacancy – Cathleen Francois - No Reappointment

**Interested Applicants:**

Last Name	First Name	App Resume Expire	Notes 1
Cicchini	Philippe	4/13/2023	
Faiz	Iqbal	12/4/2022	
MacDonell	Sharon	4/13/2023	
Marrero-Laureano	Alexander	10/26/2022	
McGee	Timothy	3/2/2023	
Patel	Hitesh	2/2/2023	
Rahman	Mahfuzur	9/24/2022	
Swaminathan	Abiramasundari	3/6/2022	

Sweidan	Rami	3/2/2023	
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**Local Development Finance Authority (LDFA)**

Appointed by Mayor  
5 Regular Members  
Staggered 4 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1	Notes 2
Bachert	Sandra		6/30/2023	Resident Member	Paul V. Hoef resigned 4/27/21
Baker	Ethan		11/13/2023	Alternate; City Council	City Council exp. 11/13/23; DDA; GTAC, LDFA
Beltramini	Robin	7/17/2021	6/30/2022	Resident Member	Charter Rev Comm exp 4/30/22
Hodorek	Ellen		City Council Term	Alternate; City Council	City Council exp 11/10/2025
Starks	Louis			Oakland County Designee	
Vacancy			6/30/2024	Resident Member	David Shield's term exp 6/30/16 - No Reappointment
Vacancy			6/30/2024	Resident Member	John Sharp resigned 11/1/19; Term exp 6/30/20.
Vacancy			6/30/2023	Resident Member	Nickolas Vitale resigned 7/17/21

**Nominations to the Local Development Finance Authority (LDFA):**

**Unexpired Term Expiring: 6/30/2023**

**Resident Member**

Term currently held by: Vacant – N. Vitale resigned 7/17/21

**Term Expires: 6/30/2024**

**Resident Member**

Term currently held by: Vacant– D. Shields–No Reappointment

**Term Expires: 6/30/2024**

**Resident Member**

Term currently held by: Vacant – J. Sharp resigned 11/1/19

**Interested Applicants:**

Last Name	First Name	App Resume Expire	Notes 1
Mudaliar	Vinodh Kumar	3/2/2024	

Rahman	Mahfuzur	9/24/2022	
Schick	Michael	12/22/2022	
Sweidan	Rami	4/28/2022	Brownfield Redev Auth exp 4/30/23
Vassallo	Joseph	3/4/2023	Brownfield Redev Auth exp 4/30/24

Yes:

No:

**b) City Council Nominations:**

Suggested Resolution

Resolution #2022-03-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **FORWARDS** the following nominated person(s) to serve on the Boards and Committees as indicated to the next Regular City Council Meeting for action:

**Employees Retirement System Board of Trustees / Retiree Health Care Benefits Plan and Trust**

Appointed by Council

7 Regular Members and 2 Ordinance Member

3 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1	Notes 3
Bovensiep	Kurt		12/31/2024	DC-Employee Rep.-Elected	
Brooks	Theresa		Council Term	City Council Member	
Calice	Mark	8/29/2020	12/31/2021	Council Appointed Citizen	NO Reappointment
Dungjen	Peter		12/31/2023	DB Employee Rep.-Elected	
Gordon II	Thomas	9/17/2015	12/31/2022	DB Employee Rep.-Elected	
Maleszyk	Robert			Chapter 10 (DC)	
Miller	Mark			Chapter 10 (DC)	
Owczarzak	Mark	11/14/2021	12/31/2022	City of Troy Retiree (DB)	

**Nominations to the Employees Retirement System Board of Trustees / Retiree Health Care Benefits Plan and Trust:**

**Term Expires: 12/31/2024**

**Council Appointed Citizen**

Term currently held by: Mark Calice

**Interested Applicants:**

Last Name	First Name	App Resume Expire	Notes 1
Baughman	Deborah	4/28/2022	
Faiz	Iqbal	12/4/2022	
Jennings	Janet	8/12/2022	

**Historic District Commission**

Appointed by Council

7 Regular Members

3 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1	Notes 3
Adams	John Howard	3/8/2023	5/15/2024		
Chambers	Barbara	12/5/2021	3/1/2023	HC Recommendation	
Chanda	Hirak	3/22/2023	5/15/2024		
Dicker	Susanne Forbes	8/15/2022	3/1/2023		
McGee	Timothy S	3/23/2020	5/15/2024		
Petrulis	Al	12/16/2021	3/1/2023	ACAB exp 9/30/2024; Traffic Comm. exp 1/31/2023; HDC exp 3/1/2023	
Voigt	W. Kent	11/18/2023	3/1/2022	HC Recommendation	Requests Reappointment

**Nominations to the Historic District Commission:**

**Term Expires: 3/1/2025**

Term currently held by: W. Kent Voigt

**Interested Applicants:**

Last Name	First Name	App Resume Expire	Notes 1
Cicchini	Philippe	4/13/2023	
Jennings	Janet	8/12/2022	

MacDonell	Sharon	4/13/2023	
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**Liquor Advisory Committee**

Appointed by Council

7 Regular Members

3 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 2	Notes 3
Ashland	David	12/14/2022	1/31/2024		
Comiskey	Ann	2/5/2020	1/31/2024		
Ehlert	Max	1/8/2023	1/31/2024		
Giorgi	Lynn				
Gorcycia	David	12/4/2021	1/31/2023		
Haight	David	7/17/2022	1/31/2022	Personnel Bd. exp 4/30/2023	
Jones	Kelly	12/11/2021	1/31/2023		
Kaltsounis	Andrew	1/14/2021	1/31/2022		

**Nominations to the Liquor Advisory Committee:****Term Expires: 1/31/2025**

Term currently held by: David Haight

**Term Expires: 1/31/2025**

Term currently held by: Andrew Kaltsounis

**Interested Applicants:**

Last Name	First Name	App Resume Expire	Notes 1
Gunn	Mark	3/4/2023	

**Southeastern Michigan Council of Governments (SEMCOG)**

Appointed by Council

1 Regular Member and 1 Alternate Members

Appointed Every Odd-Year Election

**Nominations to the Southeastern Michigan Council of Governments (SEMCOG):****Term Expires: 11/13/2023**

Alternate

Term currently held by: Glenn Lapin

**Traffic Committee**

Appointed by Council

7 Regular Members

3 Year Term

**Current Members:**

Last Name	First Name	App Res Expire	Appointment Expire	Notes 1	Notes 3
Huotari	William		Ex-Officio Member		
Kilmer	Richard	1/9/2019	1/31/2023		
Koralewski	Tyler	11/12/2023	7/31/2022	Student	
Nastasi	Frank		Ex-Officio Member		
Nurak	Cindy	1/16/2021	1/31/2022		Requests Reappointment
Petrulis	Al	12/16/2021	1/31/2023		
Riesterer	R. Chuck		Ex-Officio Member		
Sivaraman	Sunil	12/22/2020	1/31/2022		Requests Reappointment
Swaminathan	Abi	3/6/2022	1/31/2024		
Wilsher	Cynthia	1/18/2020	1/31/2024		
Ziegenfelder	Peter	12/4/2021	1/31/2023		

**Nominations to the Traffic Committee:****Term Expires: 1/31/2025**

Term currently held by: Cindy Nurak

**Term Expires: 1/31/2025**

Term currently held by: Sunil Sivaraman

**Interested Applicants:**

Last Name	First Name	App Resume Expire	Notes 1
Abdullah	Nehar	2/3/2023	
Chanda	Hirak	12/30/2022	Hist. Dist. Comm. exp 5/15/2024
Gill	Jasper	1/10/2024	
MacDonell	Sharon	4/13/2023	
Rose	Justin	11/5/2023	
Sahu	Akshitha	9/28/2022	Student - Graduates 2023
Shah	Aanya	11/30/2023	Student - Graduates 2024

Yes:

No:



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**I-3 No Closed Session Requested**

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**I-4 Bid Waiver – ACCUTAB Tablets (*Introduced by: Brian Goul, Recreation Director*)**Suggested Resolution

Resolution #2022-03-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **WAIVES** the bid process and **AWARDS** a contract for nine (9) months to supply ACCUTAB tablets and to provide chlorine feeder cleaning services for the pools at the Troy Family Aquatic Center and Troy Community Center to the sole source provider *Aquatic Source of Commerce Township, MI*, at a price of \$195.00 for a 60 lb. bucket, with the contract expiring December 31, 2022.

Yes:

No:

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**I-5 Bid Waiver – MSA G1 SCBA Batteries – Fire Department (*Introduced by: Chuck Riesterer, Fire Chief*)**Suggested Resolution

Resolution #2022-03-

Moved by

Seconded by

RESOLVED, That in the best interest of the City, Troy City Council hereby **WAIVES** the formal bid process and **AWARDS** a contract to the sole authorized distributor of MSA SCBA and SCBA accessories in Oakland County, MI, *Apollo Fire Equipment Company of Romeo, MI*, for the purchase of MSA G1 rechargeable batteries and MSA G1 battery charging stations for an estimated total cost of \$65,689.32, as detailed in the attached quote.

Yes:

No:

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**I-6 Standard Purchasing Resolution 2: Low Bidder Meeting Specifications – Sylvan Glen Lake Park Improvements; Standard Purchasing Resolution 5: Approval to Expend Budgeted Funds – Sylvan Glen Lake Park Improvements – Construction Administration and Budget Amendment (*Introduced by: Kurt Bovensiep, Public Works Director*)**Suggested Resolution

Resolution #2022-03-

Moved by

Seconded by

RESOLVED, That Troy City Council hereby **AWARDS** a contract to install the proposed improvements in Sylvan Glen Lake Park to the low bidder meeting specification; *WCI Contractors, Inc. of Detroit, MI*, at unit prices contained in the bid tabulation opened March 3, 2022, a copy of which shall be **ATTACHED** to the original Minutes of this meeting, with an estimated total of \$886,900 and with a 15% contingency totaling \$133,000 but not to exceed budgetary limitations.

BE IT FURTHER RESOLVED, That Troy City Council hereby **APPROVES** expending budgeted capital funds to *OHM Advisors of Livonia, MI*, which is one of the City's professional service engineering firms (Resolution #2017-06-105-J-4a), for the construction administration of improvements at Sylvan Glen Lake Park for a total estimated cost of \$127,000 and with a 15% contingency totaling \$19,000 but not to exceed budgetary limitations.

BE IT FURTHER RESOLVED, That Troy City Council hereby **APPROVES** a budget amendment of \$916,000 to the Capital Fund- Park Development- Sylvan Glen Lake Park.

BE IT FURTHER RESOLVED, That Troy City Council hereby **APPROVES** City Administration to roll any unused funds from the 2022 budget specific for this project to the 2023 Capital Fund.

BE IT FINALLY RESOLVED, That the awards are **CONTINGENT** upon the contractors' submission of properly executed bid documents, insurance certificates and all other specified requirements.

Yes:

No:

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#### **I-7 2022 City Council Meeting Schedule (Introduced by: Mark F. Miller, City Manager)**

##### Suggested Resolution

Resolution #2022-03-

Moved by

Seconded by

RESOLVED, That Troy City Council **SCHEDULES** a Special Meeting at 6:00 PM on Monday, April 25, 2022 for Troy Downtown Development Authority (TDDA) landscaping.

BE IT FURTHER RESOLVED, That Troy City Council **MAY RESCHEDULE** and/or **SCHEDULE** additional Special Meetings in accordance with the City Charter and Michigan Open Meetings Act.

Yes:

No:

#### **J. CONSENT AGENDA:**

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##### **J-1a Approval of "J" Items NOT Removed for Discussion**

##### Suggested Resolution

Resolution #2022-03-

Moved by  
Seconded by

RESOLVED, That Troy City Council hereby **APPROVES** all items on the Consent Agenda as presented with the exception of Item(s) \_\_\_\_\_, which shall be **CONSIDERED** after Consent Agenda (J) items, as printed.

Yes:  
No:

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**J-1b Address of “J” Items Removed for Discussion by City Council**

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**J-2 Approval of City Council Minutes**

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Suggested Resolution  
Resolution #2022-03-

RESOLVED, That Troy City Council hereby **APPROVES** the following Minutes as submitted:

- a) Special City Council Minutes-Draft – March 12, 2022
- b) City Council Minutes-Draft – March 14, 2022

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**J-3 Proposed City of Troy Proclamations: None Submitted**

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**J-4 Standard Purchasing Resolutions:**

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- a) **Standard Purchasing Resolution 1: Award to Low Bidder – Contract 21-06 – Square Lake and Coolidge Pavement Rehabilitation**

Suggested Resolution  
Resolution #2022-03-

RESOLVED, That Troy City Council hereby **AWARDS** Contract No. 21-06, Square Lake and Coolidge Pavement Rehabilitation, to *Cadillac Asphalt LLC, 51777 Twelve Mile Road, Wixom, MI 48393*, for their low bid of \$1,961,000.00.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon the contractor's submission of proper contract and bid documents, including bonds, insurance certificates and all specified requirements, and if additional work is required, such additional work is **AUTHORIZED** in an amount not to exceed 25% of the total project cost.

- b) **Standard Purchasing Resolution 1: Award to Low Bidder – Contract 22-01 – NW Section 18 Pavement Rehabilitation**

Suggested Resolution  
Resolution #2022-03-

RESOLVED, That Troy City Council hereby **AWARDS** Contract No. 22-01, NW Section 18 Pavement Rehabilitation, to *Hutch Paving, Inc., 3000 E 10 Mile Road, Warren, MI 48091*, for their low bid of \$918,640.00.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon the contractor's submission of proper contract and bid documents, including bonds, insurance certificates and all specified requirements, and if additional work is required, such additional work is **AUTHORIZED** in an amount not to exceed 25% of the total project cost.

**c) Standard Purchasing Resolution 4: OMNIA Partners Purchasing Cooperative – KIP 660 Series Large Format Reprographic System – Engineering Department**

Suggested Resolution  
Resolution #2022-03-

RESOLVED, That in the best interest of the City, Troy City Council hereby **APPROVES** the purchase of one (1) new KIP 660 series large format reprographic system and ongoing maintenance, from *Toshiba Business Solutions of Troy, MI*, through the OMNIA Partners Cooperative Contract #R191103 for an estimated cost of \$21,776.00 per the attached quote, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon contractor's submission of properly executed contract documents, including insurance certificates and all other specified requirements.

**d) Standard Purchasing Resolution 2: Award to Sole Bidder Meeting Specifications – Mosquito Control Services**

Suggested Resolution  
Resolution #2022-03-

RESOLVED, That Troy City Council hereby **AWARDS** a three (3) year contract to provide seasonal requirements for Mosquito Control to the sole bidder; *Vector Disease Control International of Little Rock, Arkansas*, for an estimated total annual cost of \$36,350 for 2022, \$37,475 for 2023, and \$38,600 for 2024; not to exceed budgetary limitations at the unit prices contained in the bid tabulation, a copy of which shall be **ATTACHED** to the original Minutes of this meeting, with the contract expiring December 31, 2024.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon the contractor's submission of properly executed bid and proposal documents, including insurance certificates and all other specified requirements.

**e) Standard Purchasing Resolution 2: Award to Low Bidders Meeting Specifications – Mowing and Yard Assistance Services**

Suggested Resolution  
Resolution #2022-03-

RESOLVED, That Troy City Council hereby **AWARDS** contracts for seasonal requirements of lawn and yard services for Troy residents using the Home Chore Program with an option to

renew for one (1) additional season to the low total bidder, *Zimmerman Lawn & Snow of Roseville, MI*, as the primary contractor, and *Brantley Development, LLC of Inkster, MI*, as secondary contractor at unit prices contained in the bid tabulation opened March 3, 2022; a copy of which shall be **ATTACHED** to the original Minutes of this meeting; contract to expire December 31, 2023.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon the contractors' submission of properly executed bid and proposal documents, including insurance certificates and all other specified requirements.

**f) Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – Fertilizer/Herbicide Application Services**

Suggested Resolution

Resolution #2022-03-

RESOLVED, That Troy City Council hereby **AWARDS** a three (3) year contract for Fertilizer/Herbicide Application Services to the low bidder meeting specifications, *Green Meadows Lawnscape, Inc. of Rochester Hills, MI*, for an estimated annual cost of \$26,470.40, at prices contained in the bid tabulation opened March 10, 2022, a copy of which shall be **ATTACHED** to the original Minutes of this meeting, not to exceed budgetary limitations, with the contract expiring December 31, 2024.

BE IT FURTHER RESOLVED, That the contract is **CONTINGENT** upon contractor's submission of properly executed bid and contract documents, including insurance certificates and all other specified requirements.

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**J-5 Traffic Committee Recommendations and Minutes – March 16, 2022**

Suggested Resolution

Resolution #2022-03-

**4. Request for Traffic Control – Ellery Drive at Rangemore Drive**

RESOLVED, That the intersection of Ellery Drive at Rangemore Drive be **MODIFIED** from NO traffic control to a STOP sign on the Ellery Drive approach to the intersection.

**5. Request for Traffic Control – Midvale Drive at Ludstone Drive**

RESOLVED, That the intersection of Midvale Drive at Ludstone Drive be **MODIFIED** from NO traffic control to a STOP sign on the Midvale Drive approach to the intersection.

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**J-6 Request for Acceptance of a Permanent Easement from Mohamad Hussein and Nasrine Boutari, Sidwell #88-20-27-481-012**

Suggested Resolution

Resolution #2022-03-

RESOLVED, That Troy City Council hereby **ACCEPTS** a permanent easement for storm sewers and surface drainage from Mohamad Hussein and Nasrine Boutari, owners of the property having Sidwell #88-20-27-481-012.

BE IT FURTHER RESOLVED, That the City Clerk is hereby **DIRECTED** to **RECORD** the permanent easement with Oakland County Register of Deeds, a copy of which shall be **ATTACHED** to the original Minutes of this meeting.

**K. MEMORANDUMS AND FUTURE COUNCIL AGENDA ITEMS:**

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**K-1 Announcement of Public Hearings: None Submitted**

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**K-2 Memorandums (Items submitted to City Council that may require consideration at some future point in time): None Submitted**

**L. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:****M. CITY COUNCIL/CITY ADMINISTRATION RESPONSE/REPLY TO PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:****N. COUNCIL REFERRALS:**

Items Advanced to the City Manager by the Mayor and City Council Members for Placement on the Agenda

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**N-1 No Council Referrals**

**O. REPORTS:**

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**O-1 Minutes – Boards and Committees:**

a) Planning Commission-Final – February 22, 2022

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**O-2 Department Reports:**

- a) Troy Historical Society Annual Report for Fiscal Year Ending 2021 and Financial Statements for Fiscal Year Ending 2020 and 2021
- b) Troy Public Library Eliminating Late Fines

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**O-3 Letters of Appreciation: None Submitted**

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**O-4 Proposed Proclamations/Resolutions from Other Organizations: None Submitted**

**P. COUNCIL COMMENTS:**

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**P-1 No Council Comments**

**Q. PUBLIC COMMENT FOR ITEMS ON OR NOT ON THE AGENDA FROM MEMBERS OF THE PUBLIC OUTSIDE OF TROY (NOT RESIDENTS OF TROY AND NOT FROM TROY BUSINESSES):**

**R. CLOSED SESSION**

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**R-1 No Closed Session**

**S. ADJOURNMENT:**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Mark F. Miller', with a stylized flourish at the end.

Mark F. Miller  
City Manager

**2022 SCHEDULED SPECIAL CITY COUNCIL MEETINGS:**

March 23, 2022 ..... Personnel Evaluations  
April 4, 2022 ..... Special Budget Study Meeting  
April 6, 2022 ..... Special Budget Study Meeting

**2022 SCHEDULED REGULAR CITY COUNCIL MEETINGS:**

March 21, 2022 ..... Regular Meeting  
April 11, 2022 ..... Regular Meeting  
April 25, 2022 ..... Regular Meeting  
May 9, 2022 ..... Regular Meeting  
May 23, 2022 ..... Regular Meeting  
June 13, 2022 ..... Regular Meeting  
June 27, 2022 ..... Regular Meeting  
July 11, 2022 ..... Regular Meeting  
July 25, 2022 ..... Regular Meeting  
August 15, 2022 ..... Regular Meeting  
August 22, 2022 ..... Regular Meeting  
September 12, 2022 ..... Regular Meeting  
September 19, 2022 ..... Regular Meeting  
October 3, 2022 ..... Regular Meeting  
October 24, 2022 ..... Regular Meeting  
November 14, 2022 ..... Regular Meeting  
November 21, 2022 ..... Regular Meeting  
December 5, 2022 ..... Regular Meeting  
December 12, 2022 ..... Regular Meeting





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E-01

## CITY COUNCIL AGENDA ITEM

Date: March 16, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Kurt Bovensiepe, Public Works Director  
Dennis Trantham, Facilities & Grounds Operations Manager  
Cindy Stewart, Community Affairs Director

Subject: Public Hearing for March 21, 2022 to Reprogram Community Development Block Grant (CDBG) PY 2021 Funds

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### Background

The City of Troy is required by the Oakland County Division of Community & Home Improvement to advertise and conduct a Public Hearing for the Reprogramming of CDBG funds. Program year 2021 has a balance of \$128,761.00 unexpended funds in the Remove Architectural Barriers account that were not needed for the ADA accessible pathway at Firefighters Park project. The balance of funds from Program Year 2021 must be expended or relinquished.

City Council will hold a public hearing on Monday, March 21, 2022 at 7:30 pm or as soon thereafter as the agenda will permit for the purpose of hearing public comments on the reprogramming of Program Year 2021 funds in the amount of \$128,761.00 from Remove Architectural Barriers account to the Parks-Recreational Facilities account in order to construct an Inclusive Park in Section 9. Initially the funds were programmed for a project at Firefighters Park. The goal of that project was to install an ADA accessible pathway that led to the soccer fields and bleachers, and install ADA compliant handicapped parking spots with van accessibility, and the proper curb cuts located as close to the pathway as possible. Unfortunately, the quotes for this project were extremely high, more than the funds available to complete the project. We will also be using unexpended funds from 2018, 2019, and 2020 which were already reprogrammed into the Parks-Recreational Facilities account for the Inclusive park in Section 9. We had to wait to reprogram the PY 2021 funds until the County released them.

### Recommendation

It is recommended that City Council conduct a public hearing on Monday, March 21, 2022 at 7:30 pm or as soon thereafter as the agenda will permit for the purpose of hearing public comments on the reprogramming of Program Year 2021 funds in the amount of \$128,761.00 from the Remove Architectural Barriers account to the Parks-Recreational Facilities account in order to construct an Inclusive Park in Section 9.



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## CITY COUNCIL AGENDA ITEM

Date: March 21, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Lisa Burnham, Controller  
Brian Goul, Recreation Director  
Emily Frontera, Purchasing Manager

Subject: Bid Waiver – ACCUTAB Tablets

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### History

- The Troy Community Center and Troy Family Aquatic Center (TFAC) currently are using ACCUTAB Units and Tablets as their chlorine feeder and tablet option.
- The ACCUTAB Feeders have been used for several years and have been very reliable.
- Aquatic Source will perform all cleaning services to the chlorine feeder which saves Facilities and Grounds staff having to do the work.
- Currently the ACCUTAB product is being purchased from Aquatic Source.
- Aquatic Source is the sole source provider of the ACCUTAB product in the State of Michigan.
- Approximate chlorine purchases per year are approximately \$9,000 at the Community Center and \$14,000 at TFAC, but will increase dramatically going forward.
- The market for chlorine is very volatile at this time and the provider has had to increase the price significantly and is only willing to extend and hold pricing through December 31, 2022.
- The current contract is expiring. New contract pricing is detailed below:

	<u>Previously</u>	<u>New Pricing</u>
Cost	\$2.03	\$3.25
Unit Measure	60lb. Bucket	60lb. Bucket
Bucket Price	\$124.98	\$195.00

- Recreation Staff looked into switching to Pulsar which is the other commercial tablet option through B & B Pools and Spas. Staff has decided switching at this time would not be recommended due to the following reasons:
  - Price would be \$3.24 or \$162.06 per 50lb. bucket for a three-year period.
  - Feeders would be free; however, the City would be required to purchase 21,600 lbs. of Pulsar chlorine over the next 3 years for the feeders to become ours. The City may not use that amount.
  - The City would need to pay the Labor and Supplies to install the new Pulsar feeders which would be \$6,000 - \$8,000.



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## CITY COUNCIL AGENDA ITEM

### **Purchasing**

It is not possible to secure competitive bids because *Aquatic Source of Commerce Township, MI* is the sole source vendor in the State of Michigan for ACCUTAB tablets.

### **Financial**

Funding will come from the Community Center Operating and the Aquatic Center Operating Accounts as budgeted and ACCUTAB chlorine tablets will be purchased on an as needed basis.

### **Recommendation**

City management recommends waiving the bid process and awarding a contract for nine (9) months to supply ACCUTAB tablets and to provide chlorine feeder cleaning services for the pools at the Troy Family Aquatic Center and Troy Community Center to the sole source provider *Aquatic Source of Commerce Township, MI* at the price of \$195.00 for a 60lb bucket, with the contract expiring December 31, 2022.



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I-05

## CITY COUNCIL AGENDA ITEM

Date: March 21, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Lisa Burnham, Controller  
Chuck Riesterer, Fire Chief  
Peter Hullinger, Assistant Fire Chief  
Emily Frontera, Purchasing Manager

Subject: Bid Waiver – MSA G1 SCBA Batteries – Fire Department (Introduced by Chuck Riesterer, Fire Chief)

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### **History**

The fire department utilizes Self-Contained Breathing Apparatus (SCBA) for respiratory protection when working in immediately dangerous to life and health (IDLH) incidents. This has been an industry standard for decades. Safety and protection of our firefighters is of the utmost importance.

The Fire Department purchased new MSA SCBA several years ago (Resolution #2019-06-066-J-5). That purchase allowed us to upgrade for better protection for the firefighters, and for ease of use. At the time, these new SCBA units were purchased with alkaline batteries. This was a serious consideration since replacing alkaline batteries, over using rechargeable batteries, was more cost effective. However, after several years of use, the price of batteries has increased and the alkaline battery's life has diminished. Changing to the MSA G1 rechargeable battery packs will be more cost effective in the long-term ownership of the SCBA units. It also allows the fire stations to change out the battery packs on a more regular basis ensuring each SCBA has full power when needed.

It is recommended to purchase the MSA G1 rechargeable batteries and charging stations, and replace the alkaline batteries.

### **Purchasing**

- *Apollo Fire Equipment Company of Romeo, MI* is the sole authorized distributor for MSA SCBA and SCBA accessory equipment for Municipal Fire Service Market for Oakland County, MI.
- It is in the best interest of the City to waive the bid process and purchase one hundred sixty-eight (168) MSA G1 rechargeable batteries and six (6) chargers from *Apollo Fire Equipment Company* for an estimated total cost of \$65,689.32 as detailed in the attached quote.

### **Financial**

Funds are budgeted and available in the General Fund under the Fire Department Operating Supplies Fire Equipment account number 101.336.338.7740.115 for fiscal year 2022.



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## CITY COUNCIL AGENDA ITEM

### **Recommendation**

City management, in the best interest of the City, recommends that the bid process be waived and a contract be awarded to *Apollo Fire Equipment Company of Romeo, MI*, the sole authorized distributor of SCBA accessories for Oakland County, MI, for the purchase of the MSA G1 rechargeable batteries and chargers for an estimated total cost of \$65,689.32, as detailed in the attached quote.

**Apollo Fire Equipment Company**  
**Apollo Fire Apparatus Repair, Inc.**  
 12584 Lakeshore Drive, Romeo, MI 48065  
 Phone: (800) 626-7783 Fax: (586) 752-6907

## QUOTATION

QUOTE #:

<b>BILL TO:</b>	TROY FD
<b>ADDRESS:</b>	
<b>ATTN:</b>	

SHIP TO:	
ADDRESS:	
ATTN:	

<b>DATE:</b>	2/10/2022
<b>TERMS:</b>	NET 30
<b>F.O.B.:</b>	
<b>VALID FOR:</b>	30 days
<b>LEAD TIME:</b>	

PHONE:	FAX:	E-MAIL:
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[illegible]

**David Duddles, Sales Representative**  
Cell: (810) 877-5501  
[dduddles@apollofire.com](mailto:dduddles@apollofire.com)



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I-06

## CITY COUNCIL AGENDA ITEM

Date: March 21, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Robert C. Maleszyk, Chief Financial Officer  
Lisa Burnham, Controller  
Kurt Bovensiep, Public Works Director  
Dennis Trantham, Facilities and Grounds Operations Manager  
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Low Bidder Meeting Specifications – Sylvan Glen Lake Park Improvements; Standard Purchasing Resolution 5: Approval to Expend Budgeted Funds -Sylvan Glen Lake Park Improvements - Construction Administration and Budget Amendment (Introduced by: Kurt Bovensiep)

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### **History**

Sylvan Glen Lake Park is one of the City of Troy's current 10 neighborhood parks. The park is a total of 40 acres, which is the largest of the neighborhood parks. Amenities currently include a 16-acre lake that invites shore fishing and the second phase of the Troy Trail inviting bikers, walkers, and runners an opportunity to escape from suburban Troy and enjoy a wilderness setting. Although the park is currently classified as a neighborhood park it is likely to be reclassified as a community park with the expansion of amenities, which attract patrons from further distances becoming a destination point.

The 2020-2024 Parks and Recreation Master Plan specifically recommends the City of Troy concentrate its park development efforts at Sylvan Glen Lake Park as indicated on page 96 and 97 of the plan and is further substantiated by the Green Space Subcommittee Report by recommending the park be developed into a premier park with various amenities.

When considering the development of Sylvan Glen Lake Park, it was recognized that the first improvements to the park should support future recreational and amenity desires. For this reason, City Staff is recommending the installation of a paved parking lot and restrooms to provide the necessary support of future proposed amenities such as a fishing pier, play structure, and pavilion. Additionally, the proposed improvements would also support the current amenities of the Troy Trail and passive recreational opportunities.

The original thought was to divide these improvements into separate fiscal year expenditures. However, working with the design consultant, OHM, we recognized that both the paved parking lot and restroom facility are closely supportive of each other and considering the infrastructure and utilities for each required a joint installation. Therefore, additional funding is requested to complete these two improvements together.



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## CITY COUNCIL AGENDA ITEM

### History (continued)

Like many of our construction projects funds were estimated and budgeted over a year ago with limited foresight and predication of our current inflationary costs. This project has seen inflationary costs for labor and materials. Additionally, the costs for asphalt for the drive and parking lot improvements has a direct correlation to oil prices as it is a petroleum-based product. Therefore, the cost of this project is more than originally predicted and will require a budget amendment.

OHM Advisors of Livonia, MI, which is one of the City's professional service engineering firms, continues to be a great partner with the City of Troy and is responsible for the current design of the Sylvan Glen Lake Park improvements. OHM Advisors has included a proposal to manage the construction of this project similar to that of the Niles/Barnard House and Stine Community Park.

### Purchasing

The current contract with *OHM Advisors* was adopted by City Council in 2017 for engineering and design services (Resolution #2017-06-105-J-4a). Under the current contract pricing, OHM proposes a Construction Phase Services fee of \$127,000. Services will include the administration, oversight, and any necessary testing of the project.

On March 3, 2022, a bid opening was conducted as required by City Charter and Code for the Sylvan Glen Lake Park Improvement Project. The bid was posted on the Michigan Inter-governmental Trade Network (MITN) website; [www.bidnetdirect.com/mitn/city-of-troy-mi](http://www.bidnetdirect.com/mitn/city-of-troy-mi). Seven hundred and forty (740) vendors were notified via the MITN website. Seven (7) companies attended the Pre-Bid meeting which was held on February 14, 2022. Four (4) bid responses was received. Below is a detailed summary of potential vendors:

Companies notified via MITN	740
Troy Companies notified via MITN	23
Troy Companies - Active email notification	23
Troy Companies - Active Free	0
Companies that viewed the bid	215
Troy Companies that viewed the bid	4

*MITN provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.*

**Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City.

**Active MITN non-paying members** are responsible to monitor and check the MITN website for opportunities to do business with the City.

**Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.

After reviewing the bid responses, *WCI Contractors of Detroit, MI* was low bidder meeting specifications for the base bid amount of \$886,900. WCI Contractors has successfully completed work for the City of Troy and most recently was awarded and currently working on phase 3 of the Troy Trail.

### Financial

Partial funds are available in Capital Fund – Park Development– Sylvan Glen Lake Park Improvements with an associated project number of 2022C0063 and a budgeted amount of \$250,000 for the 2022 fiscal year. Additional funding is requested in the amount of \$916,000 and will require a budget amendment. Since this project is schedule to be constructed in two fiscal years, any unused funds in fiscal year 2022 is proposed to roll over to fiscal year 2023.





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## CITY COUNCIL AGENDA ITEM

### **Recommendation**

City Management recommends awarding a contract to *OHM Advisors of Livonia, MI*, for the Construction Phase Services for a total estimated cost of \$127,000 but not to exceed budgetary limitations. City Management also recommends awarding a contract to low bidder meeting specifications, *WCI Contractors of Detroit, MI* at the unit prices contained in the bid tabulation opened March 3, 2022 for an estimated cost of \$886,900 and a contingency amount of 15% of the total project cost or \$152,000, for a total of \$1,166,000. City Management additionally recommends City Council approve a budget amendment for \$916,000 to the Capital Budget and allow City Administration to roll any unused funds in fiscal year 2022 to 2023.

March 4, 2022

Mr. Kurt Bovensiep  
City of Troy  
Public Works Director  
4693 Rochester Rd.  
Troy, MI 48085

RE: Proposal for Construction Phase Services  
Sylvan Glen Lake Park Improvements

Dear Mr. Bovensiep:

With the completion of design and bidding phases, this project will be under construction soon. We understand the City of Troy desires to have OHM Advisors assist with the oversight of the project during construction. This letter presents our proposed scope of services for contract administration, construction field services, and testing.

### SCOPE OF SERVICES

Our Scope of Services for this work will be completed as three tasks with a schedule starting in May 2022 and Final Completion of the project anticipated to be September of 2022.

#### Task 1: Contract Administration

Contract administration services will begin immediately following the award of a contract to a contractor. OHM will provide organized information to outline the progress of the project from contractor initiation to completion of final punch list items.

- ▶ Organize and schedule Pre-Construction meeting on-site with contractor, sub-contractor(s) and Owner's representative(s) and other project stakeholders to coordinate project delivery, schedules, meetings and dates of importance.
- ▶ Provide review of Shop Drawings, Product Data and Samples for the purpose of conformance with the intent of the Construction Documents.
- ▶ Review and monitor Contractor's construction schedule
- ▶ Provide responses to field questions and Request for Information (RFIs).
- ▶ Organize and schedule bi-weekly progress meetings with contractor, sub-contractor and owner's representative to review project, coordinate open issues and construction schedule. (estimated 12 progress meetings for project)
- ▶ Project engineer to coordinate field testing and staking schedules with contractor while on-site and schedule accordingly.
- ▶ Prepare Proposal Requests and Construction Change Directives and authorize minor changes that do not affect the Contract Sum and/or Contract Time.
- ▶ Prepare and process Change Orders for City review and approval
- ▶ Coordination of DTE Application for new service
- ▶ Review and Certify the contractor's Application for Payment, monthly.
- ▶ Prepare and perform a final punchlist walk through with the contractor and an owner representative(s).
- ▶ Coordinate with Contractor to determine the dates of Substantial Completion and Final Completion.
- ▶ Confirm the completion of the final punchlist.



- ▼ Prepare and submit record drawings to City

#### Task 2: Construction Observation Services

This task includes on site construction observation by an OHM Construction Technician performed during the construction phase of the project.

- ▼ OHM construction technician to provide full-time observation during excavation, grading, utility installation, paving, and part-time observation during restoration activities and building construction.
- ▼ OHM representative will communicate observed deficiencies with the contractor on-site
- ▼ Prepare daily construction observation reports documenting work completed each day on site noting field installed conditions and any variance to the design.
- ▼ Perform bi-weekly site visits to evaluate the contractor's progress and review progress of building construction and prepare field observation reports for documentation of conditions and follow up requirements. (Assume 12 total visits based on schedule)

#### Task 3: Field Testing

This task includes testing services performed during the construction phase of the project.

- ▼ OHM will utilize G2 Consulting for Construction material testing. OHM to coordinate timing and required tests for completion of work; OHM will review reports for specification compliance. G2 will perform their services, as needed and directed by OHM Advisors with the following expected inspections and associated lab testing required for estimated cost:
  - Proof roll/Agg: 3 half days
  - Site Concrete: 5 half days
  - Utilities: 2 half days
  - Foundation: 3 half days
  - Slab: 1 full day
  - Steel Evaluation: 1 half day
  - Masonry: 2 half days
  - Asphalt paving: 2 full days

#### Task 4: Staking

The construction staking work performed will be performed one-time for the site improvements, as requested by the Contractor. OHM Advisors anticipates that the effort will consist of construction staking for the concrete and asphalt pavement, curb and gutter, storm sewer, sidewalk, and light poles and other miscellaneous items.

- ▼ Service elements include:
  - Establish/Verify Horizontal & Vertical Control
  - Review Construction Plans and Create Staking Alignments
  - Provide Construction Staking as requested

#### COMPENSATION & SCHEDULE

OHM Advisors will perform the outlined services above based on hourly basis not to exceed, in accordance with our current contract with the City. The following are the estimated costs for the project:

TASK	FEE
Task 1: Contract Administration Services	\$35,000
Task 2: Construction Observation Services	\$65,000
Task 3: Testing	\$13,000



Task 4: Staking	\$14,000
<b>TOTAL</b>	<b>\$127,000</b>

#### ASSUMPTIONS, EXCLUSIONS & OWNER RESPONSIBILITIES

OHM Advisors is prepared to complete the work as outlined above per our understanding of the project, which includes the following assumptions, exclusions and identified Owner responsibilities.

- OHM Advisors point of contact for this project is Kurt Bovensiep.
- Estimated observation hours on-site is 480 hours based on a 24 week construction schedule.
- Existing and/or As-built Cross Sections
- Quantity Calculations
- Re-staking due to contractor errors and miscommunications.
- Construction observation, staking, and testing does not include work completed by City.

#### ACCEPTANCE

Work will be done in accordance with the terms and conditions of the Continuing Services Agreement between OHM and the City. If this proposal is acceptable to you, please provide signature below or e-mail confirming us to proceed on the project.

Thank you for giving us the opportunity to be of service. We look forward to working with you on this project. This proposal is valid for 60 days from the date of this letter.

Orchard, Hiltz, & McCliment, Inc.  
CONSULTANT

City of Troy  
OWNER

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

Christopher Ozog, AIA  
(Name)

\_\_\_\_\_  
(Name)

Project Manager  
(Title)

\_\_\_\_\_  
(Title)

March 4, 2022  
(Date)

\_\_\_\_\_  
(Date)

Cc: Rhett Gronevelt, Principal, OHM Advisors

CITY OF TROY  
BID TABULATION  
SYLVAN GLEN LAKE PARK IMPROVEMENTS

Vendor Name:	WCI Contractors	Warren Contractors	Premier Group	Brix Corporation
City:	Detroit	Shelby Twp	Detroit	Troy
Check #:	2015526172	1608912663	2015542602	2287155
Check Amount:	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
<b>PROPOSAL: TO FURNISH ALL LABOR, EQUIPMENT MATERIALS, AND SUPPLIES TO COMPLETE SPECIFIED PARK IMPROVEMENTS TO THE SYLVAN GLEN LAKE PARK.</b>				
<b>BASE BID: Provide all labor, materials, tools, equipment and supervision required for the furnishing and installing of all work herein described and/or shown on the drawings and as per all bid specifications.</b>				
<b>BASE BID PRICE:</b>	<b>886,900.00</b>	<b>\$992,000.00</b>	<b>\$962,000.00</b>	<b>\$1,100,092.00</b>
<b>UNITS: The amounts below will be added to the Contract Sum on performance and measurement of the individual items of Work for quantities above those identified on the drawings which are included in the base bid price.</b>				
	<b>Dollars (\$) per Unit</b>	<b>Dollars (\$) per Unit</b>	<b>Dollars (\$) per Unit</b>	<b>Dollars (\$) per Unit</b>
<b>Unit Price No. 01: Seeding</b>	<b>8.25</b>	<b>\$7.00</b>	<b>\$0.25</b>	<b>\$8.27</b>
Prime Bidder attended Mandatory Pre-bid meeting: Y or N	Y	Y	Y	Y
Document 00 43 21 ALLOWANCE FORM Attached: Y or N	Y	Y	Y	Y
<b>Contact Information:</b> Hours of Operation:	8:00AM - 4:30PM	7:00AM - 5:00PM	7:00AM - 6:00PM	8:00AM - 5:00PM
24 Hr. Phone No.:	313-368-2100	586-323-3350	313-671-6787	313-965-0000
Proposed Payment Schedule:	Monthly	Monthly	30, 45, 60, 90, 120, 150 days	30 days
References provided: Y or N	Y	Y	Y	Y
Insurance can be provided: Y or N	Y	Y	Y	Y
Payment Terms:	Net 30	Net 30	Net 30	Net 30
Warranty:	2 years	Per specifications	No response	One Year
Completion:	October 28, 2022	Per specifications	October 28, 2022	No Response
Exceptions: Y or N	N	Y	Y	Y
Acknowledgement: Y or N	Y	Y	Y	Y
Addendums 1 & 2: Y or N	Y	Y	Y	Y
Forms: Y or N	Y	Y	Y	Y

**Low Bidder Meeting Specifications**

(\*Bid Opening conducted via Zoom)

Emily Frontera  
Jackie Ahlstrom  
Andrew R. Chambliss  
Kurt Bovensiepe  
Dennis Trantham

Emily Frontera  
Purchasing Manager



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

I-07

## CITY COUNCIL AGENDA ITEM

Date: March 17, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager

Subject: 2022 City Council Meeting Schedule  
(Introduced by: Mark F. Miller, City Manager)

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### **History**

The City Council approved its calendar year 2022 Regular Meeting schedule on November 22, 2021. The schedule also included Special Meetings on Monday, April 4 and Wednesday, April 6 for presentation of the proposed fiscal year 2021-2022 budget in accordance with City Charter Section 8.2. City Council scheduled additional Special Meetings as follows:

Monday, February 28, 2022	City Council Rules of Procedure
Saturday, March 12, 2022	Neighborhood Node "Walk & Talk"
Wednesday, March 23, 2022	Personnel Evaluations
Saturday, November 19, 2022	2022 City of Troy Advance

### **Recommendation**

City staff recommends scheduling a Special Meeting prior to the April 25, 2022 Regular Meeting to discuss the Troy Downtown Development Authority's (TDDA) progress with its re-landscaping efforts. A Request for Qualifications from landscape design firms was issued in August 2021. The TDDA approved a contract with OHM during its January 19, 2022 meeting and has been working with City staff to engage stakeholders inside and outside the district. City Staff is prepared to share the results of the engagement effort and receive input from City Council. This meeting will be held on Monday, April 25, 2022 at 6:00 PM in the Council Board Room or as otherwise provided by the City Council Rules of Procedure.

**A. CALL TO ORDER:**

A Special Meeting of the Troy City Council was held on March 12, 2022, at City Hall, 500 W. Big Beaver Rd. Mayor Baker called the meeting to order at 8:15 AM.

**B. ROLL CALL:**

- a) Mayor Ethan Baker
- Edna Abraham
- Theresa Brooks
- Rebecca A. Chamberlain-Creanga
- Ann Erickson Gault
- David Hamilton
- Ellen Hodorek

**C. PUBLIC COMMENT:****D. BUSINESS STATED IN THE SPECIAL MEETING NOTICE:****D-1 Neighborhood Node Walk & Talk**

---

Welcome, Introductions and Refreshments: 8:00-8:30 a.m.

Neighborhood Node Tours: 8:30-10:00 a.m. (approximate times)

- a) Crooks and Wattles Tour
- b) Livernois and Square Lake
- c) Long Lake and Livernois

Discussion: 10:00-11:30 a.m. (approximate times) at the Troy Community Center, Room 305

- a) What were your major takeaways or observations?
- b) Planning Commission Walk and Talk Review
- c) Master Plan Considerations

**E. OTHER BUSINESS:****F. ADJOURNMENT:**

The Meeting **ADJOURNED** at 11:35 AM.

---

Mayor Ethan Baker

---

M. Aileen Dickson, MMC, MiPMC II  
City Clerk



**2022 SCHEDULED SPECIAL CITY COUNCIL MEETINGS:**

March 23, 2022 ..... Personnel Evaluations  
April 4, 2022 ..... Special Budget Study Meeting  
April 6, 2022 ..... Special Budget Study Meeting

**2022 SCHEDULED REGULAR CITY COUNCIL MEETINGS:**

March 14, 2022 ..... Regular Meeting  
March 21, 2022 ..... Regular Meeting  
April 11, 2022 ..... Regular Meeting  
April 25, 2022 ..... Regular Meeting  
May 9, 2022 ..... Regular Meeting  
May 23, 2022 ..... Regular Meeting  
June 13, 2022 ..... Regular Meeting  
June 27, 2022 ..... Regular Meeting  
July 11, 2022 ..... Regular Meeting  
July 25, 2022 ..... Regular Meeting  
August 15, 2022 ..... Regular Meeting  
August 22, 2022 ..... Regular Meeting  
September 12, 2022 ..... Regular Meeting  
September 19, 2022 ..... Regular Meeting  
October 3, 2022 ..... Regular Meeting  
October 24, 2022 ..... Regular Meeting  
November 14, 2022 ..... Regular Meeting  
November 21, 2022 ..... Regular Meeting  
December 5, 2022 ..... Regular Meeting  
December 12, 2022 ..... Regular Meeting

Rabbi Alicia Harris from Congregation Shir Tikvah performed the Invocation. Cub Scout Pack 1705, Webelo/Arrow of Light Den from Hill Elementary School led the Pledge of Allegiance to the Flag.

## **A. CALL TO ORDER:**

A Regular Meeting of the Troy City Council was held on March 14, 2022, at City Hall, 500 W. Big Beaver Rd. Mayor Baker called the meeting to order at 7:33 PM.

## **B. ROLL CALL:**

- a) Mayor Ethan Baker  
Edna Abraham  
Theresa Brooks  
Rebecca A. Chamberlain-Creanga  
Ann Erickson Gault  
David Hamilton  
Ellen Hodorek

## **C. CERTIFICATES OF RECOGNITION AND SPECIAL PRESENTATIONS:**

- C-1** Troy Youth Assistance Annual Report (*Presented by: Kristin Meldrum and Shari Pawlus, Troy Youth Assistance Chairs, and Karl Schmidt, Troy Youth Assistance Advisor*)

## **D. CARRYOVER ITEMS:**

- D-1** No Carryover Items

## **E. PUBLIC HEARINGS:**

- E-1** Conditional Rezoning (CR JPLN2021-001) – Proposed Pine View Condominiums, West Side of Dequindre, North of Long Lake (Sidwell #88-20-12-476-070, Section 12, From NN (Neighborhood “J”) and EP (Environmental Protection) to NN (Neighborhood Node “J”)

The Mayor opened the Public Hearing for public comment.

The Mayor closed the Public Hearing after receiving comment from Pamela Prewitt.

### **a) RESOLUTION TO APPROVE**

Resolution #2022-03-038  
Moved by Erickson Gault  
Seconded by Abraham

WHEREAS, The City is in receipt of a proposed rezoning request from NN (Neighborhood Node “J”) and EP (Environmental Protection) to NN (Neighborhood Node “J”); and,

WHEREAS, The subject property to be rezoned, located on the west side of Dequindre, north of Long Lake, parcel 88-20-12-476-070, being approximately 2.389 acres in size; and,

WHEREAS, The applicant voluntarily offered a number of conditions, as per Section 16.04 of the City of Troy Zoning Ordinance; and,

WHEREAS, One of the conditions voluntarily submitted by the applicant was a site plan for a 25-unit condominium development; and,

WHEREAS, The conditional rezoning was considered by the Planning Commission following a public hearing; and,

WHEREAS, The Planning Commission vote on the motion recommending approval was 7-2; and,

WHEREAS, The proposed rezoning is supported by the Master Plan and advances the general and specific development policies of the Master Plan; and,

WHEREAS, The proposed rezoning meets the Standards for Rezoning Approval listed in Section 16.03.C of the City of Troy Zoning Ordinance; and,

WHEREAS, The proposed site design mitigates potential impacts on adjacent properties.

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **APPROVES** the NN and EP Districts to be conditionally rezoned to NN District Conditional Rezoning Agreement and related attachments;

BE IT FURTHER RESOLVED, That Troy City Council **AUTHORIZES** the Mayor and Clerk to sign the Conditional Rezoning Agreement on behalf of the City of Troy.

BE IT FINALLY RESOLVED, That the City of Troy Zoning District Map is hereby **AMENDED**.

Yes: Baker, Abraham, Brooks, Erickson Gault, Hamilton, Hodorek  
No: Chamberlain-Creanga

#### **MOTION CARRIED**

The Meeting RECESSED at 9:03 PM.

The Meeting RECONVENED at 9:10 PM.

#### **F. PUBLIC COMMENT FOR ITEMS ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

#### **G. CITY COUNCIL/CITY ADMINISTRATION RESPONSE/REPLY TO PUBLIC COMMENT FOR ITEMS ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:**

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**H. POSTPONED ITEMS:**

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**H-1** No Postponed Items

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**I. REGULAR BUSINESS:**

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**I-1** Board and Committee Appointments: a) Mayoral Appointments – None; b) City Council Appointments – Nonea) Mayoral Appointments: Noneb) City Council Appointments: None

---

**I-2** Board and Committee Nominations: a) Mayoral Nominations – None; b) City Council Nominations – Nonea) Mayoral Nominations: Noneb) City Council Nominations: None

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**I-3** No Closed Session Requested

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**J. CONSENT AGENDA:**

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**J-1a** Approval of “J” Items NOT Removed for Discussion

Resolution #2022-03-039-J-1a

Moved by Abraham

Seconded by Brooks

RESOLVED, That Troy City Council hereby **APPROVES** all items on the Consent Agenda as s printed.

Yes: All-7

No: None

**MOTION CARRIED**

---

**J-1b** Address of “J” Items Removed for Discussion by City Council

---

**J-2** Approval of City Council Minutes

Resolution #2022-03-039-J-2

RESOLVED, That Troy City Council hereby **APPROVES** the following Minutes as submitted:

- a) Special City Council Minutes-Draft – February 28, 2022
- b) City Council Minutes-Draft – February 28, 2022

---

**J-3 Proposed City of Troy Proclamations: None Submitted**

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**J-4 Standard Purchasing Resolutions:**

- a) **Standard Purchasing Resolution 4: OMNIA Purchasing Cooperative – City Hall East Elevator Upgrade**

Resolution #2022-03-039-J-4a

RESOLVED, That in the best interest of the City, Troy City Council hereby **WAIVES** the bid process and **AWARDS** a contract to *Kone Inc. of Livonia, MI*, for the City Hall East Elevator Upgrade through the OMNIA Cooperative Contract #EV2516 for an estimated cost of \$29,715 not to exceed budgetary limitations.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon the contractor's submission of properly executed documents, insurance certificates and all other specified requirements.

- b) **Standard Purchasing Resolution 8: Best Value Award – Upgraded Landscape Maintenance**

Resolution #2022-03-039-J-4b

RESOLVED, That Troy City Council hereby **AWARDS** a three (3) year contract with two 1-year renewal options for Upgraded Landscape Maintenance to *DJ's Landscape Maintenance of Romulus, MI*, as per unit pricing; for an estimated total cost of \$192,000 in 2022, \$197,125 in 2023, and \$202,225 in 2024; at prices contained in the bid tabulation opened March 3, 2022, a copy of which shall be **ATTACHED** to the original Minutes of this meeting, the cost of which shall not exceed annual budgetary limitations; with the contract expiring December 31, 2026.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon contractor's submission of properly executed contract documents, including insurance certificates and all other specified requirements.

- c) **Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – Mowing Landscape Services**

Resolution #2022-03-039-J-4c

RESOLVED, That Troy City Council hereby **AWARDS** a three-year contract with a two-year renewal option for Mowing Landscape Service to the low bidder, *Green Meadows Lawnscape, Inc. of Rochester Hills, MI*, for proposals A, B and C, as per unit bid prices; for an estimated total cost of \$469,487.94 for 2022, \$469,487.94 for 2023, and \$469,487.94 for 2024; at prices contained in the bid tabulation opened March 3, 2022, a copy of which shall be **ATTACHED** to

the original Minutes of this meeting, the cost of which shall not exceed annual budgetary limitations; with the contract expiring December 31, 2026.

BE IT FURTHER RESOLVED, That the award is **CONTINGENT** upon contractor's submission of properly executed contract documents, including insurance certificates and all other specified requirements.

---

**J-5 Michigan Department of Natural Resources Canada Goose Roundup and Nest Destruction Programs**

Resolution #2022-03-039-J-5

WHEREAS, Troy City Council has received complaints of overpopulation of Canada geese inhabiting various locations within the City of Troy; and,

WHEREAS, Troy City Council has determined that the DNR Canada Goose Nest Destruction Program and/or Roundup/Removal Program are effective program(s) for the control of site-specific problems for our residents; and,

WHEREAS, The residents clearly understand that any birds removed and relocated during this program may be killed; and,

WHEREAS, The residents, lake associations, businesses, subdivisions, condominium associations, etc., must apply for a DNR Permit for these program(s), on an annual basis, and must ensure that all lakefront residents, tenants, and employees of this site, have been informed that this program is taking place at their lake/site, and understand if their site is located within more than one government unit, they are responsible to receive resolutions from each township/city/village, and are responsible for adhering to the requirements under their permit;

THEREFORE, BE IT RESOLVED, That Troy City Council hereby **FORMALLY REQUESTS** the assistance of the Michigan DNR on behalf of the requests made in the City of Troy by any/all subdivision, condominium associations, apartments, businesses, lake associations, etc. as long as they abide by the DNR permit requirements, in the implementation of the Canada Goose Nest Destruction Program and/or Roundup/Removal Program, for a 5-year period from 2022 through 2027 and additionally, to advise the DNR that there shall be no cost to the City of Troy for these programs.

---

**J-6 Renewal of Membership in the Traffic Improvement Association (TIA)**

Resolution #2022-03-039-J-6

RESOLVED, That Troy City Council hereby **AUTHORIZES** payment to renew the City of Troy's membership in the Traffic Improvement Association for the year 2023, in the amount of \$29,767.50. Funds are available in the 2022-2023 Police Department Operating Funds, Membership and Dues.

**K. MEMORANDUMS AND FUTURE COUNCIL AGENDA ITEMS:**

---

**K-1 Announcement of Public Hearings:**

- a) March 21, 2022 – Reprogram Community Development Block Grant (CDBG) PY 2021 Funds
- 

- K-2 Memorandums (Items submitted to City Council that may require consideration at some future point in time): None Submitted**
- 

**L. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:****M. CITY COUNCIL/CITY ADMINISTRATION RESPONSE/REPLY TO PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA FROM TROY RESIDENTS AND BUSINESSES:****N. COUNCIL REFERRALS:**

Items Advanced to the City Manager by the Mayor and City Council Members for Placement on the Agenda

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- N-1 No Council Referrals**
- 

**O. REPORTS:**

---

**O-1 Minutes – Boards and Committees:**

- a) Retiree Healthcare Benefits Plan and Trust Board-Final – November 10, 2021  
b) Volunteer Firefighters' Incentive Plan and Trust Board-Final – November 10, 2021  
c) Volunteer Firefighters' Incentive Plan and Trust Board and Employees' Retirement System Board of Trustees Joint Meeting Minutes-Final – November 10, 2021  
d) Employees' Retirement System Board of Trustees-Final – December 8, 2021  
e) Volunteer Firefighters' Incentive Plan and Trust Board and Employees' Retirement System Board of Trustees Joint Meeting Minutes-Final – December 8, 2021
- 

- O-2 Department Reports: None Submitted**
- 

**O-3 Letters of Appreciation:**

- a) To Recreation Staff from Keith Hill Regarding Excellent Customer Service
- 

- O-4 Proposed Proclamations/Resolutions from Other Organizations: None Submitted**
- 

**P. COUNCIL COMMENTS:**

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- P-1 No Council Comments**
-

Council Member Chamberlain-Creanga commented on a conversation she had with Senator Peters regarding the conflict in Ukraine and resources available to Ukrainian family members. Any interested persons can call Senator Peters at 313-226-6020 for more information.

Council Member Chamberlain-Creanga commented that Ms. Vera Petrusha from St. Mary's Parish is collecting donation items for the people in Ukraine.

Council Member Hamilton commented on the Special City Council Meeting held on Saturday, March 12, 2022 and their tour of a few Neighborhood Nodes in Troy, discussion on the update to the Master Plan, and development opportunities in those Zoning Districts.

**Q. PUBLIC COMMENT FOR ITEMS ON OR NOT ON THE AGENDA FROM MEMBERS OF THE PUBLIC OUTSIDE OF TROY (NOT RESIDENTS OF TROY AND NOT FROM TROY BUSINESSES):**

**R. CLOSED SESSION**

---

**R-1 No Closed Session**

**S. ADJOURNMENT:**

The Meeting **ADJOURNED** at 9:17 PM.

---

Mayor Ethan Baker

---

Cheryl A. Stewart, CMC, MiPMC II  
Deputy City Clerk



**2022 SCHEDULED SPECIAL CITY COUNCIL MEETINGS:**

March 23, 2022 ..... Personnel Evaluations  
April 4, 2022 ..... Special Budget Study Meeting  
April 6, 2022 ..... Special Budget Study Meeting

**2022 SCHEDULED REGULAR CITY COUNCIL MEETINGS:**

March 21, 2022 ..... Regular Meeting  
April 11, 2022 ..... Regular Meeting  
April 25, 2022 ..... Regular Meeting  
May 9, 2022 ..... Regular Meeting  
May 23, 2022 ..... Regular Meeting  
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June 27, 2022 ..... Regular Meeting  
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September 12, 2022 ..... Regular Meeting  
September 19, 2022 ..... Regular Meeting  
October 3, 2022 ..... Regular Meeting  
October 24, 2022 ..... Regular Meeting  
November 14, 2022 ..... Regular Meeting  
November 21, 2022 ..... Regular Meeting  
December 5, 2022 ..... Regular Meeting  
December 12, 2022 ..... Regular Meeting



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

J-04a

## CITY COUNCIL AGENDA ITEM

Date: March 16, 2022

To: Mark F. Miller, City Manager

From: Robert Bruner, Assistant City Manager  
Robert C. Maleszyk, Chief Financial Officer  
Kurt Bovensiep, Public Works Director  
William J. Huotari, City Engineer

Subject: Standard Purchasing Resolution #1: Award to Low Bidder  
Contract 21-06 – Square Lake and Coolidge Pavement Rehabilitation

### **History**

The following major roads are proposed to receive an asphalt pavement overlay: Square Lake Road from Adams to Crooks and Coolidge Road from Square Lake to South Blvd. This project includes milling (grinding off) select areas of the existing pavement and then placing a new asphalt pavement surface. Also included is complete removal and replacement of failed pavement areas and miscellaneous manhole repairs. Work is anticipated to start in April 2022 and all work including restoration is to be completed by November 1<sup>st</sup>, 2022.

### **Purchasing**

Bids were received and publicly read on March 9, 2022. The low bid of \$1,961,000.00 was submitted by Cadillac Asphalt LLC, 51777 Twelve Mile Road, Wixom, MI 48393 as shown on the attached tabulation summary.

Work was competitively bid and publicly opened with five (5) bidders responding. One (1) bidder withdrew his bid. The award is contingent upon submission of proper contract and bid documents, including bonds, insurance certificates and all specified requirements.

### **Financial**

Funds for this work are included in the 2022 Major Roads Fund (Project # 2022C0035 / Account # 401.447.479.7989.151125) (Project # 2022C0036 / Account # 401.447.479.7989.151135) (Project # 2022C0037 / Account # 401.447.479.7989.201015). The budgeted amount includes funds for construction, inspection, testing and contingencies.

### **Recommendation**

It is recommended that City Council award the Square Lake and Coolidge Pavement Rehabilitation contract to Cadillac Asphalt LLC, 51777 Twelve Mile Road, Wixom, MI 48393, for their low bid of \$1,961,000.00

In addition, we are requesting authorization to approve additional work, if needed, not to exceed 25% of the original project cost due to unknown quantities of repair work that may be needed after milling the asphalt surface.

A copy of the bid tabulation shall be attached to the original Minutes of this meeting.

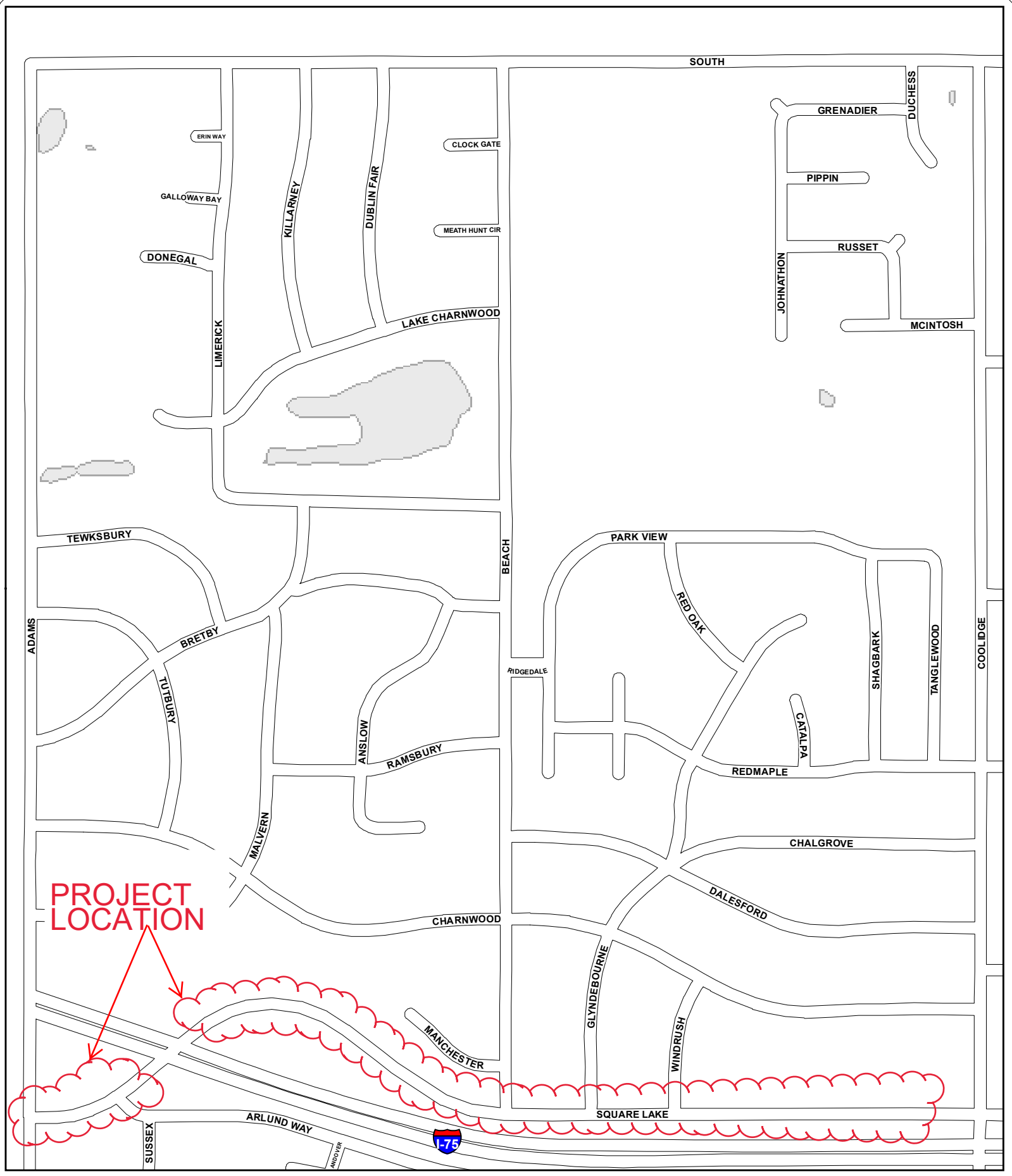
BID TABULATION  
CONTRACT 21-06  
SQUARE LAKE AND COOLIDGE  
PAVEMENT REHABILITATION  
City of Troy  
Oakland County, Michigan

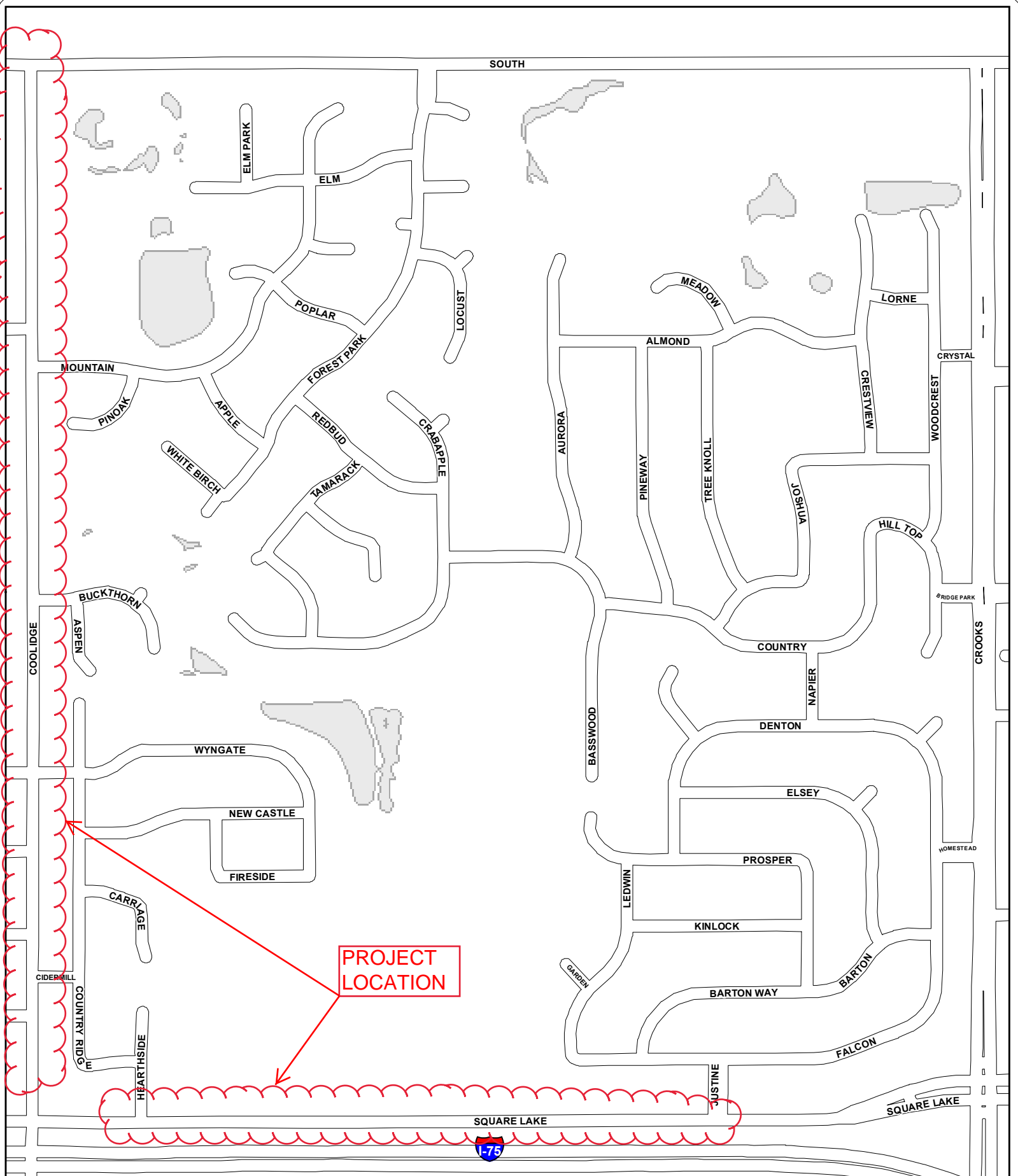
Bids Due: March 9, 2022  
Project Nos. 15.112.5  
15.113.5  
20.101.5

**Total Bid Amount**

1	Cadillac Asphalt, LLC	\$	1,961,000.00
2	Pro-Line Asphalt Paving Corp.	\$	2,064,774.50
3	AJAX Paving Industries, Inc.	\$	2,249,716.95
4	Asphalt Specialists, Inc.	\$	2,330,210.00
X	Hutch Paving, Inc.	\$	1,654,620.50 *

\* BID WITHDRAWN







500 West Big Beaver  
Troy, MI 48084  
troymi.gov

J-04b

## CITY COUNCIL AGENDA ITEM

Date: March 9, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Robert C. Maleszyk, Chief Financial Officer  
William J. Huotari, City Engineer

Subject: Standard Purchasing Resolution #1: Award to Low Bidder  
Contract 22-01 – NW Section 18 Pavement Rehabilitation

---

### **History**

The following streets are proposed to receive an asphalt overlay: Timberwyck Trail, Red Fox Trail, Black Pine Trail, Bronson Drive, Tarragona Way, and Orchard Trail. This project includes milling (grinding off) select areas of the existing pavement and then placing a new asphalt pavement surface. Also included is complete removal and replacement of failed pavement areas and manhole repairs. Work is anticipated to start in April 2022 and all pavement construction is to be substantially completed by June 2022. All construction, including restoration, is to be completed by October 2022.

### **Purchasing**

Bids were received and publicly read on March 9, 2022. The low bid of \$918,640.00 was submitted by Hutch Paving, Inc., 3000 E 10 Mile Road, Warren, MI 48091 as shown on the attached tabulation summary.

Work was competitively bid and publicly opened with five (5) bidders responding. The award is contingent upon submission of proper contract and bid documents, including bonds, insurance certificates and all specified requirements.

### **Financial**

Funding for this work is available in the 2021-22 Capital Projects Fund, Project # 2022C0047. (Account # 401.447.499.7989.400).

### **Recommendation**

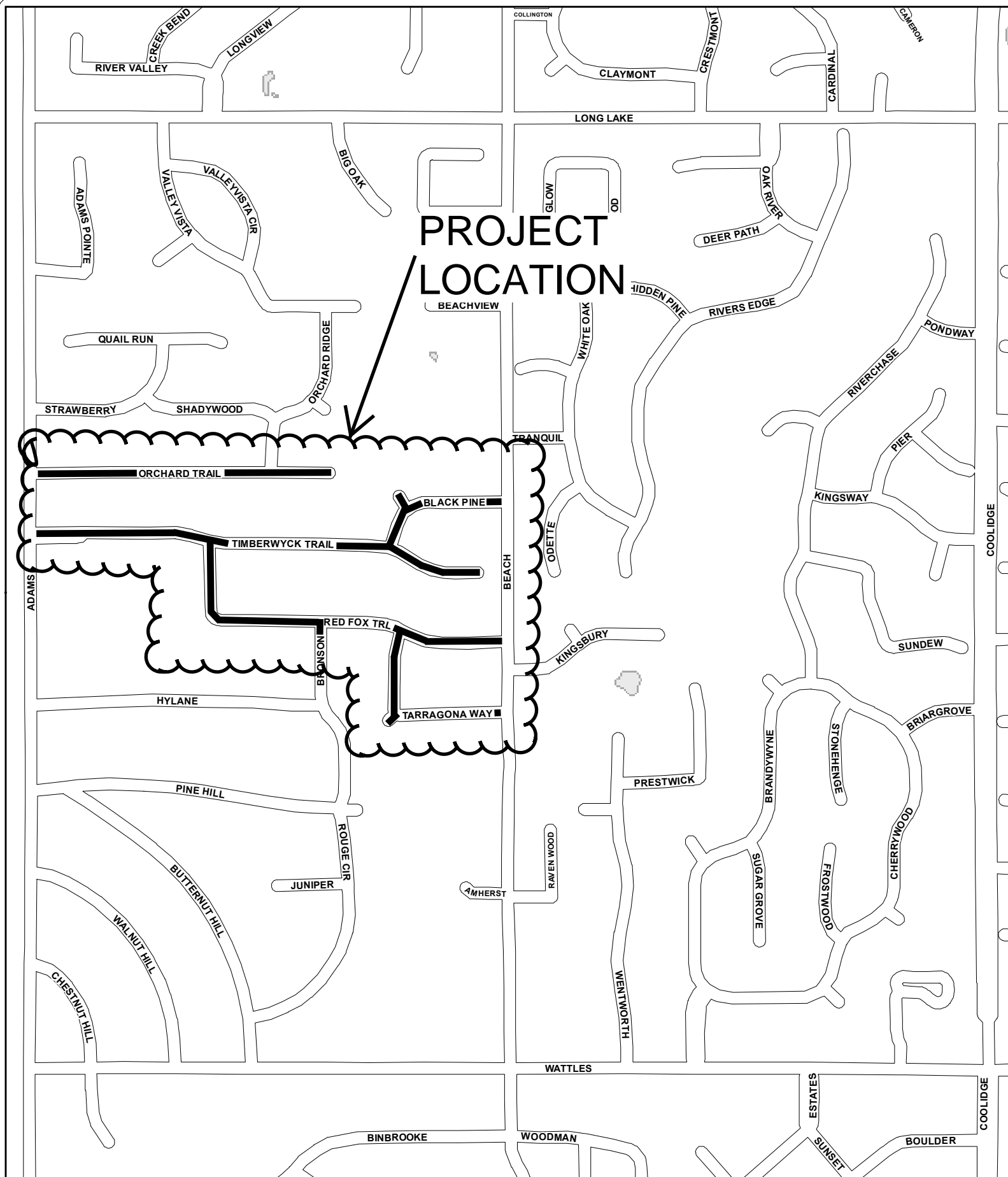
It is recommended that City Council award the NW Section 18 Pavement Rehabilitation Contract to Hutch Paving, Inc., 3000 E 10 Mile Road, Warren, MI 48091, for their low bid of \$918,640.00.

In addition, we are requesting authorization to approve additional work, if needed, not to exceed 25% of the original project cost due to unknown quantities of repair work that may be needed after milling the asphalt surface. A copy of the bid tabulation shall be attached to the original Minutes of this meeting.

BID TABULATION  
CONTRACT 22-01  
NW SECTION 18 PAVEMENT REHABILITATION  
City of Troy  
Oakland County, Michigan

Bids Due: March 9, 2022  
Project No. 2022C0047

<b>Contractor</b>	<b>Total Bid Amount</b>
1 Hutch Paving, Inc.	\$ 918,640.00
2 AJAX Paving Industries, Inc.	\$ 970,287.00
3 Pro-Line Asphalt Paving Corp.	\$ 987,240.00
<hr/>	
4 Cadillac Asphalt, LLC	\$ 1,213,527.50
5 Asphalt Specialists, Inc.	\$ 1,123,040.00







# CITY COUNCIL AGENDA ITEM

Date: March 8, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Rob Maleszyk, Chief Financial Officer  
Lisa Burnham, Controller  
Emily Frontera, Purchasing Manager  
Alex Bellak, Information Technology Director  
William J. Huotari, City Engineer

Subject: Standard Purchasing Resolution 4: OMNIA Partners Purchasing Cooperative – KIP 660 Series Large Format Reprographic System – Engineering Department

## History

The current large format reprographic system (printer/scanner) used by the Engineering Department has reached the end of its service life and is functionally obsolete. We had intended to replace it in 2020 to follow our 10-year cycle as our past two systems were purchased in 2000 and its subsequent replacement in 2010. COVID and the resulting work from home situation, over the previous two plus years, has deferred the purchase to 2022. Our current system, which is nearly 12 years old, is out of commission due to a motherboard failure and replacement parts are no longer available.

The recommended reprographic system provides us with the ability to print full-size 24" x 36" or half size 12" x 18" plan sheets in black and white as well as color. In addition, the system allows for scanning full size plan sheets in black and white or color so public and private development plan sheets can be scanned and archived in a digital format.

The Engineering Department is responsible for the plan preparation of Capital improvement projects and the archiving of construction related documentation for both public and private development projects. Scanned documents are archived for future reference and in most cases are linked to the city GIS to provide staff with a faster and more efficient way to research infrastructure related requests. Electronic copies are easily sent via a PDF attachment in email or printed depending on the need from consultants, developers, internal city staff or other interested parties. FOIA requests for information are also processed more efficiently versus the old way of paper documents in file drawers.

## Purchasing

- Pricing for the purchase and installation of a KIP 660 series large format reprographic printer/scanner and service agreement has been secured from *Toshiba Business Solutions of Troy, MI* based on the OMNIA Partners Cooperative Contract #R191103 as outlined on the attached quote.



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

- City Council authorized participation in the Cooperative Purchasing Program on November 8, , 2021 (Resolution #2021-11-160).

### **Financial**

Funds are budgeted and available for this purchase in the Engineering Department Capital Fund under Project # 2022C0028 for fiscal year 2022. Expenditures will be charged to account number 401.442.442.7978.010. The ongoing service agreement is budgeted within the Engineering Department Operating budget on an annual basis Account # 101.442.442.7802.180.

### **Recommendation**

City Management requests authorization to purchase one (1) new KIP 660 series large format reprographic system and ongoing maintenance, from *Toshiba Business Solutions, Troy, MI* as outlined on the attached quote through the OMNIA Partners Cooperative Contract #R191103 for an estimated cost of \$21,776.00.

# INVESTMENT SCHEDULE



PREPARED FOR

**City of Troy**

February 28, 2022

PREPARED BY

Karen Hammond

[karen.hammond@tbs.toshiba.com](mailto:karen.hammond@tbs.toshiba.com)

**TOSHIBA**



# INVESTMENT SCHEDULE

## City of Troy

### New Toshiba Digital Solution

- Toshiba Response Time: Toshiba averages 1-2 hour remote help desk call & a 4 hour on-site average response time.
- Toshiba Consolidated Invoicing helps to mitigate extra invoices and have all of your equipment, maintenance & supplies needs on one simple invoice.
- Toshiba to help return existing machine to the leasing company at no cost to you!
- Color cost per copy is .029
- Black and white cost per copy is .019
- Base unit service pricing in \$95.00 a month
- Purchase Price -\$21,775.00
- Base Service cost is indefinate
- Omnia Contract Number for Toshiba is R191103

<b>Initial Investment</b>	<b>\$21,775.32</b>
<b>Monthly Investment</b>	<b>\$0.00</b>

Monthly investment includes parts, labor, travel, and supplies; everything except for paper, staples, and applicable taxes.



# MULTIFUNCTION COLOR SYSTEM FOR TECHNICAL PRINTING PROFESSIONALS

The brilliantly compact KIP 660 multifunction system is the single solution for all your wide format imaging and can save up to 50% over current print costs. KIP 600 Series systems produce excellent toner image quality with pinpoint accuracy and game changing productivity. KIP 600 Series systems feature KIP's exclusive Contact Control Technology. The KIP 600 Series with CCT Technology delivers reliability that surpasses expectations in a sleek compact design that requires 25% less space. The 12.1" true smart tablet function touchscreen offers Workflow Automation that simplifies everyday multi-step printing processes into a single touch, saving valuable time. Auto De-skew ensures perfectly aligned scans and copies every time.



## FEATURES AT A GLANCE

- 6 D size prints per minute
- 360 prints per hour
- 2 integrated media rolls
- KIP System K Software Suite
- 600 x 2400 dpi resolution
- Integrated touchscreen
- PC & web-based submission tools
- Advanced user management
- Low operational costs
- Minimal operator training
- Energy saving technologies

## POPULAR OPTIONS

PDF Format Printing Keycode
KIP Accounting and Cost Center

**TOSHIBA**

# EMPOWERING THE ART OF BUSINESS®



**At Toshiba, we are focused on helping businesses better control their productivity and profitability by delivering innovative imaging products and content solutions.**

## **TOSHIBA AMERICA BUSINESS SOLUTIONS, INC. (TABS)**

is an independent operating company of Toshiba Corporation, one of the largest integrated electronics and electrical equipment companies in the world with more than 140,000 employees globally and annual sales surpassing \$37 billion. TABS is a leading managed print and content solutions provider with experts that help organizations print smarter, improve workflow and communicate better.

Our current and future commitment is to continue to improve and enhance the functionality and capabilities of our digital imaging products and content solutions. Toshiba invests more than 6% of its annual revenue to Research & Development, and deploys a network of R&D centers around the world. In an average year, Toshiba Corporation is awarded more than 5,000 patents, many of which find their way either directly or indirectly into our multifunction office solutions products.

## **OUR MISSION**

As a technology company, we go way beyond printing. We are a creative and nimble organization that empowers our people to do whatever it takes to help our clients succeed.

## **OUR VISION**

Empowering new and better ways to deliver ideas and information.







# OUR QUALITY COMMITMENT

The Toshiba Quality Commitment is our guarantee that you're getting the utmost in advanced technology, dependability, service and support. Toshiba stands squarely behind our promise with the assurance of complete satisfaction. Everything we do contributes to that goal—from setting the industry standard for research and development, to providing instant access to Toshiba support personnel. Look around. Nothing compares to Toshiba...quality guaranteed.

**NO FINE PRINT. NO STRINGS ATTACHED.  
HERE'S HOW THE GUARANTEE WORKS.**

## **FREE REPLACEMENT**

If your Toshiba manufactured copier, facsimile, printer, thermal barcode printer or its accessories do not operate within Toshiba's product specifications during the term of this program, and if the equipment cannot be repaired to perform within product specifications, Toshiba will replace the copier, facsimile, printer, thermal barcode printer or accessory at no charge with a model of equal or better features and specifications.

## **FREE LOANER**

If your Toshiba manufactured copier, facsimile, printer or thermal barcode printer is out-of-service more than two (2) consecutive business days after notifying your Authorized Toshiba Servicing Dealer or requires off-site service, a loaner copier, facsimile, printer or thermal barcode printer will be provided by the Authorized Toshiba Servicing Dealer at no additional charge.

## **TERM OF PROGRAM**

The term of this program is: a) for purchased equipment, three years from equipment installation date or maximum number of copies as stated in the product specifications, whichever occurs first; or b) for leased or rental equipment, three years or the length of the original lease starting from the equipment installation date, whichever is longer.



## THE PATH TO A SMALLER CARBON FOOTPRINT.

We've put together an entire program to help both our business and yours reduce, reuse and recycle. It's simple, of course. That way, everyone is more likely to participate. So, let us help you become the most sustainable you can.



### ENCOMPASS ECOSMART EVALUATION

We'll come out and evaluate your current power usage, entire printer fleet, document management procedures and recycling efforts. Then we'll show you how you can reduce your carbon footprint.



### GREENER MANUFACTURING

Toshiba employs strict Green Procurement Guidelines. The guidelines are geared toward creating "Environmentally conscious products". The entire process decreases the negative environmental impacts at each stage of the products life; selection of raw materials, manufacturing process, circulation, consumption, and end of life/recycling.



### GREENER PRODUCTS

Most e-STUDIO models Typical Electrical Consumption, or TEC value is exceptionally low, equating to an environmentally friendly product with a low operating cost. Printing is duplex by default and includes an omit blank page function, while our Super-Sleep Mode uses only 1 watt of power. In addition, the e-STUDIO4508LP uses erasable toner so you can reuse the paper again and again.



### GREENER PRINTING

Save money on printing costs while saving the environment. Eco-friendly print solutions and an energy management application allow you to manage printing across your entire fleet, improve print efficiency and optimize energy consumption.



### ENVIRONMENTAL PROGRAMS

Toshiba offers its customers the Toshiba EcoSmart Recycling program. That means you can recycle used Toshiba cartridges and zero waste goes into landfills. Better yet, it goes into making waterproof, insect-proof eLumber. We provide the collection boxes, you discard the waste, and schedule a pickup. And we have partnered with PrintReleaf, where clients can offset the effects of their printing by having trees replanted in a reforestation project of their choice.

Toshiba's EcoSmart Toner Recycling Program is part of our commitment to the environment and to our clients.





# TOSHIBA

## TOSHIBA SERVICE



**Toshiba is recognized as a service leader, as evidenced by numerous industry awards and an outstanding performance record.**

When a Toshiba system needs service clients can rest assured our number one priority is to minimize any inconvenience and downtime. Respond, Respect, Resolve is our team mantra from our client service centers located across the country to our factory-trained certified technicians. We have proven the effectiveness of our service model on thousands of contracts where we provide equipment services and fleet optimization. Toshiba has various levels of service to meet client needs, and with Toshiba's eBridge Cloud Connect tool we can often detect and remotely fix an issue before clients even notice, reducing their burden and increasing uptime.

### **Toshiba service includes:**

- **Client Service Call centers with Toshiba Business Solutions marketplaces to receive calls directly from clients and then dispatch service technician if site visits are required.**
- **Local service teams within each TBS market.**
  - Technicians assigned to territories closest to their homes
  - Professionally trained teams with average tenure of 15 years
- **Call-ahead notification from responding technician so you'll know when to expect us.**
- **Local parts warehouses.**
  - Individual technician car stock on most popular replacement parts to ensure maximum uptime
  - Direct ship of needed parts to a technician's home
- **Preventative Maintenance to ensure systems are always running at optimum levels. This includes identifying potential problems and correcting them before they occur.**
- **Escalation management process that is clearly defined to resolve poor performance issues quickly, efficiently, and to your complete satisfaction.**



## GENERAL TERMS AND CONDITIONS OF SALE

**1. ACCEPTANCE.** ALL PURCHASE ORDERS FOR ANY MATERIALS, PRODUCTS AND/OR ANY OTHER ITEMS (HEREIN THE GOODS) AND ACCEPTANCES OF GOODS BY ANY CUSTOMER (HEREIN BUYER) ARE EXPRESSLY SUBJECT TO AND GOVERNED BY THE TERMS AND CONDITIONS PRINTED HEREIN, AND NO TERMS ADDITIONAL TO OR DIFFERENT FROM THOSE STATED HEREIN ARE BINDING ON TOSHIBA BUSINESS SOLUTIONS (HEREIN THE SELLER) UNLESS AGREED TO IN WRITING BY THE SELLER. BUYER CONSENTS TO THESE TERMS AND CONDITIONS.

**2. Title and Risk of Loss.** Title and risk of loss or damage to the Goods shall pass to the Buyer upon tender of delivery F.O.B. Seller's warehousing facility. Seller will have and retain a first and superior security interest in the Goods until full payment has been made. Goods purchased under extended term or contract will have a UCC financing statement filed with the State of California. Buyer will be charged and shall pay the then applicable UCC filing fee. Buyer agrees upon request to do all things and acts necessary to perfect and maintain said security interest and shall protect the Seller's interest by adequately insuring the Goods against loss or damage from any cause. Buyer appoints Seller as Buyer's attorney-in-fact to execute any and all documents on Buyer's behalf and in Buyer's name to perfect and maintain Seller's security interest in the Goods.

**3. Price, Taxes and Interest Charges.** Prices quoted are F.O.B., Seller's warehousing facility, and the amount of any local, state or federal taxes on the Goods shall be added to the price and paid by Buyer. Buyer represents that Buyer is solvent and can and will pay for the Goods in accordance with the terms hereof. All shipments shall be subject to the approval of Seller's credit department. Seller reserves the right to require payment in cash or obtain security for payment prior to making any delivery and if Buyer fails to comply with such requirement, Seller may terminate any contract with Buyer affected thereby. An interest charge of the lesser of one percent monthly (12% annual rate) or the maximum allowed by state law, will be paid by Buyer on all past due amounts.

**4. Terms/Cash Sales.** Seller's payment terms are Cash unless other terms are agreed upon by Seller and Buyer. Seller's Authorized signers are the only personnel of Seller authorized to approve special terms or conditions.

**5. Extended Terms/Contracts.** Extended terms/contract sales are as agreed upon by Seller and Buyer. Extended payment terms and contracts on individual sales vary and are determined by Buyer and Seller. It is the Buyer's responsibility to fully review prior to accepting specific terms and conditions on individual extended payment terms and contract sales. Seller's Authorized signers are the only personnel authorized to approve any special terms or conditions on extended payment terms or contract sales.

**6. Delivery.** Any delivery schedules which may be specified for shipment of the Goods are only estimates and the Seller shall not incur any liability, either directly or indirectly, nor shall any order be canceled because or as a result of delays in meeting such dates or schedules. In no event shall Seller be liable for any claims for labor or for any consequential damages or any other damages resulting from failure or delay in delivery. No delivery dates are guaranteed.

**7. Force Majeure.** Seller shall not be liable for any act, omission, result or consequence, of any delay in delivery or failure of performance which is (i) due to any act of God; any government order; any order bearing priority rating or placed under any allocation program (mandatory or voluntary) established pursuant to law; local labor shortage; fire; flood; casualty; governmental regulation or requirement; terrorism or terrorist threat; shortage or failure of raw material, supply, fuel; power or transportation; breakdown of equipment; or any cause beyond Seller's reasonable control whether of similar or dissimilar nature to those above enumerated, or (ii) due to any strike, labor dispute, or difference with workers, regardless of whether or not Seller is capable of settling any such labor problem.

**8. Laws, Ordinance and Regulations.** Seller shall utilize reasonable efforts to cause the Goods to comply with its interpretation of federal safety, health and environmental regulations and insurance codes of a national scope. However, Seller shall not be responsible for compliance with local interpretations of such federal regulations or insurance codes nor with any local laws, ordinances, codes and/or regulations which may at any time be in effect at any location where the Goods are to be utilized, unless such responsibility shall be expressly assumed by the Seller in writing.

**9. Changes in Design.** Seller reserves the right to discontinue the supply or sale of any model, style or type of the Goods, or of any parts or accessories thereto, and the right to change or alter the design or composition of the Goods, parts or accessories without notice to Buyer, and the Seller shall incur no liability thereby nor any obligation to furnish or install any replacement Goods, parts or accessories which were purchased or sold prior to the making of any alterations or changes in design.

**10. Off Quality and Goods Made to Buyer's Specifications.** Seller makes no warranty whatsoever, express or implied except as to title, with respect to Goods manufactured, compounded and/or designed to Buyer's own specifications, or if Buyer has requested off-quality Goods or seconds. Buyer shall at its own expense defend and save Seller harmless from and against any claim, suit, expense or otherwise, which shall be asserted or brought against Seller by reason of its manufacture, design or sale of such Goods.

**11. Warranty.** Except as described in paragraph 10 above, Seller warrants that the Goods (a) are in accordance with the provisions of any product-specific written warranty published and delivered to Buyer from Seller, or (b) in the absence of a product-specific warranty, are in accordance with the Seller's published specifications at the time of order and that Seller will repair or replace, at Seller's option, such Goods as fail to conform to its published specifications, provided notice of claim under this warranty is given within a period of thirty (30) days following shipment. In all cases, Buyer shall be responsible for the cost of field labor and/or charges incurred by Buyer's return of any Goods to the Seller for repair or replacement. No return of Goods shall be made without prior written consent of the Seller.

**12. Returns.** Returns for any reason (other than return provisions described in paragraph 11 above - Warranty) will be subject to an appropriate restocking fee determined by Seller, not to exceed a maximum of 20% of the purchase price of the returned Goods. No returns of Goods shall be made without prior written consent of the Seller.

**13. EXCLUSION OF OTHER WARRANTIES. EXCEPT FOR THE EXPRESS WARRANTY SET FORTH IN PARAGRAPH 11 ABOVE, BUYER ACKNOWLEDGES AND AGREES THAT SELLER IS NOT MAKING AND SPECIFICALLY DISCLAIMS ANY OTHER WARRANTIES OR REPRESENTATIONS OF ANY KIND OR CHARACTER, EXPRESS OR IMPLIED, WITH RESPECT TO THE GOODS, INCLUDING, BUT NOT LIMITED TO, THE VALUE, CONDITION, MERCHANTABILITY, MARKETABILITY, SUITABILITY OR FITNESS FOR A PARTICULAR USE OR PURPOSE WHICH APPLY TO THE GOODS, THE MANNER OR QUALITY OF THE CONSTRUCTION OR MATERIALS INCORPORATED INTO ANY OF THE GOODS AND THE MANNER, QUALITY, STATE OF REPAIR OR LACK OF REPAIR OF THE GOODS, BUYER AGREES THAT BUYER HAS NOT RELIED UPON AND WILL NOT RELY UPON, EITHER DIRECTLY OR INDIRECTLY, ANY STATEMENT, REPRESENTATION OR WARRANTY OF SELLER OR ANY AGENT OF SELLER EXCEPT AS EXPRESSLY SET FORTH HEREIN. NO WARRANTIES OR REPRESENTATIONS AT ANY TIME MADE BY ANY REPRESENTATIVE OF THE SELLER SHALL BE EFFECTIVE TO VARY OR EXPAND THE ABOVE EXPRESS WARRANTY OR ANY OTHER TERMS AND CONDITIONS HEREOF.**

**14. Technical Advice.** Seller shall not be responsible for the results of any technical advice provided by Seller in connection with the design or installation or use of the Goods for any particular purpose. Buyer assumes sole responsibility for the proofing of and acceptability of Goods and services of Seller prior to purchase by Buyer. Contracted integration of Seller's products are limited to scope of work for connectivity of supplier provided hardware and installation/configuration of supplier provided Solution Software on Buyer's network. Seller assumes no liabilities for configuration of Desktop Operating Systems and/or Server Network Operating Systems. Further, Seller does not warrant or ensure interoperability of supplier provided hardware and/or Solutions Software with future releases of newer versions of Operating Systems, Network Operating Systems or Application Software products. Upon installation/configuration, Buyer shall sign acceptance and work completion form provided by Seller. Any reconfiguration and installation by Seller that occurs on Buyer's network of hardware/software due to Buyer network changes shall be billed by Seller to Buyer at the then prevailing integration service rate.

**15. LIABILITY LIMITATION. SELLER'S LIABILITY HEREUNDER SHALL BE LIMITED TO THE OBLIGATION TO REPAIR OR REPLACE THE GOODS PURSUANT TO PARAGRAPH 14 ABOVE. SELLER'S TOTAL CUMULATIVE LIABILITY IN ANY WAY ARISING FROM OR PERTAINING TO ANY GOODS SOLD OR REQUIRED TO BE SOLD UNDER ANY CONTRACT SHALL NOT IN ANY CASE EXCEED THE PURCHASE PRICE PAID BY THE BUYER FOR SUCH GOODS. IN NO EVENT SHALL SELLER HAVE ANY LIABILITY FOR COMMERCIAL LOSS, CLAIMS FOR LABOR OR ANY CONSEQUENTIAL DAMAGES OF ANY OTHER TYPE, REGARDLESS IF WHETHER BUYER'S CLAIM BE BASED IN CONTRACT, TORT, WARRANTY, STRICT LIABILITY OR OTHERWISE. IT IS EXPRESSLY AGREED THAT BUYER'S REMEDIES EXPRESSED IN THIS PARAGRAPH ARE BUYER'S EXCLUSIVE REMEDIES.**

**16. Cancellation or Changes of Order.** No order may be withdrawn or cancelled by the Buyer, nor may delivery or shipment of Goods be deferred when ready, unless Seller shall first be paid a cancellation or deferral charge of a reasonable amount acceptable to the Seller. In the event, that Buyer shall request changes in its order after receipt thereof by Seller, Buyer shall be responsible for and pay all charges reasonably assessed by Seller with respect to such changes.

**17. Set-Offs.** Neither Buyer nor any affiliated company or assignee shall have the right to claim compensation or to setoff against any amounts which become payable to the Seller under any contract or otherwise.

**18. No Protection from Claim of Infringement.** Seller makes no representation of warranty that the delivery or subsequent use of the Goods shall be free of the claim of any third party by way of infringement.

**19. APPLICABLE LAW. THE TERMS AND CONDITIONS APPLICABLE TO ANY SALE OF GOODS OR SERVICES BY THE SELLER SHALL BE DETERMINED AND CONSTRUED IN ACCORDANCE WITH, AND SHALL BE GOVERNED BY THE LAWS OF THE STATE OF CALIFORNIA. THE BUYER AND SELLER AGREE TO SUBMIT TO THE JURISDICTION OF THE STATE OR FEDERAL COURT OF ORANGE COUNTY WITHIN CALIFORNIA IN CONNECTION WITH ANY DISPUTE OR CONTROVERSY BETWEEN SELLER AND BUYER.**

**20. Service Delivery.** Seller's service delivery terms are as agreed upon by Seller and Buyer and contracted. Hardware Repair/Service Support/Integration Services contract's terms and conditions vary on individual sales and are determined by Buyer and Seller. It is the Buyer's responsibility to fully review and signoff on specific terms and conditions on individual Hardware Repair/Service Support/Integration Services contract's purchases. Seller's Authorized signers are the only personnel authorized to approve any special terms or conditions on extended terms or contract sales.

**21. Buyer Declination of Service Contract.** If Buyer declines service coverage, Seller will file appropriate forms noting declination of service. If service is provided by Seller on Goods not covered by a service contract with Seller, Buyer shall pay the then prevailing rates for labor and parts supplied for repair, which will be billed (time and materials) Net Payable.

**22. Freight.** Buyer assumes responsibility for freight charges on orders placed with Seller.

**23. Severability.** In the event that any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not effect any other provisions of this agreement, but this agreement shall be construed as if such invalid, illegal or unenforceable provisions had never been contained herein, unless the deletion of such provision or provisions would result in such a material change so as to cause completion of the transactions contemplated herein to be unreasonable.

**24. Amendment and Waiver.** No amendment of these terms or conditions and no waiver by Seller will be effective unless it is in writing and signed by Seller. No waiver by Seller will operate as a waiver on a future occasion.

**25. Parties Bound.** All rights of Seller will inure to the benefit of Seller's successors and assigns. All rights and obligations of Buyer will inure to the benefit and be binding upon Buyer and Buyer's successors.

**26. Further Assurances.** The parties agree to promptly execute and deliver all further instruments and documents and take all further action necessary to effect these terms and conditions.

**27. Opt In.** You hereby consent to receive electronic marketing communication on Toshiba products and services.

**ACCOUNT DETAILS**

Re: Agreement / Schedule / Supplement Number:	("Contract")
Legal Company Name: <b>City of Troy</b>	("Customer")

This certificate of Delivery and Acceptance to the lease, loan, rental or other form of financial services agreement described above ("Contract") is by and between Toshiba Financial Services and the Customer identified above.

Customer, through its authorized representative, hereby certifies Toshiba Financial Services and any assignee of Toshiba Financial Services with respect to the Contract that:

1. The equipment ("Equipment") identified on the Contract, including in any Equipment list attached to the Contract ("Contract Equipment List") has been delivered to the location where the Equipment will be used and which is the "Equipment Location" identified in the Contract.
2. In the event of inconsistencies between the Contract Equipment List and the list of Equipment provided to Toshiba Financial Services by the Supplier of the Equipment, Customer authorizes Toshiba Financial Services to correct the Contract Equipment List and substitute the Equipment identified in such corrected Contract Equipment List as the "Equipment" accepted under the Contract.
3. All of the Equipment has been inspected and is (a) complete, (b) fully functioning, and (c) in good working order.
4. The Equipment is accepted for all purposes under the Contract as of the Acceptance Date below.

**CUSTOMER ACCEPTANCE**

You hereby acknowledge and agree that your electronic signature below shall constitute an enforceable and original signature for all purposes. IN WITNESS WHEREOF, Customer's duly authorized representative has executed this Acceptance Certificate as of the Acceptance Date.

Name: **Emily Frontera\*\***Signature: **X**

Title: THE DM Purchasing Manager

Date:

Sales Representative: Karen Hammond**CUSTOMER INFORMATION**

Customer Name: City of Troy	Customer Contact: Emily Frontera**		
Billing Address: 500 W Big Beaver Rd	Phone #: (248) 680-7291	Ext.	Customer PO #:
Suite #:	Meter Contact: Emily Frontera**		Meter Phone: (248) 680-7291
City: Troy	State: MI	Zip: 48084-5285	Meter Email: e.frontera@troy.mi.gov

**METER COLLECTION CHOICES:**

Let your  
printers and  
copiers do  
the reporting  
for you.



**What is Toshiba's Automated Meter Read Program (AMR)?** As part of your service contract with TBS, you are required to report usage data for all your printers, copiers, and multifunction devices. With manual reporting, you must go to each device, record the serial numbers and meter readings, and submit this information via email, fax or phone. Toshiba's AMR program automatically gathers usage data for each device and sends it securely to TBS at scheduled intervals. The result is more accurate and timely reporting, fewer billing errors, and less busy work for you.

**How much does Toshiba AMR cost me?**

Nothing. Ever.

**What information does AMR gather?**

The automated meter reading system captures all required information for billing purposes; Machine model, Serial number, and usage information.

**Is the transmission secure?**

Yes. Data is completely secure.

**Toshiba Business Solutions IT Team will work with you to set up equipment meter collections in the priority listed below:**

**1 Automated Meter Read (e-Bridge CloudConnect)**

Your Toshiba system will be equipped with two-way communication capabilities. TBS will provide updates, system back ups, and meter collection automatically. Equipment MUST be connected to your network.

**2 Automated Meter Read (On Site Software)**

TBS will provide free AMR software that will automatically pull meter information and input into TBS billing system. Equipment MUST be connected to your network.

**3 Meters Online (MOL)**

An automatic meter request is sent to the End User directly from the TBS billing system.

End User collects the meter readings and goes to <http://meters.toshiba.com> and enters the meters online manually.

All meters submitted via online are electronically imported into the TBS billing with no manual entry or interaction by TBS.

**TBS may charge a fee to recover the cost of meter collections if meters are not submitted through the automated website. TBS reserves the right to convert Customer to a flat fee, based upon the greater of a specific unit's historical average volume or the device type's midpoint manufacturer recommended volume, if meters are not made available for the device(s) after 3 consecutive billing periods.**

**ELECTRONIC INVOICING CHOICE:**

Toshiba is committed to the environment through its worldwide green initiatives. One of the primary goals of Toshiba's green initiatives is environmental management through corporate social responsibility. One of TBS's Eco-Innovation initiatives is to convert to electronic invoicing whenever possible. Converting to electronic invoicing will enable TBS to decrease its consumption of environmental resources tremendously.

**Please select if you will accept Electronic Invoices when possible:**

☐ Yes☒ No

**Please select preferred Electronic Invoice Method (TBS Invoices Only):**

**Email Attachment Only:**

☐

PDF copy of invoice sent to email listed below

**Invoice Portal Access:**

☐

Link to web portal allowing invoicing viewing and E-Pay option. Email will be sent with link when new invoices generate.

**Email Address for invoice notifications:**

**CUSTOMER ACCEPTANCE:**

Print Name: Emily Frontera\*\*

Signature:

Title: THE DM Purchasing Manager Date:

Sales Representative: Karen Hammond

#### CUSTOMER INFORMATION

Customer Name: City of Troy	Customer Contact: Emily Frontera**	
Billing Address: 500 W Big Beaver Rd	Phone #: (248) 680-7291 Ext.	Customer PO #:
Address 2:	IT Contact: Emily Frontera**	IT Phone #: (248) 680-7291
City: Troy State: MI Zip: 48084-5285	eMail: e.frontera@troymi.gov	

#### CONNECTIVITY OPTIONS (Check All That Apply)

☒ **OPTION A: Network Administrator Integration and Training FREE (\$400 VALUE) (Remote)**

Includes basic device configuration, print driver installation on up to three workstations and administrator training. Additional Professional Services will be billed at published TBS Professional Services rates. Includes Remote Orientation of an Administrator to controller on their network, installation of 3 workstations for printing, scanning, and PC faxing. Connection Project not to exceed 2 hours. Any additional time required beyond 2 hours will be billed at current Professional Services Rates. If less than 2 hours is required, no time is banked for future use. Includes installation of Re-Rite on client server, configuration of 6 advanced scanning workflows; Word, Excel, Text Searchable PDF, PDF Form, Slim PDF, Secure PDF. Workflows include one Advanced Scanning Template Group, 6 Templates, and 4 Re-Rite workflows, all delivered to a common output folder. One hour of MFP Training - No more than 5 users per session - Training covers basic copier functions, printing, and scanning.

☐ **OPTION B: Custom Network Integration - Variable / Additional Charges**

Qty

Charge

Unit Description

• Base Device Configuration - Setup of Network Protocols on Device			Device
• Print Driver Installation			Workstation
• PC Fax Driver Installation			Workstation
• Print Driver and PC Fax Driver on same Workstation			Workstation
• Scan to Copier Controller			Scanning Template
• Scan to Network Folder			Scanning Template
• Scan to Email - Initial Setup of communication to local SMTP server			Initial Setup
- Additional Setup per Scanning Template			Scanning Template
- Off-site SMTP Server			Hour Until Completion
- Additional Setup per Scanning Template			Scanning Template
• Incoming Fax Routing to Copier Controller			Fax Destination
• Incoming Fax Routing to Network Folder Location			Fax Destination
• Incoming Fax Routing to Email - Initial Setup of SMTP Server			Initial Setup
Communication to a Local SMTP Server			
- Additional Setup per Destination			Destination
- Off-site SMTP Server			Hour Until Completion
- Additional Setup per Destination			Destination
• User Code Enforcement			10 User Codes
• Copier Configuration Backup and Restore			Backup/Restore Event

#### Total Connectivity Fee:

**Note: Any Additional Connectivity Services performed not specified above will be billed at a rate of: \$200.00 per hour.**
**Connectivity support may be completed remotely or on-site at the discretion of TBS. Support covers initial installation only.**

#### CUSTOMER ACCEPTANCE

You hereby acknowledge and agree that your electronic signature above shall constitute an enforceable and original signature for all purposes.

By signing this agreement, the customer acknowledges that he/she has read and understood the statement of work and terms and conditions of this agreement.

Print Name:	Signature: X	Title:	Date:
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#### DECLINATION

☐ Customer certifies that they have read the statement of work and that they have decided to decline all assistance from TBS regarding the installation of their copier/printer. TBS is under no obligation and has no liability concerning any aspect of the installation process.

Print Name:	Signature: X	Title:	Date:
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#### TBS ACCEPTANCE

Print Name:	Signature: X	Title:	Date:
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## STATEMENT OF WORK

This Statement of Work for Connectivity & Security Options outlines the services and deliverables for the planned implementation. This Statement of Work is intended to detail the obligations of Toshiba Business Solutions (TBS) and the Customer.

### CONNECTIVITY OPTIONS - WORK TO BE PERFORMED

**Option B:** Covers the selected work only. Additional Professional Services fees apply for any additional work at the current TBS Professional Services rates.

**Base Device Configuration Includes:**

1. Verify proper network settings, i.e., print queue configuration, TCP/IP address, etc.
2. Connect base unit to customer's network via customer supplied/installed cabling.
3. Perform color calibration on base unit and RIP device.

**Print Driver Installation Includes:**

1. Install print drivers onto designated workstations (up to three – Option A or as specified in Option B.)
2. Confirm print capabilities via standard print driver test page.

**Administrator Training Includes:**

1. Training on base unit, print driver and RIP software.
2. Orientation of the administrator to the print controller on the network.

While Toshiba print drivers are compatible with most common office applications, TBS does not provide training on specific printing applications.

### STATEMENT OF WORK ASSUMPTIONS

The following are the assumptions on which this Statement of Work is based. If any of these assumptions either change or are incorrect, changes to the Statement of Work may be required, which may result in changes to the Connectivity Services fee. Please review this section to make sure these assumptions are correct.

1. Client is responsible for ensuring that all applications and data are successfully backed up prior to TBS beginning work. TBS is not responsible for any lost information.
2. Building environmental conditions are within equipment specifications for airflow, temperature, humidity, and electrical quality.
3. Cabling and WAN Data Communication Lines are properly installed and tested. TBS is not responsible for any improper cabling or issues involving telecommunications lines. All troubleshooting and corrective action will be billed outside of this SOW on a time and materials basis.
4. TBS is not responsible for any conflicts with existing hardware that is no longer supported by the manufacturer.
5. TBS is only responsible for integration tasks outlined in this Statement of Work. Any work outside of this SOW will be handled through a Change Order Request Process, which may require additional billable time and materials. Customer will be informed before any out of scope work is performed.
6. Customer will provide systems personnel for the project familiar with all aspects of Customer's enterprise configuration – security, remote access, domain structure, WAN/LAN connectivity, applications used for this particular project – to work in conjunction with TBS on this implementation. Additionally, a desktop technician may be required to perform client-side duties.
7. All software being utilized is registered and authentic.
8. Equipment is connected to a dedicated power source per product specifications furnished by TBS.
9. All network addresses, print queue names and printer names, etc. are available upon request.

### TERMS AND CONDITIONS

The following Terms and Conditions are an amendment to the TBS Maintenance contract. In the event that the Customer has declined a Maintenance contract, the following Terms and Conditions do not apply to this agreement.

Toshiba products and software are warranted to be compatible with hardware and operating systems listed on product specification sheet at time of installation. TBS does not guarantee compatibility with future operating systems or hardware.

**Inclusions – Hardware:** Service calls, replacement parts for connected devices that allow the equipment to interface with PC's and networks, e.g. printer interface cards, NIC cards, print controllers, print/scan enablers or any other items that enhance the functionality of these products.

Diagnosis of device failures will be limited to confirmation of print capabilities with a laptop computer connected via a crossover cable using a standard print driver test page.

**Inclusions – Software:** Service calls required as a result of the failure of Toshiba software. Upgrades to Toshiba software are included.

**Service Availability:** Service calls performed during normal business hours, Monday through Friday, 8:00am to 5:00pm, excluding company holidays.

**Exclusions:**

1. Electrical work external to the equipment.
2. Charges to install or improve telephone lines.
3. Charges to improve electrical service and/or network lines.
4. Network wiring to improve or connect the hardware to a computer or network.
5. Service necessitated as a result of malfunction of equipment when unauthorized parts, attachments, or conflicting software is used with the equipment.
6. Service necessitated as a result of alterations, malfunctioning computer or network hardware and/or operating systems.

In such event, TBS reserves the right to terminate the maintenance contract if it is determined that such changes, alterations or malfunctions make it impractical to continue to service the equipment.

7. Reinstallation of drivers and/or installation of connected devices due to changes in computer and/or network operating systems, system configuration, addition/upgrades to application software or malfunction of devices.

8. Reinstallation/service required due to the relocation of equipment.

Excluded services will be invoiced to the Customer at TBS's normal hourly labor rate then in effect for Digital Systems Integration Services.



## REMOVAL REPORT

RR-2.0.0

SALES PACKET NUMBER

DATE

Sales Representative: Karen Hammond

Customer Name: City of Troy

This document must be completed and signed by both the customer and a Toshiba Business Solutions (TBS) representative prior to any removal and disposition of equipment from the customer's premises.

## EQUIPMENT DETAILS

Physical Location:				
Address:		Phone #:	Ext.:	Fax #:
Address 2:		Contact:		
City:	State:	Zip:	email:	
Leasing Company:	Lease #:	Make/Model: KIP 3001	EOL Option: Declined	
Removal Type: Customer Owned	Disposition: Return to Toshiba	Serial #: 1234567	EOL Charge:	
Buyout Type:	Paid By:	Replaced By: KIP 660 2 Roll		

Physical Location:				
Address:		Phone #:	Ext.:	Fax #:
Address 2:		Contact:		
City:	State:	Zip:	email:	
Leasing Company:	Lease #:	Make/Model:	EOL Option:	
Removal Type:	Disposition:	Serial #:	EOL Charge:	
Buyout Type:	Paid By:	Replaced By:		

Physical Location:				
Address:		Phone #:	Ext.:	Fax #:
Address 2:		Contact:		
City:	State:	Zip:	email:	
Leasing Company:	Lease #:	Make/Model:	EOL Option:	
Removal Type:	Disposition:	Serial #:	EOL Charge:	
Buyout Type:	Paid By:	Replaced By:		

Physical Location:				
Address:		Phone #:	Ext.:	Fax #:
Address 2:		Contact:		
City:	State:	Zip:	email:	
Leasing Company:	Lease #:	Make/Model:	EOL Option:	
Removal Type:	Disposition:	Serial #:	EOL Charge:	
Buyout Type:	Paid By:	Replaced By:		

Special Instructions:	
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☐ SEE ATTACHED REMOVAL REPORT SCHEDULE FOR ADDITIONAL REMOVED DEVICES

Total End of Life Security Option Charges: \$0.00

## DECLINATION

☒ Customer certifies that they have read the Security Options and that they have decided to decline all assistance from TBS regarding enhanced security on their copier/printer. TBS is under no obligation and has no liability concerning data security on said device. It is the Customer's sole and exclusive responsibility to assure that all data from all disk drives or magnetic media are erased prior to disposition of equipment.

Print Name: Emily Frontera**	Signature: X	Title: THE DM Purchasing Manager	Date:
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## CUSTOMER ACCEPTANCE

You hereby acknowledge and agree that your electronic signature above shall constitute an enforceable and original signature for all purposes.

By signing this agreement, the customer acknowledges that he/she has read and understood the statement of work and terms and conditions of this agreement.

Print Name: Emily Frontera**	Signature: X	Title: THE DM Purchasing Manager	Date:
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## TBS ACCEPTANCE

Print Name:	Signature: X	Title:	Date:
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## TERMS AND CONDITIONS

### FOR ALL ITEMS WITH REMOVAL TYPE OF: CUSTOMER OWNED

The customer representative signed below attests that the above equipment is owned by the customer and is free and clear of any liens or encumbrances. Upon completion of the associated sale, the title and ownership of this equipment is transferred to TBS.

### FOR ALL ITEMS WITH A BUYOUT TYPE: PAID BY TBS TO CUSTOMER-AMOUNT TO BE PAID TO CUSTOMER \$0.00

The customer representative acknowledges that said equipment is leased and that the amount paid to customer and disposition, as indicated, of said equipment and its condition will fulfill its contractual obligations under the lease. If for any reason the amount paid to customer does not satisfy the contractual obligations, the customer assumes any remaining liability with the Leasing Company. It is the responsibility of the customer to provide return instructions. If said equipment cannot be returned until the end of the lease term, the customer must notify the Leasing Company in writing in accordance to the terms of the agreement prior to the end of the lease term. Failure to follow this disposition process could result in additional charges. Toshiba Business Solutions does not assume and will not be financially responsible for any lease renewal payments or additional fees or penalties incurred on the lease referenced above for any reason.

## EOL OPTION DEFINITIONS

Basic Security: Includes HDD data scrub to DOD standards (5220-22m), NVRAM and Fax Data Scrub, Reloading System Firmware.

Advanced Security: Includes removing and returning uncleansed HDD to customer, Installing new HDD, NVRAM and Fax Data Scrub, Reloading System Firmware.

Remove and Return: Includes removing and returning uncleansed HDD to customer. This option is only available on customer owned devices.

Optimal Security: Includes removal and destruction of HDD, Installing new HDD, NVRAM and Fax Data Scrub, Reloading System Firmware.

Declined: Customer has declined any assistance from TBS regarding their data and is solely responsible for data security.

No Hard Drive: The device has no hard drive.

Has Secure HDD: Removed device has built in data overwrite and Customer does not require scrubbing or removal

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

City of Troy

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☐ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

500 W Big Beaver Rd

Requester's name and address (optional)

6 City, state, and ZIP code

Troy, MI 48084-5285

7 List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

### Social security number

				-				-				
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or

### Employer identification number

				-								
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## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►

Date ►

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting*, later, for further information.

**Note:** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

## Backup Withholding

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

**Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the instructions for Part II for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships*, earlier.

## What is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

## Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

## Penalties

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation
• Individual • Sole proprietorship, or • Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.	Individual/sole proprietor or single-member LLC
• LLC treated as a partnership for U.S. federal tax purposes, • LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or • LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
• Partnership	Partnership
• Trust/estate	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 5 <sup>2</sup>
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

**Exemption from FATCA reporting code.** The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

**Note:** You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

## Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, write NEW at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

## Line 6

Enter your city, state, and ZIP code.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note:** See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at [www.SSA.gov](http://www.SSA.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/Businesses](http://www.irs.gov/Businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. Go to [www.irs.gov/Forms](http://www.irs.gov/Forms) to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to [www.irs.gov/OrderForms](http://www.irs.gov/OrderForms) to place an order and have Form W-7 and/or SS-4 mailed to you within 10 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note:** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

**Signature requirements.** Complete the certification as indicated in items 1 through 5 below.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.**

You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

**\*Note:** The grantor also must provide a Form W-9 to trustee of trust.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.**

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at [spam@uce.gov](mailto:spam@uce.gov) or report them at [www.ftc.gov/complaint](http://www.ftc.gov/complaint). You can contact the FTC at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see [www.IdentityTheft.gov](http://www.IdentityTheft.gov) and Pub. 5027.

Visit [www.irs.gov/IdentityTheft](http://www.irs.gov/IdentityTheft) to learn more about identity theft and how to reduce your risk.

## Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

J-04d

## CITY COUNCIL AGENDA ITEM

Date: March 21, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Lisa Burnham, Controller  
Kurt Bovensiepe, Public Works Director  
Dennis Trantham, Facilities and Grounds Operations Manager  
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Award to Sole Bidder Meeting Specifications – Mosquito Control Services

### History

- The Grounds Division is responsible for the maintenance of all municipal property including the control of pests.
- Park patrons, golf course participants, and property owners abutting some City of Troy maintained retention ponds have become accustomed to using these facilities with limited nuisances like mosquitoes.
- The objective of mosquito control is not to eradicate all mosquitoes but to limit the population to a tolerable threshold.
- The control targets both mosquito larva and adult mosquitoes.
- Although Oakland County Department of Health and Human Services recommends the best form of protection from mosquitoes is personal protection products, the mosquito control products used by professionals will decrease the mosquito population at some of our facilities.

### Purchasing

- On March 10, 2022, a bid opening was conducted as required by City Charter/Code and bid proposals were received at the City's request from firms interested in providing three (3) year requirements of mosquito control services.
- The bid was posted on Bidnet Direct/MITN website; [www.bidnetdirect.com/mitn/city-of-troy-mi](http://www.bidnetdirect.com/mitn/city-of-troy-mi).
- One hundred and forty-five (145) vendors were notified via the Bidnet Direct/MITN website. One (1) bid response was received.
- Below is a detailed summary of potential vendors for the bid opportunity:

Companies notified via MITN	145
Troy Companies notified via MITN	3
Troy Companies notified Active email Notification	3
Troy Companies - Active Free	0
Companies that viewed the bid	7
Troy Companies that viewed the bid	2

**MITN** provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.

**Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City.

**Active MITN non-paying members** are responsible to monitor and check the MITN website for opportunities to do business with the City.

**Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.





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## CITY COUNCIL AGENDA ITEM

### **Financial**

Funds are budgeted and available in the following accounts: 101.447.23.514.7802.160 - Streets and Drains Retention Ponds, 101.751.30.770.7802.160 - Parks Maintenance, 101.751.30.756.7802.070 - Civic Center Maintenance and 101.751.30.757.7802.050 - Cemetery Maintenance for the 2022 fiscal year and the subsequent fiscal years for the duration of the contract.

Also, note that the City of Troy has been eligible to seek annual reimbursement of up to \$11,418 from the Oakland County Department of Health and Human Services Program for the control of mosquito larva only.

### **Recommendation**

City Management recommends awarding a three (3) year contract to the sole bidder, *Vector Disease Control International of Little Rock, Arkansas* at unit prices as contained in the attached bid tabulation opened on March 10, 2022, for an estimated annual cost of \$36,350 for 2022, \$37,475 for 2023, and \$38,600 for 2024, with the recognition that this estimate may change but will not exceed budgetary limitations. The award is contingent upon the contractor's submission of properly executed bid documents including insurance certificates and all other specified requirements.

Opening Date: 03/10/2022  
Date Reviewed: 03/10/2022

CITY OF TROY  
BID TABULATION  
MOSQUITO CONTROL

ITB-COT 22-09  
PAGE 1 OF 1

VENDOR NAME	Vector Disease Control International (VDCI)
CITY:	Little Rock, Arkansas
CHECK AMOUNT:	\$2,000.00
CHECK #:	1052369

**Proposal: REQUIREMENTS FOR MOSQUITO CONTROL**

Proposal	Product Type	Estimated Acreages	Unit Pricing					
			Cost Per Application					
			2022		2023		2024	
			Labor	Product	Labor	Product	Labor	Product
Proposal A - Retention Ponds	Larvicide	5.6	\$150.00	\$280.00	\$150.00	\$300.00	\$150.00	\$320.00
	Adulticide	10.2	\$100.00	\$100.00	\$100.00	\$110.00	\$100.00	\$120.00
Est Annual Cost Proposal A			\$3,150.00		\$3,300.00		\$3,450.00	
Proposal B - Parks	Larvicide	38.3	\$1,300.00	\$1,780.00	\$1,300.00	\$1,850.00	\$1,300.00	\$1,920.00
	Adulticide	290.1	\$450.00	\$160.00	\$450.00	\$180.00	\$450.00	\$200.00
Est Annual Cost Proposal B			\$18,450.00		\$18,900.00		\$19,350.00	
Proposal C - Misc. Municipal Sites	Larvicide	4	\$85.00	\$190.00	\$85.00	\$200.00	\$85.00	\$210.00
	Adulticide	65.7	\$100.00	\$120.00	\$100.00	\$125.00	\$100.00	\$130.00
Est Annual Cost Proposal C			\$2,475.00		\$2,550.00		\$2,625.00	
Proposal D - Cemeteries	Adulticide	9.8	\$100.00	\$100.00	\$100.00	\$105.00	\$100.00	\$110.00
Est Annual Cost Proposal D			\$1,000.00		\$1,025.00		\$1,050.00	
Proposal E - Sylvan Glen Golf Course	Larvicide	21.1	\$330.00	\$1,000.00	\$330.00	\$1,050.00	\$330.00	\$1,100.00
	Adulticide	23.5	\$100.00	\$120.00	\$100.00	\$125.00	\$100.00	\$130.00
Est Annual Cost Proposal E			\$7,750.00		\$8,025.00		\$8,300.00	
Proposal F - Sanctuary Lake Golf Course	Larvicide	2.2	\$50.00	\$115.00	\$50.00	\$115.00	\$50.00	\$115.00
	Adulticide	26	\$200.00	\$120.00	\$200.00	\$130.00	\$200.00	\$140.00
Est Annual Cost Proposal F			\$2,425.00		\$2,475.00		\$2,525.00	
Est Annual Total Cost Proposals A - F			\$35,250.00		\$36,275.00		\$37,300.00	
Proposal G - Park Catch Basins	Larvicide Briquette	200	\$400.00	\$700.00	\$450.00	\$750.00	\$500.00	\$800.00
Est Cost Per Application Proposal G			\$1,100.00		\$1,200.00		\$1,300.00	
Estimated Annual Total:			\$36,350.00		\$37,475.00		\$38,600.00	
Estimated Grand Total 3-Years			\$112,425.00					
Site Inspection		Y/N	Y					
Contact Information:		Hours of Operation:	24 hours					
		24 Hr. Phone No.:	419-722-2607					
		Email Address:	tgreen@vdc.net					
Can complete 100% work timely:		Y/N	Y					
Completion Schedule Met:		Y/N	Y					
Insurance Met:		Y/N	Y					
References:		Y/N	Y					
MSDS Sheet(s) attached:		Y/N	Y					
Pesticide License:		Y/N	Y					
Number of years' experience:		Y/N	30 years					
Payment Terms:			Net 30					
Acknowledgement:		Y/N	Y					
Exceptions:		Y/N	None					
General Questionnaire:		Y/N	Y					

ATTEST:

(\*Bid Opening conducted via a Zoom Meeting)  
Scott Carruthers  
Laura Campbell  
Heather Chomiak  
Andrew Chambliss  
Jackie Ahlstrom

Emily Frontera  
Purchasing Manager



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

J-04e

## CITY COUNCIL AGENDA ITEM

March 21, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Lisa Burnham, Controller  
Emily Frontera, Purchasing Manager  
Cindy Stewart, Community Affairs Director

Subject: Standard Purchasing Resolution 2: Award to Low Bidders meeting Specifications –  
Mowing and Yard Assistance Services

### History

- The City of Troy receives Community Development Block Grant funding each year and 15% of the total funding can be allocated for Public Services.
- The City of Troy utilizes our Public Services allocation for the Yard Assistance program. Low income qualified senior citizens and persons with permanent disabilities are eligible for the City's Yard Assistance Program which offers lawn and yard services in the spring, summer and fall seasons and Snow Removal in the winter.
- The yard services include lawn mowing plus spring and fall clean-up of the homeowners' yards. Currently the City has approximately seventy-five (75) qualified recipients signed up for the Home Chore Program.
- The current contract expired December 31, 2021.

### Purchasing

- On March 3, 2022; a bid opening was conducted as required by City Charter/Code and bids were received at the City's request from firms interested in providing seasonal requirements of lawn and yard services for Troy residents using the Yard Assistance Program with an option to renew for one (1) additional season.
- Companies were notified via the Michigan Intergovernmental Trade Network (MITN); [www.bidnetdirect.com/city-of-troy-mi](http://www.bidnetdirect.com/city-of-troy-mi). Two hundred seventy-one (271) vendors were notified via the MITN website. Three (3) bid responses were received. Below is a detailed summary of the vendor responses.

<b>Companies notified via MITN</b>	271
Troy Companies notified via MITN	5
Troy Companies notified - Active email Notification	4
Troy Companies notified - Active non-paying	1
<b>Companies that viewed the bid</b>	13
Troy Companies that viewed the bid	0

**MITN** provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy. **Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City. **Active MITN non-paying** members are responsible to monitor and check the MITN website for opportunities to do business with the City. **Inactive MITN** member status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.



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## CITY COUNCIL AGENDA ITEM

### **Purchasing (continued)**

- Bid responses were reviewed and considered based upon pricing as well as a combination of factors including professional experience providing lawn service for Yard Assistance Programs, minimum 5 years CDBG experience, equipment fleet and references.
- The contract warrants making an award to a primary and secondary contractor in the event the primary contractor is unable to perform services as specified. The secondary vendor will be called upon to fulfill the terms of the contract if necessary.
- A low total award for Proposals A and B is being recommended

### **Financial**

Funds for lawn and yard services for the Yard Assistance Program are available initially through the Public Works operating budget, then reimbursed by Oakland County through the Community Development Block Grant Program (CDBG).

### **Recommendation**

City management recommends City Council award contracts for seasonal requirements of lawn and yard services for Troy residents using the Home Chore Program with an option to renew for one (1) additional season to the low total bidders, *Zimmerman Lawn & Snow of Roseville, MI* as the primary contractor, and *Brantley Development, LLC of Inkster, MI*, as secondary contractor at unit prices contained in the bid tabulation opened March 3, 2022; contract to expire December 31, 2023.

CITY OF TROY  
BID TABULATION  
LAWN AND YARD SERVICES FOR YARD ASSISTANCE PROGRAM

Vendor Name:	Zimmerman Lawn & Snow	Brantley Development LLC	ANR Property Mgmt.
City:	Roseville, MI	Inkster, MI	Utica, MI
Check Amount:	\$1,500.00	\$1,500.00	\$1,500.00
Check Number:	2397390	353102	9415215988

**PROPOSAL: FURNISH SEASONAL REQUIREMENTS OF LAWN AND YARD SERVICES FOR THE YARD ASSISTANCE PROGRAM**

**PROPOSAL A: Lawn Care Services for the Yard Assistance Program**

Est. No.	Description	Price for Lawn Care Service per Each Service Call	Price for Lawn Care Service per Each Service Call	Price for Lawn Care Service per Each Service Call
72 Lots	Lawn-care service at a residential City of Troy home, up to one acre.	\$27.00	\$34.75	\$45.00
25 Lots	Lawn-care service at residential City of Troy home, one acre to two acres.	\$35.00	\$42.25	\$135.00
<b>PROPOSAL A ESTIMATED TOTAL (26 Weeks):</b>		<b>\$73,294.00</b>	<b>\$92,514.50</b>	<b>\$171,990.00</b>

**PROPOSAL B: Yard Clean up for the Yard Assistance Program**

Est. No.	Description	Price for Yard Clean-up per Each Service Call	Price for Yard Clean-up per Each Service Call	Price for Yard Clean-up per Each Service Call
72 Lots	Yard clean-up at a residential City of Troy home, up to one acre.	\$54.00	\$65.00	\$250.00
25 Lots	Yard clean-up at residential City of Troy home, one acre to two acres.	\$75.00	\$85.00	\$350.00
<b>PROPOSAL B ESTIMATED TOTAL (2 Weeks):</b>		<b>\$11,526.00</b>	<b>\$13,610.00</b>	<b>\$53,500.00</b>
<b>GRAND TOTAL BOTH SERVICES (Estimated):</b>		<b>\$84,820.00</b>	<b>\$106,124.50</b>	<b>\$225,490.00</b>

<b>REFERENCES:</b>	Y or N	Y	Y	Y
<b>CONTACT INFORMATION:</b>	Daytime #	586-484-1721	810-610-0427	586-524-9911
	24 Hour #	586-484-1721	810-610-0427	586-484-1721
	Contact Name	John Purdue	Stanley Brantley	Alex Casinelli
	Hrs. of Operation	7am - 7pm	7am - 7pm	7:30am - 5:00pm
<b>INSURANCE MET:</b>	Y or N	Y	Y	Y
<b>PAYMENT TERMS:</b>		Net 10 days	Not Specified	Net 30
<b>EXCEPTIONS:</b>		None	None	None
<b>ALL OR NONE AWARD:</b>	Y or N	Y	N	N
<b>ACKNOWLEDGEMENTS:</b>	Y or N	N	Y	Y
<b>VENDOR QUESTIONNAIRE:</b>	Y or N	Y	Y	Y
<b>EXPERIENCE:</b>				
Years of experience doing this type of work:		Over 35 Years	15 Years	12 Years
Years of experience doing CDBG work:		Over 20 Years	10 Years	Since 2008
Mowing equipment owned by Firm provided:	Y or N	Y	Y	Y
<b>FORMS:</b>	Y or N	Y	Y	Y
		<b>Low Total Bidder</b>		

**ATTEST:**

(\*Bid Opening conducted via a Go-To Meeting)

Andrew Chambliss  
Heather Chomiak  
Cindy Stewart

Emily Frontera  
Purchasing Manager



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

Date: March 21, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Lisa Burnham, Controller  
Kurt Bovensiepe, Public Works Director  
Dennis Trantham, Facilities and Grounds Operations Manager  
Emily Frontera, Purchasing Manager

Subject: Standard Purchasing Resolution 2: Award to Low Bidder Meeting Specifications – Fertilizer/Herbicide Application Services

### History

- The Grounds Division is responsible for the maintenance of all municipal property including turf.
- In an effort to minimize weed growth and promote good turf the Parks Division contracts the application of fertilizer and herbicide to municipal property including medians, municipal buildings, parks, and athletic fields.
- Because the athletic fields are irrigated, these locations receive four annual applications and the remaining locations receive two applications.

### Purchasing

- On March 10, 2022, a bid opening was conducted as required by City Charter/Code and bid proposals were received at the City's request from firms interested in providing requirements of fertilizer/ herbicide application services
- The bid was posted on Bidnet Direct/MITN website; [www.bidnetdirect.com/mitn/city-of-troy-mi](http://www.bidnetdirect.com/mitn/city-of-troy-mi).
- Two hundred and ninety-three (293) vendors were notified via the Bidnet Direct/MITN website. Five (5) bid responses were received. Below is a detailed summary of potential vendors for the bid opportunity:

<b>Companies notified via MITN</b>	293
Troy Companies notified via MITN	5
Troy Companies notified Active email Notification	4
Troy Companies - Active Free	1
<b>Companies that viewed the bid</b>	10
Troy Companies that viewed the bid	1

**MITN** provides a resourceful online platform to streamline the procurement process, reduce costs, and make it easier and more transparent for vendors to do business with the City of Troy.

**Active MITN** members with a current membership and paying annual dues receive automatic electronic notification which allows instant access to Bids, RFPS and Quote opportunities with the City.

**Active MITN non-paying members** are responsible to monitor and check the MITN website for opportunities to do business with the City.

**Inactive MITN member** status can occur when a company does not renew their account upon expiration. Inactive members cannot be notified of solicitations or access any bid information.

- After reviewing the bid proposals, *Green Meadows Lawnscape, Inc. of Rochester Hills, MI* was the low bidder meeting specifications and is being recommended. *Green Meadows Lawnscape, Inc.* has successfully provided fertilizer/herbicide application services for the City.



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

### **Financial**

Funds are budgeted and available in the following accounts: 101.336.344.7802.050 – Fire, 101.751.30.770.7802.050 – Parks Maintenance, 202.751.30.780.7802.070 – Streets Island Maintenance, 101.804.807.7802.070 – Historic Village, 234.285.7802.050 – Transit Center 661.549.551.7802.050 – DPW, and 101.751.30.759.7802.070 – Athletic Fields for 2022 fiscal year and the subsequent fiscal years for the duration of the contract.

### **Recommendation**

City Management recommends awarding a three (3) year contract to provide Fertilizer/Herbicide Application Services to the low bidder meeting specifications; *Green Meadows Lawnscape of Rochester Hills, MI* at unit prices contained in the attached bid tabulation for an estimated total annual cost of \$26,470.40, not to exceed budgetary limitations. The award is contingent upon the contractor's submission of properly executed bid documents including insurance certificates and all other specified requirements.

ITB-COT 22-10  
PAGE 1 OF 2



Opening Date: 03/10/2022  
Date Reviewed: 03/10/2022

CITY OF TROY  
BID TABULATION  
FERTILIZER/HERBICIDE APPLICATION SERVICES

		VENDOR NAME:		Owen Tree Service		Premier Group Associates, LC				
		CITY:		Attica, MI		Detroit, MI				
		CHECK AMOUNT:		\$1,500.00		\$1,500.00				
		CHECK #:		2258761		2015542655				
Proposal: THREE-YEAR REQUIREMENTS OF FERTILIZER / HERBICIDE APPLICATION SERVICES										
Proposals		Description		Pricing			Pricing			
Estimated Quantity		In accordance with the attached specifications		Cost per acre per application			Cost per acre per application			
				2022	2023	2024	2022	2023	2024	
A	90.2 acres	Spring Application Liquid Weed and Feed	\$147.00	\$150.00	\$153.00	\$200.00	\$208.00	\$216.35		
		Fall Application Liquid Weed and Feed	\$147.00	\$150.00	\$153.00	\$200.00	\$208.00	\$216.35		
Estimated 3 Year Total - Proposal A:			\$81,180.00			\$112,632.74				
B	58.3 acres	Early Spring Application Fertilizer and Pre-Emergent	\$163.00	\$166.00	\$169.00	\$195.00	\$202.80	\$210.95		
		Spring Application Liquid Weed and Feed	\$163.00	\$166.00	\$169.00	\$200.00	\$208.00	\$216.95		
		Summer Application Fertilizer and Grub Control	\$163.00	\$166.00	\$169.00	\$180.00	\$187.20	\$194.70		
		Fall Application Liquid Weed and Feed	\$163.00	\$166.00	\$169.00	\$200.00	\$208.00	\$216.35		
Estimated 3 Year Total - Proposal B:			\$116,133.60			\$141,083.09				
Estimated Annual Total Proposal A & B:			\$64,530.40	\$65,771.20	\$67,012.00	\$81,262.50	\$84,513.00	\$87,940.33		
Est. Grand Total 3 Year Proposal A & B:			\$197,313.60			\$253,715.83				
Site Inspection:		Y/N	Y			Y				
Contact Information:		Hours of Operation:	7AM - 5PM			7AM - 6PM				
		24 Hr. Phone No.:	810-724-6651			Not Specified				
Pesticide Application License #:			440003			820389				
References:		Y/N	Y			Y				
Can meet Completion Schedule:		Y/N	Y			Y				
Insurance Met:		Y/N	Y			Y				
Proposed Herbicide Information:		Y/N	Y			Y				
SDS Sheet/Sample of labels:		Y/N	Y			Y				
Payment Terms:			Net 30			Net 30				
Warranty:			As specified in bid specs			Not Specified				
Acknowledgement:		Y/N	Y			Y				
Exceptions:		Y/N	"We apply granular lawn fertilizers and liquid weed control			None				
Bidder Questionnaire completed:		Y/N	Y			Y				
Forms:		Y/N	Y			Y				

ATTEST:  
(\*Bid Opening conducted via a Zoom Meeting)  
\_\_\_\_\_  
Scott Carruthers  
\_\_\_\_\_  
Laura Campbell  
\_\_\_\_\_  
Heather Chomiak  
\_\_\_\_\_  
Andrew Chambliss  
\_\_\_\_\_  
Jackie Ahlstrom

\_\_\_\_\_  
Emily Frontera  
Purchasing Manager



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

J-05

## CITY COUNCIL AGENDA ITEM

Date: March 17, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
William J. Huotari, City Engineer/Traffic Engineer

Subject: Traffic Committee Recommendations and Minutes – March 16, 2022

---

At the Traffic Committee meeting of March 16, 2022, the following recommendations were made for City Council approval:

**4. Request for Traffic Control – Ellery Drive at Rangemore Drive**

RESOLVED, that the intersection of Ellery Drive at Rangemore Drive be **MODIFIED** from NO traffic control to a STOP sign on the Ellery Drive approach to the intersection.

**5. Request for Traffic Control – Midvale Drive at Ludstone Drive**

RESOLVED, that the intersection of Midvale Drive at Ludstone Drive be **MODIFIED** from NO traffic control to a STOP sign on the Midvale Drive approach to the intersection.

Minutes of the meeting are attached.

WJH/G:\Traffic\aaa Traffic Committee\2022\3\_March 16\City Council Item\20220321 Traffic Committee Recommendation and Minutes.docx



# GIS Online

Legend:

Road Centerline Text



Notes:

Map Scale: 1=504

Created: February 15, 2022



Note: The information provided by this application has been compiled from recorded deeds, plats, tax maps, surveys, and other public records and data. It is not a legally recorded map survey. Users of this data are hereby notified that the source information represented should be consulted for verification.

A regular meeting of the Troy Traffic Committee was held Wednesday, March 16, 2022 in the Council Boardroom at Troy City Hall. Pete Ziegenfelder called the meeting to order at 7:30 p.m.

**1. Roll Call**

Present: Richard Kilmer  
Cindy Nurak  
Abi Swaminathan  
Cynthia Wilsher  
Pete Ziegenfelder  
Tyler Koralewski, Student Representative

Absent: Al Petrulis  
Sunil Sivaraman

Also present: Sgt. Brian Warzecha, Police Department  
Lt. Chuck Roberts, Fire Department  
Austin Cheek, 5389 Rangemore  
Satish Palla, 5341 Rangemore  
Bill Huotari, City Engineer/Traffic Engineer

**2. Minutes – February 16, 2022**

Resolution # 2022-03-03  
Moved by Kilmer  
Seconded by Wilsher

To approve the February 16, 2022 minutes as printed.

Yes: Kilmer, Nurak, Swaminathan, Wilsher, Ziegenfelder  
No: None  
Absent: Petrulis, Sivaraman

**MOTION CARRIED****PUBLIC HEARINGS****3. No Public Hearings****REGULAR BUSINESS****4. Request for Traffic Control – Ellery Drive at Rangemore Drive**

Traffic Committee members requested to address Item #4 and Item #5 together as they are very similar if not identical in their nature and subsequent recommendation.

Austin Cheek of 5389 Rangemore, representing the Whispering Park Condominium



Association, requests that the intersection of Ellery Drive at Rangemore Drive be reviewed for purposes of traffic control at the intersection. He stated that the lack of traffic control signage creates a hazardous situation.

Mr. Cheek was present at the meeting and discussed that Whispering Park is a newer subdivision consisting of one-loop of 50 homes. He represents the HOA as a board member in addition to representing himself as a resident of the same area. There are no Stop signs as you enter the subdivision. There are Stop signs as you leave the subdivision. Mr. Cheek reports that there are a lot of children at the elementary school bus stop and a lot of pedestrians who walk in or cross the roads in this area. He has counted up to 25 children at the bus stop. Mr. Cheek feels that a Yield sign might help but believes that a Stop sign would be more appropriate and would do a better job of addressing resident concerns.

Troy Police typically recommend Stop signs over Yield signs to remove any ambiguity at the intersection.

Mr. Kilmer stated his support for Stop signs at intersections rather than Yield signs.

Ms. Wilsher observed the area in the AM and PM hours (around 10AM and 5:30PM) and did not observe heavy traffic or pedestrian use. It was discussed that she most likely was in the area after the morning bus pickup and after the evening bus drop-off. She also recommended that the HOA discuss traffic issues with the residents in the subdivision as the concerns they have are directly attributable to the people that live in Whispering Park.

The subdivision is isolated and not a cut-through location, so speeding, lack of stopping at an intersection, etc. are issues/concerns created by the same residents who live in the Whispering Park subdivision.

Ms. Nurak observed the area on the weekend and did find many children in the area.

Ms. Swaminathan noted that as the weather gets warmer, more residents will be outside and use the roads and sidewalks to walk, play, etc.

Mr. Ziegenfelder stated his continued support for traffic control at all intersections and specifically the use of Stop signs when traffic control is recommended.

Resolution # 2022-03-04

Moved by Kilmer

Seconded by Petrulis

RESOLVED, that the intersection of Ellery Drive at Rangemore Drive be **MODIFIED** from NO traffic control to a STOP sign on the Ellery Drive approach to the intersection.

Yes: Kilmer, Nurak, Swaminathan, Wilsher, Ziegenfelder

No: None

Absent: Sivaraman, Petrulis

**MOTION CARRIED**

**5. Request for Traffic Control – Midvale Drive at Ludstone Drive**

Traffic Committee members requested to address Item #4 and Item #5 together as they are very similar if not identical in their nature and subsequent recommendation.

Austin Cheek of 5389 Rangemore, representing the Whispering Park Condominium Association, requests that the intersection of Ellery Drive at Rangemore Drive be reviewed for purposes of traffic control at the intersection. He stated that the lack of traffic control signage creates a hazardous situation.

Mr. Cheek was present at the meeting and discussed that Whispering Park is a newer subdivision consisting of one-loop of 50 homes. He represents the HOA as a board member in addition to representing himself as a resident of the same area. There are no Stop signs as you enter the subdivision. There are Stop signs as you leave the subdivision. Mr. Cheek reports that there are a lot of children at the elementary school bus stop and a lot of pedestrians who walk in or cross the roads in this area. He has counted up to 25 children at the bus stop. Mr. Cheek feels that a Yield sign might help but believes that a Stop sign would be more appropriate and would do a better job of addressing resident concerns.

Troy Police typically recommend Stop signs over Yield signs to remove any ambiguity at the intersection.

Mr. Kilmer stated his support for Stop signs at intersections rather than Yield signs.

Ms. Wilsher observed the area in the AM and PM hours (around 10AM and 5:30PM) and did not observe heavy traffic or pedestrian use. It was discussed that she most likely was in the area after the morning bus pickup and after the evening bus drop-off. She also recommended that the HOA discuss traffic issues with the residents in the subdivision as the concerns they have are directly attributable to the people that live in Whispering Park.

The subdivision is isolated and not a cut-through location, so speeding, lack of stopping at an intersection, etc. are issues/concerns created by the same residents who live in the Whispering Park subdivision.

Ms. Nurak observed the area on the weekend and did find many children in the area.

Ms. Swaminathan noted that as the weather gets warmer, more residents will be outside and use the roads and sidewalks to walk, play, etc.

Mr. Ziegenfelder stated his continued support for traffic control at all intersections and specifically the use of Stop signs when traffic control is recommended.

Resolution # 2022-03-05  
Moved by Kilmer  
Seconded by Wilsher

RESOLVED, that the intersection of Midvale Drive at Ludstone Drive be **MODIFIED** from NO traffic control to a STOP sign on the Midvale Drive approach to the intersection.

Yes: Kilmer, Nurak, Swaminathan, Wilsher, Ziegenfelder  
No: None  
Absent: Sivaraman, Petrulis

## **MOTION CARRIED**

### **6. Public Comment**

There was no further public comment at the meeting.

### **7. Other Business**

Mr. Kilmer discussed concerns about the mid-block crossing on Wattles, east of Livernois. He has seen and has received concerns about the lack of reflection of the sign poles and signs. He would like to see solar powered type signs that have blinking lights to make the crossing stand out during evening and/or nights. Traffic Engineering will forward to the Streets Department for further review and investigation.

### **8. Adjourn**

The meeting adjourned at 7:49 PM.

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Pete Ziegenfelder, Chairperson

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William J. Huotari, City Engineer/Traffic Engineer

G:\Traffic\aaa Traffic Committee\2022\13\_March 16\20220316\_Minutes\_Traffic Committee\_DRAFT.docx



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

## CITY COUNCIL AGENDA ITEM

Date: March 17, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
R. Brent Savidant, Community Development Director  
William J. Huotari, City Engineer  
Larysa Figol, Sr. Right-of-Way Representative

Subject: Request for Acceptance of a Permanent Easement from Mohamad Hussein and Nasrine Boutari, Sidwell #88-20-27-481-012

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### **History**

The City of Troy received a permanent easement for storm sewers and surface drainage from Mohamad Hussein and Nasrine Boutari, owners of the property having Sidwell #88-20-27-481-012.

The parcel is located on Chopin Street in the southwest ¼ of Section 27, east of Rochester and north of Maple roads.

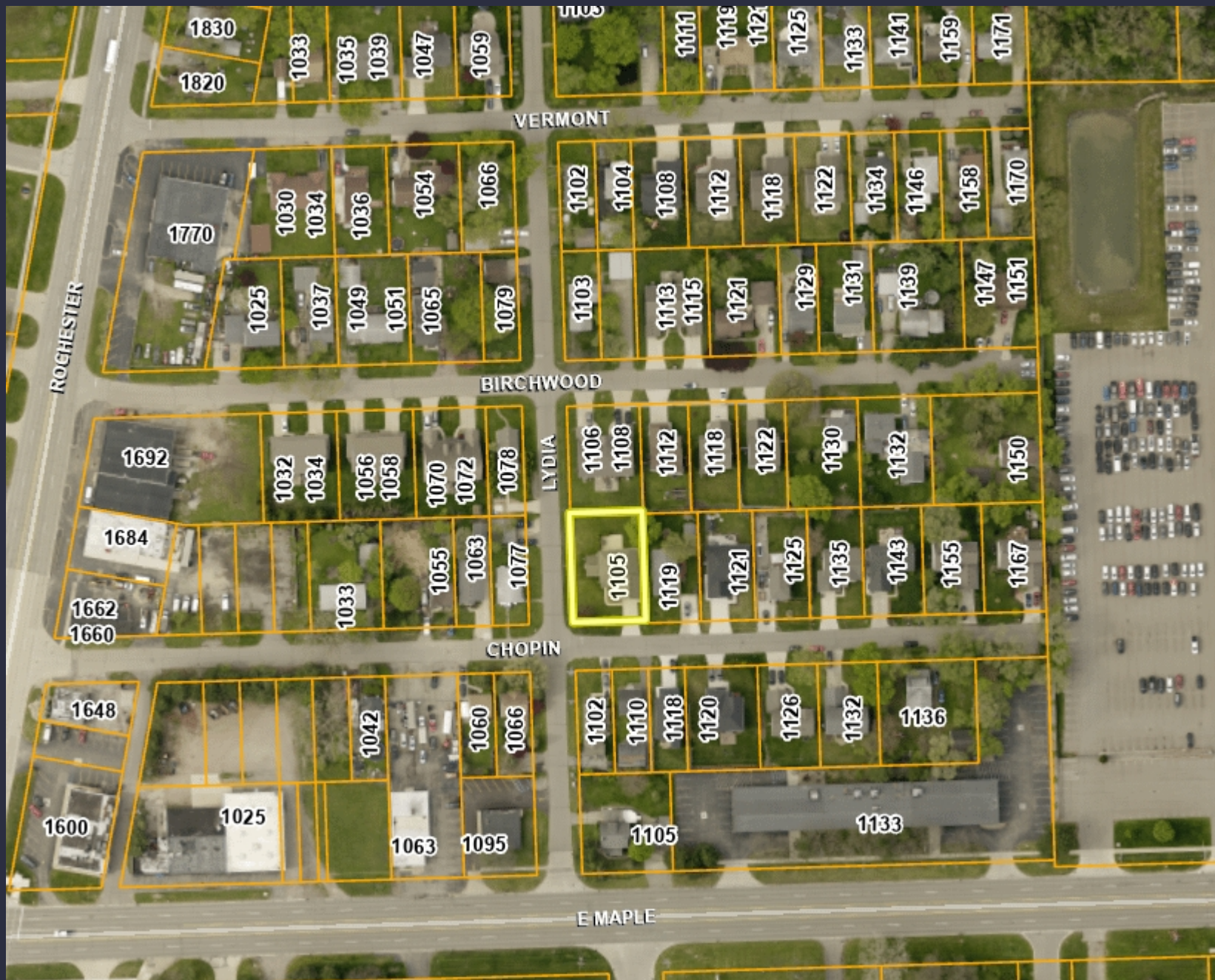
### **Financial**

The consideration amount on this document is \$1.00.

### **Recommendation**

City Management recommends that City Council accept the attached permanent easement consistent with our policy of accepting easements for improvement and development purposes.





## Notes:

Easement  
Storm sewers & surface  
drainage  
#88-20-27-481-012  
Hussein, Mohamad & Boutari,  
Nasrine



**PERMANENT EASEMENT  
FOR STORM SEWERS AND SURFACE DRAINAGE**

Sidwell #88-20-27-481-012 (part of)

**Mohamad Hussein and Nasrine Boutari**, husband and wife, whose address is 1105 Chopin, Troy, MI 48083 for and in consideration of the sum of: One and no/100 Dollar (\$1.00) paid by the **CITY OF TROY**, a Michigan municipal corporation, Grantee, whose address is 500 West Big Beaver Road, Troy, Michigan, 48084 grants to the Grantee the right to access, construct, reconstruct, modify, operate, maintain, repair, upgrade, improve, inspect, enlarge or remove and/or replace **storm sewers and surface drainage**, said easement for land situated in the City of Troy, Oakland County, Michigan described as:

THE NORTH 10 FEET OF LOTS 187 AND 188, STUMP'S BEECH GROVE SUBDIVISION, AS  
RECORDED IN LIBER 32, PAGES 11 AND 12 OF PLATS, OAKLAND COUNTY RECORDS.

and to enter upon sufficient land adjacent to said improvement(s) for the purpose of the construction, operation, maintenance, repair and/or replacement thereof.

This instrument shall be binding upon and inure to the benefit of the parties hereto, their heirs, representatives, successors and assigns and the covenants contained herein shall run with the land.

IN WITNESS WHEREOF, the undersigned hereunto affixed their signature(s)  
this 16<sup>th</sup> day of March, 2022.

*(Handwritten initials: M.H. and N.B.)*

*(Signature of Mohamad Hussein)* (L.S.)  
\*Mohamad Hussein  
*(Signature of Nasrine Boutari)* (L.S.)  
Nasrine Boutari

STATE OF MICHIGAN       )  
COUNTY OF OAKLAND    )

The foregoing instrument was acknowledged before me this 16<sup>th</sup> day of March, 2022, by Mohamad Hussein and Nasrine Boutari, husband and wife.

LARYSA FIGOL  
Notary Public, State of Michigan  
County of Oakland  
My Commission Expires 03-02-2024  
Acting in the County of Oakland

*(Signature of Larysa Figol)*  
\*  
Notary Public, \_\_\_\_\_ County, Michigan  
My Commission Expires \_\_\_\_\_  
Acting in \_\_\_\_\_ County, Michigan

Prepared by:   Larysa Figol, SR/WA  
City of Troy  
500 W. Big Beaver Road  
Troy, MI 48084

Return to:       City Clerk  
City of Troy  
500 W. Big Beaver Road  
Troy, MI 48084

Chair Lambert called the Regular meeting of the Troy City Planning Commission to order at 7:00 p.m. on February 22, 2022, in the Council Chamber of the Troy City Hall. Chair Lambert presented opening remarks relative to the role of the Planning Commission and procedure of tonight's meeting.

1. ROLL CALL

Present:

Carlton M. Faison  
Michael W. Hutson  
Tom Krent  
David Lambert  
Lakshmi Malalahalli  
Sadek Rahman  
John J. Tagle

Absent:

Marianna Perakis

Also Present:

R. Brent Savidant, Community Development Director  
Ben Carlisle, Carlisle Wortman Associates  
Julie Quinlan Dufrane, Assistant City Attorney  
Kathy L. Czarnecki, Recording Secretary

2. APPROVAL OF AGENDA

**Resolution # PC-2022-02-011**

Moved by: Krent

Support by: Faison

**RESOLVED**, To approve the Agenda as prepared.

Yes: All present (7)

Absent: Perakis

**MOTION CARRIED**

3. APPROVAL OF MINUTES – February 8, 2022

**Resolution # PC-2022-02-012**

Moved by: Rahman

Support by: Malalahalli

**RESOLVED**, To approve the minutes of the February 8, 2022 Regular meeting as submitted.

Yes: All present (7)  
Absent: Perakis

**MOTION CARRIED**

4. PUBLIC COMMENT – For Items Not on the Agenda

There was no one present who wished to speak.

**SPECIAL USE AND SITE PLAN APPROVAL**

5. PUBLIC HEARING - SPECIAL USE AND PRELIMINARY SITE PLAN APPROVAL (File Number SP JPLN2021-0027) – Proposed 780 West Maple (North) Industrial Building, East side of Barrett, North of Maple (PIN 88-20-28-304-029), Section 28, Currently Zoned MR (Maple Road) District

Mr. Carlisle gave a review on the Special Use and Preliminary Site Plan application for 780 West Maple (North) Industrial Building. He said the proposed use is for a one-story light industrial and office building with four tenant suites. Mr. Carlisle noted the office use would be in the front and the light industrial use would be in the rear of the building. Mr. Carlisle said a light industrial use requires a Special Use Approval and Public Hearing.

Mr. Carlisle addressed parking and the loading space. He reported the applicant is deficient one (1) parking space and two (2) bicycle spaces. Mr. Carlisle asked the applicant to address the maneuverability of delivery trucks in the loading space located in the rear, noting the space is tight and trucks would block access to the rear doors.

Mr. Carlisle addressed access and circulation. He said the access to the site would be off Barrett Drive and a cross access to the property to the south. Mr. Carlisle stated the owner of the site under consideration this evening is also the owner of the property to the south and a cross access easement would be part of the Final Site Plan approval. Mr. Carlisle asked the applicant to confirm the southern site meets parking requirements after the removal of three (3) parking spaces to accommodate the cross access.

Mr. Carlisle addressed the street tree landscaping requirement. He reported the applicant is not able to plant the required six (6) street trees along Barrett Drive due to overhead wires. The applicant is requesting consideration by the Planning Commission to plant the street trees along the northern property line.

Mr. Carlisle said the application complies with the transparency requirement on the front and side elevations but not on the rear elevation. He asked the applicant to address the required transparency along the rear elevation.

Mr. Carlisle stated the application meets the Special Use Standards per Section 9.03 of the Zoning Ordinance. He asked the Planning Commission to consider the location of the proposed loading space, one (1) parking space deviation, alternative location of the street trees and obtain confirmation from the applicant that the remaining parking spaces on the south building site meet parking requirements.

Mr. Carlisle expressed overall support of the application and recommended approval of the Special Use and Preliminary Site Plan with conditions as identified in the Planning Consultant report dated February 15, 2022.

Present were Ben Tiseo of Tiseo Architects Inc, Civil Engineer James Butler of Professional Engineers Associates, and a representative for property owner Kevin Denha of Big Tom Properties LLC.

Mr. Tiseo addressed the methodology he used to compute the number of parking spaces in relation to the building tenancy. He prepared and distributed a calculation sheet to each member. Mr. Tiseo assured the Board that parking for the building to the south is sufficient and noted an excess of 15 spaces. He said a cross access easement agreement and a shared parking agreement will be provided by the applicant.

Mr. Savidant advised the applicant and the Board there would be no parking concerns with a shared parking agreement.

Mr. Tiseo said transparency calculations were provided to the Planning Department prior to this evening's meeting but they were not included in the agenda packet. He said to meet the transparency requirement for the rear elevation, the applicant would remove two panels (2 feet high) from the overhead doors and replace the panels with glass.

There was discussion on:

- CMU (concrete masonry unit) building material.
- Loading space maneuverability for deliveries; use of panel trucks, not semi-trucks, for small deliveries to tenants.
- Cross access easement and shared parking agreement.
- Building setback requirement in MR (Maple Road) zoning district.
- Market for smaller industrial/office uses.
- Potential tenants; small user such as a contractor with office/shop/storage space.

#### PUBLIC HEARING OPENED

There was no one present who wished to speak.

#### PUBLIC HEARING CLOSED



**Resolution # PC-2022-02-013**

Moved by: Rahman

Support by: Tagle

**RESOLVED**, The Planning Commission hereby approves a reduction in the total number of required parking spaces for the proposed 780 West Maple (North) Industrial Building to 19 when a total of 20 spaces are required on the site based on the off-street parking space requirements for industrial and office. This one (1) space reduction is sufficient to meet parking demands based on shared ownership with the property to the south; and,

**RESOLVED**, That Special Use Approval and Preliminary Site Plan Approval for the proposed 780 West Maple (North) Industrial Building, East side of Barrett, north of Maple, Section 28, Currently Zoned MR (Maple Road) District, be granted, subject to the following conditions:

1. Provide bicycle rack for two bicycles.
2. Provide cross access easement.
3. Provide shared parking agreement.
4. Provide transparency along rear elevation by replacing two panels of each overhead door with transparent glass.
5. Requirement of six (6) street trees to be alternatively located along the northern property line.

Yes: All present (7)

Absent: Perakis

**MOTION CARRIED****OTHER ITEMS****6. PUBLIC COMMENT – For Items on the Agenda**

There was no one present who wished to speak.

**7. PLANNING COMMISSION COMMENT**

Mr. Savidant announced that City Council granted approval of Adler Cove, the one-family residential cluster development located on the south side of Long Lake, east of John R, at their February 14, 2022 meeting.

Mr. Savidant and Mr. Carlisle announced a bus tour will be conducted for City Council's engagement in the Neighborhood Node Walks and Talks. To be determined are which three neighborhood nodes to be toured and confirmation on a March 12 date.

Ms. Dufrane stated the bus tour will meet all requirements of the Open Meeting Act.

The next steps for Master Plan update:

- Create a Planning Commission sub-committee to discuss Neighborhood Node districts.
- Schedule a Joint Meeting with City Council and Planning Commission.
- Establish a timetable for completion.

8. ADJOURN

The Regular meeting of the Planning Commission adjourned at 7:40 p.m.

Respectfully submitted,



---

David Lambert, Chair



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Kathy L. Czarnecki, Recording Secretary

G:\Planning Commission Minutes\2022 PC Minutes\FINAL\2022 02 22 FINAL.doc



## CITY COUNCIL AGENDA ITEM

Date: March 21, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Brian Goul, Recreation Director

Subject: Troy Historical Society Annual Report for Fiscal Year Ending 2021 and Financial Statements for Fiscal Year Ending 2020 and 2021

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The Troy Historical Society, established as a 501.c.3 nonprofit corporation in 1966, administers the Troy Historic Village for the City of Troy through a renewable management agreement. Troy Historical Society provides engaging education and enrichment programs at the city-owned Troy Historic Village as well as outreach programs for schools and adult groups. Nearly 30,000 guests visit the Village each year, including 15,000 students, chaperones, and teachers from public, private and charter schools in southeast Michigan. The Troy Historical Society is committed to expanding awareness of the Village as an outstanding center for history education, arts and culture, and inclusive community engagement.

The Troy Historical Society provides a welcoming environment that:

- Engages visitors in positive learning experiences and social interactions
- Respects the significance of history as we seek knowledge, understanding and relevance in our lives
- Recognizes artifacts as social objects and catalysts for sharing information and ideas
- Embraces innovative and creative interpretive programs
- Encourages civil discussion and objective analysis and evaluation of controversial issues
- Promotes a stewardship and adherence to the highest standards of historic preservation; manages resources with integrity and transparency; and treats all peoples with dignity and respect

Attached is the Troy Historical Society's Annual Report for FYE 2021 and Financial Statements for FYE 2020 and 2021. The FYE 2020 Financial Statements were delayed due to COVID and were not brought to Council last year.





# TROY HISTORIC VILLAGE

*where history lives*



# Annual Report

Fiscal Year Ending June 30, 2021



# AROUND THE VILLAGE

The Board of Trustees of the Troy Historical Society (THS) and the staff of the Troy Historic Village (Village) present this Annual Report for the Fiscal Year ending June 30th, 2021 (FYE2021). This year's programming was fully impacted by the COVID-19 Pandemic. From disrupted schooling to emergency health orders restricting the size and nature of gathering, all activities were rethought and redesigned. With incredible assistance from the City of Troy, Oakland County, state level and national pandemic grants, we were able to make those adjustments and create new programs that supported the community and encouraged the life-long exploration of history and culture in the midst of a pandemic.

## PROGRAM HIGHLIGHTS

School groups form the core of our programming at the Village and were the most impacted by the pandemic. As schools struggled to adjust to rotating schedules and virtual learning, traditional field trips became impractical. Instead, Village staff presented Virtual Field Trips and sent hands-on history trunks to 30 classrooms. Combined with a few private school trips, we reached 1,458 students, 251 chaperones, and about 50 teachers in FYE2021.



In person, we offered 88 Family and Small Group Field Trips and Workshops. Staff modified existing field trips and created new programs such as Winter Pioneers, Shopping Back in Time, Summer Pioneers, Michigan Trail, and Spies, Lies, & Mysteries. Staff also reformatted existing adult and senior programs including Thursday Teas to work for smaller, safer groups.

Our largest programming success came from adjusting our popular Trick-or-Treat and Cocoa and Crafts events to accommodate timed entry over multiple days. We safely provided these programs to 1,209 individuals, giving families a feeling of normalcy. We also offered new Egg Hunt and Cheddar's Birthday Party events based on this model.



Without regular field trips, we looked at using the Village in new ways, such as staging several Village-wide exhibits. We added an outdoor Yoga & Wine



event to our expanded Museum Yoga series.

Plaidurday Happy Hour let

guests socialize outdoors with live music. All combined, about 6,000 visitors joined us for programs, activities, and exhibits in FYE2020/2021. Though the overall numbers were much lower than a typical year, we were pleased with the quality and variety of programs and activities offered to the greater Troy community.

88

Family and Small Group Field Trips and Workshops were offered in 2020-2021

# AROUND THE VILLAGE

## STAFF AND VOLUNTEER SUPPORT

After 22 years with the Village, Executive Director Loraine Campbell retired in the fall of 2020. Loraine started at the Village as a part-time City employee designing, writing, and leading programs. She oversaw the Parsonage, Church, and Niles-Barnard House moves, the transition from City management to THS management, and the growth of Village programs and field trips. Jen Peters was promoted to Executive Director and brings with her a Master of Science in historic preservation and museums and a background in archaeology and community programming.



Our full-time Adult Program Director and Youth Program Director along with part time history interpreters combine buildings, artifacts, history, and learning in exciting ways. New programs this year featured radio show history, the use of science to pass information during the Revolutionary War, and how the natural world helped enslaved people to freedom. Our part-time curator maintains the City collections and helps develop exhibits and support programs using an array of artifacts. The Community Development Director and Business Manager provide much needed office support and financial oversight. Our Events Manager and Facilities Attendant manage Village rentals and assist as needed with programs. We continue to work with Excel for contracted cleaning services.

The COVID Pandemic has made it difficult to connect with volunteers as regularly as in the past. Troy Garden Club members did continue their outdoor activities safely, but we limited indoor volunteer opportunities for the safety of volunteers and staff members. We welcomed eager student and adult volunteers back to support our community events. Two dedicated families tended our Pioneer Garden all summer, and a team of volunteers and City staff planted nearly 800 flowers, grasses, and shrubs around the Niles-Barnard House in preparation for the grand opening. Despite COVID, 163 volunteers contributed 1645 hours. We hope to increase those opportunities and connections next year.

## CAPITAL IMPROVEMENTS

Over the Summer, Warren Construction removed the last of the pavers and replaced them with stamped, dyed concrete pathways. The City replaced the wooden porch stairs as part of the project. Concrete pathways were extended to incorporate the Niles-Barnard House with the rest of the Village and provide appropriate access. Volunteers modified a portion of the Village fence between the Cabin and Niles-Barnard to further connect the Village.



The second floor door and wood decking on the fire escape were replaced on the Main Building. Major pruning was completed on several oak trees around the Village and a maple was removed. City staff assisted in the Niles-Barnard landscaping which included setting rocks, creating garden beds, completing plantings, and sowing grass.

Several roofs were replaced in FYE2021. Shena Roofing & Sheet Metal replaced the Niles-Barnard, Town Hall, Poppleton, and General Store roofs between November and February. Over the spring, National Restoration repainted the General Store, Parsonage, and Church. They also addressed the dormers and windows on the Main Building.

After several COVID-related delays, restoration of the Niles-Barnard House was completed in March of 2021 and we immediately started using it for programming. A ribbon cut and Grand Opening event was held on June 7th for City officials, Village Board and Staff, and members of the Niles and Barnard families. The general public was limited to timed entries due to COVID, but we have incorporated the building into other open house events to make sure there are plenty of opportunities to see the finished project.

*"Despite Covid, we were able to provide a range of safe programs, events, and opportunities to families and visitors of all ages—we even grew in some areas!" ~Jen Peters, Executive Director*

### Programming Revenues

**ADMISSIONS**  
\$2,946.50 → \$3,259.00  
**11%**

**MEMBERSHIP**  
\$9,250.00 → \$13,035.00  
**41%**

**PUBLIC PROGRAMMING  
& WORKSHOPS**  
\$31,008.00 → \$49,399.00  
**59%**

### Community Events

**NEW!**  
Cheddar's  
Birthday Party  
**67**  
in 2021

**NEW!**  
Egg Hunt  
**405**  
in 2021

**Cocoa &  
Crafts with  
Santa**  
162 in 2019 to  
**278**  
in 2020

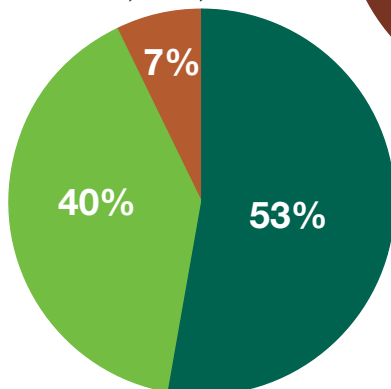
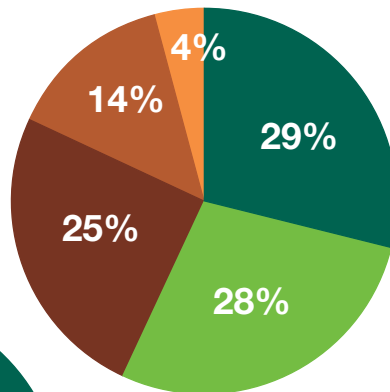
**1681**  
Total

**Trick  
or Treat**  
843 in 2019 to  
**931**  
in 2020

### Financials\*

#### SOURCE OF REVENUE

- 29% Donors, Sponsors, Memberships & Fundraising
- 28% Government and Grants
- 25% COVID specific Grants
- 14% Schools, Programs & Admissions
- 4% Rental, Store, & Other



#### FUNCTIONAL EXPENSES

- 53% Programs
- 40% Administrative
- 7% Fundraising

\*Unaudited Financial Statements from FY 2020/2021

### Healthy Initiatives



#### YEAR-ROUND THURSDAY WALKS

**45** regular walkers with a contact list of 230 members



#### NEW! SATURDAY HIKES

A little longer and a little further from the Village; these hikes take walkers to trails all over southeast Michigan



#### YOGA AT THE VILLAGE

**110** attendees with an average of 25-30 weekly participants



#### NEW! WINTER EXPLORERS & SUMMER FITNESS CHALLENGE

**30** participants played fitness bingo with a history twist

# FINANCIALS

## FINANCE

THS successfully completed its tenth fiscal year operating the Village through its renewable management agreement with the City of Troy. The current agreement will end in 2026. As the COVID Pandemic forced the cancelation of the 2020 Troy Traffic Jam and it became apparent that it would continue to disrupt typical field trips and programming, THS continued its strategy of writing 6-month budgets to track changes and adjust more easily. While the hopes of a “normal” spring faded, an additional \$106,700 in COVID relief grants and strong \$115,444 in memberships and donations boosted gross receipts to \$428,861. This allowed THS to maintain its skilled staff even while programs had to be produced for smaller audiences.

## GRANTS

The following grant funds were received in FYE2021:

- ✓ **Michigan Council for Arts and Cultural Affairs** awarded THS a \$18,000 grant to support general operations.
- ✓ **Oakland County Culture and Arts COVID** awarded \$40,000 from their Federal CARES Act allocation to support general operations.
- ✓ THS applied for and received a second **Federal Paycheck Protection Plan** loan of \$66,700. It recently transitioned into a grant.
- ✓ **Kresge Foundation** allocated \$5,000 from a three-year grant of \$15,000 to support general operations.
- ✓ The **City of Troy** appropriated \$100,000 to support general operation in the Village. This is in addition to work completed through the Facilities & Grounds department to maintain and upgrade Village buildings and ground.

The Endowment Fund to benefit the Troy Historic Village administered by the Troy Community Foundation reached a balance of \$36,378 as of June 30, 2021.

## Financial Snapshot

### Revenue

Admissions, Programs, & Field Trips	\$ 59,548
Rentals, Village Store, & Miscellaneous	\$ 24,111
Business Sponsorships	\$ 9,075
Memberships and Private Donations	\$ 114,436
COVID Specific Funding	\$ 106,700
City of Troy and Grants	\$ 120,700

### Expenses

Salaries and Related Fees	\$ 313,420
Artist and Professional Fees	\$ 27,020
Program Expenses	\$ 41,624
Fundraising Expenses	\$ 3,364
Administrative & Overhead Expenses	\$ 25,368

*\*Unaudited Financial Statements from FY2020/2021*



NATIONAL  
ENDOWMENT  
FOR THE  
HUMANITIES



OAKLAND COUNTY  
BAR FOUNDATION

THE  
KRESGE  
FOUNDATION



Phillip & Elizabeth Filmer Memorial Charitable Trust



# COLLECTIONS

Staff Curator, Elizabeth Thornburg, completed the following projects during FYE2021:

- ✓ Processed loans for the *Resilience on the Homefront* exhibit including quilts, original artwork, high school graduation gowns and signs, cookbooks, depression glass, WWII ration books, games and puzzles, and clothing.
- ✓ Processed loans for *Play at the Village* exhibit including toys, dolls, books and board games from staff and friends of the Village.
- ✓ Accepted a donation of mid-19th century furniture for use in the Niles-Barnard House, including several chairs, a kitchen table and side table, a dough box, a wall clock, and a dresser.
- ✓ Installed a mix of collections and reproductions in the Niles-Barnard House with Jen Peters and THV Staff to create three interpretive areas: 1850's Niles Family, 1950's Barnard family, general history of Troy and the House.
- ✓ Accepted the donation of a transparency scanner lid for THS owned Epson 11000XL scanner



The following items were Accessioned into the THS Collection:

- ✓ COVID Pandemic items including face masks, hand sanitizer bottles from Michigan producers, shopping lists, and a Shipt uniform – Various
- ✓ Leadership Troy/Troy Community Foundation records – Jim Cyrulewski
- ✓ Barnard Family images (digital acquisition) – Fred Barnard
- ✓ AMT model kit – Doug Thornburg
- ✓ Breadboards by Design Products Corp. – Angela Griggs
- ✓ Papers belonging to Gloria Anderlie covering mid-20th Century Troy – Kinda Hupman
- ✓ Four silver spoons belonging to Niles and Rhodes Families – Suzanne Offutt



The following items were added to the Education Collection:

- ✓ Portable Sewing Machine c. 1919 with Foot Pedal – Judy Murray
- ✓ Small typewriter – Constance Mansour
- ✓ Large dollhouse with accessories, several 20th century dolls and small quilts for Education – Vera Milz Estate
- ✓ Plates, Picture Frames and small artifacts for Niles Barnard House – Kinda Hupman



Deaccessions:

- ✓ Golding Jobber printing press

157

Volunteer hours were utilized by Collections in FYE2021

# COLLABORATIONS

We collaborated with several groups, artists, and individuals to create our Village-wide exhibits through 2020 and 2021. For *Resilience on the Homefront* and *Play at the Village* we utilized artifact loans from community members, Village Staff, and THS Board members. Local artists helped create Scarecrowtopia—a historic and cultural look at scarecrows. The *Celebration of Light* exhibit invited partners from Shir Tikvah, Bharatiya Temple, Masjid Mahmoud Muslim Community, and Troy First United Methodist Church to share how light is used in their faith communities.

COVID caused The Troy Garden Club to cancel their Annual July Garden Walk in 2020, but members continued their dedicated work on Village flower beds.

THS once again provided a pop-up Michigan Made Maple Products store for Stage Nature Center's Annual Maple Syrup Days.

In addition to Explore Yoga's outdoor classes at the Village and weekly Village-led walks in the community, Beaumont sponsored a Healthy Summer Kick-off Event, this year's summer Village Challenge, and a series of Garden Talks provided by AmeriCorps.

Small Works, a community print shop, helped us facilitate a printing press deaccession and move; access the collection of font type; clean and get volunteers back in the Village Print Shop.

The Village continues to work with metalsmith Rose Weiss to provide Blacksmithing and Coppersmithing classes. In FYE2021 those classes were expanded to include family and small group opportunities that allowed for a "pod" of people to participate in a private 2-hour introductory class. We plan to expand opportunities for hands-on trades and arts in partnership with MI Folk School of Washtenaw County. Staff will also recruit additional local artists.



# BUSINESS AND COMMUNITY SPONSORS

## SCARECROW ROW

A.J. Desmond Funeral Home	Jazzercise Troy Fitness Center	Rexpointe Kennel	Troy Garden Club
Alliance Mobile Health	Kiwanis Club	Rochester Lawn Equipment	Troy Friendship Club and Papa Romano's
Anthology of Troy	Mahindra Auto	Royal Oak Heating & Cooling	Troy Police Dept.
Benitos Pizza	ManPower Group	Signs & More	Troy Racquet Club
C & G Newspapers	Master Auto Sales	State Farm Agency	Troy Rotary
Clawson Steak House	MSU Management Education Center	TCI Credit Union	Troy Somerset Gazette
Coldwell Banker	Next Door Lending	Team Rehabilitation TY2	Troy Veterinary
Explore Yoga	New Century Realtors	The Quell Group	
Genisys Credit Union	Oakland Press	Trevarrow Hardware	
Home Depot		Troy Fire Dept.	

## BUSINESS AND OPERATIONS

AAA Ice Cream	Lowes	Pomeroy Living-Rochester	Trevarrow Hardware
City of Troy	Nino Salvaggio International	Real Living Kee Realty	Troy Garden Club
Genisys Credit Union	Marketplace	Signs and More	Whole Foods
Home Depot		Tim Hortons-Troy	

## EDUCATION SPONSORS

Suburban Collection  
Kelly Services  
Kirco/Columbia  
City of Troy

## TRICK OR TREAT SPONSORS

Genisys Credit Union  
Troy Garden Club  
Community Choice Credit Union

## HOLIDAY EVENTS SPONSORS

Genisys Credit Union  
Troy Garden Club  
Community Choice Credit Union

## TEA SPONSORS

Pomeroy Living-Rochester  
Michigan Council for Arts and Cultural Affairs  
National Endowment for the Arts

## OPEN HOUSE SPONSORS

Real Living Kee Realty

## HEALTHY LIVING INITIATIVES

Beaumont Health

## FOUNDATIONS AND GRANTS



NATIONAL  
ENDOWMENT  
FOR THE  
HUMANITIES



THE  
KRESGE  
FOUNDATION



Phillip & Elizabeth Filmer Memorial Charitable Trust



# INDIVIDUAL DONATIONS

Howard Adams  
Roger & Jean Bajorek  
Paul & Brenda Balas  
Fred & Kit Barnard  
Richard Beaubien  
Robin & Richard  
Beltramini  
Mike Berezowsky  
Andrew Berry  
Meredith Bezak  
Mike & Pam Brady  
Thomas & Karen Brant  
Ann Britton  
Sue & Mike Broihan  
Sue & Ken Bruchanski  
Tim Burns  
Loraine Campbell  
Jeni Carino  
Karol Carter  
Barbara Chambers  
Trudy Chisholm  
Irene Christy  
Pamela Claps  
Sandra Clark  
Thomas & Marie Cook  
Mary Creager  
Dennis & Carolyn Darch  
Bill & Wendy Davy  
Michele Dungjen  
Ivana & Kevin Enright  
Aditya Ezhuthachan  
Helen Gach  
Patricia Gates  
Danielle & Mathew  
Golling  
Jeanette Graczyk  
Earl & Julia Gravlin  
John Gumina  
Diane Gurzick  
Michelle Hachigian

Matthew & Lori Hackett  
Sandi Hallock  
Jim & Charlotte Halsey  
Patricia Hartner  
Mary Hatala  
Mary & Tom Hrynik  
Shirley Hull  
Judy & Bruce Iceman  
James & Joan Jarrait  
Elizabeth & Roger  
Kaniarz  
Jagdish Karira  
Joe & Donna Killewald  
Marlene Klebba & Louis  
LaFave  
Karen & John Kraft  
Karavias  
Christina Kring  
Kerry Krivoshein  
Susan & Tim Kroninger  
Elaine Kruse  
Padma Kuppa &  
Sudhakar Tadepalli  
Katie LaLone  
John & Sue Lavender  
Christal Lewandowski

Russell & Tyra Lewis  
Kevin & Susan Lindsey  
Anna Marie & Phil Lloyd  
Ray Lucas  
Kay McFarland  
Tim & Julie McGee  
Verna & James  
Meinershagen  
Aleta & Ken Meskin  
Catherine Mishark  
Maryann Neimeister  
Michael & Marian  
Nowosatko  
Justine Nowosatko  
Cathy & Andrew OGawa  
Mary O'Neill  
Anne Partlan  
Thomas Passingham  
Alice Pepper  
Tony Perna  
Jen & Jeremy Peters  
JoAnn & Robert Preston  
Helen Pytiak  
Ward Randol  
Marybeth & Bill Reader  
Gerry & Linda Romito

Kris Rose  
Jayne Saeger  
Allen Salyer  
Art Schlachter  
John Sieffert  
Robin & Robert Siegel  
Judy Siess  
Chris & Michelle  
Slaviero  
Frances Stage  
Cindy & Jeff Stewart  
Jeanne Stine  
Linda & Mike Tingley  
Julie Ann Wagner  
Zola & LaVere Webster  
Rose Weiss  
Katy Willoughby  
Frances Willuweit  
Joy & Frank Wong  
John & Nancy  
Youngerman



# LOOKING FORWARD

With the Grand Opening of Niles-Barnard House, we are thrilled to have a 10+ year project completed and a new space for programming. We are thankful for the work and funding the City of Troy put into the project and the dedication of Village Staff and THS Board members. We immediately began using the house for programs like Cheddar's Story Hour and Preservation Conversations. The Niles-Barnard House will provide additional revenue through rentals and is proving to be a popular space for parties and showers for groups of 30-50 individuals. We hope to expand that rental base to local businesses and groups looking for meeting space as well as organizations seeking a place to have lunch and enjoy a Village program.



As we move past COVID, we have a host of new and reimagined programs to add to our “menu” of offerings at the Village. Village Staff researched and produced several history talks for our Teas for a Few program that can now be presented to senior care facilities, social groups, and other organizations that book our Group Gather programs. Several workshops and themed programs are popular with local scout groups, homeschool groups, and families looking for engaging experiences at the Village. Our Village-wide exhibits have inspired us to look at using the buildings in new, immersive ways. We hope that as schools return for traditional field trips, these additional programs expand and balance the annual schedule of the Village.

As we enter the 2021/2022 Fiscal Year, we plan to address several development areas. THS hosted their first Barnard Bash in July of 2021 and hopes to expand this event as a way to recognize, involve, and excite our donor base. This winter the THS Board and Village Staff will create a Strategic Plan for the next 3-5 years with a consultant from The Nonprofit Network. Though the Strategic Plan was delayed by COVID, we will take this opportunity to incorporate the things we’ve learned in the last two years to create a stronger strategy moving forward.



**TROY HISTORICAL SOCIETY**

**FINANCIAL STATEMENTS**

**Year Ended June 30, 2020**

# TROY HISTORICAL SOCIETY

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Financial Statements	
Statement of Financial Position	A
Statement of Activities	B
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Statement of Cash Flows	D
Notes to Financial Statements	



**INDEPENDENT AUDITORS' REPORT**

The Board of Directors  
Troy Historical Society  
Troy, Michigan

We have audited the accompanying financial statements of Troy Historical Society (a Michigan nonprofit organization), which comprise the statement of financial position as of June 30, 2020, and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

**Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

**Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## **Opinion**

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Troy Historical Society as of June 30, 2020 and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

A handwritten signature in black ink, reading "Jolita & Lazzara P.C." in a cursive script.

Macomb, Michigan

May 10, 2021

# TROY HISTORICAL SOCIETY

## STATEMENT OF FINANCIAL POSITION

June 30, 2020

### ASSETS

#### Current Assets:

Cash	\$ 87,295
Cash - With Donor Restrictions	22,947
Cash Savings - Grant Matching Funds	65,784
Investment in CD - Grant Funds	26,352
Investment in CD - Grand Matching Funds	13,119
Grants Receivable	5,000
Inventory	12,483
Prepaid Expenses	<u>3,882</u>

Total Current Assets \$ 236,862

#### Property and Equipment:

Office Equipment, Furnishings and Signs	41,718
Less Accumulated Depreciation	<u>(31,980)</u>

Net Property and Equipment 9,738

#### Other Assets:

Beneficial Interest in Assets Held at Community Foundation	<u>4,500</u>
--	--------------

Total Other Assets 4,500

Total Assets \$ 251,100

## LIABILITIES

## Current Liabilities:

Accounts Payable	\$ 1,412
Accrued Expenses	12,285
Rental Deposits Payable	2,215
Deferred Revenue	<u>4,408</u>

Total Current Liabilities		\$ 20,320
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## NET ASSETS

## Net Assets:

Without Donor Restrictions	150,070
With Donor Restrictions	<u>80,710</u>

Total Net Assets	<u>230,780</u>
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Total Liabilities and Net Assets	<u><u>\$ 251,100</u></u>
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See Independent Auditors' Report and Accompanying Notes.



**TROY HISTORICAL SOCIETY****STATEMENT OF ACTIVITIES**

For the Year Ended June 30, 2020

	Without Donor Restrictions	With Donor Restrictions	Total
Support and Revenue:			
Program Fees	\$ 99,370	\$ -	\$ 99,370
Donations	75,590	150	75,740
Admissions	2,947	-	2,947
Merchandise Sales	9,340	-	9,340
Merchandise Dues	9,250	-	9,250
Rental Income	2,210	-	2,210
Sponsorships	62,475	-	62,475
Local Government Support	150,000	-	150,000
Grants	-	63,480	63,480
Paycheck Protection Program Loan Forgiveness	65,700	-	65,700
Fundraising Events	8,037	-	8,037
Other	2,184	1,142	3,326
Net Assets Released From Restrictions	78,213	(78,213)	-
Total Support and Revenue	565,316	(13,441)	551,875
Functional Expenses:			
Program Services	262,095	-	262,095
Management and General	100,905	-	100,905
Fundraising	63,432	-	63,432
Total Functional Expenses	426,432	-	426,432
Increase/(Decrease) in Net Assets	138,884	(13,441)	125,443
Net Assets - Beginning of Year	11,186	94,151	105,337
Net Assets - End of Year	\$ 150,070	\$ 80,710	\$ 230,780

See Independent Auditors' Report and Accompanying Notes.

# **TROY HISTORICAL SOCIETY**

## **STATEMENT OF FUNCTIONAL EXPENSES**

For the Year Ended June 30, 2020

		Supporting Services		
	Program Services	Management and General	Fundraising	Total
Direct Expenses:				
Payroll and Related Expenses	\$ 161,792	\$ 49,726	\$ 35,871	\$ 247,389
Contracted Services	6,353	-	-	6,353
Bank Service Charges	2,113	-	113	2,226
Lectures and Exhibit Fees	1,050	-	-	1,050
Supplies	8,839	-	2,975	11,814
Merchandise and Awards	5,670	-	-	5,670
Food and Beverage	430	516	195	1,141
Total Direct Expenses	186,247	50,242	39,154	275,643
Indirect and General Expenses:				
Payroll and Related Expenses	51,092	15,703	11,328	78,123
Rental Expenses	2,012	319	229	2,560
Office, Printing and Postage	3,740	1,250	2,288	7,278
Professional Fees	10,035	10,966	1,800	22,801
Supplies	4,479	-	-	4,479
Professional Development	-	78	-	78
Repairs and Maintenance	796	-	-	796
Dues and Subscriptions	-	-	1,038	1,038
Computer, Copier and Telephone	2,426	11,539	445	14,410
Depreciation	-	4,794	-	4,794
Bank and Credit Card Fees	-	100	-	100
Travel	-	99	-	99
Miscellaneous	1,268	5,815	7,150	14,233
Total Indirect and General Expenses	75,848	50,663	24,278	150,789
Total Functional Expenses	\$ 262,095	\$ 100,905	\$ 63,432	\$ 426,432

See Independent Auditors' Report and Accompanying Notes.

**TROY HISTORICAL SOCIETY****STATEMENT OF CASH FLOWS**

For the Year Ended June 30, 2020

## Cash Flows From Operating Activities

Change In Net Assets	\$ 125,443
Adjustments To Reconcile Change In Net Assets To Net Cash Provided By (Used In) Operating Activities:	
Depreciation Expense	4,794
(Increase)/Decrease In Assets:	
Grants Receivable	(5,000)
Inventory	76
Prepaid Expenses	(460)
Increase/(Decrease) In Liabilities:	
Accounts Payable	618
Accrued Expenses	(3,269)
Rental Deposits Payable	965
Credit Card Payable	(2,574)
Deferred Revenue	<u>(33,598)</u>
Net Cash Provided By (Used In) Operating Activities	<u>86,995</u>
Net Increase (Decrease) In Cash	86,995
Cash and Cash Equivalents - Beginning of Year	<u>128,502</u>
Cash and Cash Equivalents - End of Year	<u><u>\$ 215,497</u></u>

See Independent Auditors' Report and Accompanying Notes.

## **TROY HISTORICAL SOCIETY**

### **NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2020

#### **Note 1 – Summary of Significant Accounting Policies**

##### Nature of Operations

Troy Historical Society (the Organization) is a non-profit corporation located in Troy, Michigan that promotes the knowledge and appreciation of local, state and national heritage among its citizens and school children. The Organization was formed in order to foster and encourage the collection and preservation of historical artifacts and to study and conduct historical research. The Organization's source of revenue is principally donations and program revenue.

##### Basis of Accounting

The Organization uses the accrual basis of accounting for reporting purposes. Accordingly, revenues are recognized when earned and expenses are recognized when incurred.

##### Use of Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

##### Fair Value

The Organization's financial instruments consist principally of cash, marketable securities, accrued expenses, payables and deferred revenue. The fair value of a financial instrument is the amount that would be received in an asset sale or paid to satisfy a liability. The Organization believes that the recorded values of their financial instruments approximate current fair values because of their market value, nature and relatively short maturity dates or durations.

##### Financial Statement Presentation

In August 2016, the FASB issued ASU 2016-14, Not-for-Profit Entities (Topic 958): Presentation of Financial Statement of Not-For-Profit Entities. The revised guidance is intended to improve the financial reporting model for nonprofit organizations to provide better information to donors, creditors, and other users of financial information of nonprofit organizations. To achieve this goal, the ASU focuses on improving the current net asset classification requirements and information presented in financial statements and notes that are used to assess an organization's liquidity financial performance and cash flows. Effective July 1, 2018, the Organization adopted ASU 2016-14.

See Independent Auditors' Report.

**TROY HISTORICAL SOCIETY****NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2020

**Note 1 – Summary of Significant Accounting Policies (Continued)**Financial Statement Presentation (Continued)

The Organization follows the Not-For-Profit Entities topic of the FASB Accounting Standards Codification with respect to financial statement presentation. Under this topic, the Organization is required to report information regarding its financial position and activities according to the two classes of net assets: net assets with donor restrictions and net assets without donor restrictions.

The Organization classifies and reports net assets, revenues, gains and losses based upon donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

*Net Assets Without Donor Restrictions* – Represents those resources over which the Board has discretionary control. These include designated amounts which are revenues or funds the Board has set aside for a particular purpose. All property, equipment and related debt are considered unrestricted.

*Net Assets With Donor Restrictions* – Represents those resources subject to donor-imposed restrictions which will be satisfied by actions of the Organization or passage of time. When donor restrictions expire, that is, when stipulated time restrictions end or a purpose restriction is accomplished, net assets with donor restrictions are released to net assets without donor restrictions.

Cash and Cash Equivalents

The Organization has its temporary cash investments with high credit quality financial institutions. At June 30, 2020, the Organization maintained cash balances in regular checking accounts and money market accounts.

Accounts Receivable

Contributions and grants are recognized when there is a promise to give to the Organization that is, in substance, unconditional. Conditional promises to give are not included as revenue until such time as the conditions have been substantially met. The Organization uses the allowance method to determine uncollectible receivables. The allowance is based on experience and management's analysis of specific promises made. At June 30, 2020, there was no allowance for uncollectible receivables.

See Independent Auditors' Report.

**TROY HISTORICAL SOCIETY****NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2020

**Note 1 – Summary of Significant Accounting Policies (Continued)**Inventory

The Village Store retail inventory is valued at the lower of cost or market. Certain books included in the inventory amounted to \$206 and the future sales of these books are restricted to the Heritage Campaign. At June 30, 2020, inventory of \$12,483 consisted of inventory for resale of \$11,931 and supplies inventory of \$552.

Property and Equipment

Property and equipment are stated at cost when purchased and at fair market value when contributed. Maintenance and repairs are charged to current operations as incurred, whereas major improvements are capitalized. Office equipment, furnishings and signs are depreciated on a straight-line basis over a useful life of 7 years. The purchase of furniture for the Niles Barnard House is included in the total cost. Since it has not been placed into service, there is no depreciation allowance at June 30, 2020. Depreciation expense for the year ended June 30, 2020 was \$4,794.

Revenue

Revenues are reported as increases in net assets without donor restrictions unless use of the related asset is limited by donor-imposed restrictions. Other assets or liabilities are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulation or by law. The Organization preserves historical artifacts for public display and knowledge.

The Organization has adopted Accounting Standards Update No. 2014-09—Revenue from Contracts with Customers (Topic 606), as amended, as management believes the standard improves the usefulness and understandability of the Organization's financial reporting. Analysis of various provisions of this standard resulted in no significant changes in the way the Organization recognizes revenue, and therefore no changes to the previously issued audited consolidated financial statements were required on a retrospective basis. The presentation and disclosures of revenue have been enhanced in accordance with the standard.

Contributed Services

The Organization generally pays for services requiring specific expertise and employs a combination of part-time and full-time employees. Many individuals volunteer their time and perform a variety of tasks that assist in the administration and operations of the Organization, consequently, no amounts have been reflected in the financial statements for donated volunteer services.

See Independent Auditors' Report.



**TROY HISTORICAL SOCIETY****NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2020

**Note 1 – Summary of Significant Accounting Policies (Continued)**Deferred Revenue

Deferred revenue consists of advances for future programs, events, rents and grants. The organization recognizes revenue one the program, event or rental has concluded. Grants are recognized once the funds are allowed to be utilized as called for under the grant conditions.

In Kind Contributions

In-kind contributions of property and services are valued at the fair value of the contribution provided. For the year ended June 30, 2020 in kind contributions totaled \$0.

Functional Expenses

The costs of providing program and supporting services have been reported on a functional basis in the statement of functional expenses. Direct and indirect costs have been allocated between programs and general and administrative based on estimates from management. Although the methods of allocation used are considered appropriate, other methods could be used that would produce different amounts.

Advertising Expenses

Advertising costs are expensed at the time they are incurred. Advertising expense for the year ended June 30, 2020 was \$7,856.

Compensated Absences

The Organization does not accrue for compensated absences because the amount of the obligation cannot be reasonably estimated.

Tax Status

The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been reflected in the Organization's financial statements. The Organization's tax returns are generally subject to examination by the Internal Revenue Service for a period of three years from the date they are to be filed.

**Note 2 – Permanently Restricted Net Assets And Other Endowments**

Permanently restricted net assets consisted of the following amounts at June 30, 2020:

Interest in perpetual endowment \$4,500.

See Independent Auditors' Report.

# TROY HISTORICAL SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS

June 30, 2020

### **Note 2 – Permanently Restricted Net Assets And Other Endowments (Continued)**

The Organization transferred funds that represented certain permanently restricted net assets to North Woodward Community Foundation under a reciprocal transfer endowment agreement. As a practical expedient, the balance of permanently restricted net assets associated with these funds is adjusted to equal the carrying value of the endowed funds held by the North Woodward Community Foundation.

As part of the Organization's arrangement with the North Woodward Community Foundation, the North Woodward Community Foundation had provided matching funds for the benefit of the Organization. These assets are not reported on the statement of financial position since the North Woodward Community Foundation maintains variance power with respect to the assets provided by them for the benefit of the Organization. Total value of these assets as of June 30, 2020, was \$28,405.

### **Note 3 – Concentrations of Credit Risk**

The Organization derives virtually all its revenue from corporate and individual donations, fundraising events, and one local government. For the year ended June 30, 2020, 23.41% of the Organization's revenue was from grants.

### **Note 4 – Liquidity and Availability of Financial Assets**

As part of the Organization's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities and other obligations come due.

The Organization's financial assets available within one year of the statement of financial position date for general expenditure are as follows:

Cash	\$215,497
Accounts Receivable	<u>5,000</u>
Total	<u>\$220,497</u>

### **Note 5 - Troy Historical Village Store**

On April 1, 2009, the Troy Museum Guild (Gift Shop) became a standing committee of the Troy Historical Society and in July 2011 was renamed "The Village Store". The Troy Historical Society continues to operate the store, and any net proceeds will contribute to the Organization's causes as described in its Operation Guidelines.

See Independent Auditors' Report.



**TROY HISTORICAL SOCIETY****NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2020

**Note 6 – Contracts**Heritage Campaign

The Organization has entered into an agreement with the City of Troy that requires both parties to work together in order to achieve the goal of completing the five projects as described in the Heritage Campaign (see note 1). The total cost estimate to complete the Heritage Campaign is approximately \$7,700,000. The Organization's main commitment called for in the contract, is to seek donations from corporations, foundations, governmental agencies, and individuals in order to raise the required funds. The Organization will also assist the City of Troy in other various administration duties related to the Heritage Campaign Projects.

Troy Historic Village

Effective July 1, 2016 the City of Troy entered into a new ten-year non-exclusive agreement with the Organization that allows the Organization to occupy and use the Troy Historic Village and its building for the sole purpose of promoting the mission and vision of the City of Troy and the Organization is authorized to manage and operate the Troy Village and will retain all revenues earned from the Village operation. The City of Troy will provide an annual operations appropriation to the Organization to cover the utilities, insurance, building maintenance, ground maintenance, and trash. The ten-year contract with the City of Troy is set to expire June 30, 2026.

The City of Troy will provide separate funding through their annual capital budget process, to invest in the Village so as to ensure the ground and buildings are maintained in compliance with the local, state and federal statutes and ordinances. In addition, the City of Troy will provide separate funding of up to \$2,000, each year to retain and architect experienced in historic building preservation, for consultation with respect to needed maintenance and repairs.

**Note 7 – Operating Leases and Other Obligations**

The Organization has entered into various obligations as described below:

The Organization has entered into a one-year, automatic renewing service agreements for network monitoring and backup services for \$330 and spam filtering for \$82 per month with an additional fee of \$304 per quarter for voicemail. The agreement can be canceled prior to the renewal by providing 30 days' notice. Total expense under this agreement totaled \$4,563 for the fiscal year. The network monitoring and spam filtering agreement were canceled on July 31, 2020.

See Independent Auditors' Report.

**TROY HISTORICAL SOCIETY****NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2020

**Note 7 – Operating Leases and Other Obligations (Continued)**

The Organization had entered into a five-year lease agreement for office equipment with monthly payments of \$114. This agreement ended in March 2020. Lease expense for the fiscal year ended June 30, 2020 was \$798. The Organization renewed into another five-year lease agreement with monthly payments of \$107. Lease expense under the renewal for the fiscal year ended June 30, 2020 was \$423.

The following is a schedule of future minimum lease payments required under the above network services as of June 30, 2020:

	Years Ending June 30,
2021	\$2,918
2022	2,506
2023	2,506
2024 and forward until canceled	2,506

**Note 8 – Paycheck Protection Program Loan**

The Organization received a Paycheck Protection Program Loan (PPP Loan) on May 5, 2020 in the amount of \$65,700 from Community Choice Credit Union. According to FASB ASC 958-605, the Organization recognizes contribution income as the PPP Loan forgiveness requirements (conditions) are substantially met. The loan was forgiven in full on January 12, 2021, and has been reported as revenue.

**Note 9 – Subsequent Events**

The current coronavirus pandemic has had an economic impact on the United States and the international community. While the Organization has not experienced a material adverse impact as of the date to these financial statements, the future impact, if any, cannot be determined.

The Organization has evaluated subsequent events through May 10, 2021, the date which the financial statements were available to be issued.

See Independent Auditors' Report.

**TROY HISTORICAL SOCIETY**

**FINANCIAL STATEMENTS**

**Year Ended June 30, 2021**

# TROY HISTORICAL SOCIETY

## CONTENTS

	<u>Exhibit</u>
Independent Auditors' Report	
Financial Statements	
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Statement of Activities	B
Statement of Functional Expenses	C
Statement of Cash Flows	D
Notes to Financial Statements	

## INDEPENDENT AUDITORS' REPORT

To the Board of Directors  
Troy Historical Society  
Troy, Michigan

We have audited the accompanying financial statements of Troy Historical Society (a Michigan nonprofit organization), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Troy Historical Society as of June 30, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

A handwritten signature in black ink that reads "Jolita & Jazzy P.C." in a cursive, stylized font.

Macomb, MI  
February 25, 2022

# TROY HISTORICAL SOCIETY

## STATEMENT OF FINANCIAL POSITION

June 30, 2021

### ASSETS

#### Current Assets:

Cash	\$ 52,160
Cash - With Donor Restrictions	19,574
Cash Savings - Grant Matching Funds	132,530
Investment - In Kind Donation	40,252
Grants Receivable	7,700
Accounts Receivable	4,350
Inventory	9,163
Prepaid Expenses	<u>2,692</u>

Total Current Assets \$ 268,421

#### Property and Equipment:

Office Equipment, Furnishings and Signs	44,615
Less Accumulated Depreciation	<u>(36,845)</u>

Net Property and Equipment 7,770

Total Assets \$ 276,191

## LIABILITIES

## Current Liabilities:

Accounts Payable	\$	356
Accrued Expenses		14,015
Rental Deposits Payable		3,750
Deferred Revenue		<u>25,288</u>

Total Current Liabilities		\$	43,409
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## NET ASSETS

## Net Assets:

Without Donor Restrictions	213,208
With Donor Restrictions	<u>19,574</u>

Total Net Assets		<u>232,782</u>
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Total Liabilities and Net Assets		<u><u>\$ 276,191</u></u>
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See Independent Auditors' Report and Accompanying Notes.



**TROY HISTORICAL SOCIETY****STATEMENT OF ACTIVITIES**

For the Year Ended June 30, 2021

	Without Donor Restrictions	With Donor Restrictions	Total
Support and Revenue:			
Program Fees	\$ 56,289	\$ -	\$ 56,289
Donations	95,024	1,877	96,901
Admissions	3,259	-	3,259
Merchandise Sales	10,974	-	10,974
Membership Dues	13,035	-	13,035
Rental Income	8,760	-	8,760
Sponsorships	9,075	-	9,075
Local Government Support	100,000	-	100,000
Grants	-	60,700	60,700
PPP Loan Forgiveness	66,700	-	66,700
Fundraising Events	(833)	-	(833)
Other	570	46	616
Net Assets Released From Restrictions	123,759	(123,759)	-
Total Support and Revenue	486,612	(61,136)	425,476
Functional Expenses:			
Program Services	226,734	-	226,734
Management and General	153,485	-	153,485
Fundraising	43,197	-	43,197
Total Functional Expenses	423,416	-	423,416
Increase/(Decrease) in Net Assets Before Other Income/(Expenses)	63,196	(61,136)	2,060
Other Income/(Expense):			
Unrealized Gain (Loss) on Investment	(58)	-	(58)
Total Other Income/(Expense)	(58)	-	(58)
Increase/(Decrease) in Net Assets	63,138	(61,136)	2,002

**TROY HISTORICAL SOCIETY**

**STATEMENT OF ACTIVITIES (CONTINUED)**

For the Year Ended June 30, 2021

	Without Donor Restrictions	With Donor Restrictions	Total
Increase/(Decrease) in Net Assets	\$ 63,138	\$ (61,136)	\$ 2,002
Net Assets - Beginning of Year	150,070	80,710	230,780
Net Assets - End of Year	<u>\$ 213,208</u>	<u>\$ 19,574</u>	<u>\$ 232,782</u>

See Independent Auditors' Report and Accompanying Notes.

**TROY HISTORICAL SOCIETY****STATEMENT OF FUNCTIONAL EXPENSES**

For the Year Ended June 30, 2021

	Program Services	Supporting Services		Total
		Management and General	Fundraising	
Direct Expenses:				
Payroll and Related Expenses	\$ 119,900	\$ 80,660	\$ 17,440	\$ 218,000
Contracted Services	14,514	-	-	14,514
Bank Service Charges	2,687	-	38	2,725
Lectures and Exhibit Fees	600	-	-	600
Supplies	8,292	3,658	835	12,785
Merchandise and Awards	4,471	-	-	4,471
Food and Beverage	24	339	-	363
Total Direct Expenses	150,488	84,657	18,313	253,458
Indirect and General Expenses:				
Payroll and Related Expenses	56,423	37,958	8,207	102,588
Rental Expenses	1,769	517	112	2,398
Office, Printing and Postage	3,849	1,223	1,334	6,406
Professional Fees	-	9,661	13,882	23,543
Supplies	118	1,070	-	1,188
Professional Development	-	139	-	139
Repairs and Maintenance	-	423	-	423
Dues and Subscriptions	-	869	-	869
Computer, Copier and Telephone	8,985	6,044	1,307	16,336
Depreciation	-	4,865	-	4,865
Bank and Credit Card Fees	-	8	-	8
Travel	-	90	-	90
Miscellaneous	5,102	5,961	42	11,105
Total Indirect and General Expenses	76,246	68,828	24,884	169,958
Total Functional Expenses	\$ 226,734	\$ 153,485	\$ 43,197	\$ 423,416

See Independent Auditors' Report and Accompanying Notes.

**TROY HISTORICAL SOCIETY****STATEMENT OF CASH FLOWS**

For the Year Ended June 30, 2021

Cash Flows From Operating Activities:	
Change In Net Assets	\$ 2,002
Adjustments To Reconcile Change In Net Assets To Net Cash Provided	
By (Used In) Operating Activities:	
Depreciation Expense	4,865
(Increase)/Decrease In Assets:	
Investment - In Kind Donations	(40,252)
Grants Receivable	(2,700)
Inventory	3,320
Prepaid Expenses	1,190
Accounts Receivable	(4,350)
Increase/(Decrease) In Liabilities:	
Accounts Payable	(1,056)
Accrued Expenses	1,729
Rental Deposits Payable	1,535
Deferred Revenue	20,880
Net Cash Provided By (Used In) Operating Activities	<u>(12,837)</u>
Cash Flows from Investing Activities:	
Purchase of Equipment	(2,896)
Decrease in Beneficial Interest in Assets Held at Community Foundation	<u>4,500</u>
Net Cash Provided By (Used In) Investing Activities	1,604
Net Increase (Decrease) In Cash	(11,233)
Cash and Cash Equivalents - Beginning of Year	<u>215,497</u>
Cash and Cash Equivalents - End of Year	<u><u>\$ 204,264</u></u>

See Independent Auditors' Report and Accompanying Notes.

# **TROY HISTORICAL SOCIETY**

## **NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2021

### **Note 1 – Summary of Significant Accounting Policies**

#### Nature of Operations

Troy Historical Society (the Organization) is a non-profit corporation located in Troy, Michigan that promotes the knowledge and appreciation of local, state and national heritage among its citizens and school children. The Organization was formed in order to foster and encourage the collection and preservation of historical artifacts and to study and conduct historical research. The Organization's source of revenue is principally donations and program revenue.

#### Basis of Accounting

The Organization uses the accrual basis of accounting for reporting purposes. Accordingly, revenues are recognized when earned and expenses are recognized when incurred.

#### Use of Estimates

The preparation of the financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the consolidated financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

#### Fair Value

The Organization's financial instruments consist principally of cash, marketable securities, accrued expenses, payables and deferred revenue. The fair value of a financial instrument is the amount that would be received in an asset sale or paid to satisfy a liability. The Organization believes that the recorded values of their financial instruments approximate current fair values because of their market value, nature and relatively short maturity dates or durations.

#### Financial Statement Presentation

In August 2016, the FASB issued ASU 2016-14, Not-for-Profit Entities (Topic 958): Presentation of Financial Statement of Not-For-Profit Entities. The revised guidance is intended to improve the financial reporting model for nonprofit organizations to provide better information to donors, creditors, and other users of financial information of nonprofit organizations. To achieve this goal, the ASU focuses on improving the current net asset classification requirements and information presented in financial statements and notes that are used to assess an organization's liquidity financial performance and cash flows. Effective July 1, 2018, the Organization adopted ASU 2016-14.

See Independent Auditors' Report.

**TROY HISTORICAL SOCIETY****NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2021

**Note 1 – Summary of Significant Accounting Policies (Continued)**Financial Statement Presentation (Continued)

The Organization follows the Not-For-Profit Entities topic of the FASB Accounting Standards Codification with respect to financial statement presentation. Under this topic, the Organization is required to report information regarding its financial position and activities according to the two classes of net assets: net assets with donor restrictions and net assets without donor restrictions.

The Organization classifies and reports net assets, revenues, gains and losses based upon donor-imposed restrictions. Accordingly, net assets of the Organization and changes therein are classified and reported as follows:

*Net Assets Without Donor Restrictions* – Represents those resources over which the Board has discretionary control. These include designated amounts which are revenues or funds the Board has set aside for a particular purpose. All property, equipment and related debt are considered unrestricted.

*Net Assets With Donor Restrictions* – Represents those resources subject to donor-imposed restrictions which will be satisfied by actions of the Organization or passage of time. When donor restrictions expire, that is, when stipulated time restrictions end or a purpose restriction is accomplished, net assets with donor restrictions are released to net assets without donor restrictions.

Cash and Cash Equivalents

The Organization considers all highly liquid investments with maturities of three months or less, when purchased, to be cash equivalents. The Organization's cash deposits exceeded the Federal Deposit Insurance Corporation limits at various times during the year ended June 30, 2021.

Accounts Receivable

Contributions and grants are recognized when there is a promise to give to the Organization that is, in substance, unconditional. Conditional promises to give are not included as revenue until such time as the conditions have been substantially met. The Organization uses the allowance method to determine uncollectible receivables. The allowance is based on experience and management's analysis of specific promises made. At June 30, 2021, there was no allowance for uncollectible receivables.

See Independent Auditors' Report.

**TROY HISTORICAL SOCIETY****NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2021

**Note 1 – Summary of Significant Accounting Policies (Continued)**Inventory

The Village Store retail inventory is valued at the lower of cost or market. Certain books included in the inventory amounted to \$200 and the future sales of these books are restricted to the Heritage Campaign. At June 30, 2021, total inventory value was \$9,163.

Property and Equipment

Property and equipment are stated at cost when purchased and at fair market value when contributed. Maintenance and repairs are charged to current operations as incurred, whereas major improvements are capitalized. Office equipment, furnishings and signs are depreciated on a straight-line basis over a useful life of 7 years. The purchase of furniture for the Niles Barnard House is included in the total cost. Since it has not been placed into service, there is no depreciation allowance at June 30, 2021. Depreciation expense for the year ended June 30, 2021 was \$4,865.

Revenue

Revenues are reported as increases in net assets without donor restrictions unless use of the related asset is limited by donor-imposed restrictions. Other assets or liabilities are reported as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulation or by law. The Organization preserves historical artifacts for public display and knowledge.

The Organization has adopted Accounting Standards Update No. 2014-09—Revenue from Contracts with Customers (Topic 606), as amended, as management believes the standard improves the usefulness and understandability of the Organization's financial reporting. Analysis of various provisions of this standard resulted in no significant changes in the way the Organization recognizes revenue, and therefore no changes to the previously issued audited financial statements were required on a retrospective basis. The presentation and disclosures of revenue have been enhanced in accordance with the standard.

Contributed Services

The Organization generally pays for services requiring specific expertise and employs a combination of part-time and full-time employees. Many individuals volunteer their time and perform a variety of tasks that assist in the administration and operations of the Organization, consequently, no amounts have been reflected in the financial statements for donated volunteer services.

See Independent Auditors' Report.



**TROY HISTORICAL SOCIETY****NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2021

**Note 1 – Summary of Significant Accounting Policies (Continued)**Deferred Revenue

Deferred revenue consists of advances for future programs, events, rents and grants. The organization recognizes revenue once the program, event or rental has concluded. Grants are recognized once the funds are allowed to be utilized as called for under the grant conditions.

Concentration of Revenue

The City of Troy accounted for approximately 24% of total revenue received by the Organization during the fiscal year.

In-Kind Contributions

In-kind contributions of mutual funds are valued at the fair value of the contribution provided. For the year ended June 30, 2021 in-kind contributions totaled \$40,310, all of which were mutual fund investments.

Functional Expenses

The costs of providing program and supporting services have been reported on a functional basis in the statement of functional expenses. Direct and indirect costs have been allocated between programs and general and administrative based on estimates from management. Although the methods of allocation used are considered appropriate, other methods could be used that would produce different amounts.

Advertising Expenses

Advertising costs are expensed at the time they are incurred. Advertising expense for the year ended June 30, 2021 was \$0.

Compensated Absences

The Organization does not accrue for compensated absences because the amount of the obligation cannot be reasonably estimated.

Tax Status

The Organization is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been reflected in the Organization's financial statements. The Organization's tax returns are generally subject to examination by the Internal Revenue Service for a period of three years from the date they are to be filed.

See Independent Auditors' Report.

## TROY HISTORICAL SOCIETY

### NOTES TO THE FINANCIAL STATEMENTS

June 30, 2021

#### **Note 2 – Concentrations of Credit Risk**

The Organization derives virtually all its revenue from corporate and individual donations, fundraising events, and one local government. For the year ended June 30, 2021, 29.94% of the Organization's revenue was from grants.

#### **Note 3 – Liquidity and Availability of Financial Assets**

As part of the Organization's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities and other obligations come due.

The Organization's financial assets available within one year of the statement of financial position date for general expenditure are as follows:

Cash	\$ 204,264
Investment-In Kind Donation	40,252
Inventory	9,163
Accounts Receivable	<u>12,050</u>
Total	<u>\$ 265,729</u>

#### **Note 4 - Fair Value and Fair Value Measurement**

The fair value measurement accounting literature establishes a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. This hierarchy consists of three broad levels: Level 1 inputs consist of unadjusted quoted prices in active markets for identical assets and have the highest priority. Level 2 inputs consist of observable inputs other than quoted prices for identical assets (Level 1). Level 3 inputs are unobservable and have the lowest priority. The Plan uses appropriate valuation techniques based on the available inputs to measure the fair value of its investments. When available, the Plan measures fair value using Level 1 inputs because they generally provide the most reliable evidence of fair value. Level 2 inputs are used for investments for which Level 1 inputs were not available. Level 3 inputs would only be used if Level 1 or Level 2 inputs were not available. There are no Plan assets requiring the use of Level 3 inputs for the period presented.

See Independent Auditors' Report.

# TROY HISTORICAL SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS June 30, 2021

### Note 4 - Fair Value and Fair Value Measurement (Continued)

#### Level 1 Fair Value Measurements

The fair value of mutual funds is based on quoted net asset values of the shares as reported by the fund. The mutual funds held by the Plan are open-ended mutual funds registered with the

U.S. Securities and Exchange Commission. The funds must publish their daily net asset value and transact at that price. The mutual funds held by the Plan are considered to be actively traded. The fair values of common stocks are based on the closing price reported on the active market where the individual securities are traded.

The following table sets forth, by level within the fair value hierarchy, the Organization's investments at fair value as of June 30, 2021:

Description	Fair Value 06/30/2021	Fair Value Measurements at the End of the Reporting Period Using Quoted Prices in Active Markets for Identical Assets
		(Level 1)
Mutual Funds	\$ 40,252	\$ 40,252
	<u>\$ 40,252</u>	<u>\$ 40,252</u>

Unrealized losses for the fiscal year ended June 30, 2021 totaled \$58. The Organization's policy is to recognize transfers between Levels 1 and 2 and into and out of Level 3 as of the date of the event or change in circumstances that caused the transfer. For the year ended June 30, 2021, there were no significant transfers between Levels 1 and 2 and no transfers into or out of Level 3.

### Note 5 - Troy Historical Village Store

On April 1, 2009, the Troy Museum Guild (Gift Shop) became a standing committee of the Troy Historical Society and in July 2011 was renamed "The Village Store". The Troy Historical Society continues to operate the store, and any net proceeds will contribute to the Organization's causes as described in its Operation Guidelines.

See Independent Auditors' Report.

**TROY HISTORICAL SOCIETY****NOTES TO THE FINANCIAL STATEMENTS**

June 30, 2021

**Note 6 – Contracts**Troy Historic Village

Effective July 1, 2016 the City of Troy entered into a new ten-year non-exclusive agreement with the Organization that allows the Organization to occupy and use the Troy Historic Village and its building for the sole purpose of promoting the mission and vision of the City of Troy and the Organization is authorized to manage and operate the Troy Village and will retain all revenues earned from the Village operation. The City of Troy will provide an annual operations appropriation to the Organization to cover the utilities, insurance, building maintenance, ground maintenance, and trash. The ten-year contract with the City of Troy is set to expire June 30, 2026.

The City of Troy will provide separate funding through their annual capital budget process, to invest in the Village so as to ensure the ground and buildings are maintained in compliance with the local, state and federal statutes and ordinances. In addition, the City of Troy will provide separate funding of up to \$2,000, each year to retain and architect experienced in historic building preservation, for consultation with respect to needed maintenance and repairs.

**Note 7 – Operating Leases and Other Obligations**

The Organization has entered into various obligations as described below:

The Organization has entered into a one-year, automatic renewing service agreements for network monitoring and backup services for \$330 and spam filtering for \$82 per month with an additional fee of \$304 per quarter for voicemail. The agreement can be canceled prior to the renewal by providing 30 days' notice. The network monitoring and spam filtering agreement were canceled on July 31, 2021, and the voicemail service was retained for the entire fiscal year. Total expense under these agreements totaled \$1,628 for the fiscal year ended June 30, 2021.

The Organization has a five-year lease agreement for office equipment with monthly payments of \$107, ending on June 30, 2025. Lease expense for the fiscal year ended June 30, 2021 was \$1,284.

See Independent Auditors' Report.

# TROY HISTORICAL SOCIETY

## NOTES TO THE FINANCIAL STATEMENTS

June 30, 2021

### **Note 7 – Operating Leases and Other Obligations (Continued)**

The following is a schedule of future minimum lease payments required under the above network services as of June 30, 2021:

Years Ending June 30,	
2022	\$2,506
2023	2,506
2024	2,506
2025	2,506
2026 and thereafter	1,216

### **Note 8 – Paycheck Protection Program Loan**

The Organization received a Paycheck Protection Program Loan (PPP Loan) on February 12, 2021 in the amount of \$66,700 from Community Choice Credit Union. According to FASB ASC 958-605, the Organization recognizes contribution income as the PPP Loan forgiveness requirements (conditions) are substantially met. The loan was forgiven in full on October 22, 2021, and has been reported as revenue.

### **Note 9 – Subsequent Events**

The current coronavirus pandemic has had an economic impact on the United States and the international community. While the Organization has not experienced a material adverse impact as of the date to these financial statements, the future impact, if any, cannot be determined.

The Organization received \$106,000 from the City of Troy on July 1, 2021 which will be used to fund the operations during the fiscal year ending June 30, 2022.

The Organization has evaluated subsequent events through February 25, 2022, the date which the financial statements were available to be issued.

See Independent Auditors' Report.



500 West Big Beaver  
Troy, MI 48084  
troymi.gov

O-02b

## CITY COUNCIL AGENDA ITEM

Date: March 21, 2022

To: Mark F. Miller, City Manager

From: Robert J. Bruner, Assistant City Manager  
Emily M. Dumas, Library Director

Subject: Department Report: Troy Public Library Eliminating Late Fines

Troy Public Library will officially eliminate late fines on most materials beginning on April 3, 2022. The practice of not collecting late fines was first put into place in March 2020 to reduce burden on the community during the forced closure caused by COVID-19. This policy was extended during the reopening transitional period, and remains in place today.

Many libraries across the country have implemented fine free policies over the last decade, and data continues to demonstrate that eliminating late fines frequently increases rates of returned materials, encourages borrowers to return to the library, allows for more positive patron and staff interactions, and does not lead to increased lost or stolen materials. In the two years that Troy Public Library has ceased collecting late fines the library has not seen increased wait times for materials on holds, nor any significant increase in lost or long overdue materials.

The decision to move to a fine free institution was made in an effort to achieve the following goals:

- Encourage patrons to readily use the library.
- Foster good will with the community.
- Create a positive, rather than punitive, association for the library with our patrons.
- Cultivate an atmosphere where staff can concentrate on improving customer service and providing positive interactions with our community.
- Eliminate any budgetary burden on patrons, as fines will no longer be a source of revenue (patrons already support the library through its dedicated millage).
- Continue a policy that has been in practice for two years (due to the building closure) which has been shown to work well.

Fine free means that Troy Public Library will no longer assess late fines for most items that are overdue. However, late fines will still be collected for the HITs collection, Kindles, Mobile Hotspots, and Interlibrary Loan items through MeLCat. Due dates and return policies will still apply. If an item does not have a hold on it, it will be automatically renewed up to three additional times. If an item is on hold it is not eligible for renewal and needs to be returned. If an item reaches its due date plus 15 days, it will be marked as lost, and the patron's borrowing privileges will be frozen until the item is replaced, or the borrower pays a replacement fee for the material plus any additional processing fees.